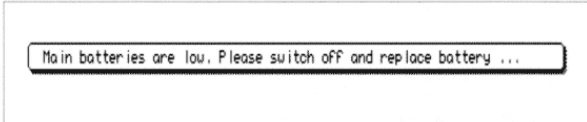


Powering the Notebook

We would recommend that where possible you should use the mains adaptor to power your Notebook. However, when you are on the move, the Notebook is powered by 5 C cell batteries. These will enable you to work for approximately 35 to 40 hours (depending on how much the back light and floppy disk are used). When the batteries need to be replaced a warning message is flashed on screen telling you to replace the batteries.



Use five alkaline type C, 1.5V cells. It is possible to fit rechargeable (NiCad) batteries but, at best, these will only provide about 10 hours of working time before needing to be re-charged. NiCad batteries will not be recharged inside the Notebook when the mains adaptor is being used. They must be recharged in an external charger.

As explained in Section 1, when you use the back light, power consumption is increased to three times normal level. When you use the floppy disk drive power is increased to about twelve times normal level. Therefore, it is best to try and limit your use of these things while operating from batteries.

When there is no other source of power (when replacing the C cell batteries for example) the lithium battery will maintain your work in the Notebook memory (the estimated life of the lithium battery is 5 years). If the lithium battery needs replacing you will see the message "Lithium battery is low..." . Ensure that good alkaline batteries are fitted or the mains adaptor connected while you replace the lithium battery. You must use a CR2032 type battery which can be purchased at many electrical or photographic shops.

Warning: If all power sources are disconnected all the stored information; documents, addresses, diary entries etc will be permanently lost from the Notebook memory. If you regularly copy your work to floppy disks you can always recover it if this should happen.

When programming in BASIC it is a particularly good idea to have the Notebook preserve context at switch off. BASIC programs that you enter are only saved when you explicitly give the command to do so. If you inadvertently switch off you can lose many hours of work if you have not recently saved what you were doing.

Backlighting the LCD

When you first switch the Notebook on the screen will be back lit. If you don't touch a key for one minute the back light will be switched off to conserve power. As soon as you press a key the back light will come on again. This is known as "automatic" operation of the backlight.

Because of the extra power consumed by the back light you should always switch it off when it is not needed.

If you are using the machine in well lit conditions you can switch the back light off by holding down **[OFF]** and pressing the **[CAPS LOCK]** key. Press the same keys again to switch it back on.

If you would prefer that each time you switch the Notebook on the backlight never comes on unless you press **[OFF]****[CAPS LOCK]** or that it comes on and stays on all the time, you can change the normal operation in the System Settings menu.

Make sure you are at the Main screen of the Notebook (press **[FUNCTION]****[EXIT]** to get there from any part of the Notebook software). Now press the **[OFF]****[CAPS LOCK]** key.

The setting **Screen back light** will currently be set to **Auto** so that the backlight comes on at switch on but goes off after one minute of keyboard inactivity.

Use the **[↓]** key to move down to the option. Using the **[LEFT]** and **[RIGHT]** keys you will find that the option can also be set to **Off** or **On**.

When set to "Off" the backlight will never come on when you first turn the Notebook on. You must press **[OFF]****[CAPS LOCK]** if you want to switch it on.

When set to "On" the backlight will always come on when you switch the Notebook on and it will never go off unless you press the **[OFF]****[CAPS LOCK]** keys together. (Obviously it does go off when the

WARNING

Your Notebook contains a Lithium battery. Danger of explosion if recharging is attempted. Replace the Lithium battery with the type CR2032 battery as recommended by Amstrad plc. Do not dispose of the old Lithium battery in the fire.

Switching off

You can switch off your Notebook at any time while you are using it and the work you are doing will be stored (except in BASIC).

When you switch on again you will be returned to the Main Screen. You may see the following message on screen for a few moments:

Storing ...

This will sometimes occur when you switch off while there is a word processor document on the screen.

Automatic Power off

If you leave your Notebook switched on but don't touch any of the keys for five minutes it will automatically switch itself off to conserve power.

The five minute period can be changed using the Systems Setting menu (press **[OFF]** key at the Main screen) but be careful, if you set the power off delay to zero, automatic power off will not occur and your batteries will be drained if the Notebook is left switched on.

Switching on

When you switch on the Notebook you will be returned to the main screen unless the Notebook automatically powered off the last time you used it, then you will be returned to whatever you were doing at the time, this is called "Preserving the context".

If you would prefer that your Notebook always preserved the context when you switch on change the **Preserve context during power off** setting in the System Settings menu (see below).

machine switches off completely after the delay set in the "Power off delay" entry of the System Settings menu)

Using the floppy disk drive from batteries

Although the floppy disk drive consumes a large amount of power, in reality, it is never really used for very long. Copying several documents will never take more than a minute or two. It is quite possible to use it while operating from batteries. However, you may see a warning message that tells you that the disk drive cannot be used because the batteries do not have sufficient power. The Notebook itself will still operate for many hours after this but you must either fit new C cells or operate from the mains adaptor in order to use the disk system.

When you format floppy disks the drive is used quite intensively. Therefore, it is a good idea to format several floppies at one time while operating from the mains adaptor at home or in the office. Alternatively, if you have access to one, you can use a PC compatible computer to format the disks for use in the Notebook (remember that they must be 720K though).

Battery usage in the Serial Terminal program

When you are using the serial terminal program (**[FUNCTION]****[S]**) the RS232 port is switched on. This increases power consumption. It is therefore advisable to try and use the mains adaptor when operating the terminal program if possible.

Also, do not leave the Notebook in the terminal when it is not actually being used as this will cause a needless waste of battery power.

Getting Around

From the main screen you can access all parts of the Notebook program by holding down the YELLOW key then press the RED, GREEN, BLUE or WHITE key (the messages on screen tell you which key to press).

The Keys



When using your Notebook you will find that sometimes the coloured keys are referred to on the screen by their colour and at other times by the arrow symbols printed on them.

The key

Press at any time to finish what you are doing, and return to the previous screen. You may have to press several times to return you to the main menu.

Advice for beginners

When you first use your Notebook you may find you "get lost" especially when using the more complicated word processor features and pressing will enable you to escape. As you become familiar with your Notebook you will use the key less as you learn the short cuts.

If you ever get really lost you could switch off and on again to return the familiar Main screen. Alternatively, hold down the Yellow key and press - this is always a quick way back to the main screen.

Short Cuts

You can short-cut the menus on your Notebook and go directly to the part you want using special key combinations to avoid having to return to the main menu. For all the short cuts hold down the YELLOW key and press another key.

Single Key Operation

To assist the disabled the Notebook has been designed so that it can be operated using only one key at a time using the "Sticky shift" feature. Sticky shift has to be switched on at the System Settings Menu.

The way sticky shift works is that instead of having to hold down the or key while pressing another, the keys can be pressed one after the other.

At the main screen menu sticky shift will always work, for it to work at other times you must switch it on at the System Settings Menu:

- 1 Press at the main screen
- 2 Press the until you reach **Sticky shift keys**.
- 3 Press the or key until **Yes** shows on the screen.
- 4 Press .

Memory

There are about 110,000 bytes of memory available on the Notebook for your "data", that includes all the information you type in; documents, worksheets, addresses, diary entries and alarms. See the Troubleshooting section for a full description of how the memory is used.

When you start to run out of memory your Notebook will give you a warning, to make space in the memory you will have to copy some of your older documents from memory to floppy disk and then delete them from memory to make space, refer to the Word Processing section below for instructions on how to do this.

Expanding the Memory

Although you can always use floppy disks to save your older data and make space in the internal memory of the Notebook, you can increase the Notebook's memory by the use of industry standard Static RAM (SRAM) cards (JEIDA/PCMCIA cards) that can be inserted into the MEMORY CARD slot of the Notebook. You may find it particularly useful to have a memory card if you make heavy use of the spreadsheet - especially its graphic functions.

	- To the word processor or returns you to the document you are typing.
	- Switch to the Spreadsheet menu
	- Start a New Document
	- To the List of Stored Documents
	- To Print a Document
	- To use the Calculator
	- To the Diary Menu
	- To the Address Book*
	- To the Calendar/Diary
	- To the Time Manager
	- To the Set Alarm Call Menu
	- To Time Zones Manager
	- To the Notebook opening screen
	- To the built in Games
	- Run Memory Card Program
	- Serial Terminal Program
	- Run a program from disk
	- To the BASIC interpreter
	- Enter password for Secret Information

You can use the key combinations above to quickly move from one part of the program to another without returning to the main menu, for example while typing a document in the word processor, hold YELLOW and press GREEN to use the calculator, to return to the document hold YELLOW and press RED.

*Use this to insert an address from your address book into the document you are typing.



Memory Cards with up to 1 MB capacity can be used with your Notebook. Instructions for looking after the cards, fitting the battery, write protection etc are supplied with the card.

Just like floppy disks, the card must be "formatted" before you can use it. Insert the card into the slot then select the List Stored Documents screen (hold down and press) then press Select **F >> Formatting and export functions...** and press . In the menu that then appears just press to select the **M - Format Memory card** option.

With the memory card loaded documents, worksheets and addresses are automatically stored on the card. Documents and addresses that are already stored in the Notebook memory can be transferred to the card (see the instructions in the Address Book chapter and the Word Processing Guide).

Note that you should always switch the Notebook OFF before inserting or removing a memory card.

Word Processor - Introduction

The Word Processor is designed to be simple to use but has many advanced and powerful features. With very little instruction a beginner can type a document without needing to understand any of the advanced features while the experienced user will find that many of the features available on their usual word processor are also available on the Notebook.

If you are a beginner at using a computer or word processor read the first section of this book that gives simple step by step instructions to get you started. Remember that you cannot harm your Notebook by pressing the wrong keys, so don't be afraid of trying things out (if, while doing this, things happen that you don't

understand press the **[STOP]** key until you return to the main screen or a screen you do understand).

For detailed information and instructions on word processing read the front section on this book and the Word Processing Guide later in this book.

Features of the word processor

Features that are available include: Spell checking, mail merging, word count, cut and paste, find and replace, keyboard macros, accented characters, case changing and un-delete.

The Notebook date and time, and addresses from the Notebook address book can be directly inserted into a document.

Press the **[F10]** key during word processing or use the key combinations listed on the Notebook "Template" (just beneath the LCD) to access all these features.

Transferring Documents to other computers

Documents and worksheets can be transferred to other computers using a lead connected to the serial port and using the in-built serial terminal program supplied with your Notebook. You may, however, find it much simpler to just copy them to an MS-DOS format floppy disk that can easily be read in any IBM PC compatible computer.

The word processor documents can be transferred in the "Protex" format for further editing within Protex on your PC or Amstrad PCW, or can be converted to either ASCII or WordStar format before transferring so they can be loaded into other programs.

The Notebook word processor is a special version of Protex by Arnor, if you would like to buy a copy of Protex for your desktop computer (IBM compatible PC, Amstrad PCW or others) it is available from computer dealers or direct from Arnor Ltd, 611 Lincoln Road, Peterborough PE1 3HA (telephone 0733 68909).

The spreadsheet in the Notebook is based on "The Cracker" which is available to run under CP/M on Amstrad PCW computers. There is also a version for IBM PC compatible computers. Both can read the .MEM files produced by the Notebook spreadsheet. The Notebook spreadsheet can also write out the numeric data (not formulae) of a worksheet as .DIF files (Data Interchange Format).

Calculator

Hold down **YELLOW [Function]** and press **GREEN [⇐]**. For quick access to the calculator from another part of the program use the same key combination.

The calculator works in a similar way to most simple pocket calculators. The following table shows examples of each type of operation available.

Calculation	Example	Operation	Answer
Arithmetic	15x2+7=	15 (x) 2 (+) 7 (=)	37
	(-32)+8 -2=	32 (±) (+) 8 (-) 2 (=)	-6
Constant	30+25=	25 (+) (+) 30 (=) (25 constant)	55
	25+90=	90 (=)	115
	22-33=	33 (-) (-) 22 (=) (33 constant)	-11
	95-33=	95 (=)	62
	15x4=	4 (x) (x) 15 (=) (4 constant)	60
45x4=	45 (=)	180	
Percent	45+3=	3 (+) (+) 45 (=) (3 constant)	15
	354+3=	354 (=)	118
Percent	15% of 150	150 (x) 15 (%)	22.5
	13 as a % of 40	13 (+) 40 (%)	32.5
Add-on	Increase 150 by 15%	150 (+) 15 (%) or, 150 (x) 15 (%) (+) (=)	172.5
Discount	Decrease 350 by 15%	350 (-) 15 (%) or 350 (x) 15 (%) (-) (=)	297.5
Square root	Square root of 45-29	45 (-) 29 (=) (√)	4

This is a common format that is readable by many PC based spreadsheet programs. The worksheet data can also be written out as .TXT (text) files for inclusion in word processing programs. The .DAT format writes the data in a format that can easily be processed by other computer programs.

The Template



The Template

Printed just below the screen of your Notebook is the quick reference template. Use it while word processing to remind you of some of the key combinations required. For the activities printed in yellow hold down the **YELLOW [Function]** key then press the key indicated (one of the keys along the top of the keyboard), for those in white hold down **[⇐]** and press the key indicated.

Some of the operations take place as soon as you press the keys, and have an obvious effect, others you will need to learn how to use. For example, if you hold down **[Function]** and press **[C]** all the words are counted and a message appears on the screen stating the total number of words in your document, but if you hold **[Function]** and press **[M]** a "menu" appears on screen with various options. All these options are explained in the main word processor guide that follows.

Calculation	Example	Operation	Answer
Summation using Memory	32 x 3=	(MRC) (MRC) (CE/C)	96
	- (62+2)	32 (x) 3 (M+)	31
	+ (53 + 22)	62 (+) 2 (M-)	75
	= Total	53 (+) 22 (M+) (MRC)	140
Temporary memory	(16-(8 x 3))	(MRC) (MRC) (CE/C)	24
	x (27-13)	16 (M+) 8 (x) 3 (M-)	
	= Total	27 (-) 13 (x) (MRC) (=)	-112

Clear the calculator memory before performing a new calculation by pressing **MRC** twice then **CE/C**.

The small box at the top left labelled "Memory" will show you any value that is stored in memory. Press **MRC** twice to clear the memory.

If you press an operator key twice (**++**, **--**, ****** or **++**) this invokes the constant feature. A small letter **K** appears in the display together with the operator you selected. Press **CE/C** to clear the constant function.

You will see a flashing **E** in the left of the display if an error occurs during a calculation or if calculation results in a number too large to be displayed. Press **CE/C** to clear this.

Unlike a normal calculator you can use **[⇐]** to delete wrongly entered numbers.

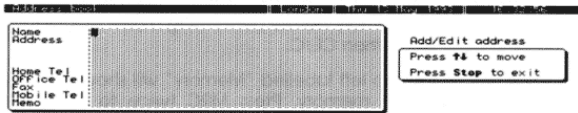
Press **[STOP]** to return to the main screen, or use one of the "Short-cut" methods to return to the screen you were using before the calculator.

Address Book

For step by step instructions read Section 1.

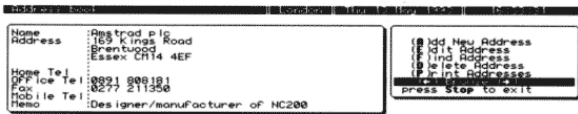
From the Main Screen hold down YELLOW **[Function]** and press BLUE **[I]**. To access the Address book from another part of the Program hold down YELLOW **[Function]** and press **[D]**.

If you have not used the address book before, and there are no addresses stored, you are taken directly to the screen where you can type in the first address:



When you press **[Enter]** at the bottom of the card the next blank card appears on the screen ready for you to enter the next address.

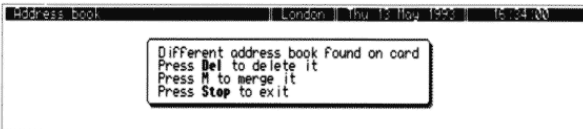
When you have finished entering addresses, press **[Stop]**. The Address Book Menu is now displayed:



To "Browse" through the addresses use the **[Left]** **[Right]** keys. All the other options can be carried out either by pressing the initial letter of the option or selecting the option using **[F]** **[I]** then pressing **[Enter]**.

(A)dd New Address: Select this when you want to add a new address to the address book.

(E)dit Address: Use to amend the address card showing on the screen - to amend one of the other cards, first use "browse" to find the card then press **[F]**.



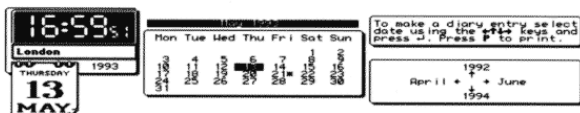
Press **[M]** to merge the addresses, if you press **[Stop]** the addresses will not be merged.

Note that it is also possible to keep a copy of your address book on disk (in fact, you can keep several different address books). This is explained in the later section about Using the Floppy Disk Drive.

Calendar and Diary

For step by step instructions read Section 1.

Hold down YELLOW **[Function]** and press BLUE **[I]**, release the Yellow key then press GREEN **[C]**.



Use the **[Left]** **[Right]** **[Up]** **[Down]** keys to move around the calendar as indicated on the right hand side of the screen. The months and years change only when you are against the edge of the calendar.

Pressing **[Left]** **[Right]** **[Up]** **[Down]** with **[C]** will move a month or year at a time when the cursor is in the middle of the calendar.

The time and date are shown on this screen for your reference only, if you need to adjust the time or date go to System Settings (you should only need to do this if you set it incorrectly in the first place or when, if you are in the UK, the clocks change to British Summer Time).

To make a diary entry, position the cursor on the relevant date on the calendar and press **[Enter]**. Type the details of your appointments and relevant information into the diary editing screen:

(D)delete Address:

Delete the card on the screen - select the card you want to delete using "browse" then press **[F]**. Confirm that you do want to delete the card by pressing **[Y]** for Yes, or if you have changed your mind press Notebook for No.

(F)ind Address:

Find a particular address card - if you have lots of addresses this will be quicker than using "Browse" to find the address you want. When you press **[F]** you will be asked to enter the Name to Find, type in the name or any part of the address or telephone number and press **[Enter]**. If there is more than one occurrence of the text you have typed press **[F]** then **[Enter]** until the address you want is displayed.

(P)rint Addresses

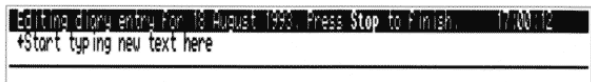
Allows you to print the complete contents of your address book to a printer. The addresses are printed starting on every ninth line so this can be used to print labels which are normally 9 lines high. If the telephone and fax numbers have been entered they are also printed.

Press **[Stop]** at the menu to go back to the Diary screen (press **[Stop]** again to go back to the main screen).

Storing the address book on a Memory Card

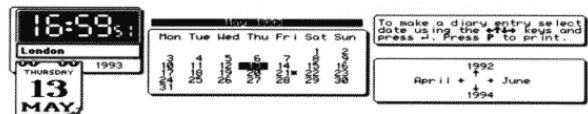
When a memory card is loaded the addresses you type will automatically be stored onto the card. If you already have addresses stored in the Notebook memory they will be transferred to the card when you access the address book.

The addresses are only stored on the card, so if you remove it from the Notebook your address book will be "blank". If you insert new addresses into this blank address book they can be "merged" into the address book on your card later. To merge the addresses, switch off your Notebook, insert the memory card and switch on again. Access the address book in the normal way (you will only be able to find the addresses stored in the Notebook memory) then press **[Stop]** you will see a message similar to the following:

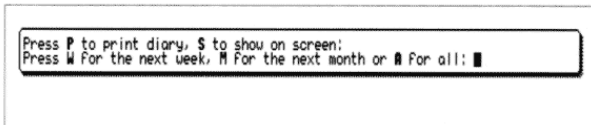


Using the diary is similar to typing a document in the word processor. When you have finished press **[Stop]**, the diary entry is indicated on the calendar with an asterisk (*).

Entries in your diary can be printed. From the calendar screen:



Press **[F]** to select the printing functions. You are now given the choice of whether you want to print them to the screen or to the printer. Press **[S]** for the screen and **[P]** for the printer. In either case you will then see the following:



Press **[W]** to print or show the entries for the next seven days. **[M]** will show/print those for the next month and **[A]** will show/print all entries in the diary.

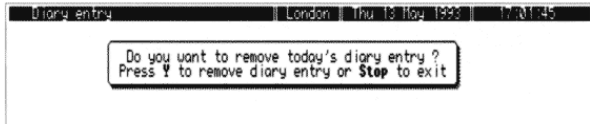
Diary Reminder

When you switch on the Notebook and there is a diary entry for the day, a message will show at the bottom right of the screen and a beep will sound to remind you to read your diary. This will continue every time you return to the main screen until you have read your diary by pressing **[Enter]** whilst at the main screen. You can disable this beep by setting the **Audible diary message warning** option to **No** in the System Settings menu.



Flashing message appears here

When you have read the diary entry press **STOP**, you have the option of deleting the entry if you wish:



Press Y to delete the message or **STOP** if you want to keep it. If you choose not to delete it, you will then be told about the message again each time you switch on that day.

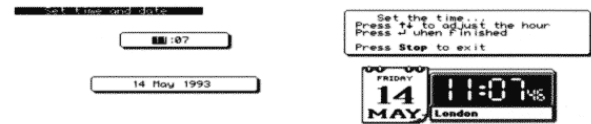
Note that it is possible to keep a copy of your diary entries on disk so that you have a backup copy in case anything ever happens to your Notebook. How this is done is explained in the later section about Using the Floppy Disk Drive.

Time Manager

Setting the date and time, international time zones and the Notebook alarms are accessed from the Time Manager screen. Press YELLOW and BLUE followed by just BLUE to get there.

Setting the time and date

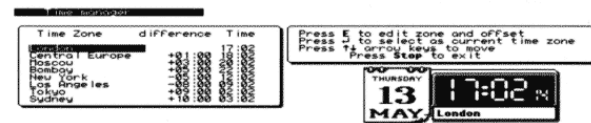
When you first started to use the Notebook you were asked to set the time and date. If you subsequently need to change it then press the WHITE key at the Time manager screen to access the date and time setting function:



Time Zones

For step by step instructions on using Time Zones read Section 1.

From the Time Manager screen press BLUE to access the Time Zones screen:



Your Notebook has been set up to show the time in London, Central Europe, Moscow, Bombay, New York, Los Angeles, Tokyo and Sydney, you can change these to any eight cities you require.

Select the City to change using the cursor keys then press **EDIT**, type in your new city name and press **ENTER** then use the **LEFT** **RIGHT** cursor keys to change the time difference then press **ENTER**.

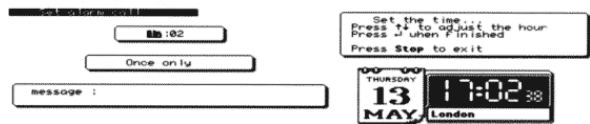
Current Time Zone

When you travel to a country that is in a different time zone select that zone as the "Current time zone". The other zones will adjust to give the time difference relative to where you are staying. Selecting the new current time zone will automatically adjust the time and place shown on the clock that appears on most Notebook screens, however, it will not change the times set for your alarm calls.

Alarm Calls

For step by step instructions on Alarm Calls read Section 1.

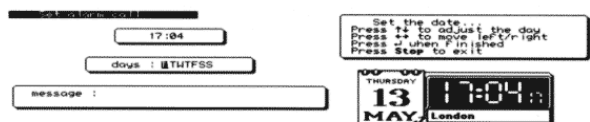
Hold down YELLOW **FUNCTION** and press BLUE **EDIT** then press **EDIT** at the Time Manager screen. Press RED **STOP** to go to the "Set alarm call" screen:



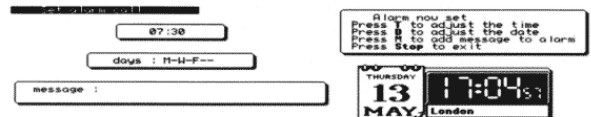
Follow the instruction on the left of the screen; you have to set the time first, then set the date and type in your message - note that messages are limited to 42 characters.

When you press **EDIT** to edit the date it changes from **Once Only** to **Repeats every day**. Press **LEFT** **RIGHT** to set a specific date, to return to "Repeats every day" use **LEFT** or **RIGHT** until you reach the beginning or end of the month then press the key once more.

Advanced Feature: To set an alarm for the same time on several days of the week press **EDIT** to adjust the date then hold down **EDIT** and press **STOP** and you will see the following:



Each day of the week is represented by one letter, use the **LEFT** or **RIGHT** to move the cursor from one day to the next then use the **LEFT** or **RIGHT** key to cancel the days you do not want the alarm. So for example an alarm that you want on Monday, Wednesday and Friday might look like this:



Press **STOP** when you have finished.

To set an alarm call for 24 hours hence just press **LEFT** **LEFT** at the Set Alarm screen.

To change the time, date or message of an alarm call

At the main screen hold down YELLOW **FUNCTION** and press BLUE **EDIT**, press BLUE again at the "Diary menu" then press GREEN. The short cut method is to hold down YELLOW **FUNCTION** and press **EDIT** then press GREEN.

To get quickly to the "Set alarm call" screen from any other part of the program hold down YELLOW **FUNCTION** and press **EDIT**.

Note that if you are editing a document / worksheet when an alarm "goes off" the message will not appear - you must press **STOP** to read the message.

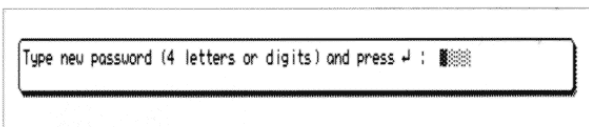
Secret Information

For step by step instructions read Section 1.

For information that you might like to keep on your Notebook but do not wish others to access (for example; passport number, bank accounts and credit card details or private telephone numbers) we have provided a "Secret Information" screen which can only be accessed by typing a password that you have set up.

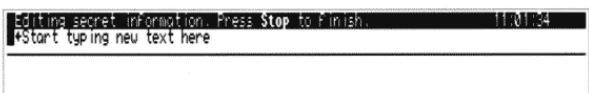
Set up your Password

Hold down **[Function]** and press **[Password]** you will see the following screen:



Type in any combination of four letters and/or numbers and press **[↵]**. You can use capital or lower case letters. The password is totally secure, so if you ever forget it you will not be able to access your information, you can only delete it so - **DON'T FORGET YOUR PASSWORD.**

You will be asked to confirm your password. Type exactly the same sequence again then press **[↵]**.



You can now type in your "secret information", you can edit the text in the same way as you edit a word processor document (although you cannot print). Press **[Stop]** when you have finished. Next time you want to refer to your secret information hold **[Function]** and press **[Password]** then type in your password.

Complete Password Protection of your Notebook

You can set a Password Lock to protect all the information in your Notebook using your Secret Information Password.

If you have not already done so set-up your password as described in "Set up your Password" above.

Anytime you want to set the Password Lock hold down both **[Function]** and **[Lock]** then press **[Password]** now you can switch off. When you next switch on you will be asked to enter the password:

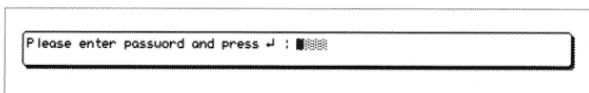
If you forget your password

The password protection on your Notebook is totally secure, so if you forget your password you have no option but to erase your Secret Information or, if you have set the Password Lock, to erase all your work held in the Notebook memory including documents, worksheets, diary entries, addresses etc as well as your Password by resetting the Notebook. This is just one more good reason why you should get into the habit of taking copies of your work on floppy disks. (The secret information itself, however, cannot be copied to disk or printed).

Erasing your Secret Information and Password

To erase the Secret Information:

- 1 Hold down **[Function]** and press **[Password]**:



- 2 Hold down the **[Function]** key and press **[Del]**.

Press **[↵]** to confirm that you do want to delete the information. **All your Secret Information as well as your Password will be erased.**

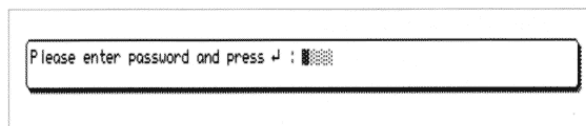
Resetting Your Notebook

Only do this if you have set a complete lock on the Notebook and then forgotten the password. This will erase all your work stored in the Notebook memory as well as your password. If you are using a memory card the addresses and documents stored on it will not be erased. You should also be able to recover most data from a disk.

Switch off your Notebook then hold down **[Function]** and **[Stop]** together with the **[Del]** key on the right and switch on the computer.

To prevent accidental reset you cannot use "sticky shift" (single key operation).

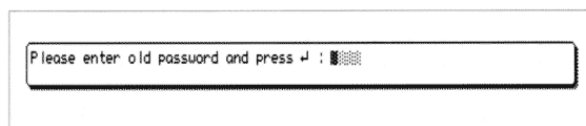
If the reset is effective you will hear an extended "beep". If you have not held the keys down properly it will not reset. Try again.



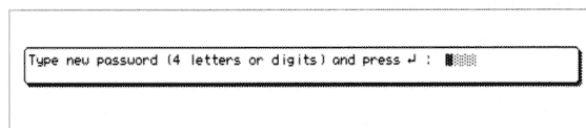
Before the Notebook can be used again the password must be correctly typed and the **[↵]** key pressed. If you forget the password the Notebook must be completely reset losing all data in it (below). There is no way round this, if there were it wouldn't be secure.

Changing your Password

To change the password enter the Secret Information by holding **[Function]** and pressing **[Password]** and typing your current password. Then press the **[Password]** key:



Type in your current password:



Type in your new password. When asked, type it again for confirmation.

Important: If you cannot remember your old password it is impossible to change the password or to access the Secret Information. It must be deleted as described below.

Using the floppy disk drive

The simple use of the disk drive, to take copies of your documents, was described in Section 1 of the manual. The following summarises that information and is followed by some more advanced topics:

To format floppy disks before use

A brand new floppy disk must be formatted before it can be used. The Notebook formats its floppy disks in exactly the same way as used for 720K disks in MS-DOS running on an IBM PC compatible computer.

Note there is a second type of 3¹/₂" disk used on PC computers. These are "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.

You can also 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 floppy disk:

- 1) Switch to the list of stored documents. The quick way to do this is to hold down the Yellow **[Function]** key and press **[↵]**.
- 2) Press **[F10]** followed by **[F]** to select **F >> Formatting and export functions ...**
- 3) Press **[F]** to select **F- Format disk.**
- 4) Press **[↵]** to confirm that you want to continue. Only do this when you are sure that the floppy disk in the drive does not contain any information you want to keep. There is no way to recover information from a disk that is formatted. The formatting process wipes it completely clean.

To copy files from memory to the floppy disk

- 1) Switch to the list of stored documents. The quick way to do this is to hold down the Yellow **[Function]** key and press **[F3]**.
- 2) Move the highlighting dark band over each file to be copied in turn and press the Space Bar on the keyboard. The file will be "marked". This is shown by the name being printed in bold text.
- 3) Press the **[Function]** key followed by **[C]** to select the **C - Copy marked files to disk** option.
- 4) Press **[Y]** to confirm the operation. Note that files will overwrite any of the same name that already exist on the disk.

To list the files contained on a disk

- 1) Switch to the list of stored documents. The quick way to do this is to hold down the Yellow **[Function]** key and press **[F3]**.
- 2) Press **[Function]** followed by **[L]** to select the **L - List disk files** option.
- 3) The screen will list any files contained in the current directory on the disk (usually \NOTEBOOK). The top of the screen shows the free space on the disk, the current directory and the number of files actually listed in this directory - including the (PARENT) entry.

To copy files from a floppy disk to memory

With the list of disk files showing on screen proceed as follows:

- 1) Move the highlighting dark band over each file to be copied in turn and press the Space Bar on the keyboard. The file will be "marked". This is shown by the name being printed in bold text.
- Remember that there may be a delay of a few seconds when you try to move the band if you haven't pressed a key for more than 30 seconds. This is while the disk motor is being restarted.
- 2) Press **[Function]** followed by **[C]** to select the **C - Copy marked files to memory** option.
 - 3) Press **[Y]** to confirm the operation. Note that files will overwrite any of the same name that already exist in memory.

86

Advanced idea: In fact, because you can rename the files, you could, in theory, keep several different address book or diary files. For each you would enter the information into the relevant section of the Notebook in the normal way. Switch to the List Stored Documents where the files could then be renamed so that you can create a different version alongside. Once complete, that second file could also be renamed. When you want to use a particular file for the address book or diary you would just have to rename it back to ADDRESS BOOK or DIARY FILE.

When the two special files are copied to disk and you then list the files on disk, you will see that their names are changed to ADDRESSB.OOK and DIARYFILE. However, if the files on disk are marked and then copied back to memory you will find that they are renamed back to their original names of ADDRESS BOOK and DIARY FILE. This is the only instance in which names of files on disk are changed when they are copied back to memory.

Quickly editing a Word Processor document from disk

- 1) List the files on disk then move the dark highlighting band over the name of the file you wish to edit.
- 2) Press **[E]**. The file will be read from disk straight in to the editing section of the word processor. You can then work on the text.
- 3) When you press **[F5]** the amended file is stored in the memory of the Notebook, not on disk (the original remains there). If you want to update the disk version the document in memory must be copied back to the disk.

Copying and editing Spreadsheet files / BASIC programs

The way in which you copy worksheets produced in the spreadsheet and programs written in BASIC, to and from the disk is absolutely identical to the way that has already been described for word processor documents and the address and diary files. You can either do it from the List of Stored Worksheets or even from the List of Stored Documents. The only difference between the two is that if you list disk files, position the dark band over the name of a file on disk and press **[E]**, an attempt is made to load that file into the Word Processor if you started from the List of Stored Documents, while an attempt is made to load it into the spreadsheet if you started from the List of Stored Worksheets.

88

Copying Address Book and Diary entries to/from disk

The information that you enter into your Address Book and into the Diary on the Notebook are stored together in two special files. When you look at the List of Stored Documents these files are normally hidden from view. Once they are made visible the two files (with the names "ADDRESS BOOK" and "DIARY FILE") can be marked and copied to the disk just like any other word processor documents. To make the files visible proceed as follows:

- 1) Return to the Main Screen of the Notebook. The quick way to do this is to hold down the Yellow **[Function]** key and press **[F3]**.
- 2) At the Main Screen press the **[Function]** key to access the System Settings menu.
- 3) Use the Blue **[I]** key to move down to the entry called **Document sizes and date display**.
- 4) Use either **[Left]** or **[Right]** to change this to **Shown**.
- 5) Hold down the Yellow **[Function]** key and press **[F3]** to switch to the List of Stored Documents.

All the documents you have created will have additional information next to their names. The size of the file and the date and time that it was last edited are shown.

In addition, you may see two new entries in the list with the special names ADDRESS BOOK and DIARY FILE. The DIARY FILE and ADDRESS BOOK entries may not exist if you have never used the Diary or Address Book functions within the Notebook.

These two files can be marked with the Space Bar and copied to disk just like any other document file. However, unlike word processor document files, you cannot press **[E]** while the file has the dark band over it to try and edit it in the Word Processor. These two files hold their information in a special format that the Word Processor cannot allow you to edit.

Notice, that while these special files are visible you can press **[Function]** and then use **[D]** to delete or **[R]** to rename them. If you delete the files you will wipe out your entire address book or all your diary entries in one operation. Obviously, you should be very careful with these files!

87

Other disk functions

In the List of Stored Documents press **[Function]** followed by **[F]**.



The **F - Format disk** function has already been explained and the **F - Format Memory card** is explained elsewhere. The two entries of real interest are those to export as ASCII or export as Wordstar. These work in exactly the same way as the **Copy marked files to disk** option that has already been described. However, during the copying process the word processor documents are converted from the internal "Protex" format used inside the Notebook to one of these more standard file formats. These are used when you are taking the text from the files for use in a different word processing program on another computer.

ASCII files will contain only the plain text from the documents. All layout, codes, special text effects, etc are removed. This just produces the simplest text, that can probably be read into virtually any program on any computer.

WordStar files retain some of the formatting information of the word processor documents such as layout, bold, italic, underline, etc. The WordStar format is very popular and most powerful word processing programs (such as Word for Windows and WordPerfect) can import this type of file. (Use the CONVERT program for WordPerfect). In each case, tell the WordProcessor that the file is WordStar 3.3 format.

These two options are described as "Export" functions, rather than just copying functions because the process is only one-way. You can copy an internal "Protex" document to disk as either a WordStar or as an ASCII file but you cannot then copy it back and continue to edit it in the Notebook's Word Processor. In the case of WordStar files you will see all sorts of strange characters have appeared.

89

You can, of course, copy ASCII files to the Notebook and then edit them in the Word Processor but any codes, layout, etc that they had before they were originally copied to disk will have been lost.

Protecting disk information

3 1/2" disks can be completely protected so that nothing can be written to them, nothing can be deleted from them and they can't be formatted. Just slide the small shutter in the bottom left corner of the disk (looking at the labelled side) so that the hole is open. To write enable the disk again just slide the shutter so it covers the hole again.

The Notebook also lets you protect individual files on disk. Just list the files on disk. Place the dark bar over the file to be protected, hold down the **Ctrl** key then press **Q**. The asterisk that appears next to the name of the file shows that it has been set to "read-only". Repeat the process to set it back to normal.

While a file is set to read-only any attempt to copy a new version to the disk on top of it or to delete the file will stop with the message "The file is read only".

Extra functions for marking files

While either the List of Documents in memory or the list of files on disk is displayed you can hold down **Ctrl** and press **Q** to instantly mark all files in one operation. Typically you would probably do this at the end of each day so that in just a few keypresses you can copy the entire contents of the Notebook memory to a floppy disk.

Another useful key sequence when marking files is **Ctrl** **Q**. This will invert the marked files so that all those that were marked before are no longer marked and all those that weren't marked will now be marked.

Once files have been copied to floppy disk you will often want to delete the original copies from memory. Having marked several files you can press **Ctrl** **Q** or **Ctrl** **Q** to delete all the marked files in a single operation.

90

When you have changed the current directory, if you press **Ctrl** **Q** to return to the List of documents/worksheets stored in memory and then mark and copy some of the files to disk they will be copied into the current directory.

While disk files are listed, if you press **Ctrl** **Q** you will see that there is an option **N - Make New directory** that can be used to make directories both from the "root" and to make subdirectories within an existing directory.

If, for example, you currently have a disk that contains just four files called first, second, howspell and spell in the \NOTEBOOK directory, when you press **Ctrl** **Q** from the List of Stored Documents you will see that directory with those files listed. The dark band will initially be positioned over the (PARENT) entry. Press the **Q** key. The top line of the screen will show that the current directory is now "\ (the root) and this contains one entry - the \NOTEBOOK directory.

You could now press **Ctrl** **Q** followed by **Q** to make a new directory. When asked for the name type **personal**. You will then see it listed below the NOTEBOOK entry. If you now move the dark band over PERSONAL and press **Q** it will become the current directory. You could go on to make a sub-directory within this directory called "letters" for example. Then switch to that. When you press **Ctrl** **Q** the last directory listed is the current directory and will be where any files you now copy are placed.

Unlike MS-DOS you will find that the **R - Rename** entry on the Disk operations menu can be used to rename directories just as easily as it can be used to rename individual files on disk.

Also, unlike MS-DOS, there isn't a special command to delete directories (RD). You just use the **D - Delete** entry to delete directories as well as files, however, if you try and delete a directory that contains any files or sub-directories you will see the message "The file is read only". You must delete all entries from within a directory before the directory entry itself can be deleted.

92

Directories on disk

Directories are only really of interest if you intend to use the floppy disks from the Notebook on an IBM PC compatible or some other type of computer that can read MS-DOS format disks. However, they do provide a means of keeping your files/documents in meaningful groups so you may find this of interest even if you don't intend using the disks on another computer.

A directory is a sub-division of the storage space on a floppy disk. You can have lots of directories on a floppy and each can contain a virtually limitless number of individual files. You might have a directory called \PERSONAL in which you store all your personal letters and another called \BUSINESS in which you store your business letters, memos and faxes. All disks, when they are first formatted start with a single directory called the "root" directory (because it is a bit like the root of a tree).

On the Notebook a subdirectory called \NOTEBOOK will also be created on the disk when it is formatted and any files you copy will be placed in this directory unless you arrange for them to go into a different directory as described below.

The reason for having a \NOTEBOOK directory instead of just copying all files to the root directory (referred to as just \) is that there is a limit to the number of files that could be copied to the root directory but a sub-directory such as \NOTEBOOK can, in theory, contain a limitless number of files. In actual fact, the 720K size of the disk will be the only thing that limits how many files can be copied to it.

When files are listed on disk you can "navigate" around the directories contained on the disk by pressing **Q** on the special (PARENT) entry to go back a level in the directory structure towards the root. You switch into a different directory by positioning the dark band on one of the entries that has <DIR> after its name and pressing **Q**. The files within that directory (and any sub-directories that it contains) are then listed. The top line of the screen will always show you the "current" directory. As you've seen this normally starts at \NOTEBOOK. So to go up the directory tree towards the root you select (PARENT) and to go deeper down into the directory tree you use one of the <DIR> entries.

91

System Settings

The system settings menu is accessed only from the main screen by pressing **Ctrl** **Q**. You can switch to the main screen with **Function** **F10**.

Changes you make to these settings don't just affect the current usage of the Notebook. These settings will be in force each time you come to use the Notebook until you change them or the batteries are disconnected for some reason.

The factory settings are as follows:

Setting	Use ↑ ↓ ← → and +, - to change	Stop to Finish
Power off delay (mins, 0=Never)	(5)	5
Preserve context during power off	(No)	No
Document sizes and date display	(Not shown)	Not shown
Date Format	(dd/mm/yy)	dd/mm/yy
Screen back light	(Auto)	Auto
Document Format (serial/Lapcat)	(Protex)	Protex
Sticky shift keys?	(No)	No
Time display Format	(24 hour)	24 hour
Audible diary message warning	(Yes)	Yes

Automatic Power Off delay

If you find the automatic power off time of 5 minutes is too long, reduce the time to between 1 and 4 minutes. You can also increase it if you wish. Use a value of 0 if you want to prevent the Notebook from ever powering off automatically. Do not use 0 (never) if you are running the Notebook from the batteries as this will prevent automatic power off occurring.

Preserve Context

If, when you switch on, you want your Notebook to return to the screen you were using when you switched off change this setting to Yes. Context is always preserved when automatic power off occurs.

Document sizes and date display

These will show against the name of each document in the List Stored Document\Worksheet screens. The size of each document is shown in bytes with the date and time you last edited the document\worksheet.

The U, C or L after a name is only of any interest to you if you start to run out of memory and need to delete documents, delete those

93

in the Lower memory (L) to make room when you are editing a large document. See the Troubleshooting section for more details.

Date format

Use this option to change the format of the date displayed when the date/time display is set to "Shown". The date format can either be day/month/year as used in the UK, month/date/year as used in the US or year/month/day as used in Japan.



Backlight

As described at the start of Section 2, this can be set to Auto, On or Off to determine how the back light behaves when the Notebook is switched on. Changing this option does not immediately switch the back light on or off, it only affects what happens subsequently when the Notebook is switched on.



Document Transfer Format

Use this to set whether the Lapcat (Parallel) transfer should send documents as Protext, WordStar or ASCII. A Lapcat cable and software is available from Arnor. Contact them for more details. This setting just mirrors the similar setting in the configuration menu of the Serial Terminal program.

Sticky Shift keys

To allow one-key operation of the Notebook switch "sticky shift" on, where normally you would have to press two keys at the same time, this allows you to press one after the other. So, for example, to spell check a document when word processing you could first press the YELLOW  key then press .

Time display format

To change the time display to the 12 hour clock use the   cursor keys. Note that this only affects the display of time. You must still use the 24 hour system when setting the time or alarms.

Audible diary message warning

When set to Yes a beep will be produced each time you return to the Main Screen if there is an unread diary message today.