TECMAR

Treasure Chest

USERS
GUIDE

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Under the above warranty, Tecmar will, at its option, either repair or replace a non-conforming or defective product, or return to purchaser the purchase price. Tecmar shall have no obligation hereunder if the product has been misused, carelessly handled, defaced (including unauthorized repairs made or attempted by others), modified or altered. The product must be returned with proof of purchase in its original (or other adequate packaging) to the point of purchase or, by prior arrangements with Tecmar, to Tecmar. Claims must be made in accordance with the provisions of this paragraph within the applicable warranty period or they will be barred.

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Keep your original sales receipt for the product with this warranty statement.

PRODUCT _____

SERIAL
NUMBER _____

DATE OF
PURCHASE _____

WHERE
PURCHASED _____

READ THIS FIRST !

Your purchase of a Tecmar board has made your investment in a computer system pay big dividends. The complimentary Treasure Chest programs include features that turn PC DOS (v2.0) into an operating system that can run programs in the background while others are operating. Tecmar considers this ability to run more than one program at one time the most valuable feature of the software.

The following requirements must be met in order to use your Treasure Chest software.

1. You must have a Tecmar multifunction board installed in your computer.

2. The Treasure Chest software must be run with PC DOS version 2.0 or 2.1

3. You must have at least 192K bytes of memory installed in your computer. All of the programs can be run with only 128K bytes of memory, but the combinations of applications in this manual require 192K bytes.

4. This manual refers only to the keys on the IBM PC keyboard. If you have a PCjr, refer to pages 4-9 of the PCjr Guide to Operations for the keyboard conversion chart.

5. If you have a PCjr, it is best to run these programs using an 80 column mode. To do this, type

MODE 80

DO THIS FIRST !

Follow the steps below to initialize your board's clock/calendar.

1. Make a back-up copy of the Treasure Chest diskette.

2. Insert your PC DOS diskette in your floppy drive (Drive A) and turn on your computer.

3. Type the TIME and DATE commands given in your PC DOS manual.

4. Remove your PC DOS diskette and insert your Treasure Chest diskette A.

5. Type *SETTIME* and press the Enter key.

In Chapter 2 you will be instructed how to set up the programs that you should run at the beginning of each work day. The MENU program gives other Treasure Chest programs and your computer system flexibility. For example, you can transfer control from a word processing program to a Treasure Chest program and then transfer back to the exact place you were when you left.

Organization of this Manual

The Treasure Chest manual is divided into five chapters, a glossary and an index. The first chapter introduces the 24 programs. The programs discussed in this manual are divided into chapters according to each program's use.

Chapter 1   Is the introduction.

Chapter 2   Introduces the programs that you should use as soon as you turn on your computer. You will be told how to have the computer automatically run these programs when it is turned on. The programs that work in the background are included in this section.

Chapter 3   Introduces the programs that you can use to make sure your computer is working properly.

Chapter 4   Introduces four programs that you can have fun with.

Chapter 5   Introduces the programs that are useful for home and business applications. The programs help you organize information. Many of these programs work with each other, offering you additional benefits and features.
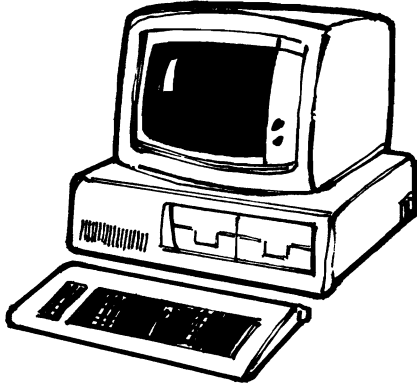
The purpose of this manual is to give you a general introduction to the 24 software programs included with your board. The easy-to-follow steps were designed for a first-time computer user. Advanced users may want to briefly review this manual before referring to the Treasure Chest Technical Reference.

Contents

Chapter 1
Introduction

Welcome to the Treasure Chest of software for your computer. The Treasure Chest is 24 useful programs that include games, business applications, home applications, a security system and hardware tests. They were designed to be easy and fun to use.

Treasure Chest Programs

BANNER   Print a large banner in Gothic·
                letters by using this program.
                The banner can say anything
                you want. It is especially useful
                for making signs for a party.

CAL   Displays a calendar for any
                day, month or year you
                choose. Holidays are also
                displayed.

CALC   Any calculations that you can
                do on a pocket calculator, you
                can now do on your computer.
                The CALC program can also
                be used as an adding machine
                when used with a printer.

CHECK   Keeps an accurate record of all
                your bank transactions.
                CHECK makes balancing your
                checkbook easy.

COPRINT   Selects options for the
                PRINTER program. This pro-
                gram lets you control your
                printer.

CRON   Prints messages and
                reminders on your screen
                while you work on the com-
                puter. CRON looks at the TICK
                clock to know when to print
                the messages.

DECODE Unscrambles the files scrambl-
ed in ENCODE. You unscram-
ble the file using the password
that was used to scramble the
file.

DOSTIME You will never need to type the
time and date again when you
turn on your computer.
DOSTIME sets the PC DOS
clock/calendar by using the
clock/calendar on your Tec-
mar board.

ENCODE Scrambles a file using a
special formula based on a
password that you give the
computer. Nobody will be able
to read your confidential files
if you use the ENCODE pro-
gram. You can even scramble
your checkbook record
created in the CHECK pro-
gram so nobody can see your
financial information.

FORM Print personalized form letters
or mailing labels by using this
program. FORM can use the
files created in the CHECK,
MEMO, ROLADEX and
STOCK programs.

MEMDISK Gives you an additional high speed floppy disk drive that can be used to run programs or perform word processing. The floppy disk drive is located in RAM.

MEMO Allows you to write memos and then keeps a record of each memo written. The memos can be edited or reviewed at a later time.

MEMTEST Tests your computer's memory. You will immediately know if there is a bad memory chip in your personal computer when you run this program.

MENU Allows you to change various display options such as brightening or dimming the clock or setting the stopwatch. You may also call up other Treasure Chest programs by a few simple keystrokes.

PARTEST Tests your computer's printer port(s) to make sure they are working properly. The five diagnostics tests allow you to pinpoint exactly what the problem is.

PRINTER   Lets you use the computer while you are printing. Eliminates the long waits while you print.

QSORT   Sorts a alphabetically. You can use QSORT to sort your inventory list or your ROLADEX directory.

REMIND   Keeps a record of all your appointments and special dates that you need to remember. The messages you type in REMIND will automatically be displayed on the screen at your chosen time. You will be reminded about appointments even if you are in the middle of running a program.

ROLADEX   Find your friend's phone number or address quickly with your ROLADEX directory. Your directory can also be used to print personalized form letters to your friends by using it with the FORM program.

SETTIME   Sets the time and date on the Tecmar board by using the PC DOS clock/calendar. You must set the time and date on your Tecmar board when you first install it and also when you replace the battery.

STOCK   You can keep accurate records of your inventory and update it quickly by using this program. STOCK lets you enter new inventory items, record increases or decreases of inventory items and quickly locate any item in your inventory list.

TICK   Displays the time in the upper right-hand corner of your screen. Assists some of the other programs.

TIMTEST   You can always be sure that the clock/calendar on your Tecmar board is keeping accurate time by using the TIMTEST program.

TTT   Play two-dimensional and three-dimensional Tic Tac Toe.

Program Diskette Chart

Treasure Chest Diskette A

BANNER.EXE
CAL.DAT
CAL.EXE
CALC.EXE
CHECK.EXE
COPRINT.EXE
CONPCJR.EXE
CRON.EXE
DECODE.EXE
DOSTIME.EXE
ENCODE.EXE
FORM.EXE
MEMDISK.EXE
MEMO.EXE
MEMTEST.EXE
MENU.EXE
PARTEST.EXE
PRINTER.EXE
QSORT.EXE
REMIND.EXE
ROLADEX.EXE
SETTIME.EXE
STOCK.EXE
TICK.EXE
TIMTEST.EXE
TTT.EXE

Chapter 2.
Beginning a Workday
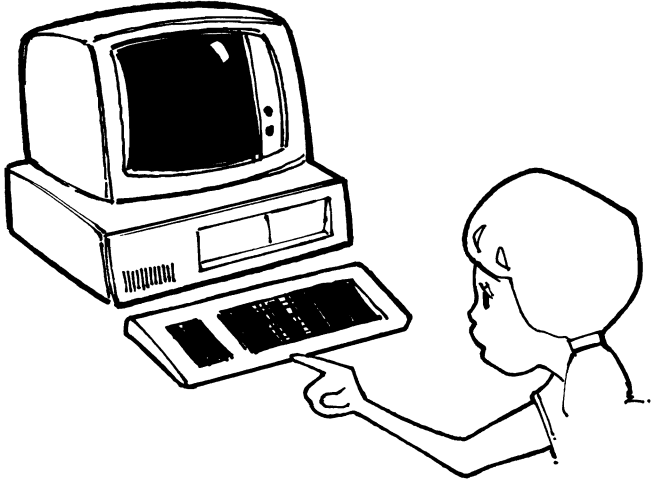
The programs in this chapter should be run promptly after you turn on your computer. After learning how to use the programs, you will be shown how to make them run automatically when you turn on the computer.
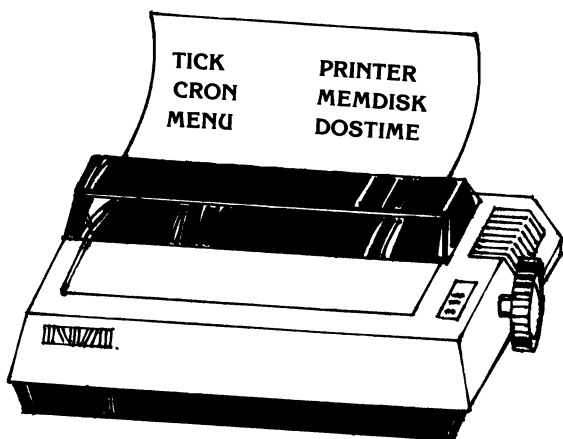
1. Insert your PC DOS diskette into your floppy drive (Drive A) and turn on your computer.

2. You must copy the programs used in this section to a blank (formatted) diskette. You should not use the original Treasure Chest diskettes because they are write-protected.

3. Copy the following programs onto the blank diskette.

    TICK.EXE

    CRON.EXE

    MENU.EXE

    PRINTER.EXE

    MEMDISK.EXE

    DOSTIME.EXE

DO NOT WRITE-PROTECT THIS DISKETTE.

4. Insert the diskette you just made into your floppy drive. Type *DOSTIME* and press the Enter key. This program sets the DOS date and time from the Tecmar clock/calendar.

5. Did the computer display the date and time similar to what you see below?

July 4, 1776 14:03:15.46

YES   Go to step 8.

NO   Go to step 6.

6. Was this message displayed on your screen?

Clock not found

YES   Have your Tecmar board serviced. Consult your dealer.

NO   Go to step 7.

7. Was this message displayed on your screen?

Invalid clock

YES   Go to the beginning of this manual and run SETTIME. Then go to step 4.

NO   Have your Tecmar board serviced.

8. Type *TICK* and press the Enter key.

9. A copyright message will appear and the time will be displayed in the upper right corner of the screen. Although the program appears to be complete, it is still running and continues to run until the computer is reset. TICK uses 15K bytes of memory while running in the background.

10. Type *CRON* and press the Enter key.

11. Once again you will not see anything. The program is running in the background and using 18K memory. CRON prints the messages that you create in the REMIND program.

12. Do you have at least 256K bytes in your computer?

    YES   Type *MENU − K64* and press the Enter key.

    NO   Type *MENU* and press the Enter key.

13. Again nothing will appear on your screen. The program is running in the background and using 73K of memory. The MENU program takes 9K bytes and it creates up to a 64K byte buffer. *MENU* lets you set up various displays and call up several of the Treasure Chest programs by a few simple keystrokes. It will be demonstrated in later chapters.

14. Do you have a printer?

    YES Go to step 15.

    NO Go to step 17.

15. Type *PRINTER – BUF8* and press the Enter key.

16. PRINTER lets you use your computer while printing. Print your documents just like you would if PRINTER did not exist. PRINTER will handle your printing while you continue to work.

17. Do you have an IBM PC*jr*?

    YES Go to step 19.

    NO Go to step 18.

18. THE FOLLOWING PROGRAM, MEMDISK, CANNOT BE RUN UNTIL YOU SET SWITCH BLOCK SW1 ON YOUR IBM SYSTEM BOARD TO RECOGNIZE AN ADDITIONAL DRIVE. Consult your Treasure Chest Technical Reference to set SW1 for one more floppy disk drive than you really have. Go to step 20.

19. The following program, MEMDISK, cannot be run until you have changed CONPCJR to recognize the additional drive. Consult the installation manual of the Tecmar *jr*Captain board in order to change the CONPCJR command line.

20. Do you have one or two floppy drives?

   One   Go to step 21.

   Two   Go to step 22.

21. Type *MEMDISK B:* and press the Enter key. Go to step 23.

22. Type *MEMDISK C:* and press the Enter key.

23. You now have a temporary disk located in RAM memory. The drive letter of the temporary disk is B: if you had one floppy drive in your computer, and C: if you had two floppy drives in your computer before installing MEMDISK.

Note: The programs TICK, CRON and MENU run in the background once they are initiated. In this section they use up 106K bytes of memory. The rest of the Treasure Chest programs will run in 64K bytes of available memory. If you have only 128K bytes of memory, you will not be able to run all the background programs.

Making the Programs Run
Automatically

You can make the programs explained in this chapter run automatically when you turn on your computer by placing the program commands you just used in a special file.

The special file is called an AUTOEXEC.BAT file and it is explained in your PC DOS manual. Type each command on a separate line in the file. Press the Enter key after you type each command.

Once you put the program commands in this file, you never need to use this chapter again, except for MEMDISK.
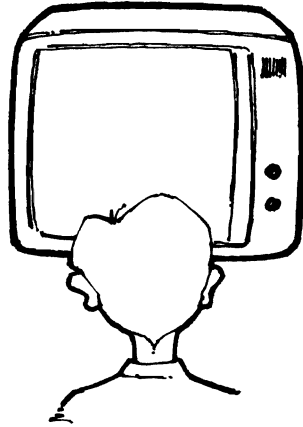
Note: The Treasure Chest programs that are run from the AUTOEXEC.BAT file must be placed on a diskette that has PC DOS on it. Copy the following programs from your Treasure Chest backup diskette on your diskette with PC DOS.

DOSTIME.EXE
TICK.EXE
CRON.EXE
MENU.EXE
**PRINTER.EXE**

Chapter 3
DIAGNOSTICS

The three programs explained in this chapter test your Tecmar board to make sure it is working properly. The tests can also be run on the IBM memory and printer port.

You should use the programs to test your board if you suspect that there may be a problem. It is also a good idea to run them periodically even if you think your board is working correctly.

If you created an AUTOEXEC.BAT file in Chapter 2, you must temporarily rename it.

Renaming the AUTOEXEC.BAT file will cause
the programs in it not to be run. This must be
done so the two sets of programs do not in-
terfere with each other.

Once you have finished this chapter, you may
rename your file to AUTOEXEC.BAT again.
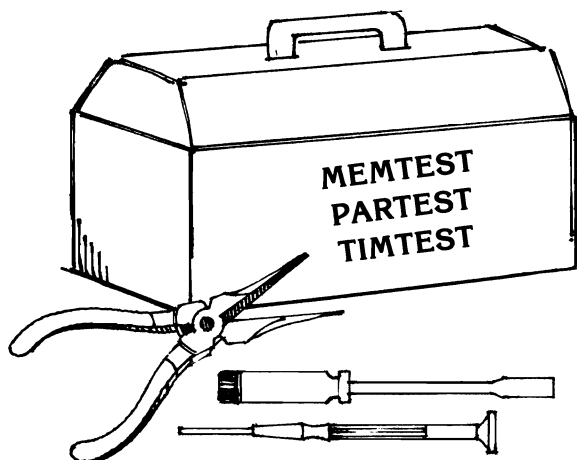
1. Insert your PC DOS diskette into your flop-
    py drive (Drive A) and turn on your com-
    puter.

2. You must copy the programs used in this
    section to a blank (formatted) diskette.
    You should not use the original Treasure
    Chest diskettes.

3. Copy the following programs onto the
    blank diskette.

    MEMTEST.EXE

    PARTEST.EXE

    TIMTEST.EXE

4. Type *MEMTEST* and press the Enter key.

5. The MEMTEST program tests the system
    memory in your computer. A screen
    similar to the one shown on the following
    page will appear.

```
Memory size of your Computer is
  704K bytes
Testing memory from 9000:1780 to
  B000:0000

Testing segment 9000
        Test Passed

Testing segment A000
        Test Passed

Segment select test
        Test Passed
```

YES   Go to step 6.

NO   You have a bad memory chip. Have your computer serviced.

6. If you have a printer, disconnect the printer cable at the back of the computer. Type *PARTEST* and press the Enter key.

7. This command tests your board's printer port. Did a message similar to the following appear on your screen?

Parallel port test, base address 378
Control and Data Lines
Test Passed

YES   Your printer port works.
Go to step 8.

NO   Your printer port is either not in-
stalled correctly or is defective.
check to make sure the port is in-
stalled correctly. If it is, contact
your dealer.

8.   Type *TIMTEST* and press the Enter key.

9.   This command tests your board's
clock/calendar to ensure it is working cor-
rectly. Did the computer display a
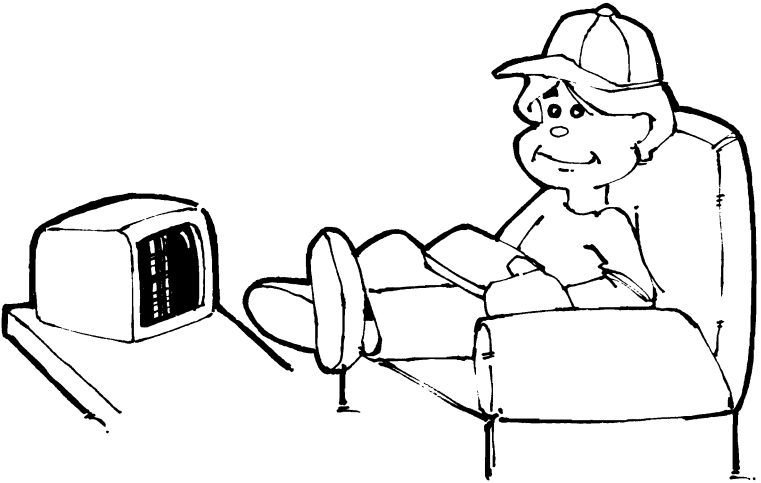message similar to what is shown below?

Clock/Calendar test, base address
37D
## Testing counters and latches
Test passed

YES   This concludes the MEMTEST,
PARTEST and TIMTEST pro-
grams.

NO   Have your Tecmar board serviced.

Chapter 4.
Time Out

Sit back, relax and have a good time with the programs in this chapter. Try to beat the computer in a game of three-dimensional Tic Tac Toe. Print your name in 2½ " Gothic letters or experiment with the many functions in the Treasure Chest calculator.

Follow the step-by-step instructions to aquaint yourself with the programs.
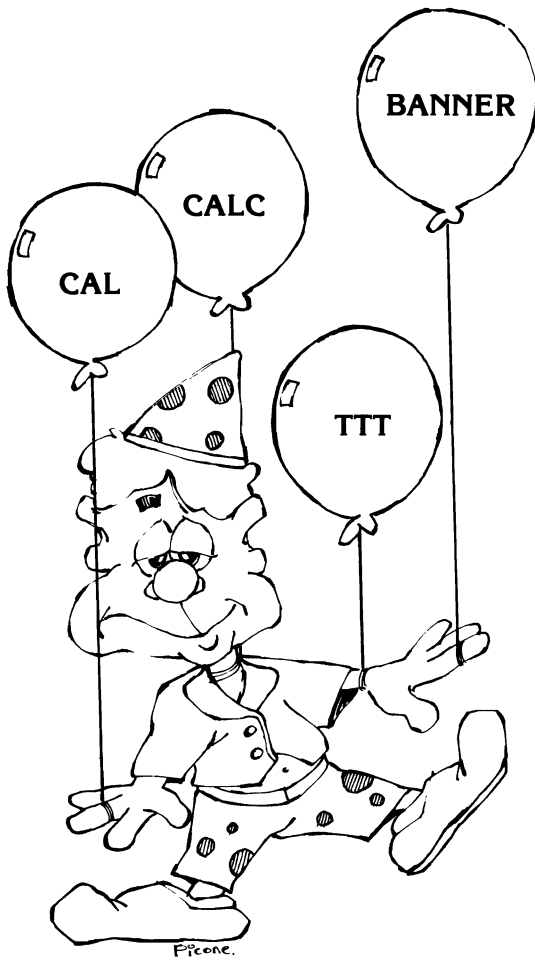
1. Insert your PC DOS diskette into your floppy drive (Drive A) and turn on your computer.

2. You must copy the programs used in this section to a blank (formatted) diskette. You should not use the original Treasure Chest diskettes.

3. Copy the following programs onto the blank diskette.

    TICK.EXE ⎤ Copy only if you have not put these
             ⎬ programs in an AUTOEXEC.BAT
    MENU.EXE ⎦ file in Chapter 2.

    BANNER.EXE

    CAL.EXE

    CAL.DAT

    CALC.EXE

    TTT.EXE

    DO NOT WRITE-PROTECT THIS DISKETTE.

4. Have you placed the programs described in Chapter 2 in an AUTOEXEC.BAT file on your PC DOS diskette?

    YES   Insert the diskette you just made and go to step 6.

    NO   Insert the diskette you just made and go to step 5.

5. There are two programs that must be run as soon as you turn on your computer. You will not see these programs work, but they perform very useful functions. Type the following. Press the Enter key after each line.

    TICK   (the time will appear)

    MENU   If you have less than 256K bytes of memory. (It allows access to a pro-gram quickly)

    MENU – K64   Only if you have at least 256K bytes of memory. (It allows access to a pro-gram quickly)

6. Do you have a printer?

    YES   Go to step 7.

    NO   Go to step 10.

7. Press the CTRL key and hold it down. Then press the PrtSc key. Release both keys.

8. You are going to create a banner that says HELLO. Type *BANNER HELLO* and then press the Enter key.

9. When the banner has finished printing, hold the CTRL key down. Then press the PrtSc key. Release both keys. You are now ready to use a new program.

10. You can display a calendar for any date by using the commands given in the next two steps. Type *CAL TODAY* and then press the Enter key. Today's date will be displayed on your screen.

11. Type *CAL JANUARY 1999* and press the Enter key. Look at the calendar on your screen.

12. Type *CAL 1984* and press the Enter key. Look at the calendar on your screen. Experiment with these commands by substituting different dates. When you feel confident that you understand the CAL command, go to the next step.

13. Type *CALC* and press the Enter key.

14. Now you can use the keyboard keys to do mathematical calculations. Add a few numbers together.

15. You can use the keys to give you the square root of a number, store a number in memory or to do many other calculations. Experiment with the keys.

16. When you have finished using the calculator, press the ESC key.

17. Are you ready to play a game of Tic Tac Toe? Type *TTT* and press the Enter key.

18. Your screen should look like this:

19. The function keys let you choose between options for playing your Tic Tac Toe game. For example, by hitting the F1 key, you can tell the computer that you have a monochrome or a color monitor. Your choice is highlighted.

Press the function keys to choose the options you will use when playing Tic Tac Toe. For your first game, choose three-dimensional Tic Tac Toe.

20. Do you want to find out how long it will take you to play one game of Tic Tac Toe?

   YES Press the CTRL, ALT and T keys at the same time. Notice that a stopwatch appeared in the corner of your screen. The MENU program was used to put it there.

   NO Go to step 21.

21. Press the F5 key if you want to make the first move in the game. Press the F6 key if you want the computer to make the first move.

22. Your screen will look like this:

```
TIC TAC TOE              Man Vs. Machine
┌─────────────────────────────────────────────────────────────────┐
│F1   Offer to resign    ↑  Move up one line     ↓  Move down one line     │
│F2   Offer a draw       ←  Move left one space   →  Move right one space   │
│←┘   Make move          |←— Move left one plane  —→| Move right one plane  │
└─────────────────────────────────────────────────────────────────┘
        ┌─────────────────────────────────────────────────┐
        │Enter move                                        │
        └─────────────────────────────────────────────────┘

111|112|113|114   211|212|213|214   311|312|313|314   411|412|413|414
121|122|123|124   221|222|223|224   321|322|323|324   421|422|423|424
131|132|133|134   231|232|233|234   331|332|333|334   431|432|433|434
141|142|143|144   241|242|243|244   341|342|343|344   441|442|443|444
```

23. You make your move by using the cursor keys to move the shaded block to the spot where you want to put your mark. Press the Enter key to make your mark.

24. Did you set the stopwatch in step 20?

   YES   Go to step 25.

   NO   Go to step 27.

25. Press the CTRL, ALT and T keys at the same time. The stopwatch should have stopped. This is the time that it took you to play the Tic Tac Toe game.

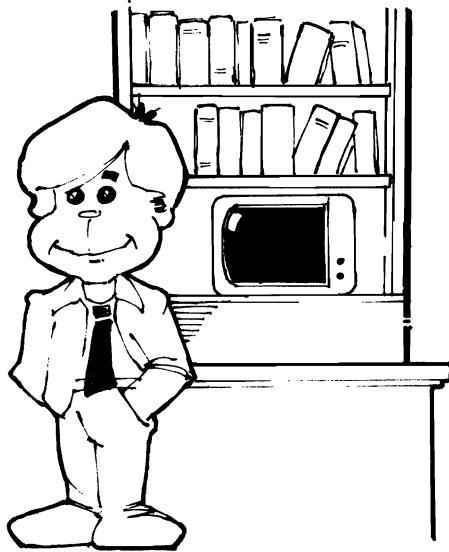26. Press the CTRL, ALT and T keys again, the stopwatch should have disappeared.

27. Press the F10 key to stop the program.

This concludes the step-by-step instructions for:
>   BANNER
>   CAL
>   CALC
>   TTT
>   MENU

Chapter 5.
Home and Business

The programs in this chapter are useful for sav-
ing you time in organizing your home or
business.

The programs in this chapter are unique.
Besides working by themselves, each program
works with other programs to give you added
capabilities.

For example, the ROLADEX program creates a phone directory. In turn, the phone directory can be used by the FORM program to print personalized form letters for each person in the directory.

Use each program alone and then try printing the files you create with the FORM program. You will be amazed at what you can do !

DO THIS FIRST !

1. Insert your PC DOS diskette into your floppy drive (Drive A) and turn on your computer.

2. You must copy the programs used in this section to a blank (formatted) diskette. You should not use the original Treasure Chest diskettes.

3. Copy the following programs onto the blank diskette.

    TICK.EXE

    CRON.EXE   Copy only if you have not put these
                      programs in an AUTOEXEC.BAT
    MENU.EXE   file in Chapter 2.

    PRINTER.EXE

    CHECK.EXE

    ENCODE.EXE

    DECODE.EXE

    MEMO.EXE

    REMIND.EXE

    ROLADEX.EXE

    QSORT.EXE

    STOCK.EXE

    FORM.EXE

    COPRINT.EXE

    DO NOT WRITE-PROTECT THIS
    DISKETTE.

4. Have you placed the programs described in Chapter 2 in an AUTOEXEC.BAT file on your PC DOS diskette?

   YES   Insert the diskette you just made, and go to the next page.

   NO   Insert the diskette you just made and go to step 5.

5. There are four programs that must be run as soon as you turn on your computer. You will not see these programs work, but they perform very useful functions. Type the following. Press the Enter key after each line.
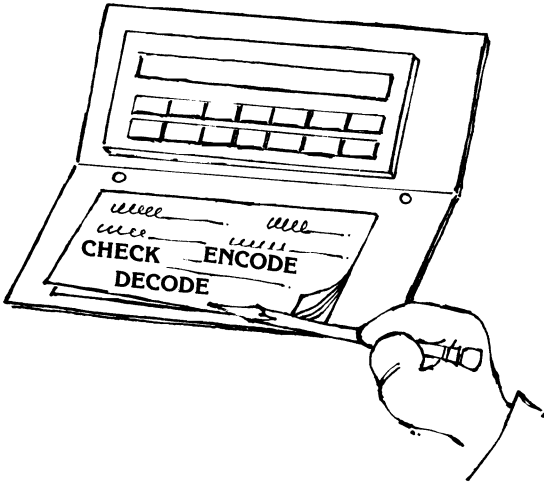
   TICK   (the time will appear)

   CRON   (will print reminders)

   MENU   If you have less than 256K bytes of memory. (It allows access to a program quickly)

   MENU – K64   Only if you have at least 256K bytes of memory. (It allows access to a program quickly.)

   PRINTER – BUF8 (use the computer while printing)

1. In this program your checkbook will be saved in the default *file*, CHECK.DAT. Type *CHECK* and press the Enter key.

2.   The following menu will be displayed. This
      is called the View Mode Menu.

```
CHECK                         View Mode                              View
  |← Prev. field    Home First line     ↑ Up a line     Help Up a page
  |→| Next field    End  Last line      ↓ Down a line   PgDn Down a page
  |F6  Choose trans. F10  Quit program  ↵ Next line

  |Total          .00|              | Select function or move cursor |
 Date         Number     Description                 Credit        Debit
```

3.   Look at the View Mode Menu. Keys in the
      menu can be used to edit a checkbook.
      Two of the function keys on the bottom
      line in the menu have special purposes.
      You will use both of the keys in this exam-
      ple.

4.   You must tell CHECK what kind of transac-
      tion you will be entering in the checkbook.
      To do this, Press F6.

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The following menu will appear.

```
CHECK                  Transaction  Types                      View
      Credit entry     Debit  entry      Others
  F1  Deposit       F2  Check          Esc Main Menu
  F3  Starting bal. F4  Withdrawl      ←┘ View
  F5  Interest      F6  Service Charge
  F7  Misc credit   F8  Misc debit     F9  Free format

  Total          .00            Select function from menu

Date        Number    Description                    Credit        Debit
```

5. The first transaction you will want to do in a new checkbook will be to enter a starting balance. A starting balance is a credit entry.

6. Look at the function keys under the Credit Entry column. You will see that F3 is the transaction key for starting balance. Press F3.

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7. Does your screen look like this one?

```
CHECK                       Data Entry              Starting balance
┌──────────────────────────────────────────────────────────────────┐
│K─ Prev. field    Home First line    ↑  Up a line    PgUp Up a page  │
│─>I Next field    End  Last line      ↓  Down a line  PgDn Down a page│
│<─  Backspace     <─┘  Next line     Ins Insert char  Del  Delete char│
│F1  Insert line   F2   Delete line   F3  Erase line   F4   Erase Field│
│F6  Choose trans. F10  Quit program                                   │
└──────────────────────────────────────────────────────────────────┘
┌─────────────┐            ┌───────────────────────────────────┐
│Total    .00 │            │  Select function or enter data     │
└─────────────┘            └───────────────────────────────────┘
Date         Number   Description                   Credit        Debit
████████
```

> **YES** Go to step 8.
>
> **NO**   Go to step 6 and try again.

8. Move the cursor to the first position under the Date column. Type the date and press the TAB key.

9. Was the Description column automatically filled and the cursor moved to the Credit column?

> **YES** Go to step 10.
>
> **NO**   Press the TAB key again.

10. Type 500.00 and press the Enter key. The first transaction is now complete. It should be displayed on the screen.

11. Look at the balance window in the left side of the screen. It should look like the window shown below.

| Total 500.00 |

12. The following are step by step instructions to record a check. If you make errors, use the edit keys to make corrections.

   a). Press F6 to go to Transaction Type menu.

   b). Press F2 to choose a Check entry.

   c). The cursor should be at the left margin under the Date column. Type a date and press the TAB key.

   d). Type a check number and press the TAB key.

   e). Type a description for the check and press the TAB key.

   f). Type an amount and press the Enter key.

   g). Check your balance window to see that your entry is reflected.

   h). Do you want to record another check?

   YES   Go to step 12a.

   NO   Go to step 13.

Note: As long as the transactions are of the same type, you can continue to record entries without going back to the Transaction Type menu.

13. Try several of the Transaction Types. Placing an asterisk (*) in the first position of the column will mark this as a transaction the bank has not recorded. The balance will automatically be adjusted. Always look at the balance window after an entry.

14. When you are satisfied that you have learned how to use the CHECK program, press F10 to end the program. You will see a message "Writing file, please wait . . ." on the screen.

15. You have just created the file, CHECK.DAT. It contains information you do not want other people to see. The Treasure Chest ENCODE program will scramble the file and store it in an unreadable form under a new name.

16. Type

   ENCODE CHECK.DAT CHECK.KEY

   file and press the Enter key.

17. You must enter a key made up of any characters. Think of the key you want to use with this scrambled file. The key you choose should be easy for you to remember but hard for someone else to guess.

18. Type the key. **You will not see what you type.** Press the Enter key.

19. When you are asked to type the key again for accuracy, type the same key again and press the Enter key.

> Note: If you make a mistake, EN-CODE will start over again.

20. Does your screen look something like the one below?

Please enter key to encode:
Please enter key again for accuracy:
Encoding . . .

A>

YES Go to step 21.

NO Go to step 16 and try again.

21. Your CHECK.DAT file is ENCODEd in the file CHECK.KEY. You will use the Treasure Chest DECODE program in the next steps to unscramble the file and put it back in readable form in CHECK.DAT. Type *ERASE CHECK.DAT* and press the Enter key.

22. To be sure that the file is scrambled, you should look at it. Type *TYPE CHECK.KEY* and press the Enter key.

23. Does your screen display an unreadable mixture of letters, numbers and graphics characters?

    YES   Go to step 24.

    NO   Go back to step 16 and try again.

24. As stated above, you are going to unscramble the scrambled file. Type

    DECODE CHECK.KEY CHECK.DAT

    and press the Enter key.

25. You will be asked for the key you typed in the ENCODE program. Type the code and press the Enter key. You will not see what you typed.

26. You will be asked to type the key again. Type it and press the Enter key.

27. The CHECK.KEY file has been unscrambled and stored in the file CHECK.DAT.

28. To be sure that your original file has been unscrambled and stored in CHECK.DAT, type

   TYPE CHECK.DAT

   and press the Enter key.

29. You should see your original CHECK.DAT file. If you do not, go back to step 24 and try and determine where you made a mistake.

   This concludes the step-by-step instructions for Treasure Chest programs:

   CHECK
   ENCODE
   DECODE
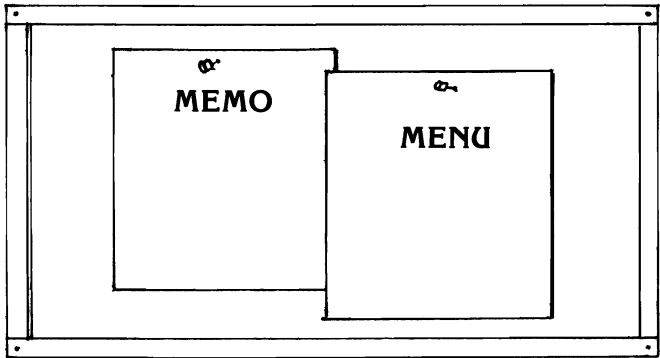
1. You are going to use the default file
    MEMO.DAT to store the memos you
    create in this program.

    Type *MEMO* and press the ENTER key.

2.   Did the computer display the menu below?

```
MEMO                           Main Menu
 F1    Add a memo     F10   Return to DOS



                     │ Hit F1 key to create a memo
Number  Date         Time        Subject
```

YES   Go to step 3.

NO   Go to step 1.

3.   Look at the menu. The keys for editing text are given in the menu.

4.   Press the F1 key.

5. You will see a menu like the one shown below.

```
MEMO                           Subject Creation
Esc  Abandon memo    ←   Backspace    Home Line start
|←   Left a tab      ←┘  Enter memo   ←    Move left    →    Move right
→|   Right a tab     F3  Erase line   Ins  Insert char  Del  Delete char

                        ┌───────────────────────────────────────┐
                        │ Enter memo subject                      │
                        └───────────────────────────────────────┘
Number  Date        Time       Subject
   1    01/01/80   00:13:26    ████████████████████████████
```

6. Look at the menu. The keys in the memo allow you to create the memo.

7. There should be a highlighted area immediately under "SUBJECT". This is the area where the subject of the memo will be entered.

8. Type *First Memo*. Then press Enter.

9. Did you get this menu?

```
MEMO                           Memo Creation
Esc  End memo       Home First line   ↑    Up a line     PgUp Up a page
|←   Left a tab     ←    Move left     →    Move right    →    Move right
→|   Right a tab    End  Last line     ↓    Down a line   PgDn Down a page
F1   Insert line                       Ins  Insert char   Del  Delete char
F2   Delete line    F3   Erase line    ←    Backspace     ←┘   Next line

                        ┌───────────────────────────────────────┐
                        │ Enter memo text                         │
                        └───────────────────────────────────────┘
Number  Date        Time       Subject
   1    01/01/80   00:13:26    First Memo
```

YES   Go to step 10.

NO   Press ESC. Go to step 3.

10. Look at the menu. The keys in the menu can be used to type your memo.

11. Type two or three lines, pressing the Enter key at the end of each line. Experiment with the Function keys.

12. When you have finished the memo, press the ESC key, and then F10. The DOS prompt (A >) should appear on your screen. The memo you typed will be saved in the file MEMO.DAT.

13. Do you have at least 256K bytes of memory?

    YES   Press the CTRL, ALT and M keys. Go to step 14.

    NO   Type *MEMO* and press the Enter key. Go to step 15.

14. A menu will appear on your screen. Notice the names of several Treasure Chest programs in the menu. You are in the MENU program, which will allow you to move from DOS right into the MEMO program or any other program listed. Press the N key. Go to 16.

15. Press F3 to see the memo which you just typed. Press *ESC* and *F10* to get back to DOS. Go to step 17.

16. Press *F3* to see the memo you just typed. Press *ESC* and *F10* to get back to the MENU program. Go to step 18.

17. The Treasure Chest MENU program allows you to control the brightness of the TICK clock. Press the *CTRL, ALT* and *M* keys. A menu will appear on your screen.

18. To change the brightness of the TICK clock, press the B key. Look at the clock. The brightness should have changed.

19. To return the clock to its original state, press the B key again.

20. Exit the menu by pressing the ESC key.

This concludes the step-by-step instructions for:

MEMO
MENU
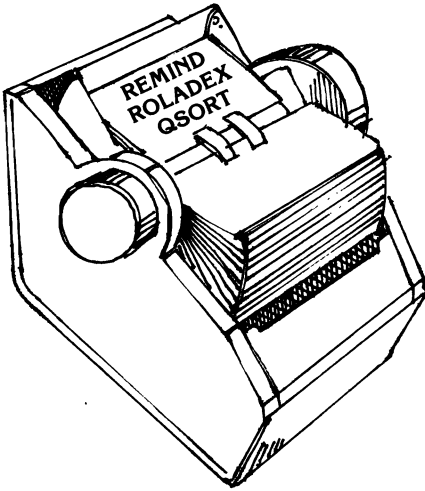
1.   Type *REMIND* and press the Enter key.

2. Your screen will look like the screen below.

```
REMIND                                    Main Menu
┌──────────────────────┐ ┌────────────────────────────────────────────
│MARCH           1984  │ │F1 Display
│─SU─MO─TU─WE─TH─FR─SA─ │ │F3 Set Date
│             1  2  3  │ │F4 Set Weekday
│ 4  5  6  7  8  9 10  │ │F5 Calendar
│11 12 13 14 15 16 17  │ │F6 Set Calendar
│18 19 20 21 22 23 24  │ │F10 Exit to DOS
│25 26 27 28 29 30 31  │ │
└──────────────────────┘ └────────────────────────────────────────────
                                               ┌──────────────────────────────────┐
                                               │ Make a selection from the Main Menu│
                                               └──────────────────────────────────┘
```

3. Press the *F3* key. Your screen should look like the screen on the screen below. (The cursor is highlighted under the first number of the 24 hour time.)

```
REMIND                          Reminder Date Menu
┌──────────────────────┐ ┌────────────────────────────────────────────────────────
│MARCH           1984  │ │ ← Cursor Left    ↵ End Entry       → Cursor Right
│─SU─MO─TU─WE─TH─FR─SA─ │ │ ←┤ Prev Field   →│ Next Field
│             1  2  3  │ │ F5 Prev Field    F6 Next Field
│ 4  5  6  7  8  9 10  │ │
│11 12 13 14 15 16 17  │ │ ESC Quit
│18 19 20 21 22 23 24  │ │
│25 26 27 28 29 30 31  │ │
└──────────────────────┘ └────────────────────────────────────────────────────────
┌──────────────────────┐
│ 03/17/1984   16:41   │                       ┌──────────────────────────────────┐
└──────────────────────┘                       │ Set date and time for reminder   │
                                               └──────────────────────────────────┘
```

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4. Type the time (in a 24 hour format, e.g., 13:00:00) two minutes ahead of the current time and then type today's date. You want your reminder to appear on the screen during this session. Notice that the place where you are typing is highlighted. If you make a mistake, use the keys given in the menu to correct it.

5. After you have typed the date and time, press the Enter key.

6. Type in the message you want to be displayed on the screen. Keep it short and simple. Press the ESC key.

7. You are going to leave the REMIND program. Watch for your message to be printed in the upper left hand corner of the screen as you go through the following steps.

8. The Treasure Chest ROLADEX program keeps an address book on the computer which can be changed using simple commands. These steps familiarize you with the ROLADEX program.

9. The work of this session will be stored in the default file, ROLADEX.DAT. Type *ROLADEX* and press the Enter key.

10. The following menu will appear on your screen. This is called the Main Menu.

```
ROLADEX                        Main Menu
┌──────────────────────────────────────────────────────────────────────────┐
│ F1   Add a record  Home First record  ↑   Up a record    Pgup Up a page   │
│ F2   Delete record                                                         │
│ F3   Show address  End  Last record   ↓    Down a record  Pgdn Down a page │
│ F4   Edit record   F5   Find record    F10 Exit program                    │
│                                                                            │
│                    ┌──────────────────────────────────┐                    │
│                    │  Hit F1 key to create a record    │                    │
Last Name        First Name          Telephone Number
```

11. Familiarize yourself with the menu. Notice the message tells you to press the F1 key. When you press F1, you will be able to add the first name and address to your list.

12. Press the F1 key. Your screen will look like the screen below. Notice that a new menu has appeared.

```
ROLADEX                    New Record
 Esc  End edit
 M—  Prev. field    ←     Move Left                    ←   Backspace
 →M  Next field     ←┘   Next line    Ins  Insert char  →   Move right
                                                        Del Delete char
 F5   Information   F9   Cancel
                    ┌─────────────────────────────────────────┐
                    │  Enter name and telephone number         │
 Last Name          First Name         Telephone Number
 ■■■■■■■■
```

13. The first column on the screen is titled 'Last Name'. Notice that there is a lighted box under the column. This lighted box shows you where letters will appear when you type them on the keyboard.

14. Type the last name of a friend. Then press the TAB key. Notice that the lighted box has moved under the column titled 'First Name'.

15. Type your friend's first name and then press the TAB key. Do you see how pushing the TAB key moves you to the next column or field?

16. Type your friend's phone number, title and company, street, city, state, zip code and country, pressing the TAB key after each field. If you make a mistake when typing, use the keys listed in the menu to correct the error. Practice using each one of these keys so you become familiar with what they do.

17. Notice that the menu at the top of the screen tells you to press the F5 key if you want to add more information. Press the F5 key. The menu shown below will appear:

```
ROLADEX                    Enter Information
┌─────────────────────────────────────────────────────────────────┐
│ Esc  End edit     Home First line    ↑   Up a line     Pgup Up a page     │
│                   ←   Move left                        →    Move right     │
│                   End  Last line      ↓   Down a line   Pgdn Down a page   │
│ ←   Backspace     ←┘  Next line      Ins Insert char   Del  Delete char   │
│ F1  Insert a line F2  Delete line                                          │
└─────────────────────────────────────────────────────────────────┘
            │ Enter information                    │
```

18. The lower half of your screen will be blank. You can type any information you want in this area. Use the keys given in the menu to correct typing errors you make. Experiment with these keys.

19. After you have typed all the information you want, press the ESC key. You will be returned to the previous menu. Press the ESC key again to return you to the Main Menu.

20. YOU HAVE JUST ENTERED THE FIRST NAME INTO YOUR COMPUTER ADDRESS BOOK.

21. Look on the screen. Do you see the name of the friend that you just finished typing? Each time a new person is added to your ROLADEX file, his or her name will be added to this list. **Each entry in your list is called a record.**

22. Once you add more names to your ROLADEX file, you can use other keys given on the Main Menu to delete names, edit names, display a persons address, search for a particular person and to move up and down the list of names.

23. Add at least five more names to your ROLADEX file. You should give each a different zip code. You will sort this file by zip code using the Treasure Chest QSORT program.

24. Press F10 to exit the ROLADEX program.

25. The zip code is field nine of the ROLADEX.DAT file. In the following command, *– F9* refers to Field 9, ROLADEX.DAT is the file to be sorted, and ROLADEX.S is where the sorted document will be stored.

26. Type:

    QSORT – F9 ROLADEX.DAT ROLADEX.S

27. You will not see anything on your screen. You will display this file when you go through the step-by-step instructions for the Treasure Chest FORM program. The file will be sorted by zip code.

This concludes the step-by-step instructions for:

REMIND
ROLADEX
QSORT
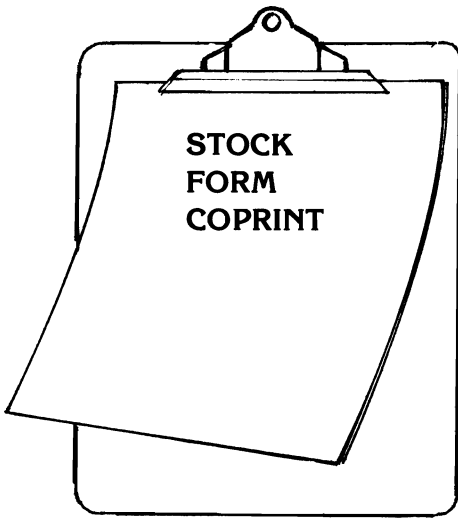
STOCK
FORM
COPRINT

1. The following steps will familiarize you
    with the Treasure Chest STOCK program.
    The work of the session will be stored in
    the default file, STOCK.DAT.

2. Type *STOCK* and press the Enter key.

3. The following menu will appear on your screen. This is called the Main Menu.

```
STOCK                        Main Menu
┌─────────────────────────────────────────────────────────────────┐
│ F1   Add/update    Home First record  ↑   Up a record   Pgup Up a page  │
│ F2   Delete record                                                 │
│ F4   Edit record   End  Last record   ↓   Down a record Pgdn Down a page │
│ F5   Find record   F10  Exit program                               │
└─────────────────────────────────────────────────────────────────┘
                    ┌───────────────────────────────────────────────┐
                    │       Press F1 to create a record             │
Stock Number   Item └───────────────────────────────────────Quantity┘
```

4. Familiarize yourself with the menu. Notice that the message at the bottom of the menu tells you to press the F1 key. When you press F1, you will be able to add the first item to your inventory list.

5.	Press the F1 key. Your screen should look like the screen below. Notice that a new menu has appeared.

6.	The first column on the screen is titled 'Stock Number'. Notice that there is a lighted box under the column. This lighted box shows you where letters will appear when you type them on the keyboard.

7. Type the stock number of the first item you want to add to your inventory list. If you make a mistake when typing the stock number, use the keys given in the menu to correct it. Practice using these keys.

8. Press the TAB key. Notice that the lighted box has moved to the column titled 'Item'. Type the name of the item. Then press the TAB key.

9. The lighted box has now moved to the 'Quantity' column. Type the on-hand quantity of the item. Press the TAB or Enter key.

10. The lighted box will have moved to the next row. REPEAT STEPS 6-9 UNTIL YOU HAVE SEVERAL ITEMS ENTERED INTO YOUR INVENTORY LIST.

11. Try using some of the other keys in the Add/Update menu. Use the cursor keys (→ ← ↑ ↓) to move the lighted box up to the second item in your inventory list.

12. Press the F1 key. Notice that there is a line between the two inventory items. Pressing F1 allows you to insert a new inventory item anywhere you want in the list. Type another item.

13. Press the ESC key to return to the Main Menu. Press *F10* to end the program.

A few notes about the Treasure Chest FORM program before continuing . . .

Form enables you to make single or multiple copies of a document by inserting different data from a list at predefined places. The most common use of FORM would be to mail a personalized letter. However, you can also use the program to mail a form letter to a number of different people.

You may create the files for FORM in a variety of ways. The only requirement is that they must be ASCII formatted files.

In the examples for this program the DOS EDLIN command will be used to create the text file. You may want to review this command in your DOS manual before starting the program. You will use the data files that you created in the ROLADEX and STOCK programs.

If you have only one disk drive, you will find it convenient to create a disk with COMMAND.COM, EDLIN, and FORM on it. This would allow you to use the program without changing disks.

14. Before you start, be sure that you have a DOS diskette with the EDLIN program, as well as the file, ROLADEX.S, and the Treasure Chest files, FORM.EXE and STOCK.DAT.

15. In this example, the task is to send a single letter to all the people in the ROLADEX.S file. If you have a printer, you can print the letters out. We will take advantage of your print session to introduce the printer options available with COPRINT.

Keep the instructions for creating text and data files for FORM close at hand as you work on the files. You will probably also need to have your DOS manual open and at your side.

16. Using EDLIN, create two files called TEXT1.FIL and TEXT2.FIL. TEXT1.FIL creates a letter to people listed in your ROLADEX file. TEXT2.FIL creates a letter that lists items in your stock file and their quantity. In these example files, entries that you would make are in italics. They will not be in italics on your screen.

A > EDLIN TEXT1.FIL
New file
*I

    1:*@[2] @[1]
    2:*@[6]
    3:*@[7] @[8] @[9]
    4:*
    5:*Dear @[2],
    6:*
    7:*HELLO HELLO HELLO
    8:*
    9:@[7:30C]
    10:*
    11:*
    12: ∧Z (Ctrl and Z key)
*E

And now for the second line . . .

A > *EDLIN TEXT2.FIL*
  New file
  I

  1:* *@[1:10] @[2:40] @[3:15]*
  2:*
  3:*
  4: ∧*Z* (Press the F6 key and then the enter
        key.)
  E

17. Proof your typing very carefully. The
    EDLIN commands which allow you to edit
    lines are explained in your PC DOS
    manual.

18. Type

    FORM TEXT1.FIL ROLADEX.S

    and press the Enter key.

19. Did the letters to the persons in your
    ROLADEX.DAT file print on the screen in
    order by zip code?

    YES   Go to step 21.

    NO   Go to step 18 and try again.

20. Do you have a printer?

    YES   Go to step 21.

    NO   Go to step 27.

21. Get your printer set up to print. The next command will send your letters to the printer. Print TEXT2.FIL. You will use the COPRINT program.

22. Type:

    FORM Text2.Fil STOCK.DAT > PRN:

    and press the Enter key.

23. Did the stock inventory print out?

    YES   Go to step 24.

    NO   Go to step 22 and try again.

24. You will temporarily stop the printing by using the COPRINT program. Type COPRINT and press the Enter key.

25. A menu will appear. Use the arrow key (↓) to move the lighted box down to the line saying 'Printer Status'.

26. Position the lighted box on the word Stop. Notice that printing has stopped. Position the lighted box on the word Run to finish printing.

27. This concludes the session with step-by-step instructions for:
    STOCK
    FORM
    COPRINT

GLOSSARY

command   a request given to your computer using the keyboard.

COMMAND.COM   a file used by PC-DOS.

credit   adding a balance, for example, a deposit in your checkbook is a credit.

cursor   a small lighted box that shows your position on the screen. Everytime you type a character, the cursor moves to show you where the next character that you type will go.

data   any information which is used by the computer.

debit   subtracting from a balance, for example, when you write a check, you debit your account.

EDLIN   a PC-DOS program to help you edit any line in a file.

execute   to perform a command.

extension   an addition to a file name, always preceeded with a period (.).

field   one unit of information in a record. Five examples of fields are: 1)name, 2)phone number, 3)address, 4)zip code, 5)birthday. All five fields together would make one record.

filename   the name of a file.

format   arrangement of information in a command.

Gothic letters   a style of printing letters, similar to an old German print style.

jumper block   a row of wire pins or sockets used to change the circuits of your computer.

menu   a list of keys a person can use on a computer to perform a function.

output   final information that is printed from a program.

record   a group of related information (see definition of field).

screen   the picture that appears on your CRT or television.

switch module a row of switches which are used to set functions for your computer.

three-dimensional having three sides (height, width and depth).

transaction any additions or subtractions of information.

two-dimensional having two sides (height and width).

window a section of the CRT or television screen where messages can appear.

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NOTES

Product Comment Form

Treasure Chest Users Guide

Your comments are a vital tool in assisting us in our efforts to continue the improvement of PC-Mate products and the accompanying manuals.

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