

# WELCOME GUIDE





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Information can also be obtained from the Acorn Support Information Database (SID) . This is a direct dial viewdata system available to registered SID users. Initially, access SID on Cambridge (0223) 243642: this will allow you to inspect the system and use a response frame for registration.

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## Guidelines for safe operation

The equipment described in this guide is designed and manufactured to comply with international safety standards IEC380 (BS5850), and is intended for use only as a desktop computer. It must not be used for other purposes. It is most important that unpacking and installation is carried out in accordance with the instructions given in this Guide.

In the interests of continued safe and reliable operation, observe the following guidelines:

- Keep the machine at a room temperature of 5-35° C (41-95° Fahrenheit) and a relative humidity of 15-90% (non-condensing).
- Avoid sudden extremes in temperature, exposure to direct sunlight, heat sources (such as an electric fan heater) or rain.
- Make sure that the equipment is standing on a suitable rigid horizontal flat surface, allowing enough space for air to circulate when it is in use.
- Ensure that wires and cables are routed sensibly so that they cannot be snagged or tripped over. Don't tug or twist any wires or cables, or use them to hang or lift any of the units.
- Keep the original packaging in case you need to transport the computer, and avoid bumping or jarring it in transit.
- DON'T attempt to open any display or monitor unit, whether supplied with the equipment or not.
- DON'T spill liquids on the machine. If liquid does spill, turn the machine off immediately and take it to your supplier for assessment.
- DON'T drop the equipment or subject it to excessive bumping and jarring.
- DON'T obstruct or poke objects through the ventilation openings in the computer casing, or cover them with anything.
- DON'T exceed a maximum power consumption of 5 watts from the expansion port supply.
- DON'T balance any objects, or stand equipment on top of the computer, except when using an Acorn-approved monitor stand, available from your Acorn supplier.



**Warning: this computer must be earthed.**

Important: The wires in the mains lead for the computer are coloured in accordance with the following code:

Green and yellow:	Earth
Blue:	Neutral
Brown:	Live

**For United Kingdom users**

The moulded plug must be used with the fuse and fuse carrier firmly in place. The fuse carrier is the same basic colour (though not necessarily the same shade of that colour) as the insert in the base of the plug. Different manufacturers' plugs and fuse carriers are not interchangeable. In the event of loss of the fuse carrier, the moulded plug **MUST NOT** be used. Either replace the moulded plug with another conventional plug wired as described below, or obtain a replacement fuse carrier from an Acorn Computers authorised dealer. In the event of the fuse blowing, it should be replaced, after clearing any faults, with a 3-amp fuse that is ASTA approved to BS1362.

**For all users**

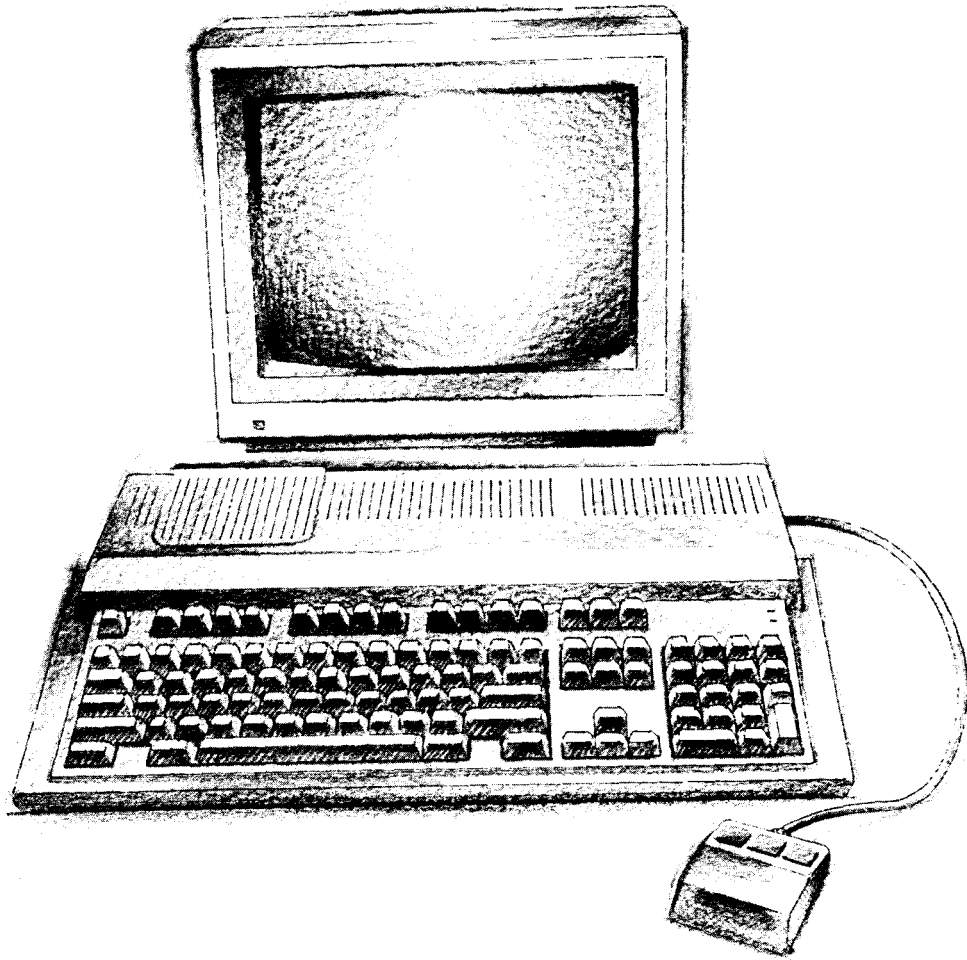
If the socket outlet available is not suitable for the plug supplied, first check that the outlet is not of a different mains voltage or frequency from the computer. Provided it is the same, either a different lead should be obtained or the plug should be cut off and the appropriate plug fitted and wired as noted below. The moulded plug which was cut off must be disposed of as it would be a potential shock hazard if it were to be plugged in with the cut off end of the mains cord exposed.

As the colours of the wires may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

The wire which is coloured green and yellow must be connected to the terminal in the plug which is marked by one of the following: the letter E, the safety earth symbol, the colour green, or the colour green and yellow.

The wire which is coloured blue must be connected to the terminal which is marked with the letter N, or coloured black.

The wire which is coloured brown must be connected to the terminal which is marked with the letter L, or coloured red.



## Welcome to the A3000 computer

The first part of this Guide introduces your new A3000 computer; it explains how to connect it together and how to start using it.

It doesn't matter if you've never used a computer before — the A3000 system is easy to use, and you need learn only a few simple techniques and terms to get going. You can pick up the details as you go along.

Once you've set everything up and mastered the techniques described in this guide, the *User Guide* will help you to get the best out of your A3000 system and answer many other questions you may have about the software side of things — the operating system and the applications supplied with your computer.

The second part of the Guide gives you some advice about looking after your computer. It also contains some more detailed information about the A3000 computer, which you may need to refer to when you want to use equipment such as printers.

At the end of the Guide there is a Glossary to help you with computer terminology that you may find unfamiliar. Terms explained in the glossary are printed in italics the first time they appear in the Guide.

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**A3000 hardware  
reference section**

*The next three chapters contain some advice on looking after your computer, along with some more technical reference information. They are marked with a grey block on the edge of the paper.*

Maintaining your computer	Tells you how to clean the computer and mouse, and how to ensure that the internal cell stays charged.	51
Plugs and sockets	Identifies the main hardware parts that you can see on the outside of the computer, especially the sockets on the back.	55
Pin connections	Describes in detail how the pins in the sockets are wired.	59
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# Unpacking

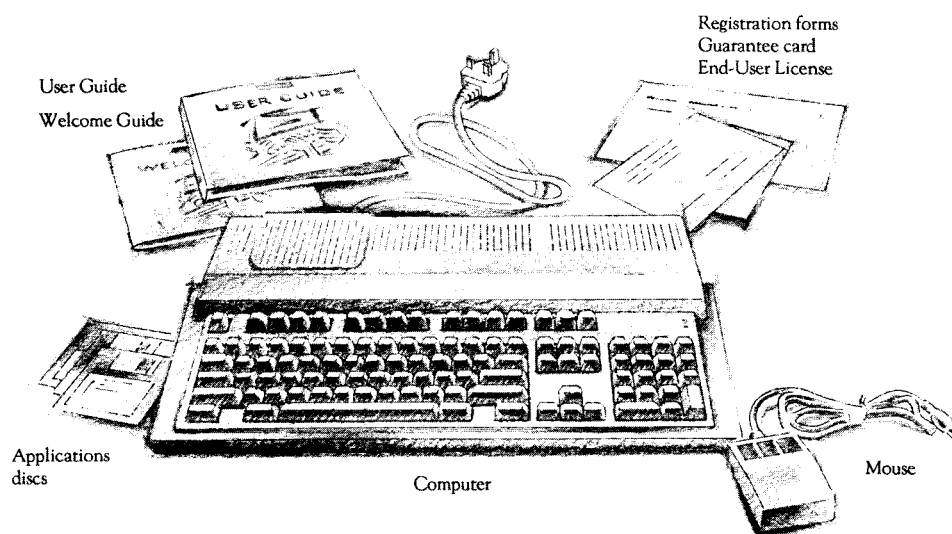
*This section tells you about unpacking your A3000 system, lists the items which should be in the box when you receive it, and helps you choose a spot where you can set it up.*

## Unpacking

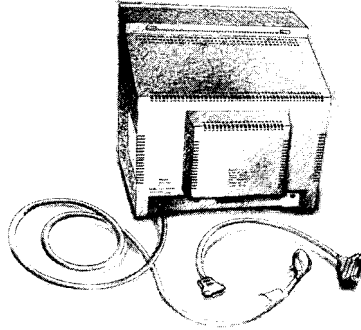
Unpack your A3000 system on a flat surface — a large table where there's plenty of room for the box as well as for the computer is best. Take all the pieces out of the box, making sure you don't break the foam packing material, as you may need this later.

## Checklist

Check that you have all these components, and that they've arrived in good condition:



You'll probably have bought a monitor (with mains lead) and connecting cable at the same time.



If you don't have all of these parts, or if any of them is damaged, notify your supplier immediately.

Fill in the registration form and post it back to Acorn Computers, so that you can be informed of developments and updates to your A3000 computer. This will help us to ensure that you get the best from your computer in the future.

Put all the packing back into the box and put it away somewhere safe. If you ever want to transport your A3000 system, it is best to use the box, even if you only take it a short distance in a car. If you ever have to take it back to your dealer, too, you'll have to pack it back into the original box.

### **Choosing where to put your computer**

You'll probably want to put your computer on a table or a desk. Bear the following points in mind when deciding exactly where to situate it:

- You'll need a firm, flat surface with enough space at one side to move the mouse around, and space at the other side for manuals and papers you may be working on.
- Don't place the computer where it will be exposed to direct sunlight, or any other source of heat, such as a radiator.
- If you have any *peripheral* equipment (such as a printer) you'll need space nearby for that too.
- Sunlight or reflections from a window might make the screen difficult to see.

There must also be two accessible 13 amp power points within 1.5 metres of the computer.



# Setting up the computer

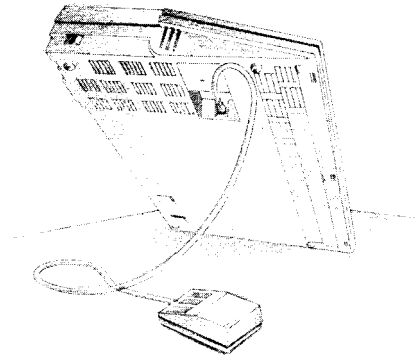
*This chapter describes how to connect the components of the computer together and set it up ready for use. Before you start connecting it up, please read the Guidelines for safe operation in the front of this Guide.*

After you've checked the components against the checklist in the last section, you can connect them together and begin to use your A3000 computer.

Follow these simple steps to set up your computer:

## 1. Connect mouse to computer

Take the mouse out of its plastic bag. The plug on the end of the mouse cable goes into the socket on the underside of the computer. The plug has an arrow moulded into it: this should be uppermost when you push it in. The plug won't go in any other way, so don't try to force it. As the computer unit is raised on small feet, you can bring the cable out on the left or right, whichever suits you best.

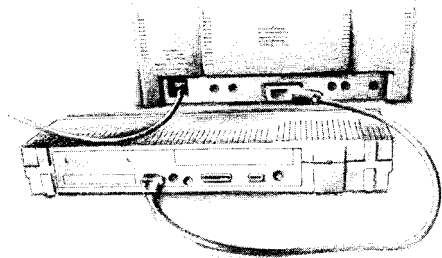


## 2. Connect monitor to computer

Put the monitor on a convenient support behind the computer (you can buy a specially-made stand from your supplier).

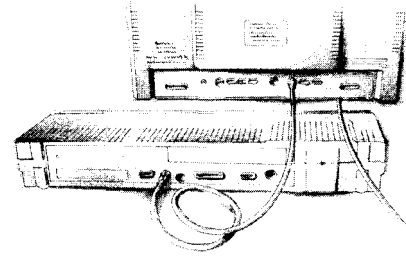
Colour monitor

If you have a colour monitor, push the plug on one end of its connecting cable into the back of the monitor, and the other into the socket on the back of the computer marked ANALOGUE RGB. Both plugs and sockets are wider at the top than at the bottom, so it isn't possible to put them in the wrong way up. Secure the plug to the computer with a small flat-bladed screwdriver.



#### Standard-resolution monochrome monitor

If you have a monochrome monitor it will have a cable with round plugs on either end. Push one plug into the socket on the back of the computer unit marked MONO VIDEO, and the other into the socket on the back of the monitor.



### 3. Connect peripherals

*Peripherals* – if you have any – should also be connected to the computer *before* the power is switched on:

- If you have a parallel printer, connect it to the socket at the back of the computer marked PARALLEL PRINTER.
- If you want to use a modem or a serial printer, you will need to buy some extra chips and have them fitted in the computer by your Acorn supplier. You can then plug the modem or printer into the socket marked SERIAL.
- If you have an Econet network, connect your A3000 computer to the network using the socket marked ECONET. Again, you will need to ask your supplier to install an Econet module inside the computer.

### 4. Connect mains supply

Plug in the 13 amp plugs of the monitor and computer, and switch the mains on.

# Getting started

*This chapter tells you how to switch on the computer and what you see on the screen when you do. If you meet with any problems, refer to the chapter 'If things go wrong', later in the Guide.*

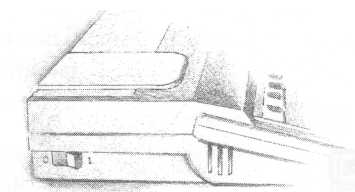
**1. Equipment check** First check that all parts of the computer have been properly connected together, as described in the previous chapter.

**2. Switch on the monitor** The monitor has a separate switch. The manual for your monitor will explain how to turn it on and, if necessary, adjust the brightness control.

**3. Switch on the computer** Press the rocker switch on the lefthand side of the computer:

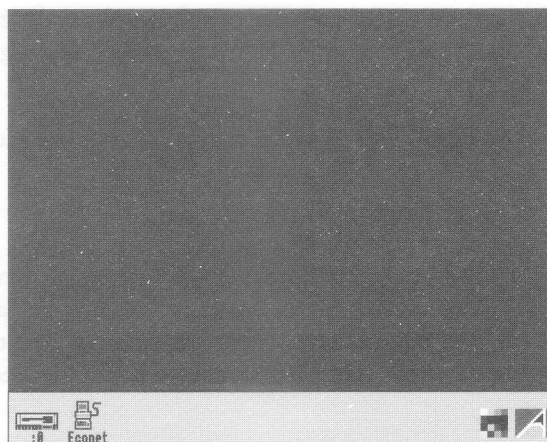
I is OFF

O is ON



## The desktop

The A3000 *desktop* will appear on the screen, looking something like this (unless your computer is connected to an Econet network, there will be only one icon in the bottom left of the screen):



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

## Introducing icons

The little pictures in the lower margin of the screen represent the facilities available. They are called *icons*. The area they occupy is the *icon bar*.



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



**Floppy disc drive.** The A3000 computer uses 3.5 inch floppy discs, loaded into the drive slot on the righthand side of the computer. You can save (store) information by copying it from the computer's memory onto a floppy disc, and retrieve it later by loading it back into the computer from the disc. Floppy discs are described in the chapter *Discs and the disc drive*.



**Econet.** If your computer is fitted with the hardware for an Econet local area network, there will also be an **Econet** icon.

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



**Palette.** This enables you to change the colours or grey scales on the screen, depending on your monitor type.



**Task manager.** This enables you to switch from the desktop to the *operating system* and other tasks, and to look at and control the allocation of your computer's memory. More information on this is given in the chapter *Outside the desktop* – it will be of interest to experienced users.



The pointer moves around the screen as you move the mouse. The mouse moves best over a firm, flat surface. Try moving the mouse to see how the pointer moves.



# Using the mouse

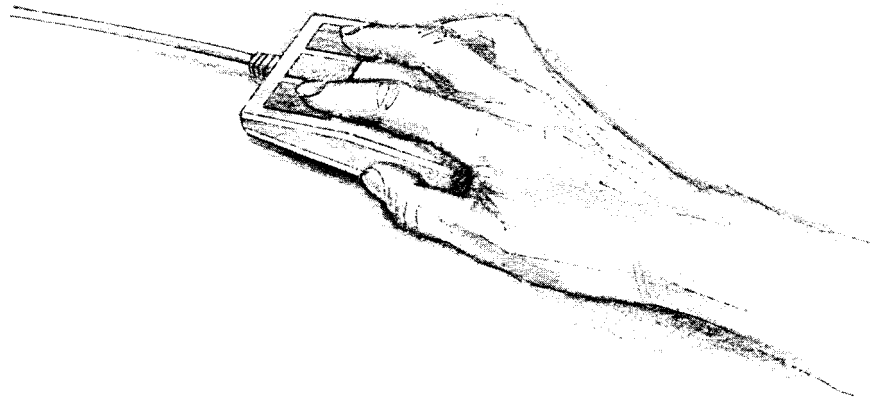
*This chapter tells you how to hold and move the mouse, and how to carry out the different mouse techniques used in the desktop. If you have any difficulties making it work, turn to the chapter **If things go wrong**.*

The mouse is used to select and move items displayed on the screen. It is your principal means of communicating with the A3000 desktop.

As you move the mouse, the pointer on the screen moves correspondingly. Try it and see:

## **Holding the mouse**

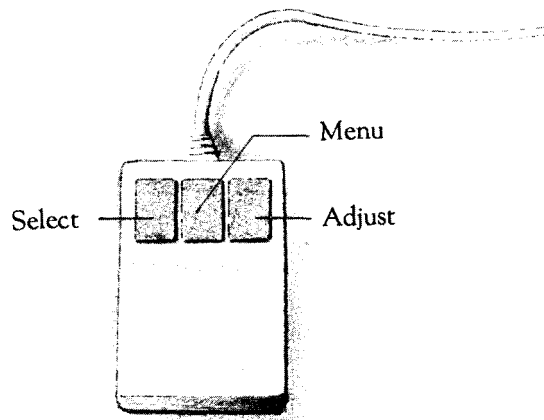
Hold the mouse with the cable away from you so that your fingers rest easily on the three buttons. If you are right-handed, you should hold it like this:



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

## The mouse buttons

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



The **Select** button is used most of the time to select icons displayed on the screen.

Pressing the **Menu** button usually makes a menu appear. Menus are described in the chapter Menus.

The **Adjust** button does a variety of things, mostly useful variants of what the **Select** button does. The Menus chapter includes one instance, and the *User Guide* describes many more. Try using the **Select** button first when you want to alter something.

## Mouse techniques

Often, you press the mouse button just once and then release it immediately. This is called *clicking*.

Two other mouse techniques are also used:

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

*dragging* – to move an icon from one place to another.

Clicking and dragging techniques are summarised on the next page.

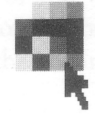


## Clicking

1. Point at the icon

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

For example, point at the *desktop colour palette icon on the icon bar.*



2. Click on the mouse

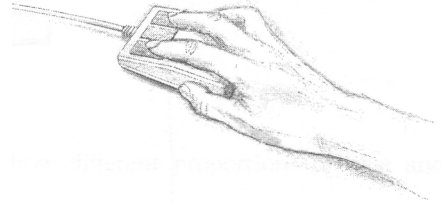
3. The item will be selected

Click once on the lefthand button of the mouse.

## Dragging

1. Point at the icon

*The palette will appear on the screen.*



2. Select it with the mouse

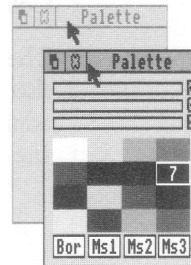
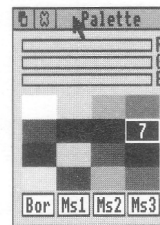
Move the mouse so that the pointer is over the item you want to move.

3. Move the mouse and drag the icon

For example, point *at the title bar along the top of the palette window.*

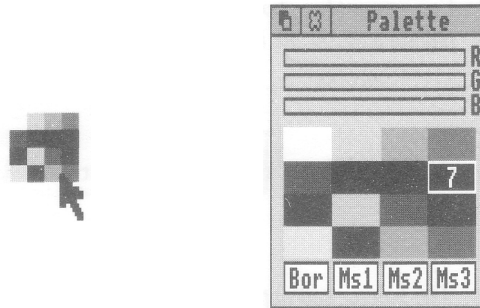
Press *and hold* down the left button of the mouse:

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

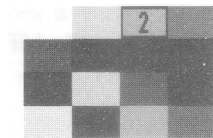


**More practice with the mouse**

One of the icons on the icon bar is the palette, mentioned on the preceding page. This lets you alter the colours used in the screen display. Click on the palette icon to display the palette on the screen:



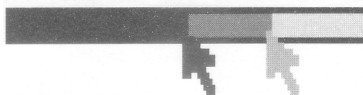
Now click on the third colour block on the top row (which is actually a lightish grey). The colour block is outlined, and the number 2 appears in it:



Colour number 2 is used to display the title bar along the top of the window.

The bars at the top of the colour selection panel will have changed to show the proportions of red, green and blue which make up that colour. You can adjust the colour of the title bar by either dragging or clicking anywhere in the colour bars.

Move the pointer somewhere in the middle colour bar, and press the left mouse button. The bar will snap to the position of the pointer, and the colour will change accordingly. Keep the button down, and drag the bar backwards and forwards. Notice how the colour at the top of the window changes as you do this — it works rather like a slider volume control on a stereo. By moving the bar, you're adjusting the proportion of green in the colour of the title bar.



Try dragging the other bars, too, to see how different proportions of blue and red change the colour of the title bar.

When you have practised this a bit, click on the cross in the top left of the window. The palette disappears, but the new colour definitions are still used until you change the colours again or switch off the computer.

That's clicking and dragging. If you want to know more about the colour palette itself, see the *User Guide*.

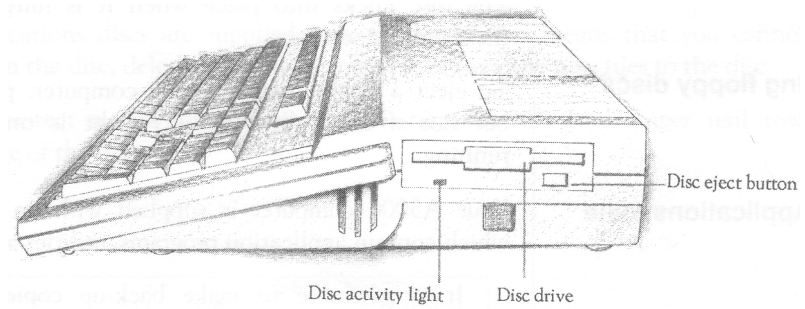


# Discs and the disc drive

*This chapter tells you how to use and take care of your A3000 discs and disc drive.*

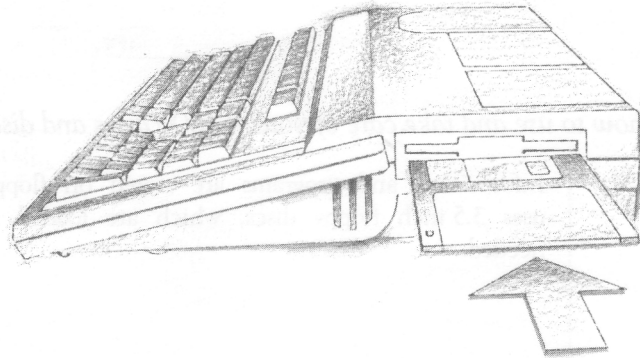
## **Floppy discs**

Information and programs are stored on floppy discs. The A3000 computer uses 3.5 inch floppy discs, which are loaded into the computer as they are needed.



## Inserting floppy discs

The floppy disc drive is the slot on the right of the computer. Insert discs like this, with the label uppermost:



The disc clicks into place when it is fully inserted. Practise inserting one of the Applications discs.

## Ejecting floppy discs

To eject a floppy disc from the computer, press the button below the disc slot, but not if the yellow activity light is on, indicating that the drive is still running.

## The Applications suite

Your A3000 computer is supplied with an Applications suite on floppy discs, which contain application programs, utilities and games.

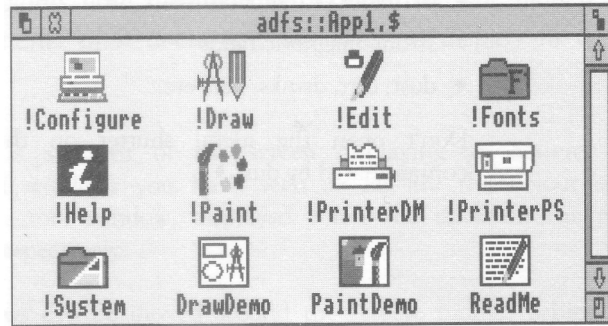
It is advisable to make back-up copies of the discs before you use them, just in case you delete something by mistake. The chapter *The Advanced Disc Filing System* in the *User Guide* tells you how to make back-ups.

## Accessing information on discs

To gain access to the information contained on a disc which has been inserted into the drive, click on the disc drive icon on the icon bar:



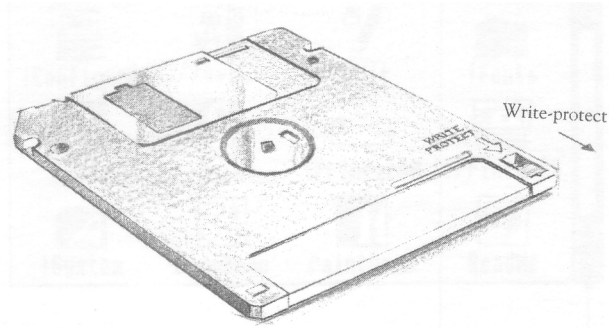
The contents of the disc will be displayed in a window for you to see:



### Write-protecting floppy discs

The Applications discs are supplied write-protected. This means that you cannot change anything on the disc, delete anything by mistake, or save any new files to the disc.

To write-protect a new disc, move the plastic tab with your finger nail towards the outside edge of the disc:



## **Looking after floppy discs**

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

- extremes of temperature
- strong magnetic fields
- dust, dirt, drinks, pets etc.

Don't open the metal shutter on the disc, as the disc surface is easily contaminated by dust.



# Windows

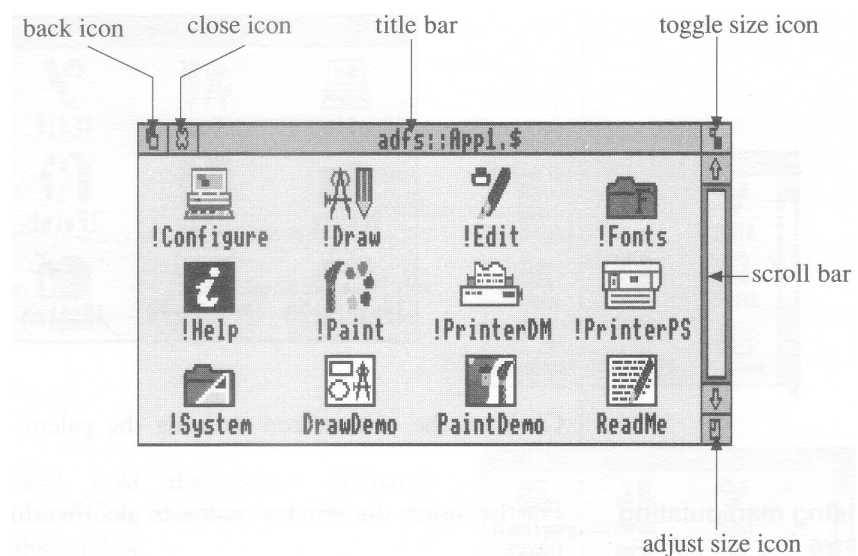
*This chapter describes windows and explains how they can be moved, resized, hidden and closed. It describes how to move through the contents of a document too large to display in a window all at once.*

## What is a window?


A window is an area of the screen displaying an activity or application. Examples of windows you have seen so far are the colour selection palette and the directory window, displayed when you click on the palette and disc drive icons respectively.


## Features of windows


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




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

 **Back icon** If you click on this, the window will be hidden behind any windows which overlap the area it occupies. The effect is that of putting the window to the back of the 'pile' of windows on the screen.

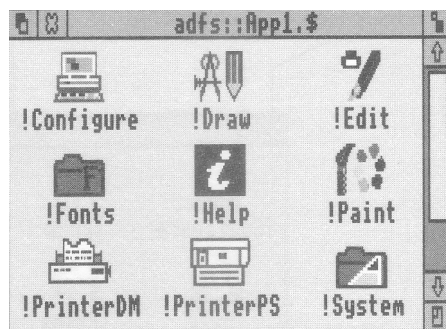
 **Close icon** Clicking on the Close icon closes the window, removing it from the screen.

 **Toggle size icon** This icon switches the window between full size and the last size displayed. (Full size is either large enough to display the complete document, or so that the window fills the screen.) This alternating action is called *toggling*.

 **Adjust size icon** The Adjust size icon lets you drag the icon to alter the size and shape of the window.

### Displaying some windows

Put Applications disc 1 into the disc drive and then click on the disc drive icon to display the *directory* window. The directory display shows the contents of the disc:



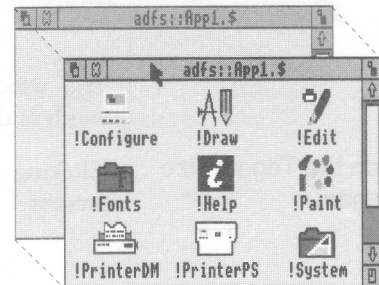
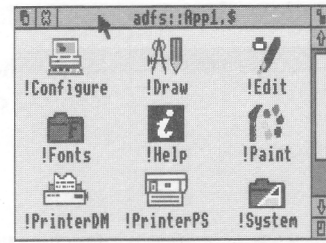
Click on the palette icon to bring the palette window up onto the screen as well.

### Practising manipulating windows

Practise using the window icons to do the things described on the following pages.

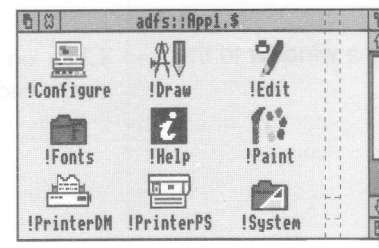
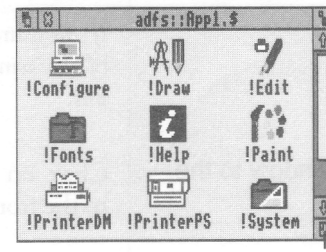
## Moving a window

1. Select the Title bar  
Move the pointer onto the Title bar.
2. Move the mouse  
Press and hold the Select (lefthand) button, and drag the window.
3. Release the mouse button  
Release the button when the window is where you want it to be.



## Changing a window's size

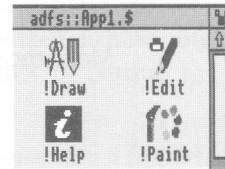
1. Select the Adjust size icon  
Move the pointer to the Adjust size icon.  
*Practise this on the Applications disc directory display.*
2. Move the mouse  
Press and hold the Select (lefthand) button, and drag the icon to change the size of the window.
3. Release the mouse button  
Release the button when the window is the size you want it.



## Toggling window size

1. Select the Toggle size icon

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

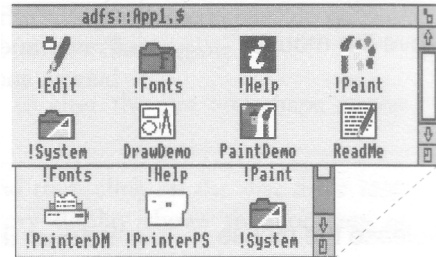


*Practise this on the Applications disc directory window.*

2. Click on the Toggle size icon again

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

Clicking on the icon again will reverse the process.



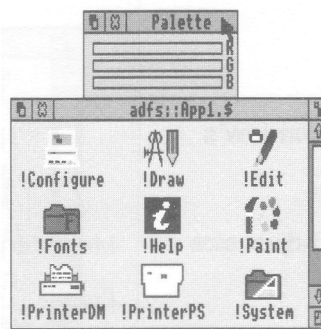
## Shuffling windows

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

*If they are not already overlapping, drag one of the windows on top of the other to practise this.*

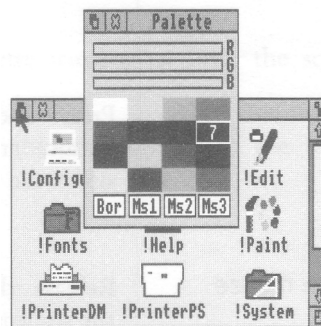
- Bringing a window to the front

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



- Sending a window to the back

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

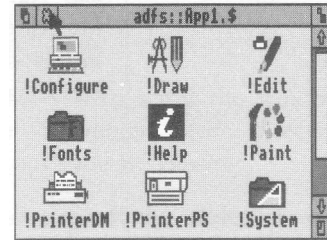


## Closing windows

Select the Close icon

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

*For example, close the directory window.*

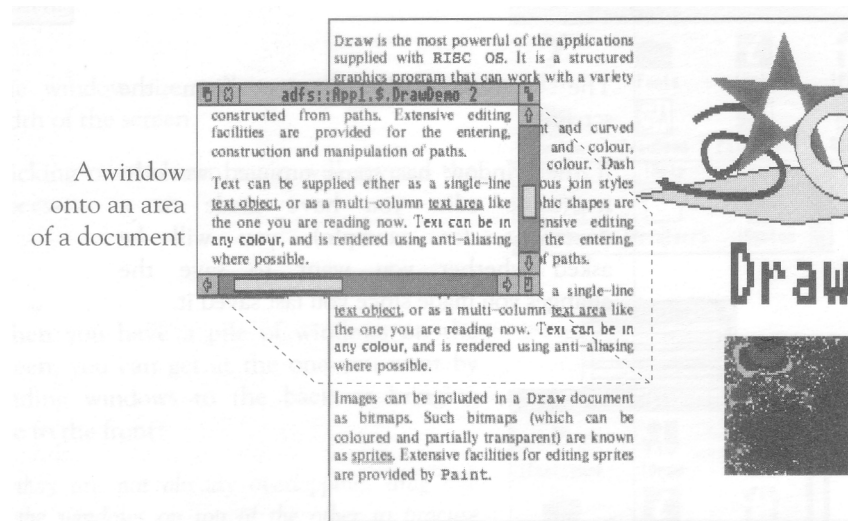


The window will disappear from the screen.

If the window has some unsaved work in it (some edits you have made to a document, for example), you will be asked whether you want to save the changes you made since you last saved it.

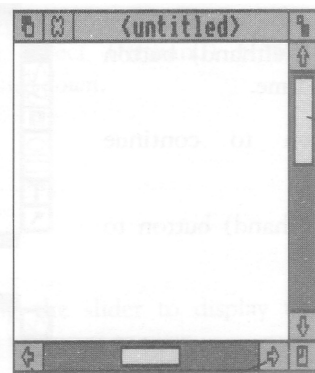
## Scrolling

A window is so named because it often acts as a window through which you can view something which may be much bigger. It allows you to see part of a file, directory or picture stored in the computer. The proportion of the file visible depends on the size and shape of the frame. The part of the file you can see alters as you move the frame around:



The technique of moving the window around a large file is called *scrolling*.

Most windows have *scroll bars* and *scroll arrows* to enable you to move the window around a file:



#### Scroll bars

allow you to scroll the window over the document (or directory or picture) you are viewing.

The size of the **slider** shows what proportion of the document is visible: if the slider occupies half the length of the scroll bar, half the document is visible. To display a different area of the document, drag the slider along the scroll bar.

#### Scroll arrows

are at each end of the scroll bar. Click on the arrow showing the direction you want to move in – left, right, up or down.

### Practising scrolling

To load a file on which you can practise scrolling, put the disc Applications 1 in the drive and click on the disc drive icon. When the directory is displayed, double-click on the DrawDemo icon, and a window with scroll bars will appear, containing some drawings and text.

Practise the scrolling techniques shown on the next two pages:

## Scrolling step by step

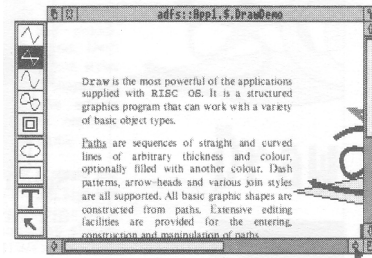
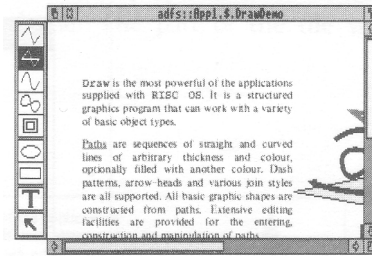
Select the scroll arrow

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

Hold the button down to continue scrolling.

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

Scroll left or right, column by column, the same way (on windows which have horizontal scroll bars).



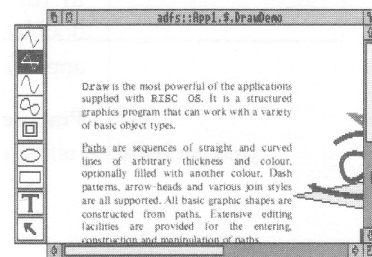
## Scrolling screen by screen

Select the shaded part of the scroll bar

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

The next windowful of the document will appear.

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

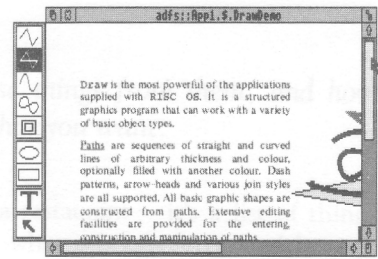




## Moving through a file

### 1. Select the slider

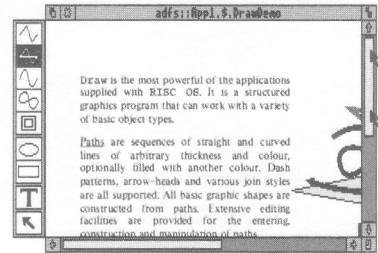
Position the pointer on the slider, press the Select (lefthand) button *and keep it pressed down*.



### 2. Drag the slider

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

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



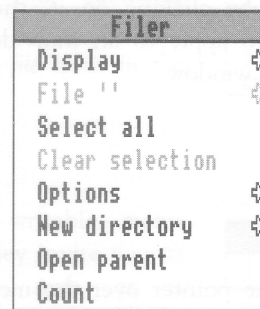


# Menus

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

## What is a menu?

A menu in computing is similar to a menu in a restaurant — it's a list of things to choose from. Instead of having to remember what you can have, and how to ask for it, you just point at what you want on the menu and select it. This is the main way of doing things in the A3000 desktop.



## Using menus

Click the middle mouse button to display a menu. The menu displayed will depend on where the pointer is on the screen at the time, whether the icon has been selected, and also on what you are doing at the time.

Use the directory window of Applications disc 1 to practise displaying menus.

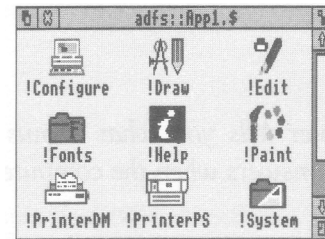
Practise the menu techniques described on the following pages.

## Displaying a menu

1. Point to the relevant icon

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

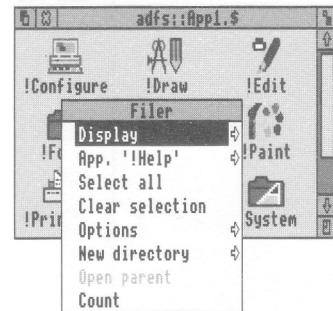
For *example*, move the pointer over the Applications disc I directory window.



2. Click on the middle mouse button

The menu will be displayed.

Note that if the pointer is over the file name, or if you have previously selected its icon by clicking on it, the menu will change to apply to an individual file in a directory window.



## Choosing from a menu

- Select the menu item you want

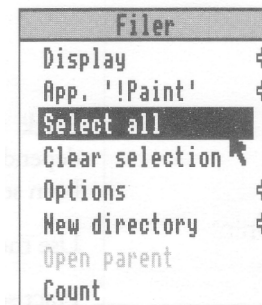
Move the pointer over the menu item you want and click the Select (lefthand) button.

The action requested will occur.

For *example*, point at the Select all option on the Filer menu and click Select.

The file icons in the directory window will all be highlighted. Repeat the process, choosing **Clear selection** to reverse it.

Use the Adjust (righthand) button instead of the Select button if you want the menu to stay on the screen — otherwise it will disappear when you press the button.

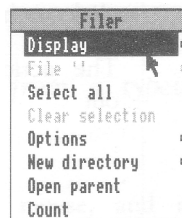


## Choosing from a submenu

1. Select the main menu item

Move the pointer onto a main menu item with an arrow. The arrow indicates that submenus are available.

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



2. Display the submenu

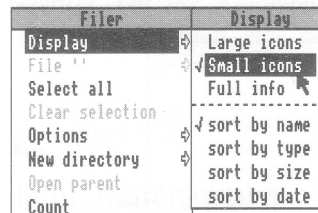
Move the pointer onto the arrow.

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

3. Select the submenu item

Highlight and select your submenu choice by clicking on it.

Select **Small icons**. The file icons in the directory will change size.

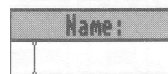


## Writable menu boxes

Some menus include writable menu boxes. That is to say, they invite you to type in information, such as a filename. Some boxes are blank, while others include a *default* name, which you can change if you want to. To erase the original name, hold down the Ctrl key and press U.

1. Display the writable menu box

Move the pointer onto the arrow to the right of the New **directory** option in the *Filer* menu. A writable menu box appears.



2. Type in the information requested

In this case you have to type in the name you want to give the new *directory*. The text will appear to the left of the vertical bar (called the *caret*).



3. Click on the name

Use the Delete key to erase mistakes.

When you are happy with your entry,  
click on the name.

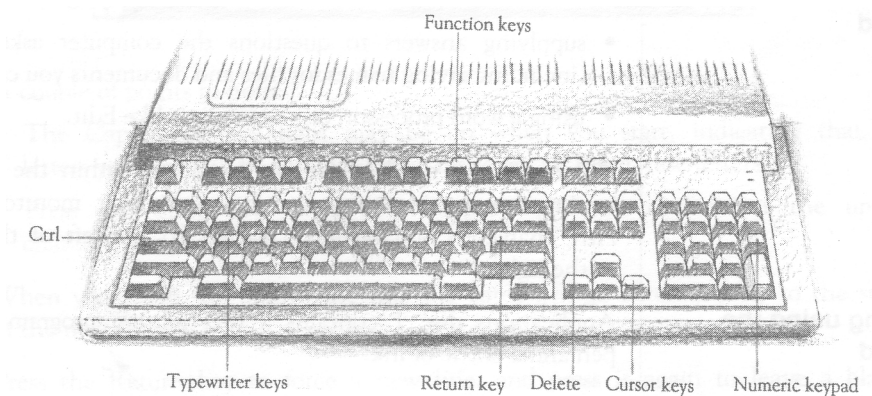
The action requested will be carried  
out

# Using the keyboard

*This chapter describes the keyboard and explains how it differs from a typewriter keyboard. It includes an exercise using the text editor, Edit.*

## A tour of the keyboard

Up to now we've concentrated on the mouse, and rather neglected the keyboard. If you're used to computers, you'll probably be able to find your way around it already. If you've used a typewriter, but not a computer, you'll recognise most of the keys, but there will be several which you won't have seen before.



The keys are divided into blocks. The main block contains the typewriter keys similar to a typewriter keyboard. The Return key on the right completes a line, either starting a new line of text, or sending a name or instruction to the computer, depending on what you are doing.

Above the typewriter keys is a row of keys marked F1 to F12. These are **function keys** — they can be programmed to perform special functions, depending on what software you are using at the time.

The function of these keys in a particular piece of software is usually marked on a keycard which you can rest on the ledge along the top of the keyboard. You don't need to use these keys at the moment.

At the far right is the **numeric** keypad, laid out like a calculator. These keys can be used either to type numbers or to perform special functions, depending on the program or application you are using.

The functions of the **computer** control keys vary, depending on the software with which they are being used. Useful keys to know about at the moment are:

- |                      |   |
|----------------------|---|
| <b>Delete</b>        | deletes a character to the left of the <i>cursor</i> .  |
| <b>Ctrl(Control)</b> | when held down while another key is pressed, changes the meaning of that key (rather like Shift). |
| <b>Cursor keys</b>   | move the cursor (when it is visible) around the screen in the direction of the arrow.             |

### When to use the keyboard

You will need to use the keyboard for the following tasks:

- supplying answers to questions the computer asks in writable menu boxes (including giving names for files and documents you create)
- using a word processor, or a text editor like Edit.

Whenever you need to use the keyboard within the A3000 desktop, a vertical bar appears (it is red, if you have a colour monitor). This is called a *caret*. Any characters you type will appear to the left of the caret, which will move to the right.

### Practising using the keyboard

Applications disc 1 contains a text editing program called Edit. Its icon is a pen and a bottle of ink:



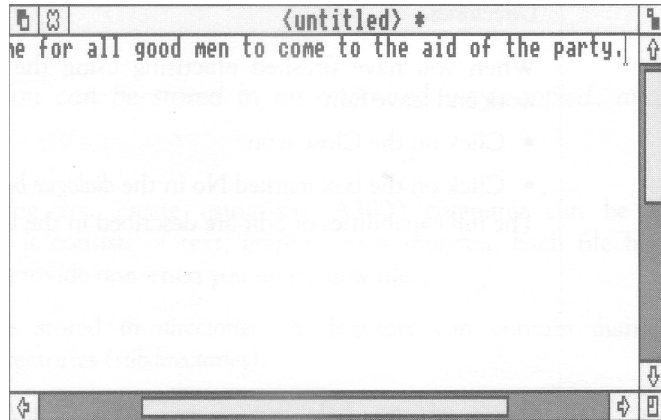
To use Edit:

#### Loading Edit

- Insert Applications disc 1 into the drive
- Click on the floppy disc drive icon on the icon bar. Double-click on the ! Edit icon. Edit will be loaded, and its icon will appear on the icon bar.
- Click on the Edit icon on the icon bar to create an Edit window. You can now begin typing.



Anything you type appears in the window:



A couple of points to note:

- The Caps Lock key light may be on when you start, indicating that all letters you type will be capitals. Press this to get all lower-case letters.
- Press the Shift key to type an upper-case letter or one of the upper characters on the number keys.

When you reach the end of the line the caret will go automatically to the start of the next line.

Press the Return key to force a new line, and press it again to leave a blank line. Experiment with the Shift, Caps Lock, Tab, Delete, Backspace and Return keys.

Once you have typed a few lines of text, move the caret around the text by moving the pointer with the mouse and clicking the Select (lefthand) button —the caret will jump to the position of the pointer. Some other keys allow you to move around long documents:

- |                  |  |
|------------------|--|
| <b>Page Up</b>   | moves to the previous page                   |
| <b>Home</b>      | moves the caret to the start of the document |
| <b>Page Down</b> | moves to the next page                       |

Moving around your document

If you want to save the file you have created, and are using a non-writeprotected copy of the Applications disc, see the procedure in *Files and Directories*.

## Leaving Edit

When you have finished practising using the keyboard, you can abandon your work and leave Edit:

- Click on the Close icon.
- Click on the box marked No in the *dialogue* box that appears next.

The full capabilities of Edit are described in the *User Guide*.

# Files and directories

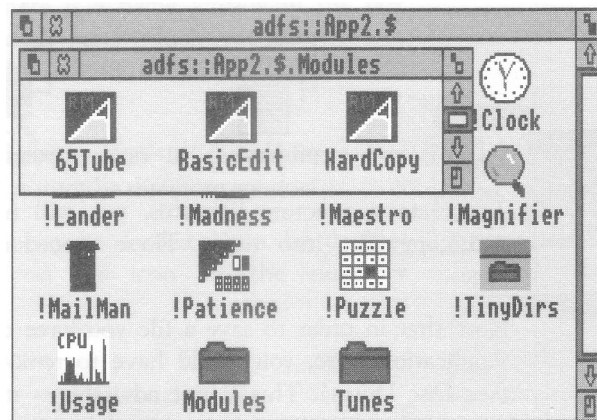
*This chapter explains how information can be stored in an organised way, copied, and deleted when you no longer need it.*

## Organising your files

Everything you create using the A3000 computer can be saved as a *file*, whether it consists of text, graphics or a program. Each file has a name – you have to provide one when you save a new file.

Files are stored in *directories*. A directory can contain many files, and also other directories (*subdirectories*).

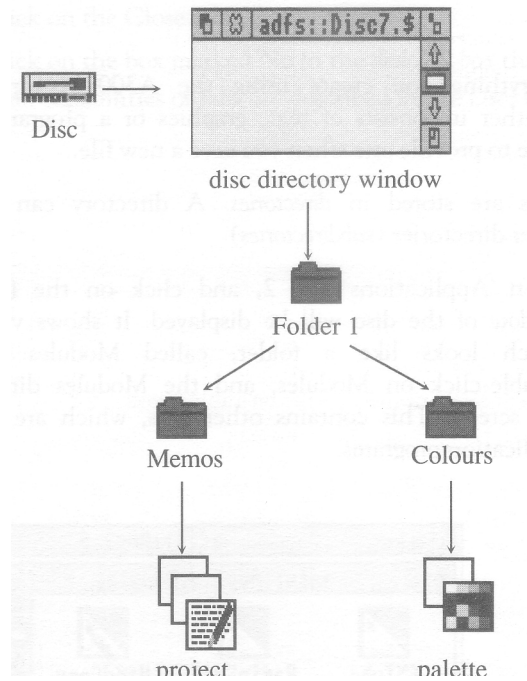
Insert Applications disc 2, and click on the floppy disc icon. The *directory* window of the disc will be displayed. It shows various icons, including an icon which looks like a folder, called Modules. This represents a directory. Double-click on Modules, and the Modules directory window will appear on the screen. This contains other files, which are the different modules used by application programs.



All discs have a 'root' directory, out of which grows the rest of the directory structure on the disc. Its symbol, which you will see on the title bar of the directory display, is \$.

## Building a file structure

As you create more files, it will become increasingly important to organise them carefully. If you leave all your files in the main directory on the disc, it will soon become large and unwieldy – you will have to scroll through the disc directory window every time you want to find something. Instead, build up a file structure with files of similar types grouped in directories. The file structure should be along these lines:



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

Note that in order to save a file you have created (in Edit, for example) to the Applications disc, you would have to remove the write-protection from the disc (see *Disc Drives*). This is not advisable – it is much better to make a back-up copy of the disc, just in case you delete something by mistake. The chapter *The Advanced Disc Filing System* in the *User Guide* tells you how to make back-up copies.

## Saving (and loading) a file

1. Open the directory window

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

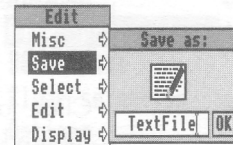
*You could save your Edit file, created in the last chapter, to the directory window already open, if you are using a non-write-protected copy of the Applications disc (see the previous page).*



2. Select Save

Go back to the work you want to save, and press the Menu (centre) button to display the top-level menu for the application

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



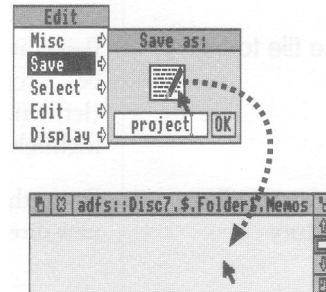
3. Type in the file name

Type in the name you want to give to the file. If there is a name already in the box (*like TextFile here*) which you don't want, erase it by holding down the Ctrl key and pressing U.

4. Drag the file icon into the directory window

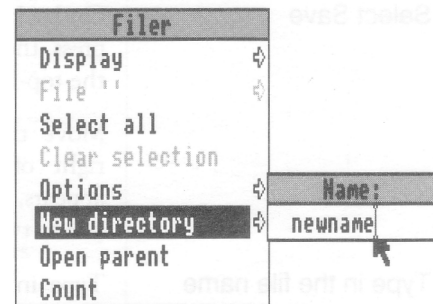
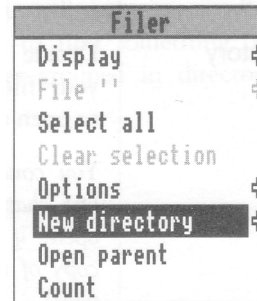
Select the file icon in the dialog box and drag it into the directory window.

The file can be loaded again by double-clicking on its icon in the directory window.



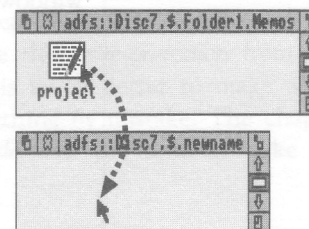
## Creating a new directory

1. Display the Filer menu  
Open a window for the subdirectory in which you want your new directory to be created. Press the Menu (centre) button, and the Filer menu will appear.
2. Select New directory  
Move the pointer over the arrow to the right of the New directory option. A writable menu box will appear.
3. Type in the directory name  
Type in the name you want to give the new directory.  
  
Use the Delete key to erase mistakes.
4. Click on the new directory name  
Click on the new name (or press the Return key) to create the directory.  
  
An icon for the new directory will appear in the 'parent' directory window.



## Copying a file to another directory

1. Select the file to be copied  
Point at the icon of the file or directory to be copied, and press the Select (lefthand) button. The icon will be highlighted.
2. Drag the icon to the new directory  
Drag the file or directory icon into the new directory window.
3. Release the mouse button  
Release the mouse button and the file or directory will be copied into the new window. A copy of the icon will appear in the window when this has been done.



To move a file to a different directory (leaving no copy behind), hold down the Shift key while you carry out steps 2 and 3.

### Deleting files and directories

1. Select the file or directory to be deleted

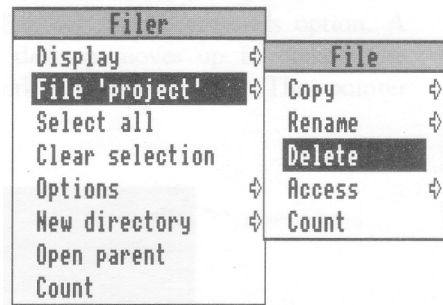
Point at the icon, and press the Select (lefthand) button. The icon will be highlighted:



2. Select the **File** or **Dir.** option in the Filer menu

Click the Menu (centre) button to display the Filer menu, and select the File or Dir. option.

A submenu of options will be displayed, including Delete.



3. Click on Delete

The file and its icon will be deleted from the directory.

If the file (or directory) has been locked against deletion, it will not, in fact, be deleted. Select the Access option on the Filer menu to check whether the file is locked.



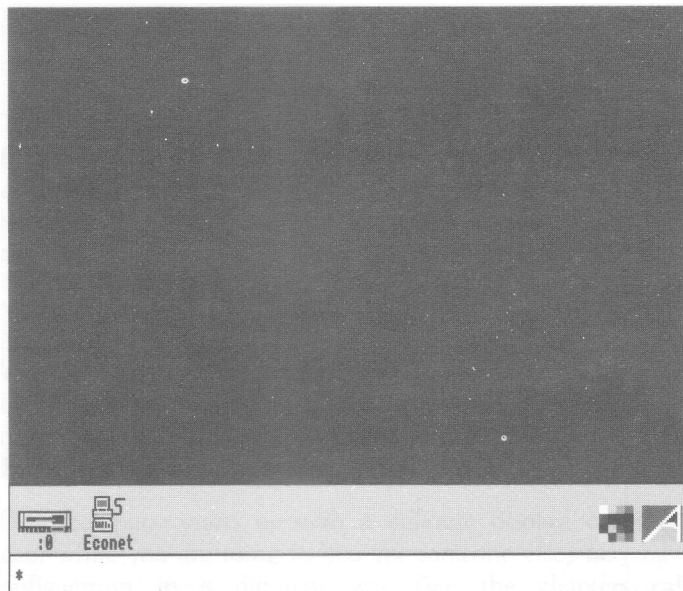


# Outside the desktop

*This chapter is for more experienced users, describing how you can leave the desktop and address the operating system, and languages, such as BASIC, directly.*

## **\* Commands**

More experienced users will occasionally want to leave the A3000 desktop environment, and issue commands direct to the operating system — \*Commands. To do this, move the pointer over the A3000 'A' icon at the far right of the icon bar and press the Menu (centre) button. Click on the \*Commands option. A line is cleared below the desktop, and the desktop moves up to make room for it. You will not lose any of your work on the desktop. The pointer disappears.



The star is a prompt. It means that the computer is ready for you to type text at the keyboard. The star prompt shows that you are talking to the computer's operating system and can enter \*Commands. If you run a program or use a language, the prompt will change from a star to something else. You can run

programs or applications which are not accessible from the desktop from here, but you can't use any of the desktop features while you are using system commands, only the keyboard. The program or application you select, however, may use desktop features.

When you have finished, leave any program or application you have been using, and when the star prompt returns, press the Return key on the keyboard. This returns you to the desktop.

# If things go wrong

*This chapter offers solutions to some problems you might encounter while you are finding your way around the desktop. If you try all the solutions suggested and the problem is not solved, consult your supplier.*

<b>Problem</b>	<b>Possible solution</b>
No picture	<p>The computer is turned on, but there is nothing on the screen.</p> <p>Check that:</p> <ul style="list-style-type: none"><li>• the monitor is turned on;</li><li>• the mains supplies to computer and monitor are connected;</li><li>• the monitor is connected to the computer;</li><li>• the brightness control on the monitor is not turned down too low.</li></ul>
Flickering or flashing display	<p>The connectors between the monitor and the computer may be loose. Switch off both the computer and the monitor, and push in the connectors firmly (see Setting up <i>the computer</i>). If you are using a colour monitor, tighten the screws of the connector to the computer back panel with a small flat-bladed screwdriver.</p>
Different screen display	<p>The picture on your screen doesn't match that in the Guide.</p> <p>Your icon bar may or may not include an Econet icon, depending on whether you have Econet hardware fitted. There may also be a RAM icon, if memory is allocated to the RAM filing system. If the display does not resemble the illustration at all, consult your supplier.</p> <p>If the computer starts up with a different display, or other unexpected things occur while you are using it, you (or someone else) may have set up the system configuration in a different way (see the chapters called <i>Configure</i> and <i>Configuration Commands</i> in the <i>User Guide</i>). The same may happen if the computer has been standing unused for six months or so. To restore the configuration to the default (as supplied when new), save any work you need, switch off the machine, then switch it on again <i>while holding</i> down the R key.</p>

Pointer won't move	<p>Moving the mouse does not move the pointer.</p> <p>Check that:</p> <ul style="list-style-type: none"> <li>• The mouse is firmly connected to the computer.</li> <li>• The surface you are moving the mouse across is firm enough to allow the ball in the base of the mouse to move. Move the ball with your fingers to check that the mouse works.</li> </ul>
An error message appears	<p>A window appears on the screen reporting that you cannot do something you have attempted.</p> <p>Error messages appear if you attempt something impossible, or if you try to use an application when there is not enough memory free. Click on the box marked OK or Cancel to go back to what you were doing before you made the error. The mistake will not have had any effect. A list of the more frequently-encountered error messages appears in the <i>User Guide</i>.</p>
An application won't load	<p>There is not enough memory to load an application. Depending on how much memory your computer has, you will need to remove one or more of the applications that are already loaded into its memory. Move the pointer over an icon in the icon bar and press Menu; click on Quit to remove the application from the computer's memory. Now try loading the application you want to use. If there still isn't enough space, remove another application you don't need.</p>
The desktop disappears	<p>You have used the option Exit on the Task manager menu and exited from the desktop completely.</p> <p>Type DESKTOP and press the Return key. The desktop will return, but you will have lost any unsaved work. Alternatively, hold down Ctrl and press the Reset button (on the righthand side of the computer, below the disc drive) to bring back the desktop.</p>

# Maintaining your computer

*This chapter tells you about the computer's internal battery, and about cleaning the computer, monitor and mouse.*

First, remember to follow the guidelines on wiring and safety set out at the very beginning of this Guide.

## The **internal battery**

While it is switched off, the computer 'remembers' the time and other useful information: its 'configuration' (features like how fast the pointer moves when you move the mouse). For more information on configuring your computer, see the *User Guide*.

To support this memory, the A3000 computer uses an internal battery which is charged while the computer is switched on. To maintain the battery at full charge, the machine must be switched on for at least one hour in each five-day period. However, the battery does not need to be fully charged in order to work, and will in fact maintain the computer's clock and configuration for as long as six months while the computer is not being used. If your computer is switched off for this long, leave it on for about a day the next time you use it.

In the course of time (after about five years) the battery, like a car battery, may wear out. You can tell when this has happened by the fact that the computer will frequently 'forget' its configuration. You should then take the computer to your Acorn supplier, who will install a new battery.

## **Cleaning the computer, monitor and keyboard**

Switch the computer off before cleaning it. The computer case may be cleaned by wiping gently with a soft, slightly damp cloth. Clean the keyboard with a clean, dry paintbrush. For advice on cleaning the monitor, refer to the manual accompanying it.

## **Cleaning the mouse**

The mouse should be used on a surface that is as clean and as dust-free as possible. However, dust does sometimes get caught up in the ball on the underside of the mouse.

Clean the mouse occasionally to keep it running smoothly. There are two types of mouse that you may have with your A3000 computer. One has a screw underneath keeping the ball in place. To clean this type of mouse, you need the following items:

- small cross-head screwdriver
- some tape head cleaner
- a cotton swab
- a lint-free, dry cloth.

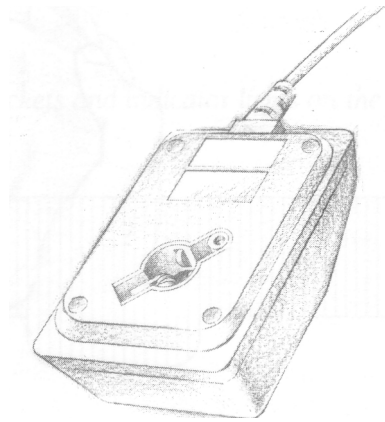
To remove the ball and clean the mouse, take the following steps:

1 Unplug the mouse and turn it upside down.

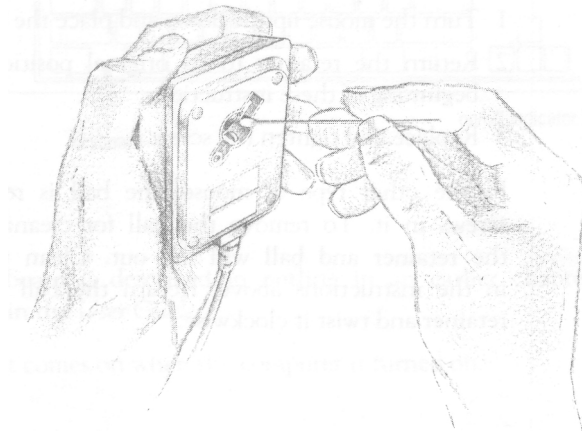
2 Using the cross-head screwdriver, remove the screw holding the ball retainer.



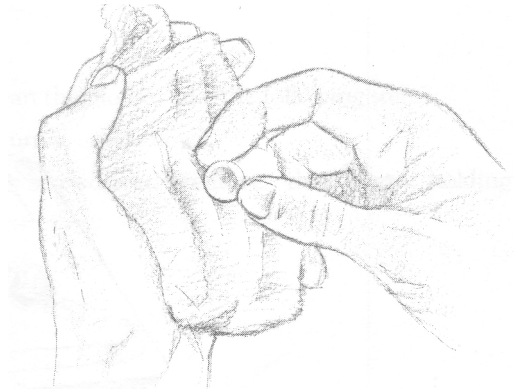
3 Hold one hand over the ball and retainer and turn the mouse right side up, allowing the ball, screw and retainer to drop into your hand. Set them aside in a safe place.



4 Locate the three plastic rollers as shown in the drawing.



- 5 Lightly moisten the cotton swab with tape head cleaner and apply it gently to the rollers. Rotate the rollers, carefully cleaning off any dust or dirt that may be clinging to them



- 6 Make sure the inside of the mouse is free from dust.

- 7 Wipe the ball with the clean, dry cloth. Do not use a cloth which may leave lint, and do not use cleaning liquid on the ball.

To replace the ball and retainer, take the following steps:

- 1 Turn the mouse upside down and place the ball back in the case.

- 2 Return the retainer to its original position, as shown in the diagram at the beginning of these instructions.

- 3 Replace and tighten the screw.

In the other type of mouse, the ball is retained by a simple device with no screws in it. To remove the ball for cleaning, twist the retainer anticlockwise: the retainer and ball will fall out. Clean the ball following steps 5, 6 and 7 in the instructions above. Return the ball to its original position. Replace the retainer and twist it clockwise.