

Y W U V Y Z  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

# YOUR FRIENDLY AMSTRAD

WORD  
PROCESSING  
ON THE  
AMSTRAD  
PCW 8256 & PCW 8512

DAPHNE MACARA



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**WORD PROCESSING**

**ON THE**

**AMSTRAD**

**PCW 8256 & PCW 8512**

**Daphne Macara**



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**FINDING YOUR WAY  
AROUND LOCOSCRIPT**



## YOUR FRIENDLY AMSTRAD

You can't harm it unless you spill your coffee over it or drop it. And it's tougher than it looks; so don't be afraid that it might blow up in your face. It won't !

If you forget to do something you should have done it will beep softly to remind you that it's waiting. And it will tell you pretty sharply and not too politely if you're doing anything wrong.

When you get your AMSTRAD PCW (Personal Computer Word Processor) you will also get two double-sided discs (Sides 1/2 and 3/4):

**Side 1: LOCOSCRIPT** is used to run the Word Processing program.

**Side 2: CP/M Plus** is used to run the computer; copy discs; and format blank discs to make them ready for use.

If you only want to use the Word Processor and possibly run commercial programs through the computer you need not bother about Sides 3 and 4 for the time being.

**SWITCHING FROM CP/M PLUS TO LOCOSCRIPT** or vice versa. No need to switch off just press **[SHIFT] [EXTRA] [EXIT]** together which will return you to a blank lit-up screen. Then insert the other side of the disc.

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

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

**IF YOU ARE AN EXPERIENCED LOCOSCRIPT USER** you can skip Pages 1-11, but do look through the CONTENTS and HELP pages to see what this book contains. You may have overlooked something that could make your work a great deal easier in future.

**IF YOU ARE USING LOCOSCRIPT FOR THE FIRST TIME** read through Pages 1-11 and spend some time familiarising yourself with the Command Keys [Pages 6-7].

The technical bits (copying, formatting) may sound frighteningly unfamiliar but you will quickly gain confidence if you follow the instructions in these pages and on screen and find that you've pressed all the right keys in the right order.

**COMPUTER JARGON:** *Computers and Jargon* belong together like whisky and soda or sugar and spice. In this book, however, jargon is kept to the minimum necessary to permit LocoScript users to communicate with each other in a common language. Where such words appear in the early pages they are printed in italics to remind readers that they can check the interpretations on Page 5 of the LocoScript Course.

## DRIVES

**DRIVE-A:** The PCW 8256 has one drive, Drive-A (slot top right of screen).

**DRIVE-B:** If you have the PCW 8512 or have added a second disc drive to your PCW 8256 you also have Drive-B (bottom slot right of screen).

**DRIVE M:** exists only in the computer's memory, in computer jargon it is called the RAM Drive (Random Access Memory) It is faster than the A and B drives and because files created in Drive-M remain there until the PCW is switched off, regardless of how many times you change discs, it can be used for copying or moving a file from one disc to another.

**WARNING:** As everything you put into Drive-M is lost for good when the PCW is switched off, you should move your files into the A (or B) Drive as soon as practicable, just in case you forget they are there.

## DISCS

The PCW 8256 and PCW 8512 use 3-inch floppy discs on which to store LocoScript documents. Once your files are safely saved the disc can be put into (and worked on in) any other PCW 8256 or in the same drive of a PCW 8512.

**SYSTEM DISCS:** You should make copies [Page 10] of the LocoScript program (Side 1) and CP/M Plus (Side 2) and of any commercial program you buy. Put the originals away for safe keeping and use the copies for *booting up*.

**START-OF-DAY DISC:** This is the copy you make of the LocoScript program (Side 1).

**BLANK DISCS:** These are discs which must be *formatted* before you can work on them, although when you are *copying* a disc you don't need to format it first.

**DATA DISCS** are completely clear of the files that are on your Start-of-Day disc. You have to format a Blank disc for this purpose [Page 11]. Your data (text) may be saved on disc permanently, or until such time as you want to alter or scrap it.

**CHANGING DISCS:** Every time you take your Start-of-Day disc out of the Drive and insert a Data disc (or change one Data disc for another) you must press **f1** and you will then see the names of the files on the Disc Management display [Page 3] change to those on the new disc.

**HOW MANY DISCS ?** Having too many discs is almost as bad as having too few, but it may be difficult, when you first start using the word processor, to decide whether you can make do with one disc at a time or need to have several on the go (for letters, articles, invoices, mail shots and so on). And you must use different discs on which to store your LocoScript documents and any work you do when using the PCW as a personal computer.

## FIRST THINGS FIRST

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

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

**ONLY** take a disc out of the *drive* when the Disc Management display [see below] is on the screen (if you are using LocoScript) or the A> prompt is on the screen (if you are using CP/M Plus).

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

**DON'T** switch the PCW off if you are only leaving it for half-an-hour or so. Take the disc out of the *drive* Put your finger under the word *Brightness* on the right of the monitor opposite *Power* and turn the thumbwheel to the right to dim the screen and avoid *screen-burn*.

## STARTING UP

Switch the PCW on by pressing the *Power* button bottom left of the monitor. Wait for the screen to light up. Then put your Start-of Day disc in the drive. with the edge of the disc showing Side 1 pointing to the screen.

**Copying the System discs:** Put CP/M Plus (Side 2 of your System disc) into the drive with the arrow on the edge of the disc pointing towards the screen.

A 'venetian blind' effect will move from the top of the screen to the bottom. If this does not start within a few seconds press the [SPACE BAR] (the long unnamed key a the front of the keyboard).

The screen will change, and a little way down you will see A> this is known as the A-prompt and is the first step you must take in order to copy the System discs and format blank discs. Instructions on Page 10, together with screen prompts, will guide you through the copying and formatting processes.

**When you have copied Side 1 and Side 2 of the System disc** go straight on to format least one blank disc on which to store your work [Page 11]. In future you will use the copy discs for *booting up*.

Now you can take the disc out of the drive and either (a) switch off; or (b) press **[SHIFT] [EXTRA] [EXIT]** which will return you to a blank lit-up screen. Then insert your copy of the LocoScript disc with Side 1 facing the screen.

**DISC MANAGEMENT DISPLAY:** At the top of the screen the Highlighted Header [Page 9] contains details of the keys to be pressed to give instructions to the computer. Below this three boxes contain particulars relating to the three drives [Page 2] And the rest of the screen is occupied by four columns (groups) [Page 8] showing the files stored in each. To see files (if any) in the remaining four columns cursor → right or left ←

## KEYBOARD

All the keys are here which you find on the traditional QWERTY keyboard (look at the first 6 keys to the right of TAB second row from the top) **[SHIFT]** (for upper case = capitals) **[SHIFT LOCK]** (to hold SHIFT) **[TAB]** and the **[SPACE BAR]** as well as all the familiar numerals and symbols such as £ & and !

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

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

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

In the top row, above the big **[RETURN]** key are two Delete keys. Delete a mistyped letter or letters or an unwanted space space by placing the cursor:

**ON** the letter to be removed and pressing **[DEL →]**  
**TO THE RIGHT** of the letter and pressing **[← DEL]**

**FUNCTION KEYS:** To the right of the big **[RETURN]** key are the keys you press to give your instructions to LocoScript via the *menus* (highlighted panels). The function of the *f* keys change as the Highlighted Headers [Page 9] change. These keys are shown in **bold** type in this book.

**MENUS:** After pressing an *f* key to call down a menu you can either press **[CAN]** (above the *f* keys or cursor onto the instruction you want to give and press **[ENTER]** Once you have brought down a *menu* you **must** either cancel it or enter an option before you can make another move.

**COMMAND KEYS** [Pages 6/7] are the keys with short, unfamiliar names **[ALT]** **[EXTRA]** **[PTR]** **[EXIT]** **[RELAY]** **[ENTER]** and so on. These keys are shown in square brackets and bold type in these pages.

**[RETURN]** is **only** used to start a new paragraph or add an additional line between paras. A word is automatically moved to the next line if it is too long to be fitted in before the right margin is reached. This process is known as *word wrap*.

**CODES:** On either side of the **[SPACE BAR]** are two very important keys which you can use to by-pass the *menus*. On the left **[+]** which you press when, for example, you want to change to **Bold** or *Italic* type [Page 26] or change the Character Pitch (type size) [Page 27].

Press **[-]** (on the right of the **[SPACE BAR]**) when you are ready to return to normal [Pages 26/27].



## ALTERNATIVE KEYBOARD

Page 10 of the Amstrad Manual illustrates three keyboards. The main keyboard plus keyboard with [ALT] and keyboard with [EXTRA].

**Press [ALT] and the overprinted key simultaneously** to get required character in middle keyboard. For example: [ALT] and h = ◀ : [ALT] and k = ▶

**Press [EXTRA] and the overprinted key simultaneously** to get character in lower keyboard. For example: [EXTRA] and c = © : [EXTRA] and . = |

**Some useful ALTS and EXTRAS to remember:**

Divide	÷	ALT and /
Times	x	ALT SHIFT and ?
Cent		EXTRA and 4
Copyright	©	EXTRA and c
Degree	•	EXTRA and 5
Registered	®	EXTRA and r
Backslash	\	EXTRA and 1/2
Vertical line		EXTRA and .
One-eighth	1/8	ALT and 1
One-quarter	1/4	ALT and 2
Three-eighths	3/8	ALT and 3
Five-eighths	5/8	ALT and 5
Three-quarters	3/4	ALT and 6
Seven-eighths	7/8	ALT and 7

Thirty-three and one-third:

**33 [+]  
SR 1 [-]  
SR \ [+]  
SB 3 [-]  
SB = 33 1/3**

Sixty-six and two thirds:

**66 [+]  
SR 2 [-]  
SR \ [+]  
SB 3 [-]  
SB = 66 2/3**

**DO NOT LEAVE SPACES** between the codes when typing; they have been put in examples to make them easier to read.

## ACCENTED CHARACTERS

Press [ALT] or [EXTRA] depending on which keyboard the accent is shown. Press the required combination of keys: first the accent, then the letter associated with it. The accent will appear over the letter when the document is printed. Type an accent on its own by pressing the appropriate keys and [ENTER]

## COMMAND KEYS

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

**Starting top left of the keyboard, and ending top right with the [DEL] arrows they are:**

**STOP:** If you accidentally press DOC instead of PAGE when editing press [STOP] [STOP] to stop the LocoScript *scrolling* down to the bitter end of a long document [Page 33].

**TAB** is for tabulator. Typists will know the familiar go-to Tabs but LocoScript offers several others [Page 29]

**ALT:** Used with specified keys to produce figures or symbols from the Alternative Keyboard [Page 5]. Also used to move the *edit cursor* up the screen or back to the beginning of a line [Page 24]. Can also be used with [ENTER] as an alternative to [SHIFT LOCK].

**EXTRA:** Used with specified keys to produce symbols from the Alternative Keyboard [Page 5] Used with [SHIFT] and [EXIT] when resetting the computer to go from LocoScript to CP/M Plus or vice versa. With [PTR] to make Screen Dumps [Page 36].

**[+]** Press (followed by the appropriate letter/s) to call up an emphasis code [Page 26] change the pitch [Page 27] keep lines of a paragraph all together on the same page [Page 23] or change the layout of a page or part of a page [Page 32].

**SPACE BAR:** The long unnamed bar between [+] and [-] Easiest key to use when copying or formatting a disc and instructed to *Press any other key*.

**[-]** Press to cancel a code and return to normal type.

**PTR:** When you press [PTR] the Highlighted Header, and the functions of the f keys will change [Page 36] If you press [PTR] accidentally Printer will flash top left of the Highlighted Header and you must press **[EXIT]** to return to normal [Page 36].

**EXIT:** You must always press [EXIT] after calling up a printer menu. And if you have gone from *Editing Text to Disc Management* [Page 33] you must press [EXIT] to return to the document.

**RELAY:** LocoScript will reformat a paragraph when you press [RELAY] in the course of creating or editing a document, perhaps because you inserted new text into (or have taken text out of) an existing paragraph and the para breaks up [Page 24].

**THE GRID** (between the cursor arrows): Press immediately after pressing [+] and the Code letter *menu* will appear. If you press the Grid when using [UNIT] [FIND] or [EXCHANGE] the computer will bleep when it arrives.

**ENTER:** You need to press [ENTER] to confirm most commands. From Disc Management, for example: **f3** to copy [Page 44] or **f4** move [Page 45] a document: **f5** rename a document [Page 43]: **f6** put a file into Limbo [Page 46]: **f7** make an ASCII file [Page 48]: **f8** Show Limbo or Hidden files [Page 46]: **C** Create a document [Page 23]: and **P** print a document [Page 35].

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

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

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

**LINE** with [ALT] and [SHIFT] takes the cursor back to the beginning of the same line. [SHIFT] and [LINE] takes it to the beginning of the line below.

**RETURN** is used only when an extra line of space is required between paras.

**FIND** will find any word or phrase in a document [Page 44]

**EXCH** will exchange one word or phrase for another [Page 44]

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

**DOC** moves the cursor to the end of a document consisting of more than one page. [ALT] and [DOC] move the cursor to the top of the document [Page 24]

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

**UNIT** sends the cursor down to a [+] UT code if one has been inserted [Page 33]

**PASTE** into the document, a section which you have copied and cut [Page 26]

**COPY:** You must press this key to copy text which you want to cut and paste into another position, or insert as a Block into another document [Page 25]

**CUT** is pressed to delete a section of type (para or page) or as part of the Copy, Cut and Paste routine [Page 25].

**CAN:** After you press one of the *f* keys [Page 4] and bring down a menu you must press [CAN] to cancel it or [ENTER] an option before you can make another move.

**DEL** → Press to delete a character (or space) **underneath** the cursor [Page 24]

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

## WORKING WITH LOCOSCRIPT

If you had switched off after copying and formatting, switch on again, and when screen lights up put your LocoScript copy disc (Side 1) in the *drive*.

The 'venetian blind' you saw before will move from the top to the bottom of the screen and a message will appear, informing you that this is *Locomotive Software's LocoScript v 1.20* then the print head will shoot back to the left of the printer.

## THE CHANGING SCREEN

When the Disc Management display appears take the disc out of the *drive* and insert your Data disc. Press **f1** and the screen will change. At the top is the Highlighted Header containing details of which keys are to be pressed to, for example: **C** Create a document (open a file): **E** Edit (an existing document): **P** Print a document.

**KILOBYTES: 0 is for zero: k is for kilobyte** (approx. 1,024 characters). When you Finish Editing a document, and return to Disc Management display, against the name of the document you will see 1k (or more) even if you have only written one line.

If you are editing (returning to a document to add to it or make corrections) a long document you could get the dreaded DISC FULL message if the number of kilobytes in your A-Drive, or in M-Drive, are nearly exhausted [see Page 24 and HELP Page 1].

**DOCUMENTS** are also known as *files*. In theory you may have up to 64 files on an A-Drive disc but in practice you may get as few as 54 because long document (greater than 16k) will become two files or even more without revealing the fact on Disc Management.

So if you have several pages in your documents you could get a DIRECTORY FULL message earlier than you expect it [**ENTER** Run Disc Manager] and turn to HELP Page 2.

**GROUPS** are the computer equivalent of drawers in a filing cabinet. When you starting working in a hitherto empty group on a newly formatted disc all the drawers in the cabinet are empty, but each time you Create and Finish Editing a document you are actually putting a file into one of eight drawers (Groups 0-7).

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

**DRIVE-M:** If this is a newly formatted disc Group-0 on Drive-M will contain a file in it named TEMPLATE.STD and no matter how often you change discs during the day, Drive-M will continue to show this file. If this TEMPLATE.STD is the only file showing on screen when you load the program but you can see that the Drive-A box contains some files, press the left cursor arrow **←** to move into the appropriate group.

## HIGHLIGHTED HEADERS AND THE F KEYS

The Highlighted Headers, top of the screen, and the functions of the *f* keys, change depending on whether you are in Disc Management or Editing Text or Pagination.

**DISC MANAGEMENT:** When you have *booted up* the LocoScript program and the Disc Management display appears, this is the Highlighted Header you will see at the top of the screen. The Header remains the same when you put a Data disc into the Drive.

On the top line are the words *Disc Management* and *Printer Idle* and finally *Using (none)* On the middle line are the letters you must press to Create [Page 23] Edit [Page 24] Print [Page 35] Rename [Page 43] or Erase [Page 46] a document. And the bottom line shows the functions allotted to the *f* keys.

**EDITING TEXT:** When you Create or Edit a document the Header changes. On the left of the top line are the number or name of the group and the document; then the words *Editing text* and *Printer idle* and finally, *Using A* (or possibly *Using A: M:*) Or if you have two drives and are working in the lower: *Using B* (or *Using B: M:*)

In the middle line are the Layout number [Page 32] Pitch (PI) [Page 27] Line Spacing (LS) [Page 13] Line Pitch (LP) [Page 26] and on the right the number of the page [Page 16] and the number of the line which the cursor is on [Page 23]. On the bottom line are the numbers of the *f* keys and the functions now allotted to them.

**EDITING PAGINATION** is the Header you see immediately after pressing **f7** to Edit Header. Once again the functions of the *f* keys have been changed. Into this Header you can put text [Page 15] and page numbers [Page 16] which are to appear in the header and footer zones. Press **f7 f1** and another Header will appear.

**EDITING BASE LAYOUT:** The middle line has changed back to show the Pitch, Line Pitch and Line Space as in *Editing text* but with two additions: *Italics* [Page 26] and *Justification* [Page 14] while the bottom line shows the *f* keys to be pressed to set the margins and tabs [Page 14] and make Blocks [Page 30] or Phrases [Page 31]

**EDITING LAYOUT:** If, from *Editing text* you press **f2** for Brand New Layout you will get a similar header to *Editing Base Layout* but instead, on the top line you will see *Editing Layout 1* (unless you have several different layouts in the document in which case it might read Layout 2 or 3) [Page 32]. Press **f2 [ENTER]** to take a look at this Header then **[CAN]**

**PRINTER ACTIONS:** When you press [PTR] a different Header will appear. Follow by pressing the appropriate *f* key: **f1** will allow you to change from High to Draft Quality and set the printer for Single sheet paper or Continuous stationery [Page 34]. Press **PTR f1** to take a look at this Header, then **[CAN] [EXIT]**

**If the message *Waiting for paper*** appears in the Highlighted Header press **PTR f2 [ENTER]** Clear Waiting for Paper] then press **PTR f1** and delete [-] Paper out defeat **PTR f3** [see Page 37] **PTR f5** reprint from Page ? **PTR f7** abandon printing and reset printer **PTR f8** stop printing temporarily. Press **[EXIT]** to start printing again.

## COPYING DISCS

Discs have **Write Protect holes** on either side which can be opened to prevent the information they hold being overwritten. On Amsoft and Panasonic discs this is a white tab top left of each side of the disc: push down to open. On Maxell discs it is a red spot: slide over to the centre to open.

The holes on your System discs are opened and permanently *write protected*. But keep the holes on your Blank discs and Data discs closed so that you can write on them.

The disc you are copying **from** is referred to as the *disc to read*.

The disc you are copying **to** is referred to as the *disc to write*.

You need not format a Blank Disc before copying as it is automatically formatted during the copying process.

1. Switch the PCW on and when the screen lights up **insert Side 2 CP/M Plus** disc into Drive A (top slot) with the arrow pointing to the screen.

When the A> prompt appears on screen: type **diskit**

- 2.
3. Press **[RETURN]**

When prompted **remove disc**

4. Press **[SPACE BAR]**
- 5.
6. Press **f5** (to copy)

**Insert Side 1 of System Disc** (disc to read)

Press **Y** (meaning YES)

- 7.
8. The computer will read the disc and as each track is read the numbers 1-19 will appear top left of screen
- 9.

**Remove System Disc from drive**

**Insert Side 1 of Blank Disc** (disc to write)

Press **[SPACE BAR]**

- 10.
- 11.
12. The computer will write on the blank disc and the numbers 1-19 will appear top left of the screen
- 13.

14. Repeat paras 4-11 and tracks 20-39 will be **read from** the System Disc and **written on to** the Blank Disc

15. Follow the instructions on the screen to copy the other side of the disc, copy another disc, format, verify or **[EXIT]** from the program

When you have copied the system disc put it away for safe keeping and use your copy instead. In addition to copying the LocoScript and CP/M Plus discs you should also make copies of any commercial program you buy.

## FORMATTING BLANK DISCS

There are no tracks on a new disc, so before it can be used to store your work it must be *formatted*. Discs for use in Drive-A must be formatted on **both** sides and each side can store the same amounts of data.

**WARNING: Formatting automatically erases any work stored on the disc.** And formatting either side of a disc formatted in Drive-B erases all the data which is stored on the disc.

1. Switch on the PCW or  
If you have been working with LocoScript  
take the disc out of the *drive*  
Press **[SHIFT] [EXTRA] [EXIT]**
2. When the screen lights up **insert Side 2 (CP/M Plus)**
3. When the A> prompt appears on screen  
type **diskit** and press **[RETURN]**
4. When prompted **remove disc from drive**
5. Press **[SPACE BAR]**
6. Press **f3** (to format)
7. Insert Side 1 of Blank disc with arrow pointing to screen
8. Press **Y** (*meaning Yes*)
9. The computer will start *formatting* the disc  
As each track is formatted the numbers (1-39)  
appear top left of the screen
10. When prompted remove disc from *drive*
11. Press **[SPACE BAR]**
12. Insert Side 2 of Blank disc with arrow pointing to screen
13. Press **Y** (*meaning Yes*)
14. When formatting is completed remove disc from *drive*  
Press **[SPACE BAR]**

## VERIFYING

It only takes a few moments to verify that a disc has been formatted or copied:

1. Press **f1** (to verify)
2. Insert Side 1 of formatted disc Press **Y**
3. Press **[SPACE BAR]**
4. When you have verified both sides of the disc **[EXIT]**

## RETURNING TO LOCOSCRIPT

Take the disc out of the drive, press **[SHIFT] [EXTRA] [EXIT]** and the screen will go blank but will be lit up. Put your Start-of-Day disc in the drive, wait for Disc Management to appear, take the disc out, insert your Data disc and press f1

## HINTS : TIPS : WRINKLES

**SWITCHING OFF** is only necessary if you are closing down the system for the day. If you only want to take out your LocoScript disc and replace with CP/M Plus, or your Start-of-Day disc just remove the disc from the drive and press **[SHIFT] [EXTRA] [EXIT]** to reboot (reset) the PCW.

---

### KEEPING AN EYE ON SLOW PAYERS

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

When customer 123 settles his account cursor on to the document in Disc Management, press **f5** and rename the file **PAID.123**

Do this daily, weekly, or before you go to the bank so when you next put the disc in the drive you will see at once which accounts have been settled and which are still outstanding.

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### EDITING DOCUMENTS I

Better men than you have attempted to edit on screen. Forget high-tech: print out in draft and edit the low-tech way like your grandfather did, with scissors and paste (or paper clips). When you are confident you've got it right go back into the document and whizz around with Copy, Cut and Paste the new-tech way.

---

### MAKING A BACK-UP FILE

Always copy important documents onto another disc in case of some unforeseen disaster. With a single drive you have to do this via Drive M [Page 44] Copying will be quicker if the files you are copying are in Group 7 (closest to Drive M).

If you rename the Drive M group and the group in the back-up disc with the same name as the original group you will only need to type **M** or **A**, as the case may be, against 'Drive'

If you have a second drive copy the Drive A files from Group 7 into Group 0 on Drive B (or vice versa of course)

---

### LEADERS

If you want to run leaders ..... across the page to a page number turn off the Codes Press **f1 [-] [ENTER]** Press **f2** cursor down to the ruler line and put in tabs **f3** one, two or three or four spaces before the right margin **[EXIT]** Alternatively enter the tabs after the Leaders and page numbers.

*More Hints, Tips and Wrinkles on Page 42*



## TEMPLATE STD

A TEMPLATE STD is the basic layout of the document, its pattern: Size of Type (Pitch): Space between lines (Line Space): Six or Eight lines per inch (Line Pitch): Margins, Tabs and, if you want a straight right margin, (Justification).

There can only be one TEMPLATE STD in a group and every new document you create in that group will automatically use that template. It is advisable to create different templates in different groups for different purposes. Press C type **TEMPLATE STD** then press f7 [**ENTER** Edit Header] [Page 14].

## SHOW MENU

Press f1 for the Show Menu Tick with a **[+]** whichever options you want shown on screen and delete **[-]** those you don't want **[ENTER]**. The options you ticked will appear on screen but won't print out and do not affect the length of the line.

**CODES:** Your instructions to insert emphasis codes (Bold, Italic, Underline, Centre etc) will be shown on the screen in brackets. [Page 26]

**RULERS:** The ruler is the dotted line just beneath the highlighted heading on every document. If you change the layout a second ruler line will appear showing any change of tabs or margins.

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

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

**EFFECTORS:** Curved arrows indicate a carriage return. Small arrows indicate tabs. A small thick arrow means End of page.

**You may give Show instructions** when making a template (to show Codes, for example) and they will be included in every document in that group. Or you can put them in when creating a document (editing text) and take them out again when you no longer need them.

## LINE SPACING

No matter what Line Spacing ( $1/2$ , 1,  $1\frac{1}{2}$ ,  $2\frac{1}{2}$ , 3) you have included in the template **the lines on the screen will be single spaced**. Don't worry, they will print out as instructed. Watch the line numbers middle line right in the Highlighted Header.

## SPECIAL CHARACTERS

The Characters Menu f3 gives you the choice of:

Zeros with or without slashes (without is the default setting) or press **[ALT]** and figure **0** when editing for slashed zero Ø. Stops or commas as **decimal points** (stop is the default setting).

## EDITING THE HEADER

1. Press **C** and press **[SPACE BAR]** to delete DOCUMENT.000 Type **TEMPLATE STD**
2. Press **f7** and with the cursor on Edit Header **[ENTER]**
3. Press **f7** and then **f1** and a new Header (Editing Base Layout) will be highlighted
4. **PITCH:** If pitch is highlighted at 12 (Pi12) and you want to change it type 10 [see Page 27 for alternatives] **[ENTER]** Then cursor right to:
5. **LINE SPACE:** The default setting is 1 for single line spacing (LS1). To change it type 1½, 2, 2½ or 3 **[ENTER]**
6. **LINE PITCH:** where default setting is for 6-lines per inch (LP6). If you want to change to 8-lines per inch type **8 [ENTER]**
7. **ITALICS:** If the whole document is to be printed in italics press **[+]** when Italics is highlighted. If not, and Italics is ticked **[-]**
8. **JUSTIFICATION:** If you want a straight right edge to the text throughout the document cursor on to highlight Justify and press **[+]** If there is a tick there already but you don't want the document justified press **[-]**
9. **LEFT MARGIN:** Press the down arrow **↓** and move the cursor right **→** or left **←** along the ruler line. When you come to the point at which the left margin is to be set press **f1**
10. **TABS:** Move the cursor along the ruler line pressing **f3** wherever you want to set a tab. To remove a tab cursor on to it and press **[-]**
11. **RIGHT MARGIN:** Move the cursor to where it is to be set, press **f2 [EXIT]**
12. **PAGE NUMBERS:** To change page numbers press **f8** and turn to Page 16. For numbers in different positions on odd and even pages see Page 17
13. **PAGE SIZE** Press **f7 f7** [Page 19] to change the number of lines per page
14. **Press f3** to change certain characters [Page 13] **f5** to increase the number of Tabs or **f6** for Page Breaks [Page 15]
15. **[EXIT] [ENTER Confirm]**
16. Now a new Header Editing Pagnation is on the screen
17. **Enter text and pagnation instructions** [Pages 15-17]
18. Press **f1** for the Show menu [Page 13]
19. **[EXIT] [ENTER Use this Pagnation]**
20. **[EXIT] [ENTER Finish Editing]**

## HEADERS AND FOOTERS

There is a blank zone at the head and foot of each page when it is printed. You may insert any text you choose into these zones and although it will not appear on the screen when you are editing it will print out on every page of the document.

The default setting for the Header zone is 9-lines (about 1½ inches) and for the Footer zone 7-lines (about 1 inch) but you may instruct LocoScript to give you whatever depths you want although you may need to spend some time experimenting before you get it right.

You may set up, or change, the text that is to be inserted in the header and footer zones at the same time as you are editing the Header or at any other time, before, during or after editing the TEMPLATE STD or any document.

Press **f7** and [**ENTER** Edit Header] then **f7 f7** to take you into the *Page size menu* Make the necessary changes to give you the space you need in the Header and Footer zones [Page 19] [**ENTER**] [**ENTER**] [**EXIT**] [**ENTER** Confirm] Back in *Editing Pagination* enter text, page nos. etc. as set out below: [Pages 15/16]

**HEADER:** Cursor to the top line, **above end of header 1**, type in any text that is to appear in the header zone at the top of each page of the document. You can use an pitch or emphasis code.

**FOOTER:** Cursor down to the first blank line **above end of footer 1**, type in the text that is to appear in the footer zone of each page of the document. [WARNING Page 17]

[**EXIT**] [**ENTER** Use this Pagination]

This will take you back to the document itself and you can then continue editing or [**EXIT**] [**ENTER** Finish Editing]

**A HEADER AND FOOTER ON EVERY PAGE:** Follow the instructions on this and the next two pages to set up a single Footer with a line above it to separate it from the main text. Footer Zone 7 Position **64**

## TABS

The *default* setting allows you 10-tabs press **f7** to Edit Header **f7 f5** for the *Tab Count Menu* to increase this number.

## PAGE BREAKS

Press **f7** to Edit Header [**ENTER**] Press **f7** then f6 Breaks for the *Breaks Menu*.

**WIDOWS AND ORPHANS:** You can instruct LocoScript to avoid printing out a page with one line missing (a widow) resulting in the last line appearing at the top of the next page (an orphan). Default setting is *Widows and Orphans prevented*.

**BROKEN PARAGRAPHS PREVENTED:** Here the *default* setting is *Allowed* Prevent page breaks by pressing [**+**] beside *Prevented* [**ENTER**]

## PAGE NUMBERING

[AM/P140]

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

If different documents in different groups or on different discs are to have the same text and page numbering instructions in the Headers or Footers you could make a phrase or phrases from Editing Pagination in order to avoid re-typing [Page 31].

From Disc Management press C press **f7** and [ENTER Edit Header] A different Highlighted Header *Editing pagination* will appear.

If the page number is to be printed at the head of the page stay in the blank space above the line which reads:

*end of header 1 : used for all pages*

If the page number is to be printed at the foot of the page cursor down to the space above the line which reads:

*end of footer 1 : used for all pages*

If there are 1-9 pages in your document press < or > for 10-99 pages press << or >> and for 100-999 (max) press <<< or >>>

**TO INSERT NUMBERS ON THE RIGHT OF EACH PAGE:** Press [+]**RJ** [+]**PN** >>

**TO INSERT NUMBERS ON THE LEFT OF EACH PAGE:** Press [+]**PN** <<

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

**Press the equal sign once** = if you want to number 1-9 pages

**Press twice** == for 10-99 pages: === for 100-999 pages

**Press** ==== for 1000-9999 pages (maximum number you can use)

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

**TO START WITH ANY PAGE NUMBER OTHER THAN PAGE 1:** Press **f7 f8** type in the number of the page which is to follow last page number in the previous document [ENTER] [ENTER] [EXIT] [ENTER Confirm]

To complete the edit here or at any previous stage:[EXIT] [ENTER Use this Pagination]

If this is a TEMPLATE STD  
[EXIT] [ENTER Finish Editing]

## DIFFERENT FIRST PAGE WANTED

You want to use your printed letterhead so don't want a page number or anything else in the Header on the first page of your document. But you also want to add your name (and perhaps a new partner's name) to the footer on the first page only.

Edit the Header and change the pagination by pressing **f7 [ENTER] f7 f8**. When the Pagination Menu appears cursor down and **[+] First Page Differs** (the default tick on *All pages same* will disappear).

Cursor down to *First Page* and **[-] Header enabled** cursor down again to *Last page* and **[-] Footer enabled [ENTER] [ENTER] [EXIT] [ENTER Confirm]** and you will be back with the Editing Pagination Header but the usual header and footer lines have now change.

**Enter nothing in the first space above** *end of header 1 : use only for the first page.*

**Above** *end of footer 1 : used only for the first page* type the text that is to be printed out in the footer on Page 1 only.

**Above** *end of header 2 : used for all pages except the first* type the text that is to be printed out in the headers on succeeding pages. **[EXIT] [ENTER Use this Pagination]**

**WARNING:** If your document has only one page the footer will only print out if there is a second page so press **[ALT]** and **[RETURN]** and on the second page press **[RETURN] [EXIT] [ENTER Finish editing] [RETURN] [EXIT] [ENTER Finish Editing]**. Print Page 1 then Press **PTR f7 [ENTER Confirm]**.

## DIFFERENT LAST PAGE WANTED

You want to include your name and address in the footer on the last page only. Unfortunately LocoScript will not allow you to have different first and last pages. The best way round this is to make a separate document of your last page and give it whatever header and footer you want. Press **f7** to Edit Header then **f7 f8** and enter the correct page number.

## DIFFERENT ODD AND EVEN PAGES

You want the page numbers and book title, chapter headings and so on, to appear on different sides at the head of odd and even pages. Press **f7** to Edit Header then **f7 f8** cursor down to *Odd/even pages differ* and **[+] When you get back to Editing Pagination** you will find different header and footer lines.

**HEADERS:** Above *end of header 1 used for all odd pages* type in the text to appear on the left of the header (on odd numbered pages) then press **[+] RJ [+] PN>>>** for the page numbers which are to appear on the **right**.

Above *end of header 2 : used for all even pages* press **[+] PN<<<** the press **[+] RJ** and type text to appear on the right.

**FOOTERS:** Follow the process set out above for odd and even Headers.

## PAPER MARGINS

Always put A4 paper in the printer with the left edge on the extreme left ridge behind the roller (not the left rib of the paper tray). The settings in the tables below should then give you the margins and approximate line lengths shown, although the slightest variation in the positioning of the paper will affect the width of both.

SET LEFT MARGIN AT:				1 0 - P I T C H	SET RIGHT MARGIN AT:	
0.0	for	1/2" margin	7 1/4" line	7.4	for	1/2" margin
0.4	for	3/4" margin	6 3/4" line	7.2	for	3/4" margin
0.5	for	1" margin	6 1/4" line	6.9	for	1" margin
0.8	for	1 1/4" margin	5 3/4" line	6.6	for	1 1/4" margin
1.0	for	1 1/2" margin	5 1/4" line	6.4	for	1 1/2" margin

### 12-PITCH OR PROPORTIONAL SPACING

0.0	for	2cm margin	7 1/2" line	9.0	for	2cm margin
0.4	for	3/4" margin	6 3/4" line	8.5	for	1/2" margin
0.7	for	1" margin	6 1/4" line	8.3	for	1" margin
1.3	for	1 1/2" margin	5 1/4" line	7.8	for	1 1/2" margin

## DIFFERENT MARGINS

If you are using A5 paper or want to set margins for, say, 15-Pitch type, how can you work out the settings ?

Put a fresh sheet of paper in the printer in the usual position and press D for Direct Printing [Page 38]. The default setting is for 12-Pitch type: Left margin at 0.0 and Right margin at 8.5.

Edit the Header by pressing **f7 f1** enter sample pitch and margins and **[+]** Justify **[EXIT] [EXIT] [ENTER]** Confirm]. Now, for reference, type in details of the pitch and margins you have used. Press **PTR f3 [+]** **[+]** **[CAN] [EXIT]** and type in a couple of sample lines.

Press **[COPY] [COPY]** again followed by a number to make a block [Page 30] of the lines and **[RETURN]**

### DO NOT REMOVE PAPER FROM PRINTER

Edit the header again (unless you only want to change the pitch, in which case just press **[+] P** and **[ENTER]** the new pitch). Remember to type in details of settings at the head of each sample line and press **PTR f3 [+]** **[+]** **[CAN] [EXIT]** to separate the examples.

## CHANGING PAPER SIZE

If you want to change the size of the paper to, for example, A5 for a small leaflet create a TEMPLATE STD in a new group.

**f7 [ENTER Edit Header] f7 f1**  
Enter Pitch

Cursor to Justify **[+]** **[ENTER]** cursor down and  
Set the left margin (f1) at **0**  
Set the right margin (f2) at **6**

This will give you a text width of 5 inches with 10 mm margins (approx) on either side of the paper. Or for a shorter line of text: Set the left margin at 1 the right margin at 5

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

**f7 Page size [ENTER]**  
On Page Size menu type in:  
Page length 49 **[ENTER]**  
Header zone 6 **[ENTER]**  
position 7 **[ENTER]**  
Page body will change automatically to 36  
Footer zone 3 **[ENTER]**  
position 46 **[ENTER]**  
Page body will change to 40

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

**[EXIT] [ENTER Use this Pagination]**  
**[EXIT] [ENTER Finish Editing]**

When you create a document using this Template you will see top right of the Highlighted Header **line 1 of 40** instead of the usual *line 1 of 54*

Drop the paper into the printer in the usual position, with the left edge on the extreme left ridge behind the roller.

## CHANGING LENGTH OF PAGE

If you want a different page length for all the documents in a particular group press **f7 f7** and follow the instructions above (typing in the page length you want on the Page Size menu) when you edit the header for the TEMPLATE STD in that group.

**Page Length Settings for 82-lines [Line Pitch 8 No Headers or Footers]:** Page length **86** Header zone **2** position **1** : Page body **82** (changes automatically) : Footer zone **2** position **79**

## LABELS

The easiest computer labels to use are fanfold, one across, which come in strips folded one upon the other. Create a **TEMPLATE STD** press **f7 [ENTER Edit Header]**

### LABELS 3 1/2 inches x 1 1/2 inch (approx)

From *Editing Pagation* Press **f7 f7** and set Page length at **9: Header zone 0: position 1: Footer zone 0: Position 1:** Page body will automatically adjust to **9** to give you a maximum of 6-lines per label **[ENTER] [ENTER]**

Now press f1 cursor down and set the margins at **Left 0.5 Right 3.5.** to give you a 3-inch line **[EXIT] [EXIT] [ENTER Confirm]**

### LABELS 4 inches 2 inches (approx)

From *Editing Pagation* Press **f7 f7** and set Page length at **12: Header zone 0: position 1: Footer zone 0: Position 1:** Page body will automatically adjust to **9** to give you a maximum of 8-lines per label **[ENTER] [ENTER]**

Now press f1 cursor down and set the margins at **Left 0.5 Right 4.0.** to give you a 3 1/2-inch line **[EXIT] [EXIT] [ENTER Confirm]**

## DATABASE : MAILING LIST

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

**TO DELETE AN ADDRESS:** Use **FIND** [Page 44] to remove any address you no longer want **[CUT] [PAGE] [CUT]**

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

**ADDING TELEPHONE NUMBERS:** If you want to use your labels as an address book, copy the document f3 **[ENTER]** into the same or a different group and add **TEL** to the **NAME**.

You can then add phone numbers without affecting the original address labels.

If you want to put your Labels file into a different group or on to another disc, first copy the **TEMPLATE STD** to the new group or disc. Create a document in that group and when the blank page appears on screen press **f7 [ENTER Insert text]**

Then cursor on to the Labels file and **[ENTER] [ENTER]** You will now have a second file of names and addresses to which you can add 'phone numbers, birthdays and so on.

The original Labels file will not be affected, but will still be retained in its original group.



## FORMS

Draft your form on paper. You need to decide how many columns you want, the width of each, whether any text is to go inside the columns) and if so, how much.

Create a TEMPLATE STD in a new FORMS group; or create a separate document and Edit the Header as described on Page 14.

If you are using 12 pitch your left margin should at 0.5 and your right at 8.5. (0.5 and 7.0 for 10 pitch) [12 Pitch example below].

When you have pressed **f7 f1** to get into the Base Layout, delete **[-]** any tabs already in the Header and insert tabs **f3** for your verticals at 2.4, 3.4, 4.4, 5.4 6.4, 7.4 and 8.4 In order to avoid the danger of the final vertical line refusing to stay put, the last line must be one space in from the margin. Finish Editing the Header.

Type in any text that is to appear at the top of the form then set the vertical bars using **[EXTRA]** and **FULL STOP**

## VERTICALS

**[+] LS 1/2 [ENTER] [RETURN]**  
**Press [EXTRA] and the Full Stop**  
**[TAB] to go to 2.4 on the Ruler line**  
**Press [EXTRA] and the Full Stop**  
**Press [SPACE BAR] twice then type Box 1**  
**[TAB] to go to 3.4 [EXTRA] and Full Stop**  
**Press [SPACE BAR] twice then type Box 2**  
**[TAB] to go to 4.4 on the Ruler line**  
**and so on**

**[RETURN]** at the end of the line and continue putting in vertical bars until you have the column lengths you need.

FOR	Box 1	Box 2	Box 3	Box 4	Box 5	TOTAL
-----	-------	-------	-------	-------	-------	-------

Finally press **[-] LS**

## HORIZONTALS

Go back to the top of the form **delete the code (+LSpace1/2) and [+] LS1 [+] UL**.

For larger boxes **[+] LS1 1/2 or [+] LS2** instead of LS1

**Changing the layout:** Edit the Header, delete the tabs and insert new tabs. When you are back in the document press **[PAGE]** and the columns will all re-arrange themselves.

If you want different form, create another document in the Forms group (or copy the form **f3**). Edit the Header. Delete the existing tabs and put in new tabs.

## NEWSLETTERS

Create a TEMPLATE.STD Press **f7** [ENTER Edit Header] Press **f1** tick *Codes and Effectors* [ENTER].

Press **f7 f7** and change the Header zone to **7** [ENTER] position **5** [ENTER] and the Footer zone to **3** [ENTER] position **67** [ENTER].

Press **f1** against Pitch type **P** [ENTER] (for proportional spacing): cursor across and tick **[+]** Justify: cursor down and back to **0.3** on the ruler line press **f1** to set the left margin: cursor across to **4.2** and press **f2** to set the right margin [EXIT] [EXIT] [ENTER Confirm]

[EXIT] [ENTER Use this pagination] [EXIT] [ENTER Finish Editing]

---

Press **C** to create a document in this group. Type the first, left hand, column to Line 59 (starting several lines down to allow for your masthead on Page 1) [RETURN]

On Line 60 press **f2** [ENTER Brand new layout]

Cursor down and cursor along to **8.6** on the ruler line press **f2** to set the right margin: cursor back to **4.7** and press **f1** to set the left margin [EXIT]

Back in the document press [ALT] and [RETURN] and the cursor will move to the beginning of the right hand column (Page 2).

Type this column (starting on the same line as in Column 1) down to Line 59 [RETURN] and on Line 60 press [-] LT then [ALT] and [RETURN]

The cursor will now appear in the left hand column (page 3). (Now you can start on line 1) On Line 60 press [+] **LT 1** then [ALT] and [RETURN] to go back into the right hand column (Page 4).

Continue in the same way until you have completed all the pages then [EXIT] [ENTER Finish Editing]

Of course you can vary this order to suit the way you work just keep a note of the number of the sub-layout (the layout for the columns on the **right** of the paper which will be Pages 2, 4, 6, 8 and so on) and provided you remain in the same document you need only press **[+] LT1** to get to it and **[-] LT** to return to the left columns.

---

Drop the paper into the printer with the left edge on the extreme left ridge behind the roller. **P** and cursor to *Print Some Pages* **Page 1 to Page 2** [ENTER] [EXTI]

Lift out the paper, insert it again in **exactly** the same position and [EXIT] to print the right column. It is a good idea to buy a paper guide to ensure that the paper goes into the printer at the right place every time otherwise your left and right columns won't print out evenly.

## CREATING A DOCUMENT

Holding down the [SHIFT] key, cursor into the Group in which you want to create the document. Release Shift Press C

A highlighted panel will appear showing DOCUMENT 000. You may **[ENTER]** that name or rename the document. To do this, press the [SPACE BAR] twice then cursor **←** back to the ? and type in a new name, up to 8 plus 3 letters (don't use SHIFT LOCK) **[ENTER]**

If you don't rename the document the next ones you create in that group will be DOCUMENT 001, 002 and so on.

If you have already created a TEMPLATE STD in this group the document you are creating will follow the instructions for margins, pitch, tabs and line spacing. Otherwise a Template STD will be *borrowed* from the nearest group *or* from the TEMPLATE.STD that was copied into Drive-M when you loaded the program.

## EDIT CURSORS

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

Top left you will see a small flashing rectangle, this is another cursor which you move around the screen to edit the text. Press one or other of the four arrows to go up, down, right or left.

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

Using the codes for soft or hard hyphens or spaces you can order a word to be split or keep different parts of a name together [Page 28].

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

## WHAT YOU SEE IS WHAT YOU GET

Better known as WYSIWYG, a real fun phrase if not strictly accurate, because you actually get a good deal more than you can see. When you reach **Line 27** (going down the page) the top lines will start rolling up and out of sight. To see them again press **[ALT]** and **[PARA]** or **[PAGE]**

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

## EDITING A DOCUMENT

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

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

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

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

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

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

**WARNING:** When you return to a file to add additional pages LocoScript retains the original document and refuses to part with it until you have Finished Editing.

If you want to avoid the dreaded **DISC FULL** warning you need to be certain before you start editing that there are sufficient number of ks still free in Drive-A and Drive-M as you expect to need to accommodate both versions of the **whole** document, including any additions you intend making. Turn to *[HELP Page 1]*.

## MOVING AROUND THE PAGE

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

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

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

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

**WARNING:** Keep your documents down to 4/5 pages or it will take 'forever' to scroll through a long document, even if you've just added a comma somewhere.

## CUT AND PASTE

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

**[COPY] [EOL]** or **[COPY] [PARA]** or **[COPY] [PAGE]**

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

Now, with the highlighted text on screen, press **[CUT]** followed by a number **9 to 0** (0 is the easiest to use, (and use 0 every time so that you won't forget it). But if you are moving several different paras in the same document to paste in later, work in descending order 0, 9, 8, etc. but remember to keep a note of each para's cut number.

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

**If you want to insert the text into a different document** you must make a **BLOCK** [Page 30] **before** you leave the document.

## COPY AND PASTE

You can copy a piece you want to keep where it is but repeat it without retyping by placing the cursor over the first letter to be copied press **[COPY]** and **[PARA]** (for example). When the text has been highlighted press **[COPY]** again followed by a cut number **1 to 0**

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

## MULTIPLE COPIES WANTED

LocoScript does not have any facility for printing several copies of the same document but you can get round this quite quickly.

Copy the page by pressing **[COPY] [PAGE]**. Press **[COPY]** again followed by a number 0-1 Now press **[ALT] [RETURN]** to get to Page 2. Press **[PASTE]** and the same number and Page 1 will be repeated.

Continue pasting in a new page for each copy you want. Finish Editing and from Disc Management press P cursor down, **[ENTER Print Some Pages]** and instruct the printer to print off the number of pages you need [Page 35 para 8].

## EMPHASIS

You can give LocoScript detailed instructions on how you want your document to appear when printed. To make sure you have entered these correctly press **f1** and the SHOW menu will appear. With the cursor on Codes press **[+] [ENTER]**.

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

If you are a trifle slow entering the Code a *menu* will appear it is quicker to **[CAN]** and start again than cursor down to the code you want and [ENTER]. If you forget the Code press **[+] and the GRID key** to get at the *menu* quickly. The codes are shown in CAPS (i.e Underline = UL).

<b>[+] B</b> for <b>BOLD</b>		<b>[-] B</b>
<b>[+] C</b> for	<b>CENTRE</b>	
<b>[+] I</b> for <i>ITALICS</i>		<b>[-] I</b>
<b>[+] LP</b> for Line Pitch		<b>[-] LP</b>
<b>[+] LS</b> for Line Space: type in 1 1½ 2 or 3 <b>[ENTER]</b>		<b>[-] LS</b>
<b>[+] P</b> for Pitch: type in 10 12 15 etc. <b>[ENTER]</b>		<b>[-] P</b>
<b>[+] RJ</b> for	<b>RIGHT JUSTIFY</b>	
<b>[+] UL</b> for <u>Underline</u>		<b>[-] UL</b>
<b>[+] W</b> for <u>Word Under Line</u>		<b>[-] UL</b>

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

**PROPORTIONAL SPACING:** On the menu type **P [ENTER]** do not type PS.

**LINE PITCH:** The number of lines per inch. Normally six but with the option of eight. Enter when editing Header or press **[+]LP** type **8 [ENTER]**. Press **[-]LP** to cancel.

**RIGHT JUSTIFY:** Press **[+] RJ** each time you want the words to end at the right margin (date, for example or your own address if you have no printed letterhead). (**No [-] RJ** to cancel instruction)

**UNDERLINE:** Press **[+] UL** to underline words and the spaces between the words ( **[-] UL** to cancel) **[+] W** to under line words only not the spaces (again **[-] UL**).

**DOUBLE STRIKE** Alternative to Bold. Press **[+] D** Cancel **[-]D**

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

## PITCH

You can change pitch very quickly by pressing **[+] P** type in pitch (see codes below) **[ENTER]** Press **[-] P** to revert to the pitch entered in the Header.

Pitch 12 is the equivalent of *elite* on a typewriter. Proportional spacing is a somewhat condensed elite with narrow characters taking less space. Pitch 10 is the equivalent of *pica*.

## DOUBLE WIDTH CHARACTERS

Cursor to the top of the page or wherever you want to print double width characters. To centre a Heading press **[+] C** and press **[+] B** for bold type

Press **[+] P** type in the pitch on the highlighted panel and **[ENTER]** (**P** only for Proportional spacing) and **[-] P** to get back to normal typeface

**WARNING:** If you forget to **[-] P** after typing in double width characters you will start getting half a dozen words to a line and will run out of page very quickly.

10D      **YOUR FRIENDLY AMSTRAD**  
          **your friendly amstrad**

12D      **YOUR FRIENDLY AMSTRAD**  
          **your friendly amstrad**

PSD      **YOUR FRIENDLY AMSTRAD**  
          **your friendly amstrad**

15D      **YOUR FRIENDLY AMSTRAD**  
          **your friendly amstrad**

17D      **YOUR FRIENDLY AMSTRAD**  
          **your friendly amstrad**

10        **YOUR FRIENDLY AMSTRAD**  
          **your friendly amstrad**

12        **YOUR FRIENDLY AMSTRAD**  
          **your friendly amstrad**

PS       **YOUR FRIENDLY AMSTRAD**  
          **your friendly amstrad**

15       **YOUR FRIENDLY AMSTRAD**  
          **your friendly amstrad**

17       **YOUR FRIENDLY AMSTRAD**  
          **your friendly amstrad**

## HYPHENS AND SPACES

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

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

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

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

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

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

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

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

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

## KEEP

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

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

## SUB AND SUPERSCRIPT

**Superscript** prints out at half-height, raised above the line. To switch to superscript press **[+]SR** return to normal type by **[-]SR**

Superscript characters Print out at half-height above the line

**You can vary the type further by changing the pitch:**

This is Superscript Pitch 15

This is Superscript 15D

**Subscript** characters print out at half-height below the line. To switch to subscript press **[+]SB** return to normal type by **[-]SB**



## TABULATION

LocoScript offers four different types of Tab, three of which you set when editing the header; the fourth, the INDENT TAB (see below) is set from the document.

You may set the other tabs when making the group Template or when editing the header, but you can also press **f2** when you are editing, [ENTER Brand New Layout] [Page 32] to set the Tab keys f3, f4, f5 or f6.

**SIMPLE TAB:** Is set when you have finished entering instructions in the top part of the Highlighted Header and cursor down to set the margins. Cursor to each point at which you want a tab to be set and press **f3**. To delete a tab press **[-]**.

**RIGHT TAB:** Although its purpose is similar to that of right justification (RJ) the right tab sets reference numbers or dates to end one or more spaces short of the right margin press **f4**

**CENTRE TAB:** To set lines exactly beneath each other but not centrally between the margins. Press **f5**

**DECIMAL TAB** lines up columns of figures so that no matter how much each differs (thousands, hundreds, tens) the decimal point will appear where the decimal tab is set. Press **f6**

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

**TO GO TO any of these tabs press [TAB]** until the cursor reaches the one you want.

**More than 10-Tabs:** You are offered 10-Tabs per Layout in each document. If you want more you can increase them when you Edit the Header [Page 15].

## TO INDENT A PARAGRAPH

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

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

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

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

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

## BLOCKS

If you want to move or copy a portion of the text (a para, a page or more) from one document to another or from one disc to another follow the Cut & Paste or Copy & Paste instructions [Page 25]. If you forget the numbers of the Blocks you've made, first press **f8** to check and **[CAN]**

Cursor on to the first letter of the section to be moved and press **[COPY] followed by a number 1-0** (in this case start with 1 and work upwards). Then press **f8** and on the *Text Storage Menu* type in the SAME Block number **[ENTER]** and you will be returned to Disc Management.

Top left you will see the instruction *PICK DESTINATION*. Cursor to the group in which you want to insert the block (or leave it in the same group) **[ENTER]**. Give the block a name ending in **BLK** to identify it as such **[ENTER]** and you will be returned to the original document at the position you were in when you left it.

**You can only store 10-blocks in any document** but this will not matter if you only need to keep them until you have inserted them elsewhere. And you can't edit a block until you have inserted it in another file.

**WARNING:** If you are moving a block containing a table for which you have made a sub-layout cursor to the line below the sub-layout code, press **f1 [+]** *Rulers* **[ENTER]**.

When you copy the text, include the sub-layout code and the ruler, otherwise the block will adopt the layout of the page into which you move it. But as that doesn't always work either, be on the safe side and make a note of the tab settings before you start the move. Better still, turn the page into a separate document and Edit the Header with the new settings for the table.

**EDITING ONE PAGE OF A LONG DOCUMENT:** Make a block of the page. At the top press **[COPY] [PAGE]** and after the whole page has been highlighted **[COPY] and a number 1-0** Then store the block as described above. You will be returned to the document and the page will still be in place. If you haven't made any other changes you can **[EXIT]** and **[ENTER]** Abandon Edit].

**To edit a block** you must first insert it into a new document. Make the necessary changes then go back to the original document and **[CUT]** the page you no longer want. Insert the new page [see below].

## INSERTING A SAVED BLOCK

Cursor to the point in your original document at which the Block is to be inserted. Press **f7** Cursor down and **[ENTER]** Insert text] You will be returned to Disc Management. Cursor on to the block (or the document you made of it) and press **[ENTER] [ENTER]** When you are next in Disc Management erase the BLOCK and the document you have now inserted.

**If you expect to have a fair number of blocks** which you want to keep permanently available, store them all together in one Group.

## PHRASES

A sentence, a paragraph, or a string of emphasis codes can be stored as a phrase in order to save constant retyping. You save phrases in the same way as Blocks except that instead of following Cut with a number 0-9, **follow with a letter, A to Z.**

**MAXIMUM:** Up to 26-Phrases may be kept in a Phrases STD file. Maximum number of characters in any one phrases is 255 and maximum for **all** your phrases 550.

**STANDARD PHRASES:** A number of phrases have been put on the LocoScript program. To see what they are press **f8** (from a document) to see which letters have been used, then **[PASTE]** each letter in turn. **[RETURN]** so that each is on a separate line. See below if you want to delete them.

**MAKING A PHRASE:** You can make a phrase from *Editing Pagination* [Page 16] as well as from any document. Cursor on to the first letter of the phrase you want to save. Press **[COPY]** then **[EOL]** (or use the cursor) to get to the end of the phrase.

Press **[COPY]** (or CUT to delete from page) and **A** (or B-Z)

Press **f8** and the *Text Storage menu* will appear showing the letters of the phrases already stored. Cursor down and **[ENTER Save All Phrases]**

**When you return to Disc Management** you will find a PHRASES.STD file in Drive M. If you already have a PHRASES STD on the disc put this into Limbo (**f6**). Copy (**f3**) the new PHRASES STD file from Drive M into the first group in Drive A.

**TO STORE YOUR PHRASES** permanently for use on **all** your Work Discs: Take the disc out of Drive A; and insert your Start of Day disc. If there is a Phrases STD file there already, put it into Limbo by pressing **f6**.

Copy the PHRASES STD file from Drive M into the **first** group on the Start of Day disc by pressing **f3** Cursor down the menu and enter the number of the new group. Against *Drive* type **A [ENTER]**.

**CODES:** If you frequently use the same codes making a phrase of them is a great time saver; and you could make **another** phrase to cancel (pitch, emphasis **[-]B [-]P** or whatever).

**TO RECALL A PHRASE** press **[PASTE]** followed by relevant letter.

**TO CHANGE A PHRASE** type a new phrase and give it the same letter as the phrase you want to change. Continue as described above.

**TO DELETE A PHRASE:** Press **[COPY] [COPY]** followed by the letter of the phrase you want to delete. Continue as described above.

**RECORDING YOUR PHRASES:** Create a document called Phrases A-Z. Type **PHRASE A**. Cursor down to next line **[PASTE A]** and so on.

## SUB-LAYOUTS

If you need to change the layout in the **middle** of a document (insert tabs, justify, alter margins) cursor into the line before the new layout is to start press **f2** and **[ENTER]** brand New layout]

A different Header *Editing Layout 1* will now appear ready for editing. When you have made the changes **[EXIT]** and (Layout1) will appear at the point indicated. **Be careful not to delete it** (if you do so by accident just press **[+] LT1 [ENTER]**). The code won't take up a line on your document or show when the page is printed.

Press **[PARA]** or **[PAGE]** (depending on how much is to be changed) and the text below the code will fit itself into the new layout. When you want to return to the original layout press **[-] LT**

When you have your brand new layout press **f1** and **[+] Rulers [ENTER]** just below (+Layout1). A rule similar to the one at the top of the document will appear showing the new margin and tab settings. It will act as a reminder to go back to the original layout **[-] LT** when you have finished with the sub-layout.

You can call up this Sub-Layout at any time provided you are in the **same** document so it is useful to make a note of what layouts you make, their purpose and the number. You can do this on the little *Identify text panel* by pressing **f7** type LT1 (or whatever number of the sub-layout) and **[ENTER]**.

**You are only allowed 5-Layouts in each document** and if you are experimenting you could easily use up the five and find you can't get *brand New layout*. Press **f7** to Edit Header then **f7 f5**. When the *Layout Menu* appears type in **10 [ENTER]**.

## TABLES

If you want to set out a table in the middle of a document you will generally need to alter the Tabs.

Press **[ALT]** and **[PAGE]** to go to the top of the page **[RETURN] [RETURN]** to give yourself some space and draft your table typing in the first line or two as you want them to appear **using the [SPACE BAR]** to move along the lines.

When you are satisfied, move the **cursor** along the line making a note of each position at which you want to set a Tab. Then delete your draft table and delete the blank lines to put the document back up to Line 1.

Cursor to the line **before** the one on which the table is to start Press **f2 [ENTER]** brand New layout] and the Header will appear ready for editing. Now insert your tabs by pressing **f3** and **[-]** those you don't need **[EXIT]**.

(Layout1) will appear at the point indicated. If you delete the code accidentally, press **[+] LT1** and it will reappear. Press **f1** and cursor to *Rulers* on the *Show Menu [+] [ENTER]*. After typing in the table press **[-] LT** to return to the original layout.

## SCROLLING

If you go back to a long document you have created in order to edit Page 5, for example, LocoScript will scroll fussily down through Pages 1 to 4 making sure the paragraphs are correctly formatted and ready for the printer.

Try to hurry things along by banging away at **[PAGE]** and you will find that instead of proceeding in an orderly manner to Page 5 each bang will be accepted as an instruction to go to yet **another** page, and instead of going to the top of Page 5 you will have to watch LocoScript scrolling leisurely down the document, leaving Page 5 far behind.

You can curb the PCW's enthusiasm by pressing **[STOP] [STOP]** (unless, of course, you actually **want** the scrolling to continue to the bitter end in which case press **[ENTER]** after the first STOP to tell it to go ahead).

## EDIT OPTIONS

You are offered a useful set of options when editing: press **f7** cursor to the option you want and **[ENTER]**

**EDIT HEADER:** This is the option to take if you want to change the base layout of the document [Page 14]

**EDIT IDENTIFY TEXT:** This will bring down a panel with 3-blank lines on which you can type of summary of the contents **[ENTER]** You can then check the contents from Disc Management [Page 46]

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

**INSERT TEXT:** To add another document to the one you are editing, or to insert a block, cursor to the point where the insertion is to start, press **f7 [ENTER]** You will then be back in Disc Management. Cursor to the block or document to be inserted **[ENTER] [ENTER]**

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

When you are ready to go back to the document press **[EXIT]** You will be returned to the place you left when you pressed **f7** for Disc Management and will not have lost any text.

**UNIT:** To mark a spot to which you want to return press **[+] UT** Press **[UNIT]** when you are back in the document and the cursor will stop at the UT code.

## EXIT OPTIONS

When you have finished editing or want to take a break **[EXIT]** and the Exit Option Menu will offer you 4-Options:

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

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

**SAVE AND PRINT:** Your work will be saved on disc but the printer will insist on printing every page of your document, however long. Train yourself **never** to use this option except for single page letters.

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

## LINE PITCH

Unless otherwise stated, all the settings given in these pages are for Line Pitch 6 (six lines to the inch). Line Pitch 8 (eight lines to the inch) gives a perfectly readable print out.

## PRINTING OPTION

You may give instructions to the printer from Disc Management or from the document on which you are working by pressing **[PTR] f1** The first of the options is:

**HIGH OR DRAFT QUALITY:** The *default* setting is High Quality. If you want to change this cursor down to *Draft* press **[+]** and the tick will disappear from *High* **[ENTER]**

**CONTINUOUS STATIONERY** If you want to use Continuous stationery instead of Single sheet paper (*the default setting*) cursor down and press **[+]** The ticks will vanish from Single sheet paper and Paper out defeat. **[ENTER]**

**FORM AND GAP LENGTHS:** You must alter these if you are using Continuous stationery [Page 37] or Labels [Page 39]

## LEAVING PTR f1

If you don't want to change anything but are just checking, press **[CAN]** If you do change something **[ENTER]**

**WARNING:** Until you press **[EXIT]** the word *Printer* will keep flashing top left of the Highlighted Header and you won't be able to move.

## PRINTING

1. Drop the paper into the printer, resting it on the extreme left ridge behind the roller (NOT the left rib on the plastic paper tray [AM Manual Page 146]). The right edge of the paper will be roughly in line with 80 on the bail bar.
2. Pull knob on the *Paper Feed Wheel* (the inner wheel) towards you to let paper feed in.
3. Straighten the top of the paper by hand if necessary and push knob away to put the *bail bar* back against the paper.
4. *Printer* will be flashing top left of the Header and **you must [EXIT]** before you can give any further instructions.
5. Cursor on to the document you want to print and press **P**. Look at the highlighted header to see whether you are in High or Draft Quality mode.
6. If the document has more than one page the printer will insist on printing the lot. **So rest your finger over the down cursor ↓**
7. The *Print Document Menu* will appear offering you two options The default option is *Print All Pages*. If the document is a long one and you only want certain pages printed cursor down to *Print Some pages* **[ENTER]**
8. With the cursor on *From Page* type the number of the first page to be printed **[ENTER]**
9. Cursor down to *To Page* type in the number of the last page to be printed (which can be the same as the first if you only want to print one page) **[ENTER]**
10. When the page is printed take it out of the printer and insert the second page press **[EXIT]** And so on.

**A5 PAPER:** Drop the paper into the printer in the same position, with the left edge on the left ridge behind the roller. Margins [Page 19].

## TO STOP PRINTING press [PTR]

**Reprint:** To start the printer again at the point it stopped press **PTR f5 [ENTER Reprint] [EXIT]** [see Amstrad Manual Page 117].

**To start the printer at the top of a fresh sheet of paper:** Cursor down to *This page leave menu on screen*, remove paper from the printer, insert a fresh sheet, put bail bar back **[ENTER] [EXIT]**

## TO ABANDON PRINTING

Press **[PTR f7 [ENTER Confirm] [EXIT]**

**Remember to press [CAN] [EXIT] after calling down a PTR Menu  
Or [ENTER] [EXIT] after entering a new instruction**

**HIGHLIGHTED HEADER:** When you press **[PTR]** a new Header will appear, press: **f1** and you can change from High to Draft quality print; change from Single to Continuous paper; and change the Form and Gap lengths [Page 34]. **f3** to *Feed one line: Feed to top of form: Reset top of form:* [Page 37]. [Also see Page 9 Highlighted Headers]

## PAPER WEIGHTS

Lift the cover at the front of the printer and underneath, extreme right, you will see a blue or red lever marked with 7-positions. Pull it towards you for thick paper; away from you for thin paper.

## CHANGING QUALITY OF PRINT

If your document is printing out in High Quality instead of Draft (or vice versa) press **[PTR] f7 [ENTER]** Confirm] and the print head will shoot back. But as it is not easy to change horses in mid-stream, look before you leap. **After** you put the paper in the printer and put the bail bar back but **before** you press **[EXIT]** either *High Quality* or *Draft* will show in the Highlighted Header. Press **PTR f1**

## SCREEN DUMP

With Disc Management on the screen: insert paper **[EXIT]**. Press **←** to put the first column at extreme left of the screen. Press **[EXTRA]** then **[PTR]** and an exact *reduced size* replica of whatever is on the screen will be printed out.

Leaving the paper in the printer move the cursor **→** to put the remaining columns on screen and repeat the process. You can get the contents of 12-columns on one A4 page. Press **f1** if you are changing the disc (or turning over to Side 2). Print out *menus* and computer graphics in the same way.

## CONTINUOUS PAPER SIZES

You can get this in different weights and different sizes. Continuous paper has sprocket holes down each side [Page 37] which can be torn off easily when printing is finished.

**PAPER SIZE:** On Page 116 of the Amstrad Manual you will see that when you select continuous stationery LocoScript automatically adjusts the Form and Gap lengths to the settings needed for 11" continuous paper (known as Listing Paper), and although this will give you the same number of lines as on a single A4 page **the paper is wider and shorter than A4.**

**A4 CONTINUOUS PAPER:** If your paper is true A4 (9.25" x 11.66" overall including sprockets) leave the Page Length settings as they are but press **PTR f1** and type in Form length **70** Gap length **3 [ENTER] [EXIT]**.

Adjust the printer mechanism so that the edge of the paper is up against the fixed roller on the left of the Bail Bar and the left vertical perforation is as nearly as possible in the same position as the left of single sheet A4. If you do this you will not need to adjust the margins in the document.



## CONTINUOUS STATIONERY

To use continuous stationery remove the back paper-rest; then attach the tractor feed mechanism (in its own box in the Amstrad package) to the printer. Hold the tractor with the circular tractor covers facing you and the fingers of your left hand under the small white gear wheel.

Left of the Bail Bar you will see a larger white wheel and in front of it a small square slot. Drop the projecting 'foot', front left of the tractor, into this slot; drop the right 'foot' into the slot front right of the bail bar; push the tractor down.

At the back of the printer are two larger slots and the two larger 'feet' at the back of the tractor will drop into these; then push the tractor feed mechanism down to secure firmly.

**INSERTING THE PAPER:** Adjust the position of the tractor casings to accommodate the width of the continuous stationery and lift the tractor cover. The flat edge of the bar over the print head should be on the perforated line. Insert the paper so that the left perforation is on the left ridge. Paper sizes [Page19]

**Pull the Bail Bar forward and feed the paper in from the back of the printer.** Then use the *Paper Feed Wheel* (the outer wheel right of the printer) to pull the paper through until the sprocket holes at the sides of the paper engage the knobs under the tractor covers.

**CHECK THAT:** (a) the sprocket holes on either side of the paper are correctly aligned; (b) the tractor covers are closed; (c) **the Bail Bar is back.**

Holding each side of the paper pull it taut to smooth out any wrinkles; and check that there is nothing to obstruct the free flow of the paper to the printer.

**POSITIONING THE PAPER:** Roll the paper down using the *paper feed wheel* When you are nearing the perforation press **PTR f3** and cursor down the menu to:

**FEED ONE LINE** Press **[+]** and the paper will feed one line through the printer. Continue pressing **[+]** until you reach the perforation between the pages.

**SET TOP OF FORM:** Go down one further line to just below the perforation and **[ENTER Set top of form] [CAN] [EXIT]**

**FEED TO TOP OF FORM:** Enter this after last page has been printed to get to the top of the first page of a new document.

## PRINTING ON CONTINUOUS PAPER

Before you start to print you need to tell the computer that you are using continuous paper because the default setting is for A4 single sheet paper. Press **PTR f1** and cursor down to Continuous stationery **[+]** the *Form and Gap Lengths* will automatically adjust to 66 (from 70) and to 5 (from 3) for **11" paper** and the tick against *Paper out defeat* will vanish.

If you are using **A4 Continuous Paper (11.66")** press **PTR f1** and adjust the *Form and Gap lengths* to **70** and **1**

**IF PRINTING STOPS** at the end of the first page it means that you have only set the printer for Single sheet paper. Press **PTR f1** and tick Continuous stationery **[ENTER] [EXIT]**

**If printing starts too close to the top of the paper** press **PTR f3 [ENTER]** Feed one line] to get to the correct position, then **[ENTER Set top of form] [EXIT] [ENTER] [EXIT]**

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

**WARNING:** If you press PTR f7 and Abandon printing after one or more lines the paper will feed down too far and you must roll it up using the outer wheel on the printer. The press **PTR** and reset the top of the form in the correct position.

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## DIRECT PRINTING

From Disc Management, press **D [ENTER]** Direct Printing]

Press **f7 f1** to edit the layout. You can use all the usual header instructions [Page 14] (but not headers, footers or page numbers) **[EXIT] [EXIT] [ENTER]** Confirm]

Your text will appear on the screen but **will only print out when you press [RETURN]** and as each line is printed the text will disappear from the screen.

## GET IT RIGHT FIRST

If you are at all doubtful about your typing you can make a *phrase* of the RETURN symbol and paste it in instead of pressing **[RETURN]** at the end of each line.

1. Press **f1** cursor down to *Effectors [+]* and **[ENTER]**
2. Press **[RETURN]** and a small bent arrow will appear.
3. Press the **[SPACE BAR]** two or three times to move the symbol along the line.
4. Cursor **back** two spaces and press **[COPY] [EOL]** to cover the **[RETURN]** arrow.
5. Press **[CUT] R** (or any other letter you fancy)
6. So long as you **[PASTE] R** instead of pressing **[RETURN]** the text will stay on the screen until you are ready to print.

## FINISHED WITH DIRECT PRINTING

Press **[EXIT]** which will bring down a short menu cursor down and **[ENTER]** Abandon Direct Printing]

## PRINTING LABELS

Put the box of labels on the floor behind your desk or table so that the labels can feed straight up behind the tractor mechanism. Lift the tractor covers.

Position the labels as nearly as possible to feed into the printer and come up over the roller. Then fit the sprocket holes at the sides of the labels on to the sprockets wheels.

Use the Paper Feed Wheel or **PTR f3 [+]** **[CANCEL]** **[EXIT]** to bring the labels into the correct position for printing to start. This will probably be with the short bar over the print head on the gap between two labels and the flat edge of the paper gripper, (just in front of it) covering the bottom of the label above. You can't avoid losing the first one or two labels.

## PREPARING THE PRINTER

Attach the tractor feed mechanism to the printer as described on the previous page. It is a good idea to stick three small labels on the mechanism as reminders:

BAIL BAR BACK  
PTR f1 +Cont Form 9 Gap 0  
STOP PTR Abandon Printing PTR f7

## SETTING THE PRINTER FOR 1 1/2" LABELS

**For 1 1/2 inch labels** move the tractor casings along the bar until the sprockets on the right wheel are opposite **40** on the bail bar and just before 1 on the left wheel, giving a distance of 4-inches between the two.

Press **PTR f1** Cursor down to *Continuous Stationery* **[+]** **[ENTER]** Cursor down and enter: *Form length* **9** **[ENTER]** *Gap length* **0** **[ENTER]** **[ENTER]** **[EXIT]**

## SETTING THE PRINTER FOR 2" LABELS

Press **PTR f1** Cursor down to *Continuous Stationery* **[+]** **[ENTER]** Cursor down and enter: *Form length* **12** **[ENTER]** *Gap length* **4** **[ENTER]** **[ENTER]** **[EXIT]**

## TO REMOVE LABELS FROM PRINTER

Take the tractor mechanism off and pull the bail bar forward.

## FINISHED WITH CONTINUOUS STATIONERY

Press **PTR f1** and tick **[+]** *Single sheet paper* **[ENTER]** **[EXIT]** [Page 34]. The Form and Gap lengths will adjust automatically

## MORE WORDS PER PAGE

You can squeeze 82 perfectly readable lines (around 1,100 words) into each A4 page by using Proportional spacing, Line pitch 8, justified. No Headers or Footers.

1. Edit the Header **f7 f7 f1**
2. Set the left margin **f1** at 0 and the right margin **f2** at 8.8
3. Press **f7** and set the Page length at 86 **[ENTER]** : Header zone 2 **[ENTER]** : Position 1 **[ENTER]** : Footer zone 2 **[ENTER]** Position 79 **[ENTER]**
4. The Page body will show 82-lines (the maximum you can coax out of the printer. **[ENTER] [EXIT] [ENTER]** Use this Pagination)

## ENVELOPES

Unfortunately the value of Direct Printing is seriously diminished because the printer will only accept the lightest weight manilla envelopes. Which is no problem of course if those are what you normally use.

Make a TEMPLATE STD in a new group, setting the left margin at 2.5 (3.0 for small envelopes with fairly short addresses). Create a separate document for the name and address of each recipient to whom you write regularly.

When you need to type an envelope put it in the centre of the printer. If using small (Bankers) envelopes or long (DL) envelopes with the flap on the long side keep the flaps open. If using DL envelopes (flap at the short end) insert with the flap closed.

Press **[PTR] f3** and with the cursor on *Feed one line* press **[+] 6-times** if using small envelopes; 10-times if using long envelopes. This will bring the print head about 1½ inches down on the front of the envelope.

Pull the blue/red lever [Page 36] towards you as far as you can. Put the bail bar back, **[EXIT]** Cursor on to the file in Disc Management, press **P [ENTER]**

## ROLLS OF LABELS

As an alternative, you could use rolls of perforated self-adhesive labels Size 3" x 1½" or 3¼" x 2" approximately [Page 40] But this is only practicable if you just have a few labels to type as you have to press **[PTR] f3** to adjust the position of the label in the printer after addressing each label and before you can address the next.

Press **D** for Direct Printing. Press **f7 f1** to set the layout. **left margin at 2.5 or 3.0 [EXIT] [EXIT] [ENTER]** Confirm)

No need to bother with Form or Gap lengths or any of the other settings needed for continuous labels. Take off the back paper-rest and insert the labels with the left edge on the 4th ridge from the left behind the roller.

## LETTERHEADS

Press **PTR f1** and change *Gap lengths* to **2**

### LETTERHEAD IN TEMPLATE

1. Create a document and name it **TEMPLATE STD.**
2. Press **f7 [ENTER]** Edit Header]
3. Press **f7 f1** to set the margins [Page 14] **[EXIT]**
4. Press **f7** and on the *Page Size menu* against *Header* type **5 [ENTER] position 6 [ENTER] [ENTER]**
5. Press **f8** for *Pagination* and **[+] First Page Differs [ENTER] [+] First Page Header Enabled [ENTER] [ENTER] [EXIT] [ENTER]** Confirm]
6. You are now back in *Editing Pagination*. In the first space above *end of header one: used for only the first page* type in your name and address (5 lines) as you want them to appear on your letterhead [example on Page 52] **[EXIT] [ENTER]** Use this *Pagination*]
7. When you return to the document press **[EXIT] [ENTER]** Finish Editing] Whenever you want to write a letter with your special letterhead cursor into this group and press **C** name the document and **[ENTER]**

Press **[RETURN]** to ensure you have space between your letterhead and the start of your letter.

**WARNING:** This method is only suitable for single page invoices or letters because text on continuation pages will start just under an inch from the top of the paper.

### LETTERHEAD ON PAGE 1 ONLY

Alternatively you could reduce the depth of the Header zone and type in the text of your letterhead at the top of Page 1. The first page of every document you create in the same group will then contain your letterhead.

Make a **TEMPLATE STD.** Press **f7** to Edit Header then **f7 f7** and enter: Header Zone **0** : position **1 [EXIT] [ENTER]** Confirm] **[EXIT] [ENTER]** Use this *Pagination*].

Back in the document type in the text of your letterhead **[EXIT] [ENTER]** Finish Editing]. Every time you create a document in the same group this letterhead will be at the top of the first page.

## BEFORE PRINTING

**In either case** roll the paper up in the printer until the top edge is just held firm by the small rollers on the bail bar.

## HINTS : TIPS : WRINKLES

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

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### EDITING DOCUMENTS II

When you go back into a document to edit it the computer will keep the first version until it has finished editing the second. This means that you need at least **twice** the number of free ks as in the original, otherwise you could get a DISC FULL message.

Copy **f3 [ENTER]** the document to Drive M or onto another disc and work on it there. When edit is finished return to the original and erase it **f6 [ENTER]** then copy the revised version back into its proper place.

---

### REGULAR CORRESPONDENTS

If you write frequently to the same firm or individual, save time by printing out a batch of labels when you next set up the printer for Continuous Stationery. Make a Labels Template if you don't already have one [Page 20]

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

---

### MERGING PARAGRAPHS

Press **f1** and tick **[+]** Effectors and curved arrows will appear at the end of each paragraph and in the space between paras. Merge two paras by cursoring one space beyond the arrow in the space between them and pressing **[DEL] [DEL]** then press the **[SPACE BAR]** on the first letter of what was the second paragraph.

---

### RENAMING GROUPS

If you want to revert to group numbers instead of names you cannot do this via **f5** instead you must put the group cursor onto a document in that group, press **f6** to erase instead of the name of the document type the group name press **[SPACE BAR]** and add **GRP [ENTER]**

---

### FUSION

This is a bug which sometimes fuses two paragraphs together when you Exit and Finish Editing, and is an excellent reason for never entering Save and Print You may spot the paras fusing as editing is finishing, otherwise print out any important document in Draft first to make sure the bug hasn't got into the paperwork.

*More Hints, Tips and Wrinkles on Page 51*

## MANAGING YOUR FILING SYSTEM

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

The object is defeated if you are forced to spend hours searching through various groups and different discs to find something you have mislaid. LocoScript not only arranges the files for you but enables you to **re-arrange** them yourself, just by pressing a few keys.

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

Be sure to put a summary of the contents on the *Edit Identify* Text panel [Page 33] before leaving a document so that is a matter of moments to check the contents from Disc Management [Page 46].

## NAMING A DOCUMENT

From Disc Management press C. Don't use the Shift LOCK when typing in a new name. It will automatically appear in CAPS. You may give the document a name containing 8 + 3 letters or figures and the following symbols:

**USE:** " £ ' \_ { } § # @

**But NOT:** ! \$ & \* ( ) - = [ ] : ; < > . ? /

If you want to divide a name the best symbols to use for clarity are [SHIFT] and \_or ' Type in the new name [ENTER]

## RENAME DOCUMENT

Cursor on to document in Disc Management. Press **f5** [ENTER Rename Document] When the Menu comes down type in the new name [ENTER]

## RENAME GROUP

Cursor in to the Group to be renamed (or using [SHIFT] cursor on to the Group top of the screen beneath the Highlighted Header). Press **f5**. Move cursor down to Rename Group [ENTER] Type in new name, up to 8-letters or figures [ENTER]

**To renumber again** You cannot do this by renaming the group in the usual way. Turn to Page 42 to see how to do so.

## RENAME DISC

From Disc Management press **f5** cursor down to Rename Disc [ENTER] Type in new name for disc (up to 8 + 3 characters) [ENTER] The disc name will appear at top of the screen.

## FIND

Locate a word or a string up to 30-characters by pressing **E** for edit and at the top of the document press **[FIND]**.

A panel will appear on which you should type in the word or words you are looking for **exactly** as you typed them originally (upper/lower case, spaces bold/italic etc) and **[ENTER]**. After the word has been found press **[FIND] [ENTER]** again if you want to continue searching.

Be careful about asking LocoScript to find a short word that may appear as part of another word, *in* for example as in insert or into. Having a logical turn of mind LocoScript will stop at each of these. So if you want to find such words insert a space (shown as a small triangle) both before and after the word on the panel.

If you want to be alerted when the cursor reaches its destination press the **GRID** (key 2 between the cursor arrows) and the computer will bleep when it arrives.

## EXCHANGE

You can instruct LocoScript to exchange a word or string of up to 30-characters by pressing **[EXCH]** Type in the word as for FIND, cursor down to the next line and type in the word that is to replace it. Press the **[GRID]** (key 2) if you want to be beeped.

The cursor will stop at the word to be exchanged. Press **[+]** if you want the exchange to go ahead or **[-]** if it is to be left unchanged. Remember to **[ENTER]** Finish Editing]

## CHECKING PAGE NUMBERS

To check the number of pages in a document, or the number of the first and last pages, cursor on to the document and press **P being careful to keep your finger well away from [ENTER]** On the menu, cursor down to *Print Some Pages* **[ENTER]** check and press **[CAN]**

## COPY

To copy a document on to the **same** disc in the same or a different group in order to revise it, press **f3 [ENTER]** and call the copy by the same or a similar name, adding TWO. When you finish editing the copy you can put the original into Limbo and rename the file with the original name. If using the same name press **[COPY]** cursor to new Group (whatever the drive) **[ENTER]**

To make a *back-up* copy of a file on another disc, copy it **to** Drive-M using **f3 [ENTER]**. On the panel type the name of the file; type the name or number of the M Group. Type **M** Remove the disc from the drive, insert the other disc and copy from Drive-M **f3 [ENTER]** (continue as above) to Drive A on the other disc.

You can copy the whole disc by using DISCKIT and following the instructions on Page 10 but you **can't** use DISCKIT to copy a group of files from one disc to another, you have to do it the long way, file by file.



## MOVE

To move a document to a group that has not been named, do not type *group 0* **just the figure 0** (or whatever).

### MOVING A DOCUMENT FROM ONE GROUP TO ANOTHER

In Disc Management cursor on to the document to be moved. Press **f4 [ENTER]** On the panel type in the name (or new name) of the document, cursor down to Group, delete name and type in name or **number only** of the new group **[ENTER]**

### MOVING A DOCUMENT TO ANOTHER DISC

In Disc Management cursor on to the document to be moved. Press **f4 [ENTER]** On the panel type in the name (or new name) of the document to be moved. Cursor down, **delete name of old group** and type in new group name or number. Cursor down to Drive, type **M [ENTER]**

The document will now be moved into Drive M and you can take out the disc you have moved the file **from** and replace it with the disc you want to move the file **to**

Then repeat the operation in reverse. **f4 [ENTER]** name, group and Drive **A [ENTER]**

The file should end up safely on the second disc and in its new group but there is a more than ample safety net because it is now in Limbo on the first disc in Drive A and in Drive M. You can check this for yourself by pressing **f8** and **[+]** Limbo **[ENTER]** when you have moved the documents.

If you want to move several files via Drive M it will save time if you rename a Drive M group with the same name or number as the group you are moving the file *from* or are moving it *to*.

**TABLES:** If you have set out a complicated table in a Sub-Layout there is always the danger of losing it if you need to move the page to another document.

The safest way of moving it intact is to make a Block of the page, create a new document in the same group and Edit the Header putting in the same tabs as are in your sub-layout and correct page number. Press **f7** and insert the block.

**WARNING:** Files stay in Drive-M until you move them or switch the computer off. If you are very busy, or have several distractions it is easy to forget you have something in Drive M and switch off before you moved them to safety on Drive A.

So move files out of Drive-M to the second disc as quickly as you can. And train yourself to glance top right of screen before switching off to see whether there is anything in M-Drive.

**And just in case of accidents, don't edit in Drive M** because if you forget and switch off before moving the file to the second disc you could lose all the work you added since moving from Drive-A.

## LIMBO

When you alter a document and Finish Editing the original document is not lost altogether it goes into *Limbo* and stays there until you alter and Finish Editing again whereupon No 1 version vanishes forever and No 2 version replaces it.

When you start to run out of ks LocoScript will start to swallow the files in Limbo (not just a k or so but a whole file at a time, even if it only needs a couple of kilobytes). So don't think that just because a file is in Limbo it is waiting to be rescued when you're good and ready. It may have gone for ever.

**To see what files are in Limbo:** From Disc Management press **f8** cursor to Recover from *Limbo* press **[+] [ENTER]** and they'll appear. Press **f8** again and **[-]** Limbo **[ENTER]** and they will vanish from the screen.

**You can't look at a file or edit it until to you have recovered it from Limbo.** Cursor on to the document. Press **f5** cursor down to Recover from Limbo **[ENTER]** and the word Limbo will disappear. If it had the same name as another document in the group you will be asked to rename it, do so and **[ENTER]**.

**Erasing Documents:** From Disc Management erase any document you no longer want by putting it into Limbo **f6 [ENTER]** To get rid of it for good, press **f8** tick *Show Limbo* Then cursor onto the file to be discarded and press **f6 [ENTER]** again.

Limbo versions bear the same name and a similar number of *k* as the current version and it is a good idea to tidy up the system by discarding them from time to time. Cursor to the file to be ditched. Press **f6** and into the waste bin it will duly go.

**WARNING:** Be careful not to press **f6** (to erase) a document in Limbo without making quite sure that the cursor has not jumped to a Limbo file you want to keep.

**Long Documents:** However, if you are working on a book which you have split into several documents and are continually re-editing pages and moving them around, keep as many of the Limbo files as you can. It's very easy to Cut and forget to Paste but if you have documents in Limbo you will be able to retrieve them if something turns up missing. Switch off the *Show Limbo* code otherwise you won't be able to see the wood for the trees.

## HIDDEN FILES

The Hidden Files are the engine. Without them the wheels won't go round. You **must** keep them on your Start-of-Day disc. If any have got themselves on to one of your Data discs, from Disc Management press **f8**, cursor down to Hidden **[+] [ENTER]** and all will be revealed. Now you can erase them (**f6**) one by one. But **don't erase them from your Start of Day disc or the wheels won't turn any more!**

## IDENTIFYING DOCUMENTS

From Disc Management cursor to the document to be identified press **f2** to see the *Inspect document* panel [Page 33] **[CAN]**

## INSERTING TEXT

To add one document to another or insert one document in the middle of another, cursor on to the document to be put FIRST, Press **E [ENTER]**

Move to the place within the document where you want the second document to be inserted, (or, move to the end of a page or the document) **[ALT]** and **[RETURN]** to go to a new page. If the pages are numbered, the numbering will be automatically adjusted).

Press **f7** cursor down and **[ENTER Insert Text]** You will be returned to Disc Management. Cursor on to the document to be inserted press **[ENTER] [ENTER]**

**WARNING:** The document you have inserted remains where it is, you have only copied it. So you have now used more **ks** and must make sure you are not close to exceeding the number still free. Once the document is safely inserted go back to Disc Management and erase the original version.

## MAIL-MERGING

If you haven't got LocoMail or any similar program but frequently write substantially the same letter to several clients, prospective clients, colleagues or members, or send out invoices or statements, here is a quick way to do so.

Using one Group on a new disc for your Database, create a **separate document** for each person you will want to write to. Setting out their name and address exactly as you would type them at the top of a letter.

Make TEMPLATE STDs in other groups (for letters, invoices, statements, notices of meetings) type the relevant letter, invoice or information and Finish Editing.

When you are ready to send out a mailing, cursor on to the appropriate TEMPLATE STD press **E** and insert the date and make whatever additions or corrections are needed **[EXIT] [ENTER Finish Editing]**

Press **C** to create a document in that group, and give it the name or reference number of the first person on your mailing list **[ENTER]** and the letter (or whatever) will appear on the screen.

Cursor to the point you want the name and address of the recipient to start (allowing sufficient space for your printed letterhead). Press **f7** cursor down **[ENTER Insert Text]** and you will be returned to Disc Management.

Now cursor on to a document in your Database (the first person you want to write to) **[ENTER] [ENTER]** The letter will reappear and the name and address will be inserted at the head of the letter. **[EXIT]** and **[ENTER Finish Editing]** or, on this occasion only, **[ENTER Save and Print]**.

**WARNING:** Before printing press **[PAGE]** to make sure the name and address of the recipient haven't pushed the end of the letter on to a new page. If it has you must make some adjustments, perhaps by deleting line spaces.

## ASCII

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

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

From Disc Management, Copy (**f3**) to Drive-M the file you want to convert to ASCII (leaving your original in Drive-A).

**TO MAKE AN ASCII VERSION OF THE FILE,** keep the cursor on it, press **f7** and cursor down and [**ENTER** Make ASCII file]

At the top of the highlighted header you will see the words *Making ASCII file, Pick destination Group and Drive using cursor keys. Press ENTER or CANCEL to abandon.*

The menu which appears will ask you for the file's new name, group and drive and whether you want to make a 'Simple text file' or a 'Page Image file'. (There is a tick against Simple text file, although this is not necessarily the best option). Type in the required particulars and if you want a Page Image file cursor down and [**+**] [**ENTER**] and you have created an ASCII file.

**MOVE THE ASCII FILE:** You can keep the ASCII file on your Data Disc (in group 0 and with a name that reminds you that it is not a LocoScript file). This is the best method if you are likely to want to edit the document. Alternatively you can copy it to the newly formatted disc which you keep especially for storing your ASCII files.

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

**EDITING AN ASCII FILE:** You can edit an ASCII file via Basic or CP/M (see Amstrad Manual, CP/M Operating System Page 29) but it is easier to stay with the more familiar LocoScript.

Create a new document then press **f7** to insert text. Back in Disc Management cursor on to the ASCII file [**ENTER**] [**ENTER**] and proceed with the edit in the usual way. Now the file is back in LocoScript and you will need to convert again to ASCII.

## SIMPLE TEXT FILE

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

## PAGE IMAGE FILE

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

## AMSTRAD PCW 8512

If you have the PCW 8512 you have **two** drives (a lower slot at the right of the monitor into which you insert *double density* discs (discs formatted for Drive-B).

Two Drives provide more than twice the capacity of a Single Drive: 720k instead of 180k; and 256 files instead of 64. And some commercial programs which won't fit into a single density disc can be accommodated on a disc formatted in Drive-B.

The minimum size of a file in Drive-A is 1k but the same file takes up 2k in Drive-B.

**WARNING: All the data you put on Side 1 of a Drive-B disc is stored on both sides.** You do not copy, format or work on Side 2. If you format Side 2 you will lose all the work stored on both sides of the disc.

Before you put any document on to Side 1 of a B-format disc write on the label on Side 2: B-FORMAT: DO NOT FORMAT THIS SIDE

And as you cannot put a quart into a pint pot, don't attempt to copy a B-format or CF2DD double density disc on to a CF2 (single density) disc using Disckit. But you **can** copy individual files from Drive-B to Drive-A via f3

**COPYING THE LOCOSCRIPT DISC:** The FD2 disc provided with the PCW 8512 (or when a second drive is installed in your PCW 8256) **must be inserted in Drive-A.** The PCW cannot be booted up up from Drive-B.

## STARTING UP

Follow the instructions on Page 3  
Insert the FD2 disc Side 2 CP/M PLUS in Drive-A

When the A> prompt appears type  
**disckit [RETURN]**

Now proceed as for COPYING SYSTEM DISCS [Page 10] or FORMATTING BLANK DISCS [Page 11] but following the instructions **on the screen** for copying or formatting in Drive-B.

You need only put Side 1 of the read from disc into the drive once and replace it with Side 1 of the read to disc once. Copying is completed in a single operation.

## PUTTING A DISC IN THE B DRIVE

When you put a Data disc or newly formatted disc in Drive-B press **f1** just as you do when changing a disc in Drive-A.

**Copying a B-format disc to a B-format disc:** Copying, in Drive-B, will be done in 5-stages.

**You CAN'T copy a disc in DRIVE-A to a disc in DRIVE-B  
using DISCKIT**

## **COPYING YOUR WORK ON DRIVE A INTO DRIVE B**

You can copy the entire contents of several discs formatted in Drive-A on to one disc formatted in Drive-B, but only by copying one file at a time via f3

Put the B-format Data disc into Drive-B (the bottom slot) and the A-format Data disc into Drive-A.

## **COPYING FILES IN DRIVE-B TO ANOTHER DISC IN DRIVE-B**

Copy the files you want to move into Drive-M; take the first B-format disc out of the drive and insert the second B-format disc. Then reverse the process, copying the files from Drive-M to the second B-disc.

You can copy the whole of a B-format disc onto another B-format disc in Drive-B using DISCKIT. The operation will take 5-passes to complete. Follow the instructions on the screen.

And be sure to open the *Write Protect Holes* on both sides of the disc you are copying **from** [Page 10]. It is very easy to confuse it with the disc you are copying **to** when you are swopping discs this often.

## **MOVING OR COPYING BETWEEN A AND B**

Moving or copying files between Drive-A and Drive-B is only an extension of the facility of moving and copying between Drive-A on different discs via Drive-M [Page 43], but in this case you need discs in both drives and you cut out the intermediate copying to and from Drive M.

Remember to cursor down to *Drive* and type B when moving or copying from Drive A (and vice versa of course).

## **A SECOND DRIVE FOR THE PCW 8256**

If you have the PCW 8256 with one drive, your retailer should be able to supply a second drive and fit it for you. Or you can buy it from an advertiser in one of the Amstrad magazines and fit it yourself.

## **EXPANDING DRIVE-M**

Even though you have two drives the maximum size of any document you are editing is still governed by the amount of free space in Drive-M [Page 2] as the computer can only retain the same amount of data in its memory.

You can buy Memory Expansion chips to expand Drive-M: from Locomotive Software Ltd., Dorking Business Park, Dorking, Surrey RH4 1YL (TEL: 0306 740606) (FAX: 0306 885529) and fit them yourself; or from a dealer (preferably one who will fit them for you).

---

## HINTS : TIPS : WRINKLES

**BEWARE THE JUMPING CURSOR:** The Group cursor on the Disc Management display has a nasty habit of jumping. Make sure it is where you expect it to be before erasing or printing a document.

---

### USE PHRASES IN YOUR HEADERS & FOOTERS

If you expect to have several different documents in which the headers or footers are the same it will save a great deal of time if you make *Phrases* of these Headers and Footers the first time you type them in (see Page 41).

---

### INDEXING YOUR FILES

LocoScript puts your documents in strict alphabetical order in Disc Management which is not necessarily the way you want to refer to them, you could rename them using either:

(1) PAGES\_01.\_10 : PAGES\_\_011.\_20 or (2) 162\_12.SEP 163\_19.SEP

---

### GETTING BACK TO WHERE YOU WERE

You're editing a page somewhere in the middle of a long document and have to break for a few hours. Press **[+]** **UT** then **[EXIT]** and **[ENTER]** Finish Editing

When you start work again, at the top of the document press **[UNIT]** and the **[GRID]** key and the computer will bleep when it reaches your marker.

If you forget to press the UT Code jot down the last word or words you remember typing. When you return to the document press **[FIND]** [Page 44].

---

### DON'T WANT THE CODES ON SCREEN

You don't like the Codes on screen but you're worried about forgetting to **[+]** or **[-]** You might enter Reverse Video **[+]** **RV** at the head of each page, then all the text **apart from the codes** will be highlighted. After checking **[ALT]** **[PAGE]** delete code.

---

### UNDERLINING HEADINGS

**To underline a centred heading:**

Press **[+]** **UL** : Type Heading : Press **[-]** **UL** **[RETURN]**

**For more space between heading and underline:** Press **f1** **[-]** Codes **[ENTER]**

Press **C** : Type Heading : Press **[+]** **LS** 1/2 **[ENTER]** **[RETURN]**

Press **C** : Press \_\_\_\_ until underline is beneath first letter of heading

Press **[← DEL]** to remove overrun : Press **[-]** **LS** **[RETURN]** **[RETURN]**

## EDIT THE HEADER FIRST

If you are inserting several pages into a long document which will affect the number of the first page, Edit the Header **before** pressing **f7** to *Insert text* otherwise you will have to work your way to the top of the document to do so.

## DISC IS FULL OF FILES

If you write several letters to the same person keep them all together in the same file to avoid the DIRECTORY FULL warning.

Press E to edit the first letter you wrote to Fred **[RETURN] [RETURN]** to give some room at the top of the page then press **[ALT] [RETURN]** and the letter will now be on Page 2.

On your new Page 1 press **f7 [ENTER Insert Text]**, and back in Disc Management cursor on to the next letter you wrote to Fred **[ENTER] [ENTER]** When all the letters are safely filed go through the document deleting the *Dear Freds', Love Fredas'* **But be sure to leave all the dates in.**

If they are business letters **[COPY]** 'Attention of, company name and address' on the latest page 2, **[CUT] (and Cut number)** and **[PASTE]** as the top of your new Page 1 then write your letter.

Back in Disc Management cursor on to the document **P** to **Print Some Pages [ENTER]** and order the printer to print Page 1 to Page 1.

## LETTERHEAD LAYOUT

Turn back to Page 41 and enter the settings in a TEMPLATE STD. Type in text above the line which reads: *end of header 1 : used for only the first page.* Below is an example of the way you might set up a centred letterhead.

**[+][C][+][P10D][ENTER][+][B YOUR NAME [-][P][+][LS1<sup>1</sup>/<sub>2</sub>][ENTER]  
 [+][C][+][P17D][ENTER] First line of address [-][LS  
 [+][C] 2nd line of address [-][P][+][LS1<sup>1</sup>/<sub>2</sub>][ENTER]  
 [+][C][+][P15D][ENTER] Telephone Number [-][P][-][LS][-][B]**

**HEADING LEFT:** Do not insert the Centre Code

**HEADING RIGHT:** Press **[+][RJ]** at the start of each line

**WARNING:** If you use the [SHIFT LOCK] when typing in your name be sure to release it or you will be bleeped when attempting to enter 1<sup>1</sup>/<sub>2</sub> line space.

## PRINTING LABELS

On the right of the flat front bar of the tractor feed mechanism  
 stick 3 self-adhesive file labels (1<sup>1</sup>/<sub>2</sub>" x 1<sup>1</sup>/<sub>2</sub>") type:  
 BAIL BAR BACK : PTR **f1** +Cont Form 9 Gap 0 : Stop PTR : Abandon PTR **f7**



**LOCOSCRIPT 1**  
**COURSE**

## ERRATUM: LOCOSCRIPT ONE COURSE

### SESSION ONE Page 4:

The words **to describe** should be typed without a space between them **todescribe** Para commencing - The Cursor: Cursor up to the bracket instead of pressing [ALT] [PARA]

### SESSSION FOUR Page 8:

Para 1: After inserting BLOCK.2 press [ALT] [PAGE] f2 [ENTER brand New layout] Cursor down and back 5 spaces to 0.5 press f1 (for left margin) Cursor to 1.0 press f3 to set a Tab [EXIT] Press [PAGE] Continue from Para 2

### SESSION SIX Page 10:

On Line 1 of the second para to be typed and in Para 7 the word Header should be typed in capitals. In Paras 10/11 Press [-] against the first and second HEADERS and [+] against the third

### SESSION SEVEN Page 11:

The document to cursor onto is named **CREATE 01**

### SESSION TEN Page 14:

Instead of LAYOUT.03 cursor onto the Session 9 **TEMPLATE STD** Copy it into Group 6 [ENTER]

Para 3: Press E to edit the **TEMPLATE STD** instead of creating a new document named LETTER in Group 7

# \* LOCOSCRIPT ONE \*

Daphne Macara

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1989

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This Course has been designed to take you right through the word processing program, LocoScript, and teach you some useful short cuts on the way

**On Page 10 of the AMSTRAD MANUAL** there is an illustration of the main keyboard. Take a coloured pen and circle the COMMAND KEYS set out below. Keep the book open as you work through the Course:

**TOP ROW:** [DEL →] [←DEL] [CAN] [CUT] [COPY] [PASTE]

**SECOND ROW:** [TAB] [EXCH/FIND] [DOC/PAGE] [UNIT/PARA]

**THIRD ROW:** [RETURN] [LINE/EOL]

**FOURTH ROW:** [SHIFT]

**FIFTH ROW:** [ALT] [+] [SPACE BAR] [-] [EXIT] [RELAY] [ENTER]

## **SESSION ONE**

Correct typing errors or spelling mistakes; move paragraphs or lines from one place to another; underline words; use bold or italic type or change from elite (12-pitch) to pica (10-pitch).

## **SESSION TWO**

Take blocks of type out of documents and insert them into a later page in the same document, into other documents, or even on to other discs.

## **SESSION THREE**

Even if you only use your PCW for writing letters you need to set the margins and tabs; instruct the printer to print out in pica or elite type and with single or double line spacing; and to justify, if you prefer a straight right margin.

## **SESSION FOUR**

Go back to number or renumber paragraphs you've already typed, and indent them; or merge two paras together.

## **SESSION FIVE**

Save yourself the trouble of typing and retyping phrases which you use frequently.

## **SESSION SIX**

Change prices, dates or names however many times they occur

## **SESSIONS SEVEN & EIGHT**

Identify the contents of any document before you leave it so that you can check the details quickly from Disc Management. Hide documents so that they cannot be seen by anyone else using your PCW. Recover lost pages from Limbo.

## **SESSION NINE**

Number pages consecutively; show your firm's name or the title of your book on every page after the first or partners' names on the first page only; increase the number of lines to a page or decrease them if you are using A5 instead of A4 paper.

## **SESSIONS TEN & ELEVEN**

Insert names and addresses into standard letters or invoices. Make back-up copies of important documents and move them on to other discs for safe keeping.

## **SESSION TWELVE**

Print out the work you did in the course: in High Quality, then in much faster Draft.

## THE Y SYNDROME

The Elephant's Child in Kipling's *Just So Stories* ran into a heap of trouble because he keep asking *Why ?* And so will you if you get bogged down in your own logic and ask, for example:

Why must I press Y to copy or format a disc ?  
Why must I press P instead of [PTR] when I want a printout ?

**Because** that is the way the software writers have written the program. That's why !

**WHAT IT ALL MEANS:** Locoscript is a genuinely *user-friendly* program and many of the commands do make sense, for example: **B** for **bold type**: **C** to Create a document: **E** to Edit a document you have already created: **I** for *Italics*: **P** for Pitch (pica or elite) and **P** to Print: and **Y** for Yes (I do want to copy or format).

## THE LEARNING CURVE STARTS *HERE !*

**SWITCH ON THE PCW** (Personal Computer Word Processor). When the screen lights up load the word processing program by putting your copy of the LocoScript disc (Side 1) in the *drive*, arrow facing the screen

**MOVING THE CURSOR:** The four arrows ← ↑ → ↓ on the right of the keyboard move the cursor in whichever direction you want to go:

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

**When the Disc Management display appears** [AM/Page 3] press and hold down the [SHIFT] key and press the right arrow → to move the cursor (the bright bar) into **group 4** (box top left of the screen).

Release the [SHIFT] key, press the letter **C** and on the highlighted panel press the [SPACE BAR] twice to delete DOCUMENT.000 then cursor back ← to the ? and type the Name of the document given in the first paragraph of each session. Press [SPACE BAR] then type the number. (eg. CREATE.01) [ENTER]

**IF, and only if**, you are using Disc 1 (the Locoscript disc) instead of a copy, a message will appear with a tick against it: *Disc is write-protected Send result to Drive M:* press [ENTER]

**WARNING:** You will lose any work you do in Drive M when you switch off.

**The screen will go dark** except for the *Highlighted Header*, the *Ruler line* beneath it, and a bright line below that. Between the lines the cursor, now a bright rectangle, will be flashing.

**At the start of each session** press C to create a new document, press [SPACE BAR] and type the name given in first paragraph, press [ENTER]

## SESSION ONE

Name the document **CREATE.01 [ENTER]** and follow the instructions below **EXACTLY**. First press **f1** and tick **[+]** Codes **[ENTER]**

*Press the following keys to start copying the page opposite:*

**[+][C][+][B][+][P type [12D ENTER] type JARGON [-][B [-][P [RETURN] [RETURN]**

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

**[Special terms are used to describe varous finctions, such as]**

1. Press **[RETURN]** cursor up **↑** and with the cursor on the square bracket **[** press **press [DEL→]** and the bracket will be taken out
2. Cursor **→** on to the second **e** in teerms **press [←DEL]**
3. Place the cursor on the **d** in todescribe **press the [SPACE BAR]** and a space will open up between the two words
4. Place the cursor on the **o** in varous **type i**
5. Place the cursor on the n in finctions, **press [←DEL]** and the 'i' will come out. Without moving the cursor **type u**
6. Place cursor on **]** and press **[DEL→]** and the bracket will be taken out. Without moving the cursor type : Press **[ALT] [SHIFT] [LINE]** to go to the start of the line
7. With the cursor on the **S** press **[+][EOL] [-] I** for italics
8. **Press [RETURN] [RETURN]** to make a space before the next para

*Press [+][B type Boot up: press [-][B finish typing the para then press [RETURN] [RETURN] and type the para headed Cursor: using the same [+ and -] codes.*

Follow this procedure with paras 'Codes' and 'Create a document'

The 'Cursor' para is out of order and must be moved down. Stay where you are and press **[ALT [PARA] twice** With the cursor on the **(** of the bold code **press [COPY] [EOL]** and the whole line will be highlighted. **Press the Down cursor ↓ twice** and the highlighting will spread over the next two lines

**Press CUT** and the figure **0** and the whole paragraph will slide off the screen. Cursor down **↓** to two spaces **below** Create. **Press [PASTE 0]** and the para will reappear in the correct place

Finish typing the page, **press [EXIT]** and **[ENTER Finish Editing]**

**CREATE A DOCUMENT:** In this session you learned how to emphasise, correct errors and move paras around. More in main text Page 24.

## JARGON

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

**Boot-up:** Switching on the PCW and putting you Start-of-Day disc in the drive. Also called **Loading**

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

**Create a document:** Put a fresh sheet of paper in the typewriter.

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

**Cut and Paste:** Move text from one place to another.

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

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

**Drive** (Disc Drive): The slot/s on the right of the screen into which you insert your disc.

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

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

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

**Headers & Footers:** Blank zones at the head and foot of every page into which you can put headings and page numbers which will print out on every page of the document.

**Justification:** Lining up the right margin, like a newspaper column.

**Kilobytes [k]:** Space on disc used or free. 0k = zero kilobytes used. One kilobyte equals 1,024 characters.

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

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

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

## SESSION TWO

Name the document: **BLOCKS.02 [ENTER]**

Type the five paragraphs set out between the horizontal lines below:

---

Unless you keep the length of your documents down to about 5 pages or a maximum of about *16k* something very nasty may happen:

When you return to a file to add additional text or to change some of the wording, Locoscript retains the *original* and refuses to part with it until you have finished editing.

This means you must allow at least **twice** the number of kilobytes (*k*) as you have in the original document if you want to be sure of avoiding the dreaded DISC FULL warning.

Always check the number of free *k* on the disc (shown in the box headed Drive A just under the highlighted header on the Disc Management display); **and** the number of *k* used in the document you are going to edit (shown on the right of the document).

If you already have a very long document and want to keep out of trouble, turn to HELP Page 9 to see what to do. If the DISC FULL warning beats you to it, turn to HELP Page 1.

---

1. Now press **[ALT]** and **[PAGE]** together, which will take you back to the top of the page.
2. Press **[COPY]** then **[PAGE]** and the paras you have typed will be highlighted.
3. Press **[COPY]** and figure 2 and the highlighting will be lifted from the page.
4. Press **f8** and on the *menu* (the highlighted panel) you will see the figure 2 beside the word Block.
5. The cursor will be on *Save block ?* Type **2** and press **[ENTER]**
6. You will now find yourself back in Disc Management. Stay where you are and press **[ENTER]**
7. On the panel which appears type **BLOCK** press the **[SPACE BAR]** then type **2**
8. Now press **[ENTER]** and you will be transported back into the document with the paragraphs you typed still on the screen.
9. Press **[EXIT]** the cursor and a tick will be on *Finish editing* press **[ENTER]**

**BLOCKS:** In this session you learned how to make a block, retain it in the computer's memory; and insert it into the same or another document. More about Blocks on Page 30 of the main text.



## SESSION THREE

Cursor onto the document named BLOCKS 02 and press **f3 [ENTER]**

For NEW NAME: type **LAYOUT.03** and **[ENTER]**

With the group cursor on the new document press **E** to Edit

1. Press **f2** with the cursor on *brand New layout* press **[ENTER]**
2. One the second line at the top of the screen the highlight is on Pitch 12. Type **10** and **[ENTER]**
3. Cursor past Line Pitch 6 to highlight Line Space 1. Type **2 [ENTER]** If there isn't a tick against *Justify* press **[+]**
4. Cursor down **↓** to the ruler line, cursor 5 spaces right to 1.5 and press **f1** to set the left margin
5. Cursor 5 spaces right to figure 2 and press **f3** to set a tab and 5 spaces right press **f3** and set a tab at 2.5
6. Cursor right to **6.5** on the ruler line and press **f2** to set the right margin
7. Press **[EXIT]** and layout code will appear in brackets at the top of the screen
8. Press **f1**, cursor down to *Rulers* on the highlighted panel **[ENTER]** and a ruler line will appear below the layout code showing the new margins and tabs
9. Look at the highlighted header and you will see that it now shows Pi12 (instead of 10) and LS 2 (instead of 1). The margins are now at 1.5 and 6.5 with tabs at 2 and 2.5
10. Press **[PAGE]** to see the paragraphs reformat inside the new margins.

Although the lines on the screen will not be double spaced and will continue beyond the right margin they will print out as instructed.

11. When the whole page has re-formatted, press **[EXIT]** and **[ENTER]** Finish Editing]

**LAYOUT:** In this session you learned how to change the Base Layout of a document (margins, tabs, character pitch, line spacing, line pitch, justification).

If you want to keep a layout you have changed rename it by pressing **f5 [ENTER]** when you are back in Disc Management and naming it TEMPLATE STD. Then every document you create in the same group will adopt the same layout. More about Layouts on Page 32 of the main text.

## SESSION FOUR

Name the document **PARAS.04** and **[ENTER]**

In the document press **f7** cursor down to Insert text and **[ENTER]** and you will be back in Disc Management

Cursor on to the document named BLOCK.2, press **[ENTER] [ENTER]** You will be transported back into the document and in a moment the five paragraphs will start to appear.

1. Press **f1** cursor down and if there is no tick against *Effectors* press **[+] [ENTER]** and curved arrows appear at the end of each paragraph and in between the paras.
2. Cursor on to the **U** of *Unless* on the first line of the first paragraph, type 1. and press **[TAB]**
3. A small arrow (the GoTo Tab) will appear and the first line (but **only** the first line) will move three spaces to the right. Continue numbering and tabbing the paragraphs.
4. Press **[ALT]** and **[PAGE]** which will take you to the top of the page cursor down one line to the top of the first paragraph.
5. Cursor on to the Tab arrow and press **[DEL→]** stay where you are and press **[ALT]** and **[TAB]** together and a different arrow (the Indent Tab) will appear
6. Press **[RELAY]** and the second line will slide over to the right and arrange itself under the first.

Once you have got the hang of this process there is no need to press the GoTo tab first and then change it, you can go straight to the Indent Tab.

7. Type **1.** then **[ALT]** and **[TAB]** together. Type the first paragraph again and all the lines will arrange themselves correctly first time off.

*Sometimes you may want to merge two paragraphs:*

8. Press **[ALT]** and **[PAGE]** to start at the top of the page again
9. Cursor to the full stop at the end of the first para and delete **[DEL→]** five times to take out the two curved return symbols (at the end of the paragraph and in the space between the paras), the para number, stop and tab.
10. Press **[RELAY]** and the paras will merge. Press the **[SPACE BAR]** on the first letter of the second paragraph to make a space

**[EXIT] [ENTER]** Finish Editing]

**PARAGRAPHS:** In this session you learned how to do several things with paragraphs. More on Page 29 of the main text.

## SESSION FIVE

Name the document **PHRASES.05** and **[ENTER]**

Press **f8** and make a note of any letters which appear in the box *Phrase* on the highlighted panel, **[CAN]** Then press **[PASTE]** and each phrase letter in turn, and the standard phrases will appear on the screen.

*TO MAKE YOUR OWN PHRASES, type:*

1. **Now is the time for all good men to come to the aid of the Party**
2. At the end of the line press **[ALT] [SHIFT] [LINE]** together. This will take you back to the beginning of the line
3. Press **[COPY] [EOL]** and the line will be highlighted
4. Press **[CUT N]** and the highlighted strip will slide off the screen
5. Press **f8** and on the *menu* you will see the letter **N** has been added to the **Phrase** section
6. Cursor down to *Save all* phrases and **[ENTER]**
7. Now, back on the screen type: **[+]UL [+]RJ [-]UL**
8. Follow the same procedure as set out in Paras 2 & 3 above: **[COPY] [EOL]** then **[ALT] [SHIFT] [LINE]** then **[CUT U]** and proceed as in Paras 5 & 6
9. Back in the screen **[PASTE N] [RETURN]** and **[PASTE U]** and Phrases N and U will reappear

Paste these in as many times as you like and try your hand at making other phrases. If you forget what letters you have used press **f8** to check them then **[CAN]**

10. To clear the work you've done in this session and start Session Six press **[EXIT]** cursor down, **[ENTER]** *Abandon Edit*

**PHRASES:** In this session you learned how to make and remove a phrase. Subject to a maximum of 255 characters in each phrase your phrases can consist of several lines (your address, for example) or you can make phrases of Codes only, like the underline, or those used for the Session headings.

You can save your phrases and call them up no matter how often you change discs by putting them onto your Start of Day disc. And you can get rid of any standard phrases you don't want by pressing **[COPY] [COPY]** followed by the Phrase letter.

More about Phrases in the main text on Page 31.

## SESSION SIX

NAME the document **EXCHANGE** and [ENTER]

Type the two paragraphs below using the letters or symbols **exactly** as printed:

---

**THE HIGHLIGHTED HEADER** at the top of the screen changes as the *f*-keys are allotted different functions.

**DISC MANAGEMENT HEADER:** This is the Header you see when you put your LocoScript copy disc into Drive-A to load the program. It instructs you to press **C** to Create a document [Page \*]; **E** to Edit a document you have already created [Pages Q-QQ]; **P** to Print [Page X]; and **D** for Direct Printing [Page Z].

---

1. Now press [ALT] [PARA] [PARA] to go to the top of the first paragraph.
2. Press [COPY] [PARA] [PARA]
3. When the highlighting has spread over both paragraphs press [COPY] and the figure 0 [RETURN] [RETURN]
4. Now press [PASTE] and 0 and the two paras will be copied below the originals
5. Press [ALT] and [PAGE] to go to the top of the page
6. Press [EXCH] (key 7 on the right of key f7/f8) and a panel will appear
7. Against *Find*: type **Header**
8. Cursor down and against *Exch*: type **highlighted strip**
9. Cursor down and [ENTER Confirm each exchange] Press the [GRID] key (in between the cursor arrows) and the computer will beep when it arrives.
10. You do not want to change the first *Header* so press [-]
11. When you arrive at the second *Header* press [+] the replacement will be inserted, the para re-formatted, and the computer will carry on searching
12. When you have been through the four paragraphs press [ALT] and [PAGE] then [EXCH] again. Delete the original instructions type \* beside *Find*: and 23 beside *Exch*:
13. When the exchanges have been completed continue as before, exchange 24-34 for Q-QQ : 35 for X : 39 for Z
14. [EXIT] and [ENTER Finish Editing]

**EXCHANGE:** In this session you learned how to exchange one word, phrase or a symbol for another. More about Find and Exchange on Page 44 of the main text.

## SESSION SEVEN

In Disc Management, cursor on to the file DOCUMENT.01 and press **E** to edit **[ENTER]**

In the document press **f7** cursor down to *Edit Identify text* **[ENTER]**

On the highlighted panel type COPY JARGON **[RETURN]** type USE EMPHASIS **[RETURN]** type MOVE ROUND DOCUMENT **[ENTER]**

Then **[EXIT]** **[ENTER]** Finish Editing]

Follow the same procedure with: BLOCKS.02 : LAYOUT.03 : PARAS.04 and EXCHANGE.06

Finally, back in Disc Management, cursor on to each of these four files in turn and press **f2** and the Identify text panel will appear **[CAN]**

**IDENTIFY:** In this session you learned how to identify documents from Disc Management without going in to Edit. More on Page 33 and Page 43 of the main text.

Before you leave ANY document you should enter brief details (up to 30-words) describing the contents. You can call up this little *notepad* at any time by pressing **f7** cursor down and **[ENTER]** Edit Identify text] If you add anything press **[ENTER]** Delete a line on the pad by pressing **[-]** If you are just looking, press **[CAN]**

## SESSION EIGHT

At the head of the Group-4 column you will now see *5 limbo files*

Press **f8** and with the cursor on *Limbo* press **[+]** **[ENTER]** and the five files will appear with the word *limbo* beside them.

With the cursor on BLOCKS.02 press **f5** and **[ENTER]** recover from Limbo] A panel will appear asking for the change of name type **BLOCKS.COP** and **[ENTER]**

Press **f8** again and **[-]** beside Limbo **[ENTER]** and they will vanish. But (until the disc is full and the computer starts gobbling them up) the Limbo files will be retrievable should you want to check back on the original version.

**LIMBO:** In this session you learned how to put files into Limbo and retrieve them. If you go back into any document a second time to make further changes the first version will vanish for good and the second version will become the Limbo file.

More about Limbo on Page 46 of the main text.

## SESSION NINE

1. Press the **[SHIFT]** key, hold it down and cursor into Group 5.
2. Release [SHIFT] press **C** and name the document **TEMPLATE STD [ENTER]**
3. On the top line of the Highlighted Header you will see the words *Editing* text. Make a note of the settings in the middle line, these will probably be: Pi (pitch) 12 (elite type): LP-6 (six lines to the inch) LS-1 (single line spacing): and, extreme right, Page 1 line 1 of 54 (54-lines free). The left margin will be at 1.0 and the right margin at 8.5 \*\*
4. Press **f7** and **[ENTER Edit Header]**
5. Several heavy lines now cross the screen with text beneath each and *Editing* *Pagination* has replaced *Editing text* on the top line of the Highlighted Header. Turn to Page-107 of the Amstrad Manual and compare the illustration there with what you see on the screen.
6. Press **f7 f1** the Highlighted Header will change to *Editing Base Layout* and the highlighting will be on *Pitch 12*
7. *Type 10* for (equivalent of Pica on a typewriter) and **[ENTER]**
8. Cursor on and highlight LP 6 *type 8* (eight lines to the inch) and **[ENTER]**
9. Cursor on past LS 1 and Italics and highlight *Justify* tick **[+]** and **[ENTER]**
10. Cursor down **↓** and then right **→** to 1.5 on the ruler line below the header. Press **f1** to set the left margin and the bar setting the margin will shoot into its new position.
11. Cursor two spaces right **→** press **f3** then 3-spaces right and press **f3** again to set the tabs.
12. Cursor right **→** to 7.5 on the ruler line, press **f2** to set the right margin and the cursor will shoot into its new position.
13. Press **[EXIT]**
14. Press **f7** and the *Page size menu* will show: Page length 70 (number of lines on an A4 page): Header zone 9 (about 1¼ inches at the head of the page: position 6 (line on which any text you put in the header is to start): Page body 54 (number of lines free for typing): Footer zone 7 (about an inch at the foot of the page): position 3 (line on which any text you put in the footer will start).
15. Cursor down to Header zone and *type 5 [ENTER]* and Page body changes to 58

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\*\* *These are the settings on Locoscript version 1.20. If your version is earlier or later the settings may be different.*



## SESSION TEN

Cursor onto LAYOUT.03 into Group 4. Press **f3** and **[ENTER]** Name the document **TEMPLATE STD** cursor down to GROUP and type 6 and **[ENTER]**

Press **C** to Create an document in Group 6 type in the name of a customer or member to whom you write frequently **[ENTER]**

1. In the document type the name and address just as you would normally type it on a letter **[EXIT] [ENTER]** Finish Editing]
2. Back in Disc Management copy the TEMPLATE STD again, this time into Group 7 (just type 7) and **[ENTER]**
3. Press C name the document **LETTER** and **[ENTER]**
4. Type a standard letter starting on, say, Line 10 to allow for your letterhead and salutation. By naming this letter TEMPLATE STD, every document you create in this group will contain the same letter.
5. Press **[ALT] [PAGE]** cursor down to Line 5, press **f7 [ENTER]** Insert text]
6. Now you are back in Disc Management: cursor on to the document you made in Group 6 containing the name and address **[ENTER] [ENTER]**
7. Now you are back in the document, and in a moment the name and address will appear **[EXIT] [ENTER]** Finish Editing] The original is still where you first entered it. Insert it as many times as you want in this or any other document.
8. Any changes you make in the merged letter will apply to that letter only. If you want the change to apply to **all** future letters in the group you must edit the TEMPLATE STD.

**MAILMERGING:** In this session you learned how to copy a file from one group to another and merge name and address with standard letter. More on Page 47 of the main text.

## SESSION ELEVEN

In Disc Management, cursor on to any document you made during these sessions, press **f3 [ENTER]** On the highlighted panel type the name of the document, cursor down and type in the number of a group in Drive-M (look at the groups top right of the Highlighted Header). Cursor down and type **M [ENTER]**

Remove the disc from the drive and insert the disc on to which you want to put the copy document, press **f1** With the cursor on the document in Drive-M press **f3 [ENTER]** type the name of the document; the name or number on the new disc; then **M [ENTER]**

**COPY FILE TO ANOTHER DISC:** In this session you learned how to put a *back-up* copy of a file on to another disc via Drive-M. More on Page 44 of the main text.



## SESSION TWELVE

Now the time has come to print out the work you have done in the first eleven sessions.

**FIRST PUT A RIBBON INTO THE PRINTER:** Lift out the dust cover at the front of the printer, drop in the cassette holding the ribbon [Amstrad Manual Page 147] and push both sides down firmly.

**PUTTING PAPER INTO THE PRINTER:** Drop a sheet of A4 paper into the printer behind the roller, resting it against the paper tray. Don't attempt to push it down by hand, it will load automatically

The left edge of the paper should be on the extreme left ridge behind the roller (not the left edge of the paper tray), so its right edge will be on the second ridge from the right.

**AUTO-LOADING:** On the right of the printer are two wheels with a small knob (the paper loading knob) on the inner wheel. Pull this knob towards you, the *bail* bar which holds the paper will move forward towards you and the paper will auto-load.

When the paper has fed through push the inner knob back and the bail bar will snap back into place.

If paper loading stops before the top of the paper is under the bail bar turn the outer wheel (the paper feed knob) away from you until the paper comes into position under the bail bar. If it does not feed in correctly, straighten it by hand, or take the paper out of the printer and start again.

**LOOK AT THE TOP OF THE HIGHLIGHTED HEADER:** On the extreme left the word *Printer* will be flashing, and then the words *Bail bar back* will appear. On the right are the words *High Quality* and *Single sheet* Push the bail bar back and press **[EXIT]**

**CHOOSING THE DOCUMENT TO BE PRINTED:** The documents to be printed are, in Group 4: DOCUMENT.01 (Session 1); BLOCKS.02 (Session 2); LAYOUT.03 (Session 3); PARAS.04 (Session 4) EXCHANGE.06 (Session 6): **In Group 5:** NAME.01 (Session 10): In Group 6: LETTER.01.

With the group cursor on the first of these documents press **P** and a panel will appear with a tick against *Print all pages* **[ENTER]**.

Press **PTR f1** and you will see that there is a tick against High Quality. Cursor down to Draft Quality, press **[+]** and the tick will disappear from *High* **[ENTER]** and **[EXIT]**.

Now press **PTR f1** again and instruct the computer to print the same documents in High Quality,

**PRINTING:** In this session you learned how to print out in High Quality and in the very much faster Draft Quality. More about printing on Pages 35-41 of the main text.

## ADDITIONAL PROGRAMS

Once you have mastered the basic LocoScript program you may decide you are ready to adventure into the realms of the *add-ons* and explore some of the other programs that have been written for the PCW.

### LOCOMAIL

The mail-merge program that runs from the main LocoScript menu. Match in the names and addresses on your mailing list with sales letters and invoices. Slot data from the keyboard into a master document. Print out manually or automatically.

### LOCOSPELL

Checks the spelling of a single word or whole document. Helps in proof-reading by spotting typing errors and does a word count at the same time. Add technical or scientific words to build up your own User Dictionary.

### LOCOSCRIPT 2

You will have to master a few new tricks, but most of the actions are the same as in the original LocoScript program. Use on the PCW 8256 or PCW 8512.

Convert your *LocoScript 1* files as and when you need to or just look at them without converting:

Copy and format discs direct from LocoScript.

Maximum number of characters for **all** your phrases is increased to 972 and you may have as many different sets of phrases as you need.

Blocks are held in the computer's memory until you switch off or delete them so you can paste them into different groups or discs without going back to Disc Management.

Vast range of mathematical and scientific characters plus Greek and Russian alphabets.

No need to make an ASCII file if you want to use a different printer just enter an instruction telling the computer to change printers.

These programs are available from computer retailers, mail order suppliers or from Locomotive Software Ltd., Dorking Business Park, Dorking, Surrey RH4 1YL (Tel: 0306 740606) [Fax 0306 885529] Access/Visa.

## PCW PUBLICATIONS

Two monthlies, available from newsagents or by subscription, are devoted to information for PCW users, they are:

**8000 PLUS:** Future Publishing, The Old Barn, Somerton, Somerset TA11 7PY (0458 74011) **AMSTRAD PCW:** Focus Magazine Ltd, Greencoat House, Francis Street, London SW1P 12DG (See also HELP AT HAND last page of this book).

**HELP**



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## HELP !

'Phone the Amstrad HELPLINE at Brentwood (0279 454555) but first look through these pages; you may be able to get out of trouble without troubling Amstrad.

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### ***DISC FULL***

**When you create a new document** the computer will use both Drive-A (or Drive-B if you have the PCW 8512) **and** Drive-M, and if you have insufficient free *ks* in **either** drive you will receive a DISC FULL warning [see THE CHANGING SCREEN Page 8].

**When you edit a document you have previously created** the computer hangs onto the original until it has finished saving the revised version, but will only use Drive-M if you are adding a substantial quantity of new data.

**So check by looking in the Drive-A (or B) and Drive-M** boxes under the Highlighted Header **before** you create or edit a document. An A4 page: 10-pitch type, single line spacing will use between 4 and 6k. And if you add anything at all to a previously created document you need to have **at least** as many *ks* free in **both** drives as there are in the original document (with a further 4k or so for good measure)

**But if the worst happens and DISC FULL appears on screen:**

1. **Don't Panic ! Press f7**
2. Cursor down to [**ENTER** *Run Disc Manager* ]
3. **First look at the boxes to see which Drive is showing** *Ok free* (no space left). If this shows up in Drive-M you may have a major problem unless there is space in Drive-A onto which you can move any really important files **f4** [**ENTER**] and erase **f6** [**ENTER**] those you don't really need any more.
4. **If Drive-A is running out of** *ks* put into Limbo **f6** [**ENTER**] any document you don't expect to want again bearing in mind that, as LocoScript automatically erases files in Limbo when it needs more space you could lose it for good.
5. When you have ample space on the Drive press [**EXIT**] to return to the document. All your work will still be there even though you had not Finished Editing.
6. But if you get the same warning again press [**CAN**] to cancel the instruction to Finish Editing and resign yourself to rewriting your most recent, unsaved, work.

---

### ***FILE DOES NOT EXIST***

This can give you a nasty turn if you know for a fact that it carries a great deal of valuable text which you put there yourself. Try again. It may just be that the computer is feeling lazy and can't be bothered to look for it.

## ***DIRECTORY FULL***

In theory you may have up to 64-files in the A-Drive directory. Look in the boxes top of Drive A (or B) in Disc Management, where you will see the number of files already used. [see THE CHANGING SCREEN Page 8].

Get rid of any documents you don't really need; put some in Limbo or transfer them to Drive-M (bearing in mind that you will be faced with the same message when you bring them out of Limbo or back from the M-Drive).

---

## ***NOT A LOCOSCRIPT DOCUMENT***

The PHRASES STD file is not **not** a LocoScript document nor are BLOCKS, which can't be edited until they have been inserted in another document [Page 47].

---

## **CAN'T MOVE**

**If you have called down a menu** you must press C to cancel before you can do anything else.

**If you have put paper in the printer** but have forgotten to push the bail bar back *BAIL BAR* will be flashing top left.

Check the highlighted Disc Management section at the top of the screen and you should see the words *Printer Idle*. If it reads *Printing* or if the word *Printer* is flashing top left there may be another page to be printed, or there may have been too many lines on the last page to print out. Insert another sheet of paper and **[EXIT]**

**If you have pressed PTR accidentally** you must press **[EXIT]** before you can continue.

**But check the flashing red light at the foot of the disc drive.** It may just be that the computer is doing its job of scrolling and reformatting. It will release the cursor when it is finished.

**Lock Up:** If nothing seems to work the computer may have *locked up*. Although there's not a lot you can do about it, turn to HELP Page 12 for further information.

---

## **WORDS VANISH**

Unless you have deleted them they're still there and they may reappear when you print out. Try pressing RELAY. If that doesn't work **[EXIT]** and **[ENTER]** Save and Continue] or even Finish Editing. If none of your efforts will bring back the missing words or figures print the page out in draft. You may find they have slipped silently back into their correct positions.

---

## WORDS ARE SPACED OUT

Although there is plenty of space on your lines for a dozen words or more LocoScript insists on spacing them out, allowing three to six spaces between each so that you are only getting five or six words on a line.

Did you enter a double width pitch for the page heading and forget to [-]P ? Go back and minus the code then press [PAGE] or [PARA] by [PARA] and the lines will reformat.

---

## UNEXPECTED END OF FILE

You exited, saved and continued, and took the disc out of the drive leaving the computer switched on. When you returned you put the disc back and continued editing, only to be greeted by the message: *Error in Editor - Unexpected End of File.* **Are you sure you put the SAME DISC or the same side of the disc back in the drive ?**

---

## CAN'T MAKE ROOM AT THE TOP

You want to put a heading or another paragraph at the top of the page but however many times you press [RETURN] Line 1 stays jammed up against the *end of page line* and you can't budge it.

Cursor up to the bottom of the previous page and, if necessary, delete one or two lines (you could Copy, Cut and Paste them to the next page temporarily). Then [ALT] [RETURN] on a line short of the last line. With luck this should give you a gap between the top of the next page in which to insert your heading or paragraph.

---

## CAN'T GET BRAND NEW LAYOUT

You want a new layout but when you press f2 Brand New Layout has vanished leaving Layout ?? in its place.

Press f7 to Edit Header then f7 f5 and a short *menu* will appear showing *5-Layouts*. **Delete 5 and type in 10 [ENTER]** and continue as for Editing Header on Page 14. You will then be back in the document with another five brand new layouts at your disposal.

---

## USING TABS AND EVERYTHING COMES APART

You might be able to put it together, but it may be easier to start again. If you try to delete anything the text may slide away. [EXIT] and [ENTER Abandon Edit]

If you want to save text you've just put into the document [EXIT] [ENTER Finish Editing]. Then go back to the document from Disc Management and delete the offending section (although the figures may have sorted themselves out all by themselves).

## **DRAFTS ARE PRINTING OUT IN HIGH QUALITY**

Did you forget to press **PTR f1** to change the quality ? [Turn to Page 34] If you look at the Highlighted Header when you put the paper in the printer and press **P** Draft or High Quality will appear momentarily on the top line.

---

## **RUNNING OUT OF Ks**

You have to edit parts of a long document but your disc is very close to its maximum *k*. **Move f4 [ENTER]** the document, via Drive-M to another disc. Check the number of *ks* in the document. Edit, Finishing Editing, then check to see how many *ks* have been added during editing.

**Move** the file back via Drive-M to the first disc and then move it back to its proper place after checking that the *ks* you have added will not to put you over the top. If they are going to you must erase or move something first to make space for your edited document.

---

## **INVALID GROUP NAME**

This one can appear when you instruct the computer to copy or move a file from Drive-A to Drive-M (or vice versa) and forget to change the Drive from A to M (or M to A) on the menu.

---

## **INVALID FILE NAME**

You press **E** to edit and a menu informs you there isn't such a file. Are you trying to edit a file in Limbo. If not, try again.

---

## **DISC IS UNSUITABLE FOR DRIVE**

This can happen very easily if you have two Drives. Just **[ENTER Cancel]** take the disc out and put it in the proper slot. If you have a single Drive only and have acquired B-format disc which you are attempting to squeeze into the A-Drive there isn't much you can do about it, except ask a friend with a PCW 8512 to let you spend an hour at his machine, moving files one at a time from the B-format disc to an A-format disc.

---

## **PAGE ENDS SUDDENLY**

You suddenly find yourself on a new page after just a couple of paragraphs. Check the number of lines top right in the Highlighted Header. Did you enter Line Spacing 3 and forget to **[-] LS** ?



---

## SWITCHED ON, PUT DISC IN DRIVE, AND THE COMPUTER BLEEPS

Are you sure you put your Start of Day disc in the Drive ? Did you try to start up with your Data Disc by mistake ?

---

## SCREEN WON'T LIGHT UP

You've switched the power on but the screen remains dark. You may have a loose connection.

Check the connections: first monitor to keyboard and to printer, then the wallplug. If they all seem firm take out the wallplug and using a small screwdriver take it apart and check the connections inside.

---

## TEXT SLIDES OFF SCREEN TO LEFT

Wait until it stops sliding then press cursor ← and keep your finger on it until the text has all arrived back into the correct position.

---

## PRINTER IS ACTIVE

You press **P** and nothing happens, but a LocoScript message warns you that the *Printer is active and Printing shows* in the Highlighted Header. The cursor is on *Printer now idle - retry* so you **[ENTER]** and the same message appears. Press **PTR f7 [ENTER Confirm]** to Abandon Printing.

---

## YOU HAVE SPILLED YOUR DRINK ON THE KEYBOARD

The very worst has happened and the keyboard is swimming in tea, coffee, scotch or rainwater.

Take the disc out of the Drive, switch off the power, switch off at the wall socket and detach the keyboard from the monitor.

Turn upside down to drain the liquid. Wrap in a dry towel and put in the airing cupboard for a couple of hours. Then use a hair-dryer to finish the drying-off. After which it should be ready for work. Don't switch on again until the keyboard has dried out thoroughly.

## CAN'T PARA

You press **[PARA]** and shoot down to the bottom of the page (and possibly to the bottom of the next page). This is because LocoScript has its own very definite ideas about what constitutes a paragraph and doesn't recognise some of yours. Verses of a poem, for example.

Place markers on the line **before** each paragraph, or between the verses, using the Unit Code **[+] UT** The next para will drop down so delete the unwanted space by pressing **[DEL→]**

---

## CAN'T REMEMBER THE PHRASES

Press **f8** and note the letters of the stored phrases **[CAN]** Make a space on the document and **[PASTE]** them in one at a time to see what is in store.

---

## CAN'T PASTE A PHRASE IN

Is the phrase a series of codes ? If so have you ticked Codes on the SHOW menu so that they show up on the screen ? Press **f1** to check.

---

## CAN'T COMPLETE A LINE

You've started to type a line, paused for a moment, and the next word appears on the next line. Cursor up to the start of the line you were typing and press **[EOL]** the word will shoot up to its proper place and you can carry on typing.

---

## PAGES WRONGLY NUMBERED IN PRINTOUT

You've set odd numbers on right pages and even on left pages, but the odd numbers sometimes print out on the left and the even on the right, and sometimes the page numbers are repeated. Check the Header **f7 [ENTER]** in case you've accidentally used the code *LPN* (last page number) instead of *PN* (which should be used for both).

---

## ADDRESS MARK MISSING

This is LocoScript jargon for *unformatted or faulty*. But you know that the disc is formatted **and** verified, so perhaps you put it in the Drive the wrong way up ? Take it out anyway and when you put it back again **[ENTER]** Retry Operation]

---

## DRIVE IS NOT READY

Did you take the disc out of the drive and forget to put it back again ?

---

## LINE BREAKS IN TWO

The first part of a line you are editing slews off to the right of the page and the second part drops to the next line, left. Cursor to the first letter of the line [RETURN] then [RELAY]

---

## SETTING TABS - COMPUTER BLEEPS

You're putting tabs into the Header when the computer beeps and refuses to insert one. That's because you have 10-tabs already. Press **f7 f5** and change the number on the *Tab Count Menu* to **15** from 10.

---

## PRINTING WON'T START

You've just finished a letter and press P to print but nothing happens. Are you pressing P from within the document instead [EXIT] [ENTER Save and Print] or **Did you forget to push the Bail Bar back ?**

---

## REFORMATTING

You've got to change a whole batch of documents to Pitch 12 margins 0.5 to 8.5 (from Pitch 10 margins 0.5 to 7.2) how can you steer clear of disaster ?

First go through the documents and make a note of the tabs on any page which includes a table and, taking into consideration the extra length of line, extend the positions of the tabs. Make a TEMPLATE STD in a new group or on another disc.

Create a document in that group and put any change of page number in the Header (**f7 f8** plus any tabs which apply to that document. Back on Line 1 of the document press **f7** [ENTER Insert text] Cursor on to the document to be reformatted [ENTER] [ENTER]

When insertion is complete press [DOC] then [ALT] [DOC] and work through it page by page to check for widows and orphans [Page 15] and on the number of lines per page.

---

## MOVING A TABLE - EVERYTHING COMES APART

You've just moved a table into a different document and bits of lines litter the screen. How can you get them back together again ? If you've changed the pitch or the margins perhaps the tabs are in the wrong positions. Press **f2** for Brand New Layout then set new tabs. When you press [EXIT] [PAGE] the table may sort itself out.

If it doesn't do so, press **f1** tick *Effectors* and [ENTER] then work your way down through the table deleting any [RETURN] and [TAB] arrows that appear to be snarling things up. Press [RELAY] once a line has snapped into its proper form.

---

## EVERYTHING ON SCREEN IS UNDERLINED

Have you pressed +UL by accident ? If you haven't got the codes switched on press **f1** and **[+]** Codes You can then see if you have entered the underline code and delete it if you have. Press **[PAGE]** and the underlining will vanish from the screen. If you haven't entered the code, press **[PAGE]** anyway, it might just do the trick.

---

## EVERYTHING IN PRINT OUT IS UNDERLINED

Check the ribbon, perhaps it needs tightening. To do this turn the knob on the left of the cassette in the direction of the arrow. If the problem isn't the ribbon and you haven't accidentally put in (or left in) the +UL code then it may be that the printer needs attention; or it may just be sulking. Switch off and give the printer time to snap out of it.

---

## CAN'T CENTRE ACCURATELY

You're trying to set a whole block of lines centrally but the centring doesn't seem to be very accurate. LocoScript is such a good program that you don't expect it to have any faults at all. But this is one, and does occur, especially if you are using different pitches.

The only way to get over it is to space out the characters and use the [SPACE BAR] or [←DEL] to shift the words and lines into their proper places.

If this fails, make a note of where each word or line should start. Press **f2** and **[ENTER]** Brand New layout] Take out any tabs you don't need and insert only those you want for this layout. Don't forget to press **[-]LT** to return to the base layout.

---

## DECIMAL TAB ISN'T FUNCTIONING

Are any ordinary GoTo tabs set within a distance of ten spaces before the decimal tab on the Ruler Line. If they are press **f2** for brand New layout and delete them. Press **[-]LT** to return to base layout after finishing with decimal tab.

Make a note of the layout number on the *Identify text* notepad (**f7**) and **[ENTER]** If you need to use it again **in the same document** you only need press **[+] LT** and add the layout number.

---

## PROGRAM WON'T LOAD

You've switched on, put your Start of Day disc in the Drive, the Locomotive message appears, and nothing else happens. *No Disc Management display either.* Take out the disc, press **[SHIFT] [EXTRA] [EXIT]** and try again. Perhaps you didn't press the disc in the drive firmly enough.

---

## CAN'T GET OUT OF ITALICS/BOLD

**[Read Bold instead of Italics where applicable]:** Did you forget to **[-] I**. Or perhaps you pressed **[+] I** instead of **[-] I**. Or **[-] B** by mistake (or vice versa of course). **Or did you tick Italics when Editing the Header ?**

If you've done anything like this early in a long document and are using continuous paper all the following pages may print out in Italics, without your noticing what is happening, until LocoScript reaches a spot where you have pressed **[-] I**. This is why it is an advantage to have the Codes showing. Otherwise keep your eye on the middle line of the Highlighted Header for the words *Italic* or **Bold**

However if you're feeding single pages into the printer and can see what's going on, press **[PTR f7 [ENTER Confirm]** to Abandon printing.

Back in Disc Management, press **E** to Edit, go to the point where the trouble started and insert the **[-] I** code.

---

## CAN'T GET OUT OF CAPITALS

You have accidentally pressed **[ALT]** and **[ENTER]** together. Press **[ALT] [ENTER]** again to get back to normal.

---

## CAN'T GET OUT OF NUMERALS

You have accidentally pressed **[ALT]** and **[RELAY]** together which has taken you into the Numeric Key Pad (see the lower keyboard on Page 10 of the Amstrad Manual) which is not available for use with LocoScript. Press **[ALT]** and **[RELAY]** to get back to normal.

---

## TEXT ON SCREEN GOES HAYWIRE

Everything breaks up. Some text slides away and you have broken lines, one-word lines, un-editable rubbish in fact. If you want to try to save the work you've done **[EXIT]** and **[ENTER Finish Editing]** Then Press **E** to edit and you may find it has sorted itself out.

---

## HAVEN'T GOT A DISC

You've borrowed a friend's cottage in deepest nowhere, and his PCW 8256, but your disc is formatted for the B-Drive on your PCW 8512 and it contains valuable data so you can't reformat it.

Boot up, take the Start-of-Day disc out of the drive and you can type your important article in Drive-M without using a disc at all. But don't forget to print out a second copy so that you can type it into your PCW 8512 when you get home.

## ***DISC SECTOR NOT FOUND***

It sounds as though you may have a corrupted disc. [**ENTER** Retry Operation] a couple of times. If that doesn't work turn the disc over and press **f1**. Then go back to Side 1 and try again. If that doesn't work either you really **are** in trouble. See last page of this book for people who may be able to help.

---

## **EDITING WHILST PRINTING A LONG DOCUMENT**

You're frustrated because you're printing a long document and you can't do anything but glare at the screen. But you **can**, provided you want to work on a document which is on the same disc; on a disc in Drive B if you have a second drive; or in Drive M.

Or before you start printing you can put a different disc in the drive and copy a document to Drive-M and either work on it there or move it temporarily onto the disc you are currently using to print from.

**You can create another document**, or edit a document you've already created. You can **Save and Continue** or **Finish Editing** but you **CAN'T** Save and Print.

**You can edit a document that is being printed** and Save and Continue but you **can't** Finish Editing or Save and Print until the printer is idle.

If you are still editing when printing ends you can press **f7** cursor down, [**ENTER** Disc Management] and instruct the printer to print another document. [**EXIT**] to get back to your edit.

If you press Finish Editing by accident a warning notice will appear. Whatever you do, **DON'T Abandon Edit**. Leave the message on the screen and take a well earned break whilst you wait for printing to end. When it does, editing will finish automatically.

---

## **EDIT CANNOT FINISH UNTIL THIS DOCUMENT HAS FINISHED PRINTING**

This happens when you are printing a document and have gone back to edit it at the same time. Whatever you do **DON'T** Abandon Edit. Leave the warning on the screen and editing will finish automatically when the printer is idle. If you want to stop the printer before it gets to a page you are changing press **PTR f7** [**ENTER** Abandon Printing].

---

## ***DISC DATA ERROR***

This is a real *put your head in a gas oven* message. **But don't** ! See *DISC SECTOR NOT FOUND* Retry a couple of times. Turn the disc over and press **f1**. Pray ! But if nothing works 'phone a Disc Doctor (names at the back of this book). The writer 'phoned Mastercare who recovered the data on an apparently dead disc within minutes.

## TEXT FORMS A NARROW COLUMN

You've moved a page into the middle of another document: all the text shoots across, forms itself into a narrow column on the right of the screen and runs into a second page. Pour yourself a reviver because this is going to be hard work.

Press **f1 [+]** *Effectors*. Then delete those unwanted TAB and RETURN arrows. Press [RELAY] when you've sorted out the first line. And so on, line by line, all the way to the end.

---

## SPLITTING A LONG DOCUMENT

You have a 20-page (Pages 1-20) document and the time LocoScript takes scrolling and reformatting every time you want to make a slight alteration is driving you **mad**. So split it. There are several ways to do this but the easiest is to make five Blocks

E to edit the document, press [PAGE] [PAGE] [PAGE] [PAGE] and at the top of the fifth page, press [COPY] [PAGE] [PAGE] [PAGE] [PAGE] At the end of eighth page press [CUT 5]

Press **f8**, type in **5** and you will be back in Disc Management. You can stay in the same group or, if there are insufficient *ks* left on Drive A to duplicate the document **in full** cursor to a group in Drive M [ENTER] Name the document **PAGES\_05\_08.BLK** [ENTER]

You will then be back in the document at the top of Page 1. Repeat the process, making Blocks of Pages 9-12, 13-16 and 17-20. Create a new document calling it PAGES\_09\_12 [ENTER] Press **f7 f8** and change First page number to **5 [EXIT] [ENTER]** Use this Pagination] In the document press **f7** and [ENTER Insert text] Cursor on to the first Block you made and [ENTER] [ENTER]

---

## YOU'VE SPELLED A NAME WRONG

You've just discovered that you've spelled the Chairman's name wrong on several pages of a long document. How can you find the errors and correct them without scrolling painfully through every page ?

With the cursor on the first line at the top of the document press [EXCH] The Exchange Menu will come down. On the line [FIND] type in the name you want to delete (up to 30-characters) **exactly** as you wrote it [see Page 44].

Cursor down to the next line [EXCH] and type in the name to be inserted in its place. Cursor to 'Confirm Each Exchange' [ENTER] Press the [GRID] key (between the arrows) and the computer will bleep when it reaches its destination.

Press [+ ] if you want the exchange to go ahead or [- ] if you want to leave it unchanged and want the search to continue.

## LOCK UP

This is one of the nastiest things that can happen to you and if you have anything in Drive-M you are going to lose it. There is no way of knowing why this happened, although it could have been that you inserted a disc and didn't press it firmly enough into the drive.

In response to a Guardian reader's letter, Amstrad's Director of Marketing wrote that there would always be untested combinations of actions which might cause a problem and he could not say with absolute certainty that a lock up would never occur.

## COMPUTER LOCK UP

If nothing will move, no matter what you do, there is no alternative but to take the disc out of the drive, switch off and start again. But before you do, be sure you hadn't already taken it out in an absent-minded moment. If you did, insert it before switching off and friendly relations may be restored.

As you probably won't be so lucky you'll lose anything stored temporarily in Drive-M and any text you had been working on since you last entered Finish Editing or Save and Continue. But you will have learned a very valuable lesson: don't wait till the end of the day. **Save early ! Save Often !**

## ALL IS NOT LOST

If you have documents in Drive-M which you *copied* from Drive-A they will be safely in their home drive. If you *moved* them they will be there too, in Limbo.

---

## PRINTER LOCK UP

The printer is chugging merrily away when suddenly it stops dead. The Highlighted Header shows *Printing* but it isn't. And all the pushing and shoving you do won't persuade it to budge.

This is a private quarrel between the computer (which is trying to force too much information too quickly into the printer's limited memory bank) and the printer (which is saying *there's no more room in here. Go away.*) And as an innocent victim of the strike there is nothing **you** can do to make them patch it up. Press **PTR f3 [ENTER]** Abandon printing]

**CONTINUOUS STATIONERY:** If you are using continuous stationery however there could be a simple explanation **and a** solution. The printer may sense that you have come to the last sheet of paper.

Press **PTR f1** and check to see whether you had ticked Single sheet paper by accident. If so put your tick **[+]** in the correct place. Or if there is a tick on Paper out defeat delete it **[-]** Then **[ENTER]** and **[EXIT]**



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## INDEX

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## HELP AT HAND

**AMSTRAD CUSTOMER SERVICES:** Fleet House, River Way, Harlow, Essex (0279 454555)

**AMSTRAD PROFESSIONAL USER GROUP:** PO Box 10, Pre Complex, Pallion Industrial Estate, Sunderland SR4 6SN (091 510 8787) Discounts on hardware and software: technical helpline: monthly newsletter: includes subscription to *Amstrad PCW*

**LOCOMOTIVE SOFTWARE:** Dorking Business Park, Dorking RH4 1YL (0306 740606) All LocoScript products and upgrades.

**MASTERCARE COMPUTER SERVICES:** (0602 864622) (Freefone 0800 581714) for service contracts: and one-off, on the spot repairs of your PCW.

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