

# GeoBook

notebook  
NB-60, NB-80C

## Book 1

Setup, Getting Started,  
File Manager, Fax, Internet and Email,  
Calculator, World Clock, To Do List  
& Troubleshooting



US ENGLISH

# About this Manual

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Welcome. Your new GeoBook™ contains software programs that provide a variety of features. Inside this manual, Book 1, you will find information on setting up the notebook, getting started using programs, and using File Manager to organize your documents. You will also find information on these notebook programs:

- **Preferences.** Sets the system preferences, such as the clock. Preferences also provides options for configuring a printer, modem, optional serial mouse, and battery charging. See the chapter titled Getting Started.
- **Internet.** The Browser allows you to browse the World Wide Web on the Internet. E-mailer allows you to send and receive email via the World Wide Web.
- **Calculator.** Performs math calculations. Press the **CALC** key from the function key row to open the calculator from any program you have open. Press **CALC** again to close it.
- **World Clock.** Keeps track of the time and date of any location in the world. Press the **WORLD** key from the function key row to open the the World Clock from any program you have open. Press **WORLD** again to close it.
- **To Do List.** Tracks and prioritizes tasks. Press the **TO DO** key from the function key row to open the To Do List from any program you have open. Press **EXIT** to close it.

To register your notebook online, connect the modem to a phone line. Then insert the diskette labelled Online Registration in the disk drive. Turn the notebook power on and click on File Manager. Click on the drive A icon; then double-click on the GeoBook Online Registration icon. Follow the on-screen instructions to register your new GeoBook™

For technical assistance, you may call our customer service representatives at 800-284-1937

*Technical Note: The first time you turn the power on to your notebook, it will take several seconds for the programs to initialize.*

Model Number:	Serial Number:
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Keep this manual in a safe place for future reference. We recommend that you write the unit's model number and serial number (from the rear panel of the keyboard/printer unit) in the blank spaces at the top of the previous page.

#### FCC NOTICE

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio or television reception. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected
- Consult the dealer or an experienced radio/television technician for help (changes or modifications not expressly approved by Brother International Corporation could void the warranty)

This product uses RJ11C/W jacks and is designed to connect to the telephone network or premises wiring using a compatible modular jack that is Part 68 compliant.

If this telephone equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify you as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice for you to make necessary modifications to maintain uninterrupted service.

Do not connect this equipment to party-lines or coin-operated telephone lines.

The FCC Registration number on this product shows compliance with Federal Communications Commission Part 68 Rules. To ensure product compliance, use the AC adapter that comes with this product. Do not substitute adapters.

REN: 0.369B

If trouble is experienced with this equipment for repair or warranty information, please contact Brother International Corporation, 3131 Appling Road, Bartlett, TN 38133, (901) 373-8500. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is solved.

#### DOC NOTICE

This Class B digital apparatus meets all the requirements of the Canadian Interference-Causing Equipment Regulations. Le présent appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.



#### WARNING - FOR YOUR HEALTH

To avoid repetitive motion injuries when using this keyboard, we recommend the following steps: maintain a comfortable, straight wrist position when typing, take breaks, at least every hour, to stretch hands and arms, and report any pain or other symptoms to your physician.

# Table of Contents

## THE BASICS

---

<b>1 Setting Up</b> .....	<b>1</b>
Unpacking .....	1
Parts and Features .....	2
Component Descriptions .....	3
Safety and Maintenance .....	4
Warnings and Cautions .....	4
Cleaning .....	5
Connecting the AC Adapter .....	6
Opening the Notebook .....	6
Installing a Battery Pack .....	7
Charging the Battery Pack .....	8
Battery Maintenance .....	9
Connecting a Printer .....	10
Setting Printer Preferences .....	11
Connecting the Modem .....	12
Setting Modem Preferences .....	14
Connecting an Optional Monitor .....	15
Connecting an Optional External Mouse .....	15
Setting Mouse Preferences .....	16
Using Diskettes .....	17
Using PC Cards .....	18
<b>2 Getting Started</b> .....	<b>19</b>
Using the Glidepad or Optional Mouse .....	20
Performing tasks with the glidepad or optional mouse .....	21
On-Screen Pointer Shapes .....	21
Using the Keyboard .....	22
Setting System Preferences .....	25
Starting and Exiting Programs .....	26
Working with Documents .....	27
Creating and Opening Documents .....	27
What You Will See in a Document Window .....	28
Changing Your View of a Document Window .....	29
Showing or Hiding Scroll Bars .....	29
Using Copy To .....	29
Making a Backup Copy of a Document .....	30
Renaming a Document .....	30
Closing Documents .....	31
Closing without Saving .....	31

Saving Documents .....	31
Setting Auto Save .....	33
Working with Menus .....	34
Opening a Menu and Making a Selection .....	34
Using Underlined Letters to Make Menu Selections .....	35
Selecting from a Menu with Buttons or Check Boxes .....	36
Selecting from a Submenu .....	36
Using Shortcut Keys to Save Time and Work .....	37
Using Arrow Keys .....	37
Pinning a Menu .....	38
Working with Dialog Boxes .....	38
Two Types of Dialog Boxes .....	38
Responding to a Dialog Box .....	39
Setting Printer Options .....	42
Getting Ready to Print .....	43
Setting Paper Type, Size, and Orientation (Options) .....	44
Using Online Help .....	45
Beyond the Basics .....	47
Using and Creating Templates .....	47
Adding and Viewing Document Notes .....	50
Opening Two Documents at Once .....	51
Naming a DOS File .....	52
Quick Start Exercise .....	53
<b>3 File Manager .....</b>	<b>55</b>
Starting File Manager .....	55
Changing the View .....	58
Sorting Files .....	59
Working with Folders .....	59
Moving or Copying a File or Folder .....	60
Viewing Information about Files and Folders .....	62
Changing Information about Files and Folders .....	64
Formatting and Copying Diskettes .....	65
Renaming, Duplicating, or Deleting a File or Folder .....	66

## **MODEM APPLICATIONS**

---

<b>4 Fax and Data Modem .....</b>	<b>67</b>
Before Sending a Fax .....	67
Sending a Fax .....	69
Using a Cover Page .....	71
Using Manual Dial .....	71
Setting Advanced Fax Options .....	72
Fax Errors .....	73

Sending and Receiving Information .....	74
Calling the Other Person before You Start .....	74
Starting Communication .....	74
Getting Ready to Communicate .....	76
Dialing .....	78
Having a Conversation .....	79
Sending Brief Messages and Files .....	79
Receiving and Saving Messages and Files .....	82
Using Scripts .....	85
<b>5 Internet and Email .....</b>	<b>87</b>
Installing the Browser .....	87
Establishing an Internet/Email Account and Setting Up .....	88
Using the Default Internet Service Provider .....	88
Using Another Internet Service Provider .....	88
Browsing the Internet's World Wide Web .....	91
Using Links to Access More Information or Other Web Pages .....	93
Searching the Current Web Page .....	93
Printing the Current Web Page .....	93
Saving Information from a Web Page .....	94
Copying Text from a Web Page to the Clipboard .....	94
Going Directly to Another Web Page .....	95
Saving a List of Web Pages (Bookmarks) .....	95
Using the History List to Access Web Pages .....	96
Searching for Information on the Web .....	96
Browser Error Messages .....	97
Customizing Your Web Browser .....	98
Selecting a Default Home Page .....	98
Selecting Text (Font) Attributes .....	98
Setting Memory Preferences .....	99
Selecting Display Preferences .....	100
Customizing the Tool Bar .....	100
Using Mailer .....	101
Setting Email Preferences .....	101
Retrieving Email Messages .....	103
Reading or Replying to New Mail .....	104
Deleting Email Messages .....	105
Printing Email .....	105
Creating and Sending Email Messages .....	106
Changing Text Appearance & Running Spell Check .....	108
Using Addressbook to Store Email Addresses .....	108
Saving Emails as Files .....	109
Attaching or Including Files .....	110
Copying and Pasting Text to and from Email .....	111
Working with Folders .....	111

Sorting Mail .....	112
Searching Mail .....	112
Setting E-mailer Options .....	113
Email Error Messages .....	114

## **FUNCTION KEY ACCESSORIES**

---

<b>6 Calculator .....</b>	<b>115</b>
Starting Calculator .....	115
Using Basic Calculator Functions .....	116
Using the Calculator's Buttons and Keys .....	116
Performing Calculations .....	118
Order of Operations .....	118
Handling Error or Overflow Conditions .....	119
Understanding Memory .....	120
Converting Measurements .....	121
Calculator Worksheets .....	121
Home and Family .....	122
Retail .....	123
Financial .....	124
<b>7 World Clock .....</b>	<b>125</b>
Starting World Clock .....	125
Viewing Time Zones .....	126
Changing to Daylight Savings Time .....	126
Setting Clock Options .....	127
<b>8 To Do List .....</b>	<b>129</b>
Starting To Do List .....	129
Adding Items to a List .....	130
Editing a To Do List .....	131
Customizing the To Do List .....	132
Printing or Faxing a To Do List .....	132
Creating a New To Do List .....	133

## **APPENDIX**

---

<b>Troubleshooting .....</b>	<b>135</b>
<b>Specifications .....</b>	<b>138</b>
<b>Black &amp; White Clip Art .....</b>	<b>139</b>
<b>Color Clip Art .....</b>	<b>145</b>
<b>Index .....</b>	<b>147</b>



# 1 Setting Up

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This chapter explains how to set up your new GeoBook. It contains instructions on maintenance, using the battery pack, connecting a printer, connecting the modem, and connecting an optional monitor and serial mouse. This chapter also contains instructions on using diskettes and optional PC cards.

## Unpacking

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Make sure that the following items are included in the box:

- The GeoBook unit
- AC adapter
- One rechargeable battery pack
- Program diskettes
- One telephone line cord to connect the modem
- Manuals, Internet Service Provider booklet, and other literature

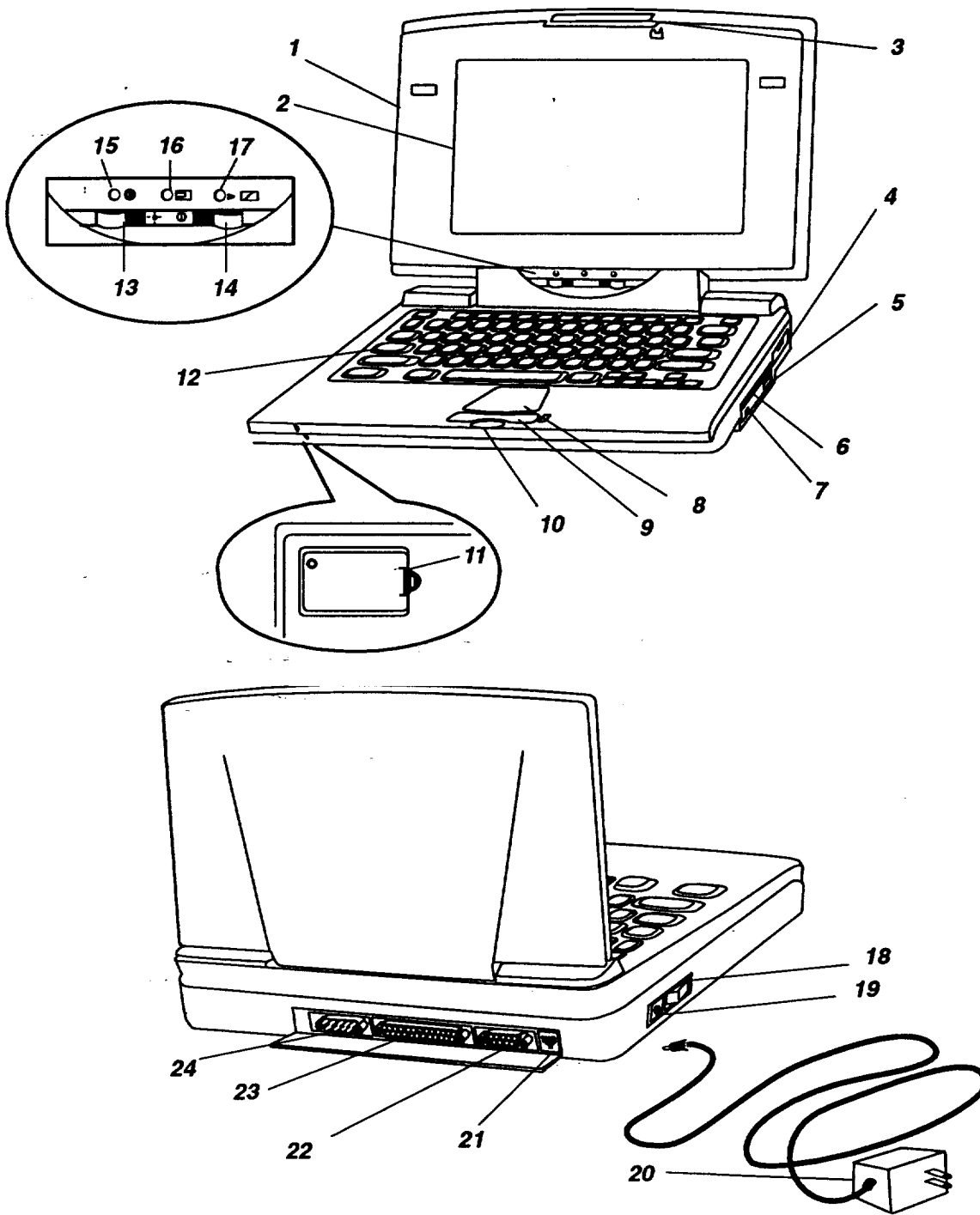
See the accessory order form inside the box to purchase these optional hardware products:

- 4 or 10 MB PC card
- Battery pack
- Carrying case

The accessory order form also lists additional software products that are available for your notebook.

## Parts and Features

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## **Component Descriptions**

<b>1</b>	<b>LCD Cover</b>	<i>Protects the keyboard and holds the LCD screen</i>
<b>2</b>	<b>LCD Screen</b>	<i>Displays program windows</i>
<b>3</b>	<b>Latch</b>	<i>Opens the top cover (push in)</i>
<b>4</b>	<b>PC Card Slot</b>	<i>Insert optional PC Cards here</i>
<b>5</b>	<b>Diskette Eject Button</b>	<i>Ejects diskette</i>
<b>6</b>	<b>Disk Drive</b>	<i>Insert diskette here</i>
<b>7</b>	<b>Disk Drive LED</b>	<i>Lights when a diskette is in use</i>
<b>8</b>	<b>Glidepad</b>	<i>Built-in mouse, allows you to move the arrow on the screen</i>
<b>9</b>	<b>Top Button on Glidepad</b>	<i>Select button, corresponds to the left button on a mouse</i>
<b>10</b>	<b>Bottom Button on Glidepad</b>	<i>Drag button, corresponds to the right button on a mouse</i>
<b>11</b>	<b>Battery Compartment</b>	<i>Holds the rechargeable batteries</i>
<b>12</b>	<b>Keyboard Unit</b>	<i>Holds the keyboard and main components</i>
<b>13</b>	<b>Brightness Control</b>	<i>Changes the brightness of the back light on the screen</i>
<b>14</b>	<b>Contrast Control</b>	<i>Changes the darkness of the characters on the screen</i>
<b>15</b>	<b>Power On LED</b>	<i>Lights when the power is ON</i>
<b>16</b>	<b>Battery Low LED</b>	<i>Lights when the battery is low</i>
<b>17</b>	<b>Battery Charge LED</b>	<i>Lights when the battery is on special charge</i>
<b>18</b>	<b>Power switch</b>	<i>Turns the notebook ON and OFF</i>
<b>19</b>	<b>Power Port</b>	<i>Connect the AC adapter here</i>
<b>20</b>	<b>AC Adapter</b>	<i>Plugs into power port and electrical outlet</i>
<b>21</b>	<b>Internal Modem Connection</b>	<i>Connects to a phone outlet with the RJ-11 telephone cable (labelled TEL)</i>
<b>22</b>	<b>Monitor Port</b>	<i>Connects to an optional monitor (labelled VGA PORT)</i>
<b>23</b>	<b>Parallel Port</b>	<i>Connects to a parallel printer (labelled PRINTER)</i>
<b>24</b>	<b>Serial Port</b>	<i>Connects to optional serial mouse or external modem only (labelled COM)</i>

## Safety and Maintenance

---

Read and follow these warnings and cautions. Be sure to save these instructions.

### *Warnings and Cautions*



**WARNING:**

Warnings are to prevent risk of fire, shock, or other possible injury.

- Read and understand all instructions.
- Follow all warnings and instructions marked on this product.
- Do not use this product near water (bath tub, shower, swimming pool, etc.) or other liquids or if you are wet.
- Do not use this product near a gas leak.
- Do not overload wall outlets and extension cords.
- Install this product in a protected location where no one can trip over any line or power cord. Protect cords from damage or abrasion.
- Do not try to take apart or repair this equipment yourself. Service should be performed by authorized service personnel only. Warranty will be voided if you take the unit apart.
- Check the power rating of this product on the rating plate as well as the rating of your local power supply. Connect this machine only to a matching power supply and grounded AC outlet. Connecting this product to an incorrect voltage and frequency may interfere with its operation and damage electrical parts, and thereby void your manufacturer's warranty.
- In case of malfunction, immediately turn the unit OFF, disconnect the AC adapter, and consult your authorized service center.
- Do not pull on the power cords or connection cables. To disconnect, be sure to always grasp the plug itself.
- If you spill liquid on the notebook, immediately turn it OFF, disconnect the AC adapter, and consult your authorized service center.
- During thunderstorms, turn the unit OFF, disconnect the AC adapter, and unplug the AC adapter from the AC outlet.



**CAUTION:**

*Cautions will prevent you from damaging the product.*

- **Avoid exposing the equipment to direct sunlight and other sources of heat, excessive moisture, or dust. Be especially careful not to leave the machine in an automobile exposed to direct sunlight. The LCD screen cannot tolerate high temperatures.**
- **Use the AC adapter supplied with this product. Do not substitute adapters.**
- **Allow for open circulation of air around the notebook.**
- **Turn the unit OFF before replacing batteries or unplugging the AC adapter.**
- **Do not allow foreign matter to enter the interior of the machine or get between the keys.**
- **To avoid electrical interference, do not place the machine close to a radio receiver or television. If it is close to a television set, the disk drive may not work properly and diskettes may be damaged.**
- **After turning the equipment OFF, wait at least 10 seconds before restarting. Failure to wait 10 seconds may disrupt the start-up sequence, resulting in faulty operation and possible hardware damage.**

## **Cleaning**

**With the power OFF and the modem unplugged,** clean the notebook (except the LCD screen) with a soft, slightly moist cloth. Moisten with water; never use detergents, abrasive cleansers, benzene, or other chemicals. Avoid spraying aerosols near the notebook, which can blow dust and dirt particles into the keyboard, glidepad, and disk drive.



**CAUTION: For the LCD screen only, do not use water, Ketone, aromatics, Acetone, or Ethyl Acetate.** For the LCD, you may wipe lightly using a soft cloth and one of the following solvents: pure isopropyl alcohol (rubbing alcohol) or pure Ethyl alcohol. Never use alcohol that contains water.

## Connecting the AC Adapter

---



**CAUTION:**  
Turn the unit **OFF** before:

- disconnecting it from the AC adapter;
- installing or removing a rechargeable battery; or
- connecting or removing any peripheral device, such as the printer, external modem, or external mouse.

*The first time you power on your notebook, you may have to wait several seconds for the system to initialize.*

*Also, be sure to turn the power ON to the notebook before turning the power ON to any peripheral device.*

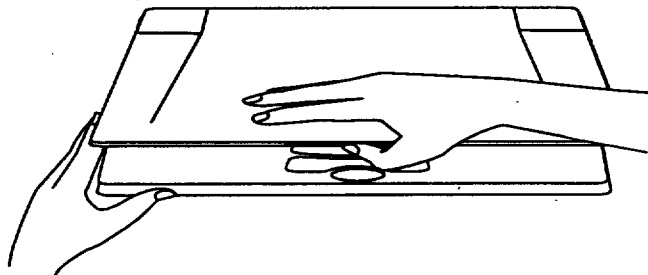
*Always turn the power OFF to peripherals before turning the power OFF to the notebook.*

1. Plug the AC adapter into a wall AC outlet.
2. Plug the AC adapter cord into the power port on the unit.
3. If you do not have a rechargeable battery or do not wish to use it, you can use the power switch to turn the unit ON. If you want to use the rechargeable battery, see page 7.

## Opening the Notebook

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Hold the notebook with one hand. With your other hand on the top cover, squeeze the latch between your thumb and forefinger; then lift up.



## Installing a Battery Pack

---

Your notebook comes with a rechargeable battery pack, allowing you to use the notebook away from an AC outlet. You can also order an additional battery pack for longer mobile use (see the accessory order form that came in the box).

Before using the battery, you must charge it. See page 8.



### CAUTION:

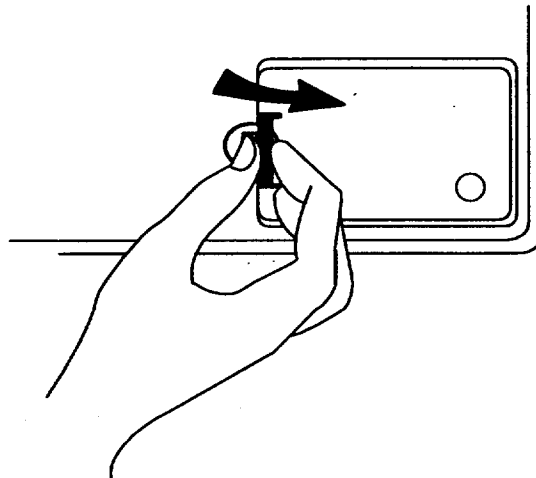
Observe the following guidelines when using batteries:

- Do not try to disassemble or burn the battery. It may burst.
- If you are going to use the notebook for an extended period with the AC adapter only, remove the nickel-cadmium battery and store it in a cool, dry place. Be careful to prevent the battery terminals from contacting metallic pieces. Recharge at least once every 3 or 6 months, even if the battery has not been used.
- Never recharge the battery using a recharger other than the built-in recharger of your notebook or that supplied by the manufacturer.

**IMPORTANT:** If the battery is installed and the AC adapter is connected, never disconnect the adapter from the machine or from the AC outlet before turning the notebook off. Doing so can damage memory. If you want to use the machine with battery power only, first turn it OFF, disconnect the AC adapter, and then turn the notebook ON.

### ► To install or remove rechargeable batteries:

1. With the power OFF and the LCD cover closed, turn the notebook upside down; then open the battery compartment by sliding the latch toward the compartment cover and lifting up.

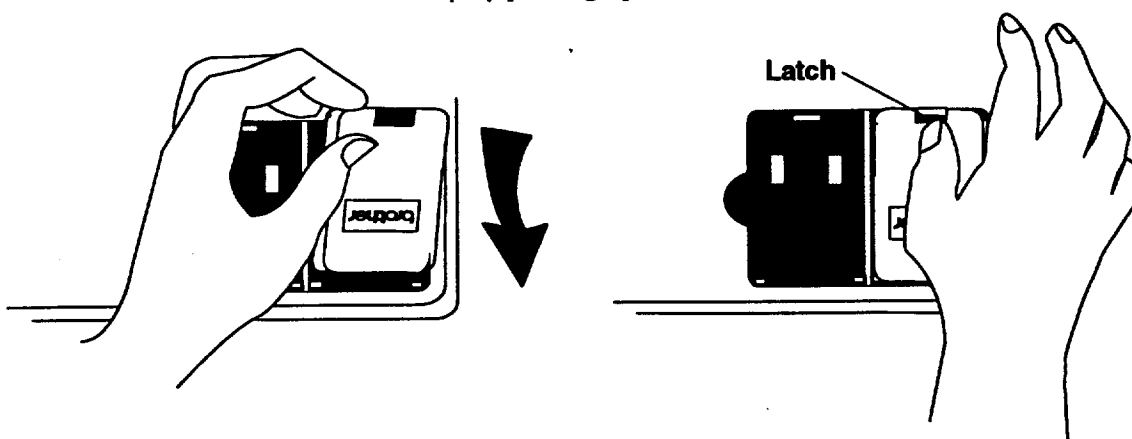


When using one battery, you can install it in either the left or right position.

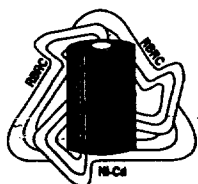
2. Insert the battery with the logo upside down, as shown, and press gently until the latch at the top clicks; then close the cover.

OR

Remove the battery by pushing up on the latch as shown.



## Charging the Battery Pack



A new battery must be charged before use.

Under various state and local laws, it may be illegal to dispose of this battery into the municipal waste stream. Check with your local solid waste officials for recycling options or proper disposal.

You will have to charge the battery pack before use, and you have two options: normal and special. Normal charging takes 15 hours, and during this time, you can use the notebook. The special charge feature takes 6 hours, but you cannot use the notebook during special charge.

To help conserve battery power, Lights Out from Preferences acts as a battery saver when the AC adapter is not connected and battery power alone is used. Lights Out becomes active after a period of non-use, which you can set (see pages 9 and 25). With battery power alone, Lights Out suspends the screen and background functions. With the AC adapter connected, Lights Out brings up a screen saver of your choice.

As the battery pack ages, it holds less and less charge and will eventually need to be replaced. Be sure to dispose of used batteries properly.

### ► To charge normally:

Leave the notebook turned OFF and plugged into the AC outlet using the AC adapter for 15 hours initially. *The battery charges.*

OR

Plug the AC adapter into the wall outlet and turn the notebook power ON. *The battery charges in 15 hours.*



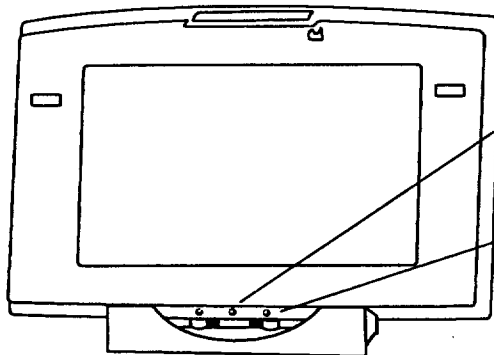
To stop charging the battery after selecting **Start Charge**, turn the notebook **OFF**.

If you disconnect the AC adapter during the special charge cycle, an error message appears. To restart the process, turn the notebook **OFF**, connect the AC adapter, and repeat steps 1 through 4.

If you close the cover while using special charge, the LCD will become warm and may appear blurry. Once the LCD cools, the blurriness will diminish.

### ► To use special charge:

1. With the AC adapter connected, turn the notebook **ON**.
2. Click on Preferences on the Main Menu. *The Preferences menu appears*
3. Click on Battery. *A dialog box opens.*
4. Select **Start Charge**. *The screen goes blank, and the notebook begins to charge the battery. The battery charge LED lights. When finished, a message appears telling you the time that the charge was completed.*



Low battery LED; lights when the battery needs charging

Battery charge LED for special charge

### ► To set Lights Out to conserve the battery:

When the AC adapter is connected, screen saver displays moving patterns (depending on which one you select). With battery power alone, screen saver suspends the system.

1. Click on Preferences on the Main Menu. *The Preferences menu appears.*
2. Select **Lights Out**. *A dialog box opens.*
3. Beside **Screen Saving**, select **On** and click on the arrow keys beside **Time** to select the time for **Lights Out** to take effect. It does not matter which screen saver you select. *The system enters Lights Out after the keyboard and glidepad have not been used for the specified time.*
4. Click on **OK**.
5. To restore the screen after **Lights Out** takes effect, use the keyboard (preferably, press **SHIFT** to avoid opening a program or entering a character if you use another key).

## Battery Maintenance

Over time, most rechargeable batteries are subject to memory effect, which results in shortened battery life per charge. To avoid this, recharge batteries on special charge only after the Low Battery LED lights.

## Connecting a Printer

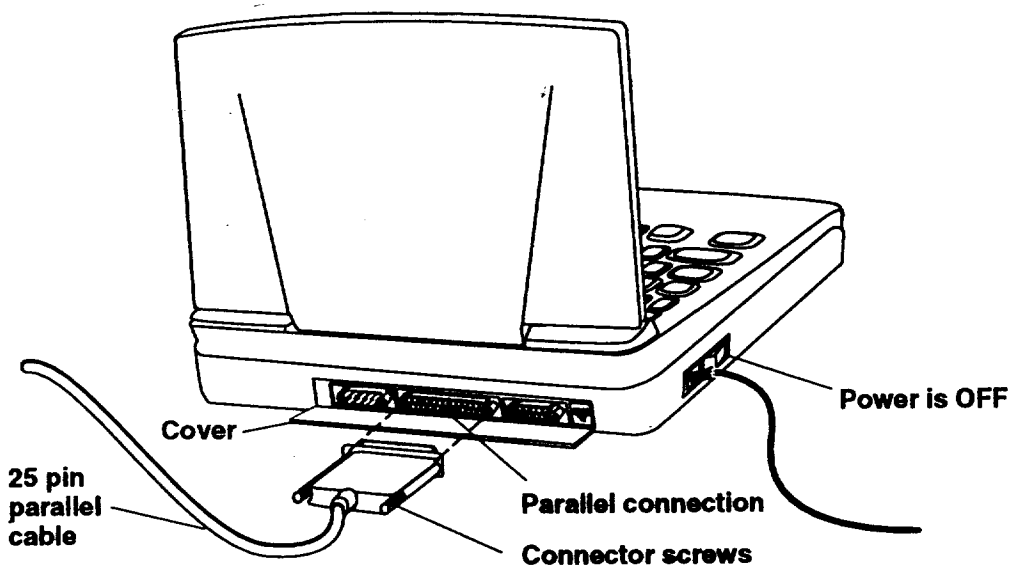
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To print, you will need to connect a parallel printer to your notebook. After connecting your printer, you will be ready to set printer preferences, including default page type, size, layout, and margins.

To set printer preferences, select your printer from a list of printer names. If your printer is not on the list, it may be able to emulate another printer that is on the list. Refer to your printer manual to set emulation mode.

### ► **To connect a printer:**

1. Be sure the power is OFF.
2. Open the cover on the back of the notebook by placing your finger in the slot at the top and gently pulling.
3. Insert the 25 pin connector end of the parallel cable into the parallel connector on the notebook and secure the screws.
4. Connect the other end of the parallel cable to the printer and secure the screws.
5. Turn the notebook power ON; then turn the printer power ON.
6. Set the printer preferences (see the instructions that follow).

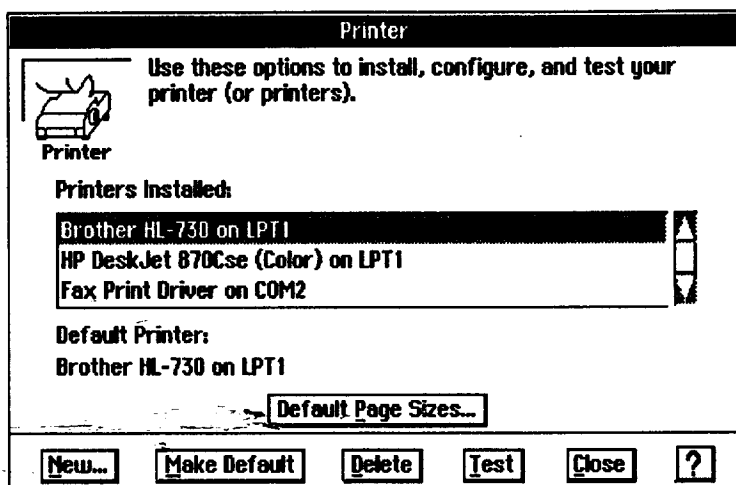


## Setting Printer Preferences

When you connect a printer or change printers, you must set the printer preferences, where you also set default paper type, size, layout, and margins for your printer.

### ► To set or change printer preferences:

1. Turn the power on to the notebook, then to the printer and click on Preferences on the Main Menu. *The Preferences menu appears.*
2. Click on Printer. *The Printer dialog box opens:*



If your screen is not color, you can still print color when you connect a color printer. To add color or tone to a document, set area attributes using the Graphics menu in Word Processing and Spreadsheet and using the Attributes menu or Attributes tool bar in Drawing. For more information, see these chapters in Book 2: Word Processing, Spreadsheet, and Drawing.

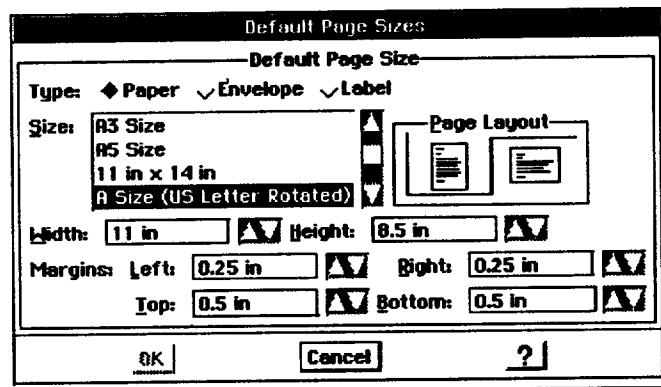
To remove a printer from the Printers Installed window, click the printer name to select it; then click on Delete.

3. Click on New. *Another dialog box opens.*
4. Select your printer from the list. If necessary, click on the scroll bar to scroll down the list. Or type the first letter of the printer to scroll down.
5. Click on OK. *The Printer dialog box reappears with the new printer listed in the Printers Installed window.*
6. To select a default printer, click on the printer name from the list, such as the Fax Print Driver. Then click on Make Default. The notebook will then default to that printer every time you print.
7. Click on Close or click on Default Page Sizes to set up your default page sizes (see the instructions that follow).

► **To set default page sizes:**

The default page sizes work for the majority of printers; however, some printers cannot print the default margins shown here. Check your printer manual and enter the margins that it can print.

1. From the Printer dialog box, click on Default Page Sizes. A *dialog box* opens:



2. Set the paper type, size, layout, and margins the way you want them. For example, if your printer will print a minimum margin of 0.25 inch, use that value as the default margins here. You can set different size margins in Word Processing without returning to this dialog box and making changes.
3. Click on OK.

Now you are ready to print the documents that you create. See page 42 in Getting Started for instructions.

## Connecting the Modem



**CAUTION:**

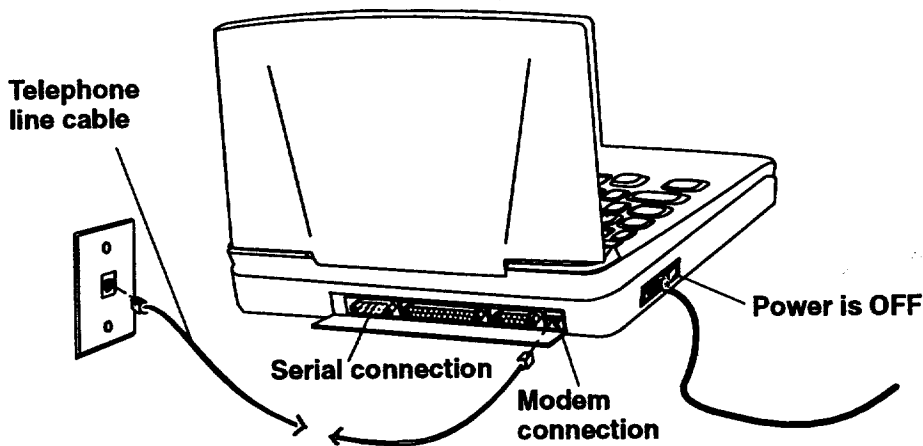
Do not connect your notebook to a digital PBX system or you may damage the internal modem.

Your notebook contains a 33,600/14,400 bps internal data/fax modem. Use the modem for sending faxes, browsing the World Wide Web, or sending emails.

► **To connect the modem:**

1. Be sure the power is OFF.
2. Open the back cover by placing your finger in the slot at the top and gently pulling.

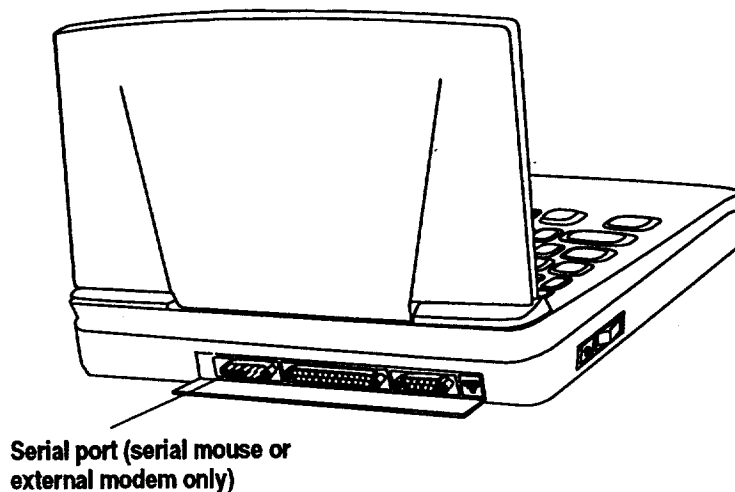
3. Plug the telephone line cable into the modem connection on the back of the unit. Plug the other end of the telephone line cable into the telephone outlet.
4. Turn the power to the notebook ON; then set the modem preferences (see the instructions that follow).



*An external modem and telephone can share the same telephone outlet. Plug the telephone into the modem connector labelled Phone.*

► **To connect an external modem:**

1. Be sure the power is OFF.
2. Open the back cover by placing your finger in the slot at the top and gently pulling.
3. Connect the serial cable into the serial port of the unit and secure the connector screws. Connect the 9 pin end of the serial cable into the modem and secure the connector screws.



4. Plug the telephone line cable into the modem connector labelled *Line*.
5. Plug the other end of the telephone line cable into the telephone outlet.
6. Connect the AC adapter to the modem and plug it into the outlet.
7. Turn the power ON to the notebook; then turn the power ON to the modem and set the modem preferences (instructions follow).

## Setting Modem Preferences

Optional external modems have separate power switches. Turn the notebook on first, then the modem.

If you have connected an optional external modem, select External here.

After connecting the modem, set modem preferences before using.

### ► To set or change modem preferences:

1. Turn the power on to the notebook, then the modem and click on Preferences on the Main Menu. *The Preferences menu appears.*
2. Click on Modem. *A dialog box opens.*
3. Select Internal and set Can Fax to Yes.
4. Select the dialing type of your telephone: Tone or Pulse.
5. Beside the words Can Fax, be sure that Yes is selected.
6. Click on OK. If you did not need to make any changes, select Cancel to return to Preferences.
7. Press **EXIT** to return to the Main Menu. To set Speed and Format Options, see the instructions that follow.

### ► To set speed and format options:

For faxing, browsing the internet, and sending email, most of the options in Speed and Format are already set for you. The Baud Rate is the only setting you may need to change. The other settings apply when using the modem to communicate with another computer (see the Fax and Data Modem chapter).

1. From the Modem dialog box, click on Speed and Format Options. *A dialog box opens:*

Serial Port Options

Port Options For: My Modem

Baud Rate:  300  1200  2400  4800  9600  19200  38400

Parity:  Even  Odd  Space  Mark  None

Word Length:  5  6  7  8

Stop Bits:  1  1.5  2

Handshake:  None  Hardware  Software (XON/XOFF)

Hardware Handshaking Options:

Stop Remote:  DTR  RTS

Stop Local:  CTS  DCD  DSR

OK Reset Cancel ?

2. Fill in the dialog box:
  - **Baud Rate.** Click on the box beside 38400. If you decide to use a 14,400 bps external modem, select 19200.
  - **Parity, Word Length, Stop Bits, and Handshake are already set for you.**
3. Click on OK. *The Serial Port Options dialog box closes.*

4. Click on OK to close the Modem dialog box. If you did not need to make changes, click on Cancel.
5. Select Exit from the File menu.

## Connecting an Optional Monitor

---

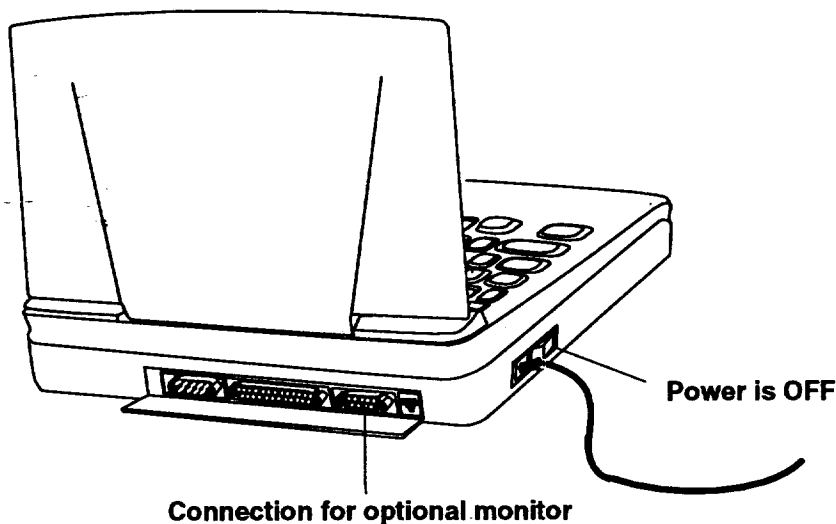
Your notebook contains an LCD display. You can also connect an optional color monitor to your notebook, but connect only a VGA (Video Graphics Array) color monitor with a 640 × 480 resolution.

*When you connect a monitor and then turn the power on, everything appears on the monitor screen, not on the LCD.*

*When you connect a color monitor, the screen appears in color, even if your LCD does not.*

### ► To connect an optional monitor:

1. Be sure the power is OFF.
2. Open the back cover by placing your finger in the slot at the top and gently pulling.
3. Connect the monitor cable from the monitor to the monitor connection as shown; then turn the power on to the notebook, then the monitor. *The Main Menu appears on the monitor.*



## Connecting an Optional External Mouse

---

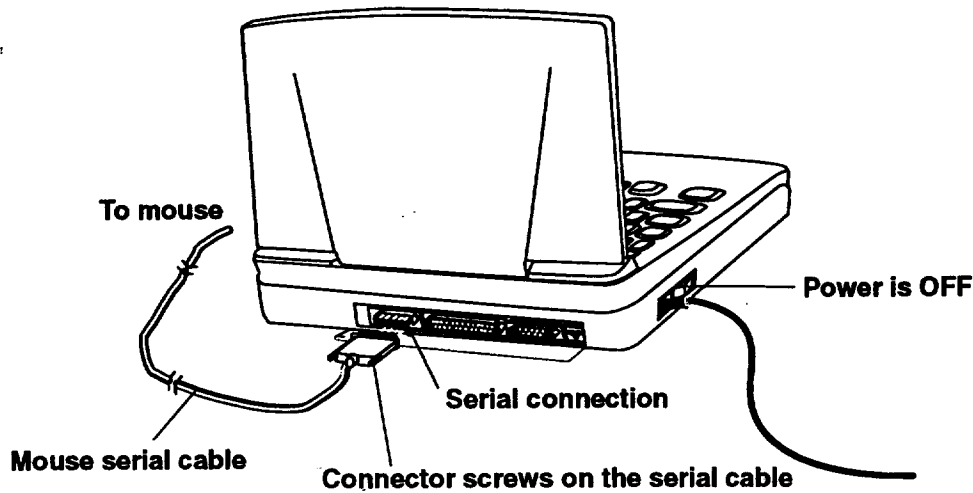
Your notebook comes with a glidepad, which is basically an internal mouse. Use it to move the on-screen pointer and select from menus or move text and graphics. See page 20 for more information on using the glidepad.

You can also connect an optional serial mouse to your notebook, but connect only a Microsoft compatible serial mouse.

*Note: There is only one serial port. You can connect a modem or a mouse, but not both.*

► **To connect an optional serial mouse:**

1. Be sure the power is OFF.
2. Open the back cover by placing your finger in the slot at the top and gently pulling.
3. Connect the mouse cable to the serial port of the unit and secure the connector screws.



4. Turn the power ON; then set the preferences for the external mouse (see the instructions that follow).

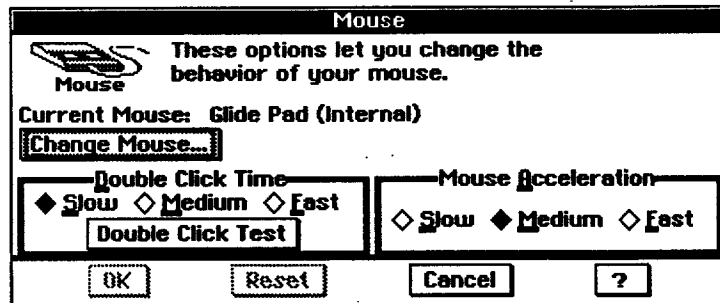
## Setting Mouse Preferences

Before using an optional mouse, set mouse preferences, including double-click time and acceleration speed.

► **To set or change mouse preferences:**

*To use the glidepad again, you must change the preferences from mouse back to glidepad.*

1. Click on Preferences on the Main Menu. *The Preferences menu appears.*
2. Click on Mouse. *A dialog box opens:*



3. Click on Change Mouse. *A dialog box appears.*



Double-click and Acceleration can only be adjusted for an external mouse, not the glidepad.

4. Select Microsoft-compatible serial and click on OK. A *dialog box appears allowing you to test the mouse*. Follow the on-screen instructions.
5. Adjust the double-click time and acceleration of the mouse.
6. Click on OK to return to Preferences.
7. Press **EXIT** to return to the Main Menu.

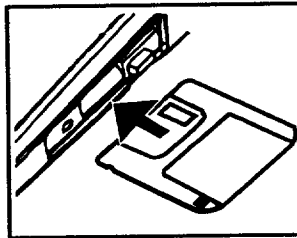
## Using Diskettes



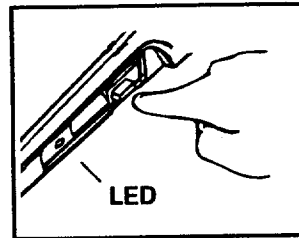
**CAUTION:** Never insert or remove a diskette while the LED is on.

Keep diskettes away from magnetic fields. The diskette can be damaged.

**Diskettes** (floppy disks) are used for storing the documents that you create. They can also contain application programs and files such as clip art for copying and pasting into your documents.

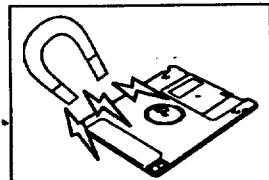
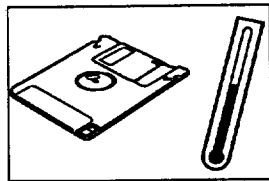
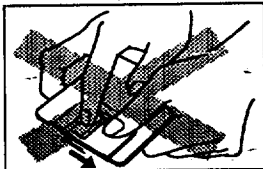


To insert a diskette



To remove a diskette

Handle diskettes with care:



- Use 1.44 MB double side/high density or 720 KB double side/double density diskettes that are already IBM-formatted. These diskettes are ready for use and hold more information than double density diskettes. (If you use unformatted diskettes, see the chapter called File Manager for disk formatting.)
- Never open the shutter of the diskette or touch the surface of the material inside of the diskette.
- Never expose the diskette to extremely high or low temperatures or magnetic fields such as can be found near a television or on top of your monitor.
- The diskettes have a switch that protects their contents from accidental erasure. In the READ ONLY position (moving the switch leaves a hole in the diskette cover that you can see through), a diskette can be read but not altered in any way. In the WRITE position, the diskette can be used for saving or changing documents.

## Using PC Cards

---

Your notebook has a slot for **PC Cards**, which are like diskettes but contain more storage space than diskettes.

**We recommend that you use the enclosed order form to purchase the 4 Mbyte or 10 Mbyte PC cards. These PC cards are compatible with your notebook.**

**Your notebook does not support SRAM cards or FAX modem PC cards.**

### ► To use a PC Card:

1. Turn the power OFF.
2. Open the cover of the PC card slot by placing your finger in the slot at the top and gently pulling.
3. Insert a card in the slot. *The card is installed when the eject button on the side of the slot pops out.*

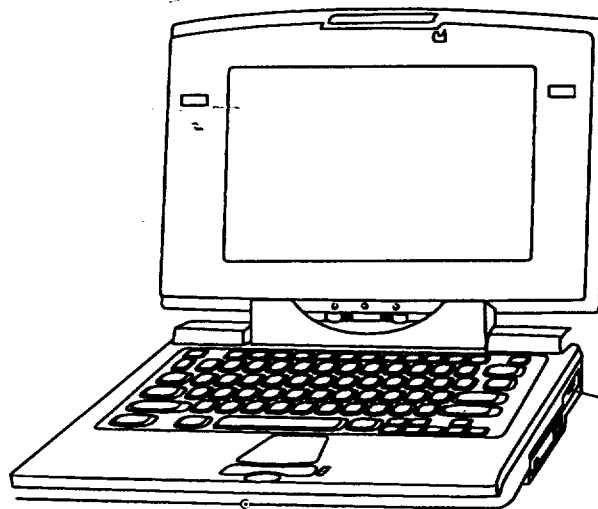
OR

With the power OFF, remove a card from the slot by pushing the eject button on the side of the PC card slot.



**CAUTION:**  
Never insert or remove a PC card with the power ON. Be sure the power is OFF.

Be sure to insert the PC card right-side up, with the red triangle on the top of the card. Inserting the card upside-down will damage it and the PC Card slot.



PC Card slot  
(under cover)

# 2 Getting Started

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This chapter helps you get started by explaining the following common functions that all programs share:

## ***Getting Started***

---

### **The Basics**, beginning page 20

Using the Glidepad or Optional Mouse

Using the Keyboard

Setting Time & Date Preferences

Starting and Exiting Programs

Working with Documents

Working with Menus

Working with Dialog Boxes

Setting Printer Options

Using Online Help

### **Beyond the basics**, beginning page 47

Using and Creating Templates

Adding and Viewing Document Notes

Opening Two Documents at Once

Naming a DOS Document

### **Quick Start Exercise**, beginning page 53

## Using the Glidepad or Optional Mouse

---

Using the glidepad or an optional mouse, you can perform a variety of tasks, such as selecting from on-screen menus, opening a program, selecting text or graphics, or dragging text or graphics to new locations.

If you want, you can connect an optional serial mouse. Once connected, you must set the preferences for using a mouse. See page 16 for instructions.

The glidepad functions just like a mouse, but is conveniently built into the notebook.



### **CAUTION:**

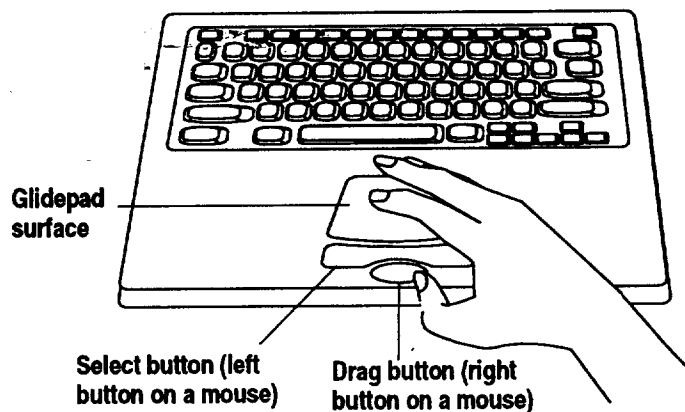
Use a light touch on the glidepad. Excessive force can damage it.

Do not use a sharp object or ink pen on the glidepad. Sharp objects and chemicals in ink pens can damage the surface.

To clean the glidepad, use a soft, slightly moist cloth. Moisten with water; never use detergents or solvents.

### ► **To use the glidepad:**

Slide your finger or the top of your fingernail along the glidepad surface. You may also use the blunt end of a pen, but do not use anything sharp that would scratch the surface. *The on-screen pointer moves.*










## Performing tasks with the glidepad or optional mouse

To:	Do this:
<b>Select (Click on) an item.</b> This action highlights text or graphics. It also opens on-screen menus and places the insertion point in text.	Place the on-screen pointer over an item or inside text and click the Select button (top button) or tap once on the glidepad surface.
<b>Select (click on) several words or paragraphs.</b> This action highlights selected text or paragraphs.	Place the on-screen pointer at the beginning or end of the text and click the Select button once or tap once on the glidepad surface. Then drag your finger across the glidepad (or drag the mouse) to drag the on-screen pointer across several words or paragraphs. You can drag in any direction.
<b>Double-Click.</b> This action opens and closes files from File Manager. It also selects a whole word when working with text.	Place the on-screen pointer over an item; then click the Select button twice or tap on the glidepad surface twice.
<b>Move (drag) text or graphics.</b> This action allows you to drag text into other text areas and to drag graphics to new locations.	Place the on-screen pointer over the text or graphic and click the Select button. Then hold the Drag button as you slide your finger across the glidepad (or move the mouse) to move the text or graphic.

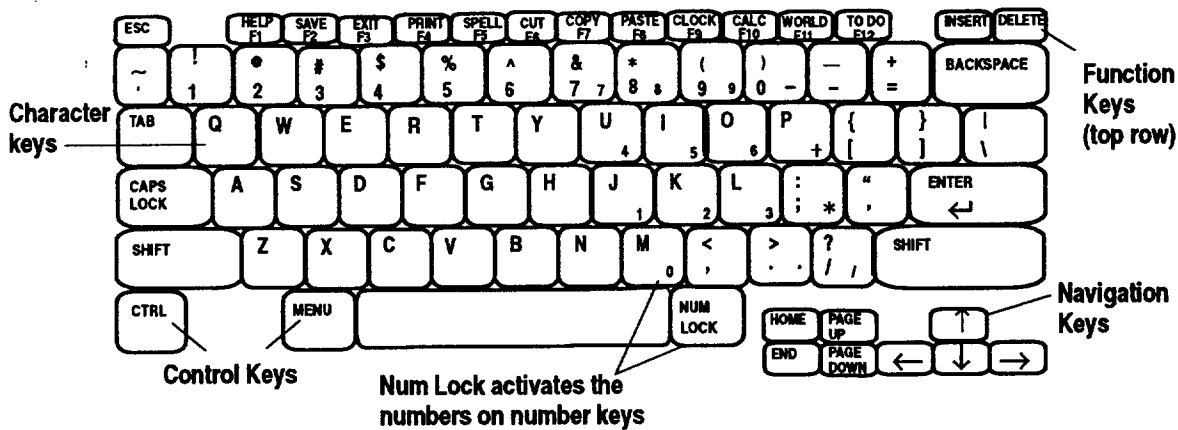
## On-Screen Pointer Shapes

Depending on the task you are performing, the on-screen pointer will change shape, and each shape has a different meaning, as follows:

-  • The arrow is the standard on-screen pointer.
-  • The copy pointer shows that you are copying text.
-  • The drag pointer shows that you are moving text or graphics.
-  • The I-beam pointer indicates that you can type or edit text. You can also use it to select text and to select where the text you type appears.
-  • The help pointer appears in system online help. It indicates that you can jump to the section of help text shown by the pointer. See Using Help on page 45.
-  • The hourglass pointer appears when the system is busy. Wait until it disappears before taking further action.
-  • The do-not pointer indicates that the pointer is not in an area of the screen where you can take any action.

## Using the Keyboard

You can also use the keyboard to perform tasks. Use **Function keys** from the top row to perform a task such as exiting a program. Use **Control keys** in combination with another key to quickly perform menu tasks. Use **Navigation keys** to move the on-screen pointer around in the document. Use the **Character keys** for general typing.



You can also activate menus and menu options using underlined letters or shortcut keys. See pages 35 and 37.

**NAVIGATION KEYS:** Use these keys to quickly move around in your documents.

Keys	Purpose
TAB	Moves the insertion point to the next tab.
ARROW KEYS	Moves the insertion point in the direction indicated.
SPACEBAR	Advances the insertion point one space (character width).
HOME	Moves the insertion point to the beginning of the line.
END	Moves the insertion point to the end of the line.
PAGE UP/ PAGE DOWN	Moves the document one screen in the given direction.
SHIFT + HOME	Highlights from the insertion point to the beginning of the line.
SHIFT + END	Highlights from the insertion point to the end of the line.
CTRL + HOME	Moves the insertion point to the top of the screen.
CTRL + END	Moves the insertion point to the bottom of the screen.

FUNCTION KEYS: Use these as shortcuts.

<b>Keys</b>	<b>Purpose</b>
<b>HELP</b>	Opens the help screen for quick answers to system questions.
<b>SAVE</b>	Saves your most recent work.
<b>EXIT</b>	Closes the program.
<b>PRINT</b>	Opens the Print dialog box for printing your artwork, document, spreadsheet, etc.
<b>SPELL</b>	Begins the spell checker.
<b>CUT</b>	Eliminates items such as graphics or text from your document and places them on the clipboard.
<b>COPY</b>	Makes a copy of selected item which is stored in clipboard.
<b>PASTE</b>	Pastes a copy of an item that had been copied or cut from a document at the insertion point in the current document.
<b>CLOCK</b>	Displays the system clock.
<b>CALC</b>	Opens the on-screen calculator.
<b>WORLD</b>	Opens the World Clock program.
<b>TO DO</b>	Opens the To Do List program.

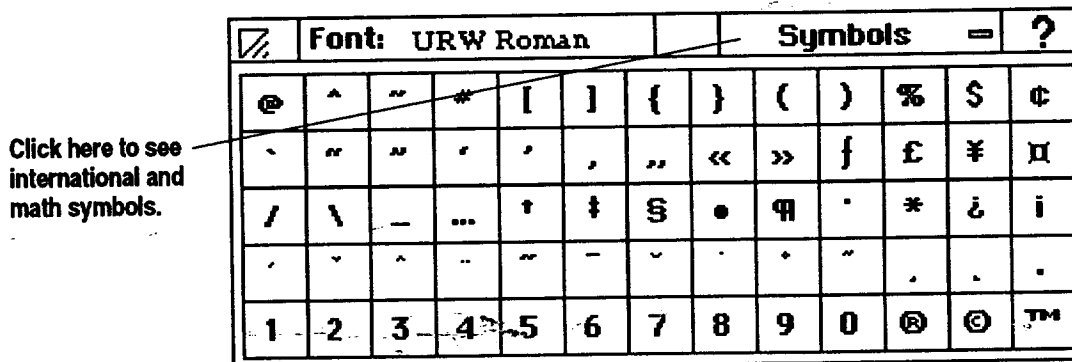
## On-screen keyboard

To create characters and symbols that are not on the standard keyboard, use the **On-screen Keyboard**. This keyboard allows you to select character and symbol layouts for different fonts and insert them into the document.

The On-screen Keyboard will stay open until you close it, even if you switch to another program. It disappears temporarily when the insertion point is not present and reappears when you are entering text.

### ► To display the On-screen Keyboard:

Click on the **SYM** button at the lower right corner of the window. *The Symbol Keyboard appears in the font you are using.* Click on a symbol with the glidepad, and the character appears in your document.



### ► To move the On-screen Keyboard:

Click on the empty button top of the Symbols box and drag the keyboard.

### ► To close the On-screen Keyboard:

Click on the box in the top left corner.



## Setting System Preferences

---

Setting preferences works the same for all system preferences. Your notebook allows you to set the following system preferences:

*To display the system clock on your screen press **CLOCK** from the function key row. To remove it, press **CLOCK** again.*

*Disable screen saver before printing to print faster.*

- **Date & Time** allows you to set the current date and time.
- **Lights Out** lets you select a screen saver, which acts as a battery saver when the AC adapter is not connected and battery power alone is used (see page 9). When the system is not in use for a specified period of time, the screen saver you selected appears. You specify the period of time. To exit the screen saver (Lights Out), use the keyboard (preferably, press **SHIFT** to avoid opening a program with another key).
- **Look & Feel** sets options that control the background design, color, and the text that appears at the top of the Main Menu. Look & Feel also sets the automatic save function (see Setting Auto Save Preferences on page 33).
- **Sound** turns the sound on or off for errors.

You can also set preferences for peripheral functions. Instructions for these functions are found as follows:

- **Battery** sets battery charging preferences (see page 8).
- **Modem** installs and configures the modem (see page 14).
- **Mouse** installs and configures an optional serial mouse (see page 16).
- **Printer** installs and configures a printer (see page 11).
- **Fax** sets up the Fax function (see the Fax and Data Modem chapter in this book).

*Once you set or change settings and apply them, they remain in effect until changed.*

### ► **To set or change system preferences:**

1. Click on Preferences on the Main Menu. *The Preferences menu appears.*
2. Click on the icon for the feature you want to set. *A dialog box for that feature opens.*
3. Set the options in the dialog box and click on OK. If you want to go back to the original settings, click on Reset.
4. At the top of the Preferences menu screen, click on File. *A submenu appears.*
5. Click on Exit to return to the Main Menu.

## Starting and Exiting Programs

---

You can start a program two ways: by opening it from the Main Menu or by opening a document from File Manager.

You can also open a program by pressing the letter that is underlined in its icon. For example, press **W** to open Word Processing.

► **To start a program from its icon on the Main Menu:**

Click on the program you want to start in the Main Menu. *The program opens.*

► **To start a program by opening a document:**

1. Insert a diskette containing the document, open File Manager, and click on the drive A icon. *The contents of the diskette appear.*

OR

Open File Manager and click on the F drive icon. *The contents of drive F appear.*

2. Double-click on the icon of the document you want to open. *The program opens with the selected document ready for use.*

► **To exit a program while in a document:**

1. Select File from the menu bar. *The File submenu appears.*
2. Select Exit.

OR

Press **EXIT** from the function key row. *If you made any changes, a message appears asking you to save the document.*

## Working with Documents

A **document**, also called a file, is a holding place for information. For example, you can create a document in the Planner program for tracking your appointments.

### Creating and Opening Documents

Once you have created documents and saved them, you can open them, change them, and save them again.

#### ► To create a new document:

1. Click on Word Processing, Spreadsheet, or Drawing from the Main Menu.  
*The New/Open dialog box appears:*

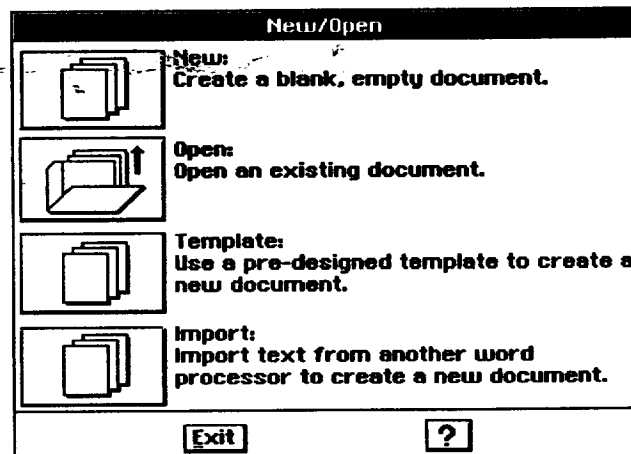
OR

If you have a document open, select Close from the File menu. (If you have unsaved changes in the current document, you are asked if you want to save or discard them.) *The New/Open dialog box appears:*

*The new document is named Untitled. Give it a name when you save it. See Saving Documents, page 31, in this chapter.*

*For information on templates, see page 47.*

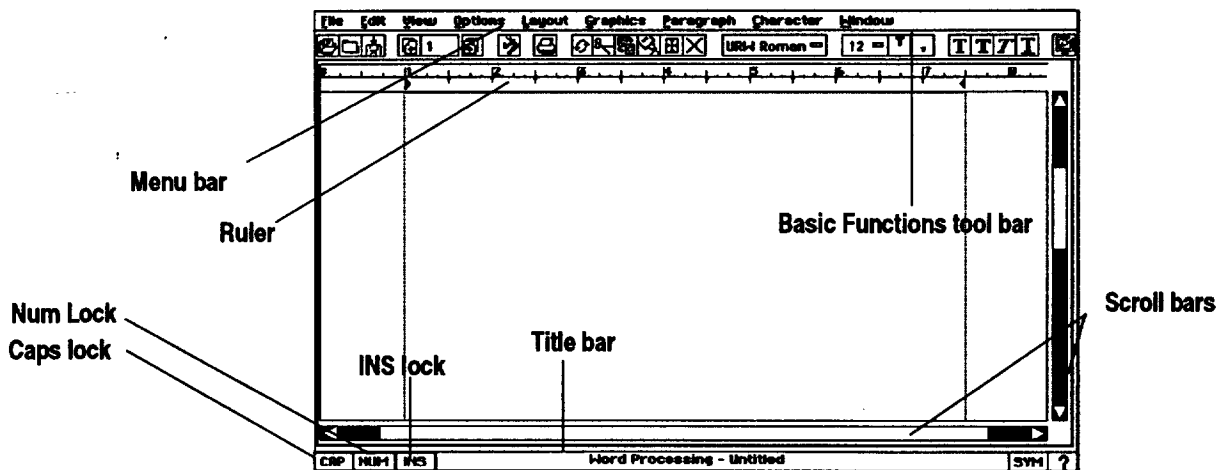
*Import allows you to open a document created in another program. For more information, see the Word Processing, Spreadsheet, Drawing, and Addressbook chapters in Book 2.*



2. Click on New. *A new document appears.*

## What You Will See in a Document Window

Word Processing, Spreadsheet, and Drawing all use variations of the document window shown below:



- **The menu bar** lists the menu items available for that program. You can make menu selections with the glidepad or with the keyboard (Press **MENU** + the underlined letter of the menu item name).
- **The ruler** helps you to align items on the page, judge distances, and set tabs and indentations. You can also use a vertical ruler on the left side of the document window. These rulers are especially helpful in setting the page format. The document window in Drawing opens with both horizontal and vertical rulers.
- **The title bar** shows the program you are in and the name of the open document.
- **The Basic Functions tool bar** appears in the Word Processing and Spreadsheet windows. It has a series of buttons for common operations, such as save, print, copy, etc. Word Processing and Spreadsheet also have an Advanced Functions tool bar. Select tool bars from the Show Tools submenu of the Options menu.
- **Scroll bars** help you to move a document around in the window.
- **NUM** locks the keyboard keys that have numbers on them so that the numbers appear on-screen when typed. For example, with Num Lock on, pressing the k key will result in a 2 on the screen. Turn this on and off by clicking once on NUM.
- **CAP** locks the keyboard so that all characters typed are capitals. Turn this on and off by clicking once on CAP or pressing **CAPS LOCK**.

- **INS** locks insert mode, so that all new characters typed push existing ones to the right. Turn this on and off by clicking once on **INS** or pressing **INSERT**.

## Changing Your View of a Document Window

When you open a document, it appears actual size, the size of the printed document. To change your view of a document in a window, use the View menu. For example, to see more of your document at once, zoom out. This procedure works in Word Processing, Spreadsheet, and Drawing.

### ► To Zoom In or Zoom Out on a document:

1. To enlarge the size of a page, select Zoom In from the View menu.
2. To reduce the size of a page, select Zoom Out from the View menu.
3. To return to normal size, select Normal Size from the View menu. (Normal size is 100% of the view.)

### ► To scale a document to fit the window:

Select Scale to Fit from the View menu. *The view percentage changes, shrinking the document so that an entire page fits in the window at once, if it can.*

### ► To change the document viewing percentage:

1. Select View at % from the View menu. *The View % dialog box appears.*
2. Type a number (depending on the program, you have different minimum and maximum values), or use the arrow buttons to change the value in the View (%) box. Click on Apply. *The percentage you specify is applied to the document.*
3. Click on Close.

## Showing or Hiding Scroll Bars

*Hiding the scroll bars can give you more space to work in.*

### ► To show or hide the horizontal or vertical scroll bars:

Select or deselect Show Scroll Bar from the View menu.

## Using Copy To

Copy To creates a copy of the current version of a document. The copy is saved to drive A or F (depending on which one you select), and you are left editing the original. It is important that the copy have a different name from the original.

Copy To is in contrast to Save As, which saves all of your changes to the document with a new name and closes the original document without saving any changes to it.

► **To copy a document using Copy To:**

1. Select Other from the File menu. *The Other submenu appears.*
2. Select Copy To. *The Copy To dialog box appears.*
3. Select the drive (A for diskette, F for internal storage) and the folder where you would like to put the copy.
4. Type the name you want to use for the copy. (You can use **BACKSPACE** or **DELETE** to edit the name.) *The new name appears in the text entry box.*
5. Click on Copy To. *The document with the new name is saved and closed, and the document with the original name remains in the document window.*

## **Making a Backup Copy of a Document**

You can also protect your work by making a backup copy of a document. If needed, you can revert to this backup copy.

► **To back up a document:**

1. With the document open, select Backup from the File menu. *A submenu appears.*
2. Select Backup. *Your document is saved as a backup copy.*

► **To revert to the backup copy:**

1. With the document open, select Backup from the File menu. *A submenu appears.*
2. Select Restore from Backup. *You are prompted to confirm this; select Yes and the backup document appears in the window.*

## **Renaming a Document**

You may want to rename a document so it more closely identifies the document's contents or purpose. You may also want to rename a document if you want to use its original name for another document. To rename a document, first save it and give it a name.

► **To rename a document:**

1. Open a document and select Other from the File menu. *The Other submenu appears.*
2. Select Rename. *The Rename dialog box appears with the document's current name in the New Name text entry box.*

You can also use File Manager to rename a document. See page 66.

3. Type the new document name. (You can use **BACKSPACE** or **DELETE** to edit the name.) *The new name appears in the New Name text entry box.*
4. Click on Rename. *The dialog box closes, and the new name appears in the title bar of the document.*

## Closing Documents

Closing a document, removes it from the screen. However, the program remains open. You may want to close a document but not its program so that you can create or edit another document in that program.

### ► To close a document:

Select Close from the File menu. If there are unsaved changes in the document, you are asked if you want to save the changes. *If no changes were made, the document closes. If there are no more open documents, then the New/Open dialog box appears.*

## Closing without Saving

*Discard Changes will remove the most recent changes even if Auto Save has saved the document (see page 33).*

*If Discard Changes is dimmed, you have made no changes since the last time you saved.*

You may want to close a document without saving any changes you made to it.

### ► To discard changes:

1. Select Other from the File menu. *The Other submenu appears.*
2. Select Discard Changes. *A dialog box appears asking you if you are sure you want to discard all the changes you have made to the document since you last saved it.*
3. Click on Yes, and the last saved version appears in the window. *All changes since then are erased permanently.*

## Saving Documents

---

*After you have saved a document, the Save option on the submenu changes to gray. If you make more changes to your document, the Save option again appears in black.*

Save your documents periodically as you work on them. It is also good practice to save a document before you print it, before you make a significant change to it, and as soon as you have finished any work you would not want to redo.

When the file that you are working in becomes too large, a message appears asking you to save your document or informing you that the system memory is filling up. To avoid losing any of your work, immediately save the file you are working on and open a new file.

For example, if you are working in a file named Aug. report and the Memory Full dialog box appears, save the document at the end of the page or erase to the end of the previous page. Save the document as Aug. report and open a new document that you save as Aug. report2.

*Do not include colons (:), backslashes (\), asterisks (\*), and question marks (?) in the names of documents.*

When you create a new document, it is temporarily called Untitled. To save it, give it a name. The name can be up to 32 characters long and may contain both uppercase and lowercase letters. Each space or character you type counts as one character. Note: If you plan on using a file with a DOS program, you must use a name that DOS can recognize (see page 52).

► **To save a new document:**

1. Select Save As from the File menu. *The Save As dialog box appears with a New Name text entry box.*
2. Select the drive (A or F) where you would like to place the document. You may also want to select a folder to save the document in.
3. Type a document name in the New Name text entry box. If you do not name the document, it will automatically be named Untitled.
4. Click on Save. *When you return to the open document, its name appears in the title bar.*

*For more information on selecting drives, see the chapter called File Manager.*

*If you save to drive F, the default folder is called Document. Anything saved is saved in Document unless you select a different folder by double-clicking on the folder in the Save As dialog box. But drive F is limited, so save most files on diskette.*

► **To save changes to a document that already has a name:**

Select Save from the File menu. *Any changes you have made are saved, and you are returned to the open document. (If Save is dimmed, there are no changes to save.)*

OR

Press **SAVE** from the function key row.

► **To save a new document onto another diskette:**

1. Select Save As from the File menu. *The Save As dialog box appears with a New Name text entry box.*
2. Insert the diskette where you would like to save the file.
3. Click on Drive; then select A.
4. Type a document name in the New Name text entry box.
5. Click on Save.

► **To save a copy using a different name:**

1. Select Save As from the File menu. *The Save As dialog box appears with the current name of the document in the New Name text entry box.*
2. Select the drive (A or F) where you would like to place the document. You may also want to select a folder to save the document in.



3. Type the new name, which replaces the current name of the document. *The new name appears in the text entry box.*
4. Click on Save. *The original document is closed and remains as you last saved it. Any recent, unsaved changes are saved to the new version only, which appears in the window ready for editing. If you continue editing the version on the screen, you are editing the new document.*

## Setting Auto Save

You can set options to control the automatic save feature, which saves documents after a period of time has passed. You set the period of time. You can also disable auto save.

If auto save is active and occurs when you are alternating diskettes (such as a diskette copy), you are asked to insert the document diskette (where your document is saved) to do an automatic save. After saving, again insert the diskette you were using before you received the message. To get your work back, open the document you were working on. If there are unsaved changes in the document, and auto save protected them, a dialog box appears letting you know the document has unsaved changes. Respond to the dialog box and then select Save from the File menu to make the changes permanent.

*To discard changes made to a document, select Other from the File menu. Then select Discard Changes. This method will remove the most recent changes even if Auto Save has saved the document.*

If you make changes to a document that has been previously saved and then close it without saving, a message appears giving you three options: Save Changes, Discard Changes, and Cancel. If you select Discard Changes, the file will close without saving the most recent changes. However, if Auto Save saved the file before you selected Discard Changes, those changes are not discarded.

### ► **To set or change Auto Save Preferences:**

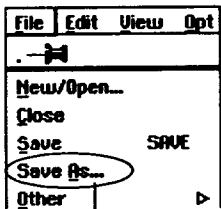
1. Click on Preferences on the Main Menu. *The Preferences menu appears.*
2. Click on Look & Feel. *A dialog box opens.*
3. Select On or Off and the time for the auto save feature.
4. Click on OK.
5. Select Exit from the File menu. *The Main Menu returns.*

## Working with Menus

A program *menu*, like a restaurant menu, contains a list of items. When you select from a menu, the program begins that function or activates that feature.

When you open a menu, it appears on your screen and you select from it. Menu items that are not currently available appear dimmed; if you select a dimmed menu item, nothing happens. For example, in Addressbook, Copy Record is dimmed until you first view an existing record.

### Opening a Menu and Making a Selection



This menu item has an ellipsis (...), meaning that a dialog box appears when selected.

Every program has its own set of menus. You do not see the menu itself until you click on the menu name.

#### ► To select from a menu by clicking:

1. Click on a menu on the menu bar. *The menu opens.*
2. If the item you want is not on this menu, click on the name of another menu. *The first menu closes and the second appears.* Continue clicking menu names until you see the item you want.

OR

If you select a menu item followed by an ellipsis (...), a dialog box appears so you can provide more information about your selection.

3. Click on the item you want. *As long as you select an available item, the function starts and the menu closes.*

OR

Close the menu without selecting an item by clicking anywhere outside the menu.

#### ► To select from a menu by dragging:

1. Place the insertion point over the name of a menu on the menu bar.
2. Hold down the Select button on the glidepad. *The menu appears.* Continue to hold down the button as you drag the insertion point left or right across the menu bar. *The menu for each menu name appears.*
3. When the menu appears with the item you want, pause, **but do not release the Select button.**
4. Drag the insertion point down the list of menu items in the open menu. *As you drag through the items, each item in turn is selected.*

5. When the item you want is selected, release the Select button. *The function starts, and the menu closes (as long as you selected an undimmed item).*

OR

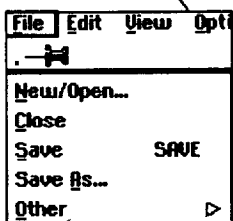
If you select a menu item followed by an ellipsis ( ... ), a dialog box appears so you can provide information about your selection.

OR

Close the menu without selecting an item by dragging the insertion point outside the menu and releasing the Select button.

## Using Underlined Letters to Make Menu Selections

Underlined letter



The name of each menu and menu item has an underlined letter, which is typically the first letter unless several items on a menu share the same first letter. Use the underlined letter to select from a menu. Of course, you can use the glidepad, function keys, or arrow keys as well.

### ► To select from a menu using underlined letters:

1. Hold down **MENU** and press the underlined key in the menu name you want. For example, if you want to open the File menu, hold down **MENU** and press **F**. The File menu opens.
2. Once the menu is open, press the underlined letter of the item you want. For example, to select Save As from the File menu, press **A**.

OR

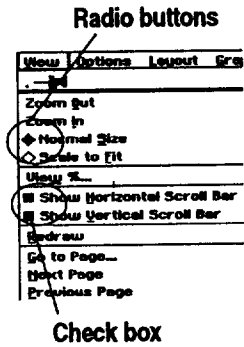
Close the menu without making a selection by pressing **ESC**.

## Selecting from a Menu with Buttons or Check Boxes

**Radio buttons** appear before a menu item. These buttons come in groups, and only one button in the group can be selected at any given time.

**Check boxes** can come in any number, and any number can be selected at a given time.

For more information about check boxes and radio buttons see Working with Dialog Boxes on page 39 in this chapter.



### ► To select from a group of radio buttons:

Click on the one that is not filled or darkened. *The radio button of the selected item darkens, and the button of the previously selected item appears empty.*

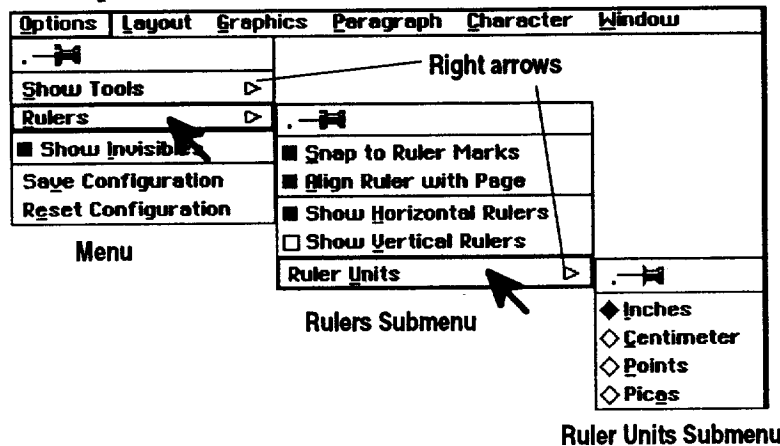
### ► To select or deselect a check box:

Click on the menu item. *If the item was deselected, the check box is now filled. If the item was selected, the check box is empty.*

## Selecting from a Submenu

Some submenus themselves have submenus; these submenus can also have submenus, and so on. Select from a submenu the same way you do from other menus.

**Submenus** appear when you select a menu item that has a right arrow next to it.



### ► To select from a submenu:

1. Open a menu from the menu bar as you normally would.
2. Select a menu item that has a right arrow. *The submenu opens.*
3. Select the item you want from the submenu. *The submenu closes.*

OR

Close the submenu without selecting an item by clicking anywhere outside the menu.

## Using Shortcut Keys to Save Time and Work

To undo the last item you typed, press CTRL + Z

Undo Typing	CTRL Z
Cut	F6
Copy	F7
Paste	F8
Delete	DELETE
Insert Special	
Find and Replace...	CTRL F
Check Spelling...	F5
Thesaurus...	
Counts...	
Select All	CTRL /

**Shortcut keys** are keystrokes you can use to select menus and menu items. If you are familiar with using a keyboard, shortcut keys can speed up your work.

You can use two types of shortcut keys: the *function* keys across the top of the keyboard or *control* key combinations (they control the effect of the key used with them) using **CTRL**, **SHIFT**, or **MENU**.

### ► To select a menu item using a shortcut key:

1. Open the menu to see if the item you want has a shortcut key. Close the menu.
2. Press the shortcut key, such as **CUT**, or press the key combination by holding down **CTRL** and pressing the character key. *Your selection appears.*

## Using Arrow Keys

**Arrow keys** may be easier and quicker for you to use at times, rather than the shortcut keys or the glidepad to select menu items.

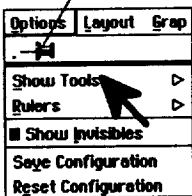
### ► To select from a menu using the arrow keys:

1. Press and release **MENU**. *The name of the first menu on the menu bar is selected.*
2. If this menu is not the one you want, press ← or → to move across the menu bar, highlighting each name as you move across.
3. Press ↓, **SPACEBAR**, or **ENTER** to display the menu for the highlighted name. If the item you want is not on the menu, press ← and → to move through the other menus.
4. When the menu you want is shown, use ↑ and ↓ to select your menu item.
5. If your item has a submenu (indicated by a right arrow next to the menu item), you can open it by pressing →. When the submenu is open, press ↑ and ↓ to select the item. If you want to close the submenu without making a selection, press ←.

6. When the item you want is selected, press **SPACEBAR** or **ENTER**.  
OR  
Close the menu without making a selection by pressing **ESC**.

## Pinning a Menu

Click on the pin to pin the Options menu.



If you want to keep a menu open, or if a drop-down menu covers something you need to see on the screen, you may want to pin it. A **pinned menu** stays open and can be moved out of the way. It remains open until you close it. Only menus with pushpins can be pinned.

### ► To pin a menu:

1. Open a menu as you normally would.
2. Click on the pushpin at the top of the menu. *The menu stays open, and the pin changes to a Window Control button.*
3. To move the menu, click on the menu name and drag the pinned menu to the desired location.
4. To close the pinned menu, click on the Window Control button to the left of the menu name.



When pinned, this button closes the menu.

## Working with Dialog Boxes

When a program needs more information from you or needs to alert you to something, a dialog box appears. There are two types of dialog boxes: one that requires a response before you can continue and one that stays open after you have responded to it.

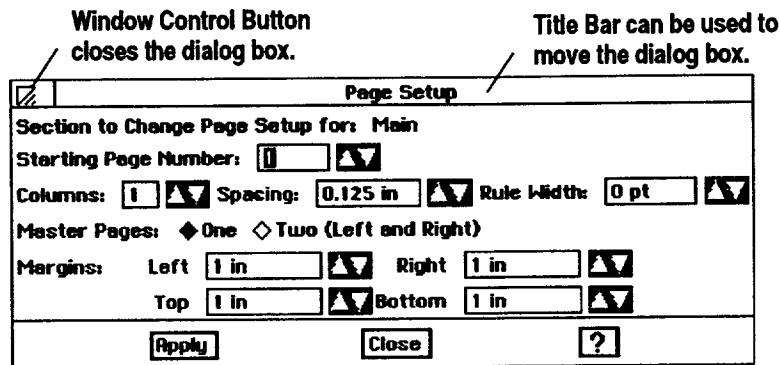
### Two Types of Dialog Boxes



Do-Not pointer

The first type of dialog box requires a response from you before you can continue. If you move the glidepad pointer outside this type of dialog box, the pointer changes to a do-not pointer. One example of this type of dialog box is the New/Open dialog box. You cannot do anything else in the program until you respond to this type of dialog box.

The second type of dialog box stays open until you close it or exit the program. An example of this type of dialog box is the Page Size or the Page Setup dialog boxes that you may open from the File menu.



## Responding to a Dialog Box

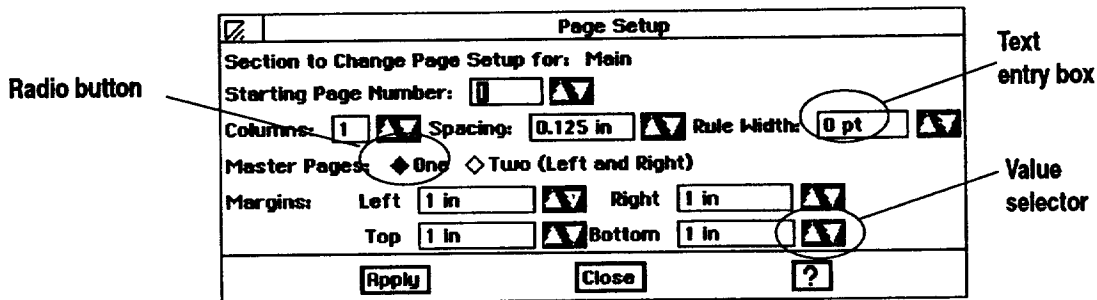
To respond to a dialog box, select from the available options and type text in text entry boxes where applicable. When you have finished, click on one of the buttons at the bottom of the dialog box to apply what you have chosen and continue. Every dialog box has buttons that initiate actions when you click on them. If a button label is followed by an ellipsis (...), clicking on it leads to another dialog box.

There are various ways for you to enter information and make selections in dialog boxes. Some of these include:

- **Radio buttons.** Use radio buttons to select one item from a group.
- **Text entry boxes.** Use text entry boxes to type in the appropriate text.
- **Value selectors.** Use value selectors to change a value.
- **Check boxes.** Use check boxes to turn items on or off.
- **Lists.** Use lists to select one or more items.

### ► To select a radio button:

Click on one radio button in a group. Or, use the arrow keys to select an item and press **ENTER** or **SPACEBAR**. *The radio button darkens to show it has been selected. (If you make a mistake, click on the correct radio button.)*



► **To enter text in a text entry box:**

1. If the **insertion point** (a blinking vertical line) is not blinking in the text entry box or if the name in the box is not highlighted, move the glidepad pointer to the text entry box and click. *The insertion point appears in the box.*



2. Type text in the box. If you make a mistake, press **BACKSPACE** to erase as many characters as necessary and then type the correct text.

► **To change a value in a value selector:**



Click on the up arrow to move to the next item or increase the value. (Click on the down arrow to move to the previous item or decrease the value.)

OR

If the insertion point is blinking in the value selector, type the appropriate value in the box. If the insertion point is not in the box, move the pointer to it and click. Then, type the appropriate value. (If you make a mistake, press **BACKSPACE** to erase the number, and then type the correct value.)

► **To select an item from a scrolling list:**

Click on the item you want to select. The selected item is highlighted. If the list contains more items than can fit in the window, click on the scroll arrow to show more of the list, then make your selection.

► **To open or close a folder from a scrolling list:**

Double-click on the folder. If it is closed, it will open and the names of the files or folders within it will appear below its name. If it is open, it will close.



► **To select or deselect a check box:**

**Drop-Down List**

Click on an empty check box. *The check box darkens, indicating that the item is selected. Click on the check box again to turn it off.*



► **To select an item from a drop-down list:**

1. Click on the drop-down list button. *The list drops down so that you can make a different selection.*
2. Select the item you want from the list. *The item is selected, and the drop-down list closes.*

► **To start an action by clicking buttons:**

- **Apply.** *Applies the current settings but leaves the dialog box open so you can continue to adjust the settings.*
- **Close.** *Closes the dialog box. (The current settings are applied only if you have previously used the Apply button.)*
- **Reset.** *Resets the box to its original settings, undoing any changes you have made.*
- **OK.** *Applies the current settings and closes the dialog box.*
- **Cancel.** *Closes the dialog box without applying your changes.*
- **Stop.** *Ends the task in progress at the next possible stopping place.*
- **Yes.** *Answers yes to the question in the dialog box. The dialog box closes.*
- **No.** *Answers no to the question in the dialog box. The dialog box closes.*

► **To use the keyboard to respond to a dialog box:**

1. To move from one group of options to another, press **TAB**. To move backward, hold down **SHIFT** and press **TAB**. (Inside a group, use the arrow keys on the keyboard to move from item to item.)
2. To select or deselect a check box, move the selection cursor with **↑** or **↓** to the item and press **SPACEBAR**.
3. When you finish setting items, select one of the buttons at the bottom of the dialog box.
4. One button has a thick border around it. If this is the button you want to select, press **SPACEBAR**.

OR

Either press **TAB** or **SHIFT + TAB** until the button you want to select is surrounded by a thick border. Then press **SPACEBAR**.

► **To close a dialog box:**



Click on the button in the upper left corner.

## Setting Printer Options

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This section explains common printing options that the programs share. However, each program has some unique printing options, which you will find in the chapter on the program, like Word Processing or Spreadsheet. Also, some printing options depend on the printer you are using.

*If you are printing color and your screen does not display color, you may want to experiment with the colors you select by printing sample pages.*

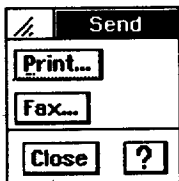
Note: You can connect a color printer to print color in your documents, even if your screen does not show color. Add color or tone to text and drawings by selecting Area Attributes, Line Attributes, or Attributes from the Graphics menu in either Word Processing or Spreadsheet. In Drawing, you can add color or tone by selecting from the Attributes menu or by using the Attribute tool bar. For information on adding color or tone, see these chapters in Book 2: Word Processing, Spreadsheet, and Drawing.

*Disable screen saver before printing to print faster.*

Before you print, you must set physical paper options, such as size and margins, for the printer you currently have installed.

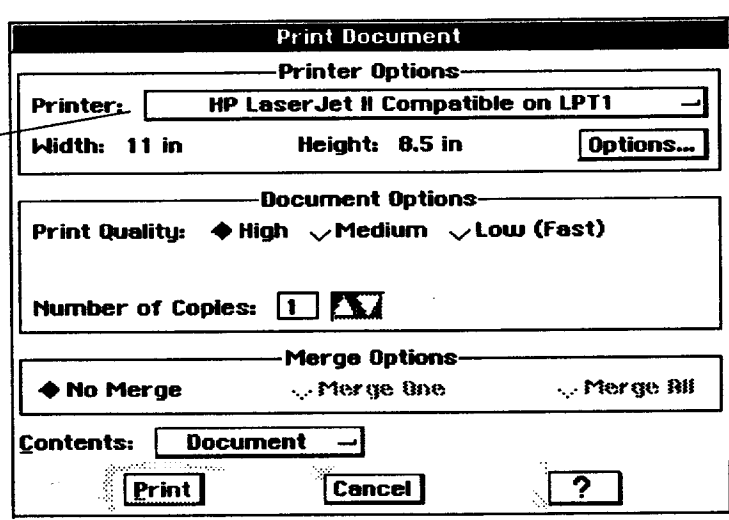
## Getting Ready to Print

Start the printing process from within a program by pressing **PRINT** from the function key row or by selecting Send from the File menu. This opens the menu on the left:



Select Print from the Send menu. *The Print dialog box opens:*

The printer name appears after you install the printer and set printer preferences. See page 10.



Some programs have an additional *Options* section at the bottom; for example, Word Processing contains Merge Options for merging names and addresses. See the chapter on Word Processing (Book 2) for information on merging.

Fill in the dialog box as follows:

- **Printer.** Click on the printer button to select from installed printers.
- **Width and Height.** Click on the Options button to select the width and height of the paper in your printer. See the instructions under Setting Paper Type, Size, and Orientation below.
- **Print Quality.** Click on the print quality you want to use. High quality produces the most professional looking documents, but it uses more ink. Low quality uses less ink but prints faster. Select high quality to print final documents.
- **Number of Copies.** To print more than one copy, change the number of copies by clicking on the arrows or typing a number in the Number of Copies box.
- **Contents.** Click here to select a portion of the document or the entire document to print. Options available depend on the program you have open. For example, in Addressbook you have the option of selecting the current card only.

## Setting Paper Type, Size, and Orientation (Options)

*For example, to print a Word Processing document in landscape orientation, first set up the page in Word Processing for landscape and then set the printer options to landscape.*

Printer options describe the physical setup of your printer. Change options when you change the paper type (for example from paper to envelope) or when you change the paper size or feed. **Printer options must always reflect the actual physical setup of your printer.**

Some options in this dialog box will differ, depending on the type of printer you have installed. For example, some printers will not print on large size paper, so if that printer is installed, that paper size will not be available in the Printer Options.

Printer options for laser printers differ from printer options for inkjet printers. However, all printers share the basic printer options.

### ► To change basic printer options:

1. In the Print dialog box, be sure the printer you are using is selected. If not, select it from the drop-down list.
2. Click on Options. *The Options dialog box appears. This dialog box differs somewhat, depending on the type of printer you are using.*
3. Fill in the dialog box basic options:
  - **Type of Paper.** Select from paper, envelope, or label.
  - **Size of Paper.** If the selected paper size is not the size of the paper in your printer, select the correct size from the paper size list. For envelopes and labels, select the size from the list.
  - **Paper Feed (Orientation).** Select either portrait or landscape paper orientation, depending on the direction of the paper in the paper tray. **Portrait** orientation is a page printed so that, as you read it, the width of the page is less than its height. A horizontal orientation is called **landscape**. When you change orientation, width and height automatically change.
  - **Width & Height.** To use a custom paper size that is not included in the paper size list, use the Width and Height value selectors to enter the width and height of the paper you want to use.
  - **Paper Source.** Use this drop-down list to select the location of the paper you want to use; the available paper source options will differ depending on the printer you are using.
4. Click on OK if you want the changes you have made to remain in effect for printing one document.

OR

*In Options, the printer you have connected and the paper type determine the Paper Feed, Size, and Width and Height settings. For example, when you select envelope, the Paper Size automatically changes.*

*Depending on the printer you are using, the paper source options may appear as radio buttons.*

Click on Save Options and then click on OK if you want the changes to remain in effect every time you print. *You can, of course, return to the Options dialog box whenever you want and change any of these options again.*

## Additional printer options


Depending on the printer you are using, additional settings appear in the Print Options dialog box. For example, laser printers allow you to set timeout, maximum retries, printer memory, and memory usage; however, you will not normally have to change the default settings. For more information, see the manual that came with your particular printer.

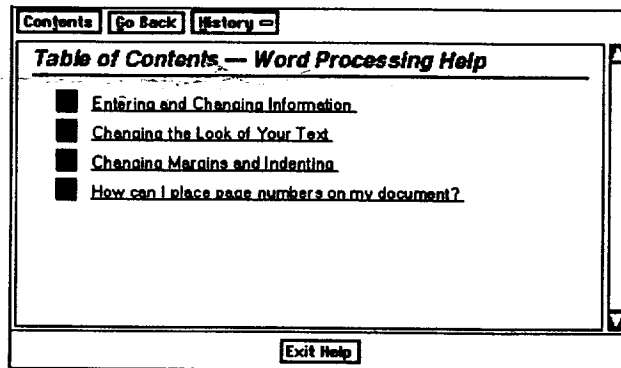
## Using Online Help

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To get answers to your questions, use the online help.

### ► To open Help:

-  Click on the Help button in the bottom right corner of the window or press **HELP**. *Help information for the program or dialog box you are using appears:*



*When the Help window is open, it is on top of other windows. If the Help window is obscuring something, move it by dragging its title bar.*

### ► To get help on how to use the Help window:

Click on the Help button in the title bar of the Help window.

### ► To resize the Help window:

1. Place the on-screen pointer in any corner of the Help window. *The pointer changes to a frame pointer shown at left.*
2. Click and hold the Select button (top button on glidepad); then slide your finger on the glidepad surface to drag toward the center of the window. *The window becomes smaller. Drag away from the center to make it larger.*





Help windows are arranged by topic. Most topics are arranged around common questions. The buttons at the top of the Help window help you move easily between topics.

3. Release the Select button. *The window is resized.*

► **To jump to another topic:**

1. Move the pointer over any underlined, blue text. *The pointer changes to the Help pointer, shown at the left.*
2. Click on the underlined text. *Information specific to that topic appears in the Help window. Go back to the previous window by clicking Go Back.*

► **To see the major topics for a program:**

1. Click on Contents. *The Table of Contents Help window appears.*
2. To go to one of the topics listed in the Table of Contents window, click on the underlined text for that topic.

► **To return to the previous Help window:**

Click on Go Back. *The previous Help window appears.*

► **To go back to an earlier Help window:**

1. Click on History. *A drop-down list with your last ten Help windows appears.*
2. Click on the topic you would like to see. *The Help window for that topic appears.*



## Using standard templates

*Templates can only be accessed from diskette and saved to the F drive as documents. To save a document as a template, you must save to diskette.*

When you select a template from the New/Open dialog box, the program creates a new document containing the information in the template you selected. All you do is fill in the information that is missing or change the information of the **place holder text**. Place holders are text that define the type of entry in a location, such as ZIP CODE that you later replace with the actual information you want.

### ► **To use a template:**

1. Start the program you want to use and insert the diskette labelled Templates.
2. Select New/Open from the File menu. *The New/Open dialog box appears.*
3. Click on Template. *A dialog lists available templates.*
4. Select the template you want to use, scrolling the list if necessary. *A description of the template, if available, appears in the Notes box.*
5. Click on Use Template or press **ENTER** or double-click the highlighted name. *The program creates a copy of the template as a new, untitled document.*
6. Select the place holder text and type your text. *The new text replaces the place holder text.*
7. Save the document if you want. *Changes you make to the new document do not affect the original template.*

## Creating your own template

To create your own template, begin with an empty document in Word Processing, Drawing, or Spreadsheet. Or use an existing document and save it as a template. You must save templates to diskette, not to the F drive.

### ► **To create a template:**

1. Open a new or existing document in the program you want to use.
2. Specify the settings you want to use. For example, in Word Processing, you might want to define the following:
  - Page size
  - Margins
  - Text specifications, such as font, size, and style



Review the chapter on Word Processing in Book 2 for information on creating text and placing graphics.

When adding document notes to the template, do so before closing it. See Adding and Viewing Document Notes on page 50 for more information.

3. Add the text and place holder text (such as City, State, and Zip code).
4. Add any graphics you want to include (such as a logo).
5. Select Other from the File menu. *A submenu appears.*
6. Select Save As Template from the Other submenu. *A dialog box appears.*
7. Insert a diskette to save the template to.
8. If necessary, select the folder where you want to save the template.
9. Type the name of the template and then click on Save. *The template is saved on diskette.*

OR

Click on Export to export the template to another format. *A dialog box appears.* Select a folder for storing the exported document; then select a format, give the document a name, and click on Export. *The template is exported in the new format.*

10. Close the document.

## Modifying a template

You can change any template you have created so that it meets your particular needs. Sometimes you can modify the same template for different situations (such as documents for different clients).

### ► To change a template you have created:

1. Insert the diskette labelled Templates.
2. If the New/Open dialog box is not showing, select New/Open from the File menu.
3. Click on the Template. *A dialog box lists the available template folders or templates.*
4. Select the template you want to modify, scrolling the list if necessary. *A description of the template, if available, appears in the Notes box.*
5. Select the For Editing check box and then click on Use Template. *The template appears in the program window.*
6. Edit the template until it appears the way you want.
7. Select Save from the File menu; then close the document. *The template is saved with your changes.*

► **To create a new template based on one of the existing templates:**

1. Select New/Open from the File menu.
2. Click on Templates. A *dialog box lists the available template folders or templates.*
3. Select the template you want to use, scrolling the list if necessary. A *description of the template, if available, appears in the Notes box.*
4. Click on Use Template. *The template appears in the document window.*
5. Select Other from the File menu. *A submenu appears.*
6. Select Save As Template from the Other submenu. *A dialog box appears.*
7. If necessary, select the folder to which you want to save the template.
8. Type the name of the template.
9. Make the changes you want for the new template.
10. Click on Save. *The new template is saved with the name you specified in Step 8.*
11. Close the document.

## Adding and Viewing Document Notes

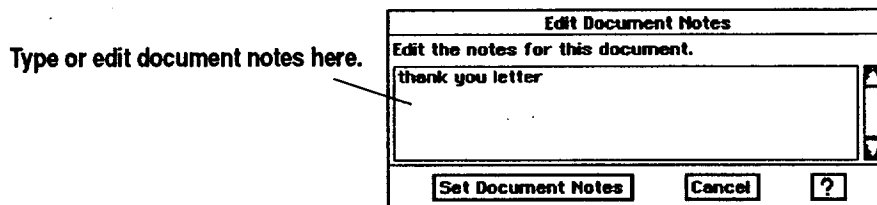
*You cannot add document notes to an untitled document. You must first save the document and give it a name.*

Document notes can be any information you might want to record about your document. For example, you can use document notes to keep a revision history of a document.

Notes accompany a document, but they are not an integral part of the body of the document. Notes attached to a document appear in the Open dialog box. The Open dialog box appears after you select Open an Existing Document from the New/Open dialog box.

► **To create, view, or edit document notes:**

1. Create and save the document in any program.
2. Select Other from the File menu. *The Other submenu appears.*
3. Select Edit Document Notes. *A dialog box appears:*



4. Type your new document notes or edit the existing ones. Then click on Set Document Notes.

OR

If you are just viewing the document notes, click on Cancel when you are done. *The dialog box closes and you return to the document.*

## **Opening Two Documents at Once**

You can open two Word Processing or Drawing documents at once and switch between the two.

### **► To open two documents at once:**

1. Create a new document or save an existing one.
2. With that document open, select New/Open from the File menu. *A dialog box appears.*
3. Select a second document to open. *The document appears on the screen.*

### **► To switch between two documents:**

1. Click on the Window menu. *The drop-down menu appears. At the bottom, the names of both documents appear with a radio box beside each name. The document on screen has its radio box filled.*
2. Click on the radio box of the other document. *That document appears on top.*

## Naming a DOS File

If you plan to use any of your documents on a computer that uses DOS, create a name that DOS will recognize. DOS names can be up to eight characters long, followed by an optional period and three more characters. The three characters or *extension* usually indicates the type of data the file contains. For example, give a .TXT extension to a DOS text file, such as one created with Text File Editor.

*DOS: Disk Operating System*

DOS file names can only contain the letters A through Z, the numbers 0 through 9, and only the following special characters:

Special Characters Allowed in DOS File Names			
underscore	_	caret	^
dollar sign	\$	tilde	~
exclamation point	!	number sign	#
percentage sign	%	ampersand	&
hyphen	-	braces	{ }
parentheses	( )	at sign	@
apostrophe	'	grave accent	`

*No other special characters are permitted.*

DOS names cannot contain spaces, commas, backslashes, asterisks, question marks, or periods (except the period following the first eight characters). The letters are always converted to uppercase.

## Quick Start Exercise

---

To become familiar with creating documents, follow the steps in this Quick Start exercise to create, save, and print this simple document:

Your Name  
Your Address  
Your Phone Number

### Creating your document

#### ► To enter the text:

1. Turn on the notebook unit.
2. When the Main Menu appears showing the programs, press the **ENTER** key. *Pressing **ENTER** at the Main Menu automatically opens Word Processing, the first icon on the menu.* Select New from the New/Open box.
3. When the Word Processing screen appears with the blinking insertion point, type your name and press **ENTER**.
4. Type your address and press **ENTER**; then type your city, state, and zip code and press **ENTER**.
5. Type your phone number.

Using the glidepad, you have two ways to select (or click on an item): you can click on the Select button or you can tap once on the glidepad.

#### ► To change the font and size:

1. Use the glidepad to click on the Edit menu. *A submenu appears.*
2. Click on Select All. *All your text is selected.*
3. Using the glidepad, move the insertion point to the button that says URW Roman. *The insertion point changes into an arrow.*
4. With the arrow over the button that says URW Roman, tap once on the glidepad to click on the button. *A list of other fonts (or typefaces) appears below URW Roman.*
5. Move the arrow down to URW Sans and click once. *Your typed text appears on screen in URW Sans font.*
6. Move the arrow to the 12 button (to the right of the button that now reads URW Sans) and tap once on the glidepad to click on the 12 button.
7. Move the arrow down the list to the number 14 and tap once. *The text size increases from 12 pts. to 14 pts.*



Select button (left button on a mouse)

Drag button (right button on a mouse)

► **To center the text:**

1. With your text still selected (if it is not, repeat steps 1 and 2 above), use the glidepad to select Alignment from the Paragraph menu.
2. Move the arrow to the word Center and tap once to select it. *Your text appears in the center of the page.*

## Saving your document

► **To save your document:**

1. Insert a diskette into the disk drive.
2. Select Save from the File menu.
3. When a dialog box appears, move the arrow to the rectangular box beside New Name and click. *It changes to an insertion point for text entry.*
4. Type a name for your document.
5. Move the arrow to the Drives button and tap once on the glidepad. A *drop-down list of drives appears.*
6. Select drive A to save on the diskette in the disk drive.
7. Select the Save button below the New Name box and tap once.

## Printing your document

Before printing, you must connect a printer and set printer preferences. See pages 10 and 11.

*The print dialog box allows you to set print options like print size and quality. For more information on these options, see Setting Printer Options on page 42.*

► **To print your document:**

1. Press **PRINT** from the top row of the keyboard. *A dialog box appears.*
2. Select Print from this dialog box. *Your document prints to the default settings: letter size paper, high print quality, one copy, no merge.*
3. Press **EXIT** to return to the Main Menu.

**You just created, saved, and printed a document.**

# 3 File Manager

---

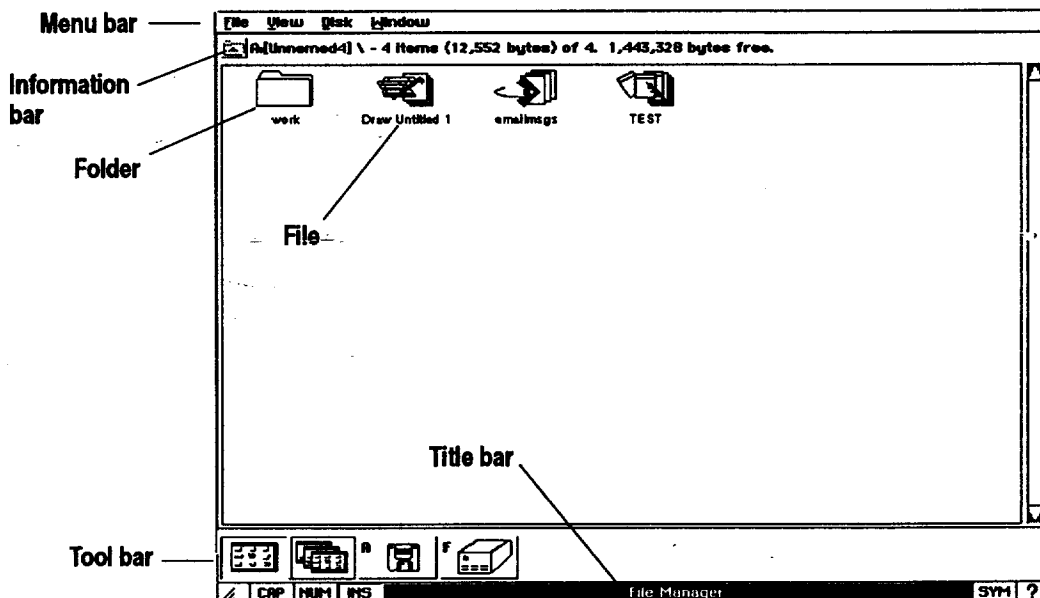
File Manager lists the files and folders on your diskettes (drive A) and internal storage (drive F). File Manager also allows you to create folders for storing files and to copy or move files and folders.

## Starting File Manager

---

► **To open File Manager:**

Click on File Manager from the Main Menu. A *window appears with icons representing the files, folders, or programs stored on the diskette in drive A, on the internal storage (drive F), or on an optional PC card.*



*Icons with DOS written on them are files created with a DOS program.*

Files, folders, and programs are represented by *icons*. When you want to do something with a file, folder, or program, click on its icon.

- **The menu bar** shows the menu options available in File Manager: File, View, Disk, and Window. When you select one of these, a submenu appears with more options, such as Exit in the File menu.

- **A Folder** (also called a directory) is a holding place for storing documents, programs, and other folders.
- **File** and **document** mean the same thing. They do not contain other files or documents. For example, a letter created in Word Processing is a document and a file.
- **The Title bar** shows the name of the program you have open.
- **The Tool bar** shows the following tools:



**The Whole window icon** uses one window to show the contents of one folder, the contents of a diskette in drive A, or the contents of drive F.



**The Tile window icon** shows each folder as a separate window, tiled across the screen. To move a folder to the front, click on its title bar or menu bar. To close a folder, click on the close folder button from the Information bar.



**Drive A** is the diskette in the disk drive. Click here to view its contents. When you change diskettes, click here again to view the contents of the new diskette.

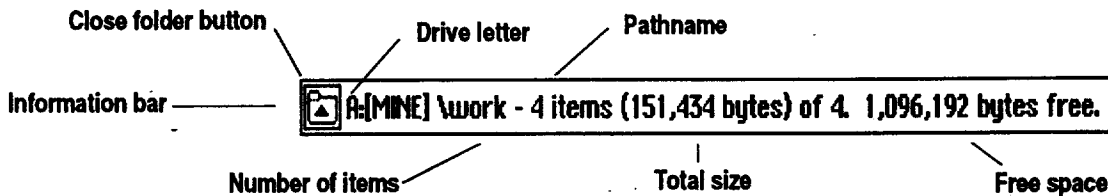
*The power must be OFF before you insert a PC card.*



**Drive E** is active when a PC card is inserted. Click here to see files on an optional PC card inserted in the slot. See page 18 for more information on using PC cards.

**Drive F** is the internal storage space for the notebook. You can also save files to this location. However, the amount of memory is limited. Save the F drive for files you access frequently from other programs, like Addressbook files or your Internet Bookmarks file. Click here to view the contents of drive F.

- **The Information bar** shows information about the diskette, folder, or drive.



**Close folder button** allows you to close a folder. Click once here to close the current folder.

**Drive letter** shows the drive whose contents you are viewing (drive A or F).



**Pathname** shows the drive and folders you went through to reach the current folder. Each level as you go down into folders is separated by a slash (from left to right in pathname). This pathname is DOS compatible.

**Number of items** shows the number of files or folders on the drive, on the diskette, or in the folder.

**Total size** shows the total size of all files on the diskette or in the folder expressed in bytes of memory. To determine the size, select individual file icons. To determine the size of a folder within this folder, first open the folder.

**Free space** shows the amount of memory remaining on the diskette or drive, measured in bytes. This is the free space available for saving documents.

► **To open a folder:**

Double-click on a folder icon. *The Folder window appears, showing the contents of the folder. (Both the name and path of the folder appear in the Information bar.)*

► **To close a folder:**

Click once on the folder's icon in the Information bar.

## Changing the View

To change the view of the files inside a folder, first open the folder.

You can view files and folders as a word list, with or without file details. You can also open more than one folder at the time and tile, or layer, the folder windows across the screen.

To move icons or file names closer together on the screen, select **Compress Display** from the **View** menu.

### ► To change the current viewing option:

1. Open File Manager and click on the drive A icon to view the contents of a diskette.

OR

Click on the drive F icon to view the contents of drive F.

2. Select the **View** menu. *The View menu opens:*

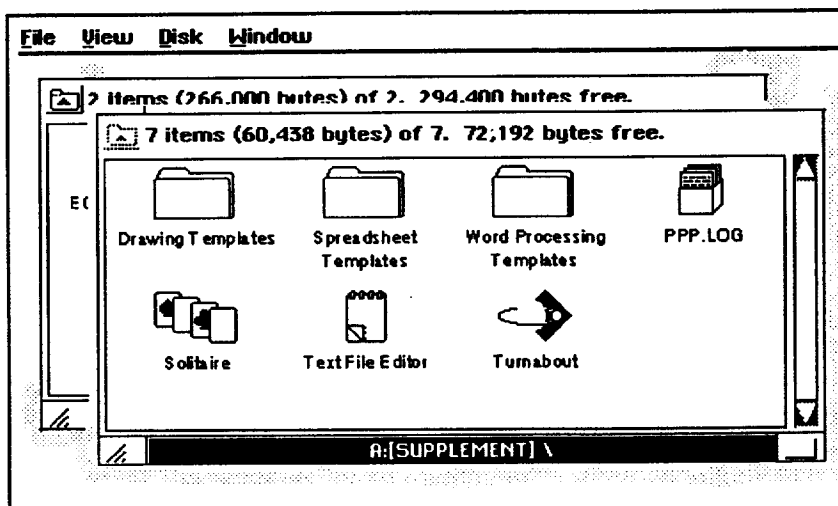
- **Names Only** shows the files or folders in the folder as a list of small icons with names.
- **Names and Details** shows the files or folders as a list of small icons with the name, size, and modification date. Files also have attributes listed to the right of their icons. Each file attribute is represented by a single letter: Read-Only (R), Hidden (H), System (S), and Archive (A). See page 62 for information on these attributes.
- **Icons** shows the file or folder icons, with the name below the icon.

### ► To tile folder windows:

To move another folder to the top, click on its **Information** bar.

Click on the **Tile** window icon at the bottom of the screen. *The folders that are opened tile across the screen, one on top of the other.* To open a folder, double-click on it.

To see one folder window only, click on the **Whole** window button at the bottom of the screen.



## Sorting Files

---

*To sort the files in a folder, first open the folder.*

You can sort files several ways: by name, by the date the last changes were made, by the date of creation, or by size.

### ► **To sort the contents:**

1. Open File Manager and click on the drive A icon to view the contents of a diskette.

*OR*

Click on the drive F icon to view the contents of drive F.

2. Select Sort By from the View menu. *A submenu appears, listing sort options.*
3. Select a sort option:
  - **Name** sorts the contents of the folder alphabetically by the entire DOS name.
  - **DOS Extension** sorts the files by the 3-letter extension that appears after the period.
  - **Modification Date and Time** sorts the contents of the folder by date and time of last modification in reverse chronological order.
  - **Creation Date and Time** sorts by date and time of creation in reverse chronological order.
  - **Size** sorts the contents of the folder by ascending size, with folders first, then individual files.
  - **DOS order** sorts the files in the same order as DOS.

## Working with Folders

---

You can create new folders for organizing your files. For example, you may want to create one folder for storing personal letters and another for storing business letters.

You can also move or copy folders to other folders or to the internal storage (Drive F) or to another diskette.

### ► **To create a new folder:**

1. Click on the drive in which you want to place the new folder.
2. Select Create Folder from the File menu. *A dialog box appears asking you to name the new folder.*

*You can create a new folder inside any open folder. The new folder is empty until you move or copy items into it.*

Create Folder	
Current Folder is	[PERSONAL] \
New Folder Name:	Chart
<input type="button" value="Create"/>	<input type="button" value="Cancel"/> <input type="button" value="?"/>

3. Type the name for the folder. Use any characters, and the name can be as long as 32 characters. However, if you want to use the folder with a DOS program, the name can be no longer than 8 characters (see Naming a DOS File on page 52).
4. Click on Create. *The new folder appears in the current folder or diskette.*

## Moving or Copying a File or Folder

You can copy or move files and folders to other folders or to another drive (A or F). This can be done two ways: by dragging a selected file or folder across the screen or by using the Move or Copy selections from the File menu.

### ► To move a file or folder:

The pointer looks like this when you are dragging.



The pointer looks like this when you cannot move the item to the destination.



1. Move the on-screen pointer over the file or folder and click the Select button (top button) once to select it.
2. Hold the Drag button (bottom button on the glidepad) and move your finger across the glidepad surface to drag the file or folder.
3. With the dragged file or folder over the new folder, release the Drag button. *The icon disappears into the new folder.* To see the icon, click on the folder to open it.

### ► To move several files or folders:

1. To select several files or folders, click and hold the Select button (top button on the glidepad) and slide your finger along the surface to create a rectangle around the icons. *The files or folders are selected.*
2. Move the on-screen pointer directly over one of the selected files or folders. *A small outline appears on top of the icon.*
3. With the Drag button held down, drag your finger across the glidepad surface so that the on-screen pointer moves the small outline.
4. With the outline over the folder, release the button. *All the icons disappear into the folder.* To see the files or folders you moved, click on the folder to open it.

To move a file or folder using the menu, select the file or folder. Then select Move from the File menu, select a destination drive or folder, and click on Move.

The pointer looks like this when you are copying.



To copy a file or folder using the menu, select the file or folder. Then select Copy from the File menu, select a destination drive or folder, and click on Copy.

► **To copy a file or folder:**

1. Move the on-screen pointer to the file or folder and click the Select button (top button) once to select it.
2. Press and hold **CTRL**; then hold the Drag button as you slide your finger along the glidepad surface so that the on-screen pointer moves the outline. Then, with the outline over the folder, release the button. *The files or folders are copied into the folder.*

OR

Hold the Drag button as you slide your finger along the glidepad surface so that the on-screen pointer moves the outline. Then, with the outline over drive A or F, release the Drag button. *The files or folders are copied.*

## Viewing Information about Files and Folders

A file or folder has two names: a name that you use to refer to it and the name the system uses, called the DOS name.

### ► To find information about files and folders:

1. Select one or more files or folders.
2. Select File Information from the File menu. A submenu appears.
3. Select Get Info. A dialog box appears:

Information about the file or folder you selected

Get Information

Name: Mom letter  
DOS Name: \_MOM.LET.000  
Path: [PERSONAL] \  
Last Modification: 4:35:26 PM 06/21/96  
Created: 11:12:42 AM 06/21/96

Attributes: A File Owner: -  
File Size: 6,840 File Type: UM File  
Creator: "JPOB",0 Release: 2.0 46-370

User Notes:  
Personal letter to my Mom.

OK Next Cancel ?

You can view notes about the file or folder here.

- **Name.** The name that you use to refer to the file or folder.
- **DOS Name.** The DOS name that your system uses to recognize the file or folder. A DOS name has eight characters with a three character extension. The DOS name may not resemble the other name.
- **Path.** The location of the file, showing how you can get to it.
- **Last Modification.** The time and date that the last change was made to the file or folder.
- **Created.** The time and date that the file or folder was created.
- **Attributes.** The letters below (**A**, **D**, etc.) stand for attributes that have been given to a file:

**Archive.** This attribute is used as a flag by some DOS commands to track which files have been modified since their last backup.

**Directory.** This indicates that the item is a DOS directory, which appears as a folder.

**Hidden.** This indicates that DOS does not display the file or folder in a directory list.

**Read-Only.** This indicates that you cannot modify the file or folder.

Hidden files are not normally listed in the File Manager window. To list them, select Show Hidden Files from the View menu.

**System.** This indicates that this is a special-purpose file or folder for use by DOS.

**Template.** This indicates a program template from Word Processing, Drawing, or Spreadsheet.

- **File Size.** This is the number of bytes in a file or folder.
- **Creator.** This is the name of the program with which a file was created.
- **File Owner.** This remains blank.
- **File Type.** This identifies the system function of the file or folder. File types include the following:

**Executable.** This file is a program.

**Data File.** This file contains data.

**VM File.** This file is a data file that uses the virtual memory storage system.

**Folder.** The item is a folder or DOS directory.

**DOS File.** The file is a DOS data file or program.

- **Release.** This is a version number used for programs only.
- **User Notes.** You can view your own document notes in this text box.

4. Click on either OK or Cancel.

OR

If you selected several items for which you wanted to view information, click on Next to see information about the next selected file or folder.

*Add notes to documents using the program the document was created in. See page 50.*

## Changing Information about Files and Folders

---

When you create a file or folder, you can add one of the following attributes to it, depending on your needs:

- **Read-Only** means that the file cannot be changed; it can only be read.
- **Archive** is a DOS attribute that tracks which files have been modified since their last backup. When the file is backed up (using DOS commands on a DOS-based computer), the archive attribute is removed. If the file is modified, DOS turns the archive attribute back on.
- **Hidden** means that the file is not normally displayed in File Manager.
- **System** means that the file is used by the system to execute programs.
- **Template** means that the file is saved as a template, which allows you to use the formatting as a basis to create other, similar files.

*When you select more than one file at a time, the Change Attributes dialog box allows you to change the attributes for the first file and then click on Next to change those for the next file.*

### ► **To change information about files and folders:**

1. Select one or more files or folders.
2. Select File Information from the File menu. *A submenu appears.*
3. Select Change Attributes. *The Change Attributes dialog box appears.*
4. Select the attribute to add (Read-Only, Archive, Hidden, System, Template) and select Change.



## Formatting and Copying Diskettes

---

You can use File Manager to format diskettes; however, most diskettes come formatted when purchased. You can also copy and rename diskettes using File Manager. However, because File Manager makes an exact duplicate of the source diskette, the destination diskette must be the same size as the source diskette. Also note that, during a disk copy, File Manager writes over all files that are on the destination diskette.

*You must format a diskette before using it. Formatting erases all information on a diskette.*

### ► **To format a diskette:**

1. Insert the diskette into the disk drive.
2. Select Format Disk from the Disk menu. *A dialog box appears.*
3. Select the disk size of your diskette.
4. Click on OK. *A dialog box appears requesting a name for the diskette.*
5. Type a name for the diskette (1 to 11 characters long) and click on Format. *A message tells you when formatting is finished.*

### ► **To copy a diskette:**

*When making a backup copy of program diskettes, do not copy individual files to separate diskettes. Some programs will not work properly if you do.*

1. Select Copy Disk from the Disk menu. *A dialog box appears.*
2. Insert the diskette that contains the information to copy.
3. When File Manager finishes, it asks you to insert the destination disk (the diskette on which you want to copy).
4. Insert the destination diskette.
5. Click on OK and follow the instructions on the screen. *You may need to repeat this process several times. File Manager shows you the progress it is making as it copies. It also gives you the option of stopping at any time.*

### ► **To rename a diskette:**

1. Select Rename Disk from the Disk menu. *A dialog box appears.*
2. Enter a new name (1-11 characters long).
3. Click on Rename.

*Use Rescan to update your view of the diskette contents after adding or deleting files to the same diskette. To view the contents of another diskette, insert that diskette and click on the drive A icon.*

### ► **To rescan the current diskette:**

1. Select Rescan Drives from the Disk menu.

## Renaming, Duplicating, or Deleting a File or Folder

You can change a folder or file name. You can also make copies (exact in all but name) of both files and folders. When you need more room on your diskettes, you can delete files or folders that you no longer need.

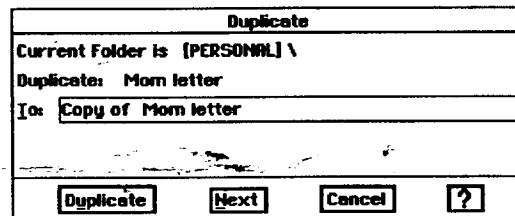
### ► To rename a file or folder:

*If you have selected several items, you get a separate dialog box for each item. Click on Next to leave the name of the current item unchanged and go on to the next. Click on Cancel to close the dialog box without renaming the remaining selected files.*

1. Select the item (or items) you want to rename.
2. Select Rename from the File menu. *A dialog box appears.*
3. Enter the new name in the box.
4. Click on Rename. *If a file with the same name already exists, a dialog box asks you to type a different name.*

### ► To duplicate a file or folder:

1. Select the item (or items) you want to rename.
2. Select Duplicate from the File menu. *A dialog box appears:*



3. Type a name for the duplicate. If you do not, the copy will be named as follows: Copy of (file or folder name).
4. Click on Duplicate. *A duplicate copy of the selected item (or items) appears in the same folder as the original.*
5. If you are duplicating more than one item, the name of the next item appears in the dialog box and the whole process repeats.

*When you duplicate many items, you can change the name of each copy. Clicking on Next skips the current item altogether. Clicking on Cancel closes the dialog box without duplicating the remaining items.*

### ► To delete a file or folder:

*Be careful to delete only those files you know you will not need later.*

1. Select the item (or items) you want to delete.
2. Press **DELETE**. *A dialog box appears asking if you are sure you want to delete.* Click on Delete.

# 4 Fax and Data Modem

---

You can use your internal modem to send faxes (but not receive them). As you send a fax, you can send it to multiple recipients. You can also use the modem to communicate with other computers using the Communication program, which is supplied on diskette.



**CAUTION:**

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top and bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

To program this information into your fax machine, complete the steps on how to set preferences for sender information below.

---

## Before Sending a Fax

**Before faxing, you must connect the modem and set modem preferences. See page 12. When you set modem preferences, be sure that Can Fax is set to Yes.**

You must also set up Fax Preferences, including the default sender information.

In Preferences, you can also set up and save dialing codes for sending long-distance faxes and charging to a billing card or for dialing an outside line. Then when you send a fax, you can activate one of those dialing codes, and the system will dial it before dialing the fax number.

► **To set preferences for sender information:**

1. Click on Preferences in the Main Menu. *Preferences opens.*
2. Click on Fax. *A dialog box appears.*
3. Be sure that the radio button beside Internal is darkened. If you are using an optional external modem, click on the button beside External.
4. Click on the Sender Information button. *A dialog box appears.*

*For information on the Advanced button, see page 72 in this chapter.*

5. Fill in the dialog box:

- **From.** Enter your name.
- **Company.** Enter the name of your company.
- **Voice Phone.** Enter your phone number; it will appear at the top of each page.
- **Fax.** Enter your fax number here.
- **Station ID.** Enter your fax number again, so a receiving fax modem can identify your fax modem. This will appear at the top of each page.
- **OK.** Applies changes.
- **Cancel.** Erases changes.

► **To set preferences for dialing codes (access and long-distance):**

1. Click on Preferences from the Main Menu.
2. Click on Fax.
3. Click on Sender Info.
4. Click on Dialing Codes. *A dialog box appears.*
5. Fill in the dialog box:

*For information on disabling call waiting, contact your local phone company.*

**Access.** Click here if you have an outside line or want to enter a number sequence that will disable call waiting. First enter the number, then enter a comma to briefly pause the dialing. For example, for an outside line, dial 9,. Also add a note describing this access code in the box beside Notes; then click on Add. When you send a fax, use this note to select the access code (see page 70).

*You can save multiple access codes and long-distance codes, so always enter a note to save with the access code. Type the note in the blank; then click on Add. That way, you will be able to select an access code or long-distance code by selecting the note.*

If you have call waiting, disable it before faxing. Contact your local phone company for the numbers that will disable call waiting. Enter the code; then enter a comma to pause the dialing sequence (for example: \*79,).

**Long Distance.** Click here to enter long-distance information.

Use a period when dialing Europe (011.XX.YYY--YY): 011 (international access); XX (country code); Y (fax number). Add a note describing this in the blank beside Notes; then click on Add.

*When sending a long-distance fax using a prepaid billing card, manual dialing is often the easiest method. See page 71.*

**To use a billing card for long distance faxes,** you must enter the billing card access number, account number, and recipient fax number in the order specified by your long-distance provider. You may also need to enter one or more commas to pause the dialing as needed. The following are examples for AT&T and MCI:

With MCI, or any provider that requires the fax number last, enter it in either the Long Distance field (see MCI example) or in the Fax # field of the Fax dialog box (used to send the fax), but not in both. In the Long Distance field from Fax Preferences, the fax number is stored permanently. In the Fax # field of the Fax dialog box, it is used once only.

**For AT&T, enter (without spaces, include commas):**  
18002255288, 1, area code fax number, card number PIN,

**For MCI, enter (without spaces, include commas):**  
18008888000, card number PIN, area code fax number,

6. When finished, click on OK.

Your access codes and long-distance information are now stored for use. If needed, you can change this information at anytime.

## Sending a Fax

---

Send a fax from the program you create a document in, such as Word Processing, Spreadsheet, Drawing, Text File Editor, Planner, or To Do List.

### ► To send a fax:



When sending a long-distance fax using a billing card, do not enter the billing card access and account numbers in the Fax # field. If you do, your billing card account number will appear at the top of every fax. Enter this information in the Dialing Codes dialog box (see the section titled Before Sending a Fax and see Dialing Codes below).

1. Create a document in Word Processing, Spreadsheet, Drawing, Addressbook, Text File Editor, Planner, or To Do List.
2. In the program used to create the document, save your document.
3. Press **PRINT** from the function key row. A submenu appears.
4. Select Fax. A dialog box appears.
5. Make your selections:
  - **To.** Enter the name of the recipient in the To box, up to 20 characters.
  - **Fax #.** Enter the fax number. The following characters are accepted:
    - Digits 0–9, \*, and #
    - Space
    - Comma. A comma briefly pauses the dialing. Use a comma when you dial 9 or another number for an outside line. For example, type a comma after the nine (9, 555-5578).
    - Hyphen -
    - Period. You can use a period when dialing International, (011.XX.YYY---YY): 011 (international access); XX (country code); Y (fax number).
    - Parentheses ( )

You can save dialing codes from Fax Preferences (see page 68). When you use a dialing code, it will not appear in the Fax # box, but the system will dial it.

You can also enter an access code or area code in front of the fax number in the Fax # field (for example: 9, 333-4545). When using a billing card, enter that information in the Dialing Codes dialog box.

**Note:** If you are sending a long distance fax using an AT&T billing card, enter a comma in the Fax # field (enter the fax number in the Long Distance field). With long-distance providers that require the fax number last, you can enter it in either the Long Distance field or in the Fax # field, but not in both. (See Dialing Codes below).

- **Last Recipients.** Click here to see a list of past fax recipients. You can select from the list by clicking on a name.
- **Dialing Codes.** Dialing codes (prefixes) are dialed by the system before it dials the fax number. Click here to activate dialing codes. A *dialog box appears*. Click on Use Default Settings so the box will not be filled; then select Access or Long Distance (when selected, the box darkens). Click on the Access button or the Long Distance button to select a dialing code that you created in Preferences (see page 68). Then click on OK.

If you have not saved billing card information in Fax Preferences, you can enter the information here to use once. You must enter the billing card access number, account number, and recipient fax number in the order specified by your long-distance provider. You may also need to enter one or more commas to pause the dialing as needed. The following are examples for AT&T and MCI:

**For AT&T, enter (without spaces, include commas):**  
18002255288, 1, area code fax number, card number PIN,. Enter a comma in the Fax # field of the Fax dialog box.

**For MCI, enter (without spaces, include commas):**  
18008888000, card number PIN, area code fax number,. With MCI or any provider that requires the fax number last, you can either enter it in the Long Distance field (as shown in this example) or in the Fax # field of the Fax dialog box.

- **Multiple Destinations.** Click here to send the same fax to more than one recipient. A *dialog box appears*. Enter the name and fax number of the additional recipient(s); then click on Add. *The name and fax number appear in the box at the top.*
  - **Document options.** Select Fine or Standard Fax quality. Standard is adequate for most machines.
  - **Content.** Select how much of the document you want to fax. This option varies with different programs. For example, in Spreadsheet, you can select a range of cells to print.
  - **Cover Page.** Click here to include a cover page. See below for information on creating a cover page.
6. When you are finished selecting from the Fax dialog box, click on Fax to send the fax. *The Fax Progress dialog box appears.*
- **The title** of the document appears.
  - **The fax number** dialed appears.

If the fax number is busy, the system will let you try the number again.

- **A Progress Indicator** appears along with the current page being sent.
- **Hide.** Click here to hide the Fax Progress dialog box.
- **Stop.** Click on Stop if you do not want to send the fax.

## Using a Cover Page

A basic cover page is supplied on diskette.

### ► To use the cover page:

1. Insert the diskette that contains the cover sheet (diskette 1).
2. From the Fax Document dialog box, click on Cover Page. *The Cover Page dialog box appears.*
3. Select the Fax sheet and click on OK. To see the cover page, click on Preview.
4. Click on Message (from the Cover page dialog box or the Fax Document dialog box) to enter a message on the cover sheet. Then click on Done.

## Using Manual Dial

Manual dial is most useful when sending a long-distance fax that you want to charge to a prepaid billing card. Before using manual dial, set up the Fax Preferences.

### ► To set up Fax Preferences for manual dial:

1. Select Preferences from the Main Menu; then click on Fax. *The Fax dialog box appears.*
2. Click on Advanced. *The Advanced dialog box appears.*
3. If not already selected, select **Poor** for phone line quality.
4. In the box beside Initialization, type ATX1.
5. Click on OK to close each dialog box; then exit Preferences (press **EXIT**).

### ► To use manual dial:

1. In the program used to create the document, select Send from the File menu. Then select Fax. *The Fax dialog box appears.*
2. Click on the box beside Manual Dial (when filled, Manual Dial is active).
3. Click on Fax. *A dialog box appears.*
4. Pick up the handset of the phone and dial the recipient number, billing card number, and account number **in the order specified by the long-distance provider.**
5. When you hear the line ringing, click on the Done Dialing button.
6. Hang up the telephone.

## Setting Advanced Fax Options

In addition to setup for manual dial (phone line quality and initialization string), you can select the time for the modem to wait for a fax connection.

The other setting (Post-Modem Use) applies to external modems other than that recommended for this notebook. This setting does not normally need to be entered. See your external modem manual for information on this setting.

### ► To set Advanced Options:

1. From the Main Menu, click on Preferences. *The Preferences appear.*
2. Click on Fax. *The Fax dialog box appears.*
3. Click on the Advanced button. *Another dialog box appears.*
4. Fill in the dialog box:
  - **Phone Line Quality.** This regulates the fax transmission, depending on what you select: normal, uneven, poor. For example, if you know that your phone line is subject to noise, set this to poor.
  - **Wait for a modem connection.** This is the maximum number of seconds that your fax modem will wait for a connection to another fax modem or machine.
  - **Initialization.** This is the start-up string (AT command) for your modem and is used for manual dial (enter ATX1 for the manual dial start up string). If you are using an external modem not recommended for this notebook, see your modem manual for other AT command uses.
  - **Post-Modem Use.** This is the shut-down string (AT command) and is not normally needed. If you are using an external modem not recommended for this notebook, see your modem manual for other AT command uses.



## **Fax Errors**

<b>On Screen Messages</b>	<b>Solution</b>
Busy signal	The fax number you are sending to is busy. Try again.
No answer from dialed phone number	Tell person to turn fax machine on.
Document is corrupted	Retype document. Send document again.
Answered by non-fax device	Check fax number and try again.
Transmission stopped by the user	You stopped the fax. Try again.
Error from modem	Check settings and send fax again.
Unexpected modem response	Check settings and send fax again.
Modem not class 2	Modem you are sending to is wrong type and cannot receive a fax.
Could not send page	Document is too large. Shorten document.
Timeout: the fax modem is not responding	You did not type a comma after the 9 to dial out.
Could not open serial port	Be sure modem is connected properly and that the modem Preferences are set to Can Fax. See page 12.
Out of heap space	Shorten document.
Could not contact Fax spooler	Try to fax again.

## Sending and Receiving Information

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You can use your modem to communicate with computers or bulletin board systems. You can also share information with other computer users.

This section describes how to do the following:

- Get started using Communication
- Establish various modem, terminal, and window settings
- Dial phone numbers
- Send messages and files
- Receive messages and files

### Calling the Other Person before You Start

Modem settings must match the settings of the other computer. Before you begin, call the person you will communicate with by modem and find out the following information:

- Protocol settings on receiver's computer:
  - Word Length or data bits
  - Stop bits
  - Parity
- Type of terminal the other person selects on his or her computer.
- Phone number of phone connected to his or her modem.

### Starting Communication

#### ► To start Communication:

1. Insert the diskette labelled Communication.
2. Click on the File Manager icon on the Main Menu; then click on the drive A icon. *The contents of the diskette appear.*
3. Double-click on the Communication icon. *The Communication window appears.*

#### Changing window settings

You can control the size of the Communication window to show as much or as little information at a time as you want.

► **To change the window size:**

1. Select Window Size from the View menu. *A dialog box appears.*
2. Fill in the dialog box:
  - **Window Lines.** Window Lines sets the number of lines your computer screen shows in the window. Select any number from 1 to 20.
  - **Window Columns.** Window Columns sets the number of columns your computer screen shows. Select any number from 1 to 80.
3. Click on Apply.
4. Click on Close.

## Changing the text size

You can increase or decrease the size of text shown on the Communication window. Anytime you open Communication, a small font is in effect. Changing text to the larger font can make it easier to read.

*You cannot change the font size of individual words or sentences.*

► **To change the font size:**

Select either Large Font or Small Font from the View menu.

## Showing line status

Data communication is similar to a regular phone call in that sometimes there is noise on the line, which affects communication. Show Line Status monitors the quality. If it is poor, you can hang up and try again later.

*The status window will remain on screen during the communication session. To close it, click on the Window Control button at the top left.*

► **To monitor the line connection quality:**

1. Start communication by inserting the diskette labelled Communication and clicking on File Manager from the Main Menu; then click on the drive A icon. *The diskette contents appear.*
2. Double-click on Communication. *The Communication window appears.*
3. Select Show Line Status from the Options menu. *A status window appears.*

The line status errors are the number of errors in reading the message being received or writing the message being sent. It is normal to have a small number of errors. However, if you see hundreds of errors during a session, consider hanging up and dialing again.

Reset the counters every time you start a communication session. Otherwise, the error count for the current session is added to that of the last session.

► **To reset the counters to zero errors:**

1. Click on Reset Counters. *The counters are all reset to zero values.*
2. Click on Close to close the dialog box.

## Getting Ready to Communicate

You can use the Communication window to exchange messages with another modem. Before communicating, set the protocol and terminal settings (see the following instructions).

Once connected, anything you type is sent to the other computer. The messages sent to you also appear in the Communication window.

## Choosing the protocol settings

Always turn off call waiting when using the phone line to communicate with another computer. Consult your local telephone company.

**Protocol** allows orderly exchange of information between two modems. Protocol settings tell your modem such things as the phone type.

Call to find out what protocol settings the other computer is using. Your protocol settings must match the protocol settings of the other computer.

► **To select the protocol settings for the current session:**

1. Insert the diskette labelled Communication and click on File Manager from the Main Menu; then click on the drive A icon. *The contents of the diskette appear.*
2. Double-click on Communication. *The Communication window appears.*
3. Select Protocol from the Options menu. Fill in the following:
  - **Baud Rate.** The baud rate is the rate of speed your modem sends and receives information. If you are using a 33,600 bps modem, select 38400 baud. If you are using a 14,400 bps modem, select 19200.
  - **Parity.** Parity checks errors in sending information. The most common setting is None.
  - **Word Length.** Word Length is the number of bits that form a character. The most common setting is 8.
  - **Stop Bits.** Stop bits help a computer figure out when to send or receive a character. The most common setting is 1.

- **Handshake.** Select Software (XON/XOFF), and the modem will verify the flow of information from the other computer, allowing you to receive all information sent.
  - **Hardware Handshaking Options.** Use the default settings.
4. Click on Apply.
  5. Click on Close.

From the Communications diskette, you can select the protocol settings for a single communications session. To change the protocol settings permanently, select the default protocol settings.

► **To change the default protocol settings:**

1. Click on Preferences from the Main Menu.
2. Click on Modem. *A dialog box appears.*
3. Select whether your phone is tone or pulse.
4. Click on Speed and Format Options. *The Serial Port Options dialog box appears.*
5. Change the settings to match those you made in the Protocol dialog box.
6. Click on OK. *The Serial Port Options dialog box closes.*
7. Click on OK to close the Modem dialog box.
8. Select Exit from the File menu.

## Choosing the terminal settings

Before you communicate with another computer, call the person you want to communicate with to find out what kind of terminal he or she has selected on their computer. Then select terminal settings.

The modem can speak the language of terminals such as TTY, VT52, VT100, WYSE50, and ANSI by imitating the language. Because the imitation is not complete, you may find that some features do not work as you expect with a certain terminal. However, the imitation should be adequate for most situations.

► **To select the terminal settings:**

1. Insert the diskette labelled Communication; then select File Manager and click on the drive A icon. *The contents of the diskette appear.*
2. Double-click on the Communication icon. *The Communication window appears.*
3. Select Terminal from the Options menu. *A dialog box appears.*
4. Fill in the dialog box changing the options you want:
  - **Select Terminal.** You and the receiver must match with this setting. Select VT100 as your first choice, TTY as your second choice, and ANSI as a third choice.
  - **Duplex.** At full duplex, information flows between two computers at the same time. At half duplex, information can flow only in one direction at any given time.

To find out if you need full or half duplex, type a few characters on your screen while connected to another computer. If what you type appears twice, you need Full (full echo); otherwise, select Half (local echo).

- **Wrap Lines at Edge.** If you select this option, long lines of text end at the edge of your screen and continue to the next line. If you do not select this option, lines of text that go beyond your screen's edge do not appear. However, if you capture this text to a DOS file, you capture all text, even the text that did not fit on your screen.
  - **Auto Linefeed.** Auto Linefeed converts each incoming carriage return (end of line) with a carriage return and new line. Otherwise, each new line of incoming text overwrites the last line. If all your incoming lines appear as double-spaced text, do not select Auto Linefeed (unless you prefer double-spacing).
  - **Host Code Page.** Host Code Page allows you to select a language for your text. When you select this option, a dialog box with a list of languages appears. Select the appropriate language from the list. Click on Apply.
5. Click on Apply.
- OR
- Click on Close.

*After you have chosen your protocol and terminal settings, you are ready to dial the phone number.*

## Dialing

- Use Quick-Dial to dial another computer.

### ► To use Quick Dial:

1. Insert the diskette labelled Communication; then select File Manager and click on the drive A icon. *The contents of the diskette appear.*
2. Double-click on the Communication icon. *The Communication window appears.*
3. Select Quick Dial from the Dial menu. *A dialog box appears.*
4. Enter the phone number for the phone connected to the other modem. To disable call waiting or to access an outside phone line (for example, by dialing a 9), enter a comma after the call waiting code numbers or 9 and before the number (for example, 9,5551212 tells the modem to dial 9 first to get an outside line, then pause, and then dial 5551212).
5. Click on Dial. *When the connection has been made to the other computer, CONNECT appears in the Communication window.*
6. When you see CONNECT on your screen, click on Close. *You are now ready to send and receive messages.*

*Always turn off call waiting when using the phone line to communicate with another computer. Consult your local telephone company.*

## Having a Conversation

Once you have connected, any text you enter on the Communication screen is automatically sent to the receiver.

- The cursor changes from solid to hollow, depending on what tasks are taking place. When the cursor is solid, generally it means that what you type appears in the Communication window and is sent to the computer that you are connected to.
- When the cursor is hollow, generally it means what you type is not sent to the other computer. You could be filling in a dialog box or receiving information from another computer.

When you have finished communicating, select Hang Up from the Dial menu.

## Sending Brief Messages and Files

Besides having a conversation, there are four other ways to send information to another computer:

- Using Message from the Edit menu for brief messages.
- Sending text that you have copied into the clipboard.
- Sending an ASCII text file to the other computer. An ASCII text file is the same as a DOS text file and are created in Text File Editor. You can also convert a Word Processing document to an ASCII text file by exporting it.
- Sending files using XMODEM to send a file or a large amount of information. XMODEM checks for errors to make sure files arrive intact.

### Sending brief messages

Message in the Edit menu allows you to create brief messages before you are connected to another computer (before you enter protocol or terminal settings) or after you are connected.

Message does not check for errors, which is usually not a problem for short messages.

#### ► To send a brief text message:

1. Insert the diskette labelled Communication and click on the File Manager icon from the Main Menu. Then click on the drive A icon. *The contents of the diskette appear.*
2. Double-click on Communication. *The Communication window appears.*

3. Select Quick Dial from the Dial menu; then enter the phone number for the phone connected to the other modem and click on Dial. *When the connection has been made to the other computer, CONNECT appears in the Communication window. Close the Dial window.*
4. Select Message from the Edit menu. *A dialog box appears.*
5. Type your message in the dialog box.
6. Edit the text as needed.
7. Click on Send. *Your message appears on the other computer's screen.*
8. Select Hang Up from the Dial menu.
9. Click on Close.

### **Sending text using the clipboard**

You can copy text from Word Processing or other programs and send it to another computer. When you do this, Communication sends the text to the other computer just as if you had typed it into the Communication screen.

#### **► To send the contents of your clipboard:**

1. Open the file containing the text you want to send.
2. Select the text you want to send.
3. Press **COPY** to copy the text to the clipboard.
4. Insert the diskette labelled Communication.
5. Click on the File Manager icon from the Main Menu; then click on the drive A icon. *The contents of the diskette appear.*
6. Double-click on Communication. *The Communication window appears.*
7. Select Quick Dial from the Dial menu; then enter the phone number. *When the connection has been made to the other computer, CONNECT appears in the Communication window. Close the Dial window.*
8. Press **PASTE**. *The contents of your clipboard are sent.*
9. To exit, select Hang Up from the Dial menu; then press **EXIT**.

### **Sending ASCII text files**

You can send text files saved on diskette. This method does not check for errors, so there is no guarantee that the information arrives exactly as it was typed.

#### **► To send an ASCII text file:**

1. Create a document in Text File Editor to make an ASCII text file.
2. Insert the diskette labelled Communication.
3. Click on the File Manager icon from the Main Menu; then click on the drive A icon. *The contents of the diskette appear.*
4. Double-click on Communication. *The Communication window appears.*



5. Use Quick Dial from the Dial menu to enter the phone number for the phone connected to the other modem and click on Dial. *When the connection has been made to the other computer, CONNECT appears in the Communication window. Close the Dial window.*
6. Select Type From Text File from the File menu. *A dialog box appears.*
7. Select the drive (A or F); then select ASCII file you want to use. If the file is on diskette, remove the Communications diskette and insert the diskette containing the file.
8. Select Strip Linefeeds From Text if the other computer does not need linefeeds after carriage returns. Most computers need linefeeds, so you will normally not need to select this option.
9. Click on Type to send the DOS file. *A status window appears, showing how your file transfer is going. When the file transfer is finished, the Communication window appears.*
10. To exit, select Hang Up from the Dial menu; then press **EXIT**.

*Before sending a DOS text file, check whether the receiving computer requires linefeeds. Linefeeds prevent text from typing over itself.*

If you create a document in Word Processing and want to send it as an ASCII text file, export the document. See the Word Processing chapter in Book 2.

## **Sending text files using XMODEM**

*Before you can use XMODEM to transfer files, check that the other computer is set up to receive an XMODEM transfer.*

With the XMODEM protocol you can send files or a large amount of information to another computer. The advantage of using XMODEM is that XMODEM detects a transmission failure and resends the information again.

### **► To send a file using XMODEM:**

1. Insert the diskette labelled Communication.
2. Click on the File Manager icon from the Main Menu; then click on the drive A icon. *The contents of the diskette appear.*
3. Double-click on Communication. *The Communication window appears.*
4. Use Quick Dial from the Dial menu to enter the phone number for the phone connected to the other modem and click on Dial. *When the connection has been made to the other computer, CONNECT appears in the Communication window. Close the Dial window.*
5. Select Send XMODEM from the File menu. *A dialog box appears.*
6. Select the file you want to send. If the file is on diskette, remove the Communications diskette and insert the diskette containing the file.
7. Select the size of the data packet. Large files are broken up into small *data packets* to make the file easier to send to another computer. The recommended selection is 128 bytes.

8. Click on Send. *The Send XMODEM Status window appears and shows the progress of the transfer, reporting any errors.* XMODEM automatically resends those portions of the transmission that have errors. However, if the error count increases suddenly, you probably have a problem in the phone line and may want to try to send the file again later.
9. To exit, select Hang Up from the Dial menu; then press **EXIT**.

## Receiving and Saving Messages and Files

Before you receive information, determine what you intend to do with it. Depending on the type and volume of information, there are various ways to accept, store, and save it, including the following:

- Scrolling through the text as it arrives without saving it
- Copying text to the clipboard
- Saving text in a file

### Scrolling through text on the screen

As the text arrives at your computer, the first part of the text may scroll off the screen. If the message is longer than 175 lines, consider saving it to a file.

#### ► **To scroll through the text on your screen:**

Click on the up or down arrow on the scroll bar.

### Copying text to the clipboard

*Only the last 175 lines of text received are saved. If the message exceeds 175 lines, newly arriving text writes over the text that has already arrived.*

You can copy and paste information one screen at a time, or you can wait until the entire message has arrived, as long as the message does not go over 175 lines of text.

#### ► **To copy text from your clipboard to a file:**

1. Select the text in the Communication window that you want to copy.
2. Press **COPY**.
3. Select Hang Up from the Dial menu.
4. Close Communication.
5. Click on Word Processing or another program.
6. Create a new document or open an existing one to paste the text to.
7. Place the on-screen pointer where you want to place the text.
8. Press **PASTE**. *The text is placed into the file.*

## Saving screen and scroll-back buffer text to a file

Communication saves the last 175 lines of text in the scroll-back buffer, which is an area that stores the text that scrolls off the screen. This information is stored so that you can view it by scrolling back through the window. Otherwise, all the text that scrolls off your screen would be lost. By saving text in a file, you can prevent the loss of incoming text.

### ► **To save the contents of your screen and scroll-back buffer:**

1. When your phone rings, press **ENTER**.
2. After your screen shows **CONNECT** and text appears on your screen, insert a diskette.
3. Select **Save Buffer** from the **File** menu. *A dialog box appears.*
4. Select the drive and folder you want.
5. Type a DOS file name (a DOS file name contains up to eight letters or numbers, followed by a period, then a three-letter extension).
6. Select **Screen Only** (saving only what you see on your screen).

OR

Select **Scroll-back Buffer Only** (saving only what is hidden in the **Scroll-back Buffer**).

OR

Select **Scroll-back Buffer and Screen** (saving both).

7. Click on **OK** to save the text to the file.
8. To exit, select **Hang Up** from the **Dial** menu; then press **EXIT**.

## Saving text in a file

You can capture all text as it arrives and have it immediately placed in a file. Saving text in a file is also faster than using the **Copy** and **Paste** method.

*Do not save incoming text in a file and run XMODEM at the same time.*

### ► **To save all incoming text to a file:**

1. Insert the diskette labelled **Communication**.
2. Click on the **File Manager** icon from the **Main Menu**; then click on the drive **A** icon. *The contents of the diskette appear.*
3. Double-click on **Communication**. *The Communication window appears.*
4. When your phone rings, press **ENTER**.
5. When your screen shows **CONNECT**, select **Capture to Text File** from the **File** menu. *A dialog box appears.*
6. Select **End Lines with CR/LF** if you want the end of each line to contain a carriage return and linefeed. If you are unsure, it is a good idea to select it.
7. If you want the capture file on diskette, insert a diskette and select the **A** drive; then click on **Capture**. *A status window appears.*

8. When all information appears on the screen, press Stop Capture.
9. To exit, select Hang Up from the Dial menu; then press **EXIT**.
10. To read the capture.txt file, open Text File Editor. For more information see the chapter called Text File Editor in Book 2.

## Saving text files using XMODEM

Before you can use XMODEM, find out if the other computer is set up to send files using XMODEM. Also, find out what error-checking mechanism is supported on the other computer, Checksum or CRC. Also, find out if the file you will receive is ASCII (a DOS file) or a word processing file.

You can receive text files without errors from being sent from one location to another. The other choices for receiving files do not check for errors.

### ► To receive a file using XMODEM:

1. Insert the diskette labelled Communication.
2. Click on the File Manager icon from the Main Menu; then click on the drive A icon. *The contents of the diskette appear.*
3. Double-click on Communication. *The Communication window appears.*
4. When you see CONNECT on your screen, select Receive XMODEM from the File menu. *A dialog box appears.*
5. Select the directory you want.
6. Select the type of file you are receiving. You have the following two choices:
  - **Text.** Select Text if the file you are receiving is a DOS text file (ASCII).
  - **Binary.** Select Binary if the file you are receiving is a Word Processing or a Graphic file.
7. Select how you want to check for errors. There are two choices; both give you the file without errors in sending:
  - **Checksum.** This is a simple method of checking for file corruption during sending and receiving.
  - **CRC (Cyclic Redundancy Check).** CRC is more sophisticated than Checksum. It is a good idea to select it if the sending computer supports it.
8. Type the name of a file.
9. Click on Receive. *The status screen at the left appears showing you the progress of the transfer. If errors increase dramatically, you may have a poor line connection. In that case, consider canceling the transfer and trying again later.*
10. To exit, select Hang Up from the Dial menu; then press **EXIT**.

## Using Scripts

*Before using a script to connect to a bulletin board, set the modem preferences to match the particular bulletin board you are using (protocol settings on page 76).*

Scripts contain commands that instruct the Communication program to perform a series of tasks.

Two sample scripts are available: GENIE.MAC and GEOS\_BBS.MAC. These are for use with commercial bulletin boards, which are online communications services that you can establish an account with. For example, the GENIE.MAC script contains a command that automatically dials the Genie phone number.

However, commercial bulletin boards change, so you will probably need to modify the script before use. For information on what to modify, contact the company that maintains the bulletin board you want to use.

You can also modify these two scripts to create new scripts for use with Communication. Be sure to give a new name to any new script file and add the extension MAC to the name.

### ► **To modify a script:**

1. Insert the diskette labelled Text File Editor. Then click on File Manager from the Main Menu.
2. Click on the drive A icon. *The contents of the diskette appear.*
3. Double-click on Text File Editor from the Main Menu. *The New/Open dialog box appears.*
4. Remove the Text File Editor diskette; then insert the Communications diskette and click on Open an Existing Document in the New/Open dialog box.
5. Select the script to open and modify (GENIE.MAC or GEOS\_BBS.MAC) *The contents of the script file appear.*
6. These scripts contain most or all of the following commands which you can modify or add to:
  - **:<label>**. Lines beginning with colons or semicolons are descriptive labels of commands that will follow. For example, if you want the script to return to a task already performed, use the GOTO command to return to the label of the section containing the commands for that task.
  - **GOTO <label>**. Tells Communication to go to the line specified by the label.
  - **ABORT**. Stops the process.
  - **BELL**. Sounds a beep. Use this to signal an activity that is taking place.
  - **CLEAR**. Clears the script display window.

*Communication commands must be all uppercase.*

*Lines beginning with a semicolon or colon are comment lines only; they are not commands.*

- **COMM <baud-databits-parity-stopbits-duplex>**. Sets the baud rate, databits, parity, stopbits, and duplex.
  - **DIAL <number>**. Dials the phone number that you specify.
  - **END**. Stops the script.
  - **MATCH <text> GOTO <label> PROMPT <number>**. Match and Prompt work together to perform an action based on text received by another computer.
  - **PAUSE <number>**. Causes Communication to pause for a specified period of time (number). The number is in sixtieths of a second. For example, to pause for one minute, enter PAUSE 3600.
  - **PRINT <text>**. Tells Communication to print the specified text on-screen.
  - **PULSE TONE**. Tells Communication the phone type: pulse or tone.
  - **SEND <text>**. Sends the specified text to the other computer. enter ,CR to send a carriage return at the end of a line of text (example: SEND "password" ,CR).
  - **TERM <terminal type>**. Tells Communication to emulate a terminal. Valid terminals are TTY, VT52, VT100, WYSE50, ANSI, IBM3101, and TV11950.
7. When finished, press **SAVE** to save the changes to the script. Be sure to include the extension **.MAC** to all script names.

### ► **To use a script:**

1. Insert the diskette labelled Communication.
2. Click on the File Manager icon from the Main Menu; then click on the drive A icon. *The contents of the diskette appear.*
3. Double-click on Communication. *The Communication window appears.*
4. Select Scripts from the Dial menu. *A dialog box appears.*
5. Select the script from the A drive; then click on Run. *The modem dials and connects to the bulletin board service using the commands inside the script.*  
To cancel during the dialing phase, click on Stop Running Script.

# 5 Internet and Email

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Your Internet Browser provides access to the Internet's **World Wide Web**, a world-wide collection of computers connected to share information. Use this Browser to navigate the Web and view information on different Web pages.

Emailer allows you to send and receive email through your Internet connection. Email instructions begin on page 101.

**Before starting, you must connect the modem and set modem preferences. See page 12.**

## Installing the Browser

---

Before starting, you must install the Web Browser and Emailer programs that are supplied on diskette. These programs are designed to work with your system, and you can install just the Emailer or both the Emailer and Browser. Once installed, these programs are available whenever you want to browse the World Wide Web or exchange email messages.

### ► **To install the Browser:**

1. Insert the diskette labelled **GlobeHopper™ Net Browser**.
2. From the Main Menu, open File Manager by pressing F. *File Manager opens.*
3. Click on the drive A icon at the bottom of the screen. *The contents of Drive A appear on the screen.*
4. Double-click on the Package Installer icon. *A dialog box appears with two install options: **GlobeHopper Web Browser plus Email** or **Email only**.*
5. Click once on **GlobeHopper plus Email** to select both programs.

OR

Click once on **Email** to select the Emailer program only.

6. Click on **Install Packages**. *A status window appears, showing the status of the install procedure.*
7. When finished, you are returned to File Manager.

Now you are ready to establish an account with an Internet Service Provider and start browsing the Web.

## Establishing an Internet/Email Account and Setting Up

To search the World Wide Web and send and receive email, you must first open an account with an **Internet Service Provider**. Internet Service Providers are connected to the Internet 24 hours a day. Use your modem to connect to the Provider, who acts as a gateway to the Web.

Your system is already setup for use with an Internet Service Provider. You can select another Internet Service Provider if desired. To login to another Service Provider, you must set up that Provider's protocol information (see Using Another Internet Service Provider below).

### Using the Default Internet Service Provider

The fastest way to start browsing the World Wide Web is to use the default Internet Service Provider, whose information is ready for you to use.

#### ► To set up:

*After you have set up your account with the default Service Provider, the information will appear in the Setup dialog box (see page 89 to see this dialog box).*

1. Click on Internet from the Main Menu. *The Setup window appears.*
1. Select Close because using the default Service Provider will complete the Setup window. *Another menu appears showing four buttons.*
2. Click on Subscribe. *A dialog box appears asking you to confirm that you want to sign on. Select Yes.* If you must dial an outside line, enter the prefix here. *Then the Browser window appears, and the modem dials and automatically connects to the default Internet Service Provider.*
3. Follow the on-screen instructions to set up your account.

You are now ready to start browsing the World Wide Web. See page 91.

### Using Another Internet Service Provider

When you select an Internet Service Provider on your own, be sure to select one who offers a communications protocol called **PPP (Point-to-Point Protocol)**. Most Service Providers offer this type of protocol.

Ask your Service Provider if they offer manual connection (login) or automatic connection (the connection type will apply to both the Browser and E-mailer). With manual, you must enter your user name and password each time you connect, and with automatic, the program enters that information for you.



Also ask your Service Provider for the following information that you will need to set up your program for browsing the Web. Use this table to write the information down.

Setup Information	Write the Information Below
PPP account name	
PPP account Password	
Dial-up telephone number	
PPP server IP address	
PPP server IP gateway	
PPP server IP mask	
DNS server IP address (first)	
DNS server IP address (second)	

Once you have established an account and gathered the above information, you are ready to set up your program.

Before exchanging email, you must set up EMailer by entering Preferences. See page 101.

► **To set up the Browser:**

1. Click on Internet from the Main Menu. Another menu appears with four buttons: *Subscribe, Browser, EMailer, and Setup.*
2. Click on Setup. A Setup window appears.

If your Service Provider requires that you connect manually, click here.

3. Fill in the boxes with the information from your Internet Service Provider.
4. Click on Apply; then click on Close.

5. When finished, open EMailer and set up the Preferences (see page 101).

## Connecting to your Internet Service Provider

The two options for connecting depend on your Internet Service Provider.

When you connect manually, enter your user name and password each time you connect to the Internet Service Provider.

When you connect automatically, you do not have to enter your user name and password; the program automatically provides that information after you enter it in the Setup window.

*For manual connection, be sure that the box beside Bring up login terminal is selected in the Setup dialog box.*

### ► To connect manually:

After setting up your account, click on Browser. *The Browser window appears, and the modem dials your Internet Service Provider. A terminal window appears, allowing you to enter your account name and password. The format varies depending on your Service Provider.*

*If the manual connection is not successful the first time, exit by selecting Close from the Dial menu and then selecting Exit from the File menu. After that, try the connection again.*

### ► To connect automatically:

After setting up your account, click on Browser. *The Browser window appears, and the modem dials your Internet Service Provider.*

## Browsing the Internet's World Wide Web

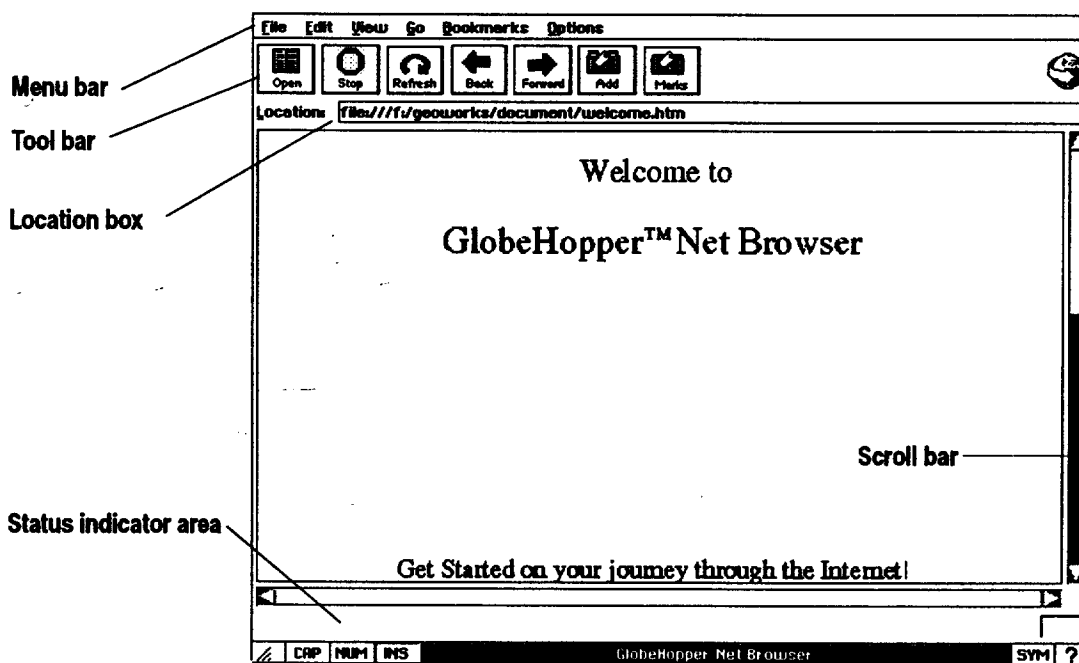
When you first open Browser, you will see a default document called a **Home Page**. This page is your starting point for connecting to your Internet Service Provider to browse internet documents, called Web pages.

All Web pages have a unique address called a **Uniform Resource Locator (URL)**, which is a long string of text (for example, <http://www.brother.com>).

See page 98 for information on customizing your browser.

### ► To open the Browser:

1. Click on Internet from the Main Menu; then click on Browser. *The Web Browser window appears with the default document opened:*



To see what a button on the tool bar does, move the on-screen pointer over the button. A description of the tool appears at the bottom of the window.

- **The Menu bar** contains menu options for the Browser.
- **The Tool bar** provides shortcuts for menu options:
  - Open.** Click here to open or go to a URL.
  - Stop.** Click here to stop the progress of opening the URL.
  - Refresh.** Click here to redraw or update the screen.
  - Back.** Click here to return from a URL.
  - Forward.** Click here to move forward after you have returned from a URL.

**Add.** Click here to add a URL to your list of Bookmarks (see page 95).

**Bookmarks.** Click here to show your list of Bookmarks (see page 95).

- **The Scroll bar** appears when the Web page is larger than the screen. Click on the scroll bar to scroll down the page.
- **The Location box** shows the address or Uniform Resource Locator (URL) of the Web page. To open another page from here, place the insertion point in the box and delete the current URL; then type the URL of the page to open and press **ENTER**.
- **The Status Indicator area**, across the bottom of the screen, shows the URL and the file size of Web pages as you navigate through the Web.
- **Links (Hypertext Links)** appear as bold or underlined text. Click on a link to quickly access more information in the current page or to go to another Web page.

### ► **To start browsing the World Wide Web:**

*As you become more familiar with the Web, you will learn more URLs. You will also find it helpful to save URLs as Bookmarks (see page 95).*

1. Click on the Open button. *The Open Location dialog box appears.*
2. Enter a URL (for example, enter `www.brother.com`) and click on OK. *The modem dials and connects to your Service Provider.*

OR

Place the insertion point in the Location box and press **BACKSPACE** or **DELETE** to remove the text; then enter the URL (for example enter `www.yahoo.com`); then press **ENTER**. *The modem dials and connects to your Service Provider.*

*If you have saved Bookmarks, click on Show Bookmarks from the Bookmarks menu; then select a bookmark and the browser will connect.*

### ► **To exit the Internet Browser:**

Select Exit from the File menu. *The Browser disconnects.*

OR

To exit a manual login that did not connect, first select Close from the Dial menu; then select Exit from the File menu.

## Using Links to Access More Information or Other Web Pages

Links appear as bold or underlined or italic text that can take you to more information or to another Web page. Sometimes they appear as placeholder tokens for graphic images. When you move the on-screen pointer over a link, the URL appears at the bottom of the screen.

*You can also select Back and Forward from the Go menu.*

### ► To go to and return from a link:

Click on the link to go to more information. To return from a link, click on Back.

OR

To go back to that link, click on Forward. The Forward option is available only if you have already moved back from a link.

## Searching the Current Web Page

*For information on searching the entire Web using a word or phrase, see page 96.*

If you are looking for specific information in the current Web page, you can enter a word or phrase that relates to that information, and the Browser will search for that word or phrase.

### ► To search the page:

1. Select Find from the Edit menu. *A dialog box appears.*
2. Enter a word or phrase to search the page for and click on Find. Click on Case Sensitive if you want to search based on upper case or lower case characters. Click on Match Whole Words if you want to find whole words only and not partial words. *The Browser locates the word or phrase you entered. If the word or phrase is not present, the Browser tells you that it cannot be found.*

OR

Select Find Again from the Edit menu to repeat the previous search.

## Printing the Current Web Page

*If you have not printed before, review Setting Printer Options in Getting Started.*

You can print the current Web page. This is useful if you want a hard copy of the information or if you want to read the document when not connected to your Service Provider.

In some cases, text and links in a Web page may not print well because the text is too light or small. You can change text attributes (font and size) to make printed Web pages more readable. See page 98 for information on changing text attributes.

► **To print the current Web page:**

1. Select Print from the File menu. *The Print dialog box appears.*
2. Select the printing options; then click on Print. *The document prints.*

## **Saving Information from a Web Page**

*Web page files often require a large amount of memory, so be sure that drive F or your diskette contains enough memory for storage. To determine how much memory remains on a diskette or on drive F, use File Manager (see page 57).*

You can save the text from the current Web page as a local file called an html (hypertext markup language) file, with the extension htm. You can also use the Browser to open html files.

► **To save text from a Web page:**

1. With the Web page open, select Save As from the File menu. *A dialog box appears.*
2. Select the drive to save the file to (A for diskette, F for internal); then enter a name, no longer than eight characters, for the file. Enter the htm extension (example: page.htm).
3. Click on Save. *A dialog box appears, showing the progress.*

► **To open and view a saved Web page:**

1. With the Browser open, select Open File from the File menu. *A dialog box appears.*
2. Select the drive (A or F). *A list of htm files appear.*
3. Select the file and click on Open. *The file appears.*

## **Copying Text from a Web Page to the Clipboard**

You can select text from the current Web page and copy it to your clipboard. Then you can paste the text into another document, such as a Word Processing document. However, you cannot cut text.

You can select multiple lines of text by placing the insertion point in the text and clicking the Select button; however, you cannot use the Drag button to click and drag the text.

If you want to copy all the text from a Web page, choose **Select All** from the Edit menu. Then select **Copy** from the Edit menu.

► **To copy text from a Web page:**

1. Place the insertion point in the page; then click the **Select** button (top glidepad button or left mouse button).
2. Select **Copy** from the Edit menu. *The text is copied to the Clipboard. You can paste it into Word Processing after exiting Browser.*

## Going Directly to Another Web Page

When you know the address or **Uniform Resource Locator** (URL) of a Web page, you can enter it to go directly to that page.

You can also delete the current URL in the Location box; then type the URL of the Web page you want to open and press **ENTER**.

► **To open another Web page using the URL:**

1. Click on **Open**. *The Open Location dialog box appears.*
2. Enter the URL in the blank (without spaces) and select **OK**. *After several seconds, the page appears on the screen.* You can enter the URL without entering the prefix: `http://`. For example, you can enter `www.brother.com`.

► **To stop:**

To stop opening a Web page while in progress, click on the **Stop** button.

Refreshing the current page updates the information. This is useful in a page that contains changing information, like weather reports.

► **To refresh the current page:**

To refresh a Web page, click on the **Refresh** button.

## Saving a List of Web Pages (Bookmarks)

You can also save addresses of Web pages as a **Bookmarks** file, so you can return to them by clicking on their URL rather than entering the URL in the Open Location dialog box. This is useful for saving a list of favorite Web pages that you would like to view again.

► **To add a Web page address to your bookmarks:**

With the Web page open, click on the **Add** button. *The current Web page address is saved in your Bookmarks.*

Web page addresses (URLs) in the Bookmarks list cannot be edited. You can only add or remove URLs.

► **To remove a Web page address from your bookmarks:**

1. With any Web page open, select Show Bookmarks from the Bookmarks menu. *The Bookmarks list appears.*
2. Select the Web page by clicking on it; then click on Delete. *A message appears asking if you want to delete the page. Click on Yes.*

► **To go to a Web page using the bookmarks list:**

1. With any Web page open, click on the Marks button. *The current Bookmark list appears.*
1. With any Web page open, select Show Bookmarks from the Bookmarks menu. *The current Bookmark list appears.*
2. Double-click on the Web page you want to go to. *After a few seconds, the page appears.*

## Using the History List to Access Web Pages

The Browser stores the most recent Web pages you have viewed in a History List. You can use this list to go back to those pages.

► **To go to a page using the History List:**

1. With any Web page open, select Show History List from the Bookmarks menu. *The current History List appears.*
2. Click on the page you want to go to; then click on Open Location. *After a few seconds, the page appears.*

## Searching for Information on the Web

Because of Internet traffic and other circumstances, sometimes it is difficult to get to the page you have entered in the Location box. Try again later.

Also, the Internet is always changing. Some pages may be outdated or no longer available for viewing.

Some Web pages are dedicated to searching the Web. Each contains a program that performs the search or a list of general interest links. The following lists the URLs of some search pages:

Web page Name	Web page URL
Yahoo!	<a href="http://www.yahoo.com/">http://www.yahoo.com/</a>
Lycos	<a href="http://www.lycos.com/">http://www.lycos.com/</a>
InfoSeek	<a href="http://www.infoseek.com/">http://www.infoseek.com/</a>
Alta Vista Search	<a href="http://altavista.digital.com/">http://altavista.digital.com/</a>
Excite	<a href="http://www.excite.com/">http://www.excite.com/</a>
100 Hot Web Sites	<a href="http://www.100hot.com/">http://www.100hot.com/</a>



► **To connect to a page for searching:**

Enter the URL in the Location box. For example, you can enter [www.infoseek.com](http://www.infoseek.com). Then press **ENTER**. *After several seconds, the page appears on the screen.*

► **To begin a search:**

Each Web search page has its own format, so follow the on-screen instructions. These pages also have links that will take you to more information.

Many search pages will have an empty blank for entering the search word or phrase, and you may have to scroll down the page to find it. Enter your search word or phrase in the blank and press **ENTER**. *After a few seconds, a list of Web pages containing the word or phrase appears. The pages are listed as links, so click on the page name to go to it.*

## **Browser Error Messages**

<b>Error Codes</b>	<b>Explanation</b>
Modem failed to connect or unknown host	The modem had problems dialing out. The line may have been busy. Try again.
URL: Unrecognized URL	The Browser did not recognize the URL because it no longer exists or because it was not entered properly; enter the URL again.
Communication error	Exit Internet and start again.
Load error: Not enough memory	Web page is too large.
Load error: syntax error	Re-enter the URL. Be sure to enter it correctly including the slashes (/)

## Customizing Your Web Browser

---

You can customize your Browser by selecting a default Web page that will appear first whenever you open the Browser. You can also set preferences for text appearance, memory usage, and tool bars.

### Selecting a Default Home Page

You can select a Home Page from any Web page on the World Wide Web. Once changed, the new Home Page appears every time you open your Browser.

If you selected a Web site for the Home Page, the browser will dial and connect to your Service Provider every time you open it. If you selected a local file (such as the default file that came loaded with your notebook), you will see the local file when you open Browser. You will then have to enter a Web page URL, or select a URL from your bookmarks, to connect.

*Selecting Home from the Go menu will take you to your Home Page from any page on the Web. This only works when you set a Home Page from the Options menu.*

#### ► **To set a default web page:**

1. With any Web page open, select Set Home Page from the Options menu. *A dialog box appears.*
2. Enter the URL of the page you want to set as a default.
3. Click on OK. *The next time you open Browser, this page will be the first place you see.*

#### ► **To reset the default web page:**

1. With any Web page open, select Set Home Page from the Options menu. *A dialog box appears.*
2. In the dialog box, click on Default.

### Selecting Text (Font) Attributes

You can set text attributes, such as size and style. Changing text attributes can make Web pages more readable when printed.

#### ► **To set (text) font preferences:**

1. With any Web page open, select Set Fonts from the Options menu. *A dialog box appears.*
2. Fill in the dialog box:
  - **Proportional Font.** Select this option to set text attributes for Web pages containing proportional fonts. Characters that are proportional take up different amounts of space. For example, the letter w is wider than the letter j. Proportional fonts have a typeset look.

To keep up with which links you have already viewed and returned from, you may want to change the font attributes so they will look different from those not yet viewed.

- **Fixed Font.** Select this option to set text attributes for Web pages containing fixed-width fonts. Characters whose width is fixed take up the same amount of space. The letter w is the same width as the letter j.
- **Links.** Select this to set text attributes for links you have already viewed.
- **Viewed Links.** Select this to set text attributes for links you have yet to view.

► **To reset font preferences:**

1. With any Web page open, select Set Fonts from the Options menu. A dialog box appears.
2. Click on Default. *The fonts return to their original settings.*

## Setting Memory Preferences

You can adjust two memory preferences: the cache size and the maximum number of URLs in your History List.

Your Browser remembers the last few pages you have viewed and discards the oldest. **Cache files** hold the most recent Web pages in memory, allowing you to navigate back and forth faster. The number of pages held in cache depends on the size of those pages, which is measured in kilobytes (KB) of memory.

If browsing is slow, you may want to increase the cache size. However, you cannot set the cache size larger than the available memory. If you do, the Browser will automatically reset to the default cache size.

Your Browser also holds your History List in memory. You can limit the number of items held as well as the time span (in days) for holding them.

► **To set memory preferences:**

1. With any Web page open, select Set Memory Usage from the Options menu.
2. Fill in the dialog box:
  - **Cache size (in KB).** Click on the arrows to increase or decrease. The default is 500 KB.
  - **Maximum length of History list.** Click on the arrows to increase or decrease. The default is 20 items.
  - **Timeout.** Click on the arrows to set the number of days to store an item in the History List. After that number of days has passed, the item is deleted from the History List. The default is 7 days.

3. Click on Ok; then click on Close.

## **Selecting Display Preferences**

You can also set the display to monochrome or gray scale. Monochrome is a crisp black and white display, and it makes some Web pages more readable.

### **► To set display preferences:**

Select Monochrome display from the Options menu; then click on either Yes or No.

## **Customizing the Tool Bar**

You can customize your Browser's tool bar by choosing to display some, all, or none of the buttons.

### **► To customize the tool bar:**

1. Select Configure tool bar from the Options menu. *A dialog box appears.*
2. To display a button on the tool bar, click on the radio button beside its name.
3. Click on Apply; then click on Close.

## Using Emailer

---

Emailer allows you to exchange electronic messages with other email addresses on the Web. You can also attach files (such as a Word Processing document) and create multiple folders for storing email messages.

You can also use Addressbook to store email addresses, which can be retrieved directly from Emailer.

*Email is a quick, convenient way to send messages, but it is not private. Do not include confidential information in an email message. In addition, you cannot send email anonymously. Any message you send can be traced back to your Service Provider and you.*

Like the World Wide Web, Email must be accessed through your Internet Service Provider who acts as your host when you send and receive email. The host delivers your outgoing email messages and receives your incoming email messages, storing them for you to retrieve.

Depending on your Internet Service Provider, you can read and create emails either online (while connected by modem) or offline (when you are not connected). When you create emails offline, they are sent the next time you connect to your Service Provider.

Some Service Providers require that you store email messages on your own disk space (local). In this case, you will always read email messages offline and store them on diskette.

## Setting Email Preferences

Before starting, install the Emailer program (see page 87). You will also need to set up the Internet Service Provider Information (see page 88).

You will also need to set Emailer preferences, such as your password. You will need the following information from your Internet Service Provider:

*With some Internet Service Providers, the POP3 and the SMTP servers have the same name.*

<b>Emailer Setup Information</b>	<b>Write the information below</b>
Email Account	
Return Email Address	
POP3 Server for incoming email	
SMTP Server for outgoing email	

► **To set preferences:**

1. Click on Internet from the Main Menu. *Another menu appears showing the Internet and EMailer icons.*
2. Click on EMailer. *The EMailer startup window appears. The first time you start EMailer, the Preferences dialog box also appears:*

After setting preferences, you can return to make changes if needed. Open Preferences from the Options menu.

The screenshot shows a 'Preferences' dialog box with the following sections and options:

- User Information:**
  - Email Account: [text input]
  - Return Email Address: [text input]
  - Real Name: [text input]
- Server Information:**
  - POP3 Server: [text input]
  - SMTP Server: [text input]
- Miscellaneous:**
  - Attachment Encoding Method:  MIME  UUencode
  - Log Outgoing Messages
  - Quote When reply
  - Save Password
  - Leave Messages on Server
  - Keep Tabs in Body
  - Disconnect When Leaving
  - Empty Trash When Leaving
  - Quoted Printable

Buttons at the bottom:

3. Enter your User Information: Email Account and Return Email Address. Also enter your name in the Real Name box.
4. Enter the Server Information: POP3, the protocol for incoming email, and SMTP, the protocol for outgoing email. Your Internet Service Provider can give you this information.
5. When finished, click on Apply; then click on Close.
6. In Miscellaneous, select the options you want:

- **Attachment Encoding Method.** This is used whenever you attach a file to an email message:

**MIME (Multipurpose Internet Mail Exchange).** This is the default method for attaching files to email messages.

**UUencode.** If your recipient cannot open your attachment as an MIME, select this method and resend the email with attachment.

- **Log Outgoing Messages.** Select this to copy all outgoing messages to the Sent folder, where they are stored until you delete them.
- **Quote When Reply.** Select this to keep the original message in an email that you reply to. See page 104.

Drive F contains a limited amount of memory. To avoid clutter on drive F, empty the trash folder frequently. Also delete or move email messages from the Sent folder. If you want to save email messages on diskette, see page 109.

- **Save Password.** Select this to save your password, so you do not have to enter it every time you connect to email.
- **Leave Messages on Server.** Click here to store email messages on the server, only if your Internet Service Provider allows it.
- **Keep Tabs in Body.** Click here to keep tabs inside your email messages.
- **Disconnect When Leaving.** Click here to disconnect from your Service Provider every time you Exit Emler.
- **Empty Trash When Leaving.** The trash folder fills when you delete email messages. If this option is selected, the trash folder will empty every time you exit Emler.
- **Quoted Printable.** If you use special characters or symbols in your email message, click here. This selection ensures that all symbols translate accurately to the recipient.

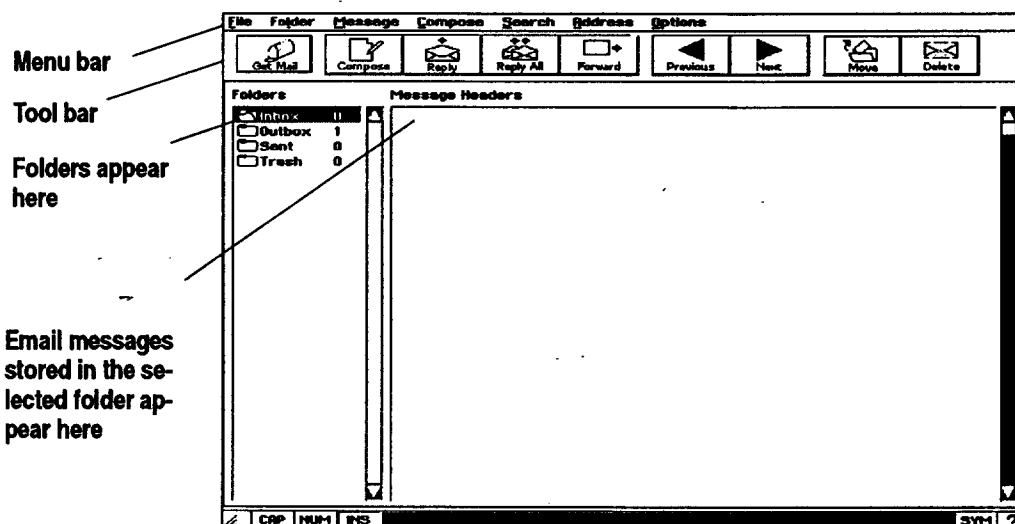
## Retrieving Email Messages

You can connect to your Service Provider and get your email messages by clicking on the Get Mail button.

You can also connect to the Service Provider by sending an email message, that you compose before connecting to your service provider (see page 107).

### ► To get new mail:

1. Click on Internet; then click on Emler. *The main Emler window appears:*



- **The Menu bar** shows the menu options available in EMailer. When you select one, a submenu appears with more options to select from.
- **Folders** store all email messages. There is a folder for incoming, outgoing, sent, and trash. To view the contents of a folder, double-click on it.
- **The Message Headers** window lists the email messages inside the folder that is selected.
- **The Tool bar** provides shortcut buttons for menu options:

You can customize the toolbar. Select **Toolbar Configuration** from the **Options** menu (see page 113).

**Get Mail.** Click here to connect to your Service Provider to retrieve your email messages.

**Compose.** Click here to open the New Message window and compose an email message.

**Reply.** Click here to reply to a selected email. To select the email, click once on it in the Message Headers window and a highlight will appear around the email.

**Reply All.** Click here to reply to the sender and everyone else who was sent a copy (CC) of the selected email message.

**Forward.** Click here to forward the selected email to another email address.

**Previous.** Click here to read the previous email from a list.

**Next.** Click here to read the next email from a list.

**Move.** Click here to move a selected email to another folder.

**Delete.** Click here to delete the selected email.

2. Click on Get Email. *The modem dials and connects to your provider.*

► **To exit:**

Select Exit from the File menu or select Disconnect From Server from the File menu. If a dialog box is open, first close it by selecting Close from the File menu.

## Reading or Replying to New Mail

Open a new email message by double-clicking on the Inbox folder; then double-clicking on the email in Message Headers.

When you reply to an email, the To and Subject boxes are already filled in.

► **To reply to an email:**

1. With the email open, click on Reply.

OR



Select the Email from the Message Headers window by clicking on it until it is highlighted; then click on the Reply button. *The RE window opens.*

2. Type your reply in the window.
3. If you want to send a copy of this reply to another email address, enter that address in the CC box; then click on Send. *The reply is sent.*

OR

Click on Reply All to send the reply to everyone who received a copy of the original email message. *The reply is sent along with a copy to everyone who received the original message.*

If you select Quote When Reply in the Preferences dialog box, the original email message will print as a quote in the reply.

When printed as a quote, the original message begins with carats, like this:

>Hello. This is an  
>example of a quote  
>that contains carats.

#### ► **To forward an email to another address:**

1. With the email message open, click on Forward.

OR

Select the Email from the Message Headers window by clicking on it until it is highlighted; then click on the Forward button. *The FW window opens.*

2. Enter the email address that you want to forward the message to.
3. If you want to copy this forwarded message to another email address, enter that address in the CC box; then click on Send.

## **Deleting Email Messages**

You can view all emails or just those you have not read. See page 113.

#### ► **To delete the current email message:**

Click on the message to select it; then click on Delete. *The message is placed in the Trash folder.* To empty trash, select Empty Trash from the File menu.

## **Printing Email**

If you have not printed before, you will need to set printer options. See page 42 in *Getting Started*.

You can print an email message using standard page settings: letter size, with 0.5-inch left and right margins and 1-inch top and bottom margins. Or you can select your own page size and margins, depending on the capability of your printer.

#### ► **To print an email using default page settings:**

Select Print Message from the File menu. *The email message prints.*

#### ► **To change page settings:**

1. Select Page Setup from the File menu.
2. Enter the page size and margins that you want.
3. Click on Apply; then click on Close.

## Creating and Sending Email Messages

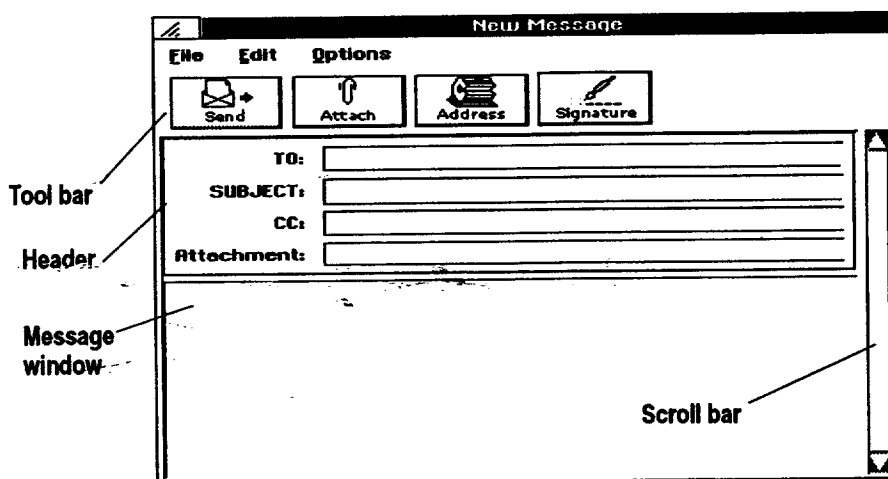
Once you send an email across the internet, you cannot recover it. If you are not sure if you want to send the email, send it to your outbox first. From the outbox, you can delete the email before you connect to your Service Provider.

Once you create an email message, you have two sending options: you can send it immediately or you can send it to your outbox to be sent the next time you connect to your Service Provider. Once in your outbox, you can re-read the email message, or delete it, but you cannot edit it.

You can also create an email message in Word Processing or in Text File Editor and then copy and paste the text into the message window. See page 111.

### ► To create an email:

1. Click on Internet from the Main Menu. *Another menu appears showing the Internet and Email icons.*
2. Click on EMailer. *The main EMailer window appears.*
3. Click on Compose. *The New Message window appears:*



You can hide the tool bar to make the message window larger. Select *Toggle Toolbar* from the *Options* menu of the *New Message* window. To retrieve the toolbar, select *Toggle Toolbar* again.

4. **The Tool bar** provides shortcuts as follows:

- **Send.** Click here to send your email message.
- **Attach.** Click here to select a document and attach it to an email (see page 110).
- **Addressbook.** Click here to retrieve an email address from Addressbook.
- **Signature.** Click here to place a stored signature phrase at the end of the email message, such as Sincerely. Store the signature phrase by selecting *Edit Signature* from the *Options* menu of the main EMailer window; then click here to place it in the message window.

To cancel an email before sending it, select Close from the File menu.

- **Scroll bar.** Use the scroll bar to scroll down and view more of the message window. The message window becomes larger as you enter text.
5. Fill in the **Header**, pressing **TAB** to move to each new field:
    - **To.** Enter the email address. You can store email addresses in Addressbook and retrieve them while in EMailer (see page 108).
    - **Subject.** Enter a brief description of your email message.
    - **CC (Carbon copy).** If you want to copy this email to another email address, enter that address here.
    - **Attachment.** If you have attached a document, its name appears here (see page 110).
  6. Place the insertion point in the box at the bottom of the window and type your message.

► **To send your email message:**

To send the message immediately, click on Send. *EMailer dials your Internet Service Provider and sends your email message. Once sent, it is placed in the Sent folder if you selected Log Outgoing Messages in the Preferences box.*

► **To send your email message to the outbox:**

When finished composing the email message, select Send Message to Queue from the Options menu of the main EMailer window. *The message is sent to the outbox. Once you connect to your Service Provider, the message is sent and placed in the Sent folder if you selected Log Outgoing Messages in the Preferences box.*

To read a message in the outbox, click on the outbox folder; then double-click on the message. To delete a message from the outbox, click on it; then click on the Delete button.

## Changing Text Appearance & Running Spell Check

You can change the size and font of text in your email messages. You can also run spell check before sending the email.

### ► To change the font and font size:

1. Select the text of your message in the New Message window. Select by placing the insertion point in the text and double-clicking the Select button or by choosing Select All from the Edit menu of the New Message window.
2. Select Set Font from the Options menu of the main EMailer window. A submenu appears.

OR

Select Set Point Size from the Options menu of the main EMailer window. A submenu appears.

3. Select the font or point size from the submenu. *The text changes.*

### ► To run spell check:

After you finish typing your message in the New Message window, select Check Spelling from the Edit menu. *You are prompted to insert the diskette containing the user dictionary, if you have one.* If you do not want to use the user dictionary, click OK to continue.

*For a complete explanation on running spell check and on creating a user dictionary, see Proofing Your Document in Word Processing (Book 2).*

## Using Addressbook to Store Email Addresses

Addressbook can help you keep up with email addresses. You can access an Addressbook directly from Email and select the email address you want.

Addressbook also allows you to create an alias and associate it with an email address, so when you select the alias, the email address appears in the box labelled To or CC. You do not have to enter a long email address each time.

If you want to use an Addressbook other than the default Addressbook, you will need to open it.

### ► To open an Addressbook:

1. Select Open Addressbook from the Address menu. *The Open Addressbook dialog box appears.*
2. Select the Addressbook document; you may have to open a folder or drive (A or F).
3. Click on Open.

If you remember the alias of the person you are sending the email to, enter it in the To field. When you press TAB to move to the Subject field, the full email address will appear.

► **To select a name and email from an Addressbook:**

1. Select Compose New Message from the Compose menu. *The New Message window appears.*
2. Click on the Address button. *The Addressbook dialog box appears.*
3. Click on a name; then click on the To button to place it in the To field or the CC button to place it in the CC (copy) field.
4. Click on Close. *The email address appears in the To or CC box. You can now type and send the email.*

From Email, you can only change the name, alias, and email address. To change other Addressbook fields, you must open the Addressbook program (see the Addressbook chapter in Book 2).

► **To add or change email addresses:**

1. Select Edit Addressbook from the Address menu to add an email address. *The Addressbook window appears.*
2. Enter the alias, Email address, and Real name. Then click on New.  
OR  
Select the name to modify; then make changes and select Modify.

## **Saving Emails as Files**

You can save any sent or received email message as a text file. Save emails on diskette or drive F.

► **To save an email as a file:**

1. Double-click on the folder containing the email message. *The emails appear in the Message Headers window.*
2. Click on the message to select it; then select Save Message As from the File menu. *A dialog box appears.*
3. Select a drive (A or F); then name the file using DOS conventions. Be sure to follow the name with a period and the letters txt (for example: name.txt).
4. Click on Save.

For information on DOS naming conventions, see page 52.

## Attaching or Including Files

You can also create an ASCII text file using Text File Editor (see Book 2).

It is often useful to attach a file (for example, a Word Processing document) to an email. But to open the file, the recipient must have the same word processing program. If your recipient does not have the program, export the file to a format that another program can read. The most common format is ASCII, which is also called a text file. Most word processing programs and text editors can open ASCII files and import them into other word processing programs.

If The File Was Created In:	It Can Be Exported To:	See
Word Processing	ASCII (text), Microsoft Word, WordPerfect, WordStar	Importing/Exporting Documents in Word Processing (Book 2)
Spreadsheet	Lotus 1-2-3 or Comma Separated Values (CSV) or dBase IV	Importing/Exporting Spreadsheets in Spreadsheet (Book 2)
Addressbook	Lotus 1-2-3 or Comma Separated Values (CSV) or dBase IV	Importing a Document & Exporting an Addressbook Document (Book 2)
Drawing	BMP (Bitmap), PCX, TIFF, GIF	Importing and Exporting Graphics in Drawing (Book 2)

You can also include the text from an ASCII text file in your email message. When you include a file, the text appears directly in the New Message window.

To use Include, the file must be a text file. You can either create a Word Processing document and export it as an ASCII text file or create a text file using Text File Editor (see the Text File Editor chapter in Book 2).

You can also create an email message in Word Processing or in Text File Editor and then copy and paste the text into the message window. See page 111.

### ► To attach a file to an email message:

1. If the file to be attached is on diskette, insert that diskette in the disk drive.
2. Click on the Compose button. *The New Message window appears.*
3. Fill in the Header and type a message; then click on the Attach button. *A dialog box appears.*
4. Select the drive (F or A) and folder that the file is in.
5. Double-click on the name of the file; then select Attach.

► **To include a file in an email message:**

1. If the text file to be included is on diskette, insert that diskette in the disk drive.
2. Click on the Compose button. *The New Message window appears.*
3. Fill in the Header and type a message; then select Include File from the File menu. *A dialog box appears.*
4. Select the drive (F or A) and folder that the file is in.
5. Click on the name of the file; then select Include.

## **Copying and Pasting Text to and from Email**

You can copy text from a document and paste it into an email rather than retyping the text in your email message. You can also copy text from an email and paste it into a document.

*When you copy something, it remains on the clipboard until you copy something else.*

► **To copy and paste text from a document to an email:**

1. In the document, select the text to copy and press **COPY**. *The text is placed on the clipboard.*
2. Open EMailer and click on Compose. *The New Message window appears.*
3. Place the insertion point in the message window and press **PASTE**. *The text appears in the message area.*

► **To copy and paste text from an email to a document:**

*You can also select all the text by clicking on Select All in the Edit menu of the View Message window.*

1. Open the email message, place the insertion point in the message; then hold the Select button and drag your finger across the glidepad surface to select the text.
2. Press **COPY**. *The text is placed on the clipboard, ready to be pasted into any document.*

## **Working with Folders**

Additional folders can be useful for storing email messages that you have read and want to keep. For example, you may want to store personal emails in one folder and business-related emails in another.

► **To create a new folder:**

1. In the main EMailer window, select New Folder from the Folder menu. *A dialog box appears.*
2. Enter the name for the folder and click on Create. *Your new folder is created.*

### ► **To move an email to another folder:**

1. From the main E-mailer window, double-click on a folder to open it. *The emails in the folder appear in the Message Headers window.*
2. Click on an email message to select it.
3. Click on the Move button. *A dialog box appears.*
4. Select the folder from the dialog box and click on Move. *The message is moved.*

You cannot delete the Inbox, Outbox, Sent, or Trash folders; these are used by the system.

A folder must be emptied before you can delete it.

### ► **To delete a folder:**

1. In the main E-mailer window, click on the folder to select it.
2. Select Delete Folder from the Folder menu. *Your folder is deleted.*

## **Sorting Mail**

You may want to store email messages in folders and refer to them later. Sorting can be helpful when referring back to a long list of stored emails. You can sort by date, name, and subject.

1. Double-click on a folder to open it. *The emails inside the folder are listed in the Message Headers window.*
2. Select Sort by Date from the Message menu. *The emails are sorted by date.*

OR

Select Sort by Subject from the Message menu. *The emails are sorted alphabetically by subject.*

OR

Select Sort by Sender from the Message menu. *The emails are sorted alphabetically by sender.*

## **Searching Mail**

Searching is useful when you need to search for information in a stored email.

1. Double-click on a folder to open it. *The emails inside the folder are listed in the Message Headers window.*
2. Select Find from the Search menu. *A dialog box appears.*
3. Fill in the dialog box:

- **Find.** Enter your search term here.
- **Search in Message Body.** Click here to search for the term within the message.



- **Search in Message Header.** Click here to search the header: the To, Subject, CC, and Attach fields only.
  - **Match Case.** Click here to search for the term using the case (capitals or lower case) as entered in the Find box.
4. Click on Search. *Emailer searches for the term.*

To repeat the same search, select Find Again from the Search menu.

## Setting Emailer Options

You can customize your email program by setting several options: messages that are shown, toolbar preferences, signature, and font and font size.

### ► To set message viewing options:

1. Double-click on a folder to open it. *The email messages inside the folder appear in the Message Headers window.*
2. Click on the Options menu. *The menu opens.*
3. Click on the radio button beside Show All Messages. *All email messages, read and unread, appear.*

OR

Click on the radio button beside Show Unread Messages. *Only unread messages appear.*

### ► To set tool bar preferences:

1. Select Toolbar Configuration from the Options menu. *A dialog box appears.*
2. Click on the box beside the tool that you want to show across the top of the screen. When the box is filled, that tool appears on the main Emailer window. When the box is not filled, that tool does not appear.

### ► To create a signature:

1. Select Edit Signature from the Options menu.
2. Enter a new phrase to close the email message with and click on Save. *Your signature is saved and ready to place in an email message.*

### ► To set font and font size:

Select Set Font from the Options menu. *A drop-down menu appears.*

OR

Select Set Point Size.

## Email Error Messages

Power failures or interruptions can corrupt email messages and cause problems inside EMailer. To reset EMailer, insert diskette 2. Click on File Manager from the Main menu; then click on the drive.A icon. When the contents of the diskette appear, click on the icon titled Utility.Bat. Then select 3 and follow the on-screen instructions. Resetting EMailer erases any existing email files, so be sure to save existing email files to diskette (see page 109).

Email messages sometimes do not reach their destination. When this happens, you will receive an error message. The following table lists some common error codes and explanations:

Error Messages	Explanation
Cannot resolve the mail server name. Please check your DNS IP in the Internet Application Setup.	Click on Internet in the Main Menu; then click on Setup and check the first and second DNS address to be sure they are correct.
Login failed. Please check your email account and password	Click on Internet in the Main Menu; then click on Setup and check the account and password to be sure they are correct.
Mail server is not active. Please try again later.	The mail server of your Internet Service Provider is either busy or not working.
The connection is lost.	Reconnect to your Service Provider.
The message is not sent successfully. It is copied to the outbox folder.	Resend the message later by using Send Queued Mail from the File menu.
The message is too large, could not be sent.	Try splitting the message into two smaller ones and resend.
Cannot dial up. No modem is selected. Please use Preferences from the Main Menu to select a modem.	Go to Preferences to make sure the modem location is selected correctly.
File error.	Cannot save or open the file to be attached or included or cannot access Addressbook. Use File Manager to check disk space.
Unknown communication error.	Try to reconnect again.
Failed to login to the PPP server. Please go to Setup under the Internet menu and check the PPP login password.	Click on Internet in the Main Menu; then click on Setup and retype your password.

# 6 Calculator

Before starting, review these basic procedures from the Getting Started chapter:

- Working with Documents
- Saving Documents
- Working with Menus
- Working with Dialog Boxes

The Calculator program allows you to do standard calculator tasks as well as more advanced ones, such as converting metric units to English units or Yen to Dollars.

## Starting Calculator

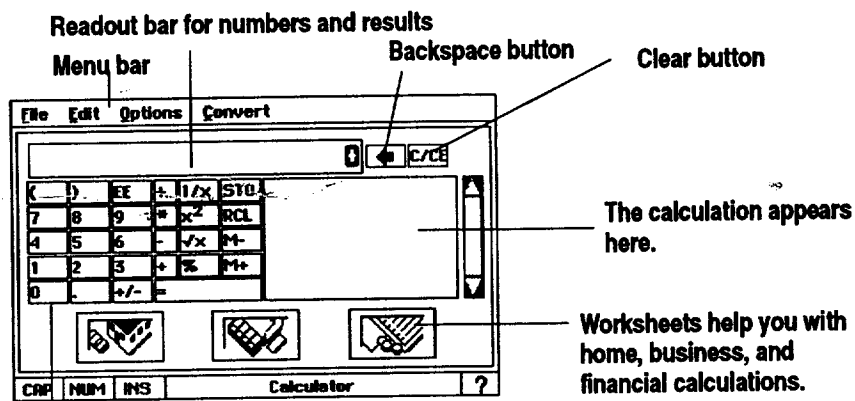
**CALC**

### ► To start Calculator:

You can also start the calculator by pressing **CALC** on the right side of the function key row. To exit Calculator, press **CALC** again.

The **CALC** key works like a light switch, turning the calculator both on and off. Use it to bring up the calculator when you are working in another program.

Click on Calculator from the Main Menu. *The Calculator window appears.* The Calculator window looks like a standard desktop or hand-held calculator.



Keyboard works like a hand-held calculator.

## Using Basic Calculator Functions

You can do the following calculations with the Calculator: addition, subtraction, multiplication, division, percentage, square root, numbers squared, and inversion. You can also make measurement conversions, store numbers in memory, and perform financial calculations.

## Using the Calculator's Buttons and Keys


Before using Calculator, familiarize yourself with the buttons in the Calculator window. Some of the Calculator's buttons have keyboard equivalents, which are keyboard keys that you can press to perform the same action as clicking on a button.


### Calculation buttons

The Calculation buttons are used to do the actual work of calculating numbers. Their functions are explained in the following chart:

BUTTON	KEYBOARD KEY	FUNCTION
0 through 9	0 through 9	Digits used to create numbers needed for a calculation
/	/	Divide
*	*	Multiply
-	-	Subtract
+	+	Add
=	= or ENTER	Equals (for standard mode only)
()	()	Parentheses
EE	E	Enter E (for entering numbers in scientific notation)
1/x	CTRL + 1	Reciprocal
x <sup>2</sup>	SHIFT + 2	Number squared
√x	CTRL + 2	Square root
%	%	Percent
.	.	Decimal
+/-	CTRL + -	Change Sign

## Backspace and Clear buttons

The C/CE and the  buttons are used to delete or clear your entry. They are located to the right of the Readout bar.

BUTTON	KEYBOARD KEY	FUNCTION
C/CE	CTRL + C	Click once to reset the current number to zero; click again to reset any operations in progress and clear the operations from memory.
	BACKSPACE	Click to delete the rightmost number from the Readout bar. If you click after performing a calculation, the entire product will be deleted from the Readout bar.

## Memory buttons

Use the following buttons with the Calculator's memory function (see Understanding Memory on page 120).

The M+ and the M- buttons cannot be used while the NUM indicator is on (see Using the keyboard as a keypad on page 119).

BUTTON	KEYBOARD KEY	FUNCTION
STO	[	Store in memory.
RCL	]	Recall from memory.
M+	M	Add the number displayed in the Readout bar to the number stored in active memory.
M-	CTRL + M	Subtract the number displayed in the Readout bar from the number stored in memory.

## Performing Calculations

For each calculation, enter both numbers and operators. The numbers are the figures to be computed. The operators are symbols (such as + for addition).

An operation is a combination of an operator and numbers (example:  $100 + 200$ ). A simple calculation performs only one operation, but a calculation can perform several operations. For multiple operations, you can tell Calculator which operation to do first or it will follow the Order of Operations (see below).

### ► To calculate:

1. Enter all numbers and operators of your calculation. To enter a number in scientific notation, use the EE button. As soon as the number is entered, Calculator converts it to standard notation.
2. Click on the = button or press **ENTER**. The result appears in the Readout bar. Press **ENTER** only once. If you press twice and a previous operation is stored in memory, the Calculator will apply this operation to your result. Only those operations that apply one number to another are stored and repeated in this way (such as +, -, \*, and ÷).

## Order of Operations

Calculator performs multiple calculations in the following order:

1. Any numbers or expressions enclosed in parentheses
2. Multiplication and division
3. Addition and subtraction

If you enter arithmetic functions that have the same level (such as  $2 + 5 - 1$ ), the operations are performed from left to right.

The final result of your calculation will always be the result of the above sequence. For example, if you enter  $3 + 4 \times 6$ , the result is 27 (*not* 42). This result is based on  $3 + 24$  (the Calculator performed the multiplication before it performed the addition).

To ensure that an operation is performed first, use parentheses. For example, if you enter  $(3 + 4) \times 6$ , Calculator does the parenthetical operation first ( $3 + 4 = 7$ ), then the multiplication ( $7 \times 6 = 42$ ).

## Using the on-screen pointer

In addition to clicking buttons and selecting menu items, you can use the on-screen pointer to edit the numbers in the Readout bar. You can select digits in the display and move the insertion point. For instance, if you entered the number 124, but meant to enter 14, you could drag across the 2 and press **BACKSPACE** to delete it.

## Using the keyboard as a keypad

You may find it easier to use the keyboard for entering numbers. If you are using the numeric keypad, be sure that the **NUM LOCK** key is on (the NUM indicator is highlighted). Pressing **NUM LOCK** toggles the indicator between on and off as does clicking the **NUM LOCK** button. The **NUM LOCK** button is located in the lower left corner of the screen.

## Handling Error or Overflow Conditions

When the Calculator cannot perform a calculation, the word **Overflow** appears in the Readout bar. This can happen if you try an operation not allowed by the Calculator, such as dividing by zero. When **Overflow** appears, clear it using one of the following methods:

### ► **To clear an error:**

Click on the C/CE button to clear the number. This clears the error but retains any operations in memory for the calculation in progress.

OR

Double-click on the C/CE button to clear the number and delete all previous operations for the calculation in progress.

## Understanding Memory

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To save the results of your calculation, use Calculator's built-in memory. The memory feature allows you to temporarily store numbers during the current work session.

The Calculator's memory stores the number shown in the Readout bar. You can add to, subtract from, or recall a number stored in memory. For example, memory is a convenient way to keep track of your current bank balance as you write checks. Store your bank balance in memory; then deduct the amount for each check from the balance.

### ► **To store a number in memory:**

1. Enter a number in the Readout bar.
2. Click on the STO button to store the displayed number in memory.

Example: If 100 is displayed and you click on STO, the Calculator stores the number 100 in memory.

### ► **To add to or subtract from a number stored in memory:**

1. Store the number you want to update in memory.
2. Enter the amount you want to add or subtract in the Readout bar. You can enter the number directly from the keyboard, or it can be the result of a calculation.
3. Click on M+ to add or M- to subtract the amount. *The result is stored in Calculator's memory.*

*Example: 100 is currently stored in memory and you want to add 50. Enter 50 in the Readout bar and press M+; the Calculator changes the number stored in memory to 150.*

### ► **To recall a stored number:**

Click on RCL.



## Converting Measurements

---

The Calculator provides a handy way to convert one type of measurement to another, such as gallons to liters. You can convert:

Inches/Centimeters

Feet/Meters

Miles/Kilometers

Gallons/Liters

Pounds/Kilograms

Fahrenheit/Celsius

### ► To convert:

1. Enter the number to convert in the Readout bar.
2. Select the conversion from the Convert menu. If a submenu appears select the conversion from the submenu. *The result appears on the Readout bar.*

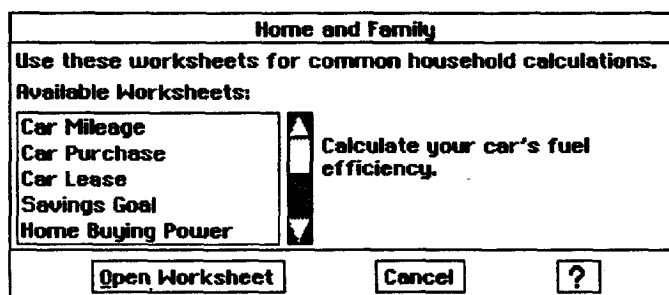
## Calculator Worksheets

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The Calculator has three groups of built-in worksheets for help with common calculations for your home, business, and other finances. Open these groups by clicking on their buttons at the bottom of the Calculator window.

### ► To use a worksheet:

1. Pick which group of worksheets you want (Home and Family, Retail, or Financial), and click on that button. *A dialog box appears. The dialog box lists the name of the worksheet group, the names of the individual worksheets, and a description of each worksheet.*



- Double-click on the name of the worksheet to open it. *The worksheet appears:*

Car Mileage	
Calculate your car's fuel efficiency.	
Odometer reading at last fill up:	<input type="text" value="30456.2"/> miles
Current odometer reading:	<input type="text" value="30770.6"/> miles
Amount of fuel added:	<input type="text" value="8"/> gallons
Your car's efficiency:	
<input type="text" value="?"/>	
<input type="button" value="Calculate"/>	<input type="button" value="Close"/> <input type="button" value="?"/>

To move from field to field, press TAB.

- Fill out the worksheet, and click on Calculate. *The completed calculation appears in the box at the bottom of the worksheet.*

You can continue by entering a second set of information for calculation, or you can leave the worksheet by clicking on Close.

The rest of this section describes the calculator worksheets.

## Home and Family



The Home and Family button gives you 11 worksheets for calculating expenses that are involved with buying a car, buying and selling a house, taking out a loan, and saving money. The worksheets perform these calculations:

- **Car Mileage:** Calculates your car's fuel efficiency.
- **Car Purchase:** Estimates the monthly cost of buying a new car.
- **Car Lease:** Estimates the buy-out value of a car at the end of a lease.
- **Savings Goal:** Calculates the amount you should save each month.
- **Home Buying Power:** Estimates what price home you can purchase.
- **Home Sale:** Calculates the net proceeds from the sale of a home.
- **Home Purchase:** Calculates the loan amount needed to purchase a home.
- **College Fund:** Estimates the amount you should put away each year to pay for your child's college education.
- **Loan Amount:** Calculates the largest loan you can afford.
- **Loan (Single Payment):** Calculates the monthly payment on a loan.
- **Loan (Total Interest):** Calculates the sum of interest payments over the life of a loan.

## **Retail**



The Retail button gives you eight worksheets for buying and selling retail items. The worksheets perform these calculations:

- **Sales Tax:** Calculates the sales tax for a transaction.
- **Total Sale:** Calculates the transaction total including sales tax.
- **Profit Margin:** Calculates the profit margin on a sale.
- **Markup (Cost-Based):** Calculates the retail price of an item based on a percentage markup from the wholesale cost.
- **Markup (Profit-Based):** Calculates the retail price of an item based on a percentage markup from the wholesale cost.
- **Discount:** Calculates the sale price of a discounted item.
- **Break Even:** Calculates the number of unit sales required to recover fixed initial costs.
- **Profit Goal:** Calculates the number of unit sales required to achieve a desired profit.

## Financial



The Financial button gives you nine worksheets for managing your assets and loans. The worksheets perform these calculations:

- **Compound Term:** Calculates the time for a present value to reach a future value using a compounding interest rate.
- **Double-Declining Balance:** Calculates the depreciation of an asset using the double-declining balance method.
- **Future Value:** Calculates the future value of a series of fixed payments subject to a compounding interest rate.
- **Payment:** Calculates the periodic payment amount required to pay off a loan over a specified time.
- **Present Value:** Calculates the present value of a stream of payments subject to a compounding interest rate.
- **Compound Rate:** Calculates the compounding interest rate required for a present value to reach a future value in a specified period of time.
- **Straight-Line Depreciation:** Calculates the depreciation of an asset using the straight-line depreciation method.
- **Sum-of-Years Depreciation:** Calculates the depreciation of an asset using the sum-of-years' digits depreciation method.
- **Term of Payments:** Calculates the time for a stream of fixed value.

# 7 World Clock

---

The World Clock shows the current time and date for a home city and for a destination city. For example, you can set the home city as the one you live in, and World Clock will display the correct time. If you are planning a trip to Hawaii, for example, you can set the destination city as Honolulu. Then you can view the times and time differences for your city and the destination city.

World Clock also displays the notebook system time.

For World Clock to function correctly, you must have the time and date preferences set correctly. See Setting System Preferences in Getting Started.

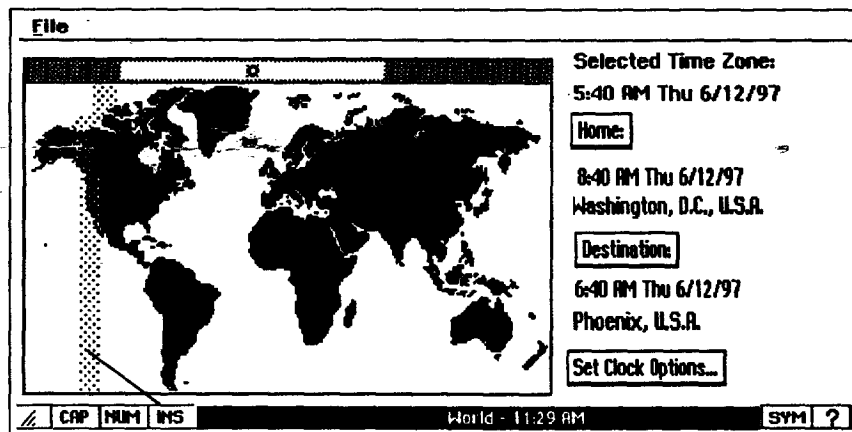
## Starting World Clock

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To exit, press **EXIT** from the function key row.

### ► To start the World Clock:

Press **World** from the function key row. *The World Clock window appears.*



Time Zone bar

## Viewing Time Zones

---

World Clock allows you to view time and date information for a selected time zone, for a selected home city, and for a selected destination city.

### ► **To select a time zone:**

Using the glidepad, move the on-screen pointer to an area on the map and click on the Select button (top button) or tap twice on the glidepad. *The time zone bar moves, and the time and date for the selected zone appear on the left in the World Clock window.*

### ► **To select a home city:**

1. Click on the Home button from the World Clock window. *A submenu appears.*
2. Select a country from the list on the left; then select a city on the right and click on OK. To select by city alone, click on Select by City; then select the city and click on OK. *Your selection appears under the Home button in the World Clock window.*

### ► **To select a destination city:**

1. Click on the Destination button from the World Clock window. *A submenu appears.*
2. Select a country from the list on the left; then select a city on the right and click on OK. To select by city alone, click on Select by City; then select the city and click on OK. *Your selection appears under the Destination button in the World Clock window, and a flashing white X appears on the map at the location of the city.*

## Changing to Daylight Savings Time

---

You can set Daylight Savings Time for the home city, the destination city, or both. When you set Daylight Savings Time, it applies to the city (home or destination), not to the time zone covered by the Time Zone bar.

### ► **To set Daylight Savings Time:**

1. In the World Clock window, click on Set Clock Options. *A dialog box appears.*
2. On the right, under Daylight Savings, click on Home to set Daylight Savings Time for the selected Home time zone.

OR

On the right, under Daylight Savings, click on Destination to set Daylight Savings Time for the selected Destination time zone. *The new time appears under the Home button or under the Destination button.*

## Setting Clock Options

---

In addition to selecting daylight savings time, you can also set the notebook system clock to match a home time zone or a destination time zone.

### ► **To reset the notebook clock:**

*To display the notebook clock, press **CLOCK** from the function key row.*

1. Click on Set Clock Options from the World Clock window. *A dialog box appears.*
2. Click on Home to set the notebook clock to the same time as the selected Home city

*OR*

Click on Destination to set the notebook clock to the same time and date as the selected Destination city. *A message asks you if you wish to reset the system clock to match the Home or Destination time.*

3. Click on Yes. *The new time appears at the bottom of the World Clock window.*





# 8 To Do List

The To Do List helps you manage and prioritize your tasks. You can also create multiple To Do List documents. For example, you may want separate To Do Lists for separate projects.

## Starting To Do List

When you start To Do List, the default document appears. This document is named DateBook and contains an item called Untitled To Do. From here, you are ready to add more items or edit the Untitled To Do. The default To Do List will appear every time you start To Do List. To keep the default document, save it without renaming it.

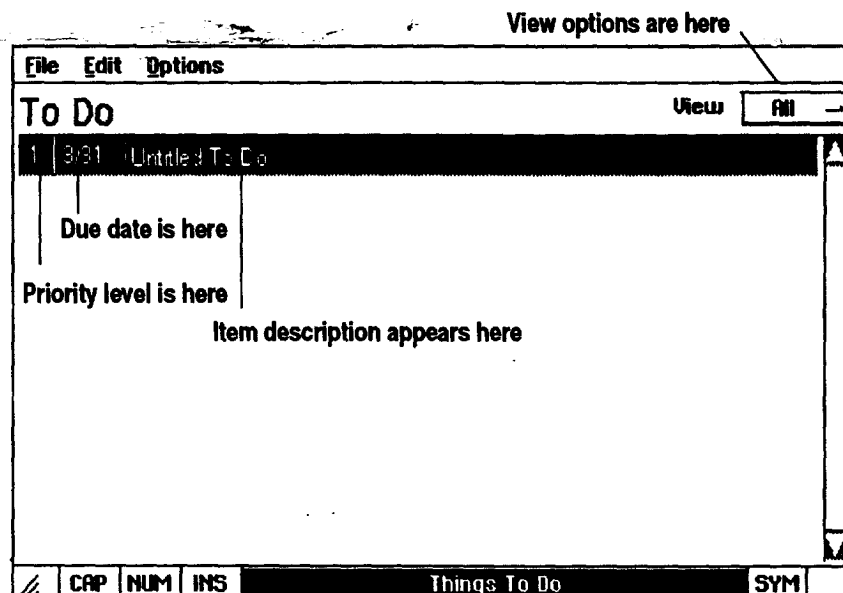
To create a new To Do List document or to open an existing one, save this default document. Then select New/Open from the File menu (see page 133).

You can also start To Do List by pressing **TO DO** from the function key row.

To exit To Do List, press **TO DO** again or press **EXIT** from the function key row.

### ► To start the To Do List:

1. Click on the To Do List icon from the Main Menu. *The main To Do window appears with the default To Do List item:*



## Adding Items to a List

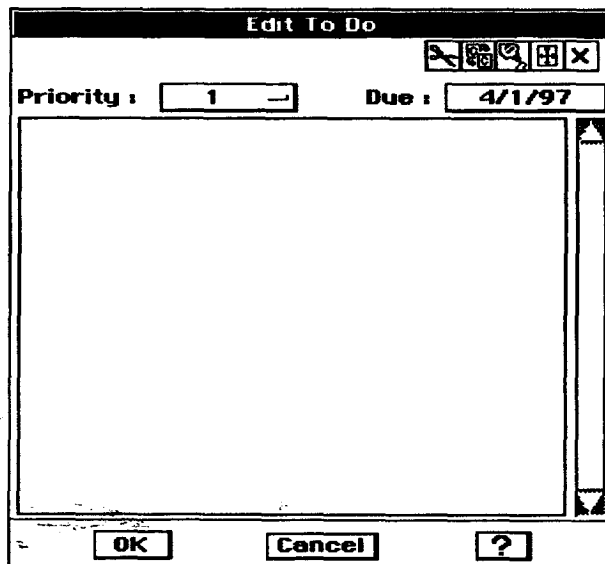
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To Do List documents, like other documents, can be deleted using File Manager.

As you add each task to your list, you can set its priority and enter its due date.

### ► To add an item to the List:

1. Select Add Item from the Edit menu. A dialog box appears with the insertion point in the Data Entry field.



2. Type the name of your To Do List item.
3. Click on the Priority Field. *The Priority drop-down list appears.*
4. Click on the button for the priority you want to assign to the item. The highest priority is 1, and the lowest priority is 5. Click on Done if the item is completed.
5. Click on the Due Date Entry field. *The Select Date window appears, showing a calendar.*
6. Click on the day that the item is supposed to be completed. To change the month or year, click on the arrows beside month or year.
7. Click on OK in the Select Date window.
8. Continue to add items until finished; then click on OK. *The main To Do window reappears.*

## Editing a To Do List

---

You can edit or delete the *Untitled To Do* in the default *To Do List*.

After adding an item to your *To Do List*, you can rename it, change its priority, or change its due date as needed. You can also delete items and remove completed items.

### ► To edit an item in the list:

To change the priority number and due date from the main *To Do* window, double-click on the priority or due date; then select from the drop-down list.

1. In the *To Do* window, double-click on the name of an item you want to edit. *The Edit To Do window appears.*

2. Change the name by pressing **BACKSPACE** and typing a new name.

OR

Click on the Priority number and select a new priority number from the list.

OR

Click on the date and select a new date from the calendar.

3. Click on **OK** to accept your changes, or click on **Cancel** to restore the original name, priority, and due date.

### ► To delete an item in the list:

In the *Edit To Do* window, delete an item by clicking on the **Select All** tool; then clicking on the **Delete** tool.



**Select All** **Delete**

1. From the main *To Do* window, click on the item you want to delete.

2. Select **Delete** from the *Edit* menu. *A dialog box appears asking if you really want to delete the item.*

3. Click on **Yes**. *The item is deleted.*

### ► To remove completed items from the list:

To mark an item as **Done**, click on the priority number in the *To Do* window; then select **Done** from the drop-down list.

1. From the main *To Do* window, click on the item you want to remove.

2. Select **Remove** from the *Edit* menu. *A dialog box appears.*

3. Click on the button beside **Older Than**. *A drop-down list appears.*

4. Select an option from the list: **Today**, **1 week**, **30 days**, **60 days**, **90 days**, **1 year**; then click on **Remove**. *A dialog box appears asking if you really want to delete these items.*

5. Click on **Yes**. *The items are removed from the To Do List.*

OR

Click on the button beside **Older Than**. *A drop-down list appears.* Select **Custom**. *An expanded dialog box appears.*

6. Click on the button beside **On or Before**. *The select Date window appears.*

7. Select a date; then click on **OK**. *A dialog box appears asking if you really want to delete these items.*

8. Click on **Yes**. *The items are removed from the To Do List.*

## Customizing the To Do List

---

By customizing your To Do List window, you can view items of a given priority level only, and you can either view or suppress completed items. You can also change the view of the calendar by specifying which day of the week to start on.

### ► To view items at a given priority level:

1. Click on the button beside View. *The View drop-down list appears.*
2. Click on the number of the priority you want to view or click on Done. *The listing changes to include only those items with the selected priority level.*

OR

Click on All in the drop-down list to view all items.

### ► To view or suppress completed items:

1. Select Options from the Options menu. *A dialog box appears.*
2. Click on the box beside Show Completed To Do's to deselect it. *When deselected, the box is not filled and completed items do not appear in the list in main window.*

OR

Click on the box beside Show Completed To Do's to select it. *When selected, the box is filled and completed items appear in the list.*

### ► To customize the calendar:

1. Select Options from the Options menu. *A dialog box appears.*
2. Click on the button beside Week Start Day; then select a day of the week for the calendar to start on. *When you select Due Date by double-clicking on a due date or clicking on Due in the Edit To Do window, the calendar appears, and the start day that you selected appears on the left.*

## Printing or Faxing a To Do List

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If you have not printed a document before, see Setting Printer Options in Getting Started (Book 1). If you have not sent a fax before, review the chapter called Fax and Data Modem.

### ► To set the page size:

1. Select Page Size from the File menu. *A dialog box appears.*
2. Select the page type, size, layout, and margins.
3. Click on Close.

► **To print a To Do List:**

1. Press **PRINT** from the function key row. *A submenu appears.*
2. Select Print. *A dialog box appears.*
3. Fill in the dialog box and click on Print.

► **To fax a To Do List:**

1. Press **PRINT** from the function key row. *A submenu appears.*
2. Select Fax. *A dialog box appears.*
3. Fill in the dialog box and click on Fax.

## Creating a New To Do List

---

You can create another To Do List document without exiting the program. Save the existing document; then open a new one.

► **To save a To Do List:**

1. Press **SAVE**. *A dialog box appears.*
2. Enter a name for the To Do List document and press **ENTER**.

► **To create a new To Do List:**

1. Select New/Open from the File menu. *The New/Open dialog box appears.*
2. Click on New to create a new To Do List document. *The To Do window appears, showing a new To Do List.*

... ..

## Appendix: Troubleshooting & Specifications

This Appendix contains information on troubleshooting and on the general specifications of your notebook. You can also find additional troubleshooting information, such as error messages, in the chapters titled Fax and Data Modem and Internet and Email.

### Troubleshooting

Problem	Possible Solution
A message appears stating that there is a geos.ini or geos.inf file error.	You will need to reset the system. Insert diskette 2. Click on File Manager from the Main menu; then click on the drive A icon. When the contents of the diskette appear, click on the icon titled Utility.Bat. Then select 1 and follow the on-screen instructions.
You are receiving error messages when trying to save or open files to the F drive.	To reformat the F drive, insert diskette 2. Click on File Manager from the Main menu; then click on the drive A icon. When the contents of the diskette appear, click on the icon titled Utility.Bat. Then select 2 and follow the on-screen instructions. Reformatting will erase any files you have saved on drive F, so <b>be sure to back up any files that you created and want to keep on drive F.</b> Reformatting will not erase any system programs, only files you have saved to the F drive. When finished, turn the power off and wait ten seconds. Then turn the power back on. It may take several seconds for the Main Menu to appear the first time that you turn the power back on.
You cannot open Emailer; or you cannot open Emailer after a power failure.	To reset Emailer, insert diskette 2. Click on File Manager from the Main menu; then click on the drive A icon. When the contents of the diskette appear, click on the icon titled Utility.Bat. Then select 3 and follow the on-screen instructions. Resetting Emailer erases existing email files, so be sure to save existing email files to diskette (see page 109).
This message appears: Only a few minutes of battery power remain. Save any open files and charge the battery using the Preferences utility.	Recharge the battery. See Charging the Battery Pack on page 8.

Problem	Possible Solution
Keyboard Error appears on my screen.	Turn the power off to the notebook and all peripheral devices (external modem, printer), wait ten seconds, and then turn the power back on. Always turn the power on to the notebook before any peripherals.
The screen looks blurry.	If the cover is closed during special charge, the screen will become warm and appear blurry. After a few minutes, it will cool.
This message appears: Document is too big. Please break it up into smaller documents.	The size of your document is greater than or equal to 500KB. Save this document to diskette and begin another document at this point. If you choose not to save, you could lose all your work.
This message appears: Please close one document (in Word Processing or Drawing).	The size of the two documents you have open is greater than or equal to 500KB. Save one or both documents to a diskette and begin another document at this point. If you choose not to save, you could lose all your work.
I cannot find the document I am looking for.	Make sure that you have opened the correct program. The list of documents shows only documents created in the program you are using. Use the scroll bar to see more of the list. Use File Manager to view the contents of the F drive and other diskettes.
This message appears: A disk could not be found.	Insert a diskette.
Cursor will not move where I want it to go.	To move the insertion point to a certain place, you must have text in that area. Press <b>ENTER</b> to move the insertion point down the page.
Numbers appear when I type.	Turn Num Lock off by pressing <b>NUM LOCK</b> on the keyboard or by clicking Num on the screen.
The hourglass icon appears, and I cannot move it with the glidepad.	You have tried to do something that exceeds the memory. You may have lost some of your work. Turn off the machine for 10 seconds and turn it back on again.
The hourglass icon appears, and I can move it but nothing is happening.	Wait a few minutes to be sure that the notebook is not processing the last task you asked it to do. If you still have the problem, turn the unit off for 10 sec. and turn it back on. You may have lost some of your work.


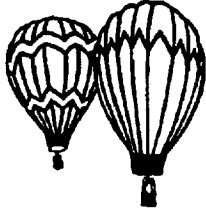






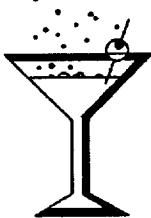










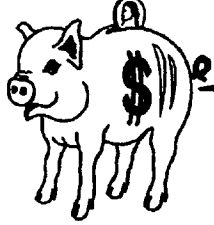


<b>Problem</b>	<b>Possible Solution</b>
My document is printed in the wrong direction on the paper.	Make sure your settings in both Page Setup and Page Size are the same as your Printer Options.
When I print, my text is cut off on the left edge.	Make sure your document dimensions that you set up in Page Size are not greater than the actual size of your paper.
I tried to paste a lot of text but nothing happened.	The amount of text exceeded the memory limit. Paste into a new document.
I put a diskette in the disk drive, but the notebook cannot find it.	Rescan the diskette by clicking on the drive A icon in the File Manager window.
The objects I draw do not go where I want them to go.	Turn off Snap to Grid. In Word Processing, select Grids under the Layout menu. In Drawing, select Grids from the Options menu.
Lines and specks appear on the screen.	Redraw the screen by pressing <b>CTRL + D</b> .
I made a mistake and I want to undo it.	Select Undo from the Edit menu. Not all operations can be undone. In Word Processing, select Other from the File menu; then select Discard Changes.
I cannot find my insertion point.	Check to see that you have a text tool selected.
Part of the image on the screen is missing.	Redraw the screen by pressing <b>CTRL + D</b> .
I cannot select text in the Drawing application.	Convert the text from Graphic. Be sure you have the text tool selected.
While importing, I received a message saying that The system is low on resources.	Check the size of the document you wish to import.








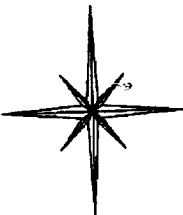
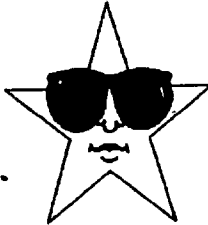


## Specifications

<b>Display</b>	NB-60 9.4 inch VGA grayscale LCD with back light 640 × 480 dot NB-80C 10.4 inch VGA color LCD with back light 640 × 480 dot
<b>Battery</b>	BA-4000 battery pack Nickel-Cadmium (6V, 1400mAh), Two available Charging time: normal 15 hours (unit can be operated) special charge 6 hours (unit cannot be operated) Life: NB-60 1.2 hours with 1 fully-charged, 2.5 hours with 2 fully-charged NB-80C 1.0 hour with 1 fully-charged, 2.0 hours with 2 fully-charged in 25 degree Celsius room disk drive, modem, and PC card not operated Total useful life: 500 charge/recharge cycles
<b>Keyboard</b>	80 keys, 10 fonts
<b>Voltage</b>	120 VAC ±10%
<b>Weight</b>	NB-80C: 2.47 kg (5.4 pounds); NB-60: 2.26 kg (5.0 pounds), without battery
<b>Dimensions</b>	296 × 245 × 61.5 mm
<b>Diskette</b>	1.44 MB or 720 KB 3.5-inch diskettes MF2HD or MF2DD
<b>Size of Thesaurus</b>	41,843 words
<b>Size of Dictionary</b>	114,000 words
<b>User Dictionary Word Capacity</b>	204 words
<b>FAX Capabilities</b>	50,000 characters on 8.5 pages with 12 point text OR one character per page for a total of 54 pages
<b>Maximum File Size</b>	Approximately 500K (can be much less depending on the number of flow regions)
<b>ROM</b>	5 Mbytes
<b>RAM</b>	4 Mbytes
<b>Flash Memory</b>	1 Mbyte




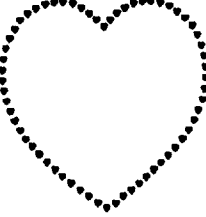


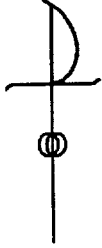


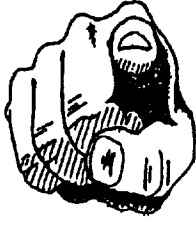
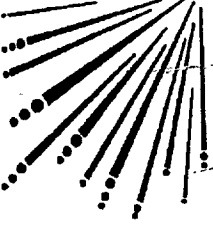






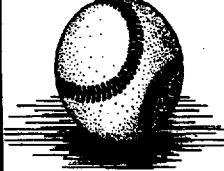


## Black & White Clip Art


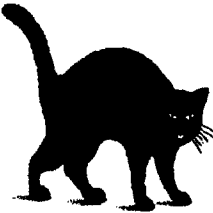
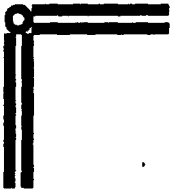













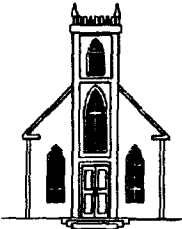
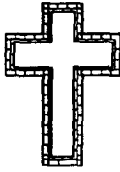
 <b>HAPPYHOL</b>	 <b>HOT-AIR</b>	 <b>JACKOLN</b>	 <b>JOY</b>	 <b>KITTY</b>
 <b>LIMO</b>	 <b>LINCOLN</b>	 <b>LIPS</b>	 <b>MARTINI</b>	 <b>MODEL</b>
 <b>MOONDUDE</b>	 <b>NEW</b>	 <b>NEWBURST</b>	 <b>NEWYEAR</b>	 <b>NOSMOKE</b>
 <b>NOTE</b>	 <b>NOTES</b>	 <b>PAPERCLP</b>	 <b>PARTY</b>	 <b>PIGGYBNK</b>

Black & White Clip Art

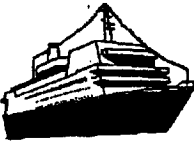





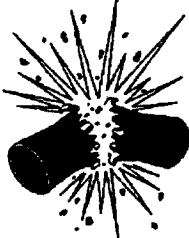



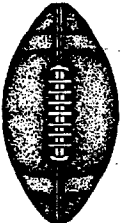

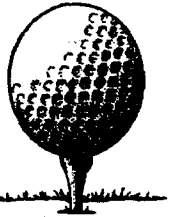
 <p>PINAPPLE</p>	 <p>PUSHPIN</p>	 <p>REMINDER</p>	 <p>ROSE</p>	<p><b><i>RUSH!</i></b></p> <p>RUSH</p>
 <p>RYLFLUSH</p>	<p><b>SALE</b></p> <p>SALE 1</p>	<p><i>SALE</i></p> <p>SALE2</p>	 <p>SANTA</p>	<p><b>\$SAVE\$</b></p> <p>SAVE</p>
 <p>SCHOOL</p>	 <p>SHAMROCK</p>	 <p>SKULLBNS</p>	 <p>SOLDSIGN</p>	 <p>STAR</p>
 <p>STARDUDE</p>	 <p>SUNDUDE</p>	 <p>TEARDROP</p>	 <p>TENNIS</p>	<p><i>THANK-YOU</i></p> <p>THANK</p>

# Black & White Clip Art

 <p>TRACK</p>	 <p>TROPHY</p>	 <p>UMBRELLA</p>	 <p>VALENTN</p>	 <p>WAITER</p>
 <p>WASHNGTN</p>	 <p>WEDDING</p>	 <p>WREATH</p>	 <p>XMASBELL</p>	 <p>YOU</p>
 <p>ACCENT</p>	 <p>747</p>	 <p>ANNOUNC</p>	 <p>B-DAY</p>	 <p>BABY</p>
 <p>BALOONS</p>	 <p>BAREFEET</p>	 <p>BASEBAL</p>	 <p>BAT</p>	 <p>BIGEVENT</p>



				
<b>BILL</b>	<b>BLACKCAT</b>	<b>BORDER1</b>	<b>BORDER2</b>	<b>BORDER3</b>
				
<b>BORDER4</b>	<b>BORDER5</b>	<b>BORDER6</b>	<b>BORDER7</b>	<b>BORDER8</b>
				
<b>BSNSMAN</b>	<b>BSNSWMN</b>	<b>BUNNY</b>	<b>CAR</b>	<b>CHAMPGN</b>
			<b>Congratulations!</b>	
<b>CHECK</b>	<b>CHEETAH</b>	<b>CHURCH</b>	<b>CONGRAT</b>	<b>CROSS</b>

## Black & White Clip Art

 CRUISE	 CUT	 DOG	 EAGLE	 EASTER
 EGGHEAD	 FIRECRKR	<b>FIRST CLASS</b> FIRST	 FISH	 FIST
 FLAG	 FOOTBAL	<b>FREE!</b> FREE	 FUNBUS	 GOLF

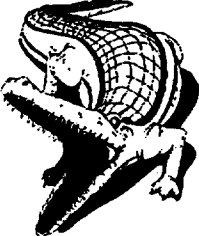





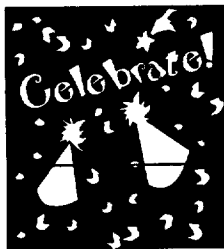
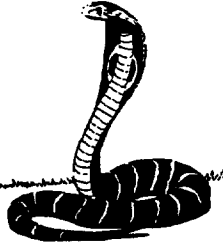

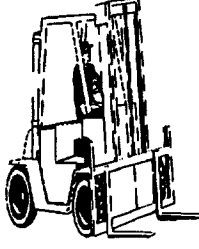
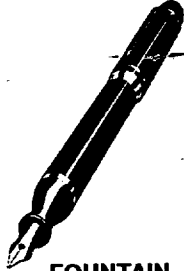


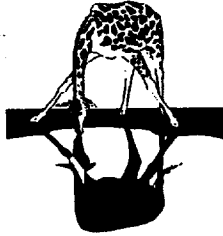

## Black & White Clip Art

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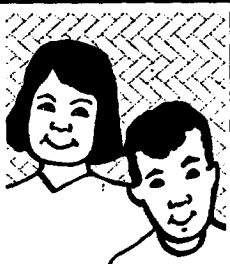
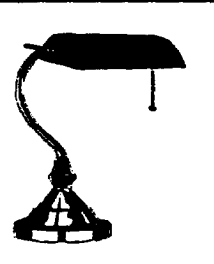
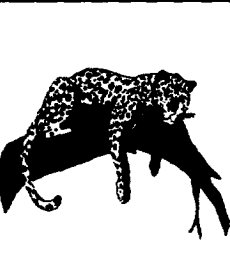





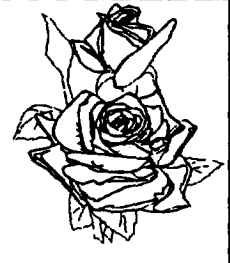




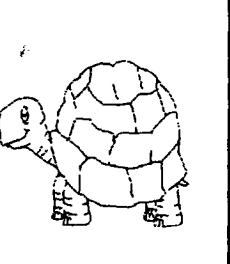

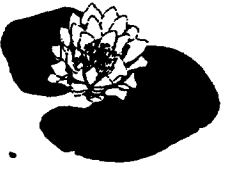
 <i>GRADUATION</i>	<i>GRAND OPENING</i>	<i>Seasons Greetings</i>		<i>Happy Hanukkah</i>
<b>GRAD</b>	<b>GRAND</b>	<b>GREET</b>	<b>HANDSHK</b>	<b>HANUKKAH</b>



# Color Clip Art

 <p>ALLIGATO</p>	 <p>BLACKCAT</p>	 <p>BUTTERFLY</p>	 <p>CAKE</p>	 <p>CAKE2</p>
 <p>CAROLER</p>	 <p>CELEBR</p>	 <p>COBRA</p>	 <p>EAGLEC</p>	 <p>FORKLIFT</p>
 <p>FOUNTAIN</p>	 <p>GENTIAN</p>	 <p>GIFTS</p>	 <p>GIRAFFED</p>	 <p>HYACINTH</p>

**Color Clip Art**

 <p><b>KIDS</b></p>	 <p><b>LAMP</b></p>	 <p><b>LEOPARD</b></p>	 <p><b>OPEN</b></p>	 <p><b>OPENING</b></p>
 <p><b>OUTLINE</b></p>	 <p><b>PANSY</b></p>	 <p><b>POCKET</b></p>	 <p><b>ROSES3</b></p>	 <p><b>SAIL</b></p>
 <p><b>SNOWMAN</b></p>	 <p><b>TEA</b></p>	 <p><b>TIGER</b></p>	 <p><b>TURTLECA</b></p>	 <p><b>WANDFLOW</b></p>
 <p><b>WATERLIL</b></p>				

# Index

## A

- AC adapter
  - connecting, 6
  - power port, 3
- Apply button, 41
- arrow keys, using, 37
- attaching documents, to emails, 110
- automatically saving, 33

## B

- backing up a document, 30
- battery
  - before using, 8
  - charging, 8
    - LED, 3
  - compartment, 3
  - conserving, 25
  - conserving power, 8
  - disposal, 8
  - installing, 7
  - ordering, 7
  - precautions, 7
- browsing the Internet
  - favorite places, 95
  - installing, 87
  - Internet Service Provider, 88
  - starting, 92
  - with history list, 96
  - with links, 93

## C

- C/CE button, Calculator, 119
- CALC key, 115
- Calculator
  - C/CE button, 119

- converting measurements, 121
- entering numbers, 119
- error conditions, 119
- functions in, 116
- memory, 120
- memory buttons, 117
- order of operations, 118
- using, 116
- call waiting, FAX, 68, 70
- Cancel button, 41
- CAPS lock, 28
- care and maintenance, 4
- changing
  - a To Do list, 131
  - document view, 29
  - screen brightness, 3
  - screen contrast, 3
  - sound, 25
- changing diskettes (drive A), 56
- characters, special, 24
- charging the battery, 8
- check boxes, menus, 36
- checksum, communication, 84
- cleaning, 5
- click on, how to, 21
- clock, displaying, 25
- closing
  - documents, 31
  - without saving, 31
- color printing, 42
- communication
  - auto linefeed, 78
  - baud rate, 76
  - checksum, 84
  - CR/LF, 83
  - CRC (Cyclic Redundancy Check), 84
  - cursor, 76
  - data bits, 76
  - duplex, 77
  - handshake, 77
  - host code page, 78
  - line status, 75
  - lines per screen, 75
  - modem configuration, 77
  - parity, 76
  - protocol settings, 76
  - receiving
    - copying text to the clipboard, 82
    - CRC, 84
    - file types, 84
    - information, 82
    - saving screen text, 83
    - saving scroll-back buffer text, 83
    - saving text, 83
      - using XMODEM, 84
  - sending
    - brief messages, 79
    - DOS text files, 79
    - files using XMODEM, 79
    - information, 79
    - text on clipboard, 79, 80
  - stop bits, 76
  - terminal emulation, 77
  - text size, 75
  - window, 74
  - window settings, 74
  - wrap lines, 78
- connecting
  - modem, 12, 13
  - optional monitor, 15
  - printer, 10
  - serial mouse (optional), 16
- converting, measurements, Calculator, 121
- COPY TO command, 29
- copying
  - diskettes, 65
  - files or folders, 61
  - text from an email, 111
  - text from web pages, 94
- cover, opening, 6
- CR/LF, communication, 83

CRC (Cyclic Redundancy Check), GeoComm, communication, 84

**creating**

- documents, general information, 27
- email, 106
  - forwarded messages, 105
  - reply, 104
- folders; 59
- signature (Email), 106
- To Do list, 130

## D

date, preferences, 25

Daylight Savings Time, World Clock, 126

**deleting**

- email, 105
- files (documents), File Manager, 66
- To Do list items, 131

**dialog boxes**

- closing, 41
- moving, 38
- responding to, 39
- responding with keyboard, 42
- types of, 38

discard changes, 31, 33

**diskettes**

- copying, 65
- formatting, 65
- how to handle, 17
- unformatted, 17
- viewing the contents, 55

**document**

- attaching notes, 50
- automatically saving, 33
- backing up, 30
- changing the view, 29
- closing, 31
- closing without saving, 31
- creating, 27

description, 27

discard changes, 31

naming, 32

opening, 27

printing, 42

- document options, 43
- number of copies, 43
- orientation (portrait and landscape), 44
- paper options, 44
- paper size, 44
- paper source, 44
- paper type, 44
- paper width and height, 44
- printer options, 43, 44

save as, 32

saving, 31

viewing on the screen, 28

window, 28

## DOS

**file**

- extensions, 52
- names, 52
- text files
  - communication, 79
  - sending, communication, 80

Drag button, 3, 20

drive A, description, 56

drive E, 56

**drive F**

- description, 56
- viewing the contents, 55

## E

**email**

- attaching a document, 110
- copying text, 111
- creating, 106
- forwarding, 105
- precautions, 101
- replying to, 104
- storing messages, 111
- troubleshooting, 114

Enter key, 37

envelope, printing, 44

**error**

- Calculator, 119
- memory full, 31

**error messages**

- Emailer, 114
- error from modem, 73
- FAX, 73
- modem not class 2, 73
- WWW Browser, 97

Esc (escape) key, 38

**exiting**

- Emailer, 104
- Internet Service Provider, 90, 92

exiting programs, 26

## F

**FAX**

- access codes, 68
- billing card, 68, 70
- call waiting, 68, 70
- error messages, 73
- FAX ID, 68
- long distance, 68, 70
- manual dial, 71
- multiple recipients, 70

**file (document)**

- adding attributes, 64
- deleting, 66
- description, 56
- information, 62
- read-only, 64
- renaming, 66
- saving, 31

financial, worksheets, Calculator, 124

**folder**

- creating, 59
- deleting, 66
- description, 56
- information, 62
- renaming, 66

folders, for email, 111  
formatting, diskettes, 65  
forwarding an email, 105

## G

glidepad  
clicking on an item, 21  
using, 20

## H

Help, 45  
home and family worksheets,  
Calculator, 122

## I

icons, 55  
INS (insert mode), 29  
installing  
battery, 7  
printer, 10  
Internet  
exiting, 92  
favorite places (bookmarks),  
95  
home page  
changing, 98  
default, 91  
links, 92  
location, 92  
navigating  
favorite places, 95  
searching, 96  
with links, 93  
with the History List, 96  
with the URL, 95  
printing web pages, 93  
saving web pages, 94  
uniform resource locator, 91  
World Wide Web, 87

Internet service provider,  
description, 88

## K

keeping a menu open, 38  
keyboard  
calculator, 119  
selecting from a menu, 35  
symbols, 24  
using, 22  
keyboard error, 136

## L

LED  
battery charge, 3  
low battery, 3  
power on, 3  
lights out, preferences, 25  
lines per screen,  
communication, 75  
links (hypertext links)  
description, 92  
navigating, 93  
low battery LED, 3

## M

maintenance, system, 4  
malfunction, 4  
memory  
amount for saving, 57  
Calculator, 120  
full message, 31  
menu  
arrow keys, 37  
check boxes, 36  
dimmed choices, 34  
ellipsis in, 34  
keeping open, 38  
opening, 34

opening with shortcut key,  
37  
submenus, 36  
underlined letters, 37  
using, 34

Menu key, 37

modem  
connecting, 12, 13  
description, 12  
location, 3  
setting preferences, 14  
modem preferences, faxing, 67  
monitor (option), description,  
15  
monochrome display, Internet  
Browser, 100  
moving  
files or folders, 60  
multiple files or folders, 60

## N

naming a document, 32  
DOS name, 52  
Num Lock, 22, 28  
number, copies option, 43

## O

OK button, 41  
on-screen pointer, shapes, 21  
opening, notebook cover, 6  
opening programs, 26  
opening the outbox folder, 107

## P

parallel port, location, 3  
PC card  
drive, 56  
slot, 3

- using, 18
- phone line quality, FAX, 72
- power, cord, safety, 4
- power on LED, 3
- Preferences
  - modem, 14
  - printer, 11
  - serial mouse (option), 16
  - setting, 25
- print, dialog box, 43, 44, 45
- printer
  - connecting, 10
  - default, 11
  - setting preferences, 11
  - types, 10
- printer options, 44
- printing
  - a To Do list, 132
  - color (tone), 42
  - envelope, 44
  - Internet, 93
  - landscape, 44
  - quality option, 43
  - transparencies, 44
- prioritizing, To Do list items, 130
- programs, starting and exiting, 26

## Q

- quick dial, communication, 78
- quick start, 53

## R

- reformatting, 135
- removing a printer, 11
- replying to an email, 104
- rescan, 65

- Reset button, 41
- retail worksheets, Calculator, 123

## S

- safety precautions, 4
- SAVE AS command, 29, 32
- SAVE command, 31
- saving
  - documents, automatically, 33
  - documents (files), 31
  - internet web pages, 94
- saving documents, memory, 57
- screen brightness, 3
- screen contrast, 3
- scripts, communication, 85
- scroll bars, showing or hiding, 29
- searching
  - stored email, 112
  - World Wide Web, 96
- Select button, 3, 20
- selecting
  - from a menu, 34
  - with the glidepad, 21
- sender information, requirements, 67
- serial mouse (option)
  - setting preferences, 16
  - type, 15
- serial port, location, 3
- shortcut keys, 37
  - Calculator, 116
  - calculator, memory, 117
- signature (Email), 106
- sorting
  - files and folders, 59
  - To Do list items, 132

- sound, preferences, 25
- special, character, 24
- starting and exiting programs, 26
- Stop button, 41
- storing email, 111
- submenus, 36
- symbols, 24
- system clock, World Clock, 127

## T

- template
  - create, 48
  - Drawing, 48
  - modify, 50
  - Spreadsheet, 48
  - standard, 48
  - Word Processing, 47
- terminal
  - emulation, communication, 77
  - settings, communication, 77
- text, Internet browser
  - preferences, 98
- text file, 52
- time, preferences, 25
- time and date
  - system clock, 127
  - World Clock, 125
- time zones, World Clock, 126
- title bar, menus, 38
- turning the power on, 6

## U

- underlined letters, menus, 37
- uniform resource locator, using, 95

uniform resource locator  
(URL), description, 91

## **V**

VGA port, location, 3

viewing

documents, 29

To Do list items, 132

## **W**

warnings and cautions, 4

Web page, display, 100

World Clock

Daylight Savings Time, 126

setting time zones, 126

World Wide Web, 87

## **X**

XMODEM, communication,

79, 81, 84

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Part Number US3390001 A