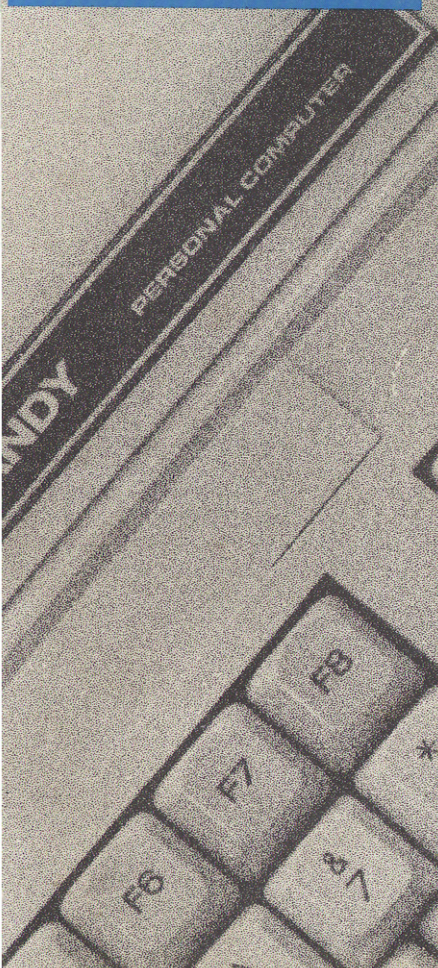


INTRODUCTION TO THE

# TANDY 1000

A TUTORIAL  
TO DeskMate™



TANDY PERSONAL COMPUTER





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INTRODUCTION TO THE

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# TANDY<sup>®</sup> 1000

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A TUTORIAL  
TO DeskMate<sup>™</sup>

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**The FCC Wants You to Know . . .** This equipment has been certified to comply with the limits for a Class B computing device, pursuant to Subpart J of Part 15 of FCC Rules. Only peripherals (computer input/output devices, terminals, printers, etc.) that are certified to comply with the Class B limits may be attached to this computer. Operation with non-certified peripherals is likely to result in interference to radio and TV reception. If this occurs, try relocating the receiving antenna, or relocating the computer.

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# INTRODUCTION

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Congratulations on your selection of the **Tandy 1000**. This powerful, yet simple-to-use system comes complete with the multi-purpose **DeskMate™** software package. This hardware and software combination makes the perfect desk-top complement.

Your Tandy 1000 package includes:

- The main unit, which contains the disk drive(s) and the CPU.
- The keyboard.
- The MS-DOS diskette with full BASIC
- The DeskMate diskette.
- The *BASIC, A Reference Guide*.
- The *DeskMate, A Reference Manual*.
- The *DeskMate, A Quick Reference Guide*.
- This *Introduction to Tandy 1000/A Tutorial to DeskMate*.

You can connect your Tandy 1000 to a color monitor (Cat. # 25-3212), a monochrome monitor (Cat. # 26-3211), or a television set (all sold separately).

To print information, you need a printer with an appropriate cable.

To use the DeskMate telecommunication features you need an RS-232 Option Board and an external modem or a Modem Option Board.

To connect a television set to the Tandy 1000 as a monitor you need an RF modulator (Cat # 15-1273), and the appropriate cables.

Contained in this tutorial booklet are step-by-step instructions for setting up your Tandy 1000. The sample session, which makes up most of this booklet, is designed to help you become familiar with DeskMate by demonstrating and stepping you through its many features.

To quickly look up detailed information about a specific DeskMate topic, use *DeskMate, A Reference Manual*.

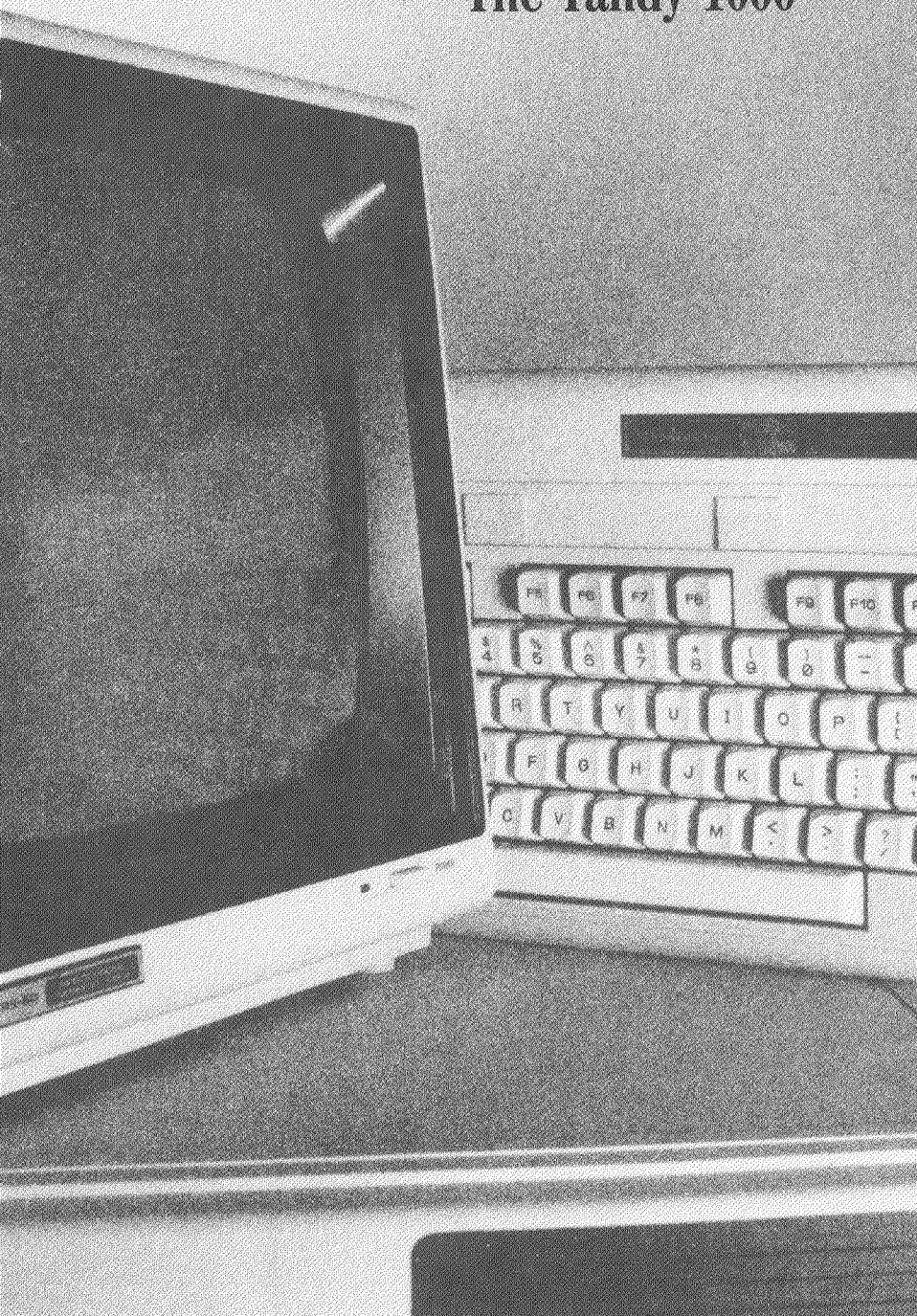
## *Introduction*

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Information about the more advanced features of the Tandy 1000 and its operating system, MS-DOS, is provided in the *BASIC Reference Manual*, the *MS-DOS Reference Manual*, and the *Programmers Reference Manual* for the Tandy 1000. These manuals are all available at your Radio Shack Computer Center.



# Setting Up The Tandy 1000





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## SETTING UP THE TANDY 1000

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Following these instructions are illustrations of each monitor/main unit connection (one with a monochrome monitor, one with a color monitor, and one with a television used as a monitor) and printer configuration instructions.

**Note:** Some sophisticated software packages with high resolution graphics, such as DeskMate, require the use of either a monochrome or color monitor.

1. Be sure that all equipment is turned off.
2. Connect any additional equipment, such as a printer or modem. (Refer to the instructions provided with the additional equipment.) See Figure 1.

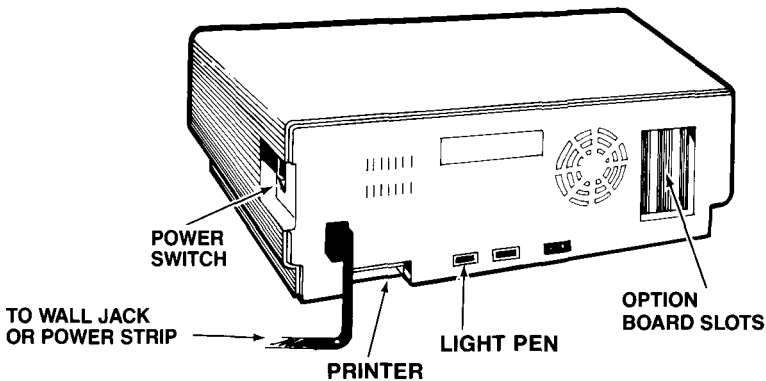


Figure 1



- 3a. **Color Monitor Users:** Connect the monitor cable to the RGBI MONITOR port on the back of the Main Unit. See Figure 2.

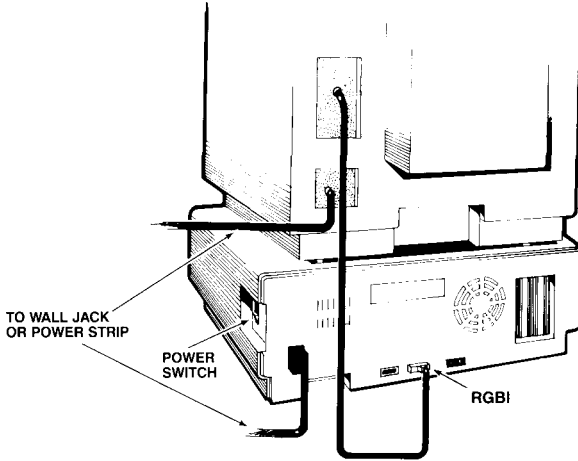


Figure 2

- 3b. **Monochrome Monitor Users:** Connect one end of the monitor cable (provided with the monitor) to the back of the monitor. Connect the other end to the VIDEO connection on the back of the main unit. See Figure 3.

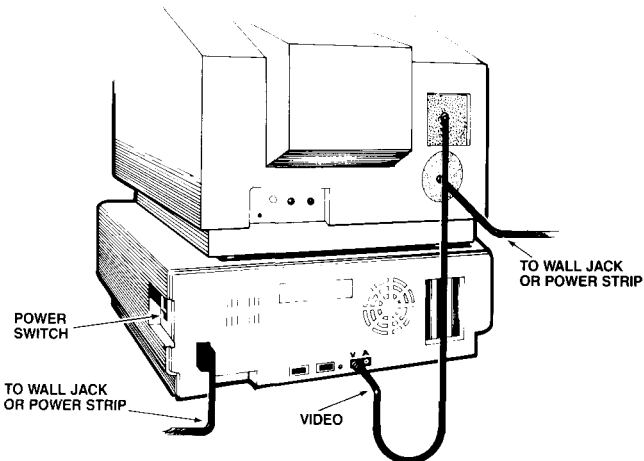


Figure 3

- 3c. **TV Monitor Users:** Connect the coax arrangement to the RF modulator and then to either a cable-ready connection or adapter for VHF antenna hookup. Connect the RF modulator cables to the VIDEO/AUDIO phone connections on the back of the main unit. See Figure 4.

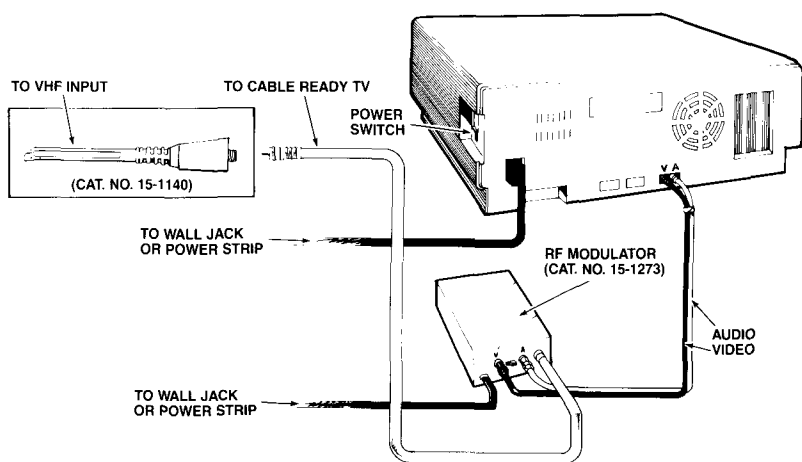


Figure 4

4. Plug the main power cord into the AC IN connector. (See illustrations.) The, plug the other end into a grounded 120 VAC 3-prong outlet.

**Note:** Electrical interference and power surges can destroy data. Do not use an outlet that powers other heavy equipment.

5. Plug the keyboard cable directly into the keyboard connector on the front of the main unit. See Figure 5.

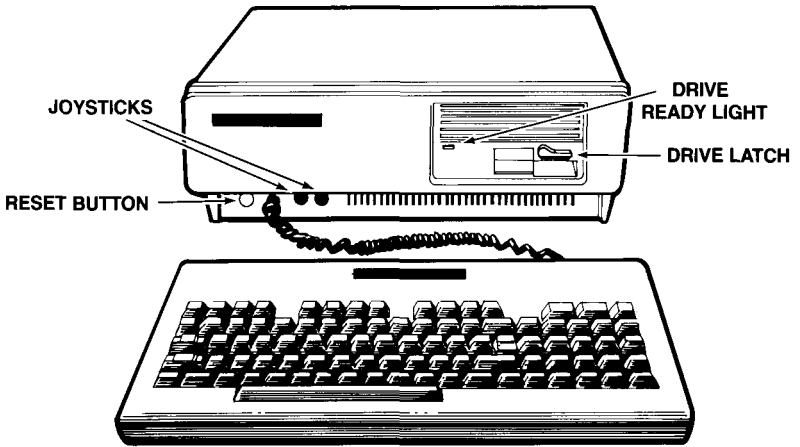


Figure 5

You are now ready to proceed with “Using the Tandy 1000.”



## Printer Configuration Instructions

Before starting your application, you must make sure that the printer you are using is set up to work with your Tandy 1000. To accomplish this, find your printer on the list below and follow the steps indicated.

<b>If your Printer is:</b>	<b>Do this:</b>
IBM-compatible (IBM, Epson, etc.)}	No action required
LPV80 DMP120 DMP200 DMP400 DMP420 DMP500 DMP2100	Set NL/CR switch to CR
DWPII DWPIIb DWP410 DWP210	Follow procedure I
Other }	Follow procedure II

### Procedure I

1. At the MS-DOS prompt, type **LPINST** **(ENTER)**.

Now, the screen shows:

Does your printer automatically linefeed  
after a carriage return?

2. Press **(Y)**.

When finished, the MS-DOS prompt returns to the screen. The printer configuration procedure needs to be done only once. Now, whenever you run the application, the printer configuration will be done automatically. (The LPINST command builds an autoexec.bat file that is appended to any existing autoexec.bat file.)

**Procedure II**

1. At the MS-DOS prompt, type **LPINST** (ENTER).

Now, the screen shows:

**Does your printer automatically linefeed  
after a carriage return?**

2. Press (Y) or (N). If you are not sure about what to answer, run a printout test. If the printer double spaces lines, return to MS-DOS, run LPINST as above, and answer (Y). Again, run a printout to insure the printer is performing as expected.

**Note:** If you do not want the system to automatically set for your printer (i.e., you change printers frequently), you may manually reconfigure the system by issuing a simple "MODE" command at the MS-DOS prompt.

To turn the extra line feed off, type **mode lloff** (ENTER).

To turn the extra line feed on, type **mode lfon** (ENTER).

If you reset the computer, the system returns to its default setting, LFON. After you issue the appropriate mode command, your Tandy 1000 is configured to work with your printer.

# Using the Tandy 1000





## USING THE TANDY 1000

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### Start Up/Ending Procedures

1. Turn on any peripherals, such as a printer, using the instructions accompanying the peripherals. Center any joysticks you are using.
2. To turn on your computer, press the rocker switch marked POWER. The switch lights up.
3. The Tandy 1000 powers up in 80 column mode. If you wish 40 column mode, press (F12). DeskMate uses 80 column mode.
4. Open lower drive door (Drive A) by rotating the latch into the horizontal position.
5. Insert an MS-DOS system diskette into Drive A, label side up. (Your MS-DOS/BASIC diskette is a system diskette.)
6. Close the drive door by rotating the latch into the vertical position.
7. Press the RESET button. Your computer's memory capacity is displayed in the upper left corner of the screen.
8. After a brief wait, you are prompted to enter the date and time. Use the sample format displayed on the screen to make the proper entry. (If you do not need the date and time, you can press (ENTER) at each prompt.) The system prompt is displayed. Because you are currently using Drive A, the prompt is:

A>

You are now at the MS-DOS command level. We advise that your next step be to make "backups" or copies of both the MS-DOS and DeskMate diskettes. See "Making Backups of System Diskettes" and "Making Backups of Non-System Diskettes."

1. To end a session, exit any program you are currently using and return to the MS-DOS command level.
2. Remove all diskettes. Turning off the power with a diskette still in the drive can cause you to lose the contents of that diskette.
3. Turn off all peripherals and the power switch of your computer.

## Handling Diskettes

Diskettes are sensitive. To avoid losing information, handle them with care.

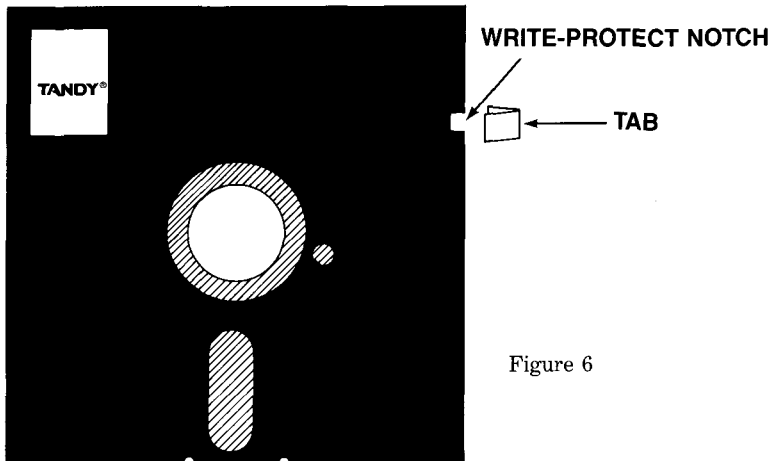


Figure 6

- Do not touch a diskette's exposed shiny surfaces.
- Do not turn the computer on or off while a diskette is in a drive. Doing so can destroy data.
- Do not insert or remove a diskette when you hear the sound of the drive motor and the light on the drive door is on.
- Do not leave a diskette inserted in a drive—either fully or partially—when the computer is off.
- Keep diskettes away from heat, direct sunlight, dust, and magnetic fields (such as transformers, AC motors, magnets, radios, and the computer's display console).
- Do not bend diskettes.
- Do not write on a diskette with a ball point pen or lead pencil. Use a felt-tip pen only.
- Always put the diskette back in its protective envelope after use.
- Store diskettes in an upright position, never in a stack.



## Write Protecting a Diskette

With your diskettes you will find foil adhesive tabs. Cover the write-protect notch with a foil tab. (See Figure 6.)

When the write-protect notch is covered, you cannot change the contents of this “master” diskette. In the next section, you will learn how to make copies of the master diskettes.

## Making Backups of System Diskettes

### One-Drive System

If you have only one disk drive, follow these steps to make a backup of your system diskettes. Your MS-DOS/BASIC diskette is a system diskette.

1. Turn on the computer as outlined in “Startup/Ending Procedures.”
2. Insert the “source diskette” (the system diskette you wish to copy) into the drive.
3. At the system prompt, **A>**, type: **Format** . The following prompt appears:

```
Insert new diskette for drive A:  
and strike any key when ready
```

4. Remove your source diskette, and insert a blank diskette into the drive.
5. Press any key to begin. A series of dashes appears on the screen. These dashes change to dots as your diskette is “formatted.”
6. When the formatting is completed, a prompt is displayed:

```
Format another (Y/N)?
```
7. Press  to continue formatting as many diskettes as you need. When the last diskette is formatted, press  at the prompt. The system prompt reappears.
8. Reinsert the source diskette, and type: **Diskcopy** .

9. DISKCOPY prompts you to insert the formatted "target diskette" into Drive A. Insert the newly formatted diskette, and press any key.
10. During DISKCOPY, you are prompted to switch the diskettes several times.
11. When DISKCOPY is completed, the following prompt is displayed:  

```
Copy Complete  
Copy another (Y/N)?
```
12. Press **(N)** to end the session or **(Y)** to make more backups.

### **Two-Drive System**

If you have a system with two disk drives, the backup procedure for system diskettes is much easier.

1. Turn on the computer as outlined in "Startup/Ending Procedures."
2. Insert your "source diskette" (the system diskette you wish to copy) into Drive A and your "target diskette" (your blank diskette) into Drive B (the upper drive).
3. At the system prompt, **A>**, type: **Format B: (ENTER)**.
4. Press any key to begin. When completed, the following prompt appears:

```
Format another (Y/N)?
```

5. Select **(Y)** to format more diskettes or **(N)** to end the formatting procedure and return to the system prompt.
6. At the system prompt, type: **Diskcopy A: B: (ENTER)**. The following prompt is displayed:

```
Insert source diskette into Drive A:  
Insert formatted target diskette  
into Drive B:  
Press any key when ready
```

7. Press any key to begin. When the backup is complete the next prompt appears:

```
Copy Complete
Copy another (Y/N)?
```

8. Press **(Y)** to make more copies or **(N)** to end the session and return to the system prompt.

## Making Backups of Non-System Diskettes

### One-Drive System

If you have one disk drive, follow these steps to make a backup of your non-system diskettes. DeskMate is a non-system diskette.

1. Format a blank diskette as discussed in “Making Backups of System Diskettes—One-Drive System—1-7.”
2. Insert your MS-DOS/BASIC diskette in Drive A, close the drive door, press RESET and answer the startup prompts.
3. At the **A>** prompt, type **Diskcopy (ENTER)**. You are prompted to insert the formatted “target” diskette into Drive A.
4. Insert the newly formatted diskette and press any key. You are prompted to switch “source” (the non-system diskette that you wish to copy) and target diskettes several times. When finished the following prompt appears:

```
Copy Complete
Copy another (Y/N)?
```

5. Press **(N)** to end the session or **(Y)** to make more backups.

### Two-Drive System

With a two-drive system, the process is much easier.

1. Format a blank diskette. See “Making Backups of System Diskettes—Two-Drive System—1-5.”

2. At the system prompt (**A>**), type: **Diskcopy A: B: (ENTER)**. The following prompt is displayed:

```
Insert source diskette into Drive A.  
Insert formatted target diskette  
into Drive B:  
Press any key when ready
```

3. Insert the “source diskette” (the non-system diskette you wish to duplicate) into Drive A and the newly formatted “target” diskette into Drive B.
4. Press any key to begin. When the backup is complete the next prompt appears:

```
Copy Complete  
Copy another (Y/N)?
```

5. Press **(Y)** to make more copies or **(N)** to end the session and return to the system prompt.

## **MS-DOS Installation**

The DeskMate diskette does not contain MS-DOS, and therefore, it is not a bootable diskette. You can boot your system with an MS-DOS diskette and then insert the DeskMate diskette to execute the program. However, for extra convenience, you can make the DeskMate diskette bootable through a special MS-DOS utility, COPYDOS.

Note if you have run the program and have created any data files on your working backup of DeskMate, you cannot make that diskette bootable. You must utilize your original DeskMate master in the following procedure which first copies DeskMate and then moves MS-DOS files onto the copy.

1. Insert your MS-DOS diskette in Drive A. If you have a two-drive system, insert the master copy of DeskMate in Drive B.
2. At the **A>** prompt, type **COPYDOS D (ENTER)**. You are prompted to switch diskettes as the DeskMate master is first copied and then MS-DOS files are moved onto the new copy of DeskMate.

Once the process is completed, you can boot your system with the new DeskMate diskette.

Remember, if you attempt MS-DOS installation on a diskette that has been run and contains data files, you see the following error message:

**No room for system on destination disk**

**Caution:** Installation of MS-DOS onto a DeskMate diskette significantly reduces usable memory.

### **Write-Protected Diskettes**

If you wish to make a write-protected application diskette bootable, follow this procedure.

1. Remove the write-protect tab from the application diskette.
2. Insert your MS-DOS diskette in Drive A. If you have a two-drive system, insert your application diskette in Drive B.
3. At the **A>** prompt, type **COPYDOS P** **(ENTER)**. You are prompted to switch diskettes as the MS-DOS files are copied onto the application diskette.

Once this process is completed, you can boot your system with the application diskette and begin using the program.

Remember, if you attempt MS-DOS installation on a diskette that has been run and contains data files, you see the following error message:

**No room for system on destination disk**



# Beginning the Sample Session







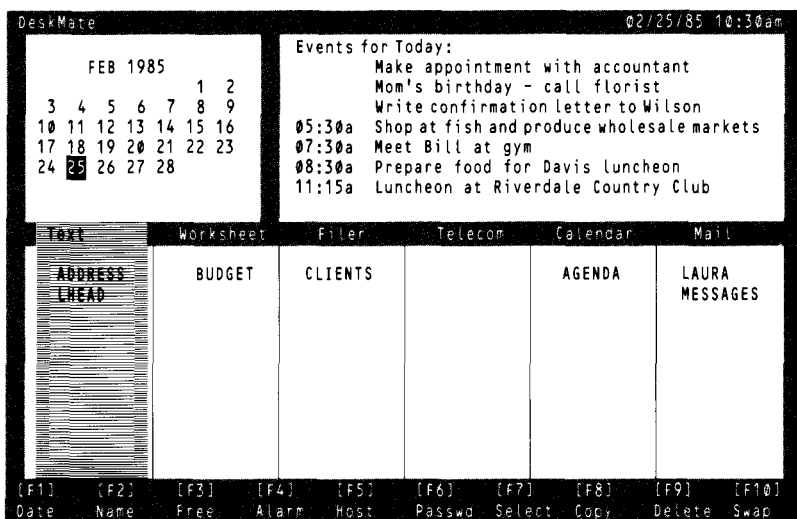
# BEGINNING THE SAMPLE SESSION

During most of the sample session, you will be working with sample data involving Mr. Edwin Raymond's catering firm, Bon Appetit. You will be using DeskMate on Edwin's behalf. The sample session is divided into mini-sessions, each covering a different application or subfunction.

Before you try out some of DeskMate's features, make backups (duplicates) of the DeskMate Program Diskette. **Never** run DeskMate with the original Program Diskette—use it **only** for making working copies. Use the backups when you want to run DeskMate. (See "Making Backups of Non-System Diskettes.")

### The Main Menu Screen

Insert a backup of the MS-DOS/BASIC Diskette into Drive A (the lower drive). Press the reset button. Enter the date as 02/25/85 and time as 10:30. At the system prompt, **A>**, insert a backup of the DeskMate Diskette and type **DESK** (**ENTER**). The DeskMate Main Menu is displayed.



- The top line shows the program name and the current date and time. (The date shown is the system date you enter when powering up the computer.)
- The current month's calendar is at the left with today's date highlighted.
- Events scheduled for today's date are displayed to the right of the calendar to remind you of special occasions. You enter events through the applications, Calendar and Alarm. These events can be special meetings and engagements or "all-day" events not associated with a particular time (like a birthday).
- The bottom half of the screen lists the DeskMate applications.
- Previously created DeskMate files are listed under the appropriate application. These files contain sample data that you will be using during the sample session.

In the first column on the left are files created with the application, Text, followed by spreadsheet files created with the Worksheet application. Files created with Filer are displayed in the next column. Automatic log on files that give you instant access to telecommunication services are listed under Telecom. Calendar files are displayed in the next column, followed by Mail files that consist of messages you both send and receive.

- The bottom two lines of the screen are label lines listing the available functions of the application you are currently using. To select a function, press the corresponding function key. For example, if you wanted to change the date displayed in the upper right corner and highlighted in the calendar, you would press **(F1)** for Date. (The Main Menu functions currently displayed will be discussed in the section, "Main Menu.")

The sample session starts with the application, Text. When you are finished with a particular part of the sample session and want to exit DeskMate, press **(F12)** at the Main Menu. To have an extra copy of the work you have done during the sample session, make a backup of the DeskMate Diskette. It is a good idea to get into the habit of backing up your working copy at the end of each day that you enter or change data. After you have made a backup, remove all diskettes and turn off the computer system.

## **Control Keys**

The control keys used in DeskMate are **(ALT)**, **(CTRL)**, and **(SHIFT)**. These keys are used in combination with other keys to produce a “key sequence.” Control keys work in much the same way as the **SHIFT** keys of a typewriter. To use a control key hold the control key down while pressing the appropriate combination key.

## **Arrow Keys**

To select an application, position the selection marker over the desired application by using **(←)** and **(→)**. When the application you want to use is highlighted, press **(ENTER)**. For example, when you first enter DeskMate, Text is highlighted, and you would simply press **(ENTER)** to select that application.

To select an existing DeskMate file, use the arrow keys to move the selection marker to the desired file, and press **(ENTER)** when the desired file is highlighted. The corresponding application is also highlighted and selected at the same time. You can also select the appropriate application, then enter the filename to access the desired file.

You will be using the arrow keys within applications and subfunctions to move the selection marker or cursor to a particular piece of information. (The selection marker indicates that a whole unit of information is marked, such as file or an application. A cursor marks a single character.) To move the selection marker or cursor farther and faster, use the arrow keys with **(SHIFT)** or **(CTRL)**. See your reference manual for details on using the arrow keys.

## **Function Keys**

Functions are specific to each application. Function keys (**(F1)**, **(F2)**, and so forth) and names are displayed on the last two lines of the application screen. To select a function, press the appropriate function key.

### Command Keys

The DeskMate command keys are used to perform a system function. They are used as follows:

**[BACKSPACE]**—Moves back over the previous character, erasing it.

**[BREAK]**—If you accidentally choose a function, press **[BREAK]** to discontinue and return to the previous level of operation so that you can choose another function.

**[F11]**—Toggles an alternate label listing eight subfunctions (as distinguished from the main DeskMate applications) you can choose at any time. Press **[F11]** now to see this menu. At the bottom of the screen, you see:

```
[ALT:F1]  [ALT:F2]  [ALT:F3]  [ALT:F4]  [ALT:F5]  [ALT:F6]  [ALT:F7]
  Help    Calc    Show A.arr  Alarm On/Off  Phone    Printer    Date
```

It can be helpful, but is not necessary to display the subfunction menu before selecting a subfunction. To access a subfunction from anywhere in DeskMate, hold down **[ALT]** while you press the appropriate function key. These subfunctions are described in more detail throughout the tutorial.

**Note:** Each application has a help screen, which, like the *Quick Reference Guide*, briefly explains all the available key functions. Whenever you want to display the help screen for the application you are currently using, press **[ALT] [F1]**.

**[F12]**—Returns you to the previous level of operation, to the Main Menu, or back to the MS-DOS system prompt. Use **[F12]** if you have chosen an application or subfunction accidentally or if you are finished with whatever you are doing. Press **[F12]** now to return to the Main Menu level of operation. The subfunction menu is replaced with the Main Menu label lines.

**[SHIFT] [F12]**—Also returns you to the previous level of operation, to the Main Menu, or back to the MS-DOS system prompt. You can also use **[SHIFT] [F12]** in the Text and Worksheet applications if you do not want to save a new file or changes made to an old file. The data just entered or any changes made to an existing file are not saved, and you return to the Main Menu.

**[SHIFT] [PRINT]**—Is an operating system command that prints everything currently on the screen.

## Message for Color Monitor Users

If you use the color monitor, you can change the color arrangement on the screen. Take a few minutes to experiment and see which arrangement you prefer.

The function keys (F1), (F2), (F3), and (F4) used with the (CTRL) key control color as follows:

(CTRL) (F1)—Background of the screen

(CTRL) (F2)—Foreground of the screen

(CTRL) (F3)—Highlighted background

(CTRL) (F4)—Highlighted foreground

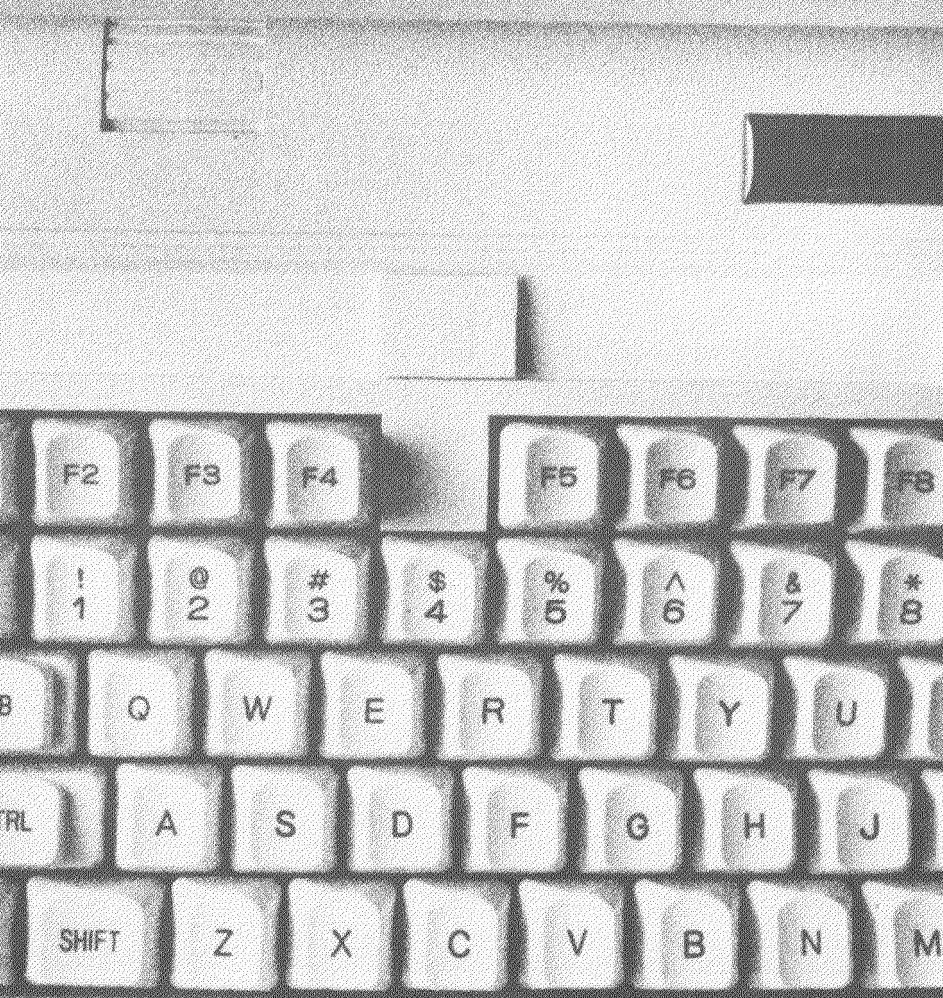
1. For example, hold down (CTRL), and press (F1). The background changes to the first of eight color choices.
2. Press (CTRL) (F1) seven more times. Each time you press the function key a different background color is displayed.

## Screen Display

If you leave a particular screen displayed without doing anything for more than 10 minutes, the contents of the screen disappear and you see the title, DeskMate, scroll from right to left. This action prevents the previous image from being “burned on” the screen permanently. Press any key and the previous screen reappears.



Text



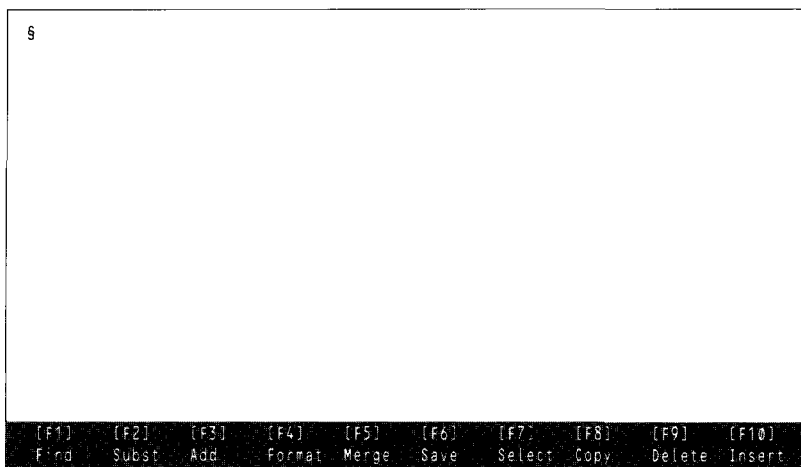




# TEXT

---

1. Press **ENTER** to select Text. The `Enter filename:` prompt appears.
2. Type **Letter** **ENTER** for the name of the text file you are creating. A blank typing page appears with label lines at the bottom of the screen, showing the functions available in Text.



line 1 of page 1

3. Type the following letter, pressing **ENTER** where indicated. Do not worry about typing mistakes—later you'll learn how to correct errors by inserting, deleting, and overstriking text.

Dear Mrs. Williams: (ENTER)

(ENTER)

I am writing to confirm your agenda for the upcoming month. I have you scheduled for the following days: (ENTER)

(ENTER)

3/3/85 Luncheon for 8 at noon (ENTER)

3/12/85 Afternoon tea for 6 at 3:00 (ENTER)

3/25/85 Dinner for 10 at 8:00 (ENTER)

3/31/85 Wedding reception for 60 at 7:30 (ENTER)

(ENTER)

If any of the above information is incorrect, please inform me as quickly as possible, as March appears to be a very busy month. Also, we need to get together soon and arrange the menus. (ENTER)

(ENTER)

Sincerely, (ENTER)

(ENTER)

Edwin Raymond (ENTER)

**Note:** ¶ indicates the end of a document and the ■ sign indicates the end of a line.

Raymond needs to add an event to the list for March 1st.

1. Move the cursor over the first 3 of 3/3/85 by holding down the (↑) key until you are at the line containing the March 3rd event.
2. You are currently in Add mode (the default typing mode) as shown in the label line at the bottom of the screen. Type 3/1/85, press the space bar three times, then type **Bridal shower for 15 at 1:00** (ENTER).

Note that the original text automatically moved to the right as you added (inserted) the new text and then moved down to the next line when you pressed (ENTER) after typing.

The information for the event scheduled on March 25th needs to be changed to March 26th for 12 people.

1. Move the cursor over the 5 of 25.
2. To change the typing mode to Replace, press (F3). (Note that Replace now appears in the label line.)
3. Type 6 over the 5, move the cursor to the 0 of 10, and then type 2 over the 0. Replace (overstrike) mode lets you type over text.

One more correction should be made—the word, “and,” in the last sentence should be changed to “to.”

1. Move the cursor to the a in and and type **to**.
2. Press **(DELETE)** or **(F9)** to erase the d and shift the rest of the sentence to the left one character.
3. Press **(F3)** to switch from Replace back to Add mode.

**Note:** If you made any mistakes while typing the letter, correct those errors now by using the Add/Replace typing modes and the Delete function, then continue with the rest of the Text sample session.

## Copying Text from Another File

Address information from another Text file should be inserted above the salutation.

1. Press **(F12)** to save the letter and return to the Main Menu.
2. Press **(↓)** to move the marker over the ADDRESS file, and press **(ENTER)**. The name/address information of Mr. Raymond’s customers appears on the screen.
3. To look up Mrs. Williams’ address, press **(F1)** for Find.
4. Type **Wil** (using just part of the name, Williams) **(ENTER)** for the search string. The cursor moves to the **W** of Williams.

Anytime you want to do something with a block of information (Copy, Insert, Delete), you must first define the text block using the function, Select.

1. Move the cursor to the **M** of Mrs., and press **(F7)** to select the beginning of the address block.
2. Press **(↓)** three times to select the three lines of Mrs. Williams’ address block.
3. Press **(F8)** to put a copy of the address block in the copy buffer.
4. To create a new file in which to put a copy of the address block, press **(F8)** again. At the bottom of the screen, you see:

**From:**                      **To:**

5. Press **(ENTER)** to skip the **From** prompt, and for the new filename, type **Williams (ENTER)**.
6. Since you are finished using this file, press **(F12)** to return to the Main Menu.
7. Use the arrow keys to position the marker over **LETTER**, and press **(ENTER)**.
8. When the letter reappears, press **(F8)** to use the Copy function again.
9. Type **Williams (ENTER)** to load the copy buffer from that file.
10. To insert the address block above the salutation, make sure the cursor is at the beginning of the letter, and press **(INSERT)** or **(F10)** to Insert the contents of the copy buffer at the current cursor position.

You need to add a blank line between the customer's address and the salutation.

1. Check the label line at the bottom of the screen to make sure you're in Add mode. If Replace is displayed instead of Add, press **(F3)** to change typing modes.
2. Move the cursor to the D of Dear, and press **(ENTER)** to create a blank line.

Edwin Raymond's return address should be placed above Mrs. Williams' address. A Text file called **LHEAD** contains the standard heading Edwin uses at the top of all his correspondence.

1. Press **(CTRL) (↑)** or **(HOME)** to move the cursor to the beginning of the text.
2. To insert the Text file, **LHEAD**, at the top of the letter, press **(F5)** for Merge, then type **LHEAD (ENTER)** for the filename.
3. To add a blank line between the addresses, move the cursor to the M in Mrs. and press **(ENTER)**.

The address information appears at the beginning of the document, and now the letter looks like this:

Edwin Raymond  
4000 Seville Avenue  
Fort Worth, Texas 76126  
Date

Mrs. Eliot Williams  
1908 Florida Avenue  
Denton, Texas 70912

Dear Mrs. Williams:

I am writing to confirm your agenda for the upcoming month. I have you scheduled for the following days:

3/1/85 Bridal shower for 15 at 1:00  
3/3/85 Luncheon for 8 at noon  
3/12/85 Afternoon tea for 6 at 3:00  
3/26/85 Dinner for 12 at 8:00  
3/31/85 Wedding reception for 60 at 7:30

If any of the above information is incorrect, please inform me as quickly as possible, as March appears to be a very busy month. Also, we need to get together soon to arrange the menus.

Sincerely,

Edwin Raymond

4. Move the cursor to the D of Date line.
5. Press **(F3)** to switch to Replace mode, then type **February 25, 1985 (ENTER)**.

**Note:** With the addition of two address blocks, the letter now contains more than 22 lines—the maximum number of text lines that can be displayed on a screen. Press **(CTRL) (↓)** or **(END)** to move the cursor to the end of the letter to see the lines that would not fit on the screen.

## Printing Text

Before printing text, it is a good idea to make the line width displayed on the screen coincide with the line width that will be printed on a page. By using the function, Format, you can get a rough idea of what the text will look like when it is printed.

1. To change the displayed line width, press **(F4)** for Format.
2. The default (built-in) width value is 70. Since the letter will be printed with a line width of 50, type **50 (ENTER)** to change the display.

The letter now looks like this:

```
Edwin Raymond
4000 Seville Avenue
Fort Worth, Texas 76126
February 25, 1985
```

```
Mrs. Eliot Williams
1908 Florida Avenue
Denton, Texas 70912
```

```
Dear Mrs. Williams:
```

```
I am writing to confirm your agenda for the
upcoming month. I have you scheduled for the
following days:
```

```
3/1/85   Bridal shower for 15 at 1:00
3/3/85   Luncheon for 8 at noon
3/12/85  Afternoon tea for 6 at 3:00
3/26/85  Dinner for 12 at 8:00
3/31/85  Wedding reception for 60 at 7:30
```

```
If any of the above information is incorrect,
please inform me as quickly as possible, as March
appears to be a very busy month. Also, we need to
get together soon to arrange the menus.
```

```
Sincerely,
```

```
Edwin Raymond
```

**Note:** Use the arrow keys to see the entire letter.

3. Make sure your printer is properly connected and on-line. Use standard 8 1/2 by 11 inch paper (80-column computer paper), and align the paper in the printer.

4. Press **(F11)** to display the subfunctions menu. At the bottom of the screen, you see:

```
[ALT:F1]  [ALT:F2]  [ALT:F3]  [ALT:F4]  [ALT:F5]  [ALT:F6]  [ALT:F7]
Help      Calc      Show Alarm Alarm On/Off Phone      Printer   Date
```

5. To display the Printer settings, hold down **(ALT)** and press **(F6)**. The screen shows the default values for the five settings.

#### PRINTER SETTINGS

```
Left Margin:                5
Printed Line Width:         70
Total Lines per Page:       66
Printed Lines per Page:     60
Double Space (Y/N):         N
Pause between Pages? (Y/N): Y
```

6. The default setting for the **Left Margin** is shown as 5. Type **15 (ENTER)** to make the left margin approximately 1½ inches from the edge of the paper.
7. The next setting, **Printed Line Width**, is the number of characters you want a printed line to contain. To change the default line width of 70 to 50, type **50 (ENTER)**.
8. The **Total Lines per Page** refers to your paper size—the number of lines on the entire page. The default value for **Total Lines per Page**, 66, is used for both regular-sized paper (8½ by 11 inches) and wide, 132-column computer paper (14 by 11 inches). Press **(ENTER)** to use the displayed default value of 66.
9. **Printed Lines per Page** refers to the number of lines you want printed on the page. This value equals the number entered for **Total Lines per Page** minus the number of blank lines you want at the top and bottom of a page. After you manually adjust the printer aligning the paper to start printing from the line at the printer head position, double that line value and then subtract that from the **Total Lines per Page** value.

To have the bottom margin also contain six blank lines (and the top margin of any subsequent pages), you subtract 12 from 66 and the result, 54, is the value for **Printed Lines per Page**. Type 54 (ENTER) to change the **Printed Lines per Page** default.

10. At the **Double Space** prompt, press (ENTER) to keep lines single spaced.
11. If you are printing on single sheets, press (ENTER) to instruct the computer to stop after printing each page. If you are printing on continuous form paper, type N (ENTER).

The setting for **Pause between Pages** does not really matter in this example, since the letter is less than one printed page. For this example, simply press (F12) to skip the last prompt and to redisplay the Text function label lines, then press (PRINT) to start printing.

### Substituting Text

1. After the printer has stopped, press (F12) to save the letter file and return to the Main Menu.
2. At the Main Menu, press (↓) to move the cursor over **ADDRESS**, and press (ENTER). The name/address information of Mr. Raymond's customers reappears on the screen.
3. Press (F11) to display the subfunctions menu, then press (ALT) (F1) for the Text Help screen. The screen shows:

```

                                     Text
To select a function, press appropriate function key.
[F1] FIND specified string. Enter search string for first match.
     Press [F1], [ENTER] to search for next match.
[F2] SUBSTITUTE search string with replacement string. Enter
     search/replacement strings. Press [Y] or [N] at all
     matches or [BREAK] to cancel search/replace process.
[F3] ADD/REPLACE switch. Switch between insert [ADD] and
     overstrike [REPLACE] modes.
[F4] FORMAT screen display. Enter desired line width.
[F5] MERGE another Text file at cursor position. Enter filename.
[F6] SAVE copy of current document to disk. Enter new filename
     or press [ENTER] to use original filename.
Press [ENTER] for next page of Help or [F12] to exit Help.
```



4. To see the next help screen, press **(ENTER)**.

Text	
To select a function, press appropriate function key.	
[F7]	SELECT beginning of block, move cursor to end of desired block, then copy or delete.
[F8]	COPY SELECTed block to copy buffer or add TO specified Text file; or load COPY buffer FROM specified Text file.
[F9]	DELETE current character or selected block.
[F10]	INSERT contents of copy buffer at cursor position.
[DELETE]	Delete current character or selected block.
[PRINT]	Print document. First check printer settings on subfunctions menu.
Press [F12] to exit Help.	

5. Press **(F12)** to return to the Text screen. Press **(F11)** to return the Text label lines.

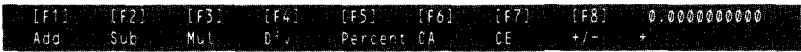
The only Text function you have not used yet is Substitute. The Substitute function lets you find a specific string of characters throughout a text file and replace the string with different text. Uppercase and lowercase distinctions are ignored in search strings. For example, "STRING" and "string" are recognized as equal.

1. Suppose you want to change almost every occurrence of Fort Worth to Dallas. Press **(F2)** for Substitute, then type **Fort Worth (ENTER)** for the **Search string**.
2. For the **Replacement string**, type **Dallas (ENTER)**.
3. The cursor moves to the first occurrence of Fort Worth in Cindy Beauchamp's, address and you are asked **Replace? (Y/N)**.
4. Press **(Y)**. The replacement string, Dallas, is substituted for the search string, Fort Worth, and then the cursor moves to the next occurrence of the search string in Ellen McKinney's address.
5. Press **(N)** to keep this occurrence of Fort Worth. The cursor moves to the last address and asks you **Replace? (Y/N)**.
6. Press **(Y)**. The screen displays the beginning of the document.
7. To change the addresses back to the way they were originally, press **(CTRL) (↑)** or **(HOME)**, then press **(F2)** for Substitute again.
8. This time, type **Dallas (ENTER)** for the search string and **Fort Worth (ENTER)** for the replacement string.

9. Press **(Y)** at the first occurrence, **(N)** at the second occurrence, and **(Y)** at the last occurrence. Now the Address file is the same as when you opened it.

## Using Calculator Within Text

You can select the subfunction, Calculator, while using any application. Before exiting Text and returning to the Main Menu, experiment with Calculator. It is not necessary to view the subfunction menu before selecting a subfunction. To access Calculator directly, press **(ALT) (F2)**. The Text label lines at the bottom of the screen are replaced by the Calculator labels and a small window to display figures.



[F1]	[F2]	[F3]	[F4]	[F5]	[F6]	[F7]	[F8]	0.00000000
Add	Sub	Mul	Div	Percent	CA	CE	+/-	=

Calculator works just like a hand-held calculator, except that both the accumulator (the result of the last mathematical operation) **and** the operand (the number upon which the operation is performed) are always visible. (You usually can enter and see only one number at a time on a hand-held calculator.)

1. To add 5 and 1, type **5 (ENTER)** and **1 (ENTER)**. The answer, **6.000000000**, (the accumulator) is displayed on the top line.
2. To subtract 4 from 6, press **(F2)** for Sub, then type **4 (ENTER)**. The top line changes to **2.000000000**.
3. To multiply 2 by 10.3, type **(F3) 10.3 (ENTER)**. (To multiply, you can use the **(F3)** function or type **\***.) The accumulator is now **20.6**.
4. To divide 20.6 by .4, press **(F4)** and type **.4 (ENTER)**. The answer, **51.5**, is shown on the top line. Note that it doesn't matter in what order you do things: You can type the operand or select the mathematical operation first. In either case, once you press **(ENTER)**, the operation is performed and the answer is displayed.
5. Now suppose you want to know what 25 percent of 51.5 is. Type **%** (or press **(F5)**), and type **25 (ENTER)**. The accumulator changes to **12.875**. The Percent function takes the operand you enter and gives that percentage of the accumulator, displaying the result on the top line.

6. The CA function erases both the top and bottom lines and sets the operation to Add. Press **(F6)** for Clear All to start over.
7. If you make a mistake in typing an operand, press **(F7)** before you press **(ENTER)** to perform the operation. When you use the CE (Clear Entry) function, only the last number typed (the operand) is erased—the original arithmetic operation is still performed.

For example, suppose you want to take 30% of 51.5 and instead you accidentally type 25. Type **51.5 (ENTER)**. Press **(F5)** for Percent, then type **25**. Press **(F7)** to erase the 25, then type **30 (ENTER)**. The new result is 15.45.

8. **(F8)** changes the sign of the operand from positive to negative and vice versa. For example, to divide 15.45 by a negative 4, press **(F4)** for Divide, then **(F8)** to change the sign of the operand to negative, then type **4 (ENTER)**. The answer, shown on the top line, is  $-3.8625$ .
9. To exit Calculator and return to Text, press **(F12)**. The bottom lines change back to the Text labels.

## Exiting Text

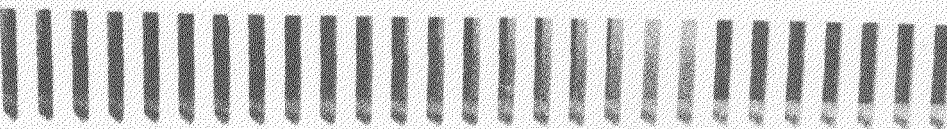
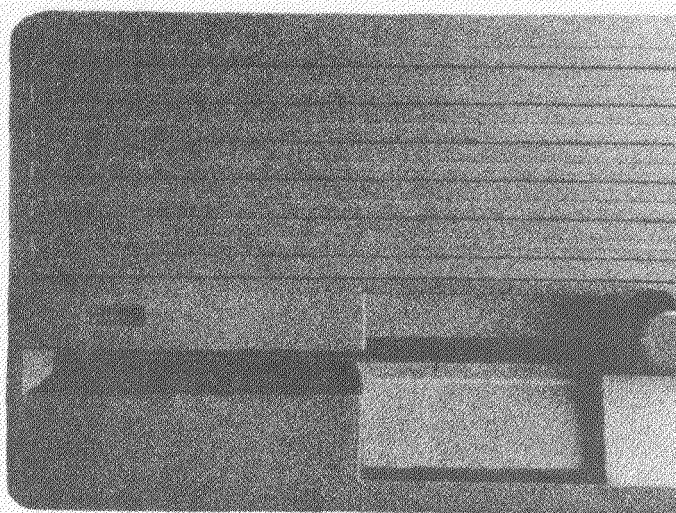
To exit Text, press **(F12)** to return to the Main Menu. **(F12)** saves a newly created document you just typed or any editing changes made to an old document. When you press **(F12)**, the Text file (and any revisions made to it) is saved on disk, and you also exit Text and return to the Main Menu.

If you do not want to save a newly created document or the editing changes made to an old document, press **(SHIFT) (F12)**. When you press **(SHIFT) (F12)**, you are asked if you want to Cancel Edit? (Y/N). Press **(Y)** to return to the Main Menu not saving a new document or any editing changes made to an old document. If you were editing an old document, the text file would be “unedited”—it would be exactly the same as it was when you first opened it for revisions. Press **(N)** if you want to continue editing or **do** want to save the changes you’ve made.

If you have edited a file and want to keep the file as it was originally entered plus have a new file including all changes, use the Save function by pressing **(F6)**. Then, enter a name for the new file with the editing changes.



Filer





## Chapter 5

# FILER

1. To select the file, CLIENTS, from the Main Menu, place the selection marker over CLIENTS (in the Filer column), and press **(ENTER)**. The screen soon shows the first record in the Clients file.

```
FILER [CLIENTS]      First Record                               02/25/85  10:30am

Last Name . . . . .*: Beauchamp
First Name . . . . .*: Cindy
Address . . . . .*: 2209 Riverdale Road
Address . . . . .*:
City . . . . .*: Fort Worth
State . . . . .*: Tx
Zip Code . . . . .*: 76107

Phone . . . . .*: 817-883-1267

Acct Bal ($) . . . . .*#           0

Remarks . . . . .*: Prefers French cuisine, very dry wines. Allergic
                        to almonds. Member of Riverdale Country Club.

[F1]  [F2]  [F3]  [F4]  [F5]  [F6]  [F7]  [F8]  [F9]  [F10]
Find  Call  Display Print  Form  Merge  Select  Copy  Delete  Add
```

Edwin Raymond previously set up this form to use for clients. The file, CLIENTS, is made up of all client records. A form is divided into two parts: labels are in the left column, and the right half of the screen is for entering the actual data for the client. For example, Last Name is a label, and Beauchamp is the data field.

The pound sign (#), next to the Account Bal (\$) label, indicates that this is a numeric field. However, you can also use the Number function, which displays a pound sign in the label area, when creating a form to make any data field, text or numeric, right-justified for print and display purposes. An asterisk (\*) in the label area indicates that the information in the label and data areas is printed or displayed if you choose those functions.

2. Press **CTRL** **→** to see the next record. The screen shows a form filled in for Frederick Davis.

```
FILER [CLIENTS]                                02/25/85  10:30am

Last Name . . . . .*: Davis
First Name . . . . .*: Frederick
Address . . . . .*: 6601 Oak Boulevard
Address . . . . .*:
City . . . . .*: Arlington
State . . . . .*: Tx
Zip Code . . . . .*: 77109

Phone . . . . .*: 817-256-9011

Acct Bal ($) . . . . .# 217.33

Remarks . . . . .*: Outstanding bill for 1/15/85 dinner. Sent 1/31/85.
Call if not paid by 2/28/85.

[F1]  [F2]  [F3]  [F4]  [F5]  [F6]  [F7]  [F8]  [F9]  [F10]
Find  Call  Display Print  Form  Merge  Select Copy  Delete Add
```

Records are arranged in alphabetical order or ascending numerical order, depending on the type of data that is entered for the first label of a form. For example, if clients are given account numbers and Account # was the first label of the form, the records in the Clients file would be arranged according to ascending account number.

**Note:** You can arrange records using any label you wish when you create a form using the Order function. This topic is explained later in this section.

### Finding Records

Edwin Raymond wants to review all records of clients who live in Fort Worth.

1. Press **F1** for Find. A blank form is displayed. New label lines appear at the bottom of the screen with function keys you can use while in Find mode.
2. To skip the first four data fields, press **↓** (or **ENTER**) until the marker is on the data field for City, and type **Fort Worth** **ENTER**.



3. Press **(F12)** to return to the original Filer screen and display the first match found. Cindy Beauchamp's record reappears on the screen.
4. Press **(CTRL)** **(←)** to see the next match found. The screen shows the record of Laura Wordsworth.

Suppose Edwin wants to print a list of those customers who have an outstanding balance in their account (Account Balance > 0).

1. Press **(F1)** for Find and **(F5)** to Reset the search criteria.
2. Press **(↓)** until the marker is positioned on the Account Bal line.
3. Press **(F2)** to change the operator from "equal to" to "greater than or equal to." Then, type 1 **(ENTER)** for the amount.

**Note:** = is the default operator to find an exact match of the search criteria entered. To change the operator press **(F2)** to look for a match Greater than or equal to or **(F3)** for Less than or equal to.

4. Presently, all the labels and data fields are marked to be printed or displayed as indicated by an asterisk on each label line. It is necessary to "unmark" any labels that you wish to exclude from the display and printout.

Before exiting the Find screen, move the marker to the first address line, and press **(F7)**. The asterisk disappears so that now the first Address label and information will not be displayed or printed. Mark toggles back and forth from marking to unmarking a label and associated data for printing and displaying.

5. Move the marker to the second address line, and press **(F7)** to switch from Mark to unMark. Repeat this process for the labels, City, State, Zip Code, Phone, and Remarks.
6. When only the labels, Last Name, First Name, and Account Balance, have an asterisk next to them, press **(F12)** to return to the original Filer screen. The first record with an outstanding balance, that of Frederick Davis, is displayed.

- The two functions, Display and Print, list a group of records (rather than just one record at a time) in horizontal format. To display a list of those customers who have an account balance equal to or greater than \$1.00, press (F3). The screen soon displays the list of records that match the Find criteria. The labels are displayed on the top line with the data of the matching records below the appropriate label column.

Last Name	First Name	Acct Bal
Davis	Frederick	217.33
Helmer	John	650.51
Williams	Eliot (Mrs.)	88.00
End of List		

[F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10]  
Call Print Select Copy

- To print this information, first make sure that your printer is on-line.
- Next, check the printer settings by pressing (F11), then (ALT) (F6).
- To change the printer settings to the values for printing this list, type 0 (ENTER) for Left Margin, 79 (ENTER) for Printed Line Width, (ENTER) to keep 66 for Total Lines per Page, then type 60 (ENTER) for Printed Lines per Page.
- Press (F12) to return to Filer, then press (F4) to print. The records are printed exactly the way they appear on the screen when you display them.
- To exit the Display screen, press (F12). The lines with the original function keys reappear.

Edwin has landed a new client and needs to add a new record to the file.

1. Press **(F10)**. A blank screen appears so that you can fill in the information for the new client.
2. For Last Name, type **McKinney** **(ENTER)**. For First Name, type **Ellen** **(ENTER)**. Type **3398 Ridgeway** **(ENTER)** in the first address line, then type **Apartment 500** **(ENTER)** in the second address line. For City, type **Fort Worth** **(ENTER)**, then for State, type **Tx** **(ENTER)**. Type **76103** **(ENTER)** for the Zip Code. For Phone, type **8173338166** **(ENTER)**. Type **0** **(ENTER)** for the account balance. For the last item, Remarks, type **Prefers Szechwanese cuisine—very spicy**.
3. To exit Add mode, press **(F12)**.

Calling Edwin's clients is as easy as looking up their files.

1. Press **(F1)** for Find, then press **(F5)** to clear the current Find selections.
2. Press **(F12)** to return to the original Filer screen and the first record in the file, Cindy Beauchamp.
3. To call Cindy Beauchamp, press **(↓)** until the marker is on the Phone line. If you were to actually make the phone call now, you would press **(F2)** to have the number automatically dialed for you.

## Creating a New Form

Edwin needs a special form created for the stores and companies he uses.

1. Press **(F12)** until the Main Menu is displayed.
2. Select the Filer application, and type **Supplier** **(ENTER)** as the name of the new file you are creating. A blank Form screen is displayed with the Form function key label lines:

```
[F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10]
Order Pack Number Delete Add
```

3. For the first label, type **Company** (ENTER). The rest of the space allocated for the label is filled with spaces, a colon is inserted, and the cursor automatically moves to the first position in the data area.
4. Press (ENTER) to fill the rest of the line with dots. When you actually enter data for this label, you will be able to type 59 characters for a firm's name.
5. Press (ENTER) to return to the label area.
6. For the second label, type **Contact** (ENTER).
7. Press (ENTER) again to indicate the data area.
8. Press (ENTER) to return to the label area and type **Address** (ENTER) for the next label. Then press (ENTER) twice.
9. To create an additional address line, repeat the above instruction—type **Address**, then press (ENTER) three times.
10. Type **City**, and press (ENTER) three times for the fifth label.
11. Next, type **State** (ENTER). To limit the number of characters to two for the standard two-letter state abbreviation, press (F10) twice and then press (ENTER). When you enter data for State, you will be able to enter only two letters in the data field.
12. Type **Zip Code** (ENTER) for the next label, press (F10) five times, and then press (ENTER) for the data field. Press (ENTER) to create a blank line below Zip Code.
13. Type **Phone** and press (ENTER). To specify the phone number format, press (F10) 12 times. Use the arrow keys to move back and type in dashes so you get a --- -- ---- format. Press (ENTER) twice to create a blank line below Phone.
14. For the next label, type **Amount Due** (ENTER). To limit the number of digits that can be entered to seven plus a decimal point, press (F10) eight times and then press (ENTER).
15. Press (ENTER) to create a blank line, then for the last label, type **Remarks** (ENTER). To create the maximum amount of space that a data field can contain (255 characters), press (ENTER), then hold down (F10) to Add data space until the cursor stops.

Your form should look like this:

Company-----	:	-----
Contact-----	:	-----
Address-----	:	-----
Address-----	:	-----
City-----	:	-----
State-----	:	--
Zip Code-----	:	-----
Phone-----	:	-----
Amount Due-----	:	-----
Remarks-----	:	-----
		-----
		-----
		-----
		-----

16. One more label needs to be added. Press **(ENTER)** to move the marker to the label area.
17. To insert a label between Phone and Amount Due, move the marker to the beginning of the Amount Due line, and press **(F10)** to Add a label.
18. Type **Due Date** **(ENTER)** as the label. To specify a **../..** format for the date, press **(F10)** eight times. Use the arrow keys to go back and type two **/**'s, then press **(ENTER)**.
19. To specify a data field as numeric, use the Number function. With the marker on the Amount Due line, press **(F3)**. The dollar amounts will be right-justified after you enter data for this label and the record has been added to the file.

### Arranging Records Using Order

Use the Order function to arrange the records according to one or more fields. For example, suppose Edwin wants the records to be sorted according to Due Date and Company Name. You specify Due Date as the first label by which to sort and then Company as the second label by which to sort.

The records are then arranged so that the first record displayed has the earliest Due Date. If two records have the same Due Date, the record with the Company that comes first alphabetically is displayed before the other.

**Note:** If you don't specify the order in which you want to sort records, the program automatically arranges the records in ascending order using the first label on the form. In this case, if no order is specified, the records are arranged alphabetically according to Company.

1. To specify Due Date/Company order, move the marker to the Due Date label, and press (F1).
2. Type 1 for the Priority Number. Note that the priority number is displayed after the label.
3. Next, move the marker to the Company label, and press (F1).
4. Type 2 for the next priority number.
5. You need to make one more modification. Suppose that you decide you really don't need that last line to enter data for Remarks. To delete the fifth data line, move the marker to the Remarks line, and press (ENTER) to move the marker to the data area.
6. Press (D) to move the marker to the beginning of the last line, then hold down (F9) for Delete until the entire line of spaces has been erased. There should now be four full lines for entering data.

### Adding New Records

1. Now that the form is complete, press (F12) to exit the Form screen. The blank form is displayed so that you can now start adding records.
2. Fill in the form with the following data, pressing (ENTER) after typing information for a data field.

```
Company-----*: ABC Exterminators
Contact-----*: Roy Johnson
Address-----*: 4000 Main Street
Address-----*: P.O. Box 112
City-----*: Fort Worth
State-----*: Tx
Zip Code-----*: 76101
Phone-----*: 817-990-1212
Due Date-----*: 03/05/85
Amount Due-----# 33.87
Remarks-----*:
```

3. At the data field for Remarks, press (F10) to store this record and add another.
4. After you save a record by using the Add function, a blank form reappears for adding a new record. Type the following data for the next two records, pressing (ENTER) after typing information for a data field.
5. Press (ENTER) to skip the second Address line, and press (F10) after you enter the Amount Due.

```
Company-----*: LaFrance Bakery
Contact-----*: Jacqueline Dominique
Address-----*: 634 Trinity Avenue
Address-----*:
City-----*: Fort Worth
State-----*: Tx
Zip Code-----*: 76018

Phone-----*: 817-732-5766

Due Date-----*: 03/01/85
Amount Due-----*# 45.14

Remarks-----*:
```

```
Company-----*: Petta Linen Service
Contact-----*: Giorgio Petta
Address-----*: 6501 Blackwood
Address-----*:
City-----*: Fort Worth
State-----*: Tx
Zip Code-----*: 73092

Phone-----*: 817-482-7371

Due Date-----*: 03/06/85
Amount Due-----*# 17.16

Remarks-----*:
```

6. Type the information shown below for the last record. When you get to the Remarks data field, type each line and then press the space bar to move the cursor to the beginning of the next line.

7. Word-wrapping is not automatic. Fill the rest of the line with spaces whenever you want to start a new line.
8. When you're finished typing the Remarks information, press **(F12)** to save the last record entered and exit Add mode.

```
Company-----*: Young's Fish Market
Contact-----*: Ann Young
Address-----*: 554 2nd Avenue
Address-----*:
City-----*: Fort Worth
State-----*: Tx
Zip Code-----*: 77069

Phone-----*: 817-563-2199

Due Date-----*: 03/02/85
Amount Due-----*# 78.44

Remarks-----*: DAILY SPECIALS: Monday - Fresh lobster. Tuesday - Shrimp.
                  Wednesday - Red snapper. Thursday - Crab. Friday - Lake
                  trout. Saturday - Oysters and clams.
```

You can see that the records have been sorted according to the Due Date/Company order because the record with the earliest due date, March 1, is LaFrance Bakery, and that record appears on the screen, even though the first record entered was for ABC Exterminators.

1. Press **(CTRL)** **(→)** to see the record with the next due date. The record for Young's Fish Market is displayed, although this was the last record entered.
2. To see the last record in the file according to the Order criteria, press **(CTRL)** **(↓)**. The record for Petta Linen Service is displayed because this record has the last due date, March 6.
3. Before returning to the Main Menu, read the notes below on the other functions that you can use in Filer. After you are finished, press **(F12)** to return to the Main Menu.



## Other Functions

- Use the Call function to dial the telephone number on which the marker is currently positioned. To use the Call function, you must have your computer properly connected to an automatic dialing modem.
- The function, Pack, on the Form screen is used to improve the “efficiency” level of a file. If you change the form or frequently add or delete records, the amount of wasted space in the file (and on diskette) increases which, in turn, decreases the efficiency of the file. At the top of the Form screen you see **E f f i c i e n c y = A**. If your efficiency level has declined from A to C or D, use Pack to “clean up” the file and compress the data as compactly as possible.
- Use Select (on the original Filer screen after records have been added) to define the data you want to put into a text file via the Copy buffer. Use Copy to specify which Text file you want to copy **T o**.
- To merge the records **F r o m** another Filer file with the current file, use the Merge function. The format of the other file must exactly match that of the current file. If both the label and data fields are set up in the same manner, the records from the other file will be added to and properly sorted in the current file.
- Use the Delete function to delete the entire record currently displayed.



# Worksheet





## WORKSHEET

- To open the file, Budget, and select the spreadsheet application at the same time, position the selection marker over Budget, and press **(ENTER)**. The screen soon shows a spreadsheet for Edwin Raymond's home budget.

WORKSHEET [BUDGET]				02/25/85 10:30am					
1	2	3	4	5	6	7			
1	BUDGET FOR JAN 1985								
2									
3	EXPENSE	BUDGET	ACTUAL	NET					
4	CATEGORIES	AMOUNT	AMOUNT	AMOUNT					
5									
6	Car Paymnt	250.00	250.00	.00					
7	Car Gas	80.00	60.00	20.00					
8	Home Gas	50.00	87.13	-37.13					
9	Electric	75.00	39.89	35.11					
10	Water	25.00	17.25	7.75					
11	Phone	50.00	61.10	-11.10					
12	Rent	400.00	400.00	.00					
13	Insurance	65.00	65.00	.00					
14	Grocery	150.00	113.57	36.43					
15	Fun	100.00	165.00	-65.00					
16									
17	TOTALS	1245.00	1258.94	-13.94					
Select Command:									
R 1 C 1					Free Memory	XXXXX			
[F1]	[F2]	[F3]	[F4]	[F5]	[F6]	[F7]	[F8]	[F9]	[F10]
Find	Calc	Formula	Text	Format	Merge	Select	Copy	Delete	Insert

The filename and time are displayed on the top line of the screen. The visible part of the screen is just a small portion of a "worksheet" on which you can enter data. A worksheet can have as many as 99 columns and 99 rows, while one screen of a worksheet (called a "window") consists of 17 rows and 7 columns. The highlighted rectangular box that is currently positioned at Row 1, Column 1 (Cell 1,1) is called the entry marker.

The blank line above the **Select Command** is the "data entry line." As you type data, it is displayed both on the data entry line and in the cell in which the entry marker is positioned. When you press **(ENTER)** (or an arrow key), the data is "entered" into the cell, and the data entry line is blank so that you can enter new data. Below the data entry line is the command line at which you are prompted to select a command. Sometimes, additional instructions are displayed on the command line for you to specify exactly what you want done.

Below the command line and right above the function keys is the “cell status line” that shows the cell currently highlighted by the entry marker (R1C1), the contents of the cell (this cell is empty), and the amount of free memory you have to enter data.

### Creating a Simple Budget Worksheet

This budget compares Edwin’s budgeted amounts for expense categories with the actual amounts he spent during the month of January. You are going to re-create this worksheet, step by step, to learn how to use the Worksheet’s basic functions.

1. Press **(F12)** to return to the Main Menu.
2. Move the selection marker over Worksheet, and press **(ENTER)**. The screen soon shows a blank screen for creating a new worksheet.
3. On the command line, you are prompted to enter a filename for the spreadsheet you are about to create. Type **Example** **(ENTER)** for the filename.

### Entering Labels and Text Data

You begin by entering the column and row headings.

1. Press **(CAPS)** once to enter these labels in capital letters.
2. In Cell 1,1, the cell on which the marker is positioned, type **EXPENSE**. Note that Select Command is replaced by Enter Text to show the type of contents the cell contains.
3. Press **(↓)** to move the marker to Cell 2,1 (Row 2, Column 1), and type **CATEGORIES**.

**Note:** Remember that if you make mistakes in typing, you can use **(BACKSPACE)** and delete the previous character.

4. Press **(←)** and **(↑)** to move the marker to Cell 1,2. Press the space bar four times, then type **BUDGET**.
5. Press **(↓)** once, then press the space bar four times. Type **AMOUNT** to complete the Column 2 heading.

6. Move the marker to Cell 1,3, press the space bar four times, then type **ACTUAL**.
7. Press **↓**, then the space bar four times. Type **AMOUNT** to finish the Column 3 heading.
8. Move the marker to Cell 1,4, press the space bar four times, then type **NET**.
9. In Cell 2,4, press the space bar four times, then type **AMOUNT**.

Now enter the various expense categories.

1. Press **⌘CAPS** so that you can type both upper- and lower-case letters.
2. Move the marker to Cell 4,1 to enter the first expense category. Type **Car Paymnt**.
3. Press **↓** to move the marker to Cell 5,1, then type **Car Gas**.
4. Type the rest of the expense categories in Column 1.

**Home Gas** in Cell 6,1

**Electric** in Cell 7,1

**Water** in Cell 8,1

**Phone** in Cell 9,1

**Rent** in Cell 10,1

**Insurance** in Cell 11,1

**Grocery** in Cell 12,1

**Fun** in Cell 13,1

5. Move the marker to Cell 15,1 to enter a label for Row 15. Press **⌘CAPS**, then type **TOTALS**.

This is the way the basic form of the budget looks.

WORKSHEET [BUDGET]							02/25/85	10:30am
1	2	3	4	5	6	7		
1	EXPENSE	BUDGET	ACTUAL	NET				
2	CATEGORIES	AMOUNT	AMOUNT	AMOUNT				
3								
4	Car Paymnt							
5	Car Gas							
6	Home Gas							
7	Electric							
8	Water							
9	Phone							
10	Rent							
11	Insurance							
12	Grocery							
13	Fun							
14								
15	TOTALS							
16								
17								
	TOTALS							
	Enter Text							
	R15 C 1						Free Memory XXXX	
[F1]	[F2]	[F3]	[F4]	[F5]	[F6]	[F7]	[F8]	[F9]
Find	Calc	Formula Text	Format	Merge	Select	Copy	Delete	Insert

### Entering Numbers and Formulas

1. To enter the budget amount for the first expense category, Car Payment, move the marker to Cell 4,2, and type **250** **(ENTER)** for the \$250.00 car payment. Note that **Select Command** was replaced by **Enter Number** to show the type of content the cell contains. Since the built-in display format for numbers is for financial data (the dollar format) with two decimal places, .00 was automatically added to the 250 you entered. Also, note that a number is right-justified within a cell, whereas text is left-justified.
2. Press **(↓)** to move the marker to Cell 5,2, then type **80** **(ENTER)** to enter the budget amount of \$80.00 for gasoline.
3. Press **(↓)** and type **50** **(ENTER)** for the budget amount for Home Gas.



4. Type the budget amounts for the rest of the expense categories in Column 2.

75 in Cell 7,2  
25 in Cell 8,2  
50 in Cell 9,2  
400 in Cell 10,2  
65 in Cell 11,2  
150 in Cell 12,2  
100 in Cell 13,2

Next, you'll enter a formula to add these numbers and come up with the total budget amount.

1. Move the marker to Cell 15,2, and press **(F3)** for Formula.
2. Type **SUM(R4)** **(ENTER)**. This formula tells the computer to add the numbers starting from Row 4 to Row 15, the row on which the entry marker is currently positioned. This is a short cut way of entering the formula:

R4 + R5 + R6 + R7 + R8 + R9 + R10 + R11 + R12 + R13

**Note:** Press **(CTRL)** **(F)** to erase values in formula cells.

3. Press **(F2)** to calculate the formula. The calculated budget amount total, \$1,245.00, is soon displayed in Cell 15,2.
4. To enter the actual amount spent for the first expense category, Car Payment, move the marker to Cell 4,3 and type **250** **(ENTER)**.
5. Press **(↓)** to move the marker to Cell 5,3, then type **60** **(ENTER)** to enter \$60.00 for the amount actually spent for gasoline.
6. Type the actual amounts for the rest of the expense categories in Column 3.

87.13 in Cell 6,3  
39.89 in Cell 7,3  
17.25 in Cell 8,3  
61.10 in Cell 9,3  
400 in Cell 10,3  
65 in Cell 11,3  
113.57 in Cell 12,3  
165 in Cell 13,3

Now enter a formula for calculating the total actual amount spent.

1. Move the marker to Cell 15,3 and press **(F3)**.
2. Type **SUM(R4)** **(ENTER)**.
3. Press **(F2)** to calculate the formula. The total actual amount, \$1,258.94, is soon displayed in Cell 15,3.

You need to enter one more formula to calculate the net amounts in Column 4.

1. Move the entry marker to Cell 4,4 and press **(F7)** for Select.
2. Press **(↓)** 11 times to indicate that Rows 4 through 15 are a single block and that all values in Column 4 are calculated using the same formula.
3. Press **(F3)** and type **C2 - C3** **(ENTER)**. This formula takes each budget amount in Column 2 and subtracts the corresponding actual amount in Column 3 to calculate and display the net amount for that particular expense category in Column 4.
4. Now press **(F2)** to calculate the net amounts. The computed results are displayed row by row, expense category after expense category.

Enter a title for the worksheet as a finishing touch.

1. Press **(CTRL)** **(↑)**, then **(CTRL)** **(←)** to move the cursor to Cell 1,1.
2. To insert two blank rows to make room for the title at the top of the worksheet, press **(CTRL)** **(←)** to move the marker to the column containing the row number labels, and then press **(F10)** twice to Insert two rows.
3. Press **(→)** twice to move the marker to Cell 1,2.
4. Type **BUDGET FOR**.
5. Press **(→)**, then the space bar once, and type **JAN 1985** **(ENTER)**.

## Printing a Worksheet

Now that the entire budget worksheet is finished, you are ready to print it. If an entire worksheet fits on the screen, you can do a "window" print.

1. Before using the print function, make sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper (about six lines from the top).
2. Next, check the printer settings. Press **(ALT) (F6)**.
3. You don't need to change any settings, so press **(F12)** to return to Worksheet.
4. Now, press **(SHIFT) (PRINT)**. The printed copy looks like the one below.

WORKSHEET [BUDGET]				02/25/85 10:30am						
1	2	3	4	5	6	7				
1	BUDGET FOR JAN 1985									
2										
3	EXPENSE	BUDGET	ACTUAL	NET						
4	CATEGORIES	AMOUNT	AMOUNT	AMOUNT						
5										
6	Car Paymnt	250.00	250.00	.00						
7	Car Gas	80.00	60.00	20.00						
8	Home Gas	50.00	87.13	-37.13						
9	Electric	75.00	39.89	35.11						
10	Water	25.00	17.25	7.75						
11	Phone	50.00	61.10	-11.10						
12	Rent	400.00	400.00	.00						
13	Insurance	65.00	65.00	.00						
14	Grocery	150.00	113.57	36.43						
15	Fun	100.00	165.00	-65.00						
16										
17	TOTALS	1245.00	1258.94	-13.94						
Select command						Free Memory 58888				
R 1 C 1	[F1]	[F2]	[F3]	[F4]	[F5]	[F6]	[F7]	[F8]	[F9]	[F10]
	Find	Calc	Formula	Text	Format	Merge	Select	Copy	Delete	Insert

5. After the printer has stopped, press **(F12)** to save the worksheet and return to the Main Menu.

## Setting Up an Amortization Table

Now that you have finished constructing a simple worksheet, you may want to experiment with some of the Worksheet's more complicated and sophisticated features. In the following example, you create a spreadsheet for an amortization schedule.

For each period, the fixed monthly payment is calculated and broken down into its two components: the interest and principal payments. There are three variables in this example: the original amount of the loan, the interest rate, and the number of periods over which the loan is to be amortized. The spreadsheet is divided into two parts: The top part is for entering the values for the variables, and the bottom part is the actual amortization table.

1. Move the selection marker over **Worksheet**, and press **(ENTER)**.
2. Type **Table** **(ENTER)** for the filename of the worksheet you are creating.
3. At Cell 1,1, type **LOAN AMT**.
4. Press **(↓)** to move the entry marker to Cell 2,1 (Row 2, Column 1), then type **INT RATE**.
5. Next, move the entry marker to Cell 3,1, and type **PERIODS**.

Now, you want to instruct the program to let you enter these values when you use the Calculate function.

1. Move the entry marker to Cell 1,2, next to **LOAN AMT**, press **(F3)** for Formula, and type **?LOAN** **(ENTER)**.
2. Move the entry marker to Cell 2,2, press **(F3)**, and type **?INTEREST**, so that later you will be prompted to enter a constant value for the interest rate.
3. Move the entry marker to Cell 3,2, press **(F3)**, and type **?PERIODS** **(ENTER)**.

The next step is to enter headings for the seven columns.

1. Move the entry marker to Cell 5,1, and type **Period**.
2. Press **(→)**, and type **Balance**.
3. Press **(→)** to move the cursor to Cell 5,3, then type **Payment**.

4. In Cell 5,4, type **Interest**, press  $\downarrow$ , then right below Interest in Cell 6,4, type **Payment** to complete the heading for Column 4.
5. In Cell 5,5, type **Principal**, press  $\downarrow$ , and type **Payment**.
6. Move the entry marker to Cell 5,6, type **Cumulative**, then in Cell 6,6, type **Interest** to complete the Column 6 heading.
7. For Column 7, the last heading, type **Cumulative** in Cell 5,7, then type **Principal** in Cell 6,7.

Before you enter formulas, the spreadsheet needs to be formatted differently so that Columns 6 and 7 don't run together. To create more space between the columns, you are going to change the present (default) width of all columns from 10 to 11.

1. Press  $\text{CTRL} \downarrow$  to move the entry marker to the top row, then press  $\text{CTRL} \downarrow$  to move the entry marker to the line containing the column numbers.
2. Press  $\text{F5}$  for Format, then type **ALL,11**  $\text{ENTER}$  to change the column width to 11 characters.

## Entering the Amortization Formulas

The next step is to enter formulas for these seven columns. Column 1 is for entering all periods the loan covers. For example, this is a one-year loan, and thus has 12 periods.

1. Move the entry marker to Cell 8,1, and type **1**  $\text{ENTER}$ .
2. Move the entry marker to Cell 9,1, and press  $\text{F7}$  for Select.
3. Press  $\downarrow$  10 times to indicate that Rows 9 through 19 are a single block and that all values in Column 1 are calculated using the same formula.
4. Press  $\text{F3}$  for Formula, and type **R8 + 1**  $\text{ENTER}$ .

5. Press **(F2)** to calculate.

The formula tells the program to take the value in the preceding row and the same column, add one, then display that value in the next row. For example, move the entry marker to Cell 19,1. The value in the last row selected, Row 19, will be the value in Row 18 (11), plus one, or 12, the last period in the loan. Thus, the original formula entered, **R8 + 1**, changes for each row so that when the value for Period 12 in Row 19 is calculated, the formula is **R18 + 1**.

Next, you are going to format Column 1 so that the period numbers don't run into the calculations that will be displayed in Column 2.

1. Move the entry marker to Cell 8,1, press **(F7)**, then select Rows 8-19.
2. Press **(F5)** for Format and type **LI (ENTER)**. **L** stands for left-justified, which means that the contents of all the selected cells will be flush left within the cell instead of the default right-justified format for numbers and calculated values. You also specified an integer (**I**) format, since the period numbers did not need to be shown in dollar, two-decimal format.

Column 2 shows the balance—the unpaid principal portion of the original loan amount.

1. Move the entry marker to Cell 8,2. The balance for Period 1 is the entire amount of the loan that you will enter later as a constant value in Cell 1,2.
2. Press **(F3)**, and type **R1C2 (ENTER)**.
3. Move the entry marker to Cell 9,2, press **(F7)** for Select, then use the arrow keys to highlight Rows 9-19.
4. Press **(F3)** and type **R8C2 - R8C5 (ENTER)**. This formula takes the value in the preceding row and the same column (the balance of the previous period), subtracts the value in the preceding row in Column 5 (the principal payment of the previous period) and displays the result in the next row. Therefore, the value in the last row selected (the balance of Period 12), Row 19, equals the Period 11 balance in Row 18 less the principal payment paid in Period 11, shown in cell 18,5. When the value in Cell 19,2 is calculated, the original formula is changed to **R18C2 - R18C5**. (You can move the entry marker to Cell 19,2 to see that this is true.)

All values in Column 3 are the same to show the fixed payment that is paid every month on the loan.

1. Move the entry marker to Cell 8,3, press **(F7)**, then select Rows 8-19.
2. Press **(F3)**, then type **#R1C2\*#R2C2/(1-1/(1+#R2C2)!#R3C2)** **(ENTER)**. The number sign (#) preceding a cell number indicates to **always** use the value in that particular cell. In other words, the original formula entered does **not** change for each row.

**Note:** This formula written in normal fashion is:

Fixed payment = (Loan Amt. x Int. Rate) / (1 - 1/(1 + Int. Rate)<sup>n</sup>) where Loan Amt. = original amount of entire loan, Int. Rate = interest rate per period, and n = number of periods.

This complicated-looking formula defines the numerator as the value in Cell 1,2 (LOAN AMT) multiplied (\*) by the value in Cell 2,2 (the interest rate). The denominator is 1 minus 1 over 1 plus the value in Cell 2,2 (INT RATE) raised to the value in Cell 3,2. The number of PERIODS becomes an exponential power indicated by ! .)

Column 4 shows the interest portion of each payment, which is the balance for a period multiplied by the interest rate.

1. Move the entry marker to Cell 8,4, press **(F7)**, then select Rows 8-19.
2. Press **(F3)**, and type **#R2C2 \* C2** **(ENTER)**. For a particular period, this formula takes the value in the same row in Column 2 (a period's balance) and multiplies it by the interest rate you enter in Cell 2,2.

The principal payment of each period, the part of the total payment which actually goes to paying off the balance of the loan, is displayed in Column 5.

1. Move the entry marker to Cell 8,5, press **(F7)**, then select Rows 8-19.
2. Press **(F3)** and type **C3 - C4** **(ENTER)**. This formula takes the total payment value in Column 3 and subtracts the corresponding interest payment in Column 4 to come up with that period's principal payment.

Column 6 shows the cumulative interest—the interest paid-to-date for each period.

1. Move the entry marker to Cell 8,6, press **(F7)**, then select Rows 8-19.
2. Press **(F3)**, and type **CMT(#R8C4) (ENTER)**. This formula gives the accumulated totals for all 12 periods plus the final total of all the values in Column 4, starting with Row 8, and displays these values in Column 6. For example, the interest paid-to-date for Period 4 is displayed in Cell 11,6 and equals the values of Cells 8,4, 9,4, 10,4, and 11,4. **CMT** stands for “column summation,” and **#R8C4** tells the computer to always start the cumulative summing from Cell 8,4 (the interest paid in Period 1).

The last column is for the cumulative principal—the principal paid-to-date for each period. (After all 12 periods have been calculated, the last figure in this column, the cumulative principal for Period 12, will equal the original amount of the loan.)

1. Move the entry marker to Cell 8,7, press **(F7)**, and select Rows 8-19.
2. Press **(F3)**, then type **CMT(#R8C5) (ENTER)**. The increasing values in this column show how the loan is gradually being paid off and retired.

## Calculating and Reformatting a Worksheet

The spreadsheet is now completely set up, and you are ready to perform calculations.

1. Press **(CTRL) (↑)**, then **(CTRL) (←)** to move the entry marker to Cell 1,1. This example involves an 18% one-year loan for \$1000.00.
2. Press **(F2)** for Calculate. You are prompted to enter the LOAN AMT.
3. Type **1000 (ENTER)**.
4. Type **0.015 (ENTER)** for the INT RATE. (Remember, you need to divide the annual interest rate by 12 to get the monthly interest rate.)



5. Type **12** **(ENTER)** for the number of PERIODS. After you enter a value for the last constant, the computed results are displayed row by row, period after period.

**Note:** The built-in display format for numbers is the \$ format with two decimal places. Although you cannot see the 5 you entered for 15.5%, it is in memory and was used during calculations.

You need to make a few final touches to make the spreadsheet look more professional. Although you want the data in the amortization table to be displayed in dollar and cents format (two decimal places), the interest rate cell needs to be modified to include up to four decimal places to cover the most common interest rate possibilities.

1. Move the entry marker to Cell 2,2, and press **(F5)** for Format.
2. Type **D** **(ENTER)** so that you can change the default number of decimal positions, then type **4** **(ENTER)**. Now you can see the 5 that you entered earlier.
3. To specify an integer (**I**) format for the number of periods entered, move the entry marker to Cell 3,2, press **(F5)**, then type **I** **(ENTER)**.
4. Move the entry marker to Cell 5,2, and press **(F7)**.
5. Press **(SHIFT)** **(→)** to select all the columns in the current window through Column 7.
6. Press **(↓)** to select the label lines.
7. Press **(F5)** for Format, then type **R** **(ENTER)** to right-justify the contents of all selected cells.

## Entering Free-Form Text

There are two ways you can enter text: by cell or by block.

- For simple row and column labels that don't require more than one or two cells, position the entry marker on the cell in which you want the text to appear, then type the text and press **(ENTER)** (as you did when entering the column and constant labels).
- To type a paragraph or block of text, use **Select** to define the area in which you want to type, then use the **Text** function to type the desired text.

The **Text** function lets you type "free-form" text rather than cell by cell. For example, suppose that you want to add an explanatory note to the amortization table.

1. Move the entry marker to Cell 21,1, and press **(F7)**.
2. Press **(↓)** one time to include the next row, then press **(→)** four times.
3. Press **(F4)** for **Text**.
4. Type **NOTE: Personal loan received 2/28/85 from Saginaw Credit Union.**
5. To exit the **Text** function, press **(F12)**.

Just as in the **Text** application, word wrapping is automatic, and limited editing features are included, such as deleting, inserting, and formatting text. See the **Reference Manual** for details on editing text within the **Worksheet** application.

## Printing a Large Worksheet

Before using the **print** function, make sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper (about six lines from the top).

1. To check the printer settings, press **(F11)**, then **(ALT) (F6)**.
2. Type **0 (ENTER)** for **Left Margin** and **79 (ENTER)** for **Printed Line Width**.
3. Press **(F12)** to return to the **Worksheet** screen.

Since the amortization table is larger than one window, you need to select the area you want to print and then use the Print command.

1. To quickly move the entry marker to Cell 1,1, press **(F1)** for Find. You can use the Find function to search for a specific string of characters (or numbers) or a specific cell.
2. Type **R1C1** **(ENTER)** for Cell 1,1.
3. Press **(F7)** for Select.
4. Press **(SHIFT)** **(→)** to select Columns 1-7.
5. Press **(SHIFT)** **(↓)**, then press **(↓)** five times to select Rows 1-22.
6. Be sure that your printer is ready, then press **(PRINT)**.

Your printout should look like this. (Compare your figures to make sure you entered all formulas correctly.)

```

LOAN AMT  1000.00
INT RATE  0.0150
PERIODS   12
    
```

Period	Balance	Payment	Interest Payment	Principal Payment	Cumulative Interest	Cumulative Principal
1	1000.00	91.68	15.00	76.68	15.00	76.68
2	923.32	91.68	13.84	77.83	28.84	154.51
3	845.48	91.68	12.68	78.99	41.53	233.50
4	766.49	91.68	11.49	80.18	53.02	313.69
5	686.30	91.68	10.29	81.38	63.32	395.07
6	604.92	91.68	9.07	82.60	72.39	477.68
7	522.31	91.68	7.83	83.84	80.23	561.52
8	438.47	91.68	6.57	85.10	86.81	646.63
9	353.37	91.68	5.30	86.37	92.11	733.00
10	266.99	91.68	4.00	87.67	96.11	820.68
11	179.31	91.68	2.68	88.99	98.80	909.67
12	90.32	91.68	1.35	90.32	100.16	1000.00

NOTE: Personal loan received 2/28/85 from Saginaw Credit Union.

1. To see the powerful recalculation ability of the spreadsheet application, press **(F2)**.
2. Suppose that you are calculating a one-year loan for \$1000 at 15%. Because the previous value was also 1000, press **(ENTER)** for the LOAN AMT in 2, 1.
3. For the new interest rate, type **0.0125** **(ENTER)** (15% divided by 12).

4. For number of periods, press **(ENTER)**. The lengthy, detailed calculations are performed almost instantly, saving you hours of calculating the formulas by hand. Note that with the lower interest rate, the fixed payment, shown in Column 3, has decreased from \$91.68 to \$90.25.

## Other Functions

You may want to experiment with some of the other functions available in Worksheet. See the Reference Manual for details on using these functions. When you are finished using the spreadsheet program, press **(F12)** to save the Table Worksheet file. Press **(Y)** to confirm and return to the Main Menu.

- Use Merge to save a Selected block to diskette (without exiting the spreadsheet like the **(F12)** does) or to load and insert data from another spreadsheet file at the current entry marker position.
- Use Copy to copy a Selected spreadsheet (or part of a spreadsheet) to an ASCII file. You can then copy the ASCII file to a text file. You can also use Copy to copy the contents of a row or column for insertion in another row or column.
- Use the Delete function to delete the contents of a cell or a Selected block of cells. You can also use Delete to erase not only the data contents of an entire column (or row) but also any formula associated with that column (row). (For this procedure, you position the cursor in the appropriate column label area.) The data and formula in that column (row) is erased, and the data in the next column (row) shifts to the left (or up, in the case of a row). The column (row) numbers in formulas are changed so that the same values are used in calculations.

- Use Insert to insert the contents of the copy buffer in another row or column. You can also use Insert to insert a blank row or column. (For this procedure, you position the cursor in the appropriate column label area.) The data and formula originally in that row (column) shift downward (or to the right, in the case of a column).

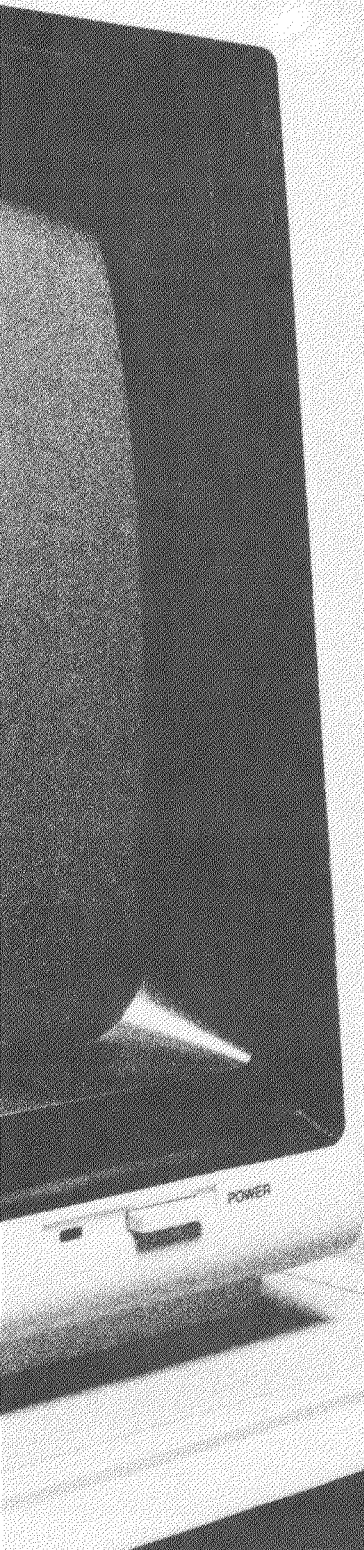
**Note:** As in the Text application, there are two ways of exiting Worksheet.

Press **(F12)** to save a brand new worksheet or any editing changes made to an old worksheet.

Press **(SHIFT) (F12)** if you changed the contents of a worksheet and then decided you wanted to keep the unedited version. **(SHIFT) (F12)** lets you retain the original worksheet and exit the Worksheet application.



# Calendar









The top block on the left shows the schedule for the current week with the days of the week in the vertical column (always starting with the current day) and the hours of the day in the vertical line (starting with 12:00 a.m.). A period indicates a free time slot, that is, a time slot that has not been scheduled for an event. For example, note that there is nothing scheduled for 7:00 a.m. or 6:00 p.m. on Monday.

A time slot that has been taken by an event previously entered for the current week is indicated by \*. For example, you can tell that Monday is the busiest day of the week, since it is almost full of \*s. A ! indicates a time conflict—two different events scheduled for the same time. Looking at today's schedule, you can see that two events are scheduled for 8:30 a.m.

The bottom half of the screen shows the itemized agenda of events for the current day. All events and appointments displayed are scheduled for today's **Date**, 02/25/1985. The next column, **Begin**, shows the time at which the event begins. The time at which the event ends is shown under the **End** column. A description of the event is shown in the last column.

You can change or delete events previously entered for the day's agenda and add new ones. For example, the name in the third event listed should be "Williams" instead of "Wilson."

1. Press **↓** two times to move the marker to the third line, and press **SHIFT** **←** three times to skip the first three "fields." (A field is a unit of information.)
2. Press **←** until the cursor is over the "s" in Wilson, then type **liams** **ENTER**. You are always in "overstrike" mode while using Calendar so that you can quickly correct mistakes by typing over them.

## Finding Events

1. Press **(F1)** for Find.

The screen clears and changes to:

Date	Begin	End	Description
=02/25/1985	=**:**a	=**:**a	*****

[F1]	[F2]	[F3]	[F4]	[F5]	[F6]	[F7]	[F8]	[F9]	[F10]
Equal	Greater	Less		Reset					

2. To find all events/appointments scheduled on or after February 25 associated with Mrs. Williams, press **(F2)** and **(ENTER)** for Greater. Calendar finds all events scheduled on or after February 25.
3. Press **(ENTER)** twice to skip the **Begin** and **End** fields.
4. For description, press **(→)** one time to skip over the first asterisk (\*), and type **Williams**. \* is a “wildcard” character that tells Calendar to ignore all characters before and after “Williams” in the description field and to list every occurrence with the name, Williams, in it.
5. Press **(F12)** to return to the original Calendar screen and display the events that match the Find criteria.

You now see these events listed:

Date	Begin	End	Description
02/25/1985	00:00a	00:00a	Write confirmation letter to Williams
03/03/1985	12:00p	02:00p	Williams' luncheon for 8
03/12/1985	03:00p	04:30p	Afternoon tea for Williams - 6 people
03/15/1985	02:00p	05:00p	Bridge at Williams' house
03/19/1985	09:00a	11:00a	Williams' business breakfast at Club
03/26/1985	08:00p	10:30p	Williams' dinner for 10
03/31/1985	07:30p	11:00p	Reception for Williams at Club - 60 people

[F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10]  
Equal Greater Less Reset

**Note:** Use the Date function (**F2**) to find and display all events that fall on a certain date. Use the Find function when you want to find and display events that match other search criteria, as in the previous example.

### Adding and Deleting Events

The same event you inserted in the letter while using Text needs to be added to the Calendar file.

1. Press **F10**.
2. For Date, type **03011985** **ENTER**.
3. After the cursor moves to the **Begin** field, type **1p** **ENTER** for 1:00 p.m.
4. For the **End** time, type **4:30p** **ENTER**.

5. For Description, type **Bridal Shower for Williams - 15 people** (ENTER).

**Note:** You can add an event anytime and anywhere on the screen. Calendar sorts the events chronologically and puts them in the appropriate date and time slot.

The two events scheduled for March 15th and 19th have been cancelled. To delete these events, first use Select to mark the events, then use the Delete function.

1. Use (↓) to move the marker to the line on which the March 15th event is displayed.
2. Press (F7) for Select.
3. To include the next event, press (↓) so that both events are highlighted, and press (F9) for Delete. The selected events are erased, and the events below move up automatically.

Before printing the events that match the current Find criteria, be sure that your printer is on-line.

1. Press (ALT), then (F6) to see the current printer settings.
2. Type 5 (ENTER) for **Left Margin** and 70 (ENTER) for **Printed Line Width**.
3. Press (F12) to return to the Calendar screen.
4. Press (F4) for Print.
5. Be sure that your printer is ready, then press (ENTER) to start printing. The printer automatically advances the paper after printing the information.

## Putting Events into the Alarm File

Edwin wants to update his schedule by putting the first half of March's planned events into the Alarm file (the first three events through March 12th). To do this, you must select the desired events and then use the Alarm function.

1. Move the marker to the line containing the March 1st event, and press (F7).

2. Press **(D)** two times to select the March 1st, 3rd, and 12th events, then press **(F5)** for Alarm. These three events are now in the Alarm file as well as in the original Calendar Agenda file.

The reminder time for an event is set at 30 minutes prior to the scheduled **B e g i n** time entered for the event. When Alarm is active and “turned on” to remind you of events, you hear a beep when an event’s remind time occurs. (See the next section, “Alarm,” for more details.)

3. Before returning to the Main Menu to select the Alarm application, read the notes below on the Merge and Copy functions. After you are finished, press **(F12)**.

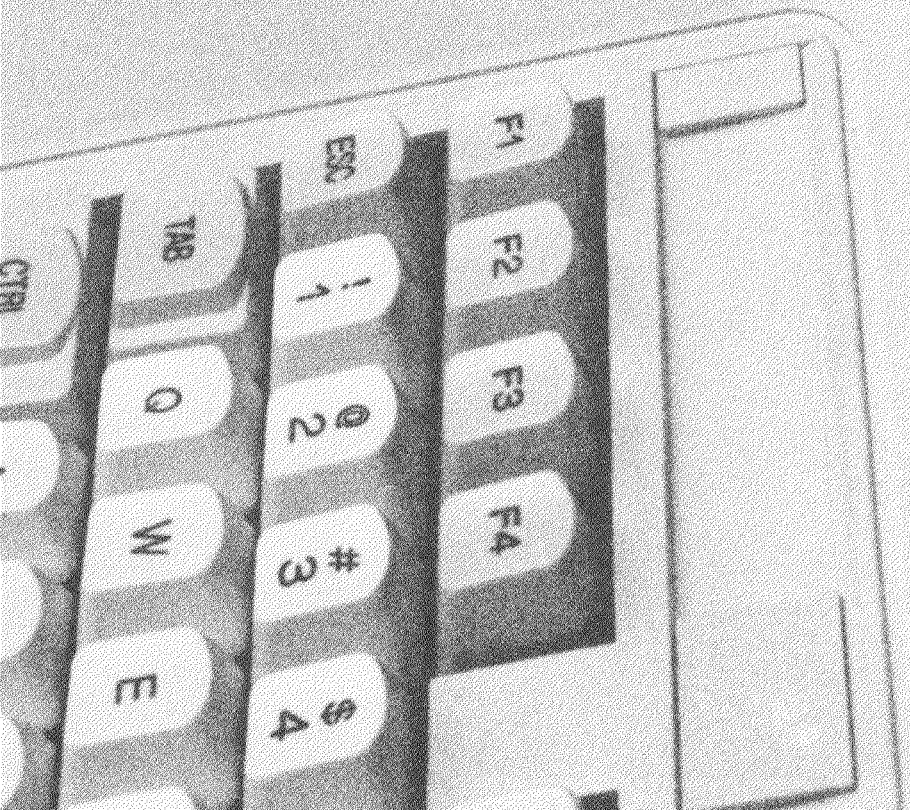
### Other Functions

- Use the Merge function when you want to add all the events **F r o m** another Calendar file to the current Calendar file or add certain events of the current Calendar file **T o** another Calendar file. For example, suppose that you have two Calendar files, Business and Personal, and that you are currently in the Business file. You would use the Merge function to add all the events **F r o m** the Personal file to the Business file. The newly added events are sorted chronologically in the current file.

If you want to add events of the current file **T o** another Calendar file, first use the Select function to pick the desired events. Then use the Merge function to specify **T o** which file you want to add the selected events.

- The Copy function is very similar to the **T o** option of Merge, except that you are copying selected events **T o** a Text file. To use Copy, first mark the desired events using the Select function. Then use the Copy function to specify **T o** which Text file you want to add the selected events. The copied events are added to the end of the Text file.

# Alarm







**ALARM**

1. Select Alarm by pressing **(F4)** at the Main Menu. The screen soon shows the same February 25th events you saw in Calendar, plus the March events you merged into the Alarm file, except that the **Remind@** time is included.

Alarm					02/25/1985	10:30am
Remind@	Date	Begin	End	Description		
00:00a	02/25/1985	00:00a	00:00a	Make appointment with accountant		
00:00a	02/25/1985	00:00a	00:00a	Mom's birthday - call florist		
00:00a	02/25/1985	00:00a	00:00a	Write confirmation letter to Wilson		
05:00a	02/25/1985	05:30a	06:15a	Shop at fish and produce wholesale markets		
07:00a	02/25/1985	07:30a	08:30a	Meet Bill at gym		
08:00a	02/25/1985	08:00a	11:15a	Prepare food for Davis luncheon		
11:15a	02/25/1985	11:45a	01:30p	Luncheon at Riverdale Country Club		
01:30p	02/25/1985	02:00p	02:30p	Meeting with Club President		
02:30p	02/25/1985	03:00p	05:30p	Prepare food for Roach dinner		
05:45p	02/25/1985	06:30p	10:00p	Dinner at 7400 Seventh Street		
10:00p	02/25/1985	10:30p	12:00p	Pick up cake and go to Mom's		
12:30p	03/01/1985	01:00p	04:30p	Bridal shower for Williams - 15 people		
11:30a	03/03/1985	12:00p	02:00p	Williams, luncheon for 8		
02:30p	03/12/1985	03:00p	04:30p	Afternoon tea for Williams - 6 people		

[F1]	[F2]	[F3]	[F4]	[F5]	[F6]	[F7]	[F8]	[F9]	[F10]
					Merge	Select	Copy	Delete	Add

Events scheduled for the current date in the Alarm file are displayed on the Main Menu to remind you of special occasions. You can enter events in Alarm or Calendar. The only difference is that when you add events using Alarm, you manually enter the **Remind@** time. The events displayed above were entered in Calendar and then placed in the Alarm file, and the **Remind@** time was automatically assigned.

Just like Calendar, you can change or delete displayed events or add new ones. To change information, move the marker to the desired field by pressing **(ENTER)**, and type over the existing characters.

2. Suppose that on February 25 you want to change the **Remind@** time of the 3:00 event from 02:30 p.m. to 02:45. Press **(↑)** to move the cursor to the 02:30p **Remind@** time, and then type **02:45p (ENTER)**.
3. Change the name in the third event listed from Wilson, to Williams, as you did in Calendar.

Edwin has decided to have a breakfast meeting with his attorney at 7:00 a.m. instead of meeting Bill at the gym.

1. Move the cursor to the event with the 7:00a **Remind** time, and press **(F9)** for Delete.
2. Press **(F10)** to Add an event.
3. Type **6:30a** **(ENTER)** for the **Remind** time.
4. For **Date**, press **(ENTER)** to use the displayed system date (02/25/1985).
5. Type **7a** **(ENTER)** for **Begin** time, then type **8a** for **End** time.
6. For the Description, type **Breakfast w/ lawyer @ Annie's** **(ENTER)**. After you enter all information for the event, it is automatically inserted in the appropriate time slot.

**Note:** You could also have simply typed over the existing information for the previous 7:00 appointment.

### Turning on the Alarm

1. Press **(F12)** to return to the Main Menu.
2. To turn on Alarm, press **(ALT) (F4)** to change Alarm Off to Alarm On. (Press **(F11)** if you want to view the subfunction menu first.) When Alarm is switched On and set to remind you of events, the Alarm's beep goes off when an event's **Remind** time matches the current time. Also, whenever the date and time are displayed in the upper right corner of the screen, you see the **@** symbol next to the date/time information to let you know that the Alarm is turned on.

**Note:** You cannot turn the Alarm On while you are in the Alarm screen and the Alarm file is still open. When you add or change events in Alarm, the Alarm file is not updated or reorganized until you close the Alarm file by returning to the Main Menu. Once the Alarm file has been closed, you can turn the Alarm On, and the Alarm system will accurately remind you of upcoming events.

An event is automatically deleted from the Alarm file if it is a past event that was scheduled before the current date and time. (However, an expired event is not automatically deleted from a Calendar file if it was entered in that application—you must manually delete expired events in a Calendar file.)

When Alarm is active, Alarm On is displayed on the subfunctions menu. If there are no future events to remind you of, that is, all events have already expired and been deleted from the Alarm file, Alarm Off is displayed. When you turn the computer off, the Alarm automatically shuts Off. When you first power up the computer, remember to turn the Alarm back On.

When you hear a reminder beep, press **(ALT) (F3)** to display the event of which you are being reminded plus the next event. The event information temporarily replaces the label lines of the application you are currently using. Once you have noted the event, you can redisplay the original label lines by pressing **(F12)**.

You can press **(ALT) (F3)** at any time to display the most recently expired event plus the event of which you will be reminded (beeped) next.

3. Press **(ALT) (F3)** now. The Main Menu label lines disappear and you see:

```
02:45p 02/25/1985 03:00p 05:30p Prepare food for Roach Dinner
06:00p 02/25/1985 06:30p 10:00p Dinner at 7400 Seventh Street
```

**Note:** The events you see at the bottom of the screen will probably be different from those shown above, depending on the time at which your computer is currently set.

4. Press **(F12)** to redisplay the Main Menu label lines. Before proceeding to the next section, “Main Menu,” read the notes below on the other available Alarm functions.

## Other Functions

- To combine an entire Calendar file with the Alarm file, use the Merge function. By using Merge, you do not have to enter events twice—once for a Calendar file and once for the Alarm file. For example, suppose that you had completed planning and scheduling all business events for the month of March and that you wanted to put all events in the Calendar file, Business, into the Alarm file. You would use Merge in this situation to specify Business as the file **F r o m** which to merge.

Remember that when you put events in the Alarm file from a Calendar file, either using the Alarm function in Calendar or the Merge function in Alarm, they are automatically assigned a **R e m i n d e r** time of 30 minutes prior to the **B e g i n** time.

- Use the Select function to define the events you want to Copy **T o** a Text file or the events (in the case of more than one) you want to Delete.
- Use the Copy function to put the selected events into the copy buffer and then to copy the events **T o** a Text file.

# Main Menu





## MAIN MENU

---

At the bottom of the Main Menu, you see the following label lines:

[F1]	[F2]	[F3]	[F4]	[F5]	[F6]	[F7]	[F8]	[F9]	[F10]
Date	Name	Free	Alarm	Host	Passwd	Select	Copy	Delete	Swap

1. Press **[F1]** to change the system date and time. At the top of the screen, you see the prompt:

**date: mm/dd/yy:**

2. Type today's date and the current time. For example, if it is currently May 5, 1985 and 1:30 p.m., type **05/05/85 [ENTER]**. At the time prompt type **1:30p**.

**Note:** When you turn off the computer, the clock stops running. When you first power up the computer, change the time by using this Main Menu function so that DeskMate can accurately keep track of your Alarm events.

Use the Name function to change the name of any DeskMate file.

1. For example, to change the name of the Text file, ADDRESS, to CUSTADDR (for Customer Address), press **[C]** to highlight the ADDRESS file.
2. Press **[F2]** to change the name of the file currently highlighted.
3. Press **[ENTER]** to skip the old filename prompt.
4. Type **CUSTADDR [ENTER]**. Note that the new filename has replaced the old one. (Filenames are always displayed in uppercase.)

Free tells you the approximate amount of additional room on the diskette you can use for entering data.

Press **[F3]** to see the amount of Free space on the data diskette. At the bottom of the screen, you should see the number of bytes free.

Use the Passwd function to specify a **system** password for restricting access to DeskMate by a user at the DeskMate site or a remote site user. Once you assign a password, you must enter that password every time you power up the computer and load DeskMate, and every remote site user who calls up the DeskMate telephone number must first enter the password to gain access to the system.

1. To specify a system password, press **(F6)**.
2. At the system password prompt, type **Fromage** **(ENTER)**.

**Note:** The Passwd function can also be used to change or delete passwords.

Suppose you want to have two copies of the CUSTADDR file: one to use for customers and the other to edit for supplier's addresses.

1. Move the selection marker to CUSTADDR, and press **(F8)** for Copy. At the bottom of the screen, you see the prompt:

From filename: CUSTADDR.DOC      To filename:

2. The filename of the copy must be different from the original filename. Press **(ENTER)** since you want to copy the displayed file, CUSTADDR then, for the new filename, type **Supladdr** **(ENTER)**. Under the Text column, you now see the original CUSTADDR file plus a copy of that file, SUPLADDR.

Use the Delete function to erase a file. For example:

Move the selection marker to the LHEAD file, and press **(F9)** to Delete the highlighted file. The filename is displayed. Press **(ENTER)**, and the file is erased from both the diskette and the DeskMate directory.



## **Other Functions**

- The Alarm function is described in detail in the previous section.
- The Host function is explained in its own section after “Mail.”
- Use the Select function to mark more than one file in the same application for deletion.
- Use the Swap function to activate a drive not currently in use (two-drive system), when both drives contain DeskMate diskettes. For example, if you are currently using Drive A and wish to Swap to Drive B, type **B:** **(ENTER)**.
- You can print the DeskMate files currently displayed on the Main Menu to refer to files when copying or merging. Be sure that your printer is ready, then press **(SHIFT) (PRINT)**.



Telecom





## TELECOM

Telecom lets you communicate with a host computer, information service, or another terminal. You can set up communications settings to match those of the host you plan to contact. With the automatic logon function, you can create an auto logon file containing the information needed to automatically dial and sign on to an information service such as Dow Jones. Information you receive can be saved, printed, or stored on diskette for later reference. You can also upload (send) files to other computers and terminals.

This sample session shows how to use Telecom with a telecommunications service. It will be necessary to modify the instructions to fit your situation.

Be sure that your computer is properly connected to a telephone using a modem or an acoustic coupler.

To select Telecom from the Main Menu, position the marker over Telecom, and press **(ENTER)**. The screen soon shows the default settings for communications.

```

TELECOM-STATUS                                02/25/85  10:30am
Current Status:
Autodial Modem ----- No   Yes
BAUD Rate ----- 110  150  300  600  1200  2400  4800  9600
Data Word Length ----- 7 BITS  8 BITS
Parity ----- EVEN  ODD  NONE
Number of Stop Bits ----- 1 BIT  2 BITS
XON/XOFF Flow Control --- ON    OFF
ASCII Character Filter --- ON    OFF
Line Feed Filter ----- ON    OFF
Echo (Half Duplex) ----- ON    OFF
Redial (# of Retries) --- 0

FREE RAM: xxxxx

[F1]  [F2]  [F3]  [F4]  [F5]  [F6]  [F7]  [F8]  [F9]  [F10]
Reset  Select  Autolog  Editlog  Term  Clear  Save  Print  Load  Display

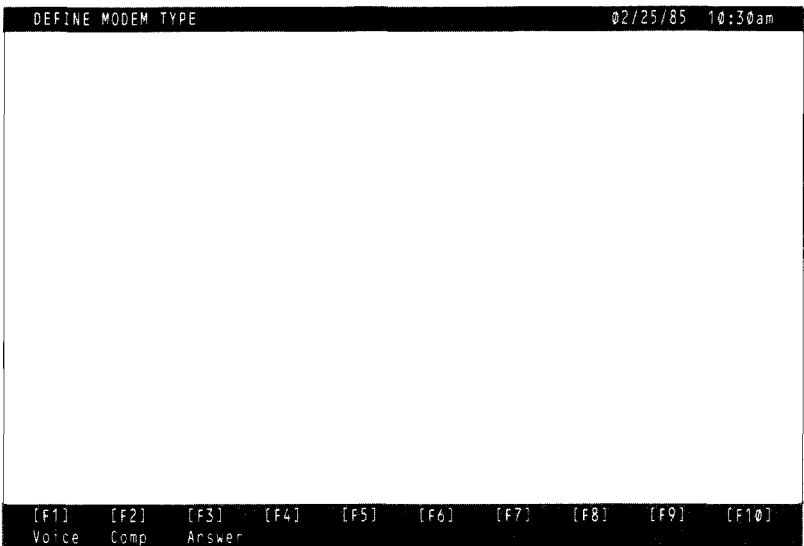
```

If you are using a non-auto dialing modem, you do not need to change the default response for the first setting or read the instructions for auto dialing modems. Proceed directly to the section describing the rest of the communications settings on the Telecom status screen.

## Defining Auto Dialing Modem Protocol

1. If you are using an auto dialing modem, press **←** to move the marker to Yes, and press **F2** or **ENTER** to Select that response. A series of screens is displayed for you to define your modem protocol.
2. If you are using a Modem II, follow the instructions below. If you are using another type of Tandy modem, see Appendix B in the Reference Manual for instructions on defining the protocol of your modem. The default settings are for a Modem Option Board. If you are using a modem not made by Tandy, consult the manual that came with your modem for the necessary technical information.

After you select “Yes” for the first status setting, Auto Dialing Modem, the screen shows:



3. Press **(F2)** to define the way your modem automatically dials a telephone number to a terminal, information service, or host computer. The screen soon shows the DEFINE MODEM FOR COMPUTER DIALING screen. (By defining the Computer Dialing sequence, you can use Telecom to communicate with information services, terminals, and other computers.)
4. Change the first line of this dialing sequence by pressing **(F3)** for Send and typing **\*\*ODT (ENTER)**.
5. Move the cursor to WAITC and press **(F10)**. Press **(F5)** for WAITNC. The screen shows:

```
DEFINE MODEM FOR COMPUTER DIALING                                02/25/85 10:30am
SEND: **ODT
RECEIVE: T
NUMBER:
SEND: X
RECEIVE: X
WAITNC
WAITC

[F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10]
Number Receive Send Pause WaitNC WaitC Delete Insert
```

6. Press **(F12)** to return to the DEFINE MODEM TYPE screen.

7. Press **(F1)** for Voice. The screen soon shows the DEFINE MODEM FOR VOICE DIALING screen. (By defining the Voice Dialing sequence, you can use the subfunction, PHONE.)

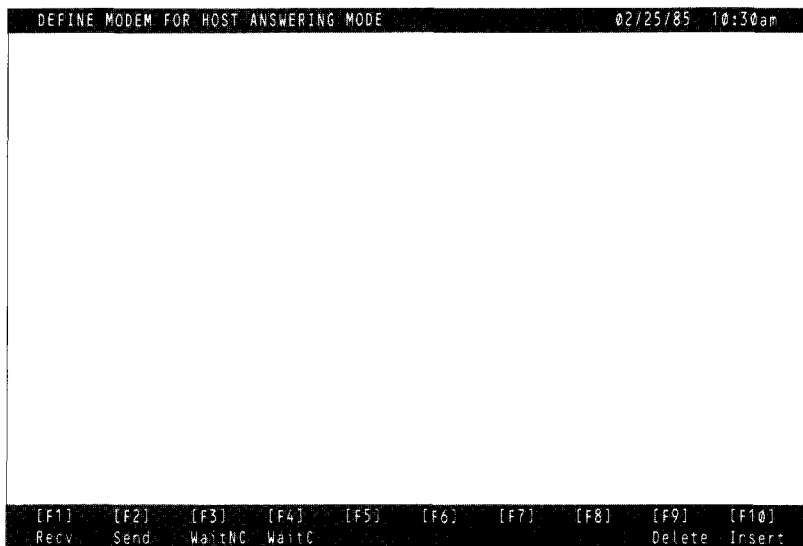
```
DEFINE MODEM FOR VOICE DIALING                                02/25/85 10:30am
SEND: **ODT
RECEIVE: T
NUMBER:
SEND: X
RECEIVE: X
WAITNC
```

[F1]	[F2]	[F3]	[F4]	[F5]	[F6]	[F7]	[F8]	[F9]	[F10]
Number	Receive	Send	Pause	WaitNC	WaitC			Delete	Insert

8. To change the top line, press **(F3)**, then type **\*\*ODT (ENTER)**.
9. Move the cursor below **RECEIVE: X** and press **(F5)** for Wait for No Data Carrier Detect, then press **(F12)** to return to the DEFINE MODEM TYPE SCREEN.



10. Press **(F3)** to see the DEFINE MODEM FOR HOST ANSWERING MODE screen. (By defining the answer mode of your modem, you can use the Main Menu function, Host, to let remote-site terminals access DeskMate.)



Some auto answering modems need a signal to put them in answer mode. Modem II needs no such signal.

You are now finished defining the protocol of your auto dialing modem.

11. Press **(F12)** to return to the DEFINE MODEM TYPE screen, then press **(F12)** again to return to the STATUS screen.

**Note:** If you are using the Modem II, the DTR switch at the back of the modem must be in the OFF position. The POWER switch should be ON, and the TEST switch should be OFF. Set the MODE switches to AUTO and ORIG.

## Specifying Communications Settings

After you have supplied the necessary technical information on modem protocol, the status screen reappears. The communications parameters shown are preset to be compatible with CompuServe and Dow Jones Information services.

If you are using a different information service, consult your user's guide to determine the settings that are necessary for communications, and then change the required settings. Use the arrow keys to move the selection marker to the appropriate setting, and press **(F2)** or **(ENTER)** to Select that setting.

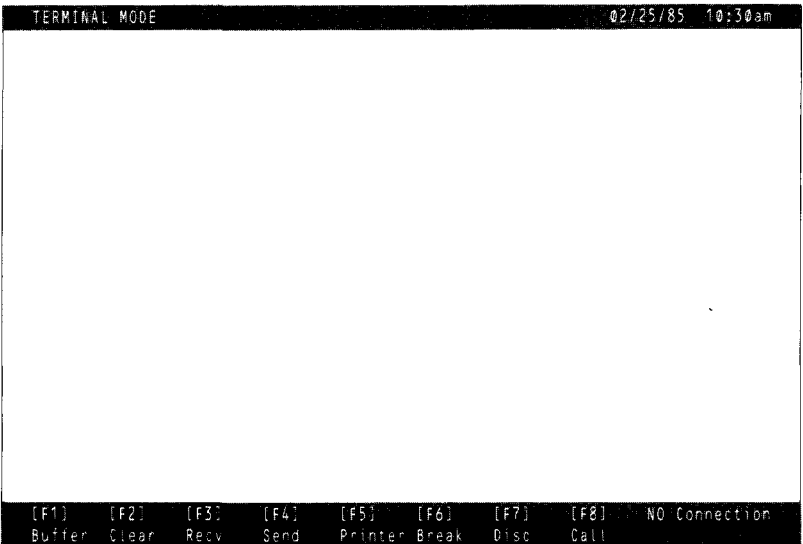
You can change the last prompt, Retries, to make the computer dial again and try to connect to the service if the line was originally busy. For this example, type **3 (ENTER)** to have Telecom try to connect at least three times.

## Manually Logging On

Now you are going to manually log on to a service while using the Buffer function in Terminal mode to store the logon sequence in memory. Later, after completing the logon procedure, you can either display or print the information temporarily stored in the RAM buffer. (The amount of used and free space in the RAM buffer is shown on the Current Status screen of Telecom.)

1. Press **(F5)** to go into Terminal mode.

The screen shows:



2. If you are using an auto dialing modem, press **(F8)** for Call, then type the Telecommunications Service telephone number you received from that service, and press **(ENTER)**. (If you are using a Modem II, the first three lights go on.)

If you are using a non-dialing modem, dial your Service phone number. When the phone has been answered and you hear a high-pitched tone, hang up the phone (or insert the telephone into the acoustic coupler).

Once you have entered or dialed the phone number, you are connected (but not yet logged on).

3. Press **(F1)** to open the RAM buffer. From this point on, the information that appears between the top highlighted line and bottom highlighted lines will be saved in memory.
4. Press **(CTRL) (C)**. You are often asked to enter your User ID.
5. Type the User ID you received with the package, and press **(ENTER)**. You are often then asked to enter your Password.
6. Type your password, and press **(ENTER)**. (To retain the secrecy of your password, it will not appear on the screen when you type it.)
7. You are now logged on and can begin using the telecommunications service.
8. Press **(F1)** to close the RAM buffer, then press **(F7)** to disconnect from the service. Later, after you have created an autolog file, you will log on to your service again and use some of the Terminal mode functions.
9. Press **(F12)** to return to the original Telecom screen.
10. If you have a printer, be sure that it is properly connected to the computer and on-line. To Print the contents of the buffer, press **(F8)**.

If you don't have a printer, press **(F10)** to Display the contents of the buffer.

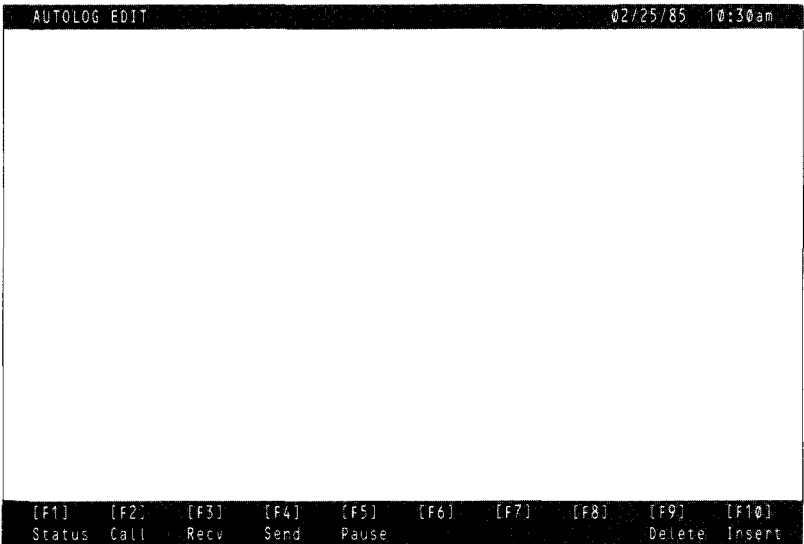
11. Once you have displayed or printed the information, press **(F6)** to Clear the contents of the buffer.

**Note:** The printout of the buffer contents includes most, but not all, of the information that should be included in an autolog file. For example, certain special characters, such as **(ENTER)** and your password, are not printed.

## Creating an Autolog File

1. Press **(F4)** for Editlog to create a file for logging on automatically to a host system.

The screen shows:



Enter log filename:

2. You are asked to enter a name for the autolog file you are editing (or creating for the first time). Type a filename and press **(ENTER)**.
3. Press **(F1)** for Status, then press **(F12)** to include the communications parameters you previously defined in the autolog file.

4. If you are using an auto dialing modem, press (F2) for Call to tell Telecom that this entry is a telephone number you want it to dial for you. Then type the service's telephone number. For example type **5551211** (ENTER).
5. Press (F5) for Pause, and type **2** (ENTER) to specify a 2 second pause.
6. Press (F4) for Send, then type **^C** (ENTER) to start the communication process with the service. The **^C** represents (CTRL) (C).
7. The logon sequence may require the User ID next. To tell the modem to wait for the response from the Service, press (F3) for Receive. For example, type **User ID:** for the prompt you receive from the service.
8. Press (F4) to send your identification number to the service. For example, type **73333,221^M** (ENTER). The **^M** represents a carriage return ((CTRL) (M)).
9. Next, suppose the service prompts you to enter your password. Press (F3) to specify that the text entered next will be received from the service, then type **Password:**.
10. The next item of the autolog file is your response to the previous request for your password. Press (F4) to transmit your password, then type your password, and press (ENTER). For example, type **SECRET^M** (ENTER).

If you are using an auto dialing modem, your screen should show:

```
AUTOLOG EDIT                                02/25/85 10:30am
STATUS: 30,8,N,1,Y,N,N,N,3
CALL: 555-1212
PAUSE: 2
SEND: ^C
RECV: User ID:
SEND: 73333,221^M
RECV: Password:
SEND: SECRET^M

[F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10]
Status Call Recv Send Pause Delete Insert
```

(If you are using a non-dialing modem, your screen should be the same, except that the phone number is not included.)

- 11. To save the autolog file and return to the original Telecom screen, press **(F12)** **(ENTER)**.

### Executing an Autolog File

If you created an autolog file that includes your real ID and password, you can actually try and use it now to log on to your service.

- If you are using an auto dialing modem, press **(F3)** to execute your Autolog file, then press **(ENTER)** to execute the autolog file currently in memory. If you entered the logon sequence correctly, Telecom dials your local access number to the service, makes contact with the information service, then executes the rest of the autolog file automatically.
- If you are using a non-auto dialing modem, press **(F3)** for Autolog, and then dial your service phone number. When the phone has been answered and you hear a high-pitched tone, hang up the phone (or insert the telephone into the rubber couplers). Then, press **(ENTER)** to execute the autolog file.

Once you are logged on to the service, Telecom automatically goes into Terminal mode, and you can begin using the service with the Terminal mode functions displayed at the bottom of the screen:

```
[F1]   [F2]   [F3]   [F4]   [F5]   [F6]   [F7]   [F8]   No Connection
Buffer Clear Recv Send Printer Break Disc Call
```

## Using the Terminal Mode Functions

The Connection status is shown to the the right of the functions. If you lose connection to the Host, you will see No Connection.

Try experimenting with your service using Telecom's features such as Buffer, Receive, and Printer. For example, in the same manner in which you saved the logon sequence in memory, you can save incoming information from the service to print or store on disk.

1. Make a selection from the service's menu.
  2. To save data in the RAM buffer, first open the buffer by pressing (F1), then select and display the data you wish.
  3. After the data article has been displayed, press (F1) to close the Buffer.
- To cut down on your connect time and save on your account bill, you can immediately disconnect from the service, press (F12) to return to the original Telecom screen, and then Save the data as a file.
  - An alternative way of saving information is to press (F3) while in Terminal mode to Receive a file, then specify a filename. Then select the information you want to save and press (F3) to close the file. If you do not specify an extension in the filename, .DOC is automatically appended to the filename so that you can read the article later using the Text application.
  - You can also print incoming information by using the Printer function. Press (F5), then select the desired information, and press (F5) again to stop the printer.

- Just as in Host, with which you will experiment later, you can send and receive files between two computers, except that in Telecom both computer users can play an active role and communicate with each other via their computer screens. (In Host, a DeskMate user can go elsewhere, leaving the computer in Host mode to allow another user access to the DeskMate system and files.)
- If you have two computers both with telephone hook-ups via a modem or some other device, try calling each other and then mutually sending and receiving information. If you have an auto dialing modem, use the Call function to call the other computer, then use Send and Receive to transmit information back and forth.

### Other Functions

- On the Telecom status screen, you can use the Reset function to change the communications parameters back to the default settings. (Remember to Select “Yes” for the first status setting, Auto Dialing Modem.)
- Note also on the status screen that the last five functions, Display, Print, Save, Load, and Clear, are all RAM buffer-related functions.
- Later, if you wish to edit an autolog file, use the Delete and Insert functions on the Editlog screen to change line entries.
- In Terminal mode, you may need to use the Break function in addition to Disc to complete the log off process.
- If you save information, use the Text application to read and edit any unnecessary control characters that were transmitted from the Host system.

To exit Telecom and Return to the Main Menu, press **F12** at the original Telecom screen.

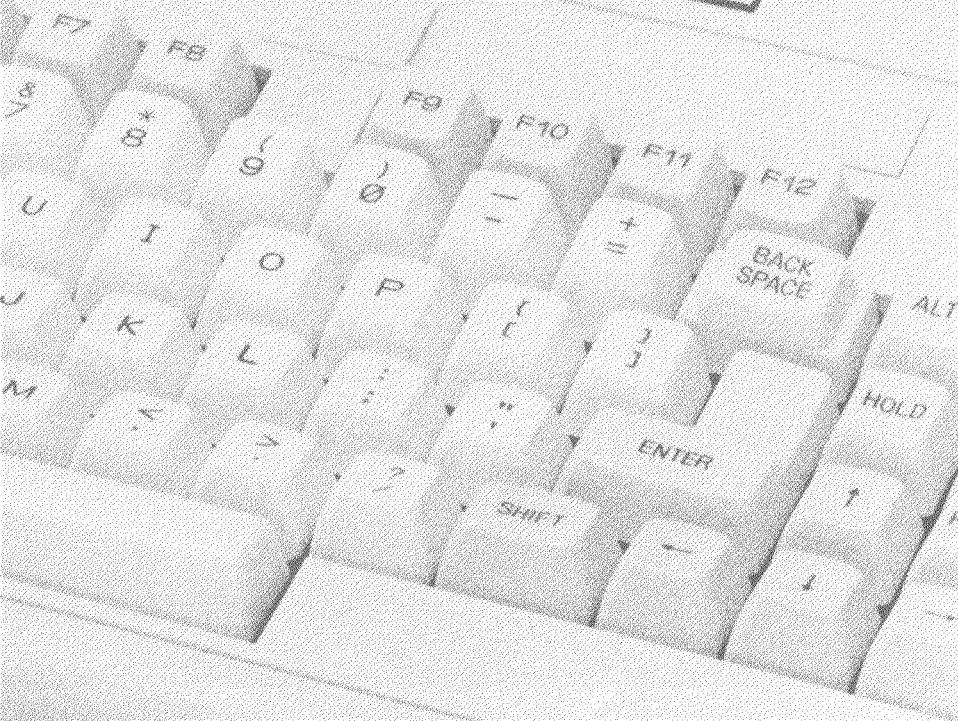


Phone

PERSONAL COMPUTER

TANDY

PERSONAL COMPUTER





## Chapter 11

# PHONE

1. To select Phone from the subfunctions menu, press **(ALT) (F5)**. The screen soon shows a list of phone numbers previously entered for Edwin's customers and suppliers.

FIND:		*	---	---	---
ABC	ABC Exterminators.....	817-990-1212	*	---	---
AL	Arnold's Liquors.....	817-764-1892	*	---	---
CB.	Beauchamp, Cindy.....	817-883-1267	*	---	---
FD.	Davis, Frederick.....	817-256-9011	*	---	---
JH.	Helmer, John.....	817-653-8754	*	---	---
BJ.	Jones, Bill.....	817-555-8060	*	---	---
LFB	LaFrance Bakery.....	817-732-5766	*	---	---
RM.	Miller, Robert.....	214-872-4432	*	---	---
---	Mom.....	817-292-3188	*	---	---
LM.	Moore, Lisa (CPA).....	817-832-3358	*	---	---
PLS	Petta Linen Service.....	817-482-7371	*	---	---
RF.	Riverdale Florist.....	817-537-0906	*	---	---
LR.	Roach, Lewis.....	214-872-6680	*	---	---
CS.	Sims, Chris.....	817-449-8442	*	---	---
S&P	Smith & Patterson.....	214-335-4285	*	---	---
EW.	Williams, Mrs- Eliot.....	817-737-7728	*	---	---
LW.	Wordsworth, Laura.....	817-921-8831	*	---	---
YP.	Young's Fish Market.....	817-563-2199	*	---	---
---	-----	-----	*	---	---

PREFIX 1: 9P----- PREFIX 2: 5551290P\_\_ PREFIX 3: 8559012\_\_\_ ACODE: 817

[F1]	[F2]	[F3]	[F4]	[F5]	[F6]	[F7]	[F8]	[F9]	[F10]
Find	Call	Prefix1	Prefix2	Prefix3	Sort	Print	Delete	Add	

You can enter up to 78 phone entries, each consisting of three parts you can use for identification and information purposes. The first field of an entry can contain three characters and is used for a person's or company's initials. Then, if you use the Find function to look for a particular phone number, you can simply enter the initials rather than a person's entire name as the Find criteria.

The second field, which can contain up to 21 characters, is for the name. Enter the entry's phone number in the last field. The first three digits are for the area code, and the next three digits are for the local exchange, followed by the rest of the phone number.

2. Suppose that you want to look up Lisa Moore's phone number. The line above the first entry is reserved for entering Find criteria. Type **LM (ENTER)**, then press **(F1)** for Find.

The selection marker moves to the first match the program finds in the phone list—the **lm** in John Helmer's name. (Lower- and uppercase characters are regarded as the same.)

3. Press **(F1)** to find the next occurrence of LM. The selection marker is now on Lisa Moore's phone entry.
4. To change Lisa's number, hold down **(←)** until the cursor is past the three-digit area code and is over the first digit of the actual telephone number.
5. To change any previously entered information, all you need do is type over the existing characters. For Lisa's new number, type **7338522 (ENTER)**.

Now you need to add two new entries.

1. Move the marker to the line containing Robert Miller's entry.
2. Press **(F10)** for Add. Robert Miller's entry and all entries below his move down one line so that you can insert an entry at the point of the cursor's current position.
3. Type **EM (ENTER)** for the entry's initials.
4. For the name field, type **McKinney, Ellen (ENTER)**.
5. Type **8173338166 (ENTER)** for the number.
6. Position the marker on the line below the Young's Fish Market entry.
7. Press **(F10)** to add an entry.
8. Type **DP (ENTER)** for the initials.
9. Type **Dilardo's Produce (ENTER)** for the name.
10. Type **8172225412 (ENTER)** for the phone number.

You can list your entries in any sort of order you want. For example, if most of your entries are all phone numbers for one company, you could list the entries according to department. Or if you are using Phone to dial mostly long-distance numbers, you could order the entries according to area code.

If you want to keep your phone list in alphabetical order, use the Sort function to let the program do it for you. For example:

11. To put the last name you entered, Dilardo's Produce, in its proper position in the list, press **(F6)** for Sort. The program automatically inserts the entry above Helmer and pushes the entries after Dilardo's Produce down one line, so that now the last entry, Young's Fish Market, is the first entry of the second column.

To delete an entry, move the marker to the desired entry, and select the Delete function.

1. To delete the entry for Chris Sims, position the marker on the line containing Chris Sims' entry.
2. Press **(F9)** for Delete. That entry is deleted, and all entries after the CS entry move up one line. Note also that the Young's Fish Market entry has moved back to the first column of phone numbers.

To print all phone number entries, first be sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper.

1. Press **(F12)** to exit Phone.
2. Press **(F11)** to view the subfunctions menu. Then **(ALT) (F6)** to change the printer settings.
3. Type **1 (ENTER)** for Left Margin, and **79 (ENTER)** for Printed Line Width.
4. Press **(F12)**, and then **(ALT) (F5)** to return to the Phone screen.
5. Press **(F7)** to print. The entries are printed in the same format in which you enter them.

At the bottom of the phone list and just above the label lines, you see a line containing three prefix numbers and an area code number:

```
PREFIX1: 9P PREFIX2: 5551290P PREFIX3: 8559012 ACODE: 817
```

ACODE is the area code from which you are calling. If the area code of a number you are calling is the same as your area code, the program ignores the local area code and simply dials the telephone number. If the area code of the number you are calling is different from the displayed ACODE, the program dials the area code plus the phone number.

You can enter up to three prefix numbers to have the program automatically dial a prefix number before it dials the actual phone number. For example, you can use PREFIX1 to dial a 9 for an outside call if you are calling from a business or a 1 to precede a long-distance phone number.

In this example, PREFIX1 is 9P, which tells the computer to dial a 9 and then pause ("P") for a dial tone before dialing the rest of the number. PREFIX2, 5551290P, is the local access number to a long-distance carrier. PREFIX3, 8559012, is Edwin's private code number assigned by the long-distance carrier.

You can use one or more prefixes by pressing the appropriate functions keys. For example, suppose you want to call Cindy Beauchamp and then Lewis Roach.

1. Move the marker to the line containing the entry for CB.
2. To get an outside line, press **(F3)**. (Note that PREFIX1 is now highlighted in the label line to let you know that it is turned on and will be dialed before the number.)
3. If you were to actually make the call now, you would press **(F2)** for Call. Next, the computer would dial 9, pause for a tone, and then dial 883-1267. Since Cindy's area code, 817, is the same as the displayed area code, the computer knows that it is unnecessary to dial the area code.
4. To call Lewis Roach, move the marker to the appropriate line.
5. Since this is a long-distance number, you'll want to turn on PREFIX2 and PREFIX3 in addition to PREFIX1 so that you can dial the number using the long-distance carrier. Press **(F4)**, then press **(F5)** to activate PREFIX2 and PREFIX3.
6. To actually dial the phone number, you would press **(F2)** for Call. The computer would dial 9, pause for a tone, dial 5551290 (the local access number), pause for another tone, then dial the code number, 8559012, followed by Lewis Roach's number, 214-872-6680.

If you have an auto dialing modem, try experimenting with the Phone subfunction. (You must first define the voice dialing protocol that your modem uses. If you followed the instructions in the section, "Telecom," you have already done this.) Enter the phone numbers of some friends using the Add function, then use Call to try to reach them.

You may also want to try changing the prefixes and area code to fit your needs, then try calling some long-distance numbers. Position the marker on the prefix/area code line, then type over the existing numbers and characters.

**Note:** You can use Phone at anytime. Press **(ALT) (F5)** whenever you want to use Phone. The current screen is replaced by the phone list screen. Move the marker to the number you wish to call, then press **(F2)** for Call. When you are finished using Phone, press **(F12)** to return to the application you were previously using. The screen is exactly the way you left it before using Phone.

Mail







## Chapter 12

# MAIL

In this section describing the Mail application, assume that you are the DeskMate user named John. You are going to read messages previously sent to you by remote-site users and then create and leave messages for remote-site users to pick up.

To keep incoming and outgoing messages separate, you can set up various message files, just as you would have separate mailboxes for individual persons. In this instance, John uses the default Mail file, MESSAGES, the messages people send him. He has created specific files for all other persons accessing DeskMate as remote-site users. In the next section on the Host function, Laura, as a remote-site user, will also read the messages in her file and send messages back to John at the Host DeskMate computer.

To select Mail and the default file, MESSAGES, from the Main Menu, position the marker over Mail, and press (ENTER). The screen shows a summary list of messages people sent to John from remote sites.

MAIL [MESSAGES]		02/25/85 10:30am	
From	Date	Description	
Laura	02/23/85 10:30am	FANTASTIC NEWS!	
Dave	02/24/85 08:15am	Sales meeting, personnel problem	
Richard	02/24/85 01:00pm	Tax problem	
Laura	02/24/85 02:45pm	Trip to Tulsa	

[F1]	[F2]	[F3]	[F4]	[F5]	[F6]	[F7]	[F8]	[F9]	[F10]
Find	Create	Display	Print					Delete	

A message consists of the **D a t e** and time the message was created, an identifier telling **F r o m** whom the message is sent, an identifier telling **T o** whom the message is intended, a brief **D e s c r i p t i o n** of the main subject of the message, and the actual message itself.

Because the messages listed were **T o** John and placed in the default **MESSAGES** Mail file, a **T o** name is not needed. However, when you create messages, you must enter **T o** whom the message is being sent, unless you want it to be placed in the default **MESSAGES** file.

### Reading Messages

1. Press **(F1)** to Find a particular message. On the screen, you see the Find criteria you can use and a line on which you enter the criteria.

**F r o m            D a t e            D e s c r i p t i o n**

You can search for messages by specifying **F r o m** whom the message is sent, the **D a t e** the message was sent, or any particular string contained in the **D e s c r i p t i o n** of the message.

2. For example, to find all messages from Laura, type **Laura** **(ENTER)** as your search criterion.
3. Press **(ENTER)** twice to skip the **D a t e** and **D e s c r i p t i o n** criteria. The screen clears briefly, then the summary listings of the two messages from Laura are displayed.

**Note:** In this case, it wasn't necessary to use Find, since all messages in the **MESSAGES** file are displayed on one screen. However, if there are several messages and you are looking for one or more particular messages, Find is a useful function.

4. To display the first message from Laura (highlighted by the selection marker), press **(F3)**. You are transferred from Mail to the Text application, and the message is displayed on the screen.

Got a terrific raise and a great promotion. Can't wait to tell you about it when you get back home.

I love you - Laura

5. To exit the Text screen, press **(SHIFT) (F12)** since you don't want to change the message.
6. You are asked whether you want to save the new message. Press **(Y)** for yes or **(N)** for no.
7. To return to the original screen with all messages in the MESSAGES file displayed, press **(F12)**.

You can see the contents of a message without exiting to Text and displaying the message by using the Print function.

1. Be sure that your printer is on-line.
2. Press **(ALT) (F6)** to display the current printer settings.
3. Type **5 (ENTER)** for Left Margin, then **70 (ENTER)** for Printed Line Width.
4. Press **(F12)** to return to Mail.
5. Press **(↓)** to move the marker to the message from Dave, then press **(F4)**. The following message is printed while you remain in the Mail application.

The meeting with the sales force has been rescheduled for March 6, 8:30 a.m. in the conference room. Ann can't come but will be sending her assistant. She is still having problems with that one distributor in Nacogdoches and needs to talk with someone in Personnel. When you get back, call her as soon as possible.

I'll be taking the Houston clients out tomorrow night and will let you know what transpires. They want to amend some contract clauses and discuss some changes in due dates. 2/28 @ 9:00 a.m. we'll be meeting with the legal dept. and if possible, I think you should go, too.

See you when you get back.

6. Since you have a printout of Dave's message, go ahead and delete it. To delete the message currently highlighted, press **(F9)**. The message is erased from the screen and deleted from the diskette.
7. Print the other two messages, from Richard and Laura, one at a time. Move the marker to the message from Richard, make sure the printer is ready, then press **(F4)**.

8. After the printer has stopped, press **[↓]** to move the cursor to the other message from Laura, and press **[F4]** again.

The following messages are printed.

I'm afraid you're going to have a problem with trying to claim that one deduction. I'm going over the new tax laws now with a fine tooth comb but since there's no precedent, it'll be hard to find evidence in similar cases. If you can't claim it as a deduction, we may be able to write it off as a loss.

Call me when you return.

Have to make a quick trip to Tulsa today. Will be back tomorrow around 4 p.m. See you then.

Love and kisses,  
Laura

### Creating Messages

Now that you've reviewed all your messages, you need to create two messages—one for Dave and one for Laura.

1. Press **[F2]** to create and send a message to a file. The screen shows:



```
Create MAIL
Date : 02/25/85 10:30am
From :
Description :
To :
```

Enter information or [BREAK] to cancel

The **D a t e** and time displayed are automatically used for the date and time the message is created. (The time displayed on your screen will probably be different.)

2. Type **John** (ENTER) at the **F r o m** prompt. For **D e s c r i p t i o n**, type **URGENT—going to Nacogdoches** (ENTER).
3. At the **T o** prompt, type **Dave** (ENTER). Now, a Mail file called Dave is being created on the diskette. (If you just press (ENTER) at **T o**, the message is automatically placed in the default **MESSAGES** file.)

**Note:** If you want to change the **D a t e** and time, press (ALT) (F7) and change the **D a t e** and/or time, using the subfunction, before pressing (F2) to create a message.

After you enter **T o** whom the message should be sent, you are taken automatically to the **T e x t** screen to enter the contents of the message.

4. Type the following paragraph, pressing (ENTER) at the end of the message. If you make any mistakes in typing, use the available editing functions in **T e x t** (See the **Quick Reference Guide**, or press (ALT) (F1) for **Help** to look up information.)

I've already talked to Ann and have decided that this situation has gone on long enough. I'm going directly to Nacogdoches and should be back in the office the morning of the 28th. Meet with Ann and get the necessary personnel papers ready. If you need to contact me, I'll be staying at the Holiday Inn.

5. After typing the contents of the message, press (F12) to exit the **T e x t** screen.

Note that this message is not displayed because it is in a file called **DAVE**—not in the current file, **MESSAGES**.

6. Press (F2) to create a message to leave for Laura.
7. Type **John** (ENTER) at the **F r o m** prompt.
8. For **D e s c r i p t i o n**, type **Trip to Nacogdoches** (ENTER).
9. At **T o**, type **Laura** (ENTER).

10. Type the following paragraph, pressing **(ENTER)** at the end of the message.

Received your messages - congratulations on raise, also what was going on in Tulsa?

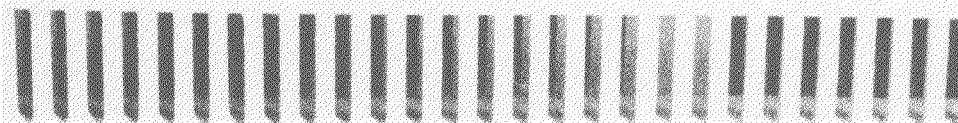
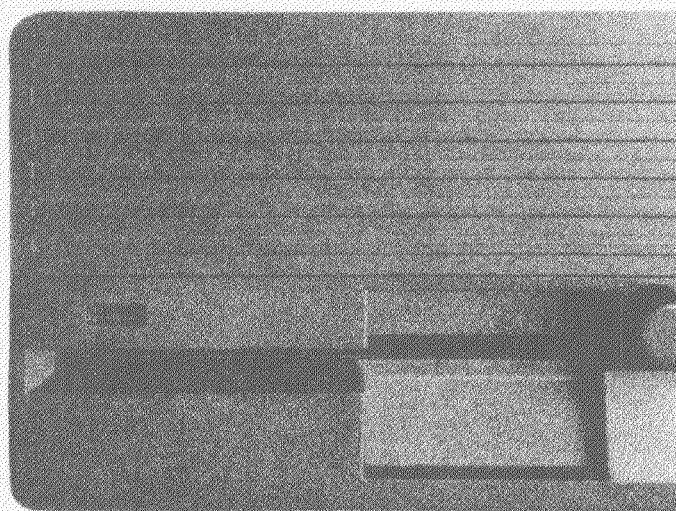
I've got a sticky problem in Wacogdoches and am going directly there. Can you pick me up at the airport 2/27 @ 10:30 pm? Love, John.

11. After you have typed the message and everything is correct, press **(F12)** to exit the Text screen.
12. Press **(F12)** to return to the Main Menu. Note that under the Mail column, two new message files which you just created, DAVE and LAURA, are displayed.

Read the next section, "Host," to see how a remote user can "pick up" the mail you just created.

**Note:** You can reenter the Text screen by using the Display function to edit or simply review a message. Press **(F12)** if you changed or edited the message, then press **(Y)** to save the new message. If you change a message, both the old and the new message exist (only the creation date/time information differ). To keep your files up-to-date, delete the duplicate, unnecessary message, old or new.

Host







# HOST

---

The Host function lets you access the DeskMate “host” computer from a remote terminal or computer. At the remote terminal, you can read messages from or place messages in a Mail file, as well as send or receive a specific file to and from the DeskMate system.

At the host computer, you can turn on the Host function to allow a remote-site user access to DeskMate, turn on the security option to prohibit local use of DeskMate, or cancel the remote session by turning off Host.

Before using Host, be sure that the communications settings of both the Host computer and remote terminal/computer match, just as you did in Telecom. If necessary, use the Telecom application now to set the communications setting. For additional information, see the section, “Telecom,” and “Appendix B” in the Reference Manual to determine the settings necessary for communications.

The user at the Host computer must first define the type of modem and its protocol (particularly for answer mode). If you followed the instructions in the section, “Telecom,” you have already done this.

If you are using a Modem II, be sure that the POWER switch is ON and that the TEST switch is OFF. Set the DTR switch at the back of the modem to the OFF position and the MODE switches to AUTO and ANSWER.

If you have the proper equipment set up—a Host computer with an auto answer modem, remote terminal or computer with a telephone hook-up via a modem, cables, and so on—and another person at the remote site to access the Host computer, try the following experiment. There are two sets of instructions: one for the DeskMate user (Host) and one for the remote site user (Remote).

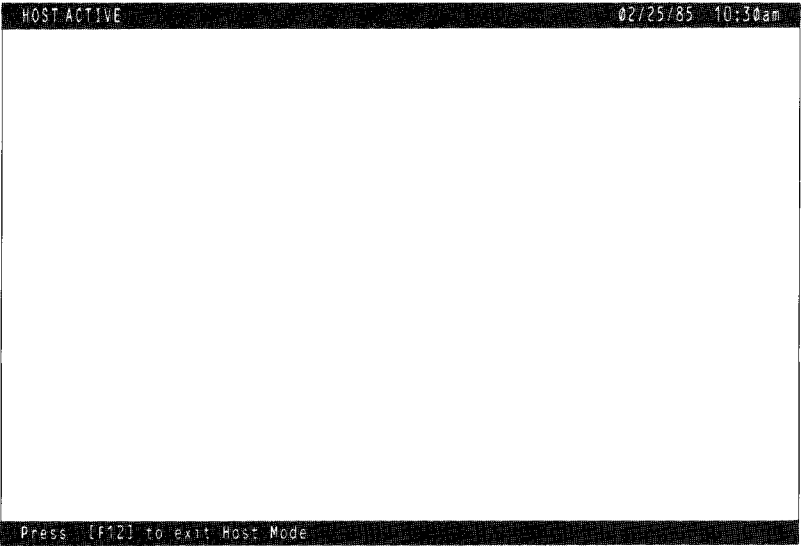
**Note:** Taking it from the point at which you stopped in Mail, assume the remote site user is Laura. One of the messages Remote will pick up is the message you created in Mail and put in her mailbox (the LAURA file).

### *Host:*

1. At the Main Menu, press **(F5)** to turn on the auto-answer Host function. The Host screen is displayed, and now the remote terminal user can access DeskMate.

2. You are asked if you want security. Press **(N)**. (See the discussion at the end of this section for details on the Security option.)

If you have set up the equipment properly and Host is turned on, the Host should show:



**Remote:**

1. Dial the telephone number of the host computer.
2. When the phone has been answered and you hear a tone, hang up the phone.
3. Press **(ENTER)** twice.
4. To gain access to DeskMate, you must enter the system password. Type **Fromage (ENTER)**. Next, you see the Remote Menu.

```
REMOTE DESKMATE
1) DIRECTORY
2) READ FILE FROM HOST
3) SEND FILE TO HOST
4) READ MAIL
5) SEND MAIL
6) LOG OFF
SELECT OPTION >
```

**Note to Host:** During the entire time the Host function is active, you will see what the Remote user types on the screen (the Remote user's commands) but will not see the information the Remote user sees on the screen in response to his command. For example, you'll see the name of the file the remote user is sending or receiving, but not the contents of the file. For the entire session, the Remote user plays the active role, and you just see the requests Remote enters. At the end of session, the Remote user will disconnect from the Host after sending you, the Host, a message.

**Remote:**

5. Select Option 1 to see the Directory Menu.

The screen shows:

```
                DIRECTORY MENU
1) MAIL          5) WORKSHEET
2) CALENDAR     6) AUTOLOG
3) TEXT         7) ALL
4) FILER
```

```
                SELECT MENU OPTION >
```

Select Option 3 to see all Text files currently in the DeskMate directory.

The screen shows:

```
REMOTE DIRECTORY:
CUSTADDR.DOC  LETTER. DOC  SUPLADDR.DOC  WILLIAMS.DOC
USE CONTROL Q TO CONTINUE
```

6. Press any key to indicate that you are finished looking over the information. Next, you are going to receive a file from the Host DeskMate.
7. To retrieve any type of file from DeskMate, use the second option from the Directory Menu. To read the text file that contains the addresses of Edwin Raymond's customers, select Option 2, and type **CUSTADDR.DOC** (ENTER) for the Host file you want to read.

8. After the Host computer finds the file and is ready to transmit it, you see the following message:

PRESS CONTROL Q TO PROCEED,  
CONTROL S TO PAUSE,  
CONTROL C TO ESCAPE

9. Press your control key (**CTRL** on all Tandy computers and terminals) and **Q** to start displaying the addresses in the CUSTADDR.DOC file.

The following addresses will be transmitted.

Miss Cindy Beauchamp  
2209 Riverdale Road  
Fort Worth, Texas 76107

Mr. Frederick Davis  
6601 Oak Boulevard  
Arlington, Texas 77109

Mr. John Helmer  
900 Valley View  
Grapevine, Texas 78105

Ms. Ellen McKinney  
3398 Ridgeway Apartment 500  
Fort Worth, Texas 76103

Mr. and Mrs. Robert Miller  
6703 Austin Street  
Dallas, Texas 74123

Mr. Lewis Roach  
7400 Seventh Street  
Grand Prairie, Texas 77156

Mrs. Eliot Williams  
1908 Florida Avenue  
Denton, Texas 70912

Ms. Laura Wordsworth  
8808 Pine Valley  
Fort Worth, Texas 79874

The file displays one line at a time. You can press **CTRL S** to temporarily stop the transmission. Press **CTRL Q** to restart the data transmission.

Read File From Host is generally used with a printer or RAM buffer option at the remote terminal. Toggle the printer or open the Ram buffer before receiving the file. Consult your terminal's operating instructions for specific information.

**Note:** If your remote site is another DeskMate, you can use Telecom in Terminal mode. (See "Telecom.") Telecom or another terminal program, such as VIDEOTEX, can provide you with options such as file saving and printing.

10. After the entire file has been transmitted and displayed, press **(CTRL) (C)** to display the Remote Menu.
11. Select Option 3 to send a file to the Host computer. For the filename, type **TEST.DOC (ENTER)**, then type the following sentences to be contained in the Text file, TEST.

This test is for checking the Host Function, Send File To Host. After the remote session is through and the remote-site user has disconnected, the Host computer will read this file using the Text application.

12. After you type the sentences, press **(CTRL) (C)** to mark the end of the file and send it to DeskMate. The file is sent directly to the DeskMate directory and diskette (not to the Host computer's screen) so that when the Host user gets a chance, the file can be accessed from the Main Menu.
13. To read your messages, select Option 4 at the Remote Menu, then type **LAURA (ENTER)**. A list of messages in the LAURA Mail file is displayed.
14. Select **(A)**. The first message is displayed.

Got the club room reserved on 3/5 @ 7 pm for our 30th anniversary.  
Remember - it's still planned as a surprise for your father.  
Love - Mom

15. At this point, you can select **A-S** and read the corresponding messages. If there are more messages than appear on the list, press **(ENTER)** to see the list on the next screen.
16. Press **(CTRL) (C)** to return to the Remote Menu.
17. To place a message in the default MESSAGES file used to collect all messages for John, select Option 5 to Send Mail, and type **MESSAGES**.
18. Type **Laura (ENTER)** at the **From** prompt.
19. Type **Response to 2/25 message (ENTER)** as the Subject. (The date and time of the Host computer are automatically assigned to the message.)

20. Type the short message below, and when you are finished typing, press **(CTRL) (C)** to end the message and send it to DeskMate.

Sure thing - I can pick you up. How'd you like a late night celebration at Cafe du Marseille?

### **Remote:**

To log off, select Option 6. You may want to read the CUSTADDR.DOC file you received using the Text application.

### **Host:**

To exit the Host screen, press **(BREAK)** to return to the Main Menu. To see if the TEST.DOC file was transmitted and received by DeskMate, try to open that file using the Text application. Also, check the MESSAGES Mail file to see if the message was received from the remote-site user.

**Note:** If you use a Modem II at the Host computer to automatically answer incoming phone calls from remote-site users, you must manually turn off the power between phone calls. The Modem II stays turned on and does not hang up the phone because it does not know when the remote-site user has finished the call and disconnected.

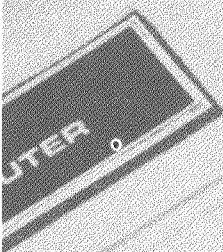
## **Security**

You may want to use the Security option of Host, which is just like Host without security except that **no** remote activity is displayed on the DeskMate screen and that you can prevent local use of DeskMate.

To activate the Security option, press **(Y)** at the prompt, **Security??? (Y/N)**, right after you select Host from the Main Menu.

Without activating the Security option, the DeskMate user can always press **(BREAK)** to disconnect the remote site user and regain control of the DeskMate system. However, with Security turned on, you can completely lock out local operation. If a system password has been entered for DeskMate and people at the DeskMate computer try to press **(BREAK)** or **(F12)**, they will have to enter the password to disconnect the remote site user.

# Ending the Sample Session







## ENDING THE SAMPLE SESSION

---

You are now finished with the sample session. You can continue using the sample data files to experiment and try new things not covered in the Sample Session. For example, you can try using Host and Telecom together to transmit information between two computers, saving data received from an information service using Telecom, or copying data from an application like Calendar to a Text file. Use the Reference Manual to look up information on the application and function you want to use.

When you are ready to start using DeskMate for your own purposes, use the Delete function on the Main Menu to erase the data files used in the sample session—LETTER, WILLIAMS, CUSTADDR, SUPLADDR, SUPPLIER, CLIENTS, BUDGET, TABLE, EXAMPLE, LAURA, DAVE, and AGENDA. Also, delete any files received or sent using Telecom or Host.

Next, you need to erase the Phone, Alarm, and Mail data.

1. Press **(ALT) (F5)** for Phone.
2. Delete each phone entry, one by one.
3. Press **(F12)** to exit Phone.
4. Press **(F4)** at the Main Menu to display the events in the Alarm file.
5. Highlight all the events using the Select function, and then Delete them.
6. Return to the Main Menu and select the MESSAGES file and Mail application.
7. Delete each message, one by one.

The final step to making DeskMate ready for your data is to delete or change the password.

1. Press **(F6)** at the Main Menu for the Passwd function.
2. If you do not want to use a password to access DeskMate as a direct DeskMate or remote-site user, press **(ENTER)** for New Password.

To assign a new password to access your DeskMate, simply type the new password, and press **(ENTER)**.

Now, all sample data is erased from DeskMate. After you become thoroughly familiar with an application, and no longer require the assistance of a Help file, you can delete that Help file. We strongly recommend that you only delete Help files from your backups. Leave the master program diskette in its original form.

To delete a Help file, press **(F9)** at the Main Menu and type one of the following:

<b>TWTEXT.HLP</b>	for Text
<b>TWORK.HLP</b>	for Worksheet
<b>TWFILER.HLP</b>	for Filer
<b>TWTELCOM.HLP</b>	for Telecom
<b>TWCALEND.HLP</b>	for Calendar
<b>TWMAIL.HLP</b>	for Mail
<b>TWALARM.HLP</b>	for Alarm
<b>TWHOST.HLP</b>	for Host
<b>TWMENU.HLP</b>	for Main Menu

Again, we recommend that you make backups at the end of each day. By following this procedure, you'll be able to retrieve most of your data in case of a mishap.

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# UNIT SPECIFICATIONS

---

## System Unit

**Processor:** 8088

**Size:**

Length: 354mm (13.9 in.)

Depth: 290mm (11.4 in.)

Height: 97mm (3.8 in.)

**Weight:**

3.71 Kg (8lb 4 oz) With 1 Diskette Drive

**Transformer:**

Input 110 Vac 60 Hz

Output to system Pin 1-17 Vac, Pin 2-GND, Pin 3-17 Vac

**Environment:**

Air Temperature

System ON—60 to 90 degrees F (15.6 to 32.3 degrees C)

System OFF—50 to 100 degrees F (10 to 43 degrees C)

Humidity

System ON—8% to 80%

System OFF—8% to 80%

## Diskette Drive

**Power:**

Supply

Voltage +5Vdc Input +12Vdc Input

Nominal +5Vdc +12Vdc

Ripple

+5Vdc Input +12Vdc Input

0 to 50 kHz 100mV 100mV

Tolerance

+5Vdc Input +12Vdc Input

Including Ripple +/- 5% +/- 5%

Standby Current

+5Vdc Input +12Vdc Input

Nominal 600 mA 400 mA

Worst Case 700 mA 500 mA

Operating Current

+5Vdc Input +12Vdc Input

Nominal 600 mA 900 mA

Worst Case 700 mA 2400 mA

**Environment:**

Temperature

Operating 50 to 122 degrees F (10 to 44 degrees C)

Non-operating -40 to 140 degrees F (-40 to 60 degrees C)

Relative Humidity

Operating 20% to 80% (noncondensing)

Non-operating 5% to 95% (noncondensing)

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## **RADIO SHACK**

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CANADA: Barrie, Ontario L4M 4W5

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