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POLYWINDOWS DESK PLUS™ AND KDESK

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POLYWINDOWS DESK PLUS
and
KDESK
USER'S MANUAL

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QUICK REFERENCE COMMAND SUMMARY

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INTRODUCTION

PolyWindows Desk Plus is a program designed to give your KAYPRO computer the essential desktop tools that most people wish their computer had. PolyWindows Desk Plus is *memory-resident*. This means you can load it into your computer's memory and have instant access to the PolyWindows Desk tools without having to swap disks-- even if you are running another program.

PolyWindows Desk Plus includes:

1. a Document Editor, to add word processing to *any* program.

2. File Card Decks to replace your paper index file cards.

3. the PolyKey(tm) Keyboard Enhancer that will redefine single keys to perform multiple keystrokes.

4. a Calendar, to replace your desk or wall calendar.

5. an Alarm Clock with Chimes, to remind you of important times.

6. Appointment Books, to record your schedule a month into the future.

7. a Printing Calculator, for convenient calculations without cluttering your desktop.

8. a Telephone Dialer, for communication with the world through your modem.

9. a Grabber for cutting and pasting text, from document to document.

10. and a Puzzle, for diversion from your work.

You choose which tools are loaded into memory, to avoid wasting memory. Or load more than one tool to have access to as many as you wish. Each tool requires some memory, but you decide how it is used.

PolyWindows Archivist, is briefly described in the *Add-On Tools* Chapter. It is available at extra cost and will allow easily storing and retrieving documents. With Archivist documents can be found by name, keyword, or date. It even frees disk space by compressing documents when they are stored. Optional passwords can protect documents from prying eyes.

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WHAT TO DO IF YOU NEED HELP

1. **READ THIS MANUAL.** Use the Table of Contents or the Index to help find the section that will answer your question. This is our updated edition of the User's Manual, and we believe that it will now answer all of the common questions.

2. **ASK YOUR DEALER.** Your dealer will usually know the answers to common problems. Most difficulties are not problems with the software, but in *understanding* the hardware or software that you are trying to use.

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TERMINOLOGY

Before you try to learn PolyWindows Desk, you should understand the basic terminology so that you will know what is being talked about. Many of the PolyWindows Desk commands make use of the **CTRL** key (pronounced *control*), the **SHIFT** keys, the **ESC** key (pronounced *escape*), the **ALT** key and the **ENTER** key (also called **RETURN**). The names of these keys are in bold face to let you know that they are names of single keys. Here is a list of the special names that will be used for certain keys:

BKSPACE	The Backspace Key
NUMLOCK	The Num Lock Key
SCRLOCK	The Scroll Lock Key
ENTER	The Enter or Return Key
SHIFT	Either of the two shift keys
CTRL	The Control Key
ALT	The Alt Key
ESC	The Escape Key
TAB	The Tab Key
SPACE	The Space Bar
CAPSLOCK	The Caps Lock Key
HOME	The Home Key
END	The End Key
PGUP	The Page Up Key
PGDN	The Page Down Key
UP	The Up Arrow Cursor Key

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DOWN	The Down Arrow Cursor Key
LEFT	The Left Arrow Cursor Key
RIGHT	The Right Arrow Cursor Key
INS	The Insert Key
DEL	The Delete Key
-	The Minus Key on the keypad (NUM LOCK 0 on a KAYPRO 2000)
+	The Plus Key on the keypad (NUM LOCK P on a KAYPRO 2000)
*	The key marked PrtSc.

You should already know that the **ENTER** key works very similar to the **CARRIAGE RETURN** key on a typewriter, and also that you have to hold down the **SHIFT** key to get capital letters.

CTRL key and **ALT** key work like **SHIFT** key. You have to hold down the **CTRL** key and then press **ESC** to get **CTRL ESC**. This will be standard throughout this user's manual. Another example: if you are to hold down the **SHIFT** key while pressing the **END** key it will be written it as **SHIFT END**.

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FOR PEOPLE WHO HATE MANUALS

The first thing to do is load the program you wish to use PolyWindows Desk with. Then exit to the system and look for an *A>* or *C>*.

Now PolyWindows Desk or KDESK can be loaded. After that is done, the PolyWindows Desk diskette will not be needed again until the next time the computer is turned on or the system rebooted.

If you are using a KAYPRO computer with a hard disk, and have formatted with the installation diskettes, KDesk will be available as an item on the **MasterMenu**. If not, then read on.

To load PolyWindows Desk, at the *A>* or *C>* prompt type:

POLY

OR To load KDESK, at the *A>* or *C>* prompt type:

KDESK

To check that it loaded correctly, call PolyWindows Desk by holding down the **CTRL** key and pressing the **ESC** key. At the top of the screen, there should be the following display:

```
DOCUMENTS  CARD FILES  DESK TOOLS  ADD-ON TOOLS   DOS
|> MEMO    |
 ---------
```

If the Poly Windows *Main Menu* does not appear, read the chapter titled *Oh No! It Didn't Work.*

Now put the PolyWindows Desk diskette away in a safe place. You do not need it to use PolyWindows Desk. Exit PolyWindows Desk by pressing the **ESC** key. Try it now. This should remove the menu and return you where you were before. Go back to your main program and get to work. You can use other programs just as you always have. PolyWindows Desk or KDesk are *memory resident* and can be called whenever needed.

WARNING: Do not attempt to access PolyWindows Desk or KDesk until your working program has fully reloaded! To do so may cause the system to crash and necessitate a restart from the RESET button on your computer.

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COMMAND SUMMARY

To call PolyWindows Desk press CTRL ESC.

Do this even when in the middle of using another program like a word processor or spreadsheet.

To make a Main Menu selection

Use the **UP, DOWN, RIGHT,** and **LEFT** arrow keys. After a selection is made, a *pull-down menu* will appear below the Main Menu.

To select a window in a pull-down menu

When the *pull-down* menu contains more than one choice, use the **UP,** and **DOWN,** keys to move the pointer.

To open a window

After moving the pointer to the desired window, press the **ENTER** key.

Now use the tool displayed in the Window

To display a tool's local menus

Press **SHIFT ESC** after a window has been opened. Most tools have features that can be selected from local menus.

To close a Window

Press **ESC.** This will remove the window and return to the program being used when you called PolyWindows Desk.

That is how to open and close a window. Each window has a different function. Start and stop that function by opening and closing that window. Go ahead and try all of the tools.

This chapter gives only the briefest explanation of how to use PolyWindows Desk. If more detail is needed, please read the appropriate chapters.

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INSTRUCTIONS FOR KDESK

KDESK is a smaller, streamlined version of PolyWindows Desk Plus. KDESK is also *memory resident.* That means it resides in RAM (random access memory), until needed. KDESK is invoked from inside any other program, such as a word processor, or data base manager, allowing the user access to a calculator, an appointments calendar, or a memo pad.

Because KDESK does not have some of the little used specialized funcions of PolyWindows Desk Plus, it uses less RAM than its parent program, allowing more RAM for the other program being run. KDESK is a subset of PolyWindows Desk Plus, so follow the instructions found in the PolyWindows Desk Plus manual.

To load KDESK, at the A> or C> prompt, enter:

KDESK

followed by pressing the **ENTER** key.

KDESK will now load and run.

To place KDESK on another diskette, copy the following files to that diskette:

KDESK.BAT
DESK.EXE
KAYCALC.CLC
MEMO.EDT
DATEBOOK.DBK
HELP.FDX

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LOADING POLYWINDOWS DESK

PolyWindows Desk only has to be loaded once after turning on, or rebooting, the computer. It will then remain in computer memory waiting for you to use it.

To load PolyWindows Desk, at the **A>** or **C>** prompt type:

POLY

followed by **ENTER**.

Many users create a *batch* file to load only the specific PolyWindows Desk tools they wish to use. Use the PolyWindows Desk editor in one of the Documents Windows to write an AUTOEXEC.BAT file.

Instructions for writing batch files are found in the *Customizing PolyWindows Desk* chapter. Be sure to read that chapter, in order to take advantage of PolyWindow Desk's flexibility.

Unless it is now desired to customize PolyWindows Desk, remove the diskette from the drive and put it away.

THE DOCUMENTS WINDOWS

When PolyWindows Desk is called, (using **CTRL ESC**,) the first selection on the screen is *Documents*. Unless other documents files have been included, there will only be one named *Memo* in the Documents Menu window.

Use the **LEFT** or **RIGHT** arrow keys to *select* Documents and display the pull-down menu. **HOME** may also be used to select Documents.

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After Documents is selected, the top of the screen should look like this:

DOCUMENTS CARD FILES DESK TOOLS ADD-ON TOOLS DOS
|> MEMO |

Open the Memo Window by simply pressing **ENTER**. The Memo Window will appear on screen and partially cover up whatever was on screen before. Do not worry: the screen will be restored when the window is closed. Initially, the Memo Window will be empty. To write a memo or letter, start typing. It will do *word wrap*, so pressing **ENTER** (or carriage return) is not needed at the end of each line. Just keep typing and your text will continue on the next line. Press **ENTER** only to end a paragraph.

MOVING THE CURSOR

The little *diamond* that moves when you type is the PolyWindows Desk editor cursor. It shows your location in a Document. Anything typed will appear to the left of this cursor. Most editors and word processors work this way. After some text has been typed, the cursor can be moved around in the document.

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Here are the keys that move the cursor:

LEFT	One character to the left
SHIFT LEFT	To beginning of previous word
CTRL LEFT	To the beginning of the line
RIGHT	One character to the right
SHIFT RIGHT	To beginning of the next word
CTRL RIGHT	To the end of the line
UP	Up one line
SHIFT UP	To the top of the Window
DOWN	Down one line
SHIFT DOWN	To the bottom of the Window
HOME	To upper left corner of Window
SHIFT HOME	To beginning of the Document
END	To lower right corner of Window
SHIFT END	To the end of the Document
PGUP	Scrolls the text to display the previous Windowfull of text
PGDN	Scrolls the text to display the following Windowfull of text
CTRL PGUP	Scrolls the text to display one previous line of text
CTRL PGDN	Scrolls the text to display one following line of text

Notice PolyWindows Desk uses **SHIFT** and **CTRL** as *magnifiers*. They magnify the actions of PolyWindows Desk movement keys.

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Insert more text into the middle of the document by moving the cursor to the desired insertion point and then typing more text. Notice that the PolyWindows Desk editor automatically reformats the paragraph.

DELETING TEXT

The PolyWindows Desk editor allows erasing mistakes. The following keys delete text:

BKSPACE	Deletes one character to the left of the cursor
SHIFT BKSPACE	Deletes to the beginning of the previous word
DEL	Deletes the character under the cursor
SHIFT DEL	Deletes to the beginning of the next word

LOCAL MENUS FOR NOTES WINDOWS

The windows in PolyWindows Desk have *local pull-down menus.* While using a tool, these are displayed by pressing **SHIFT ESC**. Select the *Save/Load* menu, and three file operation choices will be displayed. Select the *Printing* menu, the *Editing* menu or the *Set Modes* menu, and that mode will be displayed.

SAVING AND LOADING FILES

Text can be saved to a diskette by choosing the *Save File* selection in the *Save/Load* menu. Move the pointer to that choice and press **ENTER**. Another small window will appear asking for the name of the file into which to save the text. Precede the file name with a disk drive specifier and a path name. Enter a name like MEMO.TXT or a complete path name like B:\LETTERS\MEMO.TXT for the file name.

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Text may be loaded from a diskette file.

If a file is *Loaded*, any text previously in the Window will be erased.

If a filed is *Merged*, it will be inserted into any existing text at the cursor location.

AUTOMATICALLY LOADING TEXT FILES

PolyWindows Desk will allow *including* a text file. The previous section described how to load a text file into a Document Window using the *Load File* option. A text file may also be loaded into a Document Window using the *INCLUDE* command.

To use the *INCLUDE* command, exit the working program and be at the A> or C> prompt. If, for example, there is a disk file named REPORT.TXT, you can enter the following command at the A> or C> prompt:

INCLUDE REPORT.TXT

The *INCLUDE* command will then automatically create a Document Window and load REPORT.TXT into that Window. When PolyWindows Desk is called, REPORT.TXT will be seen in the Documents Main Menu. The Window will be created 50% larger than the disk file so there will be some extra space to add more text to the Document. The *INCLUDE* command is described more completely in the *Customizing PolyWindows Desk* chapter.

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PRINTING DOCUMENTS

Print File will print the entire document.

Print Window will print just the text that is visible in the window.

Pause Print will print the entire document, but will pause between pages so individual sheets of paper, like stationery, can be used.

Abort the printing process by pressing **ESC**.

This menu also allows sending a *Form Feed* or a *Line Feed* to the printer.

All text will be sent to the *parallel printer port* of your computer. If there is no printer connected to the printer port, the computer will freeze or hang up, for about forty seconds, after a print command has been given.

Use the *DOS MODE* command to redirect printing to a serial port if your printer does not use a parallel interface port. For instance, if the printer is connected to the first serial port (**COM1:**), enter the following command at the **A>** or **C>** prompt:

MODE LPT1:=COM1:

FINDING AND CHANGING TEXT

The *Editing* menu has a *find* option that will search out and find specific words or characters in a document.

Select the *Find* option, and a small window will appear asking: *Find What?* Enter the word or string of characters to find, followed by **ENTER**.

Be *exact*. The *Find* operation is *case-sensitive*. Thus, if *oregon* is typed, it will not find *Oregon*.

Find/Change will find words or a string of characters and then change them to something else specified. After *Find What?* PolyWindows Desk will ask *Change to What?* Type the desired change and press **ENTER**.

If the *Find* option or the *Find/Change* option finds the word or character string looked for, the cursor will be positioned there. If not found, the cursor will be at the end of the file.

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Find Again will go to the next occurrence of what it was previously asked to find.

Change Next will change the next occurrence of the word or character string previously changed.

Change All will change all occurrences of specified words, or characters.

In all *Find* operations, PolyWindows Desk will start looking at the current cursor position and search to the end of the document.

REFORMATTING OR ERASING TEXT

Erase Text will erase the entire document being worked on.

It will not erase a disk file where the document was saved.

Selecting *New Margins*, permits changing the margins.

Use **LEFT** or **RIGHT** arrow keys to move the right margin left or right. This changes the line length of the document.

Use **UP ARROW** or **DOWN** arrow keys to change the height of the text window.

After the margins have been changed, press **ESC** to resume editing.

All your text will be reformatted to fit the new margins.

CHANGING THE TAB STOPS

It is possible to change the tab stops in the document window.

Select the *Change Tabs* option, and a tab ruler will appear in the document window.

Use the **LEFT** and **RIGHT** arrow keys to move the cursor along the tab ruler.

Insert a new tab stop at the cursor position on the tab ruler by pressing the **INS** key.

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Delete an existing tab stop by moving the cursor to that tab stop and pressing the **DEL** key.

When finished changing the tab stops, press **ESC**.

Tab stops will be the same for all Document Windows. Tab stops are not saved with your Document. Documents reformat to match the current tab stops.

The default tab stops cannot be permanently changed. If the tab stops are changed, this will only remain in effect until the next time you load PolyWindows Desk. It will always load with the same tab stop settings.

CONTROLLING THE EDITING MODES

The *Set Modes* menu controls four important aspects of the PolyWindows Desk editor.

Each of the four selections has two possible values, that are toggled on or off by putting the cursor on the selection and pressing **ENTER**.

For example, the default value for the first selection is *Insert Mode*. This mode inserts at the cursor anything that is typed. Text to the right of the cursor will be moved over to make room for the new text.

Toggling to *Overtype* switches to the overtype mode, types new text over any old text in the way.

The default value of the second selection is *Wordwrap*, which makes it unnecessary to press **ENTER** at the end of each line. Text will automatically *wrap* to the next line when it reaches the right margin.

The *No Wordwrap* mode will continue text past the right margin until **ENTER** is pressed. The text will scroll horizontally in the window, following the expanding line.

The default value for the third selection is *Auto Indent*. Lines that begin after the **ENTER** key is pressed will automatically be indented to line up with the first character of the previous paragraph.

Lines that are automatically *word-wrapped* are not automatically indented. Only lines that begin after the **ENTER** key is pressed are indented.

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The default value of the last selection in the *Set Modes* menu is *Page Breaks*. In this mode, a horizontal line across the window will show where each page ends. This may be toggled to *No Pg Brks*.

BLOCK MANIPULATION

This is one editing feature that does not appear in the local menus. The first step in this process is marking a block of text.

To mark a block, move the cursor to the first character you want to be part of the block, then press **ALT B**. An *arrowhead* symbol will be displayed to mark the beginning of the block.

Now move the cursor to the last character you want to be part of the block and press **ALT B** again. Another *arrowhead* symbol will display the end of the block.

Once a block of text has been marked, you can do four things with it:

1) Delete 2) Copy 3) Move and 4) Unmark.

To delete the block just press **ALT D**.

To copy the block, move the cursor to the point where you want it inserted, then press **ALT C**. Copying leaves the marked block alone, while inserting it in the other location.

To move a block, move the cursor to the point you want to insert it, then press **ALT M**. This deletes the block from its original location and inserts it in the new location.

To unmark a block press **ALT U**. If you delete a block, it is automatically unmarked.

EDITING MORE THAN ONE DOCUMENT

To be able to edit more than one document, simply *include* another Memo Pad. Up to ten documents can be included. The cursor must be at the **A>** or **C>** prompt to *include* them. For example, enter:

INCLUDE MEMO AS NOTES1

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Then you can enter another document as:

INCLUDE MEMO AS NOTES2

They will show up on the documents Main Menu.

Any of the three windows may be opened and edited as a different document.

Note the format for naming these files while using the INCLUDE MEMO command. If a document is not given its own name, all selections will be listed as *MEMO*. They may still be edited as different Documents, even though they would have the same name. It may, however, cause some confusion as to which is which.

The default size of a Document Window is 3,000 characters, or about one and one-half pages of single-spaced text. The chapter *Customizing PolyWindows Desk* details how to change this size if desired.

PolyWindows Desk document editor is not a full word processor program, but it will meet most requirements. It will not: 1) do right justification 2) automatically center lines or 3) print boldface or underlined characters.

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THE CARD FILES WINDOWS

If you used the *POLY* batch file to load PolyWindows Desk into memory, the Card Files Main Menu will show the following options on your computer screen:

CARD FILES
>HELP
DEMOFILE

The *Help* Card Deck contains *on-line* information that can help in learning about PolyWindows Desk. The *DemoFile* Card Deck is a sample database of *Cards* that has been included to demonstrate the PolyWindows Desk File Card feature. Once PolyWindows Desk has been learned, it is not necessary to include these two File Card Decks.

To use the *DemoFile* Card Deck, move the pointer to DemoFile and press **ENTER**. This will display the DemoFile Window, and the first Card of the Deck. Look at all the File Cards in the sample Deck.

PGDN will advance to the next Card in the Deck.

PGUP will move backwards through the File Card Deck.

HOME will move to the first Card in the Deck.

END will move to the last Card.

EDITING A FILE CARD

To change information on a File Card, press **ENTER** when the cursor is on the index tab of the Card. The cursor will move into the body of the Card.

This has accessed the PolyWindows Desk editor. Now changes can be made to the File Card just as a document can be edited in the Documents Window.

When editing is complete, press **ESC** and the cursor will return to the Card's index tab.

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SEARCHING FOR A FILE CARD

When the cursor is on the index tab of a Card, a new File Card may be selected.

SHIFT PGDN to skip forward through the alphabetical listing.

SHIFT PGUP skips backwards through the alphabetical listing.

There is another *card searching* option. Type the index name of the card you wish to see. For example, if the cursor is on the index tab, type:

POLYTRON

followed by pressing the **ENTER** key.

PolyWindows Desk will then find the POLYTRON Card.

It is not necessary to type all the characters of the index. Type fewer characters, and PolyWindows Desk will look for the first card that matches the characters typed.

The question mark (?) can be used as a *wild card* to match any character. To find the File Card for a Mr. Petersen, when you cannot remember whether it was spelled *Peterson* or *Petersen*, just type *PETERS?N* on the index tab, and PolyWindows Desk will find the first Card for *Petersen* or *Peterson.*

ADDING A NEW FILE CARD

To add a new Card, first press the **INS** key. This tells PolyWindows Desk to begin a new card.

A blank Card will be displayed with the cursor on the index tab. Fill in the index tab with the keyword assigned to the new Card, and press **ENTER**.

This will move the cursor into the body of the Card. When finished filling out the Card, press **ESC**.

The card will automatically be placed in the deck in alphabetical order. Upper- and lower-case letters in the index tab are treated equally.

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CARD FILE OPTIONS

Call the Card File local menus by pressing **SHIFT ESC**.

The *Printing* menu prints the entire card, or just the data on the Card.

> When printing only the data, the *line labels* on the left side of the Card will not be printed. The *Print Data* option is useful for printing a mailing label or envelope from the File Card.

The *Print Deck* option will print all the Cards in the Deck with an extra line between Cards and no line labels.

> Mailing labels may be printed from file Cards if the Cards are designed *one line shorter* than the distance between labels. As in Notes Windows, it is possible to send a *Form Feed* or *Line Feed* to the printer.

DESIGNING A CARD DECK

In the *Options* menu the currently selected card may be deleted from the File Card Deck.

The dimensions of the Cards in the Deck may be varied from the default. Select the *Design Deck* option.

> Press the **RIGHT** or **LEFT** arrow keys to increase or decrease the width of the cards.
>
> Press the **UP** or **DOWN** arrow keys to decrease or increase the number of lines in the Card.

When the Cards are the desired size, press **ESC** to end design mode.

To make the Cards really large, use **ALT SHIFT** arrow keys and move the window to the upper left corner of the screen. Now there is room to work with.

PolyWindows Desk will not extend a window past the edges of the screen.

It is usually best to keep the Card size as small as possible. The larger you make the Cards, the more memory will be required to hold the File Card Deck.

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It is not possible to change the dimensions of a File Card Deck that already contains Cards that have text entered. Once text is entered, the parameters are fixed.

To load a blank File Card Deck, use the *INCLUDE* command procedure. At the A> or C> prompt enter:

INCLUDE NEWDECK

OR Custom name the deck by entering:

INCLUDE NEW DECK AS CUSTOMNAME

Use the *Edit Labels* option and customize labels to specify the type of information to be entered on each line. It is not necessary to give each line a label.

It is not possible to edit the labels of a Card Deck that already contains Cards.

End the label editing process by pressing **ESC**.

The *Save Deck* option saves the File Cards to a disk.

If there have been changes or additions to a Card Deck, they must be *saved* or they will be lost when the computer is turned off or rebooted.

CARD DECK STORAGE

Each Card Deck is stored in a separate, specified file. The next time this saved Card Deck is *included* in memory, there will be some extra memory added for additional cards.

When a File Card Deck is saved, the file is given the extension *.FDX*. It is not necessary to type this extension.

Adding a lot of Cards to a Deck you may use up all the memory reserved for that Deck. To reserve more memory, *Save* the Deck, then exit any program that is running.

Use the *REMOVE* command to remove the File Card Deck from memory.

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Now re-include that deck and there will be more room to add new Cards.

The blank Card file *NEWDECK* is small. When *INCLUDING* a new File Card Deck, there is an option to start with a much larger blank file. There are two larger blank Decks on the PolyWindows Desk diskette. These blank Decks are called *MEDIUM* and *LARGE*.

To start a blank Card file with twenty to thirty cards, just enter:

INCLUDE MEDIUM

To start with an even larger blank Card file, just enter:

INCLUDE LARGE

These files may also be custom named using the procedure described earlier.

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THE DESK TOOLS WINDOWS

When the *Desk Tools* Main Menu is selected, there are four choices in the menu.

CALENDAR
POLYKEY
GRABBER
AUTO-DIALER

These are all part of PolyWindows Desk Manager, and cannot be individually removed from memory using the *REMOVE* command.

THE CALENDAR

a combination Alarm Clock, Calendar, and Appointment Book. It allows you to find dates, schedule appointments, set alarms, and turn on or off hourly chimes.

POLYKEY (tm)

is the PolyWindows Desk keyboard enhancer. It will redefine almost any key on the keyboard to enter a large number of custom selected keystrokes.

THE AUTO-DIALER

will automatically dial telephone numbers if there is a modem connected to the computer.

THE GRABBER(tm)

will capture text from the computer screen and insert it into an application program or Document Window. It is also possible to *cut* and *paste* information from one PolyWindows Desk tool to another.

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THE CALENDAR

Opening the *Calendar Window* will display the current month's calendar on the screen. The current day will be highlighted in reverse video. Today's date will blink if the highlight is moved to a different day. A digital clock will be displaying the current time. **Note: if the time and date are not set correctly when the computer is first booted, the date and time on the Calendar will be wrong.** If there is no battery-powered *real time* clock in the computer, the correct date and time must be entered each time the computer is turned on or rebooted.

SELECTING DAYS

Use the cursor keys to move the highlight to a different day of the month. The current day will always blink to indicate today. The cursor keys on the numeric keypad move the highlight in the following ways:

LEFT	Previous day
SHIFT LEFT	Previous Sunday
RIGHT	Next day
SHIFT RIGHT	Next Saturday
HOME	First day of the Month
SHIFT HOME	Previous January 1st
END	Last day of the Month
SHIFT END	Next December 31st
PGUP	Same day of previous month
SHIFT PGUP	Same day of previous year
PGDN	Same day of next month
SHIFT PGDN	Same day of next year
5	Today's date

MARKING IMPORTANT DAYS

Important days may be *marked*. This is similar to *circling* the days on a paper wall calendar. *Marked* days are shown in a different intensity on the Calendar, so one can tell at a glance what the important days are.

To mark a day, move the cursor to that day and press the (+) key. A day prior to today cannot be marked.

Unmark a day by pressing the (-) key.

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PolyWindows Desk can remember fifty-eight marked days. When a fifty-ninth day is marked, the first day that was marked will be unmarked.

NOTES FOR THE DAY

When moving from day to day, *Notes For The Day* will be displayed at the top of the Calendar. Initially, there will be none, because they have not been written. Fill them in as you would squares on a paper calendar.

To enter *Notes for the day*, press **INS**. This will move the cursor into the Notes space at the top of the Calendar. **Do not forget to press INS.**

After typing the last line of Notes, press **ESC** to return to the Calendar. There is a limit of forty-three characters for each Note.

PolyWindows Desk keeps notes for forty days in memory. The days do not have to be consecutive--but they must be forty *future* days including today. When a forty-first day is added, the note for the first day will be deleted.

Be sure to save your Notes when you write them. This is done from the *Options* local menu.

Local menus are displayed by pressing **SHIFT ESC**.

When notes are saved, the marked days and alarms are also saved. These are saved in a file that PolyWindows Desk will automatically load when the program is booted into memory. Other notes files with different marked days or alarms may always be loaded.

SETTING CHIMES, ALARMS AND ALARM MESSAGES

The *Hourly Chimes* menu toggles the hourly chimes on or off by moving the arrow to the selection and pressing **ENTER**. This feature chimes on the hour every hour, as long as the computer is turned on.

The *Alarm Clock* menu toggles the alarm clock on or off in the same way as

above. When an alarm is set, PolyWindows Desk will beep and display a message on the computer's screen at the appointed hour.

Press **ESC** to make the message disappear.

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Selecting the *Set Alarm* option of the *Alarm Clock* menu displays a window with two columns labeled *Time* and *Reason For Alarm* in which to set alarms.

To set an alarm, press **INS**.

Be sure to use a colon (:) to separate the hours and minutes, and type *AM* or *PM* after the minutes. End the alarm time entry by pressing **ENTER**.

Now type in the message to be displayed. Press **ENTER** again to end this message.

Other alarms may be entered or deleted, by using **UP** or **DOWN** arrows to move the cursor, and then pressing **DEL** or **INS**.

Press **ESC** to return to the Calendar.

The Alarm Clock is not part of any DateBook, nor are these alarms specific to any particular day. If an alarm is set, and the notes are saved to the default, the alarm will ring every day you have the computer on.

SCHEDULING APPOINTMENTS

Appointments may be scheduled for a particular day. As many as ten different Appointment Books may be *included* as DateBooks. Each DateBook *included* will be listed in the *DateBooks* local menu of the Calendar Window, and any Datebook may be selected. The *POLY* batch file will automatically include one blank DateBook. To add others, go to the **A>** or **C>** prompt and enter:

INCLUDE DATEBOOK

followed by pressing the **ENTER** key.

After selecting a day on the Calendar, press **ENTER** to open the DateBook Window, and the cursor will move into the DateBook. At the top of the first page of the DateBook there is space for *Things To Do* where activities may be entered. This does not have to be done at any particular time.

Below the *Things To Do* area are lines for entering appointments. This is similar to paper appointment books. Appointments occupy two pages of the DateBook. Flip from page to page using **PGUP** and **PGDN**. Flip to the next day's appointments without going back to the Calendar by pressing

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SHIFT PGDN, or to a previous day's appointments by pressing **SHIFT PGUP**.

The DateBook Window has its own local menu:

OPTIONS
SAVE DATEBK
NAME DATEBK
PRNT DATEBK

A selected day's appointments may be printed with *Prnt DateBk*. The DateBook may be *named*, or *saved* to a diskette.

If changes are made to a DateBook and they are not saved, the changes will be lost when the computer is turned off.

When *Name DateBk* is selected, a person's name may be entered above the *Things To Do* area. To end the name entry, press **ESC**.

Press **ESC** again to get back to the Calendar from the Appointment Book.

DATEBOOK STORAGE

Each *Datebook* is stored in a separate file and given the extension *.DBK*. A DateBook must be *included*, but it is not necessary to type the extension.

For example, if there is a file named JONES.DBK, at the *A>* or *C>* prompt, enter:

INCLUDE JONES

OR if you wish to be more specific, you may enter:

INCLUDE C:\DESK\JONES

As the second example shows, full path names may be used to name a file.

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CHANGING DATEBOOK SIZE

Each time a DateBook is *saved*, PolyWindows Desk makes sure that there is extra space to allow scheduling additional days. When the DateBook is *included*, this extra space is reserved in memory. Entering a lot of appointments at one time may use up all the extra space reserved. Additional space can be gained by *saving* the DateBook and then *including* it again.

When the space is used up, follow this procedure:

1. Save the DateBook to a disk file.

2. Exit to the A> or C> prompt on the computer's screen.

3. Use the REMOVE program to remove the DateBook from memory.

4. Use the INCLUDE program to include the DateBook back into memory.

After a DateBook is used extensively for several weeks, the file could become quite large. If it is not desired to reserve the amount of memory required to store such a large DateBook, delete the past appointments by selecting the *Delete Past* option in the DateBook's local menu. This will remove from the DateBook all appointments prior to today's date. Be sure to *save* the DateBook after using the *Delete Past* option.

24-HOUR TIME DISPLAY FORMAT

The Clock and Alarms may be changed to use the twenty-four hour or *military time* instead of *AM* and *PM*. At the A> or C> prompt enter:

COPY CALENDAR.FOR CALENDAR.PWD

To return to the standard time display enter:

COPY CALENDAR.USA CALENDAR.PWD

The change will go into effect the next time PolyWindows Desk is loaded. The Calendar colors may change.

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POLYKEY

When the *PolyKey* Window is opened, there will be four local pull-down menus. Select a menu using the **LEFT**, **RIGHT**, **HOME** or **END** keys.

The first two menus permit selecting a *Macro File* that redefines some of the keys on your keyboard. The *Application* menu will activate a Macro File for use in an application like a word processor or spreadsheet. The *PolyWindows* menu will activate a Macro File for use within PolyWindows Desk.

A Macro File is a set of *key redefinitions*. In order for a Macro File to be listed in the menus it must be *included*.

If the POLY batch file is used to load PolyWindows Desk, a Macro File named *Default* will be included in both the *Application* menu and the *PolyWindows* menu. As many as ten Macro Files may be *included*. Each Macro File will use about 5K of memory. Approximately sixty keys may be redefined per Macro File, and the total keystrokes for all key redefinitions in a single Macro File can be up to 2,500 characters.

PolyKey is normally Off. Turn it on by moving the pointer from *PolyKey Off* to the name of a Macro File. PolyKey can be on in an application program and still be off within the *PolyWindows* menu. You can even activate one Macro File for use in the application program and another Macro File for use within *PolyWindows*.

The *Options* menu will *Erase* and *Save* the Macros. *Erase* will not affect files stored on diskette.

REDEFINING KEYS

Before Macro definitions can be created, a macro file must be *included*. There is a blank macro file named *Default* on the PolyWindows Desk diskette. To load it, at the **A>** or **C>** prompt, enter:

INCLUDE DEFAULT

To create Macro definitions, select a Macro File from the *PolyKey* local menus. It is best to use the Macro File in the *Application* menu and leave PolyKey off within PolyWindows Desk while creating key redefinitions. Select the Macro File by moving the pointer to it and pressing **ENTER**. A

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Window will appear displaying the empty Macro File.

Press **INS** to start the macro definition. Then, press the key that is to be redefined. The name of that key will be displayed in the window.

Now type in the new key definition. The names of these keys appear in the Window. If a mistake is made, delete by pressing **CTRL BKSPACE**.

When finished, press **ALT !** to end the definition.

Repeat the process to define another key.

The current Macro File will be displayed when in the PolyKey Window. If there are more key redefinitions that can fit in the Window, use the **UP** or **DOWN** keys to scroll through the redefinitions.

To remove a specific macro key definition, open the Window for that Macro and redefine the key to be nothing.

SAVING MACRO FILES

The macro keys may be saved to a diskette by using the *save* option. The file will be given the extension *.PKY*, but it is not necessary to type that extension when *including*. A Macro File may be *included* in the *Application* and *PolyWindows* menus. Use the standard *INCLUDE* command procedure.

For the macro to be automatically turned on when including it, enter:

INCLUDE EDITKEYS POLYKEY=ON

THE SCREEN SAVER

PolyKey has a function called *Screen Save* that is accessed from the PolyKey local menus. This will prolong the life of the monitor by blanking the screen after a period of keyboard inactivity. To restore your screen after it has been blanked, press any key.

The default selection for Screen Save is *Don't Blank*. See the *Customizing PolyWindows Desk* to learn how to change this default selection.

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THE AUTO-DIALER

To use The Auto-Dialer, a modem must be connected to the computer. This modem must use the *Hayes codes* in order to work with the Auto-Dialer.

A number may be dialed from display on a File Card or a Document. The Card Files plus the Auto-Dialer make a great electronic telephone book. A separate Document can be created, with just names and telephone numbers, and the Auto-Dialer can dial from the Document Window.

There are two ways to call the Auto-Dialer.

1. Select it from the Desk Tools Main Menu.

2. Press **CTRL SPACE**.

This second method by-passes all other menus.

Call the Auto-Dialer and look at the menu.

The *Dial From* menu allows dialing a number that is displayed on the screen or by typing it on the keyboard. When dialing from the screen, PolyWindows Desk will search the text displayed on the screen to find a telephone number to dial. When a number is found, it will be displayed in a small Window.

Press **ENTER** to dial that number, or the **SPACE** bar to search for another number on the screen.

For PolyWindows Desk to recognize a telephone number, it must end with eight characters of the form:

123-4567

In other words, the last eight characters must be three digits followed by a dash or hyphen followed by four more digits.

The following telephone numbers are examples of numbers that would be recognized by the Auto-Dialer:

123-4567	**123-456-7890**
(123) 456-7890	**9 123-4567**
9 1 800 123-4567	

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The following telephone numbers *would not* be correctly recognized by the Auto-Dialer:

800 123-4567	(too many spaces after 800)
123 456 7890	(no dash after 456)
[503] 123-4567	(square brackets are not allowed)

The Auto-Dialer allows putting five control characters in a telephone number:

P will make the Auto-Dialer switch to *pulse dialing.*

T will make the Auto-Dialer switch to *tone dialing* (the default setting).

@ will make the Auto-Dialer *pause* dialing until **ENTER** is pressed. Then it will resume dialing the number. This is useful with long distance access services that require waiting for a tone before continuing to dial.

***** will make the Auto-Dialer pause for two seconds before continuing to dial. This is good for long distance services that usually give the tone quickly. For a longer delay, add two or more (*).

9 If the telephone number starts with a **9** the Auto-Dialer will automatically pause for two seconds after dialing the **9**. No * is required after the **9**.

DISCONNECTING THE MODEM (HANGING UP)

After the Auto-Dialer has dialed the number, it will put a message on the screen asking you to pick up the telephone receiver and press the **SPACE** bar to disconnect the modem. *This is important.* If you do not press **SPACE**, the modem will continue to hold open the telephone line even after you hang up the receiver. The person called will also have a difficult time hearing the conversation if the modem is left connected.

- To abort the process and disconnect the modem press the **SPACE** bar any time after the dialing has begun.

- To abort the process before the dialing starts press **ESC**.

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TONE OR PULSE DIALING

The *Dialing Mode* toggles between *Tone* dialing and *Pulse* dialing. This menu determines in which mode the dialing will start.

THE SERIAL PORT MENU

The *Serial Port* menu determines which serial port the Auto-Dialer will use to send signals to your modem. The Auto-Dialer will initialize the port for a baud rate of either 1200 or 300.

The default setting for this menu is COM1: (the first serial port) and a 1200 baud modem.

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THE GRABBER

The last selection in the Desk Tools Main Menu is the Grabber. The Grabber can cut a rectangular area of text from the screen and can paste it into a program or Document.

There are two ways to call the Grabber.

1. Select it from the Desk Tools Main Menu.

2. Press **ALT SPACE**.

In order to grab text, the text must be visible on the screen in text mode. The Grabber cannot capture text that is displayed in graphics mode.

When the Grabber is called, it will immediately display the Grabber's local menu. Use the **UP** and **DOWN** arrows to select the desired option, and then press **ENTER** to display the Grabber highlight rectangle.

A rectangular area of the screen will be highlighted in *reverse* video. It is necessary to move the highlighted area over the text that is to be *grabbed*.

1. Press **ALT SHIFT** and use the arrow keys to move the inverse video box until its *upper left corner* covers the first character ot the text to be *grabbed*.

2. Now adjust the size of the highlighted area so that it covers the text to be captured.

3. Use the **RIGHT** and **LEFT** arrow keys to increase and decrease the width of the highlighted area.

4. Use the **UP** and **DOWN** arrow keys to decrease and increase the height of the highlighted area.

5. When the desired text is highlighted, press **ESC** to capture the text and send away the Grabber.

To insert the captured text:

1. Return to the main program, or the Document in PolyWindows Desk, where the text is to be inserted.

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2. Move the cursor to the desired insertion point, and press **CTRL ENTER**. The text will be inserted just as if it had been typed on the keyboard.

The captured text may be inserted more than once, because the text will remain in the buffer until different text is grabbed, or until the Calculator is used.

Calling the Calculator erases the buffer because **CTRL ENTER** is also used to insert the Calculator result.

Calling the Grabber will display its local menu. It is possible to select the end-of-line character that will be grabbed.

The default end-of-line character is **ENTER**. Using this selection, the Grabber will insert text as if it had been typed on the keyboard and **ENTER** at the end of each line. This end-of-line character will work for most applications.

> If you tried to insert multiple lines of text into a **Lotus 1-2-3** spreadsheet using **ENTER** as the end-of-line character, it would not work. The second line of text would overwrite the first line of text in the same cell. However, with the second selection, the **DOWN** cursor, it would work perfectly.

The third choice for end-of-line character is **SPACE**. This works best when inserting text into a word processor that will reformat the text for you.

The fourth choice, **SPACE +80H**, is a space with the high bit set. This is the character used by **WordStar** and some other word processors to indicate a *soft* carriage return. If you use one of these word processors, try this option.

The fifth choice, **NOTHING**, grabs the text but adds nothing to it.

THE ADD-ON TOOLS WINDOWS

If the POLY batch file on the PolyWindows Desk diskette was used to load PolyWindows Desk, there will be two selections under the *Add-On Tools* Main Menu: *Calculator* and *Puzzle.*

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THE CALCULATOR

Open the Calculator Window by pressing **ENTER**. A Calculator will appear on the screen. To use the Calculator, press the keys on the numeric keypad. To enter a number, press the numbers on the keypad, or use the numbers on the top row of keys.

The Calculator temporarily redefines some of the keys.

To divide, press the **SCRLOCK** key, or the / key.

To figure a percent, press the **NUMLOCK** key, or the (%) key.

To get a total, press the **ENTER** key.

Multiply by pressing the (*) key.

Clear the display by pressing the **BKSPACE** key.

To Add and Subtract, use the + and - keys on the top row.

This Calculator is an *algebraic* calculator. To add 2+5 and display the result, enter:

2+5=

To find out what four percent of 49.95 is, enter:

49.95*4%

To multiply 49.95 by 7 and then add 4 percent, enter:

49.95*7+4%

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MEMORY FUNCTION

The Calculator has a memory function that is not obvious by looking at the display. A number may be *added* to memory, *subtracted* from memory and *recalled* from memory.

To add a number to memory press **M** followed by the (+) key.

To subtract a number from memory press **M** followed by the (-) key.

Recall a number from memory by pressing **M** followed by **ENTER**.

Erase the number in memory by pressing **M** followed by **BKSPACE**.

SETTING THE NUMBER OF DECIMAL PLACES

The Calculator has a floating decimal point that shows as many decimal places of accuracy as possible. If the numbers get too big or too small, the Calculator will switch to *exponential* notation.

To change to a fixed number of decimal places press **D** followed by the desired number of decimal places.

For example: **D** followed by **2** will set the Calculator to two decimal places.

To return the Calculator to a floating decimal, press **D** followed by the period (.) key.

DISPLAYING NUMBERS WITH COMMAS

The Calculator normally displays numbers with commas for easier reading.

Toggle the commas on and off by pressing the (,) key.

DISPLAYING A TAPE OF YOUR CALCULATIONS

The Calculator has local menus that allow you to turn it into a printing calculator. Press **SHIFT ESC** to access them.

Select the *Tape On* option of the *Tape Displays* local menu and a simulated

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papertape printer will appear on the screen. As calculations are performed, a *tape* will rise out of it.

Select the *Printer On* option of the *Printing Tape* local menu, and a real paper copy will be printed.

Make sure the printer is really on, or the Calculator will *freeze* for about forty seconds and be unable to send the numbers anywhere.

INSERTING THE FINAL RESULT

If calculations are needed while working on some report, or etcetera, call The Calculator and perform them. The results of the calculations may be entered directly into your work.

To insert the final calculated result:

1. Press **ESC** to close the Calculator Window.

2. Move the cursor to the point to insert the result.

3. Press **CTRL INS**.

The last total in the Calculator will be inserted as if typed.

When inserting the result into a spreadsheet, it is recommended to toggle the comma display off. Most spreadsheets will not accept commas in number entries.

A CALCULATOR FOR PROGRAMMERS

A Calculator has been provided especially for programmers. This Calculator is called *HEXCALC*. It will calculate in decimal, binary, octal or hexadecimal--and the result will be displayed in all four number bases. The ASCII symbol for the result will also be displayed, and the mnemonic name for the first thirty-two values will be displayed.

This is an integer calculator. It will not accept or calculate fractions. Use the **UP** and **DOWN** arrow keys to highlight the number base to be used to input integers. To input numbers, use the top row of keys plus the letters A through F.

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THE ASCII TABLE

An ASCII Table has also been included for programmers. It is a chart showing the decimal and hexadecimal values for each ASCII character. If this table is not on the *Add-On-Tools Main Menu*, escape to the A> or C> prompt and enter:

INCLUDE ASCII

Use **PGUP** and **PGDN** to move from page to page of the table.

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THE PUZZLE

If the POLY batch file was used to load PolyWindows Desk, a game called *Puzzle* will be included in the *Add-On Tools* Main Menu. If not, load it using the INCLUDE command procedure. This is purely to provide a little diversion for PolyWindows Desk users.

This as an electronic version of those plastic *get-the-numbers-in-order* puzzles that used to drive you crazy as a kid. To shuffle the Puzzle, press **SHIFT ESC** to call its local menu.

Use the **UP, DOWN, LEFT** and **RIGHT** arrow keys to move the empty square to a new location. In about five minutes this will become second nature.

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THE DOS WINDOWS

The *DOS Main Menu* allows performing certain DOS functions even when using another program. The DOS functions that PolyWindows Desk provides are:

CHANGE DIR

Change the default directory for any disk drive. This is similar to the DOS CHDIR command.

DISK SPACE

Check how much space is available on any disk. This is similar to the DOS CHKDSK command.

ERASE FILE

Erase (delete) a disk file. This is similar to the DOS ERASE or DEL command.

LIST FILES

Display the names of files on a diskette or in a directory. This is similar to the DOS DIR command.

MAKE DIR

Make a new subdirectory on a diskette. This is similar to the DOS MKDIR command.

READ FILE

Display the contents of diskette file. This is similar to the DOS TYPE command.

RENAME FILE

Change the name of a diskette file. This is similar to the DOS REN command.

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Select a DOS function by moving the pointer to the function and pressing **ENTER**, PolyWindows Desk will prompt for any file names or disk drive identifiers that are needed.

List Files

function allows using the two wildcard characters ? and * in specifying which files to list.

For example: specify ***.LTR** and PolyWindows Desk will list all files that have the extension **.LTR**.

Erase File

function will not accept wild card characters.

Read File

function will allow looking at the contents of a file. If the file contains non-ASCII characters, it may be difficult to read. Any long lines in the file will be truncated to 78 characters. An alternate way to look at a file is to load it into a Document Window.

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POLYWINDOWS DESK WINDOW CONTROL

There are certain techniques that apply to all of the PolyWindows Desk tools. These techniques allow dynamic control of certain Window characteristics.

MOVING WINDOWS

Most of the windows can be moved. This may be desirable if the window covers up something that you want to see.

To move a Window:

> Hold down **ALT SHIFT** and use the four cursor keys on the numeric keypad.

CHANGING WINDOW COLORS

Press ALT SHIFT 5. This will display five pull-down menus.

One menu allows changing the color of the border around the Window.

Other menus allow changing the two foreground colors and the two background colors.

Some Windows use only one foreground color and one background color, so changing the second set of colors will have no effect.

Besides changing the colors to suit personal preference, use color to help distinguish between two similar Windows. With this *color coding* it will then be easy to tell which window is which.

The changes in Window colors and positions are only temporary, remaining in effect until the computer is turned off or rebooted.

To permanently change Window colors or positions, use the *CHANGE* program included on the PolyWindows Desk diskette. See the chapter titled *Customizing PolyWindows Desk.*

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STACKING WINDOWS

Windows can be *stacked* on top of each other. This is a standard feature of PolyWindows Desk.

For example: open a document window; then press **CTRL ESC** to open the Calculator window to perform a calculation. The Calculator window is *stacked* on top of the document window.

To return to the document window, press **ESC**.

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DISK FILE MANAGEMENT

The flexibility of PolyWindows Desk creates a problem with disk management. When using an ordinary word processor, the same floppy diskette is always inserted in the computer or a particular directory is selected on the hard disk. When a text file is saved, it will save to the hard disk directory or to a diskette in a diskette drive. Ordinary word processors, etcetera, only allow doing one thing at a time.

With PolyWindows Desk, a document can be written while in the middle of using a spreadsheet. If you want to save this document to a disk file, where do you save it? Below are two different file management techniques, one for floppy diskette users and one for hard disk users. Hard disk users should read both sections.

FLOPPY DISKETTE FILE MANAGEMENT

It is recommended that you make a PolyWindows Desk *working diskette* to hold the files that are specific to PolyWindows Desk.

1. Make two backup copies of your PolyWindows Desk files.

2. After backing up all the PolyWindows Desk files, delete the unnecessary files from one of the backup diskettes. This will be your working copy.

PolyWindows Desk will not normally load a file or save a file unless this is requested.

Always save *Card Files*, *DateBooks*, *Calendar Notes For The Day*, and *PolyKey Macros* on your PolyWindows Desk *working diskette*. If you used the same diskette all the time, you will not have to remember which diskette you used last.

The batch file used to load PolyWindows Desk should also be on the PolyWindows Desk *working diskette*. That batch file can automatically load any of the PolyWindows Desk files on the *working diskette*. Instructions for writing this batch file are given in the *Customizing PolyWindows Desk* chapter.

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Whenever a PolyWindows Desk file is to be saved, insert the *working diskette* in *Drive A*. When PolyWindows Desk asks for the name of the file to save to, specify:

A:filename

It is not necessary to save all documents on the *working diskette*. Keep other diskettes for storing letters, reports, etc. Since a Document can cover any subject, you can decide where to save it. Only Card File Decks, DateBooks, Calendar Notes (includes Alarms), and PolyKey Macros must be saved to the PolyWindows Desk *working diskette*.

HARD DISK FILE MANAGEMENT

Read the previous section on *Floppy Diskette File Management*, even if there is a hard disk in your computer.

New users often make the mistake of saving files in different subdirectories of their hard disk. There may be many separate subdirectories for spreadsheets, word processors, database managers, etc. Since PolyWindows Desk may be accessed while using any one of these programs, it is possible to just save a file to the *current* directory. This results in several versions of the same file being scattered all over the hard disk.

It is a good idea to make a separate subdirectory on the hard disk for PolyWindows Desk files. Call this subdirectory *PWD* or *POLY* or *DESK*. For the purpose of this discussion, call it *DESK*.

To make this subdirectory, get into the hard disk's *root* directory. Escape the working program to the A> or C> prompt, and enter:

**CD **

This will *change directory* to the root directory.

Now make a PolyWindows Desk subdirectory by entering:

MKDIR DESK

The next thing to do is to *get into* this directory, by entering:

CD \DESK

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Copy the necessary PolyWindows Desk files into this subdirectory. Put the *original* PolyWindows Desk diskette in Drive A. At the A> or C> prompt, enter:

A:LOADHARD

This will copy the *minimum* PolyWindows Desk files onto your hard disk.

Always save your *Card Files*, *DateBooks*, *Calendar Notes For The Day*, and *PolyKey Macros* in this subdirectory. This prevents having old versions of the files scattered all over the hard disk.

To save a file to this subdirectory, whenever PolyWindows Desk asks for the name of a file to save text to, specify:

C:\DESK\filename

This assumes that the hard disk is named C. If the hard disk has a different name, use that instead.

Read the chapter on *Creating Batch Files to Load PolyWindows Desk.*

If there is a hard disk in the computer, the AUTOEXEC.BAT file should first change to the DESK subdirectory before loading PolyWindows Desk and then change back to the root directory after loading is complete. There is an example of this given in that chapter. The idea is to put the command:

CD \DESK

before the PolyWindows Desk commands in the AUTOEXEC batch file, and then put the command:

**CD **

after the PolyWindows Desk commands in the AUTOEXEC batch file.

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CUSTOMIZING POLYWINDOWS DESK

Normally, when a function is *included* in PolyWindows Desk, a command like this is entered:

INCLUDE MEMO

or that command is put in a batch file. The INCLUDE program is much more flexible than this.

Whenever you enter:

INCLUDE *functionname*

the *INCLUDE* program looks for a file with the function name specified and a file extension of one of the following:

.EDT	for Documents
.FDX	for Card Files
.PKY	for PolyKey Macro files
.DBK	for Datebook schedules
.TOL	for Add-On Tools
.GAM	for Add-On Tools
.CLC	for Add-On Tools
.DOS	for DOS Windows

The complete syntax for the *INCLUDE* program is shown below. There will be full explanation and examples on the following pages.

INCLUDE file **AS** *filename* **SIZE**=*bytes* **BORDER**=*bcolor* **F1**=*fcolor* **B1**=*bcolor F2*=*fcolor* **B2**=*bcolor* **AT**=*line:column* **SHAPE**=*lines:columns -S*

The *lower-case* characters in the above syntax description represent parameters that are assigned by the user.

The *upper-case characters*, equals signs (=) and colons (:) must be typed just as they are shown or the parameter may be omitted.

Although the above description takes more than one line, it would be typed as a single line before pressing **ENTER**.

Except for the *filename*, any of the other parameters may be omitted. The *filename* specified should have one the extensions listed above. If the file

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has any other extension, PolyWindows Desk will assume it is a text file and will put it in a documents window. Any *filename* may be chosen. This *filename* will appear in the window as its name.

If the *filename* is more than eleven characters, it will be truncated and only the first eleven characters will be used. The *filename* cannot contain any *spaces*.

CHANGING THE SIZE OF A DOCUMENT WINDOW

The *SIZE* is specified in *bytes* and determines how much memory will be reserved for a Document Window.

The default *SIZE* of a Document Window is 3,000 bytes.

If a larger Document is desired, specify any *SIZE* up to a maximum of 65300 bytes. Do not use commas in the number of bytes.

Only the documents windows can have their *SIZE* adjusted. The *SIZE* parameter will have no effect on other Windows.

CHANGING THE LOCATION OF A WINDOW

To change the default screen position for a Window, use the AT=line:column parameter.

If *AT=1:40* is specified the upper left corner of the Window will be located at line 1 column 40 of the screen whenever the Window is opened.

It is possible to request an impossible location. For example: the Calculator Window is too tall to fit AT=20:40. If you try to give it that location, the Calculator will not fit there, but will be placed as close as possible to it.

CHANGING THE SHAPE OF A DOCUMENT WINDOW

The *SHAPE* parameter only applies to Documents Windows. It specifies how *high* the Window should be in *lines* and how *wide* the Window should be in *columns*. The width of the Notes Window determines the margin settings. It is possible to specify a *SHAPE* that would not fit AT the specified location. If there is a conflict, the *SHAPE* parameter takes precedence, and the window will be located as close as possible to the

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position specified. The largest possible *SHAPE* for a Document Window is 23:78.

CHANGING THE WINDOW COLORS

BORDER= defines the color of the border around the Window.

F1= defines Foreground Color 1.

B1= defines Background Color 1.

F2= and **B2=** define secondary Foreground and Background Colors if the Window uses them.

The allowable colors for each of these are listed below:

BORDER	F1 or F2	B1 or B2
BLACK	BLACK	BLACK
BLUE	BLUE	BLUE
GREEN	GREEN	GREEN
CYAN	CYAN	CYAN
RED	RED	RED
MAGENTA	MAGENTA	MAGENTA
BROWN	BROWN	BROWN
WHITE	WHITE	WHITE
	DARK GRAY	
	LIGHT BLUE	
	LIGHT CYAN	
	LIGHT RED	
	LIGHT MGNTA	
	YELLOW	
	BRIGHT WHIT	

EXAMPLES OF USING THE INCLUDE COMMAND

The *INCLUDE* commands can be put in a batch file or typed at the keyboard. In either case, it is best if the current default directory or diskette has all your PolyWindows Desk files.

For the purpose of these examples, *Memo Pads* will be used here, but the principles apply to all PolyWindows Desk tools. Here is the most simple

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example first. The command:

INCLUDE MEMO

will create a Document Window that will be listed in the Documents Main Menu. If this is the first *INCLUDE* command entered, the Documents Main Menu will look like this:

```
DOCUMENTS  CARD FILES  DESK TOOLS  ADD-ON TOOLS    DOS
|>MEMO   |
 ---------
```

When the command is entered, the *INCLUDE* program finds the file MEMO.EDT on the diskette or directory. MEMO.EDT is a blank Document. *INCLUDE* adds this blank Document to PolyWindows Desk.

Now embellish the command a bit, by entering:

INCLUDE MEMO AS REPORT

The Documents Main Menu will look like this:

```
DOCUMENTS  CARD FILES  DESK TOOLS  ADD-ON TOOLS    DOS
| MEMO
|>REPORT |
 ---------
```

The same blank Document is added to PolyWindows Desk, but it is given the name REPORT, this name will appear in the Documents Main Menu.

The default or standard size for a Document is 3,000 characters or bytes. This translates to about one and one-half pages of single-spaced text in the Document Window before the file is full and no more characters can be accepted.

Change the size of a Document Window using the SIZE= parameter. This will work only for Documents Windows. Enter:

INCLUDE MEMO AS REPORTSIZE=6000

and the *INCLUDE* command will create a Document Window that will hold 6,000 characters. Do not put commas in the number entered for SIZE.

The maximum size for a Document window is 65300 bytes.

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Another parameter that applies only to Documents Windows is *SHAPE*. Enter:

INCLUDE MEMO SIZE=6000 SHAPE=23:65

and the Document Window will be 23 lines high and 65 columns wide. The maximum size of a Window is 23 lines by 78 columns.

To position the Window at a particular screen location, enter:

INCLUDE MEMO SIZE=6000 AT=5:20

and this will position the Window so that the upper left corner is at line 5 column 20.

Obviously, it is possible to specify both a *SHAPE* and a location *AT*. It is possible to specify a *SHAPE* that will not fit *AT* the specified location. In this case, the *SHAPE* takes precedence and fits into the parameters as well as it can.

Determine the colors of the Window by entering:

INCLUDE MEMO BORDER=RED F1=CYAN B1=BLACK

This will give the Document window a red border and cyan characters on a black background. When a window uses the secondary colors, they can be specified by using **F2=** and **B2=**. document windows do not use the secondary colors, but many of the other windows do.

The last parameter that can be used with the *INCLUDE* command is (**-S**). Normally *INCLUDE* will echo a message to the screen saying that the tool was included under the appropriate window and telling how many bytes remain available in memory. Put (**-S**) on the *INCLUDE* command line, and *INCLUDE* will not write this information on the screen. This parameter is most often used in batch files.

The *INCLUDE* program is used to specify Window characteristics when the Windows are loaded into memory. To permanently change the Window characteristics use the *CHANGE* program.

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PERMANENTLY CHANGING WINDOWS

The *CHANGE* program will permanently change the default parameters of the Windows. Its syntax is similar to that of the *INCLUDE* program. The *CHANGE* program will change the characteristics of any function that has one of the eight file extensions listed in the previous section.

For example: to make a Documents Windows that is 23 lines by 65 columns with a red border, enter:

CHANGE MEMO BORDER=RED SHAPE=23:65

It is possible to change a document window's *SHAPE*, location *AT=*, and colors. The *default* SIZE cannot be changed.

It is also possible to change the colors of menus and Window Frames internal to the PolyWindows Desk Manager. To change these internal parameters, the *CHANGE* program creates files with extensions of *.PWD*. When PolyWindows Desk, is loaded it looks for these *.PWD* files to set the default characteristics. Therefore, these *.PWD* files must be on the default disk to load PolyWindows Desk. There are four of these internal color sets that may be changed. Substitute one of the following keywords for the *filename* argument of the *CHANGE* command:

CALENDAR	Changes Calendar Window colors
FILENAME	Changes colors of file request Window
TIMERS	Changes colors of Alarms Window
MENUS	Changes colors of the menus

Change the default interval for screen blanking used by the Screen Save feature. The format for this command is:

CHANGE TIMERS BLANK=10

Or use 0, 2, 5 or 15 instead of 10 in the above command. To change the default setting of Screen Save to *Don't Blank*, enter:

CHANGE TIMERS BLANK=0

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REMOVING FUNCTIONS FROM MEMORY

The PolyWindows Desk diskette contains a program named *REMOVE* which is the *opposite* of *INCLUDE*. While *INCLUDE* puts functions into PolyWindows Desk, *REMOVE* takes them out. Remove a DateBook, a File Card Deck, or a Polykey Macro file.

The Calendar, Grabber, PolyKey and Auto-Dialer, and PolyKey cannot be removed from the Desk Tools Main Menu.

Why *REMOVE* anything? Well, if a File Card Deck is filled up, the only way to make it larger is to *Save* it and include it again. This will result in two File Card Decks occupying twice as much memory. By *Removing* the Card Deck after *Saving* it, it can then be *Included* again with no memory penalty.

Sometimes a file is included that will only be used temporarily. When finished using it, remove it. Or, there may be some large File Card Decks that are not needed in memory all the time.

REMOVE makes it easy to free memory for other uses without having to reboot the computer.

To remove a function, at the A> or C> prompt enter:

REMOVE filename

Filename stands for the name of the file as it was originally included. The *REMOVE* program will free the memory that the removed tool reserved.

You cannot free a *hole* in memory. Thus, if you enter:

REMOVE DATEBOOK

not only will the DateBook be removed, but all the tools that were included after the DateBook. If you think you might remove a tool, you should include it last.

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POLYWINDOWS DESK OPTIONS

When PolyWindows Desk is loaded for the first time, (or when it is loaded by a batch file), you normally enter:

DESK or POLY

There are some options that can be specified on the command line.

CONSERVING MEMORY WITH NOGRAPHICS

When PolyWindows Desk is called, it saves the application screen so that the screen can be restored when PolyWindows Desk is exited. Saving a graphics screen requires 16K of memory while saving a character screen requires only 4K of memory. If it is not planned to use application programs that run in the graphics mode (such as Microsoft Word or Framework), 12K of memory that would otherwise be used for graphics may be put to use elsewhere.

When PolyWindows Desk is used with application programs that do not use the graphics mode, RAM can usually be saved with the **NOGRAPHICS** option. To save this memory, load PolyWindows Desk by entering:

DESK NOGRAPHICS

AUTOMATICALLY SAVING FILES

PolyWindows Desk is a totally *memory resident* program. This means that it never loads a file from disk or saves a file to disk unless it is told to do so. This is a valuable feature for people who have floppy diskette based computers. It means they do not have to worry about having the right diskette in the drive when calling PolyWindows Desk.

But never *going to diskette* puts the responsibility on the user to save Documents, Card Files and DateBooks. If they are not saved, they will be lost when the computer is turned off or rebooted.

If the computer has a hard disk, PolyWindows Desk can be sure that the hard disk is always present. For users with hard disks we provide the *Autosave* option. Load PolyWindows Desk using the command:

DESK AUTOSAVE

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and PolyWindows Desk will automatically save Documents, Card Files and DateBooks whenever a change is made to them and the Window closed. A message will appear telling *where* the file will be saved and that pressing **ENTER** will save it, or that pressing **ESC** will abort the saving process.

PolyWindows Desk will not automatically save Alarms, Calendar Notes For the Day, or PolyKey Macros. These are things that are often changed temporarily and not usually saved.

CREATING BATCH FILES TO LOAD POLYWINDOWS DESK

Many PolyWindows Desk users find it convenient to modify their AUTOEXEC.BAT file to automatically load their favorite PolyWindows Desk tools when they turn on their computer. This chapter will show some example AUTOEXEC batch files to illustrate how this is done.

The PolyWindows Desk Document editor can be used to modify an AUTOEXEC.BAT file. Select a Document Window and use the *Load File* selection in the local menus to load AUTOEXEC.BAT. If yours is a floppy diskette computer, put the boot diskette in Drive A and load A:AUTOEXEC.BAT. If there is a hard disk in the computer, and the hard disk is called C:, then load C:\AUTOEXEC.BAT.

If the AUTOEXEC.BAT file already has some commands in it, they should probably not be changed. If they work now, they should work with PolyWindows Desk. In this chapter, it is assumed that new commands were added to the end of the AUTOEXEC.BAT file.

One of the first things your AUTOEXEC batch file should do is set the correct date and time. This is necessary for the PolyWindows Desk Calendar and Alarms to work. If there is a battery-powered *real time* clock in the computer, then you should have a program that sets the date and time from the battery-powered clock. This program should have come with the expansion card containing the clock. If there is no battery-powered clock, then set the date and time by hand.

To manually set the date and time, add the following commands to your AUTOEXEC.BAT file:

```
DATE
TIME
```

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After setting the date and time, you can include other commands in the AUTOEXEC.BAT file. These commands could set the DOS Path, change the prompt, etc.

It is important to load any other *memory-resident* programs BEFORE loading PolyWindows Desk. Some other memory-resident programs could impair the operation of PolyWindows Desk if they are loaded *after* PolyWindows Desk. This program looks around before it *jumps into memory*, and tries not to interfere with other memory resident programs.

For example: when setting up a RAM disk or print buffer, make sure those commands appear before the PolyWindows Desk commands. Here is an example AUTOEXEC.BAT file before any PolyWindows Desk commands are added. Lines that start with *rem* are just remarks and do nothing.

```
rem Sample AUTOEXEC.BAT file without PolyWindows Desk.
rem The next two commands ask for the date & time.
DATE
TIME
rem The next command sets up a print buffer.
PRINTBUF /32
```

SAMPLE FLOPPY DISKETTE AUTOEXEC.BAT

The last lines of the *AUTOEXEC.BAT* file should be the PolyWindows Desk commands. Here is a sample *AUTOEXEC.BAT* file for floppy diskette users:

```
ECHO OFF
rem Sample AUTOEXEC.BAT file with PolyWindows Desk.
rem The next two commands ask for the date & time.
DATE
TIME
rem The next command sets up a print buffer.
PRINTBUF /32
rem The next command loads PolyWindows Desk
DESK
rem The next 2 commands include Document Windows.
INCLUDE MEMO AS REPORT SIZE=5000
INCLUDE MEMO AS NOTES F1=WHITE B1=BLACK
rem The next command includes a File Card Deck.
INCLUDE CUSTOMERS
rem The next command loads a Calculator.
INCLUDE CALC AS CALCULATOR
```

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```
rem The next command loads a DateBook.
INCLUDE JONES
rem The next command loads a PolyKey Macro File.
INCLUDE EDITKEYS
```

SAMPLE HARD DISK AUTOEXEC.BAT

If the computer has a hard disk, first change to the PolyWindows Desk subdirectory (see the chapter on *Disk File Management*). Here is a sample AUTOEXEC.BAT file for hard disk users:

```
ECHO OFF
rem  Sample AUTOEXEC.BAT file with PolyWindows Desk.
rem  The next two commands ask for the date & time
DATE
TIME
rem  The next command sets the DOS Path.  It would
rem  be used if you have a hard disk.
PATH C:\DOS;C:\UTILITY;C:\
rem  The next command changes the DOS prompt to
rem  indicate the current directory.
PROMPT $P $G
rem  The next command sets up a print buffer.
PRINTBUF /32
rem  The next command is for hard disk users.
rem  It changes to the PolyWindows Desk subdirectory.
CD \DESK
rem  The next 2 commands assume you need
rem  the PolyWindows Desk diskette in Drive A
ECHO Insert PolyWindows Desk diskette in Drive A
PAUSE
rem  The next command loads PolyWindows Desk.
DESK
rem  The next 2 commands include Document Windows.
INCLUDE MEMO AS REPORT SIZE=5000
INCLUDE MEMO AS NOTES F1=WHITE B1=BLACK
rem  The next command includes a File Card Deck.
INCLUDE CUSTOMERS
rem  The next command loads a Calculator.
INCLUDE CALC AS CALCULATOR
rem  The next command loads a DateBook.
INCLUDE JONES
rem  The next command loads a PolyKey Macro File.
```

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```
INCLUDE EDITKEYS
rem  The next command returns to the root directory
CD \
```

MAKING BACKUP COPIES OF POLYWINDOWS DESK

Make as many backup copies of PolyWindows Desk for personal use as are desired. Use the COPY command to make the backup copies. You may also copy the PolyWindows Desk files to a hard disk.

If you boot off a floppy diskette, you may put the DOS operating system on your PolyWindows Desk diskette. You may also copy onto the PolyWindows Desk diskette the other programs used when booting. The PolyWindows Desk diskette will then become your boot diskette.

To make a backup copy of your PolyWindows Desk files:

1. Format a blank diskette using the DOS FORMAT command.

2. Put your PolyWindows Desk diskette in Drive A and this blank, formatted diskette in Drive B.

3. Enter the command:

   COPY A:*.* B:

   followed by pressing the **ENTER** key.

The diskette in Drive B will now be the backup diskette.

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If the original PolyWindows Desk diskette becomes accidentally damaged, you may erase all the files on it and then copy all the files from a backup diskette back onto it. To restore the files:

1. Put your original PolyWindows Desk diskette in Drive A and your backup diskette in Drive B.

2. Enter the command:

   DEL A:*.*

   followed by pressing the**ENTER** key.

3. Enter the command:

   COPY B:*.* A:

   followed by pressing the **ENTER** key.

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OH NO! IT DIDN'T WORK

Sooner or later (probably sooner) you will try to do something with PolyWindows Desk that the manual said could be done, but it will not work. Here is a list of things most likely to go wrong.

YOU CANNOT READ THE SCREEN

If the screen cannot be read when PolyWindows Desk is called, it is probably because PolyWindows Desk thinks you are using a color monitor when none is connected.

To change the default colors to black & white on the PolyWindows Desk diskette, put it in Drive A and enter:

B&W

Once this change is made, reboot your computer and reload PolyWindows Desk.

If you have a 16 bit computer, escape to the A> or C> prompt, and enter:

MODE MONO

You will see an immediate change in the clarity of text on the screen. Return to your application program.

THE COMPUTER FREEZES WHEN YOU PRINT

You probably do not have the printer turned on. This is the only time that PolyWindows Desk will *hang up* for about forty seconds and not respond to commands. To get things started again, be sure your printer is connected to the parallel printer port, and turn the printer on. If the printer is connected to a serial port, use the DOS MODE command to redirect printing to the serial port.

POLYKEY WILL NOT WORK

If the keys redefined with PolyKey do not work, you probably forgot to select the Macro File. The default state of PolyKey is off. If you have

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stored a set of PolyKey Macros (definitions) on disk, be sure to *include* the Macro File. You have to select the Macro set you wish to use. Follow the directions for including Macro sets.

CHIMES OR ALARMS DO NOT WORK

If the hourly chimes or alarms do not work, they probably are not turned on from the local menu in the Calendar Window. When setting alarms, be sure to specify AM or PM. Alarms are the same for every day and they do not have to be set for a specific day.

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ERROR MESSAGES

Most PolyWindows Desk error messages are self-explanatory. They are listed below in alphabetical order. After each error message is a brief description and possible remedy.

Cannot Access Files At This Time

This means PolyWindows Desk has been asked to load or save a file when DOS was doing something that PolyWindows Desk thought was imprudent to interrupt. If this message appears, press any key to return to PolyWindows Desk, and try again later.

Cannot Re-Design A Non-Empty Deck

You cannot change the dimensions of a File Card Deck that already has Cards in it. Either include a blank Deck (such as NEWDECK) or delete the Cards in the current Deck.

DateBook is full. Save, then re-include

All the memory allocated for this DateBook has been used. Save the DateBook to a disk file. Then remove the DateBook using the REMOVE command. Include the DateBook again, and it will reserve more memory.

ERROR: Access denied by DOS

DOS has denied access to a file you tried to load or save, probably because an *illegal* character was used in the filename. A common typo is using a semicolon (;) instead of a colon (:) after a disk drive specifier. It is also possible that the file did not have normal attributes. The file could be *hidden*, *system*, or *read only*. If saving a file, try using another name. If loading a file, check the filename.

ERROR: Disk probably full

PolyWindows Desk got an error message from DOS while it was trying

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to save a file. Either there is not enough space to save the file or the disk directory has too many file names. Try saving the file on a different diskette.

ERROR: File not found

You have tried to load a file that does not exist in the directory specified.

ERROR: Path not found

An invalid subdirectory was specified when the name of the file to load or save was entered.

ERROR: Problem with the diskette drive or door open

The diskette drive door is probably open. If the door is closed, open it for a moment, then reclose it. This gives the diskette a chance to *seat* properly. If this does not work, it may be because the diskette is not be turning freely inside its jacket. This occurs when moisture, dust, or other foreign matter has gotten on the diskette. Carefully insert your finger in the ring and gently move the inner diskette to break it free. If this does not work, try using another diskette.

ERROR: The diskette is write protected

You tried to save a file to a diskette that has a seal over the *write protect notch*. Remove the seal and try again. On a 3-1/2" micro-floppy diskette, make sure the sliding write protect tab is covering the hole.

Full Deck: Save And Re-Include For More Space

You have tried to add a Card to a File Card Deck that has no room left in memory. Save the Deck to a diskette. Remove the Deck from memory using the REMOVE command. Now include the Deck again and more space will be reserved.

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No Matching File Card Found

This means you entered a File Card index to search for in a File Card Deck, and PolyWindows Desk could not find a Card whose index matched what was typed. If you were trying to insert a Card, remember to press INS first.

No Room Left For Key Re-Definitions

The PolyKey macro file is full. Are you sure all these redefinitions need to go into a single macro file? A macro file will hold up to 60 key redefinitions containing a total of up to 2,500 keystrokes. See the section on PolyKey to learn how to delete some redefinitions.

No DateBooks have been included.

You were using the Calendar and pressed **ENTER**. This is the command to display a DateBook, but no DateBooks were included. Press any key to return to the Calendar.

No telephone number found!

You told the Auto-Dialer to dial a telephone number from the screen, and it could not find one. Check the format you used for a telephone number. Or maybe the telephone number was on a graphics screen. The Auto-Dialer cannot read numbers on a graphics screen.

PolyWindows Desk already installed.

You either entered the command **DESK** or you ran a batch file that had this command in it. PolyWindows Desk was already in memory.

PolyWindows Desk will not run with DOS 1.1

You need DOS 2.0 or later.

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The modem is not connected.

The Auto-Dialer has been asked to dial a number, and could not find a modem connected to your computer. Make sure your modem is connected and turned on. Make sure you have selected the proper serial port in the Auto-Dialer's local menus. If this message still occurs, the modem cable is probably not connecting all the connector pins.

The printer is not connected.

You tried to print something and PolyWindows Desk was unable to access the printer. Make sure your printer is connected and turned on. If your printer is connected to a serial port or parallel port #2, you must use the MODE command to redirect printing to the proper port.

Too far in the future or Too far in the past

While in the Calendar you pressed ENTER to open a DateBook Window. The date you selected on the Calendar was outside the range covered by that DateBook. A DateBook will hold 365 consecutive days. Use the *Delete Past* option to free up more DateBook space.

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QUICK REFERENCE COMMAND SUMMARY

BASIC OPERATIONS

CTRL ESC	Call PolyWindows Desk
ESC	Exit Window
SHIFT ESC	Display Local Menus

CURSOR MOVEMENT

LEFT	One character to the left
SHIFT LEFT	To beginning of previous word
CTRL LEFT	To the beginning of the line
RIGHT	One character to the right
SHIFT RIGHT	To beginning of the next word
CTRL RIGHT	To the end of the line
UP	Up one line
SHIFT UP	To the top of the Window
DOWN	Down one line
SHIFT DOWN	To the bottom of the Window
HOME	To upper left corner of Window
SHIFT HOME	To beginning of the Document
END	To lower right corner of Window
SHIFT END	To the end of the Document
PGUP	Scrolls the text to display the previous *Windowfull* of text
PGDN	Scrolls the text to display the following *Windowfull* of text
CTRL PGUP	Scrolls the text to display one previous line of text
CTRL PGDN	Scrolls the text to display one following line of text

DELETING TEXT

BKSPACE	Deletes one character to the left of the cursor
SHIFT BKSPACE	Deletes to the beginning of the previous word
DEL	Deletes the character under the cursor
SHIFT DEL	Deletes to the beginning of the next word

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BLOCK MOVES OF TEXT IN DOCUMENT WINDOW

ALT B	Mark either end of block of text
ALT D	Delete marked block
ALT M	Move marked block
ALT C	Copy marked block
ALT U	Unmark block

FILE CARD DECKS

PGDN	Display next Card
SHIFT PGDN	Display next Card with different first character
PGUP	Display previous Card
SHIFT PGUP	Display previous Card with different first character
HOME	Display first Card in Deck
END	Display last Card in Deck

To search for a particular Card, type some or all of that Card's index when the cursor is on the index tab of another Card.

ESC	End editing body of Card
INS	Insert new card in Deck

CALENDAR

ENTER	Open DateBook Window
INS	Write Notes For The Day
ESC	End editing Notes For The Day
+	Mark (highlight) a day
-	Unmark a day
LEFT	Previous day
RIGHT	Next Day
UP	Previous Week
DOWN	Next week
PGDN	Next month
SHIFT PGDN	Next year
PGUP	Previous month
SHIFT PGUP	Previous year
HOME	First day of month
SHIFT HOME	Previous January 1st
END	Last day of month
SHIFT END	Next December 31st

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ALARMS

INS	Insert new Alarm
DEL	Delete Alarm
ENTER	End entering Alarm or message
ESC	Get rid of Alarm message Window

DATEBOOKS

PGDN	Move from morning to afternoon
SHIFT PGDN	Display next day's schedule
PGUP	Move from afternoon to morning
SHIFT PGUP	Display previous day's schedule

POLYKEY

INS	Insert new key redefinition
CTRL BKSPACE	Erase previous keystroke
ALT !	End key redefinition
DOWN	Scroll Macro Window
UP	Scroll Macro Window

SCREEN SAVER

any key	Restore blanked screen

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GRABBER

ALT SPACE	Call the Grabber
ALT SHIFT arrow	Position upper left corner of Grabber highlight
LEFT	Decrease width of highlight
SHIFT LEFT	Decrease width faster
RIGHT	Increase width of highlight
SHIFT RIGHT	Increase width faster
UP	Decrease height of highlight
SHIFT UP	Decrease height faster
DOWN	Increase height of highlight
SHIFT DOWN	Increase height faster
ESC	Capture highlighted text
CTRL ENTER	Insert captured text

AUTO-DIALER

CTRL SPACE	Call the Auto-Dialer
ENTER	Dial number found by Auto-Dialer
SPACE	Disconnect (hang up) modem
ESC	Abort dialing process

CALCULATOR

BKSPACE	Clear result
CTRL ENTER	Insert result in document
M +	Add to memory
M -	Subtract from memory
M ENTER	Recall memory
M BKSPACE	Clear memory
D digit	Set fixed decimal places
D .	Set floating decimal

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