ILLUSTRATED LOCOSCRIPT

LocoScript 2
The new Word Processor for your
Amstrad PCW 8256/8512

LocoScript 2

LOCOMOTIVE SOFTWARE

LocoScript PC
THE WORD PROCESSOR FOR
IBM PC & COMPATIBLES

LocoScript PC

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Susan Rogers

LS, LS2 and LSPC

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Contents

Introduction

LocoScript has become one of the most popular word processing packages available today and this book will set you on the right path towards using it effectively.

LocoScript is an extremely versatile product covering many different functions all of which are accessed via easy to follow pull down menus. Whether you are a complete novice or computer-literate, you will soon be able to perform basic word processing tasks. Moreover, with practice you can delve into more complex functions, such as producing mailshots, form filling and personalised letters.

This book is suitable for all three versions of LocoScript, the original LocoScript (**LS1**), LocoScript 2 (**LS2**) and LocoScript PC (**LSPC**). These may be referred to in the book via the shortform as shown in brackets. You can use it for the PCW versions, or for the latest PC version. So, if you have an Amstrad PCW 8256, 8512 or 9512, this book is for you. If you have a microcomputer such as an IBM, an Amstrad or indeed any other compatible PC, this book is also for you.

To use this book, you should be seated at your computer and follow the step-by-step instructions to complete a task. As you become more familiar with LocoScript's commands, you will simply be able to follow the illustrated instructions to help you complete a task, whether it is the one illustrated or one similar to your own.

At the back of the book, you will find comprehensive Quick Reference Guides to each version of LocoScript.

The Author

Susan Rogers, is Technical Director of Bournemouth-based Computer Training Centres (UK) Ltd. The Company carries out training on over 40 word processing and data processing programs throughout the UK, using a mobile service that is dedicated to serving commerce and industry.

She already has several books on LocoScript and LocoScript 2 to her name and is fully conversant with many word processing programs. She is also an examiner for the Royal Society of Arts in this subject.

As she is so closely involved in computer training for commerce and industry, she is well equipped to produce a book for LocoScript which fulfils commercial requirements. With 20 years' teaching experience she is also particularly aware of the needs of trainees.

Getting Started

Instructions

If LocoScript is already on your screen, move on to the section 'Entering Text'. If your computer has not been started up follow the instructions below.

PCW Users

- Make sure you have made a working copy of the LocoScript program as described in the Getting Started Manual. This disc will be referred to as the START OF DAY DISC.
- Place your LocoScript START OF DAY DISC into Drive A.
- When the Disc Management screen appears, remove your START OF DAY DISC from the disc drive.
- Place a new formatted disc in Drive A (PCW8256/PCW9512) or Drive B (PCW8512) and press **F1** or **F7** (Disc Change).

PC Users

These instructions are for computers with two floppy disc drives. (If you have a hard disc type **LS** at C:⟩ and press **Return**).

- Place a startup disc, such as MSDOS or PCDOS into Drive A.
- Switch on the computer.
- When the DOS prompt **A:⟩** appears remove the disc.
- Insert the LocoScript PC Start-Up disc in Drive A.
- **Type LS** and press **Return**.
- When prompted, exchange the Start-Up disc for the LocoScript PC System disc in Drive A.
- Place a new formatted disc in Drive B. This is the disc on which you will store your work.
- Press any key to continue. LocoScript PC will now load.
- Hold down the Ctrl key and move the tree cursor to B: in the section of the screen headed Disc Drives. Press the **Ins** key to log onto Drive B.

Helpful Tips

Hard disc users – When the program has loaded, hold down the Ctrl key and move the tree cursor to A: in the section of the screen headed Disc Drives. Press the **Ins** key to log onto Drive A.

When following the examples in this book, always ensure you also read the screen for any computer messages or prompts.

When using the keyboard, always press very lightly, as many keys are REPEATER keys which will repeat many times if you keep your fingers held down too long.

Entering Text

- With the Disc management menu on screen continue as follows.
- PCW users, hold down the **Shift** key and press the **arrow keys** to move the cursor (the pulsing block of light) until **Group 0** is highlighted on Drive A (PCW8256/9512) or Drive B (PCW8512). PC users have already logged on to the appropriate floppy disc drive.
- Press **C** (Create document) and name it *Text1*.
- Press the **Spacebar** twice to remove the remainder of the existing filename.
- Press the **Enter** key. The Edit menu appears.

LS1 Users Only

- On the screen you will see some text. We will delete it.
- Press the **CUT** key to the right of the keyboard.
- Press the **PAGE** key to the right of the keyboard.
- When all the text is highlighted, press **CUT** to delete text.

All Users

- Key-in the text you see in the example opposite.
- Do not press the **Return** key except at the end of a paragraph or to make a blank line.
- Do not worry about margins.
- Made a typing error? Don't worry! Press the arrow keys to move the cursor to the mistake and press a **Del** key (Delete). Insert the correct letter.
- Using the arrow keys, move the cursor to the **H** of the heading Hyde Park. To centre it, press ⊞ **C** (Centre) if you are using LS1, or ⊞ **CE** if you are using LS2 or LSPC.

Helpful Tips

A command such as ⊞ **CE** means press the ⊞ key followed by the letter **C**, followed by the letter **E**.

LocoScript comes with standard default layout settings. These can easily be changed see page 12.

On a PC the backspace key also acts as a delete key.

If you hit the wrong command, simply cancel it by pressing the **CAN** key on a PCW computer, or **Esc** on a PC.

Entering Text

London is a capital which enjoys a wealth of green open
spaces. The mass of buildings in the centre of the city
are relieved by many parks, gardens and squares.
Throughout Greater London there are large areas of woods
and heathland which are kept free of all buildings and
act as the `lungs' of the town.

Many of the open spaces originally existed for hunting
and other leisure pursuits of kings. These Royal Parks
are still owned by the Crown but they have long been
available for the enjoyment of all. Modern activities in
the parks include swimming, rowing, horse riding,
tennis, open-air music and theatre.

The main parks in central London are Hyde Park,
Kensington Gardens, Regent's Park, Green Park and St.
James's Park. Outside the centre of the city the
important open spaces include Greenwich Park, Hampstead
Heath and Richmond Park.

                        HYDE PARK

This park, which stretches from Park Lane to Kensington,
was originally a hunting forest belonging to Henry VIII.
It was opened to the public in the time of Charles I and
features have been added ever since. In summertime the
curving waters of the Serpentine are busy with bathers
and rowers while Speakers' Corner, near Marble Arch, is
a place where soap-box orators air their opinions at all
times of year.

Do not press ⏎ to end line

⏎ ⏎ To start new paragraph

⏎ ⏎ To start new paragraph

+ C
+ C E
To centre line

Left margin is supplied

Right margin is supplied

Text automatically moves up

5

Saving and Printing

Instructions

- Check that your printer is on and that paper is inserted so the printing head is at the top left of the paper with paper bail in place.

PCW Users

- Press **EXIT** twice.
- Select *Save and Print* with the cursor and press **Enter**.
- At the *Print document* menu, press **Enter**.
- At the *About to print* menu, press **Enter**. The example will be stored to disc and printed out.

PC Users

- Press **F10**.
- Select *Save and Print* press **Enter**.
- When the next print menu appears, press **Enter**.
- When the *Use the current printer* menu appears, press **Enter**.
- When the *Use the current font* menu appears, press **Enter** and the example will be stored to disc and printed out.

Helpful Hints

On PCW computers, the PRINTER menu is activated when you put paper in the printer. You must press **EXIT** to switch this off before you can activate the other menus. PC users need to press **F10** to exit.

The document has been saved on your disc. It can be retrieved by using the cursor to highlight the filename in the Disc Management Directory, and pressing **E** to edit. It is sensible to choose an easily recognisable filename. It can be up to eight characters long in the first part and up to three characters long in the extension. Use the **SPACEBAR** to move to the extension if the first part of the filename is less than eight characters.

If you wish to save the document you are working on, but leave it on the screen as before, select option *Save and continue*. If you want to save the document, without printing and without leaving it on screen, select option *Finish edit*.

If you are working on a long document, always save your document regularly.

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Saving and Printing

London is a capital which enjoys a wealth of green open
spaces. The mass of buildings in the centre of the city
are relieved by many parks, gardens and squares.
Throughout Greater London there are large areas of woods
and heathland which are kept free of all buildings and
act as the 'lungs' of the town.

Many of the open spaces originally existed for hunting
and other pastimes of kings. These Royal Parks are still
owned by the Crown but they have long been available for
the enjoyment of all. Modern activities in the parks
include swimming, rowing, riding, tennis, open-air music
and theatre.

The main parks in central London are Hyde Park,
Kensington Gardens, Regent's Park, Green Park and St.
James's Park. Outside the centre of the city, the
important open spaces include Greenwich Park, Hampstead
Heath and Richmond Park.

HYDE PARK

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was originally a hunting forest belonging to Henry VIII.
It was opened to the public in the time of Charles I and
features have been added ever since. In summertime, the
curving waters of the Serpentine are busy with bathers
and rowers while Speakers' Corner, near Marble Arch, is
a place where soap-box orators air their opinions at all
times of the year.

PCW Users:

EXIT to save
and print

PC Users:

F10 to save
and print

Exit Menu appears

Finish Edit
Save and Continue
Save and Print
Abandon Edit

Select option with cursor

Enter

Enter

Enter

Changing Text

Instructions

- To change (or edit) a document that has been typed, it must be retrieved from the disc on to the screen.
- Highlight document with cursor in Disc Management Directory.
- Press **E** (Edit). A confirmation menu is displayed, press **Enter**.
- Your text appears on screen. You can now make changes to it.
- Using the methods described below, move the cursor around the example, adding the words as shown in the illustration.

<center>

One line up

↑

One character to left ←   → One character to right

↓

One line down

</center>
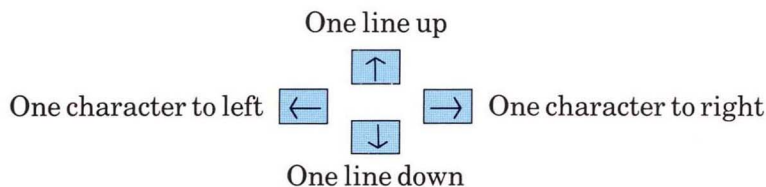
PCW Users

Press the following keys to move forward the specified distance

CHAR   PARA   PAGE   EOL   (end of line)

Hold down the SHIFT key and press the following keys to move forward the specified amount

WORD   UNIT   DOC   LINE   (beginning of line)

Hold down the ALT key and press any of the above keys to move backward the specified amount

PC Users

Home / End	Beginning/End of line
PgUp / PgDn	Up/Down a screen
Ctrl – → / Ctrl – ←	Forward / Backward 40 characters
Alt – Home / Alt – End	Forward / Backward one word
Ctrl – Home / Ctrl – End	Beginning / End of text

Helpful Tips

You can only move the cursor over existing text, not over empty space.

When you make alterations to text, PCW users can use the **RELAY** key to reposition the text between the margins. The **RELAY** key reformats the current paragraph, reformatting also takes place as the cursor moves down the text past each Return symbol. PC users can use the **number 5** on the number keypad for the same purpose.

Changing Text

London is a capital which enjoys a wealth of green open
spaces. The mass of buildings in the centre of the city
are relieved by many parks, gardens and squares.
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and heathland which are kept free of all buildings and
act as the 'lungs' of the town.

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and other pastimes of kings. These Royal Parks are still
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the enjoyment of all. Modern activities in the parks
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Heath and Richmond Park.

                         HYDE PARK

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was originally a hunting forest belonging to Henry VIII.
It was opened to the public in the time of Charles I and
features have been added ever since. In summertime, the
curving waters of the Serpentine are busy with bathers
and rowers while Speakers' Corner, near Marble Arch, is
a place where soap-box orators air their opinions at all
times of the year.

Type *leisure pursuits*

DEL to delete word *pastimes*

DEL to delete wo *originally*

Type *horse*

Note: Press Return to add a blank line

PCW Users: Press RELAY to reformat current paragraph

PC Users: Press number 5 on the number keypad to reformat current paragraph

Correcting Text

Instructions

- With the example *Text1* still on screen, continue to correct any typing errors you have made. Use the delete methods described below.

PCW Users	PC Users	
Press	**Press**	**Deletes**
←DEL	Bcksp	Character to left of cursor
DEL→	Del	Character at the cursor
CUT ↓ CUT	Alt – – ↓ Alt – –	Current line
CUT ↑ CUT	Alt – – ↑ Alt – –	Previous line
CUT EOL CUT	Alt – – End Alt – –	To end of line
CUT PARA CUT	Alt – – Alt PgDn Alt – –	End of paragraph
CUT PAGE CUT	Alt – – PgDn Alt – –	To end of page
CUT SHIFT – DOC CUT	Alt – – Ctrl – End Alt – –	To end of document

- When you have corrected your typing errors and inserted words given in the example, check your work.
- Tick option *Codes* from the Show (LS1) or Options (LS2, LSPC) menu as follows using + key to insert the tick:

  LS1 = F1   LS2 = F8   LSPC = F8

  This will show commands in your document that are normally hidden. You can delete codes in exactly the same way as text.
- PCW Users, press **EXIT**; PC Users **F10** select *Finish edit*, press **Enter** to save the amended version of *Text1*.

Helpful Tips

LocoScript is set for **Insert mode**, which means that you can type extra text anywhere and the existing text will move forward to make way for it.

Use + and – to switch options on and off in menus. This will invoke or remove a tick to indicate selection.

If you are using a PC, press **Ins** and the program will type over existing text. Press **Ins** again to switch back to insert mode.

Do not use the **SPACE BAR** to delete characters. LocoScript thinks of the **SPACE BAR** as a character. Use the methods described above to erase a letter.

Correcting Text

LS1

F1 = Show
Codes ✓
Rulers
Blanks
Spaces
Effectors

LS2

F8 = Options
✓ Codes
Rulers
Blanks
Spaces
→ ↦ ↵ ⊥ symbols

LSPC

F8 = Options
✓ Codes
Rulers
Blanks
Spaces
→ ↦ ↵ ⊥ symbols

London is a capital which enjoys a wealth of green open
spaces. The mass of buildings in the centre of the city
are relieved by many parks, gardens and squares.
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and heathland which are kept free of all buildings and
act as the `lungs' of the town.

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and other leisure pursuits of kings. These Royal Parks
are still owned by the Crown but they have long been
available for the enjoyment of all. Modern activities in
the parks include swimming, rowing, horse riding,
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Kensington Gardens, Regent's Park, Green Park and St.
James's Park. Outside the centre of the city the
important open spaces include Greenwich Park, Hampstead
Heath and Richmond Park.

(CEntre)   HYDE PARK

This park, which stretches from Park Lane to Kensington,
was originally a hunting forest belonging to Henry VIII.
It was opened to the public in the time of Charles I and
features have been added ever since. In summertime the
curving waters of the Serpentine are busy with bathers
and rowers while Speakers' Corner, near Marble Arch, is
a place where soap-box orators air their opinions at all
times of year.

DEL → or **Del**
to delete word
originally

to delete comma
[,]
put full stop [.]

CUT **EOL** **CUT**

Ctrl — **End**

to delete to
end of line

code displayed

To save amended version *text1* **to disc**

PCW Users

Press **EXIT**

PC Users

Press **F10**

Select *Finish Edit*

Press **Enter**

Note: Press **Return** to insert blank lines anywhere in text

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Changing Layout

Instructions

- Make sure *Text1* is on your screen and your cursor is at the home position.
- The left and right margins are preset as standard default values.
- To change the Layout continue as follows:

  LS1=`F7` **Enter** `F7` `F1`   LS2=`F2`   LSPC=`F2`

  This menu deals with the layout of the current document.

LS1 Users

- Move the cursor down one line to the ruler/scale line.
- Set a new left margin by moving the cursor to position **15** and press `F1` (left margin).
- Move cursor to position **55** and press `F2` (right margin), then press `EXIT` `EXIT` `Enter` `EXIT` `Enter` to return to document.

LS2 Users

- Select *Change layout* option with cursor, and press `Enter`.
- The cursor moves to the ruler/scale line.
- Set a new left margin by moving the cursor to position **15**, press `F1` `Enter`.
- Move cursor to positon **63** and press `F1` select *set right margin*, press `Enter` followed by `EXIT` to return to document.

LSPC Users

- Select *Amend Layout* option with cursor, and press `Enter`.
- The Editing layout menu is displayed at the top of the screen.
- The cursor is at the current left margin on the ruler/scale line.
- Set a new left margin by pressing the `+` key to nudge the left margin to position **15**.
- Move cursor to current right margin and press the `−` key to nudge the right margin to position **63**.
- Press `F10` to return to document.

All Users

To Change the Line Spacing:

- Press `+` **LS2** and then press `Enter`.
- The code (+LSpace2) is inserted at the cursor position.
- Move the cursor to the end of the document to reformat the text into the new layout.
- The text now runs to two pages in double line spacing.

Helpful Tips

If you want to change the layout in the middle of a document, simply put the cursor at the point where you wish to change layout and continue as above. When you have changed the settings, a layout code will appear in the text at the new layout position. Above this point the layout will retain its original form.

Changing Layout

LS1

F7 (Modes) Enter

F7 (Options)

F7 (Layout)

LS2

F2 = Layout
New layout
Change layout
Layout exchange
Layout replacement
Centre
Right align
Set justification

LSPC

F2 = Layout
New layout
Amend layout
Layout exchange
Layout update
Centre
Right align
Set justification

+ LS2 for double line spacing

```
      ......town.

   Many of the open spaces existed for
   hunting and other leisure pursuits of
   kings. These Royal Parks are still
   owned by the Crown but they have long
   been available for the enjoyment of
   all. Modern activities in the parks
   include swimming, rowing, and horse
   riding.

   The main parks in central London are
   Hyde Park, Kensington Gardens,
   Regent's Park and St. James's Park.
   Outside the centre of the city the
   important open spaces include
   Greenwich Park, Hampstead Heath and
   Richmond Park.
```

Automatic page break line

```
                  HYDE PARK

   This park, which stretches from Park
   Lane to Kensington, was originally a
   hunting forest belonging to Henry
   VIII. It was opened to the..........
```

Notice text on screen in single line spacing will be double spaced when printed out.

More Layout Changes

Instructions

- *Text1* now takes up more than one page. A heavy line indicates where the new page starts.

LS1 Users:

- The original LocoScript (LS1) is set with justification switched on.
- You can switch this off in the Base Layout by pressing `F7` `Enter` `F7` `F1`.
- Move the cursor right to the option *Justify* and press `–` to eliminate the tick.
- Return to the document with `EXIT` `EXIT` `Enter` `EXIT` `Enter`

LS2 and LSPC Users

- LS2 and LSPC margins are set unjustified.
- You can switch justification on in LS2 and LSPC by pressing `+` `J`. Reformat existing text as shown previously.
- To switch justification off, press `–` `J`.

Printing More Than One Page

- Ensure your printer is on and loaded with paper.
- Press `EXIT` or `F10` select Save and *Print*, press `Enter`.
- Press `Enter` twice to return to the Disk Management Menu.
- The document is saved to disk and the first page is printed.
- When the first page has finished printing, press `EXIT` or `F10` again to print the second page.

Helpful Tips

A document with the filename *Template.STD* can be created to hold standard layouts for different sets of documents. (See page 18)

When you print a document, LocoScript automatically saves it unless you select the option *Abandon edit* from the Exit menu, in which case the unchanged, original version will remain on disc.

More Layout Changes

```
(+Just)(+LSpace2)
London  is  a  capital  which  enjoys  a
wealth  of  green  open  space.  The  mass
of  buildings  in  the  centre  of  the  city
are  relieved  by  many  parks,  gardens
and  squares.  Throughout  Greater  London
there  are  large  areas  of  woods  and
heathland  which  are  kept  free  of  all
buildings  and  act  as  the  `lungs'  of
the  town.

 Many  of  the  open  space  existed  for
hunting  and  other  leisure  pursuits  of
kings.  These  Royal  Parks  are  still
owned  by  the  Crown  but  they  have  long
been  available  for  the  enjoyment  of
all.  Modern  activities  in  the  parks
include  swimming,  rowing,  and  horse
riding.

The  main  parks  in  central  London  are
Hyde   Park,   Kensington   Gardens,
Regent's  Park  and  St.  James's  Park.
Outside  the  centre  of  the  city  the
important   open   spaces   include
Greenwich  Park,  Hampstead  Heath  and
Richmond  Park.
```

Automatic page break

```
      (Centre)HYDE PARK

This  park,  which  stretches  from  Park
Lane  to  Kensington,  was  originally  a
hunting  forest  belonging  to  Henry
VIII.  It  was  opened  to  the  public  in
the  time  of  Charles  I  and  features
have  been  added  ever  since.  In
summertime  the  curving  waters  of  the
Serpentine  are  busy  with  bathers  and
rowers  while  Speakers'  Corner,  near
Marble  Arch,  is  a  place  where  soap-box
orators  air  their  opinions  at  all
times  of  year.
```

Exit Menu

Finish edit
Save and continue
Save and print
Abandon edit

Manual page break

PCW Users press ALT – Return

PC Users press Ctrl – Return

Abandon edit reverts to original version

A Letter

The following will show you how to type a simple letter:

Instructions

All Users

- From the Disc Management Menu, make sure your cursor is in:
  Group 0 in the A: drive (PCW8256/9512)
  Group 0 in the B: drive (PCW8512)
  A: directory (PC hard disc users)
  B: directory (PC twin floppy disc users)
- Press **C** to Create a new document.
- At the filename prompt, key-in *Letter1* as the name for this document. Press the **spacebar** twice to remove any extra characters from the filename, press **Enter**.
- At the editing text screen, type in the letter in the example. It is in block style. That means that the reference, date, address and closing are all typed at the left margin.
- Remember to press **Return** once at the end of each line of the address and twice at the end of each paragraph.
- Move the cursor back to the first character of the heading. Now we will make it stand out by using the underline and bold commands.
- Press **+B**, then press **+UL**. This will turn on the bold and underline commands (if the codes have been switched on, these commands will be displayed on screen – see page 10).
- Move the cursor to the end of the heading to the space after the last character.
- The heading becomes underlined and although you may not be able to see it, the text will be bold when printed.
- Press **−B**, then press **−UL**.

PCW Users

- Press **EXIT**, select *Save and print*, press **Enter**, to print your letter.

PC Users

- Press **F10**, select *Save and print*, press **Enter**, to print your letter.

Helpful Tips

If you are using letterheaded paper, you may need to put extra **Returns** in at the top of the document to make space for the heading.

If you need to delete underlining or bold, make sure the codes are showing on screen, then delete them as if they were normal text.

If you are using a colour monitor, the underline and bold will probably show on the screen with a highlight of a different colour.

A Letter

Put extra **Returns** at top of page for letterheading

```
↵
↵
↵
↵
↵
↵
↵

HC/ttg

29 February 1990

Mrs S Wander
18 Cherry Grove
Bigton
BT8 8QT


Dear Mrs Wander

Re: Insurance Cover
```

(+ Bold) (+ UL) Re: Insurance Cover (– Bold) (– UL)

```
Thank you for your recent enquiry about insurance. I
enclose details of the cover offered by our popular
Total Care package of holiday insurance.

Please contact us at any time to obtain immediate
cover or for more information.

Your sincerely



Helen Carewell
Insurance Manager


Encl.
```

+ B + U L

– B – U L

to embolden and underline

Right margin is set at 72

Left margin is set at 10

To save and print

PCW Users

EXIT

Select *Save and print*

Enter

PC Users

F10

17

Letter Template

You may wish to set up a page layout which automaticaly turns the paper down the correct number of lines to suit your letterhead. This can be done by creating a *Template.STD* document.

Instructions

LS1 Users

- Create a document named *Template.STD*. Press **F7** (Modes), press **Enter**.
- Press **F7** (Options), select **F1** (Layout) and set the margins.
- Move the cursor five characters to the right from the left margin and set a tab with **F3**.
- Press **EXIT** to leave the layout menu and press **F7** (Page size).

LS2 and LSPC Users

- Create a document, give it the name *Template.STD*.
- Press **F1**, press **Enter** for document setup.
- Press **F2** (Layout) and set margins and justification.
- Move the cursor five characters to the right from the left margin and press **F3** (LS2) or **F7** (LSPC) to set a simple tab.
- Press **EXIT** (LS2) or **F10** (LSPC) to leave the Layout menu and press **F5** (Page).
- Select **Page layout** with the cursor and press **Enter**. (see Helpful tips and illustration)

LS1 and LS2 Users

- When you have finished adjusting the page layout, press **Enter**, **EXIT**, **Enter**, **EXIT**, **Enter** to return to the document.
- Press **EXIT**, select *Finish edit* to save the template file to disc.

LSPC Users

- When you have finished adjusting the page layout, press **Enter**, **F10**, **F10**, **Enter**, **F10**, select *Finish edit* to save the template file to disc.

Helpful Tips

You can adjust the top margin of your document by increasing or decreasing the number allotted to the header zone by keying-in a different number and pressing **Enter**. (See illustration)

The original LocoScript incorporates the top gap into the header, whereas LocoScript 2 and LocoScript PC show the different settings.

Letter Template
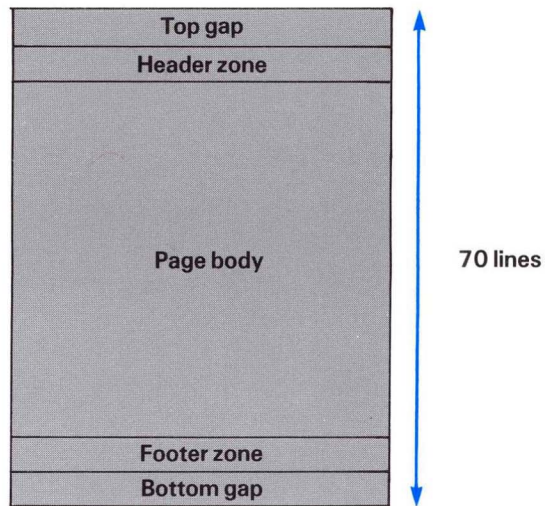
Document setup:

LS1 Users

`F7` (Modes)

Edit header

`F7` (Options)

`F1` (Layout)

    Margins, tabs etc.

`F7` (Page size)

Page size	
Page length	70
Header zone	9
position	
..page body	54
Footer zone	7
position	

LS2 Users

`F1` (Actions)

Document setup

`F2` (Layout)

    Margins, tabs etc.

`F5` (Page)

Page layout

Page layout	
Top gap	6
Header zone	3
Page body	54
Footer zone	4
✓ Fixed footer zone	
Floating footer zone	
Bottom gap	3
Paper length	70

LSPC Users

`F1`

Document setup

`F2` (Layout)

    Margins tabs etc.

`F5` (Page)

Page layout

Page layout	
Top gap	25 mm
Header zone	0.50 inch
Page body	8.53 inch
Footer zone	0.67 inch
✓ Fixed footer zone	
Floating footer zone	
Bottom	13 mm
Paper length	297 mm

Changing Style

You could type your letters in a semi-blocked style (centred headings, indented first line to each paragraph and centred complimentary close).

Instructions

PCW Users

- Using the SHIFT+Cursor to move around the group section of the screen, move to group 1.
- Create a *Template.STD* document in group 1.

PC Users

- Press F4 (Tree) and select option *Make Sub-directory*.
- Type the Name: *INDENT.LTR* and press **Enter**.
- Create a *Template.STD* document in the new directory.

All Users

- Make sure you have a tab set for a paragraph indent of half an inch.
- Create a document in the new group and call it *Letter2*.
- At the editing text screen, type in the letter opposite.
- Type in the reference, press **Return** twice.
- Press +**RJ** or +**RA** and then type the date. (This will right align to the right margin).
- Type in the address, remember to press **Return** once after each line and then three times after the post code.
- Type in the salutation, press **Return** twice.
- Press +**C** or +**CE** to invoke the centre command and type in the heading.
- Press **Return** twice.
- Press the **Tab** key to obtain a paragraph indent.
- Leave about five lines of space for a signature.
- Press **EXIT** or **F10**, select *Save and print*, press **Enter** to save and print your document.

Helpful Tips

You can inset a paragraph, by holding down the **ALT** key and pressing **TAB**.

Notice that the commands for right alignment and centring are switched on, prior to keying-in text, but they do not need to be switched off like other LocoScript commands. They de-activate once the **Return** key is pressed.

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Changing Style

Changing style to semi-blocked layout

HC/ttw

(+RAlign)   29 February 1990

Mrs S Wander
18 Cherry Grove
Bigton
BT8 8QT

Dear Mrs Wander

                    (Centre) Re: Insurance Cover

        Thank you for your recent enquiry about insurance.
I enclose details of the cover offered by our popular Total
Care package of holiday insurance.

        Please contact us at any time to obtain immediate
cover or for more information.

                (Centre) Yours sincerely

            (Centre) Helen Carewell
            (Centre) Insurance Manager

Encl.

[+] RJ or
[+] RA
to right align date

[+] C or [+] CE
to centre
[↵] [↵]

[↵] [↵]
to start new paragraph

[+] C or [+] CE
to centre

Tab to **indent**

Tab to **indent**

Remember to press Return **each time you want a clear line between text**

PCW Keyboard: Use Tab **key**

PC Keyboard: Use ⇤ **Key**

21

An Envelope

LocoScript has a direct printing option which enables you to send text straight to the printer. This is particularly useful for one-off documents such as envelopes, labels, or quick notes.

Instructions

- At the Disc Management Screen, select **D** (Direct printing).
- Press **Enter**.
- Place an envelope in the printer in the correct position. i.e. the first line half way down the envelope.

LS2 and LSPC Users

- Press **F2**, followed by Enter.
- Use the $\boxed{+}$ key to nudge the left margin to **3** on the ruler line.
- Press **Exit/F10** to return to direct printing.

LS1 Users

- Press **F7** (Options), followed by **F1** (Layout).
- Move the cursor down on to the ruler line.
- Move the cursor to **3** on the ruler line and press **F1** to set a left margin.
- Press **Exit** to return to direct printing.

All Users

- Key-in the first line of the address:
    Mr John Smith, BSc.,
- Press **Return**.
- The first line is printed on the envelope and the text disappears from the screen.
- Type in each line of the address press **Return** to activate the printer.
- When you have finished, press **EXIT**, or **F10**, and **Enter**.

Helpful Tips

If you make a mistake, you can make corrections in the usual way, do this before pressing **Return**.

Remember that any text you create using direct printing will not be saved to disc.

The printer does not roll the paper on before starting to print in direct printing, so ensure that the printer head is on the right line where you want the printing to start. On most printers there is a line feed button which will move the paper on line by line. This is not true of the PCW printers, but **F1** (LS1) or **F3** (LS2) in the printer menu can be used for line feed.

An Envelope

Enter

Mr John Smith, BSc.,
Senior Marketing Executive,
Room 556,
Area 60,
Computers Incorporated,
1990 Highway Boulevard,
Eastway Village,
Los Angeles,
U.S.A.

↵

**after each
line sends
text to
printer**

**Document cannot
be saved**
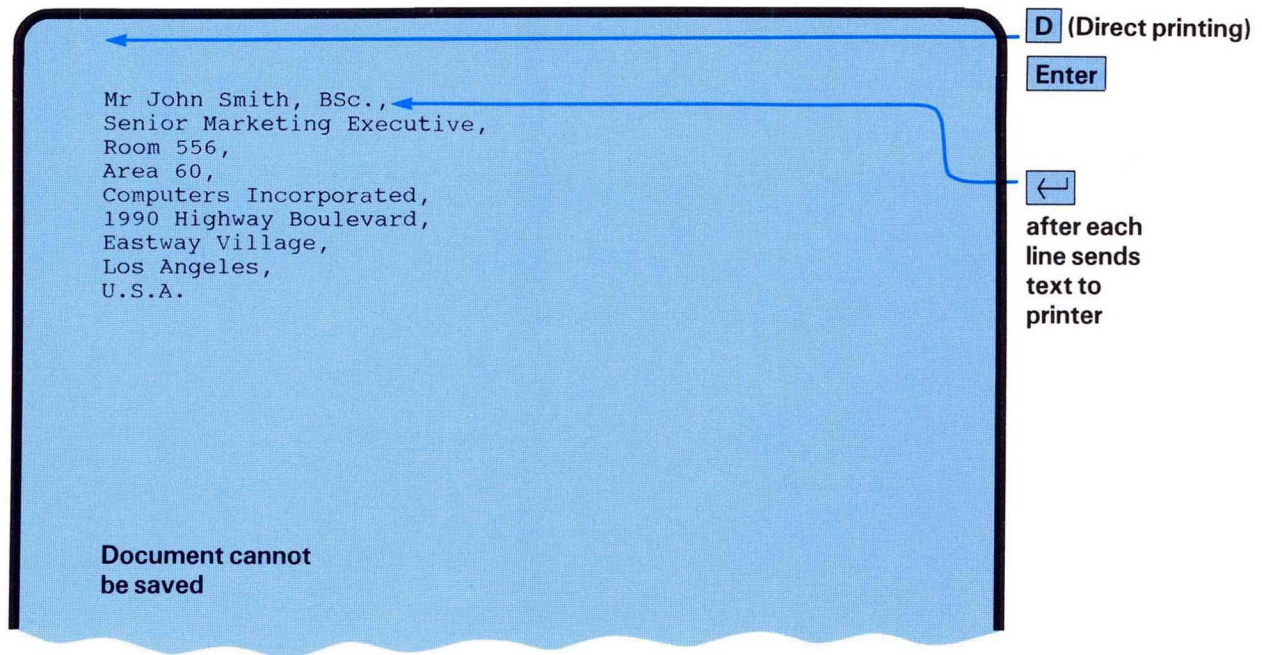
EXIT or **F10** , Enter to leave direct printing

Envelope

Start half way down

3″
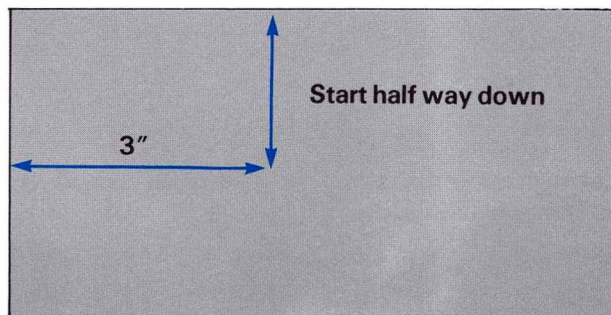
Memorandum

We will now create a memo on A5 sized paper.

Instructions

- Create a *Template.STD* document for memos in a new group or directory with margins of 1″ and two tabs, one 0.5″ and one 1″ in from the left-hand margin.

LS1 Users

- Press **F7** (Modes), press **Enter**.
- Press **F7** (Options), press **F7** (Page size)
- At the option *Page length*, key-in: **35** press **Enter**, at the option *Header zone*, key-in: **6** press **Enter**.
- Press **Enter** to leave the menu.
- Press **EXIT**, **Enter**, **EXIT**, **Enter** to return to the document.
- Press **EXIT** and select *Finish edit*, press **Enter** to save the template.

LS2/LSPC Users

- Press **F1** (Actions), press **Enter**.
- Press **F5** (Page), select option *Paper type*, press **Enter**.
- Select option **A5** and insert a tick, press **Enter**.
- Select option *Landscape* and insert a tick, press **Enter**.
- Select option *Page layout* and set the header and footer zones to **0**.

LS2 Users

- Press **Enter, EXIT, Enter, EXIT, Enter**.

LSPC Users

- Press **Enter, F10, F10, Enter, F10, Enter**.

All Users

- From the Disc Management Menu, press **C** in the MEMO group/directory to create a new document. Name the document *Memo1*, press **Enter**.
- Start typing the memo in the example. Use the tab key to line up the text next to the headings at the top of the memo.
- The centre paragraph is to be indented. Before you start the first line of that paragraph, press **ALT+TAB**.
- As you type a temporary margin is created at the first **TAB** stop. It is cancelled when you press the **RETURN** key.
- Finish typing the memo. Press **EXIT/F10**, select *Save and print*, press **Enter**.

Helpful Tips

You can put the headings of the memo in the *Template.STD* file. This will save you the trouble of typing them each time you create a memo.

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Memorandum

If useful, create a *Template.STD* file for memos
In the memo group press C to create a file
Type *Memo 1*

`+` UL
to start
underline

`–` UL
to stop
underline

`+` UL
to start
underline

`Alt` – `Tab`
to indent
text

```
                        Memorandum


        To:     Mr John Smith
        From:   B Brown
        Subject: Moving to New Premises

        Date:   15th October 1990


        ------------------------------------------------------

        As you are aware, the Company will be moving premises in
        the New Year.   Please note the following will be your
        area of responsibility:

        REMOVAL OF FURNITURE

            You should arrange the removal of all office
            furniture to our new premises, which will be located
            in the City.  Please start investigations as to the
            most efficient removal company.

        You will be receiving more details in the next
        fortnight.

        Regards,


        BB
```

`EXIT` / `F10` *Save and print* `Enter`

Moving and Copying

We will now move and copy text from one position to another in the document.

Instructions

- From the Disc Management, make sure you are in a suitable group or directory.
- Type C to create a new file, *Doc.1*. Press **Return**.
- Type the example shown opposite.
- Move the cursor to the second paragraph. We will move this paragraph to a different position.
- LS1/LS2 users, press the **COPY** key. LSPC users hold down the **Alt** key and press $\boxed{+}$. A message appears in the status line.
- Move the cursor down three times to highlight the two lines of the paragraph and the clear line space beneath it.
- LS1/LS2 users, press the **CUT** key. LSPC users hold down the **Alt** key and press **Del**. A message appears in the status line.
- Press the figure **1** key, (this gives a number to the block of text under which the computer will store it).
- The text is stored in the internal memory.
- Place the cursor on the **C** of Cancellation and LS1/LS2 users press the **PASTE** key, followed by the figure **1** key. LSPC users, hold down the **Alt** key and press **Ins**, followed by the figure **1** key.
- The text reappears at that point.
- Copying is done in a similar way. Place your cursor on the **R** of Reservation. LS1/LS2 users, press the **COPY** key. LSPC users hold down the **Alt** key and press $\boxed{+}$. A message appears in the status line. Move the cursor down to highlight the paragraph and the clear line beneath it.
- LS1/LS2 users, press the **COPY** key again. LSPC users, hold down the **Alt** key and press $\boxed{+}$ again. A message appears in the status line.
- Press the figure **2** key, (this allocates a number to the block of text as before).
- Place the cursor at the end of the page and press **Return** twice.
- LS1/LS2 users, press the **PASTE** key, followed by the figure **2** key. LSPC users, hold down the **Alt** key and press **Ins**, followed by the figure **2** key.
- A copy of the text appears.
- Press **EXIT/F10**, select *Finish edit*, press **Enter** to save without printing.

Helpful Tips

In word processing sections of text are known as *blocks*. Notice the use of the COPY, CUT and PASTE keys on the PCW range of computers for moving, removing and copying text.

Notice also the use of numbers for transferring blocks of text into the computer's internal memory. You can use any of the figure keys from 0–9 on the keyboard for this purpose. With the exception of LS1 users, those blocks will be stored in the memory of the system until you switch off, so you can use them over and over again.

Moving and Copying

Press **C** at the Disc Management Screen

Type *Doc1* **Return**

Press **C** at the Disc Management Screen

Type *Doc1* **Return**

Press **COPY**

Move cursor to

B **Return**

Press **CUT** **1**

Move cursor to

C **Return**

Press **PASTE** **1**

Press **Alt** – **+**

Move cursor to

B **Return**

Press **Alt** – **Del**

Move cursor to

C **Return**

Press **Alt** – **Ins** **1**

```
BOOKING CONDITIONS

Reservation - A reservation is made when we receive your
completed booking form accompanied by a deposit of £50
per person.
Tickets - Tickets will be issued on full payment for the
holiday.
Balance of payment - Final payment is due at least 60
days before the departure date.

Travel documents - It is your responsibility to travel
with a valid passport, and appropriate visas or other
documents for entry to the country of your destination.

Cancellation - For cancellations made 60 days or more
before the departure date there is no charge.
For cancellations made between 60 and 15 days before the
departure date there is a cancellation charge of £50.
For cancellations within 14 days of the departure date
there is a cancellation charge of 50% of the holiday
cost.
```

Press **COPY**

Move cursor to

B **Return**

Press **COPY** **2**

Press **PAGE**

to go to end
of page

Press **PASTE** **2**

Return

Copy text appears

Press **Alt** – **+**

Move cursor to

B **Return**

Press **Alt** – **+** **2**

Press **Ctrl** – **End**

to go to end of
page

Press **Alt** – **Ins** **2**

Return

Copy text appears

```
BOOKING CONDITIONS

Reservation - A reservation is made when we receive your
completed booking form accompanied by a deposit of £50
per person.

Balance of payment - Final payment is due at least 60
days before the departure date.

Travel documents - It is your responsibility to travel
with a valid passport, and appropriate visas or other
documents for entry to the country of your destination.

Tickets - Tickets will be issued on full payment for the
holiday.

Cancellation - For cancellations made 60 days or more
before the departure date there is no charge.
For cancellations made between 60 and 15 days before the
departure date there is a cancellation charge of £50.
For cancellations within 14 days of the departure date
there is a cancellation charge of 50% of the holiday
cost.
```

Press **EXIT** select *Finish edit* press **Enter**
to save without printing

Press **F10** select *Finish edit* press **Enter**
to save without printing

Tables

We now look at using tabs and decimal tabs to create a table of figures and text, such as in the example shown.

Instructions

● From the Disc Management Screen, press **C** to create a new document *Table1*. Press **Enter**.

LS1 Users

● Press **F7, Enter, F7, F1** to go into the layout menu.
● Set a left margin of **20**.
● Move the cursor down to the ruler/scale line. The arrows on this line indicate existing tab positions. Move the cursor to each one and press ⬚ − to remove them.
● Move the cursor to position **40** and press **F3** to set a normal tab.
● Move the cursor to position **60** and press **F6** to set a decimal tab. An asterisk appears on the ruler line.
● Press **EXIT, EXIT, Enter, EXIT, Enter** to leave the layout menu.

LS2 and LSPC Users

● Press **F2**, select *Change/Amend layout*, **Enter**.
● Set a left margin of **20**.
● If there are arrows on the ruler/scale line, these indicate existing tab positions. Move the cursor to each one and press − to remove them.
● Move the cursor to position **40** and press + to set a simple tab.
● Move the cursor to position **60** and press the + key four times this sets a decimal tab.
● Press **EXIT/F10**, to leave the layout menu and return to the document.

All Users

● Press + UL and type the heading in the example, press − UL. Press **Return** three times.
● Type the sub-headings and the table, pressing the **TAB** key to move to the tab stops.
● Notice when you type figures in column three, the numbers move to the left until you type a decimal point and then move to the right.
● Press **EXIT/F10**, select *Save and print*, press **Enter**.

Helpful Tips

The decimal points will be lined up with the decimal tab stop. This means that figures which include a decimal point will always line up.
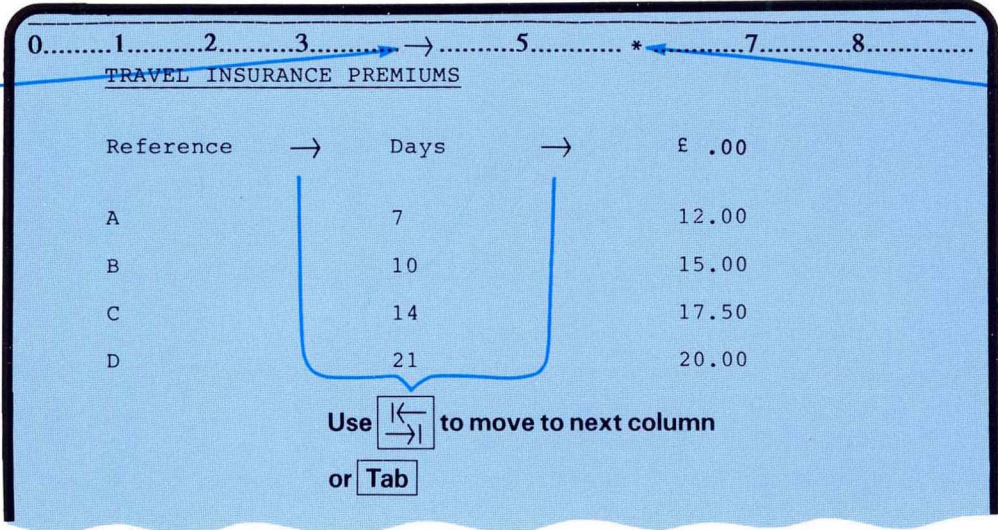
You can also set tabs which will centre text over them and which will right align text.

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Tables

Press **C** at the Disc Management Screen

Type *Table 1* ⟵

```
0.........1.........2.........3...........→...........5............ * ←..........7..........8..............
              TRAVEL  INSURANCE  PREMIUMS


              Reference        →        Days        →        £  .00


              A                         7                    12.00

              B                         10                   15.00

              C                         14                   17.50

              D                         21                   20.00
```

simple tab

decimal tab

Use ⟕ to move to next column

or **Tab**

→ to Col 40

→ to Col 60

LS1 Users

F7 (Modes) ENTER

F7 (Options)

F1 (Layout)

– to clear tabs

F3 (Normal tab)

F6 (Decimal tab)

LS2/PC Users

F2 (Layout) ENTER

Change/Amend layout

– to clear tabs

+ × 1 = normal tab

+ × 4 = decimal tab

Longer Documents

To simulate a longer document, *Text1* will be divided into a series of short pages.

Instructions

- Retrieve *Text1* from the Disc Management Screen.
- Press **F7** Modes (LS1), or **F1** (LS2/LSPC) press **Enter**.
- Move the cursor down one line above where it says on screen *end of footer1: used for all pages*.
- Press ⊞, followed by **PN⟨** (this inserts a special code to tell LocoScript to print page numbers on all pages).
- Press **EXIT/F10**, **Enter** to return to the Document.
- In the clear line space between each paragraph, press **ALT+Return** (LS1/LS2) or **Ctrl+Return** (LSPC) to put in a manual page break.
- This will make four pages altogether.
- Press **EXIT/F10**, select *Save and print*, press **Enter**.
- When each page has finished printing, put in another sheet of paper and press **EXIT/F10** to print the next and subsequent pages.

Helpful Tips

This example prints the page number at the bottom left of the page. You can choose to put the number either at the top or bottom of the page, or indeed centred or right aligned. If you want to print it in the header zone, simply type the code above the line which says 'end of header 1: used for all pages'.

The code is slightly different for each positioning. To centre the code precede it with **+C** or **+CE** to invoke the centre command, followed by an equals sign (**+Centre)=**. To right align the code, precede it with **+RJ** or **+RA** to invoke the right justify/align command, followed by a greater than sign (**+RAlign)⟩**.

The signs following the code ⟨ ⟩ ═ allocate the character spaces required for the number of digits in the number. If you have up to nine pages, you will only need one sign for a single page number. For 10–99 pages, you will need two signs to accommodate the two digits in the number and so on.

Longer Documents

LS1 Users   **LS2/LSPC Users**

Press **F7**   Press **F1**

```
0       1......2.........3.........4.........5.........6.........7.........8.....
```

+ PN⟨
to insert
(Page No) code

━━ end of header 1 : used for all pages ━━━━━━━━━━━━━━━━━━━━
    (PageNo)< ▢
━━ end of footer 1 : used for all pages ━━━━━━━━━━━━━━
━━ end of header 2 : used for no pages at all ━━━━━━━━━━
━━ end of footer 2 : used for no pages at all ━━━━━━━━━

London is a capital which enjoys a wealth of green open
spaces. The mass of buildings in the centre of the city
are relieved by many parks, gardens and squares.
Throughout Greater London there are large areas of woods
and heathland which are kept free of all buildings and
act as the `lungs' of the town.

===

Many of the open spaces existed for hunting and other
leisure pursuits of kings. These Royal Parks are still
owned by the Crown but they have long been available for
the enjoyment of all. Modern activities in the parks
include swimming, rowing, horse riding, tennis, open-air
music and theatre.

===

The main parks in central London are Hyde Park,
Kensington Gardens, Regent's Park, Green Park and St.
James's Park. Outside the centre of the city the
important open spaces include Greenwich Park, Hampstead
Heath and Richmond Park.

===

                        HYDE PARK

This park, which stretches from Park Lane to Kensington,
was originally a hunting forest belonging to Henry VIII.
It was opened to the public in the time of Charles I and
features have been added ever since. In summertime the
curving waters of the Serpentine are busy with bathers
and rowers while Speakers' Corner, near Marble Arch, is a
place where soap-box orators air their opinions at all
times of year.

LS1 & 2
ALT – **↵**
manual page break

LSPC
Ctrl – **↵**
manual page break

ALT – **↵**
Ctrl – **↵**

ALT – **↵**
Ctrl – **↵**

EXIT / **F10**

Save and print

ENTER

EXIT to print subsequent pages

Spelling Check

LocoScript 2 and LocoScript PC have a powerful spell checker. The original LocoScript does not have this facility.

Instructions

- From the Disc Management Screen, type **C** to create a file and type in the filename *Spell1*. Press **Enter**.
- Copy the example exactly, **including** spelling errors!
- Move the cursor to the top of the document.
- Press **F7 Spell** to display the spell menu.
- Press **Enter** to select the first option *All of document*.
- The first mistake, is displayed in a menu, together with a list of options.
- Work through the document using the spell menu to check and correct your work.
- When the spell check is complete, a further menu will be displayed giving the total number of words checked and the number to be added to the user dictionary.

LS2 Users

- Press **Enter** to update the dictionary.
- Press **EXIT**, select *Finish Edit*, press **Enter**.
- You are returned to the Disc Management and the *Userspel.DCT* is displayed in the Memory Group.
- Highlight the *Userspel.DCT* with the cursor and press **F3** (File).
- Select *Move File* with the cursor and press **Enter** again.
- Move the cursor into a Group/Directory which is not on Drive M: and Press **Enter**. This moves the document onto your data disc.

LSPC Users

- Press **Enter** to update the dictionary.
- If you are using a twin drive computer you will be asked to insert the LS START UP disc so that the *Userspel.DCT* can be updated.
- When this has been done, replace the LS START UP disc with your data disc.
- Press **F10**, select *Finish Edit*, press **Enter**.

Helpful Tip

You can use the spell checker to check a single word by using the **F7** Spell Menu.

Spelling Check

Press C from Disc Management to Create a Document
Type *Spell 1*

Set a tab at 20

F7 Spell
ENTER

<center>Memorandum</center>

To: Mr White

From: Jane

Subject: Travle Details for your visit to Los Angeles

Date: 15th October 1990

_____

I have made the following arangements for your visit to Los Angeles:

+ UL to start underline

Acommodation

– UL to stop underline

4 night acommodation in the Los Angeles Roadside Motel, including brekfast.

You will recieve a voucher before departure.

F2 U to start underline

Flites

– UL to stop underline

Travel by Breitish Airways on 1st November, returning 5th November. Tickets will be arriving soon.

I shal be sending you more comprehensive detales next week

JDF

EXIT / F10
Finish edit
ENTER

LS2 Users
USERSPEL.DCT
F3

Move file to A: Group
ENTER

Fill Forms

Fill enables you to create a frequently used form-type document and then fill it with variable information as many times as you like.

A special code is used to indicate the position of variables within the document. Each variable is given a specific item-name which the system then recognises. Item-names are enclosed between the special codes (+**Mail**) and (−**Mail**). The document is then saved to disc and the **FILL** command is used to enter the variable data.

Instructions

- Highlight *Letter1* press **E** and **Enter**.
- Make sure the codes are switched on using **F8** (Options).
- Delete the reference and in its place press <kbd>+</kbd>**M** to invoke the (+Mail) code.
- Type the item-name *ref* and then press <kbd>−</kbd>**M** to invoke the (−Mail) code.
- Do the same with the date. Delete it first, then type <kbd>+</kbd>**M** date <kbd>−</kbd>**M**.
- Then replace the inside address in the same manner so that you end up with (+**Mail**)address(−**Mail**).
- Finally delete the salutation *Mrs Wander* and replace it with (+Mail)sal(−Mail).
- Press **EXIT/F10**, select *Finish edit* and press **Enter**.
- With the cursor still highlighting the file *Letter1* press **F** (Fill) and then **Enter**.
- The document will appear on screen with the cursor flashing at the first slot. Key-in the reference and press **Enter** (LS2 users) or **F10** (LSPC users).
- The cursor will move to the next slot. Continue to fill in variable information at each of the date, address and salutation slots, pressing **Enter** or **F10** to move on to the next slot until the Exit menu is displayed.
- Set up your printer and select *Print result*, press **Enter**.

Helpful Tips

Use the **RETURN** key at the end of each line in a multiple line entry such as an address. Each time an entry is complete the **Enter** or **F10** key is used to move to the next slot.

It is not always necessary to save each individual fill file result. The option *Print result* enables you to print the document without saving it. The fill file remains on disc but by taking a carbon copy of the document each time it is filled you can keep a record of the people it has been sent to.

Notice the extra couple of options in the Exit menu which enable you to edit, discard or abandon the result of a fill file. Editing can be very useful for adding information to the file or making it even more personalised.

Fill Forms

`+` M ——————→ (+ Mail)ref(− Mail)

`−` M ——————→ (+ Mail)date(− Mail)

(+ Mail)address(− Mail)

Dear (+ Mail)sal(− Mail)

Re: Insurance Cover

Thank you for your recent enquiry about insurance. I
enclose details of the cover offered by our popular
Total Care package of holiday insurance.

Please contact us at any time to obtain immediate
cover or for more information.

Your sincerely

Helen Carewell
Insurance Manager

Encl.

EXIT / **F10**
Finish edit
ENTER

Press **F** (Fill)
ENTER

Mailshot

LS2 and LSPC can be used to produce personalised versions of one standard letter. A standard document is created, like the letter you have created for fill files and then merged with a data document that stores the variable text. The two documents are subsequently merged to produce the mailshot.

Instructions for Creating the Data File

- Press **C** to create a new document called *Data.Doc*.
- Type an item-name pattern to match those in the standard letter as follows:

  ref **Return**
  date **Return**
  address **Return**
  Return
  sal Alt – Return (PC Users: Ctrl – Return)
- Type corresponding sets of variable information to match the pattern remembering to put in an extra **Return** after the last line of the address:

  HRT/001 **Return**
  8 June 1990 **Return**
  Mrs P Wigmore **Return**
  11 Holly Tree Rise **Return**
  HAILEYBURY **Return**
  Lenshire **Return**
  Return
  Mrs Wigmore Alt – Return (or PC Users: Ctrl – Return)
- Press **EXIT/F10**, select *Finish edit*, press **Enter**.
- At the Disc Management, highlight *Letter1* with the cursor and press **M** (Merge).
- When prompted, highlight the *Data.Doc* and press **Enter**.
- At the printing options menu, press **Enter**.
- The letter is displayed on screen with the variable slots filled with the information from the data file.
- Set your printer and select *Print result*.
- The first letter is printed and the second appears on the screen.
- Continue to print each letter until all are complete.

Helpful Tips

Item-names in the data document must match those in the standard document. The pattern for the variable slots is set up at the beginning of the document using the item-names. Each set of variable data is then separated by a page break command Alt – Return (or Ctrl – Return).

An extra **Return** key is used to terminate the address. This means that the number of lines in the address can vary. When the program encounters the extra **Return** at the end of the address, it knows that it must move to the next variable slot.

When merging the *Manual* operation allows you to view each document before printing. *Automatic* causes documents to be merged automatically and printed in turn.

Mailshot

Press C (Create) from Disc Management to create a document
Type *Data.Doc*

(+ Mail)ref(– Mail)

(+ Mail)date(– Mail)

(+ Mail)address(– Mail)

Dear (+ Mail)sal(– Mail)

Re: Insura

Thank you f
enclose det
Total Care

Please cont
cover or fc

Your sincer

Helen Carew
Insurance M

Encl.

```
A:BLANK/DATA.DOC        Editing text            Printer idle.  Using A:
-Layout      -Pi10  -LS1  -LP6                         Page   1  line  1 of  57
f1=Show    f2=Layout  f3=Emphasis  f4=Style  f5=Lines  f6=Pages  f7=Modes  f8=Blocks    Exit
0........1       →    2  →   → 3        4          5          6         7 |.......8...|....|
           ref↵
           date↵
           address↵
           ↵
           sal↵
           _____

           HRT/001↵
           8 June 1990 ↵
           Mrs P Wigmore ↵
           11 Holly Tree Rise↵
           HAILEYBURY↵
           Lenshire ↵
           ↵
           Mrs Wigmore ↓
           _____

           HRT/002 ↵
           8 June 1990↵
           Mr R Leadbetter↵
           90 Avenue Walk ↵
           SLYWELL↵
           Lenshire↵
           ↵
           Mr Leadbetter ↓
           _____

           HRT/003↵
           8 June 1990 ↵
           Miss S Crawford↵
           15A The Flats ↵
           HIGHTON ↵
           Lenshire ↵
           ↵
           Sally ↓
```

Extra Return
to terminate
address

Alt – Return
or
Ctrl – Return
to break page

EXIT / F10
Finish edit
ENTER

Highlight *Letter1*
Press M (Merge)
Highlight *Data.Doc*
ENTER

LocoScript Commands

Quick set and clear

+	−	B		Bold
+	C			Centre
+	−	D		Double
+	−	I		Italic
+	−	K		Keep lines together
+	−	L	T	Layout
+	−	L	P	Line pitch
+	−	L	S	Line spacing
+	L	L		Last line of page

+	L	P	N	Last page no.
+	−	P		Pitch size
+	P	N		Insert page no.
+	−	R	V	Reverse video
+	R	J		Right justify
+	−	S	B	Subscript
+	−	S	R	Superscript
+	−	U	L	Underline
+	W			Word underline
+	U	T		Unit

Disk Management Menu

C	Create text
E	Edit text
P	Print file
D	Direct printing
F1	Disk Change
F2	Inspect details of file
F3	Copy file
F4	Move file
F5	Rename file, recover from limbo, rename group, rename disk
F6	Erase file
F7	Add on extra software packages
F8	Shows limbo/hidden files

Printer Menu

F1	Options
F2	Paper – Waiting for paper
F3	Actions – Direct printing, page offset
F5	Document/Reprint, mangled paper
F7	Reset printer, abandon printing
F8	On/Off line

F1	Show menu	(codes, spaces, blanks, rulers, effectors)
F2	Layout Menu	(insert brand new layout, layout ?, base layout; edit current layout, edit layout?)
F3	Emphasis Menu	(bold, double print, underline, reverse video)
F4	Style Menu	(pitch 10, 12, 15, 17, proportional spacing, italic, super/sub scripts, double width)
F5	Lines Menu	(centring, justification, line spacing, line pitch, soft/hard spaces/hyphens)
F6	Pages Menu	(end page here, last line of page, keep lines together, insert page number)
F7	Modes Menu	(edit header, edit identify text, insert file, disc management whilst editing)

F7	**Options Menu**		(setting up the page)
	F1	Layout	(pitch, line pitch, line-spacing, italic, justify, left margin, right margin, tabs)
	F3	Characters	(zero with/without slash decimal point/comma)
	F5	Tab Count	(maximum no of layouts and tabs)
	F6	Breaks	(widows/orphans, paragraph breaks)
	F7	Page Size	(length of page, header/footer zone)
	F8	Pagination	(page numbering, headers/footers enabled)

F8	**Blocks Menu**	(save blocks and phrases)

LocoScript 2 Commands

Quick set and clear menu using `+` and `−`

`+` `−` `B`	Bold	`+` `−` `M`	Mail
`+` `C` `E`	Centre	`+` `−` `P` `?`	Pitch
`+` `−` `C` `R`	Extra carriage return	`+` `P` `N`	Automatic page numbering
`+` `−` `D`	Double strike	`+` `−` `R` `V`	Reverse video
`+` `−` `I`	Italic	`+` `R` `A`	Right align text
`+` `−` `J`	Justified right margin	`+` `S` `C`	Mark spelling correct
`+` `K`	Keep lines together on same page	`+` `−` `S` `B`	Subscript
`+` `L` `T` `?`	Layout	`+` `−` `S` `P`	Superscript
`+` `−` `L` `P` `?`	Line pitch (vertical lines to 1″)	`+` `−` `U` `L`	Underline
`+` `−` `L` `S` `?`	Line spacing	`+` `W`	Word underline
`+` `L` `L`	Last line	`+` `U`	Unit
`+` `L` `P` `N`	Last page number	`+` `−`	Hard hyphen
		`+` `space`	Hard space

Disc Management Menu

`C`	Create text	
`E`	Edit text	
`P`	Print file	
`D`	Direct printing	
`F`	Fill File	
`M`	Mail merge	

Printer Menu

`F1`	Actions	Resume printing, feed, reset
`F3`	Paper type	
`F5`	Printer	Character style, set, type
`F6`	Left offset	clear, increase, decrease
`F7`	Document	Reprint
`F8`	Options	

`F1`	Actions	Make ASCII file, add dictionary, show/load phrases, save/show blocks
`F2`	Disc	Copy, verify, format, rename disc
`F3`	File	Copy, move, erase, rename, recover from limbo
`F4`	Group	Rename group
`F5`	Document	Inspect document, set first/total pages
`F6`	Settings	Paper type, character style, printer
`F7`	Disc change	Register disc change
`F8`	Options	Show limbo/hidden files

Editing Text Menu

F1	Actions	Document, edit identity, insert text, disc manager, show phrases/blocks
F2	Layout	New/change/exchange/replace layout, centre, right align, clear justification
F3	Style	Underline, bold, double strike, italic, superscript, subscript, reverse video
F4	Size	Character pitch (10, 12, 15, 17, PS), line-spacing, CR extra, line pitch
F5	Page	Find page, end page, last line, keep lines
F7	Spell	Spelling checker
F8	Options	Codes, spaces, blanks, rulers, symbols

Document Setup Menu

F1	Actions	Delete header/footer
F5	Page	Paper type, page layout, header/footer options, page break control, page numbers
F6	Printing	Character style, character set, printer type

Editing Layout Menu

F1	Margins	Set left/right margins
F3	Tabs	Set simple/right/centre/decimal tab, tabs at regular intervals, clear single/all
F5	Stock	10 stock layouts
F7	Name	Name layout
F8	Options	Set justification, italics, decimal marker, zero character, scale pitch for ruler

LocoScript PC Commands

Quick set and clear menu using `+` and `−`

Keys					Command
`+`	`−`	`B`			Bold
`+`	`C`	`E`			Centre
`+`	`−`	`C`	`R`		Extra carriage return
`+`	`−`	`D`			Double strike
`+`	`−`	`F`			Font
`+`	`−`	`I`			Italic
`+`	`−`	`J`			Justified right margin
`+`	`K`				Keep lines together on same page
`+`	`−`	`L`	`G`		Language
`+`	`L`	`T`	`?`		Layout
`+`	`−`	`L`	`P`	`?`	Line pitch (vertical lines to 1″)
`+`	`−`	`L`	`S`	`?`	Line spacing
`+`	`L`	`L`			Last line
`+`	`L`	`P`	`N`		Last page number
`+`	`−`	`M`			Mail

Keys					Command
`+`	`−`	`O`			Outline
`+`	`−`	`P`	`?`		Pitch
`+`	`P`	`N`			Automatic page numbering
`+`	`−`	`P`	`R`		Printer
`+`	`−`	`R`	`V`		Reverse video
`+`	`R`	`A`			Right align text
`+`	`S`	`C`			Mark spelling correct
`+`	`−`	`S`	`B`		Subscript
`+`	`−`	`S`	`P`		Superscript
`+`	`−`	`S`	`W`		Shadow
`+`	`−`	`U`	`L`		Underline
`+`	`W`				Word underline
`+`	`U`				Unit
`+`	`−`				Hard hyphen
`+`	`space`				Hard space

Disc Management Menu

Key	Name	Description
F1		Export document, integrate printer, run database, create datafile, squash datafile
F2	Disc	Set volume label, redisplay this drive, update all drives
F3	Files	Copy, move, erase, rename, set tags
F4	Tree	Directory show state, set home view, set identical view, make/remove directories
F5	Document	Inspect document, set first/total pages
F6	Settings	Paths, paper types, options, screen, keyboard, shifts
F8	Options	Set default list options, sort files

Editing Text Menu

F1		Document setup, edit identity, insert text, disc manager, run database, show phrases/blocks
F2	Layout	New/amend/exchange/update layout, centre, right align, justification
F3	Style	Underline, bold, double strike, italic, superscript, subscript, reverse
F4	Size	Character pitch (10, 12, 15, 17, PS), line-spacing, CR extra, line pitch
F5	Page	Find page, end page, last line, keep lines, find/exchange
F7	Spell	Spell checker
F8	Options	Codes, spaces, blanks, rulers, symbols

Document Setup Menu

F1		Delete header/footer, edit identity, insert text, disc manager, run database, show phrases/blocks
F5	Page	Paper type, page layout, header/footer options, page break control, page numbers
F6	Printing	Select printer

Editing Layout Menu

F2	Font	Set font
F5	Stock	10 stock layouts
F6	Margins	Set left/right margins
F7	Tabs	Set simple/right/centre/decimal tab, tabs at regular intervals, clear single/all
F8	Options	Name layout, set justification, decimal markers, scale pitch, language

Printer Menu

F1	**F9**		Suspend printing, feed, reset
F2	Reprint		
F3	Printer		Select/amend/remove printer
F4	Font		Select current/integrated font
F5	Paper		Set quality, micro-justification
F7	Options		Set sheet feeder
F8	Port		Select printer interface
F10	Exit		

PCW Special Keys

ALT	Used with cursor keys to move backwards through document, alternative characters
EXTRA	Used for creating alternative characters
CAN	Cancel operation
DEL→	Delete text to right of cursor
←DEL	Delete text to left of cursor
ENTER	Used for implementing a command
EXIT	Used for leaving a mode, menu or document
EOL	Move to end of line
EXCH/FIND	Find/exchange word/words
RELAY	Used for reformatting text after editing
TAB	Used for moving to tab position
+ **−**	Used for setting/cancelling options
STOP	Used for stopping an operation
CUT	Erasing text
COPY	Copying text
PASTE	Pasting text
PTR	Printer control options
DOC/PAGE	Used for moving the cursor to the end of a page or to the end of the document
UNIT/PARA	Used for moving the cursor to the end of a paragraph or unit
WORD/CHAR	Used for moving the cursor a character or word at a time
ALT+RETURN	Manual page break
SHIFT+EXTRA+EXIT	Reset system
SHIFT+EXTRA+PTR	Print screen
SP.CHK	Spell check

ILLUSTRATED LOCOSCRIPT

Susan Rogers

Illustrated LocoScript, covers all versions of LocoScript: LocoScript, LocoScript 2, and the latest release LocoScript PC designed for use on personal computers.

This book is a concise guide for beginners and a useful reference for the more experienced.

The projects illustrated are based on practical tasks used in modern business. The step by step directions minimise the use of computer jargon and lead the user from simple word processing to more advanced techniques.

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