

Database for Phone Messages, Miscell

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Type ALT+e to ENTER

ALT + C to clear,

Category

Date

Last Name

First

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Category

Date

Last Name

Finding Things

First

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What is Extracted

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Category

Date

Last Name

First

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INSTRUCTIONS

DESKTOP is a message-minder, a calendar, a memo-writer, a client tracker, and a scratchpad system. Entry of much data is driven by "macros," or ALT-key driven sequences. Here's how it works in brief. See INSTRUCT.WKS and DESK.DOC on DISK 2 for a complete o

1. Messages

Use this part of the screen to track your phone messages and to-dos. To enter an item, hold down the ALT key and type "e" at the same time. You will be prompted to give a category for the entry, a date, and the other data needed. There are only two "tricky" parts here. First, to enter the date, you must type the LAST TWO DIGITS ONLY of the year, then RETURN, then TWO MONTH DIGITS, then RETURN, then TWO DAY DIGITS, and finally RETURN. The "macro" will put in the commas and such for you. Also, messages aren't CLEARED when entered but only after action is taken. To clear a message after you no longer need it, position the cursor at the message you want to clear in the clear column, type ALT + "C" and enter the date as given above. [MORE TO COME. HIT KEY MARKED 'PG DN' ON THE RIGHT OF ']

You can also use some of 1-2-3's advanced find and extract capabilities to find messages. To do this, hit the F5 function key, type FINDIT, and then RETURN. Enter the criteria you want. For instance, to find only records pertinent to Consulting, enter "Consult" under the Category label, then hit ALT + F for the "find" menu, and choose messages for the finding to be done.

Complex finds and extractions can be done as well; see your 1-2-3 manual, pages 195-200, for full information. Or, hit /, D, Q, then Function Key 1 for full on-line help.

There's no reason you can't create criterion and output ranges for any other of DESKTOP's screens. There's a second one builtin to find Appointments, for instance. But, we don't have so many clients that we need retrieval for this!

To print your messages hit Alt + P for the print menu.

2. Appointment Calendar

Goto the appointments range either from the main menu or by typing F5 and then APPOINTMENTS. Appointments are entered with ALT Dates are input as above; i.e., type 83, return, 06, return, and 10,

return for 06/10/83.

[MORE TO COME. HIT KEY MARKED 'PG DN' ON THE RIGHT OF '

The only tricky part is entering times, where you type the hours (in 24 hour notation), return, and the minutes. Thus, 8:15 AM becomes 08<RETURN>15<RETURN>, and 6:30 PM 18<RETURN>30<RETURN>. There's no reason you can't use standard 12-hour time format; you just won't be able to enter AM or PM next to the entry in this revision. The rest of the entries are self-explanatory. It is assumed you do not have appointments which do not result in action. To find an appointment, hit Alt + f and then Appts. after entering the criteria for the search. To print them, hit Alt + P.

3. Client Tracking

You may be in a business in which you have clients, or people you see which generate income for you. Alternatively, you might be a salesman with accounts that you call on. This little spreadsheet allows rather simple tracking of such affairs.

You hit ALT + m to enter clients, one line at a time. The macros take it from there. Date and time are as explained above.

To print your clients list, hit Alt + P.

[MORE TO COME. HIT KEY MARKED 'PG DN' ON THE RIGHT OF '

4. Memos and Letters

Either by typing F5 and then 'MEMO' or from the main menu, you have available to you an approximately two-page 8 and 1/2 by 11 space to write letters and memos. 1-2-3 was not designed specifically for such work, but does a pretty good job with short documents. Here's how to make it work.

Type in a line of text, being sure to indent the first of each paragraph with a ' and then 5 spaces. Try to keep your lines shorter than 255 characters, but you can just keep typing on a line 'till 1-2-3 beeps at you. Then, erase the current word you're typing, hit <RETURN>, and hit the Justification macro, ALT + j. Viola! Your text is now justified as a paragraph. If there is more to add to the paragraph, go to the last line, the incomplete one, and type Function Key 2, F2. Continue entering text till the paragraph is done or until you fill up the line again, then use the Justification macro

again.

[MORE TO COME. HIT KEY MARKED 'PG DN' ON THE RIGHT OF ']

When you are ready to print your document, hit the print macro, Alt + p. Follow the directions given. Unless you change them, you'll get a standard top and bottom margin and a footer with the page number and today's date. For very short documents, you may want to redefine the Memo range (type /RNC Memo, then ESC, then ., then move the cursor to the bottom of your text, then RETURN) to save printing paper. If this doesn't bother you, don't worry about it.

5. Scratchpad

Scratchpad is another 8 and 1/2 by 11 area you can write on, print, and the like for notes or whatever marks you need to make on electronic paper. It doesn't have any entry macros associated with it, because it is unclear how you might use it.

TYPING ALT + P WILL TAKE YOU TO THE PRINT MENU, WHICH ' TO PRINT ANY OF THESE RANGES. THE SYSTEM IS SET UP FOR IBM PRINTER.

[MORE TO COME. HIT KEY MARKED 'PG DN' ON THE RIGHT OF ']

Implementation Notes

You can change, modify, create new ranges and macros for DESKTOP in any way you'd like. About the only thing that won't change automatically with inserted columns and the like are the macros, which you'll have to edit to be compatible with your alterations. You certainly, for instance, could create a criterion range (name it CLIFIND) and output range (name it CLIOUT) for your client listing if you have lots of them or don't purge the range regularly. I haven't found this necessary. And, you can learn a lot about 1-2-3's macro capabilities, including menu generation, by typing F5 MACROS and studying what you find there. You can use the menu at any time by typing ALT + Z. As you get used to the program, you'll want to go to ranges directly (e.g., F5 + MEMO). To get to the print menu, type ALT + P at any time.

This program is being marketed under the FREEWARE<TM>concept. If you've found it useful to you, hit the PG DN key for a commercial

message.

[END INSTRUCTIONS.TYPE ALT+Z TO RUN MENU, ALT+P TO PRI
THE COMMERCIAL

The Freeware concept encourages the widest possible dissemination of software. If you have found this program useful, please copy it, give it to your friends, and put on it bulletin boards. Do NOT distribute it without the documentation, or in altered form.

If you have used this program and found it worthwhile, please send a \$25.00 donation to support this work. In return, you'll be registered as an owner, and be put on our list for notification as updates occur. If you wish to get a copy of the program, send two formatted (either DOS) disks and prepaid mailer to me. Or, send the \$25 donation and I'll supply the disks and postage.

The address is:

Microcomputer Management
45 Drum Hill Road
Concord, MA 01742

Thank you. Tom Bonoma SOURCI

END***	END***	END***	END***
Calendar	Messages	Memos	Clients
Enter appointment	Enter phone mess	Enter memoranda a	Track client time
{goto}appointmen	{goto}Messages~	{goto}Memo~	{goto}Clients~
/XQ	/XQ/XQ	/XQ	/XQ

Message	Memo	Appoint.	Client
Print the messages	Print letter/memo	Print appointments	Print clients
/XC\Q~	/XC\L~	/XC\B~	/XC\Y~
/XQ	/XQ	/XQ	/XQ

aneous Notes, To-Dos From Office

ALT + P to print

Phone

Cleared

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Phone

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Phone

Cleared

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YOUR KEYBOARD]

RETURN>.

YOUR KEYBOARD]

YOUR KEYBOARD]

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AN EPSON OR

YOUR KEYBOARD]

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END*****

Scratchpad

Make notes on topics

{goto}Scratchpad~

/XQ

END***

Instructions

Get insructions c

{goto}Instruction

/XQ

Scratch

Print scratchpad

/XC\S~

/XQ

Instruct

Print Instructions

/XC\N~

/XQ

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Matter

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Matter

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Matter+

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Save and Exit

Save DESKTOP.WKS and leave 1-2-3 for Lotus Access System

/FSDESKTOP~R~

/qY~

/XQ~

Return

Quit Print

/XQ

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Company

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Company

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Company

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Appointments

Hit ALT + a for automatic line entry. Time is hour + CR + min

 Date Time With
= = =

#	#	#
Date	Time	Appointment Finder With

#	#	#
Find Menu Alt + F		
Find Messages	Find AppQuit	
Locate a Message	Locate an	Return to Normal Ops.
/DQIMessagefind~(DQIAPP/XQ		

Q~{Query} {QUERY}
/xq /XQ

FINDER ALT + F
/XMFINDMENU~

Clients Tracking

Purpose

=

Enter Alt + M to enter a line

Date

=

Hours

=

Action

=

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#

#

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Macros...How it's done

Entry Macros (Alt)+E for MESSAGES

{GoTo}A1~{GoTo}A4~{end}{down}{down}

~{right}@DATE({?},{?},{?})~

First:~~{right}/XLAnd Phone:~~

mpany:~~{right}/XLAddress:~~

{end} {left} {end} {left} {end} {left}

Clear Macro (Alt)+C for MESSAGES

/rfd1~@DATE({?},{?},{?}){down}~

Date Macro (Alt + D)

@DATE({?},{?},{?})~

Time Macro (A

{?}:{?}~

Appointment Macro ALT + a

{goto}k2~{end} {down} {down}

{?},{?})~{right} {?}:{?}~{right}

right}/XLWhat is to be done? ~~

Clients Macro ALT + M

lown}/XLEnter Client Name: ~~

}/XLHours to Nearest Tenth: ~~

XLEnter Action to be Taken: ~~

Memorandum Justify ALT + j

ight} {right} {right} {right} {right}

{down} {down} {down} {down}~

Menu Operation on Initiation: eventually \0, and \Z

/XMMenu~

Print the Instructions to the Program -ALT + n

/PPOHxx {ESC}DESKTOP|@|DESKTOP~

F||Page #-~QRINSTRUCTIONS~GPQ~/XGQ149~

/XR

Print the Scratchpad ALT + s

ATCHPAD|@|SCRATCHPAD~

F||Page #-~QRSCRATCHPAD~GPQ~~

/XR

Print the Memorandum ALT + L

/PPOHxx{ESC}||@~

f||Page -#~~QRMEMO~GPQ~

/XR

Print the Messages ALT + Q

PPOHxx{ESC}MESSAGES||@~

f||Page -#~~QRMESAGEPRINT~GPQ~

/XR

Print the Appointments Alt + B

xx{ESC}APPOINTMENTS||@~

f||Page -#~~QRAPPOINTMENTS~GPQ~

/XR

Print the Clients ALT + Y

/PPOHxx{ESC}CLIENTS||@~

F||Page -#~~QRCLIENTS~GPQ~

/XR

Menu Operation - Print Various Ranges

/XMmenu2~

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