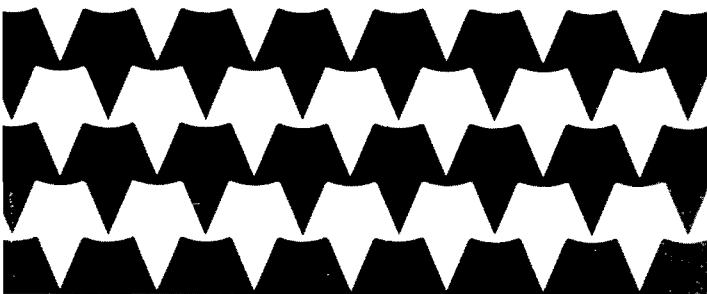


DeskMate® II

Quick
Reference
Guide



TANDY®

DeskMate®
Quick Reference Guide
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GENERAL KEY USAGE

All Applications

BACKSPACE	Backspaces; deletes previous character.
ALT F9	Toggles subfunction label lines on and off.
ALT F10	Saves all data entered; exits to previous operation or menu.
HOLD	Toggles a pause in computer operation on and off.
SHIFT F10	Cancels changes; returns to Main Menu (Text and Worksheet only).
CTRL BREAK	Cancels current request, prompt, or command.
SHIFT PrtSc	Prints everything on screen.
ALT F1 - F7	Selects desired subfunction.
ALT =	Toggles between DeskMate and another software package.

Within an Application

↑	Moves marker to previous line.
↓	Moves marker to next line.
←	Moves marker left one position.
→	Moves marker right one position.
CTRL PgUp	Moves marker to top line of screen.
CTRL PgDn	Moves marker to bottom line of screen.
-	Moves marker to left margin of screen.
+	Moves marker to right margin of screen.
CTRL HOME	Displays first item in file.
CTRL END	Displays last item in file.
CTRL ←	Displays previous item in file.



Displays next item in file.



Selects desired function in application.

Note: Marker movement might vary slightly in some applications. See the chapters in the Reference part describing specific applications for exceptions to these key usages.

SUBFUNCTIONS

Help

ALT **F1**

Displays reference information on Main Menu, the current application, or function (Find, Format, and Formula).

Calc

ALT **F2**

Displays Calculator mini-screen. Type each operand and operator (or choose operator from function line), and press **ENTER**.

Show Alarm

ALT **F3**

Displays previous and next Alarm events.

Alarm On/Off

ALT **F4**

Turns Alarm function on and off.

Phone

ALT **F5**

Displays Phone list. Enter a maximum of 78 phone entries consisting of initials, names (last name first), and phone numbers (area code, then number).

Use arrow keys to enter local area code (ACODE) and Prefix codes (1-3) for special codes to precede phone numbers. **CTRL** **END** displays second screen of Phone list. Phone functions are:

Find—Enter characters for which to search, then **F1** to find first match.

Call—Dials number at current marker position. Area code dialed only if different from local area code. All marked prefix codes are dialed (1, 2, 3, order).

Prefix1—Marks and unmarks Prefix1 to be dialed before phone number.

Prefix2—Marks and unmarks Prefix2 to be dialed before phone number.

Prefix3—Marks and unmarks Prefix3 to be dialed before phone number.

Sort—Sorts entries alphabetically, according to first field entered.

Print—Prints phone list. First, check printer settings.

Delete—Clears data on current phone entry line.

Add—Displays blank line for adding new phone entry.

Printer

ALT **F6**

Displays printer settings screen. Change or keep following default settings before printing:

Left Margin:	0
Printed Line Width:	80
Total Lines per Page:	66
Printed Lines per Page:	60
Double Space (Y/N):	N
Pause between Pages (Y/N):	Y
New Page after Print (Y/N):	Y

Date

ALT **F7**

Changes system date and time.

Date format—*mm/dd/yyyy*.

Time format—*hh:mm(a or p)*.

MAIN MENU

Date

F1

Changes system date and time. Format: *mm/dd/yyyy hh:mm(a or p)*.

Name

F2

Renames file. Enter old name of file (or **ENTER** for file under marker), then enter new name for file.

Free

F3

Displays amount of free space on current disk.

Alarm

F4

Displays Alarm screen. On blank line, enter *Remind@ time*, *Date*, *Begin* and *End* times, and *Description* for each Alarm event. Alarm functions are:

Merge—Merges Calendar file into Alarm file. Enter Calendar filename.

Select—Defines block of events. Place marker on first event of block; select, then move marker to last event of block. Copy or delete block.

Copy—Copies selected event block to a new or existing Text file on disk. Enter Text filename.

Delete—Events selected: Deletes event block. No events selected: Deletes current event line.

Add—Displays blank line for adding new event. Enter event *Remind@ time*, *Date*, *Begin* and *End* times, and *Description*.

Host

F5

Places DeskMate in Host mode for remote job entry. Host computer can choose to use or not use security option. Remote site computer can use the following functions:

Directory—Lists eight options. Choose one type of file, or press **7** to see all DeskMate files. To change disk or directory currently in use, press **8**.

Read File From Host—Retrieves file from Host. Enter filename. Follow directions on screen.

Send File To Host—Sends file to Host. Enter filename. Follow directions on screen.

Read Mail—Displays list of messages in Mail file. Type appropriate letter to read message contents. Press **ENTER** to view additional Read Mail screen. Press **CTRL C** to return to Remote Menu.

Send Mail—Places messages in Mail file. Enter Mail filename. Enter From and Description data. Type message. Press **CTRL C** to return to Remote Menu.

Log Off—Ends hookup to Host DeskMate.

Passwd

F6

Assigns password for restricting access to DeskMate and Host. Enter password using as many as eight characters.

Select

F7

Defines more than one file for deletion.

Copy

F8

Duplicates selected file. Enter name for file from which to copy (or **ENTER** for file under marker) and for new file to which you are copying.

Delete

F9

Files selected: Deletes selected files. Press **ENTER** to delete selected files.
No files selected: Deletes file. Enter name of file to delete, or **ENTER** for file under marker.

Swap

F10

Activates drive or directory not currently in use. Type new path indications at Current prompt. For example, type **b:\projects** **ENTER** to specify a change in drive and directory.

TEXT

Find

F1

Finds specific string. Enter text for which to search. Marker moves to first match.

Substitute

F2

Finds and replaces specific text. Enter text for which to search and text to use as replacement. Marker moves to first match; press **Y** to replace string, **N** to skip to next match.

Add/Replace

F3

Switches between Add mode (inserting characters) and Replace mode (replacing existing characters).

Format

F4

Changes line width of displayed text. Enter new line width.

Buffer

F5

Copies selected text block to copy buffer. Insert at different location.

Merge

F6

Merges another Text file into current document. Move marker to desired insert location. Merge, then enter name of file to merge.

Select

F7

Defines text block. Place marker on first character of block. Select, then move marker to last character of block. Copy, print, buffer, or delete block.

Copy

F8

Stores document or selected text on disk. Enter new name for file or **ENTER** to save to current file.

Delete

F9

Text selected: Deletes text block from document.
No text selected: Deletes character under marker.

Insert

F10

Inserts copy buffer contents at current marker location.

DELETE

Text selected: Deletes text block from document.
No text selected: Deletes character under marker.

INSERT

Inserts copy buffer contents at current marker location.

CTRL **PrtSc**

Prints text. First, check printer settings.

WORKSHEET

Find

F1

Finds specific string or cell. Enter string for which to search or cell location (**R#C#**).

Calc

Shift F1

Calculates and displays computed results. Enter any constants when prompted.

Text

F2

Defines selected block of cells as text area. Select block, then Text. Type text, then **ALT F10** to exit. Text editing functions include:

DELETE—Deletes character under cursor.

BACKSPACE—Deletes character in front of cursor.

CTRL W—Deletes text from cursor to beginning of next word.

CTRL L—Deletes text from cursor to next carriage return.

CTRL D—Deletes text from cursor to end of text block.

SHIFT F10—Cancels selection of newly marked block as text area; unedits changes to old text block; exits Text function.

Formula

F3

Defines formula for cell or all selected cells. Use the following operators and functions:

+	Addition
—	Subtraction
*	Multiplication
/	Division
!	Power
()	Priority operation
AVG	Average of values
MAX	Maximum value
MIN	Minimum value
SUM	Sum of values
CMT	Column summation
RMT	Row summation
ABS	Absolute value
ATN	Arctangent
COS	Cosine
EXP	Exponential

INT Integer Truncation
LOG Logarithm
SGN Sign
SIN Sine
SQR Square root
TAN Tangent

Special formula symbols:

?—Indicates constant to be entered during calculation.

#—Precedes cell location to mark it as “direct reference” for formula (does not change to current row or column when entered in more than one cell).

CTRL F—Erases values in formula cells.

Format

F4

Changes format or width for cell or selected cells.

Cell: Default is \$. Format indicators are:

L—Left justification

R—Right justification

D—Decimal format (enter number of decimal places)

I—Integer format

\$—Dollar format (two decimal places)

Column: **CTRL HOME** to move to column label area. Change all columns (**ALL,width**) or current column (**width**).

Buffer

F5

Copies selected block to copy buffer. Insert block at another location. **SHIFT F5** releases memory used by copy buffer.

Merge

F6

Cells selected: Saves selected area to Worksheet file. Enter save filename.
No cells selected: Loads and inserts Worksheet file at current marker location. Enter filename.

Select

F7

Defines block of cells on which to perform another function. Place marker on first cell of block. Select, then use arrow keys or Find to highlight block. Use Formula, Text, Format, Merge, Buffer, Copy, Delete, or Print.

Copy

F8

Copies selected cells to an ASCII Text file. Enter valid Text filename.

Delete

F9

Cells: Deletes cell or selected block.

Row or Column Label: Deletes all data (except text taking up more than one column) in row or column under marker. All following rows or columns and formulas are adjusted. Text blocks shift with deletion.

Insert

F10

Cells: Inserts copy buffer contents at current marker location.

Row or Column Label: Inserts a new row or column at current marker location. All following rows or columns and formulas are adjusted.

CTRL

PrtSc

Prints selected area or current window. First, check printer settings.

FILER

Form

Automatic if new file. Enter a maximum of 21 lines of fields. Type label for each field, press **ENTER**. Press **ENTER** twice to fill rest of line with dots, or enter dots one-by-one by pressing **F10** (edit characters optional), press **ENTER**. Form functions are:

Order
F1 Identifies field as sort key. Press priority number or **ENTER** for next available number. Priority fields sort first. Other fields sort in order of appearance.

Number
F3 Right justifies data in field.

Delete
F9 Label area: Deletes label under marker and associated data area.

Data area: Deletes character under marker.

Add
F10 Label area: Inserts blank line at current marker position.

Data area: Inserts blank character at current marker position.

After form setup, **ALT** **F10** to exit. Enter data on blank form.

Record

Find
F1 Finds specific data in file. Choose relationship (default is Equal), and enter data for which to search in appropriate fields. **ALT** **F10** begins search. Find functions are:

Equal—Specifies match equal to Find criteria.

Greater—Specifies match greater than or equal to Find criteria.

Less—Specifies match less than or equal to Find criteria.

Reset—Resets Find criteria.

Mark—Toggles between marking and unmarking fields for use with Display or Print functions. Default is marked. * appears in label areas of marked fields.

Special Find indicators are:

?—Ignores character in this position.

*—Ignores all characters preceding or following.

Call

F2

Dials phone number under marker, using current Phone and Telecom voice dialing information.

Display

F3

Displays, in horizontal format, all records matching current Find criteria.

Print

F4

Prints all records matching current Find criteria. Check printer settings first.

Form

F5

Displays Form screen. Change form if desired.

Merge

F6

Merges another Filer file with **same** form into current file. Enter filename to merge.

Select

F7

Defines data in record for copying to Text file. Place marker on first data field of block. Select, then move marker to last field. Copy data block.

Copy

F8

Copies selected data to new Text file on disk. Enter desired Text filename.

Delete

F9

Deletes currently displayed record.

Add

F10

Displays blank form for adding new record.

TELECOM

Status Screen

Reset Changes parameters back to original settings.
F1

Select Changes parameter to setting under marker.
F2 Can also place marker on new setting and
press **ENTER** to select it.

Autolog Executes an autolog file. **ENTER** for current
F3 autolog file, or enter name of another file.

Editlog Displays Editlog screen. Enter name of
F4 autolog file you are creating or editing. Use
functions to create logon sequence, entering
responses/prompts appropriate to Host.
Editlog functions are:

Status—Displays status screen. Set
parameters. Press **ALT** **F10** to return.

Call—Places phone number in autolog
sequence. Type number, and select another
function to end number.

Recv—Specifies response from host. Type
text, including any control codes. Select
another function to end prompt.

Send—Specifies response to host prompt.
Type text, including any control codes. Select
another function to end response.

Pause—Places pause in autolog sequence.
Type number of seconds to pause. Select
another function to continue.

Break—Sends break sequence from within
autolog file.

Delete—Deletes sequence item at current
marker position.

Insert—Inserts blank line for adding new
sequence item at current marker position.

ALT **F10** to save completed autolog
sequence; returns to original status screen.

Term F5	Enters interactive terminal mode. Term functions are: Buffer —Opens/closes RAM buffer in which to capture text from host, appending it to current buffer contents. Clear —Empties RAM buffer. Recv —Downloads file from host. Enter filename. Send —Uploads, or sends, diskette file to host. Enter filename. Printer —Switches printer option on/off. When on, text from host is sent to printer and screen. Break —Generates break sequence (250ms null). Disc —Disconnects phone line (on-hook). Call —Autodials phone number. Type dialing sequence. ALT F10 to return to original status screen.
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RAM buffer-related functions on status screen are:

Clear F6	Empties RAM buffer.
Save F7	Saves contents of RAM buffer on diskette as Text file. Enter Text filename.
Print F8	Prints contents of RAM buffer.
Load F9	Loads file from diskette to RAM buffer. Enter filename.
Display F10	Displays contents of RAM buffer.

Autodialing Protocol

If you select Yes for Auto Dialing Modem, define the following modem protocol (default modem definitions for 300-Baud Modem II Board):

Voice

F1

Selects voice dialing definition function. Voice dialing definition functions are:

Number—Sends phone number to modem.

Receive—Receives text from modem. Enter text.

Send—Sends text to modem. Enter text.

Pause—Pauses during dialing sequence. Enter number of seconds to pause.

WaitNC—Waits for No Carrier detect before continuing.

WaitC—Waits for Carrier detect before continuing.

Delay—Sets a delay time for data transmission.

Delete—Deletes line under marker.

Insert—Inserts blank line under marker.

Comp

F2

Selects computer dialing definition function. Functions are same as voice dialing definition functions.

Answer

F3

Selects answer mode definition function. Functions are same as above with exception of no Number function.

Save

F7

Saves Voice, Comp, and Answer definitions in a .mdm file. Enter filename. Filename appears as a predefined modem type on screen thereafter.

Load

F9

Loads Voice, Comp, and Answer definitions for highlighted modem. Enter filename if different from selected modem.

CALENDAR

Find

F1

Finds specific event(s). Choose relationship (default is equal), and enter data for which to search in appropriate fields. **ALT** **F10** begins search. Find functions are:

Equal—Specifies match equal to Find criteria.

Greater—Specifies match greater than or equal to Find criteria.

Less—Specifies match less than or equal to Find criteria.

Reset—Resets Find criteria.

Special Find indicators are:

?—Ignores character in this position.

*—Ignores all characters preceding or following.

Date

F2

Sets Calendar to specific date. Enter date in *mm/dd/yyyy* format. Displays month, week, and daily events for date entered.

Cal/Events

F3

Toggles marker between calendar area and events list on screen.

Print

F4

Prints all events for current date or those matching Find criteria. Check printer settings first.

Alarm

F5

Copies and places all selected events into Alarm file. Alarm time is set to 30 minutes prior to event's beginning time.

Merge

F6

Events selected: Merges all selected events into another Calendar file. Enter filename.

No events selected: Merges another Calendar file into current file. Enter filename.

Select

F7

Defines block of events on which to perform another function. Place marker on first event. Select, then move marker to last event. Then use Alarm, Merge, Copy, or Delete.

Calendar

Copy

F8

Copies all selected events to a Text file on diskette. Enter Text filename.

Delete

F9

Deletes all selected events or event under marker if none selected.

Add

F10

Displays blank line for adding new event. Enter date (**ENTER** to use current date), *Begin* and *End* times in *hh:mm(a or p)* format, and *Description*.

MAIL

Find**F1**

Finds specific message(s). Enter **From**, **Date**, and/or **Description** data for which to search. (**ENTER**) to skip fields. Displays all messages matching Find criteria. (**ALT**) (**F10**) to return to original message list screen.

Create**F2**

Displays Create Mail screen. Enter **From**, **Description**, and **To** data for message. (**ENTER**) to skip **To** and save in current file.) Text screen appears for message entry. Type message, using Text functions. (**ALT**) (**F10**) when finished.

Display**F3**

Displays message under marker. Edit message. Press (**ALT**) (**F10**) to exit.

Print**F4**

Prints message under marker. Check printer settings first.

Delete**F9**

Deletes message under marker.

RADIO SHACK
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