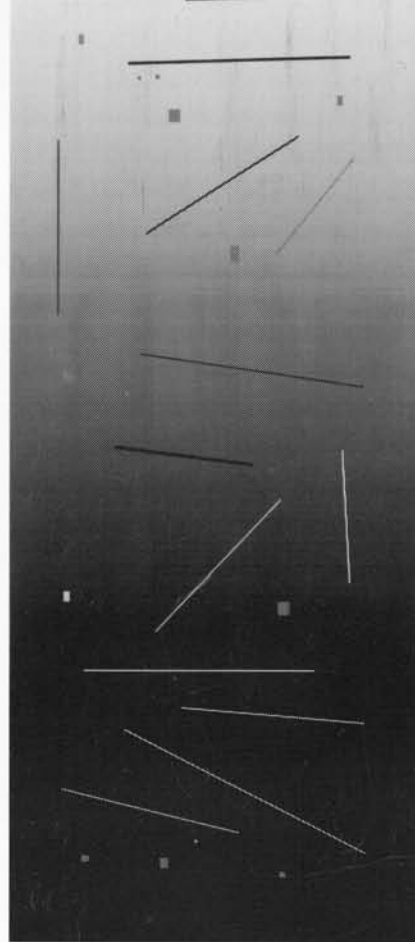


10000 RLX



User's Guide

TANDY

The FCC wants you to know...

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of *FCC Rules*. These limits are designed to provide reasonable protection against harmful radio and TV interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed in accordance with the instructions, may cause harmful interference to radio communications. There is no guarantee that interference will not occur in a particular installation.

If this equipment does interfere with radio or television reception, which you can tell by turning the equipment off and on, you are encouraged to try to correct the interference. Use one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the distance between the equipment and the radio/TV.
- Connect the equipment to an outlet that is on a different circuit from the one used for the radio/TV.
- Consult the dealer or an experienced radio/TV technician for help.

Shielded cables must be used with this equipment. If you add or replace any cables, the new cables must have shielding capabilities equal to or higher than those provided by the dealer.

Modifying or tampering with internal components can cause a malfunction and might invalidate the warranty and void your FCC authorization to operate this equipment.

Service Policy

Radio Shack's nationwide network of service facilities provides quick, convenient, and reliable repair services for all of its computer products, in most instances. Warranty service will be performed in accordance with Radio Shack's Limited Warranty. Non-warranty service will be provided at reasonable parts and labor costs.

1/90

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DeskMate Spell Checker:

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for the Tandy® 1000 RLX:*

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10 9 8 7 6 5 4 3 2 1

Congratulations!

You have just purchased the latest innovation in modern-day computing. The Tandy 1000 RLX System is designed to take away the dread of computers and to simplify the multitude of tasks you face every day at home, school, or work — giving you more time for the things you really want to do. If you're not careful, you might find that you actually have fun using your new system!

Your Tandy 1000 RLX System is designed with you in mind. You don't have to know complicated computer terms (buzz words) or be a "handyperson" to put it together. If you haven't set up your system yet, just follow the simple instructions in "Quick Start," packaged with your Tandy 1000 RLX's keyboard.

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

You'll soon be using your Tandy 1000 RLX System with the same ease as you use your microwave oven or drive your car to the supermarket!

How to Use This Magazine

This magazine provides articles explaining all the different elements of your Tandy 1000 RLX System. These articles teach you the basics by stepping you through some of the most common tasks you can perform with your Tandy 1000 RLX System. At the end of each application article is a task box that briefly covers additional tasks you can perform with that application. If you need a reminder about how to perform a task that's common to all DeskMate applications, look in the Techniques Box that is included in each application article.

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

Contents

Introducing . . . The Tandy 1000 RLX System	5
What you need to know about your system and the diskettes you'll be using to run DeskMate.	
Using the Mouse with DeskMate	8
You'll find tips on how to use your mouse to move through DeskMate.	
Getting Around in DeskMate	10
Here is where you can learn the basics of moving around and using the applications in DeskMate.	
Getting Help	14
Learn how easy it is to access DeskMate's on-line help and how you can use it to answer any of your DeskMate questions.	
DeskMate's Tutorials	18
DeskMate Home Applications	19
Getting Around in DeskMate's Home Applications	21
Automatic House	22
Schedule the electrical items in your home to turn on and off.	
Floor Plan	25
Routine Maker	32
Scheduler	34
Home Organizer	39
A DeskMate application that is really a multitude of applications in one. DeskMate's Home Organizer is designed to help you with some of your most common, everyday tasks.	
Information Center	40
Financial	46
Kitchen	66
Personal	79
DeskMate Applications	96
Accessories	97
DeskMate's enhancements! Use them to change your screen colors, calculate some figures, set the date and time, plus much more.	
Address Book	110
Say "goodbye" to misplaced addresses forever when you organize them with Address Book.	

DeskMate Print Companion	116
Formats for personal letters, invitations, and much more are created for you.	
Personal Letters	118
Notices	121
Greeting Cards	124
Name Tags	127
Graphics Manager	129
Desktop	132
Customize DeskMate just for you by creating your own special desktop, organizing your files, and more.	
Draw	141
Learn how easy it is to create your own original artwork.	
Hangman	148
Try your luck at avoiding the hangman's noose with this electronic version of the popular word game.	
Kaleidokubes	150
The addictive, mind-bender game of matching tiles.	
Letter Invaders	152
Learn typing and have fun, too!	
Telecom	154
Send messages to your friends and family; do your office work from home. With Telecom, you can do this and more.	
Text	158
Learn about DeskMate's easy word-processing application.	
Looking Inside Your Tandy 1000 RLX	163
Find out about options you can add to your Tandy 1000 RLX System, externally and internally.	
Changing the Computer Settings	182
Learn about a special program built into your system that stores information about how your system works.	
Just in Case	190
Problems? Check here for solutions.	
Technical Specifications	192
System Notes	193
Keep track of information about your drives.	

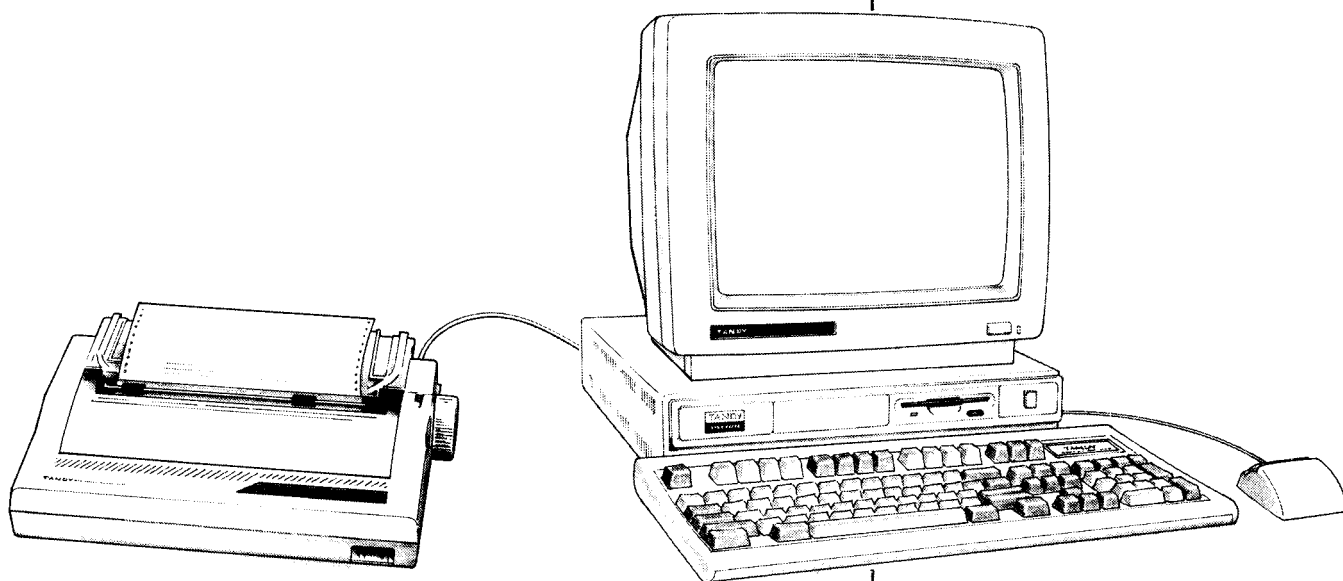
Appendix A	194
Information about diskettes and memory.	
Appendix B	196
Provides important information about your hard drive and the special dmconfig file.	
Index	199
Coupons	

Introducing . . . The Tandy 1000 RLX System

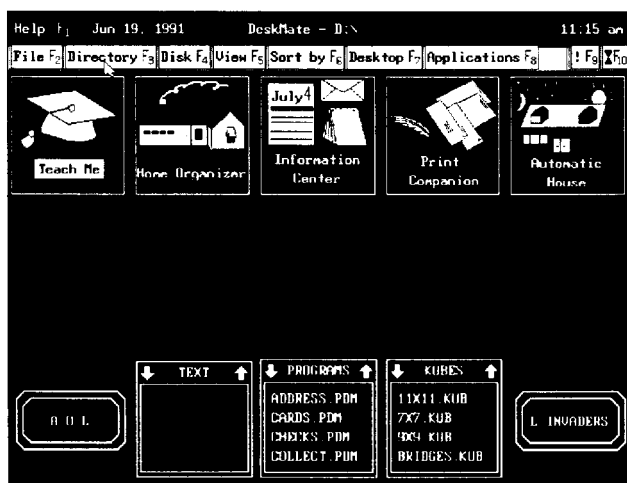
If you haven't done so, be sure to read the "Quick Start" brochure now to set up your computer. Then, continue with this introduction. With your system set up, let's get acquainted by looking at some of the system's pieces. The picture shows you an overview of a complete Tandy 1000 RLX System.

Important

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



After your system is set up, turn it on. (If you are using a printer, turn on the printer first.) The first thing you see is DeskMate's main screen — the **desktop**.



If you are adding any optional equipment such as an extra drive or a printer, see "Looking Inside Your Tandy 1000 RLX" later in this magazine for some extra information.

Important note for Tandy 1000 RLX Hard Drive Users:

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

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

Copying Diskettes

You will need to use 1.44MB High Density, Double-Sided 3 1/2-inch diskettes to make copies. You can purchase these at your local Radio Shack store (Cat. No. 26-424).

Note: If you need more information about how to use the mouse to complete these steps, be sure to see "Using the Mouse with DeskMate."

1. Point to Diskcopy on the Disk Menu, and double click.
2. At the From: prompt, type the letter of the drive that will contain the diskette you want to copy from.
3. Point to the To: prompt, and click.
4. Type the letter of the drive that will contain the blank diskette you want to copy to.

Note: Type A: at the To: and From: prompts if you have only one drive. DeskMate tells you when to switch diskettes.

5. Point to the OK button, and click.

Formatting Diskettes

Note: If you need more information about how to use the mouse to complete these steps, be sure to see "Using the Mouse with DeskMate."

1. Point to Format on the Disk Menu, and double click.
2. At the Drive: prompt, type the letter of the drive in which you will put the diskette to be formatted. (Use A for a one-drive system and either A or B for a two-drive system. Drive A is on the right; Drive B is on the left.)
3. If the 3.5 inch diskette box gives you a choice of buttons, point to the one that represents the type of diskette you are using, and click.
4. Point to the OK button, and click.

For more information about formatting diskettes, be sure to see the "Desktop" chapter.

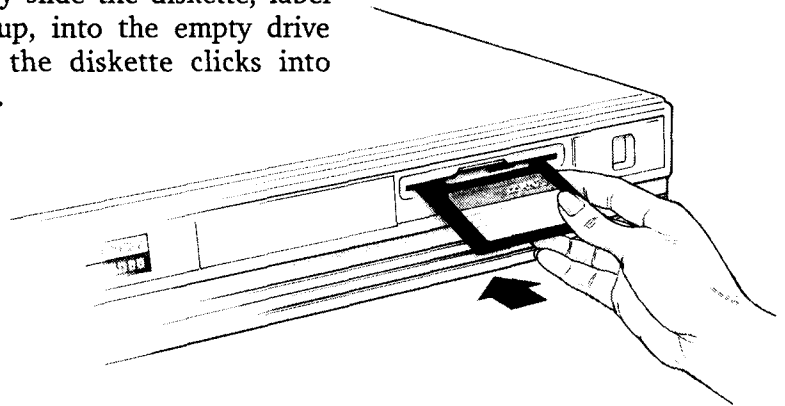
A few words about diskettes...

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

You will want to make a working copy of the master diskettes provided with your Tandy 1000 RLX System. It is important to make copies of your master diskettes to use when you are running DeskMate. This way, you are sure to have a master copy, should something happen to the working copy you are using to run DeskMate. Be sure to see the Copying Diskettes box in this article.

Inserting a diskette:

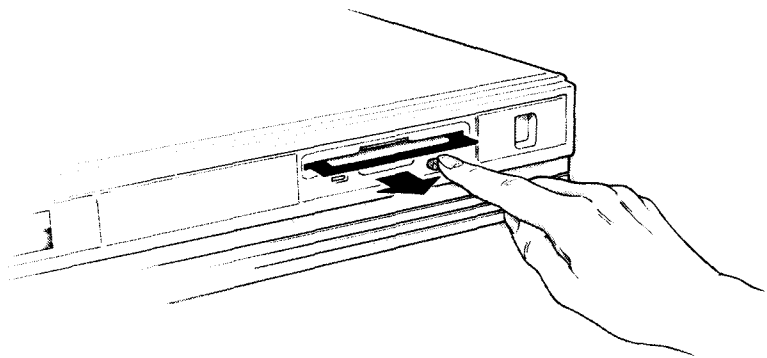
Gently slide the diskette, label side up, into the empty drive until the diskette clicks into place.



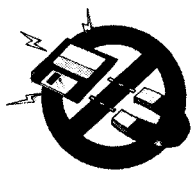
Removing a diskette:

Before removing a diskette from the drive, be sure the light on the lower, left side of the drive (the **activity light**) is off. Then, push the diskette eject button. The diskette slides partially out of the drive.

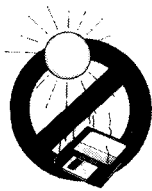
Removing a diskette from a drive when the activity light is on might harm the information on the diskette.



Here are a few ways you can protect your diskettes from damage and loss of information:



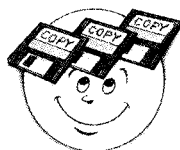
Keep diskettes away from magnetic fields (such as transformers, AC motors, magnets, speaker systems, televisions, and radios).



Keep diskettes out of direct sunlight and away from heat.



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



Make several copies of your diskettes (**back-ups**) to use as working diskettes. See the Copying Diskettes box in this article.

Now you're ready to learn about DeskMate. Before you begin to explore the many applications, take a few minutes to get acquainted with how DeskMate works. There are a couple of ways for you to learn this. Either way is simple and teaches the basic concepts you need to know. Choose the way that is best for you.



Step through some simple exercises using your Tandy 1000 RLX System's "on-the-screen" Tutorials (Teach Me).

If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the requested diskette.

Step through some simple exercises using the "Getting Around in DeskMate" article in this magazine.

Exiting from DeskMate

If you choose Exit from the desktop's File Menu, you will access the system prompt. To re-enter DeskMate from the system prompt, follow the directions for the type of computer you have.

Diskette-Based

At the system prompt, type `c: desk`.

Hard Disk

At the system prompt, press the **F12** key on your keyboard. If the **F12** key does not take you into DeskMate, type `d:desk` at the system prompt.

To Start the Tutorials:

Using the keyboard:

1. If necessary, press the **TAB** key, on the left side of your keyboard, until the Teach Me box on the desktop screen is highlighted.
2. Press the **ENTER** key on the right side of your keyboard. A list of tutorials appears.
3. Press **ENTER** again to get started with the lesson called "DeskMate: An Introduction."

Using the mouse:

1. Move the mouse along your table top until the arrow (mouse pointer) is on the Teach Me box on the desktop.
2. Press and quickly release the left mouse button twice ("double click"). A list of tutorials appears.
3. Move the mouse pointer ("point") to the lesson called "DeskMate: An Introduction," and double click the mouse button.

Using the Mouse with DeskMate

Your Tandy 1000 RLX comes with a PS/2®-style mouse. You'll quickly find out that your mouse is a handy tool that speeds up your DeskMate tasks considerably.

All you have to do is plug it in and you're ready to go. If you haven't done so yet, simply insert the mouse plug into the indicated place on the back of your computer.

If DeskMate is displayed on the screen when you first plug in your mouse, be sure to exit DeskMate and restart the computer before you try to use your mouse.

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

Making the Mouse Work

Using a mouse, you can move around on the screen by simply "pointing, clicking, and dragging."

You **point** to items on the screen by rolling the mouse around on a flat surface. The mouse pointer (an arrow) moves on the screen, showing you where you are. **Clicking** (pressing and quickly releasing) the left mouse button lets you move the **cursor** to where you are pointing.

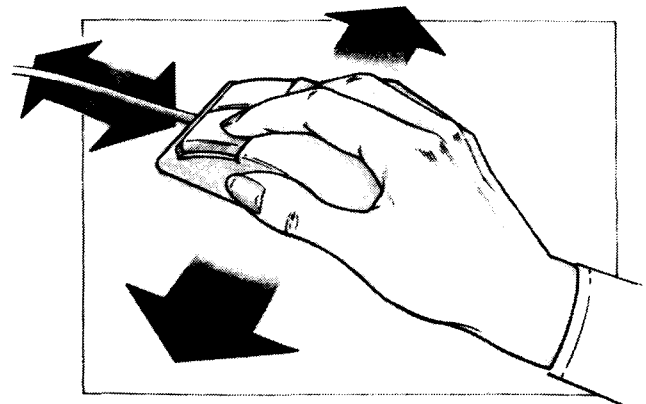
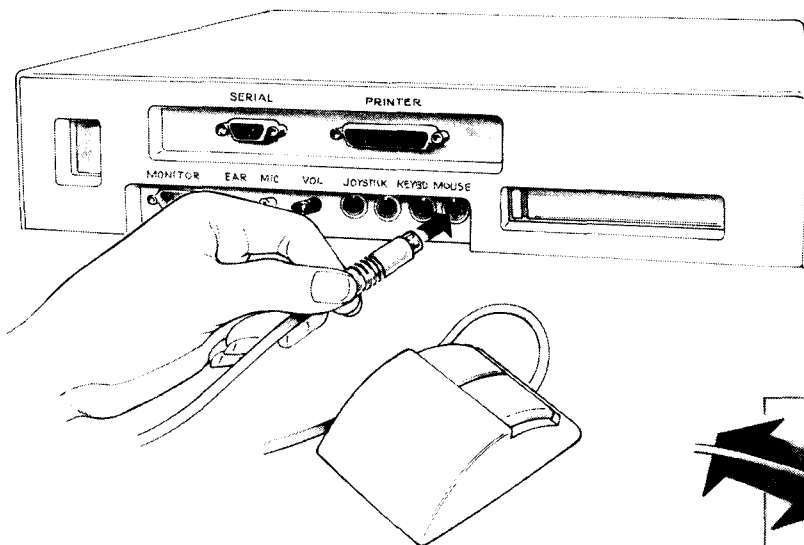
The cursor lets you know where you are on the screen. Sometimes it's a highlight, and sometimes it's a blinking vertical or horizontal line.

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

The old adage "practice makes perfect" is certainly true when you use a mouse with DeskMate. The more you experiment with your mouse, the easier it is to use. You'll see exactly how the mouse works with DeskMate in the next section "Getting Around in DeskMate."

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

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



Techniques Box

Mouse Basics

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

To Click: Press and quickly release the left mouse button.

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

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

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

Use the Mouse with Arrow Icons

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

Use the Mouse with Menus

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

or

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

Use the Mouse with Dialog Boxes

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

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

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

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

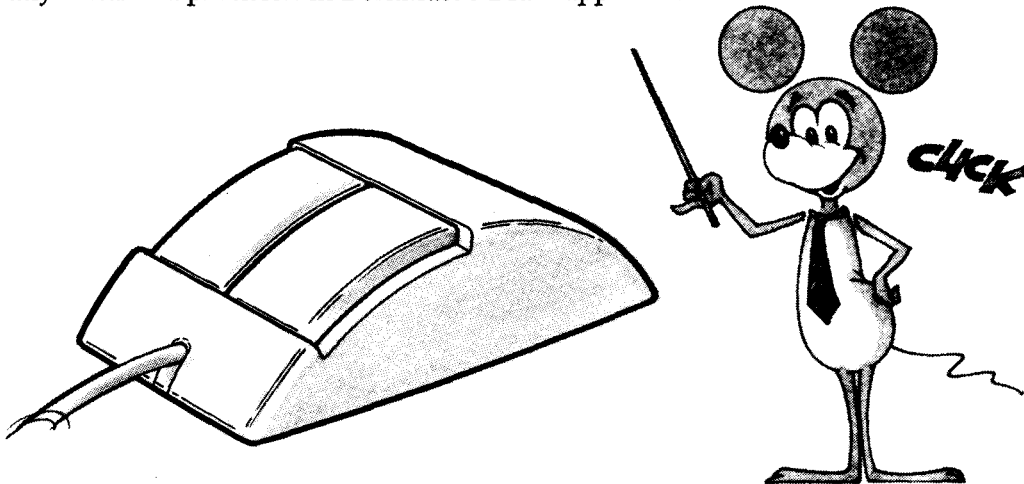
Use the Mouse to Highlight

1. Point to the place you want to begin highlighting.
2. Hold down the left mouse button, and drag the pointer to the end of the information you want to highlight.
3. Release the mouse button.

To remove the highlighting, simply click the mouse button.

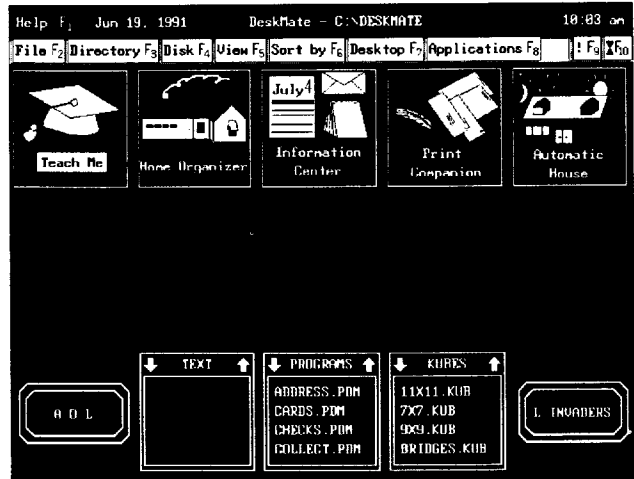
Your Mouse Provides “Point and Click” Convenience!

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



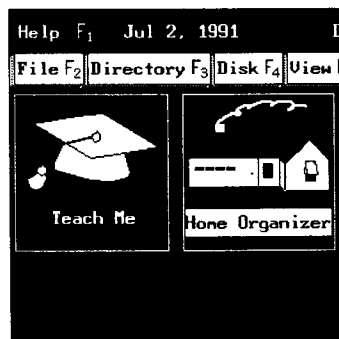
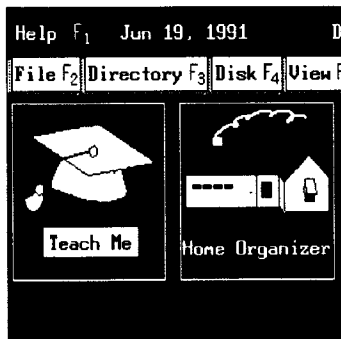
Getting Around in DeskMate

Now that your Tandy 1000 RLX System is assembled, turned on, and ready to go, you see DeskMate's main screen, the **desktop**.



The boxes you see here on the desktop are like “doors” to DeskMate’s **applications**. Applications help you perform tasks like letter writing, record keeping, and even vacation planning.

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



Moving Around the Desktop

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

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

Moving from door to door on the desktop is easy. All you do is move your mouse, point to a specific box, and click the mouse button. The highlight (DeskMate’s cursor) moves to where you are pointing.

Go ahead and move around, and watch the cursor move from application to application.

Opening the “Doors”

To open a DeskMate “door” (or application), simply move the cursor (highlight) to the application you want to open, and double click the mouse button. If you have gone through the Tutorials, you have already opened one of DeskMate’s doors by selecting the Teach Me box.

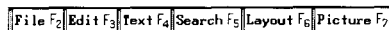
For practice, point to the Text application and double click.

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

Telling DeskMate What You Want

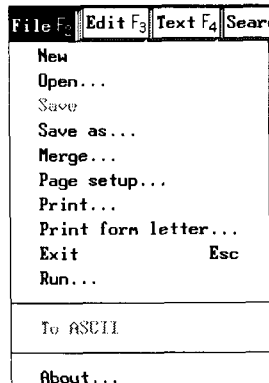
One of the things that makes using DeskMate so easy is being able to tell it what you want.

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



To “pull down” or open menus, point to the menu name on the menu bar and click. The menu is opened.

Go ahead and open the File Menu by pointing to File on the menu bar, and clicking.



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

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

Attention Diskette Users:

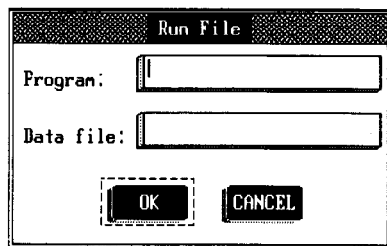
You might be asked to insert another diskette. Simply insert the requested diskette.

Want to look at some of the other menus? Simply point and click on another menu name on the menu bar.

If you have opened a menu and then decide to do something else first, you can close the menu by simply moving the mouse pointer to an open area on the screen and clicking.

Now let's see how easy it is to select an option from a menu. Open the File Menu again. Point to the option you want to select, and double click. Go ahead and select the Run option. See how easy it is to use DeskMate's menus?

When you select the Run option, a **dialog box** appears on the screen. A dialog box simply lets

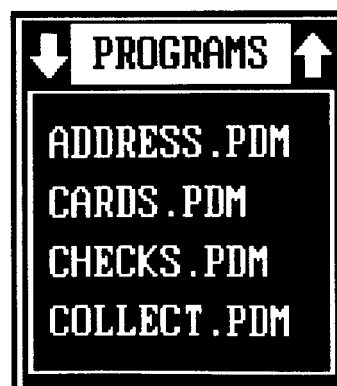


you give DeskMate any additional information it needs to complete a task. After you provide the information DeskMate needs, you'll be on your way.

You can move around the dialog box like you move around on the desktop. Simply point and click to move the cursor around and select buttons. If you need to type information into a field, move the cursor to that field and begin typing. If there is already information in the field, you can change it by dragging the mouse to highlight it and then typing the new information. That's all there is to using a dialog box. You can exit a dialog box by pointing to the OK or CANCEL button, and clicking. For now, point to the CANCEL button, and click.

Ready to go back to home base — the desktop? Open the File Menu, point to the Exit option, and double click. The desktop reappears. (If you pressed any keys while you were in the Text application, DeskMate might ask if you want to save your document. Simply point to the NO button, and click.)

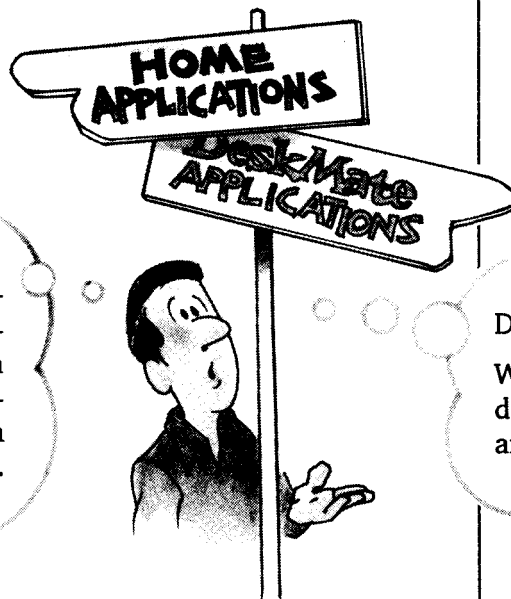
Great! Now, there's one more way for you to tell DeskMate what you want. See the box on the desktop called PROGRAMS? This kind of box is called a **list box**. Sometimes list boxes will appear in DeskMate so that you can make a specific file choice.



It's easy to select a file from a list box. You do it by simply pointing to the file you want, and double clicking. Go ahead and try it. Move the cursor to the PROGRAMS list box by pointing to PROGRAMS, and clicking. This list box might contain a list of DeskMate applications that you can open. If it does, you can see all the information listed by pointing to the ↓ scroll arrow to the left of PROGRAMS and either click or hold down the mouse button. (Holding down the button lets you quickly scroll through the list.) The ↑ scroll arrow works the same way but in reverse. To select a highlighted application in a list box, double click. (If you are using diskettes to run DeskMate, you might be asked to insert another diskette.)

You'll learn more about DeskMate's applications when you start exploring DeskMate on your own. For now, though, move the cursor to another list box or button by simply pointing and clicking.

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



Home Applications

These applications provide solutions for your home and personal needs, such as balancing a checkbook, setting home appliances to automatically turn on and off, and planning a trip.

DeskMate Applications

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

Go ahead and explore. Your DeskMate magazine and on-line Tutorials (Teach Me) are always available to help you get started. You can point and click on Help F1 in the top, left corner of your screen to use DeskMate's on-line help if you need it. (See the "Getting Help" article for more information.)

Keyboard Techniques with DeskMate

If you prefer to use the keyboard while running DeskMate, you will need to know the following information:

Keyboard Basics

- TAB** – moves the cursor around the desktop and also between fields in a dialog box.
- SHIFT+TAB** – moves the cursor backward.
- ENTER** – selects an item such as an application box on the desktop, a menu option, or the OK button in a dialog box.
- ESC** – removes menus and dialog boxes from the screen. Also lets you exit an application and return to the desktop.
- ↓ ↑ ← →** – move the cursor through items in a list box. Also move the cursor between buttons (within a group of buttons) in a dialog box.
- Space bar** – chooses the button or check box that the cursor is on in a dialog box.

Using the Keyboard with Menus

Your keyboard has function keys (F1, F2, F3, and so on) that you can press to open a menu on the menu bar.

1. Press the function key that corresponds to the menu on the menu bar that you want to open.
2. Press ↓ or ↑ to highlight the option you want to use.
3. Press ENTER.

Note: Some options on the menus have *accelerator keys* that you can use if you're working with the keyboard. These keys

are listed to the right of the option name. You can press these keys (or key combinations) instead of selecting the option from a menu.

Using the Keyboard with Dialog Boxes

- Press **TAB** (or **SHIFT+TAB**) to move from field to field.
- If a field requires that you type information, simply type. You can correct mistakes using the **DELETE** and **BACKSPACE** keys.
- If a field in the dialog box contains buttons, use the arrow keys to move the cursor to the appropriate button, and press the space bar to select the button.
- If the dialog box contains check boxes, press **TAB** to move the cursor to the box, and then press the space bar to check (or uncheck) the box.
- Press **ENTER** to automatically select OK or YES.
- Press **ESC** to automatically select CANCEL.
- To select NO, press **TAB** to move the cursor to the NO button, and press **ENTER**.

Using the Keyboard to Highlight

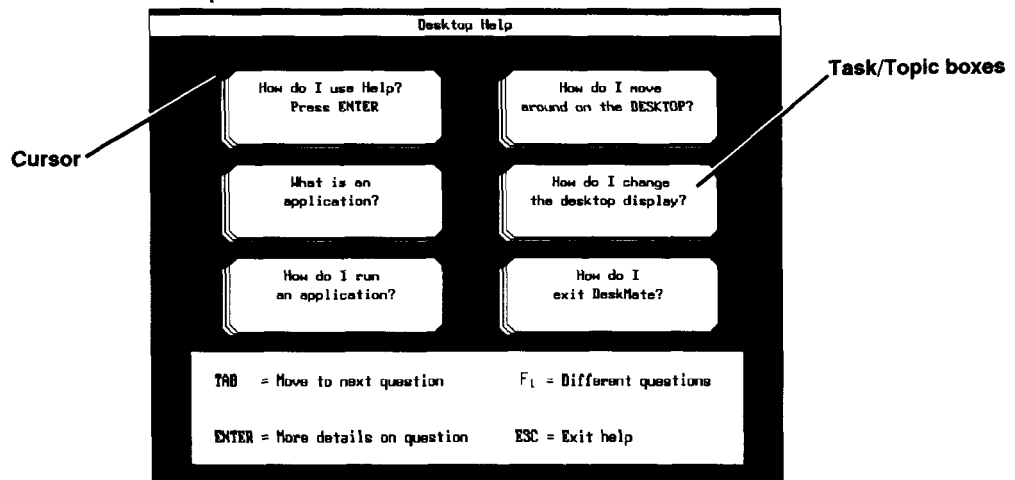
- Hold down the **SHIFT** key, and use the arrow keys to highlight the necessary information.

Getting Help

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

DeskMate's Help is available anywhere in DeskMate. Simply point to Help F1 in the upper, left corner of the screen, and click. Wherever you are in DeskMate, information appears to assist you. Not only is DeskMate's help easy to access, but it is also easy to get out of and right back to where you were. Simply point to ESC on the help screen, and click. You will exit Help.

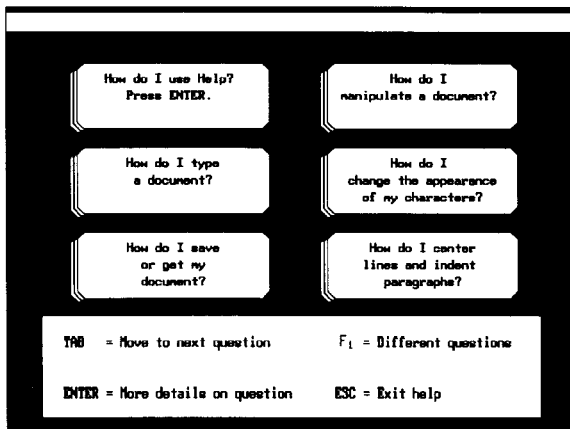
One of the ways DeskMate helps you find the information you need when you are using help, is to display a screen of *task* or *topic* boxes like the one shown here.



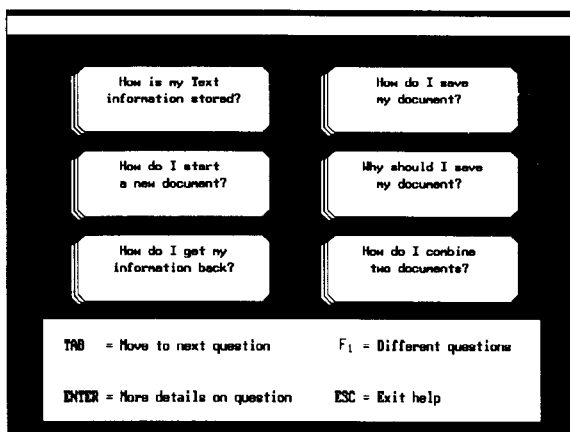
See the dotted box on the screen? This dotted box is DeskMate's cursor in Help. To move this box from topic to topic, point to TAB at the bottom of the screen, and click.

Let's step through an example, and see how easy it is to find the help you need when you are using DeskMate.

In this example, let's say you are using the Text application and you want to combine (or merge) two documents into one. (To open the Text application, point to the TEXT box on the desktop, and double click.) The first thing you can do is point and click on Help F1 in the upper, left corner of your Text screen to access DeskMate's Help. The following screen of task/topic boxes appears.



But, the topic you're needing help with does not appear on this screen. Simply point and click on F1 at the bottom of the screen until you see a topic that can help you with combining two documents. Keep pointing and clicking on F1 (two or three times) until you find it. There it is in the lower, right corner.



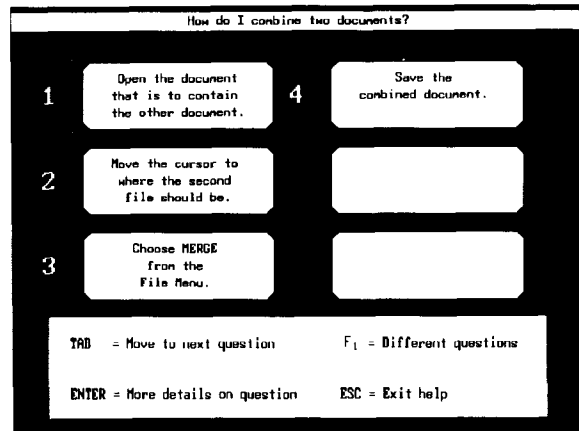
Attention Diskette Users:

If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the requested diskette.

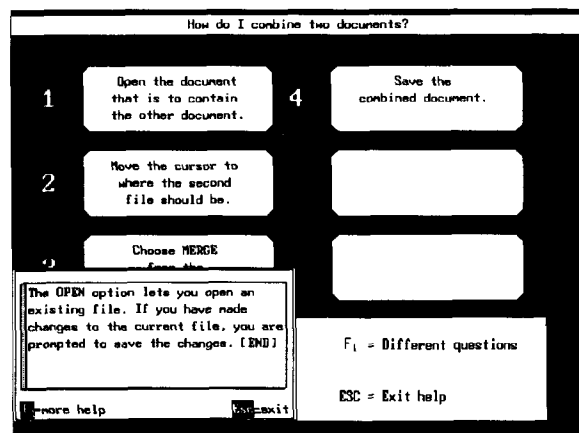
To more quickly select a task box, point to it and double click.

If you are using the keyboard to run DeskMate, the box in the lower part of the screen shows you the keys to use while in the Help system.

Now, point and click on TAB until the cursor (the dotted box) is on the How do I combine two documents? task box. Then, point and click on ENTER. DeskMate displays the steps you need to follow to combine two documents.



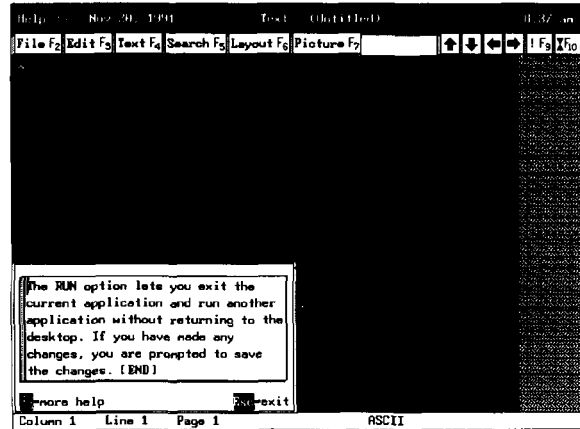
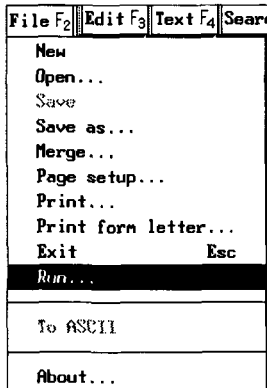
Don't understand the first step? Point and click on ENTER. DeskMate displays a box in the lower, left corner of your screen that explains a little more about what you need to do.



When you're finished with Help, point and click on ESC until you return to the Text screen you were using before you asked for help. Remember, the sequence of screens you see in Help will vary depending on where you are in DeskMate.

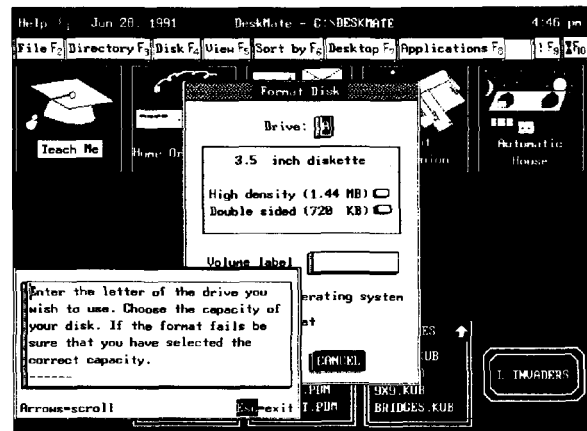
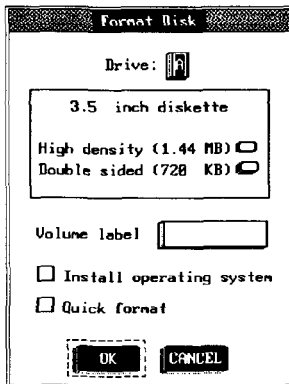
There are some other ways you can use Help, too.

- If you want help on a particular menu option, for example the Run option on the File Menu, simply highlight the option you want help with, and point and click on Help F1.



If you need additional help, point and click on the F1 at the bottom of the box.

- Or, if DeskMate displays a dialog box or message box on the screen and you want help to understand more about what you need to do, again, point and click on Help F1. For example, if you are formatting a disk and you need help with the options in this dialog box, you can access the Help system.

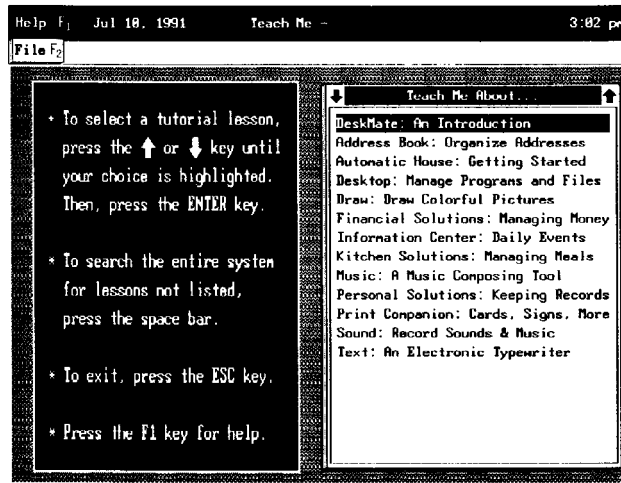


Wherever you are in DeskMate, choosing a menu option, working in a dialog box, or looking for general information about an application, getting help is as simple as pointing and clicking.

DeskMate's Tutorials

Tutorials for most of the DeskMate applications are available to teach you specifics about an application. However, you can only run a lesson from the desktop. To access a lesson, point and double click on the Teach Me box.

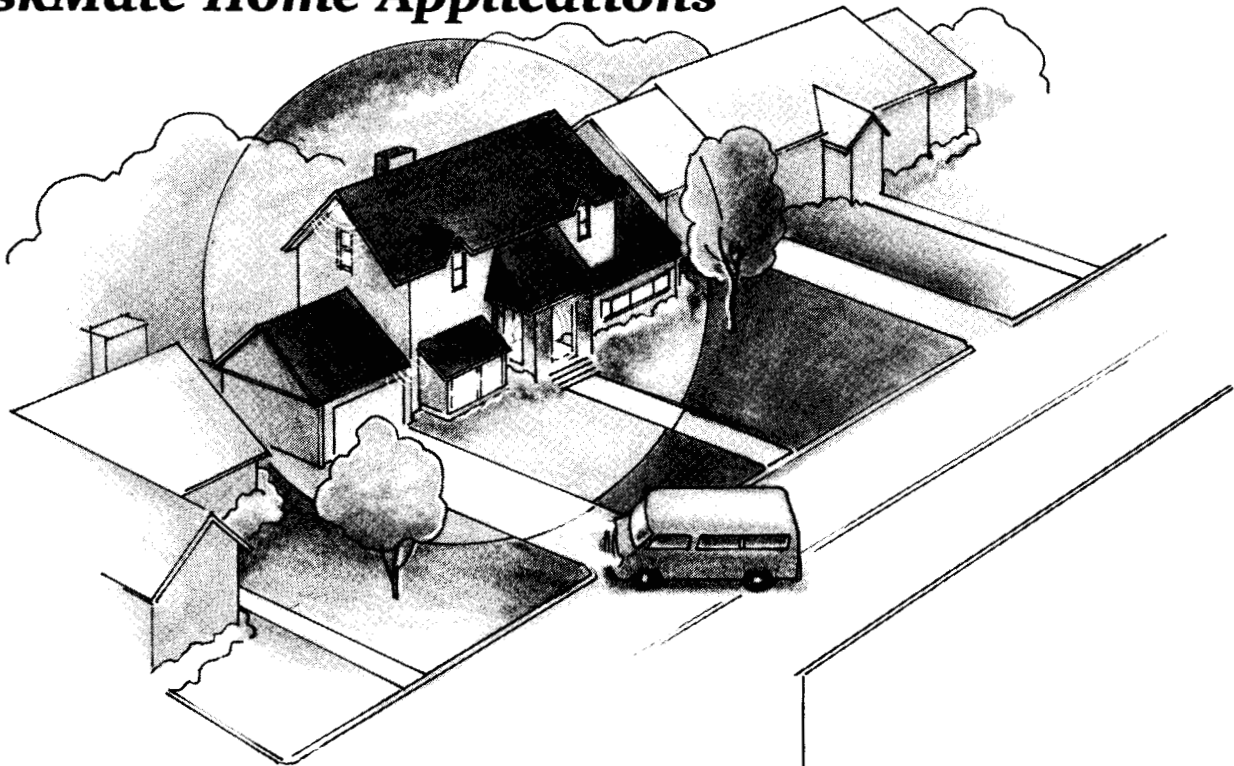
If you are using a diskette-based computer with 512K RAM, there are some tutorials that you cannot run if you have installed any TSR (Terminate Stay Resident) programs. An example of a TSR program is mouse.com.



The menu at the right lists the available lessons. To run a lesson, point to the appropriate lesson, and double click. Your step-by-step exercise begins. To go from screen to screen, simply click the mouse button. You don't need to point to a specific place.

To exit a lesson, press **ESC**. Press **ENTER** to confirm the exit. If you are returned to the lesson menu, point to Exit This Lesson, and double click to return to the list of lessons. Point to Exit on the File Menu, and double click to return to the desktop.

DeskMate Home Applications



DeskMate Home applications are designed to provide solutions for almost every home and personal need you can think of.

- Automatic House lets you set the electrical appliances in your home to turn on and off routinely or at different times.
- Home Organizer lets you post messages to each member of your family via an information center, record recipes, keep track of financial matters, and much more.

These are the DeskMate Home Application icons that appear on the DeskMate desktop.



Automatic House



Home Organizer

Point to the DeskMate Home application that you want to use, and double click.

Quick Mouse Reminder

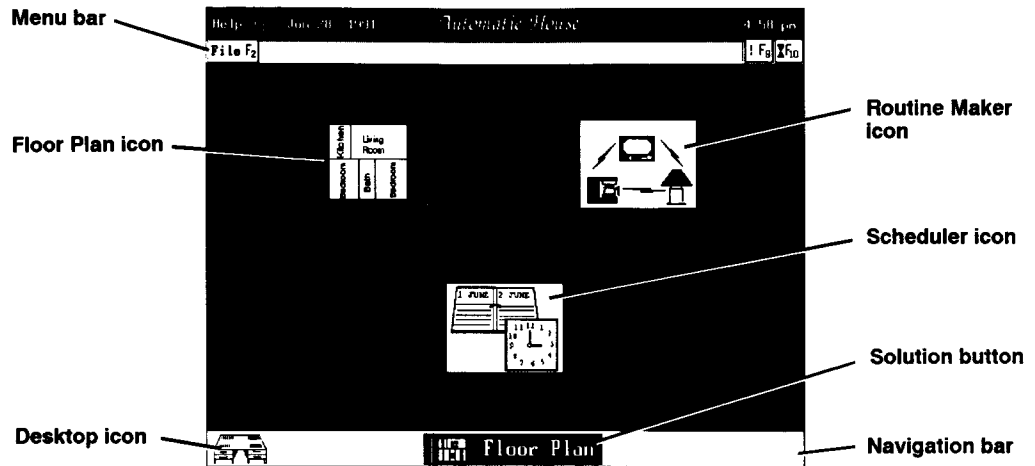
Point — Roll the mouse around on a flat surface. The pointer on the screen shows you where you are.

Click — Quickly press and release the mouse button.

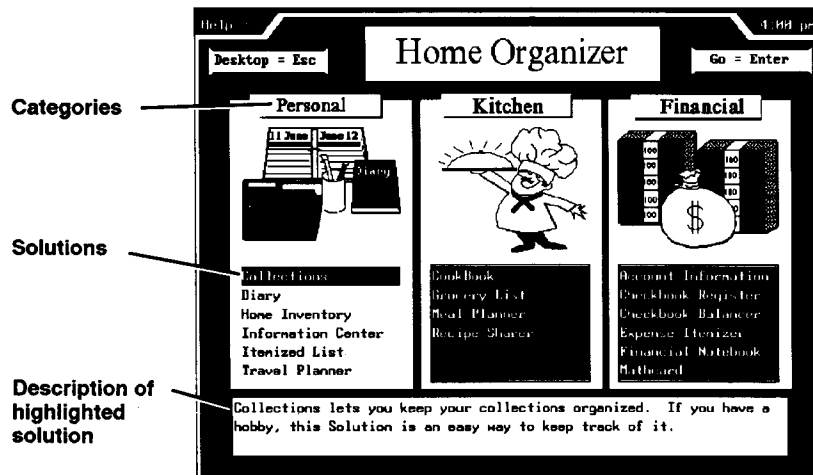
Double click — Press and release the mouse button twice in rapid succession.

Drag — Point to where you want to start highlighting. Hold down the left mouse button, and move the mouse until you highlight information or move an object. Then, release the button.

After you select an icon, the Greeter screen appears for the Home application you chose.



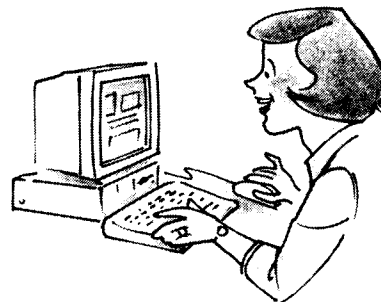
This is the Automatic House Greeter screen. The icons represent the solutions from which you can choose.



This is the Home Organizer Greeter screen. You can move quickly between the three Home Organizer categories and their individual solutions.

To select a solution:

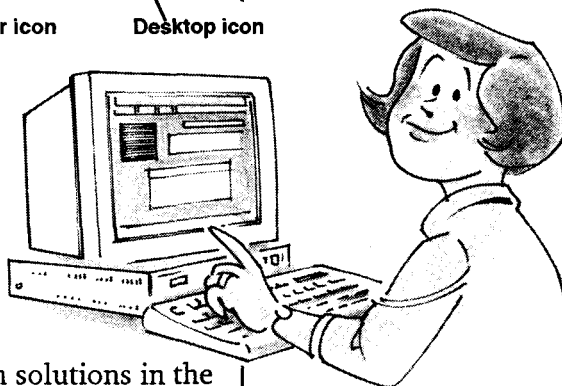
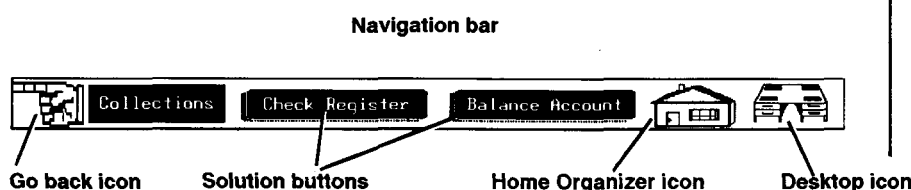
- Point to the solution on the Greeter screen that you want to use, and double click.



Getting Around in DeskMate's Home Applications

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

You can select any option on the Navigation bar by simply pointing to the desired solution, and clicking. If you are using the keyboard, press **CTRL+G** to move the marker to the Navigation bar. Use **←** or **→** to move the marker to the desired solution, and press **ENTER**.

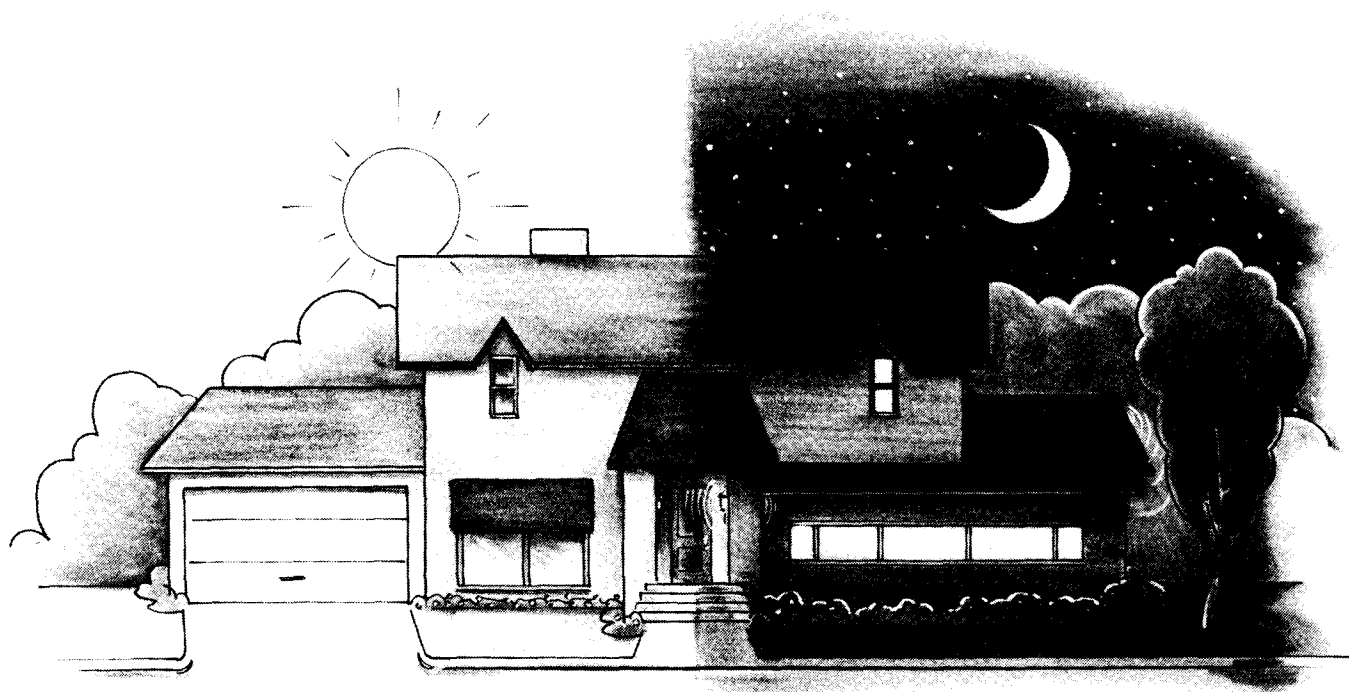


The Navigation bar lets you move quickly between solutions in the Home application you chose. There are three ways that you can use the Navigation bar to move from one solution to another:

- **The Go back icon**
Returns you to the solution you were previously using.
- **Solution buttons**
Take you directly to a related solution.
- **Greeter screen icon**
Returns you to the Home application's Greeter screen.
- **Desktop icon**
Returns you to DeskMate's desktop.

We recommend that you go through the Tutorials for the DeskMate Home applications. (To select the Tutorials, point to the Teach Me box on DeskMate's desktop screen, and double click.) Choose the tutorial for the Home application you want to learn. When you finish the tutorial(s), continue with these articles to see how your family can use DeskMate's Home applications for all your household and personal needs.

Automatic House



Ever think how wonderfully luxurious it would be to have a warm, cozy bed when you first crawl into it or to wake up to the smell of freshly brewed coffee? You don't need a butler or maid for this kind of service — with DeskMate's Automatic House application, you can have all of these services — and more!

DeskMate's Automatic House application lets you create a schedule that turns electrical items in your home on and off. You can schedule them on a routine basis or only when needed. With Automatic House, you can:

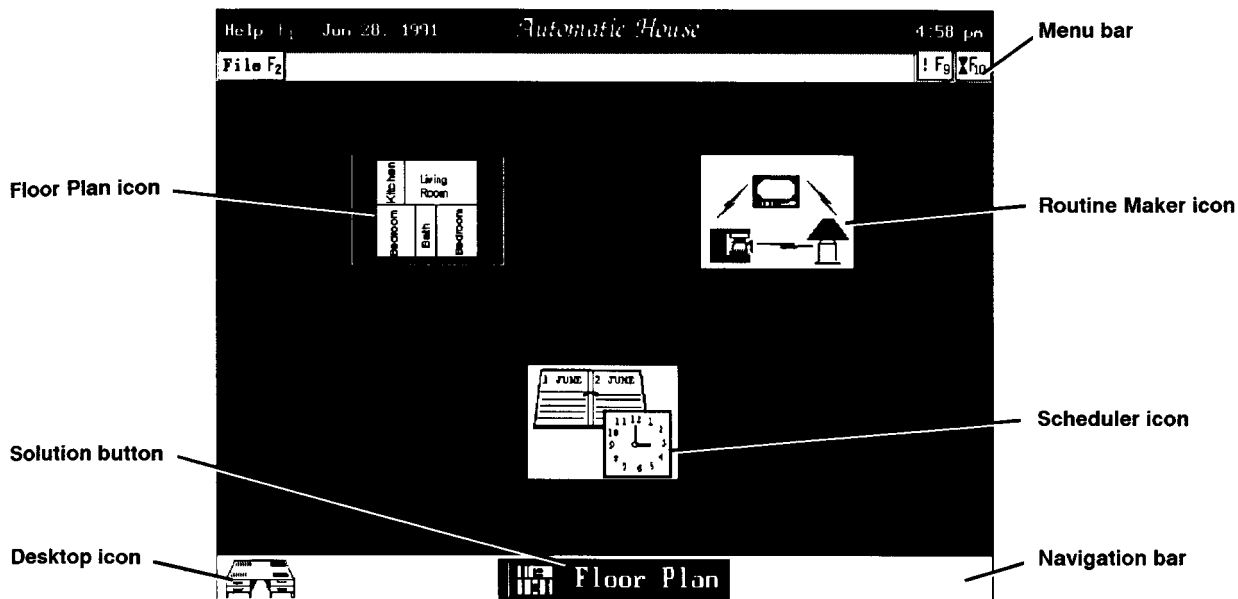
- Set up a floor plan that you can use to place and regulate automatic devices in every room of your home.
- Group the automatic devices into "routines" so that you can schedule them for the same day and time.
- Review and edit the schedule for each device and/or routine.

Read the following section to see how the Andersons use the Automatic House application.

To open this application from the desktop, point to the Automatic House icon, and double click.

After you select this icon, the Greeter screen appears.

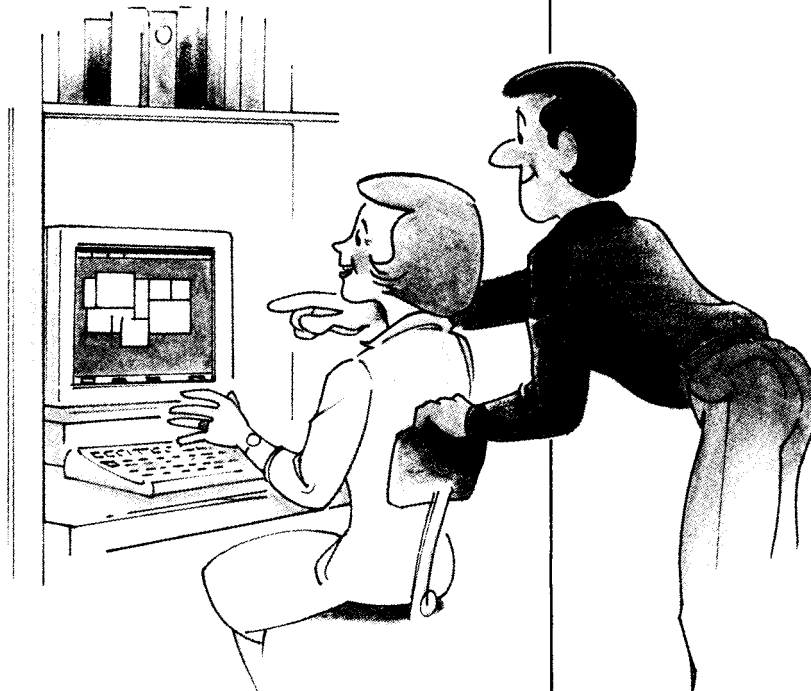
See "Getting Around in DeskMate's Home Applications" if you need help moving around and selecting items on the screen.



This screen lets you move quickly between the Automatic House solutions.

To select a solution:

- Point to the solution you want to use, and double click.



If you haven't gone through the tutorial for Automatic House, be sure to do that before proceeding.

Setting Up the Automatic House

As you learned in the tutorial, setting up the interface box and X-10 modules to use with Automatic House is really simple. But you might need a refresher on all the new information that you learned. See the Automatic House Set Up Basics box in this section for a recap of what you've learned.

After you finish connecting all your X-10 modules, you are ready to continue to the Floor Plan section.

Automatic House Set Up Basics

Setting up the interface box and X-10[®] modules that you'll need to automate your house is as simple as plugging a light into a wall outlet.

To set up the box and modules:

1. Decide which devices around your house you want to automate.
2. Plug one end of the interface box into your computer and the other end into an outlet. (After you've programmed the interface box, you can disconnect it from your computer — but leave the box plugged into an outlet.)
3. Plug each device that you want to automate into an X-10 module.
4. Plug each X-10 module into an outlet.
5. Turn on each device.

About the interface box . . .

The interface box is the place where your Automatic House instructions are stored. Before you use the Automatic House application to enter these instructions, be sure the interface box is connected directly to your computer. After you enter the instructions, disconnect the box from your computer and plug it into a wall outlet near where the box will be placed. The box retains such information as house codes and unit numbers.

The house code is a letter from A to P that keeps track of up to 16 devices. When you select devices using the Automatic House application, the house code is automatically generated for you. The unit number tells you the number of the device you are adding and is also automatically generated.

You can use the interface box as a remote controller so that you can manually change the instructions stored in the box (whether a device is on or off). See "Set up the interface box" in the Floor Plan section's Additional Tasks box for step-by-step instructions.

About the X-10 modules . . .

X-10 modules are plugged into each device that you plan to automate. Then, the X-10 modules are plugged into an outlet.

Automatic House supports the following X-10 modules:

- Lamp dimmer
- 3-way wall switch
- 2-way wall switch
- Wall outlet
- 2-prong appliance module
- 3-prong appliance module
- 220V appliance module (15 amp)
- 220V appliance module (20 amp)
- Universal module
- Wireless home control security system
- Dual floodlight security system
- Power line siren
- Burglar alarm interface
- Motion detector
- Wireless remote
- Mini controller
- Maxi controller
- Mini timer
- Dusk to dawn controller
- Telephone responder
- Infrared extender

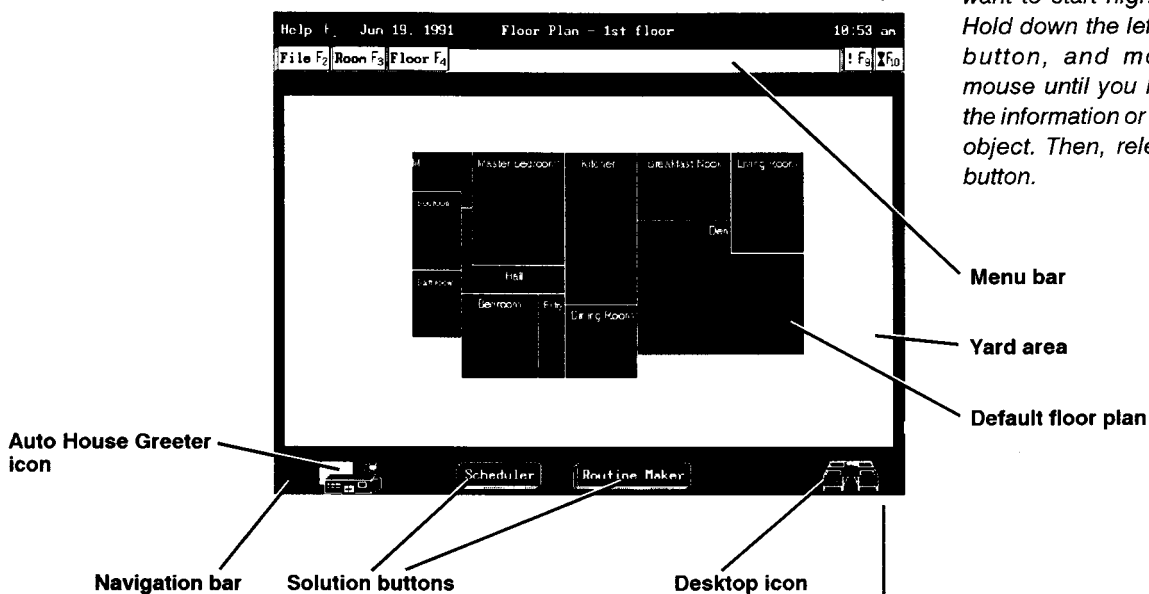
Your local Radio Shack store carries a wide array of these X-10 (*Plug 'n Power*) modules.

Floor Plan

Automatic House's Floor Plan solution lets you graphically design your home's floor plan. You can then view individual rooms and insert into each room the electrical items that you want to automate.

After Richard and Sylvia work through the Automatic House: Getting Started tutorial, they use the Floor Plan solution to create their own home's floor plan and add the devices they want to schedule.

Point to the Floor Plan icon on the Automatic House application's Greeter screen, and double click. If Floor Plan appears on the Navigation bar, simply point and click.



Quick Mouse Reminder

Point — Roll the mouse around on a flat surface. The pointer on the screen shows you where you are.

Click — Quickly press and release the mouse button.

Double click — Press and release the mouse button twice in rapid succession.

Drag — Point to where you want to start highlighting. Hold down the left mouse button, and move the mouse until you highlight the information or move an object. Then, release the button.

You can use a default floor plan similar to the one shown to add devices and create routines, or you can draw your own.

This section contains all the information you'll need to create your own personalized floor plan. If you know how to move around and make selections on the screen using DeskMate, you'll easily adapt to moving around in the Floor Plan solution. See the Techniques Box in this chapter if you need help.

Notes about the Floor Plan solution

- The floor and room (or device) that you were last viewing is displayed when you re-enter the Floor Plan solution.
- You can add up to four floors to your floor plan. If you don't have that many floors, but you do have another home, you can design the floor plan of that home and add it as a different floor. For example, you might create another floor named "Vacation" to represent your vacation home. Then, use a telephone responder to turn on the air-conditioning or heat before you arrive.

Create a new floor plan

Use this option when you want to completely start over with your floor plan. All floors, rooms, and devices are removed, **including the default floor plan.**

1. Point to New on the File Menu, and double click.

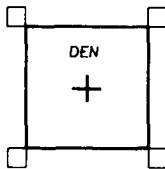
A message appears asking if you are sure that you want to delete all floors, rooms, and devices.

Important note: This option deletes (removes) **all** floors, rooms, and devices from the Floor Plan solution.

2. Point to YES, and click to replace the old floor plan with a new one.

See "Add a room to the floor plan" in this section for information about adding rooms to your new floor plan.

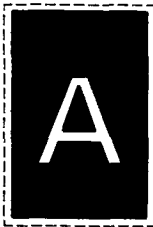
Floor Plan Techniques Box



Shows selection of room

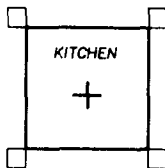


Room View

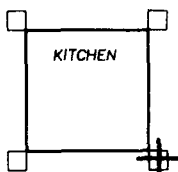


Floor Plan View

Shows selection of device within a room



Crosshair cursor in a selected room lets you move the room to another place on the floor plan



Crosshair cursor on a handle of a selected room lets you resize the room

Mouse

- | | |
|--------------|--|
| Click | Selects a room or device. |
| Double click | Lets you "enter" a room. |
| Drag | Lets you move or resize a room. Also lets you move a device to another part of a room. |

Keyboard

- | | |
|-----------|---|
| Space bar | Selects or unselects a marked device or room. |
|-----------|---|

TAB If a dashed box appears around room, **TAB** moves the marker room to room, from top to bottom and left to right. If there are devices within a room, **TAB** moves the marker to each device in the room before moving to the next room. If box and handles appear around room, **TAB** moves cursor to each handle and to crosshair cursor.

Arrow Keys If a dashed box (marker) surrounds the room, the arrow keys move the marker to the next room in the direction of the arrow.

If a device is selected, the arrow keys move the marker to the next device in the direction of the arrow.

If a move/resize box surrounds a room, and the crosshair cursor appears in the room, the arrow keys move the room.

If a move/resize box surrounds a room, and the crosshair cursor appears on a handle, the arrow keys resize the room.

SHIFT+TAB

Moves the marker backward.

ENTER

Lets you "enter" a selected room.

Add a room to the floor plan

The Add option on the Room Menu lets you add a room to the currently displayed floor.

Note: You can add up to 100 rooms to your floor plan.

1. If necessary, point to the floor on the Floor Menu to which you want to add the room, and click.
2. Point to Add on the Room Menu, and double click.

The Add Room dialog box appears.

3. Type the name of the room (for example, Kitchen).
4. Press **ENTER** to add the room to the floor plan.

The room is automatically inserted into an empty spot on the floor plan. A move/resize box appears around the room, and you can move or resize it if you wish. See "Move or resize a room" in this section for instructions on moving and changing the dimensions of a room.

Note: Rooms can overlap other rooms, but there must always be an empty place on the screen in which the room can fit when you add it. If there is not an empty spot, a message box appears letting you know that the floor must be "resized" before another room can be added.

Select a room or device

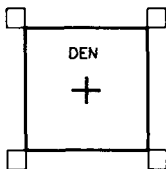
To select a room:

Point to the room you want to select, and click. A box appears around the room, showing its selection.

To select a device:

Point to the device you want to select, and click. A box appears around the device, and the background within the box is shaded.

Move or resize a room



To move a room:

- Point to the room you want to move, and drag it to the new location.

A box (with handles on each corner) appears around the room as you are dragging it. Release the mouse button when the room is positioned at the desired location.

When you are moving or resizing a room:

- If the new position of the room covers a device, a message box appears. You can choose whether you want to move the device to another location, within the room it is currently in, or you can choose to move the device to the currently selected room (the room you just moved).
- If the new position covers another room on the floor plan, an Invalid Location dialog box appears and you can continue to move the room or you can cancel the procedure. The room (or device) will then move back to its previous position on the floor plan.

To resize a room:

If the room does not have a move/resize box around it, point to the room and click. Point to the resize handle in the appropriate corner of the selected room, and hold down the mouse button while you drag the mouse to resize the room. (This places the crosshair cursor on the resize handle.)

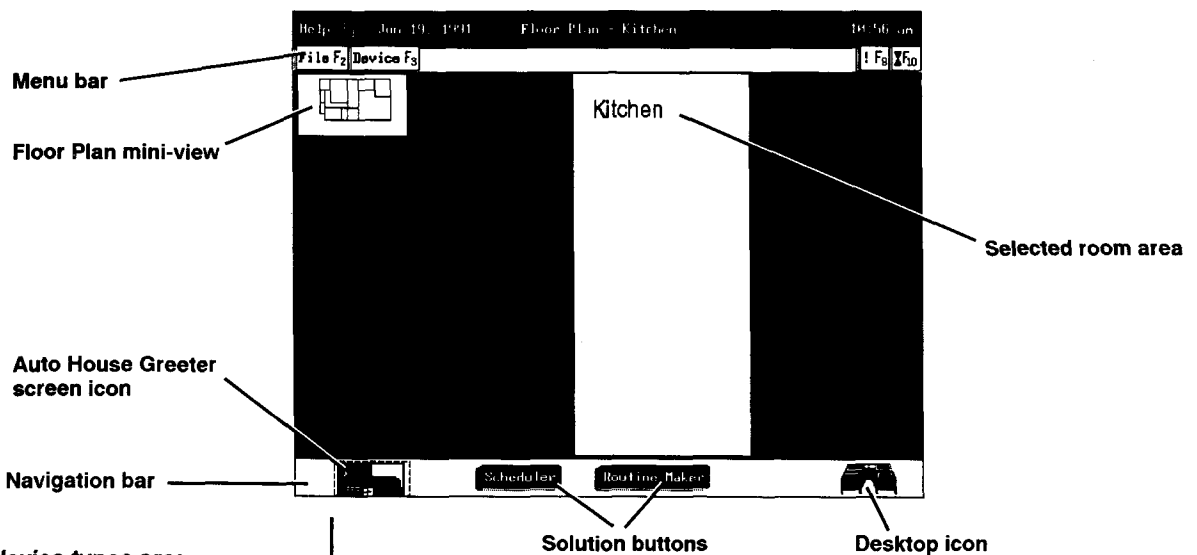
Note: A room must be large enough to hold one letter that represents the device.

See the Techniques Box in this section for more information about moving around on the Floor Plan screen.

Enter a room

To enter a room on your floor plan so that you can add devices, point to the room that you want to see, and double click.

Note: You can also select the View room option on the Room Menu to enter a room.



The device types are:

Light — Choose from a variety of lights, such as a table lamp or a security light.

Appliance — Choose an appliance icon, such as a television or heating blanket.

Remote Control — Select the remote controller that you will use, such as a wireless remote control or a mini controller.

Security — Choose a security device, such as a wireless home control security system or a motion detector.

Customized — Create your own custom device — anything that can be plugged into a wall outlet that doesn't fit in one of the other device categories.

This screen gives you a close up view of a specific room in your home and the devices you have placed in the room. You can also add and remove devices and move them around the room. The Techniques Box in this section contains information that you'll need to move around on the screen.

Note: If an area in the room is overlapped by another, it is considered a "gray area," and you can move a device through it, but you cannot place a device within it.

Add a device to a room

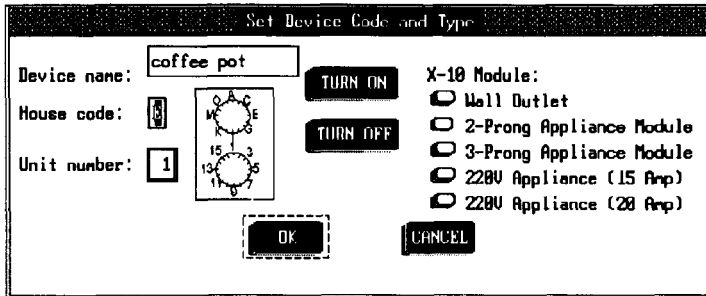
After you have entered a room on your floor plan, you can use the options on the Device Menu to add a device to a room.

1. If necessary, point to the room on the floor plan that you want to enter, and double click.
2. Point to the type of device on the Device Menu that you want to add to the room, and double click.

A dialog box appears so that you can choose the type of device you want to use.

3. Point to the button that represents the device you want to add to the room, and click.
4. Point to the OK button, and click.

A Set Device Code and Type dialog box appears.



5. Select the appropriate options (see explanations below).

- **Device Name** — Shows which device you chose.

Note: You can change the device name by pointing to the Device name: prompt, and clicking. Then, type the name you want to use for the device.

- **House Code/Unit Number** — Shows the automatically generated code and number.

Note: The house code and unit number are like a home address. The house code is like the street name, and the unit number is similar to the street address.

The house code will be a letter from A to P. The unit number tells you the number of the device you are adding.

- The X-10 module(s) that you purchase to automate device(s) has a dial similar to the one shown on the previous screen. Set the X-10 module that is connected to the device you are adding to match the house code and unit number assigned to the device.
- **TURN ON/TURN OFF buttons** — Let you know that the system is set up properly. We recommend that you use these buttons to ensure that the X-10 modules are working correctly.

When you click on the TURN ON button, the device should turn on immediately.

When you click on the TURN OFF button, the device should turn off immediately.

Automatic House automatically generates the house code and unit number for you. If you want to change them, be sure that they match the house code and unit number dials on the X-10 module.

See the "Automatic House Set Up Basics" box in the Beginning Automatic House section for more information about the interface box and X-10 modules (including a list of those that Automatic House supports).

Note: The interface box must be connected to your computer when you use these buttons.

- **X-10 Module** — Lets you tell DeskMate what type of X-10 module your device is plugged into.

6. Point to OK, and click when the information is correct.

The currently highlighted room reappears. An icon that represents the device you chose appears, and you can position it wherever you want it within the room.

When you have successfully placed the devices in your floor plan, you can create routines for them and schedule them to turn on and off. The Routine Maker and Scheduler sections will tell you how.

Additional Floor Plan Tasks

Note: If you need help moving around on the screen, see the Techniques Box at the beginning of this section.

Add a floor to the floor plan

1. Point to Add floor on the Floor Menu, and double click.
The Add Floor dialog box appears.
2. Type the name you want to give the new floor (for example, 2nd floor).
3. Point to the OK button, and click.
The Add Room dialog box appears.

You can add up to four floors. See "Add a room to the floor plan" in this section for instructions on how to add rooms to your floor plan.

Change the house code and/or unit code for a device

1. If necessary, point to the device on the floor plan that you want to change, and double click.
2. Point to Change on the Device Menu, and double click.
Note: This option is unavailable if there are no devices in the floor plan or if no devices are currently selected.
The Set Device Code and Type dialog box appears, and you can change the house code and/or unit number.
Note: See "Add a device to a room" for more information about device codes and types.
3. When the information in the dialog box is correct, point to the OK button, and click.

Clear all devices

- Point to Clear all devices on the File Menu, and double click to unselect all devices on all floors of the currently displayed floor plan.

Delete a device

1. If necessary, point to the device on the floor plan that you want to delete, and double click.
2. Point to Delete on the Device Menu, and double click.
The device is removed from the floor plan and from any routine that it was in.
Note: This option is unavailable if there are no devices in the floor plan or if no devices are selected.

Display the legend

1. Point to the Display Legend option on the File Menu, and double click.
A Display Legend dialog box appears. The legend lets you know the letter that corresponds to the devices in your floor plan. The colors of the letters are also ex-

plained, letting you know which devices can be scheduled and which devices cannot be scheduled.

2. Point to the OK button, and click to remove the Display Legend dialog box from the screen.

Display the room dimensions of your floor plan

1. Point to the room for which you want to display the dimensions, and click.
2. Point to Display dimensions on the File Menu, and double click to select and unselect this option.
The dimensions of the room you chose appear in the upper left corner of the screen, below the menu bar.

See "Move or resize a room" in this section for information about how to change the dimensions of a room in your floor plan.

Go to another floor

The floors contained in your floor plan are available as options on the Floor Menu when you have more than one floor (or home — for example, a vacation home) in your floor plan.

- Point to the desired "floor" on the Floor Menu, and double click to select and unselect the floors in your floor plan.

Move a device

1. If necessary, select the device on the floor plan that you want to move, and double click.
2. Drag the device to another position.


Move a room to the top of the floor plan

Use the Move to top option on the Room Menu to move a highlighted room to the top of any rooms that might be above it. If there are no rooms above it, this option has no effect on the room.

Note: This option is unavailable if there are no rooms in the floor plan, or if the marker is on the yard or the Navigation bar.

1. Point to the room that you want to move to the top of your floor plan, and click to select it.
2. Point to Move to top on the Room Menu, and double click.
The highlighted room moves to the top of the rooms that are above it.

Note: If another room would be completely covered by moving the room to the top, an error message appears.

Continued on next page 

Additional Floor Plan Tasks (Continued)

Move and resize all rooms

1. If necessary, display the floor that contains the rooms you want to move and/or resize.
2. Point to Move and resize floor on the Floor Menu, and double click.

A move/resize box appears around all rooms on the floor plan. You can then move all rooms to a different place on the floor or resize all the rooms.

Note: Resizing all rooms does not change the dimensions of the individual rooms, but the scale of the floor. For example, a 10 x 10 room will remain 10 x 10. The Move and resize floor option works the same as moving or resizing a single room. A double width line box appears around all rooms with a resize handle in the lower right corner.

See "Move or resize a room" in this section for information about moving and resizing individual rooms.

Print the floor plan

1. Point to Print on the File Menu, and double click.
A dialog box appears.
2. Point to the Floor plan only, List of current room (or yard) devices, or List of all devices button, and click to select it.

Note: If you choose List of all devices, you can sort by room if desired. Simply point to the Sorted by room box, and click to place an "x" in the box.

3. Point to the OK button, and click.
Another dialog box appears.
4. Point to the Screen, {Printer}, or File button, and click to select it.

If you choose to print to a file, type the name of the file at the Filename: prompt.

5. Point to the OK button, and click.
If a floor will fit on a page with another floor, both are printed on the same page. Otherwise, they are printed on separate pages.

Remove a floor

1. Display the floor that you want to remove.
2. Point to Remove floor on the Floor Menu, and double click.

Note: This option is unavailable if there is only one floor on the floor plan.

A message is displayed advising you that all rooms and devices in the floor you want to remove will also be removed.

3. Point to the YES button, and click to remove the floor from the floor plan.

Remove a room

1. Point to the room you want to remove, and click to select it.
2. Point to Remove on the Room Menu, and double click.

Note: The Remove option is not available if the yard area is highlighted.

If the room does not contain devices, a message appears, asking if you are sure you want to remove the room from the floor plan.

If the room contains devices, a message appears telling you that removing the room will also remove all devices and any routines for which the device was scheduled.

3. Point to the YES button, and click to remove the room and/or all devices in the room from the floor plan.

Rename a floor

1. Display the floor you want to rename.
2. Point to Rename floor on the Floor Menu, and double click.

The Rename Floor dialog box appears.

3. Type the name you want to use for the displayed floor.
4. Point to the OK button, and click.

The new name appears on the Floor Menu.

Rename a room

1. Point to the room you want to rename, and click to select it.
2. Point to Rename on the Room Menu, and double click.

The Rename Room dialog box appears, displaying the current name of the room.

3. Type the new name over the old one.
4. Point to the OK button, and click.

The new name appears in the room.

Select all devices

- Point to Select all devices on the File Menu, and double click to select all of the devices on all floors.

Set up the interface box

1. Point to Set up interface box on the File Menu.

The Set Up Interface Box dialog box appears.

2. Change the House code, if necessary.

Note: You might need to change the house code setting of the interface box if you have a device(s) that you want to turn on and off using the interface box as a remote controller. The interface box must be set to the same house code as the device(s) to be controlled remotely. (Only 16 devices can be assigned to one house code.)

3. Change the communications port, if necessary.

Note: If you attach a piece of equipment (such as a modem) to the communications port that was previously assigned to the interface box, you need to tell Automatic House which communications port the interface box is attached to.

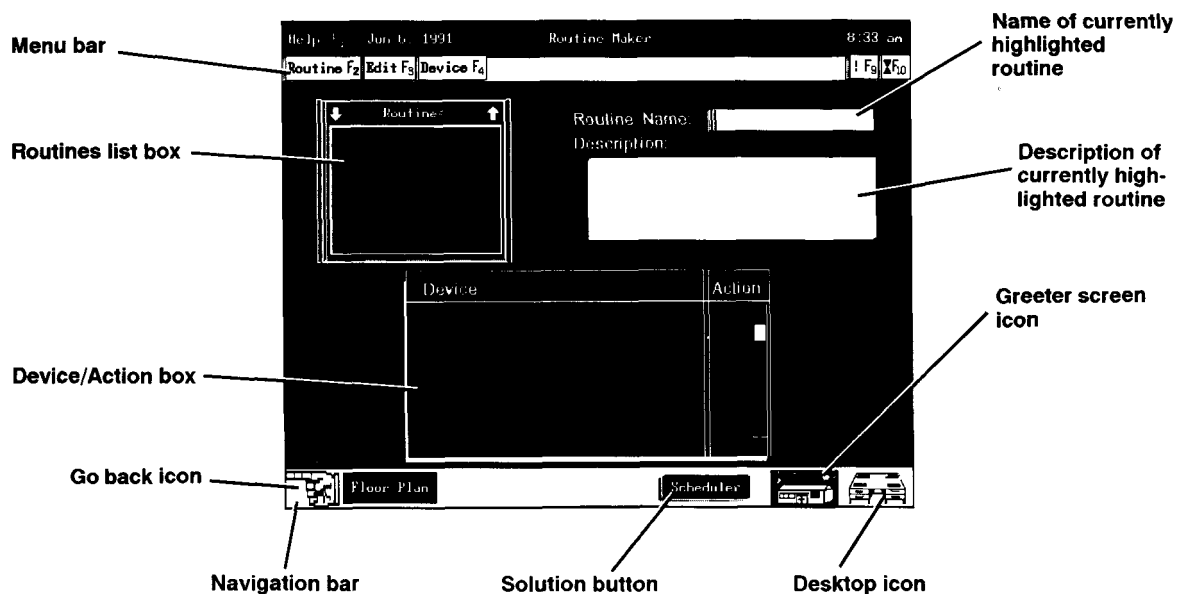
4. When the settings are correct, point to the OK button, and click.

Routine Maker

Use this Automatic House solution to group and name devices for the purpose of scheduling. For example, you might want a “wake up” routine for 6:30 A.M. each weekday morning. The actions might include turning on the television, coffee maker, and electric curlers, and turning off the electric blanket. You can change this wake up routine to begin at 9:00 A.M. on weekends. By grouping devices into a routine, you can identify the routine by name and change the schedule quickly and easily.

The Andersons use the Routine Maker to set up a wake up routine for their busy weekday mornings.

Point to the Routine Maker icon on the Automatic House Greeter screen, and double click. If Routine Maker appears on the Navigation bar, simply point and click.



If you select a routine and then enter the Floor Plan solution, Floor Plan automatically selects all of the devices in the routine. If you create a new routine and then enter the Floor Plan solution, no devices are selected.

This is an example of the Routine Maker screen. Read this section to see how easy it is to set up a routine. An Additional Routine Maker Tasks box is included at the end of this section.

Create a new routine

The New option on the Routine Menu lets you create a new routine for selected devices.

1. Point to New on the Routine Menu, and double click.

The cursor appears at the Routine Name field.

2. Type the name you want to use for the routine (for example, Wake up).
3. Press **TAB** to move the cursor to the Description box.
4. Type a description of the routine (for example, “weekday mornings wake up routine”).
5. Press **TAB**.

A dialog box appears asking if you want to select the device(s) that you want to be in the routine.

6. Point to YES, and click to select the device(s).

Another dialog box appears, telling you to select the device(s) for the routine and then, select the Routine Maker button on the Navigation bar to return to the Routine Maker solution.

7. Point to OK, and click.

The Floor Plan solution appears.

8. Select the device(s) you want to use for the routine.

9. Point to the Routine Maker button on the Navigation bar, and click.

A dialog box appears for each device that you chose, and you can select the actions for the device(s).

10. Select the action(s) for the device(s) you chose.

11. Point to OK, and click after each selection.

Note: The SKIP button lets you skip that device without placing it in the routine.

The Routine Maker screen reappears, listing the selected devices and the actions you chose.

Additional Routine Maker Tasks Box

Choose an action for a device

1. If necessary, point to the device on the Device/Action box that you want to assign an action, and click to select it.

Note: If the device is not visible, scroll the Device/Action box until you see it.

2. Point to Action on the Device Menu, and double click. The Choose Action for Device dialog box appears.

3. Point to the turn on, turn off, or dim to button, and click to select it.

Note: The dim to button is only available if the device can be dimmed. If you chose to dim the lights, you can change the percentage that you want the device dimmed (10% to 99%) from the suggested value of 50%.

4. Point to the OK button, and click. The action you chose appears in the Action column next to the device.

Note: This procedure replaces any previous action.

Copy a routine

Note: This is an easy way to make a new routine that is almost identical to an existing one.

1. Display the routine you want to duplicate.
2. Point to Copy on the Routine Menu, and double click. The devices and their actions are duplicated for the new routine.
3. Type the name you want to use for the new routine.
4. Point to the Description box, and click to move the cursor.
5. Type a description of the new routine.
6. Click the mouse button outside the description box. The new routine's name appears in the Routines list box.

The first device in the routine is selected. You can now use the options on the Device Menu to make changes to this new routine.

Delete a device from the routine

1. Point to the routine that contains the device that you want to delete, and click to select it.

The devices for the selected routine are displayed.

2. Point to the device you want to delete, and click.
3. Point to the Delete option on the Device Menu, and double click.

The device is removed from the routine's Device/Action box.

Delete a routine

1. Point to the routine in the Routines list box that you want to delete, and click to select it.
2. Point to Delete on the Routine Menu, and double click. A dialog box appears, asking you to verify that this is the action you want to take.
3. Point to the YES button, and click to delete the currently highlighted routine.

Print a routine

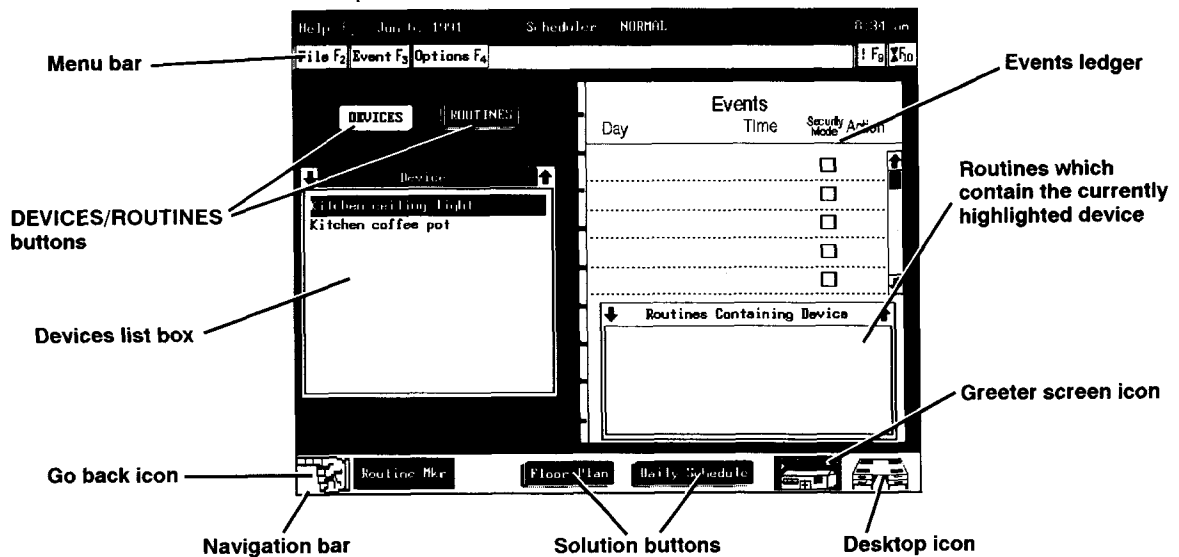
1. If necessary, point to the name of the routine you want to print, and click to select it.
2. Point to Print on the Routine Menu, and double click. A dialog box appears.
3. Select the Current routine or All routines button.
4. Point to the OK button, and click. A dialog box appears.
5. Point to the Screen, {Printer}, or File button, and click.
6. Point to the OK button, and click to print the routine(s).

Scheduler

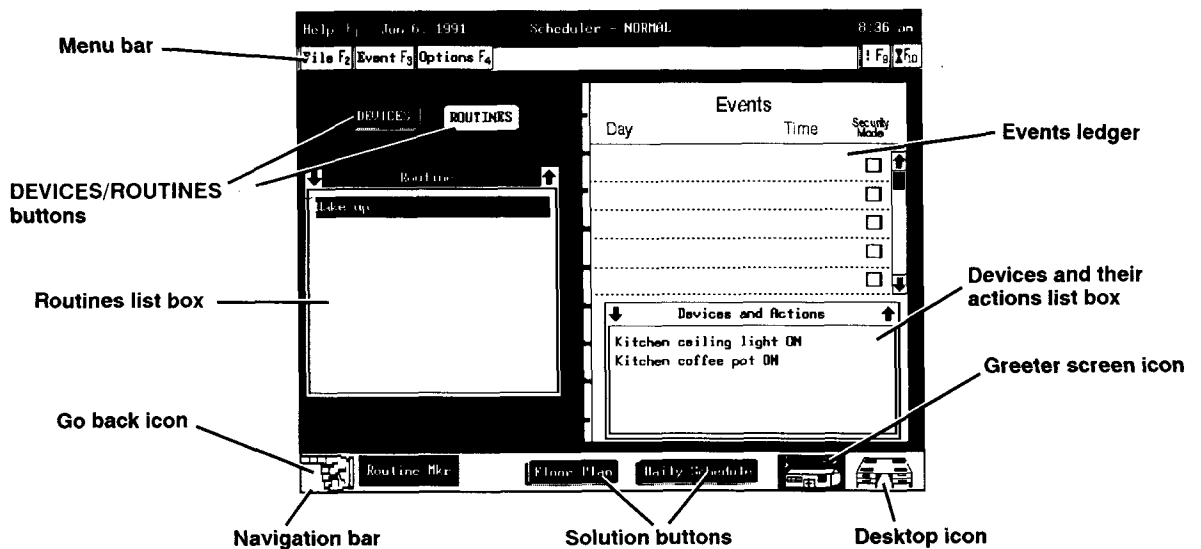
This Automatic House solution's primary function is to let you schedule days, times, and actions for the devices and routines that you have created using Floor Plan and Routine Maker.

The Andersons use Scheduler to schedule the devices they chose for their wake up routine.

Point to the Scheduler icon on the Automatic House Greeter screen, and double click. If Scheduler appears on the Navigation bar, simply point and click.



This is an example of the Scheduler screen when the **DEVICES** button is selected.



This is an example of the Scheduler screen when the **ROUTINES** button is selected.

This section contains the information you will need to create a schedule for the devices you added in the Floor Plan solution. An Additional Scheduler Tasks box is included at the end of this article.

Add an event to a Device

You can add an event to the currently displayed schedule of events by selecting the Add option on the Event Menu.

1. Point to the device you want to add an event to, and click.
2. Point to Add on the Event Menu, and double click.

The Event Day dialog box appears.

3. Point to the button that represents when you want to schedule the event, and click.

Note: If you choose Specific Days, you must select the day(s) of the week on which you want the event to occur. Point to the day(s) you desire, and click to place an "x" in the box.

4. Point to the OK button, and click.

The Event Time dialog box appears.

5. Point to Specific Time, Sunrise, or Sunset, and click.

Note: If you choose Specific Time, you must type a time in the time field (for example, 06:30), and then point to the am or pm button, and click. If you choose Sunrise or Sunset, and you have not yet defined a time, a message appears asking you to enter a time.

6. If you want to vary the time that the devices are turned on and off, point to the Security mode box, and click.

The devices will turn on and off at various times (within an hour of the specified time) so that the house appears "lived in."

7. Point to the OK button, and click.

The Event Action dialog box appears.

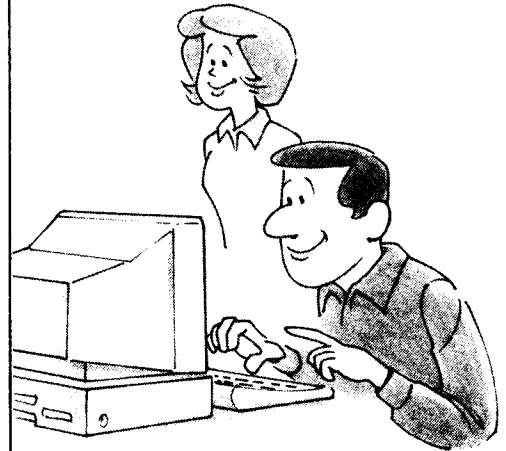
8. Point to the action you want to assign to the device (turn on, turn off, or dim to (if applicable)), and click.

9. Point to the OK button, and click.

Note: If you selected an ON or DIM event for a device, you are asked if you want to schedule the device to turn off. Point to YES, and click to schedule the device to turn off. If not, point to NO and click to return to the Scheduler screen.

10. Point to the button that represents the day(s) you want the device to turn off, and click. Then, point to the time you want the device to turn off, and click.

Note: If you do not select a day and time, the program uses the day and time you used for the ON event.



11. Point to the OK button, and click.

The information that you chose is placed in the Events notebook. If you cancel any of the dialog boxes, the event is not added to the schedule of events.

Add an event to a Routine

You can add an event to the currently displayed schedule of events by selecting the Add option on the Event Menu.

1. If necessary, press the Routines button to display the list of routines.
2. Select the routine to which you want to add an event.
3. Point to Add on the Event Menu, and double click.

The Event Day dialog box appears.

4. Point to the button that represents the day(s) you want to schedule the event, and click.

Note: If you choose Specific Days, you must select the day(s) of the week on which you want the event to occur. Point to the day(s) you desire, and click to place an "x" in the box.

5. Point to the OK button, and click.

The Event Time dialog box appears.

6. Point to Specific Time, Sunrise, or Sunset, and click.

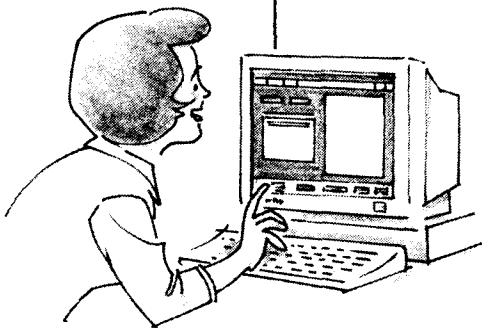
Note: If you choose Specific Time, you must type a time in the time field (for example, 06:30), and then point to the am or pm button, and click.

7. If you want to vary the time that the devices are turned on and off, point to the Security mode box, and click.

The devices will turn on and off at various times (within an hour of the specified time) so that the house appears "lived in."

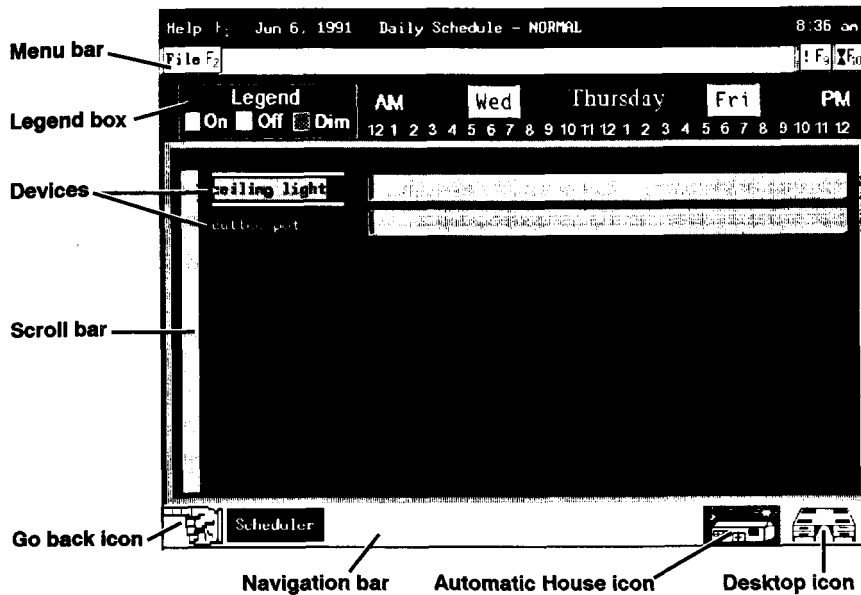
8. Point to the OK button, and click.

The information you chose is placed in the Events notebook. If you cancel any of the dialog boxes, the event is not added to the schedule of events.



View a Daily Schedule

You can see a “day at a glance” for all scheduled devices by selecting the Daily Schedule button from the Navigation bar.



Each device in your floor plan and the day and time that it is scheduled are displayed. The Legend box lets you know if the device is scheduled to be turned on, off, or dimmed. The day displayed is a day of *any* week rather than a particular day of a particular week (for example, July 3, 1991).

Additional Scheduler Tasks

Change the Sunrise time

Note: Changing this time alters all events that use Sunrise as the defined time.

1. Point to Sunrise on the Options Menu, and double click.

A dialog box appears.

2. Type the appropriate time at the Sunrise Time: prompt.
3. Point to the am or pm button, and click to select it.
4. Point to the OK button, and click.

Change the Sunset time

Note: Changing this time alters all events that use Sunset as the defined time.

1. Point to Sunset on the Options Menu, and double click. A dialog box appears.
2. Type the appropriate time at the Sunset Time: prompt.
3. Point to the am or pm button, and click to select it.
4. Point to the OK button, and click.

Clear all events for a device or routine

1. Point to the device or routine whose events you want to clear, and click to select it.
2. Point to Clear all on the Event Menu, and double click. A warning message appears, asking you to confirm your choice.

3. Point to the YES button, and click to clear the events for the highlighted device or routine.

All events for the currently highlighted device are removed from the notebook.

Copy a schedule file to a new schedule file

Note: The Copy option on the File Menu is helpful if you want to create a schedule file that is almost identical to an existing one. You can make the desired changes to the new one and save it with a new name.

1. Point to Copy on the File Menu, and double click. A dialog box appears.
2. Point to the schedule in the Schedules list box that you want to copy, and click to select it. The schedule you selected appears at the Copy from: prompt.
3. Point to the Copy to: prompt, and click to move the marker.
4. Type the name that you want to use for the new schedule. **Note:** The Copy from and Copy to names cannot be the same. If you type a name at the Copy to prompt that already exists, you are asked if you want to merge the two schedules. Select the YES button if you want to merge the schedules or NO if you do not want to merge them. (Merging the schedules might cause duplicate events.)
5. Point to the OK button, and click to copy the schedule.

Additional Scheduler Tasks (Continued) ➔

Additional Scheduler Tasks (Continued)

Create a new schedule file

Use the New option on the File Menu when you want to create a separate schedule (for example, when you're on vacation).

1. Point to New on the File Menu, and double click.
If you have made changes to the currently displayed schedule file, a message box appears asking if you want to transfer the schedule to the interface box.
2. Point to the YES button, and double click to transfer the previous schedule to the interface box. Another dialog box appears, and you can name the schedule you want to create.
Note: If you select the NO button, the previous schedule's events are not transferred to the interface box.
3. Point to the OK button, and click to create the new schedule.

Delete an event from the events notebook

1. Point to the event on the notebook that you want to delete, and click to select it.
2. Point to Delete on the Event Menu, and double click. The highlighted event is removed from the notebook.

Open a schedule file

1. Point to Open on the File Menu, and double click.
If you have not yet transferred the schedule to the interface box, a dialog box appears asking if you want to do this.
2. Point to the YES button and double click to transfer the schedule to the interface box.
Another dialog box appears listing the schedule files you have created.
3. Point to the schedule, and click.
4. Point to OK, and click to display the schedule.

Print a daily schedule

1. If you want to print the daily schedule for one or all devices, point to the device on the Daily Schedule screen, and click to select it.
2. Point to Print on the File Menu, and double click.
A dialog box appears.
3. Point to the button that represents the highlighted device, or point to the button that represents all devices, and click to select it.
4. Point to the OK button, and click.
5. Point to the Screen, {Printer}, or File button, and click.
6. Point to the OK button, and click.

Print a schedule

1. If necessary, point to the button that represents the type of schedule you want to print (DEVICES or ROUTINES), and click.
2. Select the device(s) or routine(s) for which you want to print the schedule(s).
3. Point to Print on the File Menu, and double click.
A dialog box appears.
4. Select the button that prints the highlighted routine or all routines.
5. Point to the OK button, and click.
A dialog box appears.

6. Point to the Screen, {Printer}, or File button, and click.
7. Point to the OK button, and click.

Remove a schedule file

1. Point to Remove on the File Menu, and double click.
A dialog box appears.
Note: If there is only one schedule, this option is unavailable.
2. Point to the schedule in the Schedules list box that you want to delete, and click to select it.
3. Point to the OK button, and click.
A message box appears, asking if you are sure that you want to delete the schedule.
4. Point to the YES button and click to remove the schedule from the Schedules list box.
Point to the NO button, and click to cancel the procedure and return to the previous schedule.

Schedule a "one time" event

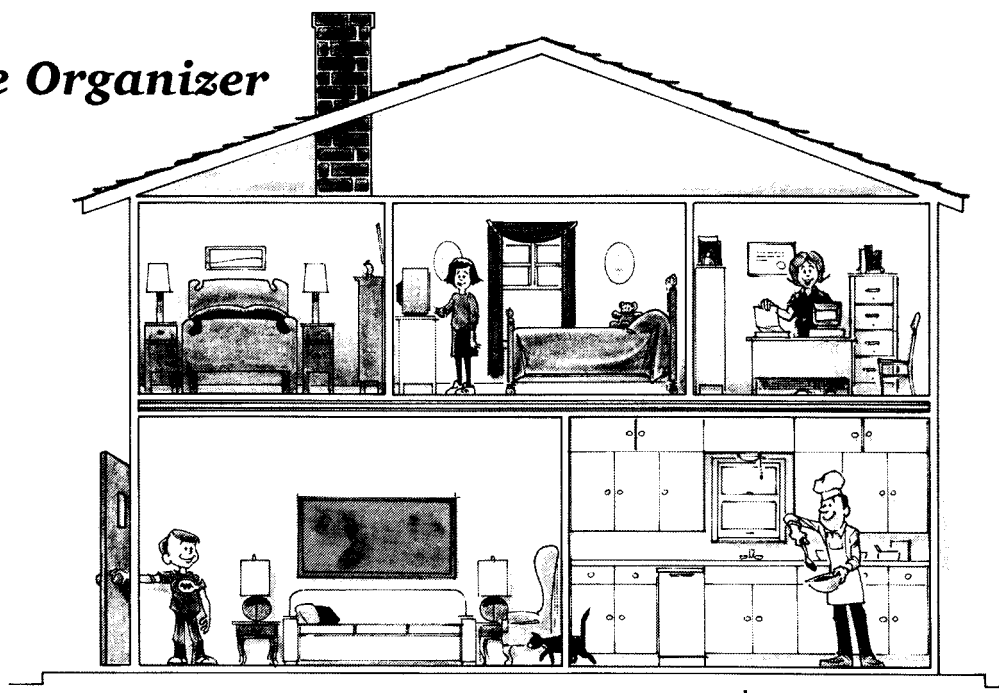
1. Point to One time on the Event Menu, and double click.
A One Time Event Action dialog box appears.
2. Point to the turn on, turn off, or dim to button, and click.
3. Point to the OK button, and click.
A One Time Event Time dialog box appears.
4. Point to the appropriate button (Now, Today, or Tomorrow), and click to select it.
Note: If you select the Now button, the time field and the am/pm buttons are not available.
5. If you chose the Today or Tomorrow button, enter the time you want the event to occur.
6. Point to the am or pm button, and click.
7. Point to the OK button, and click to schedule the event.
Note: This event will not appear in the Events notebook because the events notebook only shows events that happen on a weekly basis.

Transfer events to the interface box

Important note: You *must* perform this procedure before you disconnect your computer from the interface box. If you make changes to the events in your schedule file, you are automatically prompted to transfer the new instructions to the interface box. If you want to transfer the instructions at any other time, use the Transfer option on the File Menu.

1. Point to Transfer on the File Menu, and double click.
A dialog box appears to verify that your X10 computer interface is connected to the appropriate communications port of your computer.
Note: The dialog box will not appear if you have not yet set up the interface box. The message, Use the Set up interface box option in the Floor Plan solution to set up your interface, appears. See the Floor Plan solution for more information.
2. Point to the OK button, and click.
The information is automatically transferred from your computer to the interface box.
The interface box now contains all of the scheduling information for the devices in your home.

Home Organizer



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

The categories in the DeskMate Home Organizer application include:

- **Information Center** — Provides a handy place to view several types of information at once, such as a calendar, phone numbers, and notes. There is even a sound feature that lets you record messages (if you have a microphone) and play them back later. The Information Center can be selected from the desktop or from the DeskMate Home Organizer Personal category.
- **Financial** — Helps you plan and organize your financial records, balance your checkbook, and figure loan payments.
- **Kitchen** — Lets you keep recipes, plan menus, and even prepare a grocery list.
- **Personal** — You can itemize your belongings for insurance purposes, record helpful maintenance information, and keep track of hobby collections. You can also keep a personal diary and plan a vacation or trip.



Home Organizer icon

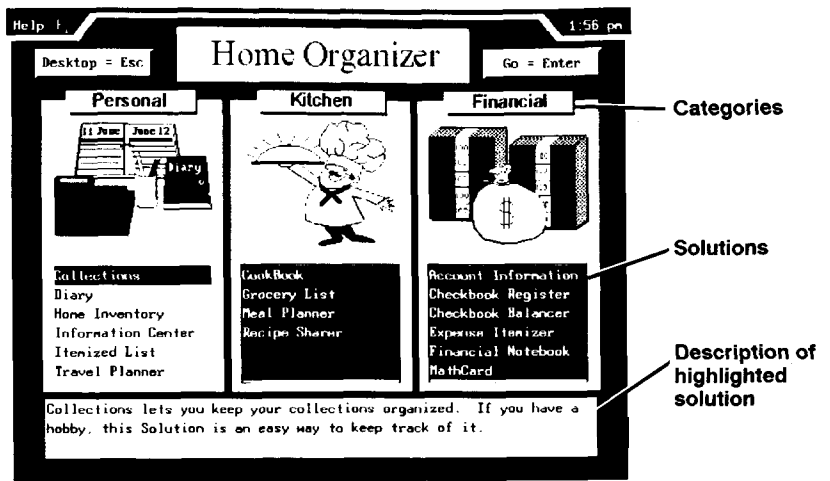
To open this application from the desktop, point to the DeskMate Home Organizer icon, and double click.

Quick Mouse Reminder

- Point** — Roll the mouse around on a flat surface. The pointer on the screen shows you where you are.
- Click** — Press and release the mouse button.
- Double click** — Press and release the mouse button twice in rapid succession.
- Drag** — Point to where you want to start highlighting. Hold down the left mouse button, and move the mouse until you highlight the information. Then, release the button.

See "Getting Around in DeskMate's Home Applications" in this section of the manual if you need help moving around and selecting items on the screen.

After you select this icon, the Greeter screen appears.



This screen lets you move quickly between the three DeskMate Home Organizer categories and their individual solutions.

To select a solution:

- Point to the solution you want to use, and double click.

Information Center

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

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

To open the Information Center:

If the Information Center appears as an icon on the desktop, simply select it as you would any DeskMate application.

OR

Point to the Home Organizer icon from any solution in the DeskMate Home Organizer, and click. Then, point to Information Center on the Greeter screen's Personal category, and double click.

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

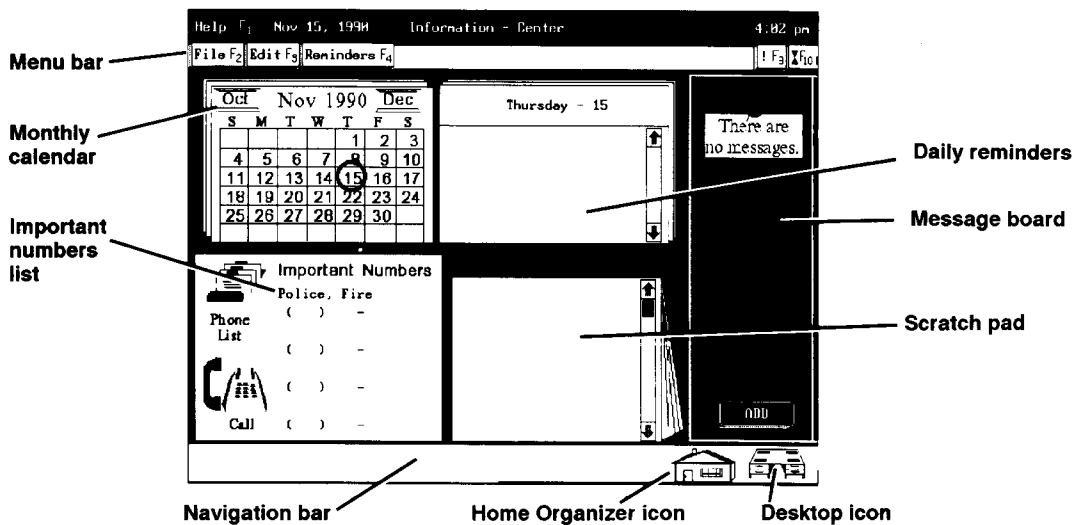
Read on to see how Sylvia Anderson spends her lunch break.

Lunch With a SUPERMOM!

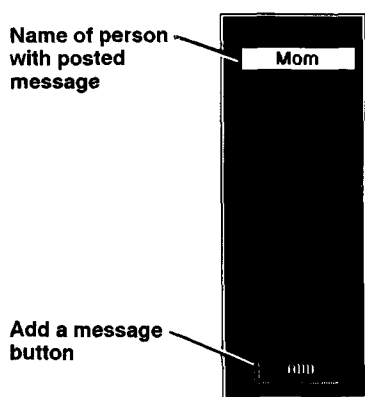
Sylvia Anderson dashes into the house with only a few minutes between appointments to grab a bite of lunch. Lately, her schedule has given new meaning to the word "Supermom!"

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

Sylvia glances at another modern convenience — the family's recently acquired Tandy 1000 RLX with DeskMate. On the screen is DeskMate's Information Center.



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



Message Board

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

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

Send a message:

1. Point to the ADD button on the message board, and click.
2. Type the correct information in the To: and From: fields.
3. Point to the Text or Voice button, and click.

If you chose the Text button, point to the message area and click. Then, type your message.

If you have a microphone, you can record a message using the Information Center's sound feature by choosing the Voice button.

4. Point to the OK button, and click.

If you typed your message, the message box disappears, and you return to the Information Center.

If you chose the Voice button, a Record a message dialog box appears, displaying the amount of time you can use to record a message. If you are using diskettes to run DeskMate, you have approximately three seconds to record your message. If you are running DeskMate on a hard disk, you can record a message of up to 30 seconds.

After the message has been recorded, you can select PLAY MESSAGE to hear the recording. Then, select SAVE MESSAGE to complete the process. If you select the CANCEL button, you return to the Information Center **without** saving the message.

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

Select a message:

1. Point to the name on the message board that you want to select, and click.

If you typed your message, the Retrieve Message dialog box appears.

If you recorded your message, the Retrieve Message dialog box appears, displaying the length of the message. Listen to the message by pointing to the LISTEN button, and clicking.

2. After you retrieve the message, point to the appropriate button at the bottom of the message box, and click.

Print messages:

1. Point to Print on the File Menu, and double click.
2. Point to the Print messages for: button, and click to select it.
3. Type the name for whom you want messages printed.
4. Point to the OK button, and click.
5. Point to the Screen, {Printer}, or File button, and click to select the button.
6. Point to the OK button, and click.

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

Important Numbers

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

You can also access the Phone List accessory and dial a selected number from the Important Numbers box.

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

Add a name and number:

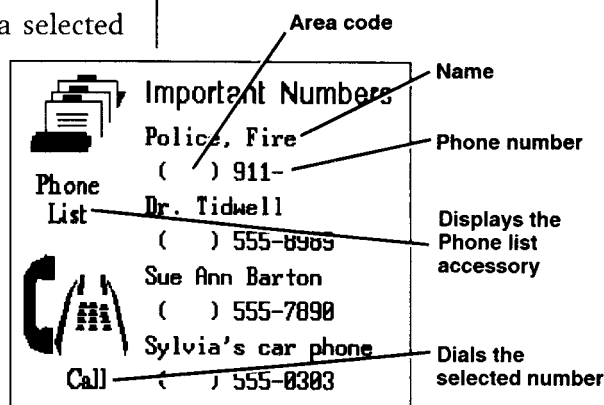
1. Point to the first available line on the Important Numbers box, and click to move the marker. Then, type the name.
2. Point to the line below the name, and click to move the marker. Then, type the phone number.

Call a number:

- If you have a modem for your computer, point to the number you want to call, and click to move the marker. Then, simply point to the Call icon, and click. The number is automatically dialed for you.

Note: If you are not using a mouse, press **CTRL+C** to dial the number.

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

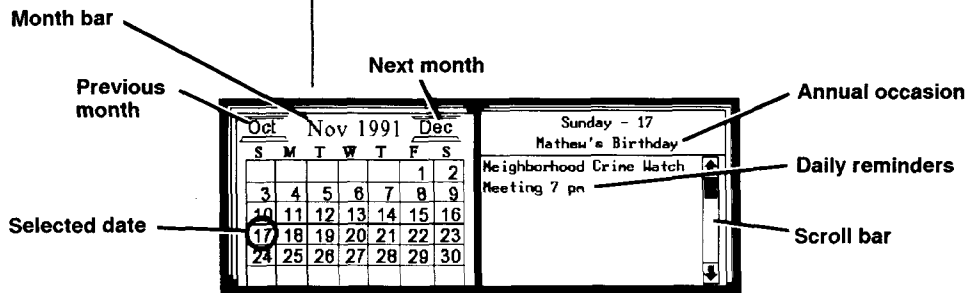


If you are not using a mouse, you must use the F10 Menu (the Accessory Menu) to reach the Phone List accessory.

Monthly Calendar/Daily Reminders

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

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



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

Check daily reminders:

- Point to the day on the monthly calendar for which you want to see daily reminders, and click.

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

"The meeting is tomorrow, Sue Ann."

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

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

Change a Calendar Month:

- Point to the box indicating the previous month, and click to display the previous month. If you are using the keyboard, press **PG UP**.
- Point to the box indicating the next month, and click to display the next month. If you are using the keyboard, press **PG DN**.

Calendar Accelerators (If you're using the keyboard)

- **CTRL+←** moves the marker to the beginning of the week.
- **CTRL+→** moves the marker to the end of the week.
- **HOME** moves the marker to the first day of the month.
- **END** moves the marker to the last day of the month.
- **CTRL+PG UP** displays the same month of the previous year.
- **CTRL+PG DN** displays the same month of the next year.

Additional Calendar Tasks

Add an annual occasion

Add annual occasions to your daily reminders when you have events (such as a birthday) that you want to see each year.

1. Point to Annual occasion on the Reminders Menu, and double click.
2. If necessary, type the month and day for the annual occasion.
3. Point to the Description 1: field, and click to move the marker. Then, type a description of the occasion. If you want to enter another annual occasion for that day, point to the Description 2: field, and click to move the marker.
4. Point to the OK button, and click.

The annual occasion(s) you entered automatically appears in the reminders for that day and month.

Annual occasions are automatically transferred to the next calendar year, so you only have to enter them once.

Find a day

1. Point to Find on the Reminders Menu, and double click.
2. Type part or all of the reminder, that you want to find at the Search for: prompt.
3. Point to the button that lets you see all of the reminders (before or after the displayed date), that match the

description you typed, or the annual occasion or holiday, and click. Point to the OK button, and click.

4. Point to Find next on the Reminders Menu, and double click to see the next occurrence of the reminder.

Go to another day

1. Point to Go to date on the Reminders Menu, and double click.
2. Type the date you want to see.
3. Point to the OK button, and click.

The month, day, and year that you typed automatically appears on the displayed monthly calendar.

Print daily reminders and annual occasions

1. If necessary, point to the day which contains the daily reminders you want to print, and click to move the marker.
2. Point to Print on the File Menu, and double click.
3. Point to the button that lets you print a specific day or several days within a range, and click to move the marker.
4. Point to the OK button, and click.
5. Point to the Screen, {Printer}, or File button, and click to move the marker.
6. Point to the OK button, and click.

Scratch Pad

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

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

Write on the scratch pad:

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

Erase a note:

- Press BACKSPACE or DELETE

OR

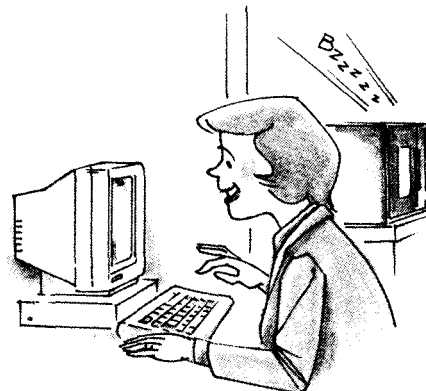
- Point to Undo on the Edit Menu, and double click.

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

Notes



Scroll bar





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

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

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

- Record pertinent information about your accounts, add transactions, and balance a checkbook ledger
- Prepare a budget and assign budget categories to your transactions
- Keep track of your stocks, loans, and investments
- Figure loan and interest payments
- Display bar charts or pie charts for comparisons

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

Budget Planning for a Special Purchase

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

Account Information

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

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

Point to Account Information in the Financial category on the DeskMate Home Organizer's Greeter screen, and double click. If Account Information appears as a solution button on the Navigation bar, simply point to the Accounts button, and click.

Password-protect your Account Information

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

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

To password-protect your Account Information:

1. Type the password you want to use at the Create new password: prompt.
2. Point to the OK button, and click.

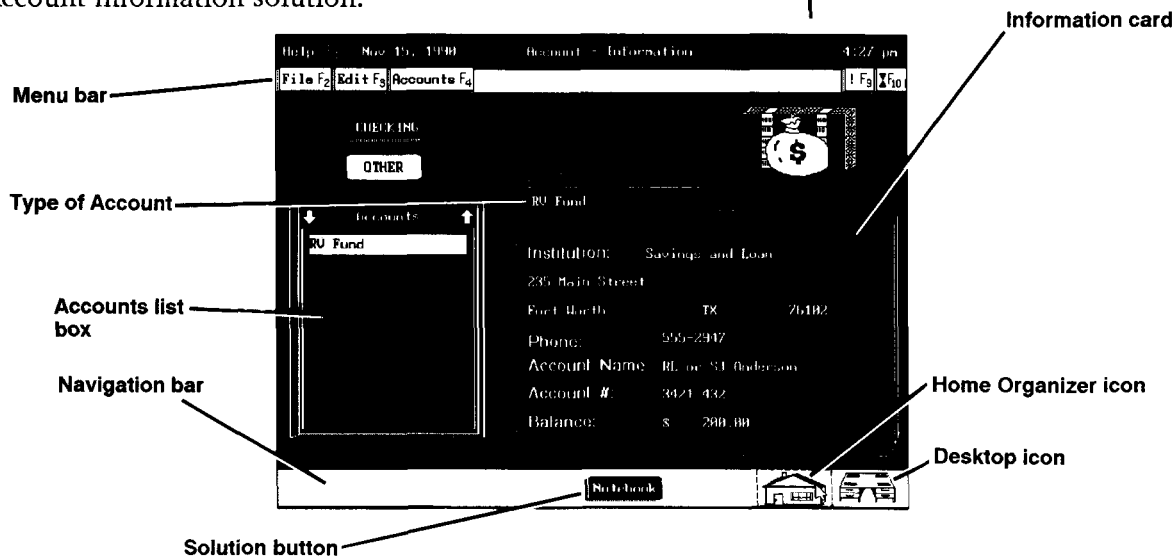
Each time you enter the Account Information solution, you must first type the password.

- Point to the CANCEL button, and click to return to the Home Organizer Selector screen without making a decision about the password.
- Point to the NO PASSWORD button, and click if you do not want to assign a password to your Account Information. The Create Password dialog box will no longer appear when you select the Account Information solution.

Forget Your Password?

You can either re-install the solution or send a diskette containing the solution, along with a check for \$10.00 made payable to Radio Shack, to the following address:

Radio Shack Customer Service
Attn: Database Recovery
400 Atrium
One Tandy Center
Fort Worth, TX 76102



Add an account

1. Point to the CHECKING or OTHER button, and click to move the marker to the correct account type.
2. Point to Add on the Accounts Menu, and double click.
The cursor moves directly to the Account name field.
3. Type the name you want to use for the account in the Account name field.
4. Finish typing the account information in the appropriate spaces.

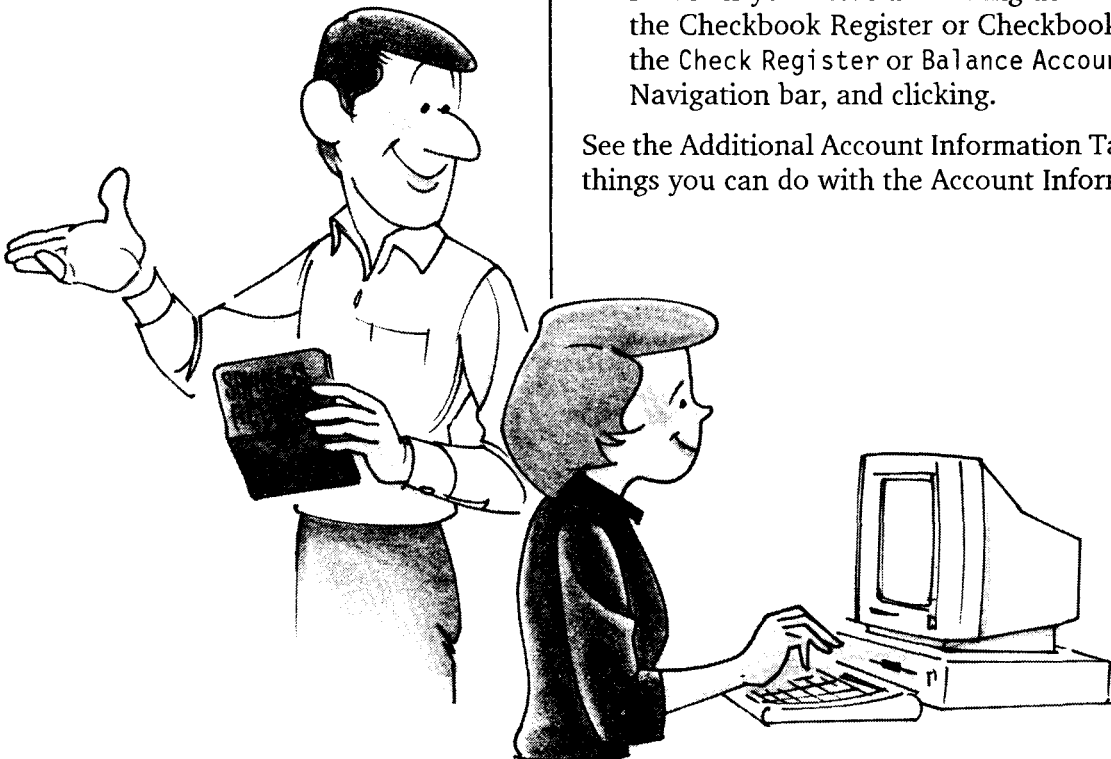
Select an account

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

1. Point to the CHECKING or OTHER button, and click to move the marker to the correct account type.
2. Point to the account in the Accounts list box that you want to see, and click.
The information for the account appears in the information card.
3. Point to the solution on the Navigation bar that you want to use, and click.

Note: If you chose a checking account, you can go directly to the Checkbook Register or Checkbook Balancer by pointing to the Check Register or Balance Account solution button on the Navigation bar, and clicking.

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



Additional Account Information Tasks

Add account information to Address Book

1. Point to the CHECKING or OTHER button, and click to move the marker to the correct account type.
2. Point to the correct account in the Accounts list box, and click.
The information for the account appears in the information card.
3. Point to Address Book on the Accounts Menu, and double click.
The message, The Address Book has been updated, appears.
4. Point to the OK button, and click to remove the message box.

If you select Address Book from the Accounts Menu, the name, address, and phone number of the account you chose are automatically added to DeskMate's Address Book application.

Change account information

You can easily change the information on an account card.

1. Point to the CHECKING or OTHER button, and click to move the marker to the correct account type.
2. Point to the correct account in the Accounts list box, and click.
3. Point to the field(s) that contains the information you want to change, and click.
4. Type over the old information.

Note: If you change the name of an account that you previously added to the Address Book, you must delete the old account name from the Address Book application. See the "Address Book" chapter in this manual for detailed information.

Delete an account

1. Point to the CHECKING or OTHER button, and click to move the marker to the correct account type.

2. Point to the correct account in the Accounts list box, and click.

The information for the account appears in the information card.

3. Point to Delete on the Accounts Menu, and double click.

A message appears to verify that you want to delete this account.

4. Point to the YES button, and click to remove the message.

The account you chose is removed from the Account Information.

Print account information

1. Point to the CHECKING or OTHER button, and click to move the marker to the correct account type.

2. Point to the correct account in the Accounts list box, and click.

The information for the account appears in the information card.

3. Point to the Print option on the File Menu, and double click.

4. Point to a button that lets you print one account or all accounts in that category, and click.

Note: If you want to personalize your Account Information printout, point to the Personalized printing option and click to place an "x" in the box. Point to the OK button, and click.

If you choose to personalize the Account Information printout, another dialog box appears. Type the name and address you want to appear on the printout. The information will appear at the top of the Account Information report when printed.

5. Point to the OK button, and click.

6. Point to the Screen, {Printer}, or File button, and click.

7. Point to the OK button, and click.

Forget Your Password?

You can either re-install the solution or send a diskette containing the solution, along with a check for \$10.00 made payable to Radio Shack, to the following address:

*Radio Shack Customer Service
Attn: Database Recovery
400 Atrium
One Tandy Center
Fort Worth, TX 76102*

Checkbook Register

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

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

Point to Checkbook Register on DeskMate Home Organizer's Greeter screen, and double click. If the Checkbook Register appears on the Navigation bar, simply point to the Check Register button, and click.

Password-protect your Checkbook Register

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

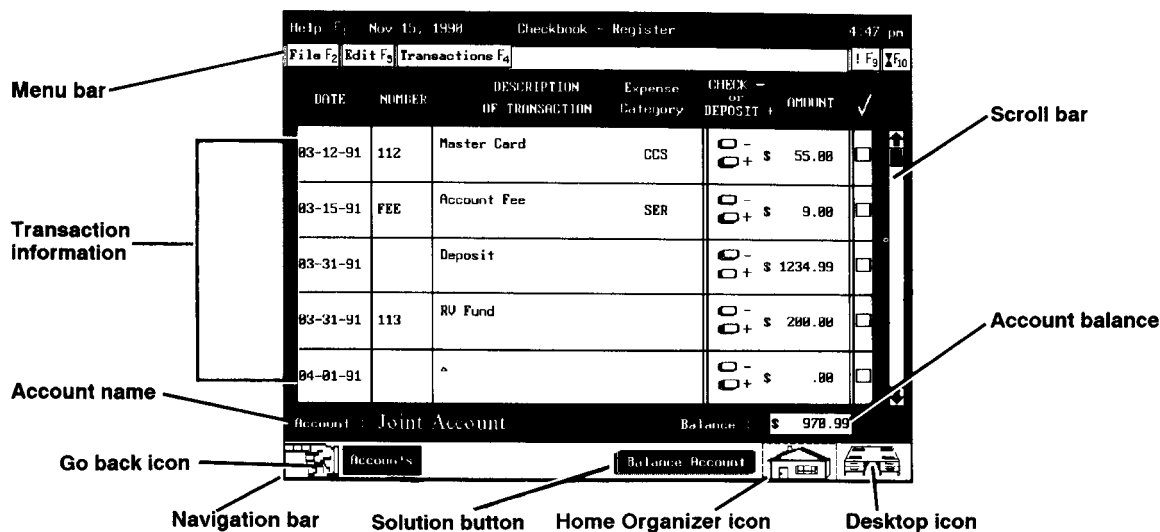
Note: If you have already assigned a password to another Financial solution, type the same password, since all the Financial solutions (except MathCard and Financial Notebook) share the same information.

To password-protect your Checkbook Register:

1. Type the password you want to use at the Create new password: prompt.
2. Point to the OK button, and click.

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

- Point to the CANCEL button, and click to return to the Home Organizer Greeter screen without making a decision about the password.
- Point to the NO PASSWORD button, and click if you do not want to assign a password to your Checkbook Register. The Password dialog box will no longer appear when you select the Checkbook Register solution.



Add a transaction to your Checkbook Register

Note: Be sure you are in the correct account. If you need to choose another account, point to the Accounts (or Select account) button on the Navigation bar, and click to return to the Account Information screen.

Add a CHECK/DEBIT:

1. Point to Add on the Transactions Menu, and double click.
(See "Subtract account fees" in the Additional Checkbook Register Tasks box for information on how to enter checking account fees.)
2. Type the correct date, if necessary. (Type over the displayed date.)
3. Press **TAB** to move the marker to the Number field. Then, type the check number.
4. Press **TAB** to move the marker to the Description field. Then, type the description of the transaction.
5. Press **TAB** to move the marker to the Expense Category field. Then type an expense category.

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

6. Press **TAB** again to move the marker to the CHECK or DEPOSIT button. Then, use the ↑ or ↓ arrow key to move the marker to the correct button, and press the space bar to select it.

☐ - Check/Debit

☐ + Deposit/Credit

7. Press **TAB** to move the marker to the AMOUNT field. Then, type the amount of the check/debit.
8. When you finish adding a transaction, press ↓ to move the marker to the next line.

Your account balance is adjusted after each entry.

The check box on the far right of the register will contain an "x" after you check off the transaction from the Checkbook Balancer solution.

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

Add a DEPOSIT/CREDIT:

1. Point to Add on the Transactions Menu, and double click.
(See "Add interest earned" in the Additional Checkbook Register Tasks box for information on how to enter the interest earned on your account.)
2. Type the correct date. (Type over the displayed date, if necessary.)
3. Press **TAB** until the marker moves to the Description field. (Skip the Number field.) Then, type the description of the transaction.
4. Press **TAB** until the marker moves to the CHECK/DEPOSIT field. (Skip the Expense Category field.)
5. Use the ↑ or ↓ arrow key to move the marker to the correct button, and press the space bar to select it.
☐ – Check/Debit
☐ + Deposit/Credit
6. Press **TAB** to move the marker to the AMOUNT field. Then, type the amount of the deposit/credit.
7. When you finish adding a transaction, press ↓ to move the marker to the next line.

Your account balance is adjusted after each entry.

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

Additional Checkbook Register Tasks

Add Interest Earned

1. Point to Interest earned on the Transactions Menu, and double click.
2. Type the date the interest was recorded.
3. Type the amount of the interest earned.
4. Point to the OK button, and click.

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

Assign an expense category

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

1. If necessary, point to the check/debit to which you want to assign an expense category, and click to move the marker.
2. Point to Expense category on the Transactions Menu, and double click.
3. Point to the category you want to assign to the entry, and click to move the marker.
4. Point to the OK button, and click.

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

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

Find a check

1. Point to Find on the Transactions Menu, and double click.
2. Type the description of the transaction you want to find.
3. Point to the OK button, and click.
The marker moves to the requested transaction.
4. Point to Find next on the Transactions Menu, and double click to see the next entry with the description you entered.

Print information in the Checkbook Register

1. Point to Print on the File Menu, and double click.
2. Type the starting date you want to use.
3. Type the ending date you want to use.
4. Point and click if you want to put an "x" in the check box and include all the cleared (checked) checks in your register on the printed copy.

Note: If you want to personalize your Checkbook Register printout, point to Personalized printing and click to place an "x" in the box. Point to the OK button, and click.

If you choose to personalize the Checkbook Register printout, another dialog box appears. Type the name and address you want to appear on the printout. The information will appear at the top of the Checkbook Register report when printed.

5. Point to the OK button, and click.

6. Point to the Screen, {Printer}, or File button, and click.
7. Point to the OK button, and click.

Remove a transaction from your Checkbook Register

1. Point and click to move the marker to the transaction you want to remove.
2. Point to Delete on the Transactions Menu, and double click.

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

Remove checked entries from your Checkbook Register

1. Point to Delete checked entries on the Transactions Menu, and double click.
2. Type the date you want to use as an ending point for deleting the checked entries.

To save the entries to a LOTUS for DeskMate-compatible WK1 file, point to the Export to WK1 check box, and click. Point to the Filename: field, and click to move the marker. Then, type the pathname and filename.

3. Point to the OK button, and click.

A message appears to let you know that all cleared (checked) entries will be removed from your Checkbook Register. Point to the YES button, and click to continue, or point to the NO button, and click to cancel.

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

1. Point to Account fees on the Transactions Menu, and double click.
2. Type the date the fee was recorded.
3. Type the amount of the fee.
4. Point to the OK button, and click.

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

Transfer checks to another file

Use this option to save a file and later use it with another application, such as LOTUS for DeskMate.

1. Point to Export to WK1 on the File Menu, and double click.
A dialog box appears.
2. Point to the Export entries from field, and click to move the marker. Then, type the starting date.
3. Point to the through field, and click to move the marker. Then, type the ending date.
4. Point to the Filename: field, and click to move the marker. Then, type a path and filename. You do not need to type an extension, since the .WK1 extension is automatically added.
5. Point to the OK button, and click.

Checkbook Balancer

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

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

Point to Checkbook Balancer on the DeskMate Home Organizer's Greeter screen, and double click. If Checkbook Balancer appears on the Navigation bar, simply point to the Balance Account button, and click.

Password-protect your Checkbook Balancer

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

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

To password-protect your Checkbook Balancer:

1. Type the password you want to use at the Create new password: prompt.
2. Point to the OK button, and click.

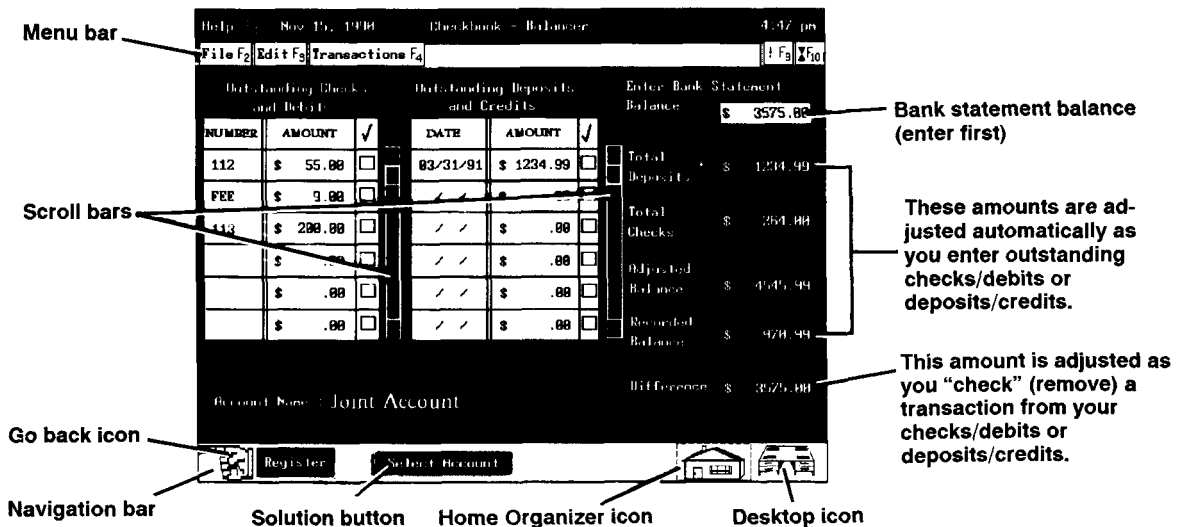
Each time you enter the Checkbook Balancer solution, you must first type the password.

- Point to the CANCEL button, and click to return to the previous screen without making a decision about the password.
- Point to the NO PASSWORD button, and click if you do not want to assign a password to your Checkbook Balancer. The Create Password dialog box will no longer appear when you select the Checkbook Balancer solution.

Forget Your Password?

You can either re-install the solution or send a diskette containing the solution, along with a check for \$10.00 made payable to Radio Shack, to the following address:

Radio Shack Customer Service
Attn: Database Recovery
400 Atrium
One Tandy Center
Fort Worth, TX 76102



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

How to balance your checkbook

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

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

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

1. Point to the Balance field, and click to move the marker.
2. Type the balance that appears on your bank statement.

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

1. Point to a transaction on the Outstanding Checks and Debits ledger that you want to check off, and click to move the marker.
2. Point to the check box field, and click to check off the transaction.

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

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

If you are adding a check:

1. Point to Add on the Transactions Menu, and double click.
2. The cursor moves to the first blank line available.

Type the check/debit transaction number.

3. Press **TAB** to move the marker to the AMOUNT field. Then, type the amount of the check/debit.
4. Press **TAB** to move the marker to the check box, and press the space bar to check it off.

If you are entering an account fee:

1. Point to Account fees on the Transactions Menu, and double click.
2. Type the date and amount of the fee, and then press **ENTER** to select the OK button.

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

Additional Checkbook Balancer Tasks

Delete a transaction

1. Point to the check/debit or deposit/credit (that you want to delete) on the Outstanding Checks/Debits ledger or Outstanding Deposits/Credits ledger, and click to move the marker.

2. Point to Delete on the Transactions Menu, and double click.

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

Print Checkbook Balancer information

1. Point to Print on the File Menu, and double click.

A dialog box appears, asking if you want to personalize the report.

2. Point to the YES button, and click to personalize the printout. Select the NO button if you do not want to personalize the printout.

If you choose to personalize the report, another dialog box appears. Type the name and address you want to appear on the printout. When the information is correct, point to the OK button, and click.

3. Point to the Screen, {Printer}, or File button, and click to move the marker.
4. Point to the OK button, and click.

Note: The Print option is only available if there are outstanding checks or deposits.

3. Press the space bar to check off the fee.

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

1. Point to the deposit/credit in the Outstanding Deposits and Credits ledger you want to check off, and click to move the marker.

2. Point to the check box, and click to check off the deposit/credit.

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

If you are adding a deposit:

1. Point to Add on the Transactions Menu, and double click.

The cursor moves to the first blank line available.

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

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

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

When you check the box, the check entry disappears and is automatically transferred to the Checkbook Register.

If you are adding an interest earned amount:

1. Point to Interest earned on the Transactions Menu, and double click.

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

3. Press **ENTER** to select the OK button.

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

4. Press the space bar to check the box.

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

Expense Itemizer

The Expense Itemizer lets you categorize everything that you spend money on, and then see the total amount spent on that category for the entire month. The checks that you have categorized automatically appear when you select the Expense Itemizer. You can also add additional items to the Expense Itemizer and change the category of an item. The existing categories can also be renamed if you wish.

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

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

Point to Expense Itemizer on the DeskMate Home Organizer's Greeter screen, and double click. If Expense Itemizer appears on the Navigation bar, simply point to the Expenses button, and click.

Password-protect your Expense itemizer

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

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

To password-protect your Expense Itemizer:

1. Type the password you want to use at the Create new password: prompt.
2. Press **ENTER** to select the OK button.

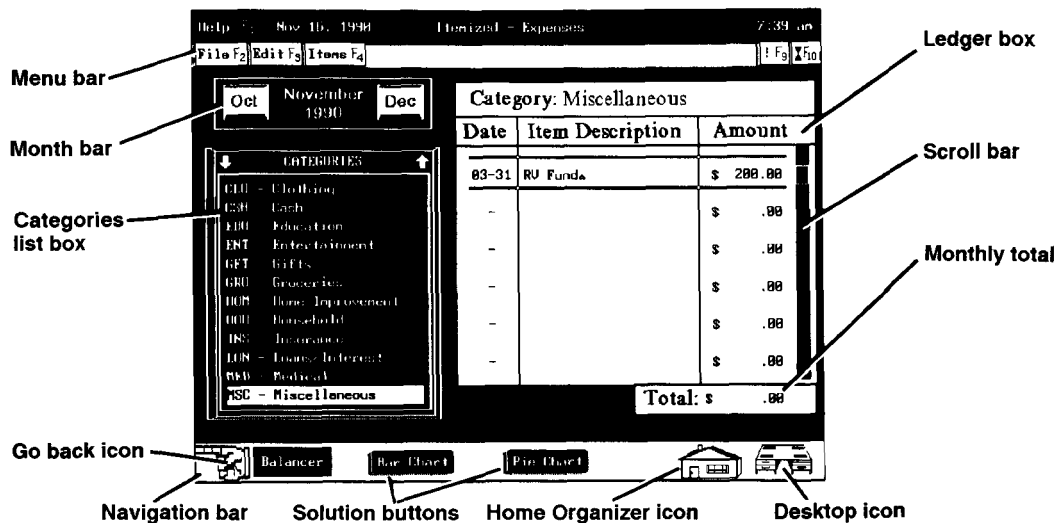
Each time you enter the Expense Itemizer solution, you must first type the password.

- Select the CANCEL button to return to the previous screen without making a decision about the password.
- Select the NO PASSWORD button if you do not want to assign a password to your Expense Itemizer. The Create Password dialog box will no longer appear when you select the Expense Itemizer.

Forget Your Password?

You can either re-install the solution or send a diskette containing the solution, along with a check for \$10.00 made payable to Radio Shack, to the following address:

*Radio Shack Customer Service
Attn: Database Recovery
400 Atrium
One Tandy Center
Fort Worth, TX 76102*



See "Change the current month" in the Additional Expense Itemizer Tasks box if you want to change the displayed month.

Display items in an expense category

- If necessary, point to a specific category in the Categories list box, and click to move the marker.

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

Add an expense transaction

1. If necessary, point to a specific category in the Categories list box, and click to move the marker.
2. Point to Add on the Items Menu, and double click.

The cursor moves to a blank line in the ledger.

3. Type the date of the transaction.

If the transaction took place within a different month, the transactions for the month you chose appear.

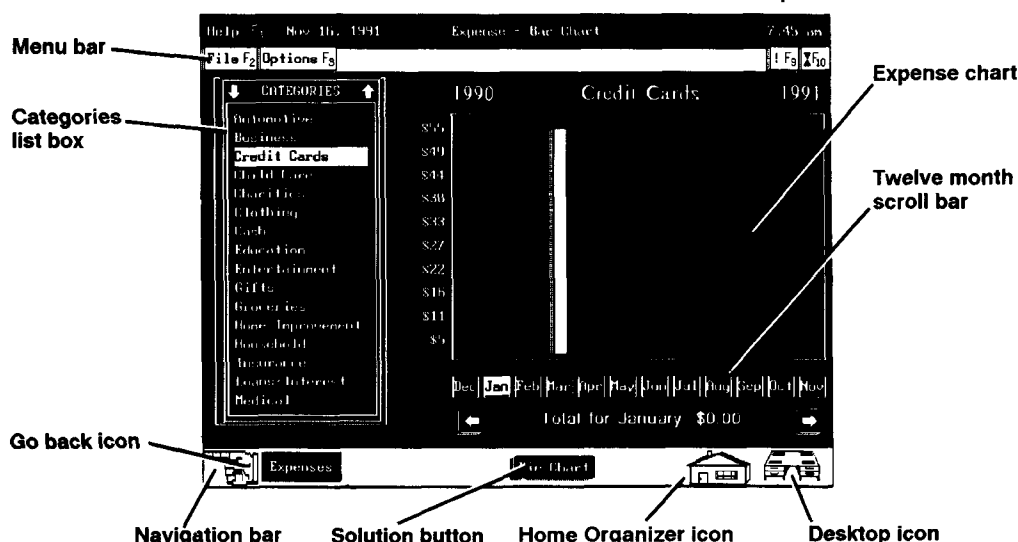
4. Press **TAB** to move the marker to the Item Description field. Then, type the description of the transaction.
5. Press **TAB** to move the marker to the Amount field. Then, type the amount of the expense.
6. Press **↓** to move the marker to the next blank line.

You can enter more expense transactions or point to another category in the Categories list box, and click to choose another expense category.

The Item Description field is a multiline field and will scroll as you type information. When you scroll back through the text, you will see a gap where the text scrolled when you were typing it.

Compare expenses using a bar chart

Point to the Bar Chart button on the Navigation bar, and click.



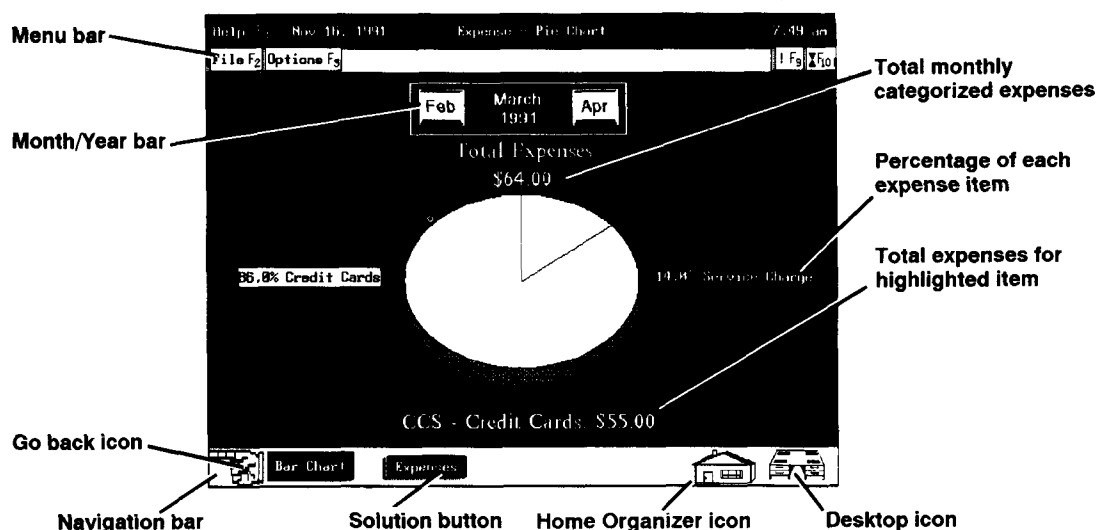
This chart shows the Andersons' credit card expenditures from January to March.

The expenditure scale ranges from the highest amount to the lowest amount spent on the category during the year. You can display any twelve-month period of time.

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

Compare expenses using a pie chart

Point to the Pie Chart button on the Navigation bar, and click.



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

Print a bar chart or a pie chart

- 1.** Point to Print on the File Menu, and double click.

A dialog box appears, asking if you want to personalize the report.

- 2.** Point to the YES button, and click to personalize the report.

Point to the NO button, and click if you do not want to personalize the report.

If you choose to personalize the report, another dialog box appears. Type the name and address you want to appear on the printout. When the information is correct, point to the OK button, and click.

- 3.** Point to the Screen, {Printer}, or File button, and click.

- 4.** Point to the OK button, and click.

To return to Expense Itemizer, point to the Expenses button on the Navigation bar, and click. When you are finished with Expense Itemizer, point to another solution on the Navigation bar, and click.

Additional Expense Itemizer Tasks

Change an item's category

1. Point to the item on the ledger for which you want to change the category, and click.
2. Point to Change category on the Items Menu, and double click.
The Change Expense Category dialog box appears.
3. Point to the category to which you want to change the selected item, and click to move the marker.
4. Point to the OK button, and click.

The selected item is moved to the category you chose.

Change the current month

- Point and click in the date box to see the next or previous month's expenses.

Copy a bar chart or a pie chart

You can copy a bar chart or a pie chart to the clipboard and insert it in another DeskMate application (such as Text).

1. At the bar chart or pie chart screen, point to Copy chart on the Options Menu, and double click.
A message appears to let you know that the chart has been copied to the clipboard.
2. Point to the OK button, and click to remove the message from the screen and return to the desktop.

Delete an item from an expense category

1. If necessary, point to the category in the Categories list box that contains the item you want to delete, and click to move the marker.
2. Point to the item in the ledger that you want to delete, and click to move the marker.
3. Point to Delete on the Items Menu, and double click.
The item is removed from the expense category, and the total field is adjusted.

Find an item in an expense category

1. Point to Find on the Items Menu, and double click.
2. Type the description of the entry you want to find.
3. Point to the OK button, and click.
The marker moves to the first entry that matches the description you entered.
4. Point to Find next on the Items Menu, and double click to see the next entry that matches the description.

Print a list of itemized expenses

1. If necessary, point to the category in the Categories list box for which you want to print a list, and click to move the marker.
2. Point to Print on the File Menu, and double click.
3. Point to the button that prints either all items in the displayed month or year or all items in all categories for the displayed month or an entire year, and click to move the marker.

Note: If you want to personalize your Expense Itemizer report, point to the Personalized printing check box,

and click to place an "x" in the box. Point to the OK button, and click.

If you choose to personalize the Expense Itemizer report, another dialog box appears. Type the name and address you want to appear on the printout. The information will appear at the top of the Expense Itemizer report when printed.

4. Point to the OK button, and click.
5. Point to the Screen, {Printer}, or File button, and click.
6. Point to the OK button, and click.

Rename a category

1. Point to Rename categories on the Edit Menu, and double click.
The Edit Expense Categories dialog box appears.
2. Point to the category in the Categories list box that you want to rename, and click to move the marker.
3. Point to the Category ID: prompt, and click to move the marker.
4. Type three letters that you want to represent the category.
5. Point to the Description: prompt, and click to move the marker.
6. Type a brief description of the category.
7. Point to the SAVE button, and click to save the changes.
The new category appears alphabetically in the Categories list box.
8. Point to the CANCEL button, and click to remove the Edit Expense Categories dialog box from the screen.
You return to the Expense Itemizer screen.

Select another category

- Point to the expense category in the Categories list box you want to see, and click.
The expenses for the category you chose are displayed.

Transfer expense category entries to another file

Use this option to save a file and use it with another application, such as LOTUS for DeskMate.

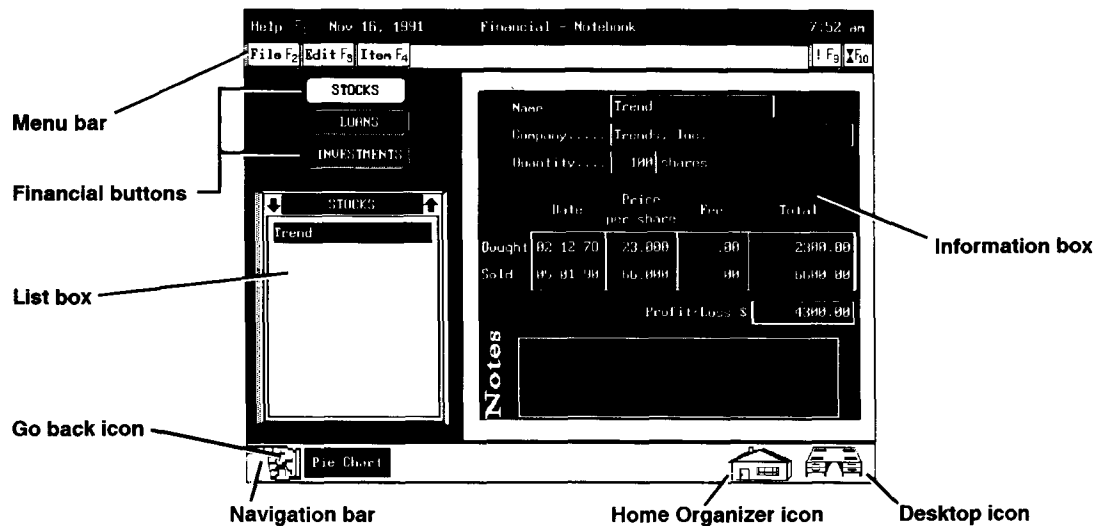
1. Point to Export to WK1 on the File Menu, and double click.
A dialog box appears.
2. Point to the Current month's entries or All entries button, and click.
3. Point to the next section, and click to move the marker.
4. Point to the button that lets you save the entries in the Current expense category or All expense categories, and click.
5. Point to the Filename: field, and click to move the marker. Then, type a path and filename. You do not need to type an extension, since the .WK1 extension is automatically added.
6. Point to the OK button, and click.

Financial Notebook

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

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

Point to Financial Notebook on the DeskMate Home Organizer's Greeter screen, and double click. If Financial Notebook appears on the Navigation bar, simply point to the Notebook button on the Navigation bar, and click.



Forget Your Password?

You can either re-install the solution or send a diskette containing the solution, along with a check for \$10.00 made payable to Radio Shack, to the following address:

Radio Shack Customer Service
Attn: Database Recovery
400 Atrium
One Tandy Center
Fort Worth, TX 76102

Password-protect your Financial Notebook

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

To password-protect your Financial Notebook:

1. Type the password you want to use at the Create new password: prompt.
 2. Point to the OK button, and click.
- Each time you enter the Financial Notebook solution, you must first type the password.
 - Point to the CANCEL button, and click to return to the previous screen without making a decision about the password.
 - Point to the NO PASSWORD button, and click if you do not want to assign a password to your Financial Notebook. The Create Password dialog box will no longer appear when you select the Financial Notebook.

Add a transaction

1. Point to the correct Financial button (STOCKS, LOANS, or INVESTMENTS), and click.

The information for the category you chose appears.

2. Point to Add on the Item Menu, and double click to display a blank information box.

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

3. Type the information in each field.
4. Point to Add on the Item Menu, and double click to display another blank information box.

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

Additional Financial Notebook Tasks

Delete a transaction

1. Point to the correct Financial button, and click.
2. Point to the name in the list box that you want to delete, and click.
3. Point to Delete on the Item Menu, and double click.

Find financial information

1. Point to the correct Financial button, and click.
2. Point to Find on the Item Menu, and double click.
3. Type the information you are searching for.
4. Point to the OK button, and click.
The information that matches your description appears.
5. Point to Find Next on the Item Menu, and double click to see the next transaction with the same information (if applicable).

Print Financial Notebook information

1. Point to the correct Financial button, and click.

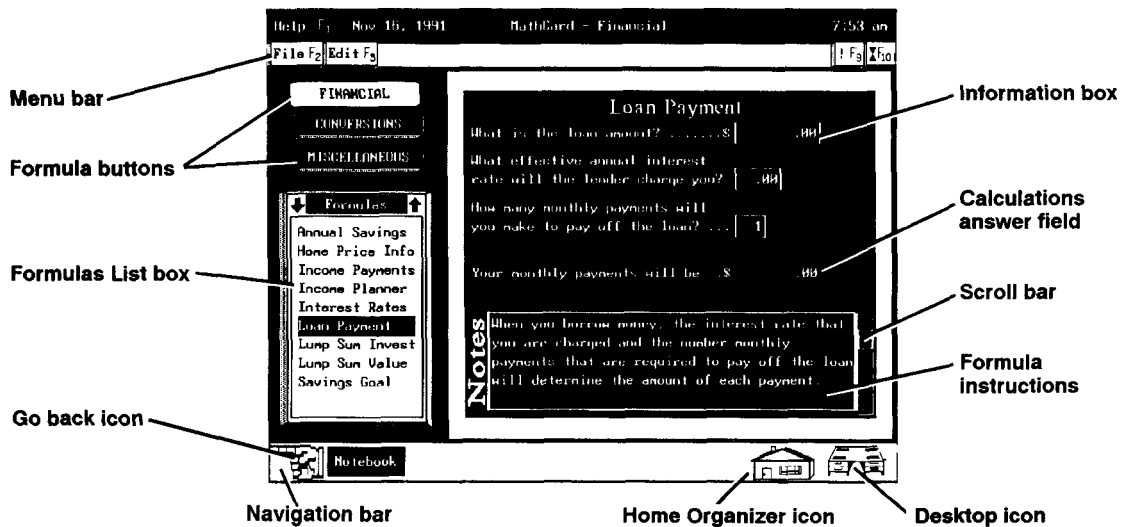
2. Point to the name in the list box that you want to print, and click.
3. Point to Print on the File Menu, and double click.
4. Point and click on the button that prints the displayed record or all records in the category you chose.
5. If you want to personalize your Financial Notebook report, point to the Personalized printing checkbox, and click to place an "x" in the box.
If you choose to personalize the Financial Notebook report, another dialog box appears. Type the name and address you want to appear on the printout. The information will appear at the top of the Financial Notebook report when printed.
6. Point to the OK button, and click.
7. Point to the Screen, {Printer}, or File button, and click.
8. Point to the OK button, and click.

MathCard

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

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

Point to MathCard in the Financial category of DeskMate Home Organizer's Greeter screen, and double click.



When entering numbers in the appropriate fields, do not type a + sign when entering a positive number. If you do, your result might be erroneous.

Select a formula

1. If necessary, point to the correct Formula button, and click.
2. Point to the formula in the Formulas list box that you want to use, and click.
3. Point to one of the "blocked" fields, and click to move the cursor to the Calculations area.
4. Type the necessary information in the appropriate fields.

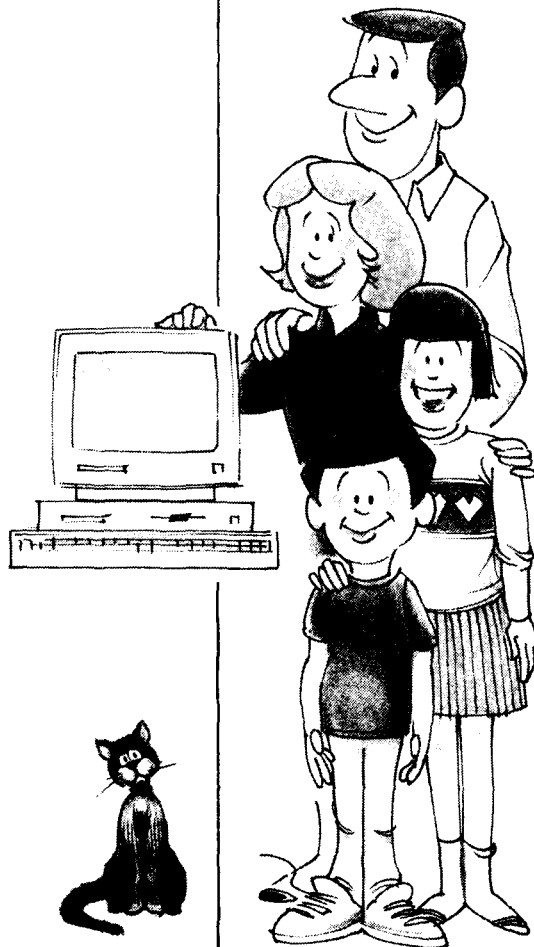
The answer field automatically displays the results of the calculation when you point and click on the answer field, or when you point to another field, and click to move the marker.

To enter another set of values for the same formula, point to the first field, and click to move the marker. Simply type over the values in each field.

Print the results of a calculation

1. After the result of the calculation is displayed, point to Print on the File Menu, and double click.
2. Point to the Screen, {Printer}, or File button, and click.
3. Point to the OK button, and click.

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



Kitchen



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

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

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

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

Guess Who's Cooking Dinner?

Richard and Sylvia Anderson always plan their dinner parties together, and because Richard loves to cook, he is the official family "chef." Sylvia's boss and a co-worker are bringing their spouses to dinner at 7 p.m. next Friday, so early in the week, Sylvia and Richard sit down to plan the menu and prepare a grocery list.

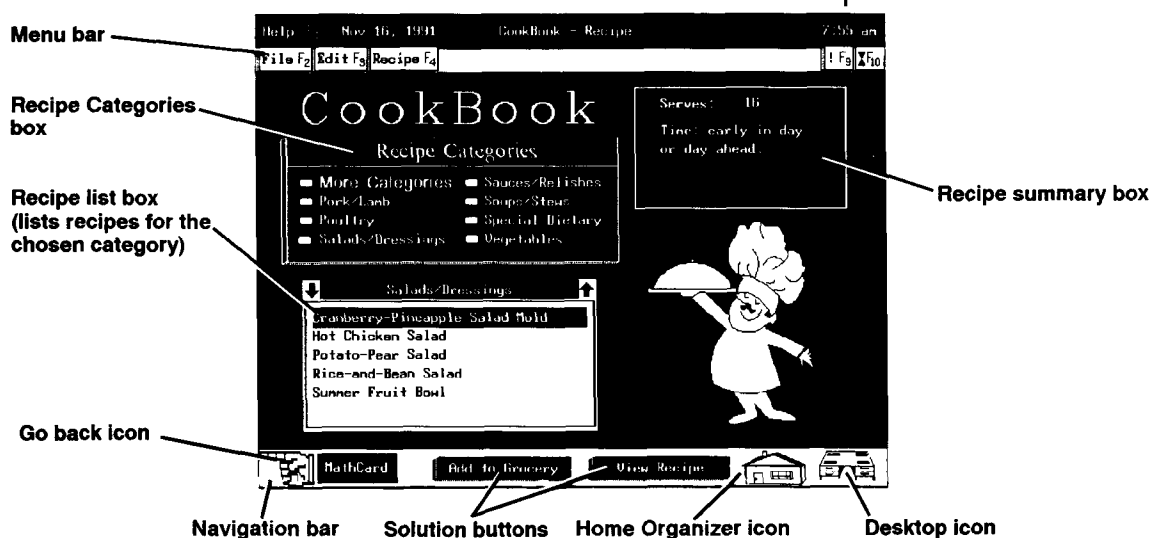
The menu for the dinner party must be time efficient. They both have to work all day Friday, and Sylvia has a late appointment, so they want recipes that take very little time to prepare or that can be prepared in advance.

CookBook

The CookBook stores your recipes in the same way that ordinary cookbooks organize recipes. CookBook categorizes recipes for easy retrieval, and you can see the ingredients and instructions just as if you were viewing them on 3- x 5-inch index cards. You can even share the recipes in your CookBook with others who are also using DeskMate Home Organizer's CookBook and add the ingredients from recipes to your Grocery List.

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

Point to CookBook on DeskMate Home Organizer's Greeter screen, and double click. If CookBook appears on the Navigation bar, simply point to the CookBook button, and click.



Browse through recipes

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

1. If necessary, point to the category for which you want to see the recipes, and click.

Note: Point to the More Categories button, and click to see other recipe categories.

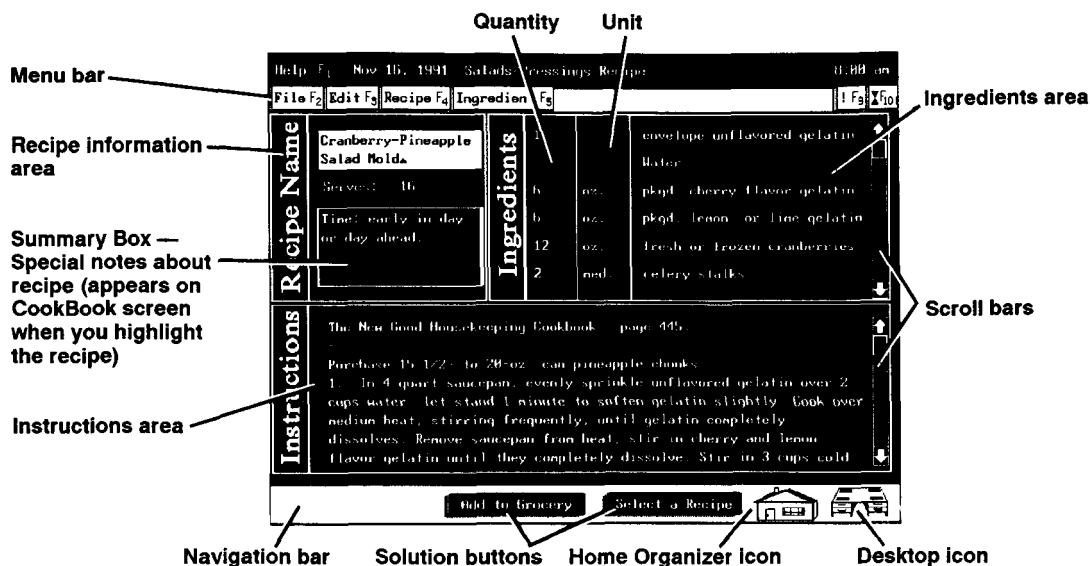
When you select a category, the recipe titles for the category appear in the recipe list box.

2. Point to the scrolling arrows on the recipe list, and click to scroll through the recipes.

Notice that you see the serving size and a brief recipe summary (if one was added) for each recipe in the recipe summary box as you scroll through the titles.

Select a recipe

- Point to the recipe in the list box that you want to see, and double click or highlight the recipe and point to the View Recipe button on the Navigation Bar, and then click.



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

Add a recipe to the CookBook

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

- Point to Add on the Recipe Menu, and double click.
- Type the name of the recipe.
- Point to the correct category in the CookBook Category area, and click.
- Point to the Number of Servings: prompt, and click. Then, type the correct number of servings for the recipe.
- Point to the OK button, and click.

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

The cursor appears in the Ingredients area. Before you begin to add the ingredients, you might want to enter some special notes about the recipe. Simply point to the summary box, and click to move the cursor. When you are finished, point to the Ingredients area, and click to return the cursor to the Ingredients area.

- Type the quantity (amount), unit, and description (the ingredient's name) of the first ingredient in your recipe.

7. Press ↓ to move the marker to the next line. Continue adding the recipe's ingredients until all ingredients are added.
8. Press TAB to move the marker to the Instructions area. Then, type the instructions for the recipe.

Point to Add on the Recipe Menu, and double click to enter another recipe.

If you want to continue to another solution, point to the desired solution on the Navigation bar, and click. Your recipe is saved automatically.

Add recipe ingredient(s) to your grocery list

1. At the CookBook or Recipe card screen, point to the recipe for which you want to copy the ingredients to your grocery list, and click.

2. Point to the Add to Grocery button, and click.

The Add Ingredients to Grocery List dialog box appears. The name of the recipe you chose appears at the top of the check list.

3. Point and click on the ingredient(s) you want to add to the list.

Note: If you want to add all of the ingredients in a recipe to your grocery list, point to the Check all check box, and click. All ingredients in the recipe are selected.

4. Point to the OK button, and click.

Note: If the recipe has more than 20 ingredients to add to the list, Add Ingredients to Grocery List dialog boxes appear until all ingredients have been displayed.

You can also add ingredients to the grocery list by simply pointing to the Add to Grocery button on the Navigation bar, and clicking.



Additional CookBook Tasks

Add an ingredient

1. If necessary, point to the category that contains the recipe to which you want to add an ingredient, and click.

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

Note: Point to the More Categories button, and click to display other recipe categories.

2. Point to the scrolling arrows, and click to scroll through the recipes until the marker is on the one you want to select.
3. Point to the recipe name, and double click or point to the View Recipe button on the Navigation bar, and click.
4. Point to the Ingredients area on the recipe card, and click.
5. Point to Add on the Ingredient Menu, and double click. The marker moves to the first available blank line in the Ingredients area.
6. Type the ingredient's quantity, unit, and description in the correct field.

Point to Add on the Ingredient Menu, and double click again to enter another ingredient.

If you want to continue to another solution, point to the desired solution on the Navigation bar, and click.

Change a recipe's category

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

1. Point to the recipe (if the CookBook screen is displayed), and double click or double click to display the recipe for which you want to change the category.
2. Point to Change category on the Recipe Menu, and double click. The recipe name appears at the top of the Change Recipe's Category dialog box.
3. Point to the category that you want to assign to the recipe, and click.
4. Point to the OK button, and click to change the category. The recipe can now be found in its new category's recipe list on the CookBook screen.

Change Number of servings

You can change the number of servings from the CookBook screen or the recipe card screen.

1. Point to the name of the recipe (if the CookBook screen is displayed), and click, or display the recipe for which you want to change the number of servings.
2. Point to Change number of servings on the Recipe Menu, and double click.
3. Type the new number of servings.
Note: You can change the number of servings back to the original number by pointing to the Restore original number of servings: box, and clicking.
4. Point to the OK button, and click. A message appears, asking if you want to update the ingredients along with the serving size.
5. Point to the YES or NO button, and click.

Delete a recipe

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

1. At the CookBook screen, point to the recipe that you want to delete, and click or double click on the recipe name to display it.
2. Point to Delete on the Recipe Menu, and double click. You are asked if you are sure you want to delete this recipe.
3. Point to the YES button, and click to remove the recipe from your CookBook.

Delete an ingredient

1. Display the recipe card from which you want to remove an ingredient.
2. Point to the ingredient you want to delete, and click.
3. Point to Delete on the Ingredient Menu, and double click.

The ingredient is automatically removed from the recipe.

Find a recipe

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

1. Point to Find on the Recipe Menu, and double click.
2. Type the name (title) of the recipe you want to see.
3. Point to the OK button, and click. The first occurrence of the recipe appears.
4. Point to Find next on the Recipe Menu, and double click to see the next occurrence of the recipe. Another occurrence is displayed, or a message appears, indicating there are no more occurrences.

Print a recipe

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

1. Point to the recipe card that you want to print, and double click.
2. Point to Print on the File Menu, and double click.
3. Point to the button that lets you print the highlighted recipe or all recipes in the CookBook, and click.

Note: If you want to personalize your recipes, point to Personalized printing, and click. Point to the OK button, and click.

If you choose to personalize the recipe(s), another dialog box appears. Type the name you want to appear on the printout (the recipe printout does not include an address). The information will appear at the top of the recipe when printed. (For example, From the Kitchen Of: Sylvia.)

5. Point to the OK button, and click.
6. Point to the Screen, {Printer}, or File button, and click.
7. Point to the OK button, and click.

Share a recipe

- Point to Share recipes on the Recipe Menu, and double click.

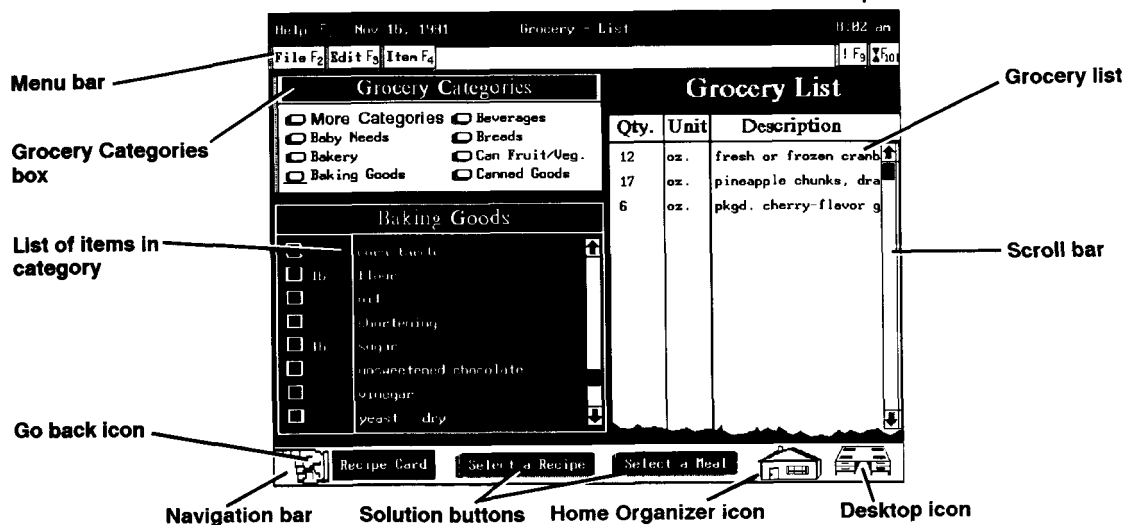
See the "Recipe Sharer" solution in this section for detailed instructions on how to exchange recipes with others.

Grocery List

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

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

Point to Grocery List on the DeskMate Home Organizer's Greeter screen, and double click. If Grocery List appears on the Navigation bar, simply point to the Add to Grocery (or Grocery) button on the Navigation bar, and click.



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

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

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

Add a Grocery Category item to your grocery list

1. If necessary, point to the desired category in the Grocery Categories box, and click.

A list of the items assigned to that category appears.

Note: Point to More Categories, and click to see other grocery categories.

2. Point to the item(s) in the category that you want to add to your grocery list, and click.

An “x” appears in the check box next to the item when it is selected.

Each item you select automatically appears on the Grocery List.

Type an item directly onto your grocery list

1. Point to the Grocery List, and click to move the marker.

2. Point to Add on the Item Menu, and double click.

The marker moves to the end of the grocery list.

3. Type the quantity, unit, and description of the desired item in the correct fields.

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

5. When you finish adding items to your grocery list, you can point and click on another solution button on the Navigation bar.

Add recipe ingredient(s) to your grocery list

1. If necessary, point to the Select a Recipe (or CookBook) button, and click.

The CookBook screen appears.

2. Point to the recipe that contains the ingredient(s) you want to add to the grocery list, and click. (See the CookBook solution in this section for detailed information on selecting recipes.)

3. Point to the Grocery button on the Navigation bar, and click

The Add Ingredients to Grocery List dialog box appears. The name of the recipe you chose appears at the top of the check list.

4. Point to the ingredient(s) you want to add to the list, and click.

Note: If you want to add all of the ingredients in a recipe to your grocery list, point to the Check all check box, and click. All ingredients in the recipe are selected.

5. Point to the OK button, and click to add the ingredient(s) you chose to your grocery list.

If a recipe has more than 20 ingredients to add to the list, Add Ingredients to Grocery List dialog boxes appear until all ingredients have been displayed.

Additional Grocery List Tasks

Add an item to the Grocery Categories

1. If necessary, point to the category in the Grocery Categories box to which you want to add the item, and click.

A list of items already assigned to that category appears.

2. Point to Add on the Item Menu, and double click.
The marker moves to the first blank line in the list of category items.
3. Type the unit and name of the item.
4. If you want to add the item to your current grocery list, point to the item's check box, and click. The item automatically appears on your grocery list.

Categorize your entire grocery list

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

1. Point to Categorize list on the Item Menu, and double click.

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

Note: If you do not want to categorize the item, point to the SKIP button, and click.

2. Point to the category you want to assign to the item, and click.
3. Point to the OK button, and click to add the item to that category's list of items.

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

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

Change an item's grocery category

1. If necessary, point to the category in the Grocery Categories list that currently contains the item you want to change, and click.
2. Point to the item you want to change, and click to move the marker.
3. Point to Change category on the Item Menu, and double click.

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

4. Point to the category to which you want to change the item, and click.
5. Point to the OK button, and click.

Create a new Grocery List

- Point to New on the File Menu, and double click.

A new (blank) grocery list appears.

Note: If there were uncategorized items on the old grocery list, a message box appears, asking if you want to categorize them. Point to the YES or NO button, and click.

Delete an item from the Grocery Category list

1. If necessary, point on the category in the Grocery Categories box that contains the item you want to delete, and click.

A list of items for that category appears.

2. Point to the item you want to delete, and click.
3. Point to Delete on the Item Menu, and double click.
The item is removed from the category's list (and the grocery list, if applicable).

Delete an item from the Grocery List

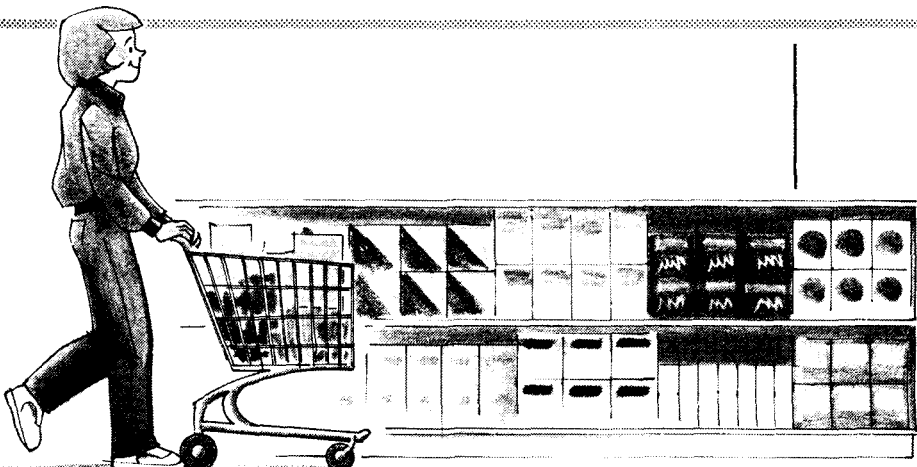
1. Point to the item on the grocery list you want to delete, and click.
2. Point to Delete on the Item Menu, and double click.
The item is removed from your grocery list, but remains in the Grocery Category list (if categorized).

Find a grocery item

1. Point to Find on the Item Menu, and double click.
2. Type the name of the grocery item you want to see.
3. Point to the OK button, and click.
The cursor appears on the first occurrence of the item you typed.
4. Point to Find next on the Item Menu, and double click to see the next occurrence of the item.

Print a grocery list

1. Point to Print on the File Menu, and double click.
2. Point to the Screen, {Printer}, or File button, and click.
3. Point to the OK button, and click.

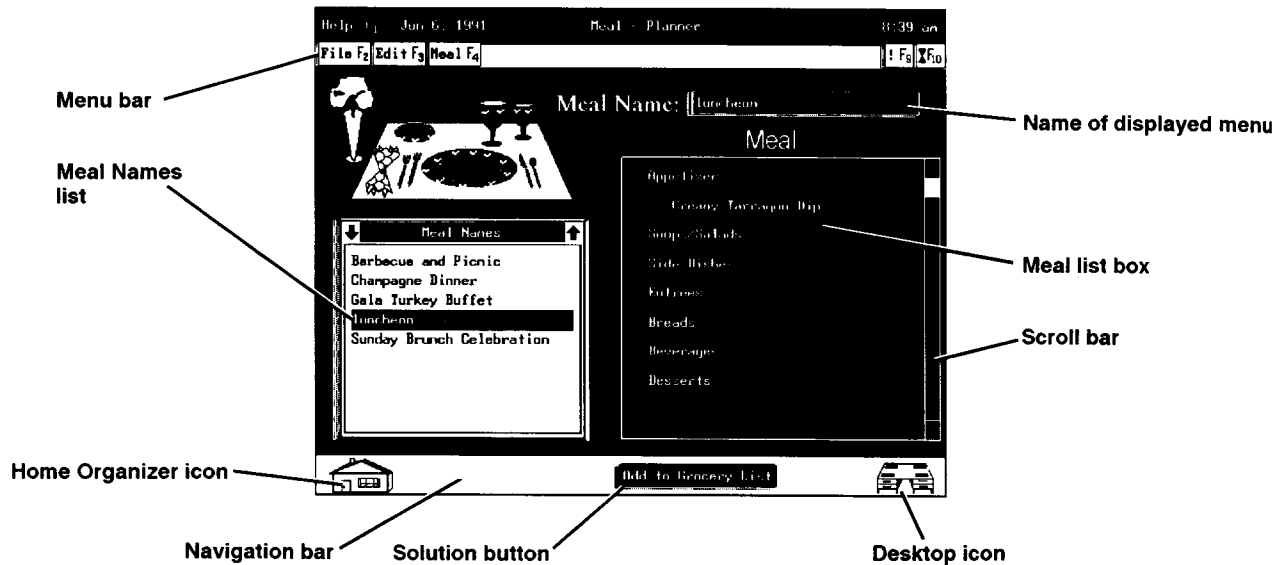


Meal Planner

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

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

Point to Meal Planner on the DeskMate Home Organizer's Greeter screen, and double click. If Meal Planner appears on the Navigation bar, simply point to the Select a Meal button, and click.



Create a meal using CookBook recipes

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

1. Point to New meal on the Meal Menu, and double click.
2. Type the name you want to use for the new meal at the Meal Name: prompt. Point to the Meal Names list box, and click.

The new meal name will appear in the Meal Names list box.

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

3. Point to the meal category (course name) in which you want to place the recipe, and click.
4. Point to Select a recipe on the Meal Menu, and double click.
The CookBook screen appears, and you can browse through the recipes. See "CookBook" in this section for more information about CookBook recipes.
5. Point to the category in the Recipe Categories box that contains the recipe you want to browse through, and click on the button.

6. Point to the recipe in the list box that you want to add to the meal, and click.
7. Point to the Go back icon (Meal Item) on the Navigation bar, and click.
The name of the recipe you chose from the CookBook appears in the meal category (course name).
8. Continue to choose recipes in the above manner until the meal plan is complete.

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

Select a meal

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

- Point to the meal in the Meal Names list box that you want to select, and click.

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



Additional Meal Planner Tasks

Add a meal plan to the Grocery List

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

1. If necessary, point to the meal name in the Meal Names list box that contains the recipe(s) or item(s) you want to add to your grocery list, and click.
2. Point to the Add to Grocery List button, and click.
The first recipe from the meal plan you chose appears with a list of its ingredients.
3. Point to the ingredient(s) you want to add to your grocery list, and click. An "x" appears in the box when it is selected.

Note: If you want to include all the ingredients in the recipe on your grocery list, point to the Check all check box, and click. All ingredients in the recipe are selected. If the recipe has more than 20 ingredients to add to the grocery list, dialog boxes appear until all ingredients have been displayed.

If you don't want to add ingredients from this recipe to your grocery list, point to the SKIP button, and click to display the ingredients for the next recipe or item on the meal plan.

When you are finished selecting ingredients from this recipe, point to the OK button, and click to automatically add the checked items to the grocery list and display the ingredients for the next recipe on the meal plan you chose.

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

Add recipes or individual items to a meal plan

1. If necessary, point to the meal name in the Meal Names list box to which you want to add the recipe, and click.
2. Point to the meal category (course name) in the Meal list box that you want to use for the recipe or item, and click.
3. Point to Add to meal on the Meal Menu, and double click.
4. Type the name of the recipe or item.
5. Point to the next line, and click.

Delete a meal

1. If necessary, point to the name of the meal in the Meal Names list box that you want to delete, and click.
2. Point to Delete meal on the Meal Menu, and double click.

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

Delete a recipe (or item) from a meal

1. If necessary, point to the recipe in the Meal list box that you want to delete, and click.

2. Point to Delete from meal on the Meal Menu, and double click.

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

Find a meal name or recipe

1. Point to Find on the Meal Menu, and double click.
2. Type the meal name or the recipe you want to see.
3. Point to the OK button, and click.
4. Press **CTRL+N** to see the next occurrence.

Print a menu

1. If necessary, point to the meal in the Meal Names list box that you want to print, and click.
2. Point to Print on the File Menu, and double click.
3. Point to a button that lets you print the highlighted meal, all meal plans, or all recipes for the highlighted meal, and click.

Note: If you want to personalize your Meal Planner printout, point to Personalized printing, and click to place an "x" in the box. Point to the OK button, and click.

If you choose to personalize the meal plan printout, another dialog box appears. Type the name you want to appear on the printout (the Meal Planner printout does not include an address). The information will appear at the top of the Meal Planner printout. (for example, "From the Kitchen Of: Sylvia.")

4. Point to the OK button, and click.
5. Point to the Screen, {Printer}, or File button, and click.
6. Point to the OK button, and click.

Replace a recipe in your meal plan

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

1. Point to the recipe in the Meal list box that you want to replace, and click.
2. Point to Replace with recipe on the Meal Menu, and double click.
The CookBook screen appears, and you can select the new recipe. See the "CookBook" solution for more information.
3. Point to the category in the Recipe Categories that contains the recipes you want to browse through, and click on the button.
4. Point to the recipe in the list box that will replace the recipe you highlighted in your meal plan, and click.
5. Point to the Go back icon (Meal Item) on the Navigation bar, and click.

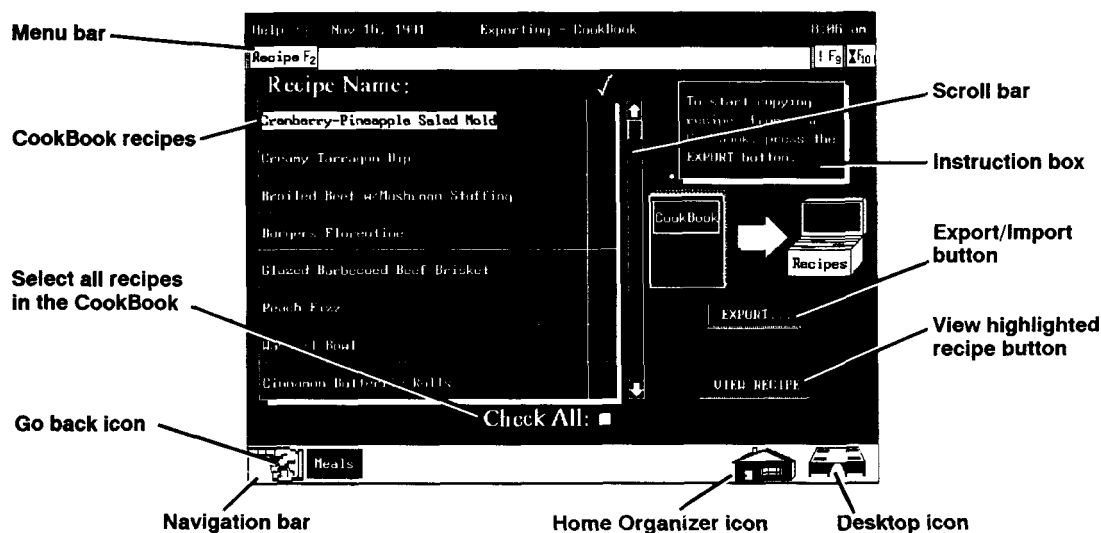
The name of the recipe you chose from the CookBook replaces the recipe you highlighted in the meal planner.

Recipe Sharer

You can exchange recipes quickly and effortlessly with DeskMate Home Organizer's Recipe Sharer solution. Share your recipes with others who also have DeskMate's Home Organizer, and select from their recipes to add to your own CookBook. You can also use the Recipe Sharer to create your own separate files. For example, you might want to divide your list of recipes and store them by category or menu.

Richard and Sylvia have several friends who have also discovered the joys of DeskMate's Home Organizer. They exchange CookBook diskettes and add many new recipes to their collection, bypassing the time-consuming task of writing them down on paper.

Point to Recipe Sharer on the DeskMate Home Organizer's Greeter screen, and double click or point to Share recipes on the Recipe Menu in the CookBook solution, and double click.



Copy recipes from your CookBook

You can copy recipes from your CookBook onto a diskette and give them to others who also have DeskMate Home Organizer's Recipe Sharer or create separate files with your own CookBook recipes and store them on your hard disk.

1. Point to Export recipes on the Recipe Menu, and double click.

Note: When the Export recipes option is selected, a check mark appears beside it on the Recipe Menu, and the EXPORT/IMPORT button shows EXPORT . . .

The recipes from your CookBook are displayed in the recipe ledger.

2. Point to the check box of the recipe that you want to copy, and click to select the recipe.

The recipe is selected when an "X" appears in the box.

Note: If you want to select all the recipes in your CookBook, point to the Check All box, and click.

3. Point to the EXPORT button, and click.

The Export Recipes dialog box appears.

4. Type the complete pathname you want to give the CookBook. Then, point to the OK button, and click.

Note: If you are copying the recipe file to a diskette, be sure to insert it and include the drive that contains the diskette in the pathname.

The extension, RCP, is automatically added to the recipe file.

A message appears to let you know the name and number of the recipe(s) being copied.

Copy recipes to your CookBook

The Import recipes option on the Recipe Menu lets you copy recipes from someone else's CookBook into your own collection. You can also use this option to look at the recipes in the CookBook file you created using the Export recipes option.

1. Point to Import recipes on the Recipe Menu, and double click.

Note: When the Import recipes option is selected, a check mark appears beside it on the Recipe Menu, and the IMPORT/EXPORT button shows IMPORT.

An Open File dialog box appears. Recipe files have the extension RCP.

2. Point to the recipe file you want to open or the drive that contains the diskette of recipe files, and double click.

The Recipe Sharer Import screen appears. The ledger contains all the recipes in the file (or on the diskette) you chose.

3. Point to the recipe's checkbox, and click to select the recipe.

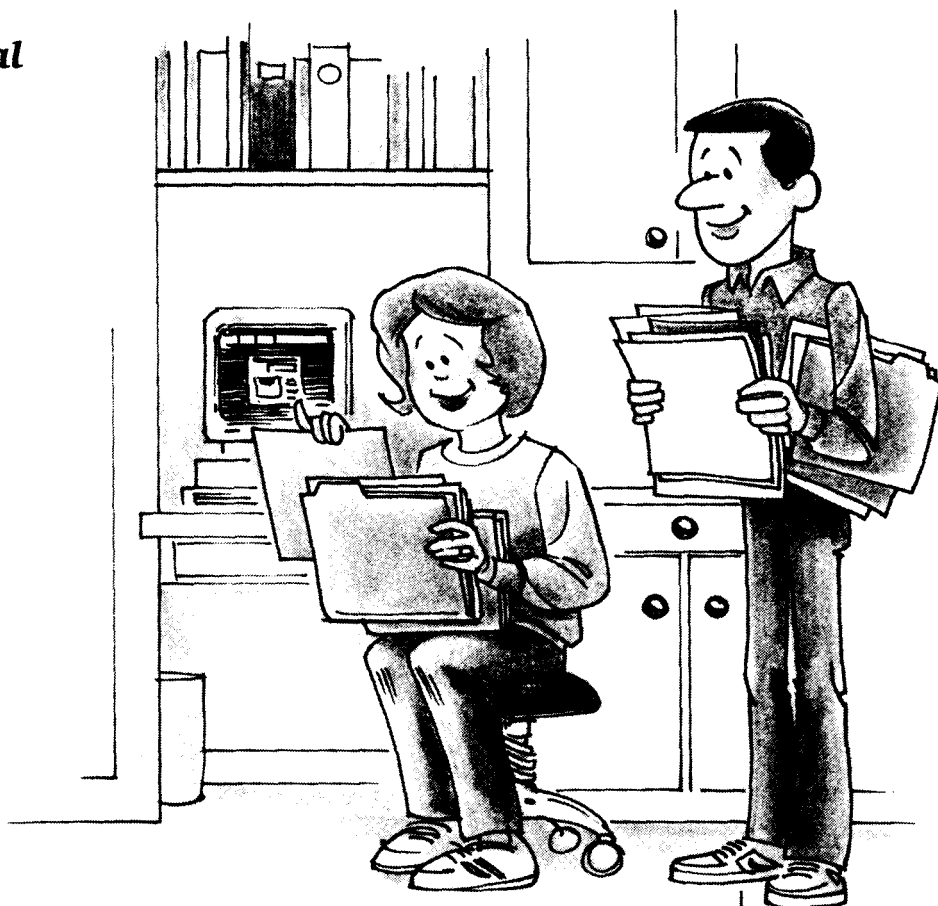
The recipe is selected when an "X" appears in the box.

Note: If you want to select all the recipes to add to your CookBook, point to the Check All box, and click.

4. Point to the IMPORT button, and click.

The recipes you selected are copied to your CookBook.

Personal



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

- Keep an inventory of household possessions for insurance and maintenance purposes
- Make detailed lists of possessions such as jewelry and clothing, keep maintenance records on larger items such as cars and appliances
- Plan your trip — provide an itinerary, what to pack — and then print it out
- Keep a personal diary — with a password for privacy
- Record information about collections of items such as stamps, coins, records, and videos and always know the total value of your collection
- Return to the Information Center quickly

This section of the DeskMate Home Organizer article helps you get acquainted with all of the advantages that the Personal category has to offer.

Let's Get Organized!

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

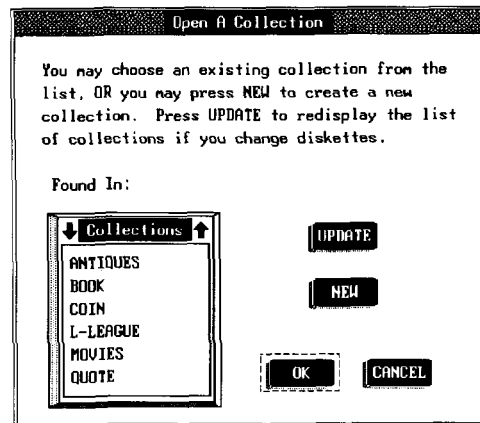
Now, the Andersons are organized — thanks to the DeskMate Home Organizer's Personal category. This section lets you see how they use each Personal solution to keep everything in order.

Collections

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

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

Point to Collections in the Personal category on the Greeter screen, and double click. If the Collections solution appears on the Navigation bar, point to the Collections button, and click.



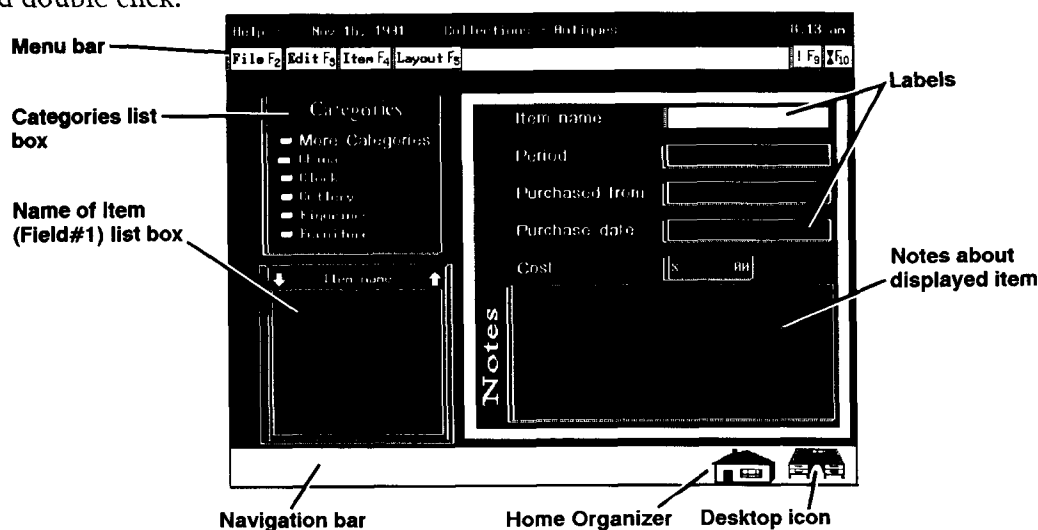
You can select from the existing Collections titles or create a new title for your collection.

If you are setting up a collection using one of the existing titles in the Collections list box, follow the instructions in "Create a collection using an existing title."

If you are opening a new collection file, follow the instructions in "Create a new collection."

Create a collection using an existing title

- Point to the title in the Collections list box that you want to use, and double click.



A screen for the title you chose appears.

See the Additional Collections Tasks box for more information on managing your collection.

Create a new collection

Note: If you are currently working in a collection, you can point to New collection on the File Menu, and double click to begin a new collection.

1. At the Open a Collection dialog box, point to the NEW button, and click.

The Create New Collection dialog box appears.

2. Type the name you want to give the new collection, and press **ENTER** to select the OK button.

The Create Password dialog box appears. You **MUST** decide at this time if you want to assign a password.

To password-protect your Collections:

3. Type the password you want to use at the Create new password: prompt.
4. Press **ENTER** to select the OK button.

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

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

Forget Your Password?

You can either re-install the solution or send a diskette containing the solution, along with a check for \$10.00 made payable to Radio Shack, to the following address:

Radio Shack Customer Service
Attn: Database Recovery
400 Atrium
One Tandy Center
Fort Worth, TX 76102

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

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

5. If your collection is large enough to divide into categories, select the YES button. Then, follow the instructions in “Divide collection into categories.”

OR

If your collection is small, and you don't want to divide it into categories at this time, select the NO button. Then, follow the instructions in “Define labels.”

Divide collection into categories

If you chose to divide your collection into categories, a dialog box appears so that you can enter the categories. For example:



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

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

2. Press ↓ to move the marker to the next line. Continue to type the categories.

Note: If you need to add more categories, select the MORE button. Five more blank category fields appear.

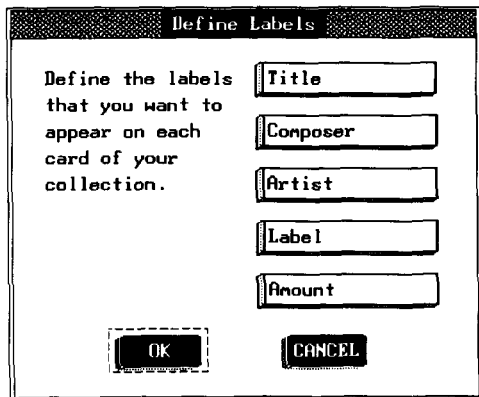
3. When you are finished adding categories for your collection, select the OK button.

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

Define labels

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

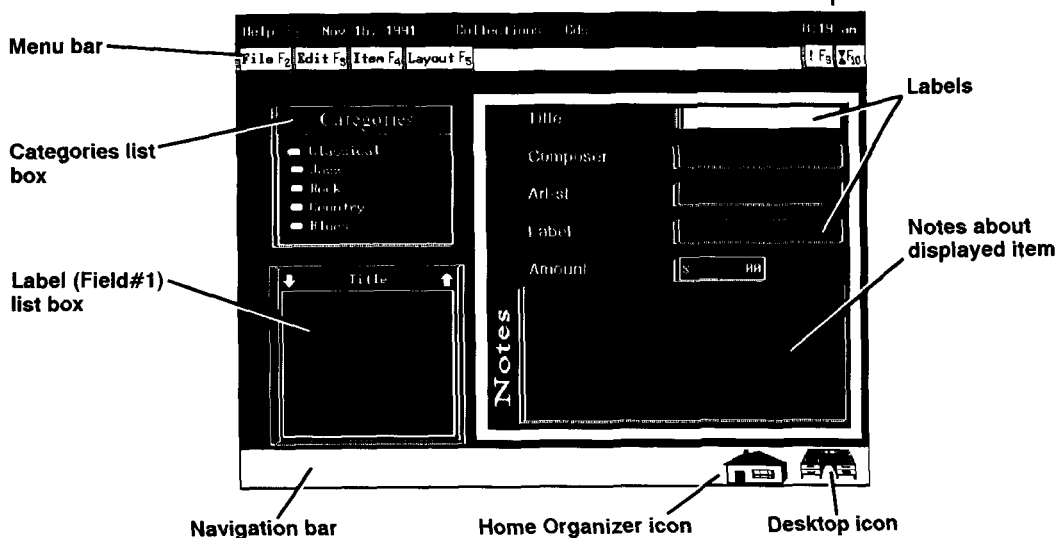
1. Type the name you want to see on the first label.
2. Press ↓ to move the marker to the next line. Continue to type the names you want to see on the remaining labels.



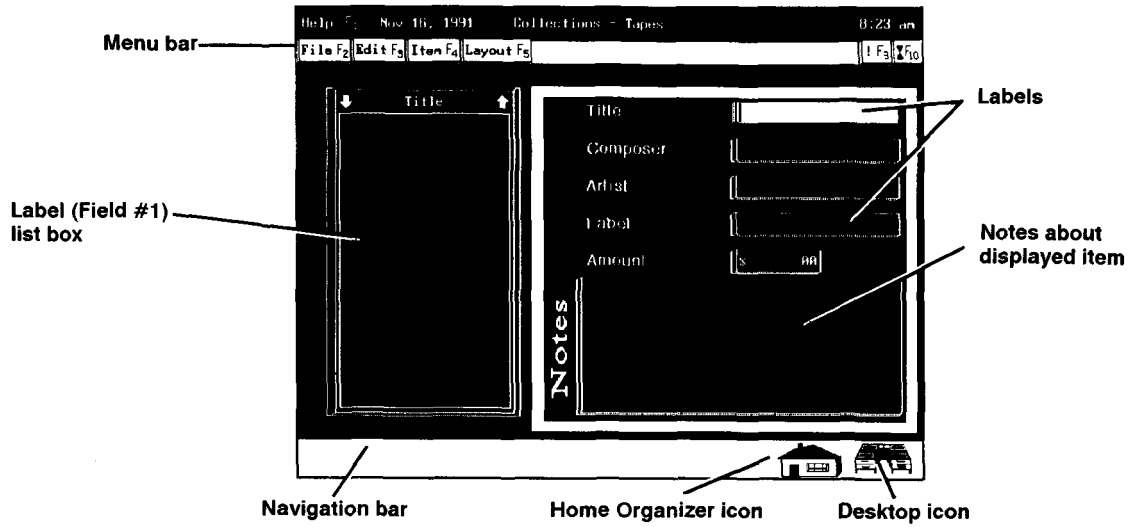
Note: The Amount field always contains a \$ for you to enter a dollar amount, but you can assign another label for the field if desired.

3. Press ENTER to select the OK button.

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



If you chose not to divide your collection into categories, the following screen appears:



See the Additional Collections Tasks box for more information on managing your collection.

Additional Collections Tasks

Add a card

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

1. Point to Add on the Item Menu, and double click.
2. Type the information you want for the card in the correct fields.
3. Point to Add, and double click again if you want to add another card.
4. When you are finished adding items to your collection, point to the desired button on the Navigation bar, and click.

Change a category

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

1. If necessary, point to the category on the Categories list box that you want to change, and click.
2. Point to the title of the card in the Label list box to which you want to change the category, and click.
3. Point to Change category on the Item Menu, and double click.
4. Point to the category in the Categories list box for which you want the card assigned, and click.
5. Point to the OK button, and click.

The card can now be seen in the new category.

Copy a Collections card into another application

1. Display the Collections card you want to copy.
2. Point to the Copy all option on the Edit Menu, and double click.

The Collections card you selected is copied to the Clipboard, and you can now use the Paste option on the Edit Menu in another DeskMate application (such as Text) to copy the card.

Note: You cannot use the Copy all option to copy (duplicate) a card in the Collections solution.

Define a category

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

1. Point to Define category on the Layout Menu, and double click.
2. If you want to change the category's name, point to the category you want to change, and click. Delete the old name, and then type the new name.

If you want to add a category, point to the first blank category field, and click.

Note: If there are no blank category fields, point to the MORE button, and click.

3. When you are finished, point to the OK button, and click. You return to the Collections screen.

Delete a card

1. If necessary, point to the category that contains the card you want to delete, and click.

2. Point to the card in the Label list box that you want to delete, and click.

3. Point to Delete on the Item Menu, and double click.

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

Find a card

1. Point to Find on the Item Menu, and double click.

2. Type the title of the card you want to find.

3. Point to the OK button, and click.

The first card in the collection that matches your description is highlighted in the Label list box.

4. Point to Find next, and click to see the next card that matches your description.

Print collection information

1. If necessary, point to the category in the Categories list box that contains the information you want to print, and click.

2. Point to the name of the card in the Title box that you want to print, and click.

3. Point to Print on the File Menu, and double click.

4. Point to a button that lets you print only the card you highlighted, all cards in the highlighted category, print all cards in the collection, or a subset of cards, and click.

If you select Print subset, a Print Subset dialog box appears, and you can point and click on the selection(s) that meet your criteria.

Note: If you want to personalize your Collection printout, point to the Personalized printing option, and click to place an "x" in the box. Point to the OK button, and click.

If you choose to personalize the Collections printout, another dialog box appears. Type the name and address you want to appear on the printout. The information will appear at the top of the Collections printout.

5. Point to the OK button, and click.

6. Point to the Screen, {Printer}, or File button, and click.

7. Point to the OK button and click.

Redefine labels

1. Point to Define labels on the Layout Menu, and double click.

2. Type over the current labels with the correct information.

3. When you are finished, point to the OK button, and click. You return to the Collections screen, and the labels appear as you changed them.

Total value of collection

1. Point to Total value on the Item Menu, and double click.

A message box appears displaying the total value of the displayed collection.

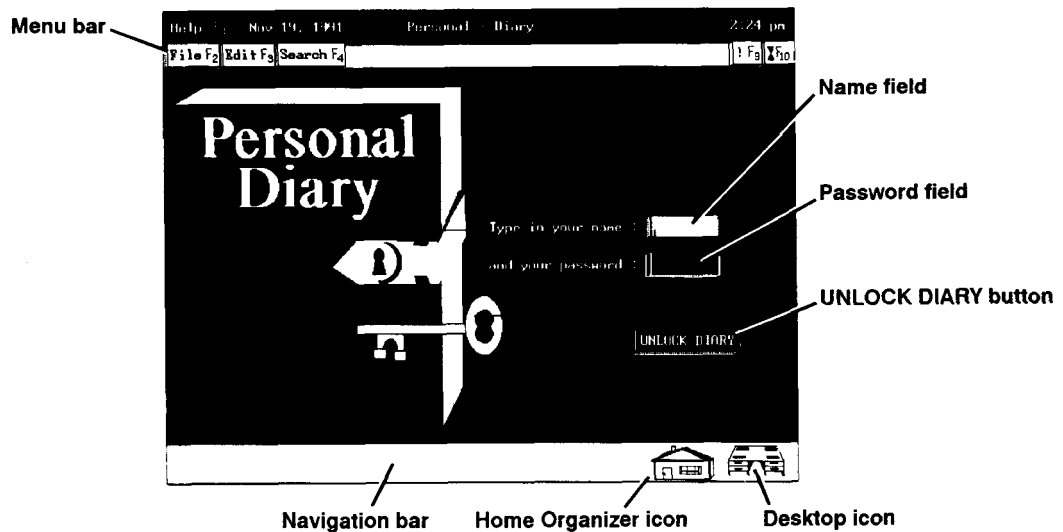
2. Point to the OK button, and click to remove the message box from the screen.

Diary

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

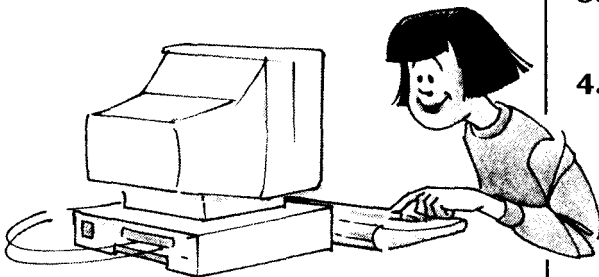
*Jessica Anderson uses the Home Organizer's Diary to record daily thoughts and happenings. Jessica knows that no one else can unlock her diary without the special password that only **she** knows!*

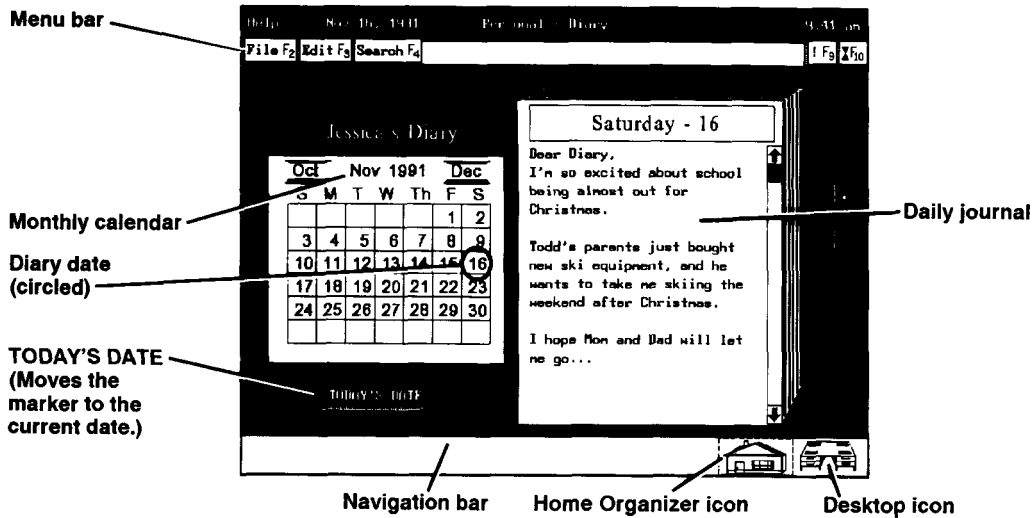
Point to Diary in the Personal category on the Greeter screen and double click, or point to the Diary button on the Navigation bar, and click.



Create a new diary

1. Point to New on the File Menu, and double click.
2. Type your name.
3. Point to the Password field, and click to move the marker. Then, type the password that you want to use for your diary.
4. Point to the UNLOCK DIARY button, and click.





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

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

Additional Diary Tasks

Append text to Clipboard

Note: Use this feature to place information on the Clipboard accessory that you want to paste into another application (for example, the Personal Letters solution in the DeskMate Print Companion application).

1. Highlight the information in your diary that you want to place on the clipboard (see Clipboard in the Accessory chapter for information about the Clipboard).
2. Point to the Append option on the Edit Menu, and double click.

A copy of the text that you highlighted is automatically transferred to the Clipboard accessory.

Change the month

- Point to the previous month on the calendar, and click.
- Point to the next month on the calendar, and click.

Change the password

Your diary must be unlocked to change the password.

1. Point to Change password on the File Menu, and double click.
2. Type the new password.
3. Point to the OK button, and click.

Find an entry

Your diary must be unlocked to find an entry.

1. Point to Find on the Search Menu, and double click.
2. Type the entry you are searching for.
3. Point to the Search on days button that lets you search before the displayed date or after the displayed date, and click.
4. Point to the OK button, and click.

The entry you described is displayed.

5. Point to Find next on the Search Menu, and double click to find the next entry that matches the description you typed.
6. If the entry is not found, point to the OK button, and click to try again.

Go to a specific date

Your diary must be unlocked to use this option.

1. Point to Go to date on the Search Menu, and double click.
2. Type the date you want to see.
3. Point to the OK button, and click.

Open a diary

1. Point to Open on the File Menu, and double click.
2. Point to the Diary name in the Files list box that you want to open, and click.
3. Point to the OK button, and click.
4. Type the correct password, if necessary.
5. Point to the UNLOCK DIARY button, and click.

Print an entry in your diary

Your diary must be unlocked to print an entry.

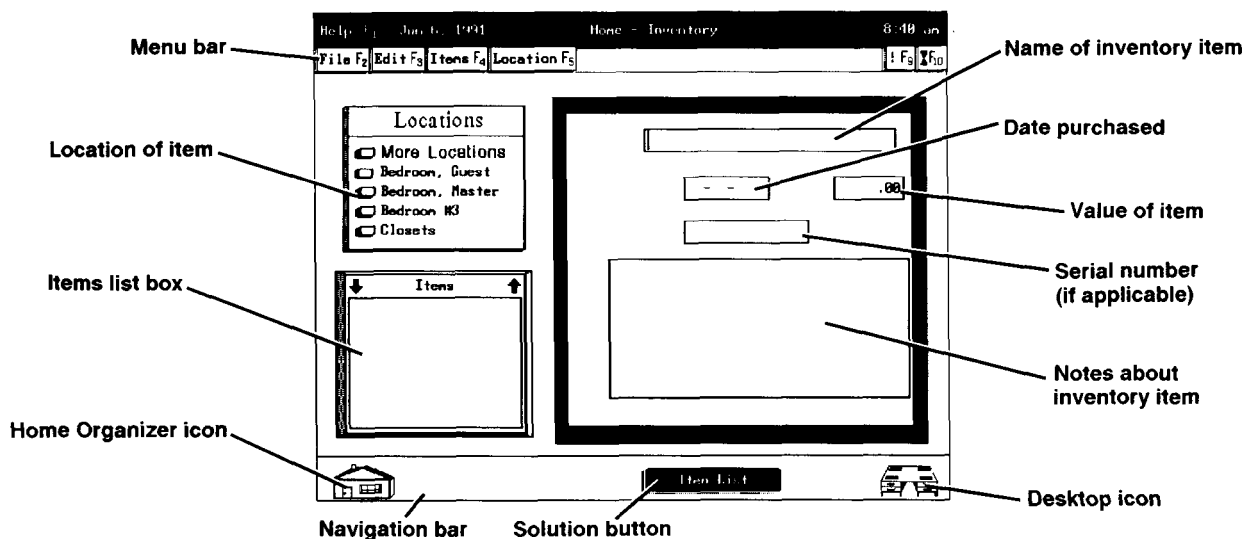
1. Point to Print on the File Menu, and double click.
2. Point and click on a button that lets you print only the information on the displayed day or days in a particular range.
3. If necessary, point and click to move the marker to the starting and ending dates, and type the range of dates you want to print.
4. Point to the OK button, and click.
5. Point to the Screen, {Printer}, or File button, and click.
6. Point to the OK button, and click.

Home Inventory

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

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

Point to Home Inventory in the Personal category on the Greeter screen, and double click. If Home Inventory appears on the Navigation bar, point to the Inventory button, and click.



Password-protect your Home Inventory list

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

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

To password-protect your Home Inventory list:

1. Type the password you want to use at the Create new password: prompt.
2. Point to the OK button, and click.

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

- Point to the CANCEL button, and click to return to the previous screen without making a decision about the password.
- Point to the NO PASSWORD button, and click if you do not want to assign a password to your Home Inventory list. The Password dialog box will no longer appear when you select the Home Inventory solution.

Forget Your Password?

You can either re-install the solution or send a diskette containing the solution, along with a check for \$10.00 made payable to Radio Shack, to the following address:

Radio Shack Customer Service
Attn: Database Recovery
400 Atrium
One Tandy Center
Fort Worth, TX 76102

Add a new item

1. Point to Add on the Items Menu, and double click to display a blank inventory card.

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

2. Type the requested information in each field.
3. Point to Add on the Items Menu, and double click again to display another blank card.
4. When you are finished adding inventory items to your list, point to another solution button on the Navigation bar, and click.

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

Additional Home Inventory Tasks

Define other locations

1. Point to Define Locations on the Location Menu, and double click.

The Define Locations dialog box appears.

2. Point to a blank field, and click. Then, type the name of the location you want to define.

Note: If all fields contain names, point to the MORE button, and click. Continue to point to the MORE button, and click until you see a blank field.

3. When you are finished defining locations, point to the OK button, and click.

You return to the Home Inventory screen.

Delete an item

1. If necessary, point to an item in the Items list box, and click.
2. Point to Delete on the Items Menu, and double click.
A message box appears, asking if you want to also delete the Itemized List (if applicable).
3. Point to the YES or NO button, and click.

If you chose the YES button, the item is deleted from your inventory. If the item has an itemized list, that list is also deleted.

Find an item

1. Point to Find on the Items Menu, and double click.
2. Type the name of the item you are searching for.
3. Point to the OK button, and click.
The marker highlights the first item that matches the description.
4. Point to Find next on the Items Menu, and double click to see the next entry of the item that matches the description.

Move an item to another location

1. If necessary, point to the Locations list box, and click on the desired location.
2. Point to the Items list box, and click on the item you want to move.

3. Point to Move item on the Location Menu, and double click.

The Change Locations dialog box appears, displaying the name of the item, the old location, and a Locations list box.

4. Point to the desired location, and click.

The New Location: prompt changes as you move the marker to reflect the currently highlighted location.

5. Point to the OK button, and click.

You return to the Home Inventory screen. The item now appears in the new location.

Print an inventory item

1. If necessary, point to the item in the Items list box that you want to print.
2. Point to Print on the File Menu, and double click.
3. Point to the button that lets you print the highlighted item, all items in locations, or all items in the current location, and click.

Note: If you want to personalize your Home Inventory printout, point to the Personalized printing option and click to place an "x" in the box. Point to the OK button, and click.

If you choose to personalize the Home Inventory printout, another dialog box appears. Type the name and address you want to appear on the printout. The information will appear at the top of the Home Inventory printout.

4. Point to the OK button, and click.
5. Point to the Screen, {Printer}, or File button, and click.
6. Point to the OK button, and click.

Total value of your home inventory

1. Point to Total value on the Location Menu, and double click.

A message box appears, displaying the total value of your entire home inventory and the value of the inventory in the current location.

2. Point to the OK button, and click to remove the message box from the screen.

You return to the Home Inventory screen.

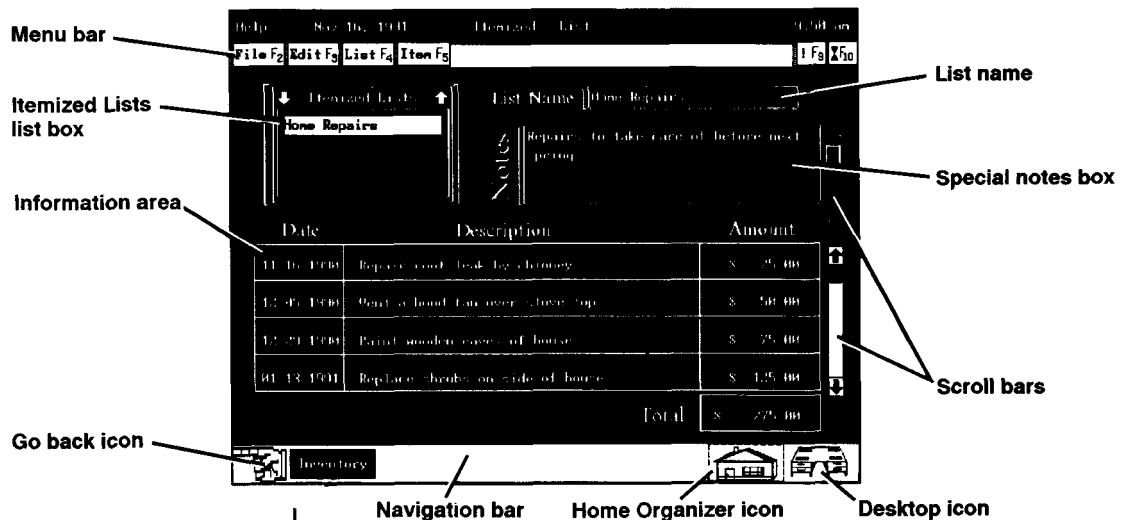


Itemized List

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

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

Point to Itemized List in the Personal category on the Greeter screen, and double click. If Item List appears on the Navigation bar, point to the Item List button, and click.



Forget Your Password?

You can either re-install the solution or send a diskette containing the solution, along with a check for \$10.00 made payable to Radio Shack, to the following address:

Radio Shack Customer Service
Attn: Database Recovery
400 Atrium
One Tandy Center
Fort Worth, TX 76102

Password-protect your Itemized List

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

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

To password-protect your Itemized List:

1. Type the password you want to use at the Create new password: prompt.
2. Point to the OK button, and click.

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

- Point to the CANCEL button, and click to return to the previous screen without making a decision about the password.
- Point to the NO PASSWORD button, and click if you do not want to assign a password to your Itemized List. The Create Password dialog box will no longer appear when you select the Itemized List solution.

Create a list for an inventory item

1. When the Itemized List screen appears, choose the list from the Itemized Lists box that you want to add items to.
2. Press **TAB** until the marker moves to the information area.
3. Type the date purchased (if not the current date), description of the item, and the dollar amount of the item in the appropriate fields.
4. Press ↓ to move the marker to the next blank line, and add other items to the list.
5. When you are finished adding items to a list, point to another solution on the Navigation bar, and click.

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

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

Create a new list

1. Point to New on the List Menu, and double click.
A blank card appears.
2. Type the name you want to use for the list in the List Name field.
3. Press **TAB** to move the marker to the special notes box. Then, type any information, such as place of purchase, warranty information, or a more detailed description of the list.
4. Press **TAB** to move the marker to the information area. Then, type the date purchased (if different from the displayed date), description of the item, and the dollar amount of the item.
5. Press ↓ to move the marker to the next blank line, and add other items.
6. When you are finished adding items to the list, point to the solution on the Navigation bar you want to choose, and click.

Note: If you choose Inventory from the Navigation bar, you are asked if you want to add the list (List Name) to your home inventory.

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

Add items to an existing list

1. Point to the name of the list in the Itemized Lists box to which you want to add an item, and click.
2. Point to Add to list on the Item Menu, and double click.
The marker moves to the first blank line available in the Information area.
3. Type the date, description, and dollar amount of the item you are adding to the list in the appropriate fields.
4. Press ↓ to move the marker to the next blank line. Continue to add items to your list.
5. When you are finished adding items to the list, you can point to the Itemized Lists box, and click to move the marker to select another name, or point to another solution on the Navigation bar, and click.

Additional Itemized List Tasks

Delete a list

1. Point to the name of the list on the Itemized Lists box that you want to delete, and click.
2. Point to Delete on the List Menu, and double click.
The Delete List dialog box appears, asking if you want to delete the list.
3. Point to the YES button, and click to delete the list and all the items it contains.

Delete an item from the list

1. Point to the name of the list on the Itemized Lists box that contains the item you want to delete, and click.
2. Point to the item in the information area that you want to delete, and click.
3. Point to Delete from list on the Item Menu, and double click.

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

Find an item

1. Point to Find on the Item Menu, and double click.
2. Type the description of the item you want to find.
3. Point to the OK button, and click.
The program searches through all itemized lists until it finds and displays the item that matches your description.

4. Point to Find next on the Item Menu, and double click to see the next item that matches your description.

Print an itemized list

1. Point to the name of the list in the Itemized Lists box that you want to print, and click.
2. Point to Print on the File Menu, and double click.
3. Point to a button that lets you print the list you highlighted or the contents of all your itemized lists, and click.

Note: If you want to personalize your Itemized List printout, point to the Personalized printing option, and click to place an "x" in the box. Point to the OK button, and click.

If you choose to personalize the Itemized List printout, another dialog box appears. Type the name and address you want to appear on the printout. The information will appear at the top of the Itemized List printout.

4. Point to the OK button, and click.
5. Point to the Screen, {Printer}, or File button, and click.
6. Point to the OK button, and click.

Travel Planner

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

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

Point to Travel Planner on the Home Organizer's Greeter screen, and double click. If Travel Planner appears on the Navigation bar, point to the Travel button, and click.

If this is the first time you've used Travel Planner, you access a default trip; otherwise, you access the last trip you worked with. To create a new trip, point to New on the File Menu, and double click. A New Trip dialog box appears.

A New Trip

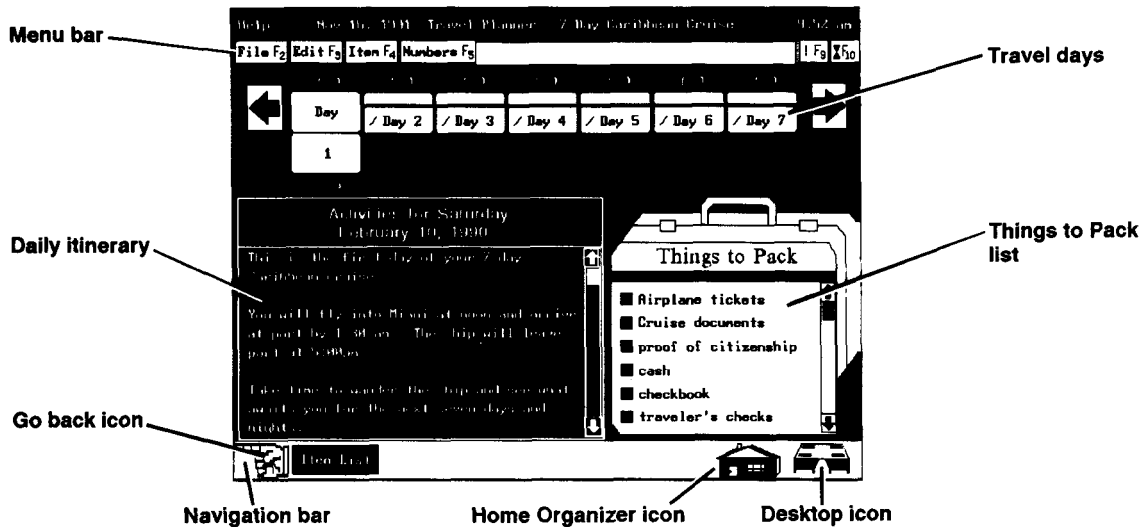
Trip name:

Trip length: days

Trip starts on:

OK CANCEL

Type the correct information in the appropriate field. Then, point to the OK button, and click.



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

Add activities to your itinerary

1. Point to the “suitcase” for the day you want to plan, and click.
2. Point to the Activities box, and click.
3. Type the itinerary for the day you chose.
4. When you are finished planning the itinerary for that day, you can choose another day, or point to the Things to Pack list, and click to move the marker. See “Add items to your Things to Pack list” for more information.

Add items to your Things to Pack list

1. Point to the “suitcase” for the day you want to add items, and click to open.
2. Point to the Things to Pack list, and click.
3. Point to Add on the Item Menu, and double click.
4. Type a description of the item(s) you want to pack.
5. If you want to “check” the item, point to the check box for the item, and click to “check” it.

Note: Point to the box, and click again to “uncheck” an item.

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

Travel Planner Techniques

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

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

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

Helpful Numbers

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

1. Point to the Numbers Menu, and click to open it.

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

2. Point to the category that contains the numbers you want to see, and double click.

A list of numbers for the category you chose appears, and you can point to the scrolling arrow icons, and click to scroll through the list until you find the number you want.

3. Point to CANCEL, and click to remove the Helpful Numbers box from the screen.

Note: If you have a modem, you can automatically dial a highlighted number by pointing to Call on the Helpful Numbers box, or you can choose Call on the Numbers Menu, entering the number, and clicking on the Call button.

Additional Travel Planner Tasks

Change your travel plan

1. Point to Change on the File Menu, and double click.
2. Type the correct information for your travel plan.
3. Point to the OK button, and click.

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

Delete an item on the Things to Pack list

1. Point to the item on the Things to Pack list that you want to delete, and click.
2. Point to Delete on the Item Menu, and double click.

Open another Travel Planner

1. Point to Open on the File Menu, and double click.
2. Point to the vacation plan you want to see, and click.
3. Point to the OK button, and click.

Plan a new vacation

1. Point to New on the File Menu, and double click.
2. Type the requested information in the appropriate fields.
3. Point to the OK button, and click.

Print an itinerary

1. If necessary, point to the day that contains the information you want to print, and click.

2. Point to Print on the File Menu, and double click.

3. Point to a button that lets you print a specific day's information, only the itinerary (Activities), or only the Things to Pack list, and click.

If you choose to print the packing list, you can choose whether you want to print all items or only the checked items. Point to the Checked items only box, and click to choose this option.

Note: If you want to personalize your travel itinerary, point to Personalized printing, and click to place an "x" in the box. Point to the OK button, and click.

If you choose to personalize the itinerary printout, another dialog box appears. Type the name you want to appear on the printout (the Travel Planner printout does not include an address). The information appears at the top of the itinerary. (For example, Travel Plans of Sylvia.

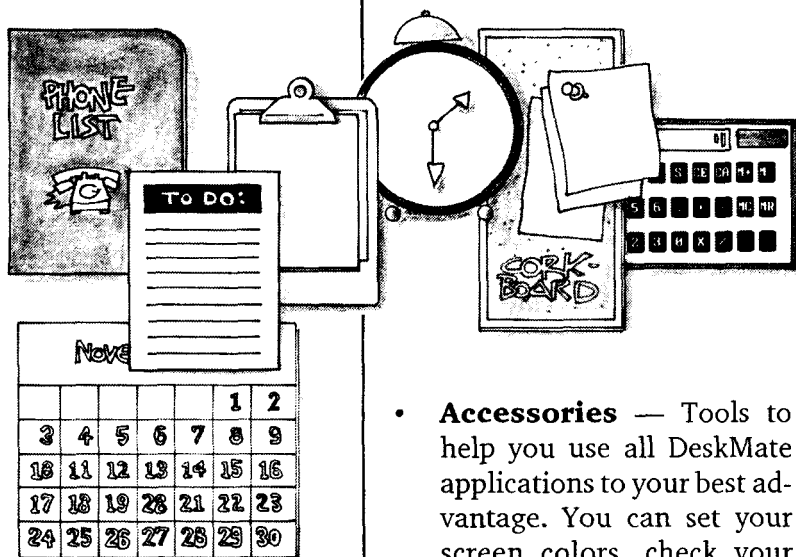
4. Point to the OK button, and click.
5. Point to the Screen, {Printer}, or File button, and click.
6. Point to the OK button, and click.

Remove a travel plan

1. Point to Remove on the File Menu, and double click.
2. Point to the travel plan in the List of Trips list box that you want to remove, and click.
3. Point to the OK button, and click.

DeskMate Applications

DeskMate applications help you get things done at your home or office — fast and easy!



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

- **Desktop** — Organizes your DeskMate files and lets you customize DeskMate's main screen — the desktop.
- **Draw** — Create your own art on the screen, and then print your "originals" or insert them in another DeskMate application.
- **Hangman** — An electronic version of the Hangman game.
- **Kaleidokubes** — A game to test your motor skills.
- **Letter Invaders** — A fun game to help you learn to type or simply improve your typing speed.
- **Telecom** — An easy way to send messages or do your office work from home.
- **Text** — A word processor for all your writing — at home or at the office.
- **Accessories** — Tools to help you use all DeskMate applications to your best advantage. You can set your screen colors, check your spelling, and much more!
- **Address Book** — Organizes names, addresses, and phone numbers so they're always available immediately.
- **DeskMate Print Companion** — Contains illustrations and formats for all your correspondence needs.

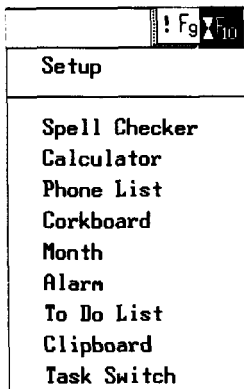
Read the following sections to see how easy DeskMate makes it for you to get organized — and stay that way.

Accessories

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

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

To access these tools or accessories, point to the F10 Menu from anywhere in DeskMate, and click.



The Accessory Menu lists DeskMate's accessories. Point to the accessory you want to use, and double click.

Setup lets you change DeskMate's colors, set the date and time, activate the desktop sound feature, and specify any special equipment you are using (such as a modem, printer, or mouse). In addition, you can activate DeskMate's screen saver feature.

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

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

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

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

Month lets you glance at a monthly calendar.

Alarm flashes and beeps to remind you of appointments.

To Do List lists annual occasions and reminders from the Information Center.

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

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

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

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

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

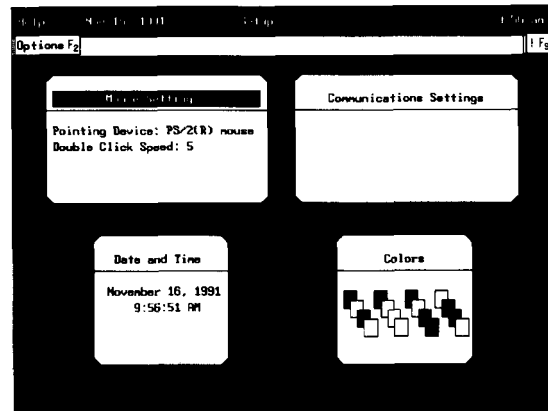


Setup

The Setup accessory lets you tell DeskMate how it should look and run. You can change your screen colors, select a new system date and time, and set up your printer, mouse, or modem. In addition, you can activate DeskMate's desktop sound and screen saver options.

To select Setup, point to the F10 Menu, and click. Then, double click on the Setup option.

The Setup screen shows you at a glance how most of the options are currently set.



Connect your PS/2[®]-style mouse to your computer, and simply point to the desired box on the Setup screen, and double click to select an option that appears on the screen.

Note: If DeskMate is displayed on the screen when you first plug in your mouse, be sure to exit DeskMate and restart the computer before you try to use your mouse.

Mouse Settings lets you select various pointing device options. If you are using the PS/2[®]-style mouse that came with your Tandy 1000 RLX System, DeskMate has already selected the correct settings for you.

Communications Settings lets you tell DeskMate what kind of modem (or telecommunications equipment) you are using.

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

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

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

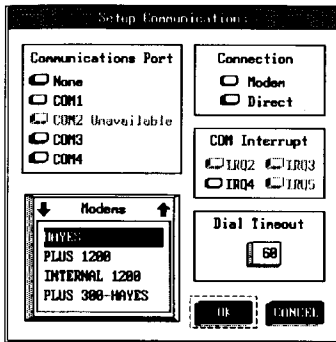
The **Printer** option lets you tell DeskMate what type of printer you are using.

The **Screen saver** option lets you blacken your monitor screen automatically after a certain amount of time has elapsed with no screen activity.

The **Desktop sound** option lets you select a sound that the computer plays each time you re-enter DeskMate.

Communications Settings

When you double click on the Communications Settings icon, you see the following dialog box:



Use the options on this dialog box to tell DeskMate what kind of communications equipment you are using.

1. At the Communications Port box, point to the port where your modem is connected, and click. (COM2 is the default setting for the PS/2[®] mouse. Use the other COM settings for option boards with serial ports.)
2. At the Connection box, point and click on Modem if you are using a modem, or Direct if you are going to be connected directly to another computer via cable without using a modem.
3. If you are using COM3 or COM4, at the COM Interrupt box, point to the appropriate IRQ setting, and click.

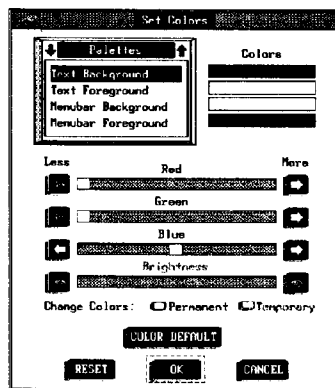
4. If necessary, at the Dial Timeout box, type the number of seconds (between 10-120) you want DeskMate to wait to complete a call (before the modem disconnects).
5. If necessary, at the Modems list box, point to the modem you are using, and click.

If you have a Hayes-compatible modem, point to Fast Hayes, and click. If you experience problems with your modem disconnecting, change your modem selection to Hayes.

6. Point to the OK button, and click.

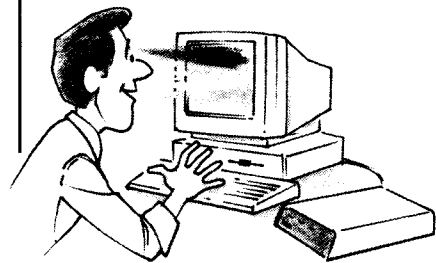
Colors

When you point to Colors on the Options Menu, and double click (or double click on the Colors icon), you see the following dialog box:



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

1. Point to the Palettes list box, and click on the section of your screen (text or menu bar background or foreground) you want to change.



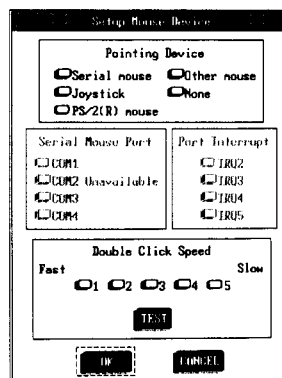
2. If you have a color monitor, use the Red, Green, and Blue bars to adjust the colors and create the color you want.

Move the setting right to add more of the color or left to reduce the amount of that color.

3. If you have a monochrome monitor that can detect intensity settings, adjust the Brightness bar to make the colors brighter or dimmer.
4. At the Change Colors: prompt (only available in the Draw application), point to whether you want DeskMate to save your changes permanently or only use them until you exit Draw.
5. If you want to see the default settings, point to COLOR DEFAULT, and click.
6. If you want to reset the colors as they were when you first entered the Setup accessory, point to RESET, and click.
7. Point to the OK button, and click.

Mouse Settings

When you point to Mouse on the Options Menu, and double click (or double click on the Mouse Settings icon), you see the following dialog box:



Use the options on this dialog box to set up your mouse (if it is not a PS/2[®]-style mouse).

If you don't have a mouse connected, we recommend that you not try to run the program *mouse.com* or insert the *mouse.sys* command into your configuration file.

1. At the Pointing Device box, choose the type of pointing device you are using. Choose:

Serial mouse for a serial-type mouse.

Joystick for a joystick or Tandy Color Mouse (with an adapter).

PS/2(R) mouse for a PS/2[®]-style mouse. (Automatically set if you plug in the PS/2[®]-style mouse that came with your Tandy 1000 RLX System.)

Other mouse for a Microsoft-compatible mouse driver that you might have installed in DeskMate.

None if you don't want to use a mouse.

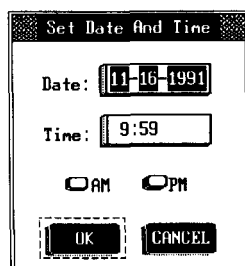
2. If you chose Serial for your pointing device, at the Serial Mouse Port box, choose COM1.

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

3. If you have inserted a serial card and are using COM3 or COM4, at the Port Interrupt box, choose the appropriate IRQ setting.
4. At the Double Click Speed box, choose a comfortable double click speed.
5. If necessary, double click on the TEST button to test your double click speed setting. The TEST button will flash if your double click speed matches the number you selected in Step 4.
6. Point to the OK button, and click.

Date and Time

When you point to Date and Time on the Options Menu, and double click (or double click on the Date and Time icon), the following dialog box appears:



The dialog box titled "Set Date And Time" contains the following elements:

- Date:** A text field showing "11-10-1991".
- Time:** A text field showing "9:59".
- AM/PM:** Two radio buttons, "AM" (selected) and "PM".
- Buttons:** "OK" and "CANCEL" buttons at the bottom.

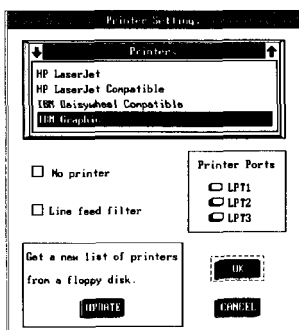
At the Date: prompt, type a new date using the format *mmddyyyy* (*mm* = month, *dd* = day, *yyyy* = year).

At the Time: prompt, type the new time, using the format *hh:mm:ss* (*hh* = hour, *mm* = minutes, *ss* = seconds). Then, choose either AM or PM.

Point to the OK button, and click to return to the Setup screen.

Printer Settings

When you point to Printer on the Options Menu, and double click, you see the following dialog box:



The dialog box titled "Printer Settings" contains the following elements:

- Printer:** A list box showing "HP LaserJet", "HP LaserJet Compatible", "IBM Businesswheel Compatible", and "IBM Graphics".
- Printer Ports:** A group box containing three radio buttons: "LPT1" (selected), "LPT2", and "LPT3".
- Options:** Two checkboxes: "No printer" and "Line feed filter".
- Buttons:** "OK" and "CANCEL" buttons at the bottom right.
- Additional Text:** "Get a new list of printers from a floppy disk." with an "UPDATE" button.

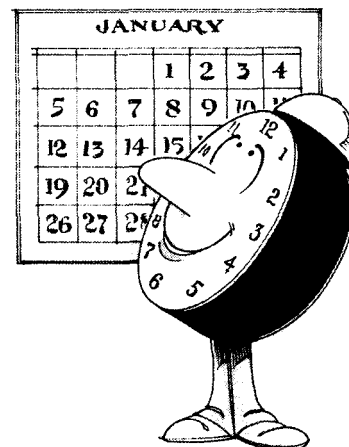
Use the options on this dialog box to set up your printer. DeskMate refers to this printer information each time you choose a print option in DeskMate. If you change printers, be sure to change the printer information in the Setup accessory.

If you are using diskettes to run DeskMate and you need to switch diskettes to print, you might want to add your printer driver(s) to the diskettes you are using to run DeskMate (your working copies). For more information, see "Appendix A."

1. At the Printers list box, point to the printer you are using, and double click.

ASCII is a generic printer driver and should work with all printers. Choose this driver if you are using a printer that is not listed.

2. If you are not going to use a printer, point to the No printer check box, and click.
3. At the Line feed filter check box, point to the box if your printer does not automatically do a carriage return at the end of a line,



and click. Leave the box blank if your printer does a carriage return.

For printers in IBM-mode, do not check this box. For printers in Tandy mode, check the box. If your printer is double spacing or printing lines on top of each other, try changing this option.

4. At the Printer Ports box, point to the LPT1 port, and click.

If you add a second printer port, refer to the instructions with that board for the port setting.

5. To use a printer not listed in the Printers box, insert a disk with that printer's information into a drive, and click on the UPDATE button. Then, when you print, DeskMate asks for a disk with the printer driver unless the correct disk is already in the drive.

This updates the Printers box with printers on that disk. Choose a printer from the list.

6. Point to the OK button, and click.

Depending on the printer you chose, you will see another dialog box.

7. Choose the appropriate options for the printer you chose.

If you need more information about these options, be sure to see your printer documentation.

8. If you have modified the default printer configuration or changed the way paper is loaded into the printer, point to the ADVANCED SETTINGS button, and click.

A dialog box appears.

9. Choose the appropriate options for your printer and the paper you are using.

10. Point to the OK button, and click.

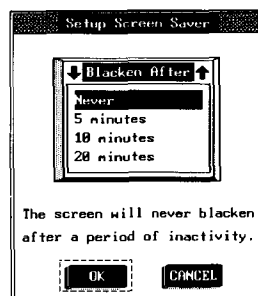
If you are using diskettes to run DeskMate, you might want to copy your printer driver to each DeskMate diskette so that you won't have to switch diskettes as frequently when you are printing. In addition, if you change your printer driver information, you might want to change this information on each diskette you use to print. For more information about copying printer drivers to diskettes, See "Appendix A."

Screen Saver

The Screen saver option is beneficial if you leave your computer and monitor on constantly. DeskMate removes the displayed screen, but you can instantly recall it by pressing any key.

If you wish to leave your computer on but not the monitor, you can turn the monitor off and then on again to redisplay the current DeskMate screen.

When you point to Screen saver on the Options Menu, and double click, the following dialog box appears.



At the Blacken After list box, point to the amount of time you would like your screen to remain active before DeskMate blackens it, and click. Then, point to the OK button, and click.

If you don't want DeskMate to blacken your screen, point to Never, and click.

A message appears, telling you that you can press any key to return to your application after your screen blackens. Point to the OK button, and click to clear the message and return to the Setup screen.

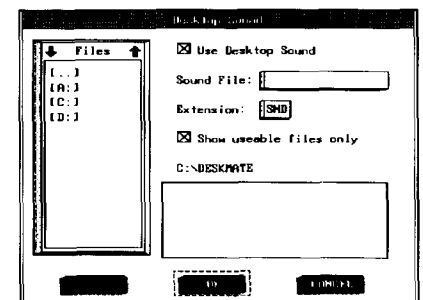
Desktop Sound

When the desktop sound feature is on, a sound is played the first time the DeskMate desktop is displayed after another program has been in use. For example, if you have been running MS-DOS outside of DeskMate, and then you access the desktop, the computer plays a sound.

To turn on the desktop sound feature, point to Desktop sound on the Options Menu, and double click.

When the Desktop sound option is checked, the sound feature is on.

The following dialog box appears.



1. Point to the Use Desktop Sound check box, and click.

A check in this box indicates the feature is on.

2. If necessary, point to the Show useable files only option, and click.

3. Point to the sound file in the Files list box you want to use, and click.

The filename appears at the Sound file: prompt.

You can use only sound files that are not instrument files, that have not been compressed, and that were recorded using the version of DeskMate that came with your Tandy 1000 RLX computer.

4. Point to the OK button, and click.

If you are using diskettes to run DeskMate, you might be asked to insert the diskette containing the `dmappsnd.res` file. Simply insert the diskette. DeskMate copies the `desktop.snd` file to the diskette.

The Setup screen is displayed.

You can change the default sound (or create a new one) by renaming any sound file (created using the Sound application) to `desktop.snd`. For more information about recording sounds and using the sound application, see your "Music and Sound" manual.

You cannot use instrument files for the desktop sound. Also, be sure the Instrument compression option is turned off (unchecked) for the sound file you want to use.

For more specific information about using desktop sound, see the Notes About Desktop Sound box.

Notes About Desktop Sound

The desktop sound feature will play when you run DeskMate from MS-DOS or from other programs.

Note: If you are using diskettes to run DeskMate, the desktop sound feature will only play when DeskMate Diskette 1 is in the drive.

The desktop sound feature will not sound if you are using DeskMate's Task Switch accessory to run another program.

The `desktop.snd` file must be in the path that `dmconfig` points to, if you are using a hard disk.

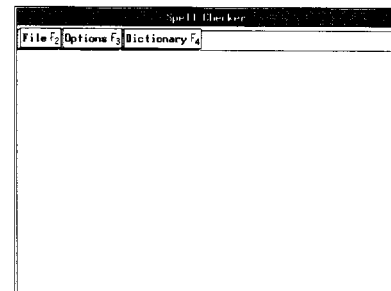
When you are recording or editing a sound using the Sound application, you can adjust the sampling rate for the quality of the sound. The higher the sampling rate, the more memory is required to play the entire sound without interruption.

Remember that using the desktop sound feature requires a certain amount of available memory. If you are using other programs or DeskMate features that also use memory (such as the Alarm accessory or Auto Proof in the Spell Checker accessory), there might be a pause in the sound when it is played. To remove the pause, you can shorten the sound, or use a lower sampling rate.

Spell Checker

This accessory lets you check your files or documents for misspelled words. A built-in dictionary checks your spelling, and if it finds an error, it displays the word and offers replacements.

When you point to Spell Checker on the Accessory Menu, and double click, you see the following screen:



Open the File or Document You Want to Check

The first thing you need to do is choose the document you want to check.

1. Point to Open on the File Menu on the Spell Checker screen, and double click.
2. Point to the file you want to check, and click, or type the name of the desired file at the Open File: prompt.

If the file you want to open appears in a different directory, point to the directory, and double click. Then, point to the desired file, and click, or type the name of the desired file at the Open File: prompt.

3. Point to the OK button, and click to begin the Spell Checker procedure.

If your file contains non-ASCII characters, a dialog box will appear. You can choose to continue or cancel.

Check the File or Document

After you open the file, Spell Checker displays an unknown word. The context in which the word appears is shown directly beneath the word.

If the unknown word is correct, you can point to Add to Dictionary on the Options Menu, and double click to add the word to your User's Dictionary. Or, point to the OK button, and click.

The User's Dictionary lets you add specific words that you often use but are not contained in DeskMate's main dictionary.

Correct an Incorrect Word

1. Point to the ↑ and ↓ arrows, and click to scroll through the Replacements box and click on the correct word or point to the "usage" area, and click. Then, type the correct word.
2. Point to the OK button, and click to accept the word's context.

You can return to the original word by pointing to Restore Context on the Options Menu, and double clicking.

Using Spell Checker with Text

You can use Spell Checker if you're working in the Text application by pointing to Proof on the Edit Menu and double clicking. See the "Text" article for more information.

Additional Spell Checker Tasks

Check Every Word You Type

- When you first open the Spell Checker accessory, point to Auto Proof on the Options Menu, and double click.

When a word you type is not found, a beep sounds so that you can check it.

Check a Specific Word as You Type

1. When you first open the Spell Checker accessory, point to Check Word on the Options Menu, and double click.
2. At the word to check: prompt, type the word you want to check.
3. Point to the OK button, and click to enter the word. If the word is unknown, suggested alternatives are displayed. If the word is correctly spelled, a message is displayed. Point to the OK button, and click.
4. Point to the CANCEL button, and click to exit Check Word.

Edit the User Dictionary

1. Point to Edit on the Dictionary Menu, and double click.
2. Choose the word you would like to delete using the following keys:

PGUP displays the previous page of words.

PGDN displays the next page of words.

OK accepts the deletions (if any) you have made.

DELETE removes the currently selected word from the User's Dictionary.

To choose a button using the mouse, point to the desired button, and click.

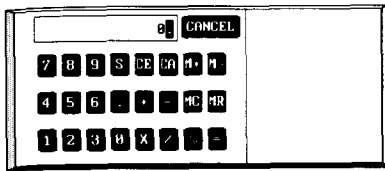
Point to the CANCEL button, and click to remove the Edit User Dictionary dialog box from the screen.

Save the User Dictionary

- Point to Save on the Dictionary Menu, and double click.

Calculator

When you point to Calculator on the Accessory Menu and double click, DeskMate displays a "hand-held" calculator on the screen.



Simply point to the number buttons, and click. Then, point to the appropriate function buttons, and click. The calculator functions are explained in the Calculator Functions box if you need additional information.

Calculator Functions

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

To exit the Calculator, simply point to the CANCEL button, and click.

Phone List

The Phone List accessory shows telephone numbers that you have entered in your Address Book. This accessory is ideal for jogging your memory, printing a list of numbers, or if you have a modem installed, DeskMate will automatically dial for you. When you point to Phone List on the Accessory Menu and double click, you see:

Phone List F ₂	Number F ₃		F ₆
Dale Erwin	H	631-978-2224	
Sylvia Jones	H	822-555-8932	
Linda Snelling	H	555-432-7938	

When you finish using this accessory, point to Exit on the Phone List Menu, and double click to exit.

Display Phone Numbers

To display work phone numbers, point to Work phone on the Number Menu, and double click.

To redisplay home phone numbers, point to Home phone on the Number Menu, and double click.

You can always tell which numbers are displayed because an H (home) or W (work) appears on the phone list.

If H (home) is selected and no home number is available, the work number appears. If W (work) is selected and no work number is available, the home number appears.

Make a Call

If you have connected an auto-dial modem to your Tandy 1000 RLX System, you can automatically dial any phone number in Phone List. Simply point to the number you want to call, and click. Then, point to Call on the Number Menu, and double click.

Be sure you have defined your modem with the Setup accessory's Communications option.

Print Your Phone List

To print a phone list, simply display the list you want to print (home or work phone numbers), and then point to Print on the Phone List Menu, and double click.

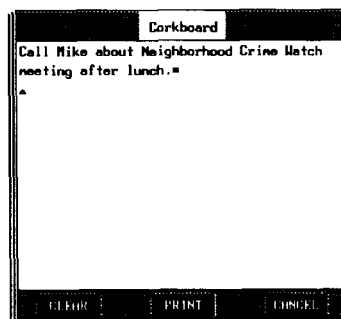
Corkboard

Use the Corkboard accessory as you would a notepad. Your notes are stored in the Corkboard file, and you can refer to them whenever you need them. In addition, anything you add to or delete from the Information Center's scratch pad appears on or is removed from the Corkboard.

About the Corkboard Screen

To access the Corkboard accessory, point to Corkboard on the F10 Menu, and double click.

The Corkboard screen is very simple:



Simply type your notes, and then you can point to PRINT, and click to print your notes or point to CLEAR, and click to delete them. To remove the Corkboard accessory from your screen, point to the CANCEL button, and click.

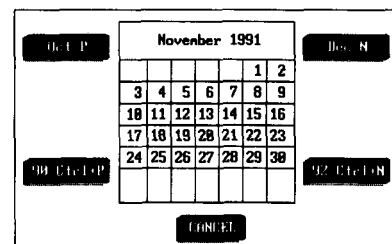
Key Functions for Corkboard

PGDN	Moves cursor to bottom of screen. Pressing again displays the next screen.
PGUP	Moves cursor to top of screen. Pressing again displays the previous screen.
HOME	Moves cursor to beginning of the current line in Corkboard.
CTRL+HOME	Moves cursor to beginning of the text.
END	Moves cursor to end of the current line in Corkboard.
CTRL+END	Moves cursor to end of the text.

Month

When you point to Month on the F10 Menu (the Accessory Menu) and double click, you'll see the current monthly calendar so that you can quickly check a date. The current month is determined by the date that appears in the upper, left corner of your DeskMate screen.

About the Month Screen



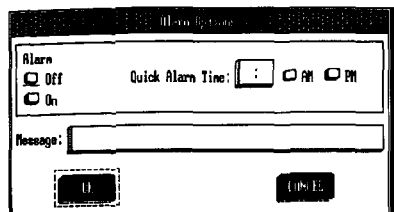
To display the previous month, point to P, and click. Point to N, and click to display the next consecutive month.

Want to look a year ahead? Simply point to Ctrl+N, and click to display the same month next year. Or, point to Ctrl+P, and click to display the same month in the previous year.

Point to the CANCEL button, and click to exit the accessory.

Alarm

To use the Alarm accessory, point to Alarm on the F10 Menu (the Accessory Menu), and double click. (Alarm only works when you are running DeskMate or DeskMate applications.) You see:



When setting an alarm, you might be asked to insert a diskette for your Startup information. We recommend that you insert DeskMate Diskette 1.

1. At the Alarm Options box, point to On or Off, and click to turn the alarm on or off.
2. At the Quick Alarm Time: prompt, type an alarm time using the *hh:mm* format (*hh* = hour and *mm* = minutes).
3. Point to AM or PM, and click.
4. Point to the Message: prompt, and click. Then, type a description of the event for which the alarm is set.

When the alarm sounds, you can point to Alarm on the F9 Menu, and click. Then, point to the Alarm, and double click to display the message.

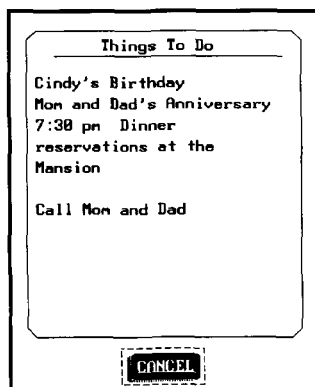
5. Point to the OK button, and click to exit the Alarm accessory.

To Do List

The To Do List accessory lets you display an agenda box so that you can monitor your day's schedule demands "at a glance."

If you add new reminders or annual occasions to your calendar (using the Information Center) that affect the current date, these appear automatically on the agenda. This accessory displays up to 12 annual occasions or reminders from the Information Center.

When you point to To Do List on the F10 Menu (the Accessory Menu) and double click, you might see an agenda box that looks like this:



If an annual occasion is listed on the current date in the Information Center, it is displayed first on the Things To Do agenda.

The Things To Do agenda can hold only 12 items, so if you have annual occasions that are currently displayed on the agenda, there is room for 10 reminders. As items originally listed are deleted, additional reminders and annual occasions, if any, will be displayed.

If you want to install the To Do List on your desktop, you might have to remove some application boxes and/or accessories.

Reminders that are scheduled in the Information Center for the current date are listed on the Things To Do agenda after any annual occasions. If two or more reminders occur on the same date, they appear alphabetically.

Due to space limitations on the desktop, the To Do List accessory does not appear in the Applications Menu's Display option list box. When there is adequate room on the desktop for the To Do List, it will appear in the Display option's list box.

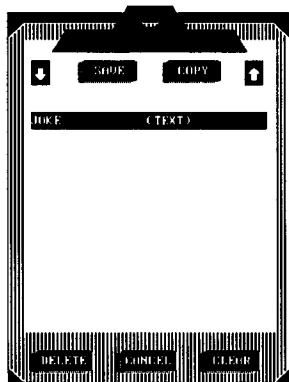
See the "Desktop" article in this magazine for further information on rearranging your desktop.

Clipboard

The Clipboard accessory lets you collect multiple pieces of information so that you can copy information in one application and put it in another application quickly and easily. For example, any time you use the Cut or Copy options in the Text or Draw applications, the information you cut or copy is stored in the Clipboard accessory. You can then use the Clipboard to create a file in which to store this information.

In addition to saving information in the Clipboard, you can retrieve, copy, or delete it as you maintain and organize your information.

When you point to Clipboard on the Accessory Menu (the F10 Menu), and double click, you might see something like this:



Save Clipboard Files from an Application

The Clipboard entries on the sample screen have already been saved. The following steps explain how to save your own information on the Clipboard.

1. When you are in an application, highlight the information you want to save, and then point to the Cut or Copy option on the Edit Menu, and double click.
2. Point to the Clipboard option on the Accessory Menu, and double click.
3. Point to SAVE, and click.

A dialog box appears.

If the Clipboard cannot save all the information you have selected, DeskMate will display the message, The selected entry is too large for the current clipboard. Point to the ENTER button, and click to clear the message.

4. At the Name: prompt, type the filename to which you want to save the information you have cut or copied.
5. Point to the OK button, and click.

Notice that the filename appears on the Clipboard with the application name in parentheses. Point to the CANCEL button, and click to return to the previous screen.

Copy Clipboard Information into an Application

1. Open the application you want to move information into.
2. Point to Clipboard on the Accessory Menu, and double click.
3. Point to the Clipboard entry you want to copy to memory, and click.
4. Point to COPY, and click.
5. Point to the CANCEL button, and click to remove the Clipboard from the screen.
6. Point to where you want to place the clipboard information, and click to move the cursor.
7. Point to Paste on the Edit Menu, and double click.

The Clipboard information appears at the cursor location.

Delete a Clipboard Entry

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

The highlighted entry is removed from the Clipboard.

Clear the Entire Clipboard

1. Point to the CLEAR button, and click.

A dialog box appears, asking you to confirm that you want to delete all of the Clipboard entries.

2. Point to the YES button, and click to delete all entries.

All the entries on the Clipboard are deleted.

Task Switch

The Task Switch accessory provides a way to place two DeskMate applications or a DeskMate application and another software program in memory. When you use Task Switch, you can then toggle back and forth between the applications or programs you have set. You can also use Task Switch to move between DeskMate and MS-DOS.

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

Switch Between Programs or DeskMate Applications

Point to Task Switch on the F10 Menu, and double click while you are in a program or application. You automatically return to the desktop. Then, simply point and double click on the other application or program directly from the desktop. (If the application is not displayed on the desktop, you can use the File Menu's Run option.)

Now, by pointing and double clicking on Task Switch (or pressing ALT+=), you can move directly between the two programs or applications.

To end a task, exit in the normal manner. You will return to the desktop. If you try to exit the desktop and there is still a task in memory, you will return to that program. You can then exit that application, and when you return to the desktop, you can exit DeskMate.

Switch Between DeskMate and MS-DOS

To switch between any DeskMate application (including the desktop) and MS-DOS:

1. At the desktop, point to Task Switch on the Accessory Menu, and double click.

The Run dialog box appears. (If you point and click on Task Switch from an application, you must point to Run on the File Menu, and double click when the desktop appears.)

2. At the Program: prompt, type command.com.

3. Point to the OK button, and click.

The system prompt appears on the screen.

Press ALT+= when in MS-DOS to switch between MS-DOS and the desktop or a DeskMate application.

To cancel the task switch, simply type exit at the system prompt, and press ENTER. The desktop is displayed. You can access another application (or program) or exit DeskMate. (If there is still an application in memory when you try to exit DeskMate, enter the application and exit normally, and then exit DeskMate.)

Task Switching Notes

- When you start a new program or application, you might need to change to the directory that the new program uses.
- If you task switch to command.com, you must press ALT+= to return to the desktop.
- If you are using another graphics program other than DeskMate, task switching might not occur. You might need to exit the other program or application so that DeskMate can be restored.

Considerations When Running Task Switch

- You cannot use Task Switch if you are running terminate and stay-resident (always in memory) programs, such as Microsoft Windows, Sidekick, and other similar programs.
- You cannot use Task Switch with other software that requires you to reset the computer in order to load.
- You cannot use Task Switch with BASIC, using a mouse.
- You cannot use Task Switch with programs that "take over" the keyboard. You will know if your program does this by pressing the ALT+= key sequence. If nothing happens, your program controls the keyboard.

Address Book

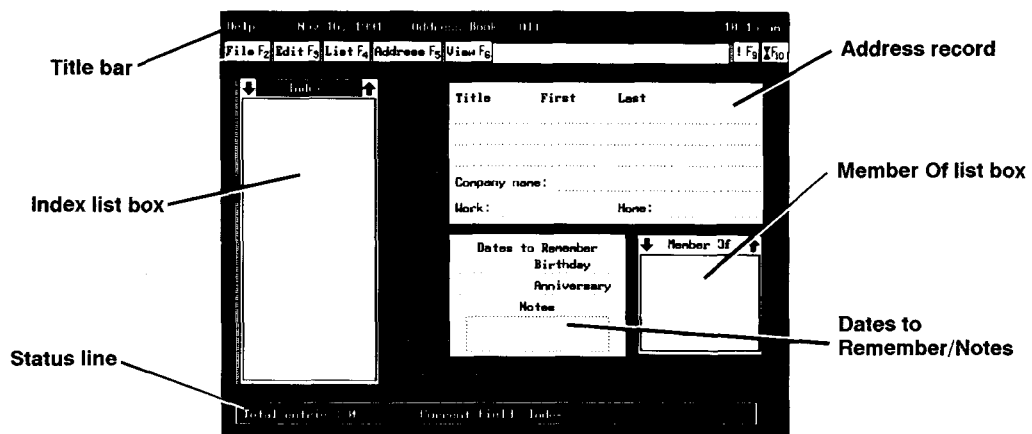
If you have upgraded from an earlier version of DeskMate, you will receive a prompt the first time you run this new Address Book, asking if you want to increase the size of your Title field. (This will let you use Mr. or Mrs.) Answer YES, and DeskMate will update your files.

Address Book lets you group related addresses together into specialized lists and use them for printing as well as reference. Instead of having a different address book for each of your activities, you can keep all your lists in DeskMate's Address Book.

With DeskMate's Address Book application, you can organize all your addresses and phone numbers in one place. You can keep one master address list and up to 25 separate, specialized address lists — all in one electronic address book.

This article helps you get started by showing you how to add, update, and delete addresses in one or more lists. In addition, you'll get some ideas for setting up your own lists. If you want DeskMate to step you through some Address Book exercises, be sure to see the Address Book: Organize Addresses Tutorial.

Check Out the Address Book Screen



You can access Address Book from the desktop or from within other DeskMate applications. If you're not sure how to open an application, be sure to see the Techniques Box in this article for more information.

Attention Diskette Users: If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette.

The Address Book screen is really quite simple.

See the Index list box on the left side of your screen? This box lists the addresses alphabetically

by last name for the list you are currently using.

If you want to know which list you are using, take a look at the **title bar** at the top of the screen. In the middle of the title bar, the name of the current list appears after the words Address Book. If you see All, you are looking at the master address list.

Now, look at the right side of the screen. You can see that the **address record** is like an index card. You can type your address information on the address record.

See the Dates to Remember/Notes box on the screen?

You use this area to type birthday or anniversary dates, and also add special information you want to remember about the address listing.

Now take a look at the Member Of list box. This box lets you quickly see which specialized address lists contain the currently displayed address.

At the bottom of the screen, the **status line** lets you know how many addresses are in the current list and where the cursor is on the screen. On this screen, the cursor is on the Index list box.

Go ahead and move the cursor around the Address Book screen by pointing and clicking on each field. Remember, you can point to the **F1** button, and click for help anytime.

Enter Addresses

When you first start using Address Book, the View Menu's All option is already selected for you. (Notice the word All in the title bar.) Therefore, when you add addresses, you are adding them to your master address list instead of a specialized list.

The first time you open Address Book a blank record screen appears. Point to the Title field, and click to move the cursor. Then, enter the address information following Steps 2-4 below. The next time you open Address Book, the address record contains information on the highlighted name in the Index list box. To add new address records:

1. Point to Add on the Address Menu, and double click.

2. Type a courtesy title, such as Mr., in the Title field.

BACKSPACE deletes the character you typed to the left of the cursor.

DELETE deletes the character you typed to the right of the cursor.

3. Press **TAB** to move the marker to the next field.
4. Type the remaining address information in the same way.

You can change Birthday and Anniversary to other date reminders if you'd like. Point to the word, and click to highlight it, and then simply type over it.

When you finish entering the address, you can store it using the simple process explained in the next section.

Store Addresses and Add Additional Addresses

To store the current address and add another address, point to Add on the Address Menu, and double click. (Or, press **CTRL+A**, the accelerator for Add.) As Address Book displays another blank address record, it stores the previous address and adds it to the Index list box.

You can enter addresses in any order because Address Book automatically alphabetizes by last name.

When you finish adding addresses, point to any available menu option (other than an Edit Menu option), and double click. Address Book stores the current address and performs the action you chose. For example, if you have typed an address, but haven't yet saved it, and then you point to the Exit button and double click, you are asked if you want to save your changes. Address Book stores the last address you entered and exits the application.

Delete an Address from the Master List

When you use the Delete option on the Address Menu, you delete the address that is displayed on the screen from your master address list.

1. Point to the address you want to delete, and click.
2. Point to Delete on the Address Menu, and double click. (Or, press **CTRL+D**, the accelerator for Delete.)
3. When asked if you're sure you want to delete the record, point to the OK button, and click.

Notice that the name disappears from the Index list box.

Modify Address Information

To change any information in an address, simply point to the information you want to change, and click. Type the new information. Then, point to any menu option (other than an Edit Menu option), and double click to store the changed address.

Create Additional Lists

As you begin to organize your electronic address book, you might need to create some specialized lists in addition to the master list DeskMate creates for you. For example, you might want to create an address list for your Christmas cards, business clients, or church members.

To create your own specialized lists, do the following:

1. Point to New on the List Menu, and double click.
A dialog box appears.
2. Type the list (or group) name.
3. Point to the OK button, and click.

Address Book creates the list. The list name in the title bar changes, and an address record is displayed for this new list.

You can add more addresses to this list using the procedures outlined in "Enter Addresses." When you point to All on the View Menu and double click, you'll see that the addresses in this specialized list are automatically added to the index for your master list.

View Address Lists

To view an address from your master list, be sure the All option on the View Menu is checked. Then, point to the appropriate name on the Index list box, and click. The address record information changes as you highlight different names in the list box.

To view your specialized address list information, be sure the By list option on the View Menu is checked. Point to the list you want to view, and double click. Then, point to the OK button, and click. The name of the current list appears in the title bar, and the Index list box displays only the names in that list.

You can easily view the address records in an individual list by pointing to the appropriate name on the Index list box, and clicking. The address record information changes as you highlight different names in the list box.

Add Existing Addresses to Another List

DeskMate makes it easy for you to add existing address records to specialized lists.

1. Display the address record you want to add to a list.
2. Point to Add to list on the Address Menu, and double click.
3. Point to the list(s) to which you want to add the displayed address, and click.

The Techniques Box in this article has more information about highlighting multiple lists.

4. Point to the OK button, and click to add the address to the list(s) you highlighted.

The Member Of list box indicates that the displayed address is now a member of the chosen list(s).

Delete Addresses from a Specialized List

Deleting addresses from a specialized list is very similar to adding addresses to different lists. Simply point to the address you wish to delete, and click. Then, point to Delete from list on the Address Menu, and double click. Address Book displays all available address lists for that address record. Point to the address list(s) from which you want to delete the address, and click. Then, point to the OK button, and click.

Do not confuse the Delete from list option with the Delete option. The Delete option removes the address from your master list.



Preview of Other Uses for Address Book

By now you have the gist of Address Book. You can use this DeskMate application to keep all your address lists in one location so that you can access the information quickly and easily. Use your imagination and let DeskMate help you keep everything organized.

With Address Book's advanced features, you can merge lists together and print mailing labels and form letters (using the Text Application). In addition, DeskMate's Phone List accessory lets you access and dial the phone numbers stored in Address Book quickly and easily if you have a modem. Be sure to see the Additional Address Book Tasks box for more specific task instructions. Remember, too, that you can point to Help F1, and click for DeskMate's help at any time.

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character immediately to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Edit Address Records

1. Highlight the appropriate information in the record.
2. Point to Cut, Copy, or Clear on the Edit Menu, and double click.
3. If you want to insert the information elsewhere, point to Paste on the Edit Menu, and double click.

Note: To reinsert information that you removed using Cut, Copy, or Clear, point to Undo on the Edit Menu, and double click.

Exit the Application

- Point to Exit on the File Menu, and double click.

Open a DeskMate Application

- If the application appears on the desktop, point to the application, and double click.
- If the application is not on the desktop, point to the Run option on the File Menu, and double click.
- A dialog box appears, and you can type the application name at the Program: prompt, and if you wish, the name of the file you want to open at the Data file: prompt. Point to the OK button, and click to open the application or file.

Move Around a Dialog Box

- Point to the desired field, and click.

Select Menu Options

- Point to the desired option on the menu, and double click.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu).

Additional Address Book Tasks

Dial a Phone Number

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

1. Display the address containing the phone number you want to dial.
2. Point to the work or home phone number you want to call, and click or point to a phone number in the Notes field, and click.
3. Point to Call on the Address Menu, and double click.
4. When the person you are calling answers the phone, pick up the telephone receiver and point to CANCEL, and click to disconnect the modem from the line.

Find an Address or Group of Addresses

1. Point to All on the View Menu, and double click to view all addresses or point to By list on the View Menu, and double click to view a specific list of addresses.
2. Point to Find on the Address Menu, and double click.
3. At the Search for: prompt, type the string of characters you want to find (like a name or street).
4. Point to the OK button, and click. If the address is found, it is displayed on your screen.

Note: If Address Book cannot find the information you specified, you see the message There are no matching records in this list. Point to the OK button, and click to remove the message from the screen.

5. To find the next occurrence of the same information, point to Find next on the Address Menu, and double click.

Format Mailing Labels

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

1. Point to Format labels on the File Menu, and double click.
2. At the Sorted by prompt, point to the Last name or Zip Code option, and click.
3. Point to the format that matches your mailing labels, and click.

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

4. Point to the OK button, and click.

Merge an Address List into the Current List

1. Point to By list on the View Menu, and double click.
2. Point to the list into which you want to merge another address list, and click. Then, point to the OK button, and click.
3. Point to Merge on the List Menu, and double click.
4. In the Merge from dialog box, point to the name of the list you want to merge into the current list, and click.
5. Point to the OK button, and click.

Print Addresses/Mailing Labels

You can use the Print labels option on the File Menu to print a list of addresses or to print mailing labels.

Note: If you are printing mailing labels, you must format them before you print. See "Formatting Mailing Labels."

1. Point to All on the View Menu, and double click to select all addresses or to select a specialized list, point to By list on the View Menu, and double click.

2. Feed the printing labels into the printer.
3. Point to Print labels on the File Menu, and double click.

4. At the To: prompt, point to the {Printer} button, and click to print mailing labels on paper, or point to the File button, and click to print the labels to a file.

5. Point to the OK button, and click.

Note: If you are using a continuous feed printer and the message Are the labels correctly aligned? appears, continue with Steps 6-10.

6. Point to NO, and click to test label alignment.
7. At the Line number where first line should begin: prompt, type a number in the range 0-6, specifying which line the address has to begin on to be properly aligned, and point to the OK button, and click.
8. Repeat Steps 6-7 as needed to adjust the vertical alignment.
9. If necessary, adjust the horizontal alignment by hand.
10. When ready to print, point to YES at the Are the labels correctly aligned? prompt, and click.

Print Addresses to a Document

1. Point to Print document on the File Menu, and double click.
2. At the Filename: prompt, type the name of the file to which you want to print the addresses.
3. At the Field delimiter: prompt, type the character you want to appear between the different address fields.
4. Point to the OK button, and click.

Print Form Letters

You can use the Print form letter on the File Menu to print to the screen, printer, or to a file.

1. Use the Text application to create the form letter.
2. Point to Text's Add field option on the Layout Menu, and double click to place the desired Address Book fields (Title, First, Last, and so on) in the document.
3. In Address Book, point to All on the View Menu, and double click to view all addresses.
4. Point to Print form letter on the File Menu, and double click.
5. In the Open File dialog box, point to the Text file you want to use, and click. Point to the OK button, and click.
6. Point to the list to which you want to send the form letter and click, or point to All, and click to send the letter to all addresses, and then point to the OK button, and click.
7. At the To: prompt, point to Screen, {Printer}, or File, and click. Then, point to the OK button, and click.

View a Single Address List

1. Point to By list on the View Menu, and double click.
2. Point to the desired list, and click.
3. Point to the OK button, and click.

View Address Book information in the Phone List

Address Book and the Phone List accessory access the same information. Therefore, you can find any Address Book phone number from anywhere in DeskMate simply by pointing to Phone List on the Accessory Menu (F10), and clicking.

View All Addresses

- Point to All on the View Menu, and double click.

DeskMate Print Companion

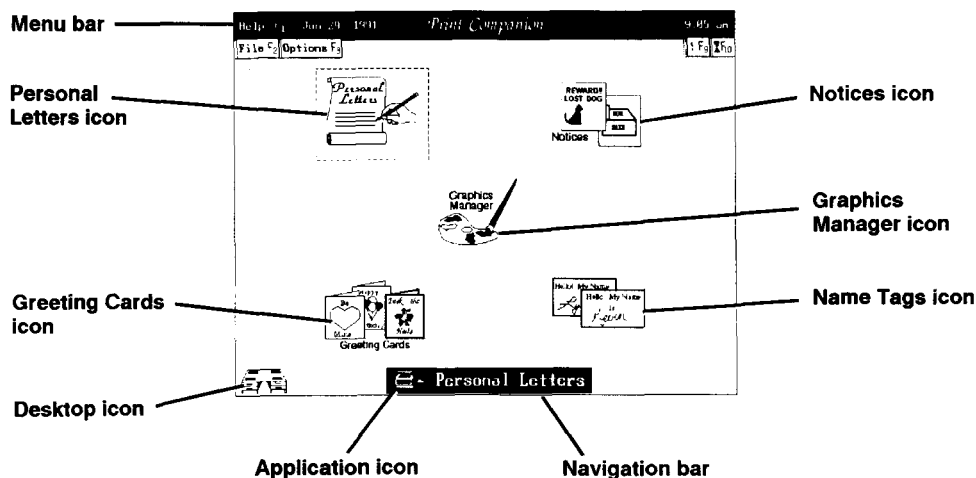
If you've ever rushed to the supermarket to pick up a forgotten birthday card, wished that you could design your own announcements or name tags, or never seem to have stationery on hand to write personal letters — then, the DeskMate Print Companion contains the ideal applications for your family.

DeskMate Print Companion contains tailor-made stationery formats for just about any document type that you can think of. You can:

- Choose from a variety of stationery formats on which to write your personal letters.
- Create name tags for organizations or social get-togethers.
- Make others aware of important happenings by selecting from available "Notices" formats — or create your own!
- Create your own art for your stationery documents, or select from the illustrations that the DeskMate Print Companion provides.
- Spread cheer on holidays and special occasions (and save money) by printing your own greeting cards, invitations, etc.

The Anderson family uses the DeskMate Print Companion almost daily to communicate with family members, friends, and neighbors. In the following section, we'll show you how easy it is.

Point to the DeskMate Print Companion icon on DeskMate's desktop, and double click.



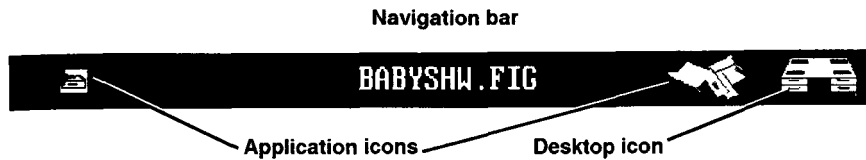
This is the DeskMate Print Companion Greeter screen. You can run one of the available applications by simply pointing and double clicking.

Getting Around in the DeskMate Print Companion

You can move around the screens in the DeskMate Print Companion the same way you would in any other DeskMate application. Buttons and dialog boxes are commonly used to move and relay information, and you can choose from various options on the menu bar.

In addition to these common DeskMate features, the DeskMate Print Companion has a Navigation bar at the bottom of each application screen.

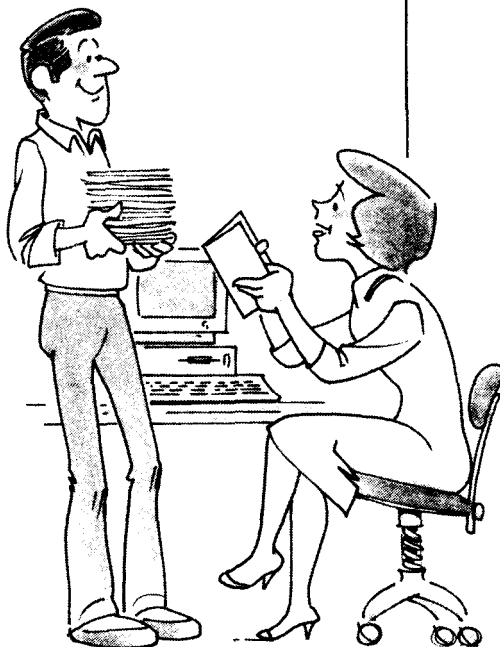
You can select any option on the Navigation bar by simply pointing to the desired option, and clicking. If you are using the keyboard, use the ↓ arrow key to move the marker to the Navigation bar. Use ← or → to move the marker to the desired application, and press ENTER.



Select Color or Black and White

You can choose to see the DeskMate Print Companion applications in color or black and white by selecting the Color or Black and white option on the Options Menu.

If you have a standard (black and white) printer, you might want to see exactly how your document will look when printed. Simply point to the Black and white option on the Options Menu, and double click. Click on the Color option on the Options Menu if you have a Color printer or if you want to view the application on your screen in color.

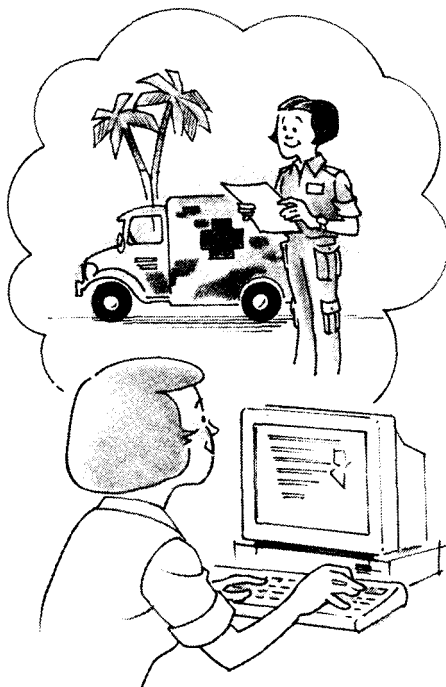
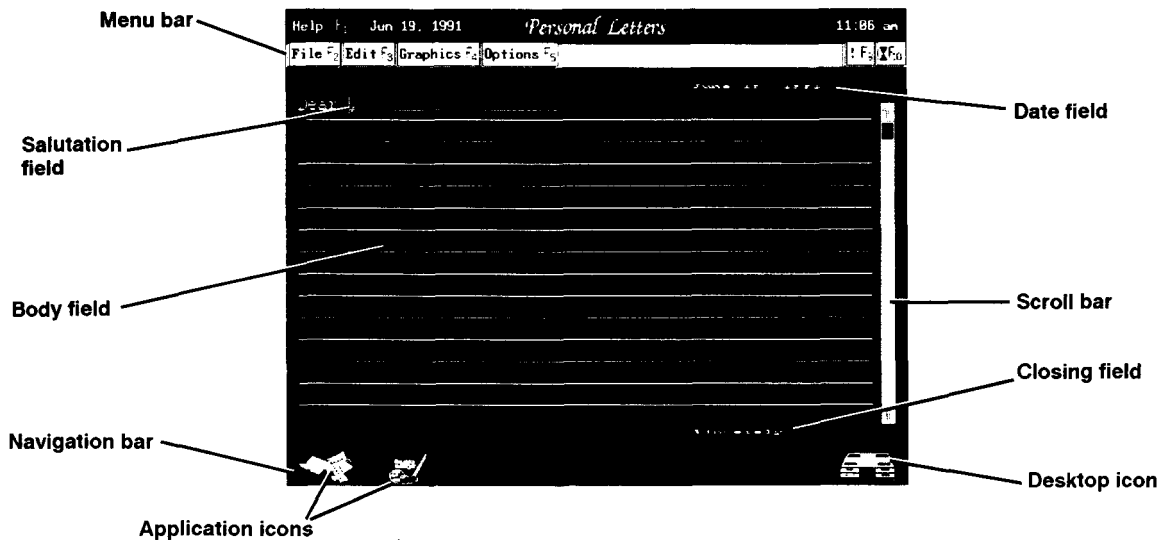


Personal Letters

Use the Personal Letters application in DeskMate Print Companion to write personal letters using a pre-defined format that gives you a choice of stationery, paper size, and colors.

Sylvia Anderson uses the Personal Letters solution to write to her sister Michelle, who is a U.S. Air Force doctor serving in Korea.

Point to the Personal Letters icon on the DeskMate Print Companion Greeter screen, and double click.



This is the main Personal Letters screen. All you have to do is begin to type. This article explains the many features of Personal Letters.

Begin a new letter

The New option on the File Menu lets you begin a new personal letter.

- Point to New on the File Menu, and double click.

A new, blank Personal Letter screen appears. The cursor is located just before the comma in the enlarged Salutation field so you can type in the addressee's name.

The Salutation, Date, and Closing fields appear compressed when the cursor is in the Body field. To change one of these fields, simply point to the desired field, and click. The field becomes enlarged so that you can type the correct information. Then, when you are ready to type the body of the letter, simply point to the Body field, and click to move the cursor and recompress the field you were editing.

Select a stationery format

Use the Stationery option on the Graphics Menu to select a stationery format to use for your letter.

1. Point to Stationery on the Graphics Menu, and double click.

The Stationery dialog box appears. You can choose from a wide variety of stationery formats. Use the scroll bar to find a format for your stationery.

2. Point to the format you want to use, and click to select it.
3. Point to the OK button, and click.

The stationery format you chose appears on your personal letter screen. The format surrounds the writing area of your stationery. When you print the letter, the format will appear on each page.

Select an illustration

You can select from a wide variety of illustrations to insert in your letter by using the Illustration option on the Graphics Menu.

1. Point to the paragraph where you want to insert the illustration, and click to move the cursor.
2. Point to Illustration on the Graphics Menu, and double click.
The Illustrations dialog box appears. Use the scroll bar to scroll through the illustrations until you see the one you want to use.
3. Point to the illustration you want to use, and click to select it.
4. Point to the OK button, and click.

The illustration you chose appears within your letter. You can put multiple illustrations in your letter, but you can only have one illustration per paragraph in the Body field.

Additional Personal Letters Tasks

Delete a Personal Letter file

1. Point to the Delete option on the File Menu, and double click.
A dialog box appears.
2. Point to the Personal Letter file you want to delete, and click to select it.
3. Point to the DELETE button, and click.

Dictionary

If you have installed a dictionary program to use with DeskMate, select the Dictionary option on the Options Menu to look up a definition or correct spelling of a selected word.

1. Select the word you want to look up in the dictionary.
2. Point to the Dictionary option on the Options Menu, and double click.

The Dictionary screen appears. See the documentation that came with your Dictionary program for more information.

Open a Personal Letter file

1. Point to the Open option on the File Menu, and double click.
A dialog box appears.

Note: If you have made changes to the current letter, a dialog box appears so that you can save your changes. If your letter does not use the current date, you are asked if you want to change the date. If you need to add a description to name the letter, another dialog box appears so that you can describe the letter.

2. Point to the Personal Letter file that you want to open, and click to select it.
3. Point to the OK button, and click.

Page setup

1. Point to Page setup on the File Menu, and double click.
The Page Setup dialog box appears.
2. Point to the setting you want to change, and click.
3. Type the new setting.
4. Change settings as necessary.
5. (Optional) Point to the Pause between pages box, and click to select it.
6. Point to the OK button, and click.

(Continued on next page) 

Additional Personal Letters Tasks

Print a letter

1. Point to Print letter on the File Menu, and double click.
A Print dialog box appears.
2. Choose the {Printer} or File button.
If you choose the File button, be sure to type the filename to which you want to print the file in the Filename: field.
3. If desired, point to the Copies to print: box, and click.
Then, type the number of copies you want to print.
4. Point to the OK button, and click to print the currently displayed personal letter.

Print an envelope

Before you use this File Menu option, be sure the envelope you are printing is properly positioned according to your printer's instructions.

1. Point to Print envelope on the File Menu, and click.
2. Type the return address on the lines provided.
3. Point and click to move the cursor to the top of the first line that represents the address to which you are sending the letter.
4. Type the address.
5. Point to the OK button, and click.

Proof your text

Use the Proof option on the Options Menu to access the Spell Checker accessory.

1. If necessary, select the text you want to check.
2. Point to Proof on the Options Menu, and double click.

If you selected text, only that text will be checked for spelling errors. Otherwise, the entire document is checked. See "Spell Checker" in the Accessories chapter for more information.

Remove a stationery format

1. Point to Remove stationery on the Graphics Menu, and double click.

The stationery format that you had previously selected is now removed from your personal letter.

Remove an illustration

1. Select the illustration you want to remove by pointing to the paragraph containing the illustration, and clicking.
2. Point to Remove illustration on the Graphics Menu, and double click.

The illustration you selected is removed from the personal letter format.

Save a Personal Letter

The first time you save a letter, use the Save as option to assign a name (description) so that you can find the letter when you need to come back to it.

1. Point to Save as on the File Menu, and double click.
A dialog box appears.
Note: If the letter's date does not match the current (system) date, you will be asked to update the date. Simply point to the YES button, and click to update the letter to the specified date.
2. Type a brief description of your personal letter.
3. Point to the SAVE button, and click.

The next time you save the letter, you can use the File Menu's Save option.

Select all

- Point to Select all on the Edit Menu, and click.
All text is highlighted, and you can then use the Edit Menu's Cut, Copy and Clear options. (Illustrations cannot be selected.)

Text settings

1. Point to Text settings on the Options Menu, and double click.
A dialog box appears.
2. Point to the font in the Fonts list box that you want to use, and click to select it.
3. Point to the Bold and/or Large button(s), and click to select the desired type of text.
4. Point to the OK button, and click.

When you type on your stationery format, the text appears in the font and size that you chose.

Thesaurus

If you have installed a Thesaurus program to use with DeskMate, you can select the Thesaurus option from the Options Menu.

1. Move the cursor to the word you want to look up.
2. Point to Thesaurus on the Options Menu, and double click.
A dialog box appears, listing possible substitutes for the selected word.
3. Select the word you want to use from the list, and click to select it.

Note: If you want to keep the current word, point to the CANCEL button, and click.

4. Point to the OK button, and click.

The word you selected appears at the cursor location. See the Thesaurus documentation for more information.

Transfer Diary information to a Personal Letter

You can copy information from the Diary to your personal letter. To run the Diary from the Personal Letters application:

1. Point to Run Diary on the Options Menu, and double click.
The Diary application appears on the screen.
2. Run the Diary as you normally would and copy the information you want to transfer.
3. Point to the Go Back icon (Letters), and click to return to the Personal Letters application.
4. Point to the location in the letter where you want to place the diary information, and click.
5. Point to Paste on the Edit Menu, and double click.

Translate

If you have installed a translation program to use with DeskMate, you can select the Translate option on the Options Menu to translate a word in your letter.

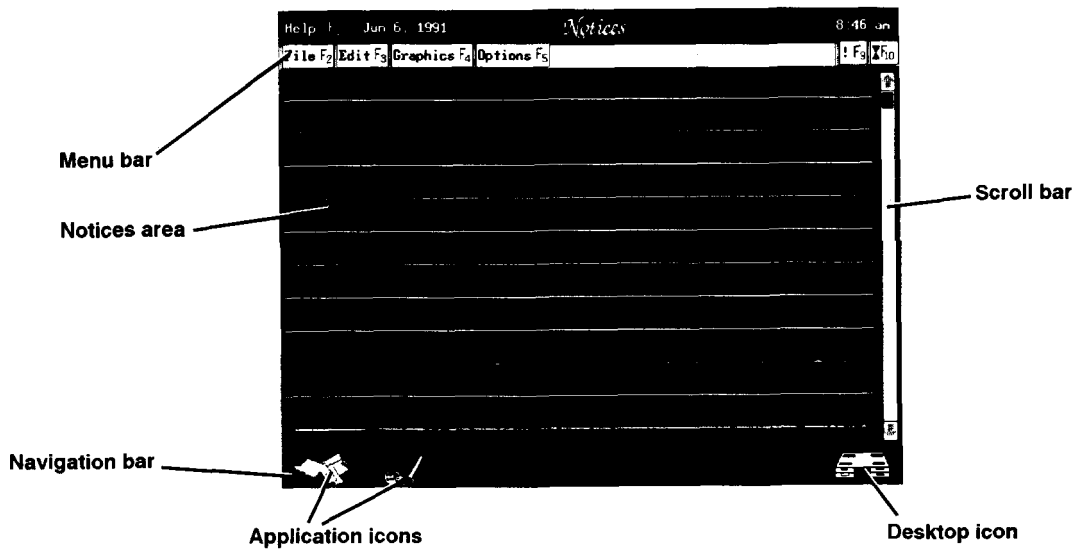
1. Select the word you want to translate.
2. Point to Translate on the Options Menu, and double click.
The Translation screen appears. See the documentation that came with your translation program for more information.

Notices

The DeskMate Print Companion's Notices application lets you create full-page posters, announcements, personal memos, or signs. You can use art and text in a format that you choose from those provided, or create your own format.

When the Andersons want to have a garage sale, they let the neighborhood know by creating signs that they can post to ensure a great turnout.

Point to the Notices icon on the DeskMate Print Companion Greeter screen, and double click.



This is the main Notices screen. This article contains the information that you'll need to know to use the Notices application.

Select a stationery format

You can use the Stationery option on the Graphics Menu to choose the format you want to use for your notice.

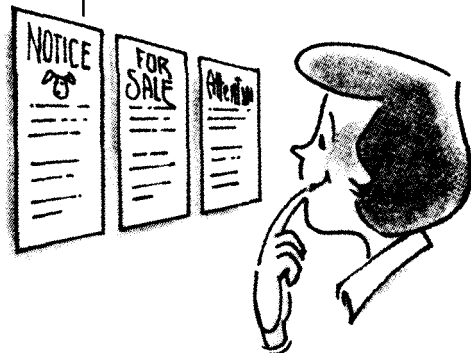
1. Point to Stationery on the Graphics Menu, and double click.

The Stationery dialog box appears. Use the scroll bar to find the format you want to use.

2. Point to the format you want to use for your notice, and click to select it.

3. Point to the OK button, and click.

The format you chose appears on your Notices screen.



Select an illustration

The Illustration option on the Graphics Menu lets you insert an illustration into your notice.

1. Point to the Illustration option on the Graphics Menu, and double click.

The Illustrations dialog box appears. Use the scroll bar to find the illustration you want to use.

2. Point to the illustration you want to use for your notice, and click to select it.
3. Point to the OK button, and click.

The illustration appears at the left margin of the paragraph the cursor is in. You can have only one illustration per paragraph.

Create a new notice

Use the New option on the File Menu to create a new notice file.

- Point to New on the File Menu, and double click.

Note: If you have been working in another Notices file, and you haven't named it, a dialog box appears asking if you want to save the changes. Point to the YES button, and click. Another dialog box appears. Enter a name for the file, and then select the SAVE button.

When you select New, the stationery you were using remains on the screen but text and illustrations are removed. You can either use the current stationery or choose another stationery format to create a new notice.



Additional Notices Tasks

Bold text

1. Highlight the text you want to bold.
2. Point to **Bold** on the Edit Menu, and double click.

Delete a notice file

1. Point to the **Delete** option on the File Menu, and double click.

A dialog box appears.

2. Point to the notice file that you want to delete, and click to select it.
3. Point to the **DELETE** button, and click.

The file is removed from the list.

Open another notice file

1. Point to **Open** on the File Menu, and double click.
A dialog box appears, listing the names of all the notice files available, and the date on which they were created.
2. Point to the name of the file that you want to open, and click to select it.

3. Point to the **OK** button, and click.

The file you chose appears on the notices screen.

Page setup

1. Point to **Page setup** on the File Menu, and double click.
The Page setup dialog box appears.
2. Point to the setting you want to change, and click.
3. Type the setting you want to use in the space provided.

Note: You can decrease the width and height of your notice, but you cannot increase it past the 8½ x 14 inch format.

4. Continue to change the settings until the notice is set the way you want it.
5. (Optional) Point to the **Pause between pages** box, and click to select it.
6. Point to the **OK** button, and click.

Your notice will appear in its new format when you print it. If you chose the **Pause between pages** option, the printer will stop after each page is printed.

Preview a notice

1. Point to **Preview** on the Options Menu, and double click.

The Preview dialog box appears. Your notice is shown as it will appear when printed. This is helpful if you need to rearrange the notice before you print.

2. When you are finished previewing the notice, point to the **OK** button, and click.

Print a notice

1. Point to the **Print** option on the File Menu, and double click.

A Print dialog box appears.

2. Choose the **{Printer}** or **File** button.
3. If desired, point to the **Copies to print** box, and click. Then, type the amount of copies you want to print.
4. Point to the **OK** button, and click.

Remove an illustration

- Point to **Remove illustration** on the Graphics Menu, and double click.

The illustration is removed from your notice.

Remove a Stationery format

- Point to **Remove stationery** on the Graphics Menu, and double click.

The stationery format is removed from your notice.

Remove a text attribute

1. Highlight the underlined or bold text you want to change.
2. Point to **Plain** on the Edit Menu, and double click.

Select all

- Point to **Select all** on the Edit Menu, and click.
- All text is highlighted, and you can then use the Edit Menu's **Cut**, **Copy** and **Clear** options. (Illustrations cannot be selected.)

Text settings

1. Point to **Text settings** on the Options Menu, and double click.
A Text Settings dialog box appears.
2. Point to the font style you want to use in the **Fonts** list box.
3. If you want to change the point size and/or width of the text, point to the appropriate box, and click.
4. Type the desired setting.
5. If you want the text to be printed in **bold**, **italic**, or **hollow**, point to the desired button(s), and click.
6. When the dialog box is set the way you want it, point to the **OK** button, and click.

Underline text

1. Highlight the text you want to underline.
2. Point to **Underline** on the Edit Menu, and double click.

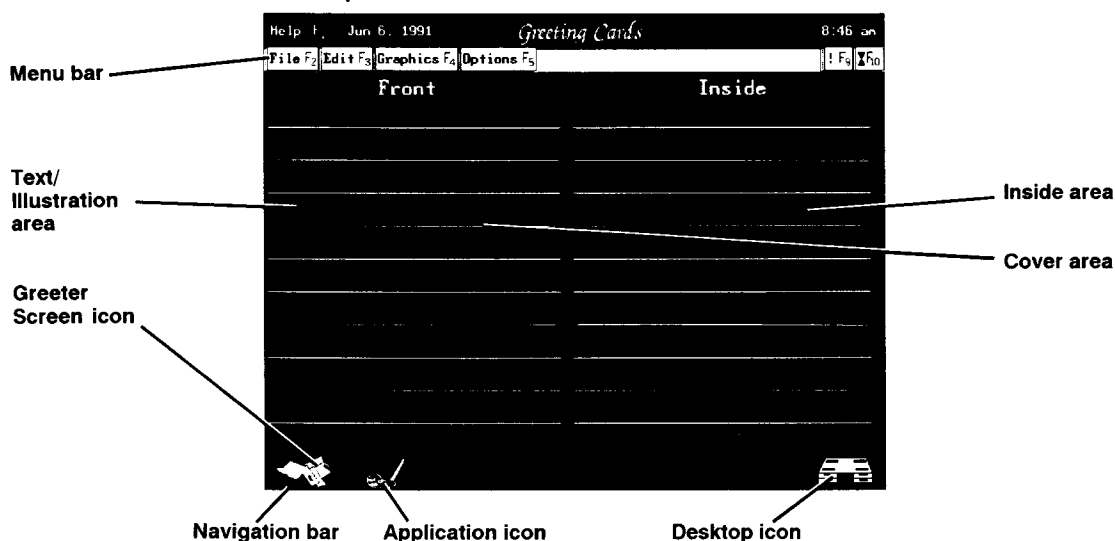
When the card is displayed on the screen, its actual printed size ($\frac{1}{4}$ of a page) is reflected.

Greeting Cards

Save time and money by creating your own greeting cards with DeskMate Print Companion's Greeting Cards application. You can use the formats that are provided or design your own.

Sylvia Anderson uses the Greeting Cards application to design invitations to their annual New Year's Eve party.

Point to the Greetings Cards icon on the Greeter screen, and double click.



This is the main Greetings Cards screen. This section explains how to use the available tools to create your own, personalized greeting cards.

Create your greeting card

The first thing you'll want to do when creating your own greeting card is to choose suitable stationery for the cover.

1. Point to Stationery on the Graphics Menu, and double click.

The Stationery dialog box appears. Use the scroll bar to find the stationery format you want to use for the front cover of your card.

2. Point to the stationery you want to use, and click to select it.
3. Point to the OK button, and click.

The stationery appears on the left portion of the screen.

4. Most stationery formats include a text area where you can type a name or brief note on the front cover. If desired, type a note. Then, press **TAB** when you are finished.

The cursor moves to the right portion (Inside) of the greeting card.

5. You can choose another stationery format for the inside, or you can type your own text. If you type your own text, you can add an illustration if desired.

Insert an illustration into the greeting card

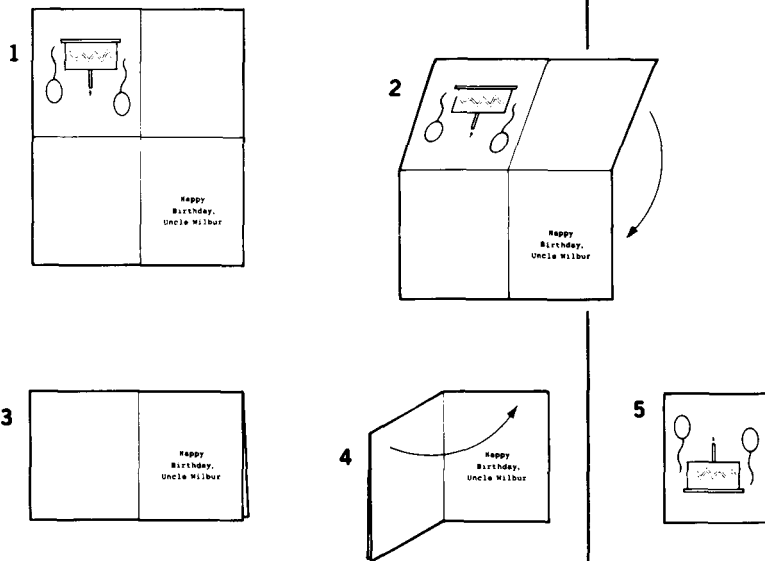
The Illustration option on the Graphics Menu lets you insert an illustration into the greeting card.

1. Point to Illustration on the Graphics Menu, and click.
A dialog box that contains the available illustrations appears.
2. Point to the illustration that you want to insert into the greeting card, and click.
3. Point to the OK button, and click.

The illustration appears in the top, left portion of the page.

How to fold your card

After you print the card, fold it like this:



If you position the cursor within a paragraph of text when inserting an illustration, the illustration will appear on the left side of the page, and the text will wrap around the illustration. If you insert an illustration after a paragraph, it will require about three lines of space.

Additional Greeting Cards Tasks

Create a new greeting card

Use the New option on the File Menu to create a new greeting card.

- Point to New on the File Menu, and double click.

Note: If you have been working in another Greeting Cards file, and you haven't named it, a dialog box appears asking if you want to save the changes. Point to the YES button, and click. Another dialog box appears. Enter a description for the file, and then select the SAVE button.

A blank Greeting Cards screen appears, and you can begin to create the greeting card. If you have been using a stationery design, use the Remove stationery option on the Graphics Menu to remove it. Choosing New removes existing text and illustrations.

Page Setup

1. Point to Page setup on the File Menu, and double click. The Page Setup dialog box appears.
2. Point to the setting you want to change, and click.
3. Type the new setting.
4. Change settings as necessary.
5. (Optional) Point to the Pause between pages box, and click to select it.
6. Point to the OK button, and click.

Print the greeting card

The Print option on the File Menu lets you print the greeting card that you created.

1. Point to Print on the File Menu, and double click. The Print dialog box appears.

2. Point to {Printer} or File, and click.

Note: If you chose the File option, you must type the filename you want to use.

3. Point to the Copies to print: box and click.

4. Type the number of copies you want to print.

5. Point to the OK button, and click.

Remove a stationery selection

- Point to the Remove stationery option on the Graphics Menu, and double click.

The stationery format is removed from your greeting card.

Remove an illustration

1. Position the cursor next to the illustration you want to remove.
2. Point to Remove illustration on the Graphics Menu, and double click.

The illustration is removed from your greeting card.

Select all

- Point to Select all on the Edit Menu, and click.

All text is highlighted, and you can then use the Edit Menu's Cut, Copy and Clear options. (Illustrations cannot be selected.)

Text settings

The Text settings option on the Options Menu lets you select the font, point size, width, and text type (bold, italic, and/or hollow) for your text.

1. Point to Text settings on the Options Menu, and double click.

A Text Settings dialog box appears.

2. Point to the font in the Fonts list box that you want to use, and click.
3. If desired, type a new point size and/or width.
4. If desired, point to the bold, italic, and/or hollow button, and click.
5. Point to the OK button, and click.

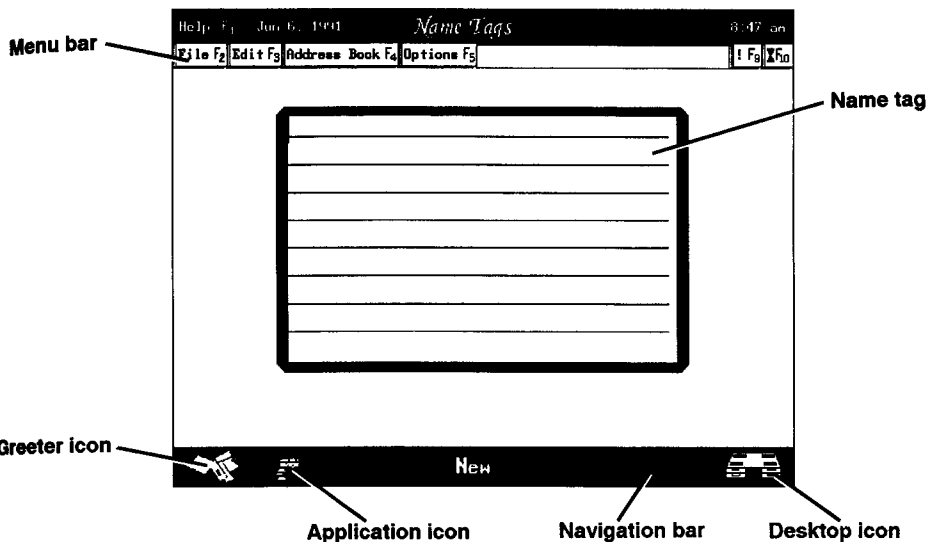


Name Tags

DeskMate Print Companion's Name Tags application lets you create and print name tags. You can print single name tags, or using existing address book lists, print a group of name tags from DeskMate's Address Book application.

Richard Anderson uses the Name Tags solution to create the name tags that they will use for their family reunion this summer.

Point to the Name Tags icon the DeskMate Print Companion Greeter screen, and double click.



This is an example of the Name Tags screen. This article will tell you what you need to know to create and print your own name tags.

Select a name tag stationery format

Use the Stationery option on the Options Menu to select the stationery format you want to use for your name tags.

1. Point to Stationery on the Options Menu, and double click.

A dialog box appears. Use the scroll bar to see other stationery formats.

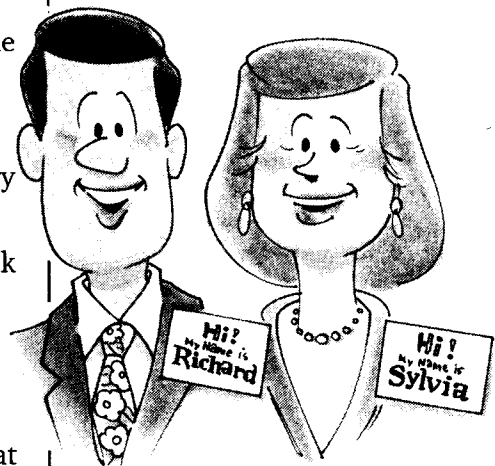
2. Point to the format you want to use for your name tags, and click to select it.
3. Point to the OK button, and click.

Select a name tag format

Use the Name tag format option on the File Menu to select a format (Single tags, Roll tags, and Paper sheets) you want to use for your name tags.

1. Point to Name tag format on the File Menu, and double click.

A dialog box appears, listing all of the available formats that you can use for your name tags.



2. Point to the format you want to use, and click to select it.

3. Point to the OK button, and click.

Now you're ready to set up your name tags to look the way you want them to.

Customize your name tags

Use the Name tag setup to stipulate a name tag size, define customized margins, and specify spacing between tags.

Note: Be sure to enter all measurements in inches.

1. Point to Name tag setup on the File Menu, and double click.

A dialog box appears.

2. Type the desired measurements (in inches) in the appropriate fields.

3. Point to the OK button, and click.

Additional Name Tags Tasks

Print a single name tag

1. Point to Select list on the Address Book Menu, and double click.
2. Point to the list that contains the name you want to use, and click.
3. Point to the OK button, and click.
4. Point to the name in the list for which you want to print a name tag, and click.
5. Point to the Print name tag option on the File Menu, and double click.
6. Point to the {Printer} or File button, and click.
7. Point to the OK button, and click.

Print all name tags

1. Point to Select list on the Address Book Menu, and double click.
2. Point to the list that contains the name tags you want to print, and click.
3. Point to Print all tags on the File Menu, and double click.
4. Point to the {Printer} or File button, and click.
5. Point to the OK button, and click.

Run the Address Book application

1. Point to the Run Address Book option on the Address Book Menu, and double click.
The Address Book application screen appears. See Address Book in this documentation for more information.

Select a Field Association

The Field association option on the Address Book Menu lets you designate certain Address Book record fields to appear on the name tags.

1. Point and click on a text field on the name tag format.

2. Point to Field association on the Address Book Menu, and double click.

The name tag format shows the address book record fields currently being used on the name tag.
The list box shows the available address book fields.

3. Point and click on the desired field.

Select an Address Book list

1. Point to the Select list option on the Address Book Menu, and double click.

The Address Book lists appear. (None removes the Names list box from the screen.)

2. Point to the Address Book list you want to use for your name tags, and double click.

The names from the list are shown in the Names list box. You can now use them to make name tags.

Select all

- Point to Select all on the Edit Menu, and click.
All text is highlighted, and you can then use the Edit Menu's Cut, Copy and Clear options. (Illustrations cannot be selected.)

Text Settings

1. Point to Text settings on the Options Menu, and double click.

A dialog box appears.

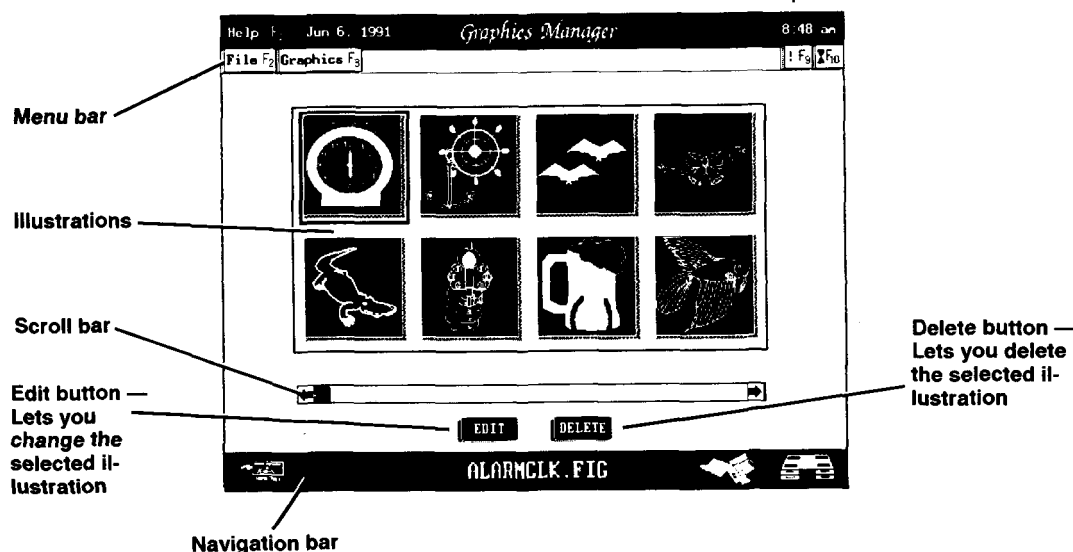
2. Point to the font you want to use, and click to select it.
3. Point to the box that represents bold, italic, small, medium, or large, and click to select it.
4. When the settings are the way you want them, point to the OK button, and click.

Graphics Manager

DeskMate Print Companion's Graphics Manager application lets you modify any of your existing stationery formats or create new formats and new art illustrations.

Brian is the official "Anderson artist." Follow along to see how he creates the stationery that the Andersons will use to announce the family reunion next summer.

Point to the Graphics Manager icon on the DeskMate Print Companion Greeter screen, and double click.

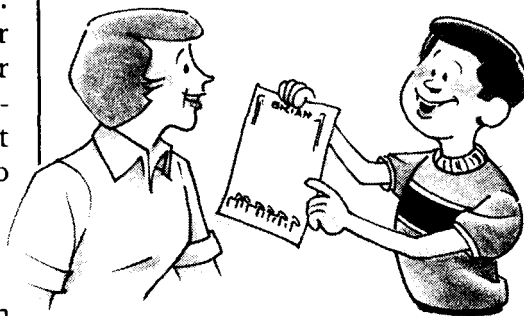


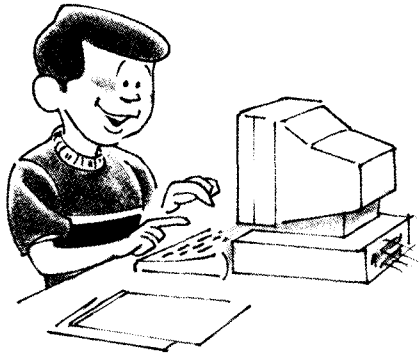
This is one of the Graphics Manager selector screens. This screen displays the art illustrations that are stored in Graphics Manager. You can change the selector screen so that you can view your stationery formats. Using one of these screens, you can select either an illustration or format. From here, you can create or edit illustrations or go directly to the other applications in DeskMate Print Companion. This section contains all the information you'll need to use Graphics Manager.

Select an illustration

Use the Illustrations option on the Graphics Menu to select an illustration that is provided or to select an illustration that you created.

1. If necessary, point to Illustrations on the Graphics Menu, and double click.
2. If necessary, use the scroll bar to see all of the illustrations.





3. Point to the illustration you want to use, and click.

A box appears around the illustration, and you can now choose to edit or delete it.

4. To edit the drawing:

- Point to the EDIT button, and click.

The illustration appears on a Draw application screen, and you can use all of Draw's features to change the illustration. See the "Draw" chapter in this manual for more information about using Draw.

To delete the illustration:

1. Point to the DELETE button, and click.

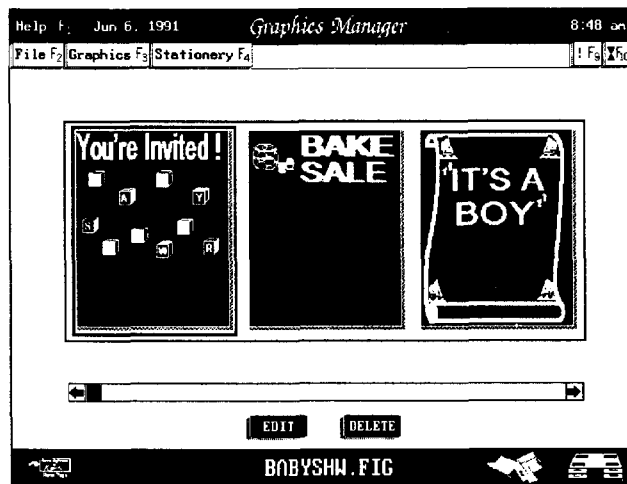
A Delete Graphic dialog box appears.

2. Point to the YES button, and click to delete the illustration.

Select a stationery format

You can see and/or edit all the available formats for stationery by selecting the Stationery option from the Graphics Menu.

1. If necessary, point to Stationery on the Graphics Menu, and double click.



A new menu called Stationery appears on the menu bar. Use this menu to choose the type of stationery you want to display.

2. Point to Notices, Name Tags, Personal Letters, or Greeting Cards on the Stationery Menu, and double click.
3. Point to the format you want to use, and click to select it. (If necessary, use the scroll bar to see all of the formats.)

A box appears around the format, and you can now choose to edit or delete it.

4. To edit the format:

- Point to the EDIT button, and click.

The Draw application screen appears, and you can use all of Draw's features to change the format. See the "Draw" chapter in this manual for more information about using Draw.

To delete the format:

- 1.** Point to the DELETE button, and click.

A Delete Graphic dialog box appears.

- 2.** Point to the YES button, and click to delete the format from the available formats.

Create an illustration

- 1.** Depending on whether you are creating an illustration or a new stationery format, display the appropriate selector screen.

Note: If you are creating a new format, be sure you display the appropriate type of format (Notices, Name Tags, Personal Letter, or Greeting Cards).

- 2.** Point to the Create option on the File Menu, and double click.

The Filename dialog box appears.

- 3.** Type the filename you want to use for the illustration. (For example, if you are going to draw an apple, you might type Apple.)

- 4.** Point to the OK button, and click.

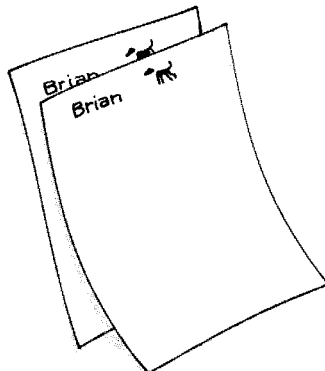
A blank Draw application screen appears.

You can use all the features of DeskMate's Draw application to create your own illustrations or formats. You can then save them and use them with the DeskMate Print Companion.

See the "Draw" chapter in this manual for more information about the Draw application.

- 5.** When you're ready to leave the Draw application, point to Exit on the File Menu, and double click.
- 6.** Point to YES, and click to save the drawing.

You return to the Graphics Manager screen. The illustration or format you created appears on the Graphics Manager's selector screen.



Graphics Manager Hint Box

You might want to modify an existing illustration/format without changing the original. To do this, follow these steps:

- 1.** Select the illustration/format you want to modify.
- 2.** Click on the EDIT button.
- 3.** Click on the Select all option on the Edit Menu.

- 4.** Click on the Copy option on the Edit Menu.

The picture is stored in the Clipboard.

- 5.** Point to Exit on the File Menu, and click.

You return to the Graphics Manager selector screen.

- 6.** Click on the File Menu's Create option.

A dialog box appears.

- 7.** Enter a filename, and click on OK. The Draw application screen appears.

- 8.** Click on the Edit Menu's Paste option.

You can now modify this illustration/format using any of Draw's tools.

When you finish, choose Exit from the File Menu.

When you return to the selector screen, the modified illustration/format is added to the screen.

Desktop

The desktop is DeskMate's central screen, but it is also much more. Use the options on the desktop to simplify the "housekeeping" chores for your files.

The desktop's main job is to organize your DeskMate applications so that you can easily see them and select them. But in addition, the desktop also helps you perform many other special tasks. For example, using the desktop options, you can:

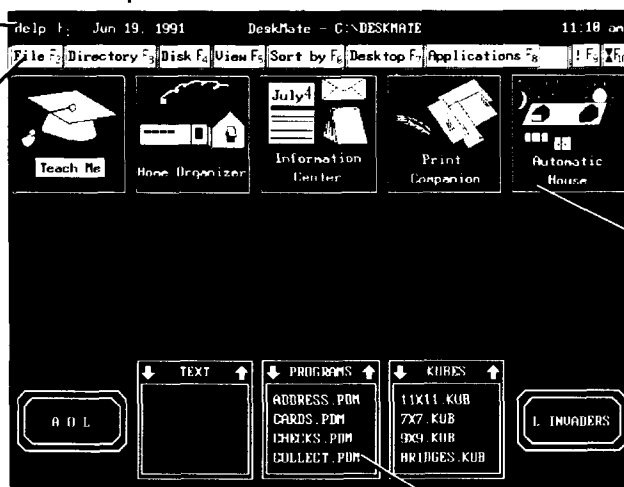
- Customize the screen so that you can easily access the programs you use most frequently

- Manage your files, directories, and disks
- Perform many of the commonly used MS-DOS commands, such as copy, delete, and format
- Install additional software programs

When you first begin using DeskMate, your desktop looks like this:

Title bar — displays the current date and time and Help (F1). It also shows the application you are using.

Menu bar — indicates the menus that you can choose. Each menu contains options you can use to perform tasks.



Application boxes — let you choose a specific application to run.

Programs box — displays all applications on the current drive or directory.

Customize Your Desktop

As you use the desktop, you might find that you need to rearrange the applications and programs displayed there so that you can more easily select the ones you use most often.

Remove a box from the desktop

Before you can display a new program or application on the desktop, you might need to make room for it by removing the box that represents the program or application that you don't frequently use. Removing an application box does not erase it from DeskMate — you can choose to redisplay it later.

1. Point to the application box you want to remove, and click.
2. Point to Remove on the Applications Menu, and double click.

Display an application box/button on the desktop

1. Point to Display on the Applications Menu, and double click.
2. Point to the name of the application or program you want to display, and click.
3. Point to the box size you want to appear on the desktop, and click.
4. Point to the OK button, and click.

The desktop reappears, displaying a dotted box.

5. Point to the desktop where you want the box to appear, and double click. Then, point to the OK button, and click to enter the information.

Manage Your Files, Directories, and Disks

The desktop provides many options for managing your computer's files. These options are simply some of the commonly used MS-DOS commands. With these options, you can quickly and efficiently organize your files and directories as necessary.

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Move Around a Dialog Box

- Point to the desired option, and double click.

Open a DeskMate Application

- If the application appears on the desktop, point to it, and double click.

or

- If the application is not on the desktop, point to Run on the File Menu, and double click.

A dialog box appears, and you can type the application name at the Program: prompt. If you know the name of the file you want to open, type the name at the Data file: prompt. Point to OK, and click to open the application file.

Select Menu Options

- Point to the desired option on the menu, and double click.

Working with Files and Directories

A **file** is simply a division of a disk that contains specific information — perhaps a program, information you have created, or just about anything. In DeskMate, the files you will be most aware of are those you create to store data such as letters, reports, and graphics.

A **directory** is a larger division of a disk that can contain files, other directories, or both. Usually, if you are using a diskette-based system, it is not necessary to create directories. Instead, you might choose to use a different diskette for each group of files you create. However, if you use a hard disk, you have much more disk space and will need to create directories to keep your files organized.

A **path** tells DeskMate where to find a specific file or directory. For example, if you have a file called DEARMOM in a subdirectory (Personal) within a directory (Letters) on your hard drive, your path would be:

```
c:\letters\personal\dearmom
```

Change the Desktop View

There are three ways you can look at the information on your disk drive(s). The first method is the Menu View, which is the screen you see the first time you use DeskMate. This view shows programs and, if applicable, their associated files. The second method, the Tree View, shows a graphic tree representation of the directories on the current drive. The third method displays the files for the current drive or directory.

To change your desktop view:

- Point to Menus, Tree, or Files on the View Menu, and double click.

Change to a Different Drive or Directory

If you want to see a list of the files on another drive or in another directory:

1. Point to Change on the Directory Menu, and double click.
A dialog box appears.
2. Choose the appropriate directory from the list box.
3. Point to LOOK, and click to view a list of files without actually changing to the directory. Point to OK, and click to change to the directory.

Format a Diskette

Before you can store data on a diskette, you must prepare it for the information. To do this:

1. Point to Format on the Disk Menu, and double click.

A dialog box appears.

2. At the Drive: prompt, type the letter of the drive in which you will put the diskette to be formatted. (Use A for a one-drive system and either A or B for a two-drive system. Drive A is on the right; Drive B is on the left.)

Some of the information on the screen might change when you enter the drive letter. DeskMate automatically determines the type of drive you are using and adjusts the type of information you need to enter, if necessary.

3. If the 3.5 inch diskette box gives you a choice of buttons, point to the one that represents the type of diskette you are using, and click.
4. (Optional) Point to the Volume label box, and click if you want to include a volume label on your diskette. Then, type the volume label you want to use.
5. (Optional) Point to Install operating system, and click to make the diskette a system diskette. (This is useful for other computers without MS-DOS built in.)
6. (Optional) Point to the Quick format box, and click to place an "X" in the box if you want to format a diskette that has already been used.
7. Point to the OK button, and click.

Follow the prompts to complete the formatting process. When you finish, the desktop reappears.

Copy a Diskette

To make one or more copies of a diskette:

1. Point to Diskcopy on the Disk Menu, and double click.

A dialog box appears.

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

Type A at the To: prompt if you have only one drive. DeskMate tells you when to switch diskettes. Be sure to use the same type of diskettes (high density 1.44MB, or double sided 720K) when you are copying diskettes.

4. Point to the OK button, and click.

Back Up to a Diskette (using diskettes or hard disk)

To back up a diskette:

1. Point to Backup on the Disk Menu, and double click.

A dialog box appears.

2. At the Backup to drive: prompt, type the letter of the drive to which you want to backup the diskette.
3. If you want to back up all the files on the diskette, point to the Backup all files box, and click to place an "X" in the box.

If you are only going to back up specific files, be sure this box is unchecked.

4. If you are going to back up specific files, point to the Backup files: prompt, and click. Then, type the name of the file(s) you want to back up, including the drive and directory if necessary.
5. (Optional) Point to the Format destination disks: box, and click to place an "X" in the box if you want to format the diskette to which you are backing up.
6. If you chose to format the diskette to which you are backing up, point to the correct diskette type, and click.
7. (Optional) Leave the Backup subdirectories box checked to back up the subdirectories on your diskette.

If you do not want to backup your diskette's subdirectories, be sure this box is unchecked.

8. (Optional) Point to the Append to an existing backup set box, and click to place an "X" in the box if you want to append the file(s) you are backing up to an existing set of backup diskettes.
9. (Optional) Point to the Backup files changed since last backup box, and click to place an "X" in the box if you want to backup only the file(s) that have changed since the last back up.
10. If you only want to back up the files that have changed since the last back up, point to the Backup since box, and click.
11. Point to the date: field, and click to highlight it. Then, type the date you last backed up the diskette, using the *mmddyy* format.

12. Point to the time: field, and click to highlight it. Then, type the time you last backed up the diskette, using the *hhmm* format.

13. If using diskettes only, insert MS-DOS Disk 2 into a drive.

14. Point to the OK button, and click.

15. If using hard disk, insert the backup diskette into the appropriate drive.

If using diskettes, insert the appropriate diskettes when prompted.

16. Press any key to begin the backup procedure.

Restore a Diskette (Hard drive or diskette)

To restore files using a backup diskette:

When backing up from diskette to diskette, both diskettes must be the same size.

1. Point to Restore on the Disk Menu, and double click.
A dialog box appears.
2. Point to Restore from drive: prompt, type the letter of the drive in which you will put the diskette you want to use to restore your file(s).
3. If you want to restore all the files on the diskette, point to the Restore all files box, and click to place an "X" in the box.

If you are only going to restore specific files, be sure this box is unchecked. Also, if you are restoring from one diskette drive to another, be sure this box is unchecked.

4. If you are going to restore specific files, point to the

Restore files: prompt, and click. Then, type the name of the file(s) you want to restore, including the drive and directory, if necessary.

If you are restoring from diskette to diskette, type the drive designation of the drive you are restoring to (for example, b:).

5. (Optional) Leave the Restore subdirectories check box checked to restore the subdirectories from your diskette.

If you do not want to restore the subdirectories, be sure this box is unchecked.

6. (Optional) Leave the Prompt if overwriting newer files check box checked to have the system prompt you if the file(s) you are restoring are older.

If you do not want to be prompted when newer files are about to be over written, be sure this box is unchecked.

7. (Optional) Point to the Restore files changed since last backup box, and click to place an "X" in the box if you want to restore files that have changed since the last backup.
8. (Optional) Point to the Restore files that no longer exist on target box, and click to place an "X" in the box if you want to restore files that no longer exist on the target disk.
9. If you chose to restore files that have changed since the last back up, point to the Restore since check box, and click.

10. Point to the date: field, and click to highlight it. Then type the date you last backed up the diskette, using the *mmddyy* format.
11. Point to the time: field, and click to highlight it. Then, type the time you last backed up the diskette, using the *hhmm* format.
12. Point to the OK button, and click.
13. If using diskettes only, insert the MS-DOS disk (Disk #2) that contains *Restore.exe*.
14. Insert the appropriate diskettes when prompted.

Copy a File

To copy a file to any directory on any disk:

1. Point to Copy on the File Menu, and double click.
A dialog box appears.
2. At the Copy from: prompt, type the name of the file you want to copy.
3. Point to the Copy to: prompt, and click. Then, type the name you want to give the copy, including the drive and directory if necessary.

Type B: at the Copy to: prompt if you have only one drive. DeskMate tells you when to switch diskettes.

4. Point to the OK button, and click.

If you are copying more than one file, point to the ALL button, and click to copy all the files at once, instead of one at a time.

Delete a File

To create additional storage space on a disk, you can delete unwanted files.

1. Insert the appropriate diskette or change to the directory that contains the unwanted file. (See "Change to a Different Drive or Directory.")
2. Point to Delete on the File Menu, and double click.
A dialog box appears.
3. Type the name of the file you want to delete at the Filename: prompt.
4. Point to the OK button, and click.

If you are deleting more than one file, point to the ALL button, and click to delete all the files at once, instead of one at a time.

Install Other Software Programs

Using the options on the desktop, you can install other software programs onto the desktop. The desktop then provides a centralized location for easy selection of all your programs.

Many of today's leading software publishers are now using DeskMate's User Interface to give their programs the same easy-to-use, friendly feel that you enjoy with DeskMate. These programs always display one of the DeskMate User Interface logos on the outside of the package.



You can use the instructions in "Install DeskMate User Interface Programs" to install any of these programs.

Diskette-Based Users

You might notice that some DeskMate functions work differently after you install a new DeskMate User Interface software program. For example, you might lose settings in the accessories or help information might be either unavailable or incorrect.

If these types of problems occur, delete the following files from the working copy of your new software program diskette:

DMHELP.ACC
DMSETUP.ACC
DMSERV.ACC

Your DeskMate functions will work normally.

If, however, you have software programs that don't use the DeskMate User Interface, you can still easily install these programs so that you can select them from DeskMate's desktop. Follow the instructions in "Install Non-DeskMate Programs" to install these programs.

Do **not** install other software programs in the same directory with DeskMate.

Install DeskMate User Interface Programs

Because these programs have special installation files, the installation process is automatic.

To install a DeskMate User Interface program, follow these steps:

1. Insert the program's Install diskette into Drive A.
2. From DeskMate's desktop, point to Install on the Desktop Menu, and double click.
3. Point to the box size you want to appear on the desktop, and click.
4. Point to the OK button, and click.

A dialog box appears.

The desktop reappears, displaying a dotted box.

5. Point to the position where you want the box to appear on the desktop, and double click.

Note: You might need to use the Redefine option on the Applications Menu to reset your start-up directory after the program is installed. See "Redefine a box" in the Additional Desktop Tasks box for more information.

The install procedure continues automatically. Simply follow the prompts to complete the procedure.

When the desktop reappears, you can run the program by simply pointing to the box, and double clicking.

Install Non-DeskMate Programs

1. Point to Create on the Applications Menu, and double click.

A dialog box appears.

2. At the Menu title: prompt, type the title that you want to appear on the desktop, using 10 characters or fewer.
3. At the Program name: prompt, type the command you normally use to run the program from MS-DOS.
4. (Optional) At the Data file extension: prompt, type the extension you want to assign to files created with this program.

If your program does not create files, leave this prompt blank.

5. (Optional) At the Start-up directory: prompt, type the path for the directory you want to use when you run this program.

For example, if you have a start-up directory called MYPROG on your hard drive, your path would be:

c:\myprog

If you are using a diskette-based system, and you set a start-up directory, the desktop will not automatically appear when you start the computer. A message appears, asking you to insert the diskette that contains desktop.cfg. Be sure to insert the diskette that you used when setting the start-up directory.

6. Point to the OK button, and click.

Another dialog box appears.

7. Point to the list box size you want to appear on the desktop, and click.

8. Point to the OK button, and click.

The desktop reappears, displaying a dotted box.

9. Point to position the box in a blank area where you want it to appear on the desktop, and double click.

You can now run your program by simply pointing to the application box, and clicking.

Preview of Other Uses and Tasks

You've now seen many of the basic tasks that the desktop can help you with. Not only can it help you organize your programs and information, but it can also make some of the standard file/directory/disk "housekeeping" chores much easier.

Be sure to refer to the Additional Desktop Tasks box to learn about other ways to use the desktop. Also, see the Hints on Using Quick Load box for information on another unique desktop function.

Hints on Using Quick Load

There is a file in DeskMate that appears as a box on your desktop if you choose to display it. It is known as the Quick Load box. Its title and contents change depending on the current directory or diskette you are using.

The uses for the box vary slightly, based on whether you are using a hard disk or diskette-based system.

Using Quick Load on a Hard Disk System

If you store lots of files for a specific application, you can create a special directory within DeskMate for that application. You can then use the Quick Load box to display the application and its files on the desktop.

1. Create a new directory.
2. Change to that directory.
3. Point to Create quick load on the Applications Menu, and double click.

A dialog box appears.

4. Point to the application you want to assign to the Quick Load box, and double click.
5. Point to the OK button, and click.

When you change to the new directory, the application and its files appear in the Quick Load box.

Using Quick Load on a Diskette-Based System

If you use diskettes to run DeskMate, you might have too many files for a specific application to store on a DeskMate diskette. You can, however, create a special diskette to store one specific application and its files. The application and files will then appear in the Quick Load box when you insert the diskette.

1. Copy the application (*application.pdm*) to a formatted diskette.

2. Be sure that the designated drive contains the diskette.
3. Point to Create quick load on the Applications Menu, and double click.
A dialog box appears.
4. Point to the application you want to assign to the Quick Load box, and double click.
5. Point to the box size you want to use for the application box.
6. Point to the OK button, and click.
7. Position the outlined box on the desktop where you want the application box to appear.
8. Double click to display the application box.

When you insert the diskette, the screen is updated and the application and its files appear in the Quick Load box. Any files you create for this application will be stored on the diskette.

Using Quick Load with Programs that Use the DeskMate User Interface

Tandy and other companies have programs especially written to run with DeskMate. Most of these programs will automatically appear in the Quick Load box when you insert the program diskette and DeskMate updates the screen.

Additional Desktop Tasks

Add a customized desktop

You can create a customized desktop, and then save it under your own name. (You can have up to twelve customized desktops.)

Attention Diskette Users: The desktop that you create will be stored on the current disk in your disk drive. Be sure the correct disk is in the drive before you begin.

1. Point to the Use disk option on the Desktop Menu, and double click.

Note: The Use disk option *must* be selected (checked) to use the customized desktop features.

2. Point to Add on the Desktop Menu, and double click.

The Add Desktop dialog box appears.

3. Enter the name you want to use for the desktop.

4. Point to the OK button, and click.

The name you chose appears on the Desktop Menu. Now you can arrange the desktop the way you want it. When you want to select the desktop you created, simply point to the correct name on the Desktop Menu, and double click.

Check Available Disk Storage Space

1. Point to Get info on the Disk Menu, and double click.
A dialog box appears, displaying the amount of available space and the disk volume name.
2. Point to the OK button, and click.

Check the File Size

1. Point to a specific file on the desktop, and click.
2. Point to Get info on the File Menu, and double click.
A dialog box appears, displaying the file size and the date you last changed the file.
3. Point to the OK button, and click.

Create a New Directory

1. Point to Create on the Directory Menu, and double click.
A dialog box appears.
2. At the Path: prompt, type the name of the new directory.
Note: If the new directory will be located on another disk or in another directory, type the full path, using up to 64 characters. For example, to create a directory named Letters on Drive B, type b:\letters.
3. Point to the OK button, and click.

Delete a customized desktop

1. Point to Delete on the Desktop Menu, and double click.
The Delete Desktop dialog box appears.

2. Point to the name of the desktop you want to delete, and click to select it.

3. Point to the OK button, and click.

The desktop you chose is deleted.

Delete a Directory

1. Delete all the files from the directory you want to delete. (See "Delete a File" in this section.)
2. Point to Delete on the Directory Menu, and double click.
A dialog box appears.
3. At the Path: prompt, type the name of the directory you want to delete, including the drive name and any other directories in the path.
4. Point to the OK button, and click.

Delete an Application Box from DeskMate

Caution: This option erases an application or program so that you can no longer display it on the desktop. If you will later want to redisplay the box, use the Remove option on the Applications Menu.

1. Point to Delete on the Applications Menu, and double click.
A dialog box appears.
2. Point to the name of the box you want to delete, and click.
3. Point to the OK button, and click.

Move an Application Box

1. Point to the application box you want to move, and click to highlight it.
2. Point to Move on the Applications Menu, and double click.
3. Position the dotted box on the desktop where you want the application box to appear.
4. Double click to display the application box.

Redefine a Box

1. Point to Redefine on the Applications Menu, and double click.
A dialog box appears.
2. Point to the name of the box you want to change, and click.
Another dialog box appears.
3. Change any of the information in the dialog box.
4. Point to the OK button, and click.

Continued on next page



Additional Desktop Tasks (Continued)

Rename a File

1. Be sure you are in the directory where the file resides (or that the correct diskette is inserted).
2. Point to Rename on the File Menu, and double click.
A dialog box appears.
3. At the From: prompt, type the name of the file you want to rename.
4. At the To: prompt, type the new filename.
5. Point to the OK button, and click.

Select a customized desktop

1. Point to the Use disk option on the Desktop Menu, and click to select it.
2. Point to the name of the desktop on the Desktop Menu that you want to select, and double click.

The desktop appears for the name that you chose.

Set the startup application

You can select a certain application to appear when you first enter DeskMate (instead of the desktop).

1. Point to the Use disk option on the Desktop Menu, and double click.
2. Point to Set startup app on the Applications Menu, and double click.

The DeskMate Startup Program dialog box appears.

3. Select the application you want to enter when starting DeskMate.
4. Point to the OK button, and click.

A dialog box appears telling you that the application you chose will now appear when you next enter DeskMate.

Note: When you exit the startup application, DeskMate returns to the desktop.

Sort Files in the Tree View

1. Open a directory in the Files View and display a list of its files.
A dialog box appears.
2. Point to the desired sort order on the Sort by Menu, and double click.
 - Name —alphabetically
 - Type — alphabetically by extension name
 - Date — from latest to earliest
 - Size — smallest to largest

Update the Screen

After you insert a new diskette, DeskMate can change the desktop so that the files on that diskette appear.

- Point to Update screen on the File Menu, and double click.

Use Disk

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

For more information, see the "Just in Case" section in this manual.

Draw

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

With Draw, you can design and store colorful, artistic creations using drawing **tools** such as squares, circles, lines, and free-hand styles. DeskMate's Draw application also features different styles of text and **clip art** — predrawn artwork you can use in your pictures and designs.

If you want DeskMate to step you through some Draw exercises, be sure to see the Draw: Draw Colorful Pictures Tutorial.

The Bowl of Fruit

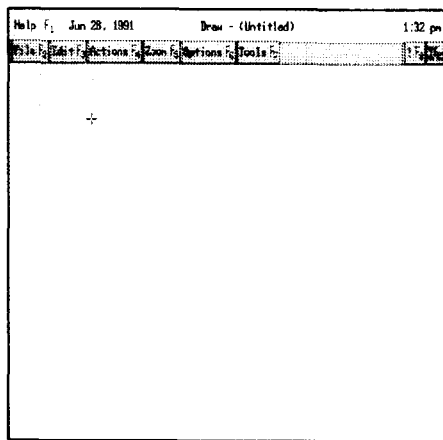
You can access Draw from the desktop or from within another DeskMate application. If you're

not sure how to open an application, be sure to see the Techniques Box in this article for more information.

Attention Diskette Users:

If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the requested diskette.

When you open Draw, an empty canvas appears. If you are not using a mouse, the cursor appears in the upper, left corner of the canvas. To draw on the canvas, you must point and click on one drawing tool at a time. Point to a tool on the Tools Menu, and double click. A check mark indicates the currently selected tool.



Let's experiment with Draw and make a bowl of fruit for your favorite teacher.

We'll step you through the directions, but please feel free to experiment with all the tools and patterns. You'll soon be able to see how easy it is to use your creativity with Draw.

Note: For printing purposes, we will add color to each item we draw for the scenario. Once you are familiar with Draw's capabilities and potentials, we encourage you to utilize the color option, too.

Using a mouse with the Draw application provides you with more flexibility.

Your Drawing Tools

You select your drawing tools from the Tools Menu.

Select

Lets you select an area of your picture to move, copy, rotate, flip, delete, duplicate, or resize.

Line

Draws a line between two points.

Rectangle

Creates a box-shaped object.

Ellipse

Draws circular objects.

Text

Lets you insert letters, words, and/or numbers on your drawing.

Brush

Lets you "paint" with different brush types.

Filled Brush

Fills an object you draw to its outer boundaries with a prescribed pattern.

Arc

Draws an arc.

Polyline

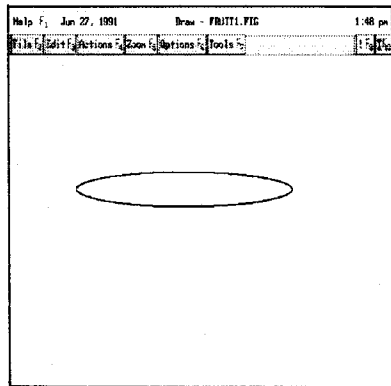
Draws an object of continuous connecting lines.

Polygon

Draws an object of multiple joining lines, then fills the object.

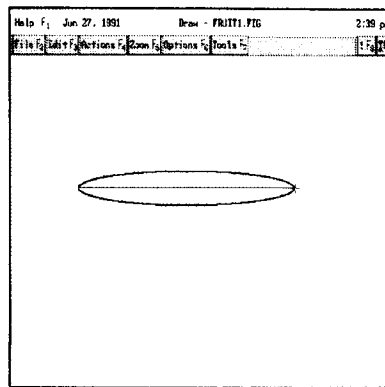
First, the platter:

1. Point to Ellipse on the Tools Menu, and double click.
2. Point to Line on the Options Menu, and double click.
3. Adjust the setting by pointing to the second line weight from the left.
4. Point to OK, and click.
5. Point to position the cursor where you want the center of the platter.
6. Hold down the left mouse button and drag the mouse to stretch the platter to the desired size. Then, release the mouse button.

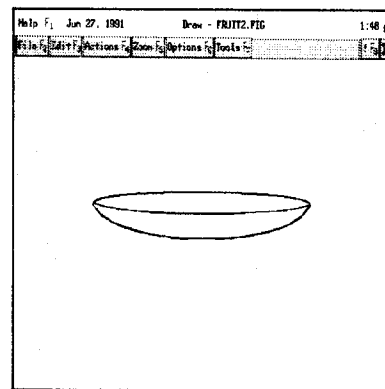


To draw the sides of the platter:

1. Point to Arc on the Tools Menu, and double click.
2. Point to the left side of the platter.
3. Hold down the mouse button and drag the mouse in a straight line to the right side of the platter. Then, release the mouse button. A line appears across the platter.



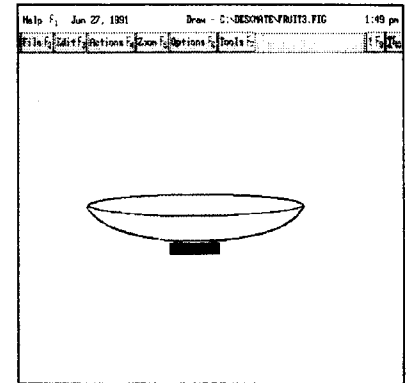
4. Point to position the cursor about one inch below the top of the platter, and click. The line previously drawn across the top of the platter (Step 3) now appears as an arc.



To draw a base for the platter:

1. Point to Rectangle on the Tools Menu, and double click.
2. Point to Patterns on the Options Menu, and double click.
3. Adjust the setting to a solid pattern by pointing to the button in the upper, left corner, and clicking.
4. Point to OK, and click.
5. Point to position the cursor at the lower, left of the base of the arc.

6. Hold down the mouse button and stretch the rectangle by dragging the mouse down and to the right. Then, release the button.



If you want to remove something you have drawn, use Select on the Tools Menu to select a specific part of your picture, or use the Select all option on the Edit Menu to select the entire picture. You can then point to Cut on the Edit Menu, and double click to remove the selected area.

How to Draw

Mouse:

After you select the tool you want to use from the Tools Menu, point to the place on the canvas where you want to begin drawing. Then, press the mouse button and hold it as you drag the pointer to draw your desired shape. To complete the drawing, release the mouse button.

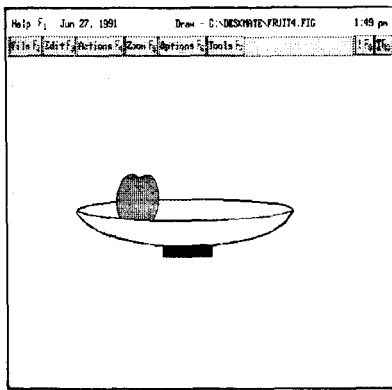
Keyboard:

After you select the tool you want to use from the Tools Menu, use the arrow keys to move the cursor to where you want to begin drawing. Press the space bar to start the drawing and use the arrow keys to move the cursor and draw your desired shape. To complete the drawing, press the space bar.

Now, an apple:

Using a free-hand drawing technique, let's sketch an apple for our illustration.

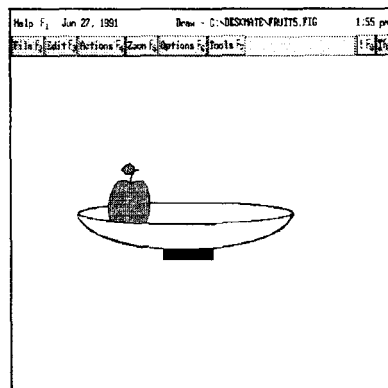
1. Point to Brush on the Options Menu, and double click.
2. Adjust the setting to a fine line by pointing to the button in the upper, left corner, and clicking.
3. Point to OK, and click.
4. Point to Filled Brush on the Tools Menu, and double click.
5. Point to where you want the apple to appear.
6. Hold down the left mouse button and drag the mouse in a circular motion to draw the apple. Release the mouse button.



7. Using the same technique, point to position the cursor at the top of the apple, and then draw a stem.

Let's add some leaves to the apple, but first, let's select a pattern to add a little texture and authenticity to the drawing.

1. Point to Patterns on the Options Menu, and double click.
2. Adjust the pattern setting by pointing to the button in the lower, left corner, and click.
3. Point to OK, and click.
4. Point to position the cursor at the lower, left of the apple stem.
5. Hold down the mouse button and drag the mouse in the shape of a leaf. Then, release the button. The leaf is automatically filled with the pattern you chose.

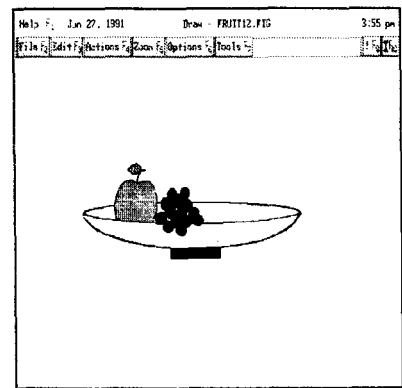


Grapes anyone?

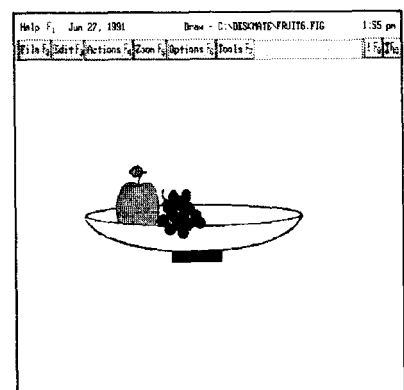
Before you draw the grapes, change the pattern back to the solid setting. (Point to Patterns on the Options Menu, and double click. Point to the setting in the upper, left corner, and click. Then, point to the OK button, and click.)

1. Point to Ellipse on the Tools Menu, and double click.

2. Point to position the cursor at the center of a grape.
3. Hold down the left mouse button and drag the mouse to stretch the grape to the desired size. Then, release the mouse button.
4. Repeat Step 3 to draw a cluster of connecting grapes. To add some variety, vary the sizes and shapes of the grapes.

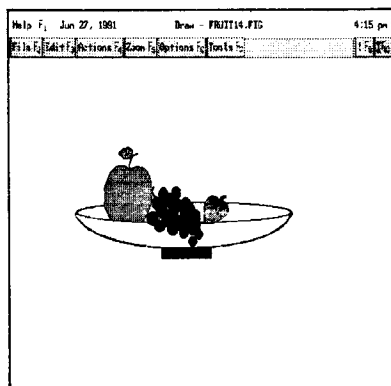


5. To draw the stem, point to Filled Brush on the Tools Menu, and double click.
6. Point to position the cursor at the top of the grapes. Hold down the left mouse button and drag the mouse to draw the stem. Release the mouse button.



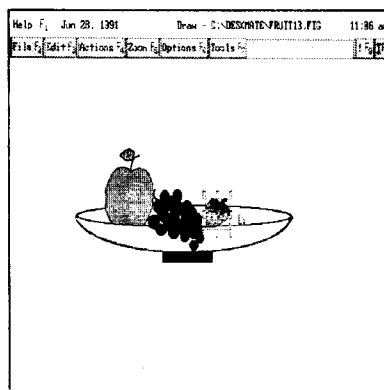
Strawberries for that finishing touch:

1. Point to Patterns on the Options Menu, and double click.
2. Adjust the pattern setting by pointing to the third pattern on the top row, and clicking.
3. Point to OK, and click.
4. Point to where you want the first strawberry to appear.
5. Hold down the left mouse button and drag the mouse to draw the strawberry.
6. Release the mouse button and the strawberry is filled with the pattern you chose.
7. To draw leaves and stem, point to Filled Brush on the Tools Menu, and double click.
8. Adjust the pattern setting to Solid. (See Steps 2-3 for the base of the platter.)
9. Point to position the cursor at the top of the strawberry.
10. Hold down the left mouse button and drag the mouse to draw the leaves and stem. Then, release the mouse button.

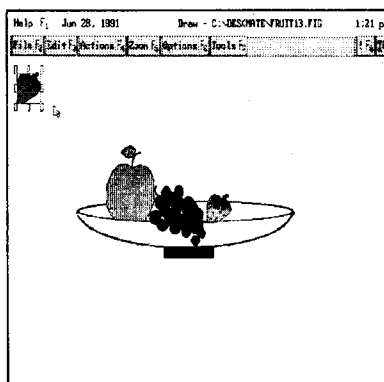


Rather than repeat the previous steps to draw several strawberries, it's easier to copy and paste duplicates of the strawberry you created.

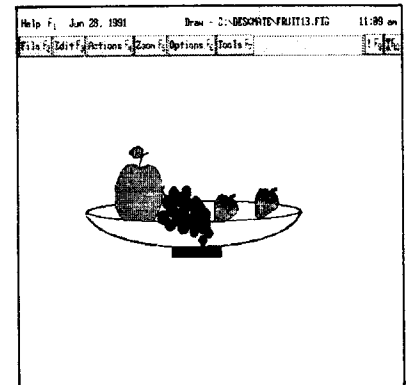
1. Point to Select on the Tools Menu, and double click.
2. Point to an area above and to the left of the strawberry.
3. Hold down and drag the mouse to pull the selected border until it surrounds the strawberry, and release the button.



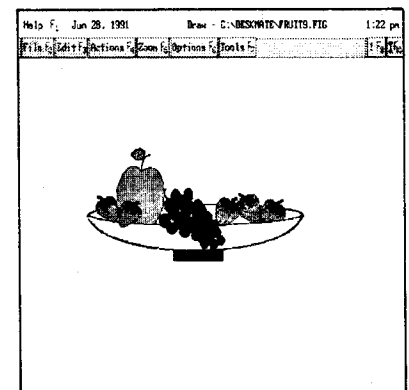
4. Point to Copy on the Edit Menu, and double click. (This puts a copy of the strawberry on Draw's clipboard.)
5. Point to Paste on the Edit Menu, and double click. A copy of the strawberry appears in the upper, left corner of the canvas. The select border surrounds the duplicate copy.



6. Point to the center of the duplicate strawberry.
7. Hold the mouse button and drag the mouse to position the select box on the platter.
8. Release the mouse button and the strawberry appears on the platter. Click again to remove the box.



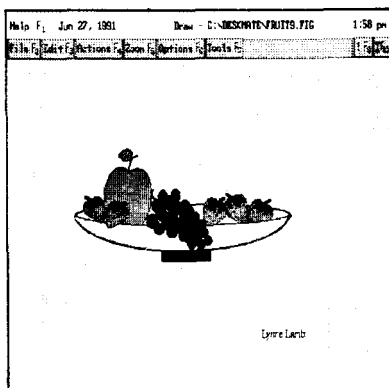
9. Repeat Steps 5-8 to insert several strawberries on the platter. (**Hint:** Use the Rotate option on the Actions Menu to alter the placement of each strawberry.)



Signing Your Masterpiece:

All great artists put their signature on their work before it is released to the public. Lets use the Text tool to do that. First, you need to change the default Text settings:

1. Point to Text on the Options Menu, and double click.
2. Point to the point size box, and click.
3. Press DELETE twice to remove the contents of the box. Then, type 14.
4. Point to the italic option in the lower, left box, and click. An "X" appears in the box. Then, point to the OK button, and click.
5. Point to Text on the Tools Menu, and double click.
6. Point to the lower, right corner of the canvas where you want to type your signature, and click to move the cursor. Be sure to leave enough room for your entire name.
7. Type your name, and click.



Viva the artist! Your masterpiece is complete.

Printing the Drawing

Using a dot matrix or laser printer, you can print the platter of fruit.

Before you print, be sure that you have set up your printer properly, and that paper is loaded. (See your printer manual if you need more information.) Also, be sure you have used the Setup option on the F10 Menu (the Accessory Menu) to tell DeskMate the type of printer you are using. See the "Accessories" article for more information.

1. Point to Print on the File Menu, and double click.
A dialog box appears.
2. At the To: prompt, point to the Printer button, and click.
3. Point to the OK button, and click.

Preview of Other Uses for Draw

As you become comfortable with Draw and its special features, you will find many uses for this application. You could use Draw to create brochures and maps.

In addition, as you become familiar with the Text application, you can insert charts, graphs, and any other art. Be sure to see the Additional Draw Tasks box for more specific task instructions. Also, remember you can point to Help F1, and click for DeskMate's help.

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character immediately to the left of the cursor.

DELETE deletes the objects in the selected area of the screen.

Edit Your Picture

1. Point to Select all on the Edit Menu, and double click or point to Select on the Tools Menu, and double click to select your picture or a portion of it.
2. Point to Cut, Copy, or Clear on the Edit Menu, and double click.
3. If you want to insert the selected portion elsewhere, point to Paste on the Edit Menu, and double click.

Exit the Application

- Point to Exit on the File Menu, and double click.

Move Around a Dialog Box

- Point to the desired field, and click.

Open a DeskMate Application

- If the application appears on the desktop, point to it, and double click.
- If the application is not on the desktop, point to Run on the File Menu, and double click.

A dialog box appears, and you can type the application name at the Program: prompt, and if you wish, the name of the file you want to open at the Data file: prompt.

Point to the OK button, and click to open the application or file.

Select Menu Options

- Point to the desired option on a menu, and double click.
Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu).

Use of the Select Tool

- To use the Select tool, point to the corner of the area you want to select, and click. Then, dragging the mouse, pull the selected border until it surrounds the picture you want to select. Release the mouse button.
- To move selected items using a mouse, point to the center of the selected area and drag it to the desired area on the canvas.
- To use the Select tool using the keyboard, use the arrow keys to move the cursor to the top, right corner of the object you want to select, and press the space bar. Then, using the arrow keys, stretch the box to the desired size, and press the space bar.
- To move selected items using the keyboard, place the cursor in the center of the selected area, and press the space bar or select Move from the Edit Menu. Then, use the arrow keys to move the selected area to the desired location, and press the space bar again.

Using Fonts in Draw

To make the best use of DeskMate's new font capabilities in Draw, the following information should be noted:

- If you are using a hard drive system, all fonts must be stored in a single directory. DeskMate's Install program automatically copies all fonts to the same directory, but if you add additional fonts, be sure they are in that directory.
- If you are using a diskette-based system, the diskette containing the fonts must be in the drive so that Draw can access them. (If you are using data diskettes, you can copy your font files (*.ff1) to your data diskettes. You should also copy your printer driver (*dmpdxxx.res* and *dmpexxxx.res*) to these diskettes.)
- If Draw cannot find a font, the application substitutes large, block letters on the screen. These are your indication that the requested font was not accessible.
- You can use any point size within the 1-500 range. The width range for font characters is 1-300.
- When you access the Text option on the Options Menu, the dialog box that appears contains choices for Printer or Outline. Use the following criteria to make your choice:
Choose the Printer button to use the fonts built into your printer. This will allow you to print more quickly and with higher quality. You cannot, however, change the point size, width, or attributes of the characters.
Choose the Outline button if you want the flexibility to make point size, width, or attributes modifications to your font characters.

Additional Draw Tasks

Align objects

1. Point to **Select** on the Tools Menu, and double click to select the objects you want to align.
2. Point to **Align** on the Actions Menu, and double click.
3. Point to tops, bottoms, left sides, or right sides, and click.
4. Point to the OK button, and click.

Break an Object Back into Pieces

1. Point to the object, and click.
2. Point to **Break object** on the Actions Menu, and double click.

Change Colors

1. Point to **Colors** on the Options Menu, and double click.
2. Point to one of the four attributes that you want to change (line, text, pattern foreground, or pattern background), and click.
3. Choose one of the colors, and point to the OK button, and click.

Change the Canvas View

1. Point to **Two times** or **Four times** on the Zoom Menu, and double click for a magnified view, or point to **Half** or **Quarter**, and double click for a full view of the canvas.
2. Point to **Normal** on the Zoom Menu, and click to return to the normal view.

Change Polygonal Shapes

1. Point to **Select** on the Tools Menu, and double click. Then, point to an object created using the Polyline or Polygon tool, and double click.
2. Point to **Add Corner**, **Move Corner**, or **Delete Corner** on the Edit Menu, and double click.
3. (Mouse) Point to the place where you want to add or move a corner or to the corner you want to delete, and click.
or
(Keyboard) To add or move a corner, move the cursor to the appropriate place and press the space bar. You can use the arrow keys to adjust the line. Press the space bar again to finalize the change. To delete a corner, move the cursor to the appropriate corner, and press the space bar once.

Choose Keyboard or Mouse

- Select the **Use keyboard** or **Use mouse** option from the Options Menu to quickly change the way you work in Draw.

Choose the Line Weight and Style

1. Point to **Line** on the Options Menu, and double click.
2. At the **Weight:** prompt, choose the line weight you want to use.
3. At the **Style:** prompt, choose the type of line you want to use, and point to the OK button, and click.

Customize the Drawing Tools with a Fill Pattern

1. Point to **Patterns** on the Options Menu, and double click.

2. Choose the fill pattern you want to use, and point to OK, and click.

Duplicate Part of a Picture on the Same Canvas

1. Point to **Select** on the Tools Menu, and double click.
2. Point to the picture, object or element you want to copy, and double click.
3. Point to **Duplicate** on the Actions Menu, and double click.
4. Move the picture to where you want it on the canvas.

Flip an Area Horizontally

1. Point to **Select** on the Tools Menu, and double click.
2. Point to the picture, object, or element you want to flip, and double click.
3. Point to **Flip horizontal** on the Actions Menu, and double click.

Insert a Picture into Another Application

1. Select the picture.
2. Point to **Copy** or **Cut** on the Edit Menu, and double click.
3. Exit Draw.
4. Open another application and file.
5. Position the cursor.
6. Point to **Paste** on the Edit Menu, and double click.

Insert Clip Art

1. Point to **Clip art** on the Edit Menu, and double click.
Note: You might be asked if you want to search the system for the default file. Simply point to the OK button, and click.
2. Click on the picture you want to insert, and then point to the **LOAD** button, and click.
3. Point to **Move** on the Edit Menu, and double click.
4. Drag the art to where you want it on the canvas.

Make Picture Pieces an Object

1. Select all the elements you want to include in an object.
2. Point to **Make object** on the Actions Menu, and double click.

Move an Item to the Front or Back of a Picture

1. Select the element you want to move.
2. Point to **Move to top** or **Move to bottom** on the Actions Menu, and double click.

Resize a Picture

1. Point to the picture, object, or element you want to resize, and click.
2. Point to **Resize** on the Edit Menu, and double click.
3. Point to a corner of the selected picture, object, or element, and drag the mouse to resize the object.
4. Double click the mouse button when you are finished.

Rotate a Picture

1. Select the picture, object, or element you want to rotate.
2. Point to **Rotate** on the Actions Menu, and double click.

Hangman

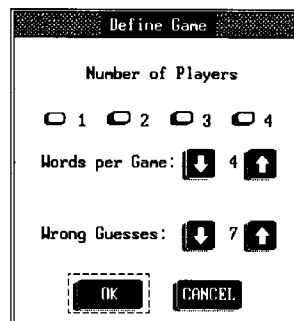
See "Getting Around in DeskMate" in this manual if you need help moving around and selecting items on the screen.

Need a break from work? Here's a chance to have fun and improve your vocabulary, too.

Hangman is a word game that has remained popular for years with young and old alike. With DeskMate's version of Hangman, you'll enjoy a diversion from work and chores — and maybe add some words to your vocabulary in the process.

You can access Hangman from the desktop or from within another DeskMate application. If you're not sure how to open an application, be sure to see the Techniques Box in this article for more information.

When you select Hangman, this is the first thing you see:

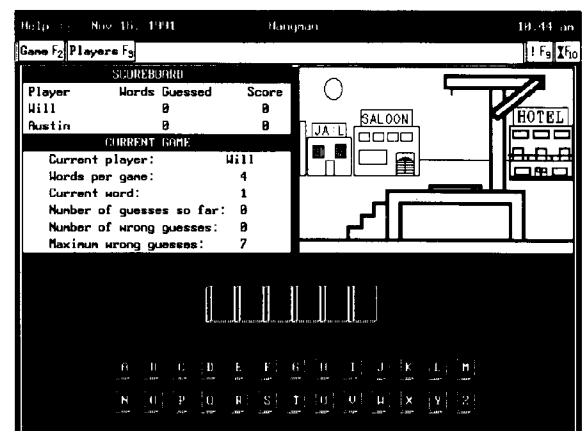
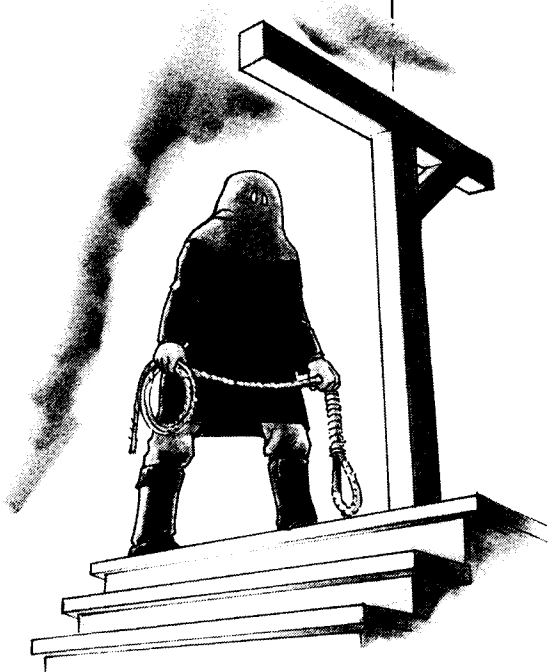


Attention Diskette Users: If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the requested diskette.

This dialog box lets you design your game by specifying the number of players, how many words you want to guess, and how many wrong guesses you can have before the Hangman gets you with his noose. When you finish making your choices, point to the OK button, and click.

Point and click the mouse button to move the cursor (the underline) and to increase or decrease your choices. If you need additional help setting up or playing the game, be sure to point to Help F1, and click for DeskMate's help.

Another dialog box appears so that you can type the names of the players. When you're finished, point to the OK button, and click. The Hangman screen appears.



Now you're ready to play!

The player whose name appears in the Current Game box goes first.

Type the letter you want to guess.

If you are using a mouse, you can point to a letter and click.

If the letter you choose is one of the letters in the word, it appears in the appropriate box(es) and is no longer available for guessing the current word.

If the letter you choose is not in the word, part of the hangman drawing appears, and you are one step closer to being hanged!

Keep guessing letters until you guess the word (YOU'VE BEEN PARDONED) or until the drawing is complete (YOU'VE BEEN HANGED).

The winner is the player who makes the least number of wrong choices.

A quick glance at the Scoreboard will tell you everything you need to know about the score and who's next.

If at any time you want to change the game or the players, point to the appropriate option on the Players Menu, and double click.

After each game, you'll be asked if you want to play another game. Simply point to the YES or NO button, and click.

When you are finished, point to Exit on the Game Menu, and double click to return to the desktop.

See "Getting Around in DeskMate" in this manual if you need help moving around and selecting items on the screen.

Good luck and have fun!

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Exit the Application

- Point to Exit on the Game Menu, and double click.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a checked box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Open a DeskMate Application

- If the application appears on the desktop, point to it, and double click.
- If the application is not on the desktop, point to Run on the Game Menu, and double click.

A dialog box appears, and you can type the application name at the Program: prompt. Point to the OK button, and click to open the application.

Select Menu Options

- Point to the desired option on a menu, and double click.

Note: Sometimes you must highlight information on the screen before you can use a specific option.

Kaleidokubes



See "Getting Around in DeskMate" in this manual if you need help moving around and selecting items on the screen.

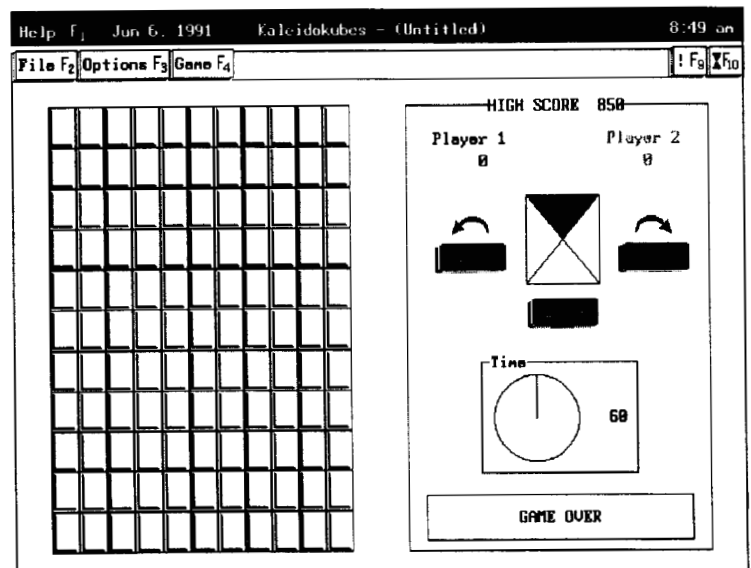
DeskMate's Kaleidokubes game is an addictive mind-bender for all ages. Everyone starts out as a beginner, and progresses to the upper echelons of astuteness. The more you practice, the better you'll become, so let's get started.

Select Kubes from the desktop or from within another DeskMate application. If you're not sure how to open an application, be sure to see the Additional Kaleidokubes Tasks box in this section for more information.

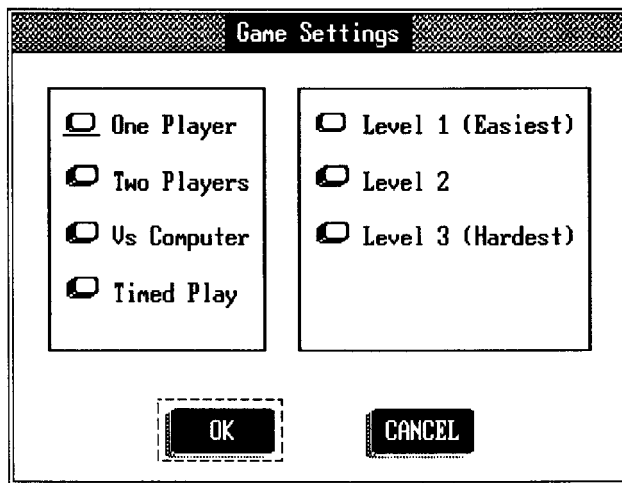
Attention Diskette Users:

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

After you select Kaleidokubes, this is what you see:



First, you'll want to set up your game. You can do this by selecting Settings from the Options Menu.



The Game Settings dialog box lets you choose whether you want to play the game alone, compete with another player, compete with the computer, or compete against time. Then, choose the speed at which you want to play the game — Level 1 (Easiest), Level 2, or Level 3 (Hardest).

When you've made your selections, simply point to the OK button, and click. The main screen

reappears, and you can begin the game. Simply point to Start on the Game Menu, and double click.

The object of Kaleidokubes is to place the (available) kube on the game board matching the most sides with pieces already placed on the board.

Each side that touches another kube on the board must match it in color.

Before you place the kube on the board, you can rotate it by clicking on the CW (clockwise) and CCW (counter clockwise) buttons. To place the kube on the board, simply point to the desired rectangle, and click.

See the Additional Kaleidokubes Tasks box for information about the other menu options on the Kaleidokubes menu bar.

Additional Kaleidokubes Tasks

Clear the board

- Point to Clear board on the Options Menu, and double click.

The board is cleared, and you can begin again.

End the Game

- Point to End on the Game Menu, and double click to end the current game of Kaleidokubes.

Open another Application

- If the application appears on the desktop, point to it, and double click.
- If the application is not on the desktop, point to Run on the File Menu, and double click.

A dialog box appears, and you can type the application name at the Program: prompt. Point to the OK button, and click to open the application.

Pause

1. Point to Pause on the Game Menu, and double click to stop the game for a moment.
2. When you are ready to begin again, point to the OK button on the Continue when ready dialog box, and double click.

Run the demo

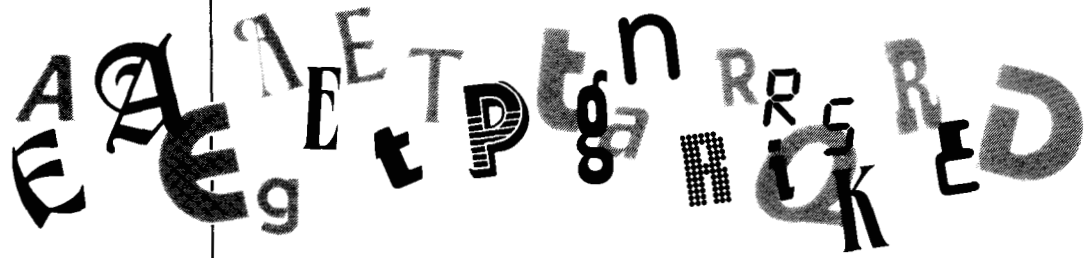
- Point to Demo on the Game Menu, and double click to see a brief demonstration of Kaleidokubes.

See the Champions' scores

1. Point to Champs on the Game Menu, and double click. The Champions High Scores and Best Times dialog box appears for the current level.
2. When you are finished viewing the scores, point to the OK button, and click.

You return to the previous game screen.

Letter Invaders



Learning a new skill can be a lot of fun — especially when you're learning while playing games!

Letter Invaders is a fascinating arcade-style game that lets you take a break from lessons and sharpen your speed skills too. It actually reinforces typing accuracy — you have to type the words correctly to get points!

Choose one of two ways to play — at your present level or with the full keyboard. Letter Invaders includes Word Ships, Boomlets, full color and sound, and two-player competition.

You can access Letter Invaders from the desktop or from within another DeskMate application. If you're not sure how to open an application, be sure to see the Techniques Box in this section for more information.

After you choose Letter Invaders, the opening screen appears. Press any key to continue.

A Registration dialog box appears. If you have played Letter Invaders before, your name appears in the dialog box. Point to your name, and click to select it. Then, point to the OK button, and click.

If you haven't played Letter Invaders before, type your name, and press **ENTER** at the prompt. After the first time, you can, point to (New Student), and click (if necessary) to select it. Then, point to the OK button,

and click. Type your name, and press **ENTER** to select OK.

The Verify Date dialog box appears. Either enter the correct date, and then click on the OK button or simply point to the OK button, and click if the date is correct. A blank Letter Invaders screen appears.

Select Play from the Letter Invaders Menu. Now, you must choose your level of expertise — Alphabet and Basic Punctuation or Full Keyboard.

If you are already familiar with the keyboard and want to select a truly challenging game, choose Full Keyboard. But be prepared — this game uses all letters, numbers, and symbols. Full Keyboard Letter Invaders will keep your fingers flying! Point to the correct button, and click.

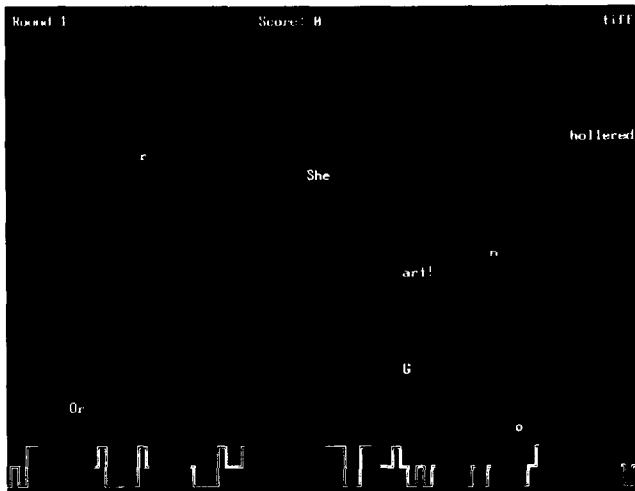
Now, point to the number of players that will be playing this game of Letter Invaders, and click. (For two-player games, the second player must type his or her name.) Finally, point to the OK button, and click.

An instructions screen appears, explaining your strategy during the game and the way you can make points. Point to **CONTINUE**, and click when you're ready to play!

The object of the Letter Invaders game is to score as many points as possible by typing all the letters and words before they hit the terrain at the bottom of the screen. You'll be bombarded by letters, words, Boomlets, and Word Ships in many interesting combinations.

Remember to use the **SHIFT** key to type capital letters. The game is over when all the terrain has been destroyed.

The five all-time scores for the level you chose are shown on the scoreboard. You can look at the five all-time scores for both the Alphabet and Basic Punctuation and the Full Keyboard levels by selecting Scores from the Letter Invaders Menu. Play Letter Invaders with your friends and see how many points you can rack up in each game!



HAVE FUN!!!

Techniques Box

Add a name

1. Point to Name on the Letter Invaders Menu, and double click.
2. Type the name you want to add, and click on the OK button.

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Exit the Application

- Point to Exit on the Letter Invaders Menu, and double click.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a checked box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Open a DeskMate Application

- If the application appears on the desktop, point to it, and double click.
- If the application is not on the desktop, point to Run on the Letter Invaders Menu, and double click. A dialog box appears, and you can type the application name at the Program: prompt. Point to the OK button, and click to open the application.

Select Menu Options

- Point to the desired option on a menu, and double click. **Note:** Sometimes you must highlight information on the screen before you can use a specific option.

Turn sound on and off

- If your computer has the sound feature, you can turn it on and off by selecting and un-selecting Sound on the Letter Invaders Menu.

Telecom

You will probably be using a modem with Telecom. It is possible, however, to use Telecom without a modem if you are directly connected to another computer.

A very popular telecommunication service is CompuServe. The following autolog file provides a pattern you can follow to access this service. You will need to enter your own modem baud rate, the local CompuServe number, and your ID number and password assigned by CompuServe.

```
Set      1200,7,E,1,0N
Call     (Local CompuServe number)
Wait     3 seconds
Send     "^C"
Wait for ":", 30 seconds
Send     (ID number, for example
          "70007,XXXX^M")
Wait for ":", 30 seconds
Send     (Password, for example
          "PASS*WORD^M")
```

There are many other services available. Information from these services will provide the parameters you need to set up other autolog files.

Your computer can become a wonderful communications tool with Telecom. Using your telephone and a modem, you can communicate with an information service, send that special computer game to a friend, or just keep in contact.

Telecom makes communicating with another computer simple by letting you build and save an automatic log-on (**autolog**) "connection" file.

Before you use Telecom, be sure to enter the communications settings that DeskMate needs to connect you to another source. You enter these settings using the Setup option on the F10 Menu (the Accessory Menu). For more information about using Setup, see the "Accessories" article in this magazine.

You can access Telecom from the desktop or from another DeskMate application. Refer to the Techniques Box in this article for further information.

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

Before You Set Up an Autolog File

When setting up an autolog file, you must have specific information (such as word length, parity, and so on) about the **host** (the computer you want to communicate with). Be sure you have this information before setting up your file.

Here's a sample autolog file that contains some of the common commands you'll use to set up your own autolog files:

Command	Parameters
Set	9600,8,1,0N
Call	70007,XXXX
Send	^C
Wait for	"^C" 30 seconds

Let's go through the process of setting up this file.

Set Up a Sample Autolog File

Remember that some of the options you choose when creating your own autolog files will depend on the requirements of the host computer. The autolog file you set up with the steps below is a sample to help you get acquainted with the procedure. As you create your own autolog files, you can add as many commands as you want to make your login procedures quick and automatic. Remember, too, that you can point to Help F1, and click for DeskMate's help.

Set the Communication Parameters for the Sample File

1. Point to Set on the Commands Menu, and double click.

A dialog box appears.

2. At the Baud prompt, point to 300, and click to tell Telecom how fast to transmit information to the other system.
3. Point to 8 at the Word Length prompt, and click to tell Telecom how the transmitted characters are formed.
4. Point to None at the Parity prompt, and click to tell Telecom how to code and decode information passed on between the two computers.
5. Point to 1 at the Stop Bits prompt, and click to tell Telecom how to check transmitted characters.
6. Point to On at the Flow control (Xon/Xoff) prompt, and click to tell Telecom how to monitor transmissions between computers.
7. For the sample autolog file we are creating, none of the other options need to be chosen, so point to the OK button, and click.

You can choose any of these remaining check boxes as necessary when you are creating your own autolog files.

Add a Call Command to the Sample File

You can specify the number you want to call with this file so that you won't have to enter that information manually each time you use this autolog file.

1. Point to Call on the Commands Menu, and double click.

A dialog box appears.

2. At the Phone number: prompt, type 555-1212 (the host's telephone number).

If you have an auto-dial modem, the number is dialed automatically when you execute the file. For other modems, you must manually dial the host's telephone number immediately before executing the autolog file.

3. Point to the OK button, and click.

Add a Send Command to the Sample File

In the file we are creating, the host computer needs a break sequence to get its attention. Using the Commands Menu's Send option, you can send a break sequence or a string of characters to the host computer using your autolog file.

1. Point to Send on the Commands Menu, and double click.

A dialog box appears.

2. Point to the Send break sequence button, and click.
3. Point to the OK button, and click to complete the task.

Add a Wait Command to the Sample File

Sometimes when you are logging onto a host computer, you need to wait for the host to pick up your call. You can add a wait command to your autolog file to help make your login procedure easier.

For this file, let's say the host gives you a "login" message when you are logged onto the host.

1. Point to Wait on the Commands Menu, and double click.

A dialog box appears.

2. Point to the Wait for string: button, and click. Then, type login in the field below the button.
3. Point to the Timeout: prompt, and click. Type 30 so Telecom will wait 30 seconds for the "login" message.
4. Point to the OK button, and click.

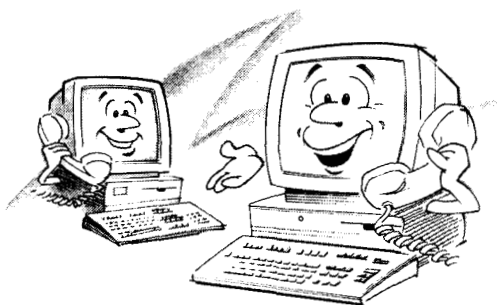
Execute an Open Autolog File

To execute an open autolog file, such as this one, simply point to Execute on the Commands Menu, and double click. The terminal screen appears, and DeskMate performs the autolog tasks you have outlined in your file.

Disconnect the Telephone Line

When you finish communicating with the host computer, simply point to Disconnect on the Options Menu, and double click to disconnect the call.

You can also disconnect automatically by pressing **ESC** at any time. You return to the Commands screen.



Preview of Other Telecom Uses

You can use the Telecom application to communicate with outside news services, bulletin boards, or other host systems. You can also communicate with other computers directly (via cable) or through a modem.

In addition to the autolog file commands we have already introduced, you can include transfer commands in your autolog files. Or, if you prefer, you can transfer information manually without using an autolog file.

Also, as you create autolog files, and they need to be changed, you can insert or delete command lines in these files.

Another special Telecom feature is the buffer. You can store transmitted information in the buffer and then copy it to a file or print it as needed.

Be sure to see the Additional Telecom Tasks box for more specific task instructions. Also, remember to point to **F1**, and click for DeskMate help.

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Exit the Application

- Point to Exit on the File Menu, and double click to return to the desktop.

Move a Around a Dialog Box

- Point to the desired field, and click.

Open a DeskMate Application

- If the application appears on the desktop, point to the application, and double click.

- If the application is not on the desktop, point to Run on the File Menu, and double click.

A dialog box appears, and you can type the application name at the Program: prompt, and, if you wish, the name of the file you want to open at the Data file: prompt. Point to the OK button, and click to open the application or file.

Select Menu Options

- Point to the desired option on a menu, and double click.

Note: Sometimes you must highlight information on the screen before you can use a specific option.

Additional Telecom Tasks

Add a Transfer Command to an Autolog File

1. Point to Transfer on the Commands Menu, and double click.
2. Point and click on the name of the file you want to transfer.
3. Point to Send and click to transfer a file from your computer to the host or point to Receive and click to transfer a file from the host to your computer.
4. Point to Xmodem and click to use the special file transfer protocol, or point to ASCII and click to use the ASCII file transfer protocol.
5. If you chose ASCII, point to the appropriate option:
Add line feed after carriage return to add a line feed each time Telecom sends (or receives) a carriage return character.
Strip line feed after carriage return to take out line feeds after carriage return characters.
Straight ASCII transfer to strip all non-ASCII codes from the file.
6. If necessary, at the Command to start transfer: prompt, type the command needed to indicate to the host that your computer is ready to receive the ASCII file.
7. Point to Add carriage return, and click to add a carriage return for the command in Step 6 if required.
8. Point to the Timeout: prompt, and click. Type the number of seconds you want Telecom to wait.
9. Point to the OK button, and click.

Delete a Line from an Autolog File

1. Point to the line you want to delete, and click to move the cursor.
2. Point to Delete on the Commands Menu, and double click.

Delete the Buffer Contents

1. Point to Clear on the Buffer Menu, and double click.
Note: If you have not saved the contents of the buffer since you added the last character, DeskMate will ask if you want to save the changes. To save the contents into a file before you clear the buffer, continue with Step 2. To delete the contents of the buffer without saving them, point to the NO button, and click. The contents of the buffer are deleted.
2. Point to the YES, NO, or CANCEL button, and click.
3. Type a filename.
4. Point to the OK button, and click.

Display the Command Screen During Communications

- Press ALT+C.

Display the Terminal Screen

To display the terminal screen without executing an autolog file, point to Terminal on the Options Menu, and double click.

Execute a Saved Autolog File

1. Point to AutoLog on the File Menu, and click.
2. Point to the name of the autolog file you want to execute, and click.
3. Point to the OK button, and click.

Insert a Line in an Autolog File

1. Point to the line immediately below where you want to insert a blank line, and click to move the cursor.
2. Point to Insert on the Commands Menu, and double click.

Load the Buffer from Within an Autolog File

1. Point to Load on the Buffer Menu, and double click.
2. Point to the name of the file you want to load, and click.
3. Point to the OK button, and click.

Load the Buffer from Another Drive or Directory

1. Point to Load on the Buffer Menu, and double click.
2. Point to the appropriate drive or directory, and click.
3. Repeat Step 2 until the list box displays the file you want to load.
4. Point to the name of the file you want, and click.
5. Point to the OK button, and click.

Print the Buffer Contents

1. Point to Print on the File Menu, and double click.
2. Point to Screen, {Printer}, or File and click.
3. Point to the OK button, and click.

Note: If you are printing to a file, remember to specify a filename.

Transfer a File Manually

1. Point to Transfer file on the Options Menu, and double click.
2. Point to the name of the file you want to transfer, and click.
3. Point to Send, and click to transfer a file from your computer to the host or point to Receive, and click to transfer a file from the host to your computer.
4. Point to Xmodem, and click to use the special file transfer protocol or point to ASCII, and click to use the ASCII file transfer protocol.
5. If you chose ASCII, point to the appropriate option:
Add line feed after carriage return to add a line feed each time Telecom sends (or receives) a carriage return character.
Strip line feed after carriage return to take out line feed after carriage return characters.
Straight ASCII transfer to strip all non-ASCII codes from the file.
6. If necessary, at the Command to start transfer: prompt, type the command needed to indicate to the host that your computer is ready to receive the ASCII file.
7. Point to Add carriage return and click to add a carriage return for the command in Step 6 if required.
8. Point to Timeout: and click. Then, type the number of seconds you want Telecom to wait.
9. Point to the OK button, and click.

Turn the Buffer On and Off

- Point to Buffer on or Buffer off on the Buffer Menu and double click, depending on whether you want to see the incoming data.

Text

You can say good bye to your typewriter and give your letters, term papers, and important documents a facelift with DeskMate's Text application. Use Text for any project for which you would ordinarily use a typewriter.

You can access Text from the desktop or from within another DeskMate application. If you need more information about opening DeskMate's applications, be sure to see the Techniques Box in this article.

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

When you enter Text, here's what you see:



Think of the Text screen as a sheet of typing paper. The difference is, you don't have to rip out the paper and throw it away if you make a mistake. Simply use a few Text commands to adjust your document until it is exactly the way you want it. Text can even check your spelling.

This article explains some of the basics of Text and then guides you through some editing techniques in a fun way. To learn

about all the various features (or if you have questions about the tasks described here), remember to point to Help F1, and click for DeskMate's help.

Take a few minutes to do the tasks in this article, and enjoy!

The Case of the Missing Signature

An eerie shadow looms over the computer; the blinking cursor on the computer screen is the only movement in the room. Moments pass, and finally a lone figure faces the screen and begins to type the confession that (if discovered in time) will save Nellie Tucket's life.

To whom it may concern:

ENTER

ENTER

On the night of April 6, 1991, I committed the act of murder against Floyd Fiend.

ENTER

ENTER

TAB Signed, ENTER

ENTER

TAB Luke Ludicrous

Luke studies the confession and decides to make some changes.

Edit Text

Insert Words

1. Move the cursor immediately before the c in committed.
2. Type willfully.
3. Press the space bar.

Use Bold

1. Point to the beginning of the confession, and click to move the cursor.
2. Highlight To whom it may concern:

Type Information

Type the following information, and press the appropriate keys where indicated:

If you make mistakes while you are typing, use the **BACKSPACE** key to delete the character to the left of the cursor or **DELETE** to delete the character to the right of the cursor.

To highlight text, press **SHIFT** and the appropriate arrow key, or point to the beginning of the information you want to highlight and hold down the left mouse button. Move in the desired direction until the information is highlighted.

The text appears in reversed type.

3. Point to Bold on the Text Menu, and double click.

The text appears in a different intensity.

If your printer supports boldface, the text you highlighted will appear boldfaced when printed.

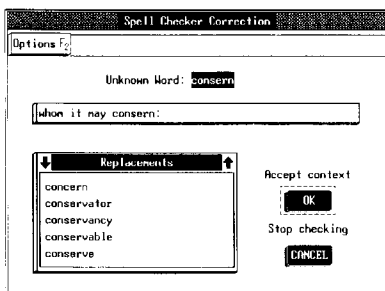
Use Text's Spell Checker

Luke is a perfectionist, and if his confession might be used in a court of law, he wants the spelling to be correct.

1. Point to Proof on the Edit Menu, and double click.

If you typed Luke's confession correctly, the message All words are correctly spelled appears.

If a word is misspelled, a dialog box appears showing the "unknown" word, the context in which it is used, and some possible replacements. For example:



You can choose a word from the Replacements box or move the cursor to the context field and correct the misspelled word.

2. Point to the OK button, and click.

Now there's just one last change; a change that could be fatal to Nellie Tucket.

Remove Text

1. Move the cursor to the beginning of Luke's name.
2. Highlight the entire name.
3. Point to Cut on the Edit Menu, and double click.

Voila! The condemning name is erased. (But, is it?)

Meanwhile, as Nellie waits on Death Row, her friend, Sam Clubs (the man Nellie loves) returns to the scene of the crime to look for a clue that will lead him to the real murderer.

Re-insert Text

Finding a locked door in the gothic structure that was once the home of Nellie's uncle, Floyd Fiend, Sam struggles to get the door open. Once in the room, he finds the unsigned confession glaring at him from the computer screen. His hopes sink. But, suddenly Sam remembers there is a special invisible memory buffer that stores text that has been removed from a document.

1. Move the cursor to the space just under Signed.

A Word About Editing in Text

You can use the Text application to edit any documents you have created using Text or ASCII files, such as batch files. You can, however, use the Text application to view or read other types of files if you need to. For example, you might want to see a list of words in your User Dictionary. If you want to edit the User Dictionary, you must use the Spell Checker accessory on the F10 Menu.

Find Just the Right Word

You can be more precise in your written communication by adding a Thesaurus word-finding system to your software collection. The DeskMate Thesaurus Companion lets you look up and replace words in a document you create with DeskMate's Text application. You can purchase this product at your local Radio Shack Store.

2. Point to Paste on the Edit Menu, and double click.

Success!! Luke's name magically appears. Sam has solved the case, but how does he convince the police of it? He can't take the computer to Police Headquarters?

Printing Text

Sam is going to print the confession. If you have a printer, you can print the confession, too.

Before you print, be sure that you have set up your printer properly, and that paper is loaded. (Refer to your printer

manual.) Also, be sure you use the Printer option in DeskMate's Setup Accessory to specify the type of printer you are using. See the "Accessories" article for instructions on using the Printer option.

1. Point to Print on the File Menu, and double click.

A dialog box appears.

2. At the To: prompt, point to the Printer button, and click.

3. Point to the OK button, and click.

Lucky for Nellie! Sam has the evidence to prove her innocence.

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Exit the Application

- Point to Exit on the File Menu, and double click to return to the desktop.

Highlight Text

1. Point to the beginning of the text you want to highlight, and click.
2. Hold down the left mouse button, and drag the mouse to highlight the text.
3. Release the mouse button.

Move Around a Dialog Box

- Point to the desired field, and click.

Open a DeskMate Application

- If the application appears on the desktop, point to the application, and double click.
- If the application is not on the desktop, point to Run on the File Menu, and double click.

A dialog box appears, and you can type the application name at the Program: prompt and, if you wish, the name of the file you want to open at the Data file: prompt. Point to the OK button, and click to open the application or file.

Select Menu Options

- Point to the desired option on the menu, and double click.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu).

Preview of Other Uses for Text

The uses for Text are almost endless. You can tailor the design of your page to meet your needs for reports, term papers, advertisements, or letters. Using Text with DeskMate's Draw application, you can insert pictures you create into your Text documents. In addition, you can use the addresses you have stored in the Address Book application to

create form letters. Use your imagination.

DeskMate's Text application has lots of additional special features to meet your needs. Be sure to see the Additional Text Tasks box for more specific task instructions. And remember, you can point to Help F1, and click for DeskMate's help any time you need it.

Additional Text Tasks

Add a Field from Address Book

1. Point to the location where you want to insert a field from the Address Book, and click.
2. Point to Add field on the Layout Menu, and double click.
3. Point to the field to insert at the cursor location, and click.
4. Point to the OK button, and click.

Cancel Boldface or Underline

1. Highlight the text you want to return to plain type.
2. Point to Plain on the Text Menu, and double click.

Center and Uncenter Text

1. Point to the line of text you want to center or un-center, and click.
2. Point to Center or Un-Center on the Text Menu, and double click.

Insert New Text

- Point to Insert on the Edit Menu, and double click to toggle between Insert and Overtype mode. (If Insert is the current mode, a check mark appears next to the Insert option on the Edit Menu.

Note: When you are in Insert mode, anything you type is inserted at the cursor's location. When you are in Overtype mode, anything you type replaces existing text.

Convert Documents to ASCII

- Point to To ASCII on the File Menu, and double click.
- Note:** If you convert a document into ASCII format, all word-processing codes (such as boldfacing, headers/-footers, indents, and centering), pictures in the document, and page setup parameters are removed.

Create a Footer

1. Point to Footer on the Layout Menu, and double click.
2. Point to the Footer on all pages or Footer on all pages except first page button, and click.
3. Point to the OK button, and click.

Create a Header

1. Point to Header on the Layout Menu, and double click.
2. Point to the Header on all pages or Header on all pages except first page button, and click.
3. Point to the OK button, and click.

Delete a Footer

1. Point to Footer on the Layout Menu, and double click.
2. Point to No footer, and click.
3. Point to the OK button, and click.

Delete a Header

1. Point to Header on the Layout Menu, and double click.
2. Point to No header, and click.
3. Point to the OK button, and click.

Delete a Section of a Document

1. Highlight the section of your document that you want to delete.
2. Point to Clear on the Edit Menu, and double click.

End a Page

1. Type .N at the beginning of a line.
2. Press ENTER.

Find Text

1. Point to where you want to begin the search, and click.
2. Point to Find on the Search Menu, and double click.
3. At the Search for: prompt, type the characters you want to find.
4. Point to the OK button, and click.
5. To find subsequent occurrences of the same text, point to Find next on the Search Menu, and double click.

Format a Page Layout

1. Point to Page setup on the File Menu, and double click.
2. Change the desired options.
3. Point to the OK button, and click.

(Continued on next page)

Additional Text Tasks (Continued)

Hide All Pictures

- Point to Hide on the Picture Menu, and double click.
Note: Hiding pictures in a document replaces all pictures with **Picture Located Here**.

Highlight an Entire Document

- Point to Select all on the Edit Menu, and double click.

Indent Text

1. Point to Indent on the Text Menu, and double click.
2. At the First line indent: prompt, type the number of characters you want to indent the first line of a paragraph from the document's left margin.
3. At the Left margin indent: prompt, type the number of characters you want to indent the body of the paragraph from the document's left margin.
4. At the Right margin indent: prompt, type the number of characters you want to indent the body of the paragraph from the document's right margin.
5. Point to the OK button, and click.

Insert a Picture into a Document

1. Follow the instructions in the "Draw" article to cut or copy a picture to another application.
2. Exit Draw.
3. Open the appropriate Text document.
4. Point to where you want to place the picture, and click to move the cursor.
5. Point to Paste on the Edit Menu, and double click.

Insert Another Document into the Document on the Screen

1. Point and click to move the cursor to the place where you want to insert another document.
2. Point to Merge on the File Menu, and double click.
3. Highlight the document you want to merge.
4. Point to the OK button, and click.

Insert Today's Date in Your Document

1. Point to the place in your document where you want the date to appear, and click.
2. Point to Today's date on the Layout Menu, and double click.
3. Choose the format in which you want the date to appear.
4. Point to the OK button, and click.

Move a Picture Within the Same Document

1. Point to the art to be moved, and click.
2. Point to Move on the Picture Menu, and double click.
3. Move the art to a new location in your document, and double click.

Print Form Letters

Note: If you are using a diskette system, the document you want to print and the Address Book file must be saved on the diskette before you attempt to print a form letter.

1. Point to Print form letter on the File Menu, and double click.

Note: If your document is untitled, you will be prompted to enter a filename.

2. Point to the YES button, and click to save any changes.
3. Point to the form letter document you want to print, and click.
4. Point to the OK button, and click.
5. Point to the list you want to use from the Address Book, and click.
6. Point to the OK button, and click.

For more information, follow the instructions in "Printing Text" in this chapter.

Reinsert Deleted Information

1. Point to the place in your document where you want to reinsert text you removed using the Clear option, and click to move the cursor.
2. Point to Un-Delete on the Edit Menu, and double click.

Resize a Picture

1. Point to the picture you want to change, and click.
2. Point to Size on the Picture Menu, and double click.
3. Change the size of the box as you would in the Draw application.

Show All Pictures

- Point to Show on the Picture Menu, and double click.

Substitute Text

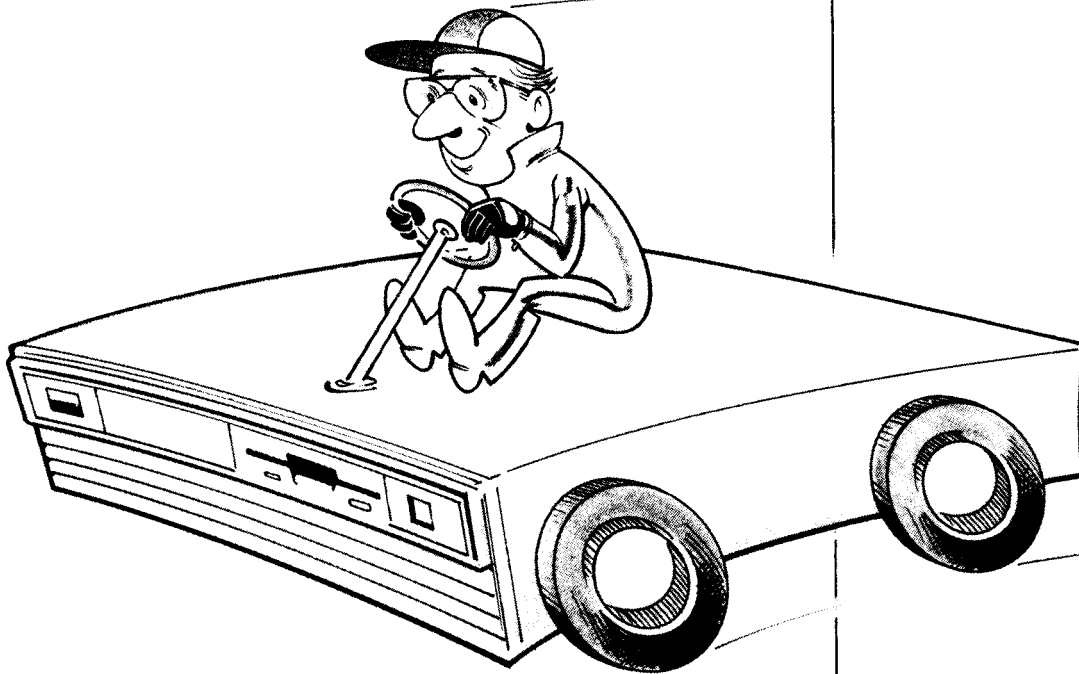
1. Point to Substitute on the Search Menu, and double click.
2. At the Search for: prompt, type the text you want to find and replace, using no more than 39 characters.
3. At the Replace with: prompt, type the text you want to use as a replacement.
4. Point to the OK button, and click.
If the text is found, a dialog box appears asking whether you want to make the substitution at this particular occurrence.
5. Point to the YES, NO, or CANCEL button, and click.

Underline Text

1. Highlight the text you want to underline.
2. Point to Underline on the Text Menu, and double click.

Looking Inside Your Tandy 1000 RLX

The best part about owning a Tandy 1000 RLX is that everything you need to make the computer run is already under the cover. So simply think of your computer as a car — you don't have to understand what's under the hood to know how to drive it. And like a car, should you ever decide to “soup it up” by adding extra equipment (options), the Tandy 1000 RLX is versatile enough to give you that added horsepower.



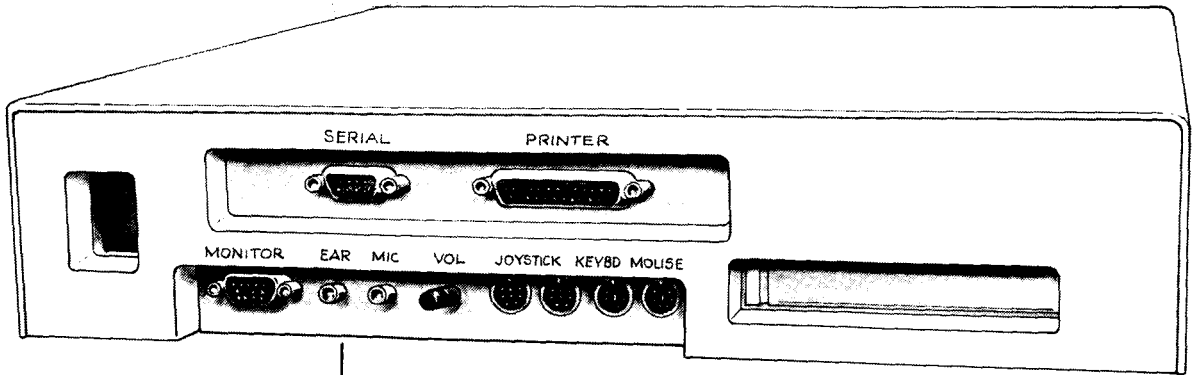
Adding Options

The most common options you will add are external options. You can enhance your Tandy 1000 RLX with these extras by simply plugging them into the computer. You can also add internal options.

Let's take a few moments to tinker with the external options and then we'll peek under the hood to see the kinds of internal options you might want to consider. We promise that you don't have to be a “grease monkey” or “computer guru” to follow along. And yes, we'll even tell you how to put everything back in place. Even if you don't plan to add any extra options right now, you'll be fascinated to see how practical, yet powerful your Tandy 1000 RLX System really is.

On the Outside

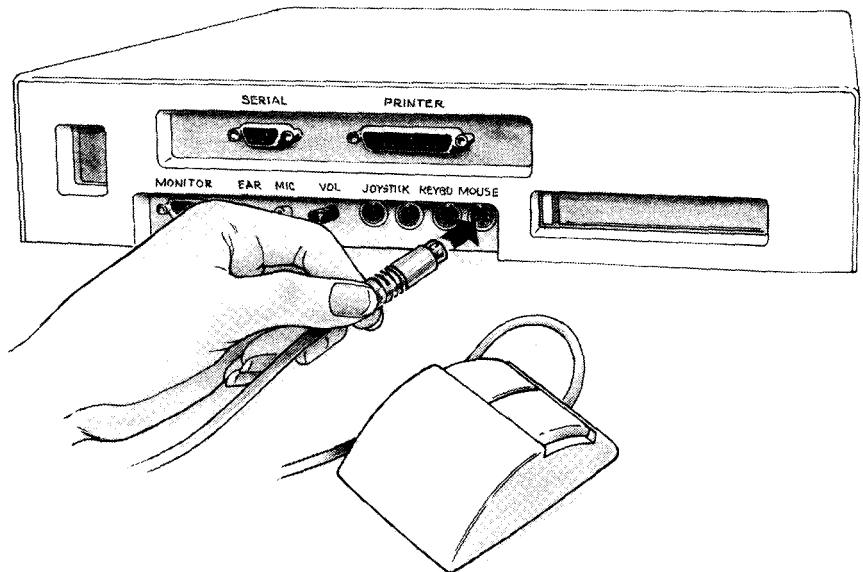
The external options for your Tandy 1000 RLX plug into the system from the back panel. Note that each position is individually labeled for you.



Mouse

For more ease of use with DeskMate and other programs, you will want to try a mouse. The PS/2[®]-style mouse that came with your Tandy 1000 RLX system, (as described in "Using the Mouse with DeskMate"), lets you simply "plug and use."

To connect the mouse that came with your Tandy 1000 RLX System:

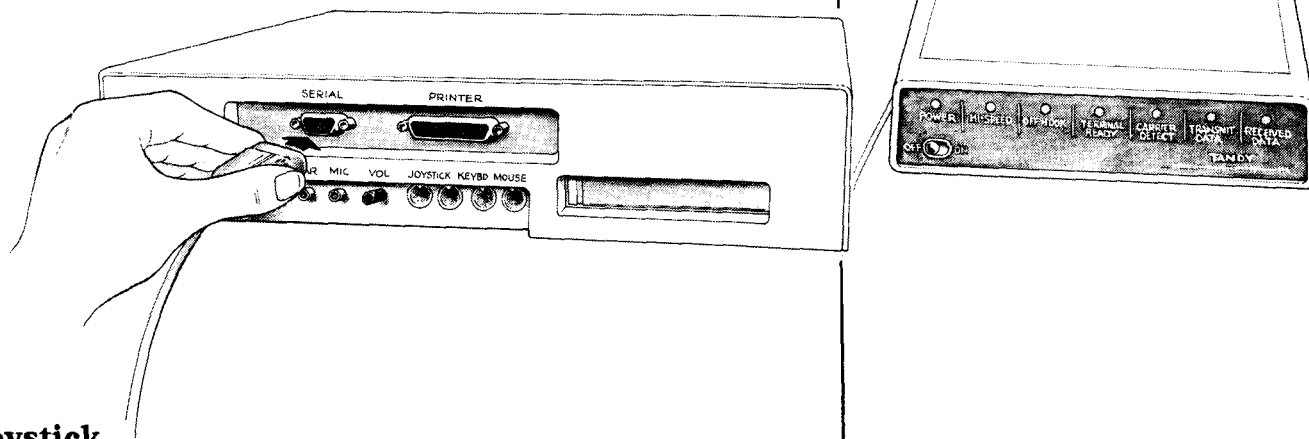


Serial

You can use the SERIAL connector on the back of your Tandy 1000 RLX System for any piece of equipment that requires a serial connector.

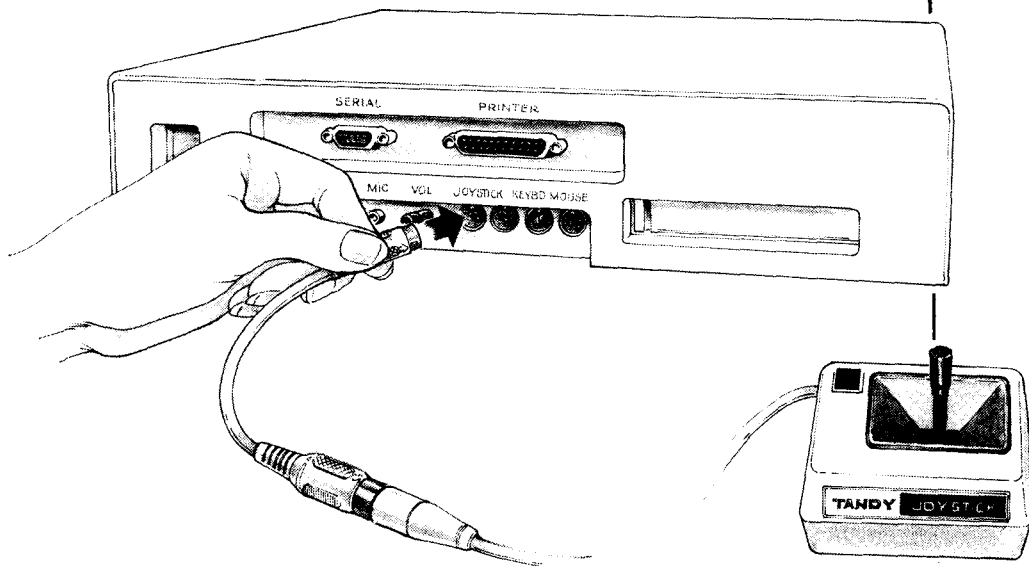
If you plug in an external modem (such as Cat. No. 900-2212), use the Setup option on the F10 Menu (the Accessory Menu) to enter special communications information.

Be sure to tighten the screws to secure the plug in place if your modem came with screws.



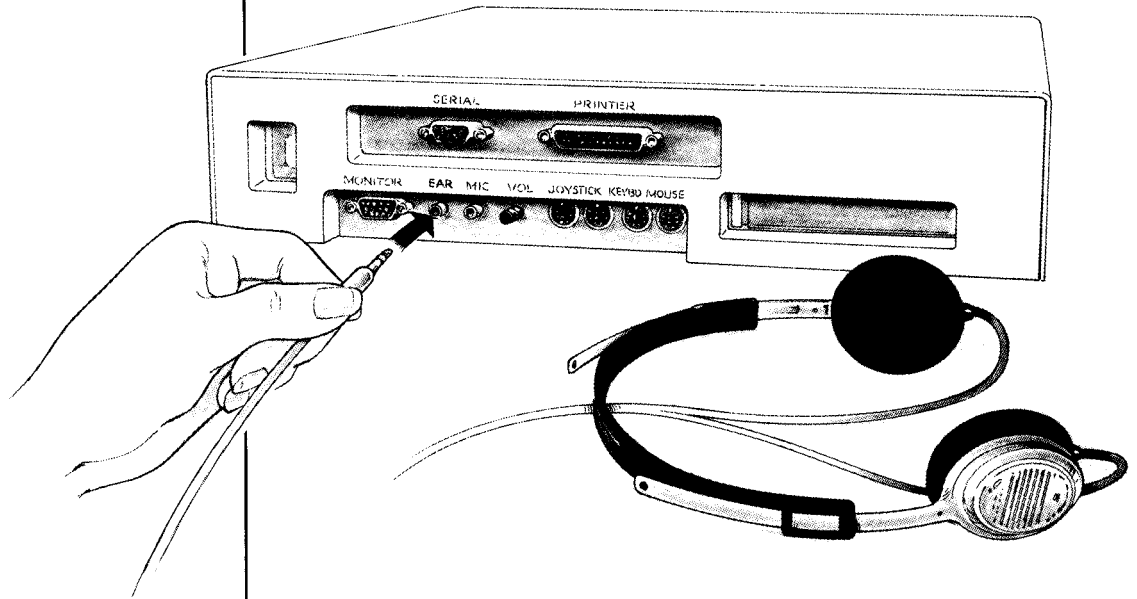
Joystick

You can easily shift gears from work to play with your Tandy 1000 RLX System. There are lots of computer games available to you. Grab a joystick and sharpen your video game skills. Connecting a joystick (such as Cat. No. 26-3012) to the 1000 RLX System requires an adapter such as Cat. No. 26-284. To connect your joystick:



Ear

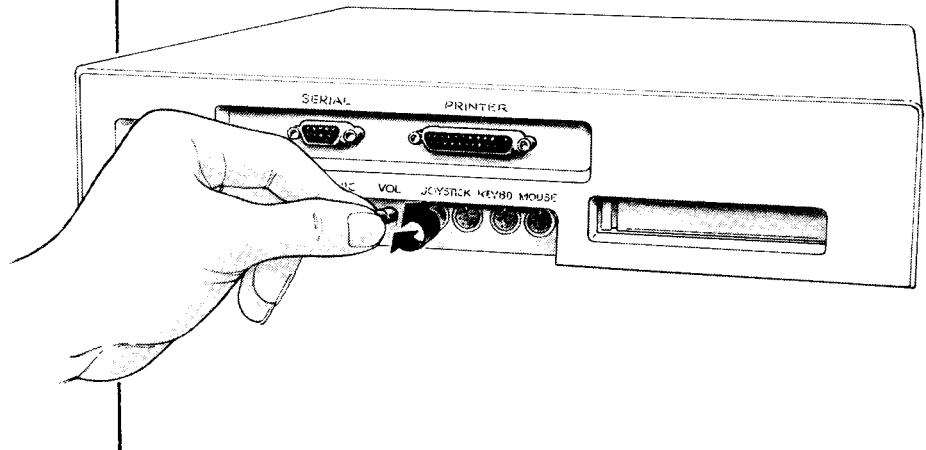
The Tandy 1000 RLX lets you run programs that produce sound, but sometimes people around you might appreciate the sounds of silence. You can easily oblige by connecting stereo headphones with an 1/8-inch plug to the EAR connector on the back panel. (We suggest Cat. No. 33-1021.) Connect the headphone as follows:



Or, if you'd like, you can use an amplified set of speakers for external sound capabilities. (We suggest Cat. No. 40-1303.) These speakers can be connected to the EAR connector on the back panel instead of headphones.

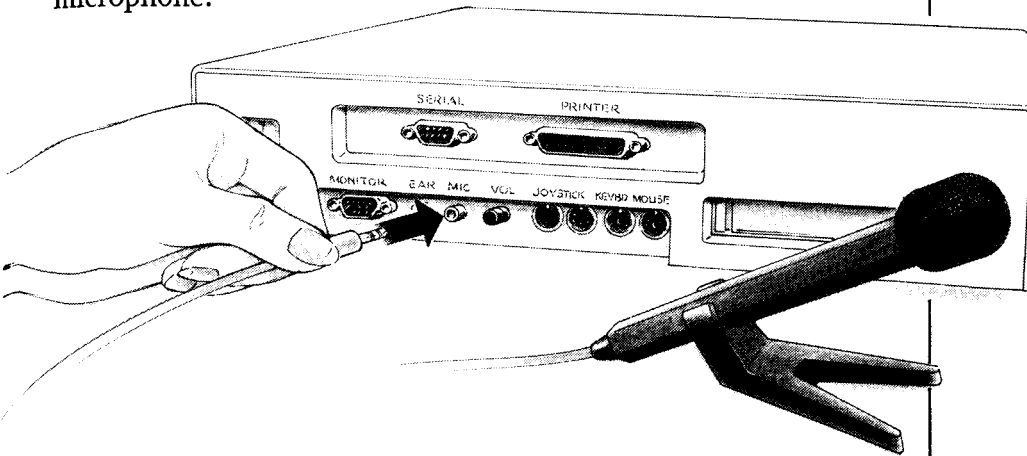
Remember, you can modify the sound level of your Tandy 1000 RLX's sound system by simply adjusting the VOL knob.

You can also change a jumper on the inside of the machine so that you can use direct audio line level output from other devices. (See the "Jump to a New Sound" section in this article for more information.)



Microphone

Take advantage of the special sound reproduction capabilities of your Tandy 1000 RLX System. You can record sounds and voice messages (using Information Center in the Home Organizer application) using a microphone and DeskMate's *Sound* program. (We recommend microphone Cat. No. 33-1060.) To plug in a microphone:

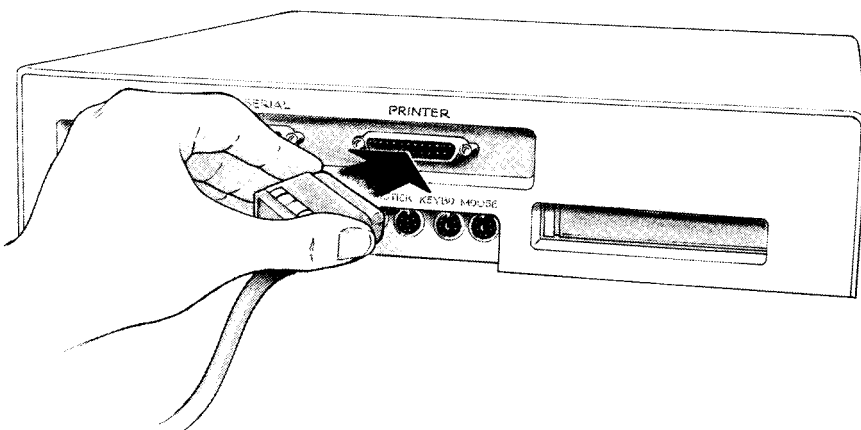


You can also change a jumper on the inside of the machine so that you can use direct audio line level input from other devices. (See the "Jump to a New Sound Option" section in this article for additional information.)

Printer

Hook up a printer to your Tandy 1000 RLX System and experience the true meaning of the expression "seeing is believing." Now you can have a *paper copy* (printed copy) of text, files, and even graphics.

Be sure that the computer end of your printer cord has 25 pins. We suggest our 6-foot cable (Cat. No. 26-0227 or 26-0288). Refer to your printer manual or contact your local Radio Shack store for additional information on which printer cable to choose. To attach the printer to the 25-pin connector on the back panel of the Tandy 1000 RLX System:



Be sure to use the Setup option on DeskMate's F10 Menu (the Accessory Menu) to indicate the type of printer you are using.

Be sure to turn the printer on BEFORE you turn the computer's power on.



Your body can hold a kind of electricity (*static electricity*) that's harmful to computers. When you see this symbol in this manual, it is a reminder for you to be sure to ground yourself. Simply touch a metal object (not the computer) to remove static electricity.

The power cord should be disconnected.

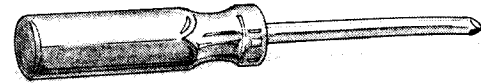
On the Inside

Adding internal options is easy but you need to be sure that you are prepared. Before you begin, always:

READ



GET

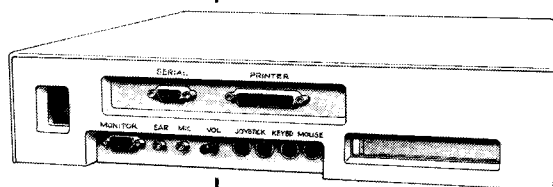


GROUND

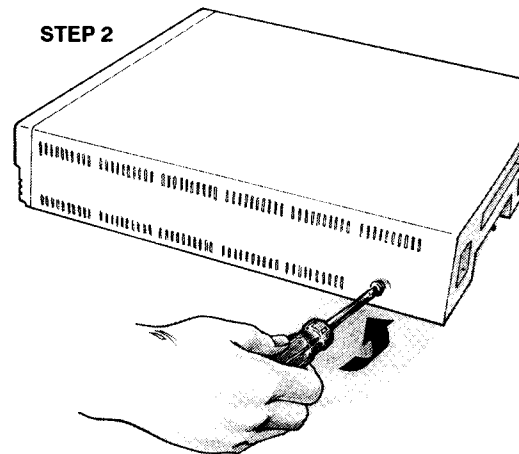


Once you are prepared and know what you want to do, turn off the power. You might want to disconnect all the cables from the back of your computer before you remove the cover, but it is not necessary. Then remove the two screws from the system's cover, gently pull out the sides of the cover, and remove the cover.

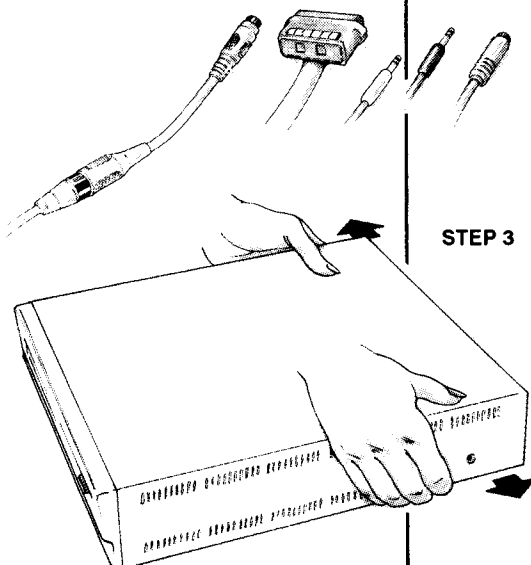
STEP 1



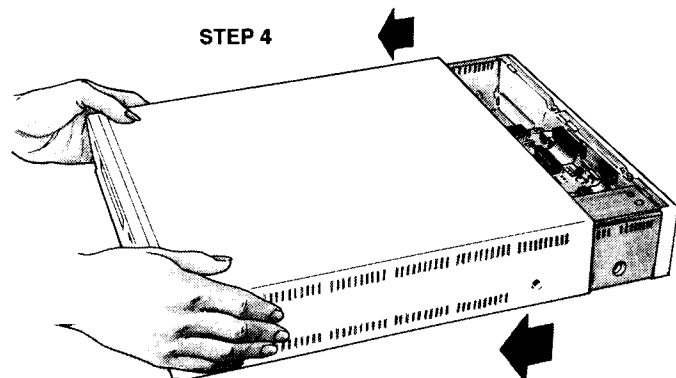
STEP 2



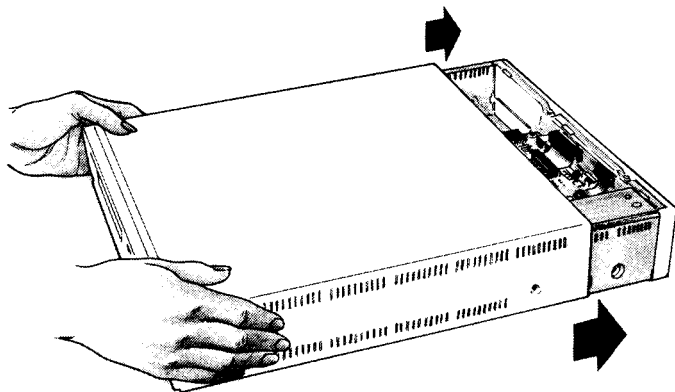
STEP 3



STEP 4

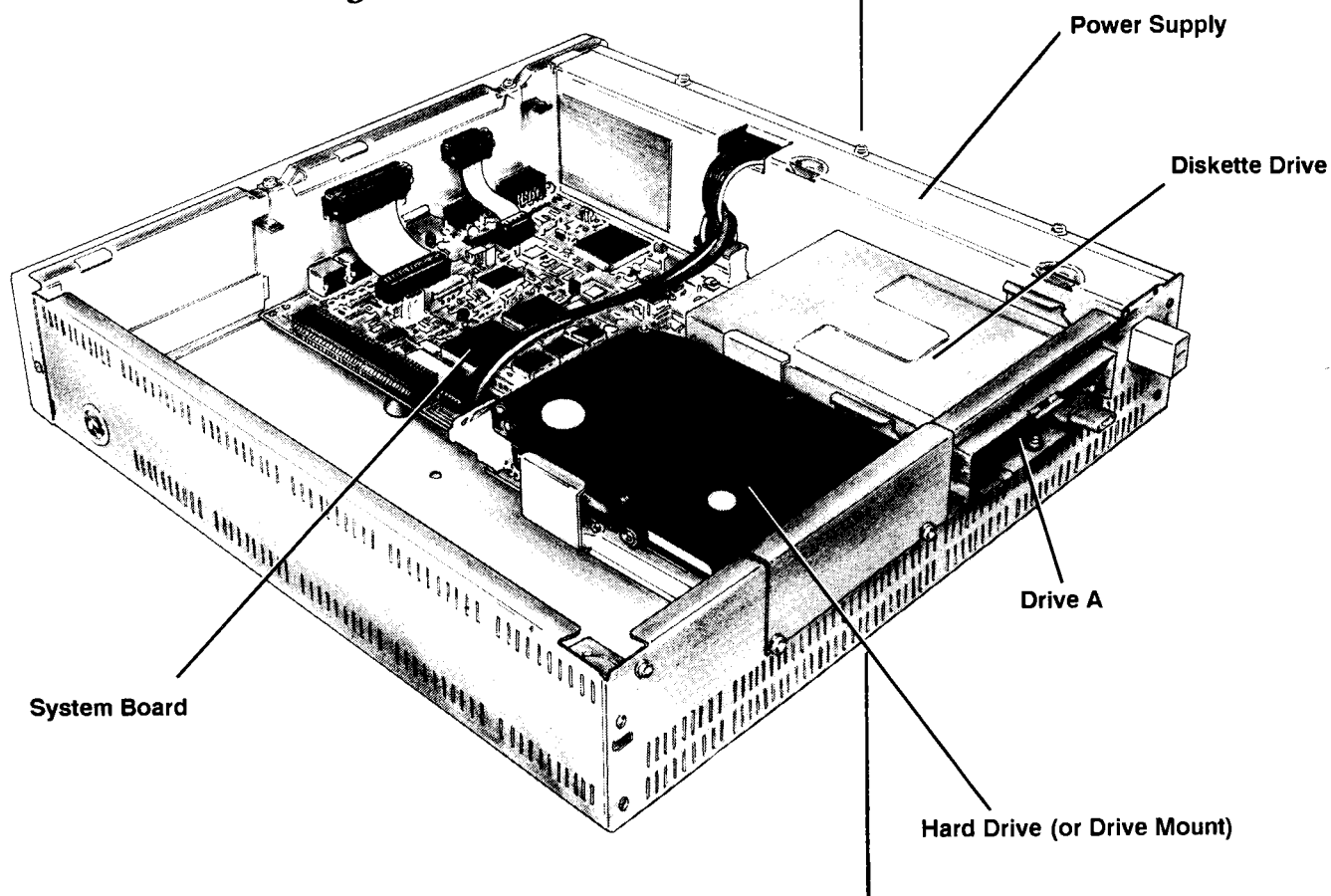


Whenever you're ready to replace the cover, all you have to do is:

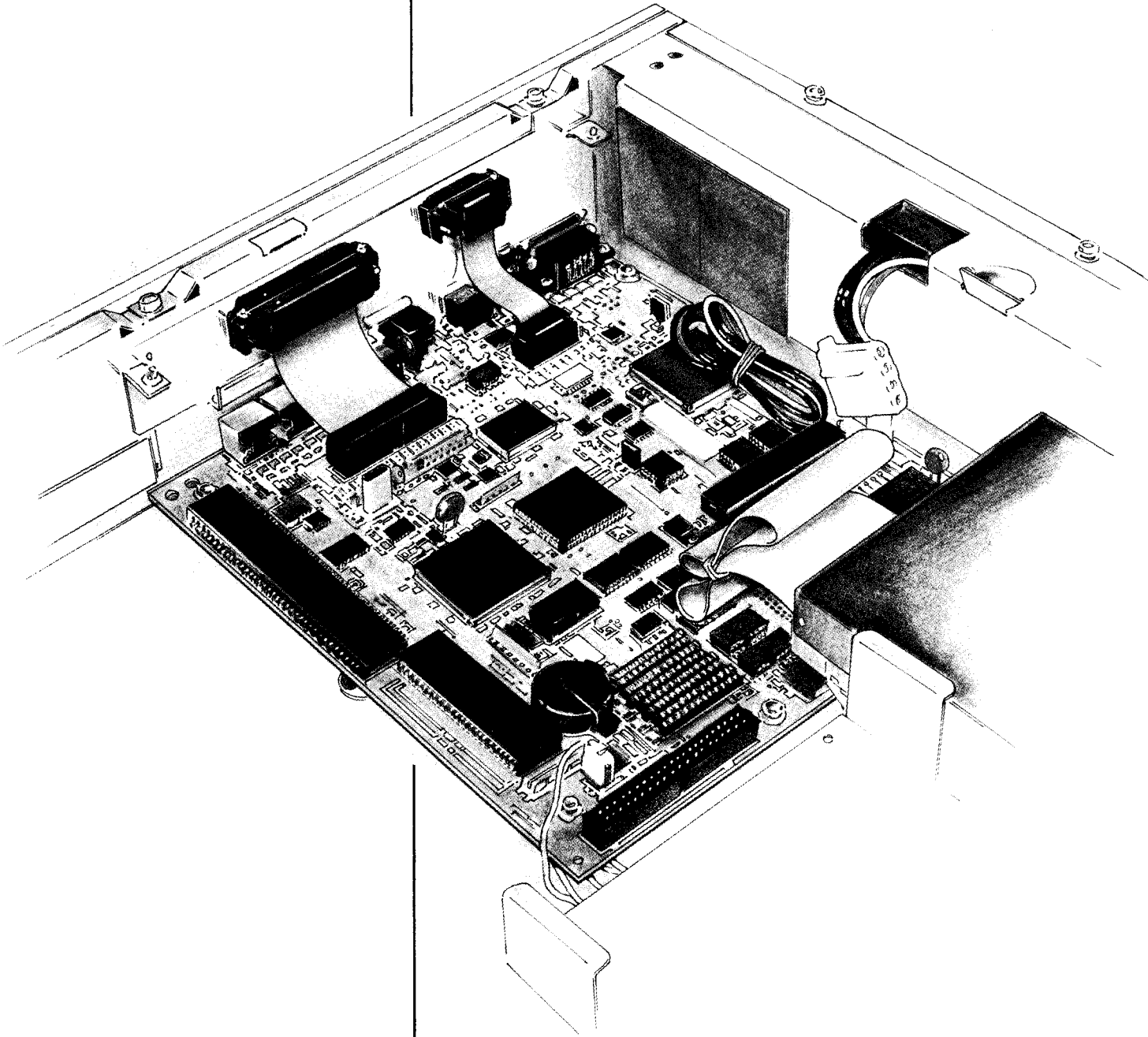


Don't forget to replace the screws and if applicable, reconnect all cables.

On the Inside Looking Out



The System Board



The most important item inside your Tandy 1000 RLX System is its *system board*. The system board makes the 1000 RLX System run. Every action of your system is controlled through the circuits on this green board. You'll note that everything, standard or extra, is attached to the system board.

Four Chips Off the Old Block — Adding Memory

If you have a diskette-based Tandy 1000 RLX System, it comes with 512KB of *memory*. That's ample power for most programs, but some computer programs require that you really "crank it up" by adding more memory (the internal work area of your system). Relax! Your 1000 RLX System lets you add 512KB of additional memory. That's 1MB total memory (640KB standard plus 384KB extended)!

Before you can add memory to your Tandy 1000 RLX System, you will need the 512KB Memory Upgrade kit (Cat. No. 25-1083). To install the additional chips, be sure to read the instructions that come with the kit and the following steps:

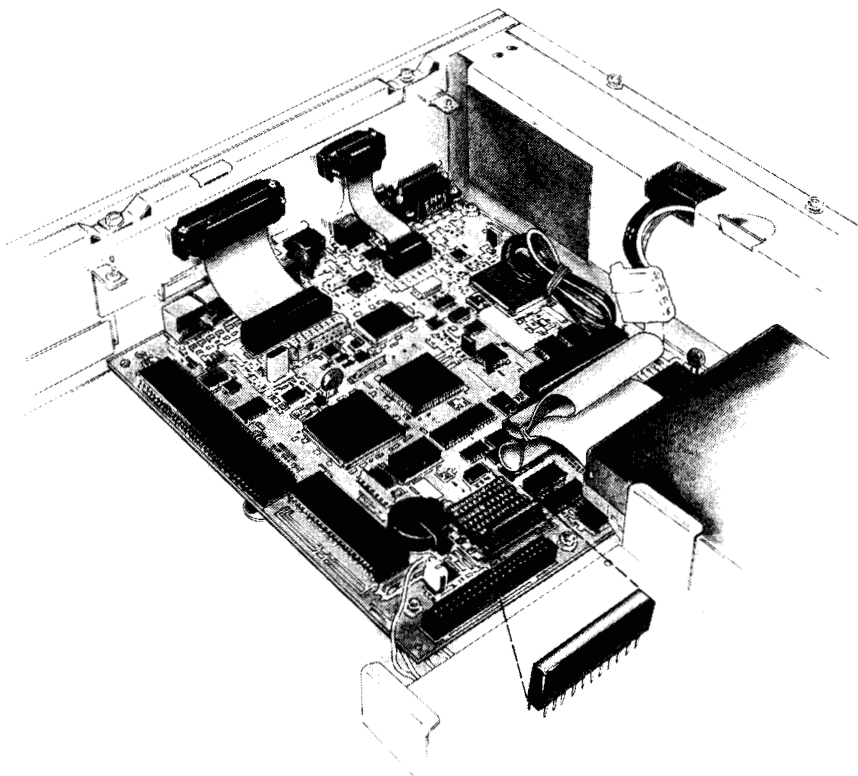
1. Remove one of the memory chips from the special anti-static package.
2. Find the beveled edge on one of the chips.
3. Find the four memory sockets on the system board.
Note the "1" on one end of each of the system board's memory sockets.
4. Line up the beveled edge of one of the chips with the "1" on the end of a memory socket.
5. Gently press the memory chip into the socket.
6. Repeat Steps 1-5 to install the remaining three memory chips.

Congratulations! You have just increased the memory of your Tandy 1000 RLX System.

The Tandy 1000 RLX HD System already comes with 1MB of memory.

Be careful to never bend the pins of a chip!

REMEMBER:



If you are using a Tandy 1000 RLX with Hard Drive System, you cannot add a second, internal diskette drive.

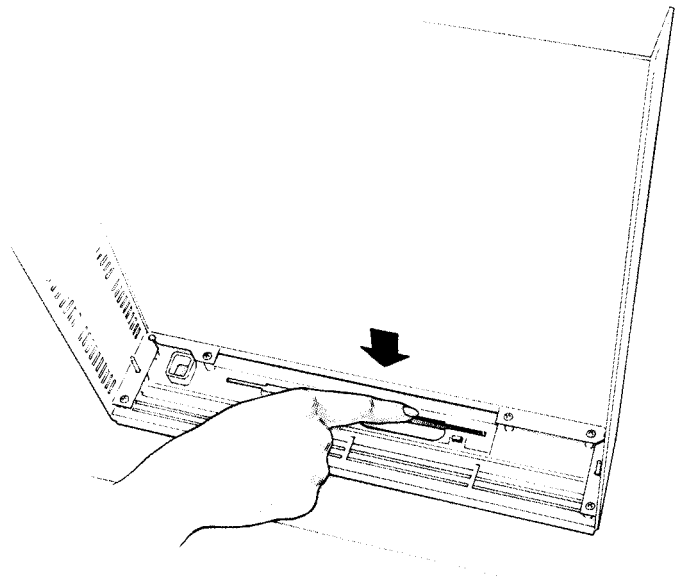
Double Your Pleasure — Adding a Diskette Drive

A computer's diskette drive stores information on diskettes that you swap in and out of your computer. If you have a diskette-based Tandy 1000 RLX System, adding a second diskette drive (Drive B) has several advantages. For example, with two drives you can speed up the process of copying diskettes.

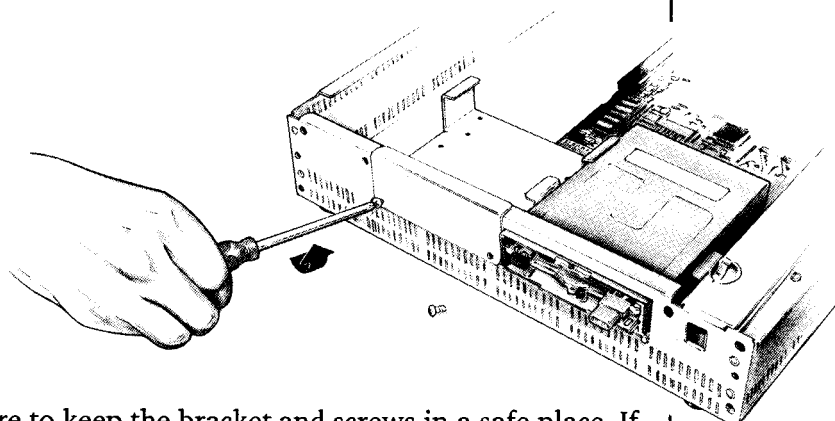


The diskettes provide a quick, convenient way to store and access program information. Although your Tandy 1000 RLX System comes with a factory-installed 3½-inch diskette drive, you might want to add another. To add an additional drive, you will need a 1.44MB (Cat. No. 25-4053) or a 720KB 3½-inch diskette drive kit (Cat. No. 25-1075) and a Phillips screwdriver. Be sure to read the instructions that came with the drive kit as well as the following directions:

1. To remove the plastic insert from the front of the Tandy 1000 RLX cover, press the insert outwards, away from the cover.

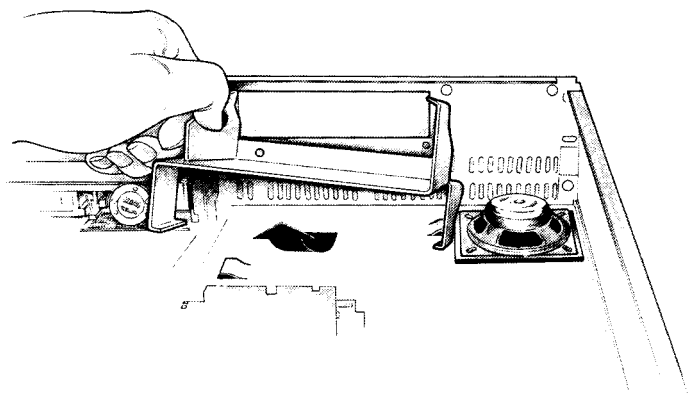


2. You will fasten the diskette drive to the drive mount, so first, unscrew the two front screws and remove the bracket on the front panel.

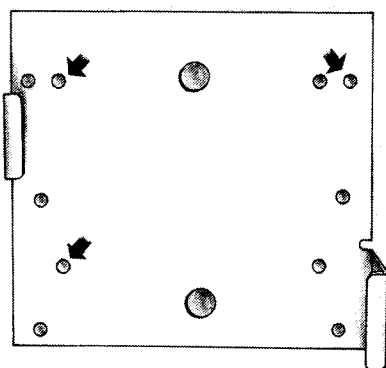


Note: Be sure to keep the bracket and screws in a safe place. If you add a hard drive to your Tandy 1000 RLX System later, you will need to replace this bracket.

3. Remove the drive mount.

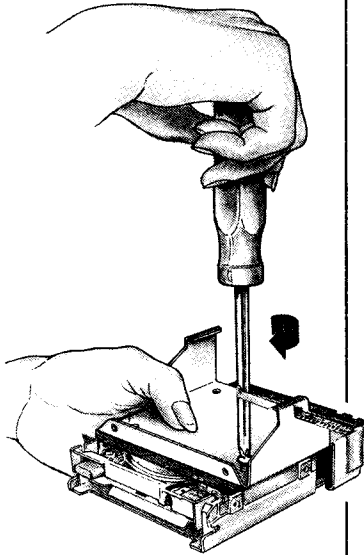


4. Turn the drive mount over and you'll find the three holes labeled "DD."

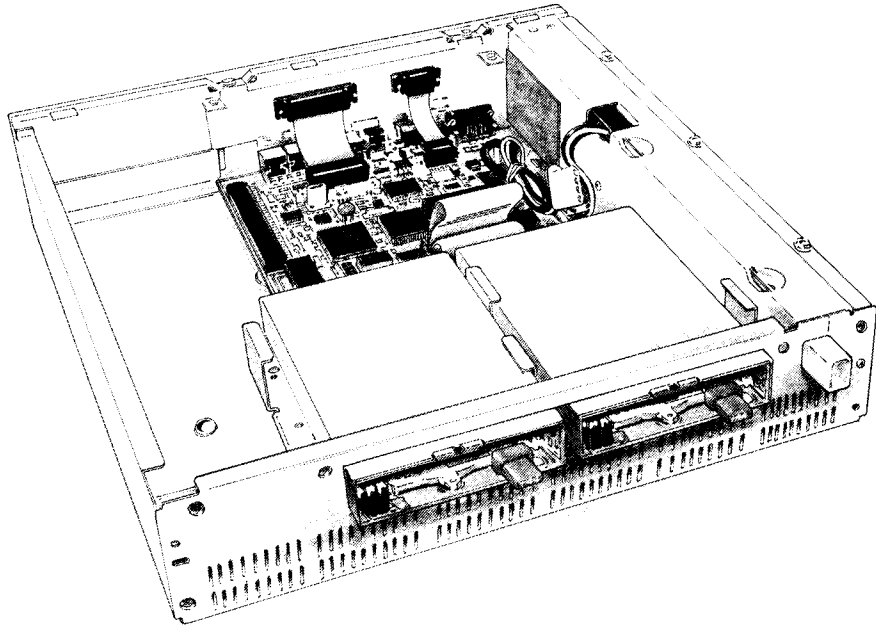


5. The drive kit contains the screws you will use to attach the drive to the mount.
6. Align the holes on the diskette drive with the corresponding holes labeled "DD" on the drive mount.

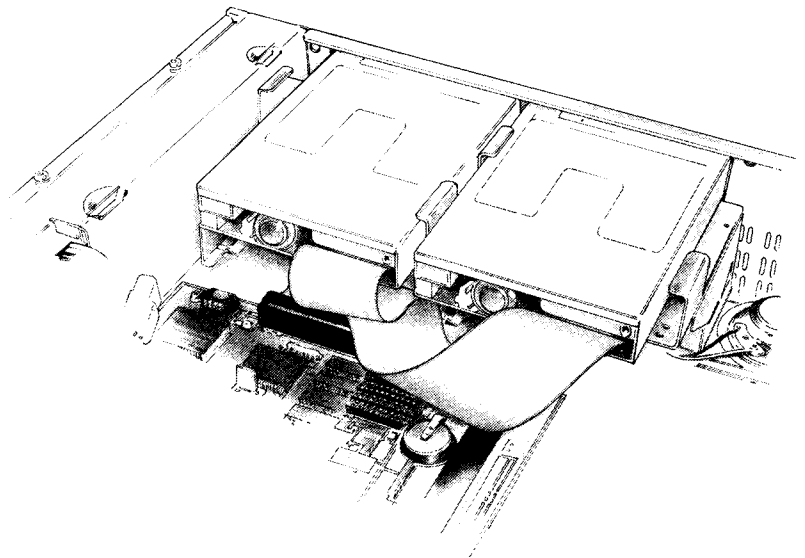
7. Use the screws provided with the kit to fasten the drive to the drive mount.



8. Fasten the drive mount to the Tandy 1000 RLX chassis.



9. Attach the extra drive connector on the drive cable to the secondary diskette drive (Drive B).



Run the RLXSetup program so that your system will recognize the new drive. You can also use this program to tell your Tandy 1000 RLX System which drive should be Drive A. For more information, read "Changing the Computer Settings" in this magazine.

Need More Storage? — Adding a Hard Drive

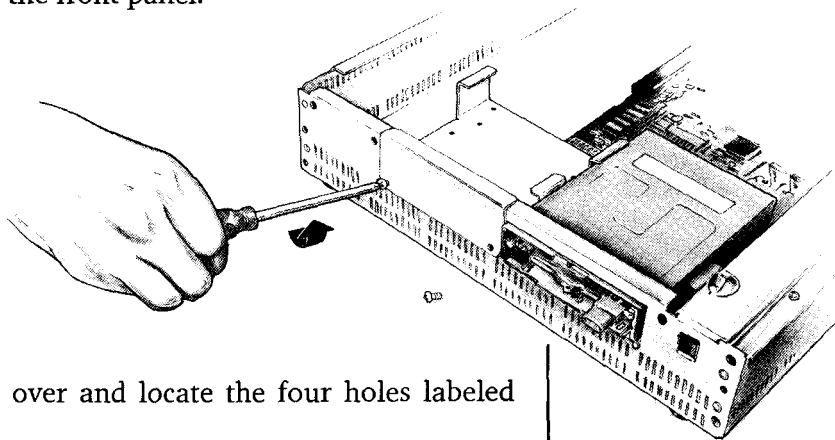
Whether you're stocking up on groceries or packing the camping gear, everyone has benefited from the added storage space the trunk of a car provides. You can install an information storage "trunk" in your diskette-based Tandy 1000 RLX System, too, by installing a hard drive. A hard drive stores much more information than a diskette, and it operates much faster.

You will need a 3½-inch hard drive installation kit and a Phillips screwdriver. Use only Radio Shack Cat. No. 25-1047 for 20MB or Cat. No. 25-1048 for 40MB. These hard drives have been specially engineered to work with your Tandy 1000 RLX System.

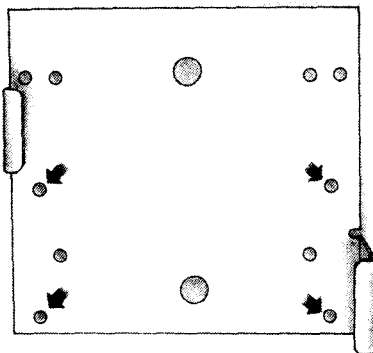
Caution: Use of any other hard drive might damage your computer and void your warranty.

Before you begin the installation, refer to "Adding a Hard Drive to Your Diskette-Based System" in Appendix B. You will need to make the change described there in your RLXSetup program. Then, read the instructions that came with the hard drive kit as well as the following directions:

1. Unfasten the drive mount from the computer. To do so, unscrew and remove the two screws at the front of the drive mount, and remove the bracket on the front panel.



2. Turn the drive mount over and locate the four holes labeled "HD."
3. Align the drive mount holes with the corresponding holes on the hard drive.

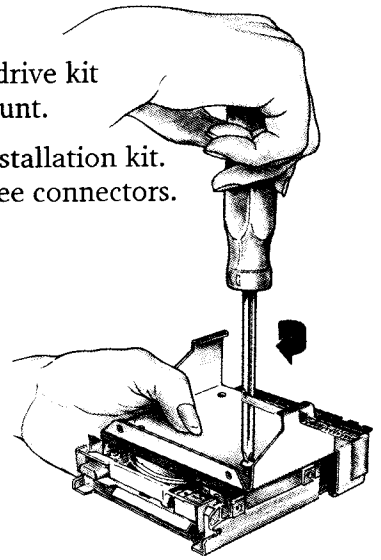


If you have installed a second internal diskette drive, you cannot install a hard drive.

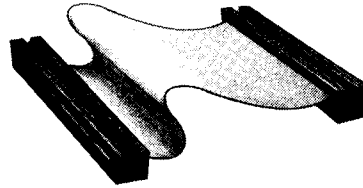
You might have a three-connector cable instead of the two-connector cable shown here.

The SmartDrive connector makes it easy to attach a state-of-the-art SmartDrive. This drive does not require installing a hard disk controller expansion board because the necessary circuits are built into the computer. That way you can use your expansion slot for an additional option.

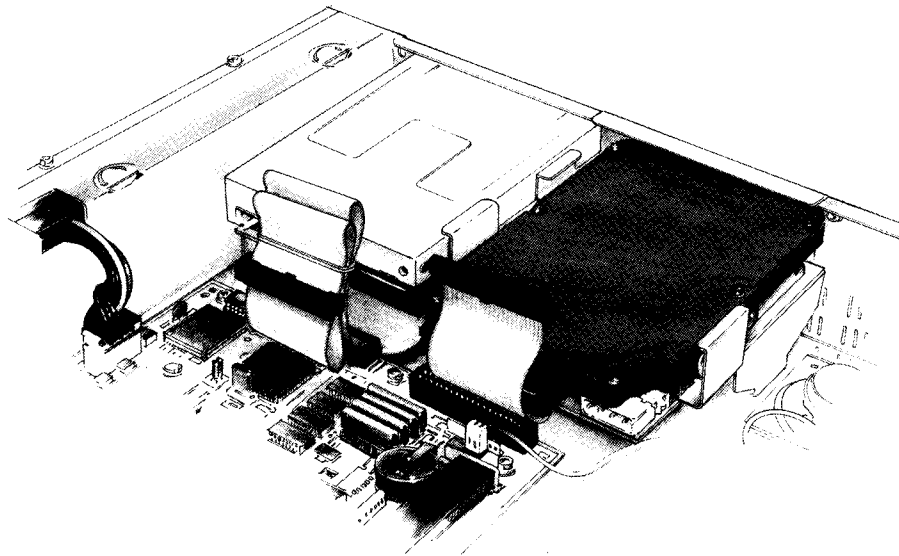
4. Use the screws provided with the drive kit to fasten the drive to the drive mount.
5. Find the hard drive cable in the installation kit. Note that the cable has two or three connectors.



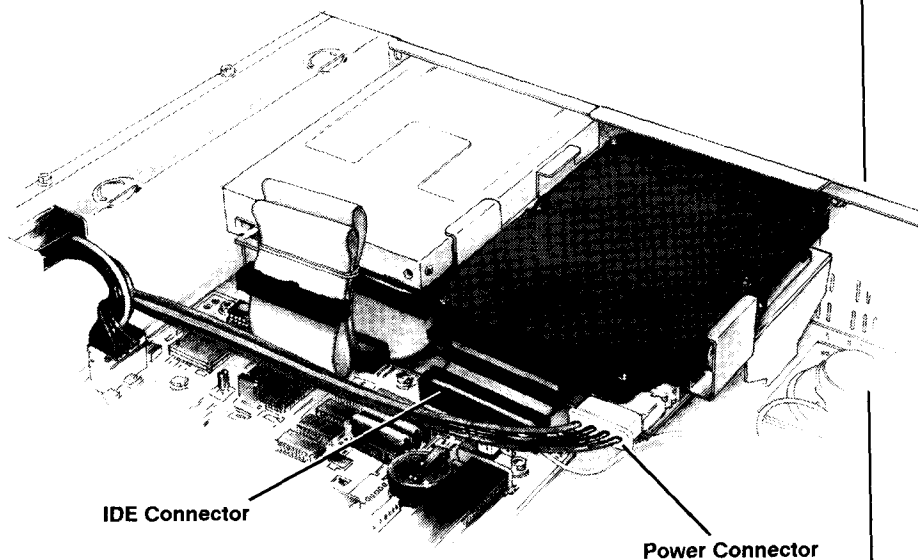
6. Attach one end of the installation kit's drive cable to the hard drive.



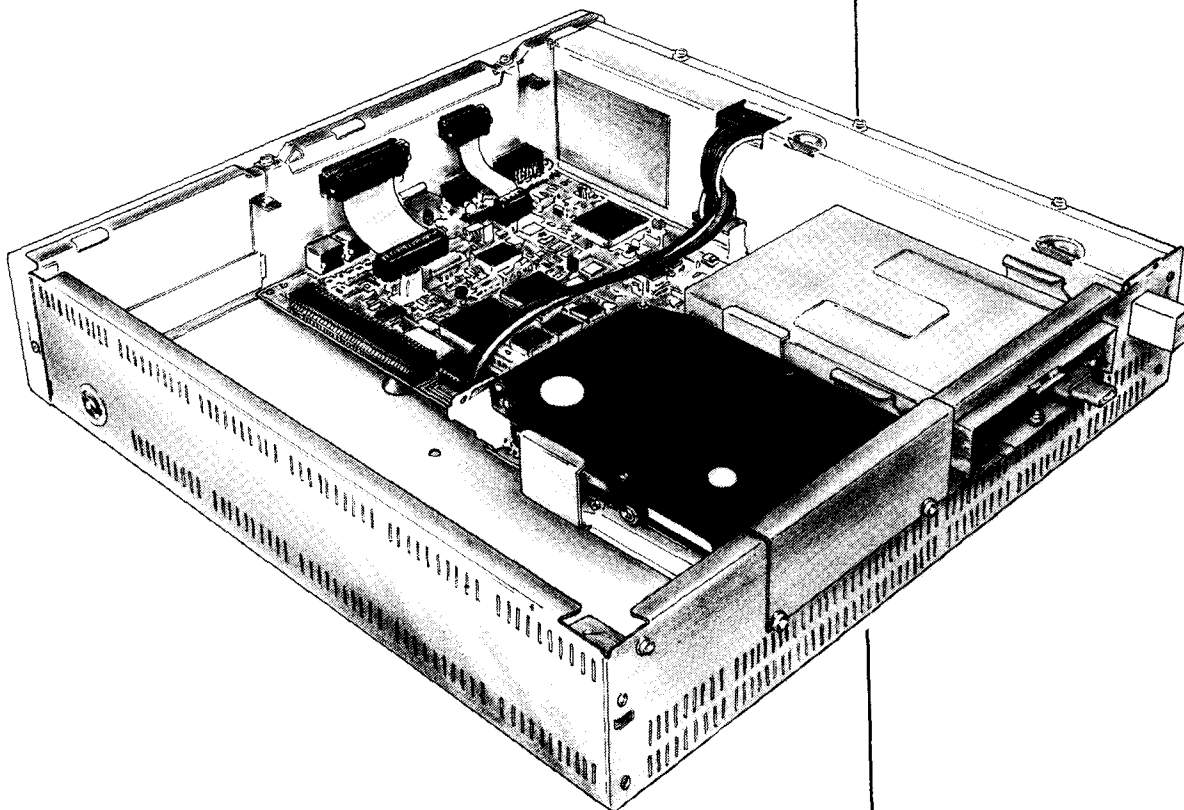
7. Reconnect the drive mount to the computer, and replace the bracket you removed in Step 1.



8. Attach the other end of the hard drive cable to the IDE hard drive connector on the system board. If you have a three-connector cable, be sure to attach the middle connector to the system board. Be sure to attach the power connector from the power supply to the hard drive power connector.



Your new hard drive is ready to be initialized. You must perform this simple procedure before you can use the drive. Refer to Appendix B for further information.



Some examples of expansion boards you might want to add include the 2400 baud modem (Cat. No. 25-1037), and the Tandy Fax-Mate (Cat. No. 25-3063).

REMEMBER:

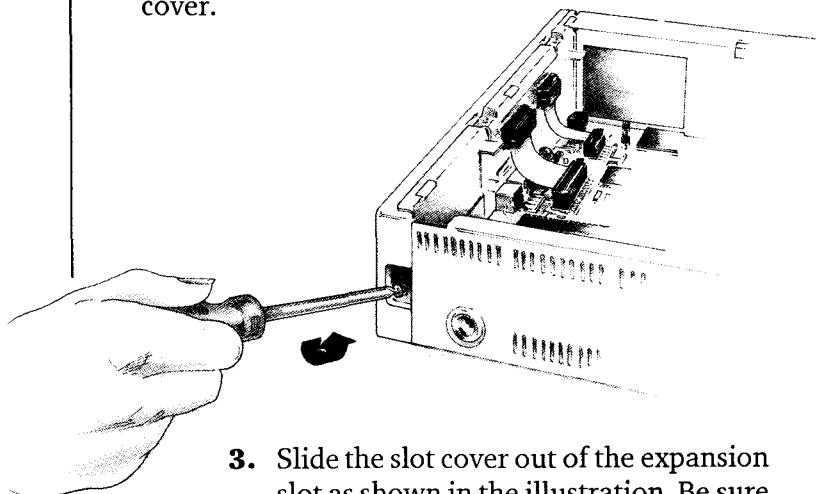


Extras, Extras . . . Read All About It — Adding an Expansion Board

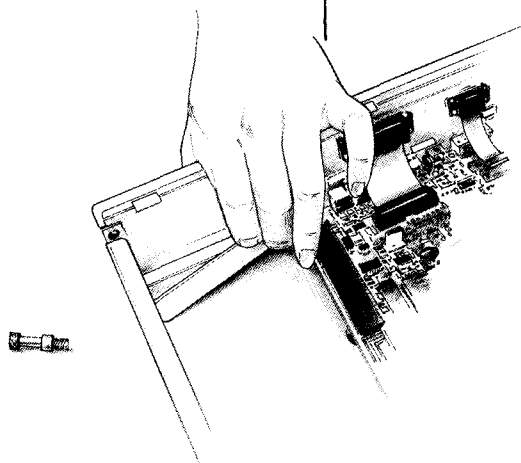
The Tandy 1000 RLX System provides one expansion slot that lets you add a special accessory board. There are many types of boards on the market today. If you choose to add a modem board, you can communicate with other computers through the phone lines. Add a facsimile board, and your Tandy 1000 RLX System simulates a fax machine — sending and receiving messages worldwide.

Installing an expansion board in the Tandy 1000 RLX System is quite simple. Once you familiarize yourself with the following procedure, you can install any type of expansion board. Read the instructions that came with the expansion board kit as well as the following directions:

1. The length of the expansion board can range from 6.5-inches to 9.5 inches. Be sure that all the components attached to your expansion board can fit inside the 1000 RLX chassis.
2. Turn the 1000 RLX so that the rear panel faces you, and then using a phillips screwdriver, remove the screw from the slot cover.

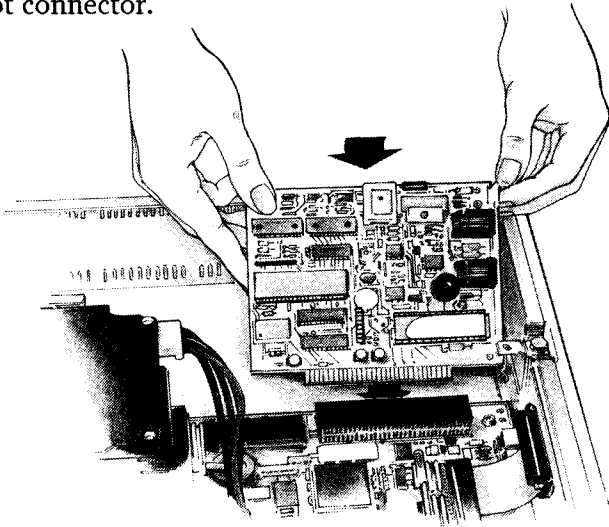


3. Slide the slot cover out of the expansion slot as shown in the illustration. Be sure to put the screw you removed in a safe place. You will use it later.



4. Carefully remove the expansion board from the anti-static wrapping.

5. Align the edge of the expansion board with the expansion slot on the system board, and then gently press the board into the slot connector.



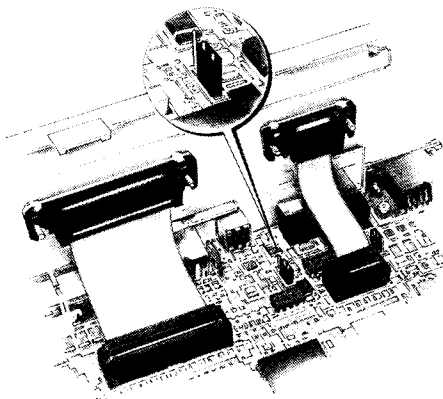
If the expansion board is too long, you can remove the hard drive so that you can install the board.

6. Use the screw you removed in Step 2 to fasten the board in the expansion slot.

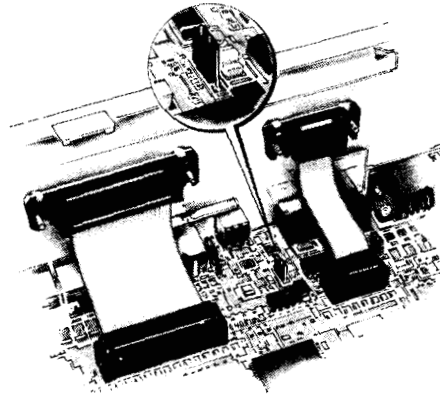
Jump to a New Sound Option — Changing the Line Audio Jumpers

A *jumper* is a small plastic cover with metal inside. The jumper fits over two metal pins.

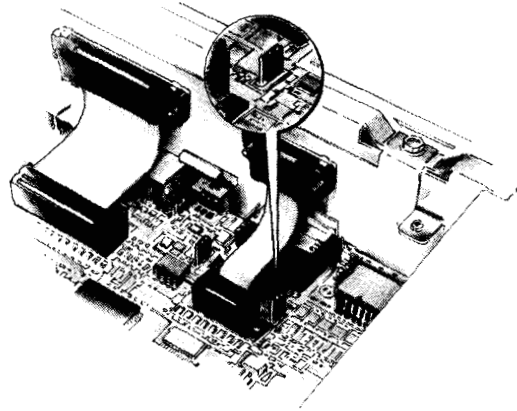
When you place the jumper over two of the pins, you have installed the jumper. Your system can tell what kind of sound (audio) equipment you're going to plug into your microphone connector by checking to see which two of the three pins have the jumper placed over them. The default setting for the jumper (E12-E13) lets you plug a microphone into the microphone connector. The setting looks like this:



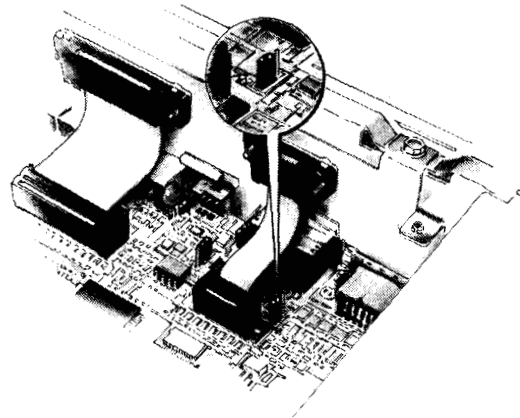
You can plug keyboards, guitars, and other audio input equipment into the microphone connector. If you want to plug audio equipment with line-level output into the connector, you must change the jumper setting. Change the jumper on the pins to look like this:



The default setting for the jumper E16-E17 lets you plug a set of headphones into the EAR connector. The setting looks like this:



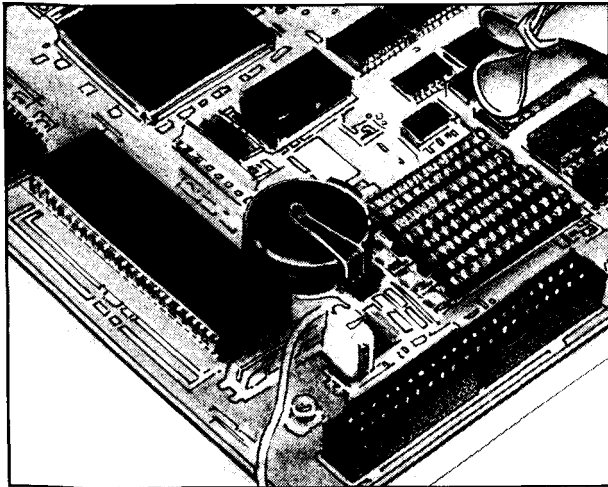
You can also plug speakers, recorders, and other audio output equipment into the EAR connector. If you want to plug audio equipment with line-level input into the connector, you must change the jumper setting. Change the jumper on the pins to look like this:



CMOS RAM Battery

The SmartWatch is a battery-backed memory chip that contains the time and date information. You will occasionally need to replace the SmartWatch (CMOS RAM) battery (Cat. No. 23-162). The CMOS RAM battery should last at least three years with normal use. When it fails, the time and date information is displayed inaccurately.

The battery is the round chip located directly behind the drive mount. (See the "On the Inside Looking Out" illustration in this article to find the drive mount.) Follow these steps if you choose to replace the battery yourself:



1. Gently lift the battery clip.
2. Remove the old battery from the battery holder.
3. Place the new battery in the battery holder. Be sure to position the battery with the positive side (+) up.

Remember to use the Setup accessory on the F10 Menu (the Accessory Menu) to enter and store the correct time and date.

That's it! Your enhanced Tandy 1000 RLX System is ready to go. Finally, there's a computer designed with equipment settings that are easy to understand.

Warning: Improper handling of this special lithium battery can be hazardous. Never recharge, disassemble, or heat the battery above 100°C (212°F). Never solder directly to the battery or expose the contents of the battery to water.

Changing the Computer Settings

If you have a diskette-based system and you want to run RLXSetup from MS-DOS, insert the MS-DOS Diskette into Drive A. At the A> prompt, type setuprlx and press ENTER.

If you have installed a second diskette drive, you must run rlxsetup.pdm (or setuprlx.exe) so that the system recognizes the drive. Then, exit DeskMate and at the system prompt, press CTRL+ALT+DEL to reset your system.

RLXSetup is a special program built into your Tandy 1000 RLX System. You can run this program from within DeskMate (rlxsetup.pdm) or from MS-DOS (setuprlx.exe). RLXSetup records information about how your system works. This information is stored in a memory chip called an EEPROM (electronically erasable programmable read-only memory). To change the information in the EEPROM, simply change the settings on the RLXSetup screen. You will learn how to run RLXSetup later in this article.

The fields on the RLXSetup screen enable you to change system information to suit your needs when you make changes to the system. Most of these fields affect information that you will not need to change in most cases. However, be sure to run RLXSetup if you:

- Add a second diskette drive that you want to use as Drive A. Change the DRIVE A (or Drive A: is?) setting from RIGHT to LEFT.

The original settings of the RLXSetup program are called *default* settings. If the default settings displayed on the screen work for you, it is not necessary to change them. If you change the default settings, RLXSetup keeps the new settings until you change them again. The EEPROM remembers the settings in RLXSetup even when you turn off the computer. The following sections describe each setting in the RLXSetup program.

Running RLXSetup

To run RLXSetup from within DeskMate, point to Run on the File Menu, and double click. Then, type rlxsetup.pdm at the Program: prompt, and point to the OK button, and click. You can set any of the RLXSetup options by choosing the appropriate button. You can then point to Save on the Options Menu, and double click to save the change, or point to Factory settings and click to return to the original default settings. For more specific instructions on how to change your computer settings using DeskMate, see "Using DeskMate to Run RLXSetup."

To run RLXSetup from MS-DOS (the system prompt), at the C> prompt, type setuprlx and press ENTER. Directions for moving around the screen and changing the settings are displayed at the bottom of the screen. Change the RLXSetup program as necessary to meet your system needs. When you finish making changes, press F2 to store them. If you want to return to the default factory settings, press F10. For more specific instructions on how to change your computer settings using MS-DOS, see "Using MS-DOS to Run RLXSetup."

After you change and save your computer settings, you must reset the computer so that the new settings will take effect.

Using DeskMate to Run RLXSetup

1. Using the mouse from the desktop, point to Run on the File Menu, and double click.

The Run File box appears.

2. At the Program: prompt, type `rlxsetup.pdm`.

3. Point to the OK button, and click.

The Setup screen appears.

Follow the instructions below to change the computer setup.

Changing the Setup Options

Follow the instructions below for the option(s) you want to change.

Date and time

Many programs you run use a date and time. This option lets you set the correct date and time.

1. Point to the beginning of the date field, and click to move the marker.
2. Hold down the left mouse button, and move the mouse until the date is highlighted.
3. Type the new date using the *mmddyy* format (*mm* = month, *dd* = day, *yy* = year).
4. Point to the beginning of the time field, and click to move the marker.
5. Hold down the left mouse button, and move the mouse until the time is highlighted.
6. Type the new time using the *hhmm* format. (*hh* = hour, *mm* = minutes)
7. Point to the PM check box, and click to check or uncheck the box.
When the PM check box is checked (X), p.m. hours will be displayed. When the check box is unchecked, a.m. hours will be displayed.

You can also set the time and date by using the Setup option on DeskMate's F10 Menu (the Accessory Menu).

Date and time prompts on start-up

This option lets you display the date and time prompts that will appear as your system date and time when you are using MS-DOS.

- Point to the Date and time prompts on start-up check box, and click to check or uncheck the box. The default setting for this option is unchecked.

When the Date and time prompts on start-up check box is checked (X), the date and time prompts appear when you are using MS-DOS. When this box is unchecked, these prompts do not appear.

If you set the Start-up device to Disk:

If you are using diskettes to run DeskMate, type c:desk at the system prompt to run DeskMate.

If you are using a hard disk to run DeskMate, type d:desk at the system prompt to run DeskMate.

Memory diagnostics on start-up

This option lets you take time to test the computer's memory chips each time the computer is started.

- Point to the Memory diagnostics on start-up check box, and click to check or uncheck the box. The default setting for this option is unchecked.

When the Memory diagnostics on start-up check box is checked (X), a memory diagnostic test is run each time the computer is started. When the check box is unchecked, this test is not run when you start the computer.

Start-up device

This option tells the computer to start up using an operating system from Disk (diskette or hard disk) or from ROM (program built into the ROM).

- Point to the Start-up device option you want to choose, and click. The default setting for this option is ROM.

Note: Hard drive users can only start up from disk. If you are using a hard disk, this option is not available.

Start-up program

This option tells the computer whether you want the MS-DOS, or DeskMate program to appear when you start up your computer.

- Point to the Start-up program option you want to choose, and click. The default setting for this option is DeskMate.

Note: This option is grayed when Disk is selected as the start-up device.

CPU speed

This option tells the computer how fast you want to run your programs. The Slow option lets you run some programs that are speed sensitive and cannot be run properly with your computer's faster speed (the Fast option).

- Point to the CPU speed option you want to choose, and click. The default setting for this option is Fast.

Internal serial port address

This option indicates whether a modem or other serial device will use the COM1 or COM2 serial port address. If you have an option board installed that conflicts with this address, you can disable the serial port.

- Point to the Internal serial port option you want to choose, and click. The default option is COM1.

You can also use the Setup option on DeskMate's F10 Menu (the Accessory Menu) to enter this information.

Internal parallel port

This option indicates what type of device is connected to this port. If an option board conflicts with this address, you can disable the parallel port.

- Point to the Internal parallel port option you want to choose, and click. The default setting for this option is Unidir.

Note: Choose Unidir. if a printer is connected to this port, or choose Bidir. if you have a special device that both sends and receives information.

Mouse port device installed

When this option is enabled, it specifies whether a PS/2[®]-style mouse is installed.

- Point to the Mouse port device installed check box, and click to check or uncheck the box. The default setting for this option is checked.

Note: If a serial mouse is installed, be sure this box is unchecked.

Right diskette drive

This option lets you specify the type of diskette drive you are using with the Tandy 1000 RLX. The drive that came with your Tandy 1000 RLX System is a 1.44MB, 3.5". drive. If you have added or changed diskette drives, you will need to change this setting as appropriate.

- Point to the Right diskette drive option you want to choose, and click. The default setting for this option is 1.44MB, 3.5".

Left diskette drive

This option lets you specify the type of diskette drive you have added to your Tandy 1000 RLX System.

- Point to the Left diskette drive option you want to choose, and click. The default setting for this option is None.

Drive A: is?

This option lets you specify which diskette drive (Right or Left) you want to use to start up your computer.

- Point to the Drive A: is? option you want to choose, and click. The default setting for this option is Right.

Saving Your Computer Settings

Each time you change your computer settings, you need to save the changes and then reboot your computer so that the settings will take effect.

1. Point to the Save option on the Options Menu, and double click.
A message box appears, reminding you that you need to restart your computer.
2. Point to the OK button, and click.
The Setup screen reappears.

3. Point to the Exit option on the Options Menu, and double click.
The DeskMate desktop appears.
4. Point to Exit on the File Menu, and double click.
A message appears, asking you to confirm your exit.
5. Point to the YES button, and click.
6. Reset your computer.

Setting the Default Factory Settings

You can change your computer settings back to the default factory settings by using the Factory settings option on the Options Menu.

1. Point to the Factory settings option on the Options Menu, and click.
A dialog box appears, telling you that the current computer settings will be changed to the factory defaults.
2. Point to the OK button, and click to accept the factory defaults.
A message box appears, reminding you that you need to restart your computer.
3. Point to the OK button, and click.
The DeskMate desktop appears.
4. Restart your computer by turning it off, waiting 10 seconds, and then turning it back on.

Using MS-DOS to Run RLXSetup

If you have a diskette-based Tandy 1000 RLX System:

1. Insert the MS-DOS diskette that came with your Tandy 1000 RLX System into the diskette drive.
2. At the system prompt, type `a:setuprlx` and press **ENTER**.
A screen appears, explaining basic information about the setup utility.
3. Press any key to continue.
The Tandy 1000 RLX Setup Utility screen appears.

Follow the instructions in the sections below to change the setup options.

If you have a Tandy 1000 RLX HD System:

1. At the system prompt, type `setuprlx`, and press **ENTER**.
A screen appears, explaining basic information about the setup utility.
2. Press any key to continue.
The Tandy 1000 RLX Setup Utility screen appears.

Follow the instructions in the sections below to change the setup options.

Changing the Setup Options

Follow the instructions below for the option(s) you want to change.

Time

Many programs you run display the time. This option allows you to set the correct time.

1. Use the arrow keys to highlight the Time field.
2. Type the correct time, in the 24-hour clock format.

You can also set the time by using the Setup option on DeskMate's F10 Menu (the Accessory Menu).

Date

Many programs you run display the date. This option allows you to set the correct date.

1. Use the arrow keys to highlight the Date field.
2. Type the correct date, using the MM/DD/YYYY format (MM=month, DD = day, YYYY =year).

Start-up device

This option tells the computer to start up using the operating system from disk or from ROM.

1. Use the arrow keys to highlight the Start-up device field.
2. Press the space bar to display the option you want to choose, ROM or Disk. The default setting for this option is ROM.

Note: Hard drive users can only start up from disk. If you are using a hard disk, the ROM option is not available.

Start-up diagnostics

This option lets you take time to test the computer's memory chips each time the computer is started.

1. Use the arrow keys to highlight the Start-up diagnostics field.
2. Press the space bar to display the option you want to choose, Enabled or Disabled. The default setting for this option is Disabled.

CPU speed

This option tells the computer how fast you want to run your programs. The Slow option lets you run some programs that are speed sensitive and cannot be run properly with your computer's faster speed (the Fast option).

1. Use the arrow keys to highlight the CPU speed field.
2. Press the space bar to display the option you want to choose, Fast or Slow. The default setting for this option is Fast.

If you set the Start-up device to Disk:

If you are using diskettes to run DeskMate, type c:desk at the system prompt to run DeskMate.

If you are using a hard disk to run DeskMate, type d:desk at the system prompt to run DeskMate.

Mouse port device

This setting specifies whether a PS/2[®]-style mouse is installed.

1. Use the arrow keys to highlight the Mouse port device field.
2. Press the space bar to display the option you want to choose, Installed or Not installed. The default setting for this option is Installed.

Note: If a serial mouse is installed, set this to Not installed.

Internal serial port

This option indicates whether a modem or other serial device will use the primary or secondary serial port address.

1. Use the arrow keys to highlight the Internal serial port field.
2. Press the space bar to display the option you want to choose, Primary, Secondary, or Disable. The default setting for this option is Primary.

You can also use the Setup option on DeskMate's F10 Menu (the Accessory Menu) to enter this information.

Internal parallel port

This option indicates what type of device is connected to this port.

1. Use the arrow keys to highlight the Internal parallel port field.
2. Press the space bar to display the option you want to choose, Unidirectional, Bidirectional, or Disable. The default setting for this option is Unidirectional.

Note: Choose Unidirectional if a printer is connected to the port, or choose Bidirectional if you have a special device that both sends and receives information.

Right diskette drive

This option lets you specify the type of diskette drive you are using with the Tandy 1000 RLX. The drive that came with the Tandy 1000 RLX System is a 3.5", 1.44MB drive. If you have added or changed diskette drives, you will need to change this setting as appropriate.

1. Use the arrow keys to highlight the Right diskette drive field.
2. Press the space bar to display the option you want to choose. The default setting for this option is 3.5" 1.44MB.

Left diskette drive

This option lets you specify the type of diskette drive you have added to your Tandy 1000 RLX System.

1. Use the arrow keys to highlight the Left diskette drive field.
2. Press the space bar to display the option you want to choose. The default setting for this option is Not installed.

Drive A:

This option lets you specify which diskette drive (if you have more than one) you want to use to start up your computer.

1. Use the arrow keys to highlight the Drive A: field.
2. Press the space bar to display the option you want to choose. The default setting for this option is Right.

Start-up program

This option lets you specify that you want to display DeskMate or MS-DOS when you first turn on the computer.

1. Use the arrow keys to highlight the Start-up program field.
2. Press the space bar to display the option you want to choose, DeskMate or MS-DOS. The default setting for this option is DeskMate.

Date and time prompts

This option lets you display the date and time prompts that will appear as your system date and time when you are using MS-DOS.

1. Use the arrow keys to highlight the Date and time prompts field.
2. Press the space bar to display the option you want to choose, Enable or Disable. The default setting for this option is Disable.

Saving Your Computer Settings

Each time you change your computer settings, you need to save the changes and then reboot your computer so that the settings will take effect.

- Press **F2** to save your changes.

The computer restarts automatically.

Setting the Default Factory Settings

You can change all of your computer settings back to the default factory settings at once by using the Recall defaults option.

1. Press **F10** to recall the EEPROM defaults.

A message appears, confirming that the default setup information has been recalled, and reminding you that you might need to change some of the setup options to match your particular configuration (for example, if you have added some options to your system).

2. Press any key to redisplay the Tandy 1000 RLX Setup Utility screen.
3. Press **F2** to save your changes.

The computer restarts automatically.

Just in Case

This section describes some of the problems you might have with the Tandy 1000 RLX System and explains how to solve them. If, after trying these solutions, you still have problems, contact your local Radio Shack store or dealer.

Problem

Possible Solutions

Blank screen

Check that all system power switches are on.

Adjust monitor's brightness or contrast control knob.

Press any key to deactivate the Screen saver option (controlled from the F10 Menu (the Accessory Menu)).

Check all cable connections.

No keyboard response

Check keyboard cord connection.

No printer response

Check printer power control and cable connections.

Check that printer is ready (on-line/off-line control).

Check paper and ribbon positions.

Check printer switch settings. (Refer to the printer documentation.)

Check that the application program you are using is set up for use with your printer type. (Refer to the application program and printer documentation.)

Optional equipment not working

Check the installation of the option. Refer to "Adding Options" section of this manual and the documentation for the option.

Asked to insert diskette containing desktop.cfg

You created a desktop layout too large to be stored in the EEPROM, and DeskMate automatically created a file (desktop.cfg) on the diskette that was in the drive. If you are not sure which diskette to insert, insert one at a time until DeskMate locates the file.

DeskMate automatically creates a new desktop.cfg file (which stores your desktop layout) when you run out of EEPROM space. DeskMate also automatically checks the Use disk option on the Desktop Menu. If you want to keep the current desktop, do not uncheck

Problem

Some DeskMate functions are suddenly working differently (for example, settings are not retained in the Accessories or incorrect help information is displayed).

You notice that your system time has changed to Jan 1, 1980.

Encountered storage problem during **F7** Install while copying printer drivers to a diskette.

Exiting some applications takes longer than exiting others.

You encounter video problems while running another software program.

You can't run DeskMate after you have changed the computer settings.

Possible Solutions

this option. If you want to change to the desktop you had before the desktop.cfg file was created, uncheck Use disk.

You have installed a new DeskMate User Interface software program that does not use some of the same files as this version of DeskMate. If problems occur, delete the following files from the working copy of your new software program diskette:

DMHELP.ACC
DMSETUP.ACC
DMSERV.ACC

Change the CMOS RAM battery. The procedure is explained in the "Looking Inside Your Tandy 1000 RLX" section.

You can use data diskettes to store data. (See Appendix B.) If you want to leave programs and data on the same diskette, you can delete the tutorial files (and if necessary the help files) from the diskette. To do this, insert the diskette into Drive A, point to Change on the Directory Menu, and click to change to Drive A. Point to Delete on the File Menu, and click. Then, type *.tut or *.hlp and press **ENTER**.

This is normal. DeskMate stores your information in different ways to make the best use of storage space on your diskette. Some applications take longer to sort and store information.

You can try changing the computer's video mode. To do this, return to the system prompt and insert your MS-DOS diskette into Drive A. At the Drive A system prompt, type the command mode co80, and press **ENTER**.

If you do change the video mode setting, DeskMate can run under this new setting.

If you are using diskettes to run DeskMate, type c:desk at the system prompt to run DeskMate.

If you are using a hard disk to run DeskMate, type d:desk at the system prompt to run DeskMate.

Technical Specifications

System Unit	1000 RLX	1000 RLX/HD
Processor	80286 10/5 MHz	80286 10/5 MHz
Size		
Length:	14.9 inches	14.9 inches
Width:	14 inches	14 inches
Height:	2.88 inches	2.88 inches
Weight:	10.7 lbs.	12.2 lbs.
Power Requirements	110 VAC, 60Hz	110 VAC, 60Hz
Heat Output	125 btu/hour	125 btu/hour
Environment		
Air Temperature		
Operating:	14°C – 30°C (55°F – 85°F)	10°C – 35°C (50°F – 95°F)
Storage:	-40°C – 65°C (-40°F – 149°F)	0°C – 60°C (32°F – 140°F)
Humidity		
Operating:	20% to 80% (non-condensing)	20% to 80% (non-condensing)
Storage:	10% to 80% (non-condensing)	10% to 90% (non-condensing)

System Notes

Use this system worksheet to record system information before you run the RLXSetup program. Update this information when you add options such as drives or additional memory to the system.

System Unit 1000 RLX 1000 RLX HD

Model

System Memory

Base Memory	512KB	1MB
Additional Memory	_____	_____
Total Memory	_____	_____

Diskette Drive 1

Size	3½"	3½"
Capacity	1.44MB	1.44MB

Diskette Drive 2

Size	3½"	N/A
Capacity	_____	

Hard Drive

Capacity	_____	40MB
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Type of Monitor

VGA	VGA
(Tandy 1000 RLX includes a VGA adapter)	

Optional Accessories

Use this area to keep a record of the accessories you purchase to use with your Tandy 1000 RLX System.

Description	Cat. No.
_____	_____
_____	_____
_____	_____
_____	_____

Appendix A

Data Diskettes

If you have a diskette-based system, you can save disk space by storing your data — letters, reports, worksheets, and so on that you create using DeskMate — on separate diskettes from your application programs. The procedures that follow describe how to use *data diskettes* with DeskMate.

The Tandy 1000 RLX uses double sided, high density 3½-inch, 1.44MB (formatted) diskettes (Cat. No. 26-423 or 26-424).

To prepare a diskette for storing nothing but data, you format it as a data diskette. (From the desktop, you can use the Format option on the Disk Menu (F4). If you need more information on formatting a diskette, see the “Desktop” article.) The following sections explain how to use formatted data diskettes.

One-Drive Diskette-Based System

To save a file onto a data diskette:

1. Start DeskMate.
2. Point to an application, and double click. Then, create a file.
3. Remove the application diskette, and insert a data diskette.
4. Point to Save as on the File Menu, and double click.
A dialog box appears.
5. At the Save as : prompt, type the name you want to give the file. Then, point to the OK button, and click.

The file will be saved to this diskette.

To open an application and its data file:

1. Start DeskMate.
2. Point to an application, and double click.
3. Remove the application diskette from the drive, and insert the data diskette into the drive.
4. Point to Open on the File Menu, and double click.
A dialog box appears, listing all the files you can open on the current diskette.
5. Highlight the file you want to open. Then, point to the OK button, and click.

Keep the data diskette in the drive while working on the file so that you can periodically save the file to its data diskette.

Two-Drive Diskette-Based System

To save a file onto a data diskette:

1. Start DeskMate.
2. Insert an application diskette into Drive A, and a data diskette into Drive B.
3. Point to the application, and double click.
4. Point to Save as on the File Menu, and double click.
A dialog box appears.
5. At the Save as : prompt, type B: and the name you want to give the file. Then, point to the OK button, and click.

The file will be saved onto this diskette.

To open an application and its data file:

1. Start DeskMate.
2. Insert an application diskette into Drive A, and the data diskette into Drive B.
3. Point to the application, and double click.
4. Point to Open on the File Menu, and double click.
A dialog box appears.
5. Point to Drive B ([B]), and click. Then, point to the OK button, and click.

Another dialog box appears, listing all the files on the diskette in Drive B.

6. Point to the file you want to open, and click. Then, point to the OK button, and click.

Keep the data diskette in Drive B while working on the file so that you can periodically save the file to its data diskette.

Add Printer Drivers to Your Diskettes

You can add your printer drivers to your working copies of DeskMate so that you don't have to switch diskettes as frequently when you want to print.

1. Point to Install on the Desktop Menu, and double click.

A message appears, asking you to insert a specific DeskMate diskette.

2. Insert your working copy of the requested diskette.

The Printer Settings box appears.

3. Point to the scrolling arrow icons, and click until the type of printer you are using is highlighted. Then, point to the OK button, and click.

If your printer is not listed, refer to your printer documentation to see if your printer is compatible with another printer in the list, and then highlight that printer. If you do not find a compatible printer, choose ASCII Printer (Text Only).

4. Depending on the printer you chose, you will see another dialog box. Simply point to the OK button, and click to accept the defaults shown in the box.

After you have installed DeskMate, you can make changes to your printer selections using DeskMate's Setup Accessory.

5. If prompted, insert the appropriate DeskMate diskette, and point to the OK button, and click.

When a message appears asking if you want to install the printer driver on other diskettes, continue with Step 6.

6. Point to YES, and click.
7. Insert one of your DeskMate diskettes, and point to the OK button, and click.
8. Repeat Step 7 for each diskette that will contain a copy of the driver.

If you get a message that there is not enough room for the driver, set that diskette aside and continue installing the driver on other diskettes. When you finish the procedure and exit the installation, delete any files you do not need from the remaining diskette(s) (for example, tutorial files (*.tut) or

help files (*.hlp)). You can then perform the installation again to install the printer driver on the remaining diskette(s). If you need to run the tutorials or use the help files, make another working copy of the appropriate master DeskMate diskette, and use that copy to access the tutorials or help.

9. Point to the CANCEL button, and click to stop copying the driver(s) to diskette(s).

10. Point to Exit on the File Menu, and double click.

The desktop reappears.

Change Printer Drivers on Your Diskettes

To change the printer drivers on your DeskMate diskette (your working copy):

1. Point to Install on the Desktop Menu, and double click.

A message appears, asking you to insert a specific DeskMate diskette.

2. Insert your working copy of the requested diskette.

The Printer Settings box appears.

3. Point to the scrolling icon, and click until the new type of printer you are using is highlighted.

4. Point to the OK button, and click.

If your printer is not listed, refer to your printer documentation to see if your printer is compatible with another printer in the list, and then highlight that printer. If you do not find a compatible printer, choose ASCII Printer (Text Only).

5. Depending on the printer you chose, you will see another dialog box. Simply point to the OK button, and click to accept the defaults shown in the box.

You can make changes to your printer selections using DeskMate's Setup accessory (on the F10 Menu).

A dialog box appears, asking if you want to install the driver on the other DeskMate diskettes.

6. Point to the YES button, and click.

7. Insert the DeskMate diskette to which you want to copy the new driver, and point to the OK button, and click.

8. Repeat Step 7 until the new printer driver(s) have been copied to each DeskMate diskette.

9. When you have copied the driver to each DeskMate diskette, point to the CANCEL button and click.

The desktop appears.

Memory Considerations

To increase the speed and efficiency of your Tandy 1000 RLX System, you might find that 1MB (640KB standard plus 384KB extended) is preferable.

If you are using a Tandy 1000 RLX Hard Drive System, you already have 1MB of memory installed.

If you increase the number of file buffers or files beyond the MS-DOS default, you might encounter program limitations.

Appendix B

Adding/Re-initializing a Hard Drive to Your Diskette-Based System

If you own a Tandy 1000 RLX Hard Drive System, the hard drive is ready to run and both MS-DOS and DeskMate are already installed.

You can now install the hard drive, following the instructions in "Need More Storage? — Adding a Hard Drive" in the "Looking Inside Your Tandy 1000 RLX" article in this magazine and by using the documentation that came with the hard drive kit. Then you are ready to prepare your hard drive to receive information by initializing it. To do this, follow these steps:

1. Locate the SmartDrive Installation Backup Diskette that came in your hard drive kit. You will be asked to insert it during the initialization process.
2. Insert MS-DOS 5.0 Diskette 1 in Drive A.
3. Turn on the system.
4. At the system prompt, type `d:desk`, and press **ENTER**.
The desktop appears.
5. Insert the SmartDrive Installation Backup Diskette in Drive A.
6. Point to `HINSTALL.PDM` in the **PROGRAMS** box, and double click.
7. Follow the prompts to initialize the hard drive.

When the program asks you to continue, point to the OK

button, and click. When you need to cancel, point to **Exit** on the **File Menu**, and double click.

After the initialization procedure, store your SmartDrive Installation Backup Diskette in a safe place. You will use this diskette if you ever need to re-initialize your hard drive.

You are now ready to install MS-DOS and DeskMate onto your hard drive.

You must install MS-DOS before any other program, including DeskMate.

Installing MS-DOS on a Hard Drive

1. Insert the MS-DOS 5.0 Diskette 1 into Drive A.
2. Turn on the monitor and computer.
3. At the system prompt, type `d:desk`, and press **ENTER**.

The desktop appears.

4. Point to **Install** on the **Desktop Menu**, and double click.
5. Follow the prompts to install MS-DOS on the hard disk.

The desktop reappears.

Installing DeskMate on a Hard Drive

1. Turn on the monitor and the computer.
2. Insert the DeskMate Diskette 1 into Drive A.
3. Point to **Install** on the **Desktop Menu**, and double click.

4. Follow the prompts to install DeskMate on the hard disk.

The desktop reappears.

If you want DeskMate to automatically appear when you start up your computer, be sure to rename the `autoexec.dsk` file (located on MS-DOS 5.0 Diskette 1) to `autoexec.bat`. At the system prompt, insert the MS-DOS 5.0 Diskette 1 into Drive A, type `copy a:autoexec.dsk c:autoexec.bat`, and press **ENTER**.

Automatic Power Saver on Your Hard Drive

When you select a specific length of time using the Screen saver option (5 minutes, 10 minutes . . . 4 hours) in the DeskMate Setup Accessory (**F10**), your Tandy 1000 RLX System will turn off the hard drive five minutes after the time set in Screen saver. The 1000 RLX then turns on the hard drive when the system needs to access it. The hard drive will then remain on until the next period of inactivity. While the Screen saver only operates in DeskMate, the hard drive's power saver operates in both DeskMate and programs outside of DeskMate.

If you do not want to use the power saver feature, you can either set the Screen saver option to Never or delete `hdspin` from the `autoexec.bat` file.

Setting the Dmconfig File

`Dmconfig` is a setting that you can use to tell DeskMate where to store its *configuration files*.

Configuration files such as `desktop.cfg` contain the current DeskMate memory settings.

Normally you do not need to change the `dmconfig` setting. However, there is one condition that requires that you do so:

- You have a hard drive computer and you rearrange your files so that they are stored in directories other than the default directories.

If you used DeskMate's **Install** option on the Desktop Menu, `dmconfig` was automatically set in an `autoexec.bat` file so that you wouldn't have to type it each time you started the computer.

To display or change this setting, follow these instructions:

1. Open the Text application.
2. Point to **Open** on the File Menu, and double click.
3. Point to the **Open File:** prompt, and click. Then, type `c:\autoexec.bat`.

The file is displayed. Edit it as you would any text document, and change the `set dmconfig=` line to the appropriate directory. Be sure that you don't use any word processing codes, such as boldface, underline, and so on.

Always double-check the spelling of the directory name. Spelling a name incorrectly is the same as setting `dmconfig` to a non-existent directory, an error that causes DeskMate to operate improperly. An error message appears on the screen if you misspell a directory name.

4. When you finish, point to **Save** on the File Menu, and double click to save your changes.

Hard Drive Specifications

Formatted Capacity	Cat. No. 25-1047	Cat. No. 25-1048
Guaranteed Megabytes	21.4	42.8
Guaranteed Sectors	41,820	83,640
Sectors per Track	17	17
Sectors per Cylinder	68	85
Bytes per Sector	512	512
Bytes per Track	8,704	8,704
Bytes per Cylinder	34,816	43,520
Logical Configuration		
Tracks	2,460	4,900
Cylinders	615	980
Read/Write Heads	4	5
Physical Configuration		
Read/Write Heads	2	2
Discs	1	1
Drive Functional Specifications		
Interface	XT	XT/AT
Recording Method	RLL (2,7)	RLL (2,7)
Spindle Speed (RPM)	3,600 \pm 0.5%	3,048 \pm 0.5%
Recording Density (BPI)	22,762	28,922
Flux Density (FCI)	15,175	19,281
Track Density (TPI)	1,015	1,290
Internal Data Trans. Rate	9.2 Mbits/sec.	10/12/14.5 megabytes/sec.
Physical Dimensions		
Height	1.20-inches max. (30.5 mm)	1.0-inches max. (25.4 mm)
Width	4.02-inches max. (102.1 mm)	4.0-inches max. (101.6 mm)
Depth	5.77-inches max. (146.6 mm)	5.75-inches max. (146.05 mm)
Weight	1.2 lbs. (0.54 Kg.)	1.2 lbs. (0.54 Kg.)
Access Time		
Track-to-Track	15 msec. typ.	7.0 msec. typ.
	16 msec. max.	12.0 msec. max.
Average	45 msec. typ.	28 msec. typ.
	65 msec. max.	36 msec. max.
Full-Stroke	95 msec. typ.	65 msec. typ.
	135 msec. max.	80 msec. max.
Average Latency	8.33 msec.	9.84 msec.

Index

A

- Accessories
 - Alarm, 107
 - Calculator, 105
 - Clipboard, 108-109
 - Corkboard, 106
 - To Do List, 107-108
 - Month, 106
 - overview, 97
 - Phone List, 105
 - Setup, 98-103
 - Spell Checker, 103-104
 - Task Switch, 109
- Account Information
 - adding
 - account information to Address Book, 49
 - accounts, 48
 - changing information, 49
 - deleting accounts, 49
 - illustration of, 47
 - overview, 47
 - password protecting, 47
 - printing account information, 49
 - selecting accounts, 48
- Address Book application
 - adding
 - account information, 49
 - addresses, 111-112
 - existing addresses to another list, 113
 - address record, 110
 - creating additional lists, 112
 - deleting
 - addresses, 112
 - addresses from specialized lists, 113
 - dialing phone numbers, 115
 - entering addresses, 111
 - finding addresses, 115
 - formatting mailing labels, 115
 - illustration of, 110
 - merging address lists, 115
 - modifying addresses, 112
 - other uses, 114
 - printing lists, labels, or form letters, 115
 - status line, 111
 - storing addresses, 111-112
 - techniques box, 114
 - title bar, 110
 - viewing
 - address lists, 112-113
 - lists or addresses, 115
- Alarm accessory, 107
- applications. *See also* specific applications
 - ESC** key for exiting, 13
 - opening, 11
- ASCII documents, converting from Text application, 161
- autoexec.bat
 - file, 197
- autolog file. *See* Telecom application
- Automatic House
 - Floor Plan solution, 25-31
 - greeter screen, 23
 - interface box, 24
 - overview, 22
 - Routine Maker solution, 32-33
 - Scheduler solution, 34-38
 - selecting a solution, 23
 - Set Up Basics Box, 24
 - setting up, 24
 - X-10 modules, 24

B

- bar charts
 - comparing expenses, 59
 - printing, 60
- battery, 181
- beginner's lessons. *See* tutorials
- C**
- Calculator accessory, 105
- calendar. *See* Month; Monthly Calendar/-
Daily Reminders
- Call command, Telecom application, 155
- Checkbook Balancer
 - balancing your checkbook, 55-56
 - deleting transactions, 56
 - illustration of, 54
 - overview, 54
 - password protecting, 54
 - printing information, 56
- Checkbook Register
 - adding
 - interest, 53
 - transactions, 51-52
 - assigning expense categories, 53
 - finding checks, 53
 - illustration of, 51
 - overview, 50
 - password protecting, 50
 - printing, 53
 - removing
 - check entries, 53
 - transactions, 53
 - subtracting accounting fees, 53
 - transferring checks, 53
- Clipboard accessory
 - clearing the entire Clipboard, 108-109
 - copying Clipboard information, 108
 - deleting Clipboard entries, 108
 - overview, 108
 - saving Clipboard files, 108
- CMOS RAM battery, 181
- Collections
 - adding cards, 85
 - changing categories, 85
 - creating new collections, 81-82
 - defining categories, 85
 - deleting cards, 85
 - dividing collections into categories, 82
 - finding cards, 85
 - opening collection files, 80
 - overview, 80
 - password protection, 81-82
 - printing information, 85
- colors, setting, 99-100
- communicating with online services.
See Telecom application
- Communications Settings, 99
- computer settings, changing. *See also*
RLXSetup program
 - changing, 183-185, 187-189
 - saving, 185-186, 189
- computer speed, setting, 184, 187
- configuring your system. *See* Setup
accessory; RLXSetup program
- CookBook. *See also* Meal Planner
 - adding
 - ingredients, 70
 - recipes, 68-69
 - browsing recipes, 67
 - changing
 - number of servings, 70
 - recipe categories, 70

- deleting
 - ingredients, 70
 - recipes, 70
 - finding recipes, 70
 - illustration, 67
 - overview, 67
 - printing recipes, 70
- copying
 - diskettes, 134
 - files, 136
 - Corkboard accessory, 106
 - CPU speed, 184, 187
 - cursor, definition of, 10
 - customizing your desktop, 133

D

- daily reminders. *See* Monthly Calendar/-
Daily Reminders
- data diskettes, 194
- date and time
 - changing setup options, 183, 187
 - prompt for, setting up, 183
 - setting, with Setup accessory, 101
- deleting files, 136
- DeskMate. *See also* desktop; RLX DeskMate
 - desktop for, 5
 - dialog boxes, 12
 - getting around in, 10-13
 - help for using, 14-17
 - installing on hard drives, 196-197
 - list boxes, 12
 - menus and menu bars, 11-13
 - mouse used with, 8-9
 - opening applications, 11
 - tutorials, 18
- DeskMate Print Companion
 - black and white option, 117
 - color option, 117
 - getting around in, 117
 - Graphics Manager, 129-131
 - Greeting Cards, 124-126
 - Name Tags, 127-128
 - Notices, 121-123
 - overview, 116
 - Personal Letters, 118-120
 - screen, 116
- DeskMate User Interface programs
 - installing, 136-138
 - using Quick Load, 138
- desktop
 - altered functions after installation of
software, 136-137
 - application boxes or buttons
 - deleting, 139
 - displaying, 133
 - redefining, 139
 - removing boxes from desktop, 133
 - changing desktop view, 134
 - checking disk storage space, 139
 - controlling appearance of, 140
 - copying diskettes, 134
 - customizing your desktop, 133
 - directories
 - changing, 134
 - creating, 139
 - deleting, 139
 - drives, changing, 134
 - files
 - checking file size, 139
 - copying, 136
 - deleting, 136
 - file management, 133

- renaming, 140
- sorting in tree view, 140
- formatting diskettes, 134
- illustration of, 5
- installing other software programs, 136-138
- moving around the desktop, 10
- other uses and tasks, 138
- techniques box, 133
- updating the screen, 138
- dialog boxes
 - illustration of, 12
 - moving around in, 12-13
- Diary, 86-87
- directories
 - changing, 134
 - definition of, 133
 - paths, 137
 - setting, in dmconfig file, 197
 - working with, 133
- disk drives, changing, 134
- diskette-based systems
 - altered functions after installation of software, 136
 - data diskettes, 194
 - one-drive systems, 194
 - two-drive systems, 194
- diskette drives. *See also* hard disk drives, 172-174
 - drive A designation, setting, 185, 189
- diskettes
 - avoiding damage to, 7
 - copying, 134
 - DeskMate diskettes, 6
 - formatting, 134
 - inserting diskettes, 6
 - removing diskettes, 6
 - using Quick Load, 138
- Draw application
 - aligning objects, 147
 - breaking an object into pieces, 147
 - canvas view, changing, 147
 - changing colors, 147
 - choosing keyboard or mouse, 147
 - clip art, 147
 - drawing tools, 141
 - duplicating pictures, 147
 - entering text, 145
 - fill pattern, 147
 - flipping an area horizontally, 147
 - fruit bowl example, 141-145
 - inserting pictures in other applications, 147
 - line weight and style, 147
 - making picture pieces an object, 147
 - moving items to front or back, 147
 - other uses, 146
 - overview, 141
 - polygonal shapes, changing, 147
 - printing, 145
 - resizing pictures, 147
 - rotating pictures, 147
 - techniques box, 146
 - using fonts in, 146
- drives
 - changing, 134
 - changing setup options drive A, 185, 189
 - left diskette drive, 187
 - right diskette drive, 185, 188

E

- ear plug, 166
- ESC** key
 - exiting applications, 13
 - removing menus or dialog boxes, 13
- expansion boards, 178-179

- Expense Itemizer
 - adding transactions, 58
 - bar charts for comparing expenses, 59
 - changing current month, 61
 - deleting items, 61
 - displaying items by category, 58
 - finding items, 61
 - illustration of, 58
 - overview, 57
 - password protecting, 57
 - pie charts for comparing expenses, 59
 - printing
 - bar or pie charts, 60
 - lists, 61
 - selecting another category, 61
 - transferring entries to another file, 61
- external options
 - back panel of computer, 164
 - ear plug, 166
 - joystick, 165
 - microphone, 167
 - mouse, 164
 - printer, 167
 - serial connector, 165

F

- F1** key, for getting help, 14-17
- factory settings, setting the default, 186, 189
- files. *See also* directories
 - copying, 136
 - definition of, 133
 - deleting, 136
 - working with, 133
- Financial category of Home Organizer
 - Account Information, 47-49
 - Checkbook Balancer, 54-56
 - Checkbook Register, 50-53
 - Expense Itemizer, 57-61
 - Financial Notebook, 62-65
 - overview, 46
- Financial Notebook
 - adding transactions, 63
 - deleting transactions, 63
 - finding information, 63
 - illustration of, 62
 - overview, 62
 - password protecting, 62
 - printing information, 63
- Floor Plan solution
 - additional tasks, 30-31
 - creating a new, 26
 - default floor plan, 25
 - device
 - adding, 28
 - selecting a device, 27
 - types, 28
 - interface box, 24, 29-30, 31
 - notes about, 25
 - rooms
 - adding, 27
 - entering, 28
 - moving, 27
 - room view, 28
 - resizing, 27-28
 - selecting, 27
 - screen, 25
 - set device code and type dialog box, 29
 - techniques, 26
 - X-10 modules, 24, 29-30
- formatting diskettes, 134
- formulas. *See* MathCard
- function keys for opening menus, 13

G

- getting around in DeskMate
 - dialog boxes, 12

- menu bars and menus, 11
- moving around the desktop, 10
- opening "doors," 11
- TAB** key for, 13
- Getting Help, 14-17
- Graphics Manager
 - creating an illustration, 131
 - hints, 131
 - overview, 129
 - screen, 129
 - selecting a stationery format, 130-131
 - selecting an illustration, 129-130
- Greeting Cards
 - additional tasks, 126
 - creating, 124-125
 - folding, 125
 - inserting an illustration, 125
 - overview, 124
 - screen, 124
- Grocery List
 - adding
 - items, 72
 - items to categories, 73
 - meal plans to the list, 76
 - categorizing grocery lists, 73
 - changing categories, 73
 - creating new lists, 73
 - deleting items, 73
 - illustration of, 71
 - overview, 71
 - printing lists, 73

H

- Hangman, 148-149
- hard drives
 - adding to your computer, 175-177
 - DeskMate pre-installed on, 5
 - installing DeskMate on, 196
 - re-initializing, 196-197
 - specifications, 198
 - using Quick Load, 138
- help for DeskMate
 - Getting Help, 14-17
- Home Applications
 - Automatic House, 22-38
 - getting around in, 21
 - greeter screens, 20
 - Home Organizer, 39-95
 - icons, 19
 - Navigation bar, 21
 - overview, 19
 - selecting a solution, 20
 - tutorials for, 21
- Home Inventory solution, 88-89
- Home Organizer
 - Account Information, 47-49
 - categories of, 39
 - Checkbook Balancer, 54-56
 - Checkbook Register, 50-53
 - Collections, 80-85
 - CookBook, 67-70
 - Diary, 86-87
 - Expense Itemizer, 57-61
 - Financial, 46-65
 - Financial Notebook, 62-63
 - Greeter screen, 20
 - Grocery List, 71-73
 - Home Inventory, 88-89
 - Information Center, 40-45
 - Itemized List, 90-92
 - Kitchen, 66-78
 - MathCard, 64-65
 - Meal Planner, 74-76
 - Message Board, 42-43
 - Monthly Calendar/Daily Reminders, 44-45

- Navigation bar, 21
 - overview, 39
 - Personal category, 79-95
 - Scratch Pad, 45
 - selecting a solution, 23
 - Travel Planner, 93-95
- I**
- Information Center
 - illustration of, 41
 - Message Board, 42-43
 - Monthly Calendar/Daily Reminders, 44-45
 - Scratch Pad, 45
 - installing other programs
 - altered functions after installation, 136-137
 - DeskMate User Interface programs, 137
 - non-DeskMate programs, 137-138
 - overview, 136-137
 - Quick Load, 138
 - interface box,
 - about, 24
 - setting up, 31
 - internal options
 - adding memory, 171
 - diskette drive, 172-174
 - expansion boards, 178-179
 - grounding yourself before opening computer, 168
 - hard drive, 175-177
 - microphone/line audio jumper, 179-180
 - removing the cover, 168
 - replacing the cover, 169
 - static electricity, 168
 - system board, 170
 - Itemized List
 - adding items, 92
 - creating, 91
 - deleting
 - items from lists, 92
 - lists, 92
 - finding items, 92
 - password protecting, 90
 - printing lists, 92
 - screen for, 90
- J**
- joystick, 165
- K**
- Kaleidokubes, 150-151
 - keys
 - ESC** key
 - for exiting applications, 13
 - for removing menus or dialog boxes, 13
 - F1** key, for getting help, 13
 - function keys for opening menus, 13
 - key functions for Corkboard, 106
 - SHIFT+TAB** key for moving backward, 13
 - TAB** key for moving around screen, 13
 - Kitchen category of Home Organizer
 - CookBook, 67-70
 - Grocery List, 71-73
 - Meal Planner, 74-76
 - Recipe Sharer, 77-78
 - overview, 66
- L**
- Letter Invaders, 152-153
 - list boxes
 - illustration of, 12
 - use of, 12
 - lists. *See* Address Book application; Grocery List; Itemized List; Phone List accessory; To Do List
- M**
- mailing labels. *See* Address Book application
 - MathCard
 - illustration of, 64
 - overview, 64
 - printing results, 65
 - selecting formulas, 64-65
 - Meal Planner. *See also* CookBook
 - adding
 - meal plans to grocery list, 76
 - recipes or items, 76
 - creating meal plans, 74-75
 - deleting
 - meals, 76
 - recipes or items, 76
 - finding meal names or recipes, 76
 - illustration of, 74
 - overview, 74
 - printing menus, 76
 - replacing recipes in meal plans, 76
 - selecting meals, 75
 - memory
 - adding memory, 171
 - dmconfig file, 197
 - memory considerations, 195
 - memory diagnostics on start-up, 184
 - supplied with RLX System, 171
 - memory-resident programs, 109
 - menus and menu bars
 - closing menus, 12
 - ESC** key for removing, 13
 - opening with function keys, 13
 - options on, 11
 - shadowed menu options, 11
 - use of, 11-12
 - Menu View, 134
 - Message Board
 - illustration of, 42
 - printing messages, 43
 - selecting messages, 42
 - sending messages, 42
 - telephone numbers, 43
 - microphone, 167
 - microphone/line audio jumper, 179-180
 - monitors
 - monochrome monitors, 100
 - setting colors for, 99-100
 - Month accessory, 106
 - Monthly Calendar/Daily Reminders
 - adding annual occasions, 45
 - changing a calendar month, 44
 - checking daily reminders, 44
 - finding days, 45
 - going to another day, 45
 - illustration of, 44
 - printing reminders, 45
 - mouse
 - connecting to the computer, 164
 - mouse port device, 185
 - reasons for using, 9
 - setting up, 100-101
 - techniques box for using, 9
 - using the mouse, 8
 - MS-DOS configuration options, changing, 186-189
- N**
- Name Tags
 - additional tasks, 128
 - customizing, 128
 - overview, 127
 - screen, 127
 - selecting a name tag format, 127-128
 - selecting a stationery format, 127
 - Navigation bar for Home Organizer, 21
- notepad.** *See* Corkboard; Scratch Pad
- Notices**
 - additional tasks, 123
 - creating a new, 122
 - overview, 121
 - screen, 121
 - selecting a stationery format, 121
 - selecting an illustration, 122
- O**
- options for the RLX. *See* external options; internal options
- P**
- passwords
 - Account Information, 47
 - Checkbook Balancer, 54
 - Checkbook Register, 50
 - Collections, 81-82
 - Diary, 86
 - Expense Itemizer, 57
 - Financial Notebook, 62
 - Home Inventory, 88-89
 - Itemized List, 90
 - paths, 137
 - Personal category, Home Organizer, 79-95
 - Collections, 80-85
 - Diary, 86-87
 - Home Inventory, 88-89
 - Itemized List, 90-92
 - Travel Planner, 93-95
 - Personal Letters
 - additional tasks, 119-120
 - beginning a new, 118
 - overview, 118
 - screen, 118
 - selecting a stationery format, 118-119
 - selecting an illustration, 119
 - Phone List accessory, 105
 - pie charts
 - comparing expenses, 59
 - printing, 60
 - ports
 - choosing serial mouse port, 100-101
 - communications ports, 99
 - connecting devices to serial port, 165
 - for printers, 101-102
 - internal parallel port using DeskMate, 185
 - internal parallel port using MS-DOS, 188
 - internal serial port
 - using DeskMate, 184
 - using MS-DOS, 188
 - mouse port device
 - using DeskMate, 185
 - using MS-DOS, 188
 - power saver, 197
 - printer, connecting to the computer, 167
 - Printer Settings, 101-102
 - problem-solving
 - problem-solving help, 14-17
 - troubleshooting guide, 190-191
 - processor speed, setting
 - using DeskMate, 184
 - using MS-DOS, 187
- Q**
- Quick Load, 138
- R**
- recipes. *See* CookBook; Meal Planner, Recipe Sharer
 - reminders. *See* Monthly Calendar/Daily Reminders
 - RLX DeskMate. *See also* DeskMate; RLXSetup program
 - diskettes, using, 6-7
 - hard drives, 5

- illustration of, 5
- RLX options. *See* external options; internal options
- RLXSetup program
 - changing the options using DeskMate, 183-186
 - changing the options using MS-DOS, 186-189
 - overview, 182
 - when to use, 182
- Routine Maker solution
 - additional tasks, 33
 - creating a new, 32-33
 - screen, 32

S

- Scheduler solution
 - additional tasks, 37-38
 - daily schedule
 - screen, 37
 - viewing, 37
 - device
 - adding an event to, 35-36
 - screen, 34
 - routine
 - adding an event to, 36
 - screen, 34
- Scratch Pad, 45
- Screen Saver, 102
- Send command, Telecom application, 155
- serial ports
 - communications ports, 99
 - internal serial port addresses, 184, 188
 - serial port for mouse, 100
- Setup accessory
 - Colors, 99-100
 - Communications Settings, 99
 - Date and Time, 101
 - Mouse Settings, 100-101
 - overview, 98
 - Printer Settings, 101-102
 - Screen Saver, 102
- shadowed menu options, 11
- SHIFT+TAB** for moving backward, 13
- solving problems
 - problem-solving help, 17
 - troubleshooting guide, 190-191
- specialized lists. *See* Address Book application
- specifications, 192
- Spell Checker accessory, 103-104
- start-up, changing
 - device, 184, 187
 - diagnostics, 187
 - program, 184, 189
- static electricity, 168
- switching between programs, 109
- system board, 170

T

- TAB** key
 - moving around the desktop, 13
 - SHIFT+TAB** for moving backward, 13

- Task Switch accessory, 109
- technical specifications, 192
- Telecom application
 - autolog file
 - deleting line from, 157
 - executing open autolog files, 155
 - executing saved autolog files, 157
 - inserting lines in, 157
 - setting up, 154
 - buffer
 - deleting contents of, 157
 - loading, 157
 - printing contents of, 157
 - turning on and off, 157
 - Call command, 155
 - command screen, displaying, 157
 - disconnecting the telephone line, 155
 - other uses, 156
 - overview, 154
 - Send command, 155
 - setting communication parameters, 154-155
 - techniques box, 156
 - terminal screen, displaying, 157
 - Transfer command, 157
 - transferring files manually, 157
 - Wait command, 155
- telephone numbers
 - dialing, from Address Book, 115
 - in Message Board, 43
 - Phone List accessory, 105
 - in Travel Planner, 95
- terminate-and-stay-resident programs, 109
- Text application
 - adding fields from Address Book, 161
 - boldface type, 158-159
 - cancelling boldface or underline, 161
 - centering and uncentering, 161
 - converting documents to ASCII, 161
 - deleting headers, footers, or sections of documents, 161
 - editing text, 158-160
 - ending a page, 161
 - finding text, 161
 - footers, 161
 - formatting page layouts, 161
 - headers, 161
 - hiding all pictures, 162
 - highlighting entire document, 162
 - inserting
 - another document, 162
 - new text, 161
 - pictures, 162
 - today's date, 162
 - words, 158

- moving a picture, 162
- other uses, 161
- overview, 158
- printing
 - form letters, 162
 - text, 160
- re-inserting
 - deleted information, 162
 - text, 159-160
- removing text, 159
- resizing a picture, 162
- screen for, 158
- show all pictures, 162
- Spell Checker, 159
- substitute text, 162
- techniques box, 160
- Thesaurus Companion, 160
- typing, 158
- underlining text, 162
- Thesaurus Companion, 160
- time and date, setting. *See* date and time
- To Do List accessory, 107-108
- Transfer command, Telecom application, 157
- transferring files. *See* Telecom application
- Travel Planner
 - adding
 - activities, 94
 - items to packing list, 94
 - changing plans, 95
 - deleting items from pack list, 95
 - helpful numbers, 95
 - open another Travel Planner, 95
 - overview, 93
 - planning another trip, 95
 - printing itineraries, 95
 - removing travel plans, 95
 - screens for, 93
 - techniques, 94
- Tree View, 134
- troubleshooting, 190-191. *See also* help for DeskMate
- tutorials, 18

V

- views for desktop, 134

W

- Wait command, Telecom application, 155

X

- X-10 modules
 - about, 24
 - connecting to devices, 29
 - option, 30

Special Offer Coupons

As a DeskMate owner, you're eligible for special offers from Tandy. You'll use these coupons as your proof of ownership of DeskMate.

Special Offer Coupon

5

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

1

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

6

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

2

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

7

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

3

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

8

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

4

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon 1

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

Special Offer Coupon 5

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

Special Offer Coupon 2

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

Special Offer Coupon 6

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

Special Offer Coupon 3

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

Special Offer Coupon 7

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

Special Offer Coupon 4

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

Special Offer Coupon 8

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

USA ONE-YEAR LIMITED WARRANTY

I. CUSTOMER OBLIGATIONS

- A. CUSTOMER assumes full responsibility that this computer hardware purchased (the "Equipment"), and any copies of software included with the Equipment or licensed separately (the "Software") meets the specifications, capacity, capabilities, versatility, and other requirements of CUSTOMER.
- B. CUSTOMER assumes full responsibility for the condition and effectiveness of the operating environment in which the Equipment and Software are to function, and for its installation.

II. LIMITED WARRANTIES AND CONDITIONS OF SALE

- A. RADIO SHACK warrants to the original CUSTOMER that the Equipment is free from manufacturing defects for a period of one (1) calendar year from the date of purchase as evidenced by a RADIO SHACK sales document. RADIO SHACK warrants to the original CUSTOMER that any diskette, disk cartridge, cassette tape, tape cartridge or other external storage media included with the Equipment is free from manufacturing defects for a period of ninety (90) calendar days from the date of purchase.
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