An introduction to Amateur Radio

Whether you’re Alex or their Dad (Mum, brother, or sister), then just like the hobby, this booklet has something for everyone school age to retired.

FREE Amateur Radio Smartphone Apps – see back cover
Welcome to the World of Amateur Radio!

Thank you for your interest in Alex discovers Amateur Radio. This is your first step in discovering the excitement of Amateur Radio. No matter what your age this story is designed to provide you with basic information about Amateur Radio – its history, its applications, and its relevance in the world today.

We hope you have fun reading this booklet. We had fun creating it, and encourage you to get involved in this state of the art hobby. Amateur Radio is enjoyed by people from all walks of life, young and old alike. No matter what your age we feel this booklet has enough information for you to want to dip into it again and again. If you find it interesting and informative please pass it on to a friend when you have finished with it. For more information on how to become a Radio Amateur, and how to find a local club, see the final pages and the back cover. There are also details of internet links that you might enjoy. For a concise introduction to Amateur Radio scan the QR code on the left, or visit the Radio Society of Great Britain pages for newcomers to the hobby at:

http://rsgb.org/main/get-started-in-amateur-radio/what-is-amateur-radio/

First time through just reading the white speech bubbles gives the story a nice flow. You can then go back and read the information boxes and try the quizzes.

... but I hope they don’t miss the QR code for the Space Station on page 9, or the one for the Rhythm of the Code on page 18.

This booklet is based on a modified version of an original publication “The Adventures of Zack and Max - The Odyssey Begins” illustrated by Kayoko Nakajima © 2002 ICOM America, Inc.

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With the exception of Dave and Kath Wilson, Mathew M3UAY, and Amy M6SIP all characters are imaginary and any resemblance to any real person, living or dead, is entirely coincidental. All call signs used in this story are real and are used with permission.

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An outreach project supported by ‘The learning lighthouse’ CLC (City Learning Centre) Wirral.
Amateur Radio operators are sometimes called Radio Hams

... Alex and his dad were out for a walk when they came across a group of tents and radio aerials ...

What a beautiful day!

... who are they and what are they doing?

Those at the table are Radio Amateurs.

What’s Amateur Radio Dad?

Amateur Radio is a hobby that allows people to transmit on a radio. They can be as close as in the same building or as far away as the other side of the world. Some people - Short Wave Listeners (SWLs) - just enjoy listening.

Why is it sometimes called Ham Radio?

No one really knows for sure #

# One possible explanation is that in the early days of radio, when Morse Code was in common use, the commercial radio operators looked down on Radio Amateurs and claimed their operation of the Morse key was ham fisted (meaning clumsy).

A few months earlier ...

Alex and his dad were out for a walk when they came across a group of tents and radio aerials ...

Yes, but look over there ...

Alex and his dad were out for a walk when they came across a group of tents and radio aerials ...

What a beautiful day!

... who are they and what are they doing?

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Both. There are BANDS of frequencies set aside for Amateur use. Some bands use low frequencies—these are long waves, longer than a house—and some use high frequencies. Some Amateur waves are so small they are called 'microwaves'.

That's not Amateur Radio. That's Broadcast Radio. It transmits programmes as a public service, or to make money through advertising. Amateur Radio is not for commercial use, and your radio doesn’t pick up Amateur frequencies.

Radio is part of the electromagnetic spectrum, just like x-rays and light. All electromagnetic energy travels in waves at the speed of light. The longer the wavelength, the lower the frequency and the shorter the wavelength the higher the frequency.

So are Amateur Radio waves longer or shorter than one's received by my radio?

Both. There are BANDS of frequencies set aside for Amateur use. Some bands use low frequencies—these are long waves, longer than a house—and some use high frequencies. Some Amateur waves are so small they are called 'microwaves'.

Amateur Radio Bands available to beginners include:

- **Low Frequency LF**: 136KHz, 40m (7MHz), 30m (10MHz), 20m (14MHz), 17m (18MHz), 15m (21MHz), 12m (24MHz), 10m (28MHz).
- **High Frequency HF**: 160m (1.8MHz), 80m (3.5MHz), 40m (7MHz), 30m (10MHz), 20m (14MHz), 17m (18MHz), 15m (21MHz), 12m (24MHz), 10m (28MHz).
- **Very High Frequency VHF**: 6m (50MHz), 4m (70MHz), 2m (144MHz).
- **Ultra High Frequency UHF**: 70cm (430MHz), Microwaves: 3cm (10GHz).

Hz stands for Hertz and is named after the German scientist Heinrich Hertz who discovered electromagnetic waves – at first called Hertzian Waves. A frequency of 1 Hz is one wave per second. 1 KHz is one thousand per second, 1 MHz is 1 million, and 1 GHz a thousand million.
It’s true! Our microwave oven cooks by using radio waves. That’s why it’s so important that Amateur Radio operators learn how to take precautions to send – or TRANSMIT - their radio signals in a way that no one gets hurt.

Amateur Radio’s been around a long time and we’ve had years to make it safe.

Armstrong invented the regenerative circuit, the super-regenerative circuit, the superheterodyne receiver, and frequency modulation (FM) radio transmission.

Tesla patented the AC transformer, and his high voltage, high frequency practical and theoretical work was used in the invention of radio communication.

De Forest invented the Audion, a vacuum valve that took relatively weak electrical signals and amplified them.

Marconi founded the Wireless Telegraph & Signal Company in Britain in 1897, he succeeded in making a commercial success of radio by innovating and building on the work of previous experimenters and physicists.

How long?

…There were many inventors who contributed to the development of radio – Armstrong, Tesla, and DeForest are a few of the giants. But most people credit Marconi as the father of radio.

Today, within the frequencies allocated for legal amateur use, there are recommended Band Plans. These are agreed recommendations for the use of particular frequencies for different types of activity such as: long distance communications (DX), mobile use from a car or bicycle, satellite communications, making initial contact, etc. There are also suggested frequencies for different types of signals such as voice transmissions, Morse Code (CW), digital modes, slow scan television, images etc. Band Plans are not legally binding.
Today amateurs share the radio spectrum with many commercial and service users. But it is only Radio Amateurs who are allowed to experiment and build and design their own equipment.

Amateur Radio is all about the skill and fascination of communicating using radio. It was Radio Amateurs who advanced radio theory and helped make shortwave, FM, and DAB radio the popular industries that they now are.

So the radio in my room would not be there if it weren’t for Radio Hams? Possibly.

Amateur Radio has other uses too, Alex … a big use worldwide is for emergency communications. In a major disaster it is sometimes the only way at first that people can communicate and organise help.

RAYNET is a UK Radio Amateur organisation that helps out in emergencies.

As well as providing emergency communications in areas where natural disasters such as hurricanes and earthquakes are common Radio Amateurs in the UK provide communications during times when the emergency services’ communications fail, or are over stretched. Also as a public service, and to keep in practice, RAYNET Groups often provide mobile communications during sponsored walks, marathons, and other large events.

Other activities

Each year about half-a-million Scouts and Guides all over the world “get together” over the airwaves in the third full weekend of October for the annual Jamboree-on-the-Air (JOTA). I saw them last year but didn’t know what it was. Radio Amateurs set up stations for JOTA to use.
Quiz 1

Multiple Choice Quiz (tick the best answer [✓])

1 Amateur Radio Licences are issued by
   A [ ] The Radio Society of Great Britain
   B [ ] OFCOM
   C [ ] The local College of Further Education
   D [ ] The TV Licensing Authority

2 Which of the following is NOT permitted on Amateur Radio?
   A [ ] A reply to a station in another country
   B [ ] A message in Morse code
   C [ ] Transmitting music
   D [ ] Agreeing to meet at the radio club

3 Radio waves ..
   A [ ] can only be used by Radio Amateurs
   B [ ] are part of the waves known as sonar
   C [ ] travel at the speed of sound
   D [ ] are part of the electromagnetic spectrum

4 If a radio wave has a long wavelength then
   A [ ] Its frequency is low
   B [ ] Its frequency is high
   C [ ] Its frequency changes on sunny days
   D [ ] Its frequency changes at night

5 A Radio Wave with a frequency of 144MHz is known as
   A [ ] Low Frequency LF
   B [ ] High Frequency HF
   C [ ] Very High Frequency VHF
   D [ ] Microwave

6 Band Plans are published because
   A [ ] it is a convenient way of remembering the amateur licence conditions
   B [ ] it allows the different modes and types of transmission to best share the
       band without causing chaos
   C [ ] it allocates most of the band to the higher power stations
   D [ ] it is illegal to operate in contravention of the band plan.

7 RAYNET is
   A [ ] a type of radar
   B [ ] the latest type of commercial fishing sonar
   C [ ] a group of radio amateurs all called Ray
   D [ ] a group of Radio Amateurs providing emergency communications

Answers are on the bottom of page 10.
Operating in the countryside away from mains electricity is not just fun but good practice for operation during an emergency. They use portable generators, solar panels, wind power, and large batteries like car batteries to supply their own electricity.

It sounds like fun! It is, but it's hard work setting up a complete Radio Station and everything else that's needed. Sometimes antennas are fastened high up on poles but for some purposes they are hand held on the ground.

So can we go and see what's going on over there today? It looks different to the JOTA day. That's because today is a National Field Day. Radio Amateurs like it when people ask questions about their hobby. Let's wander over...

National Field Day takes place over the first weekend in June and is a CW (Morse Code) event. A SSB (Voice) Field Day is held during the first weekend in September and a HF Field Day in July. These, and lots of other special events and contests throughout the year, help develop expertise such as: operator technique; antenna design, construction, and erection; generator maintenance; and increasingly, computer expertise linked to radio communication.

Are such big masts always needed? Sometimes antennas are fastened high up on poles but for some purposes they are hand held on the ground. Sometimes antennas are fastened high up on poles but for some purposes they are hand held on the ground.

No - not usually. Many aerials - antennas as Radio Amateurs often call them - are as easy to set up as running a long wire to a tree or pole.

It is, but it's hard work setting up a complete Radio Station and everything else that's needed.

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There are three levels of Amateur Licence in the UK. **Foundation** like Mady has. **Intermediate** is the next stage up, and **Full** the final stage. All require the holder to pass an exam at the appropriate level before they are issued with a transmitting licence and their own call sign. The Foundation exam is the simplest and consists of 26 multiple choice questions, as well as a simple operating assessment.
The strength of ionisation in the ionosphere depends on the amount of radiation, mainly UV, received from the sun. It varies with the time of day, and with the season, i.e. summer to winter, and with other factors such as sun spots and electromagnetic storms. The stronger the level of ionisation the higher the frequency of signals that will be bent (refracted) back. VHF and UHF signals usually pass straight through into space. During the day signals as high as 30MHz can be bent back - at night this is lower, often 3MHz or less. The highest frequency refracted back at a particular time is called the Maximum Usable Frequency for long distance contacts - MUF.

VHF and UHF frequencies are used for communications with satellites overhead in space; and “line of sight” on earth for both base station and hand held radios working direct to each other – or sometimes over longer distances through nearby repeater stations on hill tops or high buildings. Some repeaters also allow contacts to be made all round the world because they are connected through the internet to other repeater stations in other countries.

As well as “line of sight” (ground wave), HF allows direct communications all round the world (sky wave). With the right sort of antenna, and conditions, even back pack, and mobile HF rigs can make international contacts.

There is a conductive ring of gas 70 to 400 km above the earth called the IONOSPHERE. When the ionosphere is strongly ionised it bends some radio waves back to earth instead of allowing them to escape into space. Signals can therefore bounce repeatedly between ground and ionosphere and travel all round the world. Part of the fun is deciding which band will be open to the part of the world you want to contact.

The world is divided into different time zones. To avoid confusion during contacts Radio Amateurs all over the world use UTC (same as GMT) and the 24 hour clock.

Base stations use separate external antennas.

#2 The strength of ionisation in the ionosphere depends on the amount of radiation, mainly UV, received from the sun. It varies with the time of day, and with the season, i.e. summer to winter, and with other factors such as sun spots and electromagnetic storms. The stronger the level of ionisation the higher the frequency of signals that will be bent (refracted) back. VHF and UHF signals usually pass straight through into space. During the day signals as high as 30MHz can be bent back - at night this is lower, often 3MHz or less. The highest frequency refracted back at a particular time is called the Maximum Usable Frequency for long distance contacts - MUF.
Hi there - Amateur Radio offers lots of different activities.

Bill's a member of the same radio club as my dad.

I enjoy ARDF – where you have to find a hidden transmitter (the fox). It's a sort of radio orienteering when there are several hidden transmitters. There are prizes too!

I'm working for a Worked All Britain Certificate.

I'm also collecting call signs for a Summits on the Air Award – SOTA.

http://www.nationalradiocentre.co.uk/ardf/

https://www.youtube.com/watch?v=z3XeXt7F-U

I want to be an astronaut like Helen Sharman, Britain's first astronaut. Helen used the Amateur Radio call sign GB1MIR whilst in space. I would also like to contact the International Space Station – it has an Amateur Radio Station on it.

There’s an amateur radio on the International Space Station?

Yes! Radio Amateurs talk to the International Space Station regularly – we also have lots of satellites in orbit.

Wow! That's cool!

There are always lots of other contests, competitions, and activities to take part in. Many amateurs collect contacts for Islands on the Air - IOTA. Every year radio stations are set up in Mills all over the country for Mills on the Air weekend. Many amateurs with similar interests meet up regularly on the same frequency – called NETS. One of the most regular and biggest UK nets is the Barometric Net on 80m. There are also geographic nets such as the Euro Net.
1  Jamboree on the Air is …
   A [ ] only for scouts and guides in the UK
   B [ ] only for guides not scouts
   C [ ] held in October every year
   D [ ] only held once every two years

2  Which of the items listed below is NOT a type of Amateur licence?
   A [ ] Intermediate
   B [ ] Beginner
   C [ ] Foundation
   D [ ] Full

3  VHF stands for …
   A [ ] Vertical Horizontal Frontage
   B [ ] Very Happy Families
   C [ ] Very High Frequency
   D [ ] Ultra High Frequency

4  The Ionosphere is …
   A [ ] A large iron ball near Swanage.
   B [ ] The latest type of ironing board
   C [ ] The name given to the bending of radio waves in the sky
   D [ ] A conductive ring of gas above the earth

5  The highest frequency refracted back to earth at a particular time is known as …
   A [ ] MUF
   B [ ] MFU
   C [ ] FMU
   D [ ] UFM

6  Receiver antennas are usually carried by hand when …
   A [ ] high power transmissions are required
   B [ ] they have blown down in a gale
   C [ ] they are being used in an orienteering event such as ARDF (Amateur Radio Direction Finding)
   D [ ] CW (Carrier Wave) - Morse Code is being used

7  Radio signals refracted back to earth are called …
   A [ ] Line of sight waves
   B [ ] Ground waves
   C [ ] Standing waves
   D [ ] Sky waves

Answers are on the bottom of page 15.

Hey, I thought you weren’t a Radio Ham.

Each of those tents contains a radio station. Each station is working a different BAND.

“CQ Field day, CQ Field Day, from Golf 4 India Charlie Mike”

“Golf 4 India Charlie Mike calling CQ and standing by for any call”

Some people have a lot of fun with their call signs. My friend’s call sign is M5TFC. We call him Mike 5 The Funky Chicken.

But for official identification we all use a standard internationally agreed Phonetic Alphabet.

The Official International Phonetic Alphabet

<table>
<thead>
<tr>
<th>A</th>
<th>Alpha</th>
<th>B</th>
<th>Bravo</th>
<th>C</th>
<th>Charlie</th>
<th>D</th>
<th>Delta</th>
<th>E</th>
<th>Echo</th>
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<tr>
<td>F</td>
<td>Foxtrot</td>
<td>G</td>
<td>Golf</td>
<td>H</td>
<td>Hotel</td>
<td>I</td>
<td>India</td>
<td>J</td>
<td>Juliet</td>
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<td>K</td>
<td>Kilo</td>
<td>L</td>
<td>Lima</td>
<td>M</td>
<td>Mike</td>
<td>N</td>
<td>November</td>
<td>O</td>
<td>Oscar</td>
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<td>P</td>
<td>Papa</td>
<td>Q</td>
<td>Québec</td>
<td>R</td>
<td>Romeo</td>
<td>S</td>
<td>Sierra</td>
<td>T</td>
<td>Tango</td>
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<td>U</td>
<td>Uniform</td>
<td>V</td>
<td>Victor</td>
<td>W</td>
<td>Whiskey</td>
<td>X</td>
<td>X-Ray</td>
<td>Y</td>
<td>Yankee</td>
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<td>Z</td>
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</table>
Originally developed to speed up Morse Code contacts, Radio Amateurs use Q codes to help, particularly when conditions are bad, or if they don’t both speak the same language. QSO is a contact - QSL contact confirmed – QRM interference to signal – QRZ who is calling. CQ is sent when you want anyone to reply to you rather than a particular station – it means seeking you. Signal reports are given as 1 to 5 for readability (5 best) and 1 to 9 for signal strength. (9 best). The number 256 means M3UAY was W1AW’s 256th contact during this contest.

We hold contests to see how far and how often we can make a QSO – that’s a two way contact. But mainly we just enjoy chatting and making new friends over the air.

Often we exchange QSL cards by mail or by the Internet to acknowledge the contact.

Matty is working to get as many contacts as possible and Sharon is entering call signs into a computer for future verification. Contests can get very intense. Some people don’t like the way they can take the whole band over for several hours.

You soon get to know what to expect and listen carefully and put all the bits together.

Whisky 1 station go ahead please.

That doesn’t sound like anything to me...

You soon get to know what to expect and listen carefully and put all the bits together.

… … Mike 3 Uniform Alpha Yankee this is… skee 1 Alpha Whisky over.

W1AW go ahead

Mike 3 Uniform Alpha Yankee 5 and 9, 256 QSL?

Is that a radio they’re using? It doesn’t look like any radio I’ve ever seen.

That’s a radio all right. We call it a BASE STATION transceiver - which stands for transmitter and receiver. Amateur Radio is a fun hobby but you don’t need to have an expensive rig with lots of features like that one to still have a great time talking to some other Radio Amateur in a country 6000 miles away with nothing but air between the two of you.

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How did Matty make the signal so clear at the end? It was terrible at the start.

There are a number of reasons why the call could have suddenly come in so strong: the other station might have increased their power; a change in the atmosphere could have improved propagation; Matty could have adjusted the receiver controls – in particular the **DSP**…

… they shape the incoming radio signal to get rid of any interference and focus on the signal you want to listen to.

Roger Whisky 1 Alpha Whisky you are 5 and 9 - 1036 in Wallasey – good luck in the contest.

**DSP - DIGITAL SIGNAL PROCESSING**

Today all this filtering and processing can be carried out by a home computer running the correct program. This is called **Software Defined Radio - SDR**. A radio receiver has several main stages. The Tuning and Radio Frequency (RF) stage which tunes in the wanted signal from the antenna and amplifies it. The Intermediate Frequency (IF) stage that provides more amplification and filtering out of unwanted signals. The detector which recovers (demodulates) the original audio signal. The Audio Amplifier which amplifies the audio signal.
DSP has improved amateur radio performance in recent years. It makes it much easier to isolate the signal you want to listen to and eliminate QRM (interference).

More than you might think. A good hailstorm will bounce and scatter radio signals. Even rain clouds can affect signals.

Micro-chips are now so powerful they can replace many processing parts of a radio. Software upgrades can later be downloaded.

Bill, what was the other way you said could help us hear signals more clearly – changes in the atmosphere.

It could have been favourable atmospheric conditions.

What does the atmosphere have to do with radio signals?

But the biggest way the atmosphere affects radio signals isn’t by weather but by the different properties of the ionised layers in the sky.

There are several different layers in the ionosphere 70 to 400 km high. Radio signals usually travel in straight lines. Very High Frequency (VHF) signals usually travel directly into space but lower frequencies can be bent back to earth by the ionosphere. There is also a ground wave close to the earth’s surface.

More unusual forms of propagation include scatter from meteor showers, and bouncing signals off the moon. Very high gain antennas are usually needed to reliably pick up the weak return signals.
1. The correct phonetic spelling of the word Juliet is
   A [ ] juliet uncle lama india echo tango
   B [ ] juliet uniform lima index echo tango
   C [ ] juliet uniform lima india echo tango
   D [ ] juno uniform lima india echo tango

2. The Q code indication you are suffering interference is
   A [ ] QRM
   B [ ] QRL
   C [ ] QST
   D [ ] QSO

3. A CQ call means that you want
   A [ ] only one particular station to reply to you
   B [ ] only want stations with C and Q in their call sign to reply
   C [ ] are seeking a reply from any station
   D [ ] only want a reply in Morse Code

4. The part of a radio that shapes the incoming signal to get rid of any interference is the
   A [ ] Tuner
   B [ ] DSP
   C [ ] DIP switch
   D [ ] Loud Speaker

5. The process by which Radio Waves are bent in the ionosphere is called
   A [ ] Bouncing
   B [ ] Reflection
   C [ ] Refraction
   D [ ] Skipping

6. Radio Waves usually travel
   A [ ] in straight lines
   B [ ] only upwards
   C [ ] only sideways
   D [ ] at the speed of sound

7. VHF and UHF frequencies
   A [ ] are best for direct communications with the other side of the world
   B [ ] are always bent back by the ionosphere
   C [ ] are the only frequencies that can be used by Foundation Licence holders
   D [ ] usually pass through the ionosphere into space

Answers are on the bottom of page 20.

QUIZ 2 ANSWERS: 1, C, 2, B, 3, C, 4, D, 5 A, 6, C, 7 D
You can tell where a station is located from its call sign. Every country has its own call sign codes. All UK call signs begin with a G, an M, or a 2.

Sounds complicated but you soon get used to it. Call signs starting with M3 or M6 are Foundation Level licences. Those starting with a 2 are Intermediate licences. All others are now Full licences. The format is Prefix – Regional Secondary Locator when required – Number – Suffix.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Suffix (two or three letters)</th>
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<tbody>
<tr>
<td>G</td>
<td>0</td>
<td>AA to ZZ</td>
</tr>
<tr>
<td>G</td>
<td>E</td>
<td>AAA</td>
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<tr>
<td>G</td>
<td>M</td>
<td>(QAA to QZZ not issued)</td>
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<td>M</td>
<td>2</td>
<td>to</td>
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<td>M</td>
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<td>M</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>M</td>
<td>7</td>
<td>ZZZ</td>
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</table>

Regional Secondary Locators when required
(also known as Regional Identifiers)

So G3ABC would be an English station Full licence. M6ABC an English Foundation licence. 2E0ABC an English Intermediate licence. MM0ABC and GM0ABC would both be Scottish Full licences.

When operating: at an Alternative postal address /A can be added to the end of the call sign; at a temporary location /P; when mobile (foot, car or bike) /M; Full licensees are allowed Maritime Mobile /MM.


**Just for interest - Historic Call Sign Series:**
Between 1920 and 1939 licences were issued in the G2 to G6, and G8 two letter suffix, and the G2 three letter suffix, series. i.e. G2AA to G6ZZ, and G8AA to G8ZZ, and G2AAA to G2ZZZ. G3AAA to G3PZZ were issued between 1946 and 1962; G3RAA to G3ZZZ between 1962 and 1971; G4AAA to G4ZZZ between 1971 and 1985; the G0 series 1985 to 1996; and the M0 series from1996 onwards; G8AAA to G8ZZZ between 1964 and 1981; G6AAA to G6ZZZ (former fast scan TV licences) were re-issued from 1981 to 1983 as normal licenses; G1AAA to G1ZZZ from 1982 to 1988; G7AAA to G7ZZZ 1988 to 1996. M1AAA to M1ZZZ from 1996 to 2003; M5AAA to M5ZZZ (5 wpm Morse pass) from 1999 to 2003. 2E0AAA to 2E0ZZZ from 1991 onwards. 2E1AAA to 2E1ZZZ from 1991 to 2003. M3AAA from 2002 onwards. M6AAA from 2008 onwards. Repeaters and Special Event Stations are licences with the prefix GB. Suffixes QAA to QZZ are not issued in any series.
Hi I heard you discussing call signs – mine starts with **A5**. I’m Yeshey **A51AA**.

Can you identify where I come from by my call sign?

Bill, **M5JKL**. Nice to meet you Yeshey.

I am from **Bhutan**. On the border of India and China. The Himalayan mountains run through my country.

I’ll take over from you for a bit Rick while you have a break.

380 contacts in 4 hours. Not bad, not bad. I could use a fresh mug of tea.

Bill, M5JKL Nice to meet you Yeshey.

Can you identify where I come from by my call sign?

Bill, M5JKL Nice to meet you Yeshey.

I am from Bhutan. On the border of India and China. The Himalayan mountains run through my country.

I’ll take over from you for a bit Rick while you have a break.

380 contacts in 4 hours. Not bad, not bad. I could use a fresh mug of tea.

Hey Yeshey, you’re next up.

It’s my turn to put in a stint on the 40m contest station. Bye for now.

I’ll catch up with you guys later. It was nice meeting you Alex.

Rick, would you like me to get you a mug of tea? I have to meet my Dad at 1300 hours in the car park for lunch anyway.

I’ll catch up with you guys later. It was nice meeting you Alex.

Rick, would you like me to get you a mug of tea? I have to meet my Dad at 1300 hours in the car park for lunch anyway.

No thanks Mady. I’m going to head over that way myself. Want to come along?

It’s my turn to put in a stint on the 40m contest station. Bye for now.

I’ll catch up with you guys later. It was nice meeting you Alex.

Rick, would you like me to get you a mug of tea? I have to meet my Dad at 1300 hours in the car park for lunch anyway.

No thanks Mady. I’m going to head over that way myself. Want to come along?

OK. You coming Alex?

Sure.


Look up who call signs belong to at [http://www.QRZ.com](http://www.QRZ.com)
What a fantastic day!

Guess what it is I like the most about Amateur Radio?

Talking to astronauts?

Constructing electronics projects?

No - What I like the most about being a Radio Amateur is making friends with people from all over the world!

You met Yeshey from Bhutan. He is a good friend of mine who I met through Amateur Radio. I also have a friend from Japan, his name is Hiroshi, and I have another friend from Peru. Her name is Maria.

What's that sound?

That's CW. Morse Code.

That's neat! I always wanted to try Japanese food, and I want to find out about the latest Japanese apps and games!

Morse Code is a data language. Patterns of dots and dashes replace the letters of the alphabet.

A is di dah, K is dah di dah. If a dot is at the end of a letter read it as dit so R is di dah dit.

Do I have to master Morse Code to get a licence?

Not any more – but you do get a chance to decode and send messages using a code sheet at your own speed as part of the practical assessment.

Get into the habit of reading the Morse dots as di (pronounced as in dip) and the dashes as dah, and keep a steady rhythm in your mind.

Listen to the CW Tutor at: http://www.alecwood.me.uk/MORSE.mp3
QUIZ ANSWERS:

If you connect a computer to your rig there are programs like Fldigi that can generate and read Morse, as well as more recent data formats like PSK31 that will work even with very weak signals. Another data mode that has been around a very long time and is still heard on the bands is RTTY.

EchoLink is also connected to some UK repeaters so you can use EchoLink through them.

You don’t even have to have your own rig. Once you have a licence you can use Amateur Radio VOIP like EchoLink.

VOIP stands for Voice over Internet Protocol.

**EchoLink** is a well established system and is free to join. You email them a copy of your licence, download the free software and in no time at all you can be talking to Radio Amateurs all over the world. This is like Skype but there are transmitters connected to echolink so you can be sat at your computer talking through a transmitter to someone on their home radio, mobile, or portable, on the other side of the world.

More recent systems are available that combine Amateur Radio and the internet. **D-STAR** (Digital Smart Technology for Amateur Radio) is an exciting new form of Amateur Radio that compliments other parts of the hobby. It utilises digital communication and the Internet, with optional GPS. As well as direct radio to radio contacts, it allows communications worldwide through special D-STAR repeaters.

**Amateur Television** has been around for a long time and is easier than ever now using free computer programs to generate, decode, and display the signals. The simplest is **Slow Scan TV** which sends still TV pictures a bit like a fax machine.

**EXPERIMENTING**

Designing a computer interface or complete radio, building from kits, experimenting with Raspberry Pi, are very satisfying and rewarding aspects of the hobby. You can also keep costs down.

Software Defined Radio allows cutting edge development and experimental work without all the problems of continually modifying and re-building hardware.

That's right ... there’s even an echolink app to use smartphones like walkie-talkies to transmit worldwide via echolink. Another interesting system is **APRS**. It uses GPS technology to transmit your location, speed, and direction.

This information can then be displayed on Google Earth including Street View.

You can buy rigs with APRS built in or use a Terminal Node Controller (TNC) between your PC and an inexpensive transceiver. The TNC converts the output from your PC into small data “packets” and sends them as audio to your transceiver. On receive, the reverse happens. **APRS** stands for Automatic Packet Reporting System - it’s not just automatic position reporting. (See [www.aprs.fi](http://www.aprs.fi))
QUIZ 3 ANSWERS: 1, C, 2, A, 3, C, 4, B, 5, C, 6, A, 7, D
... Alex and Mady were chatting with Rick at his Amateur Radio Club’s National Field Day weekend ... when they heard some fast Morse Code being sent...

Barbara Dunne licenced as G6YL in 1927 was the first UK, and European, female Radio Amateur.

Wow, whoever that guy is his CW is FAST.

That sounds like someone who knows what they are doing. Probably about 35 words per minute. Let’s go and see who it is.

WOW, your Dad is really good!

Cool – can we talk to Australia? And astronauts on the International Space Station, and Moonbounce, and D-STAR, and VOIP? And to Mady on the local repeater?

How did you...

...I’ve had an Amateur Radio Licence since I was your age, but I haven’t been active in the hobby since we moved here. It’s no accident we came out this way today...

...I was hoping you and I could get involved with Amateur Radio – me for the second time, you for the first.

It has always been the custom to refer to female Radio Hams as YLs (Young Ladies). When she became the second female Radio Amateur Nell Corry took the call sign G2YL. BYLARA is the British Young Ladies Amateur Radio Association and has the Club call sign M0BYL. There is a quarterly Newsletter and the BYLARA AWARD is available for working BYLARA members and other YLs. Information can be found at http://bylara.org.uk/
To begin transmitting on amateur radio you need to pass a simple multiple-choice test called the Foundation exam. The Foundation licence is your gateway to amateur radio. Studying for the exam that leads to the licence provides you with an exciting introduction to the hobby while requiring an acceptable minimum level of skill and experience. Your Foundation licence is recognized by the UK communications regulator Ofcom, and entitles you to take a unique identifier (call sign) which will be used to identify you when you are transmitting.
We’ll get the RSGB *Foundation Licence NOW* Study Guide and we can go through everything together.

You can practice and do the practical assessment at our School Radio Club

That would be great.

Why get up so early on a SATURDAY?

Surely you’ve not forgotten we’re going to the National Hamfest today with a group from the Radio Club.

We need some coax and some other bits and pieces, and it’s time to start looking for a base station for the shack and a radio for you. There are often some special show offers and second-hand bargains.

Let’s go. If we can get one at a good price I think I have saved enough now for a radio like Mady’s.

Alex read through the Study guide *Foundation Licence Now* with his dad explaining the bits that he didn’t immediately understand. Along with this - and practical experience, and a bit more help, gained at the Radio Club he had recently joined - Alex quickly knew enough to demonstrate he was safe using Amateur Radio Equipment and that he understood the correct operating procedures. The Club Tutor awarded Alex his official RCF Practical Assessment Record of Achievement. This meant that Alex was legally able to operate the club’s Full licence station under supervision. It also meant he could now take the examination for his own Foundation Licence. Alex took the test at the local Radio Club and like many people passed first time.

The National Hamfest is an annual event run by Lincoln Short Wave Club with the support and assistance of the Radio Society of Great Britain (RSGB). It takes place over two days at the beginning of October / end of September each year and is held at Newark and Nottingham Showground, Newark, NG24 2NY. All the major retailers have stands as well as lots of smaller traders, clubs, and organizations. Admission tickets are cheaper if ordered in advance on the Internet. More details at [www.nationalhamfest.org.uk](http://www.nationalhamfest.org.uk)
Alex and his dad didn’t find the base station they wanted but they did pick up lots of useful bits and pieces, including one of the latest dual band handhelds for Alex at under £40, and an SWR meter for checking and tuning antennas. They also met several people that they had talked to on the radio but never met in person before. Alex’s dad visited the RAYNET stand to find out more about it, and he joined RAOTA. (The Radio Amateurs Old Timers Association) - you don’t have to be old to join - just to have been involved in Amateur Radio in one form or another for at least 20 years!

THE END of the story so far.

Although they didn’t find the base station they wanted at the National Hamfest there are plenty of other local Rallies held in different parts of the UK throughout the year. Bargains can also often be found on the Internet on sites such as ebay, JUNKSALE, Radioworld, Radioclassifieds, JBT, and many others.

Alex is still a student so he was able to get free membership of the RSGB once he had got his Licence. He found the society’s monthly magazine very useful for finding out more about the hobby, what was on where and when, and reading reviews of equipment.

Impartial reviews of Amateur Radio equipment can also be found at [http://www.eham.net](http://www.eham.net)

**QUIS 4 ANSWERS:** 1, D, 2, A, 3, B, 4, C, 5A, 6, B, 7B
1. The transmission of music is unacceptable in amateur radio.

2. Electrical current is a measure of how much electricity is flowing. It is measured in Amps.

3. Potential Difference is measured in volts. An AA battery has a potential difference between its connectors of 1.5 volts and is safe to handle although its connectors must not be shorted out. The mains is 230 volts and can kill a person.

4. Band Plans are voluntary but the frequencies allocated to each amateur band are legally binding and you are only licensed to transmit on the frequencies which are shown in the Licence Schedule.

5. A simple transmitter consists of a microphone and Audio Stage (picks up and amplifies your voice), a Radio Frequency (RF) Generator (oscillator), a Modulator (the process of superimposing your voice signal on the oscillator signal is called modulation), an RF Power Amplifier, and an Antenna.


7. Foundation licence holders can construct equipment using commercially available kits. Intermediate and Full licence holders can design and build their own.

8. During transmissions the station must be clearly identifiable at all times. Unless specific requirements relating to band/mode apply then callsigns should be transmitted as frequently as is practicable.

9. A Dipole is a type of antenna. It consists of two elements, often lengths of wire at HF, with a connection in the middle to the radio.

10. VHF and UHF frequencies are used for line of sight communications.

11. Broadcasting, sending messages for general reception, is not permitted.

12. The Standard Phonetic Alphabet is not compulsory but it avoids confusion when talking to radio amateurs from other countries that do not speak the same language.

13. Transmitters can cause interference to your own, and neighbours, televisions and some other electrical/electronic appliances. EMC, Electromagnetic Compatibility, is the avoidance of such interference and has to be studied for the licence exam.

14. The Tuning and Radio Frequency stages of a receiver tune in (select) the wanted signal and amplify it.

15. The ionosphere has a greater bending effect on the lower radio frequencies than on the higher radio frequencies which are often not bent sufficiently to return to earth at all.

16. With VHF and UHF signals the best way to increase the range is to put the antenna as high as possible.

17. Where a UK call sign has a two character prefix the second character is a letter known as the Regional Secondary Locator.

18. The Morse character for the letter E is a single dot.

19. Software Defined Radio allows you to change the design and performance of different parts of the radio without changing the hardware (components).

20. Once you have been issued with an Official Record of Achievement you can legally operate an Amateur Transmitter under supervision.

21. The use of offensive or threatening language whilst on the air is unacceptable in amateur radio. If it is heard it is best ignored. Best practice is to let them be and tune to a different frequency. Responding can give the offender a feeling of power and can even encourage them to step up their efforts to annoy you and others!

22. OFCOM stands for Office of Communications - it is the regulator authority for the UK communications industries.

23. In the early days many Radio Amateurs set their station up in a shed or “shack” in the garden away from the house. We still refer to the room with our amateur radio station in it as our “shack” even if it is in the house.

ANSWERS ARE ON THE BOTTOM OF PAGE 28
BECOME AN INSTANT SHORTWAVE LISTENER (SWL)

FREE ACCESS TO RADIO RECEIVERS WORLDWIDE VIA YOUR COMPUTER

The link below is to state of the art software controlled receivers connected to the internet. You can use your home computer, laptop, or tablet to listen to and control these short-wave receivers and tune into the Amateur Radio Bands – many now also have mobile phone versions. Several users can listen to different frequencies at the same time – you choose the frequency and mode you want. You don't need a licence to use these receivers.

These receivers are experimental so may not be available every day 24/7. No changes are made to your computer settings and no software is downloaded or installed.

Firefox, Chrome, or other browsers that support HTML5, usually work first time without any problems. Most Windows XP and above Computers work without any problems. If you are using Windows Explorer then before listening to them you may need to add the Portals to Java’s Exception Site List – follow the onscreen help. If you don’t hear anything make sure you have selected HTML5 or Java as appropriate. If using Java make sure it is enabled in your browser’s settings, and is an up to date version. Details are given later for doing this.

An up to date list of Portals can always be found at http://www.websdr.org/

To try out these receivers copy one of the URLs from the list there and type or paste it in to your web browser….

eg. http://websdr.ewi.utwente.nl:8901/ .... and then press ENTER.

If using Java you might be asked “Do you want to run this application?” and you might have to click [RUN] two, or even three, times – it isn’t obvious because the window doesn’t change but this is once for each applet used. You should start to hear radio noise. (Make sure your volume is turned up).

Scroll down the screen, reading as you go, until you get to a box labelled “Your name or callsign:”
Type a user name followed by SWL in this box (SWL stands for Short Wave Listener). e.g. “David SWL”. Then keep scrolling down past the moving waterfall displays until you reach the Frequency, Bandwidth, Waterfall settings, and S Meter and MUTE button.

Click on a band you want to listen to. You can then either use the UP/DOWN buttons to change frequency, or type in a frequency, or scroll up to the Spectrum display for your chosen band and use the mouse to slide the yellow indicator about in the band. Don’t alter the width of the yellow indicator too much because this narrows the receiver bandwidth and you will then not hear wide SSB signals, only Morse and other data signals.

The receivers you are connected to only have a few electronic components and are very small. Look at the photograph of one above. Many amateurs have a lot of fun using these websites to hear their own signals and check on propagation conditions into different parts of the world. Sometimes when there is a lot of local electrical interference amateurs use them alongside their own local transceiver.

You might like to keep a log of the call signs that you hear and look up the prefix for the country they are from in the list on the next page, and see who they belong to at http://www.QRZ.com

If you are using Java and having problems getting the receiver to work then try getting the latest Java Update online at: http://www.java.com/en/download/manual.jsp

To enable Java once updated/installed on Internet Explorer 4.x and Up then:-

- Click “Tools” --> “Internet Options”
- Select the Advanced Tab, and scroll down to “Java (Sun)”
- Check the box next to the Java version
- Next, select the Security Tab, and select the “Custom Level” button
- Scroll down to “Scripting of Java applets”
- Make sure the “Enable” button is checked.
- Click OK to save your preference.

You will find more help here: http://www.java.com/en/download/help/enable_browser.xml
International call sign prefixes

Example: M6ABC prefix is M and MAA to MZZ is United Kingdom
DJ2RD prefix is DJ and DAA to DRZ is Germany

# To know what frequencies to listen on visit the page address below. When using Single Sideband - USB is usually used on 60m, and on 20m and above. LSB is usually used on the other bands. http://rsgb.org/main/operating/band-plans/
Further Reading

Internet

If you are interested in taking up this fascinating hobby you can find lots of information on the RSGB pages “What is Amateur Radio?” at http://rsgb.org/main/get-started-in-amateur-radio/what-is-amateur-radio/

Books

If you are thinking of studying for a transmitting licence then you might like the study guide:

Foundation Licence - Now!

By Alan Betts, G0HIQ

If you want to obtain an Amateur Radio Foundation Licence this book is for you. This is the latest edition of the Radio Society of Great Britain (RSGB) book that contains all that is required to obtain a Foundation licence. Even if you just want to know about Amateur Radio this book provides insight into the technical basics, receivers, transmitters and antennas. How and where to operate with your new licence are covered along with safety considerations and electromagnetic compatibility. Written in an easy to use and understand style this is the ideal book for young and old alike.
RSGB, paperback, 297 by 210mm, 36 pages, ISBN: 9781-8723-0980-4

Non Member's Price £4.99
Reductions for RSGB Member’s

Study Guides are also available for the Intermediate and Full licences.

All available direct from the RSGB or good bookshops.
Getting started in Amateur Radio

The Foundation Licence

The Foundation licence is your gateway to amateur radio. The course and exam that leads to the licence provides you with an exciting introduction to the hobby while requiring an acceptable minimum level of skill and experience. Your Foundation licence is recognised by the UK communications regulator Ofcom, and entitles you to take a unique identifier called a callsign which will be used to identify you when you are transmitting.

The Foundation Course

The Foundation courses take place locally in a friendly and informal environment and are conducted by experienced radio amateurs, usually at a local radio club. Most of the training is practical, there is a small amount of radio and electronics theory but only enough for you to appreciate things like using the correct fuses in your equipment and how to build an antenna to get the most out of your radio station. Your course will take 10 to 12 hours to complete, and can be spread out over a few weeks or weekends. You can find more details of the Foundation Level Course at: http://rsgb.org/main/clubs-training/for-students/foundation/ and of local clubs via the link on the back cover of this booklet.

The Foundation Exam

Don’t be put off by the thought of having to do an exam. The Foundation exam is very straightforward and consists of 26 multiple choice questions which you have 55 minutes to answer. Some of the Quiz questions in this book are taken from actual exams. Your exam paper is checked by the invigilator straight after the exam so there is no long wait to know whether you have passed or not. For the Foundation licence course exam there is a fee of £27.50.

What happens after the Foundation Exam?

If you have passed the Foundation exam you will receive a certificate and your candidate number in the post from the RSGB Examinations Department. The next step is to log on to the Ofcom licensing system to apply for your licence. If you apply for your Foundation licence on the Ofcom website, your licence is free of charge. Details at: http://licensing.ofcom.org.uk/radiocommunication-licences/amateur-radio/

Once you have your Foundation licence and have chosen a callsign, you are ready to make your first transmission on the amateur radio bands; an exciting moment. You are now free to operate on the amateur bands, without supervision, up to a power of 10 watts. This does not sound like very much power, but once you have acquired experience operating your radio you will find it is enough to communicate anywhere in the world.

To find out more call the RSGB on 01234 832 700 and choose option 5 for Amateur Radio Enquiries. Our advisors will be pleased to answer any question you may have about obtaining a Foundation licence.

The RSGB wishes you the best of luck on your journey to becoming a licensed radio amateur.
The Radio Amateurs’ Emergency Network

RAYNET, The Radio Amateurs’ Emergency Network is the UK’s national voluntary communications service provided for the community by licensed radio amateurs.

RAYNET was formed in 1953 following the severe East coast flooding, to provide a way of organising the valuable resource that Amateur Radio is able to provide to the community.

Since then, it has grown into a very active organisation with around 2000 members, providing communication assistance on many hundreds of events each year.

The primary aim of the organisation is to provide communications in times of emergency and disaster. The list of ‘User Services’ (i.e. people who we are allowed under the terms of the Amateur transmitting licence to pass messages on behalf of) who may call on our help include:

- Any UK Police force, Fire & Rescue service or Ambulance trust.
- HM Coastguard
- Local Authority Emergency Planning Officers
- Any health authority
- Any government department
- British Red Cross
- St John Ambulance
- St Andrew’s Ambulance Association
- WRVS
- Salvation Army
- Any ‘Public Utility’. This can include BT, Gas and Water suppliers etc.

As well as planned events, RAYNET is available to the user services on short notice callout, with teams mobilised typically within one hour. In many cases the use of RAYNET is written into the user services' major incident plans, so that they may alert the organisation at an early stage.

To ensure that our approach to an incident is professional and that the members have a good idea what is expected of them, the organisation is involved with may hundreds of community events such as sponsored walks, marathons etc. which, as well as providing help for the User Services (most often St. John Ambulance and Red Cross), provide a valuable training ground for our members.

During the summer months, many groups are out on events nearly every weekend. During the winter, there are regular training evenings to introduce, discuss and learn new skills.

One of the rewards members of the organisation get is a strong sense of providing worthwhile service to the community in return for the privilege of the transmitting licence, as RAYNET is the only really public face of Amateur radio.

If you would like to find out more about RAYNET, including how to find and join a group near you please visit the RAYNET website at: http://www.raynet-uk.net/main/

or, if you have a smartphone scan the QR code on the left.
Activities to watch out for

If you are out and about in June, July, and September you might come across National Field Day activities. The first weekend in June is a CW (Morse Code) event. A SSB (voice) Field Day is held during the first weekend in September, and a VHF Field Day in July. On the third full weekend of October you might come across scouts and guides taking part in the annual Jamboree-on-the-Air.

Around the second week in May every year you will find Amateur Radio stations set up in wind and water mills around the country for National Mills Weekend. Every August Amateur Radio Stations are set up in lighthouses around the world for International Lighthouse/Lightship Weekend.

There are also special event stations set up at lots of other venues throughout the year and at the National Radio Centre, Bletchley Park (check NRC opening days and times as these are not the same as Bletchley Park itself). If you come across any of these be sure to take a look and ask about the hobby. You need to have a licence to operate the equipment but at some special event stations it is possible for visitors to get on the mic and talk to amateurs around the world.

or to find your local club go to: [http://rsbg.org/main/clubs-training/find-a-club/](http://rsbg.org/main/clubs-training/find-a-club/) and enter your postcode.
I just googled YOTA UK and found out about “Youngsters on the Air”. https://twitter.com/YOTA_UK

Also found the International website at http://www.ham-yota.eu/

A British astronaut Tim Peake was on the International Space Station during the first half of 2016. Tim used the special call sign GB1SS to contact Radio Amateurs all round the world as well as undertaking a special programme of amateur radio contacts with a number of schools across the UK.

http://rsgb.org/main/blog/front-page-news/2014/10/24/gb1ss-uk-astronauts/
ICOM have supported the production of this booklet

ICOM, Inc., founded by Tokuzo Inoue, JA3FA, is a worldwide leading manufacturer of Amateur and other radio equipment. Headquartered in Osaka, Japan, ICOM entered the radio business 50 years ago, creating some of the first transistorised amateur radio transceivers. Today, ICOM is proud to continue its advancement of the hobby by offering a wide range of amateur radios – from cutting-edge, digital technology base transceivers, to innovative handheld radios. ICOM is always working to improve its products by employing the latest technology, listening to customer suggestions, and drawing from experience in the radio industry.

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I nearly forgot – there’s a really cool couple of short videos introducing Amateur Radio at: https://youtu.be/8x6x_6mDVlQ and http://youtu.be/ieM0nY1mokE
I think you will like them.
What is amateur radio?
Amateur Radio interests people of all ages, particularly those who are curious about “how things work”. This exciting hobby provides a unique opportunity to use our own designated radio frequencies for non-commercial transmission of messages, experimentation, self-training, and emergency communications – as well as just for fun.

Activities like Radio Direction Finding (similar to orienteering but with a high-tech “spin”), Field Days, Summits on the Air, and IOTA (Islands On The Air), allow the rest of our family and friends to enjoy our amateur radio activities as well!

Amateur Radio is the original high technology “social network”. On air you will meet royalty, celebrities, public figures, those at work or unemployed; and all ages from youngsters to old timers. Using call signs as identifiers, there is no status on the air, and you talk, equal to equal, to everyone you contact.

Radio amateurs enjoy their hobby in a number of ways:
• Simply having fun contacting people by radio all over the world, as well as just round the corner - which often leads to developing lasting local and international friendships.
• Taking part in local, national, and international competitions to test how effective their equipment is, and how good they are as an operator.
• Technical experimentation including building their own equipment from kits or from their own designs - many of the advances in radio technology have been developed, and used first, by radio amateurs.
• Communicating through amateur space satellites, with the International Space Station, by moonbounce, and the latest integrated internet, digital, and GPS technologies.
• Providing communications at times of emergencies, and keeping in practice by undertaking exercises and providing communications at local and national community events such as marathons and sponsored walks and bike rides.

There is no better way to explore the fascinating “state of the art” world of voice, television, and data communications involving: radio, computers, GPS, internet and satellites, than by becoming a radio amateur. Getting started need not cost the earth there is plenty of inexpensive and second hand equipment available on the internet and at local Rallies.

Whatever your interest in radio communications, you will find others sharing that interest - from “geeky” experimenters to those just interested in chatting on the airwaves.

LATEST AMATEUR RADIO RIGS FROM ICOM
For details of all the latest Rigs from ICOM go to:
http://www.icomuk.co.uk/Amateur_Radio_Ham

AMATEUR RADIO SMARTPHONE APPS: (search for them on Play Store etc.)
QrzDROID – look up callsigns to see who people are and where their QTH is.
Repeater UK – find the nearest repeater to listen through / transmit through.
APRSdroid – plot your location and see other Amateurs on APRS.fi map.
EchoLink – talk to amateurs worldwide relayed through repeaters or direct.
Morse Decoder – auto-read Morse Code – some free apps and some at low cost.

This booklet presented by:

To find out more about local clubs go to: http://rsgb.org/main/clubs-training/find-a-club/

An e-Portal® Project
your interactive gateway to beyond…

Download this booklet in pdf format for reading with the free Adobe Reader
http://arbooklet.wordpress.com

V4.55
Please feel free to print a copy of this booklet for your own personal use if you so wish

INSTRUCTIONS ON HOW TO PRINT AN A5 SIZE BOOKLET USING ONLY 10 SHEETS OF A4 PAPER ARE ON THE LAST PAGE
INSTRUCTIONS FOR PRINTING AN A5 SIZE BOOKLET

From within Adobe Reader select PRINT – Booklet - Both sides – Sheets 1 to 10 – Binding Left – Portrait and then Print this booklet on to A4 paper.

Remove this sheet of paper (with the front cover and these instructions on it) from the rest of the 9 sheets.

Trim this part off the sheet with a sharp knife or scissors along the dotted line leaving a strip to wrap around the booklet when the front cover is later glued in place (see the bottom of this page).

Carefully mark the centre of the top sheet of the remaining sheets and cut them in half using a sharp knife and a ruler.

Place the pile containing pages 1 to 18 on top of the pile containing pages 19 to back cover (with pages 18 and 19 facing each other). Remove the unwanted back sheet. Square the pages up and staple them close to the centre edge with two staples as below.

Run a glue stick along the front stapled edge (shaded in pink above) and place the front cover carefully in place. Turn the booklet over and paste along the inside of the front cover flap before folding it carefully over and sticking it to the back cover concealing the staples.

If you don’t have a glue stick then trim the front cover and include in pile before stapling.