The
Equalizer™

User's Manual

VTECH®

izer

Congratulations on your purchase!

Congratulations on your purchase of the Equalizer™ by VTech® - the most affordable, fully functional laptop made specifically for children. The Equalizer provides children with the power of their own laptop that they can use for completing homework assignments, sending email to friends and family, studying for tests, playing games and a wide variety of other functions commonly found on a standard personal computer.

At VTech® we know that children have the ability to do great things. That's why all of our electronic learning products are uniquely designed to develop your children's minds and allow them to learn to the best of their ability. Whether it's learning about letters, numbers, geography or algebra, all VTech® learning products incorporate advanced technologies and extensive curriculum to encourage children of all ages to reach their potential.

When it comes to providing interactive products that enlighten, entertain and develop minds, at VTech® we see the potential in every child. We at VTech® are committed to providing the best possible products to develop a child's mind.

Should you have any questions or concerns, please call our Consumer Services Department at 1-800-521-2010 in the U.S. or 1-800-267-7377 in Canada.

There is a single particle of dust in the middle of every snowflake.

Facts for the BRAIN!

Because it rotates so slowly, one day on the planet Venus is longer than one year on Earth.

The Equalizer™

The tropical cockroach can reach speeds of 3.4 mph; 50 body lengths per second!

Facts for the BRAIN!

Abraham Lincoln and Walt Disney were postal workers before they became famous.

Table of Contents (CONTINUED)

Table of Contents (CONTINUED)

Table of Contents (CONTINUED)

The Equalizer™

Introduction to the Equalizer™

The Equalizer™ is a fully functional laptop designed especially for children. The diagram below will help you get to know the different components of your laptop.

High Resolution Screen

Contrast Switch

Volume Switch

Power, Caps Lock, Num Lock Indicators

On/Off button

AC Adapter Hook-up

Mouse

Keyboard

Cartridge slot

Setting Up Your System

Opening the Equalizer™
To open the Equalizer™ so that both the LCD screen and the keyboard are visible, slide the two latches on either side of the laptop towards you.

When you're not using the Equalizer™, keep it closed to protect the screen and keyboard.

Any month that begins on a Sunday will also contain the day Friday the 13th.

Facts for the BRAIN!

February has only 28 days because Julius Caesar took one day out of February to add to the month named after him (July).

Power Supplies

The Equalizer™ can run on either battery or AC power. You might find it useful to use the AC power adaptor while you're at home near an electrical outlet and rely on the battery power when you use the Equalizer™ away from an electrical power source.

Installing the Batteries

1. Make sure the Equalizer™ is OFF.

2. Locate the battery cover on the bottom of the unit.

3. Open the battery cover.

4. Insert four new "C" size batteries as illustrated:

Battery Notice:

* Install batteries correctly making sure you have placed the positive and negative ends correctly according to the diagram.

* Do not mix old and new batteries. Replace all four batteries simultaneously.

* Do not use different types of batteries.

* Remove the batteries from the Equalizer™ when you are not going to use the unit for a long time.

* Do not dispose of old batteries in fire.

* Do not attempt to recharge ordinary batteries.

* Do not short-circuit the supply terminals.

5. Replace the battery cover

DO NOT USE RECHARGABLE BATTERIES in the Equalizer™

Note: If the "Low Battery" icon ▯ appears on the status bar, you should get ready to change the batteries. If the Equalizer™ suddenly stops working or the sound becomes weak, turn the unit OFF for 15 seconds, then turn it back ON. If the problem persists, it may be caused by weak batteries. Please install four new "C" batteries and try the Equalizer™ again.

Backup Battery Installation

1. Make sure the Equalizer™ is turned OFF.

2. Locate the backup battery cover on the back of the unit and open it.

3. Insert a CR2025 battery as illustrated.

First Time Installation:

During the first time installation only, remove the plastic strip from the backup battery. To avoid damage from leaky batteries, replace the backup battery at least once a year.

Replacing Backup Battery:

The presets can be affected by battery changes, so be sure to leave the Equalizer™ on when you change the backup battery. That way your presets won't be affected by the temporary interruption of backup battery power.

4. Replace the battery cover.

5. Turn the Equalizer™ ON.

Using the AC Adaptor

Using the Equalizer's™ AC Adaptor helps you avoid draining your battery power. When the AC Adaptor is in use, the Equalizer™ automatically bypasses the battery power supply, so there is no need to remove batteries.

1. Make sure the Equalizer™ is OFF.

2. Locate the adaptor jack on the left side of the unit.

3. Plug the adaptor into the adaptor jack.

4. Plug the adaptor into a wall outlet.

5. Turn the Equalizer™ ON.

note: If the Equalizer™ suddenly stops working or the sound becomes weak, it may be the result of the adaptor connection. Turn the unit OFF and unplug the adaptor from the unit for 15 seconds. next, plug the adaptor back in and turn the Equalizer™ ON. If the problem persists, it may be the result of the adaptor's wiring or the Equalizer™ itself. Please call our Consumer Services Department at 1-800-521-2010 in the U.S. or 1-800-267-7377 in Canada.

note: Do not leave the adaptor plugged in for long time periods if the Equalizer™ is not in use.

Connecting the Mouse

1. Make sure the Equalizer™ is OFF.

2. Flip open the door located on the back of the laptop to find the mouse port.

3. Plug the mouse into the laptop's mouse port.

4. Turn the unit ON.

Connecting a Printer

1. Make sure both the Equalizer™ and the printer are OFF.

2. Locate the printer port on the back of the Equalizer™.

3. Insert the printer plug into the printer port.

4. Turn the Equalizer™ ON, then turn the printer ON.

The printer and the Equalizer™ are now connected. You will now need to go to the Printer Setup application to complete the connection.

Open Printer Setup by clicking on: which can be found in the Control Panel folder.
Scroll through the Printers listed in the Printer box. Click on the name of your printer. Then click OK.

For more detailed instructions on the Printer Setup, see the Printer Setup section of this manual located in the Control Panel chapter.

Turning the Equalizer™ On and Off

Press the ON/OFF button located at the upper right hand corner of your laptop to turn it either on or off.

If the Equalizer™ does not turn on, refer to the Frequently Asked Questions (FAQ) section to troubleshoot the problem.

Automatic Shut-Off

If there is no input into the Equalizer™ for about 30 minutes, the laptop will automatically shut off to save power. About 15 minutes before shut-off, the Equalizer™ will give you an audio warning to remind you that it will shut-off. After the automatic shut-off is activated, you need to press the ON button again to turn it back on. We recommend that you turn the laptop OFF when you are not using it.

NOTE: Any unsaved documents will be lost after the automatic shut-off. Remember to save your work frequently.

Adjusting the Contrast and Volume

If the image on your screen is either too dark or too light, you can adjust it using the Contrast Switch. Slide it up for higher contrast and down for lower contrast.

You can also adjust the volume on your Equalizer™ by sliding the Volume Switch up to make it louder and down to make it softer.

Attaching Headphones

If you like to keep the volume turned up louder than the rest of your family would like, you can use earphones. Any set of standard earphones (like the ones from your portable radio) will plug into the earphone jack on the right hand side of the unit.

Getting to Know the Equalizer™

Keyboard Layout/Functions

Labels: Schedule, Symbol Table, Pull-down Menu, Select Start, Select End, Help, Print Screen, andy Spell Checker, Escape, Caps Lock, Shift, Num Lock, Alt, Enter, Shift, Screen Saver

Understanding the Screen Layout

The Equalizer™ screen layout is organized by folders. Within each folder there are the actual applications. Think about your folders for each of your classes. Within each class folder you have material for that class. Well, it works the same way on the Equalizer.™ For example, in the Art Studio folder, you'll find the Drawing and Card Maker applications.

To see what's inside of each folder, place the mouse pointer over the folder's tab and click once on the left mouse button. The center of the screen will now show you what applications are inside that folder. You'll still see all of the other folder tabs. That way you can move easily from folder to folder.

You can also use the "Tab" Key to move to the next folder.

Hot Keys

To open the folders without using the mouse, you can use the Hot Keys. Hot Keys are indicated by an underline underneath a letter. To use them, simply push the Alt key and the appropriate letter key at the same time. For example, to open the Word Processing folder, you push the Alt key and the W key at the same time.

Getting to Know Your Equalizer™ (CONTINUED)

Using the Mouse

The Equalizer™'s mouse is like any other computer mouse. So if you've used a mouse before, you'll probably be comfortable. The mouse pointer moves in the same direction that you move the mouse. To move the pointer to the right, move the mouse to the right.

(Hint: Your mouse will work best if you keep it on your mouse pad - this gives the mouse better traction.)

To select an item, move your mouse pointer over that item and then click once on your left mouse button.

The left mouse button selects or opens things by placing the mouse pointer over the item and then clicking once. The right mouse button has a variety of functions depending on what application you are using. These different functions are described within the instructions for each of the different applications.

You can change the speed of the mouse and the mouse pointer by going to the Control Panel folder and selecting the Mouse Setting application.

You have five options for the Tracking Speed - that's how fast your mouse pointer moves in relationship to how fast you move the mouse. If the mouse pointer moves too fast across the screen for you and you have trouble maneuvering it, select a slower tracking speed.

You can select from an arrow, a pencil or a hand pointer for your mouse pointer icon. Just click on the circle next to the icon that you like best.

Once you've selected a mouse pointer you like and have the tracking speed set at a comfortable level, click on the OK button at the bottom of the screen.

Fact Tidbits

Each time you turn on your Equalizer™, you'll be greeted by a Fact Tidbit. These are fascinating tidbits of information, and they're there just for fun. After reading the tidbit, you can read another tidbit by clicking on the next button or you can move on by clicking on the Close button.

If you'd rather not be greeted by a Fact Tidbit each time, click in the box next to "Show tidbits next time". If there is no 'X' in that box, then you will not see Fact Tidbit when you turn on your laptop. If you turn off the Fact Tidbit and then later decide that you would like to see them again, you can turn them back on by going to the System Settings. The System Settings application is located in the Control Panel folder; see that section of the manual for more details.

Demo/Help

Demo/Help provides you with online help when you have questions about the functions of your Equalizer™. You can access Demo/Help through the Demo/Help folder or through the Help option on the main menu of all the applications.

If you cannot find the answer to your question online, consult the appropriate section of this User's Manual.

Getting to Know Your Equalizer™ (continued)

RAM Cartridges

If you are working on a file opened from a RAM cartridge that you later pulled out of the Equalizer™, you will be prompted to replace the RAM cartridge in order to save the file. The prompt will look like this:

"The drive is not ready. Please insert the original cartridge back to the slot."

Once you have reinserted the RAM cartridge, click on OK.

Note: Do not pull out a RAM cartridge while the Equalizer™ is saving a file! This will cause the Equalizer™ to crash, and your files will be corrupted.

E.Q. Write™: What is it?
A great application for typing reports, stories or any other text documents.

Where is it?
The E.Q. Write™ application is located in the Word Processing folder.

When do I use it?
Use E.Q. Write™ any time you want to create a text document. Use it for homework, writing a letter to your grandparents, or creating a flyer for your car wash.

Getting to Know E.Q. Write™

Open E.Q. Write™ by clicking on:

You will now see the E.Q. Write™ main screen:

The icon bar ← Function ← Scroll bar ← Time

Caps Lock | Num Lock | INS/OVR | Date

The Icon Bar

(New) Creates a new document.

(Open) Opens an existing document.

(Save) Saves the current document.

(Spell check) Spell checks the current document.

(Bold) Makes the text bold. You can either select this before you start typing your text, or you can highlight existing text and then select bold. To turn it off, click on it again.

(Italic) Makes the text italic.
This works the same as the bold icon.

(Underline) Underlines the text.
This also works the same as the bold icon.

(Left alignment) Left justifies the text you have highlighted or if you do not have any text highlighted, it left justifies the text you enter.

(Center alignment) Centers the text you have highlighted or if you do not have any text highlighted, it centers the current paragraph.

(Right alignment) Right justifies the text within the cell you have highlighted or if you do not have any text highlighted, it right justifies the current paragraph.

(Full alignment) Full justifies the text you have highlighted or if you do not have any text highlighted, it full justifies the current paragraph.

A garden snail travels at only 0.03 mph.

Facts for the BRAIN!

Albert Einstein failed the first entrance exam he took for college.

Hot Keys and Shortcut Keys

Hot Keys and Shortcut Keys are functions that you can perform without using the mouse. Both functions are indicated by an underlined letter in the word labeling the function.

Hot Keys are found in the pull-down menus and dialog boxes. You can pull down a menu by pressing Alt and the underlined letter of the menu you want to open. For example, to create a new document, press ALT + F to open the File pull-down menu. Then press N (for "New") to create a new, blank document.

Shortcut Keys work in a similar fashion, but you skip pulling down any menus. For Shortcut Keys, hold down the CTRL key, then press the appropriate letter key. For example, to open a document in E.Q. Write™, press down CTRL + O. To exit, press CTRL + Q. Shortcut Keys are easier to use, but many Shortcut Key commands don't start with the first letter of the command, so you'll have to memorize them. Shortcut Key information can also be found in Help within an individual application. Chart of Shortcut Keys:

new open save print exit cut copy paste select
all text

The Overwrite/Insert Mode

By pressing the "Insert" key on your keyboard, you can choose between the overwrite or insert mode. The mode you are working in is displayed at the bottom of your screen in the status bar. If you are in the overwrite mode, you will see the letters OVR. If you are in the insert mode, you will see the letters INS.

When you are in the overwrite mode, if you type in new text in the middle of existing text, the new text will automatically type over the existing text. Be careful to check what mode you are in so that you don't accidentally type over the text that you want to keep.

When you are in the insert mode, if you type new text in the middle of existing text, the new text will appear before the existing text.

Selecting a Font

First, click on Select from the Edit pull-down menu. Then select the text you want to change the style of by clicking your mouse pointer at the beginning of the first word, and clicking again at the end of the last word. The entire selected area will be highlighted.

1. Click on Format from the main menu.

2. Click on Font.

3. The Font dialog box will now appear. Scroll through the list of font styles to select a font. You can choose two types of font; each comes in three different sizes.

4. Then click in the box next to "Bold", "Italic" or "Underline" if you want to use any of these type effects.

5. Click on OK.

You can add the bold, italic or underline effects by using the icon bar. Highlight the text and then click on
[A] (bold icon) to make the text bold, [A] (italic icon) to italicize it or [A] (underline icon) to underline it.

Creating a Bulleted or Numbered List

Putting items in a list is a good way to call attention to a group of items.

1. Click on Format from the main menu.

2. Click on Bulleted List.

Creating a Bulleted or Numbered List (CONTINUED)

The Bulleted List dialog box will appear.

Bulleted List

○ Bullet
○ Number
○ None

[OK]   [Cancel]

Click in the circle next to your choice. Clicking on "Bullet" will format your list with bullet points:

•Text
•Text

Clicking on "Number" will format your list with sequential numbers. Use a numbered list when there is an order to the items in your list.

1. Text
2. Text

To remove the bullet format, highlight the text, then open the Bulleted List dialog box and click on "None".
The bulleted or numbered list will also take effect for a selected area.

Justifying the Text

1. Click on Format from the main menu.

2. Click on Justification.

3. The Justification dialog box will now appear.

Alignment

○ Left   ▤
○ Center   ▤
○ Right   ▤
○ Full   ▤

[OK]   [Cancel]

Click in the circle next to your choice.
The small diagram to the right of each choice illustrates the format.
In most cases, you will want to use either the left or full justification.
Center justification is good to use for titles.
You can also use the left, center or right icons from the icon bar to adjust the justification.
The justification will take effect for a selected area. If there is no selected area, the justification will take effect for the current paragraph.

Cutting Text

Cut text when you want to move it from one area of your document to another.

1. Highlight the text you want to cut by clicking on Edit from the main menu, then click on Select. Click your left mouse button on the first character of the text. Then, click your left mouse button on the last character of the text you want to cut.

2. A message box will appear if your text selection is too large. Click on OK and then reselect a smaller portion of text.

3. Click on Edit from the main menu.

4. Click on Cut.

Copying Text

Copy text when you want to repeat the same text in two or more places within your document.

1. Highlight the text you want to copy by clicking on Edit from the main menu, then click on Select. Click your left mouse button on the first character of the text. Then, click your left mouse button on the last character of the text you want to copy.

Copying Text (CONTINUED)

2. A message box will appear if your text selection is too large. Click on OK and then reselect a smaller portion of text.

3. Click on Edit from the main menu.

4. Click on Copy.

Pasting Text

You need to cut or copy text before you can paste it.

1. Place your mouse pointer at the place in the document where you want to insert the text and click once on the left mouse button or move your cursor.

2. Click on Edit from the main menu.

3. Click on Paste.

4. If you already highlighted text, the pasted content will be placed at the end of that text.

Deleting Text

1. Highlight the text you want to cut by clicking "Edit" from the main menu, then click on "Select". Click your left mouse button on the first character of the text. Then, click your left mouse button on the last character of the text.

2. Click on Edit from the main menu.

3. Click on Delete.

4. You will be asked once more to confirm this action since it is unrecoverable.

Adjusting the Line Spacing

1. Click on Format from the main menu.

2. Click on Line Spacing.

3. Click in the circle next to the spacing you would like to use.

4. Click on OK.

5. This action will also take effect for a selected area.

Inserting Page Numbers

1. Click on Insert from the main menu.

2. Click on Page Number.

3. The Page Number dialog box will appear:

Page Number
Place: ○ Top   ○ Bottom
Alignment: ○ Left   ○ Center   ○ Right
[OK]   [None]   [Cancel]

4. Click in the circle next to "Top" or "Bottom" to choose if you want the page numbers to appear at the top or bottom of the document.

5. Click in the circle next to "Left," "Center" or "Right" to choose the position of the page numbers on the page.

6. Maximum one page number is allowed in each page and this will affect the whole document.

Note: The page number format cannot be changed. It will print as "1". You will see the page number on the screen when you are in the print preview mode.

Deleting Page Numbers

1. Click on Insert from the main menu.

2. Click on Page Number.

3. The Page Number dialog box will appear. Click on the "None" button at the bottom of the box.

Inserting a Page Break

The Equalizer™ will automatically insert page breaks at the appropriate place on each page. If you want to adjust those page breaks, you can do so by inserting a page break. One reason you might want to insert a page break is to avoid having just one word or line from a paragraph at either the top or bottom of the page.

1. Place your mouse pointer at the place in the document where you want to insert the page break. Click once on your left mouse button.

2. Click on Insert from the main menu.

3. Click on Page Break.

curriculum to encourange children of all ages to reach their potential.
========================= Page Break ========================= ← **Page Break**

4. The page break will be identified by: *Whether it's learning about letters, numbers, geography or algebra,*

5. To delete the page break, place your cursor on the line indicated "Page Break" and press the "delete" key.

Inserting Clipart

The Equalizer™ has a complete library of clipart that you can use in your document.

1. Click on Insert from the main menu.

2. Click on Clipart.

3. The list of available clipart will appear in the text box to the left. Scroll through the list of clipart until you see the clipart you want to use. To view the clipart, click on the name once and then click on the Preview button. A preview of the clipart will appear in the box to the right.

4. Once you've selected your clipart, click on OK.

5. The clipart will appear at the point in your document where your cursor is (centered).

Inserting a Symbol

The Equalizer™ has a built-in library of symbols that you can use to add visual interest to your document.

1. Click on Insert from the main menu.

2. Click on Symbol.

3. The Symbol Table will appear:
To view additional symbols, place your mouse pointer over the left or right arrow button and then click on your left mouse button. Click on the symbol you want to insert.

4. Click on Insert.

Inserting the Date/Time

1. Click on Insert from the main menu.

2. Click on Date/Time.

3. The Date and Time dialog box will appear.

Inserting the Date/Time (CONTINUED)

4. Click in the box next to Date and/or the box next to Time. An "X" will appear in the boxes next to your selections.

5. Click on OK.

6. The date and/or time will appear at the point in your document where your cursor is. You can move it within the document by cutting and pasting it.

7. The format of the date and/or time follows the style in the clock setting application. To change the style, please refer to "Clock Setting" in this manual.

Note: Once inserted, the date and time will not change. So if you insert the date on January 19, 1998, that date will remain in your document unless you go back and revise it.

Creating Headers and Footers

You can insert headers and/or footers in your documents. A header is an area of text that appears at the top of your document. A footer appears at the bottom of your document. You may want to use headers or footers to repeat common information on each page of your document. One use would be to put your name, date and title of your paper on each page. There is a limit to the amount of content that can be put into each header or footer.

1. Click on Format from the main menu.

2. Click on Header or Footer.

3. A text box will pop up. Type in the text you want. You can also change the text's font and justification in the header/footer.

4. Click "OK" when you are finished and "Cancel" to cancel the change in the header/footer.

Using the Spell Checker

You can use the Equalizer™'s Spell Checker to check either one word or a whole document.

1. To spell check one word or a section of your document, highlight the word or section. To spell check the entire document, place your cursor anywhere in the document.

2. Click on Tools from the main menu.

3. Click on Spell Checker.

4. If an error is found, the Spell Checker dialog box will appear:

Spell Checker
Unkown Word:
Change To:
Suggestion:
▲ Replace
Ignore
▼ Cancel

The misspelled word will appear in the "Unknown Word" text box. A suggested list of replacement words will appear in the "Suggestion" text box. To change the word to one of the suggested words, click on the suggested word you want to use. It will then appear in the "Change To" text box. Click on "Replace."

5. If you do not want to change the word, click on Ignore. For example, the Spell Checker may identify your last name as a misspelled word. You will want to ignore the suggested changes in that situation.

Remember to proofread your document when you are done, even if you use the Spell Checker. Many words can be spelled right, but can be misused. You can only find those errors by carefully proofreading your document.

Checking the Word Count

If you are writing a document that needs to be a certain length, you can use the Equalizer™'s Word Count function to save you the time of counting words, lines or paragraphs.

1. Click on File from the main menu.

2. Click Print Preview to go to print preview mode.

3. Click on File from the main menu.

4. Click on Word Count.

5. The Equalizer™ will automatically scan your document and the Word Count dialog box will appear.

```
┌─────────────────────────────┐
│        Word Count           │
├─────────────────────────────┤
│  Pages                      │
│  Words                      │
│  Characters                 │
│  Paragraphs                 │
│  Lines                      │
│       ┌──────────┐          │
│       │   OK     │          │
│       └──────────┘          │
└─────────────────────────────┘
```

6. Click on OK.

7. To return to normal view, click on File from the main menu, then click on Close.

Finding Text

If you are working on a document and want to go back and find a particular part, you can do that easily by using the Find function. If, for example, you are writing a book report on The Outsiders and want to go back to the part about the rumble, you can do that easily by entering "rumble" into the Find function.

1. Click on Edit from the main menu.

2. Click on Find.

3. Enter the word you want to find in the box (in our example, you would enter "rumble").

4. Click on Find.

5. The system automatically takes you to the word you have entered. If you have used that particular word more than once, it will take you to the first time the word appears from the point you are in the document when you opened the Find function.

6. If you'd like to find additional references to the word, click on Find next.

Replacing Text

Sometimes after you've been working on a document, you might realize that you need to change one word many times. For example, throughout the report you are writing you accidentally have been typing in Lincoln when you should have been typing Washington. You can quickly correct your errors without reading through the entire document by using the Replace function.

1. Click on Edit in the main menu.

2. Click on Replace.

3. Enter the word you want to find in the box to the right of Find (in our example, "Lincoln").

4. Enter the word you want to replace it with in the box to the right of Replace with (in our example, "Washington").

5. Click on Replace All.

Replacing Text (CONTINUED)

6. The system asks you if you want to "Replace All"? Click on OK.

7. The Replace function now goes through your entire document and replaces the words.

Printing Your Document

Before you print your document, you should view it online. This will save you time and paper printing out documents with formatting errors, like page breaks in the wrong place. To preview:

1. Click on File from the main menu.

2. Click on Print Preview.

3. Your document will be shown in a "mini" version. You may not be able to read the text, but you should be able to see if the page breaks are in the right place. The first page of your document will appear on the screen first. To see the remaining pages, press the "Page Down" button.

4. If you would like to make changes to the document before you print it, click on File from the menu, then click on Close

5. If the document looks ok and you want to print it, click on File from the menu.

6. Click on Print.

The Print dialog box will appear:

Print

No. of copies: ☐

Page range from: ☐ to ☐

[OK] [Cancel]

7. Enter the number of copies you would like to print.

8. The system automatically enters the information to print the entire document. If you don't want to print the entire document, you can enter the range of pages by entering the page numbers in the "from" and "to" boxes. If you only want to print one page, enter that page number in both the "from" and "to" boxes.

9. Click on OK.

If you choose not to preview your document first, you can print from the main menu.

1. Click on File from the main menu.

2. Click on Print.

3. The Print dialog box will appear:

Print

No. of copies: ☐

Page range from: ☐ to ☐

[OK] [Cancel]

4. Enter the number of copies you would like to print.

5. The system automatically enters the information to print the entire document. If you don't want to print the entire document, you can enter the range of pages by entering the page numbers in the "from" and "to" boxes. If you only want to print one page, enter that page number in both the "from" and "to" boxes.

6. Click on OK.

Faxing Your Document

You can fax your document directly from the Word Processing application.

1. Be sure your modem is properly configured to send faxes. See "Modem Setup" for details.

2. Click on File from the main menu.

3. Click on Fax.

4. The Fax dialog box will now appear:

```
┌─────────────────────────────────┐
│              Fax                │
├─────────────────────────────────┤
│ Dial Number  [              ]   │
│                                 │
│ ☐ Auto Redial                   │
│ ☐ Cover Page                    │
│      From: [              ]      │
│        To: [              ]      │
│   Content: [              ]      │
│  [│ Send  ]    [│ Cancel]        │
└─────────────────────────────────┘
```

Enter the fax number you are dialing in the "Dial Number" text box.

5. Click in the box next to "Auto Redial" if you want the Equalizer™ to automatically retry the fax number if it is busy the first time. The Equalizer™ will redial indefinitely until the fax has been successfully sent or until you press "Cancel".

6. Click in the box next to "Cover Page" if you would like to attach a cover page to your fax. The cover page will note the "To", "From" and "Content" information.

7. Enter your name in the "From" text box. Enter the name of the person you are sending the fax to in the "To" text box. In the "Content" text box enter a brief message (up to 20 characters).

8. Click on Send.

Note: Remember that sending a fax is really a phone call. If you fax to a long-distance number, you will be charged for making a long-distance phone call. Ask for permission before you send faxes to your friends.

Exiting E.Q. Write™

1. Click on File from the main menu

2. Click on Exit if you haven't saved your work at this point, the Equalizer™ will prompt you to save it.
If you do not want to save your work, click on No. If you select Cancel, it will remain in the document you are working on.

Templates: What is it?
A library of templates that work with E.Q. Write.™

Where is it?
E.Q. Write™ Templates are located in the Word Processing folder.

When do I use it?
The E.Q. Write™ templates help you create letters, reports, and resumes. The Letter Guides show you how to write various styles of letters, while the Report Writer helps you write different kinds of reports and papers. Use the Resumé Maker when it's time to look for a summer job, or any other time you need to tell an organization about yourself.

Using the E.Q. Write Templates
1. Open the E.Q. Write™ Templates by clicking on one of the three icons located in the E.Q. Write™ folder: [icon] Letter Guides, [icon] Report Writer, or [icon] Resumé Maker.

2. Scroll through the list of templates by clicking your mouse pointer on the up or down arrow to the right of the text box. When you see the template you want to use, click on it once.

3. Click on OK. E.Q. Write™ will open with the template appearing on the screen. Go ahead and work right on the template.

There are approximately 700 versions of the fairy tale Cinderella.

Facts for the BRAIN!

Tokyo's Disneyland receives more visitors annually than any other theme or amusement park in the world.

Checking Words without E.Q. Write™

You can access the Spell Checker without opening E.Q. Write™. This is handy if you're simply curious about the correct spelling of a word, or if you want to look at words that are similarly spelled.

Using "Quick" Spell Checker

1. Go to the Word Processing folder. Click on (Spell Checker icon).

2. You will now see the main Spell Checker Screen.

3. To check the spelling of a word, simply enter the word in the box beneath "Enter Your Word."

4. Click on Start to begin the spelling check. Click on Clear to start over.

5. The Equalizer™ will suggest the correct or alternative spellings in the Suggestions box. The Equalizer™ will also suggest words that are similar in spelling to the word you've entered. If the Equalizer™ cannot find any suggestions for the word you've entered, the Suggestion box will flash "No Suggestions."

6. To check the spelling of a new word, press Clear and enter a new word.

7. To exit this application, press Exit.

Checking Words in Other Applications

You can access the Spell Checker in other applications as well. This is handy if you are in an application and do not want to exit it to do a spell check.

Using "Handy" Spell Checker

1. Click on the ("Handy" spell checker icon) in the status bar.

		CAP	NUM	OYR	02-03-98	12:06pm

2. You will see the Spell Checker window on the current application.

3. Use the "Handy" Spell Checker the same way as the "Quick" Spell Checker.

Note: All applications that have a status bar can access the "Handy" Spell Checker.

Spreadsheet: What is it?
Spreadsheet is a great tool for creating spreadsheets and charts.

Where is it?
The Spreadsheet application is located in the Spreadsheet folder.

When do] use it?
Use Spreadsheet any time you need to keep track of items that fit into a columnar format - like your money earned from baby-sitting, lawn mowing, or sports statistics. Also use Spreadsheet to create pie, line or bar charts.

Getting to Know Spreadsheet

Open Spreadsheet by clicking on:

You will now see the Spreadsheet main screen:

The icon bar ← Function
← Scroll bar
Scroll Bar   Schedule indicator   Date   ← Time

The Icon Bar

☐ (New) Creates a new document.

☐ (Open) Opens an existing document.

☐ (Save) Saves the current document.

☐ (Print) Prints the current Spreadsheet.

☑ (Spell check) Spell checks the current document.

A (Bold) Makes the text bold. You can either select this before you start typing your text, or you can highlight existing text and then select Bold. To turn it off, click on it again.

A (Italic) This works the same as the Bold icon.

A̲ (Underline) Underlines the text.
This also works the same as the Bold icon.

▤ (Left alignment) Left justifies the text you have highlighted or if you do not have any text highlighted, it left justifies the text in the current cell.

▤ (Center alignment) Centers the text you have highlighted or if you do not have any text highlighted, it centers the text in the current cell.

▤ (Right alignment) Right justifies the text within the cell you have highlighted or if you do not have any text highlighted, it right justifies the text in the current cell.

Former US President Richard Nixon was the first President to actually visit all 50 states.

Facts for the BRAIN!

The world life expectancy for human beings has risen an additional twenty years since the turn of the century.

—

Hot Keys and Shortcut Keys

Hot Keys and Shortcut Keys are functions you can perform without using the mouse. Both functions are indicated by an underlined letter in the word labeling the function.

Hot Keys are found in the pull-down menus and dialog boxes. You can pull down a menu by pressing Alt + the underlined letter of the menu you want to open. For example, to create a new document, press Alt + F to open the File pull-down. Then press N (for New) to create a new, blank spreadsheet.

Shortcut Keys work similarly, but you skip pulling down any menus. For Shortcut Keys, hold down the Ctrl key, then press the appropriate letter key. For example, to open a blank table in Spreadsheet, press down Ctrl + O. To exit, press Ctrl + Q. Chart of Shortcut Keys:

New	Open	Save	Print	Exit	Cut	Copy	Paste	Find	Go To	Insert Date or Time	Symbol	Page No.	Header	Footer	Font	Cell	Border	Freeze

Making Tables

Spreadsheet is a great tool for creating tables. For example, you can use Spreadsheet to make tables for your science project. Let's say you are testing the effect of light on plant growth. You can create the following table in Spreadsheet to show your results.

Let's say you wanted to display the results of an experiment on plant growth and sunlight. You could create a spreadsheet like this:

Experiment	1	2	3	4
Amount of light	No light	Four hours light/day	Eight hours light/day	Twenty-four hours light/day
Growth after one week	None	None	None	None
Growth after one month	None	1/2"	1"	1/2"

You can also use it to keep track of orders for fund-raisers you may be participating in. List the person's name down the left side, their order in the next column, total amount due, date order delivered, amount paid. In this example, you can also use the Total function to add your order.

Name	Jennifer Smith	Nicole Johnson	Mike Myers	Jeff Jackson	Total
Order	Chocolate Chip	Granola Squares	Oatmeal Raisin	Smores	10
Number of boxes	3	2	1	4	$25.00
Amount Due	$9.00	$6.00	$3.00	$12.00	

Creating Your Spreadsheet

1. Click on [New icon]. Or click on File from the main menu; then click on New.

You will now have a new blank spreadsheet on the screen:

Spreadsheets are created by using columns and rows. Rows go across and columns go up and down.

Remember rows and columns by thinking of columns in a building - they go up and down - and so do the columns on your spreadsheet.

The columns are identified by letters. The rows are identified by numbers. The boxes within the spreadsheet are known as "cells." Each cell is identified by its coordinates of Column and Row.

For example, the cell in the top left corner is cell A1. The cell below that is A2. The cell to the right of A2 is B2. Click on any cell in the spreadsheet and look in the white box on the top left side of the screen. The cell coordinates will be displayed in this box.

Entering Data in Your Spreadsheet

1. Click on the cell you want to put the information in with your mouse pointer.

2. Type in the information.

NOTE: You will not see the information being typed in the actual cell until you move to another cell. To view what you are typing, look in the long white box underneath the icon bar. If an entry includes both letters and numbers, you need to put a single quotation mark in front of the entry (e.g. '34text).

Cutting Information

Cut information when you want to move it from one area of your spreadsheet and then paste it to another.

1. Click on edit from the main menu, then click on select. Enter the location of the cells you want to cut in the dialog box. For example, if you want to select row/column A1 to B5, type in "A" to "Horizontal From" and type "B" in "Horizontal To." Then, enter "1" in "Vertical From" and enter "5" in "Vertical To."

2. A message box will appear if your selection is too large. Click on OK and then reselect a smaller portion.

3. Click on Edit from the main menu.

4. Click on Cut.

Copying Information

Copy information when you want to repeat it in two or more places within your document.

1. Click on edit from the main menu, then click on select. Enter the location of the cells you want to copy in the dialog box. For example, if you want to select row/column A1 to B5, type in "A" to "Horizontal From" and type "B" in "Horizontal To." Then, enter "1" in "Vertical From" and enter "5" in "Vertical To."

2. A message box will appear if your text selection is too large. Click on OK and then reselect a smaller portion.

3. Click on Edit from the main menu.

4. Click on Copy.

Pasting Information

You need to cut or copy information before you can paste it.

1. If the information you have cut or copied comes from more than one cell, you will need to place it in the same number of cells. If you are just pasting information from one cell to another, place your mouse pointer in the cell where you want to insert the information and click once on the left mouse button.

Pasting Information (CONTINUED)

2. Click on Edit from the main menu.

3. Click on Paste.

Finding Information

If you are working on a spreadsheet and want to go back and find a particular section, you can do that easily by using the Find function.

1. Click on Edit from the main menu

2. Click on Find.

3. Enter the information you want to find in the text box.

4. Click on OK.

5. The system automatically takes you to the information you have entered. If that particular information appears more than once, it will take you to the first time the information appears. If you'd like to find additional references to the word, click on the "Next" button to continue the Find function.

Going to a Specific Cell

You can go straight to a specific cell in your spreadsheet by using the Go To function. If you don't know the cell coordinates, use the Find function.

1. Click on Edit from the main menu.

2. Click on Goto.

3. The Goto dialog box will now appear:

Enter the cell coordinates in the "Cell" Text box.

4. Click on OK.

Deleting Information

1. Choose "Select" from Edit. Enter the location of the cells you want to delete in the dialog box. For example, if you want to select row/column A1 to B5, type in "A" to "Horizontal From" and type "B" in "Horizontal To." Then, enter "1" in "Vertical From" and enter "5" in "Vertical To."

2. A message box will appear if your text selection is too large. Click on OK and then reselect a smaller portion of text.

3. Click on Edit from the main menu.

4. Click on Delete.

5. A message box will ask if you want to delete the selected block. Click on Yes.

Inserting the Date/Time

1. Click on Insert from the main menu.

2. Click on Date/Time.

3. The Date and Time dialog box will appear.

Inserting the Date/Time (CONTINUED)

Date and Time
☐ Date
☐ Time
OK   Cancel

4. Click in the box next to Date and/or the box next to Time. An "X" will appear in the boxes next to your selections.

5. Click on OK.

6. The date and/or time will appear at the point in your spreadsheet where your cursor is. You can move it within the spreadsheet by cutting and pasting it.

Note: Once inserted, the date and time will not change. So if you insert the date on January 19, 1998, that date will remain in your document unless you go back and revise it.

Inserting a Symbol

The Equalizer™ has a built-in library of symbols that you can use in your spreadsheet.

1. Click on Insert from the main menu.

2. Click on Symbol.

3. The Symbol Table will appear:

Symbol Table
Symbols:
[symbol grid]
Insert   Cancel ◄ ►

To view additional symbols, place your mouse pointer over the left or right arrow button and then click on your left mouse button. Click on the symbol you want to insert.

4. Click on Insert.

Inserting a New Row

This function will add a new row to your spreadsheet. The new row will be inserted above the active row (the row where your cursor is currently located).

1. Click on Insert from the main menu.

2. Click on Row.

Inserting a New Column

This function adds a new column to your spreadsheet. The new column will be inserted to the left of the active column.

1. Click on Insert from the main menu.

2. Click on Column.

Adjusting Column Width

You may need to adjust the column width to accommodate varying items. For example, one column may have a small number, while another column has a person's name.

1. Click on Format from the main menu.

2. Click on Column Width.

3. The "Column Width" dialog box will appear.

Adjusting Column Width (CONTINUED)

Column Width

No. of space :

OK   Cancel

Enter the width of the column in the number of characters. Columns can be up to 26 characters wide.

4. Click on OK.

Choosing a Cell Format

You can choose from four cell formats.

Format Examples:

Unformat - 1000

Currency - $1000

Percent - 1000%

Comma - 1,000

When choosing a cell format, it will apply either to the cells you have highlighted or, if you don't have any highlighted, it will apply to the current active cell.

1. Click on Format from the main menu.

2. Click on Cell.

3. The "Cells Format" dialog box will appear:

Cells Format

⊙ Unformat   ○ Currency

○ Percent   ○ Comma

OK   Cancel

Click in the circle next to your format choice. You can only select one of the four formats.

4. Click on OK.

Choosing a Border Format

Use this function to create a border for a block of specific cells.

Select Cells

From To

Horizontal: ☐ - ☐

Vertical: ☐ - ☐

OK   Cancel

1. To format a border, go to Edit, then pull it down and click on Select. A dialog box will ask you to select a certain range of cells, representing the area you wish to format.

Choosing a Border Format (CONTINUED)

Select Cells

From To

Horizontal: [A] - [B]

Vertical: [1] - [5]

[OK] [Cancel]

2. First, enter the location of the leftmost, topmost cell of the area you want to format. For example, if you want your border to go from row/column A1 to B5, type in "A" in the first box next to "Horizontal" (under "From"). Then type "B" in the box in the same row, under "To."

Next, enter the location of the rightmost, bottommost cell of the area you want to format. Type "1" in the box next to "Vertical" (under "From"). Then, enter "5" in the box in the same row, under "To."

3. The block of cells from the uppermost left cell you chose, to the lowermost right cell you chose, will be highlighted, indicating that the entire group has been selected.

4. Click on Format from the main menu.

5. Click on Border.

6. The "Border" dialog box will appear.

Border

○ Top   ○ Left   ○ Inside

○ Bottom   ○ Right   ○ Outside

[Clear] [OK] [Cancel]

You can add border lines by clicking on blank boxes, and you can remove border lines by clicking on boxes with check marks in them. Or, you can remove all borders by pressing Clear.

Freezing Rows and Columns

Freezing Rows and Columns holds your column headings in place while you scroll through parts of your spreadsheet that don't automatically fit into your screen. This means that, no matter where you are in your spreadsheet, you will be able to see your column titles or row headings with your data.

1. Click on Tools from the main menu.

2. Click on Freeze.

3. The "Freeze" dialog box will appear. Click in the circle next to either "Row" or "Column."

Unfreezing Rows and Columns

Unfreezing Rows and Columns releases your column or row headings while you scroll through your spreadsheet. This means that when you scroll through parts of your spreadsheet that don't automatically appear on your screen, you will no longer be able to see your column or row headings.

Unfreezing Rows and Columns (CONTINUED)

1. Click on Tools from the main menu.

2. Click on Unfreeze. Any rows or columns that have been frozen will be unfrozen.

Inserting Page Numbers

1. Click on Insert from the main menu.

2. Click on Page Number.

3. The Page Number dialog box will appear.

Page Number
Place:
○ Top   ○ Bottom
Alignment:
○ Left   ○ Center   ○ Right
[OK]   [None]   [Cancel]

4. Click in the circle next to 'Top' or 'Bottom' to choose if you want the page numbers to appear at the top or bottom of the document.

5. Click in the circle next to 'Left,' 'Center' or 'Right' to choose the position of the page numbers on all pages.

Note: The page number format cannot be changed. It will print as - 1. You will not see the page number on the screen when you are working in the normal typing view.

Deleting Page Numbers

1. Click on Insert from the main menu.

2. Click on Page Number.

3. The Page Number dialog box will appear. (Same dialog box as above)
Click on the "None" button at the bottom of the box.

Adding Functions to the Spreadsheet

Functions allow you to perform calculations on the numeric data you enter into your spreadsheet. Functions are helpful because if you change a datum value, the formula will automatically recalculate based on the new value. The Equalizer™ Spreadsheet application features functions that allow you to add, average and count items in cells. The functions will also tell you the maximum and minimum values in a selected range.

1. Click on Insert from the main menu.

2. Click on Function.

3. Based on the type of mathematical calculation you wish to implement, type in the appropriate formula, and indicate the cell numbers you wish to be impacted by the formula. Here's an example:

Function
= Total (
Count   ▲
Maximum
Minimum
Total
▼
[OK]   [Cancel]

Let's say you wanted to set up a spreadsheet to track your allowance, and how much of it you spent on school supplies versus candy. You could make a chart with a column titled "candy" and a column titled "school supplies." Under each heading you could list the amount of money you spent on each during the week. At the end of each of the columns you could total them to compare which you spent the most money on. To total a column select the cell that you would like the total to be displayed in. A good place to put a cell that will contain the total is to the right hand, bottom corner of the chart. Then go to insert, select function, and then total. On the equation bar TOTAL will pop up. You then need to identify the cells that you want to be summed up. For example if the cells that you want to be totaled are A1, A2, A3, A4, A5, instead of typing out each cell you could type A1:A5. The ":" can be thought of as telling the computer "to", I want cell, A1 to A5 to be summed. A comma is used to signify individual cell. For example, Maximum (A1,A3) means taking the maximum value of cell A1 and A3.

Totaling Data in Your Spreadsheet

You can total the data in one row or column of your spreadsheet by using the Total function.

1. Highlight the row or column of data you want to total (you can total only part of the row or column by highlighting only the cells you want to be included). You must leave one empty cell (column or row) at the end of the highlighted area.

2. Click on Tools from the main menu.

3. Click on Total. The total will appear in the cell that you had left empty.

Turning Off the Automatic Value Recalculation

If you have functions added to your spreadsheet, the Equalizer™ will automatically recalculate any values when you change data in the relevant cells. You can turn this automatic recalculation function off if you want.

1. Click on Tools from the main menu.

2. Click on Recalculate.

3. In the "Recalculation" dialog box, click in the circle next to Manual.

4. Click on OK.

Once you've turned off the automatic recalculation, you'll need to click on the "Recal" button at the top of the main screen.

Creating Headers and Footers

You can insert headers and/or footers in your spreadsheets. A header appears in the second row at the top of your spreadsheet. A footer appears in the second to last row at the bottom of your spreadsheet. You may want to use headers or footers to repeat common information on each page of your spreadsheet. One use would be to put the date and title of your spreadsheet on each page.

1. Click on Format from the main menu.

2. Click on Header or Footer.

3. The "Header" or "Footer" dialog box will appear. Enter the text in "Text" box.

Header	Footer
Text: [ ]	Text: [ ]
[OK] [Cancel]	[OK] [Cancel]

4. Click on OK.

Selecting a Font

You can first select the text you want to change the style or you can select the font style before you enter your text.

1. Click on Format from the main menu.

2. Click on Font.

3. The Font dialog box will now appear.

(CONTINUED ON NEXT PAGE)

Selecting a Font (CONTINUED)

Scroll through the list of font styles to select a font. You can choose from two types, each in two different sizes (remember that only the small and medium types will fit in the cells, though.) Then click in the box next to "Bold," "Italic" or "Underline" if you want to use any of these type effects.

4. Click on OK.

You can add the bold, italic or underline effects by using the icon bar. Highlight the text and then click on [A] (bold icon) to make the text bold, [A] (italic icon) to italicize it or [A] (underline icon) to underline it.

Using the Charting Function

Choosing your chart format

Pie, bar and line charts are all useful for displaying different types of information. The examples below will help you decide which chart format to use.

Pie charts

Pie charts are useful when the data you are displaying adds up to a total of 100 percent. Some good uses of a pie chart include:

* Showing the percentage of your allowance that you spent on different items.
* Showing the percentage of each type of cookie you sold for the fund-raiser.

Bar charts

Bar charts are good to show the differences between your data elements or to show progression. Some good uses of a bar chart include:

* The growth of a plant under different lighting conditions (or other similar results from science experiments).
* The increase in the number of books you have read from month to month

Line charts

Line charts are excellent for displaying the progression of your data. Some good uses of a line chart include:

* The progression of the time it takes you to run a mile over the course of several months.
* The increase in the price of various items over time.

Creating a Chart

1. Click on Tools from the main menu.
2. Click on Chart.
3. The Step 1 dialog box will appear.

Click in the circle next to your choice of "Line," "Bar" or "Pie."

4. Click on OK.

(CONTINUED On NEXT PAGE)

Creating a Chart (CONTINUED)

5. The Step 2 dialog box will appear:

In the "Data Range" text boxes, enter the range of the cells that contain the data from which you are creating the chart. (See the Chart Examples).

6. If you want to label the data on the X-axis (the horizontal axis) of your chart, click in that box. Then enter one column range. For example, you might enter A2 to A4 if the names of the data on the horizontal axis are listed in that column. This option is not used with pie charts.

7. A chart legend serves as a guide for the reader. It will tell you what different bar shades or line styles represent. If you want to create a legend for your chart, click in that box. Then enter one row of cells where that information is located. (See chart examples.)

8. Click on OK.

Note: If you highlighted the data before doing point 1 to 4, all "Data Range" text boxes will automatically be filled in.

9. The Step 3 dialog box will appear:

In the "Chart Title" text box, enter the name of your chart.

10. In the "X-axis title" box, enter the name of the chart's horizontal axis. Not used with pie charts.

11. In the "Y-axis title" box, enter the name of the chart's vertical axis. Not used with pie charts.

12. Click on OK.

Chart Examples

Let's create some different charts to better understand the charting function.

Bar charts

First you need to enter the data into a spreadsheet. Start a new spreadsheet and then enter the information listed below.

A
B
C

1
Name
Hits
Strike Outs

2
George
3
8

3
Kate
6
5

4
Jordan
7
10

Chart Examples (CONTINUED)

Bar Charts (CONTINUED)

1. Click on Tools from the main menu.

2. Click on Chart.

3. In the Step 1 dialog box, click in the circle next to "Bar."

4. Click on OK.

5. In the Step 2 dialog box, enter the data as shown in the dialog box below.

```
┌─────────────────────────────┐
│        Chart-Step 2         │
├─────────────────────────────┤
│ Data:                       │
│              From  To       │
│  Horizontal:  [B ] - [C ]   │
│  Vertical:    [2 ] - [4 ]   │
│ ☒ X-axis label: [A2] - [A4] │
│ ☒ Legend:     [B1] - [C1]   │
│  [ OK ]    [ Back ]         │
└─────────────────────────────┘
```

Data Range B2 to C4, X-axis label A2 to A4, Legend B1 to C1.

The B2 to C4 in the Data Range represent that the data for the chart is located in the cells starting with B2 and ending with C4. The A2 to A4 in the X-axis label represent that we want the names that appear in those cells to appear across the horizontal access of the chart. The B1 to C1 in the Legend represent that we want "Hits" and "Strike Outs" to be the names of the data elements.

6. Click on OK.

Note: If you highlighted the data before doing point 1 to 4, all "Data Range" text boxes will automatically be filled in.

7. In the Step 3 dialog box, first enter the Chart Title. Let's call this chart "Batting Statistics." In the "X-axis title" box, enter "Player." Leave the "Y-axis title" box empty.

8. Click on OK. The Equalizer™ will now create your bar chart.

9. To print your chart, click on 🖵 (Print icon). In the "Print" dialog box, click in the box next to "Chart."

10. Click on OK.

Chart Examples (CONTINUED)

Line charts

First you need to enter the data set into a spreadsheet. Start a new spreadsheet and then enter the information listed below.

	1	2	3	4
A	name	George	Kate	Jordan
B	Math	4	8	7
C	Physics	2	5	2
D	Chemistry	5	10	6
E	Biology	10	7	4
F	History	2	3	4
G	English	8	8	5

Name	Maths	Physics	Chemistry	Biology	History	English
George	4	2	5	10	2	8
Kate	8	5	10	7	3	8
Jordan	7	2	6	9	4	5

1. Click on Tools from the main menu.

2. Click on Chart.

3. In the Step 1 dialog box, click in the circle next to "Line."

4. Click on OK.

5. In the Step 2 dialog box, enter the data as shown in the dialog box below.

Data Range B2 to G4, X-axis label A2 to A4, Legend B1 to G1

6. Click on OK.

7. In the Step 3 dialog box, first enter the Chart Title. Let's call this chart "School Grades." In the "X-axis title" box, enter "Student." Leave the "Y-axis" box empty.

8. Click on OK. The Equalizer™ will now create your line chart.

Chart Examples (CONTINUED)

Line charts (CONTINUED)

8. Click on OK. The Equalizer™ will now create your line chart.

9. To print your chart, click on 🖨 (Print icon). In the "Print" dialog box, click in the box next to "Chart."

10. Click on OK.

Pie charts

First you need to enter the data set into a spreadsheet. Start a new spreadsheet and then enter the information listed below.

	1	2
A	Name	Lauren
B	Movies	25
C	Savings	100
D	Presents	15
E	Food	12

Chart Examples (CONTINUED)

Pie charts (CONTINUED)

1. Click on Tools from the main menu.

2. Click on Chart.

3. In the Step 1 dialog box, click in the circle next "pie."

4. Click on OK.

5. In the Step 2 dialog box, enter the data as shown in the dialog box below.

Chart-Step 2

Data:	From	To
Horizontal:	B	E
Vertical:	2	2
☐ X-axis label:		
☒ Legend:	B1	E1

[OK] [Back]

Data Range B2 to E2, Legend B1 to E1

You do not use the "X-axis label" field when creating a pie chart.

6. Click on OK.

Note: If you highlighted the data before doing point 1 to 4, all "Data Range" text boxes will automatically be filled in.

7. In the Step 3 dialog box, first enter the Chart Title. Let's call this chart "My Money" You need not use the X-axis or the Y-axis when creating pie charts.

8. Click on OK. The Equalizer™ will now create your pie chart.

9. To print your chart, click on 🖶 (Print icon). In the "Print" dialog box, click in the box next to "Chart."

10. Click on OK.

Saving Your Spreadsheet

It is important to save your spreadsheet frequently just in case the Equalizer™ loses power.

1. Click on 🖫 (Save icon). Or click on File from the main menu, then click on Save.

2. Enter a filename for your spreadsheet in the text box.

3. Click on OK.

Printing Your Spreadsheet

1. Click on 🖨 (Print icon). Or click on File from the main menu, then click on Print.

2. You will now see the Print dialog box.

Print

☐ Gridline

No. of copies: ☐

☐ Spreadsheet

☐ Chart

| OK | | Cancel |

If you would like the gridlines to print on your spreadsheet, click in the box to the left of Gridline.

3. Enter the number of copies you would like to print.

4. Select either Spreadsheet or Chart, depending on which you want to print, by clicking in the box to left of your choice.

5. Click on OK

Print Sheet

From To

Horizontal: ☐ - ☐

Yertical: ☐ - ☐

| OK | | Cancel |

6. If you opt to print Spreadsheet, you will be asked to enter the range of the cells to print. Click on OK.

Exiting Spreadsheet

1. Click on File from the main menu.

2. Click on Exit.

3. If you haven't saved your work at this point, the Equalizer™ will prompt you to save it. If you do not want to save your work, click on No.

Sample Sets: What is it?
A library of templates that work with the Spreadsheet application.

Where is it?
Sample Sets and School Grades are located in the Spreadsheet folder.

When do I use it?
Use it to help you create spreadsheets for tracking school grades, fundraising revenues, etc.

Using the Spreadsheet Templates

Open the Spreadsheet Templates by clicking on (sample sets template icon)

or (school grades icon) located in the Spreadsheet folder.

1. Scroll through the list of templates by clicking your mouse pointer on the up or down arrow to the right of the text box. When you see the template you want to use, click on it once.

2. Click on OK. The Spreadsheet application will open with the template appearing on the screen. Go ahead and work right on the template.

Use the templates in "School Grades" to keep track of your grades, your class schedule, and your homework assignments.

Former US President Richard Nixon was the first President to actually visit all 50 states.

Facts for the BRAIN

The world life expectancy for human beings has risen an additional twenty years since the turn of the century.

Drawing: What is it?

A fun drawing program that you can use to create almost any type of drawing.

Where is it?

Drawing is located in the Art Studio folder.

When do I use it?

You can make a drawing just for fun.

Creating a Drawing

Open Drawing by clicking on [Drawing icon] (Drawing icon).

To create a new drawing:

New File

○ Clipart ◉ Picture

Width `410`

Height `220`

OK   Cancel

1. Click on File from the main menu.

2. Click on New.

3. You'll now see the New File dialog box.

4. Select either Clipart or Picture by clicking in the circle to the left of your choice.

5. If you select Clipart, the width and height are automatically set to 50x50 dots. If you select Picture, you can select any width and height ranging from 50x50 dots to 410x220 dots.

6. Click on OK.

The Icon Tool Bar

Now you're ready to start drawing. You have a variety of drawing tools to choose from. They are all located in the Icon Tool Bar. When you first start your drawing, the tool will be the mouse pointer. You can select any of the drawing tools by clicking once on the appropriate icon or pressing the corresponding letter key between parentheses.

Icon		Icon
(S) Select Tools Icon	► ✒	Brush Tool Icon (B)
(R) Rectangle Icon	☐ ○	Elipse Tool Icon (L)
(P) Pen Tools Icon	✎ ⊘	Erase Tool Icon (E)
(F) Fill Tools Icon	◥ 🗑	Spray Tool Icon (Y)
(N) Line Tools Icon	╱	Freeform Tools Icon (M)
(Z) Zoom Tools Icon	🔍 A	Text Tool Icon (T)
Brush Shape Icon	● —	Line Style Icon
	■	Fill Pattern Icon

(PLEASE SEE THE DETAILED LIST OF TOOLS ON THE NEXT PAGE)

The Icon Tool Bar (CONTINUED)

Select Tool - allows you to select a portion of your drawing to manipulate it. Click your mouse pointer once where you want one corner of your selection to begin. Move across your drawing until the area is covered and click your left mouse button a second time. The selected area will appear within a rectangular box, with a thin dotted line around it. You can now cut, rotate or flip the selected area.

Rectangle Tool - creates squares and rectangles. Click your mouse pointer once where you want one corner of the shape, then move across your drawing until you see the size and shape you want. Then click again.

Pen Tool - allows you to draw a freehand line. Click and hold down your left mouse button, then move the mouse pointer across your drawing as you want the line to appear. Release the mouse button when you are done. You may click and hold again to create other lines.

Fill Tool - fills in any closed shape you select with one of the fill colors. After selecting the tool, place your mouse pointer inside the shape you want to fill and click once on your left mouse button. Select the Fill color first by clicking on {Fill Pattern icon}.

Line Tool - lets you draw a straight line. Place your mouse pointer once where you want the line to begin and click on your left mouse button. Place your mouse pointer where you want the line to end and click on your left mouse button. The Equalizer™ will draw a straight line between the two points.

Zoom Tool - allows you to zoom in and out to get a closer look at your drawing. Click once on the left mouse button to zoom in on your drawing. Click once on the right mouse button to zoom out.

Brush Tool - turns your cursor into a brush. You can move it over the drawing area like a paintbrush. Hold your left mouse button down while you move the brush over the drawing area. You can select different brush shapes by clicking on (Brush shape icon) first. Each brush shape creates a different look in your drawing.

Brush Shape - opens the Brush Shape dialog box so you can select a brush shape. Click once on the shape you want to use then click on OK. The shape will apply to the brush tool. Experiment with the different brush shapes.

Ellipse Tool - allows you to draw circles and ellipses. Select the Ellipse Tool, then click once on your drawing. Move your mouse pointer until you have the shape you desire, then click on the left mouse button a second time.

Erase Tool - lets you erase portions of your drawing. After selecting this tool, you can hold down the left mouse button and move over the drawing and erase parts of your drawing. When you're done erasing, release the left mouse button. To erase the entire drawing, use the Clear Screen function from the Edit menu or push the "Ctrl" and "Del" keys at the same time.

Spray Tool - makes your cursor an airbrush. Hold down the left mouse button and move the Spray Tool in your drawing to create the image you desire. Release the left mouse button when you're done.

Freeform Tool - allows you to draw freeform shapes. Select the spot in your drawing where you'd like to begin, then click the left mouse button once. Select the next point in your drawing and click the left mouse button there. A line between the two points is automatically drawn. You can continue your shape by placing additional points on the page. When you are done, click on the Freeform Tool icon again.

Text Tool - lets you enter text in your drawing. To select a font and type style, use the Font function from the Format menu or push the Ctrl and 'F' keys at the same time. You must select the font and type style before you enter the text. After selecting the font, type style and the text tool, click once on your drawing where you want the text to begin. Then begin typing. When you are done typing, select a any tool from the tool bar or click once on your right mouse button.

Line Style - allows you to choose from three different line types (thin, medium and thick). The line style you choose will be applied to any rectangles, ellipses or lines you draw. For example, if you want a circle with a thick line, first click on the Line Style icon and select the thick line. Then select the Ellipse Tool icon and draw your circle.

Fill Pattern - opens the Fill Pattern dialog box so you can select one of four fill colors. To select a color, click once on the color and then click on OK. Now you can select {Fill tools} to fill in your shape.

Helpful Hint: To stop using any of the above tools, simply click the right mouse button to cancel.

Cutting, Copying and Pasting

To cut or copy a portion of your drawing,

1. Click on [▶] (select tool icon).

2. Place your mouse pointer at the top left corner of the part of your drawing you want to cut or copy. Click once on your left mouse button.

3. Place your mouse pointer at the bottom right corner of the part of your drawing you want to cut or copy. Click once on your left mouse button.

4. The portion of the drawing you want to cut or copy will now be highlighted by a light gray, dotted-line frame.

5. Click on Edit from the main menu.

6. Click on Cut to cut the portion or Copy to copy the portion.

To paste,

1. Click on Edit from the main menu.

2. Click on Paste.

3. Place your mouse pointer in the place in your drawing where you want to paste the cut or copied drawing and click left mouse button.

Inserting a Clipart

The Equalizer™ comes with a complete library of clipart that you can insert in your drawing. You can also build your own custom library of clipart by creating a new clipart drawing using this Drawing application (just remember that when you start a new drawing to select "clipart.")

1. Click on Insert from the main menu.

2. Click on Clipart.

3. You can now choose between the Equalizer's™ built-in library or your own custom library by clicking once on your choice.

Custom library can only be used in Drawing.

4. The Built-in Clipart dialog box will now appear.

Built-In Clipart

Clipart:

| Baseball |
| Basketball |
| Big Ben |
| Bike |
| Bird |
| Birthday Cake |

[Preview]
[OK]
[Cancel]

5. The names of clipart files appear in the text box to the left. To scroll through that list, click your mouse pointer on the up or down arrow to the right of that box. When you see a clipart you want to try, click on it once.

6. To preview the clipart, click on the Preview button after you've selected the name of the clipart. You will now see the clipart in the box to the right of the buttons.

7. If you'd like to insert that clipart into your drawing, click on OK.

Inserting a Symbol

1. Click on Insert from the main menu.

2. Click on Symbol. Choose the symbol you wish to insert, then click on OK.

Selecting a Font Format

After selecting the Text Tool, you can choose the font format. You must do this before you start typing. You cannot change the format after you have entered the text.

1. Select Format from the main menu.

2. Select Font.

Selecting a Font Format (CONTINUED)

3. The Font dialog box will appear.

4. Select the font type and size.

5. Select Bold, Italic and/or Underline by placing your mouse pointer in the box to the left of your selection. An 'X' will appear in the boxes next to your selections.

6. Click OK.

Now you can enter the text into your drawing.

Type 1 small
Type 1 medium
Type 1 large
Type 2 small

Rotating and Flipping Your Drawing

1. Click on ▶ (select tool icon).

2. Place your mouse pointer at the top left corner of the part of your drawing you want to rotate or flip. Click once on your left mouse button.

3. Place your mouse pointer at the bottom right corner of the part of your drawing you want to rotate or flip. Click once on your left mouse button.

4. The part of the drawing you want to rotate or flip will now be highlighted by a light gray dotted line box.

You have three rotation options, which can all be found in the Effect menu:

Rotate q0° - rotates the selected portion of your drawing q0° clockwise (to the right, in the direction hands on a clock move).

Rotate 270° - rotates the selected portion of your drawing 270° clockwise (to the left).

Rotate 180° - rotates the selected portion of your drawing 180° (upside down).

You have two flip options, which can be found in the Effect menu:

Flip horizontal - flips the selected portion of your drawing horizontally (left to right).

Flip vertical - flips the selected portion of your drawing vertically (upside down).

Understanding Angles and Degrees

The full rotation around a circle is 360°. Rotating an object by q0° rotates it one quarter of the way around a circle. Rotating it 180° rotates it halfway around the circle.

360°
0°
270°
q0°
180°

Printing Your Drawing

1. Click on File from the main menu.

2. Click on Print.

Saving Your Drawing

1. Click on File from the main menu.

2. Click on Save.

3. Select folder and filename (you can make a new filename) to save your work.

4. Click OK.

Card Maker: What is it?

A simple application for creating your own greeting cards.

Where is it?

Card Maker is located in the Art Studio folder.

When do I use it?

Any time you want to make a card. Make holiday, birthday, anniversary, congratulations cards or cards for any occasion.

Creating a Card

Open Card Maker by clicking on [icon] (Card Maker icon).

1. Click on File from the main menu.

2. Click on New.

3. You now have the choice between two card formats.

Type 1 uses the full 8 1/2 by 11 inches for the cover of the card.

Type 2 prints on one side of the 8 1/2 by 11 inch paper and then folds in quarters into what is called a French fold.

Click in the circle next to your choice.

4. Click on Next.

5. You now can select the cover for your card.

Select Card Cover

Card Cover

- Open door with litt
- Hearts with pretty
- Balloons and conf
- Happy flowers in
- Group of daisies
- Birthday cake with
- Christmas tree

Next | Back | Preview

Scroll through the cover options by clicking with your left mouse button on the up or down arrow at the right of the Card Cover options box. To view the cover options, click once on the cover name and then click on the Preview button. A preview of the cover will appear in the box at the right of the dialog box.

6. Once you have selected your cover, click on it once with the left mouse button and then click on Next.

Facts for the BRAIN

Creating a Card (CONTINUED)

7. You now enter the text for your card.

8. Enter any text you want to appear about the picture on the cover in the "Header" text box. If you want to choose from a list of default phrases, click on the "Use Default Header" button. The Default Phrase/Title dialog box will appear. To scroll through the list of default phrases, click your mouse pointer over the up or down arrow to the right of the phrase text box. When you find a phrase you like, click on it once. Click on OK. You can also edit the default phrases if you wish.

9. In the "Footer" text box, enter any text you want to appear below the picture on the cover. You can again choose to use a default phrase by clicking on the "Use Default Footer" button.

10. In the large text box at the bottom of the screen, enter any text you want to appear inside the card. Again, you have the option of selecting from the default phrases. This text box will only be available for type 2 cards.

11. You can choose the alignment of your inside text by clicking on the "Alignment" box.

Click in the circle next to the alignment of your choice

Center - centers all text on the page

Left - aligns the text so that it is flush to the left

Right - aligns the text so that it is flush to the right

Click on OK.

13. Click on the "Print" button to print your card.

The Icon Bar

(New icon) Opens a new card file.

(Print icon) Prints the current card.

(Change cover icon) Brings you to the cover dialog box so you can select a new picture or change the cover text.

(Go to header icon) Goes to the text dialog box so you can change the header text on the cover.

(Go the footer icon) Goes to the text dialog box so you can change the footer text on the cover.

(Go to content icon) To edit the inside text, go to the text dialog box.

(Spell check icon) Spell checks the text in the current text box.

(Left alignment icon) Aligns the inside text flush to the left margin.

(Right alignment icon) Aligns the inside text flush to the right margin.

(Center alignment icon) Centers the inside text.

E-mail: What is it?
A communications tool that lets you send and receive e-mail.

Where is it?
E-mail is located in the Communications folder.

When do I use it?
Whenever you want to send or receive e-mail from your friends or family.

Using E-mail

Note: You must have an internet service provider (ISP) to use the e-mail function. If anyone in your family has an ISP account, you may be able to use it. If not, you will have to ask a your parents to help you set up an ISP account, because most accounts require the account holder to have a credit card. See the flyer that comes with the Equalizer™ for more ISP signup information.

First, connect the modem cable (not included) between the Equalizer™ and the modem. On the Equalizer™, attach the cable to the 9-pin port on the back panel.. Attach the other end to the "com" port of the modem.

Open E-mail by clicking on 🖳 (E-mail icon).

A dialog box will give you the option of opening saved mail, drafting a new mail message or connecting to your ISP. Click in the circle next to your choice and then click on OK.

The Icon Bar

🔲 (Connect icon) Connects the Equalizer™ to the ISP so you can send and receive e-mail.

🔲 (Disconnect icon) Disconnects the Equalizer™ from the ISP.

🔲 (Previous mail) When reading your mail it takes you to the previous message.

🔲 (Next mail) When reading your mail it takes you to the next message.

🔲 (New draft mail) Opens the Send Mail screen so you can create a new e-mail message.

🔲 (Reply mail) Allows you to reply to the e-mail message you are currently reading.

Setting up the E-mail Function

When you first use the e-mail function, you need to set it up.

1. Click on Internet from the main menu.

2. Click on Setup.

3. The first Setup dialog box will appear.

Ironically, the Nobel Peace Prize is named after the inventor of dynamite -
Alfred Nobel.

Facts for the BRAIN

You will never find an ear of corn that has an odd number of rows.

Setting Up the E-mail Function (CONTINUED)

Select "Built-in ISP" or "Custom". Click in the circle next to your choice.

4. Click on OK. Then follow the appropriate directions below according to the choice you just made.

Using a Built-in ISP

1. After selecting the built-in ISP option, a second dialog box will appear.

2. Scroll through the list of available ISPs. Click on the one you want to use.

3. Click on OK.

4. A third dialog box will then appear.

In all the following text boxes you will input information that has been provided to you by your ISP.

5. 'Enter the phone number you were given to dial your ISP.

6. Enter your login ID.

7. Enter your Password.

8. 'Enter the ISP DNS server (e.g. 0.0.0.0).

9. 'Enter the SMTP server (e.g. smtp.vtech.com).

10. 'Enter the POP3 server (e.g. pop3.vtech.com).

11. Enter your e-mail ID (e.g. name@vtech.com).

12. Enter the POP3 account name (this is usually the part of the e-mail address to the left of the @).

13. Enter your POP3 Password.

14. Click on OK.

* items are already provided in the dialog box. You can change them if they are different to the information that has been provided to you by your ISP.

15. The Save Setup dialog box will appear.

16. Enter a name for future modification and ISP connection.

17. Click on OK.

Using a Custom ISP

If you cannot find your ISP from the built-in list, you can create your custom ISP settings.

1. After selecting the custom option, a second dialog box will appear listing all previously saved custom ISPs.

2. Scroll through the list of custom ISPs. Click on the one you want to edit. Click on OK.

3. If none is suitable, click on the Add button to create a new custom ISP.

4. The third dialog box will appear.

In all the following text boxes you will input information that has been provided to you by your ISP.

5. Enter the phone number you were given to dial your ISP.

6. Enter the ISP DNS server (e.g. 0.0.0.0).

7. Enter the SMTP server (e.g. smtp.vtech.com).

8. Enter the POP3 server (e.g. pop3.vtech.com).

9. Enter your e-mail ID (e.g. name@vtech.com).

10. Enter the POP3 account name (this is usually the part of the e-mail address to the left of the @).

11. Enter your POP3 Password.

12. Click on OK.

13. The save setup dialog box will appear.

14. Enter a name for future modification and ISP connection.

15. Click on OK.

Connecting to ISP

1. Click on Internet from the main menu.

2. Click on Connect.

3. The connect dialog box will appear.

4. Scroll through the list of available custom ISP. Click on the one you want. Click on OK.

5. Your ISP information will appear again. You can modify it before connection.

6. Click on OK.

Note: If you were prompted to enter your login ID and password, please remember to press "Ctrl+Enter" to enter the PPP mode.

Retrieving Your E-mail

When you want to check to see if anyone has sent you new e-mail, you'll need to first connect to your ISP.

1. Click on Internet from the main menu.

2. Click on Connect.

3. The Equalizer™ will now dial your ISP.

4. After the connection is complete, click on Internet from the main menu.

5. Click on Get mail. A message box will appear to let you know that the Equalizer™ is looking for new mail.

6. Any new mail will appear in your mailbox.

7. To read an e-mail, select it by clicking on it once in the mailbox. Then click on View from the main menu.

8. Click on Read Mail..

9. If you want to see more information about the e-mail before you open it, click once on the e-mail message then click on View from the main menu. Then click on Information. The "Mail Information" dialog box will appear to provide you with more information.

Mail Information
From:
Subject:
Date:
Size:
[Read] [Save] [Close]

You can then open the e-mail by clicking on the Read button.

10. While reading an e-mail message, you can choose to read the previous message by clicking on {previous mail icon} or read the next message by clicking on {next mail icon}.

Remember that when you are connected to the ISP, you are using phone lines. Depending on your phone service, you may have to pay for the phone connection as long as you are connected. Be mindful of the length of time you spend connected to avoid surprisingly large phone bills.

Sending E-mail

1. Click on {new draft icon} (new draft icon). Or click on Action from the main menu and then click on New draft.

2. The Send Mail screen will appear.

File	Internet	View	Action	Help		EMAIL

{toolbar icons} [Connected] Mail in gjx's mailbox

To: CC:
Subject: Attachment:

[Attach]
[Send]
[Close]

CAP NUM 01/01 02-03-98 12:06pm

Enter the e-mail address of the person to whom you are sending the e-mail in the "To:" text box. You can send the e-mail to more than one person by entering additional e-mail addresses. Separate each e-mail address by a semicolon (;).

3. You can also copy someone on your e-mail message by entering that person's e-mail address in the "CC" text box. Typically you use the cc (carbon copy) option when you want the "cc person" to receive the information in the message, but the message is not intended directly for them.

For example, you might use the cc if you are working on a group project and want to send a message to one group member to ask if she has completed her assignment. You want the other group members to be informed that you are following up, so you would address the e-mail to the first group member and then cc the other group members.

Sending E-mail (CONTINUED)

4. Enter the subject of your message in the "Subject" text box.

5. To create an attachment, click on the "Attach" button. A dialog box will appear with a list of files you can attach. Select the file and then click on OK.

6. Type the text of your message in the message text box.

7. When you are done with your message, click on Send. The message will be sent automatically.

Use the convenient attachment function to send E.Q. Write documents or spreadsheets with your e-mail message. This can be a really helpful function when working on group projects.

Replying to E-mail

1. While reading the e-mail message you want to reply to, click on ▣ (reply mail icon). Or click on Action from the main menu, then click on Reply.

2. The screen will change to the Send Mail screen with the "Reply" dialog box. If you want to reply to everyone to whom the message was originally sent, click in the circle next to "All." If you want to reply only to the sender, click in the circle next to "Sender only."

3. If you want to include the attachments with the reply, click in the box next to "Retain attachments."

4. Click on OK.

5. Enter your reply message in the message text box.

6. Click on Send.

Forwarding E-mail

You can easily forward an e-mail message that you received to another person.

1. While viewing the message you want to forward, click on Action from the main menu.

2. Click on Forward.

3. A message box will ask if you want to retain the attachments, click on Yes. If not, click on no.

4. The Send Mail screen will appear. Enter the e-mail address of the person to whom you are forwarding the message in the "To" box.

5. You can enter a message of your own to appear before the forwarded message by typing your message in the message text box.

6. Click on Send.

Deleting E-mail

1. You can delete an e-mail message while you are in the Mailbox screen. If in the Mailbox screen, click once on the e-mail message first.

2. Click on Action from the main menu.

3. Click on Delete mail.

4. A message box will ask if you want to delete the mail.

5. Click on Yes.

Printing E-mail

1. You can print an e-mail message while you are in the Read Mail view.

2. Click on File from the main menu.

3. Click on Print.

4. The "Print" dialog box will appear. Enter the number of copies you want to print in the text box.

5. Click on OK.

Saving Attachments

1. While reading an e-mail message, you can choose to save the attachments included in that e-mail on your Equalizer.™ Click on Action from the main menu.

2. Click on Save attachment.

3. A dialog box will appear. Enter the name of the file you want to save.

4. Click on OK.

Disconnecting from the ISP

When you are done reading and sending e-mail, you need to disconnect from your ISP.

1. Click on ▓▓ (disconnect icon). Or click on Internet from the main menu, then click on Disconnect.

2. A message box will ask if you are sure you want to disconnect. Click on Yes.

3. If you want to double-check whether you have disconnected, go to a phone and pick up the receiver. If you hear a dial tone, you are disconnected. If not, try disconnecting from the ISP again.

Hyper Link: What is it?

A communications tool that lets you link the Equalizers™ with a friend via a modem.

Where is it?

Hyper Link is located in the Communications folder.

When do I use it?

To link via a modem with a friend's Equalizer™ to chat or to exchange files.

Using Hyper Link

First, connect the modem cable (not included) between the Equalizer™ and the modem. On the Equalizer™, attach the cable to the 9-pin port on the back panel. Attach the other end to the "com" port of the modem.

Open Hyper Link by clicking on (Hyper Link icon). You will now see the main Hyper Link screen.

The Icon Bar

(Dial/Chat icon) Opens the Dial/Chat dialog box so you can call your friend's Equalizer™.

(Hang Up icon) Disconnects your link to the other Equalizer™.

(Send File icon) Allows you to send a file to your friend.

(Answer Call icon) Lets you answer the incoming call from your friend so you can connect the Equalizers™.

(Exit icon) Close the Hyper Link application.

The best-selling car of all time is the 1937 Volkswagen Beetle.

Facts for the BRAIN!

Microprocessor speeds will increase by 100% every year and a half for at least the next decade!

Connecting with another Equalizer™

1. First make sure that your Equalizer™ modem is connected to the phone line. Also make sure that your friend's Equalizer™ is connected to his/her phone line and he/she is in the Answer Mode (see below).

2. Click on [icon] (Dial/Chat icon). Or click on Get Connected from the main menu and then click on Dial/Chat.

3. The Dial/Chat dialog box will now appear.

Dial/Chat
Your Name:
Your Phone no.:
To Dail No.:
OK   Cancel

Enter your name in the "Your name" text box.

4. Enter your phone number in the "Your Phone no." text box.

5. Enter the number you are dialing in the "To dial no." text box.

6. Click on OK.

7. A message box will now appear that lets you know the Equalizer™ is dialing. If the other line is busy, you will get a message to try again later.

8. Another message box will let you know when the connection is complete. Click on OK and begin your call.

Putting the Equalizer™ in Answer Call mode

If you'll be on the receiving end of the phone call, you need to put the Equalizer™ in the answer mode.

1. First make sure that the Equalizer™ modem is connected to the phone line.

2. Click on [icon] (Answer call icon). Or click on Get Connected from the main menu and then click on Answer Mode.

3. When the call comes in you will receive a Dial/Chat dialog box.

4. Enter your name in the text box.

5. Click on OK.

note: Remember that you are using phone lines and any time you spend online will appear on your phone bill. Be especially careful of the amount of time you spend on long distance connections.

Chatting with Your Friend

Once your call is connected, you can have an online conversation with your friend. Simply enter your text in the large box on the left side of the screen and press Enter. Text entered by your friend will appear in the text box to the right side of the screen.

Get Connect	File Transfer	Help	HYPER LINK

Me   Other Party

02-03-98 12:06pm

Transferring Files

Once you have established a connection with another laptop, you can transfer files. If you and a friend are working on a school project together, you can send each other the reports you are writing.

To send a file,

1. Click on ▣ (send file icon). Or click on File Transfer from the main menu and then click on Send.

2. Click on the file you want to send. Then click OK.

3. A message box will appear to let you know that the Equalizer™ is sending the file. Another message box will let you know when the transfer is completed.

4. Click on OK.

To receive a file,

1. A message box will appear to let you know that you are receiving the file. Another message box will let you know when the transfer is completed.

If during either sending or receiving a file you get an error message, try the transfer again. You may have to hang up from the call and then reconnect the Equalizers™ if the file doesn't transfer the second time. If your file still doesn't transfer, see the Troubleshooting section of this manual.

Disconnecting from the other Laptop

1. When you are done with your call, click on ▣ (Hang up icon). Or click on Get Connected from the main menu and then click on Hang Up.

2. The Hang Up dialog box will ask if you want to hang up. Click on Yes.

Laptop Link: What is it?
A communications tool that lets you link Equalizers™ with a friend via a cable.

Where is it?
Laptop Link is located in the Communications folder.

When do I use it?
To link via a cable with a friend's Equalizer™ to chat or to exchange files.

Using Laptop Link

First, connect the Power Link™ cable (the same cable for Power Link™ connection) between your Equalizer™ and your friend's Equalizer™. For each unit, attach the cable to the 4-pin port on the back panel..

Open Laptop Link by clicking on [icon] (Laptop Link icon). You will now see the main Laptop Link screen.

File File Transfer Help	LAPTOP LINK
[Me]	[Other Party]
	02-03-98 12:06pm

The Icon Bar

[icon] (Send File icon) Allows you to send a file to your friend.

[icon] (Exit icon) Closes the Laptop Link application.

Chatting with Your Friend
Once the Laptop Link is launched, you can have a conversation with your friend. Simply enter your text in the large box on the left side of the screen and press Enter. Text entered by your friend will appear in the text box to the right side of the screen.

The game of Monopoly is the world's highest-selling game.

Facts for the BRAIN!

A shark's skin is so rough that it could be used as sandpaper.

izer

Transferring Files

To send a file,

1. Click on ▓ (send file icon). Or click on File Transfer from the main menu and then click on Send.

2. Click on the file you want to send. Then click OK.

3. A message box will appear to let you know that the Equalizer™ is sending the file. Another message box will let you know when the transfer is completed.

4. Click on OK.

To receive a file,

A message box will appear to let you know that you are receiving the file. Another message box will let you know when the transfer is completed.

Exiting Laptop Link

1. Click on File on the main menu.

2. Click on Exit.

Power Link™: What is it?
A communications tool that links the Equalizer™ with a PC.

Where is it?
Power Link™ is located in the Communications folder.

When do I use it?
Whenever you want to link with a PC to share files or use a printer connected to the PC or any other reason.

Installing Power Link™ to Your PC

1. Insert the VTech Power Link™ floppy into the floppy disk drive.

2. Click on the "FILE" option in the upper left hand corner of the tool bar (Windows® 3.1 or 3.11)/Click the "Start" icon on the taskbar (Windows® 95).
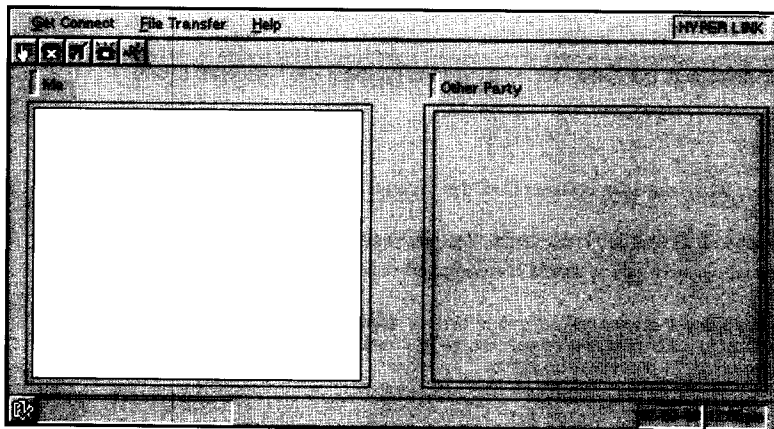
3. When the option box appear, select "RUN..."

4. A dialog box will appear. Type "A:\SETUP" in the space provided. If your floppy disk drive is not the A drive, substitute the appropriate letter for A.

5. Click "OK".

6. Follow the instructions on screen.

Once installation is completed, two icons will be seen - VTech Power Link(TM) and E.Q. Write - PC.

Using Power Link™

First, connect the Power Link™ cable between the Equalizer™ and the PC. On the Equalizer™, attach the cable to the 4-pin port on the back panel. Attach the other end to the "Com" port of the PC.

Now, open Power Link™ by clicking on ⬚ (Power Link™ icon) located in the Communications folder, and open VTech Power Link™ (PC) by clicking VTech Power Link(TM) icon.

The main Power Link™ screen will appear.

Linking to the PC

1. After you have opened Power Link™, click on the Connect button.

2. The status of the connection will be displayed in the picture below the Connect button. When the connection is complete, a "tick" will be seen under the connect button.

Lie detectors have a high percentage of accuracy; up to 98% accurate!

Facts for the BRAIN!

Sweden has the world's highest percentage of women in its legislature with 40.7%.

Listing Storage Files

When you click on the "List storage file" button your PC screen will change to the File List main menu.

While in this view, you can scroll through the list of files on the PC and work with them. To work with a particular file, click on it once so that it appears in a gray bar. Then use the buttons to the right of the screen:

Main Menu

draft.vmp
grades.vss
mymail.vem
pic0.bmp
present.vpr
simon.vwp
vtech.vwp

FILE

VIEW

PRINT

DELETE

TRIVIA PLAYBACK

EXIT

CONVERT FILE

' File - lists the available files

' View - allows you to view the file contents

' Print - prints the selected file

' Delete - deletes the selected file

' Trivia Playback - This feature lets you save and view games from the optional trivia cartridge and view them on the PC.

' Exit - exits the list of files

' Convert File - allows you to convert an E.Q. Write™ file (a file with the extension '.vwp) to a standard text file ('.txt).

Uploading a File

To "upload" a file from the Equalizer™ to the PC,

1. Click on ⬛ (Upload file icon)

2. An Open File dialog box appears. Select a file to upload.

3. Press the "OK" button. The file will be uploaded.

Downloading a File

To "download" a file from the PC to the Equalizer™,

1. Click on ⬛ (Download file icon).

2. The list of available files will display on the PC screen. Select the file you want to download by using the up and down arrow keys.

3. Press the "Enter" key.

Viewing an E.Q.Write™ File

1. Click on ⬛ (View word file icon).

2. The list of available files will display on the PC screen. Select the file you want to view by using the up and down arrow keys.

3. Press the "Enter" key.

You can still view E.Q. Write™ files after you have disconnected Power Link™.

1. Launch the Power Link™ software.

2. The list of available files will display on the PC screen. Select the file you want to view by clicking on it once.

3. Click on the "View" button on the PC screen.

Viewing the Dump Screen

1. Click on [**View dump screen**] (View Dump Screen icon).

2. The Dump Screen file will display on the PC screen. Select the file you want to view by using the up and down arrow keys.

3. Press the "Enter" key.

You can still view dump screen files after you have disconnected Power Link™.

1. Launch the Power Link™ software.

2. The list of available files will display on the PC screen. Select the file you want to view by clicking on it once.

3. Click on the "View" button on the PC screen.

Note: To dump screens from the Equalizer™ to a PC, the Power Link™ cable must be connected and the Printer selection must be set to "Power Link™ Screen Dump". Then, press the "Print Screen" key (F12). It will take about 1 minute to transfer the screen to the PC. The Screen Dump to PC function will not work if any other Communication applications are launched.

Trivia Activities

This feature works with the Equalizer™ Trivia cartridge (sold separately).

1. Insert the trivia cartridge in the cartridge slot on the left side of the Equalizer™.

2. Click on [**TRIVIA PLAYBACK**] (trivia playback icon) on the PC screen if you have recorded a trivia game on the PC.

3. Follow the instructions that appear on the screen.

4. You can view the records of your trivia games on the PC. This is great for showing friends your phenomenally high trivia scores and intelligence!

E.Q. Write™ - PC

E.Q. Write™ - PC is a PC word processor that is fully compatible with the Equalizer™ E.Q. Write™. In other words, files that are made in E.Q. Write™ (with a file extension VWP) and are transferred to the PC using Power Link™ can be used in the E.Q. Write™ - PC.

To launch the E.Q. Write™ - PC, double-click the E.Q. Write™ - PC icon in your PC. Use this word processor as you would use the Equalizer™ E.Q. Write™.

Note: The E.Q. Write™ - PC does not have a built-in spell checker.

Presentation Maker: What is it?
An application that lets you make and run a slide show.

Where is it?
Presentation Maker is located in the Presentation folder.

When do I use it?
Whenever you need a great looking presentation.

Creating a Presentation
Open Presentation Maker by clicking on [icon] (Presentation Maker icon).

File	Edit	Insert	Format	Tools	Help		PRESENTATION MAKER

| | | CAP | NUM | 01/01 | OVR | 02-03-98 | 12:06pm |

The Icon Bar

[icon] (New icon) - Creates a new presentation.

[icon] (Open icon) - Allows you to open a previously created presentation.

[icon] (Save icon) - Saves the current presentation.

[icon] (Print icon) - Prints the current presentation.

[icon] (Effect icon) - Assigns effects to the selected object.

[icon] (Viewer icon) - Runs the presentation.

[icon] (Bring to front icon) - Brings the selected object to the front of the screen.

[icon] (Send to back icon) - Sends the selected object to the back of the screen.

[icon] (Left alignment icon) - Aligns the text so that it is flush to the left margin.

[icon] (Center alignment icon) - Aligns the text so that it is flush to the right margin.

[icon] (Right alignment icon) - Aligns the text so that it is flush to the right margin.

There are approximately 1 million known species of insects in the world.

Facts for the BRAIN!

The shortest war fought by two nations was between England and Zanzibar in 1896, and lasted 38 minutes.

Adding Text to Your Slide

1. Click on Insert from the main menu.

2. Click on Text.

3. Place your mouse pointer in the location where you would like the upper left hand corner of the text box to appear. Click once.

4. Place your mouse pointer where you would like the lower right hand corner of the text box to appear. Click once.

5. A border outlining the text box will appear. The cursor will be in the upper left hand corner.

6. Enter your text.

7. When you are done entering text, click your mouse pointer in any area other than the current text box.

Changing the text format:

Font
Type 1 small
Type 1 medium
Type 1 large
Type 2 small
Type 2 medium
☐ Bold ☐ Italic ☐ Underline
OK   Cancel

1. Click on Format from the main menu.

2. Click on Font.

3. Scroll through the font choices until you see the font and size you are looking for. Click on it once.

4. Click in the box next to Bold, Italic or Underline to use those type styles. Your selected options will be noted on screen by an "X" in the box next to the style.

5. Click on OK.

(You can also format existing text by first selecting the text and then following the instructions above.)

Inserting a Symbol

The Equalizer™ has a built-in library of symbols that you can use to add visual interest to your slides.

1. Click on Insert from the main menu.

2. Click on Symbol.

3. The Symbol Table will appear. To view additional symbols, place your mouse pointer over the left or right arrow button and then click on your left mouse button. Click on the symbol you want to insert.

4. Click on Insert.

Inserting a Button

In Presentation Maker, you can insert buttons, name them, and assign sound effects to them. When you run your presentation, press a button. It will then make whatever sound you assigned to it.

1. Click on Insert from the main menu.

2. Click on Button.

3. A button will appear on your presentation.

Adding a Sound Effect to a Button

You can add sound effects to each object of your presentation if you are going to show it on the I.T. Laptop.

1. Select the object to which you want to add sound effect.

2. Click on Format from the main menu.

3. Click on Effect.

4. The Effect dialog box will appear. Click on the "Sound" button.

5. The Sound dialog box will appear. The list of available sounds will appear in the text box to the left. Scroll through the list of sound until you find one to use.

6. Once you've selected your sound, click on OK.

Changing a Button Name

You can change the button name to make it relevant to the assigned sound effect.

1. Select the button by clicking on it once.

2. Click on Format from the main menu.

3. Click on Button.

4. The Name dialog box will appear. Rename the button, then click OK.

Inserting a Clipart

The I.T. Laptop has a complete library of clipart that you can use in your presentation.

1. Click on Insert from the main menu.

2. Click on Clipart.

3. The Clipart dialog box will appear. The list of available clipart will appear in the text box to the left. Scroll through the list of clipart until you see the clipart you want to use. To view the clipart, click on the name once and then click on the Preview button. A preview of the clipart will appear in the box to the right.

4. Once you've selected your clipart, click on OK.

5. The clipart will appear at the top left corner of your slide. To move it within the slide, place your mouse pointer on the clipart, hold down your left mouse button and move the mouse until the clipart is in the correct location.

6. The clipart will automatically be on the top layer of the slide. You can move it to the back, for example, if you want it to appear behind the text, select it and then click on Format from the main menu. Click on Send to Back.

Inserting the Date/Time

You can insert the date and time in your presentation.

1. Click on Insert from the main menu.

2. Click on Date/Time.

3. The date and/or time will appear in the top left corner of your slide. You can move it within the slide by placing your mouse pointer on the date/time, holding down your left mouse button and moving the mouse until it appears in the correct location.

Adding a New Slide

To add a new slide to your presentation,

1. Click on Slide from the main menu.

2. Click on Insert.

3. The Insert slide dialog box will appear. Click in the circle next to "Insert Before" to insert a new slide before your current slide. Click in the circle next to "Insert After" to insert a new slide after your current slide.

4. Click on OK.

Changing an Object's Border

You can change the borders of any object in your slide presentation. For example, you can have a text box without a border, or you can add a border to clipart or symbols.

1. Click on Format from the main menu.

2. Click on Border.

3. The Border dialog box contains four boxes: top, bottom, left, and right. To add a border to just one side of an object, click on the appropriate box. An "x" will appear in the box to indicate that a border has been added. Simply click the box again to remove the "x," which will remove the border. To add a border to an object, click on all four boxes. To remove a border from an object, click the four boxes again.

Cutting an Object

You can cut a portion of your slide and move it to another slide or another location on the slide.

1. Select the object by clicking on it once.

2. Click on Edit from the main menu.

3. Click on Cut.

Copying an Object

You can copy an object and paste it in another location on the slide or in another slide.

1. Select the object by clicking on it once.

2. Click on Edit from the main menu.

3. Click on Copy.

Pasting an Object

You must first cut or copy an object; then you can paste it.

1. Place your mouse pointer in the location on the slide where you want to paste the object.

2. Click on Edit from the main menu.

3. Click on Paste.

Deleting an Object

1. Select the object you want to delete by clicking on it once.

2. Click on Edit from the main menu.

3. Click on Delete Object.

4. A message box will pop up asking you whether you want to delete the object. Click "Yes."

Deleting a Slide

You can delete an entire slide.

1. Go to the slide you want to delete so that it appears on your screen.

2. Click on Slide from the main menu.

3. Click on Delete.

4. A message box will ask if you want to delete the current slide. Click on "Yes" .

Adding Sound Effects to the Slide

You can add sound effects to each slide of your presentation if you are going to show it on the I.T. Laptop.

1. Go to the slide you want to add sound effects.

2. Click on Slide from the main menu.

3. Click on Sound.

4. The Sound dialog box will appear. The list of available sounds will appear in the text box to the left. Scroll through the list of sounds until you find one to use.

5. Once you've selected your sound, click on OK.

Adding Sound Effects to an Object

You can add sound effects to each object of your presentation if you are going to show it on the I.T. Laptop.

1. Select the object you want to add a sound effect to.

2. Click on Format from the main menu.

3. Click on Effect.

4. The Effect dialog box will appear and click on the sound effect button.

5. The Sound dialog box will appear. The list of available sounds will appear in the text box to the left. Scroll through the list of sounds until you find one to use.

6. Once you've selected your sound, click on OK.

note: Double-clicking the object can also bring out the Effect dialog box.

Setting up Your Online Presentation

Helpful Hint : If you use Presentation Maker to run your presentation right on the I.T. Laptop, make sure your audience is small enough to gather around and see the screen - probably no more than five or six people.

If you are showing your presentation online, you'll need to set up how quickly the Equalizer™ moves through the slides.

1. Click on View from the main menu.

2. Click on Setup.

3. The Viewer Setup dialog box will appear.

4. Click in the circle next to "Manual" to run the presentation by pressing Space to go to next slide. Pressing "ESC" will stop the presentation.

5. Click in the circle next to "Auto" to establish a time for each slide to display. Enter the number of seconds you want each slide to appear in the text box before "sec."

6. Click on OK.

Helpful Hint: It will probably be easier for you to use the Manual function to run your presentation online. That way you can control the speed of the presentation each time you give it.

Printing Your Presentation

Now that you've completed your masterpiece, you're ready to print.

1. Click on File in the main menu bar

2. Click on Print

3. The Print dialog box now appears.

Print

No. of copies: ☐

Slides Range: ☐ - ☐

[OK]   [Cancel]

4. Select the number of copies you want to print.

5. The system automatically defaults to print the entire presentation. If that is what you want, click on OK.

6. If you only want to print out some of the slides, then enter the number of the first slide you want in the first box next to Slide Range and the last slide number in the second box. Click on OK.

Presentation Maker is great for creating interesting visual aids as part of a display. If you are doing a science project for school and need to create a poster describing your project, Presentation Maker is a great way to create interesting and easy-to-read signs.

Note: You can choose to print onto regular paper or you can use transparencies if you will be using an overhead projector for your presentation. If you use transparencies, check your printer's manual and use only transparencies that are compatible with your printer. If you don't, you could have a big mess on your hands - you could even break the printer.

Presentation

Keep Out!: What is it?

A database where you can store personal information.

Where is it?

Keep Out! is located in the Personal folder.

When do I use it?

When you want to store or look up personal information like your locker combination, computer passwords, etc.

Using Keep Out!

Open Keep Out! by clicking on [ ] (Keep Out! icon) located in the Personal Folder.

Specify whether you want to create a new file or open an existing file. The main Keep Out! screen will appear.

There are 12 preset fields and one additional field named "Other" on two pages. Next to the field names, enter the appropriate information.

Creating a New Keep Out! File

1. Click on File from the main menu.

2. Click on New.

3. Click on OK.

4. You can now enter your information in the text boxes in each field. Each file is composed of two pages. To move to the second page, click on [ ] (next page icon). The "Other" field is an open text field. You can enter any text you want in this field.

Abraham Lincoln and Walt Disney were postal workers before they became famous.

Facts for the BRAIN!

With the introduction of the first computers in the 1940s, it was speculated that computers might someday weigh less than 1.5 tons!

Setting the Password

1. Click on Password from the main menu.

2. Click on Set Password.

3. If your file already has a password, please refer to "Changing the Password".

4. Enter your password in the first text box. A pass word must have 4 to 8 characters.

5. Reenter your password in the second text box.

6. Click on OK.

7. If the password you entered the second time does not match the first password, a message box will appear notifying you to reenter your password. Click on OK.

8. The file will automatically be password protected. The lock icon will appear from the status bar at the bottom of the screen letting you know that the file is now locked.

Turning the Password On

1. Click on Password from the main menu.

2. Click on On.

3. If your file doesn't have a password, please refer to "Setting the Password".

4. The lock icon will appear from the status bar at the bottom of the screen, letting you know that the file is locked.

Turning the Password Off

1. Click on Password from the main menu.

2. Click on Off.

3. The lock icon will disappear from the status bar at the bottom of the screen, letting you know that the file is unlocked.

Changing the Password

1. Click on Password from the main menu.

2. Click on Set Password.

3. The "Set Password" dialog box will appear:

Set Password
Old Password [_____]
New Password [_____]
Retype New Password [_____]
[OK]   [Cancel]

4. Enter your old password in the first text box.

5. Enter your new password in the second text box. Reenter your new password in the third text box.

6. Click on OK.

7. If your file does not have a password yet, please refer to "Setting the password".

note: If you forget your password, you will have to reset your unit in order to retrieve your Keep Out! file. Resetting the unit will cause all password protected files to lose their password information. The reset button is situated next to the mouse port in the back panel.

Opening a Keep Out! File

1. Click on File from the main menu.

2. Click on Open.

3. Select whether your file is password protected or not and click OK.

4. Click on the name of the file you want to open.

5. If the file is password protected, a message box will ask you to enter your password. Enter the password, then click on OK.

Clearing a Keep Out! File

You can delete all the information in a file and replace it with new information.

1. Click on Edit from the main menu.

2. Click on Clear All.

3. A message box will ask you if you really want to clear all the records. Click on Yes. Another message box will ask if you are sure. Click on Yes.

You can also change the information from just one field by clicking on "Clear Field" in Edit from the main menu.

Saving Your File

1. Click on File from the main menu.

2. Click on Save.

3. Enter the filename in the text box.

4. Click on OK.

Printing the File

1. Click on File from the main menu.

2. Click on Print.

Address Book: What is it?
An easy-to-use electronic address book.

Where is it?
Address Book is located in the Personal folder.

When do I use it?
To create your personal address book to keep track of the addresses, phone numbers and e-mail addresses of your friends and family.

Using the Address Book
Open the Address Book by clicking on [📖] (Address Book icon). You will now see the main Address Book screen.

File Record Help		ADDRESS BOOK

Search [   ] [🗎][📂][💾][🖨][📇][⬆][⬇]

A B C
D E F
G H I
J K L   **N**ame:
M N O
P Q R   **A**ddress:
S T U
V W X   **T**el:
Y Z   **E**-mail:
         Other:

CAP NUM 01/01 OVR   02-03-98 12:06pm

The Icon Bar

[🗎] **(New icon)** - The Address Book and other file-saving applications are based on "multiple files" operation. It means that you can have more than one file in that application. In other words, two or more people can have their own individual address book in Address Book, so the New command means creating a new address book.

[📂] **(Open icon)** - Open means opening an address book that had been saved previously.

[💾] **(Save icon)** - Save means saving all records in the current address book.

[🖨] **(Print icon)** - Prints the Address Book.

[📇] **(Insert Record icon)** - A record means a complete set of information per person, i.e. all information in one page. Inserting a record means opening an empty Address Book screen so you can enter a new record.

[⬆] **(Previous Page icon)** - Takes you back one entry in the Address Book.

[⬇] **(Next Page icon)** - Brings you forward one entry in the Address Book.

The fastest living creature, the Peregrine Falcon, has a maximum speed of 124 mph.

Facts for the BRAIN!

Although the Pentagon consists of only five floors, the total floor space of the building exceeds that of all 102 floors in New York's Empire State Building!

To Create an Entry in the Address Book

1. Click on Record from the main menu at the top of the screen.

2. Click on Insert.

3. Your cursor will now appear in the "Name" field. Enter the person's full name; for example, Karen R. Trout. Press the Tab key or use your mouse to reposition the cursor in the Address field. (A person's name must begin with a letter)

4. Enter the person's mailing address - street address, city, state and ZIP code. After each line, push Enter to start a new line within the address field. For example:

555 Main Street (ENTER)
Maplewood, IL 60304

5. Press the Tab key or use your mouse to reposition the cursor to the "Telephone" field. Enter the telephone number. You can enter the number either with or without hyphens, and you can enter more than 1 telephone number.

6. Press the Tab key or use your mouse to reposition the cursor to the "Email" field. Enter the person's email address.

7. Press the Tab key or use your mouse to reposition the cursor to the "Other" field. You can use this field to keep track of any important information you want to remember about that person. Use it to track birthdays, anniversaries, pet's names, directions to the person's house--anything you can think of! You have four lines of text that you can use.

8. Click on 🖫 (Save icon). Clicking "Save" is one way of saving a working record. A record will be saved automatically (provided the name field is filled) when you click other icons (recommended method).

9. To create another entry, click on ⬜ (Insert icon).

Note: You must enter a name for all entries in the Address Book. All other fields are optional; so if your friend doesn't have an e-mail address, leave that field blank.

Searching the Address Book

You can search for an entry in the Address Book by either using the letter filing symbols or the Search function.

To use the letter filing symbols:

1. Click on the box with the letter in it of the name you are looking for. For example, if you are looking for Karen Trout, click on the box (JKL).

2. Once in that section of the alphabet, use the Page up and Page down keys to search through the names until you find the one you are looking for.

To Use the Search Function

1. Place your mouse pointer in the Search text box on the top left of the screen and click. You should now have a cursor in the Search text box.

2. Enter the person's name in the text box. The Search function is case insensitive.

3. Typing "K" will bring out the first record to begin with "K".

Then, typing an additional "a" will bring you to the first record to begin with "Ka" and so on. You don't even need to press the Search button. You can use the up or down arrow key to go to the previous or next record respectively as well.

Changing an Entry

1. Go to the entry.

2. Delete the text you want to change.

3. Type in the new text.

4. Click on 💾 (Save icon). The new text will automatically overwrite the old text and permanently change the entry. You can also click any other icons to save the entry (recommended method).

Note: You can keep both the old and new information by using the Save As New function. For example, if your Grandma has moved to Florida for the summer, you can keep records of both her home and winter addresses.

5. After you have typed in the new text, click on Record from the main menu.

6. Click on Save As New.

Printing Your Address Book

1. Click on File from the main menu.

2. Click on Print.

3. The Print dialog box now appears. Click in the circle next to "Current Record" to print only the record displayed on your screen. Click in the circle next to "All Records" to print your entire Address Book.

4. Click on OK.

Deleting an Entry

1. Click on "Record" from the main menu.

2. Click on "Delete."

3. A message box now asks if you want to delete the current record. Click on "Yes."
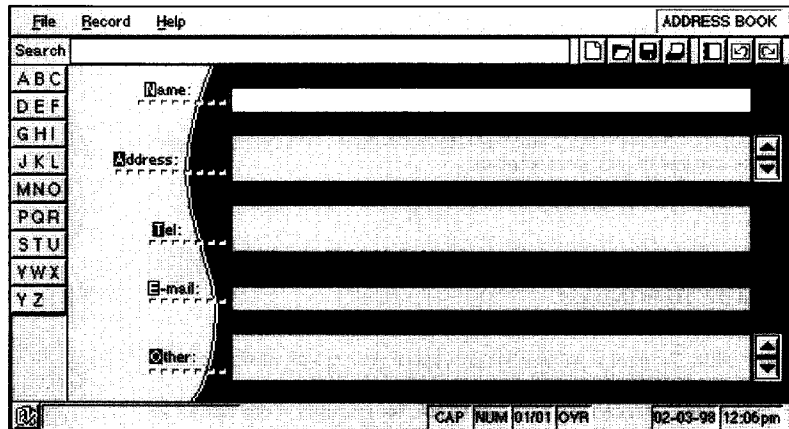
Scheduler: What is it?
An electronic calendar.

Where is it?
Scheduler is located in the Personal folder.

When do I use it?
To keep track of events in your life.

Using the Scheduler

Open the Scheduler by clicking on [Scheduler icon] (Scheduler icon) in the Personal folder.

If you have added events to your calendar, you will see an event symbol on the relevant day in the status bar located at the bottom of your screen. If you use the alarm function, a pop up message box will appear when you turn on the Equalizer™ on the day of the event. Another pop up message box will appear and an alarm will sound to remind you of the event.

Viewing Your Calendar

You can choose between either a daily or a monthly mode by clicking on "View" in the main menu and then selecting either "daily" or "monthly."

In the monthly calendar, you can view the week from either Sunday to Saturday or Monday to Sunday. Click on Format in the main menu and then click on either "Sun-Sat" or "Mon-Sun."

The Icon Bar

(Change Symbol icon) - opens the Symbol Table so you can select the symbols displayed with your events.

(Find Date icon) - opens the Find Date dialog box to help you find a certain date on your Scheduler.

(Backward icon) - moves you back to the previous day if you are in the day mode or to the previous month if you are in the month mode.

(Forward icon) - moves you forward to the next day if you are in the day mode or to the next month if you are in the month mode.

(Change to Monthly view icon) - changes the Scheduler to a Monthly mode.

(Change to Daily view icon) - changes the Scheduler to a Daily mode.

There are a total of 50,000 earthquakes annually on our planet.

Facts for the BRAIN!

Small insects known as ant lions cannot walk forward, and thus spend their lives walking backward.

Adding an Event

You can add up to six events per day.

1. Click on View from the main menu.

2. Click on Daily.

File View Format Tools Help	SCHEDULER

Alarm icon

3. Place your mouse pointer in one of the blank boxes under the clock icon and click once on your left mouse button.

4. Enter the starting time of the event. Press "a" or "p" to change to "am" or "pm" respectively.

5. Press the Tab key or "Enter" key to move your cursor into the text box. Now enter the related text. For example, "Baby-sit for the Smith's."

6. To change the symbol for the event, click on ![star] (change symbol icon).

7. Click on the symbol you would like to use. Then click the Insert button. Click on either the right or left arrow buttons at the bottom of the dialog box to view more symbols.

8. Click on "Insert".

This symbol is displayed in the monthly view. You can use different symbols in different dates.

Using the Alarm and the Event Locking Functions

If you would like, the Scheduler can notify you of events you have on your calendar by sounding an alarm and sending you a pop up message to remind you of the event.

To turn the alarm on or off:

1. Highlight the event by clicking on it with your left mouse button.

2. Click on "Tools" in the main menu bar.

3. Click on "Event Setting." The Event Setting dialog box appears.

4. Click in the box next to "alarm" if you want the alarm turned on.

NOTE: To turn the alarm off after it sounds, push the ESC key.

Locking your events will prevent them from being deleted by the Auto Delete function. To lock an event:

1. Highlight the event by clicking on it with your left mouse button.

2. Click on "Tools" in the main menu bar.

3. Click on "Event Setting." The Event Setting dialog box appears.

4. Click in the box next to "Lock" if you want to lock the event.

note: The alarm will be temporary suspended when you launch the Communications applications and Fax application.

Using the Auto Delete Function

Use the Auto Delete function to delete events that have already occurred.

1. Click on "Tools" from the main menu.

2. Click on "Auto Delete." The Auto Delete dialog box now appears.

3. Click in the box next to "Auto Delete older than."

4. Click in the circle next to "7 days" to delete events 7 days after they occur, or click in the circle next to "14 days" to delete events 14 days after they occur.

NOTE: You can protect events from being auto deleted by locking them when you set up the event.

Deleting an Event

1. Click on "Tools" from the main menu.

2. Click on "Delete Event." The Delete Event dialog box now appears.

3. Enter the dates of the event that you want to delete.

4. Click in the circle next to "Unlocked Events" only to delete events that have not been locked. Click in the circle next to "Locked and Unlocked events" to delete all events.

5. Click on OK.

Printing Your Calendar

The calendar prints in different formats depending on the calendar view displayed on your screen at the time you choose to print. If you are looking at the monthly calendar, the calendar will print in a monthly format.

1. Click on "File" from the main menu.

2. Click on "Print."

3. The Print dialog box now appears. Enter the number of copies you would like to print.

4. Click on OK.

Finding an Event

1. Click on "Locate" from the main menu.

2. Click on "Find Event."

3. The Find Event dialog box now appears. Enter a keyword (e.g. Party, Birthday, Conference, etc).

4. Click "Forward" or "Backward" to search for an event that happened prior to or after the date that is shown currently.

5. If the event found is not the correct one, click on "Forward" or "Backward" to find the next event.

6. If the event found is correct, click on "Cancel" to stop further searching.

Filing Cabinet: What is it?
A file management tool that gives you a clear picture of the files you have saved on The Equalizer™.

Where is it?
The Filing Cabinet application is located in the Filing Cabinet folder.

When do I use it?
Any time you want to see what files you have saved. You can also use it to move, copy, delete, rename, create and find files and folders.

Using the Filing Cabinet

Open the Filing Cabinet by clicking on (Filing Cabinet icon).

You will now see the main Filing Cabinet screen.

The icon bar →

Function →

Time →

Date →

C:\ENGLISH		
PAPER01.VPR	1195	01-02-1998
PAPER02.VPR	1702	01-15-1998
PAPER03.VPR	1854	02-16-1998
ENG.VSS	860	02-18-1998

The Icon Bar

 (New folder) Opens the New Folder dialog box so you can create new folders.

 (Find) Opens the Find dialog box so you can find a file.

 (Sort by name) Sorts the files alphabetically by file name.

 (Sort by date) Sorts the files by date starting with the recent file.

 (Sort by type) Sorts files by types or file extensions. For example, organizes all word processing files together and all spreadsheet files together.

 (Sort by size) Sorts files by file size starting with the smallest file.

France receives more tourists than any other country in the world.

Facts for the BRAIN!

When Christopher Columbus stumbled upon North America in 1492, he thought that he had landed in India.

To View the Folders and Files in a Particular Drive:

1. Click on the A, B or C drive icon located just beneath the main menu and icon bars.

2. The folders in that drive will now be displayed in the large box on the left and right side of the screen.

3. To view the files within a folder, click once with your left mouse button on the folder or click on "File" in the main menu and then click on "Open". The files within that folder will now be displayed in the box to the right.

4. Use the up and down arrows to the left of both large boxes to scroll through the folders and files.

Creating a New Folder

1. Select a drive. Click on [icon] (new folder icon) located in the icon bar. Or click on "File" in the main menu and then click on "New Folder"

2. The New Folder dialog box appears. The displayed drive letter shows the new folder location. *(Remember that C is the Equalizer™'s main internal drive and that A and B are the external cartridge drives.)*

3. Enter the name of the folder you would like to create.

4. Click OK.

Renaming a File or Folder

1. Single click on the File or Folder that you want to rename so that the name appears within a black bar (that lets you know that you have selected the File or Folder).

2. Click on "File" in the main menu.

3. Click on "Rename."

4. The Rename dialog box appears.

The drive where the folder is located will appear in the text box opposite "Path." In the text box opposite "Path" the drive where the folder is located will appear. If you are renaming a file, the drive and folder will appear. The selected File or Folder name appears in the text box opposite "Old."

5. Enter the new name in the "New" text box.

6. Click OK.

Note: The file extension will automatically be filled in and cannot be changed.

Finding a File

1. Single click on [icon] (Find icon) in the icon bar. Or Click on "File" from the main menu and then click on "Find."

2. The Find File dialog box now appears.

Click in the circle next to the drive you want to search.

3. Enter the name of the folder you want to search. If you want to search all the folders, leave it empty.

4. Enter the filename, if you know it. If you don't know the filename, leave it empty.

5. Click on "Search."

Finding a File (CONTINUED)

6. If the Equalizer™ finds any matches, the Find Result dialog box will appear. Any files matching your search criteria will be displayed in this dialog box. To scroll through the list of files, click your mouse pointer on the down arrow to the left of the text box.

7. From here, you can click the "Open Button" and your file will open. The Equalizer™ will automatically open the corresponding application. For example, if you double click on a word processing file (a file with the extension VWP), the Equalizer™ will open the E.Q. Write™ application.

8. To close the Find Result dialog box, click Cancel.

Helpful Hint: If you don't find the file you are looking for, try the Find File application, which is also located in the Filing Cabinet folder. Find File provides you with a more advanced search tool.

Moving a Folder

1. Click on "Edit" from the main menu.

2. Click on "Move."

3. The first "Move" dialog box now appears. Click in the circle next to "Folder".

4. Click on OK

5. The second "Move" dialog box now appears.

Move Folder		
	Drive	Folder
From:		
To:		
OK		Cancel

In the first box next to "From", enter the drive where the folder is currently located. In the second box, enter the folder name.

6. In the "To" box, enter the drive that the file will be moved to.

7. Click on OK.

Moving a File

1. Click on "Edit" from the main menu.

2. Click on "Move".

3. The first Move dialog box now appears. Click in the circle next to File.

4. Click on OK.

5. The second Move dialog box now appears. In the first box next to "From", enter the drive where the file is currently located. In the second box, enter the folder name. In the third box, enter the filename.

6. In the first box next to "To", enter the drive where you'd like to move the file. In the second box, enter the folder that the file will be moved to.

7. Click on OK.

Helpful Hint: Moving a file removes it completely from its original location. Copying a file puts a copy of the file in a new location, but also keeps the file in its original location.

Copying a File, Drive or Folder

1. Click on "Edit" from the main menu.

2. Click on "Copy".

(CONTINUED ON NEXT PAGE)

Copying a File, Drive or Folder (CONTINUED)

3. The first Copy dialog box now appears. Click in the circle next to the item you want to copy. You can choose an entire drive, an entire folder or a single file.

4. Click on OK.

Copying a Drive

1. Enter the drive you want to copy in the "From" box and the drive you want to copy to in the "To" box.

2. Click on OK.

Copying a Folder

1. Enter the drive you want to copy from in the first box next to "From." In the second box, enter the folder name you want to copy.

2. In the first box next to "To," enter the drive you want to copy to. In the second box, enter the folder name.

3. Click on OK.

Copying a File

1. Enter the drive you want to copy the file from in the first box next to "From." In the second box, enter the folder where the file is located. In the third box, enter the filename.

2. Enter the drive you want to copy the file to in the first box next to "To." In the second box, enter the folder name. In the third box, enter the filename.

3. Click on OK.

Deleting a File/Folder

1. Single click on the File or Folder that you want to delete so that the name appears within a black bar (that lets you know that you have selected the File or Folder).

2. Click on "Edit" from the Main Menu.

3. Click on "Delete".

4. The Delete dialog box will now appear.

(If you are deleting a file, it will ask you if you want to delete a file. If you are deleting a folder, it will ask you if you want to delete a folder.)

5. Click on "Yes" if you want to delete. Remember – Once you've deleted a file or folder, it's gone.

Formatting a Disk Drive

This function formats a disk drive and deletes all the stored files on your Equalizer. Formatting a disk drive should only be done in emergencies (i.e., if you scanned a disk drive (see below) and found major system damage) or if you really want to delete all of your files.

1. Click on "Edit" from the Main Menu.

2. Click on "Format Drive".

3. The Format dialog box will now appear

Format Drive

○ Drive A
○ Drive B
◉ Drive C

[OK]   [Cancel]

Click on the circle next to the drive you want to format.

4. Click OK.

5. A message will now appear to notify you that any files located on the drive you are formatting will be lost. If you still want to format that drive, click "Yes".

Scanning a Disk Drive

Scan your disk drive to detect if there is any physical damage to the drive. You might want to do this if you have accidentally dropped the Equalizer™ or one of the cartridges.

1. Click on "Edit" from the main menu.

2. Click on "Scan Drive."

3. The "Scanning your drive" message box will appear. When the scan is completed, the "Scan drive completed!" message box will appear. Click on OK to close the message box.

4. If the scan detects damage, a message box will appear that lets you know which files have been found with damage.

File "WWWWWWWWW.WWW" is damaged.
Delete the file?

[Yes]   [No]

The box will prompt you to delete the damaged file. Click on "Yes" to delete the file.

Note: The a and B drives are cartridge drives, which are located on the side of your laptop and identified by the small a or B next to the drive. The C drive is the Equalizer™'s main built-in drive.

5. *If the scan detects other errors, the "Disk error! Format the disk?" message box will appear.*

Find File: What is it?
A great tool to help you locate files saved in the Equalizer™ or on cartridges.

Where is it?
The Find File application is located in the Filing Cabinet folder.

When do I use it?
Whenever you want to find a particular file and cannot remember where you have saved it.

Finding a File

Open Find File by clicking on 🔍 (Find File icon).

You will now see the main Find File screen.

Time

Date

> Dolphins only "half" sleep because they shut their brains down one hemisphere at a time.

You can use as many or as little criteria as you want in helping you find the file. If you don't want to enter any information in one of the categories just leave it empty; the Equalizer™ will search throughout that complete area. For example, if you type ' in the folder field, the Equalizer™ will search all the folders.

Drive - click on one of the drive icons to search a particular drive.

Folder - enter a folder name to search the files in only that folder. Leave it empty to search all folders.

Filename - enter the filename if you know it. Just leave it empty to search all files.

Date Between - if you remember generally when you created the file, enter a date range. Use the date format month-date-year (for example, 12-04-65). If you don't know the date, leave it blank.

Click on the Search button. The list of files matching your search criteria will be displayed in the large box at the bottom of your screen.

You can open the file directly from this screen by double clicking on the highlighted filename. The application associated with the file will open automatically.

Facts for the BRAIN!

The world's first female prime minister was Sirimavo Bandaranaike of Sri Lanka.

E.Q. Write™ Tutor: What is it?
A program that shows you the different functions of E.Q. Write™.

Where is it?
E.Q. Write™ Tutor is located in the Tutors folder.

When do I use it?
Whenever you want to learn more about the different E.Q. Write™ functions.

In the game tic-tac-toe, "X" is meant to go first.

Using the E.Q. Write™ Tutor

Open the E.Q. Write™ Tutor by clicking on [icon] (E.Q. Write™ Tutor icon).

You will now see the main E.Q. Write™ Tutor screen (screen shot).

| File | Edit | Insert | Format | Tools | Help | | E.Q. WRITE (TM) |

Topics

Topics:
Quit Tutor
New
Open
Save
Print Preview
Print
Fax
Exit

OK

| | | CAP | NUM | OYR | 02-03-98 | 12:06pm |

Scroll through the list of topics in the dialog box by clicking on the up or down arrow to the right of the topics. When you see the function you want to learn more about, click on it once. Then click on OK.

The Equalizer™ will automatically run through a display of how that function works. All you need to do is to watch. If you want to see the function again, go back and select it from the "Topics" dialog box.

Exit E.Q. Write™ Tutor by clicking on "QUIT TUTOR" in the dialog box.

Facts for the BRAIN!

As of 1996, the US had more radio stations than any other country in the world, with 12,074.

Spreadsheet Tutor: What is it?
A program that shows you the different functions of the Spreadsheet application.

Where is it?
Spreadsheet Tutor is located in the Tutors folder.

When do I use it?
Whenever you want to learn more about the different Spreadsheet functions.

In 1997, the world record for keeping a paper flying machine aloft stood at 18.8 seconds

Using the Spreadsheet Tutor

Open the Spreadsheet Tutor by clicking on ▓ (Spreadsheet Tutor icon).

You will now see the main Spreadsheet Tutor screen.

Topics
Quit Tutor
New
Open
Save
Print
Fax
Exit
Cut

Scroll through the list of topics in the dialog box by placing your mouse pointer on the up or down arrow to the right of the topics. When you see the function you want to learn more about, click on it once. Then click on OK.

The Equalizer™ will automatically run through a display of how that function works. All you need to do is to watch. If you want to see the function again, go back and select it from the "Topics" dialog box.

Exit Spreadsheet Tutor by clicking on "QUIT TUTOR" in the dialog box.

Facts for the BRAIN!

The world's most commonly spoken language, Mandarin, is used by more than 900 million people in China.

Typing Tutor: What is it?
A fun program that teaches you how to type.

Where is it?
Typing Tutor is located in the Tutors folder.

When do I use it?
If you are new to a computer keyboard or if you'd like to improve your typing speed and accuracy.

Using the Typing Tutor

Open the Typing Tutor by clicking on [icon] (Typing Tutor icon).

You will now see the main Typing Tutor screen.

Practicing

A good place to start in the Typing Tutor is with the Basic lessons.
1. Click on "Basic" in the main menu.
2. Click on Level. Enter a level from 1 to 6 in the box. 1 is the easiest Basic lesson and 6 is the most difficult. Start at level 1 and move up from there.
3. Click on Start.
When you've completed the lesson, the Equalizer™ will give you your results.
If you scored less than 70% in Accuracy for any category or less than 20wpm for any category, you should follow the directions below to create a customized Exercise to practice those areas where you received a low score.
If you are happy with your scores, then move on to the next Basic lesson level by again selecting Basic from the main menu.
If you have learned how to type before, you can start with the Excercise.
1. Click on Excercise in the main menu.
2. Click on the level. Enter a level from 1 to 4 in the box.
3. Click on Start.

Creating Customized Exercises

If you are having trouble typing with either your right or left hand or if you have trouble with a certain row on the keyboard, you can customize your exercises to practice that trouble area.
1. Click on Basic in the main menu.
2. Click on Special.
3. Select the Left or Right hand if you need to practice with one hand. You can select both hands.
4. Select the row(s) you need to practice. You can select more than one row.
5. Click in the box next to "With capital Letters" if you want to use capital letters in your exercise.
6. Click on OK.

Out of the first forty-one US Presidents, twenty-six were originally lawyers by profession.

Facts for the BRAIN!

Australia, France, Greece, Great Britain, and Switzerland are the only countries to have taken part in all 20 modern Summer Olympic Games.

Presentation Tutor: What is it?
A program that shows you the different functions of the Presentation application.

Where is it?
Presentation Tutor is located in the Tutors folder.

When do I use it?
Whenever you want to learn more about the different Presentation functions.

Using the Presentation Tutor

Open the Presentation Tutor by clicking on (Presentation Tutor icon).

You will now see the main Presentation Tutor screen.

Scroll through the list of topics in the dialog box by placing your mouse pointer on the up or down arrow to the right of the topics. When you see the function you want to learn more about, click on it once. Then click on OK.

The Equalizer™ will automatically run through a display of how that function works. All you need to do is to watch. If you want to see the function again, go back and select it from the "Topics" dialog box.

Exit Presentation Tutor by clicking on "QUIT TUTOR" in the dialog box.

Knitted socks have appeared in Ancient Egyptian tombs dating back over 1,600 years.

Facts for the BRAIN!

Apples often help people stay awake in the morning better than coffee can.

Programming Tutor: What is it?
A tutorial to help you practice basic computer programming.

Where is it?
Programming Tutor is located in the Tutors folder.

When do I use it?
To start learning about computer programming and to help you see how certain programming functions work.

Using the Programming Tutor

Open the Programming Tutor by clicking on [icon] (Programming Tutor icon).

Programming Tutor contains many example programs that will help you see how different computer programs work.

Opening an Example Program

1. Click on File from the main menu.

2. Click on Open Example.

3. Scroll through the list of examples to select the one you want to see. Click on it once.

4. Click on OK.

5. You can now run the program by clicking on Program from the main menu, then click on Run.

Ten inches of snow is equal to 1 inch of rainfall.

Facts for the BRAIN!

The planet Jupiter has more than double the mass of all the other planets in the Solar System combined!

Email Tutor: What is it?
A program that shows you the different E-mail functions.

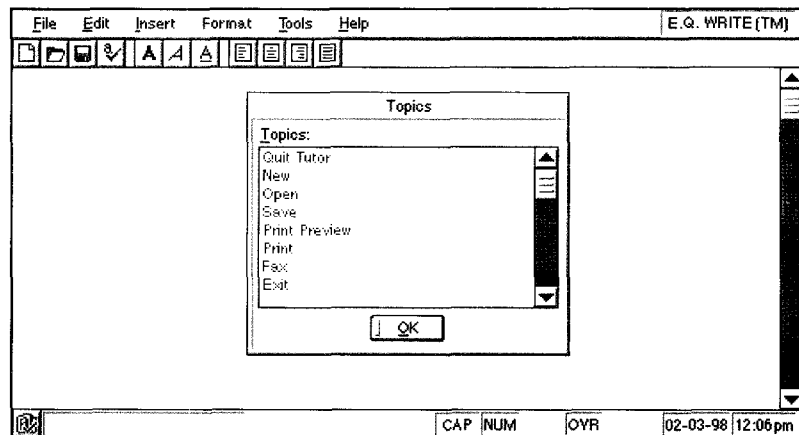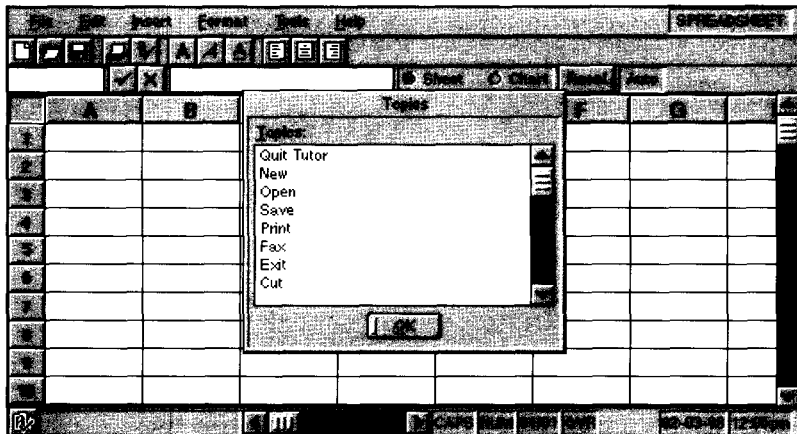## Where is it?
E-mail Tutor is located in the Tutors folder.

When do I use it?
Whenever you want to learn more about the different E-mail functions.

Using the E-mail Tutor
Open the Email Tutor by clicking on (E-mail Tutor icon).

You will now see the main E-mail Tutor screen.

Scroll through the list of topics in the dialog box by placing your mouse pointer on the up or down arrow to the right of the topics. When you see the function you want to learn more about, click on it once. Then click on OK.

The Equalizer™ will automatically run through a display of how that function works. All you need to do is to watch. If you want to see the function again, go back and select it from the "Topics" dialog box.

Exit E-mail Tutor by clicking on "QUIT TUTOR" in the dialog box.

Giant squids have eyes that are bigger than basketballs.

Facts for the BRAIN!

The Great Barrier Reef off the coast of Australia is believed to be the world's largest living organism.

Solitaire: What is it?

A fun card game of skill and luck that you can play by yourself.

Where is it?

Solitaire is located in the Games folder.

When do I use it?

Any time you feel like playing a game. Use it to take a break from your homework or just keeping busy.

Playing Solitaire

Open Solitaire by clicking on (Solitaire icon).

You will now see the main Solitaire screen.

— Function

— The icon bar

If you've never played Solitaire before, you should read the following general game information. If you know how to play Solitaire, skip down to Selecting Game Options.

The object of Solitaire is to use all of your cards in the draw pile and then place all of your cards in suit piles. You have seven card stacks. To build each stack, you must alternate between "black" and "red" suits and progress down from King to 2. "Hearts" and "Diamonds" are considered "red" suits, while "Spades" and "Clubs" are considered "black" suits. You can move cards from stack to stack. If you then have an empty stack, you can start a new one by moving a King to the empty stack.

If you move all your cards that are faced up from one stack, you can turn over the top card that is face down (if there are any face down cards remaining in the pile). To start your suit piles, place any Aces in the suit pile section of the screen (the dark grey area to the left). You can place an Ace in the suit pile section at any time. You can also start building on the suit piles at any time. You build the suit piles moving up through each card in the suit (2, 3, 4, etc.).

The game is over when you've completed all four suit piles or when you are stuck and can't play any more cards.

Earthworms have been known to measure up to 22 feet in length.

Facts for the Brain!

Pablo Picasso's most expensive artwork, Les Noces de Pierrette, is worth $51,671,920 USD.

Selecting Game Options

Before you start your game, you need to select the game options.

Turning the Sound on or off.

1. Click on "Options" from the main menu.

2. Click on "Sound."

3. Click on either "On" or "Off."

4. Click on OK.

Selecting the number of cards to turn over

1. Click on "Options" from the main menu.

2. Click on "Draw."

3. Click on "1 Card" or "3 Cards." This determines the number of cards that will be turned over in the draw pile each time you draw. Playing in the 1 Card mode is easier.

4. Click on OK.

Choosing your scoring method

1. Click on "Options" from the main menu.

2. Click on "Scoring."

3. Click in the boxes next to "Time," "Points" or "Number of Cards" to select your scoring method. You can select one, two or all three scoring methods.

4. Time - tracks the amount of time it takes you to complete the game.

5. Points - keeps a total point score for the game. Points are added or deducted to your score depending on the actions you take.

6. Number of Cards - tracks the number of cards you have placed in the suit piles.

7. Click on OK.

The Icon Bar

 (New Game icon) - starts a new game

 (Undo icon) - undoes the last move you have made

 (Score History icon) - displays the top five scorers in each scoring category

 (Exit icon) - exits the game

Now You are Ready to Play!

1. Click on (New Game icon). Or click on "Game" from the main menu, then click on "New".

2. Click on the "Draw" pile to turn over your first cards.

3. To place a card, click once on the card on top of the pile (it will now be shown in reverse color). Then click once on the stack where you want to place the card. The Equalizer™ will move the card. If you select an incorrect move (for example, placing a "red" card on another "red" card), The Equalizer™ will beep and the card will remain on the top of the pile.

Now You are Ready to Play! (CONTINUED)

4. Once you've used all the cards that have been turned face up, or if you can't use any more of those cards, click on the draw pile to turn over more cards.

5. If you go through the entire draw pile but have cards remaining, click once on the newly empty draw pile. The cards will then move back to the draw pile and you can work your way through them again. You can do this as many times as you need to complete the game.
Note: If you are playing for high score, remember that each time you start the draw pile over, you lose points (15 points if you are playing the 3 cards option and 30 points if you are playing the 1 card option).

You can move cards from stack to stack by clicking on the card in the stack you want to move, and then clicking on the bottom card in the stack you want to move it to. The adjoining two cards, however, must be in alternate suits between black and red. Remember, "Hearts" and "Diamonds" are considered "red" suits, while "Spades" and "Clubs" are considered "black" suits.

You can only start a new stack with a King.

You can start your suit piles by placing an Ace in the dark grey box to the left. You can start building on the suit piles at any time. Remember that these piles are made up of the cards of one suit, and go from lowest to highest card (Ace, 2, 3, 4, etc.).

You can undo a move by clicking on [undo icon] (undo icon) or by clicking on "Game" in the main menu and then "Undo."

However, the player can only undo once (the most recent one of all the last actions), and 10 points will be deducted.

Ending Your Game

Once you can no longer place new cards or if you are just tired of playing, you can exit the game.

1. Click on {Exit icon}. Or click on Game from the main menu and then click on Exit.

2. The Dialog box will ask you if you are sure you want to quit.

3. Click Yes.

Decipher: What is it?
A fun game that challenges your logical thinking skills. The Equalizer™ creates a secret code and your job is to decipher that code.

Where is it?
Decipher is located in the Games folder.

When do I use it?
Whenever you feel like taking a break and challenging yourself with a fun game, or just to keep yourself busy.

Playing Decipher
Open Decipher by clicking on [icon] (Decipher icon).

You will now see the main Decipher screen.

An ostrich's brain is smaller than its eye!

The object of Decipher is to crack the code that the Equalizer™ has created. In each game you have 20 attempts to crack the code. You are scored based on time and the number of guesses. You can set up a variety of game options and increase the difficulty as your code cracking skills develop. Start the game by selecting your game options.

The Icon Bar

[icon] (New game icon) Starts a new game.

[icon] (Change pictures icon) Allows you to change the pictures for your game.

[icon] (Top Scores icon) Lets you view the top scores.

[icon] (Exit icon) Exits Decipher.

Facts for the BRAIN!

John Lennon chose the name The Beatles as he wanted the name of an insect since he was a fan of the group Buddy Holly and the Crickets.

Setting the Game Level

1. Click on Options from the main menu.

2. Click on Level.

3. The Level dialog box will appear. Enter the level number you want to play at in the game.
(The lower the number, the easier the game.) You can enter a number from one to seven.

4. Click on OK.

Turning the Sound On or Off

1. Click on Options from the main menu.

2. Click on Sound.

3. Click in the circle next to "On" or "Off" to turn the sound on or off. Remember that you can adjust the volume with the
volume switch located next to your screen.

Selecting the Pictures

You have three picture groups for the game.

1. Click on [icon] (Change pictures icon). Or click on Options from the main menu, then click on Change Titles.

2. Click in the circle next to the pictures you want to use. You have three choices - Numbers, Sports and Computer Peripherals.

3. Click on OK.

Playing a Game

1. Click on [icon] (new game icon). Or click on Game from the main menu, then click on New.

2. The pictures being used in the current game are displayed in the boxes at the far right of the screen, the "choose area."
You place your guesses in the boxes to the left of the screen. You have to place the right pictures in the right order.

3. To move and place pictures, click on the pictures at the far right of the screen, or press "Enter" or "Spacebar" to select pictures.
Use the left or right arrow key to move between pictures. To move between the "choose area" & "guess area", press the "Tab"
key.

4. When have completed your guess, click on the OK button at the far bottom right corner. The Equalizer™ will then tell you how
you did. In the large rectangle between the play area and the choose area you will see a series of check marks   and circles
○ . Each ✓ means that you have the right picture. Each ○ means that you have a correct picture but it's in the wrong place.
For your next guess, you will want to keep the pictures in place that you had guessed correctly and move the others around
until you crack the code. After each guess click on OK. When you have cracked the code, your guesses will flash and all   will
flash in the results area. If you have beaten the high score record a message box will pop up and ask you to enter your name.
Your name and score will then be included in the "Top Scores" dialog box.

5. The "Top Scores" dialog box will now appear.

6. A new message box will ask you if you want to play a new game. Click on "Yes" or "No".

If you use all 20 guesses without cracking the code, the Equalizer™ will show you the code on the 21st guess.

Viewing the Top Scores

1. Click on Game from the main menu.

2. Click on Top Scores.

3. The "Top Scores" dialog box will appear and display the best scores of each level. When you are done looking
at the top scores, click on OK.

Exiting Decipher

1. Click on [icon] (Exit icon). Or click on Game from the main menu, then click on Exit.

2. A message box will ask if you are sure you want to quit. Click on OK.

Crash: What is it?

An arcade game that challenges your skill and reaction speed.

Where is it?

Crash is located in the Games folder.

When do I use it?

Any time you feel like playing a game. Use it to take a break from your homework or just to keep yourself busy.

Playing Crash

Open Crash by clicking on [image] (Crash icon).

You will now see the main Crash screen.

Function

To play Crash, you use the strike bar to keep the ball in play and to have the ball break through the bricks. You have three balls per game (with a maximum of five balls), at the beginning of each game. Some bricks, when broken, will fall and give you extra balls if you can hit it with your strike bar. Some bricks are harder to break than others and must be hit more than one time Each time you hit or break a brick you score points. In the higher levels of the game, there will be a concrete wall barrier that you must work around. Once you've broken all the bricks in one screen, Crash will take you to the next higher level.

Before you start your game, you need to select the Game options.

Selecting a Game Level

1. Click on Option in the main menu.

2. Click on Level.

3. Enter a Level from 1 (easiest) to 20 (most difficult) in the text box next to Level. Or Click on the left or right arrow to scroll through the levels.

4. When the Level you want is displayed in the Level text box, click on OK.

Setting Up the Game

1. Click on Option in the main menu, and then click on Game Setup.

2. The Game Setup dialog box is now displayed.

Game Setup

Sound: ◉ On   ○ Off

Speed: ○ Slow   ◉ Medium   ○ Fast

Display: ◉ Normal   ○ Upside Down   ○ Random

[OK]   [Cancel]

3. Turn the sound on or off by clicking in the circle next to the Sound On or Off. (To adjust the volume, use the volume switch next to the monitor.)

4. Select the speed of the ball by clicking in one of the circles next to Slow, Medium or Fast.

5. Select your display preference by clicking in one of the circles next to Normal (places the bricks at the top of the screen), Upside Down (places the bricks at the bottom of the screen) or Random (randomly places the bricks either at the top or bottom of the screen).

6. Click on OK.

Starting the Game

Once you've selected your game options, you are ready to play the game.

1. Click on Game from the main menu.

2. Click on New Game.

3. Click on OK.

4. To fire your first ball, press the space bar, "Enter" key, the up arrow key, or left-click the mouse.

Move the strike bar by moving your mouse left or right. If the ball misses the strike bar, you'll need to use one of your reserve balls. To fire a reserve ball, press the space bar or "Enter" key. Once you've broken through all the bricks, you will move to the next higher level. The game continues until you use all your reserve balls.

Ending the Game

When the game ends, you will be asked if you want to play another game. Or if you've set a new high score record, you will be prompted to enter your name so you can be added to the list of high scorers.

Top Scores

	Name	Score
1	Peter	85469
2	Mary	56479
3	Tom	45856
4	Philip	42368
5	Samson	35458
6	Eva	32548
7	Ivor	30215
8	Kirsty	30000
9	Florence	28572
10	Lori	26458

[OK]

If you want to exit the game before it's over, click on Game from the main menu and then click on Exit.

Checking the Top Scores

To see what the high score record is for Crash games played on the Equalizer,™

1. Click on Game from the main menu.

2. Click on Top Scores

3. The list of top 10 top scores will be displayed.

4. Click on OK to close the Top scores dialog box.

Formula Library: What is it?
A database of useful math, chemistry, physics and business formulas.

Where is it?
Formula Library is located in the Accessories folder.

When do I use it?
Whenever you need a formula to help you with your homework.

Using the Formula Library

Open the Formula Library application by clicking on [icon] (Formula Library icon) in the Accessories folder.

You will now see the main Formula Library screen.

The icon bar

Function

Time

Date

Scanning the Formula Library

1. Click on [Category Button] (Category Button).

2. The Category dialog box is now displayed.

Scroll through the list of categories by placing your mouse pointer on the up or down arrow to the right of the box and press your left mouse button. When you see the category you want, click on it once.

3. Click on "Next".

4. Now select the topic by scrolling through the list of topics. When you see the topic you want, click on it once. If you don't see the topic you want, you can click on "Back" return to the Category dialog box to choose another category.

5. Click on "Next".

One out of every six airline flights is late or delayed.

Facts for the BRAIN!

A spilled gallon of gasoline has the potential to contaminate 750,000 gallons of water.

Scanning the Formula Library (CONTINUED)

6. The Formula dialog box now appears.

Formula

Formula

| Cancel | | <Back | | OK |

Scroll through the list until you see the formula you are looking for. Click on it once.

7. Click on OK.

8. The formula will now be displayed.

9. To view a description of the formula, click on ⟨○ Details⟩ (Detail option box).

10. To see the next formula in the library, click on ⟨Next⟩ (Next button).

11. To see the previous formula in the library, click on ⟨Previous⟩ (Previous button).

Searching the Formula Library

1. Click on ⟨Search⟩ (Search button).

2. The Search dialog box will now appear.

Search

Key words 1: [   ]   Suggestion List:

Key words 2: [   ]

Key words 3: [   ]

Key words 4: [   ]

| Start Search | | OK | | Cancel |

3. You can enter up to four key words to use in your search. You must enter at least one key word.

4. Click on the Start Search button.

5. If any matches are found, they will be displayed in the "Suggestion List" text box on the right of the dialog box. Click once on the correct formula. If no matches are found, the message "NO MATCH" will appear in that text box.

6. Click on "OK" to display the selected formula.

Click on ⟨Exit⟩ (Exit button) to close the Formula Library.

Memo Pad: What is it?
An online note pad where you can jot down thoughts or doodle pictures.

Where is it?
Memo Pad is located in the Accessories folder.

When do I use it?
Any time you want to make some quick notes to yourself or just feel like drawing doodles.

> Humans are the only animals that will eat a meal with an enemy.

Using the Memo Pad

Open the Memo Pad by clicking on ▤ (Memo Pad icon) in the Accessories folder.

The Memo Pad has two main screen areas. The larger box to the left is the area for writing and the area to the right is for drawing.

The icon bar — Function — Time — Date — Page number — INS/OVR

The Icon Bar

▯ (New icon) - Starts a new memo pad file

▱ (Open icon) - Opens a previously saved memo pad file

▰ (Save icon) - Saves the current memo pad file

▱ (Print icon) - Prints the current memo pad file

▣ (Previous page icon) - Brings you to the previous page of the current memo pad file

▣ (Next page icon) - Brings you to the next page of the current memo pad file

Facts for the Brain!

The common way to indicate a need for attention from the waiter at Japanese resturants is by holding a cup in the air.

Writing Notes

1. Click on ⬜ (New icon). Or click on File from the main menu, then click on New.

2. Enter your text. You can use the Cut, Copy, Paste and Delete functions in the Memo Pad.

Cutting Text

Cut text when you want to move it from one area of your note to another.

1. Highlight the text you want to cut by going to the first character of the text and then pushing down the Ctrl key and left arrow key at the same time. Then, move your blinking cursor to the last character of the text and push down the Ctrl key and right arrow key at the same time.

2. Click on Edit from the main menu.

3. Click on Cut.

4. The text will be removed from the screen and stored in the Laptop's memory. It will reappear when it is pasted into a new location.

Pasting Text

You must have copied or cut text before you can paste it.

1. Place your mouse pointer where you want to insert the text and click once on the left mouse button.

2. Click on Edit from the main menu.

3. Click on Paste.

4. The copied or cut text will now reappear in the new position.

Copying Text

Copy text when you want to repeat the same text in two or more places within your note.

1. Highlight the text you want to copy by going to the first character of the text and then pushing down the Ctrl key and left arrow key at the same time. Then, move your blinking cursor to the last character of the text and push down the Ctrl key and right arrow key at the same time.

2. Click on Edit from the main menu.

3. Click on Copy.

Deleting Text

1. Highlight the text you want to delete by going to the first character of the text and then pushing down the Ctrl key and left arrow key at the same time. Then, move your cursor to the last character of the text and push down the Ctrl key and right arrow key at the same time.

2. Click on Edit from the main menu.

3. Click on Delete.

Printing From the Memo Pad

When you print from the Memo Pad, both the text box and the drawing box will be printed - even if you have only used one of the areas.

1. Click on 🖭 (Print icon). Or click on File from the main menu, then click on Print.

2. The Print dialog box will now appear.

3. Enter the number of copies in the box next to No. of copies.

4. Enter the Page Range in the boxes next to Page range. The system automatically defaults to print out the entire Memo Pad document.

5. Click on "OK".

(If your document doesn't print, check the Troubleshooting section.)

Creating a Drawing

The drawing area in the Memo Pad provides you with very basic drawing functions. For more advanced drawing tools, use the Drawing application located in the Art Studio folder.

To create a drawing, simply move your mouse pointer over the drawing area. Your mouse pointer will turn into a drawing pen.

1. To draw, hold the left mouse button down and move your mouse within the drawing area.

2. To erase, hold the right mouse button down and move your mouse over the area you want to erase.

Deleting a Drawing

1. Click on Edit from the main menu.

2. Click on Clear Picture.

3. A message box will now ask if you want to "Clear the drawing area?" Click on Yes.

Helpful Hint:

Use the Memo Pad to keep a list of things you need to do. You can add to and delete from your list each day. You might want to keep one list of schoolwork and another list of household chores.

World Map & Clock: What is it?
Allows you to find cities and local times around the world.

Where is it?
World Map & Clock is located in the Accessories folder.

When do I use it?
Whenever you want to find the location of a city or find the time of any point
in the world.

Setting Up the Clock

Open the World Map & Clock application by clicking on ☑ (World Map & Clock icon) in
the Accessories folder.

Function

Daylight
Savings
indicator

find place   time   Date

In the Home text box the city name that you have input in the Clock Setup application will
appear. The date and time of your local city will appear in the text boxes to the right of
the city name. If you have not completed the Clock Setting, close the World Map & Clock
application and go to the Control Panel folder to select the Clock Setting application. (See
the Control Panel chapter for detailed instructions.)

Finding a Place

1. Enter the name of the place you are searching for in the "Explore" text box. (Go to "Clock
Setting" for information on how to enter the place you are searching for.)

2. As you type the laptop will find the place you are searching for.

3. The time and date of the place will appear in the text boxes next to Explore.

4. If your initial search is unsuccessful, you can scroll through the list of places contained
in the Equalizer™ database by placing your mouse pointer on the up or down arrow to the
right of the Find Place text box and holding your left mouse button down.

Note: You can also do the same thing to the "Home" text box. However, you can only
permanently change the home city in the "Clock Setting" application. (See the Control Panel
chapter for detailed instructions.)

According to pass
history, Friday is the
best day on which to
sell stocks.

Facts for the BRAIN!

Originally, the yo-yo
was a weapon in the
Philippines.

Adding a Place to the Database

If the place you are looking for is not in The Equalizer™ data base, you can add it to the system. For example, if your Aunt and Uncle live in Detmold, Germany, you can add Detmold to the data base so you can check the date and time in Detmold any time you want.

1. Click on Edit from the main menu.

2. Click on Add City.

3. You will be prompted to select a reference city. Scroll through the list of reference cities and select the city closest to your own. Click on OK.

4. You will now see the Add City dialog box. Enter your City name in the text box.

5. In the Time zone box, you need to enter the number or hours that the time zone you live in is before or after the Greenwich Mean Time (GMT). GMT is the mean solar time in Greenwich, England, and is the basis for the 24 time zones across earth. For more on GMT, refer to the next section .

note: You can add ten cities to the database. To remove a city, click on Edit from Main menu and click Remove City. To edit a city, click on Edit from Main menu and click Edit City.

What is Greenwich Mean Time?

Greenwich Mean Time (GMT) is the mean solar time in Greenwich, England, and is the basis for the 24 time zones across earth. GMT was originally created in the 15th century to aid naval navigation when Europeans began to explore the globe. In the 1880s, British Parliament adopted the GMT as the official national system of time. Prior to that point, major towns and cities established their own time systems. The United States adopted GMT in 1883 when telegraph lines transmitted time signals to all major U.S. cities. Prior to then, there were more than 300 local times in the U.S.

GMT was adopted internationally in 1884. At that time, the International Date Line was drawn and the 24 time zones were created.

Test Me: What is it?
A great application that can help you study for tests and quizzes.

Where is it?
The Test Me application is located in the Accessories folder.

When do I use it?
Use Test Me any time you need to study information that can be put into a question and answer (or two field) format. It's great for studying for vocabulary quizzes. Test Me allows you to enter the information into the Equalizer™, then lets you quiz yourself. Test Me even keeps track of how long it takes you to complete the quiz and your score. You can save the questions and practice over and over until you are comfortable with the material.

Using Test Me
Open Test Me by clicking on [ ] (Test Me icon) in the Accessories folder.

You will now see the main Test Me screen.

An estimated 50-66% of a mail carrier's load is junk mail.

The Icon Bar

(New File icon) Starts a new Test Me file.

(Open File icon) Opens an existing Test Me file.

(Save File icon) Saves the current Test Me file.

(Print File icon) Prints the current Test Me file.

(Add Question icon) Allows you to add a new question.

(Delete Current Question icon) Deletes the current question and answer.

(Find Question/Answer icon) Allows you to find a particular question or answer.

(Exit icon) Exits Test Me.

If one was to count one billion dollars at the rate of one dollar bill per second, without stopping, it would take 32 years to finish the process.

Opening a File

1. Click on [icon] (Open icon). Or click on File from the main menu, then click on Open.

2. Select the file you want to open from the dialog box.

3. Click on OK.

Creating a New File

1. Click on [icon] (New icon). Or click on file from the main menu, then click on New.

2. Type in the name of the file you are creating.

3. Click on OK.

Entering Questions and Answers

1. Click on [icon] (Add Question icon).

2. Start typing your questions. Use the Tab key to move between the question and answer boxes. The question & answers will be entered into The Equalizer™'s memory only if you press the OK button.

Testing Yourself

First you need to set up the test options.

1. Click on Options from the main menu.

2. Click on Test Setup.

3. The "Test Setup" dialog box will appear.

```
              Test Setup
  Timing: ● On        ○ Off
         ● Each Question    ○ All Questions
    Time: [    ] : [    ]
              Hours  Minutes
  Ask For: ● Answers   ○ Questions
  Questions: ● In Order  ○ Random
       [  OK  ]      [ Cancel ]
```

If you want to set a time limit for the text, click in the circle next to "On." If not, click on "Off."

4. If you have turned the timing on, you'll need to select some other options. Click in the circle next to "Each question" if you want to set a time limit for each question. Or click in the circle next to "All questions" if you want the time limit to be set for the entire set of questions. Now enter the time. Enter the number of hours in the text box above "Hours" and the number of minutes in the text box above "Minutes."

5. You can choose to test yourself by having the Equalizer™ ask you the questions and then you provide the answers, or you can have the Equalizer™ provide you with the answers and you provide the questions. Make your selection by clicking in the circle next to "Answers" or "Questions." You may want to practice your test both ways.

6. Now choose whether you want the questions asked in numerical order by clicking in the circle next to "In order" or whether you want the questions asked in random order by clicking in the circle next to "Random."

7. Click on OK.

Now you're ready to start the test.

1. Click on the Test button under the hour glass. Or click on Test from the main menu, then click on Test Me.

2. A dialog box will ask if you are ready to start. Click on Yes. The test will begin.

3. If you spend more time on a question or on the test than you are allowed, a message box will appear to let you know that time is up.

4. When time is up or when you have answered all the questions, the Equalizer™ will give you your score. After looking at your score, click on OK.

Checking the Answer

If you want to check the answer of the question you just answered, click on the OK button at the bottom of the screen. If your answer is correct, [☺] (smile face icon) will light up. If the answer is wrong, [☹] (frown face icon) will light up.

Stopping the Test

If you need to stop the test before you have answered all the questions,

1. Click on Test from the main menu.

2. Click on Stop. Or click on the Stop button under the hour glass.

Finding a Question or Answer

You can find a particular question or answer in Test Me by using the Find function.

1. Click on Edit from the main menu.

2. Click on Find (or click on "Find" in the icon bar.)

3. Enter the word you want to find in the text box.

4. Click on OK.

5. The system automatically takes you to the word you have entered.

6. If you have used the word more than once, the system will take you to the first time the word is used. If you'd like to see the additional references to the word, click "Find Question/Answer" icon in the icon bar.

Adding or Deleting a Question

You can add or delete questions in Test Me easily by using the Edit function.

1. Click on Edit from the main menu.

2. Click on Add to add a question to your Test Me file. Or, click on Delete to delete a question from your Test Me file.

3. Click on OK.

4. The system automatically adds or deletes the current question from your Test Me file.

Changing the Topic/Subject

1. Click on Edit from the main menu.

2. Click on Topic/Subject.

3. The "Topic/Subject" dialog box will appear. Enter the new name in the text box.

4. Click on OK.

Printing your Questions and Answers

You may want to print your Test Me file to help you study when you are away from your Equalizer.

1. Click on [Print File icon]. Or click on File from the main menu, then click on Print.

2. The "Print" dialog box will appear.

Enter the number of copies you would like in the first text box.

3. Select either to print all the questions by clicking in the circle next to "All." Or select one question by entering the question number in the "Question no." box and clicking on that circle.

4. Click on OK.

Saving Your Test Me File

1. To save your Test Me file that you've created, click on the Save File icon from the icon bar, or

2. Click on File from the main menu.

3. Click on Save.

Exiting Test Me

1. Click on [Exit icon]. Or click on File from the main menu and then click on Exit.

Scientific Calculator: What is it?

The Scientific Calculator is an advanced, fully functional scientific Calculator with functions that allow you to calculate averages, square roots, sine, cosine and more.

Where is it?

The Scientific Calculator is located in the Accessories folder.

When do I use it?

Use the Scientific Calculator for any math problem you have from simple multiplication and division to calculating factorials and logarithms.

Getting to know the Scientific Calculator

Open the Scientific Calculator by clicking on [icon] (Scientific Calculator icon).

You will now see the main Scientific Calculator screen.

It looks like many other calculators you may have used before. Think of it as a regular calculator that you use with your mouse pointer rather than your finger. To press any of the buttons, place your mouse pointer over the button and click once on the left mouse button. It's that easy.

The block of keys to the right, underneath the LCD display, provides you with the basic calculator functions. (See above screen)

(AC button) Clears the current calculation

(C button) Clears the displayed number

(+/- button) Changes the displayed number to positive or negative

Helpful Hint: If you accidentally enter the wrong number, you can correct it without starting over. Simply click on (C button) to clear the number before you click on any arithmetic operation key. Once cleared, enter the correct number and continue with your calculation. (C button) erases only the value on your LCD display, not the entire calculation - a real time saver.

You can enter up to 10 digits and two digits for an exponent. Calculations of up to 12 digits with a two-digit exponent can be displayed. If the number you enter or the answer exceeds the number of displayable digits, the number will automatically be displayed in exponential form.

Elvis Presley is the highest-earning deceased person in the world.

Facts for the BRAIN!

Hamburgers don't contain any ham, and are named after Hamburg, Germany, the city in which the tradition of serving ground beef originated.

Using Shortcut Keys

All of the functions on the Scientific Calculator have corresponding Shortcut Keys. While some people prefer to use the mouse pointer to do their calculations, others find it easier to use the Shortcut Keys. Experiment with both options to see which method you prefer - it may even be a combination of both.

The easiest Shortcut Keys to remember are the numbers. The numbers on your keyboard can be used instead of clicking on the numbers on your screen with the mouse pointer. The chart below shows you the other Shortcut Keys.

Buttons on calculator	Shortcut Key	Function
- +	+	Adds
- -	-	Subtracts
- x	*	Multiplies
- ÷	/	Divides
- =	=	Performs the operation
C	Del	Clears the displayed number
- AC	Esc	Clears the current calculation
- .	.	Inserts decimal point
Min	Ins	Stores the displayed value in memory
M+	Ctrl + A	Adds the displayed value to value in memory
M-	Ctrl + n	Subtracts the displayed value from value in memory
MR	Ctrl + R	Displays the value stored in memory
MC	Ctrl + D	Clears any value stored in memory
A B C D E F	A,B,C,D,E,F	Enter A-F when in the Hex mode
SD	Alt + S	Toggles between decimal and statistics modes
Σx	s	Calculates the sum of data
Σx²	l	Calculates the sum of the square
x̄	^	Calculates the mean of values
Dat	Space bar	Saves the displayed number into statistics box
xσn	@	Calculates the population standard
n	n	Displays the number of terms of data
Sin	S	Calculates the sine of the displayed number
Cos	X	Calculates the cosine of the displayed number

Using Shortcut Keys (CONTINUED)

Tan	T	Calculates the tangent of the displayed number	
Sin⁻¹	Ctrl + S	Calculates the arc sine	
Cos⁻¹	Ctrl + X	Calculates the arc cosine	
Tan⁻¹	Ctrl + T	Calculates the arc tangent	
o ʼ ʼʼ	ʼ	Input values by degree unit	
x²	Alt +[	Calculates the square	
xʸ	Ctrl + [	Computes X raised to the yth power	
√	Alt +]	Calculates the square root	
ˣ√	Ctrl +]	Calculates the xth root	
1/x	\	Reciprocal	
%	%	Percent	
+/-	~	Toggles between negative and positive values	
Log	G	Calculates the common logarithm	
Log⁻¹	Ctrl + G	Calculates the anti-logarithm	
([	[	Starts a new level of parentheses	
])	]	Closes the level of parentheses	
nCr	Ctrl + C	Combination	
nPr	Ctrl + E	Permutation	
EXP	Alt + E	Allows entry of scientific notation number	
BIN	Alt + B	Opens the binary mode	
DEC	Alt + D	Opens the decimal mode	
HEX	Alt + X	Opens the hex mode	
OCT	Alt + O	Opens the octal mode	
x!	!	Calculates the factorial of the displayed value	
π	#	Displays the Pi value	
none	Backspace	Deletes one digit from the right	
none	Ctrl + Q	Exits the calculator	

Using the Memory Function

When you are performing long equations, it is sometimes helpful to store values in the calculator's memory. The Equalizer's™ Scientific Calculator provides you with many options for using its memory functions. Click on the following buttons to perform their associated functions.

Min Stores the value on the LCD to memory. When there is a number in memory, an 'M' appears to the LCD.

MR Recalls the value stored in memory to the LCD.

MC Deletes any value stored in memory.

NOTE: You can only store one value in the memory at a time. Any time you store a new value to memory, the previous one will be deleted from the memory.

M+ Adds the value on your LCD display to the value in memory.

M- Subtracts the value on your LCD display from the value in memory.

Example

12 x 13 = 156, then press **Min** 156 is stored in memory. An "M" appears on the LCD.

11 x 15 = 165, then press **M+** The 165 is added to the 156 already stored in memory. The answer, 321 (165 + 156) is displayed on the LCD.

Calculating square

Press the number key then press x^2 .

Calculating square root

Press the number key then press $\sqrt{\ }$.

Calculating sine, cosine, tangent, arc sine, arc cosine or arc tangent

Press the number key then press **Sin** , **Cos** , **Tan** , **Sin⁻¹** , **Cos⁻¹** or **Tan⁻¹** .

Using Pi in a calculation

Press **π** at any time to add the Pi value to your calculation.

Example
To calculate the circumference of a circle, press **π** , press **x** , enter the diameter number, press **=**

Calculating the common logarithm

Press the number key and then press **Log**

Calculating the antilogarithm

Press the number key and then press **Log⁻¹**

Calculating the factorial

Press the number key and then press **x!**

Unit Converter: What is it?
An application to convert values from different measurement units.

Where is it?
Unit Converter is located in the Accessories folder.

When do I use it?
Whenever you want to convert numbers from one standard to another. For example, to convert from inches to centimeters.

Using the Unit Converter

Open the Unit Converter application by clicking on [icon] (Unit Converter icon) in the Accessories folder.

You will now see the main Unit Converter screen.

Function

Time

Date

1. First select the measurement category you are converting by clicking once in the box to the left of the name. The category name will now appear in the text box at the top of the screen. You can convert measurements in these categories:

Length, Weight, Area, Volume, Time, Energy, Speed, Temperature, Power and Pressure.

2. Input the value you are converting by using your mouse pointer to click on the numbers on the keypad at the right of the screen. Push the numbers with your mouse pointer as you would use a calculator. Place your mouse pointer on the number and click once on your left mouse button. As you enter the numbers, they will appear in the "Your input value" text box in the center of the screen. You can also use the number keys on the keyboard.

If you make a mistake while inputting your value, push the [C] (C button) to clear and begin again.

3. Select the unit you are converting from by placing your mouse pointer on the up or down arrow to the right of the Input Unit box and scrolling through the unit choices. (The unit choices will vary depending on the measurement category you have selected.)

4. Select the unit you want to convert to by using the same scrolling method to scroll through the choices in the Output Unit box. Click once on the correct unit.

5. Click on Start Conversion or press Enter.

6. The result will appear in the boxes at the bottom of the screen. The first box will be the input value, the second is the input unit. The bottom box next to the " = " is the converted value, the second box is the converted unit.

7. To exit the Unit Converter, click on File from the main menu.

8. Click on Exit.

The largest band in history was from Norway, and consisted of 20,100 musicians.

Facts for the BRAIN!

Leonardo da Vinci's Mona Lisa is said to be the world's most valuable painting; it is estimated to be worth more than $100 million.

Programing Fun: What is it?
Programming Fun and Programming Tutor are two applications that let you experiment with computer programming.

Where is it?
Programming Fun is located in the Accessories folder. Programming Tutor is located in the Tutors folder.

When do I use it?
Whenever you want to learn more about programming computers.

Using Programming Fun & Tutor

Open Programming Fun by clicking on the [icon] (Programming Fun Icon).

You will now see the main Programmimg Fun screen.

Function

The icon bar

Time

Date

Programming Fun uses the programming language, BASIC, which is an acronym for Beginner's All-purpose Symbolic Instruction Code. BASIC was developed in the 1960s and is a good programming language for people who have no programming experience. Computer programs are the instructions that tell the computer what tasks to perform. All of the Equalizer™'s applications work because of the programs a computer programmer wrote to perform the different functions.

Programming Fun lets you experiment with computer programming.

Programming Fun is where you can create your own programs in BASIC. Even though you may not want to be a computer programmer, learning about computer programming is helpful to all computer users. The more you understand about how computers work, the better you will be at troubleshooting problems you may encounter when working with computers.

A good place to start in Programming Tutor is with the examples already created for you.

1. Click on File from the main menu.

2. Click on Open Example.

Goldfish can only remember something for three seconds.

Facts for the BRAIN!

Vatican City is the least populated independent state in the world with a population of approximately 800.

Using Programming Fun & Tutor (CONTINUED)

3. The Open Example dialog box will appear:

Open Example
Example:
Age/Name
Animals
Chance
Codes
Guess
Pals
[OK] [Cancel]

Scroll through the list of examples by clicking on the up or down arrows to the right of the box. When you see the example you want to use, click on it once.

4. Click on OK.

Note: You can only open examples in Programming Tutor.

Creating Your Own Program

To make the use of line numbers and commands more clear, let's enter a simple example. Type the words to the right of the prompt exactly as shown below. Press ENTER at the end of each line.

```
10 print "Hello Friends"
20 print "Hi"
```

Traditionally the numbers chosen for BASIC programs are multiples of 10.

After entering the command lines above select the RUN icon in the icon bar, press CTRL+R, or select "run" in pull down menu. When the computer follows your commands in sequential order, it will print "Hello Friends" then "Hi" on the screen in "output" view. You can run the program as many times as you want by choosing the RUN command again.

When programming you should always save your work often and early. This way, if anything should go really wrong, you can always regroup by opening the saved file and only losing the changes you made since the last SAVE.

BASIC Concepts

String Variable - A single variable of a designated length. The length is usually longer than the normally allotted amount (50 Bytes). However, you can use a string variable to make variables smaller to conserve memory.

Subroutine - This is a small program within a larger program which is called upon to perform a specific task. For example, if you worked in a store you may develop a subroutine which calculates sales tax. You could then call on this subroutine every time a purchase was made.

Variables - This is the computer name for the data spaces you allot in memory. For example, if you say LET A=4. You create a variable named "A" and it has a content called "4". Variables can change as the program runs.

BASIC Statements

These are the commands that form the operational heart of BASIC programming. You will see these commands in the BASIC Tutor application.

CLEAR
FOR...TO ...NEXT...STEP
LET
READ

DATA
GOSUB
LPRINT
REM

DIM
GOTO
PRINT
RESTORE

DO...LOOP
IF...THEN...ELSE
PRINT USING
RETURN

END
INPUT
RANDOMIZE
STOP

CLEAR
CLEAR reserves space in the computer for string variables. If you do not use CLEAR then 50 bytes of space are reserved for a string variable. CLEAR 200 would clear 200 bytes of space. Using CLEAR reduces the amount of space useable by the program.

DATA
DATA is used to store data in the program for use as the program is being executed. It is most often used when the information does not change frequently. The DATA statement is read by the READ statement.

```
10 DATA "Sally", "George"
20 READ Girls, Boys
30 PRINT Girls, Boys
```

After running this program, the string variable Girls would contain "Sally" and the variable Boys would contain "George". It is very important that the READ and the DATA statements match. This means that the data to be read actually fits into the variable in the READ statement. The PRINT statement shows that the READ command really works.

DO...LOOP
Computers repeat commands often and well. This is part of their real appeal. DO... LOOP means complete the statements between DO and LOOP until the looping condition becomes false. For instance:

```
10  DO
20  PRINT "This is a great school"
30  Count = Count + 1
40  LOOP While Count < 10
50  END
```

If the count starts out at 0 then this program will print the saying 10 times and then quit with the END command in line 50.

BASIC Statements (CONTINUED)

DIM
The DIM variable at the beginning of a program reserves space for an array of variables. If the DIM statement is not used at the beginning of a program then arrays that are declared will have 11 items. Each array can only hold the same type of information.

10 DIM names(19) would reserve space for 20 names on a list.

20 DIM Transs(49,4) would reserve space for 50 items with 5 pieces of information about each item. Each piece of information is a string.

END
End terminates any program and returns you to the operating system. This is different from the STOP command which would allow you to continue your program. If you use END, you will have to RUN to begin the program again.

FOR...TO...NEXT...STEP
This powerful command initiates a loop of instructions to be performed a set number of times. Some form of counter usually increases from an initial to a final value in a series of steps. Each time through the loop the instructions are performed. If you do not indicate a value for the step then it is assumed to be 1.
Type in this example:

```
10    FOR Cent= 1 TO 30 STEP .5
20    Fahr=9/5' Cent + 32
30    PRINT Cent; "Centigrade = ";Fahr; "Fahrenheit"
40    NEXT Cent
```

Choose the RUN command from the menu bar and watch what happens. All the temperature conversions between 1 and 30 degrees centigrade are calculated in .5 degree intervals to Fahrenheit.

GOSUB
GOSUB tells the program to go to a subroutine of commands elsewhere in the program, perform the commands found there, and return to the next sequential command in the main program when done. The subroutine returns to the main program when the RETURN statement is encountered.

Type in the following example:

```
10    PRINT "My Friends"
20    GOSUB 100
30    PRINT "Those were my friends."
40    END
100   REM *** Friends List Subroutine ***
120   PRINT "George"
130   PRINT "Sally"
140   PRINT "Tom"
150   RETURN
```

Subroutines are important in BASIC and other programming languages. By creating good subroutines you can use them again and again in the same program or other programs.

GOTO
This command jumps to another line number without any automatic way to return. Understanding a program with many GOTO commands can be very difficult. Experienced programmers try to use this command as little as possible or not at all.
Try this example:

```
10    GOTO 40
20    PRINT "Good-bye"
30    END
40    PRINT "Hello"
50    GOTO 20
```

BASIC Statements (CONTINUED)

IF...THEN ...ELSE

IF statements branch to another part of a program when a certain condition is true. If the condition is not true then the program continues on to the next sequential line. Imagine yourself on a freeway. If this is your exit then you turn off, if not then you continue on as before.

See how this works in the following example:

```
10    INPUT "Your Age Please "; AGE
20    IF AGE > 20 THEN 50
30    PRINT " You are in the computer generation."
40    GOTO 60
50    PRINT "Congratulations on learning about computers!"
60    END
```

In this example the condition was AGE > 20. If that was true then the program branched to line 50 otherwise the program continued on to line 30.

INPUT

The INPUT command is one of the most powerful and useful BASIC commands. Its job is to receive information from the keyboard. The INPUT command can contain a phrase that asks the user for a desired response. The variable where the information is stored is the final part of the INPUT command.

Type in this example:

```
10    INPUT "Your Name Please ";Names
20    PRINT Names
```

In this example "Your Name Please" is a phrase that asks for input and Names is the variable where that input is stored.

LET

LET is the formal statement that can be used to assign values to numeric and string variables. Actually LET is optional, but it makes the meaning of the assignment statement clear.

```
10    LET Ns = "Peter"
20    LET X = X+1
```

Line 10 assigns the value of "Peter" to the string variable Ns. Line 20 does the somewhat unusual process of taking the value in the X variable, adding 1 and placing the new total back in the X variable. In English we would say "Let the value of X be assigned the current value of X plus 1."

LPRINT

LPRINT has the same syntax as the PRINT command only the output would go to the printer instead of to the screen. Be sure the printer is properly connected to the computer and turned on before using the LPRINT command in a program. See PRINT for a more complete description of the PRINT options.

PRINT

PRINT is the primary output statement in BASIC. PRINT and PRINT USING offer a wide variety of formatted output possibilities. PRINT statements can combine variables and comments in the same line.
For example:

```
10    PRINT "Hello";Names
20    LET X=10
30    LET Y=2
40    PRINT X*Y,X/Y,X-Y
```

The semicolon in a PRINT statement places the two parts of the statement (comment and variable) next to each other. The comma in a PRINT statement moves to the next column on the screen. This is helpful for making tables.

BASIC Statements (CONTINUED)

PRINT USING
This statement helps format the output of information. This is important for reports and tables. The command requires a string of characters to describe the format and then a number or string to be formatted.

To print out the first character of a string of characters use this statement:

```
10    LET A$ = "House"
20    PRINT USING "!";A$
```

The "!" format means the first character of the string.

Other ways to use PRINT USING include:
10 PRINT USING "##.##";.78 (would print 0.78 on the screen)

signs are replacement for digits in a formatted output.
10 PRINT USING "+##.##";-68.45 (Would print -68.45 on the screen)

RANDOMIZE
RANDOMIZE tells the computer to generate a new random number "seed number" or starting point. Computers will always generate the same random number sequence unless told to pick a new "seed number" to start the sequence.

READ
The READ statement tells the program to read the data in DATA statements into variables. Each READ continues through the DATA sequentially. The RESTORE command tells the computer to return to the first item in the DATA statements and begin reading again. You will frequently see READ and RESTORE used together.

REM
This command tells the computer that what follows is not part of the program, rather it is a comment or remark from the original programmer to another programmer who may be reviewing the code lines. Comments or REMarks in programs do not affect the execution of the program but are very useful for others to understand how a program works. They provide the documentation for a program. Good programmers use REMarks often.

RESTORE
As stated before, the RESTORE command is used to cause the READ command to start at the beginning of the DATA statements again.

RETURN
This command is found at the end of a subroutine. It returns the flow of the program to the next sequential command after the GOSUB command that is called the subroutine .

STOP
STOP halts the execution of the program. This is useful for debugging purposes. You can pause a program to see what is happening and check for errors.

BASIC Functions

Functions are operations on strings and numeric values that are of special use in particular situations. The following is a list of functions available in this unit. Remember, all functions must be tested in a base command line. For example:

10 PRINT ABS(-6).
Name
Purpose
Example

ABS(X)
Returns the absolute value
ABS(-6) = 6

ASC(A$)
Returns an ASCII Code
ASC("A") = 65

ATN(X)
Returns the arc tangent in radians
ATN(60) = 89.0452

CHR$(N)
Returns the character represented N by the ASCII code
CHR$(65) = A

COS(X)
Returns the cosine function
COS(60) = 0.5

EXP(X)
Returns the exponential e to the power X
EXP(2) = 7.38906

INT(X)
Returns the integer portion of any number
INT(5.96) = 5

LEFT$(A$,N)
Returns the left N characters of the string A$
LEFT$("DOG",2)=DO

LEN(A$)
Returns the length of the string
LEN("Dog") = 3

LOG(X)
Returns the natural log X> 0
LOG(10) = 2.30259

MID$(A$,M,N)
Returns the middle N characters beginning at character M
MID$("HORSE",2,2)=OR

RND(X)
RND(0) returns a number between 0-1. INT (1+RND(0)'X) returns an integer between 1 and x.
RIND(0)= 0.36754

BASIC Functions (CONTINUED)

SGN(X)
Returns the sign of X
SGN(-4) = -1
SGN(7) = 1
SGN(0) = 0

Sin(X)
Returns the sine of X
SIN(60) = 0.8660254

SQR(X)
Returns the square root of X
SQR(9) = 3

STRs(N)
Returns the string value of the number N
STRs(10) = 10

TAN(X)
Returns the tangent of X
TAN(60) = 1.732051

VAL(As)
Returns the numeric value of a string of characters
VAL("10")=10

BASIC Error Messages

Sometimes when programming you will make a typo or give the computer a command it does not understand. When this occurs the computer will tell you know that it cannot go on and gives you an Error Message which will help indicate the problem. Sometimes error messages can be hard to figure out since the mistake can be as small as a missing comma. But with practice you will get better at troubleshooting for errors. If a line contains an error you must retype the entire line beginning with the number.

DIVISION BY ZERO
Somewhere you are trying to divide by zero.

DO WITHOUT LOOP
The statement DO is missing the LOOP condition statement.

DUPLICATE LABEL
There are two lines with the same line number.

ELSE WITHOUT IF
The statement ELSE is missing statement IF condition to complete.

END IF WITHOUT BLOCK IF
The statement END IF is missing BLOCK IF to complete.

FOR WITHOUT NEXT
The variable mentioned in the NEXT command does not have a corresponding FOR command variable.

BASIC Error Messages (CONTINUED)

ILLEGAL FUNCTION CALL
A parameter that is out of range is passed to a math or a string function. This error may occur as a result of:
1. a negative or unreasonably large subscript.
2. a negative or zero argument with LOG.
3. a negative argument in SQR.
4. a negative mantissa with a non-integer exponent.
5. an improper argument to MID$, LEFT$.

INTERRUPTED
User presses CTRL+C to stop the running program .

INVALID FORMAT
Invalid format!

LABEL NOT DEFINED
A command refers to a line number that does not exist.

LOOP WITHOUT DO
The statement LOOP is missing the DO statement.

MISSING OPERAND
An operand is missing following an operator in an expression.

NEXT WITHOUT FOR
The statement NEXT is missing the FOR statement for completion.

OUT OF DATA ERROR
A READ statement is executed when there are no DATA statements with unread data remaining in the program.

OUT OF STRING SPACE
String variables have caused BASIC to exceed the amount of free memory remaining.

OVERFLOW
The result of a calculation is too large to be represented in BASIC. The largest number allowed is 10 to the 38th power.

QUOTE (\") MISMATCH
Quotation missing in the command.

RANDOM NUMBER SEED
Statement RANDOMIZE requires a seed number to start.

REDIMENSIONED ARRAY
Two DIM statements are given for the same array, or a DIM statement is given for an array after the default dimension of 10 has been established for that array.

REDO
A string is assigned to a numeric variable during the execution of the input command.

RETURN WITHOUT GOSUB
A RETURN statement is encountered without a previously executed GOSUB statement.

STRING TOO LONG
An attempt is made to create a string of more than 255 characters.

BASIC Error Messages (CONTINUED)

SUBSCRIPT OUT OF RANGE ERROR
An array element is referenced either with a subscript that is outside the dimensions of the array, or with the wrong number of subscripts.

SYNTAX ERROR
A syntax error can be a spelling error, punctuation error, or mismatched parentheses. This is the most common error seen by beginning programmers.

TYPE MISMATCH ERROR
A string variable name is assigned a numeric value or vice versa. A function that expects a numeric argument is given a string expression or vice versa.

UNDEFINED STATEMENT
A line number referenced in a GOTO, GOSUB, or IF...THEN statement is non-existent.

Opening a Program

1. Click on File from the main menu.

2. Click on Open.

3. Scroll through the list of existing files. Click once on the file you want to open.

4. Click on OK.

Running a Program

To run the program line that you are working in,

1. Click on Program from the main menu.

2. Click on Run.

3. The program will shift to "output" view and your program will start.

To run the program command by command,

1. Click on Program from the main menu.

2. Click on Run By Step.

3. The program will shift to "output" view and your program will start

4. A text box will appear in the lower part of the screen to display the currently running commands.

There are three option boxes in the upper part of the screen: Source, Output and Watch. You can press the respective option box to shift the current view of the screen.

1. Source: Displays the program.

2. Output: Displays the outcome when the program is running.

3. Watch: Displays the current value of the variables you set in the program. This is a good way for you to correct your program or learn more about programming by monitoring the change in variables.

If the program requires user to input some text or number, while the program is running user can type in the text box in the lower part.

Debugging a Program

Checking your program for errors so that you can fix them is called "debugging."

1. Click on Program from the main menu.

2. Click on Debug.

3. The program will try to analyze any problem(s) in the program you wrote.

Viewing the Lines in Your Program

To view a particular line from the program:

1. Click on Program from the main menu.

2. Click on Go To Line.

3. Enter the line number you want.

4. Click on OK.

Saving a Program

Remember to save your program frequently while you are creating it.

1. Click on File from the main menu.

2. Click Save.

3. If this is the first time you are saving the program, enter the filename in the text box. Click on OK.

Printing a Program

1. Click on File from the main menu.

2. Click on Print.

3. In the Print dialog box, click on OK.

Exiting Programming Fun

1. Click on File from the main menu.

2. Click on Exit.

3. If you are working in a program, the Equalizer™ will ask you if you want to save the program. Click on Yes.

Control Panel: What is it?
Connects the Equalizer™ to your printer.

Where is it?
Printer Setup is located in the Control Panel folder.

When do I use it?
When you first connect a printer to the Equalizer™ or when you want to connect a different printer.

Connecting the Printer

Open Printer Setup by click on (Printer Setup icon).

You will now see the Printer Setup dialog box.

1. Scroll through the list of printers listed in the Printer box on the bottom left. Click with your left mouse button on the up or down arrow at the right side of that box to scroll.

2. When you see your printer name, click on it once with your left mouse button.

3. You will now see the name of your printer listed in the Selected Printer box, above the Printer box.

4. Click OK

If your printer is not featured in the list of printers, you can select the closest generic printer of the brand name printer you have. For example, if you have a HP DeskJet 855Cse, select HP DeskJet Generic. If you have a printer brand other than those listed, check your printer manual to see if your printer can "emulate" (mimic) one of those listed printers.

The Sears Tower, located in Chicago, Illinois, has 110 stories stretching 443 meters into the air.

Facts for the BRAIN!

The value of Pi has been calculated to 4,294,967,286 decimal places by both Canadian and Japanese mathematicians!

Paper Orientation

All Equalizer™ documents will be printed in the vertical (or portrait) format.

Using a Color Printer

Although the Equalizer™ screen is not color, you can print your work in color if you are using a color printer. The Equalizer™ display is in four shades (white, black, light gray and dark gray). You can assign a color to each shade. When you print your work, the shades will be printed in the colors you have assigned.

The following three activities can be printed in color - Drawing, Card Maker and Presentation Maker.

1. Click File from the main menu.

2. Click on Print.

3. In Color Mapping, select from the Basic Default (normal); Color Default (computer assigns colors for you); or User Define (you assign the color shades yourself.) Click in the circle next to your choice.

4. If you have selected "User Define" you now need to define the colors. In the text boxes next to each shade you need to select a color by clicking on the up or down arrow to the right of the text box. Scroll through the list until you see the color you want to use. Click on it once. The name of the color will display in the text box.

5. Continue this process until you have assigned a color to each shade.

6. When you are done selecting colors, click on Print. The Equalizer™ will save your selections as your default until you return to the Color Mapping dialog box and change them.

System Sound Setup: What is it?
Allows you to change the sound effects you hear when certain functions are performed.

Where is it?
System Sound Setup is located in the Control Panel folder

When do I use it?
Whenever you want to change or turn off the Equalizer's™ sound effects.

The US has won the most Nobel Prizes, with a total over 220.

Changing the System Sound Setup
Open System Sound Setup by clicking on 💿 (System Sound Setup icon).

You will see the System Sound Setup dialog box.

The Events box on the left lists all the events that have a sound connected to them. In the Sound box on the right is the list of sound effect choices. When you click on an event, the sound associated with that event is highlighted in the Sound box.

To change a sound effect,

1. Click on the event you want to change the sound for.

2. Click on the sound you want to play when that event occurs. If you do not want any sound effect for that event, select NONE.

3. To hear the different sound effects, click on a sound effect and then click on the TEST button.

4. When you have selected all the sounds you like, click OK to close the System Sound Setup dialog box.

If you want to return to the Default sound effects (those that were originally setup with The Equalizer™), click on the DEFAULT button. Remember, by clicking on DEFAULT, all of the sound effects will return to the default settings.

Adjust the Equalizer™'s volume by sliding the volume switch. Remember that you can also use headphones if you'd like to keep the volume turned up, but are in a room where you need to be quiet - like if you're studying at the library.

Facts for the BRAIN!

The largest sports stadium in the world is the Strahov Stadium in Prague, Czech Republic, which has a capacity of 240,000 spectators.

Clock Setting: What is it?
Sets the date and time of day in the Equalizer™.

Where is it?
Clock Setting is located in the Control Panel folder.

When do I use it?
When you are first setting up the Equalizer™.

The locust, a type of grasshopper, eats the equivalent of its own weight every day.

Setting Up the Clock

Open the Clock Setting application by clicking on [icon] (Clock Setting icon) in the Control Panel folder.

You will now see the Clock Setting dialog box.

- clock setting
- local country time
- message box

calendar

time   display format   reset

Setting Home City

To scroll through the list of cities in the Equalizer™ database, place your mouse pointer over the up or down arrow at the right end of the text box and click the left mouse button to scroll the city names on your screen. When you see the city you want to select, click on it. You can also type it in directly.

If your local city is not listed in the database, you can add it.

1. Click on Edit from the main menu.

2. Click on Add City.

3. You will be prompted to select a reference city. Scroll through the list of reference cities and select the city closest to your own. Click on OK.

4. You will now see the Add City dialog box. Enter your City name in the text box.

5. In the Time zone box, you need to enter the number or hours that the time zone you live in is before or after the Greenwich Mean Time (GMT). GMT is the mean solar time in Greenwich, England, and is the basis for the 24 time zones across earth. For more on GMT, refer to the World Clock & Map section.

Bangkok's Royal Dragon restaurant can seat 5,000 customers, making it the largest in the world.

Setting Home City (CONTINUED)

U.S. TIME ZONES

Pacific 5:00	Mountain 6:00	Central 7:00	Eastern 8:00

U.S. Time Zones:
- Pacific Time 5:00
- Mountain Time 6:00
- Central Time 7:00
- Eastern 8:00

6. Eastern Time is 5 hours behind GMT; Central Time is 6 hours behind GMT; Mountain Time is 6 hours behind GMT; and Pacific Time is 8 hours behind GMT. Therefore, if you lived in New York, you would press the "-" button and enter the numeral "5" in the "Hour" box, since New York is five hours behind GMT.
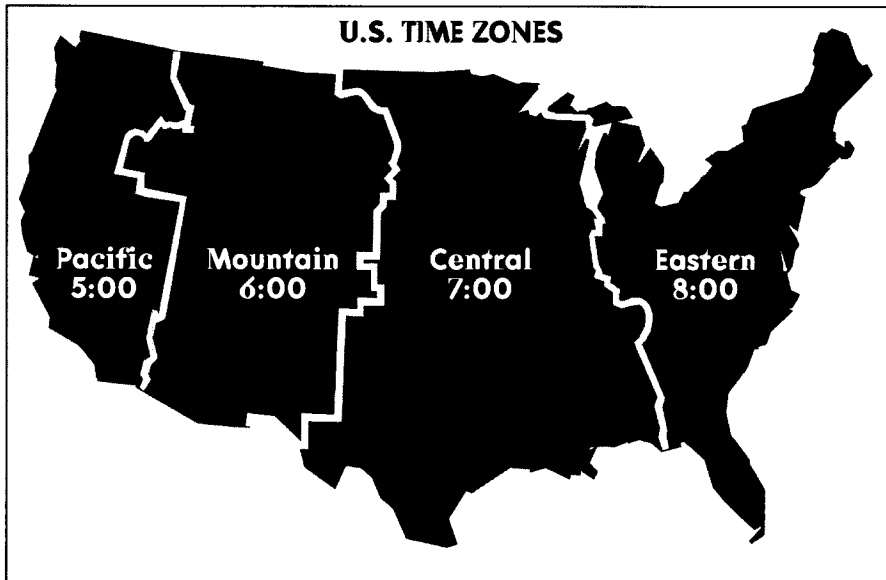
7. To mark the city location, select the "Locate City" button. You will see a horizontal line and a vertical line crossing on the reference city. Move the cursor until you find the location of your city. Click on the correct location of your added city. The cross will be on the clicked spot and the cursor can freely move again. To click on a new spot, left click again and the cross will stick onto the cursor again. Clicking Reset will put the cross back to the location of the reference city.

8. Click on OK.

Setting the Date

You can set the date by using the calendar to the left of the screen.

1. Place your mouse pointer over the month and click on your left mouse button to move forward one month or click on your right mouse button to move back one month.

2. Place your mouse pointer over the year and click on your left mouse button to move forward one year or click on your right mouse button to move back.

3. Then place your mouse pointer over the correct day and click once with your left mouse button.

The date you have selected will automatically display in the Date text box to the right.

You can also enter the date into the Date text box by the following method.

1. Click on the date box under the "m" so that the first two digit boxes are underlined. You can either press the up and down arrow keys or use the up and down arrows to the right of the date boxes to scroll through the months. When you have entered the correct month, push the right arrow key to move to day.

2. Enter the day. Push the right arrow key to move to year.

3. Enter the year.

You can also set the date by using the calendar to the left of the screen.

To select the format the date displays on the Equalizer™, click on 🔄 to scroll between the date formats - day, month, year; month, day, year; or year, month, day.

Setting the Time

1. Click on the time box under "h" so that the first two digits are underlined. You can either press the up and down arrow keys or use the up and down arrows to the right of the date boxes to scroll through the months. When you have entered the correct month, push the right arrow key to move to day. Scroll through the hours. Be sure to note whether the hour is am or pm (this is displayed at the far right of the time box). Push the right arrow key to move to minutes.

2. Enter the correct minutes. Push the right arrow key to move to seconds.

3. Enter the correct seconds.

4. Click in the box next to [icon] to have the Equalizer™ adjust the time according to daylight savings time.

5. Click on [icon] to choose your date display format. You can choose from either 24 or 12 hour format.

Setting the Reminder Function

1. To turn on the reminder function, click in the box to the left of "Reminder" so that an "X" appears in the box. You can set up here any reminder that you want the Equalizer™ to give you daily. For example, if you take medicine every day at a certain time or if you have to set the dinner table each night, you can set the reminder function to sound an alarm at the appropriate time each day.

2. Enter the time you want the reminder alarm to sound in the time box below "Reminder." Use the same process as you did for setting the system time.

3. In the "Message" box enter the text you want to appear with the reminder alarm. For example, enter "Take medicine" or "Set dinner table."

Click on OK to close the Clock Setting application.

Note: The reminder alarm will be temporarily suspended when you launch the Communications applications and Fax application.

Memory Status: What is it?
Memory Status lets you know how much memory you have used on the Equalizer™ and any cartridges you are using.

Where is it?
Memory Status is located in the Control Panel folder.

When do I use it?
Whenever you want to check to see how much memory you have left or if you are getting error messages that say "Not enough memory."

Checking the Memory Status

Open Memory Status by clicking on [■] (Memory Status icon).

In the Memory Status dialog box, you will see the status of three drives - A, B and C.

The C drive is the main unit of the Equalizer™. The A and B drives are cartridge drives and reflect the memory status of the cartridges in the A and B drives at the time you are checking the memory. (The A and B drives are labeled on the Equalizer™.)

Next to each drive letter, you will see a long, black bar. Inside of that bar is a white line that indicates how much memory remains. The actual amount of memory remaining is displayed in the small box to the right of the black bar.

Note: If you don't have a cartridge in either the A or B drive at the time you check the memory status, the entire row will be gray and the percentage used for that drive will display as 0%.

Click on EXIT to return to the main screen.

Mouse Setting: What is it?
Allows you to adjust the speed of your mouse and the mouse pointer.

Where is it?
Mouse Setting is located in the Control Panel folder.

When do I use it?
Whenever you want to adjust the speed of your mouse, or if you want to change the mouse pointer icon.

Adjusting the Mouse Settings

Open Mouse Setting by clicking on (Mouse Setting icon).

You will now see the Mouse Setting dialog box.

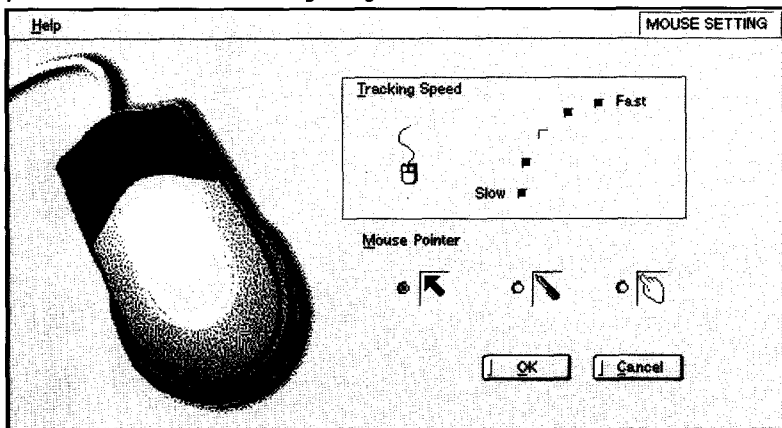You have five options for the Tracking Speed - that's how fast your mouse pointer moves in relationship to how fast you move the mouse. If the mouse pointer moves too fast across the screen for you and you have trouble maneuvering it, select a slower tracking speed. If the mouse pointer moves too slowly, select a faster speed. Select your speed by clicking in the appropriate box.

You can select from an arrow, a pencil or a hand pointer for your mouse pointer icon. Just click on the circle next to the icon that you like best.

Once you've selected a mouse pointer you like and have the tracking speed set at a comfortable level, click on the OK button at the bottom of the screen.

You can also adjust the Mouse Settings by using the keyboard. To adjust the speed:

1. Push the "Alt" and "T" keys at the same time.

2. Use the right arrow key to make the mouse faster. Use the left arrow key to make the mouse slower.

To change the mouse pointer:

1. Push the "Alt" and "M" keys at the same time.

2. Use the left or right arrow keys until the circle next to the mouse pointer you want to use is darkened.

To confirm your choices and close the Mouse Setting application, push the "Alt" and "O" keys at the same time and then push Enter, or use your mouse cursor to click "OK" to exit.

Ireland has the highest average daily calorie consumption in the world with 3,847.

Facts for the BRAIN!

Sherlock Holmes, the detective sleuth created by Sir Arthur Conan Doyle, is the most portrayed character ever in the movie industry.

Screen Saver: What is it?
Animations that play on your screen when The Equalizer™ is on, but you are not using it.

Where is it?
Screen Saver is located in the Control Panel folder.

When do I use it?
When you first set up The Equalizer™ or whenever you want to change the screen saver.

Selecting Your Screen Saver

Open the Screen Saver application by clicking on (Screen Saver icon) in the Control Panel folder.

You will now see the Screen Saver dialog box.

Help		SCREEN SAVER
	Idle Time: ☐ min.	
	Picture: ○ 1.Picture ○ 2.Picture ○ 3.Picture	
	○ 4.Picture ○ 5.Picture ○ 6.Picture	
	○ 7.Banner: [ ]	
	Speed: ○ Slow ○ Normal ○ Fast	
	[Preview] [OK] [Cancel]	
		00-00-00 00:00 pm

1. First select how many minutes of idle computer time (when no buttons are pressed or the mouse has not been moved) you want to wait until the screen saver starts.

2. Select from Pictures 1 through 6 or you can select the Banner option. Click in the circle next to your choice. If you select "Banner" you then enter the text you want to scroll across the screen in the text box.

3. Now select the speed of your screen saver by clicking in the circle next to "Slow," "Normal" or "Fast."

4. To preview your screen saver choices, click on the Preview button.

5. If you want to make any changes, go back and make new selections. If you are happy with your choices, click on OK.

In common public libraries, one can only find less than 1% of the volumes written in the last century.

Facts for the BRAIN!

The majority of fine restaurants in the world have the same menus for both lunch and dinner, but the lunch meal usually costs 30-40% less.

System Settings: What is it?
Allows you to turn on or off many system functions.

Where is it?
System Settings is located in the Control Panel folder.

When do I use it?
Whenever you want to turn on or off the Screen Saver, System Sound, Auto Power Off or Fact Tidbits functions.

Using System Settings

Open the System Settings Panel by clicking on ▦ (System Settings icon).

You will now see the System Settings Panel.

Click in the box next to the four functions to turn them either on or off. You will know that the option is on if an "X" appears in the box next to the function name.

Screen Saver - Turns the Screen Saver on or off.

System Sound - Turns The Equalizer's™ sound either on or off. To adjust the volume, use the volume switch located next to your screen.

Auto Power Off - Turns the Auto Power Off function on or off. If it is on, The Equalizer™ will automatically turn off after about thirty minutes of not using the laptop.

Fact Tidbits - Turns the Fact Tidbits on or off. If the function is on, you will be greeted by a Fact Tidbit each time you turn on The Equalizer™.

Click on OK to close the System Settings Panel.

The longest kept diary was for 91 years by Col. Ernest Loftus of Zimbabwe.

Facts for the BRAIN!

One of the few occupations that has more openings than can be filled with qualified workers is computer programming.

Modem Setup: What is it?
Allows you to establish your modem settings.

Where is it?
Modem Setup is located in the Control Panel folder.

When do I use it?
When you first set up your modem or if you install a new modem.

Connecting the Modem

Open Modem Setup by clicking on ▣ (Modem Setup icon). You will now see the Modem Setup screen.

The modem's initial strings will be displayed in the top text box. The Equalizer's™ default initial string will be displayed. However, the modem's initial strings may be different according to manufacturer's specifications. Check your modem's manual for initial strings information.

Click in the circle next to Tone or Pulse depending on whether the phone line you are using is tone or pulse.

Click on OK to close the Modem Setup application.

**For future reference, The Equalizer's™ default initial string is "ATZ".

> Austrians take the longest average vacations in the world, totalling 30 days per year.

Facts for the BRAIN!

The Bible is the best-selling book of all time, with estimates as high as 6,000,000,000 copies having been published to date.

Demo/Help: What is it?
Demo/Help provides you with online help when you have questions about the functions of your Equalizer™.

Where is it?
Demo/Help is located in the Demo/Help folder.

When do I use it?
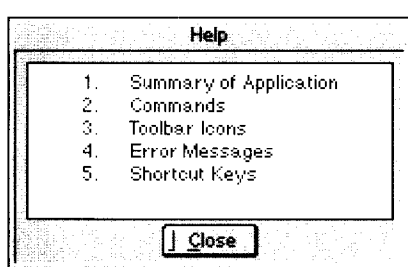Use Demo/Help anytime you have questions about your Equalizer™.

Demo/Help

Demo **DEMO** provides you with self-running demonstrations of E.Q.Write™, Spreadsheet, Presentation Maker, and E-mail.

Click on Help [?] when you have questions about the functions of your Equalizer™.

You can access Help through the pull down menu in all the applications.

1. Click on Help from the main menu.
2. Click on Contents.

Help
Contents   F11
Using Help

Help
1.   Summary of Application
2.   Commands
3.   Toolbar Icons
4.   Error Messages
5.   Shortcut Keys
[Close]

3. Click on "Summary of application" to get a brief explanation of the application.

4. Click on "Commands" to go to the command list and click on individual commands for definitions.

5. Click on "Toolbar icons" for a definition of each toolbar icon.

6. Click on "Error messages" to a list of error messages.

7. Click on "Shortcut keys" to get a list of shortcut keys that can be used in the application.

Note: If you cannot find the answer to your question from Help, consult the appropriate section of the User's Manual.

New studies show that brain cells gain power with use.

Facts for the BRAIN!

Contrary to popular belief, lightning can strike the same place twice.

This is a list of commonly asked questions and answers. If you don't find the answer to your question here check the manual's index for where to find more information.

These FAQ's are also available on the VTech website at www.vtechequalizer.com, where you can search the list by keywords.

If you still have questions, you may need to contact our Consumer Services Department at 1-800-521-2010.

Frequently Asked Questions

Q. My screen looks "washed out." What should I do?

A. Adjust the contrast slide switch located next to the screen. You may also want to adjust the angle of the screen or move the laptop slightly to avoid any reflection on the screen. If the screen still looks washed out, and you are running the laptop with batteries, put in new batteries.

Q. If I change the batteries, will my presets and files be deleted?

A. No. All files are not affected by battery changes.

Q. If I have deleted a file, can I retrieve it?

A. Unfortunately, no. Unless you have saved the file in more than one location (for example, on the hard drive or on a memory cartridge) once you have deleted a file, it's gone.

Q. Can I purchase additional software and accessories for the Equalizer™?

A. VTech makes expansion cartridges for the Equalizer™, including memory expansion cartridges, expanded dictionary and thesaurus cartridges, and more. Most are available from the retailer where you bought the Equalizer™ or you can order them directly from VTech by calling Consumer Services at 1-800-521-2010. Only software made by VTech will work on the Equalizer™.

Q. My Equalizer™ just shut off automatically because I had not used it for several minutes. The document I was working on is now gone. How can I get it back?

A. Unfortunately, you can't. If you have any unsaved work on the Equalizer™ when it is turned off or when it automatically shuts off, that work will be lost. Remember to save your work often. Every 10 minutes is a good idea. You may want to stick a note on your Equalizer™ reminding you to save often.

Q. Can I use the Power Link to connect my Equalizer™ to a Macintosh or Amiga computer?

A. No. The Equalizer™ can only connect to IBM™ compatible personal computers.

Albert Einstein failed the first entrance exam he took for college.

Facts for the BRAIN!

The world's longest driveable road is the Pan-American Highway, which is over 15,000 miles long!

Frequently Asked Questions

Q. Can I connect to the Web with the Equalizer™?

A. No. The Equalizer™ can send email via an Internet Service Provider (with a modem), but you cannot use the Equalizer™ to surf the Web.

Q. Can I use the regular 3.5 inch diskettes that my parents use with their PC?

A. No. The Equalizer™ accepts VTech cartridges only. These cartridges are available at major retail stores that carry the Equalizer™, or you can order them directly from VTech by calling Consumer Services at 1-800-521-2010.

Q. My printer is not listed as an option in the Printer Setup application. Can I use it?

A. Try selecting the closest generic version of the brand name printer you have. If that doesn't work, consult your printer's manual to see if it can emulate another type of printer that is listed as an option.

Q. Can I upgrade the Equalizer's™ memory?

A. You can upgrade the Equalizer's™ memory with expansion memory cartridges. These cartridges are available at major retail stores that carry the Equalizer™, or you can order them directly from VTech by calling Consumer Services at 1-800-521-2010.

Q. How do I insert RAM cartridges into the Equalizer™?

A. To insert a card, all you need to do is carefully push it in. To eject a cartridge, slide the card lock towards the back of the unit and hold, then push the eject button.

Q. What if I forget my password?

A. Don't forget your password! You will have to reset the Equalizer™ in order to enter a new password.

Q. I'm going on a trip soon. Can I send the Equalizer™ through the security scanner at the airport?

A. Yes, you can.

Q. If I close the lid of the Equalizer™, will it turn off?

A. No, you must turn off your laptop by closing any open applications and then turning the power switch off.

Q. Can I hook up the Equalizer™ to other PC equipment like a scanner?

A. No. You can only hook up the Equalizer™ to a printer, a modem, or to a PC by using the Powerlink function.

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Every effort has been made to ensure the accuracy of
the information contained in this manual.
However, errors sometimes can occur.
Please contact us with any questions.

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