

ADVANCED WORD PROCESSING

SPREADSHEET

ADDRESS BOOK

DIARY/ALARM CLOCK

FULL FUNCTION CALCULATOR

COMPREHENSIVE FILING



# PCW16

PERSONAL COMPUTER WORDPROCESSOR

# Amstrad

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# CHAPTER 1: SETTING UP



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## Before you begin...

In order to set up your PcW16 system, you will need a clear, dust-free area on a desk or table that is at least 4ft wide and 3ft deep.

## When choosing a position for the system...

Make sure that all the equipment is installed close to, and within easy access of, the electrical mains supply socket.

Make sure that the equipment is NOT situated near an artificial heat source, such as a radiator, near a water supply, in direct sunlight, nor in a humid or damp atmosphere. These elements can damage your system and destroy data. Avoid a location where the system will be exposed to dust, dirt, vibration, excessively high or low temperatures or rapid changes in temperature. The operating temperature specification for this system is between 10°C and 35°C. Do not put the system near other electrical or magnetic equipment.

## Legal Obligations for Employers

There are certain minimum health and safety requirements which relate to working with display screen equipment. These requirements are set by the EC Directive (90/270/EEC) and employers must comply with them.

## General Health and Safety Advice

In order to ensure enjoyable and safe use of your system, it is important that you give full consideration to ergonomics:

- Always sit comfortably at an appropriate height and distance for using the equipment.
- Position the screen to suit your needs and adjust the brightness and contrast controls to ambient conditions to avoid any discomfort.
- Place the keyboard in a comfortable working position to avoid fatigue in the arms or hands.
- Ensure there is adequate working space.
- Choose an adjustable desk or table so that you can position the screen appropriately.
- Ensure that there is satisfactory lighting; taking into account the type of work and user's vision requirements. Avoid disturbing glare or

reflections. Ensure there is no distracting or disturbing noise or excess heat which could cause discomfort.

- Activities should be planned so that daily work on a display screen is periodically interrupted by breaks or changes of activity. As with all electronic equipment, take regular breaks to avoid eyestrain and to rest your hands and arms. It is also wise to consider purchasing optional filters and screens.

### Important Safety Notes

When the PcW16 is switched on, do not obstruct the airflow around it.

Vents are located on the unit, so the area around it must be kept clear: that is, do not place books, papers, or any other objects underneath, immediately in front of, to the side of, or behind the unit. If the unit is obstructed, the air flow will be interrupted which will prevent the unit from being kept cool.

### **WARNING:**

**DO NOT CONNECT YOUR PcW16 TO AN "IT" POWER SYSTEM**

An "IT" power system is a power distribution system has no direct connection to earth. The exposed conductive parts of the electrical installation must be earthed.

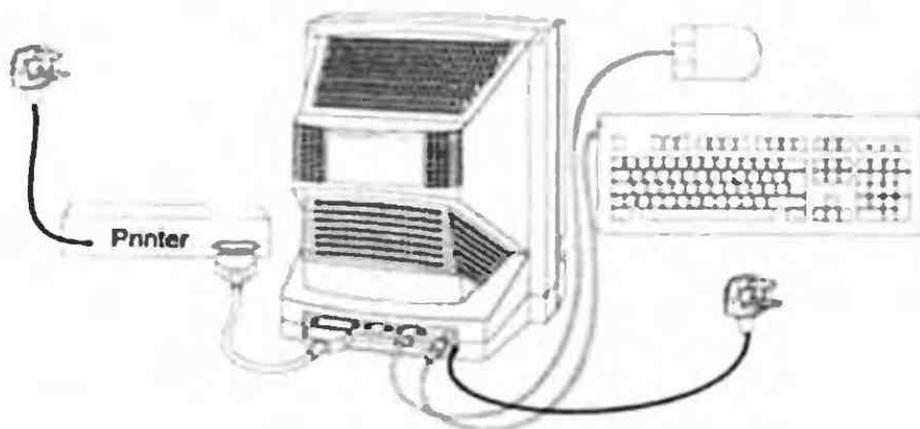
# Setting up your PcW16

## Step 1

Unpack the boxes and check you have the following items:

- PcW16 unit
- Keyboard
- Mouse
- This manual
- Rescue disc
- Printer and Printer manual (optional)

The Rescue disk will be required during the initial setup process, but once your PcW16 is up and running, you will not need to use it unless something goes wrong. For further explanation about this disk, please read the Troubleshooting section in Appendix G of this manual.



## Step 2: Keyboard and Mouse

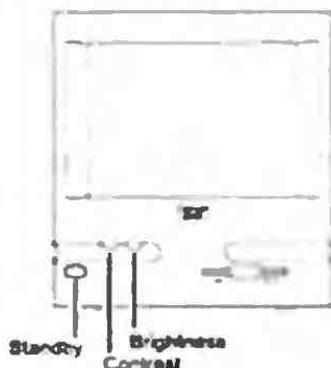
Connect the Keyboard and the Mouse, as shown. The keyboard should be placed in front of the screen unit. The mouse should be placed on the right of the keyboard (or the left if you are left-handed), in an area where there is space to move the mouse around. The surface should be clean (to prevent clogging up the mouse mechanism with dust and dirt) and smooth (so you can move the mouse easily). You need an area of about 8" by 10" (20 cm x 25 cm). A "mouse mat" provides a good surface, and helps keep the mouse clean - these are available from most computer shops.

## Step 3: Printer

Connect up your Printer as shown. If you do not have a printer, ignore this step - the PcW16 will work without a printer attached.

## Step 4: Switching On

Connect the PcW16 to the mains supply, and switch on the power.



First, the screen displays a message asking you to insert the Rescue Disc into the disc drive. Insert the disc, then press the Green ✓ key. The system will spend a few minutes loading some essential information from the disc, before displaying this opening screen:



If you cannot see the screen clearly, adjust the contrast and brightness controls as indicated on the diagram above.

The first time you use the PcW16, leave it connected and switched on at the mains for at least 2 hours. This will charge the internal NiCad battery. This battery is used to maintain the PcW16's internal date and time when there is no external power (for example during a power cut, or if you disconnect from the power supply).

**PLEASE NOTE:**

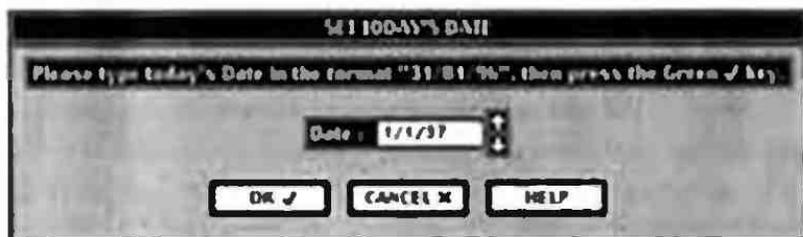
The rest of the steps in this section require that you type information into your PcW16. **It does not matter if the information you type is incorrect: all the information can be re-entered correctly later on, and no problems will result from incorrect information.** If you think you have made a mistake, it does not matter: just carry on following the steps.

**Step 5: Setting the Clock and Calendar**

Now that your PcW16 is up and running, the first thing you must do is set the Clock. To do this, you must enter the Time and the Date, by following the instructions on the screen.

**Setting the Date**

Notice how the instructions are displayed in boxes, which seem to appear over the top of the main screen. These boxes are called "Dialogs", and you will see a lot of them when using the PcW16's programs. The first is used to set the Date.



Notice how the dialog itself tells you what to do. The line of white text on a black background is an instruction, telling you exactly how to enter the information required.

Please type today's Date in the format "31 01 '96", then press the Green ✓ key.

When you type the date, you should see it appear in the white box in the middle of the dialog. As soon as you start typing, the existing date is cleared, and the number you type appears in its place. You must type the date in the correct format - for example, if the date is the 2nd June 1996, you should type "02/06/96", so that the screen looks like this:

Date: 02/06/96      Date: 0      Date: 02/06/96

When you have typed the date, you must press the Green ✓ key to tell the computer that you have finished entering information in this dialog.

## Setting the Time

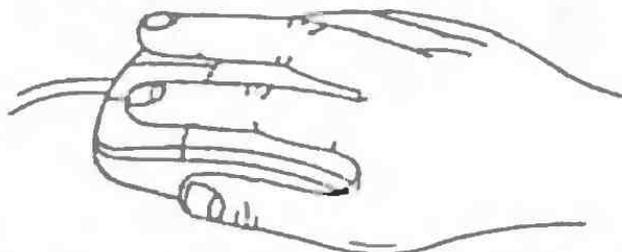
After you have pressed the Green ✓ key, the PcW16 shows you another dialog which asks you to enter the Time. Type the correct time, using a colon to separate the hours from the minutes. For example, if the time is 9:30pm, you should type "21:30", so that the screen looks like this:



Now, once you have entered the time, you could press the Green ✓ key to tell the PcW16 that you have finished with the dialog, but this time, instead of pressing a key, try using the mouse.

## Clicking with the Mouse - an Introduction

Instead of pressing ✓, you can use the mouse to finish off the dialog. When you move the mouse across your table top, a little arrow pointer moves on the screen - move the mouse left or right, and the pointer moves with it. You can use the mouse pointer to point at objects on the screen, then you can press the left mouse button to activate these objects. If you have never used a mouse before, have a look at the following diagram to see how to hold it:



This shows how a right-handed person would hold the mouse, and press the left button using their index finger. (If you are left-handed, you can switch the mouse buttons around. When you have worked through the Beginner's chapter, look up "Left-Handed" in the index to this manual for instructions on swapping mouse buttons.)

Now, to complete the Time dialog, try pointing with the mouse at this "OK Button":



This is called a button because you can "press" it - move the mouse until the on-screen pointer is over the button, then press and release the left

button with your index finger. As you press the button, you will see the button become highlighted to show that you have clicked it.



This method, called "Point and Click", is used by all mouse-operated computers. "Clicking On" something means pointing at it and pressing then releasing the mouse left button, and many instructions in this manual suggest that you click on screen buttons and other objects.

### Two Reassuring Notes

- Using a mouse can be a little tricky at first, but it becomes much easier with practice.
- Although it is often useful to be able to operate the computer using the mouse, you do not *have* to use it. You can always operate your PeW16 using only the keyboard if you wish. In this case, instead of clicking on the button, you can simply press the Green ✓ key, just like you did with the first dialog.

## Step 6: Entering Your Name and Address

Next, you have to enter your own details into the PeW16. In order to construct your personal headed stationery, the system needs to know your name, address, and other details. It asks you to enter each line of your name and address separately, in a series of dialogs - after you type each piece of information, press the Green ✓ key to enter it.

### Using Upper and Lower Case Letters - the Shift Key

When entering your name and address, bear in mind the following points: Your letterhead will look best if you use upper and lower-case letters, like this:

Crabby Man



To type a capital letter, hold down one of the Shift keys while you press the letter. The Shift keys have wide arrows printed on them.

### Leaving Lines Blank and Entering your Post-Code

You can always leave a line blank by just pressing the Green ✓ key without typing anything. You can enter up to five lines of address, plus an extra line for your postcode - if your address only has three separate lines, just

## Setting Up

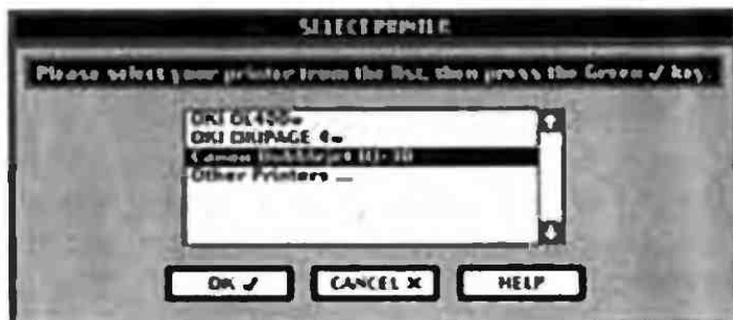
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press ✓ to leave the fourth and fifth lines blank, then enter your postcode when prompted to do so like this:

Please type your Post Code, then press the Green ✓ key

### Step 7: Choosing a Printer

In order to be able to Print from the word-processor and spreadsheet programs, your PcW16 must know which type of printer you have. If you have bought your PcW16 and printer together, you may have one of the printers shown in the initial list:



If so, select your printer by pressing the [↓] key until the correct name is highlighted, then press ✓.

If your printer is not in the list initially displayed, press the [↓] key three times to reveal the list of "Other Printers". Continue pressing [↓] to select your printer from the longer list, or to select the printer type which best matches it, then press ✓. For more information about different printers and printer types, and how to work out the best match, see appendix C.

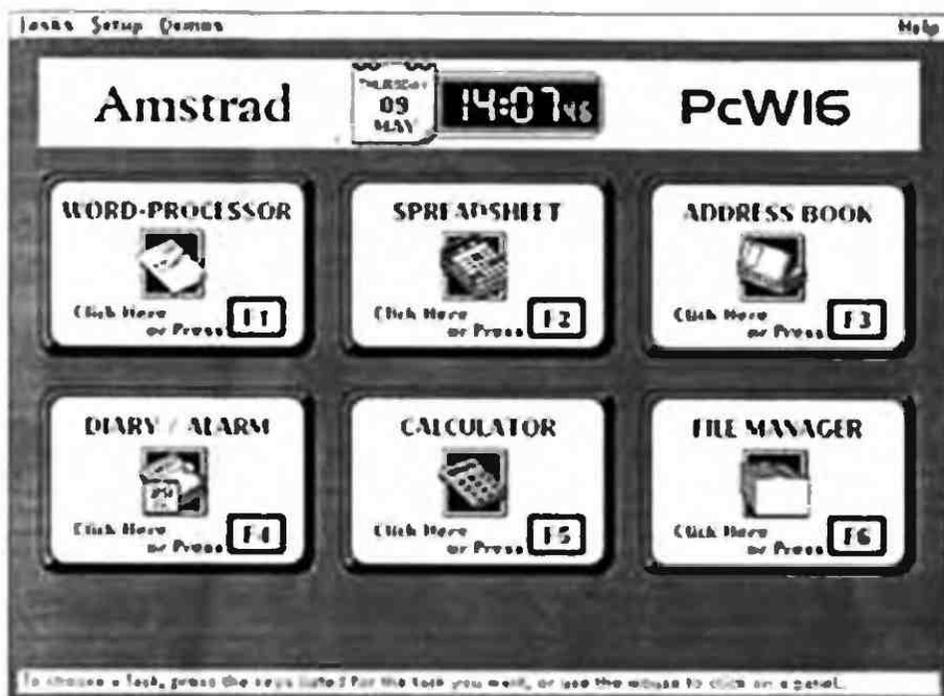
Once you have chosen a printer, your PcW16 will configure its "fonts", or typefaces, to suit the printer you have chosen. This process can take a minute or two.

### Step 8: Setting a Startup Option

This option is not essential to the PcW16's operation - for the moment, just press ✓ to accept the default setting.

## The Desktop

The initial installation process is now finished, and you should see the main PcW16 startup screen, which looks like this:



This screen is called the *Desktop*, and it is the main screen from which you choose which PcW16 program you want to use. In future, when you switch on your PcW16, this is how the screen will appear.

### Switching your PcW16 On and Off - the Standby Button

When you finish a session with your PcW16, you should always switch off using the Standby button. This button glows red when the PcW16 is in Standby mode, and green when the computer is switched on. When you switch off, it may flash for a short time, to indicate that it is saving any unsaved work, before turning red. **DO NOT SWITCH OFF THE MAINS SUPPLY WHILE THE STANDBY BUTTON IS GLOWING GREEN OR FLASHING** - always wait for it to change to red before switching off the power, or the automatic saving system may not work properly.

## What to do next...

We suggest that you begin by reading the rest of general information given in this chapter, then follow the step-by-step instructions in the Beginner's chapter to get started.

## How to Use this Manual

We strongly recommend that you keep this manual handy - it can save you a great deal of time and trouble in the future!

The **Beginner's** chapter is a brief introduction to word-processing, and a walk-through of some of the programs supplied with your PcW16.

The **Reference** chapter contains a full explanation of every function and program in your PcW16 system. If you run into trouble with a particular program or command, look up the command name in the Index to find the explanation of that command in the Reference chapter.

The **Appendices** contain extra information which may be of technical interest, but which is not essential for general use.

The **Glossary** is a list of "jargon" terms, with an explanation of each term in plain English.

### The Mouse

The manual gives instructions for using both the mouse and the keyboard, but is generally assumed that you will use the mouse where appropriate. For some operations, specific key-by-key instructions are not given if the operations can be done more easily with the mouse. If you do not want to use the mouse at all, you should read the tips on using the keyboard, which are included in appendix D.

### References to Keys on the Keyboard

The manual uses "square brackets" to refer to specific keys on the PcW16 keyboard - for example, [G] means the G key, [Stop] means the STOP key (at the top left of the keyboard) and [Space] means the Space Bar. Some keys have only symbols printed on them, but are referred to by name:

- [Shift]      the Shift keys, which have  symbols printed on them;
- [Space]      the Space Bar;
- [Return]     the Return key, which has a  symbol printed on it;
- [Tab]        the Tab key, which has a  symbol printed on it.

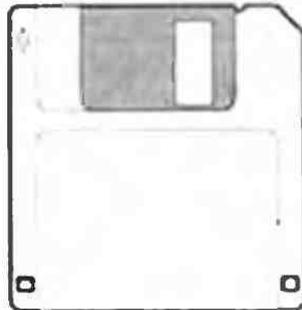
## Key Combinations

Sometimes you have to press combinations of keys - for example when you type a capital letter by holding down the [Shift] key and press a letter. In addition to [Shift], there are two other keys, [Tasks] and [Ctrl] (or "control"), which operate in the same way as the [Shift] key - you hold them down while pressing another key.

This manual indicates that you should hold down one key while pressing another by using the "+" sign. This means that when the manual says "Press [Tasks]+[Stop]", it means "press and hold down the [Tasks] key, and while holding it, press the [Stop] key".

## Floppy Discs

Your PcW16 uses 3.5" 1.44Mb "HD" type floppy discs:



You will not require these immediately because the PcW16 has an internal storage system called the *Cabinet*. However, you will need to make backup copies of your work on floppy disc, so we recommend that you buy a box of suitable floppy discs - these are available from most computer shops or mail-order suppliers.

## Help

There is a single line of "Help" information displayed across the bottom of the screen at all times. You can also press the [HELP] key at any point to see a more detailed Help information screen. The information displayed on the help screen is "context-sensitive" - this means that it changes as you use different programs and commands, so that it always displays information which is relevant to whatever you are doing at the time.

The full help screens also include an "Index" button, which you can click to get Help on a particular topic.

### The Screen Saver

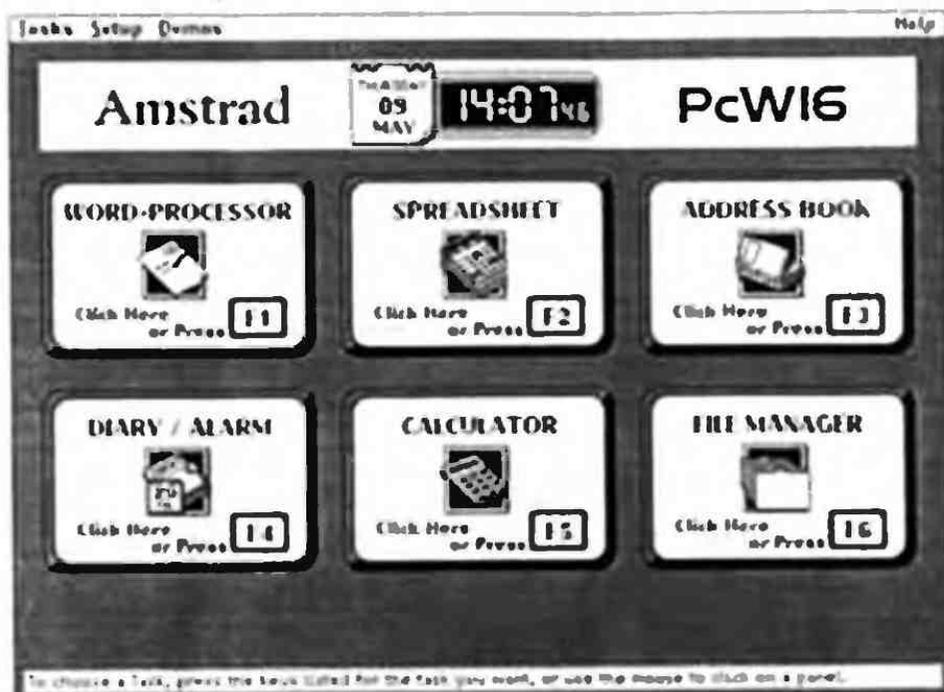
The screen of any computer can be permanently marked if one image is left on it for a long time. To prevent this happening, the PcW16 has a "Screen Saver" system. If you leave your PcW16 for 10 minutes without touching the keyboard or the mouse, the screen saver comes into operation - the screen will clear and a moving "starfield" effect will be shown. As soon as you touch the keyboard or mouse, the original screen contents will be restored, and you can continue working.

**CHAPTER 2:**  
**BEGINNER'S GUIDE**



## 1: The Desktop

This is the opening screen of your PcW16, called the Desktop.



The screen shows the six different programs which are supplied with your PcW16. These are

- The Word-Processor
- The Spreadsheet
- The Address Book
- The Diary / Alarm
- The Calculator
- The File Manager

You can choose any of these six programs by clicking on the relevant button. (Remember that Clicking On something means pointing at it with the mouse, then pressing and releasing the mouse left button.)

Alternatively, you can press the indicated key - F1 for the Word-Processor, F2 for the Spreadsheet etc. There are 8 F-keys altogether: they are plum-coloured, and are located in a row across the top of the keyboard.

You can return to the Desktop from any program by pressing the [Stop] key - this the plum-coloured key located at the top left of the keyboard.

## 2: The Word Processor

Now it's time to create your first document. The purpose of this section is to show just the most basic use of the word processor. You will start the word processor, give your new document a name, type in some text, then print the document. You will then go back to the same document, make a few changes to it, then print it again.

### Step 1: Starting and Naming a New Document

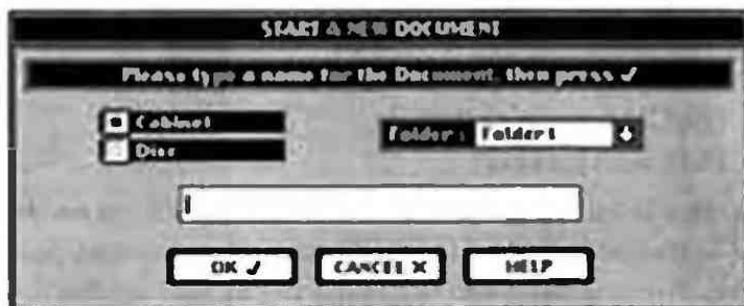
At the main Desktop screen, click on the WORD PROCESSOR button, or press the [F1] key.



Now click on the NEW DOCUMENT button, or press the Blue key.



Now you should see this dialog:



Type in a name for your document - you will see it appear in the box in the middle of the dialog as you type. You can type up to 32 characters, including spaces. (Note that there are a few characters, such as the question-

mark, which you are not allowed to use in document names. If you try to type a disallowed character, the character will not appear.)

For this exercise, you are typing a letter to a Mrs Butcher, so type in "Letter to Mrs Butcher". (Always use a name that will be meaningful to you later). If you make a spelling mistake you can use the [←Del] key to delete what you have typed and start again.

When you have finished typing the name for your document, click the dialog's OK button with the mouse, or press the Green ✓ key.

### Choosing a Template

Next, you must choose the *Template* on which the new document is based. A Template is a ready-made document style, and there are five different templates supplied with your word-processor. As you are typing a letter, you will need to select the Letter template: this template automatically prints your name and address at the top of the first page, to save you having to type it every time you write a new letter.



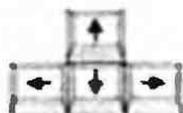
Click the mouse on the words "Letter template" in the list of templates, then click on the OK button. (With the keyboard, press the ↑↓ keys to highlight the name "Letter template", then press the Green ✓ key.)

Note: whenever you start a new document, you always have to select a template. If you just need a plain document, select the "Blank" template. You can make your own templates, or you can customise the supplied ones.

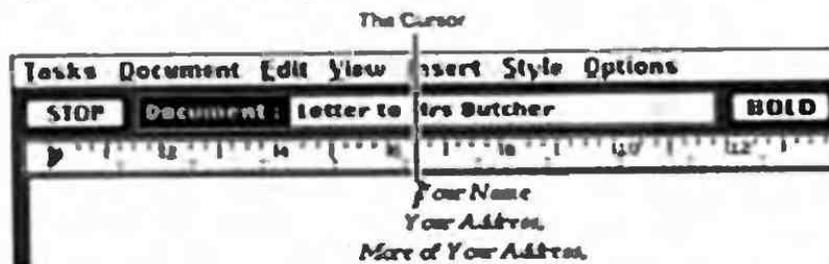
## Step 2: The Word Processor Screen and the Cursor

You should now see the word-processor's Document screen, which already contains your name and address at the top of the screen, and some other standard text for letters - this text is already present because you selected the Letter template.

When you type in a word-processor, the characters you type appear at the *Cursor*. This is a flashing bar which you can move around the word-processor screen using the Cursor keys - the Cursor keys are the group of four keys with arrows printed on them:



To begin with, the cursor appears at the beginning of the document, just to the left of your name at the top of the screen



Before you start typing the text of your letter, you need to move the Cursor to the point where you want this text to appear. You can move the cursor using the cursor keys, or using the mouse. Try pressing [ $\downarrow$ ] to move the cursor down the screen.

With the mouse, move the pointer to the place where you want to start typing, then click the left mouse button - you should see that the cursor moves to the position of the mouse pointer.

## Some General Notes on Typing

If you have not used a word processor before you need to get used to the feel of the keys, as well as learn what all the keys do. When typing, a light touch is required, if you hold a key down for too long it will be repeated on the screen until you release it. If you find it more comfortable, angle the keyboard using the flip-down legs. To make your typing look professional

the spacing should be correct; one space after a comma, colon or semi-colon and two spaces after a full stop.

### **Typing Capital letters**

To type a single capital letter, hold down one of the [Shift] keys then press a character key. If you want to type a whole word or more in capitals, press [Caps Lock] once, then type the text. When you have finished press [Caps Lock] again to switch the capitals off. While the Caps Lock is ON, the Caps Lock indicator at the top right of the keyboard is lit.

### **Starting a New Line**

When you run out of space at the end of a line, just carry on typing - the word-processor will automatically move the next word onto the next line. This is called "word wrapping". For your word processor to distinguish where one word finishes and another starts, you must type a space. Don't forget to put a space after a comma, and two spaces after a full stop.

### **Starting a New Paragraph**

When you have finished a whole paragraph, press the [Return] key (the key with the ↵ symbol printed on it). This tells the word-processor that you always want to start a new line at this point in the text.

## **Step 3: Typing the Text of your Letter**

To begin typing your letter, move the cursor to a position in between the "Dear" and the following comma, about halfway down the screen on the left. Remember that you can move the cursor using the arrow keys, or by pointing and clicking with the mouse. Now type "Mrs Butcher", so that the beginning of the letter reads

Dear Mrs Butcher,

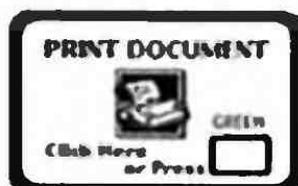
Next, move the cursor down onto the next line by pressing [↓], then type the text of your letter. For the moment, it does not matter what you type, but you could experiment with word-wrapping by typing more than one line. You could also try pressing [Return] to start a new paragraph.

## **Step 4: The Stop Key**

When you have typed the letter, press the [STOP] key to tell the word-processor that you have finished. The document will be stored automatically under the name you gave it, and you can go back and edit or print it at any time.

## Step 5: Printing

When you press stop, you return to the word-processor opening screen. This time, you want to Print the letter you have just typed, so choose Print by clicking on the Print button, or by pressing the Green key.

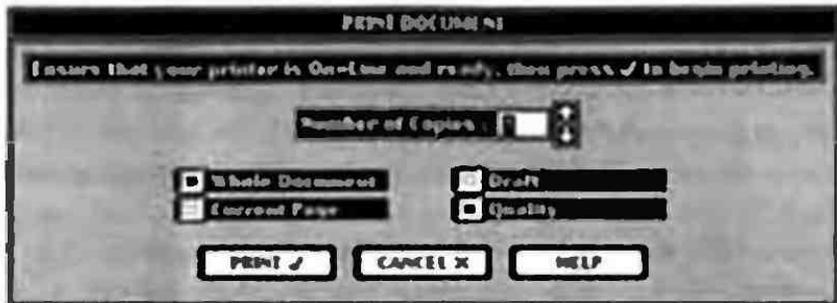


Now, the screen shows a dialog which lists the documents you have stored, and allows you to choose one to Print.



Use the  $\uparrow\downarrow$  keys to move the highlight over the "Letter to Mrs Butcher" (it may be the only document in the list), or click on it with the mouse, then press the Green  $\checkmark$  key or click on the "OK  $\checkmark$ " button with the mouse.

After a few moments, the document will appear on the screen, then you will see this dialog:



Make sure that your printer is ready to print, then press ✓ or click on the "OK ✓" button to begin printing.

### If Your Document Does Not Print...

...have a look at the Troubleshooting section in Appendix G. If the PcW16 reports a particular message telling you why it can't print, this may give you a clue. For example, if your printer is switched off, you will probably see a message saying "The Printer may be switched off".

## Step 6: Editing a Stored Document

Now that you have created a new document and printed it, try Editing the document (*ie* making some changes to it) and printing it again. To do this, starting from the word-processor opening screen, click the Edit button, or press the Yellow key.



This displays a list of the documents you have stored, just like the Print button on the previous page. Choose the Letter to Mrs Butcher from the list as before, then press ✓ or click on the "OK ✓" button.

You should now see the word-processor screen showing your letter. When Editing documents, there are two techniques which you will find especially useful: Inserting text, and using the Cut and Paste commands.

## Inserting text

To insert new text into an existing document, just position the cursor (using the mouse or the cursor keys as explained earlier), and type the text. Any existing text will move to the right or down the screen as you type, to make room for the new text.

### Reformatting and Re-Paginating

Note that when you Insert text, the layout of the text on the screen may appear to change in a way which you did not intend. This rearrangement is not permanent, and the text will be reformatted correctly when you stop typing for a few seconds, or if you press the Green ✓ key.

If you want to check the layout of the whole document, press [Ctrl]+[T] to force the word-processor to correct any anomalies in the document display - this formatting process is called "Re-Paginating". The word-processor does not re-paginate automatically, because repagination can take a few seconds, and you cannot type while it is in progress.

## Marking, Cutting and Pasting - the Scratchpad

If you want to move a section of text from one part of the document to another, you could delete and re-type it, but this would be very time-consuming. The word-processor allows you to manipulate a section of your document, by providing two "Markers", which you can place at the Start and the End of your selected section of text.

If you place the Start marker at the beginning of your selection, then place the End marker at the end, the selected section is highlighted, so that it looks like this:

This section of text is not selected. **This section IS selected.** This section is not selected.

Once you have selected a section of your document, you can remove the selection and place it in a temporary storage area called the *Scratchpad*. In this example, you will move a section of the text from one place in the document to another using the Scratchpad.

### Placing the Markers with the Keyboard

In your example letter, moving the cursor to the beginning of a section you want to move (it doesn't matter which section you choose), then press [Ctrl]+[M]. (Remember that this means "hold down the [Ctrl] key and press [M].") Now, move the cursor to the end of the section you want to

move, and press [Ctrl]+[D]. The markers themselves are not shown on the screen, but you should see that the section of text between them is now highlighted.

## **Placing the Markers with the Mouse**

Instead of using the keyboard, you can select a section of text by moving the mouse pointer to the beginning of the section and pressing the middle button, then moving the pointer to the end of the section and pressing the right button. The section should then be highlighted.

## **Cutting Text to the Scratchpad**

To remove the marked section and store it temporarily on the Scratchpad, press [Ctrl]+[X]. (To Cut with the mouse, you must choose the Cut command from the Edit menu - see Menus and Commands at the end of this section for more information.)

## **Pasting Text from the Scratchpad**

To put the text you have Cut back into your document in a different place, first move the cursor to the position where you want the text to appear. Next, press [Ctrl]+[V] (or choose the Paste command from the Edit menu). The text is inserted at the new position.

Note that after you Paste, the text is not removed from the Scratchpad, so you can Paste the same text again somewhere else if you want to. Old text is only removed from the Scratchpad when you Cut (or Copy) a new piece of text onto the Scratchpad. The Scratchpad can only hold one piece of text at once.

## **Saving your Edited Document**

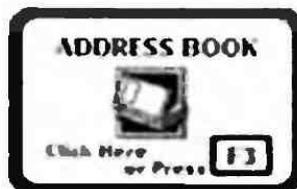
Once you have made the changes you want to make to your document, you can press [Stop] (or click the "STOP" button with the mouse) to save the new version. To print it, choose the Print button as described in step 5.

## **For More Information about the Word-Processor...**

That concludes the Beginner's walk-through of the essential word-processor functions, but the program is capable of a great deal more than we have seen so far. For more information about the word-processor's capabilities and how to use them, please see the Word-Processor section of the Reference chapter.

## 3: The Address Book

The Address Book allows you to enter and store names, addresses, telephone numbers and other information, just like an ordinary address book. From the Desktop screen, to use the Address Book, click the Address Book button, or press the [F3] key.



The Address Book screen looks like this:



Each entry in the book contains sixteen different "fields", or categories of information. The names of these fields are shown down the left edge of the Entry panel, on the left of the screen. In this example, you will create a new entry in the Address Book.

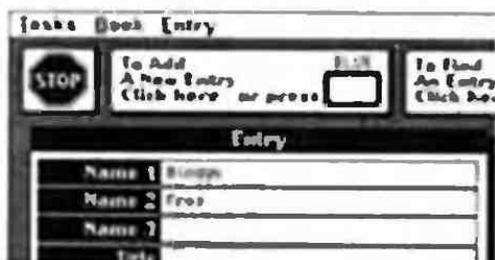
## Adding an Address Book Entry

When you first use the Address Book, it is empty, so no entries are listed. To create an entry, click the "Add New Entry" button at the top of the screen, or press the Blue key.

Now type a Surname. You will see the letters appearing in the "Name 1" section of the Entry panel as you type. We suggest that you use the Name 1 field for surnames, and the Name 2 field for first names. If you make a mistake you can use the [←Del] key to delete what you have typed.

### Moving to the Next Field

When you have typed the surname for your new Entry, press [Return] (the key with the ↵ symbol printed on it) to move to the next field, then type the first name for your Entry. For example, if you were creating an entry for "Fred Bloggs", you would enter the names like this:



You can type up to 63 characters into each field, though not all the characters may fit into the Entry panel display.

Continue typing the entry fields and pressing [Return] until you reach the bottom of the Entry panel. If you want to leave any of the fields blank, simply press [Return] without typing anything.

When you press [Return] in the last field, called Notes, the Entry will appear in the list on the Addresses panel.

### Adding more Entries...

To add another entry, click the Add button again, or press the Blue key. Try adding a few more entries to your Address Book. Note that while you are typing a New Entry you are in "editing" mode. As soon as you change from editing mode by clicking on another name in the list on the right, or selecting a command from one of the menus, the Entry you are typing is saved and appears in the list of Addresses.

## Editing an Address Book Entry

Once you have added two or three entries to the book, you can try changing (or "Editing") one of the entries. To edit the Fred Bloggs entry, for example, click on "Bloggs, Fred" in the Addresses panel, or use the  $\uparrow\downarrow$  keys to highlight it:



When an entry is highlighted in the list, its fields are displayed in the Entry panel, with the text cursor in the "Name1" field. You can change the Name1 contents by typing extra letters, or deleting.

To edit the contents of one of the fields, click on the field you want to change, or press [Return] until the text cursor is flashing in the field you want to change.

## Leaving the Address Book Program

To save your Address Book and return to the main Desktop screen, press [Stop] or click on the Stop button at the top left of the screen.



## Using the Address Book Fields

You can use the different Address Book fields for whatever information you want - just because a field is called "Tel 4" does not mean that you can only use it for storing a telephone number. However, the standard way to use the fields is as follows:

Name1	Surname
Name2	First Name
Name3	Middle or Other Name
Title	Mr, Ms, Mrs etc
Address1	House name, or number and street
Address2	Number and street, or Area
Address3	Town
Address4	County or State
Address5	Country or other
Post Code	Postal or Zip code
Tel1	Home telephone
Tel2	Work Telephone
Tel3	Mobile telephone
Tel4	Other telephone or Fax
Email	Electronic Mail or Internet address
Notes	Any extra information you want to add to the entry.

## For More Information about the Address Book...

That concludes the Beginner's walk-through of the essential Address Book functions. For full details of the Address Book commands, please see the Address Book section of the **Reference** chapter.

## 4: The Diary/Alarm

The Diary/Alarm program allows you to keep a diary of appointments, and to set "alarms" which display a message on the screen at the appointed time. From the Desktop screen, you can choose the Diary program by clicking the Diary button, or pressing [F4].



The Diary/Alarm screen looks like this:



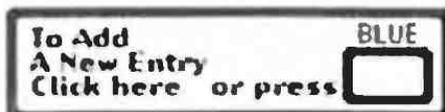
The **Appointments** panel (right) works rather like an ordinary diary. It can show a single day, or a whole week.

The **Calendar** panel (left) indicates which days have appointments, and is used to set the day (or week) which is displayed in the Appointments panel. The current day (as set by the PcW16's internal clock) is always shown in black.

The **Clock** panel (bottom left) shows the current Time and Date.

## Adding a New Appointment

To make an new appointment in the Diary, click the Add button, or press the Blue key.



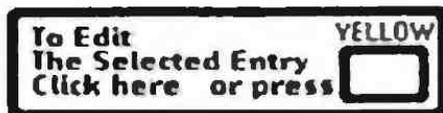
Now you have to type the Message for your appointment. Appointment messages can contain up to about 63 characters, though not all of these characters may be visible on the screen at once. To store the appointment, press the Green  key.

You should now see the appointment message (or the beginning of it) displayed in the Appointments panel. Note that you have made this appointment for "today", and that the black highlight for "today" in the calendar is now shaded to show that it contains an appointment. The illustration below shows how your screen would look if you were doing this exercise on July 31st 1996:



## Editing an Appointment - Setting the Alarm

Now, with the appointment you just made highlighted, choose the Edit button:



You will again be asked to enter the appointment message, but this time, the old message will be automatically displayed in the dialog. We do not want to change the message, but instead of pressing ✓, press the [Return] key, or click the "More ↵" button.

### Typing the Time

You will now see a dialog asking you to set the appointment time. Enter a time, making sure that you use the 24-hour format. For example, 09:30am can be typed as "9:30", "0930" or "9.30". Likewise, to set an alarm for half-past six in the evening, you should type "1830" or "18:30". When you have typed the appointment time, press [Return] or click the "More ↵" button again.

### Changing the Date

The next dialog gives you the option to change the appointment date:



Assume that we need to move the appointment to "tomorrow", which is August 1st. You could simply type "01/08/96", but instead, try using the "Spinner" buttons.

### Using Spinner Buttons



These are the little arrow buttons beside the date display. You can "spin" the Date up or down by clicking these buttons, or by pressing the ↑↓ keys. Press the [↑] key once or click the [✓] button to move the date forward by one day, to August 1st.

## Other Alarm Options

Now press [Return] or click the "More " button, to see the other alarm options. You can set your alarm to repeat automatically every day, week, month or year. You can also choose whether you want the alarm operate - if you choose the alarm option, at the appointment time, your PcW16 will display a special dialog containing your appointment message, and can also sound an audible "beep". Note that this display of the appointment message will happen whatever program you are using at the time, and if the PcW16 is in Standby mode, it will "wake up" and display the alarm. When you have set the Alarm option, the Diary screen shows the new appointment:



Note that the Appointments panel now shows the appointment Time, and displays a little bell symbol to show that the appointment will display an alarm at the appointed time.

## Leaving the Diary / Alarm Program

To save your Diary Appointments and return to the main Desktop screen, press [Stop] or click on the Stop button at the top left of the screen.



## 5: The Calculator

From the main Desktop screen, you can choose the Calculator by clicking the Calculator button, or by pressing the [F5] key.



The calculator works in a similar way to most simple pocket calculators. You can use the mouse to click on the buttons on the screen, or use the Calculator buttons on the keyboard. The Calculator buttons are located at the right end of the keyboard, and their special calculator functions are printed on them in light blue. (When the Calculator is running, the normal functions of these buttons are disabled.)

### A Calculation Example

One particularly useful features of the Calculator is the Percent [%] button. For example, you can add 17.5% (the standard rate of UK Value Added Tax) to a number as follows:

- Type the number (eg 50 for 50 pounds)
- Press [+]
- Type the percentage to add (eg 17.5)
- Press [%]

The display now shows 59.75, which is  $50 + 17.5\%$ .

### Leaving the Calculator

To leave the Calculator and return to the Desktop, press the Green ✓ key (or [Stop]), or click the Calculator's Exit button.



## 6: Introduction to Storage and Files

All the information used by your PcW16, from word-processor documents to typefaces, is stored in "Files". Your PcW16 can store files in two different locations: internally in the "Cabinet", or externally on a Floppy Disc. When you create a new document or spreadsheet, you have to give it a name - this is the name of the file, and you must also select whether to store the file in the Cabinet or on the floppy Disc.

### Discs, the Cabinet, and Folders

#### The Cabinet

The Cabinet stores files using a type of memory chip (called a "Flash-ROM") instead of a disc, so it has no moving parts. There is a total of 1Mb (1024Kb) of Flash-ROM inside the PcW16, but most of this memory is used for storing the computer's operating system, programs, On-line Help files, and typefaces.

The most important aspect of the Cabinet is that like a disc, it retains its contents even when the PcW16 is switched off and its power is disconnected.

#### Floppy Discs

The PcW16 has a standard 3½" disc drive, which can use either HD discs (formatted at 1.44Mb), or DD discs (formatted at 720Kb). HD discs are recommended. You should use the floppy disc for creating extra copies of your documents and files - these are called "Backup" copies, because they can be used as a back-up if something goes wrong with the original file. Note that the PcW16 disc drive can be used to transfer word-processor files from earlier PcW models such as the PcW9256 and PcW10. See *Importing Documents* for more information.

#### **A Technical Note about Disc Formats**

*The PcW16 uses a disc format which is a variant of the DOS format used by other types of personal computer including the PC-compatible and Macintosh types, so you can use the floppy disc drive to transfer files between different machines and programs. See appendix F for more information.*

## Folders and Folder Names

To help you organise your work, both locations contain sixteen different "Folders" - when you create or copy a file, you can choose which folder to put it in, and if you wish, you can give your folders suitable names according to the type of information you store in them.

For example, as we have already seen, when you use the Start New Document command in the word-processor, you will see this dialog:



As well as the box in which you type the file name, there are two other controls in this dialog. On the left are selector boxes for choosing the Cabinet or the Disc, and on the right is a "drop-list" which allows you to choose in which folder on the Cabinet or Disc your document will be created.



To see how these work, try clicking on them with the mouse. If you want to access them using the keyboard, see appendix D for details.

## Folder Names

By default, the Cabinet and Disc folders are called "Folder01", "Folder02" etc, but you can rename the folders in the Cabinet or on disc using the File Manager program. For example, you might use the word-processor program to write personal and business letters. You can keep these documents separate by putting them in separate folders, and you can make it easier to find them by naming the folders "PERSONAL" and "BUSINESS".

Note that Folder Names can have a maximum of only eight characters, and cannot include any spaces, accented characters, or punctuation characters.

## File Names

When you create a document or other type of file on your PCW16, you must give it a name. This name can be up to 32 characters long, and can include spaces, accents, and any other character you can type on your PCW16 except \*, ?, \, /, and |.

## 7: The File Manager

It is not necessary to use the File Manager in the normal course of using the PcW16, except for one important operation - **backing up your work** from the Cabinet onto floppy disc. It is important to make backup copies of your work, because there are many ways in which the original versions can be lost or corrupted.

To start the File Manager program from the main Desktop, click the File Manager button, or press [F6].



When you first run it, the File Manager shows a list of the files in Folder01 in the Cabinet. You can copy and manipulate these files individually or in groups - see the File Manager section of the Reference chapter for more information on how to do this.

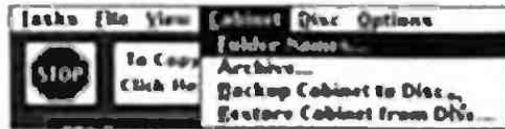
For now, we will use the File Manager's Backup command to make a complete copy of the Cabinet contents on a floppy disc.

Note that to follow this example, you must use a spare floppy disc. Any existing information stored on the disc will be lost, so do not use a disc which already contains important files, and above all, **DO NOT USE THE PcW16'S RESCUE DISC FOR THIS EXERCISE!**

### Backing up the Cabinet

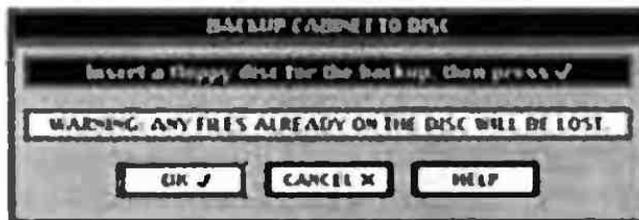
Most of the program commands we have used in this chapter have been accessed by clicking on-screen buttons, or pressing the coloured key. However, only a small proportion of program commands are available on buttons - most are accessible only through the Menu Bar. To use the Backup command, you will have to select it from its drop-down menu.

First, choose the Cabinet menu by clicking on the word **Cabinet** in the menu bar, or by pressing [Tasks]+[C]:



This shows the "Cabinet" menu, which contains commands for changing some of the Cabinet settings. The command we want is the one for backing up the Cabinet, so press [B] or click on the "Backup Cabinet to Disc" entry in the menu.

When you select the command, the program displays this dialog:



Insert your spare Backup disc, and press ✓, or click the "OK ✓" button. All the contents of the Cabinet, including the System Folder (see below) will be copied onto the disc.

For more information about using menus and commands, see the next section.

### Advanced Note: The System Folder

As well as the sixteen folders which you can use for storing your documents and files, there is also an extra folder called the "System Folder". The System Folder is not normally visible on the File Manager screen though you can choose to display it. It is used to store special files used by the PcW16's operating system and programs - these include the files which contain the Address Book and Diary/Alarm information, the word-processor's typefaces and templates, the on-line Help for each program, and other vital information. **YOU SHOULD NEVER DELETE OR ALTER ANY OF THE FILES IN THE SYSTEM FOLDER UNLESS YOU KNOW EXACTLY WHAT YOU ARE DOING** - see appendix F for more technical information about the PcW16's filing system.

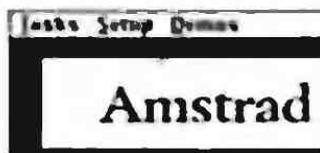
## 8: Using Menus and Commands

Almost all the program commands which you have used so far in this section have been selected by clicking buttons on the program screens. However, there are many more commands available in the program Menus, which appear across the top of the screen in the Menu Bar - if you click on a menu name, a menu of "Commands" drops down from the name. To choose a menu command, simply click on it with the mouse..

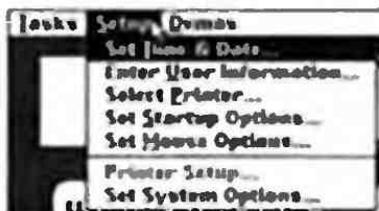
As an example, let's see how to set the Desktop's Start-up option, which we already dealt with in Step 8 of the *Setting Up* chapter. If you are currently in one of the programs, press [Stop] to exit and return to the main Desktop.

### Choosing a Command from a Menu

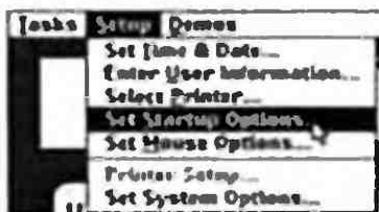
The command for setting the startup option is in the Setup menu, which appears in the Desktop's Menu Bar across the top of the screen:



Click on Setup to see the menu of Setup commands:



Now choose the "Set Startup Options" command by clicking on it:



The screen now shows the Startup Options dialog. We don't really want to change the option, so click the Cancel button to cancel the command and return to the Desktop.



## Using the Menu Bar with the Keyboard

Note that all the menu names in the menu bar, and all the command names in the menus, have one of their letters underlined. This is the Key-Letter, and you can use it (in conjunction with the [Tasks] key) to activate menus and commands from the keyboard, without using the mouse.

For example, the menu-and-command sequence we have just done with the mouse can be executed just as easily from the keyboard, by pressing the following sequence of keys:

- [Tasks]+[S] chooses the Setup menu, because the S in Setup is underlined. Once the menu is visible...
- [S] chooses the "Set Startup Options" command, because the S in "Set Startup Options" is underlined.
- X (Red) Cancels the command. If the screen is showing a dialog with OK and Cancel buttons, you can always choose Cancel by pressing the Red X button.

So remember, press the [Tasks] key in conjunction with the initial (underlined) letter of the menu title to see the menu, then press the underlined letter in the command name. Note that while menu names always have their *first* letter underlined, the underlined letter for a command is not always its initial letter.

## Hot-Keys

All commands are accessible by choosing the menu followed by the command, but many commands also have their own "hot-keys", which allow you to select the command directly.

If you have followed this Beginner's walk-through in full, you have already used a hot-key to access a command. In the word-processor, you pressed [Ctrl]+[M] and [Ctrl]+[D] to mark the start and end of a section of text, then [Ctrl]+[X] and [Ctrl]+[V] to Cut this section to the Scratchpad and Paste it back into a different part of the document.

If you go back into the word-processor by pressing [F1] from the Desktop (you will have to Edit an existing document or Start a new one before you can start using the program), then click on the Edit entry in the Menu Bar, you will see that this menu includes the commands for Mark Start, Mark End, Cut and Paste. All these commands have their hot-keys listed beside them.

## 9: Using Dialogs

You have already had some practice at using "Dialogs" - remember, these are the boxes which appear in the middle of the screen, and which require you to enter information or set options. Almost all dialogs can be terminated by pressing the Green ✓ key to confirm the settings, or by pressing the Red ✕ button to cancel them. Usually, you can also press the [Help] key for information on what the dialog settings mean. This section outlines how to use Dialogs with the Mouse, which is recommended because the mouse provides a simple point-and-click method of changing the dialog settings. However, if you really do not want to use the mouse, you can also control dialogs using the keyboard. For detailed instructions on this, please refer to appendix D.

### Dialog "Objects"

You have also had some practice at using some dialog "objects" - these are the components in a dialog, which let you enter information and set options. For example, you have already learned how to click Buttons, which look like this:



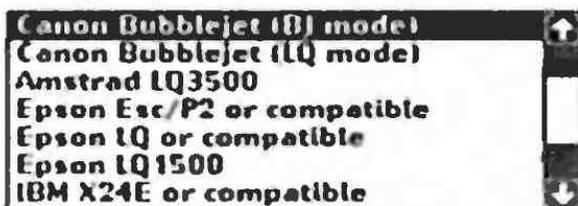
...and operate Spinners, which look like this:



As you use more of the PcW16's programs and commands, you will also need to know how to operate three other important types of dialog object.

### Lists and Scroll Bars

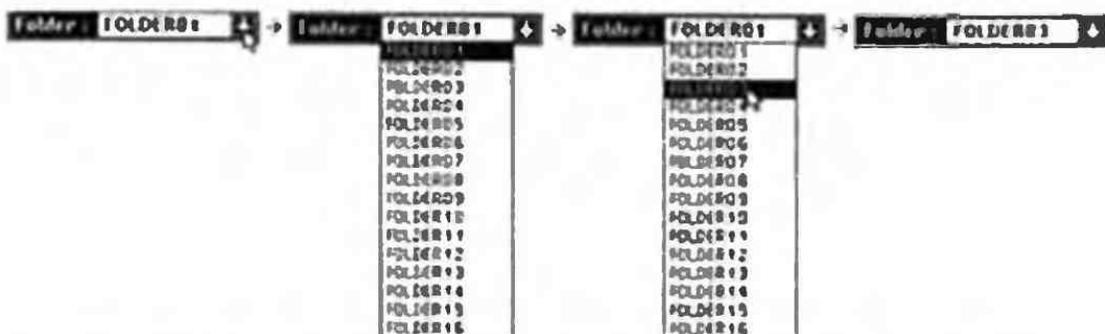
A List is simply vertical list of options, from which you normally need to select only one - the current selection is highlighted, and you can use the mouse (or the ↑↓ keys) to change the selection. For example, when going through the *Setting Up* process, you chose from the list of printers which are compatible with your PcW16. The full version of this list is:



 In this example of a List, there are more items in the list than will fit into the space available, so the list has a "Scroll Bar". You can click with the mouse on the scroll-bar arrows to see all the items in the list. As well as operating Lists, Scroll Bars are used in other functions and objects in the PcW 16 system.

### Drop-Lists

A Drop-List is a special kind of list, where you normally see only the current setting. The other settings you can select only appear (or "Drop Down") when you click on the drop-list.



Once the list is visible, it behaves like a normal list (see above) until you select one of its options. It then reverts to its original appearance, with the new setting visible.

### Options Boxes

These are the easiest dialog objects to operate: simply click on the box to select the option.

Start up at the Desktop

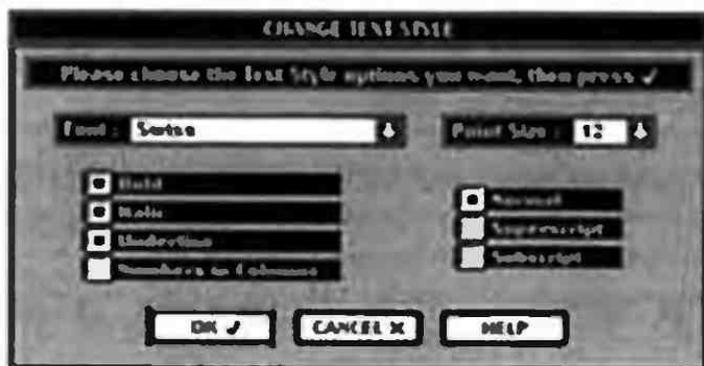
This Option is Selected

Start up at the Desktop

This Option is not Selected

Usually, you can just click on Options boxes to select them, and click them again to de-select the option. However, some sets of Options boxes are mutually dependent - in other words, selecting one option automatically de-selects the other options. For example, when Starting a New Document in the word-processor, you can choose whether to create the new document in the Cabinet or on disc. The document cannot be in both places at once, so choosing the Cabinet option de-selects the Disc option, and choosing the Disc option de-selects the Cabinet option. Groups of options which de-select each other like this are sometimes called "Radio Buttons".

By contrast, in the word-processor's Text Style menu, there are options boxes for selecting Bold, Italic and Underlined text.



As text can be Bold, Italic and Underlined at the same time, selecting one option does not de-select the others.

### Using Dialogs with the Keyboard

For a guide to using dialogs with the Keyboard, see appendix D.

### Conclusion

That concludes the Beginner's Guide to the PcW16 programs. Please see the following Reference chapter for information on using the Spreadsheet program, and for a complete description of the menus and commands in all the PcW16 programs.

**CHAPTER 3:**  
**REFERENCE:**  
**THE PCW16 PROGRAMS**



# The Desktop

## The Tasks Menu

The Tasks menu is present in all the PcW16 programs, and in the main Desktop. It provides a method of switching directly from one program to another.

The Tasks Menu contains entries for all the different PcW16 programs, including:

- The Word-Processor
- The Spreadsheet
- The Address Book
- The Diary/Alarm
- The Calculator
- The File Manager

In addition, the Tasks Menu includes three other important commands:

### Switch Off

This command provides a method of switching off the PcW16 using the mouse. Selecting this command has exactly the same effect as pressing the Standby switch (see *Switching Off*). Note that once you select the Switch Off command, you should not disconnect the mains power to the PcW16 until the Standby button has stopped flashing, and glows red continuously.

### Save and Continue

At any point while using your PcW16, you may want to make sure that your work is saved. You can use this command to save all documents and files, whether in the Cabinet or on Disc. You can also choose this command by pressing [Tasks]+[F8] on the keyboard.

### Run External Program

It is possible to buy or to write other programs to run on your PcW16. This command allows you to run such external programs. You can run external programs directly from a floppy disc, or from the Cabinet.

## The Setup Menu

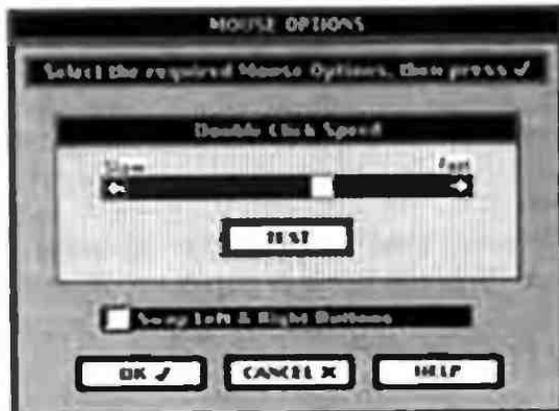
The Setup menu on the Desktop allows you to alter the information you typed in when you first started up the PcW16. This information includes your name and address (as used in the word-processor Templates), and the type of printer you are using. For details of the **Set Time & Date**, **Enter User Information** and **Select Printer** commands, please see the *Setting Up* chapter at the beginning of this manual.

## Set Startup Options

You can set your PcW16 up in two different switch-on modes: you can either start up at the Desktop (the default setting), or you can choose to let the PcW16 start up in the same condition as it was last switched off. If you choose to Restore the state at last switch-off, the PcW16 will run whichever program was running when you last switched off, and will load the document or file you were editing if appropriate.

## Set Mouse Options

This command displays the following dialog:



### Double-Click

Some PcW16 functions respond to a double-click of the mouse buttons (see the Glossary for an explanation of double-clicking). The "Double-Click Speed" option allows you to select how close together the two clicks of a double-click must be in order to be recognised.

### **Swap Left and Right Buttons**

The Mouse can operate in right-handed mode (the default), or in left-handed mode with the left and right button functions reversed. If you are left-handed and want to hold the mouse in your left hand, we suggest that you swap the left/right buttons. If the buttons are swapped, all "Clicking" must be done with the Right button.

### **Printer Setup**

This command is only available if you are using one of the OKI LED Page Printers. These printers have a number of controls which can only be accessed from the PcW16 screen. For a full explanation of these options, please see your OKI printer manual.

#### **Print Density**

The Print Density controls the amount of toner which the printer uses on the paper. Choosing "Dark" printing puts more toner on the paper, which gives a darker printed result.

#### **Paper Thickness**

The Paper Thickness option should be set according to the weight of paper you are using in the printer. Using light paper, page printers often "curl" the paper because of the heat used in the printing process. Selecting the "Light" thickness option makes the printer heat the paper up less, and can sometimes reduce the curling problem. Set this option according to the thickness of paper you are using.

#### **Cleaning Page Button**

This button prints a single "cleaning page". If you have just changed the OKI toner cartridge, or if you find that excess toner is being deposited on your printouts, you can use this command to print some blank pages, which should help to clean out any loose toner in the printer.

If printing a Cleaning Page does not solve the smearing problem, try reducing the Print Density.

#### **Drum Counter Button**

The Drum Counter button should only be used when you change the printer's Drum. When an old Drum needs changing, this will be reported when you try to Print from a program. When you fit a new Drum, you must click this button to tell the printer that the new Drum has been fitted.

### Set System Options

This command allows you to change some important aspects of your PcW16's operating system.

#### Updating the Rosanne Operating System

This button allows you to load a new version of the PcW16's operating system from disc. **PLEASE NOTE THAT YOU SHOULD ONLY USE THIS COMMAND IF YOU HAVE BEEN SUPPLIED WITH A PROPER PcW16 OPERATING SYSTEM UPGRADE DISC.** The documentation which accompanies the disc will provide more information.

#### Delete Font

This command allows you to select a font which is currently installed in your PcW16's Cabinet, and delete it. Once you have deleted a font, it will no longer be available for use in the word-processor.

If you do not use one of the PcW16 fonts, it may be a good idea to delete it, as Fonts occupy a large amount of space in the PcW16's Cabinet. Deleting a Font will make a substantial amount of Cabinet space available for the storage of files. The two fonts supplied with your PcW16 can be reinstalled from the Rescue disc if you delete them, providing that there is enough free space in the Cabinet to hold them.

**Please note that if you delete all the fonts in your PcW16's Cabinet, you will not be able to use the word-processor program at all.**

#### Install Font

You can use this button to add a new Font (or typeface, as used by the word-processor), to your PcW16's Cabinet, so that you can use it in the word-processor. In order to add a new font, you must purchase a PcW16 font disc. **NOTE THAT YOU CAN ONLY INSTALL FONTS WHICH ARE SPECIFICALLY DESIGNED FOR THE PcW16.** Do not try to install fonts from other types of computer system (such as TrueType or Postscript fonts), as these will not work with your PcW16. Please see the documentation supplied with your font disc for more information.

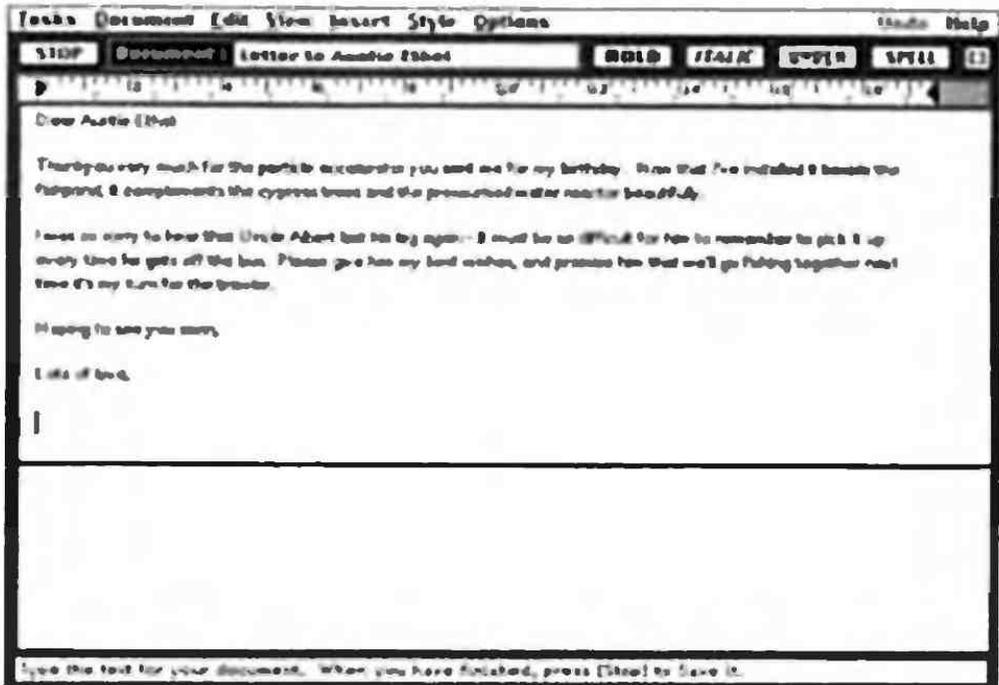
#### Screen Saver Delay

This option controls how many minutes of inactivity are required before the screen saver system comes into operation.

# The Word Processor

## Typing Text in a Document

When you type in the Word-Processor, the letters appear at the position defined by the "Cursor". If you want to insert text at a particular place in the document, you must move the cursor to that position before you start typing.



## Moving the Cursor with the Keyboard

You can move the cursor short distances using the arrow keys. [←] and [→] move the cursor one character to the left or right, and [↑] and [↓] move the cursor up or down the screen by one line.

If you want to move the cursor in larger jumps, you can hold down the [Ctrl] key. [Ctrl]+[←] and [Ctrl]+[→] move the cursor left or right by a whole word.

You can also move the cursor using the group of keys above the arrow keys. The [Home] and [End] keys move to the beginning or end of a line, and the [PgUp] and [PgDn] keys move the whole screen up or down the

document. [Shift]+[PgUp] and [Shift]+[PgDn] move up and down the document by a whole page.

Finally, [Ctrl]+[Home] and [Ctrl]+[End] move the cursor directly to the beginning and end of the document respectively.

### **Moving the Cursor with the Mouse**

To position the cursor using the mouse, simply move the mouse pointer over the position you want, and click the left button.

If you hold down the [Shift] key while clicking on the editing screen, the document is scrolled upwards so that the line on which you clicked is displayed at the top of the screen.

#### **Moving to the Markers with the Mouse - "Bookmarks"**

If you have placed the Start or End markers (see *Selecting Text* opposite), you can move the cursor directly to either marker by holding down [Shift] and pressing the Centre button (for the Start marker) or the Right button (for the End marker). Using the markers as "bookmarks" in this way provides a useful short-cut for moving instantly from one part of the document to another.

## Selecting Text

If you want to alter a section of the document (eg to move a paragraph of text from one part of the document to another, or to make part of the text appear in Bold style), you can Select the section you want to alter, then use the commands in the menus to make changes to that section. To select a section, you must place the Start Marker at the beginning of the section, and the End Marker at the end.

Once a section of text is Selected, it appears inverted, like this:

This section of text is not selected. **This section IS selected.** This section is not selected.

Many of the menu commands listed below operate only on a Selected section of text, and other commands behave differently depending on whether any text is Selected when the commands are used.

## Marking Text with the Keyboard

You can Select a section of text with the keyboard by placing the cursor at the beginning of the section and pressing [Ctrl]+[M], then moving the cursor to the end of the section and pressing [Ctrl]+[D].

## Marking Text with the Mouse

With the mouse, you can select a section of text by moving the mouse pointer to the beginning of the section and pressing the Centre button, then moving the pointer to the end of the section and pressing the right button. You can also place and remove the Start and End markers by clicking with the mouse on the Mark button:



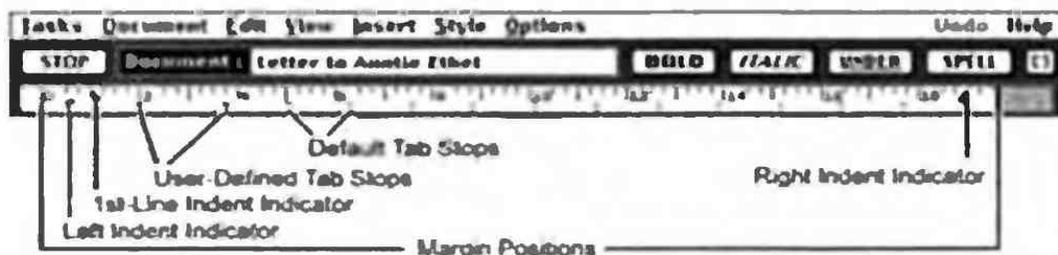
This button is located at the top right of the word-processor screen. If no markers are placed, clicking it places the Start marker at the current cursor position. If one of the markers is already placed, clicking the button places the other marker at the current cursor position, and if both markers are already placed, clicking the button will de-select the marked area.

## De-Selecting: Cancelling a Selection

You can cancel a selection using the "Undo Selection" command in the Edit menu, or by selecting a different area: each Marker can only be in one position at a time.

## The Ruler and Tabs

Above the document editing area is a Ruler, so that you can see how wide your text will be when it is printed. This width is set by the size of paper you are using, and by the Margin settings. The Ruler also acts as an indicator, showing the Indent and Tab Stop positions:



Because the word-processor allows you to use different Indent and Tab settings in different paragraphs, the Ruler's Indent and Tab indicators always show the correct settings for the paragraph which currently contains the cursor. If your document contains paragraphs with different settings, you will see the Ruler indicators change as you move the cursor from one paragraph to the next.

### Indents

There are three Indent indicators, which show the Left, Right and 1st Line indent settings of the current paragraph - the paragraph indent settings are controlled using the *Change Paragraph Format* command in the Style menu. Note that the measurements on the Ruler are relative to the Margin settings for the document as a whole, as set using the *Set Margins* command in the Document menu. This means that a paragraph with a Left Indent setting of 0 will show its Left Indent indicator at 0 on the Ruler, as shown above.

### Tab Stops

The word-processor provides a system of Tab Stops - these are positions across the page to which you can move the cursor automatically using the [Tab] key. Tab Stops are used to align columns of text vertically. Note that all Tabs in the PeW16 word-processor are the "Left-Align" type, meaning that you can only use them to define the left edge of the column of text. If you want to align a column of numbers with decimal points, you

may need to use the "Numbers in Columns" option - see the *Change Text Style* command later in this chapter for more information.

There are two types of Tab Stops - the *Default Tabs*, which are spaced evenly across the page, and the *User Defined Tabs*, which are inserted manually using the *Change Tab Positions* command in the Style menu. Default Tabs are displayed as dotted symbols, while User-Defined Tabs are displayed in solid black. Note that when you add a User-Defined Tab, any of the Default Tabs to the left of the Tab you have added are removed. If you want to add a User-Defined Tab Stop, instead of using the *Change Tab Positions* command, you can simply click with the mouse on the Ruler, at the position where you want the Tab to be set. You can also remove a User-Defined Tab-Stop by clicking on it in the Ruler. Note, however, that when you make changes to the Tab or Indent settings, these changes affect only the current paragraph.

## Using Paragraph Styles

You can use the word-processor to type and print text in a wide variety of styles and formats. However, each time you type a piece of text, it can take a long time to choose all the different options for font size and style, paragraph alignment and spacing, and the Tab positions. If you had to select each set of options individually for each paragraph of text, the process could be very time-consuming.

To make style and format selection easier, the PcW16 uses "**Paragraph Styles**". A Paragraph Style is just a complete definition of how the text in a paragraph should look, including the font size and style, the paragraph alignment (left-aligned, centred, justified etc), the gaps above and below each paragraph, the line spacing, the Tab stop positions, and so on. When you have defined a Paragraph Style by choosing all of these options, you can then "Apply" this whole style to any paragraph, using the "Use a Paragraph Style" command.

Each document contains 21 Paragraph Styles, and you can give them names which describe what they do - the names can be a maximum of 12 characters long.

### Style Options: Bold, Italic and Underlined Text

At the top of the word-processor screen are three "Style" buttons, for selecting Bold, Italic and Underlined text. You can choose any or all of these Style options simultaneously.



To type in Bold text, simply click the Bold button, or press [Ctrl]+[B]. You will see the button become highlighted, and any text you type while the button is highlighted will appear in Bold. To revert to normal text, just click the Bold button again, or press [Ctrl]+[B] again.

The Italic and Underline buttons operate in the same way, using [Ctrl]+[I] and [Ctrl]+[U].

Note that you can also change the Style of a section of text, by Selecting it (see above), then clicking the style button you want. If you use the buttons with no text selected, the button settings affect any text you type from then on. If you use the buttons with some text selected, the button settings affect the selected text.

## Text Size and "Point Sizes"

You can use the word-processor to type text in a range of sizes. The size of printed text is normally measured in "Points" - one Point is approximately  $\frac{1}{72}$  inches. The range of type sizes available in the word-processor is as follows:

- 6 Point
- 8 Point
- 10 Point
- 11 Point
- 12 Point
- 14 Point
- 18 Point
- 24 Point
- 36 Point
- 72 Point

For more information on choosing a Point size, see the Style Menu commands later in this chapter.

## Menu Commands

### The Document Menu

This menu contains commands for controlling aspects of the whole document, including the commands for Editing, Saving and Printing them.

#### Discs, the Cabinet, and Folders

A word-processor document can be stored in the Cabinet, or on a floppy disc. When you are creating a new document or selecting a stored one for editing, use the Option Boxes labelled "Cabinet" and "Disc" to choose the document's location. If you want to store your document on floppy disc, you must insert a disc in the PcW16's disc drive before you choose the Disc button.

Both the Cabinet and a PcW16 floppy disc contain sixteen "Folders", and you can choose to store your document in any one of these. If you activate the "Folder" drop-list (by clicking on it, or by pressing [Tab] until it is highlighted then pressing [Space]), you will see a list of the folders available: if you have selected Disc, you will see the names of the folders on the disc, and if you have selected Cabinet, you will see the names of the folders in the Cabinet. Note that you can change the names of folders using the File Manager program.

### Start New Document

When you choose to Start a New Document, the word-processor automatically saves the existing document. It then displays the following dialog:



You should first choose the location for the new document you want to create (see *Storing Your Work* in chapter 2 for more information about how your PcW16 stores documents and other files), then type a name for it. If you just type the name without changing the location, the document will be

stored in the Default Storage Location - this is normally Folder number One in the Cabinet, but you can change it using the File Manager program. Document names can normally be up to 32 letters long. If you try to type a letter but it does not appear, this means that the letter you have typed is not allowed in a document name. Characters which cannot be used in document names include the question-mark (?), the asterisk (\*), the slash characters (\ and /), the bar (|), and the full-stop (.).

Once you have entered these details for your new Document, press ✓. You will then see a dialog which allows you to choose the Template on which the new document will be based. Once you have selected a Template and pressed ✓, you can start typing the text for your new document.

The PcW16 is supplied with a number of Templates built-in, but you can alter these Templates to suit your own needs, or design your own new Templates from scratch. For more information about creating Templates, see the *Make New Template* command.

### **Edit Stored Document**

This command allows you recall a stored document, so that you can make changes to it or reprint it. When you choose the Edit command, the program displays a dialog allowing you to choose a stored document to edit: for a guide to using the Disc / Cabinet selector and the Folders list, see *Step 6: Editing a Stored Document* in chapter 2.

When you choose a document and press ✓, the document is loaded into the word-processor, and you can then edit it as normal.

### **Save As**

This command allows you to save the current document under a different name, and/or in a different location. It displays a dialog which allows you to type a document name and choose a location, just as in the Start New Document command above. When you press ✓, the current document is saved in the new name and location.

Note also that the old document is left intact, stored under its old name. This means that you can reload and edit the old version of the document even after you have made changes to the new one.

## Revert to Saved

This command abandons the current version of your document, and reloads the last version which you saved. It allows you to undo any changes you have made since the last time you saved your document. It's a good idea to save your document regularly, using the "Save and Continue" command in the Tasks menu.

## Import Document

This command allows you to convert a document created using a different word-processor or computer, and make it into a PcW16 document so that you can use it.

The Import command displays a dialog like this:



In order to Import a document, it must be stored on a disc formatted as DOS, CP/M or Locoscript. The illustration above shows how a typical DOS disc with files stored in its Root directory might appear.

### Importing Documents from PC-Compatibles

If the disc is DOS format, the file containing the document must be stored in the disc's "Root" directory. The Import dialog displays a list of all the files in the Root directory - if the file-name you want does not appear in the list, it is not stored in the disc's Root directory, and cannot be Imported unless you transfer it to the root directory using another computer.

Documents from PC-based word-processors must be stored as plain ASCII text, or in "Rich Text Format" (sometimes called "RTF"), if you

want to import them into your PcW16's word-processor. You will normally get the best results by Exporting the document from your PC word-processor as an RTF file, rather than as ASCII - RTF files include style and formatting information, while ASCII files contain only the plain document text. You can normally create ASCII or RTF versions of documents using "Save As" or "Export" commands within your PC-based word-processor.

Note that RTF comes in different "flavours", and there are small differences between the RTF flavours used on different computers and operating systems. The PcW16 supports the Microsoft Windows flavour of RTF, so importing RTF files from other sources may produce small errors in the conversion of particular characters.

### **Importing Documents from Locoscript and CP/M**

If you created the file using an earlier PcW16 computer (the PCW8256, 8512, 9256, 9512 or PCW10), the disc containing the document will be a CP/M or Locoscript format disc. Your PcW16 word-processor can import documents from any PCW version of Locoscript, and from other PCW word-processors such as Protext, providing that the documents are stored on 3½" disc. (If you need to transfer documents from 3" PCW discs, please contact Amstrad Direct at the address at the beginning of this manual, for information about the "Locolink" file transfer system.)

When Importing from a CP/M or Locoscript disc, you should be aware that documents can be stored in any of the 16 "Groups". When you choose the Import command and insert a CP/M or Locoscript disc, the Import dialog shows a list of all the documents in Group 0 on the disc - if the document you want to Import is in a different Group, you can change Groups using the "Groups" drop-list. Note that Locoscript documents are stored in Group numbers 0 to 7, which can have names instead of numbers. (Any documents in Groups 8-15 on a Locoscript disc are "Limbo" files.)

Once you have selected the correct Group, choose the name of the file you want to Import from the list of file-names.

### **Export Document**

Exporting a document means saving it on a disc in a format which can be understood by another computer or word-processing program. The PcW16 word-processor can export in two different file formats, called "ASCII" and "Rich Text" (or "RTF") formats.

### ASCII Files

ASCII is an American Standard code, and is understood by virtually all word-processors, and many other computer programs. It is the most widely-used way of transferring text between different computers and systems. However, the ASCII standard does not include many of the characters you can type on the PCW: although the A-Z alphabet, numbers and basic punctuation characters (commas, full-stops etc) will be transferred correctly using ASCII, some accented characters and less commonly used letters (such as musical symbols, arrows etc) are not standard ASCII characters, and may be omitted from the exported document. More importantly, ASCII is a "plain text" format - it contains all the letters and words in the document, but does not include any information about how these letters are supposed to look. When Imported, an ASCII document will use only one font, and will contain no Bold, Italic or Underlined text, and no Tabs or Indents. This kind of information can only be imported using the Rich Text Format.

### Rich Text Format Files

Rich Text Format (RTF) is a more versatile format, and will include all characters from the document, and some formatting information including Headers and Footers. Although it is not possible to make your PcW16 document look exactly like the original document from the PC word-processor, RTF format provides the best way of converting documents between different types of computer.

### Set Paper Size

This command allows you to define the paper size for your document:



You can choose to use A4 paper (297x210mm), or the American Letter or Legal paper sizes by clicking the appropriate boxes. You can also specify

your own custom paper size, by clicking the "Custom" box, then entering the dimensions you want in the Height and Width boxes, or use the  spinner buttons. When using Custom sizes, note that the paper cannot exceed 216mm in width, or 356mm in height.

### Units

The paper size can be entered in any units. Providing that you add the letters "mm", "cm" or "in" after the number, the size will be automatically converted into the units set by the *Set Preferences* command.

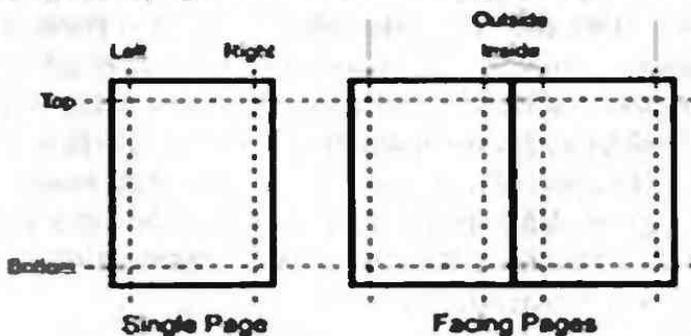
Please note that your printer may have other limitations which may prevent it from using particular paper sizes: please consult your printer manual for more information.

### Set Margins

This command allows you to set the Margins between the edge of the paper and the edges of the printed text:



It also includes an option for using Single or Facing pages. With Single pages selected, each page uses the same margins at the left and right.



Facing pages are designed to be viewed in pairs, like the pages in a book or a newspaper. Pages with even page-numbers are left-hand pages, and pages with odd page-numbers are right-hand pages. Instead of having Left and Right margins, Facing pages have Inside and Outside margins, as shown above.

When using Facing pages, you can use different Headers and Footers for left and right pages. In the illustration on the previous page, you can see that the header on the left-hand page is left-aligned, while the header on the right-hand page is right-aligned. This means for example that you can place page-numbers or other information in a header or footer so that they always appear at the outer edge of the page, as shown.

### Headers / Footers

This command allows you to enter text for your document's Headers and Footers. It also lets you control the Header and Footer printing options. When you choose the command, the program displays the following dialog:



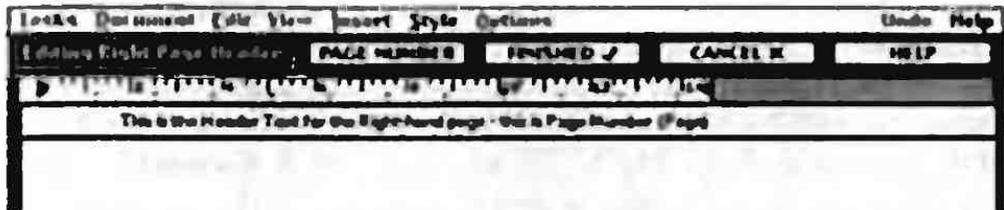
### Setting the Header and Footer Printing Options

There are four independent printing options for Headers and Footers. The first two options are "Print Headers" and "Print Footers". These control whether the Headers and Footers are printed at all - switching these options off means that Header and Footer text will never be printed. The second two options control whether to print the Header or Footer text on the first page of your document. Because the first page of a document is often a title page, which is laid out differently to the other pages, it is often useful to omit the Header and/or the Footer from the first page, while still printing them on subsequent pages.

## Editing Header and Footer Text

The "Editing" panel contains buttons which let you Edit either the text used in the Header or the Footer. If your document uses Facing Pages (see *Set Margins* above), the panel also contains Option Boxes to select whether to edit the Header/Footer text for Left pages, or for Right pages.

When you choose one of these buttons, the screen changes to allow you to edit the Header or Footer you have chosen. The top of the screen looks something like this:



This screen operates in a similar way to the normal document editing screen. You can type the text for the Header or Footer you chose in the previous dialog, and you can set the text size and style, and the Tab ruler settings, using the commands in the Style menu. You can also insert the current Time and Date, and other characters and numbers, using the commands in the Insert menu.

Note that while Headers and Footers can contain any amount of text, they can only be a single paragraph - you cannot have more than one paragraph in a Header or Footer. This means that the [Return] key does not work as normal when editing Headers or Footers.

### Automatic Page Numbering

As well as plain text, Headers and Footers can also contain a special code for printing the current page number, so that you can automatically include a page number in the Header or Footer on each page. You can insert this code anywhere in the Header/Footer text by clicking the PAGE NUMBER button, or by typing -

**{Page}**

- at the point in the text where you want the page number to appear.

This code appears on the editing screen as "{Page}", as shown in the illustration above. When you print the document, it is replaced automatically by the correct number on each printed page.

For example, if you are editing a Footer, and you type the word "PAGE", then a space, then click the PAGE NUMBER button, the screen will show the text in the footer like this...

**PAGE {Page}**

.. but on the final printout, the word-processor will print...

**PAGE 1** (at the bottom of page 1)

**PAGE 2** (at the bottom of page 2)

...and so on.

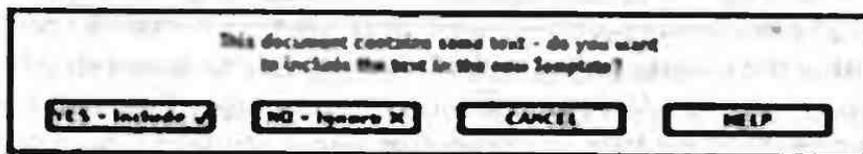
When you have finished editing your Header or Footer text, clicking the Finished button will return you to the original Headers and Footers dialog. You can then choose to edit a different Header or Footer (remember that documents which use Facing Pages contain two Headers and two Footers), set the printing options, or click OK to return to your document.

### Make New Template from Document

This command allows you to create your own Template, using the settings from the current document. When you choose the command, the program asks you to type a name for the new Template. Once the Template has been created, it will appear in the Templates list whenever you Start a new document.

A Template includes all the options set by the Paper Size and Margins dialogs, the document Header(s) and Footer(s), and the list of Paragraph Styles. Whenever you use the new Template, the settings of all these will be recalled.

### Including the Document Text



As well as layout and style information, Templates can also include text. If you choose the Make New Template command when the current document already has some text included in it, you will be offered the option to include this text in the Template as shown above. If you choose to include the text, any new documents based on the Template will have this text automatically inserted at the beginning, though you can easily delete it from the new document once you start editing.

## Word Count

This command counts the words in your document, or in the currently selected text. If you use Word Count with no text selected, the command simply reports the number of words in your document. If you use Word Count while text is selected, you can choose whether to count the words in the whole document, or just those in the selected section.

## Check Spelling

When you choose this command, the following dialog is displayed:

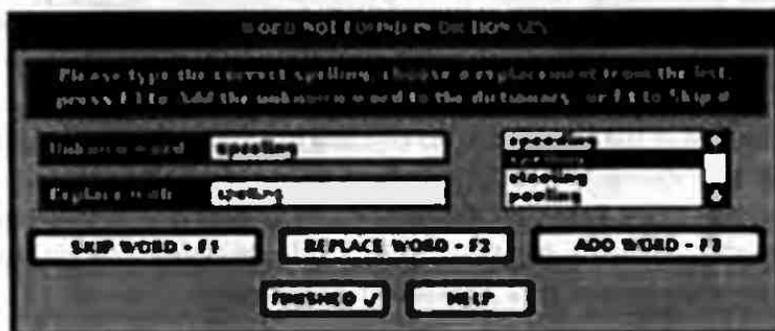


You can choose whether to check just the word in which the cursor is currently positioned, or check the spelling in the whole document. You can also choose to check from the current cursor position until the end of the document.

Each word is checked in two different dictionaries: the standard dictionary and the User dictionary. The standard dictionary contains approximately 48,000 common words, but you can also build up your own custom dictionary - see *Adding a Word to the User Dictionary* below..

### Correcting a Misspelt Word

When the program comes across an unknown word during a spell-checking run, it displays the following dialog:



The dialog shows the unknown word, and includes a list of the words from the standard dictionary which match it most closely. If the unknown word is spelt wrongly, you can type the correct spelling in the *Replace With* box, or click on the correctly-spelled word in the list, then click the *Replace* button (or press [F2]). The misspelled word is then replaced with the correct one. If you selected the *Whole Document* or *From Cursor* option, the program continues looking through the text until it finds another unknown word, or until it reaches the end of the document.

### **Adding a Word to the User Dictionary**

If the unknown word is correctly spelled, it must be missing from the dictionary: this may be because it is a special word (such as a name), or some technical term (like "PCW"), which would not be included in a standard dictionary. To prevent the spell-checker from stopping and asking you to correct the spelling every time it finds such a word, you can add words to the "User Dictionary", which is also used by the spell-checker if it is unable to find a word in the standard dictionary.

To add an unknown word to the User Dictionary, simply click the *Add* button (or press [F3]) when the spell-checking command reports the word as unknown. Once you have Added the word to the User Dictionary, it will always be recognised by the spell-checker, and will not be reported as an error.

### **Skip**

Click this button (or press [F1]) to tell the spell-checker to ignore the unknown word, and continue checking the document.

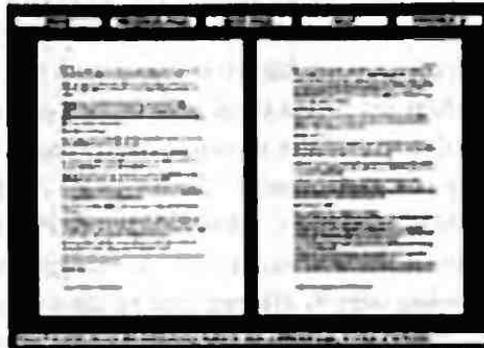
## **Re-Paginate Document**

As you edit your document, the word-processor program normally alters the display to reflect the changes you have made. However, when you insert text into an existing paragraph, the program must create a new, empty line for you to type on, even when there will be no empty line in the finished document.

Re-Pagination is the process whereby the program reorganises the screen display to correspond exactly with how the text will be printed - the document is always re-paginated automatically before it is Printed or Saved, but if you want to force the program to re-paginate while you are editing the document, you can use this command to do so.

## Print Preview

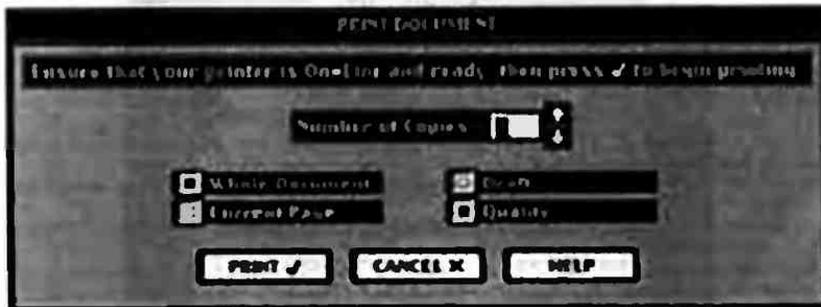
This command displays a picture of how a page (or a pair of facing pages) from the current document will appear when Printed. Print Preview is a useful way of checking that the printout is correct without actually printing, because it includes the page Headers and Footers.



The Print Preview screen has buttons for moving forwards or backwards through the document, and a Print button which acts as a short-cut to the Print command.

## Print Document

This command prints the current document. When selected, it displays the following dialog:



If you press ✓ without changing any of the Print dialog options, the program prints a single copy of the whole document. You can use the options in the dialog to print multiple copies, and/or to print only the current page (ie where the cursor is located when the Print command is selected).

The third option appears as a pair of boxes for setting Draft or Quality printing. Depending on the printer type, you may be able to choose a

"Draft" print which uses less ink or toner than a Quality print, and may be faster. However, not all printers have this feature, and changing this option may not make any difference to your printout.

### Mail-Merge Printing

Mail-Merge printing is a method by which a standard letter can automatically be set up to include personal details of different people or companies. It uses the information stored in the Address Book entries to merge details such as names and addresses into a letter or other document, then prints a separate, personalised copy of the document for each recipient.

There is a Mail-Merge code for each "field" in an Address Book entry: the process of Inserting Mail-Merge Codes in your document is explained below. If your document includes any Mail-Merge codes, the Print command has an extra dialog which allows you to choose which of the entries in the Address Book are used to create printed documents.

### Choosing Entries from the Address Book

When you choose the Print command with a document which includes one or more Mail-Merge codes, the normal Print dialog is displayed as described above, then a second dialog appears showing a list of the entries in the Address Book:



You can choose which entries to include in your Mail-Merge print by clicking on them in the list, or highlighting them using ↑↓ and [Space]. You can also choose to include all of the entries using the SELECT ALL button, or you can cancel all the selections you have made using the DE-SELECT ALL button.

When you have made your selections for Mail-Merging, press ✓ to begin printing. The word-processor will now print a separate copy of the document for each entry you have selected, and will replace each Mail-Merge code in the document with the contents of the relevant field in each Address Book entry.

## Abandon Document

This command allows you to exit from the word-processor program without saving the current document. This operates as an alternative to pressing [Stop] - it allows you to return to the Desktop without overwriting an earlier version of the current document.

### The Edit Menu

Many Editing commands can operate only on the currently Selected section of text, and may be unavailable if no text is selected. Commands which are unavailable are "greyed-out".

### Cut Selection to Scratchpad

This command is only available if a section of text has been selected. The command deletes the selected text from the document, but stores it on the Scratchpad. The text can then be Pasted back into the document in a different position: see Paste below.

Once text has been Cut onto the Scratchpad, it remains there until a different section is Cut or Copied, at which point the existing Scratchpad contents are discarded.

### Copy Selection to Scratchpad

This command is only available if a section of text has been selected. The command copies the selected text onto the Scratchpad, but unlike the Cut command above, it leaves the selected text itself intact in the document. The text can then be Pasted into the document in a different position: see Paste below.

Once text has been Copied onto the Scratchpad, it remains there until a different section is Cut or Copied, at which point the existing Scratchpad contents are discarded.

### Paste from Scratchpad

This command is only available if there is text on the Scratchpad - you can place text on the Scratchpad using the Cut and Copy commands as described above.

When you choose Paste, a copy of the Scratchpad text is inserted into the document at the current cursor position, just as if it had been typed at the keyboard. After Pasting, the text remains on the Scratchpad, and you can Paste it into the document as many times as you like.

### Delete Selection

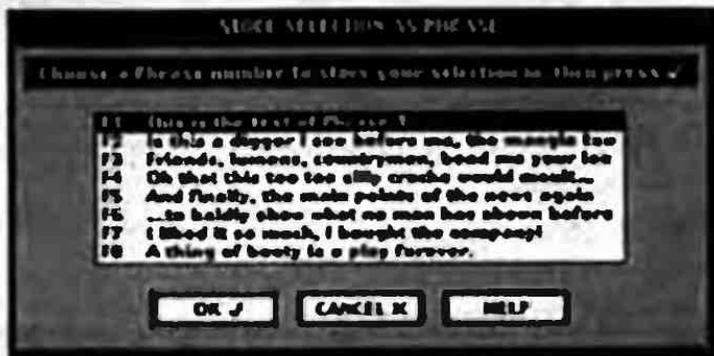
This command simply deletes the selected text from the document.

If you accidentally Delete a section of text which you want to keep, you can usually recover it by pressing [Undo] immediately. Note that once you have used any other menu commands or edited the document *after* an

accidental Delete, the Undo command will be unable to recover the deleted text.

## Store Selection as Phrase

Your PcW16 can store up to eight "Phrases", and this command is used to Store the currently selected text in one of these eight Phrase numbers. Once stored, a Phrase will remain available until you Store a different section of text in the same slot. A Phrase can contain up to 250 characters. The *Store Phrase* command displays the following dialog:



This dialog lists the eight Phrase numbers (F1-F8), and shows their current contents. To store the currently selected text as a Phrase, you must choose a Phrase number from the list using the  $\uparrow\downarrow$  keys or by pressing [F1]-[F8], then press  $\checkmark$ . When you store a new Phrase, the previous contents of that Phrase number are discarded.

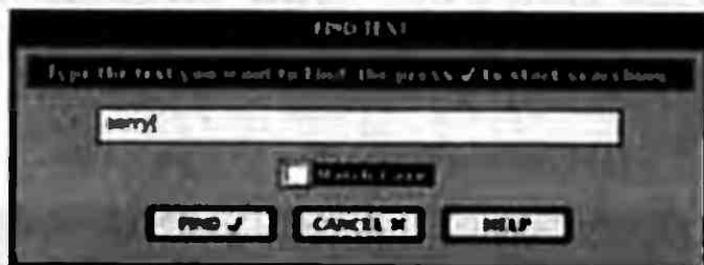
Note that the Stored Phrases are part of the word-processor as a whole, not part of an particular document. When you make a change to the list of Phrases, the new list will apply to all future documents.

## Hot-Keys for Storing Phrases

While editing a document, you can Store the current selection as a Phrase by pressing [Task]+[Ctrl]+[F1-8], instead of using the menu command.

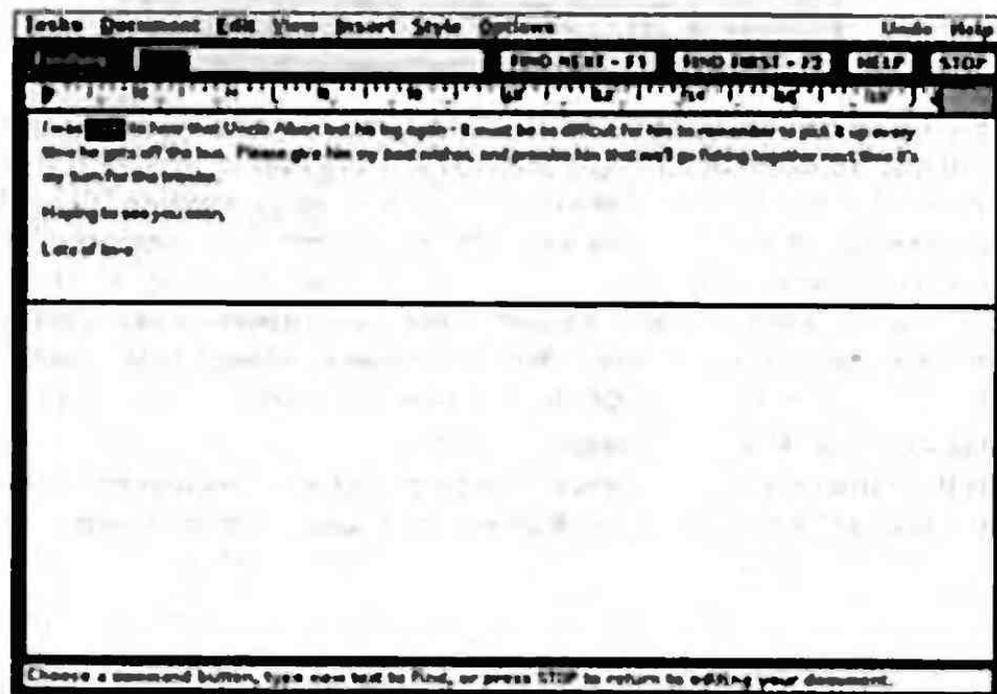
## Find Text

This command searches through your document for a particular word, phrase, or sequence of letters or numbers. When you select the command, it displays the following dialog:



When you have typed in the text you want to Find and pressed ✓, the program will begin searching through the document, starting from the current cursor position.

When it finds an occurrence of the text you entered, it highlights the text, and the screen changes to look like this:



In this "Text Found" state, the *Find* command is still operating, so you cannot choose a different command or access the menus until you have cancelled *Find*.

At the top left of the screen, the program displays the text you have entered in the box labelled "Finding:". You can click on this box (or press [Tab] repeatedly until it is highlighted) then alter the text. If you alter the Find text, pressing one of the Find buttons will make the program search for the new text you have entered.

If you press STOP, the Find command is cancelled and the screen returns to its normal editing mode, but the cursor remains at the text which was Found.

If you press FIND NEXT, the program continues searching until it finds another occurrence of the text, then stops and highlights that occurrence. By repeatedly pressing the FIND NEXT button, you can find every occurrence of the text in your document.

If you press FIND FIRST, the program searches for the text starting at the beginning of the document, instead of from the current cursor position. Pressing HELP displays a Help screen as normal - Help is provided as a button because the Menu Bar cannot operate while the Find command is in progress.

### The "Match Case" Option

When you first choose Find and type in your text, you can choose the Match Case option. Upper and Lower Case mean capital and small letters respectively: when Match Case is selected, the command will only Find those incidences of the text where the case matches exactly what you typed in the Find dialog. If you leave the Match Case box blank, the command will find all incidences of the text, regardless of whether the letters are in the same case as those you typed.

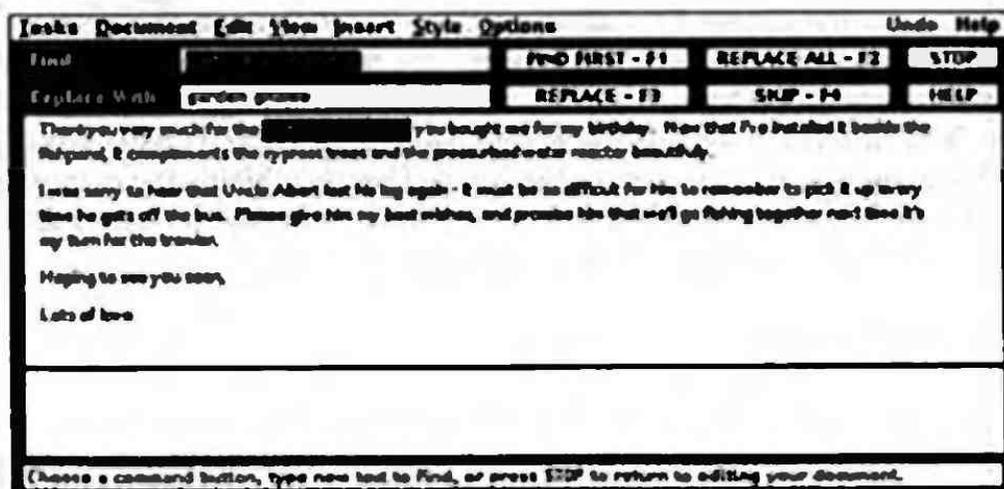
## Replace Text

This command searches through your document for a word or phrase which you enter, then offers you the option to replace it with a different word or phrase. When you select the *Replace* command, it displays the following dialog:



First type the text you want to find, then press [Tab] to move to the Replace box, and type the text with which you may want to replace it. You can also choose the "Match Case" option: see *Find* above.

When you press ✓, the program will search forwards from the current cursor position. When it finds an incidence of the text to be replaced, it displays the following screen:



In this "Text Found" state, the *Replace* command is still operating, so you cannot choose a different command or access the menus until you have cancelled *Replace*.

The top left corner of the screen displays the two Find and Replace texts. You can select and edit these by clicking on them, or by pressing [Tab] repeatedly until the text you want to edit is highlighted. The Found text is highlighted on the main screen.

If you press STOP, the Find command is cancelled and the screen returns to its normal editing mode, but the cursor remains at the text which was Found. Note that any text Replacements you have made since the Replace command was selected are kept, and cannot be undone.

If you press REPLACE, the Found text is replaced by the Replace text, and program automatically continues searching until it finds the next occurrence of the Find text.

If you press REPLACE ALL, the program immediately searches through the remainder of the document, and automatically replaces all occurrences of the Find text with the Replace text, without stopping to confirm each one.

If you press FIND FIRST, the program starts searching from the beginning of the document, instead of from the current cursor position.

If you press SKIP, the highlighted text is left intact, and is *not* replaced.

The program continues searching through the document for the next occurrence of the text.

Pressing HELP displays a Help screen as normal - Help is provided as a button because the Menu system is disabled while the Replace command is operating.

### Select Whole Document

This command provides a quick way to Select the whole document, by automatically placing the Start Marker at the beginning of the document, and the End Marker at the end.

### The View Menu

The View menu commands affect the way in which the document is displayed on the screen, but they do not make any changes to the document contents. Changing View commands may make the document appear different on the screen, but they have no effect on the document itself.

### Tabs and Returns

This command displays Tab and Return characters on the text screen as symbols, so that you can see where they occur in the text. Return characters are added whenever you press the [Return] key to start a new paragraph. The symbols look like this:

↓     Return  
→     Tab

### Spaces

This command displays a small circle in all the Spaces between words.

## The Insert Menu

### Overwrite Mode

This command switches between Insert and Overwrite modes.

When the word-processor is operating in Insert Mode (the default), as you type new characters at the cursor, they are Inserted into the document, and any text which appears after the cursor moves down the document to make room for them.

In Overwrite Mode, the new characters replace the old characters, so that as you type each character, the character ahead of it is deleted.

### Insert Another Document

This command operates exactly like the "Edit Document" command. It lets you choose a document from any Folder in the Cabinet or on disc. When you press ✓, the document is inserted at the current cursor position, just as if you had re-typed it. Note that the Paragraph Styles and formatting information from the inserted document will not be preserved - instead, the document text will be formatted according to the current Paragraph Style in the new document.

### Insert Stored Phrase

This command displays a list of the phrases you have previously Stored (see the *Store Selection as Phrase* command in the Edit menu), so that you can choose one to Insert:



You can select a phrase in the list using the ↑↓ keys, or by pressing [F1]-[F8]. When you press ✓, the phrase you selected is inserted in the document at the current cursor position.

### Hot-Keys for Inserting Stored Phrases

While editing a document, you can also Insert a Stored Phrase directly by pressing [Ctrl]+[F1-8], without using the menu command.

### Insert Today's Date

This command inserts the date at the current cursor position. The date is taken from the PCW's own internal clock. It is entered as ordinary text, which you can edit if you wish.

The format of the date can be changed using the Preferences command in the Options menu - you can choose from a number of different formats, including numeric (eg 31/01/96), or a more fully worded format (eg 31st January 1996).

### Insert Current Time

This command inserts the time at the current cursor position. The time is taken from the PCW's own internal clock, at the moment at which you select the command.

The format of the time can be changed using the Preferences command in the Options menu - you can choose from a number of different formats, including options for 12-hour (eg 06:30pm) and 24-hour (eg 18:30).

### Insert Name/Address

This command allows you to insert an entry from the Address Book into your document. It displays a list of all the Address Book entries, and allows you to choose one.

You can select an entry from the list by clicking with the mouse, or by using the ↑↓ keys, then press ✓ to insert the entry into the document. All the fields from the entry will be inserted, except the Notes field - after inserting the entry, you may want to delete any information you do not want to be included in the document.

You could use this feature in preference to Mail-Merge if you want to send a letter to a single recipient.

### Insert Calculation

This command pops up the Calculator, and allows you to use it in the normal way to calculate a number. When the calculation is complete, and you click the Exit button (or press ✓) to exit from the Calculator, the result



Note that two characters in this dialog are invisible. The first entry in the character table is the Space, and inserting this has the same effect as typing a Space. The first entry in the list of accents (the one highlighted in the illustration above) is blank, and gives an unaccented character when selected.

### Insert Mail-Merge Code

This command allows you to insert a "Mail-Merge Code" into your document. Mail-Merging allows you to include information from Address Book entries in your document, so that you can address the same letter to several different people automatically. For more information about Mail-Merge Printing, see the Print command above.

When you choose to Insert a Mail-Merge Code, the program displays a list of the "fields" in the Address Book. Choose a field from the list by clicking on it or using the  $\uparrow\downarrow$  keys, then press  $\checkmark$  to insert the code.

Mail-Merge codes appear in the text of your documents in brackets - for example, if you choose to Insert the "NAME1" field, this will appear in the text as

`{NAME_1}`

Once you have Inserted a code, you can delete it just by deleting the characters as if the code were ordinary text. If you delete some of the code characters but leave some behind (eg if you delete "{NA" and leave only "ME\_1)", this will no longer be recognised as a Mail-Merge code, and will be printed as if it were ordinary text.

## The Style Menu

### The Bold, Italic and Underline Commands

These commands change the style of the text in your document, and have the same effect as clicking the Bold, Italic and Underline buttons at the top of the word-processor screen (see *Style Options* at the beginning of this chapter). The commands and the buttons behave differently depending on whether you have selected any text in the document when you choose the command:

#### If a block of text is selected...

Choosing the Bold command will normally make all of the selected text bold. However, if the beginning of the selected text was already bold, choosing Bold will un-Bold the text. Choosing the Bold command repeatedly will make the selected text switch back and forth (or "toggle") between the bold and non-bold states.

#### If no text is selected...

Choosing the Bold command will make the typing style Bold. This means that any text which you type *from now on* will be Bold. To stop typing in Bold, simply choose the Bold command again.

The Italic and Underline command operate in the same way as the Bold command.

### Use Larger/Smaller Font

These two commands change the text size, making the characters larger or smaller. The PCW allows you to use up to ten different text sizes, from 6-point up to 72-point. (Type is always measured in "points" - there are 72 points to an inch, so 36-point type is about half-an-inch tall.)

Like Bold, Italic and Underline, these commands behave differently depending on whether there is any text marked. If text is marked, the commands affect the font size of the marked text. If no text is marked, the commands affect the font size of the next characters you type.

### Indent Paragraph

This command is a short-cut method of "indenting" a paragraph from the left margin. When you choose the Indent command, the Left Indent setting

of the paragraph containing the cursor is moved inwards, to the next tab position.

### Change Text Style

This command allows you to change all of the Style characteristics of your text. If there is any text selected, the command affects the selection, but if no text is selected, the command sets the style options for the next characters you type.

The command displays the following dialog:



The different settings you can apply using this dialog are as follows:

The **FONT** setting can be changed to select any of the fonts you have installed in your PcW16. By default, the PcW16 has "Swiss" and "Times" fonts, but fonts can be added or removed using the System Setup command, in the Desktop's Setup menu.

The **POINT SIZE** setting controls the size of the characters. For an explanation of Point Sizes, see page 63.

**BOLD**, **ITALIC** and **UNDERLINE** styles can be applied by clicking the appropriate boxes.

The **NUMBERS IN COLUMNS** setting can be used to ensure that vertical columns of numbers are properly aligned.

This is necessary because the PCW's typefaces are spaced *proportionally*, so that narrow characters occupy less space than wider ones. If you want

to create vertical columns of numbers, you need to select "Numbers in Columns" to align the digits vertically.



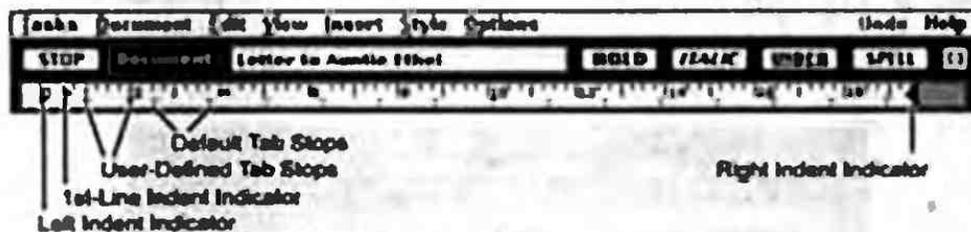
The **NORMAL / SUPERSCRIPT / SUBSCRIPT** boxes allow you to choose one of these three positions for your text. The text will appear as follows:

This is normal text.    This is superscript text.    This is subscript text.

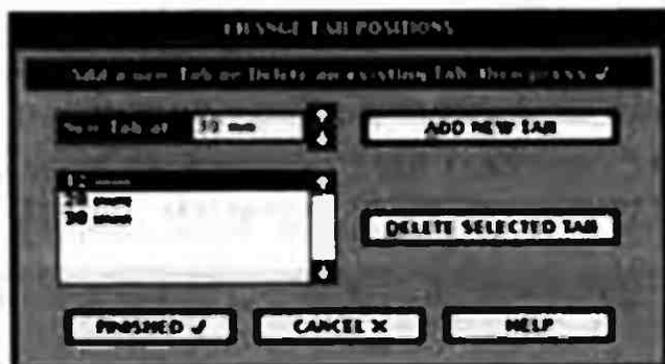
## Change Tab Positions

This command allows you to change the positions of the Tab Stops for the current paragraph.

Even if you do not set any Tab Stops yourself, the word-processor automatically adds its own default Tab Stops at equal intervals across the page. If you add any of your own, all the default tab stops to the left of the one you added are removed. The Tab Stop positions for the current paragraph are indicated on the Ruler Line above the text:



When you choose **Change Tab Positions**, the command displays the following dialog:



You can add a Tab Stop at any position by setting the position you want using the **NEW TAB AT** spinner (or by typing the position), then clicking the **ADD NEW TAB** button (or pressing **[A]**).

You can delete a Tab Stop by choosing it from the list, then clicking the **DELETE SELECTED TAB** button (or pressing **[D]**). Note that the list only displays tab-stops which have been entered by hand - you cannot delete the default tab stops.

### Change Paragraph Format

This command allows you to change the format settings for the current paragraph.



The settings in this dialog are as follows:

**SPACE ABOVE** controls the amount of vertical space which is left empty before the paragraph text begins.

**SPACE BELOW** controls the amount of vertical space which is left empty at the bottom of the paragraph, before the next paragraph begins.

**NOTE:** the vertical space which will be left empty between one paragraph will be the Space Below the first paragraph PLUS the Space Above the second paragraph.

The **LEFT** and **RIGHT INDENTS** are the spaces left empty at the sides of the paragraph. These are measured from the document Margins, which are set using the *Set Margins* command in the Document menu.

The **1ST LINE INDENT** is the same as the Left Indent, but applies only to the first line of the paragraph. This allows the left edge of the first line to be different from the rest of the lines in the paragraph, so that you can indent the first line, or create a "hanging indent".

Each paragraph can be **ALIGNED** to the **LEFT**, **RIGHT** or **CENTRE**, or can be **JUSTIFIED** to give straight margins on the left and right edges.

Finally, the **LINE SPACING** for the paragraph can be set to **SINGLE**, **1½**, or **DOUBLE**.

### Use a Paragraph Style

This command allows you to apply a Paragraph Style to the current paragraph, or to a Selected block which may contain several paragraphs. The command displays this dialog:



Click on the drop-list to display a list of the Paragraph Styles in your document, then choose a style using  $\uparrow\downarrow$ , and press  $\checkmark$ . The chosen Paragraph Style will be applied to the paragraph which currently contains the cursor.

## Edit a Paragraph Style

This command allows you to alter the settings of a Paragraph Style - see the beginning of this chapter for an introduction to Paragraph Styles. Each Paragraph Style includes settings for the Text Style, the Paragraph Format, and the Tab Positions, so that it forms a complete description of a paragraph's appearance.

When chosen, the command displays the following dialog:



First, you must choose which Paragraph Style you want to change, by choosing a style name from the drop-list at the top of the dialog.

Once you have chosen a Style to edit, click one of the buttons to choose which setting you want to change. The buttons for **TEXT STYLE**, **TAB POSITIONS** and **PARAGRAPH FORMAT** display the same dialogs as the commands of the same names - see the descriptions of these commands earlier in this chapter for more information about each dialog.

The dialog also contains a fourth button labelled **STYLE NAME**, which allows you to change the name of the Paragraph Style you are editing.

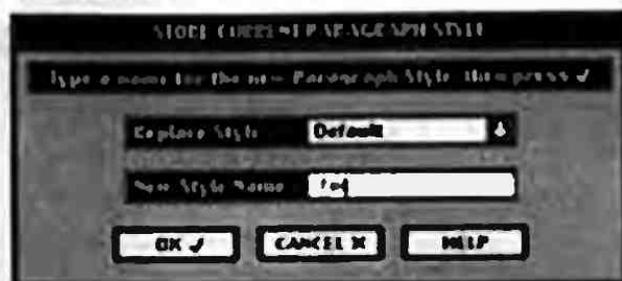
Finally, there is a drop-list for the **FOLLOWING STYLE**. This allows you to choose which Paragraph Style should be applied automatically to the next paragraph, once the Return key has been pressed. For example, if you have a Paragraph Style for Headings, you might want to set the Following Style to be a Body Text style, so that Body Text is automatically applied to the paragraph below the heading.

One option in the Following Style list is for **SAME STYLE** - this means that the following paragraph will be in the same style as the previous one, and is a suitable option for paragraph styles set up for the main body of document text. If Same Style is selected, when you press [Return] to start

a new paragraph, all the paragraph format and text style options which were operating at the position where you pressed [Return] will be used in the new paragraph.

### Store Paragraph As Style

This command allows you to create a new Paragraph Style using the style and format settings of the paragraph which currently contains the cursor. The command displays the following dialog:



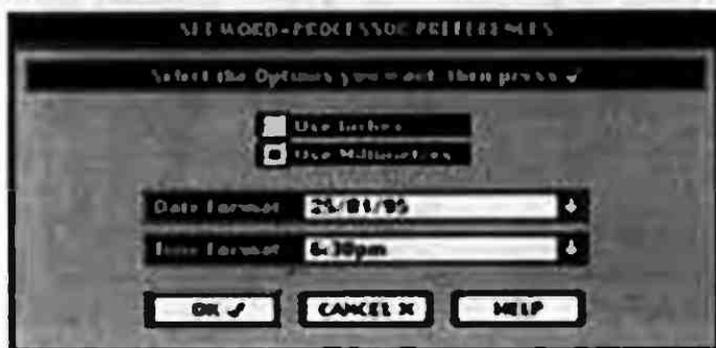
Because there are only 21 styles available, when you create a new Style, you must replace an existing one. As well as providing a box for the name of the new Style, the dialog also contains a drop-list of the 21 styles, so that you can choose which one to replace.

## The Options Menu

### Set Preferences

This command allows you to set some of the general user-options for the word-processor. Note that the options you set in this dialog will apply to the word-processor program in general, every time you use it. They are not part of the document, but part of the program itself.

The command displays the following dialog:



The **INCHES / MILLIMETRES** boxes select the units used for measurement throughout the word-processor program, including the dialogs for setting the Paper Size, the Margins, and the Tab Ruler.

The **DATE FORMAT** and **TIME FORMAT** are used to set the formats used by the Insert Date and Insert Time commands. Each setting has a drop-list of the different format options.

# The Spreadsheet

## What is a Spreadsheet?

A spreadsheet is a kind of calculator - it lets you enter numbers into its "cells", perform calculations on these numbers, then display the results of these calculations in other "cells". You can also use the cells to display text instead of numbers - this is handy for adding labels or other information to your spreadsheet.

The vertical "Columns" of cells are labelled using the letters A to Z, and the horizontal "Rows" are numbered 1 to 250. This means that you can refer to each cell by a "cell reference" which is a combination of its column and row.

	A	B	C	D	E	F
1	A1	B1	C1	D1	E1	F1
2	A2	B2	C2	D2	E2	F2
3	A3	B3	C3	D3	E3	F3

...and so on. In the illustration below, for example, cell A1 contains the words "Fund-Raising", and cell C5 contains the number 150.

The screenshot shows a spreadsheet window titled "Tasks Spreadsheet Edit Insert Find Options Undo Help". The spreadsheet contains a table with the following data:

	A	B	C	D	E	F
001	Fund Raising					
002						
003	Date	Event	takings	Costs	Profit	
004						
005	2 March 96	Raffle	£150.00	£25.00	£125.00	
006	16 March 96	Quiz Night	£98.50	£25.00	£73.50	
007	30 March 96	Supper & Cider	£250.00	£100.00	£150.00	
008	13 April 96	Fashion Show	£500.00		£500.00	
009	27 April 96	Cake Stall	£30.00	£2.00	£28.00	
010	11 May 96	Bungee	£125.00	£10.00	£115.00	
011	25 May 96	Old Town Music Hall	£200.00	£30.00	£170.00	
012						
013				Total Profit	£1170.50	
014						
015						
016						
017						

At the bottom of the window, there is a status bar that reads: "Type a number or some text into the current cell, or change cells using the arrow keys or the mouse."

### The Current Cell

One cell is always highlighted as the "Current Cell", and its contents are displayed in the "Contents" box at the top of the screen, as well as on the spreadsheet screen itself. In the illustration, cell B3 is the Current Cell, and it contains the word "Event".

### Text and Numeric Cells - Formatting

The spreadsheet cells can display two different types of information. **Text Cells** contain letters, or a mixture of letters and digits. Text cells cannot be used in calculations, but are a useful way of adding labels and titles to the spreadsheet. **Numeric Cells** contain numbers, or sometimes "Formulae" which work out numbers by doing calculations on the numbers in other cells.

The format and style in which a cell's contents appear on the spreadsheet are controlled by the "Formatting" options. There is a fixed number of formats, and the formats available for Text and Numeric cells are completely separate - you can only apply a Text format to a cell which contains Text, and you can only apply a Numeric format to a cell which contains a number or a formula.

**Numeric Cell Formats** allow you to control the number of digits shown to the left or right of the decimal point, and also allow you to include a "Currency Symbol" to indicate that the number refers to an amount of money. (The default currency symbol is the "£" pound sign, but you can change it.) You can also define your own numeric formats, (eg changing the way in which the numbers are aligned, or how negative numbers are indicated) using the *Define Numeric Formats* command.

**Text Cell Formats** are pre-defined, and you cannot change them. You can simply choose any combination of Bold or Normal text, and Left, Centre or Right alignment.

### Entering Information in a Spreadsheet Cell

#### Using the Keyboard

You can type text or numeric information into a particular spreadsheet cell by moving the cursor over that cell using the cursor keys (←↑↓→), then typing the information you want to enter.

### Using the Mouse and Keyboard

You can type text or numeric information into a particular spreadsheet cell by clicking on that cell, then typing the information you want to enter on the keyboard.

With the keyboard, use the  $\leftarrow \uparrow \downarrow \rightarrow$  keys to move the current cell cursor, then press [Ctrl]+[D] to enter or edit the cell contents.

### Entering Text and Numbers

If you simply type a number, the spreadsheet will assume that this is numeric data, and will display and format it according to the "Default Numeric Format" setting in the Options menu. Likewise, if you enter a piece of text, the spreadsheet will assume that this should be formatted according to the "Default Text Format". In either case, you can apply a different display format for the information by clicking on the "Format" drop-list near the top right of the screen.

### Using a Formula to Calculate Values

As well as simply displaying columns and rows of numbers and text, a spreadsheet can also calculate new numbers using Formulae. A formula uses cell references (A1, C3 etc, as shown above) to refer to other cells, and to perform calculations using the numbers in these cells. For example, the formula...

$$(A1+B3)*A2$$

...would add together the numbers in cells A1 and B3, multiply the result by the number in cell A2, and display the result of this calculation. (See the *Formulae* section later in this chapter for a list of the spreadsheet's formulae, and of the mathematical functions and operators you can use in them.)

When a cell contains a formula, rather than text or a number, the Contents box at the top of the screen shows the formula, while the cell in the spreadsheet itself displays the result of the calculation.

### Selecting and De-Selecting Cells

Some of the spreadsheet commands can operate on a selected group of cells, rather than on a single cell. Groups of cells can only be selected if they are arranged in a rectangular block, as shown here:

Event	Tickets	Costs	Profit
Party	£150.00		£ 130.00
Quiz Night			£ 73.30
Supper & Cider			£ 148.00
Fashion Show			£ 500.00
Cake Stall			£ 20.00
Bunco			£ 115.00
Old Time Music Hall			£ 170.00
		Total Profit	£1176.30

Notice that although a group of cells is selected, the current cell (in this case the one at the top left) is still highlighted separately. There is always a current cell, even when a group of cells is selected - the only exception is when a whole Row or Column is selected.

If a group of cells has been selected, some commands (such as those used to apply cell formats, or Cut/Copy the cell contents to the Scratchpad) operate on all the cells in the group.

#### Selecting Cells with the Keyboard

To select a group of cells with the keyboard, hold down the [Shift] key while moving the cursor over the required group. For example, to select cells B2, B3 and B4, move the cursor to B2, then hold down the [Shift] key and press [↓] twice.

#### Selecting Cells with the Mouse

To select a group of cells with the mouse, place the mouse pointer at the top left cell in the group, then press and hold down the mouse left button, and move the mouse to the bottom right cell in the group.

#### De-Selecting Cells

To cancel the selection with either the keyboard or the mouse, simply move the cursor or click on a cell.

# Spreadsheet Menu Commands

## The Spreadsheet Menu

This menu contains commands for controlling aspects of the whole spreadsheet, including the commands for Editing, Saving and Printing it.

## Start New Spreadsheet

When you choose to Start a New Spreadsheet, the spreadsheet program automatically saves the existing spreadsheet. It then displays the following dialog:



You should first choose the location for the new spreadsheet you want to create, then type a name for it. You can switch between the Cabinet and Disc by clicking the relevant box, and you can choose a new Folder by clicking on the  symbol to show the Folders list, then clicking on the name of the Folder you want.

## Spreadsheet Names

Spreadsheet names can normally be up to 32 letters long. If press a key but the character does not appear while typing the spreadsheet name, this means that the letter you have typed is not allowed in a spreadsheet name. Characters which cannot be used in spreadsheet names include the question-mark (?), the asterisk (\*), the slash characters (\ and /), the bar (|), and the full-stop (.

Once you have entered these details for your new Spreadsheet, press ✓.

### Edit Stored Spreadsheet

This command allows you recall a stored spreadsheet, so that you can make changes to it or reprint it. When you choose the Edit command, the program displays a standard Filing dialog, in which you can choose a location and select a file to Edit.

When you choose a spreadsheet name from the list, then press ✓, the spreadsheet is loaded, and you can then alter or add to it as you wish.

### Save As...

This command allows you to save the current spreadsheet under a different name, and/or in a different location, thereby creating another copy of it. The command displays the same dialog as that used in the Start New Spreadsheet command above, and you can type a name and choose a location in the same way. When you press ✓, the current spreadsheet is saved in the new name and location.

Note also that the old spreadsheet is left intact, stored under its old name. This means that you can reload and edit the old version of the spreadsheet even after you have made changes to the new one.

### Revert to Saved

This command abandons the current version of your spreadsheet, and reloads the last version which you saved. It allows you to undo any changes you have made since the last time you saved your spreadsheet. It's a good idea to save your spreadsheet regularly, using the "Save and Continue" command in the Tasks menu.

### Import Spreadsheet

This command allows you to convert a spreadsheet created using an earlier PCW model or other computer spreadsheet program, and make it into a PcW16 spreadsheet so that you can use it. The spreadsheet data in the file should ideally be stored in "CSV" (Comma-Separated Value) format, or in "DIF" format. However, the spreadsheet program will import any form of text-based file, on the assumption that commas and Tab characters are column separators, and that Carriage Returns are row separators.

In order to import a spreadsheet, it must be stored on a disc formatted as DOS, CP/M or Locoscript. The Import dialog's "Disc Type" box shows the format of the disc in the drive, and a list of the files on it.

### **Importing Spreadsheets from PC-Compatibles**

If the disc is DOS format, the file containing the spreadsheet data must be stored in the disc's "Root" directory. The Import dialog displays a list of all the files in the Root directory - if the filename you want does not appear in the list, it is not stored in the disc's Root directory, and cannot be Imported.

### **Importing Spreadsheets from Locoscript and CP/M Discs**

If you created the file using an earlier PCW computer (the PCW8256, 8512, 9256, 9512 or PCW10), the disc containing the spreadsheet will be a CP/M or Locoscript format disc. Your PCW16 can Import spreadsheets from a 3½" PCW disc, providing that the data is stored in a CSV or DIF file.

When Importing from a CP/M or Locoscript disc, you should be aware that spreadsheets can be stored in any of the 16 "Groups". When you choose the Import command and insert a CP/M or Locoscript disc, the Import dialog shows a list of all the spreadsheets in Group 0 on the disc - if the spreadsheet you want to Import is in a different Group, you can change Groups using the "Groups" drop-list.

Once you have selected the correct Group, choose the name of the file you want to Import from the list of file-names.

### **Export**

When you first select this command, you are asked to select whether to export in ASCII/CSV or DIF format. You must choose one of these export formats, and when you do, the program displays a dialog showing the options available for the format you have chosen. You should tailor these options to suit the program into which you intend to load the exported spreadsheet data.

For more information about the meaning and effect of specific export options, Select HELP while the relevant dialog is displayed.

### **Recalculate Now**

This command forces the spreadsheet to recalculate the numbers displayed in cells containing formulae. With a large spreadsheet, this process may take a few seconds. See *Auto-Recalculate* for more information.

The program will recalculate automatically when printing or saving, and you can also choose the "Auto-Recalculate" option in the Options menu to make the spreadsheet recalculate every time any new data is entered. If the Auto-Recalculate option is selected, you do not need to use the Recalculate command at all.

### Set Print Options

This command controls which parts of the spreadsheet screen are included in the printout when you use the Print command. There are four different options, and you can select any combination of them.

The **TITLE** is the name of the spreadsheet file. The **GRID LINES** are the vertical and horizontal lines separating the rows and columns, and the **COLUMN** and **ROW LABELS** are the letters and numbers showing the row and column references.

### Print Preview

This command uses the screen to show you a preview of how your printout will look - checking the preview before you print the spreadsheet can save you having to produce test prints. See the Print command below for more information about spreadsheet printing.

### Print Sheet

When you Print a spreadsheet, a single page is printed in Landscape (wide) format- use the Print Preview command to see how this will look before printing.

The printing places the Current Cell at the top left of the printout, and prints as many cells downwards and to the right of the current cell as it can fit onto the sheet. If your spreadsheet is too big to fit on a single sheet, you can print it onto several sheets by printing one sheet, then moving the cursor to the first cell which did not fit on the print, and choosing the Print command again.

### Abandon Spreadsheet

This command first asks you if you are sure that you want to Abandon the current spreadsheet. If you confirm, the spreadsheet program terminates, and any unsaved information in the active spreadsheet is lost.

## The Edit Menu

The Edit menu commands allow you to manipulate the contents of individual cells, or Selected groups of cells.

### Cut Selection to Scratchpad

This command empties the current cell (or all the currently Selected cells if a group of cells is Selected). The command retains the cell contents on the Scratchpad, so that you can retrieve them by Pasting: see below.

### Copy Selection to Scratchpad

This command copies the contents of the currently selected cells onto the Scratchpad, but leaves the cells themselves unchanged. You can replicate the Copied cell contents in a different group of cells using the Paste command - see below.

### Paste from Scratchpad

This command inserts the contents of the Scratchpad into the current cell - you can place data on the Scratchpad using the Cut and Copy commands. If there is nothing stored on the Scratchpad, the Paste command is greyed-out.

If you have Cut or Copied a Selected group of cells onto the Scratchpad, Pasting not only inserts information into the current cell, but also into the group of cells below and to the right of it. The number of cells affected depends on the number of cells which were selected when the data was Copied onto the Scratchpad.

### Edit Cell Contents

This command is used to edit the Contents of the current cell - it simply moves the cursor into the Contents box above the spreadsheet, and lets you change or delete the cell contents. While you are editing the Contents, the [←] and [→] keys move the text cursor left and right within the editing box, while the [↑] and [↓] keys move the cursor back into the spreadsheet area of the screen, and terminate the Edit command.

When you have finished editing the cell contents, you can also press [Return] to return to the spreadsheet. Note that you can also switch to Edit mode by clicking with the mouse on the Contents box.

### Delete Cell Contents

This command simply deletes the contents of the current cell, or the currently Selected group of cells.

### Remove Row

This command removes the row containing the cursor. It deletes all the cells in the row, and their contents.

If you Remove a row by mistake, you can use the UNDO command to retrieve it, as long as you have not used any other commands since the row was Removed.

### Remove Column

This command removes the column containing the cursor. All the cells in the column, and their contents, are deleted.

If you Remove a column by mistake, you can use the UNDO command to retrieve it, as long as you have not used any other commands since the column was Removed.

### Select Row

This command is a quick way of selecting all the cells in the row which currently contains the cursor. Once the row is selected, you can use other Edit menu commands to make changes to all the cells in the row.

You can also select a whole row with the mouse, by clicking on the title at the left end of the row (eg clicking on the "001" title will select the whole of row 1).

### Select Column

This command is a quick way of selecting all the cells in the column which currently contains the cursor. Once the column is selected, you can use other Edit menu commands to make changes to all the cells in the column.

You can also select a whole column with the mouse, by clicking on the title at the top of the column (eg clicking on the "A" title will select the whole of column A).

### Select Whole Spreadsheet

This command is a quick way of selecting all the cells in the spreadsheet. Once all the cells are selected, you can use other Edit menu commands to make changes to them.

You can also select the whole spreadsheet with the mouse, by clicking on the top left corner of the spreadsheet display.

### Apply Format

This command lets you choose a new format for the current cell or the currently selected cells. It displays a list of the formats appropriate for the cell contents: a list of the text formats if the cell(s) contain text, and a list of the numeric formats if the cells contain numbers or formulae.

Note that if you have selected a group which includes both text and numeric cells, you can only Apply a format to one type or the other - you cannot apply a Text format to numeric cells, or a Numeric format to cells containing text.

### Fill Across

This command only operates on a group of cells selected across a single row. It takes the contents of the left-most cell, and copies this data into the other selected cells.

### Fill Down

This command only operates on a group of cells selected down a single column. It takes the contents of the top cell in the group, and copies this data down into the other selected cells.

### Change Column Width

This command allows you to change the width of the column which currently contains the cursor. Although all the spreadsheet columns have the same width by default, it can sometimes be useful to make particular columns wider or narrower. The command displays this dialog:



In this illustration, the current cell contains the single word "Money", so this cell is shown in the dialog to indicate the current column width. You can use the [←] and [→] keys, or click on the  and  buttons, to make the column narrower or wider.

### The Insert Menu

#### Insert Row

This command adds an extra row to the spreadsheet at the current cell position. The existing rows below the current cell are all moved down to make room for the new row. All the cells in the new row are initially empty.

#### Insert Column

This command adds an extra column to the spreadsheet at the current cell position. The existing columns to the right of the current cell are all moved to the right to make room for the new column. All the cells in the new column are initially empty.

#### Insert Date

This command simply inserts today's date into the current cell, as text. The format of the date can be set using the *Set Date/Time Format* command in the Options menu.

#### Insert Time

This command simply inserts the current time into the current cell, as text. The format of the time can be set using the *Set Date/Time Format* command in the Options menu.

#### Insert Calculation

This command makes the Calculator pop up over the spreadsheet screen. When you have made the calculation and you have the result you want shown on the calculator display, press  $\checkmark$  to exit from the Calculator and insert the number in the Spreadsheet. Note that calculations are always inserted as numeric data.

## The Find Menu

### Find Text

This command allows you to search through the whole spreadsheet for a particular sequence of characters or numbers. When you select the command, a dialog asks you to type the text you want to find. Type it and press ✓ to start searching. The search begins at the top left of the sheet, and works across the rows and then down the columns.

When the program finds your text in a particular cell, it will show the cell at the top left of the screen, and move the cursor to make it the current cell. If you want to carry on searching for the next occurrence, simply select *Find* again, and press ✓. The new search will begin at the current cell, and will find the next occurrence.

### Go to Cell

This command allows you to move directly to a particular cell, by entering the cell reference you want to move to. When you enter a cell reference (eg "A1", or "G25") and press ✓, the spreadsheet is scrolled so that the chosen cell is displayed in the top left corner of the screen.

### Options

#### Display Grid-Lines

This command allows you to choose whether or not to display the vertical and horizontal lines which divide the spreadsheet rows and columns.

#### Auto-Recalculate

When you change or enter numeric data, this may affect the contents of other cells, because the new cell value may be used in a formula by a different cell. This command is a toggle: when it is switched on, it ensures that all the cells are kept properly updated and recalculated every time you change a numeric value.

The drawback with auto-recalculation is that it can slow down the operation of the spreadsheet program - a spreadsheet can contain many formulae, and recalculating them can sometimes take a few seconds. If you find that the spreadsheet takes too long to recalculate when you change numeric values, you can switch off the Auto-Recalculate option. However, if you do this, you must make sure that you force a full recalculation using the *Recalculate Now* command in the Spreadsheet menu whenever you want to be sure that the spreadsheet is showing the correct values in its numeric cells.

Note that even when the Auto-Recalculate option is switched off, the spreadsheet still recalculates automatically whenever you save or print the sheet.

## Define Numeric Format

This command allows you to change the Numeric Format definitions. It displays the following dialog:



The dialog has different sections which allow you to define different aspects of numeric display. At the top of the dialog is the name of the format you are redefining - if you want to redefine a different format, you can do so by clicking on the  symbol to display the list of format names, then choosing a different format from the list. If you want to give the format a different name, you can type a new name into the box below the old format name. The other settings are as follows:

**Text Format** can be Bold or Normal text, and the **Text Alignment** can be left, centre or right-aligned within the cell area. To format numbers in vertical columns, as is normal for currency display, use the right-align option.

The **Thousands Separator** is the character used to separate groups of three digits when displaying large numbers. The comma character is often used as the thousand separator, but you can also choose to use spaces, or you can choose to have no separator.

The **Number Display** options allow you to select whether to use normal or scientific notation - the Best Fit option uses normal notation for smaller numbers, but switches to scientific notation if the number becomes too large to fit into the cell.

The **Currency Symbol** box allows you to include a currency symbol at the left of the numeric cell, and the **Negative (nnnn)** option shows negative numbers in brackets, instead of with a "-" minus sign. Negative numbers are usually indicated in brackets in financial accounting documents.

### Default Numeric Format

This option allows you to choose which of the Numeric formats acts as the default. When you type numeric data into a new cell, the display for that cell is formatted according to the current default, until you Apply a new format to it.

To choose a new default format, click on the  symbol, then choose a new default format from the list, and press .

### Default Text Format

This command allows you to select which of the Text Formats is used as the default when entering text into an empty cell. It works in the same way as the *Default Numeric Format* command described above.

### Set Currency Symbol

This command lets you choose a new character to indicate currency. The Currency Symbol is set by default to the "£" character, but you can change this to "\$" for dollars, "¥" for Yen, and so on. Note that you can only use one currency symbol at a time - if you want to display different currencies in a single spreadsheet, you have to enter different currency symbols in their own cells, as if they were ordinary text.

When selected, the command displays a list of all the characters available, and all the accents which you can add to them. To choose a new Currency Symbol, use the     keys or click on the character you want. If you want to add an accent to the character, you can do so by clicking on the accent you want, or by using [Shift]+[←] and [Shift]+[→].

### Set Decimal Character

You can choose from three different decimal point characters: the full-stop and comma are standard punctuation characters, but the PcW16 also provides a "Real" decimal point, which appears halfway up the height, like this: "2.5". As with the currency symbol, you can only select one decimal point character at a time.

## Set Date / Time Format

This command allows you to choose how the Date and Time are formatted when you Insert them using the *Insert Date* and *Insert Time* commands. Click on the  buttons to see the lists of different formats available, then choose the format you want from each list.

## Expressions, Functions and Operators

This section details the mathematical components which can be used to build formulae in the Spreadsheet program.

### Mathematical Expressions which act on a Range

The following formulae can be used to build expressions. Each operates on a range of cells which are given in the form FN(start finish) where start and finish are valid cell references separated by a colon. For example, AVERAGE(A3:D7) and PRODUCT(A1:A3) are valid formulae.

SUM(range)	sum of all numeric values in the range
AVERAGE(range) or AVG(range)	the average of all the values in the range.
PRODUCT(range)	all the values in the range are multiplied together
SUMSQ(range)	the sum of the squares of all the values in the range
COUNT(range)	the number of the values in the range

### Mathematical Expressions which act on a Single Argument

The following formulae can be used in expressions. All take a single argument, x, which can be any valid expression itself.

SIN(x), COS(x), TAN(x)	trigonometric functions with argument in degrees
SINR(x), COSR(x), TANR(x)	trigonometric functions with argument in radians
DEG(x)	the argument converted from radians to degrees
RAD(x)	the argument converted from degrees to radians
ASIN(x), ACOS(x), ATAN(x)	the inverse trig function of the argument in degrees
ASINR(x), ACOSR(x), ATANR(x)	the inverse trig function of the argument in radians
SINH(x), COSH(x), TANH(x)	hyperbolic trigonometric functions
ASINH(x), ACOSH(x), ATANH(x)	inverse hyperbolic trigonometric functions
RECP(x)	the reciprocal of the argument
SQR(x)	the square of the argument
SQRT(x)	the square root of the argument
LOG(x)	the base 10 logarithm of the argument
LN(x)	the base e (natural) logarithm of the argument
EXP(x)	base e antilogarithm of the argument (ie $e^x$ )
ABS(x)	absolute value of argument
FLOOR(x)	previous integer before argument
CEILING(x)	next integer after argument
INT(x)	nearest integer to argument
FACT(x)	gives $x!$ - factorial of the argument

## Mathematical Functions

The following functions can be used anywhere that a valid expression might appear.

- PI returns the ratio of a circle's diameter to its circumference (3.141592654)
- =E returns the base of natural logarithms (2.718281828)

## Mathematical Operators

The following are the mathematical operators that can appear between two expressions to build larger compound expressions. x and y represent valid expressions.

- (and) used to change order of precedence
- +x used before a single value it is ignored
- x used before a single value to change its sign
- x+y addition of two values
- x-y subtraction of two values
- x\*y multiplication of two values
- x/y division of two values
- x^y the first value, x, to the power of the second value y
- xMODy the integer remainder of division of the first value by the second
- xDIVy the integer division of the first value by the second
- x%y gives y percent of x
- xMAXy returns the maximum of the two values
- xMINy returns the minimum of the two values
- xNCRy returns the number of y combinations from x
- xNPRy returns the number of y permutations from x.



## The Address Book

The Address Book allows you to store a list of names, addresses and other information in a kind of database. This section explains each Address Book menu command in detail - see the **Beginner's** chapter for a simple guide to the Address Book screen and how to use it.

### The Book Menu

This menu contains commands which affect the whole Address Book, and the screen display.

#### Alphabetic List of ...

You can use this command to choose the order in which your Address Book entries are listed on the screen. Because the Address Book has several pieces of information, or "Fields", in each Entry, you can change the way in which the list of Entries is ordered.



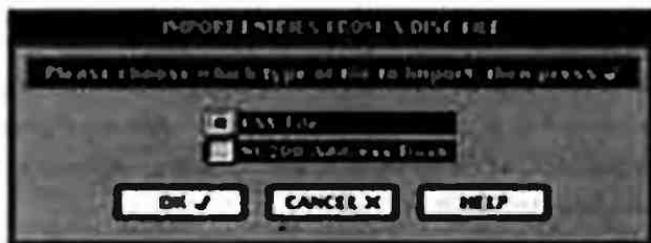
By default, the list will be arranged in alphabetical order, based on the contents of the "Name1" field in each entry. You can also choose to base the alphabetical listing on the contents of the "Name2", "Post-Code" or "Notes" fields. Choose the sort option you want by clicking one of the boxes, then press ✓. You should see that your Address Book is now listed in the order you chose.

When sorting alphabetically, numbers are listed before letters. Entries which contain no information in the chosen field will appear at the end of the list.

#### Import

You can use this command to add information from an address book which you have created on another computer into your PcW16, to save time

retyping the names and addresses. For example, if you have an Amstrad NC200 notepad computer, you can use this command to transfer your existing NC200 address book into your PcW16. You can also Import data from a "CSV" or "Comma-Separated Value" file - this can be created using a PC-compatible or other type of computer, and can contain names and addresses in a similar structure to the PcW16's Address Book. When you select the Import command, you first have to choose whether you are Importing from a CSV-format file, or from an Amstrad NC200 Address Book.



Click the box for the option you want, insert the disc containing the address book file in the drive, then press ✓. If you are importing a CSV file, the program displays a dialog listing all the files on the disc (see below). Select a file to import from the list, then press ✓.

### Notes on Importing CSV files

If the file you want is not in the list, it is not stored in the DOS "Root" directory of the disc. CSV files can only be Imported from a disc's root directory, not from sub-directories. When using a different computer to create a CSV file for importing into the PcW16 spreadsheet, ensure that the file is stored in the Root directory.

When you are Importing a CSV file, the address data cannot be guaranteed to fit properly into the PcW16's Address Book unless you have made sure that the program which created the file used the correct format. There are many variations of CSV file, so to ensure that CSV data is imported correctly, the source program must be configured to store the "fields" (Name1, Name2 etc) in the same order as that used on the PcW16's Address Book screen, and to include blank fields where there is no equivalent field in the source data.

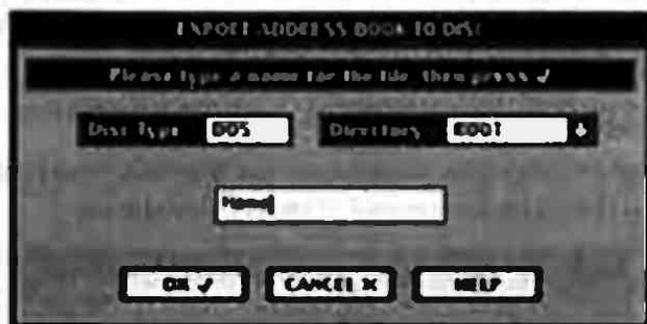
As a precaution, before importing a file, we recommend that you make a copy of the Cabinet on a floppy disc, using the Backup Cabinet to Disc

command in the File Manager. If the file you import causes a problem, and you want to revert back to your original address book, you can then Restore the Cabinet from the disc in the File Manager.

## Export

You can use this command to save a copy of your Address Book onto a floppy disk. The address book is stored as a CSV file, so that it can be Imported into the Address Book on another PcW16, or used by other programs on other types of computer. The Address Book file is stored in CSV format.

When Exporting, insert the disc before selecting the command. When you then select Export, the program displays this dialog:



Type a name for your Address Book file, then click ✓.

Note that the filename you type must be compatible with DOS - see appendix F, on DOS compatibility, for more information. If you do not add a suffix to the file name, the suffix ".CSV" will be added automatically.

### The Entry Menu

The commands in this menu deal with individual Address Book Entries.

#### Add New Entry

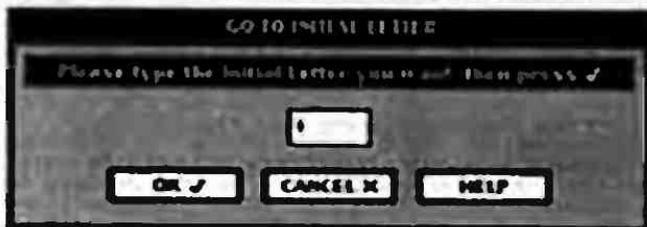
This command is also activated by pressing the BLUE key. You must use it every time you want to add a new entry to the book.

When you select the command, you will see that the "Entry" panel on the left of the screen goes blank, and the cursor flashes in the "Name1" field. Type the surname for the new Entry, then press [Return] to move down to the "Name2" field. Continue typing and pressing [Return] until you have entered all the information you want to include in the Entry.

The new entry is displayed in the list on the right of the screen as soon as you select another command, or when you press [Return] when the cursor is in the "Notes" field at the bottom of the Entry.

#### Go To Initial Letter

This command enables you to move quickly to any initial letter in the Address Book list. The command displays this dialog:



For example, if you want to find the first entry in your book with the NAME1 field beginning with S, select *Go To Initial Letter* and type S, then click OK or press ✓.

## Delete Entry

This command is also activated by pressing the RED key. It deletes the entry which is currently displayed in the "Entry" panel.

To delete an entry, first choose which entry you want to delete from the list, using the  $\uparrow\downarrow$  keys or by clicking with the mouse, then click the Delete button or press the RED key.



This dialog asks you to confirm that you want to delete the entry - when you press  $\checkmark$ , the entry is deleted from the Address Book

## UNDO

If you delete an entry by mistake, you can usually retrieve it by pressing UNDO.

## Find Entry

This command is also activated by pressing the YELLOW key. You can use it to search through the Address Book for a particular name, address, number, or any other piece of text which appears somewhere in the entry. When you choose the Find command, the program displays this dialog:



Type in the text you want to search for, then press  $\checkmark$ . The program will search through all the fields in all the entries - when it finds the text you have entered, it will display the entry containing that text in the "Entry" panel. The program searches all the fields, so the text can be found any part of the entry; name, address, phone number, notes etc.



# The Diary / Alarm

## The Diary Screen

The Diary screen has two main panels: the Calendar panel and the Appointments panel.



## The Calendar Panel

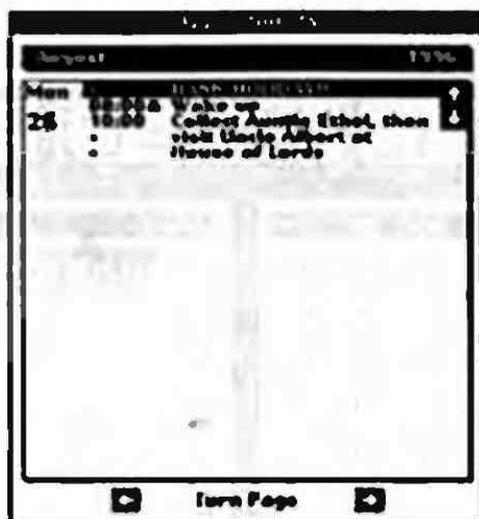
This operates just like a normal calendar, except that it can show the days of the week for any year you choose. You can move the calendar display forwards or backwards by a month or by a year, using the and buttons at the bottom of the calendar. When you choose different day in the calendar, that day's appointments are shown in the Appointments panel.

Below the Calendar is a Clock, showing today's date and the current time. This shows the real time, as set by the PCW16's internal clock.

## The Appointments Panel

This acts rather like a diary page. By default it shows a whole week, but it can be changed to show just one day - this is useful if you want to enter

several appointments for a single day, because it provides more space for showing each day's appointments, and their messages. For example, if the Appointments panel shown in the illustration on the previous page were switched to Single Day mode, it might look like this:



Each Appointment appears as a line of text. If it is a timed appointment (see *Add Appointment* below), its time is displayed beside it, and if it has the Alarm option selected, it also displays a small "🔔" bell symbol, like the "08:00 Wake Up" appointment shown above.

This allows you to see all the appointments and alarms for a particular day at a glance.

### Using the Diary

You can use the Diary / Alarm like an ordinary paper diary - it has a page for each day (or it can display a whole week on a single page), and you can write up to 16 "Appointments" into each day. The program's Calendar display shades all the days which have appointments in them, and you can use the calendar to move quickly from month to month and year to year. You can also move forwards and backwards through the diary by clicking the  and  buttons at the bottom of the Appointments panel. This moves you forwards or backwards by one week or one day, according to whether the Appointments panel is working in Week or Day mode.

## The Appointment Alarm

The program has an Alarm facility - you can enter a time for your appointment, and when that time is reached, your PcW16 will display the appointment on the screen, and flash the "Appointments" light at the top right of the keyboard. You can also choose the "Audible Alarm" option, so that the PcW16 makes a beeping noise to attract your attention at the appointment time.

Note that the appointment alarm will sound, and display the message you typed in for your appointment, even if you are using a different program (say the Word-Processor) at the appointment time. The alarm will even operate when the PcW16 is in "Standby" mode, switching the computer on and displaying the message for five minutes before switching off again.

### The Date Menu

The commands in the Date menu moves the Appointments page to display different days.

#### Show Today

This command switches the Appointments display to show "Today".

#### Go to Date...

This command allows you to enter a date, either by typing a new date or using the "Spinner" buttons to move the date forward or back. When you press ✓, the Appointments display moves to the date you have chosen.

#### Show Next Appt

This command searches forward from the current appointment or day until it finds the next appointment. It then moves the Appointments display so that it highlights the next appointment.

#### Day + and Day -

These commands move the Appointments display forward or backward by one day. You can also use the [↑] and [↓] keys to do this.

#### Week + and Week -

These commands move the Appointments display forward or backward by one week. If the Appointments display is set to "Week" view, you can also use the [←] and [→] to do this.

#### Month + and Month -

These commands move the Appointments display forward or backward by one month. You can also use [Shift]+[←] and [Shift]+[→] to do this.

#### Year + and Year -

These commands move the Appointments display forward or backward by one year. You can also use [Ctrl]+[Shift]+[←] and [Ctrl]+[Shift]+[→] to do this.

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## The View Menu

### Show Day and Show Week

These commands select whether the Appointments display shows a single day, or a whole week. The Show Day command makes the Appointments display show only a single day, while the Show Week command switches it to show 7 days.

## The Appointments Menu

These commands are used to add, change or delete appointments.

### Add New Appointment

When you select this command, the program displays a sequence of dialogs, into which you can enter details of the appointment you want to make. There are five pieces of information you can enter for each appointment, and each displays a separate dialog. At any point in this sequence, you can click the FINISHED✓ button to accept all the appointment settings, or you can click the MORE⏏ button to move to the next dialog. The five dialogs are:

#### The Appointment Message

This is the text which is shown on the Appointments display, though if the appointment text is quite long, you may only be able to see the first few words. If you choose the Alarm option (see below), the Appointment Message is also displayed on the screen when the alarm time is reached.

#### Appointments Without Times

Note that if you simply want to make a note about the day in general, you can just type the appointment message and press FINISHED✓ to create an appointment which does not have a time or alarm. Appointments with no time details appear at the top of the display for each day, before the earliest timed appointment.

#### The Appointment Time

This time is shown beside the Appointment Message. If you choose the Alarm option (see below), this is the time at which the alarm will go off.

#### The Appointment Date

By default this will show the currently selected day in the Calendar, but you can change it by typing a new date, or using the spinner buttons to move the date forwards or back.

#### The Repeat Options

You can make a single appointment appear at regular intervals, at the same time every day, every week, every month or every year.

#### The Alarm Options

You can choose whether or not the PcW16 displays an alarm at the appointment time. Note that you need to use the Options command (see

below) to choose whether the audible alarm will sound, and whether the PcW16 will "wake up" from Standby mode to display the alarm. See *Options* below.

## Edit Appointment

Whenever the Appointments display shows any appointments, one of them will always be highlighted. You can use the Edit Appointments command to alter the details of this appointment. To highlight a different appointment on the same day, use the [↑] and [↓] keys.

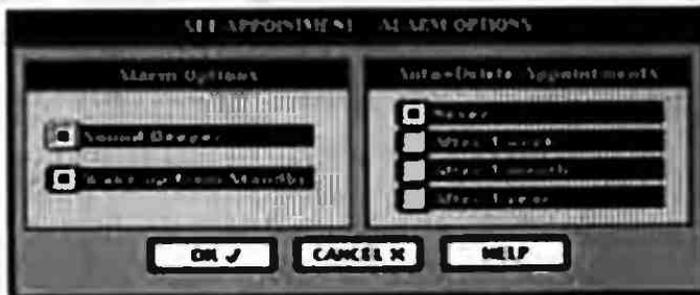
The Edit command lets you change any or all of the details you entered when you first Added the appointment, and it displays exactly the same dialog sequence as the *Add* command detailed above. At each dialog, if you just press [Return], the old details will be retained.

## Delete Appointment

This command simply deletes the currently highlighted appointment. Note that if you delete an appointment by mistake, you can use the UNDO key (or click on UNDO in the menu bar) to retrieve it, as long as you have not used any other commands in the meantime.

## Options

The Options command displays the following dialog:



The Alarm Options boxes allow you to control what happens when an alarm goes off. If the PcW16 is switched on, it will always display the appointment message, and will not let you continue until you to press the ✓ key to confirm that you have seen the message. There are two other alarm options:

The **Sound Beeper** option makes the PcW16 sound an audible alarm at the appointed time.

The **Wake up from Standby** option only operates if the computer is in Standby mode when the appointment time is reached. If the option is selected, the PcW16 will switch itself on automatically, display the alarm (and sound the beeper if selected), and wait for you to acknowledge the alarm.

If the alarm is not acknowledged after 5 minutes, the PcW16 switches itself back into Standby mode.

## The File Manager

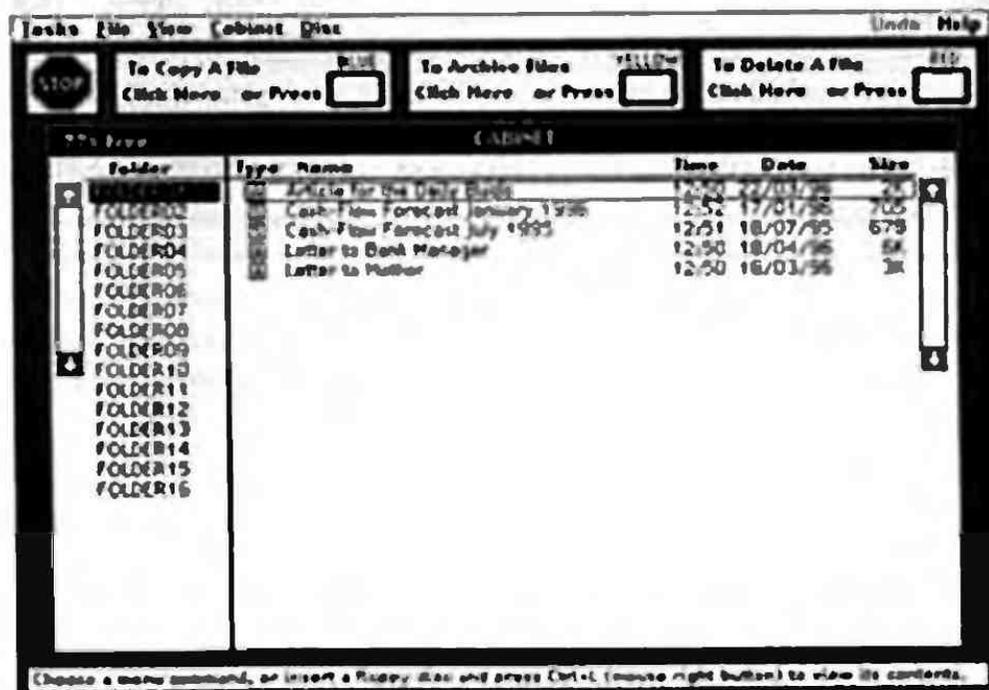
### Why Do I Need a File Manager?

Your PcW16 only contains a limited amount of storage space - after you have been using it for a while, the "Cabinet" is likely to become full, and you will need to clear some files out onto floppy disc. It's also a good idea to make "backup" copies of your documents and files, in case anything goes wrong with the Cabinet storage inside the PcW16.

The File Manager program allows you to see the files stored in the Cabinet and on disc, and to copy, move and delete them. There is a special "Archive" command, which automatically selects the oldest files in the Cabinet and moves them onto a floppy disc. The File Manager also includes Backup and Restore commands, for making a backup copy of the entire Cabinet, including the Address Book.

### The File Manager Screen

When you first select the File Manager program from the desktop, the screen looks something like this:



At the top of the screen, below the menu bar, are three large buttons - these are used for fast access to the Copy, Archive and Delete commands. There is also a Stop button, which is used to quit from the File Manager and return to the Desktop. Below, there is a panel showing the contents of the Cabinet.

On the left of this panel, there is a list of all the Folders in the Cabinet. One Folder is selected - in this case, "Folder01". The files in the selected folder are listed on the right.

### File Type Indicator

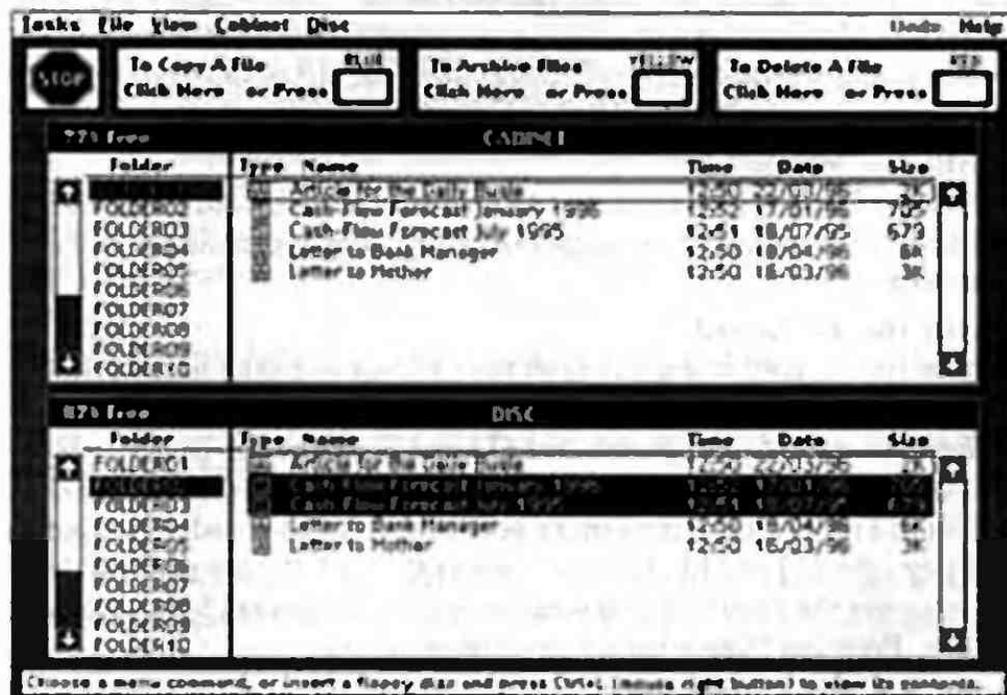
As well as the name of the file, the list also shows the time and date at which the file was last saved, and the file size. Just to the left of the file name, there is a small symbol, usually **S** or **A** - this indicates which program was used to create the files. **A** indicates that the file is a Word-Processor document, while **S** indicates a Spreadsheet file. Other symbols are used for other types of file, but these are stored in the System folder, and you will not normally see them.

### File Size Indicator

The size of a computer file is measured in Bytes, so a file which has, say, a size of "250" is 250 bytes long. Because files can contain many thousands of bytes, larger sizes are measured in "K", or Kilo-Bytes. Each Kilo-Byte is 1024 bytes. When the File Manager program reports the size of a file as "10K", this means that the file is (approximately) 10x1,024 or 10,240 bytes in size.

## Using the Floppy Disc

The File Manager screen can also be split, so that you can see the contents of the floppy disc as well as the Cabinet. To see the contents of a floppy disc, put the disc in the drive, and press [Ctrl]+[L], or click the mouse right button. The computer scans the disc to find out what files it contains, then displays the disc and Cabinet contents like this:



In this illustration, the disc's Folder01 contains the same files as the Cabinet's Folder01. Two of the files on the disc are also "Selected" - see below for more information about Selecting files.

## The File Menu

The commands in this menu are used to manipulate individual files, or groups of files.

### Selecting Files...

Commands such as those used for Copying, Moving and Deleting files only operate on files which are "Selected" before the command is used. Files which are "Selected" are shown as white-on-black in the file list. You cannot select Cabinet and Disc files at the same time, and you cannot select files which are not visible on the screen.

#### ...with the Mouse

You can select a file by clicking on it with the mouse - click again and the selection is cancelled. To change Folder, click on the name of the Folder you want.

#### ...with the Keyboard

If the screen is split to display both the Cabinet and the Floppy Disc, use the [Tab] key to switch between them.

In the Cabinet and Disc panels, the [↑] and [↓] keys are used to select both the Folder and the Files - first use ↑↓ to move the selection up and down the list of Folders, until the Folder you want is highlighted. Then, press the [→] key - the [↑] and [↓] keys now move through the list of files. Move the box over the filename you want to select, then press [Space] to select the file. Pressing [Space] again de-selects the file.

#### Using the File Commands

Once you have selected the file(s) you want, choose what you want to do with these files by selecting a command from the "File" menu. If you want to Copy or Delete the files you have selected, you can click the Copy button (press Blue) or the Delete button (press Red) instead of choosing these commands via the File menu. See below for a more detailed description of how to use these commands.

## Copy File(s)

This command copies the currently selected files to a different location. You can copy files between the disc and the Cabinet, and you can choose which Folder to copy into. The command displays the following dialog:



You must first choose whether to copy the selected files to the disc or the Cabinet - do this by clicking on the Cabinet or Disc boxes, or by pressing [Tab] repeatedly until the box you want is highlighted, then pressing [Space].

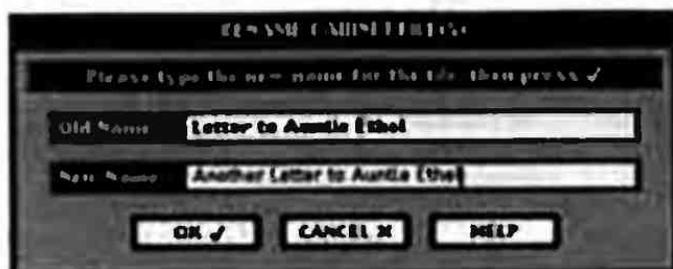
Next, you must choose a Folder in the location you have selected. One of the Folder names is shown, but you can change this by clicking on the ▾ symbol and choosing a new Folder from the list. Press ✓ to confirm your selection and begin copying.

## Move File(s)

This command works in exactly the same way as the Copy command above, and uses the same dialog. The only difference is that instead of making copies of the selected files in the new location, it moves the files from the old location to the new one.

### Rename File

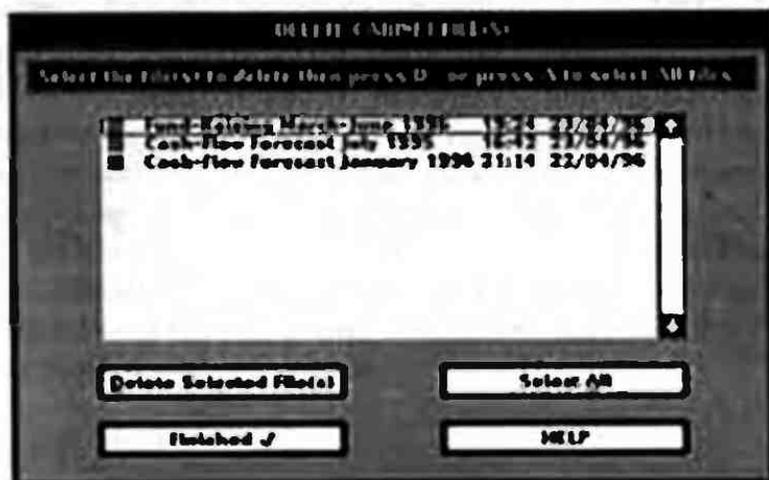
This command lets you change the name of a file. When you select it, it displays a dialog showing the name of the selected file:



Simply type a new name for the file, and press ✓ to confirm. If you had selected more than one file when you chose the Rename command, the program automatically displays the Rename dialog again, this time with the name of the second file in it. When you type a new name for the second file, the program automatically shows you the third file, and so on until all the files you selected have been renamed.

### Delete File(s)

This command allows you to delete the selected files. When you select a group of files and choose Delete, you will see this dialog:



To make sure that you don't delete files by accident, this dialog lists the files you have selected, and asks you to confirm that you definitely want to delete them. To delete all the files in the list, click the **SELECT ALL**

button (or press [A]), then the **DELETE SELECTED FILE(S)** button (or press [D]).

Alternatively, you can select files individually by selecting them (using ↑↓ and [Space]), and Delete the files as required.

When you have deleted all the files you do not want, press ✓ to finish.

### Select All and De-Select All

These commands are simply short-cuts to selecting or de-selecting all the files in the currently active Folder.

### Change Default File Storage

When you create a new document or spreadsheet, the program automatically suggests a location for the file (though you can always change this location at the time you create the file). By default, this location is FOLDER01 in the Cabinet, but you can use the Change Default File Storage command to alter the automatic suggestion to a location of your choice. Using this command has no obvious effect: you will not see the new default location until you next use the word-processor or spreadsheet program.

### The View Menu

The View Menu commands affect the File Manager's screen display only - they do not alter the content of the Cabinet or the Disc in any way.

### List Order

In the Cabinet and Disc panels, the files in each Folder are shown in a list. This list can be ordered in three different ways, and this command is used to change the list order.



The files can be listed by name Alphabetically, or by Size (largest first), or by Date (most recent first).

### Show Cabinet System Folder

As well as the sixteen normal Folders which always appear in the File Manager panels, the Cabinet also has a special folder called the System Folder. This is used for storing files which are used by the computer's operating system and programs - such files include the information in the Address Book, the Templates and Fonts used by the Word-Processor, and the Configuration information you enter when you first use the computer. You can use this command to include the System Folder in the File Manager's Cabinet display, so that you can see the files stored in it. However, it is very important to understand that the files in the System Folder are essential for the proper operation of your PcW16 - if you delete or change any of them, your system may not work properly. **DO NOT MAKE ANY CHANGES TO THE FILES IN THE SYSTEM FOLDER UNLESS YOU KNOW EXACTLY WHAT YOU ARE DOING.**

This command is a "Toggle". If the System Folder is hidden, the command will display it. If it is already displayed, selecting the command again will hide it.

### Show Disc Folders

This command splits the screen, and shows the contents of the Floppy Disc folders in the bottom panel. The command is a "Toggle" - if the "Disc" panel is already visible, selecting the command again will remove it. You can also display the disc contents by pressing [Ctrl]+[L], or by clicking with the mouse right button.

### Show Disc System Folder

This command can be used to show the contents of the System Folder on the floppy disc. All the discs you format on your PcW16 have a System Folder, but it is not normally used for storing files, unless the disc is used to make a Backup of the entire Cabinet. See *Backup* below.

## The Cabinet Menu

The commands in this menu apply specifically to the Cabinet and its contents.

### Folder Names

This command allows you to change the names of the Cabinet Folders - the default names are FOLDER01, FOLDER02 etc, but it is sometimes useful to change these names, especially if you use a particular folder for a particular type of file. For example, if you use the word-processor to write letters and invoices, you might want to keep these in separate folders, and to call the folders "LETTERS" and "INVOICES". The Folder Names command displays the following dialog:



The dialog contains a drop-list of the current folder names, and a box for typing the new name. Click on the  symbol to display the list (or press [Tab] repeatedly until the  symbol is highlighted, then press [Space]), then choose a folder name to change from the list. Next, type the new name for the folder, and press ✓ to confirm.

**IMPORTANT NOTE:** Folder names cannot be more than eight characters long, and can only include the letters A-Z and numbers 0-9. They cannot contain spaces, punctuation characters, or accented characters.

### Archive

This command provides an automatic method for clearing out the oldest files from your Cabinet folders, and moving them onto a floppy disc to make more space available in the Cabinet.

When you select the Archive command, it analyses the Cabinet to see how much free space there is, and if archiving is necessary, the program works out how many files need to be removed. If you choose the command while there is still plenty of space left in the Cabinet, the program will inform you

that Archiving is not necessary. If Archiving is necessary, the program will ask you to insert a disc, and tell you the date of the newest files which will be removed from the Cabinet.

Note that because Archive is intended to be a simple and automatic process, the command does not allow you to select individual files for archiving. If you want to select "by hand" which files to archive, use the Move command instead.

### **Backup Cabinet to Disc**

This command makes a complete duplicate copy of the contents of the Cabinet on a floppy disc. In doing so, it erases any data which was previously stored on the disc, so you must never backup onto a disc which contains files you want to keep.

Backing up is an important process for computer users, and we recommend that you take a complete backup of your system at regular intervals. You can reuse the same discs for backups as many times as you like, but we recommend that you keep three generations of backups - in other words, reserve three different floppy discs exclusively for backing up, and every time you do a new backup, use the disc containing the oldest backup, so that the old backup is over-written. This means that even if something goes wrong during the backup process, you still have two full backups of the Cabinet contents.

### **Restore Cabinet From Disc**

This command is used to Restore the contents of the Cabinet from a Backup disc. Note that when you Restore, all information stored in the Cabinet is over-written, and cannot be recovered. Only use the Restore command if you have experienced a "Fatal Error", and had to restart your PcW16 using the Rescue Disc.

### The Disc Menu

The commands in this menu apply specifically to the Floppy Disc and its contents.

#### Folder Names

This command allows you to change the names of the Folders on your Floppy Disc. It operates in exactly the same way as the Folder Names command in the Cabinet menu - see previous page for details.

#### Format Disc

This command formats or re-formats a floppy disc.

Floppy discs must be formatted before they can be used for storing files. If you buy a box of new discs, you will find that you cannot use them with your PcW16 (even if they appear to be "Pre-Formatted") until you have used the Format command to create the PcW16's Folder system on the disc. For more technical information about disc formats, see appendix F.

#### Duplicate Disc

This command makes a copy of one floppy disc on another floppy disc. It copies the entire disc, including all the folders and files. Note that any files already stored on the destination disc (the one you are copying onto) will be destroyed in this process.

The Duplicate command does not affect the Cabinet in any way.

#### Change Disc

You should use this command to tell the File Manager program if you change the disc in the floppy drive. It forces the program to scan the new disc, and update the Folder and file lists in the Disc panel.

You can also click the mouse right button to force the program to scan the floppy disc.

**CHAPTER 4:**  
**APPENDICES**

APPENDICES  
PART 1

## **Appendix A: Safety and Cleaning Instructions**

### **Health Concerns - EC Directive 90/270/EEC**

There are certain minimum health and safety requirements which relate to working with computers. These requirements are set by the Display Screen Equipment EC Directive 90/270/EEC and employers must comply with them. The following information is extracted from the Health and Safety Executive's "Guidance on Regulations 90/270/EEC".

#### **Upper Limb Pain and Discomfort**

Conditions of arm, hand and shoulders linked to display screen work, range from temporary fatigue and soreness to occupational cramp and to chronic soft tissue disorders such as inflamed tendons or carpal tunnel syndrome. **AVOID** prolonged static posture, awkward positioning of the hands and wrists and high workloads and tight deadlines.

**USE** proper equipment and furniture. Always follow correct training. Design job and workload to incorporate other tasks or breaks away from the display screen. Consult your doctor if you experience soreness, pain or discomfort.

#### **Eye and Eyesight Effects**

Users may experience temporary visual fatigue such as impaired visual performance red or sore eyes, headaches, or the adoption of awkward posture which can lead to upper limb disorders.

**AVOID** poor positioning of equipment, poor legibility of screen or source documents, poor lighting including glare and reflections, drifting, flickering or jittering screen.

Take appropriate eye and sight tests regularly. Clean the screen and inspect equipment for maintenance regularly. Report any equipment malfunction immediately.

#### **Fatigue and Stress**

Many symptoms described by display screen workers reflect stresses arising from their task.

Stresses can arise from poor job design or work organisation. Lack of sufficient control of the work by the user. Under utilisation of skills. High speed repetitive working or social isolation.

Avoid stress by ensuring good design of workplace, environment and task. Equipment should be carefully selected and positioned. Train, consult and involve the user.

### Safety instructions

Your PcW16's clock is powered by an internal NiCad battery which needs to be charged. The first time you switch on leave the PcW16 connected to and switched on at the mains power supply for 2 hours (the Standby button on the front can be switched off) this will charge the NiCad. You can be using the PcW16 while charging is taking place. You may need to repeat this procedure if the PcW16 has been disconnected from the mains for a prolonged period.

**ALWAYS** switch off using the **STANDBY BUTTON** on the front of your PcW16, or the "Switch Off" command in the Tasks menu. **NEVER** switch off by disconnecting from the power supply - you may lose the work you have done. Only disconnect the power when the Standby button glows red, not while it is flashing.

#### Safety

When choosing a position for the computer make sure that all the equipment is installed close to, and within easy access of, the electrical mains supply socket.

Make sure that the equipment is not situated near an artificial heat source, such as a radiator, near a water supply, in direct sunlight, nor in a humid or damp atmosphere. These elements can damage your computer and destroy data. Avoid a location where the computer will be exposed to dust, dirt, vibration, excessively high or low temperatures or rapid changes in temperature. The operating temperature specification for this computer is between 10°-35° C.

When not in use your PcW16 should be switched off at the mains power supply. However, if you want the alarm to operate in "Wake-Up" mode, you must leave the PcW16 in Standby mode.

**Sensible Safety Precautions.**

Switch off the computer completely and disconnect the power plug (by pulling the plug, not the cord) if any of the following conditions exists:

- the power cord or plug becomes frayed or otherwise damaged
- you spill something into the case
- your computer is exposed to rain or any other excess moisture
- your computer has been dropped or the case has been otherwise damaged
- you suspect that your computer needs service or repair
- you want to clean the case

**Cleaning your PCW16**

When cleaning your PCW16, please observe the following points:

- Switch off the computer completely and disconnect the plug (pull the plug not the cord).
- Don't use aerosol sprays, solvents, or abrasives.
- Do not get moisture in any of the openings.
- Use a soft, lint-free cloth dampened with water for the cabinet.
- Use household glass cleaner on a soft cloth to wipe the screen.
- Do not spray any liquid directly onto the cabinet or screen.

**Cleaning the Mouse**

If the mouse movement becomes jerky, this may be due to dirt accumulating on the moving parts inside the mouse. To clean these, you must remove the rolling ball as follows.

First, turn the mouse over and twist the collar around the ball anti-clockwise. Turn the mouse over again so that the ball falls out. You can now clean the ball with a soft cloth. Inside the cavity where the ball is normally located, you should be able to see two black plastic rollers. You should remove any dirt or debris from the surface of these rollers.

When you have cleaned the mouse's moving parts, drop the ball back into the hole, and replace the collar.

# Appendix B: Replacing your PcW16's Mains Plug

## Fuse

The Mains lead supplied with this equipment is fitted with a standard 13 amp plug (BS 1363) and is fitted with a 5 amp fuse. When changing or examining the fuse, the correct 5 amp fuse - ASTA or BSI approved (BS 1362) must be fitted and the fuse cover replaced. If the fuse cover is lost, the plug **MUST NOT** be used until the correct replacement fuse cover is obtained from the manufacturer (see the beginning of this manual for details of how to contact Amstrad Direct).

## Plug Type

The 13 amp plug is the most widely used type in the UK and should be suitable for most users. However, some locations (mainly older buildings) may not be equipped with normal 13 amp sockets. In such cases it is recommended that a suitable plug adapter be purchased from your dealer (rather than remove the moulded plug). However, should you decide to change the plug, please follow the instructions below.

## Wiring

The wires in this mains lead are coloured in accordance with the following code:

- Green-and-Yellow - Earth
- Blue - Neutral
- Brown: - Live

As the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, please proceed as follows:

The wire that is coloured green-and-yellow must be connected to the terminal which is marked by the letter "E" or by the safety earth symbol...



...or coloured green or green and yellow.

The wire that is coloured Blue must be connected to the terminal which is marked by the letter "N" or coloured black.

The wire that is coloured Brown must be connected to the terminal which is marked by the letter "L." or coloured red.

A 5 amp fuse must be fitted either in the plug or adapter or at the distribution board.

## **WARNING**

**THE PCW16 UNIT CONTAINS LIVE PARTS INSIDE - DO NOT REMOVE ANY SCREWS. THE UNIT MUST BE EARTHED.**

# Appendix C: Printers and Compatibility

You can use a range of different printers with your PcW16. The very first time you first switch the unit on, it will ask you which type of printer you are using, and will then configure itself correctly for the printer you choose. **Note that if the name of your printer is included in the printers list, you should always select it - do not choose a "compatible" option unless your printer does not itself appear in the list.**

If you want to use a printer which is not included in the list of printers specifically supported by the PcW16, you may need some help choosing the correct option.

Note that all printing from the PcW16 is in "Graphics Mode", even when you are printing text from the word-processor, so your printer must be capable of printing graphics. This means that a Daisy-Wheel printer cannot be used with the PcW16.

## Essential Printer Jargon

To use this section, you will need to understand a couple of special technical terms about printers.

The first is the printer's *Resolution*, usually a measure of its print quality. A printer's resolution is the number of dots it can print in a given area, and it is normally measured in Dots Per Inch, or "DPI". The higher the DPI, the more detail you get in the printout. The PcW16 can print at two different resolutions: 300dpi and 360dpi.

The second term is *Emulation*. Instead of making every printer unique, manufacturers usually make each new model *emulate*, or behave identically to, an earlier one. This means that if you cannot select your own particular printer by name, you can instead select a printer which it emulates. For example, most laser printers emulate the HP-Laserjet, so if you have a laser printer which is not specifically supported by the PcW16, you may be able to make it work by selecting the HP-Laserjet printer option. Each type of printer listed below includes a description of the commonly emulated printers in each category. Printers which emulate other printers are also described as *compatible* with them.

## Printer Types

There are three basic printer types which you can use with your PcW16, though not all printers of each type will necessarily be compatible. The three types are:

Laser printers - such as the HP-Laserjet series;

Inkjet printers - such as the Canon Bubblejet or HP-Deskjet series;

Dot-Matrix printers - such as the Epson LQ series (and many others).

### Laser Printers

To operate with your PcW16, a Laser printer (or LED printer) must be capable of 300dpi resolution, and be compatible with the HP-Laserjet standard to PCL level 5. You do not need to know what this "PCL" number means, but you should be able to check with your printer supplier, or in your printer manual, that your printer fulfils this specification.

Note that you cannot use a Postscript laser printer, or Windows GDI printer, with your PcW16. Some laser printers allow selection of Postscript or GDI and HP-Laserjet (or "PCL") - if your printer is capable of both modes, make sure that it is set to Laserjet mode, not to Postscript or GDI mode.

If you are using an OKI LED printer, you should always select the appropriate OKI printer type, not the Laserjet PCL option.

### Inkjet Printers

Inkjet printers can operate at either 360dpi (the Canon Bubblejet and compatibles, and the Epson Stylus printers), or 300dpi (the HP Deskjet and compatibles).

#### Canon Bubblejet

Apart from the Canon BJ-30 (which you can select specifically), most Bubblejets can operate in two different emulation modes, called "Epson LQ" and "Canon BJ" emulation. See your printer manual for details of how to set the printer mode.

You can use any of the Canon Bubblejet series printers with your PcW16. The BJ-30 has its own specific option in the selection list, but for the other Bubblejets, select the "Canon Bubblejet" type, using the "BJ" or "LQ" option depending on your printer's emulation setting. Note that you will

normally achieve the best print quality from a Canon BubbleJet if you operate the printer in BJ mode.

### **Epson Stylus**

If you have an Epson Stylus printer, or one which is compatible it, you should select the "Epson Esc/P2" option in the list of printers.

### **Hewlett-Packard Deskjet**

The HP-Deskjet range of inkjet printers operate at 300dpi. The PcW16 only supports HP Deskjet series with model numbers above 500, and does not support the Deskjet 500C model. If you have a Deskjet 500 or higher, choose the option for "HP Deskjet and compatibles" in the list of printers.

## **Dot-Matrix Printers**

The PcW16 supports two general types of dot-matrix printer: the "Epson LQ" type, and the "IBM X24E" type. Note that these are both 24-pin printer types: the PcW16 does not support any 9-pin dot-matrix printers.

Most 24-pin printers will emulate one or both of LQ or X24E systems, but you must make sure that the printer is switched to the same emulation as the one you select in the PcW16's Printers list. For example, a printer which supports both LQ and X24E modes will not work if you set the printer to LQ mode, but select the "X24E and compatibles" entry in the PcW16's Printers list.

A few early 24-pin printers will not work properly with the LQ or X24E option. If you find that you cannot print using either of these emulations, try selecting the "LQ1500" printer option.

For details of how to set your printer's emulation, please see your printer manual.

## Appendix D: Dialogs and the Keyboard

If you want to avoid using the PCW16's mouse altogether, you can operate all of the Menus, Commands and Dialogs using only the keyboard. Instructions for operating the Menus and Commands using the keyboard are given in section 8 of the Beginners Guide chapter.

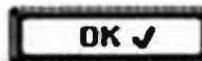
Dialogs are more difficult to operate with the keyboard. As an illustration of the problem, have a look at this dialog, which is used for setting the Paper Size in the word-processor:



With the mouse, you can simply click on each option to change its value. With the keyboard, it is not immediately obvious how you change the options, or how you choose which one you want to change.

### Tab and Space: the "Focus"

The key to operating dialog with the keyboard is to use the [Tab] and [Space] keys. When a dialog is displayed, one of its objects always has the "focus" - the focus is indicated by an outline around the object, and it means that you can activate the object by pressing [Space]. If you look carefully at the illustration, you should see a dotted outline around the OK button:

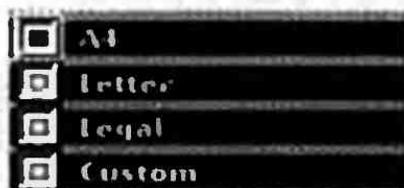


This outline indicates that the OK button has the "focus", so pressing [Space] at this point would perform the same function as clicking with the mouse on the OK button.

Pressing [Tab] repeatedly moves the focus around all the dialog objects in turn. You can see how this works by displaying any dialog on the screen,

and pressing the [Tab] key - you should see the "focus" highlight moving around all the different dialog objects in turn.

In the Paper Size dialog, for example, pressing [Tab] once moves the focus to the Cancel button. So you can cancel the dialog by pressing [Tab] once, then [Space]. Pressing [Tab] twice moves the focus to the Help button. Pressing it a third time moves the focus to the "A4" option box, which now appears outlined in white:



You can continue pressing [Tab] to move the focus highlight onto any object in a dialog, and using [Space] to activate the focused object.

### Shift+Tab

You can also use [Shift]+[Tab] to move the focus back through the objects. If you press [Tab] too many times and step past the object you want, you can press [Shift]+[Tab] to step back to it.

### Using Other Keys

Once you have moved the focus onto a particular object, you may be able to use other keys to change the object's settings: in the Paper Size example, once you have moved the focus onto the Paper Height or Paper Width spinners, you can use the ↑↓ keys to increase or decrease the settings.

## Appendix E:

# The PcW16 Character Set

This grid shows all the characters and accents you can type and print using the PcW16's word-processor, and the "codes" used to represent them in the PcW16 operating system. In the table below, the codes are shown in a standard character grid format, in hex notation: in the range #20-#7F, the set is ASCII-compatible.

Note that the codes are not contiguous: there are no characters in the range #B0-#EF.

	2	3	4	5	6	7	8	9	A	F
										(accents)
0	Space	0	@	P	·	p	"	B	—	Grave
1	!	1	A	Q	a	q	"	Æ	+	Acute
2	"	2	B	R	b	r	"	æ	·	Umlaut
3	#	3	C	S	c	s	·	œ	°	Tilde
4	\$	4	D	T	d	t	●	α	X	Hacek
5	%	5	E	U	e	u	○	%	✓	Ring
6	&	6	F	V	f	v	¥	rw	†	Circumflex
7	·	7	G	W	g	w	□	○	‡	Over-Dot
8	(	8	H	X	h	x	♣	b	ˆ	Macron
9	)	9	I	Y	i	y	♦	h	◌̇	Breve
A	·	:	J	Z	j	z	♥	¢	‰	Double-Acute
B	+	:	K	[	k	{	♠	o	½	Apostrophe
C	.	<	L	\	l		↑	£	¼	Under-Dot
D	-	=	M	]	m	}	↓	Ø	ı	Comma
E	.	>	N	^	n	~	←	x	«	Cedilla
F	/	?	O	_	o	·	→	±	»	Ogonek

Most of the characters from #7F upwards are not printed on the keys - see the next section for a guide to typing the extra characters.

## Typing the Extra Characters

~	Ctrl+~	B	Sh+Ctrl+B	—	- (Keypad)
^	Sh+Ctrl+^	Æ	Sh+Ctrl+9	+	+ (Keypad)
2	Ctrl+2	æ	Ctrl+9	.	Ctrl+.
.	Sh+Ctrl+J	Œ	Sh+Ctrl+8	o	Sh+Ctrl+#
●	Sh+Ctrl+K	œ	Ctrl+8	X	Sh+Ctrl+Red
○	Sh+Ctrl+L	ç/o	Sh+Ctrl+\	✓	Sh+Ctrl+Green
V	Sh+Ctrl+Y	™	Sh+Ctrl+T	↑	Sh+Ctrl+[
□	Sh+Ctrl+;	©	Sh+Ctrl+C	↓	Sh+Ctrl+]
♣	Sh+Ctrl+G	♭	Sh+Ctrl+Z	÷	Sh+Ctrl+/
♦	Sh+Ctrl+D	♯	Sh+Ctrl+X	⊗	Sh+Ctrl+R
♥	Sh+Ctrl+H	€	Sh+Ctrl+P	¼	Sh+Ctrl+E
♠	Sh+Ctrl+S	o	Ctrl+0	½	Sh+Ctrl+Q
↑	Tasks+↑	£	£	¾	Sh+Ctrl+W
↓	Tasks+↓	Ø	Sh+Ctrl+0		Sh+Ctrl+l
←	Tasks+←	×	× (Keypad)	«	Sh+Ctrl+.
→	Tasks+→	±	Sh+Ctrl+Delete	»	Sh+Ctrl+.

## Typing the Accents

To type an accented character, type the accent first, then the character.

Grave	Tasks+`
Acute	Tasks+1
Umlaut	Tasks+2
Tilde	Tasks+3
Hacek	Tasks+4
Ring	Tasks+5
Circumflex	Tasks+6
Over-Dot	Tasks+7
Macron	Tasks+8
Breve	Tasks+9
Double-Acute	Tasks+0
Apostrophe	Tasks+~
Under-Dot	Tasks+^
Comma	Tasks+~
Cedilla	Tasks+[
Ogonek	Tasks+]

---

## Appendix F:

# Technical Notes on Discs and Filing

Although the PcW16 disc appears to use a unique format (a fixed number of folders, and support for 32-character filenames), this is really just an extra layer of disc management which sits on top of a standard DOS disc filing system. This appendix gives a brief description of how this layer works.

Note that the Import and Export commands in the Word-Processor and the Spreadsheet can read and write files to and from the root directory of a DOS disc, but DOS files and discs cannot be manipulated directly using the PcW16's File Manager.

### Notes on Exporting, and DOS File Names

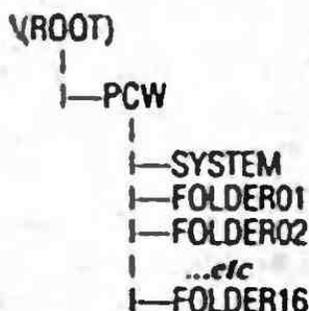
The word-processor, spreadsheet and address book programs all have Export commands, which allow you to export a file onto a DOS disc for use with a different computer. When typing DOS filenames, you should be aware that the range of characters you can use is very restricted, and the length of the name must conform to the DOS standard.

DOS file names are composed of an eight-letter name, followed by a full-stop, then a three-letter "suffix". The Suffix is often used to indicate what type of data the file contains - for example, files containing Comma-Separated Value data (as used by the spreadsheet and the address book) normally have the suffix ".CSV". When naming DOS files, you should ensure that include an appropriate suffix. Usually, if you type only the main section of the name without adding a suffix, the PcW16 program will automatically add an appropriate suffix for you.

You cannot use any spaces, punctuation or accented characters in DOS file names. when Exporting to DOS files, ensure that the name you type is compatible with all DOS systems by using only the letters A-Z and the digits 0-9 in the file name.

## PcW16 Disc Directory Structure

When the PcW16 formats a floppy disc, it uses the standard DOS format, but creates an additional directory structure as follows:



The \PCW directory also contains a special file called CATALOG.TXT: this is the file which cross-references the PcW16's 32-character filenames to real DOS filenames, and contains additional information used by the PcW16 filing system. When a PcW16 program creates a file in a particular folder, the file is stored in the corresponding directory under a DOS name (eg PCW001.WPD), and this name is stored in the CATALOG.TXT file along with the 32-character file name which was given by the user when the file was created.

If you want to use a DOS machine to access a file on a PcW16 disc, you must look in the CATALOG.TXT file to find the real name of the file, then look in the Folder structure for the file itself. Note that the Folder names can be changed by the user using the File Manager - the FOLDER01, FOLDER02 *etc* names are merely the defaults.

### IMPORTANT NOTE

Although you may want to look at the contents of CATALOG.TXT to cross-reference DOS and PcW16 filenames, you should NEVER edit, alter, copy or in any way rewrite CATALOG.TXT. If you do, the PcW16 will probably be unable to use the disc in future. Likewise, if you want to copy a PcW16 disc using a DOS system, you must use a Sector-based copying system (eg DOS's DISKCOPY program), rather than just copying the file and directory structure. If you do not use a sector copier, the resulting disc will probably not work with the PcW16.

## The System Folder

The System Folder on a floppy disc is normally only used if the disc is a backup of the Cabinet. The Cabinet System Folder is used for storing all the PcW16 system files, including the Diary and Address Book data files, Fonts, Help files, word-processor Templates, and so on. **You should never delete files from the Cabinet System folder unless you know exactly what you are doing.**

If you do need to make some space available in the Cabinet, however, you can delete the Help files - these are not essential to the PcW16's operation.

## File Names and Suffices

The PcW16 uses the file suffix of the real DOS name to determine the file type. The types recognised by the PcW16 include:

- SYS    a System file (cannot be deleted if located in System folder)
- WPD    a WP document
- WPT    a WP Template
- WTT    a WP Template Template
- SS     a Spreadsheet
- HLP    a Help file
- WPF    a word-processor bitmap Font file
- FNF    a font family file

You should avoid using these reserved suffices if you are working directly with files on PcW16 discs.

## Appendix G: Troubleshooting

Problem	Action
The PcW16 does not start up normally, but displays a message asking you to insert the Rescue Disc.	Insert the Rescue Disc as requested. If you have created and stored files in the Cabinet, they will be lost, so you will have to Restore them from a Backup disc.
The screen does not come on even though the green light is on.	Check and adjust the contrast and brightness controls on the front of the unit.
The mouse pointer does not move.	Check that the mouse is connected to the mouse port on the rear of the unit.
The mouse pointer moves jerkily.	Clean the mouse ball and rollers - see Appendix A.
The keyboard does not work.	Check that the keyboard is connected to the keyboard port on the back of the unit.
The keyboard seems to respond incorrectly.	Try pressing the shift control and task keys in turn to clear the problem.
The printer does not print, or prints incorrectly.	Check that the printer is connected to the printer port on the rear of the unit, is on line and has paper. Also check that the "Select Printer" command in the Desktop's Setup menu is showing the correct printer.
The clock or date is incorrect.	Set it correctly using the Set Time & Date command in the Desktop's Setup menu. When you set the clock, be sure to leave the PcW16 connected to the mains for at least two hours, to allow the backup battery to charge.
Cannot find a file on a DOS disc	Files can only be imported from the Root directory of a DOS disc. Use the computer on which the file was created to move the file to the root directory.
Cannot Select a Command from a Drop-Down Menu	Commands which are impossible to execute appear grey in the menus. If the command you want is "greyed out", there is some logical reason why it cannot currently be used - for example, if the previous command still hasn't been completed.

---

## Glossary

- Backing Up** Making a Backup copy of your work means making a spare copy and keeping it safe. When using a computer, it is easy to lose your work, either by deleting it accidentally, or through a power interruption or some malfunction of the computer. Keeping a backup copy of your important documents and files means that you can retrieve your work if something goes wrong with the original files.
- Cabinet** The Cabinet is the PcW16's own internal storage system. It performs two functions: firstly, it stores your word-processor documents in "Files", which you can group into different "Folders" to keep them organised. Secondly, the Cabinet holds the programs, typefaces and other information which your PcW16 needs to function. If the Cabinet malfunctions and becomes corrupted, you may need to use your "Rescue Disc" to make your PcW16 work again.
- Cell** The elements in a Spreadsheet are called Cells - they are arranged in columns and rows.
- Clicking on...** Placing the mouse pointer over something on the screen, then pressing and releasing the mouse left button (or right button if the buttons have been reversed), is called *Clicking on* the object.
- Column and Row** Spreadsheet cells are arranged in vertical Columns and horizontal Rows. See *Introduction to the Spreadsheet*, page 97.
- Discs** Your PcW16's disc drive uses standard 3½" floppy discs, which you can use for storing files, and for transferring your work between different computers. You should always keep spare copies of your work on disc: see *Backing Up*.

- Double-Clicking**      The same as *Clicking* (see above), but the mouse button is pressed and released twice in quick succession.
- Files**                    All computer information is stored in Files, but this is a technical matter which is not very important if you just want to use the word-processor. All you need to remember is that your word-processor documents are really files, and you can move them around and make copies of them using the File Manager program.
- Floppy Disc**            See *Disc*.
- Folder**                  PcW16 discs contain sixteen different Folders in which you can store your documents and other files. You can give these folders names to help you organise your work.
- Greyed Out**            Sometimes you will see that a command appears dotted and faint in a menu. This happens when the program is in a particular situation which makes it impossible to use the command. Normally, commands which cannot be used are greyed-out to indicate that they are unavailable.
- Restore**                  When you use the Backup command to make a complete copy of the contents of your Cabinet, you can then use the Restore command to copy the backup files back into the Cabinet again - see *Backup*.
- Row**                      See *Column*
- Toggle**                  A Toggle is a setting which can be either on or off, and which changes from one to the other when you select it. You can normally switch a toggle by clicking on it with the mouse. For example, an option box in a dialog is a toggle: click on it once to switch it on, then again to switch it off. Some menu commands are Toggles, and can be reselected to switch them on and off.

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