

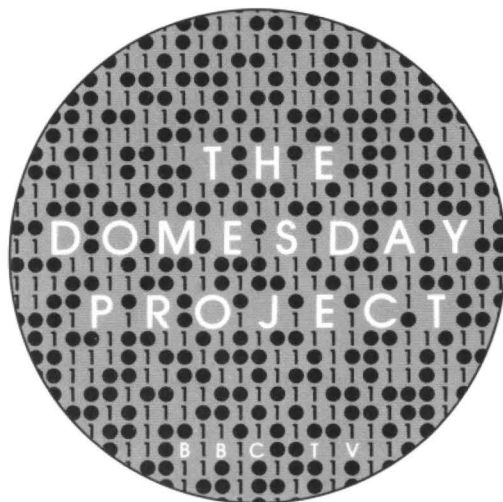
# THE DOMESDAY PROJECT

B B C T V



ACORN CASSETTE USERS' GUIDE





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## *ACORN CASSETTE USERS' GUIDE*

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# 1

## SETTING UP

This set of programs is provided free by the Domesday Project as the medium for assembling your local data base of information about your area. The cassette used for running the programs is separate from those used to store the data files as you build them up. The system is an electronic notebook that can be referred to and updated as your project proceeds. The two cassettes marked Data Collection Files are what you will be returning to the BBC at the end of your project. We would encourage you to keep copies if you wish.

An alternative version of this data-collection program is available on disc. If you have access to a disc drive and would find it easier to use a disc version then the BBC Domesday Project will be delighted to send you a free copy of the Data Collection Programs on disc. Do not try to use the cassette version of the software from disc.

### CASSETTE HANDLING

Please impress on anyone who is physically handling the cassettes the usual rules for avoiding damage:

- \* Keep the cassettes in their protective covers when not in use.

- \* Keep cassettes away from magnetic fields - in particular don't put them on top of the monitor.
- \* Keep them away from excess heat - don't put them near a radiator.
- \* Don't touch the exposed magnetic surfaces.

It is obviously much better to take care of the cassette than to risk losing all the information or programs it contains.

#### YOUR COMPUTER

The programs on the program cassette are designed to run on the BBC Model B either with or without the 6502 second processor. They are not, however, designed to work with the Z80 second processor or with the Econet filing system.

#### FUNCTION KEYS

Certain keys only function as marked in certain parts of the program. This is indicated by prompts at the foot of the screen.

#### BREAK KEY

In all parts of the program care should be taken not to press the BREAK key. This will take you out of the program and any data and programs which are in the process of being entered will be lost.

## THE CASSETTES

The following programs constitute the 'programs' cassette:

Side 1:               PSTART  
                      PMAIN  
                      PDATA

Side 2:               PTEXT  
                      M.ASSM  
                      PPHOTO  
                      M.ASSM

Data Collection Files 1 is used for collecting text data and Data Collection Files 2 is used for the counts and data about slides. As a considerable amount of changing cassettes occurs do be careful always to check that you are playing the correct cassette: an error message should be issued if you do try to play the wrong cassette.

At the beginning of each cassette there is a short file which identifies which data-collection file is currently being played. Although you will "hear" this file loading, no message will appear on your monitor, unless there is an error.

## 2

# GETTING STARTED

### SECURITY COPIES

Although the programs cassette is write-protected you may like to make additional copies for safety. To copy the BASIC programs simply LOAD each program into the computer then SAVE it onto the new cassette (be careful to load and save the programs in the same order as they are on the original cassette). To save M.ASSM (machine' code program) type \*SAVE "M.ASSM" 000B00 + 71

### RUNNING THE PROGRAM

To get going, put the programs cassette side 1 into the cassette recorder, rewind it and type:

```
CHAIN "PSTART"
```

(Don't forget to press the RETURN key afterwards!) Then play the cassette.

The first thing you see is a message to show that PSTART is loading. Then the Domesday Project title appears. This will disappear after about three minutes when the next program PMAIN has been loaded. Then the main menu will appear.

## FIRST TIME OPTIONS

If you are using the cassette for the first time you will have to initialise the data cassettes. Select this option by moving the white highlight box with the up and down cursor keys (the arrow keys). Pressing RETURN will activate the option you have selected.

This will take you into the identification routine described in CHAPTER 4. After you have completed this routine you will be prompted to initialise both sides of both data cassettes by the following message:

Put cassette (no.1 or 2) side (A or B)  
into the recorder and rewind it. Press  
RECORD and PLAY together.  
Press space bar.

The initialisation process takes about ten minutes and the following files are saved:

IDENT	on Data Collection File 2, side A
PHOTO	on Data Collection File 2, side A
FRAME	on Data Collection File 2, side A
DATAcnt	on Data Collection File 2, side B
INDEX0	on Data Collection File 1, side A
TEXT0	on Data Collection File 1, side A
INDEX1	on Data Collection File 1, side B
TEXT1	on Data Collection File 1, side B

You will then be returned to the Main menu.

# 3

## THE IDENTIFICATION PAGE

### PASSWORD

Your identification details are vitally important. They are what link the data you collect with the area of the country to which it refers. In order to offer some protection against unauthorised alterations, this page is protected by a password - William - (you've guessed it, Conqueror appears later!) This must be entered in exactly this form (upper and lower case) before you can move on. The letters do not appear on the screen as you type them, so enter them carefully, then RETURN.

### IDENTIFICATION SCREEN

The identification page looks like this:

IDENTIFICATION

Numerical Grid Reference:  
24582900

Name of School or Group:

Address:

Telephone Number:

Name of Contact:

Identification Code:

ESCAPE to finish;  
UP, DOWN, LEFT, RIGHT, RETURN

## PROMPTS

As with every screen display, the prompts at the foot of the screen show you which special keys are operational.

## ENTERING YOUR DETAILS

As you can see there are 6 boxes to be filled in. The box coloured blue is the one you are working on. Change boxes with the up and down cursor keys or by RETURN.

The first box, which asks for the 8 digit number notified to you as the grid reference of the map block you have been assigned, must be filled in completely (ie. all 8 digits) before it is possible to enter any data. If you do not do this a "FATAL ERROR" message will appear when you wish to perform data entry and considerable time will have been wasted.

In all the other boxes you simply type your entry normally, using upper or lower case as you prefer.

PLEASE NOTE: if you are dealing with more than one 4Km x 3Km map block for the Domesday Project, be sure to keep your data-entry sessions on each block quite separate. If you wish to move to another block to enter data then you MUST reload the program afresh and start another session with the Data Collection Files cassettes for the new block. (You will be supplied with a separate set of cassettes for each block you agree to handle.)

## MAKING CORRECTIONS

The DELETE key will erase the last character in the usual way. In addition you can use the left and right cursor keys to move the cursor to any position in the line without erasing what's there. So to erase a character move the cursor to one position after the character you want changed. Then press DELETE. To delete the whole entry, move to the end and work backwards with the DELETE Key.

To insert a character move the cursor to the position where the letter or number is to be inserted and type it in. The characters to the right will be moved along to make room. If there is no room for this in the box, you will hear a 'beep'.

To replace one letter with another, first delete the old letter then insert the new.

This method of entering text is identical in every part of the overall program. In practice it is far easier to use than to describe.

## WHAT TO ENTER

Guidance on exactly what to enter on the identification page is contained in the Domesday SURVEY GUIDE.

## EXIT ROUTINE

When you have finished entering your details on this page, press ESCAPE (as with all specialised keys, there is a reminder of this at the foot of the screen). You will now be offered 3 options. Enter:



'S' to save (i.e. record onto the cassette) the details you have entered,

'A' to abandon them (leaving any earlier details unchanged),

'C' to go back to the page to continue changing it.

In each case press RETURN after entering the appropriate letter.

This short routine is the same in each part of the program. It means that details are automatically saved as you go along. Be careful not to interrupt this short process of saving itself, e.g. by pressing escape, or your files may become corrupted.

The most secure way to complete any session with the program is to return to the main menu and select 'Finish'.

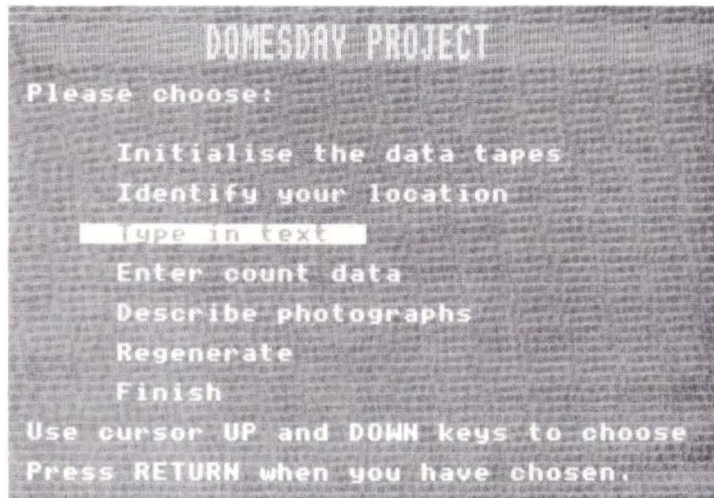
#### CORRECTING YOUR GRID REFERENCE ENTRY

Please note that if you have to return to the identification page to correct your grid reference after other parts of the data entry have been completed, you must 'revisit' each part of the program (including text pages 1 and 11) saving as you go, in order to register the correct number in each file. It's much simpler and quicker to get the number right in the first place.

# 4

## THE MAIN MENU

Once you have completed your identification page, the program will always take you straight to the main menu. Your screen should look like this:



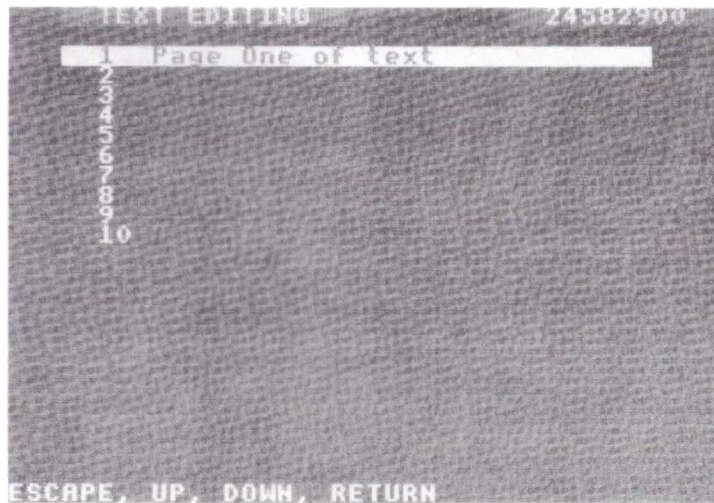
The 'Initialise the data tapes' option will disappear after you have completed this routine but will reappear whenever you start up again. However, there is no need to repeat this process unless you wish to. You can now choose which part of the data-entry you want to work on. Use the up and down cursor keys to move the white selection box over the option you want. Then press RETURN to activate this option.

# 5

## ENTERING TEXT PAGES

### THE TEXT CONTENTS PAGE

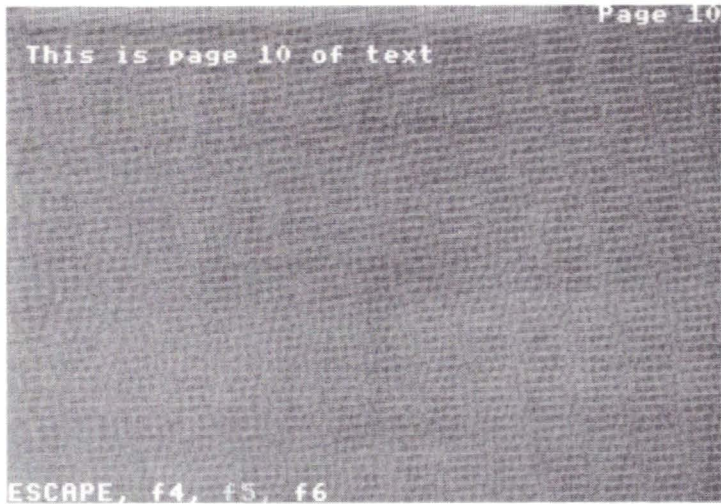
After selecting 'Type in text' from the main menu, you are asked to indicate which set of pages, "TEXT 0" (pages 1-10) or "TEXT 1" (pages 11-20) you want to look at. You are then asked to put in the appropriate cassette and press the space bar. After a few minutes you will see the contents list for the 10 pages you selected.



At first there will be a blank title shown against each page number. As you enter a title as the head of each text page, it will automatically appear on this contents page. You don't enter anything on the contents page itself.

## CHOOSING YOUR PAGE OF TEXT

The contents page also acts as a menu, so that you can select which page you want to work on. Move the white box up and down with the up and down cursor keys and press RETURN to make your selection. If, for example, you choose page 10, your screen will then look like this:



## WORD PROCESSING

The computer is now set up as a simple word-processor, enabling you to type in text and arrange it exactly as you want it.

If you haven't used a word-processor before, you can think of it to start with as a glorified typewriter.

SHIFT moves the letters into UPPER or lower case (once the CAPS-LOCK has been taken off).

DELETE is the equivalent of  
backspace-and-delete.

RETURN is the equivalent of the carriage  
return.

However, you will soon want to use the other  
features which make a word-processor a far  
more powerful tool for correcting and  
arranging text. It may be worth  
experimenting with the various facilities  
before you begin serious text editing.

#### WORD WRAP

In the first place, there is no need to press  
RETURN at the end of each line: just keep  
typing and the program will automatically  
move whole words onto the next line. Of  
course, you can use RETURN to move to a new  
line before the edge of the page, for  
example, in the case of a new paragraph.

#### THE RETURN KEY

What RETURN is doing is adding an invisible  
carriage return character. It can be used in  
two other ways. If the cursor is in the  
middle of a line of text, pressing RETURN  
will, by adding a carriage return at that  
point, move the second half of the line onto  
the line below. This is the way to split a  
line.

Secondly, if the cursor is at the beginning  
of a line, pressing RETURN will have the  
effect of inserting a new blank line on the  
line above. This is the way to introduce a  
blank line, or to move text down the page.

## THE DELETE KEY

For the opposite effect, press DELETE when the cursor is at the beginning of a line. If there is a blank line above, this will be deleted. If there is a half line of text above, the two lines will be joined. In either case the text below will be moved up. So pressing DELETE at the beginning of a line is the way to eliminate a blank line, join two lines together or move text up the page.

## MOVING THE CURSOR

The second really powerful feature of a word-processor is the ability to move to any point of the page without erasing what is there. You do this with the four cursor keys, which will move the cursor in any direction around the page. What you type will then appear at that point.

## MAKING CORRECTIONS

Suppose you have written the line:

"This is one of the ldest churches in the county."

You can make the correction without any re-typing, by moving the cursor with the cursor keys until it is under the 'l'. Now type the missing letter 'o'. It will be inserted before the 'l' and the text to the right will move along to make room. In fact you can insert as many new letters or words as you like at this point until the page has filled up. This means that a new idea can be inserted into an existing page of text without retyping the whole page.

Deletion works in a similar way to insertion. The only thing to remember is that it is the character before the cursor that is deleted (because it is really functioning as 'backspace and delete').

Suppose you have written the line:

"This is one of the boldest churches in the county."

In this case move the cursor back to the 'o' of 'boldest'. Then press DELETE. The 'b' will be deleted and the text to the right will close up. If you keep pressing DELETE, characters will be deleted right back to the beginning of the line.

Correcting a word often means a combination of deletion and insertion. Suppose you have written the line:

"This is one of the tshedlo churches in the county."

Move the cursor to the space after the 'o' and keep pressing DELETE until the 't' has been erased. Now type 'oldest'.

#### DELETING A LINE

To delete a whole line, move the cursor to the end of the line and keep pressing DELETE.

#### DELETING A PAGE

To delete a whole page, press function key f4. Because there is no way to recover text after this operation, you will be asked for confirmation before it is carried out. This should prevent you losing a page of text by pressing f4 accidentally.

## HIGHLIGHTING WORDS

You have the option of highlighting any word which you want to emphasise. It will appear in blue rather than white. To switch highlighting on press function key f5. Everything you type will now be in blue until the end of the line, or until highlighting has been switched off with key f6. So to highlight a single word: press f5, type the word and press f6. If you want to change your mind, go back to the front of the word and press f6.

If you decide later to highlight a particular word, move the cursor to the beginning of the word and press f5. Then move to the space after the word and press f6, so that the highlighting does not effect the rest of the line.

Pressing f5 or f6 also has the effect of adding a space, so you won't need to press the space bar before or after a word that has been highlighted.

If you know about teletext control codes, you will realise that this highlighting function is more complicated than it appears. Invisible control codes are being stored in the spaces before and after the word. This can lead to some odd effects. These spaces cannot be deleted by the DELETE key. Also, additional spaces before and after the word may be generated if there is considerable manipulation of the page. The best course is to get the page roughly as you want it and then tidy up any small details.



## SUMMARY

These are the functions you'll need most often:

DELETION	Move cursor one space after character and press DELETE.
INSERTION	Move cursor to position and type.
SPLIT LINE	Move cursor to position and press RETURN.
JOIN LINES	Move cursor to start of second line and press DELETE.
BLANK LINE	Move cursor to start of line below and press RETURN.
REMOVE BLANK LINE	Move cursor to start of line below and press DELETE.
MOVE PARA DOWN	Move cursor to the start of the first line and press RETURN.
MOVE PARA UP	Move cursor to the start of the first line and press DELETE.
DELETE LINE	Move cursor to end of line and keep pressing DELETE.
CLEAR PAGE	Red key f4.
HIGHLIGHT ON	Red key f5.
HIGHLIGHT OFF	Red key f6.

## PAGE TITLES

Each of your 20 pages can have a title. This is a useful point of reference for you and for the people who will eventually be reading your work. These titles appear automatically on the contents page, in order to allow people to choose what to read. To enter or alter a page title, move into the blue box at the top of the page with the up cursor key and type normally. The maximum length of a title is fixed and you will hear a 'beep' if you try to exceed it. Leave the title area with the down cursor key or return.

## PAGE NUMBERS

Page numbers can't be altered. If you want your pages in a different order, there is no alternative to re-entering them.

## LINES PER PAGE

The number of lines on a page is fixed at 22. Of course, on the final video disc, the prompts will not appear at the foot of the page.

## SPECIALISED CHARACTERS

One or two of the characters on the keyboard are not recognised by the word-processor, for example '{'.

## SPECIAL EFFECTS

Please note that this program is not intended to be a full teletext editor. We felt that to make all the colour and graphical possibilities available would produce a very discordant effect for people who will be

reading through all the pages in the future. So please avoid the temptation of re-writing our program to include red lettering etc. Apart from upsetting our Art Editor, you are very likely to produce non-standard files as a result. You can, however, achieve straightforward graphical effects using standard characters like '\*\*\*\*', '\_\_\_\_' or '.....'.

## KEYWORDS

When you have finished working on a page, press ESCAPE to leave it. You will then be asked for up to four keywords or short key-phrases. These are vital. They are the only link between the topics you have written about and the main index of the Domesday Disc. Detailed guidance on how to do this indexing is contained in the Domesday SURVEY GUIDE.

Entering keywords or key-phrases works in the same way as elsewhere in the program. Move between the boxes with the up and down cursor keys. Type your word or phrase in upper or lower case. Deletion and insertion work in the normal way. The maximum length for each word or phrase is 24 characters. You will not be able to add more. Please don't split a phrase over two boxes - you'll just have to think of a shorter phrase.

## REFERRING BACK

While you are entering keywords you may want to refer briefly to the relevant page of text. You can do this with function key f7. This displays the page, but does not allow you to work on it. Press the space bar to return to your keywords.

## EXIT ROUTINE

When you have finished entering each page of text and its keywords, you will be returned to the contents page where you can select a further page to work on. When you have finished entering text for this session, simply 'ESCAPE' from the contents page and you will be presented with the option to 'save', 'continue' or 'abandon' your work. Selecting 'continue' simply allows you to go back into updating your text pages. Remember that they have not yet have been stored back on your cassette. If you select 'save' then your updated pages will be recorded on your cassette. Please be particularly careful not to interrupt the machine for the few seconds while this process of updating your files is taking place. If you select 'abandon' then your updated pages will be lost and the files on cassette will remain unchanged. After both 'save' and 'abandon' you will be returned to the main menu of the program. The safest way to conclude each data entry session is to select 'Finish' from the main menu, thus ensuring that all your files have been left as they should be.

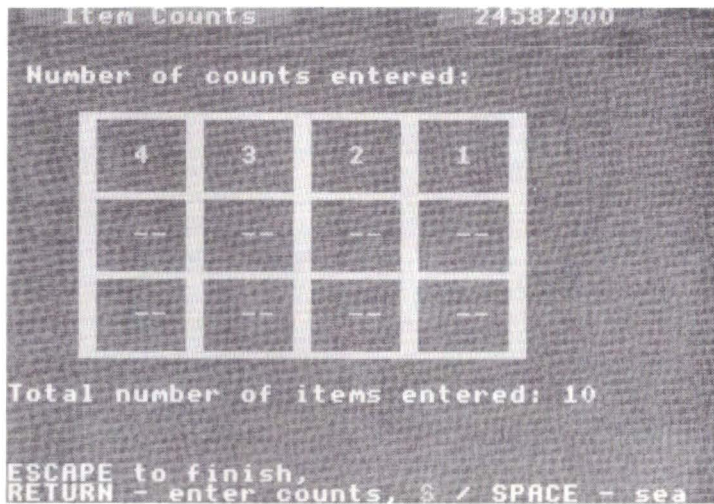
You cannot save any text until you have been through the keyword process and the 'save' option which follows it. Any attempt to short-circuit this will simply mean that the text you have entered will be lost.

# 6

## ENTERING SURVEY COUNT DATA

### THE SUMMARY DISPLAY

After selecting 'Enter count data' from the main menu, you should be presented with a screen like this:



This is the summary display. It shows a graphical representation of your 4 by 3 kilometre block, with a number in each square representing how many of the 67 questions you have answered for that square. It is distinguished from the data entry screens by being in yellow.

## GRID REFERENCE

You should check that the numerical grid reference of this block shown in the top right corner of the screen is correct. If not it should be corrected on your identification page.

Please note again that if you do have to correct your grid reference in this way after other parts of the program have been completed, you must 'revisit' each part of the program (including text pages 1 and 11) saving as you go, in order to register the new number in each file. It's much simpler to get the number right in the first place.

## SQUARES CONTAINING SEA

The other purpose of this summary screen is to enable you to mark 1 kilometre squares which consist entirely of sea and therefore don't enter into the count. Please refer to the Domesday SURVEY GUIDE for a definition of when sea is sea and when it is mud-flats etc. To mark a square as sea, simply move to the square with the cursor keys and press 'S'. To remove a 'S' press the space bar.

## MOVING TO THE FIRST QUESTION

To move to the first of the survey questions press RETURN. Now you are in the main part of the survey count program and you should see this screen with the grid in green:

Item Counts 24582900

(Item 1)  
Please enter Primary Major Land-Cover  
Category:

01	02	03	04
--	--	--	--
--	--	--	--

Total number of items entered: 10

ESCAPE to finish  
f1 - back, f2 - forward, f3 - jump

The item to be counted or categorised is displayed as item 1, and the prompt asks you the first question. This question must, of course, be answered in due course for every square in the block that doesn't contain sea.

#### DATA ENTRY

Entering the count data looks pretty daunting, until you realise that for many of the questions (How many power stations?) the answer is 0 in every square. The program is designed to make this data entry as simple as possible.

So move with the cursor keys to each square in turn and enter the answer. Numbers up to 99 are allowed, 99 is also used to represent any answer of 100 or more.

The method of number entry is 'calculator style'. If you press '7' it will appear as '07'. If you then press '9', the 7 will move left and the display will show '79'. If you want to change the answer to 7, you will now have to enter '07'.

## NULL ENTRIES

To delete a number use the space bar (not DELETE). This will display '--'. This represents a null entry - i.e. you have not answered the question. This is not the same as an entry of 0, which means that you have answered the question and the answer is 0.

## MOVING TO OTHER QUESTIONS

As well as using the RETURN key to move on to the next question, you can use three of the function keys to move between the questions:

- \* f1 takes you one question forward.
  - \* f2 takes you one question back.
  - \* f3 allows you to jump straight to a particular question.
- You will be prompted to enter the number of the question you want, then RETURN.

## EXIT ROUTINE

Press ESCAPE to return to the summary screen. Press ESCAPE again for the usual option of 'save/abandon/continue'. You will be returned to the main menu after the updated counts have been saved, or immediately if 'abandon' is selected.



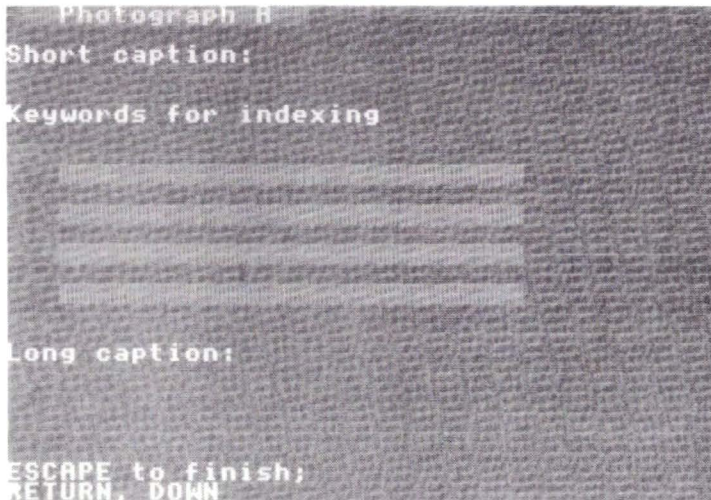
# 7

## ENTERING CAPTIONS FOR PHOTOGRAPHS

You will have been asked to select four 35mm slides of your 4 by 3 block. This part of the program is designed to hold your captions and index keywords for each photograph.

### WHICH PHOTOGRAPH?

After selecting 'Describe Photographs' from the main menu you will first be asked to select in the usual way which of the four photographs you want to work on. Move the highlight box with the cursor keys and RETURN. You will then reach this screen:



Photograph R

Short caption:

Keywords for indexing

Long caption:

ESCAPE to finish;  
RETURN, DOWN

## THE SHORT CAPTION

The first thing to enter is the photograph's short caption. This is particularly important as it forms the basis of choice between pictures for the eventual user of the Domesday Disc. Text entry is just the same as elsewhere. A short caption can be up to 30 characters long.

You can move from this area of the screen to any other area with the up and down cursor keys.

## THE KEYWORDS

Next come the four keywords to be associated with the photograph. These work in exactly the same way as the text keywords. Move between the boxes with the up and down cursor keys. Type your word or phrase in upper or lower case. Deletion and insertion work in the normal way. The maximum length for each word or phrase is 24 characters. You will not be able to add more. Please don't split a phrase over two boxes - you'll just have to think of a shorter phrase.

## THE LONG CAPTION

Finally you can move down with the cursor key and complete the long caption. This can be up to 4 lines long and is designed to contain fuller information about the subject, the date of the photograph and the name of the photographer.

Text entry works here in the same way as with the text pages. Please refer to chapter 5 if you are puzzled, for example, about the action of the RETURN key.

## EXIT ROUTINE

Press ESCAPE to leave this section. You will be reminded of the importance of labelling the photograph you have been captioning so that we can link the pictures and captions correctly.

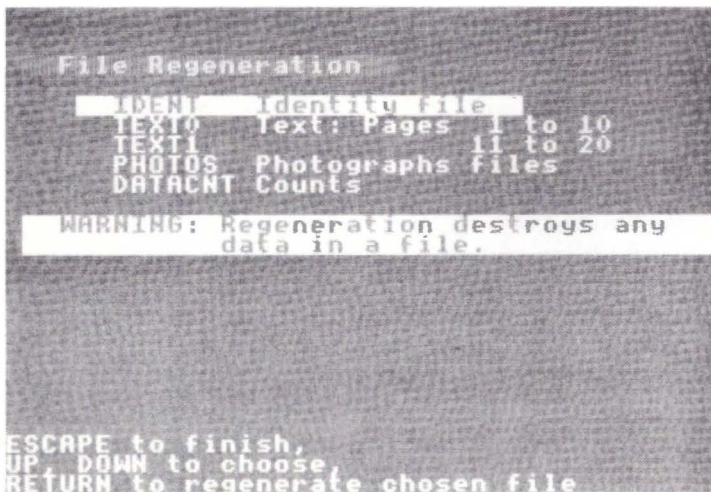
Finally you go through the usual 'save, abandon or continue' routine before returning to the menu of photographs.

# 8

## FILE REGENERATION

With luck you will never need to use this option on the main menu. It is necessary only if one of your files has been accidentally corrupted or even deleted. You can also use it to wipe one of the files completely if it has become a complete mess. Of course, everything in the old file will be lost.

When you select 'Regenerate' from the main menu you will first be asked for a password to prevent unauthorised access. This password is Conqueror. It must be entered with the correct combination of upper and lower case letters. This will take you to the regeneration option page which looks like this:



The file names displayed are the same as those created on initialisation; you can see what is in each of them from the description on the right. Move up and down the menu with the up and down cursor keys. The select by pressing RETURN. You will be offered a check to make sure that you don't erase a file by mistake. Answer 'Y' for 'Yes' or 'N' for 'No' and press RETURN.

Please note that the text contents page is held in a different file to the pages themselves.

After regenerating as many files as you need to, press ESCAPE to return to the main menu.



9

KEYSTRIP





\_\_\_\_\_

		f1	f2	f3	f4	f5	f6	f7		
		Next Question	Last Question	Jump to Question	Clear Screen	Highlight On	Highlight Out	Refer to text		





