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# The Home Office

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Welcome to The Home Office, the complete electronic office in one pack, enabling you to get started right away with your Acorn computer.

Note: the use of all software supplied in this package is subject to the terms of the End User Licence Conditions that are either printed on the back panel of the software packaging or supplied in the pack. Please ensure you read these conditions before using the software.

## The Home Office system

The Home Office system contains the following:

- Your Acorn computer and manuals.
- An Acorn colour monitor.
- The following software:
  - EasiWriter II - an advanced yet easy-to-use word processor.
  - Desktop Database - a powerful and easy-to-use database.
- The RISC OS audio cassette tutorial.
- Free TDK blank discs.
- A User Registration Card.
- A printer cable for the Acorn JP150 printer.
- Optionally, an Acorn JP1 50 graphics printer.
- This leaflet.

## Getting started

- I Please start by filling in the Owner Registration Card (packed with the computer manuals) and posting it back to Acorn. This information helps us to build better computers and registers

you as an owner, so that we can keep you informed of new hardware and software developments. When we receive your completed Registration Card, we will send you a software product directory, covering over 1,000 software titles and hardware add-ons for your computer, and a book of vouchers entitling you to reductions on well-known software titles.

- 2 Now read the *Welcome* Guide, which tells you how to set up your computer and printer, and start using them.
- 3 When you've got the system up and running, listen to the RISC OS cassette tutorial which introduces you to how the computer works while you're using it, and gives you a flavour of some of the programs supplied with it. If you would like a transcript of the tape, write to Acorn Special Needs Department, Fulbourn Road, Cherry Hinton, Cambridge CB1 4JN.

## Software overview

The Home office pack contains many exciting software applications, supplied in the computer's Read Only Memory (ROM) and on the hard disc, with some original applications also supplied on floppy disc.

If at a later date you decide to delete applications from your hard disc (to free some storage space, for example), but subsequently reinstate them, be sure to copy them back into the correct place, as shown on the diagram of the directory structure on page 4. This will ensure that you can use your system as efficiently as possible.

The applications all have manuals with them telling you how to use them, but here is a brief description of what they are:

### The Applications Suite

The RISC OS Applications Suite contains a variety of powerful applications and tools for use with the RISC OS Desktop. They are all described in the RISC OS User and Applications Guide.

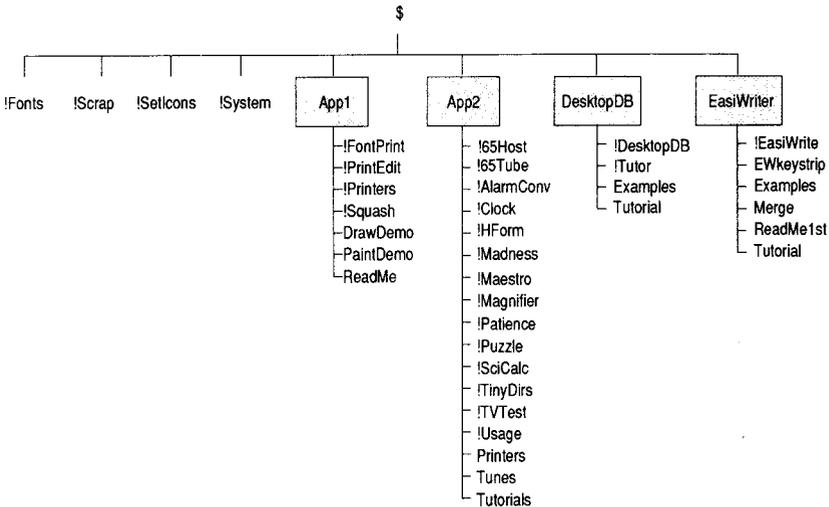
## **EasiWriter II**

EasiWriter II is a powerful word processor, which lets you to create anything from a one-page letter, flyer or application form, right through to a full-length novel, using professional-looking fonts and including line art and bit-image graphics (such as scans). A mail-merge facility is also provided, to enable you to send individually-addressed letters to a large number of people.

## **Desktop Database**

Desktop Database is an easy-to-use database that comes complete with ready-prepared templates to enable you to carry out such tasks as keeping your address book or membership details of a society on computer, and monitoring stock levels in a business. You can also display your data in graph form. An on-screen tutor helps you get up and running without delay.

## The Home Office hard disc directory structure



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