

NEWSDESK

INTERNATIONAL

1 FEBRUARY 1987 No. 1 Price 16

THE ELECTRIC STUDIO NEWS



ELECTRIC STUDIO

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NEWSDESK INTERNATIONAL

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PCW LIGHT PEN
PCW POINT EDITOR
PCW MOUSE
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section

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MT **CO** **UT** **WZ**

PCW 8256/8512
COMPREHENSIVE DESKTOP PUBLISHING
AND PAGE MAKING SYSTEM

USING NEWSDESK INTERNATIONAL

We suggest that you make a back-up copy of the supplied Master Disc by using the utility DISCKIT supplied with your PCW and treat this copy disc as your every day start-up disc for the program.

NB Copy both sides of the disc as there are programs on each side that are needed to provide all the functions of **NEWSDESK INTERNATIONAL**, but this disc cannot be used to save data from your working screens, as **THIS DISC IS ALREADY FULL TO CAPACITY**. Another formatted disc will be needed for day to day work to save the pages or images created.

INTRODUCTION

NEWSDESK INTERNATIONAL is an extremely powerful program which will give you a desk top publishing system using the Amstrad PCW.

The program is controlled by the cursor keys and can be used as a stand alone system with its own word processing editor or it will accept input from a word processor such as Locoscript.

In addition it can be controlled by The Electric Studio Light Pen or Mouse and will accept input from The Electric Studio Video Digitiser. The program gives you the ability to mix the text files created on the word processor with the graphics created using **NEWSDESK INTERNATIONAL** and with the digitised input from the Video Digitiser.

It is a simple matter to select various font styles and sizes provided in the program which will allow headlines and text to be sized according to your requirements.

NEWSDESK INTERNATIONAL uses a window selection operation in the program which is a simple to use system familiar to all users of the Amstrad PCW. In addition there are on-screen prompts throughout the program which ensures that this powerful piece of software is both effective and easy to handle.

With **NEWSDESK INTERNATIONAL** you will be able to produce a PAGE of typeset material using the facilities of your Amstrad PCW to print out an A4 sheet with an image area of 10 inches by 8 inches.

Set screen position
Press space to fix

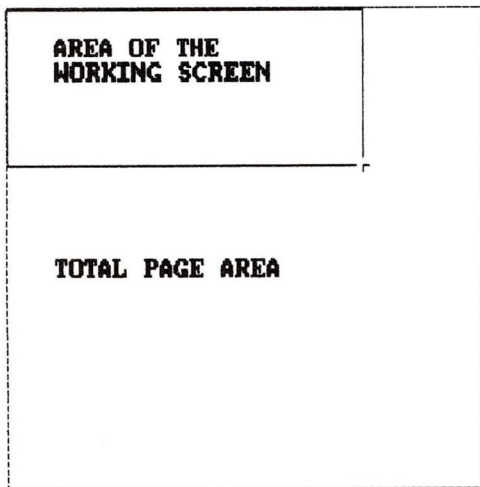


Diagram 1 shows the size of the PAGE in comparison to the area you will see on each working SCREEN.

The SCREEN acts as a WINDOW which is able to look at part of the PAGE at any time.

During the course of the program you can reset this SCREEN WINDOW by going to the WINDOWS menu and the sub-menu SHOW PAGE.

When the PAGE is displayed on the screen, select the SET SCREEN option and you can relocate the area that you will view through the current SCREEN WINDOW.

When you start to work with the program you will find that this is a simple procedure that will enable you to produce good quality work with the least amount of effort.

Most PCW owners will be familiar with the workings of LOCOSCRIPT and you will be able to use files created with LOCOSCRIPT in your PAGE MAKE UP.

In order to use the FILE INPUT section of the program you will need to have saved your word processing file as an ASCII file in group 0. If you are not familiar with this method of saving files please refer to your Locoscript manual for a fuller explanation, but it is a simple operation that will present no problems.

We have structured this manual to enable you to locate any aspect of the program by referring to the index. We have used a system based on the MAIN MENU with each section numbered 1 to 7 working from the top of the menu.

Help
Disc
Printer
Graphics
Fonts
Windows
EXIT

SECTION 1

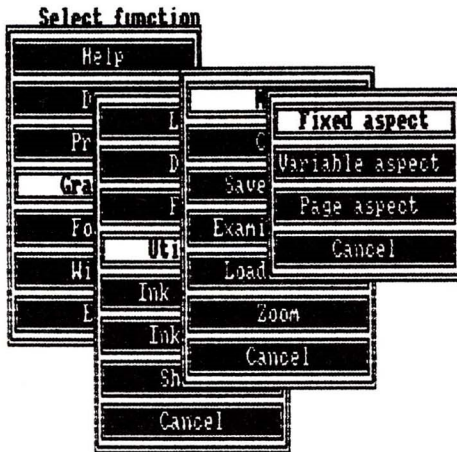
- 2
- 3
- 4
- 5
- 6
- 7

Within most of these main sections there are SUB-MENUS allowing further options within each function.

These will also be located by a numeric reference based on their position in a SUB-MENU.

There are some SUB-MENUS with a further OPTION and a final CHOICE.

E.G. In the screen picture alongside you can refer to the explanation for the FIXED ASPECT (CHOICE 1) in the MOVE (OPTION 1) on the UTILITIES (SUB-MENU 4) of the GRAPHICS (SECTION 4) under reference 4.4.1.1.



This will enable you to quickly reference any aspects of the program that you require explanation on, until such time as you familiarise yourself with the operation.

The on-screen prompts will assist you in this and we hope that before too long you will be able to produce good quality work without constantly referring to the manual.

Should you have a problem with the program which you feel is not covered in this manual we provide a Customer Services Department during normal working hours Monday to Friday. Please write or telephone and we will be able to deal with any enquiries.

At the date of release of this produce we are locted in Letchworth on the phone number **0462 675666**.

We are soon re-locating to a new factory in Hitchin where the phone number will be **0462 420222**.

As we do not yet know the date of the move this information should enable you to contact us on one of these numbers, if necessary.

LOADING THE PROGRAM

Load the CP/M Plus disc supplied with your computer.

When the A> prompt shows on screen, remove this disc from the disc drive and insert the disc supplied with NEWSDESK INTERNATIONAL with the A side into the disc drive.

Use the keyboard to type in the word NEWSDESK which will appear after the A>. Check visually that this has been correctly entered and press the RETURN key.

The program will load into the computer's memory and the screen will display the message asking you to select the input device if you have a light pen or mouse connected to the computer. Select K for keyboard, M for mouse or P for light pen.

If the computer does not have an input device attached the program will load automatically.

In this manual we will assume you intend using the keyboard option, but Light Pen or Mouse owners will realise that all references to cursor arrow keys can be modified under the control of either of the alternate devices.

The four cursor control keys are in the bottom right corner of the keyboard and are marked with arrow keys to indicate the direction of the movement of each one.

On selection of the input device option, the start-up screen will be displayed with the MAIN MENU located on the left side of the screen.

Listed in the menu are the functions available.

Each function has a separate window for selection purposes and the up or down cursor arrow key will allow you to select the function required.

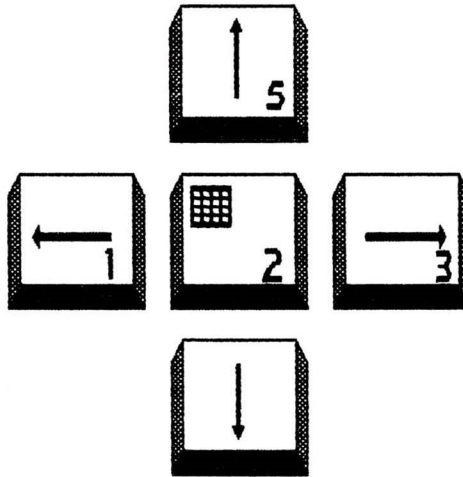
You will be in no doubt as to which is currently being selected as it will change colour so that the letters inside the window are the reverse colour to all the others.

On the initial start-up screen the HELP window is illuminated in this way and by pressing the down arrow key you will move to the next window.

The SPACE BAR is used throughout the program as the trigger which informs the computer that you wish to select the function the menu is indicating.

If you press the trigger while the HELP window is illuminated, the screen will display information to lead you through the program. If you select any other option on the menu you will see a sub-menu which will offer further alternatives for you to select from, but you will always see on-screen prompts to explain these choices to you. Once all the options have been selected the program will return to the main working screen where the cursor is controlled by the four arrow keys.

Using the SHIFT Key with the arrow keys will enable you to move the cursor position 8 pixels at a time for speed of movement, or you can move the cursor 1 pixel at a time by a single press of an arrow key. (N.B. A pixel is the smallest size of dot that can be drawn on the screen and you are able to work to this accuracy with this program.)



To enable you to move around the screen with the best possible speed we have incorporated an accelerator function using the key in the centre of the cursor arrow keys. This is the number 2 key on the numeric keyboard.

Pressing this key whilst pressing the cursor key will increase the speed of movement quite considerably and will be found useful when placing characters around the screen.

KEYS USED DURING THE PROGRAM

During the course of the program certain key functions will need to be used. They are as follows:-

SPACE BAR

SPACE BAR

Used as the TRIGGER to select a function.



CURSOR keys

Used to control movement around the screen.

A single key press will move the cursor 1 pixel at a time, using the shift key together with the cursor key will move the cursor 8 pixels at a time and pressing a cursor key together with the 2 key located in the centre of the cursor keys will cause the cursor movement to be accelerated.

N.B.

Although these keys will function while a menu is on screen most key presses detailed below will only work when you are in a particular function.



TAB

Allows you to move the screen window around the whole extent of the PAGE area.

When the cursor is showing in the screen window you can move to another area of the PAGE. Press the TAB key and you will hear the "beep" sound signifying acceptance of the command to move.

Press the appropriate arrow key for the direction of the move and the screen window will re-locate to the next area of the full page in that direction. If the co-ordinate position is being displayed you will see that each press of an arrow key after a TAB call will move the cursor in the direction indicated.

The screen width allows movements either left or right depending on the current position. If it is already on the right of a page you cannot use the right arrow key or vice versa for the left of the page. Similarly once the vertical position is at the top or bottom position you can only use the up or down arrow key to move the screen window away from the extremity.



O key

Pressing the O key during the course of the program will restrict the movement of the cursor to a single pixel with each key press. This will be found useful for accurate work and will aid you in constructing drawings whilst in GRAPHICS (DRAW) mode. A subsequent press on the O key will return the cursor movement to its original default setting.

When the O key has been pressed and the Line Snap is ON this will effect the movement of the cursor in the direct keyboard option of WRITE FONT.

The cursor will move in jumps equal to the line space set for each font type. If the Line Snap is turned OFF this will allow the cursor to be placed anywhere on the screen.



P key

This key press will cause the cursor to move in 8 pixel distances with each press of an arrow key.

In addition, for users of the Light Pen this P key will impose a SNAP LOCK facility to enable horizontal or vertical line drawing whilst in DRAW function.



N key or R key

Pressing one of these keys in some functions will change the ink colour from Normal to Reverse Ink or vice versa. In DRAW or ZOOM this is the easiest method of deleting unwanted pixels. In a similar fashion to other key strokes in the program the "beep" sound will signify the change has been accepted and the indicator in the top right of the screen will change its initial letter to show the current selection.



EXTRA key

This key press is used in the MOVE, COPY, LOAD AREA and PASTE functions and has the effect of allowing each corner of the rectangle to be moved in any direction.



ALT key

This key is pressed to allow correct positioning of the starting point for certain shape functions in the GRAPHICS section. Whilst the ALT key is pressed down you can locate the shape to another position on the screen.

It is also used in the MOVE, COPY, LOAD AREA and PASTE functions to change the size of the rectangle used in these functions.



RELAY key

This key is used during the MOVE, COPY, LOAD AREA, PASTE and SET TEXT functions. Each press on the RELAY key will move the cursor to the next corner of the rectangle. This will allow images to be mirrored, reversed and flipped during printing on the screen or allow accurate positioning of the SET TEXT area if you need to have the cursor in different position on the rectangle used in this function.



B key

Pressing this key during certain functions will reverse the background and foreground colours.

This is primarily intended to allow the light pen to be used with large solid areas.



C key

This key is used to give the co-ordinate display of the current cursor position.

The x axis gives a display from 0 to 959 and the y axis a display from 0 to 727, which will allow you to locate the cursor anywhere on the area of the PAGE.

The top right indicator box will show the x and y axis position of the cursor to allow positioning. A further press on the C key will return the indicator box to the normal display.

If you are working in EDIT FONT mode the C key will indicate the co-ordinate position in relation to the Zoom Window with an x axis from 0 to 31 and a y axis from 0 to 29.



T key

This key calls up the TEXTURE menu, to enable you to select another texture pattern from the 55 textures available.



Z key

This key will Zoom up the area of screen currently under the cursor position. This gives 8 times magnification to allow detailed alterations to be made. When you finish any modifications to the magnified area press the ENTER key to transfer the corrected image back to the main working screen.

N.B. Using the Z key will not give the on-screen prompt for the ZOOM feature. The message will remain on screen for the function selected prior to pressing the Z key.

Selecting ZOOM from the GRAPHICS UTILITIES window will always present the correct on-screen prompt.



S key

This key allows the sound of the "beep" signal to be cancelled, if you prefer to work without the sound. A second key press will reinstate it.



F key

Whilst using the DRAW function pressing the F key will enable you to FILL any shape which is enclosed by boundary lines. The fill will commence from the cursor position, using the texture pattern shown in the indicator at the top corner of the screen.



CAN key

Pressing the CAN key during any function will stop the action taking place.

A second press will recall the last sub-menu to the screen to allow an alternative to be selected. Each press of the CAN key will return the previous sub-menu, and sometimes this is preferable to using the STOP key to return direct to the Main menu.



COPY key

This key will prove useful if working in the DRAW function of the GRAPHICS menu as pressing this key while working on a screen design will save the current screen to memory.

Although the screen is saved to memory every time a menu is recalled, the COPY key can be used while working in DRAW or FILL to allow a design to be saved so that further work can be carried out. If this further work is not satisfactory you can return the screen to its previous saved state by pressing the ALT + ←DEL keys simultaneously.



ALT+EXTRA+CUT (All three keys pressed simultaneously)

While you are in the DRAW function, pressing the three keys simultaneously will clear the screen to allow a fresh start to be made.



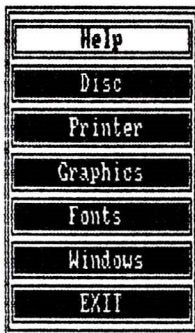
EXTRA + ←DEL (Both keys simultaneously)

Used in GRAPHICS mode, pressing these keys will erase the work that has been done since the screen was last saved to memory, i.e. since the last menu or since the COPY key was pressed.

SELECTIONS AVAILABLE FROM THE MENU

SELECTION WINDOW 1 : HELP

Selecting this function will print to the screen information to help you use the program, and is included to enable users to start using the program without having to keep referring to the manual.



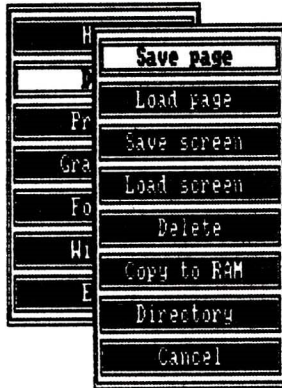
The following keys can be used during some drawing functions :-

ALI	-	-	Used to expand or change shape of areas
B	-	-	Reverse screen colour display
C	-	-	Co-ordinate display (on/off)
ALI + EXTRA + CUT	-	-	Clear screen
CAN	-	-	exit current operation and return to previous menu
COPY	-	-	Save screen
EXTRA + +DEL	-	-	Restore screen
EXTRA	-	-	Used to change shape of areas
F	-	-	Fill shape surrounding the cursor
G	-	-	Alignment grid to aid light pen positioning (on/off)
N	-	-	Sets normal ink
O	-	-	Fast/slow key repeat (on/off)
P	-	-	Snap to nearest point on 8 x 8 grid (on/off)
PASTE	-	-	Used in write font to move areas of screen
R	-	-	Sets reverse (erase) ink
RELAY	-	-	moves cursor position in move/copy/load area functions
S	-	-	Sets confirmation beep on/off
SPACE BAR	-	-	Trigger to select a menu function or 'fix' an operation
STOP	-	-	Exit to main menu
T	-	-	Texture menu
TAB	-	-	If cursor direction key pressed directly after TAB, screen scrolls
Z	-	-	Zoom

The top right hand corner status indicator (usually <NIMM >) shows the status of the current screen ink colour, ink mode and texture respectively. The first can either be N or R to indicate normal or reverse ink colour. Four possible states exist for the ink mode (set on the main menu) these are NORMAL, XOR, AND & OR. These correspond to the method in which the ink is written to the screen and their behaviour depends on whether reverse or normal ink colour is selected. See the manual for details (or experiment !), however use NORMAL screen mode for most work. The last part of the status indicator is the current texture for filling or brushing.

SELECTION WINDOW 2 : DISC

There are SEVEN sub-menu selections within this section.



2.1 Sub-menu 1 : SAVE PAGE

When this function is selected the on screen prompt will ask "Filename to save page ?" and you can use any combination of up to eight letters or numbers to describe the page you intend saving. REMOVE YOUR PROGRAM WORKING DISC FROM THE DISC DRIVE, and insert a formatted disc on which you can store the file. Each PAGE requires up to 86k of disc space for filing although we have included a compression routine in the SAVE functions to reduce this in the vast majority of cases. At worst you will only be able to store two page files on each side of a standard CF2 disc, but usually a saved page will require between 30 to 40k of available disc space.

Type from the keyboard the filename chosen and press the RETURN key. You will see the disc drive light begin to glow and the file will be transferred to the disc. If the file transfer is successful the screen will return to the sub menu, if there is a problem with the file transfer an on-screen error message will be displayed.

2.2 Sub-menu 2 : LOAD PAGE

Select this function to load a previously saved PAGE file. You are prompted to enter the file name and press the RETURN key to allow the file transfer to take place. The PAGE will then be loaded into the computer and can be worked on or printed out as required.

2.3 Sub-menu 3 : SAVE SCREEN

The on-screen prompt will ask "Filename to save screen ?" and you can use any combination of up to eight letters or numbers to describe the screen you intend saving. You must save this file to a formatted disc with sufficient available memory as each SCREEN FILE requires 23k.

2.4 Sub-menu 4 : LOAD SCREEN

Select this function to load a previously saved SCREEN file. You are prompted to enter the file name and press the RETURN key to allow the file transfer to take place. The SCREEN will then be loaded into the computer and can be worked on or printed out as required.

2.5 Sub-menu 5 : DELETE

This function will allow you to delete unwanted files from a disc. When prompted for a file name in this function you must state the file name followed by a full stop and up to three characters of the file extension.

It may be advisable to use the DIRECTORY function to list the files on the disc to enable you to correctly type in the file extension when using this DELETE option.

2.6 Sub-menu 6 : COPY

Users of the PCW 8256 in its standard form should note that the program supplied with **NEWSDESK INTERNATIONAL** will take up the available Ram disc space. For PCW 8512 owners or 8256 users with the ram expansion fitted this function will enable you to transfer to the Ram disc the FONT files that will be needed during the course of working on **NEWSDESK INTERNATIONAL**.

When prompted for a file name in this function the full file name with the file extension must be stated. E.G. for a font file this file extension will be .FNT

You are then asked to specify the destination disc which can be A, B or M.

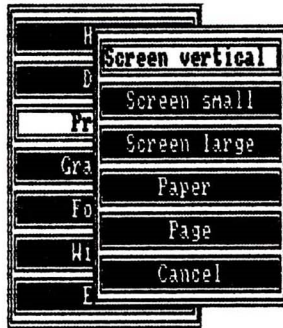
At this point the program prints an on-screen prompt indicating the name of the source file and the name it will give to the destination file. This can be amended using the keyboard if you wish to re-name the file copy and then press the ENTER/RETURN key to action the copy.

2.7 Sub-menu 7 : DIRECTORY

This function will enable you to print to the screen a directory of any disc on the computer. The on-screen prompt asks "Directory of which disc A, B or M" and you can specify which disc you need a directory for by pressing the letter on the keyboard. The directory will be printed to the screen and you can return to the sub menu display by pressing the CAN key. If you select one of these options the printed directory will remain on screen so that you can accurately type in the correct file name.

If you select any option in error you can press the CAN key to return to the last sub-menu selection or press the STOP key to return directly to the main menu. These keys can be used at any time during the program.

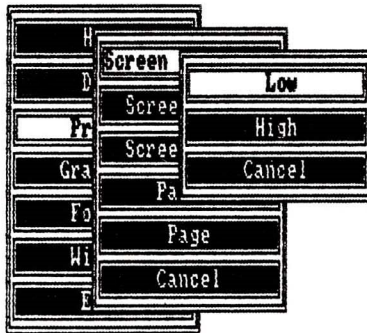
SELECTION WINDOW 3 : PRINTER



3.1 Sub-menu 1 : SCREEN VERTICAL

Dumps the screen vertically to an A4 sheet of paper.
The top left corner of the printed sheet being the bottom left corner of the screen.

When this function is selected the final sub-menu appears.



3.1.1 Option 1 — LOW

Single pass print dump for LOW DENSITY print.

3.1.2 Option 2 — HIGH

Double pass print dump for HIGH DENSITY print.

3.2 Sub-menu 2 : SCREEN SMALL

Dumps the whole screen to a size of 126mm x 84mm.
When this function is selected the final sub-menu appears.

3.2.1 Option 1 — LOW

3.2.2 Option 2 — HIGH

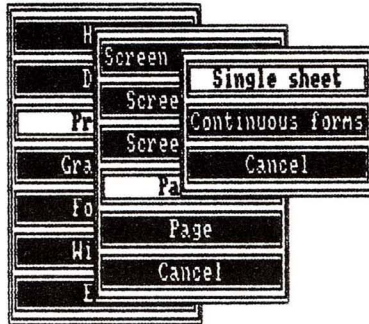
3.3 Sub-menu 3 : SCREEN LARGE

Dumps the whole screen to a size of 202mm x 168mm.
When this function is selected the final sub-menu appears.

3.3.1 Option 1 — LOW

3.3.2 Option 2 — HIGH

3.4 Sub-menu 4 : PAPER



Will allow you to select the type of paper to be used with each print operation.

3.4.1 Option 1 — SINGLE SHEET

3.4.2 Option 2 — CONTINUOUS FORMS

Select the appropriate option and the program will automatically adjust the printer parameters during the print dump routine.

3.5 Sub-menu 5 : PAGE

Dumps the whole page to a size of 254 mm x 202 mm (10 inches x 8 inches). When this function is selected the density sub-menu appears.

3.5.1 Option 1 — LOW

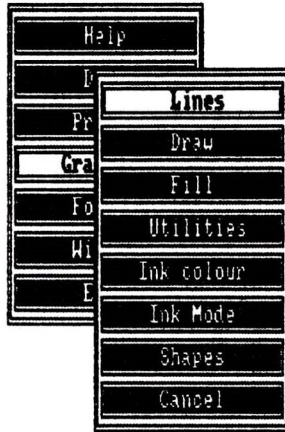
3.5.2 Option 2 — HIGH

There is a final choice within this section which will be displayed after the print density is selected.

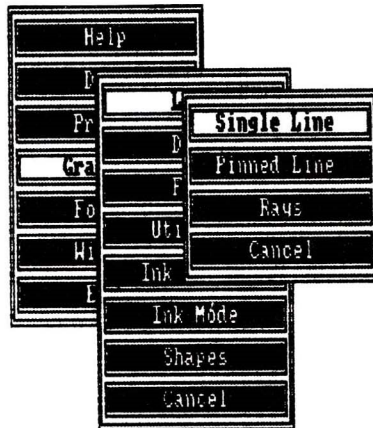
The on-screen prompt will appear "No. of copies"

Enter the number of copies you need printed and press the ENTER key to commence the print operation.

SELECTION WINDOW 4 : GRAPHICS



4.1 Sub-menu 1 : LINES



4.1.1 Option 1 — SINGLE LINE

Used to draw a single line between two points.

The first point will be fixed at the cursor's current position when this function is selected. This position can be moved by using the ALT key.

While holding down the ALT key you can move the cursor around the screen until the normally fixed point of the line is in the position desired.

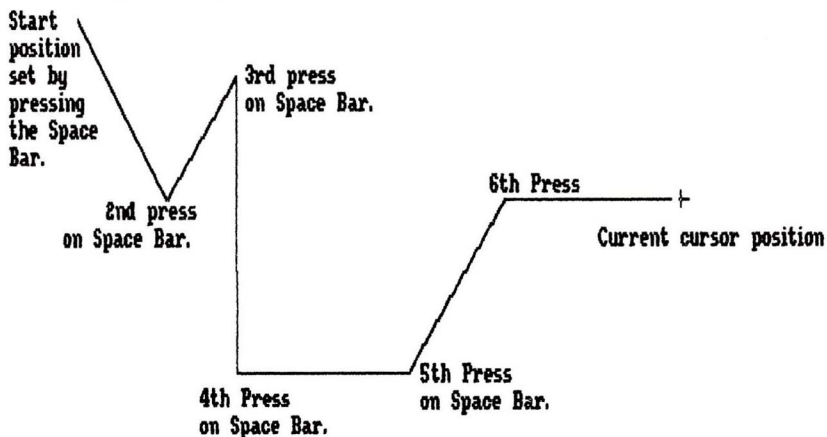
Remove pressure from the ALT key and you will be able to move

around the screen to select the size and position of the line you require. At this time you will notice that the line changes its length as you move in any direction. When you wish to select the position of the line press the trigger until the "beep" indicates that your selection is registered and the line will be drawn to the screen. There is no limit to the number of lines you may draw, so you can repeat this function as often as necessary.

4.1.2 Option 2 — PINNED LINE

In this option you position the cursor to that part of the screen you wish to start from and fix this point by pressing the trigger. As you move the cursor away from this point you will see a line drawn that can be moved to any area of the screen and fixed using the trigger. If you continue to move the cursor you will see another line drawn from the last fixed point to the current position of the cursor. Each time you press the trigger a line is connected from the last fixed position to each new position. This function is sometimes referred to as Rubber Banding. Again there is no limit to the number of lines you can draw.

Select start point of pinned line, SPACE key fixes, STOP exits



4.1.3 Option 3 — RAYS

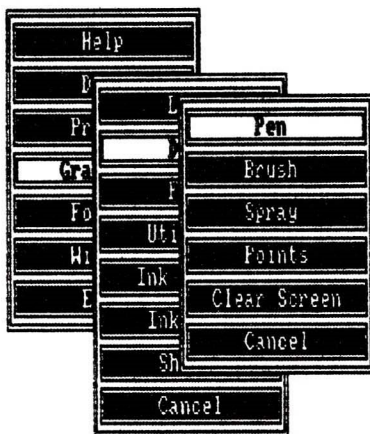
Position the cursor to that part of the screen you wish to start from and fix this point by pressing the trigger. Each press of the trigger will cause a line to be drawn from this start point to the cursor's current position.

N.B. As with most functions in this program, the line is not fixed until the trigger is pressed, thus allowing a non-destructive elastic function to be used until the final position has been decided.

Using the RAY function is a way of producing a Pie chart.

Create a circle using the SHAPES function and set the start point for the RAY function in the centre of the circle. Set each successive ray line to a point on the circle circumference thus creating the pie chart very easily.

4.2 Sub-menu 2 : DRAW



4.2.1 Option 1 — PEN

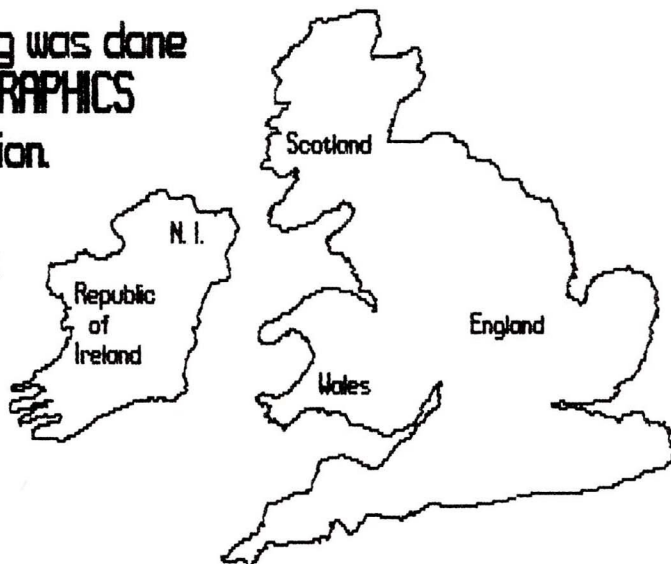
This will enable you to freehand draw anywhere on the screen. Holding down the trigger puts the ink "on paper" while releasing the trigger allows movement around the screen with the ink "off paper".

During this function it is possible to Reverse the ink colour by pressing the R key. The first letter of the indicator will now show R for Reverse Ink. Pressing the N key will return to Normal Ink and the indicator will show N as its first letter.

The Reverse ink function will allow you to draw on a dark

This drawing was done
using the **GRAPHICS
DRAW** function.

You can mix
text and
graphics.
**of
any
size.**



background as though using chalk on a blackboard. The other use for the Reverse ink function is to allow you to erase. This can be done by pressing the R key while in the draw function and then drawing over areas with the reverse ink. This effectively acts as an eraser, until you press the N key to return to Normal Ink for further drawing to be carried out.

4.2.2 Option 2 — BRUSH

This function behaves in the same manner as a real paint brush, in that the paint is applied in an up and down manner.

Holding down the trigger will allow the brush to paint, releasing the trigger allows movement around the screen with no paint being applied.

Once this function is selected a size menu appears which asks you to choose which size of brush is needed. This ranges from size 1 to size 9 and depending on the size chosen, you will need to find the optimum speed to move the brush around the screen. The larger the brush chosen the slower the movement will need to be, otherwise you will notice the delay between your hand movements and the on screen brushing.

During this function the “paint” under the brush can be any one of the fifty five textures on the texture menu, and the current selected texture is shown in the top right corner of the screen next to the letters indicating the current ink colour and mode.

You can recall the Texture menu by pressing the T key at any time in this function and use the trigger to select another texture.

N.B. The top left hand square of the texture menu, although shown as a clear area, is the solid texture fill. All other textures are as seen in the top right corner indicator.

This function also allows Reverse or Normal Ink to be selected by a single press on either the R or N key and interesting patterns can be achieved by creating dark areas which can then be brushed with another texture in reverse ink. It is suggested that you experiment with this function to see how many variations are possible.

4.2.3 Option 3 — SPRAY

This function will offer a size menu giving a choice from 1 to 9 for a nozzle size for the spray.

There is only one spray pattern available which generates a random series of dots. The texture menu has no effect on this function.

Reverse ink can be used and this is a method of spraying into black solid areas.

4.2.4 Option 4 — POINTS

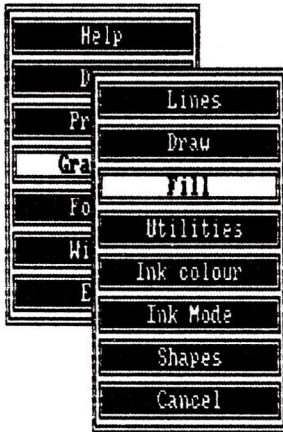
This option allows you to set a single dot of 1 pixel size which may be useful in certain functions. Each time you press the trigger a dot is printed under the current cursor position.

You should note that the cross cursor used in the program has a clear space in the centre and when you set the single dot you will see the space fill with the colour of the dot you have set. The co-ordinate indicator will allow you to set the dot with complete accuracy.

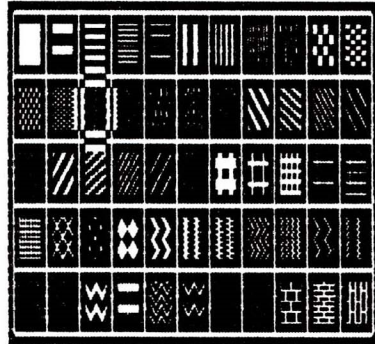
4.2.5 Option 5 — CLEAR SCREEN

If you wish to clear a complete screen area then this function will enable you to do this. An on-screen prompt will ask "Clear Screen Y/N?" to ensure that this function cannot be selected in error. Only if the Y key is pressed will the screen be cleared to allow fresh designs to be started.

4.3 Sub-menu 3 : FILL



Select fill/brush mask



When this function is selected the Texture menu will appear and allow selection of any one of the available textures.

Position the cursor on the texture you wish to use and press the trigger. The "beep" sound will signify acceptance of the command and the screen will clear to the main work area.

N.B. The top left hand square in the menu, although shown as a clear area, is the solid texture fill, but all other textures are as seen in the indicator at the top right of the screen.

Place the cursor into any area enclosed within a boundary and press the trigger to fill this area with the selected texture.

You can press the CAN key or the T key during this function to recall the Texture menu in order to change the fill pattern required, or press the STOP key to return to the main menu.

During this function the area to be filled must be totally enclosed with a boundary or the pattern will "escape" and attempt to fill outside the area you intended.

If this should happen you can press the CAN key to stop the fill continuing and then use the EXTRA + ←DEL keys to erase the incorrectly filled area.

You can then use the Z key to zoom the boundary line to see why the fill escaped from its enclosed area. Repair the boundary line to ensure it will not allow escape and press the ENTER key to return the

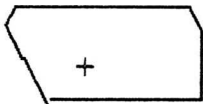
modified area back to the main working screen. Select FILL once you are satisfied with the amended boundary line and you will now be able to fill the area confident that it will no longer escape.

Position cursor to fill position, SPACE key fixes, STOP exits

This shape was not totally enclosed. The fill texture has escaped beyond the boundaries.

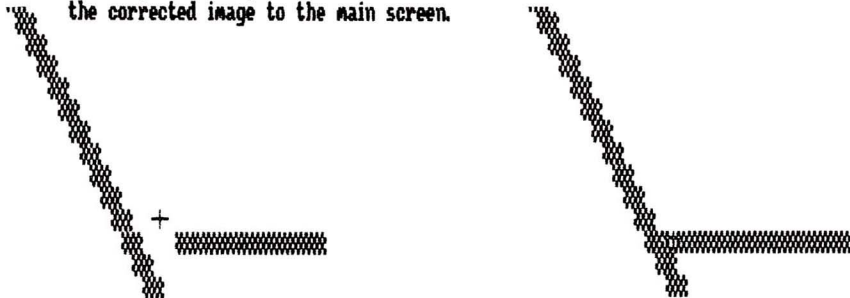


Press the CAN key to stop the fill at this stage.

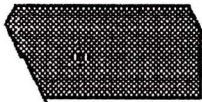


Press the EXTRA + ^DEL keys to erase the fill from the screen.

Position the cursor over the escape gap. Press the Z key to obtain a magnified image of this area. Use the zoom image to effect the repair to the boundary line and press ENTER to return the corrected image to the main screen.



Position Cursor within Shape area and press the Space Bar.



Repair made to boundary line. and FILL remains within enclosure.

It is possible to create colourful lettering using the fill function in the following manner.

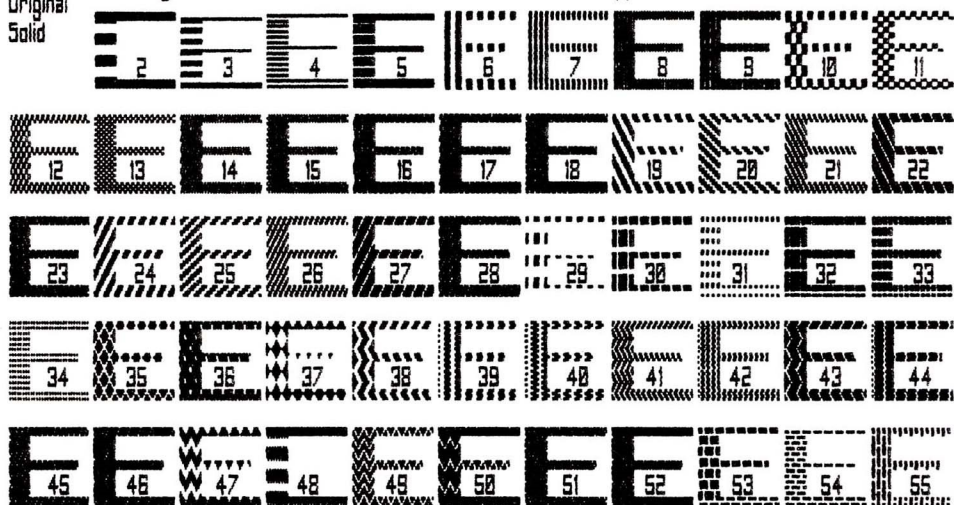
Select the REVERSE ink colour from the menu or by pressing the R key. Place the cursor on a solid black area such as a letter and fill with the selected texture. Because you are using reverse ink the program sees the boundary of the letter as the green screen and the letter will fill with a pattern. This will help you in your page design by allowing you to select certain headlines for this treatment. Some patterns are better than others for this purpose and you must experiment to derive the best effects.

Position cursor to fill position, SPACE key fixes, STOP exits

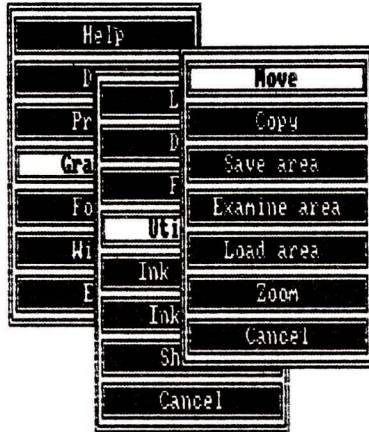
<RIND>

E
Original
Solid

Select the REVERSE ink and then select GRAPHICS-FILL. Choose the texture and see the results of using each texture on the letter E which was originally a solid as the example alongside. We have used each texture in the order it appears on the TEXTURE MENU.

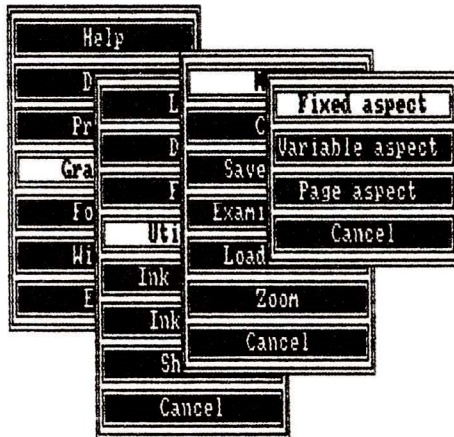


4.4 Sub-menu 4 : UTILITIES



4.4.1 Option 1 — MOVE

This function will allow you to define an area of screen and move it to another position. You are able to vary the size of the area of screen being moved and there is a choice of how this can be done. This choice can be made by selecting from the final sub-menu in the MOVE function.



Each of these choices work in the same manner but produce an aspect ratio appropriate to their title.

4.4.1.1 Choice 1 — FIXED ASPECT

This choice will allow the size to be changed in exactly the same aspect as the original saved area. Only one of the arrow keys will function in this Aspect and pressing this key will cause the length and height to change in the same proportions.

4.4.1.2 Choice 2 — VARIABLE ASPECT

This choice will allow the saved area to be changed to any size or shape you require and both the height and length can be changed by pressing any one of the directional arrow keys.

4.4.1.3 Choice 3 — PAGE ASPECT

This choice will cause the saved area to be changed in direct proportion to the page aspect with the vertical height greater than the horizontal length.

This should be used with digitised images to reset their aspect ratio to suit the page.

All the ASPECT ratios work in the same manner so the general description applies to all three choices. If you want to move an area and keep it the same size you can select either FIXED or VARIABLE ASPECT as either of these can be transferred without alteration.

When you select the MOVE function and the ASPECT ratio required a small rectangle with a flashing cursor will appear on the screen. In order to move an area of the screen you must enclose the area inside this rectangle. Hold down the ALT key and you will be able to increase or decrease the size and shape of the rectangle by moving the directional arrow keys.

You will find that the flashing cursor is in the top right corner of the rectangle when it appears on screen and you can move this rectangle around the screen using the directional arrow keys.

The easiest method of enclosing the specific area you intend to move is to move the rectangle in this original size so that the bottom left corner is placed at the bottom left corner of the area to be moved. With the rectangle bottom left corner in position hold down the ALT key and use the UP or DOWN arrow key to move the height of the rectangle so that it precisely encloses the height of the MOVE AREA. When this is done you continue pressing the ALT key and set the width of the rectangle using the LEFT or RIGHT arrow key.

When you are satisfied that the size and shape of the rectangle will enclose the MOVE AREA, release the ALT key and use the cursor arrow keys for final positioning of the rectangle over the desired area.

Press the SPACE BAR and this will save the area under the rectangle to memory.

You can now reposition the box to another area of the screen and move the original saved image to this new position by pressing the SPACE BAR. You will see the original area of screen clear and the image redrawn at the new position.

Once the original area is saved to memory it is possible to use the ALT key with the cursor arrow keys so that the redrawn image can be a different size or shape from the original depending on the ASPECT chosen. It is the new image size that will be printed when the SPACE BAR is used to set the new position.

You may use the RELAY key during this function to create some quite interesting effects. Each press on the relay key will move the cursor position to the next corner of the rectangle and if the

transferred image is printed with the cursor in a different position from its saved position the shape printed will be a reverse or mirror image of the original.

Obviously most variation will be achieved using the VARIABLE ASPECT and both the size and shape can be changed in the following manner.

With the cursor in the TOP RIGHT CORNER of the rectangle and with the ALT key pressed down, use the arrow keys to increase or decrease the height or width of the rectangle. This allows you to expand or contract the original rectangular shape to any size.

Use the RELAY key at this point and each press of the RELAY key will move the cursor to the next corner of the rectangle moving in a clockwise direction.

With the cursor at the BOTTOM RIGHT CORNER or TOP LEFT CORNER, using the ALT key causes a different type of movement.

This allows the rectangle to be sheared instead of expanded or contracted.

With the ALT key pressed down the arrow keys will pull the sides of the rectangle from the 90 degree angle previously formed. This shape can be reprinted to the screen and will change the shape of the MOVE AREA to this angular shape.

A further variation can be made by using the EXTRA key in conjunction with the RELAY key.

Hold down the EXTRA key and the corner on which the cursor is situated can be moved in any direction using the arrow keys. This means that any four sided shape can be created as there is the ability to move each corner to a different position on the screen.

If you experiment with this facility you can move the cursor with the relay key to see the effect this has.

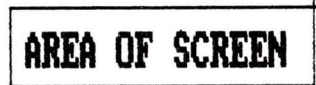
N.B. PLEASE REFER TO COPY SECTION FOR A FURTHER EXPLANATION.

One practical application is to take a word written horizontally on screen turn it through an angle and print at an alternate angle on the screen.

SEE EXAMPLE

Position box over selected area (ALT Expands), SPACE key fixes, STOP exits <NINND>

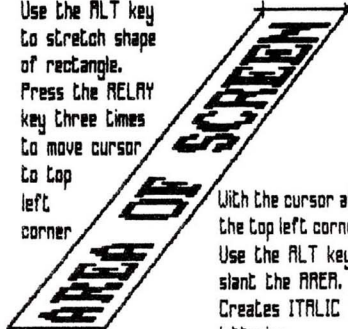
AREA OF SCREEN
Enclose the area to be copied with a rectangle which has the cursor in the top right corner.



cursor
HERE



Use the ALT key to stretch shape of rectangle. Press the RELAY key three times to move cursor to top left corner



With the cursor at the top left corner Use the ALT key to slant the AREA. Creates ITALIC lettering.

The example below was created using the EXTRA key to move each corner individually. Can give illusion of distancing.



Use the EXTRA key on the top two corners of the distance effect and create a mirror image.

Many possible effects, including rotation at any angle, are possible using this function. Some initial experimentation is advised so that its full potential can be realised.

4.4.2 Option 2 — COPY

All the facilities in the MOVE function are available except that the initial area of the screen is not erased and the COPY rectangle persists until CAN or STOP are pressed.

N.B. We suggest you experiment using the COPY facility so that you can see the various effects printed to the screen after selecting one area of the screen to COPY. Using the RELAY key, the ALT key and the EXTRA key you can reposition the COPY as many times as desired to see all the different effects you are able to create. E.G. MIRROR IMAGES, REVERSE IMAGES, ANGLED IMAGES, ROTATIONAL VARIATIONS, STRETCHED IMAGES, VISUAL DISTANCING EFFECT and many other possibilities. If you have the coordinate display in view you are able to place the cursor to pixel accuracy and this is an ideal method to achieve precise effects.

4.4.3 Option 3 — SAVE AREA

Entering this function will cause a file name to be prompted for, which is then used for saving an area of screen to disc. The file can be assigned to the appropriate disc by specifying B: or M: if this is necessary.

A rectangle will appear which can be used to select the area to save, in the same way as the MOVE function described above.

4.4.4 Option 4 — EXAMINE AREA

This function allows areas saved by the Save Area option to be displayed on the screen without introducing them into the image currently being edited. Once again a file name will be required after this function is selected.

4.4.5 Option 5 — LOAD AREA

Selecting this function will enable you to load in an area previously saved to disc using the SAVE AREA function, in exactly the same manner as the MOVE and COPY function. Type in the file name to load and the screen will display a rectangle which is the size and shape and location of the saved area. At this point you have all the options available as to the size shape and position you wish to set this area. Press the SPACE BAR to return the saved area back to the screen.

4.4.6 Option 6 — ZOOM

Using this function will allow you to magnify an area of screen to eight times its size in order to allow alteration of a shape or design in very fine detail.

When the ZOOM image appears on the screen you can set each pixel by pressing the trigger or use Reverse ink to delete pixels.

When you are satisfied with the altered image press the ENTER key which will transfer the amended image back to its original size and position on the main screen.

During this function there are on-screen prompts to help you, which is the reason why it is recommended that you use this selection from the main menu rather than using the Z key, until such time as you are completely familiar with this function and can do without the on-screen prompts.

If the CAN key or the STOP key is pressed during a zoom function any changes are abandoned.

4.5 Sub-menu 5 : INK COLOUR

There are only two selections in this sub-menu

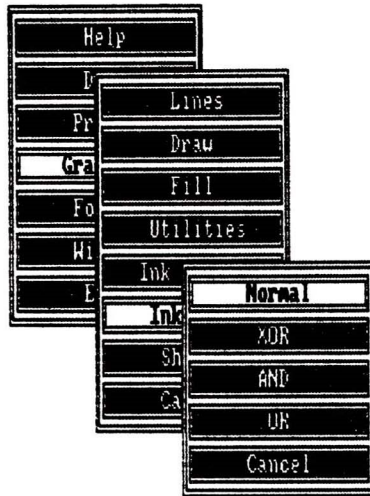
4.5.1 Option 1 — NORMAL

4.5.2 Option 2 — REVERSE

The graphics functions can use reverse ink to create the effect of using chalk on a blackboard when you work on a large solid area. Many of the functions allow you to switch between Normal and Reverse Ink by pressing the R or N key but for those functions that do not allow the key press you can select from the menu before choosing that particular function.

In the top right corner of the working screen the first two characters of the indicator will show NI when using Norman Ink or RI when using Reverse Ink.

4.6 Sub-menu 6 : INK MODE



There are four options in this sub-menu

4.6.1 Option 1 — NORMAL

4.6.2 Option 2 — XOR

4.6.3 Option 3 — AND

4.6.4 Option 4 — OR

The use of the four INK MODES will enable you to obtain special effects as these cause the computer to react differently when working in the various modes.

The NORMAL mode is the easiest to understand as this enables you to print black on to green using Normal Ink colour and green on to black using Reverse Ink.

The three other INK MODES will cause various combinations to occur using Normal or Reverse Ink on each of them. We have listed these effects in a table below and you will need to refer to this to realise what the different combinations are.

Assuming the screen border is Green and the B key is inactive.

Ink Mode	Ink Colour	Current screen colour	Result
Normal	Normal	Dark	Dark
Normal	Normal	Green	Dark
Normal	Reverse	Dark	Green
Normal	Reverse	Green	Green
XOR	Normal	Dark	Green
XOR	Normal	Green	Dark
XOR	Reverse	Dark	Dark
XOR	Reverse	Green	Green
AND	Normal	Dark	Dark
AND	Normal	Green	Green
AND	Reverse	Dark	Green
AND	Reverse	Green	Green
OR	Normal	Dark	Dark
OR	Normal	Green	Dark
OR	Reverse	Dark	Dark
OR	Reverse	Green	Green

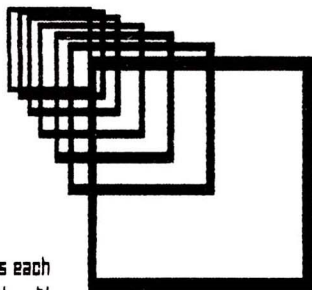
It is suggested that you experiment with the modes to understand this more fully.

The Indicator at the top of the screen will show the current INK MODE along with the current INK COLOUR. The third character will be the letter designating which ink mode is in use, i.e. N, X, A or O.

Select the OR ink mode and copy a character. You will see that the copy is drawn on top of the original. Increase or decrease the size of the copies and you can create the effect of distancing.

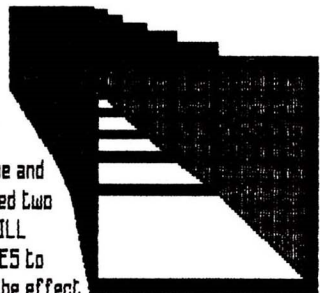
We have used a SQUARE to show this effect.

ORIGINAL DRAWN HERE

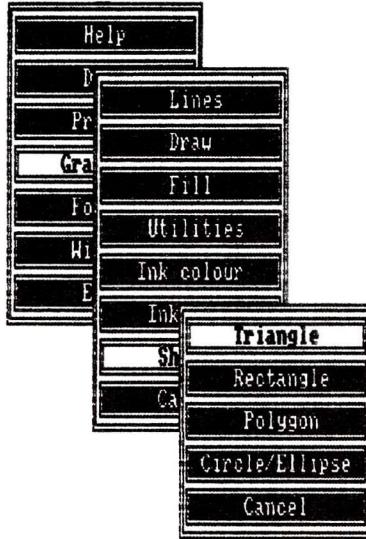


Seven copies each one larger than the previous.

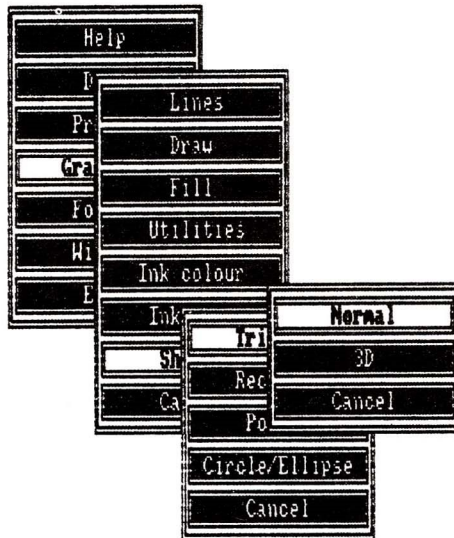
We have COPIED the shape and have used two of the FILL TEXTURES to create the effect of distancing. _



4.7 Sub-menu 7 : SHAPES



4.7.1 Option 1 : TRIANGLE



4.7.1.1 Choice 1 — Normal

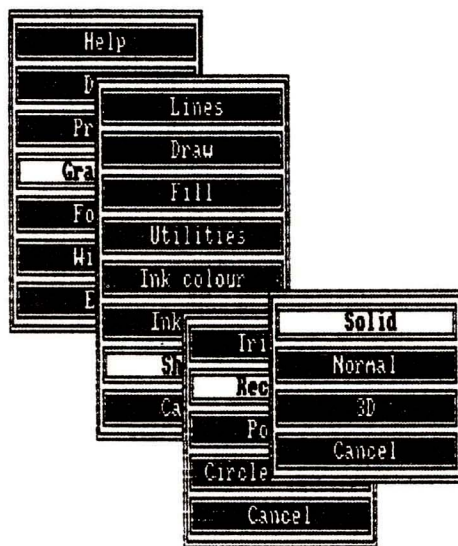
This will allow you to set three points on the screen and define a triangle. After setting the first point you will see a line being drawn from the start point to the current cursor position and this will follow the cursor in any direction and to any length in a non-destructive manner, which will not effect what is already on the screen. When

you decide to set the length and position of this line press the trigger until the “beep” is heard. As you move the cursor from this second point you will now see the shape of the triangle being drawn. When you decide the shape and size of the triangle you require just press the trigger to set this final position.

4.7.1.2 Choice 2 — 3D Triangle

Set the first three points as before but after setting the third point you will see a three dimensional element stretching from the original triangle. This can be moved to any position on the screen until you are satisfied with the position and can be fixed by pressing the trigger.

4.7.2 Option 2 : RECTANGLE



4.7.2.1 Choice 1 — SOLID RECTANGLE

If you select this function the fixed point of a rectangle will be set at the point indicated by the cursor when you are returned to the screen.

As you move the cursor away from this point a rectangle will be drawn to the current position of the cursor. It can be set by pressing the trigger and will fill with a solid block of colour.

If you require to move the fixed point of the rectangle before setting the final position, press down the ALT key and move the cursor across the screen. The rectangle will move with the cursor to enable you to place the fixed point in another position. Position the cursor on the opposite to the fixed point and you will be able to “drag” or “push” the box depending on where you need final positioning. A few moments of experimenting with the ALT key will make this feature quite clear to you.

1st stage

XOR Ink Mode

Select solid rectangle and
place over

these words_

2nd stage

Select solid rectangle and
place over

these words

final result

Select solid rectangle and
place over

these words

You can use the reverse ink function with a solid rectangle to delete large areas of screen by placing the rectangle over any size of area you require deleted. When you set the rectangle it will fill with the green colour of the reverse ink thus turning the area back to its original state.

If the XOR mode is set with Normal Ink the area within the rectangle will be reversed in colour. This will allow you to set blocks of reverse text after designing a page, if you think this will add emphasis to certain paragraphs of text. Simply position the rectangle over the area to change and press the space bar. Everything within the area of the rectangle being drawn will be seen in reverse.

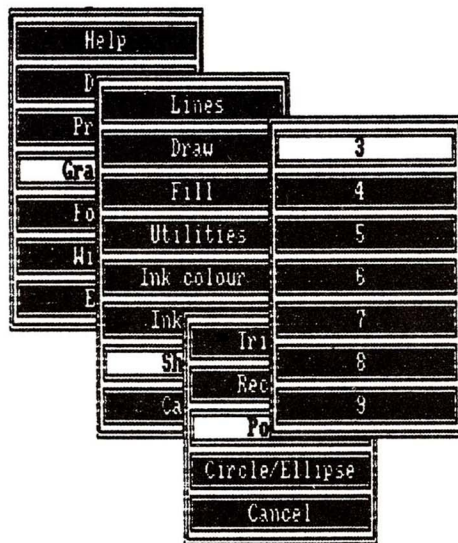
4.7.2.2 Choice 2 — NORMAL RECTANGLE

The start point will be set under the current cursor position when you are returned to the screen and the shape will be displayed on the screen as the cursor is moved. Using the ALT key will enable you to reset the Fixed point of the rectangle should you wish to do so and pressing the trigger will set the final position. This rectangle can always be filled at a later stage with any of the available textures from the FILL option or form the basis for a series of joined rectangles for graph design or shape creation.

4.7.2.3 Choice 3 — 3D RECTANGLE

Set the first rectangle as above and you can then position the third dimensional rectangle anywhere on the screen to create a cuboid shape. Press the trigger to fix this cuboid in the desired position.

4.7.3 Option 3 : POLYGON



There is a size menu shown on selecting this function to enable you to choose from a 3 to a 9 sided polygon. Select the one for your

use and the shape of the polygon will appear on screen with the cursor located on one of the angles. You can expand the size of the polygon by holding down the ALT key and moving the cursor away from the centre of the polygon.

While you are pressing the ALT key it is also possible to rotate the polygon by moving the cursor with a circular movement. This will allow you to set the sides of a chosen polygon parallel to other shapes you may already have in your screen design.

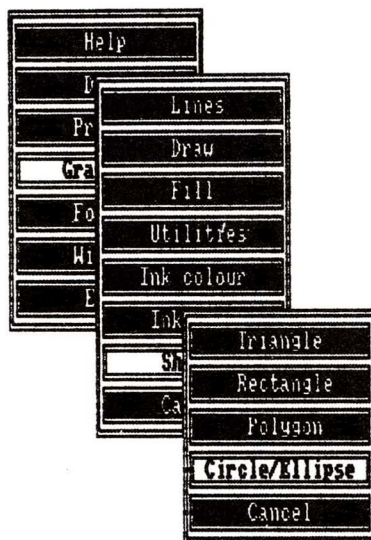
When you have decided the size, shape and direction of the polygon you can use the trigger to set the final position.

This is a method of creating diamond shapes by selecting a four sided polygon and using the ALT key to rotate it to achieve the desired angles.

It should be noted that due to the limits created by the computer generated graphics there are optimum minimum sizes for each type of polygon and when a polygon is first drawn to the screen you will need to use the ALT key to increase the shape to the smallest practical size. Please experiment with the various sided polygons to clarify what is meant, as this becomes quite clear when you see the shapes being drawn to the screen.

Note that the stretched appearance of the polygon will not be apparent when printed to a PAGE lay-out. The polygon is intended to take an optimum shape during the print out and has been programmed to take account of this.

4.7.4 Option 4 : CIRCLE/ELLIPSE



When this function is selected a small circle is drawn to the screen with the centre of the circle positioned under the cursor. Increase the size of the circle by holding down the ALT key and

moving the cursor away from the centre. You will see that a second cursor appears which designates the radius of the circle. The size required can be decided by continued use of the ALT key while moving the cursor nearer or further from the centre. Release the ALT key when the required size is obtained and position the circle before using the trigger to set it.

This function will allow you to create an ELLIPSE using the EXTRA Key in addition to the ALT key.

Press down the EXTRA key and you can move the cursor away from or towards the centre point to create an ellipse shape. When satisfied with the size and shape stop pressing on the EXTRA and ALT key and move the ellipse using the cursor arrow keys. When you decide the final position you can set the ellipse by pressing the trigger.

When you create the circle shape the position of the second cursor will define the radius of the circle so it is not important in which direction you move the cursor in relation to the centre point. When you create the ellipse the position of the second cursor will define the direction that you stretch the circle using the EXTRA key. This allows the ellipse to be designed horizontally, vertically or any direction in between.

Two rectangles create an area for a fill texture with text within.

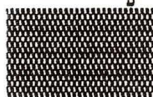


CIRCLE with a random SPRAY effect

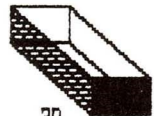
Solid RECTANGLE



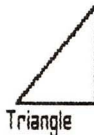
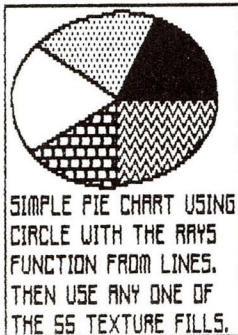
SOLID rectangle



with REVERSE INK FILL Texture



3D Rectangle with 2 FILL Textures



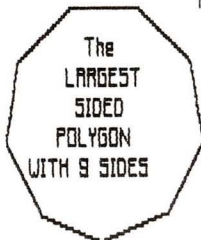
Triangle



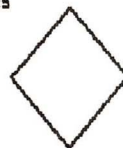
3D Triangle



3D with two FILL textures



The LARGEST SIDED POLYGON WITH 9 SIDES

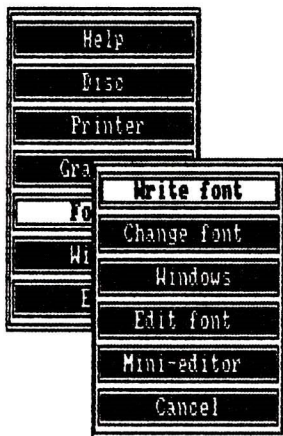


A 4 sided polygon forms a diamond.



ELLIPSE

SELECTION WINDOW 5 : FONTS

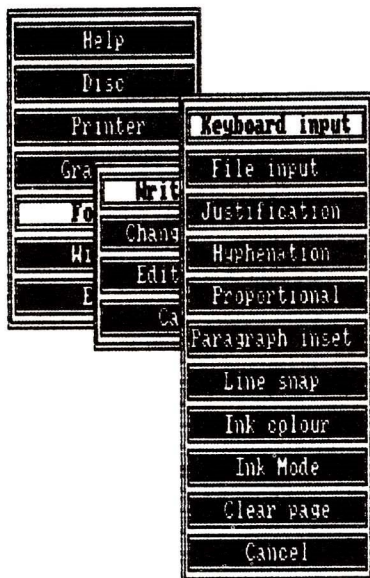


5.1 Sub-menu : WRITE FONT

This will enable you to use the currently selected font for text entry. The initial power-up font is called DEFAULT and can be changed using the CHANGE FONT command described separately.

On selecting WRITE FONT you will see displayed a sub-menu with 10 options available.

5.1.1 Option 1 — KEYBOARD INPUT



On selecting this function you are returned to the current work screen where you will see a cursor on the screen and the on screen prompt
"Select position to enter text, SPACE key fixes, STOP exits (PASTE to move)

You can move around the whole area of the PAGE in the following manner.

Press the TAB key and you will hear a "beep" which signals acceptance of a transfer command. A single key press on one of the ARROW KEYS will move the cursor position to the next screen window in that direction.

The screen width allows movement either left or right depending on the current position but once the screen window is at the extremity of the PAGE you can only move in the opposite direction. Similarly in the vertical once an extremity is reached you can only move away from this.

When you have placed the cursor in the position you wish to enter text and this can be precisely located using the coordinate indicator, press the SPACE BAR and you will see the on screen prompt "Enter characters from keyboard and finish with RETURN, or use STOP to exit."

There will be a small horizontal line on screen which is the start point for your keyboard entry, and you may enter Upper or Lower case characters from the keyboard.

If you start the keyboard input with the screen on the left of the page the screen window will automatically scroll to allow you to type across the whole width of the page. Keyboard entry will stop at the extreme right of the page and you will be unable to enter anything further. If this means only part of a word was completed you may use the ←DEL key to move back and delete the last letters entered. Press the RETURN key and the indicator will be reset to the next line position directly under the original start position. If this is where you need to start the next line, continue your keyboard entry from this point. You can move forward using the space bar as in normal typing but you can only use the ←DEL key to go back and this will delete each letter as it returns along the line of type. The DEL→ key has been created as a solid block of colour which can be used in Reverse Ink as an eraser if you have already completed a line of text and cannot then delete it using the ←DEL key. This will effectively print a solid block of Green with each press of the key obliterating the letter previously printed to the screen. Press the CAN key when this is done and with the cursor showing on the screen press the N key to return to normal ink. Set the start position with the Space Bar after you have moved the cursor to its correct position and re-type the letters to take the place of the letters just erased.

If you wish to place the indicator line in another position press the CAN key to restore the cursor to the screen. Move the cursor to the new start position for text entry and reset with the trigger.

When you enter text at the bottom of a screen there will be a momentary pause and the screen window will automatically re-position to show your current position on the PAGE, and the top

section of the original screen will be moved out of view. Use the TAB + UP ARROW key if you wish to move back up subsequently. The indicator in the top right of the screen can be set to show the coordinates of the cursor position and the C key is used for this purpose.

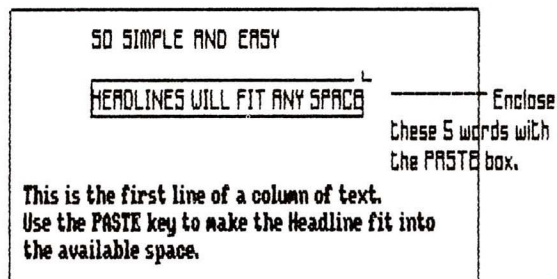
When you have finished entering a line of text it is possible to change the size and shape in the following manner. Press the CAN key to return to the previous on screen prompt. Press the PASTE key and a new on screen prompt reads "Position box over selected area (ALT expands), SPACE key fixes, STOP exits" This function will then allow you the same facilities as the MOVE function so that you can change the shape and size before re-printed elsewhere to the screen.

An important use for the PASTE function is to set your HEADLINES to the exact width of a column of text you may have already input from a word processor file.

Alternatively turn a word to read vertically alongside a picture or use Mirror or Reverse Image to create a special effect. (See example in MOVE explanation.)

USE THE PASTE KEY TO CHANGE A LINE OF TEXT TO THE EXACT SIZE YOU NEED FOR A HEADLINE.

1. Type in the headline in a small size.
2. Press the CAN key to return to the previous screen.
3. Press the PASTE key and you will see a small rectangle drawn on the screen.
4. Use the cursor keys and the ALT key to position the box so that it encloses the words of the headline.
5. Press the Space Bar to capture this image area to the computer's memory.
6. Use the cursor keys and the Alt key to move the headline to its correct size and final location. Set this position by pressing the Space Bar.
7. You can emphasise a word or the whole line using the Reverse Ink Texture FILL.



SO SIMPLE AND EASY

HEADLINES WILL FIT ANY SPACE

This is the first line of a column of text.
Use the PASTE key to make the Headline fit into
the available space.

These 4 words can be a
set to a different size.

SO SIMPLE AND EASY

HEADLINES WILL FIT ANY SPACE

This is the first line of a column of text.
Use the PASTE key to make the Headline fit into
the available space.

These 4 words can be a
set to a different size.

SO SIMPLE AND EASY

HEADLINES WILL FIT ANY SPACE

This is the first line of a column of text.
Use the PASTE key to make the Headline fit into
the available space.

PLEASE NOTE THAT YOU
CAN USE THE Z KEY TO
ZOOM ANY LETTER IF
YOU NEED TO THICKEN
OR TIDY ANY ONE OF
THEM PRIOR TO THE
FINAL PRINT OUT.
you should be able to
see the difference
from the previous
examples.

After setting the new size for the headline, PRESS the CAN key.

Press the R key for REVERSE INK and the T key for the

TEXTURE MENU. Select a FILL and position the cursor on a letter. Press the F key and

you will see the letter fill with the selected pattern.

Repeat this with each letter you require to emphasise.

YOU MAY NEED TO SWITCH OFF THE LINE SNAP FUNCTION IN ORDER TO PLACE THE CURSOR OVER
EACH LETTER

You can do this by returning to the WRITE FONT menu and changing the sub-menu choice LINE SNAP
to OFF.

Then chose KEYBOARD INPUT to return to this working area.

5.1.2 Option 2 — FILE INPUT

If it is your intention to use this option then reference to the next seven options will explain how the File Input can be modified. There are numerous ways the Input can be presented on the page and one should familiarise oneself with the whole of this sub-menu and also menu function WINDOWS to arrive at the best method of operation.

FILE INPUT will allow you to input to the PAGE a file created with a word processor such as Locoscript.

This file will need to have been saved as an ASCII file in group 0 and when the on-screen prompt says "File name to read from " enter the file name as though the disc is in drive B even if using a PCW8256 with a single disc drive. E.G. a file saved as SAMPLE would be entered as B:SAMPLE

Press the RETURN key and the screen will display the message "Please put the disc for B: into the drive then press any key."

You will need to put this disc into the drive and then press any key. You are then prompted

"Position in file to read from (chars)? 0"

Press the RETURN/ENTER key if you want to start at the beginning of the file or enter the start point if you know it to be different to 0.

You will again be prompted to change the disc and press any key, and once this is done you will see the file being printed to the screen in the current SET TEXT position on the PAGE

The file will continue to print until it finishes or until it has filled the SET TEXT window.

If this is the case the on-screen prompt will indicate the last character position entered.

You must re-set the SET TEXT window using the WINDOWS function and then return to the FILE INPUT to complete the transfer of the file.

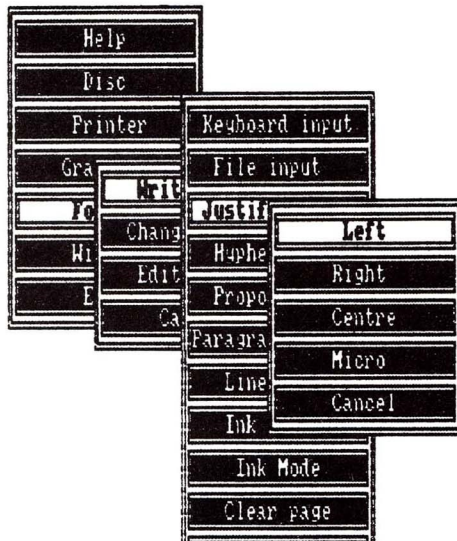
When you have returned to this option you will see that the on-screen prompt indicates the position that the file input terminated so that you can continue input from this point.

The file input will continue until completed when the on-screen message reads "End of text file, press any key to continue."

IT IS IMPORTANT TO OBSERVE THE MESSAGES REFERRING TO CHANGING THE DISC IN THE DRIVE DURING THIS FUNCTION TO ENABLE THE PROGRAM TO CORRECTLY HANDLE THE FILE INPUT.

The next 7 options in this sub-menu all refer to the method of presenting the FILE INPUT on to the PAGE and should be selected prior to selecting the FILE INPUT option.

5.1.3 Option 3 — JUSTIFICATION



If this option is selected from the sub-menu a further sub-menu will allow the type of justification to be decided. Within this last sub-menu you have four types of justified text entry available.

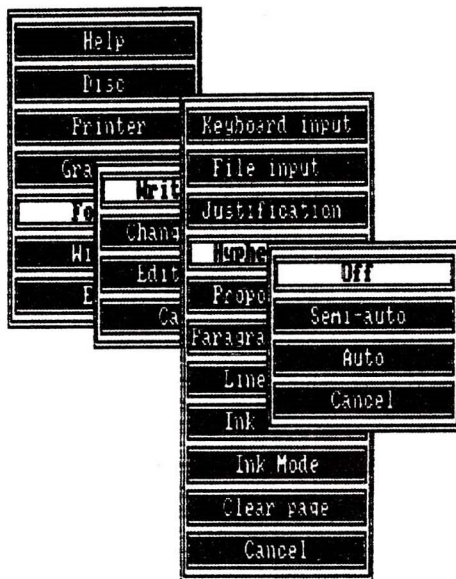
5.1.3.1 Choice 1 — LEFT This will range all start letters to the left as this is the most common form of justification in written English.

5.1.3.2 Choice 2 — RIGHT This will range the right hand edge of each line of text directly under the last letter of the previous line.

5.1.3.3 Choice 3 — CENTRE Each line of text will be centred.

5.1.3.4 Choice 4 — MICRO Complete justification of each line so that both right and left edges of the text will be directly below the line edges previously printed.

5.1.4 Option 4 — HYPHENATION



If this option is selected from the sub-menu a further choice will allow the type of hyphenation to be decided. Within this last choice you have three types of hyphenation entry available.

5.1.4.1 Choice 1 — OFF This will not allow any word to be broken unless its length is excessive.

5.1.4.2 Choice 2 — SEMI-AUTO With this option set the program will pause during FILE ENTRY and prompt to ask whether it should insert a hyphen at the end of a line. This can be overridden by pressing the CAN key.

5.1.4.3 Choice 3 — AUTO With this option set the FILE INPUT will insert a hyphen at the end of every line where necessary.

5.1.5 Option 5 — PROPORTIONAL

If this option is selected the final sub-menu restricts the selection to OFF or ON. The default setting is ON.

5.1.5.1 Choice 1 — OFF

5.1.5.2 Choice 2 — ON

Pressing the trigger with either one of the options windowed will reset the current position.

5.1.6 Option 6 — PARAGRAPH INSET

There is a choice of the number of spaces you can inset each paragraph. Select from 0 to 9 using the final sub-menu and the trigger.

5.1.7 Option 7 — LINE SNAP

The Line Snap ensures that when inputting text into columns along side each other the bottom of each line will be on the same level across the columns. This option will allow the facility to be ON or OFF, with the default set to ON.

If you wish to change this select the OFF window of the sub-menu and use the trigger to change the setting.

5.1.8 Option 8 — INK COLOUR

The default for INK COLOUR is NORMAL with the alternative of REVERSE available through this menu. If you decide to have an area of PAGE with reversed out lettering, this function will allow the FILE INPUT to be entered on top of a Black solid area to achieve the reversal required.

5.1.9 Option 9 — INK MODE

Please refer to the explanation in the GRAPHICS section which explains the effects the different ink modes can have. This option allows you to choose an alternative to NORMAL which is the default setting.

5.1.9.1 Choice 1 NORMAL

5.1.9.2 Choice 2 XOR

5.1.9.3 Choice 3 AND

5.1.9.4 Choice 4 OR

If you select from this sub-menu the FILE INPUT will be written to the screen in the mode selected, which can help to create interesting features on a page.

5.1.10 Option 10 — CLEAR PAGE

This option will allow you to clear a page of text. You will see the on screen prompt "are you sure Y/N" to ensure this option cannot be used in error.

Once a previously designed PAGE has been saved to disc this option is available to allow further page designs to be commenced.

5.2 Sub-menu 2 : CHANGE FONT

Supplied with **NEWSDESK INTERNATIONAL** are a selection of fonts in various sizes to enable page composition to be varied with numerous types of font styles. If you make a Directory of the disc you will see that each FONT file has the file extension .FNT which must be included in the file name if you transfer these files on to the Ram disc.

PCW 8512 owners will be able to transfer the font files to the Ram disc using the utility program in the DISC menu but 8256 owners will not be able to do this due to the lack of available memory on their machine.

The current FONT can be changed using this facility.

A message is given asking for the new font name. If RETURN is pressed the Font file will remain the same but you can change the size if this needs to be different.

If you wish to check which fonts are installed on the computer you can obtain a directory of the fonts by pressing the Space Bar before you type in the name of the font. The directory will list all fonts installed in the Ram disc, on drive A and on drive B if this is available. To change the font style, type in the name of the font you intend using. If loading from M or B drive prefix the font name with M: or B: and then press the RETURN/ENTER key. The font will be loaded from the disc and you are then able to select the size required.

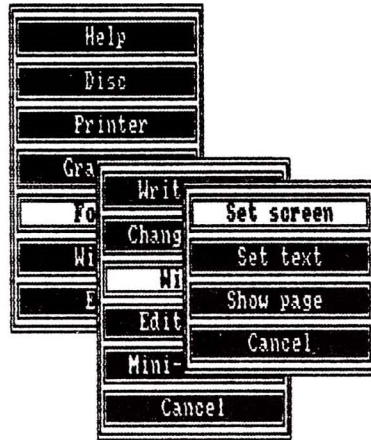
When this has been done you are then asked to select between Normal or Double width. After this selection the screen will display the FONT SUB MENU to enable you to select the WRITE FONT function.

From within this function you can select between KEYBOARD INPUT or FILE INPUT as described earlier in the manual.

New font to use ? (RETURN for same font) j:DEFAULT.FNT

A:DEFAULT	Ab1 Ab1 Ab1	A:OLD	Ab1
A:P	Ab1 Ab1 Ab1	A:S	AB1
A:D	Ab1 Ab1	A:SMALL	Ab1 Ab1 Ab1
A:H	Ab1 Ab1	M:DEFAULT	Ab1 Ab1 Ab1

5.3 Sub-menu 3 : WINDOWS



This function is described in SECTION 6 WINDOWS.

It is included in this sub-menu to give a time saving when working on your page designs.

5.4 Sub-menu 4 : EDIT FONT

New fonts can be created or old ones modified using the built in FONT EDITOR. The name of the font to be edited is required after the EDIT FONT is selected and then the character to be edited should be entered.

A display of the character will appear in four formats. Full Zoom and sizes 3, 2 and 1. Editing of the letter is carried out within the zoom window which is 32 pixels wide and 30 pixels high.

Individual pixels can be set using the trigger and Normal Ink or pixels can be deleted using the trigger and Reverse Ink. A single press on either the R key or the N key will switch between the ink colours for this purpose.

A capital D will appear down the right side of the zoom window to indicate a descender line through the character and pressing the D key will move this to the line where the cursor is situated. This will be needed only for those letters or characters that need to be printed below the line.

i.e. g, j, p, q, or y in the lower case sets of letters.

A capital E on the top line shows the end of the character for proportional spacing and can likewise be moved by pressing the E key.

The L key can be pressed during EDIT to print out all the characters defined in the font being edited.

You can select which size is displayed by pressing 1, 2 or 3.

Editing character g Font file SMALL

	0	5	10	15	E	20	25	30
29								
28								
27								
26								
25								
24								
23								
22								
21								
20								
19								
18								
17								
16								
15								
14								
13								
12								
11								
10								
9								
8								
7								
6								
5								
4								
3								
2								
1								
0								

Press H for Help

To delete a character from the file press the V key while editing the character. You are asked "are you sure Y/N" so that this cannot be pressed in error but requires a confirmation key press before this is actioned.

A powerful facility exists to "pull" an area from the main screen into the zoom window. Press the X key while editing a character and the program returns to the main graphic screen where a rectangle is displayed with a cursor flashing on the top right corner. This rectangle has the same format as that used in the COPY function and can be sized using the ALT key to contain any shape on the screen. When the trigger is pressed the contents of the rectangle are re-scaled and transferred into the zoom window of the editor. The area will be re-scaled to fit exactly into the 32 x 30 character area. if the cursor was not at the top right hand position when the trigger was pressed then the character will be mirrored in the zoom window. This function allows all the facilities of the main graphics editor to be used for creating characters or for using digitised symbols for characters.

The A key is used to set the defined limits for each size of character. When the A key is pressed you will be asked to edit one size of character and you are shown the current value for Line Space and proportional spacing. These can be altered and set to your requirements.

When editing of the character is complete press the ENTER key to save it to the font file. The fonts supplied with **NEWSDESK INTERNATIONAL** can all be modified in this manner.

The CAN key will abandon an edit and the STOP key will return to the main menu.

At any time the H key can be pressed to show a brief HELP list of the functions available within the editor.

When you use the EDIT function and are working on the matrix for the magnified version of a character, there are several key press options which will make it easier for you to quickly construct the new character.

Press the C key whilst on the grid and the co-ordinate location is displayed at the top right corner of the screen.

In order to create three sizes of the character the EDIT program sees different aspects of the grid relative to each size of character.

For the smallest character size this means that each fourth line of pixels is seen by the program so that you must plan the letter to allow for this.

Position 0, 4, 8, 12, 16, 20, 24, 28 will effect the small size of letter while the second size will be effected by every second pixel as well.

Because of this feature some character sets will be more likely to be useable in the larger sizes rather than trying to structure their design using every fourth pixel.

An example of this is seen in S font which is a good font for setting large headlines of text but loses much of its character set when used in size 1 or size 2.

As you design each character in the Zoom matrix window the program draws a version of the character alongside the window in each of the sizes being constructed. From these you can see the shape that each size will assume.

When satisfied with a character press the small ENTER key to save the character to disc. If using one of the original fonts which you wish to modify you can return the amended character to the original disc so that you eventually have a customised set to your own specification.

Remember to change the "Read only" tab on the disc if you intend to save to a Master disc and then reinstate the tab when the modification is completed.

While working in the Edit function the O key will effect the movement of the cursor on the Zoom matrix. Press the O key if you want the cursor movement to be restricted to a single move with every press on the cursor keys. This will help you control the movement of the cursor for easier creation of a new character.

To reinstate the cursor movement to its normal speed a second press of the O key will do this.

The R key and the N key will be extremely useful during the design of a character to enable you to switch between REVERSE and NORMAL ink colour for erasing or inserting pixels. There is the sound of a "beep" when you change between these two keys and the standard indicator in the top right corner of the screen will display the current choice. If you are using the Coordinate indicator you will not see the ink colour change recorded.

5.5 Sub-menu 5 : MINI EDITOR

This function will allow you to create or amend an ASCII file in order to use the file in the INPUT TEXT function.

When the function is selected you are prompted for the file name to be entered. If you intend to amend a file type in the correct file name and insert the disc into the drive so that this file can be loaded into the MINI EDITOR. If you are creating a new file you will be prompted to enter the file name, which can be up to eight letters or numbers.

The key presses used to move the cursor in the MINI EDITOR function will be familiar to users of Locoscript and are as follows.

WORD CHAR key = Forward a word

WORD CHAR + ALT = Backward a word

LINE EOL key = Forward a line

LINE EOL ← ALT = Backward a line

UNIT PARA key = Forward to next paragraph

UNIT PARA + ALT = Back to beginning of paragraph

DOC PAGE + SHIFT = Forward 28 lines in the program, or to the end of a short program.

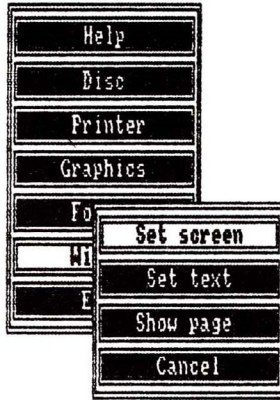
DOC PAGE + SHIFT + ALT = Back 28 lines in the program or back to the beginning of a short file.

EXIT = finish editing the file

When you intend to leave the MINI EDITOR function and press the EXIT key the on-screen prompt asks "File name to save" to enable you to change the name that the file is saved as. Press the RETURN key when you have inserted a formatted disc into the drive and the file will be saved.

If the file is saved to the Ram disc, you will be able to return to the WRITE FONT function and have the file transferred into the current SET TEXT WINDOW of the PAGE being worked on.

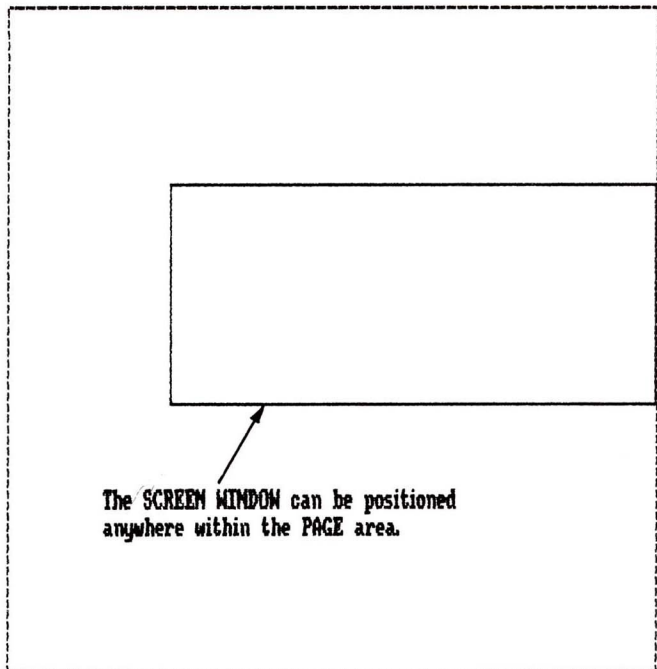
SELECTION WINDOW 6 : WINDOWS



6.1 Sub-menu 1 : SET SCREEN

This function when selected will allow you to position the screen over any area of the PAGE, and will allow you to choose which area of the PAGE you require to work on.

Set screen position
Press space to fix

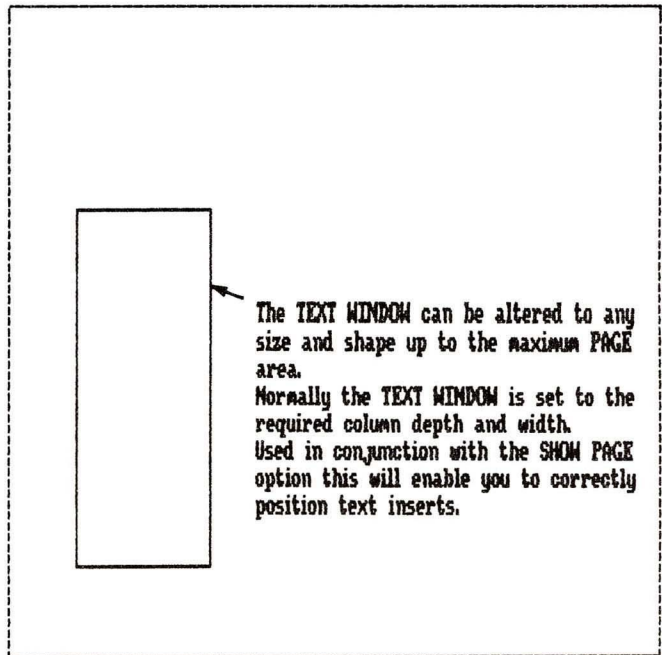


Move the SET SCREEN WINDOW around the PAGE using the cursor keys and then set to its new position using the trigger. Although this is the quickest method of setting the screen, using this function after selecting the SHOW PAGE option will ensure that you can see what is located under the screen area, and this has the advantage of allowing you to decide whether or not to clear the screen window when prompted to do this by the program.

6.2 Sub-menu 2 : SET TEXT

This function will allow you to position the TEXT WINDOW to any area of the PAGE in order that you may use the INPUT FILE function to create an area of text within the WINDOW.

Set text window
Press space to fix



To assist you in deciding the size of the SET TEXT WINDOW there is a display at the top right of the screen showing the current cursor position as a percentage of the x and y axis position, as well as the actual co-ordinate location of the cursor.

This will enable you to decide the width of columns to set across a page, and you will be able to measure the depth of a column should you wish to structure a page with vertical sectioning.

Use the cursor keys together with the ALT key to alter the size of the TEXT WINDOW and place the window to the selected position on the page. Press the trigger to set the new position.

You will then be asked if you wish to draw a box around the text window. If you choose to do this there is an option for drawing around all four sides of the window or drawing two vertical lines to create a column effect.

Select the one appropriate to your needs and there will be a short delay while the computer calculates the size of the box and then you will see the box drawn around the text window.

This is a method of creating key lines for later insertion of Graphics or digitised images or even for large headlines. Remember that any shape can be expanded to fill a designated area, so it is a simple matter to return to a key lined box and fill it perfectly to size.

To assist you in creating the text in columns the INPUT FILE function will indicate the last character entered when it fills a TEXT WINDOW. You can then set the next TEXT WINDOW in another position to enable you to input the remainder of the file.

To structure uniform columns is a straightforward operation using the SET TEXT function. When the on screen message indicates that a text window is full, select the SET TEXT sub-menu from the WINDOWS section and you will be able to see the position of the text window you have just filled with text.

Make sure that the cursor is in the top right corner of the rectangle and note the position on the screen indicated by the location indicators. Press the RELAY key three times to move the cursor to the top left corner and you will see that the x axis indicator has changed. Without changing the size of the TEXT WINDOW use the right arrow cursor key to position the cursor to the original position on the screen prior to it being flipped by the RELAY key. This means that you have moved the TEXT WINDOW to lay alongside its previous position. Move the window further to the right using the axis indicator as a guide, to allow a gap between the columns which can be decided by personal preference depending on the size of the font being used in each column. When satisfied with the placing of the second column press the trigger to set this position.

Return to the INPUT TEXT function and input the remainder of the file into this next column. If this column is also filled repeat the above procedure to set the next column. If the input finishes within the second column you can use VIEW PAGE to see how much room is left in order to plan the PAGE composition around this area for subsequent text input.

In exactly the same manner as newspapers use varying column widths to carry different articles, you can use **NEWSDESK INTERNATIONAL** to add emphasis to different areas of text. You can change the dimensions of a TEXT WINDOW and use different font styles to create headlines and various sizes of text entry.

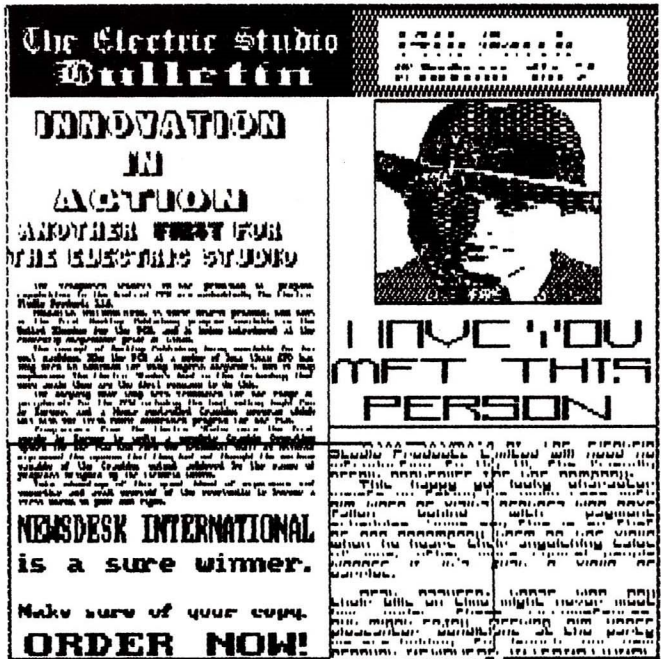
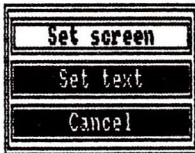
When you use the trigger to set a TEXT WINDOW in this function the screen returns to the sub-menu and you will need to press the STOP key to return to the main menu for your next selection.

6.3 Sub-menu 3 : SHOW PAGE

Selecting this function will enable you to see the PAGE on the screen.

Because of the limited resolution of the screen it is only possible to do this in a certain manner, so that what is displayed is really only a representation of the PAGE and not how it will look when it is printed out.

Set screen position
Press space to fix



When the PAGE is printed to the screen you are offered the option of SET SCREEN and SET TEXT in order to locate the window on an area of screen.

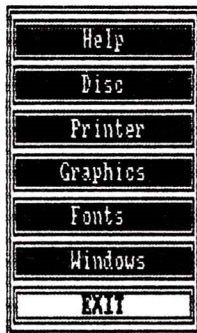
Because you can see what is already on the page this allows you to position the window to take full advantage of any area not already used. This makes it easy to ensure that the page design is exactly as you want it.

When you set a window on to the PAGE image on screen you will see the prompt "clear window Y/N"

This can be used to tidy up an area within a window in order to give a better result than that already achieved.

Press the appropriate key and the window will be set to the new position.

SELECTION WINDOW 7 : EXIT



The final selection window is EXIT and if this is selected you are asked "ARE YOU SURE".

A key press of either "Y" or "N" is required to continue this selection, and if "Y" for YES is chosen the computer will return to the CP/M PLUS program.

