
Category

1. Define 4 or 5 categories you use everyday. Spell or abbrev. the same each time.
2. To enter dates, enter the year (83), <RETURN>, the month (06), <RETURN>, and the day (12) RETURN.
3. Names are obvious. Phone may be any characters.
4. A message is cleared when it has been dealt with and is no longer "live." To clear a message, position cursor on message you want to clear in clear column, press Alt + C, and enter date as in #2 above.
5. Matter concerns the subject of the call or to-do; address the full address of the person calling.
6. AUTOMATIC ENTRY OF THESE MESSAGES IS IMPLEMENTED BY TYPING ALT + E. IF YOU MAKE A MISTAKE/WANT TO STOP, CTRL-BREAK WILL DO THE JOB.

Continued --> hit CTRL + right arrow -->

Category

1. To find a message, enter what you're looking for on line 115.
For example, "Consult" under category and 830602 under date. This
will find all entries under "consulting" for June 2, 1983. When
you've made your entries, just hit ALT+F and then <RETURN> to
search. Hit ESCape when you're done to get back to regular operation.

Much more complex searches are possible. For instance, putting
"Computer" in the category column on line 116 will find everything in
(1) above plus all computer entries. See your manual or press /dq
and then F1 for help.

Category

1-2-3 allows you to "pull records" out of the main database, called
extraction, instead of finding them. The extracted records will be
duplicated here. To do an extraction rather than just finding the
records in the original messages entered above, follow all the steps
under "Finding Things," but then ****don't**** hit Alt + F at all.
Rather, hit /dqe and all records matching your criteria will be
duplicated here.

See your 1-2-3 manual for more details.

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DESKTOP is a message-minder, a calendar, a memo-writer, a client tracker, and a sratchpad system. Entry of much data is driven by "macros," or ALT-key driven sequences. Here's how it works in brief. This file and the associated DESK.DOC have complete instructions.

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 in the message row at 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 YOUR KEYBOARD]

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 + a. 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 YOUR KEYBOARD]

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 YOUR KEYBOARD]

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 YOUR KEYBOARD]

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 WILL ALLOW YOU TO PRINT ANY OF THESE RANGES. THE SYSTEM IS SET UP FOR AN EPSON OR IBM PRINTER.

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

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 main 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 PRINT INST.]

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 DESKTOP without this documentation file or with any alterations you have made.

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

Sheet1

me. Or, send the \$25 donation and I'll supply the disks and postage.

The address is:

END***END***END***END***END***END***END***END***END***END***END***

Calendar

Enter appointments

{goto}appointments~

/XQ

Message

Print the messages

/XC\Q~

/XQ

Type ALT+e to ENTER
Date

Date

Date

#####

END***END***END***END***

Messages

Enter phone messages and to-dos

{goto}Messages~

/XQ

Memo

Print letter/memo

/XC\L~

/XQ

Sheet1

Database for Phone Messages, Miscellaneous Notes, To-Dos From Office

Last Name

Last Name

Last Name

#####

THE COMMERCIAL

Microcomputer Management

45 Drum Hill Road

Concord, MA 01742

Thank you. Tom Bonoma SOURCE TCD 292.

END***END***END***END***END***END***END***END***END***END***

Memos

Enter memoranda and short letters

{goto}Memo~

/XQ

Appoint.

Print appointments

/XC\B~

/XQ

ALT + C to clear, ALT + P to print
First

Phone

Cleared

Finding Things

First	Phone	Cleared
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What is Extracted

First	Phone	Cleared
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INSTRUCTIONS

Sheet1

END***END***END***END***
Clients
Track client time
{goto}Clients~
/XQ

END*****END*****
Scratchpad
Make notes on topics
{goto}Scratchpad~
/XQ

END***END***END***END***END***
Instructions
Get insructions on how to use DESKTOP
{goto}Instructions~
/XQ

Client
Print clients
/XC\Y~
/XQ

Scratch
Print scratchpad
/XC\S~
/XQ

Instruct
Print Instructions
/XC\N~
/XQ

Matter

7. Alt + P will allow you to print any range, including the messages one, at any time. Messages only prints the first screen (Category, Date, Name, Cleared) of the messages range.
8. Alt + Z gets you the main menu for changing ranges (goto clients, etc.). ESCape always gets you out of a menu without making a choice.
9. Alt + F will find messages for which you have pre-defined criteria in the FINDIT range. To define criteria, hit F5, type FINDIT, and enter them.
10. You can also do extractions of messages. See the instructions, your 1-2-3 manual, or hit /dqe and then function key 1.
11. The messages section is reached at any time from the main menu by typing ALT + Z (to get the main menu) and then "M", or by moving the cursor over "Messages."
12. To erase messages, put the cursor at the leftmost point of the first one to erase, type /re, a period (.) and then move the cursor to the rightmost (address) entry of the last one you want to erase.

Matter

Matter

#####

Save and Exit

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

/FSINSTRUCT~R~

/qY~

/XQ~

Return

Quit Print

/XQ

Sheet1

[illegible]

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Sheet1

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

Date

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1. To automatically enter appointments, hit ALT + A. Then,...
2. Enter dates as instructed in the Messages section.
3. Enter times by entering hours, then <RETURN>, then minutes.
4. Enter with whom you are to meet.
5. Enter what action is taken from the meeting.
6. Enter ALT + F to find Appointments you have pre-defined in the APPTFIND range. To define criteria, hit F5, then type APPTFIND and enter the criteria. If you need help, look in the 1-2-3 manual or else type /dqf and then Function Key 1.
7. The Appointments range can be printed at any time by typing Alt + P and then choosing Appointments by typing A or moving the cursor over "Appointments."
8. The Appointments range is reached through the main menu by typing Alt + Z (to get the menu) and then "A" for appointments or by moving the cursor over "Appointments."
9. To erase appointments, do as instructed under "messages."

#####

Date

1. See the instructions under "Finding Things" to the left.
2. Or, hit /dq and then F1 for help.

#####

Find Menu Alt + F

Find Messages

Locate a Message

/DQIMessagefind~Cfindit~OEXTRACTED~

Q~{Query}

/xq

FINDER ALT + F

/XMFINDMENU~

[illegible]

```

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#####
Time          Appointment Finder      Action
                With
#####
Find Appoints.      Quit      To see other macros, type F5 then
Locate an Appointment      Return to Normal Ops.      "macros" and <Return>.
/DQIAPPTinput~CAPPTFIND~Q~ /XQ
{QUERY}
/XQ

<-----This is a menu.

<=====This is a macro.

```


Alt+p=Print

Client

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1. The operation of Clients is similar to Messages and Appointments.
2. Get to clients from the main menu (Alt + Z) and type "C".
3. Automatic entry of clients is facilitated with Alt + M.
4. The only tricky business here is entering dates.
Yr,<RTN>,Mo.<RTN>,day<RTN>.
5. You can print clients by typing Alt + P and then "C".
6. Get to clients from the main menu with Alt + Z, then "C".
7. To erase clients, move the cursor to "client" under the first one you want to remove, type /re, a period (.), and then move the cursor to the "action" column of the last entry to be removed. Type <RETURN>.

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Clients Tracking

Purpose

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Entry Macros (Alt)+E for MESSAGES

```
{GoTo}A1~{GoTo}A4~{end}{down}{down}
                                /XLEnter Category:~~{right}@DATE({?},{?},{?})~
                                {right}/XLInput Last Name:~~{right}/XLAnd First:~~{right}/XLAnd Phone:~~
                                {RIGHT}{right}/XLMatter:~~{right}/XLCompany:~~{right}/XLAddress:~~
{end}{left}{end}{left}{end}{left}
```

Clear Macro (Alt)+C for MESSAGES

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

Date Macro (Alt + D)

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

Appointment Macro ALT + a

```
{goto}k2~{end}{down}{down}
                                @DATE({?},{?},{?})~{right} {?:{?}~{right}
                                /XLWith Whom? ~~{right}/XLWhat is to be done? ~~
```

Clients Macro ALT + M

```
{goto}p2~{end}{down}{down}/XLEnter Client Name: ~~
{right}/XLEnter Purpose: ~~{right}@DATE({?},{?},{?})~{right}/XLHours to Nearest Tenth: ~~
                                {right}/XLEnter Action to be Taken: ~~
```

Memorandum Justify ALT + j

```
/RJ.{right}{right}{right}{right}{right}{right}{right}
{down}{down}{down}{down}~
```

Sheet1

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
/PPOHxx{ESC}SCRATCHPAD|@|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 -#~QRMESSAGEPRINT~GPQ~
/XR

Print the Appointments Alt + B
/PPOHxx{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~

[illegible]

Sheet1

[illegible]

Sheet1

##

##

Macros...How it's done

Time Macro (Alt)+T
{?:}{?}~

Alt + p to print

SCRATCHPAD

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Scratchpad is a "tabula rasa," a blank slate on which you can work. Even the print instruction and the word Scratchpad at the top don't need to appear; you can erase them. What can you put here? Well, I use it (see the file SAMPLE on this disk) for spreadsheets, graphs and other computational stuff. Sometimes, I take notes right on here, though memo works just as well and has automatic justification too. Scratchpad is your blank piece of paper. But with access to all of 1-2-3's commands, what a blank piece of paper!

The only macro associated with SCRATCHPAD is ALT + P, to print the range.

You can get to scratchpad from the main menu by Alt + Z, then "S".

To erase scratchpad, type /re and then type Scratchpad and hit <RETURN>.

[illegible]

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Sheet1

This is the memorandum range. It has automatic justification. Just type as long a line as you'd like, like this one. When you get to the end or when 1-2-3 "beeps" at you, remove any partial words you've typed, hit <ENTER> and then ALT + J (I did that just before that Alt + J there). Then, move your cursor to the "hanging line" at the end of the now-justified text, hit Function Key 2, and resume typing again.

To print the memorandum range, which comes out with page footers and no headers (unless you instruct 1-2-3 otherwise), just hit Alt + P and then move the cursor to "Memorandum." Note that you cannot just type "M" here; 1-2-3's menu program goes to the first choice with the matching letter; in our menu, that's "messages," and that's what the program would print. So be sure to move the cursor over to "Memo".

To erase this range, type /re, a period (.), and then "memo". Hit <RETURN>.
end

The program has been written so that the "main menu" comes up each time the file is run. To get out of the menu and manually be able to "walk" around the spreadsheet (and to get out of any menu without making a choice), type ESCape.

Manual operation as well as menu operation is possible with DESKTOP. To work it manually you need to know the names of the ranges. You can see these by typing /rnc and then moving the cursor left or right with the arrow keys. When you're done looking, just hit return or ESCape.

To go to the messages range, for instance, enter Function Key 5 and "messages." For clients, F5 + clients. For instructions, F5 + Instructions. See how easy? Of course, if you don't want to, you never have to do anything without a menu. ALT + Z is the main menu; ALT + P the print menu; ALT + F the find menu.

If you ever get in trouble you can't get out of, hit CTRL/BREAK.
end

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[illegible]

endendendendendendendendend end end end end end

GENERAL IMPLEMENTATION NOTES

endendendendendendendendendend end end end end end

[illegible]

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You're free to add other ranges, menus and the like here. I'd very much like a copy of any additions, revisions, and especially, buggies you find in DESKTOP.