Archimedes

WELCOME GUIDE

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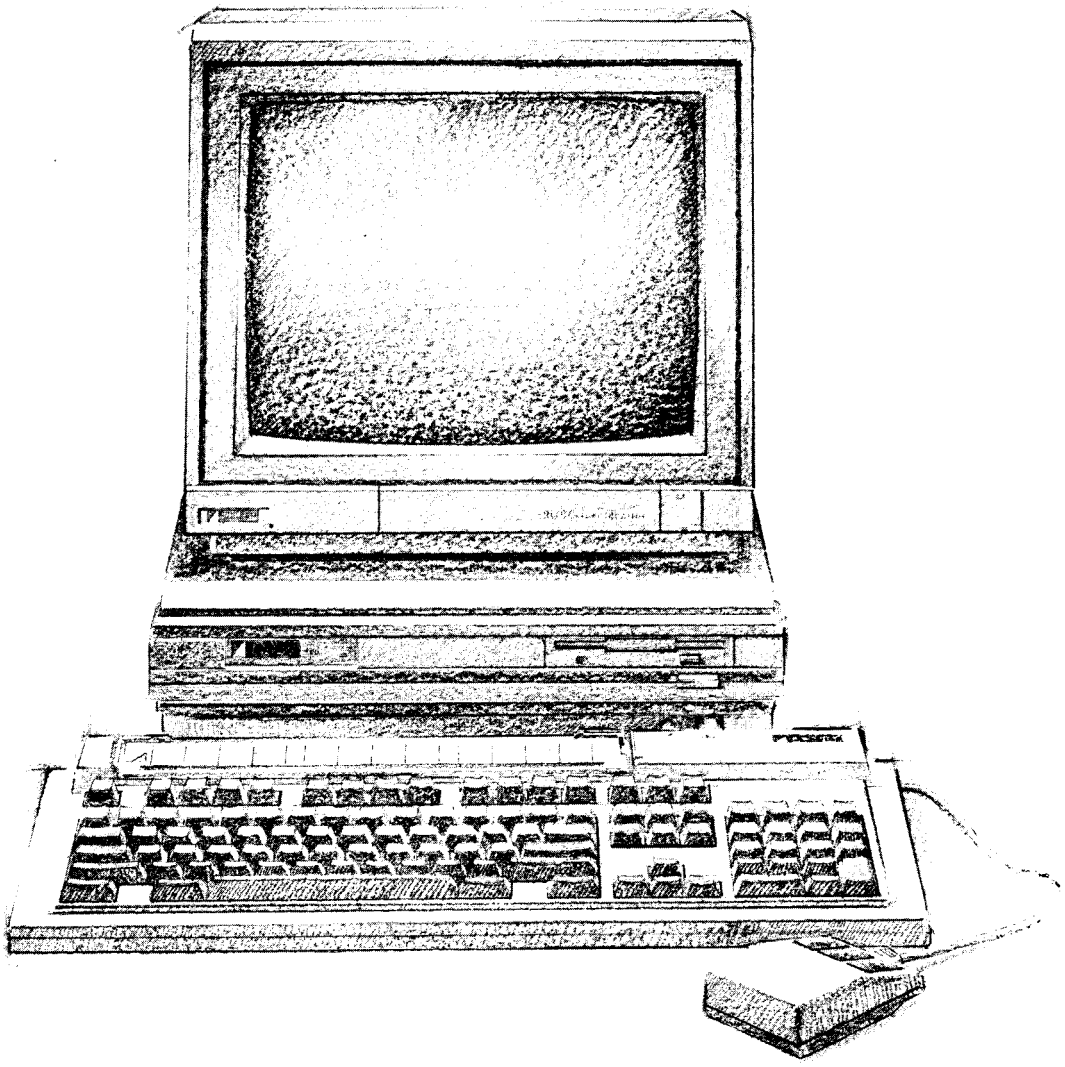


Welcome to the Archimedes personal workstation

This guide introduces your new Archimedes personal workstation. It explains how to connect it together and how to start using it.

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

Once you've set up the sytem and mastered the techniques described in this guide, the *User Guide* will help you to get the best out of your Archimedes system and answer many other questions you may have.

About this Guide

This Guide is an introduction to the Archimedes personal workstation for the first-time user, and is divided into the following chapters:

Unpacking	Describes the parts which make up the Archimedes computer. Check the contents of the box to make sure you have everything.	**5**
Setting up the computer	Explains how to connect everything together.	**7**
Getting started	Tells you how to turn the computer on and describes the display on the screen.	**11**
The Archimedes desktop	Introduces the *desktop* facilities, explained in greater detail in later chapters.	**13**
Using the mouse	Describes what the mouse does and how you use it.	**17**
Disc drives	Tells you about the floppy and hard discs used with Archimedes computers.	**23**
Windows	Explains the special features of the screen display.	**27**
Menus	Explains how to select items from lists *(menus)* displayed on the screen.	**37**
Using the keyboard	Introduces the keyboard and some of its features.	**41**
Files & directories	Introduces the Archimedes desktop filing system.	**45**
Outside the desktop	Tells you how to enter **commands* direct to the *operating system* (this chapter will be of interest to computer users with some experience).	**51**
If things go wrong	Offers solutions to some common problems you might encounter.	**53**
Glossary	Lists computer jargon used in the Welcome Guide and explains its meaning. Each term in the Glossary is highlighted in *italics* the first time it is used in the text.	**55**

If you want to know more about any particular part of the Archimedes system, turn to the *User Guide.*

Unpacking

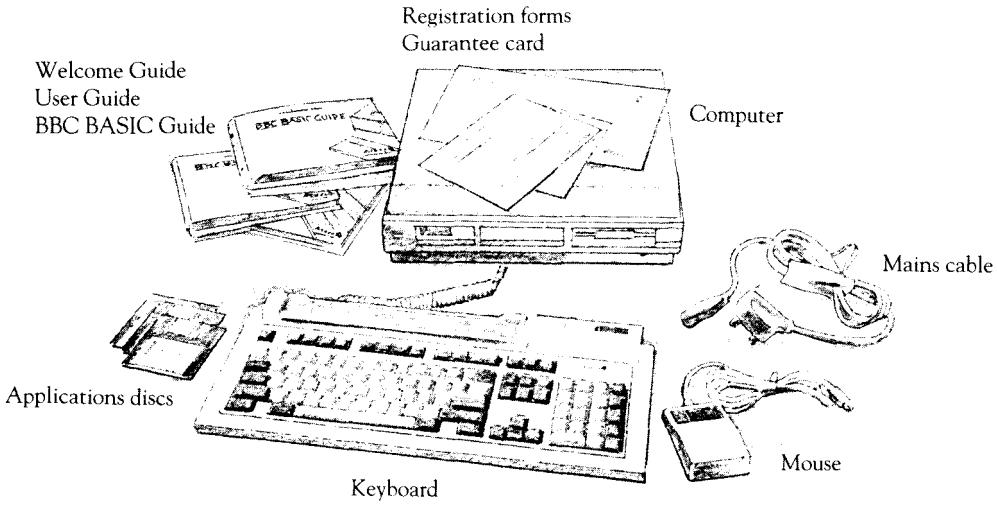
This section tells you about unpacking your *Archimedes system, lists the items which should be in the box when* you *receive it, and helps you choose a spot where you can set it up.*

Unpacking

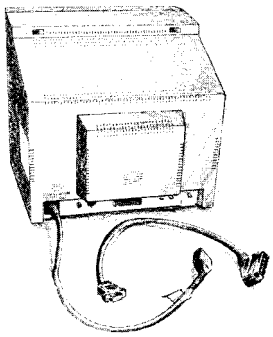
Unpack your Archimedes system on a flat surface - a large table where there's plenty of room for the box as well as for the computer is best. Take all the pieces out of the box, making sure you don't break the foam packing material, as you may need this later.

Checklist

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



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



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

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

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

Choosing where to put your computer

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

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

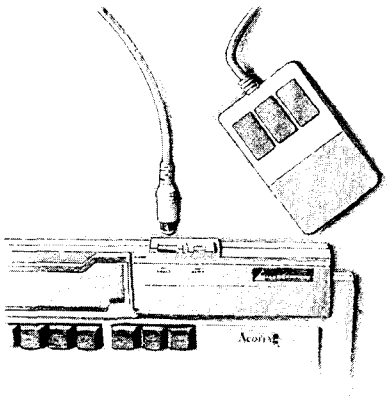
There must also be an accessible 13 amp power point within 1.5 metres of the computer.

Setting up the computer

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

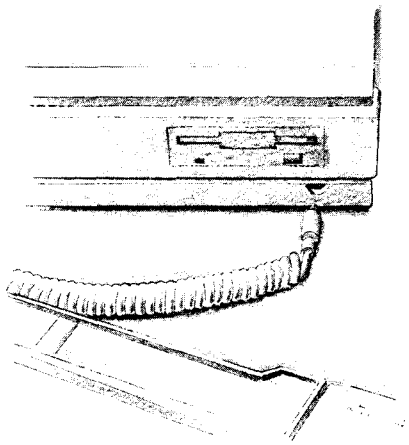
After you've checked the components against the checklist in the last section, you can connect them together and begin to use your Archimedes computer.

Follow these simple steps to set up your computer:



1. Connect mouse to keyboard

Take the mouse and the keyboard out of their plastic bags. The mouse has a straight cable with a plug on the end of it. This goes into the socket at the back of the keyboard. The plug has an arrow moulded into it. This should be uppermost when you push it in. The plug won't go in any other way, so don't try to force it in.



2. Connect keyboard to computer

The keyboard has a curly cable with a plug on the end of it. Plug this into the socket on the front right hand side of the computer unit (just below the disc drive slot), with the arrow uppermost: don't force it. Place the keyboard in front of the computer.

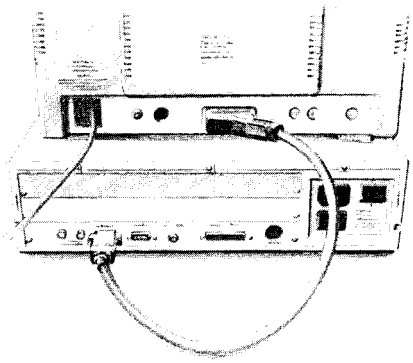
3. Connect monitor to computer

Put the monitor on top of the computer (unless it weighs 15 kg or more, like the 19-inch high-resolution monitor which can be used for 400-series machines, in which case it will have to go alongside, or on a strong shelf above).

Colour monitors

If you have a colour monitor, it will have a cable with different connectors at either end.

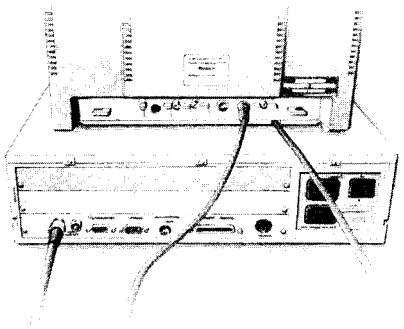
Push the big plug into the back of the monitor, and the small plug into the socket on the back of the computer marked ANALOGUE RGB. Both plugs and sockets are wider at the top than at the bottom, so it isn't possible to put them in the wrong way up. Secure the connector to the computer with a small flat-bladed screwdriver.



Standard-resolution monochrome

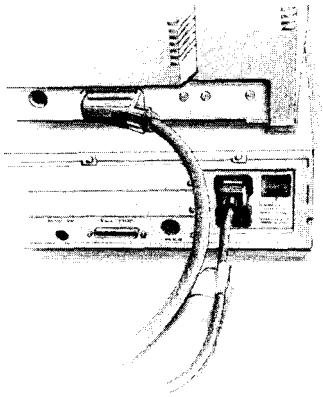
If you have a standard-resolution monochrome monitor for a 300-series machine, it will have a cable with round plugs on either end. Push one plug into the socket on the back of the computer unit marked MONO VIDEO, and the other into the socket marked VIDEO IN on the back of the monitor.

Note - if you want to connect anything else to your computer (like a monochrome monitor to a 400-series machine, a printer or Econet network), go to the end of this chapter now.



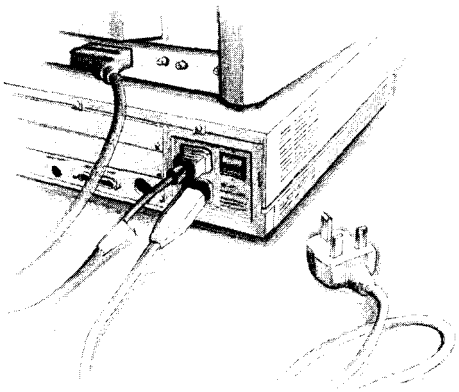
4. Connect mains supply

If your monitor has an IEC-type mains plug, plug this into the socket marked UNSWITCHED 0/P 220-240V on the back of the computer. If it has a normal mains plug, plug this directly into the mains.



Finally, plug the connector on the mains cable into the socket marked I/P 220240V on the back of the computer unit.

Check that the computer is switched off (see the next chapter). Connect the plug to the mains and switch the mains on.

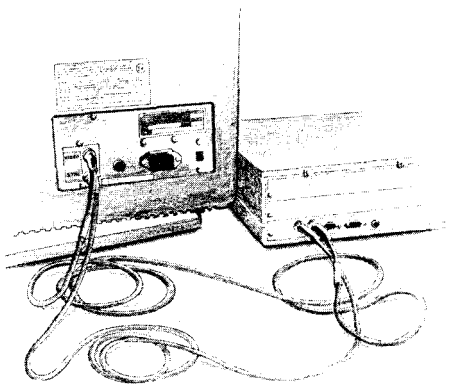


Connecting other things

Alternative monitors

Connect a *high-resolution* monochrome monitor to a 400-series machine with two leads (having BNC twist-lock connectors at either end) connected to the sockets marked VIDEO and SYNC on the back of the computer.

If you want to connect a *standard-resolution* monochrome monitor to a 400-series machine, some internal adjustments to your computer will be necessary consult your supplier for advice.



Peripherals

Peripherals should also be connected to the computer *before* the power is switched on:

- If you have a parallel printer, connect it to the socket at the back of the computer marked PARALLEL PRINTER. Connect a modem or a serial printer to the socket marked SERIAL PORT.
- If you have an *Econet* network, connect your Archimedes computer to the network using the socket marked ECONET. You will also need to install an Econet module inside the computer (instructions on installing it come with the module).

To continue connecting up your Archimedes system, go back to step 4 now.

Getting started

This chapter tells you how *to switch* on *the computer and what* you *see on the screen when you do.*

1. Equipment check

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

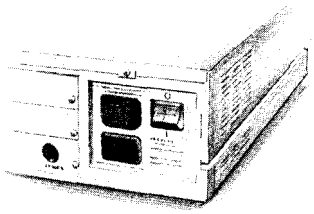
2. Switch on the monitor

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

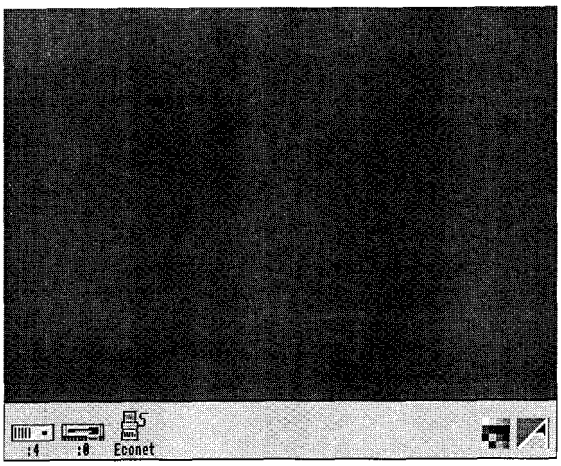
3. Switch on the computer

Press the rocker switch on the back of the computer:

0 is **Off**
I is **On**

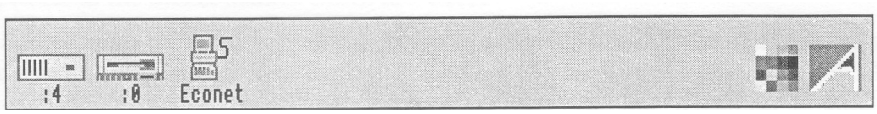


The Archimedes *desktop* will appear on the screen, looking something like this:



Introducing icons

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



The pointer

The arrow on the screen is the pointer. It is used to indicate items you want to use or move.

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

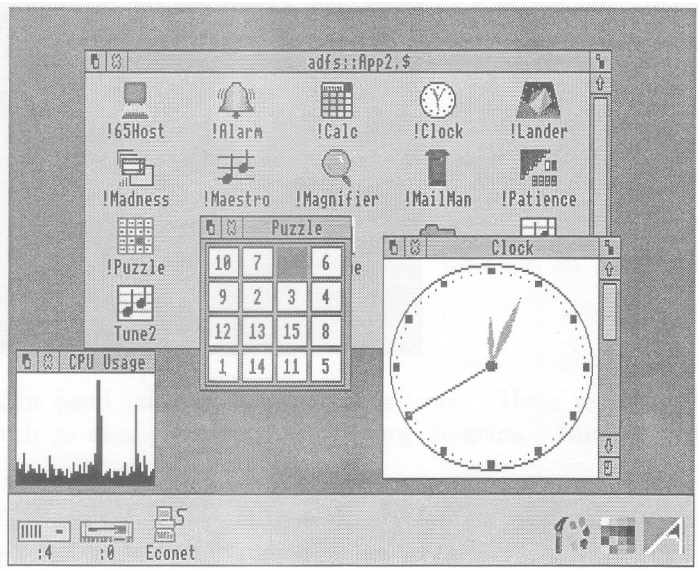
As soon as the desktop has appeared on the screen, you can begin working. It is better, though, to read the next section, which explains briefly the principles of the Archimedes desktop and its components.

The Archimedes desktop

This section describes the appearance of the desktop, the principles of the window system and how to use the desktop features.

The desktop

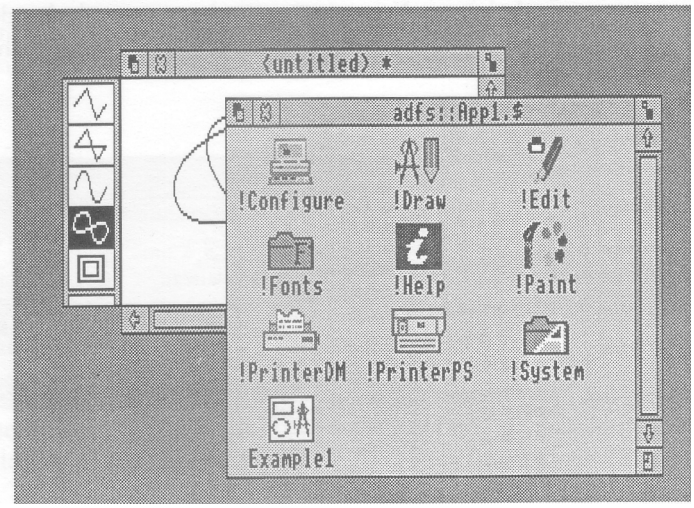
When you first switch on the computer, the desktop is normally displayed on the screen. This is your working area. At first it is clear, except for the icon bar. As you perform tasks and use applications, items will be added to the desktop. You can move them around the desktop as you wish, change their size, hide and remove them to make room for others.



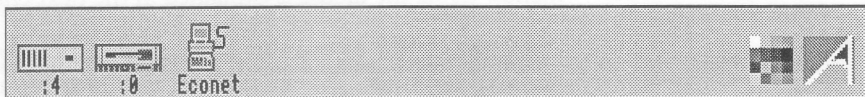
The Archimedes desktop and windows system is easy to use because you don't have to remember long, complicated commands. When you see what you want you just point at it, using the mouse, and select it.

The important features of the Archimedes desktop system are windows, icons, the mouse and menus.

Windows A window is an area of the screen allocated for a special function. In a window you can show a list of the *files* on a disc, write a memo or a program, draw a picture, alter the colours used for the screen display or perform other types of task. You can have several windows open on the screen at once, and you can even be doing something different in each of them at the same time. Windows are described further in the section *Using windows.*



Icons The icons which appear on the icon bar represent things available for use on the desktop. If you want to do something, or examine the contents of a filing system, you look at the icon bar to see if its icon is available. If it is, you can select it and a window containing the activity you want is opened.



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

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

There may also be:

Hard disc. If you have a hard disc, 'a hard disc icon will also appear in the lower left hand corner.

Econet. If your computer is fitted with a card for an Econet local area network, there will also be an Econet icon.

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

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

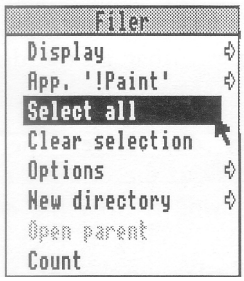
Task manager. This enables you to switch from the desktop to the *operating* system and other tasks, and to look at and control the allocation of your computer's memory (more information on this is given in the chapter *Outside the desktop* - it will be of interest to experienced users.)

The mouse and pointer

The mouse moves the pointer around the screen. The buttons on the mouse are used to select or adjust items you are pointing at on the screen, or to display menus. Using the mouse is explained in the next chapter.

Menus

A menu is a list of tasks or other options from which you can choose what you want to do next. Menus are an easy way of making a selection - you don't usually have to type anything, you just point at what you want, then select it. See the chapter Menus for more details.



Using the mouse

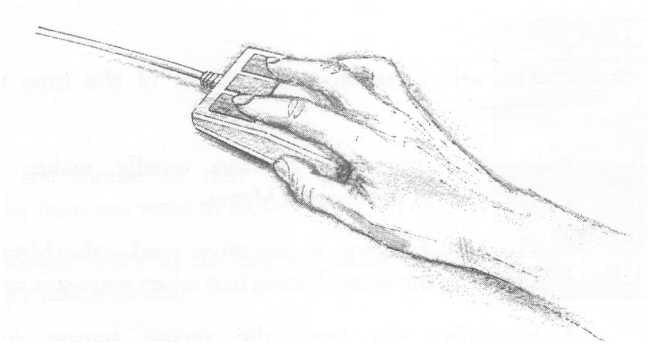
This chapter tells you how to *hold and move the mouse, and how to* carry *out the different mouse techniques used in the desktop. If you have* any *difficulties making it* work, turn *to the chapter "If things go* wrong".

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

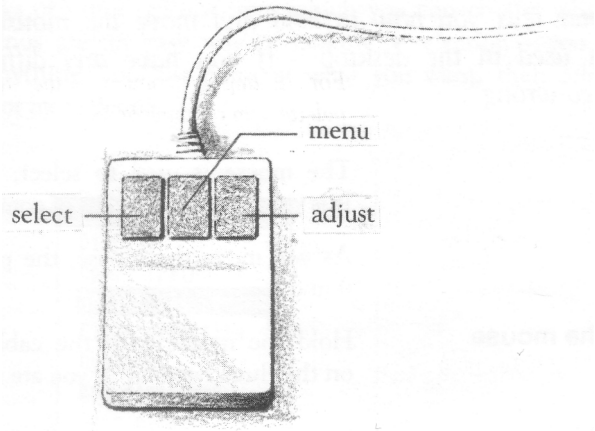
As you move the mouse, the pointer on the screen moves correspondingly. Try it and see:

Holding the mouse

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



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



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

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

The **adjust** button is not often used - the Menus chapter includes one instance. Try using the select button first when you want to alter something.

Mouse techniques

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

Two other mouse techniques are also used:

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

dragging - to move an icon from one place to another.

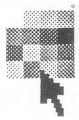
Clicking and dragging techniques are summarised on the next page.

Clicking

1. Point at the icon

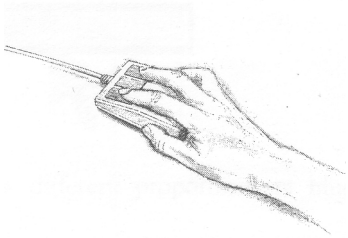
Move the mouse so that the pointer is over the item you want to select.

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



2. Click on the mouse

Click once on the left hand button of the mouse.



3. The item will be selected

The palette will appear on the screen.

Dragging

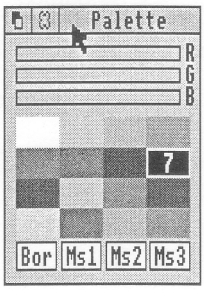
1. Point at the icon

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

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

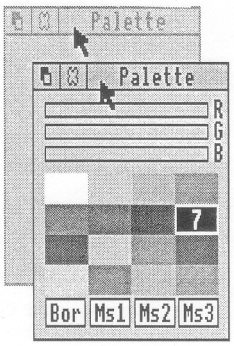
2. Select it with the mouse

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



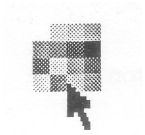
3. Move the mouse and drag the icon

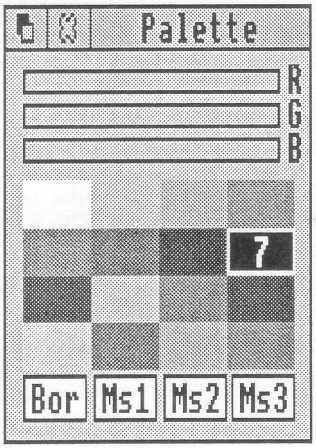
Move the mouse to drag the object across the screen. Release the mouse button when it is where you want it to be.



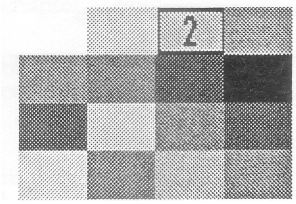
More practice with the mouse

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





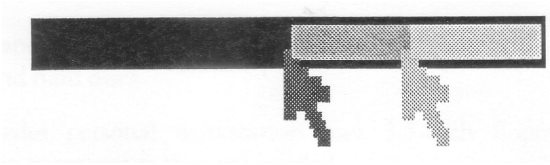
Now click on the third colour block on the top row. The colour block is outlined, and the number 2 appears in it:



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

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

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



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

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

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

Disc drives

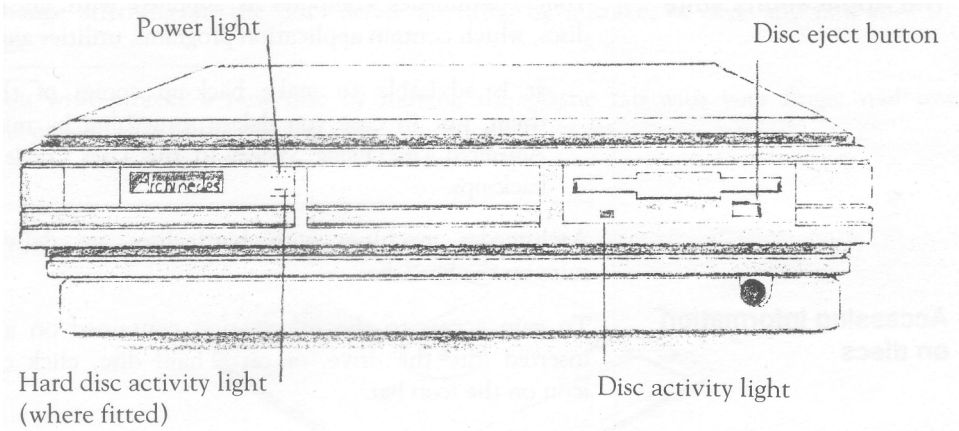
This chapter tells you how to use and take care of your *Archimedes discs and drives.*

Floppy discs and hard discs

Information and programs are stored on discs. There are two types of disc floppy discs and hard discs.

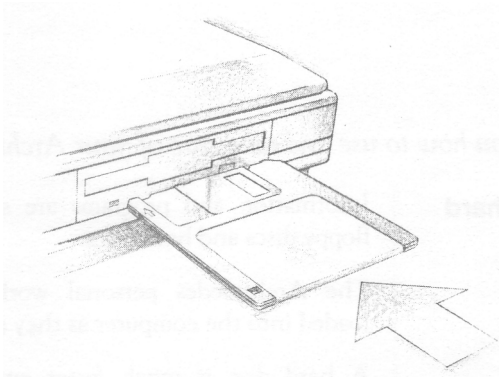
The Archimedes personal workstation uses 3.5-inch floppy discs, which are loaded into the computer as they are needed.

A hard disc is much faster and holds a lot more information than a floppy disc, and is built into the computer. If your Archimedes model has a hard disc, its presence is indicated by an amber light labelled H/DISC on the front panel of the computer.



Inserting floppy discs

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



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

Ejecting floppy discs

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

The Applications suite

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

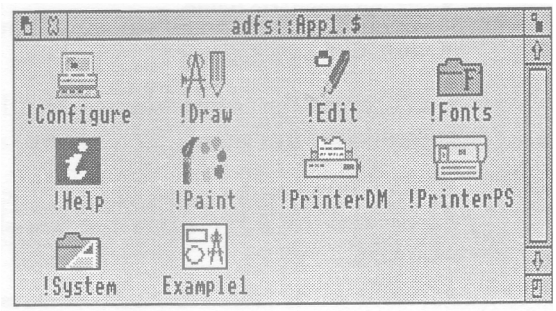
> It is advisable to make back-up copies of the discs before you use them, just in case you delete something by mistake. The chapter The *Advanced Disc* Filing System in the *User Guide* tells you how to make back-ups.

Archimedes machines with hard discs are delivered with the Applications suite on the hard disc.

Accessing information on discs

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

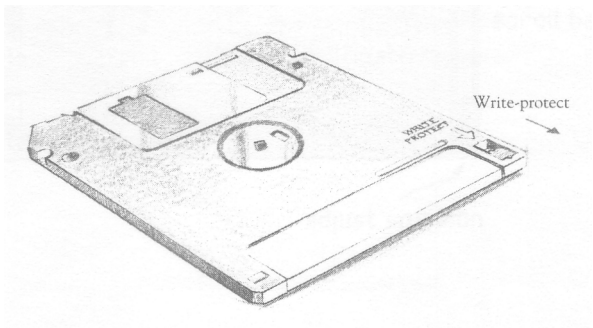
The contents of the disc will be displayed in a window for you to see:.



Write-protecting floppy discs

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

You write-protect a new disc by moving the plastic tab with your finger nail towards the outside edge of the disc:



Looking after floppy discs

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

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

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

Looking after hard discs

If your Archimedes computer is fitted with a hard disc, you'll have less floppy discs to worry about, but you should take some additional precautions, as follows:

- Never move the computer, or press Break or Reset, whilst the H/DISC activity light is illuminated.
- If you have a 20MB hard disc, when you have finished your session, and before you switch off, click on **Dismount** on the hard disc icon menu (see Menus). This 'parks' the hard disc, and prevents damage being done to the disc while it is switched off. You must make sure you do this before you move an Archimedes computer fitted with a hard disc. Larger capacity discs carry out this task automatically:

Windows

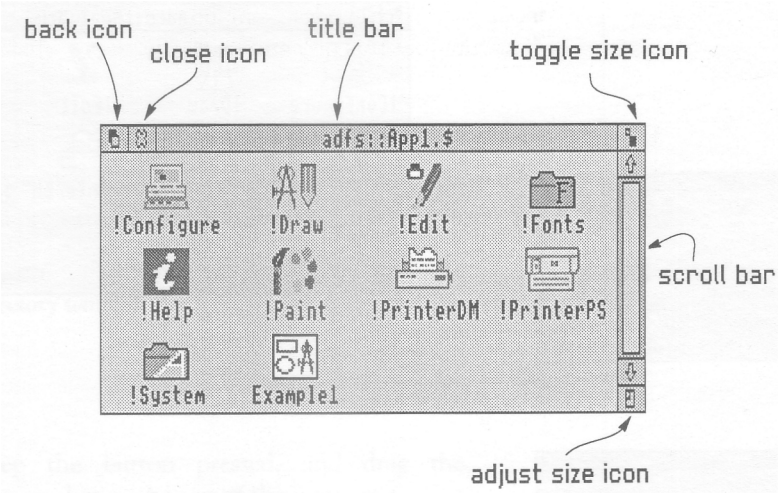
This chapter describes windows and explains how they *can be moved, resized, hidden and closed. It describes* how to *move through the contents of a document too large to display in a window all at once.*

What is a window?

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

Features of windows

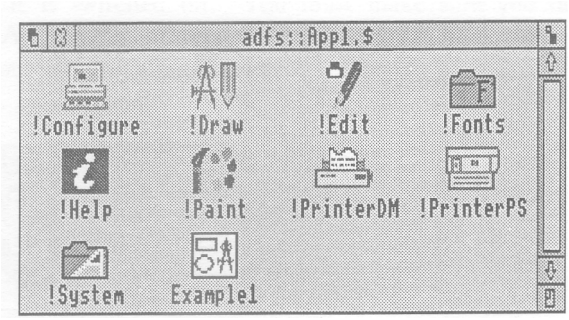
Most windows can be moved around the screen, hidden behind other windows, or closed completely. Icons on the windows allow you to do these things. Some windows also have icons which allow you to change their size.



	Title bar	Displays the title of the window. This may be the name of an application, or the name of a document if you are editing text.
	Back icon	If you click on this, the window will be hidden behind any windows which overlap the area it occupies. The effect is that of putting the window to the back of the 'pile' of windows on the screen.
	Close icon	Clicking on the Close icon closes the window, removing it from the screen.
	Toggle size icon	This icon switches the window between full size and the last size displayed. (Full size is either large enough to display the complete document, or so that the window fills the screen. This alternating action is called *toggling.)*
	Adjust size icon	The Adjust size icon lets you drag the icon to alter the size and shape of the window.

Displaying some windows

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



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

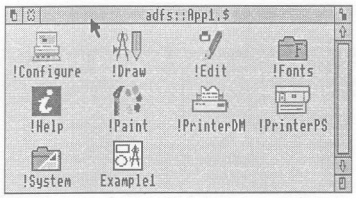
Practising manipulating windows

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

Dragging a window

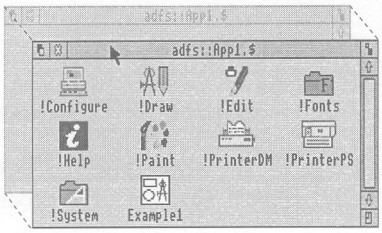
1. Select the title bar

Move the pointer onto the title bar and press the select (LH) button.



2. Move the mouse

Keep the button pressed, and drag the window.



3. Release the mouse button

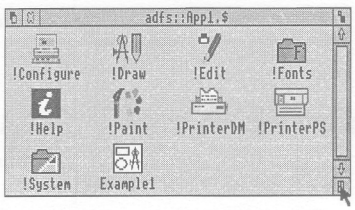
Release the button when the window is where you want it to be.

Resizing a window

1. Select the window size icon

Move the pointer to the window size icon and press the select (LH) button.

Practise this on the Applications disc directory window.

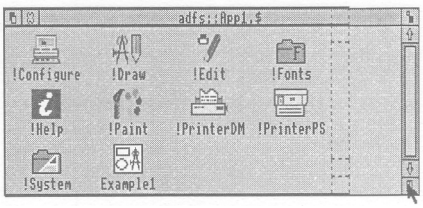


2. Drag the icon

Keep the button pressed, and drag the icon to change the size of the window.

3. Release the button

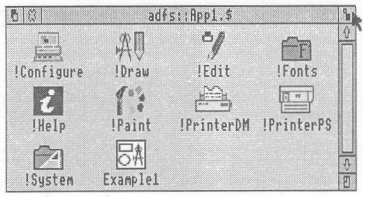
Release the button when the window is the size you want it.



Toggling window size

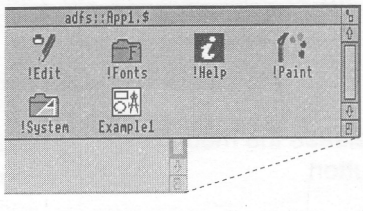
1. Select the toggle size icon

Move the pointer over the toggle size icon and click the select (LH) button.



Practise this on the Applications disc directory window.

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

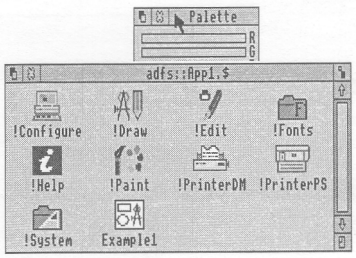


Clicking on the icon again will reverse the process.

Shuffling windows

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

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

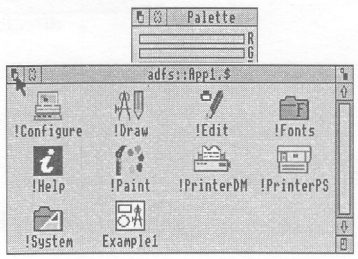


Bringing a window to the front

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

Sending a window to the back

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

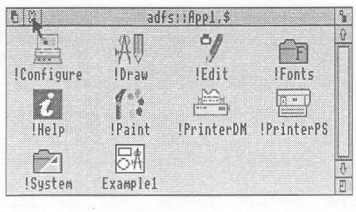


Closing windows

1. Select the close icon

Position the pointer on the close icon and click the select (LH) button.

For example, *close the directory window.*

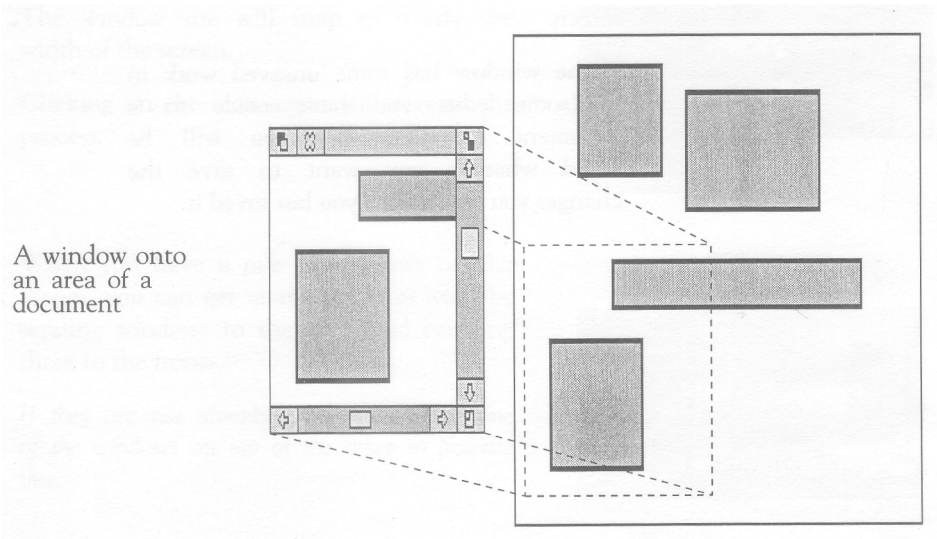


The window will disappear from the screen.

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

Scrolling

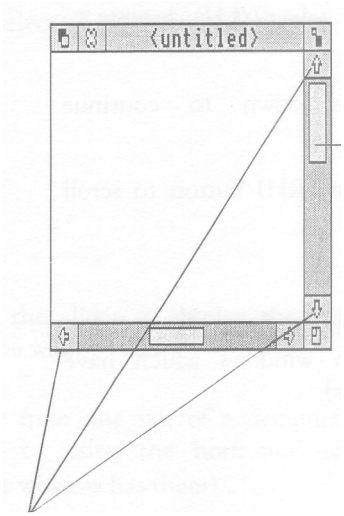
A window is so named because it often acts as a window through which you can view something which may be much bigger. It allows you to see an area of a file, directory or picture stored in the computer. The proportion of the file visible depends on the size and shape of the frame. The area of the file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



A window onto an area of a document

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

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



Scroll bars

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

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

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

Practising scrolling

To load a file on which you can practise scrolling, put the disc Applications 2 in the drive and click on the floppy disc drive icon. When the directory is displayed, double-click on the `Tunel` icon, and a piece of music will appear in a window with scroll bars.

Practise the scrolling techniques shown on the next two pages:

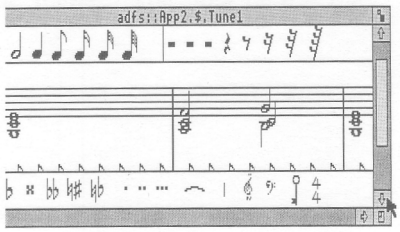
Scrolling line by line

1. Select the scroll arrow

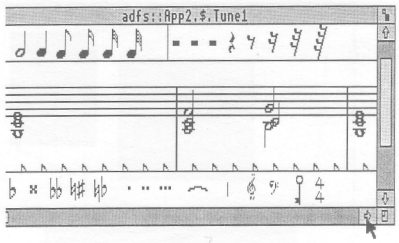
Position the pointer on the scroll arrow and click on the select (LH) button to scroll one line.

Hold the button down to continue scrolling.

Click on the adjust (RH) button to scroll back the other way.



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

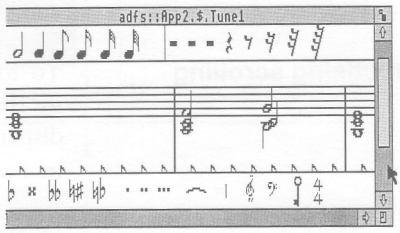


Scrolling screen by screen

1. Select the shaded part of the scroll bar

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

The next windowful of the document will appear.

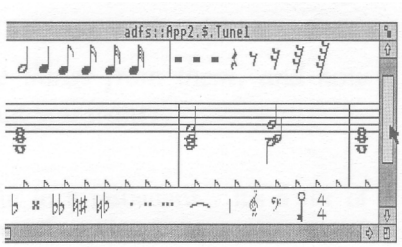


Click on the adjust (RH) button to scroll back the other way.

Moving through a file

1. Select the slider

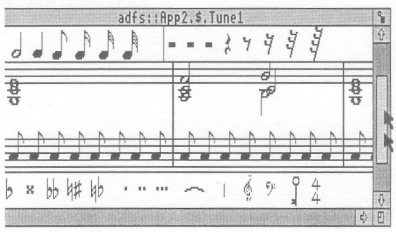
Position the pointer on the slider, press the select (LH) button and keep it pressed *down.*



2. Drag the slider

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

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



Menus

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

What is a menu?

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

Using menus

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

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

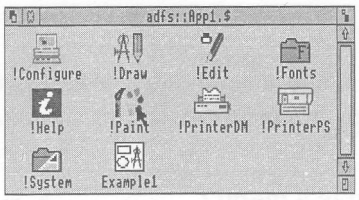
Practise the menu techniques described on the following pages.

Displaying a menu

1. Point to the relevant icon

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

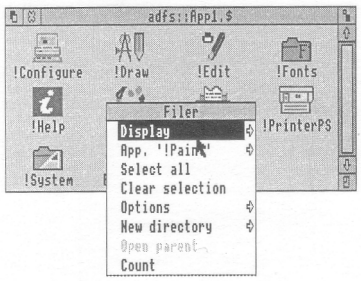
For *example, move the pointer over the Applications disc 1 directory window*.



2. Click on the middle mouse button

The menu will be displayed.

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



Choosing from a menu

1. Select the menu item you want

Move the pointer over the menu item you want and click the select (LH) button.

The action requested will occur.

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

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

Use the adjust (RH) button if you want the menu to stay on the screen - otherwise it will disappear when you press the button.