

SIDEKICK[®] *Plus*

The Professional Desktop Manager

Owner's Handbook



SIDEKICK® PLUS

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SIDEKICK PLUS®

Owner's Handbook

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10 9 8 7 6 5 4 3 2

Table of Contents

Introduction	1
A Note to SideKick Users	2
How to Use this Manual	2
Typography	4
The Distribution Disks and Copy Protection	4
Minimum System Requirements	4
How to Contact Borland	5
Let's Get Going!	7

Part 1 Introduction to SideKick Plus

Chapter 1 Getting Started	11
Distribution Disk Files	11
Files Needed to Run SideKick Plus	14
Installing SideKick Plus on Your Hard Disk	14
Loading SideKick Plus	15
Using SideKick Plus with Other Resident Programs	16
A Note on Directories and Subdirectories	16

Chapter 2 A Quick Ride with SideKick Plus	17
Activating SideKick Plus	17
The Help System	18
The SideKick Plus Menu System	19
A Note on Keys	20
The Default SideKick Plus Function Keys	21
Activating a SideKick Plus Application	22
Exiting an Application	24
A Quicker Way In and Out	24
Reactivating an Application	25
The Services Menu	25
Window Control	28
Color	28
Changing the Shortcuts	29
How to Remove SideKick Plus from Memory	29
Review	30

Chapter 3 Getting to Know the Applications	31
The Copy and Paste Functions	31
Copying from the Screen to the Clipboard	32

Pasting from the Clipboard to the Notepad	32
Quick-Pasting to the Underlying Application	33
The File Manager	33
The File Manager Window	34
Activating the File Manager within an Application	36
The Directory Command	37
Viewing a File	37
Copying Several Files	38
Review	39
The Notepad	40
Activating the Notepad	40
Entering Text	42
Moving the Cursor	42
Deleting Mistakes	43
Insert And Overwrite Modes	43
Reformatting the Text	43
Saving and Loading a Note	44
Printing the Note	44
Review	44
Outlook: The Outline Processor	45
Activating Outlook	46
Entering Text	47
Moving the Cursor	47
Deleting Mistakes	48
Saving and Loading an Outline	48
Expanding and Contracting the Outline	48
Moving Headlines	50
Attached Notes	51
Printing the Outline	51
Review	51
The Phonebook	52
Entering Data into a Form	52
Finding Data in the Phonebook	54
Phoning Someone with the Phonebook	55
Adding an Attached Note	55
Printing the Current Entry	55
Review	55
The Time Planner	56
Changing the Date	57
Opening the Appointment Book	57
Entering Appointments	58
Setting an Alarm	59
The Schedule Window	60
Stopping the Alarm	61

Review	61
The Business Calculator	61
Entering Numbers into the Calculator	62
Simple Calculations	63
The Tape	64
Using the Repeat and Constant Facilities	64
The Memory	65
Review	66
Chapter 4 A Tutorial	67
SideKick Plus in the Office	67
Taking Messages with the Notepad	67
Rescheduling a Meeting with the Time Planner	68
Sending Electronic Mail with the Phonebook	69
Writing a Report with Outlook: The Outline Processor	72
Review	74
SideKick Plus for Programming (Advanced)	75
Finding an ASCII Character or Control Code	75
Performing Calculations	76
Dumping Files and Changing File Attributes	77
Using the Phonebook as a Communications Terminal	78
Writing a Program with Outlook: The Outline Processor	78
Review	81
Chapter 5 Copying, Pasting, and the Clipboard	83
The Clipboard	83
Copying to the Clipboard	84
Pasting from the Clipboard	86
Quick Paste	86
The Setup Clipboard Menu	86
<u>Part 2 Reference Guide to the Applications</u>	
Chapter 6 The File Manager	91
Activating the File Manager	91
The Windows	93
The Function Keys	94
Finding a File	95
Checking the Directories on Your Disk	96
Sorting the Files	97
Searching Files	97
Marking Files and Directories	98
File and Directory Operations	99
Viewing	99
Printing	100

Copying, Moving, Renaming, and Deleting	101
Creating a Directory	102
Changing the File Attributes	102
Formatting a Floppy Disk	103
Saving the Settings	104
Copying and Pasting	104
Chapter 7 The Notepad	107
Activating the Notepad	107
The Selection Window	108
The Notepad Window	110
The Notepad Function Keys	111
Loading and Saving Notes	112
Simple Cursor Movement	113
Extended Cursor Movement	114
Using Markers to Move the Cursor	115
Insertion Commands	115
Deletion Commands	117
Searching and Replacing Text	118
Block Commands	119
Marking a Block of Text	119
Manipulating Blocks	120
Reformatting the Text	122
The Options Commands	123
The Dot Commands	125
Copying and Pasting	126
Chapter 8 Outlook: The Outline Processor	127
Activating Outlook	127
The Outline Selection Window	128
The Outlook Window and Function Keys	129
Headline Symbols	131
The Outlook Function Keys	131
Loading and Saving Outlines	132
Simple Cursor Movement	133
Extended Cursor Movement	134
Insertion Commands	135
Deletion Commands	138
Searching and Replacing Text	138
The Headline Commands	140
Commands that Work on Several Headlines	141
Marking a Block of Headlines	141
Copying, Transferring, Deleting, and Sorting a Block	142
Reading Text from Other Programs	144

Options for Converting a Text File into an Outline	144
Sending Outlines to Other Programs	145
The Options Write Command	145
Printing an Outline	146
Changing the Headings and Footings	147
Producing a Table of Contents	148
Producing a Tree or Organizational Chart	149
Producing Numbered Headlines	151
Global Numbering of Headlines	151
Local Numbering of Headlines	152
Changing the Default File Names and Options	153
Storing the Options	154
Copying and Pasting	154
Chapter 9 The Phonebook	155
Activating the Phonebook	156
The Summary Window	156
The Summary Window's Function Keys	158
Entering Data using the Address Form	158
Entering Data	159
Form Editor Commands	160
Data Entry Commands in the Summary Window	161
Finding an Entry in the Phonebook	162
The Cursor Keys	162
The Index	162
The Search Command	163
Printing from the Phonebook	163
Saving Phonebook Settings	165
The Glossary	165
Entering Text into the Glossary	167
Commands Within the Glossary	167
The Glossary Commands	168
Copying and Pasting	169
Advanced: Phonebook Communications	171
Setting Up for Voice Calls	171
Dialing from the Summary Window	172
Quick-Dial: Dialing from the Screen	172
Phoning Another Computer	174
Setting Up for Data Calls	175
Simple Communications Parameters	175
Complex Communications Parameters	176
The Communications Window	178
The Communications Window Function Keys	

and Commands	179
Editing and Recording the Dialogue	179
Receiving and Sending Files	180
Changing Parameters and Disconnecting	181
Wordwrap and Borders	181
Automating Communications with	
Other Computers	182
Learning the Script	183
Entering and Executing the Script	183
Controlling the Script with Statements	184
A Simple Script	185
Glossary Substitutions in Scripts	186
Time in Scripts	187
File Transfer by Scripts	187
An Example Script: MCIMAIL	188
The Phonebook Log File	189
Background Communications	190
Background Communications without a Script	190
Background Communications with a Script	191
Copy and Paste in the Communications Window	191
Chapter 10 Time Planner	193
The Calendar Window	193
Using the Cursor Keys to Change the Date	195
Attaching a Daily Agenda	196
Printing the Calendar	196
The Appointment Book	198
The Appointment Book Symbols	200
Moving around the Appointment Book	201
Entering Appointments and Agenda	201
Repeating Appointments	204
Deleting Appointments	205
Transferring and Copying Appointments	206
Common Appointments and Local-Area Networks	206
Alarms	207
Searching the Appointments	210
Finding a Vacant Time Slot	211
Repeating and Clearing the Search Command	211
Printing the Appointments	212
Changing Your View of the Appointments	213
The Schedule Window	214
Using the Cursor Keys to Change the Date	215
Opening the Appointment Book	216
Attaching a Daily Agenda	217

Printing the Schedule Window	217
Changing Your View of the Schedule Window	217
Copying and Pasting	218
Chapter 11 The Calculators	219
General Features and Operations	219
The Electronic Tape	220
Some Basic Keys	222
Using the Calculator's Memory	223
The Business Calculator	226
Simple Calculations	226
Using the Repeat and Constant Facilities	227
Percentages	228
Using Variables Instead of the Memory	228
Financial Functions	229
Compounding Periods	230
Future Value	231
Number of Periods	232
Payment	233
Present Value	234
Rate	235
Changing the Main Display Format	236
The Scientific Calculator	238
Some Basic Keys	238
Basic Calculations	238
Using the Repeat and Constant Facilities	239
Percentages	240
Using Variables	240
Using the Mathematical Functions	241
Absolute Value	241
Antilogarithm	241
Common Logarithm	242
Cosine	242
Div	243
Exponential e^x	243
Fractional Part	243
Integer Part	244
Inverse Cosine	244
Inverse Sine	245
Inverse Tangent	245
Modulus	246
Natural Logarithm	246
Round Value	246
Sine	247

Square	247
Square Root	248
Tangent	248
Trigonometric Unit	249
Using the Statistical Functions	250
Average	250
Largest Value	250
Minimum Value	251
Population Standard Deviation	251
Sum of All the Entries	252
Sum of the Squares of the Entries	253
Variance	254
Changing the Form of the Main Display	255
The Programmer Calculator	257
Some Basic Keys	257
Basic Calculations	257
Using the Repeat and Constant Facilities	258
Changing the Base for the Calculation	259
The Programmer Functions	259
And	260
Change Sign	260
Div	261
Modulus	261
Not	261
Or	262
Xor	262
Using Variables	264
Display and Setup-Saving Options	264
The Formula Calculator	267
Some Basic Keys	267
Simple Calculations	268
Using Hexadecimal and Binary Numbers	269
The Formula Functions	270
Absolute Value	270
And	270
Antilogarithm	271
Combinations	271
Common Logarithm	272
Compounding Periods	272
Cosine	273
Div	273
Exponential e^x	274
Fractional Part	274
Future Value	275

Integer Part	275
Inverse Cosine	276
Inverse Sine	276
Inverse Tangent	277
Modulus	277
Natural Logarithm	278
NEG	278
Not	278
Number of Periods	279
Or	279
Payment	280
Permutations	280
Rate	281
Round Value	281
Sine	282
Square	282
Square Root	283
Tangent	283
Trigonometric unit	284
Value	284
Xor	285
Using the Statistical Functions	285
Average	285
Largest Value	286
Minimum Value	286
Population Standard Deviation	287
Sum of All the Entries	287
Sum of the Squares of the Entries	288
Variance	289
Using Variables	289
Storing Formulas	289
Changing the Form of the Display	290
Copying and Pasting	291
Chapter 12 The ASCII Table	293
Activating the ASCII Table and	
Finding a Character	293
Scrolling the ASCII Table	294
Finding a Character by Letter	294
Finding a Character by Number	295
The Paste Buffer	295
The Paste Options	296
Saving the Settings	297
Copying and Pasting	297

Part 3 Customizing SideKick Plus (Advanced)

Chapter 13 Changing the Default Setup from the Services Menu	301
Changing the Date and Time Format	301
Changing the Printer Settings	302
Exit Conditions	304
Changing the Line-Editor Shortcuts	305
Saving and Transferring SideKick Plus Setups	306
Chapter 14 Changing the Menus, Shortcuts, and Function Keys	309
The Basics of the Menu System	310
The F10 Menu	310
The Shortcuts	311
The Function Keys	311
Local versus Global Keys	312
Changing the Function Keys	313
Changing the Shortcut Keys	314
Changing the Menu Headers and Text	314
Moving Menu Items	315
Creating a New Menu Level	315
Saving the Menu System Permanently	316
Chapter 15 Designing Your Own SideKick Plus	317
Using INSTALL	317
The Design	318
Fine Tuning Memory For Peak Performance	320
Building Your New SideKick Plus	321
Changing the Screen Type	321
Changing the Activation Keys	323
The Transfer Menu	323
Version Numbers	324
Updating Your Customized SideKick Plus	324
The Status Line Colors	325
The Printer Settings Menu	325
Printer Setup Strings	326
The Module Manager (Advanced)	328
Chapter 16 Changing SideKick Plus from DOS	331
SideKick Plus, Swapping, and Memory	332
Checking Memory Sizes	333
Changing Memory Allocations	333
Using SKBAT with Batch Files	334
Loading a Non-Resident Version	334

Unloading SideKick Plus from DOS	335
Shhh! Quiet SideKick Plus Activation	335
Loading SideKick Plus over Programs that Grab the Keyboard	335
Switching Off the Function-Key Display	336
Changing the Screen Mode	336
Appendix A Conversion Tables	337
Linear Measures	337
Volume Measures	338
Other Metric to Imperial Conversions	338
Physical Constants	339
Appendix B The Cursor-Key Diamond	341
Appendix C A DOS Primer	343
What Is DOS?	343
How to Load a Program	344
Directories	345
Subdirectories	346
Where Am I? The \$P \$G Prompt	347
The AUTOEXEC.BAT File	347
Changing Directories	349
Appendix D Using SideKick Plus on Networks	351
Some Basic Considerations	351
The File Manager	352
Sharing Notepad and Outlook Files	352
The Phonebook	353
The Time Planner	353
Appendix E A Communications Primer	355
Uses for Computer Communications	355
Modems	356
The Port	356
Bits and Baud	357
Some Communications Conventions	358
Sending Files via Your Modem	359
Appendix F The Script Language Commands	361
The Format	361
Typography	363
ALARM	364
ASSIGNMENT (:=)	364
BEEP	365
CASE	365
CAPTURE	366

DELAY	367
DISCONNECT	367
END CAPTURE	368
IF	369
LOG	369
MATCH	370
OK <i>Boolean</i>	370
Predefined Constants	371
PRINT	372
PROTOCOL	372
RECEIVE	373
REPEAT	374
RESTART	374
SCREEN	375
SELECT	376
SUSPEND	377
TIMEOUTFACTOR	377
TIMEOUTUNIT	378
TRANSMIT	378
UNTIL	379
WAIT	379
WRITE	379
Appendix G SideKick Plus Errors and Messages	381
Loading SideKick Plus and Activating Applications	381
Disk Errors	384
Printer Errors and Messages	385
The File Manager	386
The Notepad	391
Outlook: The Outline Processor	393
The Phonebook and Script	396
The Phonebook	396
The Script	401
The Time Planner	407
The Calculators	408
The ASCII Table	411
Menu System Errors	411
Appendix H Help!	413
Activating SideKick Plus	413
Screens	416
The File Manager	416
The Notepad	417
Outlook: The Outline Processor	418

The Phonebook	418
The Calculators	419
The Time Planner	419
The ASCII Table	420
Copy and Paste	420
Glossary	421
Index	424

I N T R O D U C T I O N

Borland originally designed SideKick—the first memory-resident desktop organizer—to keep desks free of the unruly clutter of notepads, hand calculators, and telephone directories.

SideKick Plus leaps far beyond that. While remaining as fast and easy to use as the original SideKick, SideKick Plus expands into areas not previously addressed by a single program:

- Up to 9 separate text editors (Notepads), with a capacity of up to 11,000 words (54,000 bytes) each.
- Up to 9 separate text outliners with built-in text editors.
- Telephone-number database with automatic dialer and built-in data communications, with background and Script capabilities.
- Time Planner with calendars, appointment books, schedule windows, alarms, and attached agenda.
- Four different calculators, all with a tape printout option.
- Powerful cut-and-paste integration with other programs.
- Extended DOS file and directory manipulation.
- Advanced programming aids.

You can tailor SideKick Plus's features to suit your preferences. If you don't need an application, simply delete it. If you don't like a menu, change it.

Since it's memory resident, SideKick Plus is instantly accessible even while you are running other programs. To conserve memory, you also have the option of *not* making your SideKick Plus memory resident. With full support for the new memory-expansion boards, SideKick Plus breaks through the old 640K barrier and leaves your precious main memory largely free for other uses.

A Note to SideKick Users

If you're a SideKick user, you might want to quickly read the enclosed booklet, *SideKick Plus for SideKick Users*. It summarizes SideKick Plus's new features and points out differences.

How to Use this Manual

SideKick Plus is simple to use and gives you detailed help information whenever you press [F1]. However, to get the most out of SideKick Plus, we suggest that you read at least chapters 1, 2, and 3: They take you on a quick tour of SideKick Plus and its applications.

While the first three chapters are introductory, chapters 5 through 16 provide comprehensive descriptions of all SideKick Plus commands, features, and concepts. Examples of these features are shown and explained. Use these chapters as references when you start exploring SideKick Plus on your own.

In addition, a quick-reference guide is included in your distribution package. It lists all the menu commands and what you press (function and/or control keys) to implement them.

SideKick Plus is versatile enough for both novice and power users. When we introduce advanced material that you don't *need* to know unless you want to change the default setup or plan to program with SideKick Plus, we note it as "**Advanced.**" Feel free to skip over these features.

Here's a breakdown of the manual:

Let's Get Going is for experienced computer users who want to begin using SideKick Plus immediately. It shows you how to load and activate SideKick Plus.

Part I – Introduction to SideKick Plus

Chapter 1 describes all the files on your distribution disk. It then tells you how to get SideKick Plus up and running.

Chapter 2 walks you through the basics of SideKick Plus: activating SideKick Plus, using the menu system, activating applications, moving windows, recoloring windows, and changing the function keys.

Chapter 3 introduces you to each of the applications and the copy (import) and paste (export) functions.

Chapter 4 is an advanced tutorial that suggests ways to use SideKick Plus in the office or for programming.

Chapter 5 provides detailed information about the Clipboard and the Copy and Paste functions.

Part II – Reference Guide to the Applications

Chapters 6 through 12 provide detailed information about the File Manager, the Notepad, Outlook: The Outline Processor, the Phonebook, the Time Planner, the Calculators, and the ASCII Table.

Part III – Customizing SideKick Plus

Chapter 13 tells you how to set and save SideKick Plus global defaults to suit your preferences.

Chapter 14 provides details on how to change the menu system and function keys.

Chapter 15 describes how to install and update a customized version of SideKick Plus.

Chapter 16 explains SideKick Plus's use of memory and shows the different ways you can set options and activate them from the DOS prompt.

Appendices

Appendix A contains some common conversion tables and mathematical formulas.

Appendix B is a quick guide to keys you can use to move the cursor around in SideKick Plus.

Appendix C discusses basic DOS concepts, such as directories and the AUTOEXEC.BAT file.

Appendix D discusses how to use SideKick Plus on a local-area network.

Appendix E explains basic communications concepts, such as modems, serial ports, and file transmission.

Appendix F is a reference to the Phonebook's Script language.



Appendix G lists and explains SideKick Plus's error and other messages.

Appendix H answers the most frequently asked questions about SideKick Plus.

Glossary defines some of the terms used in this manual.

Typography

All typefaces used in this manual were produced by Borland's Sprint: The Professional Word Processor.

	This represents keys on the computer keyboard, such as  .
Monospace	Program code and anything you need to type in is in typewriter-like type.
<i>Italics</i>	Italics emphasize certain concepts and introduce terms that may be unfamiliar.
Boldface	The first letters of menu options are shown in boldface type to show that you can type in the letter to call up the menu. Boldface type within menu options is for your convenience only.
This That The	Menu strings are shown this way, with the first word of each menu command in boldface.

The Distribution Disks and Copy Protection

Your distribution disks contain the components that make up the main SideKick Plus program and several other files. See page 11 in Chapter 1 for a description of these files.

SideKick Plus is not copy protected. Borland's no-nonsense license statement allows you to use your copy of SideKick Plus as if it were a book. It is not licensed to a single person, nor is it tied to one particular computer. The only restriction on using SideKick Plus is that *it must not be used by different people at the same time*, just as one book can't be read by two people simultaneously. Of course, giving copies of SideKick Plus to others violates Borland's copyright.

Be sure to sign and return the license statement, so you can take advantage of Borland's Technical Support services.

Minimum System Requirements

To use SideKick Plus, you must have the following:

- an IBM PC or compatible

- PC-DOS or MS-DOS operating system, version 2.0 or later
- 384K RAM internal memory
- a hard-disk drive

When you *first* install SideKick Plus, you must have at least 1.5 MBytes of free memory on your disk. This is because SideKick Plus's INSTALL program needs room to maneuver. It copies several large library files (files containing smaller files) into your disk memory, and then *merges* these files in a single .BIN file.

How to Contact Borland

The best way to contact Borland is to log on to Borland's Forum on CompuServe. Type GO BORAPP from the main CompuServe menu and follow the prompts. Leave your questions or comments there for the support staff to process.

You can also detail your comments in a letter to

Technical Support Department
4585 Scotts Valley Drive
P. O. Box 660001
Scotts Valley, CA 95066-0001
United States

European users can direct their comments to

Technical Support Department
Borland International (U.K.) Ltd.
8 Pavilions
Ruscombe Business Park
Twyford, Berkshire RG10 9NN
United Kingdom

As a last resort, you can telephone the Technical Support Department. You must be a registered SideKick Plus owner to receive telephone support, so be sure to send in your license agreement.

Whichever way you contact Technical Support, please include the following information in your letter or have it handy *before* you call:

- product name, serial number, and version number
- computer make and model number
- operating system and version number
- other resident programs on your system

Let's Get Going!

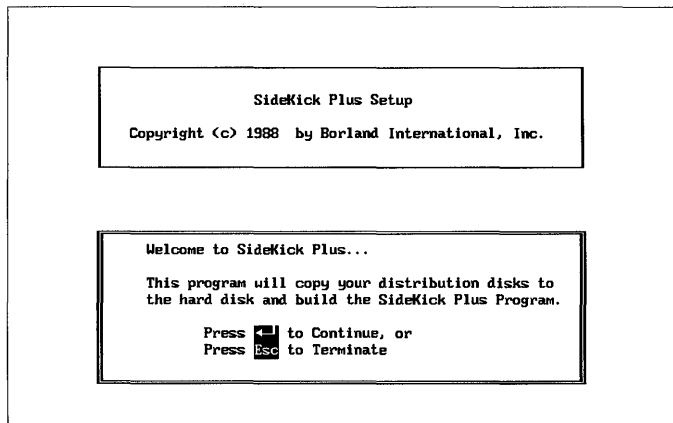
Impatient to start using SideKick Plus? Already an experienced computer user? The following steps will get you going in no time. And you can always press **F1** any time you need help.

1. Insert the *Install 1* SideKick Plus disk into your A drive.
2. Type A: **↵** at the DOS prompt.
3. Type **INSTALL** at the DOS prompt and follow along with SideKick Plus. When you've responded to all the installation prompts, the SideKick Plus initial screen will appear with the message Loading. Please wait.
4. After loading, the message changes to Press **Ctrl/Alt** to activate SideKick Plus. You're all set!

To select a menu option, either use the cursor keys to move to the menu option you want and press **↵**, or type the first letter of the menu option.

Press **F10** or use the shortcuts shown at the bottom of the screen to pop up a menu inside a SideKick Plus application.

Press **Esc** to leave the SideKick Plus application or menu.



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Introduction to SideKick Plus

Getting Started

This chapter describes the files on the SideKick Plus distribution disks, the INSTALL program, and how to load SideKick Plus.

Distribution Disk Files

Following are brief descriptions of the files on each of the four distribution disks. The name of each disk precedes its contents list.

You'll note that several of these files are *library files*. A library is a collection of optional programs and routines that the INSTALL program combines into a single file with the name SKMAIN.BIN. This .BIN file is full of binary code that INSTALL uses to assemble the SideKick Plus program, according to your responses to its prompts.

These are the files on 5-1/4-inch disks.

INSTALL 1

INSTALL	The installation program that builds SideKick Plus.
PART1.SKL	The first part of the library file of SideKick Plus applications.
BUILD.SKI	A file required by the installation program.
PHONE.FRM	Address forms needed for the Phonebook.
README	A file containing software or manual changes that were made after the manual was printed.

INSTALL 2

PART2.SKL
SKBAT.COM

The second part of the library file.
Lets you change SideKick Plus features from the DOS prompt.

SKCONV.COM

Converts SideKick and Traveling SideKick Dialer and Calender files.

HELP

SKPLUS.HLP

Contains the SideKick Plus Help information that appears when you press **[F1]**. Load this file into the disk and directory from which you start SideKick Plus.

EXAMPLES

BIX.ADR

Sample Phonebook file with Scripts for Byte's Information Exchange service.

COMMS.GLS

Sample Glossary file for BIX.ADR, CSERVE.ADR, and MCI.ADR Phonebooks.

COMPANY.ADR

Sample Phonebook file with the top U.S. companies.

CSERVE.ADR

Sample Phonebook file with Scripts for CompuServe.

EMSTEST.COM

Tests your EMS board.

EXAMPLE.GLS

Sample Glossary with a comprehensive list of U.S. area codes and international long-distance codes.

HOTELS.ADR

Sample Phonebook with a comprehensive list of U.S. hotels.

MCI.ADR

Sample Phonebook file with Scripts for MCI Mail.

PERSONAL.APP

The default Appointment Book containing the U.S. holidays.

SENDCONF.BIX

A sample conference message for BIX, to be used with BIX.ADR.

SENDCONF.CS

A sample conference message for CompuServe, to be used with CSERVE.ADR.

SENDMAIL.BIX

A sample mail message to be used with BIX.ADR.

SENDMAIL.CS

A sample mail message to be used with CSERVE.ADR.

TESTPAS.OTL

A sample Turbo Pascal program as an Outlook outline, described in Chapter 4.

These are the files on 3-1/2-inch disks:

1 INSTALL

INSTALL.EXE
SKPLUS.EXE (executable file)
BUILD.SKI
PHONE.FRM
README
README.COM

2 CONFIGURE AND CONVERT

SKBAT.COM
SKMAIN.BIN (SideKick Plus application library)
SKCONV.COM

3 EXAMPLES AND HELP

SKPLUS.HLP
BIX.ADR
COMMS.GLS
COMPANY.ADR
CSERVE.ADR
EMSTEST.COM
EXAMPLE.GLS
HOTELS.ADR
MCI.ADR
PERSONAL.APP
SENDCONF.BIX
SENDCONF.CS
SENDMAIL.BIX
SENDMAIL.CS
TESTPAS.OTL

The following file-name extensions are used with these SideKick Plus applications:

ADR	Phonebook files
APP	Time Planner Appointment Book files
GLS	Phonebook Glossary files
OTL	Outlook outline files
TXT	Notepad files

Files Needed to Run SideKick Plus

Following are the files you must have on the disk to use SideKick Plus:

- SKPLUS.EXE The SideKick Plus program, produced when you run
 INSTALL.
- .SWP A file that SideKick Plus produces during the installation
 process. You must *not* delete, remove, or rename it.
- .FRM The Phonebook forms file.

Installing SideKick Plus on Your Hard Disk

Now that you know what's on the distribution disks, let's use the INSTALL program to copy SideKick Plus into your system. You use INSTALL to

- copy SideKick Plus to your hard disk
- build your SideKick Plus from the files SKLIB1.SKL and SKLIB2.SKL
- load SideKick Plus every time you turn on the computer

To install SideKick Plus, follow these steps:

1. Be sure you are at the DOS prompt and SideKick Plus isn't loaded.
2. Place the INSTALL 1 disk in Drive A:.
3. Type A: .
4. Type Install . Installation begins.
5. Follow the prompts. You can watch INSTALL build the SideKick Plus executable file out of the library files. You'll be prompted to remove one distribution disk and insert another, so keep them handy.
6. Finally, you'll get to the prompt, Load SKPLUS everytime you turn the computer on (Y/N)? Y. Press if you want it to change your AUTOEXEC.BAT file to include SideKick Plus. (If you've already listed SKPLUS in your AUTOEXEC.BAT file, press .) Press if you want to type the loading command, SKPLUS, yourself.
7. Press to terminate the INSTALL program and go to the DOS prompt.

After you have installed SideKick Plus, you can use INSTALL a second time to customize the program. See Part III of this owner's handbook—Chapter 15 in particular—for more information.

Note: If you are saving your work to floppy disks, be careful! DOS sometimes loses track of what's on your disks when you swap (remove and

insert) them prematurely. This can result in partially destroyed files or even an entirely scrambled disk. As a precaution, be sure you are in DOS when you swap disks, and press **Ctrl|C** after you reinsert a disk and *before* you save anything on it. You should *never* swap disks while a program is running (unless that program explicitly tells you to do so).

Loading SideKick Plus

If you typed **Y** at the Load SKPLUS prompt, INSTALL instructs the computer to load SideKick Plus automatically. If you typed **N**, you load it manually. To do this, make sure you are in the SideKick Plus directory and type

```
SKPLUS ↵
```

The SideKick Plus initial screen appears, displaying the version number, Borland copyright, and a message, Loading. Please wait. After a few seconds, this message changes to show the number of free memory bytes and the reminder, To activate SideKick Plus, press **Ctrl|Alt**.

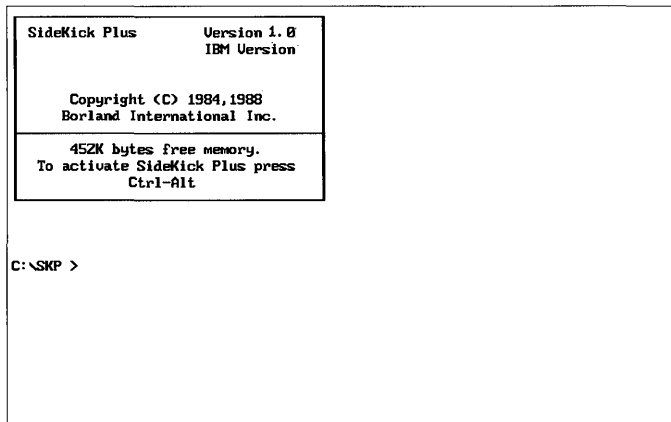


Figure 1.1: Starting SideKick Plus

SideKick Plus is now waiting in the wings to be summoned whenever you need it.

Before you do anything else, type `README` at the DOS prompt. This file notifies you of any updates made to the program after this manual was printed.

Using SideKick Plus with Other Resident Programs

SideKick Plus is a *resident* program by default. Once loaded into memory, SideKick Plus stays there until you switch the computer off. This means it is available to you even while you run other programs, such as word processors and spreadsheets.

You may have other resident programs on your computer, such as SuperKey, Turbo Lightning, or a print spooler. It is essential that you load resident programs in the following order:

- Load any non-Borland resident programs first (print spoolers, RAM disks, networks, and so on).
- If you have it, load SuperKey.
- If you have it, load Turbo Lightning.
- If you have it, load SideKick.
- Finally, load SideKick Plus.

Remember: You must load SideKick Plus last. This is so you can unload SideKick Plus easily, if you need to, and change the amount of memory you give it.

A Note on Directories and Subdirectories

If you use a tree-structured directory and an earlier DOS version than 3.0, it is important that you change to the directory where you keep SideKick Plus .EXE and .HLP files before you start SideKick Plus. This is because SideKick Plus must know where to find these files when you save some SideKick Plus options or use the on-line Help system. (For more on DOS directories, see Appendix C, "A DOS Primer.")

Now, spend some time with Chapter 2, and you'll get the most out of your SideKick Plus.

A Quick Ride with SideKick Plus

This chapter explains SideKick Plus's general structure and gives you enough information on each application to get you started. You'll learn about the Help system, the menus and function keys, opening and exiting applications, window control, and shortcuts.

Activating SideKick Plus

To activate SideKick Plus, press

Ctrl|Alt

That is, hold down **Ctrl** while you press **Alt**. Press these keys at any time while your computer is running to call up SideKick Plus. Your hard disk light flashes on, as SideKick Plus swaps (moves) applications in and out of memory, and the main menu appears. This may take a few seconds.

If you find these keys inconvenient, you can use the alternative:

Left|Right

(Press both **Left|Right** keys simultaneously).

If you don't like either method, use the installation program (see Chapter 15) to set up your own. We'll use **Ctrl|Alt** throughout this manual.

When you activate SideKick Plus, the *main menu* appears on the screen:

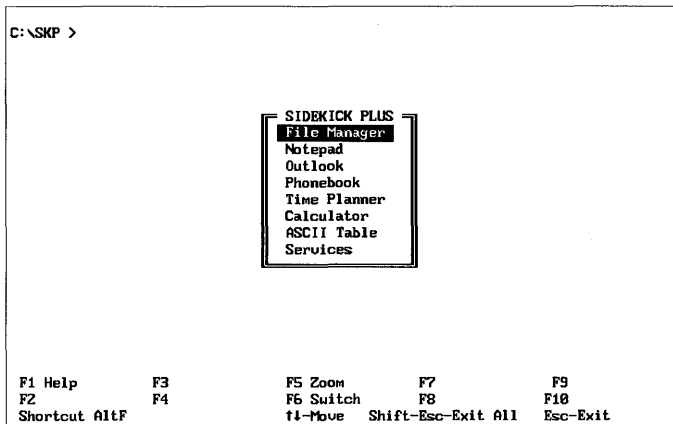


Figure 2.1: SideKick Plus's Main Screen

Two lines at the bottom of your screen describe what each function key does. A third line displays messages that change according to the application you're in. These include any shortcuts—keys you can press to activate a command.

The Help System

Chapters 5 to 16 contain everything you need to know about SideKick Plus. Appendix H, "Help!," answers the most common questions about it. But there's an easier way to resolve minor questions: the SideKick Plus Help system.

Whenever you need a little assistance, just press **F1** and you get a brief explanation of the command or feature you are using. Each SideKick Plus application (such as the Notepad, Calculator, or ASCII Table) has its own set of Help screens.

Some Help screens have lookup words that relate to another Help screen. Move to the highlighted lookup word with the cursor keys and press **←**. The second Help screen will open.

In some cases, when you press **F1**, you'll get that application's main screen. This is because the option you're requesting Help on is an *intermediary* command, a command that is a gateway to other commands. Press **←** to bring up the next menu level under that command and press **F1** at the more specific command.

When using multi-page screens, use **[PgUp]** and **[PgDn]** to view the previous or next screen. You must keep the SKPLUS.HLP file in the same drive and directory it was in when you loaded SideKick Plus.

Press **[Esc]** to exit from the SideKick Plus Help system.

The SideKick Plus Menu System

When you press **[Ctrl][Alt]**, the SideKick Plus main menu pops up on your screen. This menu lists the applications available in your version of SideKick Plus. You can add or delete applications with INSTALL (see Chapter 15), but be aware of your system's memory limitations.

One innovative feature of SideKick Plus is that it has dynamic or interactive menus. This means that the contents of a menu show only the commands that are available. For example, look at the two Notepad menus in the following figure.

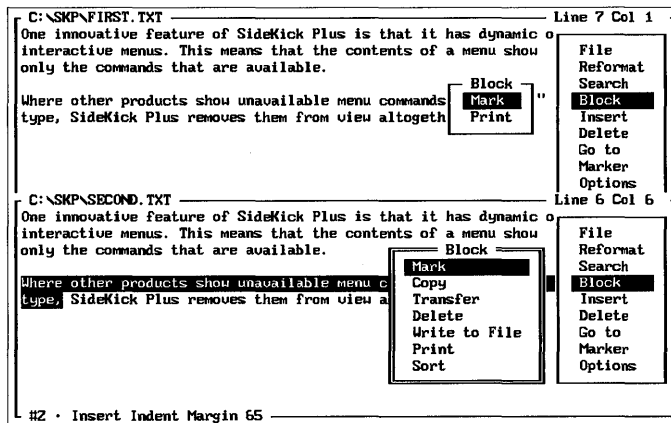


Figure 2.2: A Dynamic Menu

The first window file doesn't contain any marked blocks. Therefore, the **Block** menu has only two options: **Mark** and **Print**. The second window, however, does show a marked block. Its **Block** menu thus displays all the

commands you can perform on blocks: Mark, Copy, Transfer, Delete, Write to File, Print, and Sort.

Where other products show unavailable menu commands in “dimmed” type, SideKick Plus removes them from view altogether.

Each application has its own menu system, accessed through **F10**. Some newer keyboards have two additional functions keys, **F11** and **F12**. Throughout this manual, we use **F10** to mean any of the three menu keys. You press **F10**, **F11**, or **F12** to bring up an application’s main menu.

Note: When we describe commands off the main menu, we don’t specify that you need to press **F10** to access them. You’ll see the string File Save, for example, to mean “press **F10** in the Notepad, select File, and select Save in the File menu.”

There are four ways to activate a menu command:

- Use **↑**, **↓**, **Home**, and **End** to move the menu bar to the menu command you want, then press **←**.
- Type the first letter of the command.
- Press the function key associated with the command. These are displayed at the bottom of the screen, and you can redefine them. (See the next section.)
- Press the one- or two-key shortcut associated with the command, also displayed at the bottom of the screen. If you forget the second keystroke, don’t worry: SideKick Plus gives you a Shortcuts menu after a couple of seconds.

The *Quick Reference Guide* lists all these command shortcuts. They are also shown beside each command definition in this manual. (They are mostly the same as those in SideKick and Turbo Pascal.) Like the function keys, you can define them yourself.

Throughout this manual, we capitalize and boldface the first letter of each command, such as File Copy. This is to help you remember that you can type those initials to implement the command—in this case, **F** and **C**.

A Note on Keys

This manual uses the term *cursor keys* to mean the set of keys that affect the cursor’s position on the screen. These keys are **Home**, **End**, **PgUp**, **PgDn**, **↑**, **↓**, **←**, and **→**.

What about compound-key combinations? You can enter menu commands that use **Ctrl** with initials—such as **Ctrl|K|B**—in two ways: You can press **Ctrl**,

keep it pressed down, and press **[K]** and **[B]**; or, you can press **[Ctrl]** and **[K]**, release them, and press **[B]**. In both cases, SideKick Plus implements the same command. However, for **[Alt]** combinations, such as **[Alt][X]** **[Alt][Y]**, you must first press **[Alt][X]**, release **[Alt]**, and then press **[Y]**.

Most keyboards have an **[*]** (asterisk) key on the numeric keypad that is paired with the **[PrtSc]** key. On some newer keyboards, these functions have been separated: A **[PrtSc]** key has been added to the row of function keys, and the **[*]** key remains in the numeric keypad. When we refer to **[*]**, we mean this key on the numeric keypad, not the one above the number eight.

In the Outlook and File Manager sections, the plus (**[+]**) and minus (**[-]**) keys referred to are those on the numeric keypad. They are the only ones you can use. You can use either set of operator keys in the Calculator.

SideKick Plus also uses the center key on the numeric keypad, **[5]**. *NumLock* should not be on for this to work.

The Default SideKick Plus Function Keys

As distributed, the default function keys are consistent throughout the applications. If the function doesn't exist in a specific application, then you'll see a blank on the bottom of the screen beside the function key. You can, of course, change the defaults.

Following are the default function keys:

- [F1]** calls up the relevant Help screen.
- [F2]** saves the current information to disk. If this function key does nothing, it just means the application saves your data automatically.
- [F3]** loads a new file from disk.
- [F4]** prints the file you have open, to either a printer, file, or window.
- [F5]** toggles between the regular and "zoom" size of the application you are in.
- [F6]** switches between two or more open windows or applications.
- [F7]** marks the beginning of a block of information.
- [F8]** marks the end of a block of information.
- [F9]** opens a Notepad connected to the application.
- [F10]** pops up the application's main menu.
- [F11]** also pops up the application's main menu (only on some keyboards).

F12 also pops up the application's main menu (only on some keyboards).

Activating a SideKick Plus Application

Now that you know how the menu system operates, let's activate the Time Planner using the simplest method. Use **↓** to move the main menu bar to Time Planner and press **←**. The hard disk light comes on as SideKick Plus gets the application, then a calendar pops up on your screen:

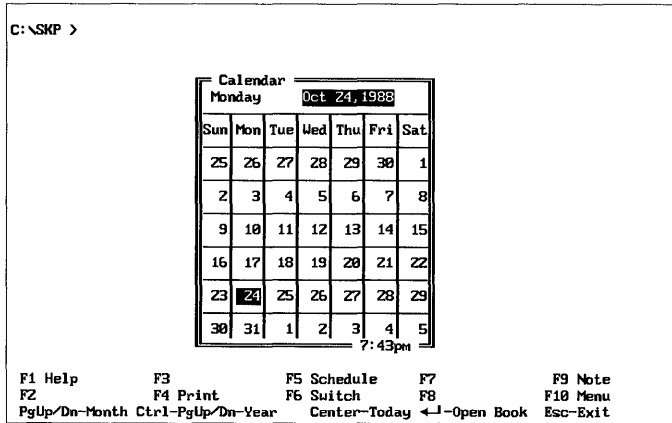


Figure 2.3: The Initial Time Planner Screen

Suppose that, while using the Time Planner, you suddenly require a calculator. You don't need to exit the Time Planner: Just hold **Alt** down for a couple of seconds and the main menu appears. Use **↑** or **↓** to move to Calculator, press **←**, and a Calculator opens to the right of the Time Planner. You can repeat this process as often as you like, stacking any number of SideKick Plus applications on top of each other.

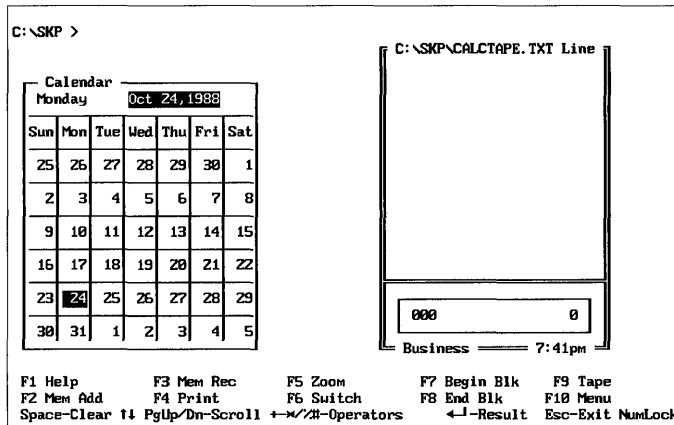


Figure 2.4: Stacking SideKick Plus Applications On-Screen

There's an even easier way to get at another SideKick Plus application: Hold **[Alt]** down while you press the first letter of the application name. For example, to activate the Notepad, hold down **[Alt]** and press **[N]**. Unless you hold down **[Alt]** long enough for the main menu to pop up, you will go directly to the Notepad selection window, leaving the other windows underneath it on the screen.

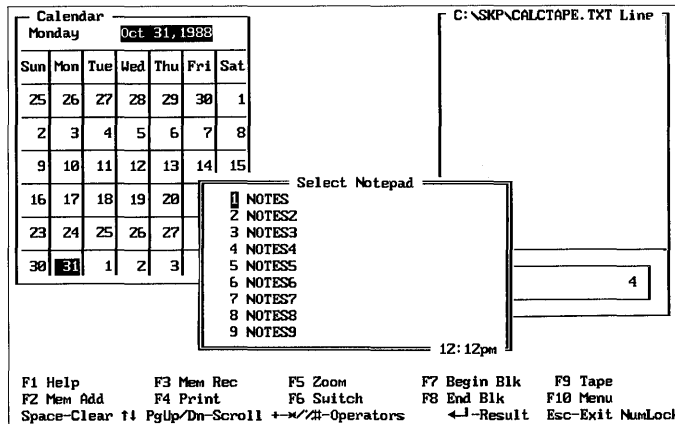


Figure 2.5: Another Example of Stacked Windows

The Notepad selection window shows you the file names associated with up to nine separate Notepads. You can move the cursor to any one and press **[Enter]** to open the Notepad.

For now, select the first Notepad. An empty window taking up about half of the screen opens.

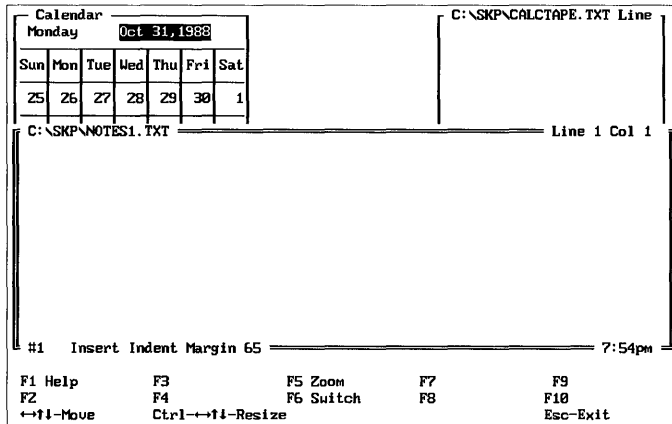


Figure 2.6: A Notepad on Top of a Calculator and Time Planner

For now, don't worry about using the Notepad you just opened.

Exiting an Application

At the moment, you have three SideKick Plus applications visible on the screen: a Notepad, Calculator, and Time Planner. They are stacked in the order you activated them: first the Time Planner, then the Calculator, and, finally, the Notepad. Only the one opened last is active; the rest SideKick Plus suspends on-screen until reactivation.

You can clearly see which application is active: It has a double-line window frame. Suspended applications have single-line frames.

Press **[Esc]** to exit the active application and return to the one underneath it on the stack.

[Esc] is an important key. It always exits what you are currently doing and returns you to what you were doing immediately before. Since you have three SideKick Plus applications on the screen, you must press **[Esc]** three times to exit all open applications. When you exit the first application you opened, the Time Planner, you also exit SideKick Plus. You return to the world outside, to exactly where you were when you activated SideKick Plus.

A Quicker Way In and Out

There is an easier way to exit SideKick Plus that is particularly useful if you

- activate a number of SideKick Plus applications
- want to return to the world outside SideKick Plus for a moment
- want to return to SideKick Plus exactly at the point where you left off, with all selected applications still available

Simply press **Ctrl|Alt**.

Let's bring up three SideKick Plus applications and try this out. Press

Ctrl|Alt **Alt|T** **Alt|C** **Alt|N** **←**

Now try the quick exit from SideKick Plus. Press **Ctrl|Alt**.

Presto, all three applications disappear from the screen. Press **Ctrl|Alt** again, and you are back in SideKick Plus where you left off.

Reactivating an Application

The three SideKick Plus applications were stacked on top of each other in their activation sequence:

1. Time Planner
2. Calculator
3. Notepad

At this point, the Notepad is active. What if you want to add some numbers shown in the Notepad? Press **Alt|C** to bring the Calculator to the top of the stack. This leaves the Notepad underneath it, still visible on the screen. The stack of applications has been reshuffled and now looks like this:

1. Time Planner
2. Notepad
3. Calculator

You can also use the function key **F6** to switch between windows. Try it.

The Services Menu

The SideKick Plus main menu contains a collection of global utilities under the heading *Services*. This means that the commands affect the SideKick Plus program itself, not a specific application, or can be used from any application.

The commands available under the Services menu are

- Edit Clipboard
- Window Control
- Copy from
- Paste from Clipboard
- Quick Paste
- Setup
- Memory Sizes
- Unload SideKick Plus

The following figure shows the complete **Services** menu tree. **Note:** You've probably noticed the fold-out menus in the beginning of this manual. Menu trees for the other applications appear in the relevant chapters.

SERVICES

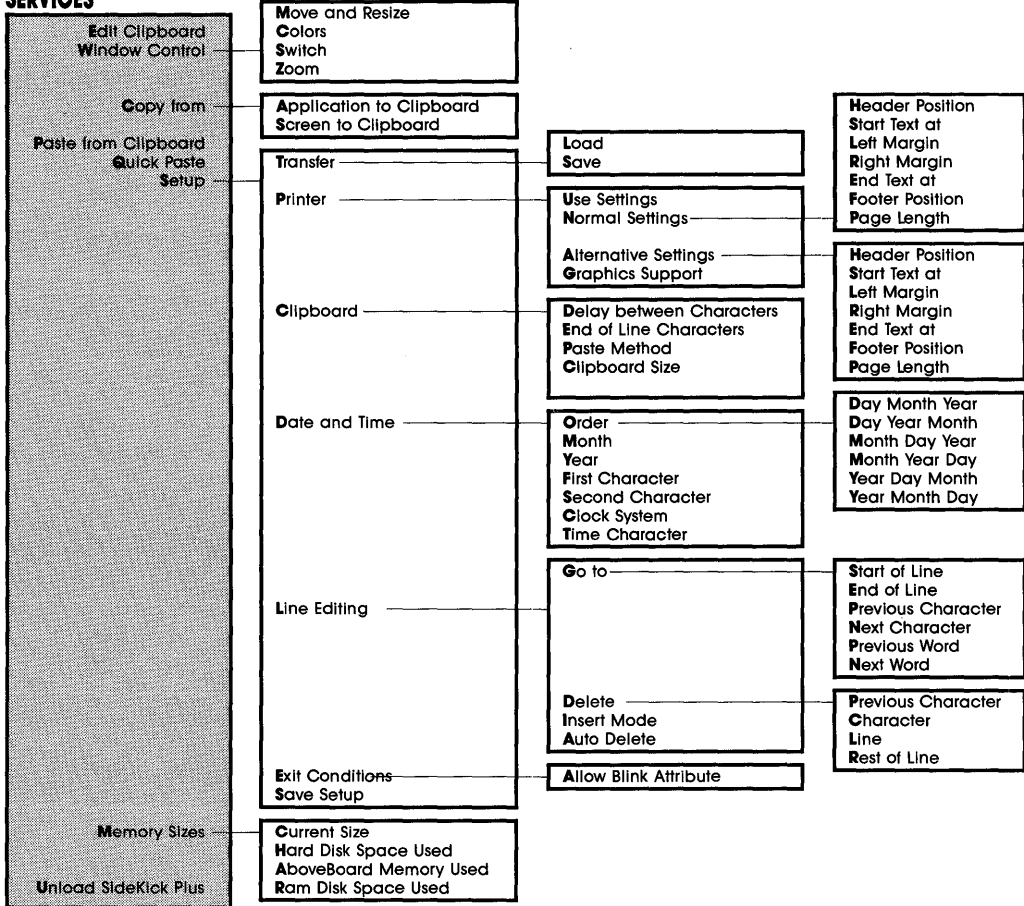


Figure 2.7: The Services Menu Tree

Window Control

In the previous example, you brought the Calculator up on top of the Notepad. What if the Calculator covers precisely that part of the Notepad with the numbers you want to manipulate? Fortunately, SideKick Plus lets you move application windows on the screen.

1. Press **Alt|C** to activate the Calculator.
2. Pop up the main menu by holding **Alt** down a few seconds.
3. Press **S** to choose Services. The menu that appears contains services that you can use in any SideKick Plus application, such as changing the time and date format.
4. Press **W** for Window Control: This pops up another menu with all the functions you can do with SideKick Plus windows.
5. Press **M** to Move and Resize the Calculator.

To adjust the Calculator, use the following keys:

- **↑**, **↓**, **←**, and **→** move the calculator anywhere on the screen.
- **Ctrl|↑**, **Ctrl|↓**, **Ctrl|←**, and **Ctrl|→** resize the calculator.
- **Esc** or **←** return you to the main menu.

Press **F5** to make the Calculator window fill the screen temporarily.

Color

You can also recolor the windows through the Window Control menu. Let's do it with a shortcut. Press **Alt|W** for the Window Control menu. Use **↓** to move the cursor to Colors and press **←**. Part of the window starts blinking: This area is the part available for recoloring. Use the following keys to recolor:

- **PgUp** and **PgDn** to select other areas of the same window for recoloring
- **←** and **→** to change the background color
- **↑** and **↓** to change the foreground color
- **Esc** to return to the application

To store new window colors and sizes for all applications, use the Services Setup Save command.

Changing the Shortcuts

What happens if you don't like the default shortcut or function key? Simply change it with the Menu Control menu. You can open this window from anywhere by pressing **Ctrl**+**←**.

A minute ago, you recolored the Calculator window using the shortcut **Alt**+**W**. Let's change the Window Color shortcut to **Ctrl**+**Q**.

1. Press **Alt**+**W**.
2. Move the cursor to Colors.
3. Press **Ctrl**+**←** to redefine the shortcut.
4. Move to Shortcut.
5. Press **Ctrl**+**Q**.
6. Press **←** to enter the shortcut.
7. Press **Esc** until you return to the application or main menu.

From now until you unload SideKick Plus or reboot your computer, pressing **Ctrl**+**Q** will recolor the window. To make this change permanent, select Services Setup Save.

How to Remove SideKick Plus from Memory

To conclude your quick ride, let's see how you can remove SideKick Plus from memory. You may need to do this to free up some memory space if you ever need to load a large program or file.

When dealing with resident programs, always observe the following rules when making changes:

- Start at the DOS prompt.
- Remove SideKick Plus *first* if you have any other resident programs loaded.

Here's how to unload SideKick Plus:

1. Be sure you are at the DOS prompt.
2. Activate SideKick Plus (if it isn't currently active) by pressing **Ctrl**+**Alt**.
3. Pop up the main menu, move to Services, and press **←**.
4. Move to Unload SideKick Plus and press **←**.
5. Press **Y** at the prompt.

You cannot use **Ctrl|Home|End**, as you can in SideKick, to unload SideKick Plus.

Review

You've come to the end of your quick ride with SideKick Plus. You've learned to

- activate and exit SideKick Plus with **Ctrl|Alt** or **↑|Left|Right|↓**
- press **F1** when you need help
- use and change the menu system
- activate applications using the main menu or the **Alt**-letter combination
- distinguish an active application from suspended ones by the look of the window frames
- use **Esc** to exit the current activity and return you to what you were doing before
- move and recolor windows
- change a shortcut
- remove SideKick Plus from memory

Now you're ready to get to know the applications in more detail.

Getting to Know the Applications

This chapter introduces each of the applications in turn: the File Manager, Notepad, Outlook, Phonebook, Time Planner, and Business Calculator. It then acquaints you with the Clipboard and the Copy and Paste functions.

All SideKick Plus applications share the Clipboard. It's a temporary repository for anything that you copy or move from the screen or a SideKick Plus application. You can then paste the text from the Clipboard to another file or SideKick Plus application.

Think of SideKick Plus as a wheel. The main menu, Services menu, and other global functions sit at the hub, while each application is a spoke. You can add and delete spokes, depending on what you want your wagon to carry.

The Copy and Paste Functions

Among SideKick Plus's most useful features are the Copy and Paste functions. Using SideKick Plus, you can transfer information between different applications. Any SideKick Plus application can also use the Copy and Paste functions to transfer copies of text between it and other applications.

Copy and Paste apply to all SideKick Plus applications so, like every other general feature, they're on the Services menu.

This tutorial uses the Notepad as the example application from which to copy text. You're probably not familiar with basic Notepad functions yet. Don't worry: Just follow the instructions for now. The Notepad is explained on page 40.

Copying from the Screen to the Clipboard

SideKick Plus can copy text from whatever was on the screen before you activated it.

1. First, type something on the screen.
2. Press **Ctrl****Alt** to activate SideKick Plus.
3. Select Services from the main menu and press **←** or press **S**.
4. Move to the Copy from command and press **←** or press **C**.
5. Move to Screen to Clipboard and press **←** or press **S**.
6. The main menu vanishes, leaving you in your previous screen with a cursor in the top corner and a SideKick Plus message line at the bottom.
7. Using the cursor keys, position the cursor where you want to start copying text and press **B**.
8. Move the cursor to the end of the copy area and press **←**.

SideKick Plus copies the block to an area of SideKick Plus called the Clipboard. If you've used a Macintosh computer, the concept of a Clipboard won't be new to you.

Pasting from the Clipboard to the Notepad

SideKick Plus temporarily keeps the captured screen in a special part of its memory, the Clipboard. The captured screen stands ready for use until you copy something new over it. When something new is copied into the Clipboard, it becomes the selected block. The old information remains in the Clipboard until it's bumped out for space considerations.

Let's move the captured text from the Clipboard into the Notepad.

1. Use the main menu (**Alt****N**) to activate the Notepad.
2. Move the cursor to where you want the text.
3. Press **Alt** for several seconds to pop up the main menu and select the Services menu.
4. Move to the Paste from Clipboard command and press **←**.

You should see the text being written into the Notepad.

That's the scenic route. Now that you understand how the menus work, you can use shortcuts. Shortcuts are key combinations that you press to implement a command. They are, of course, quicker and are available anywhere, anytime—even in the middle of your underlying application.

Use

- **Ctrl|Del** to copy a marked block from the screen to the Clipboard
- **Ctrl|Ins** to paste whatever's in the Clipboard to the application you're in.

Quick-Pasting to the Underlying Application

There's another way to quickly send something to the application underneath: Quick Paste. For example, let's export something to DOS. (Be sure DOS is the underlying program.)

1. Press **Esc** until you're at the DOS prompt.
2. Press **Ctrl|Alt** to activate SideKick Plus.
3. Use the main menu or **Alt|N** to activate the Notepad.
4. Enter a few blank lines by pressing **↵**, then type something meaningful to DOS, say, DIR.
5. Press **F7** and **F8** to mark the beginning and ending of the string DIR.
6. Press **Alt** and use the main menu to pop up the Services menu.
7. Move to the Quick Paste command and press **↵**.

DOS now spews out a directory listing, because the command DIR **↵** got transferred from the Notepad to DOS. It is important to note that Quick Paste moves Clipboard text to the application *underneath*; you can paste text to another SideKick Plus application just as easily as to DOS.

Like the **Ctrl|Del**/**Ctrl|Ins** import and export functions, Quick Paste has its own shortcut: **Alt|Esc**.

We have come to the end of our short tour through the SideKick Plus Copy and Paste functions. Remember that you can perform these functions from anywhere, anytime.

This tutorial showed you how to

- copy from the screen to the Clipboard with **Ctrl|Del**
- paste from the Clipboard with **Ctrl|Ins**
- use Quick Paste to move text to the underlying application with **Alt|Esc**

The File Manager

Say you're in the middle of working on a spreadsheet. Robin interrupts to ask for a copy of the financial report you did last week. Ordinarily, you'd

have to save your spreadsheet, exit from it, search around on your disk for the report file, copy it to a floppy disk for Robin, then open the spreadsheet and find your place in it. Too laborious.

With the File Manager, you merely

1. Press **Ctrl|Alt** to call up SideKick Plus from within your spreadsheet.
2. Press **F** for the File Manager
3. Let it find the file.
4. Copy the file to a floppy for Robin.
5. Press **Ctrl|Alt** again to return to the spreadsheet exactly where you left it.

The File Manager is your disk organizer, available anywhere and anytime. In this section, you'll learn how to use it to look at the directory of your disk, how to activate it within any SideKick Plus application, how to change directories, how to view a text file, and how to copy several files at once.

The File Manager relies on DOS to do its work. If you are new to DOS or to tree-structured directories, please read the DOS primer in Appendix C before going on.

The File Manager Window

Use the main menu or press **Alt|F** to activate the File Manager. You'll see one of two File Manager windows: a *wide* view showing only file and directory names, and a *full* view with more details about each file or directory listed. When you first use the File Manager, the full view comes up. Otherwise, the default window is whichever view is open when you press Save Setup. Press **Space** to toggle between the windows.

full view

Volume Label: No Label		DOS Version 3.20	
C:\SKP*,*			
70 Files = 1.7 Mbytes Used		1.8 Mbytes Free on Disk	
5 Files = 98 Kbytes Marked			
<hr/>			
DEMOFILE.ADR	73321	Nov 27, 1987	5:41p A
▶COMPANY.ADR	37282	Nov 27, 1987	5:47p A
▶EXAMPLE.GLS	20087	Nov 28, 1987	3:04p A
▶CSERVE.ADR	22096	Nov 06, 1987	5:30p A
▶BIX.ADR	15747	Nov 06, 1987	2:03p A
▶NOTES.TXT	222	Jan 16, 1988	4:49p A
PAVRAISE.OTL	656	Jan 21, 1988	2:22p A
SALESREP.BAK	268	Jan 21, 1988	3:30p A
4:24pm			

F1 Help	F3 Dir	F5 Zoom	F7 Begin Blk	F9 Type
F2	F4 Print	F6 Switch	F8 End Blk	F10 Menu
←J-Show Directory	Space-Toggle Display	+ -Mark		Esc-Exit

wide view

Volume Label: No Label		DOS Version 3.20		
C:\SKP*,*				
70 Files = 1.7 Mbytes Used		1.8 Mbytes Free on Disk		
0 Files = 0 Bytes Marked				
<hr/>				
PHONE.LOG	PATEST.CMD	DEC10.CMD	DEC10.JEF	DECS.JEF
DECMOGEN	QUERIES.JEF	HELTON.OTL	MEM0112.CMD	OUTLINE.OTL
CHRISTIN.APP	NEXTDISK.002	MEM0113.JEF	MEM0113.PK	SKMAIN.BIN
DEMOFILE.ADR	COMPANY.ADR	EXAMPLE.GLS	CSERVE.ADR	BIX.ADR
NOTES.TXT	PAVRAISE.OTL	SALESREP.BAK	SKOH3-5A.SCR	SKOH3-5B.SCR
4:22pm				

F1 Help	F3 Dir	F5 Zoom	F7 Begin Blk	F9 Type
F2	F4 Print	F6 Switch	F8 End Blk	F10 Menu
←J-Show Directory	Space-Toggle Display	+ -Mark		Esc-Exit

Figure 3.1: The File Manager Windows

Look at the list of names below the horizontal dividing line in either window. Directory names are listed first, followed by file names. The top file name is highlighted. **Note:** The File Manager doesn't differentiate between files and directories. Therefore, file commands work just as well on directories and vice versa (when applicable, of course).

Be sure the word *NumLock* does not appear on the right margin of the message line. If it does, press **[NumLock]** to unlock the numeric keypad and toggle on the cursor keys. Then you can use the keys to move the cursor. (This is not a problem on the newer keyboards that have 12 function keys.)

Press **[↓]**. The cursor moves down to the next file name. Now, press **[↑]** to move up again. You can also use **[PgDn]** to move down a page and **[PgUp]** to move up a page. Try it. If you want to get to the first file or directory name,

use **Ctrl****PgUp**. (Remember to hold **Ctrl** down while you press **PgUp**.) **Ctrl****PgDn** moves you to the last file name. In the wide view, **Home** moves the cursor to the left margin; **End** moves it to the right margin. In the full view, **Home** moves the cursor to the first file in the list and **End** moves to the last file in the list.

Press **Ctrl****PgUp**. Unless you are in the main (or root) directory, you'll see two periods (..) on top of the leftmost column of file names. This is the DOS shorthand that represents the directory above the current directory. With the bar cursor on the two periods, press **←** to move up a directory level. To return to the previous directory, move the cursor to that directory name and press **←**. Or, you can type in the first letter of the name of the file you want to select. If there is more than one file beginning with the letter, the cursor will move to the next one of these files each time you press the letter.

Now that you can move about in the File Manager window, let's activate the File Manager from a SideKick Plus application.

Activating the File Manager within an Application

You can activate the File Manager whenever you get a file-name prompt in a SideKick Plus application. Let's try it in the Phonebook.

Use the main menu or **Alt****P** to activate the Phonebook. After the Phonebook window opens, press **F3**, type *.* to get a list of all file names, and press **←**. The File Manager window opens.

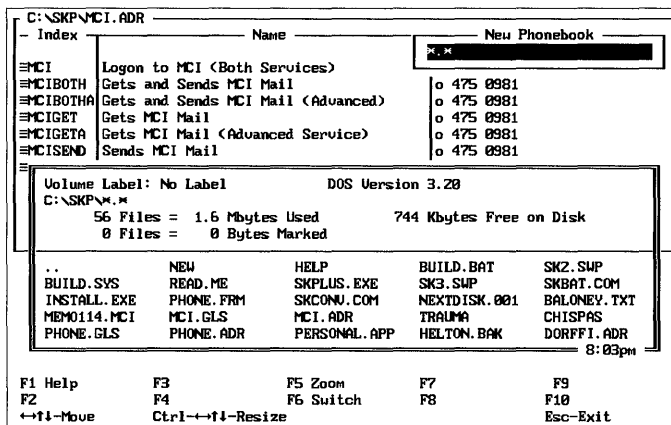


Figure 3.2: Opening the File Manager from the Phonebook

You can now use all of the File Manager services. If you press **←** while the bar cursor is on a file name, the Phonebook will attempt to read the file at the cursor position.

The Directory Command

A frequent frustration is when you want to look at a file that's not in the directory you're in. SideKick Plus demolishes that cliché of a situation by letting you go straight to the file with the **Directory** command.

1. Press **[Esc]** until you leave the Phonebook and return to the underlying program.
2. Reactivate SideKick Plus with **[Ctrl][Alt]**.
3. Return to the File Manager with **[Alt][F]**.
4. From the File Manager, press **[F3]**. A small box opens entitled **Directory of Files**.
5. Ordinarily, you'd type in the drive, directory, and file name, just as you would with the **DIR** command in DOS. For now, type **[/]** and press **[↵]** to get to the root directory. The file window changes to show the new directories and file names.

Viewing a File

Now that you've opened a window containing some file names and moved around the disk, view a text file. Move the bar cursor to the file you want to look at and press **[F10]** for the menu. Move the cursor down to the **File** command and press **[↵]**. A menu opens with several useful commands. Move down to **View** and press **[↵]**. Another menu opens: You want the **At Cursor** command, so move the cursor to it and press **[↵]**.

A window opens with the text file in it. You can use the usual File Manager cursor keys to move about in the file. Press **[Esc]** or **[↵]** when you are done with the file.

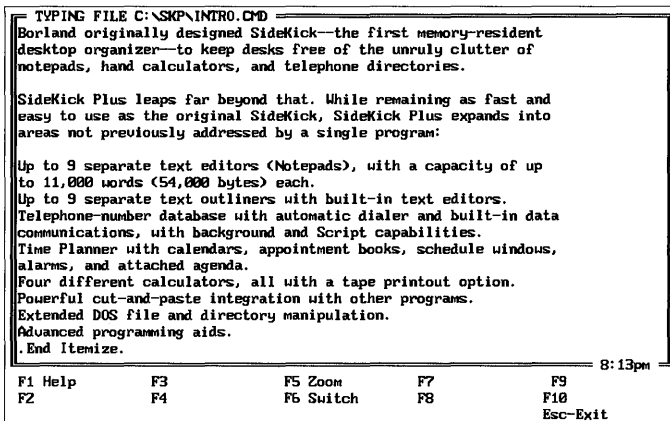


Figure 3.3: Viewing a File

Copying Several Files

Unlike DOS, the File Manager lets you perform file-manipulation commands on a selection of file names or directories. To do this, you must mark the files using some special commands. For example, let's copy a block of files to another directory.

First, mark the block of files. Use **[+]** (on the numeric keypad) to mark *individual* files: The marked files will have a filled arrow symbol, **➤**, before the file name. To mark a *block* of files, move the cursor to the first file of the block and press **[F7]** to mark the start of the block; then use the cursor keys to move down to the last file of the block and press **[F8]** to mark the end of the block.

Now, use the File Copy command.

1. Press **[F10]** for the main menu.
2. Move to File and press **[←]**.
3. Move to Copy and press **[←]**.
4. A prompt requests the new drive, directory, or file name for the files; type in a drive or directory name, such as C:\SKPLUS, and press **[←]**.
5. The File Manager then copies the files.

You can copy only a block of files to an existing *directory*.

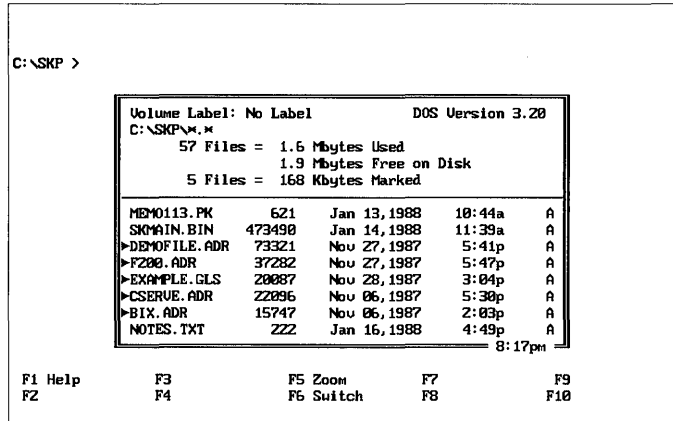


Figure 3.4: Marked Files in the File Manager

Review

We've come to the end of our exploration of the File Manager. Chapter 5 discusses this application in greater detail. For now, you have learned how to

- activate the File Manager inside a SideKick Plus application
- find files in the File Manager window
- look at different directories
- view a file using the File View At Cursor command
- copy files by Marking them with **[+]**, **[F7]**, and **[F8]**, and then using the File Copy command

The Notepad

The Notepad is a full-screen text editor that provides all the facilities of the Turbo Pascal editor and most of WordStar's. If you are familiar with either of these editors, you'll find it very easy to use the Notepad.

This section teaches you how to

- enter text into the Notepad
- move the cursor
- delete mistakes
- use insert and overwrite modes
- reformat text
- save and load note files
- print

Activating the Notepad

Open the Notepad from the main menu or use **Alt+N** from within SideKick Plus.

The Notepad Selection window appears the first time you press **Alt+N**. You'll see that each Notepad is numbered automatically from 1 to 9. We'll bypass the selection window by pressing **←**. You are now in the main Notepad window. (If you've used the Notepad already, the Notepad you last used opens.)

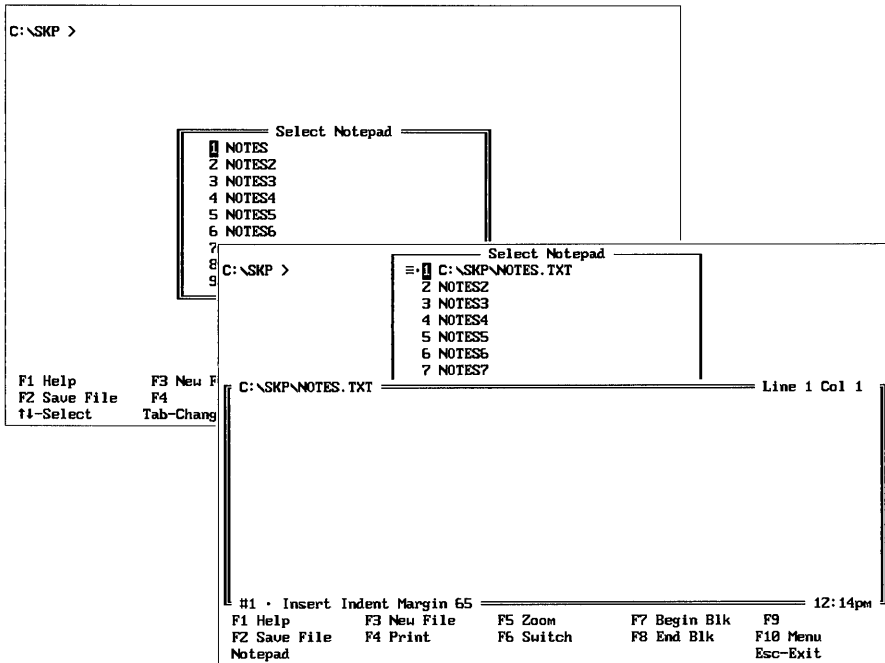


Figure 3.5: A Notepad File over the Notepad Selection Window

The window border shows you various details:

- the name of the note file
- the line and column location of the cursor
- the Notepad file number
- whether the current file has been saved (round symbol)
- other messages that we explain fully in Chapter 6

You can activate the Notepad over other SideKick Plus applications, but some also offer attached Notepads that you can open with **F9**. Let's try the Time Planner.

1. Use the main menu or **Alt-T** to open the Time Planner. The Calendar window opens.
2. Press **F9** to open the attached Notepad. The window is a smaller version of the Notepad window you opened earlier. Not surprisingly, it works in just the same way. Here's where you can keep notes on your plans for the day.
3. Press **Esc** twice to leave it and return to the Notepad application.

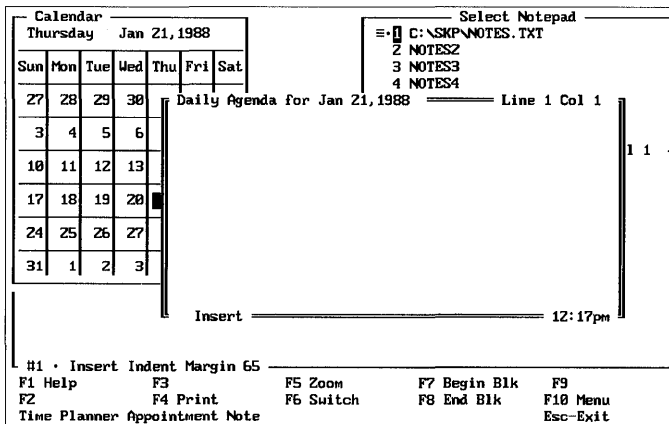


Figure 3.6: A Notepad Attached to the Time Planner

Entering Text

Now type your text into the Notepad, just as you would on a typewriter. Notice the small cursor moving across the screen as you type; it shows where the next character goes. When the cursor reaches the right edge of the window, the text automatically wraps to the beginning of the next line. You can keep typing without pressing **↵** to move to the next line.

You do need to press **↵** to end a paragraph and enter blank lines.

When the cursor hits the bottom of the window, the text scrolls upwards, hiding the top line. Don't worry, nothing is lost. The Notepad is like a window that passes over otherwise hidden text: Only the section directly inside the window is visible.

Moving the Cursor

To move the cursor and see the hidden part of the text, use the arrow (cursor-movement) keys.

First of all, be sure that the word *Numlock* does not appear on the right margin of the message line. If it does, press **NumLock** to toggle it off. (You don't have to worry about this on the newer keyboards that have more than ten function keys.)

Now, press **↑**, **↓**, **←**, or **→** to move the cursor in that direction. Note that you can't move beyond the end of the text. For example, if you have only one line of text, you can't use the **↑** and **↓** cursor keys.

If you have more than one window of text, you can jump to a new page with **[PgUp]** and **[PgDn]**.

Deleting Mistakes

Use **[Backspace]** and **[Del]** to remove errors. **[Backspace]** deletes the character to the left of the cursor, while **[Del]** deletes the character above the cursor. For example, if there's a mistake in the middle of a word, do one of the following steps:

- move the cursor to the beginning of the error and press **[Del]** until you erase the entire mistake. Type in the correction.
- move the cursor to the end of the error and press **[Backspace]** until you get to the correct part.

Insert And Overwrite Modes

You can enter characters into the Notepad in two ways: Insert or Overwrite. Look at the bottom left of the window border to see which mode you are in. The default is Insert. If the word **Insert** appears, characters inserted at the cursor push the rest of the text to the right. Otherwise, new text overwrites old text. Press **[Ins]** to toggle between the modes.

Reformatting the Text

When you insert text into the middle of a paragraph, the text automatically wraps to the next line unless you set **Options Margin Release ON**. If so, you need to reformat the text using the **Reformat** command.

1. Type a paragraph of text, such as the paragraph above, into the Notepad.
2. Add a few words in the middle of the paragraph. Notice that the line is now past the right-hand margin.
3. Now, pop up the Notepad menu with **[F10]**, move the cursor down to **Reformat**, and press **[↵]**.
4. Another menu pops up: You can reformat by paragraph or from a marker (discussed in Chapter 7). Choose **Paragraph** and press **[↵]**.

The menus disappear and SideKick Plus reformats the paragraph to fit within the right-hand margin. You'll probably use this command frequently, so remember its shortcut, **[Ctrl][B]**—hold down **[Ctrl]** while you press **[B]**.

Saving and Loading a Note

If you turn off your computer at this point, the note you have entered and edited will vanish forever, unless you first save it. Press **F2** to save the note to a disk file with the name shown in the top left of the window border. When you save it, the round symbol (•) disappears from the window border.

If you are using the Notepad in the Phonebook or Time Planner, it keeps the note as part of the file and saves it automatically. In the Notepad and Calculator, you must specifically press **F2** to save the note file. If you prefer, you can change the defaults so that SideKick Plus automatically saves the file each time you leave the Notepad and make a change. To do so, press Options File Auto Save to set it to ON.

Loading a new note from the disk is simple. Press **F3**, which requests the file name of the note. Type the name and press **↵**. The Notepad creates a new note if the name you typed is not on the disk.

Printing the Note

Press **F4** to print the note. The standard SideKick Plus printer menu prompts you for where you want the print to go: the screen, a file, or a printer. Select the output choice you want by moving the cursor to it and press **↵**. In this case, move the cursor to **Window** for a screen display and press **↵**.

Review

We're at the end of our journey through the Notepad. You'll be using the Notepad a lot in SideKick Plus, so take the time to become familiar with it now.

At this point, you should know how to

- activate a Notepad linked to a SideKick Plus application with **F9**
- type text into the Notepad
- use the cursor keys to move around the note
- delete characters in the Notepad with **Backspace** and **Del**
- switch between Insert and Overwrite modes with **Ins**

- reformat text with the Reformat command or **Ctrl|B**
- save and load files using **F2** and **F3**
- print a note with **F4**

Outlook: The Outline Processor

An outline is simply a set of organized notes. We call the electronic tool that helps you manipulate these notes *Outlook*.

In this section, you'll learn the fundamentals of outlining:

- how to enter and edit headlines
- use the cursor keys to move around the outline
- save and load an outline
- expand and contract an outline
- move headlines
- attach notes
- print an outline

Let's start with some Outlook fundamentals. Every outline in Outlook consists of lines of text. As you probably remember from using outlines in school, each line generally covers a main point or heading, followed by more specific subheadings. We call these lines of text *headlines*.

Each headline indents to a certain position, called a *level*. For example, Level 1 is more important than Level 2, which is more important than Level 3, and so on:

Level 1 Headline
 Level 2 Headline
 Level 3 Headline

Outlook's advantage over a word processor or the SideKick Plus Notepad is that you can hide a selected level of headlines, such as Level 2 headlines, in an instant. You can choose to see just the broad outline in Level 1 or scrutinize only third-level details. You can simplify a complex topic by filtering out the details of the deeper levels, and then reveal them only as needed.

Say you plan to ask your manager for a raise. Here's an outline to help you get your arguments straight:

```

C:\SKP\PAVRAISE.OTL Line 1 Level 1
| Pay-raise discussion
  Amount of Effort
    I'm never late in the morning
    I take short lunch breaks
    I work overtime without extra pay
    I can judge when a deadline needs to be kept
    I don't gripe about overtime to my coworkers
    I occasionally bring work home on weekends
  Skills
    I have the right mix of skills for the job
    I keep up on new trends in the industry
    I learn quickly
  Results
    My projects need little supervision
    My monthly reports are prompt and accurate
    My supervisor can focus on other projects
    I often accomplish tasks quicker than expected
    I'm able to pitch in and help others
  The Crux
    I deserve better pay and more responsibility
  o1 . Insert 12:56pm
F1 Help      F3 New File  F5 Zoom      F7 Begin Blk F9 Note
F2 Save File F4 Print     F6 Switch    F8 End Blk  F10 Menu
Keypad+/- Open/Close Ctrl1+/- Open/Close All Ctrl1+/- Move Esc-Exit

```

Figure 3.7: The Full Outline

```

C:\SKP\PAVRAISE.OTL Line 1 Level 1
| Pay-raise discussion
  ▶ Amount of Effort
  ▶ Skills
  ▶ Results
  ▶ The Crux
  o1 . Insert 12:57pm
F1 Help      F3 New File  F5 Zoom      F7 Begin Blk F9 Note
F2 Save File F4 Print     F6 Switch    F8 End Blk  F10 Menu
Keypad+/- Open/Close Ctrl1+/- Open/Close All Ctrl1+/- Move Esc-Exit

```

Figure 3.8: The Main Headlines

Or, you can check your third-level reasons and buttress them with more examples.

Activating Outlook

Now that you have an idea of how to use outlines, let's activate Outlook. You can use either the main menu or **Alt**+**O**. The outline Selection window,

which allows you to select one of up to nine windows, appears. For now, press **⌘** to open the main Outlook window.

The window border shows you

- the name of the outline
- where the cursor is in the file
- the level of the current headline
- various other messages (explained in Chapter 7)

Entering Text

Now, let's type these headlines into Outlook, just as you would on a typewriter. Type the first headline into Outlook and note the small cursor moving across the screen as you type: It shows where the next character goes.

To end a headline and return to the same level on the next line, you would press **⌘**. However, if you are following the previous outline, you'll want to indent the next headline. To do this, hold down **Alt** while you press **⌘**. The cursor moves to the next line, but the new headline indents one level deeper than the previous headline. An alternative to this is **Tab**, which indents the headline at the cursor position. Similarly, **⇧ Tab** moves the headline one level out (nearer to the left margin).

If you type a headline that stretches past the right edge of the window, the headline scrolls to the left, hiding the first part. Don't worry, nothing is lost. Now, finish typing in the pay-raise outline.

Moving the Cursor

To see the hidden part of a scrolled line, use the cursor keys.

Be sure that the word *NumLock* does not appear on the right of the message line. If it does, press **Num Lock** to toggle on the cursor keys. Again, this doesn't affect you if you have one of the newer keyboards with more than ten function keys.

Now, press any of the cursor keys to move the cursor. You can't move beyond the end of the text. If you have only one headline, you won't be able to use the cursor keys to move beyond that line.

If you have more than one window of text, you can jump to a new page with **PgUp** and **PgDn**.

Deleting Mistakes

Outlook deals with deletions in the same way as the Notepad. You delete with **[Backspace]** and **[Del]**: **[Backspace]** deletes the character to the left of the cursor, while **[Del]** deletes the character above the cursor.

You can enter characters in Outlook in two ways. The bottom left of the window border shows you whether you are in Insert or Overwrite mode. If you are in **Insert** mode, characters insert at the cursor, pushing the rest of the text aside. Otherwise, new text overwrites old text. Press **[Ins]** to toggle between the modes.

Saving and Loading an Outline

If you turn off your computer at this point, the outline you have entered and edited will vanish forever. To prevent this, save it first. Press **[F2]** to save the outline to the disk file with the name shown in the top left of the window border.

It's just as simple to load a new outline from the disk. Try loading the previous outline: Press **[F3]**, which requests the outline name, type **OUTLINE**, and press **[Enter]**. Outlook creates a new outline with that name, if the outline is not on the disk.

Expanding and Contracting the Outline

The real power of Outlook is that you can display an outline in varying levels of detail. You expand and contract the outline with the **[+]** and **[-]** keys (the ones on the numeric keypad). **[+]** moves the headline level deeper one level at a time; **[-]** moves an indented headline out a level.

When a filled arrow precedes a headline, it means there's a deeper level of headlines underneath it.

First make sure your outline looks just like Figure 3.7. Move to the top of the outline and press **[-]** once to get Figure 3.9:

```

C:\SKP\PAYRAISE.OTL Line 1 Level 1
| Pay-raise discussion
  Amount of Effort
    I'm never late in the morning
    I take short lunch breaks
  ▶ I work overtime without extra pay
    I occasionally bring work home on weekends
  Skills
    I have the right mix of skills for the job
    I keep up on new trends in the industry
    I learn quickly
  Results
  ▶ My projects need little supervision
  ▶ I often accomplish tasks quicker than expected
  The Crux
    I deserve better pay and more responsibility

.01 . Insert 12:58pm
F1 Help      F3 New File  F5 Zoom      F7 Begin Blk F9 Note
F2 Save File F4 Print     F6 Switch    F8 End Blk  F10 Menu
Keypad+/- Open/Close Ctrl+/- Open/Close All Ctrl+←+1 Move Esc-Exit

```

Figure 3.9: Outline with One Level Closed

```

C:\SKP\PAYRAISE.OTL Line 1 Level 1
| Pay-raise discussion
▶ Amount of Effort
▶ Skills
▶ Results
▶ The Crux

.01 . Insert 12:57pm
F1 Help      F3 New File  F5 Zoom      F7 Begin Blk F9 Note
F2 Save File F4 Print     F6 Switch    F8 End Blk  F10 Menu
Keypad+/- Open/Close Ctrl+/- Open/Close All Ctrl+←+1 Move Esc-Exit

```

Figure 3.10: Outline with Two Levels Closed

Press it once more, and your outline is now totally collapsed; all you can see is the outline title. Just before the headline is a ► symbol. This tells you there are headlines hidden below that headline.

Now, press **[+]**. This displays the first level as in Figure 3.10. With the **[+]** key, you can reveal hidden levels below one headline. For example, with your outline looking like Figure 3.10, move the cursor to Results and press **[+]**. The Results headline expands, but the others remain the same. Move to the Crux headline and press **[+]** to open that headline.

If you hold **[Ctrl]** down while you press **[+]**, *all* hidden headlines underneath the headline at the cursor open. You don't have to move down a level at a time. Pressing **[Ctrl]-** hides all headlines at levels deeper than the one the cursor is on.

```

C:\SKP\PAYRAISE.OTL Line 4 Level 2
Pay-raise discussion
▶ Amount of Effort
▶ Skills
| Results
▶ My projects need little supervision
▶ I often accomplish tasks quicker than expected
▶ The Crux

◊1 • Insert 1:00pm
F1 Help F3 New File F5 Zoom F7 Begin Blk F9 Note
F2 Save File F4 Print F6 Switch F8 End Blk F10 Menu
Keypad+/- Open/Close Ctrl+/- Open/Close All Ctrl+→f Move Esc-Exit

```

Figure 3.11: Outline with Results Headline Expanded

```

C:\SKP\PAYRAISE.OTL Line 4 Level 2
Pay-raise discussion
▶ Amount of Effort
▶ Skills
| Results
  My projects need little supervision
  My monthly reports are prompt and accurate
  My supervisor can focus on other projects
  I often accomplish tasks quicker than expected
  I'm able to pitch in and help others
▶ The Crux

◊1 • Insert 1:00pm
F1 Help F3 New File F5 Zoom F7 Begin Blk F9 Note
F2 Save File F4 Print F6 Switch F8 End Blk F10 Menu
Keypad+/- Open/Close Ctrl+/- Open/Close All Ctrl+→f Move Esc-Exit

```

Figure 3.12: Outlines with Results Headlines Expanded Two Levels

Moving Headlines

Since you can move headlines so easily, Outlook is ideal for rearranging ideas from brainstorming sessions into a logical sequence. Like any other SideKick Plus command, you can move headlines by menu entry or shortcut. In this case, you'll use the menu system.

Let's say you want to promote the headline at the cursor.

1. Press **F10** to pop up the menu
2. Move the cursor to **Headline** and press **←**. This pops up the **Headline** menu.
3. Move to **Promote** and press **←**.

You might have noticed that the **Headline** menu contains **Open** and **Close**. These options are the same as the **+** and **-** shortcuts used to manipulate the outline.

You don't have to use the menu system either when you promote a headline; there are two shortcuts: **Alt+Tab** and **Ctrl+←**. Similarly, to demote a headline, you can use **Tab** or **Ctrl+→**. Why two shortcuts? **Tab** and **Alt+Tab** have the advantage of keeping your hands in the main typing area.

Try using **Ctrl+↑** and **Ctrl+↓** to move headlines within the same level. Note that these keys swap headlines while **Headline Promote** and **Headline Demote** do not.

Attached Notes

Outlook lets you attach a note to each headline in your outline. You can use this feature to store, for example, a partially completed letter in your to-do list, a procedure in a computer language, or a section of a report.

To attach a note to a headline, press **F9** or ***** (the asterisk key on the numeric keypad). A smaller version of the regular Notepad window opens up. You can now enter and edit information in this window—remember, however, that you can only get to it from that outline. When you finish with the Notepad, press **Esc** to return to the headline. A **≡** symbol appears beside the headline, indicating that you attached a note.

Some commands work differently in attached notes and outlines, so read Chapter 6 before proceeding with any serious work in a note file.

Printing the Outline

You can set various print settings for your outline, but the default settings work for most uses. To use the defaults, simply press **F4**. The standard SideKick Plus printer menu prompts you for where you want the print to go: to a window, file, or printer. In this case, move the cursor to **Window** (for a screen representation) and press **←**.

Review

Go on setting up and manipulating outlines until you feel comfortable with Outlook. By then, you should have learned how to

- enter and edit headlines
- use the cursor keys to move around the outline
- save and load outlines using **F2** and **F3**
- expand and contract an outline using **+** and **-** (numeric keypad)

- move headlines with **[Ctrl]** and the cursor keys
- attach notes with **[F9]** or **[*]**
- print an outline using **[F4]**

The Phonebook

The Phonebook is the SideKick Plus communications command post. It keeps track of names, addresses, phone numbers, and all your communications needs.

This tutorial describes how you make an automated phone call; however, you must have a Hayes-compatible modem for this to work. The default communications port setting is set for internal modems (that is, it's set to COM2). If you have an external modem, go to Communications Set and select 1 or the appropriate communications port.

If you don't have a Hayes or Hayes-compatible modem, you must install SideKick Plus for your modem (see Chapter 9).

The Phonebook offers many sophisticated features, including computer-to-computer communications, a Glossary for encrypting numbers, preset entry forms, and a communications Script language (explained in Appendix F).

Entering Data into a Form

First, open the Phonebook from the main menu or with **[Alt][P]**. The Summary window appears—the center of all your communications activities. Since you don't have any names in your Phonebook yet, a form opens on top of the window. (If someone has used the Phonebook before you, it will open with the most recently used directory displayed. In this case, press **[F3]** to open a new Phonebook directory file.) Let's ignore the Summary window for the moment and concentrate on the address form.

The screenshot shows a DOS-style address form titled "New Form" with a "COMPANY" label in the top right. The form contains the following fields: Index, Phone, Company, First Name, Last Name, Street, City, State, Zip, Telex, Email, Fax, and Notes. A status bar at the bottom displays the following function key shortcuts: F1 Help, F2, F3 New Form, F4, F5 Zoom, F6 Switch, F7 Prev Entry, F8 Next Entry, F9, F10 Menu, Tab-Next Field, Shift-Tab-Previous Field, and Esc-Summary Window. The time 12:33pm is also visible in the status bar.

Figure 3.13: The Default Address Form

The form is similar to a Rolodex card and just as easy to fill in. It has entry blanks or fields into which you enter names, phone numbers, and all the usual information. It also has a less familiar field: Index. You should fill in the Index blank, since it's the entry SideKick Plus uses to sort entries. Let's do it. When the form appears, the cursor is on the Index entry.

1. Type something you'll remember: A nickname or an abbreviation is fine. Don't worry if you make a mistake; like everywhere else in SideKick Plus, you can make corrections with **[Backspace]** and **[Del]**. Press **[Enter]** to enter your new Index entry.
2. The cursor moves to the next field, *Phone*; type in the number and press **[Enter]**.

The Phonebook ignores spaces, hyphens, and parentheses in phone numbers, so you can type in a number as usual: (408) 555-1234 is OK. Now, complete the form.

Let's say you don't want to enter anything in a field. Press **[Tab]** to skip to the next entry. Similarly, **[Shift][Tab]** moves you back one entry.

Store the form by pressing **[Esc]** or **[Alt][Enter]** (remember to hold down **[Alt]** while you press **[Enter]**). **[Esc]** closes the form and saves its contents. **[Alt][Enter]** does that *and* opens a new form. When you finish entering all your data, press **[Esc]** to return to the Summary window.

Finding Data in the Phonebook

The Summary window now displays an alphabetically sorted Index of your entries in the first column, the names in the second column, and the phone numbers in the third. The addresses remain on the address forms. Move the cursor to the entry you want and press **[Space]** to open the entry form for the highlighted name. Press **[Esc]** to close it and return to the Summary window.

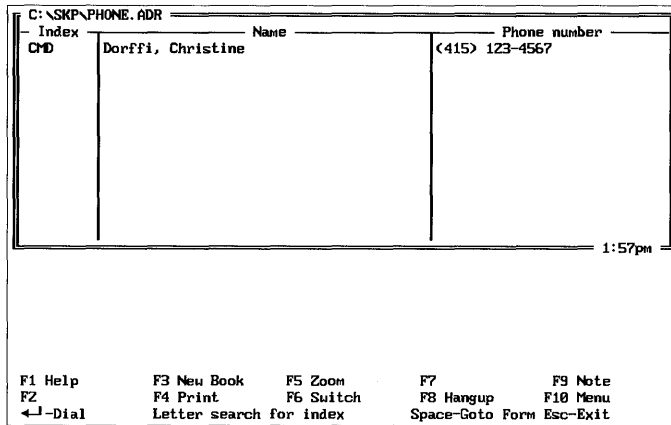


Figure 3.14: The Summary Window

A bar cursor highlights whatever entry is in the center of the Summary window. Before you move the bar cursor, check that the word *NumLock* doesn't appear in the right margin of the message line. If it does, press **[Num Lock]** to toggle on the cursor keys. (Don't worry about *NumLock* if you have a 12-function key keyboard.)

Press **[↓]**. The bar cursor moves down to the next entry. Press **[↑]** to move back up again. Use **[PgDn]** to move down a page and **[PgUp]** to move up a page. If you want to zip to the first entry, press **[Ctrl][PgUp]**; **[Ctrl][PgDn]** speeds you to the last one. Try entering several items and using these keys to move around the Summary window.

By indexing your entries, you can find and move to a particular entry very quickly. Just type the first letter of the index and the cursor jumps to the first entry with that letter. Press the letter repeatedly to cycle through all the index entries with that first letter.

Phoning Someone with the Phonebook

Now that you have all the phone numbers and can find them, let's call someone. Remember that you need a modem for this task.

Find the entry you wish to call and press **←**. The Phonebook automatically dials the number. A message displays the number being dialed. If your modem has a speaker, you'll hear the tones being dialed. Otherwise, you won't hear anything and you'll get a `No carrier` or `Modem not ready` error message. Another message reminds you to press a key and pick up the telephone receiver after the modem completes dialing.

Adding an Attached Note

Say you're talking with Martin and he invites you to a Monty Python festival at his house. You futilely search your desk for a scrap of paper and pen. Fortunately, the Phonebook comes to the rescue with an *attached note*.

Like Outlook's attached notes, this is a Notepad that attaches itself to the entry you are in and stores its information in the Phonebook. Just press **F9** to open the attached note, type the note, and press **Esc** to close it. A **≡** appears next to the entry to remind you of the note.

Printing the Current Entry

Say you want to give Maria the address and date of the event. Press **F4** and your wish is Phonebook's command. The standard SideKick Plus printer menu asks if you want the entry to go to a window, file, or printer. In this case, move the cursor to **Window** and press **←**.

There are various print options you can toggle as well, but we'll save those for Chapter 8.

Review

The Phonebook is a powerful and sophisticated communications tool—much more than an electronic telephone directory. In this tutorial, you learned how to

- enter data into the form
- find an entry with the cursor keys or index initial

- let the Phonebook dial automatically
- add an attached note
- print an entry

The Time Planner

The Time Planner is a calendar, scheduler, and organizer combined into one. It comes complete with an almost unlimited number of alarms and the capability to graphically display your schedule.

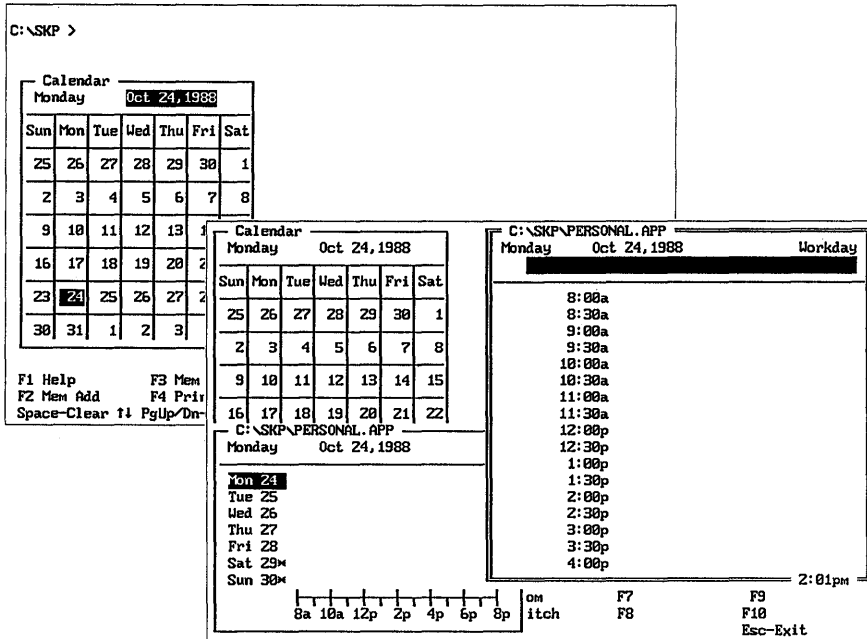


Figure 3.15: The Time Planner's Calendar, Schedule, and Appointment Book Windows

In this section, you'll learn how to

- move around the calendar with the cursor keys
- open the appointment book
- enter appointments
- set an alarm
- open the Schedule window.

To start, open the Time Planner from the main menu or by pressing **Alt+T**.

Changing the Date

A calendar opens showing the current month. A block cursor highlights the current date on the calendar, and the top of the window displays that date.

You move the cursor with the cursor keys. If you have a ten-function-key keyboard, be sure that the word *Numlock* doesn't appear on the right margin of the message line. If it does, press **Num Lock** to toggle on the cursor keys.

- Press **←** and **→** to move from one day to another
- Press **↑** and **↓** to move by week.

You can't move the cursor beyond the dates displayed on the calendar. If you want to move to the previous month, press **FgUp**. Press **FgDn** to move forward by month.

Move the cursor around until you are familiar with the keys. Finally, press **5** and the cursor leaps back to the current date and month. (Note: **5** is the number 5 or center key on the numeric keypad.)

Opening the Appointment Book

The heart of the Time Planner is the Appointment Book. This is where you type in your daily activities. With the Time Planner open, press **←** to open the Appointment Book.

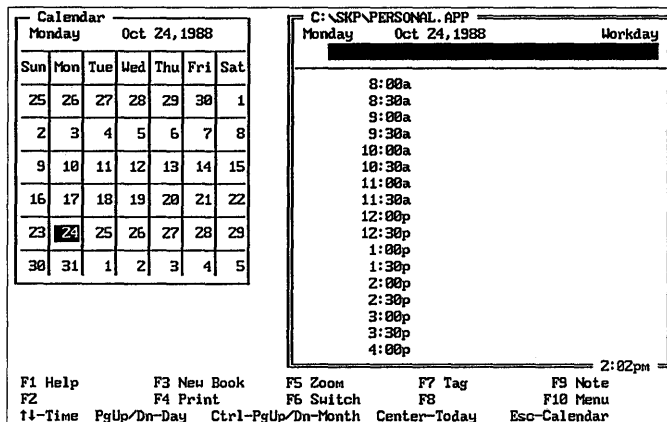


Figure 3.16: The Appointment Book

The window shows the day broken up into half-hour increments, with space beside each half-hour mark to enter appointments or reminders. It

also displays a Holiday or Workday indicator. A bar cursor sits under this indicator, on the Daily Agenda blank. This is where you can enter a description of that day, or anything outstanding you want to remember about it.

Go ahead and enter a Daily Agenda for today—use **[Backspace]** and **[Del]** to erase mistakes. (**[Backspace]** deletes the character to the left of the cursor, while **[Del]** deletes the character above the cursor.) You can move the cursor with **[←]** and **[→]**.

The Daily Agenda is not the place for a lengthy thesis: Use a note attached to the summary by pressing **[F9]**. This opens up a Notepad attached to that day's page in the Appointment Book. It is useful for conference agenda and to-do lists, since you can also see it in the Calendar and Schedule windows. Press **[Esc]** to return to the Appointment Book.

Let's change the Workday label to Holiday. Press **[↑]** to move to the Workday indicator, and press **[↔]** to toggle it between Holiday and Workday. This indicator reflects official holidays in the United States and weekends; however, you can assign any set of holidays you desire. **[↓]** moves you back to the title (description) line.

Entering Appointments

Let's say you have a dental appointment at 10 am today, which should last about an hour. Let's enter it into the Appointment Book.

1. Press **[↓]** until you reach 10:00a. This is the starting time of your appointment.
2. Press **[⇧]**. This indicates a duration.
3. Type 11, the finishing time. (You don't need to type the zeroes, am, or pm) A bracket-like bar to the left of the appointment appears, which adjusts to the ending time you enter. This is the expected duration of the appointment.
4. Type **[Space]** and the title (description), for example, Dentist.

Now you want to enter a date with your spouse at 7:20 pm. Since the Appointment Book defaults only show half-hour increments, you need to add 7:20 pm to the list. You can type in a new time anywhere in the Appointment Book, and SideKick Plus automatically inserts it into the right slot. First, move the cursor to 7:00 pm.

1. Press **[F10]** to pop up the menu.
2. Move the cursor to Insert and press **[←]**.

3. The bar cursor is on New Time, so press **←** to select it.
4. 7:15p appears as a new highlighted marker, midway between the two time slots. Move the cursor to change the numbers appropriately, so that it reads 7:20p.
5. Press **←** and enter the appointment, Dinner at India Gardens.

Note: When you insert a new time, the Time Planner first tries to insert a time halfway between the selected time and the next one. Otherwise, it inserts time in five- or ten-minute increments. You can then edit the time inserted to the exact time you want.

Setting an Alarm

You're a forgetful soul, so you want SideKick Plus to remind you of the dentist's appointment and a sales meeting. You can set some alarms to do so.

1. Move to the dentist's appointment with the cursor keys.
2. Press **F10** to bring up the menu.
3. Move to Alarm and press **←**.
4. Another menu opens, prompting you for the type of alarm action and how much warning time you need for the appointment. If you aren't happy with the length of the default warning time, move to it, and type your preference.
5. Set the alarm by choosing its action: Move to Action and press **←**, then move to Buzzer and press **←**. A **⌞** appears to the left of the appointment time.

The following figure shows this sequence of menus.

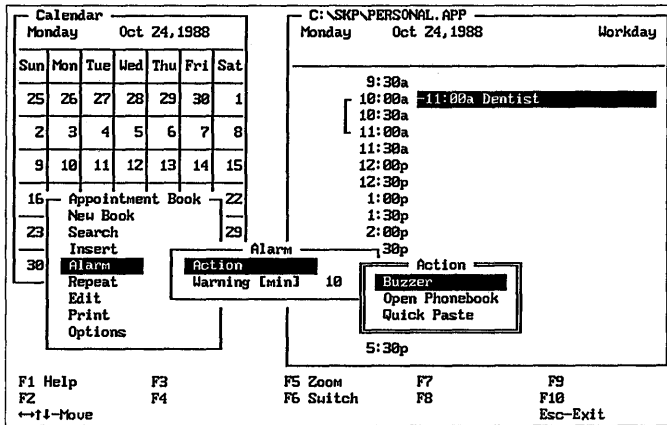


Figure 3.17: The Alarm Action Menu

To test what happens when you get an alarm, set one for five minutes from now: Use the Insert New Time command to enter a new time, if necessary, and press **←**. Type in a title (such as TEST), and change the warning period to 0 minutes on the Alarm menu off the **F10** menu. Press **Ctrl|B** to set the alarm. Your computer will start chirping in five minutes.

The Schedule Window

While you are waiting for the alarm, let's look at the graphic view of your appointments—the Schedule Window:

1. Press **Esc** to leave the appointment book and return to the calendar
2. Press **F5** to open the Schedule window.

A window opens with your appointments shown as highlighted bars, with lengths proportional to the duration of the appointment.

Use this window just like the Calendar window: Move the cursor to any day, week, or month with the cursor keys. **←** opens the appointment book, while **F9** opens the note attached to the day

In the time left before the alarm goes off, leave SideKick Plus with **Ctrl|Alt** and return to the underlying application. Don't worry, the alarm will still go off.

Stopping the Alarm

When the alarm sounds, a window opens showing the title and the time of the appointment. You have three choices, just like on a traveling alarm clock:

- Press **Esc**. This closes the window and stops the alarm so that you can continue with your work.
- Press **←**. This opens the Time Planner with the Appointment Book displayed and the cursor at the appointment that caused the alarm.
- Press **Space**. This closes the window and stops the alarm but repeats the alarm in a few minutes. You can change the interval between alarms with the Options Alarm Snooze time command.

Review

In this tutorial, you've explored how to

- move around the Calendar with the cursor keys
- open and enter appointments in the Appointment Book
- enter a new appointment time with the Insert Time command
- set an alarm using the Alarm command
- open the Schedule window

The Business Calculator

SideKick Plus has four kinds of calculators: Business, Scientific, Programmer, and Formula. The way you enter numbers and operators varies, according to the type of Calculator. The Functions, Variables, and Options menus also change for each Calculator. Let's look into the Business Calculator.

The Business Calculator is designed to manipulate long lists of numbers using simple functions and to solve complex financial problems. We modeled it on a widely used Canon calculator and added a few unique SideKick Plus features.

In this tutorial, you'll

- use the calculator for simple calculations
- run the electronic tape
- use repeating numbers

■ play with the memory functions

First, activate the Business Calculator from the main menu or press **Alt/C**. A calculator pops up on the screen. The upper part of the window is the *tape display* and the bottom (highlighted) part is the *main display*. The numbers you enter show up in the main display until you press an operator. Then they move up to the tape display.

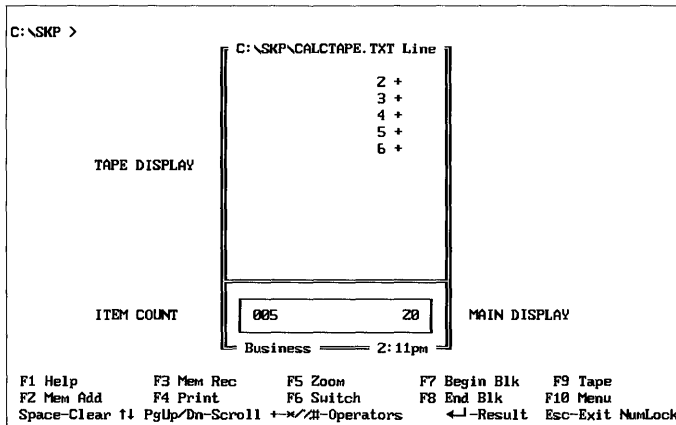


Figure 3.18: The Business Calculator

Entering Numbers into the Calculator

Notice the *NumLock* indicator on the bottom right of the screen. It means that you can use the Numeric keypad to enter numbers to use with *.*, *+*, *-*, and ***. Of course, you can still use the numbers and keys in the main typing area, if you prefer.

Note: When you enter single hexadecimal numbers, remember to put a 0 before the hexadecimal letter. To enter A, for example, type in 0 A.

Let's try some simple addition. Enter the following into the Calculator (the numbers will show up in the main display):

2 + 2 =

The answer (4) is in the main display. A copy of the calculation remains in the tape display.

If you prefer, you can use **←** instead of **=** to end a calculation. However, to add and subtract, you don't need to press either key. For example, when you type in

2 + 3 + 4 + 5 + 6 +

the answer (20) automatically comes up in the main display when you type in the last plus sign. The number to the left of the display (5, in this case) is the *item count*. It is reset every time you press \leftarrow or \square and decreased when you press \square . Try pressing \square with the example above. The expression = 20 moves up to the tape display. Although the number 20 remains in the main display, it is cleared.

You can use \square to delete the current character. You can also use \square to clear either an entry with any pending calculations or a completed calculation—equivalent to AC or C on a pocket calculator.

Simple Calculations

Now that you know how addition works, let's combine it with subtraction:

\square Space
 \square 5 \square + \square 44 \square - \square 10 \square +
 30

The total 30 should be in the main display. You can also use \square to enter negative numbers, such as

\square Space
 \square 2 \square - \square 3 \square +
 1

which results in 1.

Unlike addition and subtraction, multiplication and division require that you press \leftarrow or \square . Following are some examples: The first column of numbers shows how the expression might be written down on paper; the second shows how you enter the expression into the Calculator display.

11 * 34 = 374	-> \square 11 \square * \square 34 \square \leftarrow
-4 / 2 = -2	-> \square 4 \square - \square 2 \square / \square 2 \square =
99 / 3 * 2 = 66	-> \square 99 \square / \square 3 \square * \square 2 \square \leftarrow

Let's combine all four functions.

80 + 20 - 25 / 5 * 6 = 90 -> \square 80 \square + \square 20 \square - \square 25
 \square 7 \square 5 \square * \square 6 \square \leftarrow

(55 - 2.5) * 2.32
 ----- + 2 = 86
 1.45
 -> \square 55 \square + \square 2.5 \square - \square *
 \square 2.32 \square 7 \square 1.45 \square + \square 2 \square \leftarrow

The Tape

As you type in calculations, SideKick Plus records all the numbers and results in the tape display or electronic tape. It's simply a Notepad that records all the calculations, cutting off the oldest numbers when the space is filled. You can scroll the tape using the cursor keys. If you have an older keyboard, however, NumLock is on. Unless you turn it off, you must hold **Ctrl** down while you press the cursor key. For example, if NumLock is on, press **Ctrl** **↑** to scroll the tape up by one line.

Because the tape display is a Notepad, you can alter and recalculate the tape. If you make a mistake in a lengthy calculation and don't realize it until you finish, for instance, you can go in and fix the mistake. Say you wish to add $33 + 44 + 55 + 66 + 77 + 88 + 99$ but actually type

33 + 44 + 55 + 67 + 77 + 88 + 99 +

Let's go into the tape and alter the 67 to 66.

1. Press **F9** Tape—see how the cursor moves into the tape display?
2. Toggle **NumLock** off. Use the cursor keys to move the cursor just before 33.
3. Press **F7** to mark the start of the calculation.
4. Move to 67 and change 67 to 66.
5. Finally, move past the last plus sign and press **F8** to mark the end of the calculation. On most displays, SideKick Plus highlights the marked block. Toggle **NumLock** on.

To recalculate the block, press **F10** and then Calculate Block. The result—462—appears in the main display. Press **Esc** to leave the tape and return to the Calculator.

Using the Repeat and Constant Facilities

When you have many identical entries, you don't have to type in the number repeatedly. You can just press the operator key. For example, with the first column showing the handwritten expression and the second the calculator display,

$33 + 5 + 5 + 5 = 48$ -> **Space 33 + 5 + + +**
 $44 - 2 - 2 - 2 = 38$ -> **44 + 2 - - -**

You can use this feature to erase an entry, for example:

$11 + 22 + 33 + 44 +$ -> **Space 11 + 22 + 33**
 56 (Mistake!) **+ 44 + 56**

55 (Correction) = 165 **[+]** **[=]** **[5]** **[5]** **[+]**

This repeat feature also works on intermediate entries:

5 + 23 = 28 + 28 + 28 = 84 -> **[Space]** **[5]** **[+]** **[2]** **[3]** **[=]** **[+]** **[+]** **[+]**

When you press **[←]** or **[=]**, the result becomes a constant, so multiplication and division by that number is easy. For example,

18.01 * 300 = 5403 -> **[Space]** **[1]** **[8]** **[.]** **[0]** **[1]** **[*]** **[3]** **[0]** **[0]** **[←]**

18.01 * 20 = 360.2 -> **[2]** **[0]** **[←]**

18.01 * 15.01 = 270.3301 -> **[1]** **[5]** **[.]** **[0]** **[1]** **[←]**

12345 / 200 = 61.725 -> **[1]** **[2]** **[3]** **[4]** **[5]** **[/]** **[2]** **[0]** **[0]** **[←]**

8721 / 200 = 43.605 -> **[8]** **[7]** **[2]** **[1]** **[←]**

456 / 200 = 2.28 -> **[4]** **[5]** **[6]** **[←]**

The Memory

The Calculator has a memory that you can use for temporary storage of numbers, just like on a pocket calculator. SideKick Plus also allows you to minimize keystrokes by performing basic functions within the memory.

Let's store 200 into the memory.

[2] **[0]** **[0]** **[F10]** Memory Add

To remind you that something is in memory, Mem appears in the main display window border. Now, let's check that 200 is stored by clearing the display and recalling it from memory:

[Space]

[F10] Memory Recall

Now, do a memory calculation:

[F10] Memory Clear

[Space]

[2] **[2]** **[0]** **[F10]** Memory Add

[2] **[4]** **[0]** **[F10]** Memory Add

[2] **[5]** **[0]** **[F10]** Memory Add

[F10] Memory Recall

You'll see the total 710 in the main display and <710> MR in the tape display.

This is as much as we'll cover on the Business Calculator in this tutorial. Chapter 10 has more information about this and the other types of calculators: Scientific, Programmer, and Formula.

Press **Esc** to exit SideKick Plus for now.

Review

In this tutorial, you learned how to

- enter numbers into the Business Calculator
- perform +, -, /, and * calculations
- use the electronic tape
- use Repeat and Constant calculations
- calculate with the Memory

You now have a better grasp of the basic tools SideKick Plus offers and a working knowledge of the program. In the next chapter, you'll practice a few more advanced uses of the applications. You also have the option of learning to use SideKick Plus for programming.

It shouldn't take you much time to go through the exercises in Chapter 4. Then you can move on to the reference guide and study each application in depth.

A Tutorial

Perhaps you're a little overwhelmed with the many features SideKick Plus offers and aren't sure of what you can do with them. This chapter demonstrates some typical uses. It has two parts: One part suggests ways you can use SideKick Plus in the office; the second shows you how to use SideKick Plus as a programming aid. These (advanced) tutorials build on the concepts you learned in Chapter 3.

SideKick Plus in the Office

This section shows you how to use SideKick Plus to manage your professional concerns: take messages, postpone meetings, post electronic mail, and write reports. We assume you have SideKick Plus loaded and activated.

Taking Messages with the Notepad

With up to nine Notepads at your fingertips, you can be really organized when Robin phones or Lars gives you the sales figures:

1. Open the Notepad with **Alt+N**.
2. Use **↓** or **↑** to move to the Notepad you want to open.
3. Press **←**.

Alternately, you can use **Alt+1** through **Alt+9** to open a Notepad by number from almost anywhere within SideKick Plus. Try it.

Remember, you can press **F2** periodically to save your file and any changes to it.

If you are taking phone messages, it's useful to know the time and date you wrote them. A Phonebook attached note can do this automatically for you. At the very beginning of the file (Line 1, Column 1), type in

```
.LOG
```

Now, every time you open the note, the Notepad places the current time and date at the bottom of the note and inserts a line below it. Your message note file then looks like the one in the following figure.

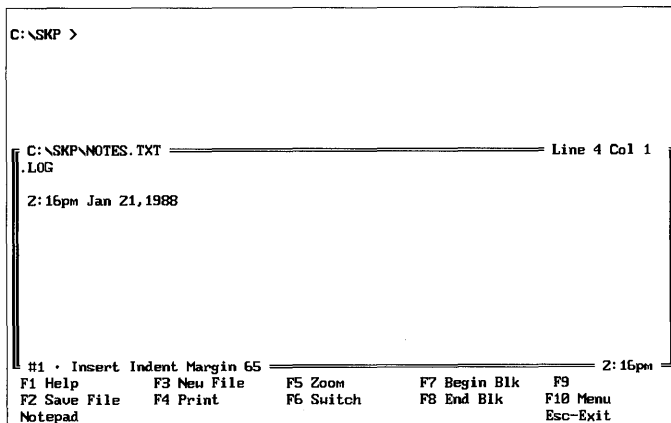


Figure 4.1: Logging Messages in the Notepad

Rescheduling a Meeting with the Time Planner

Martin phones to tell you he can't make the 3:30 pm meeting today. He'd like to reschedule the meeting for another time.

SideKick Plus makes rescheduling easy with the Time Planner's Search Vacant Time command. Let's assume you've already entered the meeting into the Time Planner at 3:30 pm with a planned finish at 5:00 pm. The rest of your week is fairly crowded.

1. Activate the Time Planner with **Alt+T**.
2. Open the Appointment Book with **Alt+A**.
3. Move the cursor to the 3:30 pm meeting time.
4. Press **F10+S+V** for Search Vacant Time.
5. Change the Appointment Duration option to 90 minutes, since this is how long you planned to meet (3:30 pm through 5:00 pm).

6. Press **↑** to move the cursor to **Begin Search** and press **←**.

If the time or date isn't convenient, you can find another time with the following keys:

- **Ctrl ↓** Moves the cursor to a later free time on the same day.
- **Ctrl ↑** Moves the cursor to an earlier free time on the same day.
- **Ctrl ←** Moves the cursor to a vacant time on a previous or current day.
- **Ctrl →** Moves the cursor to a vacant time on the current or future day.

You can now reschedule the meeting to a mutually convenient time. To do so, you use the **Edit Tag** and **Edit Move** commands. Let's say you found a convenient time for the meeting at 9:00 am Thursday.

1. If you need to, press **Alt T** to open the Time Planner, and press **←** for the Appointment Book.
2. Use the arrow keys to select the appointment.
3. Press **F7** to tag the appointment.
4. Move the cursor to Thursday 9:00 am.
5. Press **F10 E M** for the **Edit Move** command.

Sending Electronic Mail with the Phonebook

Having rescheduled the meeting with the Time Planner, you now need to tell the others of the new time. Fortunately, everyone invited to the meeting has a mailbox on MCI. You can use the Notepad to create the message and the Phonebook to send it.

Let's first create the message with the Notepad:

1. Activate the Notepad with **Alt N**. If necessary, use **File List** to display the Notepad Selection window.
2. Move to the note you want to use for the message (say, Notepad number 4).
3. Press **Tab** to move to the file name area.
4. Type **SENDMAIL.MCI** and press **←**.
5. Type the message in exactly the format shown—we know what prompts MCI will issue, so we can anticipate our response. (You may have more than two recipients or copies):

Name of Recipient
Name of Recipient (Optional)

Name of CC person (Optional)
Name of CC person (Optional)

Subject
Place the message here.

For example, here's what the actual text could look like:

Bert Wang
Mogens Glad
Kurt Hansen
Robert Sassoon
Sales Meeting
Dear Everyone,

I've changed the sales meeting to 9:00 am, April 14th, 1988. I hope that is OK.
Martin

6. When you finish typing in your message, press to save it to disk.

Now, let's use the Phonebook to send it. Since this is the first time you've used SideKick Plus to send electronic mail, you need to set the Phonebook to use the local MCI phone number, your name, and your password.

To start, let's activate the Phonebook and load the electronic mail Phonebook.

1. Activate the Phonebook with .
2. Press New Phonebook or to load a new Phonebook.
3. Type MCI.ADR and press . This loads the MCI.ADR Phonebook, which contains some sample logon Scripts for MCI electronic mail services.
4. Next, you need to change the MCI phone number. Move to the Index MCISEND and press to open the form.
5. Change the phone number to your local MCI number.
6. Press to return to the Summary window.

Now, you need to place your MCI name and password into the Glossary to keep them a secret. We explain the Glossary in detail in Chapter 9. For now, just follow these steps:

1. Press Glossary Edit. The Glossary window opens, which looks just like the Summary window but in which you can edit Glossary entries.

C:\SKP\MCI.ADR		
Index	Name	Phone number
≡MCI	Logon to MCI (Both Services)	o 475 0981
≡MCIBOTH	Gets and Sends MCI Mail	o 475 0981
≡MCIBOTHA	Gets and Sends MCI Mail (Advanced)	o 475 0981
≡MCIGET	Gets MCI Mail	o 475 0981
≡MCIGETA	Gets MCI Mail (Advanced Service)	o 475 0981
≡MCISEND	Sends MCI Mail	o 475 0981

C:\SKP\PHONE.GLS		
Symbol	Comment	Expansion
mciname		jsmith
mcipsu		falalala

2:21pm

Tab-Next field Shift-Tab-Previous Field Esc-Summary Window

Figure 4.2: The Glossary Window

2. Type in your password to the Glossary (write it down somewhere until you're sure you won't forget it). Make the password memorable, since Borland *cannot* recover the Glossary if you forget the password.
3. Type MCINAME in the Symbol column.
4. Press **[Tab]** twice to enter your MCI name within quotes, for example "JSMITH", in the Expansion column.
5. Press **[FIO]** Insert Line and type MCIPSW in the Symbol column.
6. Press **[Tab]** twice to enter your MCI password within quotes in the Expansion column, for example "FALALALA".
7. Press **[FIO]** Change Password.
8. Press **[Esc]** to leave the Glossary and return to the Summary window.

You can now send your electronic mail, provided you have an internal Hayes or Hayes-compatible modem installed. If your modem is external or non-Hayes-compatible, you'll have to change some Phonebook settings (see Chapter 8) or rebuild your SideKick Plus (Chapter 16).

You learned how to dial a number in the Phonebook tutorial in the previous chapter. Simply repeat the process at this point to send out your mail. Press **[←]** on MCISEND or MCISENDA to dial the number and send the message SENDMAIL.MCI. (Remember to specify the drive and directory with the file name if you need to; for example, C:\SKPLUS\SENDMAIL.MCI.)

At this point, the Phonebook will implement the Script contained in MCISEND, automatically logging you on and responding to MCI's prompts. After running through the Script, it returns you to the Phonebook Summary window.

Writing a Report with Outlook: The Outline Processor

Now that you've informed everyone of the new meeting time, you can write the sales report for the meeting. Outlook is ideal for this, so let's use it together with some other SideKick Plus applications.

First you need the names and addresses of the participants at the top of the report. You probably already have them in your Phonebook, so let's use Quick Paste to copy them into an attached note:

1. Press **[Alt][O]** to activate Outlook.
2. Press **[Tab]** to change the file name of the first outline.
3. Type SALESREP and press **[←]**.
4. Press **[*]** or **[F9]** to attach a Notepad to this outline. A Notepad window opens.
5. Open the Phonebook with **[Alt][F]**. Press **[F3]** to open a new Phonebook file and type in the name of your Phonebook file.
6. Use the arrow keys or type the Index first letter to place the cursor at the first name you want to include.
7. Press **[Space]** to open the form with the name, address, and phone number.
8. Press **[Alt][Esc]** to paste the form into the attached note in the outline.
9. Press **[Esc]** to return to the outline.

Repeat from step 4 onward until you've included all the people you want to notify about the meeting. After doing so, you'll have a handy list that you can refer to later.

Now let's move on to the next part of the report. Say you want to include a personnel chart of a new sales region in your outline. Let's use another Outlook window to create the tree or organizational chart and append the report's attached note.

1. Press **[Alt][O]** (or **[F10]** File List) to open the Outline Selection Window and choose another outline.
2. Move to the second Outlook window, press **[Tab]**, type the file name CHART, and press **[←]**.
3. Type the following outline, using the **[Tab]** key to indent the second level of headlines:

Martin Nielsen (Sales Manager)
Hamesh Bhabuta (SkyCam)

Amanda McDonald (Reporter)
Alton Kochberg (Court Jester)

4. Press **F10B1C** (Block Output Chart).
5. At the printer prompt, press **F** for File.
6. At the file-name prompt, type `CHART.TXT` and press **↵**. The chart is now printing to the disk.

Now, let's move the chart into a note attached to the SALESREP outline:

1. Open the first outline window with **Alt1**.
2. Open an attached note for the chart and leave it open.
3. Press **F10I1F** (Insert File). This reads a text file from disk and places the text below the current cursor position.
4. Type `CHART.TXT` and press **↵** to read in the file.
5. Press **CtrlV** until the top of the chart is on line 1 of the attached note.
6. Press **Esc** to return to the outline.

Don't concern yourself about the characters that form the border of the chart boxes in the attached note. These will become horizontal and vertical lines in the finished file. To preview these boxes, press **CtrlOC** or **F10CG**.

Now go ahead and type in a report:

```
Summary of last meeting
  Open and tabled items
Introduce new sales region
  Staff assignments
  Office logistics
    Information flow to/from headquarters
    Projected expenses and income
  Impact of new region on existing regions
Other matters
```

Rewrite the headlines and add attached notes, if you like. You can move the headlines around, taking the attached notes with them, until the layout of the report satisfies you.

For a really professional-looking report, let's add a table of contents and change the page heading. To make a table of contents, follow these steps:

1. Press **F10OPC** (Options Print Contents Depth).
2. Type 2 for a depth level of two and press **↵**. The table of contents will include all headlines up to the second level.

Here's how to change the heading and print the report:

1. You're still in the Print Options menu, so press **[T]** (Options Print Top Text).
2. Type the heading you want to appear on the top of the page (say, Sales Report/First Quarter) and press **[↵]**.
3. Press **[F4]** to print the report, including the table of contents and new headings.

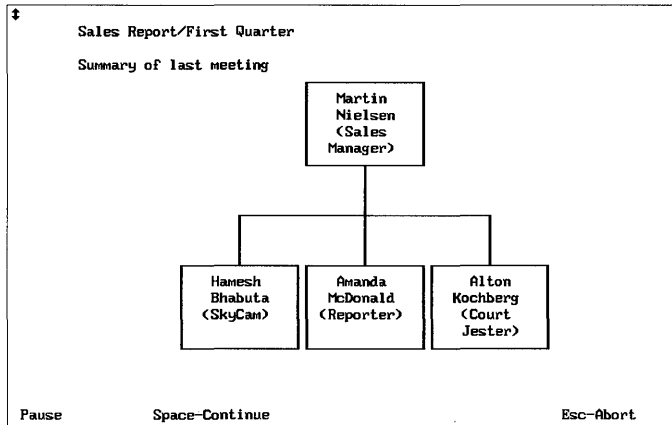


Figure 4.3: The Printed Chart

Review

You're done with the first half of this tutorial. You learned how to

- activate Notepads using **[Alt][1]** through **[Alt][9]**
- track messages with the Notepad **.LOG** command
- reschedule appointments with the Time Planner **Find Vacant Time** command
- use the Notepad Selection Window to change the file name of a note (**SENDMAIL.MCI**)
- change the Glossary in the Phonebook
- send a message using the Phonebook
- Quick Paste from the Phonebook into an Outlook attached note with **[Alt][Esc]**
- create an organizational chart using the Outlook **Block Output** chart command

- read the chart into an Outlook attached note with the Insert File command
- make a table of contents when printing with the Outlook Options Number Contents command
- change the heading at the top of the printed page with the Outlook Options Print Top text command

SideKick Plus for Programming (Advanced)

SideKick Plus is the ideal tool to use while programming. In up to nine Outlook and nine Notepad windows, you can create a broad outline of your program and edit it. You can use the ASCII table and Programmer Calculator, and take advantage of SideKick Plus's numerous other features.

This section shows how you can use SideKick Plus to be a more productive programmer. You'll

- find an ASCII character with the ASCII Table
- use the Programmer Calculator for calculations
- view and change file attributes with the File Manager
- use the Phonebook as a communications terminal
- write a program using Outlook: The Outline Processor.

You should have SideKick Plus loaded and activated.

Finding an ASCII Character or Control Code

The ASCII Table displays the decimal and hexadecimal representations of each character, up to 255. SideKick Plus makes rummaging around for your ASCII table a thing of the past. You just press **Alt+A** to activate the ASCII Table and find the character you need.

This opens two three-column lists of the ASCII characters. Use the cursor keys or type the desired character and the screen will scroll until the character you want is at the cursor.

Pressing **←** places the character at the cursor position into the Paste buffer. You can then use the SideKick Plus Copy and Paste facilities on the Paste buffer to move the character to your program. Let's use Quick Paste to paste a string of equal signs (=) to your favorite editor. First, open a file with your editor.

1. Press **F** to find = in the ASCII Table.

2. Press **[←]** until you have built up the string to six equal signs (=====).
3. Press **[Alt][Esc]** to Quick Paste the string ===== to the editor

Performing Calculations

SideKick Plus provides a calculator designed for programmers. It performs calculations in binary, decimal, and hexadecimal using the normal mathematical and boolean functions.

1. Press **[Ctrl][Alt]** to activate SideKick Plus.
2. Press **[Alt][C]** to activate the Calculator
3. Press **[F10]** and use the **Type Programmer** command to move to the **Programmer Calculator**. Next time you activate the calculator or SideKick Plus, this will be the default type of calculator.
4. Use the **Options Number Base** command to set the number base and convert the number in the display to that base.

The **Options Number Base** command is handy for mixed-base calculations. If you convert bases frequently, you might want to learn the shortcuts:

- **[Ctrl][B]** for **Options Number Base Binary**
- **[Ctrl][D]** for **Options Number Base Decimal**
- **[Ctrl][H]** for **Options Number Base Hexadecimal**

For example, to calculate the answer to $23 + 56H + 10101B (=82H)$ in hexadecimal, press

```

[Ctrl][D]
23 +
[Ctrl][H]
56 +
[Ctrl][B]
10101 =
[Ctrl][H]

```

All the boolean functions are on the **Functions** menu and have shortcuts. To get the answer to $(10010B \text{ AND } 10000B) \text{ OR } 10011B$, for instance, press

[I
 [F][O][O][B] (for the Options Base Binary command)
 [I][O][O][I][O]
 [F][O][F][A] (for Functions And)
 [I][O][O][O][O]
 [F][O][F][P][O] (for Functions Or)
 [I][O][O][I][I]
 [I]
 [=]

Dumping Files and Changing File Attributes

The File Manager lets you dump files in hexadecimal or ASCII and change DOS file attributes.

The File Manager performs all its operations on files or directories via the File command. This command works on a marked block of files or, when there is no block marked, the file at the cursor.

Here's how to view a file in hexadecimal:

- Press [Alt][F] to activate the File Manager.
- Move to the file name you wish to view.
- Press [F][O][V][H] for the File View Hexadecimal command.
- Press [Esc] to finish.

If you mark a block of files with the Mark command, you can view the files with the File View Hexadecimal command. The File Manager shows you the first file, then you press [←] to move to the next file. When you've looked at all the files, press [Esc] to exit.

Similarly, you can change the marked block's file attributes. Let's do it for all the files in the current directory.

- Press [F][M][A] for the Mark All command.
- Press [F][F][A][S] for File Attributes Set command. This allows you to turn on the file attributes of the block of files: Read Only, Hidden, System, and Archive.
- Press [A] to turn on the Archive attribute for all the files in the block and watch the File Manager change the attributes.

You can now use the BACKUP program (supplied with DOS) to save all the marked files to floppy disks, independent of any changes to the files. This is very useful for transferring entire directories from one computer to another.

Using the Phonebook as a Communications Terminal

The Phonebook turns your computer into a sophisticated terminal, in addition to its other features. This means you can connect it to another computer, to a debugger that sends output to a serial port, or to a modem.

You can convert a Phonebook entry into a communications terminal. Here's how:

1. Press **AltP** to activate the Phonebook.
2. Press **Alt←** to create a new entry
3. Fill in the form without a phone number.
4. Press **Esc** to finish.

Press **←** on the entry to turn the Phonebook into a communications terminal if you're hooked up to another computer or a modem. You can use the Parameters command to change the communications settings while online. Press **F8** to Disconnect the communications terminal and **Esc** to return to the Summary window. For more information, see Chapter 8.

Writing a Program with Outlook: The Outline Processor

Outlook: The Outline Processor brings a new dimension to programming. You can write the pseudocode, reorganize and edit it until it is finally correct, and then write the program itself.

Let's take the pseudocode for a simple program:

```
program AddTwoNumbers
    ReadTwoNumbers (FirstNumber, SecondNumber)
    AddThem (Result)
    PrintResult (Result)
end
```

Now, let's enter it into Outlook:

1. Press **AltO** to activate Outlook.
2. Press **Tab** to change the file name of the first outline.
3. Type ADDTWO and press **←**.
4. Enter the preceding pseudocode.

Use the **+** and **-** keys to display a more detailed or less detailed view of the pseudocode.

To make the pseudocode into a program, you can add variable declarations, change the procedure names into the correct syntax, and include the code for the program into an attached note. For example, a listing of the Turbo Pascal translation of the pseudocode follows: You can load in the outline, called TESTPAS on the Examples distribution disk, or type it in yourself. If you type it in, be sure to read the comments in the right margin, although you don't need to enter them.

```

program AddTwoNumbers;                                (* Level 1 *)
                                                    (* Level 1 *)
var                                           (* Level 1 *)
  (* Integers *)                                    (* Level 2 *)
                                                    (* Attach a note to Integers *)
  FirstNum   : Integer;                             (* In the Attached note *)
  SecondNum  : Integer;                             (* In the Attached note *)
  Result     : Integer;                             (* In the Attached note *)
                                                    (* Level 1 *)

(* Lower Level Procedures *)                       (* Level 1 *)
procedure ReadTwoNumbers(var FirstNum,          (* On One Line *)
                        SecondNum :integer);      (* Level 2 *)
                                                    (* Attach a note to the procedure *)
begin                                           (* In the Attached note *)
  Write('Enter first number: ');                 (* In the Attached note *)
  ReadLn(FirstNum);                              (* In the Attached note *)
  Write('Enter second number: ');                (* In the Attached note *)
  ReadLn(SecondNum);                             (* In the Attached note *)
  Writeln;                                       (* In the Attached note *)
end;                                           (* In the Attached note *)

procedure AddThem(var Result,                    (* On one line *)
                 FirstNum, SecondNum :integer);  (* Level 2 *)
                                                    (* Attach a note to the procedure *)
begin                                           (* In the Attached note *)
  Result := FirstNum + SecondNum;                 (* In the Attached note *)
end;                                           (* In the Attached note *)

procedure PrintResult(var Result: integer);     (* Level 2 *)
                                                    (* Attach a note to the procedure *)
begin                                           (* In the Attached note *)
  Writeln('The result is ',Result);              (* In the Attached note *)
end;                                           (* In the Attached note *)

begin                                           (* Level 1 *)
                                                    (* Attach a note to begin *)
  ReadTwoNumbers(FirstNum,SecondNum);            (* In the note *)
  AddThem(Result,FirstNum,SecondNum);            (* In the note *)
  PrintResult(Result);                            (* In the note *)
end.                                           (* Level 1 *)

```

```

program AddTwoNumbers;

≡ var
  ≡ (* Integers *)

(* Lower Level Procedures *)
≡ procedure ReadTwoNumbers(var FirstNum,SecondNum:integer);
≡ procedure AddThem(var Result,FirstNum,SecondNum:integer);
≡ procedure PrintResult(var Result: integer);

≡ begin (* Main Program *)
end. (* Main Program *)

```

Figure 4.4: Turbo Pascal Program as an Outline

Since the program is an outline, you can selectively check different headline levels. In addition, Outlook accepts over 2,000 headlines, so you won't run out of space quickly.

Once your program is in an outline, you can save it in Outlook format with **F2**; however, most compilers prefer text files. Use the **Block Write to File** command to convert the outline into a text file. This command takes a marked block and converts it into the correct ASCII characters for a text file.

In the case of a Borland compiler, it is most efficient to read it into Borland's Turbo editor (if possible) and compile it. If your compiler has no editor, you can compile the text file with the errors going to disk, and read the errors into a SideKick Plus Notepad. Following is an example using the batch version of Turbo C:

1. Press **F10|B|W** for the **Block Write to File** command.
2. Type the file name `TEST.PAS` and press **↵**.
3. Reply **Y** to the prompt `No block defined. Save all the outline (Y/N)?`.
4. Close SideKick Plus with **Ctrl|Alt** and return to DOS.
5. Type `TCC TEST.PAS > ERROR.MSG` to compile the Turbo Pascal program with Turbo C and send the error messages to the file `ERROR.MSG`.
6. Reactivate SideKick Plus with **Ctrl|Alt**. You are back in your outline.
7. Press **Alt|N** to activate the Notepad.
8. Press **Tab** to change the first file name to `ERROR.MSG` and press **↵**. This opens a Notepad with the error messages in it.
9. Use **Alt|N** or **Alt|O** to switch between the two windows, moving and resizing them if necessary.

Outlook's sophisticated outline processing lets you produce a cross-reference listing (table of contents) or a tree chart. (See "Writing a Report with Outlook" earlier in this chapter.) Most of the time, however, you'll just want a listing of the program. Outlook's default settings are for reports and not programs, so let's change the settings.

1. Press **F10|O|W** for the Options Write menu. This menu contains options that control printing and writing the outline to disk.
2. Press **I** for Indent and another menu opens. This controls the indentation of the outline.
3. Change Size to 0 and press **←|**. Outlook no longer indents when printing or writing a text file—you get the program just as you typed it.
4. Press **Esc** twice to return to the Options menu.
5. Press **F10|O|S** for the Options Save command. This saves the settings to the active SKPLUS.EXE file.

With these settings, you can use Outlook to produce legible listings.

Review

To use SideKick Plus in programming, you learned how to

- find a character with the ASCII table
- export a string of ASCII characters using the Quick Paste key **Alt|Esc**
- use the Programmer Calculator for calculations with binary, decimal, and hexadecimal, using the Options Base command
- use the Programmer Calculator's boolean functions on the Functions Programmer menu
- dump files in hexadecimal with the File Manager's File View Hexadecimal command
- change File attributes with the File Manager's File Attributes command
- use the Phonebook as a communications terminal
- write a program with Outlook
- use the Block Write to File command to translate the outline to text
- use a Notepad to collect the compiler error messages
- print well-formatted program listings with the Options Write menu

You should be fairly comfortable with the applications by now. Let's move on to an explanation of the Clipboard and how you copy and paste text with SideKick Plus.

Copying, Pasting, and the Clipboard

This chapter provides complete information about the Clipboard and the Copy and Paste facilities in SideKick Plus. Specifically, it discusses

- the Clipboard
- copying from the screen to the Clipboard
- copying from a SideKick Plus application to the Clipboard
- pasting from the Clipboard
- quick pasting
- the Setup Clipboard menu

The Clipboard

The Clipboard is the storeroom for all the text transferred with the Copy and Paste operations. It is a Notepad with impermanent contents and all the usual commands (see Chapter 7). This means you can edit the text in the Clipboard.

Each Copy or Quick Paste operation puts the text into the top of the Clipboard as a marked block. When the Clipboard gets full, it deletes just enough of the text at the end of the Clipboard to squeeze the new block in at the top.

You set the size of the Clipboard with the Services Setup Clipboard menu. However, if you Copy a bigger block than the size stipulated, the Clipboard expands to fit the size of the block. When you delete this larger than normal block, the Clipboard shrinks down to its usual size.

Use the Services Edit Clipboard command or press **Alt|K** to edit the Clipboard.

Here are the key combinations or shortcuts you use to Copy and Paste:

- Ctrl|Del** Copies a marked block from the screen (underlying program) to the Clipboard
- Alt|+** Copies a marked block from a SideKick Plus application to the Clipboard
- Alt|Esc** Pastes a marked block in a SideKick Plus application to the underlying program. Also known as *Quick Paste*.
- Ctrl|Ins** Pastes the marked block in the Clipboard to the underlying program or SideKick Plus application

As you can see, you use **Ctrl|Del** and **Ctrl|Ins** outside SideKick Plus.

The following sections describe each process in detail.

Copying to the Clipboard

When you load SideKick Plus, the Copy from Screen to the Clipboard command automatically becomes available for your use in any program (shortcut **Ctrl|Del**). You don't need to call up SideKick Plus to use this function.

You just do the following:

1. From whatever program you're in, press **Ctrl|Del**. A new message line appears at the bottom of the screen, showing what keys you press to begin and end marking a block, move the cursor, and exit.
2. Use the cursor keys to move to the start of the block.
3. Press **B** or **Ctrl|K|B** to start the block.
4. Use the cursor keys to move to the end of the block.
5. Press **←** or **Ctrl|K|K** to copy the block to the Clipboard.

The screen block is now in the Clipboard as a marked block. From within SideKick Plus, use **Alt|+** or the Services Copy from Screen to Clipboard command.

If you'd like to move the cursor more quickly around the marked block, there are several handy commands to do so. Following are the *horizontal* cursor-movement commands:

Go to Previous Character Ctrl+S or ←
Moves the cursor one character to the left.

Go to Next Character Ctrl+D or →
Moves the cursor one character to the right.

Go Left 10 Characters Ctrl+A or Ctrl+←
Moves the cursor ten characters to the left.

Go Right 10 Characters Ctrl+F or Ctrl+→
Moves the cursor ten characters to the right.

Go to Start of Line Home
Moves the cursor to the first character on the line.

Go to End of Line End
Moves the cursor to the last character of the line.

Following are the *vertical* cursor-movement commands:

Go to Previous Line Ctrl+E or ↑
Moves the cursor up one line.

Go to Next Line Ctrl+X or ↓
Moves the cursor to the line below.

Go Up 4 Lines Ctrl+↑
Moves the cursor four lines above the current line.

Go Down 4 Lines Ctrl+↓
Moves the cursor four lines below the current line.

Go to Top of Screen PgUp
Moves the cursor to the first line of the screen.

Go to Bottom of Screen PgDn
Moves the cursor to the bottom line of the screen.

Go to Top Left of Screen Ctrl+PgUp
Moves the cursor to the first character position on the screen.

Go to Bottom Right of Screen Ctrl+PgDn
Moves the cursor to the last character position on the screen.

Pasting from the Clipboard

When you load SideKick Plus, the Paste from Clipboard command automatically becomes available even when SideKick Plus isn't open. That is, you don't need to activate SideKick Plus to use this function. Its shortcut is **Ctrl|Ins**.

When SideKick Plus is active, use **Ctrl|Ins** or the Services Paste from Clipboard command.

Quick Paste

Quick Paste (**Alt|Esc**) is equivalent to this series of commands:

- press Services Copy from Application to Clipboard
- deactivate the application
- press Services Paste from Clipboard

When you're in SideKick Plus, the Quick Paste command is handy for exporting information from one application to another or to the DOS prompt. It shows up as a menu option (Services Quick Paste) when you have a marked block in an application.

Like the Services Copy from Application to Clipboard command, the information pasted is whatever is marked in the application. The Clipboard keeps a copy of the information and makes it the currently marked block.

The Setup Clipboard Menu

Use the Services Setup Clipboard menu (shortcut **Alt|S|C**) to vary the speed, size, end of line character, and method of pasting. Following is a description of each item on the menu:

Services Setup Clipboard Delay between Characters

Sets the delay between each character sent to the application beneath. You won't need this for any SideKick Plus application, but you may need it for other programs, such as Sprint or WordStar.

Services Setup Clipboard End of Line Character

Sets the characters added to the end of each line pasted from the Clipboard or with Quick Paste.

Services Setup Paste Method

When set to **BLOCK**, SideKick Plus pastes the whole of the marked block in the Clipboard to the application underneath. When set to **LINE**, each time you use the **Services Paste from Clipboard** or **Services Quick Paste** command, SideKick Plus pastes a single line from the Clipboard marked block.

Services Setup Clipboard Size

The default size of the Clipboard in Kbytes.

Reference Guide to the Applications

The File Manager

With the File Manager, you can

- copy, delete, move, rename, print, view, and change attributes in files
- move directories
- format disks

And you can select these commands even while you're in a SideKick Plus application or another program.

This chapter provides complete information about all the features and commands in the File Manager. If you haven't used it before, we suggest you read the File Manager tutorial in Chapter 3. Furthermore, if you are new to tree-structured directories and DOS, read "A DOS Primer" (Appendix C).

Activating the File Manager

You can activate the File Manager on its own or from within any SideKick Plus application.



First bring up SideKick Plus with **Ctrl|Alt**, then do one of these alternatives:

- Call up the main menu and, if necessary, move the cursor to File Manager and press **←**.
- Press **Alt|F**.



Whenever an application prompts you for a file name, you can activate the File Manager by typing at least one of the following:

Drive	The name of a disk drive, for example, C:, where C is the drive letter.
\Directory	The name of a directory off the root or top directory, for example \SKPLUS.
*	A special DOS character meaning <i>match all</i> ; for example, *.TXT matches all the files with TXT extensions.
?	A special DOS character meaning <i>match any character</i> ; for example, NOTES?.TXT finds NOTES1.TXT and NOTES2.TXT.
..	A special DOS character set meaning <i>the name of the directory above the current directory</i> . Only activates the File Manager when you combine it with a directory name, such as ..SKPLUS, or it is the only character you enter.
.	A special DOS character meaning <i>the current directory</i> . Since DOS also separates a file name and extension with a period(.), you only activate the File Manager when you combine a period (.) with a drive or directory name, such as .SKPLUS, or when it is the only character you enter.

If you type one of the preceding characters at a file-name prompt, the File Manager will check the disk and display all the matching files in the File Manager window.

When you press  with the cursor on a directory, the File Manager opens a window that lists the files in that directory. When you press  with the cursor on .., it opens a window that lists the directories and files in the directory above the current directory.

To perform commands on a file or a directory,

1. Move the cursor to the file or directory name.
2. Press , select File, and press .
3. Select any of the options. You can
 - Copy
 - Delete
 - Move
 - Rename
 - Print
 - Change attributes
 - View files or directories

The Windows

The File Manager displays information in two ways. Both windows display file names and certain other information. The wide view allows you to view many files with scant information; the full view displays fewer files but with more information on each. You toggle between the two windows with

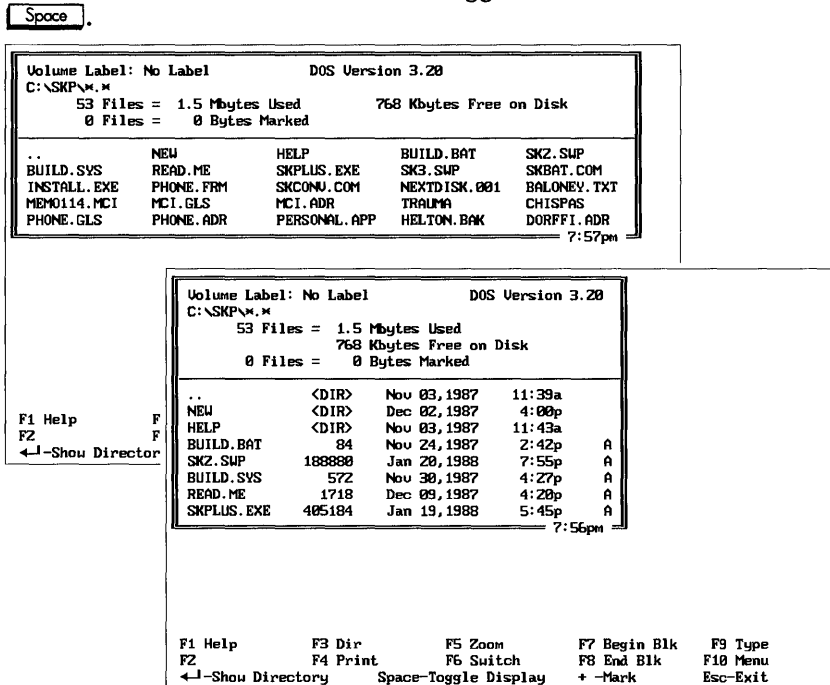


Figure 6.1: The Wide and Full Views of the File Manager

Here's what the window tells you, from the top left to the bottom right.

Volume label:

The current disk drive label.

DOS version

The operating system version.

C:\SKPLUS\ALL*. *

The drive, directory, and file names the File Manager currently displays.

files = KBytes used

The number of files and space taken up by the files matching

C:\SKPLUS\ALL*. *

MBytes free on disk

The amount of space free on the whole disk.

files = KBytes marked

The number of files and the space taken by the marked files. See page 99.

For the full view:

..	<DIR>	Nov 03, 1987	11:39a	
HELP	<DIR>	Nov 03, 1987	11:43a	
INTRO.COM	8739	Jan 20, 1988	8:13p	A
BUILD.BAT	84	Nov 24, 1987	2:42p	A
SKZ.SWP	234880	Jan 21, 1988	3:56p	A
BUILD.SVS	572	Nov 30, 1987	4:27p	A
READ.ME	1711	Jan 20, 1988	8:09p	A
SKPLUS.EXE	405104	Jan 19, 1988	5:45p	A

4:21pm

Figure 6.2: The Description Line

Each line showing the file names has the same format: mark, file name, size, date, time, and attributes.

Directory names are listed first, followed by file names (unless you've sorted the contents). On most systems, directories are highlighted; file names are not. If the file name is .., the periods mean "the directory above the current directory." If <DIR> appears in the size column, it means the name is a directory name.

The *mark* ► indicates a marked file.

The possible *attributes* are

R read-only file

H hidden file

S system file

A archive; file has been amended since the last backup procedure

For the wide view:

..

SK.EXE

The file or directory name

►

A marked file

The Function Keys

The last three lines of the screen contain the function keys and the message line. Following are the function keys specific to the Summary window.

F3 Dir

Opens a window in which you specify which directory or files you want displayed in the window, for example, C:\SKPLUS*.*. The same as the Directory command. See page 96.

F4 Print

Prints the marked files or the file at the cursor. The same as File Print command. See page 101.

F7 Begin Blk

Marks the beginning of a block. See page 99.

F8 End Blk

Marks the end of a block.

F9 Type

Displays the contents of the marked files or the file at the cursor. The same as the File View At Cursor command. See page 100.

Finding a File

To find a file name in the File Manager, you use the cursor and alphabetic keys.

To find a file by its first letter, type the first letter of the file name or directory. The cursor jumps to the first file name with that letter. If you repeatedly press the letter, the File Manager will move the cursor through all the files with that first letter.

To move the cursor around, you use the same keys as in every other SideKick Plus application. You can change them with the Options Go to menu.

*Options Go to First Column***Ctrl|Q|S** or **Home**

Wide view: Moves the cursor horizontally to the first file in the row.

Full view: Moves the cursor to the first file in the window.

*Options Go to Last Column***Ctrl|Q|D** or **End**

Wide view: Moves the cursor horizontally to the last file in the row.

Full view: Moves the cursor to the last file in the window.

*Options Go to Next Column***Ctrl|D** or **→**

Wide view only: Moves the cursor by one file name nearer to the last file name in the window.

*Options Go to Previous Column***Ctrl|S** or **←**

Wide view only: Moves the cursor by one file name nearer to the first file name in the window.

Options Go to First File

Ctrl|Q|R or **Ctrl|PgUp**

Moves the cursor to the first file.

Options Go to Last File

Ctrl|Q|C or **Ctrl|PgDn**

Moves the cursor to the last file.

Options Go to Previous File

Ctrl|E or **↑**

Moves the cursor to the file name above the current cursor position.

Options Go to Next File

Ctrl|X or **↓**

Moves the cursor to the file name below the current cursor position.

Options Go to Previous Page

Ctrl|R or **PgUp**

Moves the cursor one window—with an overlap of one line—nearer to the start of the files found by the File Manager.

Options Go to Next Page

Ctrl|C or **PgDn**

Moves the cursor one window—with an overlap of one line—closer to the end of the files found by the File Manager.

Options Go to Start of Window

Ctrl|Q|R

Moves the cursor to the first file in the window.

Options Go to End of Window

Ctrl|Q|C

Moves the cursor to the last file in the window.

Checking the Directories on Your Disk

The File Manager gives you two ways of navigating through the directories on your hard disk: by using the cursor keys and **←**, or with the Directory command.

The simpler way is with the cursor keys. Just select a directory and press **←**. The display now reflects the files in that directory.

The Directory command—also shown as **F3** DIR—lets you specify a directory name and displays the files in that directory.

Directory


Ctrl|K|W or **F3**

Prompts you for a file name and then displays the files in the window. It is like the DIR command in DOS and accepts the same characters in the file name. Unlike the DIR command, however, it also changes directories if you set the Options Automatic change command to YES.

Options Automatic Change of Directory

Ctrl|Q|A

When YES, any change of directory in the File Manager will change the drive and directory at the DOS level. When NO, any change of directory only changes the directory in the File Manager window. The DOS prompt

doesn't change if you use the PROMPT \$P \$G prompt (see the DOS primer if you don't understand this), until you press .

Sorting the Files

When DOS gives the file names to the File Manager, they are unsorted. You can sort them in several ways using the **Options Order by** command. The File window re-sorts when you leave the menus.

Options Order by 

Sets the order of the file names in the file window. You can choose from


- **MS-DOS** No sorting done. The quickest option.
- **Name** Sorts file names alphabetically, ascending or descending.
- **Extension** Sorts file name extensions alphabetically, ascending or descending.
- **Date** Puts the file with the earliest date at the top, ascending or descending.
- **Size** Puts the file with the smallest size at the top, ascending or descending.
- **Type** Sets the order of the sort according to the options in the following table.

Table 6.1: The Sort Order

Order by	Ascending	Descending
MS-DOS	No effect (default)	No effect (default)
Name	A at the top	Z at the top
Extension	A extension at the top	Z extension at the top
Date	Earliest at the top	Latest at top
Size	Smallest at the top	Biggest at top

Searching Files

One problem with tree-structured directories is remembering where you put a file. The Search command solves that problem since the File Manager can quickly locate a requested file.

The Search command pops up a menu with four commands, which you use to specify where to search and for what. If you alter one of these commands and press , what happens depends on how the other three are set. Say you change the Search String command. The File Manager looks in and

below the current directory if the Search Files setting is the current directory and Search Directories Below setting is YES.

Let's examine the commands more closely.

Search File

Ctrl **Q** **F**

Searches for a *file name* in all directories below the one you are in. If the file name does not contain a directory, the File Manager uses the current directory. It is similar to the LOCATE.COM or WHEREIS.COM programs some manufacturers supply with DOS. For example, if you want to search for the file RUSSELL.TXT throughout your hard disk, you would

1. Press **F10** Search.
2. Be sure String is blank and Directories Below is set to YES.
3. Type \RUSSELL.TXT at the Files option.
4. Press **Enter**.

Search String

Ctrl **Q** **A**

Searches for a *string of characters* in all directories at and below the current directory. It is a literal match and only understands text files. To search for the string *Spoiled rotten* in all your *.TXT files,

1. Set Directories Below to YES.
2. Set Files to *.TXT.
3. Press **Down Arrow**.
4. Set String to Spoiled rotten.
5. Press **Enter**.

Search Directories Below

When toggled to YES, searches all subdirectories including and below the one specified in the Files command. (If you have a lot of files, this can take some time.) When toggled to NO, searches only the directory specified in the Files command.

Search Case Sensitive

When toggled to YES, differentiates between uppercase and lowercase strings. When left in the default, NO, lowercase characters are the same as uppercase. Searching is much quicker when case sensitivity is toggled on.

Marking Files and Directories

Most of the File Manager commands work on one or more files. To tell the File Manager you want to work on a group of files, you must mark them

with one of the commands on the **Mark Entries** menu. The symbol ► appears beside the files that are marked. **Note:** The plus key indicated here is the one on the numeric keypad.

Let's describe the **Mark Entries** menu.

Mark Entries Toggle [Ctrl][K][L] or [+]
Toggles the marking of the current file name: An unmarked file name becomes marked, while a marked file name becomes unmarked. If you unmark a file name in the middle of a continuous block, the block splits into two.

Mark Entries All [Ctrl][K][A]
Marks all the files in the window.

Mark Entries Begin Block [Ctrl][K][B]
Marks the beginning of a continuous block of file names.

Mark Entries End Block [Ctrl][K][K]
Marks the end of a continuous block of file names.

Mark Entries Unmark All [Ctrl][K][H]
Removes all the marks you have made. You must use the other **Mark** commands to replace the marks after this command.

File and Directory Operations

At the heart of the File Manager are the actions you perform on files and directories. The File menu lists all of these operations, which operate on the file or directory names selected with the **Mark Entries** menu. This section describes the operations available through the File menu. (SideKick Plus treats a directory as simply a grouping of files, so the File menu covers directories as well as files.)

Viewing

There are two ways to view a file on the screen: text and hexadecimal. Don't worry if hexadecimal is gibberish to you. It's a feature that programmers use.

File View [Ctrl][K][R]
Opens a menu with the following choices: **Block**, **At Cursor**, and **Hexadecimal**.

File View Block

Displays the text of the marked files or the file at the cursor. A window opens in which you can use the cursor keys to scroll the file in the window.

Press **←** to stop viewing the current file and move to the next file, if there is one. **Esc** ends the view operation and returns you to the File Manager window.

File View At Cursor

F9

Displays the text of the file at the cursor.

File View Hexadecimal

Displays the marked files or file at the cursor as hexadecimal numbers and ASCII text. A window opens in which you can use the cursor keys to scroll the file. See Figure 6.3. Press **←** to stop viewing the current file and move on to the next file, if there is one. Press **Esc** to end View and return to the File Manager window. You can also print hexadecimal files; see the following section.

```
DUMPING FILE C:\SKIP\PAVRAISE.OTL
00000000 1A 93 1A FF 00 FF FF FF 50 61 79 2D 72 61 69 .....Pay-rai
00000010 73 85 64 69 73 63 75 73 73 69 6F 6E FF 00 FF FF s.discussion...
00000020 01 00 41 6D 6F 75 6E F4 6F 86 45 66 56 6F 72 74 ..Amoun.o.Effort
00000030 FF 08 FE FF 01 00 49 27 ED 6E 65 76 65 F2 6C 61 .....I'.neue.la
00000040 74 85 69 EE 74 68 E5 6D 6F 72 6E 69 6E 67 FF 08 t.i.th.morning..
00000050 FE FF 01 00 C9 74 61 68 E5 73 68 6F 72 F4 6C 75 ....tak.shor.lu
00000060 6E 63 88 62 72 65 61 68 73 FF 08 FE FF 00 00 C9 nc.breaks.....
00000070 77 6F 72 EB 6F 76 65 72 74 69 6D E5 77 69 74 68 wor.overtin.uth
00000080 6F 75 F4 65 78 74 72 E1 70 61 79 FF 08 FE FF 00 ou.extr.pay....
00000090 00 C9 63 61 EE 6A 75 64 67 E5 77 68 65 EE E1 64 ..ca.judg.the.d
000000A0 65 61 64 6C 69 6E E5 6E 65 65 64 F3 74 EF 62 E5 eadlin.need.t.b.
000000B0 68 65 70 74 FF 08 FE FF 01 00 C9 64 6F 6E 27 F4 kept.....don'
000000C0 67 72 69 70 E5 61 62 6F 75 F4 6F 76 65 72 74 69 grip.abou.overti
000000D0 6D E5 74 EF 6D F9 63 6F 77 6F 72 68 65 72 73 FF m.t.m.coworkers-
000000E0 00 FE FF 00 00 C9 6F 63 63 61 73 69 6F 6E 61 6C .....occasional
000000F0 6C F9 62 72 69 6E E7 77 6F 72 EB 68 6F 6D E5 6F l.brin.wor.hom.o
00000100 EE 77 65 65 68 65 6E 64 73 FF 00 FE FF FF 53 .weekends.....S
00000110 68 69 6C 6C 73 FF 08 FE FF FF C9 68 61 76 E5 kills.....hav.
00000120 74 68 E5 72 69 67 68 F4 6D 69 F8 6F E6 73 6B 69 th.righ.mi.o.ski
00000130 6C 6C F3 66 6F F2 74 68 E5 6A 6F 62 FF 08 FE FF ll.fo.th.job...
4:30pm
F1 Help          F3          F5 Zoom         F7          F9
F2              F4          F6 Switch       F8          F10
                  ←-View Next File      Esc-Exit
```

Figure 6.3: Viewing a File in Hexadecimal

Printing

Using the File Manager, you can print a list of file names or the contents of those files. You can change the printer margins with the Services Setup Printer menu.

File Print

Ctrl**K****P** or **F4**

Prints the marked files or the file at the cursor. After you select Print, a window prompts you as to whether you want to print the Contents, File Names, or in Hexadecimal.

File Print Contents

Prints the contents of the marked files or file at the cursor. The standard SideKick Plus printer menu displays, asking if you want to print to a printer, file, or window.

File Print File Names

Prints the names of the marked files or file at the cursor. The standard SideKick Plus printer menu displays.

File Print Hexadecimal

Prints in the same format as View Hexadecimal.

Copying, Moving, Renaming, and Deleting

File Copy

Ctrl|K|C

Copies the marked files/directories or the file/directory at the cursor to another file/directory. This command does not alter the files or directories. It only duplicates them. It is a more powerful version of the DOS COPY command.

File Move

Ctrl|K|V

Moves the marked files/directories or the file/directory at the cursor to another file/directory. This command does not alter the files or directories. It only moves them. When you move a directory, there must be enough spare disk space for at leastk the largest of the files.

File Rename

Ctrl|K|E

Renames the marked files/directories or the file/directory at the cursor to the current file/directory you are in. If you have marked the files, you must give a name that allows the File Manager to rename all the files, for example, using the special * and ? characters. If you don't, the File Manager renames only the first marked file. This command is equivalent to the RENAME command in DOS. Like RENAME, it does not change the file, only its name.

File Delete At Cursor

Ctrl|Y

Deletes the file or directory at the cursor. You can delete a directory *even if it contains files*. Deletion cannot be reversed. This is a more powerful version of the DOS DEL or ERASE command.

File Delete Block

Ctrl|K|Y

Deletes the marked files/directories or the file/directory at the cursor. You can delete a directory *even if it contains files*. Deletion is permanent. This is a more powerful version of the DOS DEL or ERASE command.

Options Warnings

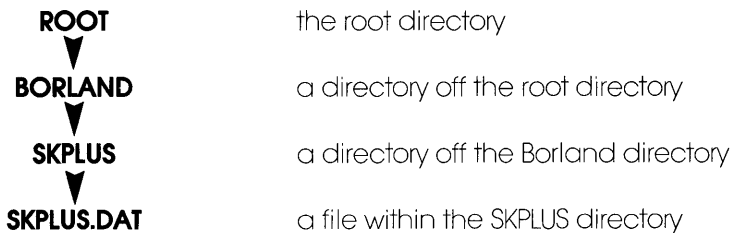


When set to YES, the File Manager warns you of any deletion of files and directories or the creation of a directory using the File Copy, File Move, or File Delete commands.

Creating a Directory

Create Directory

Creates a new directory that is, by default, below the current directory. The name can have a path and extension. This is a more powerful version of the DOS MKDIR command. For example, C:\BORLAND\SKPLUS\SKPLUS.DAT creates a BORLAND directory off the root directory, with the SKPLUS directory below BORLAND, and the SKPLUS.DAT directory below SKPLUS.



See Appendix C, "A DOS Primer," for a more extensive discussion of directories.

Changing the File Attributes

Under DOS, a file has four flags that give the operating system certain information about the file. You can manipulate these flags with the File Manager to allow selective backups using the DOS BACKUP command, or to protect a specific file from being written to. SideKick Plus shows the status of these flags in the last columns of the full view File Manager window.

File Attribute Set

Switches on one of the DOS special flags attached to the file.

File Attribute Clear

Switches off one of the DOS special flags attached to the file.

Here are the special DOS flags.

Read Only

When this flag is ON, you cannot write to or delete the file, though you can read it. This is ideal for a Common Appointment Book (see Chapter 10), for example, since nobody can then delete or change appointments.

System

Indicates that the file is part of DOS.

Hidden

Indicates that DOS will ignore the file when it searches the disk for a file name.

Archive

Indicates that something has changed in the file since your last backup. When this flag is on, the DOS BACKUP program copies it to a floppy disk. DOS may occasionally set this flag even when there have been no changes.

Check your DOS manual for more information.

Formatting a Floppy Disk

Have you ever been in the position where you must copy a file but you have no formatted disks? The File Manager takes care of you with the Prepare Disk commands.

Prepare Disk

Formats a floppy disk in a variety of ways that you determine with the commands on the menu. It is equivalent to the FORMAT command in DOS.

Prepare Disk Drive

Where the formatting takes place. On most machines, Drive A: will be the only choice.

Prepare Disk Label Name

The name given to the disk. When you look at the disk later with the File Manager, this name appears in the top line of the window.

Prepare Disk Disk Type

In the world of PCs there are four types of disk in common use, and this command lets you choose among them:

- 360 Kbytes, 5-1/4 inch. Mostly used by PCs and compatibles.
- 1.2 Mbytes, 5-1/4 inch. Mostly used by ATs and compatibles.
- 720 Kbytes, 3-1/2 inch. Mostly used by portable PCs and the IBM Personal System/2.

- 1.44 Mbytes, 3-1/2 inch. Mostly used by the IBM Personal System/2.

Prepare Disk Start Formatting

Starts formatting the floppy disk you choose. It tells you of its progress and whether there are any unusable parts of the disk.

Saving the Settings

You can store all the settings of the File Manager using one command.

Options Save Setup

Ctrl **O** **S**

This saves the following File Manager settings: all the Options commands; the current window size, color, and position.

Copying and Pasting

The File Manager exports the marked file names or the file name at the cursor when you use either the **Services Copy from Application** or **Services Quick Paste** command. You can use this facility in many ways, such as to send a list of file names to the Notepad as part of a document or to send the file name to a prompt in the underlying application. In the following example, you set up commands to select and execute programs at the DOS prompt:

1. Open the **Services** menu by holding **Alt** down and selecting it from the main menu.
2. Toggle **Services Setup Clipboard Paste Method** to **LINE** so that the Clipboard pastes a line at a time.
3. Activate the File Manager with **Alt** **F**.
4. Mark a sequence of .BAT, .COM, and .EXE files that you use in a certain order, such as 123.EXE and PGRAPH.EXE, or TCC.EXE and TLINK.EXE.
5. Copy the file names to the Clipboard with **Services Copy from Application to Clipboard**.
6. Deactivate SideKick Plus with **Ctrl** **Alt** and return to DOS.
7. Press **Ctrl** **Ins** to paste the first file name from the Clipboard to DOS.
8. Perform some operations inside the program. Exit to DOS.
9. Press **Ctrl** **Ins** to paste the second file name from the Clipboard to DOS.

When you use **Services Paste from Clipboard** or **Services Quick Paste** to the File Manager, it's like typing the marked lines very rapidly on the key-

board. This is very useful for batch operations in the File Manager. For example, let's copy two floppy disks from Drive A: to C:.

Type the text in the Clipboard:

1. **Ctrl** **P** **Ctrl** **K** **W** **A** **:** **←** (Moves you to the A: directory)
2. **Ctrl** **P** **Ctrl** **K** **A** **←** (Marks the files and directories on A:)
3. **Ctrl** **P** **Ctrl** **K** **C** **C** **:** **←** (Copies the first disk to C:)
4. **Ctrl** **P** **Ctrl** **K** **W** **A** **:** **←**
5. **Ctrl** **P** **Ctrl** **K** **A** **←**
6. **Ctrl** **P** **Ctrl** **K** **C** **C** **:** **←** (Copies the second disk to C:)

Now, mark the text in the Clipboard:

1. Go to the top of the text you just typed.
2. Press **F7**.
3. Go to the end of the text you just typed.
4. Press **F8**.
5. Activate the File Manager with **Alt** **F**.
6. Now, toggle Services Setup Clipboard Paste Method to BLOCK, so that the Clipboard pastes the whole of the block at one time.
7. Finally, press **Ctrl** **Ins** to start the copy.

The commands you typed into the Clipboard have now been performed.

The Notepad

The Notepad application provides up to nine full-screen text editors, so that you can have nine different sets of notes. Each can hold a 54,000-character file. The Notepad editor has all the facilities of the Turbo Pascal editor and most of WordStar's. If you are familiar with either editor, you'll find it easy to use the Notepad. In addition, you can print underlined, boldfaced, or italicized text from the Notepad simply by enclosing the text within control characters.

While you use the Notepad to enter text, SideKick Plus saves the Notepad file—just like any other file—to the directory you're in. If you were to do a DIR command from the directory prompt, you'd see the note file, with the default .TXT extension, in the list of files.

This chapter describes all the features and commands the Notepad offers. If you have not used it before, work through the Notepad tutorial in Chapter 3 before going on.

Activating the Notepad

Press **Ctrl|Alt** to activate SideKick Plus. From within SideKick Plus, you can activate the Notepad in any one of these four ways:

- Hold down **Alt** until the main menu appears, move the cursor to Notepad, and press **←**.
- Press **Alt|N**. This opens the Notepad selection window from within SideKick Plus if you haven't used the Notepad before. Otherwise, it opens the last Notepad used.

- Press **Alt** and any number key other than 0. This activates the Notepad specified by the number key, bypassing the Notepad selection window and loading the default file name. For example, **Alt3** gets you to the third Notepad with the default file name already loaded. (**Note:** This is the default. You can change it using **INSTALL**, so that pressing the number brings up an outline instead of a Notepad.)
- Press **F9** within a SideKick Plus application that uses the Notepad for attached notes, such as the Time Planner, Phonebook, or Calculator.

The Selection Window

The first time you activate the Notepad with the main menu or **AltN**, the Notepad Selection window opens. It's simply a list of the default file names, along with the Notepad number, and its size depends on the number of Notepads you install when you build your SideKick Plus (see Chapter 15). In the Notepad Selection window, you choose a window number and type in the file name you want to edit in that window. If you want to use the default file name, press **←** to open the selected window.

To rename the Notepad, press **Tab** and type in the file name you prefer. **Tab** also returns the cursor to the Notepad number. Use the **Options File Names** command to change the default file names.

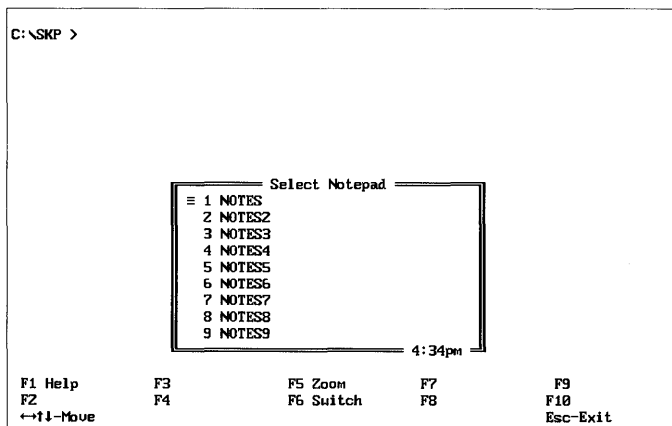


Figure 7.1: The Notepad Selection Window

Use the **↑** and **↓** keys to move the cursor to the window you want. Press **←** to open that Notepad.

In the Selection window, **Tab** or **F3** toggles the complete path name and the default file name of the window the cursor is in.

When you open a Notepad, a ≡ symbol appears by the Notepad number. When you edit a Notepad, a • appears by the Notepad number.

You may have previously saved a note file that's no longer in the SideKick Plus Selection window but is still in your directory. You can load it back into the Notepad: Press **F3** in the Selection window and type its file name.

SideKick Plus treats two Notepads with the same file name as two separate files. If you change one, the other *won't* change automatically. This is important to remember, because *if you edit one file and save it, then save the unaltered one, you may overwrite the changes*. You can toggle between the two versions of the same file for a while, but SideKick Plus will save only one version to disk—and it may not be the one you want saved. Use **File Write** to save one version of the file to a different name.

Note: This is different from the way Outlook treats two outlines with the same name. The two outlines become two windows on the same file, so when you type a change in one, you'll see it instantaneously reflected in the second.

Following are the commands available in the Notepad Selection window.

New Notepad

F3

Opens a New File Name box and moves the cursor to it, so you can type in a file name. That is, you can open an existing file or create a brand-new file. When you select this command, the file name changes from the name of the current Notepad to the default or previous file name. The default extension is .TXT.

If you are unsure of a name, the File Manager can help you: Just type the drive, directory, or file name with wildcards and press **↵**. If you select an existing file, the Notepad loads it; otherwise, the Notepad creates a new file.

This command is similar to **Tab**.

Save Notepad

Ctrl|K|D or **F2**

Saves the note to the file name at the cursor. If the file name exists, SideKick Plus saves the original version with a .BAK extension and saves the new note (with your changes) to the file name. The .BAK file keeps a backup of the version before the current one in case you change your mind or something goes wrong. This option can be turned off.

All Save

Ctrl|K|A

Starting with the first Notepad in the Notepad Selection window, saves all notes that have been changed.

Warning: Two notes with the same name get saved *individually*, so the second one will overwrite the first one. Be sure to rename one with File Write to before saving, if you want to keep both versions.

Options File Names

Ctrl O F

A window opens with the default path, file name, and extension for each Notepad. To change these, use Options File Defaults.

Options Save Setup

Ctrl O S

Saves the following settings: default file names, Selection window color, and Selection window position.

The Notepad Window

Once you have chosen a file name or left it as the default file name NOTES.TXT, a Notepad window opens.

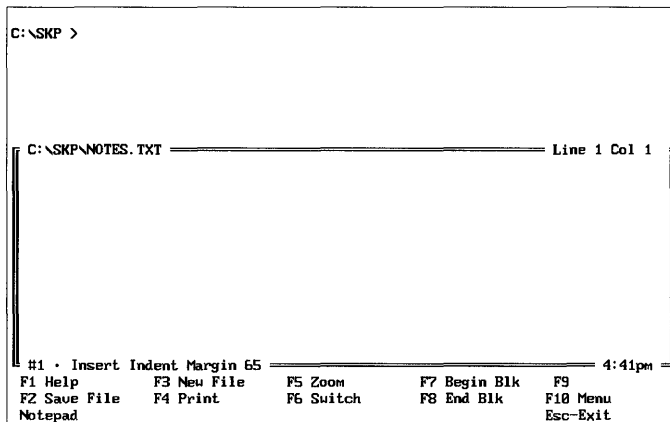


Figure 7.2: The Notepad Window

The window border gives you the following information:

C:\SKPLUS\nOTES1.TXT

The drive, directory, name, and extension of the file being edited.

Line

The number of the line containing the cursor, counted from the top of the file.

Col

Shows the number of the column containing the cursor, counted from the first character position at the left margin.

#1

The number of the Notepad, up to #9.

•

Indicates that you have altered something in the note since you last opened it.

Insert

Indicates what happens when you add text to the note. In Insert mode, SideKick Plus adds new text to existing text by pushing existing characters to the right as new text is entered; otherwise, if the word isn't the border, you're in Overwrite mode—new text overwrites existing text. Use **[ins]** to toggle between the two modes.

Indent

Indicates that auto-indentation is active. Toggle it on and off with the Options Auto-indent command (see page 123).

Tab

Indicates that pressing **[tab]** will move the cursor to the next tab position and insert a tab character into the file. Toggle it on and off with the Options Hard Tabs command (see page 123).

Graph

Indicates that the Notepad will display the PC's semi-graphics extended ASCII character set (ASCII values 128 to 255). Use the Options Graphics command to toggle it on and off.

Margin 65

Indicates that the current right-hand margin is at column 65, set with the Options Right Margin command.

The Notepad Function Keys

The last three lines of the screen contain the function-key status line and the message line. Following are the function keys specific to the Notepad:

[F2] Save File

Saves the note to the file name at the top left of the window border. This is the same as the File Save command in the File menu.

[F3] New File

Prompts you for the file name of the note you want to open. SideKick Plus adds the default extension .TXT to Notepad files. If you don't want an extension, type a period after your file name.

If you are unsure of the name, use the File Manager: Type a drive, directory, or file name with wildcards. If you select an existing file, the Notepad loads the file; if not, it creates a new file. To change the default file name, use the Options File Defaults command under the Options menu.

[F4] Print

This prints the marked block or the whole note. It is equivalent to the Block Print command under the Block menu. (See page 116 to learn how to set typeface attributes and printer codes.)

[F6] Switch

Switches to any previous open Notepad; otherwise, it goes to any underlying open SideKick Plus application.

[F7] Begin Blk

Marks the beginning of a block; the same as Block Mark Begin in the Block menu.

[F8] End Blk

Marks the end of a block; the same as Block Mark End in the Block menu.

Loading and Saving Notes

The function keys make it easy to load and save notes. The commands are also on the File menu, however, so that you can redefine them.

Note: SideKick Plus keeps each Notepad separate from the others: If you edit one, the others *don't* change. You can have nine Notepads open, each holding a 54,000-character file. It's a bad idea to give different note files identical names; when SideKick Plus attempts to save multiple files with the same name to disk, it will end up saving only one version of the files.

There are five commands in the File menu: New, Save, All Save, Write to, and List. The first three commands are the same as the New Notepad, Save Notepad, and All Save options in the Selection window (see page 109). Here are the other two commands:

File Write To

Prompts you for a file name and saves the note in the current window to the specified file name.

File List

Opens the Notepad Selection window.



Simple Cursor Movement

This section describes the cursor-movement keys that bring about simple movements. You are unlikely to use the menus for these, but they exist if you wish to change the shortcuts.

Go to Previous Character ← or Ctrl+S
Moves the cursor one character to the left, until the start of the line.

Go to Next Character → or Ctrl+D
Moves the cursor one character to the right, until the end of the line (column 248).

Go to Previous Word Ctrl+← or Ctrl+A
Moves the cursor to the beginning of the word to the left. A *word* is anything beginning or ending with one of the following characters: space < > , ; () [] ^ ' + - / \$.

Go to Next Word Ctrl+→ or Ctrl+F
Moves the cursor to the beginning of the word to the right.

Go to Previous Line ↑ or Ctrl+E
Moves the cursor up one line.

Go to Next Line ↓ or Ctrl+X
Moves the cursor down one line.

Go to Scroll Up Ctrl+↑ or Ctrl+W
Moves the note up by one line. The cursor remains at the same position on the line until it reaches the second to the last line of the window.

Go to Scroll Down Ctrl+↓ or Ctrl+Z
Moves the note down by one line. The cursor remains at the same position on the line until it reaches the line that is second from the top of the window.

Go to Previous Screen PgUp or Ctrl+R
Moves the cursor one whole window, with an overlap of one line, nearer to the beginning of the note.

Go to Next Screen PgDn or Ctrl+C
Moves the cursor one whole window, with an overlap of one line, nearer to the end of the note.

Extended Cursor Movement

This section describes the cursor-movement keys that cause extended cursor movements. Again, you probably won't use the menus for these, but they are available if you wish to change the shortcuts. Please see Appendix B if you want to know why these shortcuts were chosen.

Go to Start of Line **Ctrl|Q|S** or **Home**

Moves the cursor to the first character of the line.

Go to End of Line **Ctrl|Q|D** or **End**

Moves the cursor to the position after the end of the line.

Go to Start of Window **Ctrl|Q|E** or **Ctrl|Home**

Moves the cursor to the top of the window.

Go to End of Window **Ctrl|Q|X** or **Ctrl|End**

Moves the cursor to the bottom of the window.

Go to Start of File **Ctrl|Q|R** or **Ctrl|PgUp**

Moves the cursor to the first character in the note.

Go to End of File **Ctrl|Q|C** or **Ctrl|PgDn**

Moves the cursor to the last character in the note.

The following commands allow you to jump to special points in the note.

Go to Start of Block **Ctrl|Q|B**

Moves the cursor to the character at the start of a marked block (see "Block Commands" later in this chapter). The command works even on a hidden block or when there is no marker at the start of the block.

Go to End of Block **Ctrl|Q|K**

Moves the cursor to the character at the end of a marked block (see "Block Commands" later in this chapter). The command works even on a hidden block or when there is no marker at the start of the block.

Go to Previous Position **Ctrl|Q|P**

Moves the cursor to the position before the last command. This is particularly useful when, after a Search operation, you want to return the cursor to the position before the Search.

Go to Line **Ctrl|Q|N**

Moves the cursor to the start of the line indicated by the number entered.

Using Markers to Move the Cursor

It is tedious to use the cursor keys repeatedly to move within a note, for instance, between lines 55, 167, and 355. Instead, you can use marker commands. You set a marker with the **Marker Set** command and jump to it with the **Marker Go to** command. Following are fuller descriptions of those commands:

Marker Set 1 Ctrl|K|1
Sets marker number 1.

Marker Set 2 Ctrl|K|2
Sets marker number 2.

Marker Set 3 Ctrl|K|3
Sets marker number 3.

Marker Go to 1 Ctrl|G|1
Jumps to marker number 1.

Marker Go to 2 Ctrl|G|2
Jumps to marker number 1.

Marker Go to 3 Ctrl|G|3
Jumps to marker number 3.

Insertion Commands

This section describes commands that place text into the note. You'll probably use shortcuts, but this menu serves as a reminder in case you forget the shortcuts.

Note that the Notepad provides a way of undoing changes to text: **Delete Undo line**, described in the next section, "Deletion Commands."

The keys **Ctrl|I** or **Tab** move the cursor eight spaces to the right when **Options Hard Tabs** is ON. They move the cursor to the next column, based on the spacing in the line above, when **Options Auto Indent** is ON.

Insert Hard Space

Inserts a space that isn't deleted by wordwrap or reformat operations. This is useful for batch files containing the \$P \$G prompt command.

Insert Control Character Ctrl|P

Allows you to insert a character below ASCII 32 (a control character) into the note. Type in the prefix **Ctrl|P** and then hold down **Ctrl** while you type in

the character to be inserted. The appearance of these characters depends on the setting of the **Options Graphics** command.

What these control characters print is determined by the Install program. They are initially set for IBM or Epson printers. If you have another printer,

1. Unload SideKick Plus.
2. Type `INSTALL` at the DOS prompt.
3. Select **Printer Settings Attributes** when prompted, and change them according to your printer's specifications.

The **Printer Settings Attributes** menu currently has these defaults:

Set/Clear Normal	Ctrl P A
Set/Clear Bold	Ctrl P B
Set/Clear Italics	Ctrl P C
Set/Clear Underscore	Ctrl P D
Set/Clear Frame	Ctrl P E

You can use control characters to vary your printing style or produce *Display macros* for SuperKey. Your printer manual should have the complete codes for your printer. Following are some control characters:

IBM or Epson Printers

Ctrl P	Ctrl O	turns on condensed printing
Ctrl P	Ctrl R	turns off condensed printing
Ctrl P	Esc E	turns on emphasized printing
Ctrl P	Esc F	turns off emphasized printing
Ctrl P	Esc W I	turns on double width
Ctrl P	Esc W O	turns off double width
Ctrl P	Esc 4	turns on italics (Epson only)
Ctrl P	Esc 5	turns off italics (Epson only)

SuperKey

Ctrl P	Ctrl B	boldface attribute on/off
Ctrl P	Ctrl D	frame attribute on/off

Use the **Services Setup Printer Use Settings** command to change the printer style for the whole document.

Insert Time & Date at Cursor

Ctrl **O** **T**

Inserts the computer's internal time & date into the note at the cursor position. To change the time and date format, use the **Services Setup Date and Time** command on the main menu. (If the Time is incorrect, follow the instructions in your DOS manual to change it.)

Insert Time & Date at End of File

Ctrl|Q|U

Inserts a new line at the end of the note with the computer's internal time and date. To change the time and date format use the **Services Setup Date and Time** command on the main menu. You can do the same thing automatically with the **LOG dot** command (see "Dot Commands" later in this chapter).

Insert Line

Ctrl|N

Inserts a line break at the cursor position without moving the cursor. This is subtly different from **↵**, which inserts a line break and moves the cursor to the start of the next line.

Insert File

Ctrl|K|R

Reads a file from disk into the note and places it below the cursor as a marked and displayed block (see "Block Commands").

Deletion Commands

This section describes the deletion commands. You probably won't use the menus for these, but they are there if you wish to change the shortcuts. Use the **Block Delete** command (see "Block Commands") to delete a large piece of text.

Delete Previous character

Ctrl|H or **Backspace**

Deletes the character to the left of the cursor.

Delete Character

Ctrl|G or **Del**

Deletes the character under the cursor.

Delete Word

Ctrl|T

Deletes from the cursor to the end of the word. A word is anything beginning or ending with one of the following characters: space < > , ; () [] ^ ' + - / \$ *.

Delete Rest of Line

Ctrl|G|Y

Deletes all text from the cursor to the end of the line.

Delete Line

Ctrl|Y

Deletes the line at the cursor. Be careful: You cannot restore the line with the **Undo Line** command in the **Delete** menu.

Delete Undo Line

Ctrl|G|L

This returns the line to its previous form. It becomes permanent as soon as you leave the line.

Searching and Replacing Text

You can replace one word with another throughout a file easily using the Search menu. It lets you search for, and replace, specified text in a variety of ways.

Search Find

Ctrl **Q** **F**

This locates specified text in the note using the options set in the Search Options command. If you include a ? (or **Ctrl** **P** **A**) in the text, any character will match, just like the ? wildcard in file names. If you include a ~, it will search at the start or end of a line.

Search Replace

Ctrl **Q** **A**

This locates specified text in the note and replaces it using the options set by the Search Options command.

You type in the text to search for at the *Search for* prompt. If you include a ? (or **Ctrl** **P** **A**), any character will match, just like the ? wildcard in file names.

You type in the replacement text at the *Replace with* prompt. To delete the *Find* text (also known as the search string), don't type anything in at this prompt, then press **←**.

On locating the Find text, a prompt asks you whether you want to replace the string of highlighted characters. Replying Y (for Yes) replaces the string, N (for No) doesn't replace it and moves on to the next occurrence of that string, and **Esc** (or **Ctrl** **U**) aborts the command. Use the Search Options Ask Before Replace command to turn off this message.

You can use the wildcard to search and replace at the beginning or end of lines. At the Search prompt, enter ~. At the Replace prompt, enter ~START OF TEXT.

Search Options

Ctrl **Q** **O**

The Notepad uses several ways to find and replace text. Although you mostly won't care which particular method it uses, you can set your preferences on the Search Options menu. To save these options, use the Options Save Setup command.

You can use any or all of the following options:

Search Options Ignore Case

When set to YES, ignores the difference between uppercase and lowercase. For example, specifying *Helen* finds *Helen*, *HELEN*, and *helen*.

Search Options Global Search

When set to YES, replaces the text over the entire document regardless of where the cursor is. When set to NO, it replaces only the first occurrence of

the text. The **Search Find** command ignores the **Search Options Global Search** command setting.

Search Options Backwards Search

When set to **YES**, searches above the cursor position toward the beginning of the file. When set to **NO**, searches after the cursor position toward the end of the file. The **Search Find** command ignores the **Search Options Global Search** command setting.

Search Options Ask Before Replace

When set to **YES**, confirms that you really want to replace the text before doing so; when set to **NO**, does the replacement automatically. Ignored by **Search Replace**.

Search Options Whole Words Only

When set to **YES**, skips matching patterns embedded inside other words. For example, specifying *pin* won't find *pineapple* or *pint*.

Search Options Sound Alike Words

When set to **YES**, searches for words that sound like the required word.

Search Options Marked Block Only

When set to **YES**, only searches the headlines within the marked block.

Search Options Number of Times

Enter the number of occurrences of the string you want the search operation to work on, counted from the current cursor position.

Search Again

Repeats the latest **Search Find** or **Search Replace** command without any prompts.

Block Commands

If you feel a bit dazzled by the Notepad's multitude of features at this point, you may ignore the commands in this section. Later on, when you need to copy, move, or sort a block of text, you can return to this section.

Marking a Block of Text

A block is simply a chunk of text, from a single character to several pages in length, marked at both ends.

Following are the block-marking commands.

Block Mark Start

Ctrl|K|B or **F7**

Marks the beginning of a block. The marker itself is invisible, and the block becomes visible only after the **Block Mark End** command. You can jump to this mark with the **Go to Start of Block** command.

Block Mark End

Ctrl|K|K or **F8**

Marks the end of a block. The marker itself is invisible, and the block becomes visible only after the **Block Mark Begin** command. You can jump to this mark with the **Go to End of Block** command.

Block Mark Line

Ctrl|K|L

Marks a line as a block.

Block Mark Word

Ctrl|K|T

Marks a single word as a block. When the cursor is within a word, the command marks the word; otherwise, it marks the word to the left of the cursor position. A word is defined as anything that begins or ends with one of the following characters: space <> , ; () [] ^ ' + - / \$.

Block Mark Hide/Display

Ctrl|K|H

Switches the visual marking of the block off and on. You must display a block for the **Block** commands such as **Move** and **Delete** to be available. **Go to Start of Block** and **Go to End of Block** work independently of the toggle.

Manipulating Blocks

Now that you know how to mark the block, let's see what you can do with them:

Block Copy

Ctrl|K|C

Copies a previously marked block of text to the current cursor position. No changes occur to the original block, and the new copy contains the block markers. You must mark and display a block for the command to be available. Nothing happens if the cursor is within the marked block.

Block Transfer

Ctrl|K|V

Moves a previously marked block from its original position to the cursor position. The block disappears from its original position, and the block markers remain around the block at its new position. You must mark and display a block for the command to be available.

Block Delete

Ctrl|K|Y

Deletes a previously marked block. You must mark and display a block for the command to be available.

Warning: You cannot use the **Delete Undo Line** command to restore the deleted block.

Block Write to File

Ctrl|K|W

Writes a previously marked block to a file, with the marks in place. If the file name exists, the Notepad asks whether you want to overwrite the file. You can overwrite the old file by replying Y (for Yes); typing N (for No) returns you to the file-name prompt. Do **not** use the extension .BAK, since the Notepad uses that term for its backup files. You must mark and display a block for the command to be available.

Block Print

Ctrl|K|P or **F4**

Prints the marked block. If you haven't marked a block, this command prints the entire note. The printer menu displays after you enter this command, where you select the output device: window, printer, or file. See page 125 for some special dot print commands and page 116 for special typeface characters.

Block Sort

Ctrl|K|S

Alphabetically sorts a marked block. You must mark and display a block for this command to be available. It pops up a menu that starts the sort and sets the options. The following describes the menu.

Block Sort First Column

The column you want sorting to begin in.

Block Sort Last Column

The last column you want included in the sort. Suppose you have the following list marked as a block with the periods representing blank spaces:

```
Plate.....Part No. F12-67
Cap.....Part No. F66-84
Hub.....Part No. F61-90
```

If you set **Block Sort First Column** as 1 and **Block Sort Last Column** as 5, you get an alphabetically sorted parts list:

```
Cap.....Part No. F66-84
Hub.....Part No. F61-90
Plate.....Part No. F12-67
```

On the other hand, if you specify **Block Sort First Column** as 26 and **Block Sort Last Column** as 31, you get a numerically sorted part number list:

```
Plate.....Part No. F12-67
Hub.....Part No. F61-90
Cap.....Part No. F66-84
```

Block Sort Type

Indicates whether the block of text should be sorted in ascending or descending order:

A → Z puts characters beginning with *A* at the top of the marked block.

Z → A puts characters beginning with *Z* at the top of the marked block.

Block Sort Start Sort

Begins the sort.

Reformatting the Text

If you've set **Options Margin Release** to **ON**, the text you enter won't automatically wrap when you come to the right margin of the window. Or, if you insert text with the same setting, the line could extend beyond the window.

To get the paragraph back within the margins, you must reformat it using one of the **Reformat** commands. You can also use it for various special text formats when **Options Auto Indent** is **ON**.

Reformat Paragraph

Ctrl|B

Reformats the text to fit the margins from the cursor until a blank line.

Reformat Block

Reformats the text in the marked block to fit within the margins.

Reformat Marker

Ctrl|_

While **Auto Indent** is **ON**, you can use **Reformat Marker** to force a paragraph to indent at a certain position. For example, to create a hanging indent on the left margin, you would type

1. **F10** **Reformat Marker**
This is a typical example of a hanging indent.
2. **F10** **Reformat Marker**
This is another example of a hanging indent.

You can also use **Reformat Marker** to create an indent for an existing paragraph:

- Move the cursor to the indent position.
- Press **Reformat Marker**.
- Use the **Reformat Paragraph** command. This reformats from the line after the cursor to the end of the paragraph, using the cursor position to signify the new indentation.

To do these tricks, SideKick Plus enters a null character (ASCII 0) at the cursor position.

The Options Commands

The Option commands let you change the default file names, your view of the text, and how you enter text into the Notepad.

Let's cover the margins first.

Options Right Margin [Ctrl][O][R]

Sets the maximum length of the line. (You can set other margins with the Services Setup Printer menu.) If you enter a line exceeding this length, the Notepad breaks the line and moves text to the next line. To remind you of the current margin setting, the right margin column setting appears in the window border.

Options Margin Release [Ctrl][O][X]

Turns off the right margin set by the Options Right Margin command and removes the margin indicator in the window border.

Now for the commands that change the way text is entered:

Options Insert Mode [Ctrl][V] or [Ins]

Changes between insert and overwrite modes when entering text. When set to ON, new text is added while existing text is pushed to the right. When OFF, new text replaces existing text. A status indicator shows the current mode in the bottom left of the window border.

Options Auto Indent [Ctrl][O][I]

Automatically indents successive lines. When set to ON, the indentation of the current line repeats on each following line: Pressing [←] does not return the cursor to column 1 but to the indent column of the previous line. When you want to change the indentation, use [Space] to move to the desired position and the Reformat commands. An indicator in the window border reminds you that Auto Indent is on.

Options Hard Tabs [Ctrl][O][T]

When set to ON, [Tab] moves eight characters to the right from the cursor position and inserts a tab (ASCII 09) character. Otherwise, the tab is set by the beginning of the word on the previous line. An indicator in the window border reminds you that this option is on.

Options Graphics [Ctrl][O][G]

When set to ON, the upper and lower sets of ASCII characters display except those used in the Notepad (tab and carriage return). When set to OFF, only the first 128 ASCII characters display. Limiting the number of

characters allows you to display text files produced by editors, such as WordStar, that use the eighth bit of the character codes. The word *Graph* in the window border tells you this option is on. **Note:** Printing a file with this option ON or OFF won't affect print results. The *printer* must be capable of printing graphics.

Here's how to change the file names shown by default in the Notepad Selection window.

Options File Defaults

Ctrl|O|F

A window opens with the default path, file name, and extension for each Notepad.

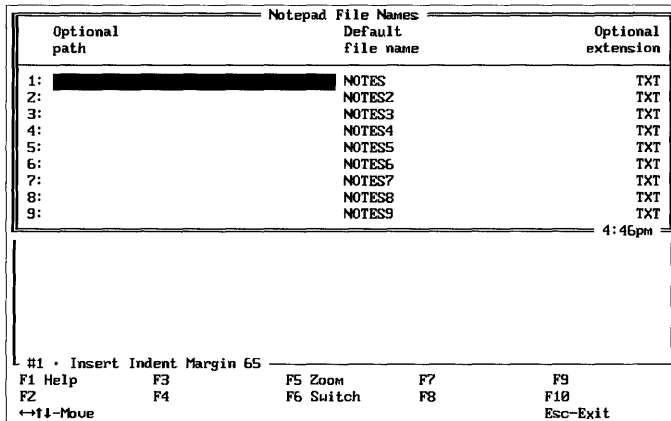


Figure 7.3: The Notepad Options File Name Window

Use **↑** and **↓** to move to the Notepad whose default file name you wish to change. Move to the path, file name, and extension using **Tab** and **Ctrl|Tab**. Type the correct entry and press **←**. **Esc** closes the window and accepts your current entry. Use the Options Save Setup command to store your new settings permanently. **Note:** The Notepad Selection window doesn't get updated.

Options File Auto Save

When set to ON, saves the file each time you leave the Notepad window or alter the note, such as when you deactivate SideKick Plus or switch to another Notepad. When set to OFF, you must press **F2** to save the file.

Options File BAK Files

Toggles the backup file option OFF and ON.

Options Save Setup

Ctrl|O|S

Saves the following settings:

- Options menu.

- Sort settings.
- Search Options.
- The current Notepad window size, color, and position.

The Dot Commands

If you type a period (.) in the first column of a note, you can use a number of special commands. These dot commands allow you to set headings, footings, page breaks, and time/date stamping.

Following are descriptions of the dot commands.

.CP*n*

Compares the number of lines left on the page to the number *n*; if there are less lines than *n*, causes a page break. This is useful if you don't want a paragraph split up between two pages.

.FO *text*

Prints *text* as a footing to the page. You can add special commands, preceded by ?:

?# Page Number.
?D Date at printing.
?T Time of printing.

For example, .FO ?D ?T produces 23 Oct 2010 5:36pm.

.HE *text*

Prints *text* as a heading to the page. You can add special commands, preceded by ?:

?# Page Number.
?D Date at printing.
?T Time of printing.

For example, .HE ?D ?T produces 23 Oct 2010 5:36pm.

.LOG

Place this in line 1, column 1 (it must be entered in uppercase). After you enter the .LOG command, the Notepad moves to the bottom of the file, prints the time and date, and moves the cursor to the beginning of the next line. Each time you reactivate SideKick Plus and move the cursor, it writes the new time. This command also works in Phonebook attached notes.

.PA

Causes a page break. This is handy when you want to leave blank space on the page, such as for a diagram.

Copying and Pasting

The Notepad exports the marked block or, if you haven't marked a block, the line at the cursor with either the **Services Copy from Application** or **Services Quick Paste** command. For example, let's export a block of text to the application underneath:

1. Activate SideKick Plus, if necessary, with **Ctrl|Alt**
2. Activate the Notepad with **Alt|N** and select a file from the Notepad Selection window, if necessary.
3. Use **F7** to mark the beginning of a block.
4. Use **F8** to mark the end of the block.
5. Use the **Services Quick Paste** command to send the text to the application underneath.

When you use **Services Paste from Clipboard** or **Services Quick Paste to the Notepad**, it's like typing the marked block very quickly on the keyboard. You can use these commands to copy from the screen (see the Copy and Paste tutorial in Chapter 3) or to copy between Notepads. For example, here's how to use Copy and Paste between two Notepads:

1. Activate Notepad 1 with **Alt|1**.
2. Use **F7** to mark the beginning of the block.
3. Use **F8** to mark the end of the block.
4. Use the **Services Copy from Application to Clipboard** command to copy the text to the Clipboard. It does not matter if the block is bigger than the default size of the Clipboard.
5. Activate Notepad 2 with **Alt|2**.
6. Press **Ctrl|Ins** to copy the block of text in the Clipboard to Notepad number 2.

The text you copied is now in Notepad number 2.


Outlook: The Outline Processor

Outlook is an electronic tool that helps you manipulate and organize sets of structured notes. You can use it to build speech outlines, organize agendas for meetings, and construct long reports, for example.

This chapter provides complete information about all the features and commands in Outlook. If you have not used it before, begin by reading the tutorial "Outlook: The Outline Processor" in Chapter 3.

Activating Outlook

First activate SideKick Plus with **Ctrl|Alt**. Then, using the default settings, you can activate Outlook in one of two ways:

- Pop up the main menu with **Alt**, move the cursor to Outlook, and press .
- Press **Alt|O**

If you are within Outlook, you can press **Alt** and any number key (except 0) to open an outline. This activates the outline specified by the number key, bypassing the Outline Selection window and loading the default file name. For example, **Alt|3** moves you to the third outline with the default file name already loaded. **Advanced:** An outliner comes up if you have built a customized version of the SideKick Plus that specifies that **Alt|1** through **Alt|9** bring up Outlook rather than the Notepad.

You can change the default file names with the Options menu. This is discussed on page 153.

You can designate your headlines as *Open* or *Close*. When your headlines are *Open*, all headlines deeper than the current one are displayed. When you specify *Close*, those headlines are hidden from view. (The **+** and **-** keys to expand and contract the outline. These commands are fully explained on page 140.)

The Outline Selection Window

The Outline Selection window opens if you use the main menu or **Alt/O** to activate Outlook. Its size depends on the number of windows you install when you build SideKick Plus (see Chapter 15). The Outline Selection window is where you choose which outline to edit and the window to use. If you press **F3** or **Tab** with the cursor on, say, window 1, you can type in whatever name you want to call the file in window 1.

Use the Options File Names command to change the default file names in the Selection window.

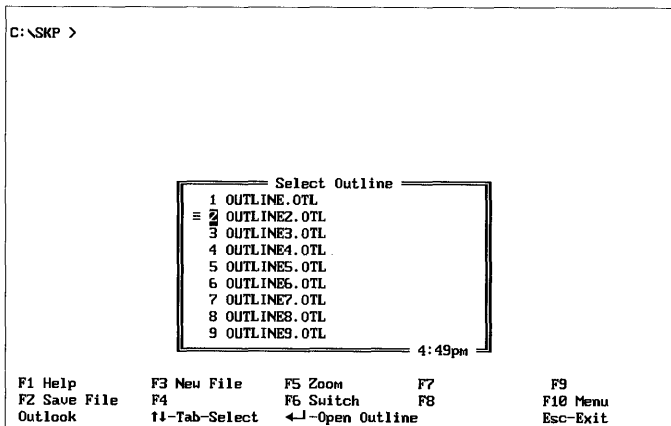


Figure 8.1: The Outlook Selection Window

The **↑** and **↓** cursor keys move the cursor to the outline you want. When the cursor is on the outline you want, press **←** to open the outline.

When you make a change to the outline, a round symbol (•) appears by the outline number.

If you give two windows the same file name, Outlook links them. If you change one, the other changes (even if you can't see it). This is different from how the Notepad treats two files of the same name: Notepad files with the same name are treated as two different files. Outlook can work

with a pool of headlines spread across 9 windows, with a maximum total of 2,200 headlines or 400,000 characters (whichever happens first).

Following are the commands in the Outline Selection window:

New Outline F3
Opens a window and allows you to type the file name of a new outline. Press **Tab** to display the default or previous file name. If you are unsure of the name, the File Manager can help you. Just type a drive, directory, or file name with wildcards and press **←**. If you select an existing file, Outlook loads it. Otherwise, it creates a new outline.

Save Outline Ctrl+K+D or F2
Saves the outline to the file name at the cursor. See File Save under "Loading and Saving Outlines."

All Save Ctrl+K+A
Saves all the changed outlines to the file names in the Outline Selection window.

Options File Names Ctrl+O+F
Opens a window that lists all Outlook file names. You can specify an optional path, a default file name, and an optional extension.

Options Save Setup Ctrl+O+S
Saves the file-name setup you have specified.

The Outlook Window and Function Keys

Once you have chosen a file name, the main Outlook window opens.

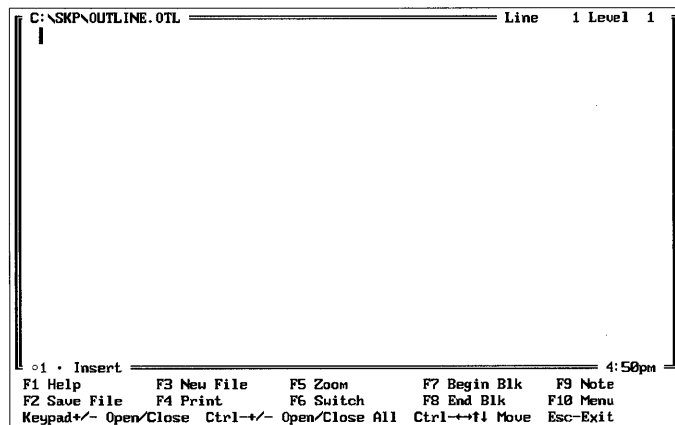


Figure 8.2: The Main Outlook Window

The window border gives you the following information:

C:\SKPLUS\OUTLINE.OTL

The directory, drive, name, and type of file being edited.

Line

The number of the line containing the cursor, counted from the beginning of the outline and not including any hidden headlines.

Level

The depth of the headline containing the cursor. The headline closest to the left margin is level 1; subsequent numbers indicate deeper levels.

o 1

This is the Outlook window number.

*

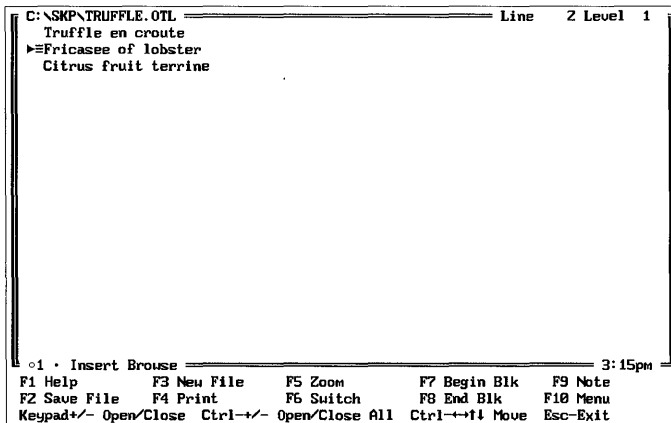
Indicates that you have altered something in the outline and haven't saved the change yet.

Insert

Indicates what happens when you add text to the headline. In Insert mode, new text is added to existing text; otherwise, new text replaces existing text. Use **[Ins]** to toggle between the two modes.

Browse

Indicates that the cursor-movement keys are in Browse mode. When you set Browse mode to ON using the Headline menu, only the top level of headlines shows. As you move the cursor down, however, any hidden headlines display then disappear when you get to the next headline at the top level.



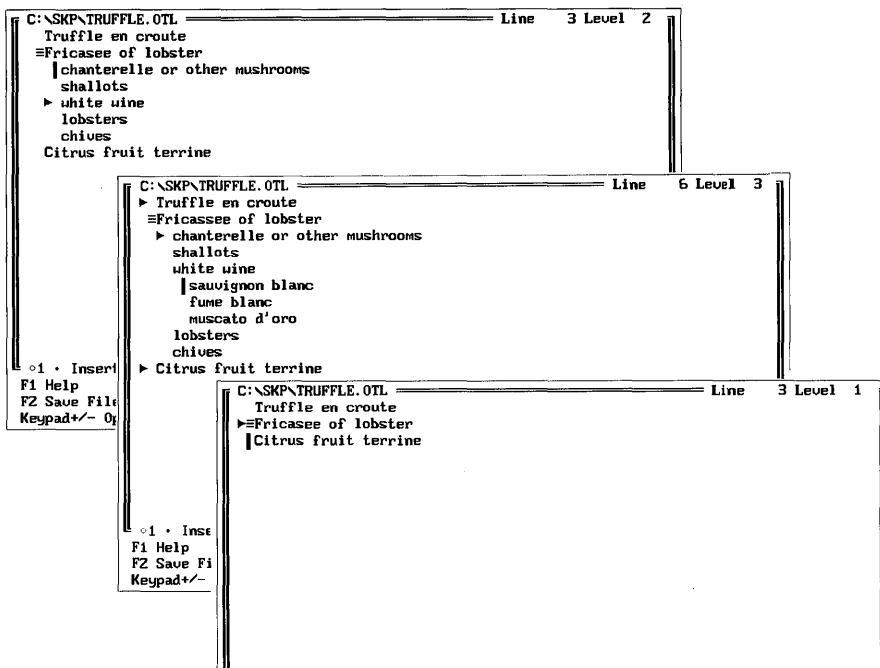


Figure 8.3: Browsing through an Outline

Use the **Headline Browse** command to toggle Browse mode on and off.

Headline Symbols

A headline can have two symbols: One (\equiv) reminds you that you've attached a note to that headline; the other (\blacktriangleright) indicates deeper levels of headlines are underneath that headline. The headline commands are explained later in this chapter. For now, here are the headline symbols:



Indicates that the headline has others concealed below it, at deeper levels.



Indicates that the headline has an attached note. See "Insertion Commands" to insert an attached note.

The Outlook Function Keys

The last three lines of the screen contain the function keys and the message line. The following describes the function keys specific to Outlook.

F2 Save File

Saves the outline to the file name in the top left of the window border. This is the same as the File Save command.

F3 New File

Prompts you for the file name of an outline to open. If you are unsure of the name, the File Manager can help you. Just type a drive, directory, or file name with wildcards. If you select an existing file, Outlook loads the outline. Otherwise, it creates a new outline. To change the default file name, use the Options File Defaults command.

F4 Print

Prints the marked block or the whole outline, as determined by the Options Print, Options Number, and Options Write commands. It is equivalent to the Block Print command.

F6 Switch

Switches to the previous open Outlook window. Otherwise, it goes to the previous application.

F7 Begin Blk

Marks the beginning of a block. See “Marking a Block of Headlines” on page 141.

F8 End Blk

Marks the end of a block.

F9 Note

Attaches a Notepad to the headline at the cursor. This is equivalent to the Insert Attached note command (see “Insertion Commands”).

Loading and Saving Outlines

To load and save outlines, you’ll probably use the shortcuts or function keys. However, the commands are on the File menu so that you can redefine them.

Outlook links two windows with the same file name. If you change one, the other *always* changes—even if you can’t see it. Outlook can manipulate a pool of headlines spread across nine windows, with a maximum of 2,000 headlines or 400,000 characters.

File New**F3**

This prompts you for the file name of the new outline to open. If you are unsure of the name, the File Manager can help you. Just type a drive, directory, or file name with wildcards. If you select an existing file, Outlook loads the outline. Otherwise, it creates a new outline. If you had an outline

open and altered it, SideKick Plus asks whether you want to save it before it loads the new one. To change the default file name, use the **Options File Defaults** command.

File Save Ctrl|K|D or F2
Saves the outline to the file name in the top left of the window border. If the file already exists, SideKick Plus renames the existing file with a .BAK extension and saves the outline to the file name.

File All Save Ctrl|K|A
Saves all the changed outlines to the file names in the top left-hand corner of the window borders.

File Write To
Prompts you for a file name and saves the outline in the current window to that file name.

File List Alt|O
Opens the File Selection window.

Simple Cursor Movement

This section describes the cursor-movement keys that perform simple movements. You probably won't use the menus for these, but they are there if you wish to change the shortcuts. Please see Appendix B for an explanation of these shortcuts.

Go to Previous Character Ctrl|S or ←
Moves the cursor one character to the left. When the cursor reaches the start of the outline, it stops and doesn't go any further.

Go to Next Character Ctrl|D or →
Moves the cursor one character to the right edge of the headline. If the cursor reaches the right edge of the screen, the window scrolls to the left until it reaches the 254th column.

Go to Previous Word Ctrl|A
Moves the cursor to the beginning of the word to the left. A word begins or ends with one of the following characters: space < > , ; () [] ^ ' + - / \$. When the cursor reaches the start of the headline, it stops and doesn't go any further.

Go to Next Word Ctrl|E
Moves the cursor to the beginning of the word to the right. When the cursor reaches the end of the headline, it stops and doesn't go any further.

- Go to Previous Headline* Ctrl|E or ↑
 Moves the cursor up by one headline.
- Go to Next Headline* Ctrl|X or ↓
 Moves the cursor to the headline below.
- Go to Scroll Up* Ctrl|W
 Moves the outline up by one headline. The cursor remains on the same headline until it reaches the second to the last line of the window.
- Go to Scroll Down* Ctrl|Z
 Moves the outline down by one headline. The cursor remains on the same headline until it reaches the second from top line of the window.
- Go to Previous Screen* Ctrl|R or PgUp
 Moves the cursor one whole window, with an overlap of one line, nearer to the top of the outline.
- Go to Next Screen* Ctrl|C or PgDn
 Moves the cursor one whole window, with an overlap of one line, nearer to the end of the outline.

Extended Cursor Movement

This section describes the cursor-movement keys that perform more extensive movements. You are unlikely to use the menus for these, but they are there if you wish to change the shortcuts. Please see Appendix B for more on these shortcuts.

- Go to Start of Line* Ctrl|Q|S or Home
 Moves the cursor to the first character of the headline.
- Go to End of Line* Ctrl|Q|D or End
 Moves the cursor to the position after the end of the headline.
- Go to Start of Window* Ctrl|Q|E or Ctrl|Home
 Moves the cursor to the top of the window.
- Go to End of Window* Ctrl|Q|X or Ctrl|End
 Moves the cursor to the penultimate line of the window.
- Go to Start of File* Ctrl|Q|R or Ctrl|PgUp
 Moves the cursor to the first headline in the outline.
- Go to End of File* Ctrl|Q|C or Ctrl|PgDn
 Moves the cursor to the last headline in the outline.

The following commands allow you to jump to special points in the outline. (See also “Commands that Work on Several Headlines” on page 141.)

Go to Start of Block Ctrl+Q+B
Moves the cursor to the headline at the start of a marked block.

Go to End of Block Ctrl+Q+K
Moves the cursor to the headline at the end of a marked block.

Go to Previous Position Ctrl+Q+P
Moves to the previous position of the cursor and, if necessary, opens up the headline. This is particularly useful after loading a new outline or a Search operation.

Go to Identical Level Above
Moves the cursor to the same level of headline above the current cursor position.

Go to Identical Level Below
Moves the cursor to the same level of headline below the current cursor position.

Go to Previous Attached Note Ctrl+Q+W
Moves you to the previous attached note in the outline. For Outlook to find the attached note, the headline must be open. You can also do this inside the attached note with the Previous Note command.

Go to Next Attached Note Ctrl+Q+Z
Moves you to the next attached note in the outline, whether you are in the attached note or the outline. For Outlook to find the attached note, the headline must be open. You can also do this inside the attached note with the same command.

Insertion Commands

This section describes commands that put text into the outline. You’ll probably use shortcuts for most, but this menu serves as an alternative.

Note that Outlook provides a way of undoing changes to the text of a headline: Use the Delete Undo Headline command described under “Deletion Commands.”

Options Insert Mode Ctrl+V or Ins
Toggles between insert and overwrite modes when entering text. When set to ON, new text is added to existing text. When set to OFF, new text replaces existing text. A status indicator shows the current mode in the bottom left of the window border.

Insert Tab

Ctrl|I

Moves the cursor to the next tab stop in the headline. Outlook fixes the tab stops at eight-character intervals. Don't use this command frequently, as it destroys the hierarchy of the outline; however, it's handy for outline titles.

Insert Control Character

Ctrl|P

Allows you to insert characters below ASCII 32 (a control character) into the note. First type the prefix **Ctrl|P**, then **Ctrl|J**, **K**, **L**, **M**, or any control character above **Ctrl|N**. These characters appear as semi-graphic characters on the screen.

This is a handy feature because you can use control characters to vary your printing style. Check your printer manual for correct control or Escape sequences. Following are some useful control characters:

Entering a Page Break

Ctrl|P **Ctrl|L**

IBM or Epson Printers

Ctrl P Ctrl O	Turns on condensed printing
Ctrl P Ctrl R	Turns off condensed printing
Ctrl P Esc E	Turns on emphasized printing
Ctrl P Esc F	Turns off emphasized printing
Ctrl P Esc W I	Turns on double width
Ctrl P Esc W O	Turns off double width
Ctrl P Esc 4	Turns on italics (Epson only)
Ctrl P Esc 5	Turns off italics (Epson only)

Use the **Services Setup Printer Use Settings** command on the main menu to change the printer style for the whole document.

Insert Headline Current Level

Ctrl|M or **←|**

Inserts a new headline directly below the cursor at the same level. It positions the cursor at the start of the new headline.

Insert Headline Deeper Level

Alt|←|

Inserts, below the cursor, a new headline a level deeper than the current headline and moves the cursor to it.

Insert Attached Note

F9 or *****

Attaches a Notepad to the headline or, if one exists, opens the current attached note for editing. Outlook keeps the Notepad text in the outline, so you can't use the **File Save** command in the Notepad to save the attached note. You can mark a block in the attached note and write the block to a file.

The two Outlook-specific commands on the Notepad menu are the same as Outlook's **Go to Previous Attached Note** and **Go to Next Attached Note** commands described on page 135.

When you press **Esc**, SideKick Plus closes the attached note and returns you to Outlook, where a \equiv symbol reminds you that the note exists. If you press **Esc** while the note is empty, SideKick Plus ignores the attached note.

Insert Time & Date at Cursor **Ctrl|Q|T**

Inserts the computer's internal time and date into the headline at the cursor position. To change the time and date format, use the **Services Setup Date and Time** command on the main menu.

Insert Time & Date at End of File **Ctrl|Q|U**

Inserts a new headline at the end of the outline with the computer's internal time and date. To change the time and date format, use the **Services Setup Date and Time** command on the main menu.

Insert Drawing Single Line **Ctrl|Q|L**

Allows you to draw horizontal and vertical single lines as part of the headline. Use the **↑**, **↓**, **←**, or **→** keys to move the cursor around the outline. **Esc** returns you to normal text.

To print an exact hard copy, your printer must be capable of producing the IBM semi-graphic characters. (To draw organization charts or tree diagrams, use the **Block Output Chart** command.)

Insert Drawing Double Line **Ctrl|Q|=**

Allows you to draw horizontal and vertical double lines as part of the headline. To draw organization charts or tree diagrams, use the **Block Output Chart** command.

Use the **↑**, **↓**, **←**, or **→** keys to move the cursor around the outline.

Esc returns you to normal text.

Your printer must be capable of producing the IBM semi-graphic characters to get an exact copy on paper.

Insert Drawing Erase Line **Ctrl|Q|/**

Erases lines drawn with the **Insert Drawing** commands.

Use the **↑**, **↓**, **←**, or **→** keys to move the cursor around the outline.

Esc returns you to normal text.

Insert File **Ctrl|K|R**

Reads a file from disk into the outline and places it below the cursor as a marked and displayed block. (See the section "Reading Text from Other Programs.")

Deletion Commands

This section describes Outlook's deletion commands. You are unlikely to use the menus for these, but they are there if you wish to change the shortcuts. Use the **Block Delete** command to delete a large piece of text.

Delete Previous Character

Ctrl|H or **Backspace**

Deletes the character to the left of the cursor. When pressed at the start of a headline, it joins the current to the previous headline, unless the previous one is at a different level or has hidden headlines.

Delete Character

Ctrl|G or **Del**

Deletes the character above the cursor. When pressed at the end of a headline, it joins the current to the next headline, provided the next is at the same level and doesn't have hidden headlines. If it isn't, nothing happens.

Delete Word

Ctrl|T

Deletes everything from the cursor to the end of the word. When pressed at the end of a headline, it joins the current to the next headline, provided the next is at the same level and doesn't have hidden headlines. A word is anything beginning or ending with one of the following characters: space < > , ; () [] ^ ' + - / \$ *.

Delete Rest of Headline

Ctrl|Q|Y

Deletes all text from the cursor to the end of the headline.

Delete Headline

Ctrl|Y

Deletes the current headline and any hidden headlines, if they exist. *Be careful:* You cannot restore the headline with the **Delete Undo Headline** command.

Delete Undo Headline

Ctrl|Q|L

This returns the headline to its previous form. The changes become permanent as soon as you leave the headline or use a **Headline** command.

Searching and Replacing Text

Have you ever wanted to replace one word with another throughout an outline? With Outlook's Search menu, you can do this easily. It allows you to search for, and optionally replace, specific text in a variety of ways.

Search Find

Ctrl|Q|F

This finds specified text in the outline, according to the options set by the **Search Options** command. If you include the wildcard ? (or **Ctrl|F|A**) in the text, any character can replace the wildcard, just like the ? wildcard in file names.

Search Replace

Ctrl|Q|A

This finds specified text in the outline and replaces it, according to the options set by the Search Options command.

You enter the text to *search* for at the *Search for* prompt. If you include the wildcard ? (or **Ctrl|P|A**), any character can replace the wildcard, just like the ? wildcard in file names.

You enter the text to *substitute* (or delete) at the *Replace with* prompt. To delete (in the outline) the Find text you've specified, don't type anything in at the Replace prompt and press **←**.

On discovering the Find text, a prompt asks whether you want to replace it. You can reply Y (for Yes) to replace it, N (for No) not to replace it, and **Esc** (or **Ctrl|U**) to abort the command. Use the Search Options Ask Before Replace command to turn off this prompt.

You can use any or all of the following options:

Search Options

Ctrl|Q|Q

Outlook finds and replaces text in various ways. Mostly, you won't care which method is used; however, you can set your preference with the Search Options menu. To save the preferred options, use the Options Save Setup command.

Search Options Ignore Case

When set to YES, ignores the difference between uppercase and lowercase. For example, specifying *Helen* finds *Helen*, *HELEN*, and *helen*.

Search Options Global Search

When set to YES, replaces the text over the whole of the document regardless of where the cursor is. When set to NO, it replaces only the first occurrence of the text after the cursor. The Search Find command ignores the Search Options Global Search command setting.

Search Options Ask Before Replace

When set to YES, asks you each time whether you want to replace text before doing so. When set to NO, it does the replacement automatically.

Search Options Whole Words Only

When set to YES, skips matching patterns embedded inside other words; for example, specifying *pin* will not find *pineapple* or *supine*.

Search Options Sound-Alike Words

When set to YES, searches for words that sound like the required word; in technical terms, a Soundex search.

Search Options Open Headlines

When set to YES, searches only the headlines revealed with the **Headline Open** command; otherwise, NO ignores these headlines.

Search Options Marked Headlines

When set to YES, searches only the headlines within the marked block.

Search Options Number of Times

Enter the number of occurrences of the string you want the search operation to work on, counted from the current cursor position.

Search Again

Ctrl|L

Repeats the latest Search Find or Search Replace command without any prompts.

The Headline Commands

As you've learned, an outline is not a random collection of text but a structured hierarchy of headlines. You control the way the structure displays with the Headline menu. It has these following commands:

Headline Open One Level

+

Opens a level of headlines below the current headline, if possible. Each time you give this command, another level opens:

➤ Current Headline

➤ First level to Open

Second level to Open

➤ First level to Open

Second level to Open

Second level to Open

Next headline on the same level as Current--not affected.

Headline Close One Level

-

Closes headlines on levels below the current headline. Each time you give this command, one level closes. So you can compress the display to higher and higher levels:

➤ Current Headline

➤ First level to Close

Second level to Close (nothing deeper to Close)

Second level to Close (nothing deeper to Close)

➤ First level to Close

Second level to Close (nothing deeper to Close)

Second level to Close (nothing deeper to Close)

Next headline on the same level as Current--not affected.

Headline Open All Levels

Ctrl|+

Shows all the headlines that are at a level deeper than the one the cursor is on.

Headline Close All Levels [Ctrl] [-]
Hides all the headlines that are at a level deeper than the one the cursor is on.

Headline Promote [Ctrl] [←] or [↑] [Tab]
Moves the headline at the cursor to a higher level, promoting it to the left.

Headline Demote [Ctrl] [→] or [Tab]
Moves the headline at the cursor to a deeper level, demoting it to the right.

Headline Move Up [Ctrl] [↑]
Exchanges the headline at the cursor with the one directly above it. This command only works within the same level of headlines.

Headline Move Down [Ctrl] [↓]
Exchanges the headline at the cursor with the one directly below it. This command only works within the same level of headlines.

Headline Browse Mode [Ctrl] [B]
This is a toggle that affects the cursor-movement keys. When set to ON, these keys open and close levels of headlines as you move through the outline. To remind you it is on, *Browse* appears in the bottom left of the window border.

Headline Indentation
Sets the number of spaces each level of headline shifts to the right. This only affects the screen appearance of the outline, not its printed or written form.

Commands that Work on Several Headlines

At this point, you know enough about Outlook to use it. But you've only tasted the icing on the cake. Here's how you can copy, move, and sort headlines.

Marking a Block of Headlines

A *block* of headlines is any part of the outline that you mark with some special commands. They allow you to mark a single headline or a continuous section of headlines. You can combine these commands to filter out only the headlines you want.

Unlike most editors (including the Notepad) and word processors, you mark the nearest headline, not character. The cursor can be anywhere on a headline when you press **Block Mark Begin**, and the block will be marked

from the leftmost character of the headline. It also matters whether the headline is open or closed. With an open headline, the commands act only on that headline. With a closed headline, the commands also affect hidden headlines.

Here are the block-marking commands:

Block Mark Line

Ctrl|K|L

Toggles the marking of the current line. An unmarked headline becomes marked, while a marked headline becomes unmarked. If you unmark a headline in the middle of a continuous block, the middle headline becomes unmarked, splitting the block into two.

Block Mark Start

F7 or **Ctrl|K|B**

Marks the beginning of a continuous block of headlines.

Block Mark End

F8 or **Ctrl|K|K**

Marks the end of a continuous block of headlines.

Block Mark Hide/Display

Ctrl|K|H

Switches the visual marking of the block off and on. Go to Start of Block and Go to End of Block work independently of the toggle.

Copying, Transferring, Deleting, and Sorting a Block

Now that you know how to mark a block, let's see what you can do with it:

Block Copy

Ctrl|K|C

Copies a previously marked block of *headlines* to the line after the cursor, without altering the block. When you copy a closed headline, you also copy all the headlines hidden underneath it. If the current outline contains no marked and displayed block, Outlook searches all other open outlines for marked and displayed blocks. If it finds any, it prompts you for the outline to copy from.

If you press **Alt|C**, SideKick Plus copies the block from the lowest outline. If you type a number from 1 to 9, SideKick Plus copies the block from that outline. Once the copy is complete, the newly created block of headlines becomes the marked block.

Block Transfer

Ctrl|K|V

Moves a previously marked block of headlines and attached notes to the headline following the cursor. When you move a closed headline, you also move everything hidden underneath it. Once it has moved, the block disappears from its original position and reappears still marked.

Use the **Headline Move Up** and **Headline Move Down** commands if you wish to move headlines within the same level.

Block Delete

Ctrl|K|Y

Deletes a previously marked block of headlines. When you delete a closed headline, you also delete everything hidden underneath it.

Be careful: Once deleted, you cannot use the **Delete Undo Headline** command to restore the block.

Block Sort

Ctrl|K|S

Arranges in specified order the highest level of headlines within a contiguous block, all at the same level.

This command displays a menu that starts the sort and sets the options. Following are the four options on the menu.

Block Sort First Column

The place in the headline where sorting should begin.

Block Sort Last Column

The last character of the headline to be included in the sort. Suppose you have the following list marked as a block with the periods representing blank spaces:

Plate.....Part No. F12-67
Cap.....Part No. F66-84
Hub.....Part No. F61-90

If you answer **Block Sort First Column** with *1* and **Block Sort Last Column** with *5*, you get an alphabetically sorted parts list:

Cap.....Part No. F66-84
Hub.....Part No. F61-90
Plate.....Part No. F12-67

On the other hand, if you specify **Block Sort First Column** as *26* and **Block Sort Last Column** as *31*, you get a numerically sorted part number list:

Plate.....Part No. F12-67
Hub.....Part No. F61-90
Cap.....Part No. F66-84

Block Sort Type

Determines how to sort the block of headlines:

- **A → Z** puts headlines beginning with A at the top of the marked block.
- **Z → A** puts headlines beginning with Z at the top of the marked block.
- **RANDOM** arranges headlines in a random order within the block.

Block Sort Start

Starts the sort.

Reading Text from Other Programs

You may want to read text from another program, such as a word processor, and convert it into an outline. You can easily do this with the Insert File command (shortcut **Ctrl|K|R**), which uses options set by the Options Read command.

The input file can be a text file or an outline file in Outlook, Ready, Thinktank structured, or PC Outline structured formats.

Options for Converting a Text File into an Outline

The Options Read command translates the indentations of a text file into an outline structure. This command affects only text files, not Outlook, Ready, Thinktank structured, or PC Outline structured files.

Options Read

Ctrl|O|R

Determines the conversion of the text file into an outline when using the Insert File command. The variations are mostly on the theme of indentation in the file, though SideKick Plus's default settings are fairly tolerant of most text files. Don't worry about changing any of the settings. They will not damage the foreign file. Use the Options Save Setup command to store the menu settings.

There are three options on this menu:

Options Read Minimum Indentation

Sets the smallest number of spaces from the left margin, before the current line of text creates a deeper level of headline.

Options Read Tab Size

Sets the number of spaces a tab character (ASCII value 7) converts into.

Options Read Graphics

When set to OFF, Outlook converts the text into the first 128 ASCII characters. By doing so, it enables you to read text from, say, WordStar.

Sending Outlines to Other Programs

Outlook can convert its outline into almost any text file, so you can include it in a report or some other document. To do this, alter the settings of the **Options Write** and **Options Number** commands, and then use the **Block Write to File** command to create the text file. In this section, you'll learn the commands connected with writing to a text file: **Block Write to File** and **Options Write**.

Block Write to File

Ctrl|K|W

Use this command to write part or all of an outline to a text file. You decide the appearance of the text file with the **Options Write** and **Options Number** commands. You must mark and display a block for this command to be available.

Do not use the extensions OTL or BAK, since Outlook uses them by default.

If the file name you enter exists, SideKick Plus asks you whether it should overwrite the file. You can reply **Y** (for Yes) and overwrite the old file or **N** (for No) to return to the file-name prompt.

The Options Write Command

Options Write

Ctrl|O|W

Determines the appearance of the outline when using the **Block Write**, **Block Output Chart**, or **Block Print** commands. Use the **Options Save Setup** command to save the settings of this menu.

Options Write Line Spacing

Sets the number of blank lines between each headline. On most printers, **SINGLE** is one-sixth of an inch, **DOUBLE** is one-third of an inch, and **TRIPLE** is two-thirds of an inch between each line. Do a test run on your printer to verify these defaults.

Options Write Indent

This menu changes the indentation of the outline. Following are the descriptions of the three menu entries.

Options Write Indent Size

Sets the number of spaces, from the left hand margin, for each level of headline or attached note. This command differs from the **Headline Indent** command, which only alters the screen appearance of the outline. It helps if both these commands have the same value.

Options Write Indent Character

Changes the type of character used to produce the indentation of the outline. Use the command when you are transferring an outline to a foreign program. Say you want to transfer the outline to a word processor but keep the indentation intact despite reformatting. In this case, set the command to TAB because word processors use tab characters to align tables so reformatting ignores them.

Usually, if you set the command to TAB, you will also want to set the Options Write Indent Size command to 1.

Options Write Indent Attached Notes

When set to ON, Outlook offsets the attached note to the right of the headline above by the number of spaces of the Options Write Indent Size command. Options Write Attached note must be ON for this command to have any meaning.

Options Write Hidden Text

When set to ON, writes, makes a chart of, or prints every headline within the block. When set to OFF, writes, makes a chart of, or prints only the open headlines.

Options Write Attached Notes

When set to ON, prints or writes all the attached notes, as well as each headline. When set to OFF, only prints or writes the headlines.

Options Write Structured Output

When set to ON, writes a text file that keeps the structure of the outline intact. You can later read the file back into Outlook with the Insert File command, which will recreate the outline. This is useful for moving or copying outlines with attached notes and sending an outline over electronic mail.

Printing an Outline

You can print an outline in a variety of ways, set by the Options Write, Options Print, and Options Number commands. In this section, we describe how to print an outline, change the headings and footings, and create a table of contents.

You can precede a headline with two periods (..) if you do not want it to print; for example,

..This will not print with the Block Print command.

Block Print

Ctrl|K|P or **F4**

Prints the marked and displayed block of headlines using the **Options Write**, **Options Print**, and **Options Number** commands. If you don't mark and display a block of headlines, it prints the whole outline. The standard SideKick Plus printer menu displays after you press this command.

Changing the Headings and Footings

To change the headings and footings, use the **Options Print** command.

Options Print

Ctrl|O|P

Contains the commands exclusive to printing an outline. Use the **Options Save Setup** command to store the menu settings. The **Services Setup Printer** menu changes the paper length and margin settings.

Options Print Header

When set to ON, prints the **Options Print Top** text at the top of every page.

Options Print Top Text

Enters the text that goes at the top of each page (sometimes called a *running head*).

You must precede all the special commands with a question mark (?):

- ?# Page Number.
- ?D Date of printing.
- ?T Time of printing.
- ?F Name of the file.
- ?Number The line of the outline used for the top text. **Number** is between 1 and 9, from the top of the outline.

Here are some examples:

?D ?T results in 23 Oct 2010 5:36pm

?1 ?F results in Text of first headline: C:\SKPLUS\OUTLOOK.OTL

Page ?#?1?T results in Page 1 Text of first headline 5:36pm

Options Print Footer

When set to ON, prints the **Options Print Bottom Text** at the bottom of every page.

Options Print Bottom Text

Enters the text that goes at the bottom of each page. You can only type one line of text at the prompt.

You must precede all the special commands with a question mark (?):

?# Page Number.
?D Date at printing.
?T Time of printing.
?F Name of the file.
?Number The line of the outline used for the bottom text. **Number** is between 1 and 9, from the top of the outline.

Here are some examples:

?D ?T results in 23 Oct 2010 5:36pm

?1 ?F results in Text of first headline:
C:\SKPLUS\OUTLOOK.OTL

Page ?#?1?T results in Page 1 Text of first headline 5:36pm

Producing a Table of Contents

If you want to produce a table of contents, you must toggle the **Option Print Contents** command with a number.

Options Print Contents Depth

When set to a non-zero number, each headline has an entry in a table of contents appended to the outline. The number determines at which level to end the table of contents. For example, if you set the number to 2, headline levels 1 and 2 are included in the table. Set the number to 0 if you don't want a table of contents.

You cannot change the format of the table of contents, only which level it ends at.

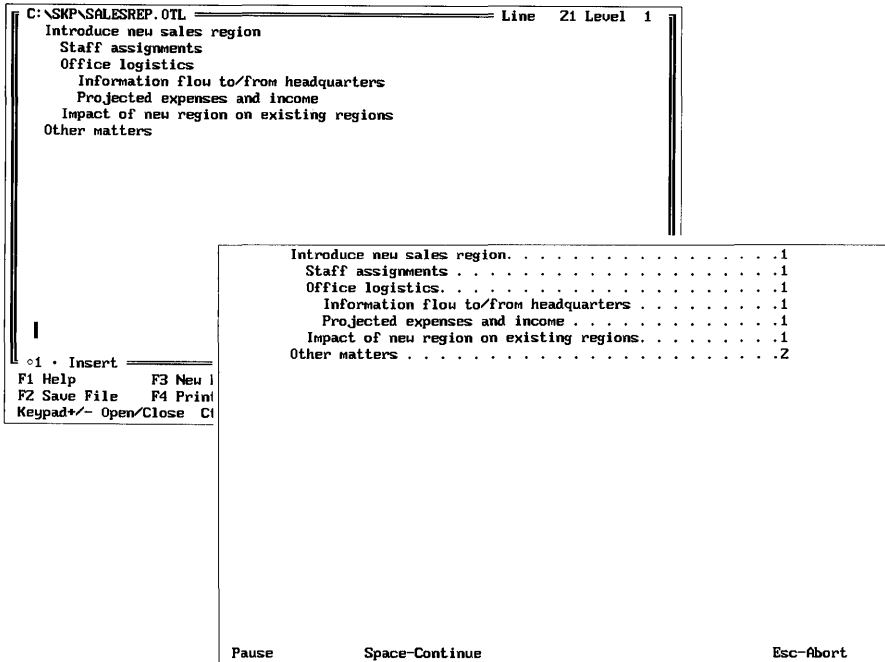


Figure 8.4: An Outline and its Table of Contents

Producing a Tree or Organizational Chart

SideKick Plus can convert your outline into a tree or organizational chart. You don't have to do anything special to your outline: Simply use the **Block Output Chart** command to print it and the **Options Chart** menu to determine its format.

Your printer must be capable of producing the IBM semi-graphic characters for an exact copy to print out.

Don't worry if the chart won't fit on a single sheet of paper. SideKick Plus will automatically break it up into several pages, which you can glue together.

Block Output Chart

Ctrl **K** **O**

Prints a tree chart of the marked and displayed block, using the settings of the **Options Chart**, **Options Write Hidden Text**, and **Services Setup Printer** menus. If you haven't marked or displayed a block of headlines, Outlook prints the whole outline as a chart. The standard SideKick Plus printer menu displays after you select this command. (If you need to, use the **Services Setup Printer** menu to set the paper length and margins.)

```

C:\SKP\SALESREP.OTL Line 1 Level 1
≡Summary of last meeting
  Open and tabled items
  Introduce new sales region
  Staff assignments
  Office logistics
    Information flow to/from headquarters
    Projected expenses and income
  Impact of new region on existing regions
  Other matters

o1 Insert 1:29pm
F1 Help F3 New File F5 Zoom F7 Begin Blk F9 Note
F2 Save File F4 Print F6 Switch F8 End Blk F10 Menu
Keypad+/- Open/Close Ctrl+/- Open/Close All Ctrl+←→ Move Esc-Exit

```

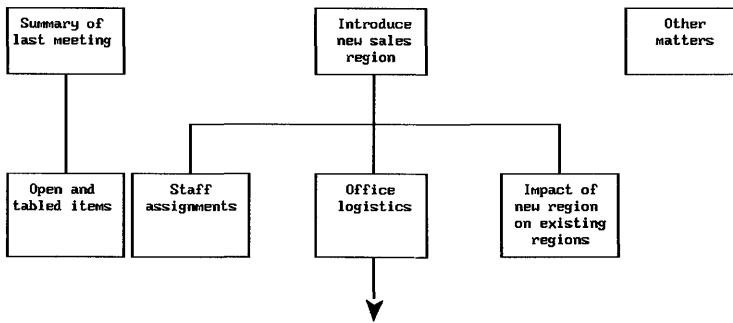


Figure 8.5: An Outline and Its Tree Chart

The Output Chart command has several options:

Options Chart

Ctrl|O|C

Changes the format of the tree chart. Use the Options Save Setup command to store the settings of this command. It has the following options:

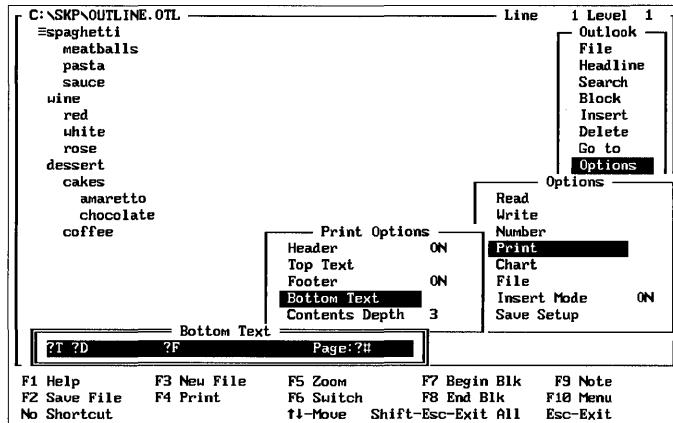


Figure 8.6: The Print Options

Options Chart Box Width

Sets the number of characters between the left and right edges of the box in the tree chart.

Options Chart Minimum Box Depth

Sets the minimum number of lines between the top and bottom edges of the box in a tree chart. The box will expand to fit the size of the headline but will never shrink below the number of lines set by this command.

Producing Numbered Headlines

When you print or write a text file, you can number the headlines with the Options Number command.

Options Number

Ctrl**O****N**

Alters the format of headline numbering and the table of contents. You only see these numbers when you print or write a text file of the outline.

The menu has two parts: a global numbering format and a local numbering format. The next pages describe each option. Together they can produce almost any numbering scheme imaginable.

Use the Options Save Setup command to store the menu settings.

Global Numbering of Headlines

The global numbering format choices are all in the Options Number menu.

Options Number Global Type

Determines the style of numbering over the entire outline: OFF, PARAGRAPH, or LEGAL. When set to OFF, the headlines aren't numbered. The other two choices number the headlines:

PARAGRAPH	LEGAL
I.) First Level	1. First Level
a.) Second Level	1.1 Second Level
b.) Second Level	1.2 Second Level
II.) First Level	2. First Level

Options Number Minimum Width

Sets the number of spaces available for the number to fit into. If the number is bigger than this setting, you will get an outline with a ragged right margin.

Options Number Start level

Sets the level numbering should start at.

Options Number End level

Sets the level numbering should end at.

Local Numbering of Headlines

Each headline level can have a different type of numbering, set with the Options Number Local menu. Following is a description of each Options Number Local command.

Options Number Local Level

Sets the numbering for each separate headline level down to level 15. You can specify the style of numbering you want for each level.

Options Number Local Type

Sets the numbering style for each headline level or turns numbering OFF. Following are the different forms of numbering:

Number	Lowercase	Uppercase	Roman
1	a	A	I
10	j	J	X
100	v	V	C

There are only have 26 possible alphabetic characters, so numbering reverts to *a* or *A* every 26 headlines.

Options Number Local Punctuation

Sets the character between the number and the headline. This usually will be either a right parenthesis or a period, but any character will do. Setting the Options Number Global type to LEGAL causes this setting to be ignored.

Changing the Default File Names and Options

Let's describe how you can change the file names shown by default in the Outline Selection window. Press **Ctrl|O|F** to open the Options File menu.

Options File Defaults

Opens a window with the default path, file name, and extension for each Outlook window.

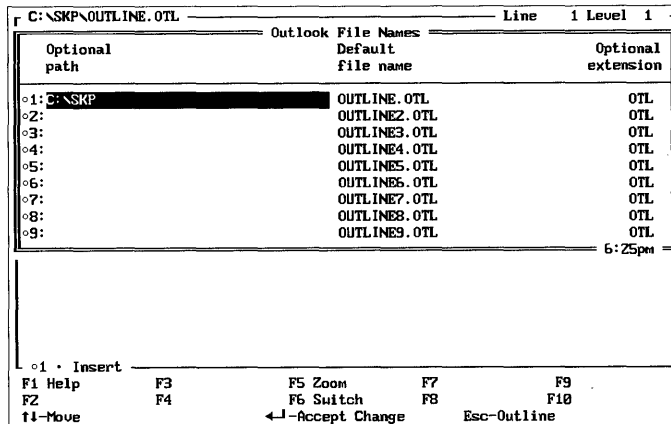


Figure 8.7: The Options File Default Window

Use **↑** and **↓** to move to the outline whose default file name you wish to change. Move to the path, file name, and extension using **Tab** and **Ctrl|Tab**. Type the correct entry and press **←**. Pressing **Esc** closes the window but first accepts your current entry. Use the Options Save Setup command to store your new settings.

Options File Auto Save

When set to ON, automatically saves the outline when you leave the Outlook window.

Options File BAK File

Toggles the backup file option OFF and ON.

Storing the Options

Following is the command that stores all the Outlook settings.

Options Save Setup

Ctrl**O****S**

Saves the settings of the Options, Sort, and Search Options menus as well as the current Outlook window size, color, and position.

Copying and Pasting

Outlook exports the marked block of *headlines* or the *headline* at the cursor when you use **Services Copy from Application** or **Services Quick Paste** command. In an attached note, these commands perform the same function as in the Notepad; however, an attached note is not exported with the headline. For example, let's export a block of text to the application underneath:

1. Activate Outlook with **Alt****O** and, if required, select a file from the Outlook Selection window.
2. Use **F7** to mark the beginning of the block.
3. Use **F8** to mark the end of the block.
4. Use the **Services Quick Paste** command (**Alt****Esc**) to send the text to the application underneath.

When you use **Services Paste from Clipboard** (**Ctrl****Ins**) or **Services Quick Paste** (**Alt****Esc**) to Outlook, it's like typing the marked headlines very quickly on the keyboard. If you get a beep, increase the Character Delay setting on the **Services** menu. It means SideKick Plus is pasting characters faster than the receiving program can handle, so you need to slow transmission down. When copying headlines between outlines, use **Block Copy**, which is quicker. Here's an example of copying some text from the screen into Outlook:

- Use the **Services Copy from Screen to Clipboard** command (**Ctrl****Del**) to copy the screen to the Clipboard.
- Activate Outlook with **Alt****O** and, if required, select a file from the Outlook Selection window.
- Use the **Paste from Clipboard** command (**Ctrl****Ins**) to copy the screen text to Outlook.

The Phonebook

The Phonebook application is an extremely powerful part of SideKick Plus. Its entry forms are the templates through which you keep track of names, addresses, phone numbers, and other information. In the Glossary, you keep confidential telecommunication codes and abbreviations of lengthy access codes. SideKick Plus provides a complete communications program as well, which you can use for your communications needs. You also get a Script language for advanced communications.

This chapter provides complete information on all the features and commands in the Phonebook. If you have not used it before, work through the tutorial in Chapter 3 first. If you aren't familiar with computer communications, you may want to read Appendix E, "A Communications Primer."

The Phonebook is a sophisticated application. It has a Summary window, a Glossary window, *and* a Communications window. The first part of this chapter discusses the Summary and Glossary windows and how to enter your directory files. After you're well-grounded in this, we discuss the Phonebook's **advanced** features: the Communications window, Script language, and background processing.

To make an automated phone call and use computer communications, you need a modem. SideKick Plus supports all of the popular modems and uses the Hayes or Hayes-compatible internal modem by default. If your modem is not a Hayes, a compatible, or internal, you need to install SideKick Plus for your modem (see Chapter 15).

Activating the Phonebook

After activating SideKick Plus with **Ctrl|Alt**, you can activate the Phonebook in two ways:

- From the main menu, move the cursor to Phonebook and press **←**.
- Press **Alt|P**.

In addition, you can press **F10** from inside the Phonebook and open the Options menu. Select Display Dial, then toggle the Use Number from command from BOOK to DISPLAY. Now, press **Esc** to leave the Phonebook. You can simply press **Ctrl|5** (the center key on the numeric keypad) and the Phonebook pops up. Use Number from DISPLAY means SideKick Plus will dial the number on your screen display when you type in a *Call* prefix (for example, CALL 408-438-8400). We call this Quick-Dial, and it's explained on page 172.

The Summary Window

When you activate the Phonebook, the Summary window appears. It is the center of all Phonebook activities. You can have any number of Phonebook files, and each will display in the Summary window. Phonebook files have the extension .ADR.

Index	Name	Phone number
≡MCI	Logon to MCI (Both Services)	o 475 0981
≡MCI BOTH	Gets and Sends MCI Mail	o 475 0981
≡MCI BOTH A	Gets and Sends MCI Mail (Advanced)	o 475 0981
≡MCI GET	Gets MCI Mail	o 475 0981
≡MCI GET A	Gets MCI Mail (Advanced Service)	o 475 0981
≡MCI SEND	Sends MCI Mail	o 475 0981
≡MCI SEND A	Sends MCI Mail (Advanced Service)	o 475 0981

6:26pm

F1 Help F3 New Book F5 Zoom F7 F9 Note
F2 F4 Print F6 Switch F8 Hangup F10 Menu
←-Dial Letter search for index Space-Goto Form Esc-Exit

Figure 9.1: The Summary Window

Following are its contents:

C:\SKPLUS\ADR

The drive, directory, and name of the Phonebook file.

Index

An identifier that you assign, usually an abbreviation or nickname. You can search the Phonebook using the Index, so pick something you can easily remember. The Phonebook sorts its contents by this entry.

Name

The last and first name of the person or the company name.

Phone number

A telephone number, including * and #, containing certain special characters. You can use spaces, parentheses (), or hyphens (-) to separate the parts of a number since SideKick Plus ignores them. For example, (408) 438-8400 is OK.

Search

Appears when you specify a search string with the Search menu. Turn it off with the Search Clear command.

Learn

Appears when you set the communications dialogue to be recorded and translated into a Script file.

Background

Indicates that the Phonebook is communicating with another computer.

You can use the following special characters within phone numbers:

- ,** A comma causes a brief delay. Use it when your phone system needs time to grab an outside line; for example, 9, (123) 456-7890, where 9 requests an outside line.
- @** The at sign causes dialing to pause until you press a key. Use it to force a pause when getting a phone line is a problem, such as when you make an international call at peak hours. Typically, the number looks like 011-44 @ 1-123 4567, where 011-44 dials Great Britain and 1-123 4567 is the local British phone number.
- T** An uppercase T means Touchtone dialing, the new standard in dialing. It's the default in the Phonebook.
- P** An uppercase P means pulse dialing, the older and slower form that's based on an electromechanical telephone dial. You need this for some international calls, since a few countries don't accept Touchtone dialing.

You can combine pulse and Touchtone dialing; for example, the number 011-44 P 1-123-4567 T 7890 causes the Phonebook to tone-dial 01144, pulse-dial 11234567, and tone-dial 7890.

xxx A lowercase word entry, such as *california*, causes the Phonebook to search the Glossary. (See page 165.)

You can change the characters recognized in the phone number, such as T and P, with the Options Phone Number command.

The Summary Window's Function Keys

The last three lines of the screen show the active function keys and the message line. Following are the function keys specific to the Summary window.

[F3] New Book

Prompts you for the name of the Phonebook file you want to open. If you are unsure of the name, use the File manager. Just type a drive, directory, or file name with wildcards, and the File Manager will automatically open. If you select an existing file, the Phonebook loads it. Otherwise, it creates a new Phonebook file. To change the default file name, use the Options Filenames Phonebook command.

[F4] Print

Prints the entry at the cursor, as set by the Print Options command. It is equivalent to the Print Current command.

[F8] Hangup

Disconnects the phone call.

[F9] Notes

Opens a Notepad associated with the current entry. It is equivalent to the Attached Note command.

Entering Data using the Address Form

This section describes how to enter names, addresses, telephone numbers, and notes into the Phonebook, via the address form. To convert SideKick or Traveling SideKick files, use the conversion program described in the booklet, *SideKick Plus for SideKick Users*.

Don't worry about losing your valuable data in the Summary window: You can't. The Phonebook saves each change automatically.

If you enter information in one kind of form and then switch to a form with fewer fields, the information you entered into the extra fields is still in the Phonebook. Only your view of the existing information has changed.

Entering Data

To start entering data in the Phonebook, use the Insert Entry command. If you open a new Phonebook file, SideKick Plus automatically selects this command for you. The command displays a blank address form for you to fill in.

C:\SK\New Form COMPANY

Index: Phone:

Company:
First Name:
Last Name:

Street:

City: State: Zip:

Telex: Email: Fax:

Notes:

Insert 12:32pm

F1 Help F3 New Form F5 Zoom F7 Prev Entry F9
F2 Tab-Next Field F4 Shift-Tab-Previous Field F8 Next Entry F10 Menu
Esc-Summary Window

Figure 9.2: The Default Address Form

Use the alphabetic keys to type characters into the form. To move to the next blank, press **[Tab]** or **[↵]**; to get to the previous entry, press **[↑][Tab]**.

Press **[Alt][↵]** to enter the form into the Phonebook and open a blank form. Press **[Esc]** to enter the form and return to the Summary window. The Phonebook sorts the forms by the Index field and combines the Last Name and First Name fields as Name in the Summary window.

Following are the editing keys you can use in the address form. Use Services Setup Line Editing to change them.

Go to Previous Character **[Ctrl][S]** or **[←]**
Moves the cursor one character to the left within the entry.

Go to Next Character **[Ctrl][D]** or **[→]**
Moves the cursor one character to the right within the entry.

Go to Previous Word **[Ctrl][A]** or **[Ctrl][←]**
Moves the cursor one word to the left within the entry. A *word* begins or ends with one of the following characters: space <> , ; () [] ^ ' + - / \$.

Go to Next Word **[Ctrl][F]** or **[Ctrl][→]**
Moves the cursor one word to the right within the entry.

Go to Start of Entry

Moves the cursor to the first character within the entry.

Ctrl|G|Ctrl|S or **Home**

Go to End of Entry

Moves the cursor to the last character within the entry.

Ctrl|Q|D or **End**

Delete Previous Character

Deletes the character to the left of the cursor, if one exists.

Ctrl|H or **Backspace**

Delete Current Character

Deletes the character under the cursor, if one exists.

Ctrl|G or **Del**

Delete Rest of Line

Deletes all text from the cursor to the end of the entry.

Ctrl|Q|Ctrl|Y

Delete Line

Deletes all the text in the entry.

Ctrl|Y

Insert Mode

Changes between insert and overwrite modes when entering text. In *Insert* mode, new text joins existing text; in *Overwrite* mode, new text replaces existing text. A status indicator shows the current mode in the bottom left of the window border.

Ins

Form Editor Commands

Previous Entry

Moves to the previous entry in the Phonebook and opens the address form. This is the same as pressing **↑|Space** in the Summary window.

F7

Next Entry

Moves to the next entry in the Phonebook and opens the form. This is the same as pressing **↓|Space** in the Summary window.

F8

Insert Entry

Enters the form into the Phonebook and opens a blank form. This is the same as Insert Entry in the Summary window.

Alt|←

Clear Form

Clears all data in the form.

Ctrl|K|Y

Restore Original

Restores the data to the version in the Summary window.

Ctrl|K|L

Use New Form

Allows you to use a different form. Use the cursor keys to position the cursor and press **←** to choose the form. You can use any number of forms in the Phonebook file, though you cannot define a form yourself.

F3

When you first open the Phonebook, it looks for a file containing forms. Use the **Options File Names Forms** command to change that file. You can use a separate type of form for each entry.

Data Entry Commands in the Summary Window

Following are the commands related to data entry:

Edit Entry



Displays the form for the entry at the cursor position.

Attached Note



Opens up a Notepad connected to the current entry. SideKick Plus stores the note in the Phonebook file, so it is best for short notes directly related to the entry.

Insert Entry



Opens a blank form for entering data into the Phonebook. When you're done entering data, press **[Esc]**; the Phonebook then sorts the file using the Index entry in the form.

Delete Entry



Deletes the entry at the current cursor position.

New Phonebook



Loads a new Phonebook file. The File Manager activates if you type a directory or file name with a wildcard. To change the default file, use the **Options File Names Phonebook** command. See page 158.

Options Phone Number

Changes the acceptable characters in the phone number blank. Following are the **Options Phone Number** command entries.

Options Phone Number Dial Characters

Selects the characters that the Phonebook passes to the modem.

Options Phone Number Non-dial Characters

Selects the characters that the Phonebook accepts but does not pass to the modem.

Options Phone Number Tone Character

Selects the character that performs Touchtone-dialing within the phone number.

Options Phone Number Pulse Character

Selects the character that performs pulse-dialing within the phone number.

Options Phone Number Short Delay Character

Selects the character that sets a short delay between parts of the phone number.

Options Phone Number Key Delay Characters

Selects the character that signals you to press a key before it continues dialing.

Finding an Entry in the Phonebook

To find data in the Phonebook, you can use the cursor and alphabetic keys, the Index, or the Search command.

The Cursor Keys

To move the cursor around the Summary window, use the same keys as in other SideKick Plus applications. Use the Options Go to menu to change them.

Options Go to Previous Entry

Ctrl|E or **↑**

Moves the cursor to the entry above the current cursor position.

Options Go to Next Entry

Ctrl|X or **↓**

Moves the cursor to the entry below the current cursor position.

Options Go to Previous Page

Ctrl|R or **PgUp**

Moves the cursor one whole window, with an overlap of one line, nearer to the start of the Phonebook.

Options Go to Next Page

Ctrl|C or **PgDn**

Moves the cursor one whole window, with an overlap of one line, nearer to the end of the Phonebook.

Options Go to Start of Phonebook

Ctrl|Q|R or **Ctrl|PgUp**

Moves the cursor to the first entry in the Phonebook.

Options Go to End of Phonebook

Ctrl|Q|C or **Ctrl|PgDn**

Moves the cursor to the last entry in the Phonebook.

The Index

To find an entry by its Index, type the first letter of the Index. The cursor jumps to the first entry with that letter. If you repeatedly press the letter, the

Phonebook cycles through all the indexes with that first letter—it's much faster than using cursor keys. The initial search is also faster.

The Search Command

The Search command opens a menu through which you can choose the area of the Phonebook to search. After you have chosen that, you must specify the string of characters you wish to find. The cursor then moves to the first match, which can be at or below the cursor, and turns the Search indicator on. Use **Search Next** and **Search Previous** to find the next and previous match. To stop the search and clear the indicator, use **Search Clear**.

Search Index

Searches the indexes for the string of characters.

Search Form

Searches the forms for the string of characters.


Search Attached Note

Searches the attached notes for the string of characters.



Search Everywhere

Searches the form and attached note for the string of characters.

Search Previous

Searches for the string of characters above the cursor. If it finds the string, it moves the cursor to that Summary line; otherwise, it issues an error message. 

Search Next

Searches for the string of characters above the cursor. If it finds the string, it moves the cursor to that Summary line; otherwise, it issues an error message.  or 

Search Clear

Turns searching for the string of characters off and removes the Search status indicator.

Printing from the Phonebook

The Phonebook can print anything from an envelope address to a complete dossier. Its printing facilities use a combination of the **Print Options** command in the Phonebook and **Services Setup Printer** in the main menu. Following are the printing commands.

Print

Ctrl|K|P

Pops up a menu that allows you to print the contents of the Phonebook. Following are the Print menu commands:

Print Current

F4

Prints only the entry at the cursor. The standard SideKick Plus printer menu displays, asking you where the printing should go.

Print All

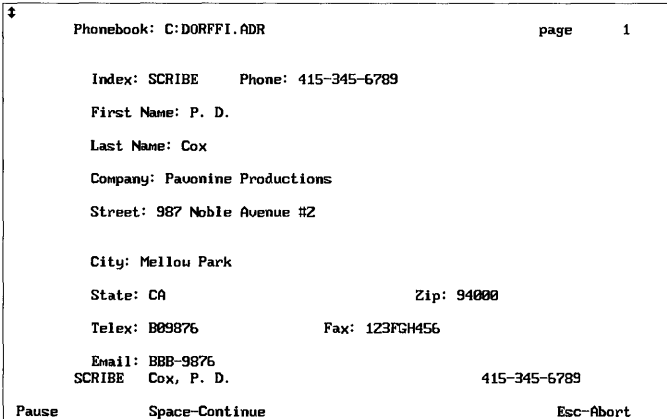
Prints everything in the Phonebook. The standard SideKick Plus printer menu displays, asking you where the printing should go.

Print Options

Ctrl|O|P

Opens a menu of print choices.

The Print Options command chooses what parts of the Phonebook you want to print. If the field is OFF, it does not print and the format adjusts accordingly. To save the current states of the Print Options, use the Options Save Setup command.



The screenshot shows a printed page from a phonebook. At the top left, it says "Phonebook: C:\DORFFI.ADR" and at the top right, "page 1". The main content is a contact entry for P. D. Cox. The text is as follows:

```
Index: SCRIBE      Phone: 415-345-6789
First Name: P. D.
Last Name: Cox
Company: Paonine Productions
Street: 987 Noble Avenue #2
City: Mellou Park
State: CA          Zip: 94000
Telex: B09876     Fax: 123FGH456
Email: BBB-9876
SCRIBE Cox, P. D.      415-345-6789
```

At the bottom of the page, there are three options: "Pause", "Space-Continue", and "Esc-Abort".

Figure 9.3: The Printed Phonebook with All Options ON

Print Options Index

When set to ON, prints the Index entry.

Print Options Summary Line

When set to ON, prints the name and phone number entries in the Summary window as well as the form.

Print Options Form

When set to ON, prints the address form. If this is the only option turned ON, it doesn't print a heading or footing even when you use the Print All command. If you want to make an address label or prevent the Index and phone number from printing, then use the LABEL form.

Print Options Notes

When set to ON, prints the notes associated with the entry.

Print Options Script

When set to ON, prints the Script used for automating communications with another computer.

Saving Phonebook Settings

The Phonebook has a simple system for storing settings. Each entry's setting is saved in the Phonebook or Glossary file, while the .EXE file stores the defaults.

These settings are saved with the **Options Save Setup** command in the Summary Window:


- Options Display Dial (Summary window)
- Options Phone Number (Summary window)
- Options File Names (Summary window)
- Options Go to (Summary window, Glossary window)
- Options Border (Communications window)
- Options Wordwrap (Communications window)
- Print options
- Default Attached Note Settings (Summary window)
- Edit Dialogue Settings (Communications window)
- Default communications settings (except infilter and outfilter)
- Default form
- Color, size, and position of all windows

These settings are stored in Phonebook or Glossary files.

Apart from the actual data, the Phonebook stores the form connected to each entry and the communications settings for the entry.

The Glossary

The Glossary is where you keep abbreviations and their expansions, and passwords for computer communications. You can have several glossaries, just as you can have many Phonebook files, but only one can be active at a time.

For added security, SideKick Plus encrypts the Glossary: You need a password before you can edit it. If you don't want a password, press  the

first time SideKick Plus prompts you for a password for that Phonebook file. Borland cannot recover the Glossary if you lose the password.

The Glossary looks like the Summary window, except that you edit the summary line.

Index	Name	Phone number
≡MCI	Logon to MCI (Both Services)	o 475 0981
≡MCIBOTH	Gets and Sends MCI Mail	o 475 0981
≡MCIBOTH(A)	Gets and Sends MCI Mail (Advanced)	o 475 0981
≡MCIGET	Gets MCI Mail	o 475 0981
≡MCIGET(A)	Gets MCI Mail (Advanced Service)	o 475 0981
≡MCISEND	Sends MCI Mail	o 475 0981
≡MCISEND(A)	Sends MCI Mail (Advanced Service)	o 475 0981

Symbol	Comment	Expansion
mciname		jsmith
mcipsu		falalala

6:38pm

Tab-Next Field Shift-Tab-Previous Field Esc-Summary Window

Figure 9.4: The Glossary Window

Here's what the Glossary window labels and columns mean:

C:\SKPLUS\GLS

The drive, directory, and file name of the current Glossary.

Symbol

The name of the symbol used in either the phone number or the Script. SideKick Plus always displays the symbol in lowercase, although you can enter it in any combination of uppercase and lowercase. Symbols must be a single word.

Comment

A description of the symbol.

Expansion

The actual phone number or text represented by the symbol. On finding the symbol in a phone number or a script, the Phonebook substitutes the symbol's expansion.

When used for dialing, the expansion must follow the same rules for translation as for a phone number in the Summary window (see page 157). In addition, the expansion can have nested Glossary entries.

The Glossary is useful for storing area codes, because you then don't have to remember the number or keep two Phonebook files—one for when you dial locally and one for when you're outside the area code. It works like this:

1. Define a symbol to be the abbreviation for the code, for example, LI for Long Island.
2. Make the expansion equal to the full number, 516.
3. In the Summary window, precede each Long Island number with LI instead of 516.
4. To use all your Long Island phone numbers from within Long Island, temporarily change the LI expansion entry to a blank.

Since the Phonebook saves this in the Glossary, a separate file, you can now transfer Phonebooks between home and office without alteration.

[Advanced: When used for reference from a Script, the expansion text must follow the rules for a Script expression list:


- Surround text with quotes.
- Precede a hexadecimal number with a dollar sign (\$).
- Precede a control character with a caret (^).

Any number in the expansion is a byte and any string of characters is a predefined constant.

See Appendix F for more information on the Script.]

Entering Text into the Glossary

To enter text in a Glossary, use the Glossary Edit command. You are asked for a password: This can be up to 13 characters within the IBM character set, including the semi-graphic characters. For security, SideKick Plus displays the actual characters as asterisks when you type the password. Make the password memorable since **Borland cannot decrypt the Glossary if you forget your password.**

You can decide not to use passwords. Simply press  at the password prompt the *first* time you open the Glossary file.


The editing commands in the Glossary are the same as in a form.

Commands within the Glossary

There are a few commands inside the Glossary, mostly mirroring the ones in the Summary window.

Insert Line



Adds a blank entry line below the current cursor position. If you press  after an Insert Line command without entering anything, the entry is given an “empty” symbol and is placed at the beginning of the Glossary file.

Delete Entry




Deletes the entry at the cursor position.

Print




Prints the Glossary in a fixed format.

Change Password

Alters the password. At the prompt, type in the new password or hit  for no password.

Set/Clear Protection

When set, tells the Phonebook to ignore the symbol at the cursor unless the Glossary Protected Numbers command in the Summary window is set to YES. Use this command to specify that a symbol can be expanded only when the password has been entered correctly. The Phonebook displays the symbol  before the symbol to remind you that protection is on.

New Glossary




Loads the Glossary you specify, if it exists; otherwise, creates a new one.

The Glossary Commands

The three commands on the Glossary menu in the Summary window are as follows:

Glossary Edit

This command prompts you for a password and then allows you to edit the Glossary. Passwords are not obligatory. When you create a new Glossary, bypass the password by pressing  at the password prompt.

Glossary Protected Numbers

Use this command with the Glossary's Set/Clear Protection command to prevent unauthorized people from using a Glossary symbol.

For example, you can have a Glossary symbol for your MCI telephone system private code. Naturally, you don't want anyone else to use it, so you enter it as a protected entry in the Glossary. Then, in the Summary window, enter the symbol before your private code. At this point, nobody can use your private code—not even you.

To use your private code, toggle **Glossary Protected Numbers** to ON. This requires a password, which only you know, and so protects your code from unauthorized use.

Glossary New File

Loads the Glossary you specify, if it exists; otherwise, creates a new one. A directory name or file name with wildcards will activate the File manager. You are asked for a password, just like the **Glossary Edit** command. To change the default file name, use the **Options File Names Glossary**.

Copying and Pasting

This section discusses how to copy and paste in the Phonebook. Since there are so many components to the Phonebook, we show you exactly what is copied or pasted when you use these commands in different windows. Copying and pasting while communicating with other computers is explained on page 191.

The Phonebook data windows export the following bits of information when you use the **Services Copy from Application** (**Alt+***) or **Services Quick Paste** (**Alt+Esc**) commands:

Summary window	The Index, name, and phone number
Form	The contents of the form, without the field names
Attached Notes and Scripts	The marked block or line at the cursor position
Glossary window	The symbol, comment, or expression at the cursor position
Quick-Dial	The phone number at the cursor position

For example, let's paste a name and address into a letter that we've created in the Notepad:

1. Press **Ctrl+Alt** to load SideKick Plus.
2. Activate the Notepad with **Alt+N** and place the cursor where you want the address.
3. Activate the Phonebook with **Alt+P**. The Summary window opens.
4. Find the name you want and press **Space** to open the form.
5. Use the **Services Quick Paste** command (**Alt+Esc**) to send the name and address in the form to the Notepad.
6. You should see the name and address in your Notepad file.

Use these commands to paste names and addresses on the screen into the Phonebook:

1. Deactivate SideKick Plus, if you're currently using it.
2. Press **Ctrl|Del** to copy the name and address from the screen to the Clipboard.
3. Activate SideKick Plus with **Ctrl|Alt**
4. Activate the Phonebook with **Alt|P**.
5. Create a new form with Insert Entry.
6. Press **Ctrl|Ins** to paste the name and address into the Phonebook form.

Advanced: Phonebook Communications

The Phonebook lets you dial both VOICE and DATA calls. A VOICE call is when you use the Phonebook to dial a person's phone and then pick up the receiver when the call rings through. In a DATA call, the Phonebook dials a modem's number and transmits information through that modem to a computer.

Use Communications Type to toggle between VOICE and DATA.

The Phonebook automatically dials a phone number, provided you connect a modem to your computer and install SideKick Plus correctly. The phone number can come either from whatever file is on the screen when you activate the Phonebook or from the Summary window.

This section first explains how to get the modem working, followed by how to dial from the Summary window, and ends with dialing from the screen.

Note: If you get a NO CARRIER error message and you've set the correct communications port, check your telephone system. You may have one that automatically queues outgoing calls when all outgoing lines are busy.

Setting Up for Voice Calls

Your distribution copy of SideKick Plus uses a Hayes or Hayes-compatible modem by default. If you're not sure what you have, try one of the following communications commands anyway—your computer won't be damaged.

If you don't have a Hayes-type modem, you need to know the hardware you have, its place of connection, and the type of phone system it's using.

If you have one of the following modems, you must follow the Install program described in Chapter 15:

- AT&T 4000
- TeleBit TrailBlazer PC/SA
- Cermetek Infomate 212PC
- Novation Access 1-2-3
- Racal Vadic Autodial VA212

If your modem isn't plugged in to the second serial port (the default), use the Communications Line Available command to check whether that port

exists. Then use the **Communications Line Set** command to change the port number:

Communications Line Available

This menu tells you whether the first and second communications ports (COM1 and COM2) exist. For the third and fourth communications ports (COM3 and COM4), SideKick Plus will try to figure out whether they exist. To overcome this, you can toggle the status of COM3 and COM4.

Communications Line Set

Sets the serial port number. This command gives you a menu of four communications ports: COM 1 through COM 4.

If your phone system does not use Touchtones, you must use the **Communications Dial Method** command:

Communications Dial Method

This is a toggle between tone and pulse dialing—pulse dialing being the older and slower form, based on an electromechanical telephone dial.

Dialing from the Summary Window

To phone someone from the Summary window, find the entry containing the number and press **[↵]**. It's that simple. A message shows you what number is being dialed, while your modem, if it has a speaker, echoes the number. A message prompts you to press a key after it dials the number.

You can also use SideKick Plus to hang up the phone:

Communications Hangup

[F8]

This disconnects you from the number you dialed. In the Communications window, it is also called the **Hangup** command.

Quick-Dial: Dialing from the Screen

After activation, the Phonebook can search your screen for a phone number. (Unlike SideKick, however, it does not do this by default.) To turn it on, you must toggle the **Options Display Dial Use Number** from **BOOK** to **DISPLAY**. Save this setup with the **Options Save Setup** command.

The next time you activate SideKick Plus, it will search the screen, from the top-left corner downward, for a valid phone number. If it finds one, it pauses on the number. You can press **[↵]** to dial it, **[Esc]** to exit, or **[Space]** to go to the Summary window. If the screen has more than one valid phone

number, use the arrow keys to select the right one. If the Phonebook doesn't recognize any phone numbers, the Summary window opens.

The Phonebook has a unique feature, *Quick-Dial*, that dials a number you type in your underlying program. Just type a legal phone number and press **Ctrl**5 (the center key of the numeric keypad). The Phonebook activates, searches the screen, and dials the number. You can change **Ctrl**5 to any key with the Options Display Dial Shortcut command.

The Options Display Dial command is where you specify what a valid phone number is. It offers you a number of ways to delineate phone numbers in your text. You can specify obligatory characters, number lengths, prefixes, and first or last Glossary characters. Let's look at its options.

Options Display Dial Obligatory Characters

The characters that must be in the phone number for it to be considered valid. You can choose not to have any mandatory characters, to give yourself the most flexibility in numbers.

Options Display Dial Number Lengths

Sets the length of the phone number, not including obligatory character(s), prefixes, or Glossary characters. For example, 6, 7, 8 means that the number must be 6, 7, or 8 digits long.

Options Display Dial Prefixes

You can specify any string here, which must precede a phone number for it to be considered valid. For example, you could precede all phone numbers in text with the string DIAL. One default prefix is CALL.

Options Display Dial First Glossary Character

Must be the first character in a Glossary symbol. The Glossary expansion's last character must be the one set by the Options Display Dial Last Glossary Character command, described next.

Options Display Dial Last Glossary Character

Sets the ending character of a Glossary entry when you use screen dialing. Use this with the Options Display Dial First Glossary Character command to set off a string of characters as a Glossary symbol. For example, if you have <sv> 438 8400 as the display string, with sv defined as a Glossary symbol, the Phonebook will recognize sv as a Glossary only if you

- set Options Display Dial First Glossary Character to < (less than)
- set Options Display Dial Last Glossary Character to > (greater than)

Let's say you want to screen-dial a number shown as Phone: (408) 438-8400. There are many other numbers on the screen, which you want the Phonebook to ignore. Set the Options Display Dial options as follows:

- The number always contains parentheses, so set **Obligatory Characters** to `()`
- The actual numbers in the phone number totals 10 characters, so set **Number Lengths** to 10.
- The number always has *Phone:* before it, so set **Prefixes to Phone:** and delete the other prefixes on the menu.
- You want to ignore Glossary symbols in the phone number, so set **First Glossary Character** and **Last Glossary Character** to blanks.

Phoning Another Computer


This section describes how to set up the Phonebook so it can have a coherent exchange of information with another computer. Also, make sure your modem works with Voice calls.

You may make mistakes when first setting up the Phonebook for a call to another computer. Don't worry, your computer will survive any mix-ups. Furthermore, you can correct minor mistakes even while you are communicating with the other computer.

You'll be equipped to handle most communications problems if you fill out this checklist before you start. They're explained under **Communications Parameters**. If you don't know the answer to one of the items, use the default.

Should it redial?	<i>(usually NO)</i>	: _____
Speed	<i>(usually 300, 1200, 2400, or 9600)</i>	: _____
Data bits	<i>(usually 7 or 8)</i>	: _____
Parity	<i>(usually None or Even)</i>	: _____
Do you want an echo when typing?	<i>(usually OFF)</i>	: _____

Communicating with other computers is as simple as phoning a person, if you set the communication parameters correctly and set the **Communications Parameter** menu accordingly.

To phone another computer, simply find the entry you want to call in the **Summary** window and press . A message displays with the number being dialed; your modem echoes the number if it has a speaker. If you have a direct connection to another computer, do not specify a phone number: The Phonebook bypasses the dialing, turns your computer into a communications terminal, and provides a direct connection. The **Communications** window opens when a connection is established.

Setting Up for Data Calls

You tell the Phonebook that you are calling a computer with the **Communications Type** command:

Communications Type

Toggles between **VOICE** and **DATA**. A **DATA** call is a call to a computer, while a **VOICE** call is to a person. When set to **DATA**, the menu changes to reveal another two or three items related to computer communication: **Parameters**, **Background**, and **Script**.

Simple Communications Parameters

The **Communications Parameters** menu contains all the settings needed to start a conversation with another computer. Note that you need to set non-default parameters for each Phonebook file you create.

We'll first describe the command, then its options.

Communications Parameters



Changes the communications settings for the current entry. The simple parameters are on the menu, while you reach the complex and unusual ones via the **Options** command (see the next section). Each entry in the Phonebook contains a separate set of these parameters, which is automatically saved with the entry. Use **Options Save Setup** to save the current setting as the default for new entries.

Here are the simple parameters, the same as the checklist on page 174.

Communications Parameters Redial

When set to **ON**, dials the phone number repeatedly until the other computer answers or it exceeds the number of attempts you specify. You set this number and the time between redialing with the menu. The Phonebook allows a maximum of 255 attempts and 65,535 seconds between attempts. When set to **OFF**, it dials the number once. When it is **ON**, you must set both values (number of attempts and seconds) to 0 to switch it **OFF**.

Communication Parameters Speed

Selects the speed of communication between the Phonebook and the other computer. You'll usually choose either 300, 1200, 2400, or 9600 bits per second (bps).

Communications Parameters Data Bits

Selects the number of bits of data used by the Phonebook. You'll usually use 7 data bits with even parity or 8 data bits with no parity and 1 stop bit.

Communication Parameters Parity

Selects the type of parity used by the Phonebook. Usually, you would set it to None with 8 data bits and Even with 7 data bits.

Communications Parameters Echo

When set to ON, the Phonebook repeats the characters you type on the screen. If you find that each letter you type becomes two letters on the screen, then switch the Communications Parameters Echo command to OFF.

Complex Communications Parameters

When establishing communications between the Phonebook and another computer, you can often ignore certain communications parameters. These unusual and complex parameters are listed on the Communications Parameters Options menu. Let's first describe the command and then its menu options.

Communications Parameters Options

Ctrl|O|U

Changes the unusual (hence the shortcut) communications parameters. You usually change these when you are communicating with the other computer rather than before the call.

Here are the Options:

Communications Parameters Options Infilter

Translates the received characters into another sequence of characters before displaying them. It prevents all the text from being written on one line; it is also useful for testing transmissions and for international emulations.

When you select the command, a menu of characters displays: Use **↑**, **↓**, **Ctrl|PgUp**, or **Ctrl|PgDn** to move to the correct character and type the new sequence of characters. The sequence follows the same rules as an expression list in the Script (see Appendix F). You can use all the usual editing keys.

As an example, let's stop the received text from being written to one line. This usually happens when the other computer sends only carriage returns (CR) at the end of each line, while the Phonebook expects a carriage return and line feed (CR/LF). To fix this, use the Communications Parameters Options Infilter command, move down to CR, type CR LF **←**, and press **Esc** to exit from the menu.

Communications Parameters Options Outfilter

Translates the characters for transmission into another sequence of characters. It prevents the text from being double spaced in the receiving computer, and it is also useful for testing transmissions and for international emulations.

When you select the command, a menu of characters displays: Use **↑**, **↓**, **Ctrl****↑**, or **Ctrl****↓** to move to the correct character and type the sequence of characters. The sequence follows the same rules as an expression list in the script (see Appendix F) and you can use all the usual editing keys.

As an example, let's make sure the text isn't double spaced. This usually happens when the Phonebook sends both a carriage return (CR) and line feed (LF), while the other computer expects only a carriage return. To fix this, use the **Communications Parameters Options Outfilter** command, move down to LF, erase the LF after the arrow, and press **Esc** to exit from the menu.

Communications Parameters Options Xon/Xoff

Toggles flow control, using the XON and XOFF characters. Typically, you use it when another computer needs time to accept a file from the Phonebook. When the receiver sends an XOFF (transmitter off) character, the sender stops transmission. The sender does not restart transmission until the sender sends an XON (transmitter on) character.

Warning: If you deactivate SideKick Plus without XON/XOFF and with background communications OFF, you can lose some of the data sent by the communicating computer.

Communications Parameters Options Delays

Creates a delay between each character and line. You use it when sending a file to a computer without a protocol or without XON/XOFF. When you toggle the command to ON, a menu requests the delay between each character and each line, in hundredths of seconds.

Communications Parameters Options Carrier Ctl

Occasionally, you may want to use a cable containing only the transmit, receive, and ground wires. To do so, you must turn Carrier Control OFF; in addition, since the Phonebook cannot detect the carrier, you must explicitly disconnect a DATA call using the **Hangup** command (see page 158).

Communications Parameters Options Stop Bits

Selects the number of stop bits used by the Phonebook. Unless you are using a speed of 110 bps, which isn't likely, set this to 1 bit.

The Communications Window

The Communications window comes up when you enter the communications program. (Don't confuse the Communications window with the Communications menu in the Summary window, which we've explained in previous sections.) Here's what it looks like:

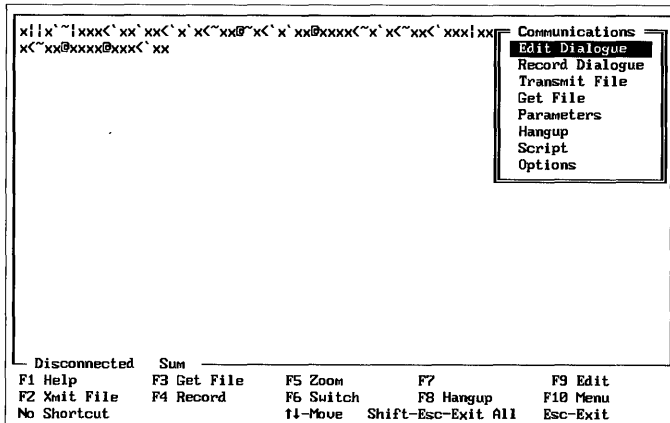


Figure 9.5: The Communications Window

The Communications window contains the text that is transmitted between the Phonebook and the other computer (termed the *dialogue*).

To send a control character such as Escape, ^K, or ^O, press **Ctrl****P**, then the character. For example, to send Escape, press **Ctrl****P****Esc**.

Disconnected

Indicates that the phone call has been terminated. It appears after you use the **Hangup** command or after the **No Carrier** or **Carrier Lost** error message.

Record

Indicates that SideKick Plus is recording all dialogue between the Phonebook and the other computer in a file with the default name **DIALOGUE.TXT**. This indicator appears after you use the **Record Dialogue** command or the **Record Dialogue Resume** command. It turns off after you use the **Record Dialogue Pause** command or **Record Dialogue Stop** command. The **F4** function key does the same command.

Learn

Indicates that SideKick Plus records the communications dialogue and translates it into a **Script** file. You can use this dialogue later to automate communications with the remote computer.

Sum

Indicates the protocol used to Send or Get a file. It can be one of four choices: Sum, CRC, Line, or None, set by the Options Protocol command (see page 180).

The message line tells you the status of the Send command, Get command, and Script execution.

The Communications Window Function Keys and Commands

The Communications Window function keys are as follows:

F2 Xmit File

Transmits a file to the other computer using the protocol set by the Options Protocol command. It is the same as the Transmit File menu command.

F3 Get File

Receives a file from the other computer using the protocol set by the Options Protocol command. It is the same as the Get File menu command.

F4 Record

Records the dialogue between the Phonebook and the other computer to a file. It's the same as the Record Dialogue menu command.

F8 Hangup

Disconnects the phone call.

F9 Edit

Opens a Notepad containing the last 34,000 characters of dialogue between the Phonebook and the other computer. It is the same as the Edit Dialogue menu command.

Following are the commands in the Communications window, except for the Script command, which is an advanced feature discussed on page 183.

Editing and Recording the Dialogue

Edit Dialogue

F9

Opens a Notepad containing the last 34,000 characters of dialogue between the Phonebook and the other computer.

Record Dialogue

Ctrl|K|D or **F4**

Records the dialogue between the Phonebook and the other computer to a file. To change the default file name, use the Options File Names Dialogue command in the Summary window. When you select Record Dialogue, it prompts you for a file name, turns the Record indicator on, and writes an

entry in the LOG file. Then the menu changes and displays the following commands:

Record Dialogue Pause

Suspends the dialogue recording and does not save it to a file. When you press **[←]**, the menu changes to **Resume**, which restarts the recording.

Record Dialogue Stop

Stops the recording and makes an entry in the LOG file. If you press **[Esc]** to exit from the Communications window, SideKick Plus automatically performs this command.

Receiving and Sending Files

The automatic reception and transmission of files is done when the Phonebook executes a prepared Script (see page 183).

Transmit File

[Ctrl][K][W] or **[F2]**

Sends a file to the other computer using the protocol set by the **Options Protocol** command. The message line indicates the status of the transfer (number of blocks transferred), and there is an entry in the default .LOG file. To change the default file name, use the **Options File Names Transfer** command in the Summary window.

Get File

[Ctrl][K][R] or **[F3]**

Receives a file from the other computer using the protocol set by the **Options Protocol** command. The message line indicates the status of the transfer (usually, number of blocks transferred), and there is an entry in the .LOG file. To change the default file name, use the **Options File Names Transfer** command in the Summary window.

Options Protocol

[Ctrl][O][T]

Sets the protocol for the transfer (hence the shortcut) of files and changes the status indicator accordingly. This setting is saved in the Phonebook entry when you leave the Communications window. Following are descriptions of the **Options Protocol** menu entries:

Options Protocol Sum (Xmodem)

Sets the protocol to XMODEM SUM and turns the number of data bits to 8, with no parity. (See Appendix E). When transmitting files, use either SUM or CRC. It's best if both protocols match. XMODEM SUM is the standard type of XMODEM; use it when no CRC option is available. Unlike other XMODEM implementations, you can still use the Phonebook as a terminal when transferring a file between two Phonebooks.

Options Protocol CRC (XModem)

Sets the protocol to XMODEM CRC and turns the number of data bits to 8, with no parity. This a special type of XMODEM; use it when the other computer has an XMODEM CRC option. Unlike other XMODEM implementations, you can use the Phonebook as a communications terminal when transferring a file between two computers.

Options Protocol Line (CRLF)

Sets the protocol to one based on carriage returns and line feeds. The sender issues a carriage-return character at the end of each line and does not transmit until a linefeed character returns from the receiver. You would use this, for example, to send a file to MCI mail.

Options Protocol None

Sets an absence of protocol, so only XON/XOFF stops the receiving computer from receiving characters too rapidly.

Changing Parameters and Disconnecting

Parameters

Ctrl|O|C

Same as the Communication Parameters menu. The Communications Parameters Options menu in the Summary window uses the shortcut **Ctrl|O|U**.

Hangup

F8

Disconnects the phone.

Wordwrap and Borders

Options Wordwrap

When set to OFF, the Phonebook ignores any characters past the right window margin. When set to ON, you can see all characters within the window because words past the right margin wrap to the next line.

Options Border

Turns the window frame OFF and ON.

You store both these options with the Save Options Setup command in the Summary window.

Automating Communications with Other Computers

To get even simple things done in computer communication, you need to type long strings of commands. SideKick Plus lets you sidestep all that with *scripts*.

This section introduces the Script language and takes you from simple Scripts to complex ones. Appendix F is a reference guide to the Script statements, listed in the following table. A statement is simply a set of instructions that specify the operations to be performed.

Table 9.1: The Script Language Statements

ALARM	Makes a window that pops up and beeps
ASSIGNMENT	Sets OK to either TRUE or FALSE
BEEP	Produces an audio tone
CAPTURE	Records the input and output in a file
DELAY	Pauses for a given length of time
DISCONNECT	Ends the Script and hangs up the phone
END CAPTURE	Closes the capture file
IF/THEN/ENDIF	Tests OK and alters the flow of the Script
LOG	Records text into the LOG file
MATCH	Searches the serial port input
OK	Is a status value set by a statement
PRINT	Displays a message in the Communications window
PROTOCOL	Changes the file transfer type
RECEIVE	Gets a file from the host computer
REPEAT/UNTIL	Executes statements until a stop expression
RESTART	Disconnects and executes the Script again
SCREEN	Controls output to the Communications window
SELECT/CASE/ ENDSELECT	Is a general-purpose testing statement
SUSPEND	Pauses the Script. Script Resume restarts it.
TIMEOUTFACTOR	Sets the time before the Script skips a statement
TIMEOUTUNIT	Sets the multiple used by TIMEOUTFACTOR
TRANSMIT	Sends a file to the host computer
WAIT	Pauses until it receives nothing for a specified period
WRITE	Sends data out the serial port

Learning the Script

A script is an exchange of commands and characters between two computers. A script file stores all the commands and responses you usually type in, say, when logging in to a bulletin board like CompuServe. Thus, when you use CompuServe the next time, the Phonebook automatically implements the Script and logs onto the receiving computer instead of asking you to type in the information.

The simplest way to write a script is to let SideKick Plus “learn” the script—that is, record the dialogue between two computers and convert it into a Script. To implement this, use the Communications Script Learn command in the Summary window:

Communications Script Learn

When set to ON, the script file records all dialogue (up to 8,000 characters) between the two computers. The Phonebook surrounds the information that the other computer issues with MATCH " and ", while the Phonebook's output is bracketed with WRITE " and ",CR. If you enter more than 8,000 characters, SideKick Plus deletes information from the beginning of the file.

Entering and Executing the Script

Now that SideKick Plus has learned the Script, you can execute it. First, check the Script with the Communications Script Edit command.

Communications Script Edit

Ctrl|K|E

Opens a Notepad containing the Script. The Notepad menu contains an extra item, Check Script, which examines a marked block for any errors, such as an incorrectly used statement. (See “Marking a Block of Text” in Chapter 8 if you’ve forgotten how to do so.) If you press **Esc** to stop editing the Script, SideKick Plus automatically performs a Check Script command and saves the Script to the Phonebook. You can also edit the Script from the Communications window with the Script Edit command.

When you’re in Script Learn, use Script Resume and Script Pause. When you’ve pressed **Esc** or Suspend, use Script Resume.

Now, let’s use the Script.

Communications Script Activate

Ctrl|K|A

When set to ON, immediately runs the marked block in the Script after the Communications window opens (provided the Script is error-free). When set to OFF, ignores the Script for that entry. In the Communications window, immediately executes the Script. Select Script Activate or use **Ctrl|K|A**.

Like most other communications commands, the Script command has options:

Communications Script Restart Options

Allow you to set the number of times the Script reruns and alter the delay between reruns.

Controlling the Script with Statements

At certain places in a Script, the program will need help in deciding what to do next—for instance, when a file transfer fails. A statement is a set of instructions that specify operations to be performed if certain conditions are met. You can use the IF, REPEAT, and SELECT statements, in tandem with the OK flag, to set up a process of elimination.

Let's look at the simplest statement: the IF statement. This statement uses the OK flag—set automatically by the MATCH, RECEIVE, and TRANSMIT statements or manually by the ASSIGNMENT (:=) statement—to evaluate a condition. A MATCH statement matches the string within the quotes with the transfer from the communications port and, if it matches, sets the OK flag to TRUE. The statement

```
IF condition THEN do something
END IF
```

says, if *condition* is true then run the statements after the THEN statement; otherwise, run the statements after the END IF.

If the statement is false and you want some other statement to execute before the END IF, use the ELSE statement:

```
IF condition THEN do something
  ELSE do something different
END IF
```

That is, if *condition* is true then run the statements after the THEN but before the ELSE; otherwise, run the statements after the ELSE.

You often wish to execute different parts of the Script depending on what the other computer sends. For example, you may either want to

- log off and hang up if there is no new mail on your electronic mail service.
- capture the mail if you have new messages.

You use the SELECT statement to decide between these actions. It's very much like a series of IF and MATCH statements:

```
IF MATCH "this" THEN
  DO this
OR IF MATCH "that"
  DO that
```

Here's a typical construction:

```
SELECT
CASE "Test one"
  WRITE "One"
CASE "Test two"
  WRITE "Two"
END SELECT
```

That is, if the MATCH is "Test one", then do WRITE "One"; if the MATCH is "Test two", then do WRITE "Two". If the MATCH does not find anything within a given time (usually 10 seconds), execute the statement after the END SELECT.

Lastly, the REPEAT statement: This executes a block of statements until it meets some condition, such as *condition* being true. The simplest variation is

```
REPEAT
  WRITE "Question authority"
3 TIMES
```

which sends the sequence, *Question authority*, to the host computer three times in succession.

The most useful variation of the REPEAT statement is when you combine a limited number of executions with the OK flag. For example,

```
REPEAT
  TRANSMIT "C:\SKPLUS\PHONE\MESSAGE.TXT"
3 TIMES OR UNTIL OK
```

which transmits the file C:\SKPLUS\PHONE\MESSAGE.TXT and tries twice more if the first try fails.

A Simple Script

Let's look at a sample Script: the one created when the Phonebook learns a Script. It consists of only two statements: MATCH and WRITE. When you run the Script, MATCH waits for the characters in between the quotes (" "), while WRITE sends these characters to the receiving computer. The


Phonebook executes each MATCH and WRITE set, starting at the top of the file and moving from line to line, in a sequential manner.

It's advisable to put some comments (preceded by semicolons) into the Script, so that you remember what the statements do. The Phonebook ignores these comments when it executes the Script. For example, this script with comments

```
; This is a comment, notice the semicolon at the start.  
; -----  
;  
MATCH "A Test, just for you"  
WRITE "Filbert Street",CR  
WRITE CR
```

executes the same as the following script without comments

```
MATCH "A Test, just for you"  
WRITE "Filbert Street",CR  
WRITE CR
```

The CR at the end of the WRITE statement stands for carriage return. It is equivalent to pressing . There are many more abbreviations like CR; all are listed under "Predefined Constants" in Appendix F.

Glossary Substitutions in Scripts

To communicate with another computer, you often need to type in a name and password. These names or passwords should not go into a WRITE statement, which anyone can see. Fortunately, you can enter these confidential items in the Glossary: The Phonebook encrypts the Glossary so that the user must have a password to edit it.

To use a symbol (abbreviation) from the Glossary, you precede the symbol with an @, for example, @test. You place exactly what is in the WRITE statement into the *Expansion* blank for the symbol in the Glossary.

Let's say your name on CompuServe is FILBERT:STREET. Go into the Glossary with the Glossary Edit command and enter the symbol COMPUSERVE with the Expansion "FILBERT:STREET". Remember to type in the quotes.

To incorporate it into the Script, use a WRITE statement such as WRITE @COMPUSERVE. The Phonebook automatically substitutes WRITE "FILBERT:STREET" for COMPUSERVE.

Time in Scripts

The Script does not wait around indefinitely to see if the statement executes. It has a time limit that the Script calls the timeout factor. You can add this to the end of any statement that waits for the other computer to supply something, for example, a MATCH statement.

The Script normally gives a MATCH statement 10 seconds before it gives up and goes on to the next statement. If you want to change the time period to 25 seconds, add a comma followed by the number of seconds (,25) to the end of the statement:

```
MATCH "FILBERT"
```

becomes

```
MATCH "FILBERT",25
```

You can also stop running the Script for a given length of time with the DELAY statement. You may want to give the host system some time to respond. For example, DELAY(25) pauses the Script for 25 seconds.

You may want to set more complex specifications. Say you want to wait until the other computer hasn't sent data for a given length of time before going on. In this case, use the WAIT statement: WAIT(25) stops the Script until 25 seconds have passed without any traffic on the communications line.

File Transfer by Scripts

In electronic mail systems, the editors provided are often difficult to use. In addition, writing your letter on line is expensive. It is much better to use a PC editor, such as the Notepad, to create your letter, *then* phone the mail system and send the file. Use the Transmit command to automatically send a file you've created over your modem. For example,

```
TRANSMIT "C:\SKPLUS\PHONE\MESSAGE.TXT"
```

This is equivalent to the Send command in the Communications window. The transmission protocol is determined by the PROTOCOL statement or the Options Protocol command, which display the same choices. For example, PROTOCOL XMCRC uses the XMODEM CRC protocol.

Of course, you can receive files as well as transmit them. To receive a file, use the RECEIVE statement. For example,

```
PROTOCOL NONE  
RECEIVE "C:\SKPLUS\PHONE\NEW.MSG",0
```

The ,0 means that SideKick Plus will overwrite any file with the file name C:\SKPLUS\PHONE\NEW.MSG. RECEIVE uses only the XMODEM protocol. To receive a file without a protocol, use the CAPTURE statement.

The CAPTURE statement also records a dialogue. For instance,

```
CAPTURE "C:\SKPLUS\PHONE\MESSAGE.CAP",0
```

records all dialogue in C:\SKPLUS\PHONE\MESSAGE.CAP. To finish recording, use the END CAPTURE statement.

An Example Script: MCIMAIL

Now that you have an idea of what Scripts and statements are, let's look at an example of a working Script.

The following Script is for MCI Mail in a Tymnet. It uses the Glossary symbols *mciname* for your user name and *mcipsw* for your password to log you into MCI, checks your messages, and records all your new messages in the file MCIMAIL.000. More examples are on the Examples distribution disk, in the MCI.ADR, CSERVE.ADR, and BIX.ADR Phonebook files.

```
; Gets mail from MCI advanced service via Tymnet
DELAY (2) ; Waits for Tymnet to respond
WRITE "a" ; Tymnet terminal identifier
MATCH "in:",40 ; Match for service prompt
WRITE "mcimail",cr ; We want MCI MAIL
MATCH "name:",40 ; Match for user name
WRITE @mciname,cr ; reply with Glossary symbol mciname
MATCH "word",20 ; Match for password
WRITE @mcipsw,cr ; reply with Glossary symbol mcipsw
MATCH "MCI",30 ; Ensure that above worked
IF not ok disconnect ENDIF
SELECT ; Check for messages
CASE "are no messages" ; Nobody likes me! (No messages)
MATCH "command",30 ; Wait for prompt
CASE "your Inbox has" ; Someone likes me! (Some messages)
MATCH "command",30 ; Wait for prompt
WRITE "pr in",cr ; Get all the messages
CAPTURE "MCIMAIL.000",UNIQUE ; Put messages in MCIMAIL.000,.001...
REPEAT ; Start analyzing messages
MATCH "Command:" ; No more messages
UNTIL ok
ENDCAPTURE
ENDSELECT
WRITE "ex",cr ; Exit MCI
DISCONNECT ; Hang up phone
```

The Phonebook Log File

Computer communications are never absolutely reliable. There can be static on the phone line, which interferes with the signals being transferred, or perhaps the phone lines are busy. If you aren't looking at the screen when a problem occurs, you'd never know there's an error. To overcome this, the Phonebook provides the LOG file.

SideKick Plus writes to the LOG file whenever you perform the following actions, whether from a Script or not:

- start a Script
- transmit a file
- receive a file
- start recording a dialogue
- end recording a dialogue
- finish a Script

The entries follow this form:

```
Date
Time: Message.
Date
Time: Message.
```

The *date* and *time* are taken from the PC's internal clock, and the *message* is one of the following:

```
Script started.
Script finished normally.
Script aborted: Interrupted.
Script aborted: Carrier lost.
Script aborted: Hangup./Restart/Suspended.
Capturing to: C:\SKPLUS\PHONE\MAIL.BIX.
Capture file closed.
Transmitting: C:\SKPLUS\PHONE\MAIL.BIX.
Transmission successful./Transmission aborted: Timeout./Carrier lost./
  File error./Transmission cancelled by remote.
Receiving: C:\SKPLUS\PHONE\MAIL.BIX.
Transmission successful.
```

Use the **Options File Names Log** command to change the file name of the LOG file.

Background Communications

SideKick Plus can run computer communications while you are in an application program, such as Borland's database manager, Reflex, or Borland's spreadsheet program, Quattro. We call this *background* communications, since it happens without the application program's knowledge or involvement. The communication must therefore be unattended and not require any keyboard control—you can send files, get files, and execute Script programs.

Background communications, whether a Script execution or file transmission, requires some of your computer's time. This slows the computer down when it executes the application program, but not noticeably.

While doing background communications, SideKick Plus uses your hard disk at regular intervals—you'll see its light flash on and off. Don't worry, this is perfectly normal.

To use background communications, you must re-install SideKick Plus (see Chapter 15). It increases the resident size of SideKick Plus to about 95 KBytes of memory.

There is only one menu item for background communications:

Communications Background

When set to ON, allows Send File, Get Files, and Scripts to work behind another application program. When set to OFF, you need to be in the Communications window to link up with another computer. When you toggle the command in the Communications window, nothing happens until a Script Activate, Script Resume, Send, or Get command.

Background Communications without a Script

You can continue doing interactive communications and use background communications to send or receive files. Just set these options:

- Toggle Communications Parameters Background to ON.
- Toggle Communications Script Activate to OFF.

From now on, whenever you Transmit or Get files in the Communications window, the window closes and the Summary window appears, with the *background* indicator showing in the window border. You are free to go back to your application program and continue what you are doing. When the Phonebook completes transmission, it will beep and, if you are in the Phonebook, open the Communications window.

Background Communications with a Script

To get the most out of the background communications feature, combine it with a Script. That way, you can get your MCI mail while you are editing a file, or obtain the latest Dow Jones figures while juggling figures in Quattro. To make the Script work behind an application program

1. Be sure you have a working Script.
2. Toggle Communications Background to ON.
3. Toggle Communications Script Activate is ON.

From now on, when you dial a number, SideKick Plus initializes the Script and places *background* in the window border to remind you that it is executing the Script.

Scripts that execute behind another program are difficult to correct. We strongly recommend that you first test the Script with Communications Parameters Background OFF. If the Script develops problems later,

- Check the LOG file.
- Place BEEP at various points in the Script.
- Use the LOG command at various points in the Script.
- Place a CAPTURE statement at the top of the Script to record the dialogue between the Script and the other computer.
- Beware of statements that depend on timing. If possible, use a MATCH or SELECT/CASE statement rather than a DELAY or WAIT statements.

Copy and Paste in the Communications Window

When you use copy and paste with computer communications, you save on expensive connection costs. You can prepare and forward messages using the Notepad instead of directly on MCI Mail or Compuserve. When you use the Services Copy from Application (**Alt**+**+**) or Services Quick Paste (**Alt**+**Esc**) commands in the Communications window, here's what gets transferred:

Communications Window	The line at the cursor position
Edit Dialogue	The marked block or line at the cursor position

For example, you can forward electronic mail to your assistant with your comments by following these steps:

1. Activate SideKick Plus with **Ctrl|Alt**.
2. Activate the Phonebook with **Alt|P**.
3. Dial the electronic service, such as MCI Mail or Compuserve, and get (read or print) your electronic mail (background communications is OFF). The **F9** buffer, meanwhile, records everything in the Communications window.
4. Disconnect from the electronic service by giving the appropriate command, then press **F8** to hang up.
5. Press **F9** to move the cursor to the letter in question.
6. Mark the letter you wish to export by pressing **F7** (**Ctrl|K|B**) and **F8** (**Ctrl|K|K**).
7. Use **Alt|+** (Services Copy from Application) to place the letter in the Clipboard.
8. Activate the Notepad with **Alt|N** **←**.
9. Press **Ctrl|Ins** (Paste from Clipboard) to paste the letter into the Notepad.

Your assistant can now open your Notepad file and read your comments on the letter.

You can also paste a letter from the Notepad to the electronic mail service:

1. Activate the Notepad with **Alt|N**.
2. Type the letter in the Notepad.
3. Mark the letter as a marked and displayed block with **F7** (**Ctrl|K|B**) and **F8** (**Ctrl|K|K**).
4. Activate the Phonebook with **Alt|P**.
5. Move the cursor to your electronic service (such as MCI Mail or Compuserve) and press **←** to dial it.
6. Follow the prompts to where the electronic mail service asks you for the text of the letter.
7. Activate the Notepad with **Alt|N**.
8. Use **Alt|Esc** (Services Quick Paste) to paste the contents of the Notepad to the electronic mail service.
9. Follow the electronic mail service prompts to send the letter and leave the service.
10. Press **F8** to hang up.

Time Planner

The Time Planner is your calendar, appointment book, and schedule organizer combined into one application. It comes complete with an almost unlimited number of alarms, a feature that searches for free time periods, and a graphic display of your schedule.

The Time Planner comprises three different views of your days: the Calendar window, the Appointment Book, and the Schedule window. You can attach notes to any day in any one of these windows. In addition, you can set alarms and perform searches in the Appointment Book.

This chapter provides complete information about all the features and commands in the Time Planner. If you haven't used it before, read the tutorial in Chapter 3 first.

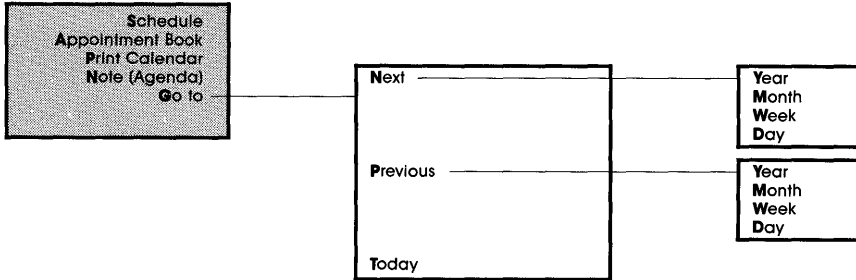
After you activate SideKick Plus with **Ctrl|Alt**, you can activate the Time Planner in one of two ways:

- Pop up the main menu with **Alt**, move the cursor to Time Planner, and press **←**
- Press **Alt|T**

The Calendar Window

The Calendar window displays six weeks at a time, in a wall-calendar format. You use the cursor keys to move the cursor to the desired day. You can then open the Appointment Book, or Schedule window, or attach a note to that day.

**TIME PLANNER
CALENDAR WINDOW**



**TIME PLANNER
SCHEDULE WINDOW**

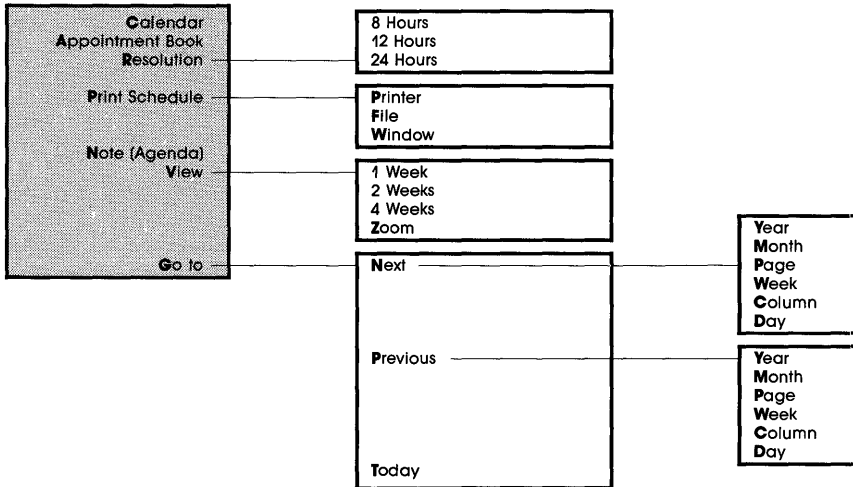


Figure 10.1: The Calendar and Schedule Window Menu Trees

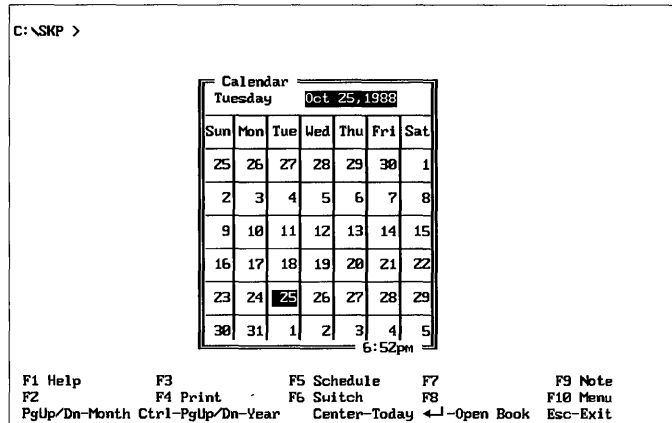


Figure 10.2: The Calendar View

Following are the function keys specific to the Calendar Window.

[F4] Print

Prints the calendar. See page 196.

[F5] Schedule

Opens the Schedule window.

[F9] Note

Attaches a Notepad to the day.

Using the Cursor Keys to Change the Date

The usual cursor keys move you through the Calendar window by days, weeks, months, and years. Following are a summary of the commands to move the cursor to a different date.

Go to Previous Day

Moves the cursor to the previous day.

Ctrl S or **←**

Go to Next Day

Moves the cursor to the next day.

Ctrl D or **→**

Go to Previous Week

Moves the cursor to the same day of the previous week.

Ctrl E or **↑**

Go to Next Week

Moves the cursor to the same day of the next week.

Ctrl X or **↓**

Go to Previous Month

Moves the cursor to the same date last month.

Ctrl R or **PgUp**

Go to Next Month

Ctrl|C or **PgDn**

Moves the cursor to the same date next month.

Go to Previous Year

Ctrl|Q|R or **Ctrl|PgUp**

Moves the cursor to the same date last year.

Go to Next Year

Ctrl|Q|C or **Ctrl|PgDn**

Moves the cursor to the same date next year.

Go to Today

S

Places the cursor at the date given by your PC. (The shortcut is the center key on the numeric keypad.)

Attaching a Daily Agenda

The Daily Agenda is a Notepad attached to the day, and you simply press **F9** to open it. You can use it to jot down any details about the day, such as a conference agenda or a to-do list. The note is part of your Appointment Book for that day, so you can also reach it from the Appointment Book or the Schedule window. Like the rest of the Time Planner, when you make a change in it, the Time Planner automatically saves it.

Use the Note (Agenda) command on the **F10** menu or **F9** to get a Daily Agenda.

Press **Esc** to return to the Calendar.

Printing the Calendar

Use the Print command **Ctrl|K|P** or **F4** to print out the Calendar. SideKick Plus displays the standard print menu, which you use to indicate where the printing should go: to a printer, file, or screen.

If your printer cannot produce IBM semi-graphic characters, you must set the Services Setup Printer Graphics Support command to NO.

**TIME PLANNER
APPOINTMENT BOOK**

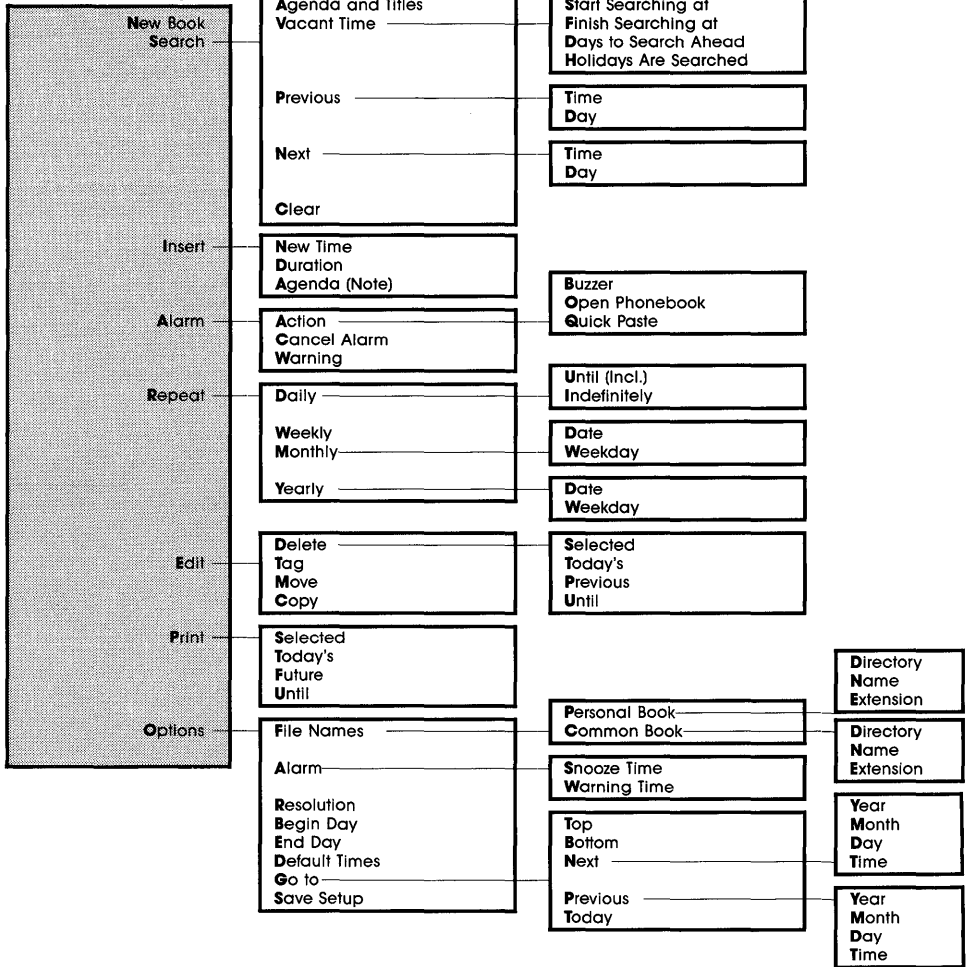


Figure 10.3: The Appointment Book Menu Tree

The Appointment Book

The Appointment Book is at the center of the Time Planner. It is where you monitor your activities within the day: You can set alarms, add agenda, and find a free time slot. Any .APP files that you create in the Appointment Book are stored by default in the directory SideKick Plus is in.

You can open the Appointment Book in three ways:

- Select Appointment Book on the menu.
- Press **←**.
- Type a date, such as 03-02-87, and press **←**. The Appointment Book opens at that date.

The Time Planner accepts almost any date format, whether it be numeric or text, separated by spaces or hyphens. You can set up your preferred format in the **Services Setup Date and Time** menu. Legal dates include

May 7 87

MAY 7, 1987

05-07-87

5/7-1987

From the Appointment Book, press **Esc** to return to the Calendar or Schedule window.

When the Appointment Book comes up, you'll notice that it starts at 8:00 am and ends at 8:00 pm by default. It's very easy to insert new time slots, as we explain on page 203.

There are two columns in the Appointment Book. The left column displays time periods. The right column has blanks in which you enter the description of the appointment, which we call the *title*.

You can have multiple Appointment Book files. Just press **F3** and, at the New Book prompt, type in another file name. (The default file is PERSONAL.APP.)

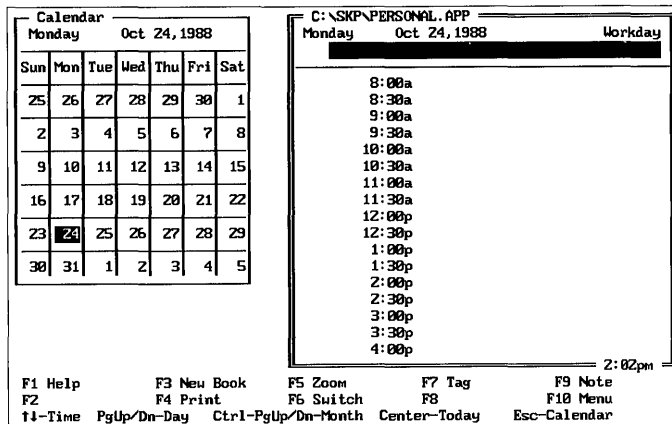


Figure 10.4: The Appointment Book

Here's an explanation of the Appointment Book display:

C:\SKPLUS\PERSONAL.APP

The directory, drive, name, and extension of the Appointment Book file.

Wednesday Apr 04, 1988

The day you are making appointments for.

Workday

The type of day: either a workday or a holiday. You can set this by going to the first time period of the day with **Ctrl+Home**, using **↑** to move to Workday, and pressing **←** to toggle it. If you load the default Appointment Book on the distribution disk, the Time Planner will reflect U.S. holidays and weekends.

(Day Note)

This is a one-line entry blank with an attached Daily Agenda (a Notepad) that allows you to summarize the day's activities. Now type in whatever title you want to give your day.

Add a Daily Agenda with **F9** or **F10** (Insert Agenda). If you have a Daily Agenda attached here or in the Calendar or Schedule window, the symbol ≡ appears. The Calendar window, Schedule window, and Appointment Book share the Daily Agenda file. SideKick Plus automatically saves the Daily Agenda into the Appointment Book file.

Search

Indicates that a search string has been set with the Search menu. Turn it off using the Search Clear command, explained later in this chapter.

Following are the function keys specific to the Appointment Book window:

F3 New Book

Prompts you for the file name of the Appointment Book you want to open. If you are unsure of the name, the File Manager can help you. Just type a drive, directory, or file name with wildcards. If you select an existing file, the Time Planner loads the Appointment Book file. Otherwise, type in a new file name and a new blank Book opens.

F4 Print

Prints today's appointments. It is equivalent to the **Print Today's** command.

F7 Tag

Marks an appointment so that you can move or copy it.

F9 Note

Attaches a Note to the current appointment or day.

The Appointment Book Symbols

Following are the symbols that can appear to the left of an appointment.

♫

Indicates that an audible alarm will warn you of this appointment.

☎

Indicates that, at the appointed time, the Phonebook will open and dial the Index you've entered in the title (the description or the blank space on the right of the time slots).

R

A Repeating appointment that SideKick Plus has duplicated across the time period you specified.

C

An appointment that is shared with another file, probably on a network.

P

Indicates that, at the appointed time, the Time Planner will Quick Paste the text to the application underneath.

≡

Indicates that a note is attached to this appointment.

Moving around the Appointment Book

You open a new page of the Appointment Book each time you move to a new day in the Calendar window. Following are the cursor and Options Go to commands to move by days, months, or years.

Options Go to Top **Ctrl|Home**
Moves the cursor to the first time period of the open Appointment Book.

Options Go to Bottom **Ctrl|End**
Moves the cursor to the last time period of the open Appointment Book.

Options Go to Today **S**
Moves the cursor to the same time period in today's Appointment Book.

Options Go to Previous Time **Ctrl|E** or **↑**
Moves the cursor to the previous time period of the same day and into the Daily Agenda area.

Options Go to Next Time **Ctrl|X** or **↓**
Moves the cursor to the next time period of the same day or out of the Daily Agenda area.

Options Go to Previous Day **Ctrl|S** or **PgUp**
Moves the cursor to the same time period of the previous day.

Options Go to Next Day **Ctrl|D** or **PgDn**
Moves the cursor to the same time period on the next day.

Options Go to Previous Month **Ctrl|R** or **Ctrl|PgUp**
Moves the cursor to the same time period of the same day of the previous month.

Options Go to Next Month **Ctrl|PgDn** or **Ctrl|C**
Moves the cursor to the same time period of the same day of the next month.

Options Go to Previous Year **Ctrl|@|Ctrl|R**
Moves the cursor to the same time period of the same day of the previous year.

Options Go to Next Year **Ctrl|@|Ctrl|C**
Moves the cursor to the same time period of the same day of the next year.

Entering Appointments and Agenda

To enter an appointment, use **↑** and **↓** to move to the appointment time, then type a description of the appointment. We call this description line the

Appointment *title*. If you know when the appointment will end, you can show its duration: Type a hyphen, the finishing time, a space, and then the appointment. The duration appears as a vertical line to the left of the appointment. Following are the legal time formats.

9	Nine o'clock	(Hour only)
9:35	Nine thirty-five in the morning	(Completes the am or pm)
9:35p	Nine thirty-five at night	(Can specify p for pm)
9:35pm	Nine thirty-five at night	(Unambiguous time)
09:35p	Nine thirty-five at night	(Ignores leading zeroes)
09:5p	Five past nine at night	(Completes significant zeroes)
9.35p	Nine thirty-five at night	(Can use . instead of :)
935p	Nine thirty-five at night	(Don't need . or :)
17:35	Five thirty-five in the evening	(Can use military time)



If you enter an incomplete time, SideKick Plus figures out the most reasonable time and completes the entry for you. For example, if you enter 9 as the ending time for an appointment at 8:30 am, SideKick Plus assumes the finishing time is 9:00 am. You set all the parameters for the appointment times with the Options command.


You can have several appointments at the same time period.

In the title, two words have special significance: CALL and RUN. They set alarms at that time to open the Phonebook (CALL) or Quick Paste whatever follows it into the underlying program (RUN).

Let's say you've set your Alarm Warning time to 0 minutes. If you type CALL MCI in the 4:00 pm time period,

1. A box with that message pops up at the number at that time.
2. The Time Planner immediately opens the Phonebook.
3. Using MCI as the Index, the Phonebook then tries to connect you to the number at the Index entry MCI.

If you type RUN BACKUP  in the 10:00 pm time slot, on the other hand, the Time Planner sends the string BACKUP  to the application underneath at 10:00 am. If it's DOS, DOS then sets the backup operation into motion. You could also specify a batch file that loads a SuperKey macro to begin an operation—say print out a spreadsheet report.

Use the following commands to enter a time, date, or description in the Time Planner. They are under Services Setup Line Editing in the main menu. (Press  to get to the main menu, then select Services.)

Go to Previous Character Ctrl|S or ←
Moves the cursor one character to the left within the time, date, or title.

Go to Next Character Ctrl|D or →
Moves the cursor one character to the right within the time, date, or title.

Go to Previous Word Ctrl|A
Moves the cursor one word to the left within the time, date, or title. A word is anything that begins or ends with one of the following characters: space <> ; () [] ^ ' + - / \$.

Go to Next Word Ctrl|F
Moves the cursor one word to the right within the time, date, or title.

Go to Start of Line Ctrl|Q|S or Home
Moves the cursor to the first character within the time, date, or title.

Go to End of Line Ctrl|Q|D or End
Moves the cursor to the last character within the time, date, or title.

Delete Previous Character Ctrl|H or Backspace
Deletes the character to the left of the cursor, if one exists.

Delete Character Ctrl|G or Del
Deletes the character over the cursor, if one exists.

Delete Line Ctrl|Y
Deletes all the text in the time, date, or title.

Delete Rest of Line Ctrl|Q|Y
Deletes all the text from the cursor to the end of the line.

Insert Mode Ins
Changes between insert and overwrite modes when entering text. In *Insert* mode, new text joins the existing text; however, in *Overwrite* mode, new text replaces existing text.

Now, back to the Appointment Book menu.

Sometimes the starting time you want isn't shown in the Appointment Book. Don't worry, you can use the Insert New Time command.

Insert New Time Alt|←
Adds a new time to the Appointment Book. The default time is midway between the appointment time above and below, rounded to the nearest five minutes. You can use any of the editing keys to change it and then press ← to enter it into the book. The cursor moves to the title field, where you can enter a finishing time and a title.

Use the **Insert Duration** command if you prefer entering a finishing time as duration. It is exactly the same as typing a hyphen and the finishing time.

Following is the command to attach a note to an appointment.

Insert Agenda (Note)

F9

Attaches a Notepad to the appointment at the cursor position provided there isn't a Common Appointment title there. A symbol (\equiv) to the left of the starting time reminds you of it. Press **Esc** to return to the Appointment Book. This item only appears on the menu when the appointment has a title or from the Daily Agenda line.

Repeating Appointments

You can make an appointment repeat every day, week, month, or year by using the **Repeat** command on the **F10** menu. If you change the appointment in one place, a prompt asks whether every Repeating appointment in the future should also be changed (Y) or just that one appointment (N). An R to the left of the start time reminds you that an appointment is a Repeating appointment.

If you had a previous appointment typed in at the same time slot as a Repeating appointment, both appointments appear, consecutively.

Once you have used the **Repeat** command on an appointment, the **Repeat** menu disappears from the **F10** main menu. It returns when you move to a different time slot.

Common appointments can repeat, but you can only do this by setting the appointment from the Common Appointment Book.

Following are the commands to make Repeating appointments. They only appear on the menu when the appointment has a title.

Repeat Daily

Duplicates the appointment with its alarms, descriptions, and agenda every day until the date set by the menu. **Repeat Daily Until** stops repeating the appointment at the date you enter, while **Repeat Daily Indefinitely** does not.

Repeat Weekly

Ctrl|K|W

Duplicates the appointment with its alarms, title, and agenda every seven days indefinitely.

Repeat Monthly

Ctrl|K|M

Duplicates the appointment with its alarms, title, and agenda every month indefinitely. The **Repeat Monthly Date** command places the appointment on the same *date* each month; for example, the 25th of the month. The **Repeat Monthly Weekday** command places the appointment on the same *day* each month; for example, the first Monday of the month.

Repeating Yearly

Duplicates the appointment with its alarms, title, and agenda annually and indefinitely. The **Repeat Yearly Date** command places the appointment on the same *date* each year; for example, the 25th of February. The **Repeat Yearly Weekday** command places the appointment on the same *day* each year; for example, the first Monday of the year.

Deleting Appointments

The Time Planner's deletion commands let you remove any appointment you can think of: a single appointment, all of today's appointments, previous appointments, and some future appointments.

To delete Common appointments, you must be in the Common Appointment Book.

When you delete a Repeating appointment, the Time Planner prompts you on whether to delete every Repeating appointment in the future (Y) or just that one appointment (N).

You can have more than one appointment in the same time period. When you delete an appointment that was in the same time period as a Repeating appointment, only that specific appointment disappears. The Repeating appointment remains.

Following are the Edit Delete commands.

Edit Delete Selected

Ctrl|K|Y

Deletes the appointment or Repeating appointment at the cursor. This item only appears on the menu when there is an appointment in the time period at the cursor or the cursor is in the Daily Agenda line.

Edit Delete Today's

Deletes all the appointments and Repeating appointments for the day at the cursor position. For every Repeating appointment, it asks whether to delete every future Repeating appointment (Y) or just this appointment (N).

Edit Delete Previous

Deletes all the appointments before the day at the cursor position. All Repeating appointments now start at or after the day at the cursor position.

Edit Delete Until

Deletes all appointments from the day at the cursor until the date you enter. This does not delete Repeating appointments.

Transferring and Copying Appointments

You can change the starting time of an appointment or duplicate the appointment by using the Edit Tag, Edit Move, and Edit Copy commands.

First, you must tell the Time Planner what appointment you wish to move or copy with the Edit Tag command. Then you move the cursor to where you want the new appointment to be, and use either the Edit Move or Edit Copy command.

You cannot tag a Repeating or Common appointment.

Edit Tag

Ctrl|K|L or **F7**

Marks an appointment so that you can move or copy it. To remind you of the tag, a highlighted square appears to the left of the appointment. This item only appears in the menu when you have an appointment that is not Common or Repeating.

Edit Move

Ctrl|K|V

Moves a tagged appointment to the cursor position with the same duration.

Edit Copy

Ctrl|K|C

Duplicates a tagged appointment and places it at the cursor position.

Common Appointments and Local-Area Networks

When the Time Planner opens the Appointment Book, it looks for two files: One with your Personal appointments and one with Common appointments shared by people (usually on a network, although not necessarily). The Time Planner displays both in the Appointment Book, though you can change only your Personal appointments. Common appointments have a C to the left of the starting time. Use the Options File Names command to change the default file name of the Personal and Common Appointment Books.

Common appointments are ideal when you use SideKick Plus over a computer network. You can put the Common Appointment Book on a network server so that everyone on the network can read it. Usually, it's best to reserve editing privileges for a few people only. The Common appointments can be company-wide appointments, such as the next progress meeting, or network tasks, such as automatic backups. See Appendix D, "Using SideKick Plus on Networks," for more on networks.)

To change Common appointments,

1. Select the New Book command.

2. Type the file name of the Common Appointment Book.
3. Press .

The resulting book behaves like any other Appointment Book but doesn't have any common appointments.

Following are the commands associated with Appointment Book files.

New Book




Asks you for the file name of the Appointment Book you want to open. If you are unsure of the name, the File Manager can help you. Just type a drive, directory, or file name with wildcards. If you select an existing file, the Time Planner loads the Appointment Book. Otherwise, it creates a new Appointment Book.

Options File Names Personal Book




Sets the path, file name, and extension of the Personal Appointment Book loaded by the Time Planner when it first opens the Appointment Book. This is the default file name in the New Book command.

Options File Names Common Book

Sets the path, file name, and extension of the Common Appointment Book loaded by the Time Planner when it first opens the Appointment Book. The Time Planner only reads this book once, so you need to reload the Personal Appointment Book if you make changes. Press Options Save Setup and then press  to reload the Personal Book with the new Common Appointment Book.

Alarms

You can attach an alarm to any Appointment Book title, and you can specify a warning time period as well. If you have a meeting at 10:00 am, for example, here's what you do to set an alarm with a 10-minute warning-time period:

1. Open the Appointment Book and move the cursor to 10:00 a.
2. Type in the title of the appointment, say, Meeting in Maria's office.
3. Press  and select Alarm.
4. The default Warning time is 10 minutes, so you don't need to change it. The cursor is on Action; press  to select it.
5. You want a Buzzer to sound, so press  to select it.

You can automatically telephone someone in your Phonebook or run a program at a specified time by setting a Time Planner alarm. Alarms work both inside and outside SideKick Plus.

In some special cases, such as if you're printing in SideKick Plus, you must stop running the current task to activate the alarm.

When you set alarms in the Common Appointment Book, they will work in every Time Planner using that Common Appointment Book. This is ideal when, for instance, you wish to back up each hard disk on a network of PCs to the file server or to remind everyone of a progress meeting.


Repeating appointments can have an alarm. However, when you change one, the Time Planner asks whether it should change every future Repeating appointment (Y) or just this one (N).

Note: The alarms aren't affected by any change of time or date made with the TIME or DATE command in DOS.

To set an alarm, place the cursor at the appointment and use one of the Alarm Action commands:


Alarm Action Buzzer

Ctrl|B

Sets an audible alarm for that appointment. This sounds at or before the start of the appointment, depending on the number of minutes you specify in the Alarm Warning command.  appears to the left of the appointment to remind you of the alarm.

When the alarm sounds, a window opens with the appointment title. You can press one of the following keys:

Esc Closes the window and deactivates the alarm so that you can continue with your work.

 Opens the Time Planner with the cursor in the Appointment Book's attached note or appointment title.

Space Closes the window and suspends the alarm, then repeats it at a time set by the Options Alarm Snooze Time command.

Alarm Action Open Phonebook

Ctrl|Q|P

Sets an alarm that opens the Phonebook, then dials a number. When you select this command, a box opens asking you for the Phonebook Index you want dialed. For this to happen, the Phonebook program must be in the current SideKick Plus and you need to specify an Index that exists in the current phonebook.

Use the Open Phonebook alarm to automate your computer communications by using a Phonebook entry with an associated Script (Chapter 9 explains scripts). If you set the alarm with an Alarm Warning time of 0

minutes, the alarm activates immediately, calls the computer, and executes the Script. Furthermore, the Script can execute in the background behind your application program, collecting your electronic mail, which you can pick up and review at your leisure.

To remind you of the alarm set to the title, `CALL` Index becomes the title and `P` appears to the left of the appointment title.

You can also set a Phonebook alarm by typing `CALL` as the first word in the title and the Index as the second word. This alarm sounds at or before the start of the appointment, depending on the setting of the `Alarm Warning` command. At the alarm time, a window opens with `CALL` Index and SideKick Plus beeps. When this happens, you can press one of the following keys:

- `Esc` Closes the window and deactivates the alarm so that you can continue with your work.
- `←` Opens the Phonebook, finds the Index, and dials it. If you are in the Phonebook, it will disconnect your current call and redial using the number referenced by the Index.
- `Space` Closes the window and suspends the alarm until the time set by the `Options Alarms Snooze Time` command.

If there is no response by the appointment time, the Phonebook opens and dials the number, as if you pressed `←` in response. This allows unattended operation of the Phonebook, so SideKick Plus can perform tasks for you, like automatically retrieve your electronic mail at the same time each day.

Alarm Action Quick Paste

`Ctrl|Q|Q`

Sets an alarm that exports a line to the application underneath. To remind you of the alarm, `RUN` text becomes the title and `P` appears to the left of the appointment. You can also set a Quick Paste Alarm by typing `RUN` as the first word—SideKick Plus will export and paste the text after `RUN`.

This alarm happens at or before the start of the appointment, depending on the setting of the `Alarm Warning` command. At the alarm time, a window opens with `RUN` text and SideKick Plus beeps. When this happens, you can do one of the following actions:

- `Esc` Closes the window and stops the alarm so that you can continue with your work.
- `←` Quick Pastes the line to the application underneath.
- `Space` Closes the window and pauses the alarm until the time set by the `Options Alarm Snooze Time` command.

If there is no response by the appointment time, then the line exports to the application underneath. This allows unattended operation of DOS, so SideKick Plus can do automatic tasks for you, like back up your hard disk to tape at the same time each week.

Use the following command to change the warning before the alarm activates:

Alarm Warning

Sets the time period that an alarm activates before the actual appointment. You may want a few minutes to collect your notes before a meeting, for example. Or, if you've set a Phonebook or Quick Paste alarm, this is when you can stop the alarm from opening the Phonebook or Quick Pasting to the application underneath. Each alarm you set has an individual warning time.

Following is the command to stop an alarm from activating:

Cancel Alarm

Ctrl|Q|N

Removes the alarm associated with the current appointment.

Following are the commands that change certain options associated with alarms. Use **Options Save Setup** to save them permanently.

Options Alarm Snooze Time

Sets the time between each temporary suspension of the alarm activated with **[Space]**. If you want the alarm to go off every five minutes, for example, you'd set this to 5.

Options Alarm Warning Time

Sets the default time before the appointment that the alarm sounds. For a Phonebook or Quick Paste alarm, this is when you can stop the alarm from opening the Phonebook or exporting to the application underneath.

Searching the Appointments

The Search command (shortcut **Ctrl|Q|F**) opens another menu, where you can choose what you wish to search for. You can then type in the string of characters you wish to search for or vacant time slot specifications. The cursor then moves to the first match, which can be at or below the cursor, and turns the Search indicator on. You should use the Search Next and Search Previous commands to find the next and previous match. To stop the search and clear the indicator, use the Search Clear command. The Search command works within 400 days forward or backward of the current day.

Search Title

Searches the title (the description of the appointment) for the specified string of characters.

Search Agenda and Titles

Searches the Agenda and the title for the specified string of characters.

Finding a Vacant Time Slot

Search Vacant Time

Searches the Appointment Book for the next free appointment time. If you don't enter durations, then the Time Planner jumps to the first adequate block of time between two filled appointments. Another menu opens with commands that allow you to tailor the search to your preferences. Following are descriptions of each command.

Search Vacant Time Appointment Duration

Sets the smallest amount of free time that will fulfill the search requirements. Enter the required length of the appointment in this entry.

Search Vacant Time Start Searching at

Sets the time of day when searching should start, usually the start of the working day.

Search Vacant Time Finish Searching at

Sets the time of day when searching should end, usually the end of the working day.

Search Vacant Time Days to Search Ahead

Sets the number of days in the future that are included in the search.

Search Vacant Time Holidays Are Searched

When set to ON, searches every day. When set to OFF, searches only the workdays as set by the workday/holiday indicator at the top right of the Appointment Book.

Search Vacant Time Begin Search

Starts the search. Unlike the Search Titles and Search Agenda and Title commands, which execute automatically, you must use this command to start the search.

Repeating and Clearing the Search Command

The following commands move the cursor to the previous or next match of the string of characters specified in any Search command.

Search Previous Time

Ctrl **←**

Searches for the string of characters or comparable vacant time slot earlier in the same day and places the cursor on the appointment. The cursor wraps around to the last appointment if you continue to select this command after the Search operation has found the earliest appointment.

Search Previous Day

Ctrl **↑**

Searches for the string of characters earlier than the time and date at the cursor position.

Search Next Time

Ctrl **L** or **Ctrl** **↓**

Searches for the string of characters later in the same day and places the cursor on the appointment. The cursor wraps around to the earliest appointment if you continue to select this command after the Search operation has found the latest appointment.

Search Next Day

Ctrl **→**

Searches for the string of characters later than the time and date at the cursor position.

Search Clear

Turns searching for the string of characters off and removes the Search status indicator.

Printing the Appointments

The Time Planner can print a single appointment, today's appointments, all future appointments, or a selection of future appointments. All printing is done in a fixed format, but you can adjust the margins and print style using the **Services Setup Printer** command on the main menu.

Following are the printing commands in the Appointment Book.

Print

Ctrl **K** **P**

Opens a menu where you choose how much of the Appointment Book to print.

Print Selected

Prints the appointment and agenda of the entry at the cursor. The standard SideKick Plus printer menu displays, asking where you want the printing to go: to a window, file, or printer.

Print Today's

F4

Prints the Daily Agenda and all appointments and agenda (attached notes) for today. The standard SideKick Plus printer menu displays, asking you where the printing should go.

Print Future

Prints all future Daily Agenda, appointments, and agenda until the last non-repeating one. The standard SideKick Plus printer menu displays, asking you where the printing should go.

Print Until

Prints all Day Notes, appointments, and agenda until the date you specify. The standard SideKick Plus printer menu displays, asking you where the printing should go.

Changing Your View of the Appointments

You can alter most of the parameters of the Appointment Book window to suit your tastes with the Options menu. You can adjust the beginning and ending times, the interval at which time periods occur, and whether you want only times with appointment titles to display.

For example, you can accommodate both morning and night people by changing the first and last times shown in the Appointment Book with the Options Begin day and Options End day commands.

Options Begin day

Sets the first time default slot in the Appointment Book. As distributed, it's set to 8:00 am.

Options End day

Sets the last time default slot in the Appointment Book. As distributed, it's set to 8:00 pm.

If your meetings occur at odd intervals, like every 21 minutes, you need to set the Options Resolution command. If you tend to cluster appointments, the Option Default Times command is useful.

Options Resolution

Sets the default time between each appointment in the Appointment Book. Whatever you set it at, you can always use the Insert time command to enter a new starting time for an atypical appointment.

Options Default Times

Ctrl|O|D

When set to ON, displays all time intervals in the Appointment Book regardless of whether they contain an appointment. When set to OFF, shows only the time intervals with an appointment. To enter a new appointment, you must use the Insert Time command.

Options Save Setup

Ctrl|O|S

Saves the settings of the following items:

- Options menu
- the color and position of the Calendar
- the color, size, and position of the Schedule and Appointment Book windows
- whether the Calendar or Schedule window is the first window to display when you activate the Time Planner
- the Search Vacant Time menu
- the Agenda (Note) settings

The Schedule Window

The Schedule window is a graphic view of your appointments. You can replace the Calendar window with it or view it for an alternative look at your schedule. To open the Schedule window, use the Schedule command or **F5** from the Calendar window.

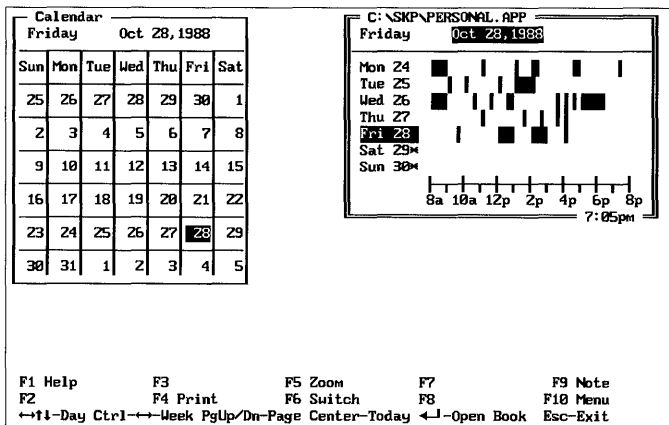


Figure 10.5: The Schedule Window

The asterisk (*) by the date indicates a holiday.

Each horizontal bar represents an appointment in either the Personal or Common Appointment Book, of the duration indicated by the length of the bar.

The top left of the window border contains the file name of the Personal Appointment Book.

Use the cursor keys to move the cursor to the day you want and then open the Appointment Book or note for that day.

Following are the function keys specific to the Schedule Window.

[F4] Print

Prints the schedule. See page 217.

[F5] Zoom

Toggles between one and four weeks of appointments in the display. This is a *local* function key, unlike all other Zoom keys in the program.

[F9] Note

Attaches a Notepad to the day, provided there is no Common Appointment with a title.

You'll notice that the [F6] switch key doesn't move you between the Calendar and Schedule windows. How you move between the Calendar and Schedule Window depends on which window you opened first. From the Calendar, press [F5] Schedule to open the Schedule window. You then press [Esc] or [F10] Calendar to return to the Calendar Window. You can't open the Schedule window from the Appointment Book, unless you opened the Schedule window first.

Using the Cursor Keys to Change the Date

The usual cursor keys move you around the Schedule window by days, weeks, months, and years. Following is a summary of the commands to move the cursor to a different date.

Go to Previous Day

[Ctrl]E or ↑

Moves the cursor to the previous day. It moves to the last day in of the window when you move past the first day.

Go to Next Day

[Ctrl]X or ↓

Moves the cursor to the next day. It moves to the first day in the window when you move past the last day.

Go to Next Column

[Ctrl]D or →

Moves the cursor to the next day or column, depending on the size of the Schedule window.

Go to Previous Column

[Ctrl]S or ←

Moves the cursor to the previous day or column dependent on the size of the Schedule window.

Go to Previous Week

[Ctrl]A or [Ctrl]←

Moves the cursor to the same day in the previous week.

Go to Next Week

[Ctrl]F or [Ctrl]→

Moves the cursor to the same day in next week.

Go to Next Page

⌘Up

Moves the cursor to the same day on the next page of the Schedule window. This is dependent on the size of the window and can be the next week, fortnight, or month.

Go to Previous Page

⌘Dn

Moves the cursor to the same day on the previous page of the Schedule window. This is dependent on the size of the window and can be the next week, fortnight, or month.

Go to Previous Month

⌘R

Moves the cursor to the same week day of the previous month.

Go to Next Month

⌘C

Moves the cursor to the same week day of the next month.

Go to Previous Year

⌘⌘R or **⌘⌘Up**

Moves the cursor to the same week day of the next year.

Go to Next Year

⌘⌘C or **⌘⌘Dn**

Moves the cursor to the same week day of the next year.

Go to Today

5

Places the cursor at the date given by your PC.

Opening the Appointment Book

You can open the Appointment Book from the Schedule window in three ways:

- Select Appointment Book on the menu.
- Press **⌘↵**.
- Type a date, for example, 03-02-87, and press **⌘↵**. The Appointment Book opens at that date. You can use most date formats, providing the day and month are in the same order as the default set by the Services Setup Date and Time menu.

Legal dates formats include

May 7 87

MAY 7, 1987

05-07-87

5/7-1987

The same editing keys apply as for entering a time.

Press **⌘Esc** to return to the Schedule window.

Attaching a Daily Agenda

A Daily Agenda is a Notepad attached to the day. You can fill it with any details about the day, such as a conference agenda or a to-do list unless it is a Common Daily Agenda. The note is part of your Appointment Book for that day. You can also change the note in the Appointment Book or in the Calendar window. As in the rest of the Time Planner, SideKick Plus automatically saves the Daily Agenda each time you change it.

Use the Note (Agenda) command or **[F9]** to get a Daily Agenda.

Press **[Esc]** to return to the Schedule window.

Printing the Schedule Window

Use the Print Schedule command (**[Ctrl][K][P]**) or **[F4]** to get a print of the Schedule window. The standard SideKick Plus printer menu displays, asking where you want the printing to go.

If your printer cannot produce the IBM semi-graphic characters, then you must set Services Setup Printer Graphics Support to NO.

Changing Your View of the Schedule Window

You can alter the number of weeks in the Schedule window and its resolution (the time segments it is broken up into) using the following commands.

View

Use this command to change the number of weeks in, and hence the size of, the Schedule Window. Zoom toggles between two sizes of the Schedule Window.

Resolution

Sets the time scale in the appointment bar. You may set the scale to one of three resolutions.

- 8 Hours** Starts at the time set by the Options Begin Day command and shows the next 8 hours.
- 12 Hours** Starts at the time set by the Options Begin Day command and shows the next 12 hours.
- 24 Hours** Shows the entire day.

Copying and Pasting

The Time Planner exports the following characters when you use the Services Copy from Application (**Alt**+**C**) or Services Quick Paste (**Alt**+**Esc**) commands:

- Calendar and Schedule windows: The date at the cursor position.
- Appointment Book: The appointment title at the cursor position.
- Attached note: The marked block or line at the cursor position.

For example, you can use the Time Planner to find the date for a meeting and then export the date to the agenda in the Notepad:

1. Press **Ctrl**+**Alt** to load SideKick Plus if necessary
2. Activate the Notepad with **Alt**+**N**.
3. Activate the Time Planner with **Alt**+**T**.
4. Find the date you want to export with the cursor keys.
5. Use **Alt**+**Esc** (Services Quick Paste) to send the date to the Notepad.

When you use Services Paste from Clipboard or Services Quick Paste to the Time Planner, it's like typing the date very quickly on the keyboard. You'll probably use the Paste function most often to place information in the Time Planner's attached notes. For example, let's take an agenda from a to-do list in Outlook and place it in an attached note:

1. Activate the Time Planner with **Alt**+**T**.
2. Move the cursor to 10:00 am, and insert the Appointment title.
3. Press **F9** to open an attached note.
4. Activate Outlook with **Alt**+**O** and type in the agenda.
5. Mark the agenda as a block.
6. Press **Alt**+**Esc** (Services Quick Paste) to send the agenda to the Time Planner attached note.

The Calculators

The SideKick Plus Calculator application actually comprises four calculators: Business, Scientific, Programmer, and Formula. This chapter explains their features and commands. The first section deals with operations common to all four types: the electronic tape, basic keys, and memory. The rest of the chapter discusses each type of Calculator individually.

If you haven't used the calculators yet, work through the Business Calculator tutorial in Chapter 3 first.

General Features and Operations

After you call up SideKick Plus with **Ctrl|Alt**, you can activate any of the calculators in two ways:

- Pop up the main menu with **Alt**, move the cursor to Calculator, and press **←**.
- Press **Alt|C**.

Except on keyboards with 12 function keys, **Num Lock** automatically toggles on and off when you enter and when you leave the Calculator.

You can check which type of Calculator is active by looking in the bottom left of the window border.

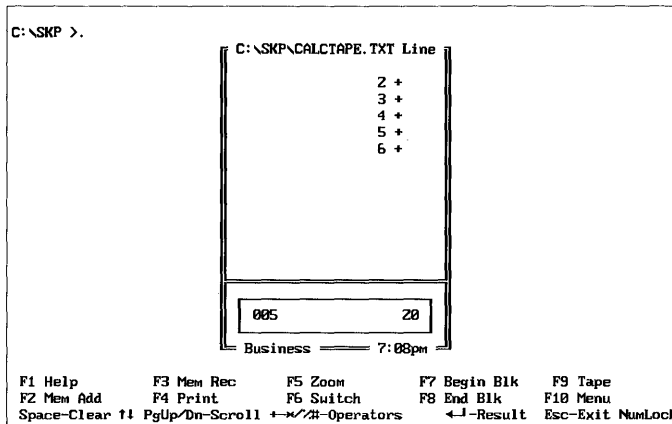


Figure 11.1: Checking the Calculator Type

Use the Type command under the **F10** menu to change the type of Calculator. The Calculator saves this setting each time you change it. If you change it to **Business**, for example, and return to your underlying program, the Business Calculator comes up when you next activate or reload SideKick Plus.

The Electronic Tape

You can record each SideKick Plus Calculator's calculations in a note. It's called the *tape*, because it's an electronic version of the paper tape found on many calculators. You can toggle this feature off, if you prefer, with the Options Tape command.

To get into the tape, simply press **F9**. The cursor moves into the tape display and you can type directly into it. Otherwise, whatever you type in the main display will show up in the tape automatically.

The tape is actually a Notepad, so you can edit it as usual. This makes it easy to copy blocks of repetitive calculations or correct a mistake in a lengthy calculation.

After working in the tape, press **Esc** to return to the main display

Following are the tape commands.

Options Tape

When set to ON, the tape is active and displayed above the Calculator window. When set to OFF, the Calculator doesn't record or display anything in the tape.

The following commands display only when Options Tape is ON:

Options Go to Scroll Up Ctrl|W or ↑
Moves the tape to the line above the current cursor position.

Options Go to Scroll Down Ctrl|Z or ↓
Moves the tape to the line below the current cursor position.

Options Go to Previous Page Ctrl|R or PgUp
Moves the tape one whole window, with an overlap of one line, nearer to the start of the tape.

Options Go to Next Page Ctrl|C or PgDn
Moves the tape one whole window, with an overlap of one line, nearer to the end of the tape.

Options Go to Top of Tape Ctrl|PgUp
Moves the cursor to the first entry in the tape.

Options Go to Bottom of Tape Ctrl|PgDn
Moves the cursor to the last entry in the tape.

Options Right Margin
Alters the position of the calculation list in the tape. It is equivalent to the Options Right Margin command in the Notepad (see Chapter 7).

The following commands work both in the main display or the tape: For main display commands, first press F10; for tape menu commands, press F9 to move the cursor into the tape display and then the tape's F10 menu.

Block Begin Ctrl|K|B
Marks the start of the block in the tape display. In the tape, it is Block Mark Start.

Block End Ctrl|K|K
Marks the end of the block in the tape display. In the tape, it is Block Mark End.

Block Calculate
Calculates the marked block according to the conventions of the current type of Calculator and displays the result in the window. If more than one equation is marked, it calculates only the first block. **Note:** All functions of the Formula Calculator are available in the tape, so if you want to use the And operator in the Scientific Calculator, for example, go into the tape.

This command is also on the menu inside the tape display as Calculate Block.

You can filter out parts of the marked block in the tape with angle brackets (< >) when using Block Calculate. The Calculator ignores any text within angle brackets.

Block Print

Ctrl|K|P or **F4**

Prints the current entry or marked block in the tape. The standard SideKick Plus printer window pops up to ask you for the destination of the printout.

The other commands on the **Block** menu are specific to the type of Calculator. We describe them under the particular type of Calculator later in this chapter.

Some Basic Keys

Let's look at the keys that are fundamental to the Calculator. Each specific Calculator type may have additional special keys, which are noted in that type's section.

Numeric keys

Use either the numeric keypad or the numbers in the main typing area to enter numbers.

. or **,**

Enters the decimal point for a number—both work, although this manual always shows a decimal point as a period (.). Use the **Options Number Point** character command to toggle the displayed decimal point from a period (.) to a comma (,). **Note:** If the decimal point is a period, the hundreds separator is a comma, and vice versa. See page 236 for more information.

+, **-**, *****, and **/**

Use these keys in the main typing area or their numeric keypad counterparts to perform addition, subtraction, multiplication, and division. You can't mix main and numeric-keypad keys when using menu shortcuts: The shortcut **Ctrl|M|+** (main-keyboard plus) is different from **Ctrl|M|+** (numeric-keypad plus).

Space

Clears the Calculator. As with a regular calculator, you can clear all pending calculations or just the number in the main display. In addition, you can delete the previous character with **Backspace**.

Backspace or **Del**

Deletes the previous character in the main display.

F4 Print

Prints the complete tape or marked block.

The standard SideKick Plus printer window opens. This is equivalent to the **Block Print** command (see page 222).

F7 **Begin Blk**

Marks the beginning of the block in the tape. This is equivalent to the **Block Begin** command (see page 221).

F8 **End Blk**

Marks the end of the block in the tape. This is equivalent to the **Block End** command (see page 221).

F9 **Tape**

Moves the cursor from the Calculator's main display into the tape display.

Using the Calculator's Memory

The Calculator has a memory that you can use to store numbers temporarily. To save keystrokes, you can perform the basic functions, place the result in the memory, and re-use that result. All memory commands are on the **Memory** menu. All calculators except the Formula Calculator, which has different commands, share this menu.

Memory Add

Ctrl|M**|**A**** or **F2**

Adds the number in the main display to the contents of the memory and places the result in the memory. Puts the indicator **Mem** in the window border.

Memory Subtract

Ctrl|M**|**S****

Subtracts the number in the main display from the contents of the memory and places the result in the memory. Puts the indicator **Mem** in the window border.

Memory Multiply

Ctrl|M**|**M****

Multiplies the number in the main display by the contents of the memory and places the result in the memory. Puts the indicator **Mem** in the window border.

Memory Divide

Ctrl|M**|**D****

Divides the contents of the memory by the number in the main display and places the result in the memory. Puts the indicator **Mem** in the window border.

Memory Recall

Ctrl|M**|**R**** or **F3**

Shows the contents of the memory in the main display. Selecting **Memory Recall** produces 0 until you store a new value in the memory.

Memory Clear

Ctrl|M**|**C****

Erases the contents of the memory. Removes the **Mem** indicator from the window border.

Options Automatic Memory

When set to ON, SideKick Plus adds the contents of the main display to the memory's contents each time you press **=** or **←**, except in the Formula Calculator.

Here's one way to use the memory in the Business Calculator, for example.

The Calculations	What you type in
Quantity Amount (\$)	
12 200	F10 M/C
34 300	12 * 200 = F10 M/A
56 400	34 * 300 = F10 M/A
78 100	56 * 400 = F10 M/A
90 120	78 * 100 = F10 M/A

270 1120	90 * 120 =
	F10 M/A F10 M/R

You should get the total \$53,600. Now, let's calculate the growth of a company with the following sales:

Clear the Calculator -> **Space**

Sales this month = \$200m -> **200 F10 M/A**

Sales last month = \$180m -> **180 F10 M/S**

What is the % growth? -> **F10 M/D F10 M/R * 100 ←**

11.11% is the growth figure.

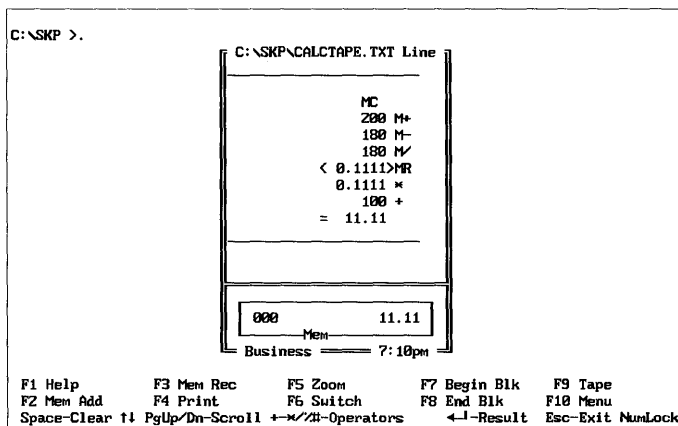


Figure 11.2: The Calculation as It Appears in the Tape

Note: In the calculators, you can press **Ctrl****M** to bring up the **F10** Memory menu. For example, type **Ctrl****M****A** to Add numbers in memory.

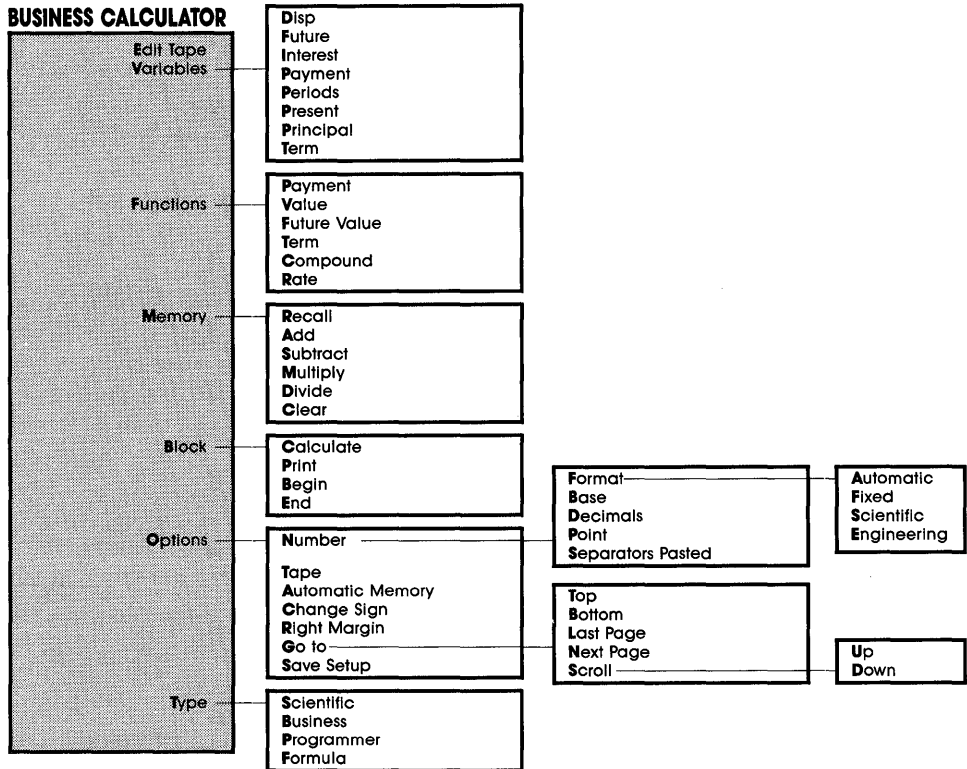


Figure 11.3: The Business Calculator Menu Tree

The Business Calculator

You can use the Business Calculator to calculate long lists of numbers using simple functions or to solve complex financial functions, such as interest rates. A popular Canon calculator served as its model, with the addition of a few unique SideKick Plus features.

Within the Business Calculator, pressing **#** performs an intermediate calculation and puts it into the tape.

Note: In all the calculations that follow, the left column shows the numbers and operators as you would write them down. The right column shows the actual keys you press in the Calculator to enter the numbers and perform the operation.

Simple Calculations

Calculations using addition and subtraction are simple: Just remember that **+** and **-** display a result as soon as you press them. You don't need to press **=**, unless you want the result to display in the tape. For example, here's a calculation (the text on the right shows what you type on the keyboard):

23 + 43 = 66	->	23 + 43 +
44 + 12 - 5 = 51	->	Space 44 + 12 + 5 -
-33 + 34 - 5 = -4	->	Space 33 - 34 + 5 -

The number on the left hand of the Calculator is the *item count*. It increments by one whenever you enter a number and press **+**. It decrements by one whenever you press **-**. It is reset everytime you press **=** or **←**.

Unlike addition and subtraction, you need to press **=** or **←** for multiplication and division. Remember that your computer uses **/** for the division sign (÷) and an ***** for the multiplication sign (×). For example,

11 * 34 = 374	->	11 * 34 ←
-4 / 2 = -2	->	4 / 2 =
99 / 3 * 2 = 66	->	99 / 3 * 2 ←

We combine all four functions in the following two examples:

80 + 20 - 25 / 5 * 6 = 90 -> **80** **+** **20** **=** **25** **/** **5** ***** **6** **←**

$$(55 - 2.5) * 2.32 * 2 = 86 \rightarrow \boxed{55} \boxed{+} \boxed{2.5} \boxed{-} \boxed{*} \boxed{2.32} \boxed{/} \boxed{1.45} \boxed{+} \boxed{2}$$

1.45

Using the Repeat and Constant Facilities

When you have many identical entries, you don't need to type in the number each time. You can just press the operation key repeatedly. For example,

$$33 + 5 + 5 + 5 = 48 \quad \rightarrow \boxed{33} \boxed{+} \boxed{5} \boxed{+} \boxed{+} \boxed{+}$$

$$44 - 2 - 2 - 2 = 38 \quad \rightarrow \boxed{\text{Space}} \boxed{44} \boxed{+} \boxed{2} \boxed{-} \boxed{-} \boxed{-}$$

You can use this feature to erase an entry:

$$11 + 22 + 33 + 44 + \quad \rightarrow \boxed{11} \boxed{+} \boxed{22} \boxed{+} \boxed{33} \boxed{+} \boxed{44}$$

$$+ 56 \text{ (MISTAKE!)} \quad \rightarrow \boxed{+} \boxed{56} \boxed{+}$$

$$55 \text{ (Correction)} = 165 \quad \rightarrow \boxed{-} \boxed{55} \boxed{+}$$

It also works on intermediate entries, for example,

$$5 + 23 = 28 * 3 = 84 \quad \rightarrow \boxed{5} \boxed{+} \boxed{23} \boxed{=}$$

If you press the multiplication operator repeatedly, you get the intermediate result raised to a power, such as

$$3^2 = 9 \quad \rightarrow \boxed{3} \boxed{*} \boxed{*}$$

When you press $\boxed{\leftarrow}$ or $\boxed{=}$, the result becomes a constant. You can then proceed to multiply or divide the number. For example,

$$18.01 * 300 = 5403 \quad \rightarrow \boxed{\text{Space}} \boxed{18.01} \boxed{*} \boxed{300} \boxed{\leftarrow}$$

$$18.01 * 20 = 360.2 \quad \rightarrow \boxed{20} \boxed{\leftarrow}$$

$$18.01 * 15.01 = 270.33 \quad \rightarrow \boxed{15.01} \boxed{\leftarrow}$$

$$12345 / 200 = 61.725 \quad \rightarrow \boxed{12345} \boxed{/} \boxed{200} \boxed{\leftarrow}$$

$$8721 / 200 = 43.605 \quad \rightarrow \boxed{8721} \boxed{\leftarrow}$$

$$456 / 200 = 2.28 \quad \rightarrow \boxed{456} \boxed{\leftarrow}$$

Percentages

Simple percentage and discount calculations are features of the Business Calculator. For example,

532 * 15% = 79.8 -> 5 3 2 * 1 5 % ↵

12
----- * 100 = 2.6316 -> 1 2 / 4 5 6 % ↵
456

Discounts and add-ons:

120 - 120 * 10% = 108 -> 1 2 0 + 1 0 % -
210 + 210 * 10% = 231 -> Space 2 1 0 + 1 0 % +

Using Variables Instead of the Memory

Variables are a form of memory that you can name and store permanently.

To define a variable, type its name in the main display. A window opens that prompts you for the variable's value. Type it in and press **↵**. You can now type the variable within text, and SideKick Plus will automatically substitute the value you entered. Let's say you want to define the variable *Tax* to be 6 (%), the local sales tax. Type

TAX ↵
6 ↵

To add the sales tax to the value 10, for instance, you would type

10 + TAX % +

There are several facts to remember about variables:

- You can define variables in the middle of a calculation.
- When defining a *new* variable in the Business Calculator, you can use a formula, just as if you were in the Formula Calculator.
- Variables are not case sensitive: FUTURE is the same as futuRE.

So that you can perform financial functions, the Business Calculator has the following built-in variables:

FUTURE	The future value of the amount in question
INTEREST	The interest rate in percentages
PAYMENT	The amount you pay each year to build up an investment
PERIODS	The number of periods for the INTEREST and TERM variables Real Interest = INTEREST / PERIODS Real Term = TERM * PERIODS
PRESENT	The present value of the amount in question
PRINCIPAL	The amount of money you have to invest
TERM	The time period for the investment or loan

The variable **DISP** is the value in the main display.

When you select the **Variables** command (shortcut **Ctrl(V)**), a window opens that lists all the variables in alphabetical order. **Num Lock** will probably be on because you're working with the Calculator, so you need to toggle it off before you can move the bar cursor. Here are some operations you can do in the variable window:

- Use the cursor keys to move to a variable.
- Press **←** to use the variable.
- To alter a variable, type a new value and press **←**, **↑**, or **↓**.
- Press **Ctrl(Y)** to delete a variable.

Financial Functions

The Business Calculator has a wealth of functions to solve those tricky loan, investment, and cash-flow problems. Special variables calculate these functions (refer to the discussion on variables in the preceding section). The following pages alphabetically list these financial functions:

- compounding periods
- future value
- number of periods
- payment
- present value
- rate

The **Example** section shows you what options appear on your screen when you press **F10** and select the **Variables** menu.

Compounding Periods

Menu	Functions Compound
Shortcut	Ctrl F C
Variables	INTEREST PERIODS FUTURE PRESENT
Description	<p>Calculates the number of compounding periods it will take for an investment of PRESENT value to grow to a FUTURE value, earning a fixed interest rate (INTEREST/PERIODS) per compounding period. It uses this formula:</p> $\frac{\ln(\text{FUTURE}/\text{PRESENT})}{\ln(1+(\text{INTEREST}/\text{PERIODS}))}$ <p>where \ln is the Natural logarithm.</p>
Limits	INTEREST > 0 PRESENT > 0 PERIODS > 0
Example	<p>You deposit \$1500 in an account that pays an annual interest of 10%, compounded monthly. When will you have \$3500 in the account? (Note: Don't forget to turn Num Lock off if necessary.)</p> <p>F10 Variables FUTURE 3500 INTEREST 10 PERIODS 12 PRESENT 1500</p> <p>F10 Functions Compound</p> <p>This tells you that, in about 9 years (8.8899), you will have \$3500 in the account.</p>

Future Value

Menu	Functions Future Value
Shortcut	Ctrl F V
Variables	PAYMENT INTEREST TERM PERIODS
Description	Calculates the value of an investment after a number of payment periods (TERM*PERIODS). The series of equal payments, at the <i>end</i> of each period, is PAYMENT; the money earns an interest rate of (INTEREST/PERIODS). It uses this formula: $\frac{(1 + (\text{INTEREST}/\text{PERIODS}))^{(\text{TERM}*\text{PERIODS})} - 1}{(\text{INTEREST}/\text{PERIODS})}$
Limits	INTEREST > 0 PERIODS > 0
Example	You deposit \$1500 at the end of every year into an account that pays an annual interest of 10%, compounded yearly. What will you have in the account at the end of 15 years? F10 Variables INTEREST 10 PAYMENT 1500 PERIODS 1 TERM 15 F10 Functions F uture This tells you that you'll have \$47658.72 in the account after 15 years.

Number of Periods

Menu	Functions Term
Shortcut	Ctrl F T
Variables	PAYMENT FUTURE INTEREST PERIODS
Description	Calculates the time necessary to obtain FUTURE from an <i>end</i> of period PAYMENT at an interest rate of (INTEREST/PERIODS). It uses this formula: $\frac{\text{Ln}(1 + (\text{FUTURE} * (\text{INTEREST}/\text{PERIODS})/ \text{PAYMENT}))}{\text{Ln}(1 + (\text{INTEREST}/\text{PERIODS}))}$
Example	You place \$5000 each year into a bank account earning 10% annual interest. When will there be \$50000 in the account? F10 Variables FUTURE 50000 INTEREST 10 PAYMENT 5000 PERIODS 1 F10 Functions Term This tells you that it takes 7.3 years to get \$50000 in the account.

Payment

Menu	Functions Payment
Shortcut	Ctrl F P
Variables	PRINCIPAL INTEREST TERM PERIODS
Description	Calculates the amount of the periodic payment on a loan of the money PRINCIPAL, at the interest rate (INTEREST/PERIODS), over the period (TERM* PERIODS). It uses this formula: $\frac{\text{PRINCIPAL} * (\text{INTEREST} / \text{PERIODS})}{1 - (1 + (\text{INTEREST} / \text{PERIODS}))^{-(\text{TERM} * \text{PERIODS})}}$
Limits	INTEREST > -1 TERM <> 0 PERIODS > 0
Example	You take a \$35000 mortgage for 15 years at an annual interest of 10%. What is the yearly payment? F I C Variables INTEREST 10 PERIODS 1 PRINCIPAL 35000 TERM 15 F I C Functions Payment This tells you that the yearly payment is \$4601.58.

Present Value

Menu	Functions Value
Shortcut	Ctrl P V
Variables	PAYMENT INTEREST TERM PERIODS
Description	Calculates the current value of a number of <i>end</i> of period PAYMENTS paid over the period (TERM*PERIODS), invested at interest rate (INTEREST/PERIODS). It uses this formula: $\text{PAYMENT} * \frac{1 - (1 + (\text{INTEREST}/\text{PERIODS}))^{-(\text{TERM}*\text{PERIODS})}}{(\text{INTEREST}/\text{PERIODS})}$
Limits	INTEREST > 0 PERIODS > 0
Example	You win an annual scholarship of \$2000 for each of your four years at Harvard. If you invest the money at 10%, what is the current value of the scholarship? F10 Variables INTEREST 10 PAYMENT 2000 PERIODS 1 TERM 4 F10 Functions Value This tells you that the value today of the scholarship is \$6339.73.

Rate

Menu	Functions Rate
Shortcut	Ctrl F R
Variables	FUTURE PRESENT TERM PERIODS
Description	Calculates the interest rate for PRESENT to grow to FUTURE over the period (TERM*PERIODS). It uses this formula:

$$\left[\frac{\text{FUTURE}}{\text{PRESENT}} \right]^{(1 / (\text{TERM} * \text{PERIODS}))} - 1$$

Limits	TERM <> 0 PERIODS >0 PRESENT and FUTURE must be the same sign.
Example	You invest \$5000 in a five-year bond with a maturity value of \$10000. What is the interest rate for this bond? FIO Variables FUTURE 10000 PERIODS 1 PRESENT 5000 TERM 5 FIO Functions Rate This tells you the yearly interest rate is 0.1487, which is 14.87%.

Changing the Main Display Format

You can change the format of the main display to suit you: the number of decimal places and decimal-point character, as well as the sign. Following are the Options commands that do these actions.

Options Number Format

When set to **Automatic**, shows only necessary decimal places to a maximum set by the **Options Number Decimals** command. When **Fixed**, it always displays (in the main display) the number of decimal places set by the **Option Number Decimals** command, even if the digits after the point are zeroes. When set to **Scientific**, numbers are in exponential (*e*) notation, with the number of decimal places set by the **Options Number Decimals** command. When set to **Engineering**, all numbers are in exponential (*e*) notation with exponents of 10 that are multiples of 3.

Options Number Decimals

Sets the number of decimal places in the main display.

Options Number Point

Changes the characters for the decimal point and the separator between thousands. For the United States and other English-speaking countries, set the command to a period (such as 1,000,000.99). For European countries, set this command to a comma (such as 1.000.000,99).

Options Change Sign

Changes the sign of the number in the main display.



Options Save Setup

Saves the following Business Calculator settings:

- all the Options commands
- the Variables
- the current window size, color, and position

SCIENTIFIC CALCULATOR

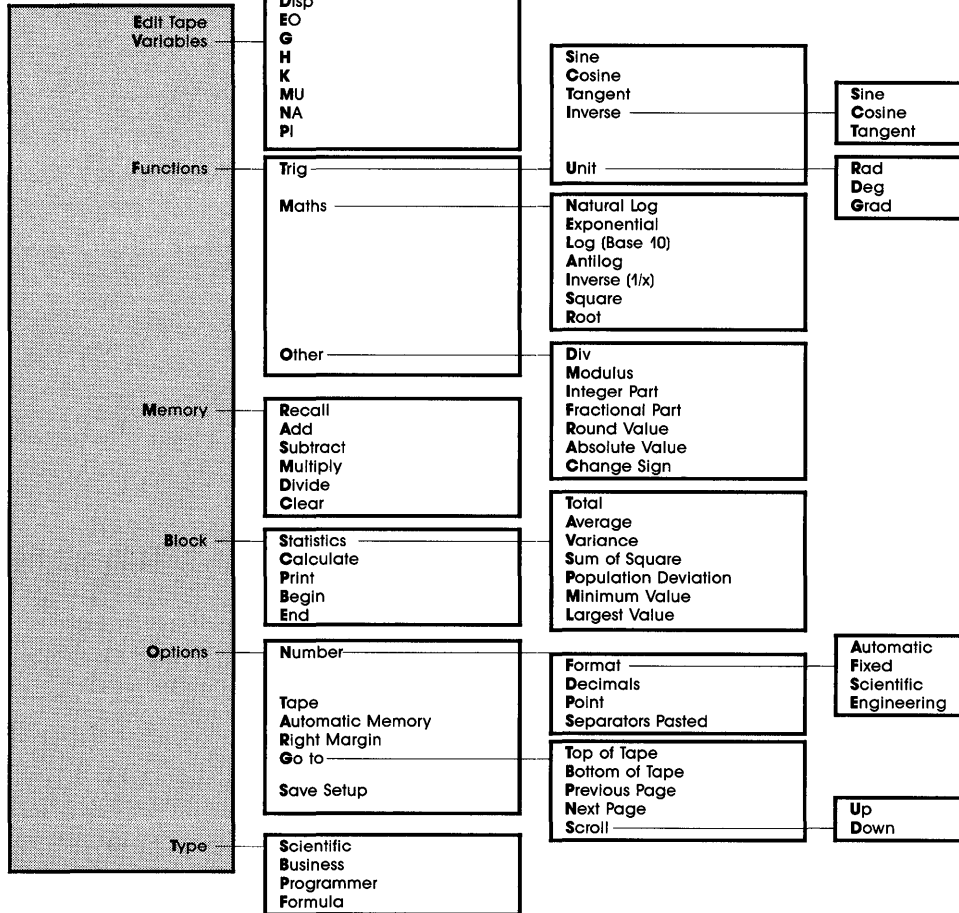


Figure 11.4: The Scientific Calculator Menu Tree

The Scientific Calculator

The Scientific Calculator is built for calculations involving specialized mathematical functions. It's modeled on Texas Instruments and Casio calculators, with additional SideKick Plus features. Before going on, make sure you are in the right Calculator by looking at the bottom left of the window border—it should say Scientific.

Some Basic Keys

Aside from the general keys listed on page 222, there are a few other keys you'll use with this Calculator:

- E** Exponent entry; lets you enter very large and very small numbers. For example, you enter $0.0002 = 2 * 10^4$ as **2** **E** **4**.
- ^** Raises a number to a power; for example, you enter 3^2 as **3** **^** **2**.
- !** Performs the factorial of the number in the main display; for example, you enter $3! = 1 * 2 * 3$ as **3** **!**.
- ()** and **]** Use parentheses to isolate particular mathematical expressions for separate evaluation.

Basic Calculations

All calculations are performed to 16 digits and work according to normal algebraic rules. Following are the algebraic priorities:

- menu functions, factorial, and percentages
- powers (^)
- multiplication and division
- addition and subtraction
- equals

Use parentheses if you want to override the standard priorities. Here are some examples of operations on the Scientific Calculator. Note that **Tab** changes the number in the main display to a negative.

$23 + 43 - 2 = 64$ -> **23** **+** **43** **-** **2** **=**

$35 * -5 / -1.5 = 116.67$ -> **35** ***** **5** **Tab** **/** **1.5** **Tab** **=**

$22 * 10^4 + 12 / 2 = 22006$ -> **22** **E** **4** **+** **12** **/** **2** **=**

Notice the algebraic priority in the next examples:

$$12 + 2 * 3 = 12 + 6 = 18 \quad \rightarrow \quad 12 + 2 * 3 \quad \leftarrow$$

$$\frac{54 * 2 - 45 * 3}{4 - 6 + 2 * 4 / 5 - 6} = 108 - 135 = -27 \quad \rightarrow \quad 54 * 2 - 45 * 3 \quad \leftarrow$$

$$4 - 6 + 2 * 4 / 5 - 6 = -6.4 \quad \rightarrow \quad 4 - 6 + 2 * 4 / 5 - 6 \quad \leftarrow$$

Let's use parentheses to override the priorities:

$$4 + 2 * 5$$

$$\frac{4 + 2 * 5}{7} = 2 \quad \rightarrow \quad (4 + 2 * 5) / 7 \quad \leftarrow$$

$$4 * (66 - 23) / (16 - 13)^2 = 19.1111 \quad \rightarrow \quad 4 * (66 - 23) / (16 - 13)^2 \quad \leftarrow$$

Using the Repeat and Constant Facilities

When you want to repeat an intermediate result, you don't need to type the number each time: Just press the operator key repeatedly. For example,

$$(33 * 4 + 55) * 2 = 374 \quad \rightarrow \quad 33 * 4 + 55 + +$$

When you press \leftarrow or $=$, you can use that result as a constant. This marks repeating calculations easy to do. For example,

$$18.01 * 300 = 5403 \quad \rightarrow \quad \text{Space} \quad 18.01 * 300 \quad \leftarrow$$

$$18.01 * 20 = 360.2 \quad \rightarrow \quad 20 \quad \leftarrow$$

$$18.01 * 15.01 = 270.33 \quad \rightarrow \quad 15.01 \quad \leftarrow$$

$$12345 / 200 = 61.725 \quad \rightarrow \quad 12345 / 200 \quad \leftarrow$$

$$8721 / 200 = 43.605 \quad \rightarrow \quad 8721 \quad \leftarrow$$

You can make constants of intermediate results by using brackets:

$$5 - (2 * 6) = -7 \quad \rightarrow \quad 5 - (2 * 6) \quad \leftarrow$$

$$10 - (2 * 6) = -2 \quad \rightarrow \quad 10 \quad \leftarrow$$

Percentages

You can do simple percentage and discount/add-on calculations using the **%** key. For example,

$$15\% \text{ of } 532 = 79.8 \quad \rightarrow \quad \boxed{532} \boxed{*} \boxed{15} \boxed{\%} \boxed{\leftarrow}$$

12

$$--- * 100 = 2.632 \quad \rightarrow \quad \boxed{12} \boxed{/} \boxed{456} \boxed{\%} \boxed{\leftarrow}$$

456

$$120 - 120 * 10\% = 108 \quad \rightarrow \quad \boxed{120} \boxed{-} \boxed{10} \boxed{\%} \boxed{\leftarrow}$$

$$210 + 210 * 10\% = 231 \quad \rightarrow \quad \boxed{210} \boxed{+} \boxed{10} \boxed{\%} \boxed{\leftarrow}$$

Using Variables

As defined earlier, variables are a form of memory you can name and store permanently. To define a variable, you type its name in the main display. A window opens, asking you for its value, which you type in and end with **↵**. Let's say you want to define *InchTomm* as 25.4 (for conversion of inches to millimeters):

INCHTOMM **↵** **25.4** **↵**

You would convert 10 inches to millimeters like this:

10*INCHTOMM **↵**

Following are the predefined variables you can use with the Scientific Calculator:

eo Permittivity of a vacuum, usually called ϵ : $8.854187818 * 10^{-12} \text{ Fm}^{-1}$

G Gravitational constant: $6.672 * 10^{-11} \text{ NM}^2\text{kg}^{-2}$

h Planck's constant: $6.626176 * 10^{-34} \text{ JS}$

k Boltzmann's constant: $1.380662 * 10^{-23} \text{ JK}^{-1}$

mu Permeability of a vacuum, usually called μ : $1.256637061 * 10^{-6} \text{ Hm}^{-1}$

Na Avogadro's constant: $6.022045 * 10^{23} \text{ mol}^{-1}$

Pi The constant for circles, usually called π : 3.141592654

Use the **Variables** command (shortcut **Ctrl[V]**) to open a window with all the variables in alphabetical order. The variable (DISP) is the value in the main display. To move round in and edit these variables, use the keys listed on page 229.

Using the Mathematical Functions

This section gives an alphabetical listing of all the Functions commands in the Scientific Calculator. Each listing has the function's menu entry, shortcut (where there is one), description, and an example.


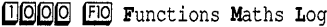
Absolute Value

Menu	Functions Other Absolute Value
Description	Gives the positive value of the number in the main display.
Example	The absolute value of -3 is 3: <code>3 [Tab] [F10] Functions Other Absolute Value</code>


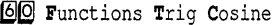
Antilogarithm

Menu	Functions Maths Antilog
Shortcut	<code>[Ctrl][I][L]</code>
Description	The common antilogarithm. It raises 10 to the power of the number x in the main display.
Limits	number < 64
See also	Logarithm Natural Logarithm Exponential (e^x)
Example	The antilog of 3 is 1000: <code>3 [F10] Functions Maths Antilog</code>

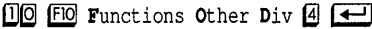
Common Logarithm

Menu	Functions Maths Log (Base 10)
Shortcut	
Description	Gives the logarithm to base 10 of the number in the main display.
Limits	number ≥ 0
See also	Antilogarithm Natural Logarithm Exponential
Example	The natural logarithm of 1000 is 3: 


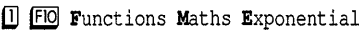
Cosine

Menu	Functions Trig Cosine
Shortcut	
Description	Gives the cosine of the number in the main display using the unit set by the Functions Trigonometric Unit command.
See also	Sine Inverse Sine Tangent Trigonometric unit
Example	The cosine of 60 degrees is 0.5: Functions Trig Unit Degrees 

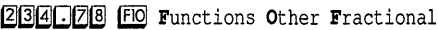
Div

Menu	Functions Other Div
Description	Divides the previous number with the number in the main display and puts the integer result in the main display.
See also	Modulus
Example	10 Div 4 is 2: 

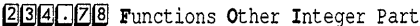
Exponential e^x

Menu	Functions Maths Exponential
Shortcut	
Description	The natural antilogarithm. It raises e (2.718..) to the power of the number x in the main display.
Limits	number < 148.3
See also	Natural Logarithm
Example	The exponential of 1 is 2.718... 


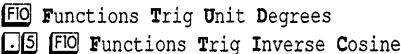
Fractional Part

Menu	Functions Other Fractional Part
Description	Extracts the digits after the decimal point and places them into the main display.
See also	Integer Part Round
Example	The fractional part of 234.78 is .78: 

Integer Part

Menu	Functions Other Integer Part
Description	Extracts the digits before the decimal point and place them into the main display.
See also	Fractional Part Round
Example	The integer part of 234.78 is 234: 

Inverse Cosine

Menu	Functions Trig Inverse Cosine
Shortcut	
Description	Gives the arc cosine of the number in the main display using the unit set by the Functions Trig Unit command.
Limits	$-1 \leq \text{number} \leq 1$
See also	Cosine Sine Tangent Inverse Sine Inverse Tangent
Example	The inverse cosine of 0.5 is 60 degrees: 

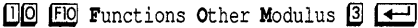
Inverse Sine

Menu	Functions Trig Inverse Sine
Shortcut	Ctrl I S
Description	Gives the arc sine of the number in the main display using the unit set by the Functions Trig Unit command.
Limits	$-1 < \text{number} \leq 1$
See also	Cosine Sine Tangent Inverse Cosine Inverse Tangent
Example	The inverse sine of 0.5 is 30 degrees: F10 Functions Trig Unit Degrees Ctrl S F10 Functions Trig Inverse Sine


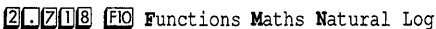
Inverse Tangent

Menu	Functions Trig Inverse Tangent
Shortcut	Ctrl I T
Description	Gives the arc tangent of the number in the main display using the unit set by the Functions Trig Unit command.
See also	Cosine Sine Tangent Inverse Cosine Inverse Sine
Example	The inverse tangent of 1 is 45 degrees: F10 Functions Trig Unit Degrees I F10 Functions Trig Inverse Tangent

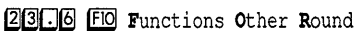
Modulus

Menu	Functions Other Modulus
Description	Divides the previous number with the number in the main display and puts the remainder in the main display.
See also	Div
Example	10 Modulus 3 is 1: 

Natural Logarithm

Menu	Functions Maths Natural logarithm
Shortcut	
Description	Gives the logarithm to base e (2.718..) of the number in the main display.
Limits	number > 0
See also	Antilogarithm Common Logarithm Exponential
Example	The natural logarithm of 2.718 is approximately 1: 

Round Value

Menu	Functions Other Round Value
Description	Makes the number in the main display into the nearest integer.
See also	Fractional Part Integer Part
Example	The rounded portion of 23.6 is 24: 

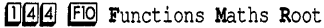
Sine

Menu	Functions Trig Sine
Shortcut	Ctrl S
Description	Gives the Sine of the number in the main display using the unit set by the Functions Trigonometric Unit command.
See also	Cosine Inverse Sine Tangent Trigonometric unit
Example	The sine of 30 degrees is 0.5: Functions Trig Unit Degrees 30 F10 Functions Trig Sine


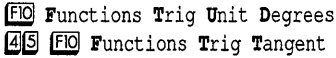
Square

Menu	Functions Maths Square
Shortcut	Ctrl 2
Description	Multiplies the number in the main display by itself and puts the answer in the main display. It is equivalent to X^2 .
Limits	number $< 10^{32}$
See also	Square root
Example	The square of 12 is 144: 12 F10 Functions Maths Square


Square Root

Menu	Functions Maths Root
Description	Calculates the positive square root of the positive number in the main display. It is equivalent to $X^{(1/2)}$.
Limits	x must be positive.
See also	Square
Example	The square root of 144 is 12: 



Tangent

Menu	Functions Trig Tangent
Shortcut	
Description	Gives the tangent of the number in the main display using the unit set by the Functions Trigonometric Unit command.
Limits	Where n is any integer: number $\leftrightarrow \pi / 2 + \pi * n$ for Radians number $\leftrightarrow 90 + 180 * n$ for Degrees number $\leftrightarrow 100 + 200 * n$ for Grads
See also	Cosine Inverse Sine Sine Trigonometric unit
Example	The tangent of 45 degrees is 1: 

Trigonometric Unit

Menu	Functions Trig Unit
Description	Sets the unit that the Sine, Cosine, Tangent, Inverse Cosine, Inverse Sine, and Inverse Tangent functions use. A circle has 360 degrees, 2π radians, or 400 grads
See also	Cosine Inverse Cosine Inverse Sine Inverse Tangent Sine Tangent
Example	To change the unit to Degrees:  Functions Trig Unit Deg













Using the Statistical Functions

The Scientific Calculator has some simple statistical functions that work on the marked block in the tape. You must follow each number by a  and mark the block of numbers. All functions are on the **Block Statistics** menu (shortcut .

Following is an alphabetic listing of the statistics functions, in the same format as the mathematical functions.













Average

Menu	Block Statistics Average
Description	Calculates the mean of the marked block of numbers and puts it into the display.
Example	The average of 23, 33, 4 is 20

```
 Edit Tape  
  
 Block Mark Start  
       
 Block Mark End  
  
 Block Statistics Average
```

Largest Value

Menu	Block Statistics Largest Value
Description	Finds the maximum value in the marked block and puts it into the main display.
Example	The largest of 23, 33, 4 is 33

```
 Edit Tape  
  
 Block Mark Start  
       
 Block Mark End  
  
 Block Statistics Largest
```

Minimum Value

Menu **Block Statistics Minimum Value**

Description **Finds the smallest value in the marked block and puts it into the main display.**

Example **The smallest of 23, 33, 4 is 4**

[F10] **Edit Tape**

[Home]

[F10] **Block Mark Start**

23 **[←]** **33** **[←]** **4** **[←]**

[F10] **Block Mark End**

[Esc]

[F10] **Block Statistics Minimum**

Population Standard Deviation

Menu Block Statistics Population Deviation

Description Finds the population standard deviation of the marked block and puts it into the main display. The population standard deviation is

$$\sigma_n = \sqrt{\frac{\sum (x_i - \text{AVERAGE})^2}{n}}$$

where:

x_i is the i^{th} number, AVERAGE is the average (see page 11), and n is the number of entries.

Standard deviation measures the degree to which each number in the block varies from the average. The lower the standard deviation, the less each number varies from the average, thereby increasing the reliability of the average.

See also Variance

Example The population standard deviation of 23, 33, 4 is 12.028

F10 Edit Tape

Home

F10 Block Mark Start

2|3 **←** **3|3** **←** **4** **←**

F10 Block Mark End

Esc

F10 Block Statistics Population Deviation

Sum of All the Entries

Menu	Block Statistics Total
Description	Finds the sum of all the numbers in the marked block and shows it in the main display.
Example	The sum of 23, 33, 4 is 60

```
F10 Edit Tape  
Home  
F10 Block Mark Start  
23 ← 33 ← 4 ←  
F10 Block Mark End  
Esc  
F10 Block Statistics Total
```

Sum of the Squares of the Entries

Menu	Block Statistics Sum of Squares
Description	Finds the total of all the (numbers) ² in the marked block and shows it in the main display.
Example	The sum of the squares of 23, 33, 4 is 1,634

```
F10 Edit Tape  
Home  
F10 Block Mark Start  
23 ← 33 ← 4 ←  
F10 Block Mark End  
Esc  
F10 Block Statistics Sum of squares
```

Variance

Menu	Block Statistics Variance
Description	<p>Finds the population variance of the marked block and puts it into the main display. Variance is the square of the population standard deviation.</p> <p>Variance measures the degree to which each number in the block varies from the average. The lower the variance, the less individual values vary from the average, thereby increasing the reliability of the average.</p>
See also	Population standard deviation
Example	The variance of 23, 33, 4 is 144.67

F10 Edit Tape
Home
F10 Block Mark Start
23 **←** **33** **←** **4** **←**
F10 Block Mark End
Esc
F10 Block Statistics Variance

Changing the Form of the Main Display

You can choose the format of the number in the main display with the Options command. This also determines the accuracy of the Calculator, since accuracy is set by the number of decimal places.

Following are the Options commands that change the main display format.

Options Number Format

When set to **Automatic**, it shows only the necessary decimal places to a maximum set by the **Options Number Decimals** command. If the number is smaller than the number of decimal places, the Calculator puts the number into *e* notation.

When set to **Fixed**, it always displays the number of decimal places set by the **Options Number Decimals** command even if the digits after the decimal point are zeroes.

When set to **Scientific**, numbers are in exponential (*e*) notation, with the number of decimal places set by the **Options Number Decimals** command.

When set to **Engineering**, all numbers are in exponential (*e*) notation with exponents of 10 that are multiples of 3. You set the number of decimal places in the number with the **Options Number Decimals** command. Use the **Engineering** option to display a number to the nearest metric unit.

Options Number Decimals

Sets the number of decimal places in the main display and thus the accuracy of the calculation.

Options Number Point

Changes the character that is the decimal point and the character that serves as the separator between thousands. For the United States and other English-speaking countries, use a period as the decimal point (1,000,000.99). For European countries, set this command to a comma (1.000.000,99).

Options Save Setup

This saves the following Scientific Calculator settings:

- all the Options commands
- the variables
- the current window size, color, and position

PROGRAMMER CALCULATOR

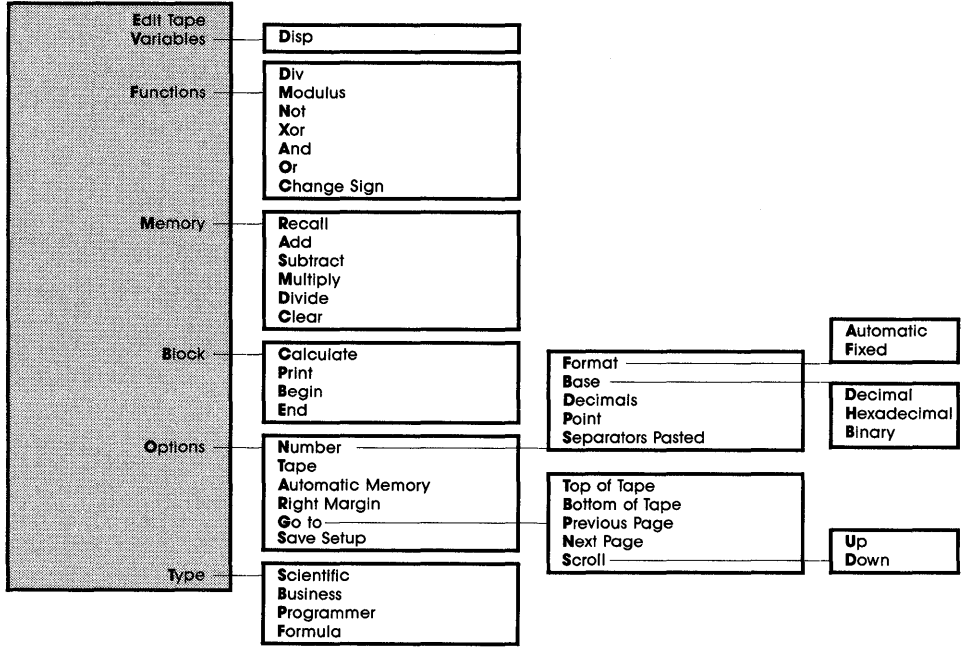


Figure 11.5: The Programmer Calculator Menu Tree

The Programmer Calculator

The Programmer Calculator contains all the functions a programmer needs—such as binary, decimal, and hexadecimal numbers and boolean functions. It is like the SideKick Calculator with additional features.

Some Basic Keys

In addition to the keys noted on page 222, the Programmer Calculator has a number of available key commands:

A B C D E F

Use these letters or their lowercase equivalents to enter hexadecimal numbers.

Tab

Performs the two's complement of the number in the main display. This is the same as the Functions Change Sign command.

^

Raises a number to a power; for example, you enter 3^2 as **3^2**.

!

Performs the factorial of the number in the main display; for example, you enter $3! = 1 * 2 * 3$ as **3!**.

() and **[]**

Use parentheses to isolate particular mathematical expressions for separate evaluation.

Basic Calculations

All calculations are in integers and work according to the normal algebraic rules. Following is the list of algebraic priorities:

- menu functions and Not
- powers (^)
- multiplication, division, And
- addition, subtraction, Xor, Or
- equals

Use parentheses to override the standard priorities.

The examples that follow assume base 10 (decimal) numbers. Use the **Options Base Decimal** command to change the base if DEC is not in the left corner of the Calculator window.

$$23 + 43 - 2 = 64 \quad \rightarrow \boxed{23} \boxed{+} \boxed{43} \boxed{-} \boxed{2} \boxed{\leftarrow}$$

Notice the algebraic priority in the next examples:

$$12.2 + 2 * 3 = 12.2 + 6 = 18.2 \quad \rightarrow \boxed{12.2} \boxed{+} \boxed{2} \boxed{*} \boxed{3} \boxed{\leftarrow}$$

$$\begin{aligned} \underline{54 * 2} - \underline{45 * 3} &= 108 - 135 & \rightarrow \boxed{54} \boxed{*} \boxed{2} \boxed{-} \boxed{45} \boxed{*} \boxed{3} \boxed{\leftarrow} \\ &= -27 \end{aligned}$$

$$4 - 6 + \underline{2 * 4 / 5} - 6 = -6.4 \quad \rightarrow \boxed{4} \boxed{-} \boxed{6} \boxed{+} \boxed{2} \boxed{*} \boxed{4} \boxed{[/]} \boxed{5} \boxed{-} \boxed{6} \boxed{\leftarrow}$$

Let's use parentheses to override the priorities:

$$\begin{aligned} 4 + 2 * 5 \\ \text{-----} = (4 + 2 * 5) / 7 = 2 & \rightarrow \boxed{(} \boxed{4} \boxed{+} \boxed{2} \boxed{*} \boxed{5} \boxed{)} \boxed{/} \boxed{7} \boxed{)} \boxed{\leftarrow} \\ 7 \end{aligned}$$

$$\begin{aligned} 4 * (66 - 23) / (16 - 13)^2 & \rightarrow \boxed{4} \boxed{*} \boxed{(} \boxed{66} \boxed{-} \boxed{23} \boxed{)} \\ & \quad \boxed{/} \boxed{(} \boxed{16} \boxed{-} \boxed{13} \boxed{)} \boxed{\wedge} \boxed{2} \boxed{\leftarrow} \\ & = 19.1111 \end{aligned}$$

Using the Repeat and Constant Facilities

To repeat an intermediate result, you don't need to type the number each time. You can just press the operator key repeatedly. For example,

$$(33 * 4 + 55) * 2 = 374 \quad \rightarrow \boxed{33} \boxed{*} \boxed{4} \boxed{+} \boxed{55} \boxed{+} \boxed{+}$$

When you press $\boxed{\leftarrow}$ or $\boxed{=}$, you can use that result as a constant, so it's easy to repeat calculations. For example,

$$180 * 300 = 54000 \quad \rightarrow \boxed{\text{Space}} \boxed{180} \boxed{*} \boxed{300} \boxed{\leftarrow}$$

$$180 * 20 = 3600 \quad \rightarrow \boxed{20} \boxed{\leftarrow}$$

$$12345 / 200 = 61.725 \quad \rightarrow \boxed{12345} \boxed{/} \boxed{200} \boxed{\leftarrow}$$

$$8721 / 200 = 43.605 \quad \rightarrow \boxed{8721} \boxed{\leftarrow}$$

You can make intermediate results constants by using brackets:

$$5 - (2 * 6) = -7 \quad \rightarrow \boxed{5} \boxed{-} \boxed{(} \boxed{2} \boxed{*} \boxed{6} \boxed{)} \boxed{\leftarrow}$$

$$10 - (2 * 6) = -2 \quad \rightarrow \boxed{10} \boxed{-} \boxed{(} \boxed{2} \boxed{*} \boxed{6} \boxed{)} \boxed{\leftarrow}$$

Changing the Base for the Calculation

Use the Options Base command to convert between different bases:

Options Number Base Decimal

Ctrl**D**

Converts the number in the main display to base 10 so that subsequent numbers and results are in decimal. In this base, you can use non-integer numbers, such as 3.14159.

Options Number Base Hexadecimal

Ctrl**H**

Converts the number in the main display to base 16, so that subsequent numbers and results are in hexadecimal. In the manual, hexadecimal numbers appear with an *H* suffix, for example, B800H.

Options Number Base Binary

Ctrl**B**

Converts the number in the main display to base 2 so that subsequent numbers and results are in binary. In the manual, binary numbers appear with a *B* suffix, for example, 1101B.

Here are some examples:

120 = 78H = 1111000B

-> **Ctrl****D** 120 **Ctrl****H** **Ctrl****B**

10 + 20H + 110B = 30H

-> **Space**
Ctrl**D** 10 **+**
Ctrl**H** 20 **+**
Ctrl**B** 110
Ctrl**H** ←

The Programmer Functions

The Calculator has some special functions, displayed on the Functions menu, to complement its base conversions. They are listed here alphabetically.

And

Menu Functions And





Shortcut 

Description Compares each bit of the previous number with the number in the main display by looking at each bit in sequence, then replaces the displayed number with the result. If the two bits are the same, then the result equals 1.

Previous	Current	RESULT
0	0	0
0	1	0
1	0	0
1	1	1

See also Not
Or
Xor

Example 1001B And 0111B is 0001:

Options Number Base Binary
  Functions And  



Change Sign

Menu Functions Change Sign

Shortcut 

Description Performs the two's complement of the number in the main display.

See also Not

Example   Functions Change Sign

Div

Menu	Functions Div
Description	Divides the previous number with the number in the main display and replaces it with the integer result.
See also	Modulus
Example	10 Div 4 is 2:

Option Number Base Decimal
10 4 F10 Functions Div 2

Modulus

Menu	Functions Modulus
Description	Divides the previous number with the number in the main display and replaces it with the remainder.
See also	Div
Example	10 Modulus 3 is 1:

Option Number Base Decimal
10 3 F10 Functions Modulus 1

Not

Menu	Functions Not
Description	Performs the one's complement of the number in the main display and replaces it with the result.
See also	And Change Sign Or Xor
Example	1001 Not is 0110:

Options Number Base Binary
1001 F10 Functions Not

Or

Menu Functions Or





Shortcut  

Description Compares each bit of the previous number with the number in the main display, then replaces it with the result. If either contains a 1, then the result sets that bit to 1.

Previous	Current	RESULT
0	0	0
0	1	1
1	0	1
1	1	1

See also AND
NOT
Xor

Example 1001B Or 0110B is 1111:

Options **N**umber **B**ase **B**inary
  Functions Or  

Xor

Menu Functions Xor

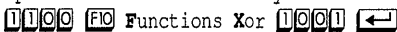
Shortcut 

Description Compares the previous number with the number in the main display, then replaces it with the result. If either but not both contain a 1, then the result sets that bit to 1.


Previous	Current	RESULT
0	0	0
0	1	1
1	0	1
1	1	0

See also And
Not
Or



Example 1100B Xor 1001B is 101B:

Options Number Base Binary


Using Variables

To define a variable, you just type its name, unless it begins with A, B, C, D, E, or F. In that case, you precede the variable with @ (an at-sign), which signifies “start variable”. A window opens, prompting you for its value in the current base, whether it be binary, decimal, or hexadecimal. Press  to enter the value.


From now on, you can type the variable’s name and SideKick Plus automatically substitutes its value—unless it begins with A, B, C, D, E, or F, when you precede it with @. Let’s say you want to define CGAbase to be B800H (for the base address of the IBM Color Graphics Adaptor). Type

```
[F10] Options Number Base Hexadecimal
@CGABASE 
0B800 
```

Note: You must prefix a zero (0) before the first hexadecimal letter, A through F.

You would add 23H to the base address of the CGA like this:

```
23 + @CGABASE 
```

The Variables command (shortcut ) opens a window with the variables in decimal and sorts in alphabetical order. An extra variable (DISP) is the value in the main display.

Display and Setup-Saving Options

Following are the Options commands that alter the main display and save the setup.

Options Number Format

When set to Automatic, it shows only the necessary decimal places to the maximum set by the Options Number Decimals command. When set to Fixed, it always displays the number of decimal places set by the Option Number Decimals command, even if the digits after the point are zeroes.

Options Number Decimals

Sets the number of decimal places in the main display, when in decimal format.

Options Number Point

Changes the characters for the decimal point and the separator between thousands. For the United States and other English-speaking countries, set the command to a period for the decimal point (1,000,000.99). For European countries, set this command to a comma (1.000.000,99).

Options Save Setup

This saves the following Programmer Calculator settings:

- all the Options commands
- the Variables
- the current window size, color, and position

FORMULA CALCULATOR

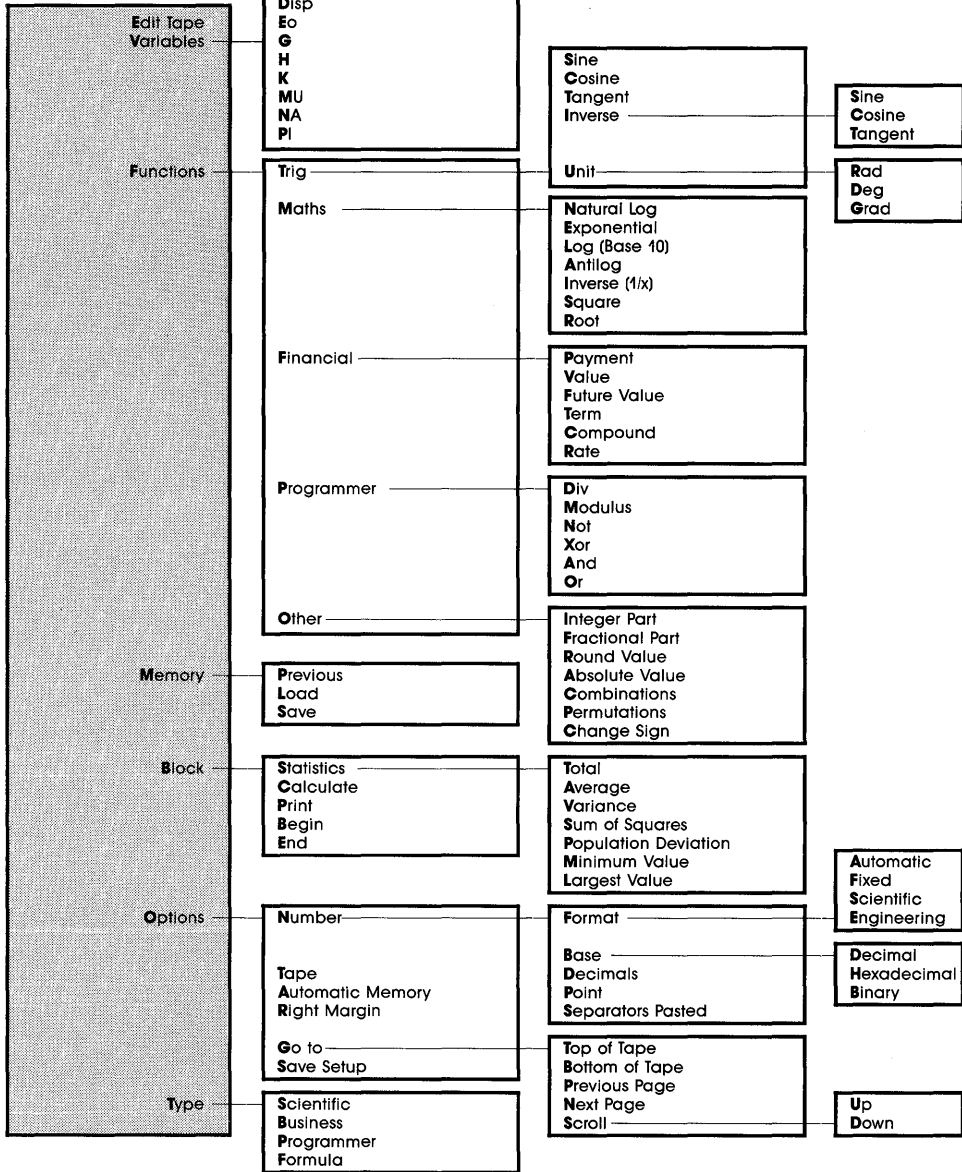


Figure 11.6: The Formula Calculator Menu Tree

The Formula Calculator

Anyone familiar with Reflex, Quattro, or other database and spreadsheet products will be comfortable with this Calculator. To perform a calculation, you simply type the formula into the main display and press **↵**. The Formula Calculator is the most powerful of all the calculators, since it contains all the functions of the other three plus its own variations.

Some Basic Keys

Since you type formulas into the Calculator window, the normal editing keys apply, which you can change with the **Services Setup Line** editing command. Following is a description of all the editing commands:

Go to Previous Character **←**

Moves the cursor one character to the left within the entry.

Go to Next Character **→**

Moves the cursor one character to the right within the entry.

Go to Start of Line **Home**

Moves the cursor to the first character within the entry.

Go to End of Line **End**

Moves the cursor to the last character within the entry.

Delete Previous Character **Backspace**

Deletes the character to the left of the cursor, if one exists.

Delete Current Character **Ctrl|G** or **Del**

Deletes the character above the cursor, if one exists.

Delete Rest of Line **Ctrl|Q|Ctrl|Y**

Deletes all text from the cursor to the end of the entry. **Note:** You must keep **Ctrl** down while pressing **Q** and **Y** when shortcuts are shown in this format. Otherwise, with **Ctrl|Q|Y**, you only need to keep **Ctrl** pressed when you press **Q**.

Delete Line **Ctrl|Y**

Deletes all the text in the entry.

Insert Mode **Ins**

Changes between insert and overwrite modes when entering text. In *Insert* mode, new text is added to existing text; in *Overwrite* mode, new text replaces existing text.

Following are the commands on single-letter keys not available on the menus:

E

Exponent entry; lets you enter very large and very small numbers. For example, you enter $0.0002 = 2 * 10^4$ as **2 E 4**.

^

Raises a number to a power; for example, you enter 3^2 as **3^2**.

!

Performs the factorial of a number; for example, you enter $3! = 1 * 2 * 3$ as **3! ↵**.

(and **)**

Use parentheses to isolate specific mathematical expressions for separate evaluation.

%

Finds the percentage.

Simple Calculations

All calculations are set to 16 digits and are ordered according to the normal algebraic rules. Following is the list of algebraic priorities:

- menu functions and percentages
- powers (^)
- multiplication, division, And
- addition, subtraction, Xor, Or
- equals

Use parentheses if you are in doubt or wish to override the standard priorities.

Some simple calculations include

$23 + 43 - 2 = 64$ -> **Ctrl Y 23 + 43 - 2 ↵**

$35 * -5 / -1.5 = 116.67$ -> **Ctrl Y 35 * -5 / -1.5 ↵**

$22 * 10^4 + 12 / 2 = 220006$ -> **Ctrl Y 22 E 4 + 12 / 2 ↵**

Notice the algebraic priority in the next examples:

$$12 + 2 * 3 = 12 + 6 = 18 \quad \rightarrow \text{Ctrl} \text{Y} \text{ 1} \text{2} \text{ + } \text{2} \text{ * } \text{3} \text{ } \leftarrow$$

$$\underline{54 * 2} - \underline{45 * 3} = 108 - 135 = -27 \quad \rightarrow \text{Ctrl} \text{Y} \text{ 5} \text{4} \text{ * } \text{2} \text{ - } \text{4} \text{5} \text{ * } \text{3} \text{ } \leftarrow$$

$$4 - 6 + 2 * 4 / 5 - 6 = -6.4 \quad \rightarrow \text{Ctrl} \text{Y} \text{ 4} \text{ - } \text{6} \text{ + } \text{2} \text{ * } \text{4} \text{ / } \text{5} \text{ - } \text{6} \text{ } \leftarrow$$

Let's use parentheses to override the priorities:

$$4 + 2 * 5 / 7 = (4 + 2 * 5) / 7 = 2 \quad \rightarrow \text{Ctrl} \text{Y} \text{ (} \text{4} \text{ + } \text{2} \text{ * } \text{5} \text{) / } \text{7} \text{ } \leftarrow$$

$$4 * (66 - 23) / (16 - 13)^2 = 19.111 \quad \rightarrow \text{Ctrl} \text{Y} \text{ 4} \text{ * } \text{(} \text{6} \text{6} \text{ - } \text{2} \text{3} \text{) / (} \text{1} \text{6} \text{ - } \text{1} \text{3} \text{) } \text{^} \text{2} \text{ } \leftarrow$$

Using Hexadecimal and Binary Numbers

You can calculate in decimal, hexadecimal (base 16), or binary (base 2) in the Formula Calculator. Unlike the Programmer Calculator, however, you can't convert between different bases, nor can you do mixed-base calculations.

Use the Options Number Base command to change between decimal, hexadecimal, and binary numbers. The same command shortcuts apply as in the Programmer Calculator:

- **Ctrl** **D** for Options Number Base Decimal
- **Ctrl** **B** for Options Number Base Binary
- **Ctrl** **H** for Options Number Base Hexadecimal

When you switch to hexadecimal or binary numbers, the indicator to the left of the numeric display changes to hex or bin respectively.

Here are some sample calculations:

$$10\text{H} + 30\text{H} + 4\text{AH} = 8\text{AH} \quad \rightarrow \text{Ctrl} \text{Y} \text{ Ctrl} \text{H} \text{ 1} \text{0} \text{ + } \text{3} \text{0} \text{ + } \text{A} \text{ } \leftarrow$$









$$10010\text{B} + 10000\text{B} - 10110\text{B} = 1100\text{B} \quad \rightarrow \text{Ctrl} \text{Y} \text{ Ctrl} \text{B} \text{ 1} \text{0} \text{0} \text{1} \text{0} \text{ + } \text{1} \text{0} \text{0} \text{0} \text{0} \text{ - } \text{1} \text{0} \text{1} \text{1} \text{0} \text{ } \leftarrow$$

You can also use any of the Programmer Calculator's Functions commands:

$$100010\text{B} \text{ And } 010010\text{B} = 10\text{B} \quad \rightarrow \text{Ctrl} \text{Y} \text{ Ctrl} \text{B} \text{ 1} \text{0} \text{0} \text{0} \text{1} \text{0} \text{ } \leftarrow$$







F0 F P A Space 010010

53H Xor 34H = 16H

->     
 

The Formula Functions


The Formula Calculator's power stems from its wealth of functions. There are three ways to call a function up:

- Type it in ( ).
- Use the menus ( Functions Trig Sine .
- Use a shortcut ( .


For a function that only takes one parameter, such as Sin, Log, or Sqr, you don't need to type in the parentheses but you must place the number before the function. You could type in 23 Sin + 43 Log, for example.

Following is an alphabetical list of all the Formula Calculator functions.




Absolute Value

Name	ABS(<i>x</i>)
Menu	Functions Other Absolute Value
Description	Gives the positive value of <i>x</i> .
Example	The absolute value of -3 is 3: ABS (-3) 


And

Name	<i>x</i> And <i>y</i>
Menu	Functions Programmer And
Description	Bitwise ANDs <i>x</i> with <i>y</i> .
See also	Not Or Xor
Example	9 And 7 is 1: 9 And 7 


Antilogarithm

Name	ALOG(x)
Menu	Functions Maths Antilog
Shortcut	 
Description	The common antilogarithm. It raises 10 to the power of the number x .
Limits	number < 64
See also	Logarithm Natural Logarithm Exponential (e^x)
Example	The antilog of 3 is 1000: ALOG(3) 


Combinations

Name	$C(n;r)$
Menu	Functions Other Combinations
Description	Calculates the number of possible combinations (unordered selection) of r items taken from a set of n items. The formula is: $\frac{n!}{(n-r)! * r!}$
Limits	$r > 0$
Example	How many possible 13-card Bridge hands are there? $C(52;13)$  This tells us there are $6.35 * 10^{11}$ possible Bridge hands.




Common Logarithm

Name	LOG(x)
Menu	Functions Maths Log
Shortcut	Ctrl L
Description	Gives the logarithm to base 10 of x .
Limits	number ≥ 0
See also	Antilogarithm Natural Logarithm Exponential
Example	The natural logarithm of 1000 is 3: LOG(1000) 


Compounding Periods

Name	CTERM(INT; FUTURE; PRESENT)
Menu	Functions Financial Compound
Shortcut	Ctrl F C
Description	Calculates the number of compounding periods it will take an investment of PRESENT value to grow to a FUTURE value, earning a fixed-interest rate INT per compounding period. It uses this formula: $\frac{\text{Ln}(\text{FUTURE}/\text{PRESENT})}{\text{Ln}(1+\text{INT})}$ where Ln is the Natural logarithm (see page 277).
Limits	INT > 0, PRESENT > 0
Example	You deposit \$1500 in an account that pays an annual interest of 10%, compounded monthly. When will you have \$3500 in the account? CTERM(10%; 3500; 1500)  This tells you that in about nine years you will have \$3500 in the account.


Cosine

Name	COS(x)
Menu	Functions Trig Cosine
Shortcut	 O
Description	Gives the Cosine of x using the unit set by the Functions Trigonometric Unit command.
See also	Sine Inverse Sine Tangent Trigonometric unit
Example	The Cosine of 60 degrees is 0.5:  Functions Trig Unit Degrees COS (60) 


Div

Name	x Div y
Menu	Functions Programmer Div
Description	Divides x with y and returns the integer as the result.
See also	MOD
Example	10 DIV 4 is 2: 10 DIV 4 

Exponential e^x

Name	EXP(x)
Menu	Functions Maths Exponential
Shortcut	Ctrl I N
Description	The natural antilogarithm: It raises e (2.718..) to the power of x .
Limits	number < 148.3
See also	Natural Logarithm
Example	The exponential of 1 is 2.718... EXP (1) 

Fractional Part

Name	FRC(x)
Menu	Functions Other Fractional Part
Description	Extracts the digits after the decimal point of x .
See also	Integer part Round
Example	The fractional part of 234.78 is .78: FRC (234.78) 

Future Value

Name	FV(PAYMENT;INT;TERM)
Menu	Functions Financial Future Value
Shortcut	Ctrl F V
Description	Calculates the value of an investment after a number of payment periods TERM. The series of equal payments at the <i>end</i> of each period is PAYMENT, while the money earns an interest rate of INT. This function uses the formula

$$\text{PAYMENT} * \frac{(1 + \text{INT})^{\text{TERM}} - 1}{\text{INT}}$$

Limits	INTEREST > 0
Example	You deposit \$1500 at the end of every year into an account that pays an annual interest of 10%, compounded yearly. What will you have in the account after 15 years? FV(1500;10%;15) ← This tells you that you have \$47658.72 in the account after 15 years.

Integer Part

Name	INT(<i>x</i>)
Menu	Functions Other Integer Part
Description	Extracts the digits before the decimal point of <i>x</i> .
See also	Fractional Part Round
Example	The integer part of 234.78 is 234: INT(234.78) ←


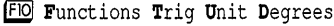

Inverse Cosine

Name	ACOS(x)
Menu	Functions Trig Inverse Cosine
Shortcut	Ctrl I O
Description	Gives the arc cosine of x using the unit set by the Functions Trig Unit command.
Limits	$-1 \leq \text{number} \leq 1$
See also	Cosine Sine Tangent Inverse Sine Inverse Tangent
Example	The inverse cosine of 0.5 is 60 degrees: FLO Functions Trig Unit Degrees ACOS(.5) ←


Inverse Sine

Name	ASIN(x)
Menu	Functions Trig Inverse Sine
Shortcut	Ctrl I S
Description	Gives the sine of x using the unit set by the Functions Trig Unit command.
Limits	$-1 < \text{number} \leq 1$
See also	Cosine Sine Tangent Inverse Cosine Inverse Tangent
Example	The inverse sine of 0.5 is 30 degrees: FLO Functions Trig Unit Degrees ASIN(.5) ←


Inverse Tangent

Name	ATAN(x)
Menu	Functions Trig Inverse Tangent
Shortcut	
Description	Gives the tangent of x using the unit set by the Functions Trig Unit command.
See also	Cosine Sine Tangent Inverse Cosine Inverse Sine
Example	The inverse tangent of 1 is 45 degrees:  ATAN(1) 


Modulus

Name	x Modulus y
Menu	Functions Programmer Modulus
Description	Divides x by y to give the remainder as the result.
See also	DIV
Example	10 MOD 3 is 1: 10 MOD 3 


Natural Logarithm

Name	LN(x)
Menu	Functions Maths Natural log
Shortcut	Ctrl N
Description	Gives the logarithm to base e (2.718..) of x .
Limits	number > 0
See also	Antilogarithm Common Logarithm Exponential
Example	The natural logarithm of 2.718 is approximately 1: LN(2.718) 

NEG

Name	NEG(x)
Menu	Functions Other Change Sign
Shortcut	Tab
Description	Changes the sign of x .
Example	To change the sign of 3 into -3: NEG(3) 

Not


Name	Not(x)
Menu	Functions Programmer Not
Description	Performs the one's complement of x .
See also	AND OR Xor
Example	The Not of 9 is 6: Not(9) 

Number of Periods

Name	TERM(PAYMENT; INT; FUTURE)
Menu	Functions Financial Term
Shortcut	Ctrl F T
Description	Calculates the time necessary to obtain FUTURE from an <i>end</i> of period PAYMENT at an interest rate of INT. It uses this formula:


$$\frac{\text{Ln}(1 + (\text{FUTURE} * \text{INT} / \text{PAYMENT}))}{\text{Ln}(1 + \text{INT})}$$

Example	You place \$5000 each year into a bank account earning 10% annual interest. When will there be \$50000 in the account?
----------------	--


TERM(5000;10%;50000) 

This tells you that it takes about 7.3 years to get \$50000 in the account.

Or

Name	x Or y
Menu	Functions Programmer Or
Description	Bitwise Ors x with y .
See also	And Not Xor
Example	9 Or 7 is 15: 9 Or 7 

Payment

Name	PMT(PRINCIPAL; INT; TERM)
Menu	Functions Financial Payment
Shortcut	
Description	Calculates the amount of periodic payment on a loan of money PRINCIPAL, at interest rate INT, over the period TERM. It uses this formula:


$$\frac{\text{PRINCIPAL} * \text{INT}}{1 - (1 + \text{INT})^{-\text{TERM}}}$$

Limits	INTEREST > -1, TERM <> 0
Example	You have a \$35000 mortgage over 15 years at an annual interest of 10%. What is the yearly payment? PMT (35000;10%;15) This tells you that the yearly payment is \$4601.58.

Permutations

Name	P(<i>n</i> ; <i>r</i>)
Menu	Functions Other Permutations
Description	Calculates the number of arrangements of <i>r</i> items taken from a set of <i>n</i> items. The formula is


$$\frac{n!}{(n - r)!}$$

See also	Combinations
Example	The number of ways six people can line up for a photograph is 720: P (6;6) 


Rate

Name	RATE(FUTURE; PRESENT; TERM)
Menu	Functions Financial Rate
Shortcut	Ctrl E R
Description	Calculates the interest rate for PRESENT to grow to FUTURE over the period TERM. It uses this formula:

$$\left[\frac{\text{FUTURE}}{\text{PRESENT}} \right]^{(1 / (\text{TERM}))} - 1$$

Limits	TERM <> 0 PRESENT and FUTURE must be the same sign.
Example	You invest \$5000 in a five-year bond with a maturity value of \$10000. What is the interest rate for this bond? RATE(10000;5000;5)  This tells you the annual interest rate is .1487, which is 14.87%.

Round Value

Name	ROUND(<i>x</i>)
Menu	Functions Other Round Value
Description	Makes <i>x</i> into the nearest integer.
See also	Fractional part Integer part
Example	The rounded portion of 23.6 is 24: ROUND(24) 


Sine

Name	SIN(x)
Menu	Functions Trig Sine
Shortcut	Ctrl S
Description	Gives the Sine of x using the unit set by the Functions Trigonometric Unit command.
See also	Cosine Inverse Sine Tangent Trigonometric unit
Example	The sine of 30 degrees is 0.5: F10 Functions Trig Unit Degrees SIN(30) ←




Square

Name	SQR(x)
Menu	Functions Maths Square
Shortcut	Ctrl 2 (across the top of the keyboard)
Description	Multiplies the x by itself. It is equivalent to X^2 .
Limits	number $< 10^{32}$
See also	Square root
Example	The square of 12 is 144: SQR(12) ←


Square Root

Name	SQRT(x)
Menu	Functions Maths Root
Description	Calculates the positive square root of the x . It is equivalent to $X^{(1/2)}$.
Limits	x must be positive.
See also	Square
Example	The square root of 144 is 12: SQRT(144) 






Tangent

Name	TAN(x)
Menu	Functions Trig Tangent
Shortcut	 T
Description	Gives the tangent of x using the unit set by the Functions Trigonometric Unit command.
Limits	number $\langle \rangle \pi/2 + \pi * n$ for Radians number $\langle \rangle 90 + 180 * n$ for Degrees number $\langle \rangle 100 + 200 * n$ for Grads where n is any integer.
See also	Cosine Inverse Sine Sine Trigonometric unit
Example	The tangent of 45 degrees is 1:  Functions Trig Unit Degrees TAN(45) 


Trigonometric unit

Name	Unit
Menu	Functions Trig Unit
Description	Sets the unit that the Sine, Cosine, Tangent, Inverse Cosine, Inverse Sine, and Inverse Tangent functions use. A circle has 360 degrees, 2π radians, or 400 grads.
See also	Cosine Inverse Cosine Inverse Sine Inverse Tangent Sine Tangent
Example	To change the unit to Degrees :  Functions Trig Unit Degrees



Value

Name	PV(PAYMENT; INT; TERM)
Menu	Functions Financial Value
Shortcut	  
Description	Calculates the current value of a number of <i>end</i> of period PAYMENTS paid over the period TERM, invested at interest rate INT. It uses this formula: $\text{PAYMENT} * \frac{1 - (1 + \text{INT})^{-\text{TERM}}}{\text{INT}}$
Limits	INTEREST > 0
Example	You win an annual scholarship of \$2000 for each of your four years at Harvard. If you invest the money at 10%, what is the current value of the scholarship?  (2000; 10%; 4)  This tells you that the value today of the scholarship is \$6339.73.

Xor










Name	$x \text{ Xor } y$
Menu	Functions Programmer Xor Description Bitwise exclusive Or's x with y .
See also	And Not Or
Example	10 Xor 6 is 12: 10 Xor 6 

Using the Statistical Functions

The Formula Calculator has some simple statistical functions that work on the marked block in the tape. You must follow each number by a  and mark the block of numbers. All functions are on the **Block Statistics** menu, which has a shortcut of .

Following is an alphabetical listing of the statistics functions, in the same format as the mathematical functions.

Average

Menu	Block Statistics Average
Description	Calculates the mean of the marked block of numbers and puts it into the display.
Example	The average of 23, 33, 4 is 20  Edit Tape   Block Mark Start     Block Mark End   Block Statistics Average

Largest Value

Menu **Block Statistics Largest Value**

Description Finds the maximum value in the marked block and puts it into the display.

Example The largest of 23, 33, 4 is 33.

```
F10 Edit Tape  
Home  
F10 Block Mark Start  
23 ← 33 ← 4 ←  
F10 Block Mark End  
Esc  
F10 Block Statistics Largest
```

Minimum Value

Menu **Block Statistics Minimum Value**

Description Finds the smallest value in the marked block and puts it into the display.

Example The smallest of 23, 33, 4 is 4

```
F10 Edit Tape  
Home  
F10 Block Mark Start  
23 ← 33 ← 4 ←  
F10 Block Mark End  
Esc  
F10 Block Statistics Minimum
```


Population Standard Deviation

Menu Block Statistics Population Deviation

Description Finds the population standard deviation of the marked block and puts it into the display. Population standard deviation is

$$\sigma_n = \sqrt{\frac{\sum (x_i - \text{AVERAGE})^2}{n}}$$

where:

x_i is the i^{th} number, AVERAGE is the average (see page 285), and n is the number of entries.

Standard deviation measures the degree to which each number in the block varies from the average. The lower the standard deviation, the less each number varies from the average, thereby increasing the reliability of the average.

See also Variance

Example The population standard deviation of 23, 33, 4 is 12.0277457018.

FI Edit Tape

H Home

FI Block Mark Start

2 **3** **←** **3** **←** **4** **←**

FI Block Mark End

Esc

FI Block Statistics Population Deviation

Sum of All the Entries

Menu	Block Statistics Total
Description	Finds the sum of all the numbers in the marked block and puts it into the display.
Example	The sum of 23, 33, 4 is 60.

```
F10 Edit Tape
Home
F10 Block Mark Start
23 ← 33 ← 4 ←
F10 Block Mark End
Esc
F10 Block Statistics Total
```













Sum of the Squares of the Entries

Menu	Block Statistics Sum of Squares
Description	Finds the total of all the (numbers) ² in the marked block and shows it in the display.
Example	The sum of the squares of 23, 33, 4 is 1,634.

```
F10 Edit Tape
Home
F10 Block Mark Start
23 ← 33 ← 4 ←
F10 Block Mark End
Esc
F10 Block Statistics Sum of Squares
```

Variance

Menu	Block Statistics Variance
Description	<p>Finds the population variance of the marked block and puts it into the display. Variance is the square of the population standard deviation.</p> <p>Variance measures the degree to which each number in the block varies from the average. The lower the variance, the less individual values vary from the average, thereby increasing the reliability of the average.</p>
See also	Population standard deviation
Example	The variance of 23, 33, 4 is 144.6666666667

 Edit Tape

 Block Mark Start
     
 Block Mark End

 Block Statistics Variance

Using Variables

The Formula Calculator's predefined variables are the same as the variables in the Scientific Calculator. See page 240 to check on these predefined variables.

Storing Formulas

You can store and recall two formulas permanently, as well as retrieve the most recently used formulas, with the **Memory** command. Use the **Options Save Setup** command to permanently store the formulas. Following is a description of the **Memory** commands.

Memory Previous

Retrieves the last formula and shows it in the display.

Memory Save



Saves the formula in the window to the memory number given by the menu.

Memory Load

F3

This recalls the formula from the memory number you specify into the window, overwriting the formula in the display.

Changing the Form of the Display

You can choose the format of the main display's number with the **Options** command. This also determines the accuracy of the Calculator, since the number of decimal places in the display sets the accuracy of the Calculator.

Following are the **Options** commands that change the display format.

Options Number Format

When set to **Automatic**, it shows only the necessary decimal places to the maximum set by the **Options Number Decimals** command. If the number is smaller than the number of decimal places, the number is put into *e* notation.

When set to **Fixed**, it always displays the number of decimal places set by the **Options Number Decimals** command, even if the digits after the point are zeroes.

When set to **Scientific**, numbers are in exponential (E) notation with the number of decimal places set by the **Options Number Decimals** command.

When set to **Engineering**, all numbers are in exponential (E) notation, with exponents of 10 that are multiples of 3. You set the number of decimal places in the number with the **Options Number Decimals** command. Use **Engineering** when you wish to display a number to the nearest metric unit.

Options Number Decimals

Sets the number of decimal places in the display and therefore the accuracy of the calculation.

Options Number Point

Changes the characters for the decimal point and the separator between thousands. For the United States and other English-speaking countries, set the command to a period (1,000,000.99). For European countries, set this command to a comma (1.000.000,99).

Options Save Setup

This saves the following Formula Calculator settings:

- all the **Options** commands
- the expression memories
- the variables
- the current window size, color, and position

Copying and Pasting

The Calculator exports the number or formula in the display when you use **Alt+F** (Services Copy from Application) or **Alt+Esc** (Services Quick Paste). The Options Number Separators Pasted command determines whether the Calculator pastes the commas or periods between each set of

- three decimal zeroes
- four hexadecimal digits
- eight binary digits

You select YES when you want these separators pasted.

Here's how to Quick Paste the number 23,999 to your underlying spreadsheet. (Normally, of course, you'd have calculated a whole series of numbers to arrive at the total 23,999):

1. Activate SideKick Plus with **Ctrl+Alt**.
2. Activate the Calculator with **Alt+C**.
3. Press **F10** and toggle Options Number Separators Pasted to NO.
4. Type 23999 in the display of the Calculator.
5. Use **Alt+Esc** (Services Quick Paste) to send the number to the spreadsheet.

If you had a word-processing program underneath SideKick Plus, you'd have toggled Separators Pasted to YES. This is because you'd want the comma between 23 and 999 to be pasted.

When you use **Ctrl+Ins** (Services Paste from Clipboard) or **Alt+Esc** (Services Quick Paste) to paste to the Calculator, it's as if you were typing the text very quickly on the keyboard. Although it's usually easier to read a block of calculations into the tape rather than paste them to the Calculator, here's an example of pasting 99 into the Calculator.

1. Activate the Clipboard with **Alt+Space**.
2. Type 99 **←**.
3. Mark 99 as a block with **Block Mark Line**.
4. Activate the Calculator with **Alt+C**.
5. Press **Ctrl+Ins** to paste 99 from the Clipboard into the Calculator display

The ASCII Table

The ASCII (American Standard Code for Information Interchange) Table associates a number with a letter, number, punctuation mark, or control character. The SideKick Plus application allows you to build a string of these characters and insert them into any underlying application. Although designed mainly for programmers, you can use the ASCII Table to display foreign-language, semi-graphic, and scientific characters.

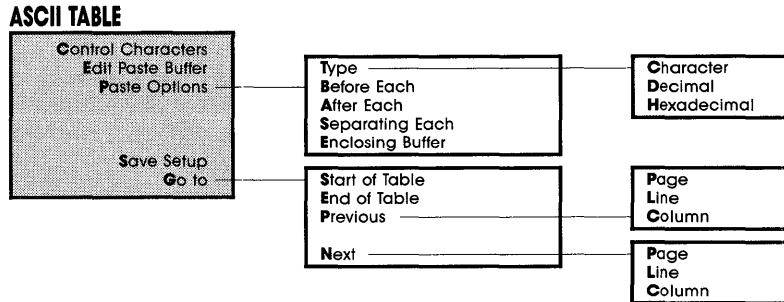


Figure 12.1: The ASCII Table Menu Tree

Activating the ASCII Table and Finding a Character

After you activate SideKick Plus with **Ctrl****Alt**, you can activate the ASCII Table in one of two ways:

- Pop up the main menu with **[Alt]**, move the cursor to ASCII Table, and press **[←]**.
- Press **[Alt][A]**.

To find a character in the table, you can scroll the table or type the character, decimal number, or hexadecimal number. Following are descriptions of each method.

Scrolling the ASCII Table

Use the cursor keys to move the cursor and scroll the table. To change the cursor keys, use the Go to menu.

Go to Previous Column **[←]**

Toggles the cursor and moves to the previous column in the table.

Go to Next Column **[→]**

Toggles the cursor and moves to the next column in the table.

Go to Previous Line **[↑]**

Scrolls the table by one line toward the first ASCII character.

Go to Next Line **[↓]**

Scrolls the table by one line toward the last ASCII character.

Go to Previous Page **[PgUp]**

Scrolls the table by one whole window, with an overlap of one line, nearer to the start of the table.

Go to Next Page **[PgDn]**

Scrolls the table one whole window, with an overlap of one line, nearer to the end of the table.

Go to Start of Table **[Home]**

Places the first (0th) ASCII character in the top left of the window, moving the cursor to the 16th character.

Go to End of Table **[End]**

Places the last (255th) ASCII character in the bottom right of the window, moving the cursor to the 240th character.

Finding a Character by Letter

If you press any character key with the ASCII Table open, the cursor jumps to that letter. For example, if you press *D*, the cursor moves to character number 68.

You can also use this method to find control characters; for example, if you press **[Ctrl][A]**, the cursor moves to character number 1. By default, the ASCII Table does not show these control characters but a simple command displays it: **[F10]** Control Characters.

When set to YES, the control characters command displays the first 32 characters as control characters; for example, **^A** means that character 1 is the same as *SOH*. When set to NO, these characters display as semi-graphic characters.

Finding a Character by Number

Press **[Num Lock]** to find a character by its number:

Decimal Numbers

1. Press **[Num Lock]**.
2. Type a three-digit number.

Hexadecimal Numbers

1. Press **[Num Lock]**.
2. Type a two-digit hexadecimal number.
3. Press **[H]** to signify that it is hexadecimal.

You need to type H only if the last character is a letter, not a number.

The Paste Buffer

The Paste buffer is where you build strings of characters before exporting them to an underlying application. You don't have to keep moving back and forth between SideKick Plus and your program when looking up ASCII numbers, for example.

With the cursor on the character you want, simply press **[←]** to insert that character into the Paste buffer.

The command Edit Paste Buffer allows you to edit the paste buffer, just like any SideKick Plus line editing. You cannot edit characters placed into the buffer with the Options commands.

When you have finished editing, press **[Esc]**.

The Paste Options

Use the **Paste Options** command to change the characters sent to the Paste buffer. You can save the **Paste Options** settings with the **Save Setup** command described in the next section.

Paste Options Type Character

Places the character into the buffer.

Paste Options Type Decimal

Places a number sign (#), the decimal number of the character, and a comma into the buffer each time you press **[←]**. It does this by setting the **Paste Options Before Each** command to a number sign (#) and **Paste Options Separating Each** to a comma.

Paste Options Type Hexadecimal

Places the hexadecimal number of the character, an *H*, and a comma into the buffer each time you press **[←]**. It does this by setting the **Paste Options After Each** command to *H* and **Paste Options Separating Each** to a comma.

Paste Options Before Each

Places the character you enter before each ASCII character in the Paste buffer.

Paste Options After Each

Places the character you entered after each ASCII character in the Paste buffer.

Paste Options Separating Each

Places the character you entered between each ASCII character in the Paste buffer.

Paste Options Enclosing buffer

Places the character you entered at the start and end of the Paste buffer.

Following are examples of using the **Paste Options** command with computer languages.

Assembler

For a string, choose **Paste Options Type Character** and set **Paste Options Enclose Buffer** to an apostrophe ('). This produces a buffer like `'TEST'`.

For hexadecimal numbers, choose **Paste Options Hexadecimal**. This produces a buffer like `23H,55H,56H`.

Turbo Basic

For a PRINT string, choose **Paste Options Character** and set **Paste Options Enclosing Buffer** to a quote ("). This produces a buffer like `"TEST"`.

Turbo C

For a *printf* function, choose **Paste Options Character** and set **Paste Options Enclosing Buffer** to a quote ("). This produces a buffer like "TEST".

For an array, choose **Paste Options Decimal** and set **Paste Options Before Each** to a comma. Then use **Edit Paste Buffer** to place curly braces ({ }) at either end of the buffer. This produces a buffer like {23,45,55,67}.

Turbo Pascal

For a *WriteLn*, choose **Paste Options Character** and set **Paste Options Enclose Buffer** to an apostrophe (').

For an array of hexadecimal numbers, choose **Paste Options Hexadecimal** and set **Paste Options Before Each** to a dollar sign. This produces a buffer like \$45,\$56,\$66.

Saving the Settings

The command **Save Setup** saves the following ASCII Table settings in the .EXE file:

- the Options settings
- the state of the Show Control Character toggle
- the current window size, color, and position

Copying and Pasting

The ASCII Table exports the paste buffer when you use either the **Services Copy from Application to Clipboard** or **Services Quick Paste** command. You can use this to send a line of ASCII characters to the application underneath.

- Press **[F7]** to find # in the ASCII Table.
- Press **[←]** until you have built up the string to #####
- Press **[Alt][Esc]** to Quick Paste ##### to the application underneath.

When you use **Services Paste from Clipboard** or **Services Quick Paste** to the Ascii table, it's like typing very quickly on the keyboard. However, it is unlikely you'll ever want to use these functions in the ASCII table.

P

A

R

T

3

Customizing SideKick Plus (Advanced)

Changing the Default Setup from the Services Menu

This chapter explains how to change the following global features and commands:

- date and time formats
- printer margins and fonts
- exit conditions (the screen display after you deactivate SideKick Plus)
- line-editing keys

You can change any of these with the **Services Setup** menu.

Note: You can also change some attributes of the Clipboard, as you saw in Chapter 5. You make these Clipboard changes using the **Services Setup Clipboard** menu.

Changing the Date and Time Format

Here are the format changes you can make with the **Services Setup Date and Time** command:

Services Setup Date and Time Order

Sets the format of the day, month and year.

Services Setup Date and Time Month

Sets whether the month is text (October) or a number (10).

Services Setup Date and Time Year

Sets whether the year displays as two digits (89) or four digits (1989).

Services Setup Date and Time First Character

Changes the character between the first and second part of the dates. For example, setting the first character to / (slash) produces the date 04/02-87.

Services Setup Date and Time Second Character

Changes the character between the second and third part of the dates. For example, setting the second character to / (slash) produces the date 04-02/87.

Services Setup Date and Time Clock System

Changes the clock between a 12-hour system (am/pm) and a 24-hour system (usually used by the military; for example, 2400).

Services Setup Date and Time Time Character

Changes the character between the hour and the minute. For example, a Time character of a period (.) produces a time like 12.30.

Changing the Printer Settings

This section describes how to change the printer settings using the Services Setup Printer menu.

Services Setup Printer

Alt+S+P

Whenever you use a Print command in an application, the margin and font are set by this command.

You have two margin settings: normal and alternative. Each initializes the printer, so you can set one file to print in normal font while the other can print in a condensed font. See the installation program in Chapter 15.

Use the following command to choose which set of margins to use.

Services Setup Printer Use Settings

Alt+S+U

When set to NORMAL, a SideKick Plus application uses the margins set by the Services Setup Printer Normal Settings command when it prints. When set to ALTERNATIVE, an application uses the margins set by the Services Setup Printer Alternative command when it prints.

Both the normal and alternative settings have the same menu entries. On an Epson or IBM printer, the normal setting is 80 columns; the alternative setting is 132 columns (condensed mode). Set the initialization string with the INSTALL program.

Following is a description of these settings.

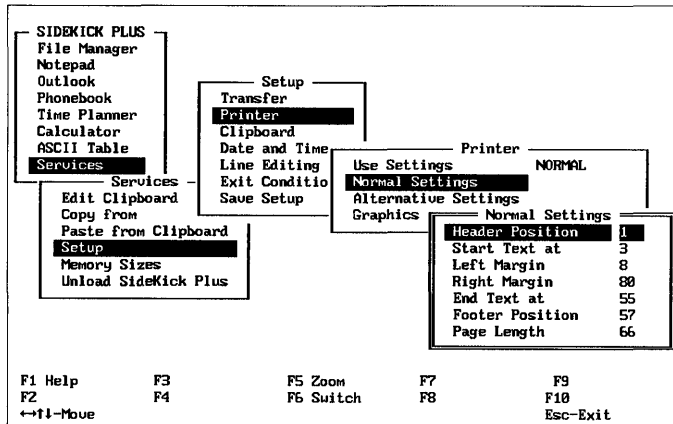


Figure 13.1: The Paper Margin Settings

Services Setup Printer Normal Settings Header Position

Services Setup Printer Alternative Settings Header Position

Sets the position of the heading from the top of the page. It must be less than the Start position.

Services Setup Printer Normal Settings Start Text at

Services Setup Printer Alternative Settings Start Text at

Sets the number of lines from the top of the page to the start of the text or main copy.

Services Setup Printer Normal Settings Left Margin

Services Setup Printer Alternative Settings Left Margin

Sets the position of the first character on the line.

Services Setup Printer Normal Settings Right Margin

Services Setup Printer Alternative Settings Right Margin

Sets the position of the last character on the line.

Services Setup Printer Normal Settings End Text at

Services Setup Printer Alternative Settings End Text at

Sets the last line of main text measured from the top of the page.

Services Setup Printer Normal Settings Footer Position

Services Setup Printer Alternative Settings Footer Position

Sets the position of the footing from the top of the page. It must be greater than the End position.

Services Setup Printer Normal Settings Page Length

Services Setup Printer Alternative Settings Page Length

Sets the number of lines on the page, starting from 1.

Services Setup Printer Graphics Support

When set to YES, all semi-graphic characters are sent to the printer. When set to NO, SideKick Plus translates semi-graphic characters into its ASCII character.

Exit Conditions

When you close SideKick Plus with **Ctrl|Alt**, SideKick Plus doesn't know what the application underneath is. It therefore makes some assumptions about how the underlying application will change the screen. You can change these assumptions with the **Services Setup Exit Conditions** menu. This menu varies, depending on the type of video adapter you specify when you install SideKick Plus (see Chapter 15).

All adapters

Services Setup Exit Conditions Allow Blink Attribute

When set to NO, all background colors of the CGA are accessible when you leave SideKick Plus. When set to YES, only eight background colors are accessible but you can have blinking characters.

Hercules Graphics Plus

Services Setup Exit Conditions Ramfont mode

When set to OFF, the Hercules Plus card behaves like a regular Hercules card, just as if you used the IBM and IBM-compatible adapter driver. When set to 8K, the Hercules Plus card resets to the 8K RAMfont mode on leaving SideKick Plus. When set to 48K, the Hercules Plus card resets to the 48K RAMfont mode on leaving SideKick Plus.

Services Setup Exit Conditions Number of Characters

Determines the number of characters on the screen when you leave SideKick Plus. Set this to 90 if you use a program that uses a 90-by-43 screen with the Hercules Plus card.

Genoa Super EGA

Services Setup Exit Conditions 132 columns

When set to OFF, the Genoa Super EGA works with 80 columns in text mode. When set to 132x25, the Super EGA displays 132 columns and 25 lines when you leave SideKick Plus. When set to 132x44, the Super EGA displays 132 columns and 44 lines when you leave SideKick Plus.

Services Setup Exit Conditions Graphics

When set to STANDARD, the Super EGA behaves like a normal EGA. When set to 640x480, the Super EGA uses its special 640 horizontal pixels by 480 vertical pixels graphic mode when you leave SideKick Plus. When 640x528, the Super EGA uses its special 640 horizontal pixels by 528 vertical pixels graphic mode when you leave SideKick Plus.

Everex: The Edge

Services Setup Exit Conditions Screen Mode

When set to DEFAULT, the Edge behaves like an IBM-compatible adapter. Following are its other settings and screen display columns upon leaving SideKick Plus:

135x25	132 columns by 25 lines
132x28	132 columns by 28 lines
132x44	132 columns by 44 lines
1056x259	1056 horizontal pixels by 259 vertical pixels
1024x200	1024 horizontal pixels by 200 vertical pixels

Changing the Line-Editor Shortcuts

Whenever you edit a file name, date, time, or form, you use line-editing commands. You can change the shortcut keys for these commands with Services Setup Line Editing.

To change shortcut keys, just move the cursor to the command whose shortcut keys you want to change and press **←**. A window will open, prompting you for the new keys you want to assign to that line-editing command. Type them in. If you want the change to be permanent, save it with Services Setup Save Setup.

Following are descriptions of each Services Setup Line Editing command and its shortcut keys.

Go to Previous Character **Ctrl|S** or **←**

Moves the cursor one character to the left within the entry.

Go to Next Character **Ctrl|D** or **→**

Moves the cursor one character to the right within the entry.

Go to Previous Word **Ctrl|A**

Moves the cursor one word to the left within the entry. A word is anything that begins or ends with one of the following characters: space < > , ; () [] ^ ' + - / \$.

- Go to Next Word* **Ctrl** **F**
 Moves the cursor one word to the right within the entry.
- Go to Start of Line* **Ctrl** **Q** **S** or **Home**
 Moves the cursor to the first character within the entry.
- Go to End of Line* **Ctrl** **Q** **D** or **End**
 Moves the cursor to the last character within the entry.
- Delete Previous Character* **Ctrl** **H** or **Backspace**
 Deletes the character to the left of the cursor, if one exists.
- Delete Character* **Ctrl** **C** or **Del**
 Deletes the character above the cursor, if one exists.
- Delete Rest of Line* **Ctrl** **Q** **Ctrl** **Y**
 Deletes all text from the cursor to the end of the entry.
- Delete Line* **Ctrl** **Y**
 Deletes all the text in the entry.
- Insert Mode* **Ins**
 Changes between insert and overwrite modes when entering text. When set to YES, new text joins existing text; however, when set to NO, new text replaces existing text.
- Services Setup Line Editing Auto Delete*
 When set to YES, typing a letter or number deletes the previous string.
 When set to NO, no deletion occurs.

Saving and Transferring SideKick Plus Setups

You can transfer any customized settings to a file with the **Services Setup Transfer** commands. This allows you to transfer your settings from that file to a newly loaded SideKick Plus. This is useful, for example, when you update to a different version of SideKick Plus.

Alternatively, you can save your customized settings into the .EXE file, so that they get saved with the **Services Setup Save** command.

Following are fuller descriptions of the Transfer commands.

Services Setup Save

Saves the applications and **Services Setup** settings to the .EXE file, thus making them the defaults.

Services Setup Transfer Save

Alt S S

Saves the applications, menus, and Services Setup settings to a file, which you can later load into a new SideKick Plus.

Services Setup Transfer Load

Alt S L


Prompts you for the file name of the new SideKick Plus settings. You must use this command *before* you open any SideKick Plus application.

Changing the Menus, Shortcuts, and Function Keys

You can activate any command in SideKick Plus using three methods: **F10** menus, shortcuts, and function keys. This chapter tells you how to change these menus, shortcuts, and function keys to suit your preferences.

SideKick Plus provides the Menu Control menu, through which you can make these changes:

- set up new shortcuts
- assign function keys
- change the menu text
- move menus
- create new menus

With the cursor on a menu command, press **Ctrl**  to call up the Menu Control menu.

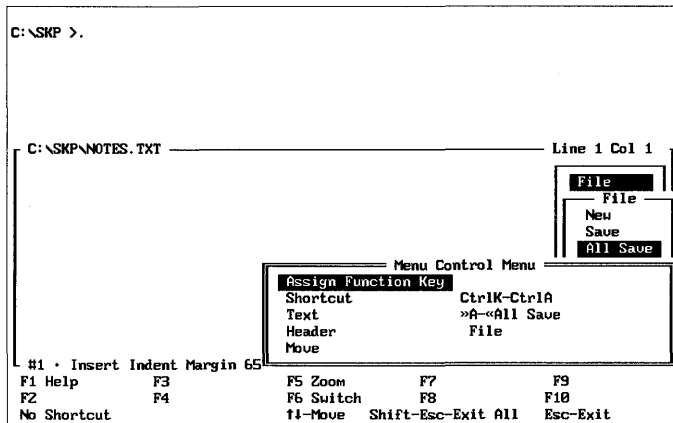


Figure 14.1: The Menu Control Menu

The Basics of the Menu System

Before we actually explain how to use the Menu Control menu to customize your SideKick Plus menus and keys, let's make sure you understand the general set up. Basically, you're dealing with three ways to implement commands: the **F10** menu, the shortcut keys, and the function keys. Let's look at each of them separately to see how your changes would affect them.

The **F10** Menus

Each SideKick Plus application has its own menu system. You press **F10** to pull down the application's main menu.

These menus are local to each application, so changing one doesn't affect any other application. If you change the File menu in the Notepad, for example, the File menu in Outlook isn't affected.

Remember, however, that SideKick Plus gives you shortcut menus. Read the next section to see how your changes to **F10** menu text may affect them.

The Shortcuts

When you press the first key of a shortcut key combination, SideKick Plus gathers all the commands that begin with that combination. It then displays the commands in a menu.

If you press **Ctrl****Q**, for example, you get a menu listing all the key combinations you can press with **Ctrl****Q** and the resulting commands.

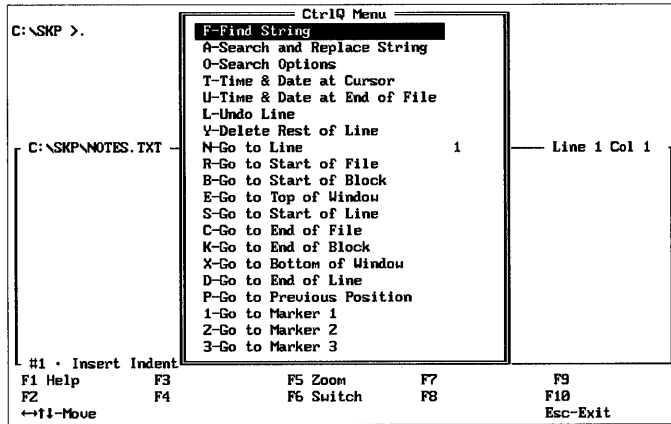


Figure 14.2: A Shortcut Menu

If SideKick Plus doesn't find any commands within the application, it checks outside the application and gathers all commands that use that first key for display in a menu. If there are no commands with that first letter both inside and outside the application, then it gives up and doesn't do anything.

These shortcuts are usually the same across all applications. Pressing **Ctrl****K****D**, for example, saves the file in all relevant applications. If you use the Menu Control menu to change this command's menu text in the Notepad, the menu text in all other applications *won't* change.

This isn't a problem if you like monkeying around with your menu text to keep life interesting, but we'd advise you not to change the shortcuts themselves—unless you do it across all applications. If not, you may have to remember a different set of shortcuts for each application.

The Function Keys

The function keys are similar to shortcut key combinations in that they provide you with an easy way to implement a command. Instead of a

menu, however, a function key's menu text displays on one of the bottom two lines of the screen.

Unlike shortcuts, you can assign the same menu command to more than one function key. The Menu Control menu prompt Assign Function Key lets you make these assignments.

Local versus Global Keys

There are two sets of function keys and shortcuts: global and local (application-dependent). The global function keys and shortcuts are defined at the main or Services menus, such as Zoom and **Alt+N**. The local function keys and shortcuts are defined within the application.

The one thing to remember is that *local (application-dependent) keys override global keys*. Let's use a global function key to call up an application, then overwrite it so that it opens a different application.

1. Press **Ctrl+Alt** to activate SideKick Plus.
2. Press **Alt** to pop up the main menu if necessary.
3. Move the cursor to Calculator.
4. Press **Ctrl+←**. The Menu Control menu appears, with Assign Function key selected.
5. Press **←** to assign a function key. A box opens, prompting you to Enter Function Key:.
6. We want to assign **F2**, so type **F2** and press **←**.

When you press **F2** now, you should get the Calculator on the screen. Let's try it from the Time Planner and then change **F2** to call up the Schedule window. (The following steps work only if you haven't previously opened the Time Planner.)

1. Use the main menu or **Alt+T** to activate the Time Planner.
2. The **F2** entry at the bottom of the screen should say Calculator.
3. Press **F2**, just to make sure it opens the Calculator, then press **Esc** to get back to the Time Planner's Calendar window.
4. Now, let's redefine **F2** to open the Schedule window. Pop up the Time Planner menu with **F10**. The cursor should be at the top entry, Schedule.
5. Press **Ctrl+←** to open the Menu Control menu.
6. Press **←** to assign a function key to the Schedule window command.
7. Press **F2**, then **←**.

F2 should now say Schedule and not Calculator. When you press **F2**, the Schedule window should appear.

Press **Esc** to return to the Time Planner Calendar menu. We'll delete the assignment we just made by erasing the function-key text.

1. Pop up the Time Planner menu with **F10**. The cursor should be at the top entry, Schedule.
2. Press **Ctrl****←**.
3. Press **←** to assign a function key.
4. Press **F2** to select the function key.
5. Press **Del** to delete all the text, and press **←**.

Look at **F2** on the bottom of the screen. It's back to Calculator, the default global function key.

Now that you've had some practice, we can move on to the specific changes you can make with the Menu Control menu: changing the function keys, the shortcuts, and the header and menu text in menus; moving menu items; and creating new menu levels.

Changing the Function Keys

Before we define a function key, a note of caution: Don't redefine **F10** until you're more familiar with what you're doing. Otherwise, you could lose all your local menus. If you *do* change **F10**, use **Alt****F10** to open the main menus and change the **F10** key back to its original setting.

1. Move to the command you want to assign to a function key and press **Ctrl****←**. The Menu Control menu appears, with Assign Function Key selected.
2. Press **A** or **←** to assign a function key
3. Press the function key to assign the command to it.
4. The menu command automatically appears as the default text. If you want to change it, just type in what you want and press **←**.

To restore the function key to its global definition, just press **Ctrl****←**, press **←**, press the function key, and delete the new function-key text.

You can redefine any function key, even the Help and menu keys. To assign the Help and menu functions to another function key, just type Help or Menu as the function-key text.

To check the function keys, look at the two lines at the bottom of your screen.

Changing the Shortcut Keys

You can define a one- or two-key shortcut easily:

1. Move to the command you want to assign to a shortcut.
2. Press **Ctrl** + **←**. The Menu Control menu appears.
3. Press **S** to select **Shortcut**.
4. Type in your shortcut key(s).
5. Press **←** to enter a one-key shortcut. If you use a two-key shortcut, SideKick Plus automatically moves to the next Menu Control menu item after you press the second key.
6. Press **Esc** to leave the Menu Control menu.

Note: You cannot use alphabetical (A to Z) or function keys as the first key of a shortcut combination.

Press **←** on the shortcut menu entry to clear the shortcut.

Changing the Menu Headers and Text

There are two parts to a SideKick Plus menu: header and text.

A header comprises the words at the top of an **F10** menu, bracketed by the box. SideKick Plus lets you use any word or words you prefer as the menu title. SideKick Plus automatically creates its own headers for shortcut menus.

Both the **F10** and shortcut menus use the same text; however, if you surround any text with » and «, it will show up only on the shortcut menu. You enter » with **Ctrl** + **Z** + **Z** and « with **Ctrl** + **X** + **X**.

Here's how to change the text in menus:

1. Move to the command whose menu text you wish to change, and press **Ctrl** + **←**.
2. Press **T** to select **Text**.
3. Type your preferred text and press **←** to enter it.

Here's how to change the headers:

1. Move to any command in the menu whose header you want to change.
2. Press **Ctrl****←** to open the Menu Control menu.
3. Press **H** to select Header
4. Type the text and press **←** to finish.

Moving Menu Items

To move a menu item, with its submenus, use the Menu Control menu to cut it from the menu and paste it at its new position. Let's cut the item out first:

1. Move to the command you wish to cut.
2. Press **Ctrl****←**. The Menu Control menu appears.
3. Press **M** to select Move.
4. Press **C** to select Cut.
5. The Menu Control menu closes.

Now, how you paste the cut menu item depends on the setting of the Menu Control Move Insert command. When set to BEFORE, SideKick Plus pastes the menu item above the cursor position. When set to AFTER, SideKick Plus pastes the menu item below the cursor position.

1. Move the cursor to where the item should go and press **Ctrl****←**.
2. Press **M** to select Move.
3. Press **P** to select Paste.

The menu item is now at the new location.

Creating a New Menu Level

To create a new menu level, you must cut a menu item first. SideKick Plus then creates a new menu entry with the name you specify and places that item at one level below the new entry.

1. Cut the menu item for the new level: Move to the menu item, press **Ctrl****←**, press **M**, and press **C** to select Cut.
2. Move to the place in the menu you want the new level to be inserted.
3. Press **Ctrl****←**.
4. Press **M** to select Move.

5. Press **M** to select **Make New Level**.
6. Type the menu name for the new level and press **↵**.

Saving the Menu System Permanently

The **Save** command on the **Menu Control** menu saves the changes you've made to the menu system to the **.EXE** file. It doesn't save your changes to function keys: These changes are saved when you select **Options Save Setup** in the application's main menu.

You cannot select the **Save** command by its first letter. This was purposely done to prevent accidental activation.

The next two chapters go into deeper levels of change—memory usage, keyboard and screen configurations, printer settings, and customization features.

Designing Your Own SideKick Plus



SideKick Plus is chameleon-like in its ability to reflect your personal preferences and needs. When you use the INSTALL program to build the SideKick Plus executable file the first time, it structures itself according to default settings. If you run INSTALL again, you can customize each application's use of memory according to your system's features.

This chapter tells you how to


- design and build a personal version of SideKick Plus
- change the printer settings
- change the colors of the function key menu and message line
- change the activation keys
- find the version number of your SideKick Plus
- transfer and update your version of SideKick Plus

We'll also describe the Module Manager, for those of you who choose to use it. It allows you to add new modules into your SideKick Plus.

Using INSTALL

If you haven't loaded SideKick Plus into your system yet, insert the first SideKick Plus distribution disk into your floppy drive and type A: . When the A: drive prompt comes up, type INSTALL . Follow the prompts. (See Chapter 1 for more information on first-time installation.) SideKick Plus now combines its library files into a single binary file, SKMAIN.BIN, and an executable file, SKPLUS.EXE.

At this point, *don't* load SKPLUS, if you're installing it for the first time. If you've already installed it, select Services Unload SideKick Plus to make sure SideKick Plus is not in memory. Type

INSTALL 

The following menu appears.

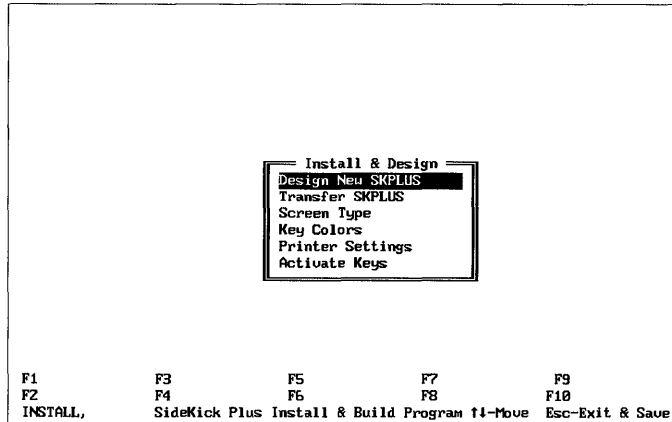


Figure 15.1: INSTALL's Initial Menu

Let's work through each section of customized installation one by one. (Leave the program as it is for now.)

The Design

When you design your own SideKick Plus, you need to have the following information:

- The amount of *memory* in your machine. This is usually 512 Kbytes or 640 Kbytes.
- Whether you have an *EMS memory board* (sometimes called expanded memory), such as an Above Board. If you do, you need to know its size or amount of unallocated memory (excluding any RAM disk).
- Whether you have a **RAM disk**; if you do, you need to know its drive letter (for example, D or E) and its size.
- The type of **modem** you have installed.
- The type of **video adaptor** your machine has.

Choose Design Your Own SideKick Plus. Another menu pops up, asking whether you have any EMS (such as Above Board) memory or a RAM

Disk. Move the cursor to either or both EMS and RAM disk and use **←** to enter the correct values (YES or NO) for your machine.

When you've done that, move the cursor to the third item, Continue SKPLUS Design and press **←**.

If you have a RAM disk, SideKick Plus asks for the drive letter. Type the letter without a colon (:) and press **←**. If you type in a drive, INSTALL checks whether the RAM disk is in the EMS board: SideKick Plus cannot use *both* the EMS board *and* a RAM disk in the EMS board. It then asks you to set the maximum size for both.

Next, the program asks you for the file name of the executable SideKick Plus file. This is what you type to load SideKick Plus; the default is SKPLUS. Press **←** for the default, or enter your executable file name then press **←**. If the file name you type exists, SideKick Plus asks you whether you really want to overwrite the existing file.

The screen should now look like the following figure.

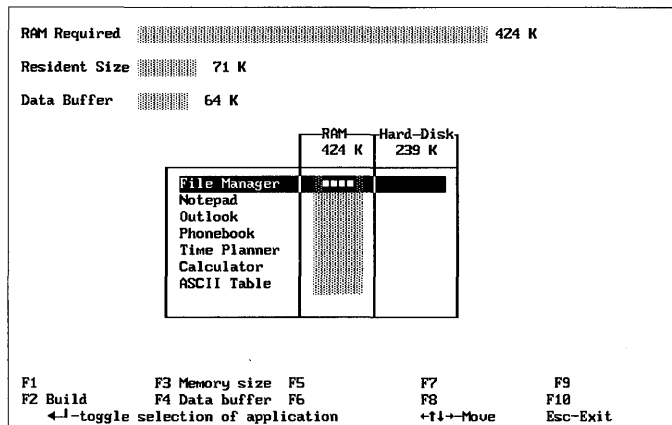


Figure 15.2: INSTALL's Design Screen

Within INSTALL, use the following keys to move the cursor or enter information:

- **↓**, **↑**, **Ctrl(PgUp)**, and **Ctrl(PgDn)** to choose applications
- **→**, **←**, **Home**, and **End** to choose where each application resides
- **←** to place the application into your new SideKick Plus

If you load the Notepad, Outlook, or Phonebook applications, the program will prompt you for additional information.

For the Notepad and Outlook, you need to specify the number of windows you want the application to have. You can have a minimum of one and a

maximum of nine. (Remember that nine Notepads don't take much more RAM memory than one does, so feel free to set the maximum.) Type the number and press **↵**.

For the Phonebook, you need to answer two questions. First, do you want background communications? This has a size penalty, making your SideKick Plus bigger by about 25K. If you don't want it, answer N (for No).

It next asks you to choose a modem driver from a list. Use **↓** and **↑** to move to your modem and press **↵** to select the correct one. Choose Hayes Smartmodem if you're in doubt, since most modems are compatible with this type of modem.

Fine Tuning Memory For Peak Performance

There are several ways to fine tune your SideKick Plus for peak performance, but there's always a tradeoff between speed and size. You have two speed-critical functions in SideKick Plus: how quickly SideKick Plus comes up when you press **Ctrl|Alt|** and how quickly an application works. For these functions, the larger the allowable memory, the quicker they are. Any difference in SideKick Plus's speed depends on the settings of the EMS memory board, RAM disk, and hard disk toggles.

Following are some hints to speed up the *response time* when you press **Ctrl|Alt|**:

- Allow SideKick Plus as much memory as it needs without having to swap the underlying program.
- Swap the underlying application to a RAM disk or EMS board rather than the hard disk. The first two memory-storage items process information faster.
- Place all the SideKick Plus applications on the hard disk if you have less than 400 Kbytes free in your RAM disk or EMS board. This means that the underlying program will swap to RAM disk or EMS board.
- Make SideKick Plus smaller by loading only the applications you need. Simply don't select the applications you don't need in the first part of the INSTALL program (when you're assigning to memory).

Two function keys allow you to tailor the speed and size of SideKick Plus:

F3 Memory Size

Allows you change the amount of memory taken by SideKick Plus.

After you press **F3**, the cursor moves to the Size bar. Use **→**, **←**, **Home**, and **End** to move the bar and vary the amount of memory taken. Press **Esc** when you finish setting the memory size.

[F4] Data Buffer

Changes the size of the pool of memory used for data such as an outline or a note (only if you don't have an EMS board). When this pool becomes full, the data swaps into the EMS board, RAM disk, or hard disk file (depending on the configuration) with the .SWP extension.

After you press [F4], the cursor moves to the Data bar. Use [→], [←], [Home], and [End] to move the bar and vary the amount of memory taken. Think of this as a buffer area, which you can allocate so that SideKick Plus doesn't have to go in and out of memory.

Following are some hints to speed up each *application's speed*:

- Place all the applications in a RAM disk or EMS board.
- Make the Data Size as large as possible (use the [F4] key).
- Set up your most frequently used application in RAM.

We suggest that you increase the data buffer if you want to use a screen with more than 25 lines.

Press [Esc] when you finish designing the RAM section.

Building Your New SideKick Plus

Press [F2] when you have finished the design.

If you loaded more than one application that uses the keys [Alt][1] through [Alt][9] (by default, Notepad and Outlook do), you are asked to select which one has priority on those keys. If you leave it at the default, the Notepad will have priority. This means that when you press [Alt][1], the first Notepad comes up, *not* the first outliner.

Next, a Select menu appears, where you select the type of video adapter you have in your computer. Use the arrow keys to select one of the adapters listed and press [←]. If you're in doubt, select IBM-compatible adapters.

Once you've done that, INSTALL takes a couple of minutes to build a new SideKick Plus.

Changing the Screen Type

Normally, SideKick Plus detects your system hardware and adjusts itself accordingly. However, if you

- think SideKick Plus is not detecting the hardware correctly

- have a color/graphics adapter that causes a snowy display
- want to override the video adapter detection scheme
- want to use SideKick Plus on a screen larger than 25 lines deep

then you should select Screen Type from the Install menu.

Since this option changes the SKPLUS.EXE file, you need to specify the name of the file if you haven't used another part of the Install menu previously.

Following is a description of each item on the menu.

Default

When set to ON, SideKick Plus detects the underlying mode and adjusts accordingly.

Black and White

SideKick Plus uses black-and-white mode with 80 x 25 characters, no matter what the underlying video mode is. Select this if your display emulates a color display but does not show colors, such as the Compaq Portable III.

Monochrome

SideKick Plus uses monochrome mode, no matter what the underlying video mode is. **Warning:** SideKick Plus will not load if you use this mode on a computer with a color display.

Color

SideKick Plus uses color mode with 80 x 25 characters, no matter what the underlying video mode is.

EGA

This allows you to set 43 lines on the screen.

VGA

This allows you to set 50 lines on the screen.

When you select the first three options, the program conducts a video test on your screen. The bottom line tells you what to do. When you press any key, the query WAS THERE "SNOW" ON YOUR SCREEN? displays. You can choose Yes (the screen was "snowy") or No (always turn off checking because the screen display was fine).

On the last two items, EGA and VGA: If you use either, we recommend that you set a large data buffer size, such as 100K. (See page 321.)

returns you to the main menu.

Changing the Activation Keys

SideKick Plus normally activates when you press either **Ctrl/Alt** or **Left/Right**. You may want to change these activation keys if

- either or both of the activation keys are used by your underlying program, for example, XTREE
- you want to use both SideKick Plus and SideKick

If so, select Activate Keys from the Install menu. This option changes the SKPLUS.EXE file, so you need to specify the name of the file if you have used another part of the Install menu.

The menu then allows you to change both sets of activation keys to various combinations of **Ctrl**, **Left**, **Right**, and **Alt**. Use the cursor keys to scroll through the menu and press **Enter** to select a key. If you want to use a single activation key, set the secondary command as <no command>.

The Transfer Menu

There's a menu in the INSTALL program that lets you save your SKPLUS.EXE file to floppy disk and move it into another computer. You only need to do this if you've customized SideKick Plus heavily, prefer not to use Services Setup Transfer, and don't want to run the INSTALL program again.

If you only want to move your settings, do this:

1. On the original machine, select Service Setup Transfer Save from the main SideKick Plus menu and save your settings to a file on a floppy disk.
2. Take the floppy disk. After you INSTALL SideKick Plus onto the destination machine, load it by entering SKPLUS.
3. Select Service Setup Transfer Load from the SideKick Plus main menu.
4. Finally, select Services Setup Save to save your customized settings and delete the default ones.

Now, here's how to use INSTALL's Transfer menu. Be sure you have two blank, formatted floppy disks.

First, on the computer with your original SideKick Plus setup:

1. Type INSTALL **Enter**.
2. Select Transfer SKPLUS

3. Select **M**ove to copy SKPLUS.EXE to floppy disks.
4. When you are prompted for the name of the executable file, press **↵** to enter the default (SKPLUS.EXE).
5. You are prompted for the destination disk drive. Insert a blank floppy disk into Drive A: and type **A**.
6. Follow the prompts.
7. When you're done, press **Esc** to leave **INSTALL**.
8. Copy **INSTALL.EXE** to the second blank floppy disk.
9. If you want to, copy your **PHONE.FRM** and any data files to the floppy disk as well.

Now, on the destination computer:

1. Insert the floppy disk with **INSTALL.EXE** into Drive A: and copy **INSTALL.EXE** to the hard disk.
2. Type **INSTALL** **↵**.
3. Select **T**ransfer SKPLUS from the menu.
4. At the prompt, select **R**estore SideKick Plus from the floppy disk(s).
5. Press **Esc** until you leave **SKPLUS**.

Version Numbers

SideKick Plus has two sets of version numbers. The first is the one displayed when you load SideKick Plus. The second and more informative set holds the version numbers of the modules that make up SideKick Plus. To display these numbers, be sure you are at the DOS prompt and type

```
INSTALL/VER ↵
```

SideKick Plus creates a list of numbers in the file **SKPLUS.VER**. Load it into a Notepad if you like and examine it at your leisure.

Updating Your Customized SideKick Plus

Now that you've customized your SideKick Plus, what happens when you get an update or new version? Don't worry, your work will not be lost. New versions of SideKick Plus will contain a file with a unique extension. This file will contain any new modules and an **INSTALL** command file for the Module Manager. To update SideKick Plus using the command file in **VERSION.101**, for example, you'd type

Various messages informing you of its progress will display, and it will rebuild your SideKick Plus exactly as you had customized it.

The Status Line Colors

When you select the Function Key Colors option, you can change the colors of the last three lines of the screen. You use the usual coloring keys:

- **[PgUp]** and **[PgDn]** to select other areas of the same window for recoloring
- **[←]** and **[→]** to change the background color
- **[↑]** and **[↓]** to change the foreground color
- **[↵]** or **[Esc]** to return to the main menu

The Printer Settings Menu

The Printer Settings menu allows you to set two types of print options from SideKick Plus and to adjust printer settings. Your printer manual should be close at hand before you attempt this operation. Following is a description of the menu entries.

Start of Printing	First string of characters sent to the printer.
End of Printing	Last string of characters sent to the printer. Sent after all the text and footers.
Normal Start	String of characters sent before Normal Printing.
Alternative Start	String of characters sent before Alternative Printing.
Attributes	Opens another menu where you change the characters sent to the printer when you print files containing control characters in the Notepad and File Manager (see page 116).

The following table shows the Attributes menu entries:

Set Normal	String of characters sent after Start of Printing and Normal Start but before any text. The characters are sent after each odd-numbered [Ctrl]A .
Clear Normal	String of characters sent after the last footer but before End of Printing. The characters are sent after each even-numbered [Ctrl]A .

Set Bold	String of characters sent to switch boldface printing on. The characters are sent after each odd-numbered Ctrl B.
Clear Bold	String of characters sent to switch boldface printing off. The characters are sent after each even-numbered Ctrl B.
Set Italics	String of characters sent to switch italic printing on. The characters are sent after each odd-numbered Ctrl C.
Clear Italics	String of characters sent to switch italic printing off. The characters are sent after each even-numbered Ctrl C.
Set Underscore	String of characters sent to switch underlining on. The characters are sent after each odd-numbered Ctrl D.
Clear Underscore	String of characters sent to switch underlining off. The characters are sent after each even-numbered Ctrl D.
Set Frame	String of characters sent to the printer after each odd-numbered Ctrl F.
Clear Frame	String of characters sent to the printer after each even-numbered Ctrl F.

Printer Setup Strings

The following tables show the printer setup strings for Epson and IBM printers.

Attributes	
Set Normal	
Clear Normal	
Set Bold	ESC, G
Clear Bold	ESC, H
Set Italic	ESC, E
Clear Italic	ESC, F
Set Underscore	
Clear Underscore	
Set Frame	
Clear Frame	

Table 15.1: Epson Printer Setup Strings

Code	Instruction
<u>Print Mode:</u>	
Esc x1	Select near-letter-quality mode
Esc x0	Select draft mode
Ctrl O	Select compressed mode
Ctrl R	Cancel compressed mode
Ctrl N	Select expanded mode (one line)
Ctrl T	Cancel expanded mode (one line)
Esc W1	Select expanded mode
Esc W0	Cancel expanded mode
Esc M	Select elite pitch
Esc P	Select pica pitch
Esc E	Select emphasized mode
Esc F	Cancel emphasized mode
Esc G	Select double-strike mode
Esc H	Cancel double-strike mode
Esc S0	Select superscript
Esc S1	Select subscript
Esc T	Cancel superscript/subscript
Esc -1	Select underlining
Esc -0	Cancel underlining
Esc 4	Select italic mode
Esc 5	Cancel italic mode
Esc R	Select international character set
Esc p	Select/cancel proportional mode
Esc Space (n)	Select character space
Esc a(n)	Near-letter-quality justification
<u>Page Formatting:</u>	
Esc Q(n)	Set right margin
Esc I(n)	Set left margin
Esc N(n)	Select skip-over perforation
Esc O	Cancel skip-over perforation
Esc 2	Single-space text
Esc J24	Double-space text
Esc C(n)	Set page length in number of lines
Esc C0(n)	Set page length in number of lines

Table 15.2: IBM Printer Setup Strings

Code	Instruction
<u>Print Mode:</u>	
Ctrl O	Select compressed mode
Ctrl R	Cancel compressed mode
Ctrl N	Select expanded mode (one line)
Ctrl T	Cancel expanded mode (one line)
Esc W1	Select expanded mode
Esc W0	Cancel expanded mode
Esc E	Select emphasized mode
Esc F	Cancel emphasized mode
Esc G	Select double-strike mode
Esc H	Cancel double-strike mode
Esc S0	Select superscript
Esc S1	Select subscript
Esc T	Cancel superscript/subscript
Esc -1	Select underlining
Esc 6	Select international character set
Esc 7	Select standard character set
<u>Page Formatting:</u>	
Esc X(n+1)(n2)	Set margins (1=left; 2=right)
Esc N(n)	Select skip-over perforation
Esc O	Cancel skip-over perforation
Esc 2	Single-space text
Esc A24	Double-space text
Esc C(n)	Set page length in lines
Esc C0(n)	Set page length in inches


For more detailed information about any of these printer commands, see the owner's manual for your printer.

The Module Manager (Advanced)

The Module Manager is another handy SideKick Plus feature. It allows you to add new applications from Borland or other manufacturers. Most suppliers will use a command file to update your SideKick Plus. If one


doesn't provide this command batch file, however, you can use the Module Manager's menu system instead.

To display the Module Manager menu, you start INSTALL with the /MM switch:

```
INSTALL /MM 
```

The Module Manager has the following commands:



Merge to Memory

Prompts for the file name of the module or Help file and adds it to the library of modules. Press  when you've finished adding all the new modules.

View/Delete

Shows everything in the library of modules, with their identification tags, version numbers, and whether they are new and have Help files. Use the cursor keys to scroll through the list.

The list consist of four type of modules: Kernel, Tasks, Services, and Kernel Services. The Kernel (SK.BIN) is the heart of SideKick Plus. It uses subprograms called Kernel services (KS*.BIN). Each application consists of tasks (SK*.BIN) and shared set of subprograms called Services (SERV*.BIN).

You can delete a module by pressing . Press  to check which Services are used.

Build Library

Makes a library of modules from the current list and send it to the file name SKMAIN.BIN. It asks whether you wish to check for consistency in the modules, and you reply YES or NO. Reply YES if you are in doubt.

Design SKPLUS

Allows you to redesign and therefore rebuild your SideKick Plus with the new modules.

Exit

Returns you to DOS after confirmation.

Changing SideKick Plus from DOS

This chapter explains how you can tailor SideKick Plus's use of memory, the keyboard, and the screen to suit your requirements. It shows you several command-line switches or parameters you can specify from the DOS prompt or with the SKBAT program. These parameters affect how much memory the SideKick Plus program uses, loading and unloading SideKick Plus from the DOS prompt, silencing SideKick Plus, the screen mode, and the function-key display.

First, let's define some of the terms we'll be using:

Application SideKick Plus or one of its applications, such as the Notepad or Calculator.

Disk In this context, refers to your machine's *hard disk*, which is a storage device. Think of it as a floppy disk with a tremendous amount of storage, built into the machine.

EMS Board A piece of hardware that you add to your machine to expand its RAM; Above Board is a popular brand. Sometimes called EMS memory.

Load To type in a command that places a program into memory and automatically carries out that program's startup instructions.

Memory In this context, refers to your machine's random-access memory (RAM), which is where the machine stores the programs you are actively using. Anything in RAM disappears when you turn the machine off; you must store your files and programs to disk (floppy or hard).

Program or underlying program The program you're using SideKick Plus on top of, for example, Borland's spreadsheet program, Quattro.

RAM disk A portion of your machine's random-access memory (RAM) that the operating system (MS-DOS or PC-DOS) treats like an additional disk drive.

Swapping Transferring part of a program or application to another portion of memory or disk.

SideKick Plus, Swapping, and Memory

How much memory you give SideKick Plus depends on how much available RAM memory you have. You want to give it as much access to RAM memory as possible, since programs move in and out of RAM memory very quickly.

SideKick Plus uses as much memory as *you* allow it, independent of its actual size. It accomplishes this by swapping part of the underlying program to memory—disk, an EMS Board (like an Above Board), or a RAM disk—and using that freed memory for its own applications.

There's a small trade-off: the more you swap out, the more seconds SideKick Plus takes to respond to the **Ctrl|Alt** activation command. However, swapping doesn't affect speed once you're in SideKick Plus. That speed depends on the way you configure memory when you build SideKick Plus (see Chapter 15).

Let's look at what happens when you tell SideKick Plus, whose actual size is 275 Kbytes, to occupy only 70 Kbytes of memory.

When you load SideKick Plus by typing `SKPLUS /S70`, it loads 70 Kbytes of itself into memory (RAM) and makes itself resident.

Say you're working on some figures in a Quattro file. When you press **Ctrl|Alt**, SideKick Plus puts the Quattro program on hold and saves 205 Kbytes (275 minus 70) of the Quattro program and data to disk, extended-memory-board, or RAM-disk memory. SideKick Plus then reads the rest of its applications into the 205 Kbytes of memory and displays the main menu.

When you press **Ctrl|Alt** again to exit, SideKick Plus puts its applications on hold. It returns control to the underlying program (Quattro) by reading the 205 Kbytes of Quattro from the disk, EMS Board, or RAM disk to memory, exactly as found.


Checking Memory Sizes


There's a convenient way to check how much memory SideKick Plus is occupying. If you select **Services Memory Sizes** from the main SideKick Plus menu, you get this table:

Current Size	The number of bytes SideKick Plus is using in normal memory.
Hard Disk Space Used	The number of bytes on your hard disk SideKick Plus is using.
EMS Memory Used	The number of bytes on your EMS board SideKick Plus is using.
RAM Disk Space Used	The number of bytes on your RAM disk SideKick Plus is using.


Changing Memory Allocations

This section teaches you how to vary the amount of memory SideKick Plus occupies, which you base on how much spare memory you have. You'll use the SKBAT.COM program in tandem with SKPLUS.EXE.

When you type SKPLUS  to load SideKick Plus, this loads SideKick Plus in its default configuration. You may have changed this default if you set up a customized version of SideKick Plus with INSTALL (see Chapter 15).

To load SideKick Plus into a set amount of memory, type SKPLUS /S128 . This loads 128K of SideKick Plus into memory, with some swapping of the underlying program.

Similarly, you can vary the amount of memory SideKick Plus occupies with the SKBAT.COM program. You can run this program even when SideKick Plus is active, so you don't have to unload SideKick Plus first. (SKBAT uses the same command-line parameters as SKPLUS.EXE but is smaller.) For example,

```
SKBAT /S99 
```


forces the SideKick Plus program in memory to occupy only 99 Kbytes of memory.

In addition, Chapter 5 explains how the **Services Setup Clipboard Size** option lets you change the amount of memory allocated to the Clipboard.


Using SKBAT with Batch Files

You normally use SKBAT inside a batch file. You set SideKick Plus's default size to be just small enough to fit behind your usual program (see Chapter 15). Now, say you want to load a particularly large program, such as Paradox. You'd load it as part of a batch file.

To do this in SideKick Plus, append a plus (+) or minus (-) sign after the /S switch. Use plus to make it small and minus to make it big. If you enter

```
SKBAT /S+ 
```


SideKick Plus will occupy the amount of memory you set with your last /S command. If you enter

```
SKBAT /S- 
```

SideKick Plus will come up without swapping the application underneath to disk or EMS memory.

For example, here's a batch file using SideKick Plus behind Borland's database manager, Reflex. (REM stands for *remark* and signifies a comment).


```
REM          Make SideKick Plus occupy 128K of memory
SKBAT/S128
REM          Load Reflex
REFLEX
REM          Make SideKick Plus not swap
SKBAT/S-
```

Note: Don't enter a  at the end of the batch file. If you do, SideKick Plus will beep and not load SKBAT /S-.

Loading a Non-Resident Version

You can use SideKick Plus as regular application program, like Reflex or Turbo Basic. This means that it won't be resident in memory, so you'll have to type SKPLUS everytime you want to run SideKick Plus.

To use SideKick Plus in non-resident mode, type

```
SKPLUS /G 
```

You can't have both a resident and non-resident SideKick Plus in memory.

You cannot use SKBAT to operate this switch.

Unloading SideKick Plus from DOS

There may be times you'll want to run a sequence of commands that requires SideKick Plus to be absent from memory—perhaps you need the memory space. If so, you can unload SideKick Plus from within a batch file. Include the command

```
SKBAT /U
```

or

```
SKPLUS/U
```

as the last line of your batch file without pressing **↵**.

This command is the equivalent of pressing **Ctrl** **Alt**, Services Unload SideKick Plus, **Y**, and **↵**.

Shhh! Quiet SideKick Plus Activation

When you press **Ctrl****Alt** for SideKick Plus to come up or to deactivate, you hear some chirping noises as it swaps characters in and out of memory. You can toggle this option with the */Q* (for *quiet*) switch. Type

```
SKPLUS /Q ↵
```

You can only use this parameter when you start up SideKick Plus. You can mix it with other command-line switches.

Loading SideKick Plus over Programs that Grab the Keyboard

If you use the 3270 control program, SmartCom II program, or XyWrite word processor, you won't be able to activate SideKick Plus unless you load it with the */T* command-line parameter. Type


```
SKPLUS /T ↵
```

or

```
SKBAT /T ↵
```


These programs don't detect **Ctrl****Alt**. So, by loading SideKick Plus with the */T* switch, you tell SideKick Plus to regularly check the keyboard for **Ctrl****Alt**.

You can combine the /T with any other switch, such as


```
SKPLUS /T /G 
```

Switching Off the Function-Key Display

SideKick Plus displays the function keys and commands on the bottom two lines of the screen. You can toggle this function-key display off and on with the /F command-line switch:

```
SKPLUS /F 
```

or

```
SKBAT /F 
```

The function keys will remain available; they simply won't show up on the bottom of your screen.

Changing the Screen Mode

You can temporarily change the screen mode with the /V command-line switch. There are four /V switches:

/V Mono For monochrome screens only


/V B&W For black-and-white monitors and portables

/V Color Forces recognition of color screens

/V Default Makes SideKick Plus automatically detect the screen type

You can only use this parameter when you first start up SideKick Plus.

You can combine the /V switch with other command-line switches, as in

```
SKPLUS /V B&W /Q 
```

If you want to change the screen mode permanently, you must use the INSTALL program. See Chapter 15.

Conversion Tables

This appendix contains several tables listing common measurements and formulas. The tables show

- linear measures
- volume measures
- metric to Imperial conversions
- physical constants

Linear Measures

Meter	Kilometer	Inch	Foot	Yard	Mile
1	0.001	39.3701	3.28084	1.0936111*	0.00062137
1609.34	1.60934	63360	5280	1760	1

Area

Square Meter	Are	Hectare	Square Kilometer	Square Yard	Acre
1	0.01	0.00010	0.0000010	1.1959853*	0.000247105
4046.87	40.4687	0.404687	0.00404687	4840	1

Volume Measures

Cubic Meter	Liter	Cubic Inch	Cubic Foot	US Gallon	Imperial Gallon
1	1000	61025.5	35.3147	264.171	219.978
0.00379	3.78532	231.001	0.13368	1	0.83270
0.00455	4.54596	1.20095	277.42	0.16054	1

Weight

Gram	Kilogram	Ton	Carat	Ounce	Pound
1	0.00100	0.000001	5.0	0.03527	0.002204622341*
453.592	0.4535924277*	0.00045359	2267.95	16	1

Note: * by a number indicates an exact conversion.

Other Metric to Imperial Conversions

Food

1 calorie = 4.1840 Joule

Temperature

Celsius = (Fahrenheit - 32) * 0.5555

Kelvin = Celsius + 273

Fahrenheit = Celsius * 1.8 + 32

Physical Constants

Description	Symbol	Value	SI Unit
Speed of light in a vacuum	c	2.99793 E+8	$\text{m}\cdot\text{sec}^{-1}$
Permeability of a vacuum	μ_o	$4 * \pi \text{ E-7}$	$\text{H}\cdot\text{m}^{-1}$
Permittivity of free space	ϵ_o	8.85419 E-12	$\text{F}\cdot\text{m}^{-1}$
Elementary charge	e	1.60219 E-19	C
Electron rest mass	m_e	9.10956 E-31	kg
Proton rest mass	m_p	1.67261 E-27	kg
Neutron rest mass	m_n	1.67492 E-27	kg
Plank's constant ($h/2\pi$)	h	6.62620 E-34	J.sec
Boltzmann's Constant	k	1.38062 E-23	$\text{J}\cdot\text{K}^{-1}$
Avogadro's Constant	N_A	6.02217 E+23	mol^{-1}
Faraday's Constant	F	9.64867 E+4	$\text{C}\cdot\text{mol}^{-1}$
Universal Gas Constant	R	8.31434	$\text{J}\cdot\text{mol}^{-1} \cdot\text{K}^{-1}$
Volume of 1 kg mole of under STP	V_m	2.24136 E-2	$\text{m}^3 \cdot\text{mol}^{-1}$
Gravitational Constant	G	6.6732 E-11	$\text{N}\cdot\text{m}^2 \cdot\text{kg}^{-2}$
Acceleration of gravity	g	9.80665	$\text{m}\cdot\text{sec}^{-2}$
Speed of sound in dry air	C_s	331.45	$\text{m}\cdot\text{sec}^{-1}$
Stefan-Boltzmann's Constant	σ	5.670 E-8	$\text{W}\cdot\text{m}^2 \text{K}^{-4}$
Rydberg's constant	R_∞	1.097 E+7	m^{-1}

Metric Prefixes to Indicate Fractions or Multiples of a Unit

Fraction	Prefix	Symbol	Notes
1.0 E -1	deci	d	Not approved SI unit
1.0 E -2	centi	c	Not approved SI unit
1.0 E -3	milli	m	
1.0 E -6	micro	μ	
1.0 E -9	nano	n	
1.0 E -12	pico	p	
10	deka	da	Not approved SI unit
10 E +2	hecto	h	Not approved SI unit
10 E +3	kilo	k	
10 E +6	mega	M	
10 E +9	giga	G	
10 E +12	tera	T	

The Cursor-Key Diamond

If you are new to the Borland editor—which is used, for example, in SideKick and Turbo Pascal—or to Wordstar, this appendix will help you understand the shortcuts provided for cursor movement.

As this manual has shown, you can propel the cursor with the arrow keys—**↑**, **↓**, **←**, and **→**. There's another set of keys that perform the same actions: **Ctrl** with **A**, **S**, **D**, **F**, **E**, **R**, **X**, and **C**.

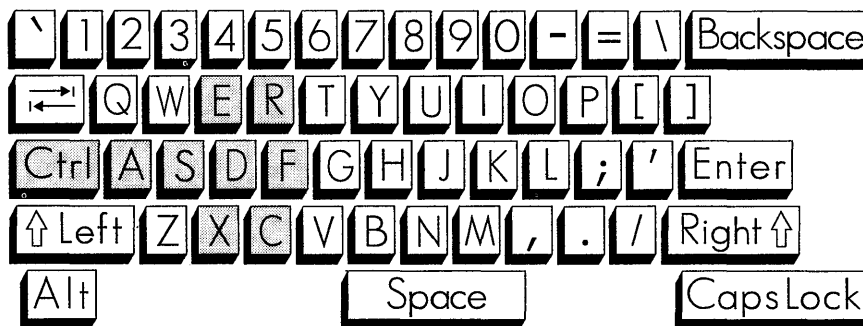


Figure B.1: The Cursor-Movement Keys on a Keyboard

These Control keys enable you to move the cursor without lifting your hands from the main typing area. It is easy to rest your left little finger on the **Ctrl** key, while using your middle and index fingers to touch the other keys. Furthermore, the keys are logically arranged, if you think of the letters as arrows pointing in the direction of movement:

E
S D
X

Ctrl**E** moves the cursor up, **Ctrl****X** moves it down, **Ctrl****S** moves it left, and **Ctrl****D** moves it right. Try them. Remember that the computer has repeating keys, so if you hold both **Ctrl** and the key down, the cursor will move rapidly in the chosen direction.

Now, let's look at some extensions of these movements:

E R
A S D F
X C

Ctrl**R**'s location next to **Ctrl****E** suggests that **Ctrl****R** moves the cursor up; and so it does, but by a whole window at a time. Similarly, **Ctrl****C** moves the cursor down one whole window. **Ctrl****S** moves it leftward by a word, and **Ctrl****F** moves it one word to the right.

The two last basic movement commands scroll the entire window upward or downward in the file.

W E R
A S D F
Z X C

Ctrl**W** scrolls upward, toward the beginning of the file (the lines in the window move down). **Ctrl****Z** scrolls downward, toward the end of the file (the lines in the window move up).

Once you master these commands, you will want to move the cursor around even more rapidly. Two characters let you do this: **Ctrl****Q** (Q for Quick) and one of the following *control* characters: **S**, **D**, **E**, **X**, **R**, or **C**. These are the same keys you used before, but, when prefixed by **Ctrl****Q**, they operate over a larger range. For example, **Ctrl****Q****D** moves the cursor to the start of the line and **Ctrl****Q****D** to the end of the line.

Happy typing!

A DOS Primer

If you are new to computers or to DOS, you may have trouble understanding certain terms used in this manual. This appendix provides you with a brief overview of the following DOS concepts and functions:

- what DOS is and does
- the proper way to load a program
- directories, subdirectories, and the path command
- using AUTOEXEC.BAT files

This information is by no means a complete explanation of the DOS operating system. If you need more details, please refer to the MS-DOS or PC-DOS user's manual that came with your computer system.



SideKick Plus runs under the MS-DOS or PC-DOS operating system, version 2.0 or later and OS/2.

What Is DOS?

DOS is shorthand for Disk Operating System. MS-DOS is Microsoft's version of DOS, while PC-DOS is IBM's rendition. DOS is the traffic coordinator, manager, and operator for the transactions that occur between the parts of the computer system and the computer system and you. DOS operates in the background, taking care of many of the menial computer tasks you wouldn't want to have to think about—for instance, the flow of characters between your keyboard and the computer, between the computer and your printer, and between your disk(s) and internal memory (RAM).

Other transactions are ones that you initiate by entering commands on the DOS command line; in other words, immediately after the DOS prompt. Your DOS prompt looks like one of the following:

```
A>  
B>  
C>
```

The capital letter refers to the active disk drive (the one DOS and you are using right now). For instance, if the prompt is A>, it means you are working with the files on drive A, and that commands you give DOS will refer to this drive. When you want to switch to another disk, making it the active disk, all you do is type the letter of the disk, followed by a colon and . For instance, to switch to drive B, just type B: .

You can customize this prompt, and we explain how on page 346.


There are a few commands that you often use with DOS, such as

DEL or ERASE	To erase a file
DIR	To see a list of files on the logged disk
COPY	To copy files from one disk to another
SKPLUS	To load SideKick Plus

DOS doesn't care whether you type in uppercase or lowercase letters, or a combination of both, so you can enter your commands however you like.

We'll assume you know how to use the first three commands listed; if you don't, refer to your DOS manual. Next, we will explain the proper way to load a program like SideKick Plus, and that involves the last command—SKPLUS.

How to Load a Program

When you install SideKick Plus, the program combines several files into one executable file, called SKPLUS.EXE. This program file is necessary for all functions, so you always need it when you first start the program. A file name with the "last name" or extension .COM or .EXE means a program file that you can load and run (use) by typing only its "first name" on the DOS command line. So, to invoke SideKick Plus, you simply type SKPLUS and press , and SideKick Plus will be loaded into your computer's memory.

There's one thing you need to remember about loading SideKick Plus and other similar programs, if you're using DOS version 2.1 or earlier: *You must*

be logged onto the disk and directory where the program is located in order to load it; otherwise, unless you have set up a DOS path (described shortly), DOS won't know where to find the program.

For instance, if your distribution disk with the SKPLUS.EXE program is in Drive C but the prompt you see on your screen is B>, DOS won't know what you're talking about if you type SKPLUS and press **Return**. It will give you the message BAD COMMAND OR FILE NAME.

It's as if you were shuffling through the "School Records" file in your file cabinet looking for information about your home finances. You're in the wrong place. So if you happen to get that DOS message, simply switch to Drive C by typing C: and then press **Return**. Then type SKPLUS and press **Return** to load SideKick Plus.

You can set up a "path" to the SideKick Plus files so that DOS can find them, using the DOS *path* command. See the section on the AUTO-EXEC.BAT file for more information.

Directories

A *directory* is a convenient way to organize your floppy or hard disk files. Directories allow you to subdivide your disk into sections, much the way you might put groups of manila file folders into separate file boxes. For instance, you might want to put all your file folders having to do with finance—for instance, a bank statement file, an income tax file, or the like—into a box labeled "Finances."




On your computer, it would be convenient to make a directory to hold all your SideKick Plus files, another for your SideKick files, another for your Quattro figures, and so on. That way, when you type DIR on the DOS command line, you won't have to wade through hundreds of file names looking for the file you want. You'll get a listing of only the files on the directory you're currently logged onto.


Although you can make directories on either floppy or hard disks, directories are used most often on hard disks. This is because they can hold a greater volume of data, so there is a greater need for organization and compartmentalization.

When you're at the DOS level, you can tell DOS to create directories, move files around between directories, and display which files are in a particular directory. You can also use the File Manager in SideKick Plus to perform these tasks—*without* having to leave the underlying program.

In the examples that follow, we assume you are using a hard disk system, and that you are logged on to the hard disk so that the prompt you see on your screen is C>. If you want to create directories on your floppy disks, just substitute *A* or *B* for *C* in the example.

To make a directory for your SideKick Plus files, do the following:



1. At the C> prompt, type `MKDIR SKPLUS` . The MKDIR command tells DOS to make a directory called SKPLUS.
2. Type `CHDIR SKPLUS` . The CHDIR command tells DOS to move you into the SKPLUS directory.
3. Now, put the SideKick Plus disk you want to copy from into one of your floppy drives—let's say *A* for this example—and type `COPY A:*. *` . (The asterisks are *wildcards* that stand for “all files.”) The COPY command tells DOS to copy all files on the A drive to the SKPLUS directory on the C drive. As each file on the disk is copied, you will see it listed on the screen.

That's all there is to it. Treat a directory the same way you would a disk drive: To load SideKick Plus under DOS version 2.1 or earlier, you must be in the SKPLUS directory before typing `SKPLUS` , or DOS won't be able to find the program.

Subdirectories

If you are someone who really likes organization, you can further subdivide your directories into subdirectories. You can create as many directories and subdirectories as you like—just don't forget where you put your files.

A subdirectory is created the same way as a directory. To create a subdirectory from the SKPLUS directory (for instance, for storing your Outlook chart files), you can use the File Manager or do the following:

1. Be sure you are in the SKPLUS directory.
2. Type `MKDIR CHARTS` .
3. Type `CHDIR CHARTS` . You are now in the CHARTS subdirectory.
4. Copy your Outlook files to the new subdirectory.

Where Am I? The \$P \$G Prompt

You've probably noticed that even when you change directories, you see only the C> prompt; there is no evidence of what directory or subdirectory you are in. This can be confusing, especially if you leave your computer for a while. It's easy to forget where you were when you left.

DOS gives you an easy way to find out: the prompt command. Just type

```
PROMPT=$P $G
```

and from now on (until you turn your computer off or reboot), the prompt will show you exactly where you are. Try it. If you are still in the CHARTS subdirectory, your DOS prompt should look like

```
C:\SKPLUS\CHARTS >
```

The AUTOEXEC.BAT File

To avoid typing the prompt command every time you turn on your computer, you can set up an AUTOEXEC.BAT file to do it for you.

The AUTOEXEC.BAT file is a useful tool for instructing your computer to do things automatically. It automatically executes (sets into motion) a batch file to carry out a set of instructions—just as if you had typed them in one by one. There are many more things it can do, but rather than go into great detail here, refer to your DOS manual for more information.

We show you how to create an AUTOEXEC.BAT file that automatically changes your prompt so you know where you are in your directory structure, sets a *path* to the SideKick Plus directory, and then loads SideKick Plus.

The DOS *path* command tells your computer where to look for commands it doesn't recognize. DOS only recognizes programs in the current (logged) directory, unless there is a path to the directory containing pertinent programs or files. Let's set a path to the SKPLUS directory.

If you have an AUTOEXEC.BAT file in your root directory, your computer will do everything in that file when you first turn your computer on. (The root directory is where you see the C:\ > prompt, with no directory names following it.)

Here's how to create an AUTOEXEC.BAT file. First, check whether you have an existing one:

1. Type CHDIR \ to move to the root directory.
2. Type DIR RET AUTOEXEC RET

If you get the message NO FILES FOUND, you don't have an AUTOEXEC.BAT file yet. (If one exists, you can use the Notepad to edit it.)

If you don't have one already, you can create one in the Notepad or use this DOS set of commands:

1. Type CHDIR \ to get to the root directory.
2. Type COPY CON AUTOEXEC.BAT . This tells DOS to copy whatever you type next into a file called AUTOEXEC.BAT.
3. Type

```
PROMPT=$P $G   
PATH=C:\SKPLUS  
CHDIR SKPLUS  
SKPLUS   

```

Pressing saves your commands in the AUTOEXEC.BAT file.

To test your new AUTOEXEC.BAT file, reboot your computer by holding down and and then pressing . When your computer has finished rebooting, you should see C:\SKPLUS>.

If you have an AUTOEXEC.BAT file, here's how to manually add SideKick Plus to its instructions (you can have the Install program do this automatically):

1. Press to activate SideKick Plus, and select the Notepad application.
2. Press to open a Notepad file and enter the drive, directory, and AUTOEXEC.BAT.
3. Use the to move the cursor past any RAM-resident programs you have loaded and insert these lines:

```
CHDIR SKPLUS  
SKPLUS  
CHDIR \ 
```


4. Press to save these changes to the file.
5. Press to exit.

Changing Directories

How do you get from one directory to another? It depends on where you want to go. Use CHDIR like this:

To move from one directory to another:


For example, to change from the SKPLUS directory to one called SUPERKEY, type the following from the SKPLUS directory:

```
C:\SKPLUS> CHDIR \SUPERKEY 
```

Notice the backslash (\) before the directory name. Whenever you are moving from one directory to an unrelated directory, type a backslash before the name of the directory.

To move from a directory to its subdirectory:


For example, to move from the SKPLUS directory to the CHARTS subdirectory, type the following from the SKPLUS directory:

```
C:\SKPLUS> CHDIR CHARTS 
```

In this case, you don't need the backslash, because the CHARTS directory is a direct offshoot of the SKPLUS directory. In fact, DOS would have misunderstood what you meant if you had used the backslash—it would have acted as though CHARTS was a directory off the main (root) directory.

To move from a subdirectory to its parent directory:

For example, to move from the CHARTS subdirectory to the SKPLUS directory, type the following from the CHARTS subdirectory:


```
C:\SKPLUS\CHARTS> CHDIR .. 
```

DOS will move you back to the SKPLUS directory. Any time you want to move back to the parent directory, use a space followed by two periods after the CHDIR command.

To move to the root directory:

The *root directory* is the original directory. It is the parent (or grandparent) of all directories (and subdirectories). When you are in the root directory, you see this prompt: C:\ >.

To move to the root directory from any other directory, simply type

```
CHDIR \ 
```

The backslash without a directory name tells DOS that you want to return to the root directory.

This appendix has presented only a quick look at DOS and some of its functions. Once you're familiar with the information given here, you may

want to look into the File Manager application and your DOS manual to discover the many things you can do with your computer's operating system.

Using SideKick Plus on Networks

If you want to use SideKick Plus on a network, then this appendix is for you. It explains how to use the SideKick Plus File Manager, Notepad, Outlook, Phonebook, and Time Planner on a network.

Some Basic Considerations

To use SideKick Plus on a network, each workstation must have an original version of the program on its hard disk. Putting one copy of SideKick Plus on a network server and allowing everybody to execute it at once won't work. (It's also a breach of the license agreement.)


You must also remember to load the network software *before* you load SideKick Plus. Otherwise, unpredictable results can occur.

Once you have SideKick Plus on each computer, you can use the server for shared information, such as internal phone directories, a Common Appointment Book, and company regulations. You can instruct DOS to let everybody read these files but allow no one to change them. DOS calls this a *read-only* file. Later in this appendix, we show you how to make a file read-only.

People also use networks for printing. A fast, expensive printer that everybody uses is often attached to the workstation's server. It holds each person's printout and puts it into a queue, so that the server does not have to wait for the printer to accept more information.

As a resident program, however, SideKick Plus cannot tell the server that it has finished printing because the underlying program might be printing as well. That is, SideKick Plus can't close the spool queue itself. If the program

underneath is also spooling, SideKick Plus can't know that. Therefore, you must tell the server manually that you have finished printing. On a Novell network, for example, you type

SPOOL 

to tell the server to start printing. This depends on your specific network, so check your network manual.

The File Manager

The File Manager is a boon on networks since it can designate a file as read-only (users can't write to it), among other useful operations. Let's make some marked files read-only:

1. Check your network manual to see how to be sure no one has opened the files you want to designate as read-only.
2. Activate the File Manager from the main menu or with **Alt+F**.
3. Mark the files you want to designate as read-only.
4. Use the **File Attributes Set Read Only** command.

Everyone on the network can now read the marked files, but no one can write to them. To write to the file, you must clear the read-only flag with the **File Attributes Clear Read Only** command—just as you did to set the flag. Be careful: Once you set this flag, nobody else on the network can read the file while you have it open.

SideKick Plus doesn't override existing supervisory designations or capabilities on a network.

Sharing Notepad and Outlook Files

You can easily share Notepad and Outlook files over a network by setting the read-only flag on the file. Say you want to receive comments on a report on coffee production in Brazil:

1. Copy the Notepad file from your computer into a directory in the network server that everyone can access.
2. Make the file read-only as described earlier.
3. Inform the other people on the network of the file and invite comments.

The Phonebook

To use Phonebook communications with a network, you must deal with two issues: competition for the interrupt switch and modems.

Most network interface cards are distributed with the interrupt switch (a tiny jumper box or connector) set to IRQ2. Now, SideKick Plus uses this same IRQ switch to connect the modem to the communications port. SideKick Plus won't be able to dial the Phonebook number unless you install the network card to use IRQ5. This jumper on the board must be manually moved.

Secondly, the Phonebook must use a modem on your computer. It cannot work with a pool of modems off the server.

Once you have accounted for these issues, you can have Phonebooks on the server containing internal extensions, business contacts, and electronic mail connections.

SideKick Plus allows everyone to look at the same Phonebook if you make the Phonebook read-only. If you don't set the Phonebook as read-only, then *only one person can have the Phonebook on-screen at any one time*. That is, no matter how many people are on a network, only the one who first activated SideKick Plus and opened the Phonebook can view it.

The Time Planner

The SideKick Plus Time Planner works wonderfully over a network. It uses two Appointment Books: a Personal and a Common Book. You should keep the Personal Book on your computer and place the Common Book on the server. You can copy your Personal Book into a Common file with the New Book command. This new Common Book takes the name defined in Options File Name Common, and the Time Planner reloads Common Book again.

Use the New Book command to open another Common Appointment Book at any time. Nobody can start SideKick Plus or load a new book, however, while you are changing the Common Book. You may want to make any schedule changes on your personal computer and copy it to the network server. Network users won't see the changes in the Common Book until they load a new Personal Book or reload SideKick Plus.

For further information, see Chapter 10.

A Communications Primer

If you are new to computer communications, you may want to read this appendix before working with the Phonebook application. It briefly introduces the following communications concepts and functions:

- uses for computer communications
- modems
- the PC serial, RS232C, or communications port
- sending and receiving files by modem

There are a number of good books on computer communications, if you'd like more information. Two good ones to start with are *Mastering Serial Communications*, by Peter W. Gofton (Berkeley, Calif.: Sybex) and *RS232 Made Easy: Connecting Computers, Printers, Terminals, and Modems*, by Martin D. Seyer (Englewood Cliffs, N.J.: Prentice-Hall, Inc., 1984).

Uses for Computer Communications

Telecommunications is now widely used by a broad spectrum of people:

- A travel agent needs to book the cheapest and quickest flight to Minnesota. He dials the *Official Airline Guide* computer, which automatically finds the flight and books it instantly.
- A doctor logs into a medical database in London, England, to read the latest on Programmer's Elbow.
- A busy executive in New York suddenly remembers an urgent message she needs to pass on to her colleague in California, where it is only 6 am.

She puts it in electronic mail; the message arrives instantly, ready to be read the minute her colleague arrives at the office.

In every case, the computer of origin (the *terminal*) is a device through which the user reaches another computer (the *host*).

Modems

Your computer can be connected to the host computer by a *cable* (a direct connection) or by a *modem*. A modem is a device that translates digital signals from your computer into sounds that can be sent through a telephone wire.

There are three kinds of modems:

- *Acoustic couplers* connect directly to the telephone receiver and live outside the computer. They look like the reverse of a telephone handset: a block with two concave rubber cups to hold the handset. This type of modem is prone to interference, which handicaps automatic dialing, and is becoming obsolete.
- *External or standalone* modems are separate boxes that you connect directly to your computer and plug into the telephone jack. They are more intelligent than the acoustic coupler and can automatically dial numbers.
- *Internal* modems are usually boards that slide into your computer and plug directly into the telephone jack—that is, an external modem without the case.

The Port

Except for the internal modem, all other modems (and some host computers) connect via a cable to your computer. This cable connects to a D-shaped socket called the *serial*, *RS232C*, or *communications* port.

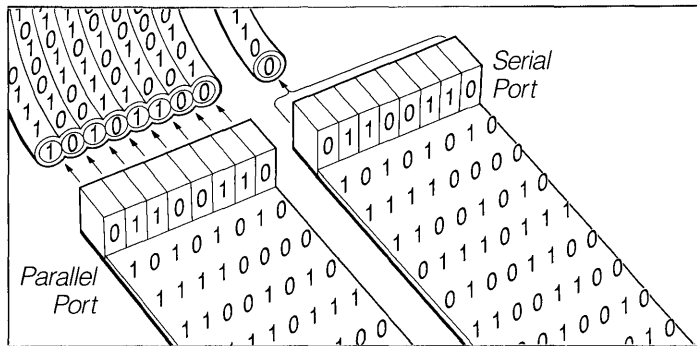


Figure E.1: Serial and Parallel Ports

Like all other computer connections, you must use the correct cable between the modem and your computer. However, the serial port can use several different cables depending on the application. It's advisable, therefore, to buy the cable with the modem or ask a reputable dealer to make one for you. To help you, SideKick Plus comes with a toggle called *Carrier Control* that allows the simplest of cables to work. When using this, you must disconnect the phone call yourself—SideKick Plus won't do it automatically.

It's advisable to explicitly disconnect your communications connection, in any case. Normally, you need to tell the host computer or service (say, CompuServe or MCI) to disconnect you; then you tell SideKick Plus to hang up by pressing **F8**.

Bits and Baud

The computer processes bits that flow along parallel wires, usually in rows of 8, 16, or 32. (A *bit* is a binary digit, which is either 0 or 1, the same as ON or OFF.) The modem, however, sends these bits along a serial (single) wire, so the bits need to be rearranged. Persuading the bits to line up along one wire requires some manipulation.

Imagine a great mass of people surging around the entrance to a coliseum, where a rock group will perform. Two ticket takers, one at the entrance and the other at the inner doors, marshal the crowd into single lines and let them enter in groups of ten. In a computer, the ticket takers are the silicon chips (known as UARTs) in the sending and receiving serial ports; the people are bits; and the groups of ten each are packets. (Actually, packets can contain seven to eleven bits.)

A computer isn't as clever as a human being, so it needs further help in marshaling this crowd of bits. This means adding extra information to the data—adding a guide or usher to help the group to get to the right seats. However, the computer minimizes this by using bits, which are the smallest units it can utilize. The bits are grouped into *packets*, and each packet contains these ticket-taker bits:

Start bit. This wakes up the serial port to tell it that bits are on the way. The name originates from the days when computers filled a room, and this bit actually started a motor that ran a mechanical decoding mechanism.

Data bit. Before the information gets transmitted, both serial ports must know how many bits are actual data: 7 or 8, generally. The number depends on the requirements of the host computer.

Parity bit. This checks the accuracy of the data. It is simply an extra bit, transmitted after each packet, that always makes the total number of bits that are ON either *even* or *odd*. This method of detection is rather poor, so it isn't often used.

Stop bit. This tells the serial port that transmission of the packet is finished. On some systems, you need to provide two stop bits just in case the computer misses the first one.

Both serial ports also need to know the speed of transmission. We measure this in *bits per second* (bps), which is popularly and mistakenly termed baud. There are several popular speeds, such as 300, 1200, and 2400; the higher the number, the faster the speed.

Some Communications Conventions

So, for successful communications, both computers need to have compatible modems, parity and data bits, and transmission speeds. With so many variables, it comes as a relief to find that most systems use the following subset of variables:

Table E.1: Typical Communication Variables

Speed	Data Bits	Stop Bits	Parity
300	8	1	None
300	7	1	Even
1200	8	1	None
1200	7	1	Even
2400	8	1	None

Sending Files via Your Modem

The Phonebook lets you send to or receive a file from a host computer, such as the updated price list from your main office in Boise. You need only make certain the host computer uses the same *protocol* as you do. A communications protocol is simply a set of rules—an etiquette—that specifies how information should be exchanged.

The Phonebook comes with the most universal microcomputer protocol, XMODEM. It contains mechanisms that check for errors caused by, for instance, static on a phone line. It is therefore much more accurate than if the file were simply transmitted as plain text.

Although many descendants have come from the original protocol, invented by Ward Christensen in 1977, only a few have found widespread favor. One, known as XMODEM CRC (or CRC), provides improved error checking at the expense of some speed. The Phonebook also provides both protocols. It calls the original XMODEM Sum (or Sum). You can choose between either but, if you are in doubt, keep to the original (SUM).

You're now equipped to investigate how the Phonebook can help you communicate with ease and speed. Refer to Chapter 9 for more information.

The Script Language Commands

This section contains a summary of the Script language commands. First, let's review some basics about scripts.

A Script consists of statements and comments. Statements are the indivisible building blocks that make up Scripts. They are not case sensitive and are separated by a space or a new line. For example,

```
PRINT "This is an example" PRINT "Another Statement."  
Print "Can be any case."
```

Comments are sequences of characters that the Script interpreter ignores. They start with a semicolon and finish at the end of the line. For example,

```
;Put your sentence here!
```

The Format

Each entry contains a description of the command, its syntax, general remarks, and some examples of its use. Where appropriate, related entries are cross-referenced, any LOG file entry summarized, and any alteration to the OK flag noted.

Following are the syntax/description conventions used in the reference:

Integers

An integer is a positive number less than 32768.

Expression

An expression consists of either a string or numeric constant.

Either quotes (" ") or apostrophes (' ') must surround string constants. To produce a quote (") within the string, you must type in two quotes (""). For example, "This will print the "" symbol."

A numeric constant consists of a byte, a two-digit hex number, a control character, or a predefined constant. Some examples include

```
52          ; Byte
&H34       ; Hex number
$34        ; Hex number
^K         ; Control character
CR         ; Predefined constant
"test"     ; String
```

Expression list

An expression list consists of expressions separated by commas, for example,

```
34          ; The simplest expression list
"Toyota",CR,$34,^K,"Help" ; A complex expression
```

Variable List

A variable is a symbol (defined in the Glossary) expanded into an expression list. When used in a Script, precede the variable with an @, for example,

```
@bixname
```

Variables also can be combined with expression lists to give a variable list, for example,

```
@Compname,CRLF          ; A simple variable list
@name,CRLF,@password,CRLF,"Mail" ; A complex one
```

Filespec

A string constant surrounded by quotes or apostrophes that describes an MS-DOS file name, including a drive and/or path specification. A DOS file name consists of up to eight characters, a period, and an optional three-character extension; case is insignificant. When you omit the extension, the Options File names menu adds the default extension to the file name. For example,

```
"C:\FIRST\BIX.TXT"
'C:\JEFF.INC'
```

Typography

UPPERCASE

Uppercase text denotes part of a command that must be entered exactly as shown. Note that the Script language itself is *not* case sensitive. For example,

```
DELAY
```

[]

Brackets mean that the enclosed information is optional. For example,

```
P [ROTOCOL]
```

means that you can use the whole word or just the initial letter, so both of the following examples are legal:

```
P  
PROTOCOL
```

{ }

Braces indicate a choice between options that are kept separate by vertical bars(|), from which you only choose one. For example,

```
SCREEN {OFF|ON}
```

means that either SCREEN OFF or SCREEN ON is correct, but SCREEN by itself is not.

Italics

We use *italics* when referring to a part of a statement in the text that can be changed. For example, for the command

```
CAPTURE filespec
```

we use *italics* whenever we mention *filespec* in the text.

ALARM

Function	Makes a window that pops up and beeps.
Syntax	ALARM expression[,time]
Remarks	<p>When executed, ALARM brings up SideKick Plus and opens a window with the <i>expression</i> inside. This is ideal for background communications, to remind you to pick up your electronic mail.</p> <p>The alarm rings for <i>time</i> minutes before SideKick Plus clears it, otherwise you can press Esc to close the window.</p> <p>The Script only permits a string <i>expression</i>.</p>
See also	BEEP
Example	ALARM "This message will pop up and stay for 2 minutes",2

ASSIGNMENT (:=)

Function	Sets OK to either TRUE or FALSE.
Syntax	OK := {False True} OK := NOT OK
Remarks	Sets OK to change the flow of the Script.
See also	OK Boolean IF REPEAT SELECT
Example	OK := False

BEEP

Function	Produces an audio tone.
Syntax	BEEP (Startfreq,Endfreq,Duration,NumTimes)
Remarks	Sounds a tone starting at frequency <i>Startfreq</i> (Hz), ending at frequency <i>EndFreq</i> (Hz), for <i>Duration</i> milliseconds, and repeated <i>NumTimes</i> number of times. The duration must be greater than 49 milliseconds. If no parameters, then SideKick Plus sounds the standard error beep.
Example	BEEP (100,1000,2000,5) ;Star Trek

CASE

See the SELECT statement.

CAPTURE

Function	Records the input and output in a file.
Syntax	C filespec, {O[verwrite] A[ppend] U[nique]} CAP filespec, {O[verwrite] A[ppend] U[nique]} CAPTURE filespec, {O[verwrite] A[ppend] U[nique]}
Remarks	<p>The Script tries to open a file with the name <i>filespec</i>. If it finds an existing file with that name, then one of three actions occurs:</p> <p><i>Overwrite</i> deletes the existing file and replaces it with the new one of the same name.</p> <p><i>Append</i> opens the existing file and adds the new received information to the end of it.</p> <p><i>Unique</i> uses the <i>filespec</i> but renames it with a unique numeric extension. For example, if the Phonebook finds FRED.TXT, it creates FRED.000, unless that also exists, when it creates FRED.001.</p> <p>The file receives the incoming and outgoing characters, except the ones exchanged by the TRANSMIT and RECEIVE statements. Use an END CAPTURE statement to stop recording the characters.</p> <p>You can capture only one file at a time. It toggles on the Record indicator, which is valid only outside a Script, in the Communications window when the Script has finished.</p>
LOG file	Capturing to <i>filespec</i>
See also	END CAPTURE RECEIVE TRANSMIT
Examples	CAPTURE "FRED.TXT", OVERWRITE C "MCI", U CAP "JEFF.TXT", APPEND

DELAY

Function	Pauses for a given length of time.
Syntax	D [(timeout factor)] DELAY [(timeout factor)]
Remarks	Stops Script execution for (<i>timeout factor</i> * <i>timeout unit</i>) seconds. If you omit the <i>timeout factor</i> , the Phonebook uses the default (10 seconds) set by TIMEOUTFACTOR.
See also	MATCH TIMEOUTFACTOR TIMEOUTUNIT WAIT
Example	DELAY (23) D (2)

DISCONNECT

Function	Ends the Script and hangs up the phone.
Syntax	DISCONNECT
Remarks	Toggles on the Disconnect indicator in the border of the Communications window.
LOG File	Script aborted: Hangup
See also	RESTART
Example	DISCONNECT

END CAPTURE

Function	Closes the capture file.
Syntax	ENDCAP END CAP ENDCAPTURE END CAPTURE
Remarks	<p>Closes the file opened by the CAPTURE command, if any. You don't need an END CAPTURE after a CAPTURE statement because the RESTART statement, DISCONNECT statement, or Script termination closes the file. Nevertheless, it is good practice to use an END CAPTURE statement after every CAPTURE.</p> <p>Toggles off the Record indicator, which is valid only outside a Script, in the border of the Communications window when the Script has finished.</p>
LOG file	Capture file closed
See also	CAPTURE DISCONNECT
Example	END CAPTURE ENDCAP

IF

Function	Tests OK and alters the flow of the Script.
Syntax	IF {OK NOT OK} [THEN] statements [ELSE statements] END[]IF
Remarks	If the test on OK is TRUE, the statements following the THEN execute; otherwise, the statements following the optional ELSE execute. If there is no ELSE clause and the test on OK fails, then execution continues with the line after the END IF.
See also	SELECT
Example	TRANSMIT "JEFF.TXT" IF OK THEN DISCONNECT ELSE BEEP PRINT "Unlucky-maybe next time!" END IF

LOG

Function	Writes text to the LOG file.
Syntax	LOG expression
Remarks	Use LOG for debugging scripts, particularly when in background.
Example	LOG "This is now in the LOG file"

MATCH

Function	Searches the serial port input.
Syntax	M {expression ALL} [,timeout factor] MATCH {expression ALL} [,timeout factor]
Remarks	<p>MATCH <i>expression</i> waits until the expression matches the input or until the time (<i>timeout factor * timeout unit</i>) in seconds expires.</p> <p>MATCH ALL waits until it received an input character.</p> <p>Omission of the <i>timeout factor</i> uses the default (10 seconds) set by TIMEOUTFACTOR.</p> <p>Only one MATCH statement can be pending at any one time.</p> <p>MATCH is not case sensitive.</p>
OK	TRUE on finding an expression or character.
See also	TIMEOUTFACTOR TIMEOUTUNIT SELECT
Examples	MATCH "Password", 23 M ALL

OK Boolean

Function	A status value set by a statement.
Remarks	<p>MATCH, TRANSMIT, and RECEIVE statements automatically set OK. The ASSIGNMENT (:=) statement manually changes OK.</p> <p>OK only has the value TRUE or FALSE.</p>
See also	ASSIGNMENT (:=) MATCH TRANSMIT RECEIVE

Predefined Constants

Following are the predefined constants:

NUL	ASCII 0	DLE	ASCII 16
SOH	ASCII 1	DC1	ASCII 17
STX	ASCII 2	DC2	ASCII 18
ETX	ASCII 3	DC3	ASCII 19
EOT	ASCII 4	DC4	ASCII 20
ENQ	ASCII 5	NAK	ASCII 21
ACK	ASCII 6	SYN	ASCII 22
BEL	ASCII 7	ETB	ASCII 23
BS	ASCII 8	CAN	ASCII 24
HT	ASCII 9	EM	ASCII 25
LF	ASCII 10	SUB	ASCII 26
VT	ASCII 11	ESC	ASCII 27
FF	ASCII 12	FS	ASCII 28
CR	ASCII 13	GS	ASCII 29
SO	ASCII 14	RS	ASCII 30
SI	ASCII 15	US	ASCII 31
		CRLF	ASCII 13 and 10

PRINT

Function	Displays a message in the Communications window.
Syntax	{PRINT ?} expression list
Remarks	The <i>expression list</i> shown in the Communications window is independent of the SCREEN command.
See also	SCREEN
Examples	PRINT "MCI SCRIPT FINISHED" ? HT, "TEST OF TAB CHARACTER"

PROTOCOL

Function	Changes the file transfer type.
Syntax	P {XMSum XMCRC CRLF None} PROTOCOL {XMSum XMCRC CRLF None}
Remarks	Sets the protocol type used by the TRANSMIT and RECEIVE commands. <i>XMSum</i> is an XMODEM protocol that uses sum checking, while <i>XMCRC</i> uses CRC checking. <i>CRLF</i> sends a CR character at the end of the line and waits for an LF character before sending more data. <i>None</i> means that the XON/XOFF menu entry decides when to stop or start sending the file. Both <i>None</i> and <i>CRLF</i> use the Communications Parameters Options Delays menu settings.
See also	TRANSMIT RECEIVE
Examples	PROTOCOL XMSum ; Protocol XMSum P CRLF ; Protocol now CRLF

RECEIVE

Function	Gets an XMODEM file from the host computer.
Syntax	R filespec, {0[verwrite] A[ppend] U[nique]} REC filespec, {0[verwrite] A[ppend] U[nique]} RECEIVE filespec, {0[verwrite] A[ppend] U[nique]}
Remarks	<p>The Script tries to open a file with the name <i>filespec</i>. If it finds an existing file with the same name, then one of three actions occurs:</p> <p><i>Overwrite</i> deletes the existing file and replaces it with the new one of the same name.</p> <p><i>Append</i> opens the existing file and adds the received new file to the end of it.</p> <p><i>Unique</i> uses the <i>filespec</i> but with a unique numeric extension. For example, if the Phonebook finds FRED.TXT, it creates FRED.000, unless that also exists, when it creates FRED.001.</p> <p>The PROTOCOL statement decides how it will receive the file, though only Xmodem.Sum or Xmodem.CRC are valid.</p>
OK	TRUE for successful reception of the file.
LOG file	Receiving <i>filespec</i> [Successfully received] or [Error upon receiving filespec]
See also	PROTOCOL TRANSMIT
Examples	RECEIVE "FRED.TXT", OVERWRITE R "C:\SKPLUS\FRED.TXT", U REC "JEFF.TXT", APPEND

REPEAT

Function	Executes statements until a stop expression.
Syntax	<pre>REPEAT statements {integer TIMES UNTIL {OK NOT OK} integer TIMES OR UNTIL {OK NOT OK}}</pre>
Remark	The <i>statements</i> execute for an <i>integer</i> number of times, until OK is TRUE or FALSE, or a combination of the two.
See also	IF
Examples	<pre>REPEAT ; Simple REPEAT MATCH "bix" WRITE "bix" 3 TIMES ; Tries to transmit 3 times before giving up REPEAT TRANSMIT "MAIL.ATT" 3 TIMES OR UNTIL OK</pre>

RESTART

Function	Disconnects and executes the Script again. It is typically used to recover from an unsuccessful login sequence.
Syntax	RESTART
Remarks	After disconnecting the call, the Script redials the number and reexecutes the Script. The Communications Script Restart options menu controls the maximum number of executions and the delay between retries. RESTART functions as SUSPEND in background mode.
See also	DISCONNECT

SCREEN

Function	Controls output to the Communications window.
Syntax	SCR {ON OFF} SCREEN {ON OFF}
Remarks	OFF stops displaying the input and output in the Communications window. ON resumes the display. The CAPTURE file, PRINT statement, and the Edit session are not affected by this statement.
See also	PRINT
Examples	SCREEN OFF

SELECT

Function A general-purpose testing statement.

Syntax

```
SELECT[(timeout factor)]
SELECTMATCH[(timeout factor)]
[CASE expression statements]
ENDSEL
END SEL
ENDSELECT
END SELECT
```

Remarks

Performs a MATCH statement and then compares it to the *expression* after the CASE clause. If *expression* matches then the execution of the *statements* follow; otherwise, (*timeout factor* * *timeout unit*) seconds elapse before execution continues after the END SELECT.

If you omit the *timeout factor*, the Phonebook uses the default (10 seconds) set by TIMEOUTFACTOR.

SELECT is not case sensitive.

OK Not changed by the SELECT statement although *statements* change it.

See also IF

Example

```
SELECT
CASE "No messages"
  DISCONNECT
CASE "1 messages"
  CAPTURE "TEST.IN", 0
  WRITE "READ INBOX"
  END CAPTURE
CASE "2 messages"
  CAPTURE "TEST.IN", 0
  WRITE "PRINT INBOX"
  END CAPTURE
END SELECT
```

SUSPEND

Function	Stops the Script so you can enter a password.
Syntax	SUSPEND
Remarks	Most useful in background communications, where it stops the Script and, if you are in the Phonebook, opens the Communications window. You can then resume the Script execution in the background with the Script Resume command.

TIMEOUTFACTOR

Function	Sets the time before the Script skips a statement.
Syntax	[TIMEOUT]FACTOR integer
Remarks	The default is 10 seconds.
See also	DELAY MATCH TIMEOUTUNIT WAIT
Example	TIMEOUTFACTOR 21

TIMEOUTUNIT

Function	Sets the multiple used by TIMEOUTFACTOR.
Syntax	[TIMEOUT]UNIT integer
Remarks	Use TIMEOUTUNIT when you specify delays that are different than the one set by TIMEOUTFACTOR. Say you have a Script containing MATCH "AT&T",15 to avoid 15 seconds of garbage on a 1200-baud modem; you want to use this script on a 300-baud modem. Without the TIMEOUTUNIT statement, you'd have to change all 15's to 60. Instead, add the statement TIMEOUTUNIT 4 and every delay becomes $15 * 4 = 60$ seconds. The default is 1 second.
See also	TIMEOUTFACTOR
Example	TIMEOUTUNIT 34

TRANSMIT

Function	Sends a file to the host computer.
Syntax	T filespec TRANS filespec TRANSMIT filespec
Remarks	The PROTOCOL statement determines the transmission format. Transmit remains in control until you press Esc or successfully transmit the file.
OK	TRUE if file transmission was successful.
LOG file	Transmitting filespec [Transmission Successful] or [Transmission Aborted]
See also	PROTOCOL
Examples	TRANSMIT "FRED.TXT" T "FRED.TXT"

UNTIL

See the REPEAT statement.

WAIT

Function	Pauses until it receives nothing for a specified period.
Syntax	WAIT [(timeout factor)]
Remarks	Stops Script execution until the serial port has been quiet for (<i>timeout factor</i> * <i>timeout unit</i>) seconds. If you omit the <i>timeout factor</i> , the Phonebook uses the default (10 seconds) set by TIMEOUTFACTOR.
See also	MATCH TIMEOUTFACTOR TIMEOUTUNIT WAIT
Example	WAIT (33)

WRITE

Function	Sends data out the serial port.
Syntax	W[RITE] variable list
Remarks	<i>Variable list</i> is a series of expressions that can include variables defined in the Glossary. Remember to include quotes around the expression in the Glossary.
See also	MATCH TRANSMIT
Examples	WRITE "Jeffrey Goldberg" ;simple expression ;variable with initials <i>name</i> in the Glossary WRITE @name ;variables <i>name</i> and <i>password</i> in the Glossary WRITE @name,CRLF,@password,"Mail"

SideKick Plus Errors and Messages

This appendix explains all SideKick Plus error messages, warnings, and prompts. Following are this section's main headings:

- Loading SideKick Plus and Activating Applications
- Disk Errors
- Printer Errors and Messages
- The File Manager
- The Notepad
- Outlook: The Outline Processor
- The Phonebook and Script
- The Time Planner
- The Calculator
- The ASCII Table
- The Menu System

Loading SideKick Plus and Activating Applications

Error reading from a .SWP file or the Above Board. SideKick Plus cannot continue.

Cause: MS-DOS can't read SideKick Plus's .SWP file or read from the Above Board while you're working with applications.

Solution: Never erase a .SWP file because that stops SideKick Plus dead in its tracks. If you have, you'll have to reboot. Otherwise, you have a problem with your computer hardware.

Incorrect PC-DOS version (must be 2.0 or higher).

Cause: You have an old version of the MS-DOS or PC-DOS operating system. An extremely unlikely error, since versions older than 2.0 did not support hard disks.

Solution: Obtain the latest version of MS-DOS or PC-DOS for your machine. You can check the version by typing VER at the DOS prompt.

No space on the emergency floppy disk. SideKick Plus cannot continue.

Cause: Your emergency floppy disk, hard disk, Above Board, and RAM disk are full.

Solution: Be sure to give SideKick Plus enough disk space before loading it.

Not enough memory to run SideKick Plus.

Cause: At present, your machine does not have enough spare space to load SideKick Plus.

Solution: Remove any other RAM-resident programs or add more memory to your system. Remember that you must have enough memory to load the whole of SideKick Plus.

Emergency. No disk space left. Insert formatted floppy into A: and press

.

Cause: You have no space on your hard disk drive.

Solution: SideKick Plus has run out of memory on your hard disk drive and will try to save its .SWP file to a floppy disk. Insert a formatted floppy disk into your A: drive and wait until SideKick Plus tells you that you can remove it. At that point, you can remove the disk, although it's not necessary. Then, delete some files on your hard disk and save all your Notepad files and outlines. Next, be sure you are at the DOS prompt and select Services Unload SideKick Plus.

Reload SideKick Plus to use this command.

Cause: You used the Services Setup Transfer Load command *after* activating an application.

Solution: The Services Setup Transfer Load command must be the first command you use after loading SideKick Plus. This ensures smooth sailing even if you've changed the menus to suit your preferences.

Severe problem with a .SWP file or the Above Board. SideKick Plus cannot continue.

Cause: SideKick Plus cannot read or write to the .SWP file or from the AboveBoard.

Solution: Check that you haven't erased any .SWP file. Otherwise, you have a hardware problem with your computer.

Sorry, unknown PC-DOS version.

Cause: When you loaded SideKick Plus, it found an error when checking for the PC-DOS version.

Solution: You must use PC-DOS or MS-DOS version 2.0 or above on a PC or compatible. You need a different version of SideKick if you are using another operating system or a Macintosh. You can check your version of the operating system by typing VER at the DOS prompt.

Too many applications active.

Cause: You have too many open pop-up menus or applications or too much data in SideKick Plus.

Solution: Close some of the menus, save your data, and deactivate some applications. In a few special cases, you will have to unload SideKick Plus to restore normal service. If you don't have much data or many open applications, report the problem to Borland's Technical Support team.

Cannot remove SideKick Plus.

Cause: You tried to use the Services Unload command with an application active.

Solution: Remember the rules for unloading SideKick Plus: You must be at the DOS prompt with SideKick Plus as the last resident program. If you have a batch file with SKBAT /U in it, check that there is no after the last line.

You must start SideKick Plus from its own directory. SideKick Plus cannot load.

Cause: Under MS-DOS version 2, you cannot start SideKick Plus using a path name such as \SKPLUS\SKPLUS.

Solution: Check that you were in the SideKick Plus directory (the directory into which you copied all the SideKick Plus files) when you started SideKick Plus. This message will also come up if two people on a network try to start up the same SideKick Plus at the same time.

Disk Errors

Attempt to write on write-protected disk.

Cause: You tried to save a file to a disk with a write-protect tab, preventing SideKick Plus from being able to write to the disk.

Solution: Remove the write-protect tab and type `Retry`.

Data error.

Cause: SideKick Plus found an error while reading or writing a disk file.

Solution: If this error occurs on a hard disk, then there is something wrong with the disk drive. On a floppy drive, however, it means that the floppy disk is faulty: Type `Retry`. If that fails, then the floppy disk is unusable, and you need a new one.

Disk not ready.

Cause: You probably left the floppy disk drive door (the small toggle or button in front of the drive) open.

Solution: Close the drive door and type `Retry`. If that fails, take the floppy disk out of the drive, center the hub of the disk, place the disk into the drive, close the door, and type `Retry` again.

General failure on disk.

Cause: SideKick Plus could not understand your disk. You probably put an unformatted disk into the floppy disk drive or a 1.2 Mb AT-type disk into a PC floppy disk drive.

Solution: Find a properly formatted floppy disk.

Read fault.

Cause: SideKick Plus was unable to read data from the disk.

Solution: Check that the floppy disk is properly inserted.

Sector not found.

Cause: A vital part of the information on the disk is missing.

Solution: Check that the floppy disk is properly inserted and type **Retry**. Otherwise, reformat the floppy disk.

Seek error.

Cause: SideKick Plus was unable to locate the proper track on the disk.

Solution: Check that the floppy disk is properly inserted into the drive and type **Retry**.

Unknown media type.

Cause: SideKick Plus could not understand your disk.

Solution: Check that the floppy disk is of the correct type: DOS has detected a disk, but doesn't recognize it. (The allowable types are 360K, 720K, 1.2 Mb, and 1.44 Mb.)

Write fault.

Cause: SideKick Plus was unable to write data to the disk.

Solution: Check that the floppy disk is properly inserted.

Printer Errors and Messages

Alarm pending. Do you want to cancel the print command (Y/N)?

Cause: SideKick Plus cannot activate an alarm while it is printing.

Solution: Press **Y** if you wish to stop printing and activate the alarm. Press **N** if you wish to continue printing and activate the alarm after printing ends.

Do you wish to cancel the print command (Y/N)?

Cause: You pressed **[Esc]** while SideKick Plus was printing.

Solution: Press **[N]** to continue printing or **[Y]** to stop printing.

Printer Error.

Cause: You probably have not switched the printer on.

Solution: Make sure the printer is properly connected, switched on, and on-line.

Printer not ready. Abort or Retry?

Cause: You probably have not switched the printer on.

Solution: Make sure the printer is properly connected, switched on, and on-line.

Printer out of paper. Abort or Retry?

Cause: There is no paper in the printer.

Solution: Put paper in the printer.

The File Manager

<..> cannot be deleted.

Cause: You cannot delete .. because it is the directory above the current one.

Access denied.

Cause: SideKick Plus tried to perform an operation on a file or directory but was prevented by MS-DOS.

Solution: This is usually a network problem: Check your network documentation. You may have to rename the file or directory.

Directory already exists.

Cause: You have an existing directory with the same name.

Solution: Change the name of the existing directory or the new one you want to create.

Directory is not empty.

Cause: You asked SideKick Plus to delete the directory, but it has files and/or further subdirectories below it.

Solution: Press **[Y]** to delete everything; otherwise, reply **[N]**.

Directory path not found.

Cause: You asked the File Manager to find a directory that does not exist.

Solution: Check that you typed the directory correctly.

Disk unusable.

Cause: SideKick Plus found an error when it formatted the floppy disk, or you tried to format a 5-1/4-inch disk in the 3-1/2-inch format.

Solution: Check the Prepare Disk Type setting. If it's set correctly, dispose of the floppy disk and insert a new one.

Drive not found.

Cause: You specified a disk drive letter that does not exist.

Solution: Check that you typed the drive letter correctly.

Drive not ready (close drive door).

Cause: You probably left the floppy disk drive door (the small toggle or button in front of the drive) open.

Solution: Close the drive door and type **Retry**. If that fails, take the floppy disk out of the drive, center the hub of the disk, place the disk into the drive, close the door, and type **Retry** again.

Duplicate directory name or directory not found.

Cause: You tried to rename a directory but either a directory with the old name doesn't exist or a directory with the new name already exists.

Solution: Check the names of the directories.

Duplicate file name or file not found.

Cause: You tried to rename a file but either a file with the old name doesn't exist or a file with the new name already exists.

Solution: Check the names of the files.

File attribute denies access.

Cause: The file you want to manipulate has hidden, read-only, and/or system attributes set.

Solution: Remove the attributes with the File Attribute Clear command and then perform the command.

File cannot be copied or moved onto itself.

Cause: You probably typed the same file name as one of the marked files or directories. Contact Borland Tech Support if necessary.

Solution: Check the file or directory names involved.

File not found.

Cause: You specified a Directory or Search command that found no files.

Solution: Check the file name or search string.

Illegal media (formatting 80 tracks in 40-track drive).

Cause: You cannot format an AT-type disk on a PC-type drive.

Solution: You must use an AT to format 80-track disks.

Insufficient disk space.

Cause: SideKick Plus has run out of disk space while copying or moving some files.

Solution: Delete some files and then retry the copy or move command.

Invalid drive.

Cause: You typed a disk drive letter that SideKick Plus did not understand. Usually, you typed a period or semicolon instead of a colon.

Solution: Check the file name you entered.

Invalid file name.

Cause: You typed a file name that SideKick Plus did not understand.

Solution: Check the file name.

Invalid setup file.

Cause: You need to load a setup file made by the **Options Setup Transfer Save** command.

Solution: Check that the file is indeed a setup file.

Invalid version of setup file.

Cause: You loaded a file, which was created with a later version of SideKick Plus, with the **Options Setup Transfer Load** command.

Solution: Use the correct (or higher) version of SideKick Plus with that particular file.

Lock violation.

Cause: You tried to open a file on a network that someone else is writing to.

Solution: Use another file or wait until the other person finishes using the file.

No source file found.

Cause: You tried to use a File command with nothing in the File Manager window.

Solution: Be sure to have a file in the window before using the File commands.

No valid source name.

Cause: You tried to use a File command with nothing in the File Manager window.

Solution: Be sure to have a file in the window before using the File commands.

Not enough internal memory.

Cause: The File Manager has run out of memory and cannot perform the command.

Solution: Make the command act on fewer files or directories.

Not enough memory to load File Manager.

Cause: There is not enough space for the File Manager and the other application you have open.

Solution: Use the File Manager on its own by pressing **Alt+F** instead.

Out of memory. Number of files truncated.

Cause: You are limited to 8,000 files at any one time in the File Manager. If there are more, the File Manager only displays the first 8,000. Usually, this error only occurs when you are looking at the root directory of a file server of a network.

Solution: Look at a directory below the root directory.

Path is too long.

Cause: You cannot have a file name longer than 60 characters.

Solution: Check the file name and shorten it if necessary.

Search string not found.

Cause: No files contain the string of characters you were searching for.

Solution: Check the string of characters.

Searching for files...Please wait!**Deleting files...Please wait!****Moving files...Please wait!**

Cause: The File Manager is searching the disk for, deleting, or moving the specified files.

Solution: Wait a few more seconds, and the File Manager will list your specified options when it is done.

Share violation.

Cause: MS-DOS will not allow SideKick Plus to open the specified file because someone else is using it.

Solution: Use the File Manager to make the file read-only before sharing it across a network.

This function works ONLY with files.

Cause: You cannot File View a directory.

Solution: Move into the directory and *then* view the files.

Trying to erase current directory.

Cause: You cannot erase the logged directory.

Solution: Move out of the directory before erasing it.

Write error.

Cause: You tried to copy a file onto itself.

Solution: None. You can't do this.

The Notepad

900 byte(s) left.

Cause: You are rapidly running out of space.

Solution: Split the current file into two smaller ones by moving some of it into a new Notepad.

File not found.

Cause: The file name you specified does not exist on the disk.

Solution: Check the file name.

File is read only.

Cause: The file attribute does not allow SideKick Plus to write to the file.

Solution: Change the file attribute with the File Manager File Attribute Clear Read Only command.


File too big.

Cause: The file you are trying to load contains over 54,000 characters.

Solution: Split the file and load it into multiple Notepads.

Line too long—CR inserted.

Cause: The line is too long for the Notepad to cope with, so it has inserted a carriage return and split the line into two.

Solution: Be sure that lines don't exceed 240 characters and that they have a  at the end of each line.



Out of space.

Cause: The Notepad has exhausted its allotted memory for one file.

Solution: Split the note into two smaller files.




Overwrite old file.

Cause: A file already exists with that name.

Solution: Press  to save your new file to that existing file, thus overwriting its previous contents. Press  if you want to keep the original.

Replace Y/N.

Cause: You specified a Search Replace command and Notepad has found a matching string of characters.

Solution: Press  to replace,  to ignore, and  to stop.

Search string not found.

Cause: No matching string of characters were found by a Search command.

Solution: Check the string of characters.

Sorting line 12.

Cause: Notepad is sorting the text.

Solution: Be patient.

Unable to create file.

Cause: Notepad could not create the new file because of some disk error such as a write-protected disk.

Solution: Check the floppy disk and whether you can write that particular file name.

Outlook: The Outline Processor

***** INTERRUPTED.**

Cause: You stopped a search operation by pressing **Ctrl** **U**.

Solution: Press **Esc**.

Cannot demote here.

Cause: Outlook won't allow you to demote the headline because doing so would result in a missing level of headlines.

Cannot move headline here.

Cause: Outlook can't move the headline to where you specified.

Solution: Don't move the headline: Delete it and create a new one, if necessary.

Cannot promote here.

Cause: Outlook won't allow you to promote the headline because doing so would result in a missing level of headlines.

Delete attached note?

Cause: You are deleting a headline that has an attached note.

Solution: Press **Y** to delete the headline and attached note; otherwise, reply **N**.

Delete existing file?

Cause: There is a file with that file name in existence.

Solution: Press **Y** to overwrite the file; otherwise, reply **N**.

Delete hidden headlines.

Cause: You are deleting a headline that has other headlines hidden beneath it.

Solution: Press **Y** to delete all the headlines; otherwise, reply **N**.

Destination is in block.

Cause: You are copying or transferring a block of headlines on top of itself.

Solution: Move the cursor away from the marked block.

Disk full while saving file.

Cause: Outlook ran out of disk space while saving the outline.

Solution: Delete some files to make enough room for the outline.

File does not exist.

Cause: You asked Outlook to read a file that was not on the disk.

Solution: Check the file name and the disk.

File is not outline.

Cause: You tried to read a file that is either a text file or something else that is not an outline.

Solution: Check that the file is indeed an outline. The default extension for outlines is .OTL.

Invalid file or directory name.

Cause: The file or directory name does not exist or is invalid.

Solution: Check the file or directory name.

Loading outline.

Cause: Outlook is loading the outline from disk.

Solution: Be patient.

New outline.

Cause: You specified a file name that does not exist for an outline, so Outlook creates a new outline.

Solution: None necessary.

No block defined. Enter outline to copy from:

Cause: You have several outlines open with marked blocks in them but none in the current outline. Outlook asks whether you wish to copy a marked block from another outline.

Solution: Type the number of the outline you wish to copy from and press **[←]**, or mark a block in the current outline.

No Memory. Close other applications.

Cause: When you tried to open Outlook, it could not find enough internal memory to load itself.

Solution: Close some other applications. If that does not help, report the problem to Borland's SideKick Plus Technical Support team.

Outline too big.

Cause: Your outline is over the size allotted to it.

Solution: Split the outline into smaller parts.

OUTLOOK INTERNAL ERROR #__

Cause: Unknown—and extremely rare.

Solution: Report the sequence of steps that led to this message to Borland International, SideKick Plus Team, Technical Support Department.

Reading text.

Cause: Outlook is getting text off the disk and placing it into the outline.

Solution: Be patient.

Replace (Y/N)?

Cause: You specified a Search Replace command and Notepad has found the matching string of characters.

Solution: Press **[Y]** to replace, **[N]** to ignore, and **[Esc]** to stop.

Saving outline.

Cause: Outlook is saving your work.

Solution: Be patient.

Search string not found.

Cause: No matching string of characters to the ones you specified were found by the **Search** command.

Solution: Check the string of characters.

Unable to create file.

Cause: Outlook could not create the new file because of some disk error such as a write-protected disk.

Solution: Check the floppy disk and whether you can write to that particular file name.

Writing Text.

Cause: Outlook is converting the outline to text and writing it to the disk.

Solution: Be patient.

The Phonebook and Script

The Phonebook

Busy line.

Cause: The modem dialed the number but could not connect because of an engaged tone.

Solution: Redial.

Dialing : 563653365

Cause: The Phonebook is dialing the number and waiting for a reply.

Solution: Be Patient. If you do not hear the modem dialing the number, then something is wrong. If you are on a network, check the setting of the IRQ jumper. If you are not on a network, check that the actual telephone has a dial tone.

Disconnecting.

Cause: The Phonebook is hanging up the phone.

Solution: Be patient.

Entry contains illegal variable.

Cause: You typed an illegal expansion in the Glossary.

Solution: Check that the expansion has quotes surrounding all strings.

File exist, append (Yes/No).

Cause: A file already exists with that name.

Solution: Press to add the new data to the end of the file; press to make a new file.

File not found.

Cause: The file name you specified does not exist on the disk.

Solution: Check the file name.

Form file not correct type.

Cause: You specified a Phonebook address form file (with the extension .FRM) that is some other type of file.

Solution: Check the name of the address form file.

Form not found in form file.

Cause: You specified an address form file (with the extension .FRM) that is some other type of file.

Solution: Check the name of the address form file.

Forms file not found.

Cause: The forms file you specified does not exist.

Solution: Check the file name of the type of forms you want.

Illegal communications parameter(s).

Cause: You specified an illegal set of Communications Parameters menu settings, such as 1200 bps, 5 data bits, no parity, and 1 stop bit.

Solution: Check the Communications Parameters menu settings.

Incorrect password.

Cause: You typed the wrong password for the Glossary.

Solution: Type the correct password.

Item not found.

Cause: Your search string of characters is not below the cursor.

Solution: Move the cursor or change the search string of characters.

Modem doesn't respond.

Cause: Something is connected to the communications port, but it is either not a modem or the modem is not switched on.

Solution: Check that the modem is on and that it is connected to that communications port.

Modem not installed.

Cause: Nothing is connected to the communications port.

Solution: Check that the Phonebook is set for the correct communications port.

Nesting too deep or too many digits.

Cause: You have too many digits in the phone number that uses Glossary entries, too many Glossary entries calling each other, or a recursive Glossary entry. You can have up to about 1,000 digits in a phone number, depending on such factors as the modem limitation and your machine's buffer.

Solution: Simplify the phone number.

No carrier.

Cause before dialing: The modem does not sense the dialing tone from the phone system.

Solution: Check whether someone else is using the phone. Some modems, such as the Prometheus or Qubie, cause this error regularly. They will eventually dial, however, after a number of attempts.

Cause after finishing dialing: The modem does not sense a reply from the other modem because the line is busy or the other modem is using a different speed.

Solution: Try dialing later and check the Communications Parameters.

Cause as soon as the Communications window opens: You are using a cable with only three wires without Carrier Ctrl being OFF.

Solution: Check the setting of Communications Parameters Options Carrier Ctrl.

No dial tone.

Cause: The modem did not detect the dial tone so it can't dial the phone number.

Solution: Make sure you have a dial tone and redial.

No forms file in use; cannot change form.

Cause: You had the error *Forms file not found* and did not load a forms file.

Solution: You cannot change forms without a forms file.

No XMODEM protocol selected.

Cause: You tried to get a file in the Communications window with the CRLF or None protocol setting.

Solution: Use XMODEM for file transfer if possible.

Phonebook bad. Restore Y/N.

Cause: Something has damaged your Phonebook file.

Solution: Press to recover some or all of the Phonebook.

Phonebook task is out of space and will be closed.

Cause: When you tried to use the Phonebook, it could not find enough internal memory to load itself.

Solution: There is a problem with SideKick Plus. Report the problem to Borland's SideKick Plus Technical Support team.

Press any key when dialing is done.

Cause: You dialed a voice number.

Solution: Wait until the modem finishes dialing and then press any key.

Protected glossary symbol.

Cause: You have attempted to activate a script that contains a protected Glossary symbol.

Solution: Change Glossary Protected Numbers to ON.

Symbol XXXXX is not in the Glossary.

Cause: You have not defined the symbol in the Glossary.

Solution: Check the Write symbol in the script and/or define the symbol in the Glossary.

Illegal Phonebook file.

Cause: You have tried to read a file in another format into the Phonebook, for example, a SideKick Dialer file.

Solution: Check the file name of the new Phonebook.

Illegal Glossary file.

Cause: You have tried to read in a file in another format into the Glossary, for example, a SideKick Dialer file.

Solution: Check the file name of the new Glossary.

Waiting for redial – ESC to cancel.

Cause: The Phonebook is waiting to redial the number since it was busy when it last tried.

Solution: Be patient.

Wrong number format.

Cause: You entered a phone number into the form that does not comply with the rules of the Options Phone Number command. The Phonebook replaces the illegal characters with an asterisk (*).

Solution: Use a number that complies with the Options Phone Number command or change the characters acceptable to that command.

The Script

Note: There are no explicit solution paragraphs in this section because the answers should be self-evident.

) expected.

The script expected a right parenthesis but did not find one. For example, *Delay (56*.

, expected.

The script expected a comma but did not find one. You usually see this error when you don't add an option to a CAPTURE or RECEIVE command.

: expected.

You forgot the equals sign and/or colon in an assignment statement, for example, *OK = False*.

= expected.

You forgot the equals sign in a TimeoutUnit or TimeoutFactor statement, for example, *TimeoutUnit 3*.

A, O, or U option expected.

The letter or word after the comma in a RECEIVE or CAPTURE statement is not A, Append, O, Overwrite, U, or Unique.

Capture file closed.

Information on the message line telling you that the END CAPTURE statement completed successfully.

Capturing to :

Information on the message line telling you that a CAPTURE statement caused the script to record the communications dialogue to a file.

Carrier lost.

The connection between the two computers was broken in the middle of a script. Redial and start again. See also the **No carrier** message on page 399.

Character expected.

You have left a character after a caret (^) in a MATCH statement.

Disk error recording Capture file.

You probably ran out of disk space recording the file started with the Capture Script command or the Record Dialogue command.

Disk error recording LOG file.

You probably ran out of disk space while the script was recording the LOG file.

ENDIF expected.

You forgot the ENDIF after an IF statement.

ENDIF or ENDSEL expected.

The script was expecting an ENDIF, ENDSEL, or ENDSEL but didn't find one. Check your IF and SELECT statements.

ENDSEL expected.

You forgot the ENDSEL after a SELECT statement.

End of block (not an error).

Information about the XMODEM transfer.

Error count exceeded.

In XMODEM transfer, there were too many transmission errors and so the transfer was aborted.

FALSE or TRUE expected.

You forgot the TRUE or FALSE after := in an ASSIGNMENT statement.

File could not be closed.

The script could not close the file because of a disk error, such as a full disk.

File could not be opened.

The script could not open the file because of a disk error, such as writing to a read-only file.

File creation error.

The script could not create the file because of a disk error, such as a write-protected disk.

File error.

The script found a disk error while reading from or writing to a file. This is not normal and suggests something is wrong with your disk.

File name not found.

The script could not find the name given in a TRANSMIT statement.

File transmission error.

The script found an error while sending or receiving a file. The file is probably unusable.

File was empty.

The file you specified in a TRANSMIT statement contained no information.

File name expected.

The script expects a file name surrounded by quotes after a CAPTURE, RECEIVE, or TRANSMIT statement. If you forgot either the quotes or file name, then you get this error.

Illegal statement.

You typed something the script could not understand.

Interrupted.

You pressed **Esc**.

Invalid file name.

The file name in a RECEIVE, TRANSMIT, or CAPTURE statement was illegal, for example, the directory name does not exist.

Match string is too long.

The largest Match string allowed is 100 characters.

No errors found.

When checking the script, no errors were found.

No matching IF statement.

You forgot the IF statement before a THEN or ENDIF.

No matching REPEAT statement.

You forgot the REPEAT statement before an UNTIL statement, or you forgot the OR statement between TIMES and UNTIL.

No matching SELECT statement.

You forgot the SELECT statement before the first CASE statement.

Number expected.

The script expected a number after the statement. For example, you forgot the number inside parentheses, the number after TimeoutUnit or TimeoutFactor, or added an extra comma somewhere.

Number is too big.

The largest number allowed is 9999. Print statements only allow numbers up to 255.

OK expected.

The script expected OK; for example, you forgot the OK in an IF or REPEAT statement.

ON or OFF expected

You forgot ON or OFF after a SCREEN statement.

Protected Variable.

The symbol in the MATCH statement is a protected entry in the Glossary. Use the Glossary Protected Numbers to toggle this protection.

Protocol must be XMSUM or XMCRC.

You tried to RECEIVE a file using the CRLF or None protocol.

Receiving.

Information on the message line telling you that the script is receiving a file. The number is the number of lines or blocks received.

Restart.

Information on the message line telling you that a RESTART statement is in progress.

Script finished.

Information on the message line telling you that the script has finished executing.

String or constant expected.

You have made a mistake in a string or constant, or forgot a string or constant. For example, you matched an undefined constant, spelled ALL incorrectly, or forgot to place anything after CASE.

Syntax error.

The Script interpreter could not understand that statement or line of the syntax you defined.

THEN expected.

You missed a THEN statement from an IF THEN ELSE ENDIF block of statements.

Timeout.

A message telling you that a character was expected at a certain time but nothing was received. The file transmission was therefore aborted.

TIMES expected.

The script expected TIMES after a REPEAT statement and never received it.

Too many CASE statements.

When the script was running, it found too many CASE statements.

Transmission aborted.

The file transmission was stopped because of some cause.

Transmission cancelled by remote.

The other computer had a problem receiving the file and aborted the file transfer.

Transmission successful.

The file was sent or received successfully.

Transmitting :

The script is sending a file to another computer.

Protocol name expected.

The script is expecting XMSUM, XMCRC, CRLF, or None after a PROTOCOL statement.

Undefined error.

An error that the script could not decipher. Examples include not marking the whole of a statement or DELAY without the parentheses.

Unexpected keyword.

The Script did not expect a statement at that point. Examples include IF THEN THEN and MATCH CR LF.

Unterminated String.

You forgot the trailing quote in a MATCH or PRINT statement.

UNTIL expected.

You forgot the UNTIL after a REPEAT statement.

Variable was not found.

The symbol does not exist in the Glossary.

Waiting for anything.

The Script is in a MATCH ALL statement.

Waiting for match.

The Script is in a SELECT statement.

Waiting for match with.

The Script is in a MATCH statement.

The Time Planner

Bad Appointment Book. Restore (Y/N)?

Cause: Something has damaged your Appointment Book.

Solution: Press to recover some or all of the Appointment Book.

Item not found. Press Esc.

Cause: Your search string has not been found.

Solution: Move the cursor using the arrow keys or change the search string.

No more space for appointments on this day.

Cause: You have too many appointments on this day.

Solution: Delete some appointments.

No tagged appointments. Press Esc.

Cause: You tried to move or copy an appointment that was not tagged.

Solution: You must tag an appointment before you move or copy it. Press **F7** to tag the item at the cursor.

Not an appointment book.

Cause: You tried to read in an appointment book that is not in the correct format.

Solution: Check the file name.

Processing Appointments...Please wait.

Cause: The Time Planner is analyzing the appointments before drawing the Schedule window.

Solution: Be patient.

Repeat change. Y/N?

Cause: You have changed a Repeating appointment by some command.

Solution: Press **Y** if you wish to change all the Repeating appointments. Press **N** if you only wish to change the current appointment.

The Calculators

0 or 1 expected.

Cause: You entered a number other than 0 or 1 in the Binary mode of the Programmer calculator.

Solution: Change to another type of calculator.

Division by zero.

Cause: You attempted to make a calculation that divides a number by 0, thereby resulting in infinity.

Solution: Check your calculation.

ERROR.

Cause: An undefined error with an indefinite number of causes.

Solution: Check your calculation.

Escaped.

Cause: You pressed **[Esc]** while the Calculating a Block.

Expression is nested too deep.

Cause: You have more than 24 levels of left parentheses in your calculation.

Solution: Simplify your calculation.

Memory overflow.

Cause: You tried to perform a memory calculation that was bigger than $1*10^{64}$.

Solution: Check your calculation.

Missing left parenthesis.

Cause: You have a right parenthesis without left parenthesis.

Solution: Find the extra right parenthesis or add a left parenthesis in the appropriate place.

Missing right parenthesis.

Cause: You have a left parenthesis without right parenthesis.

Solution: Find the extra left parenthesis or add a right parenthesis in the appropriate place.

Missing parameter.

Cause: You tried to calculate a function without the correct number of parameters.

Solution: Check the function parameters and your calculation.

Number is out of range.

Cause: You have entered a number bigger than $1*10^{64}$ or smaller than $1*10^{-64}$.

Solution: Check your calculation.

Operand expected.

Cause: The Calculator was expecting a number after an operator such as (, +, -, or *.

Solution: Check your calculation.

Operator expected.

Cause: The Calculator was expecting an operator such as +, -, or *.

Solution: Check your calculation.

OVERFLOW.

Cause: The result is greater than 1×10^{64} .

Solution: Check your calculation.

Parameter is out of range.

Cause: You have given an illegal parameter to a function.

Solution: Check your calculation.

Syntax error.

Cause: You have typed something that the Calculator finds illegal.

Solution: Check the calculation.

Too many parameters.

Cause: You have put an extra semicolon somewhere in the calculation.

Solution: Check your calculation for semicolons.

Too many variables.

Cause: You cannot define more than 70 variables.

Solution: Delete some variables.

Unknown symbol.

Cause: You typed an unknown character, such as &, in the Formula calculator.

Solution: Check the character.

Unknown variable.

Cause: When defining a variable, you typed a nonexistent variable.

Solution: Define the variables in the correct order or use a calculation to define the variable.

The ASCII Table

Export Buffer is full.

Cause: You have over 42 characters in the Paste buffer.

Solution: Delete some of the characters or Quick Paste more than once.

Menu System Errors

Impossible to insert more items in this menu.

Cause: You can have a maximum of 23 items in a menu.

Solution: Move some menu items to another place.

It is not possible to create more shortcuts starting with this key.

Cause: You have over 23 shortcuts with the same first keystroke.

Solution: Move some items to another keystroke.

It is impossible to insert menu line on top of itself.

Cause: You tried to paste the menu item in the Menu Control menu's Clipboard onto the same position in the menu you're changing.

Solution: Move the cursor to another place.

Menu Line Clipboard is empty.

Cause: You tried to Paste when there was nothing in the Menu Clipboard.

Solution: Cut a menu item before you Paste.

The marked menu line is not accessible from this menu.

Cause: You cut a menu item that has been made invisible by another command. When you tried to paste it back into the menu system, the other command had made it invisible. So you can't paste it back.

Solution: Be sure that the menu line is visible before pasting it back into the menu system.

This shortcut is not unique.

Cause: Some other command uses that shortcut.

Solution: Choose another shortcut.

This shortcut will cover a global command OK.

Cause: A global command uses your proposed shortcut.

Solution: Press **[Y]** to overwrite the global command and use your proposed shortcut; otherwise, press **[N]**.

You cannot change this menu.

Cause: You cannot use **[Ctrl][←]** on the Menu Control menu.

Solution: None.

Help!

This appendix contains answers to some common questions about SideKick Plus. Here's how we've divided the topics:

- Activating SideKick Plus
- Screens
- File Manager
- Notepad
- Outlook: The Outline Processor
- Phonebook
- Calculators
- Time Planner
- ASCII Table
- Copy and Paste

Activating SideKick Plus

When I load SideKick Plus using SKPLUS /S+, why do I get the message Not enough memory to load SideKick Plus when I have 200 Kbytes of memory free?

When you use /S+, SideKick Plus swaps out your underlying program to make space for itself. If you have too many resident programs, there won't be enough free memory space for SideKick Plus to swap into and it won't be able to load. To solve this, remove your resident programs from memory until you have enough space for SideKick Plus.

What is the exact loading order if I want to load SuperKey, SideKick Plus, and other resident programs, such as RAM disks and print spoolers?

SideKick Plus is always the *last program* you load into memory, preceded by Turbo Lightning and SuperKey, in that order. All other memory-resident products should be loaded before the Borland products. A typical loading sequence is

- Clock
- RAM disk
- Print spooler
- SuperKey
- Turbo Lightning
- SideKick
- SideKick Plus

Sometimes, if you load a SuperKey macro file and try to press **Ctrl|Alt** to activate SideKick Plus, nothing happens. In this case, just press **←** and SideKick Plus will appear.

Why does SideKick Plus have to be loaded last?

Doing so ensures that SideKick Plus will be able to come up over virtually all application programs, for example, over XyWrite. It also allows us to protect against improper loading and to easily contract and expand SideKick Plus memory size. In technical terms, SideKick Plus retraps interrupt 9H (default is OFF).

Why does the SideKick Plus main menu flash on and off when I try to call up SideKick Plus?

If you have SuperKey loaded and have set SuperKey's One finger mode to ON (SuperKey Options menu, **Alt|Z|C|C**), this can happen. You must press two keys to activate SideKick Plus.

If you have a 3270 PC with the 2.1 or greater control program, the main menu will flash because of the way the 3270 handles the keyboard. To solve this, start SideKick Plus by typing `SKPLUS /T ←`. (See the command-line parameters described in Chapter 16.)

*The manual says **Alt|N** will bring up the Notepad, and **Alt|T** will bring up the Time Planner, and so on. When I try this, however, nothing happens.*

You must be in SideKick Plus to use the **Alt** key shortcuts. For example, if you are in the Notepad, pressing **Alt|T** brings up the Time Planner without

going through the main menu. Following are the keys that can be used from anywhere after loading SideKick Plus:

- Ctrl|Alt** Activates SideKick Plus
- ↑ Left | Right ↓** Activates SideKick Plus
- Ctrl|Del** Copies the screen to the SideKick Plus Clipboard
- Ctrl|Ins** Pastes the contents of the Clipboard to the underlying program
- Ctrl|5** Dials from the screen if you toggle the Phonebook Options Display Dial Use Number command to DISPLAY

The main menu does not show all the features.

You installed SideKick Plus to load only a few of its features. See Chapter 15 to rebuild it with all the features.

When I try to activate SideKick Plus, I just get a chirping noise.

DOS may be doing something that SideKick Plus cannot interrupt. Pressing **Return** will usually clear this situation and bring up SideKick Plus.

Why does the hard disk light blink at random intervals while I use SideKick Plus?

SideKick Plus is just swapping unused information to your hard disk to keep its RAM memory requirements to a minimum.

Why does SideKick Plus create the files with the extension .SWP?

SideKick Plus swaps part of itself, your information, and your underlying program into these files. It does this to be miserly in its memory requirements: You can create a 400 Kbyte outline and nine 54000-character Notepads and have a RAM-resident size of only 64 Kbytes. That is, SideKick Plus puts all but 64 Kbytes into the hard disk or other storage devices. Do not delete this file while SideKick Plus is loaded.

Screens

I wrote a program with Turbo Pascal that stops blinking if I bring up SideKick Plus. Why?

You must toggle Services Setup Exit Conditions to allow the blinking attribute.

On a 3270 PC, the main menu is not readable.

The 3270 screen has 8 colors instead of 4 colors in 2 intensities. You must change the colors to ones that are more readable. See Chapter 2 on window control.

When I load SideKick Plus, the cursor and text are in high intensity. Why?

There's a conflict with the underlying program. Toggle Services Setup Exit Conditions Show to allow blinking.

The File Manager

What are the letters in the far right column of each file name?

These are special indicators that DOS places on each file. They are useful if you wish to prevent people from reading the file or make selective backups of a directory. The File Manager lets you specify these group attributes: Read Only, Hidden, Archive, and System.

How do I find a file if I don't know what directory's it's in?

First pop up the File Manager and select **F10** Search. Type in the name of the file you want to find with a backward slash before it, such as \YEATS.TXT. The File Manager then presents a list of files matching your requested file name. Press **←** to load the file if you raised the File Manager from a file-name prompt.

The Notepad

Why can't I move my cursor below the last line in the Notepad?

The cursor keys only move as far as the last line of text or the last `[Return]` entered. To add blank lines, move the cursor to the end of the last line and press `[Return]`, then press `[Return]` for as many blank lines as you need.

I just inserted some text into a section of my document, and SideKick Plus reformatted everything from that point on.

To prevent automatic reformatting, insert a blank line between paragraphs. Alternatively, you can turn off the wordwrap feature with the Options Margin Release command.

I just read a file into the Notepad from my word processor, and there are low intensity Is in it. What are they?

The low intensity Is are horizontal tab characters. To remove them, toggle Options Hard tabs ON and reload the file.

Whenever I type a British pound sign, it comes out as a backslash (\). Why?

The British pound sign is part of the *foreign* characters in your computer. If you want these displayed, you need to toggle Options Graphics ON.

The Notepad disappears when I press `[Esc]` to send a printer control code.

Enter `[Ctrl][P]` first, before pressing `[Esc]`.

How can I print graphics from the Notepad?

To print graphics, your printer must be able to print semi-graphic characters, and you must have Services Setup Printer Graphics support set to ON.

I saved a Notepad yesterday and today it's gone. What happened?

The Notepad file was saved into whatever directory you were working in yesterday. You may be trying to reload the file from a different directory than the one you saved it in. You must specify either a full path name or use the File Manager to find the file.

Outlook: The Outline Processor

How do the Notepad and Outlook handle the same file in two different windows?

If you have the same file in two different windows in Outlook, then you are looking at two *views* of the same file. If you alter one view in Outlook, the other *will* change (although you might not see it right away). In the Notepad, you are looking at two *separate* files. If you change one file, the other *won't* change. Eventually, the Notepad will save only one version of the file, and the other will be overwritten.

The Phonebook

Why doesn't my modem disconnect from the Phonebook after I press the spacebar?

You pressed the spacebar too soon. Depending upon the computer, if you press the space bar as soon as the message appears, the Phonebook will either disconnect and not finish dialing the number, or finish dialing the number and never disconnect the modem from the computer. (To get disconnected, you'll have to press **F8** and reset the computer or dial another number.) Next time, wait until you hear the connection with the other end before you press the spacebar.

I get a No Carrier message as soon as the Communications window opens, even when dialing was successful.

Toggle the Communications Parameters Options Carrier Control command to OFF. This is usually the result of a three-wire cable to your modem or other computer.

Why won't SideKick Plus screen dial the number (408) 123-4567?

First check that you have Options Display Dial Use number command set to DISPLAY. Then precede the number with `call:` or `dial:`, for example, `call: (408) 123-4567`

When I dial another computer and the Communications window opens, all I get are nonsensical characters. Why?

You probably did not set the correct baud rate (usually 300, 1200, or 2400), the correct parity (usually Even or None), or the correct number of data bits

(usually 7 or 8). To change these settings, use the Communications Parameters menu in the Summary window or the Parameter menu while in the Communications window.

I successfully connected to another computer but everything I type appears twice on the screen. Why?

You are getting an *echo*, which can be a desirable feature. In the Summary window, set the Communications Parameters Echo command to OFF. In the Communications window, set the Parameters Echo command to OFF.

The Calculators

Why doesn't the Business Calculator seem to work properly?

You may be using it as if it were a Scientific or Programmer calculator. To speed up addition and subtraction, the Business Calculator operates using a subtly different method. Please read the tutorial in Chapter 3 before using it, if you are unfamiliar with the financial method of calculation.

The Time Planner

When I brought up the Time Planner, the appointments I previously entered were gone.

You probably saved them into another directory. You must specify the correct directory for each Appointment Book.

Can I merge several Time Planner files?

No. You can, however, look at two files using the Common Appointment Book. See Chapter 9 for more details.

How do I save the Time Planner files?

Every time you make a change to the Time Planner, it saves the changes automatically.

If I am keeping track of more than one person's schedule, or if one person needs multiple Time Planner files, is it possible to create more than one Time Planner file?

Yes. You can have many Time Planner files: Just press **F3** and type the new name.

The ASCII Table

I never use this feature. Can I remove it?

Yes, you can remold SideKick Plus to your preference. See Chapter 15.

Copy and Paste

Why doesn't Paste work in programs like WordStar, dBASE, and WordPerfect?

SideKick Plus pastes too fast for some application programs to receive. Set a lengthier paste delay in the Services Setup Clipboard menu.

*Why doesn't **Ctrl|Ins** (Paste from Clipboard) or **Ctrl|Del** (Copy from Screen to Clipboard) work in some programs, like Multimate?*

The application, such as Multimate, uses these keys for its own purposes. It is simple to change these keys, as they are just like any other on SideKick Plus. See Chapter 14. The only key that you can use for pasting with Multimate is **Ctrl|Home**.

Glossary

activate To open a program by typing its name or pressing its activation keys, so that it is ready to accept commands and information from you.

activation keys The keys you press to open a program. In SideKick Plus, the default activation keys are **Ctrl|Alt** and **⌘ Left|Right ⌘**.

application A program that uses the computer to address a specific need, rather than a program that helps the computer system run better. In this manual, we refer to the SideKick Plus components—the Notepad, File Manager, and so on—as its applications.

ASCII Table The American Standard Code for Information Interchange's standard set of numbers that represent the characters and control signals used by computers.

attached note A Notepad that is connected to a specific Time Planner date, Outlook headline, Phonebook form entry, or the ASCII paste buffer.

attribute (file) In SideKick Plus, a specific characteristic of a file: Read Only, Hidden, System, or Archive. See "Changing the File Attributes" in Chapter 6 for an explanation of these attributes.

background communications The Phonebook's ability to communicate with another computer while you are working on another program.

batch file A file containing a series of commands and/or information that the computer processes in one continuous stream, without interruption.

baud The speed at which data is transmitted from a modem in signals (voltage level changes) per second. Each signal conveys from 1 to 16 bits per second.

bit A binary digit, either 0 or 1. Several bits (usually eight) make up a *byte*, which represents one character.

communications Transferring information to and/or from another computer.

configuration The way you've set your computer switches regarding additional memory boards, video boards, modems, and other hardware factors.

Clipboard A temporary storage area for anything you copy or move from a SideKick Plus application or the screen. You can edit the information in the Clipboard before you paste it to another application or screen.

default The way the program is set up as distributed. A program follows the default options unless you specifically tell it otherwise.

Glossary An area of the Phonebook in which you keep your coded telephone abbreviations and expansions—telephone numbers, long-distance access codes, and the like. You can assign a password to the Glossary, so that only you can open it.

headline A line of text in Outlook. An outline comprises all the headlines in a file.

load To instruct the computer to take a program from the hard-disk storage memory and put it into RAM memory, where it can be quickly accessed when you type its activation keys.

local-area network A system of computers and other electronic machines linked up so that they can exchange information online.

marker A character that you press to tag another character. You then usually select a command to be performed at that location.

modem A device that codes information so that it can be transmitted or received over a communications medium—telephone cables, microwave signals, and the like.

network. See *local-area network*.

path Part of a file name, given on the DOS command line, that specifies subdirectories that lead to the file in a DOS tree-structured file directory.

Quick Dial A command that dials any valid number you type on the screen. The shortcut for this command is **[Ctrl][5]** (the center key on the numeric keypad).

Quick Paste A command that copies a marked block from a SideKick application into the Clipboard and then pastes it from the Clipboard to wherever the cursor was in your underlying program. The shortcut keys for this command are **[Alt][Esc]**.

resident program An application program, such as SideKick Plus or SukerKey, that is installed into your computer's main memory. It remains there, available for your use, until the computer is turned off.

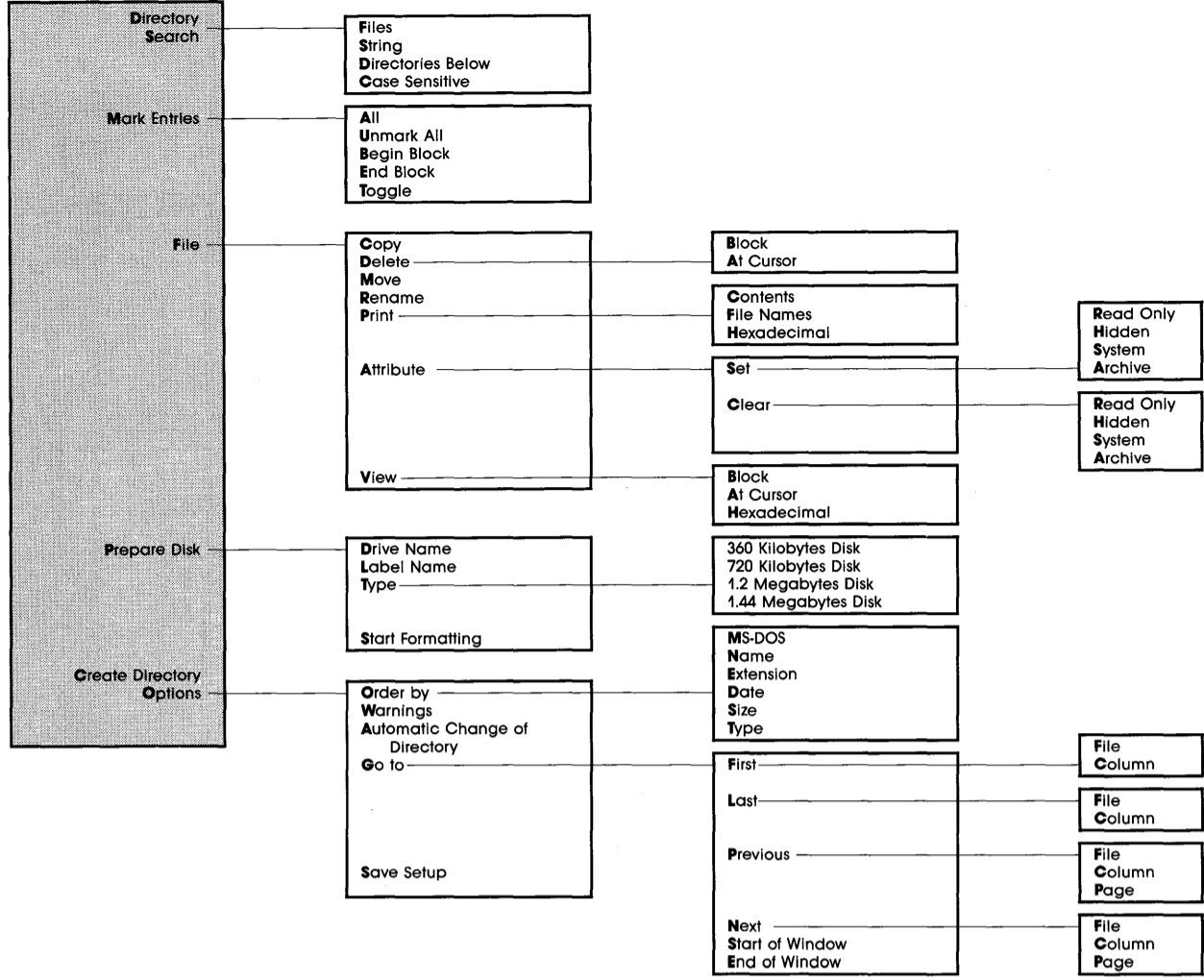
script An exchange of commands and characters transmitted between two computers. A script file stores all the commands and responses you usually type in and issues them automatically, when you enter the file name.

shortcut A key or key combination that represents a SideKick Plus command or string of commands. For example, pressing **Alt|Esc** is like selecting Services Copy from Application to Clipboard, closing the application and moving to where you want to paste the marked block, and then pressing Services Paste from Clipboard.

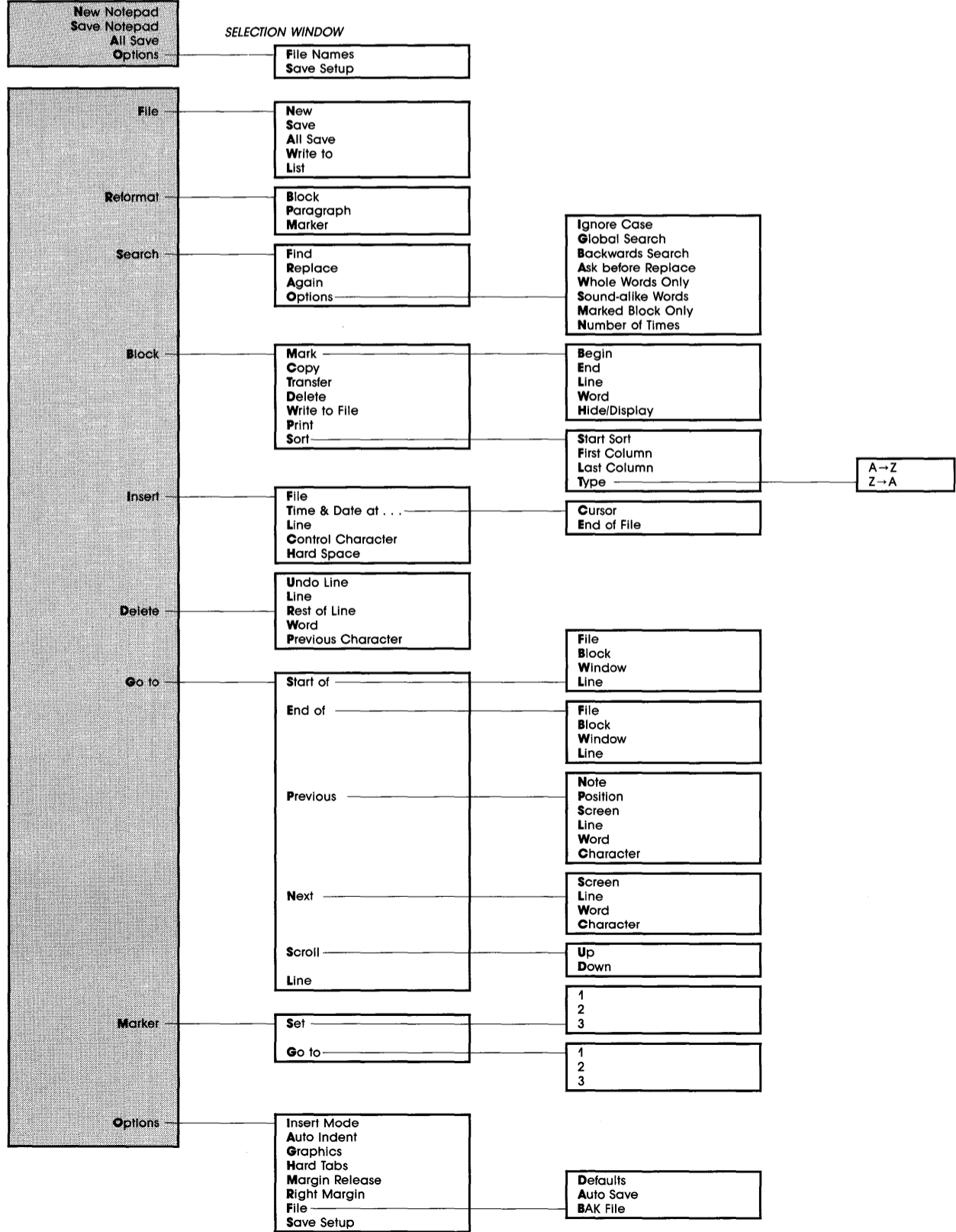
swap Moving part or all of a program to another part of memory.

wordwrap A setting that tell the program to automatically move the cursor to the next line's left margin when you get to the right margin of a line.

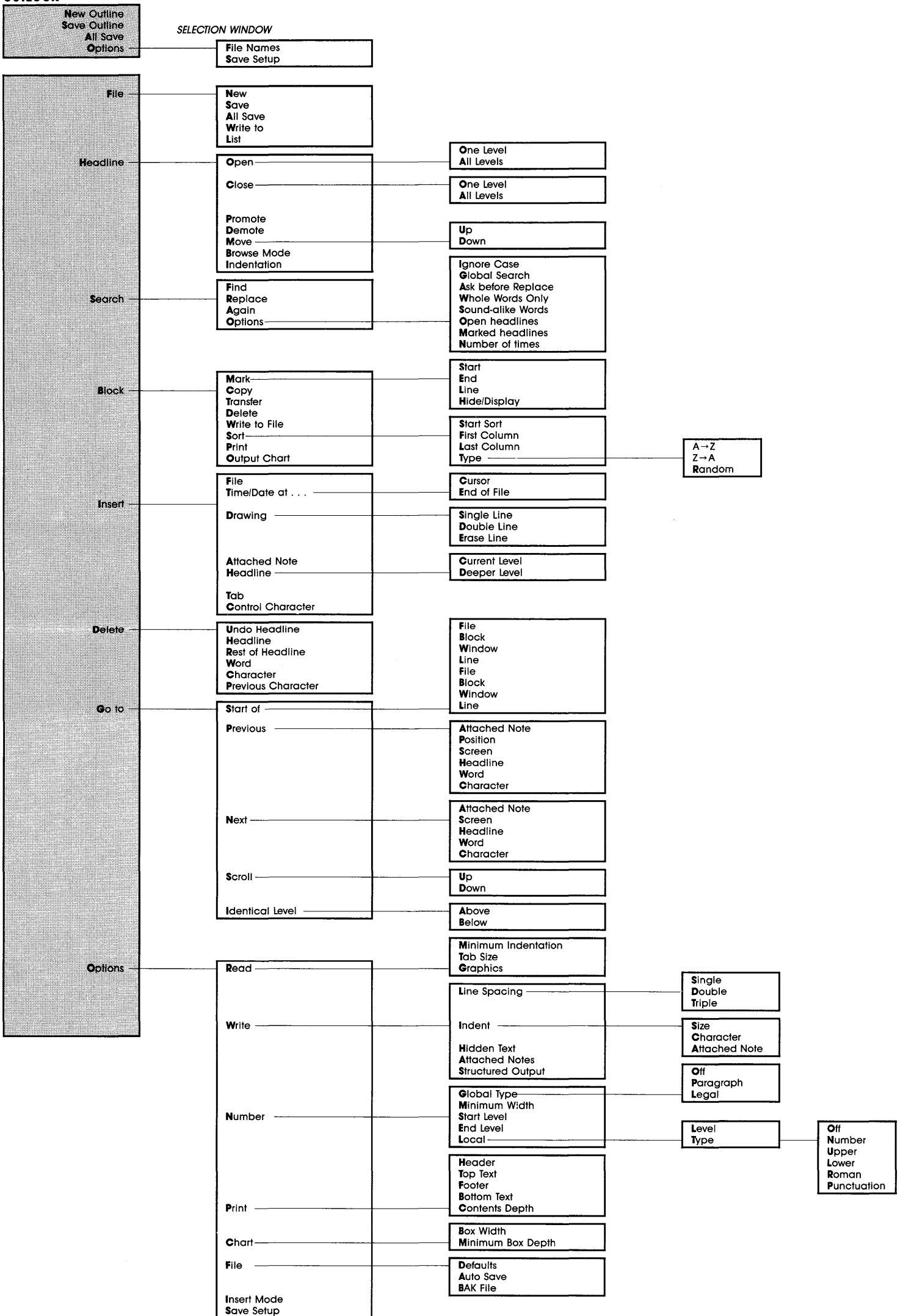
FILE MANAGER



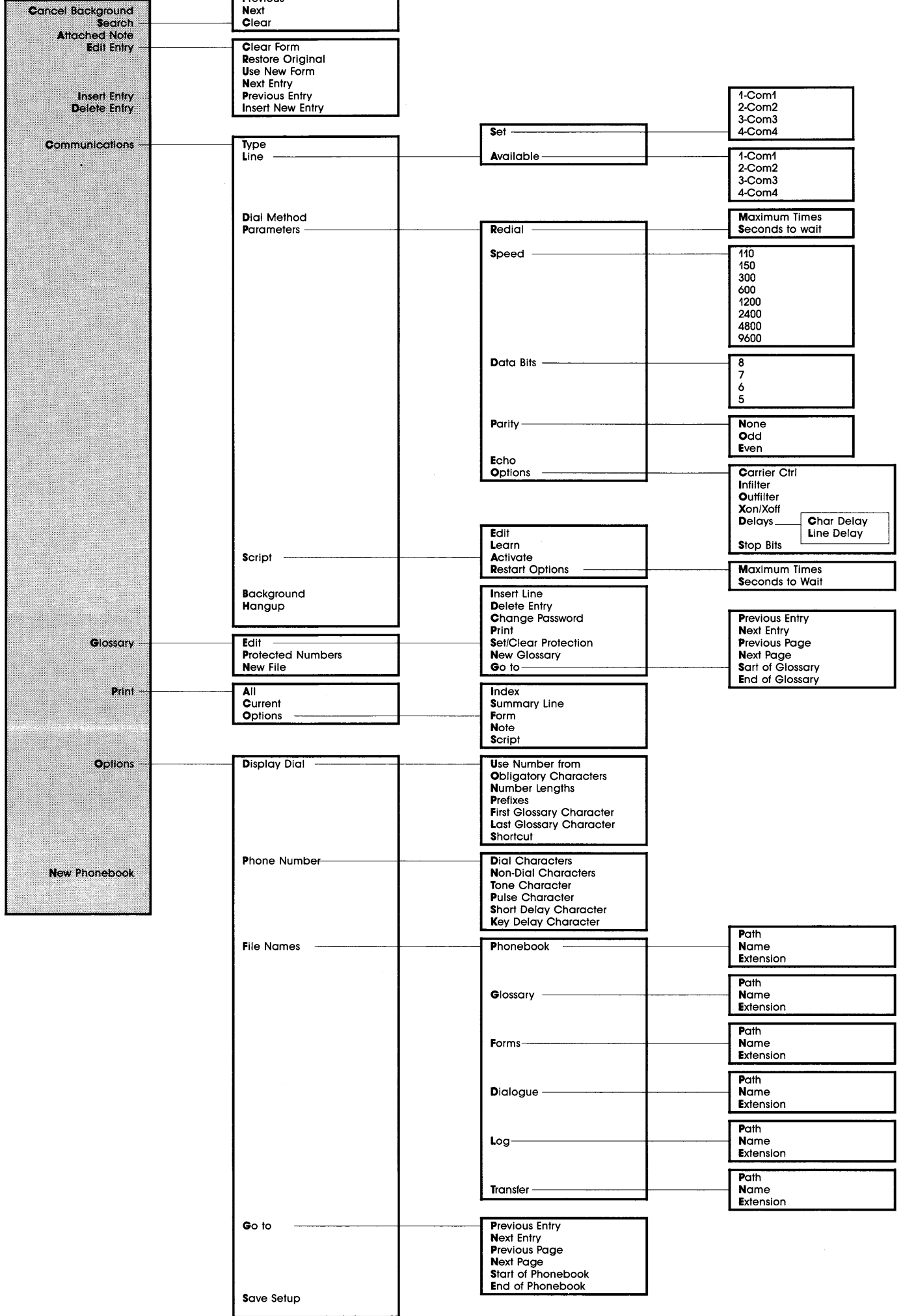
NOTEPAD



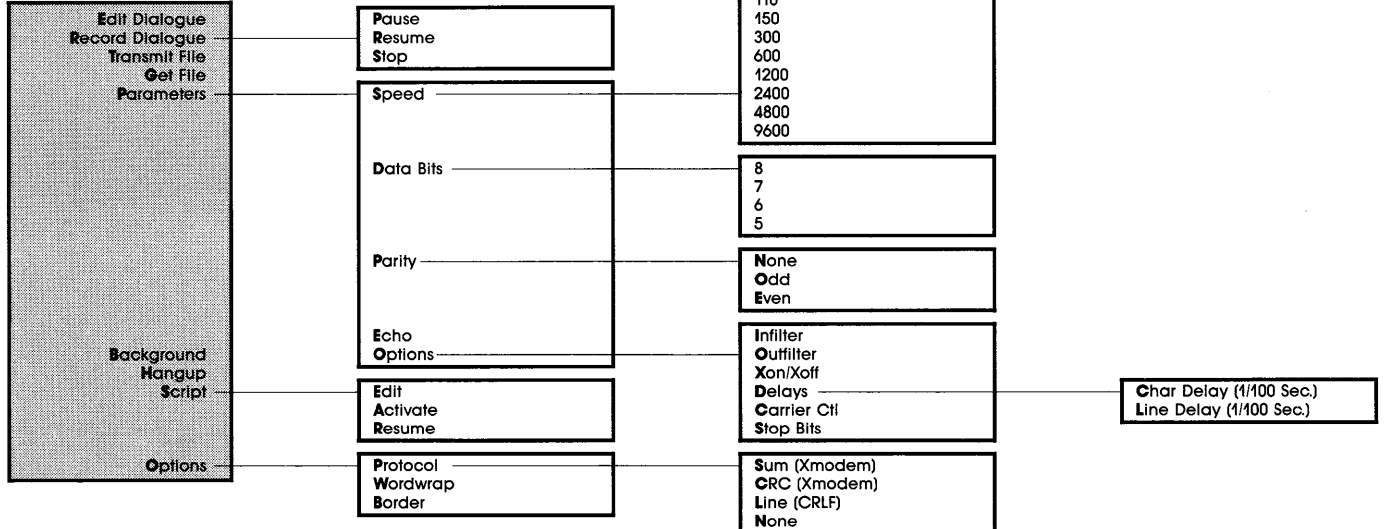
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A full-screen WordStar-like Editor to jot down notes and edit files up to 25 pages long.

A Phone Directory for names, addresses, and telephone numbers. Finding a name or a number is a snap.

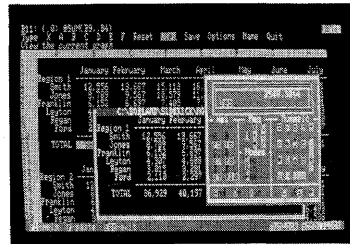
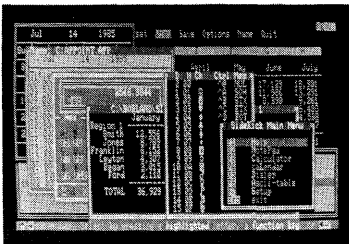
An Autodialer for all your phone calls. It will look up and dial telephone numbers for you. (A modem is required to use this function.)

A Monthly Calendar from 1901 through 2099.

Appointment Calendar to remind you of important meetings and appointments.

A full-featured Calculator ideal for business use. It also performs decimal to hexadecimal to binary conversions.

An ASCII Table for easy reference.



All the SideKick windows stacked up over Lotus 1-2-3.* From bottom to top: SideKick's "Menu Window," ASCII Table, Notepad, Calculator, Appointment Calendar, Monthly Calendar, and Phone Dialer.

Here's SideKick running over Lotus 1-2-3. In the SideKick Notepad you'll notice data that's been imported directly from the Lotus screen. In the upper right you can see the Calculator.

The Critics' Choice

"In a simple, beautiful implementation of WordStar's block copy commands, SideKick can transport all or any part of the display screen (even an area overlaid by the notepad display) to the notepad."
—Charles Petzold, PC MAGAZINE

"SideKick deserves a place in every PC."
—Gary Ray, PC WEEK

"SideKick is by far the best we've seen. It is also the least expensive."
—Ron Mansfield, ENTREPRENEUR

"If you use a PC, get SideKick. You'll soon become dependent on it."
—Jerry Pournelle, BYTE

Suggested Retail Price: \$84.95 (not copy protected)

Minimum system configuration: IBM PC, XT, AT, PCjr and true compatibles. PC-DOS (MS-DOS) 2.0 or greater. 128K RAM. One disk drive. A Hayes-compatible modem, IBM PCjr internal modem, or AT&T Modem 4000 is required for the autodialer function.



SideKick is a registered trademark of Borland International, Inc. dBASE is a registered trademark of Ashton-Tate. IBM, XT, AT, and PCjr are registered trademarks of International Business Machines Corp. AT&T is a registered trademark of American Telephone & Telegraph Company. Lotus and 1-2-3 are registered trademarks of Lotus Development Corp. WordStar is a registered trademark of MicroPro International Corp. Hayes is a trademark of Hayes Microcomputer Products, Inc.
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BOR0060C

SUPERKEY-[®] THE PRODUCTIVITY BOOSTER

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SuperKey's simple macros are electronic shortcuts to success. By letting you reduce a lengthy paragraph into a single keystroke of your choice, SuperKey eliminates repetition.

SuperKey turns 1,000 keystrokes into 1!

SuperKey can record lengthy keystroke sequences and play them back at the touch of a single key. Instantly. Like magic.

In fact, with SuperKey's simple macros, you can turn "Dear Customer: Thank you for your inquiry. We are pleased to let you know that shipment will be made within 24 hours. Sincerely," into the one keystroke of your choice!

SuperKey keeps your confidential files—confidential!

Without encryption, your files are open secrets. Anyone can walk up to your PC and read your confidential files (tax returns, business plans, customer lists, personal letters, etc.).

With SuperKey you can encrypt any file, *even* while running another program. As long as you keep the password secret, only *you* can decode your file correctly. SuperKey also implements the U.S. government Data Encryption Standard (DES).

- | | |
|---|---|
| <input checked="" type="checkbox"/> RAM resident—accepts new macro files even while running other programs | <input checked="" type="checkbox"/> Keyboard buffer increases 16 character keyboard "type-ahead" buffer to 128 characters |
| <input checked="" type="checkbox"/> Pull-down menus | <input checked="" type="checkbox"/> Real-time delay causes macro playback to pause for specified interval |
| <input checked="" type="checkbox"/> Superfast file encryption | <input checked="" type="checkbox"/> Transparent display macros allow creation of menus on top of application programs |
| <input checked="" type="checkbox"/> Choice of two encryption schemes | <input checked="" type="checkbox"/> Data entry and format control using "fixed" or "variable" fields |
| <input checked="" type="checkbox"/> On-line context-sensitive help | <input checked="" type="checkbox"/> Command stack recalls last 256 characters entered |
| <input checked="" type="checkbox"/> One-finger mode reduces key commands to single keystroke | |
| <input checked="" type="checkbox"/> Screen OFF/ON blanks out and restores screen to protect against "burn in" | |
| <input checked="" type="checkbox"/> Partial or complete reorganization of keyboard | |

Suggested Retail Price: \$99.95 (not copy protected)

Minimum system configuration: IBM PC, XT, AT, PCjr, and true compatibles. PC-DOS (MS-DOS) 2.0 or greater. 128K RAM. One disk drive.



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BOR 0062C

If you use an IBM® PC, you need

TURBO *Lightning*®

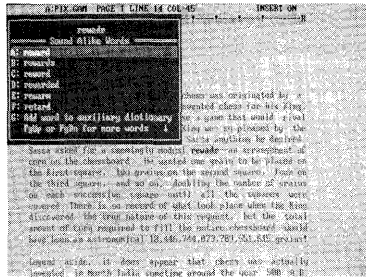
Turbo Lightning teams up with the Random House Concise Word List to check your spelling as you type!

Turbo Lightning, using the 80,000-word Random House Dictionary, checks your spelling as you type. If you misspell a word, it alerts you with a "beep." At the touch of a key, Turbo Lightning opens a window on top of your application program and suggests the correct spelling. Just press one key and the misspelled word is instantly replaced with the correct word.

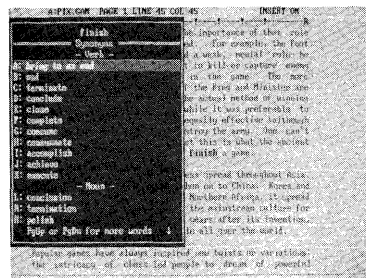
Turbo Lightning works hand-in-hand with the Random House Thesaurus to give you instant access to synonyms

Turbo Lightning lets you choose just the right word from a list of alternates, so you don't say the same thing the same way every time. Once Turbo Lightning opens the Thesaurus window, you see a list of alternate words; select the word you want, press ENTER and your new word will instantly replace the original word. Pure magic!

If you ever write a word, think a word, or say a word, you need Turbo Lightning



The Turbo Lightning Proofreader



The Turbo Lightning Thesaurus

You can teach Turbo Lightning new words

You can *teach* your new Turbo Lightning your name, business associates' names, street names, addresses, correct capitalizations, and any specialized words you use frequently. Teach Turbo Lightning once, and it knows forever.

Turbo Lightning is the engine that powers Borland's Turbo Lightning Library®

Turbo Lightning brings electronic power to the Random House Concise Word List and Random House Thesaurus. They're at your fingertips—even while you're running other programs. Turbo Lightning will also "drive" soon-to-be-released encyclopedias, extended thesauruses, specialized dictionaries, and many other popular reference works. You get a head start with this first volume in the Turbo Lightning Library.

Suggested Retail Price: \$99.95 (not copy protected)

Minimum system configuration: IBM PC, XT, AT, PCjr, and true compatibles with 2 floppy disk drives. PC-DOS (MS-DOS) 2.0 or greater. 256K RAM. Hard disk recommended.



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Your Development Toolbox and Technical Reference Manual for Turbo Lightning®

L I G H T N I N G
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Lightning Word Wizard includes complete, commented Turbo Pascal® source code and all the technical information you'll need to understand and work with Turbo Lightning's "engine."

More than 20 fully documented Turbo Pascal procedures reveal powerful Turbo Lightning engine calls. Harness the full power of the complete and authoritative Random House® Concise Word List and Random House Thesaurus.

Turbo Lightning's "Reference Manual"

Developers can use the versatile on-line examples to harness Turbo Lightning's power to do rapid word searches. Lightning Word Wizard is the forerunner of the database access systems that will incorporate and engineer the Turbo Lightning Library® of electronic reference works.

The ultimate collection of word games and crossword solvers!

The excitement, challenge, competition, and education of four games and three solver utilities—puzzles, scrambles, spell-searches, synonym-seekings, hidden words, crossword solutions, and more. You and your friends (up to four people total) can set the difficulty level and contest the high-speed smarts of Lightning Word Wizard!

Turbo Lightning—Critics' Choice

"Lightning's good enough to make programmers and users cheer, executives of other software companies weep."

Jim Seymour, *PC Week*

"The real future of Lightning clearly lies not with the spelling checker and thesaurus currently included, but with other uses of its powerful look-up engine."

Ted Silveira, *Profiles*

"This newest product from Borland has it all."

Don Roy, *Computing Now!*

Minimum system configuration: IBM PC, XT, AT, PCjr, Portable, and true compatibles. 256K RAM minimum. PC-DOS (MS-DOS) 2.0 or greater. Turbo Lightning software required. Optional—Turbo Pascal 3.0 or greater to edit and compile Turbo Pascal source code.



***Suggested Retail Price: \$69.95
(not copy protected)***

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BOR0087B

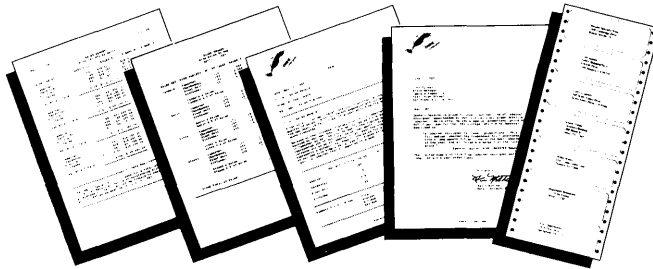
REFLEX[®] THE DATABASE MANAGER

***The high-performance database manager
that's so advanced it's easy to use!***

Lets you organize, analyze and report information faster than ever before! If you manage mailing lists, customer files, or even your company's budgets—Reflex is the database manager for you!

Reflex is the acclaimed, high-performance database manager you've been waiting for. Reflex extends database management with business graphics. Because a picture is often worth a 1000 words, Reflex lets you extract critical information buried in mountains of data. With Reflex, when you look, you see.

The **REPORT VIEW** allows you to generate everything from mailing labels to sophisticated reports. You can use database files created with Reflex or transferred from Lotus 1-2-3[®], dBASE[®], PFS: File[®], and other applications.



Reflex: The Critics' Choice

"... if you use a PC, you should know about Reflex ... may be the best bargain in software today."

Jerry Pournelle, BYTE

"Everyone agrees that Reflex is the best-looking database they've ever seen."

Adam B. Green, InfoWorld

"The next generation of software has officially arrived."

Peter Norton, PC Week

Reflex: don't use your PC without it!

Join hundreds of thousands of enthusiastic Reflex users and experience the power and ease of use of Borland's award-winning Reflex.

Suggested Retail Price: \$149.95 (not copy protected)

Minimum system configuration: IBM PC, XT, AT, and true compatibles. 384K RAM minimum. IBM Color Graphics Adapter, Hercules Monochrome Graphics CArd, or equivalent. PC-DOS (MS-DOS) 2.0 or greater. Hard disk and mouse optional. Lotus 1-2-3, dBASE, or PFS: File optional.



Reflex is a trademark of Borland/Analytica Inc. Lotus 1-2-3 is a registered trademark of Lotus Development Corporation. dBASE is a registered trademark of Ashton-Tate. PFS: File is a registered trademark of Software Publishing Corporation. IBM, XT, AT, and IBM Color Graphics Adapter are registered trademarks of International Business Machines Corporation. Hercules Graphics Card is a trademark of Hercules Computer Technology. MS-DOS is a registered trademark of Microsoft Corp. Copyright 1987 Borland International BOR 0066C

REFLEX: THE WORKSHOP™

Includes 22 "instant templates" covering a broad range of business applications (listed below). Also shows you how to customize databases, graphs, crosstabs, and reports. It's an invaluable analytical tool and an important addition to another one of our best sellers, Reflex: The Database Manager.

Fast-start tutorial examples:

Learn Reflex® as you work with practical business applications. The Reflex Workshop Disk supplies databases and reports large enough to illustrate the power and variety of Reflex features. Instructions in each Reflex Workshop chapter take you through a step-by-step analysis of sample data. You then follow simple steps to adapt the files to your own needs.

22 practical business applications:

Workshop's 22 "instant templates" give you a wide range of analytical tools:

Administration

- Scheduling Appointments
- Planning Conference Facilities
- Managing a Project
- Creating a Mailing System
- Managing Employment Applications

Sales and Marketing

- Researching Store Check Inventory
- Tracking Sales Leads
- Summarizing Sales Trends
- Analyzing Trends

Production and Operations

- Summarizing Repair Turnaround

- Tracking Manufacturing Quality Assurance
- Analyzing Product Costs

Accounting and Financial Planning

- Tracking Petty Cash
- Entering Purchase Orders
- Organizing Outgoing Purchase Orders
- Analyzing Accounts Receivable
- Maintaining Letters of Credit
- Reporting Business Expenses
- Managing Debits and Credits
- Examining Leased Inventory Trends
- Tracking Fixed Assets
- Planning Commercial Real Estate Investment

Whether you're a newcomer learning Reflex basics or an experienced "power user" looking for tips, Reflex: The Workshop will help you quickly become an expert database analyst.

Minimum system configuration: IBM PC, AT, and XT, and true compatibles. PC-DOS (MS-DOS) 2.0 or greater. 384K RAM minimum. Requires Reflex: The Database Manager, and IBM Color Graphics Adapter, Hercules Monochrome Graphics Card or equivalent.



***Suggested Retail Price: \$69.95
(not copy protected)***

TURBO PASCAL®

VERSION 4.0

Turbo Pascal 4.0 has all the features

Turbo Pascal 4.0 now provides an amazing compilation speed of 27,000 lines per minute,* support for programs larger than 64K, a library of powerful standard units, separate compilation, and much more.

The single-pass, native code compiler offers improved code generation, smart linking to remove unused code from your programs, built-in project management, separate compilation using units, output screen saved in a window, MAP files for use with standard debuggers, a command-line version of the compiler and MAKE utility, and built-in support for 8087/80287/80387 math coprocessors.

All these advanced features, plus the integrated programming environment, online help, and Borland's famous pull-down menus, make Turbo Pascal 4.0 the high-speed, high-performance development tool every programmer hopes for.

A conversion program and compatibility units help you convert all your version 3.0 programs to 4.0.

Built-in editor

An improved, full-screen editor for editing, compiling, and finding and correcting errors from inside the integrated development environment. Supports 25, 43, and 50 lines per screen, tabs, colors, and new command installation.

Interactive error detection

The compiler instantly locates errors, automatically activates the editor, and shows you the location of the error in the source code.

Pick list

Lets you pick a file from a list of the last eight files loaded into the editor and opens it at the exact spot where you last edited the file. It even remembers your last search string and search options.

Free MicroCalc spreadsheet

A new and improved version of the full-fledged spreadsheet included on your Turbo Pascal disk, absolutely free! You get the complete, revised source code, ready to compile and run.

Other Technical Features:

- Several powerful standard units (*System Dos, Crt, and Graph*)
- Device-independent graphics support for CGA, MCGA, EGA, VGA, Hercules, AT&T 6300, and IBM 3270 PC
- Extended data types, including *LongInt*
- Optional range- and stack-checking; short-circuit Boolean expression evaluation
- Support for inline statements, inline macros, and powerful assembly language interface
- Faster software-only floating point; toggle switch for 80x87 support including *Single, Double, Extended, and Comp IEEE* reals (with numeric coprocessor)
- Automatic execution of initialization and exit code for each unit
- Nested include files up to 8 levels deep, including main module and units
- Operating system calls and interrupts
- Interrupt procedure support for ISRs
- Variable and value typecasting
- Shell to DOS transfer

***Suggested retail price \$99.95
(not copy protected)***

Minimum system requirements: For the IBM PS/2™ and the IBM® and Compaq® families of personal computers and all 100% compatibles. Integrated environment: 384K; command line: 256K; one floppy drive.

*Run on an 8MHz IBM AT

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TURBO PASCAL® TUTOR

VERSION 4.0

Borland's Turbo Pascal Tutor is everything you need to start programming in Turbo Pascal. It takes you from the bare basics to advanced techniques in a simple, easy-to-understand fashion.

Now you can learn Pascal from the industry's top authority: Borland International, maker of Turbo Pascal. Borland's *Turbo Pascal Tutor* is the comprehensive Pascal learning package you've been waiting for. It consists of a manual that takes you from the basics up to the most advanced tricks, and a disk containing sample programs as well as learning exercises.

Turbo Pascal Tutor comes with thousands of lines of commented source code on disk, ready for you to compile and run. Files include all the sample programs from the manual as well as several advanced examples dealing with window management, binary trees, and real-time animation.

The *Turbo Pascal Tutor* manual perfectly complements the disk exercises: It is designed as both a quick reference and a study guide to new topics. The manual consists of three parts:

Part I: Turbo Pascal for the Absolute Novice.

This quick-start tutorial gives you a concise history of computer programming languages, an explanation of computer functions, and a summary of how to write, compile, and run Turbo Pascal programs.

Part II: A Programmer's Guide to Turbo Pascal

This section covers the specifics of Turbo Pascal: program structure, data types, control structures, procedures, functions, arrays, strings, records, sets, pointers, dynamic allocation, files, and—last but not least—units (an important addition to Turbo Pascal 4.0). Bringing all these concepts together, the section culminates in an explanation of a working program: the Turbo TYPIST program (which is also provided on disk).

Part III: Advanced Programming.

This high-powered section of the Tutor takes you through such sophisticated topics as stacks, queues, lists, binary trees, graphs, and linked structures. Sorting and searching techniques follow, as do sections on typed constants, numbering systems, and Boolean integer operations.

Technical Features

- Includes disk *and* 400-page manual
- Covers all aspects of Turbo Pascal programming
- Describes the advanced features of Turbo Pascal 4.0
- Useful for both novice and experienced programmers
- Thousands of lines of fully commented example programs

*Suggested retail price: \$69.95
(not copy protected)*

Minimum system requirements: For the IBM PS/2™ and the IBM® and Compaq® families of personal computers and all 100% compatibles. PC-DOS (MS-DOS®) 2.0 or later. 256K memory. Turbo Pascal 4.0 or later.

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BOR 0525A

TURBO PASCAL® **DATABASE TOOLBOX**

VERSION 4.0

With the Turbo Pascal Database Toolbox you can build your own powerful, professional-quality database programs. And like all other Borland Toolboxes, it's advanced enough for professional programmers yet easy enough for beginners.

Ready-to-use modules

The Toolbox enhances your programming with two problem-solving modules: Turbo Access and Turbo Sort.

Turbo Sort uses the *Quicksort* method to sort data on single items or on multiple keys. Features virtual memory management for sorting large data files. (Commented source code is included on the disk.)

Turbo Pascal Access quickly locates, inserts, or deletes records in a database using B+ trees—the fastest method for finding and retrieving database information. (Source code is included.)

Trainer is a demonstration program that graphically displays how B+ trees work. You can key in sample records and see a visual index of B+ trees being built.

The Toolbox also includes routines for importing and exporting Reflex® database files to use with your database programs.

Free sample database

Included is a *free* sample database with source code. Just compile it, and it's ready to go to work for you—you can use it as is or customize it. You can search the database by keywords or numbers, and update, add or delete records, as needed.

Saves you time and money

If you're a professional programmer writing software for databases or other applications where search-and-sort capabilities are important, we can save you time and money. Instead of writing the same tedious but essential routines over and over again, you can simply include any of the Toolbox's modules in your own compiled programs.

Technical Features

- Maximum data/index files open: 15 files
- Maximum file size: unlimited
- Maximum record size: 64K
- Maximum number of records: +2 billion
- Maximum key size: 256 bytes
- Maximum number of keys: +2 billion

Suggested retail price \$99.95 (not copy protected)

Minimum system requirements: For the IBM PS/2® and the IBM® and Compaq® families of personal computers and all 100% compatibles running Turbo Pascal 4.0. PC-DOS (MS-DOS®) 2.0 or later. Memory: 256K.

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BOR 0576

TURBO PASCAL® **GRAPHIX TOOLBOX**

VERSION 4.0

Even if you're new to Turbo Pascal programming, the Turbo Pascal Graphix Toolbox will get you started immediately.

It's a collection of tools that will get you right into the fascinating world of high-resolution business graphics, including graphics window management. You get immediate, satisfying results. And you never have to pay royalties—even if you distribute your own compiled programs that include all or part of the Turbo Pascal Graphix Toolbox procedures.

The Toolbox Includes

- Commented source code on disk.
- Tools for drawing simple graphics.
- Tools for drawing complex graphics, including curves with optional smoothing.
- Routines that let you store and restore graphic images to and from disk.
- Tools allowing you to send screen images to Epson®-compatible printers.
- Full graphics window management
- Two different font styles for graphic labeling
- Choice of line-drawing styles

*Suggested retail price \$99.95
(not copy protected)*

- Routines that will let you quickly plot functions and model experimental data.
- Routines that are structured into Pascal units so you don't have to recompile the toolbox code everytime you use it.

If you ever plan to create Turbo Pascal programs that make use of business graphics or scientific graphics, you need the Turbo Pascal Graphix Toolbox.

“ While most people only talk about low-cost personal computer software, Borland has been doing something about it. And Borland provides good technical support as part of the price.

*John Markov & Paul Freiburger,
syndicated columnists. ”*

Minimum system requirements: For the IBM PS/2*, and the IBM® and Compaq® families of personal computers and all 100% compatibles. Turbo Pascal 4.0 or later. 256K RAM minimum. Two disk drives and an IBM Color Graphics Adapter (CGA), IBM Enhanced Graphics Adapter (EGA), IBM 3270 PC, ATT 6300, or Hercules Graphics Card or compatible.

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TURBO PASCAL® EDITOR TOOLBOX

VERSION 4.0

Build your own text editor or word processor with the Turbo Pascal Editor Toolbox routines

Turbo Pascal Editor Toolbox gives you three different text editors. You get the code, the manual, and the know-how. We provide all the editing routines. You plug in the features you want. You can build a WordStar®-like editor, with pull-down menus like Microsoft Word®, and make it as fast as WordPerfect®.

This is what you'll get

- **MicroStar:** A full-blown text editor with a complete pull-down menu user interface.
- **FirstEd:** A complete editor equipped with block commands, windows, and memory-mapped screen routines
- **Binary Editor:** Written in assembly language, a "black box" that you can easily incorporate into your programs.

To demonstrate the tremendous power of Turbo Pascal Editor Toolbox, we give you the source code for MicroStar and FirstEd, optimized for Turbo Pascal 4.0.

MicroStar gives you

- An easy-to-use pull-down menu user interface.
- A RAM-based editor that handles very large files at lightning speed.
- Multiple text windows, up to 6 on screen at once.
- Colors you can install and customize, then save your setup.
- Shell to DOS—execute system commands without leaving the editor.
- Online context-sensitive help system.
- Spell-checking with Turbo Lightning macros—use the standard set or create your own.

MicroStar gives you all the convenience and standard features of any advanced word processor, plus more.

- Easy installation and operation
- Adjustable/"smart" tab toggle
- Search, replace, and search/apply macro options
- Background printing
- Print formatting commands

“ A 'write your own word processor' program for intermediate-level programmers, with lots of help in the form of prewritten procedures covering everything from word wrap to pull-down windows.

Peter Feldmann, PC Magazine ”

Best of all, you get the source code!

Include Turbo Pascal Editor Toolbox routines in your programs.

And pay no royalties.

*Suggested retail price \$99.95
(not copy protected)*

Minimum system requirements: The Turbo Pascal Editor Toolbox requires an IBM PC, XT, AT, Portable, 3270, PCjr, or Compaq or any true compatibles with a minimum of 256K, running PC-DOS (MS-DOS®) 2.0 or greater. You must be using Turbo Pascal 4.0 for IBM, Compaq and compatibles.

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BOR 0587

TURBO PASCAL® GAMEWORKS®

VERSION 4.0

Three computer games ready to play, learn, or modify.

Explore the world of state-of-the-art computer games with Turbo Pascal GameWorks. Using easy-to-understand examples, Turbo Pascal GameWorks teaches you techniques to quickly create your own computer games. Or, for instant excitement, play the games we've included on disk—compiled and ready-to-run.

Turbo Chess

Test your chess-playing skills against your computer challenger. With Turbo Pascal GameWorks, you're on your way to becoming a master chess player. Explore the complete Turbo Pascal source code and discover the secrets of Turbo Chess.

“ What impressed me the most was the fact that with this program you can become a computer chess analyst. You can add new variations to the program at any time and make the program play stronger and stronger chess. There's no limit to the fun and enjoyment of playing Turbo GameWorks' Chess, and most important of all, with this chess program, there's no limit to how it can help you improve your game.

*George Koltanowski, former President
of the United Chess Federation* ”

Turbo Bridge

Now play the world's most popular card game—bridge. Play one-on-one with your computer or play against up to three other opponents. With Turbo Pascal source code, you can even program your own bidding or scoring conventions.

“ There has never been a bridge program written which plays at the expert level, and the ambitious user will enjoy tackling that challenge, with the format already structured in the program. And for the inexperienced player, the bridge program provides an easy-to-follow format that allows the user to start right out playing. The user can 'play bridge' against real competition without having to gather three other people.”

*Kit Woolsey, twice champion of the
Blue Ribbon Pairs* ”

Turbo Go-Moku

Prepare for battle when you challenge your computer to a game of Go-Moku—the exciting strategy game also known as “Pente”. In this battle of wits, you and the computer take turns placing X's and O's on a grid of 19 × 19 squares until five pieces are lined up in a row. Vary the game if you like, using the source code available on your disk.

*Suggested retail price \$99.95
(not copy protected)*

Minimum system requirements: IBM PS/2, PC, XT, AT, Portable, 3270, PCjr, and Compaq and true compatibles with 192K system memory, running PC-DOS (MS-DOS*) 2.0 or later. To edit and compile the Turbo Pascal source code, you must be using Turbo Pascal 4.0.

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TURBO PASCAL® **NUMERICAL METHODS TOOLBOX**

VERSION 4.0

New from Borland's Scientific & Engineering Division, Turbo Pascal Numerical Methods Toolbox implements the latest high-level mathematical methods to solve common scientific and engineering problems. Fast.

Whenever you need to calculate an integral, work with Fourier Transforms or incorporate any of the classic numerical analysis tools into your programs, you won't have to reinvent the wheel. The Numerical Methods Toolbox is a complete collection of Turbo Pascal routines and programs that gives you applied state-of-the-art math tools.

It also includes two graphics demo programs, Least Squares Fit and Fast Fourier Transforms, to give you the picture along with the numbers.

The Numerical Methods Toolbox is a must for you if you're involved with any type of scientific or engineering computing. Because it comes with complete source code, you have total control of your application.

What Numerical Methods Toolbox can do for you:

- Find solutions to equations
- Interpolations
- Calculus: numerical derivatives and integrals
- Matrix operations: inversions, determinants, and eigenvalues
- Differential equations
- Least squares approximations
- Fourier transforms

Five free ways to look at "Least Squares Fit"!

As well as a free demo "Fast Fourier Transforms," you also get "Least Squares Fit" in 5 different forms—which gives you 5 different methods of fitting curves to a collection of data points.

The different forms are:

1. Power
2. Exponential
3. Logarithm
4. 5-term Fourier
5. 5-term Polynomial

They're all ready to compile and run "as is." To modify or add graphics to your own programs, you simply add Turbo Pascal Graphix Toolbox (version 4.0 or later) to your software library. Our Numerical Methods Toolbox is designed to work hand-in-hand with our Graphix Toolbox to make professional graphics in your own programs an instant part of the picture!

***Suggested retail price \$99.95
(not copy protected)***

Minimum system configuration: For the IBM PS/2™, and the IBM® and Compaq® families of personal computers and all 100% compatibles. PC-DOS (MS-DOS®) 2.0 or later. 256K Turbo Pascal 4.0 or later. The graphics modules require a graphics monitor with an IBM CGA, IBM EGA, IBM 3270 PC, ATT 6300, or Hercules compatible adapter card, and require the Turbo Pascal Graphix Toolbox version 4.0 or later. An 8087 or 80287 numeric coprocessor is not required, but recommended for optimal performance. Apple Macintosh version of this program is also available.

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TURBO PROLOG™

the natural language of Artificial Intelligence

Turbo Prolog brings fifth-generation supercomputer power to your IBM®PC!

STEP-BY-STEP
TUTORIAL AND DEMO PROGRAM.
WITH SOURCE CODE INCLUDED!

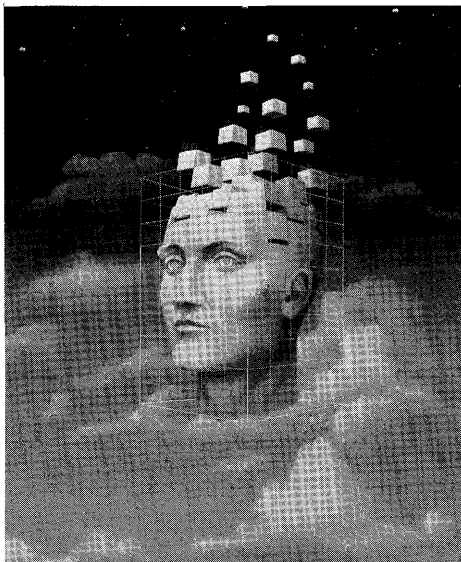
Turbo Prolog takes programming into a new, natural, and logical environment

With Turbo Prolog, because of its natural, logical approach, both people new to programming and professional programmers can build powerful applications such as expert systems, customized knowledge bases, natural language interfaces, and smart information management systems.

Turbo Prolog is a *declarative* language which uses deductive reasoning to solve programming problems.

Turbo Prolog's development system includes:

- A complete Prolog compiler that is a variation of the Clocksin and Mellish Edinburgh standard Prolog.
- A full-screen interactive editor.
- Support for both graphic and text windows.
- All the tools that let you build your own expert systems and AI applications with unprecedented ease.



Turbo Prolog provides a fully integrated programming environment like Borland's Turbo Pascal®, the *de facto* worldwide standard.

You get the complete Turbo Prolog programming system

You get the 200-page manual you're holding, software that includes the lightning-fast Turbo Prolog six-pass

compiler and interactive editor, and the free GeoBase natural query language database, which includes commented source code on disk, ready to compile. (GeoBase is a complete database designed and developed around U.S. geography. You can modify it or use it "as is.")

Minimum system configuration: IBM PC, XT, AT, Portable, 3270, PCjr and true compatibles. PC-DOS (MS-DOS) 2.0 or later. 384K RAM minimum.

Suggested Retail Price: \$99.95
(not copy protected)



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INTERNATIONAL

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TURBO PROLOG™ TOOLBOX

***Enhances Turbo Prolog with more than 80 tools
and over 8,000 lines of source code***

***Turbo Prolog, the natural language of Artificial Intelligence, is the
most popular AI package in the world with more than 100,000 users.
Our new Turbo Prolog Toolbox extends its possibilities.***

The Turbo Prolog Toolbox enhances Turbo Prolog—our 5th-generation computer programming language that brings supercomputer power to your IBM PC and compatibles—with its more than 80 tools and over 8,000 lines of source code that can be incorporated into your programs, quite easily.

Turbo Prolog Toolbox features include:

- Business graphics generation: boxes, circles, ellipses, bar charts, pie charts, scaled graphics
- Complete communications package: supports XModem protocol
- File transfers from Reflex,* dBASE III,* Lotus 1-2-3,* Symphony*
- A unique parser generator: construct your own compiler or query language
- Sophisticated user-interface design tools
- 40 example programs
- Easy-to-use screen editor: design your screen layout and I/O
- Calculated fields definition
- Over 8,000 lines of source code you can incorporate into your own programs

Suggested Retail Price: \$99.95 (not copy protected)

Minimum system configuration: IBM PC, XT, AT or true compatibles. PC-DOS (MS-DOS) 2.0 or later. Requires Turbo Prolog 1.10 or higher. Dual-floppy disk drive or hard disk. 512K.



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BOR 0240

TURBO C®

Includes free
MicroCalc spreadsheet
with source code

A complete interactive development environment

With Turbo C, you can expect what only Borland delivers: Quality, Speed, Power and Price. And with its compilation speed of more than 7000 lines a minute, Turbo C makes everything else look like an exercise in slow motion.

Turbo C: The C compiler for both amateurs and professionals

If you're just beginning and you've "kinda wanted to learn C," now's your chance to do it the easy way. Turbo C's got everything to get you going. If you're already programming in C, switching to Turbo C will considerably increase your productivity and help make your programs both smaller and faster.

Turbo C: a complete interactive development environment

Like Turbo Pascal® and Turbo Prolog™ Turbo C comes with an interactive editor that will show you syntax errors right in your source code. Developing, debugging, and running a Turbo C program is a snap!

Technical Specifications

- Compiler:** One-pass compiler generating native in-line code, linkable object modules and assembler. The object module format is compatible with the PC-DOS linker. Supports small, medium, compact, large, and huge memory model libraries. Can mix models with near and far pointers. Includes floating point emulator (utilizes 8087/80287 if installed).
- Development Environment:** A powerful "Make" is included so that managing Turbo C program development is easy. Borland's fast "Turbo Linker" is also included. Also includes pull-down menus and windows. Can run from the environment or generate an executable file.
- Interactive Editor:** The system includes a powerful, interactive full-screen text editor. If the compiler detects an error, the editor automatically positions the cursor appropriately in the source code.
- Links with relocatable object modules** created using Borland's Turbo Prolog into a single program.
- ANSI C compatible.**
- Start-up routine source code included.**
- Both command line and integrated environment versions included.**

"Sieve" benchmark (25 iterations)

	Turbo C	<i>Microsoft® C</i>	<i>Lattice C</i>
<i>Compile time</i>	3.89	16.37	13.90
<i>Compile and link time</i>	9.94	29.06	27.79
<i>Execution time</i>	5.77	9.51	13.79
<i>Object code size</i>	274	297	301
<i>Price</i>	\$99.95	\$450.00	\$500.00

Benchmark run on a 6 Mhz IBM AT using Turbo C version 1.0 and the Turbo Linker version 1.0; Microsoft C version 4.0 and the MS overlay linker version 3.51; Lattice C version 3.1 and the MS object linker version 3.05.

Suggested Retail Price: \$99.95 (not copy protected)

Minimum system configuration: IBM PC, XT, AT and true compatibles. PC-DOS (MS-DOS) 2.0 or later. One floppy drive. 320K.



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BOR 0243

TURBO BASIC[®]

The high-speed BASIC you've been waiting for!

You probably know us for our Turbo Pascal[®] and Turbo Prolog[®]. Well, we've done it again! We've created Turbo Basic, because BASIC doesn't have to be slow.

If BASIC taught you how to walk, Turbo Basic will teach you how to run!

With Turbo Basic, your only speed is "Full Speed Ahead"! Turbo Basic is a complete development environment with an *amazingly fast compiler*, an *interactive editor* and a *trace debugging system*. And because Turbo Basic is also compatible with BASICA, chances are that you already know how to use Turbo Basic.

Turbo Basic ends the basic confusion

There's now one standard: Turbo Basic. And because Turbo Basic is a Borland product, the price is right, the quality is there, and the power is at your fingertips. Turbo Basic is part of the fast-growing Borland family of programming languages we call the "Turbo Family." And hundreds of thousands of users are already using Borland's languages. So, welcome to a whole new generation of smart PC users!

Free spreadsheet included with source code!

Yes, we've included MicroCalc,[™] our sample spreadsheet, complete with source code. So you can get started right away with a "real program." You can compile and run it "as is," or modify it.

A technical look at Turbo Basic

- | | |
|---|---|
| <input checked="" type="checkbox"/> Full recursion supported | <input checked="" type="checkbox"/> executable program, with separate windows for editing, messages, tracing, and execution |
| <input checked="" type="checkbox"/> Standard IEEE floating-point format | <input checked="" type="checkbox"/> Compile and run-time errors place you in source code where error occurred |
| <input checked="" type="checkbox"/> Floating-point support, with full 8087 coprocessor integration. Software emulation if no 8087 present | <input checked="" type="checkbox"/> Access to local, static and global variables |
| <input checked="" type="checkbox"/> Program size limited only by available memory (no 64K limitation) | <input checked="" type="checkbox"/> New long integer (32-bit) data type |
| <input checked="" type="checkbox"/> EGA, CGA, MCGA and VGA support | <input checked="" type="checkbox"/> Full 80-bit precision |
| <input checked="" type="checkbox"/> Full integration of the compiler, editor, and | <input checked="" type="checkbox"/> Pull-down menus |
| | <input checked="" type="checkbox"/> Full window management |

Suggested Retail Price: \$99.95 (not copy protected)

Minimum system configuration: IBM PC, AT, XT, PS/2 or true compatibles. 320K. One floppy drive. PC-DOS (MS-DOS) 2.0 or later.



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BOR 0265B

TURBO BASIC® DATABASE TOOLBOX™

With the Turbo Basic Database Toolbox you can build your own powerful, professional-quality database programs. And like all other Borland Toolboxes, it's advanced enough for professional programmers yet easy enough for beginners.

Three ready-to-use modules

The Toolbox enhances your programming with three problem-solving modules:

Turbo Access quickly locates, inserts, or deletes records in a database using B+ trees—the fastest method for finding and retrieving database information. (Source code is included.)

Turbo Sort uses the *Quicksort* method to sort data on single items or on multiple keys. Features virtual memory management for sorting large data files. (Commented source code is on disk.)

TRAINER is a demonstration program that graphically displays how B+ trees work. You can key in sample records and see a visual index of B+ trees being built.

Free sample database

Included is a free sample database with source code. Just compile it, and it's ready to go to work for you—you can use it as is or customize it. You can search the database by keywords or numbers, update records, or add and delete them, as needed.

Saves you time and money

If you're a professional programmer writing software for databases or other applications where search-and-sort capabilities are important, we can save you time and money. Instead of writing the same tedious but essential routines over and over again, you can simply include any of the Toolbox's modules in your own compiled programs.

Technical Features

- | | |
|--|---|
| <input checked="" type="checkbox"/> Maximum number of files open: 15 files, or 7 data sets | <input checked="" type="checkbox"/> Maximum number of records: +2 billion |
| <input checked="" type="checkbox"/> Maximum file size: 32 Mb | <input checked="" type="checkbox"/> Maximum field size: 32K |
| <input checked="" type="checkbox"/> Maximum record size: 32K | <input checked="" type="checkbox"/> Maximum key size: 128 bytes |
| | <input checked="" type="checkbox"/> Maximum number of keys: +2 billion |

Suggested Retail Price: \$99.95 (not copy protected)

Minimum system requirements: For the IBM PS/2 and the IBM® and Compaq® families of personal computers and all 100% compatibles, running Turbo Basic 1.0. PC-DOS (MS-DOS®) 2.0 or later. Memory: 640K.



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BOR 0384A

TURBO BASIC[®] EDITOR TOOLBOX™

With Turbo Basic we gave you the fastest BASIC around. Now the Turbo Basic Editor Toolbox will help you build your own superfast editor to incorporate into your Turbo Basic programs. We provide all the editing routines. You plug in the features you want!

Two sample editors with source code

To demonstrate the tremendous power of the Toolbox, we've included two sample editors with complete source code:

FirstEd. A complete editor with windows, block commands, and memory-mapped screen routines, all ready to include in your programs.

MicroStar™: A full-blown text editor with a pull-down menu user interface and all the standard features you'd expect in any word processor. Plus features other word processors can't begin to match:

- | | |
|--|--|
| <input checked="" type="checkbox"/> RAM-based editor for superfast editing | <input checked="" type="checkbox"/> Multitasking to let you print in the "background" |
| <input checked="" type="checkbox"/> View and edit up to eight windows at a time | <input checked="" type="checkbox"/> Keyboard installation for customizing command keys |
| <input checked="" type="checkbox"/> Support for line, stream, and column block mode | <input checked="" type="checkbox"/> Custom designing of colors for text, windows, menus, and status line |
| <input checked="" type="checkbox"/> Instant paging, scrolling, and text display | <input checked="" type="checkbox"/> Support for DOS functions like Copy file, Delete file, Change directory, and Change logged drive |
| <input checked="" type="checkbox"/> Up to eight hidden buffers at a time to edit, swap, and call text from | |

Build the word processor of your choice!

We give you easy-to-install modules. Use them to build yourself a full-screen editor with pull-down menus, and make it work as fast as most word processors—without having to spend hundreds of dollars!

Source code for everything in the Toolbox is provided. Use any of its features in your own Turbo Basic programs or in programs you develop for others. You don't even have to pay royalties!

Suggested Retail Price: \$99.95 (not copy protected)

Minimum system requirements: For the IBM PS/2™ and the IBM™ and Compaq™ families of personal computers and all 100% compatibles running Turbo Basic 1.0. PC-DOS (MS-DOS®) 2.0 or greater. Memory: 640K.



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EUREKA: THE SOLVER™

The solution to your most complex equations—in seconds!

If you're a scientist, engineer, financial analyst, student, teacher, or any other professional working with equations, Eureka: The Solver can do your Algebra, Trigonometry and Calculus problems in a snap.

Eureka also handles maximization and minimization problems, plots functions, generates reports, and saves an incredible amount of time. Even if you're not a computer specialist, Eureka can help you solve your real-world mathematical problems fast, without having to learn numerical approximation techniques. Using Borland's famous pull-down menu design and context-sensitive help screens, Eureka is easy to learn and easy to use—as simple as a hand-held calculator.

$X + \exp(X) = 10$ solved instantly instead of eventually!

Imagine you have to "solve for X," where $X + \exp(X) = 10$, and you don't have Eureka: The Solver. What you do have is a problem, because it's going to take a lot of time guessing at "X." With Eureka, there's no guessing, no dancing in the dark—you get the right answer, right now. (PS: $X = 2.0705799$, and Eureka solved that one in .4 of a second!)

How to use Eureka: The Solver

It's easy.

1. Enter your equation into the full-screen editor
2. Select the "Solve" command
3. Look at the answer
4. You're done

You can then tell Eureka to

- Evaluate your solution
- Plot a graph
- Generate a report, then send the output to your printer, disk file or screen
- Or all of the above

Some of Eureka's key features

You can key in:

- A formula or formulas
- A series of equations—and solve for all variables
- Constraints (like X has to be $<$ or $=$ 2)
- A function to plot
- Unit conversions
- Maximization and minimization problems
- Interest Rate/Present Value calculations
- Variables we call "What happens?," like "What happens if I change this variable to 21 and that variable to 27?"

Eureka: The Solver includes

- A full-screen editor
- Pull-down menus
- Context-sensitive Help
- On-screen calculator
- Automatic 8087 math co-processor chip support
- Powerful financial functions
- Built-in and user-defined math and financial functions
- Ability to generate reports complete with plots and lists
- Polynomial finder
- Inequality solutions

Minimum system configuration: IBM PC, AT, XT, PS/2, Portable, 3270 and true compatibles. PC-DOS (MS-DOS) 2.0 and later. 384K.

Suggested Retail Price: \$167.00
(not copy protected)



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QUATTRO™

THE PROFESSIONAL SPREADSHEET

Borland's super graphic new generation spreadsheet: Twice the power at half the price! Ten types of presentation-quality graphs. Compatible with 1-2-3®, dBASE®, Paradox® and other spreadsheets and databases.

Quattro, Borland's new generation professional spreadsheet, proves there are better and faster ways to get your work done—whether it's graphics, recalculations, macros, or search and sort.

Presentation-quality graphics

Quattro has excellent built-in graphics capabilities that help you create a wide variety of graphs. Bar graphs, line graphs, pie charts, XY graphs, area charts—you can create up to 10 types of graphs, and print them directly from the spreadsheet or store them for future use.

Smarter recalculation

When a formula needs to be recalculated, Quattro uses "intelligent recal" to recalculate only those formulas whose elements have changed. This makes Quattro smarter and faster than other spreadsheets.

Greater macro capability

You can create macros instantly by *recording* your actions and storing them in the spreadsheet. The number of macros is limited only by memory. A built-in macro debugging environment makes it easy to find and correct problem areas. Quattro also includes a set of over 40 macro commands which make up a programming language.

*Suggested retail price \$199.95
(not copy protected)*

Direct compatibility

Quattro can directly load and use data files created with other spreadsheet and database programs like 1-2-3, dBASE, and Paradox. Quattro can read and even write WKS, WK1, and WKE files. You can also import ASCII and other text files into the spreadsheet.

Easy installation

Quattro can detect most computers and screen types, so it's always ready to load and run!

Plus, like all other Borland products, Quattro is *not copy protected!*

Technical Features

- Understands your 1-2-3 macros
- 100 built-in financial and statistical functions
- Menu Builder add-in for customizing menus
- Supports 8087/80287 math coprocessors
- Supports EGA, CGA, and VGA graphics adapters
- Pop-up menus
- Shortcuts to menu commands
- Context-sensitive online help
- Three types of choice lists: @functions and syntax, macro commands, and existing block names
- Pointing lets you specify a block of cells using arrow keys
- Search (or Query) lets you find specific records or cells
- Lets you arrange/rearrange data in alphabetical, numerical, or chronological order
- Supports Expanded Memory Specification to create spreadsheets larger than 640K
- Supports PostScript™ printers and typesetters

Minimum system requirements: For the IBM PS/2™ and the IBM® and Compaq® families of personal computers and all 100% compatibles. PC-DOS (MS-DOS®) 2.0 or later. Two floppies or a hard disk. 384K.

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SIDEKICK[®] THE DESKTOP : ORGANIZER Release 2.0

Macintosh™

The most complete and comprehensive collection of desk accessories available for your Macintosh!

Thousands of users already know that SideKick is the best collection of desk accessories available for the Macintosh. With our new Release 2.0, the best just got better.

We've just added two powerful high-performance tools to SideKick—Outlook™: The Outliner and MacPlan™: The Spreadsheet. They work in perfect harmony with each other and *while* you run other programs!

Outlook: The Outliner

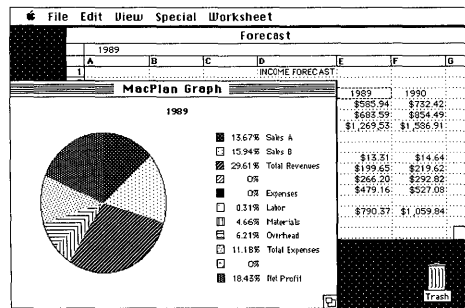
- It's the desk accessory with more power than a stand-alone outliner
- A great desktop publishing tool, Outlook lets you incorporate both text and graphics into your outlines
- Works hand-in-hand with MacPlan
- Allows you to work on several outlines at the same time

MacPlan: The Spreadsheet

- Integrates spreadsheets and graphs
- Does both formulas and straight numbers
- Graph types include bar charts, stacked bar charts, pie charts and line graphs
- Includes 12 example templates free!
- Pastes graphics and data right into Outlook creating professional memos and reports, complete with headers and footers.

SideKick: The Desktop Organizer, Release 2.0 now includes

- Outlook: The Outliner
- MacPlan: The Spreadsheet
- Mini word processor
- Calendar
- PhoneLog
- Analog clock
- Alarm system
- Calculator
- Report generator
- Telecommunications (new version now supports XModem file transfer protocol)



MacPlan does both spreadsheets and business graphs. Paste them into your Outlook files and generate professional reports.

Suggested Retail Price: \$99.95 (not copy protected)

Minimum system configurations: Macintosh 512K or Macintosh Plus with one disk drive. One 800K or two 400K drives are recommended. With one 400K drive, a limited number of desk accessories will be installable per disk.



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REFLEX[®] PLUS: THE DATABASE MANAGER

Macintosh[™]

All the Power & Flexibility of a Relational Database Made Easy!
**Reflex Plus: The Database Manager is the first relational database that's
easy to learn, powerful, and aimed at your needs. Reflex Plus is
not a mere file organizer, nor is it a monstrously complicated behemoth
aimed solely at consultants. Reflex Plus is the only relational database
aimed at your needs and time constraints.**

Reflex Plus accomplishes this by taking full advantage of the Macintosh's superior graphic ability while still giving users what they want: unlimited flexibility in creating databases, accessing data, and producing reports.

What puts the plus into Reflex Plus?

Borland listens to its customers and has added the most-asked-for features and improvements to Reflex Plus.

High-powered features of Reflex Plus:

- Multiple entry forms for the same database.
- Entry for more than one database in a single entry form.
- Your choice of having an entry form that shows one record at a time, or one that shows all the records at once.
- Calculated fields in entry forms.
- Display-only fields.
- Default (but editable) fields.
- New functions like GROUPBY, which lets you easily show records grouped by values in common.
- A selection of useful templates.
- Larger record size. (You can now choose record sizes of 1000, 2000, or 4000 characters.)

Check out these Reflex Plus features:

- Visual database design.
- A "what you see is what you get" design capability both for entry forms and reports.
- Compatible with all Macintoshes with at least 512K, including the SE*, and Macintosh II.*

The heart of Reflex Plus is in its special functions with which you create formulas. With over 50 function words to choose from, you are given all the power of programming without struggling with complex syntax. Reflex Plus functions are straightforward and can handle all types of data.

Armed with these functions, you create formulas that sort, search, calculate, quantify, qualify—you name it. And if you don't feel up to writing the formula yourself, Reflex Plus will do it for you. Using the FormulaBuild dialog box, you can master even the most complicated formula.

Display grouped data. Reflex Plus gives you unlimited flexibility when you want to display your data grouped in meaningful ways.

Flexible entry forms. Most databases have a data entry form, and that's that. Reflex Plus lets you design your own (but if you don't want to bother, Reflex Plus will make one for you). Here are just some of the options available in your entry forms:

- View all records at once.
- View one record at a time.
- Enter data into many databases at once.
- Use calculated fields.
- Default values in fields, display-only values, and lots more.

Convenience and Ease

- Preset entry forms.** Let Reflex Plus create an entry form for you.
- Preset reports.** Let Reflex Plus create a table-style report for you.
- Paste Formula command.** Let Reflex Plus guide you through the steps of creating formulas for power searching and data manipulation.
- On-line help facility.** Reflex Plus has an extensive on-screen, context-sensitive help feature.
- Paste Choice command.** This command lets you paste in fields that duplicate all the attributes of another field. A great time saver. The command also lets you build formulas by pointing and clicking.
- Auto-save.** You'll never lose data again with Reflex Plus's auto-save feature.

Database specifications: Maximum single field length: 4072 bytes. Maximum fields per record: 254. Maximum record length: 4080 bytes. Maximum records per file: limited only by disk capacity. Maximum number of linked database files: 200. Maximum number of open windows: 15. Maximum number of files that can be used by a report: no limit.

Suggested Retail Price: \$279.00 (not copy protected)

Minimum system requirements: Runs on any Macintosh with at least 512K memory. Minimum setup is one 800K (double-sided) disk drive or two 400K (single-sided) drives. Works with the Hierarchical File System, Switcher, and most hard disks. Supports printing on the ImageWriter and the LaserWriter.

EUREKA: THE SOLVER™

If you're a scientist, engineer, financial analyst, student, teacher, or any other professional working with equations, Eureka: The Solver can do your Algebra, Trigonometry and Calculus problems in a snap.

Eureka also handles maximization and minimization problems, plots functions, generates reports, and saves an incredible amount of time. Even if you're not a computer specialist, Eureka can help you solve your real-world mathematical problems fast, without having to learn numerical approximation techniques. Eureka is easy to learn and easy to use—as simple as a hand-held calculator.

X + exp(X) = 10 solved instantly instead of eventually!

Imagine you have to solve for X, where $X + \exp(X) = 10$, and you don't have Eureka: The Solver. What you do have is a problem, because it's going to take a lot of time guessing at X. With Eureka, there's no guessing, no dancing in the dark—you get the right answer, right now. (PS: $X = 2.0705799$, and Eureka solved that one in less than 5 seconds!)

How to use Eureka: The Solver

It's easy.

1. Enter your equation into a problem text window
2. Select the "Solve" command
3. Look at the answer
4. You're done

You can then tell Eureka to:

- Verify the solutions
- Draw a graph
- Zoom in on interesting areas of the graph
- Generate a report and send the output to your printer or disk file
- Or all of the above

Some of Eureka's key features

You can key in:

- A formula or formulas
- A series of equations—and solve for all variables
- Constraints (like X must be $<$ or $=$ 2)
- Functions to plot
- Unit conversions
- Maximization and minimization problems
- Interest Rate/Present Value calculations
- Variables we call "What happens?," like "What happens if I change this variable to 21 and that variable to 27?"

Eureka: The Solver includes:

- Calculator+ desk accessory
- Powerful financial functions
- Built-in and user-defined functions
- Reports: generate and save them as MacWrite™ files—complete with graphs and lists—or as Text Only files
- Polynomial root finder
- Inequality constraints
- Logging: keep an up-to-the-minute record of your work
- Macintosh™ text editor
- On-screen Help system

Suggested Retail Price: \$195.00 (not copy protected)

Minimum system configuration: Macintosh 512K, Macintosh Plus, SE, or II with one 800K disk drive or two 400K disk drives.



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TURBO PASCAL®

MACINTOSH™

Borland's Macintosh version of Turbo Pascal is so incredibly fast that it can compile 1,420 lines of source code in the 7.1 seconds it took you to read this!

And reading the rest of this takes about 5 minutes, which is plenty of time for Turbo Pascal to compile at least 60,000 more lines of source code!

Turbo Pascal does both Windows and Units

The separate compilation of routines offered by Turbo Pascal creates modules called Units, which can be linked to any Turbo Pascal program. This modular pathway gives you pieces that can be integrated into larger programs. You can use memory more efficiently and reduce the time it takes to develop large programs.

Turbo Pascal is so compatible with MPW that they should be living together

You can compile and run routines from Macintosh Programmer's Workshop Pascal and Inside Macintosh with only the subtlest changes. Turbo Pascal is also compatible with the Hierarchical File System of the Macintosh.

The 27-second Guide to Turbo Pascal

- Compilation speed of more than 12,000 lines per minute
- Unit structure lets you create programs in modular form
- Multiple editing windows—up to 8 at a time
- Compilation options include compiling to disk or memory, or compile and run
- No need to switch between programs to compile or run a program
- Streamlined development and debugging
- Compatibility with Macintosh Programmer's Workshop Pascal (with minimal changes)
- Compatibility with Hierarchical File System of your Macintosh
- Ability to define default volume and folder names used in compiler directives
- Search and change features in the editor speed up and simplify alteration of routines
- Ability to use all available Macintosh memory without limit
- Units included to call all the routines provided by Macintosh Toolbox

*Suggested Retail Price: \$99.95
(not copy protected)*

Minimum system configuration: Macintosh 512K or Macintosh Plus with one disk drive.

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TURBO PASCAL TOOLBOX™ **NUMERICAL METHODS**

Turbo Pascal Numerical Methods Toolbox for the Macintosh implements the latest high-level mathematical methods to solve common scientific and engineering problems. Fast.

So every time you need to calculate an integral, work with Fourier transforms, or incorporate any of the classical numerical analysis tools into your programs, you don't have to reinvent the wheel, because the Numerical Methods Toolbox is a complete collection of Turbo Pascal routines and programs that gives you applied state-of-the-art math tools. It also includes two graphics demo programs that use least-square and Fast Fourier Transform routines to give you the picture along with the numbers.

The Turbo Pascal Numerical Methods Toolbox is a must if you're involved with any type of scientific or engineering computing on the Macintosh. Because it comes with complete source code, you have total control of your application at all times.

What Numerical Methods Toolbox will do for you:

- Find solutions to equations
- Interpolations
- Calculus: numerical derivatives and integrals
- Matrix operations: inversions, determinants, and eigenvalues
- Differential equations
- Least-squares approximations
- Fourier transforms
- Graphics

Five free ways to look at Least-Squares Fit!

As well as a free demo of Fast Fourier Transforms, you also get the Least-Squares Fit in five different forms—which gives you five different methods of fitting curves to a collection of data points. You instantly get the picture! The five different forms are

1. Power
2. Exponential
3. Logarithm
4. 5-term Fourier
5. 5-term
Polynomial

They're all ready to compile and run as is.

Suggested Retail Price: \$99.95 (not copy protected)

Minimum system requirements: Macintosh 512K, Macintosh Plus, SE, or II, with one 800K disk drive (or two 400K).



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BOR 0419

TURBO PASCAL® TUTOR

From the folks who created Turbo Pascal. Borland's new Turbo Pascal Tutor is everything you need to start programming in Turbo Pascal on the Macintosh!™ It takes you from the bare basics to advanced programming in a simple, easy-to-understand fashion.

No gimmicks. It's all here.

The manual, the Tutor application, and 30 sample programs provide a step-by-step tutorial in three phases: programming in Pascal, programming on the Macintosh, and programming in Turbo Pascal on the Macintosh. Here's how the manual is set up:

Turbo Pascal for the Absolute Novice delivers the basics—a concise history of Pascal, key terminology, your first program.

A Programmer's Guide to Turbo Pascal covers Pascal specifics—program structure, procedures and functions, arrays, strings, and so on. We've also included Turbo Typist, a textbook sample program.

Advanced Programming takes you a step higher into stacks, queues, binary trees, linked structures, writing large programs, and more.

Using the Power of the Macintosh

discusses the revolutionary hardware and software features of this machine. It introduces the 600-plus utility routines in the Apple Toolbox.

Programming the Macintosh in Turbo Pascal

shows you how to create true Macintosh programs that use graphics, pull-down menus, dialog boxes, and so on. Finally, MacTypist, a complete stand-alone application featuring animated graphics, builds on Turbo Typist and demonstrates what you can do with all the knowledge you've just acquired.

The disk contains the source code for all the sample programs, including Turbo Typist, MacTypist, and Turbo Tutor. The Tutor's split screen lets you run a procedure and view its source code simultaneously. After running it, you can take a test on the procedure. If you're stuck for an answer, a Hint option steers you in the right direction.

Macintosh topics included are

- | | |
|--|--|
| <input checked="" type="checkbox"/> memory management | <input checked="" type="checkbox"/> menus |
| <input checked="" type="checkbox"/> resources and resource files | <input checked="" type="checkbox"/> desk accessory support |
| <input checked="" type="checkbox"/> QuickDraw | <input checked="" type="checkbox"/> dialogs |
| <input checked="" type="checkbox"/> events | <input checked="" type="checkbox"/> File Manager |
| <input checked="" type="checkbox"/> windows | <input checked="" type="checkbox"/> debugging |
| <input checked="" type="checkbox"/> controls | |

Suggested Retail Price: \$69.95



Minimum system requirements: Any Macintosh with at least 512K of RAM. Requires Turbo Pascal.

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BOR 0381

Borland Software

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or to order by phone
Call (800) 543-7543



BORLAND

INTERNATIONAL

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Scotts Valley, CA 95066

Index

- * key 21
- + key 21
- key 21
- .BIN 329
- /F switch 336
- /G switch 334
- /MM switch 329
- /Q switch 335
- /S switch 334
- /T switch 335
- /U switch 335
- /V switch 336
- 5 key 21

A

- Above Board 331
- activating an application 22
- activating SideKick Plus 17, 46, 91
- activation keys
 - changing 323
- activation speed 320
- address form 158
- alarms 207
- applications
 - activating 22
 - exiting 24
 - opening multiple 22
- Appointment Book *See also* Time Planner
 - alarms 207
 - Open Phonebook 208
 - Quick Paste 209
- appointments
 - Common 206
 - copying 206
 - deleting 205
 - entering 202
 - printing 212
 - repeating 204
 - searching 210
 - transferring 206
- CALL prefix 202
- changing the window 213
- commands 207
- function keys 200
- menu tree 197
- moving in 201
- opening 198

- RUN prefix 202
- search
 - repeating 211
 - search clearing 211
 - symbols 200
 - Vacant Time slot 211
- ASCII Table 293
 - copying 297
 - finding a character 75, 293
 - finding control characters 295
 - Go to menu 294
 - menu tree 293
 - Paste buffer 295
 - pasting 297
 - saving the settings 297
 - using with languages 296
- asterisk key 21
- attached notes 51, 55
- Attributes menu settings 325

B

- background
 - communications *See* communications, background
- batch file processing 334
- BIN files 329
- BIX.ADR 12
- block commands *See* commands, block
- boolean functions
 - shortcuts 76
- Browse mode 130
- BUILD.SKI 11
- Business Calculator 226
 - Compound function 230
 - constant facility 227
 - Future Value function 231
 - Payment function 232, 233
 - percentages 228
 - Rate function 235
 - Repeat facility 227
 - Value function 234
 - variables 228

C

- calculations
 - mixed base 76
- Calculator Programmer

- And function 260
- Calculators
 - changing the display 236, 255, 264
 - copying 291
 - general features 219
 - pasting 291
- Calculators. *See also* Business
 - Calculator; Formula Calculator;
 - Programmer Calculator; Scientific
- Calendar window 193, *See also* Time Planner
 - changing the date 195
 - Daily Agenda 196
 - function keys 195
 - menu tree 194
 - printing 196
- CALL prefix 202
- changing activation keys 323
- changing colors
 - status line 325
- chart
 - producing a 149
- Clipboard 83
 - Setup menu 86
- colors
 - status line 325
- colors (window) 28
- command-line switches 331
- commands
 - block
 - Begin Block 112, 120
 - Copy Block 120
 - Delete Block 120
 - End Block 112, 120
 - Hide/Display Block 120
 - Mark Line 120
 - Mark Single Word 120
 - Print Block 121
 - Read Block from Disk 117
 - Sort Block 121
 - Transfer Block 120
 - Write Block to Disk 120
 - editing
 - Delete Character 117
 - Delete Line 117
 - Delete Previous character 117
 - Delete Rest of Line 117
 - Delete Undo Line 117
 - Delete Word 117
 - Go to End of Block 114
 - Go to End of File 114
 - Go to End of Line 114
 - Go to End of Window 114
 - Go to Next Character 113
 - Go to Next Line 113
 - Go to Next Screen 113
 - Go to Next Word 113
 - Go to Previous Character 113
 - Go to Previous Line 113
 - Go to Previous Position 114
 - Go to Previous Screen 113
 - Go to Previous Word 113
 - Go to Scroll Down 113
 - Go to Scroll Up 113
 - Go to Start of Block 114
 - Go to Start of File 114
 - Go to Start of Line 114
 - Go to Start of Window 114
 - Insert Time & Date at End of File 117
 - Options Insert Mode 123
 - Reformat Paragraph 122
 - Set Right Margin 123
 - file *See* file commands
- COMMS.GLS 12
- communications *See also* Scripts
 - automating 182
 - background 320
 - checklist 174
 - commands 179
 - computer 174
 - data calls 175
 - dialogue 178
 - function keys 179
 - parameters 175, 181
 - protocol 179
 - receiving files 180
 - Scripts
 - learning 183
 - sending files 180
 - window 178
 - wordwrap and borders 181
- COMPANY.ADR 12
- compatibility (RAM-resident programs) 16
- control character print settings 325

- control codes
 - printer settings 116
- Copy function 83
- screen to Clipboard 84
- CSERVE.ADR 12
- cursor-movement commands *See*
 - commands, editing
- cursor-movement keys
 - Summary window 162
- customization
 - INSTALL program 317

D

- data size 321
- delete commands *See* commands,
 - editing
- deleting characters 43, 48
- deleting files 101
- dialogue *See* communications,
 - dialogue
- disk
 - definition of 331
- display
 - snowy 322
 - switching off 336
- distribution disks
 - files on 11
- DOS
 - BACKUP command 102
 - COPY command 101
 - DELETE command 101
 - flags 103
 - MKDIR command 102
- DOS switches 331
- dynamic menus 19

E

- edit modes
 - Insert 123
 - Overwrite 123
- editing commands *See* commands,
 - editing
- ELSE statement 184
- EMS board
 - definition of 331
- EMS boards 319
- EMS memory 331
- EMSTEST.COM 12
- entering data

- into a form 52
- entering text 47
- example files 12
- EXAMPLE.GLS 12
- exit key 24
- exiting an application 24
- expanding outlines 48
- extended memory board *See* EMS
 - board
- extended movement commands *See*
 - commands, editing

F

- File attributes
 - changing 102
- file commands
 - All Save 109
 - File List 112
 - New File 111
 - New Notepad 109
 - Options File Names 108, 110
 - Print 112
 - Save File 111
 - Save Notepad 109
 - Write to 112
- file commands. *See also* File Manager
- File Manager 91
 - activating 36
 - attributes 94
 - changing 77, 102
 - setting 77
 - copying files 38, 101, 104
 - deleting files 101
 - directory command 37
 - disk navigation 96
 - dumping files 77
 - File View Hexadecimal 77
 - finding a file 95
 - formatting a floppy disk 103
 - full view 93
 - function keys 94
 - marking files and directories 77, 99
 - moving files 101
 - Options Go to menu 95
 - pasting files 104
 - renaming files 101
 - saving settings 104
 - searching for files 97

- sort order 97
- tutorial 33
- viewing files 37, 99
- wide view 93
- window 34
- File menu
 - commands 112
- file-name extensions
 - .ADR 12
 - .BIN 11
 - .FRM 11
 - .SWP 14
- files
 - distribution disk 11
- financial functions. *See* Business Calculator
- finding a character 294
- finding a number 295
- finding data 54
- floppy disk
 - formatting 103
- form
 - entering data into 52
- Formula Calculator 267
 - Absolute Value function 270
 - algebraic priorities 268
 - And function 270
 - Antilog function 271
 - Average function 285
 - base conversions 269
 - Change Sign function 278
 - changing the display 290
 - Combinations function 271
 - Compound function 272
 - Copy function 291
 - Cosine function 273
 - Div function 273
 - Exponential function 274
 - formulas (storing) 289
 - Fractional Part function 274
 - Future Value function 275
 - Integer Part function 275
 - Inverse Cosine function 276
 - Inverse Sine function 276
 - Inverse Tangent function 277
 - Largest Value function 286
 - Logarithm function 272
 - Minimum Value function 286
 - Modulus function 277
 - Neg function 278
 - Not function 278
 - Or function 279
 - Paste function 291
 - Payment function 280
 - Permutations function 280
 - Population Standard Deviation function 287
 - Present Value function 284
 - Rate function 281
 - Round Value function 281
 - Sine function 282
 - Square function 282
 - Square Root function 283
 - Sum of Squares function 288
 - Tangent function 283
 - Term function 279
 - Total function 287
 - Trigonometric Unit function 284
 - variables 289
 - Variance function 289
 - Xor function 285
- frames (window) 24
- function keys
 - defaults 21
- G**
 - Glossary *See* Phonebook, Glossary
- H**
 - headlines. *See* Outlook
 - Help system 18
 - HOTELS.ADR 12
- I**
 - IF statement 184
 - Index. *See* Phonebook
 - initial screen 15
 - Insert mode 43, 123
 - on/off switch 123
 - inserting
 - lines 117
 - INSTALL 11, 317
 - Select menu 321
 - INSTALL program 317
 - /MM switch 329
 - module version numbers 324
 - transferring your setup 323

installing SideKick Plus 14

K

Ctrl key

pressing 267

Esc key 24

F10 function key 20

Kernel 329

keys

activation (changing) 323

changing function keys 312

changing shortcuts 311

Ctrl with others 267

Esc 24

local vs. global 312

L

library files 329

loading

/G switch 334

/T switch 335

definition of 331

non-resident 334

note files 44

outlines 48

local-area networks 206

LOG file *See* Phonebook, LOG file

M

markers

for cursor movement 115

mathematical functions. *See* Business

Calculator

MCI.ADR 12

memory

customizing 320

definition of 331

memory size 320

setting 320

Memory Sizes menu 26

Menu Control menu 29

menu system 19

menus

changing

headers and text 314

F10 menus 310

creating new levels 315

menu trees 26

moving items 315

saving changes 316

modem driver 320

Module Manager 329

modules

types 329

moving the cursor 42, 47

N

noise

deactivating 335

Notepad

activating 40, 107

entering text 42

file names

identical 109

function keys 111

opening a 107

Selection window 108

Selection window commands 109

Switch command 112

taking messages 67

tutorial 40

window 110

Notepad file commands *See* file

commands

numbered headlines 151

O

OK flag 184

Outlook

activating 127

Block Write to File 80

Browse mode 130

changing default settings 153

changing footings 147

changing headings 147

contracting outlines 48

converting text into outlines 144

copying 154

create a chart 72

cursor movement 133

deletion commands 138

exporting outlines 145

function keys 131

headline commands 45, 140

Close 128

copying a block 142

deleting a block 143

- marking a block 141
- Open 128
- sorting a block 143
- transferring a block 142
- headline symbols 131
- importing text 144
- insertion commands 135
- loading outlines 132
- names
 - identical 109
- numbering 151
 - global 151
 - local 152
- Options file 128
- Options Write 81, 145
- pasting 154
- printing
 - footings 147
 - headings 147
 - outlines 146
 - table of contents 148
- producing a chart 149
- producing numbered headlines 151
- programming 78
- pseudocode 78
- saving outlines 132
- searching and replacing 138
- Selection window 128
- storing the options 154
- tutorial 45
- window border 130
- writing a report 72

Overwrite mode 43, 123

P

- parameters
 - command-line 331
- PART2.SK1 12
- Paste function 83
 - from the Clipboard 86
 - Quick Paste 86
- PERSONAL.APP 12
- PHONE.FRM 11
- Phonebook 78
 - activating 156
 - address form 158
 - copying 169

- electronic mail 69
- forms
 - editor commands 160
 - entering data 159
- function keys 158
- Glossary 165
- Go to commands 162
- Index 53, 162
- LOG file 189
- pasting 169
- phoning someone 55
- printing 163
- Quick-Dial 173
- Search command 163
- statement definition 184
- Summary window 156
 - cursor-movement keys 162
 - entry commands 161
- tutorial 52
- printer control characters 116
- Printer Settings menu 325
- printer setup strings 326
- printing 44, 51, 55, 100
 - bold
 - italic
 - and underscores 116
- Programmer Calculator 75, 257
 - algebraic priorities 257
 - base conversions 259
 - binary options base 76
 - Change Sign function 260
 - constant facility 258
 - decimal options base 76
 - Div function 261
 - hexadecimal options base 76
 - Modulus function 261
 - Not function 261
 - options number base 76
 - Or function 262
 - repeat facility 258
 - type programmer 76
 - variables 264
 - Xor function 262
- programming with SideKick Plus 75
- pseudocode 78

Q

- Quick Paste 86

Quick-Dial 173
Quiet switch 335

R

RAM disk 319
 definition of 332
reactivating an application 25
README file 11
reformatting text 43, 122
removing SideKick Plus 29
REPEAT statement 185
response time 320
round symbol 128
RUN prefix 202

S

saving files 44, 48
Schedule window 214, *See also* Time
 Planner
 changing the date 215
 changing the view 217
 copying 218
 Daily Agenda 217
 function keys 214
 menu tree 194
 opening the appointment book 216
 pasting 218
 printing 217
Scientific Calculator 238
 Absolute function 241
 algebraic priorities 238
 Antilog function 241
 Average function 250
 constant facility 239
 Cosine function 242
 discounts/add-ons 240
 Div function 243
 Exponential function 243
 Fractional Part function 243
 Integer Part function 244
 Inverse Cosine function 244
 Inverse Sine function 245
 Inverse Tangent function 245
 Largest Value function 250
 Log function (base 10) 242
 Minimum Value function 251
 Modulus function 246
 natural logarithm function 246
 percentages 240

Population Standard Deviation
function 251
repeat facility 239
Round Value function 246
Sine function 247
Square function 247
Square Root function 248
statistical functions 250
Sum of Squares function 253
Tangent function 248
Total function 252
Trigonometric Unit function 249
variables 240
Variance function 254
screen mode switch 336
Scripts
 entering 183
 examples 185, 188
 executing 183
 file transfer 187
 Glossary symbols 186
 macro substitutions 186
 statements
 ASSIGNMENT 184
 CAPTURE 188
 DELAY 187
 ELSE 184
 END CAPTURE 188
 MATCH 187
 PROTOCOL 187
 RECEIVE 187
 REPEAT 185
 THEN 184
 WAIT 187
 time limit 187
selecting an application 22, *See also*
 communications; statements
SENDCONF.BIX 12
SENDCONF.CS 12
SENDMAIL.BIX 12
SENDMAIL.CS 12
services 329
Services menu 25, 28
Setup
 changing
 date and time format 301
 exit conditions 304
 line-editor shortcuts 305

- printer settings 302
- global defaults 301
- saving 306
- transferring 306
- Setup menu 26
- shortcuts
 - changing 29
 - definition of 18
- SideKick Plus
 - future versions 324
- SKBAT 333, 334
- SKBAT.COM 12
- SKCONV.COM 12
- SKMAIN.BIN 11, 329
- SKPLUS.EXE 319
- SKPLUS.HLP 12
- SKPLUS.VER 324
- sorting the files 97
- sound
 - deactivating 335
- speed
 - application 321
- statements
 - ASSIGNMENT 184
 - definition 184
 - ELSE 184
 - IF 184
 - MATCH 184
 - RECEIVE 184
 - REPEAT 185, 379
 - SUSPEND 377
 - THEN 184
 - TRANSMIT 184
- statistical functions. *See* Scientific Calculator
- status line colors
 - changing 325
- SuperKey printer settings 116
- swapping 332
 - definition of 332
- switches

- /F 336
- /G 334
- /MM 329
- /Q 335
- /S 334
- /T 335
- /U 335
- /V 336

T

- tasks 329
- terms
 - definition of 331
- TESTPAS.OTL 12
- Time Planner 68, 193. *See also* Appointment Book; Calendar window; Schedule window moving between windows 215 Search Vacant Time 68
- Transfer menu 323
- tree-structured directories 16
- Turbo editor 80

U

- unloading
 - /U switch 335
- unloading SideKick Plus 26
- updating customized versions 324

V

- version numbers 324
- video adapter 321

W

- windows
 - active 24
 - colors 28
 - controlling 28
 - frames 24
 - suspended 24
- ~ wildcard 118
 - symbol 109

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