

## In Telecom:

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

## In Text:

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

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

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

<b>CTRL N</b>	selects the NEXT PAGE option
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## In Worksheet:

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

When in the Text entry mode:

<b>CTRL T</b>	selects the Cells Menu's Start text option
<b>CTRL Q</b>	selects the Cells Menu's End text option

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

<b>CTRL N</b>	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:

<b>edit field</b>	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 <b>TAB</b> or by clicking.
<b>list box</b>	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.
<b>buttons</b>	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 <b>TAB</b> or point to another location to move out of a button group.
<b>check box</b>	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 <b>TAB</b> or point to another location to move to another section of the dialog box.
<b>commands</b>	Buttons in every dialog box that tell Personal DeskMate you're finished using the dialog box. Position the marker on a command with <b>TAB</b> 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:

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|-------------|--|
| 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:

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|-------|--------------------------|
| ALT S | selects the SWAP command |
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### In A Help Window:

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|--------|---------------------------|
| 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:

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

### In The Phone List Accessory:

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|--------|---------------------------|
| 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:

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

### In Filer:

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| 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:

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| 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:

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| 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:

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| CTRL C | selects the CLEAR button |
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### 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:

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| 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:

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| 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        |