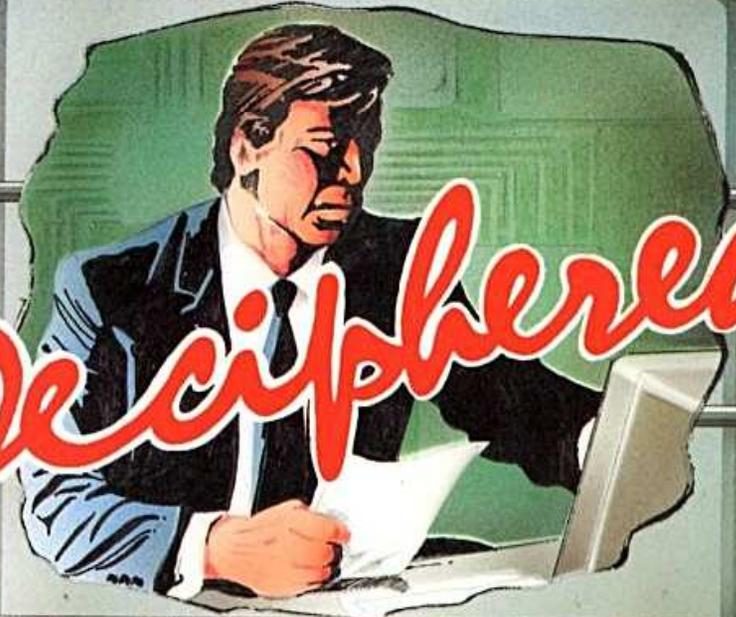THE

PSION ORGANISER

Deciphered

Gill Gerhardi, Vic Gerhardi and Andy Berry

The Psion Organiser

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The Authors

Vic Gerhardi and Andy Berry have been friends since school days and have been business associates for over ten years. Andy is the software specialist. He graduated from Middlesex Polytechnic and Manchester University with MSc's and BSc's coming out of his ears! He then worked in systems design for a number of companies before becoming a Director of Rakewell. Vic has an electrical engineering background. He has designed, tested and maintained hardware systems for as long as he can can remember! Running Rakewell now takes most of his time.

Rakewell is a thriving computer consultancy, it has a large customer base which reflects their willingness to deal with individuals and the corporate sector alike. The company can design and supply hardware or software to meet most of the hugely diverse needs of computer users. They pride themselves on their customer support services. After supplying a number of Cambridge Computer Z88s they began to realise that many of their customers were not getting as much as they could out of the Z88. After much thought they designed and wrote two training courses which were very favourably received and are still running (in June 1990). In the summer of 1989 they shut themselves away to convert the course notes into a book. They soon found that it was a far bigger task than they had time for and Gill was drafted in to help. The Result was "Z88 Magic" which was published in November 1989.

Hot from that highly successful launch into the world of publishing the team were commissioned to write "Organisers Deciphered" although it didn't have a title then! Having learnt the hard way how much time writing a book takes it was decided that Gill should do the writing otherwise Rakewell would not have any customers left to neglect! Andy and Vic acted as technical advisors, Andy was chief Proofreader and Vic did the Index, and Appendices. So it was very much a team effort even if Gill did get most of the work!

Gill was married to Vic while she was still at the University of Sussex reading Social Administration. Since graduating she has spent the last twelve years bringing up their two sons, writing, painting and working voluntarily in the Arts.

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NO U~~X~~**NAUTHORISED PERSONS BEYOND THIS POINT**

By Order

INTRODUCTION

You are entering the shady world of espionage. You are, or will be very soon, a spy. You can expect to be sent overseas very shortly, destination unknown. You will be expected to gather, guard, and transport back information of the highest sensitivity.

If caught you risk, at least, a long stretch in jail and at the worst, torture and/or summary death. MI64 has long since abandoned its network of offices or "bases" which were scattered across the major cities of the world. Only London Station remains. The others have been superseded by technology. The marvels of miniaturisation have managed to condense everything that agents need into a single module small enough to fit into their pocket. If it had been Q's invention, he would have been justifiably proud, but we all know he's part of a fairy tale and this is the real world. You are going to need all the help you can get. So your helpmate, far from being blonde or brunette, is a piece of electronic gadgetry that will prove far more useful! It is called a Psion Organiser.

It is your mobile intelligence gathering outpost. Since it can fit in your pocket it is as mobile as you. Its size and mobility will help you avoid detection from enemy agents by remaining under deep cover most of the time! The Organiser can store all your secrets and a great deal more. It can receive data as fast as you can put it in, but it is infinitely faster than you at retrieving information from its memory, with almost instant recall.

You are the envy of your intelligence gathering forbearers. Debriefing is easy now - no longer the trauma it once was when you had to agonise over whether your report was correct and complete. The information is there in front of your masters in black and white. No, not committed to paper (that would be a cardinal sin for a field operator), but on your Organiser's display although in 'safe' premises there is no reason why it can't be printed out if a 'hard' copy is needed.

The Organiser is small and movable and has bags of room inside for the intelligence you will gather. From the outside it may look like a drab grey box, but inside it is a very exciting box of tricks indeed. First impressions are often deceiving so don't get taken in by its outward appearance. Its external dimensions bear no resemblance to the internal ones.
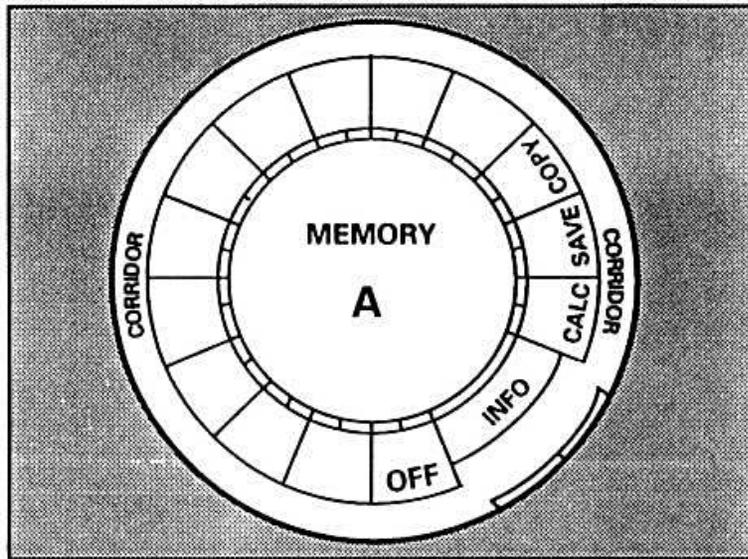
Inside, it is a four or five storey building in miniature. If it were a real building built in bricks and mortar it would have had one floor visible at ground level with the rest concealed below ground. You enter at the ground floor of the building. From there you choose where you want to go and what you want to do.
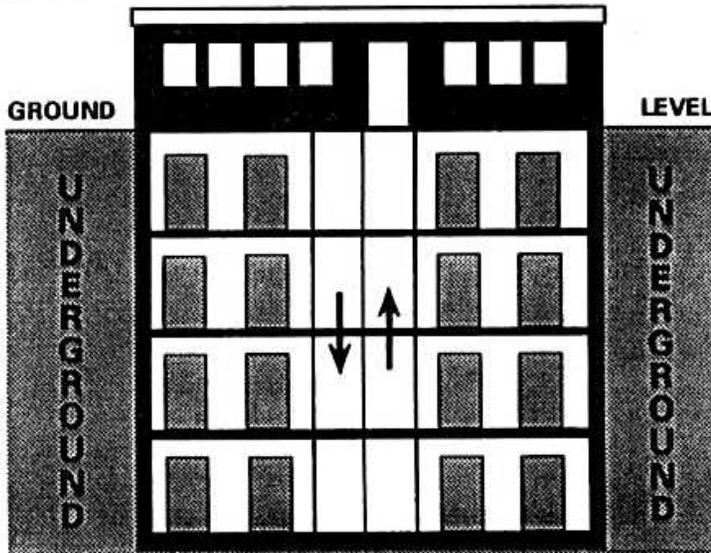
We want you to imagine that like Alice in Wonderland (Lewis Carrol "Alice in Wonderland") you have found a shrinking Pill but you have mastered the trick of shrinking and growing back to normal size at will.

You are now shrinking down and down until you are small enough to enter the building and explore. Once inside you will find that it is a circular building with a corridor that follows the outside wall. On the other side there are doors and more doors. All have department names on them with names like Calc Save, Copy and Off. You might be justifiably bewildered but don't worry, all will be revealed in good time. If you were to step inside one of these doors (no, you don't have to do it yet because we are going to tell you how later), you would more than likely find a room with two doors. These are lifts that will take you further down. The MODE key is the "down" call button for both lifts. That might sound confusing, but all this is very new to you. If you had gone down in either lift you will find that the ON key is your lift "up" call button. On each of the floors there are sub-offices of each department. Everything has been planned along mass production lines so each office just does one operation. You might end up in the wrong one several times until you get your bearings but you won't be able to stop the offices from functioning properly, so don't worry. The lift technology will move you between floors at almost the speed of light!
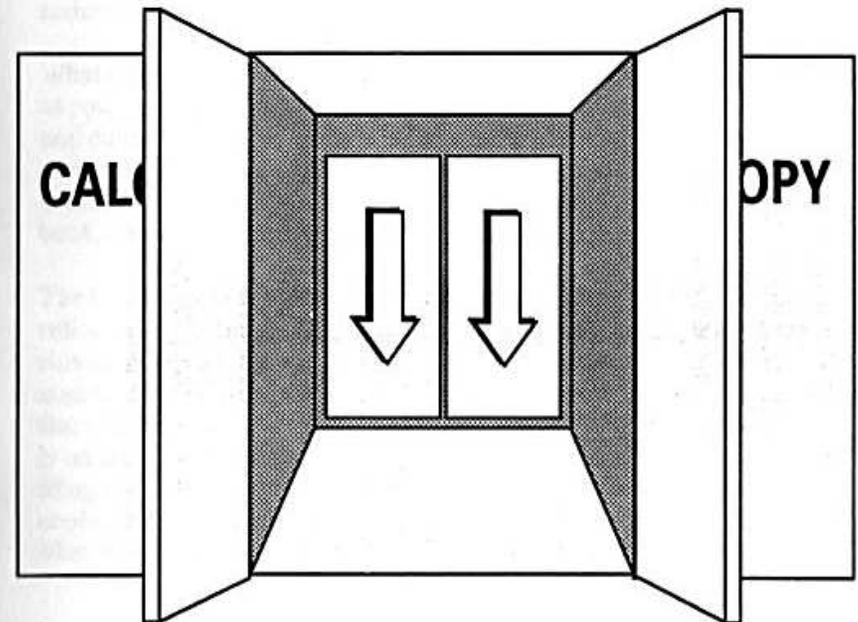
You have now completed your walk and should be back to where you started. You had better start thinking about returning to the real world because there is a familiarisation course just about to start which you should attend. But don't, whatever you do, forget to return to your normal size, or you could land up in a spot of bother!

ABOUT THE MACHINE

There can be no doubt that these fascinating little blocks of plastic deserve their place as market leaders. They are extremely small, small enough to fit into one hand while you type in your information with the other.

Size is the Organiser's biggest asset, not least because it is small enough to avoid detection! Seriously, if you quickly look down the rest of the chapter below and think about the bulk of the normal alternatives, you will see what we mean. If you are not already a personal organiser, the paper kind, freak then it's a briefcase full. An appointments diary, note pad, address/telephone book, calculator, travelling alarm clock and half a filing cabinet. Not forgetting an even bigger filing cabinet, an international clock and dialling code book, and a bodyguard for your confidential files, available on the classier models. If you already use a personal organiser then your File-O-Fax, Time Manager or eastern-el-cheapo equivalent, is likely to be bulging at the seams and still not giving you all the above. Your tailor would have a heart attack at the thought of what it would do to his handiwork if you attempted to put it in your pocket! The Psion Organiser, however, is slim enough to fit in almost anywhere without tearing any seams and will make your paper-based organiser redundant very quickly.

What type of information you choose to ask it to work with, is entirely up to you. You could use it to record the best watering holes in the towns and cities that you are, or have been, stationed in and to note down more serious spying gossip like who is working for who. Of course if you fancy yourself as a James Bond type you could also use it as your little black book, although Control might not approve!

The Organiser stores your information in the order that you put it in and relies on its extremely fast computing power to find any piece of information in double quick time. It is ideal for information that comes in a standard format: for example, names, addresses and telephone numbers. But you can also use it to hold random information like notes, particularly on the CM which doesn't have a separate notepad. In a paper based filing system it would be very difficult to put in random notes so that you could find them again. The Organiser, providing you tell it accurately what you are looking for, will find it again almost instantaneously.

The other major advantage your electronic organiser has over the paper version is that the information held in it can travel down a cable. How does that help you? It means than any facts or figures that you have stored on your Organiser can be printed out or transferred to and from other computers. You only have to type something in once and you can send it to almost any other computer, either direct or down a telephone line. It will work the other way as well. If a piece of information has been typed into another computer you should be able to get that one to send it to your Organiser.

To give you a quick introduction to some of the other tasks that your Organiser can carry out:-

It has an extremely useful DIARY, which can act like the big fat diary like the one the businessman (who might be your cover story) would leave on his desk in the office. It has space for one line to cater for each half hour appointment. The major difference is that the desk diary will probably only cover the current year, whilst the one on your Organiser can go back to the beginning of the century and forward to the end of 2155! Being able to carry your desk diary round in your pocket should give you much greater flexibility. And that is not including the benefits of having an extra 254 years to play with! You will no longer have to rely on your secretary to tell you what you have got on or delay fixing meetings until you have checked your diary. You could of course always use that as an excuse if you bumped into a modern day Marta Hari or her male equivalent. The DIARY also has its own alarm system which can act as a reminder for those very important appointments that you can't afford to miss.

The on board CALCULATOR is a no frills model. The CALCULATOR has ten memory locations and can also deal with very large or small numbers using scientific notation. The LZ can also calculate figures in its NOTEPAD without actually going into the CALCULATOR to do it.

The CLOCK will help you keep track of the time and date. While the Organiser has power the clock should keep pretty good time. The LZ clock also has a stop-watch and timer built in.

The Organiser can be used as an ALARM clock too. There are eight alarms which can be set to repeat themselves. The ALARM will be activated no matter what you are doing with your Organiser. At the set time the ALARM will take over the display and sound its 'beeper'. If your Organiser is turned off it will turn itself on automatically, display the Alarm and "beep".

If you have the top-of-the-range LZ you will have some additional features. The Notepad for example, enables you to take notes and store them to look at later. You can create more notepads, as and when you need them. You could have one for taking down coded telephone messages. Another could be for noting the numbers of the cars you have seen following you. The Notepad has its own password facility. Ideal for all you secretive types out there!

The, almost a month at a glance, CALENDAR, is very closely linked to the DIARY. You can use it as a quick way both to enter the DIARY at the date you want and to move around from date to date.

Your Organiser is also an international telephone dialling code book and a WORLD clock. You can use this to find the dialling codes for most of the capital cities throughout the world and many other major cities. When you find the code it also tells you the time in that part of the world.

What makes the Organiser the ultimate in spy equipment is the ability to set a password, to stop unauthorised eyes seeing your sensitive information. Unlike having a human sentry guarding your secrets, your Organiser is not susceptible to bribery or torture and if the enemy kills it your secrets will die with it. What is even better is that any information protected by a password on your Organiser is encrypted. So even if some clever clogs manages to get the information transferred to another computer, they still would not be able to make any sense out of it. Perhaps you now understand why the Organiser is absolutely ideal as spy equipment!

We hope this whets your appetite and makes you thirsty to know more about this great little computer. If you have never used a computer before, the Organiser family are probably the most uncomputerlike computers ever produced and they are very easy to use, without you having to understand what is going on inside. Those of you who have used computers before will find the programming language incredibly easy to use and you will soon be using your Organiser for programs that carry out tasks that you really need done, all from your pocket!

ABOUT THIS BOOK

In each section of the book we will cover the common ground between the models first. Where they diverge we will deal with the CM model first, followed by the LZ. Part One is an introduction to the Organiser and computers in general. Part Two is Joint Operations where both models are talked about extensively. Part Three is LZ Only Operations and Part Four is Joint Operation II. This will tell you how you can do some architectural remodelling!

An abundance of TIPS, are scattered throughout the book. These, no matter where they come, will be of value to you. General tips will be headed TIP whilst tips relevant only to the CM will be headed CM TIPS and so on. Although we have written this so that you can just read the parts about one particular model, you will have to check the other section for tips as well - they may well be relevant to you too.

PART ONE:

INTRODUCTION TO YOUR ORGANISER

FAMILIARISATION

INTRODUCTION

There are four different Organisers. These are the CM, XP, LZ and LZ64. The CM and XP are the same apart from memory sizes and the same applies with the LZ and LZ64. We are only actually going to introduce you to the CM and LZ, but if you have an XP the sections on the CM are relevant for you. The LZ sections are also relevant for the LZ64. Coming from the same family has meant that the CM and LZ have many features in common, even though they appear to be at different ends of the spectrum.

THE PHYSICAL

Since you are likely to be dispatched into the field immediately we had better introduce you to your equipment.

THE COVER

The cover slides down to reveal the keyboard and the device compartments on the back. It stops you turning your Organiser on accidentally when it is in your pocket, bag or briefcase. Because it doesn't cover the display, we recommend that you bully stores into giving you a separate case which will protect the display. Otherwise the whole Organiser would be very vulnerable if it came into contact with any hard or sharp objects. Psion sell cases tailor-made for the job although a little birdie told us that a camera case does the job just as well and is a great deal cheaper.

The cover also has one other important function. It gives you somewhere to hold your Organiser while you are working with it. Although you can hold it round the back while you are working, it is extremely useful to have another handhold. If nothing else it will stop your hand getting cramp if you are using your Organiser to store large amounts of intelligence, over long periods of time.

You can pull the cover right off by giving it a slightly harder pull. If you are using your Organiser in a static position most of the time - on your desk for example, there is no reason why you shouldn't leave the cover off permanently. But working without a cover when you are moving around has its dangers. It is quite easy to turn the Organiser on inadvertently, particularly if you keep it in a bag or pocket that has other things jangling around inside. Nine time out of ten the ON key being pressed accidentally probably wouldn't matter. If you have a CM however, there is a small possibility that the RESET option could be selected. If the DELETE button also got pressed all the data held on the internal memory would be erased. So it may not be worth the risk.

If you have an LZ you can use it without a cover providing you use the Password facility which you will find in UTILS. This allows you to set a password so that your Organiser will not turn itself on without being given the allotted word or sequence of characters. Once you have selected the word you want and told your Organiser that you want the password turned on no amount of inadvertent key presses will get past it.

THE KEYBOARD

The keyboard is probably different to any other keyboard you have ever seen. Perhaps it is in disguise! It doesn't have the 'qwerty' or typewriter type arrangement of keys that most computers have, probably because of the small amount of space the designers had to work with. Apart from the special code keys along the top row and either end of the bottom row the keys are arranged in alphabetical order. For those of you used to using other computers this is going to be difficult to find your way round on until you get used to it. But don't despair! Once you have memorised where which keys are on which line this should become less of a problem. The other age old secret is to use your Organiser because the adage "practice makes perfect" is as true here as anywhere.

We think the keyboard is the first of many deterrents built in to stop enemy agents feeding in false information if an Organiser ever got captured. It

is a mixed blessing to the people on our side however. Anybody who has never used a computer before will find this keyboard much easier to learn than the normal sort.

For those of you who are either finding the keyboard particularly difficult, or you just need to get your typing speed up there is a typing tutor package which the IPSO (International Psion User Organiser) Group says is quite good. See Appendix for their address.

SHIFT KEY AND ITS COMBINATIONS: The only similarity this keyboard has to that of a normal typewriter is that the keys have two and sometimes three different functions. They can either be upper or lower case characters or they can be the symbol written above the key. So 'A' can also be 'a' and '<'. To simplify talking about the different keys we will call each key by the letter or word that is actually on the key itself, not by the secondary symbol above the key.

Your Organiser will normally work in upper case characters (capitals), but you can change it to lower case by pressing the SHIFT KEY and UP ARROW KEY **together**. This combination acts like a shift lock key.

To get to the numbers and symbols above the keys you can either:-

Hold SHIFT down and the relevant key regardless of which case you are in. For example to type "7" you press SHIFT and "I" together.

Or

Hold the SHIFT and DOWN ARROW together which acts like a NUMBER-SHIFT LOCK key giving you constant access to the numbers and symbols above the keys. To type number seven in this SHIFT LOCK, all you need do is press the I key.

If you press SHIFT and another key whilst in this "NUMBER-LOCK" your Organiser will revert to letters, remembering whether you were in upper or lower case before going into numbers. The SHIFT and 'I' keys would provide either 'I' or 'i' depending on what case you were in previously.

Whilst you are in NUMBER-LOCK the cursor changes.

TIP: What is a cursor?

The cursor is the flashing black square on your Organiser's display. It shows you where you are. The next character you type in will be put in at the cursor's present position.

Normally the cursor flashes on and off. It alternates between a filled in black square and an underline character which enables you to see whether you have got a character or space at that position. You have to be a bit careful because it makes a capital F look like an E.

In NUMBER-LOCK the cursor changes to being a constant underline character which reminds you which SHIFT-LOCK you are in.

When you are working with the CALCULATOR the Organiser will put you into NUMBER-LOCK automatically. So you can type in numbers and symbols without worrying about the shift key at all.

HIGHLIGHTED AREAS ON THE KEYBOARD

Certain areas on the keyboard have been highlighted by being surrounded by colours. These are to make a key or group of keys stand out so that they are easier to find.

We have described the colours on our Organiser in the description below but we are aware that not all keyboards have the same colours. They all do have the same areas highlighted however, so if your highlights are different colours don't worry because the keys all do the same things whatever colour they are surrounded by.

An example is the larger highlighted area on the keyboard. On our Organiser it is designer blue and shows where the numbers are. On some Organisers we have seen the area is yellow. The highlights will however, help you find the numbers quickly.

WHAT DO ALL THE SPECIAL CODE KEYS DO?

Starting with the top row moving from left to right -

ON Key

This is highlighted key so you know it is important. You have probably guessed already that it turns the Organiser on! It doesn't turn it off however, just on.

It also acts like a CLEAR button on a calculator or the ESCAPE key on some computers. If you have had enough of what you are doing and don't want it any more pressing ON will put you back to the main menu or to the next level up if you were in the depths of you base.

TIP: What is a Menu?

A menu is a list of choices. The MAIN MENU gives you access to all the different applications that your Organiser can carry out. Secondary menus on the other hand are a more limited range of choices that are only relevant to the present Application that you are working with.

TIP: What is an Application?

An application is a task that your Organiser is programmed to do. So the DIARY, CALCULATOR, CLOCK, WORLD dialling codes, NOTEPAD and CALENDAR are all Applications.

The ON key is your way of moving up through the floors of your very own base.

MODE KEY

This is another important one! Its functions are less clearly defined than the ON key however, because it does different things from different places. We will explain each of the functions as they come up but for now this is your lift "down" call button. It will take you down to the hidden recesses of your base.

THE ARROWS

The rest of the top line is taken up by the arrow keys. These are your cursor control keys. They allow you to move the cursor backwards and forward or up and down to any position within the current piece of infor-

mation. You can even get to the parts that are not showing on the screen.

The important thing to remember about these cursor keys is that they don't affect any information that the cursor moves over. Once the cursor has moved to the place you want you can add in extra characters and/or words or take unwanted ones out.

There are some situations where the DOWN ARROW takes the role of a carriage return key. For example, if you are typing in a record that you want to Save. When you have finished one line the DOWN ARROW will take the cursor to the beginning of the next one.

There is likely to be some confusion, because there are other places that the EXEcute key acts like a carriage return. We will make sure that when we are describing each application in detail, we tell you which key does what.

We have already seen how the UP and DOWN ARROWS have yet another role when either is used in conjunction with the SHIFT key.

We will now move down to the bottom row of keys, starting at the left hand side again.

SHIFT

The Shift key works the same way as on a typewriter keyboard. We have already seen how it works in conjunction with other keys and combinations of keys to enable you to access three characters from every, well almost every, key.

DEL

This is the delete key. If you press it once it will delete one character to the left of the cursor. If you hold it down it will delete more characters to the left. It tears along like a bullet out of a gun so if you hold it down you could end up deleting more than you bargained for.

If you hold SHIFT and DELETE down together, you will delete the character directly under the cursor and the characters to the right will move over to fill the space you have created.

SPACE

The SPACE key is like the space bar on a typewriter. It is used to put in spaces between words and/or figures.

EXE

This is the EXEcute key and as sorry to disappoint you as we are, it's not a secret weapon. You'll have to rely on the dirty tricks department for that! The key is again surrounded in yellow which means it is another important one. We think it should be surrounded in red, as on some Organisers it is, because it is the most important key of all. Just like the red button that would start World War 3 this one normally tells the computer to action something. If you want your Organiser to find something for example, you type in what you want to find, it won't actually find it until you press EXE.

TIP: Using EXE instead of =

Those of you who are familiar with ordinary calculators will know that you get the answer to a calculation by pressing the = key. If you do that on the Organiser nothing happens, but if you press EXE your Organiser will burst into life and show you what a clever mathematician it is.

OMISSIONS TO THE KEYBOARD

A normal sized keyboard has approximately double the number of keys than the Organiser has so it is not surprising they couldn't include everything. Most of the ones that have been left off are not important, like the second "/", the third and fourth different type of bracket, rarely get used anyway. Leaving out the "?" and the "!" can be justified because the Organiser doesn't have a word processor on board. We shall miss the good old "?" as a quick way of noting that we have a query about some thing though. But to fob top British agents off with American castoffs is worrying. The giveaway was the $ on the keyboard instead of the £. The only way you can display or print a £ sign is by typing in the OPL procedure at the back of your operating manual. The $ sign probably won its place on the keyboard because it is also used in OPL programming, but we still think the £ should have been included.

THE DISPLAY

The display screen is your window into your Organiser. It allows you to see the secret information that you are putting in or that it is holding for you in its memory banks. The screen on your Organiser will, depending on which model you have, show between two and four lines at any one time.

The CM's display is two lines high and sixteen characters wide.

The LZ can show four lines by twenty smaller characters. It uses the top line as a header line where it displays a symbol to show you what application you are using and the time. When you press the MODE key the header disappears and a line - it can be the top or the bottom - is occupied by an on-screen menu. This means that effectively you can only use two or three lines out of the four.

Although the screens on both models are a fairly limiting size - especially designed to shield your secrets from prying eyes! - you can easily move the cursor along the line and down to the other lines of the information that you are working with. If a line is longer than the display it will be formed into a loop and scroll round and round. If there is more than one line that you can't see all of, just move the cursor down to each one in turn and one by one they will all be turned into never ending loops.

TIP: Using LEFT/RIGHT ARROWS To Control Scrolling Lines

The line that the cursor is on normally starts scrolling towards the left so that you can see the rest of the line. You can use the LEFT and RIGHT ARROW keys to stop the scrolling or to make it change direction. The general rule is - to stop the line scrolling press the arrow that is pointing the same way as the line is moving. If you press the same arrow again it will start the line scrolling again in the opposite direction.

When we first encountered this it seemed to work the opposite way to what we expected. If the line is going towards the left, the left arrow shouldn't be able to send it in the other direction. To start with we thought the authors of the program had written that bit after a heavy night out painting the town red - sorry that should be red, white and blue! Then the penny dropped. We realised that we weren't supposed to think of the arrows being connected to the scroll direction at all. Instead, be -

cause once the line is scrolling it is off both sides of the display, we were expected to understand that pressing one of the arrows would tell the Organiser which side of the line we wanted to see more of. So if we wanted to see the bit of the line that had just gone by and was now invisibly sticking out of the screen on the left hand side, we had to press the left arrow.

Each application uses the display in a slightly different way and we will describe each one when we look at that operation in detail.

AROUND AND ABOUT

THE BACK

The back of your Organiser is where you fit the add-on memory and additional programs which are collectively known as devices. The compartments where these fit have covers which you only need to take-off if you have any devices to put in. The covers slide out sideways.

TIP: Don't leave your device connectors exposed to the elements.

The connectors at the end of the device compartments - where you can see little bits of gold - are what connects your Organiser to either more memory or additional programs. All electrical contacts are extremely sensitive areas and must be kept covered up at all times.

Across the back, just above the recessed area that is concealed when the cover is fully closed, is a thin rubber strip. This stops your Organiser turning into a slippery customer and making you chase it around while trying to use it as a desk top model!

At the bottom of the back is the fastener for the battery compartment's door, but you can only see this when you take the main cover off.

THE TOP END

The top end has a secret compartment which you get to via a tiny sliding door. The Operating Manual calls it an Expansion Port which seems to be a very grand name for such a little thing! You can connect your Organiser to the outside world through the socket concealed behind the

door. Whether you want to connect your Organiser to a printer or you want to risk talking direct to the main intelligence computer in Cheltenham over the telephone line, this socket is the way to do it. You will need other equipment to communicate successfully. The same rules apply here as for the device compartments i.e. don't leave the door open otherwise foreign objects may put a spanner in the works.

THE BOTTOM END

The bottom end houses the batteries. Pull the Organiser's cover down with a firm tug. It will pass over its normal stop point and come right off the end. You can then see the battery compartment's door.

THE RIGHT-HAND SIDE

If you put the Organiser keyboard side up, down the right hand side level with the top line of keys is a dial. This is the contrast dial which enables you to make the characters either stand out or blend in with the background colour. We suggest you play with this until you find the right setting for you.

You are now ready to move onto your initial briefing, which will introduce you to the basics you will need to know before you can start using your Organiser.

INITIAL BRIEFING

INTRODUCTION

This section is for beginners who have just been issued with their new equipment. Those of you who have worked with it in the field will know most of what is here already.

POWER

The first thing you need for your mobile intelligence gathering base is power. It can run off batteries for when you are moving around a great deal. When you are going to stay put you can plug into the host country's main supply.

If you intend to "poach" power from the mains you will need a Psion Mains Adapter, which you will have to requisition from stores. This will also be useful for changing batteries because without one you only have ninety seconds to get the old battery out and the new one in. If you take longer than that, any information held in your Organiser's internal memory will selfdestruct. If you plug your Organiser into the mains via the adapter you can take as long as you like to change the batteries and know that your memory is safe, providing there are no power cuts.

BATTERIES

You will need a ready supply of nine volt PP3 type alkaline batteries. You can use other types but the alkaline ones last a great deal longer and are essential if you are using add-on memory in the form of Datapaks because these take more power.

HEALTH WARNING

Don't use rechargeable batteries.

There are two reasons why you should not use rechargeable batteries inside your Organiser -

Firstly, rechargeable batteries have a lower voltage than their disposable counterparts. Your Organiser needs 9 volts and will not be happy with less.

Secondly, the discharge curve is steeper for rechargeables than disposables. This means that when the battery starts running down the time left when there is enough power to keep your Organiser ticking over, is very much shorter and may be non existent.

If you need batteries that last even longer than the alkaline ones, Lithium are the ones for you. They are not all that easy to get hold of but if stores can't get you some see Appendix for other suppliers.

If you are putting in batteries for the first time -

Pull the cover right off the end of the Organiser with a firm tug;

Open the battery compartment on the bottom end by pulling the tab which extends up the back of the Organiser and take the compartment's cover off.

Get the battery so that its terminals are on the same side as the connectors inside the compartment;

There is now only one way that the battery will go in. If you get it the wrong way round it will only go in half way so you just turn it round and try again.

Once the battery is in, put the battery compartment's cover back by locating the end opposite the tab into a groove slightly inside the compartment and clipping the tab back into place.

IMPORTANT

CARRY A SPARE BATTERY WITH YOU AT ALL TIMES even if you are running it off the mains, in case of power cuts.

RUNNING OUT OF BATTERY POWER?

A battery has a life of around three months if you use your Organiser every day, longer if you don't.

The CM will tell you when it has run out of power by putting a "low battery" message on the screen.

The LZ will tell you by putting "battery too low" on the screen.

Both models will only leave the message there for four seconds and then turn themselves off. So you could well miss the message and just find that you can't turn your Organiser back on.

The Organiser shuts down so quickly because it needs enough power in reserve to keep its memory alive until you change the battery, it will not be able to keep enough power to do that if you give it any more to work with.

TIP: Your Organiser is never off duty

Unlike most bigger computers, when you turn your Organiser off it is actually still working. The internal memory needs power all the time to keep it 'alive'. The clock needs a continual power supply to keep to the correct time. To activate an alarm while it is turned off the Organiser also has to have power and be actively checking everything on a regular basis.

You may actually hear or see your Organiser coming to life every thirty four and a half minutes. Apparently it goes "click", turns the display on and then off in a split second, and then there is another "click" when it goes back to sleep. We have never actually noticed it ourselves but our Organisers probably have not been off for long enough while we have been writing about them!

TO CHANGE THE BATTERY

1. Get the new battery ready i.e. out of its packet and within easy reach;

2. Take the cover off and the battery compartment cover off. See installing battery for first time.

3. Pull the old battery out, putting it out of the way of the new one so you can't get them muddled up;

While the battery is out of the machine do not press any keys especially the ON key because it will wipe the memory clean instantaneously.

4. Slide the new one in immediately.

5. Put the battery compartment cover back on, see installing battery for first time.

TIP: Time constraints when changing batteries -

Your Organiser cannot survive without power for long.

■ : **If you take longer than thirty seconds to get the new battery installed after taking the old one out, the Time function will disappear from the main menu - although you can put it back later. See Operation Scramble.**

If you take longer than the ninety seconds your internal memory wipes itself clean.

LZ : **The LZ Operating manual doesn't mention these time constraints but we don't think that all you LZ users should be complacent. The manual does tell you to get everything ready first and to put your new battery in immediately you have got the old one out. We suspect that the time problems still exist but the manual's authors reckoned that as long as you were organised you could change the batteries in well under thirty seconds anyway!**

Running Your Organiser

If you are using the mains adapter be very careful how you plug it in and unplug it from the mains.

The mains adapter has two separate sections. The grey box that fits into the socket behind your sliding door and the black plug and wire which plugs into it with the three-pin plug on the other end. You must always take the small black mains plug out of the grey box before disconnecting the grey box from the Organiser and vice versa. Doing it the other way round could have dire consequences.

Your Organiser is now ready to store all the secrets you want for another three months.

TURNING IT ON

Turning your Organiser on is easy, just press the ON key.

■

When you turn your CM on it will put you straight into the MAIN MENU to allow you to choose what task you want to perform.

■

TIP: Putting you back where you were after timing out -

The Organiser will not put you back into the main menu if you leave it turned on after you have finished using it. After being idle for five minutes it will automatically turn itself off to conserve battery power. When you turn it on again it will put you back where you were before you left it.

TIP: Using your Organiser for one function?

If you use your Organiser predominantly for one thing, say as a clock then leaving it turned on after you have used it, letting it turn itself off automatically, will enable you to see the time whenever you turn your Organiser on without having to go through the MAIN MENU.

LZ

When you turn the LZ on for the very first time it will give you a copyright notice and then will put "select language." prompt on the screen. It needs you to make a choice between "English Francais Deutsch". The cursor will be flashing over the E of English. If you want the Organiser to communicate with you in English all you need do is press EXE. If you want one of the others you can either move the cursor to it with the arrows and then press EXE, or you can just press the initial letter of the one you want. So if you wanted French all you need to do is press F. Whichever method

you use the MAIN MENU will then automatically appear on your display.

LZ

TIP: What to do if your Organiser doesn't come on when you press ON

1. Press ON again several times;

If it still hasn't come on -

2. Try altering the contrast dial because it may be that your Organiser is working but the display is set too high or low so you can't see anything on it.

If it still isn't working and you are running off the battery -

3. try another battery because the one you put in might be a duff one. Or, if you have been using your Organiser but it is not working now you may have run out of power but missed the battery low warning.

Running off the mains -

You must be aware that if you are running off the mains but the power isn't getting through your Psion will automatically switch over to the battery. The problem is you won't know that until you get the "battery low" warning and the machine turns itself off. If this happens, go back to instruction number 3.

So even if you are running off the mains you should still have a battery installed and a spare one to hand. Then you are covered for any eventuality.

SETTING THE CLOCK

Your next task is to set the internal clock to the right time. You need to do this because a great many of the applications within the Organiser use the clock to help them do their various jobs effectively.

To do this you need to select TIME from the main menu by pressing T.

CM

You will see the day, month and year on the top line of the display, with hours minutes and seconds on the bottom. This will probably be showing "Wed 1 Jan 1986" with the time showing "00:00:00".

To set it to the current date and time press MODE. The cursor will then be flashing over the first segment of the date. You can change this to the correct number by pressing the UP ARROW key which will make the number increment. If you go too far you can always go backwards again with the DOWN ARROW key.

You can move between the other parts of the date and time with the LEFT and RIGHT ARROWS. To get to the time on the bottom line just move the cursor right to the end of the top line, press the RIGHT ARROW again and you will be at the beginning of the second line. If you press the LEFT ARROW from there the cursor will move back to the end of the top line.

You can set each segment of the date and time that you move to with the UP/DOWN ARROWS. You do not need to worry about the day of the week because that is changed automatically. It won't be set to the right day however until you have set all the variables for the date i.e. the date, month and year. If you set it to the fifteenth for example it will set the day of the week to Wednesday because that would be right for the fifteenth of January 1986, which is what it will be set to until you alter the month and year.

PLEASE NOTE that when it is set to the correct date and time YOU MUST press EXE before pressing the ON key to get back to the MAIN MENU otherwise it will ignore the new settings and revert to the original ones.

II

LZ

The display shows you the day, date, month, year and week number on the top line, the time in hours, minutes, seconds and am or pm on the second line down. It then tells you where it thinks your home is with city and country on the third and fourth lines of the screen.

Your Organiser can deal with the different time zones around the world. So if you want to know what time it is in Hong Kong it will be able to tell you instantaneously. It needs to know where you were when you first set the time so that it can work out the relative times world-wide. So you must tell the clock where home is before you set the clock to the correct time.

WHERE'S HOME?

If you need to change the home setting press the ON key which will put you back into the MAIN MENU and press W for WORLD. The screen will give you the information on how to dial to New York. You don't need to worry about any of that at the moment - all you need to do is press the MODE key. The bottom half of the screen will be cleared and an on-screen menu will appear along the bottom line. You have a choice of SET or FIND. In this instance you need Set, which the cursor is already flashing over, so you can select it by pressing the EXE key. "SET Home" now appears with the cursor flashing next to it waiting for you to put in your home. Your Organiser only knows the largest cities so don't try and find your own safe house that no one else knows about! In the U.K. it knows places like Bristol, Bradford, Plymouth, Glasgow, Edinburgh, Manchester, Leeds, Liverpool, Belfast, Cardiff, oh and London of course. You will find that as soon as you type the first letter in, your Organiser is trying to second guess the place you want on the top half of the screen. The more letters you put in the closer you are likely to get to the one you want. Alternatively you can browse through the entries with the UP and DOWN ARROWS at any point after you have put in the first letter. When the one you want, or the nearest alternative, is displayed on the top half of the screen press EXE and then ON. You should then be back looking at the main menu.

Press T to go back into the clock. The display should now show your new home location and you are now - at long last - ready to set the clock to the correct time.

Press MODE which will put the on-screen menu for the clock along the bottom of the display. Before selecting Set there is one further thing you need to tell your Organiser -

GMT Or What?

Because the time zones are all relative to GMT your Organiser needs to know whether you are on your actual local time or an hour ahead like British Summer Time (BST), or its equivalent. If you are on your own local time (GMT in Britain) there is no problem. Just carry on with setting the time. But if you are on BST i.e. an hour ahead of your own local time, select the DAYLIGHT-SAVING option from the secondary menu by pressing D and then selecting it with On. That will put the time on one hour and (D) underneath the week number on the second line. You can then set the clock to the actual time that your watch is showing - providing it is correct! - without having to worry about what your local time would be if it had not been put forward.

TIP: Selecting menu options when more than one starts with the same letter.

Normally when you are in a menu you can select an option by typing the first letter and the Organiser will take you straight there. This tends to be quicker than locating the option with the Cursor and then pressing EXE. A problem arises however when you have two options that start with the same letter. For example, on the CM's main menu you have CALC and COPY and on the LZ's time secondary menu you have STOP-WATCH and SET. If you press the initial letter in this situation the cursor will move to the first one on the list. If this is the one you want press EXE to select it. If it's not, press the initial letter again and the cursor will move onto the next option beginning with that letter.

You need to select Set with "S", "S" and EXE. The cursor will then be flashing over the date. You can change this to the correct one by pressing the UP ARROW key. If you go too far you can go backwards again with the DOWN ARROW key. You can move between all the other parts with the LEFT and RIGHT ARROWS. To get to the bottom row move the cursor right to the end of the top row and press the RIGHT ARROW again. The cursor should now be at the beginning of the second line. If you press the LEFT ARROW while you are still at the beginning of the second line the cursor will move back to the end of the top line. So if you move between each segment of the date and time in turn and change them with the UP and DOWN ARROW you should now have your clock and calendar working correctly.

To change between twelve and twenty-four hour clock display move to the bottom line with the RIGHT ARROW. One press of the UP ARROW key will change the 12 to 24, another will change it back. If you select 24 the am/pm indicator will disappear. Midnight will be shown differently depending on which mode you are in. In 12 hr mode it will be shown as 0:00a and in 24 hour mode it is shown as 00:00.

You do not need to worry about the day of the week or the week number because they are changed automatically. They won't be right until you have set all the variables for the date i.e. the date, month and year.

PLEASE NOTE that when it is all set correctly YOU MUST PRESS EXE before pressing ON to get back to the MAIN MENU otherwise the date and time will revert to what it was before you set it and you will have to start all over again.

The Organiser knows where your home is and the correct time relative to GMT. If you move to another time zone change your Home in WORLD and the Organiser will automatically set the clock to the right time there. Setting the clock has been involved, but that might make it all worthwhile.

TURNING IT OFF

Turning your Organiser off is not quite as simple as turning it on because there is not an OFF key on the keyboard. There is however an OFF option on the MAIN MENU. You therefore have to get back to that menu from wherever you are with the ON key - that sounds double dutch, to turn it OFF you have to turn it on first! When you are in the depths of your secret building it really does make sense that you have to get to ground level before getting out. Select the OFF option by either pressing O or by selecting OFF on the menu with the cursor and then pressing EXE.

Alternatively you could just leave your Organiser alone for five minutes and let it turn itself off automatically, although you will be using a bit more power that way.

HOW TO REMEMBER THINGS

MEMORY

Even though your Psion has been heavily disguised as a personal organiser, it is in reality a computer which stores all its applications and all the information you put into it in memory. Understanding how the memory works and the different types of memory you can use is vital if you want to use your Organiser to its maximum potential.

Inside your miniature spy base the memory is literally at the centre of everything. The offices that you saw on your introductory trip are the applications. These are arranged in a circle so that each has access to the memory which forms a central core. The extra memory that you can add on or take off as and when it is needed goes into the area underneath the internal memory.

IMPORTANT THINGS YOU NEED TO KNOW ABOUT MEMORY

Memory is not just a filing cabinet available for you to fill with information. It is much more like an office because your Organiser needs space for work that you have started but not finished. It needs space for a decoder to sit to encode and decode any information that you want protected. There also has to be room for a translator who will translate any programs that you put in into a form that the Organiser can read and action. Above all your Organiser needs room to work like you do in your office.

Another thing to remember is that typing information into memory is not like writing something on a piece of paper because it can be there one minute and gone the next. Whole areas of memory can be erased much quicker that you can type one entry into it. Such a disaster will normally only happen if the Organiser goes wrong or - more likely - you do something drastically wrong.

There are several different types of memory available to you. The internal memory is what the Organiser starts with. The Rampaks and Datapaks are extra blocks of memory that you can add later.

INTERNAL MEMORY

The internal memory is a fixed entity. You cannot add to it or take it away. You can, at least to start with, store everything internally. But don't assume that all of the internal memory is available to you because the programs you are working with will automatically take over a small bit of it for themselves.

The internal memory is made up of RAM, or Random Access Memory. You can write information to it, read it back at a later date, erase whole areas of it and then write more information to fill the parts you have erased. This means that you can change and edit the information held in the internal memory very easily.

TIP: Information Held In Internal Memory Can Be Lost

If you totally run out of battery power, say you get the battery low warning but you don't put new ones in for a long time, or you take too long replacing the batteries, you will lose every scrap of information that your Organiser was holding internally.

TIP: Creating A Back Up

To save yourself from the possibility of losing the information in the internal memory, you should create back up copies of all your information on a more permanent memory form. In practice you probably do not need copies of literally everything. But anything that is either important, or would take you a long time to put back into your Organiser if you lost it, should have a permanent copy for you to fall back on.

Another reason for not keeping copies of everything is the cost. To back up everything would mean you keeping multiples of whatever medium you are using which could be extremely expensive.

TIP: Backing Up is Boring But Very Necessary

The only problem with back ups is that they are extremely tedious to do. Because to be effective they have to be done regularly, otherwise your back up copy is out of date and next to useless.

Chore or no chore you must get into the habit of doing back ups regularly. If you are anything like us however, even after being warned you probably won't bother! When you do lose some vital information, you will remember the warnings! Curse yourself and then get on with making back up copies every hour or two!

TIP: Back Up Mediums

Rampaks and Datapaks are good back up mediums because they can keep the information alive outside your Organiser and are not dependent on the internal battery.

You could also use your desk top personal computer via the Psion Comms Link. The only problem with your P.C. is that its memory is vulnerable too and needs backing up in its own right.

The absolutely "safe" way to back up the information on your Organiser, which should cover you against all eventualities, is to have multiple copies on several different mediums. But only ever-so sensible people do that!

ADD-ON MEMORY

Your Organiser has three types of add on memory: each has advantages and disadvantages.

ROMS

Rom stands for Read Only Memory, which means that you cannot write to it yourself. They are mainly used for storing programs that enable you to do even more things with your Organiser. Roms do not need continual power so you can take them out of your Organiser when you are not using them. You can take them out to make room for either another Rom or one of the other types of memory.

RAMPAKS

Rampaks use the same sort of memory as the internal memory so you can both read what is already on them and write new information to them. You can also erase a part of it and write new information straight onto them with ease.

There is one fundamental difference between Rampaks and the memory. Rampaks have their own battery and can keep the information they are holding "alive" even when they are outside the Organiser. The battery has a life of five years, but you get no warning when the time is up and you cannot change the battery when it does run down. Using Rampaks purely as a short term back up medium seems the safest bet.

The LZ has the facility to "format" or erase the whole Rampak which means that you can use it in the same way as a Datapak if you want to. The only difference is that you don't need the Psion Formatter to do it because formatting is on the UTILS secondary menu.

THE DATAPAKS

Datapaks are a different sort of memory. You can read information stored on them, write information to them and erase small sections of them. Unlike Rampaks the erased information will still be there taking up space, the Organiser just won't let you have access to it. You will end up with the pack filled with unwanted information and no room left to save what you really want to keep. You can only erase it properly by 'formatting' the whole thing in a Psion Formatter. It will then be completely clear, ready for you to use again.

TIP: Which is the best back up medium Rampaks or Datapak?

The answer very much depends on what you are doing. If you are doing back-ups regularly and the information being backed up is changing a great deal the Rampaks are probably better because whatever you alter you can re-save over the top of the old entry.

If the information is not going to change then Datapaks come into their own.

There is one major drawback with Datapaks. They take much more power than Ram when you are saving anything to them. So if you use them a lot it might be worthwhile getting stores to give you a Psion Mains adapter.

In the ideal situation you would use both. Store the information on Rampaks while you are still working on it and then transfer it to Datapaks once it has been finalised.

How Do You Know Which Memory You Are Working With?

Whenever you are doing anything on the Organiser there is always an indicator on the top line of the display telling you what option you have selected and which memory you are using. If for example you are adding a new piece of information you would have selected Save from the main menu. The display will then show "SAVE A" at the top of the new entry - on the CM. The LZ says "SAVE ON A".

When you select a new command the Organiser will always assume that you want to work with the internal memory so A will be put next to the command you have chosen. To work on another memory pack you press the MODE key which will tell the lift that you want the next memory down. You will be able to work with a Ram/Datapak or Rom in the top compartment by pressing the Mode key once. That will change the A to a B. If you press MODE again the B will change to a C and you will be working the memory pack in the bottom compartment. If you miss the one you want the first time round just keep pressing the MODE key.

If you do not have any other memory fitted pressing MODE won't do anything.

INFO

You may not have been aware of it the first time you entered your base but opposite the entrance there was a small door with INFO on it. Perhaps you had better shrink down and go and have a look. You see that the corridor is wider here than anywhere else. You'll see why if you go over and open the door. This isn't an office like the other doors open into: it covers a window which lets you look straight into the memory. From here you can see at a glance, (or you will when you have had a bit of practice) how much memory you have used and how much you have got left before you have to scrabble around looking for more.

INFO tells you what percentage of the memory has been used to store information by the various applications on all types of memory. It also gives

you an indication of how much free memory you have left to work with. Working with percentages tends not to be terribly precise. Info is therefore more of a rough guide than a deadly accurate tool.

TIP: How to Find The Exact Amount of Free Internal Memory

Loading information from your desk top computer to your Organiser is one of many situations where you will need to check that your Organiser has enough spare memory to accept all the information that you want to send to it.

To do this, select CALC from the MAIN MENU and type FREE - not forgetting to hold the SHIFT key down continuously otherwise you will end up with a load of symbols instead of letters - and then press EXE. The second line of the display will then show " = " and a number which is the exact number of memory locations or 'bytes' you have empty to store characters in.

There is a way of finding out the exact amount of space available on Ram/Datapaks but it is more complicated.

The INFO option is on the MAIN MENU of the CM. If you select it with "I" you will see 'memory 7157' on the top line, the number might be different because it depends how much internal memory you have installed. This tells you the total amount of internal memory that is available for you to store characters in. It will be less than the total amount quoted for your model in the sales blurb - no don't panic you haven't been short-changed - because the programs that run your Organiser need about one thousand memory locations to carry out the tasks you could ask them to perform.

The second line of the display is a scrolling line because it contains more information than will fit on the screen at one time. There is in fact so much of it that you may be better to stop it scrolling by pressing the LEFT Arrow so you can take it in a bit at a time. The line starts with the DIARY so try and stop it there. If you missed it press LEFT ARROW and it will go back round the other way till you get to the DIARY, but to stop it this time - just to confuse you and make you miss it again - you have to press the RIGHT Arrow! If you are still confused re-read the the tip on controlling scrolling lines.

The "DIARY" will be followed by a percentage figure which tells you how much memory you have filled with entries in the 'current' DIARY.

TIP: What is a current file?

A current file is the working un-saved copy of a file that you enter and work with through the options on the main menu of your Organiser.

On the CM the Diary is the only application where you have to worry about the current file concept.

On the LZ because of its greater amount of memory and flexibility i. e. you can have Saved and Current versions in almost all the applications.

The information about how much memory the current Diary is occupying is followed by "Pack A" and another percentage. This tells you how much of the internal memory you have used for all the other tasks that your Organiser can tackle, together with any saved Diary files. If you have any Ram/Datapaks fitted the percentage that you have used of pack B and C will be added at this point on the line. The Ram/Datapaks are dealt with as a whole, with only the percentage for the amount of memory that you have used in each being given. Last but by no means least, "Free" comes at the end of the line and gives the percentage of free space you have yet to use.

The total amount of memory in the LZ is thirty two 'k': in other words it should be able to store thirty two thousand characters. In the LZ64 that number has been doubled. They both need to use about ten 'k' of memory to run their programs, so on the LZ you have only got roughly twenty two 'k' for normal use. There is also a separate block of seven 'k' that has been set aside purely for Devices.

LZ Tip: What is a Device ?

Up until this point in the book we have used the word devices sparingly although the Manual uses it to mean Roms or Ram/Datapaks that fit into the 'device' compartments. In INFO there is a subtle change in meaning because devices here mean some, but not necessarily every, occupant of the device compartments. Devices are mainly program packs or Roms but the Comms Link is also included which doesn't fit into the device compartments at all!

On your LZ you select Info from the UTILS secondary menu. To get there from the MAIN MENU you need to press U which will put you into Utils and then I for INFO. The information is given to you in a Graphic form. There are bar charts for each of the three areas of memory you have available. The charts for pack B and C will only appear if you have Ram/Datapaks fitted. There are three other charts: two to show how much of the internal memory you have used for the current DIARY and NOTES files - which are the ones that need watching because they are likely to quietly gobble their way through everything that is available - and one for devices. You can move between them either by pressing EXE or the UP/DOWN arrows. The EXE key will take you down the charts one at a time, only going back to the beginning after reaching the last one. The UP/DOWN arrows allow you more freedom because you can go backwards to the previous ones as well as down the list.

Let's look at one display in detail. If you start at the top you see which pack or application the graph is showing - the first one you see will be Pack A - together with a number. The number is the exact amount of memory that you have already filled. Most of the rest of the screen is taken up by the bar chart giving you an insight into how your memory had been used and where. The chart shows the total amount of memory in that pack. It has been divided up into twenty equal bars. A bar takes up a character location on your screen, and represents approximately five percent of your memory.

Each chart carries two separate bars. The black ones show you how much memory you have used on files that you have saved. The grey ones show you how much you are using with current diaries and notepads. The gap between the two gives an indication of how much free memory is available have free, For Pack A, Notepads and the Diary displays the relationship between the amount of memory you have used - a total of all

the bars - and the amount that's free - the empty space in the middle, is the same.

THE DEVICE BAR CHART

The information shown on the device display is different because as well as including information about Pack A it also takes into account the memory set aside just for devices. So the information there cannot be easily compared with the information on the pack A display even though the memory used in pack A is included on the device display as 'other' used memory.

Another difference materialises if you plug in the COMMS LINK, use it and then unplug it again. The Devices display on INFO will still show you the 'others' bar chart although the actual amount of memory reads 0 and the bar chart showing the amount of memory used by devices has been wiped clean.

PLEASE NOTE The only really accurate piece of information that the INFO option displays is the figure at the top of the screen. Everything else is a rough approximation of how you have used the memory and should therefore only be used as a guide.

LZ

WHAT TO DO IF YOU ARE RUNNING SHORT OF MEMORY

You should always be aware of how much memory you are using. You will then know if and when you are getting short before you get the dreaded "out of memory" message. You can bet your bottom dollar that if you don't keep an eye on what memory you have available, the Organiser will spring the message onto you just when you want to save the most vital piece of information that has ever come your way! If it does creep up on you and catch you unawares, it is not a disaster as long as you have got back ups of everything that is important on your Organiser. You will just have to erase a file that you have got a copy of anyway you can load it back in later when you either have more time to sort out what you do want and what you don't or when you have found some more memory. If you have not taken heed of the warnings and not backed up everything important being stored in your Organiser, you may have an unpleasant decision to

make about which important pieces - there will probably be more than one - of information you are going to delete. The only other solution would be to insist that Stores give you more Ram/Datapaks than they reckon you need but that is going to cost someone lots of pennies!

When you know you are getting short of free memory you must release memory that you have already tied up. The most brutal way of doing this is to erase unwanted records, files or diary entries. You may think that every bit of information that you have keyed into your Organiser is vitally important, but there probably are some files or records that you do not really need.

The Psion manuals advise you to "Tidy" your diary as a front line defence against memory shortage. The problem with diaries is that they grow. Your current DIARY will quickly become the dominant user of memory because you are adding things to it all the time. Tidying it will delete any DIARY entries which have already passed. The problem with that approach, if you are anything like us, is that as well as using your diary as an aid to your own failing memory cells for remembering future commitments, we also use it to remind us what happened in the past, for reports. We quite often need to look back to see when we did such and such. Reminders of important events like when you were deported from Moscow, or what time your flight was from Tripoli to Fez just to see again how short the margin was between when you left and when the Americans bombers arrived, are important - especially if in our dotage we decide to write our memoirs. We might get the facts right, unlike so many other notorious ex agents we can think of! To get over this problem of losing the diary entries altogether when you "Tidy" it, you can copy your diary to a backup medium first and then Tidy it. That way you could save precious space in the internal memory, but still be able to look at a copy if and when you need to. If space on the Ram/Datapak is in short supply too you might have to take the archive information off the Organiser altogether. You could send it via the COMMS LINK, either to be stored on floppy disk via your desk top computer, or to a printer to be stored on paper.

The same applies to any other files or records that you do not need on your Organiser then and there but might need to get at in the future.

PART 2

JOINT OPERATIONS

You will now be given all the gory details about what you and your Organiser can do through a number of 'operations'. The ones in this section are things that both models can do, although sometimes one can do it better than the other. Remember your Organiser can't do anything on its own so all its features will go to waste unless you know what you're doing!

THE CIRCULAR CORRIDOR

The MAIN MENU gives you access to all the applications. From there you can choose what you want your Organiser to do for you. The MAIN MENU is the circular corridor in your base that you walked round before. Each of the doors off the corridor lead you into an application, behind each of those doors you will find every task that your Organiser can perform.

We list below (and briefly describe) all the options that are available from the MAIN MENU. Some of them also have secondary menus with extended options of their own. You can get to those by going down in one of the lifts in each office.

THE OPERATIONAL OPTIONS

FIND and SAVE

These are two separate options that enable you to store information and get to it again when you need it. We have put them together here because they both work on the MAIN 'information gathering' file.

The SAVE option is where you input information. You can either save this information on the Organiser's internal memory or you can save it on an external Ram/Datapak.

When you want to get to a particular piece of information again you just ask the Organiser to FIND it. You don't even have to give it a large hint about the information you are looking for because it will work from a two or three letter "clue".

ERASE - only on CM's main menu

This enables you to erase any of the information the Organiser is holding in memory. You can use clues to find the items you want to ERASE.

DIARY

The DIARY is very important to the field operator. It helps you remember all your appointments. It will even allow you to set Alarms to go off before appointments as reminders.

The DIARY also has an extensive secondary menu. Using List you can jump straight from one entry to the next, browsing through all the entries you have made. You can Find an entry the same way as with the FIND option in the main information file but to find a particular date you have to use Goto.

CALC

This is your entry point into the CALCulator. It has no secondary menu there is only one lift in this office. If you go down in that you can enter the memory locations to store individual numbers or one part of a result while you are working on another part.

PROG

This takes you into the Organiser's programming language interpreter. This is what really gives the Organiser its power. As soon as you enter this you are given a secondary menu to choose from. You can Write, Edit, and Run your own programs from here. You can customise your Organiser so that it can perform the tasks only you want it to do.

But before you can do any of that you first have to type the program. To help you do this, New and Edit give you access to a line editor, which is a simple form of wordprocessor. You can then either Save it, as an ordinary text file or, Translate it, which will tell the Organiser that this is a list of instructions. There is nothing to stop you using the editor for simple word processing.

You can also use OPL to enhance the on-board calculator. You can do this either by writing your own procedures or by incorporating OPL numeric functions into calculations.

TIME

This is your clock and calendar. It shows you the current date and time, providing you have set it correctly. On the LZ it also shows you where it thinks your home base is and has a secondary menu. From there you can select the Stop-watch and Timer options.

INFO - only on the CM's MAIN MENU

We have already described this in depth in the chapter devoted to memory.

ALARM

The ALARM can cope with eight different alarms being set at any one time. Each of these can be set to repeat hourly, daily or weekly.

COPY - only on CM's MAIN MENU

The COPY option allows you to copy whole files from one type of memory to another. It is an invaluable aid to backing up your vital information.

RESET - only on the CM MAIN MENU

This option will clear everything from the internal memory. The only thing it will retain is the time. Anything else held in DIARY, files and set ALARMS - and Passwords on the LZ - will be lost forever. Any files held in Ram/Datapaks will not be affected by this option.

OFF

Turns your Organiser OFF. The screen goes out and your Organiser will not respond to any of the keys - except ON of course! It is your ejector seat out of your "base".

LZ

LZ   TIP: ERASE, COPY, INFO and RESET Options

These options are not on the LZ'S MAIN MENU because there are too many other things on it that are probably more important - see below.

You will find these options and a few more besides in the UTILS secondary menu.

NOTES

This is your doorway into the notepad facility. You can store information here in any format you like and you are not constrained by the limitations of space as you are in the information file. You can create as many different notepads as you like. Each one can be Saved and Loaded as and when you want. The one you were using last will be the one you go into through the MAIN MENU.

The notepad has a comprehensive secondary menu through which you can Save and Load different notepad files. You can also find a clue, sort the entries into alphabetical order, work on a list of figures with the built-in calculator and set a secondary password for those top secret secrets.

WORLD

This is your world-wide clock and international telephone code book. Once your Organiser knows where you are it will tell you the codes to most other countries and a great many of their major cities. It will also tell the current time there so you know when it is three o'clock their time and not the ideal time to ring, unless it is a dire emergency. This is an ideal tool for the jet-setting spy who is on the trail of enemy agents and doesn't know where the trail will lead next.

MONTH

On the surface this shows you a simple page a month calendar except that you can't quite get a whole month on the screen at one time! Under the surface it is much more than that, because it has very strong links with the DIARY. If you put the cursor over a date and then press EXE you will immediately be put into that day in the DIARY. MONTH shares part of the DIARY's secondary menu.

XFILES

This option enables you to create more information files. So as well as having a file for safe houses and friendly contacts you could also have a totally separate one for enemy agents and their known haunts. The secondary menu allows you to choose which file you want to work with. You can then Save it, Find something within it, Sort it alphabetically or Copy it to another memory pack.

UTILS

The Utilities secondary menu lets you do things globally to your Organiser instead of within an activity like a DIARY. You can turn the sound system On or Off, change the Language you want to work in, set a global Password, and Reset everything. You can also Search for a clue everywhere and Delete or Copy any type of file.

LZ

Selecting an Application

Don't forget that to get your Organiser to perform any of these tasks you have to select the one you want. From inside the base you can go through the relevant door by pressing the initial letter of the name either once, or twice if there is more than one that starts with the same letter, and then EXE. Or you can use the ARROW keys to move the cursor over the one you want and then press EXE.

Changing the Main Menu

There is one further thing that you need to know about your MAIN MENU is that it is not static. We will not go into details here but you can delete applications off the MAIN MENU if you're never ever going to use them. You can also shuffle the applications around on the MAIN MENU, so you can put the ones you use most at the beginning, if you want to.

LZ

On the LZ you can also add files onto the main menu that you have created, to give you quick access to more than one notepad or OPL procedure.

LZ

OPERATION LARDER

Operational Briefing

Operation Larder is your one and only opportunity to learn about the information storage facilities on your Organiser before you have to use it for real, in hostile conditions in the field. These facilities are contained in two or three offices in your mobile base.
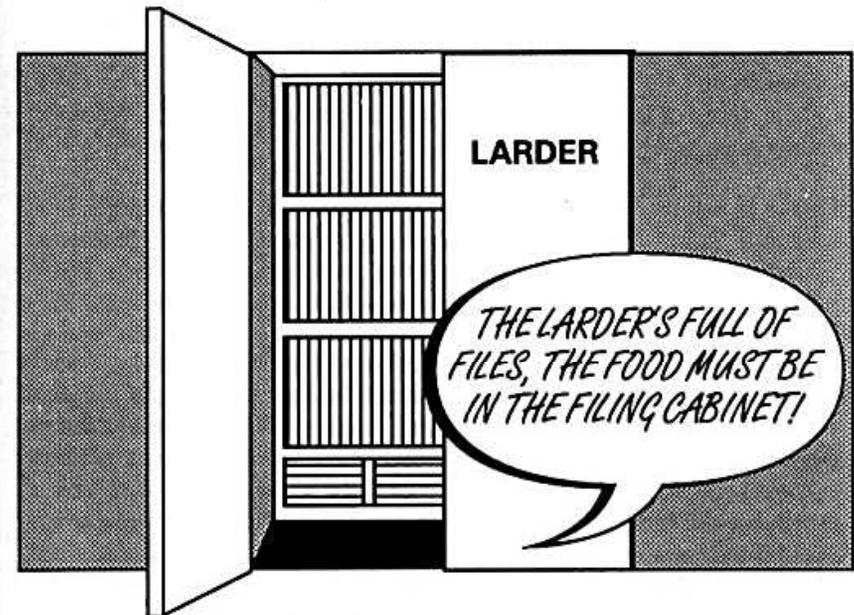
Operation Larder is not just about how you use your base. It is also about how you organise the information that you want your Organiser to store to achieve the best possible effect. When you are in a tight corner speed is of the essence, so you need to think about the layout of the various sorts of information that your Organiser is going to hold for you. It won't just be secrets or details about enemy operatives that you will need to carry around with you, you will need to know where your friends are as well, should you need help.

Your instructors are waiting so off you go.

FIND and SAVE

Hold onto your hats, this is where your crash survival course begins!

These two options and ERASE on the CM are "database" operations. If you've not used a database before don't worry, it's really quite simple. It will work just like your address/telephone book, but it can hold a great deal more information than that. It could hold details about all the enemy agents thought to be working in the area that you are being sent to. Names and addresses may not be as important as descriptions of their physical appearance, the organisation they work for, their ranking, and their known haunts and associates. The database could just as easily be used to keep track of inanimate objects like numbers, locations and types of enemy tanks you just happen to come across.

Unlike an address book, each entry - or "record" in database language - takes one "page". These are not arranged in any order. Do we hear you asking how you find anything? Well the reason that computers have proved themselves useful is the speed of which they can do things. Us humans have had to develop ways of organising information, because it normally takes us time to scan a mass of words or pages to find the one we want. If you put an entry in the wrong place in your address book, you are likely to have great difficulty finding it again. With your Organiser, those sort of problems are over because when you want to find a particular entry, all you do is ask it to find a two or three letter search clue. Your Organiser will then look through each entry until it finds what you have asked it to look for. It will probably find it quicker than you would find Mr. Wright's Tasmanian address looking under W in your address book.

As the Organiser doesn't organise your entries at all, we think that a good way of thinking of your database facility is to think of it as a reporter's notebook. You know, the sort with small lined pages that are spiral bound at the top. They are small enough to hold with one hand, you can flick through the pages very quickly and when you do not want a page any more you can tear it out and it disappears for good. All of which is remarkably similar to your Organiser and the way its internal memory works.

The major difference between putting a piece of information into your Organiser rather than a reporter's note book is that you can change it either while you are typing it in or even at a later date.

How much can you put on a "page"?

A record, or page of your reporter's notebook, can be up to sixteen lines long, but your display can only show two lines at a time if you have a CM, or a maximum of four lines at certain times if you have an LZ. So, for example if your records are arranged like this:-

name
road
village
town
county
post code
telephone number

When you enter it with the CM you will see:

name
road.

If you press the DOWN ARROW key twice you will then have lost the name. The road will have moved onto the top line with the village on the bottom like this: -

road
village

To see the whole record you can move up and down with the ARROWS fairly quickly but it does take time especially if you have a number of records to go through. If you have an LZ you will have less of a problem as you can see four lines instead of two, but you will still only see the whole record at once if it is four lines or less.

A record can contain a total of two hundred and fifty four characters. At first glance that doesn't appear to be a great deal, especially as you have to count spaces as characters and the hidden character that tells the Organiser where to split the line. But we have just calculated that a U.K. name with initials, address and telephone number takes approximately eighty characters. An international one takes about fifteen more, which leaves you more than a hundred and fifty for extra little details like whether they are desirable informants - i.e. what their vital statistics are!

This is more than enough space although you need to keep records as short as possible to ration your memory.

There is no limit to how long any individual line can be, but of course the more characters you use on one line the less you have for the others. If you type in more characters than will fit on the display on one line, the characters that you have already typed in will start disappearing off the left hand side of the screen. Don't worry, you haven't lost them for good, they are still there and you can move the cursor backwards and find them again. When you move the cursor onto another line, the line that is too big will return to the beginning and you will only see the first sixteen or twenty characters/spaces, depending on the model of Organiser. If you return the cursor to that line again you can move to the text that is off the right of the screen with RIGHT ARROW. When you FIND that record again after you have SAVEd it, the line that is too long will scroll round and round in a never-ending loop. You may find long loops time consuming to read. So here again we recommend that you train yourself to be brief and keep lines as short as possible.

CHOOSING THE RIGHT DOOR

You can shrink down and enter your "base" again. As you step through the entrance, turn to your right so that you will be walking round the circular corridor in an anti clockwise direction. You will find that the first door on your left has FIND on it. But since you can't find anything until you have got something in your memory to look for, you can leave that one closed for the time being. Walk to the next door along. This one has SAVE on it. You can open the door and go in. Your display will now show either:-

'SAVE A:' on the ▮▮

or,

'SAVE on A:' on the ▮▮

Using SAVE

Typing in a record

To type your information just press the relevant keys. We don't worry about using upper and lower case letters since we use our Organiser for notes or entries that are for our eyes only! We find using the SHIFT combinations time consuming so typing in upper case characters only suits us fine.

WHAT YOU NEED TO KNOW ABOUT EDITING RECORDS

To start a new line, use the DOWN ARROW key

To delete a mistake, move the cursor to the character or space that is immediately after the one that you want to delete, or to after the last one if you want to delete more than one, and press the DELete key the number of times you have unwanted characters or spaces.

To insert spaces or characters into an existing line of text, move the cursor to the point where you want the new text to go, and type what you want to add.

To join two lines together, put the cursor at the beginning of the second line and press DELete.

▮▮

You can't split a line of text in two (on a CM).

Neither can you insert a new line between two lines of existing text, so add in extra lines if you are likely to need more space.

▮▮ TIP Leaving spare lines in a record

The Organiser will not allow you to move down to the next line if there is nothing on the line that the cursor is on. To leave spare lines you must fool the Organiser into thinking there is something on the line even if there isn't. You can do this by putting a space or two on it. You can then

press the DOWN ARROW and go down another line leaving the line above blank.

To insert a new line between two existing lines of text move the cursor to the beginning of the second line and press SHIFT and SPACE together - the new line will appear.

To split a line - position the cursor over the first character that you want the new line to start with and press SHIFT and SPACE together.

If you decide you don't want a record

BEFORE you've SAVEd a record, if you change your mind and decide you don't want it after all, press the ON key. This will clear the display leaving the SAVE prompt there ready to Save another record. If you change your mind about a record AFTER you have SAVEd it you have to use ERASE and/or DELete.

SAVING THE RECORD TO MEMORY

Once you are satisfied with the record you have typed in you are ready to Save it to memory. If you have a Ram/Datapak fitted you have a choice of which memory you want to put it into. The "A" in the Save prompt at the top of the record indicates that your Organiser is intending to save that record into the internal memory. If you want it SAVEd elsewhere pressing the MODE key will change A to a B and B to a C. By selecting one of these you are pre-programming the lift to take your information straight to the memory you want to use.

When everything is ready you SAVE the record to the memory by press-ing EXE. You will then find yourself back at the MAIN MENU.

TIP: Pressing EXE before you are ready to save a record

If you press EXE too early you can either erase the whole record and start again, or you can Find the unfinished one. You can then press MODE, which will change the Find prompt to Save and allow you to carry on editing.

TIP Saving lots of records at once

If you have lots of records to save it is quicker to do it through XFILES since the Save option there doesn't return you to the MAIN MENU every time. It will give you back the SAVE prompt straight away, so you can carry on with Saving more records.

To enter XFILES press X from the MAIN MENU. Select Save from the secondary menu. You will then see -

'Save on A:MAIN '

You can then type your record, press EXE, and then type in the next record as soon as the Save prompt returns.

DELETING A SAVED RECORD

ERASE

To ERASE a record that is stored in one of the memories you have to select the ERASE option on the MAIN MENU. You will have to press the ON key first to get back to the MAIN MENU if you are not already there. ERASE is the sixth door down from the main entrance. If you step inside, the display will show Erase A: on the top line. To find the record that you want to delete type in a two or three letter clue and press EXE. The first record that matches your search clue will be displayed. If this is not the one you want, keep pressing EXE until you find it. When the one you want to erase is on the screen press DELete. Your Organiser will now give you a 'Y/N' prompt to check that you are absolutely sure that

you want to delete that record. Once you press Y for yes that record will no longer be anywhere on your Organiser. Although good people might have a back up copy elsewhere.

TIP: Erasing more than one record at a time

If you want to ERASE more than one record it is a good idea to go through all your records first, marking the ones you want to delete with a unique keyword. Providing the keyword you choose cannot be confused with any other character combinations you can then type the keyword - pressing 'Y' to delete each record it finds.

If you are not sure that you do want to lose the record for good press 'N'.

USING UNIQUE KEYWORDS

Unique keywords are what we in the spying world would really call code words. If you give something a unique keyword it is easier to find, but they can also help by providing additional information. You can develop a system of unique code words to tell you what an agent does, what they are good at etc. Another big advantage with keywords is brevity. If someone was a babysitter for example and you typed the word into your Organiser it would take up ten characters in your record, whereas it could be shortened quite considerably into a keyword and take up less room.

TIP: What is a keyword?

To do their job, keywords must be in a form that will not be found anywhere else. They must be chosen with very great care. One way to en - sure that they are not going to appear in other words anywhere else is to incorporate symbols into them. You can use letters as well but if you start all your keywords with a slash, for example, and do not use that in any other capacity, that will work well. If you want to use the slash in dates then you will have to use another symbol, such as the asterisk.

IMPORTANT TIP: The Panic Button

If you ever find yourself in a position that you do not want to be in inside your Organiser or you are not sure what your Organiser is doing, DON'T CARRY ON. Mistakes happen that way. All you have to do is press the ON key, which acts like a Panic button! Your Organiser will abandon the task that it is doing and put you back, either into the entry that you were working on or, the application's secondary menu, or the MAIN MENU, depending on where you were before you pressed it. You can then carry on, after you have checked that your Organiser really was doing what you asked for.

LZ

To erase a record, FIND it with a search clue if it is not already on the display and press DELete. The display will then give you a choice. If you press 'Y' that record will be erased. 'N' for no will cancel the command and 'A,' for all, will delete all the records from that point to the end of the file if they contain the search clue. If you select 'A' you will be given another chance to change your mind, this might do a great deal of damage without you realising it. We don't recommend that you select this unless you have previously marked the records that you want erased. You could mark them by putting a unique keyword like "/del" at the end of the record. You could then use "/del" as the search clue and select A. Your Organiser will then erase all the records that you no longer want in the internal memory or the selected Ram/Datapak. But PLEASE make absolutely and utterly sure that the keyword you choose cannot be confused with any character combinations in records that you don't want to erase, otherwise you could end up erasing records that are irreplaceable.

LZ

FIND

FIND is the first door on the left inside your base. It is the easiest one to get into. When you enter the MAIN MENU the cursor is always flashing over FIND, so all you have to do to select it is press EXE.

FIND is your way into the information you have already stored in the different memories of your Organiser. You can use it to look for a specific entry or to sift through a group of entries that have something in common. Find can also be used to browse through all the entries you have made.

The display is very similar to that of the SAVE option except it has got FIND rather than SAVE on it. As with SAVE the memory lift takes you to look in the internal memory, but if you want to look in a Ram/Datapak you can press the MODE key to select it.

THE CLUE

To find any record or group of records, type in a two or three letter search clue. You can include numbers, symbols above the keys, and spaces, so if you ask to find "y m" it will find Ray Ming or Shaftesbury mews. You can type in more than two or three characters and/or spaces if you want the Organiser to find what you are looking for more precisely and quicker. But it will probably take you longer to type it than for the Organiser to find you two entries before coming up with the one you are looking for.

If the Organiser finds a record but it is not the one you are looking for, just press EXE again and it will go away and have another look. When it has searched everywhere the CM gives you an 'End Of Pack' message while the LZ tells you there are 'No more entries'.

The Organiser will look through the whole of each record for the search clue. When it finds a match it will put the top lines of the record on the display. You can move down to the rest of the record in the normal way with the ARROW keys. There have been times when we have forgotten that and if the search clue wasn't on the display we started thinking that our Organiser had gone wrong! It wasn't the poor Organiser, it was us!

BROWSING

If you want to look through your records and do not want to look for anything in particular you can select FIND and then press EXE without putting in a search clue. The Organiser will then put you into the first record you ever saved on that memory. Repeated pressings of the EXE key will take you through each record in turn in the order you typed them in.

EDITING A RECORD

If you FIND a record that is out of date, to change it all you need do is press the MODE key. MODE in this instance opens a connecting door

between Find and Save. You will find the record is back in the Save option, with the Save prompt at the top of the record. You can now edit the record the same way as we described in the section on Save.

NARROWING DOWN THE SEARCH

When you give your Organiser a search clue it will happily go away and search for those two or three characters, in that order, in every record that you have stored in that memory. As we only have twenty six letters in our alphabet, there is a likelihood of the same two or three letters appearing in the same order in many different words. It probably won't matter to start with, but when you have a large number of records in your Organiser's memory you might get a bit tired with going through a whole load of records before getting to the one you really wanted. If, for example, you are looking up Robin's telephone number and you give the Organiser "RO" as the Search clue, it might find you ROddy, Jenny ROse, any address with boROugh in it, and all the addresses where you had typed the full version of ROad. And that's just a few of the possibilities.

Below are several different methods to help you find what you want quickly. Some may take longer to type in, whilst others may require you to think about:

A. what you really need in your records, and

B. how that information is going to be laid out.

Ideally you should do this before you actually start typing records into your Organiser. But if you have dived in at the deep end, it's never too late to put things right!

THE EASY WAY

In the example above using "RO", you would be better adding a third letter to the search clue. Typing in "ROB" would narrow down the possibilities considerably. But that would take a great deal longer if you applied it as a global rule.

BEING CONSISTENT

One way to help narrow the search down is to be consistent. It makes finding things easier if you have a standard pre-determined format for your records, like the one below.

name
house-name
road
town
county
post code
country
telephone

If you had been posted abroad unexpectedly but need someone to post a birthday card to your mother from your home town to cover your tracks. Covering your tracks is important - at worst it confuses the opposition. At best it can be the difference between life and death. At the very best it can confuse Control as well and give you some time to have a holiday! Although be careful because if you do that too often your superiors might think you are a double agent!

But back to the job in hand, you are looking for anyone who lives in your home town, Oxford, for the authentic post mark. You could use your Organiser to help you by selecting FIND and typing in "OX" as the search clue. With your well thought out layout you would know that you have only got to check the fourth line, the line with the town on it, of every record that the Organiser finds for you. You can ignore any other records that have other references to OX in them like Mr. Cox or the Fox Inn . You can also ignore people who live in Oxfordshire but not actually in Oxford because they would all appear on other lines on your record.

WHAT'S WRONG WITH TOPSY TURVEY RECORDS ?

If you have put the information into your record in any order you will have to check through the whole of every record that the Organiser finds which matches your search clue. It is likely to take a lot longer to get through all the possible matches.

DIFFERENT SORTS OF RECORDS

You can have different formats for different sorts of records if you need to. You could have one for names/telephone numbers so that the names would be on the top line and telephone numbers on the next line. You can then see the whole thing as soon as you find the record, even if you have only got a two line display. You could have another layout for a birthday book for all your opposite numbers on the other side of the fence. You can then send each of them a red rose on the appropriate day, just to let them know you are still around!

TIP: Don't duplicate information

Repeating information in two or more records will eat up your Organiser's memory, so you will have to balance the speed of obtaining information from your Organiser against the comparative shortage of memory. It does not matter how much memory you start with, you'll always run out.

TIP: Putting important things first

It is important to have the things you are going to need to know most often at the top of the record. You will then be able to see them as soon as the Organiser finds a record that contains the search clue.

MORE ABOUT BEING CONSISTENT

We hope you don't have any secret aspirations about going into politics!

We are not just talking about being consistent over the layout of your records, although that is important; you also need to be consistent with small things too. Take the example above, where "RO" turned up records with road in them; if road had always been put in as "RD" there would be less likelihood of that being found as part of another Search clue.

There is another situation where being consistent helps. (Yes another one!). If you're looking for someone but can't remember their full name, you only know that their first name was Val. You could use that as your search clue. Your Organiser would have no difficulty finding the correct record for you if you had always typed the first name. If, however, you

sometimes put the first names into the Organiser in full but sometimes just put the initials in for speed, you could try to FIND Val first, but if that failed you would then have to look through everything again using V as the search clue. Your Organiser would then find every record with a V in it. But even here you can narrow the search down quite a bit by asking the Organiser to find V and a space. It will then only show you the records that have initial Vs in, or words that end in V and we can't think of one that does!

SEARCHING FOR A TYPE, NOT AN INDIVIDUAL

Another way to search your database file is to categorise records into different types. You will then be able to tell your Organiser that you are looking for a type of person rather than a specific individual. Say, for example, you have managed to persuade one of the top Chinese Generals to defect. You have got him over the border and you now need a babysitter to keep an eye on him until your masters arrive. You could do that easily if you had used keywords to classify everybody by the jobs they do. By far the biggest advantage with using keywords is that you can find a whole group of people with the same qualifications. Say for example you had classified the people you know about on your own side by what job they do in the service, what their rank is and what geographical area they specialise in. You would give each section a unique code keyword. You could FIND all the babysitters you know about by typing in the keyword for babysitter which could be "/bab" or "/baby".

It is possible to use more than one classification per record. You can then FIND records that contain two or more qualities. For example if you had classified all the babysitters by rank and geographical area that they specialise in you might add:

"/bab/sub/eur"

for a sub lieutenant who normally works in Europe and can act as a babysitter.

For the job in hand, baby-sitting the Chinese General, you would need as high a rank as possible and you also need a Chinese specialist. If you asked your Organiser to find you a babysitter of Commander rank with experience of China, you would use:

"/bab/com/chi"

as your search clue. If there is one that fits the bill the Organiser will find it for you straight away.

TIP: Keeping your keywords in order

It will help if you can keep the classifications in the same order on every record. If there are records that do not have a particular classification it is a good idea to put in a dummy entry, so that all the other keywords are still in the right order. You could use /< > to fill the space where you do not have a classification.

TIP: A Key record

It might help you to remember which classifications go where by having one record, perhaps the first one, with a key to keywords.

If there isn't a record that matches the search the clue you have a problem because one thing that the Organiser will not do is come up with the nearest alternatives. So you would then have to play a guessing game typing in other ranks and/or other specialities which are near to what you want. We think that it would be far quicker to search for the most important classification only. You can scan through all the possible records that meet the needed criteria manually. So if you decided that in the Chinese General's case a Chinese specialist was the most important qualification you would just ask your Organiser to look for "/chi". You would then be able to see all the possible alternatives and choose the best one available.

▨ (USING WILDCARDS)

If you have an LZ you can use wildcards in your search clue to widen the search. Wildcards are characters - in this case " + " and "*" which can disguise themselves as other characters. You can use them if you are either not sure what the character should be, or you want to find two classifications but are not worried about any others that the record might contain.

The " + " symbol can take on the guise of any other single character on the keyboard. So if you want to know the details of someone whose name ends in RADA but you cannot remember whether it is PRADA or

BRADA, all you need to do is type in "+rada" as the search clue. Your Organiser will then find RADA with any single character in front of it. The "+" can be used in any position within a group of characters.

The "*" symbol can take on the guise of more than one, or a group of characters and spaces. So you could ask your Organiser to find "*ford" and it will find you records that contain Bedford, Oxford, Ashford, Shefford, Brentford, Camelford, Bradford, Stafford, Hereford and any other names that end in "ford". If you want to narrow the search down you could put "b*ford", which would pull out Bradford, Bedford and Brentford, to name but a few! You could take it even further. If you were looking for Bedfordshire you could put two wildcards into the search clue. You could still use "b*ford" but add another '*' on the end. That would tell your Organiser that the word you are looking for starts with 'B', has a few characters - you do not care what - between that and 'ford' and then has more characters on the end. You could also use both types of wildcards in the same search clue. So you could FIND Bedfordshire with '+++ford*' as the search clue.

To go back to the Chinese General example, with wildcards you could use "/bab*/chi", which would ask your Organiser to find a babysitter whose rank you don't care about but who has to be a Chinese specialist.

LZ

WHERE TO POSITION THE CLASSIFICATION LINE IN YOUR RECORDS

To be able to go through all the relevant records as quickly as possible you would need to see the classification as soon as possible so it is probably best to put the keywords at the top of the record. You could either use the top line or if you need to see the name and telephone number quickly as well you could put the keywords alongside the name on the top line.

If you are only using one keyword it is quite feasible to put the classification codes at the bottom of the record. You don't actually need to see it as long as you are sure that the keywords chosen are unique.

MORE THAN ONE DATABASE ?

You can have two or more different database files if you need to store totally unrelated information.

Although you can only have one database file called MAIN on the CM, the Organiser automatically creates a MAIN file on each Ram/Datapak that you install. This means that you can have totally separate files for different information on each pack. All you have to do is SAVE the record to memory B or C rather than the internal memory, A. You cannot change the name of any of the MAIN files so you may have to devise your own way of remembering which information to put in where. You could put that sort of information on your Rampak's labels. Or you could develop a system where you always put the Rampak that contains your information about enemy agents in the bottom device compartment - in C for cowards!

TIP: NO DATABASE DIRECTORY

Because you are only expected to have one database file Psion have not given you a directory facility in the database. You therefore have no way of checking what database files you are storing or which memory they are in. DIARY and PROG have their own directories but they are only for those files. So how do you avoid forgetting what you called your other files and where they are?

There are two solutions. The first is simply to keep a written record of what database files have got where and keep it with your Organiser. The other is to acquire an OPL program that will do the job for you.

We have purposely talked about Rampaks here and not Ram/Datapaks because Rampaks are much more flexible when it comes to rapidly changing information. You will find that Datapacks fill up rather quickly and will then have to copy the parts you want onto another Ram/Datapak so that you can clear the original one in the formatter.

LZ

The XFILES option on the LZ allows you to have as many different database files as you need. You can name each file and move between files with the options on the XFILES secondary menu. You must be aware that if you duplicate information in two or more files, you are using up valuable memory which you might need later. If this happens you probably ought to reorganise the files straight away.

LZ

DEBRIEFING

You should be aware of what you can, and by implication, what you can't do with information stowed on your Organiser, together with some of the pitfalls. It has probably made your head sing and we suggest a cold shower and a good night's sleep might be in order.

OPERATIONAL LOG

THE DIARY

INTRODUCTION

The DIARY will help you to keep track of what you should be doing and when. That is not to say that you really are doing what your diary says! But if your superiors ever catch you out you can always say that it was a way of confusing the enemy if they ever captured your Organiser! Your DIARY could include operational deadlines, debriefing, and contact dates with possible defectors. There will also be no need to forget more mundane things like anniversaries, birthdays and even when you should be ready to change your Organiser's battery. As long as you put the information in your Diary to start with AND check it regularly!

The Diary on the LZ is very different to the one on the CM, the extra memory and larger display must have gone to the authors' heads because they did a major rewrite! It has forced us to break our own rule and deal with the two models in different operations. The CM's DIARY is dealt with in Operation REMINDER: Operation LABYRINTH is where we

enter the LZ's Diary. You will understand why we have called it that when you get there.

WHAT THE DIARIES ON THE TWO MODELS HAVE IN COMMON

Before we get to the Operations there are some similarities between the DIARIES:

WHERE TO FIND YOUR LOG

If you shrink down you will find that the DIARY's office is the third door along on the left in the circular corridor. You will find one lift door inside.

SELECTING THE DIARY FROM THE MAIN MENU

One thing CM and LZ both have in common is the way you select them from the MAIN MENU. If you have read all this book you should already know how to do it, but for those who haven't - BEWARE you might not pass the course and never go globe trotting with your Organiser! - either press "D", or move the cursor over DIARY and press EXE.

DIARY ALARMS

Whenever you add an entry to your DIARY you will be asked if you want to set an alarm. The alarms here are tied to entries and they will go off from between one and fifty nine minutes before an appointment's expected start, to give you time to get there and/or prepare yourself for it. The major advantage with these alarms is that they are saved with the rest of the information in the file when you SAVE your DIARY. So if you lose everything in your internal memory, you will be able to load the file back into your Organiser with the Restore option on the DIARY's secondary menu as long as you have saved your file to a Ram/Datapak. All your alarms will still be set and ready to go off. Any alarms that were set through the ALARM application will be forgotten so you will have to remember when they all were and set them all again.

USING MODE AS THE MEMORY SELECTOR

Another point of similarity between the models is that you can SAVE the whole diary to a Ram/Datapak by selecting the SAVE option from the Diary's secondary menu and pressing the MODE key to select which memory you want it taken down to.

HOW ARE DIARY FILES DIFFERENT ?

Before we go any further let's tell you about Diary files. The only type of files we have told you about so far are database files and they are not quite the same as Diary files. We have listed the major differences below.

LOADS MORE FILES!

The first difference between database files and diary files is that you can have more of them. When you enter the DIARY the Organiser will put you into the current file but you can Save that one and Restore another which makes that the current one. You could have three or four separate diaries, one for home - when you are on leave - one for work, one to back your cover story and one for play! Splitting your DIARY up will mean that the current one will be taking up less room in the internal memory. That will leave you more space for other applications and files.

CHOOSE YOUR OWN FILENAMES

Another major difference is that unlike the database you do not have a ready named file on each memory. You can name the current file and Save it to any of the memories that have space.

SAVING THE WHOLE FILE, NOT SINGLE ENTRIES

When you select Save on the DIARY's secondary menu you don't just Save that entry, you save the whole current DIARY.

CM OPERATION REMINDER

Operational Briefing

Now that you have your Organiser you will no longer have any excuse for forgetting anything! Least of all dates and times, both of future appointments and past ones. This operation will show you how you can list them, print them and display individual ones, with ease. It will also show you how you can create, use and move between a number of different DIARIES.

CM DIARY

The DIARY on the CM splits every day into half an hour slots. When you enter it you will be put into the slot for the current date and time. The date and time are shown on the top line of the display.

You have a meeting with Luscious Linda - or Larry! - in three months time. She/he is the top agent on your opponent's side and when your paths crossed fleetingly in the night hints were dropped about defection. If you were the one to catch such a big fish your promotion would be very swift indeed. Of course it could be a trap but that is a risk you have to take. All you can do for now is mark it down as a red letter day in your DIARY. It would be more than your life's worth to miss it, although it could cost your life anyway!

MOVING AROUND

The first thing you need to do is get to the right date and time. There are two ways of moving around. The orthodox way is to go through the Goto option on the DIARY's secondary menu. That is on the next floor down so you'll have to go down in the lift via the MODE key.

The other way is to use the arrow keys. The LEFT/RIGHT ARROWS will move the cursor between the different segments of the date and time on the top line of the diary's display. The UP/DOWN arrows will alter the individual settings. Psion intended this method to be used to move short distances from your present position, but we find it much quicker than selecting Goto. It has the added advantage that you can remind yourself of all the other entries as you go through.

TYPING AN ENTRY

Once on the date/time slot you want, just start typing and EDIT will appear at the beginning of the second line. It is advisable to keep entries short because short ones are easier to read - longer ones scroll round and round - and they also take more space in the memory. In any case you cannot put in more than sixty four characters because the Organiser won't accept entries which are longer than that.

TIP: Your Organiser is 'beeping' every time you press a character. Why?

If your Organiser is 'beeping' every time you press a character, and the characters are not appearing on the display, you have probably reached the maximum number of characters that the Organiser can cope with in that part of the application.

In the DIARY it will not accept any more than sixty four characters per entry.

In the FIND option from every application, the total number of characters that you can put into the search clue is thirty.

Once you have finished putting in your entry - you may put just "Linda/Larry Cafe Royal" - press EXE. You will now be given the opportunity to set the reminder alarm. If you press Y for yes you will then be asked if fifteen minutes' warning is all right. If you want more or less time than that you can change the fifteen with the UP/DOWN ARROWS. You will need more than fifteen minutes to get across London - so you'd better set the alarm to go off fifty minutes before the appointed time - the earlier you are the better. If you then press EXE you will be shown the diary entry, with '(A)' in front of it to remind you you have asked for a reminder. You can now move to another half hour slot somewhere else either with the LEFT/RIGHT ARROWS, or with the options on the secondary menu if you have more entries to add in.

TIME FOR AN ALARM CALL

If you have asked for an alarm call, the Alarm will take over and put the diary entry that you wanted the reminder for, on the display whatever you

are doing with your Organiser. If the Organiser is turned off it will turn itself on. The alarm sound is different to that of the ordinary alarm. While the main ALARM sounds like a twittery 'beep beep beep', the diary's alarm has a single beep that beats with the regularity of a ticking clock.

TURNING THE ALARM OFF

To turn the alarm off press ON!

If you don't switch it off it will keep the alarm on the display for about a minute and then either switch itself off again or return the display to where it was before the alarm went off. If it turns itself on to show the alarm and then off again you will have no indication that you have missed it when you use your Organiser later.

EDITING ENTRIES

Luscious has got cold feet about meeting you at the Cafe Royal and has asked to go somewhere more secluded. A quiet pub in Hampstead has been suggested - you are not happy but are prepared to go along with the change at least until after you have checked it out. So you have got to change your entry. Firstly you've got to find it. You can either use the Find or GoTo options from the secondary menu - see section later in chapter - or you can "whizz" your way to it with the ARROWS. Then, you have two possibilities - you can press the EXE key which will put the EDIT prompt on the screen before you start changing anything - so that you can then move to the part you want to change. You can just start typing if you want to add characters to the beginning of the entry, the EDIT prompt will appear the instant you press the first key.

DELETING AN ENTRY

You have decided the pub in Hampstead is too risky. Your enquiries have found a chance that it is run by Luscious' cronies. If that is the case you might be on the menu next to the Oysters! So with a few wishful thoughts about how it might have been, you decide to delete the entry. Once you have the entry on the display you have two possible ways of banishing it from your Organiser's memory for good. One way is to get into edit by pressing EXE, then press DELete and SHIFT together as many times as you have got unwanted characters. When the entry has been completely removed press EXE a second time - if you forget the second EXE and

start doing something else the entry that you have just deleted will reappear! The second way is a great deal quicker: you do not need to go into Edit but just press DELete when the entry is on the display, You will then be given a 'Delete Y/N' prompt. Pressing 'Y' will erase the entry.

THE SECONDARY MENU

You can move around your DIARY in several different ways. You can Save your current diary in a file and load another DIARY file back in so that you can work with that one again. You can Erase the whole diary or you can Erase the DIARY entries that have already passed. You can also ask for a directory of all the DIARY file names that you have Saved, but it can only show you the files in one memory at a time.

SELECTING A SECONDARY MENU OPTION

To select an option from the secondary menu press MODE: it will take you down to the next level in your "base". You will see six out of the nine available options. You can move down to the other options that are off the display with DOWN ARROW. You can select any of these in exactly the same way as you select options from the MAIN MENU. Either, move the cursor over the initial letter or type the initial letter. Then press EXE.

PAGE

Page is really the DIARY Edit facility. When you enter the DIARY you are automatically put into it. Only from here can you put entries in, set reminder alarms, and alter existing entries. Because you are put here automatically you only have to use this option when you are locating a date or entry with List or Find which are "look only" options on the secondary menu. When you have found the date/entry that you want, press MODE and select Page by pressing EXE and you will be back in the entry you want. You can then just start typing what you want to add or change. Don't forget to press EXE when you have finished so that your changes or additions get added to your DIARY, otherwise they will disappear when you press ON to start doing something else.

LIST

List goes through your DIARY just showing you the entries missing out all the blank pages. When selected it will start at whatever date you were on before you entered the secondary menu. To see all the subsequent entries keep pressing EXE. But please note that this is a "look only" option. If you see something that you want to alter you have to use the MODE/Page routine we talked about earlier.

FIND

Find is similar to the one you can use from the MAIN MENU to find something in the database file. It will work on a two or three letter search clue and finds you all the entries containing the clue. It will only work on your entries - not on the date/time. So when the rendezvous with Luscious at the Cafe Royal was changed, all you have to do is select FIND and type in 'cafe' and that entry would have sprung onto your display ready for you to Edit.

This is another "look only" option, but once you have found the one you want, use Page to get back into the entry, to edit it.

GOTO

Goto will take you to any day this century. The display shows you the current date laid out like this -

                    year month day

You can change each segment with the UP/DOWN ARROWS and you can move between segments with the LEFT/RIGHT ARROWS. Once it is set to the date you are looking for press EXE and you will be in the DIARY at the date you asked for, in the current half-hour timeslot. If at three p.m. you wanted to look at an appointment you had made for nine thirty on the third of September, the Organiser will move you straight to the third of September, but you will be in the time slot for three thirty. You can then alter the time slot to the one you want by moving the cursor to the time with the LEFT/ RIGHT ARROWS and pressing the UP/DOWN ARROWS to change each segment in turn.

This is a bit of a long winded way of getting round the DIARY but it is partly compensated because you can start typing straight away, the Organiser puts you straight into Edit. As we said at the beginning of this chapter, we find using the ARROW keys to select the date and time much quicker and easier unless the date is about six months or more away. Using the ARROWS to get around your DIARY means that you never leave Page and so you can add or edit entries without having to jump in and out of the secondary menu.

Save

Use Save to put the current DIARY into a file. You can select which memory you are going to save it into and also the name you are are going to call the file.

TIP: Specification for Filenames

A filename can be up to eight characters long and can be any combination of characters as long as the first one is a letter.

WHEN SHOULD YOU SAVE A DIARY FILE ?

CREATING A BACK-UP COPY

When you want to back up the current DIARY so that you have a copy if something goes wrong, Save it to a safer form of memory such as a Ram/Datapak.

SENDING YOUR DIARY THROUGH THE COMMS LINK

To send your DIARY to a printer or another computer you have to connect them to your Organiser with the Comms Link. The Comms Link can only handle information of any kind if it in a file, and can't use the current version of an application. You therefore need to save the DIARY into a named file before it can be sent anywhere else.

WORKING WITH MORE THAN ONE DIARY

You have to Save your DIARY if you want to split it up, because you can only have one current version. The others have to be stored in files when you are not using them.

TIP Checking the contents of a saved diary file
This is the only way to see what another DIARY file contains. It is a bit involved but it does work.

1. Select the DIARY's secondary menu;

2. Select Save, this will save the whole file;

3. Restore the file that you want to check, this will delete the DIARY file that was current, automatically;

4. You can now see the contents of the file.

To return the original file back to its current status, you can carry out the above routine again.

TIP: Save your diary files often if you are moving between diary files

If you have split your DIARY into sections for home, work, etc. you are likely to be moving between DIARY files a great deal. Every time a Saved DIARY is Restored, it will delete the current file and put the newly restored file in its place. If you had not saved the current file recently you will lose all the entries that you had added. To avoid erasing entries or even whole files that you really want, Save your DIARY every time you leave it to go into another application and always Save it before selecting Restore to load another DIARY.

CHANGING FILENAMES

You can't re-save a file if a file of that name already exists in that memory. So if you already have a diary file called HOME and you have Restored it and added some more entries, the Organiser will not allow you to Save it as that name again. You can Save it as a slightly different name, say HOME1, this time round. You can then Erase the old file called HOME

altogether. This will use up quite a lot of memory, so you will probably only be able to do it if you have a Ram/Datapak fitted to your Organiser, although it depends how much other information you are storing in the internal memory. If you are not using your Organiser for anything else except your DIARY then you might be able to squeeze in more DIARY files.

TIDY

Tidy allows you to delete DIARY entries that are past. If you select it, the display will show the date that the diary was showing before you pressed MODE to go down into the secondary menu, on the top line. There will be a "Delete up to Y/N" prompt on the bottom of the display. Don't press "Y" unless you are sure you want to Erase all the entries up to, but not including, that date.

TIP: Using TIDY to clear the current DIARY

If you want to create more than one DIARY and are not just saving the files for back up purposes, or to send to another computer, you will have to clear the whole current DIARY first. To do this, find the last entry you have made, and Tidy from there. You can then type in the entries you want in that DIARY, Save it under another name, and repeat the process as many times you want DIARIES.

Once you have created as many diary files as you want, you do not need to use Tidy because when you Restore another DIARY, the restored one becomes the current one and deletes the one that was previously current automatically.

RESTORE

Restore will load back a Saved diary file into the current DIARY. You can select the memory that you saved the diary file to with the MODE key and then type in the diary's filename. You automatically delete the DIARY that was already there and put the Saved one in its place.

DIR

Dir will allow you to see all the diary filenames that you have stored in a memory. The memory you want to look at can be changed with the MODE key. Once your Organiser is looking at the memory you want repeat pressings of the EXE key will reveal all your diary filenames in chronological order of saving.

ERASE

The Erase option on the DIARY's secondary menu will only Erase whole diary files. Once selected, you can change the memory that it is looking at with the MODE key. If you type in the filename accurately and press EXE, that file will be deleted.

If you get the filename wrong, even by one character, the Organiser will tell you that it can't find the file you have asked it for. You will be invited to press SPACE, which will put you back into the secondary menu. If you are at all unsure of the filename that you want to Erase select Dir before Erase and check the name.

You will not be able to Erase the current diary. If you do ever want to do this, move the cursor to the last entry in your DIARY and Tidy it from there.

TRANSFERRING YOUR CM DIARY FILES TO AN LZ

If at any time you decide to upgrade your CM - say you are promoted and an LZ goes with the higher status! - you can still use your old CM Diary files. All you need to do is save your CM DIARY to a Ram/Datapak. Take the Ram/Datapak out of your CM and put it into your new LZ. Select the DIARY and then the Xrestore option from the secondary menu. You should now be able to see your CM DIARY on your LZ.

DEBRIEFING

So now you should know everything you need to know about the CM's DIARY. We didn't say that the diary file that you Restore has to be your own file, so if you have a lot of common appointments with another

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operator, only one of you needs to type it in. The file could then be Saved to a Ram/Datapak, installed into the other's Organiser, Restored as the current DIARY and then Saved to their own Ram/Datapak. This could save some of you a great deal of time. The only drawback is that the file will remain as a separate Diary file because the CM cannot merge diary files together.

LZ

OPERATION LABYRINTH

Operational Briefing

Operation labyrinth has two purposes. One is to show you how the LZ's DIARY works. The other is to guide you through the maze of tunnels and passageways that link the DIARY and MONTH together and which go to make up the subterranean labyrinth.

The LZ DIARY actually has three separate parts. There is the Week-view, which is the initial entry point into the DIARY. There is the DayView, which is on a lower level down inside the building. Lastly there is the secondary menu which is partly shared between the two. If that wasn't enough, both Dayview and the secondary menu have direct connecting passages to MONTH. Don't worry now if that seems mind boggling, there is a map at the end of this section. We decided to give it to you a bit at a time, and then shows you a complete picture at the end of the operation rather than frightening you off now!

THE WAY IN

There are two entrances into the labyrinth. The straight-forward way is through the DIARY option on the MAIN MENU. The other way is through MONTH which is the calendar option and also on the MAIN MENU. Although they are not close together on the circular corridor they are linked by one of a series of secret tunnels. We will investigate the entrance through the MONTH first. Stay close and double check your safety harness, we don't want anyone to get lost!

MONTH - THE CALENDAR

If you press 'M' for MONTH you will enter the calendar. Although this is the secret entrance to the tunnel it all looks innocent enough. The calendar display will show you three weeks of the current month with an indication of the days of the week on the top line and the month and year in the top right hand corner where Saturday and Sunday ought to be! The cursor will be flashing over today's date. You can move around with the arrow keys. If you move the cursor with the DOWN ARROW you will be able to see the rest of the month. If you move the cursor to the left or right far enough you will go onto either the next month or the previous one. If you press the EXE key the secret doorway will open and you will be transferred to the DIARY. You will slide down a chute and effortless-ly land in the page for the day you were on in the calendar. This is a one way route however, because it's very difficult to walk up a gradient that steep. If you need to get back to the calendar you will have to get there via the MAIN MENU.
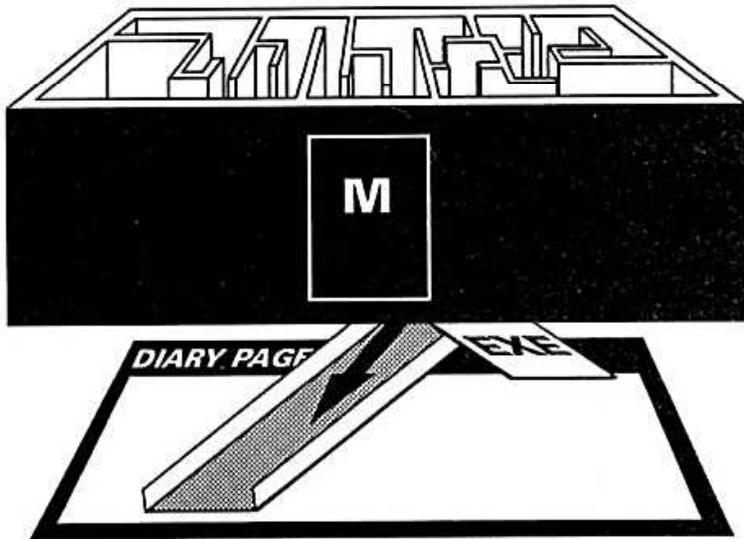
THE CALENDAR'S SECONDARY MENU

The calendar and DIARY are also linked by another subterranean tunnel through which they share the same secondary menu. The DayView

secondary menu also has links to it as well. The DayView section will cover all the options in detail.

THE DIARY WEEKVIEW

The other way into the labyrinth is to go through the DIARY option on the MAIN MENU. If you select the DIARY by pressing D and EXE you will see a representation of the present week on the display. Along the top there will be the days of the week together with the month and year on the right hand side. Each day has four little bars underneath it. They represent different "quarters" of the day.

THE DAY DIVIDED?

The day has, fairly arbitrarily, been divided up into four. The top dash immediately under the date represents between midnight and midday. The dash underneath that represents lunch time from midday till two p.m. The one underneath that is the afternoon from two till six p.m. The one at the bottom is the evening from six p.m., till midnight.

So Monday the fifth of March look like this:-

	Mo
	05
00.00 - 12.00	-
12.00 - 14-00	-
14.00 - 18.00	-
18.00 - 24.00	-

TIP: Re-organising the day - SET-UP

As agents you may have to work some very unsocial hours. If you are not aware of that by now you very soon will be! It may be that you have to do more of your work at night than the above divisions really cater for. You may not want lunch to have a slot all to itself. Or you might have to start the day at two o'clock in the morning and perhaps have a siesta to make up for it.

On the DIARY's secondary menu there is a Set-up option which enables you to change the way the day is partitioned. The only one that is fixed is the midnight start and finish, so perhaps you cannot turn the day com -

pletely upside down! If you select this from the secondary menu you can move between the three partitioning points with the LEFT/RIGHT ARROWS. You can alter each one in turn in the normal way with the UP/DOWN ARROWS.

If you haven't got anything logged in your DIARY there will only be one other thing on the display. The cursor which has undergone a metamorphosis! It has changed into that little sideways pointing arrow which will be pointing to the current slot on today's date. Just to confuse you further, if you have got an appointment booked in your DIARY, the relevant segment of the day will be filled in by a black square which looks a bit like the normal cursor, except that it doesn't pulse on and off! There is a good way of telling the difference, you can move the one that is the cursor with the ARROW keys whilst the ones that are markers won't budge an inch! The UP/DOWN ARROWS will move you around within the day that the cursor is on. The LEFT/RIGHT ARROWS will move you backwards and forwards between the days. If you go too far to the left you will be in the previous week - you can move even further back if you wish. If you go to the right you can move into the next and subsequent weeks. If you press EXE a trap door will open underneath your feet and you will be deposited unceremoniously into the DayView proper at the day you have selected.

THE SECONDARY MENU

If you press MODE whilst in the WeekView option you will open the doorway to the tunnel that links it with the MONTH option. The tunnel contains the different options from the secondary menu which will appear along the top of the display. From here you can move directly to a specific date or entry in the DIARY. You can do all sorts of things with diary files. You can Print them, Erase parts of them, Save them and Restore them. You can also get into Set-up from here.

THE DIARY'S DAYVIEW

In the DIARY DayView you are given one day per page. If you have no appointments booked for that day it will have the date and week number along the top line and " < Free Day> " sprawled over the middle of the display.

PUTTING IN AN ENTRY

However inviting a free day might seem, you have an appointment to log! Just start typing and "edit" will appear to the left of the cursor. It might seem back to front but you do not have to set the time until you have got the entry into your Organiser safe and sound. When you have finished typing - remembering to keep the entry as short as possible because it is easier to read and takes up less memory - press EXE.

SETTING THE START TIME

The whole day is divided up into fifteen minute windows. You can only see three on the display but the Organiser remembers as many as you use. The Organiser will put in two sets of times before your entry. The first is the start time which will probably be set to the beginning of the time slot that the cursor was situated over before you dropped into the Day View: don't panic, you don't have to leave it at that. You can set it with the UP/DOWN ARROWS to any time between midnight and midnight in fifteen minute steps. But if you have got a train to catch at 6.42 hard luck! You can only put it in your Diary to 6.30. You could include the actual departure time in your entry so that the entry could read:

'6.30 Santiago train 6.42'.

You will notice, indeed you cannot fail to notice, that while you are altering the start time for the appointment, the other time setting to the right seems to have a mind of its own. It races along as fast as the one you are changing. It worried us to start with - needless to say we were trying to figure out how to use the DIARY before reading the manual! - because it seemed to be totally beyond our control. There was no need to worry however. Once we sorted out how to set the start time we got our chance to tame the other one!

SETTING THE FINISH TIME

When you have set the start time you can then press the RIGHT ARROW and move to the finish time. The reason that it had been "whizzing" along when you altered the start time is that it cannot be set to anything less then fifteen minutes later than the start time.

When you have set both the start and finish times press EXE again and you will be given the chance to set a reminder alarm. If you press "N" you will leave edit and see the diary page with your entry slotted in next to the start time. There will be another slot underneath your new entry, which will be set to start at the previous appointment's finish time.

THE DIARY'S ALARM

If you do want a reminder press 'Y'. It will then put:

'Alarm 15 minutes'

on the bottom of the display with the cursor flashing over the fifteen. This is offering you an alarm call fifteen minutes before your appointment start time. If you want more, or less, time to prepare for the appointment's you can alter the number with the UP/DOWN ARROWS. You can choose to set the alarm off between one minute and fifty nine minutes before the start time. This is one place in the DIARY where you are not confined to slots of fifteen minutes. When you are satisfied press EXE and you will see the diary page for that day. You will see the entry together with a little bell symbol - providing the alarm time has not already passed - in between the start time and the entry.

TIME FOR THE ALARM TO GO OFF ?

When it is time for an alarm to go off the alarm display will take over the screen and "beep" rapidly. It sounds a bit like our smoke alarm! If the Organiser is turned off it will turn itself on. If you were working in another application - apart from the Stop-watch and Timer, because they suspend all alarms - the alarm will take over the display. It will show the date along the top, the DIARY entry along the bottom (scrolling round and round if it is too long to fit on the display), with the time in big bold letters occupying the middle of the screen.

TURNING AN ALARM OFF

When you are working in the field you will no doubt be trying to be as inconspicuous as possible. A loud "beep beep beep" coming from your pocket is not likely to further that aim a great deal! If the alarm does go off catching you unawares all you need to do is press ON.

If you do not turn it off it will beep for a minute and then put the MAIN MENU on the display. The Organiser will then turn itself off in the normal way after being idle for five minutes. When you turn your Organiser back on the initial display will tell you that you have missed a DIARY alarm and ask whether you want to see what you have missed like this -

```
        YOU HAVE MISSED
        01 DIARY ALARM

        ─────────────
          REVIEW Y/N
```

If you press 'N' you will be returned to the MAIN MENU. If you press 'Y' you will be shown the alarm display that you missed. To get back to the MAIN MENU press ON. If you have missed more than one alarm repeat pressings of the ON key will show you the others before returning you to the MAIN MENU.

ADDING MORE ENTRIES

You can add in as many entries as you like in exactly the same way. When you have added more entries into the day you will find that any time between the finish time of one and the start time of the next will be filled in with a '< free >' slot. The Organiser will fill in as free the time between six o clock and your first appointment and, between the finish time of your last appointment and midnight. You can see at a glance what time is booked and what time you have got free.

TO EDIT AN ENTRY

If you want to change an entry, the start time, finish times, or the alarm, put the cursor over the entry and press EXE to get the Edit prompt. You could get the Edit prompt by just starting to type if you want to add something to the beginning of the entry, but if you want to change something in the middle it is quicker to get there via EXE. Once you have changed it later on or, indeed, if you didn't want to change the entry - pressing EXE a second time will give you the chance to change the start/finish times. Pressing the EXE key a third time will give you the alarm prompt. From here you can either set or cancel the reminder, and/or alter the gap between the alarm and the actual appointment. Pressing EXE a fourth time will put you back into the DIARY page.

LZ TIP: Inserting an entry in between two existing ones -

You already have two appointments one after the other like this:

```
day date year Wk no
  12.00 PICK UP
  15.00 MARIA
  20.00 <Free>
```

You then find that you have to fit a meeting with Georgio in between. It is not as simple as things normally are on the Organiser because there is no facility for you to add a new line in between two appointments. But if you alter the finish time for the "pick up" from fifteen hundred hours to fourteen hundred hours the Organiser will automatically put a "free" slot between the two like this:

```
  12.00 PICK UP
  14.00 <free>
  15.00 MARIA
```

You can then move the cursor down to the free slot and put in the Georgio entry.

DELETING AN ENTRY

Find the entry with a search clue or move to it with Goto. Both these are options on the secondary menu which you can select by pressing the MODE key. It is better to use a secondary menu option because you can Delete the entry straight away as there is only one entry on the display. If you stayed in the DIARY and moved to the date with the ARROWS you will have to select the entry that you want to delete with the cursor. Once you have selected the entry, press DEL. You will be given the opportunity to change your mind by selecting "N" when the "Y/N" prompt is displayed and if you select "Y" that entry will be deleted.

THE DIARY's DayView Secondary menu

If you press the MODE key when looking at a day you see a secondary menu along the top of the display. This is linked to the Week-View/MONTH secondary menu and shares all the options that they have available, it also has four options that are unique:

FIND

Find is similar to the one you can use from the MAIN MENU to find something in the database file. It will work on a two or three letter search clue, which can include spaces, symbols and wildcards, and will find all the entries containing the clue. The search will start from the date the cursor is on. If you press EXE it will search through all the entries ahead of that date. If you press SHIFT and EXE together the search will go backwards through past entries. When the end of the DIARY is reached the Organiser will put:

```
NO MORE ENTRIES
```

along the bottom of the display. If you press EXE or SHIFT/EXE again it will go to the other end of the DIARY and search there as well.

Find will only work on your entries, not on the date/time.

GOTO

Goto will take you to any day this century. The display shows you the current date laid out like this:

```
GOTO:DAY DATE MONTH YEAR
```

You can change each segment (Date, Month, Year) with the UP/DOWN ARROWS and move between them with the LEFT/RIGHT ARROWS. You do not need to worry about the day as that will be changed automatically. Once it is set to the date you are looking for, press EXE. Depending on which view of the DIARY you were in when you selected the Secondary menu, you will either be put into the WeekView or Day-

View showing the date you asked for. If you are in Weekview you will need to press EXE again to get to the actual day.

DIFFERENT OPTIONS FROM DIFFERENT PLACES

The following four options Cut, Copy, Paste and Alarm only appear on the DayView secondary menu not the one for WeekView and MONTH so you must be in the DayView to use them. All the other options appear on the secondary menu from all three entry points.

COPY, CUT AND PASTE

These three options enable you to move or copy entries that are already in your DIARY without typing them in again. Copy and Cut both use a memory location outside of the DIARY to store the entry while Paste fetches it from there and puts it in the date/time slot that the cursor is currently in.

COPY

Copy is ideal for booking regular appointments into your DIARY. If you type in an entry and select COPY, it will copy it to the memory location and from there, you can repeat it as many times as you need. Make sure the cursor is over the one you want copied, press MODE and select COPY. Although it will not look any different, your Organiser has taken a copy of that entry. You use Paste to put extra copies back in your DIARY.

CUT

Cut works on exactly the same principles as Copy but you can use Cut to move an appointment that has altered. It cuts the entry out of the original day/time slot and puts it into the memory location outside the DIARY. You can then move that appointment to it's new date/time slot. Once the entry is inside the memory location you can Paste it as many times as you like.

PASTE

Use Paste to retrieve the entry that you had asked your Organiser to store outside the DIARY by using Cut or Copy. Move to the date, and put the cursor over the time slot. If there are any entries there already you may have to rearrange your schedule because not even we can train you to actually be in two places at once, although appearances can be deceptive! If there is no entry, just select Paste from the secondary menu. The entry will appear and the cursor will be flashing over the start time, which will be showing the original time you set. You can change it if you need to. Once the entry is in your DIARY you can move to another date and select Paste again and it will be put in there too. You can repeat this routine as many times as you need.

TIP: Make sure you CUT or COPY before you PASTE

The entry that you have Cut or Copied will remain in the separate memory until it is replaced by another entry, so make sure you have used either Cut or Copy before you use Paste otherwise you may find yourself pasting in an out of date appointment that you had forgotten all about.

ON ALL SECONDARY MENUS

ALARM

This is another way of setting an Alarm or turning it off if one is already set. If you have already put an entry into the DIARY and you decide later that you really do want an Alarm after all, just press MODE, A and EXE. You will then see:

```
Alarm 15 minutes
```

the same as when an alarm is offered at the end of editing an appointment. This time, it is at the top of the display instead of the bottom. You can now alter the amount of time between the Alarm and the appointment using the ARROW keys.

If there is an Alarm already set on the entry that the cursor is on when you select the Alarm option, it will be cancelled instantly.

This option will save you a lot of time if it is just the Alarm you want to alter. You avoid all the other steps in the editing and time setting routines before you could get to the Alarm to change if you use Edit.

If you have turned the Alarm prompts off on the Set-up option this is the only way you can Set or change an Alarm.

TIDY

Tidy allows you to delete DIARY entries that are past and so frees space in the internal memory. You do not have to delete them totally from your Organiser because you can Save the DIARY to a file on a Ram/Datapak to keep a copy.

If you select Tidy the display will show:

> Tidy entries before
> day date month year

The date will be the one that the diary was showing before you pressed MODE. If the date showing is where you want the DIARY Tidied up to, press EXE.

If it is not the date you want to Tidy to, just use the UP/DOWN LEFT/RIGHT ARROWS to change it.

SAVING OR DELETING THE TIDIED ENTRIES ?

You will be given a choice of Save or Delete. If you select Delete the entries are erased straight away. You do not get another chance to change your mind as you do normally when deleting information from your Organiser so be careful!

If you select Save, "Save A:" appears on the bottom of the display. You can select which memory you want the file stored with the MODE key. You then type in the name of a file that you want to save the entries to.

TIP: Specification for Filenames

A filename can be up to eight characters long and can be any combination of characters as long as the first one is a letter.

If the name you type in doesn't already exist the new file will be created and the tidied entries put in. If the file does already exist you will be given another choice:

> 'Append/Delete'

will appear on the bottom line of the display.

This is another nasty Delete option because you don't get a chance to change you mind. It will Delete the contents of a file that you can't see, so be careful.

LZ TIP: Checking the contents of a saved diary file

You can check the file by opening it in XFILES by following the instructions below:

1. Press ON repeatedly until you get back to the MAIN MENU;

2. Select XFILES which will put you straight into XFILES's secondary menu;

3. Select OPEN and type in the name of the file you want to look at. Alternatively if you press EXE a list of all your saved files will appear. Move down to the one you want and press EXE again;

4. Select FIND and press EXE;

5. You will then see the first entry. Repeat EXE's will reveal subsequent entries.

LZ TIP: Creating a system to name files

It will make it easier to know what is in a saved file if you create a system of meaningful filenames.

The aim of any system that you devise is to aid your memory of what is in the file. A system should also have a logical progression. If one file ends in a nine then the next one of the same type should end in a ten - if your system uses version numbers to distinguish between files remem-

ber to take the extra digit into account when deciding on a file name and only have six characters excluding the version number.

TIP: Using dates in filenames

A fairly logical system for naming DIARY files is to use the date that you saved the file on as an integral part of the name, or the date of the last entry if it's a tidied fragment - don't forget that a filename has to start with a letter. If for example, you were saving the file on the 23rd April the file name could be "D230490". You could then look in the directory later and see instantly that the file is a diary file. You will also be able to see where that file fits in with all the other diary files.

Ensuring that the files listed in the right order is also important for quick recognition. The Organiser will put the files into chronological order of saving when you ask for a directory listing but if you want to send your files to another computer, you may need to think about how that will sort your files. A desk top computer may sort everything into alphabetical order. If you had used the date the normal way round in the filenames all the files will be muddled up because all the same numbers will be put together. A list of diary files might appear on your Organiser's display like this:

```
D010689
D110290
D230290
D110690
D011191
```

which would be very easy to read.

If those files were then transferred to another computer and sorted into alphabetical order the list would look like this -

```
D010689
D011191
D110290
D110690
D230290
```

making it much more difficult to find an individual file.

One way round it is to turn the date round so that D230290 would become D900223. That solves all these organisational problems in one go.

You do not have to Delete anything when tidying because you can opt to APPEND the entries onto the file. This will simply add the diary entries that you no longer want on your internal memory to the file on Ram/Datapak. For backing up or archiving purposes, or to refresh you own memory about what happened when, the append facility is ideal. If each time you Tidied your current file you saved the out of date entries to the same file on a Ram/Datapak, that file would contain a complete record of your past, making it perfect debriefing material. Of course if you have created more than one diary, you need a saved file for each one.

This Append option can also be used to insert a number of common appointments between spies with Organisers in the same circus. This is done by creating a DIARY with these common dates and then Appending a copy of this to each one's Organiser.

When that file is loaded into the Organiser as the current DIARY, all the Appended files will have been merged into the one file.

PRINT

This allows you to print the current diary provided you have the appropriate printer and cable. You may also need an additional program, although if you have managed to squeeze a Psion Comms Link or the Printer Cable Link out of stores the program is actually in the cable's connecting plug.

PRINTING WITHOUT A PRINTER ?

If you select the print option when there is no printer attached your organiser will put:

```
DEVICE MISSING

press SPACE KEY
```

on the display.

You will also get this message if you have not "installed" the software from the Link to the Organiser. (See the appropriate manual.)

START PRINTING

If you select Print you are given a 'Y/N' prompt. Pressing 'N' will put you back into the secondary menu whilst 'Y' will give you

'All Part'

on the bottom of the display. If you press 'A' your Organiser will send the whole file to the printer and the diary will be printed. If you select Part by pressing 'P' you will then be given two dates where it will start and finish printing. Initially these will be set to the current date and the date of your last diary entry. If you want to look at entries that are past as well as future ones you will have to alter the date accordingly with the ARROW keys. Printing will then start when you press the EXE key.

If you need to stop the printing - perhaps the printer has chewed up the paper and stopped but your Organiser is still sending it entries - just press the ON key.

SAVE

Use Save to put the current DIARY into a file. You can select which memory you are going to Save it into and also the name you are are going to call the file. If that file already exists our old friends Append and Delete appear at the bottom of the display. These work in exactly the same as with the Tidy option.

Again you do not get a chance to change your mind. If you select Delete it will erase all the old diary entries that were saved in that file and put the new diary in its place.

If you select Append, the new file will be added onto the end of the old one. It is stored with the older bit at the top of the file and the newer bit at the bottom regardless of date. The only time you see it like that is if you open the file in XFILES because when you Restore the file back in the DIARY it will all be sorted into chronological order again.

WHEN DO YOU SAVE A DIARY FILE ?

CREATING A BACK UP COPY

When you want to back up the current diary so that you have a copy if something goes wrong, you SAVE it to a safer form of memory like a Ram/Datapak.

SENDING YOUR DIARY THROUGH THE COMMS LINK

To send your DIARY to a printer or another computer you have to connect your Organiser with the Comms Link. The Comms Link can only handle information of any kind if it is in a file, not from an application. You therefore need to save the Diary into a named file before it can be sent anywhere else.

WORKING WITH MORE THAN ONE DIARY

If you want to split your diary up, you can only have one current. The others must be stored in files when you are not using them.

TIP: Working with Diary files in XFILES

Because diary files are organised in the same way as database files you can open them in XFILES. You could have one DIARY file open in XFILES and the current diary open at the same time.

After you Save the Diary File, go back to the MAIN MENU. select XFILES and then Open, and then press EXE to see a list of Saved files. These will include Database files and Diary files. Move the cursor down to the one you want and press EXE. To look at what is in the file press EXE again to select Find. If you don't enter a search clue here and just press EXE again, you will see the first entry in your Diary file.

HOW THE DIARY IS ORGANISED IN XFILES

Each entry is treated as one record. A record consists of two lines. The top line is the date and time information. The second line is your diary entry. You can Find, Edit and Delete entries in the normal way but you

will have to decipher the date/time line at the top. If you want to add more entries you can use Save on the XFILES secondary menu, but you will then have to put in the date and time line yourself.

THE DATE/TIME LINE DECODED

There are sixteen digits in the code. The first eight digits are for the date, four for the year, two for the month, and two for the date. The next four are the start time of the appointment. The next two show the number of fifteen minute slots that the appointment will occupy. The last two are for how many minutes prior to the appointment you want the alarm to sound, although it is always set to one more minute than the warning time you have set. So, if you want an Alarm to ring fifteen minutes before an appointment, the last two numbers should be 16. If we put in an entry with spaces to break up the top line to help you read it, it will look like:

```
1991 07 25 2030 12 60
PARTY
```

This would mean that you had a Party that starts at 8.30pm on the 25th July 1991, that you expect to stay at till 11.30 pm or a duration of three hours (12 x 15 minutes) and that you want an alarm call at 7.31 pm (60 x 1 minutes) to tell you that it's time to get ready.

As long as you are extremely careful about putting all those numbers in the right order you can save the entry into the diary file that is open in XFILES. Restore the file as the current DIARY, move to the 25th July 1991 and see the entry with the alarm symbol by it. That really will give you a sense of achievement when it works, yes we know! You will have earned your code breaking certificate as well!

RESTORE

Restore will load back a Saved DIARY file into the current DIARY. You can select the memory that you saved the file to with the MODE key and then type in the diary's filename. You can then either Delete the current DIARY, and put the Saved one in its place, or you can Merge the two DIARIES' together. The Organiser will automatically merge any appended bits of files that you may have saved onto the end of the file and will sort all the entries out in chronological order. If you then merge that file with the current file it will carry out the same sorting operation again.

All your entries will be there in the right slots in your DIARY. If the two files have entries for the same fifteen minute time slot they will both be put in alongside each other.

HEALTH WARNING

A problem may arise if the joint entry is longer than sixty four characters, which is the maximum length an entry can be. If this does happen the organiser will put an error message on the display -

ERROR RECORD 34

You must go into XFILES, open the file and select Find. Pressing EXE once will put record "number one" on the display. Pressing it thirty three times should then put the problematic record on the screen. The records are not physically numbered so you will just have to hope that you can count! You may now have to do some detective work, because although the record you are now in may be the problem, it may not be, either. The problem may have arisen because if you have appended files onto the end of this one, you may have up to three or four entries for the same time slot. As long as they are all the same, they will be merged successfully, but if you have altered one but not the others they may be too long to fit in the diary. It's fairly simple to check if you follow the rules below.

1. The first thing to check is the number on the Date/Time line, especially if it is one that have put in yourself or have altered it!

2. Write the number down on a piece of paper;

3. Select Find from the secondary menu - you get there by pressing MODE;

4. Type in the number that you wrote down and press EXE;

5. Count how many matches it finds by pressing EXE repeatedly until you get 'NO MORE ENTRIES' on the display;

6. Stay in FIND and press EXE again to look at the first record.

If it only finds one entry that matches there are two possibilities. The number might be wrong, CHECK IT AGAIN. Or you may have another

entry in your current DIARY for that date/time slot. If you are sure that the number is correct, it is not a bad idea to shorten the entry anyway if possible. Then go back into your current DIARY via the MAIN MENU, press MODE and select Goto. Decipher the date from the number you have written down and type it in. Move the cursor down to the time slot that is causing the problem and see if you can shorten that entry as well.

If you find more than one match to your search clue you will probably need to delete one or more of them. This will either mean, that you are supposed to be in three or four places at the same time or that they are all the same appointment but you have altered one or two characters so that the Organiser thinks they are different entries.

You should now be ready to try to merge the two files again. Get back to the DIARY's secondary menu and select Restore and then Merge.

XRESTORE

This is only relevant if you have a diary file that you used on an CM/XP organiser and stored it on a Ram/Datapak. This option will allow you to load that onto your LZ. There is no option to merge it with your current DIARY as that will be overwritten. So make sure you SAVE your current DIARY first. In all other respects it works the same as Restore.

## SET-UP

The major function of Set-up is to alter the dividing lines that split the day up on the WeekView display which we described earlier. You can also stop the alarm prompt being put up after every entry. You do this by moving the cursor to the bottom line by pressing the RIGHT ARROW three times. The 'on' can be changed to 'off' with one press of either the UP or DOWN ARROW. If after turning it off you find you do need an alarm occasionally you can set it with the Alarm option on the DIARY's DayView secondary menu.

DEBRIEFING

You should now know how to keep your Operations Log immaculate. The LZ certainly gives you enough things to do with it! Here is the full

map we promised you at the beginning of this chapter. If you can't make any sense of it don't worry, but we do like to keep our promises!
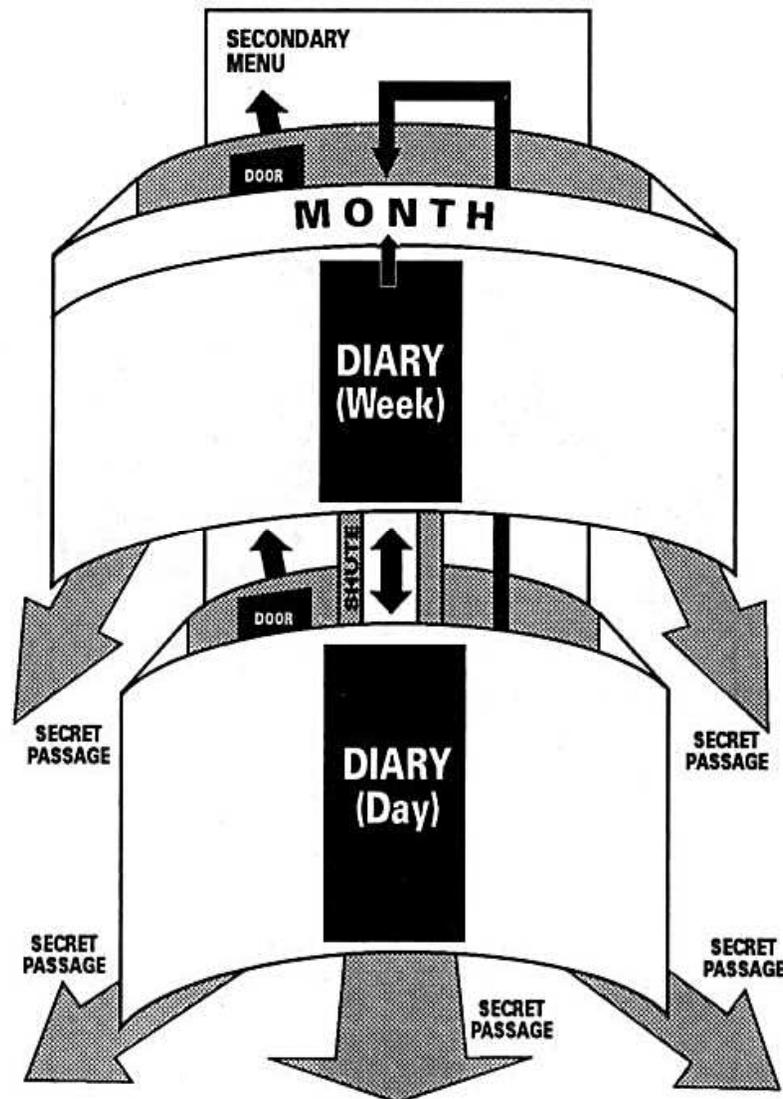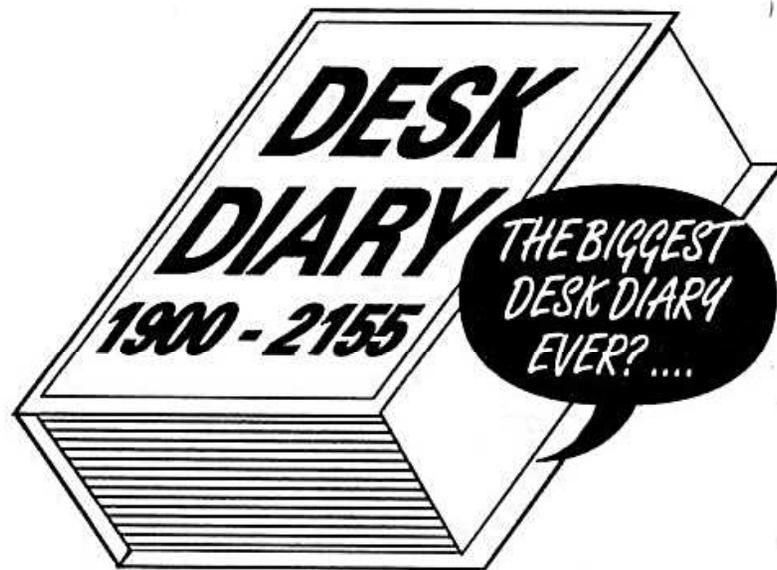
OPERATION ABACUS

OPERATIONAL BRIEFING

Abacus is your pocket CALCULATOR. It's a bit bigger than the credit card ones that are on the market now. The display is somewhat easier to read and you can't bury it under the piles of miscellaneous rubbish - oh it's important rubbish all right - the spare back door key, the buttons that came off last year's raincoat and the cough sweets left over from the cold you had last Christmas. These are all things that you inevitably collect in the bottom of your handbag or briefcase! You would think that people who are constantly on the move, as you will be shortly, living out of suit-cases would want to lighten their load. But the clutter travels with them.
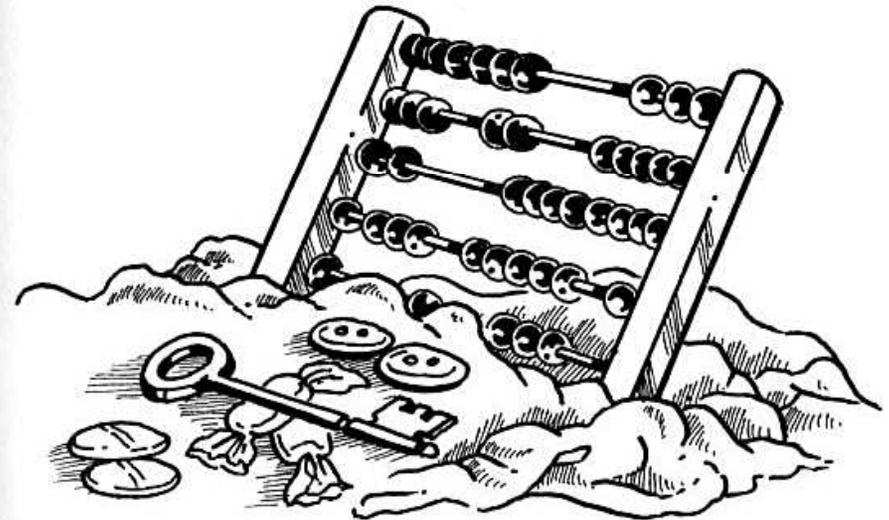
Your calculator will do all the normal things that a basic model would do, but this one will do a great deal more than that if you can get to grips with OPL. You can use OPL programs within calculations so you can write a program for anything from very simple calculations that you use a lot, to very complex scientific ones.

KEYBOARD REFRESHER COURSE

Before we start, here is a little revision for you. You should now be fairly confident using the keyboard but in the CALCULATOR everything is turned upside down again. So just to refresh your memory:

TYPING NUMBERS

The keyboard is automatically put into NUMBER-SHIFT-LOCK as soon as the CALCULATOR is selected, so you can type numbers and the symbols above the other keys without worrying about the SHIFT key.

TYPING LETTERS

Normally you will be working with numbers in the CALCULATOR but if you need to type a letter (for example, to call a stored number from the memory you need to type 'M' and the location number) you need to press the SHIFT key as well. If you you press 'M' but forget about the SHIFT key you will get a ',' on the display instead.

If you are trying to type one handed it is sometimes difficult to press two keys at once. If you are finding it difficult or you have a longer word to type in, you can press SHIFT and DOWN ARROW keys together which will reverse the NUMBER-SHIFT-LOCK and you can type letters normally again. Don't forget to press SHIFT/DOWN ARROW again when you want numbers back

THE EXE KEY INSTEAD OF THE = SYMBOL

When you have finished typing in a calculation and want your Organiser to go away and work it out you can't just press the ' = ' key as that will not do anything. It needs a bigger hint than that to tell it to go and get on with it! You have to use the EXE key instead. Once you have pressed EXE the cursor will go down to the beginning of the next line and an = sign will be automatically put in before the answer.

THE = SYMBOL

So has the = symbol been made redundant? Well, not quite. It is used to tell the Organiser what value you want a particular name or code to be.

It is mainly used in OPL programs but it is also used in the calculator sometimes.

THE % SYMBOL

█ The % key does not work when you are working out percentages at all. It has been included on the keyboard because it is used in OPL to differentiate between types of variables.

█ % does work in percentage calculations.

THE OPERATORS

The operators are the symbols you use to tell the CALCULATOR what to do with the numbers you type in, like Plus and Multiply. Some may use different symbols to what you are used to.

+	means add,
-	means subtract,
*	means multiply,
/	means divide,
**	means raise to the power.

You use them in calculations just as you would if you were writing them on paper. So on your Organiser's display 23 multiplied by 5 plus 47 divided by 4 equals - bear with us a second while we hastily type it into our Organiser! - 125.75, would look like -

Calc: 23*5 + 47/4 - press EXE:

= 125.75

RAISING TO THE POWER

This is one that you may not have come across if your brain switched off every time anyone said Maths at school. It is shorthand - without it you would have to type in a much longer calculation. To raise to the power is to multiply the number by itself the number of times you are raising it to. You write it like this:

2**4.

This means that you want to multiply 2 by itself 4 times. Longhand on the Organiser that would be 2*2*2*2. The answer is sixteen. You can see why this one was invented if you were looking for 54**27! Although don't ask us why you might want to raise fifty four to the power of twenty seven because we don't have a clue!

TOO MANY OPERATORS?

If you make a mistake and put two operators next to one another your Organiser will not be able to understand what you want it to do. It will display a 'SYNTAX ERROR' message and invite you to press SPACE. You will be put back into the calculation with the cursor on the character that the Organiser thinks there is a problem with so you can correct it.

The only time this does not happen is if the second operator is a minus symbol because then the Organiser assumes that the following number is negative. So if you get a negative answer that should have been positive it's worth checking this.

EDITING CALCULATIONS

Editing before EXE

You can move around a calculation, add things in or take them out in exactly the same way as you would in the database or DIARY. If you make a mistake just move back to the character after it with the ARROW keys, press DEL and then put in the character that you really want.

AFTER EXE?

If the answer is already on the display when you realise you have made a mistake or you just want to change something:

Pressing EXE a second time will take the cursor back to the end of the calculation;

Pressing LEFT ARROW will put the cursor over the last character in the calculation;

Pressing DEL will delete the last character of the calculation and put the cursor in its place;

In all cases the answer line is erased once the cursor has moved off it.

We found having all these variations quite confusing to start with and still find it so even though we have worked it all out. We still prefer to stick to the first one and not bother about the rest. Once you feel confident about using the calculator, you might find uses for the others. They do say that variety is the spice of life after all!

IF THE ANSWER IS THE FIRST NUMBER IN THE NEXT CALCULATION

If the answer to one calculation is the first part of the next, DON'T PRESS EXE a second time, just start typing in the rest of the new figures. You will find that the moment you put in the first operator (+ - * /) the display will move the old answer up to the top line alongside the 'CALC:' prompt and the second line will have been erased. You can then continue typing in the rest of the calculation.

CLEARING THE DISPLAY

Clearing the display ready for a new calculation is easy. Just press ON. If you press it twice you will leave the CALCULATOR and be put back into the MAIN MENU.

THE ORDER IN WHICH CALCULATIONS ARE DONE

You might think that your calculations are worked out in the order that you type them in. For example if you had typed in 2+1*6/7 you would probably expect it to start at the left and calculate 2 + 1 first then multiply that by 6 etc. because that is the way we would do it. But that isn't the way the Organiser does it at all!

THE ORDER OF PRECEDENCE

Inside the calculator there is a set order laid down to tell it what to do first. It is called the order of precedence. That tells the calculator to work out raise-to-the-power sections of the calculation first, then multiplication and division and lastly addition and subtraction. (These are the same rules if you are using these operators as part of an OPL procedure.)

So the Organiser calculates the answer to $2+1*6/7$ as 2.857142857 because it does $1*6/7$ then adds 2.

But if we calculate this step by step we come up with a different answer:

$2+1 = 3$
$3*6 = 18$
$18/7 = 2.5714285$

which is 0.3 less than the answer from the Organiser.

USING BRACKETS

The way round this problem is to use brackets. You can put brackets around the part of the formula you wish to calculate first - in our example this would be around $2+1$:

$(2+1)*6/7$

then you could put brackets around the second calculation which is the $(2+1)*6$ part:

$((2+1)*6)/7$

The last bit would be done automatically as the third calculation as there isn't anything else for the Organiser to do. So checking the answer with our bracketed formula - the Organiser gives us:

2.5714285 - the answer we expected!

CALCULATING PERCENTAGES

■ The CM % key doesn't help when you are calculating percentages so you have to calculate them the long way. To find the VAT - or equivalent - at eighteen percent on a gun costing 800 dollars, type:

CALC: 18/100*800

$=144$

To calculate the total bill then type ' + ', the display will then show;-

CALC: 144 +

and you can type in '800' again and press EXE. You will then know that you will have to pay nine hundred and forty four dollars. If you need to do this type of calculation a great deal you could write yourself a very simple OPL program. You would have to type in the name of the program with a colon, then the numbers you need to work on enclosed in brackets and separated by commas. For example:

Total:(800,18)

▉ LZ

You can use the % key to help you calculate percentages on the LZ. This makes it a simple operation to calculate what you have got to pay for your eight hundred dollar gun if there is eighteen percent VAT on it. All you do is type:

800 + 18%

and then press EXE. The display will then look like this:

CALC:800 + 18% EXE
$=944$

Using < > With Percentages

You are travelling around America where you will find different amounts of Sales Tax in almost every State. If you pay $250 for a Walkie Talkie and the Sales Tax is 6% you can use < to calculate the amount of the price that is Sales Tax and the actual purchase price. For example:

CALC: 250 < 6% EXE
= 14.5

which is the amount of the purchase price which is Sales Tax.

CALC: 250 > 6% EXE
= 235.85

which is the amount that the shopkeeper charged before he added Sales Tax.

LZ

Number of Decimal Places

The Calculator will normally work any calculation out to eleven decimal places but you can change that to any number below that depending on how accurate you want the answer to be. You can change the number of decimal places displayed by typing in 'FIX = ' and the number of places you want. So to change it so that the calculator will show every answer with two decimal places type 'FIX = 2'. The last figure in your answer will always be rounded up or down depending on whether the next figure - the first one of the ones you have said you don't want to see - is above or below five. If accuracy matters, put it back to a higher number. If you have changed it and then type in FIX =, without a number on the end, it will put it back to eleven decimal places.

E

E is for exponent. If you are working with very large or small numbers, you can put 'e' and a number on the end. This tells you how many places to move the decimal point. If there is a minus sign immediately in front of the 'e', the decimal point is moved to the left.

So 345e4 would be 3450000, 45-e2 would be 0.45 and 9.2345e5 would be 923450.

CALCULATOR MEMORY LOCATIONS

The CALCulator has ten memory locations that can be used to store individual numbers. You have a long and complicated calculation to do and you need to split it up, you can store the half way answer in a memory while you clear the calculator to do the next half. You could also store secret numbers too!

TIP: Answers Only Please

You can only store answers in your calculator memories so if you have a number to start with that you want to store, you have to get it onto the bottom line of your calculator display. The easiest way is to type the number in and press EXE. The number will then appear on the answer line!

SELECTING A LOCATION

When you have an answer that you want to put into a memory press MODE.

That will display 'M: PRESS 0-9'. When you press a number that will be put in after the ':' with four other options after it. All you then need to do is press EXE which will put the figure on the answer line into the memory, overwriting any figure that was already there.

TIP: Checking your memory

If you are using the CALCulator memories a great deal, it is easy to lose track of what figures you have got where. You may overwrite an important number because when you save a new figure you are not given any indication of what was already there, if anything. The way round this is to regularly check your memories. Type in 'M', and whichever numbered location you want to look at, when you have got the 'calc:' prompt on the screen, and press EXE. The contents of that location will be displayed as the answer.

LZ

After you press MODE the LZ will put M0 opposite the answer and will display the contents of that memory location between brackets on the line above the calculation. If you press MODE again the 'M0' will change to M1, and you will then be able to see what is stored there or enter a figure into that location. Subsequent pressings of the key allow you to store figures in the other memory locations.

LZ

ADDING TO OR SUBTRACTING FROM THE FIGURE STORED IN MEMORY

Once your figure is stored in memory you can add or subtract other figures to or from it. You can add another answer to what is already in the memory, updating what the memory is holding. Or, you can include the stored figure in another calculation, which will affect the answer to the calculation, but leave the stored number alone.

To update the number held in memory. say for example you are calculating a series of sub totals and memory location '1' is holding the running total, you carry out the same routine that you used to store the original number to memory. You do a calculation, press EXE to get the answer, press MODE and then select the number of the memory location you want your new answer added to or subtracted from. When the correct memory location is on the display you can either press + or -. The calculation on the display will not change although the number stored in memory will have been updated.

▮ As well as the +, - and EXE, the CM has an extra option, DEL. If you press the delete key when you have selected a memory location the contents will be Deleted - that is, cleared to 0.

USING THE STORED FIGURE IN OTHER CALCULATIONS

When you're jetsetting around the world, hopping from one country to another, you might get very confused trying to work in lots of different currencies virtually at the same time. So you could store the exchange rate of all the currencies you need into the calculator memory locations.

So

> M0 could have 1.65 (dollars),
> M1 1986 (lire)
> M2 130 (pesatas),
> M3 2.5 (deutchmarks)
> M4 244 (yen),
> M5 12.3 (Hong Kong dollars),
> M6 4.1 (rands)
> M7 2.3 (Swiss francs) and
> M8 9.6 (French francs)

Then (providing you can remember which one is which!), whenever you want to know the price of something you just type in the price and divide it by the number of "what-sits" you get to the pound. Then, if the price for a room at the back and no questions asked is 277 Swiss francs per week, you will know how much you are paying for no questions!

▮ and **LZ** Just type in

CALC: 277/M7 and press EXE

= 120.43

Not bad, the landlord must be an anglophile!

LZ

To include the contents of a memory in a calculation you can press MODE however many times you need to get to the correct location. When it is there, just carry on with the calculation. In the currency converter example above, you would just press EXE but you can carry on with further sections of the calculation by adding in more operators and figures.

LIST FUNCTIONS

If you have a list of numbers there are a number of functions that you can carry out. Sum will add them up and give you the total in the answer line. Mean will find you the average out of the list. STD will find you the standard deviation, VAR the variance, MAX and MIN will put the largest or smallest number in the list on the answer line.

To use a list function the numbers have to be separated by commas and enclosed in brackets with the function outside the brackets to the left:

CALC: sum(2,56,65,23)

= 146

THE CALCULATOR'S LINKS WITH OPL

The CALCulator has close links with any OPL programs you may write. The memory locations used by the CALCULATOR can also be used while you are working in OPL. You can also use OPL procedures in your calculations which can make the CALCulator a much more powerful animal!

DEBRIEFING

Whatever your calculating needs you should now know what the basic calculator will do and a little about what the links with OPL can achieve. You may need to work through OPERATION CHAMELEON to understand the power of OPL and to reap the full benefits that it can provide.

If you have an LZ and are involved in calculations on a day to day basis OPERATION SPACE JOTTER will show you that the Notepad can work with figures too. Although the functions are limited to working with numbers in lists, this is useful. If you want to work with figures in a way that the Notepad cannot cope with, or from any other option on the Organiser, you can just Save what you are doing, go back to the MAIN MENU and select CALC. After obtaining the answer you can then return to the application that you are working with. Don't try and do it if you are using the Stop-watch or Timer, because leaving them will stop them.

OPERATION TIMEKEEPER

Operational Briefing

This operation is to help you learn all about your Organiser's clock. It's more mobile than a wall clock, yet not quite as accessible as the watch on your wrist. We think that the old type of fob watch is a good equivalent. You could carry round one with you but you had to lift it up to see it and they frequently had cases.

The major thing you are going to need to do with TIME is to keep it to the right time! You alter the settings in exactly the same way as you set it to start with - we told you all about that in the initial briefing so we don't intend to repeat that here.

TIME

█ If you enter the TIME option here and press MODE you will be put straight into the SET Time display, with the cursor flashing over the first segment ready for you to change it. There are no other options available.

█ If you enter the TIME option and press MODE you will be put into a secondary menu that has four options on it 'Stop-watch, Timer, Set, Daylight-saving'. We have already described SET so we will just cover the other three:

STOP-WATCH

If you were planning an escape route you would need to know how long each leg of the plan is going to take so that vehicles and personnel can be in position at the right time. People hanging around might arouse suspicion especially if they happen to be inside a stolen police car! or if the get-away team is late it might leave the escapee in the arms of his pursuers. So split second timing is essential. It could be a matter or life and death. When the route is being planned you will need to get there yourself and pace it out as well as checking for any unforeseen hazards. You will need to start your stop-watch at the starting point. They may have to get to that point on their own, or you may have to organise a first "leg" when you know where they are escaping from. You can fix the start point

in the centre of a major town. When you get there select Stop-watch. You will then see:

```
stop-watch
00:00:00:00
```

on the top two lines with the bottom two lines blank. To start the Stop-watch press EXE. Then start walking, or whatever your plan dictates, at normal speeds. Your escapee will be in a hurry but the last thing he/she will want to do is draw attention to themselves. Nor do you for that matter! When you reach a change point, where either a different form of transport is being used or the guides are being changed, press SPACE, which will give you a time for that section of the route. This is known as the "split time". The first two split times will appear on the bottom of the screen but subsequent ones will erase the top ones off the stopwatch display. There is no way you can go into another application to note down all the figures because when you leave the stop-watch it stops! So you may have to resort to pen and paper. You might find it easier to freeze the display at the time you want to record by pressing DELete. The dots between the fraction and the seconds will still be flashing, telling you that the stop-watch is still running. If you press DELete a second time the display will update the time and carry on counting. If, you wish to have an actual break - perhaps you have to make a detour which is not part of the route, or perhaps you simply want a coffee break - press EXE. This will stop the Stopwatch, when you are ready to continue timing the route press EXE again and the clock will pick up from where it left off. When you have finished walking along the route altogether you can either leave the Stopwatch by pressing ON, or you can press EXE and then DELete, which will reset the Stopwatch clock to 00:00:00:00. You can then start timing something else.

TIMER

This allows you to set a specific amount of time and then it will count down to zero. When it reaches zero it will sound an alarm so you don't have to sit there watching it. However you cannot work on anything else on your Organiser while you are waiting for the time to elapse - pressing ON will cancel the Timer.

A minor drawback to the Timer is that it will only work in minutes and seconds up to an hour, so if you want a warning that a longer time than that has passed you will have to either use the main ALARM or the DIARY's alarm, although neither of those do quite the same thing.

Let's get back to our escape plan - you have gone through all the planning stages, you have tested it and timed it yourself, the people are standing by waiting for the order to go and you are the only person in the whole network who knows the entire plan. The signal comes in that the plan has got to go into action. If you use the Timer you can follow the plan in your mind so that you can follow roughly where the escapee should be until you get some hard news. So you set the Timer to the time you have worked out for the first leg.

Press 'T' from the MAIN MENU. then MODE and then 'T' again. You will then see:

```
TIMER
MIN:00    SECS:00
```

When you "walked" the route it took fifteen minutes. It may take a bit longer because it's rush hour. So you set the timer for twenty minutes by pressing the UP ARROW and then start it by pressing EXE. As soon as the Alarm sounds press ON to stop it. That will put the timer display back on the screen. It will already be showing twenty minutes, but the next leg is shorter so press DOWN ARROW and change it back to seven. You can then press EXE to start it off again.

LZ **Tip: Automatic Time-out Cancelled**

While you are using the Stopwatch or TIMER the automatic time-out, which turns the Organiser off if you have left it idle for five minutes, will be turned off. It had to be rendered inoperative because otherwise the stop-watch and timer would not have been able to work for more than five minutes! But that means that if you leave your Organiser turned on accidentally you could drain the battery. The Timer is not quite so much of a problem as the Stopwatch because that can only be set for one hour. After that it will revert to the MAIN MENU and the time-out will then be working again. The maximum the Organiser could be left on for is an hour and five minutes. The Stopwatch is a very different matter because

that will carry on and on until the batteries run down. If you don't change the battery straight away - well you should know what the consequences are by now - make very sure that you turn the Organiser off or at least go onto another application after using the Stopwatch.

LZ   Tip : No other alarms

While you are using the Timer or Stopwatch any alarms that you may have set to go off in that time will not occur. This applies to the main alarm and any alarms set in the DIARY. After leaving the stop-watch or timer the Organiser needs about twenty five seconds to sort itself out. It will then wake up to the fact that there is an outstanding alarm and set it off although it will now be late. So it might be a good idea to check both the ALARM and the DIARY before you select the Time option to remind yourself of any alarms that you cannot afford to miss.

DAYLIGHT-SAVING?

Before learning how to use this option it would be useful to know what it is. A great many of the option's names explain very nicely what they will do for you but this one is not quite clear - or at least not to our befuddled brains anyway. What this option is supposed to do is to move the Organisers clock on an hour when local time varies from what it should be relative to GMT. There appears to be a problem with it because after it has been set up initially there are no further links between the daylight saving option and the times that the WORLD application shows. So if you have Daylight-Saving turned on and your clock is showing 9:48 in the top right hand corner of the display, the time for London, Birmingham and Glasgow in WORLD will be showing 8:48. However by selecting Daylight-Saving when you set the clock the Organiser can determine what GMT is and get most world times right. Also your own personal clock is set to the right time. Lastly, you can add the hour or take it off automatically and avoid having to change the time manually. So perhaps it has some points in its favour!

SELECTING DAYLIGHT-SAVING

You can select the DAYLIGHT-SAVING option from the TIME secondary menu by pressing D. You will then be given an ON/OFF option - you need to select On. That will put the time on by one hour and ("D") underneath the week number on the second row.

TURNING IT OFF

If you were on BST i.e. an hour ahead of your own local time when you set the clock or have turned daylight-saving on since then, there will come a time when you need to turn it off! You do this by selecting the DAYLIGHT-SAVING option from the secondary menu and pressing D. You will then be given one ON/OFF option again - you need to select Off. That will put the time back by one hour and the (D) underneath the week number on the second row will disappear.

You cannot turn this off until you have turned it on! If it is BST when you originally set the clock you should turn daylight-saving on. Your Organiser will then know the world times relative to GMT.

LZ   TIP : Daylight-Saving on and you are Changing your home?

If you have got Daylight-Saving turned on and you change your Home, the extra hour that daylight-saving gives will be added on to your new

HOME's time. If your new HOME is two hours ahead of GMT your clock will be put forward three hours. So don't forget to turn daylight-saving off before changing your HOME.

DEBRIEFING

For those of you with a CM, Timekeeper was a bit of a non event. For those of you who have been issued with an LZ, you should be able how to use the stop-watch and timer facilities.

You should also know how to get your Organiser to put itself forward and back an hour automatically when you need it to. But you will also know that these added extras also carry penalties that could cause you a few problems. That does not mean, that you shouldn't use them, but just be aware of them and take precautions. You may not think that a missed alarm is serious, but as spies it could be a matter of life and death!

OPERATION CHAMELEON

Operational Briefing

In Operation Chameleon you will be pointed in the direction of the Organiser's real power. You will not be given full instructions on how to harness that power because that's outside of our brief, but we hope to whet your appetite.

You will learn that this leopard really can change his spots! The applications that we have told you about so far and those covered later, are only the merest beginnings of what the Organiser is capable of. If you want to master OPL the sky is the limit, forgetting about the physical limitations of the Organiser for a minute! You can create procedures that range from small calculator functions to whole new applications to help you in your day to day spying.

PROG

PROG is your doorway into OPL. It is here that you write, Save, Translate and anguish over the procedures that will go to make up new tasks that your Organiser can do. It is where the Organiser drops its disguise and reveals its true identity, although its cover as an electronic Organiser has been hung onto till the bitter end. It's a computer, pocket sized yes, but still very much a computer. And as such it will follow lists of instructions that you have typed or loaded in, to the letter - providing it can understand them!

USING PROG AS A WORD PROCESSOR

No, don't get the wrong idea: although it is supposed to be possible to program your Organiser so that it can act as a fully fledged word processor, that is not what you have in your hand right now. What you do have on board is a "line editor". You have heard about it already because it is used in most of the other applications. You can use it to type in notes and then change something that you have already typed. It enables you to knock characters, or blocks of characters, out or add them in. You can split lines up or add extra lines in. The big bonus with using it in PROG, particularly if you have a CM, is that a line can be up to three hundred characters long, and the file can be as long as you need it. The only limita -

tion is how much memory space you have free to store the characters in and how many characters your printer can print on one line. We will come back to the latter in a minute.

All this means that you can type in notes or even letters if you want to. On the LZ you may not need to use PROG as the line editor because the NOTEPAD application has all the line editor features incorporated into it.

If you want to use the line editor to type in something that you are going to send to someone else, the printed copy ought to look good. The biggest problem with the line editor is knowing how many characters you have got on each line. The line that the cursor is on is the only one that will scroll to the left. The others will stay at the beginning just showing the first sixteen or twenty characters and spaces. This means that you cannot give yourself a target line of the right length against which you can measure the line that you are working on. The Comms Link has a partial answer because that allows you to set the number of characters it will print per row, but it appears to have no regard for keeping words intact! The other solution is to keep lines only as wide as the width of the screen while you are typing and then joining lines together manually at the end. It depends on how many characters your printer can get on a line and the size of display as to how many of your Organiser lines you can get on a printed page. If you have a CM and an eighty character printer you could get five Organiser lines in one printer line. If you want margins you could join less lines together and shift the paper over in the printer for a wider left hand margin. Putting the address level with the right hand margin is going to be difficult (not impossible, just difficult) so you might decide to put your address on the left hand side instead. With short lines like the address, it will not matter if they are longer than the width of the screen because you will not be joining any more lines onto them.

If you do decide to use the PROG line editor for things other than programs you must read the rest this chapter to see how the Prog keyboard and secondary menus work. But where we talk about programs just substitute letters or documents.

You may decide that this is too much aggravation to turn out perfect looking documents. It may be better for you to use this facility just for notes or other things that come into the 'for your eyes only' category because it doesn't matter what they look like.

If you find that you really need a fully fledged word processor, for example to write your cover story, you'll just have to go down to stores while you are based at home and sit there until they give you one - they are available!

CHANGES TO THE KEYBOARD

Once inside a file you have opened in PROG:

The EXE key takes you down to a new line.

The DOWN ARROW key will only take you down to other existing lines.

The ON key deletes the whole line of text that the cursor is on, but the line is left there.

You cannot leave the file you are working on and return to the PROG secondary menu, without pressing MODE and selecting either Save, Tran or Quit from the NEW/EDIT secondary menu.

THE PROG SECONDARY MENU

If you select PROG from the main menu you will go straight into the secondary menu. There is no preamble here!

There are seven options available. They are in a different order on the two models but the same options exist on both, although List on the CM is Print on the LZ and Erase on the CM is Delete on the LZ. We are going to cover them in the order that you would use them if you were starting to use PROG from scratch.

NEW

Use NEW to create your programs. You can type them in, edit them and save them from here. When you select NEW the Organiser gives you a brand new file to work with. It will put:

NEW A:

on the display. This is telling you that the Organiser is intending to store the file on the internal memory while you are working on it. You can save

it to another memory later, but if you want the file stored on a Ram/Datapak press MODE to program the lift to take it further down.

TIP: Storing Programs

You will find out very soon, even if we don't tell you now, that programs are notoriously difficult to get working first time. That means you are likely to have to edit and re-edit saved files before they work. With a high rate of change it is really not worth Saving these files to Datapaks, unless you have got three or four packs that you can play round-robin with, because as fast as you erase one in the formatter, the one in the Organiser will be filled. If you don't remember why, re-read the chapter on memory in Part One and see me at playtime! Until a program is working it is a more effective use of memory to store your program in Ram, either on the internal memory or a Rampak. Once it is working and you are not likely to modify it any more then store it onto Datapak for safer keeping.

The first thing you must do with your new file is to give it a name which you type in after the colon. Like all filenames on the Organiser these can be up to eight characters long and must start with a letter. After typing in the name and pressing EXE, NEW will disappear and your filename will be put in its place. You can then start typing in your program. While typing, you can use the same facilities as you can in Edit because New and Edit share the same secondary menu. This one is really the secondary menu of a secondary menu! If we were being strictly accurate we should be calling it a tertiary menu but we think secondary menu will suffice! It is going down yet another level into the depths of your "base". We will cover the first three functions, in the sections below. The other three are Edit options and are only on the LZ. They will be described in detail when we get to the Edit option.

When you have finished working on the file you need to select one of the first three options on the secondary menu to leave it. These are Save, Tran and Quit.

SAVE

Save works in the same way as it does everywhere else on the Organiser. You can select which memory you want the file saved to with MODE, press EXE and your file will be tucked away ready for you to retrieve at a later date. If you select Tran and the Organiser manages to translate it

successfully, the Save prompt will appear automatically to enable you to Save the Translation as well as the file.

If the file that you are working on is either an unfinished program or is not a program at all, you should select Save from the menu straight away. If it is a program that you want your Organiser to run it must be Translated before you Save it.
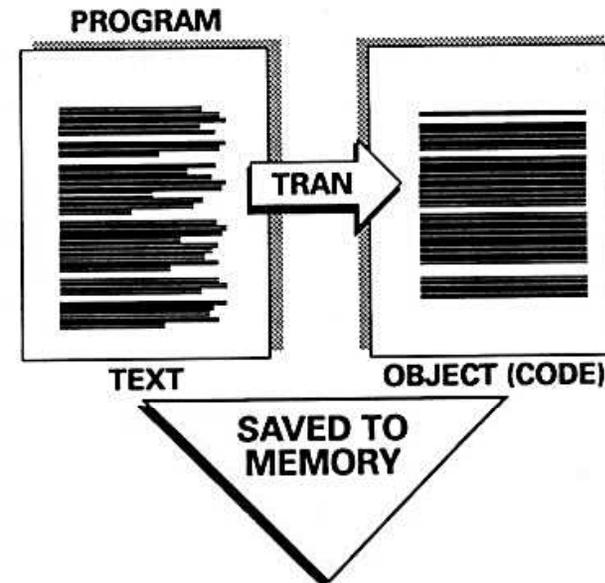
TRAN

Tran will translate your list of instructions from the language that you understand into the language that the Organiser understands. It will then be able to carry out the tasks you want. While translating, your Organiser is checking to see that it really does understand what you are asking. If it doesn't it will stop translating and put

```
'SYNTAX ERROR' or 'TYPE MISMATCH'
           press space key
```

on the display. If you press SPACE you will be put back into the program in Edit so you can correct it. The manuals say that it will put you back on the line where the problem is, near to the character that's wrong. On our first attempt at typing in a program it didn't appear to do that. It just kept

putting us back at the beginning of the top line and we never did find any-thing wrong with what was on that line. So after you have checked and double checked the line it puts the cursor back onto you may have to look further afield as well!

QUIT

If you select Quit you will then be asked by the Organiser whether you are sure that that's what you want to do! If you press 'Y' to indicate that you are sure, the whole of the file that you have just worked with, will be deleted. If you then try and Edit it you will be given the copy that you saved previously but it will not contain any of the changes you made to the copy you threw away when you selected Quit.

TIP: Once A Saved File Always A Saved File

Unlike the DIARY and database, where you are normally going to be working with comparatively few larger files, in PROG and the NOTEPAD you are likely to be working with lots of little files. This is especially true of PROG because an OPL program should be made up of smaller modules or "procedures". With smaller files you are likely to be moving from one to the other frequently and in PROG you are forced to Save or Erase the changes you have just made whenever you wish to work on another file.

Here you are editing only copies of saved files because if you Quit or Zap - both these will erase the file on the display - you only delete that copy of the file. The master, i.e. the latest saved version, is still in the memory.

EDIT

Edit is the first option on the secondary menus of both models. It allows you to enter and Edit programs that you have already typed or partly typed into your Organiser, whether they have been translated or just saved in the normal way. If you want to leave this option you have to go through the secondary menu's Tran, Save or Quit options.

LZ On the Edit secondary menu here there are five extra options - three to help you move around inside your program, Zap to kill the current copy

---

of the file and Xtran which translates the program so that you can run it on a CM.

FIND

This is the nice, familiar Find option that you should know about from elsewhere. It will find a word or string of characters if you give a search clue from anywhere within the file. You can use it to move quickly and accurately around the file. It is a bit too familiar because the prompt won't go away until you press ON!

HOME

If you select Home the cursor will be moved to the beginning of the file no matter where you were beforehand.

END

End will do the opposite of Home. It takes you down to the last line in the file.

ZAP

ZAP tells your program who's boss! It deletes everything in the file apart from the name. It will put 'ZAP Y/N' on the display - you don't have to worry about selecting it accidentally and deleting the file unintentionally. Even if you do Zap it you have only erased the current copy of the program.
XTRAN

XTRAN will translate programs that you have written on the LZ so that they can be used on CM/XP. It will only use the centre of the display. If you run an Xtranned file on an LZ the only noticeable difference is that the area around the outside of the display, which would not be available on the smaller display of the CM, is shaded.

RUN

Once a program has gone through the translation step and has been Saved, you can Run it. As long as there are not any programming mis-takes, it should carry out the task you have asked it to do. If there are any

errors that are picked up by your Organiser you will be returned into the program at the precise point where you have gone wrong and given the option to Edit, so you can put it right.

If you want instant access to a program you can put it into the MAIN MENU from where it will be run immediately you select it. See Operation Scramble.

STOPPING A PROGRAM RUNNING AWAY

If you need to stop a program half way through then, according to the manual, pressing the ON key will halt it indefinitely. With the program we tried this on however, we had to do a lot more than press it to get it to work. We had to hold it down for about five seconds! The Organiser did not appear to like the treatment: its little buzzer was beeping at us continuously. You'll have to try it yourself and see whether your Organiser responds to gentleness! It may have happened like that to us because our program had pauses in it - that was the only way we could get it run for long enough so that we could stop it in the middle - and pressing ON will only stop the program when it is actually doing something. We know it will not work if your program has a GET function in it because it is waiting for you to press a key anyway and it thinks that ON is the key that it is waiting for.

When you manage to stop the program you then have to press Q - for Quit - which will put an 'ESCAPE ERROR' message on the screen.

CM Wherever you are running the program from - either PROG or the MAIN MENU - the error message is the same. If you the press ON again you will be returned the appropriate menu or secondary menu.

LZ After pressing Q, depending upon where you were running the program from, you will have different options open to you. If you are running it from the PROG secondary menu you will be able to go back into Edit straight away. If you started the program from the MAIN MENU you are invited to press the space key, which will take you straight back to the MAIN MENU again.

LIST (on the CM)
PRINT (on the LZ)

Although these are called different names they do the same thing on both models. LIST allows you to print out a listing of your file or program, either on a printer or on the screen of another computer providing you have the Organiser connected up to something. If you select it when you don't have it connected to a printer or anything, it will put a 'DEVICE MISSING' error message on the screen.

DIR

Dir gives you a list of OPL files that are stored on the memory you have asked it to look at.

If you select the memory to look at with the MODE key first and then press EXE:

CM The first filename will be put on the screen. Every time you press EXE another filename will appear, until there aren't any more. Then the 'end of pack' notice will be put on the screen. If you press EXE again it will put the first file back on the display and you can then go through the whole list a second or third time.

LZ The Organiser will put '*' after the prompt and will then show you all the OPL files stored on that memory. You can look through them at your leisure with the UP/DOWN ARROWS.

To some extent this option has been made redundant on the LZ. Any option where you have to enter the name of the file that you want to work on, you can just press EXE again and go back to the top of the list of files that you have Saved. If you keep pressing the DOWN ARROW key you will be shown all the files on that memory, two at a time.

COPY

Copy allows you to copy a program from one memory to another. You have a choice here because you can either copy the whole saved file or - if the file has been translated - you can just copy the translated part of it. The translation is known as the OPL Object.

LZ You have a further choice so that you can copy just the text which is the part that you write and edit before you translate it.

LZ

IMPLICATIONS OF COPYING ONLY PARTS OF PROGRAMS

If you decide to copy "Object only" you will not be able to edit the copied file. This is only an advantage if you have finished the program and are satisfied that it has passed all its tests. Copying the object only will save about half the memory space that the file will take up if you copy everything.

If you copy the whole file you can continue to work with it normally and you can free the space that it is occupying in the internal memory. If you intend to edit it, make sure the device compartment you are copying to has a Rampak in it and not a Datapak otherwise you will be eating memory that you can't free without formatting the Datapak.

LZ If you copy just the text, you will be saving space on your Rampak but you will not be able to run the program from there until it has been translated.

LZ

TIP: A copied version will overwrite any existing file

If a file already exists on the Rampak with the same name as the one which you are copying onto it, the existing file will be overwritten. That may be fine if the file you are copying is just an updated version but if you have called this file the same name as a totally different file by mistake it could be disastrous.

TIP: Checking what Filenames you have used

Unless your file naming system is so good that you know there is no chance that you will choose a name that you have already used, always CHECK.

II Check the directories of all the applications on that Rampak before copying the file.

LZ Select Dir in UTILS to see all the files on that Rampak.

TIP: Changing OPL Filenames

You can change the name of the file if you are copying it to another memory. You can never Copy a file to the same memory. If you just want to change the name but leave it in the same memory you will have to enter the file through the Edit menu, Translate it again and then change the filename when you are given the Save prompt.

You can now start copying!

II You will be given a 'FROM' prompt. You then have to type in the present location of the file and its filename:

                    FROM A:tankno

not forgetting the colon between the two. You will then have a 'TO' prompt and you must type the destination memory, colon and then the filename in the same format as before.

LZ You will be shown the type of file that you have selected - OPL, OPLOBJ, or OPLTXT - on the top of the display. Underneath that it will have 'FROM A: '. If the file you want to copy is not on the internal memory press MODE until you get to the right memory. Then you can either type in the filename, or you can press EXE which will put the start of a directory listing on the bottom half of the display. DOWN ARROW will take you through all the OPL files you have stored in that memory. When the cursor is over the filename you want press EXE. The selected filename will be put after the 'From:A' prompt automatically. You will then be given the 'TO C:' prompt. You can change the memory but this time you will have to type in the filename (unless you want to use the same name for both files, in which case leave the 'to' filename blank). If you want to overwrite an existing file then you can select its name from the list the same way as you did before.

Copying more than one file -

Because the LZ can work with Wildcards you can put in '*' to copy all the files over from one memory to another. You can also be more selective than that because you can use the '*' wildcard as part of the filename just

as you can within a search clue in the database's Find option. So you could ask it just to copy the file beginning with Q. Q files are the ones that contain technical reports on new equipment!

To do that type:

```
FROM A:Q* TO B:
```

With or without wildcards you can leave the filename blank if the same name(s) are to be used on the file that you have copied from and the one you are copying to.

ERASE (on the CM) DELETE (on the LZ)

This option will erase the file from any of the memories, although if you are erasing a file off a Datapak it will still be there taking up room even though you cannot access it. You can select the memory and the file you want to Erase/Delete in the same ways as you select a file to COPY.

TYPING PROGRAMS INTO YOUR ORGANISER

Let's do some programming in OPL. For those of you new to programming, typing a ready made program into your Organiser will probably be the best way to start. One of the first things you will find is how easy it is to do! You will inevitably expect it to work the first time you Run it! Well you would be right and you would be wrong! All the hard work has already been done for you. The decision has been made about what the program will do. A specification has been drawn up, and the program written and then tested. All you have to do is type it in! But we are prepared to bet our hot dinners for the next month of Sundays that your program will not get through the translation process the first time round! The problem is that you have to be a super accurate typist and most of us aren't. You need to be deadly accurate because every letter, number, symbol, space, punctuation mark and end of line **mean** something to your Organiser. If you get even one thing wrong the program will not work. It is the same if you were encoding a message and made a mistake. It would either give the message a totally different meaning, or make it meaningless.

For example if you sent a coded radio message to say "need babysitter for Chang" and you made two mistakes it could end up reading "need baby

hitter for Chang"! or even "Read babysitter for Chang". Or worse "need babysitter or hang"! In any event your superiors would be a bit puzzled! If you make a similar mistake with your Organiser it won't be able to make head nor tail of what you want it to do. The difference between your superiors and the Organiser is that they can make an educated guess from the body of extra knowledge they have about you and the job you are doing. The Organiser on the other hand doesn't know anything!

To type in a program select PROG by pressing 'P' from the MAIN MENU and then New on the secondary menu with N. You must then put in the name for the program. Your Organiser will put the name on the left hand side of the top line with a colon after it.

Here is a short program for you to try. We've called it "Prices", you could use the same name.

```
PRICES:
LOCAL PRICE, VAT
PRINT "SALE PRICE"
INPUT PRICE
PRINT "NET PRICE", PRICE > 15%
PRINT "VAT", PRICE < 15%
GET
```

You can then type in your program, editing it as you go, keeping as close to the original as possible. If you type a character that is wrong and you realise it immediately press DEL, otherwise move back to it with the ARROW Keys when you do see it and DELete it then.

When you have finished typing the program, press MODE, which will take you down to yet another secondary menu. Here you must select Tran for translate. If you Save it without translating it first your Organiser will think it is a text file rather than a program. The program has to be translated from OPL into a language that the inner workings of the Organiser can understand. While it is being translated it is automatically checked for typing errors. If the Organiser finds any it will put "Syntax Error" on the display and invite you to press SPACE. You will then be put back into the program so that you can correct it. You will probably have to check it two of three times - or more - before all the problems come to light. Eventually you will be able to get through the translating process without any more errors and the display will then be showing Save A: and the procedure name. To save it to the internal memory all you need to

do is press EXE. If you want to put the program onto a Ram/Datapak press MODE to select the right one. Once the program is saved, the Organiser will put you back to the PROG secondary menu. If you then select Run, the name of the program you have just translated will automatically be put on the display for you, although you can always change the name if you want to run another program first. After pressing EXE the Organiser should carry out the task you have programmed it to do unless you have made any programming errors. If you are typing in a ready written program all such errors should have been dealt with by the original Author. If your Organiser does find such an error however, you will be invited to press SPACE again. The Organiser will show you the line that is wrong and ask you if you want to edit. If you are presented with a programming error on your first attempt at typing a program, press ON to take you back to the Save secondary menu and Save the program without translating it. Try typing in another program, keeping your fingers crossed that that one has been better written! When you have more experience with programming you could Edit the offending program and try and figure out what the author has done wrong.

WRITE YOUR OWN.......

Right, once you have typed in a few programs you are probably itching to write your own. The Operating Manuals will give you some idea of how to start but you may also need to read Mike Shaw's book(s). See Appendix for details.

DEBRIEFING

We hope you now understand how the PROG secondary menu works, Most important of all, however, we hope that you now realise the amazing potential of this tiny box of tricks! The differences between the LZ and the earlier CM can be forgotten if you master OPL because you can write programs that will enable the CM to do everything that the LZ can do. The beauty about programming is that you can get your Organiser to do almost anything you want with pieces of information whether they are figures or words.

If you don't want to get involved in programming that doesn't mean you can't expand what your Organiser can do. There are a host of commercial companies out there producing both programs and add-on bits and pieces. (See Appendix at the back of the book) But even if you don't

want to spend a great deal of time hassling stores there are a large number of fellow operatives who have become addicted to pushing their Organisers through ever greater barriers, all in their spare time (so they say). These have banded together in a secret society. Since no one in the Service is supposed to know anyone else such a society is totally against the rules, but Control seems to have turned a blind eye - perhaps he's a member too! The results of their labours often appear in their secret publication IPSO FACTO. All you have to do is type in their codes!

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OPERATION WAKEY WAKEY

OPERATIONAL BRIEFING

Once you are out in the field you will be on your own. There will be no Mum or Sergeant Major to get you out of bed in the morning. Nor will they be there to remind you of anything. If you have got a regular routine it's not too difficult to get yourself organised but an agent's life is not likely to be regular. Clandestine meetings, breaking into the opposition offices for information, dead-letter drops and pick up, all have a habit of not occurring on a regular basis. Your cover character on the other hand may have to be predictable in his/her life style to put on the appearance of a normal existence that is above suspicion. The ALARM that you are going to learn about in "Wakey Wakey" is flexible enough to cope with both situations and you will find it a very important part of your Organiser's armoury when you start some proper spying.

THE ALARM

The ALARM door in the circular corridor of your 'base', the ninth one on the CM or the eighth one on the LZ, is where you go to set new alarms

and see what alarms you have already set. If you know you have got to make a dead-letter drop at three o'clock in the morning you might just need an alarm call to make sure you get there on time!

TIP: "1) FREE"..... Where on earth am I?

It's not very clear, but you are in the ALARM. It can be a bit bewildering the first time it happens as there is nothing on the display to tell you that this is the ALARM. It's very easy to get here by mistake too.

If you select the ALARM from the MAIN MENU by pressing A you will have eight separate alarms at your disposal.

THE INITIAL DISPLAY

Each ALARM is numbered and will have "free" next to it if it has not been set. If it has been set it will show you the day and time it is set to go off.

**The display shows you the ALARMS one at a time. You will be on the first one initially. You can move to the other alarms with the UP/DOWN ARROWS. You can only change one thing here, the number of the alarm you want to look at or set so the cursor doesn't bother to put in an appearance. The only keys that will work are the UP/DOWN ARROWS and the EXE key. If you press the DOWN ARROW the 1 will change to a 2. If you press the UP ARROW you will go back the other way. When alarm number 1 is on the display, the UP ARROW will take you round the loop the other way so you will then be looking at Alarm number 8. To enter an ALARM the display tells you to press EXE.

LZ You will know when you have entered the ALARM because there will be a little bell symbol on the top left hand corner of the display. It will show you three ALARMS at once. To move between ALARMS you can use the UP/DOWN ARROWS. Once the cursor is on the one you want to set, change or cancel, press EXE.

TO SET AN ALARM

After selecting the ALARM you want to set and pressing EXE the display will change. "Free" will disappear and the current day and time will appear in its place. The cursor will be flashing over the day and you can change this to the one you want by using the UP/DOWN ARROWS.

TIP: You can only set an alarm to go off in the next seven days

Because the date is not included on the ALARM display you can only set an alarm to go off in the next seven days. You can ask it to repeat itself after that. If you want to set an alarm further than seven days ahead you can do that through the DIARY.

Once the day you want is on the display, you can move to the two sections of the time and set them. If you only want the ALARM to go off at that particular time and not be repeated later, press EXE.

SETTING A REPEATING ALARM

Your Organiser can repeat an ALARM weekly, daily or hourly. So for example, if you want an ALARM to go off every week at five fifteen on Wednesday, because that is when you have got to listen to the radio for your instructions, you would set an ALARM to go off at five fourteen on Wednesday and then set it to repeat weekly.

**To get any ALARM to repeat itself press MODE after you have set the day and time but before you press EXE. Don't worry if you do press EXE too early by mistake, because you can just press EXE a second time which will put you straight back into that ALARM again. When you press MODE an "R" will appear on the second line underneath the cursor. If you leave the "R" under the day, the ALARM will be repeated on that day and time every week. If you leave it under the hour segment of the time the ALARM will be repeated daily, so if the ALARM is set to go off at twenty past two it will go off at twenty past two every day. If the "R" is put under the minutes segment on the time, the Alarm will go off every hour. The repeat symbol will follow the cursor so you can move it between the different sections of the day and time by moving the cursor backwards and forwards with the LEFT/RIGHT ARROWS. To make sure the Organiser remembers the ALARM you must now press EXE. If you don't want to set or alter any more alarms you can press ON to get back to the MAIN MENU.

LZ As well as having day and time on the ALARM display the LZ has a further element which tells you how often it is set to repeat. It is normally set to "Once". You can however change it with the UP/DOWN ARROWS to hourly, daily, workday and weekly. Workday is the clever one because that will turn on the ALARM every day from Monday to

Friday but won't turn it on at the weekends. Depending on which one you select, the rest of the day and time will be removed from the display. For example if you asked the ALARM to repeat hourly the only thing you need to know is when in that hour the alarm set to go off. The day and hour will disappear just leaving the minutes.

When you have set the ALARM you must press EXE to tell your Organiser that that really is the time you want it to give you an alarm call. After pressing EXE a secondary menu will appear giving you a choice of alarm sounds. These are called Normal, Siren and Chime - you'd better do a test to hear what they all sound like. Select the one you want with the cursor and press EXE again.

CHANGING AN ALARM

If for some reason you need to change an ALARM after you have set it, follow the same instructions as you did for setting the alarm in the first place. Select the one you want, press EXE, move between the elements with the LEFT/RIGHT ARROWS and change the settings with the UP/DOWN ARROWS. If you have set a repeating Alarm on the LZ you can change that in the same way; on the CM you can cancel a repeating alarm by pressing MODE which will turn the R off again.

TO DELETE AN ALARM

You have got an ALARM set to go off on Saturday at six thirty because you have a date with an attractive enemy agent of the opposite sex. Then you hear through the grapevine that an American agent has muscled in on the act and is totally monopolising your date. You decide not to bother to turn up and you want to cancel the six thirty alarm. To do that, if you have a CM, select the one you want to delete by using the UP/DOWN ARROWS until you can see it on the display and then press DEL. If you have an LZ put the cursor over the number of the alarm you want to delete and press DEL. You will then be given a 'Y/N' prompt to make absolutely sure that you want to delete that ALARM. If you do, press 'Y'. The alarm you had there will disappear and 'free' will be put back on that line. But if you change your mind at this stage, say you decide to go to your rendezvous anyway just in case your date ditches the American after all, press 'N'.

TIME FOR AN ALARM TO GO OFF ?

When the time for an ALARM arrives, it doesn't matter what you are doing with your Organiser as long as you are not using the Stop-watch or Timer on the LZ (they suspend all alarms) the ALARM will take over the display and "beep" at you. If your Organiser is turned off, it will turn itself on automatically and display the alarm. If you don't turn the Alarm off by pressing ON it will stay on the Display for one minute and then either put you back where you were before the alarm took over, or turn the Organiser off again.

'Once only' alarms will be deleted off the ALARM display immediately their time has been reached. Repeating alarms will stay there until you delete them.

MISSED ALARMS

If you miss an alarm and the Organiser is left to turn itself off automatically, when you turn it back on later you get no indication that an alarm has been and gone, unlike Diary Alarms.

TO TURN AN ALARM OFF QUICKLY

Your three o'clock alarm has succeeded in waking you up and you want to turn it off quickly before it wakes anyone else! All you need to do is press ON. If it was a once only alarm it will be deleted and 'free' will be put back on the display, but if it is one of the repeating variety it will still be on the ALARM display ready to go off the next time you have got to get up at three o'clock in the morning!

DEBRIEFING

Now that you all know how to use the alarms, there will be no more knocks on your door to tell you to get up in the morning. We don't care whether you are Officers or not, from now on if you are late for breakfast you won't get any. If you miss it twice you will be on report, a black mark against you. So you had better go away and put into practice what you have learnt because that is the only way you are ever going to remember it. There is so much to learn about your Organiser that there is no way that you are

going to take it all in just sitting there listening to us. We have had to try things out before we could tell you, so now it's your turn!

OPERATION DUPLICATOR

OPERATIONAL BRIEFING

In our business there is safety in numbers. Having duplicate copies of your files will mean that if you lose one set you will have others to fall back on. That is as long as the Ram/Datapak or floppy disk that is holding the copies is put in a safe place - they are small enough to disappear into the mire - on your desk so that you will know where to find them but the enemy won't.
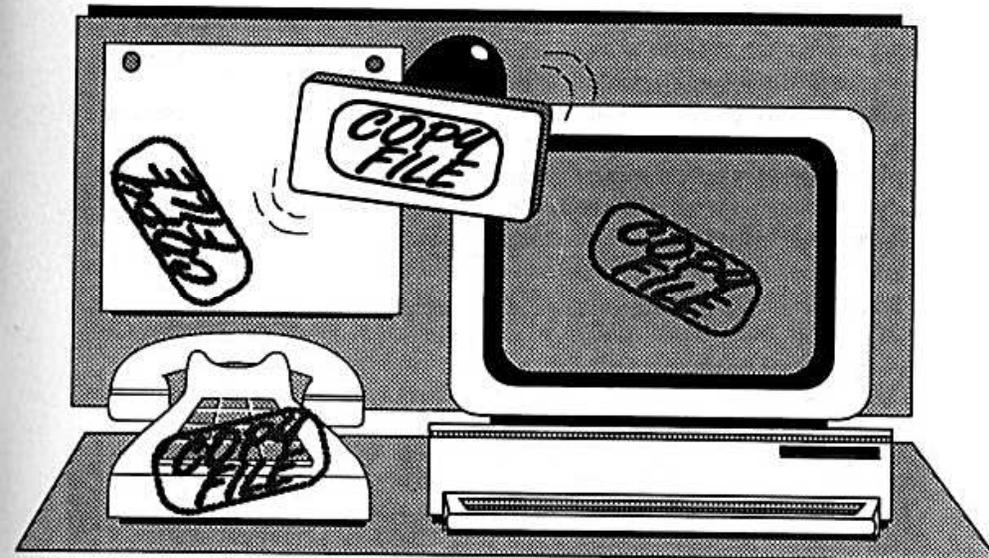
HOW TO CREATE A BACK-UP COPY

To Make a back up copy of a Single entry in your Database assuming that you have already put the entry into A - the internal memory - all you have to do to make a back up copy is:

Find it again with a search clue and press MODE. That will change the Find prompt to "Save". Press MODE again, to select the desired memory

and then press EXE. Your Organiser will have now got two copies of that entry, one in its internal memory and one in the Ram\Datapak.

You can also use this double saving method to create back up copies of your diary, and notepads on the LZ - although the LZ's copy command will cope with all the different types of files that you can create. The PROG option on all models has its own copying facility on its secondary menu.

TIP: If Battery Low Message Appears While Copying

Copying can take some time, depending on how many files you are copying over at one time, so it is quite possible for you to get the low battery message while your Organiser is in the middle of copying. If that happens you must press ON and then O straight away to turn the Organiser off. Copying takes more power than normal operations. If you allow your Organiser to carry on copying for the four seconds before it shuts itself down anyway, it will use up the reserve power that it needs to keep its memory 'alive' while it is waiting for another battery.

To create a back up copy of a whole file use the Copy option.

COPY

The Copy option allows you to copy your MAIN information file or saved Diary files from one type of memory to another. You can also copy from one Ram/Datapak to the other.

You will find the Copy command on the MAIN MENU - the ground floor of your spy base. You select it from the menu by pressing C twice and then EXE. "FROM" will then appear on the screen. You now put which memory the file is in - if you are just starting out that will probably be A - followed by the filename NOT FORGETTING THE COLON BETWEEN THE TWO. If you press EXE "TO" will appear on the second line. You then need to type in the memory you want the file copied to, either 'B' or 'C'. If you are working with files that you have created you could rename the copy by typing in the new name after 'A' 'B' or 'C' (to select the memory) followed by ":". Don't rename MAIN if you want to carry on working with the information you have stored there. If you do you will no longer be able to carry out any of the normal database options

on the entries. FIND, SAVE, ERASE can only be done on MAIN until you copy it back again to a file called "MAIN".

TIP: Creating An Archive Of Database Records

There is nothing to stop you renaming a copy of MAIN from any of the memories for archiving purposes and then deleting the records from that memory entirely - although if it is a Datapak you should refer to operation Wipe Out. If you ever want to use those records again you can Copy the file back by changing the name of the destination that it is to copy 'To', to MAIN. If the file that you are copying already exists at the destination, COPY will add the contents of the copy onto the end of it. So if A:MAIN contained a list of personnel at the opposition's South African Embassy and the S.A. Government expelled them all, you no longer need them to be readily accessible. You can then either delete them entirely or you can save it into an archive file. You decide to save them so you copy A:MAIN to B:ARCH. It's a good thing you did because they are allowed back six months later. You now need to put them back so you can see them and work with them again, but A:MAIN now contains details of other agents known to be working in South Africa. There is no problem all you have to do is COPY B:ARCH to A:MAIN and all the records that were in B:ARCH will be added onto the end of those already in A:MAIN. If there are any records that have been put into both files, on the archive and the current database file, you will have that record twice on A:MAIN now. It's easy to ERASE any duplicate records that you don't want

TIP: You cannot copy a file to the same memory location.

You cannot copy a file from A: to A: or from B: to B:. If you try it the CM will put a 'BAD FILE NAME' error message on the screen and invite you to press the SPACE key which will put you back to the 'FROM' prompt so that you can try again. The LZ more accurately displays 'ERROR BAD DEVICE NAME' but you press the SPACE key with the same results as for the CM.

Once you have got the memory name, colon and filename in the right order and in the format that the Organiser needs it will display 'COPYING...' on the screen. You will not be able to do anything else until it has finished. When it is ready to start another task it will return you to the MAIN MENU.

LZ You will find the Copy option on the UTILS secondary menu - the first floor below ground in your base. To select it from the MAIN MENU press U and then C. The display will then read 'COPY SELECT TYPE' with an on-screen menu which lists all the different types of files that you can save to memory. You select the type you want - see TIP in the Chapter about 'The Manager' - and you will then see "FROM A:" on the display. If the files you want to copy are not in the internal memory pressing MODE will change A to B and B to C so that it shows the one where you have stored the file. You can then either type in the file name or press EXE which shows you a list of all the selected types of files that you have saved. There will always be the option to Save all the files in that memory. To do that you select the '*' which is at the top of the list.

So you can either copy one file, all of one particular type of file, or all the files held in one Ram/Datapak or the internal memory.

TIP: Make sure there is enough free memory

If you choose to copy a number of files you must have enough spare room in your Ram/Datapak or internal memory to take them all. Check how much space you have through the Info option which is on the CM's main menu or the UTILS secondary menu on the LZ before deciding to copy a large files. Be especially careful if you are selecting the 'Copy All' option on the LZ.

If free space is limited see the section "What to do if you are running out of memory" at the end of Part One.

If you do not have enough space on the Ram/Datapak to take what you want to copy, you only have two possible choices. You could, cut down the number of files you want to copy or you may need to install a new Ram/Datapak that has enough free space to take all the files you want to save in it.

DEBRIEFING

Creating copies of the information you have put into your Organiser is easy to do. So if you have files that you want to share with a fellow spy all

you need to do is put his/her Ram/Datapak into your Organiser and copy away.

It is very important that you apply what you have learnt here to back up the information in your Organiser. If you don't we promise you that you will live to regret it! The Organiser has been designed as far as possible to be "idiot proof" so you shouldn't be able to do anything that will wipe out blocks of memory that you want to keep, accidentally. But everyone makes mistakes from time to time! On top of that the Organiser is quite a complex piece of machinery and all machines do go wrong occasionally. If you have up to date copies of any important files you should be covered for most eventualities.

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OPERATION WIPE OUT

OPERATIONAL BRIEFING

Deleting records or individual files is easy and each operation has described how to do it. This operation is about deleting information from your Organiser on a grand scale.

There may come a time when you need to clear your Organiser's memories. If you know capture is imminent, for example, you would not want the information that the Organiser is holding to incriminate you. Remember in many parts of the world spies are still shot. Although we are pretty sure that the competition don't have anything remotely like the Organiser yet and don't know how it works, it won't be long before they do! Once they capture one they will soon work out enough about it to extract whatever information it is holding, unless of course you have an LZ and have set a password - that might take them a bit longer. If they catch the owner as well they won't need to extract a confession - they will just extract the instructions on how to get into your database!

Of course expected arrest is not the only time when you might want to clear everything off one or more of the memories. It may just be that your Datapak is full or you have just copied all the files you want to keep from your internal memory onto a Datapak and want to delete the "junk" that is left.

RESETTING THE INTERNAL MEMORY

Resetting your Organiser will clear out all the files you stored on 'A'. It will not affect any files that are stored on Ram/Datapaks. If you select the option by mistake you have two chances to correct it. When you select RESET you get a warning about the consequences. If you carry on you will then get a prompt asking for confirmation. The risks of accidental selection have been minimised!

The clock and your 'HOME' on the LZ will not be affected so you will not quite be starting from scratch afterwards. As all the files have been erased, any that you had put onto the MAIN MENU for direct access will no longer be there. The MAIN MENU will be back as it was when you

turned the Organiser on the first time. It's easy to change it back to how you want it. See Operation Scramble for more details.

⬛ RESET is on the MAIN MENU. You enter by the door but one from the end of your circular corridor, also the door but one from the beginning!

⬛ TIP: All Data Will Be lost - Press DEL

If you find this spread over the display you might well be a bit confused especially if you do not know what you pressed to get there! You have actually selected RESET and although it doesn't tell you, you have to press ON to get back to the MAIN MENU. If you press any other key apart from DEL nothing will happen. So the panic button saves the day yet again! Even if you do press DEL it would not be disastrous because you will be given another chance to change you mind. You get an 'ARE YOU SURE Y/N' prompt so you can press 'N' and still get back to the MAIN MENU.

⬛ You select Reset from the UTILS secondary menu. The initial display tells you it will:

```
    DELETE ALL DATA.
    ON/CLEAR TO CANCEL
    ----------------------
    PRESS DEL TO DELETE
```

If you press DEL it will give you a second chance to change your mind by asking you very politely -

```
    DO YOU REALLY WANT
    TO DELETE ALL DATA

       Confirm Y/N
```

Which makes it very clear what it is going to do and tells you the options you have available. If you press ON at the first prompt, or ON or 'N' at the second you will be returned to the UTILS secondary menu with all

your files on the internal Ram. If you selected DEL and then 'Y' your internal memory will be clear ready for you either to COPY back to it the files you really want or to start with new files.

A FORCED RESET ?

What could be worse than a RESET? The answer is "a RESET when you are not in control". When you select RESET from the MAIN MENU you should have made sure that anything you want to keep that was on the internal memory has been moved to a Ram/Datapak for safe keeping. If you get into a situation where you have to do a forced RESET you will lose everything on the internal memory whether you like it or not.

TRAP

There are a number of situations where you will be forced to do a reset. TRAP appearing on the display could be one of them. No, this is not a trap to catch you laid by the opposition, it is an OPL command which enables a program to keep going even if you put something inappropriate into it. TRAP is not normally supposed to appear on the screen unless you have asked the program to tell you the number of the error that it has intercepted. But minor programming mistakes may result in 'TRAP' and a number - the number corresponds to a numbered error message (you will find a list in the Operating Manual) being displayed on the screen. Our LZ gave us a TRAP message even when we weren't doing anything as adventurous as programming.

HEALTH WARNING - Don't Select An Option That Isn't There

If you buy or write additional applications for your Organiser they may put themselves onto the MAIN MENU so that you can have easy access to them. The name will stay on the MAIN MENU after you have taken the Ram/Datapak containing the program out until after you turn your Organiser off and back on. If you try and select the program after you have taken the Ram/Datapak out, the Organiser will give you the dreaded 'TRAP' message and you will have to do a forced RESET.

When we got the 'TRAP' message our Organiser would allow us to turn it on, it then put the Trap message on the display for two or three seconds and turned itself off again. That was our lot!

You could be forced to do a RESET if you and your Organiser have got yourselves into a mess. Either a program that doesn't quite do what you thought, or it has locked itself into a loop, you may not be able to do any more with it. If you are running a program try stopping it by pressing ON - if it doesn't respond to one press hold it down for two or three seconds - and then Q to quit.

If that doesn't work or you can't get rid of the TRAP message, the only thing you can do is take the battery out and press ON for two or three seconds. That will totally reset the Organiser and you will then have to start from scratch setting the Time, and 'Home' if you have an LZ. You will loose everything in the internal memory.

After you have had to do that, you will understand better why we "prattle" on about back ups so much! If you have developed a regular back up routine and you are forced to do a RESET not too much is lost. But, if you had not done a back-up recently then all your files, programs, current diary, notepads and database that were stored on 'A' will be gone. You will then have to start from where you first got your Organiser: setting the clock and typing everything again, except that anything stored on Ram/Datapak should still be there.

FORMATTING RAMPAKS

INTENTIONALLY

LZ You can only format Rampaks on the LZ. The option is on the LZ UTILS secondary menu. There is probably some "home brewed" OPL option available, for the CM, somewhere, there certainly seems to be for everything else!

Formatting will wipe your Rampak completely clean. You can ERASE individual files easily with the Delete option on most applications, but if you are running out of space it way well be quicker to copy the files you want - either onto the internal memory or to a Datapak - then format the Rampak rather than erasing individual files and database entries.

If you go into the UTILS secondary menu and select Format you will then see:

```
FORMAT A RAMPAK

PACK B   PACK C
```

Select one (B if the Rampak is in the top device compartment, C if it's in the bottom one). You will then be given a chance to change you mind with

```
FORMAT A RAMPAK PACK B

CONFIRM Y/N
```

If you type 'Y' to continue and are given a 'NO PACK' error message you have either forgotten to put the Rampak in, or you have selected the wrong device compartment, because there isn't a Rampak in the compartment you have asked it to format. Check, and then try again!

If there is a Datapak in the compartment you have selected the Organiser will display a 'WRITE PACK ERR' because you can't format Datapaks this way. See the section on formatting Datapaks.

If it IS successful the Organiser will tell you that it is:

```
SIZING PACK B
PLEASE WAIT
```

Which means that it has wiped the Rampak clean and is now getting it ready for you to fill it up again.

ACCIDENTALLY

There is a problem with Rampaks if you are using them while your Organiser is plugged in to an external power supply. If you leave your Rampaks installed when you plug in the mains adapter and/or Comms Link the changes in power level are enough to cause the Organiser to clear everything on your Rampak. You will know that it has happened because the 'SIZING' message that you normally get when you have formatted a

Rampak appears on the display when formatting is probably the last thing you wanted to do.

There are two ways of avoiding this. The first is not to use the mains adapter and/or the Comms Link - which you can plug the mains adapter into - when using Rampaks in the Organiser. Rampaks take such minimal amounts of power anyway that there is normally no problem running them off the battery.

If you do want to use a mains adapter and Rampaks in your Organiser at the same time - perhaps you have not heeded our earlier warnings about carrying spare batteries and have run out of battery power (naughty naughty) - there is a set order for plugging these in and unplugging them that you must follow:

1.   If you have a Rampak installed in your Organiser take it out;

2.   Turn your organiser off;

3.   Plug in the Mains Adapter and/or Comms Link module. With the mains power on, plug in the small power plug into the module;

4.   Make sure your Organiser is still turned off - sometimes plugging in the Comms Link turns it on automatically;

5.   Plug the Rampak in;

6.   Then and only then turn the power back on.

To unplug the mains adapter you must follow the above routine in reverse, turning your Organiser off and taking the Rampak out before unplugging the Organiser from the mains.

FORMATTING DATAPAKS

Datapaks are a much more secure form of memory. You can erase any number of files or records but they will not be physically removed, you just will not have access to them.

To completely clear a Datapak that still contains files which you want is easy. First copy the files you want to keep to another Ram/ Datapak or

---

the internal memory while you clear the Datapak. You then take the Datapak out of your Organiser, remove the white sticky label on the bottom to expose the transparent window and put it into the Formatter. It should "cook" under the ultra violet light for about twenty minutes; follow the instructions that come with the Formatter. Once it has finished you can put the sticky label back on and install the Datapak back into your Organiser. When you want to Save a record or file onto it you will have to wait while the Organiser Sizes the pack so that it can work with it. If you get a 'PACK NOT BLANK' error message it means the formatting has not cleared everything and you will have to put the Datapak back into the formatter again.

Datapaks are not dependent on power to keep their memory "alive" and are not normally subject to problems. There is one thing that you ought to be aware of. If you leave a Datapak in your Organiser and the battery runs totally down it may corrupt the header that was put on when the Datapak was originally sized. The header is an identification number which your Organiser puts on when you first Save a file or record to a new or newly formatted Datapak. Without the identification number the Organiser can't work with the information you have stored there because it doesn't know what type of pack it's dealing with. That would be a bit like a person being left in of an unknown country with no map. Computers really are generally very limited in their abilities. They are good at doing what they are told, but don't know a great deal about initiative. Which might be a good thing! A corrupted header is very rare and the risk can be minimised by taking all Datapaks out of your Organiser when they are not being used.

DEBRIEFING

Clearing memory is quick and easy to do when you are in control. But because it can happen when you don't expect it, you should always be prepared for it. Backing up is your essential weapon when dealing with the unexpected!

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PART THREE

LZ OPERATIONS

Part Three contains details with the applications that are unique to the LZ. This is not everything that the LZ can do. It shares a large number of facilities with the CM which we have covered in Part Two. Here you won't find a mention of the CM because the LZ is the star of this section. Only the NOTEPAD, XFILES, UTILS and the WORLD CLOCK will rear their ugly heads on the next few pages!

OPERATION GLOBETROTTER

OPERATIONAL BRIEFING

Globetrotter will tell you how you can use your Organiser when you are really moving in the fast lane. It will tell you about WORLD which is your world clock and international telephone code book. You will no longer have to perform mental contortions trying to figure out the time in Kenya when you are in Auckland, nor wear banks of watches under your shirt sleeves. The times all around the world are here at the touch of a button, or two! Neither will you have to search high and low in your hotel room for the telephone code book which isn't there.

WORLD

You should already have paid the World office a call when you were setting up the clock for the first time. Just to jog your memory of its whereabouts however, it is door number eight on your circular corridor. Inside, the walls are lined with pigeon holes labelled with almost every geographical location you could ever think of. There is one lift door which has "SET" on it. To tell your Organiser where home is, you have to go down to the next level. Everything else can be done from here.

The clever thing about World is that if your home is in the U.K. but you are staying in Benghasi, even if you are only there for a short time, you can change your home to Benghasi and see all the international dialling codes that you need to dial from there as well as seeing Libyan time on your Organiser's clock. The code for Bradford from your home in the U.K. is 0274, from Benghasi the Organiser will tell you that the code is 00 44 274.

THE DISPLAY
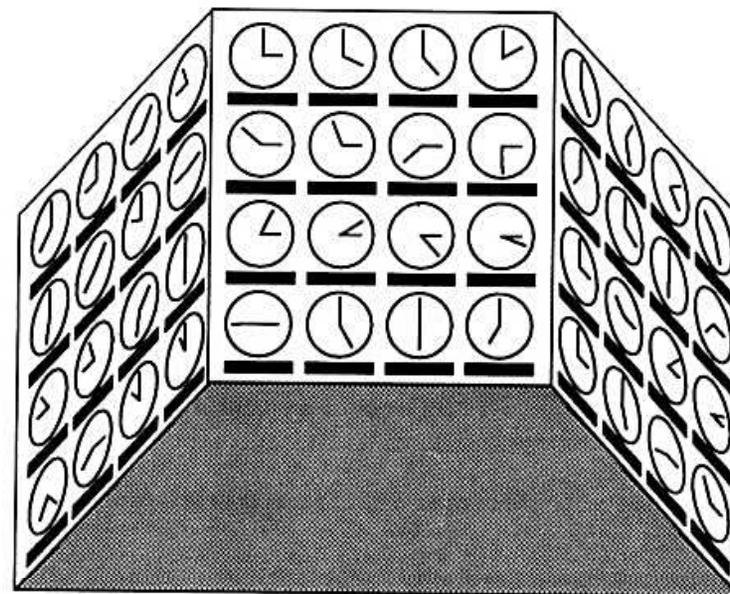
The display shows you the city, country, date and time there, and the dialling codes from your home to that city. It will be laid out like this:

```
   city  country
 DAY DATE MONTH
   TIME PM/AM
 DIALLING CODES
```

FIND

FIND is on the secondary menu with SET. You can use it to look up the time and dialing codes for most major cities and countries throughout the world.

COUNTRY NOT CITY

If you Find a country rather than a city, the country will be ʌn the top line and the second line will be empty. The time given will be the correct time

for the country's capital and you will be shown just the country code not the complete dialling code.

The a.m. or p.m. indicator will only be put on the display if you have selected the twelve hour clock on the Set option in TIME.

DIALLING CODE SYMBOLS

Contrary to what the Operating Manual says WORLD displays a space not a '.' between numbers to show where you should pause when dialling. We have not found a '?' or a '/' anywhere. Our telephone book doesn't list alternative dialling codes that we could see (when we pulled our eyes briefly away from this book to have a look). Nor could we find any dialling codes listed as not working some of the time. If there is a problem with a code - we believe it may have been included into the "no code" category on the Organiser.

NO CODE

Where the last line on the display has been left blank there is no direct dial facility to that city or country and you have to go through the operator. The Manual says that these may change and it's right! The Organiser lists no codes for places like Chad that now have one. Telecommunication links are being installed and improved all the time and it is inevitable that your Organiser may be a little behind the times.

TO MOVE AROUND WITHOUT USING FIND

When you enter World you will either see the display for New York or the last place you looked at. To move around from there UP ARROW will take you through the entries that are alphabetically before that point. DOWN ARROW will go through the entries that are alphabetically ahead. So from New York Manhattan, the UP ARROW will move you to New York Brooklyn, New York Bronx, New Orleans, New Caledonia etc. While the DOWN ARROW will take you through New York Queens, New York Statten Is., New Zealand, and Niamey in Niger to name but a few.

LOOKING UP A TIME OR DIALLING CODE

Although Find is on the secondary menu you don't need to select it from there. If you press the first letter of the place you want to find while you are looking at the WORLD display, the time and dialling code will disappear and the FIND prompt will appear on the bottom of the display. As with setting your home the Organiser will try and second guess what you want from the first letter you type in. It will put the one it thinks you might want on the top of the display. So if you type in 'O' it will put the first one that it can find beginning with that letter:

```
_____

    Oklahoma   USA
_____

        FIND:O
_____
```

If that is the one you want press EXE and you will see the whole display:

```
_____

    Oklahoma   USA
    MON 27 JUL 10.27
    dial: 010 1 405
_____
```

If it isn't the one you want you have a choice, you can either keep typing in more letters until you do get the one you want or you can use the UP/DOWN ARROWS to move through the countries and cities that WORLD knows about beginning with 'O'. When you are still learning which cities are included and which are not it is probably better to use the ARROW keys. If you type in part of the name and it is not in the Organiser's memory you will get "NO MORE ENTRIES" across the top half of the display. You will then not be able to use the ARROW keys to move anywhere else and will have to type in another clue to start the search again. If you just type the first one or two letters however, you can use the UP/DOWN ARROWS to scroll through all the entries that start with those letters. So if you type in 'O' you will be able to look at all the cities and the one country that begin with that letter.

THE KEYBOARD IN "FIND"

The LEFT and RIGHT ARROWS do not work here so you cannot move the cursor over the letters that you have typed in. If you make a mistake you cannot move the cursor back without deleting the intervening letters.

The UP/DOWN ARROWS scroll the towns and countries over the screen in alphabetical order once you have typed the first letter in.

Pressing ON once will delete the whole clue and you will be left with the Find prompt ready to start again. EXE will remove the Find prompt so you can see the date, time and dialling codes of the city or country that you have found.

SET

If you press MODE and select Set from the secondary menu, you will get the full prompt 'Set Home:' along the bottom of the display. We have already told you how to do this in the Initial Briefing so you will have to check there.

DEBRIEFING

We hope that now you have been introduced to WORLD you will find it useful. It might look a simple application but with its links with TIME, it makes a very powerful tool for the jetlagged spy!

OPERATION STOCKPILE

OPERATIONAL BRIEFING

Operation Larder was all about storing information in databases. Operation Stockpile is about much more of the same! XFILES allows you to create as many database files as you need, so you can have the equivalent of two, three, or more, MAIN files. Does this mean less trying to squeeze more flexibility out of each record in the one and only database file? Yes, and no! It does mean that you have got more freedom to spread your databases as far as your Organiser's memory will allow. Records are still limited to two hundred and fifty four characters, so keywords still have an important role to play. You may still need to re-read Operation Larder if you are working with large amounts of information - that's if you read it before of course!

XFILES

When you need to open a separate database select 'XFILES' from the MAIN MENU. You will the be put straight into the XFILES secondary Menu. You will know that you are there because a little file motif appears in the top left hand corner of the display, the same one as when you are working in MAIN.

NEW

If you select NEW you will be given a new file. You must then select which memory you want it stored on with the MODE key and give it a name. The name you choose must follow the normal file-naming rules. This file will now be the current file in XFILES and will remain so until you either select NEW again to start another new database file, or you open one that you have already created. You can now start Saving and finding records the same way as you would if you were working in MAIN.

SAVE AND FIND

These work on the current file in exactly the same way as the FIND and SAVE options from the MAIN MENU operate on the MAIN database file.

The only difference is that when you are saving a record and you press EXE, it doesn't take you straight back to the secondary menu, and so gives you the opportunity to Save another record straight away. If you have a number of records to save into the file, this is considerably quicker than the MAIN Save option.

LZ **TIP: OPENING MAIN IN XFILES**

If you want to take advantage of the extra facilities that XFILES has - like faster Saving, Printing, and Sorting for your MAIN database file - you can Open MAIN in XFILES. Just select XFILES and Open. Then type in MAIN. Do not forget that there is a MAIN file on every memory so you have to select the right one with MODE.

Once you have opened the file your Organiser will return you to the secondary menu. MAIN will now be the XFILES current file. You can work on records in that MAIN file until you create a new file or Open an old one, which will mean that MAIN is no longer the current file. You can still work with MAIN using the database options from the MAIN MENU even if it is no longer the current file in XFILES.

OPEN

Open allows you to load an existing file, making that the current file.

LZ **TIP: Selecting The File You Want To Work With**

Whatever application you are using on the LZ you can select the files you want to work with the same way. There are a number of options on most of the secondary menus that need you to select which file to use. Whether you want to Open, Print , Sort, Copy or Delete a file, you will be given a prompt with the option you have selected, the memory A, B, or C, a colon and the cursor flashing next to it. So if you selected Open from Notepad, Prog, Xfiles, or Utils you get:

Open A:

You do not need to type the filename because if you press EXE the first two files you saved will appear on the bottom two lines of the screen. You

can then move the cursor down to them with the DOWN ARROW key and see the rest of the files by pressing the DOWN ARROW repeatedly. You can go back up the list with the UP ARROW key or you can go round the whole list again by getting to the last one when your Organiser will give you the 'NO MORE ENTRIES' message and then pressing the DOWN ARROW key again, which will put you back on the first file on the list. Once you have found the one you want, leave the cursor over it and press EXE. The filename you selected will be on the higher line next to the colon with the cursor flashing over it.

LZ **TIP: Working With The Stars**

On any option that can cope with working with more than one file at once your Organiser will put a '*' - meaning all files - in the filename space before the cursor moves down to the list of files. You can then see all the files so you can choose the one you want. There will also be another star in brackets at the top of the list of files. If you select '*' you can carry out the option that you have selected on all the files of the appropraite type on that memory.

After you have selected the file you want to Open you will be returned to the secondary menu so that you can choose what you want to do with it.

SORT

You can Sort the records in a file into alphabetical order with this option, but it will only work on files that are on A, the internal memory. So if the file is on a Ram/Datapak you will have to Copy it onto A first. If the internal memory is fairly full you may also have to Copy files off of it so that you can Delete the original and make more room. Sort needs double the amount of memory that the file actually takes up.

PRINT

Providing you have got your Organiser connected up to a printer you can Print the current file or part of it. If you select Print but, have not got a printer connected or the Comms Link software isn't loaded onto the Organiser or the plugs aren't in properly, you will be given the 'DEVICE MISSING' message.

TO PRINT A FILE

Make sure that the file you want to print is the current file (if not, make it the current one with Open) then select Print. The display will then show Print and will automatically put in the filename of the current file and the memory that it is situated on. So if you want to Print a file called "Fun-time" - we will leave it to your imagination what that might contain! - and it was on a Datapak in device compartment 'B' the display will look like this:

                    PRINT B:FUNTIME

pressing EXE will start your printer.

BEING SELECTIVE ABOUT WHAT YOU PRINT

If you don't need a print-out of all the records contained in the current file, you can put a search clue on the line below the filename. So if you typed in "Vienna" it would then only print you out any records that have funspots with Vienna somewhere in them.

You can also include the '*' wildcard into the search clue. So you could ask it to print only those records that contain Helga in Vienna. All you need to do is use 'Helga*Vienna' as the search clue. This is where keywords used as a means of classifying records come into their own!

The words or letters in the search clue that you have separated by the wildcard must be in the right order. For example if one of your records had:

        Vienna
        Ritz
        Helga
        witt strata
        Saltzberg

the Helga*Vienna clue would not pick it up for printing. If it had Vien-na instead of Saltzberg the record would be printed. See Operation Larder for more details about using keywords.

COPY AND DELETE

These two options work the same here as they do everywhere else on the LZ. They will only work on whole files or all the files on the memory you have selected. For general information on Copy see Operation Duplicate.

To DELETE a database file you need to select the memory and filename when you get this prompt:

                    DELETE FILES
                    Delete A:

on the display.

You can press EXE and see all the database files listed. You can also select * and Delete all the files on that memory. Before doing that, check the list and make sure you really do want to Delete every file, otherwise you might be sorry later.

If you want to Copy or Delete more than one file, but not all of them, you have to deal with one file at a time.

DIR

If you just want to see a list of files that you have got on that memory but don't want to do anything else with them, select DIR. You will see:

                    DIR OF FILES
                    DIR A:

You can then select which memory you want to look at with MODE. Pressing EXE will put the top of the list on the screen. You can move up and down the list with the UP/DOWN ARROWS.

DEBRIEFING

You should now be planning your databases. Everything we said in Larder about careful thought being needed in the planning stage is equally true here. You have more memory and facilities for files on the LZ but, unless you have a limitless supply of memory, it will still pay you to take care.

OPERATION SPACE JOTTER

OPERATIONAL BRIEFING

Welcome to freedom! That is what this operation is all about. No more limits to how many characters you can have on a line. No more counting the lines to make sure you don't go over the sixteen line limit. No more trying to cram everything into the smallest amount of space so that you can see everything at a glance. So it really is "Hello freedom" in Organiser terms is it? In a way, although you've still got the physical limitations of your Organiser to contend with.

This spaced out feeling means that everything we said about PROG being used as a word processor to do "serious" writing on is also true for the Notepad.

NOTES

The Operating Manual stresses that the Notepad is good at storing figures, but we think it is good for storing everything! You could store everything from instructions on how to get somewhere and reminder lists of things you have got to do, through to the figures to account for how all your slush fund went so quickly.

On top of all these advantages, you can have as many Notepad files as you like. And just to put the icing on the cake, the files that hold your real secrets can be protected by an individual Password so that no one can get into them, not even you if you forget it!

THE CURRENT NOTEPAD

Until you create more notepad files the one you go into from the MAIN MENU is the current one. You select it by pressing N. You can then type in whatever notes you want.

THE KEYBOARD

Once inside the Notepad:

EXE is your carriage return key. It will give you extra lines both in the middle of the file and at the end. It will split the line and move the cursor to the beginning of either the next line down if you are in the middle, of a file or insert a new line if at the end of the file.

DOWN ARROW will move the cursor down through existing text but will not give you any access to lines below that.

When in the secondary menu the DOWN ARROW will take you to the last option on the list while UP ARROW will take you back to the first.

ON will take you either out of the Notepad and back to the MAIN MENU or, while you are in the secondary menu, it will take you to the first option on the menu.

THE SECONDARY MENU

This Secondary Menu has a full compliment of options. It has almost every option that is available on all the other applications put together and a few more besides. You can move around it and select options from it in the normal way, but because there are so many there are more here that start with the same initial letters than anywhere else. So you will have to put the cursor over the one you want and press EXE to tell your Organiser which one you want if it begins with S, D, C or P.

We are going to cover the secondary menu options in the order that we think will be the most useful if you are just starting out with your first Notepad file. None of them work until you have got some notes typed in so get cracking!

FIND

Find works here the same as it does everywhere else on your Organiser. You type in a search clue and press EXE. You will then move to the first place in the current file that it finds it. If you press EXE again it will move you down to the next place containing the clue. If you want to move back to where the previous clue was found press SHIFT and EXE together.

As well as finding a particular word or line Find can help you move around within a file, especially a large one.

HOME and END

These two will also help you move around the current Notepad. Home will move the cursor back to the beginning of the file and End will take it to the other end, where else!

ZAP

ZAP will erase the whole current Notepad. To stop you selecting it accidentally, if you ask to Zap the file your Organiser will put a 'ZAP Y/N' prompt on the top of the display. If you press 'N' - or the panic button - the contents of the file will still be there. If you press 'Y' the file will be emptied. The file itself will still exist and you will be able to put new information into it. If you have previously Saved a file, the saved version will still be intact even if you Zap the current file. If you want to Save the notes that you put in both before and after Zapping make sure you give the new notes a different filename when the Save prompt is on the top of the display otherwise you will overwrite what you saved in that file before.

SAVE

Whether you are Saving a file because you want to load another one, or just so that you have a back up copy, Saving a notepad is easy. All you do is select Save, change the memory with MODE if you need to, press ON to clear the existing filename if you want the file to be called a different name and type in the new filename.

NEW

New is the option you select when you want to create a new Notepad file. As long as you have saved the current file before you do it - see TIP below - all you do is type in the name you want the new file to be called. You do not get a choice of memory here, current Notepad files are always stored on the internal memory until you Save them. When you get the 'NEW A:' prompt type the new file name. The normal rules apply here about length and make-up of filenames. You will then be given a new file with that filename shown at the top of the display.

LZ TIP: Data Has Changed......

If you get 'DATA HAS CHANGED' with the current Notepad filename underneath you might be a bit perplexed if you got there by mistake and don't know what it means. The good old panic button should be an automatic reaction by now - see Tip way back in the mists of time!

But what does it mean? You have either asked your Notepad to create a new file for you or, you have asked it to Load an existing file and make that one the current Notepad file. In either case the file that was current before will be deleted. The display is telling you that you have changed the contents of the existing current file since you last saved it, and those changes will be lost forever if you carry on with what you are doing. Maybe you don't care, in which case you can press 'Y'. But if there is any doubt in your mind at all press 'N ' which will put you back into the file. You can then select MODE and Save so that you have everything in the current file saved.

LOAD

When you have a number of notepad files, the one you were using last will always be the current one. To work with a different file you have to make that one the current one by Loading it. When you do that you put the one you want made current on your Organiser on top, and it forgets the one that was current before.

Once you have Saved the current file select Load and type in the filename. That file will then be the current file.

SORT

This will put your whole file in order! When you select it you will be asked to confirm that that is really what you want to do just in case you got here by mistake.

Sort is really a line sorter. It will sort your lines alphabetically or numerically by what each line starts with. It is ideal if you are working with lists.

Before we go into details however, a word of warning. Sorting takes a lot of memory. If you are just starting this won't matter because you should have "bags" of memory, but there will inevitably come a time when you are short of memory space. To sort a file your Organiser needs double the amount of space that the file actually takes up. If you are worried about space you can check how big the file is in the Directory.

LZ TIP: How Big Is My File?

To find out the size of a file either select the Directory option in UTILS or select any option, like Save or Open, which needs a filename and press EXE and then DOWN ARROW. Alongside each file name you will see a number. These tell you how many "bytes" of memory that file is using.

To find out how much free space is in the internal memory go to the Info option in UTILS. You can then subtract the total amount of bytes you have used from the total available (22000 or 52000 for the LZ approximately) and then see whether you have got enough room for Sort to do its job. For more details about memory size see the chapter on Remembering Things.

SORTING NUMBERS

If you have a number at the left hand edge of each row and you ask your Organiser to sort, providing you have not used more than one to nine, it will put them in the right order. If you have gone over nine, things get a little difficult because the Organiser is treating the numbers the same as it would letters. It will put all the 1's together and 2's together etc., so ll and l99 will come higher in the sorted list than 2, which may not be quite what you were expecting! You can avoid this by using leading zeros and making all the numbers the same length.

```
001
002
003
013
```

SORTING WORDS

This is fairly straight forward. The first word on every line will be sorted alphabetically.

NUMBERS AND WORDS

If you have some lines that start with words and some that start with numbers Sort will pull the numbered lines out and put then at the top. It will put the lines that start with words, sorted alphabetically, underneath the numbers.

CALC

This is another option that works with lists. The calculator here is much more limited than the main CALCulator because it will only cope with the list functions.

THE = SYMBOL

You have to tell the Organiser which are the numbers in the list and which are the list functions. You can do all of that by putting the = symbol in the right places.

The = symbol is important here. If you don't put in the right place the Calc option will not work.

Immediately in front of each figure that you want calculating,

Immediately after the list function that you want to work with.

THE LIST FUNCTIONS

SUM = adds up all the numbers in the list
ITEMS = counts the number of things there are in the list
MEAN =)
VAR =) gives you different sorts of statistics
STD =)
MAX = tells you the highest number you have got in the list
MIN = tells you the lowest number you have got in the list

When using List Functions, if you change the numbers or the list grows the answers are updated automatically each time you select the Calc option. You can add extra lines or delete lines, you can even carry on the list below the function and those underneath will still be included in the calculations.

USES

This is ideal for keeping account of things. From how many people you have invited to your Secret Policemen's Ball to where you have spent the money that had been earmarked for the Ball but has now disappeared!

NUMBER OF DECIMAL PLACES

The number of decimal places in the Notepad's calculator has been set to two, but you can change it with the Fix command just like you can with the main CALCulator. To use Fix in the Notepad type in FIX = (the num - ber of places you want after the decimal point anywhere within the file. If you are going to print the file out and you want to make your calcula - tions look good you are supposed to be able to add a comma and another number to tell your Organiser how many numbers are in the final total so that it can align when all and make it look pretty! We couldn't get ours to look pretty at all.

NUMBER

This option will put a number at the beginning of each line so that each line is numbered consecutively. If you add extra lines into the file or take lines out, the line numbers will be updated automatically.

You can select this in the normal way and then type 'Y' to confirm that you do want the lines numbered. To turn them off again later select Num - ber again from the secondary menu, type 'N' and the numbers will disappear.

DIR

To see a list of all the Notepad files, select Dir with 'D' and EXE. Select the memory you want with MODE and then press DOWN ARROW to move the cursor down the list of files.

COPY and DELETE

To do either of these, select the one you want from the secondary menu, select the memory that the file that you want is on with MODE and select the file you want from the directory in the normal way.

To Delete the file you will be asked to confirm that you really do want to delete it. If you select 'Y' that file, or all the files if you selected the "*", will be deleted.

To Copy you select the right memory and file that you want your Organiser to Copy from and then say which file and memory you want it copied to.

PRINT

This will print out the current Notepad file. Provided you have a printer plugged in and the Comms Link or Printer Cable is properly installed, you select Print from the secondary menu and confirm with 'Y' then it will display 'PRINTING.....' If you are given a 'DEVICE MISSING' message you haven't got the Organiser connected up to the printer properly.

PASSWORD

We have left the best one till last! This option will enable you to protect your private information by setting a password on individual Notepad files. In theory every Notepad file could have its own password but we will come back to that in a minute. To protect your file from prying eyes all you need to do is select Password from the secondary menu and type in the word you want to use as the Password. The word you choose can be up to eight characters long - like a filename - in any character combination you like. But it has got to be something that you are going to find easy to remember, but not so easy that anyone who knows you will guess it with only a modicum of thought. The characters that you type will not appear on the screen: there will just be as many '#'s as there are characters in the password that you have chosen. You will then have to type the password in again. As long as you have typed in the same sequence of characters twice the password will now be set and no one will be able to get into the file without it, not even you!

To change the word that you are using, Load the file, select Password and type in the old password and then the new one twice. Bear in mind,

however, that if you do change the password you are increasing the chances of you forgetting it as well as foxing inquisitive people who have risen to the challenge and are trying to break into the file using every combination they can think of! To turn the Password off just press EXE when it asks you for the new password.

Once a password has been set, no-one will be able to look at the file. If you forget it you will never see the contents again. If you give all your Notepads passwords, you are increasing the chances of forgetting at least some of them! So we recommend that you only protect the most secret information this way.

DEBRIEFING

We hope we have illustrated how useful Space Jotter really is. You can store anything here and you can have as many different files for as many different things as you can imagine. You can also protect the most sensitive information with a password as well as working with lists in lots of different ways. We can't think of more that a spy could wish for! Well, apart from food and clothes and back-up and .... (well you know what we mean!)

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THE MANAGER

BRIEFING

We would now like to introduce you to a very important person - the Manager of your "base". His office is the last but one before the beginning or end of the circular corridor. You will have to pay him a visit if you want to do things that are outside the other office's briefs. He can change the Language that the whole base works in; turn the internal sound system off; tighten up security and search through all the applications for a clue if you have mislaid something.

He can do a number of other things too that we have already covered in other places. Info tells how much memory you have used and we've dealt with that in the Remembering Things chapter. Likewise Copy is in Operation Duplicator, Reset and Format are in Operation Wipe Out - see these earlier chapters for more information.

The other six activities the MANAGER can carry out will be divided into two groups. The first group will be called 'Working With All Files Everywhere'. This group includes Search, Dir and Delete. The second group will be headed 'Global Controls'. They handle the Sound, Language and Password systems.

UTILS - WORKING WITH ALL FILES EVERYWHERE

The Manager is not constrained by the boundaries between applications. He can give you access to all the different types of files, not so that you can work with them because you do that through the individual applications. You can ask him to find a search clue or show you a directory of what files each application is holding. Finally you can ask the Manager to copy and/or delete any file from anywhere.

SEARCH

You will find this a very useful option if you have mislaid something inside a file somewhere in your Organiser. Especially if you have got a number of database files and are looking for a record but cannot remem-

ber which file you put it in. To search each file individually with Find would take time, but if you use this option it will find you the record in a "twinkling of an eye".

Search works just like Find in any other application. When you select it from the secondary menu the display will show 'SEARCH ALL DATA'. You can then type in a two or three character search clue which can include wildcards "+" for a character, "*" for a word (see Operation Larder for more details) and press EXE. Your Organiser will then search through all the different files in a set order. It will show you which files it is looking through on the top right hand side of the display, if you can read fast that is! When it finds something it will display the filename and the line that contains the clue. If it is not the one you want press EXE and it will carry on Searching. If it is the one you are looking for press Mode. That will take you straight in to the file where Search found the clue. If it was in a record in a database, the file will be automatically loaded into XFILES as the current file. So if the clue is in MAIN don't be surprised when you get back to the XFILES secondary menu after you press ON and not the MAIN MENU as you would normally from MAIN.

DIR

This will give you a list of files but first you have to select what type of files you want to look at.

LZ **TIP: Different Types Of Files**

There are a total of seven different types of file that can exist on your LZ. You have only properly been introduced to three so far whether you've met any others will depend on what you have done on your Organiser to date and what add-on goodies you have managed to squeeze out of Stores.

TYPES OF FILES YOU SHOULD KNOW SOMETHING ABOUT

FILES:	that is shorthand for datafiles. These are database files and saved DIARY Files
Notes:	Saved NOTEPAD files
OPL -	OPL files

Xdiary:	CM DIARY files that you have loaded on your LZ

FILES THAT ARE USED BY ADD-ON APPLICATIONS AND ACCESSORIES

Comms -	Comms Link set-up files
Plan -	Spreadsheet files
Pager -	Pager set-up files.

There is one further "type" called All.

If you select "All" your Organiser will show you every type of file, one memory at a time. Whenever you get a directory listing the file type is on the left hand side of the screen, so you can see at a glance which files are of which type even if you select that you want to work with All files.

DELETE

The only difference with this Delete and every other delete is that you have to select the type of file before selecting the memory with MODE. Don't select 'All' unless you are absolutely sure you want to clear everything off the chosen memory!

UTILS - GLOBAL CONTROLS

The GLOBAL CONTROLS are what the Manager uses to change the environment within your 'base'.

SOUND

SOUND is a simple two-way switch. You can turn it 'on' or 'off'. It is normally turned on, but if you want to turn the entire sound system off, including alarms, just select 'Off' here. We do not recommend you do this unless you are working on an extra sensitive job because we know we would never remember an alarm without the Siren to tickle our ears!

LANGUAGE

This control switch allows the Organiser to show off its trilingual capabilities. When you turned the Organiser on for the very first time you were asked which language you wanted to work in - English, French or German. The one you select is assumed to be your mother tongue because you are never offered the choice again, but you can change it here if you need to. So if your cover story is that you are a German diplomat you can change your Organiser to German which will kill two birds with one stone. Firstly it will continually remind you that you have got to speak German and secondly it will allay people's suspicions, because if you were seen using it in English your cover might be blown wide open.

PASSWORD

This is where you can set the Password that will stop everyone getting into your Organiser. It works in exactly the same way as the Password you can set for individual Notepad files except that this one covers everything and encrypts every single piece of information that your Organiser is holding.

Select Password from the UTILS secondary menu and type the word you want to use as the password twice. The word you choose can be up to eight characters long - like a filename - in any character combination you like. But it has got to be something that you are going to find easy to remember, but not so easy that anyone who knows you will guess it. As long as you have typed in the same sequence of characters twice, the Password will now be set and no one will be able to use your Organiser without it, not even you!

Once you have set a Global Password you can decide whether you want to turn the facility On or Off.

LZ Tip: Always set a global Password

To stop someone else setting a Password and stopping you from getting into your own Organiser it is a good idea to set a Password, but then to turn it Off.

To change the Password select the Password option and then select Change. Type in the old Password and then the new one twice. If you do

change the Password you are increasing the chances of your forgetting it. To cancel your Password just press EXE when it asks you for the new Password.

Once a Password has been set, no-one will be able to turn your Organiser on at all. Actually, they can turn it on and try and type the Password, but if they get it wrong the Organiser turns itself off again immediately. So if you forget the password you won't be able to use your Organiser at all. The only way to get back in is to take the battery out and lose everything that was in the internal memory!

We have found the Password a bit of a mixed blessing. If, like us, you tend to use your Organiser in spasmodic bursts it tends to become a bit of a bind typing in the Password every time you turn it on. So if you have got sensitive material on your Organiser you may find it better to store that in a Password protected Notepad file, rather than leaving the global password turned on all the time.

DEBRIEFING

That was the Manager's Office. You should know now that this is the place to come when there is anything you need to do in the Organiser that affects all the applications or the physical facilities that the Organiser has available.
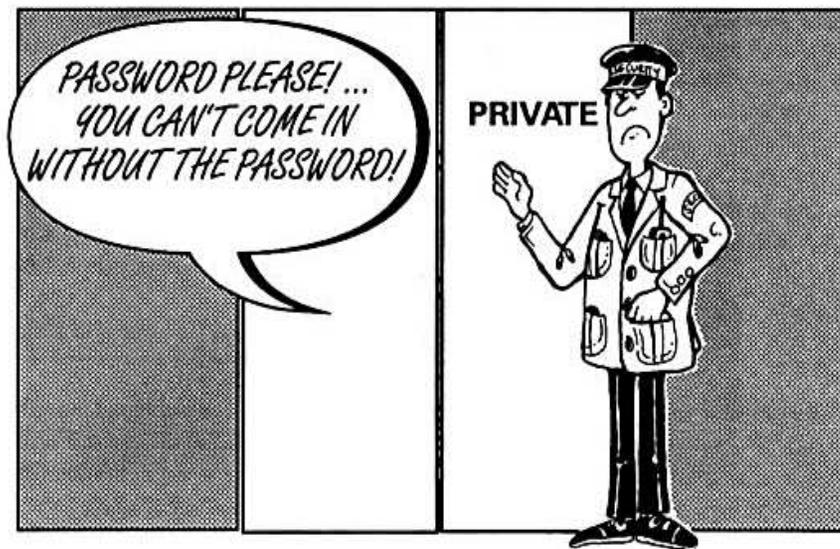
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PART FOUR

JOINT OPERATIONS II

OPERATION SCRAMBLE

Operational Briefing

No don't panic, we mean scramble as in scrambled eggs rather than emergency take off, but this isn't a cookery lesson either! We are just going to turn everything you have learnt about your "base" upside down. Now that you know where each office is and what each does we have news for you. They don't have to stay there! You can move them around or delete them altogether if you are not going to use them.

GIVING AN OFFICE ITS CARDS !

If you decide you no longer need a MAIN MENU option press ON as many times as needed to get the lift up to the top level, put the cursor over the option you want to send packing and press DEL. You will then be given a 'Y/N' prompt so that you can confirm that you do want to delete that option. If you press 'Y' it will no longer be on the MAIN MENU. If you press 'N' or the panic button the Organiser will put you back into the MAIN MENU without altering it.

Although you have deleted the option it has not gone for good. It has just been put into storage. So if you ever want it back it can be retrieved and put back into the MAIN MENU either at the same point or somewhere different.

CALLING IN THE REMOVAL MEN

If you have deleted an option and then you decide you want it back, all you have to do is get into the MAIN MENU and put the cursor over the place where you want the option putting in. It doesn't have to be the same place as it was before and you don't need to worry about the option that

is there underneath the cursor, that will just be moved along one place to the right. If you press MODE the CM display will ask you to 'INSERT ITEM'. while the LZ in its more explicit way will put:

INSERT MENU ITEM

NAME:

In both cases you then type the name of the option you want to put in.

CALLING IN THE BUILDERS

You can also extend your 'base' by adding in new offices which contain files or OPL programs which then allow you direct access to them.

CM You can only install either a MAIN MENU option that you have previosly deleted or the name of an OPL program. If you promote an OPL program to its own office the Organiser will run it as soon as you select it.

If you want to add a particular OPL program to the MAIN MENU don't give it the same name as a MAIN MENU option.

If there is something wrong with the program that you have installed which stops it being run, the appropriate error message will be displayed and you will be invited in the future to press the SPACE key. When you do, you will automatically be put back into the MAIN MENU, so there isn't much point in putting an OPL program on the MAIN MENU until it is fully tested.

LZ You can install several different types of file onto the LZ's MAIN MENU as well as restoring MAIN MENU options that you have deleted. What you can actually do with it depends on what sort of file it is. After you have typed in the name of the file or program you will then be asked to indicate what sort of file it is. You are given a choice of 'OPL NOTES FILES' along the bottom of the screen to select from.

NOTEPAD Files

If you install a saved NOTEPAD onto the MAIN MENU, you go straight into that file and have all the same facilities as you have when using the current NOTEPAD. It is also a great deal quicker because you don't have to Save the current Notepad first and then Open the one you want to work with. It gives you instant access to as many NOTEPADS as you want.

OPL Programs

If you install an OPL program onto the MAIN MENU the Organiser will run it automatically.

If there is something wrong with the program that you have installed which stops it being run, the appropriate error message will be displayed and you will be invited to press the SPACE key. When you do that you will automatically be put back into the MAIN MENU. So there isn't much point in putting an OPL program on the MAIN MENU until it is fully tested.

If you want to add a particular OPL program to the MAIN MENU don't give it the same name as a MAIN MENU option.

FILES

The last sort of files that you can install here are data files. Don't forget that these can include Saved DIARY files as well as database files. When you select one of these from the MAIN MENU it will be loaded into XFILES as the current file and you will automatically be given the Find prompt. That is because Find is the only option you can use. In other words you can look but can't touch! Don't forget that if you install a Saved DIARY you will have to put your decoding hat on because the date, time, duration, etc. of the entries are in number code. See Operation Labyrinth for revision if you have forgotten the key.

DEBRIEFING

You now have the means to make your base truly your own. Building new offices and knocking the old ones down will completely change it. Putting

those that are left in the order that you use them most will be an added deterrent to intruders! Then nobody but you will find their way around.

FINAL BRIEFING

Well that's it. You and your Organiser should now be ready to face the world together and cope with anything that is thrown at you. Your presence will be required for a graduation ceremony and then you will be given your orders in Control's office. The times for your appointment will be posted on the board. You are no doubt feeling very elated now but that will quickly be replaced by excitement and fear as it dawns on you that you have finished playing games, the next part will be for real. We should not have to tell you that everything from now on is not to be discussed in the Mess or anywhere else for that matter, it will be your secret not to be shared with anyone or you could put your life and the lives of many others at risk.

You have been a great bunch to work with. We have enjoyed it and we hope you have too. Don't forget that what we have covered here is only the beginning. You will never get the best out of your Organiser, whichever model you have got, without using it. So use it!

GOOD LUCK

Index

Software for the Psion Organiser

Special Offer

RVH - Assembler/Debugger £99.95 incl VAT

This package allows the programmer to write, run and debug machine code programs. It has many attractive features such as main assembler or mini-assembler, machine code monitor for patching RAM directly, disassembler, RAM dumping, single stepping or executing to a breakpoint and printer output (via Comms Link). **Quote from "Ipso Facto" Psion user group newsletter Jan '90:- "From a purely personal point of view, this is the best piece of software I have seen for the Psion Organiser......Les Ball"**

Psion Comms Link RS232C (IBM PC) £59.95 incl VAT

This unit includes both hardware and software to link the Organiser to an IBM PC or clone. The ROM software included in the interface also allows communication with many other devices.

Autoscribe Plus (from Widget Software) £49.95 incl VAT

An exceptional word processor which allows on-the-spot recording of reports, letters etc. Featuring:- Up to 240 characters to a line and document size limited only by size of RAM Pack. Full cursor control and insert. Text automatically saved. Automatic word wrap. Special non-keyboard character feature. Search and replace. List documents. Cut and paste. Send and receive via the Comms Link. Uses bold, underline, italics etc on Epson compatible printers.

Paralink £59.95 incl VAT

Allows the Organiser to print directly to a printer with a standard Centronics compatible interface (that's most of them!). Works with your own OPL programs. Includes main socket.

Transfile ST £49.95 incl VAT

Allows error free transfer of informaton between the Atari ST and an Organiser via the Comms Link. It can easily transmit and receive all data files, diary files, notepads and OPL programs. This program uses the Psion protocol for data transfer and allows you to print from your Organiser via the Atari ST.

Back-it-up £49.95 incl VAT

This program is run from an IBM PC, XT, AT or clone and allows all the information to be pulled from your Organiser and saved. This includes data, diaries, alarms and programs from all drives. A Comms Link must connect your PC to the Organiser. Restoration of data is of course very easy.

Filemaster (from Widget Software) **£49.95 incl VAT**

The user can take control of the Organiser's filing structure and use a long list of additional functions including sort, multiple criteria, search, select, printing of records, diary print, can edit up to 110 database files. Allows checking of input data, auto-load and printing of data in columns.

Additional Hardware Items

128K and 256K RAM.PAGE packs provide a massive amount of battery backed RAM for the Psion Organiser II within a standard size casing. These can be used in exactly the same way as normal RAMpaks or Datapaks.

These programs are obtainable from Kuma Computers Ltd, 12 Horseshoe Park, Pangbourne, Berks, RG8 7JW, phone 0734 844335, or your local Psion dealer.

This is to certify that

----

is a

Qualified, Organised Information Gatherer
(S.P.Y.)

Signed ___ *MXE* ___

The Psion Organiser Deciphered

This book is designed as a beginner's guide for all Psion Organiser owners, giving an in-depth introduction to the LZ, LZ64, CM and XP models, and explaining the differences between them.

Written in a sensitive, highly readable form the text is liberally illustrated with handy hints, tips and practical advice together with a wealth of examples.

Published by

Kuma

£12.95 net