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The DeskTop Set

Personal and Business Organizer for Windows

Demonstration Version Quick Reference Guide

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Some Reviews of the DeskTop Set:

"Okna Corporation [DeskTop Set does] for Microsoft's Windows what Borland's SideKick does for OS/2 Presentation Manager".

Michael Hogan, PC World, September 1989

"[The DeskTop Set...] admirably replaces Windows' collection of desktop utilities."

"The Phone Book [...] is superb."

"The Calendar is also head and shoulders above Windows' [Calendar]",

"...if you're a Windows number cruncher, the on-screen tape may be worth the price tag -- especially when a tape can be annotated, globally edited, and saved for later reference. ...[It] even displays the most recent session when you call up the Calculator."

Patrick Marshall, PC World, November 1989

"With a \$149 list price, The DeskTop Set could be a bargain, even if all you use is the Calendar and the Phone Book."

Michael J. Miller, InfoWorld, July 24, 1989

"[The DeskTop Set] is a very impressive piece of work."

Edward Mendelson, Contributing Editor, PC Magazine

New twists on Microsoft Windows are getting to be a dime a dozen these days, but few are as rich in features as The DeskTop Set. Combining a collection of powerful desk accessories with an innovative desktop manager, this package brings real flair to otherwise pedestrian Window [2.1] environment.

"[The DeskTop Set is] chock-full of rewarding design ideas and insights. If you are in the market for Windows desk accessories, it's hard to do better than these."

Rock Miller, PC Magazine, January 30, 1990

"If you're going to work with Windows every day, The DeskTop Set is something you'll want to have and use."

"If you use Windows and you use the telephone, get yourself a copy of The DeskTop Set."

Martin Heller, Computer Shopper, July 1990

Product Synopsis and System Requirements

The DeskTop Set program for Microsoft Windows is intended for professional and personal use. It consists of six integrated modules:

- DeskTop Manager which features programs organizer, screen saver, system lock, file finder and system-wide access to every command.
- Phone Book which accepts unlimited number of records and features phonetic search, mail merge, data import/export, reminders, privacy features, Yellow pages, record links, printing and dialing.
- Memory Dialer, phone log, area-code directory, least-cost routing, calling cards dialing, custom dialing formats, modem customization.
- Accounting Calculator which allows you to print, save, recall, edit and copy and paste tapes.
- Calendar which accepts entries up to ten years ahead and features daily, monthly, annual and expense ledger modes.
- File Viewer which reads, formats and prints text documents of any size.

The DeskTop Set is the first Windows application to feature an Expert mode and Expert menus, proportionate fonts throughout, beautiful graphics, adaptive logic (programs always remember their last state; commands such as `save` do not exist), advanced memory management, and many other innovative solutions.

In this demonstration package, you have the opportunity to use the Phone Book and Dialer programs. These applications are intended to show you the minor subset of functionality that the retail versions provide.

System Requirements

To use the DeskTop Set programs, your system must meet or exceed the following:

- Microsoft Windows Version 3.0.
- IBM AT, PS/2, or compatible. The programs' design is optimized for speed. They will perform well even on 8 MHZ 640K PC AT models.
- The programs' memory architecture is highly optimized. 512K of memory is sufficient to run Windows in real mode with all DeskTop Set modules.
- A hard disk with at least 800K of available space after Windows has been installed.
- Hercules, EGA, VGA, Super VGA or 8514A video card. The program can't run in CGA mode because its graphical demands exceed the capabilities of low resolution monitors.
- Mouse (optional).
- Hayes-compatible modem (optional).

The DeskTop Set Demo Installation

The installation of The DeskTop Set demonstration files are simple. Perform the following steps:

- Exit windows
- Create a directory that you wish to place the demo files.
- Unzip the file OKNA.ZIP.
- Enter back into Windows
- Install BOOK.EXE and DIAL.EXE in one of the Program Manager's folder, or...
- In the MS-DOS Executive or the File Manager, go to the Drive / Directory that you placed the demo files.
- Double-click the file BOOK.EXE and/or DIAL.EXE or their icons in the Program Manager folder.

The Phone Book will then open and automatically create two Phone Book files. You're now ready to go! The demo programs do not modify WIN.INI file.

The Basics

When you start Phone Book, it automatically opens to the page that you previously used. If the book is initially closed, double click on the book cover or select **File/Open Book** command.

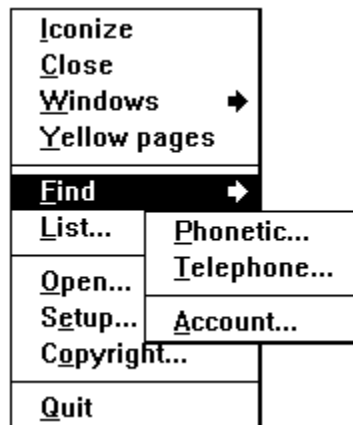
The Control bar across the top of the book contains four icons: **left arrow**, **telephone**, **envelope**, and **right arrow**. The **Alphabet** controls along the sides of the page can be used to move quickly to the corresponding page in the Phone Book. The current letter is always displayed in the upper left corner of the page, and the page number is displayed in the upper right corner. As you fill your Phone Book with entries, additional pages can be added.

What's the Expert mode?

You have an option in all DeskTop Set applications to operate them in either **Windows** or **Expert** mode. **Windows** mode is the default choice; this allows the program to operate like other standard windows applications - pull down menu bar, caption bar, minimize & maximize buttons, etc . The **Expert** mode has no menu and caption bars, but instead provides **drop-down "floating"** menus, which are accessible by clicking the **right** mouse button anywhere in a program window. From **Expert** menus other menus appear as **submenus**.

You may find that the **Expert** mode and menus are easier and faster to use, it is less "cluttered" than the **Windows** mode, and the programs are much more attractive, but use whichever mode best suits your needs, or a combination of both.

The following is an example of the DeskTop Set Phone Book main menu; in **Expert** mode with a submenu selected:



The arrow on the menu indicates that a submenu is available.

To select a command from a submenu:

- o Click the **right-hand** mouse button anywhere on the DeskTop Set program window and select the desired command (with arrow) from the menu that appears.
- o Open the submenu by moving the mouse cursor slightly to the right until the submenu appears, then select the desired command.

Unlike the standard windows method of accessing submenus, DeskTop Set applications in **Expert** mode employ an easier method. As requested by DeskTop Set

users, you do not have to hold down any mouse button to access submenus. After clicking the right-hand mouse button to bring up the main menu, you are free to release the mouse button and select any menu or submenu command. This is a more natural way of accessing all menu options. This attention to detail (and to user requests) pervades all DeskTop Set applications.

Remember that you can use the keyboard to select menu commands in the same way as with standard Windows menus. Use the **left arrow** key to open a submenu, and the **Esc** key to close.

Moving Through the Phone Book

To navigate around the book, use the following guide:

To	Keyboard	Mouse
Move to a page:	Ctrl + Letter	Click desired letter
Move to the next page arrow		Page Down Click on right
Move to the previous page	Page Up	Click on left arrow
Move to an entry	Up & Down	Click on entry
Move to an entries phone number		Tabclick on phone

Adding Entries

Adding entries is easy; just remember the following rules:

- o Enter the text, such as the persons name, nickname, business, etc in the left hand column. Limit the entry text to one row; place any additional information in the notes area.
- o Enter the phone number in the right column.
- o Enter a area code for the phone number, **even if it is a local call**. The DeskTop Dialer is smart enough not to dial the area code for local calls.

Entering Business Information

For any Phone Book entry, you can use the *Business Information* dialog box to enter detailed information about a business contact. In addition, you may add free form comments in the *Notes* area of the dialog box. For those of you who deal with clients and accounts via the phone, you can give each entry an account number. Whenever you dial your client, this account number then can be passed through to your phone system; simplifying your time / expense accounting .

To enter or edit business information:

- o Select desired page entry;
- o Select Edit/Business command in Windows mode, or...
- o Select Business command from the Edit menu (click on envelope icon) in Expert mode.

To enter or edit residential information:

- o Select desired page entry;
- o Select Edit/Residence command in Windows mode, or...
- o Select Residence command from the Edit menu (click on envelope icon) in

Expert mode.

Viewing Entries

The **View** window shows at a glance all information about a selected Phone Book entry. Business and personal information, phone numbers, reminders and notes are displayed simultaneously in a resizable, movable window. Phone Book remembers the last size and position of the **View** window, and will display it there the next time it is opened. Multiple **View** windows can be active at the same time, and they can be arranged in a cascading fashion. From a **View** window, you can dial any of the phone numbers that are associated with this entry.

If you would like open View windows with a mouse double-click or press the Enter key, make sure that the **View** option in the *Setup Book* dialog box is selected.

Additional **View** window functions:

- o A mouse double click brings up a **Dial** menu. There is no keyboard equivalent.
- o The **Page Down** or **Page Up** keys toggle the enlarged and normal View display font.
- o The **System** menu **Close** command closes the View window.
- o Pressing **Enter** will also close an active View window.
- o A right mouse button click inside a View window opens the **View** menu. There is no keyboard equivalent. The View menu allows you to do the following:
 - **Close** will close the current window.
 - **Cascade** will take all active view windows and cascade them from the center of the screen. This option is greyed if only one view window is active.
 - **Records** allows you to quickly move through multiple view windows. By highlighting the name of the desired record you want to see, the selected record is then placed on top of all other View windows. This option is greyed if only one view window is active.
 - **Close All...** closes all active View windows. As above, this option is greyed if only one view window is active.

Dialing Entries

Phone numbers that you have entered into the Phone Book can be dialed automatically by using **Dialer**. Even if you do not have a modem or auto-dialer, you can use the **Dial** menu to quickly look up a number.

To Dial a telephone number that appears in a Phone Book entry:

- o Double-click a phone number that appears on the page, or...
- o Open **Dial...** on the menu bar or click the **Telephone** icon to dial another phone number that may belong to this entry;
- o Select desired command/number to place a call.

If the DeskTop Dialer was not previously open, it will automatically load and dial the requested number. Be sure to review the DeskTop Dialer section to further customize your dialing capabilities.

Phone Book Reference Information:

File Menu

- Close book** Closes (literally) Phone Book. Use the Open Book command to reopen;
- Yellow Pages** Opens Yellow Pages. What's the difference?... They are yellow. Yellow pages offer a convenient way to view another Phone Book file without opening another Book (you can!). You may copy, cut and paste records between White Pages and Yellow Pages. (As well as with several open Phone Books). When in Yellow Pages mode this command reads "White Pages".
- List...** Opens sorted (by page entry) list of all Phone Book records. Double-click list's entry to open respective page. Check out an effect of typing someone's name while the list. windows is active.
- Open...** Opens "Open File" dialog box. Use is to select another file or create a new file. Ignore the questions that come up when creating a new file; they are deactivated in the demo version.
- Setup...** Opens "Setup" dialog box. It displays some settings that are not applicable to demo version. If the rest are not self-explanatory, by all means, feel free to order a "real thing".
- File Info...** Opens a window that contain information about currently open file.
- About...** Opens a pretty window with version number, copyright, phone and address information. If this demo is old, the address and phone may be different. However, they are current as of this writing (June 20, 1990).
- Quit...** It does exactly that. I hope you will like the Phone Book so much, that you never have to quit. Please keep in mind that Phone Book does not have Save command. It saves everything in real time. So, feel free to crash any time... - the Phone Book's data is save and saved.

Edit Menu

- Business** Opens dialog box to enter and edit Business information
- Residence** Opens dialog box to enter and edit Residential information
- Copy** The Copy command places a copy of the selected entry and stores it in the internal clipboard so that it can be pasted elsewhere in the Phone Book. It is not linked in any way to the source entry, and can be modified to suit the new entry after it is pasted. You can also copy business or home (shift key down) address into any word processor by just drugging phone book entry into its window. Just click and hold the left mouse button down until it changes shape, and then drag into window or icon... The copy formats are stored in **firm.mov** and **home.mov** files. These files can be modified using Windows' Notepad.
- Paste** The Paste command inserts the information that is in the internal clipboard from a previous Phone Book Cut or Copy command. It will not paste information from other Windows applications; just from the Phone Book. The reason for this is clear: when you copy information from another application, you know whether it's business or residential information, but the

Phone Book (and any other application) can not distinguish the difference. You need to enter the correct area, such as business or residential information, and use the local Paste command button. This makes sure that the information is placed in the appropriate area.

Cut The Cut command removes the currently selected entry and stores it in the internal clipboard so that it can be pasted elsewhere in the Phone Book.

Clear The Clear command removes the currently selected entry without pasting it on the clipboard. The information, therefore, cannot be pasted or copied. Since the Clear command can not be reversed, make sure that you want to clear the entry before selecting this command!

For those users with a mouse, two other functions are available:

Move Move is not present on any menu, and does just as its name implies, moves entries to another place on a page, or another page entirely. To move an entry to another location on the same page, simply click on the entry and hold it down until the mouse pointer changes. After the pointer changes, move to the desired location, and click again to place it there.

Xfer You can copy entries between Phone Books by opening two books, selecting the appropriate "to" and "from" pages, and dragging the entry you want copied to the target book and clicking on the desired page location. (See **Copy** command above. Also works with Dialer and Calendar)

Search Menu

Phonetic The Phonetic search is one of the most useful functions in the Phone Book. The entire Phone Book can be searched in seconds for the "wordz zat sount alike". What's more, the complete results are displayed in a list box, so that you may determine at a glance whether the item you're looking for has been found. Once you find the name you're looking for, a quick double click will position the Phone Book to the right page and highlight the entry for you.

Telephone The Telephone number searches allows you to search for what number you are looking for by entering the exact number or "wild card" numbers. Once entered, the program goes page to page stopping on the entry that matches the search criteria.

Account Basically the same as telephone searches. If any entries match your criteria, the Phone book will move to the appropriate page and highlight the entry that meets your criteria.

Dial & Numbers Menu

Entry numbers Each phone number slot - Entry, Office, Home etc corresponds to the number entered into the currently selected Phone Book

entry. The first line indicates the entries name.

Paste

Is an interpretation of a phone number from the data that exists in the clipboard.

Windows Menu

Lists all applications currently running in windows. Select one, and you will switch to the application you selected.

The DeskTop Set Dialer

...it offers an amazing array of fancy features, including least-cost routing, support for calling-card accounts, and call logging. The dialer's setup options make it smart enough to handle international dialing codes and PBX prefixes of any complexity, and it can dial even after receiving phone has picked up, so you can use it to operate touch-tone systems."

Rock Hadson, PC Magazine, January 30, 1990

The DeskTop Set Dialer program, in both convenience and function, exceeds that of the most sophisticated and expensive business telephones. It is integrated with the Phone Book and Calendar and can get and dial a phone number from any other Windows program via Clipboard.

Fast, friendly, user configurable and "intelligent," the DeskTop Dialer, in combination with the other DeskTop Set programs, provides an automated phone directory of unlimited size and unmatched flexibility.

When you first run the Dialer, you will be asked to provide some basic setup information. To be able to dial out you must have a modem installed and connected to a serial port. Make sure you enter in your local area code so the system can strip off the area code from all local numbers before dialing. If your phone line is connected to a company PBX, make sure that you provide the correct prefix (i.e. 9 to get an outside line) in the appropriate fields.

If Windows application (Cardfile, Terminal, CrossTalk, DynaComm, etc) can dial, than the Dialer can. If they can't, than the Dialer can't nor can we help you in any way. With some modems you may have a problem of hanging-up the modem. To remedy the problem, check **File/Modem...** option "**Problem Modem - would not hang-up**".

The Dialer Controls

- o **Dial** button (*Enter* key) initiates a telephone call.
- o **Talk** (*Space* bar) disconnects your modem from the telephone line or terminates the call in progress
- o **LND** (Last Number Dialed) (*F5* key) shows the last 10 numbers you dialed.
- o **Clear** (*Del* key) clears the Dialer display area.
- o The programmable **Fire**, **Police** and **Ambulance** (*F1*, *F2*, *F3* keys) symbols store and dial respective numbers.
- o The **Telephone** (*F4* key) symbol dials information (411). In the retail version of Dialer, it opens a phone pad in which you can place 105 additional names and phone numbers.
- o The **Number Display** may serve as a stopwatch timer. A left mouse click starts and stops the clock.

Dialing a Number

Remember, you must have a modem installed and connected to a serial port to be

able to dial. Use the **Setup/Dialer** menu to indicate a serial port number.

To dial a number:

- o Select the number from the **Numbers** expert menu, or...
- o Select the number from the **Dial** pull down menu, or...
- o Enter the phone number from the keyboard, or...
- o Type the letters that the telephone number might spell, such as 1-800-FLOWERS
- o Click *Dial* button or Press *Enter* key to dial the entered telephone number and the the *Talk* button or *Space* bar to begin the conversation or to terminate the call.

Dialer Reference Information:

File Menu

- Setup...** Opens "Setup" dialog box. this is where you define how your modem is connected, customize your dialing options, select the program mode, and define where you're located at the present time. For all you portable users out there, make sure that you change the area codes when you travel so you can dial from anywhere.
- Modem...** This is the area that you techies can customize your modem settings from any modem you may possibly have. The default settings works just fine for most Hayes compatible. If you have an internal 1200 Hayes modem, click on the "problem modem" checkbox & Dialer will work just fine.
- Copyright...** Opens a pretty window with version number, copyright, phone and address information. If this demo is old, the address and phone may be different. However, they are current as of this writing (June 20, 1990).
- Quit...** It does exactly that.

Dial & Numbers Menu

- Entry numbers** Each phone number slot - Entry, Office, Home etc corresponds to the number entered into the currently selected Phone Book entry. The first line indicates the entries name.
- Paste** Is an interpretation of a phone number from the data that exists in the clipboard.
- Windows Menu** Lists all applications currently running in windows. Select one, and you will switch to the application you selected.

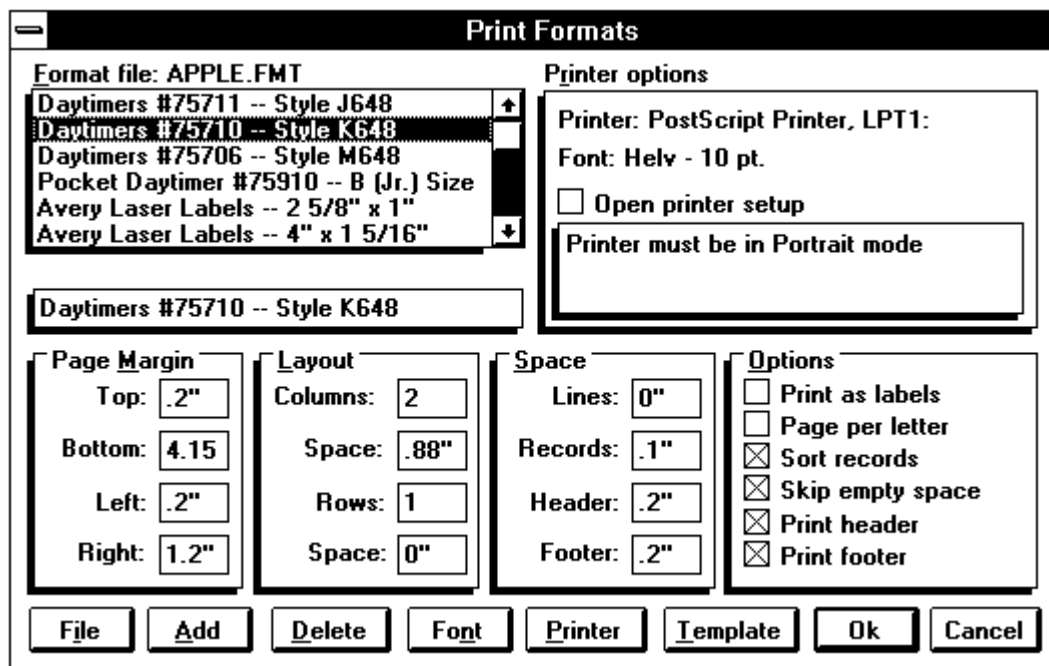
Some Final Notes:

Okna Corporation is pleased that you have taken the time to review our demonstration programs. Feel free to distribute these applications as you like. We hope these applications give you a good indication of what the retail version of our package can deliver. Bear in mind that these demonstration applications provide a minor subset of what functionality the retail versions' perform. Below is a list of the functions that the retail versions of Phone Book and Dialer provide:

Phone Book

Print Facility

Your entries can be printed in any format you wish via the customized print format facility. Prepackaged in each Phone Book is a format file that can print Mailing Labels, Day Timer forms, and even a pocket phone number directory! The following picture is captured from the actual design formats facility:



Letters

Letters can be composed and printed for both individual and category members. One command prints out personalized letters for any entry(s) you desire. You can also create merge files that can work in conjunction with your word processing application.

Entry Management

As your Phone Book grows, its nice to know that you can still get to the desired entries by using several management tools, Categories, Topics, and Clones.

The **Categories** function are among those nifty features that

justify using \$2,000+ PC as a Phone Book. Certain classes of entries are associated with each other, but don't necessarily belong together. Examples of this could be vendors, clients, friends, ... each entry stands on its own, but can be related by a single distinguishable trait. This "common trait" is best described as a category. Entries can belong to several categories, i.e. a "friend and a client".

Topics can be best described as a class of entries that are best managed by grouping them together. An example of this could be members of the same company: if you have 14 people you normally deal with at XYZ corporation, it may be easier to create a Topic called XYZ corporation and place all XYZ employees on this topic page.

Clones are what you would expect: an exact copy of another entry. In certain situations, you may want an entry to belong to a certain Topic page and reside in a normal alphabet page. With a cloned entry, any change in the master or clones' information is reflected in all associated entries.

Finally, to aid you in your Topic creation, You can also gather and move entries with ease with the **Gather** facility. This function will gather and copy, move, or clone entries into another location, including Topic pages!

Alarms

You can set alarms for entries to notify you of an upcoming event at a certain time, and have the Phone Book move front and center over any application active at that time to notify you. The following dialog box highlights what all DeskTop Set applications strive for: ease of use. To enter in an alarm, one simply clicks on the appropriate date and time: the only keyboard interaction required is for the actual event note.

The image shows a dialog box titled "D.C. Deli". It contains a calendar for "JUNE, 1990" with days of the week (Sun to Sat) and dates (1 to 30). The date "18" is highlighted. To the right is a circular time picker with numbers 1-12, a colon separator, and "AM" and "PM" options. Below these are three input fields labeled "Date:", "Time:", and "Event:". At the bottom are three buttons: "Clear", "Ok", and "Cancel".

Reminders

You can enter in reminders for entries to make sure you don't forget that important event (like a birthday, or an anniversary!)

Adaptive Dialer

The Phone Book will automatically dial any number in your

Phone Book. You also have the ability to individually set any phone number to dial in several different formats. You can define a number as a local, local +1, long distance, or international. You can also define a number as an internal or external number, or choose to use a long distance carrier service such as MCI, Sprint, or AT&T. As with other DeskTop Set programs, the Phone Book remembers your settings and will use the format you selected the next time you dial. Each dialer format can be custom tailored to your needs in the Dialer program.

NotePad

You can attach a notepad document containing any information that you want to record for an entry. The DeskTop Phone Book assigns a unique name to the text file the first time you use this command.

Import / Export

You Phone Book can selectively import and export entry information to industry standard file exchange formats. Phone Book **also has an intelligent Cardfile import facility** to allow you to migrate from the CRD format directly into the Phone Book!

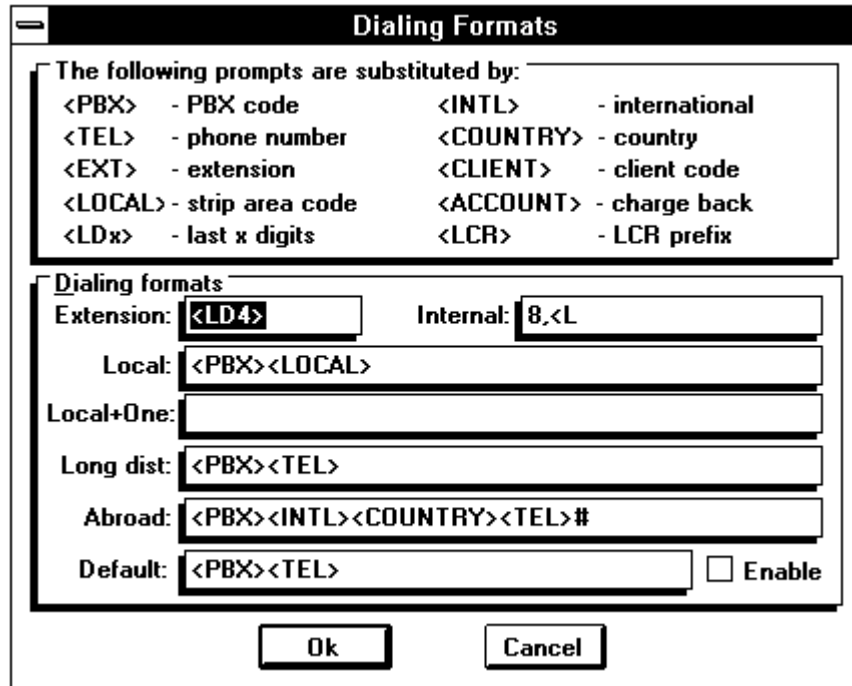
LAN Support

Phone Book Files can be shared by other Phone Book users across any local area network.

Dialer

Dialing Formats

The DeskTop Set Dialer can accommodate a variety of PBX (Private Branch Exchange) systems and the specific needs of every user. It is important to mention, however, that none of the Dialer's simplicity has been sacrificed in the process. The Dialer program has formats that can be customized for your particular needs. If, for example, you consider an attorney with a large law firm who, for billing purposes, must dial the client number in the following format: PBX - CASE CODE - PHONE NUMBER - ATTORNEY CODE every time he /she makes a call. The DeskTop Dialer can simplify this 25 button operation into one single process: dial. Your needs might not be as complex, but it is refreshing to note that all of your needs can be met with one program! Since a picture tells a thousand words, below is the actual dial formats dialog box:



Memory Pad

The DeskTop Dialer can locally store up to 105 of your most frequently dialed telephone phone numbers and names for easy access. A 5-page (21 per page) memory pad; is provided on which you can store and dial the numbers. These numbers can be dialed "mnemonically". For example, typing "Mom" end pressing *Enter* key will dial your mother phone number (if it had been programmed, of course.)

Call Logging

You can keep a record of the current call, its duration, and its purpose. If the call has been initiated by the DeskTop Dialer or other DeskTop programs, then the name, phone number and any other information that has been entered about the recipient of the call is automatically entered into the dialog box fields. You can review the information concerning all telephone calls that have been logged.

Area Codes

The Area Codes dialog box is a convenient tool to allow you to find out the area codes and local time for states and major cities. You can also update and modify the information listed.

Least Cost Routing

If you can use several long-distance services for your telephone calls, such as MCI or SPRINT, you may have noticed that calls to certain area codes are cheaper using one long-distance service than another, while for another area code the reverse is true. Of course, when you make a long-distance telephone call, you shouldn't have to worry about which service to use for the area code you are calling. For this reason, the DeskTop Dialer allows you to set up a different long-distance service to use for each area code you dial.

Services

You may use the Dialer to send log-in codes, passwords and commands when using touch-tone services, such as bank-by-

phone, voice mail, digital pagers, etc. with the Touch Tone services function.

Also, four other programs are shipped with the DeskTop Set: **Calendar**, **Manager**, **Calculator**, and **File Viewer**.

Calendar

The DeskTop Calendar; program is designed to provide you with a annual and monthly calendars, appointment book, "to do" list, and string-around-your-finger, all in one program. All your important events can be monitored by five integrated views: To Do, Daily, Weekly, Monthly and Yearly. The DeskTop Calendar includes the following key features:

- Displays the calendar for any year, in any century.
- Shows national and major religious holidays for any year.
- Keeps all of your appointment and date information within instant reach.
- Never requires you to delete any past event to free up memory, since none of the information is kept in memory.
- Allows the entry of appointment time in the 12- or 24-hour clock format.
- Shows a full year calendar, from which you can select any day just by clicking the mouse.
- Has an intuitive keyboard interface to speed up user interaction.
- Allows the designation of calendar entries as urgent, pending or completed.
- Allows you to set alarms as reminders to make calls or keep appointments.
- Remembers and notifies you of alarms that have occurred while the Calendar and PC were shut down.
- Integrates tightly with the DeskTop Phone Book and the DeskTop Dialer.
- Offers both a Windows mode and an Expert mode.
- Provides comprehensive printer controls and formatting options.

Manager

The DeskTop Set Manager is a complex piece of software engineering that has been designed using exclusively the functions from the Microsoft Windows Software Development Kit - no undocumented functions, assembler subroutines or tricks of any kind have been employed. The DeskTop Manager gives you essential but forgotten functions, such as screen saver, windows lock, auto-save, program management utility, file finder and many others. This program sits by, unobtrusively, until its needed. The key features of the DeskTop Set Manager include the following:

- "Hot Corners" function. Each corner of the screen can be defined to perform a certain task: lock screen, blank screen, iconize active program, bring the Program Manager "up front and center", or bring up a customizable program launch menu.
- Program Launch menu. You can create a menu that can run any windows application that you have installed from a click of the mouse. You can define what directory your datafiles exist and have the menu provide you a list of all available datafiles to select whenever you load a certain application. This menu system works in concert with the Program Manager: it does not replace it.
- You can manage all active programs by minimizing, maximizing, or cascading them by one click.
- If you ever wondered where that X@#\$\$% file went to, the find file will help you locate it. It can search network drives, and once you find it, you can even

double click on it and load the appropriate application.

Tape Calculator

The Calculator; is designed to emulate and in many ways exceed the functionality of the various desktop calculators that are still in use next to PCs. The key features of the DeskTop Set Tape Calculator include the following:

- o Has the look and feel of a standard financial calculator.
- o Can remember and print tapes from previous sessions.
- o Entries and transactions that can be revised, copied, deleted, or inserted.
- o Can be controlled with the keyboard, mouse, light pen or touch screen.
- o Allows entries on tape to be annotated for easy reference.
- o Labels transactions with the time and date of entry.
- o Remembers a user-defined number of entries that are available the next time you use the calculator.
- o Allows you to customize the location of the tape window to be on the top or side and to accommodate most types of monitor.

File Viewer

The DeskTop Viewer program is designed as a tool to read and print text files in the Microsoft Windows environment. None of the commercially available Windows programs can read text documents without loading them completely into the computer's memory. In addition, Notepad cannot read documents over 32K in size. These restrictions adversely affect Windows' usefulness to those who need to work with long text documents, such as reports, source code files, records of on-line sessions, etc. The DeskTop Viewer does not have difficulties with any of these documents, regardless of length.

The Viewer functionality is enhanced by the availability of flexible searching and bookmarking

functions, an ability to copy and paste blocks of text into other applications, and printing support that allows page formatting and the use of all available fonts.

Viewers' Key features include:

- o Shows files of greater than 32K in size.
- o Allows short or long menus, for simple or full-featured operation.
- o Complete printing options, including headers and footers that can show the date, time, page, and file information.
- o Allows you to place a "bookmark" on any line of the file for easy return to the location at any time, even after shutting down your PC.
- o Ability to select different fonts for screen and printer.
- o Sets printer options without using the Control Panel program.
- o User-editable display colors.
- o Full access to other open applications.
- o Allows you to open multiple documents.
- o Allows you to split the screen to permit looking at different sections of the file at the same time.
- o Provide advanced searching capabilities.

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June 20, 1990

P.S. If you are very good Windows-OS/2-Presentation Manager programmer and wish one day to join our creative team, please drop us a line.