



HOW TO USE TUTOR: THE 1-2-3 ELECTRONIC TUTORIAL

Tutor is a tutorial program which provides you with an introduction to the powerful features of 1-2-3.

To run Tutor, you need

- A floppy drive connected to your GRiD Compass — either the 2102 Portable Diskette Drive or the one in the 2101 Disk System. (See *GRiD Compass Owner's Guide* for instructions on how to connect devices.)
- The *MS-DOS for the GRiD Compass* disk. MS-DOS is the operating system you need for the 1-2-3 programs.
- The *1-2-3 Tutorial Disk*, reproduced and distributed with the permission of Lotus Development Corporation.

RUNNING TUTOR FROM FLOPPY

1. Insert the MS-DOS disk into the floppy drive. Turn on the drive.
2. Holding down the "F" key to boot from floppy, turn on your GRiD Compass. Release the key when the red light on the disk drive lights up. This means that MS-DOS is booting (starting up) from the floppy disk.
3. Skip over the MS-DOS prompts asking you to enter the date and time by pressing the [RETURN] key twice.

Note: Because the GRiD Compass has a built-in real-time clock, a special command (SETTIME) has been added to the standard repertoire of MS-DOS commands. You do not need to set the time to use Tutor.

The MS-DOS prompt A > then appears on the screen. The floppy drive is device A and ">" indicates that MS-DOS is now ready for a command.

4. Remove the MS-DOS disk and insert the *1-2-3 Tutorial Disk*.
5. Type the command **TUTOR** as follows:

```
A >TUTOR[RETURN]
```

Note: The GRiD Compass will execute your commands whether you type them in upper or lower case.

After about 15 seconds, 1-2-3 displays copyright information, followed by the instruction:

(Press Any Key to Continue)

You are now ready to follow Tutor as it guides you through the ins and outs of 1-2-3. Tutor has six lessons. It takes approximately half an hour to go through each lesson. All of Tutor's instructions will appear on the screen.

RUNNING THE 1-2-3 PROGRAM

Having worked with Tutor, you can proceed to use the 1-2-3 program itself. You can run 1-2-3 from any of the following devices: bubble memory, a floppy drive, or the hard disk. See the *1-2-3 Getting Started* booklet for instructions.

COPYING TUTOR TO BUBBLE MEMORY AND RUNNING IT

If you wish, you can also copy Tutor into bubble memory to eliminate the need for a floppy drive. To do so, your bubble must be formatted for MS-DOS.

Booting MS-DOS

Boot MS-DOS from the floppy drive. (See steps 1 - 3 in the section on *Running Tutor from Floppy*).

Formatting Bubble Memory

If you have not already done so, format the GRiD Compass bubble memory (device E) with the command

```
A >FORMAT E:/S[RETURN]
```

Warning: This command will erase all information currently in the bubble. If you wish to save any of this information, you must do so before formatting your bubble for MS-DOS.

Copying Tutor to Bubble Memory

1. Remove the MS-DOS disk and insert the *1-2-3 Tutorial Disk*.
2. Copy **TUTOR** into bubble memory with the following command:

```
A >COPY A:*. * E:[RETURN]
```

When the copying is completed, the A > prompt will again appear.

Running Tutor from Bubble Memory

To run Tutor from the bubble, use the commands

```
A >E:[RETURN]
```

```
E >TUTOR[RETURN]
```

The prompt changes to E > to indicate that you are now running from bubble memory.

You are now ready to follow Tutor as it guides you through the ins and outs of 1-2-3. All of Tutor's instructions will appear on the screen.

Note: With Tutor in bubble memory, you no longer need the floppy drive. The next time you run Tutor, simply turn on your GRiD Compass and MS-DOS will automatically boot from bubble memory.

Erasing Tutor from Bubble Memory

After you're through using Tutor, erase it from bubble memory to make room for the 1-2-3 program itself. Erase Tutor with the following commands:

```
E >ERASE TUT*.*[RETURN]
```

```
E >ERASE LES*.*[RETURN]
```

```
E >ERASE INSTALL*.*[RETURN]
```

The E > prompt will appear after Tutor has been erased.

RUNNING THE 1-2-3 PROGRAM

Having worked with Tutor, you can proceed to use the 1-2-3 program itself. You can run 1-2-3 from any of the following devices: bubble memory, a floppy drive, or the hard disk. See the *1-2-3 Getting Started* booklet for instructions.