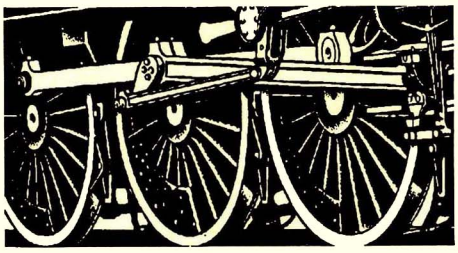

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Script

The LocoScript Newsletter

Contents

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In this issue of Script we are focussing on Version 2.12 of LocoScript which became available in mid-October for both the PCW8256/8512 and the PCW9512. The new release contains a number of extra facilities, which we describe in the News pages.

One of the things Version 2.12 supports is an expanded range of daisywheel and dot-matrix printers, so one of the articles in this issue looks at the background to using a different printer. We also show you how to go about installing a printer on your system.

Another article looks at templates – a feature of LocoScript that a number of people seem to feel apprehensive about. We shall try and overcome this fear as templates are an important facility and provide an efficient way of organising your work. They enable you to set up a standard format for your documents, relieving you of repetitive tasks – such as typing in your address at the top of every letter – and allowing you to concentrate on the content. We look at ways in which you can make the most of templates.

In this month's article on LocoMail, we slow down the technological pace a little, so that those who are new to the processing power of LocoMail have a chance to catch up with the more knowledgeable amongst you. This month we are looking at mailshots – standard letters with a personal touch. To produce a mailshot, all you need is an address list and a "master" document for LocoMail to slot the names and addresses into.

We have received many requests for a guide to using all the characters that LocoScript supports. So we have enclosed some pull-out keyboard charts to help you find more easily all the special characters and symbols you want to use.

Judging from the letters we have received you appear to have liked the introductory issue, finding the articles clear and helpful and "pitched at about the right level". We aim to cater for both the LocoScript novice and the more experienced user and we are happy to cover any aspect of LocoScript 2 that you may have found difficult, or that you feel requires further explanation. Please address your comments to the Editor, who welcomes any suggestions, hints and tips or even contributory articles.

News

The most important news this month is the release of version 2.12 of LocoScript. This version supports a wider range of daisywheel and dot-matrix printers than before: we now believe we have covered all the most popular printers. Indeed, we would recommend anyone who has an external printer to upgrade to version 2.12.

Version 2.12 also allows you to define some characters of your own on the PCW8256/8512 built-in matrix printer, and to use a range of support products we now have available for both the PCW8256/8512 and for Amstrad's new PCW9512. These include a Character Sets disc that will help you prepare Character Sets for printwheels that aren't fully supported by the supplied Printer Files and a Keyboards disc that lets you mix and match different nationalities of LocoScript with different nationalities of PCWs.

New Products for V 2.12

Different nationality keyboards

Earlier versions of LocoScript had the keyboard software built into them in such a way that English versions of LocoScript assumed that you were using an English QWERTY keyboard, French versions assumed that you were using a French AZERTY keyboard and so on.

With version 2.12, we changed this and built the keyboard software separately so that you can mix and match versions of LocoScript with different nationalities of keyboard. All you need is the version of LocoScript with the messages in the language you want to use and the keyboard file for the nationality of PCW you have.

We have keyboard files for Canadian, Danish, Finnish, French, German, Italian, Norwegian, Spanish, Swedish, American and, of course, English machines. These are available on special 'Keyboards discs' – one for the PCW8256/8512 and one for the PCW9512. So if you want to use any of these keyboard layouts all you need is a Keyboards disc – and if the layout you want doesn't match your keyboard markings, a supply of sticky labels!

Extra Character Sets

Using a different printer with your PCW can cause problems when printing certain characters. For example, you may type { and actually produce # – or, to look at it another way, you may *have* to type { in order to produce #!

The problem occurs when the Character Set LocoScript is using doesn't match the character set on your printer and, in particular, when it doesn't match the printwheel you are using. The supplied Character Sets were chosen to be as general purpose as possible and so work fine with standard characters like A..Z, a...z, 0..9 but are less likely to get right the special characters that vary from printer to printer, and printwheel to printwheel.

LocoScript 2 – the missing versions!

If you have version 2.06 and thought that, prior to 2.12, you had the latest version, you may be wondering what happened to 2.07, 2.08 etc. We have skipped the intervening versions to bring the numbering in line with the versions that were produced for the PCW9512. These were 2.10 and 2.11 and so the latest version for both the 8256/8512 and the 9512 is 2.12.

Summary of Products

For the PCW8256/8512

– Character Sets Disc

– Keyboards Disc

For these products you will need LocoScript 2.12 as well.

For the PCW9512

– Printwheels Disc

– Printer Drivers and Character Sets Disc

– Keyboards Disc

These products come with a free 2.12 upgrade.

We've produced a program for version 2.12 (called CHARKIT) that will let you produce your own Character Sets – specifically tailored to your printer's character set and to the printwheels you use. This is available for both the PCW8256/8512 and for the PCW9512 (where it is supplied on a disc with a range of extra Printer files – the ones automatically supplied with version 2.12 for the 8256/8512).

CHARKIT allows you to produce extra Printer files, which LocoScript can then use to print all the characters available on your printer correctly.

PCW9512 Printwheels

The PCW9512 is supplied with Character Sets for use with its built-in daisywheel printer to support the 'England' and 'Swiss-French' ranges of printwheels.

A number of other printwheels are available for this printer and if you only use the supplied Character Sets with these wheels, you can suffer the mis-match problem between the character you type and the character that is printed.

We have produced a special disc for PCW9512 owners that contains Character Sets to support the full range of printwheels currently available for the 9512 printers. Unlike CHARKIT we've done all the definitions for you and all you have to do is install the files for the special printwheels you have.

As other manufacturer's printwheels will no doubt become available for use with the 9512 printer, we also provide on this disc a program that lets you build Character Set files to describe these other wheels. And we've also provided the facility to install your printwheels so that they can be used when you are running CP/M on your PCW9512.

User Definable Characters

Version 2.12 for the PCW8256/8512 contains the program LOCOCHAR which lets you re-define up to 16 of the LocoScript characters. These characters can then be displayed on the screen and printed on the built-in dot-matrix printer. So, for all the mathematicians and chemists amongst you, printing any special symbols that aren't already in the character set should no longer be a problem. The more adventurous amongst you might like to try your hand at designing characters that you could use to produce simple graphics. We shall be pursuing this idea in a later issue of Script, so let us know what sort of characters you produce.

Each character in the LocoScript Character Set has three different forms – one for the screen, one for draft quality printing and one for high quality printing. LOCOCHAR lets you design all three forms of these 16 characters. Your new characters can then be treated exactly like any other LocoScript character: they can be used in any character pitch, you can make them bold or italic, you can underline them and you can apply any of the 15 LocoScript 2 accents to them. The thing you can't do is create a new type of accent, because these are special characters and are handled rather differently. However, if you're one of the people who have been crying out for breathing marks in Greek, you could define some extra Greek characters with the breathing mark as part of the design.

LOCOCHAR is only supplied on the PCW8256/8512 versions of LocoScript 2.12. It's not available for the PCW9512 because it will only work with the built-in dot-matrix printer.

Other New Products

Foreign Languages

Foreign language versions of LocoScript 2 are now available starting with French, Danish and American. Using one of these versions means that LocoScript's messages appear in the appropriate language. (Yes, the American version is different as they insist on referring to discs as *disks!*) By the time you receive this newsletter, Italian and Spanish versions should also be ready. We are following this up with the relevant language versions of the manual and we will let you know when these are available. We are also working on versions of LocoSpell for these languages, which we hope to have available early in 1988.

Hard Disc Version of LocoScript 2

A hard disc version of LocoScript 2 is now available for the PCW8256/8512 machines and it can be purchased direct from the makers of the hard disc add-ons that we support, ASD and Timatic. A hard disc version is also now available for the PCW9512.

New Publications

Mallard BASIC Manual

Mallard BASIC is the BASIC supplied on Amstrad's PCW machines. In the main, it has been supplied without a user guide and so lots of you have come to us for a copy of our Mallard BASIC manual. We have now published a second edition of this manual, in which the introductory section has been much expanded to cover some aspects of using Mallard BASIC in more detail.

In particular, the new introduction has a whole chapter devoted to Mallard's keyed access files. What makes these useful, particularly as databases, is that Mallard will effectively build and maintain an alphabetical index of the records in these files for you. Moreover, as you only work directly with the index, it means that your data is in effect sorted into alphabetical order as well. Another new chapter describes how to use machine language routines from within BASIC programs, complete with worked examples, and how to use GSX graphics routines. And for the mathematically inclined, we explain why if you ask (almost any) BASIC to add .1 ten times, the answer it gets is not exactly 1!

The new manual costs £9.95 and is available in two versions. One is intended for PCW owners and includes information specifically about using BASIC on this machine; the other doesn't concentrate on any particular machine.

LocoScript 2 Publications

Whilst the ultimate description of LocoScript 2 is the User Guide, it is often useful to have an alternative view on something as subjective as a word processor. Of the many books on LocoScript 1, perhaps the ones by John Hughes and Ian Sinclair were the most popular, and they have both produced new versions for LocoScript 2. We cannot guarantee that these publications are 100% accurate, but we did have a chance to comment on them before publication.

"LocoScript 2 and Amstrad PCW Computers : the complete guide"

John Hughes's book is a completely revised version of his earlier book "Mastering the Amstrad PCW8256/8512" and comes highly recommended. It is a thorough and complete description of LocoScript 2, and yet caters for both beginners and experienced users. Among the advanced techniques discussed are character sets, printers and using LocoMail for mailshots. It also describes the 9512 hardware changes. This book will be published in December by Sigma Press and costs £11.95.

"LocoScript 2 on the Amstrad PCW8256/8512 and 9512"

Ian Sinclair's book is designed to help newcomers quickly come to grips with word processing techniques and facilities available in LocoScript 2. A special feature of the book is the summary section which gives details on the most widely used procedures. The book is published by Blackwell Scientific Publications and costs £9.95.

Note: You can purchase both of these books direct from Locomotive Systems.

Using printers

When LocoScript first came out, the only printer you could use to print any of the documents you prepared was the PCW's built-in printer. This was a perfectly adequate printer but, simply because it was a dot-matrix printer, the print quality could never match that produced by a daisy-wheel printer. So users very naturally wanted to be able to print their documents on a daisy-wheel printer instead.

LocoScript 2 (especially since version 2.12) gives you the freedom to use all sorts of different printers to print your documents. However, using a different printer is not just a case of attaching this printer to the PCW. Thanks to the differences even between printers that the manufacturers describe as being compatible, you also have to ensure that you work with the correct 'Printer Files' for your printer. (The word 'compatible' often only means 'similar up to a point'!) With the correct Printer Files, everything is straightforward.

The key to working out which Printer Files you need is to understand how printers work and how LocoScript copes with the differences between different types of printer.

When LocoScript prints a document, it sends a long list of codes to the printer which the printer's own software decides how to interpret. These codes tell the printer everything – which characters to print, where to start a new line, where to start a new page, what character pitch and line pitch to use, what print effects (bold, italic etc.) to apply, etc. etc.

Some of the codes represent characters; others are instructions to the printer to carry out particular actions such as moving to the beginning of the next line. Some of the codes work together as a group to carry out further actions, such as changing the character pitch or turning on or off a print effect like Bold.

Ultimately, what each code represents depends on the software that is interpreting it – ie. on your printer's own software – though, fortunately, a number of conventions have been established. In particular, most manufacturers follow the American ASCII standard, which defines codes for a range of basic actions and for A...Z, a...z, 0...9 and the common punctuation marks.

Outside of these conventions, there are few common standards and each piece of software and each printer uses its own character codes – though many use the same set of codes as one of the major manufacturers like IBM or Epson. In addition, ASCII itself comes in a number of different 'language' variants in which some of the codes are have different meanings. For example, UK ASCII differs from US ASCII in that the code hexadecimal-23 represents £ rather than #.

On top of this, some printers support more than one set of characters and codes and you can select the one you want by setting the 'DIP switches' on the printer. For example, on the Amstrad DMP 3000/4000 printers you can choose between variants of the Epson and IBM sets of characters. It may also be possible to select a different 'language' either by setting DIP switches on the printer or by sending a special sequence of codes – and this, of course, will affect the characters available and/or the codes associated with some of the characters.

For daisy-wheel printers, the issue is further complicated by the wide variety of different printwheels that you can use.

To cope with the variety of codes used by printers, LocoScript 2 uses some special files known as Printer Files. These tell LocoScript how to translate the codes used in a LocoScript document into those required by the printer.

This translation is, of course, affected by the capabilities of the printer. For example, LocoScript lets you specify that you want a section of text to be printed using 15 pitch characters but your printer may not may not be able to print 15 characters per inch. Similarly, LocoScript's character set includes a wide range of characters that aren't available in other printers' character sets. (LocoScript will leave a blank wherever you ask for one of these characters so that you can put it in later – by hand if necessary.)

However, with the right Printer File telling LocoScript how to translate the codes in the document, your document will print correctly. The question is which is the 'right' Printer File and how do you ensure that LocoScript uses this file when you come to print your document.

The Printer Files you need

Each printer requires different Printer Files. The principal Printer File any printer needs is a 'Printer Driver' file. This has two parts to it: the first part tells LocoScript what facilities the printer has ; the second part contains a list of LocoScript characters the printer is capable of producing, how wide these are (for proportional spacing) and which code(s) the printer uses to access these characters. Printer Driver files are identified by the filetype PRI. For example, the file called JUKI6100.PRI contains the information LocoScript needs to control a Juki 6100 printer (or some other printer that works in the same way as the Juki 6100).

The information in the second part of the Printer Driver (.PRI) file is called a Character Set . So that the file is applicable to as many compatible printers as possible, this Character Set tends to contain just the characters that appear on all these different printers. For dot-matrix printers, this Character Set in the .PRI file is often all you need because these printers generally use either the same set of characters as an Epson FX-80 or the same set of characters as an IBM printer. However, the characters you can print on your daisy-wheel printer depend on the printwheel you have fitted and this can vary greatly from printwheel to printwheel. In such cases, the Character Set in the .PRI file will at most allow you to print A...Z, a...z, 0...9 and a few punctuation marks. The other characters on your wheel either won't be printed at all or will appear in the wrong places. For example, you might have } where you expected] or vice versa.

So as well as the Printer Driver file, LocoScript lets you have a number of 'Character Set' files – sharing the same main name as the Printer Driver file but with filetypes that start with a #. Each of these files contains an alternative Character Set, to be used instead of (or as well as) the one in the .PRI file. So you can have Character Set files to support both different printwheels and alternative character sets on your dot-matrix printer. For example, the Amstrad DMP3000/4000 printers offer both the Epson and the IBM character sets. The .PRI file for these printers includes the Epson character set, so we also provide a .# file on the version 2.12 disc (DMP3000.#IB) containing the IBM character set.

It isn't necessary to have a different Character Set file for each of your printwheels, just one for each 'family' of wheels. For example, in the UK, Juki 6100 printers are often fitted with Triumph Adler Group 2 printwheels such as Primus 10, Caroll 10, Madeleine PS, Tile PS and many others. These wheels all have the same characters on them and the widths of the characters on the PS wheels are the same, and so they can all be supported by the same Character Set – the one in the JUKI6100.#02 Character Set file. So for each Character Set, you give LocoScript a list of the names (Primus, Caroll etc.) and pitches (10, 12, PS etc.) of the wheels you will use with this Character Set. These are known as Character Styles. Character Styles are purely labels (though the pitch part has to be accurate because it enables LocoScript to get underlining right) and you can change these names at will.

The first thing to identify is the .PRI file you need because this contains the information LocoScript needs to 'drive' the printer. Ideally, you use one that is specifically intended for your printer because this will enable LocoScript to use all your printer's features as it prints out your documents. But if there isn't a .PRI file available specifically for your printer, you can usually use a file designed for a printer that is described as being compatible with your printer. For example, if your printer is said to be Epson FX-80 compatible, you should be able to use the .PRI file supplied on the LocoScript disc for use with the FX-80 printer or the FX-80 NLQ version. Saying a printer is 'compatible' with another means that the same codes select the same printer features on both printers.

However, using another printer's .PRI file can mean that you aren't able to use all your printer's features. For example, if you use the file for an FX-80 with some other dot-matrix printer, you won't be able to produce 15 pitch characters, even if your printer has this facility – because the Printer File you are using has been set up to cope with the fact that the Epson FX-80 printer does not have a 15 pitch option.

Similarly, if you use D630 files with a daisy-wheel printer that uses 100-petal wheels, you won't be able to use four of the characters on your print wheels because the D630 files are set up for 96-petal printwheels.

Once you have identified the .PRI file to use, you then have to think about the Character Set you require – does the Character Set in the .PRI file support the character set or printwheel you want to use or do you need a different one? Again, if the Character Set doesn't exactly match the character set or printwheel you propose to use, you can often still use it – thanks to the way most printers use the ASCII character codes for A...Z, a..z, 0...9 and the standard punctuation marks. The drawback is that the widths and positions particularly of special characters like] and } are not the same on every printwheel and so you may have to put, say, { in your document wherever you actually want to print #. You may also find that the letters won't be spaced properly when you are using proportionally-spaced text.

(contd)

EXAMPLE: *Setting up a Qume Sprint 11*

Suppose you had a Qume Sprint 11, fitted with a Qume Connection Centronics Interface – this is what you would have to do to use it to print your LocoScript documents: (Similar steps are required to set up any printer.)

• Attach a CPS8256 Serial/Parallel inteface to the expansion slot on the back of your PCW.

• Plug an IBM–Centronics Converter into the Parallel socket of the the CPS8256 Serial/Parallel interface; then plug the cable on the Qume's connection module into the converter.

• Set the DIP switches on the connection module as follows:
- Auto Carriage Return on LF and FF – set to OFF
- All others – leave as they are currently set

Make a mental note to experiment with the 'Stop on Paper Out' switch later to discover which setting gives you the best results when handling single-sheet stationery.

• Set the Front control switches as follows:
- Auto Line Feed – set to OFF
- Character Spacing – check that WPS is not selected
- All others – leave as they are currently set

• Set the Back control switches as follows:
- Auto CR/LF – set to OFF
- Auto bi-directional printing – set to ON
- All others – leave as they are currently set

• Copy (using the f3=File menu) the two of the supplied Printer Files – QUME.PRI and INSTALL.DRV – to group 0 on Drive M (the RAM disc) and then to group 0 on your Start-of-day disc.

• Display the f6=Settings menu. Move the Menu cursor to Printer Defaults and press ENTER

• When the Printer Defaults menu is displayed, move the cursor to Defaults for Printer and press ENTER. Then when the list of printers is displayed, move the cursor to QUME and press ⊞ followed by ENTER

• When you return to the Printer Defaults menu. move the cursor to Printer Options and press ENTER

• When the Printer Options menu is displayed, type 150 at the Printer Width entry and press ENTER (the maximum paper width the printer can handle is 15" = 150 tenths of an inch); check that CPS8256 Centronics is ticked (it should be ticked for you but, if necessary, move the cursor to this option and press ⊞); then press ENTER

• When you return to the Printer Defaults menu, move the Menu cursor to 'Exit' and press ENTER

• When you return to the Settings menu, move the Menu cursor to 'Exit' and press ENTER

• When LocoScript offers to write the SETTINGS.STD file to the disc in Drive A, check that you still have your Start-of-day disc in Drive A, check that the cursor is on this option and then press ENTER

Your printer is now fully installed. You can now set up documents specifically for your Qume and you can make it the Current printer – either by printing one of these documents, or by going into Printer Control State and using the f5=Printer menu.

If you just use the standard range of ASCII characters, your documents are unlikely to be affected by such 'deficiencies'. But if you use non-ASCII characters and/or like to use proportionally-spaced text, you really need a *.#xx* file containing the correct details for the Character Set you are using. We supply a few *.#xx* files with Version 2.12 (in particular, one for Triumph Adler Group 2 wheels on a Juki and ones for IBM character sets on a range of dot-matrix printers). Others can be prepared with the aid of the Printer Character Sets Disc. This disc, which is available from Locomotive Systems, contains a program that will generate a *.#xx* Printer File from information you prepare about your printer's character set or your printwheel. (We will be looking at the Character Sets disc more closely in a later issue of Script).

Installing a printer

Installing a printer on your system is simply a matter of making the Printer files and a special file called INSTALL.DRV 'available' and then updating the Settings file to include details of your new printer. (The Settings file SETTINGS.STD, you will remember, records all the details of the printers and the types of paper you like to use, together with details of which printer you regard as your standard printer and the main type of paper and the main printwheel that you use on each of your printers.)

Whenever LocoScript wants to use a Printer File, there is just one place it looks – group 0 on Drive M. So making a Printer File available is a matter of arranging that there is a copy of this file in group 0 on Drive M.

The way to do this is to store copies of the Printer Files in group 0 of your Start-of-day disc because LocoScript automatically copies any Printer Files in this group to group 0 on Drive M as part of the process of loading LocoScript. Thus with the files stored on your Start-of-day disc, you can be certain that the Printer Files are available for use any time you switch on and load LocoScript – without you having to do a thing.

This is the first stage of installing the printer; using the Settings menu to change the Settings file is the second. Until you have updated the Settings file, you can't access your printer. But before you bring the Settings menu onto the screen to do this, you need to arrange that there are copies of your Printer files in group 0 on Drive M. The mechanism for adding new printer names to the list in the Settings file relies on having the relevant Printer files available on Drive M. If the Printer files aren't there, LocoScript won't see them.

If you have a single-drive PCW, these files will probably be on Drive M when you get to this stage – simply because you have to go via Drive M to create copies of these files on your Start-of-day disc. If you don't have these files on Drive M already, then the easiest thing to do is simply to reset your PCW and re-load LocoScript – because this automatically gives you the files you need on Drive M.

Simply opening the Settings menu and then writing the new Settings file to your Start-of-day disc is enough to update the list of printer names, but that's not all the information that needs to be recorded. You also have to specify some fundamental details about the printer so that LocoScript can send information to it. In particular, you have to record whether the printer is a serial or a parallel (Centronics) printer (effectively, which connector on the interface it is attached to). With the advent of version 2.12, you also have to tell LocoScript how wide the printer is: this has been added to allow the same printer file to work with printers designed to handle different paper widths.

With a serial printer, you also have to set some other information – which baud rate it works at and what parity and protocol it uses. The baud rate specifies the rate at which information should be sent to the printer; the parity and the protocol set the rules about how the information is sent and what type of checks are made to ensure that the information is being sent and received correctly. The printer's own manual should tell you what you need to set.

These details are set through the 'Printer Options' part of the Printer Defaults menu, which you display by selecting the Printer Defaults option in the Settings menu. But be careful when you are setting these details that the Printer Defaults menu is dealing with the defaults for your new printer or you will set the information for the wrong printer!

When you leave the Settings menu after using these menus, LocoScript automatically updates its working copy of the Settings file – which means that you have the printer information fully available certainly until you switch off or reset your machine. However, it doesn't make this information permanent. To ensure that, you have to save the new version of the Settings file on your Start-of-day disc. (LocoScript always takes its working copy at load time from the Settings file on the Start-of-day disc.)

LocoScript automatically offers to update the copy of the Settings file on your Start-of-day disc as you leave the Settings menu – or rather, it offers to update the Settings file 'on the disc in Drive A'. The idea is that you now insert your Start-of-day disc in Drive A (Side 1 to the left) and have the Settings file updated now (so that you don't forget to do it later!). When the message appears, you just have to check your Start-of-day disc is in Drive A, check that the option to 'Write SETTINGS.STD to the disc in Drive A' is selected and press [ENTER].

Using the printer

Installing the printer is half the battle. All that remains to do is to connect the printer to your PCW, set whatever switches are necessary on the printer itself and, finally, tell LocoScript that you want to use it.

Connecting the printer is usually a fairly straightforward matter of using the correct cable, and is in any case fully explained in the printed version of the Printer Supplement. (Write in to Locomotive if you don't have a copy of this.)

The switches on a printer allow you to select a range of special printer facilities such as proportional spacing and auto bi-directional printing. In fact, most of these features can be (and are) selected by LocoScript directly and so, contrary to what you might expect (and to what your printer's manual might suggest!), you should generally leave these unselected. (The actual rules you should apply are outlined in the 'Hints and Tips' section opposite and are shown in practice in the Qume printer example, on page 5.)

To tell LocoScript to use your printer, you have to make it the 'Current' printer. There are two ways of doing this. One way is to press [PTR] to enter Printer Control State, and then use the f5=Printer menu to select the printer (and Character Set and Character Style) you require. The other is to set up the document you want to print for this printer and then accept all the 'Change to intended' options that appear when you come to print the document.

Which of these methods you use is up to you. Setting the document up for the printer takes a little more time and effort, but it will give you properly positioned proportionally-spaced text. It also means that LocoScript will, if necessary, set itself up for your chosen printer: you don't have to remember to do this before you print.

For this reason, we generally recommend you to set up each of your documents for the printer you will use to produce the finished version, particularly if you want to use any proportionally-spaced text. We also recommend that you set up the template for any group of documents for the printer that you will ultimately use to print these on: then any new document you create using this template will automatically be set up for the correct printer.

For fixed pitch, unjustified text and for draft versions of the document, a mismatch between the printer the document is set up for and the printer you actually use doesn't really matter and you might just as well leave the document set up as it is. You may, however, see some curious effects in justified and right-aligned text. In particular, if you print a document set up for the built-in printer on some other printer, you may see full stops, commas, and underlining extending beyond the end of the line. These are side-effects of the extra work LocoScript does so that the best possible result is produced on the built-in printer, and will clear if you set up the document for the printer you are actually using.

And finally...

When you have done all this, your problems are basically over. There are just two more things that you need to know about – handling single sheet stationery and what you have to do to install your printer on any new version of LocoScript 2.

Handling single sheet stationery is just a matter of appreciating that LocoScript can't detect when you have loaded a fresh sheet of paper on an external printer in the way it can on the built-in printer. It therefore can't tell when to clear its 'Waiting for paper' state. Instead, you have to go into Printer Control State and clear it yourself! (We looked at this more closely in the preliminary issue of Script.)

To install your printer on a new version of LocoScript 2, you will usually just need to transfer your current SETTINGS.STD file from your old Start-of-day disc to the new Start-of-day disc and move the printer files you require from one side of the new Master disc to group 0 on your new Start-of-day disc. (You should always use the most up-to-date versions of these files that you have.)

The only time you need do anything more is when you upgrade from one of the early versions (2.00...2.06) to version 2.12 or later. Because the Printer options menu now includes a setting for the printer width, you have to update your Settings file to include this information.

The penalty for not doing this is that LocoScript will assume that your printer is just four inches wide – so that there is absolutely no risk of the printhead crashing into the righthand side of your printer. This will make your documents very narrow!

Hints and Tips

• Turn OFF any special features that your printer offers such as proportional spacing, starting in NLQ (High Quality) and Auto CRLF – but turn ON Auto bi-directional printing if this is offered.

The reason for this is that the Printer Files, in order to be applicable to as wide a range of compatible printers as possible, assume that the printer is in its simplest state and produce their results by working from this base state. If they were set up to allow for these special features being set, they might send commands to your printer that could stop it from working altogether!

Turning these features off doesn't mean, for example, that you won't be able to use proportional spacing in your documents. It just means that the task of giving you these features is purely in the hands of LocoScript and the Printer file(s) you are using.

• Set any Character Pitch *except* PS; set any form (page) length.

• If the printer has a 'Paper Out' sensor to detect the end of any sheet of paper, experiment to find out the effect of setting this while you are using single sheet stationery.

You may find that the sensor stops the printer accurately at the point you need to change paper, in which case you should set the Paper Out sensor ON to take advantage of this (but see below on the subject of handling single sheet stationery). Alternatively, it may give you far too early a warning of the end of the paper, in which case you are better off with the Paper Out sensor OFF and LocoScript controlling the page endings.

• If the printer uses a Serial interface and you can set this to handle data at a range of baud rates, choose the highest (up to 9600 baud).

• Leave all other settings as they came from the factory.

• If you are using a printer with a sheet feeder or you are using a printer with a Paper Out Sensor turned on, set up all the paper types you use on this printer as types of continuous stationery, so that the onus of determining where to stop printing is entirely in the hands of the printer.

As well as changing the description of the paper from Single Sheet to Continuous, you also have to change its Top and Bottom Gaps. LocoScript makes different assumptions about its position immediately after a fresh sheet of paper is loaded, depending on whether the paper is described as continuous or single sheet. To compensate for this, you reduce the Top Gap by the difference in these two positions and increase the Bottom Gap by the same amount. For example, if the printer expects to start printing on Line 7 on Single Sheet but on Line 1 on Continuous stationery, you should reduce the Top Gap by 6 (7 minus 1) and increase the Bottom Gap by 6.

• Upgrade to Version 2.12 if you haven't already done so. We can supply a very much more extensive range of printer files with this version than we could with the earlier versions of LocoScript. In particular, we now support the Juki 6100 daisy-wheel printer with its own printer files and the IBM character set on the Amstrad DMP printers. These new printer files are supplied on the 8256/8512 V2.12 disc, the 8000 Extra Printer Drivers disc and on the PCW9512 Printers and Character Sets disc.

• Our final tip is, of course, to follow the instructions !

LocoMail – Mailshots

In the preliminary issue of Script we showed how to use LocoMail to print labels from an address list. This provoked two kinds of response – "that was excellent, let's have some more", and "that seems rather complicated, can LocoMail be of use to me – simply?" So we'll alternate some 'beginners' features on LocoMail with some more complicated ones. In this issue, for those who are wondering what it actually does, a gentle introduction to a mailshot, and in the next issue at the opposite end of the scale, how to use Mallard BASIC to sort the names and addresses in your data file.

A mailshot is a standard letter given a personal touch for a number of people whose names and addresses are held in a separate list – just like the letters you're always getting from the AA or Readers Digest. Those letters tell you that you, Fred Bloggs, have been selected from all the Bloggs families in Surrey to receive a chance to win £50,000. The letters you will want to produce are more likely to be subscription reminders to members of your club or to let your customers know of some exciting new product.

```
Surbiton Leisure Centre
Brook Lane   Surbiton   Surrey



(+Mail)Title(-Mail)
(+Mail)Initials(-Mail)
(+Mail)Surname(-Mail),
(+Mail)Children(-Mail)
(+Mail)Address(-Mail)

                              12 October 1987

Dear(+Mail)names(-Mail),
(+Mail)Children(-Mail)


I am writing to remind you that your
membership of the Surbiton Leisure
Centre is due for renewal on 31 October
1987.

The annual membership fee for your
family is now £25.00 and can be paid by
cheque or credit card.  Please complete
the enclosed form and return it to me by
the 25 October.

Yours sincerely



Julie Walker
Administrative Assistant
```

LocoMail works alongside LocoScript to tailor a given letter to each recipient – putting the right name and address at the top and inserting other personal details into the body of the letter as well. All of LocoScript's features are used to reformat the text after the insertion of the information with the result that the letter appears as if you have typed it specially. This means that you don't get unsightly gaps even though you might have to accommodate text of differing lengths, for example, the names Tim Wells and Alexander Westing-Bright. And, of course, if the number of lines in a letter changes, LocoScript's 'Widows and Orphans' feature will prevent unwanted single lines from appearing at the top or bottom of the pages.

Each individual mailshot will differ depending on your particular requirements, but the LocoMail instructions you need to get the desired result will be much the same.

You need two documents to produce a mailshot – an address list and a 'master' document. The address list contains information, such as names and addresses, that you want to insert into your standard letter. The 'master' document is similar to the finished letter, but has LocoMail instructions embedded in the text. LocoMail uses these instructions to find the information in the address list and insert it in the 'master' document at the appropriate place. We will now show you how to create these.

The Master Letter

You need to start with a clear idea of the letter you're going to write and where you want to add the personal touches. This will highlight the information you'll need to extract from the list of names and addresses.

First, write an example of the actual letters you will be sending. Then, go back and edit the letter, replacing the name, address, salutation etc by LocoMail instructions. They'll be replaced by text taken from the address list later.

You might write a letter to the Taylors and address it to them formally as 'Mr and Mrs H G Taylor, Robert and David' and then start the letter informally with 'Dear Henry and Liz, Robert and David'. To do this, you will have to keep their names this way in the address list.

To give this level of flexibility, you need six items of information: title, initials, names, children, surnames and address. So the Taylors would be represented as:

Title:	Mr and Mrs
Initials:	H G
Names:	Henry and Liz
Children:	Robert and David
Surname:	Taylor

and their Address.

To convert this sample letter into a LocoMail master letter, you simply replace the name and address in the letter by the LocoMail instructions to take the corresponding items from the address list.

LocoMail Instructions

Inserting details like this from an address list into a letter uses the simplest form of LocoMail instruction. LocoMail refers to items in your address list by name. When you specify the form of the address list, you specify the names you wish to use.

A LocoMail item name has to be a single word. Here you might well choose names such as 'Title', 'Surname' etc.

The LocoMail instruction to include an item is simply the item's name, enclosed by two special LocoScript codes (+Mail) and (-Mail). Thus the LocoMail instruction (+Mail)Surname(-Mail) means insert the 'Surname' details from the address list.

So 'Mr and Mrs', for example, should be replaced by (+Mail)Title(-Mail). The (+Mail) code is typed by pressing the ⊞ key followed by M and the (-Mail) code by ⊟M, so this is done by using the delete keys to remove 'Mr and Mrs', then typing '⊞MTitle⊟M'. LocoScript responds by showing 'Title' in reverse text to indicate that it is a LocoMail instruction. Similarly we replace the Taylors' name at the top of the letter by:

```
(+Mail)Title(-Mail)  (+Mail)Initials(-Mail)
(+Mail)Surname(-Mail), (+Mail)Children(-Mail)
```

The comma and spaces are still in the letter to be printed out as normal – in fact all characters which aren't within the (+Mail) ... (-Mail) brackets are printed as normal.

For the name in the 'Dear ...' part further down we'll use some more LocoMail instructions to insert details from our list of names and addresses:

```
Dear(+Mail)Names(-Mail),(+Mail)Children(-Mail)
```

Once again, (+Mail) is typed by ⊞M and (-Mail) by ⊟M.

Addresses can also be handled in different ways. You can if you want, have separate items for the Street, Town etc and deal with these individually, inserting punctuation and new lines as

Keyboard Charts for LocoScript 2

The keyboard will produce six different sets of characters:

- **Normal characters**: produced by pressing the keys on their own or with [SHIFT]
- **Alt Shift characters**: produced by holding down [ALT] at the same time
- **Extra Shift characters**: produced by holding down [EXTRA] at the same time
- **Greek Super Shift characters**: produced after pressing [ALT] + [f3]
- **Cyrillic Super Shift characters**: produced after pressing [ALT] + [f5]
- **Symbol Super Shift characters**: produced after pressing [ALT] + [f7]

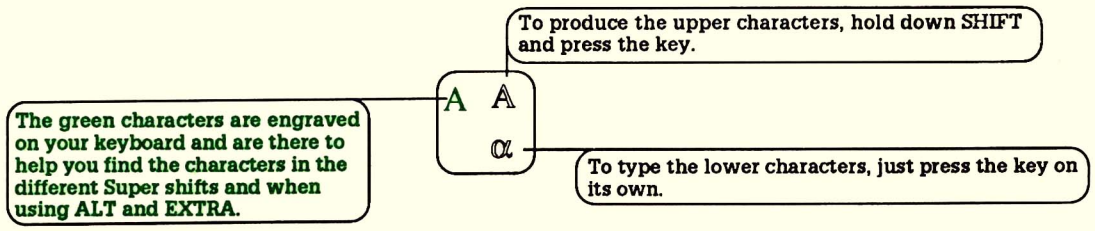
The Normal characters are the ones engraved on your keyboard. The rest are illustrated in the five diagrams below.

The Alt Shift - hold down ALT

The Extra Shift - hold down EXTRA

Num Lock: If you press [ALT] and [RELAY] you can use the cursor keys and textual movement keys at the right hand side of the keyboard as a numeric keypad. To unlock this feature, just press [ALT] and [RELAY] again.

Caps Lock: Pressing [ALT] and [ENTER] converts all lower case letters to their upper case counterpart. To revert to lower case letters, press [ALT] and [ENTER] again.



The Super Shifts

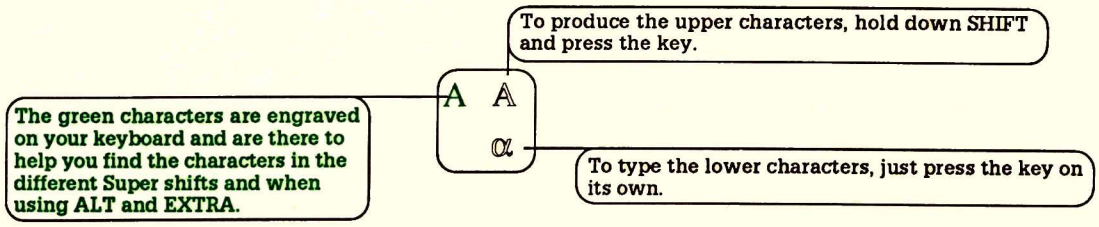
Note: If you hold down [EXTRA], you can produce the same characters as those shown on the [EXTRA] keyboard. Holding down [ALT] will return you temporarily to the Main keyboard.

You can tell which Super Shift you are in by looking at the top right hand corner of the screen.

The Greek Super shift - press ALT and f3

The Cyrillic Super shift - press ALT and f5

The Symbol Super shift - press ALT and f7



ERRATUM

On page 15, the last sentence of the reply to Mr TB of Sittingbourne was, unfortunately, cut short. It should read:

'The solution to this problem would be for you to purchase a second disc drive for your machine.'

necessary. Alternatively you can use one item for the whole address and put the punctuation and new lines in your address list. The first approach gives greater flexibility – such as the Readers Digest's "all the Taylors in Surrey", but inserting the right punctuation and coping with strange addresses can be difficult.

Our letter, not being for Readers Digest, doesn't make special use of the separate parts of the address so we'll give the address one item called 'Address', and replace the lines of the address by:

```
(+Mail)Address(-Mail)
```

Having added all the LocoMail instructions to the letter, you have created your master document so the next job is to save it on disc.

Creating the Address List

With the letter complete, you can now move on to creating the address list. This can be a LocoScript document or an ASCII file created by a CP/M program. Here we'll concentrate on using a LocoScript document.

The form of a LocoMail address list (or more generally any file of data you're using with LocoMail) is a sequence of "records". A record is a collection of the items of the address etc that you need in the standard letter. You have one record per actual letter you will print out. In our example here the records would consist of the details:

```
Title
Initials
Names
Children
Surname
Address
```

and there would be one record per name and address.

LocoMail has a very powerful way of recognising the records and picking out the items within each record. You start the address list with a special record, called a pattern, which lists the items held in the rest of the records. You choose characters to separate the items. You then use the same characters to separate the corresponding details in later records and LocoMail picks out the information by spotting these separators.

This sounds complicated, but is not if we look at an example. Really all you have to do is choose separator characters which don't appear in the details. So we could use semi-colons for our separators and finish the record with a new page character (as we know names and addresses contain neither semi-colons nor new pages!)

So in this case our address list would start with the record pattern listing the items by name:

```
Title;Initials;Names;Children;Surname;Address↓
```

and the Taylors' record would be:

```
Mr and Mrs;H G; Henry and Liz; Robert and
David; Taylor; 32 Sycamore Drive
Surbiton
Surrey↓
```

and so for Mr James Franks, a bachelor (with no children) the record would be:

```
Mr; J; James; ; Franks; 200 Easter House
London
EC2Y 5XW↓
```

You must have the same number of ;'s in your record pattern and each record or LocoMail will get out of step and pick up the wrong information for each item.

It may be laborious to create the address list, but once done, you'll be able to use it for many different letters or other uses in the future. For example, with LocoMail it is particularly easy to print sets of labels.

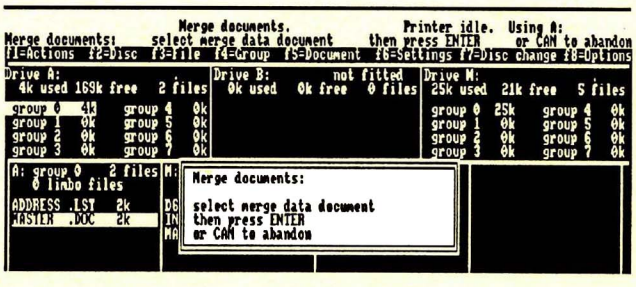
Readers Digest Revenge

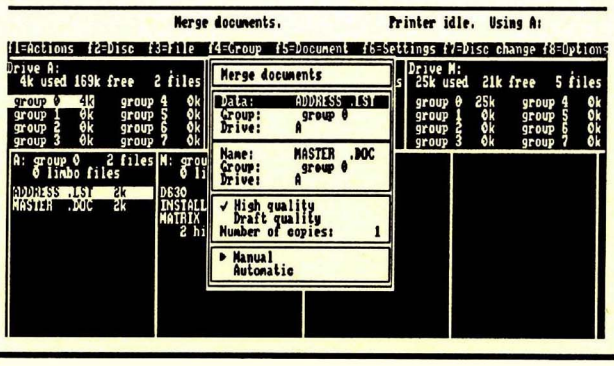
Now that you have created the address list you need to combine it with the letter. LocoMail takes each record in turn and merges its details with the standard letter by replacing the LocoMail instructions with the details corresponding to each item. This is called merging, and is why 'M=Merge' appears at the right of the second disc manager information line.

Type M and follow the instructions that appear on the screen. LocoScript will merge data from the address list with the master document and print the result. You've just done a mailshot. You can use LocoMail to do rather more than this simple mailshot – for example, sending letters only to some of the people on your address list, as we will show you in later issues.

Merging the letter and the address list

Move the file cursor to the master letter, and type "M". LocoScript responds with an instruction to move the cursor to the document containing the data you want to merge with the master document.





Move the file cursor to the address list and press ENTER. LocoScript pops up a message asking you to confirm the document you have selected and giving you the choice of manual or automatic merge. Move the cursor to the bottom line to select automatic and press ENTER again. LocoScript will repeatedly display the master letter, fill in the details from the next record and print the merged result.

Templates

In the last issue we looked at layouts and how they control the appearance of your document. Templates area feature of LocoScript which enable you to copy layouts, and other details of a document, into a new document when it is created, so you don't have to keep setting up every document with the same details. In this article we look at what a template is and how to set one up.

Every document holds a great deal of information which determines its shape, such as the printer the document is intended for, the paper type it is going to use etc. LocoScript stores all this information in one place – the Document Set-up – and it is here that you can inspect and alter the details to suit your requirements.

When you create a document, LocoScript looks for a document to copy, so that it can give you a ready-made Document Set-up. The document it copies is known as a template and it has the special name TEMPLATE.STD. If LocoScript can't find such a document, it simply gives you a Document Set-up that specifies the built-in printer, A4 paper and a very simple Layout – and then it is up to you to make all the settings you require. This article shows you how to set up templates with the details you require, so that these are automatically copied into each new document you create.

You can have up to eight templates on a disc, and you can have further templates available on Drive M. We shall discuss ways of organising the templates later on. But first, we'll look at the tools that LocoScript provides to help you set up templates in general – illustrated by the chart opposite, which describes the creation of a template for some letters. (The numbers given below match the numbers on the chart.)

The Printer (1)

LocoScript's default is to set up a new documents to print on the built-in printer. So if you want to print your documents on any other printer, you'll need to set up this in the template's Document Set-up. First, of course, the printer will have to be installed on your system. If you are unsure of how to do this, you should find the article on 'Using Printers' in this issue helpful.

The advantage of setting up the printer in the Document Set-up is that, if necessary, LocoScript will arrange to use this printer automatically. For example, if your current printer is the supplied matrix printer and your document is set up for a daisy wheel printer, you will get a message prompting you to 'Change to Printer intended for Document' when you start to print your document.

At this point, you should also set up the Character Set and Character Style. This ensures that documents created using this template will use the same set of characters (ie. on a daisy-wheel printer, the same printwheel), thereby giving a consistent appearance to the printed output.

The Paper Type (2)

The next thing to consider is the paper type you want to use. The chances are that you will want to use one of the standard Paper Types that you already have set up on your system, but you can if you wish define a special type of paper specifically for this template and the documents it produces.

One point to bear in mind is that you will have to change the margins in your layouts to fit in with your paper type. It would be frustrating to design the body of your template, and then, having selected a paper type that was smaller than the screen design, watch as part of the document printed on the platen, instead of the paper.

If you want to produce documents on a different size of paper to those offered in the Paper Type menu, don't forget that you can create your own paper type. This can be done using the f6 Settings menu from the Disc Manager screen.

Stock Layouts (3)

Once the paper type has been set up the next thing to think about is how the text of the document is going to be laid out. LocoScript provides you with a very useful tool for achieving this – Stock Layouts. These are layouts that you can set up and save so that they are always available for use when you need them. The advantage of designing them in templates is that you can make one set of Stock Layouts available to all the documents created using the template. Thus you can ensure that the text is laid out consistently across all the documents. You can also use templates to store your favourite layouts and then have them available 'on tap'.

Setting up the layouts for a complex document requires careful planning. In particular, making sure that the text margins are properly aligned and that the parts that you wish to indent do not look as though they have wandered over the page erratically, requires that you make a note of where you set the tabs and the margins in each layout.

However, if the differences between the layouts in your document are relatively small, LocoScript provides you with a useful short cut to setting up the same details each time. This is the facility to copy the details of one Stock Layout into another and can be found in the f5 Stock menu in the Editing Layout screen.

It is not always easy to remember what a particular Stock Layout does so LocoScript enables you to give each Stock Layout a name appropriate to its function. You do this through the f7 Name menu and LocoScript will display the name of the current layout on the second information line. This is useful, not only to the person creating the template, but to anyone who might work on documents created subsequently.

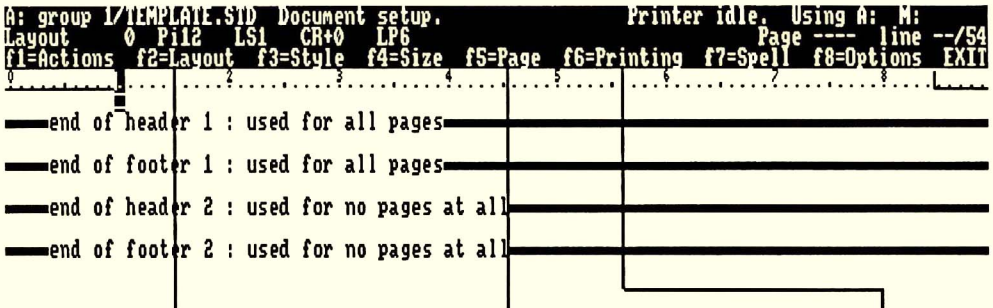
But don't forget that the Stock Layout has a number as well. The quick way of inserting a Layout code based on a particular Stock Layout is to type ⊞LT, followed the number of the layout you require. A copy of the Stock Layout is then placed in your document at the point where your cursor is positioned.

The layout editor displays menus to help you set up all aspects of the layout. The f8 Options menu allows you to change the character that marks the decimal point. You can select a '.' or adopt the Continental style ',' to lay out your figures. The decimal tab function in f3 Tabs will then line up your figures around the chosen character.

(contd)

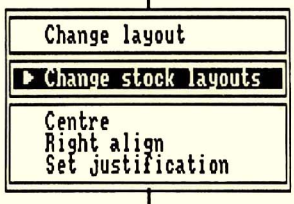
Setting up a template

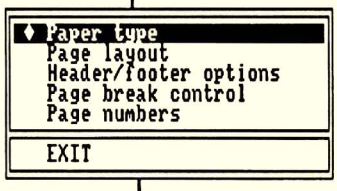
This example shows the creation of a template for letters to be printed on a D630-compatible printer on 11" continuous stationery. Similar steps are used to set up any template.



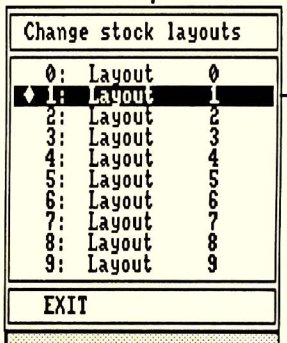
Select a group on your disc and create a document, naming it TEMPLATE.STD so that LocoScript will recognise it as a template.

Press [f1] to bring the Actions menu onto the screen and go into the Document Set-up. Most of the settings you need to make are recorded in Document Set-up.

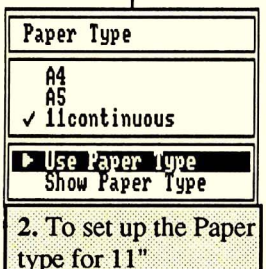




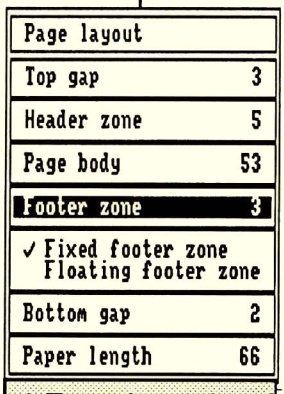
1. Set the Printer, Character Set and Character Style for printing on a D630-compatible printer and with a Pica 10, UK ASCII wheel. Move the cursor to each option, press ENTER and select from the menus that appear.



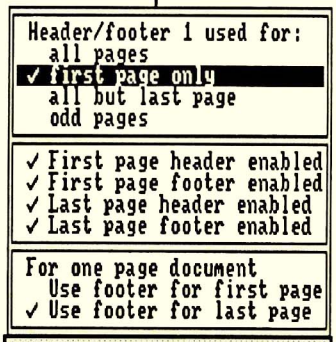
3. Set up the Stock Layouts by selecting 'Change Stock Layout' and pressing [ENTER]. Select a Stock Layout from the list that appears and press [ENTER]. Don't forget that Stock Layout 0 governs the layout of your header and footer text. Use the menus in the layout editor to set the margins and tab stops etc. Use the f7 Name menu to give each layout a meaningful name, such as 'Header' for Layout 0, 'Main' for Layout 1 and 'Address' for Layout 2 etc. If you have several layouts that are similar, use the f5 Stock menu to copy one layout to another.



2. To set up the Paper type for 11" continuous stationery, select Paper Type with the cursor and press [ENTER]. On the resulting menu, tick '11continuous' with the [⊞] key. Move the cursor to 'Show Paper type' to inspect the details, otherwise select 'Use Paper Type' and press [ENTER].



4. To set the number of lines required for your header and footer, select Page Layout and press [ENTER]. Set the Header zone to 5 and press [ENTER], then set the Footer zone to 3 and press [ENTER].



To set the use of the header and footer text, select the Header/Footer options and press [ENTER]. To print the heading on the first page of the document only, tick 'First page only' using the [⊞] key and make sure the setting for the header on the first page is enabled.

Press [EXIT] to return to list of Stock Layouts, move the cursor to EXIT and press [ENTER].

To leave the Document Set-up, press [EXIT] and select 'Return to Edit' and press [ENTER].

5. Type in any text that you want to appear in your documents, such as an address. You can use the Stock Layouts that you have set up by typing [⊞] LT and the number of the layout at the appropriate point in the text.

Pagination Text (4)

Header and footer text is one aspect of your documents that templates can organise very efficiently.

You can set up pre-prepared headers and footers, such as a letter heading, for all your documents. If you are producing a book or an article, templates provide a useful way of setting up chapter headings and page numbers in advance.

You might want a letter heading that will appear on the first page but not on subsequent pages of a letter. You can arrange this by selecting 'First page only' in the 'Header/Footer Options' menu which is found in the f5 Page menu.

Setting up a letter heading in this way will mean that the space reserved for the header is retained on the remaining pages of your document. However, you may not want to have such a large gap before the text is printed. If so, you can set up a template with a letter heading in the body of the document and set the header zone to zero. You will then be able to use the full length of the page for your text in the rest of your document.

The f5 Page menu also enables you to establish other details which affect the appearance of your documents. For example, the Page Break option, lets you decide about paragraph handling in advance. Setting this up will ensure that you get a consistent style for all your documents.

Standard Text (5)

Templates are useful for setting up standard text that you want to appear in all your documents created using the template. For example, in a template for a letter you may want an address at the top, or you may want to produce a standard letter that would be suitable for a mailshot, using LocoMail.

While you are setting up your standard text, it is also worth thinking which of the text display options you would like to have as standard. Would you like to have any word-processing codes you put in automatically displayed? Would you like to work against a background of dots, so that you can readily see where you have typed spaces? Select the display options you want in the f8 Options menu and these will automatically be carried over tothe new documents you create with this template.

When you have given the template all the features you want it to have, simply save it on disc.

Using templates

Once you have set up the template, all the hard work has been done. Using it is simply a matter of making sure your cursor is in the same group as the template and then creating a new document in the usual way. The result will be an exact copy of the template. All you have to do now is enter the text, pulling in the appropriate Stock Layouts when required.

LocoScript has a special feature to help you type in text using layouts. This is the option to 'Show Rulers' found in the f8 Options menu in the Editing screen. If you tick this option and press [ENTER], extra Ruler lines will be displayed in the text at the points where the Stock Layouts have taken effect.

You can modify the text and other details as required for each particular document, but you will find that you have already saved yourself considerable time and effort by using the template.

You can also set up a template by copying an old template and then editing it, in much the same way as you can use the f5 Stock menu for copying Stock Layouts. For example, you could set up a template with aset of Stock Layouts that you wanted for many types of documents. If you copied this template to another group, you could retain the Stock Layouts but edit other parts of the Document Set-up to suit your needs.

You can edit the templates but don't forget that any changes you make will only affect documents that you create subsequently. You do, however, have the option of inserting 'old' text into a new document, by using the 'Insert Text' feature from the f1 Actions menu. You could use this process to make an alternative set of Stock Layouts available to your document. LocoScript's exchange and replace facilities can then be used to keep the existing layouts, or to replace them with a new Stock Layout. We shall be covering this topic in greater detail in the next issue.

LocoScript's search for a template

When you create a new document, LocoScript searches for a template to copy.

- First, it looks in the same group as you're working in – in case you have created a template specifically for the documents in this group.
- Next it looks in the corresponding group on Drive M (the Memory disc) – in case you have a template that you use for documents created in this group across all your discs (copied from your Start-of-day disc when you loaded LocoScript)..
- Thirdly, it looks in group 0 on the disc you're working on – in casee you have a template that you use for all the documents on this particular disc.
- Then, it looks in group 0 on Drive M – in case you have one template that you use for all new documents.

Only if it fails to find a template in any of these places will LocoScript use the default template of A4 paper, built-in printer, margins an inch from the edge of the page etc.

Where to store your templates

- If you want to use a template just in one particular group, store it in this group.
- If you want to use a template for a particular group on a number of discs, store it in this group on your Start of Day disc.
- If you want to use a template over a range of groups on one disc, store it in group 0 of this disc.
- If you have one favourite template, store it in group 0 on your Start of Day disc.

The key to using templates is planning. Before you start to prepare a template, you should have a clear picture in your mind of the kind of documents you want to create. In particular, you should work out what Stock Layouts you require. While you can refine the template whenever you like, it's harder to change your existing documents to match.

Letters

With the cursor next to the lefthand margin, trying to use the space-bar to move text to the right results in the cursor jumping up to the next line above, either to the left-hand end if the line is empty or to the right of any text in that line. In the former case, having moved the cursor along on its own, moving it down two lines causes the text to relay itself to where the cursor should have moved it to – but it's a roundabout way of achieving the desired result, and this particular aberration didn't happen with LocoScript 1.
Mr RB, Edinburgh

A design change in LocoScript 2 means that when you start to add text to the beginning of a line, the rest of the text drops down to allow you to type in your additional information. It was felt this would be useful because in most cases where you insert at the start of the line, you will be inserting a significant piece of text, for example the line of an address. Whenever you press [RELAY], the text will automatically re-lay itself to the end of the paragraph.

There is no "Save and Print" option in the EXIT menu. I have been through the 'Troubleshooting' on page 290 of the User Guide and my printer just doesn't work.
Mr DH, Eastbourne

There are two reasons why you might not get the option "Save and Print". Firstly, LocoScript 2 may still have information to print. You may have a two page document of which the first page has printed and the second page is waiting to print. This would remove the "Save and Print" option from the EXIT menu because it is not possible to have a queue of documents waiting to print. You can check this by pressing the [PTR] key to go into the Printer Control State, and if the message 'Paper Please' appears then you still have a document waiting to print.

The other possibility is that you do not have a MATRIX.PRI on your Start of Day disc. If this is the case, if you press [PTR] then the printer name flashing on the top left of the screen will be "None". If this is the case you should copy MATRIX.PRI from your master disc to your Start of Day disc, and restart your machine.

At the end of a session I noticed that there had been a sort of population explosion among the Limbo files! Every file on which I had worked had been duplicated as a Limbo file. Eventually I worked out that this happened whenever 'Finish Edit' or 'Save and Continue' was selected from the Menu – but use of both options on the same file would produce only one Limbo file. I appreciate that this little idiosyncracy is minor because the Limbo files will be superceded in turn, but how can I keep up with the Disc Housekeeping if good old 2.06 is manufacturing cobwebs all over the place? And finishing every session by sweeping out Limbo is going to be Purgatory.
Mr JT, Totnes

The cobwebs you refer to are a safety net for you. When you edit an existing document the old version of the document is initially saved as a limbo file in case you want to recover it for some reason. It will remain in limbo until the space it occupies is needed for another document. LocoScript will then throw away the Limbo file automatically so you won't have to do anything. LocoScript has always worked this way. The reason you have suddenly noticed it is that you've turned on 'Show Limbo Files' in the Options menu.

When I use the CUT facility to delete a short section from a report I find that the remaining text does not move up correctly to fill the gap. I finish up with half a line of text immediately before the deleted section and the only way that I have found of persuading the machine to fill the line and wrap correctly to the next line is to re-type the first few words of the next line of text into the gap until it moves on the the next line and then to use the DELETE facility to remove the original words which are now repeated.
Mr HC, Walton-on-Thames

It is a LocoScript rule that everything is correctly laid out up to the current working position, but not necessarily beyond. Your text is relaid as you work down a document and any remaining text is tidied up before you save the document back to the disc. When you use the CUT facility, your working position is left at the point just before the removed text. If you press the [RELAY] key, the text will automatically be tidied up to the end of the paragraph.

Is it possible to include graphics, generated on another system, in a LocoScript 2 document?
Mr ES, Tavistock

You cannot incorporate graphics directly into a LocoScript document but it is possible to leave space in your document and then print the graphics on it later. To do this you will need to reserve the space in a document by typing RETURNs with suitable Keep codes above or below the line marking the end of the page. With the new facility for defining your own characters it may be possible to define some characters that would enable you to do simple graphics. (Further details of this will appear in a later issue of Script.)

Could you please advise me if the effect of inserting the Justification Code should appear as right hand side justified on the screen, I note the enlarged spaces appear but not the straight right hand side edges. It prints justified.
Mr EH, Macclesfield

We guess that your document is in proportionally-spaced characters. In proportional spacing, the widths of the printed characters are different and you can often get more characters on a line than if you were using a fixed pitch of, say, 12. Because the screen can only display fixed width characters the line may extend past the right hand margin and your justified text will no longer appear justified, but it will print correctly.

In my document I have dialogue that is indented. But when I print it out, I find that the dialogue is printed further to the left than appears on the screen. Is this a problem with my printer?
Mr SP, Hove

The problem is that your Layouts have differing Scale Pitches. Scale Pitch is the pitch in which the margin positions and tab stops are measured. If your layouts have different Scale Pitches then the distance to the same character position will vary depending upon which Layout you are in. As Scale Pitch cannot be represented on the screen, your text will appear to start at one position but print out at another.

Letters

I don't understand the finer details of erasing the hidden files. I don't need the CP/M and what I do require is the maximum amount of space on the discs. On my old LocoScript 1 discs I erased all the hidden files which gave me 170k. But when I tried to do the same thing on the LS 2 system, nothing worked. Obviously some of the hidden files are necessary.
Dr H, Cambridge

If you erase the hidden files on your LocoScript 2 disc, nothing will work. These files are needed by LocoScript, and we have hidden them to discourage you from deleting them.

The way to get the maximum amount of space for your documents is to store them on a 'data disc'. To create a data disc, you simply format a new blank disc. Formatting a disc means marking out the storage area on each side of the disc and this can be done using the 'Format disc' facility in the f2 menu on the Disc Manager screen. Some space is taken up by this formatting process, but this is minimal and a normal-capacity single-track disc will give you 173k of free space after formatting.

You should note that there isn't any CP/M on the LocoScript 2 disc for you to erase as was the case on Side 2 of the LocoScript 1 disc.

I have to edit technical documents for publication and the 'house style' of the journal specifies '-ize' spellings and has various other rules where there is a choice of spelling. Locospell marks both '-ise' and '-ize' spellings correct. Is there anyway I can edit the dictionary?
Mr SC, Alcester

LocoSpell does not have any facilities for specifying style and will indeed allow both 'ise' and 'ize' spellings There is no way of editing the supplied dictionaries so the answer to your question is no. This is because the dictionary is held in an especially compressed form, so that it will fit on the disc and on Drive M. We considered having words to be excluded in the User Dictionary, but this would have so seriously slowed the checker that we abandoned the idea.

I am editing a technical report and wish to have all the subscripts larger than the standard LocoScript size, even if this means the line spacing being increased to make it appear neat. I can adjust the subscript size each time I use the SuB function but as I have over 1000 to deal with, I'd appreciate a global command to do it throughout. Is there one?
Mr MT, Amersham

I'm afraid that there is no global command for adjusting the size of subscripts throughout your document. But what you could do is to put the SuB code and the Pitch code in a phrase and then move to the place in the document where you require the codes and paste them in. It will probably be quicker to use the phrases facility than to go through the Codes menu for every change.

Although I have no difficulty in setting up new Stock Layouts I find I lose them when the machine is switched off.
Mr WW, Wadenhoe

Stock Layouts are part of each individual document and they are saved with the document when you save it to disc. If you want to make Stock Layouts available to other documents, you should set them up in a template. Any documents that you then create will automatically be able to use these Stock Layouts. It is also possible to give old documents a set of Stock Layouts by moving the text into a new document via the 'Insert Text' feature. You can then use the layout exchange and replace facilities to keep existing layouts, or replace them with one of the new Stock Layouts.

I am having difficulty in obtaining satisfactory right alignment once the justification has been set. The end of the lines sometimes appear jagged especially when there are capitals in the line. The difficulty only occurs when I am using proportionally spaced print, which I use all the time. Is there any printer driver that will correct this?
Mr JS, Wylam

We suspect that you are selecting proportional spacing via a setting on the printer itself. Where the printer has this facility, we advise you not to select it. LocoScript 2 sends all the necessary information the printer needs to justify proportionally-spaced text. If both LocoScript 2 and your printer adjust the spacing, errors are likely to occur.

I have run into problems in trying out the Greek facility. The quotations will be in Ancient Greek, but, apart from one minor point, there is no difference in the requirements of Ancient and Modern Greek. My main problem is that I cannot find where you provide for the "breathings".
Mr WG, Crieff

Could you please recommend a way to add to the LocoScript 2 some accents and breathings which are vital for writing in ancient Greek and which are not included.
Mr AG, London

LocoScript does not support Greek breathing marks. We consulted an expert from the Department of Byzantine and Modern Greek Studies at King's College, London on this matter and we were told that "since 1981 the monotoniko systima, entailing a single stress accent like the French acute accent, has been the official usage. Anyone modern minded enough to use a word processor could be presumed to be satisfied with the monotoniko systima." This is why we have only ever claimed to support Modern Greek.

We have no plans at present to support breathing marks. However in the latest version of LocoScript 2 you can define 16 of your own characters complete with breathing marks. However these must be characters as you cannot define accents on their own. For example you could define ta letter α with a breathing mark above it.

We have improved our modern Greek support by introducing more Greek characters such as a proper Greek semi-colon. We have also changed the Greek keyboard to resemble more closely Greek typewriters.

The LocoScript version with which you recently supplied me does not appear to support bi-directional (high speed/draft) printing on my 8512 when using italics.
Mr LF, Milton Keynes

Bi-directional printing can only be achieved where the level of complexity allows. Printing backwards when using italics is too complex an operation and as a result LocoScript will only print italic text in one direction. This was the case with LocoScript 1 as well.

Letters

I find that when I use the 'Goto Page' facility from the end of the document towards the front, whether by using f5 or DOC+ALT a considerable amount of Ks are pushed into Drive M. When I tried to go back to the start of the document the screen threw up 'Error in Drive M - Disc is full'. I found through the Disc Manager that the disc was not full, but Drive M was, and had an extra hidden file. I could not erase the hidden file and had to switch off, losing several hours of work. It seems that if I scroll in reverse this does not happen.
Mr GT, Lewes

If you are at the end of a document and you use the 'Find Page' facility to go to the beginning of the document, the current version of the document is stored in Drive M. If you do not have much room in Drive M, and you are working on a long document, you may well run out of space.

When you scroll forward through a document all the information is stored back on the disc and not in Drive M. Thus you can edit any size of document scrolling forwards, but the size of Drive M limits your ability to go backwards. The purchase of a memory upgrade would resolve your problem as it will give you about 300k of usable space in Drive M.

If the message 'DISC FULL' appears you lose all the editing that has been done in that session. Why can't you remove the full disc and replace it with another, and then save, or save the edited material in a temporary file in the M area?
Mr JC, London

When 'DISC FULL' appears, you don't necessarily have to lose all the editing. The message tells you which drive is full and if you take the 'Run Disc Manager' option you can move or erase documents to make more room. It's only if you cancel the operation that you will lose the editing.

You cannot change the disc while you are editing a document and then save the document because part of the file has already been saved on the disc. Due to the restrictions of the CP/M compatible filing system that we use, it is not possible to save parts of documents in different discs.

I am happy with LocoSpell after Prospell; the only thing I miss is the instant addition of own words to the master dictionary. Still, a small point and the instant call up and the 78k words on tap is well worth the change. How about a dictionary to nearly fill an expanded memory?
Mr JH, Baldock

Is there a limit on the size of the User dictionary in LocoSpell? Whenever I use a word the dictionary does not recognise, I can, and usually do, add it.
Mr SS, Watford

The place to store your own words is a User Dictionary which is checked alongside the main dictionary. When you check a word, the dictionaries are merged to provide you with extra spellings. The only limit to the size of the User Dictionary is the amount of space available on your disc. If you have a PCW8512 you can use Drive B and have 706K available, for the supplied and User dictionaries. Alternatively you can put the dictionaries into Drive M. This provides faster access to the dictionaries, although the amount of space available is restricted.

I recently received from you a LOCOSCRIPT 2 UPGRADE. Unlike the original LOCOSCRIPT 1 disc, the new disc does not have CP/M PLUS on the reverse.

I have had a Supercalc 2 programme for several months, but until to-day, for one reason or another, I have not tried to use it. Now that I have decided to do so, I have been unsuccessful in setting it up because, it appears to me, it is looking for a later version of CP/M Plus than the one I have.

I am therefore returning herewith my original disc in the hope that you will be able to replace it with a later version.
Colonel CM, Edinburgh

LocoScript 1 and CP/M are two separate products. The LocoScript 1 disc, which came with the PCW that you bought,was packaged with CP/M for convenience. LocoScript 2 is also a separate product and does not come with CP/M or any other utility programs. The copy of CP/M you have is the latest version. Referring to your problem with Supercalc, we suggest that you contact the dealer who sold it to you

I recently bought from you a copy of LocoScript 2 with a LocoSpell upgrade. I use an Amstrad PCW8256 with expanded memory. Although I can load the large dictionary satisfactorily onto Group 0 on my Start of Day disc and then copy it to Drive M. Would you please explain precisely how I may do this or have I misread the leaflet?
Mr TB, Sittingbourne

You have a single drive machine and are therefore unable to have the large dictionary automatically moved to Drive M. When LocoScript is started it copies any dictionary available either on Drive A or Drive B to Drive M. Side 1 of the Start of Day disc does not have enough room for the large dictionary and Side 2 (which is where you are storing the dictionary) cannot be read, so the dictionary cannot be made available when LocoScript is started on a single drive machine.

The only way that you can use your large dictionary at the moment is by copying it to Drive M as you are now doing. The solution to this problem

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When I press [EXTRA]+[PTR] the screen dump works fine but overrides any setting of the Left Offset which defaults to zero. This does not happen with LocoScript 1. What am I doing wrong?
Mr MA, Cullompton

You aren't doing anything wrong. LocoScript 2 sets the current offset to zero when printing screen dumps. This is to prevent the screen dump from being printed over the edge of the paper, as could happen with LocoScript 1, which always printed from the current offset.

Data salvage service

Mr David Smith has written to us about a service he offers in connection with corrupted discs. He salvages data for people and donates any money he receives for this service to the cancer charity BACUP.

Mr Smith can be contacted at 41 Tutsham Way, Paddock Wood, Kent, TN12 6UA.

As the demand for this sort of help is increasing, he would be happy to train other people in his locality to offer the same service.

PostScript

We're glad to say that the preliminary issue of Script seems to have been met with enthusiasm and interest. The letters page seemed to be popular with you and many were kind enough to say that they found the articles interesting and helpful. Amongst the letters we received was this note from Mr Reid of Falkirk: "The newsletter is better than its blurbs, especially the letters which have no funny (ha,ha) attempts at answering (as the Mags)". After initial hesitation, we took this as a compliment! Mr Milliken of Nottingham congratulated us on producing "a most readable and interesting Newsletter" and also on LocoScript itself. "I've read the criticisms about speed, word count and all the others, but I edit a newsletter and I've tried these so-called Desk Top Publishing programs, but they have been a waste of money and time, and always I have reverted to good old faithful LocoScript".

Another topic we've received a fair number of comments about is LocoSpell. Clearly you appreciate its facilities for different reasons, as Mr Davies demonstrated: "My life is complete now that I am replete with LocoSpell and a 77,000 word dictionary. I am sure you may have questioned my demand for the latter when shorter dictionaries will operate so much faster with the system especially when it contains such a good 'user dictionary facility' operative in individual disc groups. With my wobbly eyes however speed can be sacrificed for accuracy!" Virginia Ironside, the journalist and 'agony aunt', finds that she relies heavily on LocoSpell. "Not", she adds, "because my spelling is so bad but because I can type so fast on an Amstrad that I make an inordinate number of mistakes; I use LocoSpell more as a typing error-corrector and word-counter than a speller".

Quite a few of you have noticed the reduced amount of space available in Drive M when converting from LocoScript 1 to LocoScript 2 and have wondered where all the memory has gone. Well, it's gone into providing you with the improved features of LocoScript 2. LocoScript 2 provides you with twice as many characters as LocoScript 1 and supports an ever increasing number of external printers. Other improvements include better editing facilities and support for up to ten paper types. All this has meant a larger program which occupies more space in memory. If you work on a PCW8256 and have found that there are some limitations imposed on moving around large documents because of the reduced size of Drive M, then the solution is to purchase a memory upgrade kit. This will give you about 300K of usable space in Drive M.

Whilst we are on the subject of upgrading perhaps we should leave the last word this time to Virginia Ironside:

"If I stick with LocoScript 2 rather than return to LocoScript 1 it's not only because of the speed but because I've got hooked on technological advancement. What I'm now starting to worry about is – where will it stop? Getting my original single-drive Amstrad gave me the heady feeling of an eighteen year old going to a bar for her first drink. Upping its memory was like getting totally smashed for the first time. LocoScript 2 is dangerously like the first whiff of dope – and now I find I've got my eye on a faster printer. Yes, it's the hard stuff. I shall have to write to myself and find out if there isn't a self-help group I can join so that I can learn, eventually, to say "no" to upgrading. Otherwise my entire working life will be spent reading computer magazines, mulling over new instructions and scratching my head over new technological developments."

We hope to keep up the job as technology pusher – so long as there's no law against it!

In future issues:

We shall be looking at the user definable characters and in particular showing how you can use this facility to produce simple graphics using characters of varying widths and lengths. We also intend to look at the best way of organising LocoScript on a PCW8256. We found that many of you appreciated the layout article in the introductory issue, so we shall continue to look at layouts, in particular the exchange and replace facilities available.

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