Home Office

Your step by-step guide

Acorn

Welcome to **Home Office,** a complete hardware and software business system from Acorn Computers. **Home Office** exploits the power of Acorn's 32-bit RISC processor to bring you state-of-the-art software. The package includes applications and demo software particularly suited to home office use.

This is what you get with your Acorn computer:

- **DataPower –** a powerful DTP-style database management system with a flexible report layout facility and integrated graph and chart tool.

- **EasiWriter –** a powerful yet easy-to-use word processor with a built-in spelling checker, a range of fonts and a mail merge facility.

- **Pipedream 4 –** a powerful spreadsheet,word processor, database and charting package offering live links and programmability.

- **PC Emulator with DR DOS –** for running PC software.

- **Almanac** (demo) – an integrated personal organiser which includes a diary, personal and business address book, sticky note pad and sections for other records.

- **Prophet** (demo) – an accounting package that can deal with all your accounts, including handling invoicing, credit notes, purchase orders, through to calculating your final accounts, VAT and tax liability.

- **The Applications –** a variety of powerful applications and tools for use with the RISC OS Desktop. These are all described in the RISC OS *User and Applications Guide.* You will find out more by listening to the RISC OS audio tape in the pack.

You should note that demo software has reduced functionality as it is intended only to demonstrate the application. Normally you will not be able to print or save changes to a demo file. For more information please read the ReadMe file which accompanies the demo application.

Getting Started

You'll want to get started right away with your new system. However, please start by filling in the Owner Registration Card (packed with the computer manuals) and posting it back to Acorn.

You need to set your computer up before you can use it. If you turn to your computer's *Welcome Guide,* you'll find that all the information you need is clearly explained in it; pages 1-7 describe setting up and switching on. To familiarise yourself with the screen

display and mouse, read pages 9-14. It'll only take you a few minutes to read the relevant sections, and you'll be up and running in no time.

DataPower, EasiWriter, PipeDream, the PC Emulator and RISC OS Applications suite have manuals which explain how to use them; the demo packages have a ReadMe file accompanying them (just double-click on the file to read it).

Copying an application to your hard disc

You can run all your applications directly from the floppy discs supplied, but it's quicker and easier to run them from your hard disc. We'll use the demo application Almanac as an example of how to do this.

To copy Almanac onto your hard disc:

1 Insert the floppy disc Almanac in the floppy drive with the label uppermost like this:

2 Click on the floppy drive icon. This displays the contents of the floppy disc.

3 Double-click on the ReadMe file to load it into Edit. You must read this file before you attempt to copy files onto your hard disc as it may contain important information including licence conditions.

4 Now click on the hard disc icon. This displays the contents of the hard disc.

5 Create a new directory called Demos (see page 45 of your *Welcome Guide* for an explanation of how to do this).

6 Double-click on your new directory icon, to open the directory display, and then create a second new directory called Almanac.

7 Copy all the files except !Scrap from the floppy disc into your new directory (follow the instructions given on page 47 of your *Welcome Guide).*

8 Choose **Dismount** (by clicking Menu over the floppy drive icon) and then press the eject button to remove the floppy disc from the floppy drive.
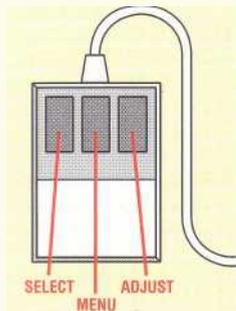
Copy all the other demos and applications onto your hard disc in a similar manner. The diagram opposite shows you how to organise your applications on your hard disc.

```
                        $
          ┌─────────────┴─────────────┐
       App3                         Demos
    ─ DataPower                  ─ Almanac
     ┌ !DataPower                 ─ !Almanac
     ├ !Borders                  ─ Prophet
     └ !Examples                  ─ !Prophet
    ─ EasiWriter
     ┌ !EasiWrite
     ├ EWkeystrip
     ├ Examples
     ├ Merge
     ├ ReadMe1st
     ├ Tutorial
     └ !NewEW
    ─ PipeDream
     ┌ !PipeDream
     └ Examples
    ─ PC
     ─ Tunes
```

Running an application

When you have copied all the software to your hard disc, you'll be ready to try some out. To show you how to run an application, we'll use the Almanac demo application again as an example of what to do. Almanac is supplied with some example files. To run one of these from your hard disc:
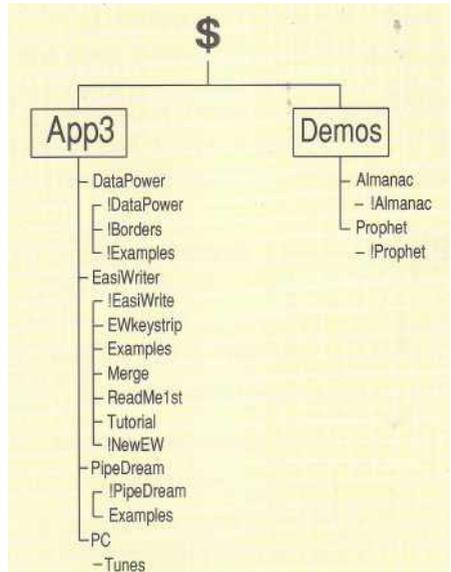
1 Double-click on your new Almanac directory.

2 Double-click on the example file you wish to open.

3 A front page is displayed – to turn to the next page just click on this.

4 You can now peruse the contents of the file by double-clicking on any of the sections listed.

For more details on how to use Almanac, please refer to the ReadMe file in the Almanac directory.

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