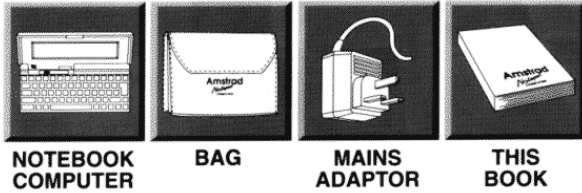


## Setting Up

### STEP 1:

Unpack the box and check you have the following items:



### STEP 2:

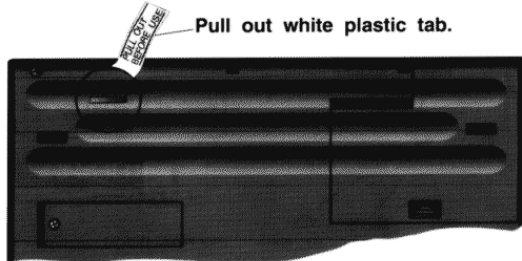
**PLEASE FILL OUT THE WARRANTY CARD AND SEND IT OFF.**

This will enable us to mail you from time to time on updates and improvements to your new Notebook.

**PLEASE KEEP ALL PACKAGING MATERIALS - BOX, STYROFOAM ETC IN CASE YOU NEED TO TRANSPORT YOUR UNIT.**

### STEP 3:

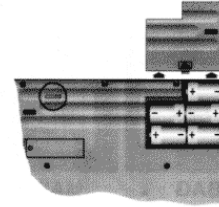
To set up the Notebook, turn the unit face down and pull the white plastic film so that it comes COMPLETELY out of the Notebook.



1

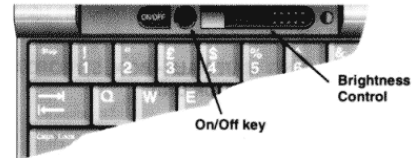
### STEP 4:

Remove the main battery cover and insert five C cell batteries, as shown below (alternatively you may choose to use just the supplied power adaptor to power the unit):



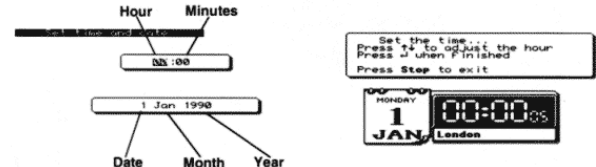
### STEP 5:

Put the battery cover back on and turn the Notebook face up and open it so you can see the keyboard and screen. Then press the ON/OFF key (Under hinge of display). See diagram below.



The machine should make a 'bleeping' sound and the screen will come on.

The screen display should be as below. If not, adjust the Brightness control ( slider next to the On/Off switch ):



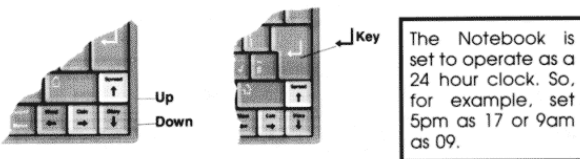
To set today's time and date, turn to the next page.

2

### STEP 6:

Towards the top left of the screen you will see a small dark section over the two zeros 00, these are the hour digits.

Set today's current hour by pressing the up or down keys ( $\uparrow$   $\downarrow$ ) (you will use these keys many times in future so remember them). Watch the screen while you are pressing the keys.



Locate the  $\square$  key (you will use this key many times in future so remember it!) See diagram above and press it ONCE ONLY.

The small dark section is now over the minutes digits so use the ( $\uparrow$   $\downarrow$ ) keys to set the minutes. Watch the screen while you are doing it. Once you have set the minutes, press the  $\square$  key.

The small dark section is now over the date digit, so use the ( $\uparrow$   $\downarrow$ ) keys to enter in today's date in the month. Once you have set this, press the  $\square$  key.

The small dark section is now over the month section, now use the ( $\uparrow$   $\downarrow$ ) keys to select this month, once you have selected this month, press the  $\square$  key.

The small dark section is now over the year digits, now use the ( $\uparrow$   $\downarrow$ ) keys to select this year. Once you have selected this year, press the  $\square$  key.

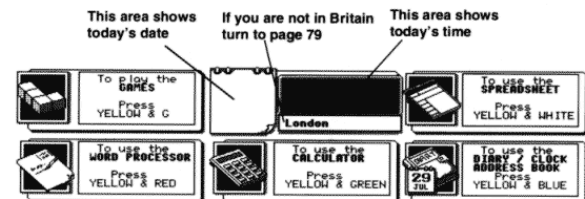
If you make a mistake, hold down the YELLOW key, then press the BLUE key, now press the BLUE key on its own. Finally press the WHITE key and start again. To adjust the time due to summer/winter one hour changes, see setting date and time in section 2. IF YOU HAVE ANY PROBLEMS, SEE PAGE 460 FOR DETAILS OF OUR TELEPHONE SUPPORT.

3

## CONGRATULATIONS!

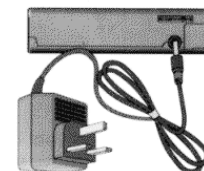
- You have now set up your Notebook.

This is how the screen should now look:



### Using the Notebook with the Mains Adaptor

When you use the Notebook at home or at work, we recommend you use it with the Mains Adaptor provided. Simply plug the Mains Adaptor into any 240V 13 Amp wall socket and plug the lead into the back of the Notebook. Place the Notebook close to the socket to avoid unnecessary strain on the lead.



**NEVER** use other power adaptors - only use the Mains Adaptor supplied with the Notebook.

When you have finished using the Notebook, we recommend the adaptor is removed from the wall socket and the cable is removed from the rear of the Notebook. (Remember to switch off before removing the lead from the back of the Notebook).

4

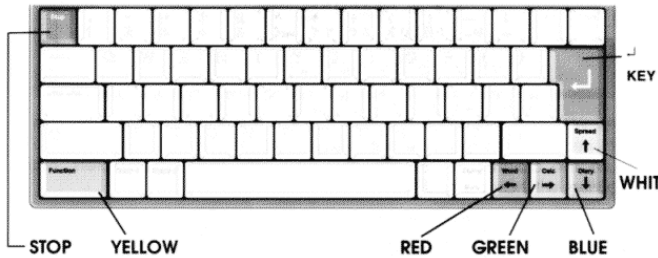
# NOW THE CLEVER STUFF!

## Using the Notebook

### STEP 7:

The first thing to do is to familiarise yourself with the seven most commonly used keys.

These keys will be referred to throughout this section of the book as:



In some cases you will be asked to press both the Yellow and Red keys, the Yellow and Green keys, the Yellow and Blue keys or the Yellow and White keys. The best way to do this is to press and hold down the Yellow key first with one finger followed by the other coloured key with another finger.

After pressing the POWER ON key any time in the future, you will generally return back to the screen shown below. There are five main function areas or sections together with the date and time display. We shall refer to this in future as the MAIN SCREEN.



### STEP 8:

## To use the Calculator

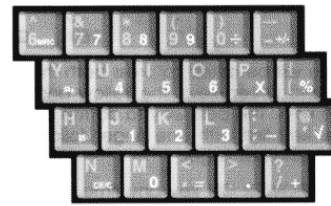
Most of us know how to use a calculator. As this is an easy function for most of us to understand, we shall start with this section first of all.

### STEP 9:

Do as the centre panel of the main screen says - press the Yellow and Green keys AT THE SAME TIME.



As you can see from the new screen message above, you are invited to use the green numbers/characters on the keyboard. To use the calculator, use only the keys with green characters. No others will have any effect.



We assume you are familiar with the functions of a calculator and so we have no more to say in this section other than to advise you how to get back to the main screen. When you have finished using the calculator, simply press the **STOP** key (top left corner).

If you leave the Notebook switched on without using the keyboard for more than five minutes, it will automatically switch off. Simply press the power key and the screen will return.

### STEP 10:

## Using the Word Processor

For those of you who have used a typewriter or computer before we apologise now for boring you. Throughout this section of the book we are assuming the user is a novice.

After returning to the main screen or switching on the Notebook again the main screen will appear.



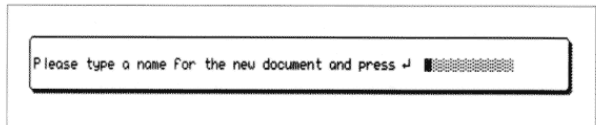
To use the word processor section simply follow the instructions on the screen and press the Yellow and Red keys.

This operation will bring you to a new screen as below:



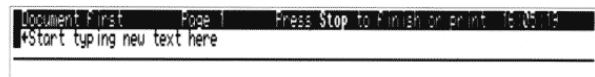
The first message on the left is to start a new document, so we will use this first of all and ignore the other two messages for the moment. Follow the instructions and press the Red key ONLY.

After pressing the Red key, the next screen (as shown below) will invite you to give the new document/letter a name. The reason for giving it a name is so you can identify it amongst a list of many documents you will produce in the future.



Follow the instructions and give the document a name by typing it in. For example, let's call this document **first**. Simply type in **first** by pressing the F I R S and T keys on the main keyboard and press the **↵** key (REMEMBER WE TOLD YOU YOU WILL USE THIS KEY A LOT).

As you will see from the new screen below, the dark line at the top shows the Document Name, and also that you are on page 1.



In the left corner on the second line you will see a rectangular shaped block flashing on and off. This item is called a CURSOR. Remember the word CURSOR - we will refer to it many times in the future.

You will also see the message:

← Start typing new text here

As soon as you hit any key this message will go away.

### STEP 11:

Before we go any further you will need to learn some simple principles to do with typing. (For those who already know it all - SORRY.)

Press the **↵** key five times. You will see the cursor move down the screen.

Now locate the keys shown below:



As you will see, they all have arrows on them, pointing in different directions.

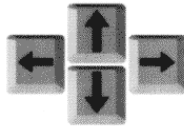
Press the Green key four times and you will see the cursor move to the right.

Now press the (↑) key four times and you will see the cursor move up the screen.

Now press the Red (←) key four times and you will see the cursor move to the left.

Finally, press the Blue (↓) key four times and you will see the cursor move down the screen.

If you imagine a cluster of arrow keys as shown below the cursor will move in the direction of the arrow you press.

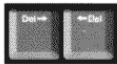


Now type in the following:-

**amstrad**

you will see the cursor is flashing at the end of the word.

Locate the (Del) (←) keys shown below ( top right corner ).



Press the (Del) key three times and you will see three letters disappear ( The Boffins say were DELETED. Got it? Del is short for DELETE ).

Press the Red (←) key four times and you will see the cursor is now over the letter a

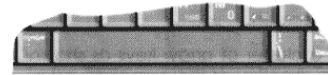
Now press the (Del) key four times and you will see the remaining four letters are deleted.

You can imagine now that all letters LEFT of the cursor will be deleted when you press the (Del) and all letters RIGHT of the cursor will be deleted when you press the (←) key.

Now type in the word:

**amstrad**

Then locate the large bar at the bottom of the keyboard as shown below ( This is known as the space bar ).



Press the bar once and you will see the cursor jump to the right of the word **amstrad**.

Now type in:

**notebook**

You will see the two words are now spaced apart.

Any time you wish to space words apart, simply use the space bar.

Now you have experienced these features it's time to write your first document.

Press the (Esc) key and hold it down to clear the screen.

**Now off you go - DO IT!**

**STEP 12:**

Why don't you type in:-

**this is the first time i have ever used a computer**

You will now see the CURSOR flashing at the end of your sentence. Now press the (Enter) key (you must remember this key by now!) and now type in:-

**this is the second line of the first document i have ever written on a computer**

As you can see, what you have written on the second line was too much for one line and it has overlapped onto the third line.

Now press the (Esc) key (top left corner).

# CONGRATULATIONS!

- you have written your first document on a computer.

To write a second document, press the Red key and once again type in a name for the second document. Let's call this one **second**. Don't forget to press the (Enter) key (that key again!)

Now type the following:

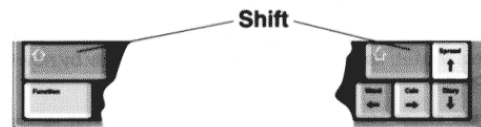
**i seem to be getting good at this now**

Once again press the (Enter) key.

Now type:

**i have noticed there are no capital letters in my sentences**

It is true - so far everything you have written is in lower case letters (Boffin talk for non capital letters). On the keyboard locate the keys shown in the diagram below. These are known as the SHIFT keys.



Press the (Shift) key.

Now hold down either of the above shift keys with one finger and type the following with another finger:

**THIS LINE IS ALL IN UPPER CASE**

(Upper Case is Boffin talk for Capital letters)

Press the (Shift) key again.

This time type in the following sentence but put capital letters (upper case) and lower case letters where they are expected to be. Do this by holding down a SHIFT (Shift) key only when you wish to type a capital letter, and release the SHIFT (Shift) key when you type lower case letters.

**Now I am getting quite good on this Notebook**

Press the (Shift) key again.

Look at the dark line at the top of the screen and you will see it says **Press STOP to finish or print**.

It should be noted at this time that the (Esc) key (top left corner) is going to be a very good friend to you, as pressing it will always take you out of what you are doing and back to the previous screen.

So press (Esc) now, then press it again. You will see you are now back at the original main screen.

Now press Yellow and Red (*at the same time*). As you will see, you are back to the main screen in the word processing section. You have used the Red key message to the left to write two documents and we have so far ignored the other two messages.

**STEP 13:**

We will now explore the middle message so press the Green key as it asks.



The screen shows a list of the two documents you have written. Locate the (↑) (↓) keys (*bottom right corner*).

By pressing the White (↑) key you will see the dark band move from the word **second** onto the word **first**.

By pressing the Blue (↓) key once you will see the dark band move back to the word **second**. If you have lots more documents in the Notebook you can move the dark band up and down this screen with the (↑) (↓) keys to locate on any of your document names.

Move the dark band back over the word **first** then press the (↵) key (*yes - me again!*) and you will see your first document appear. Now press the (stop) key (*life saver*) and you will come back to the main word processor screen.

Press the Green key again and this time move the dark band down over the word **second** by using the Blue (↓) key and then press the (↵) key and you will see your second document appear.

Press the Blue (↓) key four times and read on.

**Some Useful Tips**

Now you can practise writing a new document. After reading these tips, go back to page 7 and do it all again, but this time write what you want, call the documents what you want and generally find your way around these areas. Remember, the (stop) key will bring you out to the previous screen message.

If you leave the Notebook switched on without using the keyboard for more than five minutes, it will automatically switch off. Simply press the power key and the screen will return.

So far the instructions you have been given for the word processor section have been very basic. There are many other functions and wonderful things that can be done within this section. All of the features of the word processor are explained in greater detail in the second section of this book.

If you have any problems, see page 460 for details of our telephone hotline support.

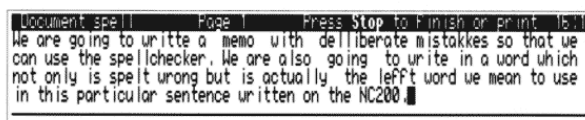
**STEP 14:**

**Using the Spellchecker Dictionary**

Inside the micro chips and memory of this machine there is a 48,000 word dictionary and function which allows you to check if you have spell words correctly. This facility also allows you to spell a word correctly whilst you are in the middle of writing a document.

To demonstrate the spellchecker and dictionary function, return to the main screen by pressing the (stop) key. As usual press the Yellow and Red keys together, followed once again by the Red key only and type in the name of this new document **spell** and press the (↵) key.

Now type in the text shown below, which as you can see has many spelling mistakes. Please type it in exactly as you see it below and do not alter it at all.

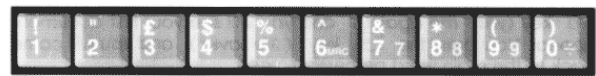


One other tip to remember is that by using our good old friend the (↵) key you can skip lines and space out your sentences in any document you wish to write. For example, as soon as you get into the new document section where the cursor is flashing in the corner and you are invited to ← **Start typing new text here** you can press the (↵) key a few times first. This will mean that when you finally print out your document the writing will not start right at the top of the page/paper. Similarly, after you have typed in a few lines, if you want to space the next paragraph away from the first, you can use the (↵) key. Try it now!

Another useful tip is if you wish to type everything in capital letters and you don't want to hold your finger on the SHIFT key all of the time, simply press the key marked CAPS LOCK once ( *third from the bottom on the left* ) and everything you type will appear in upper case letters (*capitals*). A letter 'C' appears at the top right of the screen when you have switched Caps Lock on.

To get back to normal lower case use just press the (Caps Lock) key once again.

The final tip is to advise you how to use the characters which are printed above the number keys on the top row of the keyboard, or indeed how to use any character that is printed on the top of a key.

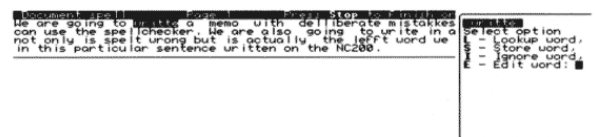


These can be used by pressing the SHIFT key with one finger and pressing the character you wish to use with another finger.

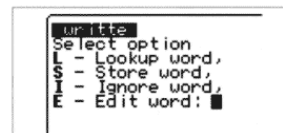
For example, let's say you wish to use the & sign, which is located above the figure 7 on the top row of the keyboard. Simply hold down the SHIFT key, (↵), with one finger and press the &/7 key, (↵), with another. Do this a few times. Now release the SHIFT key and press the &/7 key again and you will see it prints 7. Holding down a SHIFT key makes another key print the character shown on its top section.

Now press the (stop) key twice to exit to the main screen.

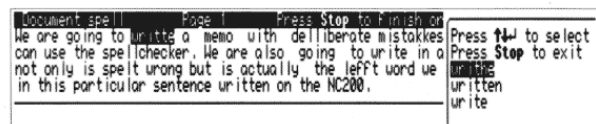
Now place one finger on the Yellow key and press the 1 key located next to the (stop) key. You will now see the screen as shown below.



On the right-hand side of the screen you will see the word **writte** highlighted in a dark bar. On the left-hand side of the screen you can see the same word **writte** also highlighted. This is the first mistake in your document. What the spellchecker is doing is asking you a list of questions which can be seen on the right-hand side of the screen.



Obviously this is an incorrectly spelt word and the first question **I** invites you to look up a word which you meant to use. Therefore press the letter L on the keyboard. As soon as you press the letter L you will see on the right-hand side of the screen that the Notebook is looking for words which are similar but spelt correctly and as you can see from the display below, the Notebook has given you a choice of three words which it thinks you really meant to use.

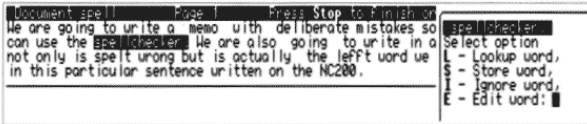


Obviously we meant to use the word **write**. By using the Blue (↓) key you can move the dark bar down onto the word **write**. Once you have done this press the (↵) key. You will notice on the left-hand side of the screen in your document the word **writte**

has been corrected but a new incorrectly spelt word has been found.

Once again press the letter L to look up the word. As you will see, the Notebook has found the correct spelling of the word **deliberate**. Once again press the **[L]** key. You will see the word **deliberate** has been corrected in your document and the Notebook has found another spelling mistake. Once again, press the L key and as you will see, the Notebook again finds the correct spelling so press the **[L]** key again to correct the word in your document.

You will now see from the diagram below that the Notebook has stopped on the word **spellchecker**.



You may be wondering why it has stopped on this word, as clearly it seems to be spelt correctly. The reason for this is that *spellchecker* is not really a word usually found in a dictionary. It is a name given to something, similar to your own name or your company's name which, of course, you would not expect to find in a dictionary. However, the dictionary inside the Notebook will always stop on things that it cannot recognise. Two of the questions on the right-hand side of the screen; **S - Store word** or **I - Ignore word** can be used in these circumstances. If the word *spellchecker* is something very common to you and you are always going to use it in your documents in the future, then what you can do is to store it in the memory of the Notebook so that if you ever use it again the Notebook dictionary will ignore it if it is *spelt correctly*.

Let us in this instance decide to store the word *spellchecker* in the "user dictionary" for future use. Press the letter S. The word *spellchecker* has now been stored in the dictionary. If you ever use it again in one of your documents it will be ignored if *spelt correctly*. This facility is very useful if you are going to use a name or term many times in your documents which is not normally found in a dictionary.

Starting from the main screen, press the Yellow and Red keys together, followed by the Red key only. Type in a name for the new document; let us use **howspell**, then press the **[L]** key as usual.

Type in the following text:

**The library has many versions of the encyclopaedia**

For those clever ones amongst us, you will see from the above that we have indeed spelt the word **encyclopaedia** correctly. There are, however, those of us that are not so confident in our ability to spell correctly. With the cursor flashing at the end of the word **encyclopaedia** hold down the Control key with one finger (*the Control key is next to the Yellow key on the bottom row of the keyboard*) and press the 1 key (*next to the [L] key*) and you will see that the top (dark) line of the screen states - **Word is in dictionary**. This means that the word is spelt correctly and, therefore, you can simply carry on typing.

Now carry on typing and add the following (*exactly, do not alter*):-

**There does not seem to be enough space to accomodate**

Once again, for those of us who are not so sure, the word **accomodate** may be spelt incorrectly. With the cursor flashing at the end of the word **accomodate** hold down the Control key with one finger and press the figure 1 key. As you will see from the screen, the word has been picked up by the Notebook's spellchecker as incorrect. Simply press the letter L to look up the correct spelling of the word. When the Notebook has found the correct spelling of the word, press the **[L]** key. The word **accomodate** has now been corrected and you are able to continue typing the rest of your document.

As usual, press the **[STOP]** key to exit and press the **[STOP]** key again to return to the main screen.

We suggest that you experiment in this area and we are sure that you will find the spellchecker section a great help in the future use of this product.

As you will see, the spellchecker has now found another incorrectly spelt word (**lefft**). However, when we wrote this sentence we did not really mean to use this word. Not only is it spelt incorrectly but it is not the word we wanted to use. In this case you can use the question on the right-hand side **E - Edit word**. Press the E key. As you will see the cursor is now at the start of the word **lefft**. By using the **[DEL]** key, delete the whole word **lefft** and then type in the word **wrong**, then press the **[L]** key.

Finally, you will now see that the Notebook has found **NC**. The reason is obvious - this is the prefix of a model number of the Notebook (NC200) and no-one would expect to find this in a dictionary. You may decide that you wish to refer to this prefix many times in future documents that you write, in which case you can decide to store it in your user dictionary by pressing the S key as we did before with the word *spellchecker*. However, it is unlikely that you would wish to use a model number such as this again and therefore you can simply advise the Notebook's spellchecker to ignore it by pressing the **I - Ignore word**. As you will see, after pressing I, the Notebook's spellchecker has completely checked the entire document.

As usual, press **[STOP]** to exit and press **[STOP]** again to return to the main screen.

If you have any problems, see page 460 for details of our telephone support

**STEP 15:**

**Using the Spellchecker to assist you in spelling a word correctly whilst writing a document.**

It is annoying sometimes when you are writing to find that you have forgotten how to spell a certain word. The next demonstration will show you how to use the Notebook's spellchecker to assist you in finding the correct spelling of a word whilst you are writing a document.

**STEP 16:**

**How to print out your Documents**

The matter of printing out documents can become very complicated and is covered in much more detail in the second section of this book (*page 179*). **This may be obvious, but we'll say it anyway ( Sorry ). To print a document you need a printer.**

Unfortunately you cannot use the printer supplied with the Amstrad PCW range of computers.

These days, most printers have a socket on the back of them named PARALLEL.

You will see on the back of the Notebook that it also has a **PARALLEL** socket.



With the Notebook switched off the first thing to do is to connect the Parallel socket on the Notebook to the Parallel socket on the printer with a cable (*known as a printer cable, usually included with a printer*).

To progress any further the next advice is maybe also obvious but we will say it anyway! SORRY AGAIN.

**Make sure the printer is switched on with paper in it and it is set up ready to print, according to the manufacturer's instructions.**

Once connected to the printer press the Notebook's On/Off key.

Then press the Yellow and Red keys, followed by the Blue key and your list of stored documents will appear as you will see from the screen below:



Using the **[↑]** **[↓]** keys, move the dark band over the document you wish to print and press the **[P]** key.

Your document will now print out on the printer.

Press the **[STOP]** key twice to return to the main screen.

**GENERAL NOTE**

One of the virtues of the Notebook is that it is portable. This means you can take it with you wherever you go. In most offices or hotels in Britain or, indeed, anywhere in the world, printers are used. When visiting you can simply plug the Notebook into most printers and print out what you want there and then.

**IF YOU HAVE A PROBLEM PRINTING WE SUGGEST YOU CALL OUR HOTLINE. SEE PAGE 460.**

**STEP 17:**

**What floppy disks are used for:**

You now have several documents stored in the memory of the Notebook. You will find that if you switch off the Notebook, next time you switch on they are still there. This is one of the great things about the Notebook. At any time, such as when the phone rings, you can switch off, safe in the knowledge that the information you have written so far will be safely held in the Notebook's memory until the next time you turn on again.

However, the memory within the Notebook is limited. When you first start to use the Notebook there is enough free memory to store about 110,000 characters. As you keep on writing new documents this memory will eventually get used up.

This is not a problem because you can easily take copies of the documents from memory on to a floppy disk. Then you can delete the originals from memory to make space for new documents. When you later need to work on those documents they can just as easily be copied back from the floppy disk to memory. Once a document is copied back to memory it can then be worked on just as before.

The 3<sup>1</sup>/<sub>2</sub>" disks used with the Notebook have their information recorded in the same format as used by the MS-DOS operating system on IBM PC compatible computers. This means that documents you copy from the Notebook memory to a floppy disk have a secondary advantage in that they can easily be read into other programs on another computer that reads MS-DOS compatible disks. Documents from a PC can also be read back in to the Notebook.

One further advantage of copying documents from the Notebook memory to a floppy disk is that documents stored on disk will be remembered for many years unless you choose to delete them. Documents in the Notebook's own memory are only stored as long as the batteries are connected. If they go flat or something happens to make them lose contact it is possible that documents in the Notebook memory could be lost. By copying them to floppy disk you will always have a copy to return to if such a disaster should happen.

This last point is so important that we would suggest you copy your work in progress to a disk at the end of every day (at least, perhaps even more often - every hour, say). Even if your Notebook were damaged or stolen the worst thing that could then happen is that you have lost one day's work. Copying your documents to a disk will only take a couple of minutes each day and could save you many many hours, even days, of lost work.

It's not just documents from the word processor that can be copied to disk. You can do the same with worksheets from the spreadsheet program that you will learn about in Section 2 of the manual. You can even copy your address book and diary information. These are all described in Section 2 of the manual.

As there is more than just documents that can be stored on a floppy disk, there is a more general word used to describe each item held on a disk: the word is FILE. When talking about the word processor we always use the word "document" to mean the pieces of text that you work on because it is a more meaningful word, but you will see the word "file" used as well and normally it will mean the same thing.

**STEP 18:**

**Preparing floppy disks for use - Formatting**

Before you can copy information from the Notebook memory to a floppy disk there is one vital process that must be performed on the floppy disk before it can be used. It must be FORMATTED. This process must be performed once on each new disk that you buy. During formatting the completely empty space on the surface of the disk is divided up into neat little "pigeon holes" that the computer later uses to store the information in.

*Technical note:* The circular surface on each side of the disk is divided into 80 tracks and each of those tracks is divided into 9 sectors ("pigeon holes"). Each sector can hold 512 characters so the total storage space on a floppy disk is 737,280 characters - In computing terms this number will often be referred to as 720 Kilobytes or just 720K. (80 \* 2 \* 9 \* 512 = 737,280 = 720 \* 1024)

**Note:** there is a second type of 3<sup>1</sup>/<sub>2</sub>" disk used on PC computers. These are called "High Density" disks and have 18 sectors per track instead of just 9. This means that their total storage capacity is 1,474,560 characters (also known as 1.44MB). The Notebook cannot read or write this type of disk. High Density disks are usually identifiable by having an "HD" logo on the disk. They also have a hole punched through them in bottom right corner of the disk.

As well as preparing brand new disks, you can use the formatting process to completely erase everything that has previously been stored on a floppy disk. This can be quite useful to quickly remove all documents from a disk but you can also see that it could be quite dangerous - you might inadvertently erase hundreds of documents that you had stored on disk. Be careful when formatting disks - be sure that you are formatting the disk you intend to.

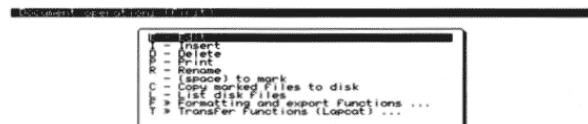
To format a new floppy disk ready for use proceed as follows:

Place a disk (not supplied) in the drive of the NC200. Insert it, metal shutter first, through the drive door at the right hand end of the Notebook. The disk should be inserted label uppermost (the central metal spindle of the disk should point downwards).

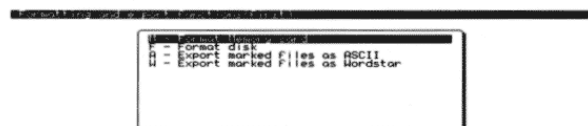
Push the disk in until it clicks into place. The disk eject button at the top right corner will click out - you can later press this button when you want to remove the disk from the drive.

From the front screen of the Notebook press Yellow and Red keys together to access the Notebook's Word Processor menu.

Then press the Green key on its own to select the List Stored Documents option. Once the list of stored documents is showing on screen press the **[STOP]** key.



Towards the bottom of the list of options that appears you will see the entry **F >> Formatting and export functions...** You can press the Blue, **[↓]**, key 8 times followed by the **[STOP]** key to select this option but a quicker way is to just press the **F** key on the keyboard to immediately select this option.

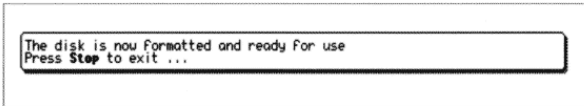


You will now see a further list of options. The one we want to use is **F - Format disk**. Just push **F** again to quickly select this option.

You are now asked if you really want to format the disk in the drive. Only press **Y** to start the formatting process if you are absolutely sure that there is nothing on the disk that you might want to keep.

If you change your mind, press **N** to stop the formatting process. Once formatting has begun anything that was previously on the disk will be totally obliterated.

Once you press **Y** the formatting process will begin. You will see the track number count up from 0 to 79. When it is complete you should see the following message:



Just press **[STOP]** after you have read this message.

**STEP 19:**

**Copying files (documents) to a disk**

Now that you have a formatted disk you are ready to copy files to it. You should currently be at the List of Stored Documents.

If necessary, use the White **[↑]** key to move the dark band to the top of the list so that **first** is highlighted.

Press the space bar on the keyboard. Notice that the dark band moves to the second name in the list and, at the same time, the name "first" is written in **bold** type.

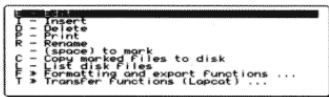
Keep pressing the space bar and you will see that each name is written in bold and the band moves down the list.

When it gets to the bottom of the list you will see that the last entry is written in bold and the dark band stays over it.

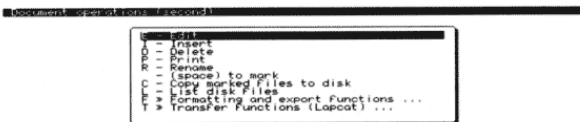
Move the dark band back up the list using the White **[↑]** key until it is over the document called **howspell**. Press the space bar once more. This time the entry is written back in normal text.

Each time you press the space bar on a name it switches between normal and bold text. A document name that is written in bold text is said to be "marked".

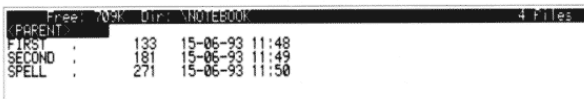
Currently you have three files marked (first, second and spell). Now press the **[MENU]** key. The following menu appears:



From the list stored documents screen that is currently showing press **[MENU]** once more. The now familiar menu appears again:



This time press the **L** key to select **L - List disk files**. You will then see a screen similar to this:



The first part of the top line shows you how much free space is available on the disk. (1K = 1024 characters so 709K means 709 \* 1024 = 726,016 characters).

The part, which says **Dir: \NOTEBOOK** is not really important unless you are going to use the stored information on another computer (this is explained in Section 2 of the manual).

Each file stored on disk is listed with its name followed by the number of characters it contains and the date and time when it was created or last edited on the Notebook.

At the top of the list is an entry called **(PARENT)**, once again, this is not important to understand unless you will be copying files to another type of computer (see Section 2).

Press the Blue **[↓]** key and you will see that, just like on the list of documents stored in memory, you can move the dark band onto any of the names. If it is more than 30 seconds since the files were listed you may have noticed that there was some delay before the band moved. This is normal, it is because the floppy disk motor had been switched off to save battery life. When ever you press a key on the list of disk files screen, the motor will be switched on again if it was off. This operation takes a few seconds.

Move the band down to the file called **SECOND** and press the space bar.

You want to use the **C - Copy marked files to disk** option so just press the **C** key.

You will now be asked to confirm that you want to proceed with this copying operation. The copying operation will always overwrite documents of the same name that have been stored on the disk already.

You could press **N** to stop the copying operation if you realised that there were older copies of the document on disk that you wished to keep (they can be renamed before the copy option is used - see instructions in Section 2).

As we haven't copied anything to the disk yet it is safe to press **Y** the copying process will start. The name of each document will be printed as it is copied. Finally you will be returned to the list of documents stored in memory.

You will now have copies of your documents both on disk and in the Notebook's memory. In a minute we'll see how to list what is on the disk.

Suppose you decided that you had now finished working on the documents called **first** and **second**. You can delete them from memory, safe in the knowledge that you still have copies stored on disk.

To delete them, you should position the dark band over each of these document names in turn and press either **[DEL]** or **[X]**. For each you will be asked to press **Y** to confirm that you want to delete the document.

There is a quick way to delete a group of documents. This is explained in Section 2 of the manual.

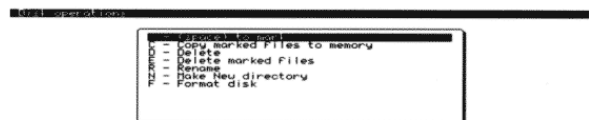
**STEP 20:**

**Listing files on disk and copying back to memory**

In the previous step you copied three files to the floppy disk and then deleted two of them from memory. Suppose you now want to check which files are stored on disk and copy one back to memory to continue working on it - simple!

Just like on the list of documents stored in memory you can mark names on disk by pressing the space bar. Pressing it again over the same name would un-mark a file name.

With the name **SECOND** showing in bold text press the **[MENU]** key. The Disk Operations menu will appear:



It probably won't come as much surprise to see that there is an option **C - Copy marked files to memory** this is just like the **C - Copy marked files to disk** option that we used before.

Press the **C** key now and then **Y** to confirm the operation.

After the copy operation is complete you will be left with the list of documents on disk showing on screen. Press **[STOP]** to return to the list of documents stored in memory.

The file **SECOND** has been successfully retored to memory from the disk and you can now move the dark band over it and press **[↓]** to edit it. Press **[STOP]** when you have finished.

Notice that when the file was originally written it was given the name "second" but now it has the name "SECOND". The name was actually changed to upper case when it was first copied from memory to disk.

The reason for this is that in order for the floppy disks to be MS-DOS compatible (for use on other computers) the document names used within the Notebook must be restricted to match with MS-DOS file name conventions. This means that all characters are converted to upper case, some special punctuation characters and spaces will be removed or converted to underline characters and, if a name is more than eight characters long, it will have a full stop inserted at the ninth character and all subsequent characters will be moved one position to the right, the twelfth character being lost.

As you've seen, when such an amended name is copied back to the Notebook it retains the name it had on disk - it does not revert to the name that was originally given to it on the Notebook.

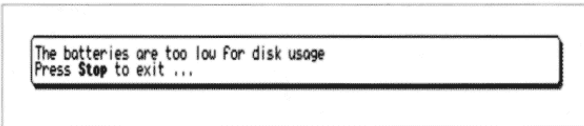
**Summary**

To summarise the use of disks: Floppy disks must be formatted before use. When you first access the List Stored Documents screen it shows the documents held in the Notebook's battery backed up memory. The Space bar is used to mark file names. Marked files can then be copied to disks. The files on a disk can be listed. Once this list is shown on screen entries can also be marked. Those marked files can then be copied back from disk to memory.

**STEP 21:**

**Floppy disk drive battery usage**

The disk system uses a lot of battery power to operate and it is probably best to try and use it only when operating from the mains adaptor to prolong battery life. The batteries may reach a stage at which there is still plenty of power to run the Notebook for many hours but insufficient to operate the disk system. You will see a warning message if this is the case when you try to use the disk



To give you an idea of relative power consumption. If normal consumption is when the Notebook is switched on but the back light and floppy disk are not used, consumption increases to three times normal level when the back light is on. Consumption increases to twelve times normal when the floppy disk is being used and consumption is fifteen times normal when both back light and floppy disk are used together.

**STEP 22:**

**Using the Diary/Clock/Address Book Section**

So far we have used the word processor and calculator section on the main screen.



Now we will explore the next section on the main screen, the Diary/Clock/Address Book section.

As directed by the main screen, press the Yellow and Blue keys. You will now see the new screen as shown below.

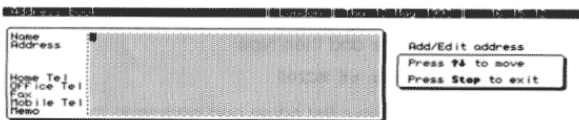


You will notice that the new screen is broken up again into three main sections. For the purpose of this exercise we will concentrate first of all on the Address Book section. The Notebook has a section within it that allows you to store names and addresses, telephone numbers, fax numbers, and car phone numbers of all your associates, relatives, companies etc.

**STEP 23:**

**Using the Address Book**

Press the Red key as indicated. You will see from the display below the new screen which should be considered as a blank page in your address book.



As you will see, the dark cursor is positioned in the top left-hand corner of the page next to the section marked **Name**. Let us now enter an example name and address so follow these instructions.

With the cursor in the top right-hand corner, type in:

**Amstrad plc**

and press the **↵** key

Now type in:

**169 Kings Road**

and press the **↵** key

Now type in:

**Brentwood**

and press the **↵** key

Now type in:

**Essex CM14 4EF**

and press the **↵** key again.

You will notice that the cursor is now sitting under the **E** of **Essex**. In this case there is no **Home** telephone number so press the **↵** key twice. You will now see the cursor is in line with the word **Office Tel**.

Now type in:

**0891 808181**

and press the **↵** key to move to the **Fax** line then type in

**0277 211350**

As you will see, the cursor is now at the end of the fax telephone number. There is no **Mobile** telephone number so press **↵** twice to move to the **Memo** line and then type:

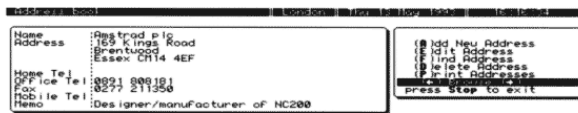
**Designer/manufacturer of NC200**

You have now entered your first name and address in the address book section. Press the **EXIT** key twice which will return you to the main screen of the Diary/Clock/Address Book section.

**STEP 24:**

Now press the Red key again.

As you will see from the screen display below, on the right-hand side there is a list of questions.



Across the question **Browse** you will see a dark band. By using the **↑** **↓** keys you can move this dark band up and down. By using the White **↑** key, move the dark band to the top item **(A)dd new address** and press the **↵** key.

As you will see, you will turn to the next blank page in your address book. In order to explain to you the full features of the Address Book we will need to type in four more names and addresses. When typing, remember all the keys which you used in the word processor section such as **←**, **SHIFT**, **Spacebar**, **↵**, have the same function in the address book. So if you make mistakes or need upper or lower case, use the keys as you would in the word processor section.



**STEP 25:**

Now type in the following ( *COPY THEM EXACTLY* ). Remember, when you are at the end of a line, to press the **[↵]** key.

John Smith  
1000 High Street  
Braintree  
Essex CM7 8QN

0222 215555

0222 215556  
0850 555123  
Accountant

The cursor is now at the end of the memo information. Press the **[↵]** key and you will see that once you have filled up a full page of the Address Book by pressing the **[↵]** key you will move on to the next page.

Now type in:

Brian Layer  
The Essex Brick Co Ltd  
Old Kiln Works  
Chelmsford  
Essex CM0 7DY  
0245 442277  
0245 123456  
0245 789000  
0863 485961

In this case there is nothing to enter for memo so just press the **[↵]** key to bring you to the top of a new page.

Now type in:

Doctor Jones  
The Medical Centre  
High Street  
Southend on Sea  
Essex SS3 9QY  
0702 133444 (Only call in Emergency)  
0702 987654

0702 123456

If not available ask for Doctor Brown

As the cursor is now at the end of the page press the **[↵]** key which will once again take you to the top of the next page. Now type in:

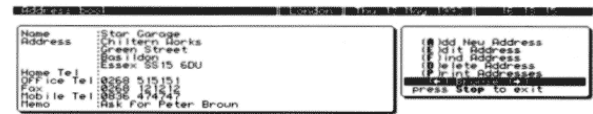
Star Garage  
Chiltern Works  
Green Street  
Basildon  
Essex SS15 6DU

0268 515151  
0268 121212  
0836 474747

Ask for PETER BROWN

The cursor is now at the end of the memo field. Press **[Stop]** to exit.

We have now entered a total of five names and addresses. As you will see from the screen below, the last entry is showing on the screen.



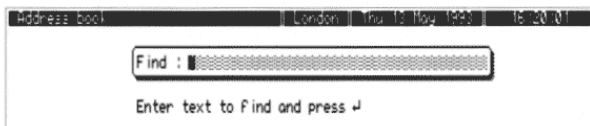
You will also notice that the dark band on the right-hand side is over the word **Browse**. By using the Red or Green keys you can browse through the list of names and addresses you have in the Address Book.

Press the Red key now and you will see it will take you to one of the other names in the Address Book. Press it again and again and it will take you through all the addresses that we have put in the Address Book.

Pressing the Green key will do exactly the same but in the reverse order. Notice that the names appear in alphabetic order.

As you can see from the right of the screen, there are six different facilities in the Address Book section. One of the most interesting is the facility **(F)ind Address**. To get into the **(F)ind Address** section use the White **[↑]** key by moving the dark band on to **(F)ind Address** and press the **[↵]** key.

As you will see from the screen below, you are invited to type in the address or the name that you wish to find.



This is an excellent facility. As you know, when you are thinking about somebody or some company there are certain things that you remember them by. You cannot for example, remember their address. You cannot remember in some cases their full name. You cannot remember in some cases their telephone number. The screen above allows you to type in whatever you can remember about the Address Book entry you are trying to find.

Let us for example say that we are trying to find the address book entry of the local garage. All we can remember is that the garage is in **Chiltern Works**. Type in **Chiltern Works** and then press the **[↵]** key. As you will see the Notebook will immediately take you to the address book entry of the Star Garage.

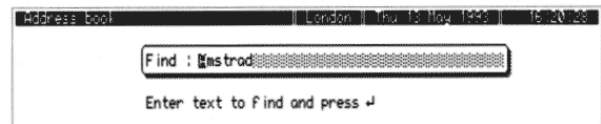
Now let us try another example. Let us say we wish to find the telephone number of Amstrad but we can only remember the name **Amstrad**. Once again move the dark band over **(F)ind Address** and press the **[↵]** key. You will see the name **Chiltern Works** is still on the screen. Ignore this and simply type in **Amstrad**. You will see now that the old message **Chiltern Works** has gone and **Amstrad** is now on the screen.

Once again press the **[↵]** key and you will see the Notebook will take you immediately to the Address Book page for Amstrad.

You will notice on the right-hand side of the screen where the six messages are that five of the messages start with a Bold Capital Letter **A E F D P**. Instead of using the White **[↑]** key to move the

dark band on to the message, there is a quicker method to use and that is simply to type in the **Bold Capital Letter**.

As an example, let us try to find the **Doctor's** telephone number. Simply press the F key. As you will see, the Notebook moves to the screen with **Amstrad** still showing from our last exercise.



Now type in **Doctor** and press the **[↵]** key. You will see the Doctor's name and address appear on the screen.

If any of the details in your Address Book entries change, you may wish to edit them. For example, the Doctor may change his telephone number.

As you have the Doctor's name and address on the screen, let us imagine that he has changed his home telephone number and you wish to replace it in your address book.

As you will see, on the right-hand side of the screen, to edit the address book simply press the **E** key. After pressing the E key, you will notice that the cursor is at the end of the first line. By using the Blue key, bring the cursor down to the line which you wish to change ( *Home tel* ). By using the Red key, bring the cursor along the line to the beginning of the line. The cursor is now at the beginning of the telephone number. By using the **[←]** key delete the telephone number until the cursor is positioned left of the words **(Only call in Emergency)**.

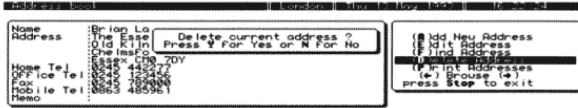
Now type in the new telephone number **0702 354867** and press **[Stop]** to exit.

You will now see that you have deleted the old telephone number and entered a new one.

If, for example, you wish to delete a whole page of your Address Book, first of all find the page you wish to delete. Let us say we wish to delete The Essex Brick Co. Ltd. Press the **F** key and type in

**Brick.** As you will see, the name and address of The Essex Brick Co. Ltd. will appear.

Now press the **D** key on the keyboard and as you will see from the screen shown below, you will be asked if you wish to delete this address.



If you do, you should press the **Y** key on the keyboard and if you have had second thoughts and do not wish to delete it, press the **N** key on the keyboard.

In this case we have decided to delete The Essex Brick Co. Ltd., so press the **Y** key. Now by using the **Browse** function (Red and Green keys) you will see that The Essex Brick Co. Ltd. is now longer in your address book.

If you have any problems, see page 460 for details of our telephone support

We now suggest that you type in a few of your most important names and address and explore the full use of the questions on the right-hand side of the screen (Menu of Questions). You can, of course, delete the examples that we have typed in when you are practising in this area. One tip to remember is the most useful function of this section is that you can simply type in any name, word, town, village, building name, phone number, memo entry or even a post code to find the Address Book page you are looking for.

So, if all you can remember about John Smith is that he lives in Braintree, type in **Braintree**. Or if all you can remember about the Doctor is the fact that he is a Doctor, type in **Doctor**. If you have entered your aunty's details into your address book and you wish to send her a birthday card and cannot remember her address but can remember her phone number, simply follow the procedure by typing in her phone number and her full details will appear.

The four arrows have a very simple purpose. The arrow pointing to the left means the Red key. By pressing it continually the cursor will reach the left-hand line and automatically change the month to last month. (You must watch the screen while you are pressing keys.) If you continue to press the Red key the month will continually change downwards. By pressing the Green key the cursor reaches the right-hand line and the months will start to increase. By pressing the Blue key, when the cursor reaches the bottom of the screen the year will change upwards. And finally, by pressing the White key, when the cursor reaches the top the year will change downwards.

We suggest that you experiment by moving the cursor around with the arrow keys and watch the changes on the screen carefully. Do this for a few minutes and then return back to the actual month and year. This facility obviously enables you to look forwards or backwards to any date in the past or in the future.

**STEP 28:**

**Making a Diary Entry**

To make a diary entry locate the correct month and year by using the arrows as described above. Once you have the correct month and year use the arrow key again to move the cursor to the correct day in the month that you require. Once the cursor is over the correct day in the month that you require, press the **Y** key. As you will see from the diagram below, you are invited to type in your diary entry.



Let us for example type in the following:

**Remember to take car in to garage**

Now press the **Stop** key.

You will notice that when the screen returns the cursor is in the same place over the day that you chose, but there is now a star \* by the date that you chose. Using the arrow keys again, move the cursor around within the same month to another date further on in

When you have finished using this section of the Notebook, press **Stop** twice to exit to the main screen.

**STEP 26:**

**To Print Out a Full List of Names and Addresses**

While using the address book, if you wish to print out your list of names and addresses, plug in your printer in the normal way and by using the white arrow key, move the dark cursor over the words **(P)rint Addresses** and press the enter key. (Alternatively just press **P** to quickly select this option). Please ensure that you have adequate paper in your printer.

Note that you can also save a copy of your address book on a floppy disk. Instructions for how to do this are given in Section 2.

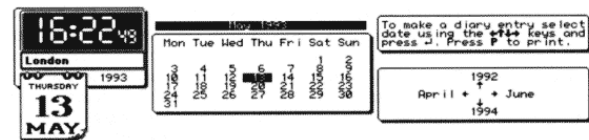
If you leave the Notebook switched on without using the keyboard for more than five minutes, it will automatically switch off. Simply press the power key and the screen will return.

**STEP 27:**

**Using the Calendar/Diary Section**

Press the Yellow and Blue keys. As you will see the screen is in three sections. We have already explored the Address Book section and now we are ready to explore the Calendar/Diary section. Do as the screen says and press the Green key.

The screen diagram below will display on the left side your location, date and actual time, in the middle there will be the actual month. On the right-hand side you will see a cluster of four arrows.

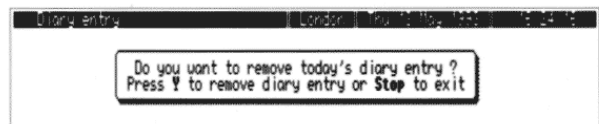


the month and press the **Left** key. Type in another example message and finish by using the **Stop** key.

You will now see that the two dates in the month are both marked with a star. The reason for this is that when you are browsing through the various months, any date which has a star by the side of it means there is a message in the diary. If you wish to look up any date in the month which has a star by it, simply move the cursor over the date which has a star by using the arrow keys and once the cursor is in place press the **Y** key and you will see your diary entry appear.

One very good feature of the diary section is that once you have put a diary entry in for a certain date, when you switch the Notebook on for the first time that day the bottom right box on the screen will flash a message on and off and the Notebook will make a beeping sound reminding you that there is a diary entry. Simply press the **Y** key and your diary entry will appear.

Once you have read the diary entry press the **Stop** key. As you will see from the screen diagram below, you are asked if you wish to remove the diary entry or not. Simply follow the instructions. If you wish to remove the diary entry (probably a good idea) press **Y**.



**STEP 29:**

**Removing future diary dates**

If you have made diary dates for the future which for some reason have to be cancelled and therefore you wish to delete the diary message, simply locate the month and year, move the cursor on to the actual day which has the star and press the **Y** key. Once again you will be asked to press the **Y** key if you wish to delete the diary entry.

Press the **Stop** key twice to exit to the main screen.

**STEP 30:**

**Printing out Diary Notes**

If you have stored many diary notes and you wish to print them out you can choose to do so on a Weekly, Monthly, or indeed All basis. Plug in your printer in the normal way. Whilst on the diary screen press the letter P on the keyboard and follow the instructions, which will allow you to either show your notes on the screen first of all or allow you to print them out. In either case you will be offered the choice of printing diary entries for the next week, for the next month, or every entry you have in your diary.

Note that it is also possible to copy your diary entries to a floppy disk to keep a back up copy. Instructions how to do this are given in Section 2.

**STEP 31:**

**To use the Time Manager/Alarm/Clock Section.**

Starting at the main screen press the Yellow and Blue keys.

As you will see from the next screen we have already explored the Address Book section and the Calendar/Diary section. To enter the Time Manager section, press the Blue key.

As you will see from the diagram below, the Time Manager screen is divided into 4 sections. You've already seen how to use the option **To set the Time and date** on page 3.



**To set an Alarm**

You will see from the screen that the middle section states **No Alarms Set**. This means that there is no Alarm call set in the Notebook memory.

Now try again and set an Alarm for 07.00 am tomorrow morning. Assuming the time today is after 07.00 am, press the Yellow and Blue keys, then press the Blue key followed by the Red key.

As you will see the cursor is again over the hour digits. By using the (↑) (↓) keys, set the hour to 07 and press the (↵) key.

The cursor is now over the minute digits, by using the (↑) (↓) keys adjust the minutes to 00 and press the (↵) key.

The alarm has now been set for 07.00 am which means if you switch the Notebook off now, it will sound the Alarm and switch on at 07.00 am tomorrow. Now press the (Stop) key.

**STEP 33:**

**Using the Alarm Function as a reminder**

One of the other useful functions of the Alarm section is the facility to put a message into the Notebook at the same time as an Alarm call. For instance, let us say you wish to be reminded today to telephone someone at a specific time.

Follow this example: Press the Red key to bring you the set alarm screen. For the purpose of this example leave the hour as current and press the (↵) key.

Now set the minutes three minutes ahead of the current time (as shown on the top line right corner of the screen) and press the (↵) key.

As you will see on the right side of the screen, there are a list of functions. Now press the letter M on the keyboard.

You will now see a shaded area appear in the bottom left hand corner of the screen with the cursor on the far left.

Type in:

**Remember to call John at the office.**

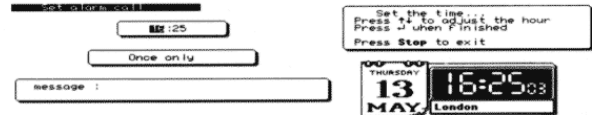
Now press the (Stop) key and turn off the Notebook with the power key and wait.

The purpose of the Alarm section is two fold. You can use the Alarm just as you do with any Alarm Clock to wake you up in the morning or to remind you of an event during the day.

**STEP 32:**

To set an Alarm call follow the instructions shown on the left hand section and press the Red key.

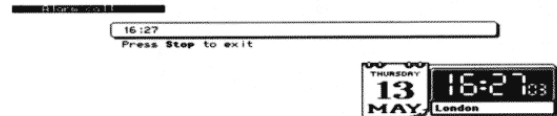
As you will see from the screen below, the current time is displayed on the left side.



To demonstrate how an Alarm call works, we will set the Alarm for two minutes ahead. You can imagine it is being set for any time ahead.

The cursor is now over the hour digits. As we don't wish to set the hour for this experiment simply press the (↵) key. The cursor is now over the minutes digits - press the White (↑) key until the minutes are 2 minutes ahead of the current time shown on the top line, right corner of the screen. Now press the (Stop) key and by using the power switch, switch off the Notebook and wait.

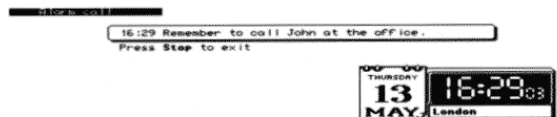
After a while you will see and hear the Notebook jump back into life. The screen will come on and the Alarm will sound.



As the screen says, press (Stop) to Exit.

The exercise we just performed was to set an Alarm call only two minutes ahead of the current time.

After a while the Notebook will switch on and the message will show on the screen as well as the Alarm sounding.



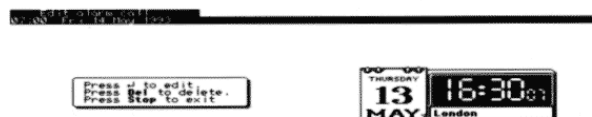
Press (Stop) to exit to the main screen.

Finally, if we don't show you now how to delete or cancel an Alarm call you will be woken up at 7.00 am tomorrow!

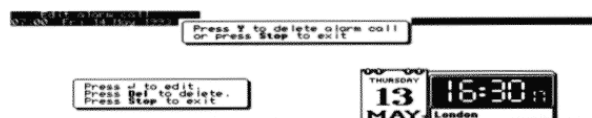
**STEP 34:**

**To cancel an Alarm Call**

Press the Yellow and Blue keys, then press the Blue key only. You will see the middle message on the screen **Edit existing alarm calls**. Press the Green key. As you see from the screen below



The Alarm call you have set is stored in the Notebook. By following the instructions on the bottom line of the screen press the (Y) key.



The screen will now invite you to confirm the cancellation. Press the Y key on the keyboard, and you will see the Alarm and message disappear and you can sleep easy tomorrow as you have just cancelled your 7.00 am alarm call.

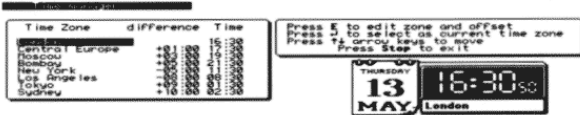
There are many other functions in the Alarm section which are dealt with in more detail in the second section of this book.

**STEP 35:**

**Changing Time Zones when you travel to other countries.**

We hope you will take your Notebook with you on all trips.

To change the time to other time zones, press the Yellow and Blue keys then press the Blue key and press the Blue key once again. The screen below will show you the present time zones.



Let us say you are travelling from England to an European destination.

For most of the year Europe is one hour ahead of the UK. You will see from the screen that dark band is over the word London. Press the Blue key and you will see it move down over **Central Europe**, watch the bottom right corner of the screen and press the key. You will see the time jump ahead by one hour and the location name change from **London** to **Central Europe**.

Now let's get more adventurous and imagine we are in Japan which is normally nine hours ahead of the UK.

Use the Blue key again to bring the dark band over **Tokyo**, look at the bottom right corner of the screen and press the key and once again the time and location have changed.

To go back to London time, press the White key to bring the dark band over the word London and press the key. As you see, the clock box shows London again as your location and the time back to normal.

Just as an experiment, press the Yellow key and Secret key again, type in a wrong Password/PIN deliberately and press the key. You will see that you are unable to get into your secret information. Press to exit.

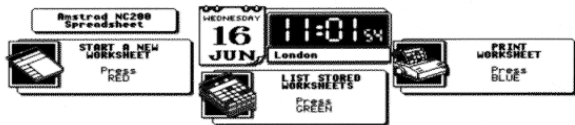
Now press the Yellow and Secret keys again and type in your correct Password/PIN followed by the and you will see the message appear again. Press to exit.

If you forget your password/PIN refer to page 84.

**STEP 37:**

**The Notebook Spreadsheet**

From the Main screen, if you hold down the Yellow key and press the White key you will see the following choices:



These options are similar to those you saw when using the word processor but, instead of selecting word processing documents, the screen refers to Worksheets. This is the name given to the grid of numbers and formulae that you work on in the Notebook's Spreadsheet program.

If you press the Red key you can start a new worksheet. You will then see the opening menu of the spreadsheet:



In the second section of the book we will explain how to put in other locations and their time differences.

Hold down then press the key to return to the main screen.

**STEP 36:**

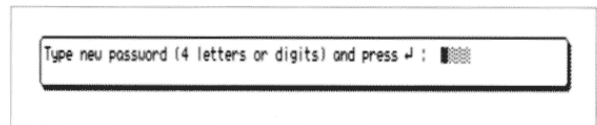
**Do you want to know a secret?**

**Using the secret function**

As you will notice, there is a key marked 'Secret' on the keyboard ( Next to the Red key ). The purpose of the secret function of the Notebook is to allow you to store information in the Notebook's memory which is your confidential and private data.

To operate the secret function, simply hold down the Yellow key and then press the key at the same time.

As you will see from the screen display below, you are invited to type in a password or a PIN number ( Personal Identification Number ).



Now type in a number ( 4 DIGITS ) which you will remember and press the key.

As you will see, you are invited to double check the number, so type it in again and press the key.

Once you have double checked your Password/PIN and pressed the key, you will see the screen now invites you to type in your data. Type in the following:

**This is my secret memory store**

Now press the key.

As indicated on screen, you can press the key to get help. When you are using the spreadsheet the key can always be pressed to get help on the command that you are currently using.

Also, at any time, the line above the command entry line will always show you what the currently valid options are for you to use. To select an option you only need to press the first (capital) letter of the option you wish to use. This should make learning to use the spreadsheet as simple as possible. However, it must be said that the spreadsheet is a very powerful tool but this means it is a somewhat complicated piece of software for the novice to understand.

No more guidance on use of the spreadsheet will be given here. Those who wish to use it more should refer to Section 2 where its operation is covered in detail with a comprehensive tutorial guide.

As with most other parts of the Notebook's software, the key will always get you out of an option you did not really wish to use. If you press at the opening menu of the spreadsheet you will return to the previous Notebook menu. Press again to return to the Notebook's main screen.

**STEP 38:**

**Playing the Blockade and Trikade Games**

Included in the NC200 are three games. These can be accessed simply by holding the Yellow key and the G key on the keyboard.



To choose from the three games simply use the Red, Green or Blue keys. Once you are into the game you will see on the screen which keys are needed to play the game.



If you wish to switch off the sound, press the S key and if you wish for the sound to return, press the S key again. Pressing the P key will pause the game. Press any other key to continue.

Normally the next shape is shown on screen. Press the N key to stop this. More points are available when the Next Shape display is turned off because it makes the game a little trickier to play.

To move the falling pieces use the `←` and `→` keys to move left and right. Use `↑` to rotate a shape and use `↓` to drop it into place. The `↑` key will make the shape drop more quickly but it will fall at the slower speed again if you release the key.

In all three games the idea is to slot the falling shapes into place to try and completely fill horizontal lines. Notice that shapes can be slid sideways into place.

Points are scored when you drop a piece using the `↓` key. Each time you complete a line you get a large score. If you can arrange to complete more than one line at a time there are even more points available. In TriKade you also get a small score each time two triangles merge.

In Super Blockade there are some particularly awkward shapes. To help you deal with the problems these cause there are special shapes, coloured black, which will remove previously laid shapes.

In TriKade there are both triangles and squares which you must try and fit together. Similarly coloured triangles always fit together.

The bombs that appear in TriKade can be used to remove previously laid shapes. Note, however, that you lose some of your score when a piece is removed.

In all three games the speed increases as the level goes up. You go up a level when a certain number of shapes have been placed. In Super Blockade and TriKade the complexity of the shapes increases on later levels.

All three games end when there is no more room for a piece to drop or if you press the `STOP` key. The screen will show the message GAME OVER. If your score is one of the best six for that particular game you will be able to enter your initials into the high score table.

The entry will start off showing "AAA" and the first "A" will be flashing. Use the `↑` and `↓` keys to change the letter, then press the `→` key to move on to the next position. Pressing the `→` key will accept the entry.

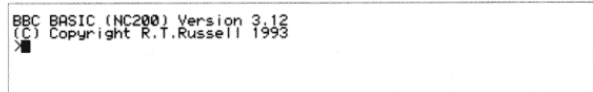
The high score tables for the three games will always be stored in your Notebook so each time you play you can try to beat your previous best score.

**STEP 39:**

**Other features of the Notebook**

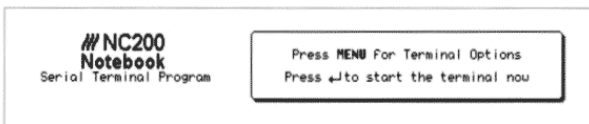
In addition to the features that are available from the Notebook's menus, that have been described in the preceding steps, there are two more features in the Notebook that should be mentioned here. They are described in detail in Section 2.

If you hold down the Yellow key and press B you will switch to the BASIC programming language interpreter.



This is a version based on BBC BASIC that is used in most schools and allows you to program the Notebook. A short tutorial and list of commands recognised can be found in the second section of this manual. To leave BASIC you cannot just press `STOP`. You must type the command \*QUIT to leave BASIC or hold down the Yellow key and press one of the other coloured keys to switch to another part of the Notebook's software.

If you hold down the Yellow key and press S you will switch to the Notebook's Serial terminal program which can be used for connecting to other computers and sending/receiving your documents.



When you are using the terminal you initially just see a blank screen - this is normal. If you wish to leave the terminal you can either press `STOP` to return to the Notebook's main screen or press `MENU` to access the terminal's main menu from where you can press Q to Quit.

**Conclusion**

This is the end of Section 1 of the book. We hope that it is simple enough for you to have understood the basic functions of your Notebook. Section 2 covers the operation of the Notebook in far more detail.

Once again, may we remind you to fill out your Warranty Card and return it to us immediately so that we can keep you fully informed about all matters relating to your Notebook.