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# *Letta-Head Plus* Instruction Manual -1-

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## **BRADWAY SOFTWARE**

is an extremely small software house and as such is very user friendly. If you have any problems with a copy of LETTA-HEAD PLUS that you have bought, or any suggestions for improvement, or even if you find any bugs, please get in touch with Richard Walker by phoning 0433 30799 at any reasonable time (but best chance at the weekend), or by letter (SAE please).

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# *Letta-Head Plus* Instruction Manual -3-

## INTRODUCTION

LETTA-HEAD PLUS is a comprehensive program which enables anyone with an appropriate computer and a dot matrix printer to produce their own personalised stationery, receipts, order forms, posters, badges, wine labels, cassette labels - in fact the list is limited only by your imagination.

A large choice of print styles is provided in the program; these may be mixed freely within a design. In addition, an integral font editing program is supplied to enable you to modify or create character sets to your liking. Characters may be written on the screen in a choice of 100 sizes, at any position in the design. Proportional spacing of the characters is automatic, but can be over-ridden.

A window of any size within the display area may easily be selected using elastic boxes. The display within the window may then be erased, scrolled in all four directions, inversed or enclosed in a box of any thickness.

Graphics may be incorporated into the design: Lines, boxes, arcs, ellipses and circles are easily drawn on screen and any area may be texture filled. Any part of the screen may be edited at pixel level to produce fine detailed designs.

Any portion of the design may be saved as an icon which may then be incorporated within any other design. Portions of the screen may be cut or copied to the clipboard and then pasted back into the design at a different location, or into a new design. Portions of the screen may be rotated in 90 degree steps.

After a heading design is completed it is saved to disc. This process compresses the file such that a 19k screen typically takes between 2k and 8k of disc space; the compression level is dependent on the actual contents of the screen. Your design may be printed in a choice of three densities, two heights and nine widths, starting at any column position on the paper. The length of each sheet of your paper and the number of copies you require may be specified. If you are using fanfold paper, the program executes a form feed and moves to the beginning of the next sheet after each copy, thus facilitating long unattended print runs. If you are using single sheets the printer is instructed to wait whilst you load in the next one.

If required, for example for receipts, tickets or numbering the pages of a document, an alphanumeric sequence may be included which is incremented and printed on each copy. Posters may be made by designing them on multiple screens which are then printed consecutively.

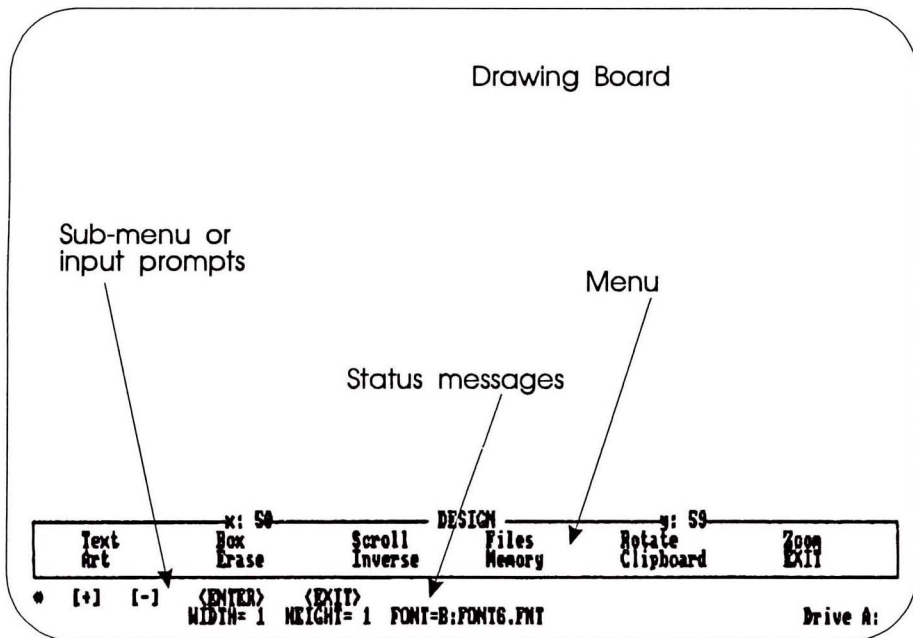
Finally, the program may be used to produce labels of any size. The same method of design is used but the program only allows the cursor to move within the area covered by the label. When the design is complete the program will print any number of labels on sheets up to 9 labels wide.

The following manual gives details of the use of the software. It is divided into two sections: The first section details all the commands available in LETTA-HEAD PLUS, menu by menu. This section will eventually be your reference when you are familiar with the program and will probably be all that is needed for those who are quite familiar with PCW software. For those who have used little other than LocoScript, section 2 is a tutorial in which you are taken step by step through the design and printing of a simple With Compliments slip. This tutorial uses many of the LETTA-HEAD PLUS commands although not all - you will have to refer to section 1 and experiment to complete your knowledge of its extensive facilities.

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Before we jump in, however, let's look at some of the very basics. To run the program, simply load CP/M from side B of your LocoScript disc (switch the computer on and insert your LocoScript disc with the CP/M side facing to the left). At the A: prompt put the LETTA-HEAD disc in drive A: and type **LETTA**. An introduction screen will load, followed shortly by the main menu. All the different character sets or fonts will be accessible from your LETTA-HEAD PLUS disc in drive A:, but there isn't enough space to save designs on the same disc. Immediately before you save a design you should swap the disc in drive A: with a blank, formatted one (or, of course, use drive B: if you have one).

The LETTA-HEAD PLUS screen is divided into four sections, shown below.



The top section is the drawing board on which all your designing will be done. The middle is the main menu area. If an option has been selected from one of the menus then the input prompts and, in some cases a second level of choices, are displayed in the next line of the screen. The final line displays status messages from the program which give you information about which file or font you are using and tells you of any problems should an error condition occur.

Menu options are selected by pressing the letter which appears in upper case in the menu; usually the first letter of the word. Some options then present a sub-menu, from which a further selection may be made in the same way, or prompt for program input, such as a file name or a numeric value.

If you see the double headed arrow symbol,  $\leftrightarrow$ , then this indicates that the cursor arrow keys will have some effect in the current menu - usually they will move a cursor or box around the screen.

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Throughout the program the EXIT key will take you back one level; from option to sub-menu, from sub-menu to main menu and from main menu to the operating system. The CANcel key will abandon an operation if you change your mind. You will find reference within the manual to the "set" and "reset" keys. These keys are the boxed + and - keys next to the space-bar on the keyboard. Where available, the above keys are shown in sub-menus as EXIT, CANcel, [+] and [-]. Whilst the ENTER and RETURN keys perform different functions in LocoScript, they are identical in CP/M and wherever you see ENTER in a menu you may press either ENTER or RETURN.

\* THIS PROGRAM AND INSTRUCTION MANUAL ARE COPYRIGHT \*

I strongly believe that you should be able to take back-up copies of any software that you buy for your computer and for this reason no protection devices have been written into LETTA-HEAD PLUS. You may make as many copies as you require FOR YOUR OWN USE. Many hours of work have gone into this software. I hope you find it a useful and friendly program. Please don't just give my work away to all your friends - let them buy their own copy!

## SECTION 1: REFERENCE

### MAIN MENU

The Main Menu is the one presented to you when you start LETTA-HEAD PLUS.

<i>Design Heading</i> <i>File utilities</i>	<i>Design Label</i> <i>Edit fonts</i>	MAIN MENU	<i>Print Heading</i>	<i>Print Label</i> <i>EXIT (CP/M)</i>
--	--	-----------	----------------------	--

Drive A:

#### Design

##### *Heading;*

Takes you straight to the Design Menu ready to start work on the design.

##### *Label;*

Sets up the size of the label before proceeding to the Design Menu.

#### Print

##### *Heading;*

Takes you to the Print Heading Menu.



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## *Label;*

Takes you to the Print Labels Menu.

## **File Utilities**

These utilities enable disc and file maintenance to be carried out from within LETTA-HEAD PLUS. First, however, a description of the file extension nomenclature used by LETTA-HEAD PLUS.

### *Filename Extensions*

LETTA-HEAD PLUS uses the filename extension system of CP/M extensively to indicate the content of the files. Thus, by default, all designs will be stored in files with the extension .LHD, all font files are .FNT and icon files are .ICN. Temporary files used by the program use the extension .\$\$\$ and must not be deleted whilst LETTA-HEAD PLUS is running. They are removed automatically when you quit LETTA-HEAD PLUS, but if any remain, they can be deleted without worry. Files with a .INI extension are used to store set-up information from one session to another and are described later.

Wherever the program asks you to input the name of a file, whether for loading or for saving, then it will automatically add the appropriate extension. This process can be over-ridden quite easily. For example, if you are saving a design:

Type FRED and the file FRED.LHD will be saved.

Type FRED.NUT and the file FRED.NUT will be saved.

Type FRED. and the file FRED will be saved.

In other words, the LHD extension is only added if you type in the bare file title. There is a mechanism for changing the defaults if you so wish, described in the discussion of the .INI file. It is recommended most strongly that you use a unique extension for the different types of file. The program does not detect if you force files to load into inappropriate places e.g. if you load a font into an icon the program will crash!

### *Default Drive;*

Changes the default disc drive on which all file operations act, although this may be over-ridden by including the drive letter with the file name. If the second character is a colon, then the first letter is interpreted as the drive specifier, otherwise the default drive is assumed. e.g. A:DESIGN.LHD specifies the file DESIGN.LHD on drive A:, whilst DESIGN.LHD specifies the file from the default drive. Only drives which are legal for your system may be selected. The current default drive is always shown at the bottom right corner of the screen.

### *Catalogue;*

Displays the disc directory for the default drive. Any design on screen is safely stored in a temporary file and automatically restored afterwards. The location of this temporary store is on drive M: on the Amstrad PCW.

### *Rename;*

Prompts for the name of a file you wish to rename, checks whether it exists and, if so, prompts for its new name. If this name does not clash with an existing file, the file is renamed; if a file with the same name exists, an error message is displayed.

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## *Erase;*

Prompts for a file name for erasure. If the file does not exist, an error message is displayed; check the spelling, drive number or re-examine the disc directory.

## *Save;*

Saves a display to disc; as usual, the default disc drive is assumed unless you include the drive letter in the filespec. If the file already exists on the disc, LETTA-HEAD PLUS asks for permission to over-write it before saving the new display.

## *Load;*

Takes a named design file from disc and reloads it onto the screen. The ZIPPed state of the file (see below) is determined automatically and the file will be loaded correctly irrespective of whether ZIP is turned on or off.

## *Merge;*

Merges a file from disc with the contents of the current screen.

## *Zip;*

Toggles the file compression routine and shows Zip ON or Zip OFF, depending on its current state.

Zipped files are compressed using run length encoding of blank areas of the screen. Thus, if there was a line which was completely blank, a non-zipped file would contain 92 0's, whereas a zipped file would contain just two bytes to describe this line; 0 followed by 92. The degree of compression of the whole screen depends, therefore, on its contents and the final size of the file can range between 1% of normal for a blank screen to 150% for a screen which alternates blank and non-blank bytes throughout. Both of these are very unlikely and a compression of about 50% is about average.

There is really no reason to run with Zip OFF unless you are saving screen for use with another program which doesn't support the LETTA-HEAD PLUS Zip format.

## *EXIT;*

Returns to the Main Menu.

## **Edit Fonts**

This option takes you into the comprehensive font creator and editor program, which will be described in detail later in this manual.

## **EXIT**

The EXIT key quits the program and returns to the operating system, after first seeking confirmation to avoid loss of a design by accidentally hitting the EXIT key.

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## DESIGN LABELS MENU

This area of the program allows you to set up the size of labels you wish to design.

		LABEL SIZE				
Width:-	A..2 1/4"	B..2 3/4"	C..3 1/2"	D..4"	E..other	
Height:-	F..1 3/16"	G..1 7/16"	H..1 15/16"	I..2 3/4"	J..other (+)/ENTER EXIT	

Label width = 1.000" Label height = 1.000"

There is a selection of standard heights and widths which can be selected by single keystrokes corresponding to the letters of the alphabet next to the required size. Alternatively, any value in inches may be input; in this case decimal numbers must be used e.g. for  $3\frac{3}{4}$ " you would input the value 3.75. If the label size is greater than the design area of the screen, then the program warns you in the prompt line; you are still able to design as much of the label as will fit on the design area and you must arrange for this to be printed at the required position within the physical label.

When the label size has been selected, press the set key and the label will be outlined on screen; do not worry if the dimensions do not look quite right, they have been adjusted to compensate for the slight but inevitable distortion of the display during high resolution printing. You will find that it is impossible to create any part of your design outside this selected area. The program now moves on to the Design menu, which is common to creating both labels and headings.

*Note:* When you leave the Design Menu after creating your label, the outline of the label which was put on the screen as a guide is deleted. If you want a border around your label you should select **Box Thick 2** (or more) **Draw All**, whilst in design mode (this will make more sense when you've read the box drawing section below). Any spurious design outside the label area is also erased.

## DESIGN MENU

This is where the creation of your design takes place. A comprehensive menu of facilities is displayed for placing and editing graphics and text on screen.

		DESIGN		g:719	
Text	Box	Scroll	Files	Rotate	Zoom
Art	Erase	Inverse	Memory	Clipboard	EXIT

Font = NONE

Drive A:

Many of the options require you to move a cursor or a box around the screen using the cursor control keys. Others need the definition of an area of screen or window, for example to erase, scroll or enclose in a box. This is done using the "elastic box" technique.



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## **Cursor Movement**

The current position of the cursor is shown in the menu title line as two values; X and Y. The X value is the side to side position with the left of the screen being 0 and the right side of the full screen 719. The Y value is the up and down position; the top is 0, the bottom is 207 on the full screen. This feature helps you to locate objects precisely where you want them in the design.

In most of the functions in LETTA-HEAD PLUS the cursor movement is "intelligent", which means that if you hold your finger down on an arrow key, it travels more and more quickly in that direction. To slow the movement down again to allow for final positioning to within a single pixel on screen, just take your finger off the cursor key. After this break, the movement will revert to pixel by pixel.

Display of the XY coordinates are updated whenever the cursor is moved except that, in order not to interfere with this intelligent movement, the updating is suspended whilst you hold a key down. As soon as you release the direction key the new cursor coordinates are displayed.

## **Elastic Boxes**

Upon entering an option with an elastic box, the starting box is displayed on screen. The size and position of this is dependent on the actions you have previously undertaken; LETTA-HEAD PLUS attempts to anticipate where you want the box to be.

Defining an area using elastic boxes is accomplished by first anchoring one of the corners - usually the top left one- where you want it and then dragging the diagonally opposite corner to its location and complete the box by anchoring that. Pressing the cursor up and down keys will move the top line of the box, whilst the left and right keys will move the left edge. The box will 'turn inside out' if you move these lines past the right side and bottom respectively. Use the keys to move the first corner to its location on screen, and then press the set key to anchor it; the message in the status line will change from "[+](to anchor first corner)" to "[+](to anchor second corner)". If you now press the cursor keys the right and bottom lines of the box will move. Locate them as required, press the set key again and the window definition is complete.

If, after anchoring the first corner, you change your mind about its location, press the reset key. The status message will revert to the original and you will have control over the first corner again.

If you want the box to include the entire screen, press the A key for All. Note that it must be an upper case A.

CANcel abandons the entire operation for which you were selecting the box.

## **Text**

This option is used to add text to your design on screen. The text cursor is a box the size of the character; this can be moved anywhere on screen using the normal cursor control keys.

When the cursor is in the desired position press any of the alphanumeric keys to print the appropriate character in the font and size indicated on the status line. Note that the character set is restricted to the 7 bit ASCII alphabet (i.e. codes 32 to 126) and that any extension to this -such as the foreign characters in LocoScript- is not available via LETTA-HEAD PLUS unless you design your own fonts for these characters.

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After each character has been printed the cursor is moved ready to proportionally space the next. This can, of course, be over-ridden by moving the cursor to the next desired print position. The <ENTER> key performs a carriage return and line-feed; the cursor is positioned at the start of the next line and moves down the screen by a distance appropriate for the size text you are using.

The font or attributes may be altered without leaving the text option by pressing the set key which gives access to a series of options (below). The set key may also be used to cancel the special printing effects e.g. "set" italic sets the italic mode; "set" italic again toggles back to non-italics. Cancellation of the effects may also be achieved using the reset key.

## ***Bold;***

All characters printed subsequently will be emboldened.

## ***Italic;***

Italicises all subsequent characters by slanting the top over by approximately 30%. The program is able to maintain the correct proportional spacing of italic characters and attempts to space correctly when italic and upright text are mixed.

## ***Width;***

Alters the character width. This change is reflected immediately in the size of the character box on screen. Values of 0-9 are accepted; if 0 is selected the program attempts to calculate a half sized character. It is usually successful in this when the font is simple, but some loss of detail is inevitable when the character is complex.

## ***Height;***

This alters the height of the character. As above, values of 0-9 are valid.

## ***Font;***

This prompts for the name of a new font or character style; type in the filename of the font you wish to change to eg "font8" or "b:myfont" and the new font will be loaded from disc.

## ***sequence;***

An alphanumeric sequence of any length may be included in the design and automatically incremented on each copy. This routine enables you to specify, locate and format the start of the sequence. The first prompt asks for the start of the sequence. This may be a mixture of alphabetic and numeric characters; the program increments the sequence accordingly i.e. 9 increments to 0, Z increments to A, sequence 19Z would increment to 20A. Note that 9 becomes 0, not 10, whereas 09 does become 10; you must specify leading 0's where appropriate.

You are next presented with an expanded text cursor box approximately the size of the sequence you have input; this may be moved in the same way as the character box in the text option in the design menu. The font, size and the format (italics, bold etc) of the sequence may also be set, again as in the design menu. The prompt line tells you the current setting of all these parameters. Finally, press the EXIT key and the sequence start will be printed on screen.

The sequence option will increment on each heading printed, or each label if you are using single width labels. If you are printing multiple labels wide, then each line of



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labels will bear the same sequence number i.e. all labels on a single line will be identical. Hint -if you are printing cloakroom or Tombola tickets then design a label with a sequence on, then print 2 wide on ordinary paper. The ticket will then be in two sections, each with the same number.

## **Art**

Enters a sub-menu which enables you to draw lines, circles and arcs, plot pixels and fill areas within the display. The graphics facilities in LETTA-HEAD PLUS are as good as you find in many artist type packages, and are able to enhance text and produce striking graphic art effects. The art cursor is a fine hair line cross which aids in accurate positioning. The cursor exhibits intelligent movement. The art option displays a sub-menu of commands:

### ***Plot or [+]* set key;**

Sets the pixel at the current cursor position.

### ***Unplot or [-]* reset key;**

Resets the pixel in the centre of the cursor.

### ***Draw;***

Enables free-hand drawing of lines on the screen. The legend "Drawing" appears in the status line and movement of the cursor with the arrow keys leaves a line where it has been. The Draw option remains in effect, even whilst circles etc. are being made, until turned off with Erase or by pressing D a second time.

The intelligent cursor movement is disabled whilst in drawing mode so that the line doesn't run away with you!

### ***Erase;***

Exactly the same as the Draw command except that the trail where the cursor has been is erased. Press Draw to go to the drawing state or press E again to turn Erase off.

### ***Circle;***

Draws a circle to fit within the box defined. The aspect ratio is determined by the box shape; if the box is square then the circle will be regular; if the box is rectangular then an ellipse will be drawn.

### ***Arc;***

The arc position is defined with the elastic box. When positioned the required quadrant may be selected by keys 1-4, where 1 is the top left quadrant, 2 is the top right quadrant, 3 is the bottom right quadrant and 4 is the bottom left quadrant. Note that the arcs are drawn between the midpoints of the box sides so that, as the Arc option remains active until you press EXIT, you can draw more than one arc and thus a sector of a circle or ellipse.

### ***Shade;***

The shade option asks you to input a mask for the fill routine and for line drawing. The mask should be input as a binary number in the form of 8 ones and zeros; where a one occurs the pixel will be plotted, where a zero occurs the pixel will be blank. The best way to understand this is to experiment, but as a tip a shade value of 11111111 will fill the area in black or draw an unbroken line, a value of 10101010 will give a fine shading and 00001111 draws a dashed line.

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## *Line;*

Displays an elastic line starting from the last point plotted. The length and direction of this line may be altered using the cursor control keys; as in the box definition, the first press of the set key anchors the first end of the line, the second press fixes the opposite end and draws the line. The cursor is left at the end of the new line. The reset key allows you to reconsider the position of the first point.

The line type -continuous or dotted- is determined by the current setting of the shade byte described above.

## *Fill;*

Position the cursor within the area you want to fill and press F. This is very fast, but not a particularly intelligent routine; it fills the area it can "see" from the cursor position but areas can "hide" from view and not be filled. To get around this, move the cursor and press F again to fill any bits missed by the first pass. The fill style is controlled by the Shade option discussed above.

## *EXIT;*

Returns to the Design Menu.

## **Clipboard**

The clipboard controls an area of the program that allows you to cut out areas of the screen and move them to a different place in the design, or into a different design. It also allows portions of the screen to be saved to separate files called Icons which may then be called up during any session with LETTA-HEAD PLUS. A collection of pre-defined icons is included on side b: of your LETTA-HEAD PLUS disc and shown in a pull-out in the centre of this manual. See the appendix for details of extraction of individual icons from their libraries.

## *Cut;*

The cut option allows you to use elastic boxes to select an area of the screen and cut it (ie remove it) either to the clipboard or to an icon file. When you have defined the area which encloses the portion of the design you wish to cut, press the enter key and you are asked to specify the name of the icon file. If you don't wish to store it permanently but just keep it in the clipboard, then don't type a file in, just press the enter key again.

## *cOpy;*

Identical to the Cut option above, but the screen area is copied to the clipboard or icon file and also left in place on the screen.

## *Paste;*

Paste prompts you for the name of the icon file you wish to load; just press enter if you are pasting the contents of the clipboard into the design. A box the size of the icon or clipboard contents will appear on screen. Move this box with the usual cursor keys and, when it is in the right place, press the enter key or set key and the icon / clipboard over-writes the screen contents within the box.

## *Merge;*

The same as paste but the icon or clipboard contents merge with the design in the box and don't over-write them.

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## *Delete;*

Deletes the clipboard file, so freeing up the space on drive m: used by the clipboard. It's only worth doing if you have an un-expanded PCW 8256, don't want to re-use what you have copied to the clipboard and wish to maximise the space on drive m: for other purposes.

## *EXIT;*

Returns to the Design Menu.

## **Box**

The box option draws a box around the outside of a selected area.

### *Thickness;*

This prompts you to specify the thickness of the line, in pixels, which is used to draw the box.

### *Draw;*

The area is selected using the elastic box. The box will be drawn around the area thus marked.

### *CANcel;*

Cancels the box option and returns to the Design Heading Menu without drawing a box.

## **Erase**

Erases the display within the area selected using the elastic box. To clear the screen completely, select Erase, then All.

## **Scroll**

Select an area using the elastic box; the defined window may be scrolled pixel by pixel in all four directions using the cursor control keys. Words, characters or parts of characters may thus be picked up and moved anywhere in the display area. Any part of the display which is scrolled over by the window is lost (if this is a problem, save the design in temporary store and merge it back again after the scroll is completed, see Memory below), and if the window is scrolled off the edge of the display area its contents are lost.

If you press X then the box will be centred horizontally on the screen -good for centring headings and the like. Pressing Y centres the box vertically on the screen.

Use the EXIT key to leave the routine when the block is in its final position.

## **Inverse**

After defining the window the enclosed area is inversed. The routine is not left immediately so that the inverse area may be toggled on and off with the <ENTER> key until you are sure you like it. EXIT to finally leave the option.

## **Files**

This allows access to the disc to save screen designs, load them or merge them with the current display, change the default drive or catalogue the disc as described in the main menu Files option.



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## **Memory**

This option allows you to maintain a temporary screen in store; in some ways it overlaps the functions of the clipboard but only handles entire screensful of design and stores and retrieves them more efficiently than the clipboard does. Thoughtful use of this store is a powerful design aid as it may be manipulated in several different ways:

### ***Save;***

This just saves away the current display to the temporary store.

### ***Load;***

This re-loads a saved design and will over-write any work you have done on the screen since last saving into the memory store.

### ***Merge;***

The stored screen and the current display are merged together. This provides a powerful utility for copying areas of the screen; just save the design to memory store, scroll the area of the screen you wish to copy to its new location and merge back the original from memory. In this way the selected area is duplicated. Stunning shadowing effects can be produced by saving, moving the design just a short way and merging the original back in.

### ***Exchange;***

This exchanges the current display and the memory store without in any way altering either of them. A subsequent exchange command will restore the original configuration.

### ***Delete;***

Deletes the memory file, so freeing up the space on drive m: used by the memory routines. It's only worth doing if you have an un-expanded PCW 8256, don't want to re-use the saved screen and wish to maximise the space on drive m: for other purposes.

### ***EXIT;***

Returns to the Design Menu.

## **Rotate**

The rotate function uses many of the internal program procedures written for the clipboard and so is similar in action. Select Rotate and you are presented with the familiar elastic box with which to select the area of screen to be rotated. This section of the screen is removed and stored in a temporary file on drive m:, after which a new box appears which will contain the rotated design. Move this to the required position, press ENTER and the screen portion will be loaded from its temporary file and rotated through 90 degrees in the process.

Please note that the PCW screen is not symmetrical. Each dot, or pixel, is about twice as high as it is wide. The rotate function does not attempt to compensate for this so your image will be stretched as it is rotated. If you are putting text on screen with the intention of rotating it, then start off with a character height twice that of the width so that the aspect ratio will be restored upon rotation.

The rotate function does not, at present, allow automatic rotation through more than 90 degrees. To turn text upside down you must rotate it twice over.

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## **Zoom**

The zoom function allows you to achieve fine graphics or to smooth out the chunkiness of enlarged text. Steer the box to the area of the screen which you want to tidy up and press ENTER. A grid will be drawn on the opposite side of the screen and filled with an enlarged image of the selected area; one of the cells of the grid has a hair line cursor in it.

You may now move around the grid with the cursor control keys, fill in individual pixels with the [+] key or blank them with the [-] key. The changes you make within the grid are also shown proper size on the screen.

The Draw and Erase options allow you to move around the grid either filling or emptying each pixel that the cursor moves over. Press either key, or its opposite, toggles it off again.

If you move off the grid then the selection box moves on screen and the grid is updated to show the new area of screen that you are editing. If you move so far that you are in danger of moving into the area of screen which has been over-written by the grid then the grid will move to the other side of the screen out of your way

When you have finished, press EXIT and the grid will be removed and the display restored.

## **PRINT HEADING MENU**

This menu allows you to set up various parameters with respect to the eventual hard copy of your design.

<b>PRINT HEADING</b>						
<b>Number</b>	<b>print</b>	<b>Width</b>	<b>paper</b>	<b>Drop</b>	<b>Offset</b>	<b>Print</b>
<b>Quality</b>		<b>Height</b>		<b>Type</b>	<b>Link</b>	<b>EXIT</b>

**1 draft quality on 11 in. fanfold paper: width=1 height=1 offset=0.0 in.**

## **Copies;**

Input the number of copies you require. There is no limit, except the amount of paper you can stack behind your printer!

## **Quality;**

The print quality may be High, Medium or Draft. In draft mode the printer makes a single pass at each line; in medium quality mode two passes are made with a  $\frac{1}{216}$ " paper feed in between. High quality executes three passes on each line (and uses a lot more ribbon!).

## **print Width;**

There are nine choices of print width to enable magnification of the design on wide printers. If you are using an external printer, be aware that some printers do not accept the full range of values here; no mention of such a limitation on graphics width is made in the printer manual, just try it with your printer and see.

## **print Height;**

The design may be printed in a choice of single or double height.

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## **paper Drop;**

Sets the form length which may be specified in inches or lines. First type in the value; either whole numbers of lines or decimal inches. The program will then prompt for the units of measurement; press I or L for inches or lines respectively. Only whole inches to a maximum of 32 are permitted. Form lengths of up to 125 lines are allowed, a line being  $\frac{1}{6}$ " inch. A4 paper is  $11\frac{2}{3}$ " long- 70 lines.

## **paper Type;**

Asks you to select between fanfold and single sheet mode. In fanfold mode the printer will advance the paper to the beginning of the next sheet and immediately start to print the next copy of the design. In sheet mode the program will eject each sheet of paper and wait for you to insert a new sheet and press any key before starting on the next copy.

## **Offset;**

Input the size of the left hand margin in inches and decimal fractions of an inch, to locate the design at any position on the paper. The location is accurate to  $\frac{1}{120}$ "

## **Link;**

Link allows you to join up to 4 designs together, without a break, into a poster. You will be asked to type in the names of the designs in the order in which they are to be printed. In each case the existence of the file will be checked before proceeding to the next name. If there is an existing name which you wish to keep press the <ENTER> key instead of re-typing. If you want to erase an entry input a space character at the first position. To terminate the sequence just press the <ENTER> key without a file name.

Link also allows you to print designs separated by a specified distance. If, instead of a file name, you input a decimal number then this distance in inches is skipped between the previous screen and the next one. For example, if you have specified link files to be "DESIGN1", "4.55" and "DESIGN2" then LETTA-HEAD PLUS will print out the screens Design1 and Design2 separated by 4.55 inches. This was facility was included to enable you to incorporate headers and footers on pages or posters.

## **Print;**

Prints the required number of copies of your design. Printing can be aborted at the end of any line by pressing the CANcel key. The number of copies which have been printed is shown and updated continuously.

## **PRINT LABELS MENU**

Prior to printing labels the program must have details of their horizontal and vertical arrangement on the backing paper, the number you require and their print quality. These settings are accessed via the print labels menu.



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Number Quality	Horizontal sepn Vertical sepn.	PRINT LABEL Wide	Offset	Print EXIT
-------------------	-----------------------------------	---------------------	--------	---------------

1 draft quality label 1 wide 0.125" vert sepn offset=0.0 inches

## **Number;**

Prompts you to enter the number of labels you require; the program imposes no limitations on the quantity.

## **Quality;**

As in the print headings option, this allows you to select Draft, Medium or High density quality.

## **Horizontal sepn;**

This is the spacing between the columns of labels if they are arranged more than 1 wide on the backing paper; you may either select one of the standard label spacings or specify any spacing in inches. The distance is accurate to  $\frac{1}{120}$ ".

## **Vertical sepn;**

This is the spacing between individual labels or rows of labels in the direction of the printer feed. This parameter may also be set by selecting common values or by entry of a special separation in inches.

## **Wide;**

This refers not to the label width, which has already been assigned, but to the number of labels on one width of your printer carriage. This may be up to 9, giving you the option to print small labels which could be used for badges etc. If you attempt to print more labels than will physically fit on your printer the extra ones will be ignored but will be included in the count of number printed.

## **Offset;**

This aids in accurate printing of labels by setting a start position for the left margin in fractions of inches; no need to move the printer tractor feed to line the labels up with the print head.

## **Print;**

When you select Print the printer will produce the number of labels you need. If the number is not an integral of the number of labels on a width of your sheet then you may get a few extra as whole widths are always printed. In order to successfully print multiple labels on a single printer width, the printer must not supply its own line-feed character after each carriage return it receives. LETTA-HEAD PLUS sets up this state on the integral Amstrad PCW printer, but some external printers may require the alteration of an internal DIP switch. If your printer fragments labels and prints lines of them sprayed down the page, then this is the likely cause.

Printing may be stopped at the end of each line of labels using the CANcel key.

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## FONT EDITOR

In addition to its design facilities LETTA-HEAD PLUS also offers a comprehensive font editor program accessed from the main menu as mentioned earlier. The program is menu driven and mainly self-explanatory.

The screen is divided into three areas; in the centre you will see a grid of 16\*16 squares which represent the pixels of the character you are editing. At the top of the screen is a print out of the entire current character set, whilst the bar at the left hand side of the screen lists the operations which can be carried out. These options are as follows:

### **Cursor control**

The action position within the editing grid is shown by a cross shaped cursor; this is under the control of the usual cursor control keys.

### **Edit, Save**

The edit and save functions allow you to take a character from the current character set for editing or copy the edited character back into the current character set. When you press either of these keys a box will appear around one of the characters displayed at the top of the screen. This box marks the selected character; the selection may be changed by using the left, right, up and down cursor keys.

When the required character is within the box, press the <ENTER> key and a copy of the character in the box will appear in the editing grid (load option) or the contents of the editing grid will be transferred to the selected character (save option).

The load and save options are also used in conjunction with the A(II) key for loading and saving character fonts to disc, see later.

### **[+], [-]**

The grid square occupied by the cursor may be filled or cleared using the set and reset keys respectively. Each square corresponds to a single screen pixel of the final character.

### **Plot, Blank**

Plot toggles a drawing mode, whereby pixels are filled wherever the cursor moves within the grid. Blank behaves in the same way except that the pixels are erased. Use these functions instead of having to press the set or reset keys for each square individually.

### **Right, Left, Up, Down**

The entire character may be scrolled in any of the four directions using the R, L, U and D keys. The design wraps round i.e. any part of the design which is pushed off the sides, top or bottom of the grid appears on the opposite side.

### **X mirror, Y mirror**

A mirror image of the entire character may be easily created. The X key creates a mirror image along the X axis; the character is inverted. The Y key results in a side to side mirror image i.e. along the Y axis.

### **New, Zap**

New and Zap allow you to manipulate complete lines or columns of pixels depending on your response to the "Row or Column?" prompt. The N key inserts a new line of pixels under the current cursor line, shifting all lower lines down and losing the bottom one, or inserts a



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column of pixels to the right of the cursor column; in this case all columns to the right are shifted with the rightmost column being lost.

The Z key erases the current line or column, moving all subsequent ones up or left accordingly.

## **Turn**

This key rotates the entire character by 90 degrees. Further presses of the key turn the character again until, after four presses, the character is returned to vertical.

## **All**

The A key modifies some of the afore mentioned commands by making them apply not just to the selected character but to the entire character set. When pressed, the legend "ALL" appears in the status line and the next keypress will, if appropriate, have a global effect.

Thus, All Load will prompt you for the name of a font files to load from disc. This will overwrite the current font and appear at the top of the screen, so make sure you save any edits you have done using All Save. This again prompts for the name of the file to save the character set.

All Turn rotates all the characters of the character set so that, if you do wish to do some sideways printing, you need not rotate the characters individually. This option has been made somewhat redundant by the rotate option within the main design section of version 2 of LETTA-HEAD PLUS.

All Plot and All Blank work globally on the currently selected character rather than on individual pixels, either erasing all the grid pixels or filling them all.

## TUTORIAL SECTION

In this section, you will be guided step by step through a simple design exercise. In the interests of brevity, each command we use will not be described in detail; the reference section of this manual which you have just read/skipped over does this and should be used for the full description as you go along.

In this section, the actual keys you are to press are in bold; thus, **Design** means press the D key for Design. **Font font8** means press F to select the font option, then type in font8. **EXIT**, **CANcel** or **ENTER** mean press the keys labelled EXIT, CAN or ENTER. **[+]** refers to the boxed + key to the left of the spacebar. Where the instructions say Cursor to x=99 y=99, this means use the arrow keys until the xy coordinates shown on the menu title line are as required.

Let's make a With Compliments slip like the one below. These are to be the full width of the paper, but only 3" deep, with the words "With Compliments", a bit of a company logo and a signature. So, here we go:

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With Compliments



*Hubert Funklenz*  
E. Dordwaneland Sales Mgr.

## Keystrokes

Design **H**Heading

Text

[+] **H**eight 2 [+] **W**idth 2

[+] **F**ont **f**ont6 **E**NTER

Cursor to x=7 y=7. **W**ith  
**C**ompliments **E**NTER

**B**ox **T**hickness 2 **D**raw. Cursor to x=2 y=2  
[+] Cursor to x=390 y=42 [+]

**M**emory **S**ave **E**NTER **C**lipboard **P**aste  
**m**aps **E**NTER Cursor to x=0 y=0  
**E**NTER

**C**ut Cursor to x=0 y=0 (should already be  
there) [+] Cursor to x=256 y=64 [+]  
**E**NTER **E**NTER

**M**emory **L**oad **E**NTER **C**lipboard **P**aste  
**E**NTER Cursor to x=112 y=50 **E**NTER  
**E**NTER

Text [+] **H**eight 1 [+] **F**ont **f**ont12  
**E**NTER Cursor to x=0 y=76 **P**late  
**T**ectonics **p**lc **E**NTER

## Description

To the Design Menu

Select Text option

Set text size to 2\*2. Text cursor grows  
accordingly.

Select font6

Move cursor box. Add the With  
Compliments text and leave the Text  
option.

Use box routine and elastic boxes to  
enclose text.

Save the compliments slip, load in the  
maps icon library.

Cut the world map to the clipboard.

Restore the compliments slip and add the  
globe in.

Set text height to 1, select font12 and place  
company name.

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Scroll Cursor to x=0 y=77 **[+]** Cursor to x=460 y=91 **[+]** Right arrow key until "Plate Tectonics" is centered across globe.  
**EXIT**

Position company name using scroll function.

Clipboard Paste **hfink** **ENTER** Cursor to x=0 y=125 **ENTER** **EXIT**

Add in signature.

Text **[+]** Italic **[+]** Width **1** Cursor to x=12 y=177 **E. Gondwanaland Sales Mgr.**  
**EXIT**

Add Sales Manager title in italics.

Scroll Cursor to x=0 y=125 **[+]** Cursor to x=368 y=193 **[+]** **X** **EXIT** (when it's finished moving!)

Centre signature in design

Files Save **m:ptect** **ENTER** **EXIT**

Save the design to drive m: (Omit the m: if you want to save it permanently to drive a:)

**EXIT** Print Heading Drop **22** **ENTER**  
Lines Number **3** **ENTER**

Set up print options. Put some paper in your printer - don't forget to press **EXIT** if the printer status bar is showing at the bottom of the screen.

Print **EXIT**

Print 3 copies of your design

**EXIT**

Exit again if you want to quit LETTA-HEAD PLUS.

This completes this simple tutorial in which you have learnt many of the basic operations in LETTA-HEAD PLUS - notably how to select from the menu system, enclose screen items in elastic boxes and change text attributes such as the font. I hope this encourages you to experiment with all the facilities available. You will not harm anything except, perhaps, the design you are working on. If in doubt, save it to disc before trying out any new options.

## APPENDIX

### Overlay file

One consequence of the extended facilities now included in LETTA-HEAD PLUS is that the whole program will no longer fit into the PCW memory. Instead, we have had to use overlay files. These work, as their name suggests, by reserving a section of memory for parts of the program which are loaded in from disc as they are needed. In the case of LETTA-HEAD PLUS, this means that when you print a heading, the print heading overlay must be loaded. If you next want to edit a font, then the print heading code is discarded and the font editor overlay is loaded. For speediest access the overlay is transferred by LETTA-HEAD PLUS to drive m: when it starts up and so you will not usually be aware of it. If, however, you have an



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un-expanded PCW 8256 and you frequently see messages from LETTA-HEAD PLUS to the effect that drive m: is full up, then you might prefer to stop the transfer of the overlay file to drive m:. Do this by editing the LH.INI file as described above and substitute a for m on the last line to insist that the overlays remain on drive a:. If, in this situation, LETTA-HEAD PLUS is unable to find the overlay on a: -for example, you may have changed disc to save a design- then it will prompt you for return of the master disc when the overlay is required.

## Speeding Up Operation

If you frequently change fonts within your designs, then you could speed up access to them by transferring them to drive M: using the PIP utility. Simply put in your CP/M disc and type **PIP**. At the \* prompt, replace the CP/M disc with your LETTA-HEAD disc and type **M:=A:\*.FNT** When the transfer is complete press the RETURN key to leave PIP and load LETTA-HEAD as described above. You can then remove the LETTA-HEAD disc and insert a data disc in drive A:. This method of working will give you almost instant access to all the character sets and allow you to save designs to drive A:.

## Initialisation Files

As you leave LETTA-HEAD PLUS you will notice that it briefly accesses the disc in drive A: before returning to CP/M. In fact, if you have changed the disc and the LETTA-HEAD PLUS program disc is no longer in drive A: then you will be asked to replace it. At this point, LETTA-HEAD PLUS is saving a file called LH.INI which contains details of most of the current settings of the program. Such parameters as paper size, label size, font name etc. are all recorded.

When you next run LETTA-HEAD PLUS the contents of this file will be read in and you will be ready to resume where you left off. Whilst this is very convenient, the full power of this facility is revealed by the fact that you can instruct LETTA-HEAD PLUS to use a differently named file for its initialisation. This is done by passing the name as a parameter to the program call; simply type LETTA <filename> instead of the usual LETTA and the set up parameters will be read from <filename> instead of LH.INI. For example, if you run the program by typing LETTA LABELS, then the parameters stored in the file LABELS.INI will be read in (if the file exists, of course). You could have several INI files, one for each of the jobs you do frequently, so saving a lot of effort in remembering and altering parameters.

There are two ways in which you can make a .INI file. The easiest is to run LETTA-HEAD PLUS, set up the parameters as you require and quit the program as usual, at which time the parameters will be stored in the file LH.INI as described above. You then rename this file to a more meaningful name using the inbuilt CP/M command REN. Simply type REN <filename>=LH.INI -in the example above you would type REN LABELS.INI=LH.INI. Ensure that there is not a file called LABELS.INI already on the disc or the command will fail.

For those of you who feel really paranoid about CP/M an even simpler way would be to reload LETTA-HEAD PLUS and use the rename facility in the Files option to rename the file.

The other way to create .INI files is using a text editor such as ED or RPED or ED80. Locoscript can also be used but in this case you must use the create ASCII file option to get a simple text file; LETTA-HEAD PLUS can make no sense of a LocoScript file!

If you are using an editor to create a .INI file then the parameters must be typed in the correct order, one per line. The following table shows a typical initialisation file; the examples in the

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left column are the defaults which are in the LH.INI file you received on your disc or that will be used if no .INI file is available when you load LETTA-HEAD PLUS. When you create your own file do not type in the description part, just the values of the parameters.

<u>Example</u>	<u>Description</u>
a:font1.fnt	font file name; the font loaded when Letta Head is run.
I	units of paper length, Inches or Lines.
11	paper length.
0	left margin when printing headers.
1	width of header print.
1	height of header print.
1	quality of printing (1=Draft,2=Medium,3=High)
0	left margin when printing labels.
1.000	label width in inches.
1.000	label height in inches.
1	number of labels wide on the printer carriage.
0.125	horizontal label separation.
0.125	vertical label separation.
.LHD	design file extension.
.FNT	font file extension.
.ICN	icon file extension.
TRUE	beep sounds on errors (TRUE/FALSE)
TRUE	design files zipped (TRUE/FALSE)
FALSE	print files spooled (TRUE/FALSE)
m	location of overlay file

As you can see from the examples above, it is possible by editing the file to alter the default file name extensions mentioned earlier to any three character code you wish.

You may also stop LETTA-HEAD PLUS from beeping at you as it does when it encounters an error condition. If the appropriate line of the .INI file is "FALSE" then error messages and prompts are still displayed but the cat (dog/wife/husband/goldfish) is not upset by the beeps from the machine.

Incidentally, do not worry if you do not have a .INI file present when you start up LETTA-HEAD PLUS; the program has a set of internal defaults which it will use. Similarly, if you do not have the LETTA-HEAD PLUS disc in drive A: as you leave the program, just press any key to continue without saving the LH.INI file and no harm will be done.

## **READ.ME**

As software manuals are expensive to produce, especially in small quantities, it is common practice to include a file called READ.ME on the program disc which details alterations to the program since the manual was written. To view the read.me file supplied with LETTA-HEAD PLUS, then after you have loaded CP/M but before you start up the program, simply type the instruction **TYPE READ.ME** and the latest news will be displayed to you page by page.

If you require a printed copy of the alterations, hold **EXTRA** down and press **P** briefly. The PCW will beep at you and all screen output will be echoed to the printer. Type the read.me

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file as above and then, when it has finished printing press **EXTRA P** again to switch printing off.

## **Icon Libraries**

Whilst there are over 100 icons supplied on your LETTA-HEAD PLUS disc, it is impossible to have more than 63 files on a single sided PCW disc. The icons have therefore been grouped together in libraries of related designs. It is easy to extract an icon from a library for use in a design. Save your design to the memory, load in the icon library as described in Paste above, Cut or cOpy the required icon to the clipboard, restore your design from memory and finally paste the icon from the clipboard into your design. This sequence is covered in the tutorial section towards the end of this manual.

If there are icons which you use regularly you can permanently extract them from the library. Proceed as described above but cOpy them to a named icon file instead of the clipboard, remembering that you may have to save it to a different disc if you exceed the 63 file limit on your master disc.

## **LHPrint**

The LHPrint program is a printing utility provided on your LETTA-HEAD PLUS disc as a convenient way of printing copies of your letter headings without loading LETTA-HEAD PLUS. As well as being faster, this gives you a convenient way to attach headings to your document from within your wordprocessor. From within Protext, use the X option to execute an external program. LocoScript requires the use of Flipper from Creative Solutions.

LHPrint takes the name of the heading file as a parameter eg type LHPRINT MYFILE and heading contained in myfile.lhd will print out. Note that the same rules regarding file extensions in LETTA-HEAD PLUS apply. No paper feed is performed after the heading so your printer is left ready to add the text of your document.



