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Category

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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. See INSTRUCT.WKS and DESK.DOC on DISK 2 for a complete overview.

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 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 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:

END***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

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Date

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Date

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END***END***END***END***
Messages
Enter phone messages and to-dos
{goto}Messages~
/XQ

Memo
Print letter/memo
/XC\L~
/XQ

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

ALT + C to clear, ALT + P to print

Last Name   First

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Finding Things

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Last Name   First

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What is Extracted

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Last Name   First

##############################
INSTRUCTIONS

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

Memos	Clients
Enter memoranda and short letters	Track client time
{goto}Memo~	{goto}Clients~
/XQ	/XQ

Appoint.	Client
Print appointments	Print clients
/XC\B~	/XC\Y~
/XQ	/XQ

Phone   Cleared

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Phone   Cleared

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

Scratch   Instruct
Print scratchpad   Print Instructions
/XC\S~   /XC\N~
/XQ   /XQ

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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

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

Date	Time
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##############################

Date   Time

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Find Menu Alt + F
Find Messages   Find Appoints.
Locate a Message   Locate an Appointment
/DQIMessagefind~Cfindit~OEXTRACTED~   /DQIAPPTinput~CAPPTFIND~Q~
Q~{Query}   {QUERY}
/xq   /XQ

FINDER ALT + F
/XMFINDMENU~

Appointments	Alt + p to print	##	Alt+p=Print
With	Action	##	Client
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With                      Action                    ##
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Quit
Return to Normal Ops.
/XQ

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}~

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

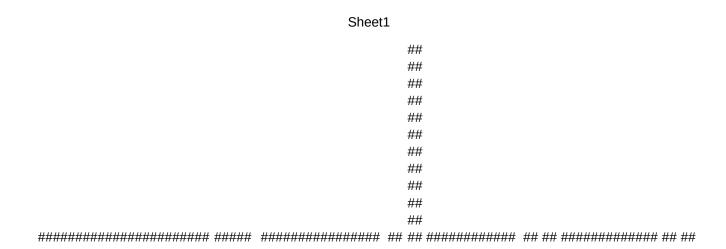   /PPOHxx{ESC}CLIENTS||@~

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

Menu Operation - Print Various Ranges
/XMmenu2~

Enter Alt + M to enter a line   ## Alt + p to print   SCRATCHPAD
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Macros...How it's done

Time Macro (Alt)+T
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