

Interface Overview

Getting Around

When creating Desktop Assistant, ease of use was the foremost consideration. At the right of the screen, there are seven buttons. By clicking on these buttons, you can access all of the included tools. (Referring to "clicking" means pointing to an item and pressing the left mouse button.) You can also click on Tools or Help from the menu, and then click on the desired item. If you don't have a mouse or other pointing device, you can use the keyboard to get around. Whenever you see a letter which is underlined, you can press and hold the Alt key, and then the keyboard key corresponding to the underlined letter. For example, to use the menu item "Tools", press Alt-T. This displays the Tools menu. You can then press Alt-C to display the calendar. You can then press Alt-N to view subsequent months, or Alt-P to view previous months.

Accessing Help

Help can be accessed anytime by pressing the F1 key. You can also invoke help from the menu. When the help screen appears, some text is green and underlined. When you place the mouse pointer over one of these highlighted areas, it turns into a hand. While the pointer is a hand, click the left mouse button, and information will be displayed pertaining to the highlighted text.

If you select Help from the menu, and then About, information will be displayed about registration status. If the program is not registered, a description of how to register will be displayed. If the program is registered, the users registration information will be displayed.

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CONCEPTS

PA 19058

MICROCODE

P.O. Box 1275
LEVITTOWN,

Technical Support

Technical support is available to registered users only. It can be obtained by two methods:

Send

- 1. Electronic mail via the Compuserve Information Service - inquiries to the address 71023,2130.**
- 2. Regular mail - Send inquiries to the following address:**

**MICROCODE CONCEPTS
P.O. Box 1275
Levittown, PA 19058**

Registration

To print the registration form, click on the Print button above, or press Alt-P.
You can then fill in the form and mail your remittance to the following address:

Microcode Concepts
P.O. Box 1275
Levittown, PA 19058

Name: _____ **Date:** _____
Company: _____ **Qty:** _____
Address: _____ **Total (Qty. x \$22)** _____
City: _____ **Version#**
1.0
State: _____
Zip: _____

Backing Up Data

There is no utility in this version to backup your data files. You can accomplish this

easily however from the DOS command line. Assuming Desktop Assistant is installed in the default directory C:\DESK , and you wish to backup to floppy drive A:, type the following at the DOS prompt:

COPY C:\DESK*.DAT A:

This will copy all files with an extension of .dat to the floppy drive. You can restore files

which are backed up in a similar manner by typing:

COPY A:*.DAT C:\DESK

A backup utility will be included in later versions.

