

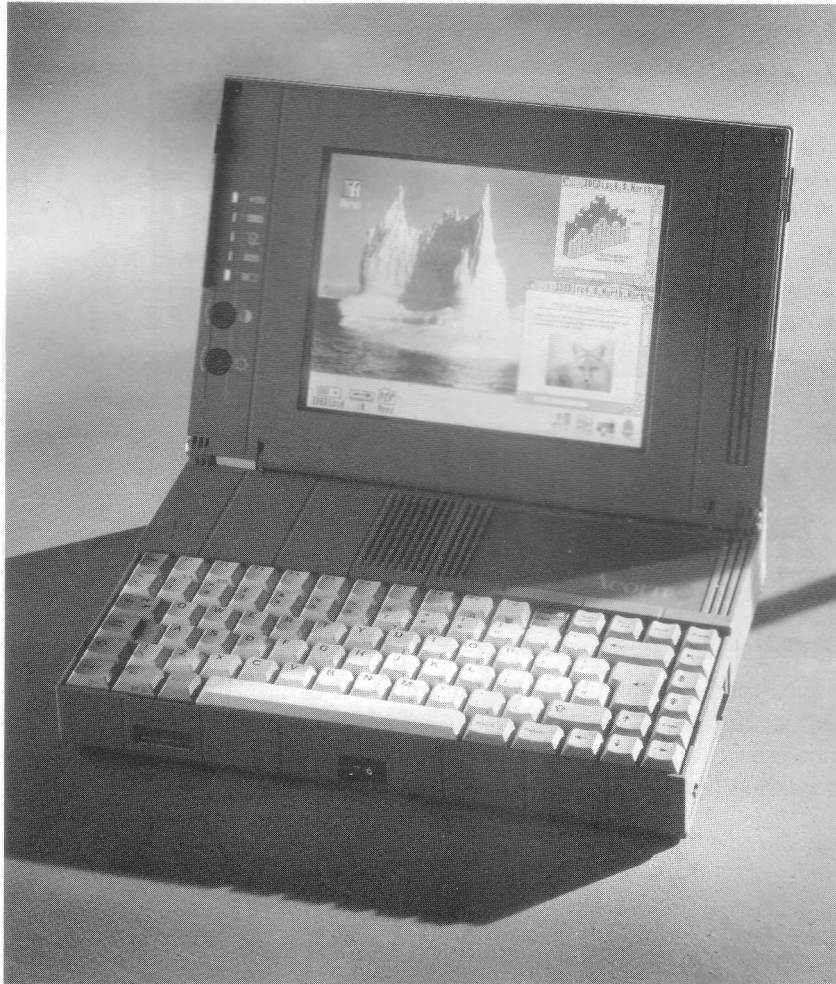
Acorn A4

Welcome Guide

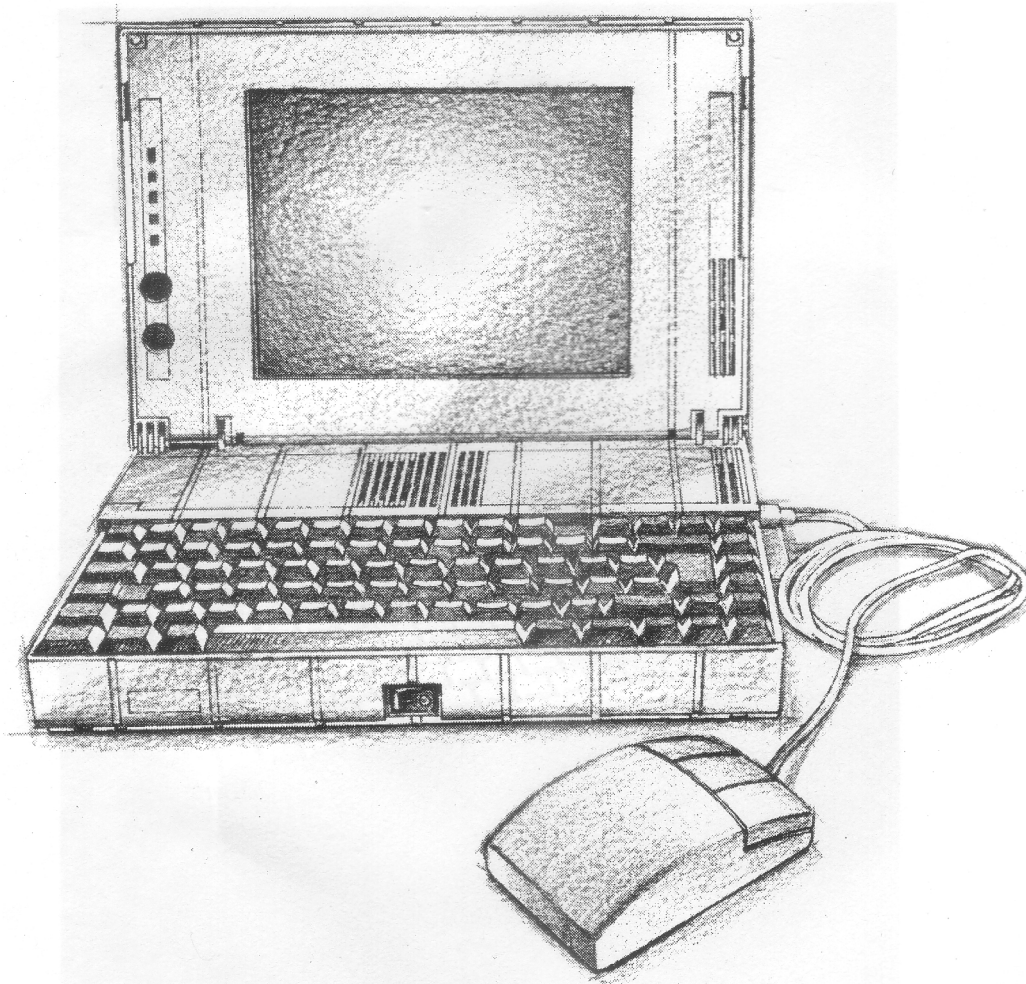


Acorn A4

Welcome Guide



Acorn 



Welcome to the Acorn A4 computer!

If you are already part of the Acorn family, you will quickly see that this powerful and innovative portable computer has all the quality and features you've come to expect. If you are new to Acorn, you are joining a family now well over a million strong, who recognise the benefits offered by our Acorn products. Either way, you will be impressed by the A4's portability, which means you can use it almost anywhere you like — at home, in the office, in the classroom, on the train — the possibilities are endless.

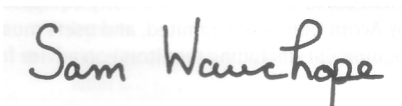
If you have comments on any aspect of our product or service, please contact your supplier, who has full support from Acorn itself. It is with the help of such feedback that we have been able to develop your new Acorn A4 computer.

To help us provide you with the best service, please complete and return the enclosed Owner Registration Form. This enables us to keep our valued and growing family of users informed about new developments. You are not of course obliged to answer all the questions, should you prefer to leave any of them blank.

This guide introduces the Acorn A4 computer to you, and tells you how to get going. It doesn't matter if you haven't used a computer before — the system is easy to use, and you need learn only a few simple techniques to start with. You can pick up the details as you go along.

Once you have mastered the basic techniques described in this guide, the RISC OS 3 *User Guide* and the RISC OS 3 *Applications Guide* also supplied will help you to get the best out of your computer and answer many other questions you may have about how the computer works.

The *Portable Handbook* is a conveniently-sized reference guide that you can carry more easily with your computer. It contains brief reminders of some of the techniques you will learn in this guide, along with more detailed information to which you may need to refer, when you want to add a printer, for example.

A handwritten signature in dark ink that reads "Sam Wauchope". The signature is written in a cursive, slightly slanted style.

Managing Director
Acorn Computers Limited

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Guidelines for safe operation

The equipment described in this guide is designed and manufactured to comply with international safety standards and is intended for use only as a portable computer. It must not be used for other purposes. It is most important that unpacking and operation is carried out in accordance with the instructions given in this guide. In the interests of continued safe and reliable operation, observe the following guidelines:

- Keep the machine at a room temperature of +5°C to +35°C (+41° to +95° Fahrenheit) and a relative humidity of 10% to 80% (non-condensing). As a rough guide, if you feel much too hot, cold or humid, the conditions are probably too extreme for the computer as well. When moving the computer between environments of different temperature or humidity, allow the computer to adapt to the new conditions before using it.
- Avoid sudden extremes in temperature, exposure to direct sunlight, heat sources (such as an electric fan heater) or rain.
- Ensure that any wires and cables are routed sensibly so that they cannot be snagged or tripped over. Don't tug or twist any wires or cables, or use them to hang or lift the unit.
- Make sure you have read and understood any installation instructions supplied with upgrade kits before attempting to fit them. If you have any doubts, contact your supplier.
- Keep the plastic bags contained in the packaging away from children.
- Switch off and unplug the power supply unit and any accessories and remove the battery pack before opening the unit to install an upgrade. (for example).
- This equipment is designed only to be used with the power adaptor supplied with it.
- DON'T put your computer through X-ray security equipment or metal detectors at an airport — get it checked by hand. Don't check it in as baggage.
- DON'T attempt to open any display or monitor unit or the power adaptor unit, whether supplied with the equipment or not.
- DON'T bend, twist or hit the display. Don't slam it shut — it is one of the more delicate items in the computer. If the display panel does break, don't ingest any material that leaks from it. Wash off any leaked material that comes into contact with skin or clothes with soap and water.
- DON'T spill liquids on the equipment. If liquid does spill, turn the equipment off immediately, remove the battery pack and take it to your supplier for assessment.
- DON'T obstruct or poke objects through the ventilation openings in the computer casing or the power supply, or cover them with anything.
- DON'T place any heavy objects on top of the computer.

If the mains plug supplied with the power supply unit is not suitable for the power supply in your country, please consult your supplier.

UK information

As the colours of the cores in the AC power lead of this equipment may not correspond to the coloured markings identifying the terminals in your plug, proceed as follows:

- The core which is coloured green and yellow must be connected to the terminal in the plug which is coloured green and yellow, or is marked by the letter E or by the earth symbol.
- The core which is coloured blue must be connected to the terminal that is coloured black or marked with the letter N.
- The core which is coloured brown must be connected to the terminal which is coloured red or marked with the letter L.

The mains lead supplied with the power supply unit is already fitted with a moulded plug incorporating a 5A fuse. If it does not fit your socket-outlet, the plug should be removed from the mains lead and safely disposed of. The flexible cord insulation should then be stripped back as appropriate. A suitable alternative plug should then be fitted. If the replacement plug is intended to take a fuse, then a 5A fuse must be used.

If you need to replace the fuse in the mains plug supplied, then you must use a 5A fuse ASTA-approved to BS1362.

Never use mains plugs with the fuse carrier omitted. In the event of the loss of the fuse carrier, either replace with a carrier of the same type and manufacturer or replace the moulded plug with another mains plug, wired as detailed above.

Guarantee (valid in UK only)

This equipment is guaranteed by Acorn Computers Limited ("ACORN") against mechanical and electrical defects subject to the conditions set out below.

Note

Items which by their nature or design only have a restricted life are not guaranteed beyond such life.

Period of validity

This guarantee shall be valid for a period of twelve (12) months from the date of purchase.

Other conditions

- 1 This guarantee is personal to the original purchaser, is not transferable and shall not be valid unless the equipment was purchased from ACORN or from an approved ACORN supplier.
- 2 This guarantee will be invalidated if the equipment is misused or damaged or is modified in any way without the written consent of ACORN or if any original component or accessory has been replaced by any component or accessory of a type not recommended or approved by ACORN, or if operated other than in accordance with the *Welcome Guide*, *Portable Handbook* and *RISC OS 3 User Guide*.
- 3 Any claims made under this guarantee must whenever possible be made through the supplier from whom the equipment was originally purchased. If this is not possible a claim may be made to any other approved ACORN supplier appointed by ACORN to service the equipment (a list of whom can be supplied on application). This guarantee together with proof of the date of purchase must be produced when any claim is made. Any costs of carriage to and from the supplier must be paid by the purchaser.
- 4 If ACORN agrees with the supplier that the equipment should be forwarded to ACORN for repair then ACORN will arrange for collection and return of the equipment at no charge. In all other cases the supplier will be responsible for effecting any necessary repairs in accordance with ACORN's service policy. Any repairs under this guarantee will be carried out at no cost to the original purchaser.
- 5 If any equipment returned is found to comply with its original specification ACORN reserves the right to charge a reasonable fee for testing the equipment and for return carriage.
- 6 The liability of ACORN under this guarantee shall be limited to the cost of repair or complete replacement (at ACORN's discretion) of equipment which proves to be defective.
- 7 ACORN does not accept liability for any loss or damage during transit to or from the supplier or ACORN, but every effort will be made to investigate claims of loss or damage if these arise.

THIS GUARANTEE DOES NOT AFFECT OR PREJUDICE THE PURCHASER'S STATUTORY RIGHTS

Guarantee procedure

To claim under this guarantee, proof of date of purchase is required. This is provided by your copy of the invoice from the supplier from whom the equipment was originally purchased. Keep the invoice safe and produce it to support any claim you may make under this guarantee.

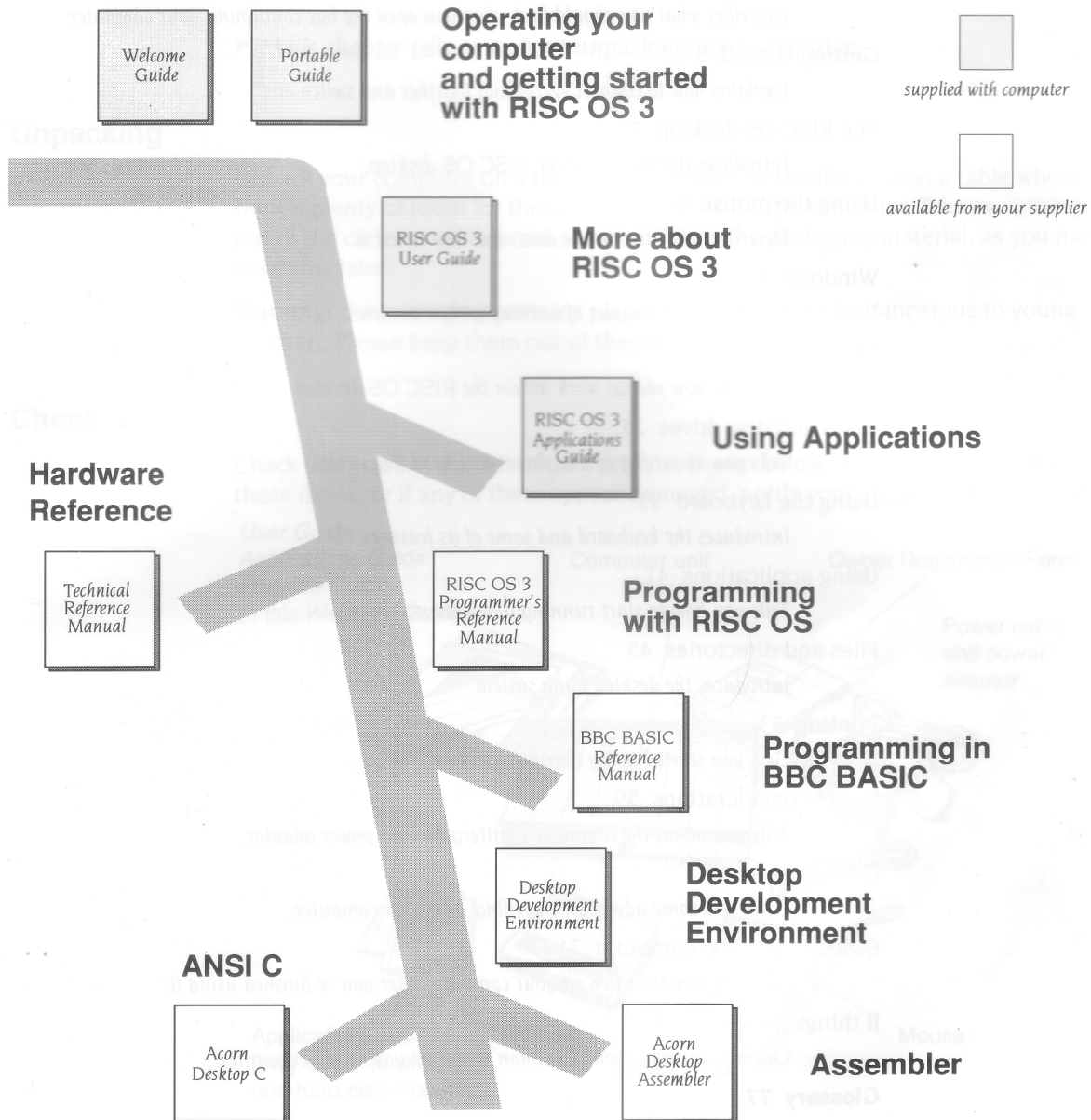
You may find it useful to make a note in the box below of the serial number, date of purchase and details of any upgrades you fit, and quote them in any correspondence.

Serial Number _____ Date of purchase _____

Upgrades _____

Documentation roadmap

This roadmap will help you decide which tools and manuals you will need, as you start to use your Acorn A4 computer and develop your skills.



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Unpacking

This chapter tells you about unpacking your computer.

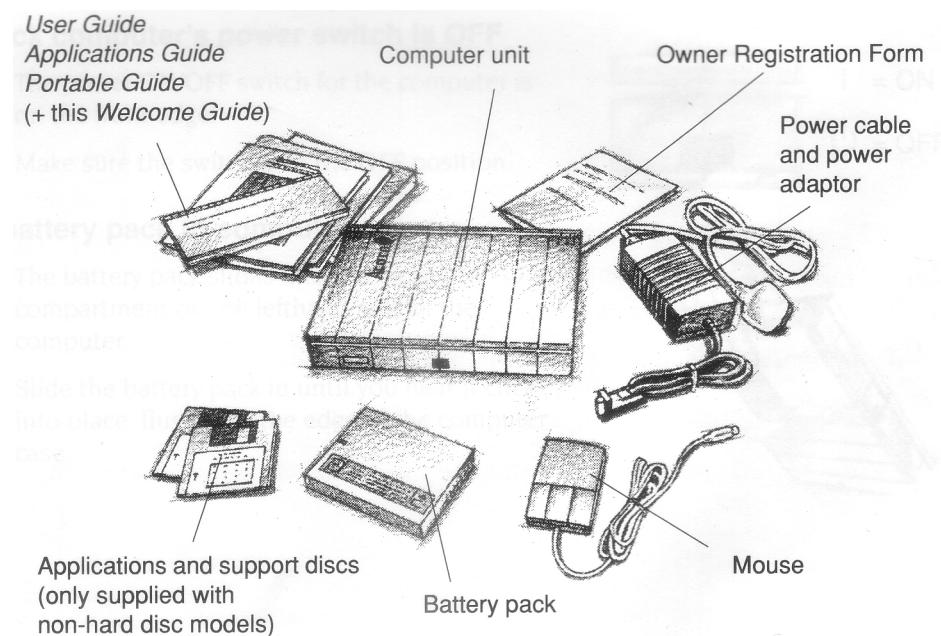
Unpacking

Unpack your computer on a flat surface — either on the floor, or on a table where there's plenty of room for the carton as well as for the computer. Take everything out of the carton, making sure you don't break the packaging material, as you may need this later.

Warning: the packaging contains plastic bags which can be dangerous to young children. Please keep them out of their reach.

Checklist

Check that you have received all the items shown below. If you don't have all of these items, or if any of them appear damaged, notify your supplier immediately.



If you have bought any *peripheral* equipment to attach to your computer, such as a *printer*, check that your supplier has provided the correct cables (see *Connecting printers and modems* in the *Portable Handbook* if you're not sure).

Complete the Owner Registration Form and post it back to Acorn (purchasers outside the UK should send it to their local supplier or national distributor). This will enable us to inform you of new products and upgrades to your computer as they become available.

Put all the packing back into the carton and put it away somewhere safe. If you ever have to take the computer back to your supplier, you must pack it back into the original carton.

Getting started

This chapter tells you how to set up and use the computer for the first time. Before you start, please make sure you've read the Guidelines for safe operation in the front of this guide.

Important! The battery pack is normally shipped in an almost discharged state. It is important that you follow the steps in this chapter when using the computer for the first time

Connect the power supply

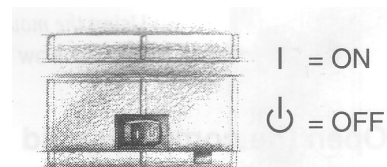
Although your computer is designed to be used without being connected to an external power supply, the **first time** you use it you need to charge the battery pack fully. There's more information on the computer's rechargeable nickel-cadmium batteries in *Power considerations* on page 59.

For now, just follow these instructions:

1 Check computer's power switch is OFF

The power ON/OFF switch for the computer is on the front edge.

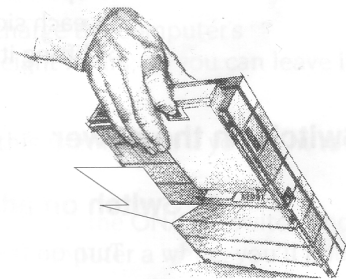
Make sure the switch is in the OFF position.



2 Fit battery pack to computer

The battery pack slides into the empty compartment on the lefthand side of the computer.

Slide the battery pack in until you hear it click into place, flush with the edge of the computer case.



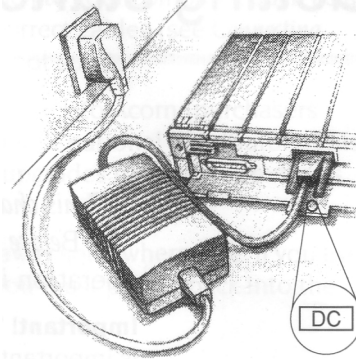
3 Connect power adaptor to computer

The *power adaptor* (known simply as the 'adaptor') has two cables: one connects to the power outlet on the wall, the other to the computer.

Note: This equipment is designed only to be used with the power adaptor supplied.

Connect the two cables as shown in the picture on the right.

Don't switch on the power supply yet.

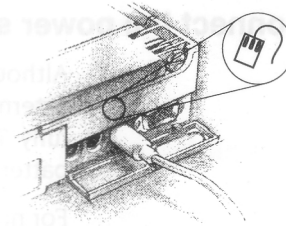


Connect mouse to computer

Take the mouse out of its plastic bag. The mouse has a straight cable with a plug on the end of it. This goes into the mouse socket on the righthand side of the computer.

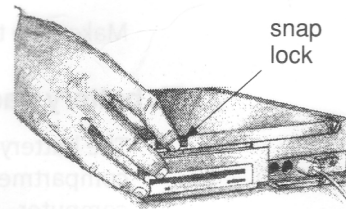
If the plug has an arrow moulded into it, this should be uppermost when you push it in. The plug won't go in any other way, so don't try to force it.

Using the mouse on page 9 tells you what a mouse is, and how to use it.



Open the computer's lid

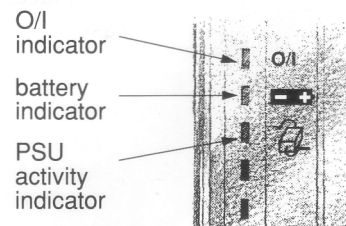
To open the lid, press the two snap locks (one on each side of the computer) and raise the lid by lifting its front edge.



Switch on the power

1 Switch on adaptor

Turn on the adaptor at the outlet on the wall. The computer's PSU activity indicator should glow green to indicate that AC power is on, and the battery indicator will glow amber, showing that the battery is charging. PSU (power supply unit) is another name for the adaptor.



2 Switch on computer

Press the computer's ON/OFF switch on the side marked **I** to switch the computer on.

The computer's **O/I indicator** should glow green to indicate that the computer is on.

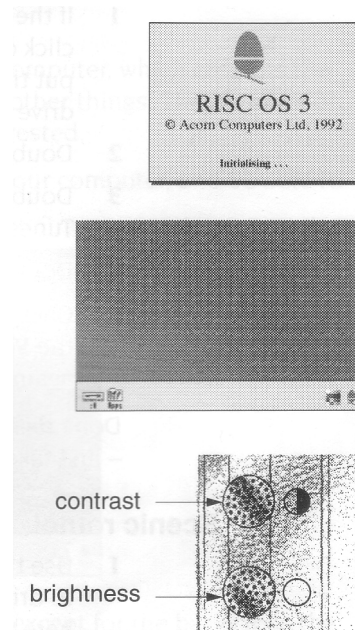
Check the screen display

The computer first performs some *self-tests* (you might notice the floppy disc drive light flash briefly). After a few seconds you'll see an introductory message on the LCD screen.

After a few more seconds, you should have a picture on your screen, looking like this:

If the display does not look similar to that shown here, see *If things go wrong* on page 73. If you want to know what all the things on the screen are, see *The RISC OS desktop* on page 7.

If you're having trouble seeing the screen, try adjusting the *brightness* or *contrast* controls.



Charge the batteries

The most important thing you need to do next is charge the computer's rechargeable battery pack fully. This takes around eight hours, so you can leave it charging overnight, if you wish.

You can, however, start using the computer while this is going on, if you want to. See *What next?* on page 6.

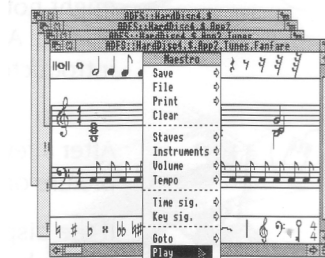
When you've had enough, just switch the computer off at the ON/OFF switch and close the lid (later on, when you've been using your computer a while, you'll find that it's better to follow the instructions in *Switching off the computer* on page 71). **Leave the adaptor plugged into the computer and switched on** and the battery pack will carry on charging. Switch the adaptor off after 10 hours (although no harm will result if you leave it on for longer than this).

What next?

Motorway route!

Now you're ready to begin using your computer. If you're familiar with computers and you want to start doing something right away, start by trying out some of the computer's own applications. For example, play a tune with !Maestro (this will sound much better if you listen through a pair of walkman-type headphones – see *Headphones connector* on page 44 of the *Portable Guide*):

- 1 If the computer is fitted with a hard disc, click on the hard disc drive icon. Otherwise put the Applications disc into the floppy drive and click on the floppy drive icon.
- 2 Double-click on the App2 directory.
- 3 Double-click on Maestro's icon, then on the Tunes directory.
- 4 Double-click on Fanfare (for example).
- 5 Click Menu over Fanfare's window, turn up the **Volume** and click on **Play** (click on it again to stop!).



Don't despair if the above description sounds like it's written in a foreign language – just take the scenic route instead, and you'll pick up the jargon as you go.

Scenic route!

- 1 Use the rest of this guide to get used to the RISC OS *desktop*, and to learn how to drive the computer efficiently. You'll need to know the basics explained here, whatever you use the computer for later, although you can probably do without this guide after a couple of weeks.
- 2 Try using some more of the programs supplied with your computer – they're described in the RISC OS 3 *Applications Guide*.
If you come unstuck or forget how to do something, refer to the *Portable Guide*. It's a handy quick-reference that you can carry around with you (it also contains hardware information that you may need later on).
Check in the RISC OS 3 *User Guide* if you need more detailed information on a particular topic or technique.
- 3 Ask your supplier what other applications are available to suit your particular purpose.

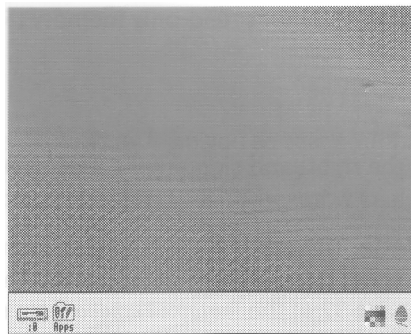
The RISC OS desktop

An introduction to the desktop environment of RISC OS.

The RISC OS desktop

RISC OS is the name of the *operating system* of your computer, which controls the way the computer appears to you, and how it does other things. There's more on this subject in the RISC OS *User Guide*, if you're interested.

By now, you should have successfully powered up your computer, and be able to see the RISC OS *desktop* on your screen.



The desktop is your working area. At first it is clear, except for the bar across the bottom of the screen. As you perform tasks and use applications, things will be added to the desktop. You can move them around, change their size, hide and remove them to make room for others.

Icons

The pictures in the lower margin of the screen represent the tools and *storage devices* available. They are called *icons*. The area they occupy is called the *icon bar*.



(Your icon bar may have more icons on the lefthand side — see overleaf).

Device icons

The icons on the left of the icon bar represent the *devices* which are available – that is, the discs and other places where you can load information from, and save it to. At least one will appear on the icon bar:



Floppy disc drive. The computer uses 3.5 inch *floppy discs*, which you put into the slot in the righthand side of the computer. Floppy discs are described in *Discs and disc drives* on page 25.



Hard disc drive (if fitted). There is more about *hard discs* in *Discs and disc drives* on page 25.



Net (if fitted). If your computer is fitted with an Econet *local area network* interface, there will also be an Econet icon.



Apps. Gives you access to some useful applications which are permanently stored in the computer's read-only memory (ROM).

Applications icons

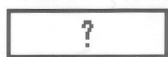
On the righthand side are the *applications icons*. These represent things you can do, such as word-processing and drawing programs. Initially there are only three:



Palette. The *palette* enables you to change the grey scales on the screen, or colours if you are using a monitor, and to set the *screen mode* (see *MonitorType and screen modes* on page 32 of the *Portable Handbook* for more information).



Task manager. The *Task manager* enables you to look at and control the allocation of your computer's memory, amongst other things. More information on this is given in the *RISC OS User Guide* in the chapter entitled *Fine tuning the configuration*.



BatMgr. This is described in *Power considerations* on page 59.

Any other applications which you load will normally be represented by icons on the righthand side of the icon bar.

The pointer



The arrow on the screen is the *pointer*. Use it to point at things you want to use or move.

You move the pointer across the screen by moving the mouse, or using the FN and cursor keys (see *Hotkeys* on page 35).

There are other types of pointer, which you will come across as you become more familiar with your computer.

Using the mouse

This chapter tells you how to use the mouse to select and move things displayed 1 on the screen. It also describes an alternative to using the mouse, if you've not got room.

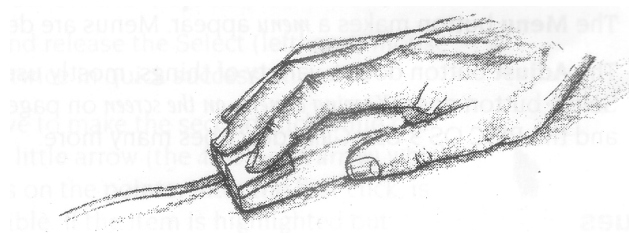
What's a mouse?

The mouse is one way of interacting with the computer. As you move the mouse on a flat surface, **so the pointer moves** around on the screen. Using the mouse and its three buttons you can control what the computer does.

If you haven't got the **space to use** the mouse, see *An alternative to the mouse* on page 12.

Holding the mouse

Hold the mouse with the cable away from you so **that your** fingers rest easily on the three buttons. If you are right-handed, you should hold it like this:



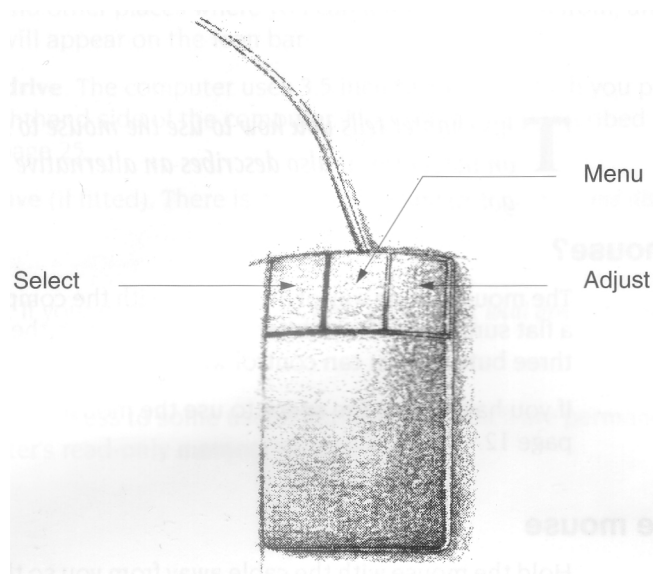
Move the mouse around and watch the pointer move around the screen. If you run out of space to move the mouse, lift it up and put it down again in a more convenient position. While the mouse is lifted, the pointer will not move, and when you put it down again you can carry on where you left off.

Use the mouse on a smooth but non-slippery surface.

The mouse will not work well on painted metal or highly varnished surfaces.

The mouse buttons

The mouse has three buttons, known as *Select*, *Menu* and *Adjust*:



The **Select** button is used most of the time to select icons displayed on the screen, or to choose from menus.

The **Menu** button makes a *menu* appear. Menus are described in *Menus* on page 21.

The **Adjust** button does a variety of things, mostly useful variants of what the Select button does. *Keeping a menu on the screen* on page 23 includes one instance, and the *RISC OS 3 User Guide* describes many more.

Mouse techniques

The following mouse techniques are all you need to start using your computer:

clicking – pressing the mouse button just once and then releasing it immediately.

double-clicking – pressing and releasing twice in quick succession. This is used to initiate an action, or to load an application, for example.

dragging – moving an object from one place to another whilst holding down the Select (or Adjust) button.

Clicking and dragging techniques are summarised on the following pages.

Clicking

1 Point at the object

Move the mouse so that the pointer is over the object you want to select.

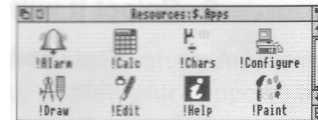
For example, point at the Apps icon on the icon bar.



2 Click Select

Press and release the Select (lefthand) button of the mouse.

The Apps directory display will appear.

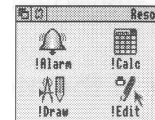


Double-clicking

1 Point at the object

Move the mouse so that the pointer is over the object you want to double-click on.

For example, point at the !Edit icon in the Apps directory display.

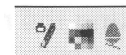


2 Double-click on the object

Press and release the Select (lefthand) mouse button twice in quick succession.

You have to make the second click while the second little arrow (the *double-click arrow*) which appears on the pointer after the first click, is still visible. If the item is highlighted but nothing else happens, try again, but double-click a little faster. Try not to move the mouse while you're doing this.

The Edit icon will appear on the icon bar, showing that the Edit application has been loaded ready for use.



Dragging

1 Point at the object

Move the mouse so that the pointer is over the object you want to move.

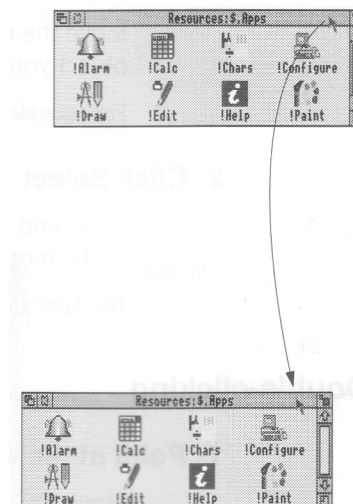
For example, point at the title bar along the top of the Apps directory display. (The title bar is the part of the directory display containing the words `Resources:$.Apps`)

2 Select it with the mouse

Press **and hold down** the lefthand button of the mouse.

3 Move the mouse and drag the object

Move the mouse to drag the object across the screen. Release the mouse button when the object is where you want it.

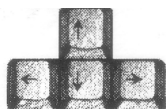


An alternative to the mouse

When you're very short on space (or there's no suitable surface) it may be inconvenient to use the mouse. In this case, you can use some special keys on the keyboard to do the same job as the mouse, although this needs a little practice.

The keyboard and its functions are described in detail in *Using the keyboard* on page 33. Here's a short introduction to controlling the pointer on the screen using the keyboard instead of the mouse (this works with the mouse still plugged in).

Moving the pointer



To move the pointer in a given direction, hold down the FN key, then press the appropriate *cursor key*. The pointer will move until you release the cursor key.

Mimicking the mouse buttons

Hold down the FN key, and press the Q, W or E keys to simulate Select, Menu or Adjust respectively.

Note: Most applications define *hotkey* sequences which speed up work. These allow you to choose some menu options (like **Save**) using only one or two key presses, and are particularly useful if you're not using the mouse.

Windows

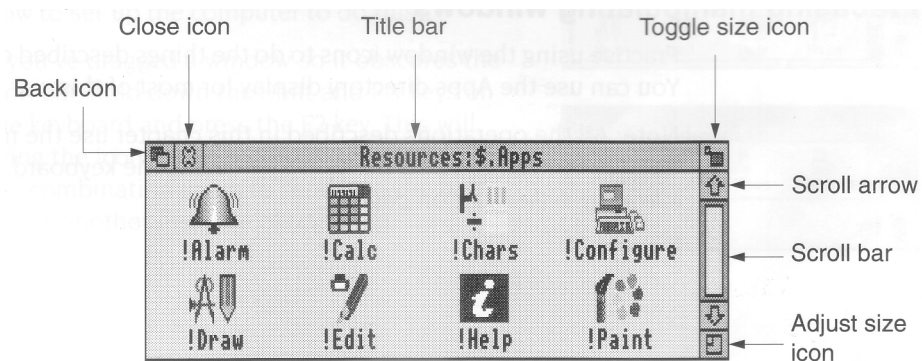
This chapter describes windows and explains how they can be moved, resized, hidden and closed. It describes how to move through the contents of a document too large to display in one window all at once.

What is a window?

A *window* is an area of the screen displaying an activity or application. An example of a window you have seen so far is the Apps directory display, which appears when you click on the Apps icon on the icon bar.

Features of windows

Most windows can be moved around the screen, hidden behind other windows, or closed completely. Icons on the windows allow you to do these things. Most windows also have icons which allow you to change their size.



Title bar

The *title bar* displays the title of a window. This may be the name of an application, directory, or the name of a document if you are editing text.



Back icon



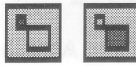
Clicking on the *back icon* has the effect of putting a window to the back of the pile of windows on the screen. If you click on this, the window will be hidden behind any windows which overlap the area it occupies.

Close icon



Clicking on the *close icon* closes a window. If you click on this, the window will be removed from the screen.

Toggle size icon



Clicking on the *toggle size icon* switches a window between full size and the last size displayed. (Full size is either large enough to display everything in the window, or such that the window fills the whole screen.)

This alternating action is called *toggling*.

Adjust size icon



Dragging the *adjust size icon* lets you alter the size and shape of a window. Clicking the Select button on it also brings a window to the front of a stack of windows.

Practising manipulating windows

Practise using the window icons to do the things described on the following pages. You can use the Apps directory display for most of this.

Note: All the operations described in this chapter use the mouse to control the pointer, but you can also perform them using the keyboard, as described in *An alternative to the mouse* on page 12.

Changing a window's size

1 Point at the adjust size icon

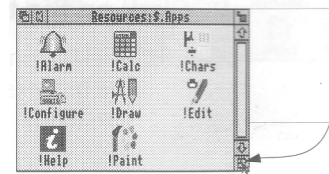
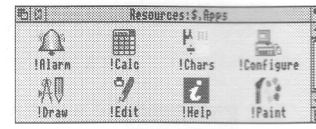
Move the pointer to the adjust size icon.

2 Drag the adjust size icon

Press and hold the Select button down. Move the mouse and drag the icon to change the size of the window.

3 Release the mouse button

Release the button when the window is the size you want it.

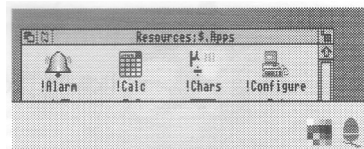
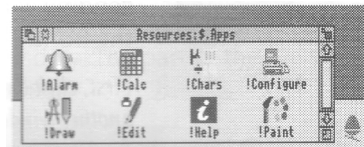


Moving a window

You move a window by dragging its title bar—follow the steps in Dragging on page 12.

You can drag windows almost off the screen (*!Configure* in the RISC OS 3 User Guide tells you how to set up the computer to do this).

If you've dragged a window so it obscures the icon bar, hold down the Shift and FN keys on the keyboard and press the F2 key. This will bring the icon bar to the front. (Press the same key combination again to send it to the back—this is another instance of toggling).

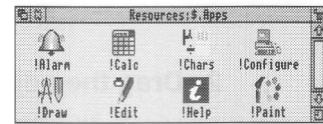


Toggling window size

1 Click on the toggle size icon

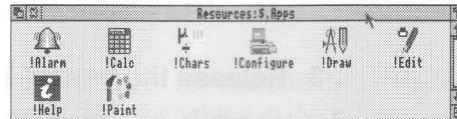
Move the pointer over the toggle size icon and click the Select (lefthand) button.

The window size will snap to nearly the width of the screen.



2 Click on the toggle size icon again

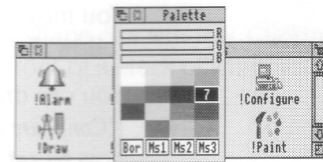
Clicking on the icon again will reverse the process (note the changing toggle size icon).



Bringing windows to the front

When you have a stack of windows on the screen, you can get at the one you want by sending windows to the back or bringing one to the front.

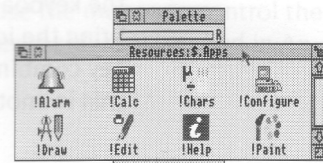
First, *click on the palette icon on the icon bar to bring up another window. Drag it on top of the Apps directory display.*



Bring a window to the front

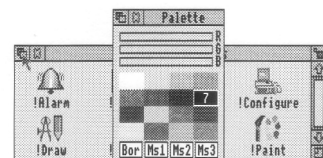
Click on the title bar to bring a window to the front.

(Note: If you want to drag a window without bringing it to the front of a stack, use Adjust instead of Select.)



Send a window to the back

Click on the back icon to send a window to the back again.



Closing windows

Click on the close icon

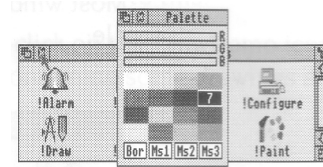
Position the pointer on the close icon and click the Select (lefthand) button.

For example, close the Apps directory display.

The window will disappear from the screen.

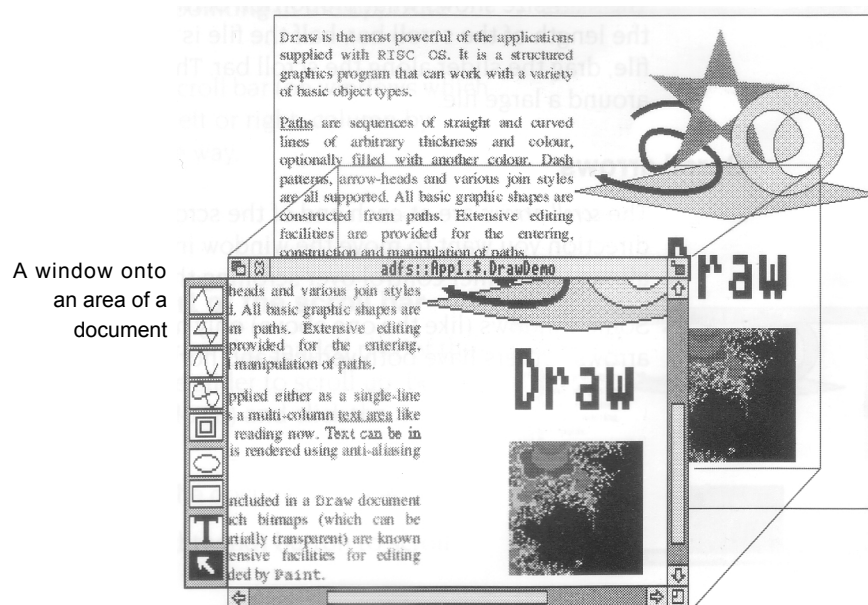
If it's an application window, and has some unsaved work in it (some changes you've made to a letter, for example) the application will usually ask you whether you want to save the changes.

Saving (and loading) a file on page 48 tells you how to save files.



Scrolling

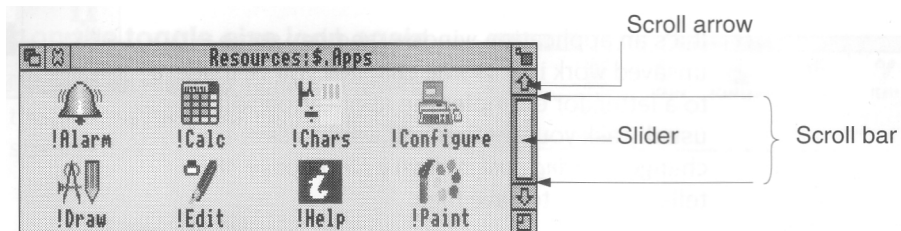
A window is so named because it allows you to see all or part of a file, application or whatever you've displayed on the screen. If, for example, a file is too large to display all at once, the window will only show a section of it. The proportion of the file visible depends on the size and shape of the window. The part of the file you can see alters as you move the window around the file:



The technique of moving the window around a large file is called *scrolling*. You move the window frame over the file, but because the window actually stays in the same position **on the screen**, it appears as though the file is scrolling past the window.

This is not as complicated as it sounds. Try out the techniques on the following pages, and you'll soon get used to moving around large files.

Most windows have scroll bars and scroll arrows to enable you to move around a flip



Scroll bars

The *scroll bars* allow you to scroll the window over the file, directory or picture you are viewing.

Slider

The *slider* size shows what proportion of the file is visible: if the slider occupies half the length of the scroll bar, half the file is visible. To display a different area of the file, drag the slider along the scroll bar. This technique is useful for moving quickly around a large file.

Scroll arrows

The *scroll arrows* are at each end of the scroll bar. Click on the arrow showing the direction you want to move the window in — left, right, up or down. This technique allows you a finer control over scrolling than dragging the slider.

Some windows (like the one above) only have vertical scroll bars, sliders and scroll arrows. Others have both vertical and horizontal scroll bars.

Practising scrolling

Insert the Applications disc supplied with your computer and click on the floppy disc drive icon to show the directory display for this disc. Then double-click on the App 1 directory. Alternatively, if your computer has a hard disc, double-click on the App 1 directory on the hard disc directory display. If you're not sure about any of this, read the chapter *Discs and disc drives* first, then come back to this.

When the directory contents are displayed, double-click on the DrawDemo icon, and shortly a window with scroll bars will appear, containing some drawings and text.

Practise the following scrolling techniques:

Scrolling step by step

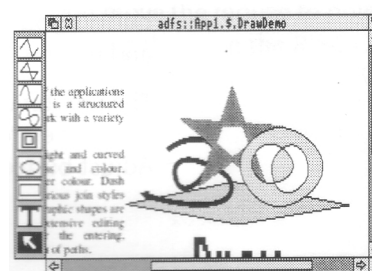
Click on the scroll arrow

Position the pointer on the scroll arrow and click the Select (lefthand) button to scroll by small steps at a time.

Hold the button down to continue scrolling.

Click the Adjust (righthand) button to scroll back the other way. (Alternatively, click Select on the scroll arrow pointing in the opposite direction.)

Use the horizontal scroll bar (on windows which have one) to scroll left or right, column by column, in the same way.



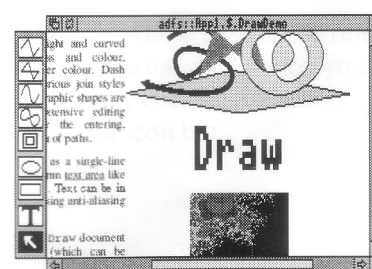
Scrolling screen by screen

Click on the shaded part of the scroll bar

Position the pointer on the shaded part of the scroll bar (above the slider to scroll up, below the slider to scroll down) and click the Select (lefthand) button.

The next screen of the document will appear.

Click the Adjust (righthand) button to scroll back the other way.



Moving through a file

1 Select the slider

Position the pointer on the slider, press the Select (lefthand) button **and keep it pressed down**.

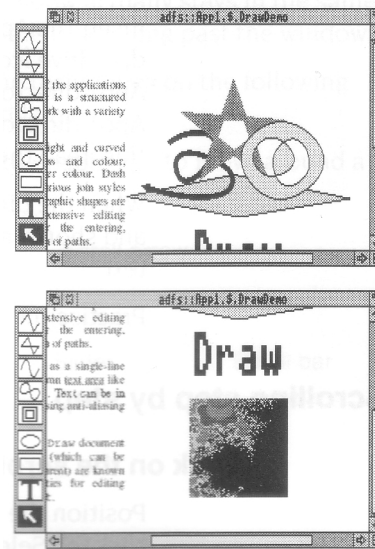
2 Drag the slider

Drag the slider to display the part of the file you want to view.

Move from one **side** of a document to the other by using the horizontal scroll bar (if the window has one).

Note: If you drag either slider with the Adjust button, you can move both from side to side and up and down. Try it.

The pointer disappears while you're dragging a slider, then reappears when you release the Adjust button.



Menus

This chapter tells you what menus are, how to display them and choose things from them, and how to type in answers when the computer asks you to be more specific about what you want.

What is a menu?

A menu in the desktop is similar to a menu in a restaurant — it's a list of things to choose from. In a foreign restaurant, if you can't speak the language, you can point at the menu with your finger to tell the waiter which dish you want (assuming that you know what the menu means!). On the computer, you move the mouse to point at your choice from the menu. This is the main way of doing things in the RISC OS desktop.



Menu options shown in grey (like **Clear selection** above) are not available at that time. Often you must perform another action before the option becomes available.

Using menus

To display a menu, click the Menu (middle) mouse button over a window, or over an icon on the icon bar, or over a blank area of the desktop (the latter will display the Pinboard menu — see the section entitled *Pinboard* on page 51).

The menu displayed will depend on where the pointer is on the screen at the time, whether you have previously selected an icon, and also on what application you are using. You can usually make a menu disappear again by clicking the Select (lefthand) mouse button on a blank area of the desktop or icon bar.

Displaying a menu

1 Point to the relevant icon

Move the pointer over the window or icon you want to work on.

For example, click on the Apps icon on the icon bar and move the pointer over the Apps directory display.

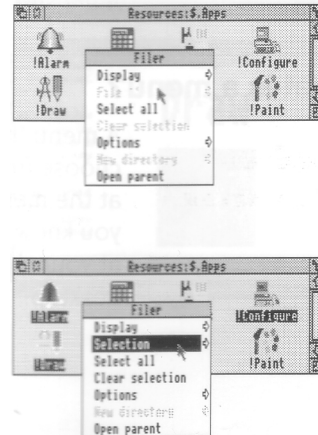
2 Click the Menu (middle) button

A menu will be displayed (*the Filer menu in this example*).

If the pointer is over a file icon when you click the Menu button (or if you had previously selected an icon by clicking on it) the menu will apply to that individual file.

You can make the menu apply to more than one icon in a window by clicking on each icon in turn with Adjust (not Select) before you bring the menu up. Use Adjust to deselect icons, too.

You can make the menu apply to all the icons in a window by choosing **Select all** from the menu — see below.



Choosing from a menu

Highlight the menu item you want and click on it

Display a menu, move the pointer over the menu. Notice that menu items are highlighted as you move the pointer over them. Click Select on the item you want.

For example, display the Filer menu over the Apps directory display. Point at the **Select all** option and click the Select button. All the file icons in the directory display will be highlighted.

To reverse this, repeat the above process, choosing **Clear selection** instead. Alternatively, click on the background of the directory display.



Keeping a menu on the screen

You'll notice that after you click Select to choose a menu option, the menu then disappears.

If you click with the Adjust (righthand) button instead of Select, the menu will stay on the screen, and you can choose another option.

Choosing from a submenu

1 Highlight the main menu item

Move the pointer onto a main menu item with an arrow. An arrow indicates that a *submenu* is available.

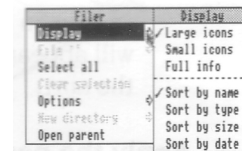
For example, point at the **Display** option on the Filer menu.



2 Display the submenu

Move the pointer onto the arrow

The **Display** submenu will appear on the screen.



3 Click on the submenu item

Highlight and make your submenu choice by moving the pointer over it and clicking on it.

Click on **Small icons**. The icons in the directory display will change size.

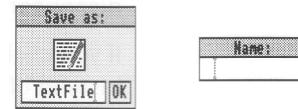
You can also use the !Configure application to set the size at which the computer displays icons. See the RISC OS 3 *Applications Guide*.

Writable menu boxes

Some submenus include *writable menu boxes*. They prompt you to type in information, such as a filename. Some boxes are blank. Others include a default name, which you can change if you want to.

To erase the default name, press the Delete key until it has gone. (A quicker way is to hold down the Ctrl key and press U.)

Two types of writable menu box



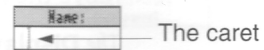
1 Display the writable menu box

For example, one of the boxes shown above is a submenu from the **New directory** menu option in the Filer menu. You'll find out how to display it in *Creating a new directory* on page 47.

2 Type in the information requested

Press Ctrl U to remove the default name, if there is one.

Decide on a new name and type it in. The text will appear to the left of the vertical bar (called the *caret*).



3 Apply the name

There are four ways of applying the name you've typed in, depending on the type of writable menu box:

- click Select on the name
- press Return
- click Select on the OK box
- drag the file's icon from the menu box to a directory display.

You'll find out more about this in *Files and directories* on page 45.

Discs and disc drives

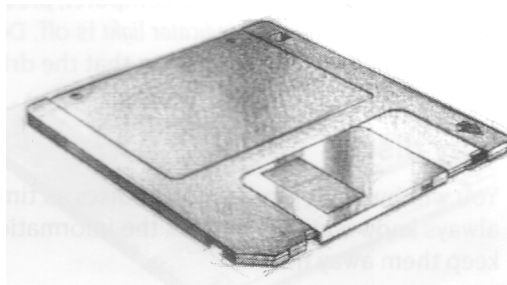
This chapter tells you how to use and take care of your discs and disc drives, and how to format and make backup copies of discs.

Floppy discs and hard discs

You store information and programs on hard or floppy discs.

Floppy discs

Your computer uses 3 5 inch floppy discs. They look like this:



A number of floppy discs may be supplied with your computer, containing useful programs. You will also need some blank floppy discs, to save work of your own. You can obtain these from your computer supplier. *Floppy disc storage sizes* on page 27 tells you which discs to ask for. Before you use them, you'll have to *format* them (see *Formatting a floppy disc* on page 28).

You put the discs into the floppy disc drive (see *Inserting and ejecting floppy discs* on page 26). The drive can only take one disc at a time.

Hard discs

A hard disc is fitted to some models. The green light on the display panel of the computer will come on when the hard disc is active.

Hard discs are much faster and hold a lot more information than a floppy disc. They are built into the computer, so you don't have to put in and take out any discs.

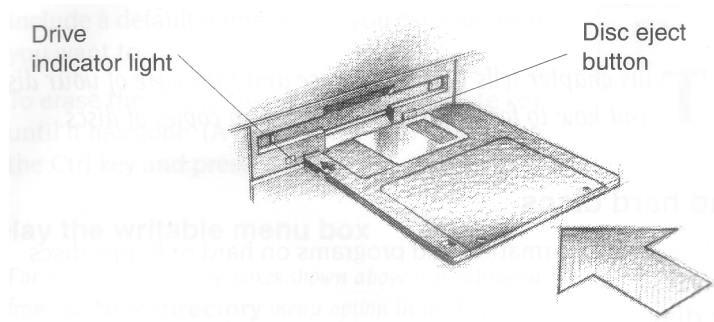


If a hard disc is fitted to your computer, its icon will be present on the lefthand side of the icon bar.

Inserting and ejecting floppy discs

The floppy disc drive is on the righthand side of the computer.

Insert the disc into the floppy disc drive like this, with the label uppermost:



The disc clicks into place when it is fully inserted.

To *eject* a floppy disc from the computer, press the *disc eject button* below the disc slot, but only when the *drive indicator light* is off. Don't try to eject a disc when the drive indicator light is on; it indicates that the drive is still running.

Looking after floppy discs

You will build up a collection of discs as time passes. Label them so that you always know which one holds the information you need. Store them carefully and keep them away from

- extremes of temperature
- strong magnetic fields (e.g. TVs or loudspeakers)
- dust, dirt, drinks, pets etc.

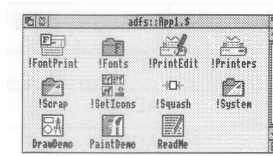
Don't open the metal shutter on the disc, as the disc surface is easily contaminated by dust and small particles. For this reason, it's not a good idea to write on the labels in pencil: small pieces of pencil lead can easily get onto the disc surface.

Accessing information on discs

To gain access to the information contained on a floppy disc which has been inserted into the drive, or on a hard disc, click **Select** on the relevant disc drive icon on the icon bar.



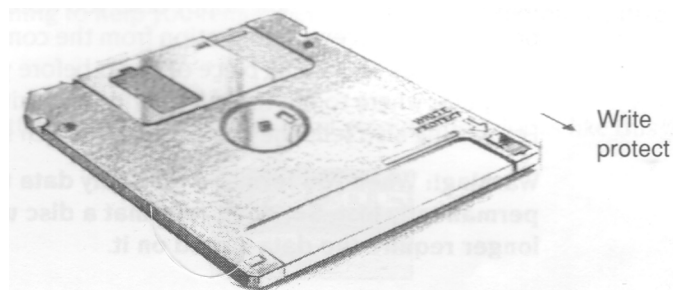
The contents of the disc will be displayed in a directory display:



Write-protecting a floppy disc

If you *write-protect* a disc, it means that you cannot change anything on the disc, delete anything by mistake, or save any new files to the disc. You should write-protect discs containing any information you don't want to lose (and don't want to change at present).

To write-protect a disc, move the plastic tab (on the underside of the disc) towards the edge of the disc with your finger nail:



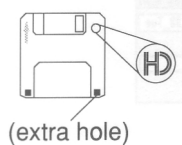
Remove write-protection by moving the tab back again.

Floppy disc storage sizes

Double density



High density



Floppy discs are a bit like audio cassettes—they both store (or record) information. Some audio cassettes hold more information than others (for instance, a C90 holds more than a C60) even though they are the same physical size.

This is the same for floppy discs — the discs your computer uses are all 3.5" in diameter, but are available in different storage sizes. You can use the following sizes of floppy disc with your computer:

- *double density* floppy discs, holding 800 *kilobytes* (800KB) when formatted (Acorn ADFS E format)
- *high density* floppy discs, holding 1.6 *megabytes* (1.6MB) when formatted (Acorn ADFS F format).

Your computer can also format discs for filing systems other than ADFS, as shown in the following table:

Unformatted size	Filing system	Formatted size	Density	
1MB	ADFS	800KB	double	DD
2MB	ADFS	1.6MB	high	HD
1MB	ADFS	640KB	double	DD
2MB	DOS	1.44MB	high	HD
1MB	DOS	720KB	double	DD
1MB	Atari	720KB	double	DD
1MB	Atari	360KB	double	DD

Note: To ensure reliability, only format discs in accordance with the above table. The next section tells you how to format a floppy disc.

Formatting a floppy disc

Before you can use a new floppy disc, you need to format it. Formatting a disc prepares it to receive information from the computer. This is rather like drawing straight lines on a blank piece of paper before you start writing on it. It tells the computer where to put the information — it writes along the lines (called *tracks*). Formatting also tells the computer how much information a floppy disc can hold.

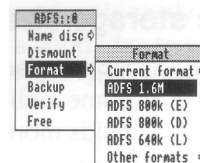
Warning!: When you format a disc, any data that was previously stored on it is permanently lost. So, don't reformat a disc unless you are certain that you no longer require the data stored on it.

1 Insert the disc in the floppy disc drive

2 Display the Format submenu

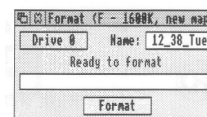
Move the pointer over the floppy disc drive icon on the icon bar, and click Menu.

Move the pointer to the right of the **Format** option, to display the Format submenu.



3 Click on the format you want

Choose the format appropriate to your disc. You'll probably want **ADFS 1.6M** (high density) or **ADFS 800K (E)** to start with, but check in the RISC OS 3 User Guide if you're not sure. The Format window will appear:

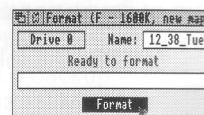


4 Decide on a name for your disc

Move the pointer over the **Name:** box and press Ctrl U to delete the default name. Then type in the name you've decided on. (See *Renaming a floppy disc* on page 30 for more information on disc names).

5 Format the disc

If you're sure you want to format the disc, click on the **Format** box.



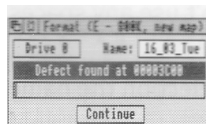
If you don't want to format the disc after all, simply click on the close icon of the window to abandon the operation.

During formatting, an indication of the progress of the operation will be displayed. The RISC OS 3 User Guide gives you more information about formatting discs.

When you've formatted a disc, it's a good idea to stick a label on it and write on a name — something to help you remember what is (or will be) on the disc.

Disc errors

If, while formatting is in progress, you get a message that looks like this:



then the chances are your floppy disc is faulty. If you click on **Continue**, the computer will attempt to 'map out' any defects. You can use a disc with such defects, but there's always the chance it may prove faulty in the future, so if you can afford to it's probably best if you throw the disc away and use another one.

Renaming a floppy disc

As well as writing the disc's name on a sticky label so that **you** know what it's called, you can use the computer to name the disc electronically (so the **computer** knows the disc's name too).

If you don't choose names for your floppy discs when you format them, the computer will give them default names of the form 12 43 Tues. It's a good idea to give your floppy discs names which will help you remember what's on them (like BankLetter or Some_Pics).

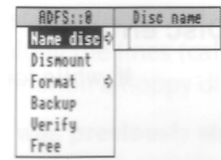
Take the following steps to rename a floppy disc:

1. Make sure the disc you want to rename isn't write-protected.
2. Put the disc into the floppy disc drive.
3. Move the pointer over the floppy disc drive icon and click Menu.
4. Move the pointer over the arrow to the right of the **Name disc** option.

5. Type the new disc name in the **Disc name** writable menu box that appears.

Note: you can use up to 10 characters, but you can't use any spaces, or the characters \$ & % @ \ ^ : . # * " |

6. Click Select on the name, or press Return



The disc now has a new name. To see it, click Select on the floppy disc drive icon on the icon bar. A directory display will appear, with the new name in the title bar. Remember to write the disc's name on its label.

Note: Always make disc names unique. You won't then get confused if the computer asks to see a particular disc. Also, make the name you physically write on the disc similar to I or the same as) the electronic name you type in when you rename a disc.

Making backup copies

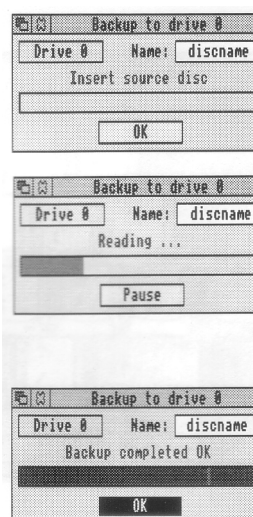
It is a good idea to make a *backup* copy of any valuable files or discs from time to time, in case a disc is damaged or a file is accidentally deleted. You should also make backup copies of your program discs, and use these rather than the originals, which you should keep safe.

Backing up a floppy disc

You'll need a blank disc (known as the *destination disc*) on which to make the backup copy. You can either use a brand new disc, or one that has been used before. You'll need to format a new disc before you can use it as a backup disc.

Take the following steps to make a backup copy of a floppy disc:

1. Write-protect the *source disc* and put it into the floppy disc drive
2. Click Menu on the floppy disc drive icon on the icon bar, then click on the **Backup** option. You'll see the Backup window.
3. Click on **OK**. The computer will read the source disc.
4. Follow the rest of the instructions until backing up is complete – the computer will ask you to swap the source disc and destination disc while it transfers information between them (click on **Continue** each time you've done it).
5. Click on **OK** when the backup is complete.
6. Choose an appropriate name for the disc and write it on the disc's label.



For more information on backing up floppy discs, and for quicker ways of doing it, see *Discs, networks and filing systems* in the RISC OS 3 User Guide.

Backing up files from a hard disc

If you have any files on your hard disc that you can't afford to lose, it's a good idea to keep backup copies of them on a floppy disc, in case your hard disc develops any errors. This can happen during the lifetime of a hard disc, but don't worry, it's not usually catastrophic! The *RISC OS 3 User Guide* tells you what to do if you do get any errors from your hard disc.

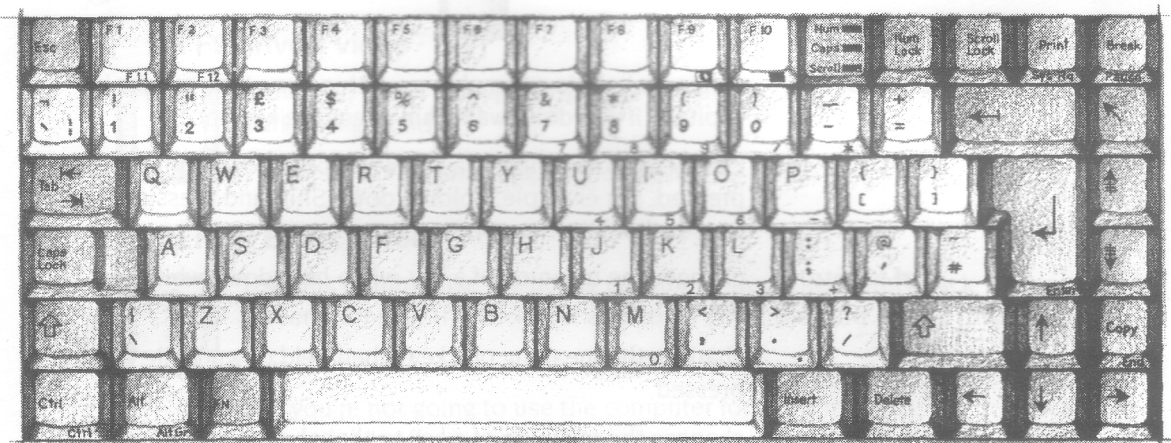
Format a blank floppy disc, and copy any important files from your hard disc onto it (see *Copying (and moving) a file to another directory* on page 49). Then rename your floppy disc to remind you what's on it.

Using the keyboard

T*his chapter describes the keyboard and its functions.*

A quick tour of the keyboard

This chapter describes the main features of the keyboard, and tells you how to use the different groups of keys.



Note: Sometimes you need to press more than one key to perform an action. In such cases:

1. Press **and hold down** all except the last key in the sequence.
2. Press and release the last key in the sequence.
3. Release all the other keys.

For example:

- Shift F2 means press and hold down the Shift key, then press and release F2, then release Shift.
- Ctrl Shift FN F2 means press and hold down the Ctrl, Shift and FN keys, then press and release F2, then release Ctrl, Shift and FN.

Function keys (marked F1 to F10) are in a row above the typewriter keys. The function of these keys in a particular piece of software is often marked beside a menu option, or on a keycard.



Delete deletes a character to the left of the caret (e.g. in Edit) or deletes a selected object (e.g. in Draw).

Return completes a line, either starting a new line of text, or sending a name or instruction to the computer.



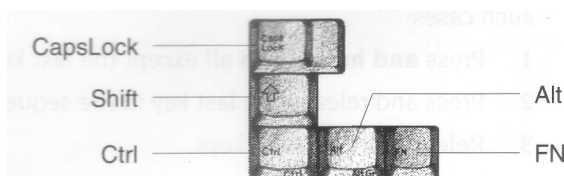
Ca psLock (when its light is on) makes everything you type appear in capitals. If you don't want this, press the key once.

Shift changes the meaning of a key, when held down while that key is pressed. For example, holding down Shift and pressing a letter causes that letter to appear in upper case.

Ctrl (Control) changes the meaning of a key, when held down while that key is pressed.

Alt changes the meaning of a key, when held down while that key is pressed.

FN changes the meaning of a key to that shown on the **front** face of the keycap. when held down while that key is pressed. See *Hotkeys* on page 35.

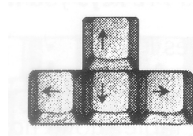


Copy copies a selected object (e.g. in Draw) or deletes a character to the right of the caret (e.g. in Edit).



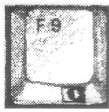
Cursor keys

move the cursor (when it is visible) around the screen in the direction of the arrow on the keycap — see *Moving around a document* on page 39.



Hotkeys

You can access certain special functions by holding down the FN key and pressing another key — a *hotkey* **Note:** if the keyboard is already **locked** in FN *mode*, simply press the appropriate hotkey without the FN key — see *Locking and unlocking FN mode* on page 38)

FN F9: Invert video

If the LCD panel is displaying plain text and you want to change it to white on a dark background.

Pressing FN F9 again toggles the effect

FN F10: Blank screen

Use this to minimise the power consumed from the battery pack. It blanks the screen, turns off the backlight and spins down the hard disc (if fitted).

This is useful if

- you're not going to use the computer for a few minutes, but don't want to switch it off
- you're running low on power, and want to save the battery.

Pressing any key or moving the mouse will activate the screen again. Any hard disc access will cause the hard disc to start spinning again automatically (this includes any background file operations — a point to bear in mind if you're stopping the hard disc in order to transport the machine a short distance without switching it off).

Note: The screen will automatically blank if you close the lid while the computer is still switched on. You'll also hear a bleep every 30 seconds as an audible reminder. You can stop this from happening every time you close the lid by turning the speaker off using !Configure.

F11 and F12 keys

As there are physically only ten Function keys along the top of the keyboard, to get at the F11 and F12 keys you have to use the F1 and F2 hotkeys and the FN key:

FN F1 gives F11

FN F2 gives F12.

The following table shows how to get various F2/F12 key sequences, depending whether you're in FN mode (the same applies to F1 too):

To get this key sequence	Press this sequence (Non-FN mode)	Press this sequence (FN mode)
F2	F2	(not available)
F12 command line	FN F2	F2
Shift F12 toggle icon bar	Shift FN F2	Shift F2
Ctrl F12 task window	Ctrl FN F2	Ctrl F2
Ctrl Shift F12 Shutdown	Ctrl Shift FN F2	Ctrl Shift F2

Emulating the mouse

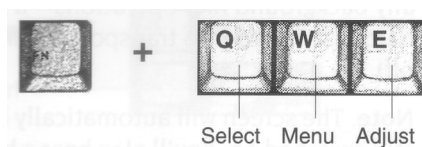
If you haven't got room to use the mouse, you can use keys on the keyboard to move the pointer around the desktop, and emulate the three mouse buttons.

Moving the pointer

To move the pointer around, hold down the FN key (or lock the keyboard in FN mode – see *Locking and unlocking FN mode* on page 38) and press the appropriate cursor key(s). The pointer will move in the direction indicated by the arrow(s) on the cursor key(s), until you release the key(s).

Emulating the mouse buttons

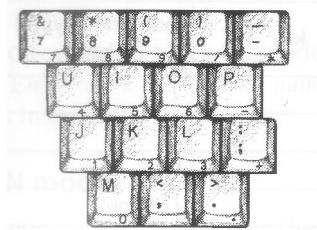
Hold down the FN key (or lock the keyboard in FN mode – see *Locking and unlocking FN mode* on page 38) and press Q, W or E:



You can perform all the other mouse operations using this method –double-clicking, dragging and so on. To move diagonally, press two cursor keys at once. Operations like dragging are easier if you lock into FN mode.

Emulating a PC keyboard numeric keypad

When in FN mode, the group of keys shown in the picture below behaves like the numeric keypad on a PC-compatible keyboard.



This is useful when you're doing lots of numeric work on the computer, as it's easy to type numbers in one-handed if the keys are close together (rather than strung in a long line across the top of the keyboard).

In fact, this keypad area can work in two modes, just like a PC numeric keypad:

- Numeric keypad mode
The functions of the keypad keys in this mode are marked on the front edges of the keys.
To get this mode make sure NumLock is **ON** before you lock into FN mode.
- Cursor/page control mode
You can also make the numeric keypad area emulate the cursor/page control of a standard PC.
To get this mode, make sure NumLock is **OFF** before you lock into FN mode.

In order to lock into one of the above modes, you might first need to do the following:

1. Check whether you're already in FN mode, and whether NumLock is on or off.
2. Unlock FN mode, then lock in again with NumLock in the correct state.

Remember: you can't type in ordinary text when locked in FN mode. Keypad emulation is only useful if you're performing numeric operations.

The following table shows how the numeric keypad area behaves in numeric keypad mode and cursor/page mode (the functions in cursor/page mode are NOT marked on the keys):

key	numeric keypad mode	cursor/page control mode
7	7	Home
8	8	Cursor up
9	9	Page up
0	/ (divide)	/
—	x (multiply)	x
U	4	Cursor left
I	5	
O	6	Cursor right
P	- (minus)	-
J	1	End
K	2	Cursor down
L	3	Page down
(Return)	Enter	Enter
;	+	+
M	0	Insert
.	. (decimal point)	Delete

Locking and unlocking FN mode

To lock (or unlock) FN mode.

1. Hold down the FN key.
2. Press and release the NumLock key.
3. Release the FN key.

Notice that the key position immediately to the left of the NumLock key has three LEDs on it. The top one (marked **Num**) tells you whether NumLock is on or off.

Some keys behave differently in FN mode, depending whether the Num LED was on or off at the moment you locked into FN mode (see *Emulating a PC keyboard numeric keypad* on page 37).

When to lock into FN mode

FN mode is most useful when you can't use a mouse (it saves you having to hold down the FN key when you're dragging files around and so on) or when performing lots of numeric operations.

If you want to type in text, however, **don't** lock FN mode: some of the typewriter keys behave differently (see *Emulating a PC keyboard numeric keypad* on page 37). Use the FN hotkey combinations instead.

Checking whether you're in FN mode

If you're not sure whether you're in FN mode, press the NumLock key once. Normally the LED marked NUM toggles when you press NumLock. When you're in FN mode it does not toggle

Moving around a document

Some other keys allow you to move around long documents:



Home moves the caret to the start of the document



Page up moves to the previous 'windowful' of the document



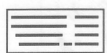
Page down moves to the next 'windowful' of the document

You can, of course, also use the scroll bars and cursor keys to move around the document.

Using an external keyboard

The keyboard on your portable computer is obviously smaller, and has fewer keys, than a conventional computer's keyboard.

For extensive work on your desk, you may find a full-sized keyboard more convenient.



You can get a full-sized keyboard from your supplier. Make sure you ask for a PC-style AT protocol keyboard, with 102 or 103 keys, including 12 Function keys. The keyboard connector must be a 6-way mini-DIN plug. The keyboard plugs into the righthand side of the computer. When you use an external keyboard, the portable computer's keyboard is disabled, and certain special functions are not available, such as

- mouse emulation using cursor keys (so you'll need to connect the mouse)
- hotkey combinations (like screen blank and invert video).

Typing special characters

Sometimes you need to be able to type special characters that are not apparently on the keyboard, such as accented characters, or symbols like ©. You can in fact get at lots of extra characters using the Alt key. The keyboard map at the bottom of this page shows all the characters that are available. Here's how to type them:

Typing accented characters

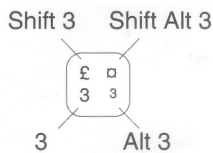


Some of the keys on the figure below are marked with a black area in one corner. These keys allow you to type accented characters. The accent in each case is the character nearest the black area of the key.

For example, to type an 'e' with an acute accent (é).

1. Whilst holding down the Alt key, press and release the I key.
2. Release the Alt key.
3. Press and release the E key.

Typing other special characters



You can type the other special characters shown in the keyboard map using the instructions shown in the inset on the left.

For example, to type the currency symbol (£):

1. Whilst holding down the Shift and Alt keys, press and release the 3 key.
2. Release the Shift and Alt keys.

Special characters: keyboard map



Using applications

This chapter tells you how to load and run applications on your computer. It 1 uses the application Edit as an example.

What are applications?



Applications, like Edit or 1st Word Plus, are programs. They are the tools that you use to produce your letters, drawings, music and so on. You can always tell applications, because their directory names start with an exclamation mark (!). See the next chapter for more information on application directories.

Some applications (such as Edit) are provided in the Apps directory on the icon bar, others are in the Applications suite. Many other applications (like 1st Word Plus) and games are available from your supplier.

Starting an application

There are two main ways you can start an application:

- Double-clicking – move the pointer over the application's icon, and double click.
- Dragging – move the pointer over the application's icon, then drag it onto the icon bar, and release.

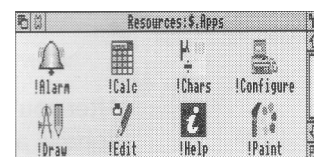
You can also start an application if the computer has already 'seen' it by double-clicking on an associated file (e.g. double-clicking on a Draw file will start Draw).

1 Open the directory display containing the application directory

To use an application that is on a floppy disc, put the disc in the floppy drive and click on the floppy disc drive icon. This will open a directory display for the disc.

To use one of the computer's own applications, like Edit, click Select over the Apps icon on the icon bar to bring up the Apps directory display.

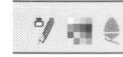
Try *this now as an example.*



2 Start the application

Double-click on the application's icon. It will appear on the icon bar, ready for you to use.

For example, double click on !Edit. Its icon will appear on the icon bar, indicating that it has been loaded into the computer's memory, and is waiting for you to use it.

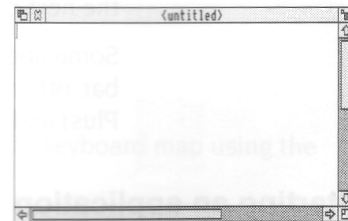


Some applications open their own windows as

Using applications

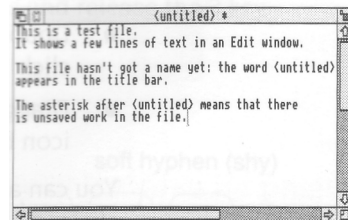
Once you have started an application, you can usually begin using it by clicking on its icon on the icon bar. An application window will open on the desktop.

For example, to use Edit, click on its icon on the icon bar: an empty Edit window will appear, ready for you to start writing.



Type in some text. Any text you type using the keyboard appears in the window. Text appears to the left of the vertical bar — the caret. The caret moves to the right, to make room for the text.

Press the Return key to start a new line, and press it again to leave a blank line.



Once you have typed a few lines of text, move the caret around the text by moving the pointer with the mouse and clicking Select — the caret will jump to the position of the pointer. You can insert (or delete) text at the new position.

If you aren't sure what the different keys on the keyboard are for, refer to Using the keyboard on page 33. A couple of points to note:

- The CapsLock key light may be on when you start, indicating that all letters you type will be capitals. Press this to get all lower-case letters.
- When the CapsLock is off, hold down the Shift key to type an upper-case letter (or one of the upper characters on the number keys).

After you've finished using an application, you will need to save any work you've done in a file on a disc (otherwise your work will be lost when you switch the computer off). The next chapter, Files and directories, tells you how to save the Edit file you've just created, so you can leave its window on the screen for now.

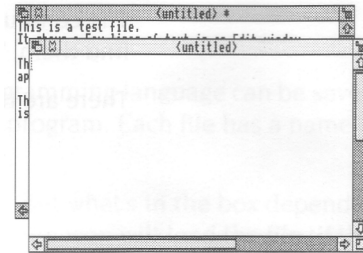
Using more than one application window

Often you'll have more than one application window open on the desktop (this is the power of RISC OS — it lets you transfer data between different windows and applications). You can only enter information (e.g. write some text, or draw a picture) in one window at a time. To change the window you are working in, move the pointer over your chosen window and click **Select**. You'll notice that the title bar and other window icons will change to a lighter shade, indicating that the *input focus* is now in that window.

For example, click on **Edit**'s icon on the icon bar to bring up a second **Edit** window. The input focus will be in the second window.

Now move the pointer over the first **Edit** window and click **Select** to change the input focus.

Close the second window **YOU** don't need it now.



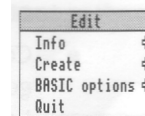
Quitting applications

When you've finished using an application, you will usually want to quit it. To quit an application:

1 Display the application's icon bar menu

Click **Menu** over the application's icon on the icon bar.

For example, try this on **Edit**'s icon.



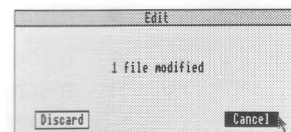
2 Choose Quit

Move the pointer to highlight the **Quit** option, then click **Select**.

If you've saved everything you've done in the application, its icon will disappear from the icon bar.

If you've forgotten to save any work, the computer will remind you, and ask if you really want to quit, discarding any changes.

In this case, you have not yet saved your work in **Edit**. So, click on **Cancel** to leave **Edit** running. You'll find out how to save your work in the next chapter.



Getting the most out of applications

These are some tips to help you use applications efficiently. They're not essential reading now, and indeed they'll mean more to you after you've read the next chapter, so by all means come back to them later.

System applications

If you were writing a letter by hand, you would need to know where to find the *resources* to write it (paper, envelope, pen etc).

The computer uses different types of resources, and also needs to know where to find them. They are contained in *system applications*.

There are three system applications the computer needs to be able to find:



- If your computer has a hard disc, these system applications are already in the *root directory* (\$), and the computer will see them when you access the hard disc.
- If your computer doesn't have a hard disc:
 - Copy !System and !Scrap from the Applications disc onto a separate system disc (call it something like *SystemDisc*). Load this system disc first (and display its directory display) each time you switch the computer on.
 - Copy !Fonts from the Applications disc onto a disc of its own. When you get any new fonts from your supplier, keep copies of them on this disc. Load this disc and display its directory display before you start any applications that use fonts (like Acorn Desktop Publisher).

The chapter entitled *System applications* in the *RISC OS 3 User Guide* tells you more.

Memory

Appendix B: Getting the best out of 1MB computers in the *RISC OS 3 User Guide* gives you some hints on how to get the most out of the memory available on your machine (they are valid even if you have more than 1MB). For instance:

- Always quit applications if you're not using them — they take up memory.
- If you're using an external monitor, choose a screen mode that doesn't use much memory. The *RISC OS 3 User Guide* tells you how much memory each screen mode uses. *MonitoType and screen modes* on page 32 of the *Portable Handbook* tells you which screen modes you can use with your monitor.

Files and directories

This chapter explains how you can store information in an organised way, copy it, and delete it when you no longer need it.

Files and directories

Everything you create using an application or programming language can be saved as a file, whether it consists of text, graphics or a program. Each file has a name –you have to provide one when you save a new file.



File icons usually have a square box around them, but what's in the box depends on what sort of file they are. Double-clicking on a file's icon will load the file (if the application to display it is available).



Files are stored in *directories*. A directory can contain many files, and also other directories (*subdirectories*) and applications. Directory icons usually look like folders, to indicate that they can contain files or other directories.



There is a special sort of directory called an *application directory*. Its name always begins with a '!', and it contains an application program, such as a word-processor, or a drawing package. There is more about applications in the previous chapter and in the RISC OS 3 *Applications Guide*.

Opening directory displays

1 Open a directory display

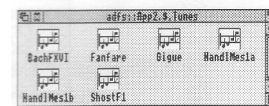
For example, open the App2 directory. If you don't have a hard disc, you'll find this on the applications disc.

The resulting directory display shows various icons, including a directory called Tunes.



2 Open a subdirectory

Double-click on Tunes, and the Tunes directory display will appear. This contains files, which are some different tunes you can play using the Maestro application.



Double-clicking on an **application** directory loads the application, usually onto the icon bar ready for use. See the previous chapter for more on this.

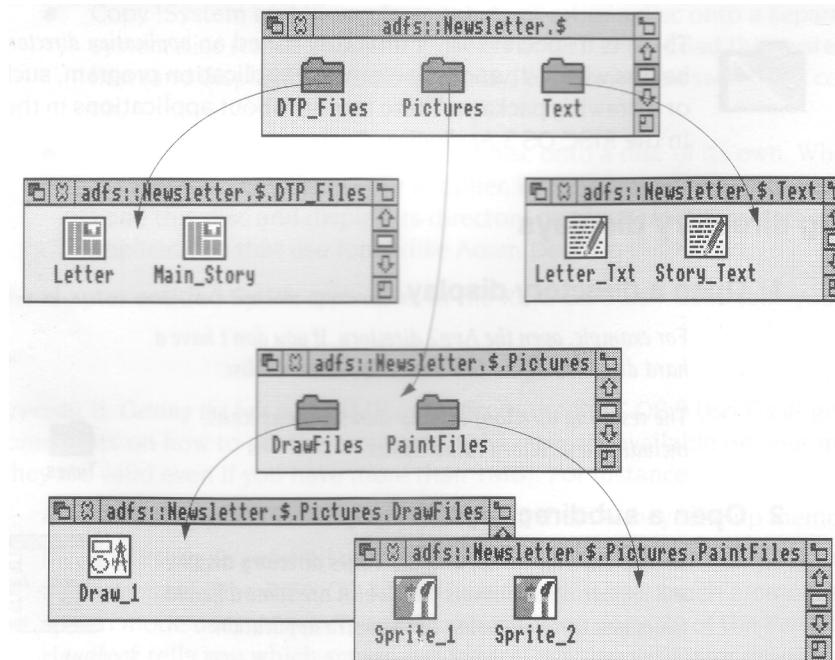
Three refinements you might find useful later on:

- Double-clicking Adjust on a sub-directory icon opens the sub-directory display and simultaneously closes the directory display it came from (the *parent*). This reduces the number of windows on the desktop.
- Similarly, double-clicking Adjust on an application icon will simultaneously load the application and close its directory display.
- Clicking Adjust on the close icon closes a directory display and simultaneously opens its parent directory.

Building a file structure

You need to organise your files carefully. If you leave them all in the main directory on the disc, it will soon become large and unwieldy. There is also a limit to the number of files and directories you can have in an ADFS directory — 77.

Build up a file structure with files of similar types grouped in directories. For instance, the file structure of a disc for a newsletter might look something like this:



To create a structure like this, you will need to save files, create directories and copy files into them. These procedures are described on the following pages.

To practise saving files, you'll need a work disc of your own. Create one by taking a new disc and formatting it, as described in *Formatting a floppy disc* on page 28. Give it the name `WorkDisc`. Make sure the disc isn't write-protected, or you won't be able to save files on it.

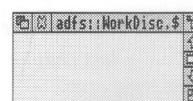
A fuller description of the *filing system* is given in the RISC OS 3 User Guide, in the chapter entitled *Discs, networks and filing systems*.

Creating a new directory

1 Open a directory display

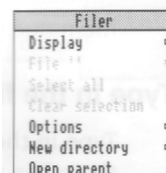
Decide where you want to create the new directory, and open a directory display.

For example, put your work disc in the floppy disc drive and click on the floppy disc icon on the icon bar.



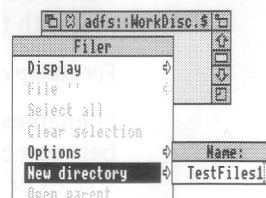
2 Display the Filer menu

Click Menu (middle) button with the pointer somewhere over the directory display, and the Filer menu will appear.



3 Select New directory

Highlight the **New directory** option, and move the pointer over the arrow to the right of the option. A writable menu box will appear.



4 Type in the directory name

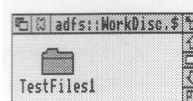
Type in the name you want to give the new directory.

Call it `TestFiles1`, for example.

5 Click on the new directory name

Click on the new name (or press the Return key) to create the directory.

An icon for the new directory will appear in the directory display.

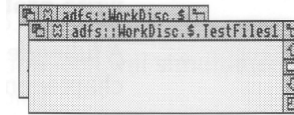


Saving (and loading) a file

1 Open the directory display

Decide which directory you want to save your file in, and double-click on its icon to open a display for it.

For example, do this on the `TestFiles1` directory you've just created.

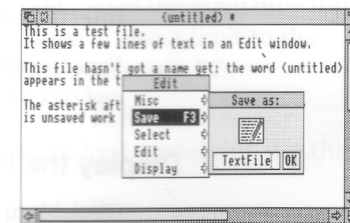


2 Select Save

Move the pointer over the work you want to save and press the Menu (middle) button to display the menu for the application.

For example, try this on the Edit file you created in the last chapter.

Move the pointer across the arrow to the right of the word **Save**: a dialogue box appears, containing a writable box for you to type in the file name you want.



3 Type in the file name

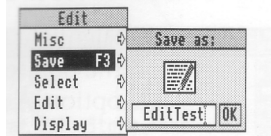
Type in the name you want to give to the file. If there is a name already in the box (like `TextFile` here) which you don't want, erase it first with the Delete key (or Ctrl U).

For example, call your Edit file `EditTest`.

Filenames and directory names can have between one and ten characters, but not blank spaces or the characters `$ & % @ \ ^ : . # * " |`

You can use upper-case (capitals) and lower-case letters wherever you like in the name – the computer makes no distinction between them. The only reason for calling your file `EditTest` instead of `edittest` is that it's easier for you to read.

If you have saved this file before (the correct file name will appear on the box if you have) you can miss out the next step – just press Return.

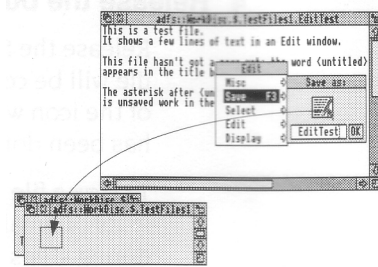


4 Drag the file icon into the directory window

Select the file icon in the dialogue box, drag it into the directory window, and release the button.

For example, drag it to your TestFiles1 directory.

You can **load** the file again by double-clicking on its icon (as long as the relevant application is in the Apps directory, or its icon has been displayed on the screen since you last switched off the computer)

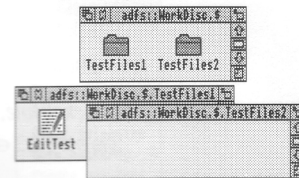


Copying (and moving) a file to another directory

1 Open the destination directory display

Double-click on the icon for the directory you want to hold the copy. Its directory display will be opened.

For example, create another new directory. on your disc WorkDisc, called TestFiles2 follow the instructions in *Creating a new directory* on page 47). Open the new directory, so both TestFiles1 and TestFiles2 are displayed.



2 Select the file to be copied

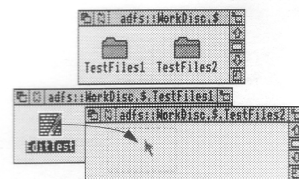
Point at the icon of the file to be copied, and press the Select (lefthand) button to highlight it. Keep the button pressed down.

You can select more than one icon by clicking on them with Adjust (or by choosing **Select all** from the menu). Use Adjust to deselect icons, too.

3 Drag the icon to the new directory

Drag the file icon into the new directory window..

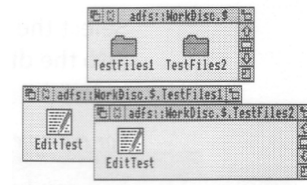
For example, drag the file EditTest onto the directory TestFiles2.



4 Release the button

Release the Select (or Adjust) button and the file will be copied into the new window. A copy of the icon will appear in the window when this has been done.

To move a file (so that the original is not retained in its original location), hold down the Shift key during steps 2 and 3.



Deleting files and directories

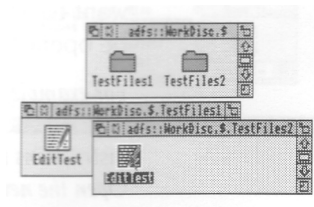
Warning: once you have deleted a file or directory, you can't get it back again, so use this option with caution!

1 Select the file or directory to be deleted

Click Select on the icon you want to delete. The icon will be highlighted.

For example, select the copy of EditTest in directory TestFiles2.

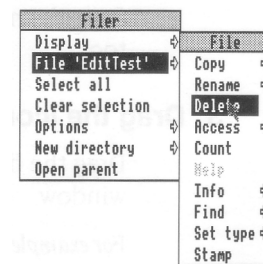
(You can select more than one icon by clicking on them with Adjust, or by choosing **Select all** from the Filar menu



2 Display the File (or Directory) submenu in the Filer menu

Click Menu to display the Filer menu, and point to the **File** option (this might be **Directory** or **Selection** instead of **File**, depending on what you've selected).

Move the pointer to the arrow on the **File** option. A submenu of options will be displayed, including **Delete**



3 Delete the file or directory

Click on **Delete** Your selection will be deleted from the directory.

Do this with the copy of file `EditTest` in directory `TestFiles2`.

Note: deleting a directory also deletes all the files in that directory, so use this option with caution!

If any files (or directories) have been locked against deletion they will not, in fact, be deleted. See the *RISC OS 3 User Guide* for information on *file access* and removing *file locks*.

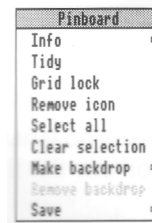
Pinboard

If you click Menu over a blank area of the desktop, you will see a menu called **Pinboard**

Don't worry too much about this at the moment. It's explained in the *RISC OS 3 User Guide*, and enables you to do things like

- changing the whole background of the desktop into a picture
- leaving file or application icons 'stuck' to the desktop background, so you can see and use them, even when the directory they came from is closed
- closing a window down to an icon on the background.

You might come across one use of Pinboard when you are dragging files (for example) from one directory to another. If you let go of the Select button accidentally while the file you are dragging is over a blank portion of the desktop, its icon will stay on the background.



You can remove the 'dropped' icon from the background as follows:

1 Display the Pinboard menu

Move the pointer over the dropped icon and click Menu.

2 Remove the icon

Choose Remove icon from the menu. If that option is greyed out, it means that the pointer wasn't quite over the icon when you clicked Menu. Try again.

This action does **not** delete the file itself — the icon stuck on the pinboard is merely a 'pointer' to the real file on your disc.



Printing

This chapter gives you an introduction to printing a file from your computer. It uses an Acorn JP-150 printer as an example.

Once you've used an application to produce some work, you'll probably want to print out what you've done. This chapter takes you through each stage involved in printing a file, from setting up the computer to producing a printed page.

This chapter assumes that you have already done the following:



- Connected your printer to the computer (using the parallel port, in the case of the Acorn JP-150) using the correct cable (which should be supplied with the printer, but see *Connecting printers and modems* in the *Portable Handbook* if not).

Note: Printer cables longer than about 5m can cause problems.

- Set any options on the printer itself (check in the manual supplied with the printer whether you need to change any settings).
- Switched the printer and computer on. *Getting started* on page 3 tells you how to switch the computer on. The printer manual will tell you how to switch the printer on.

Follow the instructions in this chapter carefully, and you shouldn't have any trouble printing your work. If you do get into difficulties, see *Problems with printing* on page 58 or check with your supplier.

Setting up

Before you can print anything, you need to make sure that the computer knows what sort of printer it is connected to. These are the steps involved:



- Loading the *printer manager*, !Printers.
This is an application which controls the printing process.
- Loading a suitable *printer driver*.
This is a program which tells the computer what type of printer you're using.
- Setting the correct Configure and Connection options using the printer manager.
- Activating the printer (though this is not always necessary).
- Saving the printer options.

The following subsections take you through this setting up process in detail.

1 Make a copy of !Printers

Open the App 1 directory display. Copy ! Printers to your root directory (if you have a hard disc) or your system disc. Use the copy, not the original.

2 Load !Printers

Load !Printers by double-clicking on its icon.

After a few seconds its icon will appear on the lefthand side of the icon bar, ready to use.

Click Menu on the icon and choose **Printer control....** This will display the Printer control window. You'll use this in the next step.

3 Load a printer driver

Double-click on the directory called Printers in the App2 directory display.

Double-click on the subdirectory which corresponds to the make of your printer (in *this case, Acorn*).

You'll then see a directory display containing all the available printer drivers.

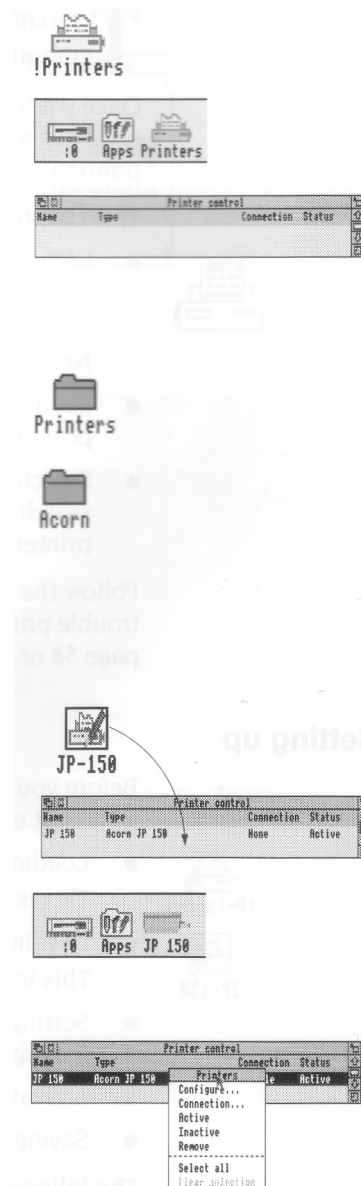
Decide which printer driver suits your printer, and load it by dragging its icon into the Printer control window. (if you can't see a printer driver that matches your printer, see *Problems with printing* on page 58).

In this case, load the driver called JP-150, which is specifically for the Acorn JP-150 printer.

The Printer control window will change to include details of the printer driver you've just loaded, and so will the icon on the icon bar.

4 Set the Configure options

Click Select on the printer's name in the Printer control window (this will highlight it) then click Menu. This will display the Printers menu.



Choose **Configure...** to display the configuration window.

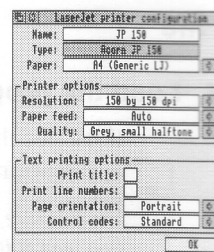
Change any settings that aren't correct (refer to the manual supplied with your printer).

The only options you'll need to worry about for now in this window are **Resolution**, **Paper feed**, .. and **Quality**.

For example, you can set **Paper feed...** to **Manual** or **Auto**. If you need to change it, click on the arrow to the right of the box and choose from the **Paper feed** menu that appears (the manual for your printer will tell you which type it uses.)

Experiment with the other options when you want a better quality print of your work.

When the settings are correct, click on **OK**.



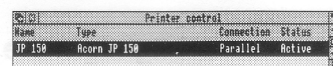
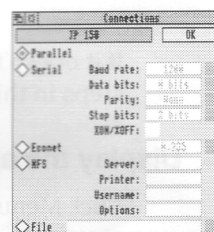
5 Set the Connection options

Click Menu on the printer name in the Printer control window to display the Printers menu again. This time choose **Connection....** You'll see the Connections window displayed.

Click on the button to the left of the connection that your printer uses.

In the case of the JP-150 choose **Parallel**.

Click on **OK**. The details in the Printer control window will change to reflect your choice.



6 Activate the printer (if necessary)

Choose **Active** from the Printers menu (you'll only need to do this if you drag **more** than one printer driver onto the Printer control window — the first printer is set to active by default).

7 Save the settings

It's a good idea to save the settings you've just made. See *Saving printer configuration settings* on page 57.

Printing a file

1 Load the program

If it's not there already, load the program or application you used to create the file.

For instance, if you want to print an Edit file, you must first load Edit – click on the Apps icon, then double click on !Edit. Its icon will appear on the icon bar.



2 Open the file you want to print

Double-click on a file to open it.

For example, open the TestFiles1 directory on your workdisc, that you created in the previous chapter. Double-click on the icon for the file EditTest.



3 Press the Print key on the keyboard

Your file should now print out. It may take some time.

If it doesn't print out, follow the rest of the steps in this section.

4 Display the application menu

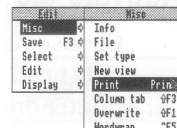
Click Menu inside the file's window.

Do this in the window for EditTest.

5 Highlight the Print option

The **Print** option is not always in the top-level menu of an application. You may have to search through the submenus to find it.

*To get to the **Print** option in Edit, move the pointer to the right of the **Misc** option, onto the **Print** option.*



6 Print the file

*In this case, click on **Print**.*

Your file should print out. It may take some time, but if things don't appear to be working, try some of the hints at the end of this chapter.

Another way of printing

You can often print a file by dragging its icon and dropping it on the printer icon bar icon.

1 Follow step 1 from the previous section

For example, load Edit.

2 Open the directory containing the file's icon

For example, open the `TestFiles1` directory on your workdisc, that you created in the previous chapter.

You will see an icon for the file `EditTest`. You don't need to double-click on it

3 Print the file

Drag the hies icon over the printer icon on the icon bar and release the mouse button. Your file will print out.

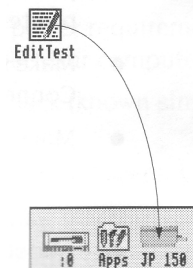
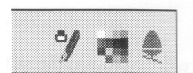
Try this *with the file* `EditTest`.

Not all applications allow you to print this way. however. Check either in the RISC OS 3 *Applications Guide*, or the manual supplied with the application.

Saving printer configuration settings

It's worth saving the printer configuration so that you don't have to set it up every time you switch on the computer.

Click Menu over the printer icon on the icon bar and choose **Save choices**. Next time you load ! Printers it will automatically start up with this saved configuration.



Problems with printing

The most common problems with printing occur in the setup stage. If your computer thinks it is connected to the wrong printer, you will have trouble. Take care with the following when you set up:

- Make sure that you're using the correct cable, and that it's not too long. You might get problems if the cable is longer than about 5m. This can sometimes cause spurious characters to be printed.
- Make sure you use the correct printer driver. If there isn't one that matches your printer, you'll probably still be able to print – most printers have an Epson- or IBM-compatible mode. Check in the printer's manual if this is the case, and then choose one of the Epson or IBM printer drivers.
- Make sure that you have set the options correctly in the **Printers** menu and the Connections and Configuration windows.
- Make sure the printer is on line (not all printers have this option - check in your printer's manual) and hasn't run out of paper.

If you want to know what all the options in the **Printers** menu are for, or anything else about printing, see the chapter entitled Printing in the RISC OS 3 *User Guide*.

Power considerations

This chapter tells you how to use the computer's rechargeable battery pack, the power adaptor, and !BatMgr (the battery manager). It's essential that you read this chapter, as it contains important safety guidelines.

Overview

Because your computer is portable, it has different power requirements from a desktop computer. There are two ways you can power your computer:

- from the rechargeable nickel-cadmium battery pack (known simply as the battery)
- from an external AC (mains) power source, using the power adaptor.

With the adaptor connected, you can operate the computer with or without the battery fitted. However, using the power adaptor with the battery fitted will keep the battery fully charged, ready for use on the move.

The information given here is repeated in the *Portable Guide*, so you have a reminder when you're travelling, or away from your normal workplace.

Safety guidelines



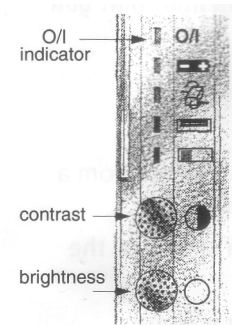
Always follow these guidelines when dealing with the battery, as it contains toxic chemicals.

- Never throw spent batteries away in household refuse – return them to your supplier (who will sell you replacements).
- Never pierce or puncture nickel-cadmium batteries.
- Never throw batteries in a fire, or otherwise cause their temperature to rise above 50°C in use or 80°C in storage.
- Don't try to recharge the battery in extremes of temperature – as a general guide, if **you** feel much too hot or cold, it's probably too hot or cold to recharge the battery (normal room temperature of around 20°C is best).
- Don't poke anything onto the exposed contacts of a battery that's been removed from the computer, whether the battery is charged or not.

Using the battery

Your portable computer is designed so that you can use it on the move without connection to an external power supply until the battery is discharged. It's a good idea to buy a spare battery, so that you've got a fully-charged battery handy (make sure you charge it fully!).

Battery power only



To power the computer using the battery only, simply switch the computer on without connecting the adaptor. The computer's **O/I** indicator will light, unless the battery is flat.

When you're operating on battery power only, the computer will give you a warning when the battery power runs low. *What happens when battery power gets low* on page 63 tells you what to do when this happens.

To help save power when running on batteries only, adjust the backlight brightness control to the lowest comfortable viewing level.

To charge the battery:

1. Save any work you're doing and switch the computer off.
2. Plug in and switch on the adaptor (see *Getting started* on page 3).
3. Leave the battery charging for eight to ten hours.

Don't worry if you leave the battery charging for longer than this – the adaptor automatically switches to *trickle charge* after eight hours. However, remember to switch off and disconnect the adaptor after charging if you're not going to use the computer immediately.

You can use the computer whilst the battery is charging – the charge time is not affected.

Battery self-discharge

You should be aware that if you don't use the computer for a long time, the battery will slowly discharge by itself. It takes about two months to discharge fully if you leave it in the computer. If you remove a fully-charged battery from the computer, it will self-discharge in about three months. You'll need to charge the battery fully before you can use the computer on battery power only.

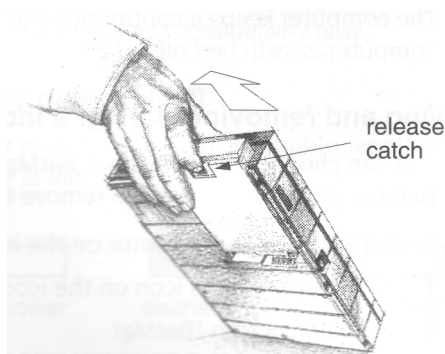
Removing and fitting a battery



IMPORTANT: Follow the instructions in *Safety guidelines* on page 59 for disposing of exhausted battery packs.

You can buy spare and replacement rechargeable batteries from your supplier. To change the battery:

1. Save your work, then switch off the computer at the ON/OFF switch on the front (follow the instructions in *Switching off the computer* on page 71).
2. Press the battery release catch and slide the battery out of the computer:



3. Slide a new battery into the computer
4. Follow the instructions in *When you change the battery* on page 66 when you next switch on the computer.

Battery status indication

There are four indications of battery status and adaptor activity:

- The battery manager indicator. See *Using !BatMgr– the battery manager* overleaf.
- The *battery status indicator*. This is a five-segment LCD on the front of the computer. It shows the proportion of total battery charge remaining.
- The battery indicator LED.
- The PSU activity indicator LED.



Here's a description of the various states of the battery indicator LED:

OFF	ON (green)	ON (amber)	Flash (green)	Flash (red)	Blink (red)
Normal discharge OR computer switched off OR totally flat battery	Trickle charge	Quick charge	Charger fault OR no battery fitted OR internal fuse blown	Low battery power	Forced shutdown has occurred

Using !BatMgr — the battery manager



!BatMgr is an application that

- tells you how much power is left in the battery
- warns you when battery power is getting low.

You can use it to

- tell the computer whether a battery you've just put in needs charging
- slow down the rate at which the computer uses battery power.

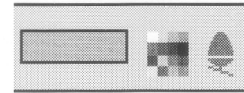
The computer keeps a continuous track of the charge in the battery, even while the computer is switched off.

Displaying and removing BatMgr's indicator

You can choose whether or not BatMgr's time indicator appears on the icon bar. BatMgr still runs, even if you remove the indicator from the icon bar.

To display BatMgr's indicator on the icon bar (if it's not there already):

1. Click on the Apps icon on the icon bar.
2. Double-click on !BatMgr.
BatMgr's indicator will appear on the righthand side of the icon bar.



To remove BatMgr's indicator from the icon bar:

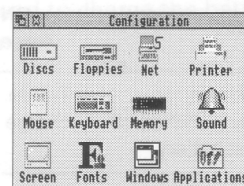
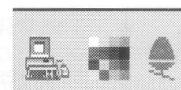
1. Click Menu on BatMgr's indicator.
2. Choose **Remove icon** from the menu.



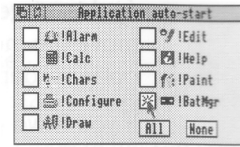
Auto-starting BatMgr

To save having to display BatMgr's indicator every time you switch on the computer, BatMgr is configured to *auto-start* by default. You can use the !Configure application to change this:

1. Click on the Apps icon on the icon bar.
2. Double-click on !Configure.
Configure's icon will appear on the righthand side of the icon bar.
3. Click on Configure's icon on the icon bar – the Configuration window will appear.



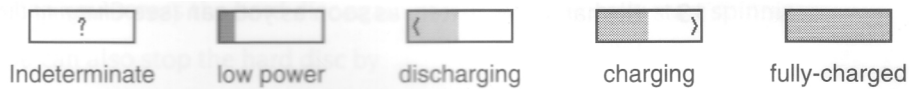
4. Click on the Applications icon in this window – the Application auto-start window will appear.
5. Click on the box to the left of BatMgr's icon. You can toggle this option on and off by clicking on it. A star in the box means BatMgr's icon will always appear on the icon bar; no star means it won't.



You can auto-start any of the computer's internal applications in this way. For more information on this, see the RISC OS 3 *Applications Guide*.

Checking how much battery power is left

When BatMgr's indicator is on the icon bar, a variable-length horizontal bar shows how much battery power is left:



The bar is normally light grey (green on a **colour** monitor), but when the battery power is low this changes to dark grey (**red** on a colour monitor).

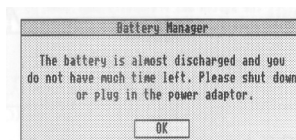
The indicator sometimes shows a question mark – this means the computer doesn't know what charge state the battery is in. See *When you change the battery* on page 66.

What happens when battery power gets low

The following things happen when the battery power gets low:

Low power warning

- A warning box appears on the screen:



- The screen starts flashing on and off, even if it was previously blanked. Each flash is accompanied by a double-beep from the internal loudspeaker. If the lid is closed, the screen will be off, but you'll still hear the beeps.
- The battery indicator LED flashes RED.



At this stage, you only have a few minutes left. You need to unblank the screen – move the mouse or press a key, or open the lid if it's closed. Then you've got two options, depending whether or not you can use the adaptor:

If you **have** got the adaptor with you, and you're near an external power supply:

1. Click on **OK** in the warning box — the window will close.
2. Save any work you're doing.
3. Plug in the adaptor and switch it on.

If you want to carry on working now, you can. When you've finished, shut down the computer and switch it off. Make sure you leave the adaptor plugged in and switched on: recharge the battery fully.

If you **haven't** got the adaptor with you (or there's no external power supply):

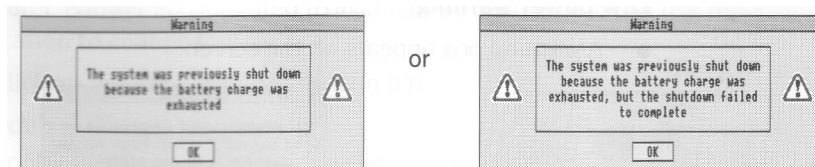
1. Save your work and shut down the computer (see *Switching off the computer* on page 71).
2. 2 Switch the computer OFF.
3. 3 Recharge the battery as soon as you can (see *Charging the battery fully* on page 60).

Automatic shutdown

If for some reason you ignore or don't see the warning, the computer will automatically shut down after a few minutes. You may lose any unsaved work.

Some applications have an *auto-save* function, so that at shutdown any unsaved work is automatically saved to predefined files.

Check in the application's documentation to see whether it can auto-save work. If automatic shutdown does occur, next time you switch on you'll see one of two messages to warn you that the computer previously performed an automatic shutdown, and to remind you to look in any predefined auto-save files:



Click on **OK** to continue.

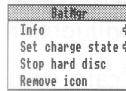
If you see the message on the right, you may have lost some unsaved work, even from applications which normally auto-save.

Conserving battery power with BatMgr

You might want to conserve battery power because

- you're getting low on power but need to finish some work;
- you've got a fully charged battery but know you'll be using the computer for a long time before you get a chance to recharge again.

To save power, click Menu over BatMgr's icon on the icon bar and choose **Stop hard disc**:



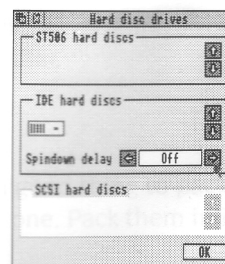
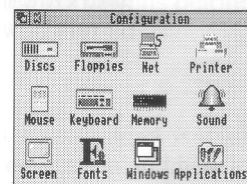
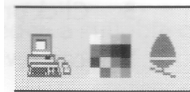
This stops the hard disc spinning immediately (though you won't notice any obvious effects) This option will be greyed out while the hard disc is not spinning. It won't appear on the menu if your computer hasn't got a hard disc.

When you access the hard disc again, it will automatically start spinning.

You can also stop the hard disc by

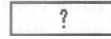
- using the FN F10 hotkey (see FN F10 *Blank screen* on page 37) – this also stops the hard disc spinning immediately
- setting the spindown delay period:

1. Click on the Apps icon on the icon bar.
2. Double-click on !Configure –Configure's icon will appear on the righthand side of the icon bar.
3. Click on Configure's icon on the icon bar – the Configuration window will appear.
4. Click on the Discs icon in this window–the Hard disc drives window will appear.
5. Click on the arrows next to the **Spindown delay** box – you can set this to OFF, 1, 2 or 5 minutes.
6. Click on **OK**.



When you change the battery

Whenever you replace the battery, the computer doesn't know how much charge the new battery has. The BatMgr indicator will show a question mark:



(You'll also see the question mark if you've taken the battery out of the computer and are powering the computer using only the adaptor.)

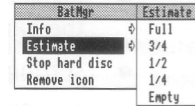
If you put in a battery and connect the adaptor, the battery will start charging. The question mark will remain in BatMgr's indicator until the battery is fully-charged.

However, if you carry on using the computer without connecting the adaptor, the question mark will remain until you get the low power warning.

When you put in a battery, you can, if you wish, give BatMgr an estimate of how much charge you think the battery has. This has no effect on the actual charging of the battery. It does mean, however, that BatMgr's indicator will now give you an idea of how much charge remains (but only as close as your estimate!) rather than just displaying a question mark.

To display an estimate of the battery charge:

1. Click Menu on BatMgr's indicator.
2. Move the pointer to the right of **Estimate**.
3. Click on your chosen estimate.



You can revise your estimate at any time.

In this mode, the word **Estimate** appears under BatMgr's indicator. It will remain until either the battery is fully-charged or the computer shuts down due to low battery power.

On the move

This chapter gives you hints and guidelines for using your computer on the move.

Your portable computer gives you the freedom to work wherever you want – not just in the office, classroom or at home, but even when you're on the move. Follow the advice in this chapter and travelling with your computer should be hassle-free.

Preparations

Here's how to pack your computer, ready to transport it home, for example, or to the airport:

1. Save any work. shut the computer down and switch it off.
2. Close the computers lid.
3. Switch off and disconnect any peripherals.
4. Charge the battery (if it's running low and you're going to need it).
5. Switch off and disconnect the adaptor.
6. Pack the computer and anything else you need in a suitable carrying case (available from your supplier).

Note: When moving the computer between environments of different temperature or humidity, allow the computer to adapt to the new conditions before using it.

What to take with you

You'll need to take some bits and pieces with you. Exactly what you take will depend on the length of your journey, your final destination and how long you will be staying there.

A carrying case is invaluable. There are many different types and sizes available on the market, including two designed for your computer.

Here's an idea of what to pack with your computer:

- Spare batteries (fully charged, of course!)
If you've got room, a spare battery is always a good thing to pack. Take more than one if your journey is going to be a long one. Pack them in individual plastic bags.

- *The Portable Handbook*
This is always handy to have around, and doesn't take up much room.
- The RISC OS 3 *User Guide* and the RISC OS 3 *Applications Guide*
You're more likely to keep these in one place (wherever you use the computer most often) but if you're going to be away for a long time, you might consider taking them along.
- Floppy discs
Take backup copies of any applications you're likely to use. Take some blank discs in case you run out of power and need to save work, or in case any files on your hard disc get damaged.
- Power adaptor and cables
If there's likely to be an external power supply at your destination, you'll be able to recharge your battery.
- Mouse
You can use the computer without the mouse, but it's easier if you've got it with you.

You won't need to take all of the above items every time you travel. Aim to minimise the weight of your luggage, and only pack essentials.

Foreign travel

If you're travelling abroad, there are a couple of extra things to think about before you set off.

Power requirements

As you know, different countries have different mains power supplies, and use different power outlets. Try and find out before you go what type of power sockets are used.

Don't worry if you can't get hold of the right sort of power cable for the power adaptor before you go. Simply buy a standard IEC power cable when you arrive at your destination — the adaptor is auto-ranging, which means that it can cope with most of the mains power supplies that you are likely to come across. You only need to make sure that the power cable you've got physically fits into power sockets where you're going, or that you have a suitable socket adaptor.

Before you leave

To avoid an unnecessary delays at customs, you're advised to contact the local customs office before you travel. They will advise you on the procedure for taking your portable computer into another country. Ask them in advance for any forms you'll need to fill in.

Before you actually set off, it's a good idea to check with your travel agent on a few points:

- Ask whether there are any restrictions on portable computers.
- Find out how much hand luggage you're allowed, and pack accordingly — you might be better off buying a large carrying case for your computer and putting everything you want with you on the journey in that.
- Ask whether you'll be allowed to use your computer on board.

Checking in

At the check-in desk:

- Don't check your computer in with the rest of your luggage — take it on board with you as hand baggage
- If you intend to use your computer on board, confirm with staff that it's OK.

Customs

Follow these guidelines when going through customs:

- Always declare your computer at customs. If you don't declare it on the way in to a country, customs there may not allow you to leave with it!
- Always get your computer checked by hand — never put it through an X-ray machine or metal-detector.
- Have the adaptor (or a charged battery) handy in case you're asked to switch the computer on by customs or security officials.

Some points to remember

- When moving the computer between environments of different temperature or humidity, allow the computer to adapt to the new conditions before using it.
- Always use the computer on a flat surface.
- Don't leave cables lying where people can trip over them.
- If you're using the computer on your lap and there's nowhere obvious to use the mouse, try using it on your leg. It works!

Switching off the computer

This chapter describes the correct procedure to follow before switching off your computer.

Normal shutdown procedure

When you've been doing some work on the computer and want to switch it off, you **can** simply switch off using the ON/OFF switch on the front of the computer.

However, you'll lose any unsaved work this way.

By following the instructions in this chapter, you can switch off the computer more 'gracefully'. This will ensure that you don't lose any work, and that the computer is in a safe state before you turn off at the switch.

1 Save your work

Make sure that you save any work you have been doing, or you might lose it (see *Files and directories* on page 45).

2 Shut the computer down

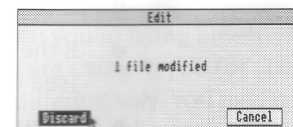
Move the pointer over the Task manager icon and click *Menu*.

Choose **Shutdown** from the menu.



The computer checks to see whether you have left any work unsaved. If you have, a window will appear, asking you if you really want to quit the relevant application.

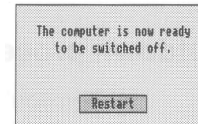
If you're sure you want to quit, click on **Discard** (to discard any changes). If you want to save your work before you switch off, click on **Cancel**, save the work, then choose **Shutdown** again.



Note: A quicker way to shutdown the computer is to use the hotkey combination Ctrl Shift FN F2 (see *F11 and F12 keys* on page 36).

The computer will perform any 'tidying-up' operations necessary, such as quitting any applications, logging off any networks to which you may be connected, and parking the hard disc drive heads.

A window will appear when all this has happened, telling you that the computer is ready to be switched off.



3 Switch off the computer and peripherals

Remove any floppy discs from the disc drive. Switch off the computer at the ON/OFF switch on the front.

If you have any other peripherals connected to your computer, check in the manuals supplied with them to see whether you need to switch them off every time you switch off the computer.

Note: When the window appears telling you shutdown has completed, you can restart the computer instead of switching off.

Click on **Restart** to do this, or hold down the Ctrl key and press the Break key or the Reset button. The Reset button is on the back of the computer, under a panel — see *Hardware information* on page 41 of the *Portable Handbook*.



The power adaptor

If you've been using the power adaptor, there are a couple of possibilities:

- If the batteries need recharging, leave the adaptor plugged in and switched on (see *Charging the battery fully* on page 60).
- If you're not going to use the computer for a while, switch off the adaptor at the power outlet on the wall, and unplug it from both the power outlet and the computer.

If things go wrong

This chapter offers solutions to some problems you might encounter while you are getting started with your computer. If none of these help, consult your supplier.

No picture

Check that

- the screen has not simply blanked as a result of the Blank delay set in !Configure (if this is the case, moving the mouse or pressing the Shift key will restore the display)
- the power adaptor is connected to the computer, or the battery is charged
- the computer is turned on
- the brightness control on the LCD screen is not turned down too low. If you're using an external monitor check that
- the brightness is set high enough
- the cable between the monitor and the computer is connected. Switch off both the computer and the monitor, and push in the connectors firmly. See *Connecting monitors* on page 29 of the *Portable Handbook*.

Flickering or flashing display

The screen will start to flash when the battery power is low even if the screen is blanked. This is so that you can see the low power warning message. If low battery power is the cause of the flashing display, you'll also hear a tone, and the battery LED will flash red. See *What happens when battery power gets low* on page 63.

Different screen display

If the computer starts up with a different display when you're using an external monitor, or other unexpected things occur while you are using it, you (or someone else) may have set up the system configuration in a different way. You may need to change the *MonitorType*, which is set to *Auto* by default. To do this, see *MonitorType and screen modes* on page 32 of the *Portable Handbook*.

See the chapter entitled Resetting and power-on in the RISC OS 3 User Guide, which tells you how to restore your computer to its default (factory) configuration. **Note:** some defaults are different on this computer:

Keyboard delay	25 (centiseconds)
Keyboard repeat	6 (centiseconds)
Screen blank time	5 (min)
Spindown delay	2 (min)
SoundDefault	I 6 2
Loud	
Auto-start !BatMgr	yes

Flashing floppy drive LED

If the floppy drive indicator light flashes more than once when you switch on, and the computer doesn't power up properly (you can't see the RISC OS desktop after a few seconds) consult your supplier.

If the LED only flashes once, this is normal. It should happen every time you switch on or reset the computer.

Pointer won't move

if moving the mouse does not move the pointer, check that

- the mouse is firmly connected to the computer
- the surface you are using the mouse on is firm enough to allow the mouse ball to move. Move the ball with your fingers to check that the mouse works.

You might need to clean the mouse ball. See *Cleaning the mouse* on page 51 of the *Portable Handbook*.

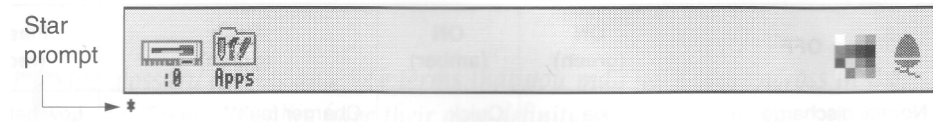
If all this fails, try holding down Ctrl and pressing the RESET button on the back of the computer to start the computer up again.

Unexpected things happen when you type

If unexpected characters appear when you type text in using the keyboard, the computer might be locked in FN mode. To check if this is the case, see *Checking whether you're in FN mode* on page 39. To unlock FN mode, see *Locking and unlocking FN mode* on page 38.

The pointer is not visible on the RISC OS desktop

If the pointer is not visible at all, check whether the command line (with ** prompt*) is at the bottom of the screen:



If it is, press Return to get back to the Desktop.

If the computer powers up in Supervisor mode

If the computer powers up in Supervisor mode (the word **SUPERVISOR* will appear at the top of a black screen) type Desktop at the prompt, then press Return.

The computer 'forgets' its configuration

If the computer frequently forgets its configuration settings, or the clock consistently loses time, it may be that you haven't used the computer for a long time and the computer's internal CMOS RAM support battery may need recharging. Leave the computer switched on for a couple of hours, then try again.

If this doesn't cure the problem, the computer's internal CMOS RAM support battery may be faulty. Take the computer to your Acorn supplier, who will investigate.

The self-test does not complete properly

If you do not see a message *similar* to the following when the self-test is performed:

```
RISC OS 2048k
Acorn ADFS
```

or if the self-test does not complete properly (the screen may stay dark grey (or red, if you're using a colour monitor) after you switch on, and the floppy drive indicator light may flash on and off a few times) then contact your supplier. There may be a fault with the computer's hardware.

Note: The number (indicating memory size) in the above message depends on what computer you have.

The battery indicator flashes



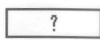
The battery indicator LED can flash for a variety of reasons. Here's a description of what the different types of flash mean:

OFF	ON (green)	ON (amber)	Flash (green)	Flash (red)	Blink (red)
Normal discharge OR computer switched off OR totally flat battery'	Trickle charge	Quick charge	Charger fault** OR no battery fitted OR internal fuse blown**	Low battery power*	Forced shutdown has occurred*

*Recharge the battery (see *Charging the battery fully* on page 60).

**Please contact your supplier.

The BatMgr indicator shows a question mark



if BatMgr's icon on the icon bar shows a question mark, this means that either

- there is no battery in the computer and you're using the adaptor (in which case, no problem) or
- BatMgr doesn't know how much charge is left in the battery — see *When you change the battery* on page 66.

There are unexpected icons on an otherwise empty desktop

You might have dragged a file or application towards the icon bar, but accidentally let go too soon. See *Pinboard* on page 51.

Glossary

This glossary defines any new terms that you may have come across in the guide. Terms in italics have their own definitions in this glossary.

adaptor — See *power adaptor*.

ADFS — **A**dvanced **D**isc **F**iling **S**ystem (see the RISC OS 3 *User Guide* for more information).

adjust button — Righthand *mouse* button.

adjust size icon — *Icon* in the bottom righthand corner of some *windows*. *Drag* this to change the size of a *window*

application — A program you use to perform tasks or play games on the computer.

application directory — Similar to an ordinary directory, in that it contains other *files* or directories. Name starts with an exclamation mark (!). *Double-clicking* on an application directory starts the *application* (rather than just opening the directory).

application icon — Icon that appears on the *icon bar* when you start an application.

Apps icon — An *icon* that is always present on the lefthand side of the *icon bar*. *Clicking* on ' this will give you access to the *applications* stored permanently in the computer's memory (ROM) such as Draw and Paint.

auto-ranging — The power adaptor can operate from mains voltages between 100-120Vac and 200-240Vac, 47-63Hz.

auto-save — New function that enables an application to save work automatically when a forced shutdown happens. Work is saved to a predefined location. Not all applications can do this.

auto-start — You can configure the computer so that any or all of the ROM applications in the Apps directory will automatically start every time you switch on.

back icon — *Click* on this to send a *window* to the back of a pile of windows on the screen. Click on the *title bar* to bring it to the front again.

battery indicator LED — One of the 5 LEDs next to the computer's display panel. It flashes when the battery needs recharging.

battery status indicator — A 5-segment LCD on the front of the computer. Displays the proportion of total battery power remaining. Don't confuse this with the *battery indicator* LED or !BatMgr's "time remaining" indicator.

brightness control — A control for altering the brightness of the LCD screen backlight.

backup — A copy of an important *file* (or *directory*, or even a whole disc).

byte — A unit of storage, which consists of eight bits (ones or zeros) of information.

CapsLock key — Key at the bottom lefthand side of the *keyboard*. When the CapsLock light is ON, anything you type into the computer will be in upper case.

caret — A vertical bar in a *file* or *writable menu box*. Text you type in appears to the left of the caret.

charge rate — Rate at which battery pack is charged:
 Trickle charge = 65mA ($\pm 10\%$)
 Quick charge = 340mA (+5%, -10%).

clicking — Pressing and releasing one of the mouse buttons once.

close icon — Click *Select* on this to close a *window* or *directory display*. Click *Adjust* to close the window and simultaneously open its *parent*. Press *Shift* and click *Select* on this to close a window and leave its *icon* on the *Pinboard*. Press *Shift Adjust* to open the parent without closing the window.

computer control keys — These include the following keys: FN, Tab, Ctrl, Shift, CapsLock, Alt, *Return*, the arrow keys, *Delete*, Insert, Home, Copy, Page Up and Page Down.

default — A standard setting or option, which the computer uses unless you tell it to do something else.

contrast control — Alters the contrast between the greyscales on the LCD screen (use this in conjunction with the *brightness control*).

Delete key — The function of this key depends on what *application* you are using. For instance, in *Edit* (or a *writable menu box*) press this key to delete a character to the left of the *caret*. In *Draw*, press this key to delete a selected object.

desktop — Area of the screen display where you run *applications*, open *windows* and so on.

destination disc — When making a *backup*, you copy information **from** an original source disc **to** a blank formatted destination disc.

devices and device icons — Devices really means storage devices – places where information (*files*, *directories* or programs) is kept. *Click* on the device icon (on the lefthand side of the *icon bar*) to see what is stored on the associated device.

directory — Storage area – like a folder – in which you can keep *files* or *subdirectories*.

directory display — *Window* that displays the contents of a *directory* or storage device. *Double-click* on a directory to see its directory display.

disc — See *floppy discs*.

- disc eject button** — Make sure the *drive indicator light* is out before you press this to *eject* a *floppy disc*.
- double-clicking** — Pressing and releasing the *Select* or *Adjust* button twice in quick succession.
- double-click arrow** — When you double-click on an object, the *pointer* will change to a double-click arrow just after the first click. You have to make the second click before the pointer reverts to its normal shape.
- double density floppy discs** — Floppy discs capable of holding about 800KB of information when formatted.
- drag** — Press and hold down the *Select* or *Adjust* button and move the *mouse*, whilst the *pointer* is over the object you want to drag.
- drive indicator light** — This is an LED that lights when the disc drive is being used by the computer. There is one for the hard disc drive (if your computer has one) and one for the floppy drive.
- Econet** — This is a means of connecting two or more computers together so that they can communicate with each other and share information. It is a type of Local Area Network (LAN) produced by Acorn. Contact your supplier for details.
- eject** — Press the disc *eject button* to eject a *floppy disc*.
- file** — A collection of information bundled together and given a name to identify it. For instance, a letter written on a word processor, a program, a *palette* definition.
- file access** — Controls who else can look at or change any of your files if your computer is connected to a network (like *Econet*).
- file locks** — Prohibit other users on a network from looking at or changing your files, and prevent you from accidentally deleting files you have protected.
- Filer menu** — Menu displayed when you click Menu over a directory display.
- filing system** — (e.g. ADFS) – A logical and structured way of storing and manipulating *files*. See the RISC OS 3 *User Guide* for more information.
- floppy discs** — Removable discs for storing information. Your computer uses 3.5 inch floppy discs.
- font** — Typeface that the computer uses (e.g. Homerton, Trinity).
- format** — Formatting a disc prepares it to receive information from the computer.
- function keys** — Set of keys along the top of the keyboard. What they do depends on which *application* you are using.
- hard disc** — A storage device fitted permanently inside the computer. Can hold much more information than a *floppy disc*.

high density floppy disc — Floppy disc capable of holding 1600KB of information when formatted under ADFS (1440KB under MSDOS).

hotkey — A keyboard short-cut that enables you to perform a specific action or operation more quickly.

icon bar — Strip along the lower edge of the *desktop* showing *icons* for *devices* and *applications* currently accessible from the computer's memory.

icons — Small pictures representing *applications*, *devices*, *files*, *directories* and so on.

input focus -- when the input focus is on a particular file's *window*, you can alter that file (type in text, add graphics etc).

I/O indicator LED — Lights whenever the ON/OFF switch is in the ON position (as long as there is a battery fitted, and/or the power adaptor is connected and switched on).

keyboard — **Built** in or attached to computer by a curly cable. You use it to input information to the computer.

kilobytes (KB) — Unit of size relating to storage space in a computer. There are 2^{10} (1024) bytes in a kilobyte. A formatted high density *floppy disc* can hold about 1600KB. A *hard* disc can hold much more.

LCD — Liquid Crystal Display.

LED — Light Emitting Diode.

letterbox — A type of *screen mode* that is much wider than it is high, giving the appearance of a letter box.

local area network (LAN) — A general term for a network like Econet.

megabytes (MB)—There are 2^{10} (1024) *kilobytes* in a megabyte.

memory— The computer's information storage areas (see also RAM). If you try to run too many applications at once, you may run out of computer memory and have to remove some of the applications you are not using.

menu — List of actions you can choose from to perform on (or within) *files*, *directories*, *applications* and so on.

Menu button — Middle *mouse* button. *Click* it to display a *menu*.

menu options — See *menu*

modem — Short for Modulator-Demodulator. A device that allows the computer to send and receive electronic signals via a telephone.

monitor — Screen unit (like a TV set) used to display communications from the computer. Monitors can be colour or monochrome (black and white). Also known as a Visual Display Unit (VDU).

MonitorType — A computer variable that determines which *screen modes* your *monitor* can display.

mouse — Small plastic box with three buttons on top and a cable attaching it to the computer. Hold it in your right hand, if you're right handed. Moving it moves the pointer on the screen.

move — Press Shift while *dragging* a file to move (rather than just copy) a file from one *directory* to another.

numeric keypad — Grouping of keys towards the righthand end of the *keyboard*.

operating system — Actions and tasks you tell the computer to perform via the *desktop* are translated by the operating system into instructions that the computer can understand.

palette — Allows you to control the colours (grey scales) used to display different things on the *desktop*.

parent directory — A parent *directory* contains *subdirectories* and *files*. The files and subdirectories you see in a *directory display* are "children" of this parent directory.

peripheral — An item of hardware (e.g. a *printer*, *monitor* or *modem*) connected to your computer.

Pinboard — *Application* that makes use of the blank areas of the *desktop*. You can *drag icons* onto the desktop itself and they will 'stick' there (still in the computer's memory, just not open on the desktop).

pointer — Arrow displayed on the *desktop*. It moves when you move the mouse. Use it to *move*, change or select items on the desktop.

power adaptor — A power supply unit which allows you to connect the computer to a power outlet on the wall. It converts 100-240 VAC mains to power the computer and charge the battery.

printer — *Peripheral* which prints *files* or documents onto paper.

printer driver — Program that converts *files* into information that your *printer* can understand and print.

printer manager — Application that oversees the printing process.

prompt — Signifies that you need to type in a command or supply information (e.g. the * prompt that appears when you press F12).

quick charge — Quicker of two battery *charging rates* (340mA +5%. -10%).

quit — To close a *file* or *application* when you've finished using it, and remove its *window* from the screen.

RAM — Random Access Memory – part of the computer information storage system which is accessible for storing or retrieving information without using *discs*. Information in RAM is lost when the computer is switched off.

resources — The means with which your computer runs programs and *applications*.

Return key— Key on the *keyboard* that you press to signify the end of an instruction to the computer (e.g. when you've finished typing in a *file* name in a *writable menu box*) or to start a new line in an Edit file.

RISC OS — Stands for: **R**educed **I**nstruction **S**et **C**omputer **O**perating **S**ystem. See also *operating system*.

ROM — Read Only Memory – similar to RAM, but ROM doesn't go away when you switch the computer off. The *operating system* and several applications and fonts are permanently present in ROM.

root directory (\$) — The top-level *directory* in a filing system (all other *files*, *subdirectories* etc are contained in it).

save — Keep a permanent copy of a *file* in its current state (including any changes made since the last save).

SCART — Type of connector used to connect some types of monitor or TV to the computer. Gives better picture and sound quality than using an ordinary coaxial aerial cable.

screen mode — Governs the physical appearance of the *desktop* on your display or *monitor*.

scroll arrows — Arrows at either end of the *scroll bars* on *windows* that are not large enough to show all of a *file*.

scroll bars — Shaded bars along the righthand (and sometimes lower) edge of a *window*.

scrolling — Moving around a large *file* using the *scroll bars* and *scroll arrows*.

Select button — Lefthand mouse button. Use this to select items, choose *menu* options, *drag icons* etc

self-tests — A series of tests performed by the computer when you switch on.

Shutdown — Menu option on the task *manager icon bar menu*. Choose this before you switch off the computer – it ensures that the computer shuts down 'gracefully'.

slider — Box within *scroll bar*. Drag it to move around a *file*.

source disc — See *destination disc*.

spindown delay — An option in the **Hard disc drives** window of !Configure. Use this to save power when using battery power.

storage devices — See *devices*.

subdirectory — *Directory* in a *parent directory*.

- submenu** — *Menu* accessed by moving the *pointer* over an arrow on a main menu. system
- application** — Contains some of the *resources* that are common to all *applications*.
- Task manager** — Icon on righthand side of *icon bar*. Use it to control how the computer uses its memory.
- title bar** — Along the top of a *window* in which the name of the *file*, *application* or *directory* appears.
- toggle size icon** — *Icon* in the top righthand corner of a *window*. *Clicking* on this toggles between full size and the last size at which a window was displayed.
- toggling** — Switching something between two states, usually by clicking Select.
- tracks** — Areas defined on a disc when you *format* it, on which the computer stores information.
- trickle charge** — Slower of two battery *charging rates* ($65\text{mA} \pm 10\%$).
- typewriter keys** — Block of keys on the *keyboard* which resemble those on a typewriter.
- window** — Area of the screen designated for a particular activity or display – e.g. an Edit window (used to create a text file) or a *directory display* (used to display the contents of a disc).
- writable menu box** — A *submenu* option or part of a larger menu box. Either it already has a *caret* in it, or the *pointer* changes to a caret when it is over the box, indicating that you need to type in something (e.g a file name).
- write-protect** — To lock a *floppy disc* so that the information on it cannot be changed in any way.

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