

# **Microsoft® Windows Desktop Applications User's Guide**

**Version 2.0**

Microsoft Corporation





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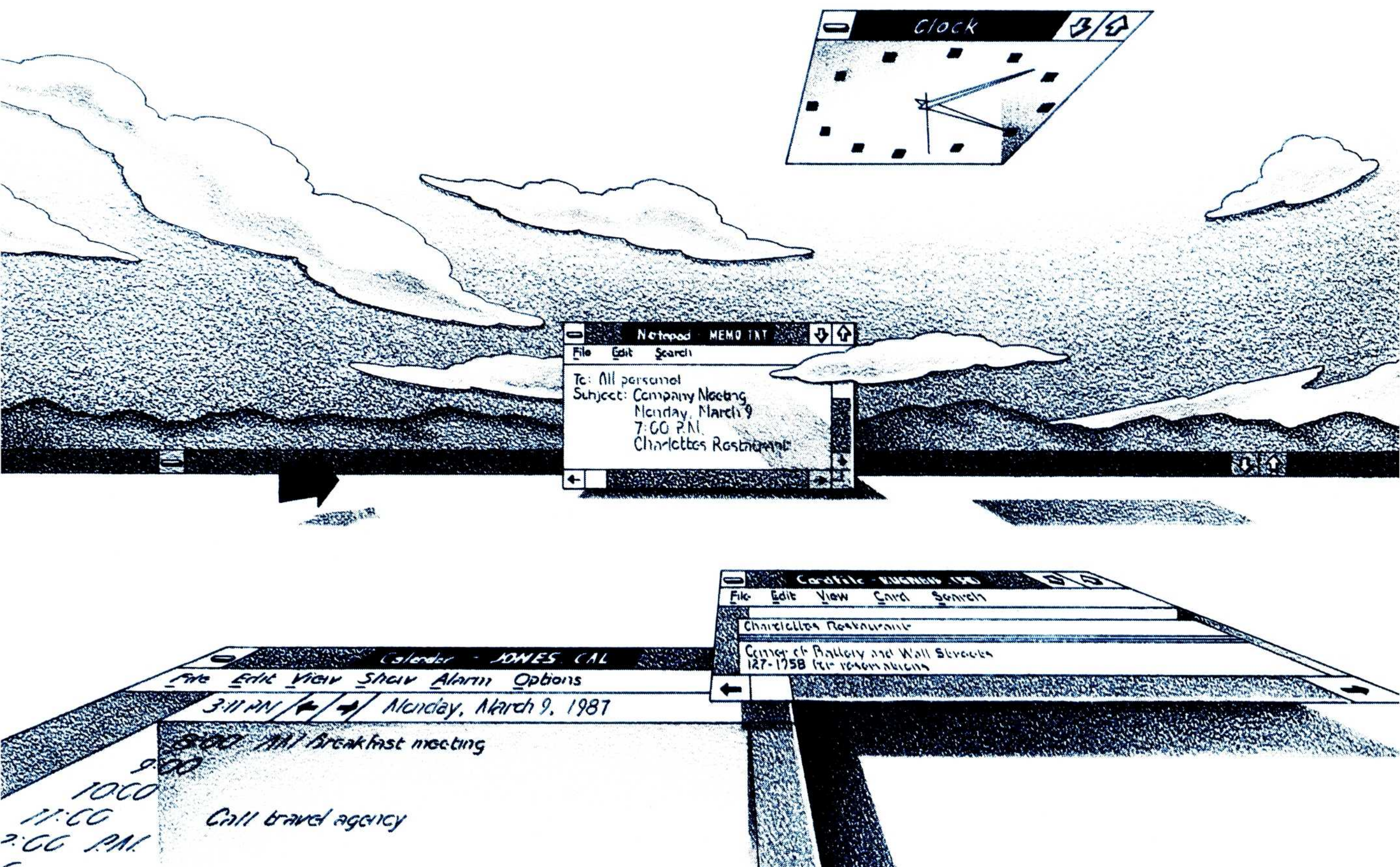


# Introduction

Microsoft® Windows comes with seven desktop applications that make working at your desk more efficient and more enjoyable.

You can use these applications to jot down notes, write memos, schedule appointments, calculate numbers, organize files, and gather information from online information services. You can also move and copy information from one desktop application to another.

You can even take a break with Reversi — a unique and challenging game that you play with your computer.





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## About This Guide

This guide is divided into seven chapters — one for each application — and two appendixes. You don't have to read the entire guide to use a single application. Everything you need to know about each application is contained in one chapter.

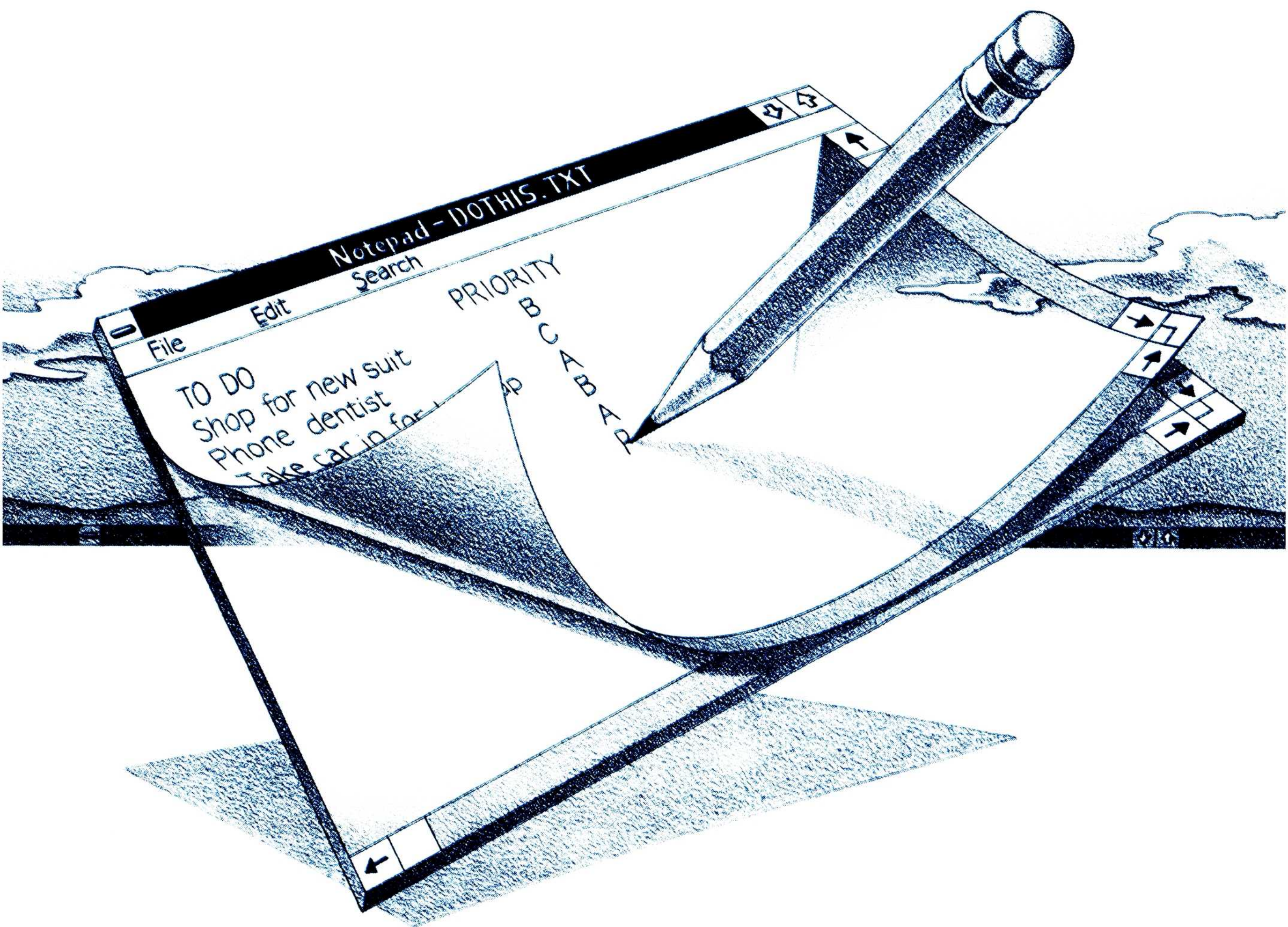
- Chapter 1, "Notepad," explains how to use Notepad to jot down notes and write memos.
- Chapter 2, "Cardfile," describes how to use Cardfile to enter and sort information that you would normally store on index cards.
- Chapter 3, "Calendar," discusses how to use Calendar to schedule and keep track of daily appointments.
- Chapter 4, "Calculator," describes how to use Calculator to perform standard arithmetic operations, and to calculate percentages and square roots.
- Chapter 5, "Clock," explains how to use Clock to display the time on your screen.
- Chapter 6, "Reversi," shows you how to play Reversi — an intriguing game.
- Chapter 7, "Terminal," describes how you can use Terminal to connect your computer to other computers so that you can gather information from sources such as Dow Jones News/Retrieval and CompuServe.
- Appendix A, "ANSI/VT52 Terminal Emulation," explains how to use your keyboard to emulate an ANSI/VT52 terminal.
- Appendix B, "Shortcut Keys," lists shortcut keys you can use to choose some menu commands.

**Note** Before you begin to use this guide, you should know how to use Microsoft Windows. See the *Microsoft Windows User's Guide* for information on how to move between windows, expand a window, start an application from the MS-DOS® Executive window, choose a command, select an option from a dialog box, and perform other window actions.



# 1 Notepad

Microsoft Windows Notepad is a text editor you can use to create, modify, and display text files. Although Notepad is primarily a place to jot down notes or short memos, you can also use Notepad to create and edit batch files and to edit your WIN.INI file.





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## Starting Notepad

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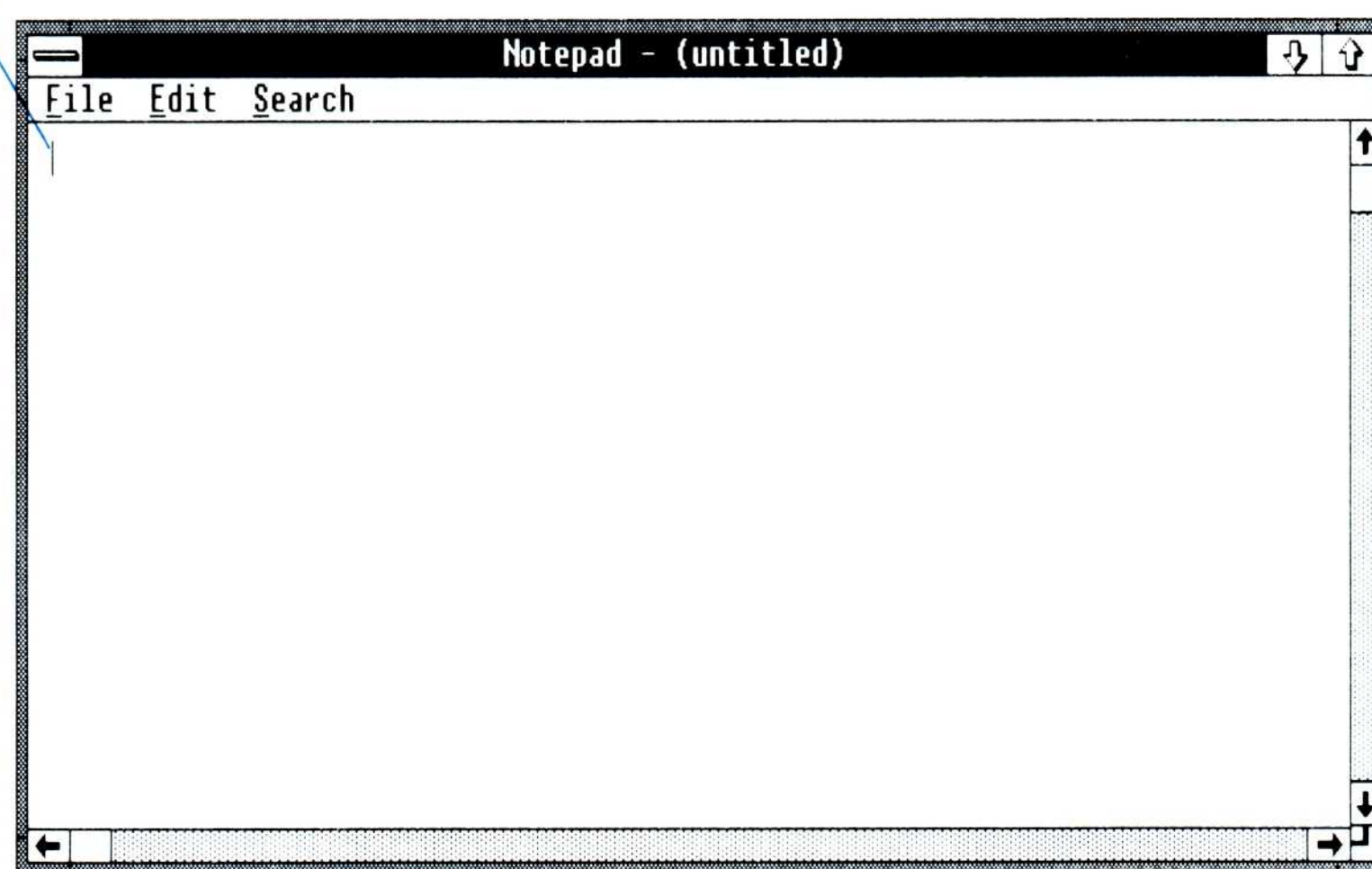
### Running Notepad

Here's how you start Notepad:

- ☐ Select and run NOTEPAD.EXE in the MS-DOS Executive window.

When you start Notepad, it automatically creates an empty, untitled window where you can start typing text.

*Flashing insertion point*



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## Typing and Formatting Text

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### Typing text

You can type in the Notepad window whenever it is active; just start typing. The insertion point moves to the right as you type.

If your typing goes beyond the borders of the window, Notepad automatically scrolls the text to the left so that the insertion point always remains visible in the window.

### Wrapping Text

If you don't want the text you type to go beyond the borders of the window, you can set the Word Wrap option. This option automatically wraps text at the right edge of the window so that you do not need to press the ENTER key at the end of each line.



Setting the Word Wrap option

Here’s how you set the Word Wrap option:

- Select the Edit menu and choose the Word Wrap command.  
After you’ve set the Word Wrap option, a checkmark will appear by the Word Wrap command the next time you select the Edit menu.

Here’s how you cancel the Word Wrap option:

- Select the Edit menu and choose the Word Wrap command.

Moving the Insertion Point

When you start Notepad or open a file in the Notepad window, the insertion point initially appears in the upper-left corner. If you work in another window and then come back to Notepad, the insertion point reappears where you left it. You can move the insertion point to wherever you want to insert or edit text.

To move the insertion point with the keyboard, press the following keys:

Relocating the insertion point

To	Press
Move the insertion point to the right in a line of text	RIGHT
Move the insertion point to the left in a line of text	LEFT
Move the insertion point up in a body of text	UP
Move the insertion point down in a body of text	DOWN
Move the insertion point to the beginning of a line of text	HOME
Move the insertion point to the end of a line of text	END
Move the insertion point to the beginning of the document	CONTROL + HOME
Move the insertion point to the end of the document	CONTROL + END



Relocating the insertion point



To move the insertion point with the mouse, move the pointer to the area in a body of text where you want the insertion point to appear and click the mouse button.

Formatting Text

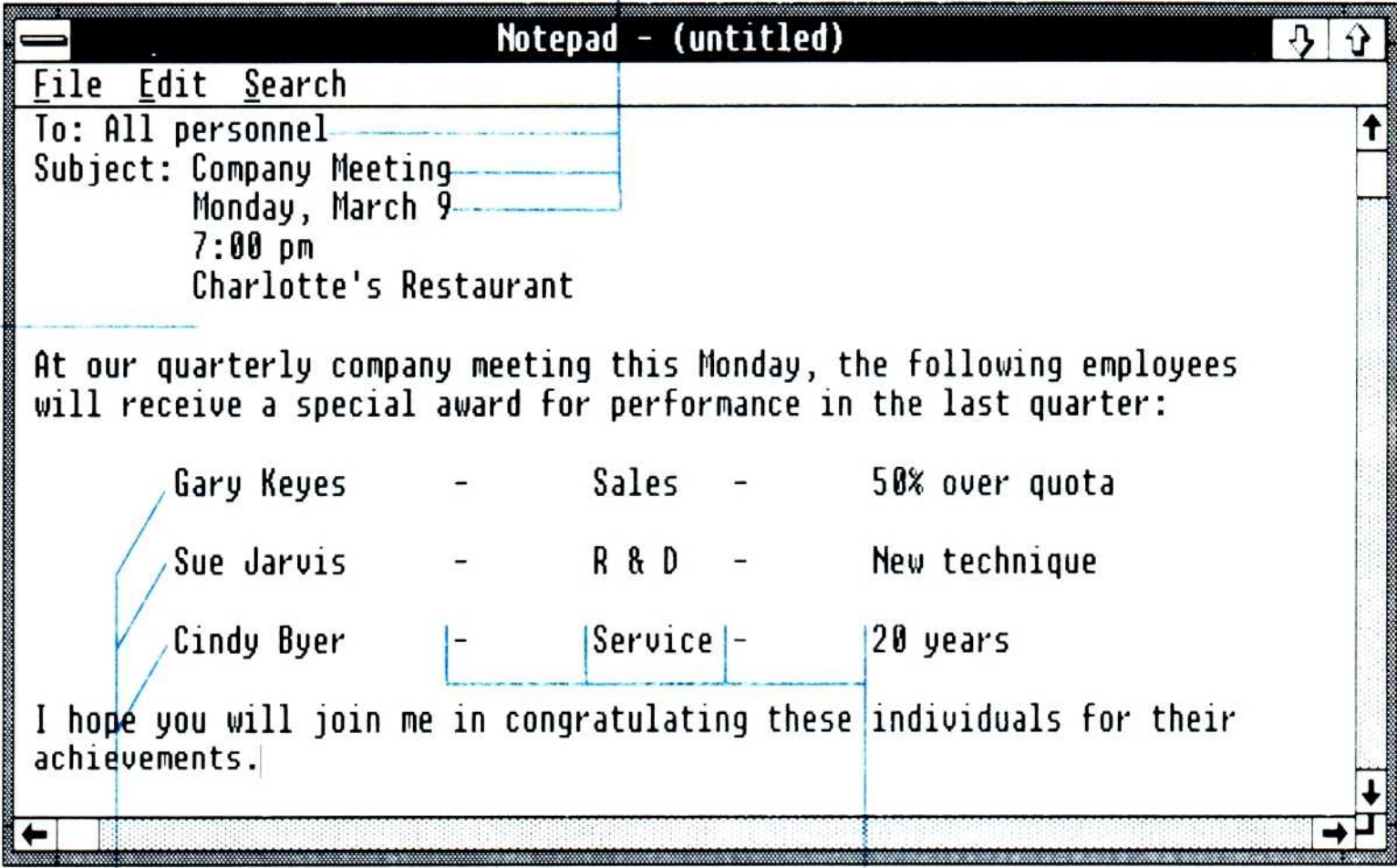
Arranging text

Type the text exactly as you want it to appear using the following keys to place your text where you want it:

To	Press
Insert a space	SPACEBAR
Delete a character to the left	BACKSPACE
Delete a character to the right	DELETE
End a line	ENTER
Insert a space between paragraphs	ENTER twice
Indent a line	TAB
Insert a tab stop	TAB

Pressing the ENTER key twice inserts a space between paragraphs.

Pressing the ENTER key ends a line.



Pressing the TAB key indents a line.

Pressing the TAB key inserts tab stops.



To insert a blank line, move the insertion point to the beginning of a line and press the ENTER key. Notepad inserts a line above the insertion point.

To split a line, move the insertion point to the beginning of the text that you want to move to the line below and press the ENTER key. Notepad inserts a blank line and places the text on it.

To join two lines, move the insertion point to the beginning of the line that you want to move and press the BACKSPACE key. Notepad joins the current line with the line above it.

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## Scrolling

If the text in the file is longer or wider than can be shown at one time, you can scroll through the file to view the text.

To scroll through a file with the keyboard, use the DIRECTION keys to move the insertion point in the direction you want to scroll. When you reach the edge of the window, press a DIRECTION key again to scroll the window, as described in the following list:

To scroll	Press
Up one line	UP
Down one line	DOWN
To the right one character	RIGHT
To the left one character	LEFT
Up one screen	PAGE UP
Down one screen	PAGE DOWN

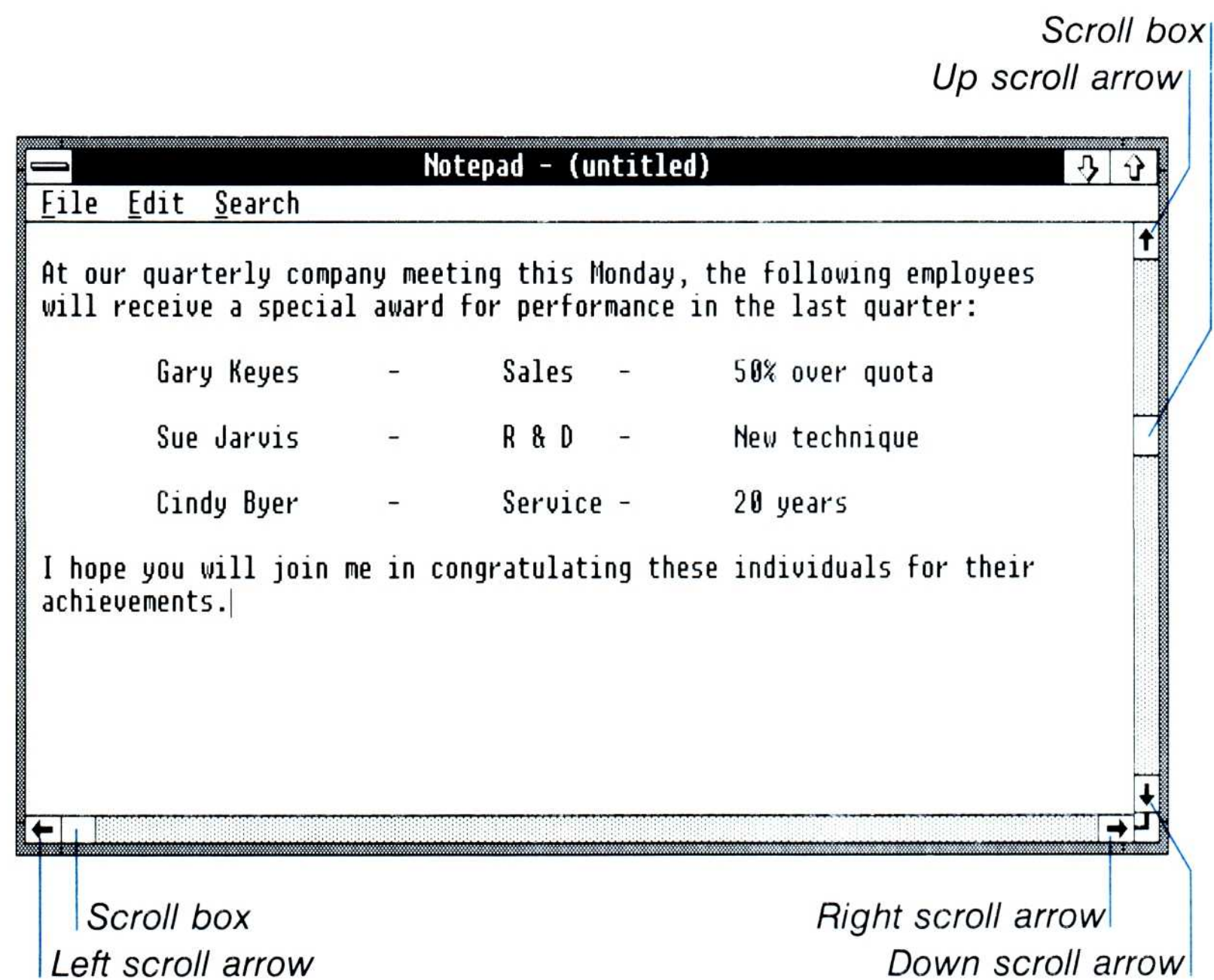
To scroll a Notepad file with the mouse, use the scroll boxes and scroll arrows shown in the following example.

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### Scrolling through a file







The following list explains how to scroll with the mouse:

To scroll	Click
Up one line	Up scroll arrow
Down one line	Down scroll arrow
Right one character	Right scroll arrow
Left one character	Left scroll arrow
Up one screen	Area above the scroll box in the vertical scroll bar
Down one screen	Area below the scroll box in the vertical scroll bar
Fifteen characters to the right	Area to the right of the scroll box in the horizontal scroll bar
Fifteen characters to the left	Area to the left of the scroll box in the horizontal scroll bar

You can quickly scroll through your file by positioning the mouse pointer on a scroll box and dragging it. Drag the scroll box in the vertical scroll bar to scroll up or down. Drag the scroll box in the horizontal scroll bar to scroll to the left or to the right.



## Editing in Notepad

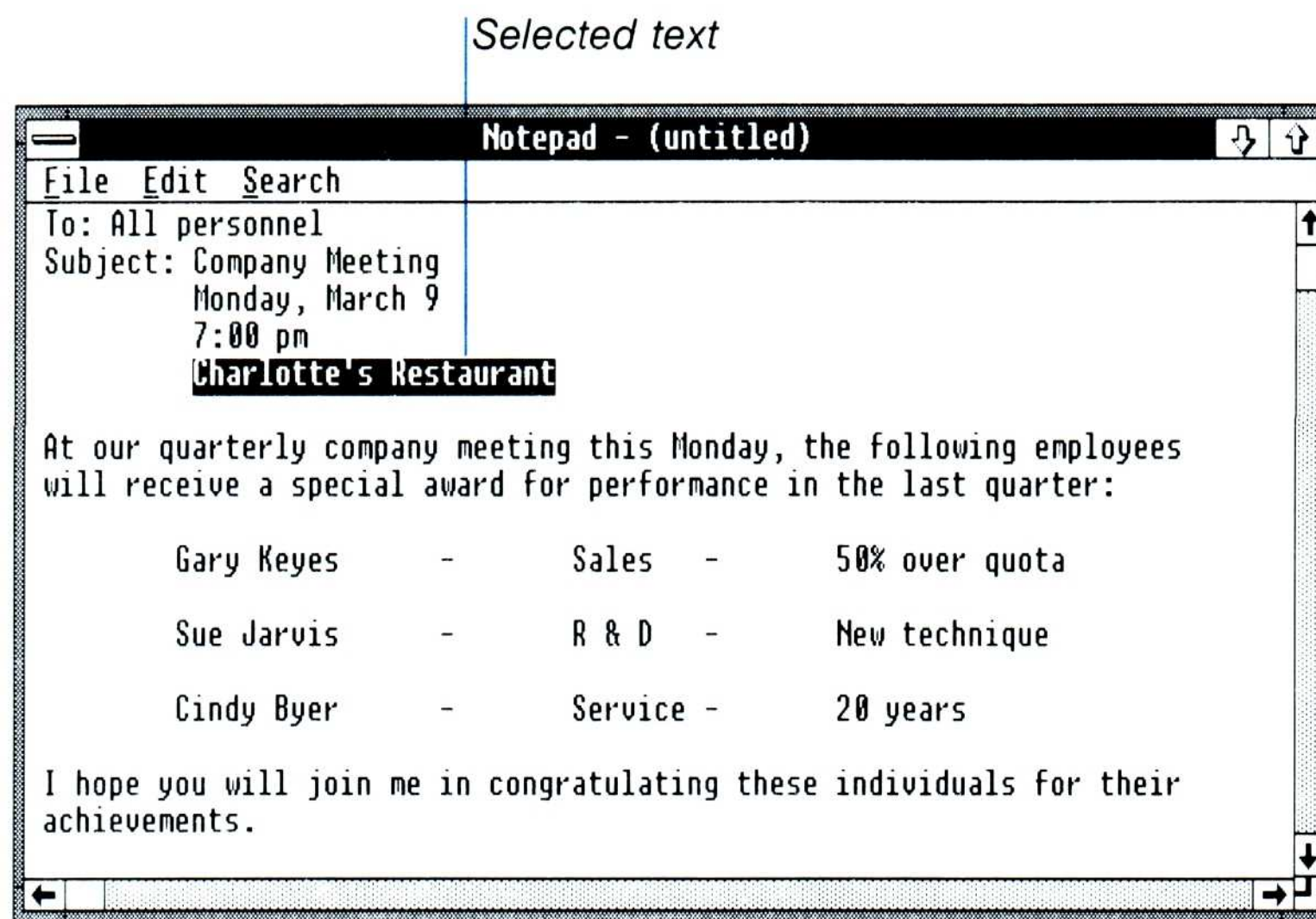
You edit text in the Notepad window using commands from the Edit menu. You can delete text, move or copy text to a new location, and search for text within a Notepad file. If you change your mind after editing, you can cancel your last edit.

You can also transfer text between Notepad and other applications by using Clipboard. When you delete or copy text using the Notepad Cut or Copy command, Notepad puts the text on the Clipboard. The Notepad Paste command copies information from the Clipboard to your Notepad file.

For more information about Clipboard, see the *Microsoft Windows User's Guide*.

## Selecting Text

Before you use a command from the Edit menu to edit text, you must first select the text you want to affect.





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## Selecting text for editing



Here's how you select text with the keyboard:

- 1 Use the DIRECTION keys to move the insertion point to the beginning of the text you want to select.
- 2 Press and hold down the SHIFT key and use the DIRECTION keys to move the insertion point to the end of the text you want to select. Release the SHIFT key.

If you want to cancel the selection, just press a DIRECTION key.

Here's how you select text with the mouse:

- 1 Move the pointer to the beginning of the text you want to select.
- 2 Drag the pointer to the end of the text you want to select and release the mouse button.

If you want to cancel the selection, just click the mouse button.

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## Selecting all of the text in a file

You may want to select all of the text in a file — to copy it, for example. Here's how to do so:

- Select the Edit menu and choose the Select All command.

## Replacing Text

Once you've selected the text you want to change, you can replace it immediately by typing the new text. The selected text is deleted as soon as you type the first character of the replacement text.

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## Replacing text

To replace text, follow these steps:

- 1 Select the text you want to replace.
- 2 Type the new text.

## Deleting Text

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## Removing text

Follow these steps to delete text from a Notepad file:

- 1 Select the text you want to delete.
- 2 Select the Edit menu and choose the Clear command.

You can replace deleted text by choosing the Undo command, as described later in the section "Undoing an Edit."



## Moving Text

You can move text from one place to another in a Notepad file by first putting it on the Clipboard using the Cut command and then pasting it to its new location using the Paste command.

Follow these steps to move text:

- 1 Select the text you want to move.
- 2 Select the Edit menu and choose the Cut command. Notepad puts the selected text on the Clipboard.
- 3 Move the insertion point to the area where you want the text to appear.
- 4 Select the Edit menu and choose the Paste command.

You can paste text from the Clipboard to any part of any document. Note, however, that each time you put something on the Clipboard, it replaces whatever was previously there.

## Copying Text

If you want to use the same text more than once in a document, you don't have to type it over each time. You can copy the text to the Clipboard with the Copy command from the Edit menu; then you can paste the text in as many places as you want by using the Paste command.

Follow these steps to copy text:

- 1 Select the text you want to copy.
- 2 Select the Edit menu and choose the Copy command. Notepad copies the selected text to the Clipboard.
- 3 Move the insertion point to the area where you want the copied text to appear.
- 4 Select the Edit menu and choose the Paste command.

## Undoing an Edit

You can use the Undo command to cancel the last edit you made. For example, you may have deleted text that you wanted to keep, or you may have copied text to the wrong place. Choosing Undo immediately after your last edit restores the text to the way it was before you changed it.

### Relocating text

### Duplicating text



## Undoing the last edit

To undo your last edit, follow this step:

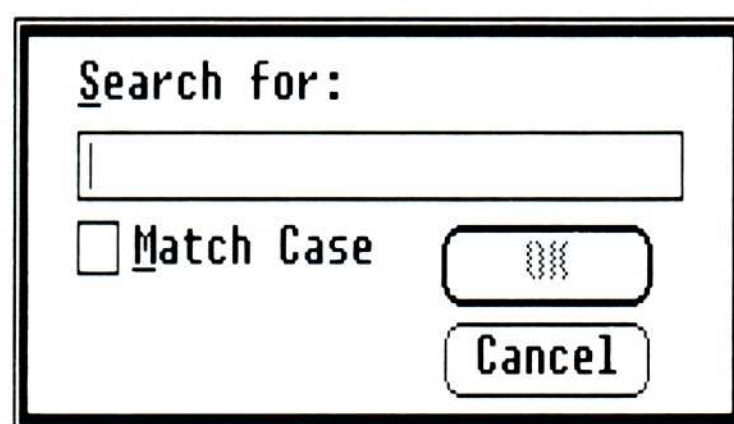
- Select the Edit menu and choose the Undo command.

## Finding Text

You can find specific text in a Notepad file by using the Find commands from the Search menu. When you use a Find command, you can start the search at any point in a file. You can also specify whether Notepad should match the uppercase and lowercase characters of the text you specify.

Follow these steps to find text:

- 1 Move the insertion point to the area where you want the search to begin.
- 2 Select the Search menu and choose the Find command. Notepad displays the Search For dialog box.



- 3 In the Search For text box, type the characters or words you want Notepad to find.
- 4 Notepad is preset to ignore capitalization when it searches for text. If you want to find only occurrences with the same arrangement of uppercase and lowercase letters you typed, turn on the Match Case check box.
- 5 Choose the OK button.  
Notepad searches forward from the insertion point and selects the first occurrence of the specified text or tells you if the text does not occur after the insertion point.

To find further occurrences of the specified text, select the Search menu and choose the Find Next command.

If you choose the Find Next command, Notepad does not display the Search For dialog box but immediately searches for the last text you typed in the Search For text box.

## Searching for specific text



# Working with Notepad Files

You create, open, save, and print Notepad files with commands from the File menu in the Notepad window. You delete Notepad files with commands from the File menu in the MS-DOS Executive window.

## Determining File Size

As you work on a file, Notepad keeps track of how big it is. Notepad shows the size of the file as the percentage of free space. When a file has less than 10 percent free space, you should consider splitting the file and working on it as two different files.

Here's how you find out a file's free space:

- 1 Select the File menu and choose the About Notepad command. Notepad displays an informational dialog box that includes a listing of the amount of free space.
- 2 When you have finished reading the information displayed in the dialog box, choose the OK button.

## Determining free space

## Opening a File

You can open a new or an existing file in the Notepad window. If you open a file when there is another file already open, Notepad closes the current file. If you have unsaved changes in the current file, a dialog box asks if you want to save your changes before closing the file. Use the following information to determine your response:

To	Choose
Save changes	Yes
Discard changes	No
Continue working in the current file	Cancel

## Creating a New File

Here's how you open a new, blank Notepad file:

- Select the File menu and choose the New command. Notepad opens a new file in the Notepad window.

## Creating files



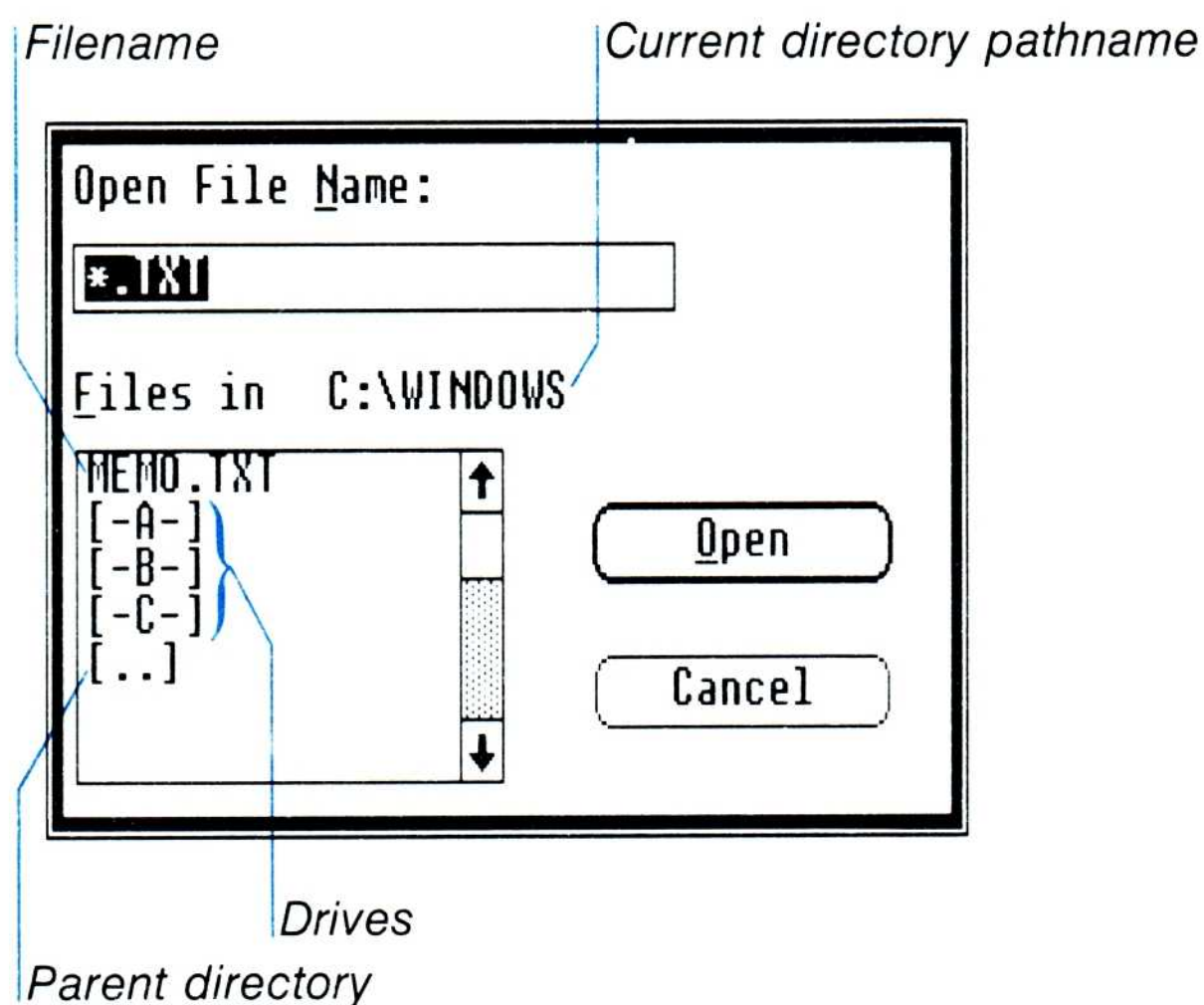
## Opening an Existing File

Although you can open any file in Notepad, opening the wrong file could cause serious problems, including a loss of information or applications. You should open only text (ASCII) files. Windows text files generally have one of the following extensions: .TXT, .BAT, or .INI. You can open an existing file either from the Notepad window or from the MS-DOS Executive window.

To open an existing file from the Notepad window, follow these steps:

### Opening files from Notepad

- 1 Select the File menu and choose the Open command. Notepad displays the Open dialog box. Note that directories and drives are enclosed in brackets.



- 2 Select the name of the file you want to open from the list box, or type a pathname and filename in the text box at the top of the dialog box.
- 3 Choose the Open button.

With the mouse, you can select and open a file listed in the list box in one step:

- Double-click the filename of the file you want to open.





To open an existing file from the MS-DOS Executive window, follow this step:

- Select the filename and press the ENTER key or, with the mouse, double-click the filename.  
Windows starts Notepad and opens the file.

## Creating a Time Log File

You can use Notepad to create a log to keep track of how you spend your time:

- Type *.LOG* in capital letters as the first line in a Notepad file. Notepad automatically adds the current time and date to the end of the file every time you open it.

(Notepad uses the time and date you set when you start your computer. You can reset the time and date using Control Panel. For details on Control Panel, see the *Microsoft Windows User's Guide*.)

To add the current time and date to a file you already have open, do the following:

- Select the Edit menu and choose the Time/Date command.

To keep an accurate log of how you spend your day, type notes about your daily activities after each time and date.

## Viewing a File in Another Directory

The Open dialog box initially lists only drives, directories, and files with the *.TXT* extension. You can view different files or groups of files as well.

To view different files, follow these steps:

- 1 Select the drive, directory, or group of files you want to view from the list box, or type this information in the text box at the top of the Open dialog box. For example, you can type *\*.bat* to see a list of all the files having that extension.
- 2 Choose the Open button.  
The Open dialog box lists the files in the drive, directory, or group of files you specified.

## Opening files from MS-DOS Executive

## Keeping a time log

## Viewing files in different directories



You can view any number of directories or groups of files. The Open dialog box remains on the screen until you open a file or choose the Cancel button.

## Saving a File

When you create a new file, or when you have finished working in a file for the moment, you can save it and come back to it later. There are two commands you can use to save a Notepad file: Save As and Save.

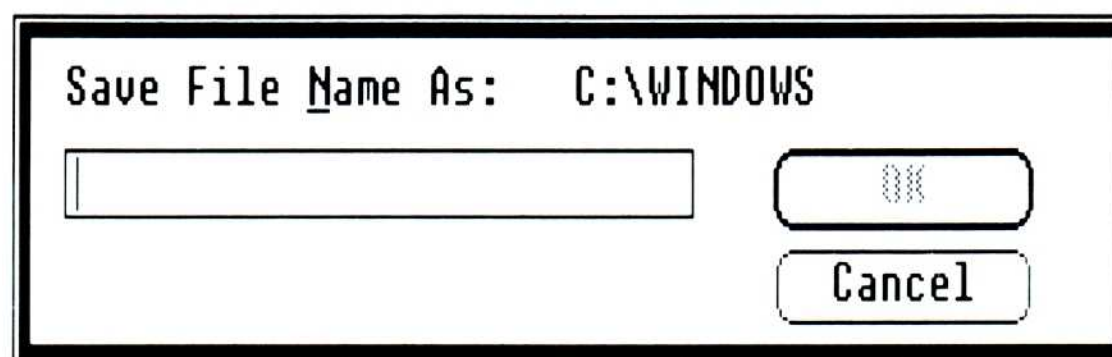
### Saving a New File

Use the Save As command to name and save a new file. You can also use Save As to save the current file under a new filename, and keep the original copy of the file on your disk under the old filename.

#### Saving new files

Follow these steps to save a new file:

- 1 Select the File menu and choose the Save As command. Notepad displays the Save As dialog box.



- 2 Type a filename for the file in the text box. If you don't type an extension, Notepad automatically adds .TXT to the filename.
- 3 Choose the OK button. Notepad saves the file on your disk.

The file remains on the screen so that you can continue working in it, and the name of the file now appears in the title bar of the Notepad window.

**Note** If you type the name of a file that already exists, a dialog box asks if you want to replace the existing file with the file you are saving. If you want to replace the existing file, choose the Yes button. Otherwise, choose the No button and type a different filename.

## Saving Changes

The Save command saves the changes you made to the current file on your disk.

To save changes to the current file, do the following:

- Select the File menu and choose the Save command.  
Notepad replaces the file on your disk with the current file.

## Printing a File

If you have connected and installed a printer, you can print your Notepad files. See the *Microsoft Windows User's Guide* for information about installing printers.

To print the current file, follow this step:

- Select the File menu and choose the Print command.  
A dialog box tells you that Notepad is sending your file to Spooler.

If you want to stop printing your file, do the following:

- Choose the Cancel button.

## Deleting a File

You can delete a Notepad file when you no longer want it or when you want to make room for other files on your disk. You delete a file using the Delete command from the File menu in the MS-DOS Executive window. For information on MS-DOS Executive and deleting files, see the *Microsoft Windows User's Guide*.

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### Saving file changes

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### Printing files

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### Removing files



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## Ending a Notepad Session

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### Quitting Notepad

Use the Exit command to end your Notepad session:

- ☐ Select the File menu and choose the Exit command.

If you have unsaved changes to the file, a dialog box appears asking if you want to save your changes before closing the window. Choosing the Cancel button allows you to continue working in your file in the Notepad window. Choosing the Yes or No button closes the Notepad window.

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## Using Shortcut Keys

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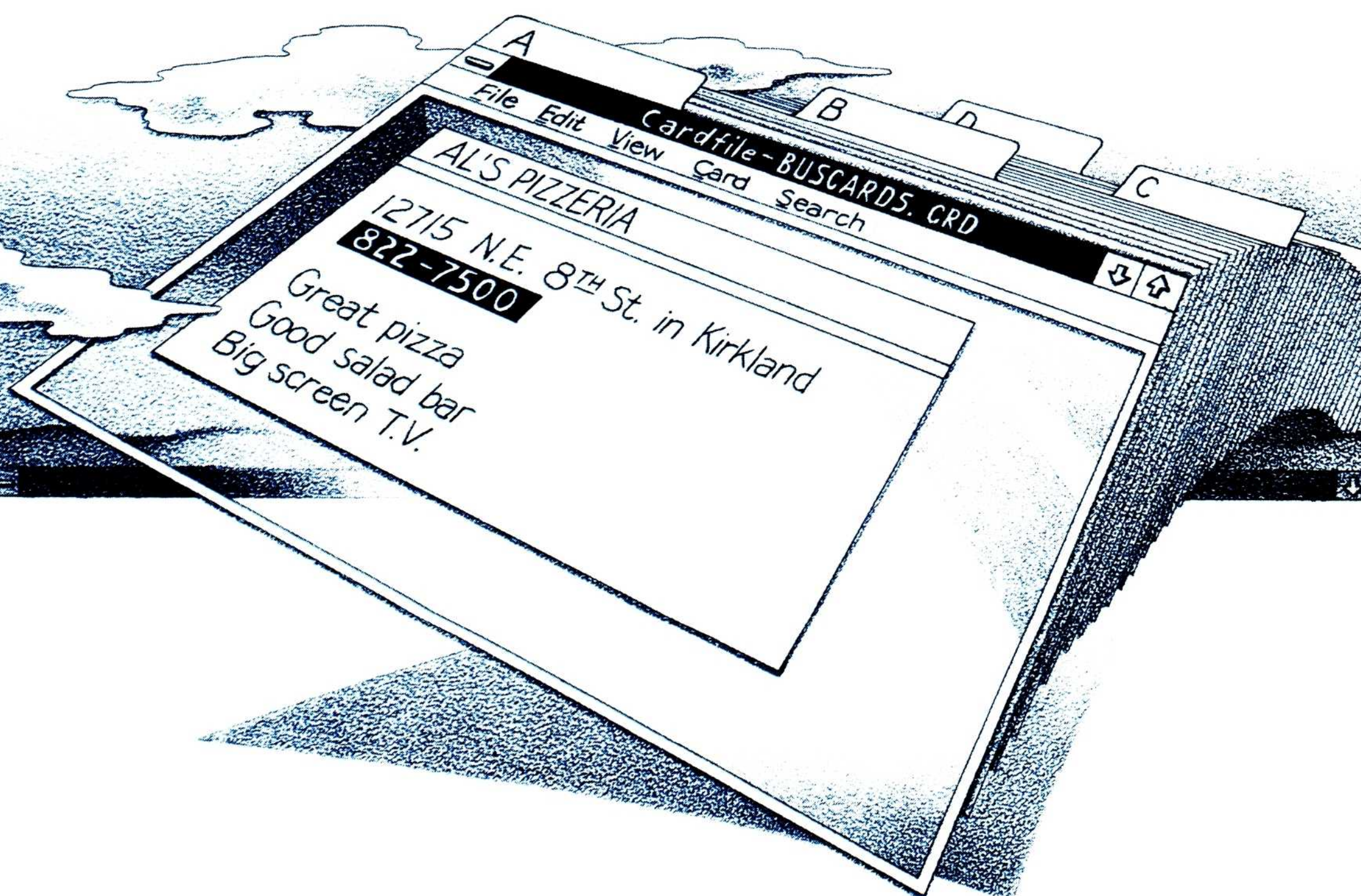
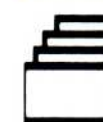
### Keyboard shortcuts

See Appendix B, “Shortcut Keys,” for a list of the shortcut keys you can use to choose some of Notepad’s commands.



## 2 Cardfile

Microsoft Windows Cardfile is a filing application you can use to keep track of names, addresses, phone numbers, directions, or anything else you want quick access to. Cardfile is like a set of index cards that sorts itself.





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## Starting Cardfile

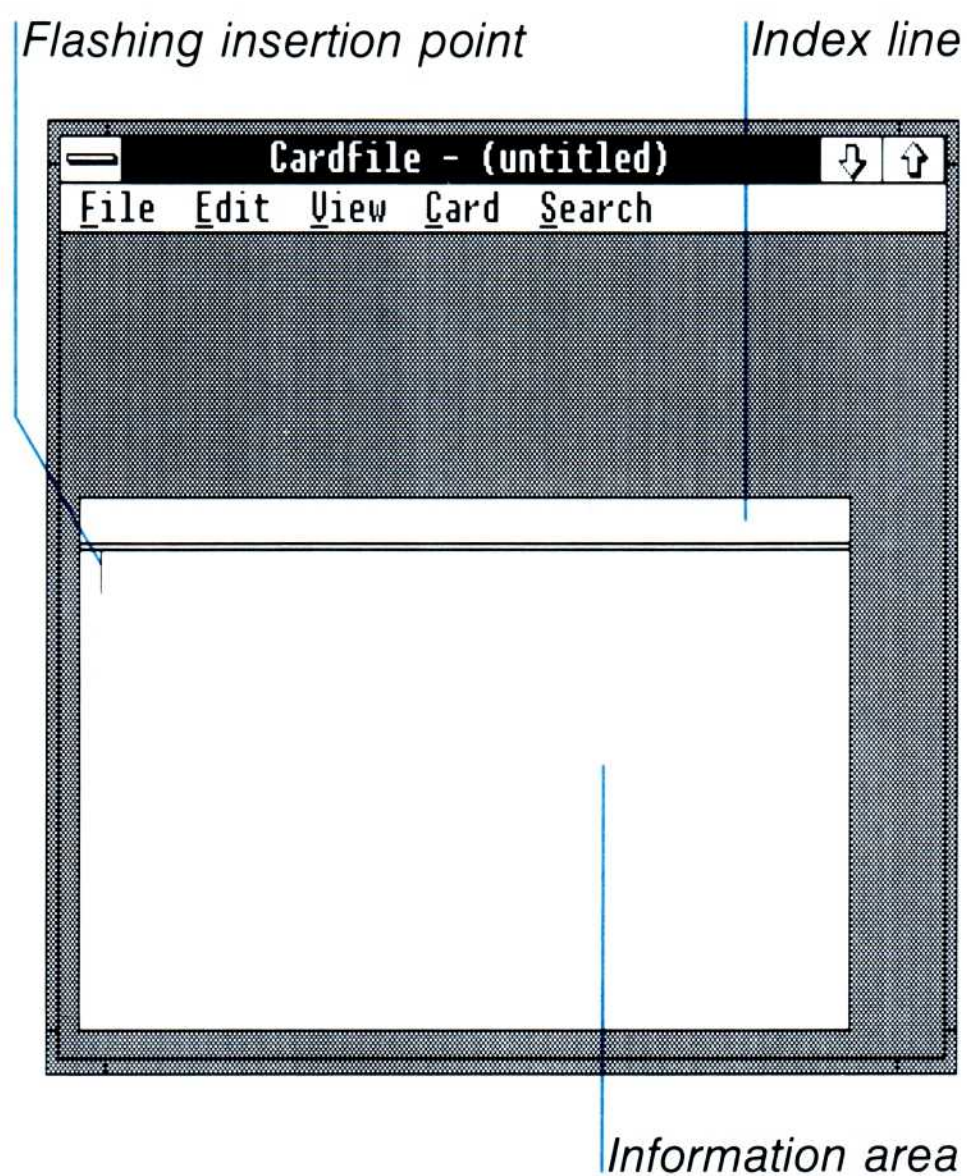
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### Running Cardfile

Here's how you start Cardfile:

- Select and run CARDFILE.EXE in the MS-DOS Executive window.

When you start Cardfile, it displays an untitled window containing a single, blank card.



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## Creating a Cardfile

To create a cardfile, just fill in the blank card that appears when you start Cardfile, and then add more cards as you need them.

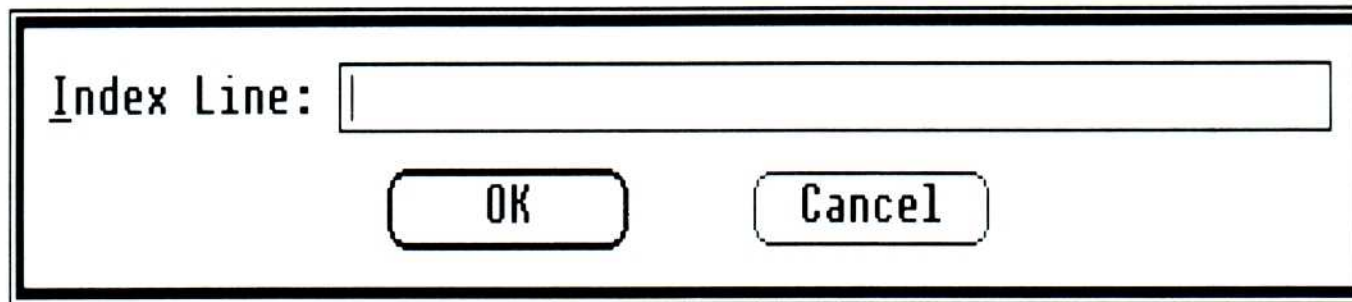
### The Index Line

The index line is the bar at the top of each card. Cardfile uses the text you put in the index line to sort the cards alphabetically.



To put text in the index line, follow these steps:

- 1 Select the Edit menu and choose the Index command or, with the mouse, double-click the card's index line. Cardfile displays the Index dialog box.



- 2 Type the index-line text in the Index Line text box. If you make a mistake while typing, use the BACKSPACE key and then retype.
- 3 Choose the OK button.

After you type the index line, you can add text to the rest of the card.

## Typing and Formatting Text

You can type in the Cardfile window whenever it is active. Just start typing at the insertion point in the information area. The insertion point moves to the right as you type. When your typing reaches the right edge of the card, Cardfile automatically wraps the text to the next line. When you have more than one card in your file, Cardfile puts what you type on the front card.

### Moving the Insertion Point

When you start Cardfile or open a file in the Cardfile window, the insertion point initially appears in the upper-left corner of the front card. If you work in another window and then come back to Cardfile, the insertion point reappears where you left it. You can move the insertion point on the front card to wherever you want to insert or edit text.

## Filling in the index line

## Typing text

**Relocating the insertion point**

To move the insertion point with the keyboard, use the keys described in the following list:

To	Press
Move the insertion point to the right in a line of text	RIGHT
Move the insertion point to the left in a line of text	LEFT
Move the insertion point up in a body of text	UP
Move the insertion point down in a body of text	DOWN
Move the insertion point to the beginning of a line of text	HOME
Move the insertion point to the end of a line of text	END



To move the insertion point with the mouse, move the pointer to the area within a body of text where you want the insertion point to appear and click the mouse button.

**Formatting Text**

**Arranging text**

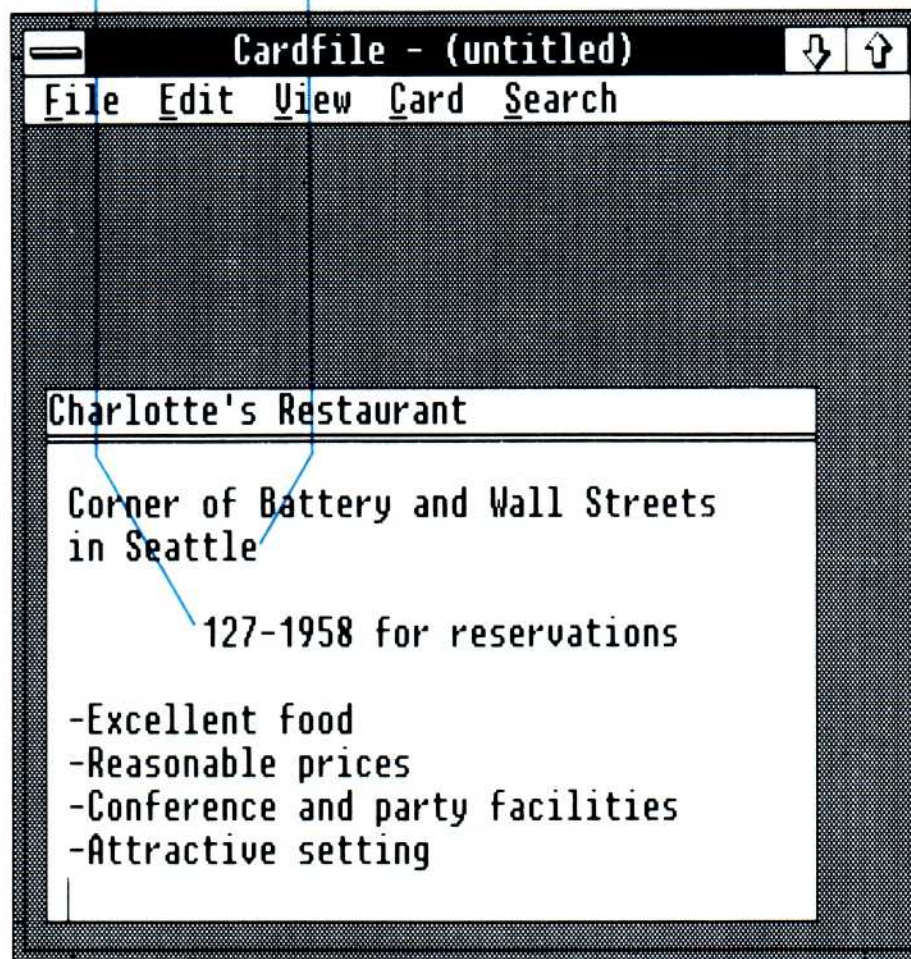
Type the text exactly as you want it to appear using the following keys to place your text where you want it:

To	Press
Insert a space	SPACEBAR
Delete a character to the left	BACKSPACE
Delete a character to the right	DELETE
End a line	ENTER
Insert a space between paragraphs	ENTER twice
Indent a line	TAB
Insert a tab stop	TAB



Pressing the **TAB** key indents a line.

Pressing the **ENTER** key ends a line.



To insert a blank line, move the insertion point to the beginning of a line and press the **ENTER** key. Cardfile inserts a line above the insertion point.

To split a line, move the insertion point to the beginning of the text that you want to move to the line below and press the **ENTER** key. Cardfile inserts a blank line and places the text on it.

To join two lines, move the insertion point to the beginning of the line that you want to move and press the **BACKSPACE** key. Cardfile joins the current line with the line above it.

## Adding a Card

You can add a new card to a file at any time. Just follow these steps:

- 1 Select the **Card** menu and choose the **Add** command. Cardfile displays the **Add** dialog box.
- 2 Type the text for the new card's index line in the **Add** text box.
- 3 Choose the **OK** button.

Cardfile adds the new card to your file in alphabetical order. It then scrolls the file to display the new card at the front so that you can add text.

## Adding new cards



## Moving Through a File

Cardfile commands affect only the front card. To type, look at, or change information on a card, you need to move through the file and bring the card to the front.

You can scroll through a file, bring a specific card directly to the front of a file, or search for a specific occurrence of text in a file. No matter which method you use, Cardfile always keeps the cards in alphabetical order.

### Scrolling

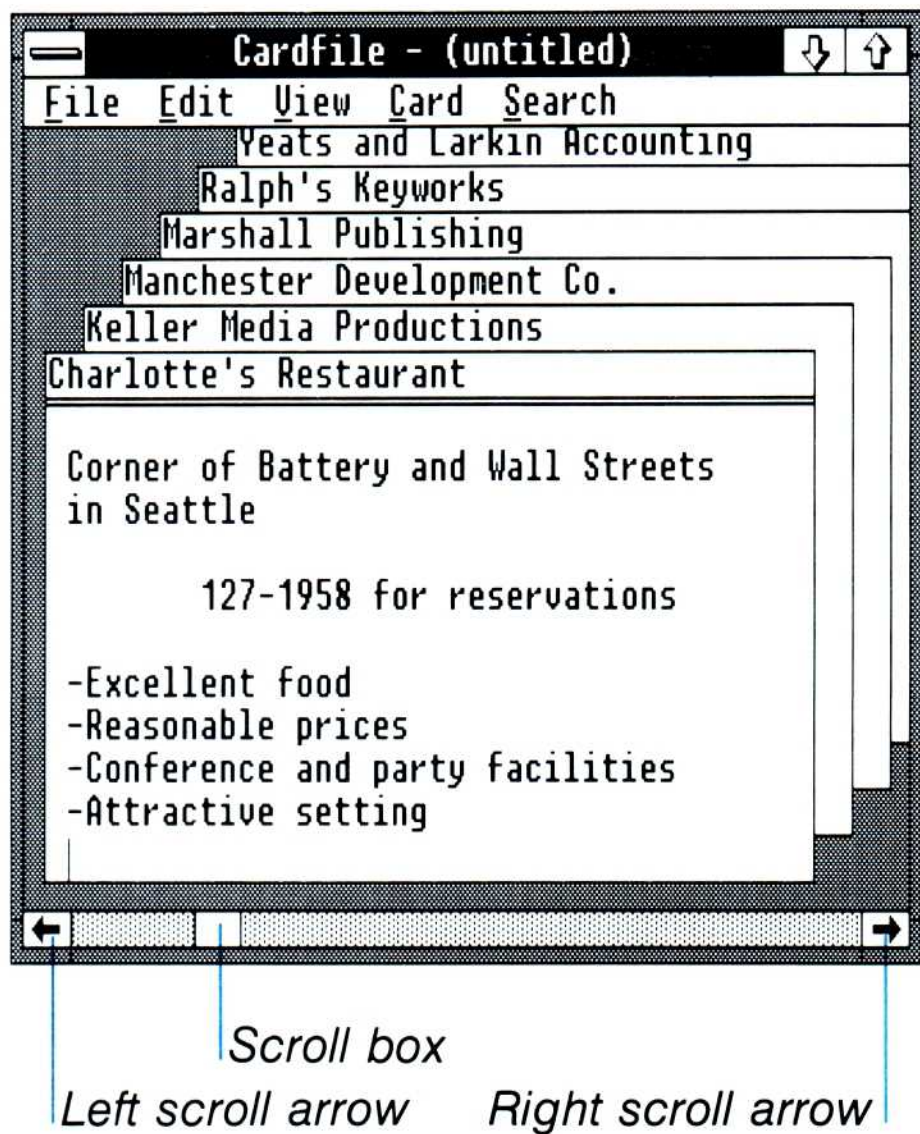
#### Scrolling through your cards

You can scroll through a Cardfile file with either the keyboard or the mouse. Here's how to scroll through the cards with the keyboard:

To	Press
Scroll forward one card	PAGE DOWN
Scroll backward one card	PAGE UP
Bring the first card in the file to the front	CONTROL + HOME
Bring the last card in the file to the front	CONTROL + END



To scroll through a Cardfile file with the mouse, use the scroll box and scroll arrows shown in the following example.



The following list explains how to scroll with the mouse:

To	Click
Scroll forward one card	Right scroll arrow
Scroll backward one card	Left scroll arrow

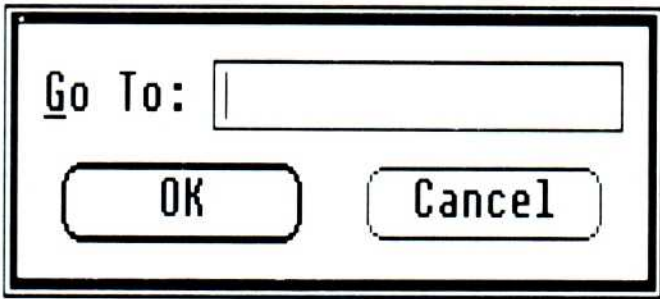
You can quickly scroll through your file by positioning the mouse pointer on the scroll box and dragging it. Drag the scroll box to the right or left to scroll forward or backward through a file.

### Bringing a Card to the Front of a File

To bring a specific card to the front of a file, follow these steps:

- 1 Select the Search menu and choose the Go To command. Cardfile displays the Go To dialog box.

### Moving a card to the front





- 2 In the text box, type the text of the index line for the card you want to bring to the front. You don't have to type the entire index line, only enough to distinguish it from the other cards.
- 3 Choose the OK button.

You can also use the CONTROL key to bring a card to the front of a file. When you hold down the CONTROL key and press a letter on the keyboard, Cardfile scrolls to display the first card that has that letter at the beginning of its index line.

If a card's index line is visible, you can bring the card to the front of the file with the mouse by clicking the index line.

---

## Editing a Card

You edit text on a card by using commands from the Edit menu. You can change or delete text, or move or copy it to a new location.

You can also transfer text between Cardfile and other applications by using Clipboard. When you cut or copy text using the Cut or Copy command, Cardfile puts the text on the Clipboard. The Paste command copies information from the Clipboard to the front card in your file.

For more information about Clipboard, see the *Microsoft Windows User's Guide*.

## Changing the Index Line

---

### Editing the index line

To change the text in the index line, follow these steps:

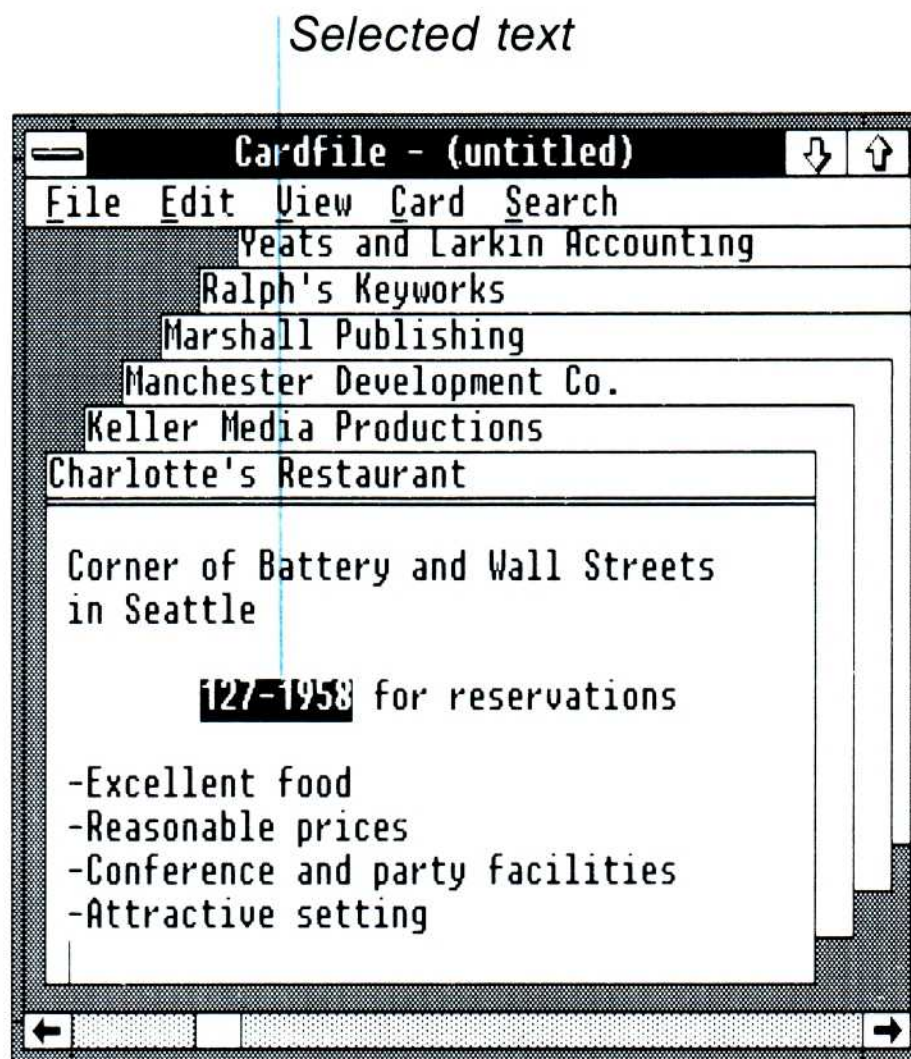
- 1 Bring the card you want to change to the front of the file.
- 2 Select the Edit menu and choose the Index command or, with the mouse, double-click the card's index line. The Index dialog box appears with the current index-line text selected in the text box.
- 3 Type the new text. The old text is deleted as soon as you type the first character of the new text.
- 4 Choose the OK button.

Cardfile automatically replaces the card in the correct alphabetical order in the file. It then scrolls the file to display that card at the front.



## Selecting Text

Before you use the Cut or Copy command from the Edit menu, you must select the text you want to affect.



Here's how you select text with the keyboard:

- 1 Use the DIRECTION keys to move the insertion point to the beginning of the text you want to select.
  - 2 Press and hold down the SHIFT key and use the DIRECTION keys to move the insertion point to the end of the text you want to select. Release the SHIFT key.
- If you want to cancel the selection, just press a DIRECTION key.

Here's how you select text with the mouse:

- 1 Move the pointer to the beginning of the text you want to select.
  - 2 Drag the pointer to the end of the text you want to select. Release the mouse button.
- If you want to cancel the selection, just click the mouse button.

### Selecting text for editing





Whether you have selected text with the keyboard or the mouse, you can quickly extend the selection to the beginning of the line by pressing **SHIFT + HOME**, or to the end of the line by pressing **SHIFT + END**.

## Replacing Text

Once you've selected the text you want to change, you can replace it immediately by typing the new text. The selected text is deleted as soon as you type the first character of the replacement text.

To replace text, follow these steps:

- 1 Select the text you want to replace.
- 2 Type the new text.

## Deleting Text

You can delete text by using the **BACKSPACE** key or the **Cut** command. If you delete text using the **BACKSPACE** key, you can replace it only by retyping it.

Follow these steps to delete text from a card:

- 1 Select the text you want to delete.
- 2 Select the **Edit** menu and choose the **Cut** command.

## Moving Text

You can move text from one place to another in Cardfile by first putting it on the Clipboard and then pasting it to its new location.

### Moving Text on the Same Card

To move text on the same card, follow these steps:

- 1 Select the text you want to move.
- 2 Select the **Edit** menu and choose the **Cut** command. Cardfile puts the selected text on the Clipboard.
- 3 Move the insertion point to the area where you want to put the text.
- 4 Select the **Edit** menu and choose the **Paste** command.

### Replacing text

### Removing text

### Relocating text on the same card



## Moving Text to Another Card

You can move text from one card to another by following these steps:

- 1 Select the text you want to move.
- 2 Select the Edit menu and choose the Cut command.
- 3 Bring the card to which you want to move the text to the front of the file.
- 4 Move the insertion point to the area where you want the text to appear.
- 5 Select the Edit menu and choose the Paste command.

You can paste text from the Clipboard to any part of any card. Note, however, that each time you put something on the Clipboard, it replaces whatever was previously there.

## Copying Text

If you want to use the same text more than once in a file, you don't have to type it over each time. You can copy the text to the Clipboard by using the Copy command from the Edit menu; then you can paste the text in as many places as you want.

### Copying Text to the Same Card

To copy text to the same card, follow these steps:

- 1 Select the text you want to copy.
- 2 Select the Edit menu and choose the Copy command. Cardfile copies the selected text to the Clipboard.
- 3 Move the insertion point to the area where you want the copied text to appear.
- 4 Select the Edit menu and choose the Paste command.

### Copying Text to Another Card

You can copy text from one card to another by doing the following:

- 1 Select the text you want to copy.
- 2 Select the Edit menu and choose the Copy command.
- 3 Bring the card to which you want to copy the text to the front of the file.

## Relocating text to other cards

## Duplicating text on the same card

## Duplicating text on other cards



- 4 Move the insertion point to the area where you want the text to appear.
- 5 Select the Edit menu and choose the Paste command.

## Undoing an Edit

You can use the Undo command to cancel the last edit you made. For example, you may have deleted text that you wanted to keep, or you may have copied text to the wrong card. Choosing Undo immediately after your last edit restores the text to the way it was before you changed it.

To undo the last edit, follow this step:

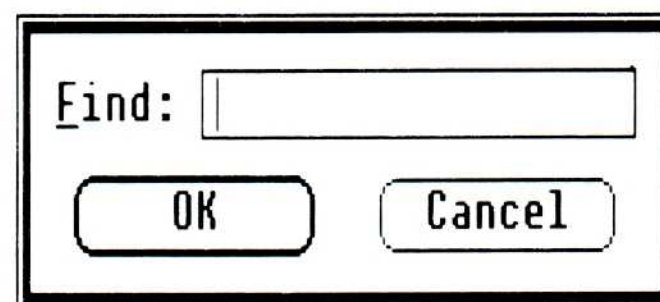
- 1 Select the Edit menu and choose the Undo command.

## Finding Text

You can find specific text on cards by using the Find command from the Search menu. When you use the Find command, you can start the search at any point in the file. When finding text, Cardfile ignores capitalization.

Follow these steps to find text:

- 1 Bring the card from which you want the search to begin to the front of the file.
- 2 Move the insertion point to the area where you want to start the search.
- 3 Select the Search menu and choose the Find command. Cardfile displays the Find dialog box.



- 4 In the Find text box, type the characters or words you want Cardfile to find.
- 5 Choose the OK button.

Cardfile searches from the insertion point on the front card and selects the first occurrence of the specified text. Cardfile tells you if the text does not occur in the file.

After Cardfile has found the first occurrence of the specified text, you can find further occurrences by selecting the Search menu and choosing the Find Next command.

### Undoing the last edit

### Searching for specific text



If you choose the Find Next command, Cardfile does not display the Find dialog box but immediately searches for the last text you typed in the Find text box.

## Adding Information from Another Application

One of Cardfile's most useful features is the ability to transfer both text and artwork from another application to a card, or from a card to another application. For example, you might want to create a small map using Microsoft Windows Paint, then transfer it to a card with a friend's address on it.

To add information from other applications, follow these steps:

- 1 Put the information on the Clipboard by using the appropriate command from the application, usually the Cut or Copy command from the Edit menu.
- 2 If you are pasting a picture, move to the Cardfile window then select the Edit menu and choose the Picture command.
- 3 Move the insertion point to the area where you want the information to appear on the card.
- 4 Select the Edit menu and choose the Paste command.
- 5 If you pasted a picture, select the Edit menu and choose the Text command to reset that option.

---

**Inserting information from other applications**

**Note** You can only paste as much material as will fit on a card.

## Restoring a Card

If you change your mind about recent editing you've done to a card, you can restore the card to its original condition as long as it is still at the front of the file. Once you scroll through the file, you cannot reverse your changes.

Here's how you restore a card:

- Select the Edit menu and choose the Restore command.

---

**Restoring an edited card**

## Deleting a Card

You can also delete cards from a file. Be careful about which card you delete, however, because you can replace a deleted card only by retyping the entire card.



---

## Removing a card

Follow these steps to delete a card:

- 1 Bring the card you want to delete to the front of the file.
- 2 Select the Card menu and choose the Delete command.  
Cardfile deletes the front card.

## Copying a Card

---

## Duplicating a card

Follow these steps to copy a card in your file:

- 1 Bring the card you want to copy to the front of the file.
- 2 Select the Card menu and choose the Duplicate command.  
Cardfile adds an exact copy of the front card to the front of the file.

---

## Working with Cardfile Files

You create, open, save, and print files with commands from the File menu in the Cardfile window. You delete files by using the Delete command from the File menu in the MS-DOS Executive window.

## Determining File Size

As you work on a file, Cardfile keeps track of how big it is. Cardfile shows the size of a file as the number of cards in the file.

To find out how many cards are in a file, follow these steps:

- 1 Select the File menu and choose the About Cardfile command.  
An informational dialog box appears with the number of cards in the file listed at the bottom.
- 2 After you have finished reading the information in the dialog box, choose the OK button.

---

## Determining the number of cards in a file

## Opening a File

You can open new or existing files in the Cardfile window. If you open a file when there is another file already open, Cardfile closes the current file. If you have unsaved changes in the current file, a dialog box appears asking if you want to save your changes before closing the file. Use the following information to determine your response:



To	Choose
Save changes	Yes
Discard changes	No
Continue working in the current file	Cancel

**Creating a New File**

To create a new file from the Cardfile window, do the following:

- Select the File menu and choose the New command.  
Cardfile opens a new file in the Cardfile window.

**Opening an Existing File**

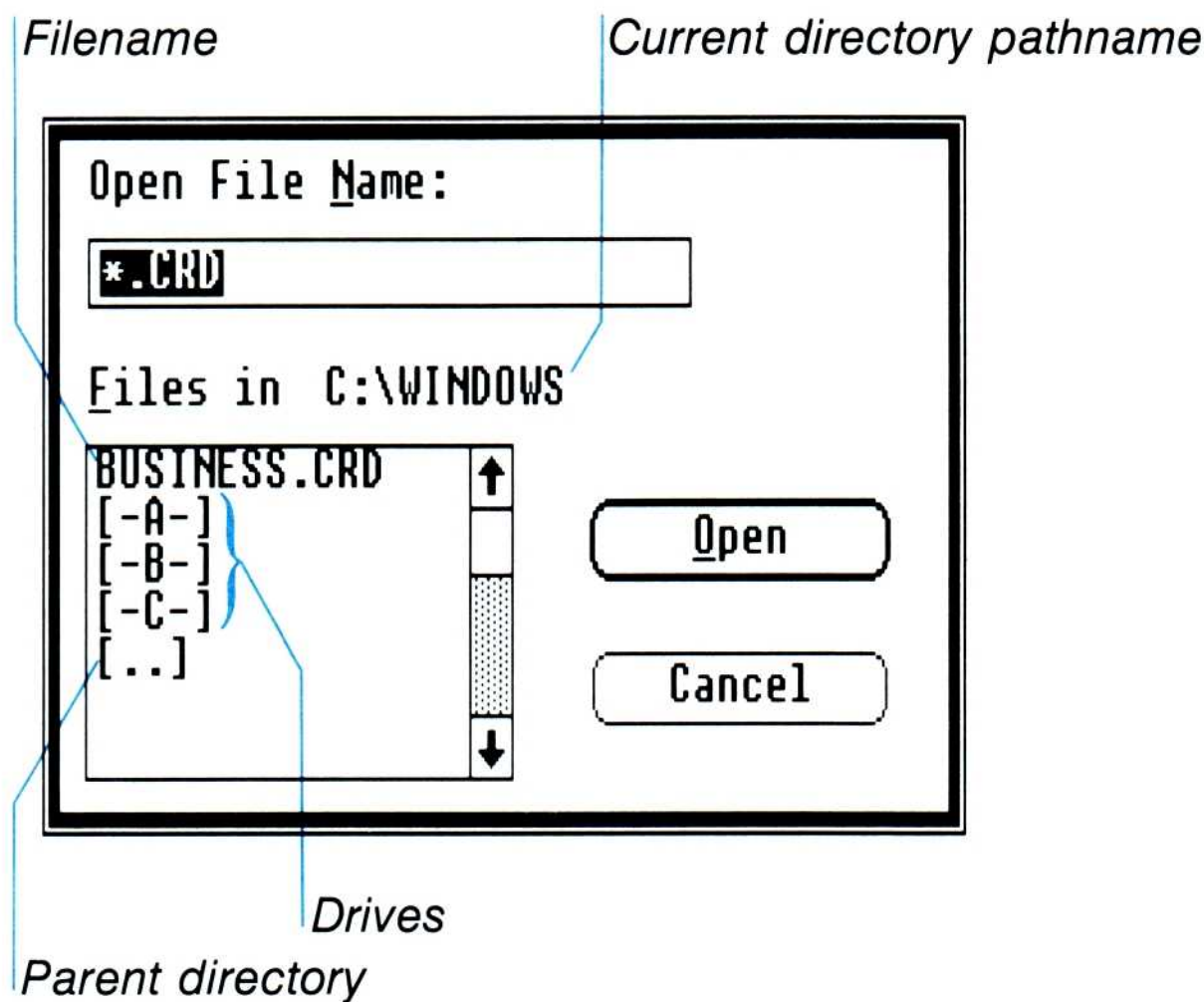
You can open an existing file from the Cardfile window or from the MS-DOS Executive window.

Here's how you open an existing file from the Cardfile window:

- 1 Select the File menu and choose the Open command. Cardfile displays the Open dialog box. Note that directories and drives are enclosed in brackets.

**Creating files**

**Opening files from Cardfile**





- 2 In the list box, select the name of the file you want to open, or type a pathname and filename in the text box at the top of the dialog box.
- 3 Choose the Open button.

---

## Opening files



With the mouse, you can select and open a file listed in the list box in one step:

- Double-click the filename of the file you want to open.

---

## Opening files from MS-DOS Executive

Here's how you open an existing file from the MS-DOS Executive window:

- Select the filename and press the ENTER key or, with the mouse, double-click the filename.

Windows automatically runs Cardfile and opens the file.

## Viewing a File in Another Directory

The Open dialog box initially lists only drives, directories, and files with the .CRD extension. You can view different files or groups of files as well.

To view different files, follow these steps:

- 1 Select the drive, directory, or group of files you want to view from the list box, or type this information in the text box at the top of the Open dialog box. For example, you can type *\*.txt* to see a list of all the files having that extension.
- 2 Choose the Open button.  
Cardfile lists the files in the drive, directory, or group of files you specified.

You can view any number of directories or groups of files. The Open dialog box remains on the screen until you open a file or choose the Cancel button.

## Saving a File

When you create a new file, or when you are finished with a file for the moment, you can save it and come back to it later. There are two commands you can use to save a file: Save As and Save.

---

## Viewing files in different directories

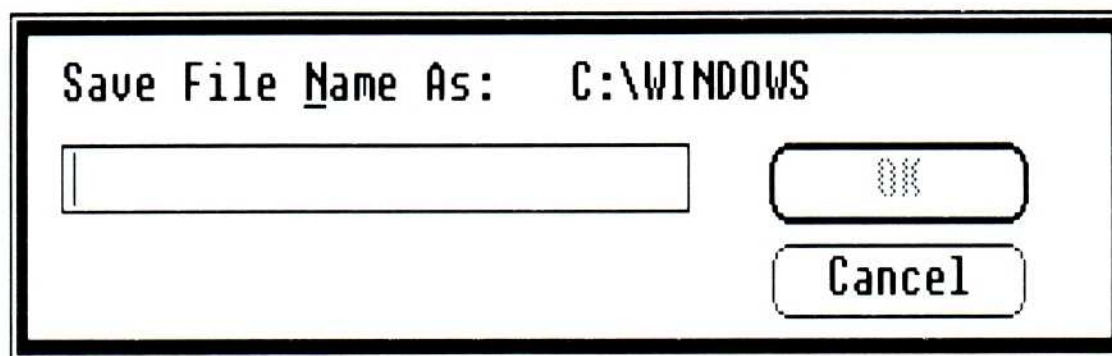


## Saving a New File

Use the Save As command to name and save a new file. You can also use Save As to save the current file under a new filename and keep the original copy of the file on your disk under the old filename.

Follow these steps to save a new file:

- 1 Select the File menu and choose the Save As command. Cardfile displays the Save As dialog box.



- 2 Type a filename. If you don't type an extension, Cardfile automatically adds .CRD to the filename.
- 3 Choose the OK button.  
Cardfile saves the file on your disk.

The file remains on the screen so that you can continue working in it. The name of the file now appears in the title bar of the Cardfile window.

**Note** If you type the name of a file that already exists, a dialog box asks if you want to replace the existing file with the file you are saving. If you want to replace the existing file, choose the Yes button. Otherwise, choose the No button and type a different filename.

## Saving Changes to a File

The Save command saves the changes you made to the current file on your disk.

To save changes to a file, do the following:

- 1 Select the File menu and choose the Save command.  
Cardfile replaces the file on your disk with the current file.

### Saving new files

### Saving file changes



## Printing a File

If you have connected and installed a printer, you can print a single card or an entire file using the Print commands from the File menu. See the *Microsoft Windows User's Guide* for information about installing printers.

### Printing a card

Here's how you print a single card:

- 1 Bring the card you want to print to the front of the file.
- 2 Select the File menu and choose the Print command.

### Printing an entire file

Here's how you print an entire file:

- Select the File menu and choose the Print All command.

Whether you choose to print a single card or an entire file, a dialog box appears telling you that Cardfile is sending your file to Spooler.

To stop printing a card or file, do the following:

- Choose the Cancel button.

## Deleting a File

### Removing files

You can delete a file to make room for other files on your disk. You delete a file using the Delete command from the File menu in the MS-DOS Executive window. For information on MS-DOS Executive and deleting files, see the *Microsoft Windows User's Guide*.

## Merging Files

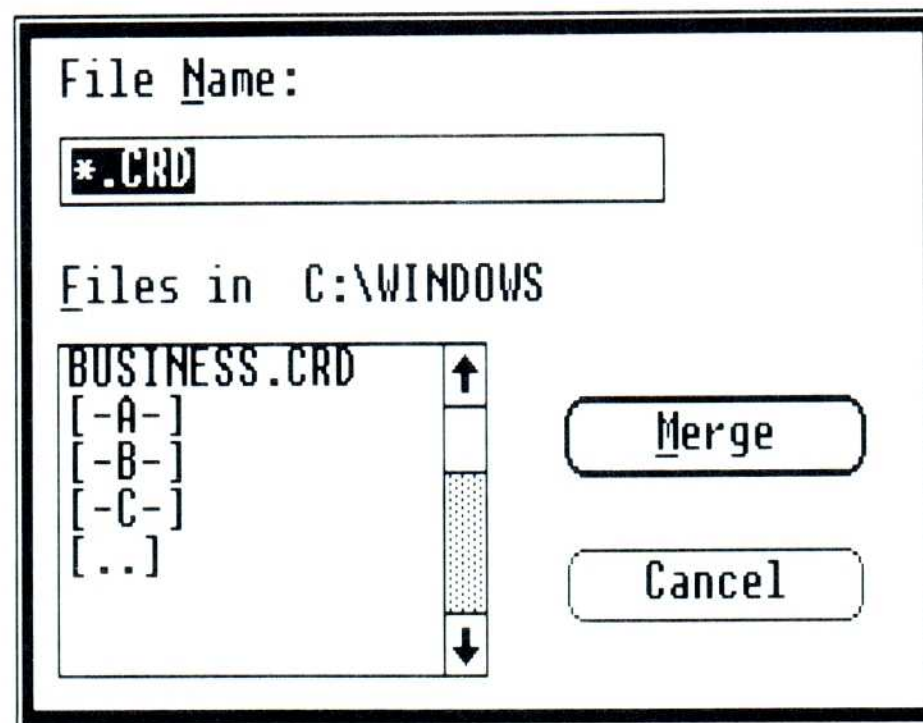
If you want to consolidate your cards, you can merge another Cardfile file into the file you are currently working in.

### Consolidating files

Follow these steps to merge two Cardfile files:

- 1 Select the File menu and choose the Merge command. Cardfile displays the Merge dialog box.





- 2 Select the file you want to merge with the current file from the list box, or type the name of the file in the Filename text box.
- 3 Choose the Merge button.  
Cardfile merges the cards from the other file with the cards in the current file and sorts them alphabetically.

## Viewing a File as a List

Cardfile has two viewing options — Cards view and List view — so that you can display your file as a series of cards or as a list. The Cards view is active when you start Cardfile. In the List view, Cardfile displays alphabetically the index line of every card in the file. You can use the List view to create a phone directory by simply including a name and phone number in the index line of each card in a file and then displaying the file as a list.

Here's how you display cards as a list:

- Select the View menu and choose the List command.

To scroll through the list, use the DIRECTION keys.

## Automatic Dialing

If you have a Hayes or Hayes-compatible modem, Cardfile will dial a phone number for you.

Follow these steps to have Cardfile dial automatically:

- 1 Select the entry you want in the List view, or, if the Cards view is active, bring the card you want to the front of the file.

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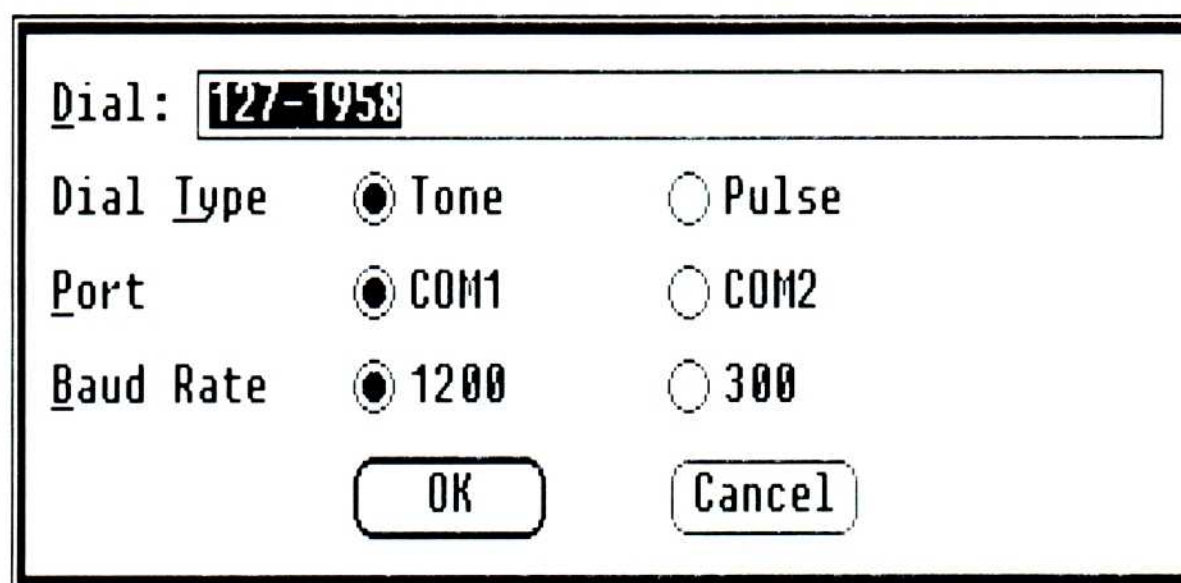
**Displaying cards as a list**

---

**Dialing a number automatically**



- 2 Select the Card menu and choose the Autodial command. Cardfile displays a dialog box containing phone settings that you can accept or change.



- 3 If necessary, change the settings. For an explanation of the settings, see the list following this procedure.
- 4 Choose the OK button.  
Cardfile dials the number in the Dial text box.

### Selecting phone options

The following options can be selected in the Phone Settings dialog box:

**Dial** This setting allows you to specify the phone number you want Cardfile to dial. Cardfile searches from the beginning of the selected card, starting with the index line, and puts the first phone number it finds into the Dial text box. If you want Cardfile to use another number on the card, select that number before you choose the Autodial command. If you want to change the number in the Dial text box, retype the number or edit it.

**Dial Type** This setting requires that you select the dial type of your phone. If you normally hear a tone for each number you dial, you have a tone telephone. If you hear a clicking sound, you probably have a pulse telephone.

**Port** This setting requires that you select the port to which your modem is connected.

**Baud Rate** This setting is determined by your modem. For the correct setting, consult the owner's manual for your modem.



---

## Ending a Cardfile Session

Use the Exit command to end your Cardfile session:

- Select the File menu and choose the Exit command.

If you have unsaved changes to the file, a dialog box appears asking if you want to save your changes before closing the window. Choosing the Cancel button allows you to continue working in your file in the Cardfile window. Choosing the Yes or No button closes your Cardfile window.

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## Using Shortcut Keys

See Appendix B, “Shortcut Keys,” for a list of the shortcut keys you can use to choose some of Cardfile’s commands.

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### Quitting Cardfile

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### Keyboard shortcuts





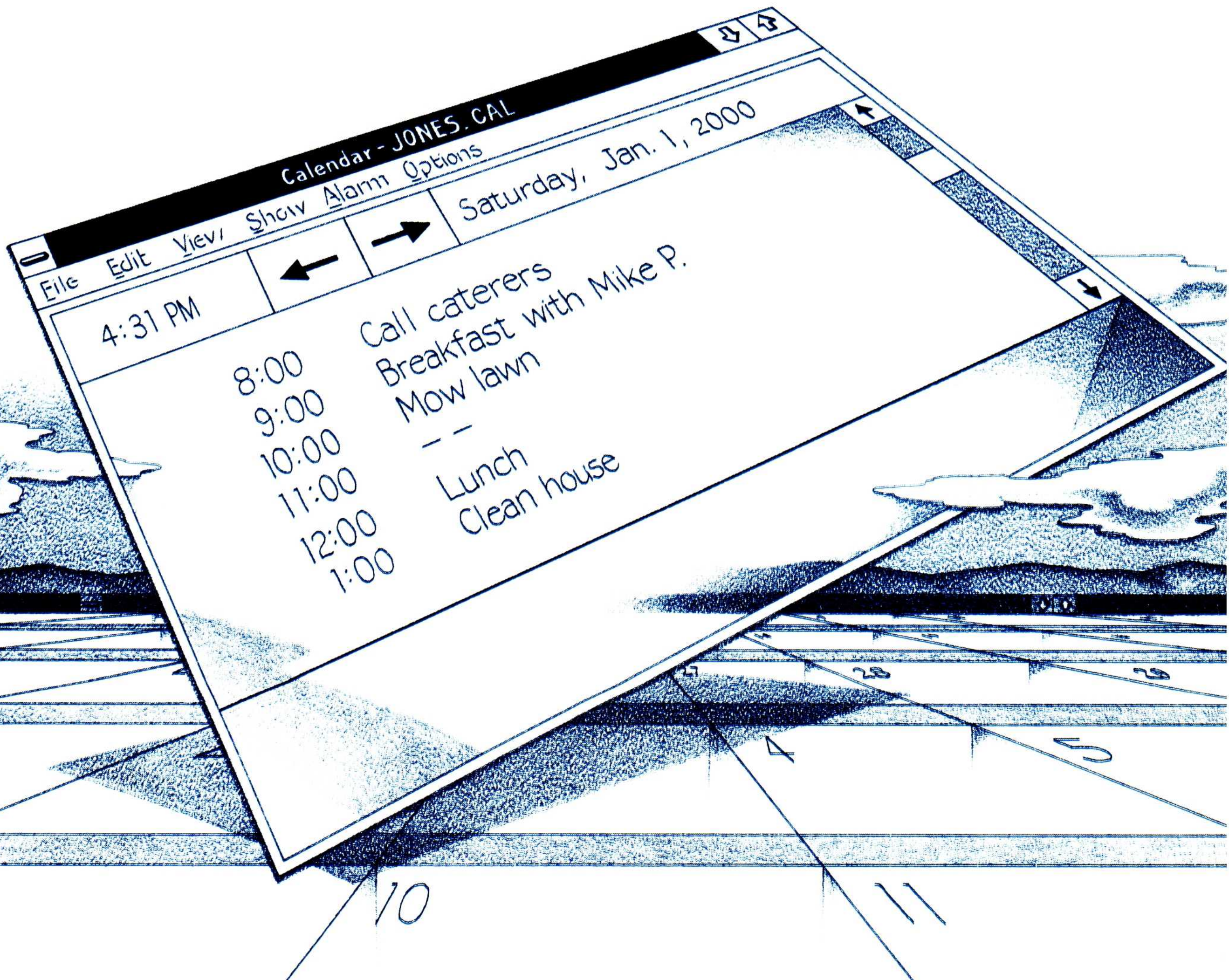


## 3 Calendar

Microsoft Windows Calendar is like a desktop calendar and appointment book.

You can maintain more than one Calendar file to keep track of more than one person's appointments. You can also set alarms to remind you of particular appointments.

Calendar gives you two views of time. In the Day view, you enter, display, or edit your appointments for each day. In the Month view, you select the day for which you want to see appointments.





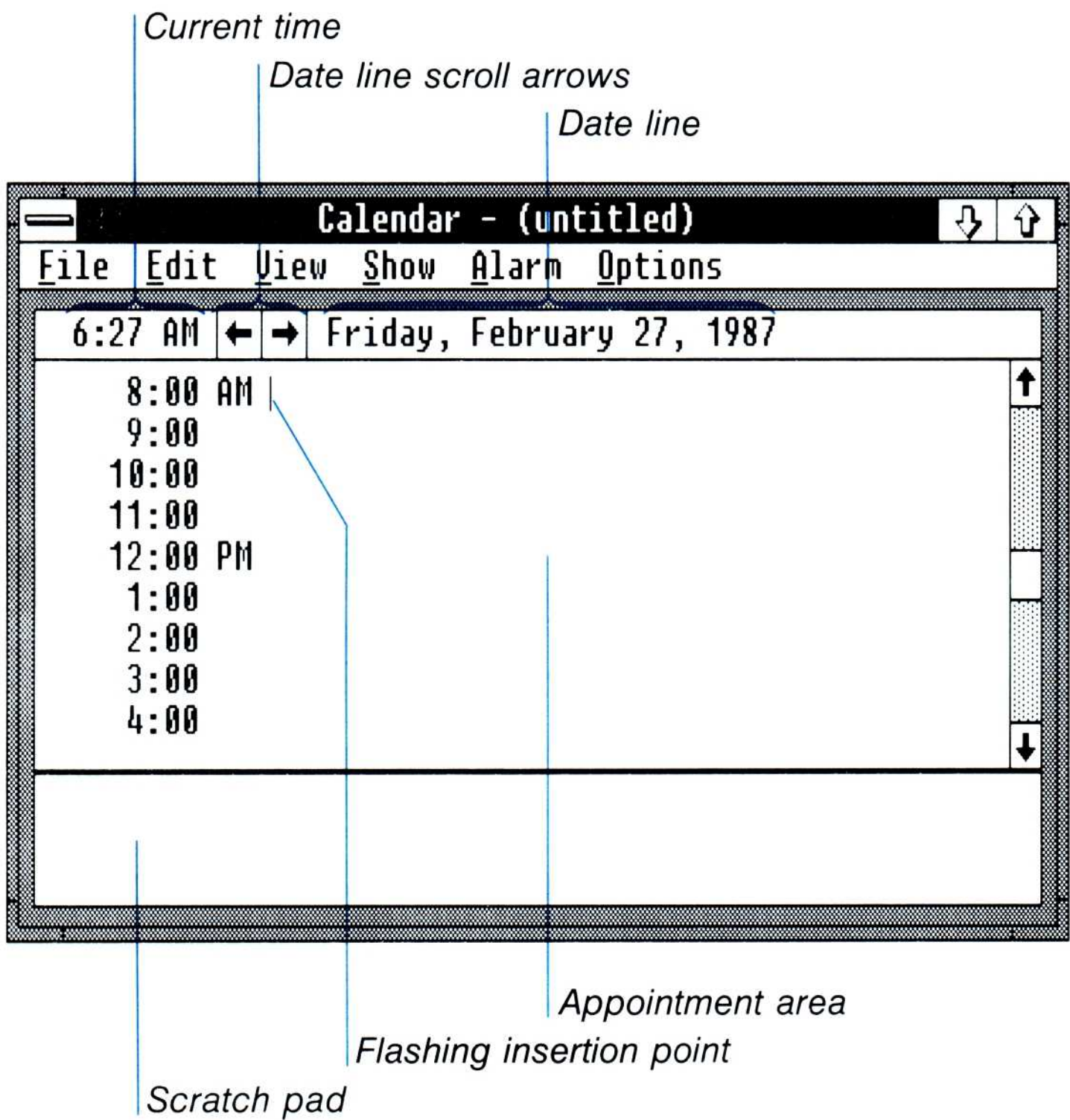
# Starting Calendar

## Running Calendar

Here's how you start Calendar:

- Select and run CALENDAR.EXE in the MS-DOS Executive window.

When you first start Calendar, it displays the daily appointment window — the Day view — for the current date.



Calendar uses the time and date you set when you start your computer. You can reset the time and date using Control Panel. For details on Control Panel, see the *Microsoft Windows User's Guide*.



---

## Filling In the Day View

You enter appointments in the Day view. If you have switched to the Month view, choose the Day command from the View menu.

### Selecting an Appointment Time

The Day view initially shows you a list of times at one-hour intervals, beginning with 8 A.M. Before typing the description of an appointment, you need to select the appointment time. You can select a time using either the keyboard or the mouse.

Here's how you select a time with the keyboard:

- Press the DOWN key to move to the next hour. Press the UP key to move to the previous hour.

Here's how you select a time with the mouse:

- Click the time.

If you want to schedule an appointment for a time not currently on the screen, you need to scroll the display before selecting the time. For details on scrolling, see “Viewing a Different Time” later in this chapter.

### Entering an Appointment

To type an appointment in the Day view, follow these steps:

- 1 Select the time of the appointment.
- 2 Type a description of the appointment. For example, type *Lunch with Lydia*. Use the BACKSPACE key to correct typing errors.

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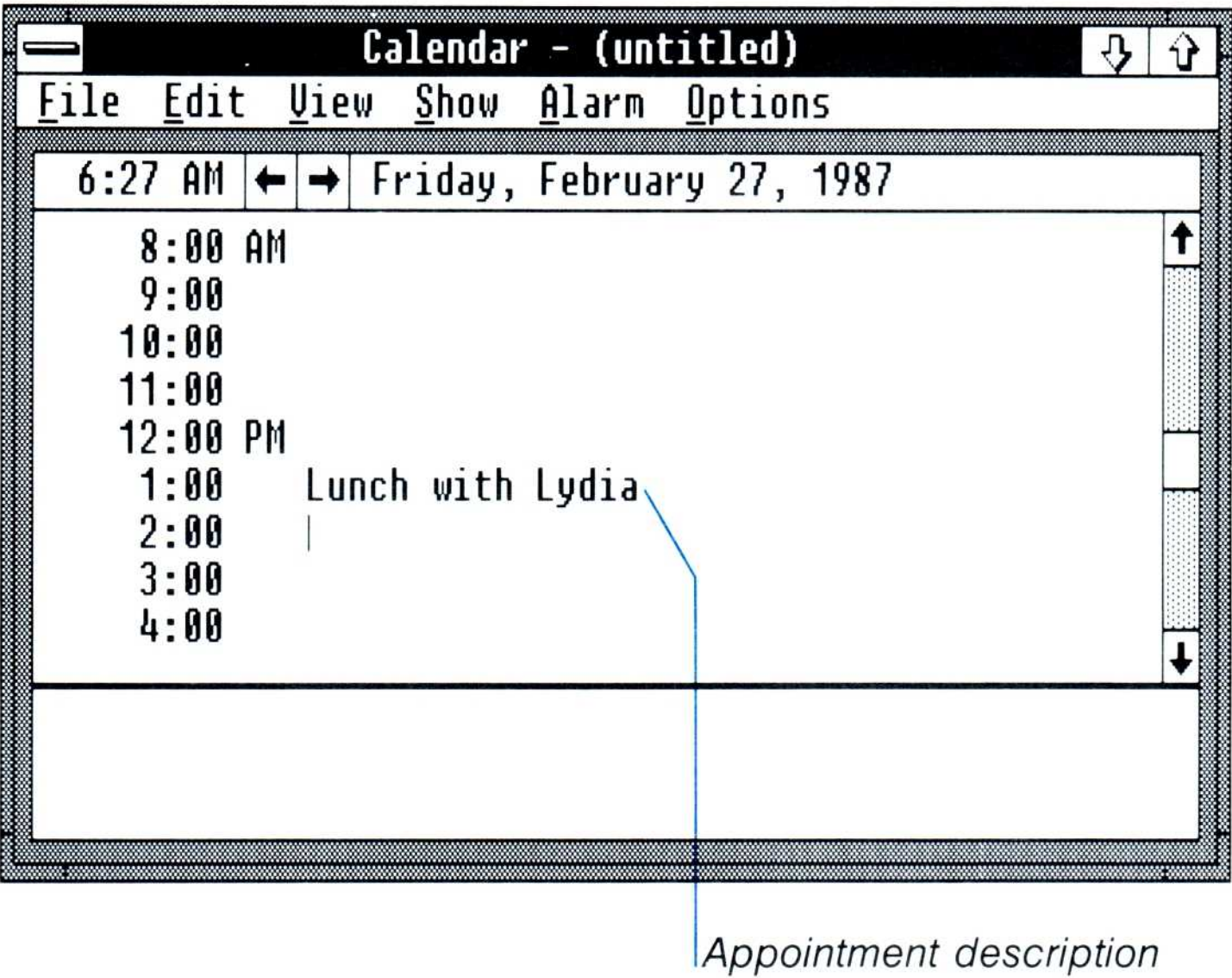
#### Selecting a time



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#### Typing appointment descriptions





- 3 Press the ENTER key, or select the time for the next appointment you want to enter.

### Editing an Appointment

You can change the text of any appointment description you've typed. You can move the insertion point in an entry to insert additional text or to select text for editing.

#### Moving the Insertion Point

To move the insertion point with the keyboard, use the keys described in the following list:

#### Relocating the insertion point



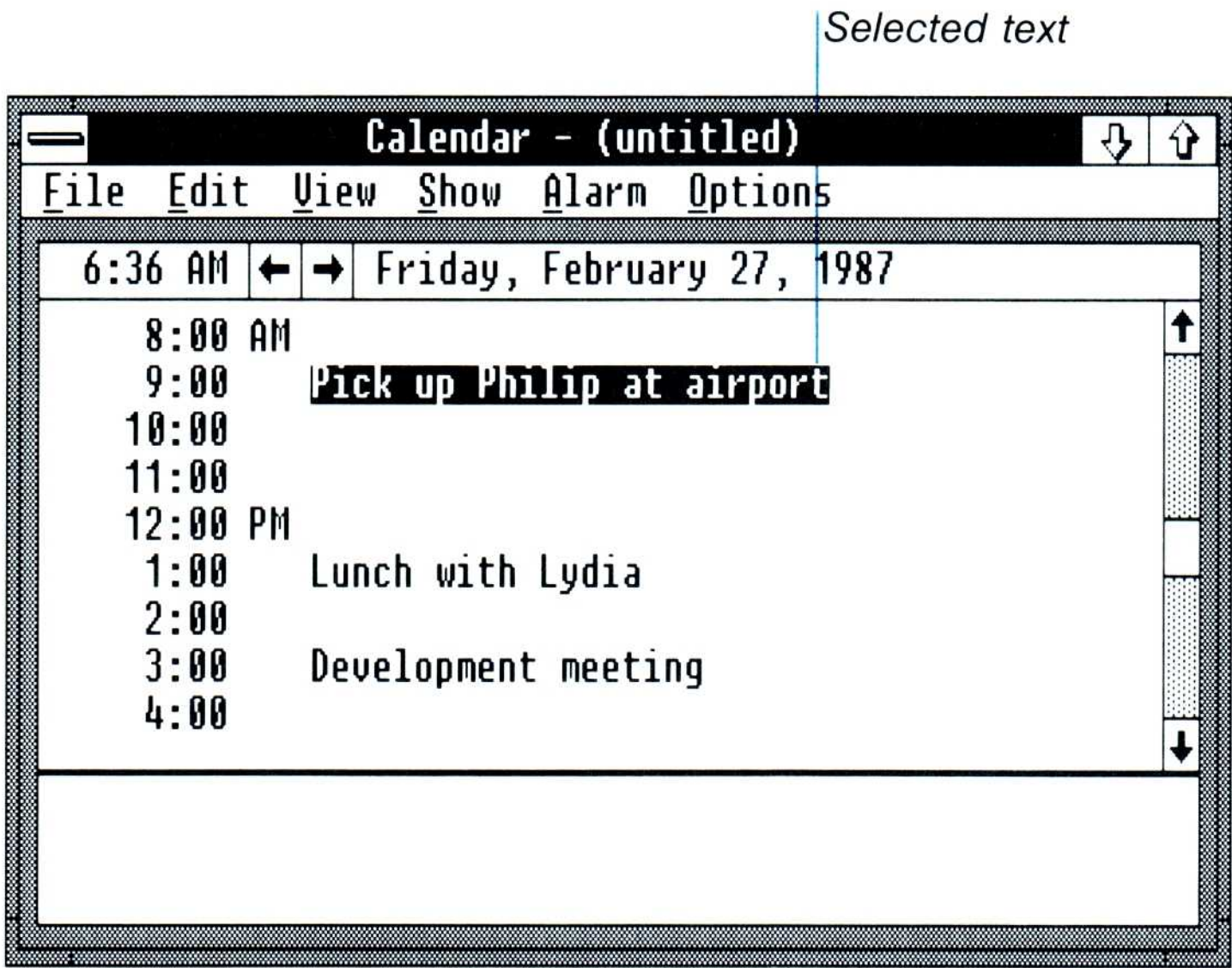
To	Press
Move the insertion point to the right in an entry	RIGHT
Move the insertion point to the left in an entry	LEFT
Move the insertion point to the beginning of an entry	HOME
Move the insertion point to the end of an entry	END

To move the insertion point with the mouse, move the pointer to the area where you want the insertion point to appear and click the mouse button.



Selecting Text

Before you use the Cut or Copy command from the Edit menu, you must select the text you want to affect. You can select text with the keyboard or the mouse.





---

## Selecting text for editing



Here's how you select text with the keyboard:

- 1 Move the insertion point to the beginning of the text you want to select.
  - 2 Press and hold down the SHIFT key and press the RIGHT key to select the remainder of the text. Release the SHIFT key.
- If you want to cancel the selection, just press a DIRECTION key.

Here's how you select text with the mouse:

- 1 Move the pointer to the beginning of the text you want to select.
  - 2 Drag the pointer to the end of the text you want to select and release the mouse button.
- If you want to cancel the selection, just click the mouse button.

Whether you have selected text with the keyboard or the mouse, you can quickly extend the selection to the beginning of the line by pressing SHIFT + HOME, or to the end of the line by pressing SHIFT + END.

## Replacing Text

Once you've selected the text you want to change, you can replace it immediately by typing the new text. The selected text is deleted as soon as you type the first character of the replacement text.

---

## Replacing text

To replace text, do the following:

- 1 Select the text you want to replace.
- 2 Type the new text.

## Deleting Text

Follow these steps to delete text from an appointment entry:

- 1 Select the text you want to delete.
- 2 Select the Edit menu and choose the Cut command.

---

## Removing text

## Moving Text

You can move text from one place to another in a Calendar file by first putting it on the Clipboard using the Cut command and then pasting it into its new location using the Paste command.



Follow these steps to move text:

- 1 Select the text you want to move.
- 2 Select the Edit menu and choose the Cut command. Calendar puts the selected text on the Clipboard.
- 3 Move the insertion point to the area where you want the text to appear.
- 4 Select the Edit menu and choose the Paste command.

You can paste text from the Clipboard to any part of any document. Note, however, that each time you put something on the Clipboard, it replaces whatever was previously there.

## Copying Text

If you want to use the same text more than once in a Calendar file, you don't have to type it over each time. You can copy the text to the Clipboard with the Copy command from the Edit menu; then you can paste the text in as many places as you want using the Paste command.

Follow these steps to copy text:

- 1 Select the text you want to copy.
- 2 Select the Edit menu and choose the Copy command. Calendar copies the selected text to the Clipboard.
- 3 Move the insertion point to the appointment time where you want the copied text to appear.
- 4 Select the Edit menu and choose the Paste command.

## Setting the Alarm

Calendar has an alarm you can set to remind yourself of particular appointments. You can set the alarm for as many appointments as you want.

Follow these steps to set the alarm:

- 1 Select the appointment time when you want the alarm to ring.
- 2 Select the Alarm menu and choose the Set command.

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### Relocating text

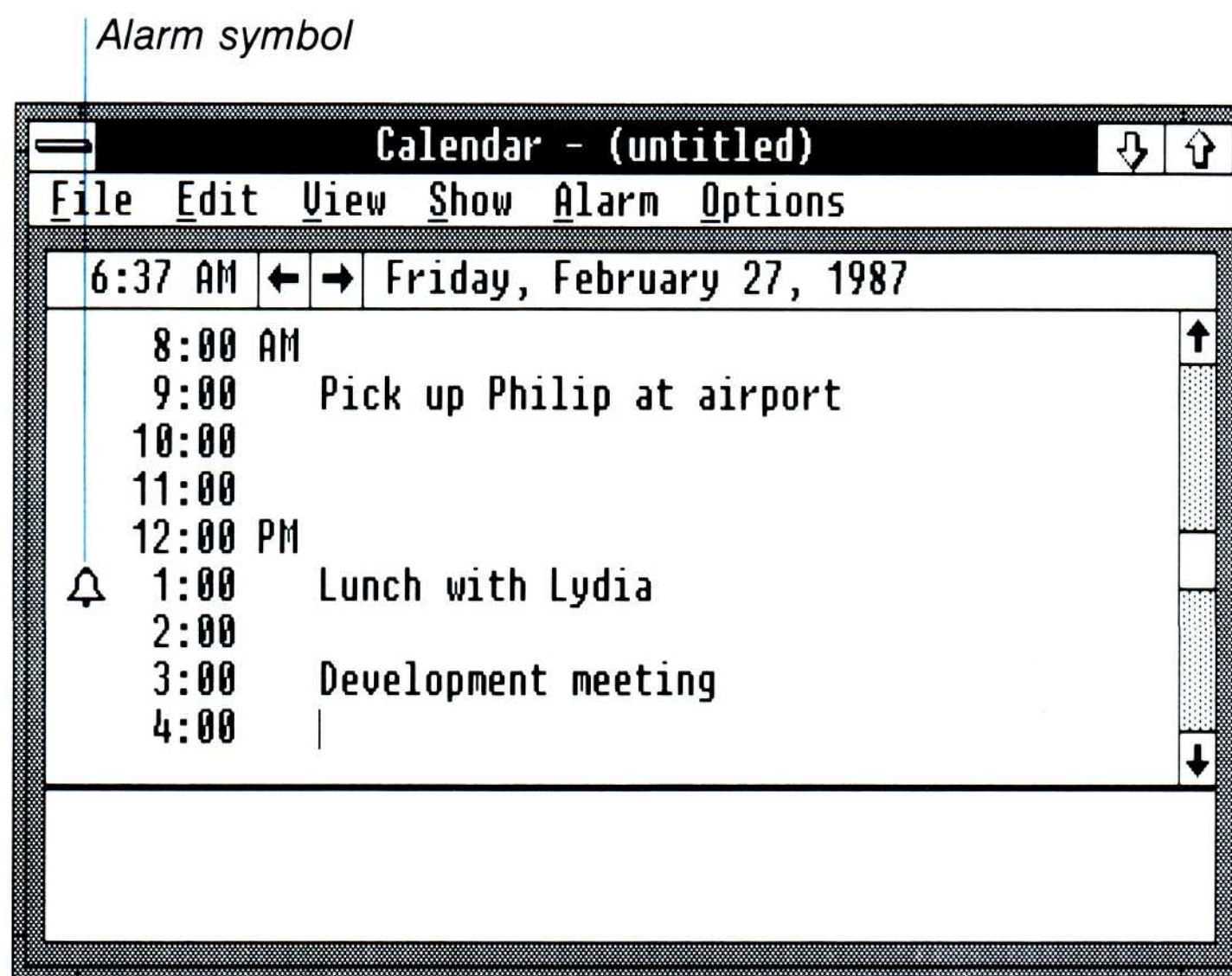
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### Duplicating text

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### Turning on the alarm





The alarm symbol (a small bell) appears to the left of the time you selected. The next time you select the Alarm menu, a checkmark will appear by the Set command. When the alarm goes off, Calendar displays a dialog box reminding you of the appointment. If the Calendar window is inactive, the title bar at the top of the Calendar window flashes. If Calendar is an icon when the alarm goes off, the icon flashes.

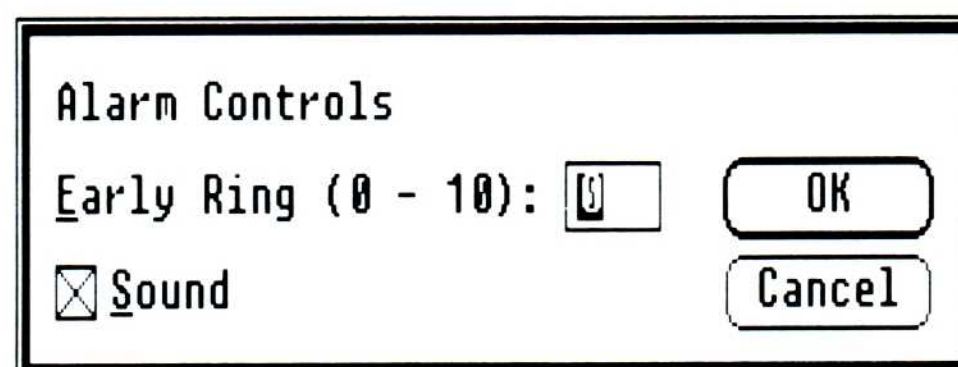
### Changing the Sound Option

You can control whether or not the alarm makes a sound, in addition to displaying the dialog box or flashing the title bar or icon. Initially, the alarm is set for sound, so it will beep unless you have set it to be silent.

#### Setting the alarm for silence

If you want a silent alarm, follow these steps:

- 1 Select the Alarm menu and choose the Controls command. The Alarm Controls dialog box appears.





- 2 Turn off the Sound check box.
- 3 Choose the OK button.

To reset the alarm for sound, just turn on the Sound check box.

### Setting the Alarm for an Early Ring

You can set the alarm to sound before the appointment time by following these steps:

- 1 Select the Alarm menu and choose the Controls command. The Alarm Controls dialog box appears.
- 2 Type a number from 1 to 10 in the Early Ring text box. This is the number of minutes before your appointment that you want the alarm to sound.
- 3 Choose the OK button.

### Setting the alarm to sound early

### Turning Off the Alarm

The Alarm dialog box is displayed only if the Calendar window is active. If the Calendar window is inactive, the title bar flashes. If Calendar is an icon, the icon flashes. The Alarm dialog box will remain on your screen until you “turn off” the alarm.

To turn off the alarm when the Calendar window is active, follow this step:

- Choose the OK button in the Alarm dialog box.

To turn off the alarm if the window is inactive, or if Calendar is an icon, follow these steps:

- 1 Press ALT+ESCAPE until the window becomes active or until you select the icon. Calendar displays the Alarm dialog box.
- 2 Choose the OK button.

To turn off the alarm with the mouse when the Calendar window is active, do the following:

- Click the OK button in the Alarm dialog box.

### Turning off the alarm





If the window is inactive, or if Calendar is an icon, follow these steps:

- 1 Click the window or icon. Calendar displays the Alarm dialog box.
- 2 Click the OK button to turn off the alarm.

### **Removing an Alarm**

If you change your mind about setting an alarm, you can remove it by following these steps:

- 1 Select the time the alarm is set for.
- 2 Select the Alarm menu and choose the Set command.  
Calendar removes the alarm symbol next to the appointment time.

### **Canceling an alarm**

## **Viewing a Different Time or Date**

You may want to move through your Calendar file to display the appointments you have entered or to select a day other than the one currently displayed in the Day view.

### **Viewing a Different Time**

You enter, edit, and view appointments in the Day view. The screen is not big enough to display all of the day's appointments, but you can scroll the Day view to see an appointment not currently visible on the screen.

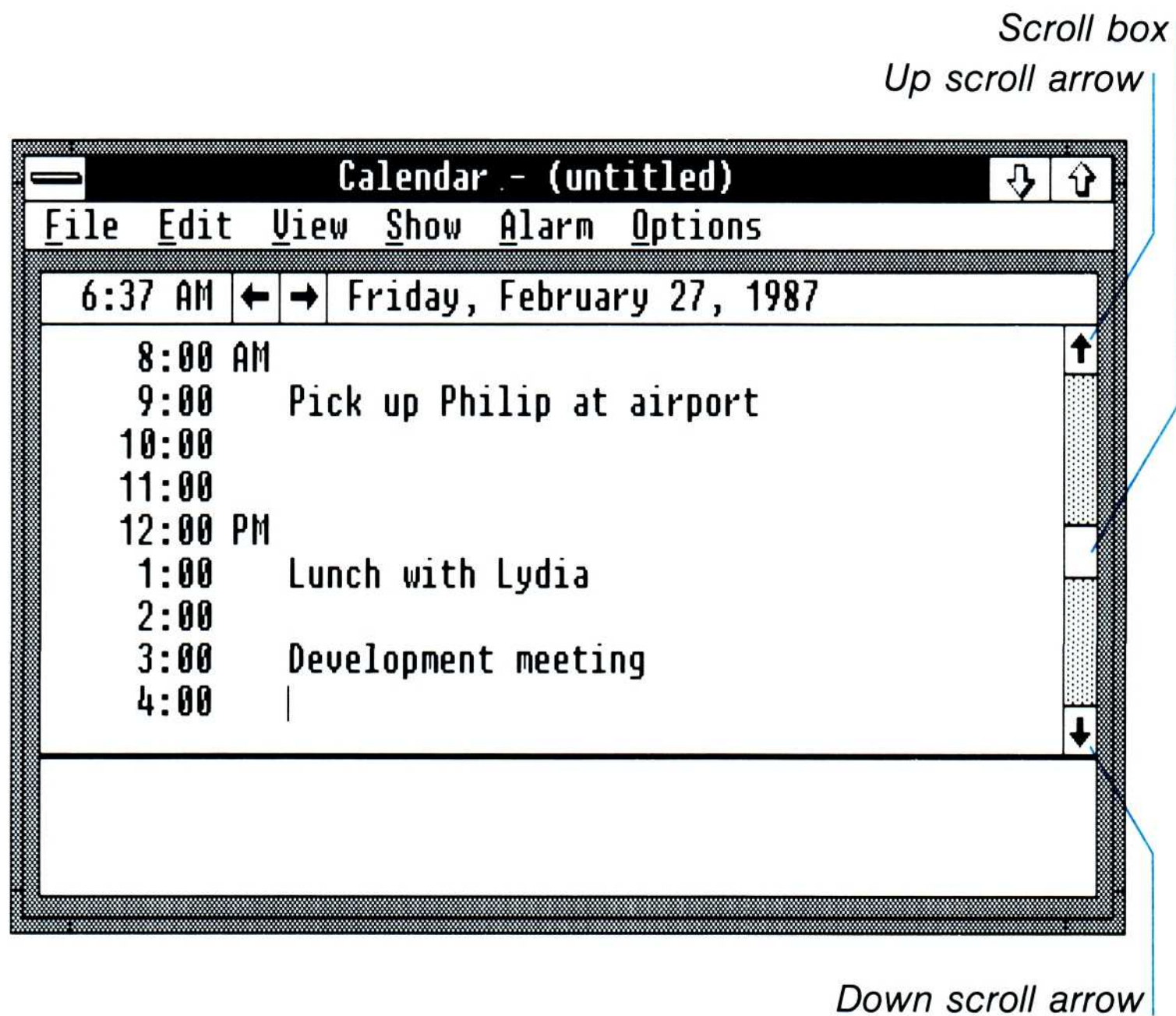
### **Viewing other times**

To view a different time with the keyboard, press the UP or DOWN key to move from one appointment to another. When you reach the last visible appointment, use the following keys to scroll the window to the next appointment:



To scroll	Press
Up one appointment	UP
Down one appointment	DOWN
Up one screen	PAGE UP
Down one screen	PAGE DOWN
To the starting time	CONTROL+HOME
To 12 hours after the starting time	CONTROL+END

To view a different time with the mouse, use the scroll box and scroll arrows shown in the following example.





The following list explains how to scroll with the mouse:

To scroll	Click
Up one appointment	Up scroll arrow
Down one appointment	Down scroll arrow
Up one screen	Area above the scroll box in the scroll bar
Down one screen	Area below the scroll box in the scroll bar

You can quickly scroll through your appointments with the mouse by dragging the scroll box up or down.

Viewing a Different Date

Viewing other dates

You can change the day or month that is displayed by using the commands from the Show menu. The commands in the Show menu apply to days when you are using the Day view and to months when you are using the Month view.

To return to the current day or month, do the following:

- Select the Show menu and choose the Today command.

To display the day or month before the one currently displayed, follow this step:

- Select the Show menu and choose the Previous command.

To display the day or month after the one currently displayed, do the following:

- Select the Show menu and choose the Next command.

When you are using the Day view, you can also press the following keys to display the previous or next day:

To select	Press
The previous day	CONTROL + PAGE UP
The next day	CONTROL + PAGE DOWN



If you have a mouse, you can quickly display the next or previous day in the Day view by clicking one of the scroll arrows in the date line. If you click anywhere else in the date line, Calendar displays the Month view.



**Viewing a Different Date with the Month View**

You can use the Month view to select the day for which you want to enter, edit, or view appointments. Selecting the day using the Month view may be faster than scrolling through the days one at a time by choosing the Previous or Next command or by clicking the scroll arrows in the date line of the Day view.

To change from the Day view to the Month view, follow this step:

- Select the View menu and choose the Month command or, with the mouse, click the date line.

**Changing to Month view**

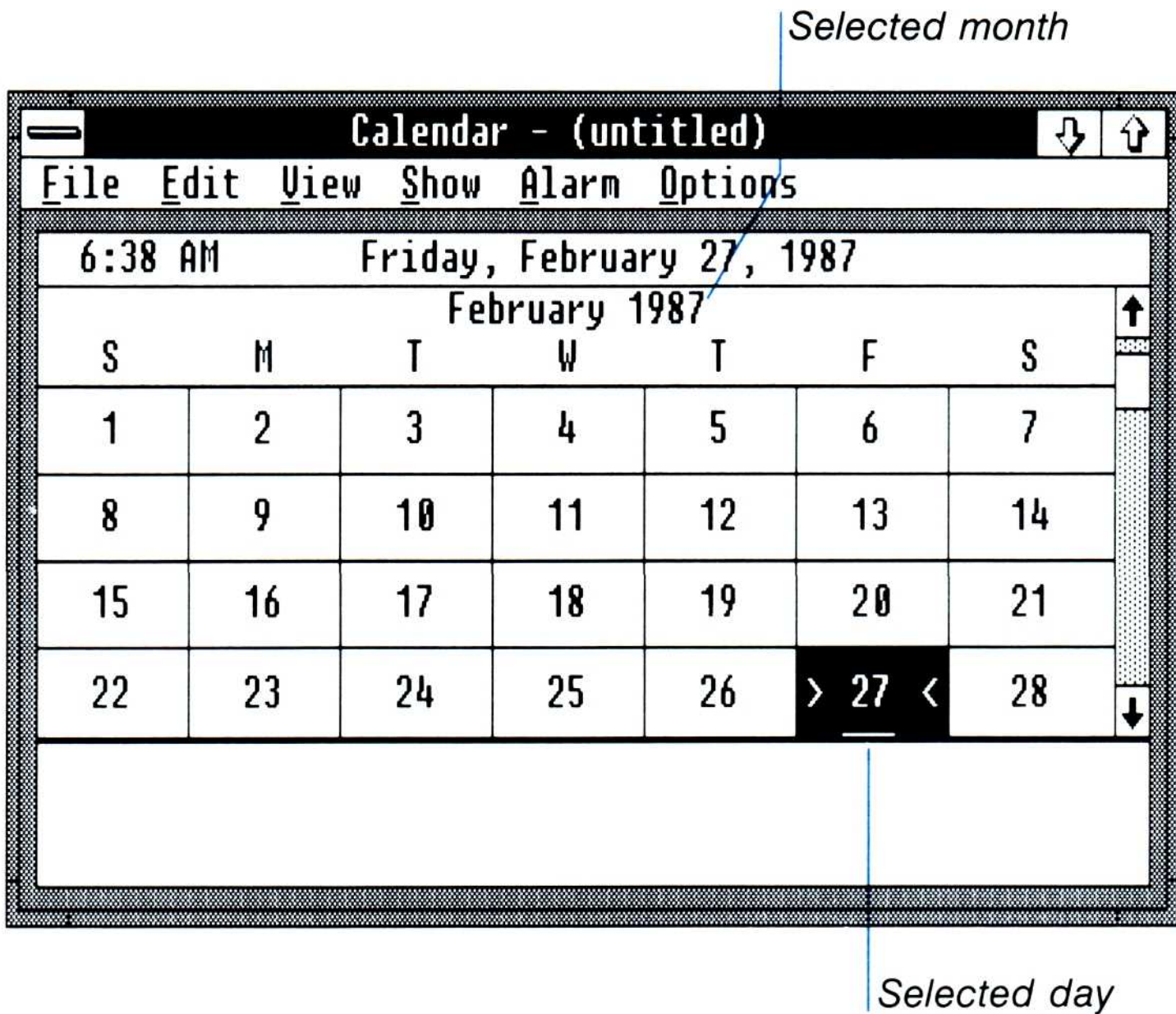
The following two lists describe how to move around in the Month view and how to select the day you want with the keyboard or the mouse.

With the keyboard, you use the DIRECTION keys to select the day you want:

**Moving in Month view**

To select	Press
The next day	RIGHT
The previous day	LEFT
The day directly below the currently selected one	DOWN (If the current date is in the bottom row of dates on the calendar, the DOWN key selects the next month.)
The day directly above the currently selected one	UP (If the current date is in the top row of dates on the calendar, the UP key selects the previous month.)
The next month	CONTROL + PAGE DOWN
The previous month	CONTROL + PAGE UP





**Moving in Month view**



If you are using a mouse, you can click the day you want to select:

To select	Click
Another day	Any day other than the current selection
The next month	Down scroll arrow
The previous month	Up scroll arrow
The next year	Area below the scroll box in the scroll bar
The previous year	Area above the scroll box in the scroll bar

Once you have selected the day you want, you can display its appointments by returning to the Day view. You move to the Day view by pressing the ENTER key or, if you are using a mouse, by double-clicking the selected day.

Whether you use the keyboard or a mouse, you can also move back to the Day view by selecting the View menu and choosing the Day command.



## Viewing a Specific Date

You can display a specific date in either the Day view or the Month view by following these steps:

- 1 Select the Show menu and choose the Date command. Calendar displays the Show Date dialog box.
- 2 Type the date you want Calendar to display in the text box.
- 3 Choose the OK button.

You can type any date between January 1, 1980 and December 31, 2099. Type dates in the following format: mm/dd/yyyy or mm-dd-yyyy. You do not need to type leading zeros for days or months. If you type a two-digit number for the year, Calendar assumes the 20th century. The following samples represent acceptable entries:

Type	For
3/9/87	March 9, 1987
11-17-87	November 17, 1987
1/1/2010	January 1, 2010

## Customizing Your Calendar

You can customize the Day view of your calendar by using commands from the Options menu.

### Changing the Day Settings

The day settings determine the time interval, hour format, and starting time displayed in the Day view.

### Viewing specific dates

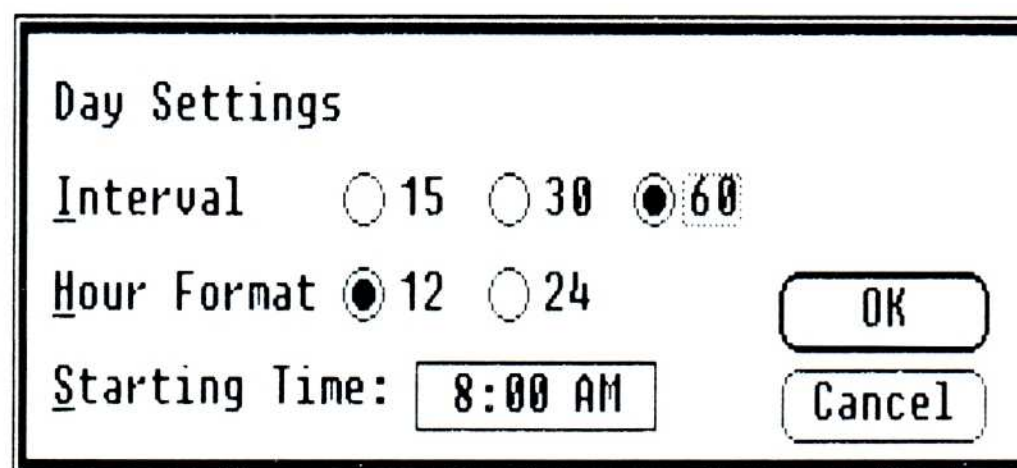


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## Customizing the Day view

To change the day settings, follow these steps:

- 1 Select the Options menu and choose the Day Settings command. Calendar displays the Day Settings dialog box.



- 2 Select the options you want. For an explanation of the options, see the list following this procedure.
- 3 Choose the OK button.

The following options can be set in the Day Settings dialog box:

**Interval** This setting determines the interval between daily appointments. You can select 15-minute, 30-minute, or 60-minute intervals.

**Hour Format** This setting allows you to select either a standard 12-hour clock or a 24-hour clock.

**Starting Time** This setting allows you to specify the earliest time Calendar lists when displaying the Day view.

## Adding a Special Time

You can enter appointments for special times. A special time is any time that falls between the interval you set with the Day Settings command in the Options menu. For example, 11:10 is a special time.

Follow these steps to add a special time:

- 1 Select the Options menu and choose the Special Time command. Calendar displays the Special Time dialog box.
- 2 Type the special time in the text box.
- 3 Choose the Insert button.

---

## Inserting special times



Follow these steps to delete a special time:

- 1 Select the time you want to delete.
- 2 Select the Options menu and choose the Special Time command. The Special Time dialog box appears with the selected time in the text box.
- 3 Choose the Delete button.

## Adding a Note

The daily appointment window has a scratch pad at the bottom in which you can type reminders.

Follow these steps to add notes:

- 1 Press the TAB key to move to the scratch pad. An insertion point appears in the upper-left corner.
- 2 Type your notes. If your typing goes beyond the right border of the scratch pad, Calendar automatically wraps the text to the next line. Press the ENTER key if you want to end a line. Use the BACKSPACE key to correct typing errors.
- 3 Press the TAB key to return to the appointment area.

Try to keep your notes as short as possible. Only three lines of text will fit in the scratch pad.

## Marking a Date

You can mark special days, such as birthdays or anniversaries, in the Month view.

Follow these steps to mark a special date:

- 1 Select the day you want to mark.
- 2 Select the Options menu and choose the Mark command. Calendar puts a small box around the number.

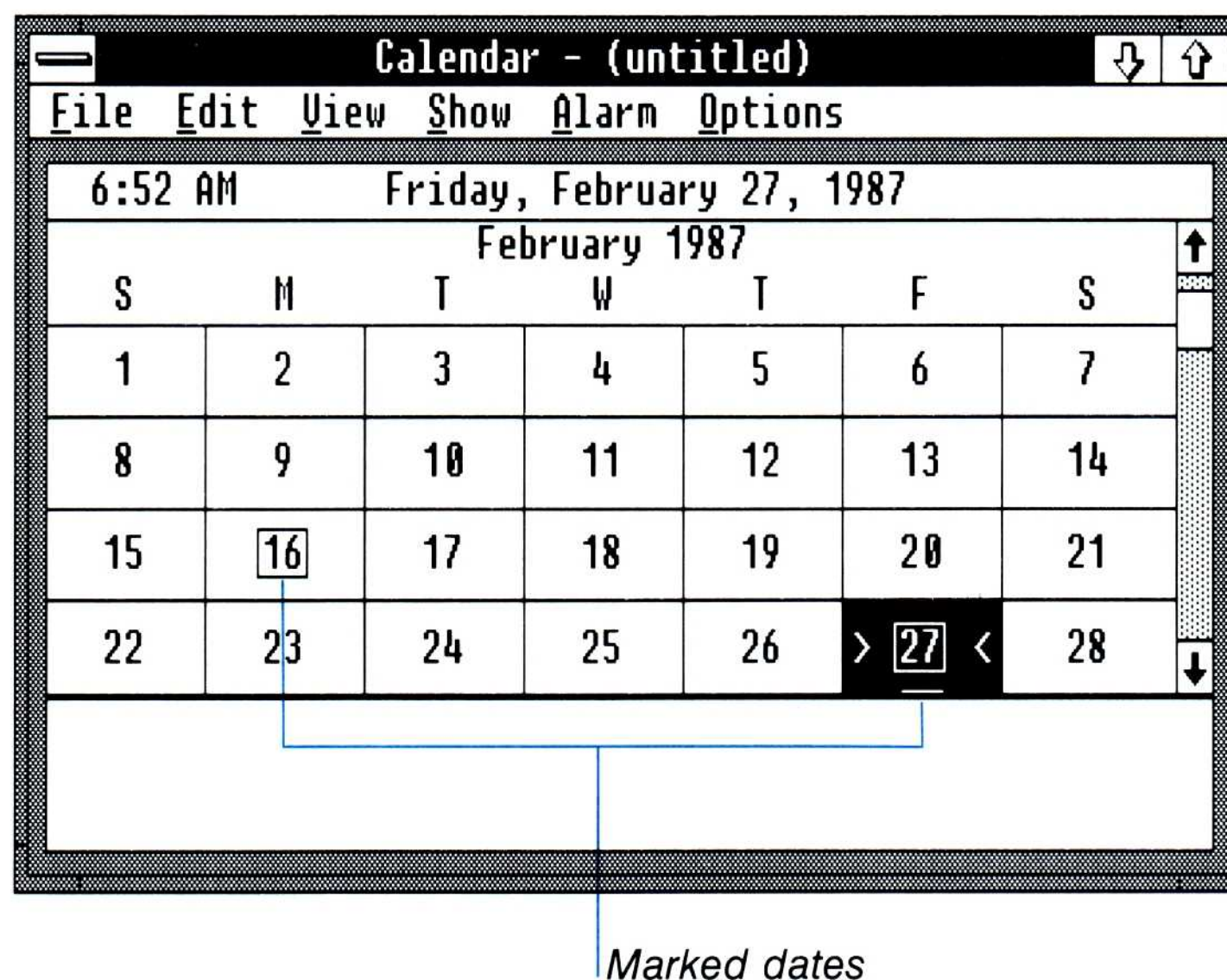
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**Including notes**

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**Marking special dates**





After you have marked a date, a checkmark will appear by the Mark command the next time you select the Options menu.

To cancel a mark, follow these steps:

- 1 Select the marked date.
- 2 Select the Options menu and choose the Mark command.  
Calendar removes the box around the number.

## Working with Calendar Files

You create, open, save, and print Calendar files by using commands from the File menu in the Calendar window. You delete Calendar files by using the Delete command from the File menu in the MS-DOS Executive window.

### Opening a File

You can open new or existing files in the Calendar window. If you open a Calendar file when there is another file already open, Calendar closes the current file. If you have unsaved changes in the current file, a dialog box asks you if you want to save your changes before closing the file. Use the following information to determine your response:



To	Choose
Save changes	Yes
Discard changes	No
Continue working in the current file	Cancel

Creating a New File

To create a new Calendar file, do the following:

- Select the File menu and choose the New command. Calendar opens a new file in the Calendar window.

Creating files

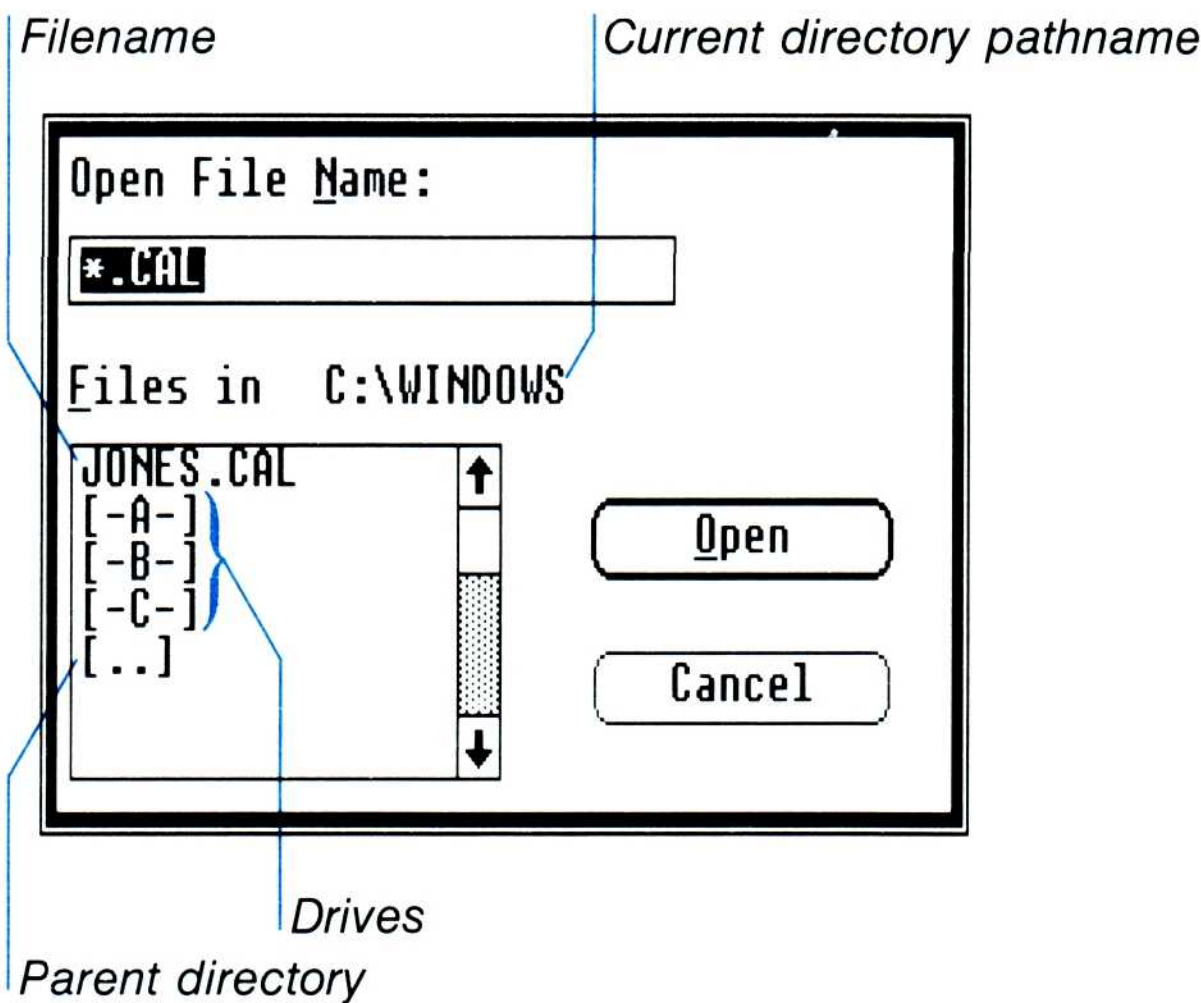
Opening an Existing File

You can open an existing file from the Calendar window or from the MS-DOS Executive window.

Here's how you open an existing file from the Calendar window:

Opening files from Calendar

- 1 Select the File menu and choose the Open command. Calendar displays the Open dialog box. Note that directories and drives are shown in brackets.





- 2 Select the filename of the file you want to open from the list box, or type a pathname and filename in the text box at the top of the dialog box.
- 3 Choose the Open button.

---

## Opening files



With the mouse, you can select and open a file listed in the list box in one step:

- Double-click the filename of the file you want to open.

---

## Opening files from MS-DOS Executive

Here's how you open an existing Calendar file from the MS-DOS Executive window:

- Select the filename and press the ENTER key or, with the mouse, double-click the filename.  
Windows automatically starts Calendar and opens the file.

## Viewing a File in Another Directory

The Open dialog box initially lists only drives, directories, and files with the .CAL extension. You can view different files or groups of files as well.

To view different files, follow these steps:

- 1 Select the drive, directory, or group of files you want to view from the list box, or type this information in the text box at the top of the Open dialog box. For example, you can type *\*.txt* to see a list of all the files with that extension.
- 2 Choose the Open button.  
Calendar lists the files in the drive, directory, or group of files you specified.

You can view any number of directories or groups of files. The Open dialog box remains on the screen until you open a file or choose the Cancel button.

## Saving a File

When you create a new file, or when you are finished with a file for the moment, you can save it and come back to it later. There are two commands you can use to save a Calendar file: Save As and Save.

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## Viewing files in different directories

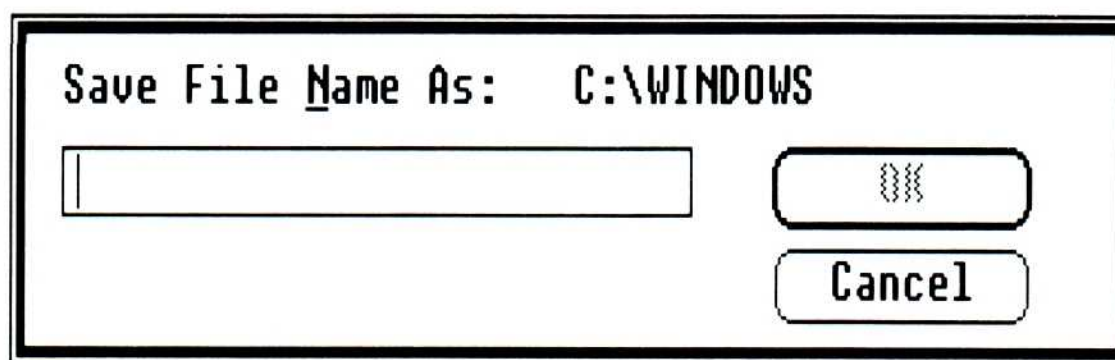


## Saving a New File

Use the Save As command to name and save a new file. You can also use Save As to save the current file under a new filename and keep the original copy of the file on your disk under the old filename.

Follow these steps to save a new file:

- 1 Select the File menu and choose the Save As command. Calendar displays the Save As dialog box.



- 2 Type a filename for the file.  
If you don't type an extension, Calendar automatically adds .CAL to the filename.
- 3 Choose the OK button.  
Calendar saves the file on your disk.

The file remains on the screen so that you can continue working in it. The name of the file now appears in the title bar of the Calendar window.

**Note** If you type the name of a file that already exists, a dialog box asks if you want to replace the existing file with the file you are saving. If you want to replace the existing file, choose the Yes button. Otherwise, choose the No button and type a different filename.

## Saving Changes

The Save command saves the changes you made to the current file on your disk.

To save changes to the current file, do the following:

- Select the File menu and choose the Save command.  
Calendar replaces the file on your disk with the current file.

### Saving new files

### Saving file changes

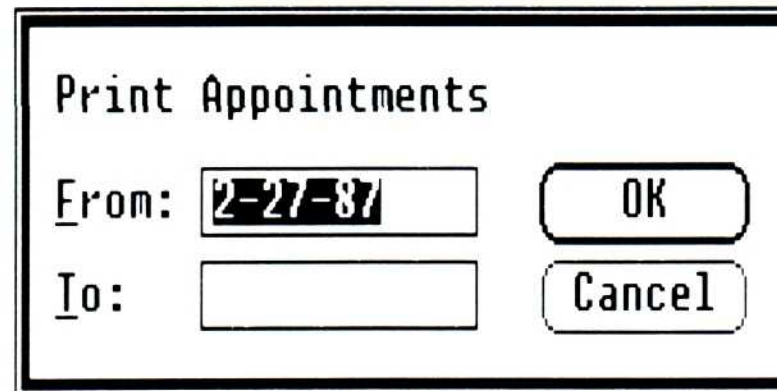


## Printing Appointments

You can print your appointments using the Print command from the File menu.

Follow these steps to print appointments:

- 1 Select the File menu and choose the Print command. Calendar displays the Print Appointments dialog box.



- 2 In the From text box, type the first date of the appointments you want to print.
- 3 In the To text box, type the last date of the appointments you want to print.  
To print a single day's appointments, leave the To text box blank.
- 4 Choose the OK button.

Whether you choose to print a single day's appointments or several days' appointments, a dialog box appears telling you that Calendar is sending your file to Spooler.

If you want to stop printing your appointments, do the following:

- Choose the Cancel button.

## Removing an Appointment Day

You can remove a single day or a range of days to make room on your disk for other days.

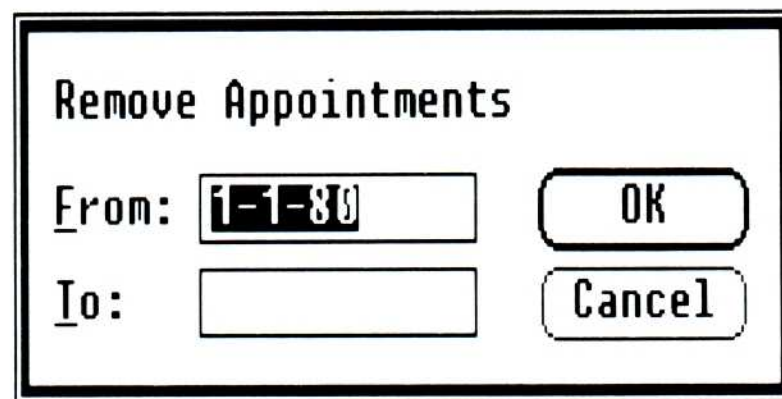
Follow these steps to remove an appointment day:

- 1 Select the File menu and choose the Remove command. Calendar displays the Remove Appointments dialog box.

### Printing files

### Deleting appointment days





- 2 In the From text box, type the first date you want to remove.
- 3 In the To text box, type the last date you want to remove.  
To remove one day's appointments, leave the To text box blank.
- 4 Choose the OK button.

## Deleting a File

You can delete a file to make room for other files on your disk. You delete a file using the Delete command from the File menu in the MS-DOS Executive window.

See the *Microsoft Windows User's Guide* for information about MS-DOS Executive and deleting files.

## Removing files

## Ending a Calendar Session

Use the Exit command to end your Calendar session:

- Select the File menu and choose the Exit command.

If you have unsaved changes to the file, a dialog box appears asking if you want to save your changes before closing the window. Choosing the Cancel button allows you to continue working in your Calendar file. Choosing the Yes or No button closes your Calendar window.

## Quitting Calendar

## Using Shortcut Keys

See Appendix B, "Shortcut Keys," for a list of the shortcut keys you can use to choose some of Calendar's commands.

## Keyboard shortcuts







## 4 Calculator

Microsoft Windows Calculator works much like a hand-held calculator. It has many basic functions and a memory.



With Calculator, you can perform standard arithmetic operations and calculate percentages and square roots.





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## Starting Calculator

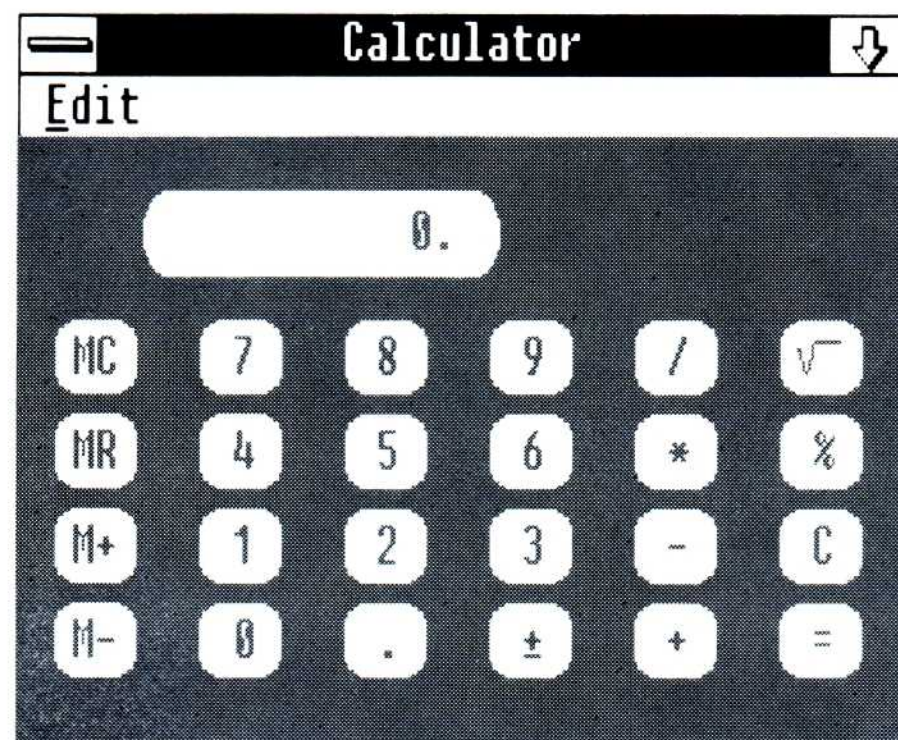
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### Running Calculator

Here's how you start Calculator:

- Select and run CALC.EXE in the MS-DOS Executive window.

When you start Calculator, it automatically creates a window with a calculator in it.



**Note** The Calculator window cannot be sized. However, it can be reduced to an icon on your screen so that it is readily available when you want to perform calculations.

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## Using Calculator

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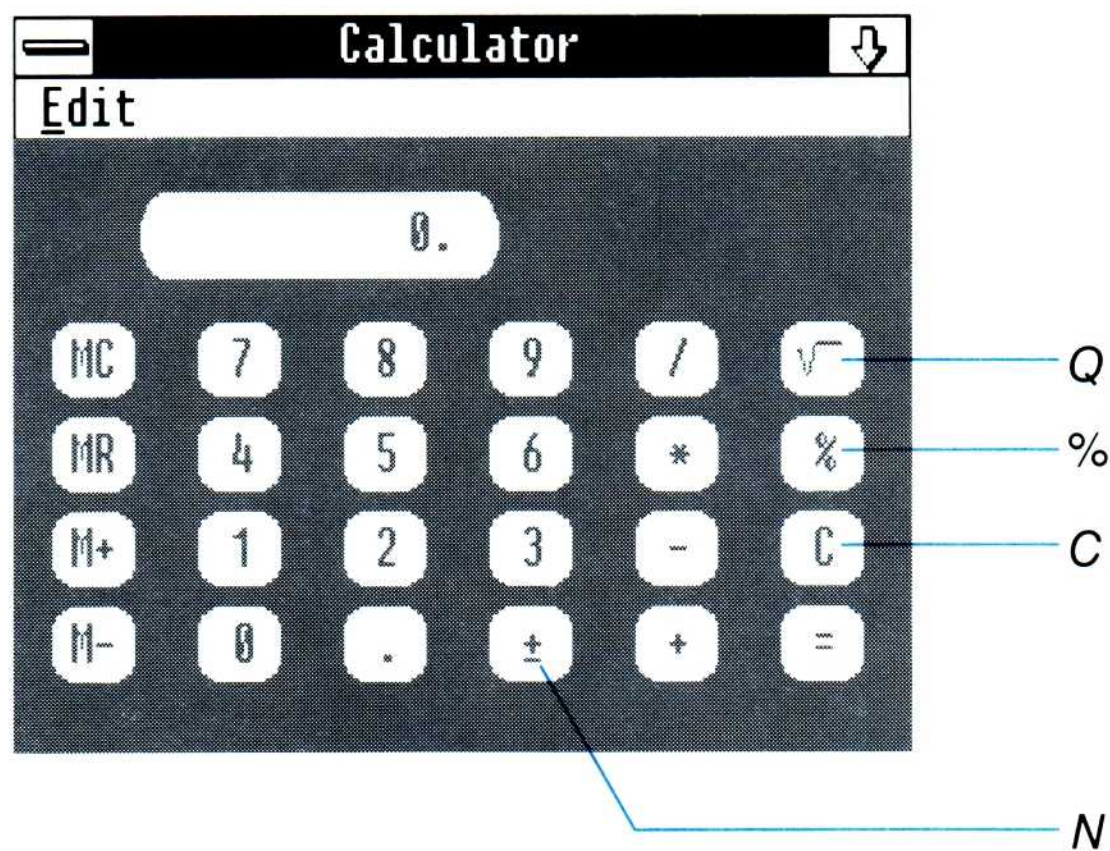
### Making calculations

You can use Calculator with either the keyboard or the mouse. Most of Calculator's "keys" can be activated by pressing the same keys on the keyboard. You can type the digits 0 through 9 and press the plus, minus, multiplication, division, and equal sign keys on the keyboard, or on the numeric keypad if the NUMLOCK feature is on. If the NUMLOCK feature is off, press the NUMLOCK key to turn it on.



You can also perform other Calculator actions with the keyboard:

To	Press
Find a square root	Q
Find a percentage	%
Clear Calculator	C
Change a number from positive to negative or negative to positive	N



To use Calculator with the mouse, point to a “key” in the Calculator window and click the mouse button.



## Using the Memory Feature

Calculator has its own memory. The figure in memory starts out as zero. You can add to or subtract from this value. You can also display or clear the memory. To use the memory feature with the keyboard, press and hold down the M key and press the appropriate key, then release both keys.



Using the memory

To use the memory feature with the mouse, just click the “key” you want to activate. The following list describes both methods:

To	With the keyboard	With the mouse
Clear the memory	Press M and C	Click MC
Display the figure in memory	Press M and R	Click MR
Add the displayed figure to the memory	Press M and +	Click M +
Subtract the displayed figure from the memory	Press M and –	Click M –

Copying a Number

Copying figures

You can use Clipboard to copy numbers from other applications to the Calculator display, and from the Calculator display to other applications.

To copy the figure in the Calculator display to the Clipboard, do the following:

- Select the Edit menu and choose the Copy command.  
Calculator puts a copy of the displayed amount on the Clipboard.

To paste a number from the Clipboard to the Calculator display, follow this step:

- Select the Edit menu and choose the Paste command.  
Calculator takes the number from the Clipboard and puts it on the Calculator display. If Clipboard does not contain a number, Calculator does nothing. If Clipboard contains a formula, Calculator pastes the result of the formula.



---

## Ending a Calculator Session

Use the Exit command to end your Calculator session:

- Select the Edit menu and choose the Exit command.  
Windows closes the Calculator window.

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## Using Shortcut Keys

See Appendix B, “Shortcut Keys,” for a list of the shortcut keys you can use to choose some of Calculator’s commands.

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## Quitting Calculator

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## Keyboard shortcuts

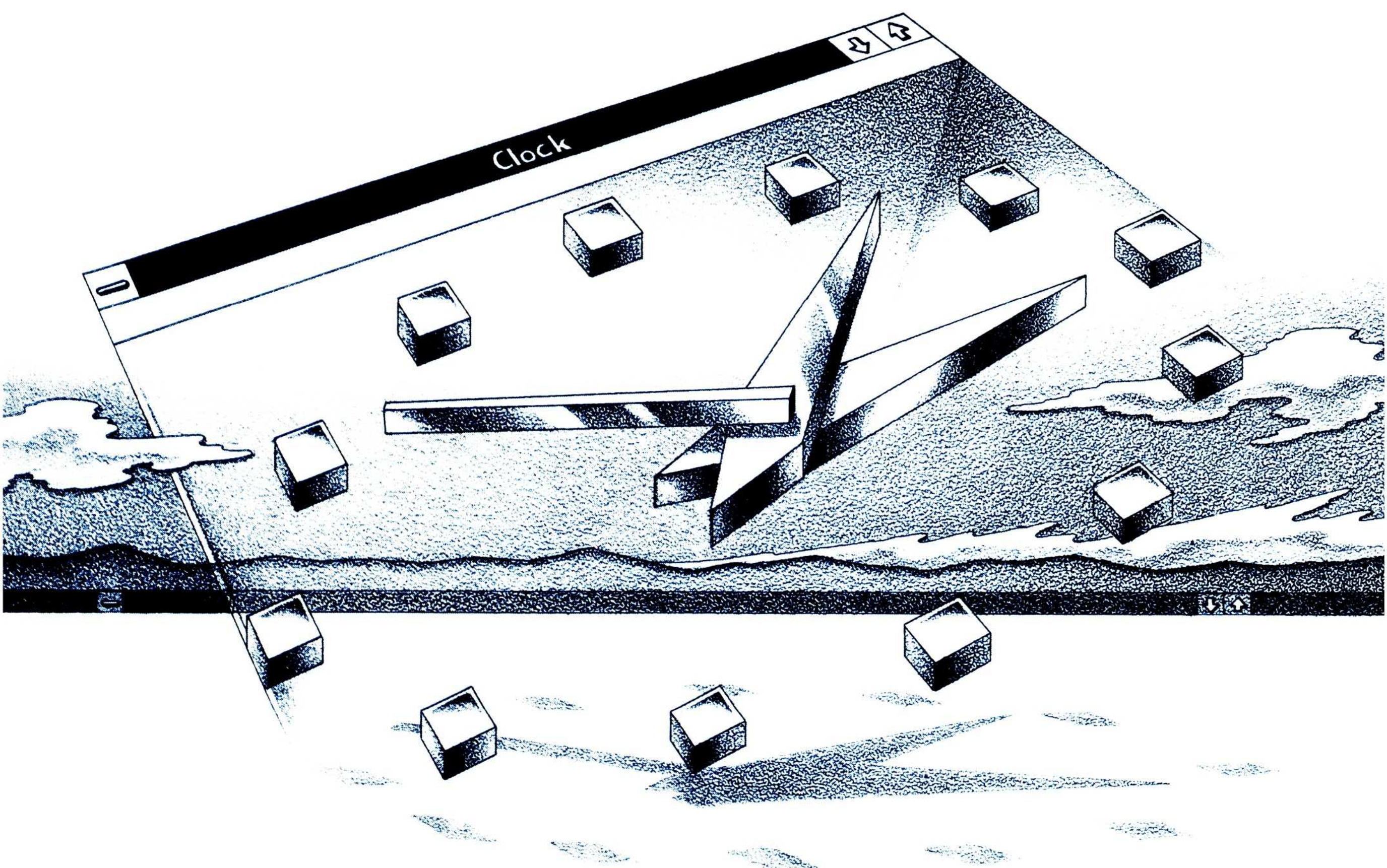
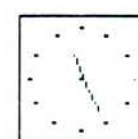






## 5 Clock

Microsoft Windows Clock is a standard clock that shows the time set by your system. You can size the clock and move it wherever you like so that the current time — including seconds — is displayed on the screen but uses little work space.





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## Starting Clock

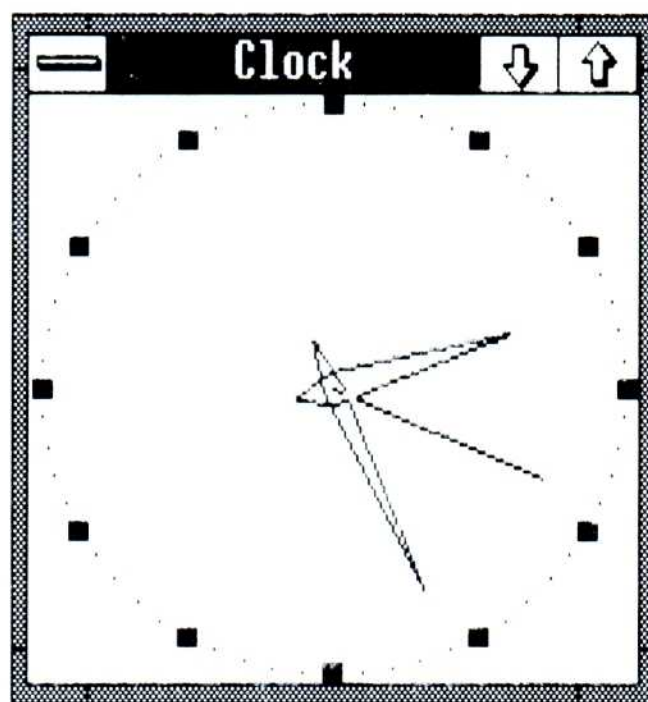
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### Running Clock

Here's how you start Clock:

- Select and run CLOCK.EXE in the MS-DOS Executive window.

When you start Clock, it automatically creates a window with a clock in it.



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### Setting Clock

Clock uses the time from your hardware clock or the time you enter when you start your computer. You can reset Clock from Control Panel. For more information about using Control Panel, see the *Microsoft Windows User's Guide*.

Clock continues to show the correct time even when you size it or shrink it to an icon. You can place the Clock window wherever you want so that it takes up a minimum of work space.

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## Ending a Clock Session

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### Quitting Clock

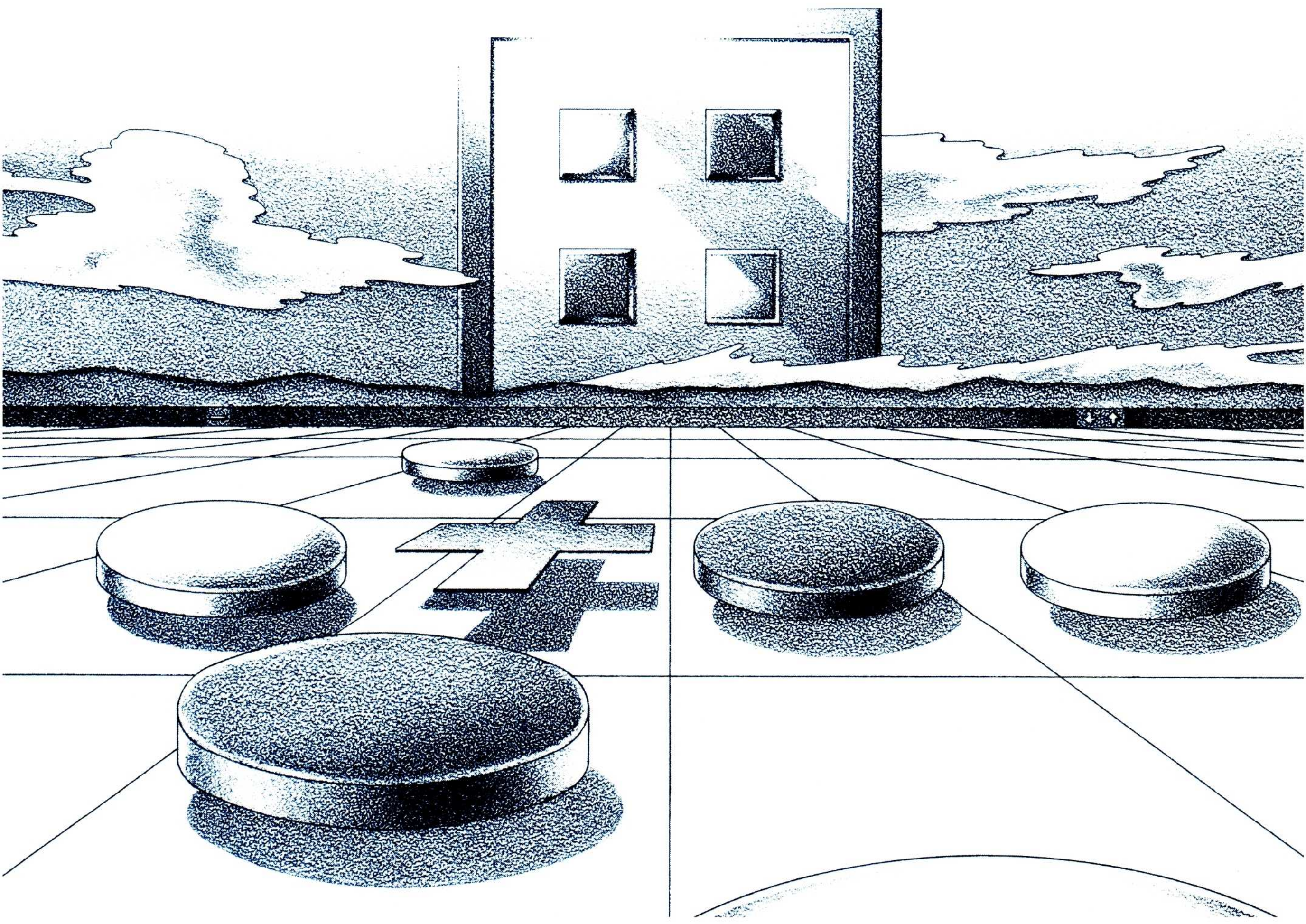
Because Clock does not have application menus, you use the Close command from the Control menu to end your Clock session:

- Select the Control menu and choose the Close command.  
Windows closes the Clock window.



## 6 Reversi

Microsoft Windows Reversi is a game you can play with your computer. The object of Reversi is to finish the game with more circles of your color on the board than the computer has of its color.





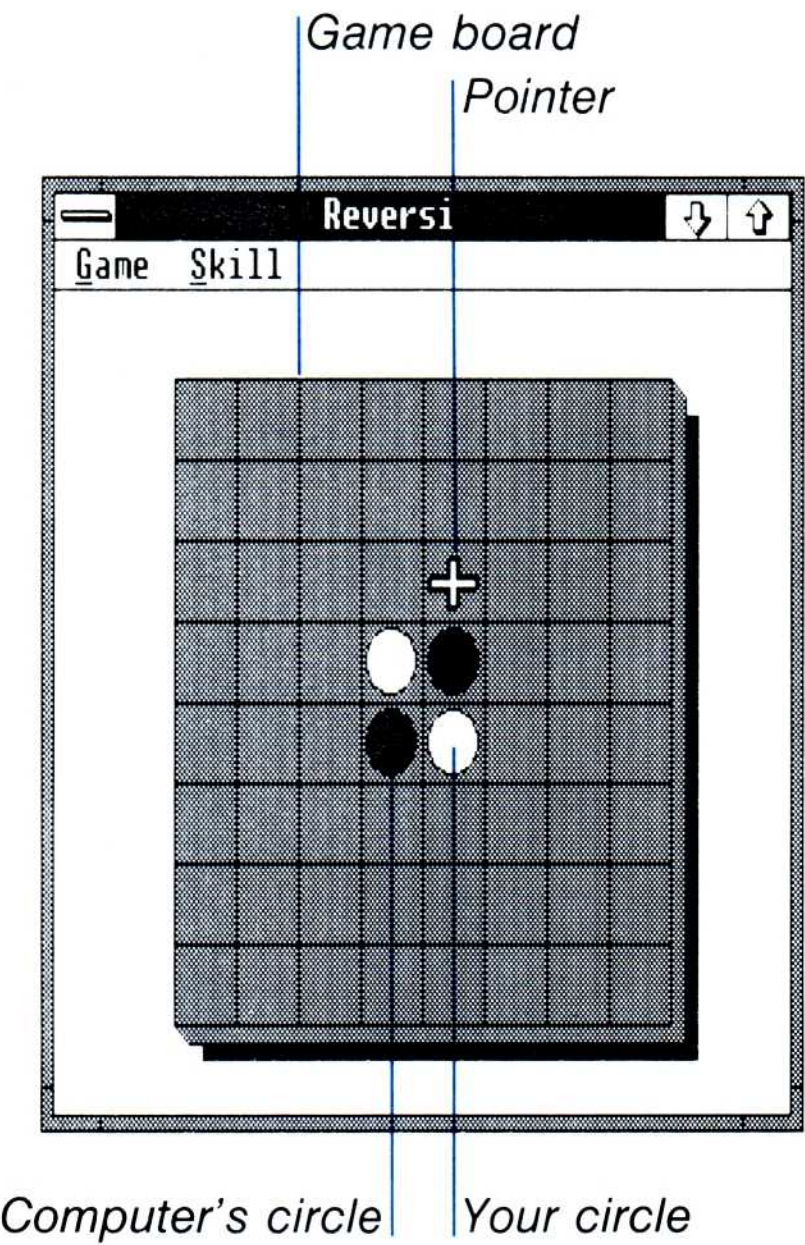
# Starting Reversi

## Running Reversi

Here's how you start Reversi:

- Select and run REVERSI.EXE in the MS-DOS Executive window.

When you start Reversi, it creates a window with the game in it.



Your circles are white and your computer's circles are black. In color, your circles are red and your computer's circles are blue.

# Rules of the Game

## Game rules

The rules of Reversi are as follows:

- To turn black circles white, trap them between white circles. The black circles must be in a straight line: horizontal, vertical, or diagonal.



- If you can turn circles white, you must do so.
- If you cannot make a legal move, select the Game menu and choose the Pass command.

When neither you nor the computer can make a move, the game is over. The one with the most circles wins.

---

## Playing Reversi

Here's how you play Reversi:

- 1** Select the Skill menu and choose one of the four skill levels. Skill levels range from Beginner, the easiest, to Master, the hardest. The higher the skill level, the longer your computer spends calculating its moves.
- 2** Press the DIRECTION keys or point with the mouse to move the pointer to a gray square.  
The pointer changes to a cross in squares where you can make a legal move.
- 3** Press the SPACEBAR or click the mouse button to make your move.  
The pointer sometimes changes to an hourglass while the computer is calculating its move.

---

## Getting a Hint

If you are not sure of your best move, you can ask Reversi for hints. When you choose the Hint command from the Game menu, Reversi shows you where it would move if it had your turn. You can accept the hint or move elsewhere.

If you want to play a practice game, choose the Hint command before each turn and move where the computer suggests. This will give you a good idea how to make a move and how the computer responds to your moves.

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### Playing a game

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### Playing practice games



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## Starting a New Game

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### Beginning new games

You can start a new game at any time, even in the middle of the current game, by following this step:

- Select the Game menu and choose the New command.

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## Ending a Reversi Session

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### Quitting Reversi

Use the Exit command to end a Reversi session:

- Select the Game menu and choose the Exit command.  
Windows closes the Reversi window.

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## Using Shortcut Keys

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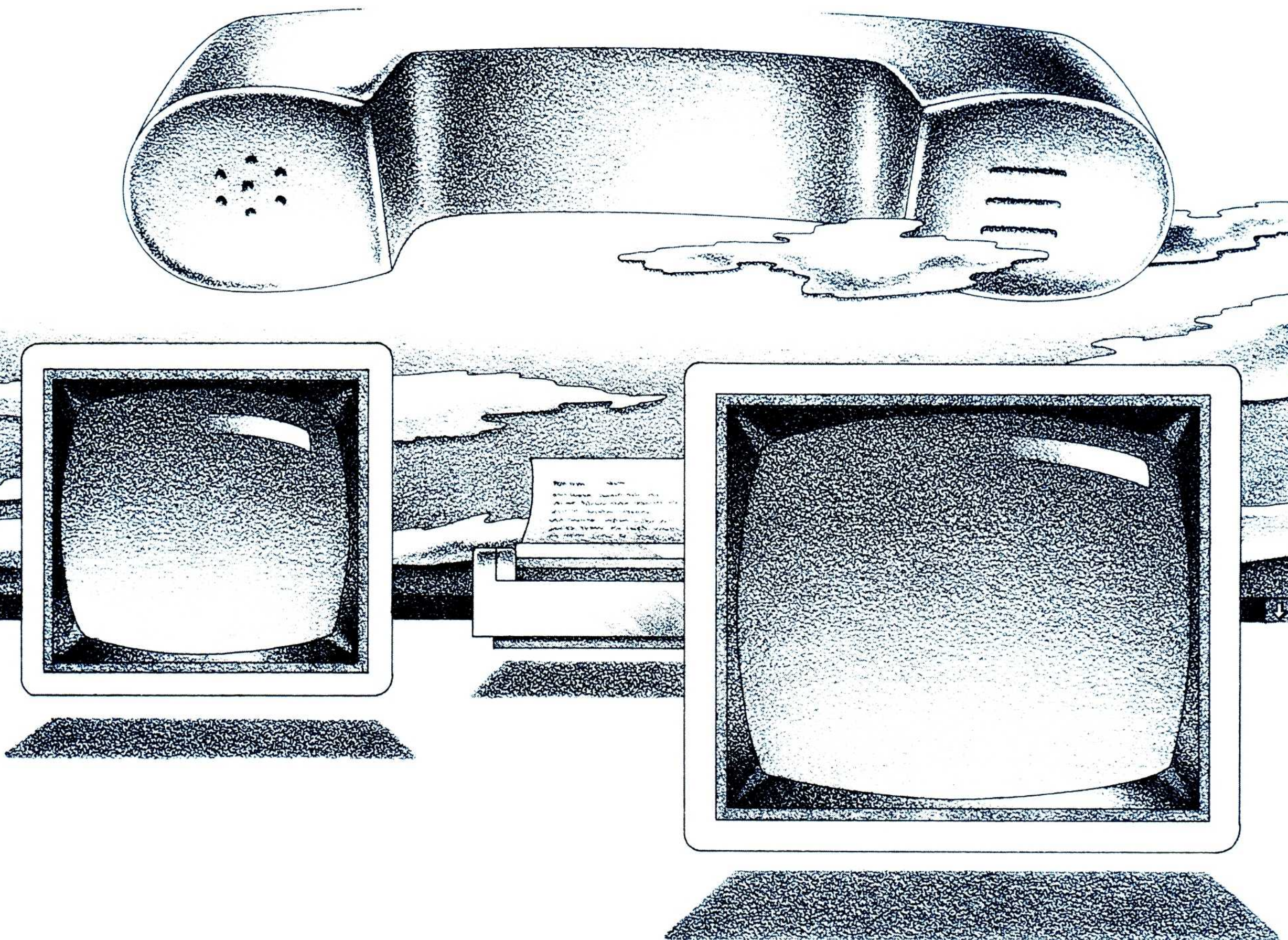
### Keyboard shortcuts

See Appendix B, “Shortcut Keys,” for a list of the shortcut keys you can use to choose some of Reversi's commands.



## 7 Terminal

Microsoft Windows Terminal is a terminal emulation application that you can use to connect your computer to other computers, or to online information services such as Dow Jones News/Retrieval, CompuServe, and the Source and to online bulletin boards.





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## Starting Terminal

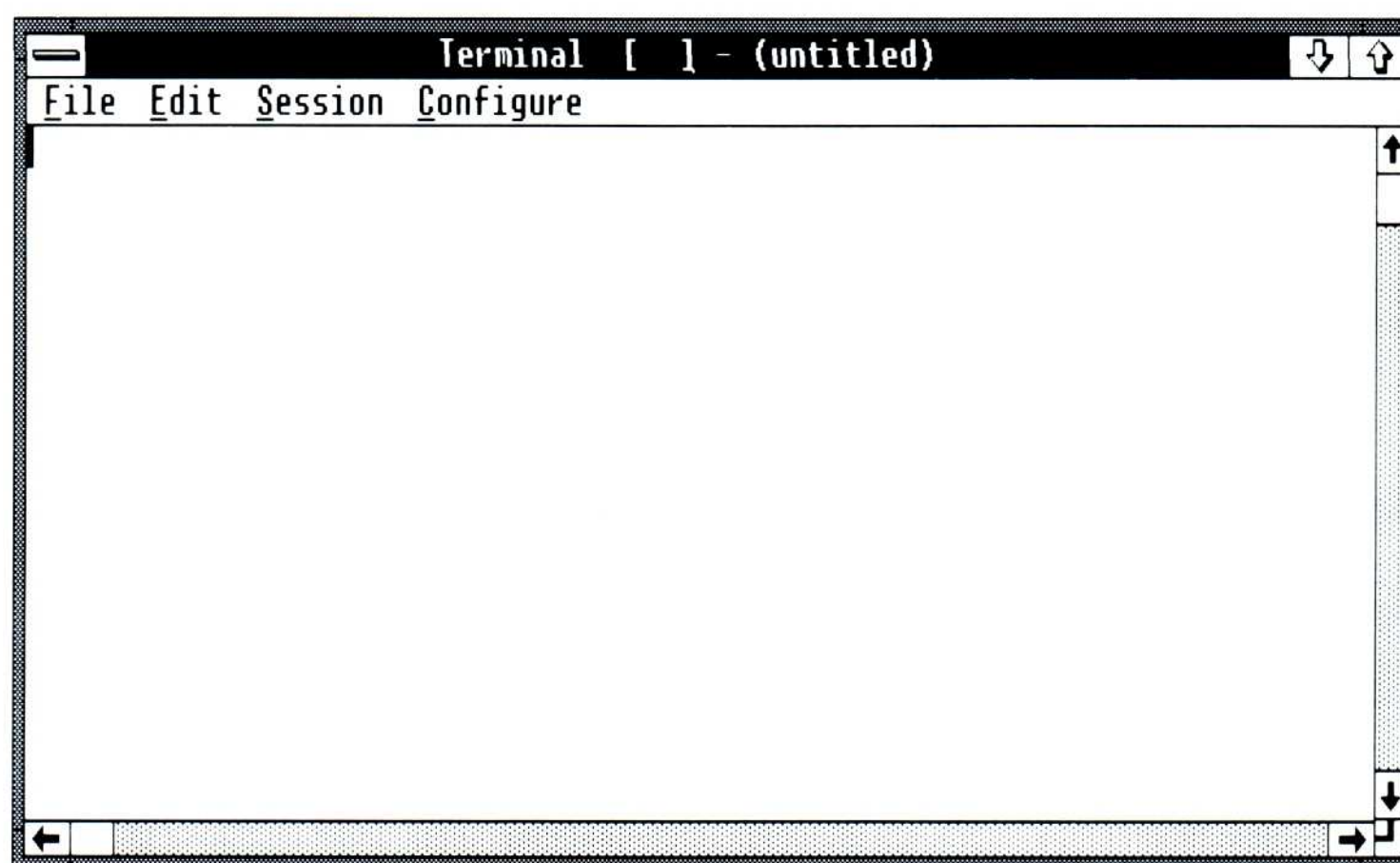
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### Running Terminal

Here's how you start Terminal:

- Select and run TERMINAL.EXE in the MS-DOS Executive window.

When you start Terminal, it displays a blank window.



---

## Setting Up Terminal

Before you connect your computer to another computer, you must set up Terminal using the commands from the Configure menu. The hardware you are using and the system or computer you are connecting to determine how you set up Terminal. The settings are not explained in detail in this guide; for more information, see the user's manual for the hardware or system to which you are connecting.

### Terminal Settings

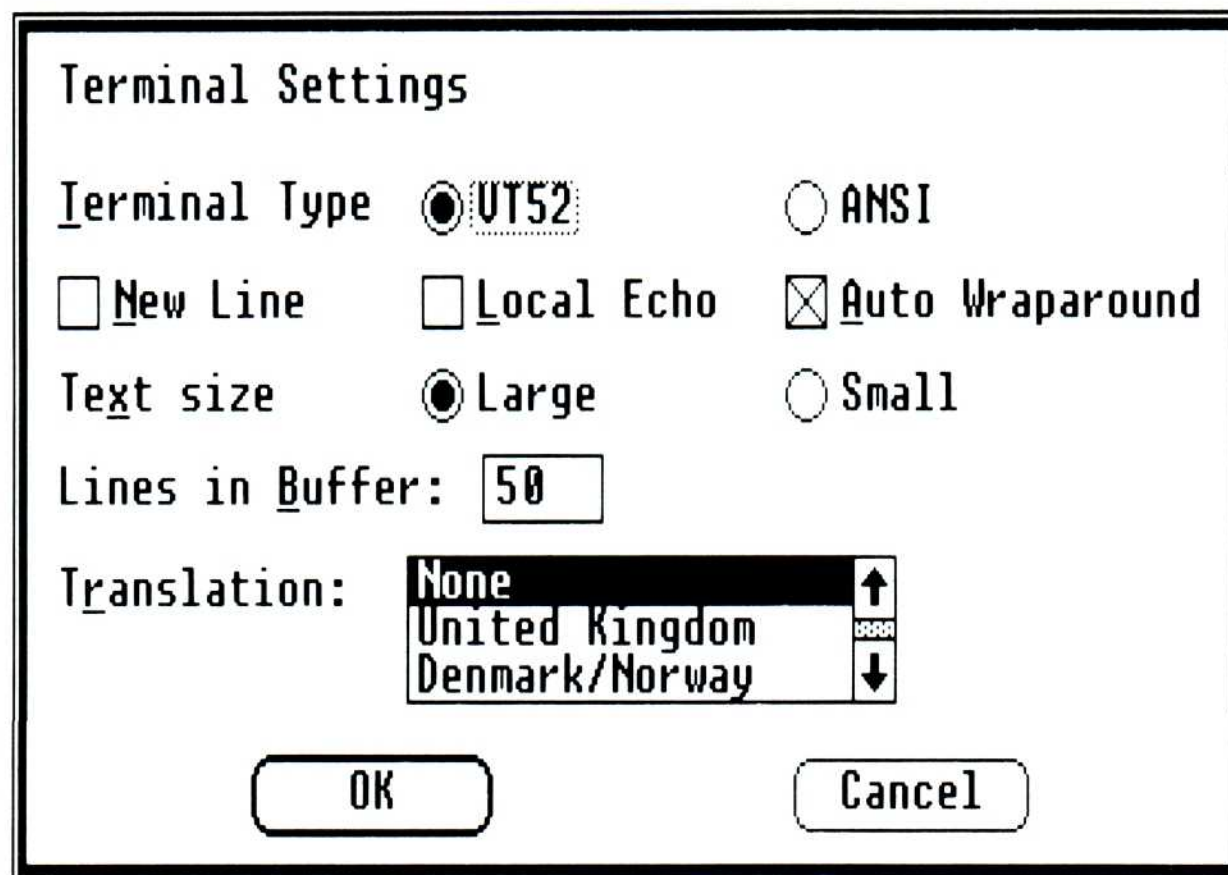
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#### Selecting terminal options

To set the terminal settings, follow these steps:

- 1 Select the Configure menu and choose the Terminal command. Terminal displays the Terminal Settings dialog box.





- 2 Select the appropriate settings for your computer. For an explanation of the settings, see the following list.

The following settings can be selected in the Terminal Settings dialog box:

**Terminal Type** Consult the appropriate user's manual for information on which option to select for this setting. See also Appendix A, "ANSI/VT52 Terminal Emulation."

**New Line** This option moves the insertion point to the beginning of a new line when Terminal receives a linefeed character. If the New Line check box is turned off, the insertion point moves down one line but does not move to the beginning of the line.

**Local Echo** This option enables Terminal to display all the text you type on your screen. If the computer you are connected to is transmitting information half-duplex (either transmitting or receiving, but not doing both simultaneously), it does not echo your keystrokes on your screen. Turn on the Local Echo check box if you want to display the information you type on your screen. You can turn off the Local Echo check box if the computer you are connected to is transmitting full-duplex (simultaneously transmitting and receiving) and echoes your typing.

**Auto Wraparound** This option affects how the incoming information is displayed. If the Auto Wraparound check box is turned on, the insertion point returns to the first column when it reaches the 80th column. If the Auto Wraparound check box is turned off, the insertion point stops at the last column, and incoming characters write over the last character. Turn off this check box if the computer you are connected to provides an automatic wrap feature.



**Text Size** This setting allows you to select the size of the displayed text. Terminal can display two different sizes of text. Large text normally appears in Windows. Select the Small option if you want to fit more information on your screen.

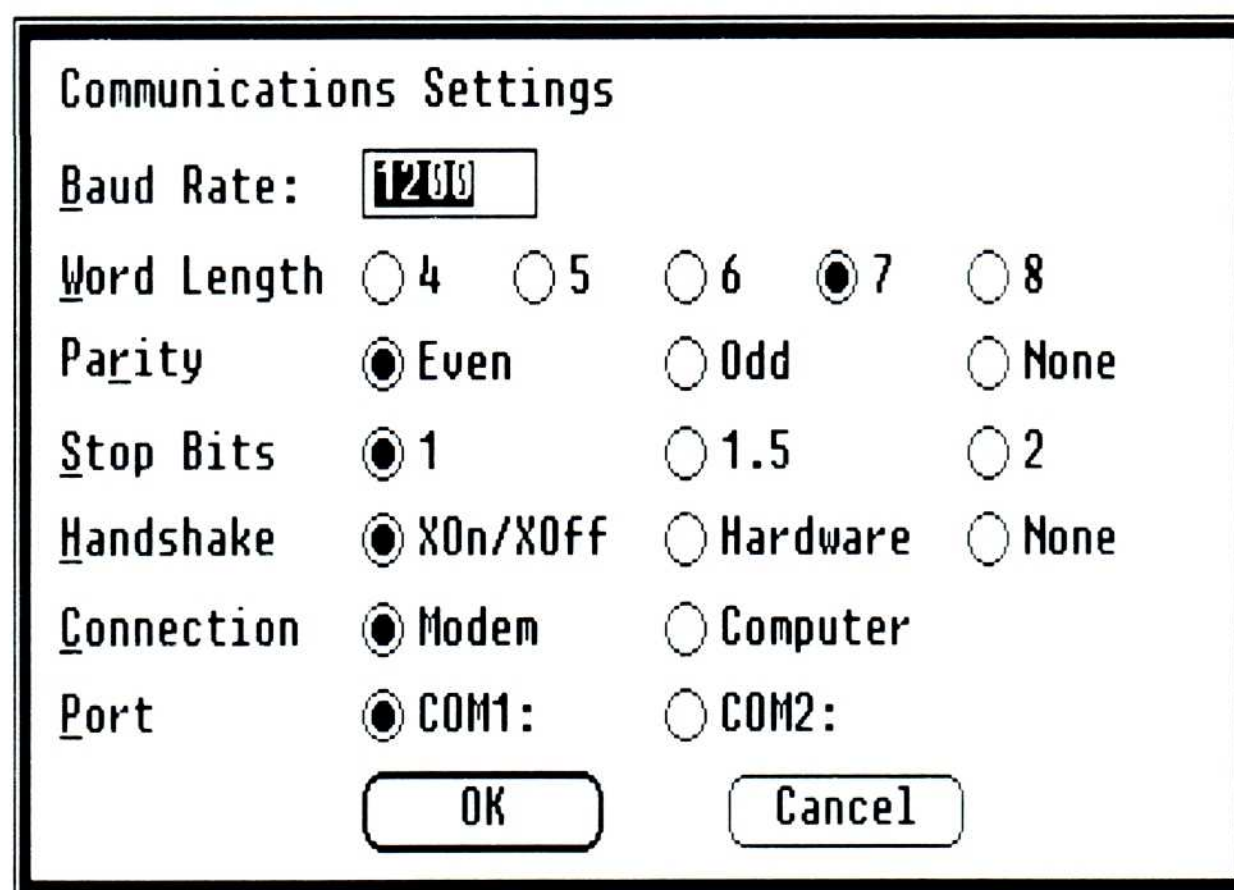
**Lines in Buffer** This setting determines how much incoming information is saved in the buffer before it is replaced by new information. The buffer stores incoming information while Terminal is connected to a service. You can set the buffer to store from 25 to 999 lines of information. If you type a number that is higher than available memory, Terminal will automatically set the buffer to the largest number of lines that available memory permits.

**Translation** This setting allows your terminal to emulate European ISO (International Standards Organization) 7-bit character sets so that you can send and receive information in a European language. By selecting a country name, you specify which character set you want to use. Make sure that the host computer recognizes the character set you select.

## Communications Settings

To set the communications settings, follow these steps:

- 1 Select the Configure menu and choose the Communications command. Terminal displays the Communications Settings dialog box.



- 2 Select the appropriate options for the service to which you are connecting.



Most of the options for the settings in the Communications Settings dialog box are determined by the modem you are using and the service to which you are connecting. Consult the appropriate user's manual for information on which options to select. The Connection and Port options are described in the following list:

**Connection** This setting enables you to connect to a modem or a computer. Select the Computer option only if your computer is directly connected to the other computer.

**Port** This setting requires that you select the port to which you have connected your modem or line to another computer.

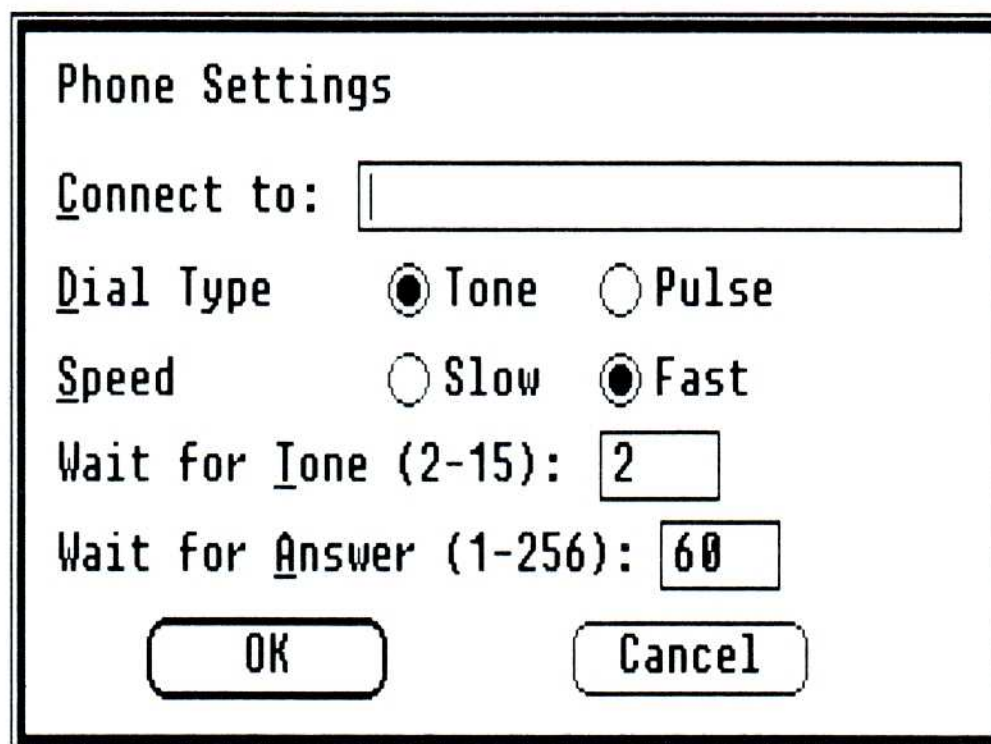
## Phone Settings

If you have a Hayes or Hayes-compatible modem, you can set Terminal to connect automatically to the other computer or information service. If you set the phone settings, Terminal dials the phone number you specify and waits for the connect tone.

To set your phone settings, do the following:

- Select the Configure menu and choose the Phone command. Terminal displays the Phone Settings dialog box.

### Selecting phone options



The image shows a 'Phone Settings' dialog box with the following fields and options:

- Connect to:** A text input field.
- Dial Type:** Two radio buttons, 'Tone' (selected) and 'Pulse'.
- Speed:** Two radio buttons, 'Slow' and 'Fast' (selected).
- Wait for Tone (2-15):** A text input field containing the value '2'.
- Wait for Answer (1-256):** A text input field containing the value '60'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

The following settings can be selected in the Phone Settings dialog box:

**Connect To** This setting enables you to specify the telephone number of the service you want to connect to. Type the telephone number in the text box. Make sure you type the entire number, including 1 and the area code if necessary. Leave the text box blank if you are using an acoustic coupler rather than a modem.



Commas instruct the modem to pause before dialing the number. For example, if you must dial 9 to get an outside line, type a comma after the 9. This allows time for the dial tone to sound before the modem dials the number. You can use hyphens in the number for clarity; the modem ignores them.

**Dial Type** This setting requires that you select the dial type of your phone. If you normally hear a tone for each number you dial, you have a tone telephone. If you hear a clicking sound, you probably have a pulse telephone.

**Speed** This setting controls how fast Terminal dials the phone number when you choose the Connect command. Some phone systems require the number to be dialed more slowly than others do. If you are unable to make a connection, change the Speed setting and try again.

**Wait for Tone** This setting defines how long Terminal waits for a connect tone after the phone that you are trying to reach answers. Type the length of time, in seconds, that you want Terminal to wait for the connect tone before hanging up.

**Wait for Answer** This setting defines how long Terminal waits before hanging up if there is no answer. It is preset at 60 seconds. You can increase the waiting time to up to 256 seconds.

---

## Using Terminal

After you have used the commands from the Configure menu to set up Terminal the way you want it, you can connect your computer to another computer. You use the commands from the Session menu to make the connection and to control sending and receiving information.

### Connecting to Another Computer

When you have defined all the correct settings, you can connect to the other computer by doing the following:

- ☐ Select the Session menu and choose the Connect command. Terminal attempts to connect to the service using the settings you specified in the dialog boxes.

If the connection fails, check to make sure you have correctly selected all the dialog box options for the commands from the Configure menu.

---

### Connecting directly or with a modem



If you did not type a telephone number in the Phone Settings dialog box, a dialog box appears asking if you want to continue. Use the following information to determine your response:

- Choose the Yes button if you are connecting directly to another computer without using a telephone.
- Choose the No button if you are making the connection with a telephone, then fill in the Phone Settings dialog box and choose the Connect command again.

After you have completed the connection, a checkmark will appear by the Connect command the next time you select the Session menu.

If you have an acoustic coupler rather than a modem, you should dial the number yourself, wait for the connect tone, and then select the Session menu and choose the Connect command. Make sure the Connect To text box in the Phone Settings dialog box is blank.

### Connecting with an acoustic coupler

## Pausing

During a Terminal session you can temporarily stop incoming information from scrolling off the screen by using the Pause command. Information that comes in while Pause is active is sent to the buffer. Once the buffer fills up, however, further information may be lost if you don't have XON/XOFF flow control. See the user's manual for the service to which you are connected for more information on this feature.

To temporarily stop incoming information, do the following:

- Select the Session menu and choose the Pause command.  
After you have chosen the Pause command, a checkmark will appear by the command the next time you select the Session menu.

### Interrupting incoming information

To resume receiving information, follow this step:

- Select the Session menu and choose the Pause command.

**Hint** Typing a large number in the Lines in Buffer setting in the Terminal Settings dialog box allows you to review more information. However, if you have the window set to display 80 characters by 25 lines (using the Text Size option Small), you may want to set the Lines in Buffer to 25. This reduces the time it takes to resume receiving information after using the Pause command.



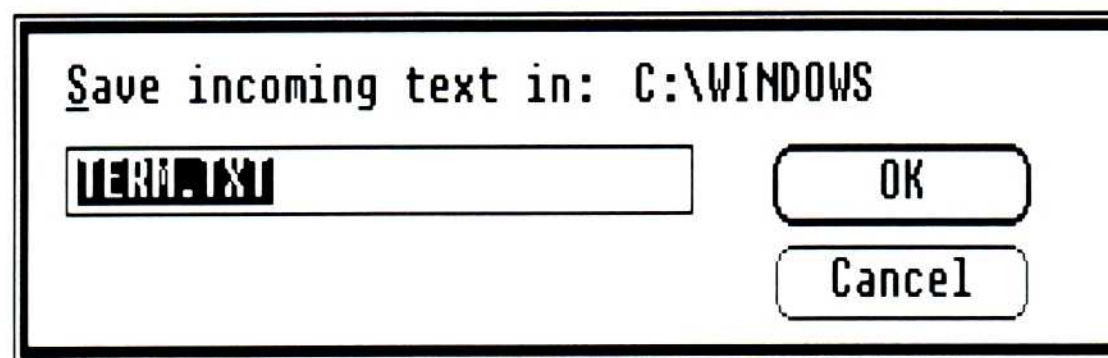
## Capturing Incoming Information

Normally, information is displayed only on your screen as it is received by Terminal. You can set Terminal to capture the incoming information in a file at the same time it is being displayed on your screen.

### Capturing information in a file

To capture incoming information in a file, follow these steps:

- 1 Select the Session menu and choose the Capture command. Terminal displays the Save Text dialog box.



- 2 Type in the text box the name of the file in which you want Terminal to put the captured information.  
If the file already exists, Terminal adds the captured information to it. If the file does not yet exist, Terminal creates it and adds .TXT to the filename. You don't have to type an extension unless you want a different one.
- 3 Choose the OK button.  
A "C" appears in the title bar. A checkmark will appear by the Capture command the next time you select the Session menu.

To stop capturing incoming information in a file, do the following:

- Select the Session menu and choose the Capture command. Terminal stops capturing the incoming information. Uncaptured information scrolls off the screen and cannot be retrieved.

When Terminal captures information, it puts it in a text file. Text files can be used in any application that can load them. For example, you can open a file with captured information in the Notepad window.



## Printing Incoming Information

You can send information to your printer at the same time it is appearing on your screen by doing the following:

- Select the Session menu and choose the Print command.  
A “P” appears in the title bar. A checkmark will appear by the Print command the next time you select the Session menu.

To stop printing incoming information, do the following:

- Select the Session menu and choose the Print command.

## Signaling the Host Computer

You can use the Break command to get the attention of the host computer. This is useful if you want to stop the execution of a program.

To signal the host computer, follow this step:

- Select the Session menu and choose the Break command.

## Copying Information

You can copy information from your screen to the Clipboard and then paste the information into other applications. You can also paste information from other applications to Terminal by using Clipboard; for example, you can use this method to send a file.

Follow these steps to copy information from your screen to the Clipboard:

- 1 Select the Session menu and choose the Pause command to freeze the information on the screen.
- 2 Select the information you want to copy.  
To select information with the keyboard, use the DIRECTION keys to move the insertion point to the beginning of the information you want to copy. Press and hold down the SHIFT key and move the insertion point to the end of the information you want to copy, then release the SHIFT key.  
To select information with the mouse, move the pointer to the beginning of the information you want to copy, then drag the pointer to the end of the information you want to copy.

---

### Printing information

---

### Signaling the host computer

---

### Duplicating information



- 3 Select the Edit menu and choose the Copy command.  
Terminal puts a copy of the selected information on the Clipboard.

You can also include information from the Clipboard in what you are sending. When you paste information from the Clipboard, it appears on the screen just as if you had typed it.

### Pasting information

To paste information from the Clipboard to the screen, do the following:

- 1 Move the insertion point to the place where you want the information to appear.
- 2 Select the Edit menu and choose the Paste command.  
Terminal adds the contents of the Clipboard to the screen at the insertion point.

## Disconnecting Terminal

Follow these steps to disconnect Terminal:

- 1 Log off from the system to which you are connected.
- 2 Select the Session menu and choose the Connect command.

### Canceling the connection

## Working with Terminal Files

You create, open, and save Terminal setup files with commands from the File menu in the Terminal window. Terminal setup files are files that contain Terminal settings and have the .TRM extension. You delete Terminal setup files with commands from the File menu in the MS-DOS Executive window.

### Opening a Setup File

You can open new or existing setup files in the Terminal window. If you open a setup file when there is another file already open, Terminal closes the current file. If you have unsaved changes in the current file, a dialog box appears asking if you want to save your changes before closing the file. Use the following information to determine your response:



To	Choose
Save changes	Yes
Discard changes	No
Continue working in the current file	Cancel

Creating a New Setup File

To create a new setup file from the Terminal window, do the following:

- Select the File menu and choose the New command.  
Terminal opens a new setup file in the Terminal window.

Opening an Existing Setup File

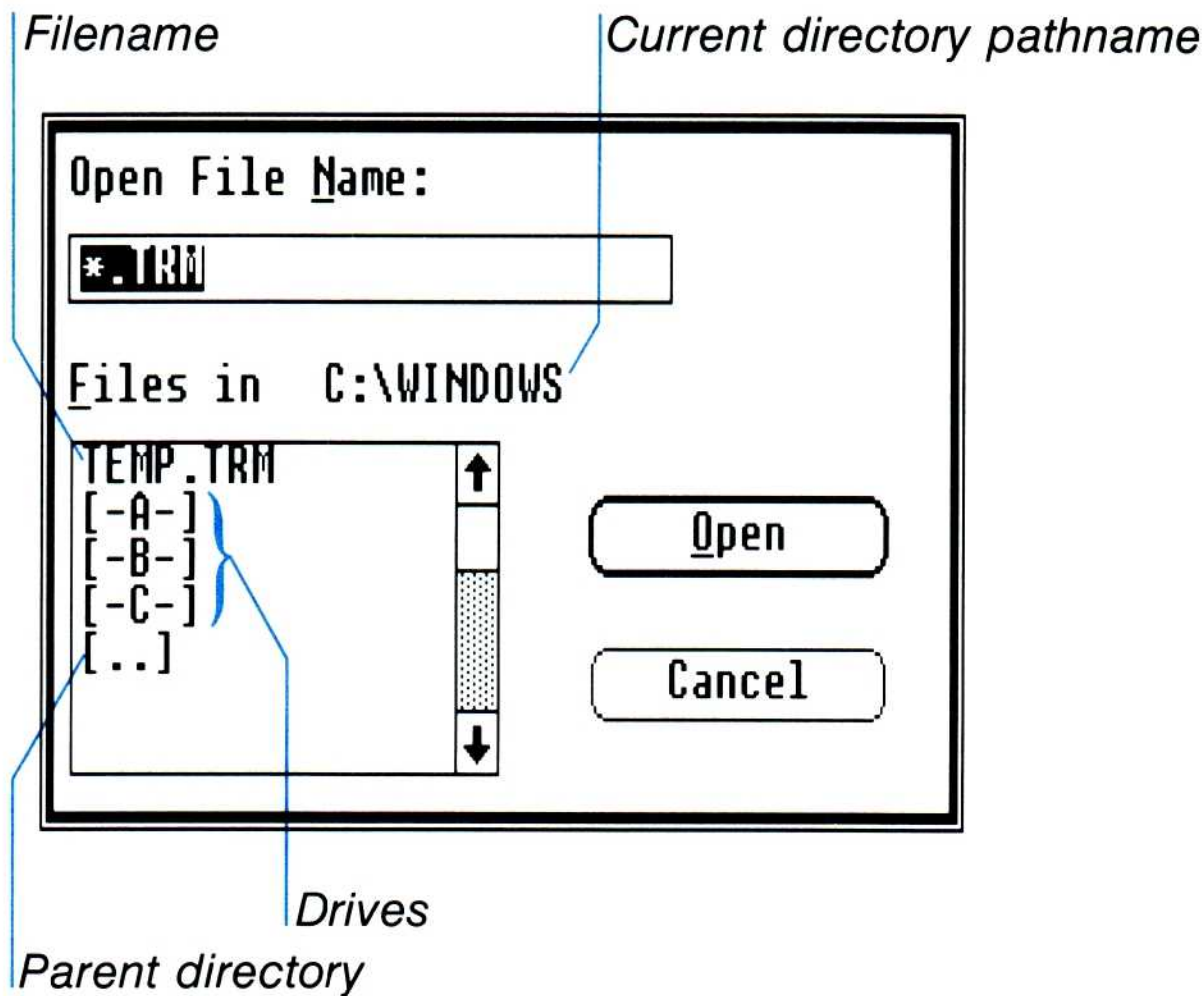
If you want to use or change an existing setup file, you can open the file either from the Terminal window or from the MS-DOS Executive window.

To open an existing setup file from the Terminal window, follow these steps:

- Select the File menu and choose the Open command. Terminal displays the Open dialog box. Note that directories and drives are enclosed in brackets.

Creating setup files

Opening files from Terminal





- 2 Select the name of the file you want to open from the list box, or type a pathname and filename in the text box at the top of the dialog box.
- 3 Choose the Open button.

Terminal opens the file and displays a dialog box asking if you want to connect. Choose the Yes button if you want to connect to the service or computer; choose the No button if you want to change the settings in the file.

To look at the settings in the current setup file, choose the different Configure menu commands to see their dialog boxes.

---

## Opening files



With the mouse, you can select and open a file listed in the list box in one step:

- Double-click the filename of the file you want to open.

---

## Opening files from MS-DOS Executive

To open an existing setup file from the MS-DOS Executive window, do the following:

- Select the filename and press the ENTER key or, with the mouse, double-click the filename.

## Viewing a File in Another Directory

The Open dialog box initially lists only drives, directories, and files with the .TRM extension. You can view different files or groups of files as well.

To view different files, follow these steps:

- 1 Select the drive, directory, or group of files you want to view from the list box, or type this information in the text box at the top of the Open dialog box.
- 2 Choose the Open button.

Terminal lists the files in the drive, directory, or group of files you specified.

You can view any number of directories or groups of files. The Open dialog box remains on the screen until you open a file or choose the Cancel button.

---

## Viewing files in different directories



## Saving a Setup File

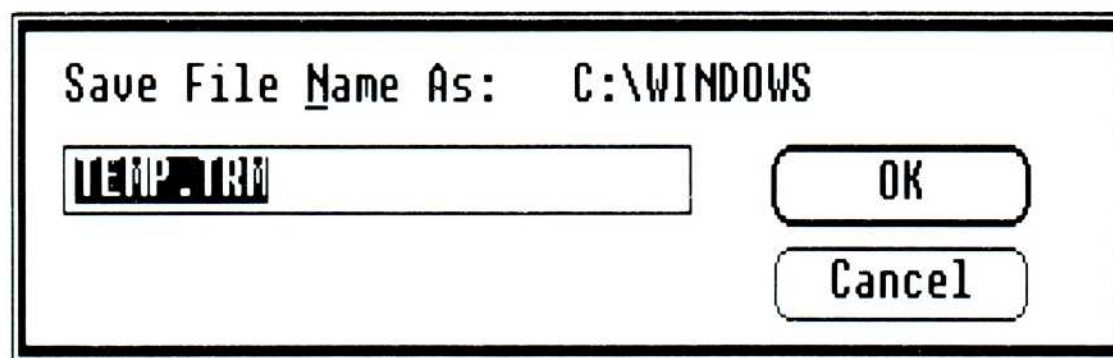
When you create or make changes to a Terminal setup file, you can save it and use it again later. For example, if you intend to connect to a certain service more than once, you can save the settings for that service in a setup file. Then each time you want to connect to that service, you open the setup file instead of redefining all of the settings. There are two commands you can use to save a setup file: Save As and Save.

### Saving a New Setup File

Use the Save As command to name and save a new file. You can also use Save As to save the current file under a new name and keep the original copy of the file on your disk under the old filename.

Follow these steps to save a new setup file:

- 1 Select the File menu and choose the Save As command. Terminal displays the Save As dialog box.



- 2 Type a filename for the setup file in the text box. If you don't type an extension, Terminal automatically adds .TRM to the filename.
- 3 Choose the OK button.  
Terminal saves the setup file on your disk. The setup file remains active so that you can continue working in Terminal.

**Note** If you type the name of a file that already exists, a dialog box asks if you want to replace the existing file with the file you are saving. Choose the Yes button to replace the existing file, or choose the No button and type a different filename.

**Saving new setup files**



---

## Saving file changes

### Saving Changes to a File

The Save command saves the changes to the current setup file on the disk.

To save changes to the current setup file, do the following:

- Select the File menu and choose the Save command.  
Terminal replaces the file on your disk with the current file.

---

## Removing setup files

### Deleting a Setup File

You can delete a Terminal setup file to make room for other files on your disk. You delete a setup file using the Delete command from the File menu in the MS-DOS Executive window.

See the *Microsoft Windows User's Guide* for information on MS-DOS Executive and on deleting files.

---

## Quitting Terminal

---

### Closing the Terminal Window

Use the Exit command to quit Terminal:

- Select the File menu and choose the Exit command.

If you have unsaved changes to the file, a dialog box appears asking if you want to save your settings before closing the window. Choosing the Cancel button allows you to continue working in your Terminal file. Choosing the Yes or No button closes your Terminal window.

---

## Keyboard shortcuts

---

### Using Shortcut Keys

See Appendix B, "Shortcut Keys," for a list of the shortcut keys you can use to choose some of Terminal's commands.



# Appendix A

## ANSI/VT52 Terminal Emulation

If you are connected to a host computer that uses either the ANSI(VT100) or VT52 terminal, you can use your computer's numeric keypad to produce application codes or numeric codes that are recognized by these terminals.

To use your numeric keypad for ANSI(VT100)/VT52 applications mode, select the VT52 option in the Terminal Settings dialog box and make sure that the NUMLOCK feature is on. If the NUMLOCK feature is off, press the NUMLOCK key to turn it on. You can then produce either numeric codes or application codes, depending on the program being run on the host computer. The following list shows the numeric keypad keys you press in Microsoft Windows to emulate ANSI(VT100)/VT52 keys:

**Terminal emulation  
with NUMLOCK on**

ANSI (VT100)/VT52 Key	Keypad Key to Press (with NUMLOCK on)
0	0 INSERT
1	1 END
2	2 ↓
3	3 PAGE DOWN
4	4 ←
5	5
6	6 →
7	7 HOME
8	8 ↑
9	9 PAGE UP
-	-
,	PRINTSCREEN*
.	.DELETE
ENTER	+



Terminal emulation  
with NUMLOCK off

If the NUMLOCK feature is off, the keypad keys produce the key codes shown in the following list. These codes are the same for either ANSI(VT100)/VT52 or Zenith terminal emulation:

Key Code	Keypad Key to Press (with NUMLOCK off)
Insert character mode	0 INSERT
Insert line	1 END
Cursor down (VT100)	2 ↓
Delete line	3 PAGE DOWN
Cursor left (VT100)	4 ←
Cursor right (VT100)	6 →
Home	7 HOME
Cursor up (VT100)	8 ↑
Delete character	9 PAGE UP

Function key  
emulation

The ANSI(VT100)/VT52 function keys are supported by the following function keys on your computer. These function keys can also emulate keys on Zenith terminals:

ANSI(VT100)/VT52 Key	Z19/Z29 Key	Key to Press
PF1	Blue/F6	F1
PF2	Red/F7	F2
PF3	White/F8	F3
PF4	F1	F4
	F2	F5
	F3	F6
	F4	F7
	F5	F8
	F9	F9
	HELP	F10



The following VT100 functions are not supported by Terminal:

- 132-column mode
- Printer-mode options
- Smooth scrolling
- Character attributes (except reverse video)
- Split screen
- Double-height/double-width characters
- Graphic character set
- Alternate character sets
- Reverse-video screen







## Appendix B

# Shortcut Keys

When working in a Microsoft Windows Desktop Application, you can use shortcut keys to quickly choose some commands. Shortcut keys allow you to select menus and choose commands in a single step so you don't have to select a menu then choose a command each time you want to perform an action.

This appendix lists the shortcut keys you can use in each application and the commands they choose.

---

### Using a Shortcut Key

Shortcut keys are listed in an application's menus to the right of the command they choose. When you use these keys, you don't need to select a menu. However, while you are learning an application's shortcut keys, you may want to prompt yourself by selecting a menu and viewing the shortcut key list. If you have displayed a menu and decide to use a shortcut key to choose a command, you must first press the ESCAPE key to cancel the menu, then press the proper shortcut key to choose the command.

---

### Using shortcut keys



## Notepad

You can use the following shortcut keys to choose Notepad commands:

To choose	Press
Undo from the Edit menu	ALT + BACKSPACE
Cut from the Edit menu	SHIFT + DELETE
Copy from the Edit menu	CONTROL + INSERT
Paste from the Edit menu	SHIFT + INSERT
Clear from the Edit menu	DELETE
Time/Date from the Edit menu	F5
Find Next from the Search menu	F3

## Cardfile

You can use the following shortcut keys to choose Cardfile commands:

To choose	Press
Undo from the Edit menu	ALT + BACKSPACE
Cut from the Edit menu	SHIFT + DELETE
Copy from the Edit menu	CONTROL + INSERT
Paste from the Edit menu	SHIFT + INSERT
Index from the Edit menu	F6
Add from the Card menu	F7
Autodial from the Card menu	F5
Go To from the Search menu	F4
Find Next from the Search menu	F3



---

## Calendar

You can use the following shortcut keys to choose Calendar commands:

To choose	Press
Cut from the Edit menu	SHIFT + DELETE
Copy from the Edit menu	CONTROL + INSERT
Paste from the Edit menu	SHIFT + INSERT
Previous from the Show menu	CONTROL + PAGE UP
Next from the Show menu	CONTROL + PAGE DOWN
Date from the Show menu	F4
Set from the Alarm menu	F5
Mark from the Options menu	F6
Special Time from the Options menu	F7

---

## Calculator

You can use the following shortcut keys to choose Calculator commands:

To choose	Press
Copy from the Edit menu	CONTROL + INSERT
Paste from the Edit menu	SHIFT + INSERT



# Terminal

You can use the following shortcut keys to choose Terminal commands:

To choose	Press
Copy from the Edit menu	CONTROL + INSERT
Paste from the Edit menu	SHIFT + INSERT
Connect from the Session menu	CONTROL + F3
Print from the Session menu	CONTROL + F4
Capture from the Session menu	CONTROL + F5
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Break from the Session menu	CONTROL + F7



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