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# Using ExecuDesk



*This manual has been written for  
use with your HP Touchscreen  
Personal Computer.*

**Manual Part No.  
45444-90009**



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# 1

## Introduction

### Welcome to ExecuDesk

ExecuDesk provides an environment that lets you work with several HP-supported applications at the same time, moving from one to another easily and quickly. Designed to put multiple applications at your fingertips, ExecuDesk makes your HP Personal Computer even more efficient.

You no longer need to exit one application in order to begin working in a different one. In addition, it is not necessary to save a file in one application before you move to another; ExecuDesk suspends the file, putting it "on hold," and when you return to it later, you'll find it exactly as you left it.

But what makes all this particularly useful is ExecuDesk's sophisticated feature for transferring information. You can move textual and numeric data between on-line ExecuDesk-compatible applications with this feature. Using the clipboard, it's a snap to transfer a name and address from Executive Card Manager to Executive MemoMaker, or turn your Lotus 1-2-3 information into Charting Gallery graphs to discern trend lines. Once you've created information in one application, you can copy it to other applications as often as you wish.

To put it simply, ExecuDesk is so easy to use, the best way to learn about it is to install it and run it. With that in mind, let's get started....

## How to Use this Manual

Before you begin work, take a moment to skim through this manual and become familiar with what it offers:

- Following this **Introduction** you'll find **Chapter 2: Hardware and Software Requirements** which explains the capabilities of ExecuDesk with particular HP disc drives and describes the applications you can run with ExecuDesk.
- The next chapter, **Getting Started**, tells how to install ExecuDesk under P.A.M. You'll also find instructions for using ExecuDesk with compatible applications already installed under P.A.M. and for adding new applications to the ExecuDesk "family."
- In **Chapter 4: Using ExecuDesk** you'll find step-by-step instructions on the fundamentals of ExecuDesk.
- Once you're familiar with the fundamentals, **Chapter 5: Using the Data Transfer Feature** explains how you can use ExecuDesk to transfer textual data (numbers and words, NOT drawings or other figures) from one application to another.
- **Chapter 6: Sample Session** walks you through using applications in specific combinations, with examples.
- **Appendix A** explains the error messages that may appear when you are running ExecuDesk.
- **Appendix B** presents an illustration of the ExecuDesk function label menu.
- **Appendix C** describes installation procedures for ExecuDesk-compatible applications that will require special files to be copied before they can run under ExecuDesk. (This is for specific versions of **Series 100/Financial Calculator** and **Series 100/Graphics**.)

- **Appendix D** is for people who plan to use Lotus 1-2-3 with ExecuDesk.

NOTE



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If you decide you want to try ExecuDesk before reading the complete manual, please be sure to read the **Ground Rules** at the beginning of **Chapter 4: Using ExecuDesk**. There are some important “cautions” described in that section.

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# 2

## Hardware and Software Requirements

### Hardware



ExecuDesk will run on an HP Personal Computer with a fixed disc (e.g., HP 9133). Systems with only an HP 9121 or HP 9122 dual flexible disc drive will not have enough disc storage space for ExecuDesk to be useful. Therefore, **Hewlett-Packard recommends that you not use ExecuDesk on a system having only flexible disc drives.** (Of course, if your system is configured with an HP 9121/9122 disc drive *in addition* to a fixed disc drive, you can run ExecuDesk.)

All the applications you want to run with ExecuDesk must be "on-line" (installed on your fixed disc, along with the ExecuDesk application itself). If your system is configured with a dual flexible disc drive *in addition* to a fixed disc drive, you can run one or two applications from the flexible disc drives. **However, it is not possible to "swap" or exchange application discs during the time ExecuDesk is running.**

### Memory Requirements

The random access memory (RAM) available on your system can also affect the performance of applications with ExecuDesk. Some applications require more RAM than others to operate. The list on the next page shows the minimum amount of RAM your system needs for an application to work with ExecuDesk:

Minimum RAM Required for  
ExecuDesk-Compatible Applications

384K RAM	512K RAM
AdvanceLink Charting Gallery Deluxe VisiCalc Drawing Gallery Executive Card Manager Executive MemoMaker HP Message MemoMaker Personal Card File Series 100/Financial Calculator Series 100/Graphics	HP Access Lotus 1-2-3 PrintGraph

Note



If you plan to run Lotus 1-2-3 with other applications under ExecuDesk, there is another factor to consider when buying additional memory. While other ExecuDesk-compatible applications are able to *share* the available memory, 1-2-3 is not. In other words, when it's active, 1-2-3 takes *all* the memory you've got. This can mean that when you suspend 1-2-3 to activate another application, then come back to 1-2-3, it will take more time to reactivate 1-2-3 with 640K RAM than it does with 512K RAM. However, the difference in time amounts to no more than 7 seconds, and systems with 640K RAM will allow larger spreadsheets.

**2-2 Hardware and Software Requirements**

## ROM Requirements

It is also essential that your HP Personal Computer have the appropriate ROMs installed. (These are specialized “chips” which contain operating information for your computer in “read only memory.”) Certain ROMs are not suitable for running ExecuDesk. To identify the ROMs in your computer, follow these steps:

1. Turn on your computer and wait for the P.A.M. screen to appear.
2. Press **Terminal** (**[F6]**). This will bring up the function labels associated with operating the HP Personal Computer as a terminal to a host computer.
3. Press the key labeled [User/System] (located at the top of the keyboard, next to the **Menu** key). This will bring up another group of function labels.
4. Press **service keys** (**[F3]**).
5. Now press **IDENTIFY ROMS** (**[F6]**). You will see a list identifying the five ROMs in your computer. The list will look like this example (although you will probably see different numbers):

Firmware IDs:

```
-----  
1818-3325 2343  
1818-3324 2343  
1818-3323 2343  
1818-3322 2343  
1818-3321 2343
```

This may look like a lot of meaningless numbers to you, but don't panic. The only digits you need to worry about are the two *following* the hyphen, “-33xx” in the example above. (The “xx” simply represents additional digits which may vary, depending on the system.)

If your ROMs are identified as “-32xx,” you cannot run ExecuDesk on your computer unless you first upgrade the ROMs to a number higher than “-32xx.” (For example, ROMs numbered “-33xx,” “-34xx,” or higher are all acceptable.) For information on upgrading the ROMs in your system, contact the appropriate HP Support Representative (Dealer, local Sales Office, or National Response Center).

6. To return to the P.A.M. screen, simply hold down the **[Shift]** key and press the **[Stop]** key.

### **Optional Hardware: HP Expanded Memory Accessory Board**

The addition of the HP Expanded Memory Accessory Board to your system can enhance the performance of ExecuDesk. To enable ExecuDesk to use the expanded memory, you must allocate space on the accessory board as a *RAM disc*.

Normally, you would allocate all of the expanded memory to RAM disc, as this is the only way most applications can use it. However, Lotus 1-2-3 can use the expanded memory directly, without RAM disc. If you plan on using 1-2-3, you need to decide how much of the expanded memory you should allocate to RAM memory. To determine this amount, refer to the table in **Appendix D: ExecuDesk with Lotus 1-2-3**.

To enable ExecuDesk to use the RAM disc, you will need to perform an additional task when you install ExecuDesk. In Chapter 3, which provides the ExecuDesk installation instructions, watch for the section titled “Using ExecuDesk with RAM Disc” for this task.

For instructions on installing the expanded memory and allocating RAM disc space, see the manual which accompanies the accessory board.

### **Optional Hardware: Local Area Network (LAN)**

ExecuDesk can be used on a local area network. However, care must be taken to install ExecuDesk properly. For guidelines on installing ExecuDesk onto a LAN, see **Local Area Network (LAN) Usage** in Chapter 3.

## Software

ExecuDesk is compatible with the following products and version numbers:

- AdvanceLink (version A.03.01 and later versions)
- Charting Gallery, including Bar Charts, Pie Charts, and Line Charts (version B.01.00 and later versions)
- Deluxe VisiCalc (version B.01.02 and later versions)
- Drawing Gallery (version A.01.00 and later versions)
- Executive Card Manager (any version)
- Executive MemoMaker (version C.01.00 and later versions)
- HP Access (version A.01.00 and later versions)
- HP Message (version A.00.01 and later versions)
- Lotus 1-2-3\* (release 2.01)
- MemoMaker (version B.01.02 and later versions)
- Personal Card File (version B.01.02 and later versions)
- PrintGraph\* (release 2.01)
- Series 100/Financial Calculator\*\*
- Series 100/Graphics, including Bar Charts, Pie Charts, and Line Charts (version A.01.01 and later versions).\*\*

\*For Lotus 1-2-3 and PrintGraph, you must perform an extra installation step to make the products compatible with ExecuDesk. For instructions, see Appendix D, "Installing 1-2-3 and PrintGraph," step 2.

\*\*For your Series 100/Financial Calculator and any versions of Series 100/Graphics between A.01.01 and A.03.00, you must perform an extra installation procedure to make the products compatible with ExecuDesk. The procedure is fairly simple and is described in Appendix C of this manual.



# 3

## Getting Started

### Installing ExecuDesk

Before you use ExecuDesk, it is a good idea to install the program onto your fixed disc for your day-to-day use. This is a fairly simple process, and you may have done it before with other applications. To begin, you will need your HP Personal Computer, the ExecuDesk Master disc, and your fixed disc.

Note that ExecuDesk comes on a double-sided disc but will work on both single- and double-sided flexible disc drives during the installation process.

### Write Protecting Your Master Disc

Before you actually start the copying process, it is IMPORTANT to verify that the master ExecuDesk disc has been "write protected." This way, if you make a mistake during the copy process, you can't destroy the data on the original master disc. Holding the double-sided master disc with the front side toward you, look at the lower left-hand corner; there should be a very small "window" you can see through.

If instead of the window you see a colored plastic tab (usually either red or black), the disc is NOT write protected. Please turn the disc over and slide the tab down to reveal the window. Once you've done this, the disc is write protected — and it's a good idea to keep it that way.



## Installing ExecuDesk onto a Fixed Disc Drive

If your system has a "B" version or later of P.A.M. (that is, the first character in P.A.M.'s version number is not "A"), you should install ExecuDesk into a subdirectory on the fixed disc. You must then also install the ExecuDesk-compatible applications into the same subdirectory as ExecuDesk. (ExecuDesk only searches the default directory of each disc. This may require that you use the MS-DOS command CHDIR to change the default directory of a disc.)

However, if your system has an "A" version of P.A.M., you must install ExecuDesk and its compatible applications into the root directory of the fixed disc. You may be limited in the number of applications you can install, as the root directory can contain a maximum of 512 files—not enough to hold all the possible ExecuDesk-compatible applications.

Here's the procedure to copy and install the ExecuDesk program:

1. If your P.A.M. screen does not show INSTALL as one of the options, insert your HP 150 SYSTEM WORK disc into the flexible disc drive and press **Reread Discs** (**f4**). INSTALL appears as an option.
2. Touch the **INSTALL** box on the screen (or move the cursor to the box and press the **Select** key). Next, press **Start Applic** (**f1**) to initiate the INSTALL program.
3. Place the write-protected ExecuDesk Master disc into the flexible disc drive.
4. Follow the program prompts to install a copy of ExecuDesk onto the fixed disc. (For further explanation of the process, see the manuals that came with your HP Personal Computer.)

When the process is complete, you have copied and installed ExecuDesk. Note that this copy cannot be used to create another copy; only the original ExecuDesk Master disc can be used for that purpose.

Use the installed version of ExecuDesk in your day-to-day activities.

## **Altering the System Limits**

The next task in installing is to use the ExecuDesk "UpLimit" program to modify the system limit on the number of open files permitted.

Before you run the ExecuDesk UpLimit program, make sure the ExecuDesk Master disc is write protected. (You'll find instructions at the beginning of this chapter.) Now here's the procedure:

1. Insert the ExecuDesk Master disc into the flexible disc drive.
2. Press **Reread Discs** (**F4**). This will bring up the **EDesk UpLimit** application label.
3. Select **EDesk UpLimit** on the P.A.M. screen and press **Start Applic** (**F1**) to start the program.
4. The UpLimit program will prompt you to identify the operating system disc drive; type the letter of the fixed disc, then press **Return**. The UpLimit program will make a slight change to one of the files used by the operating system to increase the limit on the number of open files permitted. This makes it possible to run many applications simultaneously.
5. When the P.A.M. screen reappears, the UpLimit program is finished. Now do a "hard reset" to make the changes take effect. Simply press the **CTRL**, **Shift**, and **Reset** keys simultaneously. (Or turn off the HP Personal Computer and turn it on again.)

You have finished altering the system limits. Store the ExecuDesk Master disc in a safe place.

## Installing Applications to Use with ExecuDesk

If you have an application to use with ExecuDesk, follow these guidelines (in addition to the installation instructions which accompany the application):

- Make sure that it is compatible with ExecuDesk. See **Chapter 2: Hardware and Software Requirements** for the list of supported software products. Make sure that the version number is supported as well. (If you have an older version, refer to the section “Older Versions of Applications” on the next page.)
- If you will be installing the application onto the fixed disc, do it into the *same* subdirectory that you installed ExecuDesk in. If you will be installing the application onto a flexible disc, do not put it into a subdirectory.
- If the application is Lotus 1-2-3 or PrintGraph, you need to perform an additional task. For instructions, refer to **Appendix D: ExecuDesk with Lotus 1-2-3**, the section titled “Installing 1-2-3 and PrintGraph,” step 2.
- If the application is Series 100/Financial Calculator or Series 100/Graphics (from Version A.01.01 through A.03.00), you need to perform an additional installation task. For instructions, refer to **Appendix C: ExecuDesk Upgrade Program**.

### **Already-Installed Applications**

If you have applications that were installed before you purchased ExecuDesk, you will need to follow the guidelines above. This may mean that you will have to reinstall them or perform some additional tasks before you can use them with ExecuDesk.

### **Older Versions of Applications**

If you have one of the older versions of an ExecuDesk-compatible application, for a nominal charge you can obtain a Software Update Kit. For information, call toll-free 1-800-537-8787. (In California, Hawaii, or Alaska, call 408-738-4133.)

Once you have an ExecuDesk-compatible version of any application, it is NOT necessary to update to newer versions to maintain compatibility. In other words, if you have version B.01.02 of MemoMaker — which does run under ExecuDesk — you don't have to update to succeeding versions for the sake of ExecuDesk. (On the other hand, it may be a good idea to take advantage of the periodic enhancements to Hewlett-Packard's software products.)

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### **Using ExecuDesk with RAM Disc**

A RAM disc improves the performance of context switching in ExecuDesk. (For more information on RAM discs, refer to "Optional Hardware: HP Expanded Memory Accessory Board" in Chapter 2.)

If you want to use ExecuDesk with your RAM disc, you will need to perform this procedure *from MS-DOS commands* every time you perform a hard reset or turn on your computer (P.A.M. users should refer to the note following the procedure):

1. Copy these files from the subdirectory containing ExecuDesk to the RAM disc:
  - EDESK.EXE
  - EDFORMS.V12
  - EDESKLIB.V70
  - EDESK.HLP
  - EDESK.MSG
2. Make sure that the subdirectory containing ExecuDesk on the fixed disc is the default subdirectory on that drive.
3. Make the RAM disc the default disc drive.
4. To start ExecuDesk, type "EDESK".

Note



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If you are unfamiliar with the MS-DOS commands to perform this procedure, refer to the example in the next section. It contains the commands you need, though you'll have to substitute your own names for the ExecuDesk subdirectory and drive and the RAM disc drive.

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### **Automatic Setup of ExecuDesk on the RAM Disc**

By adding special commands to your AUTOEXEC.BAT file, you can have the above procedure automatically performed when you turn on your computer or do a hard reset. This file is usually located in the root directory of your fixed disc. You can edit AUTOEXEC.BAT in a word processor as you would an ASCII file.

Here is an example of the commands you would add to your AUTOEXEC.BAT file. In this example, the subdirectory on the fixed disc containing ExecuDesk is A: EDESK, and the RAM disc is drive L.

```
A:
CHDIR \EDESK
COPY EDESK.EXE L:
COPY EDFORMS.V12 L:
COPY EDESKLIB.V70 L:
COPY EDESK.HLP L:
COPY EDESK.MSG L:
L:
EDESK
```

---

## Deleting Applications

ExecuDesk-compatible applications come with a file that allows ExecuDesk to find them and include them in the menu. The file is identified by the extension **.DSK** following an abbreviated form of the application name (e.g., **ECM.DSK**).

If you decide at some time that you do not want ExecuDesk to find a particular application, you may delete the **".DSK"** file from your working copy of the application. The application itself will continue to operate normally, but will no longer be included in the ExecuDesk menu. To reinstate the application on the ExecuDesk menu, use File Manager to recopy the **".DSK"** file from the application master disc to the working copy.

## **Local Area Network (LAN) Usage**

Your network's *server volume* is the disc or portion of a disc that can be accessed by personal computers in the network. When you install ExecuDesk, do it only onto a "private" server volume which permits read-write access to only one user at a time.

If you install ExecuDesk on a "shared" server volume (one that permits read-write access to more than one user at a time), using it will cause permanent damage to some of the application's files. If you install ExecuDesk on a "public" server volume (one that permits read-only access to network users), it will not work—just as if your disc were write protected.

# 4

## Ground Rules



## Using ExecuDesk

There are people who just can't wait to get involved with something new! While it is recommended that you take time to read this manual to understand all the fine points of using ExecuDesk, for those of you who want to give ExecuDesk a trial run, here are some basic do's and don'ts:

- To start an application shown on the ExecuDesk menu (the [F1] through [F4] function labels), simply press the corresponding function key. If you have more than four applications on-line, you'll have to press **Other Applics** ([F5]) to gain access to their labels.
- Once you have started any of the applications, press the [Menu] key to suspend that application and bring up the ExecuDesk menu again.
- Applications on-line in ExecuDesk exist in one of three states:
  - Inactive** — that is, they have not been started yet.
  - Active** — presently in use.
  - Suspended** — that is, they have been started but are on "hold" while you return to the ExecuDesk Main menu.
- To determine which applications are inactive and which are started but suspended, look at the labels in the ExecuDesk menu. When a label is highlighted, it means that application has been started already but is suspended. The labels for inactive applications will not be highlighted.



- A suspended application remains on hold, exactly as you left it; screen display, cursor position — everything is waiting unchanged. To return to a suspended application, simply press the appropriate function key for that application's name.

#### Note



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From time to time you should save any files you work on in the applications you activate. This is not required before you suspend an application, but is always a good practice as protection against power failures, hitting the wrong key, or other unforeseen events.

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- To exit an application, follow normal procedures for that application.
- To exit ExecuDesk, you **MUST** first exit all the applications which have been active — even if they are presently suspended. In fact, you will not see the label **Exit EDesk** on the ExecuDesk menu until you have exited all the previously active applications. Then just press **Exit EDesk** (**F6**).
- The data transfer feature is fairly complex. Please read the instructions for its use before you experiment. You'll find them in **Chapter 5: Using the Data Transfer Feature**.
- The first screen you see when you start ExecuDesk contains a "help" message related to the ExecuDesk Main menu. (This information is only available the first time you see the Main menu.) At the other menu levels you'll find **Help** available on-line. Simply press the **F7** function key corresponding to the **Help** function label.

## Caution



- NEVER do a “hard reset” or turn the computer off while you are running ExecuDesk. You will lose data held in the computer memory and may damage files on your discs.
- NEVER remove or exchange application discs before exiting ExecuDesk.
- NEVER use the extension .DSK when you are naming your own files. This extension has special meaning for ExecuDesk and will cause errors if misused.

---

## Running ExecuDesk from P.A.M.

Essentially, you start ExecuDesk from the P.A.M. menu the same as you would any installed application:

1. Find the box labeled **ExecuDesk** and, if you have the “touch” feature, touch it to highlight it. Or you can move the cursor to the ExecuDesk box to highlight it. (Note: With some of the older versions of P.A.M. you must press the **Select** key to highlight the label.)
2. Once the ExecuDesk box is highlighted, press **Start Applic** (**F1**).

First you’ll see a message at the top of the screen, Loading ExecuDesk. Then the ExecuDesk title will appear at the top of the screen, accompanied by another message, Searching for applications \*\*\* — and several seconds will pass. During this time the keyboard is “locked” while ExecuDesk searches for compatible applications on all disc drives, and you will get a “beep” sound if you try to use the keyboard.

When ExecuDesk has found all the compatible applications, the ExecuDesk Main screen will appear (containing some help) along with function labels at the bottom of the screen. These labels are the ExecuDesk Main "menu," and ExecuDesk is ready to go!

```

ExecuDesk                               Main

Welcome to ExecuDesk.

To return to this main level of ExecuDesk:
  Press the [Menu] key (located next to [F4]) on your keyboard.

To start or resume an application:
  Press one of the first four function keys corresponding to the application
  you wish to start or resume. If you have more than four applications and
  the one you want to start or resume is not shown, press Other Applica [F5]
  until the one you want is visible.

To access a remote computer connected to your data communications port:
  Press Terminal [F6], just as in P.A.M.

To transfer data from one application to another:
  Press Clipbrd Keys [F7] to use the clipboard data transfer features.

To exit ExecuDesk:
  Press Exit EDesk. If applications are still suspended, you will have to
  resume them and "Exit" them before you may leave ExecuDesk.

Exec Lotus Exec Bar 3 1 Other Terminal Clipbrd Exit
Card Mgr 1-2-3 MemoMakr Charts Applica Keys EDesk
                               Num Pad 12:48
  
```

Note



The "help" message on this screen appears each time you start ExecuDesk from P.A.M. After that, when you press **Menu** the Main menu labels will appear as usual, but the help message will not be displayed. However, there is help available at the other levels of the function label menu where you'll see a **Help** label (corresponding to the **F7** function key).

## Using the Function Labels

If you're not already familiar with the HP Personal Computer function keys and function labels, you need to understand some basics. The function keys appear at the top of your keyboard, labeled **F1** through **F8**. These keys relate to the corresponding function labels, shown in the eight boxes at the bottom of your screen. When you want the computer to perform a function, you simply press the appropriate function key; or, if you have the "touch" feature, touch the corresponding function label.

Every application has its own function labels, providing a kind of shorthand that allows you to press one key, or touch one label, instead of typing an entire command. The ExecuDesk labels operate the same as labels in other applications, and they offer some special features as well. Let's look at a sample ExecuDesk menu:



## Application Names

The first four labels (corresponding to the function keys **F1** through **F4**, reading left to right) show the names of the ExecuDesk-compatible applications that are on-line at this time.

The labels on your screen may be different from the ones illustrated here. That's because you may not be using the same applications as the ones shown above. And even if you do have the same applications on-line, the order in which they appear can vary from one system to another.

## Other Applications

Notice in the illustration that the fifth label says **Other Applics**. This means that there are actually more than four applications on-line. To see their names you simply press **Other Applics** (**F5**); repeat pressing **F5** to cycle through all the applications and return to where you started.

If you have four or fewer applications on-line, the label for **F5** will be blank, as in the example below:



You may have as many as 14 applications on-line (depending on the disc capacity and the memory of your system), arbitrarily divided into groups of four, and all made accessible by pressing **Other Applics** (**F5**) on the ExecuDesk menu.

## Terminal

In ExecuDesk the Terminal function operates the same as it does from the P.A.M. screen. If you are connected to a remote computer (through a data communications port), you can press **[F6]** when you want to use your HP Personal Computer as a terminal. However, there are some special considerations when you use the **Terminal** function:

## Caution



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**Do NOT run HPWORD while you are in the ExecuDesk terminal mode.** HPWORD replaces anything already held in the HP Personal Computer's memory and will destroy any data you were working with.

---

- Any time you are using an application on the remote computer, be sure to **exit** it normally BEFORE you return to ExecuDesk.
- To return to ExecuDesk on the HP Personal Computer, simply press the **[Shift]** and **[Stop]** keys simultaneously.
- You can transfer data from the remote application to an application in ExecuDesk (but not the reverse). For details on this operation, see **Chapter 5: Using the Data Transfer Feature**, later in this manual.
- AdvanceLink and some other ExecuDesk-compatible applications use the data communications link of your HP Personal Computer to access special programs on the remote computer. If one of these applications is suspended (its label is highlighted on the ExecuDesk Main menu), the **Terminal** function will not be available for you to use. The label for **[F6]** will be blank. As soon as you reactivate the suspended data communications application and exit from it normally, the **Terminal** label will reappear for the **[F6]** key.

## Clipboard Keys

The **CLipbrd Keys** label (**[F7]**) gives you access to a special group of functions that let you transfer textual and numeric data from one application to another. This is a fairly advanced feature of ExecuDesk and will be explained in detail in **Chapter 5: Using the Data Transfer Feature**.

## Exit EDesk

This function allows you to exit ExecuDesk. However, when you are working in any of the applications and return to the ExecuDesk menu, you will notice that the label for this function key (**[F8]**) will be blank! That's because you can't exit ExecuDesk before properly exiting ALL of the applications you started under ExecuDesk.

---

## Starting an Application

To select the application you want to start first, all you have to do is find its name among the first four function labels and press the corresponding function key, **[F1]** through **[F4]** (or, if you have the "touch" feature, touch the label itself). Immediately, you'll see a message near the top of the screen saying, **Starting (name of application) \*\*\***. This means the application is being loaded, a process that takes a few seconds (just as it would under P.A.M.).

As soon as the application you selected is ready to run, it will appear on your screen. At this point the ExecuDesk menu disappears and is replaced by the function labels normally associated with the application you are running. And the application operates exactly as it does when you start it from the P.A.M. screen.



The screens illustrated in this section, and the examples described, are offered merely to clarify the procedures. You are not expected to follow along and copy these examples. (If you want to do that, see **Chapter 6: Sample Session.**)

## Using the Menu Key

Once you've started an application under ExecuDesk, you use the **Menu** key (at the top center of the keyboard) to recall the ExecuDesk menu. Whenever you want to work with another application (or just verify which applications are running), press **Menu**, and the ExecuDesk menu will appear again at the bottom of the screen. Any applications that were active will be suspended (held ready, saving whatever you were last doing) — including the one you were just using.

One of the first things you'll notice on the ExecuDesk menu at this point is that the label for any application you've already started is highlighted. For example, if you were using Drawing Gallery and pressed the **Menu** key, the ExecuDesk menu would look like this:



As you can see, the Drawing Gallery label is brighter than the other labels in the menu. This shows you that Drawing Gallery has been started under ExecuDesk; and until you exit Drawing Gallery, this label will always appear highlighted on the ExecuDesk Main menu.



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## Starting Additional Applications

Now suppose you want to start the ECM application. Simply press the function key that corresponds to the ECM label on the menu (**F1** in the example). A message will appear near the top of the screen, "Starting ECM \*\*\*," and in a few seconds the ECM application will come up.

Later, if you decide to start Executive MemoMaker, in addition to Drawing Gallery and ECM, you go through the same procedure. Press the **Menu** key, suspending ECM, and bringing up the ExecuDesk menu. (This time you'll notice that the labels for both the suspended applications — Drawing Gallery and ECM — are highlighted.) Select the Executive MemoMaker label and wait a few seconds while the application is loaded.

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## Exiting Applications and ExecuDesk

The basic procedure is simply this: first exit all of the applications you started during your present session with ExecuDesk; then exit ExecuDesk.

How you exit each of the applications depends on what is required for that application. Typically, you will need to save the file you've been working in, which can take a few seconds. Then you can exit the application in the normal way. But you must go through this process with each application that you activated (even though it may be suspended right now) before you can exit ExecuDesk.

Remember, to determine which applications are suspended, press the **Menu** key to bring up the ExecuDesk menu. If any of the first four function labels (corresponding to **f1** through **f4**) is highlighted, it means that application is suspended. You must activate it (by pressing the function key) and then exit from it.

Also remember that if you have more than four applications on-line, labels for the fifth through eighth (as well as ninth through twelfth, and so on) are on a different level. You must press **Other Apptics** (**f5**) to be able to see whether any additional labels are highlighted.

Until you have properly exited all the applications you activated, the **Exit EDesk** function label will not appear. Once you have, you'll see **Exit EDesk** as the label for the **f8** function key. Simply press the key, and you have exited ExecuDesk.

Note



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Exiting ExecuDesk will erase the "sequence" memory and any data you may have put on the clipboard (using the data transfer feature). In most cases this is nothing to worry about. While the remembered sequence or the data copied onto the clipboard will be lost, they are by no means irreplaceable. You can use the data transfer feature to recopy the material onto the clipboard the next time you run ExecuDesk, and you can always teach ExecuDesk another sequence. (For more information on the clipboard and teaching a sequence, see **Chapter 5: Using the Data Transfer Feature**.)


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# 5

## Using the Data Transfer Feature

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ExecuDesk offers an exciting, advanced feature that allows you to transfer text and numeric data from one application to another. The **Clipbrd Keys** label () on the ExecuDesk menu gives you access to the data transfer feature, and the idea of a clipboard symbolizes how this feature operates.

Basically, you identify any material (*except* for figures or drawings — including graphs of any sort) you want to transfer from a **source** application to a **destination** application. Using the cursor and pressing a few function keys, you move this data to the clipboard where it stays until you specify a **destination** for it. Then you activate the **destination** application, make sure there is appropriate space available, and copy the data into that space.

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### Note



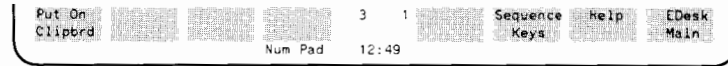
The term **source** identifies any application you want to move data **from**, and **destination** describes an application you want to move data **to**. Any application can be either a **source** or a **destination**, depending on what you plan to do with it at a given time.

---

Any time there is text on the clipboard, you can see what's there simply by pressing a couple of keys. So you don't even have to worry about remembering what you want to copy! Of course, there's more to it than this brief overview, so let's go over the process step by step...

## Starting the Clipboard Function

First, you must get to the ExecuDesk Main menu. If you're not already there, simply press the **Menu** key. Then press **Clipbrd Keys** (**F7**). This will bring up the clipboard function labels, shown below.



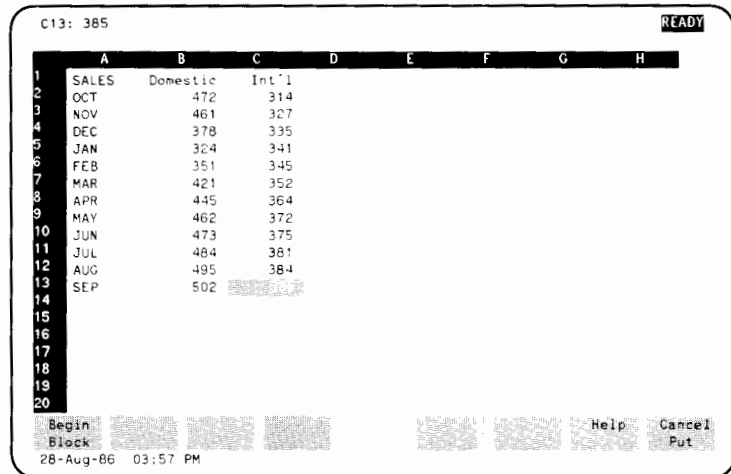
## Getting Help

As soon as you press **Clipbrd Keys** and bring up the clipboard function labels, you'll notice that **Help** is available on-line at the **F7** function key. (In fact, except for the ExecuDesk Main menu — where a Help screen appears when you first start ExecuDesk — you can get Help any time by pressing **F7**.)

When you are ready to return to the screen you were on, simply press **Exit Help** (**F8**).

## Putting Data on the Clipboard

In order to identify the data you want to transfer, you should have the **source** application containing that data on your screen. Then simply press **Put On Clipbrd. (F1)** on the ExecuDesk Main menu. This will bring up the "block selection" function labels shown below.



The screenshot shows a window titled 'C13: 385' with a 'READY' indicator in the top right corner. The window contains a table with the following data:

	A	B	C	D	E	F	G	H
1	SALES	Domestic	Int'l					
2	OCT	472	314					
3	NOV	461	327					
4	DEC	378	335					
5	JAN	324	341					
6	FEB	351	345					
7	MAR	421	352					
8	APR	445	364					
9	MAY	462	372					
10	JUN	473	375					
11	JUL	484	381					
12	AUG	495	384					
13	SEP	502						
14								
15								
16								
17								
18								
19								
20								

At the bottom of the window, there are several function labels: 'Begin', 'Block', '28-Aug-86 03:57 PM', 'Help', and 'Cancel Put'.

### Note

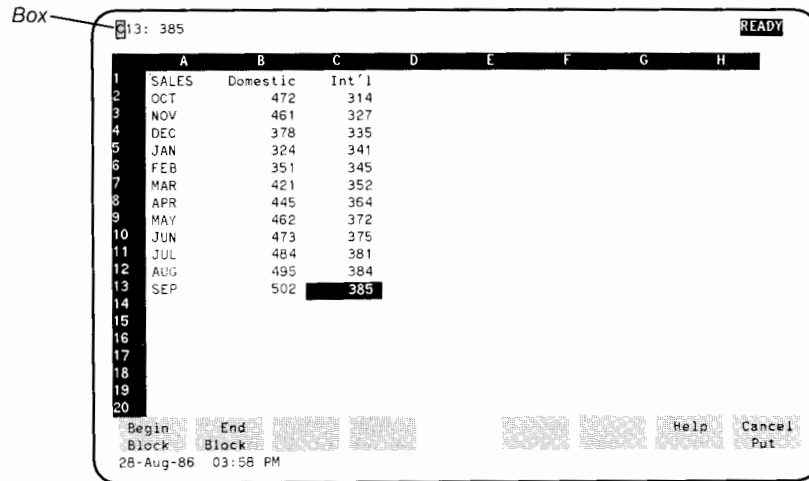


ExecuDesk is able to copy **only** from the information that is presently showing on the screen. Once you have decided on your **source** application, you must make sure that the data you want to copy is actually on the screen in front of you **before** you press **Put On Clipbrd.** In some instances this will mean you have to "scroll" the screen up or down (or from side to side) while you are in the **source** application to assure that the information is entirely visible.

## Beginning a Block

Notice that in addition to the regular cursor (a small blinking line) you now have a small "box" on the screen. You are going to use the cursor control keys (the four small "arrows" on the right side of the keyboard) to move and extend the box to surround the data you want to copy. Or, if you have the "touch" feature, you can use touch to move the box where you want it. Position the box at the top left corner of the data you want to copy and press

**Begin Block** (**F1**). This anchors one corner of the box to that position and brings up the **End Block** label (for the **F2** function key).



If you aren't satisfied with the "beginning" position, simply use the cursor keys to move the corner of the box where you want it. Then press **Begin Block** again. You can repeat this as many times as necessary until you are satisfied with the position. (Remember, if you have the "touch" feature, you can move the box by touching the screen.)

## 5-4 Using the Data Transfer Feature

## Changing Your Mind

It is also possible to change your mind about using the data transfer feature at this point. If you decide you aren't ready to put data on the clipboard, press **Cancel Put** (**F8**). This will bring back the clipboard function keys. From there you can use any of the functions available. For example, you can press **Show Clipbrd** (**F5**) to see what's already on the clipboard. (If there's nothing on the clipboard, the label for **F5** will be blank.) If you know that you want to return directly to the ExecuDesk Main menu, simply press **F8** or the **Menu** key.

## Ending a Block

Use the cursor keys (or the "touch" feature) to stretch the box around the data you want to transfer. When you are satisfied with the position of the box, press **End Block** (**F12**). As soon as you do this, a copy of the information is transferred to the clipboard (temporarily out of sight). The box disappears and the ExecuDesk Main menu reappears at the bottom of the screen. Otherwise, the screen is the same; you are still active in the **source** application.

## Redefining a Block

If you've already pressed **End Block**, and you change your mind about the data you want to transfer, you must repeat the process from the beginning. Press **Clipbrd Keys** (**F17**), then press **Put On Clipbrd** (**F11**). This brings up the **Begin Block** label (for **F11**) and the "box." Position the box and press **Begin Block**, expand the box to surround the data, and finally press **End Block** (**F12**) again. Any data that was already on the clipboard will simply be erased and replaced.





## Seeing What's on the Clipboard

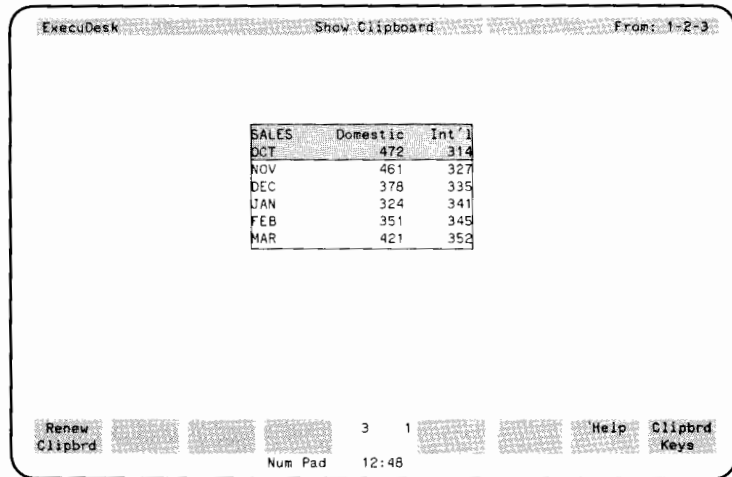
Each time you start up ExecuDesk, the clipboard will be empty; it is automatically cleared every time you exit ExecuDesk. However, as soon as you put any data on the clipboard, it stays there — even after you've copied it to a **destination** application — until you replace it with some new data to be copied, or you exit from ExecuDesk. So how can you tell what's on the clipboard? Easy!

1. Simply press the **Menu** key to return to the Main menu.
2. Then select **Clipbrd Keys** (**F7**) to go to the clipboard functions level. There you'll see the label **Show Clipbrd** corresponding to the **F5** function key. (This label does not appear when you first start ExecuDesk; it only shows up after you put something on the clipboard.)



3. Press **Show Clipbrd** (**F5**), and the contents of the clipboard will appear on the screen. Notice also that the name of the **source** application appears in the top right corner of the screen.

If you've already copied some or all of the contents of the clipboard to a **destination** application, the information that has been copied will be "shaded," as in the example, below.

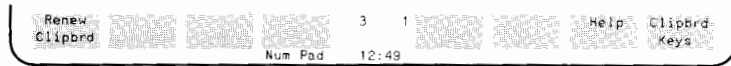


### Copying the Same Data Again

As mentioned above, any data that has been copied to a **destination** application will be shaded when you use the **Show Clipbrd** function. This does NOT mean that the data is lost and cannot be used again. If you have a reason to copy the same data again (to a different **destination** — or to the same one), you can do it.

1. From the ExecuDesk Main menu, press **Clipbrd Keys** (**[F7]**). This brings up the clipboard function keys. (If you already have the clipboard function keys on your screen, it is not necessary to go to the Main menu first.)

2. Press **Show Clipbrd** (**[F5]**). The clipboard will appear on your screen, with any previously copied data shaded. Also notice the **Renew Clipbrd** label for **[F11]**.



3. To reactivate any previously copied data, simply press **Renew Clipbrd** (**[F11]**). Immediately, the shading will disappear, and the data is ready to be copied again.

#### Note



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It is only possible to “renew” the most recent data you put on the clipboard. If you put data on the clipboard in the morning and replace it with different data in the afternoon, the earlier data has been permanently erased from the clipboard. If you need to copy it a second time, you must put it on the clipboard again.

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## Copying Data from the Clipboard

Once you have moved data to the clipboard, the next step is to activate the **destination** application, make sure there is space to add or insert the data, and finally, copy the information into that space. You can choose one of three copy functions available:

- **Copy All** (F12) which copies everything from the clipboard at one time.
- **Copy Line** (F13) which copies the data from the clipboard one line at a time.
- **Copy Field** (F14) which copies the data from the clipboard one field at a time.

### Note



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If nothing on the clipboard qualifies as a field, the **Copy Field** label will not appear.

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To understand all the details of this process, keep reading....

## Activating a Destination Application

As soon as you press **End Block**, the ExecuDesk Main menu appears again at the bottom of the screen. Simply find the label for the **destination** application you want and press the appropriate function key (F11 through F14) to activate it. (Remember, if you have more than four applications on-line, you may have to press F15, for **Other Applics**, to find the application you want.)

## Preparing the Destination Application

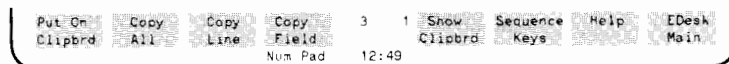
Before you initiate any of the three copy commands, you must make sure that the cursor is positioned where you want the data to go in the **destination** application. Remember the box you defined in the **source** application? Simply position the cursor where the first item on the clipboard should be copied.

It may also be necessary to make appropriate space available for the data you plan to insert. For example, if you intend to use **Copy All** to transfer 14 lines from a Lotus 1-2-3 spreadsheet into the middle of a report you're preparing in Executive MemoMaker, you must use **Insert line** to add at least 14 lines of space where you want the data to go in Executive MemoMaker.

Whether or not you actually need to add space will depend on the **destination** application itself. Some applications will have appropriate space (blocks, lines, or fields) available for your purposes.

## Using the Copy Commands

1. Once the **destination** is prepared, press the **Menu** key to bring up the ExecuDesk Main menu.
2. Press **Clipboard Keys** (**F7**) to bring up the clipboard operations function labels.



3. With the **destination** still on the screen, press one of the "copy" keys. If you aren't sure which copy function to use, or what each one requires, read the descriptions which follow.

## If You Choose Copy All

This is the simplest of the copy functions. As soon as you press [2] for **Copy All**, all of the data from the clipboard will be copied, line by line, into the **destination** you prepared. The **destination** application will be automatically reactivated, and you're ready to go!

This copy function is useful when you want to move data "as is" from the **source** application into a **destination** application. For example, Executive MemoMaker can accept data in any form — once you prepare space.

**Copy All** is not ideally suited to more complex transfers, such as moving data from Lotus 1-2-3 into the data screen for Charting Gallery Bar Charts. In such cases the data may not "line up" properly in the columns and rows the Bar Charts data screen requires.

After you've copied data from the clipboard, if you use the **Show Clipbrd** function, you'll see that the data on the clipboard is "shaded." However, as long as the data is still on the clipboard, you can use the **Renew Clipbrd** function to restore the information; then you can copy it again (to a different **destination** application, or to the same one).

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### Note



For a simple way to **repeat** a copy command, see the section called **The Shortcut**, later in this chapter.

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## If You Choose Copy Line

Assuming you want to copy several lines of data, but you want to send each line to a different space in the **destination** application, **Copy Line** is the command to use. This copy command requires some repetition of specific keystrokes but still saves you a lot of time compared to retyping the information yourself.

One reason you'll be repeating keystrokes is obvious.... As soon as you press **Copy Line** (**[13]**) one time, ExecuDesk completes that action, copying the first line from the clipboard into the **destination** application at the point indicated by the cursor position. Immediately, the **destination** application is reactivated. The ExecuDesk menu with the **Copy Line** label disappears, and the normal function labels for the active application reappear. This gives you an opportunity to prepare space for the next line you want to copy and position the cursor where you want the line to go.

As soon as you're ready to copy the next line from the clipboard, follow these steps:

1. With the **destination** application reactivated, position the cursor where you want the line to go.
2. Press **Menu** to recall the ExecuDesk Main menu.
3. Press **Clipbrd.Keys**.
4. Now press **Copy Line** again. This copies the next line from the clipboard.

Repeat this entire process until all the lines are copied.



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For a simple way to **repeat** a copy command, see the section called **The Shortcut**, later in this chapter.

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## If You Choose Copy Field

Before you start copying fields, you should know how ExecuDesk "sees" a field. And that really depends on how a field is defined in the **source** application.

### What Defines a Field?

Many applications, such as Executive Card Manager, show clearly defined areas where you can type information. These are presented in "inverse video" (that is, the area is brighter than the background). To ExecuDesk, each of these areas is a field. When you press **Copy Field**, the entire contents of one of these fields will be transferred to the **destination** application.

Other applications, such as Executive MemoMaker, do not have inverse video fields on the screen. Instead, they define a field as text preceded and followed by spaces. So to ExecuDesk, each word is a field (as long as it is set apart by spaces).

### Are Cells Fields?

The **cells** in Deluxe VisiCalc and Lotus 1-2-3 don't fit neatly into either of these categories. While they can appear in inverse video, they are not fields *per se*. However, the contents of a particular VisiCalc or 1-2-3 cell must abide by the same rule applied to Executive MemoMaker: a field is defined as text or numbers delimited by spaces.

A **number** in a worksheet cell is always delimited by space before and after it. The only problem arises when the cell is smaller than the number it contains. For example, the cell may be 10 characters wide, but you enter a 12-digit number. When this happens, VisiCalc and Lotus 1-2-3



substitute a scientific notation to represent the number you typed. Remember, ExecuDesk can only copy what is visible on the screen. If you want to copy the 12-digit number, not the scientific notation, you may want to widen the cells to accommodate larger numbers.

ExecuDesk sees **text** in a worksheet cell just as it does in Executive MemoMaker. That is, any text delimited by space is seen as a field. If you have one word in a cell (with space on either end of the word), it qualifies as one field; if you have two or more words in a cell, each word qualifies as a field.

However, when you have two cells right next to each other, both completely filled with text, ExecuDesk will not see any space between them. Both cells will be combined as one field. If this happens (and it's not what you want), simply widen the cells to allow for spaces around the text in each cell.

### **Copying Field by Field**

Now that you have an idea of what constitutes a field, let's get to copying data field by field. Essentially, the procedure is the same as for **Copy Line** except that you'll be transferring smaller chunks of data — fields or words instead of whole lines.

Assume that you've already pressed **End Block** (putting some data on the clipboard), and the ExecuDesk Main menu is at the bottom of the screen. Here are the steps to follow:

- 1.** Activate the **destination** application and make sure the appropriate space is available for the data you're going to copy.
- 2.** Position the cursor at the point where you want the data to be inserted.

3. Press **Menu**, suspending the **destination** application and bringing up the ExecuDesk Main menu.
4. Press **Clipbrd Keys** (**F7**) to bring up the clipboard function labels, including the **Copy Field** label for **F4**.
5. Press **Copy Field** (**F4**). ExecuDesk copies the first field while you watch, then immediately reactivates the **destination** application. Essentially, you're back at step 1, above.

Now, to copy each additional field you can repeat these five actions. Or you can use the "shortcut" described in the next section.

### The Shortcut

Once you've pressed one of the three copy commands (**Copy All**, **Copy Line**, or **Copy Field**), there is a simpler way to repeat that command:

1. With the **destination** application reactivated, position the cursor where you want the line to go.
2. Press and hold down **Extend char** (located beside the space bar on the keyboard); then press the **Menu** key once. This repeats the last copy command you used.

Repeat steps 1 and 2 until you've copied what you want.

As long as the **destination** application is active (and prepared), you can use **Extend char** and **Menu** to repeat the last copy command you pressed. So, if you last selected **Copy Line**, **Extend char** and **Menu** will repeat that command. However, if you last selected **Copy All**, and you want to copy data line by line, **Extend char** and **Menu** will not give you what you want. You must go through the process of pressing **Copy Line** (**F3**) before you can use **Extend char** and **Menu** to repeat the **Copy Line** command.

## Using the Sequence Keys

If you expect to do a lot of field-by-field or line-by-line data transfer, ExecuDesk has another feature that will make your life even easier. Basically, it allows you to teach the computer a sequence of actions (keys you press and cursor movements). Then all you have to do is tell ExecuDesk to repeat the sequence, sit back, and watch.

### Preliminaries

Before you can teach ExecuDesk to remember a “copy” sequence, you need to have some data on the clipboard. If this is not the case, there are several things you have to do:

1. With the **source** application on the screen, start the clipboard operations by pressing `Menu` and then `Clipbrd Keys` (`[F7]`).
2. Press `Put On Clipbrd` (`[F1]`) to bring up the `Begin Block` function.
3. Use `Begin Block` (`[F1]`) and `End Block` (`[F2]`) to outline the data you want to put on the clipboard. As soon as you press `End Block`, you will be returned to the ExecuDesk Main menu.
4. From the Main menu, select the **destination** application and activate it. At this point, if you need to prepare space in the **destination** application for the first field (or line) you plan to copy, do so now. Then position the cursor where you want the first field or line to appear.

(This process was also described earlier in the section called **Putting Data on the Clipboard**.)

## Using Begin Sequence

With space prepared in the **destination** application and the cursor positioned where you want the first field (or line) to go, you must tell ExecuDesk to “start remembering.” Here’s how:

1. Press **Menu** to return to the ExecuDesk Main menu.
2. Press **Clipbrd Keys** (**[F7]**) to get to the clipboard operations level.
3. Press **Sequence Keys** (**[F6]**) to get to the sequence keys level. At this point this is what you’ll see on the menu:



4. Press **Begin Sequence** (**[F6]**). This does several things at once. It clears any previous sequence from ExecuDesk’s memory, turns on the “remember sequence” mode, and reactivates the **destination** application.

From now on, when you press a key while the application is active, or you press **Copy All**, **Copy Line**, **Copy Field**, or **Extend char** and **Menu**, it will be remembered — in sequence.

## Teaching a Sequence

Now you need to plan how you want the fields to be organized in the **destination** application. For example, do you simply want them presented in a vertical "list"? Or do you want to format the fields in a 3-column "table"?

There are any number of ways you might want to present the information, and this manual cannot provide explicit instructions for them all. Basically, however, what you want to do is teach ExecuDesk any pattern you would have to repeat, whether it's a straightforward list or something more intricate.

Let's look at an example of teaching a sequence that will result in a 3-column table of information. Assume that some data from Lotus 1-2-3 (the **source** application) is being inserted into a report in Executive MemoMaker (the **destination** application). With MemoMaker active on the screen, one line of space prepared, the cursor already positioned where you want the first field to go, and **Begin Sequence** selected, you need to get to the clipboard functions level to copy the first field:

1. Press **Menu** to bring up the ExecuDesk Main menu.
2. Press **Clipbrd Keys** to get to the clipboard functions level.
3. Press **Copy Field**. Instantly, the first field is copied, and Executive MemoMaker is reactivated. (The clipboard functions menu is gone, and the normal function labels for Executive MemoMaker appear at the bottom of the screen.)
4. Now, to establish the position of the second column use **Tab** or the space bar to move the cursor where you want it.
5. Press **Extend char** and **Menu** simultaneously to copy the second field. (It is also possible to repeat the actions in steps 1 through 3, above. But remember, using **Extend char** and **Menu** is a shortcut, using fewer keystrokes.)

6. Use **[Tab]** or the space bar to position the cursor at the beginning of the third column.
7. Press **[Extend char]** and **[Menu]** to copy the third field. You have copied and formatted the first line of your three-column table. But that's not all you want ExecuDesk to remember.... In effect, you want to teach ExecuDesk where to start the **next** line (and to prepare some space, if needed).
8. Press **[Return]** to move the cursor to the next line. If necessary, press **[Insert line]** to open up space for the next line to be copied. Also, if necessary, use **[Tab]** or the space bar to position the cursor where the first column begins.

You have now completed a set of actions (keystrokes), and you've established the pattern you want ExecuDesk to repeat. All that's left to do is **end** the sequence, telling ExecuDesk to save it.

### **Special Considerations when Teaching a Sequence**

When you are in the "remember" mode, ExecuDesk can remember up to 256 keystrokes. If you try to teach more than that, you'll get an error message.

When you include function keys in a learned sequence, be aware that ExecuDesk remembers the **key** you pressed (e.g., **[F1]**) NOT what the function label says the key will do. This will not cause a problem unless you change places in a **destination** application, and the function labels also change. In that case, if you ask ExecuDesk to repeat a sequence, any function keys that are repeated may not produce the result you wanted.



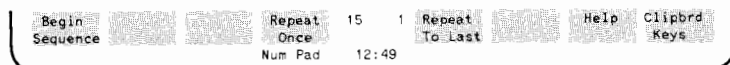
Using “touch” to position the cursor (if you have that feature) should be done with care. As with the function keys, ExecuDesk remembers the exact spot you touched, not the effect you may have intended. So even though you meant to move the cursor down 10 lines, what is remembered is the spot on the screen. If you tell ExecuDesk to repeat copying the next line or field, expecting it 10 lines below the previous one, it will simply return to the spot you touched originally and overwrite any data already there. However, there are places, such as the “rolodex” knobs in Executive Card Manager (which serve to bring up the next card), where the use of “touch” makes perfect sense; you want ExecuDesk to repeat the touch in exactly the same place every time the sequence is repeated.

## Using End Sequence

This part of the process is very straightforward:

1. Press **Menu** to bring up the ExecuDesk Main menu. (This will suspend the **destination** application.)
2. Press **Clipbrd Keys** (**F7**) to get to the clipboard functions level.
3. Press **Sequence Keys** (**F6**) to get to the sequence level.
4. Press **End Sequence** (**F2**) to turn off the “remember sequence” mode and save the sequence you just finished.

At this point, the **End Sequence** label disappears; you won’t need it until you decide to begin teaching another sequence. And the **Repeat Once** and **Repeat To Last** keys appear.



## Repeating a Sequence

This is the really easy part. You've got the **destination** application suspended on your screen and the sequence keys at the bottom of your screen waiting.... All you have to do is decide which "repeat" key to press:

- **Repeat Once** (**[14]**) will repeat the sequence you taught one time, then wait for your next instruction. You may decide to press it again to copy the third line (in the example), again for the fourth line, and so on until all the lines have been copied. Or you may press it once, just to verify that the result is what you want; then press **Repeat To Last** to copy all the remaining data from the clipboard.
- **Repeat To Last** (**[15]**) does just what the label says; it repeats the learned sequence until there's no data left on the clipboard to copy.

Once all the data has been copied from the clipboard, ExecuDesk returns you to the **destination** application in its active state.

Note



---

A sequence learned in one **destination** application cannot be repeated in a different application. Also, as soon as you exit from ExecuDesk, any sequence learned will be erased from memory.

---



### What Next?

There are lots of options at this point. You can press `Menu` to bring up the ExecuDesk Main menu and activate another application, put new data on the clipboard, teach a new sequence, and copy data into another application. In other words, you can use all the ExecuDesk features. Or you can simply stay in the active **destination** application and complete the report you are preparing.

### Other Uses for the Sequence Feature

Using the sequence feature does not **have** to involve data transfer. You can teach (and “repeat”) any sequence of keystrokes that you need to do repetitively. For example, you might have several memos going to the same names on a distribution list; you can teach the list as a sequence, then repeat it as needed. The only restrictions are the limit of 256 keystrokes and the fact that a sequence learned in one application cannot be “repeated” (using `Repeat Once` and `Repeat To Last`) in a different application.

# 6

## Sample Session

---

This Sample Session is meant to illustrate in some detail how a user might employ ExecuDesk to perform a typical set of tasks. Here's the basic scenario: You're a vice president of sales about to use ExecuDesk, activate Lotus 1-2-3, and prepare a worksheet on recent sales statistics; once you see the results, you will activate Executive MemoMaker, write a brief congratulatory memo to the sales manager responsible, and transfer data from the worksheet to the memo.

If you are able to run ExecuDesk with Lotus 1-2-3 and Executive MemoMaker, and you'd like to perform the steps as they are described here, please do. Otherwise, follow along to get an idea of how you might use ExecuDesk in your own work.

---

Note



If you haven't already, please refer to the **Ground Rules** at the beginning of **Chapter 4**. There are some important cautions described in that section.

---

## Phase 1: Generating the Data

1. The first thing you need to do is start up ExecuDesk from P.A.M. and activate the Lotus 1-2-3 application (by pressing the function key that corresponds to the label for **Lotus 1-2-3**).
2. Now build a worksheet that looks like this one:

The screenshot shows a Lotus 1-2-3 spreadsheet window titled "GS:" with a "READY" status indicator in the top right corner. The spreadsheet contains a table with the following data:

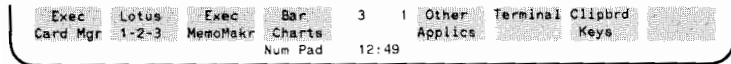
	A	B	C	D	E	F	G	H
1	SALES	Domestic	%Inc	Int'l	%Inc	Total	%Inc	
2	Oct	378		314		692		
3	Nov	421	11	327	4	748	8	
4	Dec	512	22	335	2	847	13	
5	Qtr 3	1311		976		2287		
6								
7								
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17								
18								
19								
20								

At the bottom of the window, there is a function key menu with the following options:

f1	f2	f3	f4	f5	f6	f7	f8
Help	Edit	Name	Abs	GoTo	Window	Query	Table

The status bar at the bottom left shows the date and time: "28-Aug-86 04:01 PM".

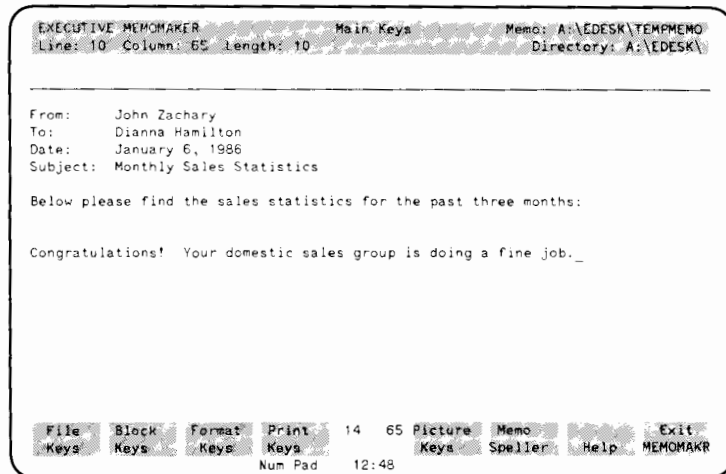
3. When the worksheet is ready, press **Menu**. This temporarily suspends Lotus 1-2-3 and brings up the ExecuDesk Main menu.



At this point the label for **F8** is blank. That's because as long as any application has been started under ExecuDesk (in this case, Lotus 1-2-3), you cannot exit ExecuDesk until you have properly exited all active and suspended applications. Once all the applications are inactive, you'll see the label **Exit EDesk** at the **F8** position on the Main menu.

4. Activate Executive MemoMaker by pressing the appropriate function key (the **F3** key in this example, although Executive MemoMaker may be in a different place on your screen).

- Next, prepare a brief memo that contains the text shown here:



- Press **Menu** to return to the ExecuDesk Main menu.
- Reactivate Lotus 1-2-3, the **source** application (by pressing the function key that corresponds to the label for **Lotus 1-2-3**). You'll find your "Sales" worksheet just as you left it.

## Phase 2: Putting Data on the Clipboard

1. Press **Menu** to bring up the ExecuDesk Main menu (suspending Lotus 1-2-3 for now).



2. Press **Clipbrd Keys** (**F7**) to bring up the clipboard operations level:



Notice that the labels for **F2** through **F5** are blank at this time. Since you just started ExecuDesk, the clipboard is empty; there's nothing to look at or copy. Once you put some data on the clipboard, the labels for copying from and showing the contents of the clipboard will appear for **F2** through **F5**.

3. Press **Put on Clipbrd**. This gives you the "box."
4. Use the cursor control keys (the arrows) to position the box at the "S" in Sales. Then press **Begin Block** (**F11**). This anchors the box at the upper left corner of the data you want to copy. It also brings up the **End Block** label for the **F12** function key.

Box

	A	B	C	D	E	F	G	H
1	SALES	Domestic	%Inc	Int'l	%Inc	Total	%Inc	
2	Oct	378		314		692		
3	Nov	421	11	327	4	748	8	
4	Dec	512	22	335	2	847	13	
5	Qtr 3	1311		976		2287		
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Begin Block   End Block   Help   Cancel Put

28-Aug-86 04:01 PM

5. Use the cursor keys (or “touch,” if you have that feature) to move and stretch the box, surrounding the data you want to put on the clipboard.

	A	B	C	D	E	F	G	H
1	SALES	Domestic	%Inc	Int'l	%Inc	Total	%Inc	
2	Oct	378		314		692		
3	Nov	421	11	327	4	748	8	
4	Dec	512	22	335	2	847	13	
5	Qtr 3	1311		976		2267		
6								
7								
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18								
19								
20								

Begin Block    End Block    Help    Cancel Put

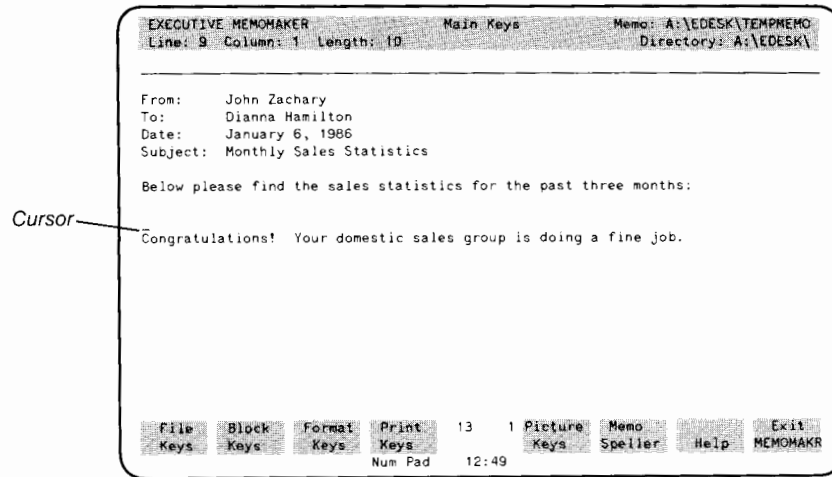
28-Aug-86 04:01 PM

6. When the box is in the right position, press **End Block** (**Ⓜ**). A copy of the data is instantly transferred to the clipboard (out of sight), the box disappears, and the ExecuDesk Main menu comes up — making it easy to select the **destination** application, Executive MemoMaker.



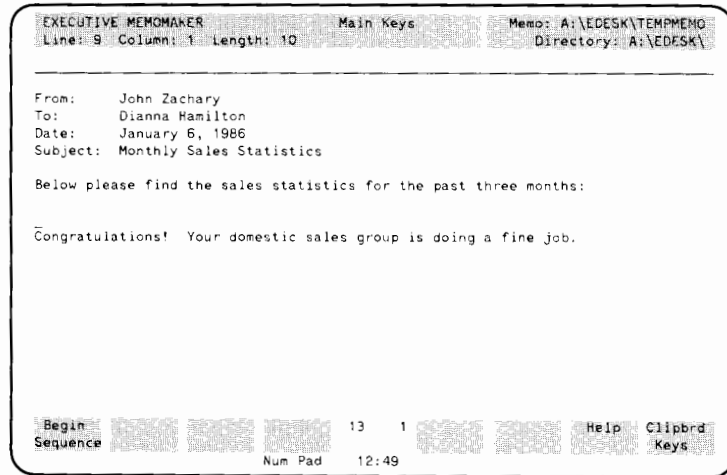
### Phase 3: Preparing the Destination

1. From the ExecuDesk Main menu, reactivate Executive MemoMaker. (Find the highlighted Executive MemoMaker label and press the corresponding function key.)
2. Position the cursor just above the "C" in "Congratulations."



## Phase 4: Turning On the Sequence Memory

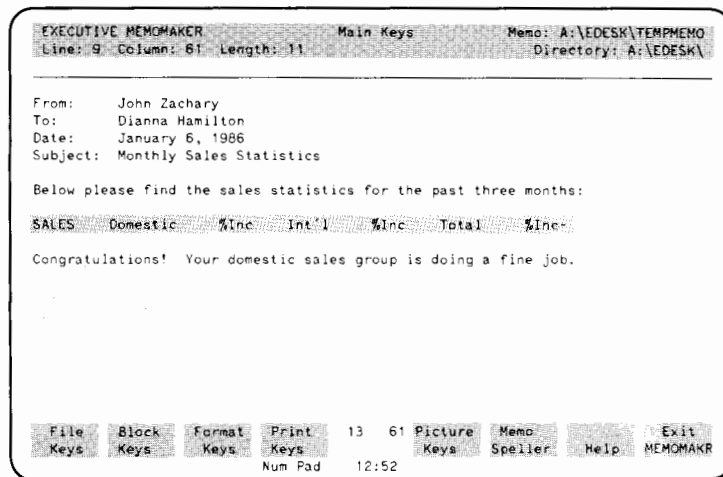
1. Press **Menu** to bring up the ExecuDesk Main menu.
2. Press **Clipbrd Keys** (**F7**) to bring up the clipboard functions.
3. Press **Sequence Keys** (**F6**) to bring up the sequence functions.



4. Press **Begin Sequence** (**F11**). Executive MemoMaker will be returned to the active state.

## Phase 5: Teaching the Sequence

1. Press **Insert line** to prepare space for the line to be copied.
2. Press **Menu** to bring up the ExecuDesk Main menu.
3. Press **Clipboard Keys (F7)** to get to the clipboard functions, including the copy commands.
4. Press **Copy Line (F13)**. This will copy the first line from the clipboard into the space prepared on the memo.



5. Press **Return** to position the cursor at the beginning of the next line in the memo. That's it! You've taught ExecuDesk the sequence necessary for this sample session.

## Phase 6: Turning Off the Sequence Memory

1. Press **Menu** to bring back the ExecuDesk Main menu.
2. Press **Clipbrd Keys** (**F7**).
3. Press **Sequence Keys** (**F6**).

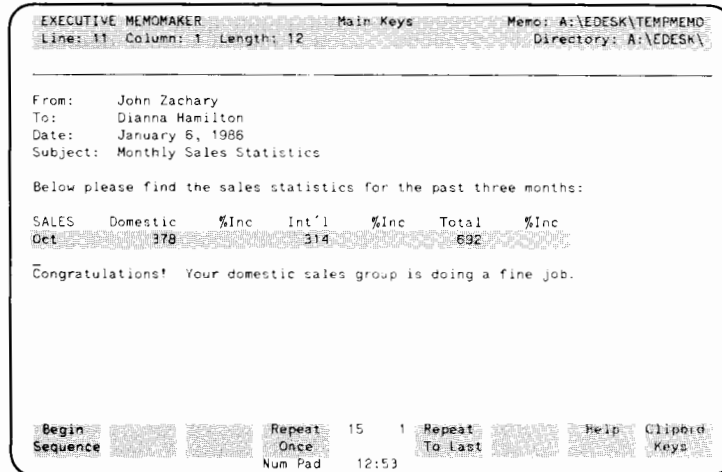


4. Finally, press **End Sequence** (**F12**). This turns off the “remember sequence” mode and saves the sequence you taught.



## Phase 7: Repeating the Learned Sequence

1. As soon as you press **End Sequence**, the **Repeat Once** and **Repeat to Last** function labels appear (for **F4** and **F5**, respectively). Press **Repeat Once** and watch as the second line from the worksheet is copied into your memo — repeating the sequence you taught.



Now, just for practice, let's bring up the clipboard and see what's left to copy. (There may be times when you find you need to do this to refresh your own memory of what's on the clipboard.)

2. Press **Clipbrd Keys** (**F8**) to return to the clipboard functions.

3. Press **Show Clipbrd** (**F5**). The contents of the clipboard will appear on the screen. Notice that the first two lines of data (already copied) are shaded. (Notice also the **Renew Clipbrd** label for the **F11** function key. But DON'T press it at this time!)

SALES	Domestic	%Inc	Int'l	%Inc	Total	%Inc
Oct	378		314		692	
Nov	421	11	327	4	748	8
Dec	512	22	335	2	847	13
Qtr 3	1311		976		2287	

4. Press **Clipbrd Keys** (**F8**) to go back to the clipboard functions.

Now that you've seen what's on the clipboard, you're ready to complete the copying process.

5. Press **Sequence Keys** (**F6**).
6. Now, finally, press **Repeat to Last** (**F5**) and watch as ExecuDesk repeats the sequence until the last line has been copied into the memo.

```
EXECUTIVE MEMO Maker      Main Keys      Memo: A:\EDESC\TEMPMEMO
Line: 13 Column: 1 Length: 15      Directory: A:\EDESC\

From: John Zachary
To: Dianna Hamilton
Date: January 6, 1986
Subject: Monthly Sales Statistics

Below please find the sales statistics for the past three months:

SALES Domestic %Inc Int'l %Inc Total %Inc
Oct 378 11 314 4 692 8
Nov 421 22 327 2 748 13
Dec 512 11 335 2 847 13
Qtr 3 1311 976 2287

Congratulations! Your domestic sales group is doing a fine job.

Begin Repeat 17 1 Repeat Help Clipbrd
Sequence Once To Last Keys
Num Pad 12:55
```

At this point you can exit all active and suspended applications and then exit from ExecuDesk. Congratulations! You've practiced using most of the features ExecuDesk has to offer.

## 6-14 Sample Session

# A

## Error Messages

**Message:** COMMUNICATIONS ERROR (2)-UNABLE TO CONTINUE.

**Cause:** Sometimes, after HPMessage (Version A.00.02) has been suspended and reactivated, it will erroneously detect a communications error.

**Remedy 1:** You need to restore your HP 3000 port as follows: Press **Exit HPMESSAGE** to Exit HP Message and return to the ExecuDesk Main Menu. Press **Terminal**, then press **Break**. When the colon prompt appears, type "ABORT" (you will not see the letters) and press **Return**. Press **ESC**, **:**, then **Return**. The HP3000 will display a colon to indicate that you have restored your port.

**Remedy 2:** To avoid the problem, do not press the **Menu** key from HPMessage (Version A.00.02).

**Message:** ERROR 1-Cannot open EDESK.MSG.

**Cause:** The ExecuDesk message file, EDESK.MSG, is not on your ExecuDesk working disc. (This file contains error messages, screen titles, and function key labels.)

**Remedy:** Copy EDESK.MSG from your ExecuDesk Master Disc onto your ExecuDesk working disc.

**Message:** ERROR 2-Cannot read EDESK.MSG.

**Cause:** The computer cannot read the ExecuDesk message file EDESK.MSG.



**Remedy:** Copy EDESK.MSG from your ExecuDesk Master Disc onto your ExecuDesk working disc. If this does not correct the problem, contact the appropriate HP Support Representative (Dealer, Systems Engineer, or National Response Center).

**Message:** Could not load 123  
Is 123 on same disc as 123.DSK and 123.ED?  
Press Return for ExecuDesk Main

**Cause:** The .DSK and .ED files that make it possible for ExecuDesk to “find” Lotus 1-2-3 (and load it) come originally on the ExecuDesk master disc. In order to run 1-2-3 with ExecuDesk, you need to copy those files onto the disc containing 1-2-3. If you haven’t copied the files and are trying to load 1-2-3 anyway, you’ll get this message.

**Remedy:** Press  to bring up the ExecuDesk Main menu. Exit from any suspended applications, then exit from ExecuDesk. Follow the procedure described in **Appendix D** for copying the .DSK and .ED files onto the disc containing the 1-2-3 program.

**Message:** Could not load PGraph  
Is 123 on same disc as PGraph.DSK and PGraph.ED?  
Press Return for ExecuDesk Main

**Cause:** The .DSK and .ED files that make it possible for ExecuDesk to “find” PrintGraph (and load it) come originally on the ExecuDesk master disc. In order to run PrintGraph with ExecuDesk, you need to copy those files onto the disc containing PrintGraph. If you haven’t copied the files and are trying to load PrintGraph anyway, you’ll get this message.

**Remedy:** Press `Return` to bring up the ExecuDesk Main menu. Exit from any suspended applications, then exit from ExecuDesk. Follow the procedure described in **Appendix D** for copying the `.DSK` and `.ED` files onto the disc containing the PrintGraph program.

**Message:** ERROR 3-EDESK.MSG does not match EDESK.EXE.

**Cause:** The ExecuDesk message file, EDESK.MSG, is not the same version as the ExecuDesk program file, EDESK.EXE.

**Remedy:** Copy EDESK.MSG from your ExecuDesk Master Disc onto your ExecuDesk working disc. If this does not correct the problem, contact the appropriate HP Support Representative (Dealer, Systems Engineer, or National Response Center).

**Message:** ExecuDesk: Cannot repeat the current sequence in this application.

**Cause:** If you teach a sequence while you are in one **destination** application, it is not possible to use that sequence in a different **destination** application.

**Remedy:** There is no remedy *per se*. You will have to teach the appropriate sequence for the present **destination** application.

**Message:** ExecuDesk: Fatal error.

This message, followed by one of the messages below, identifies an error you may have caused:

Cannot load the program file.  
Cannot read the program file.  
Program has no outer block.

**Cause:** You may have an improperly formatted file with a `.DSK` extension; or, you may have files that are NOT part

of an ExecuDesk-compatible application but which have the extension `.DSK`. Another possibility is that some application file has been renamed, overwritten, or deleted; or there has been an internal error.

**Remedy:** If you have files that are not part of an ExecuDesk-compatible application but which have the extension `.DSK`, rename them with a different extension. If this does not correct the problem, contact the appropriate HP Support Representative (Dealer, Systems Engineer, or National Response Center).

**Message:** ExecuDesk: Fatal error.

This message, followed by one of the messages below, identifies a system error:

Attempt to call an unresolved external.  
Cannot position the program file.  
Control-c interrupt.  
Fatal disc error.  
Integer overflow.  
Integer divide by 0.  
Intersegment control stack overflow.  
Program disc not in drive.  
Out of (program) memory.

**Cause:** These are internal ExecuDesk errors.

**Remedy:** Press  to terminate ExecuDesk; contact the appropriate HP Support Representative (Dealer, Systems Engineer, or National Response Center).

**Message:** ExecuDesk: Help is not available.

**Cause:** The help message file (EDESK.HLP) is not present in the same directory as ExecuDesk, or the system has encountered an error while trying to read this file.

**Remedy:** Recopy the EDESK.HLP file from the ExecuDesk master disc.

**Message:** ExecuDesk: Insert <name> disc in drive <letter>. Press Return to continue.

**Cause:** A necessary disc was removed from the appropriate disc drive. Note: You should never remove an application disc while you are running ExecuDesk. However, if you do make that mistake, this message will appear, and the remedy (below) may help you recover.

**Remedy:** Reinsert the correct disc into the drive named in the message.

**Message:** ExecuDesk: No active data on the clipboard to copy.

**Cause:** You attempted to use a copy command (including the `Extend char` and `Menu` keys, or one that's part of a sequence being repeated), but the clipboard is empty. You've already copied everything that you put on the clipboard.

**Remedy:** If you want to copy the same data again, use the `Renew Clipbrd` function. If you want to copy some different data, go back to the **source** application and put the new block of data on the clipboard.



**Message:** ExecuDesk: Task switching is not allowed as part of a sequence.

**Cause:** You are not allowed to switch tasks (i.e., change the active application) while ExecuDesk is in “remember sequence” mode.

**Remedy:** Either continue teaching a sequence of “legal” keystrokes, or return to the sequence keys operation level and select **End Sequence**. This turns off “remember sequence” mode and saves the sequence learned so far.

**Message:** ExecuDesk: The datacomm port is currently in use.

**Cause:** You have tried to start an inactive application that uses the datacomm port while another application (suspended) is already using the datacomm port.

**Remedy:** Activate the suspended application and exit from it, freeing the datacomm port for use. Or you can simply select another application to start.

A reminder: When an application that uses the datacomm port is active or suspended, the **Terminal** label will not be visible in the ExecuDesk menu. That’s because **Terminal** uses the same datacomm port as the application.

**Message:** ExecuDesk: Too many keystrokes in the sequence.

**Cause:** The maximum number of keystrokes allowed in one “learned” sequence is 256. (Note: Each “touch” counts for 3 keystrokes.)

**Remedy:** As a result of this error the last keystroke has been ignored. The sequence has been saved (as if you had pressed **End Sequence**) and includes all but the last keystroke (or "touch").

If you want the keystroke to be recognized by the application, you'll have to press it again, but it will NOT be added to the sequence. In most cases when this happens it's because someone "turns on" the sequence memory, then changes his mind and forgets to turn it off. At the 257th keystroke this error message will appear, but there is no danger of serious harm. You must remember to type or press the last key again because it has been ignored. And while the sequence memory is temporarily "full," the next time you press **Begin Sequence** it will be cleared for a fresh start.

**Message:** No applications found.

**Cause:** No ExecuDesk-compatible applications were found on disc drives A through L.

**Remedy:** Make sure ExecuDesk is installed in the same directory as the applications you wish to run. Make sure that all of your disc drives are turned on and properly connected.

**Message:** Not enough memory to run ExecuDesk.

**Cause:** ExecuDesk should be able to run on a 256K system with P.A.M. loaded. If there are other resident programs loaded (such as device drivers), there may not be enough free memory left to start up ExecuDesk.

**Remedy:** Unload extraneous programs.

**Message:** Not enough memory to start application.

**Cause:** There is not enough memory (RAM) and/or disc space on the ExecuDesk disc to start the application you selected.

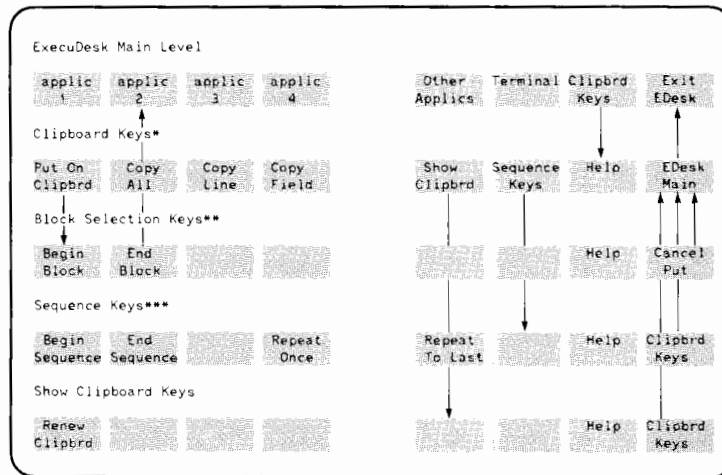
**Remedy 1:** Return to some application that is currently suspended and exit it normally. This should free enough resources to allow you to start a new application.

**Remedy 2:** Edit the file CONFIG.SYS (in the root directory of your hard disc) and remove the line which says "shell=pamcode.exe root". Then perform a hard reset on your computer. **Note:** This remedy causes PAM not to come up when the computer is reset or turned on.



## Function Label Menu

The diagram below shows all the different labels for ExecuDesk. The arrows between the different levels indicate how you move from one level to another.



\*If nothing is on the clipboard, **Copy All**, **Copy Line**, and **Copy Field** do not appear.

\*\* **End Block** does not appear until **Begin Block** has been chosen.

\*\*\*Initially, **End Sequence**, **Repeat Once**, and **Repeat To Last** do not appear. Then, if **End Sequence** appears, **Repeat Once** and **Repeat to Last** won't appear, and vice versa.







## ExecuDesk Upgrade Program

If you have version A.01.00 of Series 100/Financial Calculator or a version of Series 100/Graphics between A.01.01 and A.03.00, you must perform an extra installation procedure to make the products compatible with ExecuDesk. The procedure is fairly simple and involves adding some files to the application disc.

### Preparations

Before you run the ExecuDesk Upgrade program, there are two things you have to do:

- Make sure the ExecuDesk Master disc is write protected. (For instructions, see the beginning of **Chapter 3: Getting Started.**)
- If your Series 100/Financial Calculator or Series 100/Graphics working copy is on a flexible disc, remove the write protection (if any) from the disc. See the manuals that came with your HP Personal Computer for specifics on removing write protection.

### The Procedure

1. Insert the ExecuDesk Master disc into a disc drive.
2. Press **Reread Discs** (**[F4]**). This will bring up the ExecuDesk Upgrade option.
3. Select ExecuDesk Upgrade on the P.A.M. screen and press **Start Applic** (**[F1]**) to start the program.

4. If the application working copy is on a flexible disc: when the ExecuDesk Upgrade program is loaded (the initial screen will appear), insert the disc into a disc drive. If you need to remove the ExecuDesk Master disc to insert the application disc, do so now. If the application is already installed on a fixed disc drive (e.g., HP 9133), you do not need to swap discs at this point.

The upgrade program will prompt you to identify a disc drive where you have any application(s) that may need to be upgraded. Once you answer the prompt, the program will look at the drive you specified, searching for applications that need the upgrade.

Once they've been found, the name(s) of the application(s) will appear in the labels at the bottom of your screen. Press the corresponding function key to select the name(s) you want. When you've done that, the program will create the necessary files for the application(s) you selected. (This is why the application itself cannot be write protected for this procedure.)

When the process is complete, your applications are ready to use with ExecuDesk. Put the ExecuDesk master disc in a safe place and restore the write protection on the application discs (if necessary).

You can repeat this process as often as necessary to upgrade the relevant applications on all their discs.

---

Notes:



For Series 100/Graphics there are several different applications: Bar Charts, Pie Charts, and Line Charts. Each of these may appear on a separate disc. This means that you will have to repeat the process for each disc containing a Series 100/Graphics application (if you want all the applications to be ExecuDesk compatible).

---

# D

## ExecuDesk with Lotus 1-2-3

This appendix provides tips and notes to help you use 1-2-3 and PrintGraph with ExecuDesk.

### Installing 1-2-3 and PrintGraph



To use Lotus products with ExecuDesk, install the products as follows:

1. Following the instructions in your 1-2-3 manual, install 1-2-3 and PrintGraph into the same subdirectory as ExecuDesk.
2. Copy these files from the ExecuDesk master disc to the same subdirectory as in Step 1:
  - 123.DSK
  - 123.ED
  - PGRAPH.DSK
  - PGRAPH.ED

Now when you run ExecuDesk, "Lotus 1-2-3" and "PrintGraph" will appear in function labels.

### Using PrintGraph and Graphics Gallery with ExecuDesk

If you will be using both PrintGraph and any Graphics Gallery product (including Executive MemoMaker), you will need to perform the procedure below. It will separate PrintGraph's .FNT files from Graphics Gallery .FNT files, making both products usable with ExecuDesk.

1. From PAM, select **MS-DOS COMMANDS**.

2. Use the CHDIR command to make the ExecuDesk subdirectory the default directory. For example, if ExecuDesk were in a subdirectory called EDESK, you would type "CHDIR EDESK".
3. Use the MKDIR command to create a new subdirectory called FONTS (i.e., type "MKDIR FONTS").
4. Copy all of the .FNT files from the PrintGraph disc to the FONTS subdirectory. For example, if the PrintGraph disc were in the B: drive, you would type "COPY B:\* .FNT FONTS".
5. Delete the PrintGraph .FNT files from the ExecuDesk subdirectory. A list of these files appears from performing step 4 above.
6. Start PrintGraph; from MS-DOS, you do this by typing "PGRAPH".
7. To inform PrintGraph of the subdirectory containing its .FNT files, type "SHF".
8. Next, type the pathname of the subdirectory containing the PrintGraph .FNT files. In our example we would type "A: DESK FONTS". Then press .
9. To save this information, type "QS".

PrintGraph can now find its own .FNT files.

### **Using 1-2-3 with Other Applications Under ExecuDesk**

When you suspend 1-2-3 to activate another application, then come back to 1-2-3, it will take more time to reactivate 1-2-3 with 640K RAM than it does with 512K RAM. However, the difference in the time amounts to no more than 7 seconds.

**Using Expanded  
Memory with  
ExecuDesk and 1-2-3**

If you have an HP Expanded Memory Accessory Board, you can allocate RAM disc space on it to enhance the performance of ExecuDesk. However, the expanded memory *not* allocated to RAM disc can be used by 1-2-3 for large worksheets.

Therefore, if you do not intend to use large worksheets, then you should allocate all of the expanded memory to RAM disc. If you plan on allocating only a portion of the expanded memory to RAM disc, Hewlett-Packard recommends the following RAM disc sizes:

<b>Amount of system memory (RAM):</b>	<b>RAM disc size if PrintGraph won't be used:</b>	<b>RAM disc size if PrintGraph will be used:</b>
384K	592K	NA
512K	864K	1104K
640K	1024K	1344K



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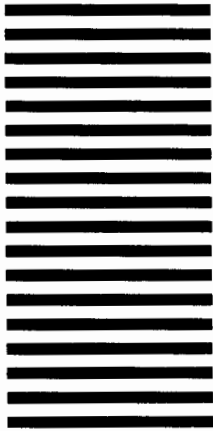


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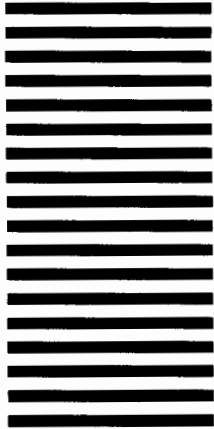


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