

In Telecom:

F3	selects the Commands Menu
F4	selects the Buffer Menu
F5	selects the Options Menu
CTRL E	selects the Commands Menu's Execute Autolog option
CTRL T	selects the Options Menu's Terminal option
ALT B	turns the buffer on and off from the terminal screen

In Text:

F3	selects the Edit Menu
F4	selects the Text Menu
F5	selects the Search Menu
CTRL I	selects Insert mode
CTRL O	selects Overtyping mode
CTRL S	selects the Search Menu's Substitute option
CTRL F	selects the Search Menu's Find option

When a string is found in the Search Menu's Find option:

CTRL N	selects the Search Menu's Find next option
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When printing to the screen using the File Menu's Print option:

CTRL N	selects the NEXT PAGE option
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In Worksheet:

F3	selects the Edit Menu
F4	selects the Pad Menu
F5	selects the Search Menu
F6	selects the Cells Menu
CTRL C	selects the Pad Menu's Calculate option
CTRL F	selects the Cells Menu's Formula option
CTRL N	selects the Search Menu's Find next option

When in the Text entry mode:

CTRL T	selects the Cells Menu's Start text option
CTRL Q	selects the Cells Menu's End text option

When printing to the screen using the File Menu's Print option:

CTRL N	selects the Print Screen Menu's Next Page option
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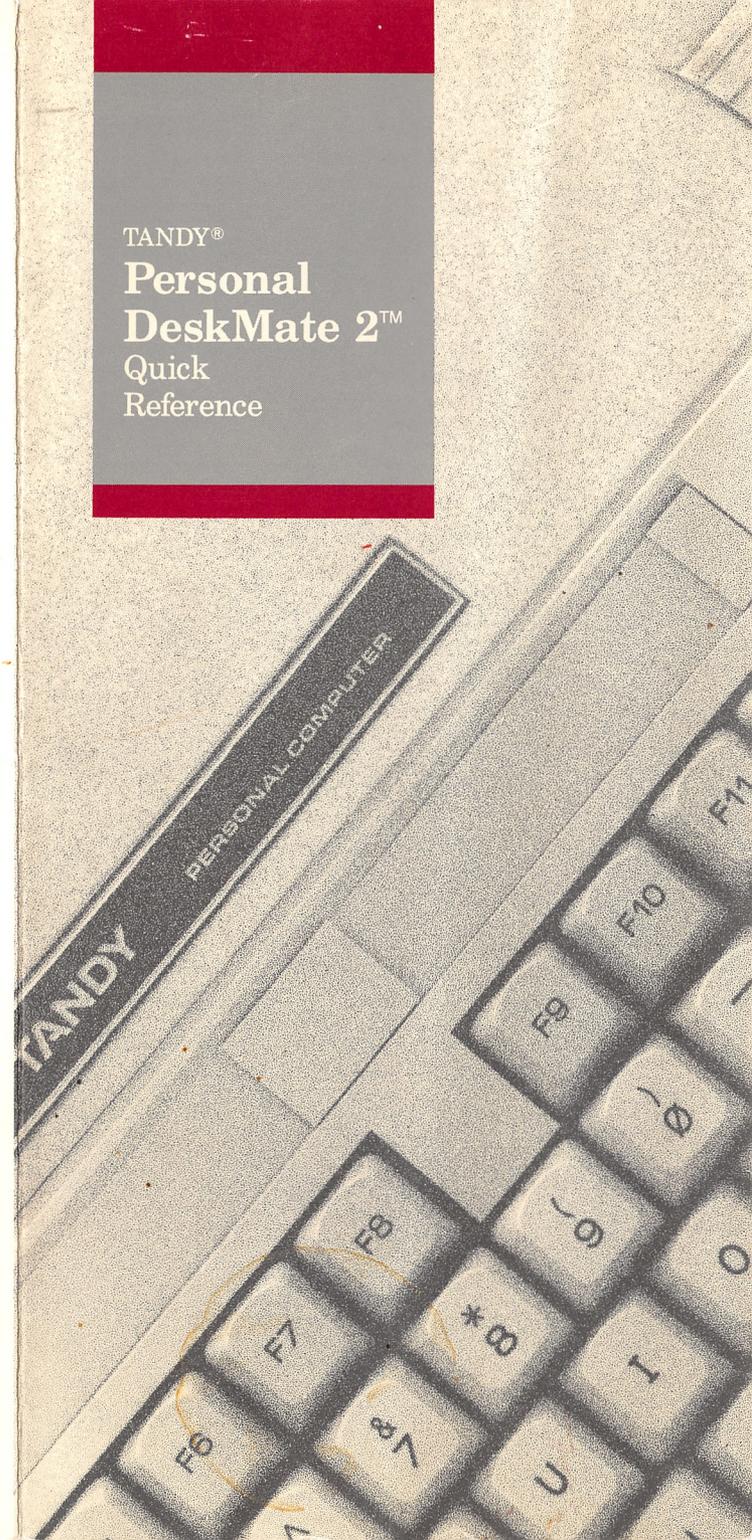
Using Dialog Boxes

Dialog boxes let you provide Personal DeskMate with information it needs for completing a task you give it. Dialog boxes contain any or all of these components:

- edit field** A line on which you supply information by typing it or by changing already displayed responses. Finalize a response you type or edit by pressing **TAB** or by clicking.
- list box** A list of responses, one of which you can choose for displaying in an edit field rather than typing a response. Mark the response and then press space bar, or point and click on the edit field to place the response in the field.
- buttons** Groups of choices with small buttons beside each choice. When you mark one button, it becomes the active choice until you mark another button in the same group. Use the arrow keys to move through the group of buttons, pressing the space bar to mark a button, or point and click on the button you want to mark. Press **TAB** or point to another location to move out of a button group.
- check box** A "setting" with a small box beside it. If a check or an X appears in the box, the setting is on. If not, the setting is off. Press the space bar or click to turn a check box on or off. Press **TAB** or point to another location to move to another section of the dialog box.
- commands** Buttons in every dialog box that tell Personal DeskMate you're finished using the dialog box. Position the marker on a command with **TAB** and press the space bar, or point and click on the command you want to mark. The dialog box disappears, and the action you requested takes place. Some commands have accelerators — see "Keyboard Techniques" on this card.

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Personal DeskMate 2™ Quick Reference



Pointing Techniques

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

Keyboard Techniques

Throughout Personal DeskMate:

- | | |
|--------------------|--|
| ENTER | selects the OK command |
| CTRL Q | selects the QUIT command |
| ESC | selects the CANCEL command |
| space bar | selects the button on which the marker rests |
| PRINT | selects the File Menu's Print option |
| F1 | selects the Accessory Menu |
| F2 | selects the File Menu |
| F9 | selects the help icon |
| TAB | next selection or field |
| SHIFT TAB | previous selection or field |
| HOME | top of file |
| END | end of file |
| CTRL ↑ | top of screen |
| CTRL ↓ | bottom of screen |
| CTRL → | right margin |
| CTRL ← | left margin |
| SHIFT HOME | highlights characters through top of file |
| SHIFT END | highlights characters through end of file |
| SHIFT ↑ | highlights characters through the same column on the previous line |
| SHIFT ↓ | highlights characters through the same column on the next line |
| SHIFT → | highlights the next character |
| SHIFT ← | highlights the previous character |
| INSERT | selects the Edit Menu's Paste option. |
| DELETE | selects the Edit Menu's Clear option. |
| CTRL INSERT | selects the Edit Menu's Copy option. |
| CTRL DELETE | selects the Edit Menu's Cut option. |

On The Desktop:

- ALT S** selects the SWAP command

In A Help Window:

- | | |
|---------------|---------------------------------|
| CTRL ↑ | selects the PG UP button |
| CTRL ↓ | selects the PG DN button |
| PG UP | selects the PG UP button |
| PG DN | selects the PG DN button |
| CTRL T | selects the TOPICS button |
| ESC | selects the CANCEL button |

In The Calendar Accessory:

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|---------------|------------------------------------|
| P | displays the previous month |
| N | displays the next month |
| CTRL P | displays the same month, last year |
| CTRL N | displays the same month, next year |

In The Note Pad Accessory:

- | | |
|---------------|--------------------------|
| CTRL C | selects the CLEAR button |
| CTRL P | selects the PRINT button |

In The Phone List Accessory:

- | | |
|---------------|---------------------------|
| CTRL N | selects the NEW button |
| CTRL E | selects the EDIT button |
| CTRL D | selects the DELETE button |
| CTRL P | selects the PRINT button |
| CTRL C | selects the CALL button |

On an Edit Card:

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| CTRL P | selects the PREV button |
| CTRL N | selects the NEXT button |

In Calendar:

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|-----------|--------------------------|
| F3 | selects the Edit Menu |
| F4 | selects the Display Menu |
| F5 | selects the Search Menu |

When printing to the screen using the File Menu's Print option:

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|---------------|------------------------------|
| CTRL N | selects the Next Page option |
|---------------|------------------------------|

On a daily events screen or weekly/monthly/yearly calendar:

- | | |
|---------------|-------------------------|
| CTRL P | selects the PREV button |
| CTRL N | selects the NEXT button |

In Filer:

- | | |
|---------------|--|
| F3 | selects the Edit Menu |
| F4 | selects the Records Menu |
| CTRL A | selects the Records Menu's Add option |
| CTRL D | selects the Records Menu's Delete option |

When printing to the screen using the File Menu's Print options:

- | | |
|---------------|------------------------------|
| CTRL N | selects the Next page option |
| CTRL Q | selects the Quit option |

When displaying/changing records or displaying a report or indexed record list:

- | | |
|---------------|--------------------------|
| CTRL F | selects the FIRST button |
| CTRL N | selects the NEXT button |
| CTRL P | selects the PREV button |
| CTRL L | selects the LAST button |

When defining search or sort criteria:

- | | |
|---------------|--------------------------|
| CTRL C | selects the CLEAR button |
|---------------|--------------------------|

In Music:

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|---------------|--|
| F3 | selects the Edit Menu |
| F4 | selects the Search Menu |
| F5 | selects the Insert Menu |
| F6 | selects the Modify Menu |
| F7 | selects the Options Menu |
| CTRL B | inserts a bar line |
| CTRL S | Toggles between the Options Menu's Sound On and Sound Off options |
| CTRL U | Toggles between the Options Menu's Use Sharps and Use Flats options |
| CTRL D | Toggles between the Options Menu's Display All Voices and Display Single Voice options |
| ALT ↑ | Up one octave |
| ALT ↓ | Down one octave |

In Paint:

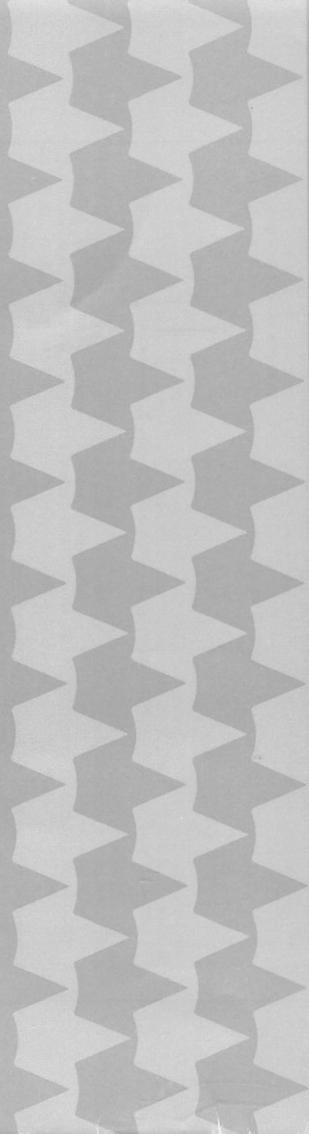
- | | |
|---------------|---|
| F3 | selects the Edit Menu |
| F4 | selects the Text Menu |
| F5 | selects the Options Menu |
| CTRL U | lets you undo your last editing change |
| CTRL E | selects the Edit Menu's Erase option |
| CTRL H | selects the Edit Menu's Flip horizontal option |
| CTRL V | selects the Edit Menu's Flip vertical option |
| F12 | lets you move to and from the canvas without accessing the Options Menu's Canvas option |

From the canvas:

- | | |
|---------------|----------------------------------|
| CTRL S | selects the Select tool |
| CTRL Z | selects the Zoom tool |
| CTRL T | selects the Text tool |
| CTRL G | selects the Eraser tool |
| CTRL D | selects the Pencil tool |
| CTRL B | selects the Brush tool |
| CTRL F | selects the Fill tool |
| CTRL L | selects the Line tool |
| CTRL P | selects the Spray Can tool |
| CTRL A | selects the Arc tool |
| CTRL K | selects the Ellipse tool |
| CTRL R | selects the Rectangle tool |
| CTRL J | selects the Solid Ellipse tool |
| CTRL M | selects the Solid Rectangle tool |
| CTRL N | selects the Polyline tool |

Tandy 1000 SX

Disk Drive Kit Owner's Manual



RADIO SHACK
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Fort Worth, Texas 76102

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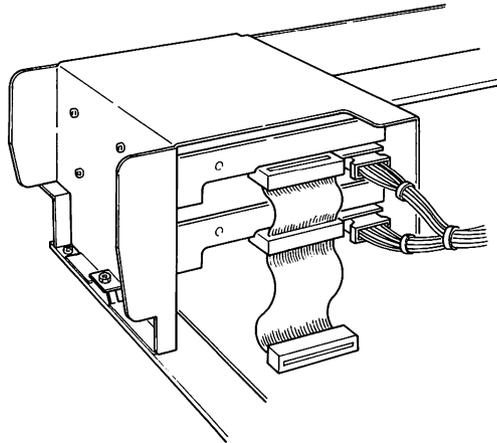
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10. Next, connect the four-pin power connector to the connector next to the card edge. You can connect this connector in only one way. Do not force it.

Figure 3



11. Remove the plastic panel that covers the drive opening in the case by placing both thumbs on the outside of the cover and pushing in evenly. The panel should pop out.
12. Before replacing the main unit's cover, check all connections, and be sure all screws are tightened.
13. Replace the main unit's cover and screws.
14. Carefully remove the shipping card from the drive slot.

You can now use your new disk drive on your Tandy 1000 SX. See your introduction manual or your applications manual for instructions on using data diskettes.

Note: The small screws that came in this kit may have metric threads. If you lose one, your Radio Shack dealer can order a replacement.

Introduction

Congratulations on your purchase. Adding a second floppy disk drive to your Tandy 1000 SX significantly increases the amount of disk storage on your computer.

Installation

We recommend that you have the secondary disk drive installed by the service technicians at your Radio Shack Service Center. Doing so not only ensures expert installation, but also enables the technicians to quickly check to be sure all the equipment is functioning properly.

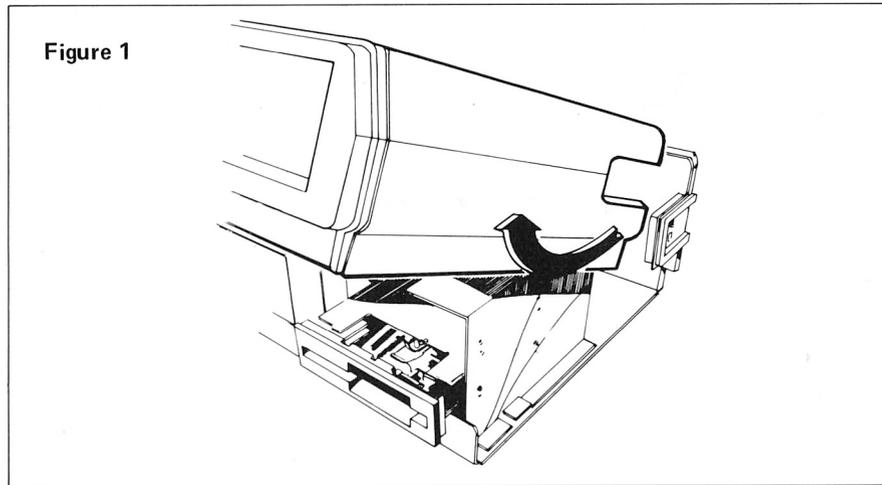
If, however, you do decide to install the kit yourself, follow these steps exactly:

Warning: Turn off all equipment. Disconnect the power cord from the back of the computer. If the computer is on, you could damage the central processing unit, as well as your secondary disk drive.

1. To avoid possible static charge buildup, touch a metal object to ground yourself before you begin.
2. The Tandy 1000 SX Disk Drive Kit consists of the following parts:
 - the disk drive
 - three small screws

Be sure the disk drive in this kit matches the disk drive in your computer. Pay special attention to the drive light and door latch. They should be positioned the same as those in the drive in your computer. If they do not match, see your Radio Shack dealer.

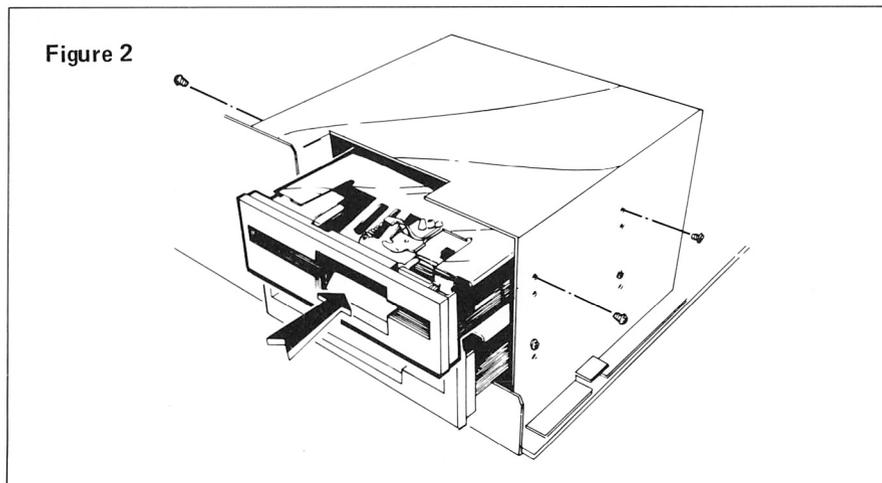
3. Remove the two screws on the front of the main unit. Remove the cover by sliding it away from the rear of the unit, parallel to the computer.



4. Facing the front of the main unit, locate the screws on the right side that hold the primary drive (lower drive) in place. It might be helpful to loosen these screws (without removing them) so that you can use the main unit as a reference for securing the new disk drive.

Note: Right and left mean you right or your left as you face the computer.

5. Slide the disk drive into the drive mount directly above the first drive. Be sure that the drive light and door latch are on the same side as they are on the primary drive. See Figure 2.



6. Insert the two small screws (included) into the mounting holes on the right side of the drive mount bracket. Notice that the drive mount bracket has an upper and lower set of holes for each drive. When mounting the secondary drive, place the screws in the set of holes that corresponds to the set used for the first drive. See Figure 2.

For example, if the first drive's screws are in the lower set of holes, use the lower set of holes for the second drive, and vice versa.

Do not tighten the screws yet.

Hint: You may have to lift the drive slightly to align the holes.

7. Insert the remaining screw into the left side of the drive. Only one hole will line up with a corresponding hole in the drive mount bracket.
8. Tighten all screws of both drives.
9. Look at the backs of the drives, and locate the 34-pin ribbon cable that is attached to the first drive. Connect the other end of the cable to the card edge on the right side of the second drive. Do not twist the cable. Refer to Figure 3.