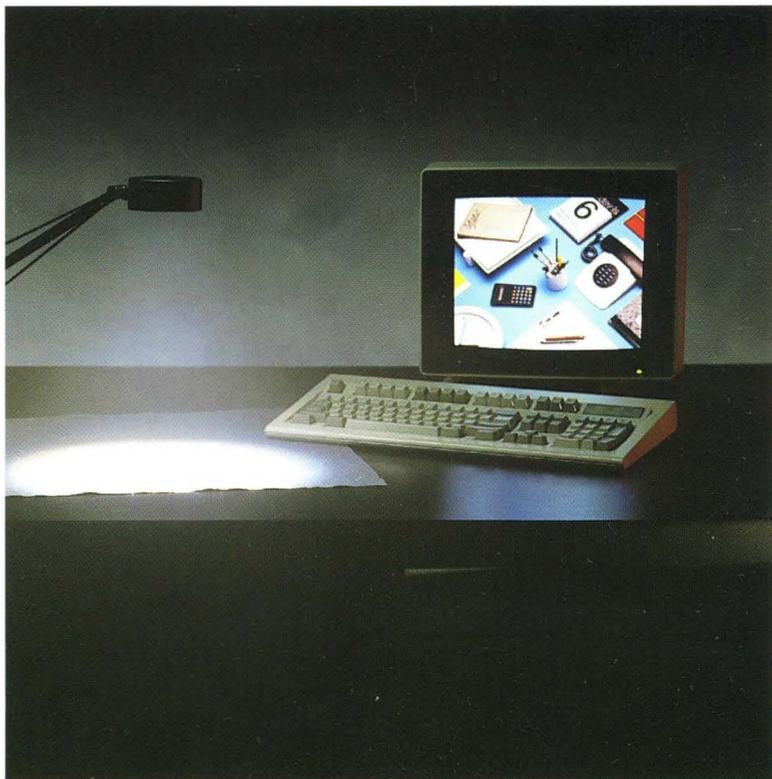


SIDEKICK[®] *Plus*

The Professional Desktop Manager

SideKick Plus for SideKick Users




BORLAND
INTERNATIONAL

SIDEKICK PLUS®

for Sidekick Users

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I N T R O D U C T I O N

If you are an experienced SideKick user, this booklet is for you. It explains the differences between SideKick Plus and SideKick—and shows why, despite SideKick's splendors, learning SideKick Plus is worth the investment.

This booklet goes through the SideKick Plus functions individually, pointing out similarities and differences between it and SideKick. First, it explains the Convert program, which you use to move your SideKick and Traveling SideKick Dialer and Calendar files over to SideKick Plus. Finally, there's a section on using SideKick and SideKick Plus simultaneously.

You can then check the reference section in the *SideKick Plus Owner's Handbook* for questions on a specific application. You'll also profit from working through the tutorials in chapters 3 and 4.

SideKick Plus has two applications and several features that SideKick doesn't:

- | | |
|---------------------|---|
| Notepads | Nine file-editor Notepads, up to 11,000 words each. |
| Outliners | Nine outliners with automatic numbering, tree charts, and tables of contents. |
| Phonebook | Complete data communications with auto-dialing, an encrypted Glossary, background processing, and a full Script language. |
| Time Planner | Includes a Calendar, Appointment Book, and Schedule window, plus alarms and attached agenda. |
| File Manager | Extended DOS file and directory management. |

Calculators Four types: Business, Scientific, Programmer, and Formula.

ASCII Table With line-pasting capability.

Copy-and-paste integration with other programs.

EMS memory board and RAM disk support.

Think of SideKick Plus as SideKick's bigger cousin. The bone structure is similar, but SideKick Plus offers more—and more robust—commands.

The Convert Program

SideKick Plus comes with a program that converts your SideKick Dialer, SideKick Calendar, and Traveling SideKick Phonebook files into the appropriate SideKick Plus format. To convert your files, be sure you're at the DOS prompt and type

```
SKCONV 
```

and follow the prompts.

If you are converting a SideKick Dialer file that has a different number of digits and required characters or if you want to change the communications line, you need to tell the Convert program. To change these parameters,

1. Move the cursor to the command and press .
2. Type the digits or characters at the prompt and press .
3. Move the cursor to Start Conversion and press .
4. The Convert program asks for a file name or set of file names. If you type a wildcard and press , you can choose the file using the cursor keys in a File Manager-like window. Press  to enter the file name and start the conversion.
5. After you convert the Dialer file, press  to load the converted file into the Phonebook.

You can also convert files from the DOS prompt by typing

```
SKCONV filename 
```

for example,

```
SKCONV PHONE.DIR 
```

Once you have converted your SideKick files, you can enter new phone numbers and appointments using SideKick Plus.

A Modular System: Installation

SideKick provides several executable files (the .COM files) that contain different combinations of the applications. As distributed, however, all SideKick Plus applications are built into one file, which requires a hard disk and will take advantage of an EMS memory board.

You can load SideKick Plus in two different modes:

- **Resident** (like SideKick). This uses from 100 to 300 Kbytes of RAM memory, depending on how you customize it. SideKick Plus comes up as quickly as SideKick.
- **Resident but swaps the underlying application to the hard disk.** This takes from 64 to 300 Kbytes with all applications loaded. On a hard-disk system, SideKick Plus takes a few seconds to pop up. You can speed this pop-up time several ways: invest in an expanded memory board, use a RAM disk, or build a smaller SideKick Plus by including only the applications you need.

You can also use SideKick Plus as a non-resident program (like Borland's spreadsheet program, Quattro). This means you must install SideKick Plus each time you turn on the computer. You can't have both a resident SideKick Plus and a non-resident SideKick Plus in memory at the same time.

SideKick Plus comes with a program, INSTALL, that lets you specify the use of a RAM disk or delete some of the applications. See Chapter 15, "Designing Your Own SideKick Plus," in the owner's handbook.

The Menus

SideKick provides a slew of shortcuts and function keys for commands. SideKick Plus takes this handy concept one step further by listing the shortcuts and function keys in menus. Each application has its own set of menus, which you call up by pressing **F10** (or **F11** and **F12** on the newer keyboards).

SideKick Plus also has intermediate menus for two-key shortcuts. Say you forget what key follows **Ctrl|K** to mark a block. Press **Ctrl|K** a few seconds and a **Ctrl|K** menu pops up: It shows the second key to press for the command and what it does.

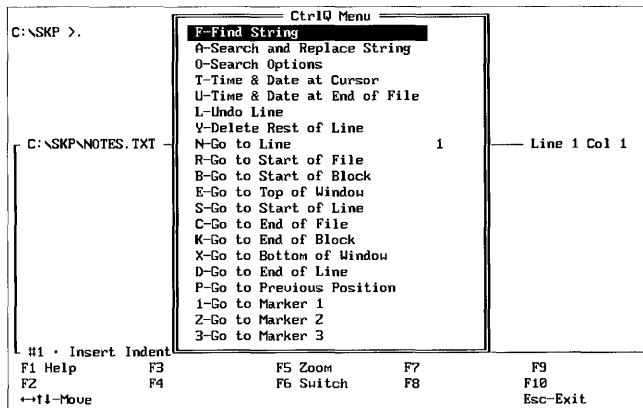


Figure 1.1: A Two-Key Command Intermediate Menu

The shortcuts and function keys are mostly the same as SideKick; new and changed functions are detailed later in this booklet.

This booklet shows menu strings as **This That The**, with the first letter of each menu command in **boldface** type. This reminds you that you can type in that letter to implement the command. For example, **Print Today's Window** means "print today's Time Planner schedule to the window." You select these commands by moving down through the Time Planner menus or pressing **P T W**.

The Windows

In SideKick and SideKick Plus, you open windows using the main menu or the **Alt** key shortcuts. In addition, the SideKick Plus **Services Window Switch** command (**F6**) lets you switch to the last window in the stack.

SideKick gives you a color installation program when you want to recolor the SideKick windows. In SideKick Plus, you can resize *and* recolor most windows with the **Services Window Control** menu (shortcut **Alt W**) at any time.

To recolor the window, use the **Services Window Color** command. A part of the window starts blinking: This area is available for recoloring with these keys:

- **PgUp** and **PgDn** to select other areas of the same window for recoloring
- **←** and **→** to change the background color
- **↑** and **↓** to change the foreground color

-  or  to return to the application

To move and resize a window, use the Services Window Move and Resize command. You can then press

- , , , and  to move the window anywhere on the screen
- , , , and  to resize the window
-  or  to return to the application

You can then use the Setup Save Setup command.

Use the  (Zoom) toggle to make the window fill the screen temporarily.

Notepad

SideKick gives you a full-screen text editor with handy edit, paste, and print commands. SideKick Plus improves on these features:

- You can have up to nine independent Notepads open at the same time, with up to 54,000 characters each.
- The screen Cut and Export operations have been enhanced.
- You can print with margins, headings, footings, and page breaks.

Other minor improvements have to do with reformatting, cursor movement, margins, graphics mode, searching, and assorted commands.

Let's go through the changes one by one.

The Notepad Selection Window

When you first open the Notepad, you get the Selection window, from which you select which of the nine files you want to open. The size of each Notepad doesn't affect the memory taken by SideKick Plus: You can have all nine Notepads full of 54,000 characters each, yet the RAM-resident memory taken up can be as little as 64 Kbytes. This is because SideKick Plus swaps them out from memory onto the hard disk, a RAM disk, or an expanded memory board.

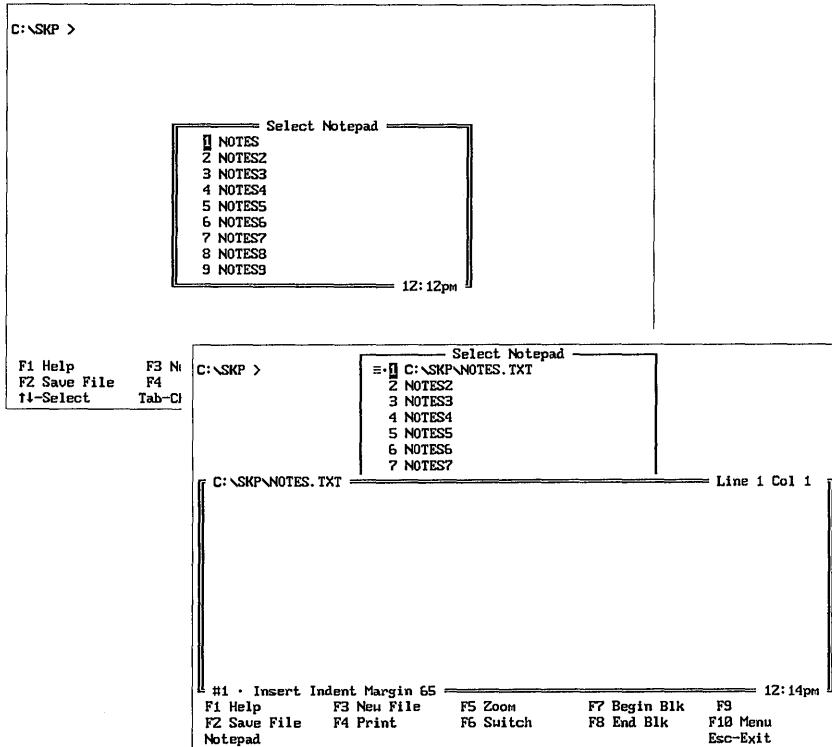


Figure 1.2: The Notepad Selection Window and an Open Notepad

To open a Notepad file, move the cursor to the Notepad window you want and press **[←]**. You can also use **[F3]** or **[Tab]** to load a specific file. If you type a wildcard (* or ?) or an incomplete file name, the File Manager pops up to help you choose your file. (We explain the File Manager application later.) To set the default file name, use the **Options File Names** command or the **Options File Defaults** command in the Notepad window.

You can save all the files with the **All Save** or the **File All Save** command. Also, you can save a file to a new name in the Notepad window with the **File Write to** command.

From an open Notepad, you can call up the Selection window with the **File List** command (shortcut **[Alt][N]**).

Copy and Paste Operations

In SideKick, you copy and paste text using the Notepad. *All* SideKick Plus applications, however, can copy and export screen text. This is because whenever you select Screen Copy or other related commands, SideKick Plus stores the text in the *Clipboard*. This is a special Notepad, available from all applications, where SideKick Plus temporarily stores a copy of the transported text.

Importing from the Screen to the Clipboard

You don't have to activate SideKick Plus at all to copy from the screen: You can press **Ctrl|Del** from anywhere and at any time. It's the equivalent of SideKick's **F4** command (Import Data from Screen).

Say you're in the middle of a spreadsheet and want to copy some figures from it to use in a report.

1. Press **Ctrl|Del**.
2. Press **Ctrl|K|B** to begin marking, using the cursor keys to move to the end.
3. Press **Ctrl|K|K** to mark the end of the block.
4. SideKick Plus copies the marked block into the Clipboard.

Meanwhile, continue with your work. You can copy the figures into the report later; the Clipboard keeps them safe and sound.

The Services Copy from Screen to Clipboard command is the longhand way of doing the same thing—like driving a stickshift instead of an automatic transmission.

1. Pop up the Services menu from the main menu.
2. Move to the Copy From... command and press **←|↓**.
3. Move to Screen to Clipboard and press **←|↓**.
4. The menu vanishes, leaving you in your underlying file with the cursor in the top corner and a new SideKick Plus message line at the bottom of the screen.
5. Use the familiar SideKick Cut keys to mark a block (**Ctrl|K|B** and **Ctrl|K|K**); or press **B** to set the beginning mark, use any of the cursor keys to move to the end mark, then press **←|↓** to copy the marked block to SideKick Plus.

Pasting from the Clipboard to a Notepad

SideKick Plus stores the block you marked in the Clipboard (that is, in a memory buffer) and not to a Notepad. So, it returns you to the main menu. From here, you can decide where you want to paste the block (which remains in the Clipboard until you replace it with a new cut block).

In this case, you want to paste into a Notepad, and there are two ways to do it. Here's one way:

1. Open a Notepad with **Alt+N** and press **Alt** until the main menu pops up.
2. Select Services with **S**.
3. Select Paste from Clipboard and press **Enter**.

Or, you can simply press **Ctrl+Ins** (SideKick equivalent: **Ctrl+K C**). In either case, SideKick Plus automatically returns you to your Notepad and pastes in the Clipboard text.

Just like screen copying, pasting from the Clipboard is always available, so you can do it in the middle of a spreadsheet or word processor.

Quick Pasting to the Underlying Application

To export in SideKick Plus, you mark a block and use the Services Quick Paste command (shortcut **Alt+Esc**). As an example, let's export something from the Notepad to DOS.

1. From a DOS prompt (C:, for example), press **Ctrl+Alt**.
2. From the main menu, press **Alt+N** to activate the Notepad.
3. Type DIR in the Notepad.
4. Hold down **Alt** until the main menu comes up, then press **S** for the Services menu.
5. Move to the Quick Paste command and press **Enter**.

DOS now gives you a directory listing, because the command DIR **Enter** automatically got transferred from the Notepad to the underlying application. Remember that the text gets transferred to the application immediately *underneath*—it could just as easily be another SideKick Plus application as DOS.

Printing

SideKick lets you mark a block and print it, as shown. SideKick Plus lets you format the text with margins and page breaks when printing.

The Notepad, like every other SideKick Plus application, prints within margins set by the **Services Setup Printer** command. You can have two groups of settings, one for a draft copy and another for a high quality copy.

The Notepad uses dot commands for headings, footings, and other printer control commands, just like the .LOG dot command in SideKick, which is compatible with WordStar. Following is a description of the new dot commands.

.CPn

Compares the number of lines left on the page to the number *n* and, if less than *n*, causes a page break. This is useful if you don't want a short paragraph spread out over two pages.

.FO text

Prints *text* as a page footer (that is, a line at the bottom of each page, such as chapter heading). You can add the following special commands, all preceded by a ?:

?#	Page Number
?D	Date at printing
?T	Time of printing

For example, .FO ?D ?T results in the footer 23 Oct 2010 5:36pm.

.HE text

Prints *text* as a heading to the page. You can add some special commands, all preceded by a ?:

?#	Page Number
?D	Date at printing
?T	Time of printing

For example, .HE ?D ?T results in the header 23 Oct 2010 5:36pm.

.PA

Any text following this command goes to the next page; use it, for example, to leave space for a diagram that will be manually pasted in.

Some Minor Changes

The Reformat Menu

The **Reformat** menu is a new addition to the Notepad. It contains three entries:

- **Reformat Paragraph** (shortcut **Ctrl+B**). This is the same as the **Reformat** command in SideKick version 1.5 and upward.
- **Reformat Block**. This reformats all paragraphs in a marked block.
- **Reformat Marker** (shortcut **Ctrl=M**). While **Options Auto Indent** is ON, you can **Reformat Marker** to force a paragraph to indent where the marker is set.

Cursor Movement

The SideKick Plus Notepad uses markers to make it even easier to move the cursor. You can set three positions in the file with the **Marker Set** command (shortcuts **Ctrl+K 1**, **Ctrl+K 2**, and **Ctrl+K 3**). When you want to jump to these positions, use the **Marker Go** to command (shortcut **Ctrl+Q 1**, **Ctrl+Q 2**, and **Ctrl+Q 3**).

The SideKick Plus Notepad also has a **Go to Line Number** command (shortcut **Ctrl+Q N**).

Tabs, Indentation, Margins, and Graphics Mode

Unlike the SideKick Notepad, the SideKick Plus Notepad accepts files with tab characters (ASCII 9). It converts each tab into eight spaces. You can also insert tab characters rather than spaces with the **Options Hard Tabs** command.

You can temporarily turn margin settings off with the **Options Margin Release** command (shortcut **Ctrl+O X**).

Like SideKick, the SideKick Plus Notepad has graphics and auto-indent modes, but uses different shortcuts:

Options Graphics **Ctrl+O G**
Options Auto Indent **Ctrl+O I**

Also, when you press **Tab** in SideKick Plus, it remembers the last indent even after a blank line.

The **Options Save Setup** command saves the settings of the **Options** commands, including any changes you've made.

Search and Replace

When you perform a Search and Replace operation in SideKick, a prompt comes up asking you to select among six options. In SideKick Plus, a **Search Options** menu replaces this prompt. You pop up the menu by pressing **Ctrl|Q|O**, change the search options, press **Ctrl|Q|F** to find the string, and press **↵**.

The **Search Options** menu has two additions: searching for sound-alike words and searching only within marked blocks. You save these options with the **Options Save Setup** command.

SideKick Plus has two additional special characters at the Find prompt:

? Finds any matching character, like **Ctrl|P|Ctrl|A** in SideKick. For example, *?in* finds *bin*, *pin*, and *tin*.

~ Finds the end of the line, so that you can replace text at the start and end of each line. Say you want to put *REM* at the start of every line beginning with *COPY*: Set the Find string to *~COPY* and the Replace string to *~REM*.

Assorted Improvements

Finally, here are a few assorted improvements to the SideKick Notepad:

- **Del** or **Ctrl|G** deletes across line breaks.
- **Block Mark Line** (**Ctrl|K|L**) marks a single line as a block.
- **Block Sort** can work in ascending or descending order.
- SideKick Plus will save BAK files automatically or not at all, depending on how you set the **Options Files BAK Files** command.
- SideKick Plus can be set to save the file each time you switch windows or exit SideKick Plus with the **Options Files Auto Save** command.

See Chapter 7 in the *SideKick Plus Owner's Handbook* for a complete discussion of the Notepad.

Time Planner (Calendar)

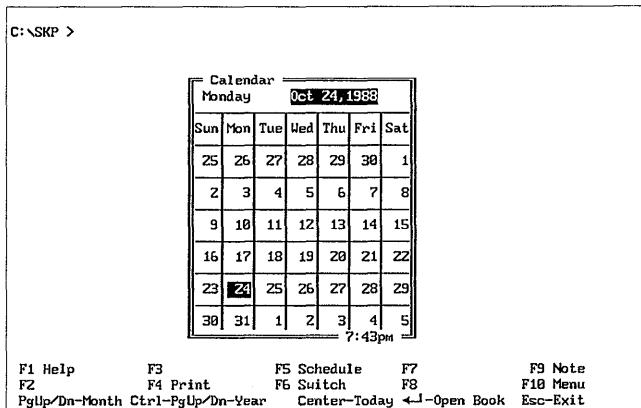
SideKick Plus's Time Planner is far more powerful than the SideKick Calendar, while retaining the same look and feel. The Time Planner

comprises a Calendar window, Appointment Book, and Schedule window, plus attached Notepads and alarms.

Following are the new features explained in this section:

- You can insert any time and duration for an appointment.
- Each day and appointment can have an attached note.
- There are three types of alarms.
- You can schedule Repeating appointments.
- You can have a graphic view of your schedule, with inverse-video bars showing time periods filled.

Since the Calendar is now called the Time Planner, you activate it with **Alt+T**.



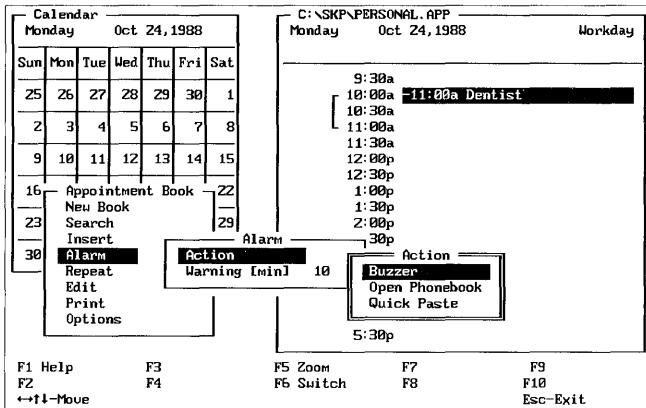
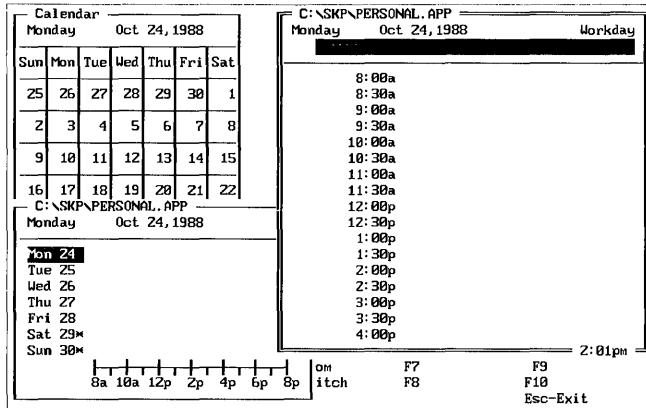


Figure 1.3: The Calendar, Appointment Book, and Schedule Windows

The Calendar Window

When you open the Time Planner, you get the Calendar window, as in SideKick. However, the arrow keys move the cursor rather than change months.

Use **[PgUp]** or **[PgDn]** to change months, and **[Ctrl][PgUp]** or **[Ctrl][PgDn]** to move by year.

The **5** (center key on the numeric keypad) brings you back to the current day.

F4 prints the Calendar.

F5 opens the Schedule window, which displays a graphic view of your appointments.

F9 attaches a note to the day at the cursor, stored in the Appointment Book file.

Just like SideKick, when you press **↵** from the Calendar, the Appointment Book opens at the day at the cursor.

The Appointment Book

When you press **↵** to open the Appointment Book, you'll notice it is bigger but has a layout similar to SideKick's. Another difference is the Workday/Holiday indicator in the top right of the window, which is set to weekends and the United States' national holidays. To set your holidays, move the cursor to the indicator and press **↵**.

The Daily Agenda line is just below the indicator and can contain 80 characters. If you attach a Notepad to this with **F9**, the same Notepad attaches to the Calendar and Schedule windows—you can open and use that Notepad from all three windows.

The rest of the Appointment Book shows the default times for appointments. You can change these or turn them off using the **O**ptions menu: The half-hour increments are just there for convenience.

Entering Appointments

Each appointment in the Appointment Book can start and finish at any time. For example, move the cursor to the time nearest an 8:30 a.m. appointment and press Insert New Time. You'll notice an 8:45 a.m. slot open up halfway between 8:30 and 9:00. You can use this or type, say, 8:50 over it. Press **↵** and you're in the next column, where you enter your appointment description.

Now, press **⏏** and a finishing time; a duration bar appears. Then enter an appointment description in the Title area. For lengthier notes, press **F9** to open a Notepad attached to the appointment.

Repeating Appointments

You can enter appointments that occur at regular intervals, such as a monthly progress meeting, once. To enter a Repeating appointment, type in the appointment as usual and use the **Repeat** command. You can repeat the entry at the same time each day over a week, month, or year.

Alarm Types

Each appointment can have an alarm. These can be of three types—**Buzzer**, **Open Phonebook**, and **Quick Paste**—all set with the **Alarm** command. If you type **CALL** or **RUN** as the first word of the appointment description, an **Open Phonebook** or **Quick Paste** alarm is automatically set. The alarm sounds at the **Alarm Warning** time set before the appointment time.

When the alarm sounds, you have three choices:

- Press  to open the **Time Planner**, open the **Phonebook**, or **Quick Paste** to the underlying application.
- Press  to suspend the alarm for a time set by **Options Snooze** time.
- Press  to cancel the alarm.

Printing

You have more options when you print the **Time Planner** than when you print the **SideKick Calendar**, but you still use . There is also a **Print** menu, which allows you to print any range from only the current appointment to all your appointments in the future.

Like the rest of **SideKick Plus**, margins and style are set with the **Services Setup Printer** command.

The Schedule Window

The **Schedule Window** is the graphic view of your appointments. You can set this up to be the first window to open when you select the **Time Planner** application or leave it as the third **Time Planner** window.

Press  to open the **Schedule** window from the **Calendar** window. You can use the **Schedule** window the same way you use the **Calendar** win-

dow: The cursor keys change the date and **←** opens the Appointment Book for the date at the cursor.

Pressing **F4** prints the Schedule window, though you'll need a printer that prints semi-graphics characters for an exact copy.

If you add a Notepad with **F9**, it can be accessed from the Calendar window or from the specific day in the Appointment Book.

To change the size and resolution of the Schedule window, use the **View** and **Resolution** commands.

See Chapter 10 in the *SideKick Plus Owner's Handbook* for a complete discussion of the Time Planner.

Phonebook (Dialer)

The Phonebook is very different from the SideKick Dialer: It handles computer-to-computer communication as well as voice communication. This booklet briefly shows you how to use it for the equivalent functions of the Dialer; read Chapter 9 of the manual for more information on computer communications.

Since SideKick Plus refers to the Dialer as the Phonebook, you activate it with **AltP**.

Entering Data into the Phonebook

SideKick uses existing phone directory text files to run the Dialer. While you can use existing files in the SideKick Plus Phonebook, you can also use the Phonebook's entry forms. Several different forms are provided. Use the **Insert Entry** command to get a blank form.

C:\NSK

New Form

COMPANY

Index:

Phone:

Company:

First Name:

Last Name:

Street:

City:

State:

Zip:

Telex:

Email:

Fax:

Notes:

12:32pm

F1 Help F3 New Form F5 Zoom F7 Prev Entry F9
 F2 Tab-Next Field F4 Shift-Tab-Previous Field F6 Switch F8 Next Entry F10 Menu
 Esc-Summary Window

Figure 1.4: The Phonebook with the Default Address Form

The form is just like a Rolodex card, with one new entry: *Index*. This is equivalent to *Initials* in the SideKick Dialer: It is the field SideKick Plus sorts the Phonebook file by.

When you open the form, you'll see the Index entry highlighted to distinguish it from the rest, with the cursor on the first character. Type the information you want as the index and press **Enter** to enter your new entry. The cursor moves to the next entry, ready for more data. Type it and press **Enter**. Press **Tab** to skip an entry; **Shift+Tab** moves you back one entry.

Continue filling in the form until you reach the phone number entry. Here, you can type a number as usual: The Phonebook ignores spaces, hyphens, and parentheses, so (408) 438-8400 is OK. You can even have two hyphens in a phone number. The following section discusses phone number entries in more detail.

Once you have completed the form, press **Alt+Enter** to store it. A new blank form automatically appears. Press **Esc** when you finish entering all your data. The Phonebook copies the index, last name, first name, and phone number from the form into the Summary window.

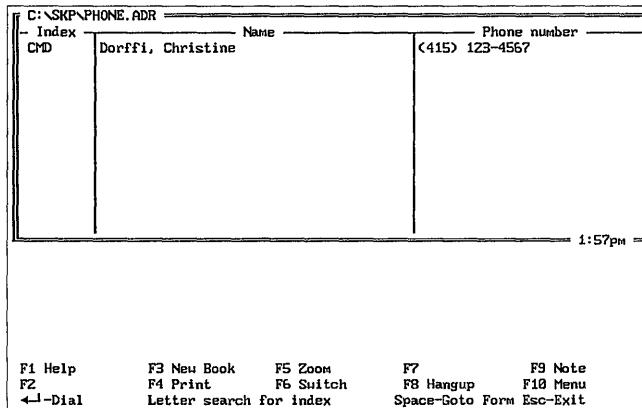


Figure 1.5: The Summary Window

In the Summary window, you can press **Space** to view and edit the form of the entry at the cursor. **Esc** returns you to the Summary window.

Phone Numbers and the Glossary

Phone numbers in the Phonebook can contain both numbers and letters. This allows you to enter, for example, area codes as letters and to ignore a slash (/) in a phone number.

In addition, the Phonebook application provides a *Glossary*, which is like a shorthand codebook: You use a password to open the Glossary file, then enter the shorthand string code and what it translates into. Whenever you type this shorthand code, SideKick Plus substitutes the actual numbers or letters, without displaying them on the screen.

SideKick Plus protects and encrypts the Glossary so you can place passwords and privileged numbers into it. **Remember your password: Borland won't be able to retrieve it for you if you forget it.**

A Phonebook phone number consists of four types of characters:

- **Dial characters.** These include the numbers and other characters that the modem can dial.
- **Ignored characters.** These are characters that you want the Phonebook to ignore, such as parentheses and hyphens.
- **Special characters.** These are uppercase letters and other characters that make the modem do something special like pause or pulse dial.

- **Lowercase words.** SideKick Plus expands these into a set of special, ignored, and dial characters that you store in the Glossary. This is how the Phonebook copes with area codes, access numbers, and international phone numbers.

To change any character except the lowercase words, use the Options Phone Number menu.

Here's how you might use lowercase words and the Glossary for area codes.

- Open the Glossary with the Glossary Edit command.
- Press **[←]** at the password prompt.
- Define a symbol to abbreviate an area code with; for example, type *li* for Long Island.
- Press **[tab]** and type a descriptive comment, such as *Long Island*, in the Description column.
- Press **[tab]** and type the area-code number *516* in the Expansion column.
- In the form, precede each Long Island number with *li* instead of *516*. Whenever the Phonebook dials a phone number containing *li*, it will substitute *516*.
- When you are within the 516 area code, however, remember to change the *li* expansion entry to a blank. Edit the Glossary, not the Phonebook.

Finding Data in the Phonebook

The quickest and easiest way to find a Phonebook entry is to press the first letter of its index (initials) entry. The Phonebook jumps to the first entry with that index.

Secondly, you can use the Search menu to set a search string, just like **[F5]** and **[F6]** in the SideKick Dialer. To find the next matching entry, you use the Search Next command (shortcut **[Ctrl][L]** or **[Ctrl][↓]**). The search remains active until cleared with the Search Clear command.

Screen Dialing

Like SideKick, the Phonebook can search the display for a phone number. However, this is done differently in SideKick Plus.

SideKick Plus does not screen-dial by default. You need to toggle the Options Display Dial Use Number From command to DISPLAY for

screen dialing to work. You can make this permanent by saving the setting with the **Options Save Setup** command.

SideKick Plus does not accept the same numbers on screen as SideKick. Of course, you can alter these specifications, but, by default, you must precede the number by either `call:` or `dial:;` for example,

```
call: (408) 438-8400
dial: (415) 123-4565
```

You can change the CALL and DIAL prefixes into, say, PHONE with the **Options Display Dial** menu.

SideKick Plus also has a Quick-Dial feature. Here's how it works: Type the telephone number into the underlying program. Press the Quick-Dial shortcut (**Ctrl|S**), and SideKick Plus will search the screen for a number. When it finds the number, you press **↵** and it dials automatically.

Chapter 9 of the *SideKick Plus Owner's Handbook* discusses the Phonebook thoroughly.

Calculator

The SideKick Plus calculators look different from SideKick's Calculator. There are four different calculators you can choose among with the **Type** command: Business, Scientific, Formula, and Programmer. The Programmer is most similar to the SideKick Calculator; the others perform differently.

Basic Calculator Functions

Unlike the SideKick Calculator, the SideKick Plus Calculator isn't restricted to four decimal places. Neither does it restrict the format in the display: You can change that with the **Options Number** command. For example, press **F10**, **Options**, then **Number**. A box comes up, in which you can toggle the Format to *Fixed* and Decimals to 2.

To clear the calculation in the Business, Scientific, and Programmer calculators, press **Space**. Pressing **C** in SideKick performs the same function.

Use the letters A through F, not the function keys, to enter hexadecimal numbers in the Programmer Calculator.

The Business, Scientific, and Programmer calculators have special repeat and constant functions, like those found on most pocket calculators.

The Tape

A handy new feature is the electronic tape. This is a Notepad into which all calculations are recorded. You can annotate calculations and redo erroneous calculations in it: Press **F9** to edit the tape. If you want a small Calculator window and can live without the tape, use the **Options Tape** command to switch it off.

The Calculator uses the tape for statistics calculations and printing via the **Block** menu.

Variables

Like most calculators, you can temporarily store numbers in memory. SideKick Plus does this automatically if you set the **Options Automatic Memory** command to ON.

You can also use *variables*. You can assign values to variables and store them permanently.

To define a variable,

1. Type its name in the display.
2. A window opens, prompting you for the variable's value.
3. Type it in and enter it by pressing **↵**. From now on, when you type the name, SideKick Plus substitutes the value.

Pasting with the Calculator

Pasting text with the Calculator is much easier in SideKick Plus: Use **Services Quick Paste** (see page 8) to copy the number in the display to the application underneath. For example, to paste the result of $56 + 23$ into the underlying application, you would type

1. **56 + 23 ↵**
2. **Alt+Esc**

Use the tape like a Notepad to paste more than one number.

The Programmer Calculator

The Programmer Calculator is like the SideKick Calculator in that it has AND, OR, and base-conversion functions. Following are the major differences:

- calculation of multiplication and division take precedence over subtraction and addition: For example, it's $4 + 3 * 2 = 10$ in SideKick Plus but $4 + 3 * 2 = 14$ in SideKick
- addition of some new functions including DIV and MODULUS
- additional formatting of numbers

The Business Calculator

The Business Calculator works well on long lists of numbers using simple functions and to solve complex financial functions such as interest rates. It features

- quick addition and subtraction
- percentages
- financial functions such as Present Value and Future Value

The Scientific Calculator

The Scientific Calculator is designed for calculations involving many mathematical functions. It features

- a full set of mathematical functions including sine, log, and factorial
- a full set of statistical functions including average, sum of squares, and population deviation
- versatile number formatting, including fixed, scientific, and engineering notation

The Formula Calculator

Anyone familiar with spreadsheet products will be comfortable with this calculator. To perform a calculation, you just type the formula into the calculator window and press . This is the most powerful of all the calculators since it contains all the functions of the other three. It

- evaluates a 250-character formula in either decimal, hexadecimal, or binary

- offers a full set of financial functions such as Present Value and Future Value
- provides a full set of mathematical functions including sine, log, combinations, and factorial
- has a full set of statistical functions including average, sum of squares, and population deviation
- has a full set of boolean functions including AND, XOR, and NOT
- can store and recall up to three formulas for future use
- has versatile number formatting including fixed, scientific, and engineering notation

Chapter 11 of the *SideKick Plus Owner's Handbook* explains the calculators.

ASCII Table

The ASCII Table still contains a list of ASCII letters, numbers, and mnemonics, but SideKick Plus has made it easier to find the one you want and paste it into your computer program.

To find an ASCII character, you can scroll the table with the cursor-movement keys. You can also type a character, and the ASCII Table will scroll to it.

If you press **NumLock** you can scroll to the character by its ASCII number. You enter a decimal as three digits or a hexadecimal number as two digits and H.

The Paste Buffer

The Paste buffer allows you to build up a string of characters to paste into the underlying application. It can automatically put in the required characters for Turbo Pascal, Turbo C, and other computer languages.

Press **←** to copy the character at the cursor position into the paste buffer.

Use **Paste Options** to place the required characters into the paste buffer. For example, in a Turbo Basic PRINT string, you would set both **Paste Options Character** and **Paste Options Enclosing Buffer** to a quote ("). This produces a buffer such as "TEST".

Once in the buffer, use **Quick Paste** to export it to the underlying application. For example, to copy # to your favorite editor,

1. Press **#** to find # in the ASCII table.
2. Press **←** until you have built up the string to #####.
3. Press **Alt|Esc** to Quick Paste ##### to the editor

You may need to set a paste delay when exporting to some programs.

See Chapter 12 of the *SideKick Plus Owner's Handbook* for a complete discussion of the ASCII Table.

Services (Setup)

SideKick's Setup command is part of the Services command on the main menu. However, only the Paste delay factor (as Services Setup Clipboard Delay) is the same as SideKick. In SideKick Plus, you set the default file names for each application in the Options File Names command within each application.

File Manager

In SideKick Plus, you activate a complete File Manager when you specify an incomplete file name or one with wildcards. You can call the File Manager directly from the main menu with **Alt|F**.

The File Manager uses the familiar Notepad or WordStar commands, except that they act on files rather than words or characters. For example,

- **Ctrl|Y** deletes a file.
- **F7** or **Ctrl|K|B** mark the start of a block of files.
- **Ctrl|K|C** copies the marked block to any file name that you specify at the prompt.

You can also use the **F10** menu to format disks, create directories, and view files in hexadecimal, for example.

See Chapter 6 of the *SideKick Plus Owner's Handbook*.

Outlook: The Outline Processor

Outlook is a brand-new application not found in SideKick. However, it is similar in concept to Thinktank, Ready, or PC Outline. If you are unfamiliar with these products, simply follow the Outlook tutorial in Chapter 3.

Outlook follows the concept of outliners and uses a superset of the Notepad commands. Its features include

- nine Outline windows with a total capacity of 2000 headlines (400 Kbytes)
- a 5000-character attached Notepad option per headline
- an automatic table of contents
- an organizational or tree chart of the headlines
- headline numbering in a variety of formats
- ability to read Ready, Thinktank, and PC Outline files

See Chapter 8 of the *SideKick Plus Owner's Handbook*.

Using SideKick and SideKick Plus in Tandem

SideKick Plus and SideKick work well together. Just be sure to make the SideKick Plus activation keys different from the keys that activate SideKick. To change the SideKick Plus activation keys, be sure you are at the DOS prompt and SideKick Plus is *not* loaded, then type

```
INSTALL [Left]
```

to load the installation program.

1. Press [A] for Activation keys.
2. Press [Left] to open SKPLUS.EXE.
3. Choose another set of activation keys, such as [Ctrl][^Left].
4. Press [Left] to enter the activation keys.
5. Press [Esc].

When loading SideKick and SideKick Plus, **you must load SideKick Plus last**. For example,

```
SK [Left]  
SKPLUS [Left]
```

You can now activate SideKick with [Ctrl][Alt] and SideKick Plus with your new activation keys (in this case, [Ctrl][^Left]).

Summary

SideKick Plus is a much more powerful product than SideKick, with many additional functions. This booklet showed you how to use SideKick Plus as an upgraded SideKick; however, it is much more than that. As the next step, work through the manual. You can skip ahead to Chapter 4, "A Tutorial," to broaden your understanding of SideKick Plus's features.

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