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# LEARNING TO LOVE YOUR AMSTRAD

WORD  
PROCESSING  
ON THE  
AMSTRAD  
PCW 9512

DAPHNE MACARA



# **LEARNING TO LOVE YOUR AMSTRAD**

**WORD PROCESSING**

**ON THE**

**AMSTRAD**

**PCW 9512**

**Daphne Macara**

**Published by Pandor House Publications**

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## JARGON

**Special terms are used to describe various functions, such as:**

**BOOT-UP:** Switching on the PCW and putting you Start-of-Day disc in the drive.

**CODES:** Commands inserted in the text.

**CREATE A DOCUMENT:** Put a fresh sheet of paper in the typewriter.

**CURSOR:** The highlighted bar on Disc Management display which becomes a flashing rectangle when you are Editing. Move the cursor round the screen with the cursor arrows.

**CUT AND PASTE:** Move text from one place to another.

**DATA:** Text that you put into a document.

**DEFAULT:** The instructions that will be followed if you don't over-ride them with fresh instructions.

**DOCUMENT:** Whatever you want to create (eg. letter, invoice, report, labels) May have one or more pages. May also be called a File

**DRIVE:** (Disc Drive): The slot/s below the screen into which you insert your disc.

**EDIT:** Going back into a document to alter or add to it.

**EMPHASIS:** Printing a word in bold or italic type or underlined.

**GROUP:** Drawers in a filing cabinet. LocoScript allows you to arrange your files in eight different groups.

**HEADERS & FOOTERS:** Text and page numbers at the head or foot of every page inserted into Header and Footer zones.

**JUSTIFY:** Line up the right margin, like a newspaper column.

**KILOBYTES k:** Used or free space on disc. 0k = zero kilobytes used. One kilobyte equals 1,024 characters.

**LAYOUT:** The appearance of a document (see also Template)

**MENU:** Each time you press a function key (f1-f8) a highlighted panel will appear offering you several options. By-pass these menus in order to speed up operations.

**TEMPLATE:** The layout of a document: margins, size of type, space between lines, tab settings, justification; also text in header and footer zones, position of page numbers, lines per page.



**FINDING YOUR WAY  
AROUND LOCOSCRIPT 2**



## LEARNING TO LOVE YOUR AMSTRAD

Your PCW (Personal Computer Word Processor) is more than just a clever typewriter: it can do all sorts of things that a clever typewriter *can't* do even when operated by a very clever typist.

Packaged with your PCW 9512 are two discs: LOCOSCRIPT 2 (the word processing program) which also includes LOCOMAIL and LOCOSPELL; and CP/M PLUS the operating system which you use to *boot-up* the PCW when you want to use it as a personal computer. Also on this disc is DR.LOGO a programming language for those wishing to learn the basics of computer programming [User Instructions Part III]

**Treat your discs gently:** Three-inch floppy discs are cocooned in firm black casings which should never be tampered with; and many of the programs and blank discs that you buy will be in plastic cases for further protection.

Train yourself to keep these discs in their cases when they are not in use. Keep them away from radiators, direct sunlight and small children. They hate the cold too, so don't leave them in your car overnight. And as magnetic fields play havoc with them, don't slide them under the telephone for safe keeping.

**IF YOU ARE USING LOCOSCRIPT 2 ON A PCW 8256 OR 8512:** The arrangement of the keyboard [Page 6/7] is different (SP.CHK is missing). Templates for Your Use [Pages 11/12] are only available on the PCW 9512. Instructions on Page 48 for Preparing the printer and Inserting paper apply only to the daisy wheel printer.

**WYSIWYG** is an abbreviation loved by all those who use computers and in plain English means: WHAT YOU SEE IS WHAT YOU GET which isn't strictly accurate, because you actually get a good deal more than you can see. When you reach **Line 25** (going down the page) the top lines will start rolling up and out of sight. To see them again press **[ALT]** and **[PARA]** or **[PAGE]**

The maximum width of the ruler line that you see on screen is from **0** to **8.9** but there's a lot more space off there to the right and if you cursor along [Page 4] you can get as far as 25.5. Whatever right margin you have set you will probably find the text running off way past it if you are showing several codes on the screen.

**COMPUTER JARGON:** *Computers* and *Jargon* belong together like whisky and soda or sugar and spice. In this book jargon is kept to the minimum necessary to permit LocoScript users to communicate with one another in a common language. Where such words appear in the early pages they are printed in italics to remind readers that they can check the interpretation on the page facing this one.

**Conventions:** Because every stop and comma has a purpose in computer programming they are only used here where there is no danger of confusing them with a key that must be pressed to achieve a particular result.

## DRIVES

**DRIVE-A:** The *disc drive* into which you insert your discs is the slot bottom left of the PCW under the monitor.

**DRIVE-B:** If you have a second *drive* fitted this will occupy the space bottom right of the PCW under the monitor.

**DRIVE-M** exists only in the computer's memory, in computer jargon it is called the RAM Drive (Random Access Memory). Files created in (or copied into) Drive-M remain there, no matter how many times you change discs, until they are erased or the PCW is switched off, so it can be used for copying or moving files from one disc to another. **But everything in Drive M is lost when you switch off.**

When you take your LocoScript 2 of Start-of-Day disc out of the drive and replace it with an unused but formatted disc [Page 9] the SYSTEM documents in the first group and the files named TEMPLATE STD [page 11] will remain in Drive M. They are taking up valuable space and you can erase some of them [Page 3][Page 11]

## DISCS

The PCW 9512 uses 3-inch floppy discs on which to store your files (also known as documents). Work you have done and *saved* [Page 30] may be put into, worked on and saved in any other PCW 9512 or in Drive B of a PCW 8512.

**LOCOSCRIPT 2 DISC:** You should make a copy [Page 9] of this, the *Wordprocessor* disc, and put the original away for safe keeping.

**START-OF-DAY DISC:** This is the copy you make of the LocoScript 2 disc and which you use to *boot up* the machine when you start work each day.

**BLANK DISCS:** These are discs which must be *formatted* [Page 9] before you can work on them.

**FORMATTED DISC:** In the DRIVE A box (left of screen under the Highlighted Header) a blank disc which you have just formatted will show: 0k used (zero kilobytes used): 706 free (free ks for your use): 0 files (zero files used).

**DATA DISCS** are completely clear of the files that are on your Start-of-Day disc. You need to format a Blank disc for this purpose, so that your data (text) may be saved on disc permanently, or until such time as you want to alter or scrap it.

**CP/M PLUS DISC:** If you want to use the PCW as a computer or run commercial programs you should make a copy of *CP/M Plus* and use this disc **instead of the LocoScript 2 disc** to *boot-up* the machine.

**CHANGING DISCS:** Every time you take your Start-of-Day disc out of the *drive* and insert a *data disc* (or change one *data disc* for another) you must press **f7** You will see the names of the files on the Disc Management display change to those, if any, on the new disc.

## FIRST THINGS FIRST

**To boot-up:** Switch the PCW on by pressing the *Power* knob far left, back of the machine. Wait for the screen to light up.

**Insert your LocoScript 2** disc into Drive-A: label facing the screen. Push in firmly

A 'venetian blind' effect will move from the top of the screen to the bottom. If this does not start in a few seconds press the [SPACE BAR] (the long unnamed key at the front of the keyboard). The Locomotive Software message will appear shortly followed by *Copying A: LocoSpell DCT*.

The print head on the attached printer will shoot back and after about a minute and a half the Disc Management display will appear.

## DISC MANAGEMENT DISPLAY

This is the display you see when loading is completed. At the top of the screen the Highlighted Header [Page 13] contains details of the keys to be pressed to give specific instructions to the computer.

**BOXES A: B: M:** The three boxes under the Highlighted Header at the top of the screen contain details of the Documents (also known as Files) contained in each of the three *drives* Box A will show: 398k used 308k free 40 files (used).

**KILOBYTES:** A kilobyte (*k*) equals 1,024 characters so this means that 398k have been used on this disc. When you have copied the disc [Page 9] you can use the balance of 308k for *creating* your own documents but alternatively, and preferably, work on a separate Data Disc [Page 2]

**GROUPS:** are the program's equivalent of drawers in a filing cabinet. When you starting working in a hitherto empty group on a newly formatted disc all the drawers in the cabinet are empty showing Zero kilobytes (0k) but each time you Create and Finish Editing a document [Pages 15 & 30] you are actually putting a file into one of eight drawers. And you can retrieve it at any time and alter or add to it.

**DOCUMENTS:** Also known as Files. These are your letters, articles, invoices and so on. From Disc Management, press **C** to Create a Document [ENTER] [Page 15]

**ERASING DOCUMENTS:** You can erase a document you no longer want by cursoring onto it and pressing **f3** press **E** and [ENTER Erase file] [ENTER]

**WORD PROCESSING OR COMPUTING:** You must use different discs on which to store your LocoScript documents and any work you do using the PCW as a personal computer.

**LOCOSPEL.DCT**, the LocoSpell dictionary, has been copied into Drive M because it works faster from there. You can erase it at any time to free the 160k it uses. It will still work from Drive A but only if your Start-of-Day disc is in the drive However, it will be copied back again into Drive M next time you boot up

## KEYBOARD

All the keys you find on the traditional QWERTY keyboard are here: **[SHIFT]** for capitals, **[SHIFT LOCK]** to hold the capitals key and **[TAB]** to go to the point at which a tab marker has been set; as well as the familiar numerals and symbols such as £ & ! % plus another couple of dozen or so.

**GROUP CURSORS:** These are the long bright bars on the screen which you must move into the group in which you want to *Create a Document* by pressing the cursor arrow ← or → If the group is empty (showing 0k) use **[SHIFT]** as well, and the ↑ and ↓ arrows, if you need them, to move the cursor into the appropriate group.

**In addition a number of keys are dedicated to the PCW, these are:**

**THE CURSOR ARROWS:** The four arrows on the right of the keyboard move the cursor in whichever direction you want to go:

← **move to the left**  
 → **move to the right**  
 ↑ **move up**  
 ↓ **move down**

**COMMAND KEYS** [Pages 6-7] are the keys with short, unfamiliar names: [EXTRA] [EXIT] [RELAY] [ENTER] and so on, shown in square brackets in these pages.

**CHARACTER KEYS** [Page 8] in the middle line of the Highlighted Header are the keys you press when you want to Create (write a letter), Edit (return to that letter to add, alter or delete something); Print a document (your letter) or use Direct Printing or LocoMail.

**FUNCTION KEYS:** [Page 5] are shown in bold type in this book. They are the keys on the extreme left of the keyboard which you press to give your instructions to the computer via the *menus* (highlighted panels). The functions of the *f* keys on the bottom line of the Highlighted Header [Page 13] change as the Headers change.

**MENUS:** After pressing an *f* key and calling down a *menu* you **must** either press **[CAN]** (beside f7/f8) to cancel it, or **[ENTER]** an option, before you can make another move.

**SET AND CLEAR KEYS:** The [+] and [-] keys extreme left, at the front of the keyboard, are the keys you can use (from within a document you are currently creating or have previously created) to by-pass the *menus*. To see the codes on screen: from within any document [Page 17] press **f8** and tick **[+]** Codes **[ENTER]**

Press **[+]** followed by the appropriate letter  
to introduce a code into the text

Press **[-]** to cancel

## FUNCTION KEYS

When you press one of the **f** keys a *menu* will offer you various options. You can bypass these menus by pressing **[+]** followed by the appropriate Code letter. The key to the function keys is on the bottom line of the Highlighted Header. If you are only 'looking' and not 'entering' an option press **[CAN]** to cancel the *menu*.

**Press f1 = Actions** To make an ASCII file [Page 54] Show, Load or Save Phrases [Page 27] Show Blocks [Page 25].

Press **SP** and **[ENTER]** Show phrases] You will be shown a list of standard phrases **[CAN]** or delete any by typing the letter of the Phrase and pressing **[-]** Or change or delete from within any document [Page 26] **[CAN]**

Press **SB** and **[ENTER]** Show blocks] and a panel bearing figures 0-9 will appear. Whenever you make a block [Page 25] the first few words will appear against the number you have given it **[CAN]**

**Press f2 = Disc** to Copy, Format, Verify [Page 9] or Rename [Page 51] a disc. With the cursor on you chosen option press **[ENTER]** or **[CAN]**

**Press f3 = Style** With the cursor on any file **[ENTER]** Copy or Move the file [Page 52] Erase [Page 3] or Rename the file [Page 51] or Recover it from Limbo [Page 53] Type the appropriate letter and **[ENTER]** your chosen option, or **[CAN]**

**Press f4 = Group** to rename a Group [Page 51] **[ENTER]** or **[CAN]**

**Press f5 = Document** With the cursor on any file press **f5 [ENTER]** Inspect document] and a second panel will appear on screen [Page 52] **[CAN]** For *Set first pages* and *Set total pages* see Page 47 **[CAN]**

**Press f6 = Settings** Cursor down and **[ENTER]** Paper Types] to see what paper types are available. Turn to Page 10 if you want to create a new paper type. Press **[CAN]** The first panel will reappear.

Press **PD [ENTER]** Printer Defaults] and a panel showing details of the printer, paper type, typeface and language in use will appear **[CAN]** See User Guide Pages 273-286 if you have attached a different printer to the PCW.

Press **P [ENTER]** Printer Options] To use a different ribbon to *Multi-Strike* or a different impression to *Medium* tick **[+]** the option you require and **[ENTER]** or **[CAN]** **[CAN]**

**Press f7 = Disc change** when you take your *Start-of-Day* disc out of the drive and replace with a *Data* disc. Press **f7** any time you change one *Data* disc for another.

**Press f8 = Options** Tick **[+]** *Show Limbo files* and **[+]** *Show Hidden files* [Page 53] **[ENTER]** The Hidden files and any Limbo files will appear on screen [Page 53]. Press **f8** and **[-]** against both **[ENTER]** and they will vanish from the screen.

## COMMAND KEYS

These are the keys with short, sometimes abbreviated, command words, shown in **[CAPS]** within square brackets in this book. Most are accessed when *Editing a Document* but **[PTR]** **[ENTER]** and **[CAN]** are also accessed from Disc Management.

Starting with the two vertical rows at the left of the keyboard (up the first row, down the second); across the front of the keyboard; up the first four (white) keys; down the second; up the third row (far right); and finally left along the top row ending at the **[STOP]** key.

**[+]** Press to call up the *Codes menu* or follow immediately by the appropriate letter [Page 22] or follow by appropriate letter to by-pass *menu*.

**f-KEYS:** The function keys [Page 5]

**CAN:** After you press one of the *f* keys and bring down a *menu* you must press **[CAN]** to cancel it or **[ENTER]** an option, before you can make any further move. You can cancel most instructions which you have given in error.

**PTR:** Press to suspend, resume or abandon printing [Page 46] When you press [PTR] the Highlighted Header, and the functions of the *f* keys, will change [Page 47] If you press [PTR] accidentally *PCW9512* will flash top left of the Highlighted Header and you must press **[EXIT]** to leave *Printer control*

**ALT:** Used with specified keys to produce figures or symbols from the Alternative Keyboard [Page 8]. Also used to move the *Edit Cursor* up the screen or back to the beginning of a line [Page 20]. Can also be used with **[ENTER]** as an alternative to [SHIFT LOCK].

**EXTRA:** Used with specified keys to produce symbols from the ALTERNATIVE KEYBOARD [Page 8] Used with **[SHIFT]** and **[EXIT]** when resetting the computer to go from LocoScript to *CP/M Plus* or *vice versa* [Page 4]

**[-]** Press to cancel *Codes*

**SPACE BAR:** The long unnamed bar at the front of the keyboard.

**EXIT:** You must always press **[EXIT]** after calling up a printer *menu* or inserting paper in the printer. And if you have gone from *Editing Text* to *Disc Manager Page* [Page 30] you must press **[EXIT]** to return to your place in the document you were working on.

**RELAY:** LocoScript will reformat a paragraph when you press **[RELAY]** in the course of creating or editing a document perhaps because you inserted new text into, or took text out of, an existing paragraph which then breaks up [Page 20]

**EOL** will take the cursor to the end of the line. **[ALT]** and **[EOL]** will take it back to the end of the line above.



**LINE** (with SHIFT) takes the cursor to the beginning of the next line, with [ALT] takes the cursor back to the beginning of the same line.

**FIND** Press at the top of the document to find a word or phrase [Page 28]

**EXCH** (with SHIFT) Press at the top of the document to exchange one word or phrase in that document for another [Page 28]

**PAGE** moves the cursor to the foot of the page or, if there is a second page, to the top of the next page, [ALT] and [PAGE] move the cursor up to the top of the page.

**DOC** (with SHIFT) moves the cursor to the end of a document [ALT] and [DOC] move the cursor to the top of the document.

**SP.CHK:** Spell Check. Press after typing a word about which you are doubtful. [LocoSpell Page 3]. If you press the SP.CHK accidentally, press **[CAN]**

**ENTER:** You need to press [ENTER] to confirm most commands, and your chosen options from a menu

**CHAR** moves the cursor to the right, a character at a time. [ALT] and [CHAR] move the cursor to the left, character by character.

**WORD** (with SHIFT) moves the cursor to the right, a word at a time. [ALT] and [WORD] move the cursor to the left, word by word.

**PARA** moves the cursor down to the start of the next paragraph. [ALT] and [PARA] move the cursor up to the beginning of the same para.

**UNIT** (with SHIFT) sends the cursor down to a [+] UT code if one has been inserted [Page 29]

**PASTE** into the document, a section which you have copied and cut [Page 21] or a Block [Page 25] or Phrase [Page 26]

**COPY:** Press to copy text which you want to cut and paste into another position, insert as a Block into another document [Page 25] or save as a Phrase [Page 26] Not to be confused with *f3 = Copy file from Disc Management*

**CUT** is pressed to delete a section of type (para or page) or as part of the Cut and Paste routine [Page 21].

**DEL →** Press to delete a character (or space) **underneath** the cursor [Page 20]

**← DEL** Press to delete a character (or space) to the left of the cursor [Page 20]

**RETURN** Only pressed to go to a new paragraph

**STOP:** Press if you spot an error when scrolling through a document. If you accidentally press DOC instead of PAGE press [STOP] [STOP]

## CHARACTER KEYS

The Character keys, in the middle line of the Highlighted Header, are the keys you press when you want something to happen. Press **[CAN]** to cancel if *just looking*.

**Press C to CREATE A DOCUMENT** (provide yourself with a clean sheet of paper: open a new file) The 'Create document' panel will appear showing DOCUMENT.000 To re-name press **[-]** type the new name (up to 8 + 3 characters) [Page 51] Press **[ENTER]**

**Press E to EDIT A DOCUMENT:** by placing the group cursor on a document you have already created. Press **[ENTER]** you will be transported back into that document and can then add or delete text or change the format.

**Press P to PRINT A DOCUMENT:** With the group cursor on any document (or in a TEMPLATE.STD in Drive M) press **P** and a *menu* will appear on screen. Press the down cursor **↓** and **[ENTER]** Print part of document] and a sub-menu will appear [Page 46]

**Press D for DIRECT PRINTING** if you just want to use the word processor as a typewriter and don't want to save what you have written **[CAN]** and turn to Page 50

**F = FILL** is a LocoMail instruction [LocoMail Page 7]

**M = MERGE** is another LocoMail instruction [LocoMail Page 6]

## ALTERNATIVE KEYBOARDS

Appendix III of the PCW 9512 User Guide contains instructions on how the keyboard can be put into the Super-Shift mode to produce different characters, for:

<b>Symbol</b> press	<b>[ALT] f7</b>
<b>Cyrillic</b> press	<b>[ALT] f5</b>
<b>Greek</b> press	<b>[ALT] f3</b>
<b>To return to the normal keyboard</b> press:	<b>[ALT] f1</b>

**ACCENTS:** Not available with supplied printwheel [User Instructions Page 324]

**CURRENCY AND MATHEMATICAL SYMBOLS** Not available on supplied printwheel [User Instructions Page 328]

**NUMERIC KEYBOARD:** The combination of keys **[ALT]** and **[RELAY]** redefine the *Textual Movement keys* numbered 0-9 surrounding the cursor arrows at the right of the keyboard. Same combination to return to normal. Not used in word processing.

**CAPITAL LETTERS:** The combination of keys **[ALT]** and **[ENTER]** will produce capital letters and *Caps* will show in top right corner of Highlighted Header. Press **[ALT]** and **[ENTER]** again to return to normal.

## DO AND DON'T DO

**NEVER** put your Start-of-Day disc in the *drive* **before** the power is switched on.

**ALWAYS** take the disc out of the *drive* **before** switching the power off.

**ONLY** take a disc out of the *drive* when the Disc Management display is on screen.

**ALWAYS** turn to the other side of a disc you have *copied* or *formatted* and on Side 2 write: DO NOT FORMAT THIS SIDE The PCW 9512 uses both sides together on which to store information so if you format Side 2 you will wipe out the data on Side 1

**NEVER** take a disc out of the drive when the red light (under Drive-A or Drive-B slot) is flashing.

**DON'T** switch the PCW off if you are only leaving it for an hour or so. Turn the two knobs: BRIGHTNESS and CONTRAST (back right of the monitor) towards you to dim the screen and avoid *screen burn*; and press the eject button (below the *disc drive* slot) to slip the disc part way out of the drive. But remember to push it firmly back when you are ready to start work again.

## COPY: FORMAT: VERIFY

All discs have **Write Protect holes** (top left of both sides) which can be opened to prevent overwriting of the information it holds. On Amsoft and Panasonic discs this is a white tab: from top edge of disc push down to open. On Maxell discs a red spot: from top edge of disc slide over to centre to open. The discs packaged with the PCW are already *write protected*.

**Always** open the *write protect* holes of the *source* disc before copying.

**Always copy or format a blank disc on Side 1 (or A)** You need not format a blank disc first as formatting takes place automatically whilst copying.

From Disc Management press **f2** and [**ENTER** Copy (or Format) disc] then follow the instructions on screen.

The *Source disc* is the disc  
**from** which you are making the copy

The *Destination disc* is the unformatted blank disc  
**to** which you are copying

If you are making a copy of the LocoScript disc  
this will become your new  
Start-of-Day disc

If you are formatting a new disc  
this will become a Data disc

**VERIFY:** When you have finished copying or formatting return to Disc Management, without removing the disc press **f2** again and [**ENTER** Verify disc]

## PAPER TYPES

From Disc Management on your Start-of-Day disc press **f6 = Settings** and [**ENTER** Paper Types] to see the four Paper Types already set up for you, which are:

- A4** (11<sup>2</sup>/<sub>3</sub>" Single sheet): 6 lines per inch = 70
- 11" Fanfold**: 6 lines per inch = 66
- 2" Labels** 8 fi 4" lines per label
- A5**: 6 lines per inch = 50

**IGNORE PAPER SENSOR** must be ticked [**+**] for Single sheets. Removed [**-**] for Continuous paper.

## CREATING A NEW PAPER TYPE

**From Disc Management on your Start-of-Day disc** press **f6** [**ENTER** Paper Types] and [**ENTER**] the paper type that is closest to the new one you want to create. For:

**11<sup>1</sup>/<sub>2</sub>" LABELS**: [**ENTER** 2" Labels] Delete [**DEL**→] 2" at head of Paper Type menu and type **11<sup>1</sup>/<sub>2</sub>"** Against Height type **9** [**ENTER**] Top gap **0** [**ENTER**] Bottom gap **0** [**ENTER**]

**A4 LANDSCAPE**: [**ENTER** A4] Type **Landscape** after A4 at the top of the *sub-menu* Height **50** [**ENTER**] Width **70** [**ENTER**] Top gap **3** [**ENTER**] Bottom gap **3** [**ENTER**]

**A4 FANFOLD**: [**ENTER** A4] Type **Fanfold** after A4 at top of Paper type *menu* Press [**SPACE BAR**] to transfer tick to Continuous stationery. Top Gap **1** [**ENTER**] Bottom Gap **1** [**ENTER**] Remove tick against *Ignore Paper sensor* by pressing [**SPACE BAR**] and [**ENTER**]

**12" FANFOLD**: [**ENTER** 11" Fanfold] [**-**] heading at top of next menu and type **12" Fanfold** Height **72** [**ENTER**] Top gap **0** [**ENTER**] Bottom gap **0** [**ENTER**]

## STORING THE NEW PAPER TYPE

When you have entered the settings for your new paper type cursor down and [**ENTER** Create new Paper Type] [**EXIT**] [**ENTER**] Now [**ENTER** Write to SETTINGS.STD]

Another panel will appear with the message: *The settings must now be written to SETTINGS.STD on your Start-of-Day Disc* [**ENTER** Write to disc now in drive A]

**If the message reads:** *Name is already in use* and it is repeated when you [**ENTER** Try again] [**ENTER** Cancel operation] and try again later. If the settings are still included in the Paper Types and you get the same message, perhaps you entered Write to SETTINGS.STD when the instructions first appeared.

**If you have created this new paper type on a Data disc** instead of your Start-of-Day disc [**ENTER** Leave to be written later] Before you switch off insert your Start-of-Day disc, press **f7** then press **f6** [**ENTER** Write SETTINGS.STD] [**ENTER** Write to disc now in Drive A]

## DEFAULT PAPER TYPE

The default setting is for A4 single sheets. If you **normally** use a different paper Press **f6** from Disc Management and **[ENTER]** Printer defaults] On the *sub-menu* **[ENTER]** Default Paper Type] Cursor onto the paper type you expect to use **most** of the time and press the **[SPACE BAR]** Press **[ENTER]** **[EXIT]** **[ENTER]** and **[ENTER]** Write SETTINGS.STD] On the next panel **[ENTER]** Write to the disc now in Drive A]

## ALTERING A PAPER TYPE

To alter an existing paper type press **f6** from Disc Management **[ENTER]** Paper Types] On the *sub-menu* cursor onto the paper type to be altered **[ENTER]** Alter the settings on the next *sub-menu* (entering each as you change it) **[ENTER]** Set new details] **[EXIT]** **[ENTER]** then **[ENTER]** Write SETTINGS.STD] And **[ENTER]** Write to the disc now in drive A]

## REMOVING A PAPER TYPE

To remove from store a paper type you no longer need, press **f6** from Disc Management and **[ENTER]** Paper Type] Cursor onto the paper type to be removed **[ENTER]** and on the next *sub-menu* cursor down and **[ENTER]** Remove Paper Type] **[EXIT]** **[ENTER]** and **[ENTER]** Write SETTINGS.STD] Then cursor down again and **[ENTER]** Write to the disc now in drive A]

## TEMPLATES FOR YOUR USE

A template is the pattern for your document (letter, report, article, thesis, invoice, labels, book) and contains your detailed instructions for its appearance: type of paper; number of lines per page; page headings and page numbers; size of type; line spacing; tabs and margins.

**TEMPLATE.STD:** A number of standard templates have been set up for you. These are copied into Drive M when the program is loading so can be copied onto any of your Data discs if you would prefer to use them instead of making your own. And they will continue to be available no matter how many times you change discs during the course of the day.

When, from Disc Management, you cursor into a group on Drive A which contains no TEMPLATE.STD any document you create in that group will adopt the instructions entered in its opposite number in Drive M.

You can erase them [Page 3] temporarily from Drive M, or from your Start-of-Day disc if you don't want them. If you change your mind they will still be tucked away on the LocoScript master disc and can be copied back via Drive M [Page 52] to your Start-of-Day disc or Data discs if you need them.

**LETTERS:** Press **C** [**ENTER** Create document] Available for your use are 54 x 6 1/4" lines for an A4 page, 1" margins on each side: 10 pitch (pica) type (unless you have a 12 pitch printwheel): single line spacing: unjustified.

By creating a document in this group you will be able to produce perfect letters on A4 paper straight away. To make changes to this template turn to Pages 16-19

**MANUSCRP:** When you press **C** to create a document in this group you will be provided with the same margins, character pitch and line spacing but with 53 lines to an A4 page. Press **f8** and tick **[+]** Codes [**ENTER**]

At the top of the screen CHAPTER TITLE is highlighted. The Codes, which you just ticked, are shown in brackets. Cursor onto the letter **C** pressing **[DEL→]** to delete the title, then type in an alternative title.

Press **f1** [**ENTER** Document setup] Top right you will now see several highlighted entries. Delete each of them in turn, replacing with alternative book and chapter titles. Press **[EXIT]** [**ENTER**] [**EXIT**]

You are now back in the document. Press **[EXIT]** [**ENTER** Finish edit] This process is fully covered in MAKING A STANDARD TEMPLATE [Page 31]

**MEMOS:** Press **C** [**ENTER**] Press **f8** tick **[+]** Codes [**ENTER**]

Delete **[DEL→]** MY COMPANY LTD and type in your name or the name of your firm Press **[PARA]**

Cursor on to **curved** arrow and type in the name of a colleague against *To*: Cursor down onto **curved** arrow on line below and type your own name against *From*:

Press **[PARA]** Cursor onto the **curved** arrow and type the date. Press **[PARA]** **[PARA]** **[PARA]** Cursor onto the *S* of *Subject*, delete the word, and without moving the cursor type in a subject of your choice.

Press **[PAGE]** cursor up one line, delete **[DEL→]** My name: and type in your own name **[EXIT]** [**ENTER** Finish edit]

**LABELS:** This is a template for 2" Labels. More about labels and making a template for 1 1/2" labels on Page 37

**INVOICE:** Is best left until you have mastered the essentials of LOCOMAIL

**PRINTING:** To see the result of the changes you made, drop a sheet of A4 paper into the printer with its left edge resting against the third ridge behind the roller (third rib of the paper tray) Pull the nearest lever on the right of the roller towards you and the paper will feed in. Let the lever go and the *Bail bar* will snap back into position [Page 45]

With the cursor on DOCUMENT.000 in the LETTERS group press **P** [**ENTER**] [**ENTER**] [**ENTER**] Now follow the same process in the MANUSCRP and MEMOS groups.

## THE CHANGING SCREEN

**THE HIGHLIGHTED HEADERS** at the top of the screen, and the functions of the *f* keys, change depending on whether you are in Disc Management; *Editing Text*, *Editing Layout*, in *Document setup* or have switched to *Printer Control State* by pressing **PTR**

**DISC MANAGEMENT:** When you have loaded LocoScript the *Disc Management* display [Page 3] will appear with the Highlighted Header at the top of the screen. The Header remains the same when you put a Data disc into the *drive* and press **f7**

On the top line are the words *Disc Management* then *Printer idle* and finally *Using* followed by letter/s showing the *drive/s* you are working in. On the middle line, are the letters to be pressed to Create (**C**) [Page 15] Edit (**E**) [Page 20] or Print (**P**) [Page 45] a document, or use Direct Printing (**D**) [Page 49] and finally two LocoMail commands (**F**) and (**M**) On the bottom line, functions allotted to the *f* keys [Page 5]

**EDITING TEXT:** Press **C** or **E** to Create or Edit a document [**ENTER**]. At the left of the top line are the number or name of the group and the document; then the words *Editing text* and *Printer idle* and finally, *Using A* (or possibly *Using A: M:*) Or if you have two drives and are working in the second: *Using B* (or *Using B: M:*)

In the middle line are the number or name of the Layout [Page 35] Pitch (Pi10) [Page 24] Line Spacing (LS1) [Page 21] Line Pitch (LP6) [Page 24] and on the right number of the page and number of the line on which the cursor is resting [Page 15] On the bottom line are the *f* keys and the functions now allotted to them.

Beneath the Highlighted Header is the *ruler line* showing the margins (narrow upright bars) and tabs (small arrows) The cursor (a bright rectangle) will be on the extreme left of Line 1 and its twin will be on the ruler line. Below the Header the screen will be blank unless you have gone back into the document to edit it.

**EDITING LAYOUT:** Press **f2** and [**ENTER** Change layout] (or New layout) and the functions of the *f* keys will change again. You can now change the margins, tabs, pitch, line pitch, line spacing and justify or remove justification [Page 18]

**DOCUMENT SETUP** Press **f1** [**ENTER** Document setup] and the Highlighted Header and the functions of the *f* keys will change again. Now you can enter any text and page numbers which are to appear in the header and footer zones [Page 32]

**PRINTER CONTROL:** When you press [**PTR**] a different Highlighted Header will appear and *PCW 9512* will flash on the left of the middle line. The functions of the *f* keys have changed again and not all are available but you can Suspend, Resume or Abandon printing [Page 46] give certain instructions to the printer if you are using continuous paper [Page 49] Change Paper Type [Page 48] or ribbon impression [Page 46]. Press [**EXIT**] to escape from Printer Control State.

## TIP TOP TIPS

**QUICK CUTS:** The quickest way to delete a line, or part of a line, is to press **[CUT]** then **[EOL] [CUT]** If deleting more than one line press **↓** before the last cut.

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## USE PHRASES IN YOUR HEADERS & FOOTERS

If you expect to have several different documents in which the Headers or Footers are the same it will save a great deal of time if you make *Phrases* of them the first time you type them in [Page 26]

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## INDEXING YOUR FILES

LocoScript puts your documents in strict alphabetical order in Disc Management which is not necessarily the way you want to refer to them. You could rename them using either: (1) PAGES\_01.\_10 : PAGES\_\_011.\_20 or (2) 162\_12.SEP 163\_19.SEP

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## REGULAR CORRESPONDENTS

If you write frequently to the same firm or individual, save time by printing out a batch of labels when you next set up the printer for Continuous Stationery. Make a Labels Template if you don't already have one [Page 37]

On the first page type the name and address of your regular correspondent; press **[COPY] [PAGE] [COPY] 0** then press **[ALT] [RETURN]** to go to a new page and **[PASTE] 0** Keep on making new pages and pasting **0** - no need to make another Block) until you have as many labels as you need.

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## KEEPING AN EYE ON SLOW PAYERS

A quick way to check on unpaid accounts is to make a separate document for each customer (client, subscriber, member) name it **INVOICE** press the [SPACE BAR] and add three figures identifying the customer's account number.

When customer 123 settles his account, cursor on to the document in Disc Management press **f5** then **R [ENTER]** Rename file) **PAID.123**

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## MAKE A PHRASE OF [RETURN]

If you use Direct Printing, you can con the computer into believing that you have pressed RETURN and at the same time con the printer into believing that you *haven't*.

Press **f8** tick Symbols **[ENTER]** Press **[RETURN]** and press **C [ENTER]** CEntre] Stay where you are and press **[COPY] [EOL] [CUT] R**



## CREATING A DOCUMENT

**IF THIS IS A NEWLY FORMATTED DISC** and all the groups are empty (showing 0k) hold down the **[SHIFT]** key as you cursor into your chosen group in the box (Drive A) left of the screen under the Highlighted Header. Or with the group cursor anywhere in a column (group) which contains files) press **C**

A highlighted panel will appear showing, against Name: DOCUMENT 000. You may **[ENTER]** that name or rename the document [Page 51]. To do this, press **[-]** and type in a new name, up to 8 plus 3 letters (don't use **[SHIFT]** or **[SHIFT LOCK]**) **[ENTER]**

If you do **not** rename the document the next ones you create in the same group will be DOCUMENT 001, 002 and so on.

**IF YOU HAVE ALREADY CREATED A TEMPLATE STD IN THIS GROUP** the document you are creating will adopt the same pattern in respect of margins, pitch, tabs and line spacing, line pitch and so on. If there is no standard template one will be 'borrowed' from the nearest group.

**TEMPLATES FOR YOUR USE:** [Page 11] If you left the Templates on your Start-of-Day disc they are automatically copied into Drive M every time you boot-up and any document you create in the Letters, Manuscript, Memos, Labels, Invoice or Mailshot group of Drive A will adopt the same template as the one in the twin group on the M Drive. You can erase any TEMPLATE.STD from your Data disc [Page 3] and replace it with your own standard template [Page 31]

## EDIT CURSORS

When you press **C** to create your document and **[ENTER]** the Highlighted Header at the top of the screen will change, with a *ruler line* beneath it; narrow upright bars show where the left and right margins have been set; small arrows are the tab markers. The rest of the screen will be empty: the equivalent of a blank sheet of paper.

Top left, under the *ruler line* you will see a small flashing rectangle, this is another cursor which you move around the screen to edit the text by pressing the cursor arrows.

A thick *End-of-Page Line* is just below the cursor, this will move down as you type but if it irritates you, push it down by pressing **[RETURN]** a few times.

Wherever the cursor is on the screen its twin will be moving along the ruler line. When you start typing a word which can't be fitted in before it reaches the right margin, LocoScript will automatically move the **whole** word down to the next line, and will adjust the spacing accordingly.

Using the codes for soft or hard hyphens or spaces you can order a word to be split or keep different parts of a name together [Page 24] And you can instruct LocoScript to keep all the lines of a paragraph together on the same page [Page 21]

## HOW TO .....

Make quick changes (below and next page) to parts of a document; change the layout of the whole of the document [Page 18]; or make your own TEMPLATE.STD [Page 31] to change the number of lines per page; arrangement of page headings and page numbers; page breaks; and type of paper to be used.

### MAKE QUICK CHANGES

You can make several very quick changes by entering the appropriate codes when you are editing; or by going back into a document you have already finished editing and inserting codes then **[EXIT] [ENTER]** Finish edit]

**CHANGE THE CHARACTER PITCH** (type size): Press **[+] P** type in the new character pitch and **[ENTER]** **[-] P**

**CHANGE LINE SPACING:** Press **[+] LS** type in new line spacing and **[ENTER]** **[-] LS**

**ALLOW MORE SPACE BETWEEN PARAS:** Press **[+] CR** type in the extra spacing and **[ENTER]** **[-] CR**

**CHANGE THE LINE PITCH:** Press **[+] LP** type new pitch **[ENTER]** **[-] LP**

**JUSTIFY AN UNJUSTIFIED DOCUMENT:** Press **[+] J** **[-] J**

### CHANGE THE MARGINS

**ANY PART OF THE DOCUMENT:** Press **f8** Tick **[+] Codes and Rulers [ENTER]**

(i) If the new margins are to start with the following line press **f2** at the end of the last line. (ii) If they are to start with a new paragraph, press **[RETURN]** first then **f2** (iii) If they are to start with the next page press **f2 [RETURN]** then **[ALT]** and **[RETURN]**

Press **f2 [ENTER]** New layout]

**THE WHOLE DOCUMENT from Page 1 Line 1:** From any point in the document press **f2 [ENTER]** Change layout]

**The words in the Highlighted Header have now changed** to *Editing layout*

**Press f7** Then press **[-]** and rename the layout (LAYOUT 2, for example).

The cursor is on the left margin: To move it to the RIGHT press **[+]** To move it to the LEFT press **[-]** Press the **[SPACE BAR]** to go to existing right margin: To move it to the RIGHT press **[+]** To move it to the LEFT press **[-]** Press **[EXIT]**

**BACK IN THE DOCUMENT** the words in the Highlighted Header have changed back to Editing text) Press **[PARA] [PAGE]** or **[DOC]** to reformat.

**TO RETURN TO THE MAIN LAYOUT** press **[+] LT 1 [ENTER]**

## SET TABS

Press **f2** [ENTER New layout] cursor to position/s on the ruler line, press **f3** [ENTER] (required option) [EXIT]

## CHANGE THE CHARACTER PITCH

Press **[+] P** followed by the pitch (10, 12, 17, or PS) or, for double width characters **[+] 10D, 12D, 17D, 15D or PD** [ENTER] press **[-] P** to return to original pitch.

## JUSTIFY

**WHOLE DOCUMENT:** At the top of the document press **f2** [ENTER Set justification] Then press **[PAGE/DOC]** to reformat the page or document.

**PART OF AN UNJUSTIFIED DOCUMENT:** Cursor to the point at which justification is to start press **f2** [ENTER Set justification] Or press **[+] J**

**TO CLEAR JUSTIFICATION:** Press **f2** [ENTER Clear justification] Or press **[-]**

## CHANGE PAGE NUMBERS

Press **f1** [ENTER Document Setup] Press **f5** [ENTER Page numbers] type in the correct page number [ENTER] [ENTER] [EXIT] [ENTER Return to edit/start of doc]

**To change position of page numbers stay in f5** [ENTER Header/footer options] and **[+] or [-]** your required options [Page 32] [ENTER] [EXIT]

Back in Document setup you will see that the wording has changed (allowing you to set up different headers and footers on odd and even pages, for example) Insert the necessary codes [Page 33] [EXIT] [ENTER Return to edit/start of document]

## CHANGE CHAPTER HEADINGS

Press **f1** [ENTER Document setup] Press **f1** [ENTER Delete header/footer] then type in new heading and codes (if any) [Page 33] [EXIT] [ENTER Return to edit/start of document]

## SHOW ON SCREEN

Press **f8** and a *menu* will offer you five Options [Page 31]: Codes: Rulers: Blanks: Space: Symbols. Tick **[+]** to show on screen or **[-]** to remove from screen [ENTER]

## FIND OUT HOW MANY LINES ARE FREE

Far right, on the middle line of the Highlighted Header, are the Page number and number of the line the cursor is on / out of the number of lines available on the page: 54, unless you have increased them [Page 32]

## INSERT TEXT

To add one document to another or insert one document into another: in Disc Management, cursor onto the document to be put FIRST (or into which the second document is to be inserted) and press **E [ENTER]** Move to the place where insertion is to begin (or to the bottom of the last page and press **[ALT]** and **[RETURN]**)

Press **f1 [ENTER]** Insert text] and you will be returned to Disc Management. Cursor onto the document to be inserted and press **[ENTER] [ENTER]**

**WARNING:** The document you have inserted remains where it is, you have only copied it. So now you have used additional ks If you are dangerously close to the maximum number of kilobytes still free on the disc erase (f3) the original as soon as you return to Disc Management again.

## PRESS f2 LAYOUT

**NEW LAYOUT:** To change the layout **from the point you are at** first press **f8** tick **[+]** Codes if not already ticked **[ENTER]** New layout]

**CHANGE LAYOUT:** To change the layout **of the whole document**, including pages or part of a page above the point at which you pressed **f2 [ENTER]** Change layout]

**Without moving the cursor** press **f7** Press **[-]** to delete *Layout 1* (for example) Type in new name and number **[ENTER]**

**LEFT MARGIN:** The cursor is at the left margin on the ruler line. To change it press **[+]** to move it to the right or **[-]** to move it to the left.

**TABS:** Press **f3 [ENTER]** Clear all Tabs] then cursor to the points at which you want to set new tabs and **[ENTER]** Set simple Tab] (or another option).

**RIGHT MARGIN:** Press the **[SPACE BAR]** to go to the right margin. Press **[+]** to move it to the right or **[-]** to move it to the left.

## PRESS f4 SIZE

**CHARACTER PITCH:** To change the type size, type in the new pitch and **[ENTER]**

**LINE SPACING:** The default spacing is 1. To change it, type in 2 (for example) **[ENTER]** and a tick will appear against the correct figure below. When you return to *Editing text* the text will appear close set as usual but you will see that LS1 in the Highlighted Header has changed, is now LS2 and will print out as instructed.

**SPACING BETWEEN PARAS:** The default spacing is one line, to increase it cursor down to CR, type in the new figure and **[ENTER]**

**LINE PITCH:** The default pitch is six lines to the inch. If you want to squeeze in more, type **7<sup>1</sup>/<sub>2</sub>** or **8** and **[ENTER]** For more space between the lines type **5 [ENTER]**

**When you have finished making the changes** (or make no changes) press **[ENTER]**

## PRESS f8

## OPTIONS

**JUSTIFY:** tick [+ ] against Justify or, if you do not want the document justified, [- ] and [ENTER]

**DECIMAL MARKER:** Default is a Full Stop . Press [SPACE BAR] if using Comma ,

**ZERO CHARACTER:** Default is 0 If using slashed zero press [SPACE BAR]

**SCALE PITCH:** If you normally use Pitch 10 (pica type) scale pitch should be 10. If you normally use Pitch 12 (elite) or proportional spacing scale pitch should be 12.

**When you have finished making the changes** (or make no changes) press [ENTER] Press [EXIT] to return to Editing text. Press [PARA] [PAGE] or [DOC] to reformat.

If you entered *New layout* the (Layout) code will appear and the text **after** it will adopt the new format.

If you delete the code accidentally the old format will reappear and the old name or number will take its place in the Header. Press [+ ] LT 2 [ENTER]

The number or name of the new layout will appear left of the middle line in the Highlighted Header together with your new instructions for pitch, line spacing and line pitch.

## MAKE THE CHANGES STICK

Future documents created in the same group will adopt the new format, if you erase (f3) the existing TEMPLATE.STD then copy (f3) the document you have just changed into the same group and rename it (f3) TEMPLATE.STD.

Press E to edit and [CUT] [PAGE/DOC] [CUT] to get rid of the text. [EXIT] [ENTER] Finish edit]. The document you copied will not be affected and will still appear on Disc Management

**EARLIER DOCUMENTS:** To reformat documents you created earlier press C from Disc Management to create a new document.

**If you need to change the page numbers press f1** [ENTER Document setup] press f5 [ENTER Page numbers] and type in the correct number [ENTER] [EXIT] [ENTER Return to start of document]

Press f1 [ENTER Insert text] The Disc Management display will come on screen. Cursor on to the first document to be reformatted, press [ENTER] [ENTER] and the original document will start to appear and will arrange itself inside the new margins and adopt the same pitch, tabs and line spacing [EXIT] [ENTER Finish edit]

The document you inserted will still be on Disc Management in its original format and should be erased via f3

## EDITING A DOCUMENT

The big **[RETURN]** key is only used to go to the start of a new paragraph. LocoScript automatically moves, to the next line, any word that is too long to be fitted in before the right margin is reached, a process known as *word wrap*.

There are two DELETE keys above the RETURN key. **[DEL]** deletes the character **under** the cursor. **[DEL]** deletes the character **to the left** of the cursor.

Spaces are characters too. You can delete a space in the same way as you delete a letter; or a line space by cursoring into the line and pressing **[DEL]** or **[DEL]**

**CUT TO REMOVE PERMANENTLY:** If you want to cut a complete para, cursor on to the first character to be removed, press **[CUT]** and **[PARA]** and the paragraph will be highlighted. Press **[CUT]** again and the whole para will be taken out. Or **[CUT] [EOL] [CUT]** to get rid of one line; **[CUT] [EOL] [CUT]** to erase the next line also.

You may also remove text by cursoring on to the **first** letter to be deleted, pressing **[DEL]** and keeping your finger on it until you have deleted the bits you don't want; or cursoring one space beyond the **last** letter to be deleted and pressing **[DEL]**

**LEFT A LETTER OUT ?** cursor back on to the **following** character and type in the missing character.

**INSERTED TEXT AND LINE BREAKS UP ?** Press **[RELAY]** and the paragraph will reformat. Or press **[PARA]** and the line will automatically adjust itself.

**WARNING:** When you return to a document to edit it the computer retains the original version and refuses to part with it until you have Finished editing [Page 30] putting you at risk of running out of *ks* and receiving a DISK FULL message. However LocoScript will try to save you from yourself by flashing a warning on screen: *DOCUMENT MAY NOT FIT* **[ENTER]** Send result to Drive M]

## MOVING AROUND THE PAGE

**Move to the end of a line** by pressing **[EOL]** or to the **beginning of the next line** by pressing **[SHIFT] [LINE]** or to the beginning of the line you are on, by pressing **[ALT] [SHIFT] [LINE]**

**Move to the next word** by pressing **[WORD]** (back to the beginning of the word by pressing **[ALT] [WORD]**)

**Move DOWN** to the beginning of the next para by pressing **[PARA]** to the end of the page or beginning of the next page by pressing **[PAGE]** or the end of the document by pressing **[DOC]**

**Move UP** to the top of the para by pressing **[ALT]** and **[PARA]**. To the top of the page by pressing **[ALT]** and **[PAGE]**. To the top of the document by pressing **[ALT]** and **[DOC]**

## CUT AND PASTE

This term means *move text around*: CUT a piece of text from one place and PASTE it in another. Put the cursor over the first letter of the line, sentence, para or page to be moved. Press: **[COPY] [EOL]** or **[COPY] [PARA]** or **[COPY] [PAGE]**

The text you want to copy will be highlighted. Cursor **↑** to delete any over-run; or **[CAN]** if you change your mind.

Now, with the highlighted text on screen, press **[CUT]** followed by a number **0** to **9** (0 is the easiest to use) If you are moving several different paras in the same document to paste in later, work in keyboard order (1-0) but remember to keep a note of each para's cut number.

**The text will slide off the screen.** Now (a) move cursor to the new position, in a space between paras if there is one, or (b) **[RETURN]** to make space. Press **[PASTE]** followed by the *cut* number and the text will reappear. You may need to press **[RETURN]** to divide the paras; or possibly delete several line spaces **[←DEL]**.

**If you want to insert the text into a different document** make a BLOCK [Page 25] **before** you leave the document.

**COPY AND KEEP:** To copy a piece and repeat it without cutting the original place the cursor over the first letter of the section to be copied press **[COPY]** and **[PARA]** or **[PAGE]** When the text has been highlighted press **[COPY]** again then a number **0** to **9** You can then **[PASTE]** in this Block as many times and in as many places as you need it.

Place the cursor at the point you want the text repeated (on the same page or a later page of the same document or on any other document) Press **[PASTE]** followed by the same number and the piece will be repeated, as many times and in as many places as you need it.

## LINE SPACE

Default is 7 = Single line spacing. To change this press **[+] LS** type in required spacing **[ENTER]** Press **[-] LS** to return to normal spacing. Screen will show single lines as usual (you can check with *LS* in the middle line in the Highlighted Header).

## KEEP

To avoid splitting paragraphs or tables between pages you can instruct LocoScript to keep lines together on *this* page or take the whole para over to the *next*. Watch the right corner of the Highlighted Header to see how many lines you have left.

Once you have finished typing the paragraph (even if some lines have already gone on to the next page) go back to the beginning of the para and press **[+] K** type in the number of lines you want kept together **[ENTER]** and the whole para will be taken over to the next page.

## EMPHASIS

You can give LocoScript detailed instructions on how you want your document to appear when printed. To make sure you enter these correctly press **f8** and the SHOW menu will appear. With the cursor on Codes press **[+] [ENTER]**.

**THE CODES** will appear on screen but will not print out and do not take up any space in your document. To enter a Code press **[+]** on the left of the [SPACE BAR] followed, as quickly as possible, by the Code Letter/s. No need to use the [SHIFT] key. Remove Codes from the screen by pressing **f8 [-] Codes [ENTER]**.

Alternatively press **[+]** to call down the menu type the letter/s shown in CAPS and **[ENTER]** or, if there is a ? or ?? against the Option type your instruction on the *sub-menu* and **[ENTER]**

<b>[+] B</b>	for <b>BOLD</b>	<b>[-] B</b>
<b>[+] C</b>	for <b>CENTRE</b>	
<b>[+] I</b>	for <i>ITALICS</i>	<b>[-] I</b>
<b>[+] J</b>	to Justify text: Default is <b>unjustified</b>	
<b>[+] LP</b>	for Line Pitch: Default is <b>6</b>	<b>[-] LP</b>
<b>[+] LS</b>	for Line Space: Default is <b>1</b>	<b>[-] LS</b>
<b>[+] P</b>	for Pitch: Default is <b>10</b>	<b>[-] P</b>
<b>[+] RA</b>	to end date/etc at right margin	<b>RIGHT ALIGN</b>
<b>[+] UL</b>	for <u>Underline</u>	<b>[-] UL</b>
<b>[+] W</b>	for <u>Word Under Line</u>	<b>[-] UL</b>

You **must** leave a space between the last word before the Code and the first word **after** the Code, otherwise there will be no spaces between the emphasised words and those in the original typeface.

**REVERSE VIDEO:** Press **[+] RV** at the top of the page and all the text on the page EXCEPT THE CODES will be highlighted.

**DOUBLE STRIKE:** Alternative to Bold. Press **[+] D** and **[-] D** to return to normal.

## EDIT IDENTITY

Before you leave ANY document you should enter brief details (up to 90-characters) describing the contents on a little *notepad* which you can call up at any time by pressing **f1** cursor down and **[ENTER]** Edit Identity] If you add or delete anything press **[ENTER]** If you are just looking press **[CAN]** To clear any line or part of a line press **[-]**

Once you have entered a note on this panel you can refer to it, add to it or delete it from Disc Management [Page 52]



## TABULATION

LocoScript offers five different types of Tab, four of which are set when editing the layout; the fifth, the INDENT TAB (see below) being set from within the document.

You may set the other tabs when making the group Template or, from *Editing text* Press **f2** [ENTER Change Layout] (or New layout) [Page 18]:

**SIMPLE TAB:** Cursor which you want a tab to be set **f3**

**RIGHT TAB:** Although its purpose is similar to that of right alignment (RA) the right tab sets references or dates to end one or more spaces short of the right margin.

**CENTRE TAB:** To set lines exactly beneath each other but not centrally between the margins.

**DECIMAL TAB** lines up columns of figures so that no matter how much each differs (thousands, hundreds, tens) the decimal point will appear where you set the decimal tab is set.

**Warning:** If you set any other tab within ten spaces left of the Decimal Tab or the figures may be forced to the right.

**SET TABS AT REGULAR INTERVALS:** Cursor down to *Set Tab every: ??* type in the spacing you want between tabs [ENTER]

**TO GO TO ANY TAB** either from *Editing layout* or within the document press [TAB]

**TO DELETE A TAB** press [-] (from *Editing layout*).

**CLEAR ALL TABS:** Cursor down to this option and [ENTER]

## TO INDENT A PARAGRAPH

To set the Indent Tab press [ALT] and [TAB] and the whole para will be indented.

**GOING BACK TO INDENT A PARAGRAPH:** If you had previously pressed [RETURN] and ordinary GoTo tabs for each indented line you will have been unable to edit the para properly as the lines did not *wrap* over.

Press **f1** cursor down to 2 Symbols press [+] **[ENTER]** Small GoTo tabs will appear at the beginning of each indented line and a curved arrow at the end of each line where you pressed [RETURN].

Delete the GoTo tabs and press [ALT] [TAB] (see above) and the small arrow will be replaced by a fancier model. Delete the RETURN arrows. Press [RELAY] or [PARA] and the whole paragraph will reformat.

Indent the right margin by pressing **f2** [ENTER New layout] and set the right margin further in by the same number of spaces as the left.

## CHARACTER PITCH

Change pitch by pressing **f4** type in new pitch and **[ENTER]** or press **[+] P** type in pitch **[ENTER]** Default pitch is 10. At the left of the middle line in the Highlighted Header you will see *Pi10* or whatever pitch has been put into the Template. This will change if you press **[+] P12** (for example) Press **[-] P** to revert to the original pitch.

**PITCH 10** is the equivalent of *pica* on a typewriter: 10 characters to an inch.

**PITCH 12** is the equivalent of *elite* on a typewriter: 12 characters to an inch.

**PITCH PS** (proportional spacing) is a somewhat condensed elite with narrow characters taking less space.

**DOUBLE WIDTH CHARACTERS** are double spaced **not** twice the size

**SUBSCRIPT : SUPERSCRIPT:** Only available if using a dot-matrix printer.

## LINE PITCH

Change line pitch by pressing **f4** type in new pitch and **[ENTER]** Default setting is 6 (6 lines to the inch) Press **[+] LP** type alternative **[ENTER]** press **[-] LP** to return to original pitch. 5 will give you more space between the lines; 7<sup>1</sup>/<sub>2</sub> will give you less. Line Pitch 8 will produce a packed page of perfectly readable type.

## HYPHENS AND SPACES

Although you may not want to use these facilities very often it is useful to have them handy in case of sudden need. It is essential to watch the cursor as it moves along the highlighted header so that you know exactly where to insert the code. Spaces and hyphens both need **space** so you must stop typing one space **before** reaching the right margin and type in the code.

**HARD SPACE:** Inserted between two words or parts of a name, a hard space will keep them together on the same line.

**Press [+] [SPACE BAR]**

**SOFT SPACE:** Where you have, say, three words divided by slashes instead of spaces or hyphens (LocoMail/LocoSpell/LocoFile) insert a soft space after each slash and LocoScript will treat the slashes as hyphens.

**Press [-] [SPACE BAR]**

**HARD HYPHEN:** A hyphenated word will normally break at the hyphen when the first part reaches the end of the line, but if you insert a hard hyphen (as well as the ordinary hyphen) both parts will move to the next line.

**Press [+] and -** (ordinary hyphen)

**SOFT HYPHEN:** The hyphen will only be inserted if it comes at the end of a line. If you **[RELAY]** and the word moves to the centre of a line the hyphen will not print out.

**Press [-] and -** (ordinary hyphen)

## BLOCKS

A Block is part of the *Cut and Paste* routine and may be a line, a paragraph, a page or several pages. You may make up to 10 Blocks (0-9) and they will be available in any group or on any disc until the PCW is switched off, but will then be lost for good unless you have saved them and inserted them into another document.

To see whether any blocks are stored, press **f1** either from Disc Management or from any document, Press **SB** and **[ENTER Show blocks] [CAN]**

**MAKING A BLOCK:** With the cursor at the start of the section to be moved (or copied). Press **[COPY]** and use the cursor (or press **[EOL] [PARA] [PAGE]** or **[DOC]** to highlight the section).

Press **[CUT]** (to move) or **[COPY]** (to copy) followed by any number **0-9** If you press **f1** again and **[ENTER Show blocks]** you will now see the first words of the block against the appropriate figure.

**INSERTING BLOCKS:** So long as the PCW remains switched on you can paste this block into the same or any other document (or onto any other disc) by pressing **[PASTE]** followed by the relevant number.

**But unless you SAVE the Block it will be lost when you switch off.**

**TO SAVE BLOCKS WITHOUT INSERTING THEM:** Create a document and give it an appropriate name. Paste the Block in by pressing **[PASTE]** followed by the number (you can check by pressing **f1 SB [CAN]**) then **[EXIT] [ENTER Finish Edit]**

You can then PRESS **f1** and **[ENTER Insert text] [Page 30]** when next you want to insert the Block into a document.

If the block is one which you want to use frequently and is too long for a Phrase you can make another block from this document each time you switch.

**TAKING A BLOCK FROM A EDITED DOCUMENT:** If you have pressed **E** to go back into a document for the sole purpose of **copying** a section of type for insertion into another document or on to another disc, follow the instructions above then press **[EXIT]** and **[ENTER Abandon Edit]** The original will remain where it is but the block will be retained in the computer's memory until you switch off.

**TO DELETE A BLOCK** Blocks use kilobytes - the number in use at any one time being shown at the head of the *Show blocks* panel. So delete any you have already inserted and no longer want to keep in store.

Press **f1** from Disc Management (or from within any document) Press **SB** and the number of the Block to be deleted then press **[-] [ENTER]** to remove it. Alternatively, when you make another Block give it the same number as the one you want to dispose of and the unwanted Block will be overwritten.

## PHRASES

Phrases enable you to merge text or a string of codes into any part of a document by pressing a couple of keys instead of typing them out in full each time you need to use them.

**MAXIMUM NUMBER OF PHRASES:** You may have 26 Phrases on your Start-of-Day disc (maximum 255 characters in any phrase)an overall total of 972 characters.

A number of standard phrases are stored in a file named PHRASES.STD in the SYSTEM group (Group 0) on the LocoScript 2 disc, copied to your Start-of-Day disc and available for use on any disc once you have *booted up*.

You can look at these Phrases from Disc Management (or from within any document) by pressing **f1**. Press **SP** and **[ENTER Show phrases]** If any letter is missing this means that no phrase has been made using that letter. A letter with a blank space beside it means that the phrase is a series of codes **[CAN]**

**TO DELETE A PHRASE** press **f1 SP [ENTER Show phrases]** Press the letter of the Phrase to be deleted then press **[-] [ENTER]** or from within the document press **[COPY] [COPY]** followed by the appropriate letter

**TO MAKE YOUR OWN PHRASES:** Type the phrase (which may be several words, an address or a series of Codes). Press **[ALT] [SHIFT]** and **[EOL]** or **[PARA]** to go back to the beginning of the line or section of text you want to save.

Press **[COPY]** then **[EOL]** or **[PARA]** to highlight to the end of the line or paragraph (or cursor over the words or codes to be copied).

Press **[CUT]** followed by a letter (A-Z). Try to fit the letter to the phrase, for example: **U** for underline; **M** to minus codes.

**Making a phrase of a string of codes:** You need to have the Codes showing on the screen, Press **f8** and tick **[+] Codes [ENTER]**

**TO RECALL A PHRASE** press **[PASTE]** followed by the appropriate letter

These phrases will remain available no matter how often you change discs, **until you switch the machine off**. Switch on again and you will only see the original set of standard phrases.

## TO SAVE YOUR PHRASES PERMANENTLY

When you return to Disc Management take your Data disc out of the drive and insert your Start-of-day disc, press **f7** Cursor on to PHRASES.STD in the first group. Press **f1** cursor down and **[ENTER Save phrases] [ENTER]**

You will be presented with an ERROR message telling you that the new name already exists, and the cursor will be on *Replace with the new file* **[ENTER]** and your new phrase/s will be available on all your discs in future

## ALTERNATIVE SETS OF PHRASES

You may have as many different sets of 26 phrases as you wish. Make these phrases in the usual way, (either from the document on which you are working or by creating a document on your Start-of-Day disc) overwriting those phrases made previously, which will still be safely stored in the PHRASES.STD file on your Start-of-Day disc.

### HOW TO STORE THEM

When you have made your alternative phrases, have finished (or abandoned) edit and are back in Disc Management, cursor into the empty space below the list of files on Group 0, press **f1** cursor down and **[ENTER Save phrases]**

When the highlighted panel appears showing PHRASES.STD **delete STD** and type in three different letters which will help you to identify this set of phrases **[ENTER]** You can follow the same process with as many different sets of Phrases as you need

### WHERE TO STORE THEM

For easiest access, store the alternative set of phrases (PHRASES.ALT for example) in Group 0 on the appropriate disc **and** copy, into the same group in Drive M, the PHRASES.STD file from the SYSTEMS group on your Start-of-Day disc. Then you will be able to reload the original set of phrases at any time.

Alternatively, copy the PHRASES.ALT file via Drive M into Group 0 (SYSTEMS) on your Start-of-Day disc. Then both sets will be available for use on **all** your discs

However, if you have several alternative Phrases files you may prefer to store them in their appropriate groups for easy identification. If you also need to be able to call up the PHRASES.STD file this should be copied into Group 0 of Drive M at the start of the day.

### HOW TO USE THEM

When you put your Start of Day disc in the PCW to *boot-up* the program the PHRASES.STD file is loaded automatically (with your own phrases in it if you have saved them)

If you have copied PHRASES.ALT (for example) to the SYSTEM group you can now load these phrases **instead** of the standard phrases **if you want to do so**.

Cursor on to PHRASES.ALT (or any other alternative Phrases file you have made) press **f1** press **L** and **[ENTER Load phrases] [ENTER]** and your standard phrases will be replaced in the computer's memory with your alternative phrases.

**CHANGING BACK TO PHRASES.STD:** To return to your standard Phrases, cursor on to PHRASES.STD press **f1** press **L** and **[ENTER load phrases] [ENTER]**

## FIND

With the cursor at the top of a document press **[FIND]** and a menu will appear with the cursor (in this instance a long black bar) on the top line. Type in the date, price, name, number, word (or words) you are looking for.

**IGNORE CASE:** There is a tick against *Ignore case* this instructs the computer to find the word regardless whether you have typed it in capitals or in lower case letters.

**LOOK FOR WHOLE WORDS:** Many short words may also form part of longer words (stuff/stuffing: any/anything/many) Tick **[+]** *Look for whole words* and the computer will ignore these.

**USE WILD CARDS:** Can't remember whether you typed whisky or whiskey ? (Or did you type Whisky or WHISKEY ?) On the top line type **whis** then tick *Ignore case* and *Use wild cards*.

**[ENTER]** The cursor will stop when it reaches the word and you can then delete, alter or ignore it. To continue searching press **[FIND]** **[ENTER]**

**TO LOOK FOR ANOTHER WORD:** Press **[ALT]** **[DOC]** to go to the top of the document. Press **[FIND]** delete **[-]** the word on the top line and type in the next word you want the computer to find.

## EXCHANGE

Press **[EXCH]** and a *menu* will appear with the cursor on the top line. Against *Find*: type the word that is to be changed. Cursor down and against *Exch*: type the word that is to replace it. A fourth option has been added to the three you saw before:

**PRESERVE CASE:** Tick *Ignore case* but remove the tick from *Preserve case* if you want the replacement/s to start a word or words with CAPS instead of lower case. To replace whiskey. Whiskey and WHISKEY with whisky tick *Ignore* remove tick from *Preserve case* To find any of these and preserve the case FIND whiskey exchange Whisky tick *Ignore case* **and** *Preserve case* Remember: ITL/PTK (ignore to look preserve to keep)

**MANUAL EXCHANGE** The command symbol is already on *Manual* **[ENTER]**

**A MESSAGE WILL APPEAR** each time the computer *finds* the word, instructing you to press **[+]** to exchange and continue searching; **[-]** to continue without exchanging.

As the panel will sometimes cover the word in question and the cursor will not reappear whilst the panel is on the screen you may want to wait a moment until it has removed itself.

Press **[CAN]** to abandon a search. If you want to stop searching press **[STOP]** **[STOP]**

**AUTOMATIC EXCHANGE:** Cursor down and **[ENTER]** Automatic exchange] and the words will be exchanged without the need to take any further action.

## USING A DIFFERENT LAYOUT

Turn to Page 18 to change the layout (insert tabs, justify, alter margins).

**STOCK LAYOUTS:** You can switch to any stock layout which you set up when you made the TEMPLATE.STD [Page 35] Press **[+] LT** followed by the number of the layout.

If you have forgotten the number but remember the name, check by pressing **f2 [ENTER]** Layout replacement] and a *sub-menu* will appear showing the number and name of each layout **[CAN]** Then press **[+] LT** and the layout number.

**To return to the original layout** (Layout 1, for example) press **[+] LT 1**

## USING THE MENUS

So far we have only looked at the quickest way of giving the computer fresh instructions, Most of these can also be given through the *menus*.

### f3 = STYLE

Tick **[+] Underline:** Word underline: Bold: Double strike: Reverse video: **[ENTER]** or **[CAN]** (Italics, Superscript and Subscript are not available on the normal daisy wheel)

### f4 = SIZE

Type in Character pitch: Line spacing: CR extra spacing: Line pitch: **[ENTER]** or **[CAN]** Double sized letters are not available on the normal daisy wheel, if you add **D** to the pitch letters will be double spaced when printed out.

### f5 = PAGE

**ENTER End page here** and the *end of page line* will appear. If you change your mind press **f8 [+]** Symbols **[ENTER]** then delete the end of page arrow.

**ENTER Last line of page** anywhere on the line and the *end of page line* will appear immediately below it and the next line will become Line 1 of the following page. If you change your mind press **f8 [+]** Codes **[ENTER]** and delete the (LastLine) code.

**KEEP CURRENT LINE WITH LINE ??** This is a rather long winded alternative to the **[+] K KEEP** facility [Page 21]

## FIND PAGE

To go to a specific page in a document which is several pages long press **f5** type the number of the page and **[ENTER]** You can *Find up* as well as down.

## UNIT

If you finish editing somewhere in the middle of a long document, or want to return to a specific line to amend something, press **[+] UT** When you return to edit the document press the **UNIT** key and the cursor will spot where you placed the code.

## EDIT OPTIONS

### Press f1 = Actions

**DOCUMENT SETUP:** This is the option to take if you want to change the framework of the document (size of Top or Bottom Gaps; Page numbers; arrangement of text and page numbers in Header or Footer zones [Page 32])

**EDIT IDENTITY:** This will bring down a panel with 3-blank lines on which you can type of summary of the contents **[ENTER]** You can then inspect or change, the contents from Disc Management [Page 52]

You can also use this panel as a notepad typing in notes as you work through the document. Delete unwanted text by pressing **[-]** If you are just checking and not adding anything new **[CAN]** But when you add or delete anything press **[ENTER]**

**INSERT TEXT:** To add another document to the one you are editing: at the end of the section prior to the document to be inserted, press **[ALT] [RETURN]** to put the cursor on the next page, then press **f1 [ENTER]**

You will then be back in Disc Management. Cursor onto the document to be inserted **[ENTER] [ENTER]** If you change your mind **[CAN]** to return to the document you were editing.

**DISC MANAGER:** Takes you back to Disc Management where you can check on page numbers and contents of documents by pressing f5; see how the ks are building up; put files into Limbo, recover them or move them to Drive M. You **can't** edit another document but you **can** press **P** to print one.

**TO RETURN TO THE DOCUMENT** press **[EXIT]** You will be back at the place you left when you pressed **f1** for Disc Manager and will not have lost any text.

## EXIT OPTIONS

When you have finished editing or want to take a break **[EXIT]** and **[ENTER]** Finish edit] or press **SC** or **SP** and **[ENTER]**

**FINISH EDIT:** Your work will be saved on disc and you will be returned to Disc Management

**SAVE AND CONTINUE:** Your work will be saved on disc and you will be returned to your place in the document. Provided you Save and Continue regularly you will never lose more than the work you have done since last you Saved and Continued or Finished Editing, even if the very worst happens.

**SAVE AND PRINT:** Your work will be saved on disc and you will be offered the same printing options as you get when pressing P from Disc Management.

**ABANDON EDIT:** You will lose all the work you have done since you last Finished Editing or Saved and Continued.



## MAKING A STANDARD TEMPLATE

A template is the pattern for your document (letter, report, thesis, book, invoice, labels) and contains your detailed instructions for its appearance: type of paper, number of lines per page, headings and page numbers; size of type, tabs and margins.

Press **C [ENTER]** to create a document, name it **TEMPLATE.STD** and **[ENTER]**

### PRESS f1 ENTER DOCUMENT SETUP

Four bright bars now cross the page containing four lines of type, the first two reading:  
*end of header 1 : used for all pages*  
*end of footer 1 : used for all pages*

### PRESS f1 ACTIONS

If there is text you no longer want between these bars **[ENTER]** Delete header/footer]

### PRESS f8 OPTIONS

To show various editing marks on screen press **f8** for the *Show* menu. **[+]** or delete **[-]**  
**Codes:** Rulers: Blanks: Spaces: Symbols: and **[ENTER]** The options you tick will appear on screen but won't print out and do not affect the length of your lines.

**CODES:** [Page 22] Emphasis codes (bold, italic, underline, etc ) will show on screen.

**RULERS:** If, from Editing text, you press **f2** and **[ENTER]** New layout] a ruler line showing the new margins and tabs will appear below the (Layout) code and the ruler in the Header will also change. If you **[ENTER]** Change layout] no layout code or additional ruler line will show but the ruler at the top of the document will change.

**BLANKS:** Screen will be filled with faint dots.

**SPACES:** Spaces will be filled with small triangles.

**SYMBOLS:** Curved arrows will show at the end of each line and mark a carriage return. Downward pointing broad arrows mark the end of a page.

### PRESS f5 PAGE [ENTER] each option in turn

**PAPER TYPE:** [Page 10] Press **[SPACE BAR]** until a tick appears against the paper you intend using. **[ENTER]** Show Paper Type] On the next *sub-menu* press **[SPACE BAR]** to change from Single sheet to Continuous stationery (or vice versa).

You may change the Top Gap **[ENTER]** and the Bottom Gap **[ENTER]** but gaps must be at least **3** for Single sheets.

If using Continuous Paper remove the tick from Ignore paper sensor by pressing the **[SPACE BAR]** If you make no changes press **[CAN]** If you have changed anything **[ENTER]** On the menu which reappears cursor up and **[ENTER]** Use Paper type]

**PAGE LAYOUT:** To change the number of lines in the Header and Footer zones.

## HEADERS AND FOOTERS

The default setting allows you 54 lines of type (Page body) to a page. You can extend this to about 59 or 60 by reducing space in the Gaps and in the Header and Footer zones. As you do so the figure beside *Page body* will change automatically.

**HEADER ZONE:** If you have 2 lines of text in the header Header zone should be **3**

**FOOTER ZONE:** If you have 3 lines in the footer your Footer Zone needs to be **5** If you just want *Contd* at the foot of the page Footer zone can be **2**

**Fixed Footer zone:** Any text and page numbers you put into the footer will print out at the foot of the page, just above the bottom gap.

**Floating footer zone:** Text will print out just below the last line of text so you should include a dividing line at the foot of the document or in the footer, above any text. (line, line space, text).

**HEADER AND FOOTER OPTIONS:** Default ticks are against *all pages* and all pages are header and footer enabled. To change these instructions remove the ticks by pressing the **[SPACE BAR]** (replace them by the same means) No tick means that no header/ footer text will print out on that page.

If, for example, you want headings and page numbers on alternate sides of the page tick *odd pages* For a header on all pages except the first, tick *all pages* and **remove the tick from** *First page header enabled*

**PAGE BREAK CONTROL:** Use **[SPACE BAR]** to tick the option you want and **[ENTER]**

**PREVENT WIDOWS AND ORPHANS:** Avoids printing out a page with one line missing (a widow) resulting in the last line appearing at the top of the next page (an orphan).

**DO NOT BREAK PARAGRAPHS:** will stop part of a paragraph being printed on one page and part on the next (widows and orphans are automatically avoided). **[ENTER]**

**PAGE NUMBER:** [Page 33] If the first page is to be any number other than 1 type this in and **[ENTER]**

**TOTAL PAGES:** To show the total number of pages in a document as well as the page number: type this number in on the line below the first page number **[ENTER]**

**[ENTER] [EXIT] [ENTER]**

You may set up, or change, instructions for numbering the pages of a document at the same time as you enter the headers and footers or at any other time before, during or after editing. **Do not enter page numbers on the document itself**, LocoScript will put them in for you if you follow this process.

## PAGE NUMBERING

If page number and/or text are to be printed at the **head** of the page stay in the blank space **above** the line which contains one of the following, depending on the instructions you gave in Header/footer options [Page 32]:

*end of header 1 : used for all pages*  
*end of header 1 : used for only the first page*  
*end of header 1 : used for all pages except the last*  
*end of header 1 : used for odd pages*

If page number and/or text are to be printed at the **foot** of the page cursor down to the space **above** the line which reads, for example:  
*end of footer 1 : used for all pages*

**PAGE NUMBERS ON RIGHT OF EACH PAGE:** Type in text then press  
**[+] RA [+] PN >>>**

Press < or > for 1-9 pages  
 Press << or >> for 10-99 pages  
 Press <<< or >>> for 100-999 pages

**PAGE NUMBERS ON LEFT OF EACH PAGE:** Press **[+] PN <<< [+] RA**  
 Then type in text and Page number codes.

**TO CENTRE A PAGE NUMBER:** **[+] C [ENTER]** Press **[+] PN**

**Press the equal sign once** = if you want to number 1-9 pages  
**Press twice** == for 10-99 pages: === for 100-999 pages  
**Press** ==== for 1000-9999 pages (maximum number you can use)

**To show hyphens on each side of the number** press **C** type - press **[SPACE BAR]**  
 press **[+] PN** press = (once, twice, three or four times) press **[SPACE BAR]** type -

**TO SHOW TOTAL NUMBER OF PAGES IN DOCUMENT** When you press **f5**  
**[ENTER]** Page numbers] add Total number of pages in document **[ENTER]**

After entering the **[+] PN** code and the symbols < > or = press the **[SPACE BAR]** and type the word of then press **[+] LPN** and the code for Last Page Number will appear. The result will look like this: (PageNo)>> of(LPageNo)>>

Or put a slash / between **[+] PN** and **[+] LPN** for example: (PageNo)>>/ (LPageNo)>>

**LINE BELOW HEADER:** Top gap **3** Header zone **3** Type in single line of text and codes and at the end of the line press **[+] LS 1/2 [ENTER] [RETURN]** and on the next line press **[+] UL [+] RA [-]UL [-] LS**

**LINE ABOVE FOOTER:** Bottom gap **3** Footer zone **4** Press **[+] UL [+] RA [-] UL**  
 Press **[RETURN] [RETURN]** Then enter single line of text and codes to be printed in the Footer zone.

## DIFFERENT FIRST PAGE WANTED

You are using your printed letterhead so don't want any header on the first page. But your own and your partner's names are to go at the foot of the first page **only**.

**Press f5** [ENTER Paper Type] [ENTER Show Paper Type] If you had previously changed the Top gap to 3, change it back again to **6** [ENTER] (although you may need more if you have a very deep letterhead [ENTER Use Paper Type]

Press **H** [ENTER Header/footer options] Remove the ticks [-] from all options except *first page only* and *First page footer enabled*. And tick *Use footer for first page* [ENTER] [EXIT] [ENTER] The words inside the bright bars have now changed. Make sure they contain the instructions you want.

Cursor into the space above *end of footer 1 : used for only the first page* type in the names [EXIT] [ENTER Return to edit]

## DIFFERENT ODD AND EVEN PAGES

You want book title, chapter headings and so on, to appear on different sides at the **top** of odd and even pages. Page numbers to appear on the **RIGHT of odd numbered pages** and on the **LEFT of even numbered pages**.

**Press f5** press **H** and [ENTER Header/footer options] Press [SPACE BAR] to transfer tick to *odd pages* Leave ticks on all other options. If you want the header to start on Page 2 remove [-] the tick from *First page header enabled* [ENTER] [EXIT] [ENTER]

**HEADERS:** Above *end of header 1 used for odd pages* type in the text then enter the codes: [+] RA [+] PN >

Above *end of header 2 : used for even pages* enter the codes: [+] PN < [+] RA then type in the text.

**FOOTERS:** Follow the process set out above for odd and even Headers. But if you are entering text as well as page numbers you may like to put a line across the page to separate the main text from the text in the footer zone in which case see Page 33

## Press f6

## PRINTING

To change Character Style and Set if you change the printwheel

## Press f2

## LAYOUT

Now you may set up to 10 different stock layouts which you can call up at will from any document in the group [Page 29] This is useful if you know in advance exactly how you want to set out letters (on different sizes of paper), tables, or scripts.

[ENTER Change stock layouts]

## PREPARING STOCK LAYOUTS

The least number of stock layouts you will need is two: the first (Layout 0) governs the arrangement of text and page numbers in the Header and Footer zones (Pagination). The second (Layout 1) is the Main layout and governs the arrangement of the text you put into your documents.

The *Change stock layouts* panel lists Layouts 0 to 9 [ENTER Layout 0]

**NAME Press f7:** Press [-] to delete the existing name and type in a new name and the number of the layout, for example: **HEADER.0** [ENTER] and you will see that *Document Setup and Layout 0* in the Highlighted Header have changed to *Editing layout and HEADER 0*

**LEFT MARGIN:** The cursor is at the left margin on the Ruler line. Press [+] **to** move it to the right [-] **to** move it to the left.

**TABS:** If there are Tabs you don't want to keep, press **f3** cursor down and [ENTER Clear all Tabs] Cursor to the point/s at which you want to put a new tab, press **f3** again and [ENTER Set simple tab] (or another option) [Page 23]

**RIGHT MARGIN:** Press the [SPACE BAR] which will take you to the right margin. Press [+] **to** move it to the right [-] **to** move it to the left.

### Press f4

**SIZE OF TYPE:** Default setting is *10 = pica* To change the pitch type in the new pitch beside Character pitch [ENTER] and the tick will disappear from the old pitch to reappear against the new one. Press **L**

**LINE SPACING:** Default setting is *1 = Single line spacing*. To change it type in one of the options on offer [ENTER] then cursor down:

**CR,** Default setting is *0 = one line of space between paras* to increase this type **1/2, 1, or 1 1/2** for 1 1/2, 2, or 2 1/2 lines of space each time you press [RETURN] [ENTER]

**LINE PITCH:** Default setting is *6 = 6 lines to the inch* To squeeze in more lines of type on a page type **7 1/2 or 8** For more space between lines type **5** and [ENTER] any change you want to make.

**When you have completed your changes** [ENTER]

### PRESS f8

**JUSTIFICATION:** Press the [SPACE BAR] to tick or remove the tick from *Justify*. You can now change Decimal Point and Zero Character, or press **S**

**DECIMAL POINT:** The default Decimal marker is a stop. Press the [SPACE BAR] for the Continental style comma.

**ZERO:** The default setting is for Zero without a slash. Press the [SPACE BAR] to change to a slashed zero.

**SCALE PITCH** should be the same as character pitch: 10 if you **normally** use Pitch 10; 12 if you **normally** use Pitch 12 or proportional spacing (PS).

By using the same scale and character pitches the text on screen will arrange itself within the margins you have set up although not necessarily so if you are using Proportional Spacing.

**In a moment the Change stock layouts menu will re-appear:**

**USE A DIFFERENT LAYOUT:** If you are going to use **different** margins, tabs, line spacing, pitch and line pitch for the main text Press **1 [ENTER]** then follow the instructions above (for Layout 0)

**COPY THE LAYOUT:** But if you are using **same** margins, tabs, line spacing, pitch and line pitch you need only copy the First *Layout 0* to the Second *Layout 1*

The cursor is on *Layout 0* (or HEADER 0 if you have renamed it)

Press **1 [ENTER]**

Press **f5** and with the cursor still on *Layout 0* (or HEADER 0) **[ENTER]**

This will copy all the instructions you put into Layout 0 to Layout 1. You can check this by looking at the the Highlighted Header.

Press **f7** and name this layout (MAIN TEXT 1, for example) **[ENTER]**

**ADDITIONAL LAYOUTS:** To store further layouts for future, after setting Layouts 0 and 1 and with the 'Change stock layouts panel on screen press **2 [ENTER]** Press **f7** then **[-]** and give the layout a name and number it **3** Then follow the instructions set out above (for Layout 0)

Press **[EXIT]** when you have completed each set of instructions to bring down the 'Change stock layouts' panel again.

**When you have set up as many layouts as you expect to need press [EXIT] [ENTER]**

**[EXIT] [ENTER]** Return to edit] (or to start of document).

**[EXIT]** and **[ENTER]** Finish Edit]

**ADDING MORE LAYOUTS:** If you press **f2** to change the layout of a document you are working on you will only be able to access that layout in that one document.

**Making new layouts available on all the documents in that group:** Press **E [ENTER]** to edit the TEMPLATE.STD Press **f1 [ENTER]** Document setup] Press **f2 [ENTER]** Change stock layouts]

Press number of the new layout **[ENTER]** Press **f7** then **[-]** rename and renumber. Proceed as described above. Press **[EXIT]** to return to the document.

## LABELS

From Disc Management press **f6** and **[ENTER Paper Types]**

**FOR 2" LABELS:** If 2" Labels is an option **[CAN] [CAN]**

**FOR 1½" LABELS:** If there is no 1½" Labels option, turn to Page 10 (Creating a New Paper Type) and follow the instructions for 1½" Labels.

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### MAKING A 1½" LABELS TEMPLATE

From Disc Management on a Data disc, use **[SHIFT]** to cursor into an empty group, or one without a template; or erase an existing TEMPLATE STD. Press **f4 [ENTER]** to rename the Group type **LABELS** and **[ENTER]**

Press **C** to create a document, press **[-]** type **TEMPLATE STD** and **[ENTER]**

Press **f1 [ENTER Document setup]**

Press **f5 [ENTER Paper Type]** If you had set a new Paper Type (see above) 1½" Labels will be listed here Press **U** and **[ENTER Use Paper Type]**

**If you have not already created a new paper type** press the **[SPACE BAR]** until a tick appears against 2" Labels. Press **S** and **[ENTER Show Paper Type]** On the next *sub-menu* delete 2" and type **1½"** Check that there is a tick against *Continuous stationery* and **no tick** against *Ignore paper sensor*. Change the settings to Height **8 [ENTER]** Top gap **0 [ENTER]** Bottom gap **0 [ENTER] [ENTER]** On the previous *sub-menu* now reappears Press **U** and **[ENTER Use Paper Type]**

**[ENTER Page layout]** and check, or change, the settings: Header zone **0 [ENTER]** Press **F** and change Footer zone to **0 [ENTER]** Page body will change automatically to **8 [ENTER] [EXIT] [ENTER]**

Press **f2 [ENTER Change stock layouts]** On the *sub-menu* **[ENTER Layout 1]** Press **f7 [-]** and rename the layout **LABELS**

The cursor should be at the left margin **1.0** on the ruler line. If it is in any other position press **[+]** to move right (or **[-]** to move left) to bring it to 1.0 Cursor to **3.5** on the ruler line and press **f1 [ENTER Set Right Margin]**.

Press **f4** if you want to change the character pitch then **f8** and change the Scale pitch accordingly. Remove the tick (if any) against *Justify [ENTER]*

**[EXIT] [EXIT] [ENTER] [EXIT Return to edit]** Press **[EXIT] [ENTER Finish edit]**

These settings are now lodged in the template and you can create a document in that group and type in the names and addresses from your mailing list, using up to 6 lines, maximum 3" each, giving a line of space top and bottom of each label.

## DATABASE = MAILING LIST

**TYPING THE MAILING LIST:** At the top of the document type in the first name and address. At the end of the address press **[ALT] and [RETURN]** to go to a new page.

**TO DELETE AN ADDRESS:** Use **[FIND]** [Page 28] to remove any address you no longer want **[CUT] [PAGE] [CUT]**

**TO INSERT A NEW ADDRESS** into the middle of the mailing list use **[FIND]** to reach the top of the label before the one you want to insert. Press **[PAGE]** then **[ALT] and [RETURN]** to insert a new page then type in the new name and address.

**ADDING TELEPHONE NUMBERS:** If you want to use your labels as an address book, copy each file **f3 [ENTER]** into the same or an adjoining group **[Page 52]** delete the last three digits on the 'Create document' panel and replace with, for example, TEL.

You can then add telephone numbers or any other information you want to keep on file without affecting the original address labels.

If you want to create duplicate Labels files in a different group or on another disc, first copy the **TEMPLATE STD** to the new group, or via Drive M to another disc [Page 52]

Then cursor on to each Labels file in turn and copy these too. You will then have a second file of names and addresses to which you can add 'phone numbers, birthdays and so on. The original Labels file will be retained in its original group in its original form for addressing only.

If the original disc has been confined to setting up address labels it will be quicker to copy the disc itself using **f2** then erase **f3** press **E [ENTER]** Erase file] any unwanted documents from the copy disc.

---

## PRINTING LABELS

Remove the hinged paper tray and attach the tractor feed mechanism to the printer following the illustrated text on Page 17 of the PCW 9512 'User Instructions' and the instructions for Printing Continuous Stationery [Page 49]

Pull the *Bail bar* forward and holding the *Tractor Feed Unit* with the ridged edge towards you push the 'feet' at the back of the tractor feed unit into the holes below the extreme left and right ridges behind the roller. Push the unit down firmly and fit the clips on either side of the unit on to the pins sticking out behind the roller. Push the Bail bar back and press **[EXIT]**

The right *Tractor* should be roughly in the middle of the ridged section behind the roller with the left *Tractor* between the first and second ridges. Push the *Tractor Covers* **up**



Put the box of labels on the floor behind your desk or table so that the fanfold strips can feed straight up behind the tractor mechanism. Position the labels as nearly as possible to feed into the printer behind the tractor and come up over the roller. The left edge of the **labels** (not of the perforated backing) should be on the third ridge from the left, the same as for single sheets of paper).

When the first label has fed through pull the *Paper Release Lever* forward to loosen them and make any adjustment necessary.

Fit the *sprocket holder* on the left of the labels onto the left *tractor cogs* then move the right tractor until you can fit the right sprocket holes onto the right tractor cogs.

Use the Paper Feed Wheel or **PTR f1 [ENTER]** Feed one line] **[CAN] [EXIT]** to bring the labels into the correct position for printing to start, (you can't avoid losing one or two labels).

---

**START PRINTING:** Press **P** and on the *Print document menu* cursor down to High Quality (the option of Draft quality does not apply with a Daisy wheel printer unless you have attached a second printer)

**[ENTER]** if you want to print out all the labels in the document.

If you only want **some** labels printed cursor down and **[ENTER]** Print part of document] and on the next *sub-menu* type in the numbers of the first and last pages (labels) entering each, and **[ENTER]**

The next panel should inform you that the current paper is 1½" Continuous **[ENTER]** Use current paper].

**But look carefully at the top of the panel**, if you see the words: *Paper types differ* and the cursor is on *Current paper is A4* Cursor down and **[ENTER]** Change to paper intended for document]

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**SUSPEND PRINTING:** Press **PTR f1 [ENTER]**

**RESUME PRINTING:** Press **PTR f1 [ENTER] [EXIT]**

**ABANDON PRINTING:** Press **PTR f7** Press **A** and **[ENTER] [EXIT]**

## NEWSLETTERS

**TEMPLATE.STD:** You will need two different templates: the first for your front cover, the second for the remaining pages of the newsletter.

Within each template you need three different layouts: Layout 0 for the Page Heading which crosses over two columns; Layout 1 for the Left column; and Layout 2 for the Right column. These layouts will be the same regardless of the space at the head of the pages.

**MASTHEAD:** The settings for the front page and allow 2<sup>1</sup>/<sub>4</sub>" at the top of the page, 3<sup>3</sup>/<sub>4</sub>" at the bottom and 53 x 3<sup>1</sup>/<sub>4</sub>" lines of type. However, you will probably need to experiment with Gaps and Zones to get the right amount of space if your masthead needs more or less space.

**SUBSEQUENT PAGES:** The template will give you approximately 3<sup>3</sup>/<sub>4</sub>" at the top and bottom of the page and 62 x 3<sup>1</sup>/<sub>4</sub>" lines of type.

**PAGE NUMBERS** are not feasible with two columns (in effect two pages) to each page of type. If you need them they will have to be typed into the document itself.

**HEADERS AND FOOTERS:** For the same reason you cannot have text in the header or footer zones so you will need to print out on pre-printed pages.

### TEMPLATE FOR FRONT PAGE

Create a TEMPLATE.STD for the **first page** of the Newsletter. Press **f1 [ENTER]** Document Setup] If necessary press **f1 [ENTER]** Delete Header/footer]

Press **f8** tick **[+]** Codes and Symbols

Press **f5 [ENTER]** Paper type] Press **[SPACE BAR]** to put tick on A4 Press **S** and **[ENTER]** Show Paper Type]

**Tick Single sheet** Change Top Gap to **6 [ENTER]** Bottom gap **3 [ENTER] [ENTER]** When the previous panel reappears press **u** and **[ENTER]** Use Paper Type]

**[ENTER Page layout]** Change Header zone to **8 [ENTER]** Press **F** change Footer zone to **0** and **[ENTER] [ENTER]**

Press **f2 [ENTER]** Change stock layouts] **[ENTER]** Layout 0] Press **f7** Delete **[-]** existing name Type **MASTHEAD** and **[ENTER]**

**MARGINS FOR HEADER:** Press **[-]** to take the **left margin back to 0.7** Press **[SPACE BAR]** then **[+]** to move the **right margin to 9.1**

Press **f4** and type **P** against *Character pitch* **[ENTER] [ENTER]**

Press **f8** tick *Justify* Press **S** and press **P** against *Scale Pitch* **[ENTER] [ENTER] [EXIT]**

## LAYOUT FOR LEFT HAND COLUMNS

On the Stock Layouts panel type **1** and **[ENTER]** Layout 1]

Press **f7** Delete [-] existing name. Type **LEFT 1** and **[ENTER]**

Press **f3** **[ENTER]** Clear all Tabs] and set new Tabs if required.

**MARGINS:** Press [-] to take the Left Margin back to **0.7** Cursor to **4.7** and press **f1** **[ENTER]** Set right margin]

Press **f4** and against *Character pitch* press **P** **[ENTER]** **[ENTER]**

Press **f8** Tick *Justify* Press **S** and against *Scale Pitch* press **P** **[ENTER]** **[ENTER]** **[EXIT]**

## LAYOUT FOR RIGHT HAND COLUMNS

Back in the Stock Layout panel press **2** and **[ENTER]** Layout 2]

Press **f7** Delete [-] existing name. Type **RIGHT 2** and **[ENTER]**

**MARGINS:** Press the **[SPACE BAR]** Press **[+]** to move the Right Margin to **9.1** Cursor back to **5.1** press **f1** **[ENTER]** Set left margin]

Press **f4** Press **P** against *Character pitch* and **[ENTER]** **[ENTER]**

Press **f8** Tick *Justify*. Press **S** and press **P** and against *Scale pitch* **[ENTER]** **[ENTER]** **[EXIT]** **[EXIT]** **[ENTER]**

**[EXIT]** **[ENTER]** Return to edit] **[EXIT]** **[ENTER]** Finish edit]

## TEMPLATE FOR SUBSEQUENT PAGES ,

**Back in Disc Management, copy the template, via f3** into an adjacent group, press **E** to edit then **f1** **[ENTER]** Document setup]

Press **f5** **[ENTER]** Paper Type and press **S** **[ENTER]** Show Paper Type] Change Top gap to 3 **[ENTER]** **[ENTER]**

Cursor up and **[ENTER]** Use Paper Type]

**[ENTER]** Page layout]

Alter Header zone to **0** **[ENTER]** press F and alter Footer zone to **2** **[ENTER]** **[ENTER]**

**[EXIT]** **[ENTER]** **[EXIT]** **[ENTER]** Return to edit] **[EXIT]** **[ENTER]** Finish edit]

## PREPARING THE FRONT PAGE

In the first group press **C [ENTER]** to create a document for the first page. On the middle line of the Highlighted Header, extreme left, you will see LEFT.1

Type the LEFT column. At the end of Line 53, or before if you want a shorter column, press **+LT 2 [ENTER]**

Without moving the cursor press **[ALT]** and **[RETURN]** The *end-of-page* line will appear with the cursor immediately beneath it in the **right hand column**.

Type the RIGHT column. At the end of Line 53 press **[+LT 1 [ENTER]** press **[ALT]** and **[RETURN]** and the cursor will be transported into the left column under the *end of page* line.

**AT THE END OF THIS COLUMN** Press **[EXIT] [ENTER]** Finish edit]

## PREPARING SUCCESSIVE PAGES

Move into the adjoining group and create your second document. Now you have 62 lines free in each column.

## PRINTING IN COLUMNS

Drop the paper into the printer in the usual position: with its left edge on the third ridge behind the roller. Press **P [ENTER [EXIT]** and print the *left* column.

Lift out the paper insert it again and **[EXIT]** to print the *right* column.

**It is essential that each sheet of paper goes into the printer in exactly the same position** so that the two columns print out evenly. A paper guide will help you to keep the sheets in the same position.

**Better still get the PCW 9512 Sheet Feeder** You will need to upgrade to LocoScript 2 version 2.29.

You can buy the paper guide and the sheet feeder from Amstrad Professional User Group or from most mail order suppliers of computer equipment and the LocoScript 2 upgrade from Locomotive Software [LocoScript 2 Course Page 16]

## FORMS/ACCOUNTS

If your form is double spaced you will continue to see the column headings on screen until you reach the end of the page (about line 25) If you are using 1½ line spacing, however, the heading will roll up and you will only have the ruler line to guide you. Draft your form **using the [SPACE BAR]** to move along the line and typing in examples of the headings and contents each column is to contain.

Note the position at which each vertical line dividing the columns is to be drawn and set tabs accordingly; press **f1 [ENTER]** Document setup] Press **f2 [ENTER]** Change Stock layouts] If you want headers or footers [**ENTER** layout 0] and turn to Page 32, otherwise [**ENTER** Layout 1] Press **f7** and name it accordingly.

**A4 PORTRAIT:** Set Left Margin at **0** Cursor to 1.5 press **f3 [ENTER]** Set simple tab] Press **f3** again, cursor down to *Set tabs every ??* and type in the spacing you want to allow in each column. Intervals of 5 for a ½" column; or 10 for a 1" column (8 characters). (Delete [-] tab at 7.5 for a wider final column) Set a last tab one space in from the right margin at **7.9 [EXIT] [EXIT] [ENTER]** Return to edit]

**A4 LANDSCAPE:** Make a Paper Type for *A4 Landscape* if you have not already done so [Page 10] If you have made one but have been using A4 portrait (upright) press **PTR f3 [ENTER]** Press [**SPACE BAR**] to move tick to *A4 Landscape* Press **U** and [**ENTER** Use Paper Type] [**EXIT]** Set Left Margin at **0** Right Margin at **11.5** Set tabs as required intervals. (Delete tabs at 10.5 and 11.0 for a wide final column). Set the last tab at **11.4 [EXIT] [EXIT] [ENTER]** Return to edit]

### LAYING OUT THE FORM

Press **[+] UL [+] RA [-] UL** then press **[+] LS 2** and [**RETURN]** Press **f8** delete [-] Codes and tick **[+] Symbols [ENTER]** If you are satisfied with the settings [**CUT]** the draft headings and entries you made previously.

Press [**TAB]** and when the cursor reaches the arrow in the *ruler line* press the bar | (second key after letter L on the keyboard) After setting a couple of lines [**COPY] [EOL][COPY]** followed by a letter, then [**PASTE]** them in until you have laid out as many as the page will take.

Press [**ALT] [PAGE]** and with the cursor on the arrow in the first column, type in the heading for that column, using the [**SPACE BAR]** to centre the heading. **But always keep the arrow UNDER or TO THE RIGHT of the word you are typing.**

**The bar | must always be in place directly under the arrow in the ruler line** You can delete the arrow and the space just before the bar to correct an overrun. But each blank in the box must be filled by a character, a space made by pressing the [**SPACE BAR]** or the arrow. Always use the **CURSOR** to move from one box to the arrow in the next box [**EXIT] [ENTER]** Finish edit]

### FILLING THE FORM

Create a document in the same group and the form will be on screen waiting to be filled. Cursor onto the arrow in the first column in which text or figures are to be entered. Type in words or figures, bearing in mind that **THE ARROW MUST ALWAYS BE UNDER OR TO THE RIGHT OF THE CURSOR.**

## TIP TOP TIPS

**LEADERS:** If you want to run leaders ..... across the page to a page number, turn off the Codes **f1** [-] Codes **[ENTER]** Press **f2** and set Tabs. **f3** one, two and three spaces before the right margin **[EXIT]**

## A GOOD WAY OF TRYING OUT DIFFERENT MARGINS

From Disc Management press **D** **[ENTER]** Press **f2** **[ENTER]** Change layout] Press **f8** tick **[+]** Justify **[ENTER]** Press **f4** if you want to change the character pitch **[ENTER]** Press **f8** and change the Scale pitch to match **[EXIT]** Type in details of the margins and pitch you have used.

Type one line, make a block of it [Page 25] then paste it in two or three times until you have a minimum of three justified lines on screen. Make another Block of the paragraph.

Press **[RETURN]** and **without taking the paper out of the printer press PTR f1** and **[ENTER]** Feed one line] three times **[CAN]** **[EXIT]** to divide the examples.

Now press **f2** **[ENTER]** Change layout] and alter the margins (and the character and scale pitches if you want to **[EXIT]**)

As before, type particulars of new margins and pitch. **[PASTE]** the Block in. Continue as before. **[RETURN]**

## TABLES

To alter the Tabs for setting out a table in the middle of a document:

Press **[ALT]** and **[PAGE]** to go to the top of the page **[RETURN]** **[RETURN]** to give yourself some space and draft your table typing in the first line or two of the table, **using the [SPACE BAR]** to move along the lines and typing in examples of the headings and contents each column is to contain

When you are satisfied with the spacing **move the CURSOR** along the line making a note of each position at which a Tab is to be set. Then delete your draft table and delete the blank lines to put the page back to Line 1.

Cursor to the line **before** the one on which the table is to start Press **f2** **[ENTER]** New layout] and *Editing layout* will appear at the top of the Highlighted Header. Press **f3** **[ENTER]** Clear all Tabs] then cursor along the *ruler line*, pressing **f3** **[ENTER]** Set simple Tab] whenever you reach the point at which a Tab is to be inserted.

**Alternatively**, at any point along the *ruler line* press **f3** and against *Set Tab every: ??* (type 5, for example). And tab arrows will appear, at 5-space intervals, **from that point only**

## PRINTING

**IF YOU ARE USING A DIFFERENT PRINTER:** If you have attached a Dot matrix printer to the PCW or are switching discs between a PCW 8512 and PCW 9512, a warning will appear: *Document and current printer do not match* Below this you will see *Current PCW 9512* and, *Intended MATRIX* [ENTER Use the current printer]

If the alternative printer is to be treated as your Standard printer turn to Page 284 of the *USER INSTRUCTIONS*

### PRINTING ON SINGLE SHEETS OF PAPER

Drop the paper in the printer with its left edge on the third ridge behind the roller (third rib of the paper tray).

There are two levers on the right of the roller: nearest to you is the *Paper Load Lever* which moves the *Bail Bar*; behind it is the *Paper Release Lever* which you can pull forward in order to adjust the paper by hand.

Pull the *Paper Load Lever* towards you, the paper will feed in and the three small rollers on the Paper Load Lever will hold it firmly, with the top of the paper showing just above them.

If the paper is crooked pull the *Paper Release Lever* forward to adjust it. Snap both back into position when it is straight. *PCW9512* will be flashing top left of the Highlighted Header, press [EXIT]

### PAPER TYPE

The default Paper Type is for single sheets of A4 and if this is what you are using you need take no further action. However, three further paper types have been set up for you: 11" Fanfold (continuous) 2" Labels (continuous) and single A5 sheets and if you have already set further Paper Types [Page 10] these will be available also.

**To change to one of these Paper Types press PTR f3** and press the [SPACE BAR] until the tick is against the Paper Type you intend using. Press U [ENTER Use Paper Type] [EXIT]

**IF YOU HAD BEEN USING A DIFFERENT PAPER TYPE** (Continuous, for example) a warning message will appear on screen: *Paper types differ* Below this you will see *Current (11)2" Labels*, for example) and below that *Intended* (the paper type for the document you are about to print).

The cursor is on *Use the current paper* Press C or the down cursor ↓ and [ENTER Change to paper intended for document] The final message will show the correct paper type [ENTER Proceed]

**Before you print another document using the same Paper Type** press PTR f3 and use the [SPACE BAR] to place a tick against the required Paper Type, press U [ENTER Use Paper Type] [EXIT]

## PRINTER RIBBON

Press **PTR f8** to change Ribbon Type or Impression **[EXIT]**

**IF PRINTING STOPS SUDDENLY** because the ribbon has come to an end do **NOT** take the paper out, switch off, or panic. Put in a new cassette as illustrated on Page 18 of the *USER INSTRUCTIONS*, press **[EXIT]** and printing will start again from the letter immediately following the one after which it stopped.

## START PRINTING

**TO PRINT THE WHOLE DOCUMENT:** From Disc Management cursor onto the document to be printed press **P** and a *menu* will offer you the choice of High or Draft quality (draft is only available if using a dot-matrix printer); one copy (if you want more (up to 99) type in number required **[ENTER]**) and **[ENTER]** Print all of document]

**TO PRINT PART OF A DOCUMENT:** Cursor down and **[ENTER]** Print part of document] A *sub-menu* will show the number of pages in the document. To print page 2, for example, of a 4 page document: with the cursor on *From Page 1* type **2 [ENTER]** Cursor down to *To page* and type **2 [ENTER] [ENTER]**

A message on screen will give you the details of printer, paper, language and style of type **[ENTER]** Proceed]

**PUTTING PAPER INTO THE PRINTER:** If you have not already inserted the paper, the words *Paper please* will appear on the top line of the Highlighted Header. Insert the paper and press **[EXIT]**

If more than one page is to be printed *Paper please* will reappear. Insert the paper, press **[EXIT]** and printing will continue.

If you insert the paper more than a few moments before you are ready to print the printer will suddenly develop a very short memory and ask you for *Paper please* Take the paper out and insert it again **[EXIT]**

**SUSPEND PRINTING:** Press **PTR f1 [ENTER]** Suspend printing]. DO NOT press EXIT Top left of the Highlighted Header *PCW 9512* will be flashing.

**RESUME PRINTING:** When you are ready to start printing again press **f1 [ENTER]** Resume printing] **[EXIT]** and printing will carry on from the point at which it was suspended.

**ABANDON PRINTING:** Press **PTR f7** then press **A** and **[ENTER]** Abandon printing] **[EXIT]** *Printer idle* will appear in Highlighted Header.

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## TO PRINT

LABELS [Page 37]  
NEWSLETTERS [Page 40]  
FORMS/ACCOUNTS [Page 43]



## PRINTER CONTROL

To put LocoScript into its *Printer Control State* press **PTR** On the top line you will see *Printer idle* on the right *Using* (drive) In the middle line *PCW 9512* will be flashing followed by *Waiting for paper* and on the right the type of paper it expects to be printing on. The *f* keys have adopted new functions after pressing any of these either **[ENTER]** an option or **[CAN]** Press **[EXIT]** to get out of printer control.

**Press PTR f1** and: **[ENTER]** Suspend printing) (printing will stop at the end of the current line) **[ENTER]** If you expect to continue printing this page do NOT press **[EXIT]** *PCW 9512* will continue to flash top left

When you are ready to continue press **f1 [ENTER]** resume printing) **[EXIT]**

**Press PTR f3** for the Paper Type *menu*

**Press PTR f5** if you are changing the daisy wheel

**Press PTR f6** overrides the left margin set in the template. To change the position at which the printer is to start press **I** and **[ENTER]** ONCE for every tenth of an inch (eg. ENTER Increase offset] FIVE TIMES to move the print head from 0 to 5 =  $\frac{1}{2}$  inch).

Provided **Left offset** is 1 or more you can decrease it, press **D** in the same way although not to less than zero.

**Press PTR f7** and press **A** and **[ENTER]** Abandon Printing) **[EXIT]**

Alternatively, leave the *menu* on screen until you are ready to carry on, then press **C** to **print from the current page** or **B** from the start of the document **[ENTER]** **[EXIT]** You will be asked for *Paper please* Insert a fresh sheet of paper and **[EXIT]** **[ENTER]** **[EXIT]** **ENTER** OK] and **[EXIT]**

**Press PTR f8** if you change the ribbon or to change the impression. Press the appropriate letter and tick **[ENTER]** **[EXIT]**

## GIVE DOCUMENTS CONSECUTIVE PAGE NUMBERS

In Disc Management, and with the group cursor on the first file in the sequence press **f5** and **[ENTER]** Set first pages)

On the *sub-menu* which appears **[ENTER]** Set counter = first page] A message will come on screen asking you to *select document using cursor keys*

Move the cursor to the second file in the sequence and **[ENTER]** Set first page = counter] Move the cursor to the next document in the sequence and **[ENTER]** **Set first page = counter]** and carry on until you complete the sequence.

Whatever page numbers have been set in the individual documents will be over-ridden and they will be numbered according to the new order you have specified.

## CONTINUOUS PAPER

You can buy continuous paper in various Weights: 60gsm, 80gsm, 100gsm; and several sizes including: **True A4** 11<sup>2</sup>/<sub>3</sub>" x 8<sup>1</sup>/<sub>4</sub>" (with perforations 11<sup>2</sup>/<sub>3</sub>" x 9<sup>1</sup>/<sub>4</sub>" ) **American A4** 11 x 8<sup>1</sup>/<sub>2</sub>" (with perfs: 11" x 9<sup>1</sup>/<sub>2</sub>" ) and **Listing paper** including 12" x 8<sup>1</sup>/<sub>2</sub>" (with perfs: 12" x 9<sup>1</sup>/<sub>2</sub>" ). Perforations are easily stripped off after paper is removed from the printer.

If you have already changed the *Paper Default* [Page 11] to the Paper Type you intend using it isn't necessary to do anything further before you are start printing.

If the *Paper Default* is A4 press **PTR f3** move the **[SPACE BAR]** onto the Paper Type you intend using. Press **U** or **↑** and **[ENTER Use Paper Type] [EXIT]** If the type you want to use isn't available you must set a new Paper Type [Page 10]

## PREPARING THE PRINTER

Lift out the paper tray and follow the illustrated directions on Pages 17/18 of the *USER INSTRUCTIONS*, moving the left tractor casing so that the left vertical perforation is almost over the third left ridge behind the roller. If you do this there will be no need to change the margins if you alternate between continuous paper and single sheets. Adjust the right tractor casing to fit the paper you are using.

Setting up the tractor mechanism for continuous stationery is a **pain**. And anyone who tells you it isn't is lying through his teeth. It may take you one or two false starts to get the paper in straight and the margins all correct, but once you have beaten it, don't let go. If you **must** uncouple the paper from the mechanism be sure you mark The exact position of the left sprockets and where the paper should feed in.

## INSERTING THE PAPER

Push up the tractor covers, pull the *Paper Load Lever* forward to feed the paper in, and push it back when sufficient paper has fed through to allow you to fit the sprocket holes at the sides of the paper onto the cogs on the tractors.

Adjust the position at which the paper feeds onto the cogs so that the left vertical perforation is as near as possible in the same position as the left edge of single sheet A4. If you do this you will not need to adjust the margins in the document.

Pull the *Paper Release Lever* forward to release the paper so that you can straighten it by hand (leave the Lever forward). Check that the sprocket holes on either side of the paper are correctly aligned.

Hold each side of the paper, pull it taut to smooth out any wrinkles and check that there is nothing to obstruct the free flow of paper to the printer. Close the tractor covers and use the *Paper Feed Knob* on the left of the printer (or press **PTR f1 [ENTER Feed one line]**) to move a couple of inches above the end of the page.

Press **PTR f1** cursor down to Feed one line press, and keep pressing **[+]** until the flat edge of the print head is just below the perforation. Type **S** and **[ENTER Set top of form] [ENTER] [EXIT]**

## PRINTER ACTIONS MENU

When using Continuous Paper: Press **PTR f1**

**[ENTER]** Suspend printing] to pause temporarily [Page 47]

**[ENTER]** Resume printing] and **[EXIT]** to restart printer.

**Feed to top of form:** **[ENTER] [EXIT] [ENTER]** To move the print head into position on the next sheet of paper, so releasing the last printed page from the sprockets

**Feed one line:** Moves the print head down the paper one line at a time each time you press **[ENTER]** When it is in the correct position **[CAN] [EXIT]**

**Set top of form:** Move the paper to a new position to start printing and **[ENTER] [EXIT]**

## PRINTING ON CONTINUOUS PAPER

With the group cursor on the document in Disc Management, press **P** If the panel which comes on screen tells you that: *Current is A4 Portrait* (for example) and that *Intended is A4 Fanfold Continuous* Cursor down and **[ENTER]** Change to paper intended for document].

The next message will inform you that the printer is *About to print: Paper is A4 Fanfold Continuous* **[ENTER]** Proceed] As it finishes printing each page the paper will feed through and position itself at the top of the next page.

**If printing starts too close to the top of the paper** reset the top of the form instead of going back into the document/s to alter the top gap and header zone. To do this: Press **PTR f1 [ENTER]** Feed one line] (to get to the correct printing position **[ENTER]** again if necessary. Then **[ENTER]** Set top of form] **[EXIT] [ENTER] [EXIT]**

When you have finished printing the last page of the document the paper will feed through and position itself ready to print the first page of the next document.

**WHEN PRINTING IS FINISHED** and the next page is ready for printing, press **PTR f3** cursor down **[ENTER]** Feed to top of form] **[EXIT] [ENTER] [EXIT]** and the printer will move on one more page allowing you to extract the last printed page but leaving the paper in place on the sprockets ready for work on the following day.

**ABANDON PRINTING:** Press **PTR f1** then press **A** and **[ENTER]**

**WARNING:** If you press **PTR f7** and Abandon printing after one or more lines the paper will feed down too far and you must roll it up using the outer wheel on the printer. The press **PTR f1 [ENTER]** Set top of form] again.

## DIRECT PRINTING

Direct Printing enables you to use the word processor without a disc in the drive. You can make and paste in Blocks and Phrases, Insert text, and return to Disc Management, pressing [EXIT] in the usual way to get back to Direct Printing.

You can change pitch and emphasis, delete text and move it around the page. But you can't use Headers or Footers and every time you press [RETURN] whatever you have typed up to that point will be printed out then discarded for good. You can't save it and you can't retrieve it.

From Disc Management press **D** and [ENTER] The screen will go blank and (*Direct printing* is on the top line of the Highlighted Header. Press **f2** [ENTER Change layout]

The Header now changes to *Editing layout* and you can put in new margins (**f1**) and tabs (**f3**) change the character pitch, line spacing, extra spacing and line pitch (**f4**) justify, and change the scale pitch (**f8**)

Press [EXIT] to return to Direct Printing

Every time you press [RETURN] the text you type on the page will be printed out and will then disappear for all time. You cannot correct it and **you cannot save it.**

When you have finished with Direct Printing press [EXIT] Press **A** [ENTER Abandon direct printing]

## ENVELOPES

**DL ENVELOPES** (4<sup>3</sup>/<sub>8</sub>" x 8<sup>5</sup>/<sub>8</sub>" ): Create a document, name it **ENVELOPE.DL** and [ENTER] Press **f2** [ENTER Change layout] Move left margin [**+**] to **3** (3 inches from edge of envelope) Press [EXIT] and press [RETURN] to go down to **line 4**

**POCKETS** (6<sup>3</sup>/<sub>8</sub>" x 9" ): Create a document, name it **ENVELOPE.PKT** and [ENTER] Press **f2** [ENTER Change layout] Move the left margin [**+**] to **3** (3" from left edge of envelope) press [EXIT] and press [RETURN] to go down to **line 8**

**BANKERS:** (3<sup>1</sup>/<sub>2</sub>" x 6" ) Name a document **ENVELOPE.BNK** press **f2** and move margin [**+**] to **2** (2" from left edge of envelope) [EXIT] and go down to **line 2**

[EXIT] [ENTER Finish edit]

**PRINTING:** Feed the envelopes into the printer with the flaps closed; the left edge against third ridge behind roller [EXIT]

**CONNING THE COMPUTER:** If you make a Phrase of the RETURN symbol (a curved arrow) and paste it in instead of pressing [RETURN] you can con the computer into thinking you have pressed RETURN and con the printer into ignoring the fact that the cursor has actually moved to the next line. The address will remain on screen until you have finished it (and corrected it if necessary) and will only print out when you eventually press [RETURN]

## ORGANISING YOUR DISCS

The object of buying a Word Processor is to enable you to work faster and more efficiently, but you can only do so if your filing system is in order.

The object is defeated if you are forced to spend hours searching through various groups and different discs to find something you have mislaid. LocoScript not arranges the files for you (in strict alphabetical order) but enables you to rearrange them yourself, just by pressing a few keys.

You can do a lot to help yourself by setting aside different discs for different purposes, and different groups for different purposes on those discs. But you can do as much harms as good if you have too **many** discs without having a hard and fast plan about which files each is to hold.

Be sure to put a summary of the contents of each document on the *Edit Identity* panel before leaving the document [Page 30] so that it is only a matter of moments to check the contents from Disc Management [Page 52]

## NAMING A DOCUMENT

From Disc Management press **C** then press **[-]** to delete the existing name. You can use up to 8-character before the stop and 3 after. And you can use the following symbols: " \$ % ' \_ # 1/2 @

The clearest symbols to use if you want to divide a name anywhere apart from the stop are: \_ and '.

## RENAME DOCUMENT

Cursor onto the document in Disc Management, press **f3** press **R** and **[ENTER]** Type in the new name and **[ENTER]**

## RENAME GROUP

Cursor into the the group to be renamed (or using **[SHIFT]** cursor into an empty group in the box top left of the screen, Press **f4** **[ENTER]** Type in the new name (up to 8-characters) **[ENTER]**

**To re-number again:** Cursor on to any document in the group to be re-numbered. Press **f3** press **E** and **[ENTER]** When the *Erase file* panel appears type the name of the **Group**, press the **[SPACE BAR]** then type **GRP** **[ENTER]**

## RENAME DISC

From Disc Management press **f2** press **R** and **[ENTER]** Type in new name **[ENTER]**

## RENAME DRIVE M

With group cursor in Drive M rename while the Start-of-Day disc is in the drive.

## COPY DOCUMENTS

To put a back-up (carbon copy) of a file onto another disc as insurance in case the original is accidentally erased, or to make alterations without affecting the original:

**Copy the document to the same, or another, group on the SAME disc** Press **f3** [ENTER Copy file] A panel will appear bearing the words *Pick destination* In a moment or two the panel will disappear but at the top of the screen the words *Copying file. Pick destination: select group and drive then press ENTER or CAN to abandon* will be highlighted.

Move the cursor into the new group in the same *drive* or into a group in Drive M, or stay where you are if you are copying into the **same** group. Press [ENTER] a panel will show the file name and the numbers of the old and new groups, press [ENTER] or type in a new name then [ENTER]

**To copy a file onto another disc:** First copy into Drive M. Take the disc *from* which you are copying out of the drive and insert the disc *to* which you are copying. Press **f7** Then go through the process again copying *from* Drive M back to Drive A.

**To copy the whole disc** Use exactly the same method as you used when copying the System discs [Page 9] Be sure to open the *Write Protect Holes* of the disc you are copying *from*.

**As you have only copied the file the original will still be in place in the original group.**

## MOVE DOCUMENTS

To move a document from one group to another, or to release space on one disc by moving a document to a another disc, press **f3** [ENTER Move file] and follow the instructions for copying.

When you *move* a document into Drive M (or on to a disc in Drive B if you have had a second drive fitted) the document goes into *Limbo* [Page 53] in the group from which you moved it, and can be retrieved if required.

## INSPECT DOCUMENTS

Press **f5** [ENTER Inspect document] a highlighted panel will appear onto which you can type three lines of up to 30 characters each. The lower part of the panel shows the number of the first and last pages in the document (plus the total number of pages, if you entered this when making the template) [Page 33]

If you made an entry on this panel before you finished editing the document [Page 2] the description you gave will be on the panel and you can change anything in it or type in new details [ENTER] Or leave it as it is and press [CAN]

## LIMBO

When you press **E** go back into a document you created: change, add or delete anything and *Finish edit* the original version is not lost altogether, instead it goes into *Limbo* and stays there. But if you go back into the (revised) document to change, add or delete anything and *Finish edit* again the revised version will replace the original version in Limbo and the original will be gone for good.

If you start to run out of *ks* LocoScript will start to swallow the files in Limbo (not just a *k* or two as it needs them but a whole file at a time. So you cannot depend completely on being able to rescue any file in Limbo whenever you're good and ready. It could be gone forever.

**TO SEE WHAT FILES ARE IN LIMBO:** From Disc Management press **f8** and tick **[+]** Show Limbo files **[ENTER]**

If you have done a lot of work and a lot of editing you are likely to find the screen crammed with files bearing the word *lim* and what had previously been a single column doubling in size. Some files will only have a Limbo version. Others will appear underneath any document that has been edited twice. Press **f8** and **[-]** Show limbo files and **[ENTER]** and the duplicates will be hidden away again.

**TO EXAMINE A LIMBO FILE:** You can't look at a file or edit it until you have retrieved from Limbo. Cursor on to the file, press **f3** Press **R R** and **[ENTER Recover from limbo]** **[ENTER]** **[ENTER]** If it is one that has the same name as its successor you will be asked to rename it (you might repeat the first 8 characters adding LIM).

**PUTTING A FILE INTO LIMBO:** With the group cursor on the document in Disc Management press **f3** press **E** **[ENTER Erase file]** **[ENTER]**

**DISCARDING LIMBO FILES:** It is a good idea to tidy things up from time to time by getting rid of some of the files for good. Press **f8** **[+]** Show Limbo files] Cursor on to each file to be discarded press **f3** press **E** and **[ENTER Erase file]** **[ENTER]**

**Long Documents:** If you are working on a book which you have split into several documents and are continually editing and re-editing pages and moving them around from one document to another, keep as many files in Limbo as you can. The cleverer you get at switching blocks of type from document to document the easier it is to Cut and forget to *Paste* back in some vital page or para but if it is in Limbo you can at least retrieve it if something turns up missing.

## HIDDEN FILES

The Hidden files make the wheels go round, press **f8** tick Show Hidden files If any have got themselves onto your Data discs (in group 0) you can erase them but do not erase them from group 0 on Drive M. **And don't erase them from your Start-of-day disc or the wheels won't turn no more.**

It is safer never to have the Hidden files showing. If they're not on screen you can't erase them by accident.

## ASCII

**American Standard Code for Information Interchange:** To use a different printer, an electronic typewriter, telex or electronic mail, or send your LocoScript files to another computer, you have to convert them into the standard ASCII code.

You can't start off by making an ASCII file, you must first make a LocoScript file and convert that to ASCII.

From Disc Management with the group cursor on the file to be converted, press **f3** [**ENTER** Copy file] cursor into a group in Drive-M (leaving the original in Drive-A).

**TO MAKE AN ASCII VERSION OF THE FILE,** keep the cursor on it, press **f1** [**ENTER** Make ASCII file]

You will be instructed to *Pick destination select group and drive* Cursor into an empty group in Drive M and [**ENTER**]

At the top of the highlighted header you will see the words *Making ASCII file, Pick destination select group and drive then press ENTER or CANCEL to abandon*

A sub-menu will now offer you a choice of *Simple text file* or a *Page image file* (There is an arrow against *Simple text file*, although this is not necessarily the best option, see USER INSTRUCTIONS Page 186). Cursor down and [**ENTER** Page Image file] and you have created an ASCII file.

**MOVE THE ASCII FILE TO DRIVE A GROUP 0** on your Data Disc [**ENTER**] naming it with a name that reminds you that it is not a LocoScript file [**ENTER**]. Alternatively and preferably, move it to Group 0 on a disc which you keep for storing ASCII files.

**WARNING:** Whether the converted file is on a Data Disc or a special ASCII disc kept for the purpose your ASCII file **must** be stored in the **first** group on the disc.

To edit an ASCII file you must create a new document then press **f1** [**ENTER** Insert text which will take you back into Disc Management. Cursor onto the ASCII file and press [**ENTER**] [**ENTER**] and proceed with the edit in the usual way. Now the file is back in LocoScript and must be converted again to ASCII.

Unfortunately editing an ASCII file is not as easy as it sounds. Quicker to erase the ASCII file, go back to the original, edit that and convert.

## SIMPLE TEXT FILE

None of the detailed layout information is retained only TABS and RETURNS. Does not contain headers or footers, nor are page numbers inserted.

## PAGE IMAGE FILE

Retains the header and footer text and correct pagination. The file can be printed out on a daisy-wheel printer or sent out by telephone or telex using a modem.



**LOCOSCRIPT 2**  
**COURSE**



# **\* LOCOSCRIPT TWO \***

## **ON THE PCW 9512**

**Daphne Macara**

**Copyright**

**1990**

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**Page numbers in square brackets are those in the main text of this book  
NOT page numbers in this course**

## ABSOLUTE BEGINNERS

**Switch on the PCW, press f2 and [ENTER Copy disc]** Cursor down, press [ENTER Copy 720k disc using Drive A] With the arrow on the disc pointing **away** from you put the LocoScript 2 disc in the slot below the screen, label uppermost. Push firmly home [ENTER Disc is in Drive A: continue] and follow the instructions on screen [Page 9]

**START-OF-DAY DISC:** This copy will be your Start-of-Day disc. Write START OF DAY on the label. Turn it over and on the other side write DO NOT FORMAT THIS SIDE. This is to remind yourself that LocoScript uses **both sides** together when storing information and you will wipe out Side 1 if you *format* Side 2.

All the files that were on the Master disc have now been copied to the Start-of-Day disc. Whenever you switch the machine on in future *boot up* by inserting this disc into Drive A [Page 3] Use this disc to work through the LocoScript 2 Course.

**USING THE LOCOSCRIPT 2 DISC:** You may use the Locoscript 2 master disc as a work disc but every time you press **C** to create a document and [ENTER] a message will appear on screen informing you that *Disc is write-protected* [ENTER Send result to Drive M]

From Drive M you can write and print out your letter but you can't *save* it. To save it you must *copy* [Page 52] the document to your Start-of-Day disc or to another *formatted* disc **before you switch off**.

**USING A BLANK DISC:** If you already have a Data (working) disc you can use this, or a blank disc which you must *format* for the purpose [Page 9] Press **f2 [ENTER Format disc]** and follow the on-screen instructions. This is to be your working disc, free of all files and with 706 free *kilobytes* for you to use [Page 3]

**SHOW ON SCREEN:** Before you start working through this course, cursor onto the TEMPLATE.STD in the LETTERS group. (only on the PCW 9512 Wordprocessor disc). Press **E** to edit and [ENTER]

Press **f8** and tick **[+]** *Codes*. If there is no tick against *Symbolic* cursor down and tick this too [ENTER] When you enter a Code [Page 22] (**Bold Italic Underline**) into your text it will show in brackets on screen. The Tab, Return and End-of-page arrows will also show. None of these appear in the printout and do not occupy any space on your document. Press [EXIT] and [ENTER Finish Edit]

## THE ONLY WAY TO DO IT IS TO DO IT

**CREATE A DOCUMENT:** Press **C** when the highlighted panel appears press **[-]** Instead of DOCUMENT 000 you will now see a ?

**NAME THE DOCUMENT:** Type the new name of the document as instructed in the first paragraph of each session using lower case letters (the PCW will turn them into capitals). Press [ENTER]

The Disc Management display [Page 3] will vanish and the screen will be dark except for the Highlighted Header [Page 13] which has now changed: top left are the names of group and document then *Editing text* then *Printer idle* and *Using (drive) A:M*:

On the middle line: *Main* (name of layout): Pi10 (pitch 10 = type size pica); LS1 (line space 1: single line spacing); CR+0 (1 line of space between paras when you press the Carriage **RETURN**; LP6 (line pitch = 6 lines per inch)

At the right of the middle line is the page number and the number of the line your cursor is on, out of the number of lines available on the page (in this case 1/54).

The bottom line allots new functions to the *f* keys [Page 5]

**MARGINS:** Beneath this bright band is the *ruler line* The two upright bars at either end show where the margins have been set for you: Left 1.0 and Right 7.3 (allowing a 6<sup>1</sup>/<sub>4</sub>" line with 1" margins at each side on A4 paper.

**TABS** have been set 5, 10 and 15 spaces in from the left margin.

To find how to change any or all of these settings see Sessions 5 & 6

## KEYBOARD:

**COMMAND KEYS:** Turn to main text Pages 6-7 and familiarise yourself with the positions of the Command Keys, especially: the **[+]** and **[-]** keys bottom left of the keyboard; **[DEL→]** and **[←DEL]** (above the big RETURN key); **EOL/LINE** right of RETURN; and **[EXIT]** (right of SPACE BAR) and **[ENTER]** on the bottom row.

**FUNCTION KEYS:** The lower line of the Highlighted Header sets out the functions of the *f* keys (vertical line far left of the keyboard) which we will use to by-pass the menus During the Course you will use most of them but especially **f1** and **f2**

Press each *f* key in turn to bring down the menu so that you can look at it, then press **[CAN]** (beside *f7/f8*) to cancel it.

**THE CURSOR ARROWS:** The four arrows on the right of the keyboard move the cursor in whichever direction you want to go:

- ← **move to the left**
- **move to the right**
- ↑ **move up**
- ↓ **move down**

**SP.CHK** This key, between the four cursor arrows, is pressed if you want to check the spelling of a word. If you press it accidentally press **[CAN]** More about SP.CHK on LOCOSPELL Page 5

**AS YOU WORK YOUR WAY THROUGH THIS COURSE** follow the processes exactly as they are set out in each session. Provided you do so you will achieve what you want to achieve in the minimum possible time and produce the result you are aiming for without too many abortive attempts.

## **CONTENTS OF COURSE**

### **SESSION ONE**

Correct typing errors and spelling mistakes; move quickly around the page and move paragraphs from one place to another; change the pitch and emphasise words.

### **SESSION TWO**

Take blocks of text out of documents and insert them into other documents, or even onto other discs.

### **SESSION THREE**

Save yourself the trouble of typing and retyping phrases you use frequently; keep a couple of dozen of these phrases readily available.

### **SESSION FOUR**

Go back over a page you have written to number or renumber paragraphs you have already typed; indent paragraphs.

### **SESSION FIVE**

Make quick changes from within a document: change size of type, line spacing and line pitch; justify for a straight right margin, or clear justification.

### **SESSION SIX**

Set new margins and tabs; include all the changes you made in Session Three; see how this new layout can become a Standard Template.

### **SESSION SEVEN**

Number pages consecutively; choose different odd and even numbering; show your firm's name or the title of your book on every page.

### **SESSION EIGHT**

Change prices, dates or names however many times they occur.

### **SESSION NINE**

Identify the contents of any document so that you can check the details quickly from Disc Management.

### **SESSION TEN**

Hide confidential documents from prying eyes. Recover pages you thought you had lost forever and discard those you have finished with.

### **SESSION ELEVEN**

Print out the work you have done in each session.

### **SESSION TWELVE**

Print the same documents out again, but this time, instead of each document being numbered Page 1 the page numbers will run consecutively throughout.

## SESSION ONE

Name the document **CREATE.01** [ENTER] Press the following keys to start copying the summaries opposite:

**A** Press [+] **C** [ENTER CEntre] [+] **B** [+] **P** type **15D** [ENTER] type **SESSION ONE** then press [-] **B** [-] **P** Now press [RETURN] [RETURN]

**B** Press [+] **P** type **P** [ENTER]

**Type the next line EXACTLY as it is set out below:**

**correct taping errorsand spelling mistakes move para graphs fromone place to**

1. Stay where you are and press [ALT] [SHIFT] [LINE] and the cursor will move back to the beginning of the line
2. With the cursor on the **c** press [DEL →] stay where you are and type **C** press [RELAY]
3. Cursor right → onto the **p** in *tuping*, press [←DEL] and the *u* will be taken out. Stay where you are and type **y** press [RELAY]
4. Cursor → onto the **a** in *errorsand* press the [SPACE BAR] and a space will appear
5. Cursor → onto the first *l* in *spelling*, press [DEL →] and the *l* will go
6. Cursor → into the space between *para* and *graphs* press [DEL →] to close the gap
7. Press [EOL] to go to the end of the line. With the cursor on the curved arrow continue copying the Session summary. [RETURN] [RETURN]

Repeat para A (above) but this time type **SESSION THREE** Press [RETURN] [RETURN] then copy the Session summary [RETURN] [RETURN]

Repeat para A (above) but type **SESSION TWO** Press [RETURN] [RETURN] then copy the Session summary

Press [ALT] and [PARA] [PARA] to go up to the **C** of (CEntre)

Press [COPY] [PARA] [PARA] and the heading and summary will be highlighted. Press [CUT] and the figure **9** and the highlighted paragraph will disappear.

Press [ALT] [SHIFT] then (keeping your finger on these keys) press [LINE] seven times. Press [RETURN] then press [PASTE] **9** and **SESSION TWO** will reappear in its proper place. Press [-] **P** [RETURN] Press [EXIT] and [ENTER Finish Edit]

**CREATING A DOCUMENT:** In this session you learned how to correct errors, add emphasis and move paragraphs around. More about Cut & Paste and Emphasis on Pages 21 & 22 of the main text.

## SESSION TWO

Name the document **BLOCKS.00** Press **[ENTER]**

Press **f1** press **SB [ENTER]** Show blocks] and on the panel you will see numbers 0-9 set out with blank spaces beside each, press **[CAN]**

Now type the three paragraphs set out between the horizontal lines below but first press **[+] P** type **P [ENTER]**

---

LocoScript is a genuinely user-friendly program with perfectly logical commands: **B** for Bold type: **C** to Create and **E** to Edit a Document: **I** for Italics: **P** to Print.

The PCW is a dedicated Word Processor with the familiar QWERTY keyboard. The functions of the *f* keys on the left of the keyboard are shown on the bottom line of the Highlighted Header.

---

1. Press **[-] P**
2. Press **[ALT]** and **[PAGE]** together, which will take you back to the top of the page
3. Press **[COPY]** then **[PAGE]** and the paras you have typed will be highlighted together with the (+PitchPS) and (-Pitch) codes.
4. Press **[CUT]** and the figure **2** and the highlighted paras will be lifted off the page.
5. Press **f1** press **SB [ENTER]** Show blocks] and against **2** on the panel you will now see *LocoScript is a genuin* **[CAN]**
6. Press **[EXIT]** Press **A [ENTER]** Abandon edit]
7. From Disc Management press **f1** press **SB [ENTER]** Show blocks] and you will see the block is still listed on the panel
8. Press **C** to create another document and name it **BLOCKS.02**
9. At the top of the screen press **[PASTE] 2** and the paragraphs will reappear.
10. Press **[EXIT]** and **[ENTER]** Finish edit]

**BLOCKS:** In this session you learned how to make a block, remove it from one document, save it in Memory, paste it into a second document and Finish Editing so that the text will be saved on disc and can be inserted into another document or onto another disc at a later date. More about Blocks on Page 25 of the main text.



## SESSION THREE

Name the document **PHRASES.03** then press **[ENTER]**

Press **f1** then press **S** and **[ENTER Show phrases]** A highlighted panel will appear showing phrases that have been set up for you.

Make a note of the letters with text beside them **[CAN]** then press **[PASTE]** followed by the letter relating to the first phrase. Press **[RETURN]** and so on

1. Type: **The quick brown fox jumped over the lazy dog**
2. At the end of the line press **[ALT] [SHIFT] [LINE]** simultaneously which will take you back to the beginning of the line
3. Press **[COPY] [EOL]** and the line will be highlighted
4. Press **[CUT]** followed by the letter **Z** and the strip will slide off the screen
5. Press **f1 [ENTER Show phrases]** and you will see that the first words of your phrase are now beside the letter **Z** Back on the screen **[PASTE] Z** and any other letter attached to a Phrase, as many times as you fancy.

**MAKE PHRASES:** Now make two Phrases for use later in this Course:

**UNDERLINE:** Press **[+] UL [+] RA [-] UL** for a line across the screen. Press **[ALT] [SHIFT] [LINE]** then **[COPY] [EOL] [COPY]** press **U** and **[RETURN] [RETURN]**

**HEADING:** Type **LOCOSCRIPT TWO** press **[+] C [ENTER CEntre] [+] PN** press = Press **[ALT] [SHIFT] [LINE]** then **[COPY] [EOL] [COPY]** and the letter **H**

**DELETE PHRASES:** Delete the first phrase you made by pressing **f1** then **S** press **Z** then **[-]** Delete any other phrase you don't require and **[ENTER]**

**SAVE PHRASES PERMANENTLY:** When you return to Disc Management cursor onto **PHRASES.STD** in the first group, Group 0, press **f1** cursor down and **[ENTER Save phrases]**

An error message will appear with the cursor on *Replace with the new file* **[ENTER]** and your own phrases will replace those that were originally on the disc

If you made the Phrase on a *Data disc*, take it out of the drive when you return to Disc Management, insert your Start-of-Day disc, press **f7** and follow the instructions above for saving your Phrases permanently.

Create two documents: **UNDERLINE** and **HEADING** In the first **[PASTE] U [EXIT] [ENTER Finish edit]** In the second **[PASTE] H [EXIT] [ENTER Finish edit]**

**PHRASES:** In this session you learned how to make Phrases, keep them permanently or remove them. More about Phrases on Pages 26-27 of the main text.

## SESSION FOUR

Name the document **PARAS.04** and **[ENTER]** then **[PASTE] 2**

**If Block 2 is no longer in memory** press **f1 [ENTER]** Insert text] and cursor onto **BLOCKS.02** in Disc Management **[ENTER] [ENTER]** In a moment you will be transported back to the document and the paragraphs will appear. Press **[ALT] [PAGE]** then **[COPY] [PAGE] [COPY] 2** to remake the block.

1. Press **[ALT]** and **[RETURN]** together and a thick highlighted line will cross the screen. Look top right of the Highlighted Header and you will see that the cursor is now on Page 2
2. **[PASTE] 2** again
3. Press **[ALT] [PAGE]** to go up to (+PitchPS) Cursor down onto the **L** of LocoScript, Type 1. press **[TAB]** and **[RELAY]** and a small arrow (the GoTo Tab) will appear and the first line (but only the first line) will move five spaces to the right.
4. Press **[PARA]** type **2.** press **[TAB]** and **[RELAY]**
5. Press **[ALT]** and **[PAGE]** then **[COPY] [PAGE] [COPY] 4**
6. Press **[ALT]** and **[RETURN]** together to go to Page 3 **[PASTE] 4**
7. Press **[ALT] [PAGE]** cursor onto the arrow after 1. and press **[DEL→]** Stay where you are and press **[ALT] and [TAB] together** and a different arrow (the Indent Tab) will appear
8. Press **[RELAY]** and the second and third lines will slide over to the right and arrange themselves under the first. Repeat in Paragraph 2
9. Press **[PAGE] [RETURN] [RETURN]** and **[PASTE] 4** again
10. Press **[ALT] AND [PARA]** then cursor into the space on the right of the arrow and press **[←DEL] five times** to delete the tab, 2. and two curved arrows
11. Press the **[SPACE BAR]** then **[RELAY]** and the two paragraphs will merge.
12. Press **[ALT]** and **[PARA]** then **[COPY] [PARA] [COPY] 5**
13. **[RETURN] [RETURN]** and **[PASTE] 5**
14. Cursor up onto the **T** of *The PCW* press **[RETURN] [RETURN]** Type **2.** Press **[TAB]** and **[RELAY]** and the paras will divide again

**[EXIT] [ENTER]** Finish Edit]

**PARAGRAPHS:** In this session you learned how to do several things with paragraphs. More on Page 23 of the main text.

## SESSION FIVE

Name the document **CHANGES.05** then press **[ENTER]** In the middle line of the Highlighted Header and you will see: Pi10 (character pitch 10 = pica); LS1 (line space 1: single line spacing); CR+0 (one line of space between paras, no extra when you press Carriage Return); LP6 (line pitch 6: lines per inch). As you change any of these the particulars in the Header will change too.

**IF YOU HAVEN'T SWITCHED THE PCW OFF** the BLOCK you made will still be in the computer's memory. **[PASTE] 2** and the paragraphs you typed in that session will appear.

**IF IT HAS BEEN SWITCHED OFF** Press **f1** and **[ENTER]** Insert text] Back in Disc Management cursor on to BLOCK 02 **[ENTER] [ENTER]** and in a moment the block will start appearing on the screen **[COPY] [COPY] 2** to make a new Block.

In either case be sure that (+PitchPS) is on screen at the start of the para, and (-Pitch) immediately following the words *Highlighted Header*. If you delete these Codes accidentally you must re-enter them by pressing **[+] P P [ENTER]** and **[-] P**

**A:** Stay where you are, press **[PASTE] U** to paste in the Underline Phrase.

**B:** Press **[RETURN] [RETURN]** then **[PASTE] 2** and **[PASTE] U** again

**C:** Press **[ALT] [PARA] [PARA]** to go up to (+PitchPS) then press **[EOL]** Remain where you are:

**CHANGE THE CHARACTER PITCH** (type size): Press **[+] P** type **17 [ENTER]** Press **[PAGE]** and the words will spread beyond the right of the screen **[PASTE] U**

**Follow the instructions in Paras B & C, now, and each time you make change:**

**CHANGE LINE SPACING:** Press **[+] LS** type **2 [ENTER]** Press **[PAGE]** press **[-] LS**

**INCREASE SPACE BETWEEN PARAS:** Press **[+] CR** type **1 [ENTER]** Press **[PAGE]** Press **[-] CR**

**CHANGE THE LINE PITCH:** Press **[+] LP** type **8 [ENTER]** Press **[PAGE] [-] LP**

**JUSTIFYING AN UNJUSTIFIED DOCUMENT:** When you **PASTE 2** a thick line will cross the page and the Block will appear on Page 2. When you arrive at (+PitchPS) press **[DEL →]** to delete (+PitchPS) and press **J** Press **[PAGE]** the lines will re-arrange themselves and the Block will print out in Pitch 10 and will be justified.

**MAKING QUICK CHANGES:** In this session you learned how to make quick changes from within the document. These changes **only** apply to the document on which you are working, and from (and to) the point at which you make [+] or remove [-] them. You will **only** see the result of the changes you have made when you reach the end of Course and print out the work you have done. More on Pages 6-7 main text.

## SESSION SIX

Name the Document: **LAYOUT.06** and **[ENTER]**

Press **[PASTE] 2**

Press **f2** and **[ENTER]** Change layout] and the words *Editing* text at the top of the Highlighted Header are now replaced by *Editing Layout*

The functions of the *f* keys have changed again. In the middle line, right of the Header are particulars of the Decimal symbol (stop): Zero character (without a slash): Scale Pitch (10 - same as character pitch).

In the bottom line: *f1*=Margins: *f3*=Tabs: *f4*=Size (Character pitch, Line spacing, Carriage Return extra spacing. Line pitch): *f5*=Stock (layouts): *f7*=Name: *f8*=Options (Justify, Decimal marker, Zero character, Scale pitch).

Press **[-]** five times to set the Left Margin at 0.5.

Stay where you are and press **f3** press **C** cursor down and **[ENTER]** Clear all Tabs]

Stay where you are, press **f3** cursor down to *Set Tab every ??* and type **5 [ENTER]**

Press the **[SPACE BAR]** to go to the Right Margin Press **[+]** twice to reset it at 7.5

Stay where you are and press **f4** and instead of 10 type **12 [ENTER]** Cursor down to *Line pitch* and instead of 6 type **5 [ENTER] [ENTER]**

Stay where you are, press **f7** then press **[-]** and rename the Layout **SESSION.6 [ENTER]**

Stay where you are, press **f8** and press the **[SPACE BAR]** to put a tick against *Justify*

Press **S** to go to 'Scale pitch and type **12 [ENTER] [ENTER]**

Press **[EXIT]** and all the changes you have made will be shown in the Highlighted Header

Press **[EXIT]** and **[ENTER]** Finish edit]

**LAYOUT:** In this session you learned the basic things you need to know about laying out a document: margins, size of pitch (type size); setting tabs and justifying the right margin.

If you were to name the document TEMPLATE STD (Standard template) all the files you created in this group would adopt the same margins, tabs and pitch and would be justified. But as there is already a TEMPLATE.STD in this Group you would have to move it to another group before you could do so or, alternatively, erase the original TEMPLATE.STD More about Layouts on Page 35 of the main text.

## SESSION SEVEN

**With the group cursor on BLOCKS.02** press **f3** and **[ENTER]** Copy file]

A message will appear on the screen *PICK DESTINATION GROUP* You want to stay in the same group so **[ENTER]** and on the panel that appears press **[-]** then type **HEADERS.07 [ENTER]**

With the group cursor on the copy document press **E [ENTER]** Top right of the highlighted header you will see *Page 1*

Press **f1** and **[ENTER]** Document setup] The flashing cursor is above the first bright bar and the words: *end of Header 1 : used for all pages*

Press **f5** press **H** and **[ENTER]** Header/footer options] The cursor will be on *all pages* press the **[SPACE BAR]** to move the tick to *odd pages [ENTER]*

Cursor down **[ENTER]** Page numbers] and against *First page number* type **32** instead of **1 [ENTER] [ENTER] [EXIT] [ENTER]**

Now the first line reads: *end of header 1: used for odd pages*

Type **SESSION SEVEN** Press **[+] RA** and the cursor will shoot over to the right margin

Press **[+] PN** and (*PageNo*) will appear. Now press **>>** (left of [RETURN] key)

Press **[RETURN]** and **[PASTE] U** to paste in the underline Phrase

Press **[ALT] [SHIFT] [LINE]** then cursor down to the space **above** *end of header 2 : used for even pages*

Press **[+] PN << [+] RA** type **SESSION SEVEN** press **[RETURN]** and **[PASTE] U**

Press **[EXIT] [ENTER]** Return to edit]

Look at the highlighted header and you will see that *Page 1* has been replaced by *Page 32* Press **[PAGE]**

Press **[ALT]** and **[RETURN]** together for a new page

**[PASTE] 2** again and a copy of Page 32 will appear on Page 33

**[EXIT] [ENTER]** Finish edit]

**HEADINGS AND PAGE NUMBERS:** In this session you learned how to copy a file if you are making changes but want to retain the original; and put headings and page numbers at the top of every page of a document; If there are several pages in the document, successive numbers will appear on successive pages when they are printed out. More about Headers, Footers and Page Numbering on Pages 32-33 of the main text.

## SESSION EIGHT

Name the document **EXCHANGE.08** then press **[ENTER]** Type the two paragraphs between the lines below using the letters or symbols **exactly** as printed:

**THE HIGHLIGHTED HEADER** at the top of the screen changes as the f-keys are allotted different functions.

**DISC MANAGEMENT:** This is the Header you see when you put your Start-of-Day disc into Drive-A to boot up. It instructs you to press C to Create a document [Page \*]; E to Edit one you have already created [Page Q] : P to Print [Page X] and D for Direct Printing [Page Z].

1. Press **[RETURN]** and **[PASTE] U** Now press **[ALT] [PAGE]** to go to the top of the page.
2. Press **[COPY] [PARA] [PARA]** When the highlighting has spread over both paragraphs press **[COPY]** and the figure **0** then **[RETURN] [RETURN]**
3. **[PASTE]** and **0** and the two paras will be copied below the originals
4. Press **[ALT]** and **[PARA] [PARA]** to go to the top of this second set of paras
5. Press **[EXCH]** (right of the [RETURN] key) and a highlighted panel will appear
6. Against *Find:* type **Header**
7. Cursor down and against *Exch:* type **highlighted strip**
8. Cursor down and press **[-]** to remove the tick from *Preserve case* As the arrow is pointing *Manual Exchange* and this is what you want **[ENTER]**  
The cursor will disappear and a message *Match found* will appear on a highlighted panel. When it disappears the cursor will be on *HEADER*
9. You do not want to change the first *HEADER* but you want to continue searching so press **[-]**
10. When you arrive at (and have sight of) the second *Header* press **[+]** the replacement will be inserted, the para will be re-formatted, and the computer will carry on searching until it reaches the end of the page.
11. Press **[ALT]** and **[PARA] [PARA]** then **[EXCH]** again. Delete **[-]** the original instructions type **\*** beside *Find:* and **15** beside *Exch:*
12. When the exchange has been completed continue as before. Exchange **Q** for **20** : **X** for **45** : **49** for **Z**

**FIND AND EXCHANGE:** In this session you learned how to exchange one word, phrase or a symbol for another. More about Find and Exchange on Page 28 of the main Text.

## SESSION NINE

In Disc Management, cursor on to the file CREATE.01 press **E** to edit and **[ENTER]**

In the document press **f1** and **[ENTER]** Edit identity] If there is any text on the highlighted panel press **[-]** to delete it, then:

On the first line type **Copy Course Summary** press **[RETURN]** On the second line type **Move around Page** press **[RETURN]** and on the third line type **Insert emphasis** then press **[ENTER]**

Then **[EXIT]** **[ENTER]** Finish Edit]

Follow the same process with: PARAS.04 : CHANGES.05 : HEADER.07 : and EXCHANGE.08 typing, on each panel, a short description of the contents.

When you have finished and are back in Disc Management, cursor on to each of these five files in turn, press **f5** **[ENTER]** Inspect document] and the Identify panel will appear. In addition to the summary of contents the numbers of the first and last pages in the document appear at the foot of the panel **[CAN]**

You can enter, change or delete details on the panel from Disc Management without going into the document itself. If you add or alter any text on the panel **[ENTER]**

**IDENTIFY:** In this session you learned how to insert a short summary to identify each document from Disc Management without going in to Edit and how to check on the number of pages in a document. More on Pages 22 & 52 of the main text.

## SESSION TEN

At the head of the LETTERS column you will now see *7 limbo files* Press **f8** press the **[SPACE BAR]** to put a tick against *Show Limbo files* **[ENTER]** and seven files with *lim* beside them will appear in the LETTERS column. These are the first versions of the document which preceded the final version.

If you go back into a document to make changes and **[ENTER]** Finish edit] the first version will vanish for good and the second version will become the Limbo file.

To retrieve a file from Limbo, cursor on to it, press **f3** press **RR** and **[ENTER]** Recover from limbo] **[ENTER]** **[ENTER]**

Press **f8** again, **[-]** Limbo **[ENTER]** and the Limbo files will vanish. But they will be retrievable (until the disc is full and the computer starts gobbling them up).

**LIMBO:** In this session you learned how to put files into Limbo and retrieve them. More about Limbo on Page 53 of the main text.

## SESSION ELEVEN

Now the time has come to print out the work you have done during this Course. In Disc Management cursor first onto **CREATE.01** follow the process set out in the following paragraphs. Then onto **EXCHANGE.07** and follow the same process:

**THE RIBBON:** Lift out the dust cover at the front of the printer, drop in the cassette holding the ribbon [User Instructions Page 18] and push both sides down firmly. Replace the dust cover.

**THE PAPER:** Drop a sheet of A4 paper into the printer behind the roller, resting the **left** edge on the third rib behind the roller (third ridge of the paper tray) [User Instructions Page 16]

On the right of the roller are two levers: pull the one nearest to you (the Paper Loading Lever) towards you and the paper will auto-load.

Let it go and the Bail Bar will snap back into position to hold the paper. Press **[EXIT]**

**PRINTING:** Press **P** A highlighted panel will offer you a number of options with a tick against *High Quality* an arrow against *Default Number of copies* is 1 **[ENTER]**

On the second panel **[ENTER]** Use the current paper] on the third panel **[ENTER]** Proceed] After printing out the first document the computer will assume that you really do know what you want to do, and only two panels will appear.

**Cursor onto PARAS.04** After pressing **P** cursor down and **[ENTER]** Print part of document] as you only want to print out the last page. A *sub-menu* will show *From page 1* type **3 [ENTER] [ENTER]**

**Cursor onto CHANGES.05** There are two pages in this document and after the first is printed the words *Paper please* will appear at the top of the Highlighted Header, insert a second sheet of paper and press **[EXIT]**

**Cursor onto HEADERS.07** press **E [ENTER]** This is the two page document to which we gave Headers and different Page Numbers. Press **[EXIT]** and **SP [ENTER]** Save and print]

(You have already *saved* this document and this exercise is for the purpose of demonstrating how you could have taken the print option without going into Disc Management).

The *Print document* menu will offer you the options as before. This time you want to print both pages so press **[ENTER] [ENTER] [ENTER]**

**PRINTING:** In this session your learned how to print out all or part of a document, or print more than one copy; and enter these instructions from within the document or from Disc Management. More about printing on Pages 45-50 of the main text.



## SESSION TWELVE

Cursor onto the document named **PARAS.04** and press **E** to Edit

Press **f1** and [**ENTER** Document setup] Above the line *end of header 1 used for all pages* [**PASTE**] **H**

**If the HEADING phrase is no longer in memory** press **f1** press **I** and [**ENTER** Insert text, then cursor on to the document named HEADING and [**ENTER**] [**ENTER**]

[**EXIT**] [**ENTER** Return to start of document] Finally [**EXIT**] [**ENTER** Finish Edit]

In Disc Management cursor in turn onto **CHANGES.05 : EXCHANGE.08** Press **E** [**ENTER**] press **f1** [**ENTER** Document Setup] [**PASTE**] **H** then [**EXIT**] [**ENTER** Return to edit] [**EXIT**] [**ENTER** Finish edit]

You have now instructed the printer to put a heading and a centred page number on each page of each of your documents but because you have not inserted different numbers the first pages will all be Page 1, the *default* setting. To change the numbers you would need to follow the instructions for Page Numbering in Session Seven. More on Page 17 of the main text.

## PAGE NUMBERS FOR A SERIES OF DOCUMENTS

However, there is a better way: in Disc Management, with the group cursor onto **PARAS.04** press **f5** and [**ENTER** Set first pages]

On the *sub-menu* which appears [**ENTER** Set counter = first page] A message will ask you to *select document using cursor keys*

Move the cursor onto **CHANGES.05** [**ENTER**] and [**ENTER** Set first page = counter]

Move the cursor onto **EXCHANGE.08** [**ENTER** Set first page = counter] and **CAN**]

**CONSECUTIVE PAGE NUMBERS:** In this Session you learned how to set up your documents so that the page numbers run consecutively, thereby avoiding the chore of going into each document in a sequence to set or reset the number of each first page. More about Consecutive Page Numbers on Page 47 of the main text.

## ADDITIONAL PROGRAMS

You are not restricted to the supplied add-on programs: LocoMail and LocoSpell. Several more are available from Locomotive Software, and an increasing number from other sources. Refer to *AMSTRAD PCW* or *8000 PLUS* for details.

## LOCOFILE

LocoFile is a pop-up database that runs from within LocoScript, so that whenever you want to refer to your card index there is no need to change discs, all your records are available at the touch of a key and information can be copied from any card into the document on which you are currently working.

Put LocoFile on your existing Start-of-Day disc and it will be loaded at the same time as LocoMail and LocoSpell. Eleven sample Indexes are provided and can be adapted for your own use: Sales records: Appointments: Bibliography: Cataloguing: Estate Agency: Employment Agent (applicants) (companies) (vacancies): Restaurants: Personnel records: Timetable:

## LOCOSCRIPT PC

Use LocoScript 2 on any IBM compatible PC with at least 512k DOS 3.0 and one floppy disc drive. Supports all standard monitors and over 300 different printers. LocoScript PC will accept documents from your PCW and from many other PC word processors. All the facilities of LocoScript 2, and more. LocoMail, LocoSpell and LocoFile are included.

**These programs are available** from computer retailers and mail order suppliers, or from Locomotive Software Ltd., Dorking Business Park, Dorking, Surrey RH4 1YL (Tel: 0306 740606) [Fax: 0306 885529] Access/Visa.

## PCW PUBLICATIONS

Two monthlies, devoted to information for PCW users and available from newsagents or by subscription, are:

**AMSTRAD PCW:** Focus Magazines Limited, T.I.L., PO Box 74, Paddock Wood, Tonbridge, Kent TN12 6DW

**8000 PLUS:** Future Publishing, The Old Barn, Somerton, Somerset TA11 7PY

**SCRIPT:** By subscription only. Locomotive Software, Dorking Business Park, Dorking, Surrey RH4 1YL

**LOCOMAIL**



# LOCOMAIL

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## LOCOMAIL

There is very little you cannot do with LocoMail if you set your mind to it but in these pages we are only going to get the program up and running so that you can merge names and addresses plus dates, products, prices and so on into documents, either from datafiles or direct from the keyboard.

Until you are completely happy with the program, use single documents for each letter on single sheets of paper; don't attempt to use continuous stationery or merge automatically.

### CREATING A DATAFILE

In the first group set up a single Datafile containing the name and address of a customer, prospective customer or member. Then in a second group prepare a document for merging (letter, mailshot, invoice or final demand).

Press **f8** and tick *Symbols* in order to show RETURN and END OF PAGE arrows on screen.

Each item-name to be merged must appear on this Datafile in **exactly** the same form as in the template of the letter into which it will be merged. This is not as easy as it sounds as you will find when a short sharp notice appears on screen.

You **must** **[RETURN]** **[RETURN]** to separate the name and address from items such as reference and date; and separate **these** items in turn from those which will be contained in the body of the letter.

Their position on the document is not important (for example you can Right Align **[+]** **RA** date or reference and LocoMail will find them provided the item-name to be merged is **exactly** the same as the highlighted item-name between the **[+]** M and the **[-]** M codes in the standard letter.

Now type every other item name that may appear in the letter, using a separate line for each. These extra items will only be incorporated into the letter if you have set up the necessary **M** codes in the letter. If you prefer to, you can insert them into the datafile template later on, if and when they are needed.

It is very easy to make mistakes when setting up a datafile. Typing error here, a space there or an item-name omitted somewhere else will produce an ERROR message on screen.

If this happens as items are in the process of merging **[ENTER]** Edit document]. If you can find the point at which the merging ended it may contain the clue to what has gone wrong.

If the error isn't in the document it must be in the datafile so you will need to go back to see if you can spot the error.

## SETTING UP A DATAFILE

1. Create a document and name it **TEMPLATE STD**
2. Type the following *item-names* **exactly** as they appear below You can omit any you don't want and add others (eg. Country)

**Title**  
**Initials**  
**Surname**  
**Honour**  
**Company**  
**Address**

**Ref**  
**Date**

3. **[EXIT] [ENTER]** Finish Edit]
4. Now in the same group create another document. At the top of the screen will be the details you set out above. Press **[PAGE]** which will take you to the first line of the second page.
5. Set out the first name and address:

**Mr**  
**J. O. E**  
**Bloggs**  
**Messrs Bloggs Best Beefsteaks**  
**1 High Street**  
**London**  
**NW1A BCD**

**Ref**  
**Date**

6. **[EXIT] [ENTER]** Finish edit]
7. Now create a **second** document in the same group. On Page 2 set out:

**Mrs**  
**Josephine**  
**Bloggs**  
**MP**  
**House of Commons**  
**Westminster**  
**London, SW1A BCD**

**Date**

The computer does not know the difference between initials and a first name, nor between Managing Director or a business or company name and the first line of an address so you have sufficient leeway to allow for variations.

**[EXIT] [ENTER]** Finish Edit]

## DEAR SIR (CUSTOMER OR MEMBER)

This is the template for a circular letter which starts:

Dear Sir (Dear Customer, Dear Member)

1. In the second group press **C** to create a **TEMPLATE STD**
2. In the document cursor down to the line on which the name and address of the recipient is to start (probably about Line 5) and type the name of the recipient (just as you would type it normally) the instructions are set out on separate lines here to make them easier to follow.
3. Press **[+JM]** and (+Mail) will appear on the screen
4. Type **Title**
5. Press **[-JM]**
6. Press **[SPACE BAR]** once
7. Press **[+JM]** type **Initials** then press **[-JM]**
8. Press **[SPACE BAR]** once
9. Press **[+JM]** type **Surname** and press **[-JM]**
10. Press **[RETURN]**
11. Press **[+JM]** type **Address** and press **[-JM]**
12. After the *Address* press **[RETURN]** twice then type the reference number (if any) and date. **[RETURN]** twice.
13. Type Dear **[+JM]** type **Title [-JM]**

**Your letter will start like this with the words between the codes highlighted:**

(+Mail)Title(-Mail) (+Mail)Initials(-Mail) (+Mail)Surname(-Mail)  
 (+Mail)Company(-Mail)  
 (+Mail)Address((-Mail)

(+Mail)ref(-Mail) (+RA)

(+Mail)date(-Mail)

14. Now type your standard letter in the normal way starting:

Dear Sir (or Customer or Member)



## DEAR MR, MRS, MISS OR MS

This is the template for a letter which starts: Dear Mr Bloggs,

15. Create a **TEMPLATE STD** in the third group and follow the instructions for creating a Template in Paras 1-12 above.
16. Type Dear press **[SPACE BAR]**  
 Press **[+] M** type **Title**  
 Press **[-] M** press **[SPACE BAR]**  
 Press **[+] M** type **Surname**  
 Press **[-] M**

The word between the codes will be highlighted, and your letter will start:

Dear (+Mail)Title(-Mail) (+Mail)Surname(-Mail)

## DEAR MR XXX MP

17. This is the template for letters to Members of Parliament, Knights, Baronets, and others who have letters after their names

After typing *Surname* press **[SPACE BAR]** press **[+] M** type **Honour** press **[-] M**

## SALES LETTER

This is the template for a letter which includes various pieces of information which you want to change from time to time or from customer to customer:

Type it in the normal way apart from those words or amounts which are to be changed in merging and for which you must use **exactly** the same item-names as you use in the Datafile Template.

(+Mail)Title(-Mail) (+Mail)Initials(-Mail) (+Mail)Surname(-Mail)

(+Mail)Company(-Mail)

(+Mail)Address(-Mail)

(+Mail)ref(-Mail)(+RAlign)

(+Mail)date(-Mail)

We are expecting a new supply of (+Mail)product(-Mail) which will be on sale at our (+Mail)branch(-Mail) branch from next week.

We will be open on (+Mail)open(-Mail)  
 from (+Mail)am(-Mail) to (+Mail)pm(-Mail)

to take orders by phone or in person from account customers who will receive a discount of (+Mail)discount(-Mail) on all orders.

## ADDING THESE DETAILS TO YOUR DATAFILE

RETURN twice after date and ref then add the item-names to be merged to your datafile or make a new datafile **[RETURN]** after each item name.

**product branch open am pm discount**

## MERGING TEMPLATE WITH DATAFILE

From Disc Management, cursor onto the TEMPLATE STD in your LETTERS group

1. Press **M** and a message will appear instructing you to *Select merge data document*
2. Move the cursor on to the first datafile in your database group and **[ENTER]**
3. A *menu* will appear with ticks beside the default options which are: High Quality, 1 copy, Manual. You are not going to print at the moment so you can ignore the first two options, but you are not using continuous stationery so *Manual* is the option you want **[ENTER]**

So long as you just need High Quality one copy and Manual you can save time by pressing **[ENTER]** twice when the cursor is on the datafile

4. You will now have the document back on the screen and will see the name and address of the recipient feeding in the highlighted sections
5. You are presented with a string of options:

Edit result  
 Print result  
 Save result  
 Save and print result  
 Discard result  
 Abandon LocoMail

**[ENTER Edit result]** if you want to change anything

**[ENTER Print result]** if you are ready to print. The document is then discarded

**[ENTER Save result]** if you want to keep this merged copy on disc for printing later

**[ENTER Save and Print result]** prints the document and saves it on disc

If you choose either of the Save options you will be returned to Disc Management and in the Highlighted Header you will see the instruction *Pick Destination Group*

Cursor to the group in which you are going to store the letter and **[ENTER]**

**[ENTER Discard result]** when you have failed to edit a document to your satisfaction. Will take you back to Disc Management

**[ENTER Abandon LocoMail]** if you are just experimenting. Will take you back to Disc Management

## FILL FROM KEYBOARD

If you don't need to keep a note of people to whom you are writing you can fill a document from the keyboard without setting up a datafile. You must still prepare the master document to be filled but you can reduce the effort involved by simply pressing **[+] M** type **NAME** press **[-] M** press **[RETURN]** and press **[+] M** type **ADDRESS** press **[-] M**

Add **COMPANY REF:** and any other data to be included as described on Page 3 **[EXIT]** **[ENTER]** Finish edit]

In Disc Management, with the group cursor on the document to be filled press **F** and **[ENTER]** unless you want more than one copy in which case type in number of copies required before Entering.

The master document will appear on screen with *NAME?* highlighted and the cursor between will be between (-Mail) and (-Mail) Stay where you are, type in the name and **[ENTER]** and it will appear at the beginning of the line.

*ADDRESS?* will now be highlighted: Stay where you are, type the address in the usual way, pressing **[RETURN]** at the end of each line **[ENTER]** and ENTER an option [Page 5]

## ENVELOPES

**DL ENVELOPES** (4<sup>3</sup>/<sub>8</sub>" x 8<sup>5</sup>/<sub>8</sub>" ): Create a document, name it **ENVELOPE.DL** and **[ENTER]** Press **f2** **[ENTER]** Change layout] Move left margin **[+]** to **3** (3 inches from edge of envelope) Press **[EXIT]** and press **[RETURN]** to go down to **line 4**

**POCKETS** (6<sup>3</sup>/<sub>8</sub>" x 9" ): Create document, name it **ENVELOPE.PKT** and **[ENTER]** Press **f2** **[ENTER]** Change layout] Move the left margin **[+]** to **3** (3" from left edge of envelope) press **[EXIT]** and press **[RETURN]** to go down to **line 8**

Press **f8** and tick Codes and Symbols if not already ticked **[ENTER]**

Press **[+] M** type **Name** press **[-] M** and **[RETURN]**

Press **[+] M** type **Address** press **[-] M**

**[EXIT]** **[ENTER]** Finish edit]

**PRINTING** Feed the envelopes into the printer with the flaps closed; the left edge against third ridge behind roller **[EXIT]**

## TO FILL

With the cursor on either ENVELOPE.DL or ENVELOPE.PKT in Disc Management:

**PRESS F** **[ENTER]** Fill as set out above **[ENTER]**

**[ENTER]** Fill again] to continue



# LOCOSPELL



# LOCOSPELL

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3. Unfamiliar Word, spelling mistake or typing error
4. User Dictionary
5. Checking Single Words
5. Word Count
5. Proof Reading
5. Storing Several Dictionaries

## LOCOSPELL

When you switch on and insert your Start-of-Day disc the dictionary of about 80,000 words (160k) LOCOSPEL.DCT, stored in Group 7, is automatically copied into Group 0 (SYSTEM) of Drive M for faster access.

You can erase the dictionary from Drive M if you need more space and it will still be accessible while you have your Start-of-Day disc in the drive. But if you change discs and try for access a message will come on screen: *LOCOSPELL.DCT does not exist* [**ENTER** Cancel operation]

The dictionary will be copied back again into Drive M the next time you boot-up but meanwhile you can copy it back again if you need it by replacing your Start-of-Day disc in the drive. Press **f7** then cursor on to LOCOSPEL.DCT IN Group **7** press **f3** [**ENTER** Copy file] move the cursor into Group 0 of Drive M and press [**ENTER**] [**ENTER**]

In addition to a spell-check LocoSpell acts as a proof reader, checks obvious typing errors, and does a word count [Page 5]

A brief summary of how LocoSpell works is contained in the following pages, for fuller information refer to the LocoSpell User Guide.

### CALLING UP THE DICTIONARY

From any point in the document press **f7** enter one of four options and the words Checking spelling will appear in the Highlighted Header.

**[ENTER All of document]** and the whole document will be checked, including the text above the point at which you pressed f7. For a few moments it will look as if nothing is happening, but glance at the middle line of the Highlighted Header and on the extreme right you will see that LocoSpell is checking your spelling, line by line.

**Press J [ENTER Just forwards from here]** and only that part of the document which follows will be checked.

**Press S ENTER Single word]** and that word only will be checked.

**Press U [ENTER User dictionary upkeep]** to see what words you have already added to your personal dictionary, USERSPEL.DCT [Page 4]



## UNFAMILIAR WORD, SPELLING MISTAKE OR TYPING ERROR

When LocoSpell spots an unfamiliar combination of characters it will highlight the offending word and search its memory bank. You will then be offered, either (i) the correct word, properly spelled or (ii) a totally unsuitable alternative

**USE SUGGESTED REPLACEMENT:** If replacement is correct **[ENTER]**

**REPLACE AND THEN EDIT:** If the replacement offered is nearly correct press **R [ENTER]** [ENTER Replace and then edit] the word will remain highlighted and you can then edit and **[ENTER]**

**EDIT THIS WORD:** If it is just a typing error press **E [ENTER]** then **[DEL→]** type correction, and **[ENTER]**

**CONSULT DICTIONARY:** If LocoSpell offers an hilarious alternative press **C [ENTER]** and your word will appear at the head of a list of words which may:

- \* **contain a word you recognise as being correct:** Cursor down to it and **[ENTER]** *or*
- \* **contain equally unsuitable words, with the word you typed underneath the cursor at the top of the panel.** Try different spellings by deleting one or two letters and typing in alternatives; as you do so the list below will change, offering you a further selection. If none are suitable press **[CAN]** and consult a dictionary.

**IGNORE THIS WORD:** If you're not likely to use the word again press **I [ENTER]**

**MARK THIS WORD CORRECT;** If this is a place name, for example, which you don't want to add to the dictionary press **M [ENTER]** and (SiC) will appear in front of it.

If you check through the document again LocoSpell will ignore any word preceded by the (SiC) code but if the same word appears a line or so further on you will have to go through the same rigmarole again. So it would be quicker and easier to add the word to the dictionary and remove it [Page 4] later.

**ADD TO USER DICTIONARY:** If this is a word you are likely to use more than once press **A [ENTER]** and save it permanently [Page 4] when you return to Disc Management.

## WHEN CHECK IS COMPLETED

If you do not add any words to the dictionary a panel will appear on screen:

*Words to add to dictionary: 0 [ENTER OK]*

But if any words have been added the panel will show the number of words you have added to the dictionary and offer you the choice of discarding or saving them. To add them to the dictionary **[ENTER]** Update the user dictionary]

## SAVING WORDS IN A USER DICTIONARY

When you return to Disc Management you will find a file named USERSPEL.DCT (your own personal dictionary) in Drive M.

Now you must copy it into Drive A, either into a particular group for use in that group or into the first group on that disc where it will be available for use in any group.

With the cursor on USERSPEL.DCT in Drive M press **f3** [**ENTER** Copy file] and copy it to the appropriate group and [**ENTER**] [**ENTER**]

If there is already a USERSPEL.DCT file in the group a warning on screen will tell you that *New name already exists* [**ENTER** replace with the new file].

To store your updated dictionary so that it is available on **all** your discs take your data disc out of the drive, insert your Start-of-Day disc, and press **f7**

Then copy (**f3**) the file from Drive M into Drive A. When the warning appears [**ENTER** replace with the new file]

## BUILDING A USER DICTIONARY

You will save yourself a good deal of time if you start to build your own dictionary of place names and technical words as soon as possible.

Do this by creating a document on your Start-of-Day disc and typing in as many special words as you can think of.

Press **f7** and [**ENTER** All of document] and as any word is reached which is not already in the dictionary it will be highlighted press **A** [**ENTER** Add to user dictionary]

When you are back in Disc Management cursor on to USERSPEL.DCT in Drive M and press **f3** [**ENTER**] then copy it as described above.

## REMOVING WORDS FROM USER DICTIONARY

Press **f7** press **U** and [**ENTER** User dictionary upkeep] press the down cursor and keep your finger on it to go down through the following sections of the list.

Alternatively, at the head of the panel type the first letter (or couple of letters) of the word you want to remove and a different section of the dictionary will appear. Cursor down and when you reach the word to be removed press [**-**]

The word will reappear at the head of the panel [**EXIT**] and a different panel will appear showing the number of words you have removed: [**ENTER** Update the user dictionary] and continue as for adding words [Page 3]

## CHECK A SINGLE WORD

**BY PRESSING SP.CHK** between the cursor arrows on the right of the keyboard. If you are doubtful about a word you have just typed and press this key, the word will be highlighted and you will be presented with a list of similar spellings; or

**BY PRESSING f7:** then **ENTER** [Single word]

When you take either of the above options and: (i) the spelling is right and the word appears on the panel below **[ENTER]** and the highlighting will be lifted off the word on the screen; (ii) the word, wrongly spelled appears under the cursor at the top of the panel and correctly spelled, further down the list; alter it in the usual way **[ENTER]** and it will be corrected *in situ*.

Unfortunately, neither SP.CHK or *Check single word* are a great deal of help if you typed 'Recieve' instead of 'Receive' You will only be offered the correct replacement if you press **f7** and **[ENTER]** *All of document or Just forwards from here*

## WORD COUNT

LocoSpell will give you a word count of each document it scans: *Words checked:* when it has finished checking.

## PROOF READER

Although it does a very good job of reading your proofs it is still not good enough to spot some of your worst mistakes and will, for example, be quite happy to accept that you haven't had a *bit to eat* when you really meant to type *bite*

## STORING SEVERAL DICTIONARIES

LocoSpell does not restrict you to a single dictionary, you may keep as many special dictionaries as you need. Refer to the LocoScript 2 Reference Manual (from Locomotive Software).



**HELP**



# HELP

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## HELP !

'Phone the Amstrad HELPLINE at Brentwood (0279 454555) but first look through these pages; you may be able to get out of trouble without troubling Amstrad.

---

## DISC FULL

You press **[EXIT]** **[ENTER]** Finish Edit] and a message on screen warns that there is an *ERROR in Drive A (or Drive M)* **[ENTER]** Run Disc Manager]

Back in Disc Management [i] **Erase** any files in Drive A (or Drive M) that you no longer want. [ii] **Move** files into Drive M if space is available there (if not you will be warned that *document may not fit* **[ENTER]** Cancel operation] [iii] Press **f1 SB** and **delete** any Blocks you no longer need. [iv] **Print** out any shortish document which you could type back in again if necessary.

When you reckon you have made sufficient room press **[EXIT]** If you are correct edit will be completed. If not the same message will reappear. Continue as above.

---

## CAN'T GET OUT OF CAPITALS

You have accidentally pressed **[ALT]** and **[ENTER]** together. Press **[ALT]** **[ENTER]** again.

---

## CAN'T GET OUT OF NUMERALS

You have accidentally pressed **[ALT]** and **[RELAY]** together which has taken you into the Numeric Key Pad [Page 8] Press **[ALT]** and **[RELAY]** to get back to normal.

---

## CAN'T GET OUT OF ITALICS/BOLD

**[Read Bold instead of Italics where applicable]:** Did you forget to [-] I. Or perhaps you pressed [+] I instead of [-] I. Or [-] B by mistake (or vice versa of course). Or did you tick Italics when Editing layout ? Press **f2 f8** to check.

---

## CAN'T COMPLETE A LINE

You've started to type a line, paused for a moment, and the next word appears on the next line. Go to the start of the line you were typing and press **[EOL]** Press **f8** tick *Symbols* **[ENTER]** and delete any unwanted RETURN symbol (curved arrow).

---

## CAN'T PASTE A PHRASE IN

Is the phrase a series of codes ? If so have you ticked Codes so that they show on screen. Press **f8** press the **[SPACE BAR]** to put in the tick **[ENTER]** If they still don't show press **f1 SP** to check that it is there. Perhaps you forgot to *save* it.



---

## CAN'T MOVE

**Is a red light flashing below the disc drive?** If so, the computer is doing its job of scrolling and reformatting. It will release the cursor when it is finished.

**If you have called down a menu** you must press **C** to cancel before you can do anything else.

**Is PCW 9512 flashing top left ?** You may have pressed [PTR] accidentally; in which case press [EXIT]

**Is Printing showing at the top of the Highlighted Header ?** Perhaps there were too many lines on Page 1 and the printer wants to finish printing out the last couple on Page 2 Press [PTR] f7 press **A** [ENTER Abandon printing] and [EXIT]

---

## DECIMAL TAB ISN'T FUNCTIONING

Are any ordinary GoTo tabs set within a distance of ten spaces before the decimal tab on the Ruler Line. If they are press **f2** [ENTER Change layout] and delete them [EXIT]

---

## NO PRINTING OPTION

You've pressed [EXIT] and the menu comes down without the *Save and print* option. Look at the top line of the Highlighted Header: of it shows *Printing* instead of *Printer idle* there is still something waiting to be printed out. Press [EXIT] to complete printing or **f7** [ENTER Abandon printing] and [EXIT]

---

## WORDS ON SCREEN ARE UNDERLINED

Have you press **[+] W** (word underline) by accident. Press **f1** press the [SPACE BAR] to put a tick against *Codes* [ENTER] then look for the (+Wordul) code and delete it.

---

## PAGES WRONGLY NUMBERED IN PRINTOUT

You've set odd numbers on right pages and even numbers on left pages, but the odd numbers sometimes print out on the left and the even on the right, and sometimes the page numbers are repeated. Check the Header **f7** [ENTER] in case you've accidentally used the code *LPN* (last page number) instead of *PN* (which should be used for both).

---

## WORDS FORM UP IN A NARROW COLUMN

Although there is plenty of space for a dozen words or more across the page LocoScript insists on packing them into a narrow column. Did you enter a double width pitch for a page heading (+P10D) and forget to [-] Pitch ? Go back and insert the minus code, press [PAGE] and the lines will re-format.

## TEXT SLIDES OFF SCREEN TO THE LEFT

Wait until it stops sliding then press left cursor arrow ← and keep your finger on it until all the text has returned to the correct position.

---

## YOU HAVE SPILLED YOUR DRINK ON THE KEYBOARD

The very worst has happened and the keyboard is swimming in tea, coffee, scotch or rainwater.

Take the disc out of the Drive, switch off the power, unplug at the wall socket and detach the keyboard from the monitor.

Turn upside down to drain the liquid. Wrap in a dry towel and put in the airing cupboard for a couple of hours. Then use a hair-dryer to finish the drying-off. Don't switch on again until the keyboard has dried out thoroughly, after which it should be ready and right as rain.

---

## FILE DOES NOT EXIST

This can give you a nasty turn if you know for a fact that it carries a great deal of valuable text which you put there yourself. Try again. It may just be that the computer is feeling lazy and can't be bothered to look for it.

---

## DISC ADDRESS MARK MISSING

This is computer jargon for *unformatted or faulty* but if you're certain that the disc is formatted, and verified what's more, perhaps you put it in the drive wrong side uppermost. Take it out, put it back again and press **f7**

---

## DISC SECTOR NOT FOUND

It sounds as though you may have a corrupted disc. [**ENTER** Retry Operation] a couple of times. If that doesn't work turn the disc over and press **f1** Then go back to Side 1 and try again. If that doesn't work either you really **are** in trouble.

---

## DISC DATA ERROR

This is a real *put your head in a gas oven* message, especially when there's a goodly quantity of valuable data on the disc. Don't panic ! *Retry* a couple of times. Turn the disc over, press **f7** Pray ! But if nothing works contact Mastercare Computer Services (0602 864 622). The writer 'phoned Mastercare who recovered the data on an apparently *dead* disc within minutes.

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## HELP AT HAND

**AMSTRAD CUSTOMER SERVICES:** Fleet House, River Way, Harlow, Essex (0279 454555)

**AMSTRAD PROFESSIONAL USER GROUP:** PO Box 10, Pre Complex, Pallion Industrial Estate, Sunderland SR4 6SN (091 510 8787) Discounts on hardware and software: technical helpline: monthly newsletter: includes subscription to *Amstrad PCW*

**MASTERCARE COMPUTER SERVICES:** (0602 864622) (Freefone 0800 581714) for service contracts and one-off, on the spot repairs to your PCW.

**LOCOMOTIVE SOFTWARE:** Dorking Business Park, Dorking RH4 1YL (0306 740606) All LocoScript products and upgrades. Locoscript Newsletter *Script*

**PANDOR HOUSE:** East Molesey, Surrey KT8 9RZ (081-979 3060) Locoscript 2 Helpline: Locoscript 1 conversion: consultancy service and publications.



# LEARNING TO LOVE YOUR AMSTRAD

**Daphne Macara**

## **Word Processing on the Amstrad PCW 9512**

Produce perfect documents (letters, articles, reports, theses) without spending hours trying to find out how to do so.

As you are preparing your document: change chapter headings or page numbers, increase the number of lines to a page, set new margins and tabs.

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Use LocoMail to match in names and addresses from a mailing list on invoices or standard letters; or slot these in from the keyboard.

Use LocoSpell's 78,000 word dictionary to check for spelling mistakes and typing errors, offer a correctly spelled alternative, and do a word count.

Hide files so that they can't be seen by anyone else using your machine.  
Recover lost files from Limbo.

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