

Tecmar

Treasure Chest

USERS GUIDE

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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 higher.
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*, you must run CONPCJR first.
6. 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.

Note: If you have run your *SETUP* program on your IBM PC-AT and have set *TIME* and *DATE*, you do not have to follow steps 3 and 5.

4. Remove your PC DOS diskette and insert your Treasure Chest diskette.
5. Type *SETTIME* and press the Enter key.
Type *SETTIME - 2* if your board is set for *TIME2*.

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.

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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 program lets you control your printer.
- CRON** Prints messages and reminders on your screen while you work on the computer. CRON looks at the TICK clock to know when to print the messages.

DECODE Unscrambles the files scrambled in ENCODE. You unscramble 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 Tecmar board. DOSTIME is not needed on the IBM PC-AT.

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 program. You can even scramble your checkbook record created in the CHECK program 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 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. TIMTEST is not needed with the IBM PC-AT.

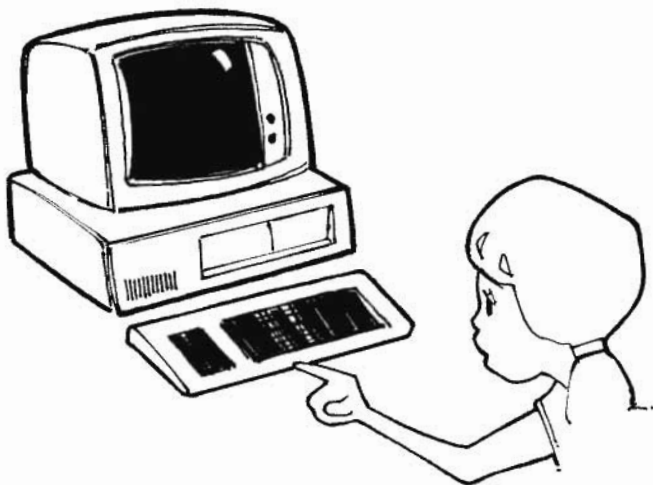
TTT Play two-dimensional and three-dimensional Tic Tac Toe.

Program Diskette Chart

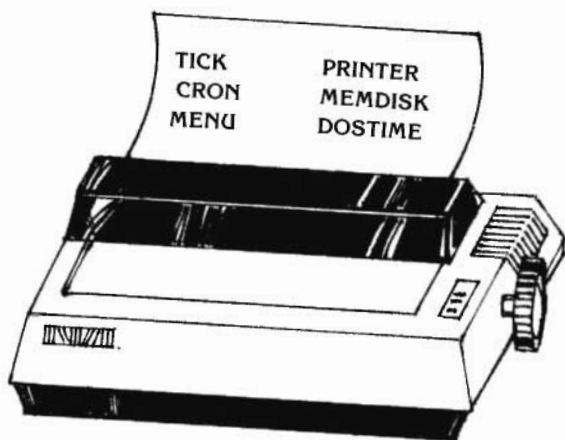
Treasure Chest Diskette

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 diskette formatted with the system. You should not use the original Treasure Chest diskette because it is 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.

Note: If you have an IBM PC-AT, do not copy DOSTIME.EXE. If you want to use MEMDISK.EXE on your AT, your system must meet certain requirements described in the Treasure Chest Technical Reference Manual. Review this to see if you should copy the MEMDISK.EXE program.

If you have an IBM PC-AT, go to step 8.

4. Insert the diskette you just made into your floppy drive. You must run TIME and DATE before DOSTIME. Type DOSTIME and press the Enter key. This program sets the DOS date and time from the Tecmar clock/calendar. If your board is set to TIME2, type *DOSTIME -2*.
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 Check your switches and jumpers.
 Or
 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 Consult your dealer.

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 bytes of memory. *CRON* prints the messages that you create in the *RE-MIND* 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 bytes 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 parallel 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 PCjr?

YES Go to step 20.

NO Go to step 18.

18. Do you have and IBM PC-AT?

YES Go to Step 24.

NO Go to step 19.

19. 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 an additional floppy disk drive. Go to step 21.
20. 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.
21. Do you have one or two floppy drives?
One Go to step 22.
Two Go to step 23.
22. Type MEMDISK B: and press the Enter key. Go to step 25.
23. Type MEMDISK C: and press the Enter key. Go to step 25.
24. MEMDISK CANNOT BE RUN UNLESS YOUR IBM PC-AT HAS ONLY ONE FLOPPY DISK DRIVE, YOU HAVE RUN THE SETUP PROGRAM ON THE DIAGNOSTICS DISKETTE, AND YOU HAVE INDICATED THAT YOUR SYSTEM HAS TWO FLOPPY DISK DRIVES. When you have done this, type MEMDISK B: and press the Enter key.

25. 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 or 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.

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 onto your diskette with PC DOS.

You do not have to copy DOSTIME.EXE if you have an IBM PC-AT.

DOSTIME.EXE

MENU.EXE

TICK.EXE

PRINTER.EXE

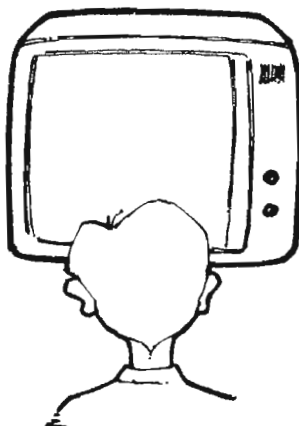
CRON.EXE

Directions for COPY CON:

You can use the DOS command COPY CON to set up your AUTOEXEC.BAT file. AT the DOS prompt, A > , type COPY CON: followed by a space and the file name AUTOEXEC.BAT. Press the Enter key, then type a command. Press the enter key after each command you type. When you have entered all the commands for your AUTOEXEC.BAT file, press the F6 key, then press the Enter key. The information you have entered will be saved.

Chapter 3

DIAGNOSTICS



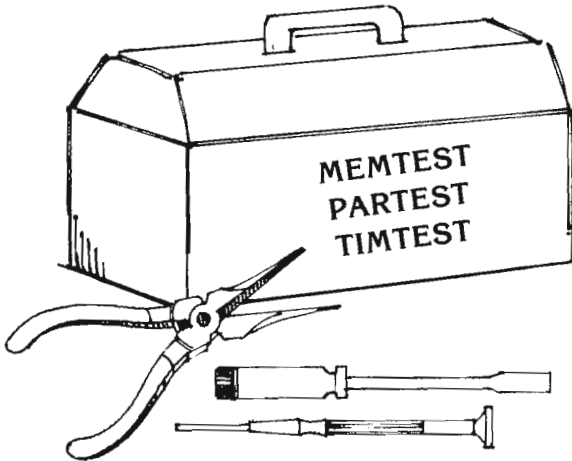
The three programs explained in this chapter test your Tecmar board to make sure it is working properly. The tests can also be run on the IBM memory and printer port.

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 interfere 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 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 diskette.

3. Copy the following programs onto the blank diskette.

MEMTEST.EXE

PARTEST.EXE

TIMTEST.EXE

Note: TIMTEST is not needed with the IBM PC-AT.

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**

Does your screen look like this one?

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 installed correctly or is defective. check to make sure the port is installed 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 correctly. Did the computer display a message similar to what is shown below?

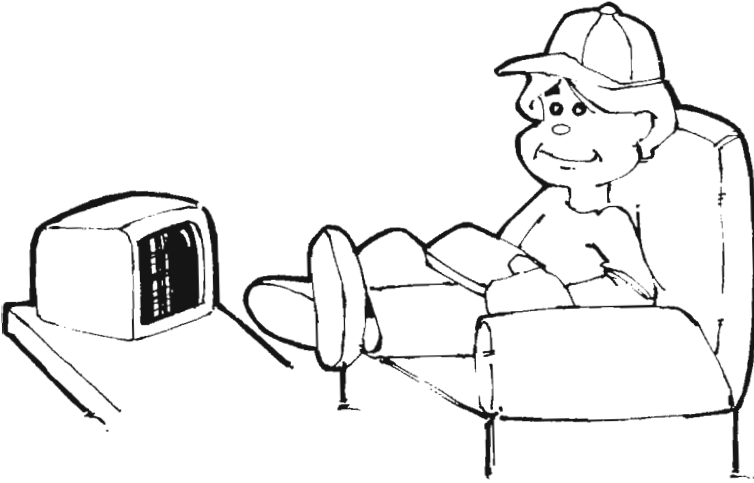
Clock/Calendar test, base address 37D

Testing counters and latches

Test passed

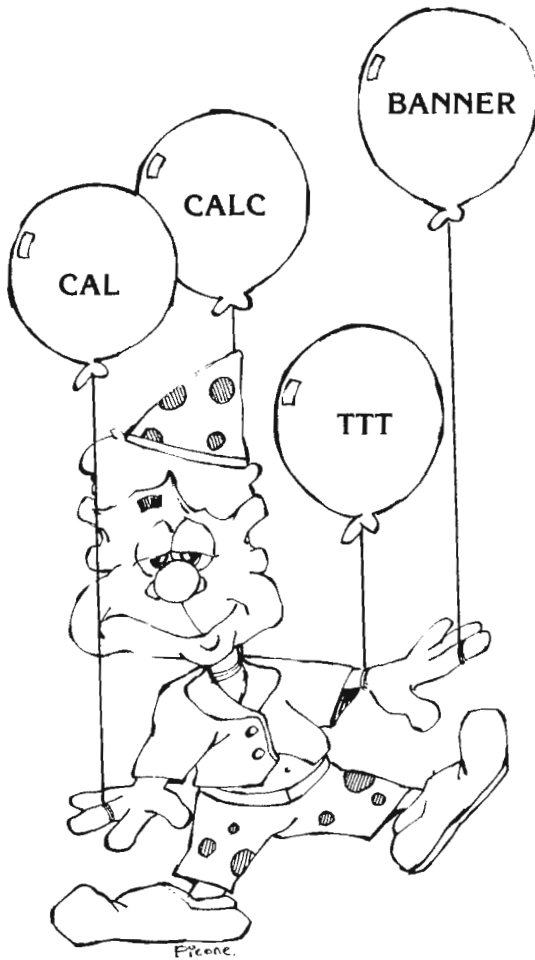
- YES** This concludes the MEMTEST, PARTEST and TIMTEST programs.
- NO** Have your Tecmar board serviced.

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 acquaint 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 diskette.

3. Copy the following programs onto the blank diskette.

TICK.EXE }
MENU.EXE } Copy only if you have not put these
programs in an AUTOEXEC.BAT
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 program quickly)

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

TIC TAC TOE		Option Selection	
F1 You have a monochrome display	F4 I make no suggestions or warnings		
F1 You have a color display	F4 I warn you if I am going to win		
F2 Two dimensional tic-tac-toe	F4 I suggest moves for you to make		
F2 Three dimensional tic-tac-toe	F5 Let's play. You will go first.		
F3 I move predictably	F6 Let's play. I will go first.		
F3 I move somewhat randomly	F10 Exit to DOS		

Issue options using F1-F4.
Then play with F5 or F6 or exit with F10.

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.

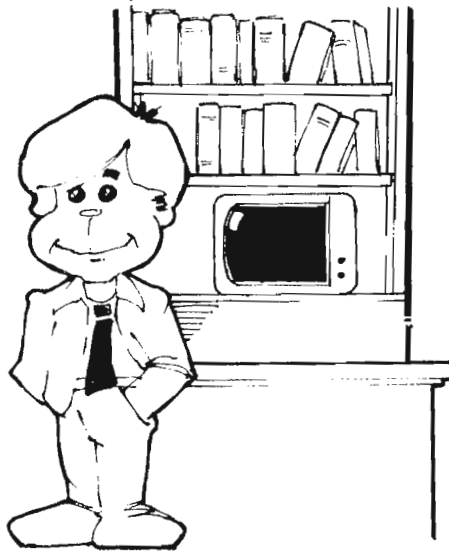
26. Press the CTRL, ALT and T keys again, the stopwatch should have disappeared.

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 saving 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 diskette.

3. Copy the following programs onto the blank diskette.

TICK.EXE

CRON.EXE

MENU.EXE

PRINTER.EXE

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

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.

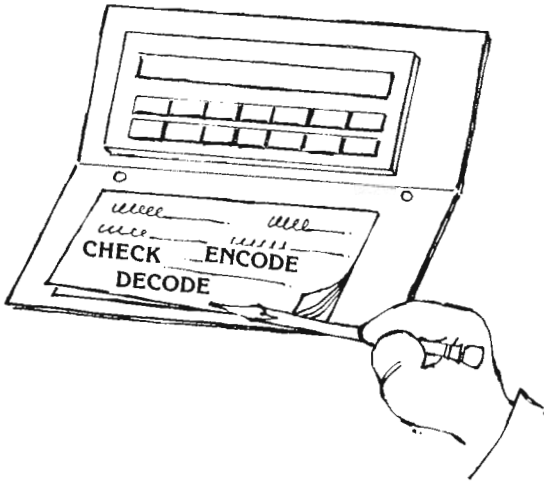
TICK (the time will appear)

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) for parallel printer only



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

- 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	Ctrl P	Up a page
→	Next field	End	Last line	↓	Down a line	Ctrl N	Down a page
F6	Choose trans.	F10	Suit program	←	Next line		
Total		.00		Select function or move cursor			
Date	Number	Description	Credit	Debit			

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

The following menu will appear.

CHECK		Transaction Types			View
F1	Credit entry	F2	Debit entry	Other:	
F3	Deposit	F3	Check	Esc	Main Menu
F3	Starting bal.	F4	Withdrawal	←	View
F5	Interest	F5	Service Charge	F9	Free format
F7	Misc credit	F8	Misc debit		
Total		.00	Select function from menu		
Date	Number	Description	Credit	Debit	

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

7. Does your screen look like this one?

CHECK	Data Entry			Starting balance
← Prev. field	Home	First line	↑ Up a line	↑↑ Up a page
→ Next field	← Move left	Last line	↓ Down a line	↓↓ Down a page
← Backspace	End	Next line	ins Insert char	Del Delete char
F1 Insert line	←	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

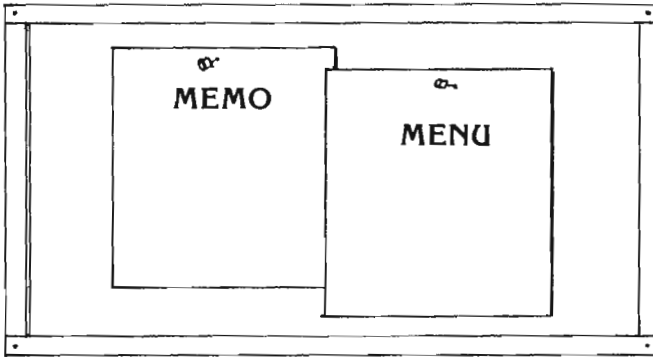
TYPE CHECK.DAT

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.

- 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
→	Right a tab	F3	Erase line	Ins	Insert char
				→	Move right
				Del	Delete char
Enter memo subject					
Number	Date	Time	Subject		
1	01/01/88	00:13:26	████████████████████		

- Look at the menu. The keys in the memo allow you to create the memo.
- There should be a highlighted area immediately under "SUBJECT". This is the area where the subject of the memo will be entered.
- Type *First Memo*. Then press Enter.
- Did you get this menu?

MEMO		Memo Creation			
Esc	End memo	Home	First line	↑	Up a line
←	Left a tab	←	Move left	→	Move right
→	Right a tab	End	Last line	↓	Down a line
F1	Insert line	Ins	Insert char	Del	Delete char
F2	Delete line	F3	Erase line	←	Backspace
				↑	Up a page
				↓	Down a page
				←	Next line
Enter memo text					
Number	Date	Time	Subject		
1	01/01/88	00:13:26	First Memo		

YES Go to step 10.

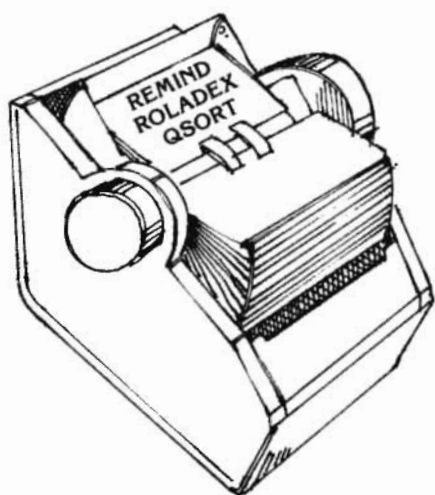
NO Press ESC. Go to step 3.

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	F2	Set Date
				1	2	3	F4	Set Weekday
4	5	6	7	8	9	10	F3	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 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			
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

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.

- The work of this session will be stored in the default file, ROLADEX.DAT. Type *ROLADEX* and press the Enter key.
- 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 Ppage Up a page
F2 Delete record
F3 Show address End Last record ↓ Down a record Ppage Down a page
F4 Edit record PS Find record F10 Exit program

Hit F1 key to create a record

Last Name      First Name      Telephone Number

```

- 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.

- 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	←	Backspace
←	Prev. field	→	Move right
→	Next field	←	Del
		←	Delete char
		→	
F5	Information	F9	Cancel
Enter name and telephone number			
<u> </u>	First Name		Telephone Number

- 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.
- 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	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				

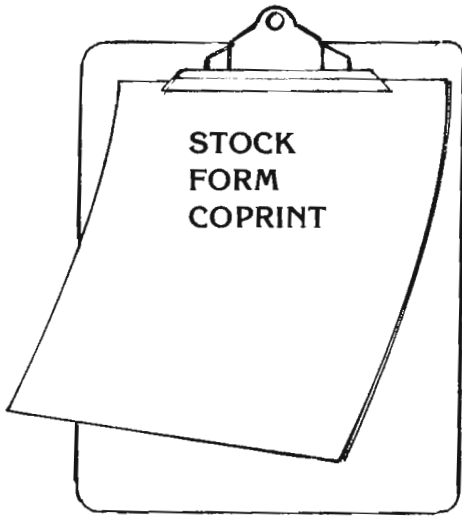
Enter information

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



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	Page Up	Up a page
F2	Delete record					
F4	Edit record	End	Last record ↓	Down a record	Page Down	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.

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

STOCK		Add/Update				
Esc	Update file	Home	First record ↑	Up a record ↑	PgUp	Up a page ↑
←	Left field	←	Move left ←	←	←	Move right →
→	Next field	End	Last record ↓	Down a record ↓	PgDn	Down a page ↓
←	Backspace	←	Next entry ↵	Insert char	Del	Delete char
F1	Insert record	F2	Delete record	F9	Cancel	All

Enter records		
---------------	--	--

Stock Number	Item	Quantity

- 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 zipcode?

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.COM	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 preceded 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.
menu	a list of keys a person can use on a computer to perform a function.
output	final information that is produced by a program.
record	a group of related information (see definition of field).
screen	the picture that appears on your CRT or television.

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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Treasure Chest Users Guide

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