



24 Hours to Keyboard Mastery

Touch 'N' Go - software copyright Harcourt Systems, text copyright S V Harcourt.

TOUCH 'N' GO

Touch 'N' Go Requirements

Touch 'N' Go requires the PC-DOS, MS-DOS, CP/M or CP/M Plus operating systems, 64 K of main memory and one disk drive.

The Registration Card

Please take a moment to fill out your registration card and return it to us. Without it, we won't be able to offer you support or advise you of updates as they become available.

Support From Caxton

We offer a support service to registered users of all our products. If you experience any difficulties using **Touch 'N' Go**, please telephone or write to us at the following address:

Customer Support Department
Caxton Software Ltd.
10-14 Bedford Street
Covent Garden
London WC2E 9HE

Telephone: 01-379 6502
Telex: 27950 ref 398

To answer your questions on the telephone, we will need to know the following information:

1. Your name (and company name if relevant).
2. Your **Touch 'N' Go** serial number.
3. Which computer you are running **Touch 'N' Go** on.
4. When and where you purchased **Touch 'N' Go**.

If you can be ready to provide us with this information straight away, it will help us dealing with your enquiry quickly and efficiently.

Please bear in mind that it is our responsibility to help you with **Touch 'N' Go**. It is not our responsibility to train you how to use your operating system or your computer. We are not equipped to do so.

Special Keys on Your Keyboard

CPC 6128 Users

When using **Touch 'N' Go** you will make use of the [ESC] key. If you experience difficulty using this key, hold down the [CTRL] key and type '[' whenever you need to use [ESC].

PCW 8256 or 8512 Users

When using **Touch 'N' Go** you will make use of the [ESC] key. This key is called [EXIT] on the PCW 8256 and 8512.

You will also be using the [CTRL] key. This key is labelled [ALT] on the PCW 8256 and 8512.

The Operating Environment

Touch 'N' Go only runs under the CP/M, CP/M Plus, MS-DOS or PC-DOS operating systems. Before you begin to use **Touch 'N' Go** you must make sure that one of these operating systems is loaded. Please refer to the documentation you received with your computer to establish how to do this.

On the Amstrad CPC-6128 you must call CP/M from within BASIC.

On the PCW-8256 or 8512 you must load a special diskette.

On the IBM-PC or AMSTRAD PC 1512 you will also need to load a special diskette containing the operating system.

On other systems, CP/M, CP/M Plus, PC-DOS or MS-DOS may already be up and running when you turn your computer on.

As a general guide, if you see the A> displayed on your screen it usually means that the correct operating system is up and running.

A Helpful Hint

If you have not already done so, we strongly recommend that you take just a little time to familiarise yourself with the basics of the operating system you will be using. It will be of immense help to you - because whatever application programs you are using, over time you will need to know precisely how to :

1. Format and copy diskettes,
2. Copy files,
3. Find out information about the files on your disk.

Operating System Commands

The commands you will be using to carry out the above tasks will vary between operating systems. We have listed below the commands you should be familiar with and the names by which they are known.

| | MS-DOS/PC-DOS | CP/M/CP/M Plus |
|-----------------------|----------------------|-----------------------|
| Format a diskette | "FORMAT" | "FORMAT" "DISCKIT" |
| Copy a diskette | "COPY" "DISKCOPY" | "COPY" |
| Copy a file | "COPY" | "PIP" |
| Display disk contents | "DIR" | "DIR" |

Before You Start

The diskette supplied is your **Touch 'N' Go** Master diskette. Make a working copy of this diskette and then store the Master away in a safe place.

The Master diskette is not a **bootable** diskette. This means that you cannot put the diskette into the drive of your computer and run the program straight away. This is because the diskette does not contain the relevant parts of the operating system. The operating system must be loaded first otherwise some error messages will be displayed and you may damage your diskette.

For convenience, we suggest you make a **bootable** copy of your Master diskette. To be able to do this you will first need to understand how to format a blank diskette (with system tracks) for use with either CP/M, CP/M Plus, MS-DOS or PC-DOS. If you are not sure how to do this, please refer to your Operating System Guide or consult with your computer supplier.

Using Touch 'N' Go

To use **Touch 'N' Go**, make sure you have loaded the appropriate operating system. Your working copy of **Touch 'N' Go** should be in drive A and the A> prompt should be displayed. Now follow the steps below:

Step 1 - Type 'T' (There is no need to type the inverted commas)

Step 2 - Press [RETURN].

Now follow the instructions as they appear on the screen.

Leaving Touch 'N' Go

To leave **Touch 'N' Go**, just keep pressing the [ESC] key until the A> prompt is displayed.

Using the Results Program

Your **Touch 'N' Go** disk contains a program which will give you a detailed analysis of your last **Touch 'N' Go** session. To use the Results program make sure that you have loaded the appropriate operating system, that your working copy of **Touch 'N' Go** is in drive A and that the A> prompt is displayed. Now follow the steps below:

Step 1 - Type 'R' (There is no need to type the inverted commas)

Step 2 - Press [RETURN].

Now follow the instructions as they appear on the screen.

And that's all there is to it!

Published by Caxton Software Ltd.