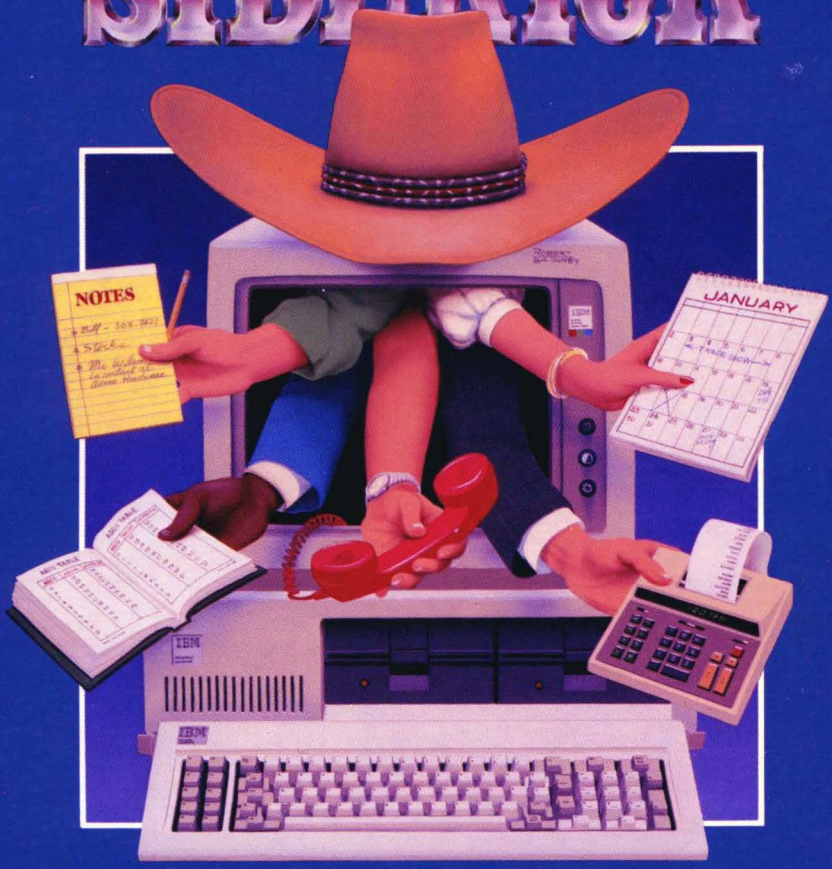
SIDEKICK™



The Desktop Organizer Just a Keystroke Away.

Software for your IBM PC, XT, AT, jr. and true compatibles.

BORLAND INTERNATIONAL

Special Edition for AST RESEARCH INC.

SIDEKICK

version 1.5

Owner's Handbook

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INTRODUCTION

This is Sidekick

Sidekick is a lot of things, but first and foremost **it is always there when you need it**. That's because it is right there in your computer's memory all the time until you turn the power off or reset your machine. No matter which other program you are using - word processor, data base, spreadsheet, TURBO Pascal, BASIC, or whatever - Sidekick is always present 'underneath' it and may be activated immediately with a single keystroke. 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, even to your life 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 the whatnot that gets lost all the time anyway. You work smarter; you work easier.

Notepad A full-screen, WordStar/TURBO Pascal-compatible text editor. It includes automatic word wrap and special notepad features like *cut and paste*. It will even time and date stamp your notes - automatically if you want.

Calculator This is a normal, everyday business pocket calculator which appears on your screen. However, it also offers special features for programmers.

Calendar This is a perpetual calendar. With it, you can keep track of your daily appointments.

Dialer This automatic dialer takes numbers from its own phone directory **or picks them directly off the screen**. You may find the number with dBASE-III or any other database that you already own, and Sidekick will make the call!

ASCII table

When you want to see the full 256 character ASCII alphabet in decimal and hexadecimal values, with their corresponding IBM PC characters and mnemonics - it's right here. Simply a must for any programmer.

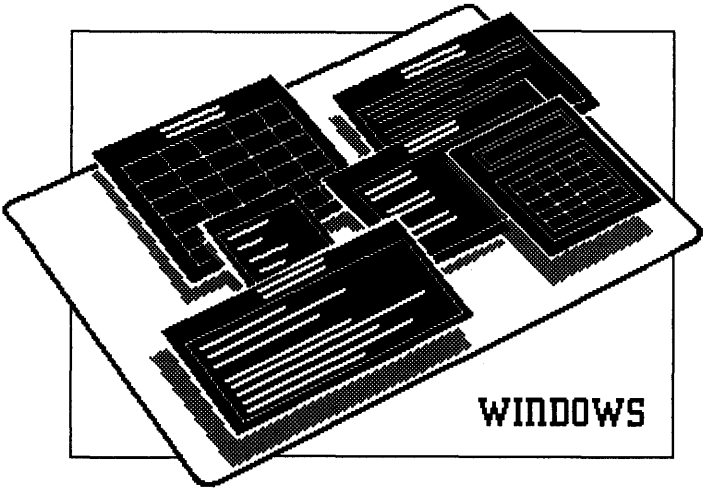
Help

When you need a helping hand, here it is - on line, and whenever convenient.

Setup

Sidekick's various standard values may be changed to suit your needs, 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, we have written it to help you get the most out of Sidekick, and to give you inspiration about the countless ways you may use it.

Chapter 1 will tell you how to make a work-copy of Sidekick and how to get it running safely. It is obviously important that you read this chapter.

We suggest you then get hands-on experience by following the short course in chapter 2. That will make you familiar with Sidekick's main features.

Once you get going, you may want detailed information on one thing or another. You can then turn to the remaining chapters which describe each Sidekick window in detail.

Appendix A contains some ideas about the many ways you can use Sidekick. You may find inspiration there for some uses we haven't even thought of. But don't limit yourself - use your imagination!

Appendix B steps you through the installation of Sidekick - should it be necessary. In most cases it won't because Sidekick comes pre-installed to run on IBM PCs and compatibles.

Appendix C offers solutions to the problems that are most likely to arise. Please check this appendix before calling our technical support staff.

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

Chapter 1. GETTING STARTED

This chapter contains the information you need to get Sidekick running safely, to make work disks, etc.

Before Use

Before using Sidekick, for your own protection, please copy all the files on the distribution disk onto your work disk. You should use a file copying program (*COPY*) to copy the Sidekick files onto your hard disk or floppy work disk. Assuming that you have your work disk in drive A: and the original disk in drive B:, you should type:

```
COPY B:*.*A: ↵
```

to transfer Sidekick to your work disk.

If you have a fixed disk, you might want to set up a sub-directory for Sidekick, for example one called **SK**. First make sure that you are logged on the fixed disk (usually drive C:). You should see the prompt:

```
C>
```

If not, type `C:` ↵ to log on to the fixed disk. Then type:

```
MKDIR \SK ↵
```

Insert the distribution disk in the floppy drive, change to the \SK directory, and copy all Sidekick files to the fixed disk. Type:

```
CHDIR \SK ↵
COPY A:*.* ↵
```

Now store the distribution diskette in a safe place. In this way you will always have an original, uncorrupted copy of Sidekick, should anything happen to your work disk.

Sidekick is not copy-protected. Please note that Borland's no-nonsense license statement printed in the front of this book licenses you to use your copy of Sidekick as if it were a book. It is not licensed to a single person, nor is it tied to one particular computer.

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Files on Your Diskette

In addition to the full Sidekick system, the distribution diskette contains various limited configurations which allow you to preserve memory by 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 leaves out the Calendar. It keeps in the Notepad, Calculator, Dialer, and ASCII table.

SKC.COM
This system leaves out the Notepad. It keeps in the Calendar, Calculator, Dialer, and ASCII table.

SKM.COM
This is the smallest configuration. It leaves out the Notepad, Calendar, and Dialer, and keeps only the 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 look slightly different because of the features we've kept out.

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
This is the installation program which lets you choose screen type, define the port to be used for the modem, change Sidekick's colors, and alter the Notepad editor's commands. The use of this program is entirely optional, because we have already included all the commonly used values 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.

Installation

Sidekick comes installed for an IBM PC computer, and it is only necessary to go through the installation procedure if you are not satisfied with the pre-set values, or if you want to use Sidekick's 'Rolodex' Dialer.

Appendix B contains all the information you need to install Sidekick.

When to Start SideKick

Sidekick is a *resident program*, which means that it is loaded into memory and stays there until you switch off the computer. Sidekick is therefore running even while you run other programs such as a word processor or a spreadsheet.

Sidekick may not be the only resident program you use on your computer; programs such as print spoolers, RAM disks, and keyboard enhancers (Borland's *SuperKey*, for example) are other examples of resident programs. If you use any of these, it is essential that you load them in the following order:

1) Load any non-Borland resident programs **first** (print spoolers, RAM-disks, or what have you).

2) If you have SuperKey, load it **after** any non-Borland resident programs.

3) Finally load *SideKick* as the **last** resident program.

Where to Start SideKick From

If you use a tree-structured directory, it is important that you change to the directory where you keep Sidekick's .COM and .HLP files before you start Sidekick.

This is because Sidekick must know where to find these files when you save a Sidekick setup, or when you use the on-line help system.

If you have your Sidekick files in the directory **SK**, and all your other programs in one called **SYSTEM**, you could set up a DOS *path* with the command:

```
SET PATH=C:\SYSTEM;C:\SK ↵
```

Now you can call a program from any directory, and DOS will use the path to find the programs in their directories. But **don't** do that with Sidekick. You **must** be on the directory that contains Sidekick's .COM and .HLP files when you start it, or you cannot save setups or use the help system.

If you use an AUTOEXEC.BAT file to set up your computer automatically each time you turn it on, please see page 87 for instructions.

Finally - Start Sidekick

Once you have Sidekick ready on your work-disk, type

to start it. The only file required on your disk at this point is SK.COM (or one of the other Sidekick .COM files, if you use a limited system). Please be sure to follow the instructions above on loading Sidekick with other resident software.

The following message will tell you that Sidekick is now loaded into memory and working:

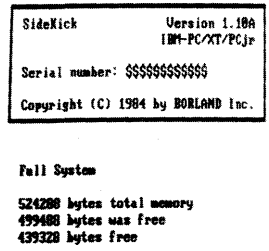


Figure 1-1: Log-On Message

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

The last three lines contain information about your PC's memory. First you can see how much memory you have in total, followed by the memory available after DOS and other system stuff (buffers, drivers, spoolers, ramdisks, 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 one of the limited Sidekick systems.

Remember that if the documentation for your software says that it requires a minimum of 128K (128 kilobytes) it normally means 128K *total* memory, **not** 128K *free* memory. As DOS and various system utilities, buffers, etc. use anywhere from 25K 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.

Although Sidekick is working, you can't see it. You must press special keys, as described in the next chapter, to get in touch with Sidekick.

How To Stop Sidekick

One last thing before you get going. Even though Sidekick is meant to stay in your computer's memory from now on (so it's always ready to pop up at the touch of a key), special circumstances may arise where you need to remove Sidekick from memory. For instance if you need to free the memory it occupies to create more room for other programs.

You **can** do that, but **only** when there are **no other programs** in memory **after** Sidekick.

That means first of all that you must be certain that Sidekick is the **last** resident program you load, as described above.

Secondly, you must only remove Sidekick from memory when you are at the DOS prompt, for example:

```
A>
```

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

Observing these precautions, you can press Ctrl Alt to get Sidekick's main selection window, and then press:

Ctrl Home End

That means: hold down Ctrl and then press Home and End.

If you have a note file in your Notepad, remember to save it before doing this, or you'll lose its contents.

You can now use your computer as usual. The only difference is that Sidekick is sitting there, waiting for you to call.

The following chapter takes you on a ride with your Sidekick. Spend a little time with it - enjoy the scenery - and you'll see that you have found yourself a great new friend.

Notes

Chapter 2.
TAKE YOUR SIDEKICK FOR A RIDE

Activate Sidekick

If you have followed the instructions in chapter 1 , Sidekick is now loaded into memory. It stays there until you either turn off the computer or reset it.

You may use the computer exactly as usual; fire up your spreadsheet, word processor, TURBO Pascal, or even BASIC (disk BASIC, that is), and go to work. **Anytime** you need Sidekick, just press:

Ctrl Alt

which means: hold down the Ctrl and Alt keys at the same time.

Another way to call Sidekick is to hold down both ⇧ keys. The Sidekick main selection window now pops up in the middle of the screen:

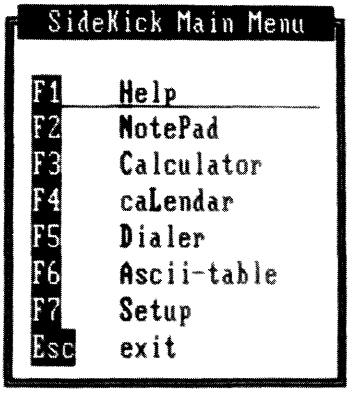


Figure 2-1: Sidekick Main Selection Window

You may now select the window you want to use in one 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 on a full system).

3) Use the arrows to move the horizontal bar to the name of the desired window and press ↵.

We recommend the first method, with the Alt key depressed, 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 ↵, the Help window will open:

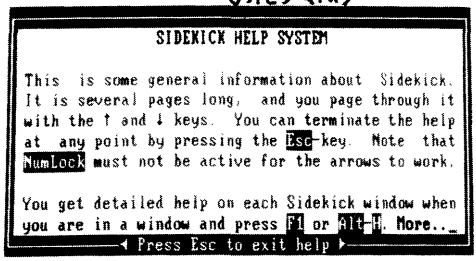


Figure 2-2: Help Window

The help you get here is general help about using 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 as 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.

Move Sidekick's Windows

With the main selection window on the screen, try to press [Scroll Lock]. Notice the message ScrollLock that appears at the lower right corner of the screen - it tells you that [Scroll Lock] is active.

Now play with the cursor control keys [←], [↑], [↓], and [→]. That moves the window around on the screen.

This works anywhere in Sidekick. If the window in current use is obscuring some information underneath it, you can activate [Scroll Lock] and move the window with the cursor control keys.

If you want to make the new window position permanent, you must press [Alt][S] to activate the *Setup* window and then *Save* your window setup (see page 86 for details).

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 should remind you of **N**otepad, so it's easy to remember).

The Notepad appears at the bottom of the screen:

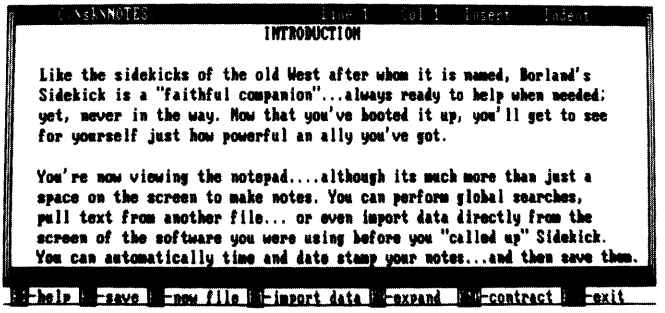


Figure 2-3: Notepad Window

The bottom line of the screen is the Sidekick *command line* which is where you can always see which function keys are available, 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 a completely compatible with the *TURBO Pascal* editor, and almost identical to *WordStar*, so if you know either of these editors, you only need to read pages 63 and 66 , 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. 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 keypad, 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 [Num Lock] is not active. Normally, the state of this key cannot be seen. In Sidekick, you can see the status of both [Num Lock] and [Scroll Lock] 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 [Num Lock] or [Scroll Lock], and the text underneath appears.

To delete: You delete characters to the left of the cursor with the [←] key 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. 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 [F3], the message:

```
New note file:
```

appears at the status line.

The last file name you used is displayed at first. You can enter another name (the old one will disappear the instant you enter a character), you may edit the current name by backspacing through it, or you may use it as it is by pressing [↵]. Or you may press [Ctrl][U] to cancel the command and return to the current file. You could enter, for example:

```
MYNOTES.TXT
```

If you enter a file name, that file will be read into the Notepad if it exists, otherwise you will get a blank file. The file is not actually created on disk until you Save it.

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.

If you want to use a note file that's on another DOS directory, you can include a *DOS path* in the file name, like for example:

```
C:\TEXT\MYNOTES.TXT
```

Instead of a normal file name, you may enter a file name *pattern*. A pattern is a file name containing *wildcards*. Now, what are *wildcards*? They 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:

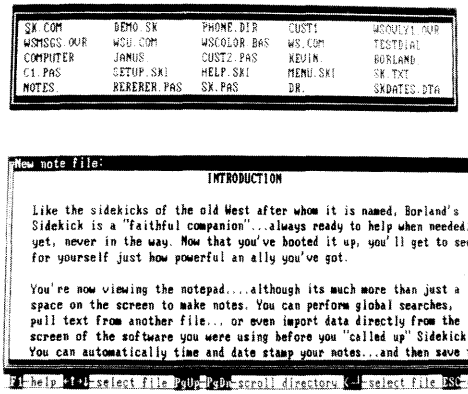


Figure 2-4: File Directory Window

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 ↵.

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 arrow keys, and use the *block marker* commands Ctrl K B and Ctrl K K to mark any rectangular block of text. Here's how:

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. 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, and then 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.

You can also *paste* **from** the Notepad **to** other programs as explained a little later.

[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 and back whence you came.

Cut And Paste

Let's say you want to move data from one program to another. It could be part of a spreadsheet that you need to move into a report you are preparing with your word processor.

Sidekick will help you do that. Here's how:

First call up your spreadsheet and **import** the data you need into the Notepad as explained above ([F4]-import data). This is the 'cutting' part of cut and paste.

Now get ready to 'paste'. Move the cursor to the beginning of the block of numbers you want to paste into your editor and press

Ctrl K B

to mark the beginning of the block. Then move the cursor to the end of the block you want to paste and press

Ctrl K K

to mark the end of the block. You will then see the block being marked on the screen.

Once that is done, press

Ctrl K E

to assign a *paste key.* You are then asked to press the key you want to paste with. Choose a key that you don't use for anything else - that could for example be the

Alt F10

key combination (hold down Alt and press F10).

Now Sidekick will ask you whether you want to paste an entire *block* or whether you want to paste it as separate *lines. Line* will paste the block you have marked one line at a time, and wait for you to press ↵ after each line. *Block* will paste the entire block without interruption.

Since you are pasting this block into your word processor, you should press

B

to choose **b**lock paste. Line paste is useful if you want to paste data the other way, *into* the spreadsheet.

That's it - you are ready to paste. Press

Ctrl Alt

to leave the Notepad. Then exit the spreadsheet, enter your word processor, and load your report.

Now move to the place in the report where you want the spreadsheet data pasted in and press

Alt F10

The block that is marked in the Notepad is now pasted into your document.

This feature is described in greater detail on page 54 .

This is by no means all there is to be said about the Notepad, but you'll have to read chapter 3 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, please press Ctrl Alt and N to call it up again.

Calculator

You are in the Notepad. Suppose you now you need a calculator. You could [Esc]ape 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:

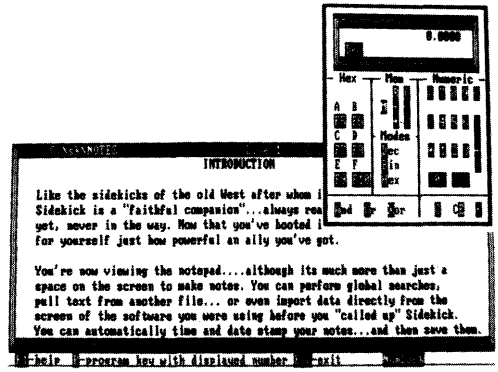


Figure 2-5: Calculator Window

This is why we recommend the use of [Alt]-commands to open windows throughout Sidekick: you may use 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, reminding you of the names of windows:

[H] for **H**elp,
[N] for **N**otepad,
[C] for **C**alculator,
[L] for ca**L**endar,
[D] for **D**ialer,
[A] for **A**SCII table, and
[S] for **S**etup.

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

When you activate the Calculator, the *NumLock* status is automatically set, so you may use the numeric keypad to enter numbers without pressing [Num Lock] first.

The *numeric* field in the far right part of the Calculator window (which looks like a calculator's number pad) shows you the keys available for decimal number entry and calculation.

Numbers are entered and calculated exactly as you would do it on a piece of paper. Entries and intermediate results are shown in the display at the top of the window. The final result of a calculation is obtained by pressing [=] or[↵] .

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

`2 * 3 + 4 = 10` [two times three, plus four, equals ten]

whereas:

`2 * (3 + 4) = 14` [two times (the result of three plus four), equals fourteen].

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]. 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 if you press [B] or [H], you will switch to *binary* or *hexadecimal* mode. If that baffles you, don't worry, you won't need it. It's something programmers use. 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 4 .

Pasting Numbers From the Calculator

You will probably quite often want to use numbers from the Calculator somewhere else - in your spreadsheet, word processor, database, or in Notepad. You do this by 'pasting' the number to a key. When you later press that key, the number comes out.

It's quite simple: press [P] to invoke **p**aste. Then press the key that you want to paste the number to.

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 something like [Alt][N], for example, that reminds you that you have a **n**umber. Or, if you paste a series of numbers, you could use [Ctrl][1], [Ctrl][2], etc, or [Alt][1], [Alt][2], etc.

Suppose that you have a number in the Calculator display. Now press [P] for paste and then [Alt][N] to paste the number to that key combination. Then leave the Calculator and return to what you were doing.

Press [Alt][N] 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.

If you want to return the key to its normal use (which removes the number from the key at the same time), that's also easy. Simply return to the Calculator and press [P] again. Now press [C] to clear all keys of any numbers you have pasted to them.

That's all about the calculator for now; you will find more details in chapter 4.

Well then, let's go on to the next window: the caLendar. You could press [Esc] to return to Notepad, and open the caLendar window from there. But for now, leave the Calculator on your screen and open the caLendar window from here.

caLendar

Press [Alt] [L], and the caLendar pops up in the upper left corner of the screen. It will initially display March 1985, unless your PC's date is set to a later date.

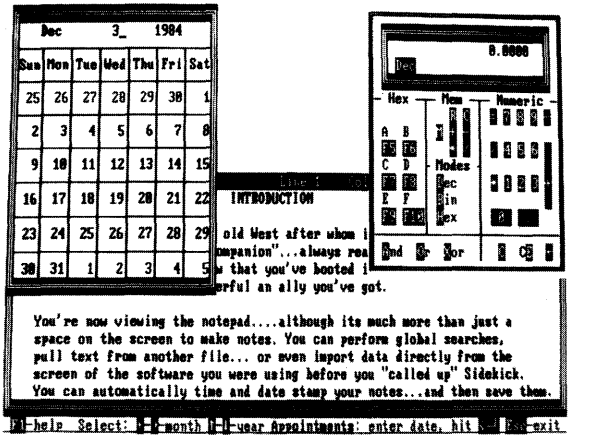


Figure 2-6: caLendar Window

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

Let's try something else: leave the caLendar on the screen and press [↵]. You'll see a new window, containing an appointment pad for the day displayed.

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. To enter a note, move to the desired time using the [↓] or [↑] 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 functions keys you see on the bottom line are used as follows:

<F3>

-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 long, and may contain only letters (A through Z) or numbers (0 through 9).

<F2>
-Print

F3 is used to print one day, or a period of days, from the current appointment caLendar. You are asked to specify the first date and the last date.

You may just press ↵ when asked for *first month*, and 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 printing will continue until the date of the last appointment in the caLendar.

F4-Print all

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

F5-Delete

F5 is used to delete one day, or a period of days, from the current appointment caLendar. You'll have to specify the first and last date of this period. If you just press ↵ when asked for *first month*, the deletions will start with the first one found. Then enter the last date you want to delete. If you press ↵ once again, all appointments until yesterday's date will be deleted.

Well, that's enough about the caLendar for the present. If you need more information, it's in chapter 5. For now, let's go on to the next window: the Dialer.

As with the other windows, you may activate the Dialer while the caLendar window is open. Instead, we'd like to demonstrate a very nice feature of the Dialer, so please Esc ape your way out of Sidekick.

Now fire up your customer database, 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 by pressing Ctrl Alt .

Dialer

The Dialer turns your computer into an automatic dialer provided that you have a modem connected to your computer. It must be a Hayes modem or compatible, or a PcJr modem on the IBM PC jr. The VOAD Keyboard Phone is also supported.

'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 communications port your modem is on. This is done with the installation program SKINST, see page 99 .

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 [↵].

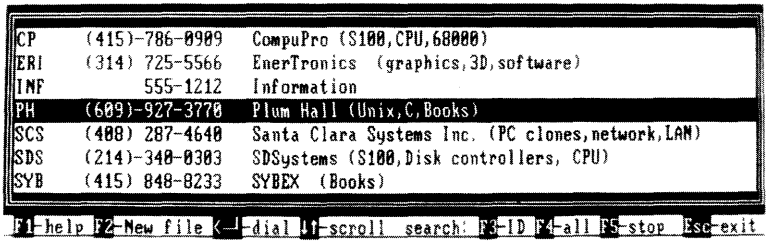


Figure 2-7: Dialer Window

Sidekick "knows" a phone number, because it must contain special characters. These are usually parentheses or hyphens, but you can choose other characters with the installation program.

To make things very clear: in order to distinguish a phone number from dates, amounts, and other numeric information, the phone number must not contain commas, periods, or slashes.

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 on the screen, 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 on your disk.

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 6 for details about 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:

<F3>
-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 2 to switch between them.

<F5>
-search INITials

When you want to call a particular person, simply press F3 and enter the person's initials. *Initials* are anything starting in column one of each line in the phone directory - it could be anything you choose. The dialer will then find the number in the directory, and you then press ↵ to dial it.

<F6>

-search all

You press F4 to search the *entire directory* for any text (as opposed to *search INIT* 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.

<F7>

-stop search

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

Using the Dialer Without a Modem

If you don't have a modem connected to your computer, you can still use the Dialer. Then it won't dial numbers for you, of course, but you can use it as a 'Rolodex' file to keep track of your phone numbers.

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. It's something programmers will love, though.

ASCII table

Press [Alt] [A] to open the ASCII table. 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?

To find out, activate Sidekick, open the ASCII table, and leaf through it until you find the symbols you need. (In this case they are in the last part of the table, so you should start by leafing backwards using [←] or [↑]). The values you need are displayed right next to their symbols.

And remember: [→] and [↓] move you forwards through the ASCII table. The [←] and [↑] move backwards.

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. This is because this is the *exact* symbol that your program will produce on the screen - not a near-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 8 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 Sidekick 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.

Now suppose that you started with Notepad, then opened the Calculator window, and finally opened the ASCII table...

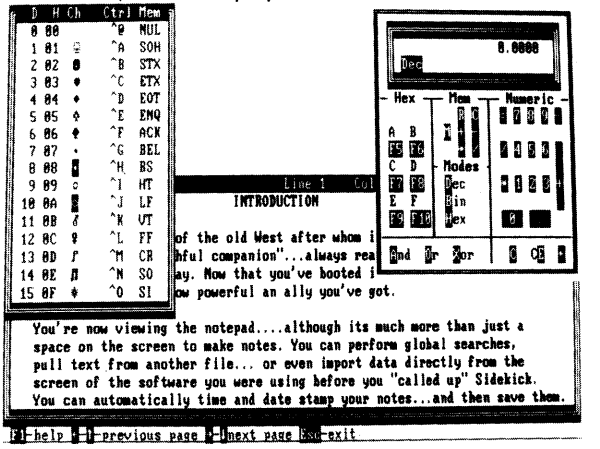


Figure 2-8: Notepad - Calculator - ASCII table

...and now you 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 - perhaps 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:

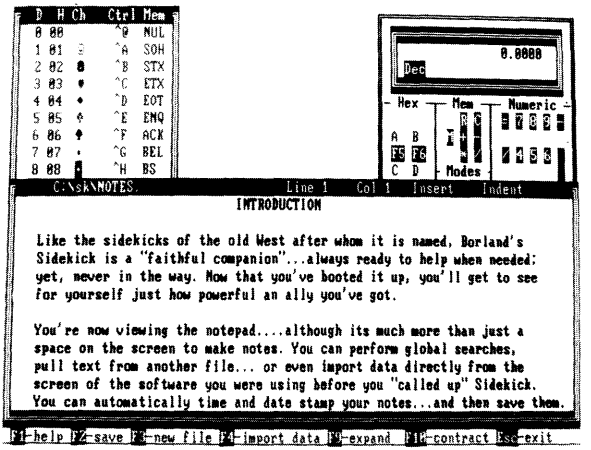


Figure 2-9: Back to the Notepad

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 Esc ape 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 window setup that you left.

Ctrl Alt (or both ⇧ 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 in Sidekick.

Time and Date Stamping Notes

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

Simply enter the text

```
.LOG
```

in column one, 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 there.

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

This short ride with your Sidekick should have given you a good idea of what it can do for you. The following chapters describe each Sidekick window in detail and are useful for reference whenever you want to know more.

Notes:

Chapter 3.
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 63 and 66 . You should also read page 40 which deals with the function keys available in Notepad.

Using the Notepad is simple as can be: press [Alt][N] to open the Notepad window, and the Notepad appears:

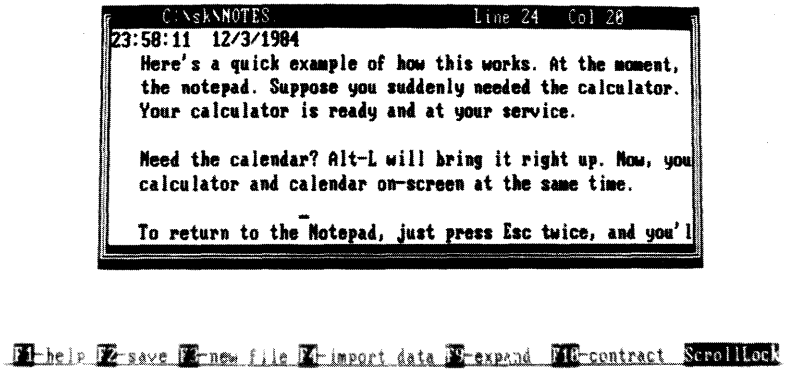


Figure 3-1: Notepad Window

You type text on the keyboard, just as if you were using a typewriter. To terminate a line, you may press the [↵], or you may let Sidekick's automatic word wrap take care of things. When you exceed the right margin while typing a word, a line break will be inserted, and that word will be moved to the next line.

When you have typed enough lines to fill the window, the top line will scroll up and out of the window. But don't worry, it is not lost. You may page back and forth through your text using the editing commands described a little further on.

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. Let's look at them more closely:

[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. The old file is unchanged, and is given the last name **BAK**. You may also use the WordStar command [Ctrl][K][D] to save.

In order to let you change disks while using Sidekick, files are never saved automatically, and you must therefore remember to save before you shut down the computer.

[F3]-New note file
This command allows you to use another file than the standard file NOTES. When you press [F3], the message:

```
New note file:
```

appears on the status line. The last name you specified is displayed initially. You can enter another name (the old one will disappear the instant you enter a character), you may edit the current name by backspacing through it, or you may use it as it is by pressing [↵]. Or you may press [Ctrl][U] to cancel the command and return to the current file.

If you enter a file name, that file will be read into the Notepad if it exists. Otherwise you will get a blank file. The file is not actually created on disk until you Save it.

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 the new file is read in.

Instead of a normal file name, you may enter a file name *pattern*. A pattern is a file name containing *wildcards*. Now, what are *wildcards*? They 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, a window containing all file names matching that pattern will open.

A file may be chosen from this directory by moving to the desired file name and pressing [↵]. The [PgDn] and [PgUp] keys are used to leaf through multiple-page directories. [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 8). You can work on files in other directories by specifying a path name in front of the file name on the standard DOS format. For instance:

```
\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

This is a very exciting feature; it allows you to take text from the screen and put it into the Notepad! When you press [F4], the Notepad disappears. But don't worry - it will be back.

The screen you now see is the one you had before you opened the Notepad window, with the cursor sitting at the upper left corner. You may move it around on the screen with the cursor control keys, and use the *block marker* commands Ctrl K B and Ctrl K K to mark any rectangular block of text. This is how:

Move the cursor to the upper left corner of the block you want to import to Notepad, hold down the Ctrl-key and press K and B to mark the block beginning. Now use the → and ↓ keys to move the cursor to the the lower right corner of the block. You'll see the block 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. You can 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.

You can also *paste* a block from the Notepad to other programs; see page 54 for details.

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.

Esc Takes you out of Notepad and back whence you came.

The Status Line

The top line of the window is the *status line*. It gives you the following information:

```
path X:FILENAME.TYP Line n Col n Insert Indent Graph
```

Figure 3-2: Notepad Status Line

path X:FILENAME.TYP
The directory, drive, name, and type of the file being edited. Some types, indicated by *file extensions* like .EXE, .COM, and .BAT mean something to DOS, so don't use these. Other types have meaning only to people; things like .TXT for a text file, .HLP for a help file - or maybe .TIM for a Notepad you use to keep track of your time.

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 typed on the keyboard will be inserted at the cursor position. 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 typed on the keyboard will then type over any characters already there.

Indent
Indicates that auto-indentation is on. Switch off/on with Ctrl Q I.

Graph
Graph is toggled on and off by pressing Ctrl Q G. When **on**, the Notepad will display the PC's semi-graphic character set (ASCII values 128 through 255). When **off**, which it is by default, these characters will be shown as their normal character equivalents. That way you will be able to handle WordStar document files.

Editing Commands

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

The Notepad accepts a total of 51 commands to move the cursor around, page through the text, find and replace text strings, etc, 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. To make things clear in your mind, please go over the following table, which provides an overview of the commands available:

CURSOR MOVEMENT COMMANDS:

Character left	To top of window
Character right	To bottom of window
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:	MISC. EDITING COMMANDS:
Mark block begin	End edit
Mark block end	Tab
Mark single word	Auto indent off/on
Copy block	Restore line
Move block	Set right margin
Delete block	Re-format paragraph
Read block from disk	Find
Write block to disk	Find & replace
Hide/display block	Repeat last find
Print block	Control character prefix
Sort block	Time/date stamp
Paste block	Graphics on/off

Table 3-1: 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), and try out 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.

If you are used to a different editor, you may redefine any commands to suit your taste. How to do that is described on page 95. 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 ⇧ keys: if you hold down ⇧ and press A, you will get a capital A; if you hold down Ctrl and press A, you will get a Control-A (Ctrl A).

Cursor Movement Commands

The most basic thing to learn about the 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 Ctrl 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:

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 Ctrl 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:

The location of Ctrl R next to 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.

It's the same way 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 scroll the entire window upward or downward in the file:

Ctrl W scrolls upward in the file (the lines in the window move down and Ctrl Z scrolls downward in the file (the lines in the window move up).

Character left ← or 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 → or 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 250, where it stops.

Word left Ctrl ← or 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 → or 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 ↑ or 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 ↓ or Ctrl X

Moves the cursor to the line below. If the cursor is on the second- 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 or Ctrl R

Moves the cursor one page up with an overlap of one line. The cursor moves one windowful less one line backward in the text.

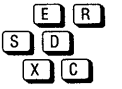
Page down PgDn or Ctrl C

Moves the cursor one page down with an overlap of one line. The cursor moves one windowful less one line forward in the text.

The commands discussed so far let you move freely around in your Notepad 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 charact s: S, D, E, X, R, or C. They repeat the pattern from before:



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 or Ctrl Q S

Moves the cursor all the way to the left edge of the window (column one).

To right on line End or Ctrl Q D

Moves the cursor to the end of the line, in other words, 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 or Ctrl Q E

Moves the cursor to the top of the Notepad window.

To bottom of window Ctrl End or Ctrl Q X

Moves the cursor to the bottom of the Notepad window.

To top of file Ctrl PgUp or Ctrl Q R

Moves to the first character of the text.

To end of file Ctrl PgDn or 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 and stamp with time/date Ctrl Q O

This 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 57 .

Insert mode on/off Ins or 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 type in the new text.

Overwrite mode may be chosen if you wish to replace old text with new text. In this mode, characters are replaced by the new characters typed over them.

Delete left character ⬅

This is the 'back space' key right above the ↵ key - not to be confused with ← on the numeric block. 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 or 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: space < > , ; . ( ) [ ] ^ ' * + - / $. 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 be careful!**

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 - they each require two commands.

You may ignore them for now 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, supplementing 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: |space| < > , ; . ( ) [ ] ^ ' * + - / $.

Hide/display block Ctrl K H

This command causes the visual marking of a block to be toggled 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 watch out!**

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 were block that was moved or copied. The block read in is marked as a block.

When you use this command, you are prompted for the name of the file to read. The file specified may be any legal filename. If you just press ↵, 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 you use this command, you are prompted for the name of the file to write to. If the file specified already exists, a warning is given before the existing file is overwritten.

If no block is marked, nothing will happen. 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 sorts lines within a marked and displayed block. You are asked to specify the first and last column of the **key** on which the sort is performed. The columns you used last are displayed initially. You can enter other values (the old ones will disappear the instant you enter a number), you may edit the current values by backspacing through it, or you may leave them unchanged.

Paste block Ctrl K E

This is SideKick's 'cut-and-paste' feature. A block marked in the editor may be assigned to almost any key on the keyboard. When that key is pressed, the marked block is transmitted, just as if you were typing it at the keyboard.

The Ctrl K E command defines the key you want paste with. You mayuse any of the F1 through F10; function keys **alone** or **in combination** with ⇧, Ctrl, or Alt.

The rest of the keyboard can also be used as paste keys, but **only** in combination with Alt. Consequently, you **cannot** paste with, for example, the A or the 9 key, but you **can** use the Alt A or the Alt 9 key combinations.

A key **combination** is achieved by holding down ⇧, Ctrl, or Alt while pressing the desired key. To produce Ctrl F8, for example, you hold down the Ctrl key while you press F8.

When you have defined the key you want to use for paste, you are asked if you want to paste by **B**lock or by **L**ine.

Block

paste means that the entire marked block will be played back when you press the paste key, exactly as if it had been typed at the keyboard, only much faster. This method is useful for pasting text into a word processor, for example.

Line

paste means that each time you press the paste key, **one line** of the marked block is played back. No ↵ (RETURN) is sent. This is useful for pasting data, for instance, into a spreadsheet.

When you mark a block for **Line** paste, you should place the block end marker **at the end** of the last line. If you place the end marker at the beginning of the following line, you will get a blank line at the end of the pasted block.

The marked lines are played back cyclically. This means that if you have marked three lines, the first line will be played back the first time you press the paste key. The second and third depressions will play back line two and three. The fourth time you press the paste key, the **first** line will be played back again, and so forth.

The key (or key combination) you have defined now becomes the **paste key**. Whenever you mark a block in the Notepad, the block will be assigned to that key and played back when the key is pressed.

The normal use of the paste key is suspended while the block is marked or until the paste is removed by pressing Ctrl K E Del .

The text pasted to a key is determined by the positions of the block markers. The key is in effect as long as the block is marked and not hidden. If the block markers are moved to another position, a new block will be pasted to the key.

If the block is deleted (Ctrl K Y) hidden (Ctrl K H), nothing is pasted to the key, which then has its usual effect. The paste is not deleted, however. A subsequently marked block will be assigned to the same key.

You can only have one paste key in effect at a time. If you assign another, any existing pastes will be deleted.

If you want to transfer data from the screen outside the Notepad to another application ('cut and paste'), you must first **import** the data from the screen into the Notepad (press F4); then mark it as a block, and finally paste it.

Blocks and lines are normally transmitted to the receiving program at full speed, which is close to 1000 characters per second. Some programs may have difficulty receiving input at that speed; they will start beeping furiously at you. If you experience that, you may slow down transmission by adjusting the *Paste delay factor* in the Setup window.

Remove paste Ctrl K E Del

This command removes the pasted text from the paste key and returns it to its normal use, whether or not a block is marked in the Notepad.

Miscellaneous Editing Commands

This section collects a number of commands which don't seem to belong to any of the above categories. They are nonetheless important.

Save file F2 or Ctrl K D

Saves the note file and gives the original file (if any) the last name **BAK**.

Tab ⇆ or 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 just above the cursor.

This is especially useful when making notes or an outline, because you often want to line up columns of related items.

Auto indent off/on Ctrl Q I

The auto indent feature provides automatic line indentation. When active, the indentation of the current line is repeated on each following line.

In other words, when you press ↵, 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 indent is active, the message **Indent** is displayed on the status line, and when passive the message is removed. Auto indent is active by default.

Graphics on/off Ctrl Q G

This command toggles Notepad's graphic mode on and off. When graphics is on, the word **Graph** is displayed on the status line.

As graphics is OFF by default, the editor normally displays only the first 128 ASCII characters, so you can't see 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).

When you switch graphics ON, you can see all 256 ASCII characters. To enter one of the semi-graphic or foreign characters, you would hold down the Alt key and enter the character's decimal ASCII value on the numeric keypad. You have 1.5 seconds to do that before Sidekick's Main Selection Window pops up.

You can use Sidekick's ASCII table to find these values; please check page 32 .

Restore line Ctrl Q L

This OOPS! 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.

Set right margin Ctrl O R

The editor supports automatic *word wrap*. This means that when you reach the right margin during typing, a line break will be inserted, and the last word will be moved to the next line if it doesn't fit within the margins.

The *Set right margin* command lets you set the right margin. When you press Ctrl O R, you will see the current margin. You can enter another value (the old one will disappear the instant you enter a number), you may edit the current value by backspacing through it, or you may press ↵ to leave it unchanged.

The right margin is set to column 65 each time you start Sidekick (unless changed by the installation program).

Reformat paragraph Ctrl B

This command reformats an entire paragraph of text to fit within the current margins. Reformatting takes place from the cursor position to the end of the paragraph. A paragraph ends when the next line is either blank or it contains one or more leading spaces.

If you want to reformat a larger piece of text consisting of many paragraphs, you must repeat the command for each paragraph.

Find Ctrl Q F

The Find command lets you search for any string of up to 30 characters. When you use this command, the status line is cleared, and you are prompted for a search string.

The search string you used last is displayed at first. You can enter another string (the old one will disappear the instant you enter a character) you may edit the current string with the Character Left, Character Right, Word Left, *and* Word Right *commands;* or you may press ↵ to use it as it is.

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 Ctrl key while pressing first P, then A.

If you want to find a line break, you should search for a Ctrl M Ctrl J sequence.

Another handy tool you can use here is Ctrl A. Ctrl A has a special meaning: it matches any character and so may be used as a wild card in search strings. You use it by pressing Ctrl Q F (to tell Sidekick you want to search for something) and then typing in part of your search string. When you come to the part of your search string that can be 'anything', press Ctrl P and then Ctrl A.

When the search string is specified, you are asked for search options. The options you used last are displayed at first. You can enter other options (the old ones will disappear the instant you enter a character), you may edit the current options by backspacing through them, or you may press ↵ to use them again.

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).

The following options are available:

B Search backwards, from the current cursor position towards the *beginning* of the text.

n n =any number. Find the n'th 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.

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.

As you enter this command, the status line is cleared, and you are prompted for the search string. The search string you used last is displayed at first. You can enter another string (the old one will disappear the instant you enter a character), you may edit the current string with the *Character Left, Character Right, Word Left,* and *Word Right* commands; or you may press ↵ to use it as it is.

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 Ctrl key while pressing first P, then A.

If you want to include a line break in your search string, you should enter a Ctrl M Ctrl J sequence.

As with Ctrl Q F, a Ctrl A has a special meaning in search strings: it can be used as a 'wildcard' because it matches any character.

When the search string is specified, you are asked to enter the string to replace the search string. The replacement string you used last is displayed at first and you can re-use it, edit it, or enter another string of 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. In other words, it will be deleted.

Finally, you are prompted for options. The options you used last are displayed at first and you can re-use them, edit them, or specify new options. The search and replace options are:

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 operation starts.

You can speed up the process by pressing *any* key now. The screen will then no longer show each replacement as it occurs. This is especially useful if you have specified a GN (global, no-asking) option.

Depending on the options specified, the string may be found. If it is found (and 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. Press [Y] to replace or [N] to skip. You can also 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 reentered.

Control character prefix Ctrl P

The Notepad allows you to enter control characters into the file by prefixing the desired control character with Ctrl P . Control characters are shown as highlighted capital letters.

This is a handy feature, because control characters may be used to vary your printer's printed output, to produce condensed printing, etc. For example: if you want to enter a Ctrl O to cause the Epson printer to print condensed, hold down the Ctrl key while you press P, and then O. Consult your printer's manual if you need more information about which command does what with your printer.

If you are writing *Display macros* for SuperKey (the keyboard enhancer available from Borland International), you will use the Ctrl P prefix to enter Ctrl B 's and Ctrl D 's into the text to control colors or intensities.

Time/date stamp Ctrl Q T

This command reads the time and date from the PC's clock and then writes it into the Notepad at your cursor's position. The time is written on the military's 24 hour format as *Hours:Minutes:Seconds*. The date is displayed in the American *Month/Day/Year* format.

Abort operation Ctrl U

This, 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*. We'll look at these differences in this section.

WordStar Text Files

WordStar files written in **D**ocument mode contain a lot of characters with the 8th bit set high (that is, characters with ASCII values between 128 and 255). In non-graphics mode, Notepad ignores the 8th bit and displays normal characters.

WordStar files may also contain lines which are not terminated by the standard CR/LF (Carriage Return /Line Feed) sequence. Instead they are terminated with a lone CR or LF. Since Sidekick's Notepad will insert the missing character in such lines, you'll have to be careful not to save such a file from Notepad if you will later use it with WordStar.

Graphics

In graphics mode (press Ctrl O G), Notepad can display the PC's foreign and semi-graphic characters. This means that WordStar files containing characters with a high 8th 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, use Ctrl E , Ctrl X , Ctrl A , Ctrl F , or Del .

Word Wrap 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 word wrap.

Notepad's automatic word wrap produces 'hard' line breaks. 'Soft' line breaks are not used by Notepad, but it will recognize WordStar's soft line breaks.

See changes

Only the right margin can be set in Notepad; the left margin is always column one.

Notepad will not display WordStar's page breaks, nor will it produce page breaks of its own.

Dot Commands

Notepad will not recognize any WordStar dot commands, but introduces its own `.LOG` directive 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.*

Tabulator

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 directive:

```
.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 and date from the PC's clock is written there. 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.

Paste Block

The Ctrl K E command is used to paste a marked block to a key. When you press this key, the marked block is transmitted, as if it were entered from the keyboard.

Notepad vs. the TURBO Editor

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

Graphics

In graphic 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 8th bit will not be readable. Use non- graphic mode for such files.

Time and Date Stamping Notes

A file with the directive:

```
.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 and date from the PC's clock is written there. 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.

Word Wrap and Paragraph Re-format

The Notepad has automatic word wrap. When a word cannot fit within the right margin as set by the Ctrl O R command, the word is moved down to the next line automatically.

Ctrl B is used to reformat paragraphs, one paragraph at a time.

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.

Paste Block

The Ctrl K E command is used to paste a marked block to a key. When this key is pressed, the marked block is transmitted, as if it were entered from the keyboard.

Notes:

Chapter 4.
CALCULATOR

The Sidekick Calculator resembles a handheld calculator and performs the four basic arithmetic operations, using BCD arithmetic for highest possible accuracy. It displays 18 digits with 4 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 conversion 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. This is the key on the top row, next to **NumLock**; not the left arrow key on the numeric keypad.

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

The binary range is 20 digits: 0 through 11111111111111111111, and the hexadecimal range is 12 digits: 0 through FFFFFFFFFFFF.

The [A], [O], and [X] keys perform the logical operations **And**, **Or**, and **Xor**.

Pasting Numbers From the Calculator

The Calculator lets you 'paste' a number from the display into any other application. Press [P] to invoke *Paste*. Then press the key that you want to use for the paste operation.

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 or a letter or number in combination with [Alt] or [Ctrl].

You may paste numbers to as many keys as you wish, and use them anywhere you want, for example, to store 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 pasted to them.

Notes:

Chapter 5.
CALENDAR

When activated, the caLendar will initially display April 1985, unless the date in PC-DOS is set to a later date. The caLendar covers 1901 through 2099.

Today's date is highlighted. Use ← and → to move from month to month or ↑ and ↓ to move from year to year.

To open the appointment caLendar, press ↵ to open today's appointments, or enter a date and press ↵. 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 PgDn and PgUp 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:

<F3>
F3-Name <F3>

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.

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 8). Appointment files are placed in the root directory unless another directory is specified in Setup.

<F2>
F2-Print <F2>

F2 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.

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.

For instance: if you use standard 8 1/2 by 11 inch paper, which is normally 66 lines long, you could set the printer's page length to 33 lines. That way you will get two days per page (22 lines will get you 3 days per page). A full day will require 28 lines, but if you never have that many appointments in a day, you may 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.

[F4]-Print all

[F4] is used to print all appointments in the current appointment caLendar.

[F5]-Delete

[F5] 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. All appointments in the specified period are then deleted.

Chapter 6.
DIALER

The Dialer comes pre-installed for a Hayes 1200/1200B or compatible modem. Another modem may be chosen in the installation procedure.

The Dialer 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 because it contains certain special characters. The default setup assumes either a left or right parenthesis and/or a hyphen, but this may be changed by the Dialer installation. Further, telephone numbers 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:

```
INITIALS PHONENUMBER COMMENT
```

The *INITIALS* may actually be a person's initials, or it may be any other abbreviation or nickname 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 one of the special characters defined in the installation process. If you use the standard setup, at least one parenthesis or one hyphen must be present.

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 - this is 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 database 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 ↵ to dial when the desired number is displayed in the bar. Or you may press one of the following keys:

<F3>

F3-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 F8 to switch between them. <F8>

<F5>

F5-search INITials <F5>

When you want to call a particular person, you just need to press F5 and enter the person's initials. 'Initials' are anything starting in column one of the phone directory file. The dialer will then find the number in the directory, and you press ↵ to dial it.

While a search is active, the ↓ and ↑ keys will continue the search for the next match in the indicated direction.

<F6>

F6-search all <F6>

You press F6 to search the *entire line* for any text (as opposed to *search INIT* 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.

<F7>

F7-stop search <F7>

F7 stops a search and returns the ↓ and ↑ keys to their normal scroll functions.

Notes:

Chapter 7.
ASCII TABLE

The ASCII table displays the entire 256-character ASCII character set, 16 or 32 characters at a time. ASCII is the *American Standard Code for Information Interchange.*

The arrows keys 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 approximation you may find in a table printed in a book.

Notes:

Chapter 8.
SETUP

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

Press [Alt][S] to open the Setup window:

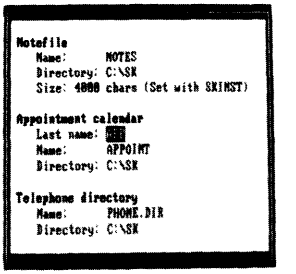


Figure 8-1: Setup Window

You can then use the [↓] and [↑] keys to move the bar to the item you want to change. If you regret a change, press either arrow key, and the old value will come back. When you are sure of a change, press [↵]. This will record the new value and move the bar to the next item.

The following sections describe each item in turn.

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.

For 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.

Directory

Sidekick will use the directory you specify here when it reads and writes its note files. That is, unless you include a path name in the file name you give the Notepad. Then that will take precedence.

Now, what is all this about directories and paths? Well, here's a brief description - for complete details, please see your DOS documentation.

DOS lets you divide your disk space into a *tree-structured directory.* This means that you can collect related files in separate file directories, and you can make a structure of directories that reflects the way you use your files.

Here's a simple example:

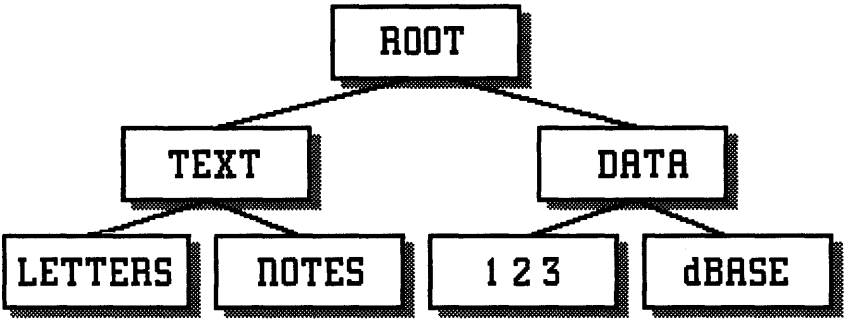


Figure 8-2: Tree-structured File Directory

The directory starts with a *root.* DOS uses a backslash: \ to identify the root. The root has two *sub-directories*: *TEXT* and *DATA.* Each of these have two sub-directories.

You would store your files in these sub-directories. In *LETTERS* you would store your letters, and *NOTES* would be where you keep your Sidekick note files. In *123* you would have Lotus 1-2-3 spreadsheet files, and in *DBASE* you would place your dBASE-III data files.

In this way you can have a large number of files on the same disk, and still have them separated from one another.

DOS uses a *path* to describe the directory *NOTES*:

```
\TEXT\NOTES
```

This means: start from the root, go through the directory *TEXT* to the directory *NOTES*.

So, if you wanted to tell *Setup* that you want your note files kept in this directory, you would enter:

```
\TEXT\NOTES ↵
```

By default, no directory is specified. That makes Sidekick place the note file on whichever directory is currently active.

Paste delay factor

This is a number between 0 and 999 which controls the speed with which characters are sent to other programs when *pasting* blocks or lines from the Notepad.

The factor is set to **0** by default; that means **no delay**, i.e. characters are sent at full speed (close to 1000 per second). Some programs may have difficulty handling input at that speed; in that case you can slow down transmission by introducing a 'delay factor' of between **1** and **999**. The actual effect of a particular delay factor may vary depending on which program you paste to, but in any case, the higher the delay factor, the slower the transmission speed.

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. For example, if you enter:

AP? ↵

you will get a list of all files with three-letter last names starting with AP.

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.

For 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 back-slash 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.

Please see the explanation of DOS directories on page 82.

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.

For example, if you enter:

```
DIR?.PHO ↵
```

the dialer will present you with a list of all files with four or less letters in the first names starting with DIR and the last name PHO. For example:

```
DIR1.PHO
DIR2.PHO
DIR.PHO
```

but not:

```
DIR22.PHO
DIR1.TXT
```

This is very handy for keeping business and family directories separate.

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.

Please see the explanation of DOS directories on page 82.

Save Setup

When you *Save* your setup, please make sure that the .COM file you used to start Sidekick with is in the drive and directory from where you started Sidekick.

This is necessary because Sidekick saves the Setup directly in this file. Please see page 8 for details.

[F2]-Save file setup

When you press the [F2]-key, the names and directories and delay factor 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.

Appendix A.
APPLICATION NOTES

Using an AUTOEXEC.BAT File

Starting Sidekick may be as simple as writing **SK** ↵ on the DOS command line. But if you are using an 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
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 10 , it is important that Sidekick is the **last** resident program loaded into memory.

So, to include SideKick in this AUTOEXEC.BAT file, load it into the Notepad and insert `sk` between `clock` and `accounts`:

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

Then save the file (press F2), and next time you start your computer, SideKick will be loaded automatically at the right time.

(See AST SixPak Plus manual, p. 3-3.)

If you use the tree-structured directories of DOS 2.0 and later, please make sure that you change to the directory where you keep Sidekick and its help file before you start Sidekick. AUTOEXEC.BAT may look like this, for example:

```
chdir \system
spool
ramdisk
network
clock
chdir \sk
sk
chdir \accnt
accounts
```

If you set up a DOS *path* with the command:

```
SET PATH=C:\SYSTEM;C:\SK;C:\ACCNT ↵
```

you can actually start all the programs from the root. DOS will use the path to find the programs in their directories. **Don't** do that. You **must** be on the directory that contains Sidekick's .COM and .HLP files when you start it, or you cannot save setups or use the help system.

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 help you convert between decimal and hexadecimal numbers.

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 need the notes later on, simply activate the Notepad from within your word processor, read the note and press [Esc] to return to your word processor.

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 when 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 sharpen it (somebody broke its point). Then 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 as you normally do to check the day's appointments. Since today's the day, and now's the time, press [Alt][D] to activate the Dialer - it automatically picks the number from the caLendar, and you just press [↵] to dial.

Scenes From the Life of a Salesman

Scene One:

You are using dBASE III or some other 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 conversations - 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 (and a sharpener), 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 66). 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 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. Well, thank Texas Instruments for your programmer's calculator - if only Bob hadn't borrowed it and run down the batteries.

With Sidekick:

Press Alt A for ASCII-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 GOSUBs. 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. (And you end up with some unbelievable spaghetti code you'll have to maintain later.)

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 (only $69.95) which lets you assign meaningful names to procedures such as: *GetEntry, UpdateFile, GetCustomerName,* etc. TURBO Pascal gets rid of spaghetti code and puts all the fun back in programming - and it's so fast you won't believe it!

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.

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 by the installation program become effective only when Sidekick is restarted.

```
                    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.

These are the things you should know about your computer when you install Sidekick:

Which monitor adapter(s) are installed?
Monochrome Monitor Adapter
Color Monitor Adapter
Both Monitor Adapters

What is your default display mode?
Monochrome display
Color display 80x25
B/W display 80x25

Which asynchronous communications port does your modem use?
COM1
COM2

Screen Type

When you press [S] to perform screen installation, you get this menu which lets you select the screen mode you want Sidekick to use:

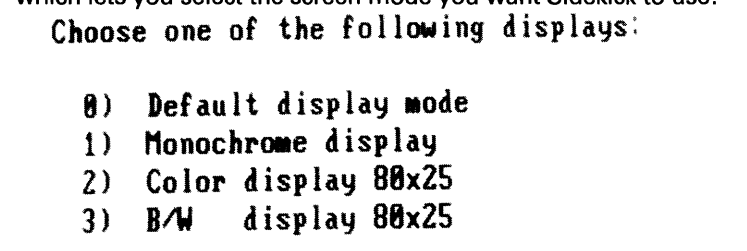


Figure B-2: Screen Installation Menu

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, insert and 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 press [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 [←] 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 [F5] to perform 'Insert line', just press [F5] followed by [↵] when you reach *Insert line* in the installation sequence:

```
22: 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].

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. Hexadecimal values are entered with a dollar-sign in front of then, like: $1B.

In both cases, terminate your input by pressing [↵]. Note that the two methods - pressing the command key directly, or entering the command's ASCII value - cannot be mixed within one command. In other words: 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 press [-] to remove a command from the list, or [B] to back through the list one item at a time.

The Notepad accepts a total of 51 commands, and they may all be installed. If you make an error in the installation, for instance, 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.

This is a list of all secondary (WordStar) commands and those primary commands that we installed for you (and the keys you press to use them). There's space for you to note your own commands here. Hint: Use a pencil - you *will* change your mind somewhere along the way.

ACTION	SECONDARY COMMAND	PRIMARY COMMAND	PC KEY
CURSOR MOVEMENTS:			
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-D(+128)	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 K	_____	
21: To last cursor position	Ctrl Q P	_____	
INSERT & DELETE:			
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:	_____	_____	

ACTION	SECONDARY COMMAND	PRIMARY COMMAND	PC KEY
BLOCK COMMANDS:			
30: Mark block begin	Ctrl K B	<ESC> A	F7
31: 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	_____	
41: Paste block	Ctrl K E	_____	
MISC. EDITING COMMANDS:			
42: Save note file	Ctrl K D	_____	
43: Tab	Ctrl I	_____	↹
44: Repeat last find	Ctrl L	_____	
45: Control character prefix	Ctrl P	_____	
46: Find	Ctrl Q F	_____	
47: Find & replace	Ctrl Q A	_____	
48: Auto indent off/on	Ctrl Q I	_____	
49: Restore line	Ctrl Q L	_____	
50: Time/date stamp	Ctrl Q T	_____	
51: Graphics on/off	Ctrl Q G	_____	
52: Set right margin	Ctrl O R	_____	
53: Re-format paragraph	Ctrl B	_____	

Table B-1: Editing Commands PC-Keys

Notepad File Size

As Notepad keeps its text entirely within memory, space must be set aside in memory for it. 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.

Dialer

Modem Type

Sidekick comes pre-installed for a Hayes 1200/1200B modem. This installation lets you choose from a list of other popular modems and dialers.

Telephone Number Format

Sidekick uses certain conventions to distinguish a telephone number from other numbers on the screen or in your telephone directory. By default, a number must meet the following specifications to qualify as a phone number:

Minimum number of digits: **6** Required character: **- ( )**

The installation program lets you change these values if they don't fit the format of your phone numbers.

Minimum number of digits
Set this value to the shortest telephone number you are likely to encounter. The allowable range is 1 through 80.

Required character
This defines which character(s) **must** be present in a phone number. If more than one character is specified, only one of them need be present. Specify up to ten characters as needed. Default required characters are: **- ( )**

Modem Port

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:). 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. Pressing [0] means that no modem is installed.

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:

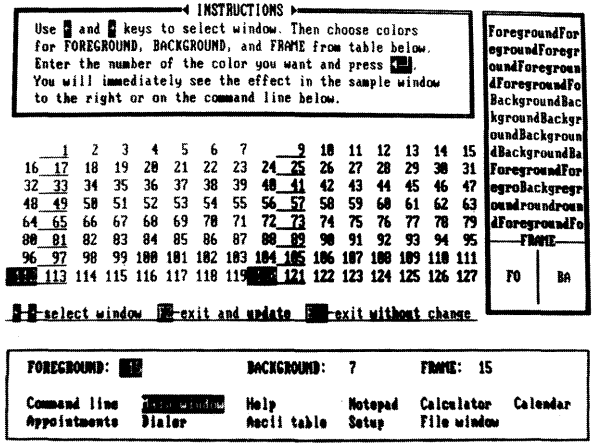


Figure B-3: Color Installation

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.

Press → or ← 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 ↵. 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 press ↵ to move among the FOREGROUND, BACKGROUND, and FRAME fields.

The table shows color numbers from 1 through 127 (0 is black on black, so you can't see it, and you can't install it either). Numbers 129 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.

Notes:

Appendix C.
HELP!

This appendix answers the questions that you are most likely to have about Sidekick. So in order to save time - yours as well as ours - please check the following pages if you have any problems.

If you don't find the solution to your problem, please have the following information ready before calling our technical support staff. It will help us answer your question quickly and accurately.

Also, please have your computer ready in front of you when you call for technical support. We often need to step you through specific procedures in order to find a solution to your problem.

Product name and **version number**
You'll find the version number in the log-on message that is displayed when Sidekick is first loaded.

Computer make and **model number**

Operating system and **version number**
To get the DOS version number, type VER ↵ on the DOS command line.

In order for us to determine the exact setup of your operating environment, it would also be helpful if you have a listing of your AUTOEXEC.BAT and CONFIG.SYS files at hand.

(In)compatibility problems
If your Sidekick problem occurs when you run certain programs, but not with others, please give us the names and version numbers of the software causing the problem.

Other resident programs
Are you using other resident programs such as a RAM disk, a spooler, a keyboard enhancer, etc? If so, please be sure to follow the instructions given on page 111 for using Sidekick with other resident programs.

If you still have problems, please have a list of the other RAM resident programs, and their version numbers, ready when you call us.

Changing Disks

Since Sidekick never saves anything on disk automatically, you **can** change disks while you use Sidekick. As a matter of fact - considering that Sidekick is there all the time - it most likely becomes **necessary** to change disks, especially if you have a floppy disk-based computer.

But be careful! DOS sometimes loses track of what's on your disks wn you 'swap' disks, and that can result in partially destroyed files, or even an entirely scrambled disk.

As a precaution, you should therefore press Ctrl C after you re-insert a disk **before** you write on it.

This assumes that you are in DOS when you swap disks. **You should never swap disks while you are running an application program** (unless that program tells you to do so, of course; then you are safe).

Don't swap the disks that Sidekick uses unless you see the DOS prompt (for example `A:`) and then always press Ctrl C before writing on a newly inserted disk.

Dialer

Sidekick's dialer requires a Hayes 1200/1200B or compatible modem, a PC jr. modem, or a VOAD Keyboard Phone. The installation program lets you choose between these devices.

If you are experiencing difficulties getting the Dialer function to work correctly, there are a few things to check for:

1) Verify that your modem is one of those found on the installation menu. And check 'compatible' modems for true compatibility.

2) Make sure that your modem has been installed correctly with Side kick. During installation, the Sidekick .COM files must be on the same drive and directory as SKINST.COM in order to be installed correctly.

3) Has the installed version of Sidekick been loaded into memory after installation? SKINST makes changes only on .COM files, not in memory.

4) Double check that the telephone number you are trying to dial is valid. You will hear a buzzing sound if an invalid number is used. This could be caused by any of the following errors:

   a. Not enough digits to be a valid phone number.
   b. None of the *required characters* present in the number.
   c. Illegal characters in the phone number.

If this does not solve your problem, then make sure that the modem is configured correctly at the system level.

Even though your communications software recognizes your modem and dials correctly, your system may still be configured incorrectly.

The following test duplicates the procedure Sidekick uses when it dials a telephone number.

Enter the following commands to DOS:

```
MODE COM1:300,N,8,1 ↵
COPY CON COM1: ↵
ATDT123-4567 ↵
F6 ↵
```

If the telephone number is dialed by your modem, then your system is correctly installed. If not, then please refer to the description of the MODE command in your DOS manual.

Foreign and Semi-graphic Characters

The Notepad will display foreign characters and semi-graphics if you press

Ctrl Q G

to activate *Graph* mode. This is very useful, for example, if data that you import from the screen contains frames and other special characters.

You can also 'type' these special characters into the notepad if you hold down the Alt key and enter the character's decimal ASCII value on the numeric keypad.

Let's say you want to enter a lower left corner of a frame, for example. Call up the ASCII table and look for that character. When you find it, you have its decimal value in the second column to the left (under the D). The single-line lower left corner is 192.

Now return to the Notepad and hold down Alt while you enter the number 192 **on the numeric keyboard.** Then release Alt. You have about 1.5 seconds to do it before Sidekick's main menu pops up.

Formatting Diskettes

A diskette must be *formatted* before you can copy files to it. If you want to copy Sidekick to a new disk you should therefore first do the following:

On Floppy-disk Computers

Place your system disk in drive A: and log on to that drive by typing:

```
A: ↵
```

Now insert the new disk in drive B: and type

```
FORMAT B: ↵
```

It is important that you remember the drive name in the format command; you may otherwise end up formatting your system disk!!! That will erase all your files, so be careful!

The screen now tells you that FORMAT is ready to go to work:

```
Insert new diskette for drive B:
and strike any key when ready
```

Check that it really says **drive B:** before you press a key to start formatting! If it is not, press Ctrl C to stop FORMAT (hold down the Ctrl key and press C). **If you press any other key, you will start formatting.**

If your computer has only one disk drive, you can still use the same commands. The computer will treat that one drive as both A: and B:. Just be **sure** to remove the system disk and insert the new disk before you 'strike any key' to start formatting.

When done, FORMAT will ask if you want to format another disk. You may press [Y] and repeat the formatting for as many disks as you want, or you may press [N] to stop FORMAT.

Transferring a DOS System to the Disk

If you want to be able to boot from the new disk, you should include a **/S** in the FORMAT command:

```
FORMAT B: /S ↵
```

The operating system files are then automatically copied from the logged drive to the newly formatted diskette. This will allow you to boot your system and load SIDEKICK all with the same diskette.

On Fixed-disk Computers

Place the new disk in the floppy drive (drive A:) and type:

```
FORMAT A: ↵
```

It is important that you remember the drive name in the format command; you may otherwise end up formatting your entire fixed disk!!! That would erase ALL your files, so be extremely careful!

The screen now tells you that FORMAT is ready to go to work:

```
Insert new diskette for drive A:
and strike any key when ready
```

Check that it really says **drive A:** before you press a key to start formatting! If it doesn't, press [Ctrl][C] to stop FORMAT (hold down the [Ctrl] key and press [C]). **If you press any other key, you will start** formatting.

When done, FORMAT asks if you want to format another disk. Press [Y] to repeat the formatting, or press [N] to stop FORMAT.

Installation

Appendix B gives a complete description of the installation program TINST, but here's a quick summary:

Screen Type

Press [S] to install the display mode.

By default, Sidekick uses whichever screen mode is active when you load it. This should be adequate for most system configurations.

Be sure you choose a mode setting that is compatible with your hardware. For example: a monochrome adapter must be installed in your computer if the Monochrome mode is chosen.

Monochrome refers to a one-color monitor connected to a monochrome video controller with a 9-pin 'parallel' connection. Like the standard IBM monochrome monitor, the "", etc.

If you use a composite monochrome monitor connected to a color adapter, it will use a cable with RCA phono jacks at each end. In that case, choose the B/W (black-and-white) mode.

Some monochrome boards support graphics but should still be installed as monochrome (Hercules for example).

Caution: Avoid switching between display modes (and monitor adapters) when Sidekick is active. If you must use Sidekick in both monochrome and color display modes, you should install a version of Sidekick for each mode and then use the appropriate version.

Notepad Commands

Press [C] to customize the Notepad editor.

The Notepad editor comes with all of the WordStar-like commands and many special function keys (arrow keys, [Home], [End], etc,) already installed. It's a good idea to be familiar with the Notepad editor before attempting to change any of these commands.

Notepad File Size

Press [F] to set the maximum file size.

A certain amount of your computer's memory is set aside for the note file. The default file size is 4,000 characters, so if you get the *File too big* error message when you try to load a file, you should install a larger notepad file.

The maximum size for any note file is 50,000 characters. This can be obtained only with the limited Sidekick (SKN.COM). The full version (SK.COM) limits the note file to around 45,000 characters.

The file size is limited if you are using DOS 1.0. The maximum size of a resident program (including its data) in DOS 1.0 is 64K. So regardless of the installed notepad file size, the note file will not get much larger than 8,000 characters for SK.COM or around 16,000 characters for SKN.COM.

Dialer

Press [D] to install the modem in your system.

Sidekick must be told which communications port your modem is connected to. Press [1] if your modem is on the COM1: port, or [2] if it's on COM2:

Colors

Press [O] to change the colors in the window displays.

The color installation is - ironically - especially useful if you use a B/W monitor. Colors are displayed as various shades of gray (or green, or amber, or whatever) on such monitors, and the actual effect varies widely among different hardware combinations.

The best way to find the most legible shades on your particular computer is to try various combinations and watch the effect in the sample window. When you have a good display for one window, you could use that for all windows.

Be sure to press [F2] to save the new color setup before you exit.

Quit

Press [Q] to quit the installation program when all changes have been made.

Remember that only the Sidekick .COM files are updated at the end of a SKINST session. If Sidekick is still active in memory at this time, remove it and restart it to make the changes effective.

See how to remove Sidekick from memory on page 10 .

Framework

If you activate Sidekick while Framework displays graphics, the screen will turn into a pattern of (possibly blinking) characters that make no sense. This is because Sidekick switches the screen to TEXT mode. Don't worry about that. Sidekick will work as usual, and the screen will return to graphics when you leave Sidekick.

LOTUS 123

You may find that when you bring Sidekick up while in the middle of a LOTUS spreadsheet, your computer makes a chirping sound and Sidekick does not come up.

This is because the LOTUS 123 system is configured by default to expect the data disk in drive B:. If you bring up LOTUS and do **not** have a disk in drive B:, a system error is generated. LOTUS ignores this error condition but Sidekick does not.

Make sure that there is always a disk in drive B: whenever LOTUS is loaded. Better yet, reconfigure the LOTUS system to avoid this error condition.

Symphony

Symphony ~~must be installed for TOGGLED mode, not SHARED mode in order for Sidekick to work correctly~~ can be installed for any hardware configuration & still be compatible with Sidekick.

You may find that when you bring Sidekick up while in the middle of a Symphony spreadsheet, your computer makes a chirping sound and Sidekick does not come up.

This is because Symphony is configured by default to expect the data disk in drive B:. If you bring up Symphony and do **not** have a disk in drive B:, a system error is generated. Symphony ignores this error condition but Sidekick does not.

Make sure that there is always a disk in drive B: whenever Symphony is loaded. Better yet, reconfigure Symphony to avoid this error condition.

If you activate Sidekick while Symphony displays graphics, the screen will turn into a pattern of (possibly blinking) characters that make no sense. This is because Sidekick switches the screen to TEXT mode. Don't worry about that. Sidekick will work as usual, and the screen will return to graphics when you leave Sidekick.

WORD Sidekick is now compatible with word on any hardware configuration.

When using Microsoft's WORD with Sidekick, you ~~should~~ can start WORD with ~~the~~ commands: any of the following

WORD/C ↵, word, word/w, word/l, word/m

~~to make WORD use normal character mode instead of graphics.~~

RAM-resident Programs

If you have any other resident programs in memory besides SideKick, please be sure to load Sidekick **last.** Examples of other resident programs are RAM-disks, print spoolers, communication packages, and keyboard enhancers.

If these other resident programs seem to cause problems, try to re-boot your computer and start Sidekick **without** them.

If that solves the problem, you should now determine which of the other resident programs causes the problem. Do that by including the other resident programs one by one, each time re-booting your computer. Always start Sidekick **after** the other resident programs. When the problem crops up, you have found the program that causes the problem.

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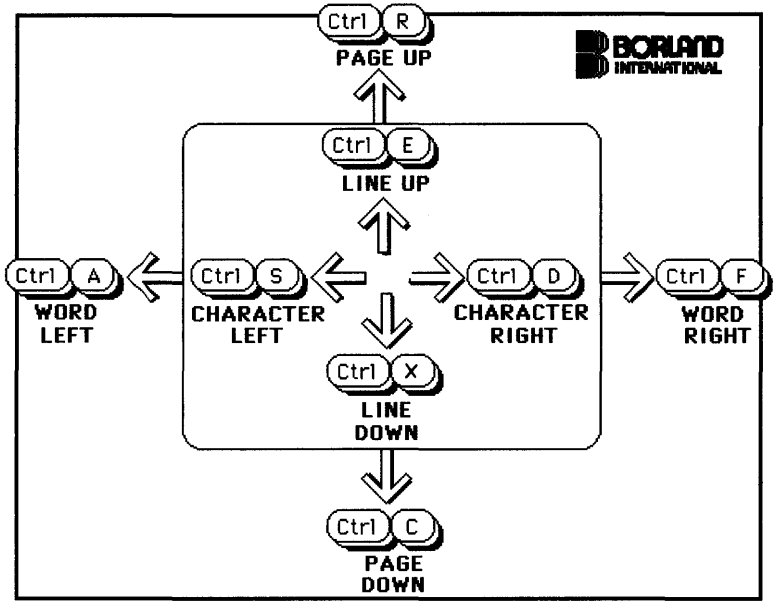
EDITOR QUICK REFERENCE



DELETE

Ctrl G — DELETE CHARACTER
Ctrl T — DELETE WORD
Ctrl Y — DELETE LINE

FIND

Ctrl Q F — FIND
Ctrl Q A — FIND & CHANGE
Ctrl L — REPEAT LAST FIND

OPTIONS: U =UPPER/LOWER CASE
W=WHOLE WORDS ONLY
B =BACKWARDS
G =GLOBAL
N =NO QUESTION

BLOCK

Ctrl K B ⟷ Ctrl K K
MARK BEGINNING — MARK END

Ctrl K T — MARK WORD
Ctrl K C — COPY BLOCK
Ctrl K V — MOVE BLOCK
Ctrl K Y — DELETE BLOCK

Ctrl K D — END EDIT

SIDEKICK™

INFOWORLD'S SOFTWARE PRODUCT OF THE YEAR

Whether you're running WordStar™, Lotus™, dBase™, or any other program, SIDEKICK puts all these desktop accessories instantly at your fingertips.

A full-screen WordStar-like Editor. You may jot down notes and edit files up to 25 pages long.

A Phone Directory for your names, addresses and telephone numbers. Finding a name or a number becomes a snap.

An Autodialer for all your phone calls. It will look-up and dial telephone numbers for you. (A modem is required to use this function.)

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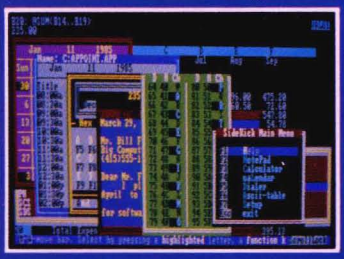
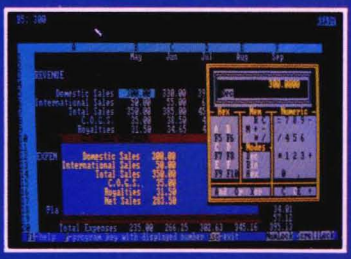
A Datebook to remind you of important meetings and appointments.

A full-featured Calculator ideal for business use. It also performs decimal to hexidecimal to binary conversions.

An ASCII Table for easy reference.



All the SIDEKICK windows stacked up over Lotus 1-2-3. From bottom to top: SIDEKICK'S "Menu Window," ASCII Table, Notepad, Calculator and Phone Dialer.



Here's SIDEKICK running over Lotus 1-2-3. In the SIDEKICK Notepad you'll notice data that's been imported directly from the Lotus screen. In the upper right you can see the Calculator.

The Critics' Choice

"In a simple, beautiful implementation of WordStar's™ block copy commands, SIDEKICK can transport all or any part of the display screen (even an area overlaid by the notepad display) to the notepad."

—Charles Petzold, PC MAGAZINE

"SIDEKICK deserves a place in every PC."

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—Ron Mansfield, ENTREPRENEUR

"If you use a PC, get SIDEKICK. You'll soon become dependent on it."

—Jerry Pournelle, BYTE

Mimimum System Configuration: SIDEKICK is available now for your IBM PC, XT, AT, jr. and 100% compatible microcomputers. The IBM PC jr. will only accept the SIDEKICK not copy-protected version. Your computer must have at least 128K RAM, one disk drive and PC-DOS 1.0 or greater. A Hayes™-compatible modem required for the autodialer function.

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