

## Sidekick Owner's Handbook

# SIDEKICK

- A CALCULATOR
- A NOTEPAD
- AN APPOINTMENT CALENDAR
- AN AUTO DIALER
- AN ASCII TABLE
- AND MUCH MORE



**BORLAND**  
INTERNATIONAL

4113 Scotts Valley Drive  
Scotts Valley, California 95066

# **SIDEKICK**

**version 1**

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## *Owner's Handbook*

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**BORLAND INTERNATIONAL Inc.**  
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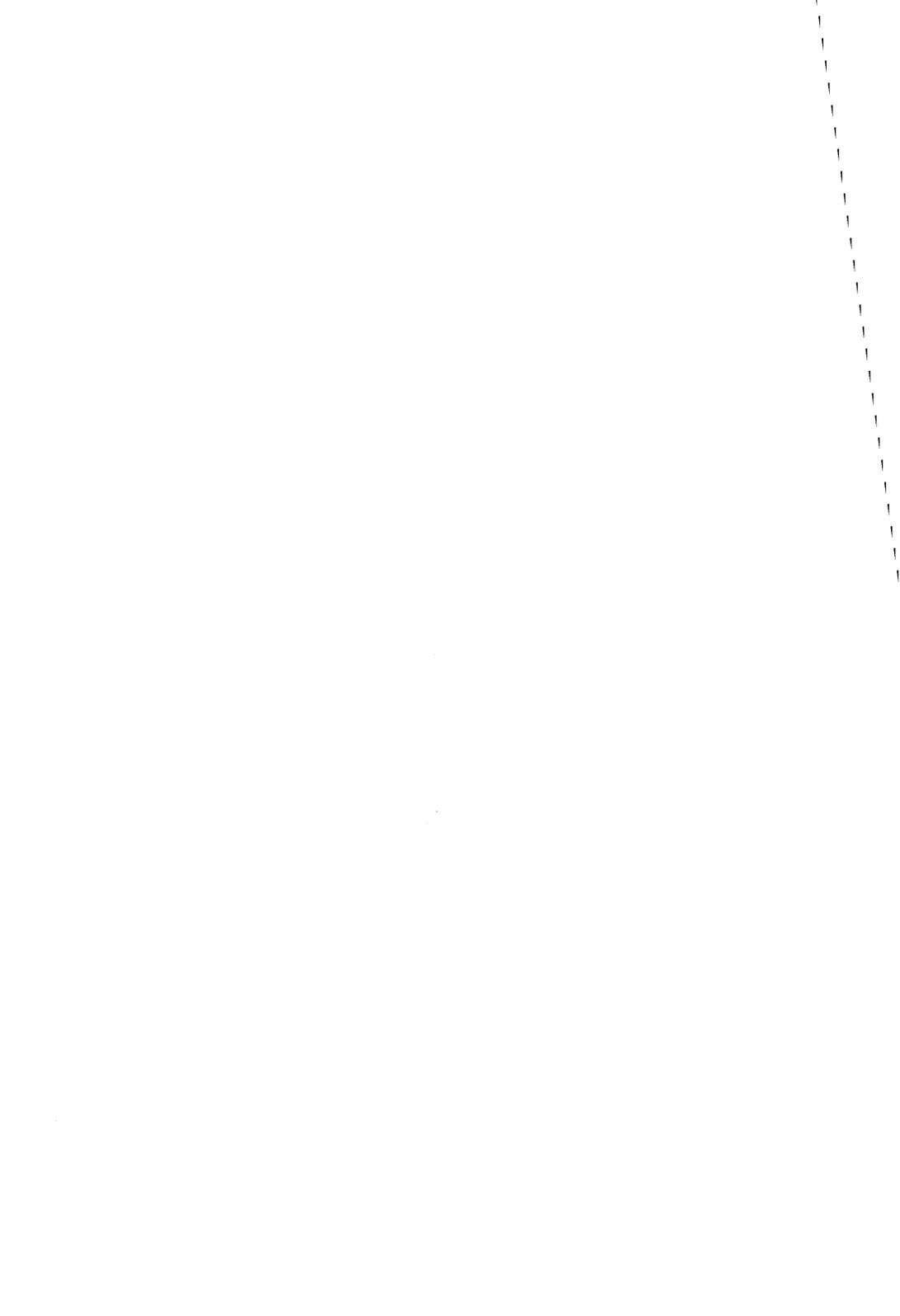
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# TABLE OF CONTENTS

---

<b>INTRODUCTION</b> .....	1
This is Sidekick .....	1
How to use Sidekick .....	3
Acknowledgements .....	3

## Chapter 1

<b>QUICK STARTER</b> .....	5
Before Use .....	5
Files on Your Diskette .....	5
Getting Started .....	7
Activating Sidekick .....	7
Help .....	9
Notepad .....	10
Calculator .....	15
Transferring Numbers from Calculator .....	17
caLendar .....	19
Dialer .....	21
ASCII Table .....	24
Advanced Use .....	25
Returning To An Open Window .....	25
Getting Out—And Quickly Back In .....	27
Time and Date Stamping Notes .....	27

## Chapter 2

<b>NOTEPAD</b> .....	29
The Notepad Command Line .....	30
The Status Line .....	32
Editing Commands .....	33
A Note on Control Characters .....	34
Cursor Movement Commands .....	35
Insert and Delete Commands .....	39
Block Commands .....	40
Miscellaneous Editing Commands .....	43
Notepad vs. WordStar .....	48
WordStar Text Files .....	48
Graphics .....	48
Cursor Movement .....	48
Line Breaks and Page Breaks .....	49
Dot Commands .....	49
Mark Single Word .....	49

End Edit .....	49
Line Restore .....	49
Tabulator .....	49
Auto Indent .....	49
Time and Date Stamping Notes .....	50
Print Block .....	50
Sort Block .....	50
Notepad vs. the TURBO Editor .....	51
Graphics .....	51
Time and Date Stamping Notes .....	51
Print Block .....	51
Sort Block .....	51
<b>Chapter 3</b>	
<b>CALCULATOR .....</b>	<b>53</b>
Programming Keys with Numbers from Calculator .....	54
<b>Chapter 4</b>	
<b>CALENDAR .....</b>	<b>55</b>
<b>Chapter 5</b>	
<b>DIALER .....</b>	<b>57</b>
<b>Chapter 6</b>	
<b>ASCII TABLE .....</b>	<b>61</b>
<b>Chapter 7</b>	
<b>SETUP .....</b>	<b>63</b>
Note file .....	63
Appointment caLendar .....	64
Dialer .....	65
Save Setup .....	65

# Appendixes

---

## Appendix A

<b>APPLICATION NOTES</b> .....	<b>67</b>
The Autoexec.bat File .....	67
A Few Ideas... ..	68
Scenes From Our Lives .....	68
Scenes From the Life of a Salesman .....	70
Scenes From the Life of a Programmer .....	71
Killing Sidekick .....	73

## Appendix B

<b>INSTALLATION</b> .....	<b>75</b>
Screen Type .....	76
Notepad Commands .....	77
Notepad File Size .....	80
Modem .....	81
Colors .....	81

## Appendix C

<b>SUBJECT INDEX</b> .....	<b>83</b>
----------------------------	-----------

# LIST OF FIGURES

---

1-1	Sidekick Log-on Message	7
1-2	Sidekick Main Selection Window	8
1-3	Help Window	9
1-4	Notepad Window	10
1-5	File Directory Window	12
1-6	Calculator Window	15
1-7	Calendar Window	19
1-8	Dialer Window	21
1-9	Notepad – Calculator – ASCII Table	25
1-10	Back to the Notepad	26
2-1	Notepad Window	29
2-2	Notepad Status Line	32
7-1	Setup Window	63
B-1	Installation Main Menu	75
B-2	Screen Installation Menu	76
B-3	Color Installation	81

# LIST OF TABLES

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2-1	Editing Command Overview	34
B-1	Editing Commands and PC-Keys	80

# INTRODUCTION

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## **This is Sidekick**

Sidekick is a lot of things, but first and foremost **it is always there when you need it** because it is right there in your computer's memory all the time until you turn off the power or reset the machine. No matter which other program you are using — word processor, data base, spreadsheet, BASIC, or whatever — Sidekick is always present 'underneath' it and may be activated immediately with a single keystroke. And what's more: your other program continues as if nothing happened when you return from Sidekick.

In short, Sidekick adds a new dimension to your computer — and to your daily work, to your life, even if you are a heavy computer user. It helps you organize your work and keeps your desk free of the eternal pile of paper notes, pencils, hand calculators, phone directories, and whatnot that gets lost all the time anyway.

## **Notepad**

A full-screen *WordStar/TURBO Pascal* compatible text editor with special notepad features like easy data transfer from any other program, automatic time/date stamping of notes, etc.

## **Calculator**

On-screen calculator performing as a normal pocket calculator, and offering special features for programmers.

## **CaLendar**

Perpetual CaLendar with daily appointment schedules.

## **Dialer**

Automatic dialer which takes numbers from its own phone directory **or directly from the screen**. You may find the number with dBASE-II or any other database that you already have, and Sidekick will make the call!

## **ASCII table**

Displays the full 256-character ASCII alphabet in decimal and hexadecimal values and shows the corresponding IBM PC characters and mnemonics. A must for any programmer.

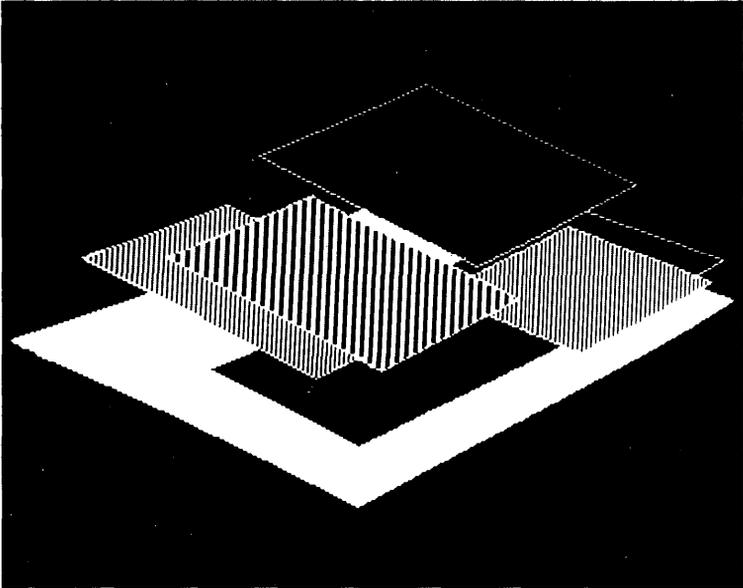
**Help**

An on-line help system holds your hand whenever you need it.

**Setup**

Sidekick's various standard values may be changed to suit your every desire whenever you want — no complicated installation procedures necessary!

Sidekick makes full use of windows: each function uses its own separate window, and many windows may be present on the screen at the same time. When a window opens, it will cover some other information, but everything is still present underneath it:



Each window may be easily moved around on the screen to uncover information that you need to see on the original screen or in other windows. The size of the notepad window may even be varied, both horizontally and vertically — it can take up the whole screen, or just part of a line.

## **How to use Sidekick**

Sidekick is so easy to use that you almost don't need this handbook. On the other hand, the book is designed to let you get the most out of Sidekick, and to give you inspiration to the countless ways you may use it.

We suggest that you read the quick-starter in chapter 1. That will allow you to get Sidekick running safely, and it will introduce you to its main facilities. Once you get going, you may want detailed information on one or more things, and you can then turn to the remaining chapters which describe each Sidekick window in detail.

Appendix A contains some ideas to the many ways you can use Sidekick. In there you may find inspiration to some uses of your own that we haven't thought of.

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**We wish you all the best of luck with your new Sidekick.**

**Notes:**

# Chapter 1

## QUICK STARTER

---

### Before Use

Before using Sidekick you should, for your own protection, make a backup-copy of the distribution diskette. Although the distribution disk is 'copy protected', you can use a file copying program (COPY) to make the backup or to copy the Sidekick files onto your hard disk. When you first start Sidekick, however, the original distribution disk must be placed in either the A: or the B: drive. Once Sidekick is loaded, the diskette can be removed.

If you find this procedure too cumbersome, a special license for an unprotected version of Sidekick is available at a small extra charge. Also, special license arrangements are available for large-scale installations. Please give us a call.

### Files on Your Diskette

In addition to the full Sidekick system, the distribution diskette contains various limited configurations which allow you to preserve memory while sacrificing some functions which you feel you can do without. This may be necessary on systems with limited memory capacity because Sidekick, like the operating system, stays in memory and thus reduces the memory available for other programs.

These files are on your disk:

#### **SK.COM**

The full Sidekick system with all features included.

#### **SKN.COM**

This system excludes the CaLendar, and thus contains: Notepad, Calculator, Dialer, and ASCII Table.

#### **SKC.COM**

This system excludes the Notepad, and thus contains: Calendar, Calculator, Dialer, and ASCII Table.

### **SKM.COM**

This is a minimum configuration, excluding Notepad, CaLendar, and Dialer, and thus containing only Calculator and ASCII Table.

You need only have the one system you want to use present on your work disk.

It is a good idea to use the full system for starters. If you then run into memory problems, you may either add more memory to your computer or use one of the limited systems.

Throughout this manual we assume that you are using the full system. In the limited versions, some windows may have slightly different appearances due to the excluded functions.

In addition to the various versions of Sidekick, the following files are on your disk:

### **SK.HLP**

Contains the Sidekick help texts. This file may be left off your diskette when running Sidekick if you don't want to use the built-in help. If you want to use the help system, this file must be on the disk and directory from where you start Sidekick.

### **SKINST.COM**

Installation program which lets you choose screen type, define the port to be used for the modem, change Sidekick's colors, and re-configure the commands of the Notepad editor. The use of this program is entirely optional, as all commonly used values are controlled from within Sidekick's Setup function.

### **READ-ME.SK**

If present, this file contains the latest information on Sidekick.

---

You only need **one** file present on your work-disk in order to activate Sidekick: the SK.COM file (or SKN.COM, SKC.COM, or SKM.COM, if you use a limited system). Once Sidekick is active, even this file is no longer needed on your disk.

---

## Getting Started

Now that you have SK.COM present on your work disk, type **SK** and press **2**. The following message will then appear on your screen:

```

SideKick          Version 1.18A
                  IBM-PC/XT/PCjr

Serial number: $$$$$$$$$$

Copyright (C) 1984 by BORLAND Inc.
  
```

```

Full System

524288 bytes total memory
499488 bytes was free
439328 bytes free
  
```

Figure 1-1: Sidekick Log-on Message

After the copyright notice, version number, etc. follows a description of the configuration. If you are running a limited version, it tells you which functions are included.

The last three lines contain information about your PC's memory. First you can see how much memory you have in total, then follows the memory available after DOS and other system stuff (buffers, drivers, spoolers, RAM disks, or what have you). The last line shows the amount of memory left after Sidekick was loaded. If this last figure is less than you need for your application program, you must either add more memory or use a limited Sidekick system.

Remember that if the documentation for your software says that it requires a minimum of 128 Kbytes, it normally means 128 Kbytes *total* memory, **not** 128 Kbytes *free* memory. As DOS and various system utilities, buffers, etc. use anywhere from 25 K and upwards, it is difficult to say how much *free* memory is really needed to run that particular software. If you're in doubt, just try it.

## Activating Sidekick

Sidekick is now resident in memory and stays there until you either turn off the computer or reset it. You may use the computer exactly as usual; fire up your spreadsheet or word processor, or even BASIC (disk BASIC, that is), and go to work. **Anytime** you need Sidekick, just press:

**CTRL-ALT**

## Activating Sidekick

which means: hold down the **Ctrl** and **Alt** keys at the same time. An alternative method is to hold down both shift keys at once. These are the two ways to activate Sidekick. The Sidekick main selection window now pops up in the middle of the screen:

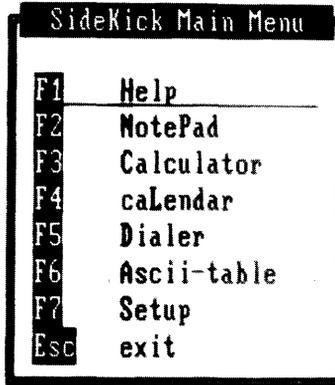


Figure 1-2: Sidekick Main Selection Window

You may now select the window you want to use in either of three ways:

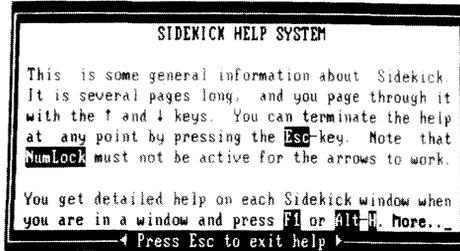
- 1) Enter the highlighted capital letter in the window name (in either upper or lower case, or with the **Alt**-key depressed).
- 2) Press the function key associated with the desired window (**F1** through **F7**).
- 3) Use the arrows to move the horizontal bar to the name of the desired window and press **Z**.

The first method, with the **Alt** key depressed, is recommended, for reasons we will explain later.

If you press the **Esc**-key, you return to whatever you were doing before activating Sidekick.

## Help

As this is the first time you activate Sidekick, the horizontal bar points at Help. If you press **H**, the Help window will be opened:



*Figure 1 -3: Help Window*

The help you get here is general help on the use of Sidekick. It is several pages long, and you page through it with the ↑ and ↓ keys. When you open a window, the context-sensitive help system will give you detailed help on whatever you are currently doing.

You exit the help text by pressing the **Esc** key.

---

The **Esc** key is used throughout Sidekick to exit whatever you are currently doing and return you to your previous activity. **Esc** will also close the window you leave.

---

Since Help is the only window open at this point, **Esc** will return you to the outside world, i.e. to the program you were using when you activated Sidekick. Press **Ctrl-Alt** again, and you are back to the main selection window.

## Notepad

Now open the Notepad window. You may press **n, N, Alt-N, F2**, or move the bar with the arrows and press **↵**. We recommend pressing **Alt-N** (N, of course, is a mnemonic for **Notepad**, so it's easy to remember).

The Notepad appears at the bottom of the screen:

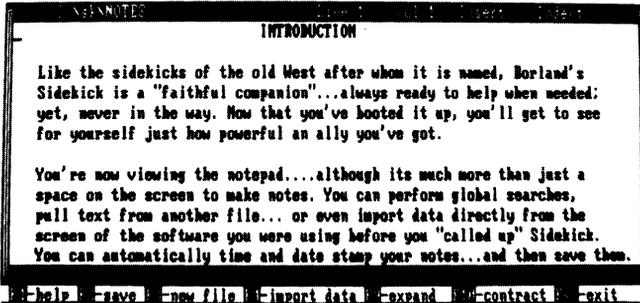


Figure 1-4: Notepad Window

The bottom line of the screen is the Sidekick **command line** which always shows which function keys are available presently in the Notepad, and what they do. **F1** gives you on-line help on the Notepad; we'll look at the others below.

The top line of the Notepad window is the *status line* and shows the name of the note file you are currently using, tells you where you are in the file, and displays the status of some of Notepad's features. You need not pay too much attention to all that right now.

You may now enter your text. Notepad is completely compatible with the *TURBO Pascal* editor, and almost identical to *WordStar*, so if you know any of these editors, you only need to read pages 48 and 51 which explain differences and extensions.

Otherwise, here's a quick run-down of what to do:

**To write:** Enter your text as you would on a typewriter and press **↵** at the end of each line. When you reach the bottom of the window, the text 'scrolls' upwards, and the top line disappears from the window, but don't worry, it is not lost.

**To move:** You may move the cursor freely within the window using the arrows on the numeric keyboard, and the **PgUp** and **PgDn** keys scroll the page up and down, one windowful at a time.

---

Remember that the arrows and the other function keys on the numeric keypad only work when **NumLock** is not active. Normally, the state of this key cannot be seen. In Sidekick, you can see the status of both **NumLock** and **ScrollLock** in the lower right corner of the screen. A few Sidekick command lines may be obscured by the status message; if that happens just press the **NumLock** or **ScrollLock**, and the text underneath appears.

---

**To delete:** You delete characters to the left of the cursor with the ← key (the one next to NumLock, *not* the one on the numeric keypad), and to the right of the cursor with the **Del**-key. Entire words to the right are deleted by pressing **Ctrl-T**, i.e. you hold down the **Ctrl**-key and then press **T**. Entire lines are deleted with **Ctrl-Y**.

**To insert:** Characters are normally inserted into the existing text whenever you write in the middle of a line. If you press the **Ins**-key, you switch to *Overwrite* mode, as indicated on the status line. Pressing **Ins** again switches back to *Insert* mode. In *Insert* mode, you insert a line each time you press **↵**, and you may insert empty lines by pressing **Ctrl-N**.

With these few commands, you can enter and edit your notes. Now let's turn to the function keys on the command line.

### **F2-Save.**

This command saves the contents of your note file on disk. In order to let you switch disks freely, this is never done automatically, and you must therefore remember to **Save** your note file before you shut down the computer. You may also use **Ctrl-K-D** to save.

### **F3-New note file.**

This command allows you to use another file than the standard file NOTES. When you press **F2**, the message:

Enter note file name or pattern >

appears at the status line. You may press **Esc** to cancel the command, or enter a file name followed by **↵** to use another file. If you enter a file name, that file will be read into the notepad if it exists, otherwise it will be created.

If you have made changes to your current note file which have not been saved, you will be asked if you want to Save that file before overwriting it with the new file.

Now, what does *pattern* mean? It means that you may enter a file name containing *wildcards*. Now, what are *wildcards*? Well, wildcards are special characters which mean 'anything'. There are two such wildcards; asterisk: **\*** and question mark: **?**. An asterisk means that any *series* of characters may be present here, and a question mark means that any *single* character may be present in this position. Let's look at some examples:

**\*.\*** Means files with any first name and any last name, i.e. all files.

**\*.TXT**

Means all files with any first name and the last name TXT.

**???** Means all files with two-character first names and one-character last names.

And so on ad infinitum, we're sure you got the idea. You may set up any pattern, mixing asterisks, question marks, and text. When you enter such a pattern, what happens is that a window opens containing all file names matching that pattern:



SK.COM	DBFO.SK	PHONE.DIR	CUST1	WOOPLY1.OUR
WSFISGS.OUR	WSU.COM	WSCOLOR.BAS	WS.COM	TESTDIAL
COMPUTER	JAMUS	CUST2.PAS	KEVIN	BORLAND
CL.PAS	SETUP.SKI	HELP.SKI	MENU.SKI	SK.TXT
NOTES	BEREKER.PAS	SK.PAS	DR	SKDATES.DTA

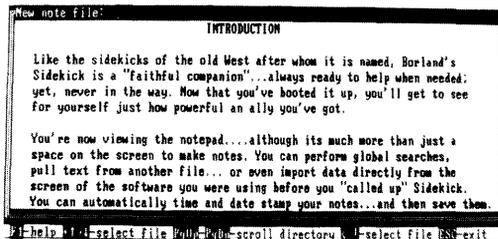


Figure 1-5: File Directory Window

If you just press **Z** in reply to the question, all files will be shown.

You may now move freely among these file names using the arrow keys, and leaf through multiple-page directories with the **PgUp** and **PgDn** keys (as indicated on the new command line at the bottom of the screen). You select a file by placing the cursor at its name and pressing **Z**.

You then return to the Notepad, and the new file will be read in. If you don't want to select any file, just press **Esc**, and you return to your old note file. In this way the command may be used just to view the directory of your disk.

#### **F4-Import data from screen.**

This is a very exciting feature; it allows you to take text from the screen and put it into the Notepad! When you hit **F4**, the Notepad disappears, but don't be afraid, it will come back. The screen you now see is the one you had before you opened the Notepad window, and the cursor sits at the upper left corner. You may move it around on the screen with the arrows, and use the *block marker* commands **Ctrl-K-B** and **Ctrl-K-K** to mark any rectangular block of text:

Move the cursor to the beginning of the block you want to import to Notepad, hold down the **Ctrl**-key and type **K** and **B** to mark the block beginning (the upper left corner of the rectangular block). Now use the **→** and **↓** keys to move the cursor to the end of the block, i.e. the lower right corner of the block. You'll see the block being clearly marked on the screen as you move along.

You may press **Ctrl-K-K**, or just **Esc**, to end the block and return to the NotePad. Move to the point where you want to insert the block you just marked and press **Ctrl-K-C** for block copy. Voila — your marked text is moved into the note file.

Imagine how you can use this! You may create reports with the Notepad editor, move data right into them from your spreadsheet. Or you may pick out any other bits and pieces of data from **any** other program and put them into your note file. You may then, if you want, include the note file in any large document that you prepare with your normal text editor. We could go on forever, but we are sure this feature will carry your own imagination beyond the horizons.

## *Notepad*

### **F9-Expand window.**

When you press this key once, the arrow keys will move the borders of the Notepad window outwards, expanding its size. At this point, it is already at its maximum width, but you may expand it to fill the entire screen also in height. When you press **F9** again, the arrows return to their normal use.

### **F10-Contract window.**

When you press this key once, the arrow keys will move the borders of the Notepad window inwards, contracting its size. When you press **F10** again, the arrows return to their normal use.

**Esc** Takes you out of Notepad to whence you came.

---

This is by no means all there is to be said about the Notepad, but you'll have to read chapter 2 for the full details. Here, we will go on with the next window: the Calculator.

Let's assume you are still in Notepad. If not, call it up again by pressing **Ctrl-Alt and N**.

## Calculator

You are in the Notepad, and you need a Calculator. You could **Escape** your way out of Notepad and open the calculator window, of course, but there is an easier and better way: just press **Alt-C**, and the calculator pops up, with the Notepad remaining on the screen:

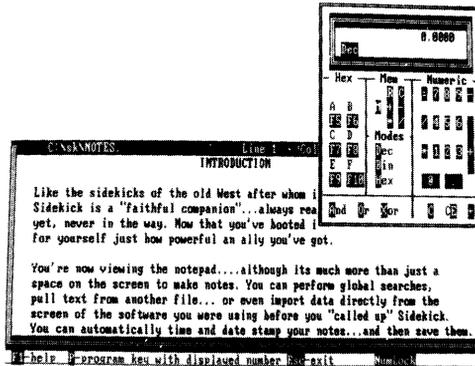


Figure 1-6: Calculator Window

---

This is why we recommend the use of Alt-commands to open windows throughout Sidekick: you may enter an Alt-command anywhere in the system to open another window, although it is never shown on the command line. And all Alt-commands are mnemonics, depicting the names of windows:

- H** for **H**elp,
- N** for **N**otepad,
- C** for **C**alculator,
- L** for **ca**lendar,
- D** for **D**ialer,
- A** for **ASC**IItable, and
- S** for **S**etup.

Another nice thing about the Alt-key: If you hold it down for more than one and a half seconds Sidekick feels that you need a little help, and up pops the main selection window.

---

## Calculator

When you activate the Calculator, the *NumLock* status is automatically set, so you may use the numeric keypad to enter numbers.

If the Calculator obscures something on the screen that you need to see while using the Calculator, you easily move the window to any other position on the screen. Activate **ScrollLock** and de-activate **NumLock**. Now use the arrow keys to move the window.

---

This technique is valid throughout Sidekick; the window in current use is moved around with the arrow keys when ScrollLock is active.

---

The numeric field in the right part of the window shows you the keys available for decimal entry and calculation. Numbers are entered and calculation is performed exactly as you would write it on a piece of paper. Entries and intermediate results are shown in the display at the top of the window. The result of a calculation is obtained by pressing = or **2**.

You may use parentheses to change the order of calculation. An example:

$$2 * 3 + 4$$

equals **10**, whereas

$$2 * (3 + 4)$$

equals **14**. Six levels of parentheses are available. Each time you press a (, it will show up in the display, and each time you press ), the result of that parenthesis will be calculated and one ( will disappear from the display.

Any number on the display may be transferred to your application (or to Notepad) as explained later.

← Deletes digits one at a time, from right to left.

### **E-Clear Entry**

Clears the display, but not previous entries or intermediate results.

### **C-Clear**

Clears the entire Calculator (except memory).

**Memory**

The calculator's memory is accessed by pressing **M** (or **m**). After pressing **M**, you must press:

- C** to clear the memory.
- R** to recall the number in memory to the display. The number in memory remains unchanged.
- =** to put the number on the display into memory.
- +** to add the number on the display to the number in memory.
- to subtract the number on the display from the number in memory.
- \*** to multiply the number in memory with the number on the display.
- /** to divide the number in memory with the number on the display.

When memory contains a number other than zero, an **M** will be shown in the display.

**Modes**

The calculator normally works in decimal mode, but pressing **B** or **H** will switch to binary or hexadecimal mode. If that baffles you, don't worry; you won't need it. Decimal notation is the one we all know, and that is the standard notation of the Calculator. The use of Binary and Hexadecimal is discussed further in chapter 3.

**Transferring Numbers from Calculator**

You will probably quite often want to use a number from the calculator somewhere else — in your spreadsheet, word processor, database, or in Notepad. You do this by 'programming' a key with the number, which simply means that you put the number into a key, and when you later press that key, the number comes out.

Press **P** to invoke programming. Then press the key into which you want to put the displayed number.

This may be any key, but of course it is practical to choose a key that you don't use for any other purpose, because as long as it holds a number from the calculator, its normal function is suspended. Use for example a function key with **Alt** or **Ctrl** pressed at the same time.

Suppose that you have a number in the calculator display. Now press **P** for programming, and then **Alt-F10** to put the number into that key. Then leave the calculator and return to what you were doing. Press **Alt-F10** again, and the number from the calculator appears. You can repeat this as many times as you like; the number stays in the key until cleared.

## *Calculator*

If you want to remove the number from the key and return the key to its normal use, you return to the calculator and press **P** again. Now press **C** to clear all keys of any numbers you have put into them.

---

That's all about the calculator for now; you will find more details in chapter 3. Let us go on to the next window: the caLendar. You may press **Esc** to return to Notepad, and open the caLendar window from there, but try for now to leave the Calculator on screen and open the caLendar window from there.

## caLendar

Press Alt-L, and the caLendar pops up in the upper left corner of the screen. It will initially display June 1984, unless your PC's date is set to a later date.

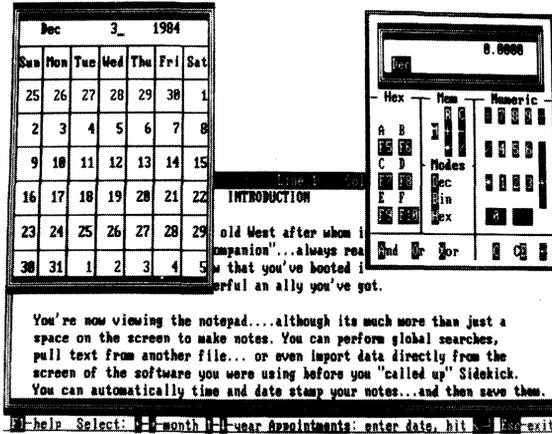


Figure 1-7: Calendar Window

You may now move through time: press ← and → to change month and ↑ and ↓ to change year. The caLendar covers 1901 through 2099

But more important: enter a date and press **↵**. A new window opens, containing an appointment schedule for that date. You may also just press **↵**; that will open the appointment caLendar for the current day. You can enter a note about the day on the top line; the following lines are for appointments from 8 a.m. through 8:30 p.m. in half-hour intervals. Move to the desired time using the ↑ and ↓ keys and enter your appointment followed by **↵**. The **PgUp** and **PgDn** keys switch between page 1 and 2 of each day, and you may use ← and → to change date.

The function keys shown on the bottom line are used as follows:

### F2-Name

Press **F2** and enter the name or initials of the person whose appointment calendar you will use. The name must be no more than 8 characters, and may contain only letters from A through Z or numbers.

### **F3-Print**

is used to print one day or a period of the current appointment caLendar. You are asked to specify the first date and the last date. If you just press **?** when asked for *first month*, printing will start from the first appointment in the calendar. Then enter the last date you want to print. Again you may just press **?**, and the date of the last appointment in the calendar will be printed.

### **F4-Print all**

is used to print all appointments in the current appointment caLendar.

### **F5-Delete**

is used to delete one day or a period from the current appointment caLendar. The first and last date of this period must be specified. If you just press **?** when asked for *first month*, you will delete from the first appointment in the calendar. Then enter the last date you want to delete. Again you may just press **?**, and yesterday's date will be chosen.

---

No more caLendar for now; you may read on in chapter 4. Here we will go on to the next window: the Dialer. Again you may activate the Dialer while the caLendar window is open, but we would like to demonstrate a very nice feature of the Dialer, so please **E**scape your way out of Sidekick.

Now fire up your customer data base, if you have one, or anything else that displays phone numbers of people you frequently call. It could be as simple as a text file that you maintain with your word processor. Then activate Sidekick again (**Ctrl-Alt**).

## Dialer

The dialer turns your computer into an automatic dialer provided that you have a Hayes Smartmodem or compatible. *'My communications package does the same thing'* you might say. Sure, but does it do it while you are in the middle of your database, word processor, spreadsheet, or BASIC? Or does it pick phone numbers from any other program and dial them for you? Since we know the answers, we know you will use the Sidekick Dialer a lot.

Before using the dialer, you must tell Sidekick which port your modem is on. This is done with the installation program SKINST, see page 81.

With Sidekick's main selection window on the screen, press **Alt-D** (or **D** or **F5**, if you prefer) to activate the Dialer. The first phone number on the screen is pointed out, and you can make the call by pressing **Z**.

CP	(415)-786-0909	CompuPro (S100,CPU,60000)
ERI	(314) 725-5566	EnerTronics (graphics,3D,software)
IMF	555-1212	Information
PH	(609)-927-3770	Plum Hall (Unix,C,Books)
SCS	(408) 287-4640	Santa Clara Systems Inc. (PC clones,network,LAN)
SDS	(214)-340-0303	SDSystems (S100,Disk controllers, CPU)
SYB	(415) 848-8233	SYBEX (Books)

F1-help F2-New file K-J-dial U- scroll search: F3-ID F4-all F5-stop Esc-exit

Figure 1-8: Dialer Window

A telephone number is unique by containing either parentheses and/or one or more hyphens. Further, it must not contain commas, periods, slashes, or other characters which are used in dates, amounts, and other numeric information.

If you have more than one number on the screen that looks like a phone number, the first one will be chosen. You can then move to the next one by pressing →. If you don't want to dial the number, but use the Dialer's own phone directory, you just press the space bar.

If the Dialer cannot find a valid phone number on the screen, it will load its own phone directory file if it is present.

The phone directory file must be a standard text file and may be prepared with the Notepad, with a database program, or with a Pascal or BASIC program of your own make. See chapter 5 for details of this file.

The default name of the phone directory file is **PHONE.DIR**, but you may choose another default name in the Setup window.

Once the file is loaded, it is displayed in the Dialer window, with a horizontal bar pointing at the first entry. You may scroll your file up and down using the arrow keys, and press **↵** to dial when the desired number is displayed in the bar. Or you may press one of the following keys:

#### **F2-New file**

This function key lets you specify a new phone directory file. The default name is **PHONE.DIR** (unless you have changed the default value in the Setup window), but you can have as many different phone directory files on your disk as you wish, and use **F2** to switch between them.

#### **F3-Search ID**

When you want to call a particular person, you just need to press **F3** and enter the person's ID. The ID is anything starting in column one of each line in the phone directory - names or initials, for example. The dialer will then find the number in the directory, and you dial it by pressing **↵**.

#### **F4-Search all**

You press **F4** to search the *entire directory* for any text (as opposed to *search ID* which only searches for text starting in column one). This way you can search for addresses, professions, or any other information you have put into the file.

**F5-Stop search**

Stops a search and returns the ↑ and ↓ keys to their normal scroll functions.

---

Done with the Dialer, we shall proceed to the ASCII Table. If you don't know what ASCII is, and if you couldn't care less, then skip the next section — you won't miss it.

## ASCII Table

Press **Alt-A** to open the ASCII Table window. This window shows the entire 256-character ASCII character set, 16 or 32 characters at a time. Use the arrows to leaf through the pages.

The first two pages show 16 ASCII values at a time, in decimal and hexadecimal; they show the characters as they look on the PC's screen, and they tell you the control character value and mnemonic of each character.

The remaining pages display 32 characters at a time, with values in decimal and hexadecimal, and the characters as they are displayed on the screen.

Let us suppose that you are in **BASIC**, and you want to draw a nice frame on the screen. You'll use a series of

```
PRINT CHR$( . . )
```

statements, but what values should you use to produce vertical and horizontal lines, corners, etc? Activate Sidekick, open the ASCII Table, and leaf through it till you find the symbols you need (they are in the last part of the table, so you should start with leafing backwards with the ← or ↑ keys). You then find the values you need displayed right next to the symbols. This is not only easier than finding them in a book; the symbols on the screen also make it much easier to choose the right one, because this is the *exact* symbol that your program will produce on the screen; not an almost-look-alike as you will find in a printed table.

---

That's it, folks. You can now use Sidekick to your heart's content. The Setup window is not covered here, as its use is entirely optional. It is used to change some of Sidekick's standard values, and save the changes, so that they become new standard values; you may for example save the current size and positions of your windows. But as long as you are satisfied with Sidekick as it is, you need not use the Setup window. Chapter 7 covers Setup in detail.

The next section shows you how to use the Sidekick windows in a slightly more advanced way; you may read it now if you feel ready for it, or you may come back later.

## Advanced Use

This section will show you how to speed up your use of Sidekick. Once you are familiar with the general way of opening and closing windows, you will want to use these techniques.

### Returning To An Open Window

As you have learned, you may open a window either by selecting from the main selection window, or by entering an **Alt**-command from any window that is already open. And you close a window by **Esc**aping out of it. But suppose that you started with Notepad, then opened the Calculator window, and finally opened the ASCII Table:

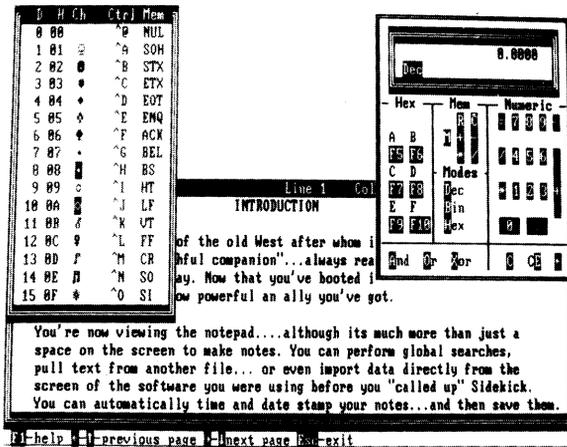


Figure 1-9: Notepad – Calculator – ASCII Table

You now want to get back to the Notepad. You may press **Esc** twice, of course, closing the ASCII Table and Calculator windows behind you. But you might need these windows on-screen when you return to the Notepad; for reference or because you want to import data from them to the Notepad:

Instead of **Esc**aping back to the Notepad, you therefore press **Alt-N** to go straight back to it. The Notepad is now restored, but the Calculator and ASCII windows remain on the screen, partly obscured by the Notepad:

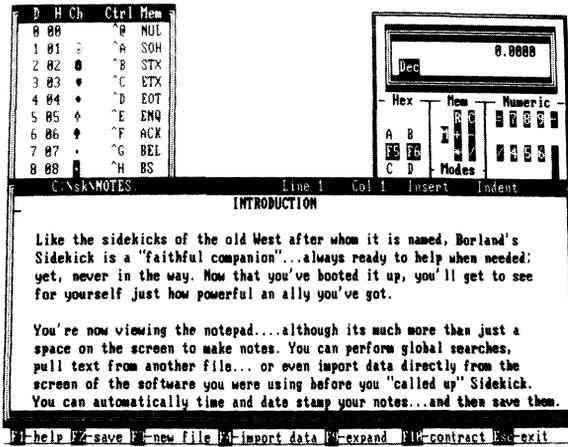


Figure 1-10: Back to the Notepad

If you press **F4** to import data, the Notepad disappears, and the Calculator and ASCII Table become fully visible.

What has happened is that while the original sequence of open windows was:

1:Notepad – 2:Calculator – 3:ASCII Table

it has been changed to:

1:Calculator – 2:ASCII Table – 3:Notepad

This means that when you now **Escape** from the Notepad, you return to the ASCII Table, then from ASCII Table to Calculator, and finally out of Sidekick.

---

Whenever you return directly to a window that is already open, Sidekick automatically performs this 'reshuffling' of the windows.

---

## Getting Out - And Quickly Back In

Let's assume you have a number of Sidekick windows open; you are in the middle of some complicated work. Now you need to return to your application for a while, but you would like to return to exactly the same setup of Sidekick's windows, without having to open them all again.

Just press **Ctrl-Alt**, and you return to the world outside Sidekick. You may now do whatever you need to do out there, and when you press **Ctrl-Alt** again to get back into Sidekick, you return to the exact same setup that you left.

---

**Ctrl-Alt** (or both Shift keys), used *from within Sidekick*, immediately returns you to the outside world, and the next time you press them, you are returned to where you left off.

---

## Time and Date Stamping Notes

The Notepad has special features which automatically time and date stamp orders, notes on telephone conversations, or anything else that you need logged with time and date.

Simply enter the text

```
.LOG
```

in column one on line one of your note file. Whenever you open the Notepad window with such a file loaded, the cursor moves to the bottom of the file, and the time and date from the PC's clock is written into the file.

A time and date stamp may also be obtained with the **Ctrl-Q-T** command which reads the current time and date from the PC's clock into the file, or with the command **Ctrl-Q-O** which resembles a .LOG file by jumping to the end of the file and **then** inserting the time and date.

**The remaining chapters of this book describe each Sidekick window in detail and may be used for reference if you want more information than provided here.**

## Chapter 2

# NOTEPAD

---

The Notepad is a full-screen text editor providing all the facilities of the *TURBO Pascal* editor, and most of those of *WordStar*. If you are familiar with either of these editors, you need but little instruction in the use of the Notepad. There are a few minor differences, and the Notepad has a few extensions; these are discussed on pages 48 and 51. You should also read page 30 which deals with the function keys available in Notepad.

Using the Notepad is simple as can be: open the Notepad window by pressing **Alt-N**, and the Notepad appears:

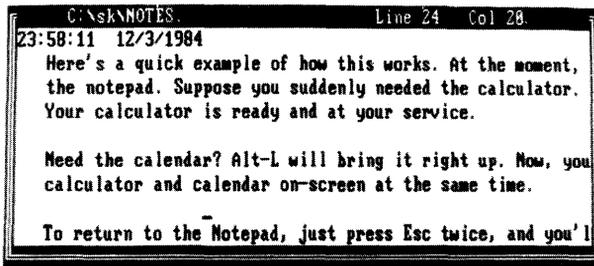


Figure 2-1: Notepad Window

Text is entered on the keyboard just as if you were using a typewriter. To terminate a line, press the **↵** key. When you have entered enough lines to fill the window, the top line will scroll out of the window, but don't worry, it is not lost, and you may page back and forth in your text with the editing commands described later.

Let us first take a look at the meaning of the *command line* at the bottom of the screen.

## **The Notepad Command Line**

The bottom line of the screen shows you which function keys you may use, and what they do. The following is a description of these function keys.

### **F1-Help**

The help key will display detailed help about Notepad, provided that the help file SK.HLP is on the disk from where you started Sidekick.

### **F2-Save**

Save the contents of your note file on disk. In order to let you switch disks freely, this is never done automatically, and you must therefore remember to save before you shut down the computer. The original file is unchanged, and is given the last name **BAK**. You may also use the WordStar command Ctrl-K-D to save.

### **F3-New note file**

Define the name of a file to be used as note file. The default file name is NOTES (unless changed in Setup). When **F2** is pressed, the message:

```
Enter note file name or pattern >
```

appears at the status line. Pressing **Ctrl-U** cancels the command; a file name followed by **↵** defines a new note file name. This file will be read into the Notepad, if it exists, otherwise it will be created.

If changes in the current note file have been made since you saved your file last time, you are asked if the current note file should be saved before being overwritten by the new file.

Instead of a file name, a pattern containing the normal wildcards: asterisk and question mark may be entered. This will cause a directory of all matching files to be displayed in a separate window.

If you just type **↵** the entire directory will be shown.

A file may be chosen from this directory by moving to the desired file name and pressing **↵**. **PgUp** and **PgDn** keys are used to leaf through multiple-page directories. Pressing **Esc** returns you to Notepad, and no new file will be selected.

Notepad normally looks for its files on the directory you are currently using, unless you have chosen a different default directory in Setup (see chapter 7). You can work on files in other directories by specifying a path name in front of the file name on the standard DOS format:

```
\text\letters\myletter
```

specifies the file **MYLETTER** in the directory **LETTERS** which is a sub-directory to **TEXT** which is a sub-directory to the root directory.

#### **F4-Import data from screen**

When **F4** is pressed, the screen as it was before Notepad was opened appears. The arrow keys are now used to move the cursor around on the screen. A rectangular block may be marked with the *block marker* commands **Ctrl-K-B** and **Ctrl-K-K**.

Move the cursor to the beginning of the block you want to import to Notepad (i.e. the upper left corner), hold down the **Ctrl**-key and type **K** and **B** to mark the block beginning. Now use the **→** and **↓** keys to move the cursor to the end of the block, the lower right corner. The block is being marked on the screen as the cursor moves along.

You may mark the end of the block with **Ctrl-K-K**, but it is not necessary. Just press **Esc**, and you return to the NotePad. Move to the point where you want to insert the block you just marked and press **Ctrl-K-C** for block copy.

#### **F9-Expand window**

Pressed once, this key causes the arrow keys to move the borders of the Notepad window outwards, expanding its size, until they reach the edge of the screen, i.e. the maximum Notepad size is 23 lines by 78 characters. When pressed again, **F9** returns the arrows to their normal use.

#### **F10-Contract window**

Pressed once, this key causes the arrow keys to move the borders of the Notepad window inwards, contracting its size, until the minimum Notepad size of 1 line by 40 characters is reached. When pressed again, **F10** returns the arrows to their normal use.

## The Status Line

The top line of the window is the status line containing the following information:

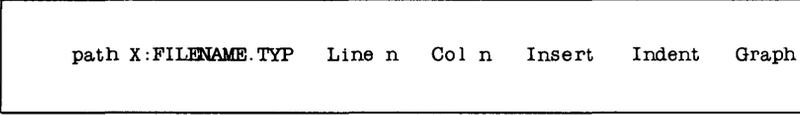


Figure 2-2: Notepad Status Line

### **path X:FILENAME.TYP**

The directory, drive, name, and type of the file being edited.

### **Line n**

Shows the number of the line containing the cursor counted from the start of the file.

### **Col n**

Shows the number of the column containing the cursor counted from the left side of the screen.

### **Insert**

Indicates that characters entered on the keyboard will be inserted at the cursor position, and existing text to the right of the cursor will move to the right as you write new text. Pressing **Ins** or **Ctrl-V** will instead activate the **Overwrite**-mode. Text entered on the keyboard will then overwrite characters under the cursor.

### **Indent**

Indicates that auto-indentation is in effect. Switch off/on with **Ctrl-Q-I**.

### **Graph**

When on, the Notepad will display the PC's semi-graphic character set (ASCII values 128 through 255). When off (which is the default status), these characters will be shown as their normal character equivalents to be able to handle WordStar text files. Switch on/off with **Ctrl-Q-G**.

## Editing Commands

As mentioned before, text is written as if you were using a typewriter, but as this is a computerized text editor, it offers you a number of editing facilities which make text manipulation much easier than on paper.

The Notepad accepts a total of 48 commands to move the cursor around, page through the text, find and replace text strings, etc. These commands can be grouped into the following four categories:

**Cursor movement commands,**  
**Insert and delete commands,**  
**Block commands,** and  
**Miscellaneous commands**

Each of these groups contain logically related commands which will be described separately in following sections. The following table provides an overview of the commands available:

---

### CURSOR MOVEMENT COMMANDS:

Character left	To top of window
Character right	To top of file
Word left	To top of file
Word right	To end of file
Line up	To end of file with time/date stamp
Line down	To left on line
Scroll up	To right on line
Scroll down	To beginning of block
Page up	To end of block
Page down	To last cursor position

### INSERT & DELETE COMMANDS:

Insert mode on/off	Delete right word
Insert line	Delete character under cursor
Delete line	Delete left character
Delete to end of line	

---

**BLOCK COMMANDS:**

Mark block begin  
Mark block end  
Mark single word  
Copy block  
Move block  
Delete block  
Read block from disk  
Write block to disk  
Hide/display block  
Print block  
Sort block

**MISC. EDITING COMMANDS:**

End edit  
Tab  
Auto tab on/off  
Restore line  
Find  
Find & replace  
Repeat last find  
Control character prefix  
Time/date stamp  
Graphics on/off

---

*Table 2-1: Editing Command Overview*

In a case like this, the best way of learning is by doing; so open the Notepad window, specify a file (or use the standard file NOTES). Then use the commands as you read on.

Each of the following descriptions consists of a heading defining the command, followed by the default keystrokes used to activate the command. In some cases, there are two ways of giving a command: either the PC's function keys (arrows and such), or the *WordStar* commands; both will be shown.

All commands may be re-defined to suit your taste, if you are used to a different editor. This is described on page 77 . The following descriptions of the commands assume the use of the *WordStar* compatible keystrokes.

## **A Note on Control Characters**

All commands are issued using control characters. A control character is a special character generated by your keyboard when you hold down the **Ctrl**-key (right next to the **A** on your keyboard) and press any key from **A** through **Z** (well, even the **[**, **\**, **]**, **^**, and **\_** keys generate control characters for that matter).

The **Ctrl**-key works like the shift keys: if you hold down a shift key and press A, you will get a capital A; if you hold down the **Ctrl**-key and press A, you will get a Control-A (**Ctrl-A** for short).

## Cursor Movement Commands

The most basic thing to learn about an Notepad is how to move the cursor around in the window. The Notepad uses a special group of control characters to do that, namely the control characters **A**, **S**, **D**, **F**, **E**, **R**, **X**, and **C**.

Why these? Because they are conveniently located close to the control key, so that your left little finger can rest on that while you use the middle and index fingers to activate the commands. Furthermore, the characters are arranged in such a way on the keyboard as to logically indicate their use. Let's examine the basic movements: cursor up, down, left, and right:

E  
S D  
X

These four characters are placed so that it is logical to assume that **Ctrl-E** moves the cursor up, **Ctrl-X** down, **Ctrl-S** to the left, and **Ctrl-D** to the right. And that is exactly what they do. Try to move the cursor around in the window with these four commands. As the PC keyboard has repeating keys, you may just hold down the control key and one of these four keys, and the cursor will move rapidly across the window.

Now let us look at some extensions of those movements:

E R  
A S D F  
X C

The location of the **Ctrl-R** next to the **Ctrl-E** implies that **Ctrl-R** moves the cursor up, and so it does, only not one line at the time but a whole page. Similarly, **Ctrl-C** moves the cursor down one page at a time.

Likewise with **Ctrl-A** and **Ctrl-F**: **Ctrl-A** moves to the left like **Ctrl-S**, but a whole word at a time, and **Ctrl-F** moves one word to the right.

The two last basic movement commands do not move the cursor but scrolls the entire window upwards or downwards in the file:

W E R  
A S D F  
Z X C

**Ctrl-W** scrolls upwards in the file (the lines in the window move down), and **Ctrl-Z** scrolls downwards in the file (the lines in the window move up).

**Character left** ← **Ctrl-S**

Moves the cursor one character to the left without affecting the character there. This command does not work across line breaks: when the cursor reaches the left edge of the window, it stops.

**Character right** → **Ctrl-D**

Moves the cursor one character to the right without affecting the character there. This command does not work across line breaks: when the cursor reaches the right end of the window, the text starts scrolling horizontally until the cursor reaches the extreme right of the line, in column 125, where it stops.

**Word left** **Ctrl-←** **Ctrl-A**

Moves the cursor to the beginning of the word to the left. A word is defined as a sequence of characters delimited by one of the following characters: [space] < > , ; . ( ) [ ] ^ ' \* + - / \$. This command works across line breaks.

**Word right** **Ctrl-→** **Ctrl-F**

Moves the cursor to the beginning of the word to the right. See the definition of a word above. This command works across line breaks.

**Line up** ↑ **Ctrl-E**

Moves the cursor to the line above. If the cursor is on the top line, the window scrolls down one line.

**Line down** ↓ **Ctrl-X**  
Moves the cursor to the line below. If the cursor is on the second-to-last line, the window scrolls up one line.

**Scroll up** **Ctrl-W**  
Scrolls up towards the beginning of the file, one line at a time (the entire window scrolls down). The cursor remains on its line until it reaches the bottom of the screen.

**Scroll down** **Ctrl-Z**  
Scrolls down towards the end of the file, one line at a time (the entire window scrolls up). The cursor remains on its line until it reaches the top of the window.

**Page up** **PgUp** **Ctrl-R**  
Moves the cursor one page up with an overlap of one line. The cursor moves one windowful less one line backwards in the text.

**Page down** **PgDn** **Ctrl-C**  
Moves the cursor one page down with an overlap of one line. The cursor moves one windowful less one line forwards in the text.

The commands discussed so far let you move freely around in your program text, and they are easy to learn and understand. Try to use them all for a while and see how natural they feel.

Once you master them, you will probably sometimes want to move more rapidly. The Notepad provides commands to move rapidly to the extreme ends of lines, to the beginning and end of the text, and to the last cursor position.

These commands require **two** characters to be entered: first a **Ctrl-Q** and then one of the following control characters: **S**, **D**, **E**, **X**, **R**, and **C**. They repeat the pattern from before:

E R  
S D  
X C

**Ctrl-Q-S** moves the cursor to the extreme left of the line, and **Ctrl-Q-D** moves it to the extreme right of the line. **Ctrl-Q-E** moves the cursor to the top of the window, **Ctrl-Q-X** moves it to the bottom of the window. **Ctrl-Q-R** moves the cursor all the way up to the start of the file, **Ctrl-Q-C** moves it all the way down to the end of the file.

**To left on line** **Home** **Ctrl-Q-S**  
Moves the cursor all the way to the left edge of the window (column one).

**To right on line** **End** **Ctrl-Q-D**  
Moves the cursor to the end of the line, i.e. to the position following the last printable character on the line. Trailing blanks are always removed from all lines to preserve space.

**To top of window** **Ctrl-Home** **Ctrl-Q-E**  
Moves the cursor to the top of the Notepad window.

**To bottom of window** **Ctrl-End** **Ctrl-Q-X**  
Moves the cursor to the bottom of the Notepad window.

**To top of file** **Ctrl-PgUp** **Ctrl-Q-R**  
Moves to the first character of the text.

**To end of file** **Ctrl-PgDn** **Ctrl-Q-C**  
Moves to the last character of the text.

Finally the **Ctrl-Q** prefix with a **B**, **K**, **O**, or **P** command allows you to jump far within the file:

**To beginning of block** **Ctrl-Q-B**  
Moves the cursor to the the position of the *block begin* marker set with **Ctrl-K-B** (hence the B). The command works even if the block is not displayed (see *hide/display block* later), or the *block end* marker is not set.

**To end of block** **Ctrl-Q-K**  
Moves the cursor to the position of the *block end* marker set with **Ctrl-K-K** (hence the K). The command works even if the block is not displayed (see *hide/display block* later), or the *block begin* marker is not set.

**Go to End-of-file with time/date stamp** **Ctrl-Q-O**  
The **Ctrl-Q-O** command places the cursor at the end of the file and reads the time and date from the PC's clock and writes it into the file. Works like .LOG files.

**To last cursor position**

**Ctrl-Q-P**

Moves to the last position of the cursor (the **P** being a mnemonic for **Position**). This command is particularly useful to move back to the last position after a **S**ave operation or after a find or find/replace operation.

**Insert and Delete Commands**

These commands let you insert and delete characters, words, and lines. They can be divided into three groups: one command which controls the text entry mode (insert or overwrite), a number of simple commands, and one extended command.

**Notice** that the Notepad provides a 'regret' facility which lets you 'undo' changes *as long as you have not left the line*. This command (**Ctrl-Q-L**) is described on page 44 .

**Insert mode on/off**

**Ins Ctrl-V**

With this command you switch between insert and overwrite modes while entering text. The current mode is displayed in the status line at the top of the window.

Insert mode is the default value when the Notepad is activated, and it lets you insert new text into an existing text. The existing text to the right of the cursor simply moves to the right while you enter the new text.

Overwrite mode may be chosen if you wish to replace old text with new text. Characters entered then replace existing characters under the cursor.

**Delete left character**

←

This is not the left arrow on the numeric block, it is the key marked ← in the top row next to **NumLock**, (it is often referred to as **BackSpace**). It moves one character to the left and deletes the character there. Any characters to the right of the cursor move to the left.

**Delete character under cursor**

**Del Ctrl-G**

Deletes the character under the cursor and moves any characters to the right of the cursor one position to the left. This command does not work across line breaks.

**Delete right word**

**Ctrl-T**

Deletes the word to the right of the cursor. A word is defined as a sequence of characters delimited by one of the following characters: lspace| < > , ; . ( ) [ ] ^ ' \* + - / \$. This command works across line breaks, and may thus be used to remove line breaks.

**Insert line**

**Ctrl-N**

Inserts a line break at the cursor position. The cursor does not move.

**Delete line**

**Ctrl-Y**

Deletes the line containing the cursor and moves any lines below one line up. The cursor moves to the left edge of the window. **No provision exists to restore a deleted line, so take care!**

**Delete to end of line**

**Ctrl-Q-Y**

Deletes all text from the cursor position to the end of the line.

A block of text is deleted with the *delete block* command **Ctrl-K-Y** described in the next section.

**Block Commands**

All block commands are extended commands (two characters each in the standard command definition), and you may ignore them at first if you feel a bit dazzled at this point. Later on, when you feel the need to move, delete, or copy large chunks of text, you should return to this section.

A block of text is simply any amount of text, from a single character to several pages. A block is marked by placing a *Begin block* marker at the first character and an *End block* marker at the last character of the desired portion of the text. Thus marked, the block may be copied, moved, deleted, and written to a file. A command is available to read an external file into the text as a block, and a special command conveniently marks a single word as a block.

**Mark block begin**

**F7 Ctrl-K-B**

This command marks the beginning of a block. The marker itself is not visible on the screen, and the block only becomes visibly marked when the *End block* marker is set. You may also use the *Begin block* marker as a reference point in your text, and jump directly to it with the **Ctrl-Q-B** command.

**Mark block end**

**F8 Ctrl-K-K**

This command marks the end of a block. As above, the marker itself is not visible on the screen, and the block only becomes visibly marked when the *Begin block* marker is also set. You may also use the *End block* marker as a reference point in your text, and jump directly to it with the **Ctrl-Q-K** command.

**Mark single word**

**Ctrl-K-T**

This command marks a single word as a block, and thus replaces the *Begin block - End block* sequence which is a bit clumsy when marking just one word. If the cursor is placed within a word, then this word will be marked; if not then the word to the left of the cursor will be marked. A word is defined as a sequence of characters delimited by one of the following characters: lspace|< > , ; . ( ) [ ] ^ ' \* + - / \$.

**Hide/display block**

**Ctrl-K-H**

This command causes the visual marking of a block to be alternately switched off and on. Block manipulation commands (copy, move, delete, and write to a file) work only when the block is displayed. Block related cursor movements (jump to beginning/end of block) work whether the block is hidden or displayed.

**Copy block**

**Ctrl-K-C**

This command places a copy of a marked and displayed block starting at the cursor position. The original block is left unchanged, and the markers are placed around the new copy of the block. This command is also used to move data from the screen into the Notepad, together with the **F4** function key (import data).

**Move block**

**Ctrl-K-V**

This command moves a marked and displayed block from its original position to the cursor position. The block disappears from its original position and the markers remain around the block at its new position.

**Delete block**

**Ctrl-K-Y**

This command deletes a marked and displayed block. **No provision exists to restore a deleted block, so take care!**

**Read block from disk**

**Ctrl-K-R**

This command is used to read a file into the current text at the cursor position, exactly as if it was a block that was moved or copied. The block read in is marked as a block. When you give this command, you are prompted for the name of the file to read. The file specified may be any legal filename. If you just hit **Z**, or specify a file *pattern*, you get a directory matching the pattern from which you can choose your file.

**Write block to disk**

**Ctrl-K-W**

This command is used to write a previously marked block to a file. The block is left unchanged, and the markers remain in place. When this command is issued, you are prompted for the name of the file to write to. If the file specified already exists, a warning is issued before the existing file is overwritten. If no block is marked, the command performs no operation, and no error message is issued. The file specified may be any legal filename. Avoid the use of files of the type .BAK, as it is used for Notepad backup files.

**Print block**

**Ctrl-K-P**

This command is used to print the marked (and displayed) block on the printer. If no block is displayed, the entire file is printed.

**Sort block**

**Ctrl-K-S**

This command causes lines within a marked and displayed block to be sorted. You are asked to specify the first and last column of the **key** on which the sort is performed.

## Miscellaneous Editing Commands

This section collects a number of commands which do not logically fall into any of the above categories. They are nonetheless important.

**Save file** **F2**    **Ctrl-K-D**  
Saves the note file and gives the original file (if any) the last name **BAK**.

**Tab** →|    **Ctrl-I**

There are no fixed tab positions in the Notepad. Instead, tab positions are automatically set to the beginning of each word on the line immediately above the cursor. This provides a very convenient automatic tabbing feature especially useful when making notes, because you often want to line up columns of related items.

**Auto tab on/off** **Ctrl-Q-I**

The auto tab feature provides automatic indentation. When active, the indentation of the current line is repeated on each following line, i.e. when you hit **Tab**, the cursor does not return to column one but to the starting column of the line you just terminated. When you want to change the indentation, use any of the cursor right or left commands to select the new column. When auto tab is active, the message **Indent** is displayed on the status line, and when passive the message is removed. Auto tab is active by default.

**Graphics on/off** **Ctrl-Q-G**

Normally, the editor displays only the first 128 ASCII characters, excluding most of the semi-graphics and foreign characters. This allows you to display text files produced by editors which use the 8th bit of the characters (like **WordStar**). Pressing **Ctrl-Q-G** allows all 256 ASCII characters to be shown, and you can use the PC's facility to hold down the **Alt** key and enter the decimal ASCII value on the numeric keypad. You have 1.5 seconds to do that before Sidekick's **Main Selection Window** pops up. When graphics is active, the message **Graph** is displayed on the status line, and when passive the message is removed. Graphics is passive by default.

**Restore line**

**Ctrl-Q-L**

This command lets you regret changes made to a line *as long as you have not left the line*. The line is simply restored to its original contents regardless of what changes you have made. But only as long as you remain on the line; the second you leave it, changes are there to stay. For this reason, the *Delete line* (**Ctrl-Y**) command can regrettably only be regretted, not restored.

**Find**

**Ctrl-Q-F**

The Find command lets you search for any string of up to 30 characters. When you enter this command, the status line is cleared, and you are prompted for a search string. Enter the string you are looking for and terminate with **?**. The search string may contain any characters, also control characters.

Control characters are entered into the search string with the **Ctrl-P** prefix: enter for example **Ctrl-A** by holding down the Control key while pressing first P, then A. You may thus include a line break in a search string by specifying **Ctrl-M-J**. Notice that **Ctrl-A** has a special meaning: it matches any character and may be used as a wildcard in search strings.

Search strings may be edited with the *Character Left*, *Character Right*, *Word Left*, and *Word Right* commands. *Word Right* recalls the previous search string which may then be edited. The search operation may be aborted with the *Abort* command (**Ctrl-U**).

When the search string is specified, you are asked for search options. The following options are available:

- B** Search backwards, from the current cursor position towards the *beginning* of the text.
- G** Global search. Search the entire text, irrespective of the current cursor position.
- n** n = any number. Find the nth occurrence of the search string, counted from the current cursor position.
- U** Ignore upper/lower case. Regard upper and lower case alphabeticals as equal.
- W** Search for whole words only. Skip matching patterns which are embedded in other words.

**Examples:**

- W** Search for whole words only. The search string 'term' will only match the word 'term', not the word 'terminal'.
- BU** search backwards and ignore upper/lower case. 'Block' will match both 'blockhead' and 'BLOCKADE', etc.
- 125** Find the 125th occurrence of the search string.

Terminate the list of options (if any) with **↵**, and the search starts. If the text contains a target matching the search string, the cursor is positioned at the end of the target. The search operation may be repeated by the *Repeat last find* command (**Ctrl-L**).

**Find and replace**

**Ctrl-Q-A**

The Find and Replace command lets you search for any string of up to 30 characters and replace it with any other string of up to 30 characters. When you enter this command, the status line is cleared, and you are prompted for a search string. Enter the string you are looking for and terminate with **↵**. The search string may contain any characters, also control characters.

Control characters are entered into the search string with the **Ctrl-P** prefix: enter for example a **Ctrl-A** by holding down the Control key while pressing first P, then A. You may thus include a line break in a search string by specifying **Ctrl-M-J**. Notice that **Ctrl-A** has a special meaning: it matches any character and may be used as a wildcard in search strings.

Search strings may be edited with the *Character Left*, *Character Right*, *Word Left*, and *Word Right* commands. *Word Right* recalls the previous search string which may then be edited.

When the search string is specified, you are asked to enter the string to replace the search string. Enter up to 30 characters; control character entry and editing is performed as above, but **Ctrl-A** has no special meaning in the replace string. If you just press **↵**, the target will be replaced with nothing, i.e. deleted.

Finally you are prompted for options. The search and replace options are:

## Editing Commands

- B** Search and replace backwards, from the current cursor position towards the *beginning* of the text.
- G** Global search and replace. Search and replace in the entire text, irrespective of the current cursor position.
- n**  $n$  = any number. Find and replace  $n$  occurrences of the search string, counted from the current cursor position.
- N** Replace without asking. Do not stop and ask *Replace (Y/N)* for each occurrence of the search string.
- U** Ignore upper/lower case. Regard upper and lower case alphabeticals as equal.
- W** Search and replace whole words only. Skip matching patterns which are embedded in other words.

### Examples:

- N10** Find the next ten occurrences of the search string and replace without asking.
- GWU** Find and replace whole words in the entire text. Ignore upper/lower case.

Terminate the list of options (if any) with **?**, and the search and replace starts. Depending on the options specified, the string may be found. When found (and if the **N** option is not specified), the cursor is positioned at the end of the target, and you are asked the question: *Replace (Y/N)?* on the prompt line at the top of the window. You may abort the search and replace operation at this point with the Abort command (**Ctrl-U**). The search and replace operation may be repeated by the *Repeat last find* command (**Ctrl-L**).

### Repeat last find

### Ctrl-L

This command repeats the latest *Find* or *Find and replace* operation exactly as if all information had been re-entered.

**Control character prefix**

**Ctrl-P**

The Notepad allows you to enter control characters into the file by prefixing the desired control character with a **Ctrl-P**. Control characters may be used to control various printer facilities, such as condensed printing, etc. (consult your printer's manual). If you want to enter a **Ctrl-O** to cause the Epson printer to print condensed, hold down the **Ctrl**-key while you press first **P**, then **O**. Control characters are displayed as highlighted capital letters.

**Time/date stamp**

**Ctrl-Q-T**

The **Ctrl-Q-T** command reads the time (Hours/Minutes/Seconds on military format) and date (Month/Day/Year) from the PC's clock and writes it into the file.

**Abort operation**

**Ctrl-U**

The **Ctrl-U** command lets you abort any command in process whenever it pauses for input, like when Search and Replace asks *Replace Y/N?*, or during entry of a search string or a file name (block Read and Write).

## **Notepad vs. WordStar**

If you know *WordStar*, you will notice that a few Notepad commands work slightly differently, and although Notepad naturally contains but a subset of *WordStar*'s commands, we have included some commands not found in *WordStar*. These differences are covered in the following.

## **WordStar Text Files**

WordStar files written in **D**ocument mode contain a lot of characters with the eighth bit set high (that is, characters with ASCII values between 128 and 255). In non-graphics mode, Notepad handles such files by ignoring the eighth bit, displaying normal characters.

WordStar files may also contain lines which are not terminated by the standard CR/LF sequence, but only with a CR or only with a LF. Notepad will insert the missing character in such lines, so be careful not to save such a file from Notepad.

## **Graphics**

In graphics mode (press **Ctrl-Q-G**). Notepad can display the PC's foreign and semi-graphic characters. This means that WordStar files containing characters with a high eighth bit will look very odd indeed on the screen. Use non-graphics mode for such files.

## **Cursor Movement**

The cursor movement controls **Ctrl-S**, **Ctrl-D**, **Ctrl-E**, and **Ctrl-X** (or ←, →, ↑, and ↓) move freely around in the window and do not jump to column one on empty lines. This does not mean that the window is full of blanks; on the contrary, all trailing blanks are automatically deleted.

**Ctrl-S** and **Ctrl-D** do not work across line breaks. To move from one line to another you must use **Ctrl-E**, **Ctrl-X**, **Ctrl-A**, or **Ctrl-F**.

## **Line Breaks and Page Breaks**

*WordStar* has two different kinds of line breaks: the 'hard' ones produced by pressing **↵**, and the 'soft' ones produced by the automatic line wrap. Notepad has no line wrapping feature and does not distinguish between *WordStar's* 'hard' and 'soft' line breaks.

Similarly, Notepad will not display *WordStar's* page breaks.

## **Dot Commands**

Notepad will not recognize any *WordStar* dot commands, but introduces its own .LOG for automatic time and date stamping.

## **Mark Single Word**

**Ctrl-K-T** is used to mark a single word as a block which is more convenient than the two-step process of marking the beginning and the end of the word separately.

## **End Edit**

The **Ctrl-K-D** command does save the file on disk, but it leaves you inside Notepad. The **F2** function key does the same. To exit from the Notepad, press **Esc**.

## **Line Restore**

The **Ctrl-Q-L** command restores a line to its contents before edit as long as the cursor has not left the line.

## **Tabs**

No fixed tab settings exist. Instead, tabs are automatically set to the start of each word on the line immediately above the cursor.

## **Auto Indent**

The **Ctrl-Q-I** command switches the auto indent feature on and off.

## **Time and Date Stamping Notes**

A file with the text:

```
.LOG
```

entered in column one of line one is a *LOG file*. Whenever the Notepad window is opened with such a file active, the cursor moves to the bottom of the file, and the time (Hours/Minutes/Seconds on military format) and date (Month/Day/Year) from the PC's clock is written into the file. The cursor then jumps to the next line. The commands **Ctrl-Q-T** and **Ctrl-Q-O** also read time and date and put it into the file.

## **Print Block**

The **Ctrl-K-P** command is used to print a marked and displayed block on the printer. If no block is displayed, the entire file is printed.

## **Sort Block**

The **Ctrl-K-S** command causes lines within a marked and displayed block to be sorted.

## **Notepad vs. the TURBO Editor**

Notepad is almost identical to the TURBO Pascal editor, but it has some extensions as described in the following.

### **Graphics**

In graphics mode (press **Ctrl-Q-G**), Notepad can display the PC's foreign and semi-graphic characters. This means that WordStar files containing characters with a high eighth bit will not be readable. Use non-graphics mode for such files.

### **Time and Date Stamping Notes**

A file with the text:

```
.LOG
```

entered in column one of line one is a *LOG file*. Whenever the Notepad window is opened with such a file active, the cursor moves to the bottom of the file, and the time (Hours/Minutes/Seconds on military format) and date (Month/Day/Year) from the PC's clock is written into the file. The cursor then jumps to the next line. The **Ctrl-Q-T** and **Ctrl-Q-O** commands also read time and date and put it into the file.

### **Print Block**

The **Ctrl-K-P** command is used to print a marked and displayed block on the printer. If no block is displayed, the entire file is printed.

### **Sort Block**

The **Ctrl-K-S** command causes lines within a marked and displayed block to be sorted.

**Notes:**

## Chapter 3

# CALCULATOR

---

The Sidekick Calculator resembles a hand-calculator and performs the four basic arithmetic operations, using BCD arithmetic for highest possible accuracy. It displays eighteen digits with four decimal positions, and thus has a range of -99,999,999,999,999.9999 through 99,999,999,999,999.9999.

The memory functions let you perform calculations directly on the contents of the calculator's memory.

The calculator operates in decimal, hexadecimal, and binary modes and performs conversions between these.

When the Calculator is activated, the *NumLock* status is automatically set, which enables the use of the numeric keypad. NumLock is returned to its previous state when you leave the Calculator.

The **numeric** field in the right part of the window shows you the keys available for decimal entry and calculation. Calculation proceeds, and expressions must be entered, according to normal algebraic rules. Parentheses may be used to change the order of calculation. For each level of parentheses entered, one left parenthesis will appear in the display. When a closing parenthesis is entered, one level of parentheses will be closed, the expression will be calculated and displayed, and one parenthesis will disappear from the display.

Any number on the display may be transferred to your application (or to Notepad) as explained later.

← Deletes digits one at a time, from right to left.

### **E-Clear Entry**

Clears the display, but not previous entries or intermediate results.

### **C-Clear**

Clears the entire Calculator (except memory).

## CALCULATOR

### Memory

The calculator's memory is accessed by pressing **M** (or **m**). After pressing **M**, you must press:

- C** to clear the memory.
- R** to recall the number in memory to the display. The number in memory remains unchanged.
- =** to put the number on the display into memory.
- +** to add the number on the display to the number in memory.
- to subtract the number on the display from the number in memory.
- \*** to multiply the number in memory with the number on the display.
- /** to divide the number in memory with the number on the display.

When memory contains a number other than zero, an **M** will be shown in the display.

### Modes

The calculator works in decimal mode by default, but pressing **B** or **H** will switch to binary or hexadecimal mode and convert the number on the display accordingly. The function keys **F5** through **F10** are used to enter the hexadecimal digits **A** through **F**.

Pressing the **A**, **O**, and **X** keys performs the logic operations **And**, **Or**, and **Xor**.

## Programming Keys with Numbers from Calculator

To facilitate transfer of a number from the calculator to other applications, the Calculator lets you 'program' any key with the number on the calculator's display. Press **P** to invoke programming. Then press the key into which you want to put the displayed number.

This may be any key, but of course it is practical to choose a key that is not used for other purposes, because as long as it holds a number from the calculator, its normal function is suspended. Use for example a function key with **Alt** or **Ctrl** pressed at the same time.

You may program as many keys as you wish, and use them anywhere you want, for example to store a number of intermediate results which you need later in a calculation.

To clear the keys, and return them to their normal use, you press **C** while in 'programming mode'. This clears all keys of numbers that you have put into them.

## Chapter 4

# CALENDAR

---

When activated, the caLendar will initially display June 1984, unless the date in PC-DOS is set to a later date. The caLendar covers 1901 through 2099, and the arrows are used to change the displayed month and year.

The appointment caLendar is activated by entering a date, or just by hitting **?** if you want today's appointments. The appointment caLendar's window then opens, displaying an appointment schedule for that date. The top line is for a note on the day, and the following lines are used to enter appointments in half-hour intervals from 8 a.m. through 8:30 p.m. The **↑** and **↓** keys are used to position the cursor on the desired time. The **PgUp** and **PgDn** keys switch between page 1 and 2 of each day, and the **←** and **→** keys change the date.

The function keys shown on the bottom line are used as follows:

### **F2-Name**

Press **F2** and enter the name or initials of the person whose appointment calendar you will use. The name must be no more than 8 characters, and may contain only letters from A through Z or numbers.

### **F3-Print**

is used to print one day or a period of the current appointment caLendar. You are asked to specify the first date and the last date. If you just press **?** when asked for *first month*, printing will start from the first appointment in the caLendar. Then enter the last date you want to print. Again you may just press **?**, and the date of the last appointment in the calendar will be chosen for printing.

### **F4-Print all**

is used to print all appointments in the current appointment caLendar.

**F5-Delete**

is used to delete one day or a period from the current appointment caLendar. The first and last date of this period must be specified. If you just press **2** when asked for *first month*, you will delete from the first appointment in the calendar. Then enter the last date you want to delete. Again you may just press **2**, and yesterday's date will be chosen. All appointments in the specified period are then deleted.

The appointment caLendar keeps a separate file for each person. The first name of this file is the person's name or initials, and the last name is normally APP, but you may change this in Setup (chapter 7). Appointment files are placed in the root directory unless another directory is specified in Setup.

When printing appointments from the calendar, Sidekick makes a form feed after each day. If you would like more than one day per page, you can set your printer's PAGE LENGTH to a whole fraction shorter than a full page.

If you use paper with 66 lines, you could set the printer's page length to 33 lines, and you will get two days per page; or to 22 lines, and you will get 3 days per page. A full day will require 28 lines, but if you never have that many appointments in a day, you can use a smaller page length.

Please consult your printer's manual or your in-house systems specialist for information on how to set the printer's page length.

## Chapter 5

# DIALER

---

The dialer works with a Hayes Smartmodem or compatible modem. It works in two different ways:

- 1) It may pick a phone number off the screen. This facility may be used to dial numbers found by other programs.
- 2) It may use its own telephone directory file. If the Dialer cannot find a valid phone number on the screen when you activate it, it will load the directory file instead, if it is present.

A telephone number is unique by containing either parentheses and/or one or more hypens. Further, it must not contain commas, periods, slashes, or other characters which are used in dates, amounts, and other numeric information.

If you have more than one number on the screen that looks like a phone number, the first one will be chosen. You can then move to the next one by pressing →. If you don't want to dial the number, but use the Dialer's own phone directory, you just press the space bar.

You can compile your telephone directory in many ways; the easiest is simply to use the Notepad to write it. The contents of each line in the telephone directory should be:

```
IDENTIFIER PHONENUMBER COMMENT
```

The *IDENTIFIER* is any 'nickname' or abbreviation by which you choose to remember your friends, family, or business associates. The identifier is unique only by starting in column one (leading blanks are significant).

The *PHONENUMBER* must contain either parentheses or a hyphen. A **T** in the number will cause the modem to use tone dialing, and a **P** will cause it to use pulse-dialing. Tone-dialing is used if nothing is specified, and the two dialing methods may be mixed within one number, if desired. A **@** in the number causes dialing to pause — useful for dialing long distance numbers, credit card systems, etc.

The *COMMENT* is optional. It may be the full name, the address, or a list of keywords which you associate with each person in the directory. For your vendors you could, for example, write a list of the goods or services each provides.

In fact you can create a small database, and you can use the Notepad's sorting capabilities to organize your phone directories. The dialer displays 78 characters on each line. Your file may have longer lines, but anything beyond the 78th character is ignored.

The following lines are examples of valid entries in the phone directory file:

```
BOR (408) 438-8400 Borland International, Scotts Valley  
Borl,408-438-8400,(Sidekick and TURBO Pascal)  
Fred (888) 623-1234 Computer Cleaners Inc.
```

The Notepad may be used to maintain this file, or it may be a data file created by your data base program or by a Pascal or BASIC program of your own make. Fields in the data file may be either comma-delimited or positional; records must be delimited by a CR/LF sequence.

Once the file is loaded, it is displayed in the Dialer window, with a horizontal bar pointing out the first entry. You may scroll your file up and down using the arrow keys, and press **2** to dial when the desired number is displayed in the bar. Or you may press one of the following keys:

### **F2-New file**

This function key lets you specify a new phone directory file. The default name is *PHONE.DIR* (unless you have changed the default value in the Setup window), but you can have as many different phone directory files on your disk as you wish, and use **F2** to switch between them.

### **F3-search ID**

When you want to call a particular person, you just need to press **F3** and enter the person's ID. The dialer will then find the number in the directory, and you dial it by pressing **2**. While a search is active, the **↑** and **↓** keys will continue the search for the next match in the indicated direction.

**F4-search all**

You press **F4** to search the *entire line* for any text (as opposed to *search ID* which only searches for text starting in column one). This way you can quickly locate all vendors offering for example COMPUTERS or FAST FOOD, or customers interested in THIS or THAT. The possibilities are countless. While a search is active, the ↑ and ↓ keys will continue the search for the next match in the indicated direction.

**F5-stop search**

Stops a search and returns the ↑ and ↓ keys to their normal scroll functions.

*DIALER*

**Notes:**

## Chapter 6

# ASCII TABLE

---

The ASCII Table displays the entire 256-character ASCII character set, 16 or 32 characters at a time. The arrows are used to leaf through the pages.

The first two pages show 16 ASCII values at a time, in decimal and hexadecimal; they show the characters as they look on the PC's screen, and they contain the control character value and mnemonic of each character.

The remaining pages display 32 characters at a time, with values in decimal and hexadecimal, and the characters as they look on the screen.

The real value of the ASCII Table, apart from the fact that it never gets lost, is that it displays the character set right on the screen, which of course is better than any printed approximation you may find in a table.

*ASCII TABLE*

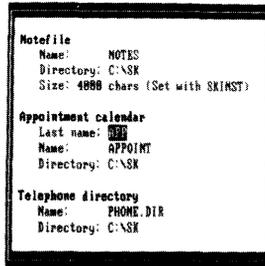
**Notes:**

# Chapter 7

## SETUP

---

The Setup window is used to change the standard values assumed by Sidekick with regard to file names, directories, and positions and size of windows.



help  save file setup  save window setup  save both  exit

Figure 7-1: Setup Window

### Note file

#### Name

The default note file name is NOTES. You may enter any other legal file name you wish Notepad to use as standard each time you start Sidekick. If the name you specify here is a *pattern* containing *wildcards* (asterisks and question marks), a list of files matching the pattern will be shown when you enter the Notepad, and you can choose a file from that list.

**Example:** IF you specify the name *\*.TXT*, you will get a list of all files with the last name TXT, and you may select a file from that list.

## Note file

### Directory

The default directory is not specified; it is therefore the currently active directory. This means that Notepad will expect to find its file in the directory you are currently using, unless another directory is specified during the use of Notepad.

### Size

The default maximum size of the note file is 4000 characters. This size may be changed by the installation program SKINST (see appendix B).

## Appointment caLendar

### Last name

The default last name of the appointment caLendar files is .APP. You may enter any other legal last name (0 through 3 characters) that you wish to use as last names of the appointment caLendar files. If the name you specify here is a *pattern* containing *wildcards* (asterisks and question marks), a list of files matching the pattern will be shown when you enter the Notepad, and you can choose a file from that list.

### Name

The default first name of the appointment file is APPOINT. You may enter any other legal file name you wish the appointment caLendar to use as standard. Again, you can include *wildcards* in the name to form a pattern.

**Example:** If you let the last name be APP, and enter an asterisk for the first name, you may choose appointment file from a list of all files with the last name APP when you first enter the appointment caLendar.

The **F2-Name** command in the appointment caLendar may be used to choose a file with a different first name while you are working with your appointments. The name you specify becomes the first name of the file.

### Directory

The default directory is the root directory (indicated with a backslash as in DOS). This means that the appointment caLendar will expect to find its file in the root directory. You may specify another directory on the standard DOS format.

## Dialer

### Name

The default telephone directory file name is PHONE.DIR. You may enter any other legal file name you wish the Dialer to use. If the name you specify here is a *pattern* containing *wildcards* (asterisks and question marks), a list of files matching the pattern will be shown when you enter the Notepad, and you can choose a file from that list.

### Directory

The default directory is the root directory (indicated with a backslash as in DOS). This means that the Dialer will expect to find its file in the root directory. You may specify another directory on the standard DOS format.

## Save Setup

### F2-Save file setup

When you press the **F2**-key, the names and directories you see in the Setup window are saved in Sidekick and become the new standard values.

### F3-Save window setup

When you press the **F3**-key, the current window positions and the current size of the Notepad window are saved in Sidekick and become the new standard values.

### F4-Save both

When you press the **F4**-key, both file setup and window setup are saved in Sidekick and become the new standard values.

*Save Setup*

**Notes:**

# Appendix A

## APPLICATION NOTES

---

### The Autoexec.bat File

Starting Sidekick may be as simple as writing **SK Z** on the DOS command line. But if you are using the AUTOEXEC.BAT file to start up your system, you might as well include Sidekick in it.

If you do that, Sidekick should be the very **last** thing you let AUTOEXEC activate before an application program. Let us take a look at an AUTOEXEC file as it could look if you want to load and run an accounting package — let's call it ACCOUNTS — each time you start the computer:

```
spool
ramdisk
network
clock
sk
accounts
```

*Spool*, *Ramdisk*, and *Network* are examples of utilities that are loaded into RAM and stay there until the computer is reset, just like Sidekick. As explained on page 73, it is important that Sidekick is the **last** resident program loaded into memory.

The copy protected version of Sidekick will require the original distribution disk in either drive A: or drive B:, so if you have a PC with two floppies, you should have your DOS disk in A: and the Sidekick distribution disk in B:, and the AUTOEXEC.BAT file should read:

```
spool
ramdisk
network
clock
b:sk
accounts
```

If you boot from a hard disk, you should have the distribution disk in the A: drive, but keep the door open until Sidekick gives you a beep. Then close the door, and Sidekick will start. After that, you don't need the distribution disk until you start the computer again.

## **A Few Ideas...**

Many of the uses of Sidekick are obvious; like using the automatic dialer, making a quick note of something, letting Sidekick keep track of your appointments, or helping you convert between decimal and hex.

Nevertheless, the following might give you some inspiration on how to combine one or more features of Sidekick with your job, your life and some of the programs you usually use. So, here are some scenes from the real world with and without Sidekick as they could happen to a secretary, a salesman, a president, a programmer or anyone else using a computer.

## **Scenes From Our Lives**

### **Scene One:**

You are working with a word processor, like WordStar, and you need to make a few calculations in connection with the text you are writing. You do not want the calculations included in the text, only the results. On the other hand you want to keep the calculations for future reference.

#### *Without Sidekick:*

First dig out your calculator. Now do the calculations. Now find a piece of paper and a pencil, or write the the numbers with WordStar, then mark the text as a block and write it to a file. When you later on need the notes and calculations for your own reference you must either read in the file as a block, read it and then delete it, or try to find the piece of paper.

#### *With Sidekick:*

Activate the calculator. Do the calculations. Activate the Notepad and write your notes.  
Press Esc twice to return to your word processor.  
When you later on need the notes, simply activate the notepad from within your word processor, read the note and return to your word processor by pressing Esc.

**Scene Two:**

Something very strange just happened to the program you are running, unfortunately the in-house specialist is out to lunch and you know he will not believe you unless you show it to him. On the other hand you can't stop working. What do you do?

*Without Sidekick:*

1) Continue working and learn to live with the problem; nobody will fix it, because nobody will believe you. Or 2) Stop working and get in trouble with your boss.

*With Sidekick:*

Activate the notepad and press F4 to import data from the screen. Now use the block commands to copy the entire screen to the note file which you may show the in-house specialist later on.

**Scene Three:**

You are working at your computer.

The telephone rings.

Someone asks you to call back in two days and leaves a number for you to call.

*Without Sidekick*

First find your appointment calendar. Then find a pencil and make a note of the name and telephone number. When the day arrives you have to find your appointment book again and for the second time duplicate the number, this time by pushing buttons on the phone.

*With Sidekick:*

Activate Sidekick.

Select the caLendar and the day to call back.

Type the name and telephone number of the person to call back.

Press Esc to return to your program.

When the day arrives you simply activate the caLendar, move the cursor to the telephone number and press Alt-D. Your Sidekick will then place the call for you.

## **Scenes From the Life of a Salesman**

### **Scene One:**

You are using dBASE II or another program to keep track of customers. You also use this program to select the customers you need to call.

#### *Without Sidekick:*

Although you have an autodial modem in your computer, and although your computer already 'knows' the number you need to dial it can't, because the database program cannot make phone calls! So what happens? You must read the number off the screen and dial it yourself.

#### *With Sidekick:*

Activate Sidekick then press D to dial.  
Sidekick automatically picks the number off the screen dials it for you.

### **Scene Two:**

Your job requires you to keep a log of your telephone conversation — with whom, on which subject, for how long?

#### *Without Sidekick:*

You need to have the following things handy: 1. a block of paper, 2. a pencil, 3. a telephone directory, 4. a stopwatch. Now you must find the number of the customer to call (unless the customer called you), dial the number, make a note of the current time and date in your log book, make a note of what you talked about and finally note the time again.

#### *With Sidekick:*

Activate the Notepad. Each time you pick up the phone, press **Ctrl-Q-T**, and the date and time will be entered into the file. Then make your notes about the conversation. Finally, when you hang up, press **Ctrl-Q-T** again. Or use a 'log' file to keep track of time for you (see page 51).

Use Sidekick's Dialer to dial the number.

## Scenes From the Life of a Programmer

### Scene One:

For some reason you need the binary representation of an ASCII character.

#### *Without Sidekick:*

You **know** that you left your ASCII Table right next to your keyboard only 10 seconds ago, but somehow it has managed to disappear into another dimension. Finally you find a book with an ASCII Table, but unfortunately it contains only the decimal values. But thank Texas Instruments for your programmer's calculator, if only Bob hadn't borrowed it.

#### *With Sidekick:*

Press **Alt-A** for **A**SCII Table and find the character.

Press **Alt-C** to activate the calculator.

Enter the decimal value and tell the calculator to convert to binary.

### Scene Two:

You are writing a large BASIC program with lots of GOTOs and GO-SUBs. But you keep forgetting the line number of your input routine, or the meaning of line numbers such as 8760.

#### *Without Sidekick:*

You very quickly end up with endless lists of notes on paper — which you must keep updated all the time.

#### *With Sidekick:*

Use the Notepad to maintain lists of your subroutines. Notepad's *search* command lets you quickly locate any subroutine in the list, and the *sort* command lets you keep the list sorted - on line numbers, on names, or on anything else.

You might choose to avoid this problem altogether by using Borland's TURBO Pascal (another \$49.95 product), which lets you assign meaningful names to procedures such as: *GetEntry*, *Update File*, *GetCustomerName*, etc.

*Here's A Few Ideas..*

**Scene Three:**

You are repeatedly assembling, running, and editing an assembly language program.

*Without Sidekick:*

If the assembler produces any error messages, you must stop the output and copy the error messages from the screen. Then you start your editor and based on your notes you find the error and correct it.

*With Sidekick:*

Simply let the assembler produce output to a file. When you go back to work on the assembly code, use Notepad as a window into the file with the error messages.

## **Killing Sidekick**

This sounds drastic, **and so it is**. Removing Sidekick from memory can be desirable in rare cases if you need to create more room for other programs without resetting the computer.

**But it should only be done with extreme caution, only by persons with computer knowledge, and only after observing the following rules:**

It must only be done if there are **no other resident programs** in memory **after** Sidekick. Other resident programs can be for example PRINT, in some cases MODE, a NETWORK program, a RAMDISK, etc.

This also means that you must **only** use this command when you have activated Sidekick from the DOS; not when you are inside another program, because this program will reside in memory **after** Sidekick.

If you kill Sidekick when other programs occupy memory above it, you will create an unoccupied 'hole' in the middle of memory, and DOS will go bananas!

If you are **certain** that Sidekick is the last program in memory, you can use the hidden command **Ctrl-Home Ctrl-End** when the Main Selection Window is on the screen. This releases Sidekick, thereby freeing the memory it occupies.

**Notes:**

## Appendix B

# INSTALLATION

---

The installation program SKINST can be used to change the default values of screen type, editor commands and file size, modem port, and colors.

Type `SKINST` to start the installation program. One or more of the Sidekick program files:

*SK.COM, SKN.COM, SKC.COM, and SKM.COM*

must be on the logged drive. Only the Sidekick *files* will be installed; not the Sidekick possibly residing in memory during installation. The changes made during installation become effective only when Sidekick is re-started.

```

SideKick installation menu
Choose installation item from the following:

Screen type | notepad Commands | notepad File size | Modem | cOlors | Quit
          Enter S, C, F, M, O, or Q: _

```

*Figure B-1: Installation Main Menu*

Choose the item you want to install from this menu by pressing one of the highlighted capital letters.

## Screen Type

When you hit **S** to perform Screen installation, you get this menu which lets you select the screen mode you want Sidekick to use:

Choose one of the following displays:

- 0) Default display mode
- 1) Monochrome display
- 2) Color display 80x25
- 3) B/W display 80x25

Which display? (Enter no. or Q to exit): \_

*Figure B-2: Screen Installation Menu*

### Default display mode

Sidekick will operate in the mode which is active when you **start** Sidekick. If you change screen mode later, Sidekick will still use the mode which was active when you started. Sidekick always uses *80x25 character mode* even if *40x25* is active, and it will use color mode if graphics mode is active when you start.

### Monochrome display

Sidekick will use monochrome mode, no matter what mode is active, and switch back to the active mode on exit.

### Color display 80x25

Sidekick will use color mode with 80x25 characters, no matter what mode is active, and switch back to the active mode on exit.

### B/W display 80x25

Sidekick will use black and white mode with 80x25 characters, no matter what mode is active, and switch back to the active mode on exit.

### Blinking Display?

If you install default, color, or b/w screens, you are finally asked if your display blinks when it scrolls. A standard IBM color/graphics controller blinks, but some other controllers don't. Answer **Y** or **N** as appropriate. This causes Sidekick to use your video controller optimally, with as little screen 'noise' as possible.

## Notepad Commands

The Notepad responds to a number of commands which are used to move the cursor around on the screen, delete and insert text, move text etc. Each of these functions may be activated by either of two commands: a primary command and a secondary command. The secondary commands are installed by Borland and comply with the 'standard' set by *WordStar*, and they cannot be changed. Some primary commands have been installed to let you use the function keys, arrows, etc. on the PC's keyboard, but you may use the installation program to change them or install other primary commands. Only the primary commands are displayed by the installation program.

When you hit **C** for Command installation, the first command appears:

```

CURSOR MOVEMENTS:

1: Character left           <ESC> K  ->

```

This means that the character sequence **Esc K** (produced by the left-arrow key) has been installed to move the cursor one character left. If you want to change this command, you may enter the desired command following the **->** prompt in either of two ways:

- 1) Press the key you want to use. It could be a function key or any other key or sequence of keys (max. 4). The installation program responds with a mnemonic of each character it receives. If you want to use the **F5** key to perform 'Insert line', just press **F5** followed by **?** when you reach *Insert line* in the installation sequence:

```

??: Insert line           Nothing  -> <ESC> ?

```

**<ESC> ?** represents **F5** (like in TURBO Pascal), and **F5** is now installed as the primary command to insert a line. The secondary command **Ctrl-N** will remain in effect as long as no primary command is installed as **Ctrl-N**.

## INSTALLATION

- 2) Instead of pressing the actual key you want to use, you may enter the ASCII value(s) of the character(s) in the command. The values of multiple characters are entered separated by spaces. Decimal values are entered as: 27; hexadecimal values are prefixed by a dollar-sign: \$1B.

In both cases, terminate your input by pressing **↵**. Notice that the two methods cannot be mixed within one command, i.e. if you have started defining a command sequence by pressing keys, you must define all characters in that command by pressing keys and vice versa.

You may enter a - (minus) to remove a command from the list, or a **B** to back through the list one item at a time.

The Notepad accepts a total of 48 commands, and they may all be installed to your specification. If you make an error in the installation, like if you define the same command for two different purposes, you will get an self-explanatory error message, and you must correct the error before terminating the installation. A primary command, however, may conflict with one of the *WordStar*-like secondary commands; that will just render the secondary command inaccessible.

The following table lists all secondary (WordStar) commands and those primary commands which are installed by Borland along with the actual key you should press to generate those commands. Space is left for you to note any commands installed by yourself.

ACTION	SECONDARY COMMAND	PRIMARY COMMAND	PC KEY
<b>CURSOR MOVEMENTS:</b>			
1: Character left	Ctrl-S	<ESC> K	←
2: Alternative	Ctrl-H	_____	
3: Character right	Ctrl-D	<ESC> M	→
4: Word left	Ctrl-A	<ESC> s	Ctrl-←
5: Word right	Ctrl-F	<ESC> t	Ctrl-→
6: Line up	Ctrl-E	<ESC> H	↑
7: Line down	Ctrl-X	<ESC> P	↓
8: Scroll up	Ctrl-W	_____	
9: Scroll down	Ctrl-Z	_____	
10: Page up	Ctrl-R	<ESC> I	PgUp
11: Page down	Ctrl-C	<ESC> Q	PgDn
12: To left on line	Ctrl-Q-S	<ESC> G	Home
13: To right on line	Ctrl-Q-D	<ESC> O	End
14: To top of page	Ctrl-Q-E	<ESC> w	Ctrl-Home
15: To bottom of page	Ctrl-Q-X	<ESC> u	Ctrl-End
16: To top of file	Ctrl-Q-R	<ESC> _____	Ctrl-PgUp
17: To end of file	Ctrl-Q-C	<ESC> v	Ctrl-PgDn
18: To eof w/time/date stamp	Ctrl-Q-O	_____	
19: To beginning of block	Ctrl-Q-B	_____	
20: To end of block	Ctrl-Q-B	_____	
21: To last cursor position	Ctrl-Q-P	_____	
<b>INSERT &amp; DELETE:</b>			
22: Insert mode on/off	Ctrl-V	<ESC> R	Ins
23: Insert line	Ctrl-N	_____	
24: Delete line	Ctrl-Y	_____	
25: Delete to end of line	Ctrl-Q-Y	_____	
26: Delete right word	Ctrl-T	_____	
27: Delete char under cursor	Ctrl-G	<ESC> S	
28: Delete left character	<DEL>	Ctrl-H	
29: Alternative:	_____	_____	

## INSTALLATION

---

ACTION	SECONDARY COMMAND	PRIMARY COMMAND	PC KEY
<b>BLOCK COMMANDS:</b>			
30: Mark block begin	Ctrl-K-B	<ESC> A	F7
30: Mark block end	Ctrl-K-K	<ESC> B	F8
32: Mark single word	Ctrl-K-T	_____	
33: Hide/display block	Ctrl-K-W	_____	
34: Copy block	Ctrl-K-C	_____	
35: Move block	Ctrl-K-V	_____	
36: Delete block	Ctrl-K-Y	_____	
37: Read block from disk	Ctrl-K-R	_____	
38: Write block to disk	Ctrl-K-W	_____	
39: Sort block	Ctrl-K-S	_____	
40: Print block	Ctrl-K-P	_____	
<b>MISC. EDITING COMMANDS:</b>			
41: Save note file	Ctrl-K-D	_____	
42: Tab	Ctrl-I	_____	→
43: Repeat last find	Ctrl-L	_____	
44: Control character prefix	Ctrl-P	_____	
45: Find	Ctrl-Q-F	_____	
46: Find & replace	Ctrl-Q-A	_____	
47: Auto tab on/off	Ctrl-Q-I	_____	
48: Restore line	Ctrl-Q-L	_____	
49: Time/date stamp	Ctrl-Q-T	_____	
50: Graphics on/off	Ctrl-Q-G	_____	

---

*Table B-1: Editing Commands and PC-Keys*

## Notepad File Size

As Notepad keeps its file entirely within memory (to let you swap disks as much as you like), space must be set aside in memory for this file. The default size is 4000 characters, but you may choose a smaller size if you have memory problems, or a larger one if you have lots of memory and want Notepad to work on large files.

## Modem

Before using the dialer, you must use SKINST to tell Sidekick on which port your modem is installed. The PC may have two serial communications ports (COM1: and COM2:), and after pressing **M**, simply press **1** or **2** depending on which port your modem uses. If you don't know this, check with the person who installed your modem.

## Colors

The color installation lets you change the colors and b/w and monochrome attributes used for window frames and text in Sidekick. The standard colors and attributes have been carefully chosen to provide clear and informative screen images with standard IBM video controllers and monitors. Some other controllers and monitors, however, may display colors differently, and you may then use this installation to design the Sidekick windows to look their best on your particular hardware.

The color installation screen has several windows:

← INSTRUCTIONS →

Use **F** and **A** keys to select window. Then choose colors for FOREGROUND, BACKGROUND, and FRAME from table below. Enter the number of the color you want and press **OK**. You will immediately see the effect in the sample window to the right or on the command line below.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63
64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79
80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95
96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111
112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127

**F** - select window    **OK** - exit and update    **ESC** - exit without change

FOREGROUND: <span style="background-color: #cccccc;">17</span>	BACKGROUND: 7	FRAME: 15			
Command line	Main window	Help	Notepad	Calculator	Calendar
Appointments	Dialer	Ascii table	Setup	File window	

FRAME	
FO	BA

Figure B-3: Color Installation

The bottom window shows the names of Sidekick's windows. When you start installation, the Main Window is selected, and the colors of this window are shown in the sample window in the upper right corner.

## Colors

You press the ← or → keys to select other windows. The sample window will display the colors of the frame and foreground/background text of each window as you move along.

The top line of the bottom window shows the numeric value of the colors as they are now. To change a color, simply enter another number and press **2**. The change will immediately show in the sample window. The table in the middle of the screen will help you to choose colors which show clearly and pleasantly on your screen.

You move among the **FOREGROUND**, **BACKGROUND**, and **FRAME** fields by pressing **2**.

The table shows color numbers from 0 through 127 (0 is black on black, so you can't see it, and you can't install it either). Numbers 128 through 255 repeat these colors, but **blinking**. It's probably not very useful, but you **can** choose a color to blink by adding 128 to the number in the table.

When you select **Command line**, the sample window disappears, and the installation program's own command line serves as an example of Sidekick's command line. You should note that the colors of the command line are also used by the horizontal bar in the Main Selection Window.

When you are finished re-coloring Sidekick you just press **F2**, and your changes are saved in all Sidekick **.COM** files on your disk. If you want to leave without saving your changes, just press **Esc**.

Notice that the changes only affect the Sidekick files on disk. The Sidekick you may already have loaded is not installed; you must re-start it to see the new colors.

We hope you'll have a lot of fun coloring your Sidekick.

# Appendix C

## SUBJECT INDEX

---

### A

Abort command, 47  
 Activating Sidekick, 7  
 Advanced Use, 25  
 Alt-key, **15**  
 Appointment caLendar, 19,  
     55, 64  
 ASCII Table, 24  
 Auto Indent, 49  
 Auto tab on/off switch, 43  
 Autoexec.bat file, 67

### B

Backspace, 11, 39  
 BAK files, 30, 43  
 Before Use, 5  
 Begin block, 41  
 Blinking display, 76  
 Block Commands, 40
 

- Copy block, 13, 31, 41
- Delete block, 42
- Hide/display block, 41
- Mark block begin, 13, 31,  
     41
- Mark block end, 13, 31,  
     41
- Mark single word, 41
- Move block, 41
- Print block, 42
- Read block from disk, 42
- Sort block, 42
- Write block to disk, 42

### C

Calculator, 15  
 caLendar, 19  
 Character left, 36  
 Character right, 36  
 Col(umn) indicator in Notepad,  
     32  
 Colors, 81  
 Command line, 10, 30, 82  
 Comment, 58  
 Contract window, 14, 31  
 Control character, **34**, 44,  
     45, 77  
 Control character prefix, 47  
 Copy block, 13, 31, 41  
 Copy protection, **5**, 67  
 Ctrl-A, 36  
 Ctrl-A in search strings, 44,  
     45  
 Ctrl-Alt, 27  
 Ctrl-D, 36  
 Ctrl-E, 36  
 Ctrl-End, 38  
 Ctrl-F, 36  
 Ctrl-G, 39  
 Ctrl-Home, 38  
 Ctrl-K-B, 31, 41  
 Ctrl-K-C, 13, 31, 41  
 Ctrl-K-D, 11, 30, 43  
 Ctrl-K-H, 41  
 Ctrl-K-K, 13, 31, 41  
 Ctrl-K-P, 42  
 Ctrl-K-R, 42  
 Ctrl-K-S, 42  
 Ctrl-K-T, 41  
 Ctrl-K-V, 41  
 Ctrl-K-W, 42  
 Ctrl-K-Y, 42  
 Ctrl-left arrow, 36

## SUBJECT INDEX

- Ctrl-N, 11
- Ctrl-P, 47
- Ctrl-PgDn, 38
- Ctrl-PgUp, 38
- Ctrl-Q-A, 45
- Ctrl-Q-B, 38
- Ctrl-Q-C, 38
- Ctrl-Q-D, 38
- Ctrl-Q-E, 38
- Ctrl-Q-F, 44
- Ctrl-Q-G, 43
- Ctrl-Q-I, 43
- Ctrl-Q-K, 38
- Ctrl-Q-L, 44
- Ctrl-Q-O, 27, 38
- Ctrl-Q-P, 39
- Ctrl-Q-R, 38
- Ctrl-Q-S, 38
- Ctrl-Q-T, 27, 47
- Ctrl-Q-X, 38
- Ctrl-Q-Y, 40
- Ctrl-R, 37
- Ctrl-right arrow, 36
- Ctrl-S, 36
- Ctrl-T, 11
- Ctrl-U, 47
- Ctrl-V, 39
- Ctrl-W, 37
- Ctrl-X, 37
- Ctrl-Y, 11
- Ctrl-Z, 37
- Cursor Movement Commands, 35, 48
  - Character left, 36
  - Character right, 36
  - Line down, 37
  - Line up, 36
  - Page down, 37
  - Page up, 37
  - Scroll down, 37
  - Scroll up, 37
  - To beginning of block, 38
  - To bottom of window, 38
  - To end of block, 38
  - To end of file, 38
  - To eof w/time/date stamp, 38
  - To last position, 39
  - To left on line, 38
  - To right on line, 38
  - To top of file, 38
  - To top of window, 38
  - Word left, 36
  - Word right, 36

## D

- Data transfer from screen, 13, 31
- Delete, 11, 39
  - block, 42
  - character, 11
  - character under cursor, 39
  - left character, 39
  - line, 11, 40
  - right word, 40
  - to end of line, 40
  - with Find & Replace, 45
  - word, 11
- Dialer, 21, 65
- Dialing
  - pause, 57
  - pulse, 57
  - tone, 57
- Directory, 13, 30, 31
- Display blink, 76
- DOS file directories, 31
- Dot Commands, 49
- Down arrow, 37

**E**

Edit modes  
 Insert, 39  
 Overwrite, 39

Editing Commands, 33, 43  
 Character left, 36  
 Character right, 36  
 Line down, 37  
 Line up, 36  
 Page down, 37  
 Page up, 37  
 Scroll down, 37  
 Scroll up, 37  
 To beginning of block, 38  
 To bottom of window, 38  
 To end of block, 38  
 To end of file, 38  
 To eof w/time/date stamp,  
 38  
 To last position, 39  
 To left on line, 38  
 To right on line, 38  
 To top of file, 38  
 To top of window, 38  
 Word left, 36  
 Word right, 36

End, 38  
 End block, 41  
 End Edit, 43, 49  
 Esc, 9  
 Expand window, 14, 31

**F**

File directory, 13, 30, 31  
 File name pattern, 12  
 File names, 12  
 File size, 80  
 Files on Your Diskette, 5  
 Find, 44  
 Find and replace, 45  
 Free memory, 7

## Function keys

Alt, **15**  
 Esc, **9**  
 Ins, 11  
 NumLock, 11  
 PgDn, 11  
 PgUp, 11  
 ScrollLock, 11, **16**

**G**

Getting Out - And Quickly Back  
 In, 27  
 Getting Started, 7  
 Graphics, 48, 51  
 Graphics on/off switch, 43

**H**

Help, 9  
 Hide/display block, 41  
 Home, 38

**I**

Identifier, 57  
 Import data from screen, 13,  
 31  
 Indent indicator in Notepad,  
 32  
 Indentation, 43  
 Ins, 11, 39  
 Insert and Delete Commands,  
 39  
 Insert indicator in Notepad,  
 32  
 Insert line, 11, 40  
 Insert mode, 39  
 Insert mode on/off switch, 39  
 Insert/overwrite characters,  
 11, **39**  
 Introduction, 1

## SUBJECT INDEX

### K

Killing Sidekick, 73

### L

Left arrow, 36  
Line break, 44  
Line Breaks and Page Breaks,  
49  
Line down, 37  
Line indicator in Notepad, 32  
Line Restore, 49  
Line up, 36  
LOG file, 27

### M

Mark block begin, 41  
Mark block end, 41  
Mark single word, 41, 49  
Memory size, 7  
Miscellaneous commands  
  Abort command, 47  
  Auto tab on/off, 43  
  Control character prefix,  
  47  
  End edit, 43  
  Find, 44  
  Find and replace, 45  
  Graphics on/off, 43  
  Repeat last find, 46  
  Restore line, 44  
  Tab, 43  
  Time/date stamp, 47  
Miscellaneous Editing  
  Commands, 43  
Modem, 81  
Modem port, 81  
Move block, 41  
Move window, 16

### N

Note file, 63  
Note file name, 11, 30, 32  
Notepad, 10  
Notepad Commands, 77  
  Ctrl-K-B, 13  
Notepad size, 14, 31, 80  
Notepad vs. the TURBO Editor,  
51  
Notepad vs. WordStar, 48  
Notepad  
  Col, 32  
  Indent, 32  
  Insert, 32  
  Line, 32  
  Note file name, 32  
NumLock, 11

### O

Oops, 44  
Open window, 15  
Overview, 1  
Overwrite, 11, 39

### P

Page breaks, 49  
Page down, 37  
Page up, 37  
Path, 31  
Pattern, 12  
Pause in dialing, 57  
PgDn, 11, 37  
PgUp, 11, 37  
Phone directory file, 22, 57  
Phone number, 57  
Print block, 42, 50, 51  
Printing appointments, 56  
Programming Keys with Numbers  
  from Calculator, 54  
Pulse dialing, 57

**R**

Read block from disk, 42  
 Repeat last find, 46  
 Restore line, 44  
 Returning To An Open Window,  
 25  
 Right arrow, 36

**S**

Save note file, 11, 30  
 Save Setup, 65  
 Screen Type, 76  
 Scroll down, 37  
 Scroll up, 37  
 ScrollLock, 11, 16  
 Search, 44  
 Shift-keys, 7  
 Size of Notepad, 14, 31  
 Snow, 76  
 Sort block, 42, 50, 51  
 Status line, 10, 32

**T**

Tab, 43  
 Tabulator, 49  
 Time and Date Stamping Notes,  
 27, 38, 47, 50, 51  
 To beginning of block, 38  
 To bottom of window, 38  
 To end of block, 38  
 To end of file, 38  
 To eof w/time/date stamp, 38  
 To last position, 39  
 To left on line, 38  
 To right on line, 38  
 To top of file, 38  
 To top of window, 38  
 Tone dialing, 57  
 Trailing blanks, 38, 48  
 Transfer data from screen,  
 13, 31  
 Transferring Numbers from  
 Calculator, 17, 54

**U**

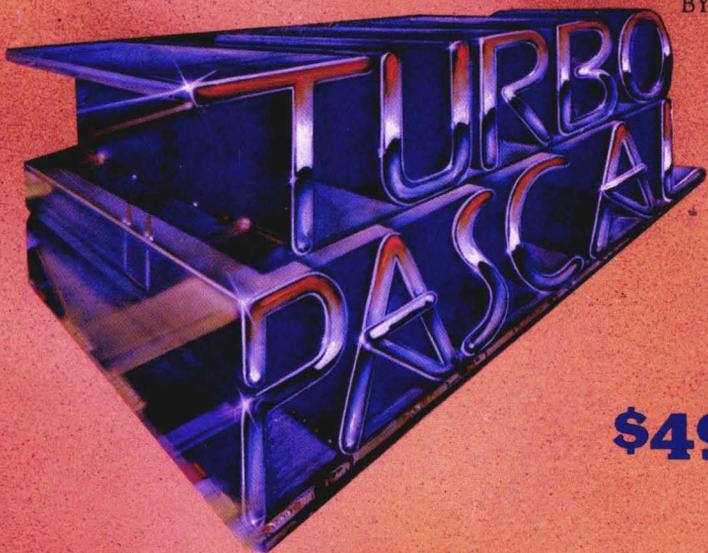
Up arrow, 36

**W**

Wildcards, 12  
 Word left, 36  
 Word right, 36  
 Wordstar overprint lines, 48  
 WordStar Text Files, 43, 48  
 Write block to disk, 42

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