

Z80

second processor

FUNCTION KEY CARDS

BRITISH BROADCASTING CORPORATION

MICROCOMPUTER SYSTEM



CP/M

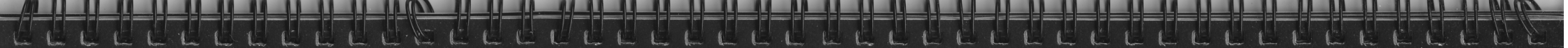
Full details are in the Z80
user guide

Starting CP/M	Restarting CP/M	Using CP/M
<ol style="list-style-type: none">1 Switch on your computer, second processor, monitor and printer.2 Put your program disc in drive A. (For Accountant and Nucleus, put the start-of-day disc in drive A.)3 While holding down CTRL, press BREAK	<p>If you're continuing to use CP/M after changing discs: type CTRL C</p>	<p>Type the command line, then press RETURN</p> <hr/> <p><drive> stands for drive identifier: you may omit it if you are referring to the logged-in drive <destination> stands for destination filename <source> stands for source filename</p>

Built in commands	Transient commands	
<p>To display a directory of files: DIR <drive></p> <p>To erase a file: ERA <drive><filename></p> <p>To rename a file: REN <new name>=<old name></p>	<p>To copy a file: PIP <drive><destination>=<drive><source></p> <p>To find out information about a disc: STAT <drive></p> <p>To find out information about a file: STAT <drive><filename></p> <p>To copy the contents of one disc to another: COPY and follow the screen instructions</p> <p>To format a disc: FORMAT and follow the screen instructions</p>	<p>Error messages are explained at the back of the user guide</p>

Accountant

to start: START **RETURN**



<i>f</i> key	end		create	amend	review	print		delete	cancel	
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FilePlan

to start: FILE **RETURN**

Giving number commands

Press **ESCAPE** to get to the menu then type
<command number> **RETURN**





Planning a worksheet

- | | |
|---------------------------------------|---|
| 1 decide how many fields you'll need | 3 count the number of characters in your longest record: if it's more than 100 select 31 to expand the record space |
| 2 select 7 to: | 4 select 8 to give your worksheet a name |
| ■ specify how many fields you'll need | 5 start entering data |
| ■ name your fields | |
| ■ decide on the format of each field | |
| ■ write prompts | |



CTRL

SHIFT

			
left character	right character	top	bottom
		up page	down page
left field	right field	up record	down record

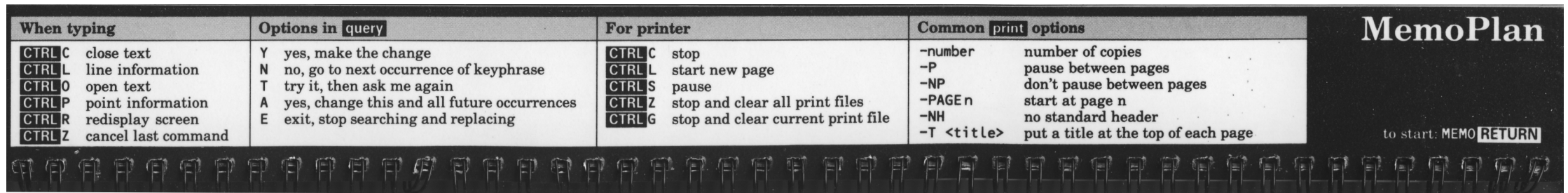
f key	undo	isolate	duplicate				delete character	delete field	delete record	
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GraphPlan

to start: GRAPH **RETURN**

Giving commands	Using the sub-menus	Planning a spreadsheet
Press ESCAPE if you need to leave the current operation then type <command number> RETURN	To see a sub-menu, press the number shown at the top of the menu. For example, to see the graphics sub-menu, press 4 RETURN . To return from a sub-menu to the top of the menu, press RETURN	<ol style="list-style-type: none">1 decide how many rows and columns you'll need, making sure there's a row or column for:<ul style="list-style-type: none">■ each set of data■ the results from each calculation you'll want to carry out.2 select 109 to set up the spreadsheet3 select 20 to give your rows titles, and 25 to give the columns titles





Frequently-used commands			Screen layout
select 31	to enter data	98	to recompute a spreadsheet
62	to set up a simple chart and	83	to print a table, using the default design
61	to display the chart	108	to select a disc drive
		107	to save a table and chart
		106	to load a table and chart
			select 86 to change the screen layout



When typing	Options in query	For printer	Common print options
CTRL C close text	Y yes, make the change	CTRL C stop	-number number of copies
CTRL L line information	N no, go to next occurrence of keyphrase	CTRL L start new page	-P pause between pages
CTRL O open text	T try it, then ask me again	CTRL S pause	-NP don't pause between pages
CTRL P point information	A yes, change this and all future occurrences	CTRL Z stop and clear all print files	-PAGE n start at page n
CTRL R redisplay screen	E exit, stop searching and replacing	CTRL G stop and clear current print file	-NH no standard header
CTRL Z cancel last command			-T <title> put a title at the top of each page

MemoPlan

to start: MEMO RETURN





	starting	typing	deleting	moving text		working with two documents		search & replace	filing & printing	finishing					
<i>f</i> key + CTRL	mode	quote	delete paragraph	duplicate		enlarge		query	print	finish		line start	line end	start document	end document
<i>f</i> key + SHIFT	reformat	centre	delete line	lift	go to mark	scroll other	one	replace	read	clear		word	word	start of paragraph	end of paragraph
<i>f</i> key	format	underline	delete word	mark	restore	two	switch	search	write	next		character	character	line	line

Nucleus

to start: START RETURN

Planning checklist	Report writer	Letter writer	Document writer
Plan: 1 the reports you will want to print out 2 which files you need 3 which fields they will have and what the fields will have in them 4 the keys and links you will need, to sort data and produce reports	5 how the report should look 6 which system, files and fields it will take data from 7 what totals you want printed	8 what the letter should say 9 which system, file and fields it will take data from	10 what the document will look like 11 which system, files and fields it will take data from 12 what totals you want printed out

for use in Document writer and Letter writer
only

			
character	character	line	line

<i>f</i> key	end		create	amend	review	print		delete	cancel	save
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