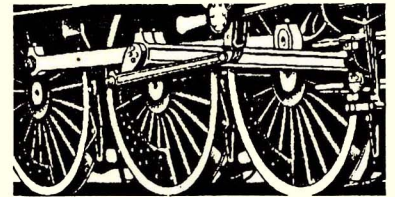


# Script

THE LOCOSCRIPT NEWSLETTER



ISSUE 10  
MAY 89

Since we released LocoFile in November, several of you have pointed out how useful it could be for keeping track of day-to-day appointments – using it as a kind of electronic diary, in fact.

One of our programmers, Tony Bush, latched on to this idea and designed and wrote a diary for his own use. By using it, all the diary entries can be displayed on the PCW screen at any time when using LocoScript, and they can be printed out onto special paper suitable for clipping into a personal organiser.

Tony's diary was so useful that we're offering it to you, and a large article on page 4 explains exactly how to set up the appropriate files in the first place, how to use the diary, and how to make some simple modifications to it. Everything you need to type in is included in the article, but to save you time and trouble (especially if your typing isn't that accurate) we're offering a disc with the files already typed for just £9.95!

The other articles in this issue cover a range of different topics. There's an article about printwheels on daisywheel printers, and the special problems you may have when using them to print proportionally spaced text. We continue our series of hints and tips for authors, looking at how both LocoScript's features and LocoFile can help writers in their work.

We've also included an article for LocoFile users detailing an application for the \$= and \$\$ commands, which were explained in the last issue. This time we look at using these commands to pick out a group of records.

Finally, if you've ever lost any of your work because the document you were editing was too long, or there wasn't enough space left on your disc, you will be interested to read the article on long documents, which describes how to plan your work to avoid just these problems.

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# News

## Euro-Arabic LocoScript

Some time ago we announced that we were working on a version of LocoScript which would work with documents in both European and Arabic Scripts.

It took us longer to complete this product than we had expected. We went through many prototypes refining the shape of the Arabic characters until we finally reached the point where they were acceptable to a range of different users. Now the product is finished and in production.

Euro-Arabic LocoScript includes all of LocoScript 2's normal word processing operations, but in addition to the normal Latin script it allows text in Arabic, Farsi and Urdu scripts instead of the Greek and Cyrillic characters. When typing Arabic/Farsi or Urdu you can choose a standard typewriter layout for the keys or a layout which transliterates the English keytops. In the Arabic, Farsi and Urdu scripts the forms of characters are changed according to their context. There's also a choice of European or Arabic numerals.

The other difference from normal LocoScript 2 is that you can choose to enter text from left to right (as you would for European languages) or from right to left (for the Middle Eastern languages). This is specified by a new option menu in the Layout Editor. There's also a quick way of entering a small section of text in the other direction so that it's easy to type say a European name in the middle of a piece of Arabic text (and vice versa).

The Euro-Arabic version of LocoScript is available now, and costs £85 including VAT. It is suitable for either the PCW8256 or PCW8512 using the PCW's matrix printer, but is not available for other printers or for the PCW9512. The package includes two discs

(one for Arabic and one for Urdu), a guide to the new features (including a special introduction to word processing for Arabic and Urdu writers), and a special reprint of some *Script* articles which we think will be helpful when using Euro-Arabic LocoScript.

## New LocoChar for the PCW8256/8512

The original LocoChar (supplied with LocoScript 2 for the PCW8256/8512) was written in Mallard BASIC. Writing in BASIC helped us to get the program developed quickly, but proved inadequate when we wanted to write the far more complex program LocoChar 24. So we wrote LocoChar 24 in machine code.

Now we have taken advantage of the work we did in writing LocoChar 24 and have produced a machine code version of LocoChar. This does much the same as the old LocoChar, but faster. One new feature allows you to use the

patterns of any existing character as the basis for your new characters. From June, we will be incorporating the new LocoChar on discs which include the Installation Program – so it will come free with most of the LocoScript family.

If you want to get the new LocoChar but don't want to buy any new programs in the LocoScript 2 family, it will also be included on the LocoScript Upgrade Disc – available from us at £14.95. But do please specify you want the new LocoChar when you order, so that we can make sure that the disc you're sent has the new LocoChar on it.

## LocoFile Applications

Other companies have now brought out products which are collections of information you can access through LocoFile. Indeed two companies have had the same idea – a computerised thesaurus!

Both Thurston Techniques and 3 inch Software have made available lists of synonyms as LocoFile datafiles. Whilst these don't give you all the features of a full thesaurus, they could be useful when you're just stuck for a new word. The products are:

- Synonyms at £16.95 from Thurston Techniques on 0395 277496

- 3 Inch Thesaurus at £14.95 from 3 Inch Software on 01 546 2754

Also, in this issue of *Script* we look at how you can use LocoMail to create a "week to a view" diary for use as a LocoFile datafile.

For those of you who want to use this application, but don't want to type it in (or have problems typing it in), we've put the complete Diary application onto a three inch disc and will supply you with a copy for £9.95 – but remember you'll need both LocoMail and LocoFile to use the diary.

This disc is available for both the PCW8256/8512 and the PCW9512.



# Working with Long Documents

*In the days of LocoScript 1, one of the biggest problems came from writing documents which were more than a page or two long. Moving from one end of the document could take several minutes, and there was no way to move directly to a specific page number.*

*With LocoScript 2 all that has changed, and working with long documents is much more convenient. But there are still one or two hazards which you should beware of, mainly due to the way LocoScript 2 stores your document on disc while it is open for editing.*

LocoScript always works from a copy of your document. When you open the file, LocoScript starts to make a copy which has the same filename, but which has filetype \$\$\$\$. For example, if your file was called LONGDOC.001, the copy would be called LONGDOC.#### and LocoScript would make all your changes to this copy, not to the original. (If you look at the Disc Manager Screen while you are editing, you can sometimes see the #### among all your other files.)

When you finish editing, LocoScript saves the #### file onto the disc. Then, and only then, does it move your old version into limbo, and give the copy the original name.

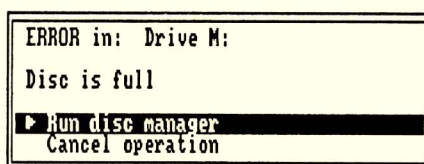
The reason LocoScript works with a copy is partly in case the edited version gets corrupted in some way (if there is a power cut, for example) and partly to give you the option of abandoning your changes.

But there is an important implication if you are editing a long document: there has to be enough room on the disc to store the copy. Indeed, if you intend to add a lot of text, then you should allow for a document between one and two times the size of the document you're editing. If there isn't enough space on the disc for the document you want to edit, make space on the disc or copy it to a blank disc before you start to edit.

Even if there's plenty of room on the disc your document is stored on, you can still

hit problems when moving backwards through an overlarge file. The reason is that the part of your document 'above' what you see on the screen is stored on Drive M. So not only should you make sure there is plenty of free space on your floppy disc, you should also check that there is plenty of free space on Drive M.

If LocoScript runs out of space, you will see the dreaded message `Disc is full` on the screen.



If this happens, don't abandon editing the document; instead, select the Run Disc Manager option. This will enable you to erase some of the files from your disc, and (with luck) this will provide enough extra space for you to save the changes you have made to your document. (Of course, the one file you can't erase is the one with filetype \$\$\$ - that's the working copy of the document you're editing!) If you do get this message, remember to check *which* disc is full - there's no point freeing space on any other disc.

Another way of recovering space on Drive M is to clear text from any of LocoScript's blocks. To do this, press `F7` while running the Disc Manager and select

Show blocks. Then press `ESC` to clear any Blocks you no longer need.

But prevention is always better than cure, and it's much better never to let your documents get too big in the first place. The problem, of course, is that you never intend to let them grow as big as they do. A chapter turns into two, you add an extra paragraph here and there, and before long you are editing a monster of 50k or more. Because of this it's always a good idea to 'Save and continue' from time to time to make sure that the version safely on disc is up to date; if you think this is taking too long it probably means the document is getting too big.

So if you've decided that you need to chop your work into more manageable sized sections, how do you go about it?

The safest way is to make a copy of the file using the Copy File option on the `F3` file menu. Then edit the copy, and cut out all of the text except for the part you want included in the first section. Save this under a suitable name. Now make another copy of the original, edit it, and cut all of the text except for the part you want included in the second section... Carry on copying, editing and saving until you have the whole of the original document saved in several pieces. When everything is safe, you can erase the original file.

A less secure way of splitting a document into no more than 11 parts is to edit the large document. Begin by deciding how you want the document divided up, and put a Unit code at the end of each section. When you have done this, go to the first Unit code (ie. the end of the first section).

Copy/Cut the second section by pressing `CTRL-COPY` and `UNIT` to mark it out and `CTRL-O` to erase the text from the document and store it in Block 0. Repeat this for the other sections, storing them in Blocks 1, 2, etc.

When you have done this, create a new document for each section and simply paste the appropriate text into place. Note that since the Blocks are saved on Drive M, it's essential to make sure that there is room on Drive M to store all the text you are transferring.

If you are working with long documents Unit codes have other uses too. As you probably realise, pressing `PAGE` takes you to the bottom of the page, `DOC` to the end of the document and so on. If you use Unit codes to mark important places in your document, you'll be able to use `UNIT` to jump forwards and the `ALT` and `UNIT` to jump backwards between the Unit codes. And then, if the document gets too large you've already got the Unit codes showing where to break it up.



# Making a Diary with Loco File

*Using LocoMail and LocoFile together we show you how to generate a LocoFile diary covering one or more years between 1901 and 2099. The Diary can either be updated and consulted directly from your PCW or printed on suitable stationery ready to insert into your personal organiser.*

The LocoFile Diary is constructed in three stages. First you fill a LocoMail Master document by simply supplying a year number or range of years. It produces a datafile document containing a record pattern followed by 53 (or a multiple of 53) week records, each containing details of the dates in that week. Then you create a new LocoFile datafile, defining a card layout with items to hold one weeks worth of day and date details plus space for entering appointments. Finally the finished diary is generated by using the LocoFile "insert data" function to read in the week records.

In this article we list the complete text of the LocoMail master document you will require. We also describe a suitable LocoFile datafile set-up. You will need to have both LocoFile and LocoMail installed on your Start-of-day disc.

If you don't want to type these in (or have problems getting them to work), we can supply a disc with them already set up. The disc costs £9.95 and will be available directly from Locomotive Software. We've also added some extra files, not described here, to generate a daily diary or appointments book, useful for say doctors and dentists. And for those who don't have LocoMail but would like to use the diary, we've included ready-made diary datafiles for 1989.

## Setting up the cards

We will start at the wrong end by looking at the finished LocoFile record for the first week of 1989:

You don't have to exactly follow the card layout shown. For instance if you eventually want to print out the diary on special stationery, it is worth considering now how to adjust the card size and item layout to suit your paper size. Or you might want to make the card size larger to accommodate longer items for the daily entries (though if you make it too big to fit on the screen it will be less convenient to use). The only restriction is that all the items with hidden names must be present and their names must match those used in the LocoMail program – so don't change them.

Use LocoFile to create a new datafile called DIARYW.DAT

First set the card size to Width 70 and Height 27. The rest of the settings are shown opposite.

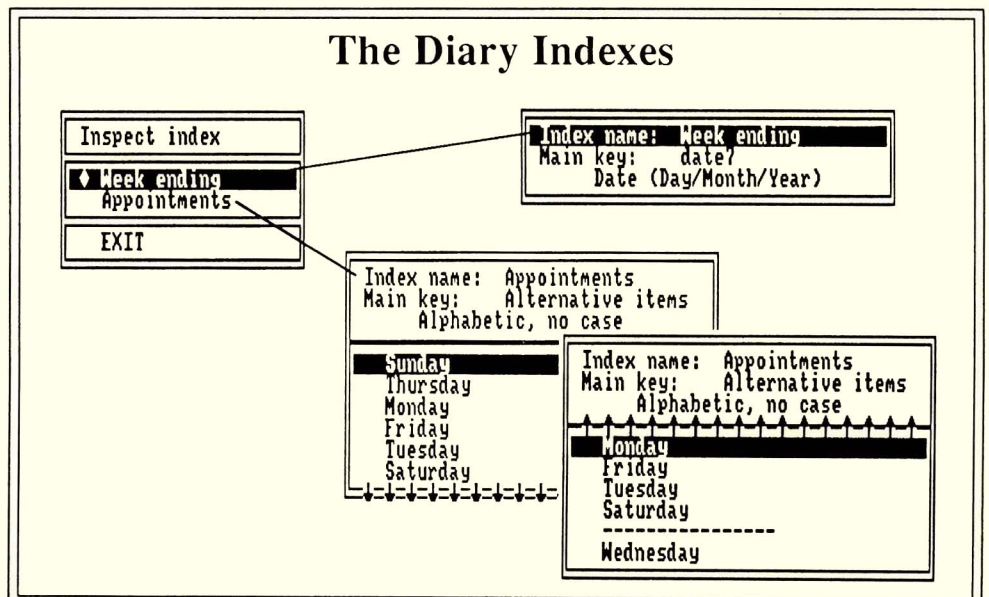
Now we have to think about indexes. The LocoMail program will produce the week records in the correct order, but we still need a date index so that f5=Goto can be used to go to the record for a given date.

As it turns out an index on just the Main Item "date?" will do the trick, because when the date you ask for isn't a Saturday LocoFile will go to the next record and that will be the right one. Define the index with date order Day/Month/Year and change the index name from the default LocoFile offers to "Week ending" which is a better description of what it does.

The seven 3-line items named Sunday to Saturday and the five line item at the bottom right are where you will enter details of your appointments and you can define an index called "Appointments" to alphabetically order all the ones which contain any text. This index should have main item "Sunday" with the other 7 items as alternative main items. When later entering your appointments, if you always make sure that the key word(s) of each entry are put at the beginning, then f5=Goto on this index will locate them.

If you have version 2.24 (or later) of LocoFile an extra feature has been added which moves the cursor to the item concerned when using an alternate item index; in earlier versions you go to the right record but the cursor doesn't move.

When you are happy that the layout and indexes are correct, exit from LocoFile. You now have an empty datafile called DIARYW.DAT. Copy this to another file called DIARYW.PAT; as there is no quick way of making an empty LocoFile datafile from one which contains records, it is a good idea to keep the empty file DIARYW.PAT for future reference.



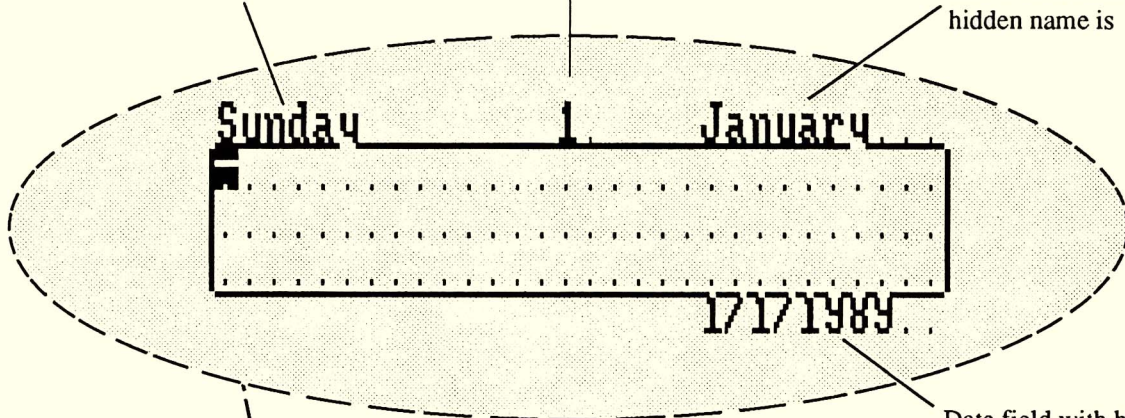


# The Diary Datafile

The date details for Sunday . This day-of-the-week name is actually the name of the item below which extends over 3 lines; the name position is defined as "11 O'Clock"

A 2-digit day number item with hidden name: day1

The month name item; hidden name is month1



The first of seven "day blocks" each containing 4 items

A 4 character item containing the value "1989"; this is named year and the name is hidden

Date field with hidden name date1 (note that this date format requires up to 10 characters dd/mm/yyyy, even though all the dates in this record happen to fit in 8)

```

A: group 0/DIARYW .DAT Locofile. Printer idle. Using A: M:
Index: Record number Unique Item: Sunday Col: 3/70 Line: 4/27
f1=Actions f2=Index f3=Item f4=Print f5=Goto f6=Find f7=Extract f8=Options EXIT
Record:1 1989 Changed
-----
56k us
group Sunday 1 January Thursday 5 January...
group [ ] 17/1/1989 5/1/1989..
group Monday 2 January Friday 6 January...
group [ ] 2/1/1989 6/1/1989..
Tuesday 3 January Saturday 7 January...
[ ] 3/1/1989 7/1/1989..
Wednesday 4 January
[ ] 4/1/1989
-----
files
4 0k
5 0k
6 0k
7 0k

```

Note that when you first set up the record layout you will not see any of the date details shown here, only the item names for the days of the week.

The 6 further day blocks below follow the same layout and naming scheme as Sunday: i.e. Monday with day2, month2, date2, Thursday with day5, month5, date5, etc

A single 5-line item with the 16-character name ----- in the "12 O'Clock" position



## The LocoMail document

Now we have to launch into LocoMail. Create a document called DIARYW.FIL and type in the LocoMail program listing given below.

Before you start note the following points:

The margin settings and tab positions in the layout don't actually make any

difference to the operation of the program, but obviously they affect the way it looks on the screen; so changing your layout to match that shown will make it easier to check.

Similarly some of the spacing used is just for clarity, but to be safe and give it the best chance of working, don't change anything unless you are sure you know what you are doing!

Where you see (+Mail) (-Mail) and (+UniT) these are codes not text; type "[M]" "[M]" and "[UT]" respectively. The inverse display over most of the document is automatically controlled by the (Mail) codes, so if yours doesn't match look for a missing or misplaced code.

```
A: group 0/DIARYW .FIL Editing text. Printer idle. Using A: M:
Script 1: 0 Pi12 IS1 CR+0 LP6 Page 1 line 1/99
f1=Actions f2=Layout f3=Style f4=Size f5=Page f7=Spell f8=Options EXIT
(Mail)prompt = ? ; Weekly diary generator (press enter to continue)
?
%"year = ?# ; enter first year: 1901 - 2099
-> #1901 <= year <= 2099 :<: repeat = 0 :><: repeat = 1 :>
@repeat?
%"toyear = ?# ; enter last year: 1901 - 2099
-> #year <= toyear <= 2099 :<: repeat = 0 :><: repeat = 1 :>
@repeat?
%"dayoffset = ?# ; select day ordering: 0 = Sunday to Saturday or 1 = Monday to Sunday
-> #0 <= dayoffset <= 1 :<: repeat = 0 :><: repeat = 1 :>
@repeat?
seploop = "comma : padding = [padding - 1] : "
yearcount = [toyear - year + 1] : comma = "," : slash = "/" : eor = "(Unit)"
janend = 31 : febend = [janend + 28] : marend = [febend + 31]
aprend = [marend + 30] : mayend = [aprend + 31] : junend = [mayend + 30]
julend = [junend + 31] : augend = [julend + 31] : sepnd = [augend + 30]
octend = [sepnd + 31] : novend = [octend + 30] : decend = [novend + 31]
Jan = "January" : Feb = "February" : Mar = "March" : Apr = "April"
May = "May" : Jun = "June" : Jul = "July" : Aug = "August"
Sep = "September" : Oct = "October" : Nov = "November" : Dec = "December"
dayloop = "
-> daycount = [daycount - 1] : daynum = [daynum + 1]
-> #daynum <= janend :<: month = Jan : mno = 1 : day = daynum
-> #daynum <= [febend + leap] :<: month = Feb : mno = 2 : day = [daynum - janend]
-> #daynum <= [marend + leap] :<: month = Mar : mno = 3 : day = [daynum - febend - leap]
-> #daynum <= [aprend + leap] :<: month = Apr : mno = 4 : day = [daynum - marend - leap]
-> #daynum <= [mayend + leap] :<: month = May : mno = 5 : day = [daynum - aprend - leap]
-> #daynum <= [junend + leap] :<: month = Jun : mno = 6 : day = [daynum - mayend - leap]
-> #daynum <= [julend + leap] :<: month = Jul : mno = 7 : day = [daynum - junend - leap]
-> #daynum <= [augend + leap] :<: month = Aug : mno = 8 : day = [daynum - julend - leap]
-> #daynum <= [sepnd + leap] :<: month = Sep : mno = 9 : day = [daynum - augend - leap]
-> #daynum <= [octend + leap] :<: month = Oct : mno = 10 : day = [daynum - sepnd - leap]
-> #daynum <= [novend + leap] :<: month = Nov : mno = 11 : day = [daynum - octend - leap]
-> #daynum <= [decend + leap] :<: month = Dec : mno = 12 : day = [daynum - novend - leap]
-> #daytag=1 :<: year:comma :> : daytag = [daytag+1] : #daytag=8 :<: daytag=1 :>
-> day:comma:month:comma:day:slash:mno:slash:year : #daytag = 1 :<: eor :><: comma :> :
yearloop = "
-> #[[[year/4]!0]*4] = year :<: leap = 1 :><: leap = 0 :>
-> daycount = [365 + leap] : daynum = 0
-> yeardays = [2 - dayoffset + [[[year - 1901]*5/4]!0]]
-> daytag = [yeardays - [[yeardays/7]!0]*7 + 1]
-> padding = [daytag - 1] * 3] : #padding > 0 :<: year : comma :>
-> @padding%seploop?
-> @daycount%dayloop?
-> #daytag > 1 :<: padding=[[8-daytag]*3-1] : @padding%seploop : eor :>
-> year = [year + 1] : yearcount = [yearcount - 1] :
(Mail)year,day1,month1,date1,day2,month2,date2,day3,month3,date3,day4,month4,date4(Mail)
(Mail),day5,month5,date5,day6,month6,date6,day7,month7,date7(Mail)eor
@yearcount%yearloop?
```



## Creating the Diary file

The Diary output, from this program, for one year will occupy about 10K of disc space and also requires at least 10K free on drive M temporarily; so especially if you have an 8256, make sure enough space is available before you start.

Now the moment of truth. Run LocoMail in fill mode on DIARYW.FIL. At the first prompt just press **[ENTER]** as it suggests. Then reply "1989" **[ENTER]** to the next two questions and "0" **[ENTER]** to the next. And hopefully off it goes.

If instead it stops with a message like "LocoMail Syntax error" then there is a mistake somewhere in the program; note the last line on the screen before it stopped, which might give a clue where to look for the error. Then cancel out of LocoMail, edit the document again and look for a typing error. If you can't spot your typing error, please don't ask us to! It is for problems like this that we make available the disc with the application on it.

Once the whole program has been read in, the diary data will start to appear on the screen. The listing below shows the first few and last few lines you should get and the whole process takes about 10 minutes.

You can use **[STOP]** and **[ENTER]** to pause and continue the output, and if the first few lines don't look right use **[STOP]** **[STOP]** to abandon (again, don't ask us, instead go back to edit the master document and look for an error).

When LocoMail finishes, and if the data on the screen looks right, save the output document as 1989W.LML. If it ploughs on into 1990 then it is probably never going to stop: so abandon and look for an error.

## Converting to LocoFile

Now run LocoFile on DIARYW.DAT again and use **f1** Insert Data, selecting 1989W.LML. When this operation is finished you should see that the first record displayed matches the one printed on page 5, step through the next few weeks using **[PAGE]** and check that they look right. Then go to the last record **[SHIFT]+[DOC]** which should be record number 53 and show just "Sunday 31 December" with the rest of the day blocks blank (except for the day names of course).

If LocoFile complains about any item names not matching or any of the date details appear in the wrong place on the cards, but the LocoMail datafile is OK then it may be your LocoFile setup which is wrong. If so scrap your DIARYW.DAT, go back to DIARYW.PAT and fix the mistakes, copy DIARYW.PAT to give a new empty DIARYW.DAT, then repeat the insert data operation.

Now use **[F2]** to change to the "Week ending" index and check that you can use **f5=Goto** to locate the correct week record for various dates. Note that you don't need to type the 19 part of 1989 in the **F5** menu.

## Using the Diary

If all is well so far then you can start using the diary. Enter some details for a few days and then check that the "Appointments" index works properly.

If either of the indexes fails to give the correct ordering or search results, go into datafile set-up and **F2** Inspect Index. Particularly if "Week ending" doesn't work, check that you have the right date

format specified. If either index proves to be wrong, remove and recreate it, and remember to do the same to DIARYW.PAT to avoid disappointment later.

It is worth noting here that all LocoFile operations, and particularly inserting data or building new indexes, will work rather faster if the datafile is on Drive M. Provided you have enough space free on Drive M it will be worthwhile working on a Drive M copy of the Diary, but do remember to copy it back to the disc if you make any changes. (If you put your DIARYW.DAT onto your Start-of-Day disc, it will be copied to Drive M automatically when you load LocoScript.)

## Enhancements to the Diary

As you will have noticed, the LocoMail Diary Generator program can produce several years worth of diary pages in one go; so you could extend DIARYW.DAT to five years by generating 1990 to 1993 and inserting this extra data with LocoFile. But don't forget that the whole thing has to fit on a disc; an empty five year diary will occupy over 70K and will grow as you fill it in. If you have an 8256 this is not a very good idea; it will be much better to keep single years in separate files and then you can also archive or throw away out-of-date information more easily.

There is another option which we have not discussed yet. If you answer "1" to the third question instead of "0", the LocoMail program will organise the week records to run from Monday to Sunday instead of Sunday to Saturday. If you prefer this then you will need to make some small adjustments to the LocoFile set-up as well. Going back to DIARYW.PAT in Set-up mode use **f3** Change Item to make the following item name changes in the order given:

"Sunday" to "temp"  
"Saturday" to "Sunday"  
"Friday" to "Saturday"  
"Thursday" to "Friday"  
"Wednesday" to "Thursday"  
"Tuesday" to "Wednesday"  
"Monday" to "Tuesday"  
"temp" to "Monday"

Then just copy it to DIARYW.DAT and insert the diary data in the new form as before. Don't try to make these changes to a Diary file already containing data or mix the two types of data and record layout, as this will produce confusing and incorrect results.

## Running the program

```
year,day1,month1,date1,day2,month2,date2,day3,month3,date3,day4,month4,date4,day5,month5,
date5,day6,month6,date6,day7,month7,date7(UniT)
1989,1,January,1/1/1989,2,January,2/1/1989,3,January,3/1/1989,4,January,4/1/1989,5,Januar
y,5/1/1989,6,January,6/1/1989,7,January,7/1/1989(UniT)
1989,8,January,8/1/1989,9,January,9/1/1989,10,January,10/1/1989,11,January,11/1/1989,12,J
anuary,12/1/1989,13,January,13/1/1989,14,January,14/1/1989(UniT)
1989,15,January,15/1/1989,16,January,16/1/1989,17,January,17/1/1989,18,January,18/1/1989,
19,January,19/1/1989,20,January,20/1/1989,21,January,21/1/1989(UniT)
1989,22,January,22/1/1989,23,January,23/1/1989,24,January,24/1/1989,25,January,25/1/1989,
26,January,26/1/1989,27,January,27/1/1989,28,January,28/1/1989(UniT)
1989,29,January,29/1/1989,30,January,30/1/1989,31,January,31/1/1989,1,February,1/2/1989,2
,February,2/2/1989,3,February,3/2/1989,4,February,4/2/1989(UniT)
1989,5,February,5/2/1989,6,February,6/2/1989,7,February,7/2/1989,8,February,8/2/1989,9,Fe
••• etc
12/1989,14,December,14/12/1989,15,December,15/12/1989,16,December,16/12/1989(UniT)
1989,17,December,17/12/1989,18,December,18/12/1989,19,December,19/12/1989,20,December,20/
12/1989,21,December,21/12/1989,22,December,22/12/1989,23,December,23/12/1989(UniT)
1989,24,December,24/12/1989,25,December,25/12/1989,26,December,26/12/1989,27,December,27/
12/1989,28,December,28/12/1989,29,December,29/12/1989,30,December,30/12/1989(UniT)
1989,31,December,31/12/1989,.....(UniT)
```



# PS Printwheels

*Printing in proportional spacing improves the appearance of a document. On matrix printers, LocoScript takes care of PS for you – you simply have to put a proportional spacing code in the document. But on daisywheel printers, you'll have to take a few extra steps. This article explains why and shows you the steps to take to print in PS on a daisywheel printer.*

Proportional spacing means printing each character in a space proportional to its width. So, for example an *i* is thinner than an *n* which is in turn thinner than an *m*. On a matrix printer (like the printer supplied with the PCW8000 machines) this is simple – LocoScript adjusts the width of the characters automatically.

On a daisywheel printer the characters are fixed by the printwheel you use. To print proportionally spaced characters you need both to set PS in the document and to use a printwheel with proportionally spaced characters. The snag is that whereas a family of fixed pitch printwheels all have the same characters on the same petals, the characters on a PS wheel are arranged very differently. This ensures that PS wheels are correctly balanced.

Putting a PS printwheel in the printer when LocoScript thinks you're using a fixed pitch wheel simply produces scrambled text. What's needed is a way of telling LocoScript when a PS printwheel is fitted so that it knows which petal to strike for each character. How this is done depends on whether you're using the PCW9512 built-in printer or an alternative daisywheel printer, such as a Qume or a Diablo 630 printer.

## PS on an alternative printer

On an alternative daisywheel printer, you need a Character Set which describes the order in which the characters appear on the printwheel and the PS widths for the characters. We provide Character Set files for the most common printwheels but we can't cater for the full range of printwheels available. Moreover, the Printer files for alternative daisywheel printers don't

always hold information about PS widths. To counter this, we've produced CHARKIT. This program lets you create customised Character Sets for different printwheels, complete with information about the PS widths. CHARKIT is supplied on the Printer Drivers Disc and comes with full instructions on how to use the program.

## PS on the PCW9512

If you use the PCW9512 built-in daisywheel printer, the chances are that you will print in PS using a Thesis PS wheel supplied by Amstrad. The Printer file PCW9512.PRI has all the information about the width of the characters on this printwheel, so you don't need any additional software to use the Thesis PS wheel. It's just a matter of setting up a Character Style for the England Character Set (already supplied) with a pitch of PS. The steps to do this are given on the opposite page.

## Other printwheels for the PCW9512 printer

PCW9512 users aren't limited to using the English fixed pitch and PS wheels. A number of different national language printwheels are also available, allowing you to print documents in French, Italian or Spanish etc.

To use any different national language printwheel, you need a Character Set to match. LocoScript 2 comes supplied with two Character Sets, ready for use – England and Swiss French. If you want to prepare documents in French, or you simply need to produce accented characters such as *é* or *â* occasionally, then all you need to do is purchase the Swiss French printwheel.

If the accents you want are on any other printwheel, then you need the Printwheels Disc. This disc holds ready-made Character Sets for the full range of national language printwheels available for the PCW9512 printer. It also comes with a special program which allows you to create a Character Set for a printwheel customised for use on the PCW9512 printer.

Below we give the characters you can print on the Swiss-French and the Greek/Latin printwheel. To find out about the characters on other printwheels, you should consult your local dealer.

PS versions of foreign printwheels are also available. To use one you need the appropriate national language Character Set and, like the English Thesis PS wheel, a suitable Character Style with the PS pitch selected.

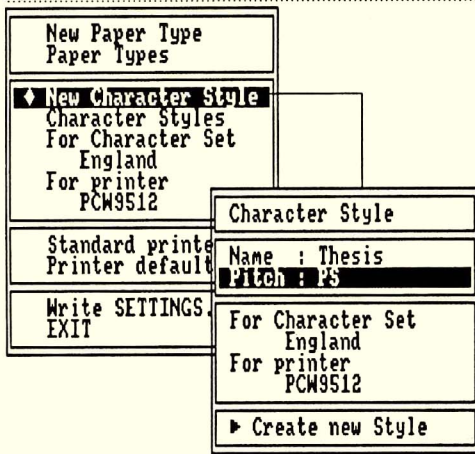
Swiss French characters													Greek Latin characters																									
a	b	c	d	e	f	g	h	i	j	k	l	m	A	B	C	D	E	F	G	H	I	J	K	L	M													
n	o	p	q	r	s	t	u	v	w	x	y	z	N	O	P	Q	R	S	T	U	V	W	X	Y	Z													
A	B	C	D	E	F	G	H	I	J	K	L	M	0	1	2	3	4	5	6	7	8	9																
N	O	P	Q	R	S	T	U	V	W	X	Y	Z														α	β	γ	δ	ε	ζ	η	θ	ι	κ	λ	μ	
0	1	2	3	4	5	6	7	8	9														ν	ξ	ο	π	ρ	σ	τ	υ	φ	χ	ψ	ω				
..	^	'	`										ς	Γ	Δ	Θ	Λ	Ξ	Π	Σ	Φ	Ψ	Ω															
é	è	â	ô	ù	ä	ç								ˆ	ˆ																							
!	"	£	\$	%	'	&	*	(	)	_	+	-	=	!	£	\$	%	'	&	*	(	)	_	+	-	=												
[	]		§	.	,	/	?	‡	:	;	Fr	°		.	,	/	'	<	>	@	:	;	'	½	¼	¾												

These characters appear on the Swiss French printwheel. In practice, the range of accented characters is far greater than those shown here as you can combine any accent with any other character.

The Greek Latin printwheel has no lower case English letters. LocoScript substitutes any lower case letters in a document with the upper case equivalent instead. Like the Swiss French printwheel, the accents can be combined with any other character.



## Using a Thesis PS wheel on the PCW9512 printer



### Setting up the new Character Style

- Load LocoScript 2 using your Start-of-day disc.
- From the Disc Manager Screen, press **[F6]** to display the Settings menu.

**Note:** The printer currently displayed under For printer must be PCW9512 and the Character Set shown under For Character Set must be England. If they are not already selected, pages 277 and 278 of the PCW9512 User Instructions explain how to select different printers and Character Sets on the Settings menu.

- Move the cursor to New Character Style and press **[ENTER]**.

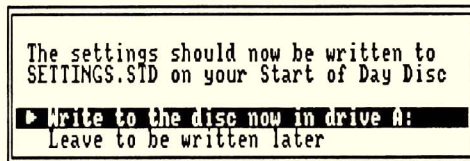
A menu will appear allowing you to enter the Name and Pitch of the wheel.

- Type in the name Thesis, then move the cursor down and type in the pitch PS. Press **[ENTER]** to create the new Character Style and return to the Settings menu.

You now need to update the Settings file on your Start-of-day disc with this information.

- Move the cursor down to EXIT and press **[ENTER]**.

LocoScript will display a menu allowing you to write the Settings information to disc or leave it to be written later. Making sure your Start-of-day disc is in the drive, select the option Write to the disc now in drive A: and press **[ENTER]**.



### Setting up a document

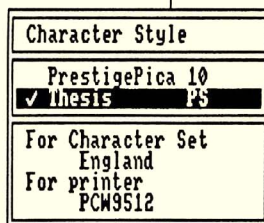
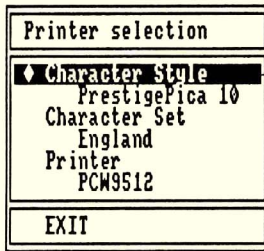
When you want to use the Thesis PS wheel for a document, it's best to set it up within the document. Then your document is correctly laid out for this wheel and LocoScript can set itself up for the wheel prior to printing. The steps you need to take to do this are as follows:

- Edit your document.
- Press **[F1]** to display the Actions menu, select Document set up and press **[ENTER]**. Then press **[F6]** to display the Printer selection menu.

**Note:** The printer currently displayed under Printer must be PCW9512 and the Character Set shown under Character Set must be England. If they are not already selected, pages 280 and 281 of the PCW9512 User Instructions explain how to set up the document for a different printer and Character Set.

- Move the cursor to Character Style and press **[ENTER]**. Select Thesis PS with the cursor, press the **[+]** key to place a tick beside it and then press **[ENTER]**.
- Move the cursor to EXIT and press **[ENTER]** to leave the Printer Selection menu. Press **[EXIT]** and **[ENTER]** to return to editing your document and then press **[EXIT]** and **[ENTER]** to finish editing your document and return to the Disc Manager Screen.

Don't forget to use the Character pitch of PS within your document – otherwise the benefits of using this wheel will be lost!



### Making PS standard

You can, if you wish, set up the printer so that it is ready to use this Character Style after you've loaded LocoScript. You do this by making it the default Character Style for the PCW printer in your Settings file.

- Press **[F6]** from the Disc Manager Screen.
- Move the menu cursor down to Printer defaults and press **[ENTER]**.

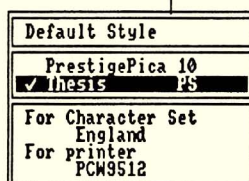
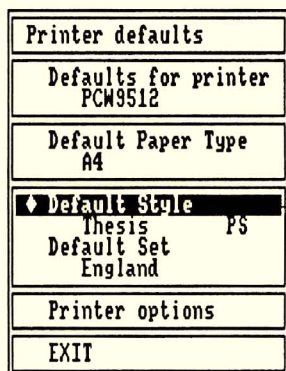
**Note:** The default Printer must be PCW9512 and the default Character Set must be England. How to ensure that these are displayed is described on pages 285 and 286 of the PCW9512 User Instructions.

- On the Printer Defaults menu select Default style with the cursor and press **[ENTER]**.

A menu displaying the Character Styles which you can use with the England Character Set will appear. Select Thesis PS with the cursor and tick it by pressing the **[+]** key at the side of the space bar.

- Press **[ENTER]** to return to the Printer Defaults menu and then select EXIT and press **[ENTER]** to return to the Settings menu.

- Move the cursor to EXIT and update the Settings file as described above.





# Selecting records from LocoFile

*In a previous issue we saw how to use LocoMail to prepare letters for a selection of people, using a LocoMail datafile. With LocoFile datafiles, LocoMail can do the same job, only better and faster.*

*The key to producing a selective mailshot from a LocoFile datafile is LocoMail's new \$= and \$\$ commands. We introduced these commands in the article 'Printing lists the LocoMail way' in the last issue of Script. In this article we investigate how to use them to prepare letters for all the customers who bought a particular product.*

Producing a selective mailshot means that all the records you want to pull out have something in common, whether it's the product bought or the town the customers live in. With LocoFile datafiles, you can take advantage of indexes to group the records together according to the criteria for the mailshot. You select the index in the LocoMail master document by using the \$= command, so that the required records are grouped together, ready to process one after the other.

What's more, you have a way of jumping directly to the first record in the group. With other datafiles, LocoMail processes the records as they appear in the datafile, working through both the wanted and unwanted records. With LocoFile datafiles, you can use the \$\$ command to jump to the first record in the group. The index selected ensures that all other records with the same value in the indexed item follow on automatically so you don't have to watch LocoMail plod through the datafile abandoning unwanted versions of the document.

On the opposite page we've given a sample letter for a business mailshot. The techniques we describe apply equally to, say, sending party invitations to friends on an address list.

Before looking at the commands to produce the mailshot, we need to consider how the information in the datafile is organised. In this example, we want to pick out all those customers who bought a video recorder. The product purchased is stored in the item Product. To group the required records together, we've set up an index with Product as the main key (see the picture on the opposite page).

## Adding the commands

The commands to select the index and jump to the first 'Video' record are:

```
$="Product":$$"Video"
```

Here \$="Product" selects the Product index; \$\$"Video" tells LocoMail to move to the first record where 'Video' is the value in the keyed item, for example after all the 'Television' records.

On their own, these instructions aren't enough. LocoMail will produce the first letter and then work through the same instructions again. In other words, it will jump again to the first record with 'Video' in the item Product. So you'll end up with multiple letters to the same customer! What's needed is a way of carrying out these instructions for the first version of the document and then ignoring them for subsequent versions, so that LocoMail doesn't keep returning to the same record.

This can be done with the following instructions:

```
!first="yes"  
#first="yes":<:$="product"  
:$$"Video":first="no":>
```

On the first version the value in first is "yes", the command to select the index and jump to the first record are carried out and the value in first is set to "no". On the next version, the \$= and \$\$ commands are ignored because the value in first is no longer "yes". Notice the use of the exclamation mark in the first instruction. In the LocoMail User Guide, we described how to use exclamation mark to store information for use in subsequent versions of the document. Here we're using it in a slightly different way to prevent LocoMail from resetting the value in first to "yes" on succeeding versions.

## Stopping the merge

Left like this, LocoMail will work through the datafile, producing a version of the document for all the remaining records in the file, including those who bought Washing machines or Xylophones! So we need a way of telling LocoMail to stop when all the 'Video' records have been processed. To solve this problem we simply test the value in product for each record and abandon LocoMail when the value is no longer 'Video'.

Finding out whether the current record is one we want is simply a matter of using a conditional instruction:

```
#product!="Video":<:  
instructions to abandon  
LocoMail :>
```

The tricky bit is abandoning LocoMail. You can abandon a particular letter by using the \* command but you can't stop LocoMail altogether until it reaches the end of the datafile. What's needed is a way of moving to the end of the datafile so that the merge automatically finishes. The \$\$ command gives you a ready-made way of doing this – by looking for a value in the keyed item which appears after the last record in the datafile. You might think that an instruction like \$\$"zzzzz" would do the trick, but there's a catch.

The indexes sort the records so that any records with empty indexed items are automatically positioned at the end of the datafile. The problem is that if there are any records with nothing in the indexed item (in this case Product), you can't use the \$\$ command to position LocoMail



after the last record because you can't specify a key beyond 'Null'. The answer is to use the record number index. Since you can never have a record with an empty record number, this is the only index which gives you a foolproof way of jumping to the end of the datafile.

The `$=""` command selects the record number index and a suitable `$$` command can be used to move to a high record number which in practice will never exist. For example `$$$"999999999"` will probably do the job! With this command LocoMail jumps to the end of the datafile. An `*` command can then be used to tell LocoMail to abandon the version it's currently preparing. Since this is the end of the datafile, LocoMail returns to the Disc Manager Screen.

The complete set of instructions is:

```
(+Mail)!first="yes"
#first="yes":<:$="product":
    $$"Video":first="no":>
#product≠"Video":
    <:$="":$$$"999999999":*:>
(-Mail)
```

## Organising datafiles

In our example, Product is an item on its own. To use a different criteria for a mailshot, you may need to re-arrange the items in the datafile. For example, picking out all the customers who live in a particular town may mean splitting up a single address item into several items (say, street, town, county and postcode) so that you can create an index for town. You can do this by hand, altering the card layout of the datafile and retyping or using `COPY` `CUT` and `PASTE` to re-arrange the text in the appropriate items.

However, a quicker approach would be to write a LocoMail program to do it for you. All you need is some instructions to fetch the details from the existing datafile and save them in a LocoScript document. By adding a suitable record pattern, you can insert the records in bulk into a new datafile with the items separated as required. We'll describe how to do this in a future issue of *Script*.

## Sophisticated selections

One thing to note is that you can make a more sophisticated selection by using an index with a main key and a sub key. The `$$` command looks for the value in the main key item and the `$` part looks for the value in the sub key item.

For example, to pick out all the dentists who lived in Surrey you need an index where the main key item is profession and the sub key item is county. Then all you need an instruction like this:

```
$=index-name: $$$"dentist" "$"Surrey".
```

## Selecting the "Video" records

### The 'Product' Index

Index name: Product  
Main key: Product  
Alphabetic, no case

Record#	Title	First_name	Surname	Changed
	Mrs.....	Caroline	Lamb	
	Address	"Robins,Nest"		
	Crawford			
	Somerset			
	TAS.0LL			
	Product_name	Fergus.Video.Recorder	Product	
			Video	
	Product_name	Sitachi.Video.Recorder	Product	
			Video	
	Product_name	Phillips.Television	Product	
			TV	

### The Standard Letter

```
(+Mail)!first="yes"
#first="yes":<:$="product":$$$"Video":first="no":>
#product="Video":<:$="":$$$"999999999":*:>
(-Mail)(RAlign)
Enderby Electronics Ltd
40 Dunblane Street
High Kingtone
Dorset
(-Mail)(RAlign)
Dear (Mail)first(-Mail) (Mail)surname(-Mail)
We note from our records that you have recently bought a (Mail)product_name(-Mail).
As a registered purchaser of one of our products, we are happy to offer you a special maintenance contract which extends over 5 years - 3 years longer than our standard contract. If you wish to take advantage of this offer please complete the enclosed application form and return it to us in the reply-paid envelope.
If you require any details, please contact us.
Yours sincerely
Enderby Electronics Ltd
40 Dunblane Street
High Kingtone
Dorset
24 June 1989
Dear Mrs Lamb
We note from our records that you have recently bought a Fergus Video Recorder.
As a registered purchaser of one of our products, we are happy to offer you a special maintenance contract which extends over 5 years - 3 years longer than our standard contract. If you wish to take advantage of this offer please complete the enclosed application form and return it to us in the reply-paid envelope.
If you require any details, please contact us.
Yours sincerely
Enderby Electronics Ltd
40 Dunblane Street
High Kingtone
Dorset
24 June 1989
Dear Mr Higginse
We note from our records that you have recently bought a Sitachi Video Recorder.
As a registered purchaser of one of our products, we are happy to offer you a special maintenance contract which extends over 5 years - 3 years longer than our standard contract. If you wish to take advantage of this offer please complete the enclosed application form and return it to us in the reply-paid envelope.
```



# Hints and Tips for Writers

*In the last issue of Script we looked at some of the special needs of writers and authors, and showed how their work can be made much easier with careful use of Stock Layouts. In this issue we continue the series, and explain how some of LocoScript's other features can help, too.*

In a long novel or play, you'll probably want each page of the script to have a common header or footer. For example, you might like every page to have the title of your novel in the top left-hand corner and the chapter title in the top right, with the page number at the foot of the page in the centre. To arrange this, press **F7** and select Document set-up to edit the headers and footers. Now put in the appropriate text, as we've shown in the screen dump below.

(Note how we have selected Show codes from the **F8** Options menu to make it easier to edit the header and footer text if you change your mind.)

If you want page numbering in your document, it's particularly important to put in the special markers after the (PageNo) code. If you don't do this, the page numbers won't appear when you come to print the document out.

If you set up the headers and footers in a TEMPLATE.STD file, all the documents which inherit that template will have the same headers and footers. You can use this to great advantage if, for instance, you keep each chapter or scene in a separate file, but all the files for one book or play in the same group. Set up an appropriate

template in each group and all the files you create will all have the correct headers and footers automatically added when you print them out.

## Names in Phrases

If you are writing a play or novel which features several prominent characters, it can get tedious repeatedly typing their names into the narrative or the novel, or at the start of each of their lines in the play. To get round this, you can set up a set of phrases to hold the names of the various characters; then, all you need do to type a character's name is to press **PASTE** followed by the appropriate phrase letter.

To set up the phrases in the first place, create an empty document and type in the names of all your novel's characters, one to a line. Then press **F7** and select Show phrases. Move the menu cursor to each line in turn, and press **CUT** to delete the phrases which are already there. Now return to editing and move to the start of the document. For each name, press **COPY** **EOU** **COPY** followed by an appropriate letter to remind you of the name of the character. When you have done this, select Save phrases from the **F7** menu. This will store all the names you

have saved into a special file called PHRASES.STD.

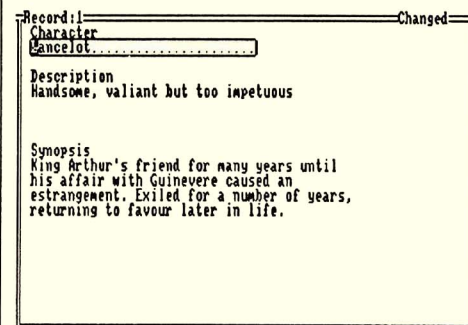


Now typing one of the saved names takes only two keystrokes: **PASTE** followed by the correct letter.

If you are writing more than one novel or play at a time, set up several PHRASES.STD files, and store each of them in a different group on your disc. Before you start work, load in the appropriate PHRASES.STD file (using the Load phrases option on the **F7** menu) and all the names of your characters will be set up ready to use. You can, of course, arrange to have the most frequently used set of phrases available when you load LocoScript. This is done simply by storing them on a Drive A Start-up disc and LocoScript loads them into memory for you automatically.

## Character Details

If you're writing a story with an intricate plot, LocoFile can come in handy to keep track of the development of the plot or characters. This can help you to eliminate discrepancies in different parts of the narrative.



For example, you could set up a datafile with a record for each character. The items in the record would contain such information as the name of the character, a date of birth, a physical description, their relationships with other characters, and so on. Then, if you need to check for consistency in a later part of the text, you don't need to hunt back through the entire narrative to find the information you're looking for: just call up the LocoFile card and there are all the facts on the screen before you.

```
A: group 0/CHAPTER .1 Document setup. Printer idle. Using A: M:
Headings 0 PIPS LSI CR+0 LP6 Page --- line --/54
f1=Actions f2=Layout f3=Style f4=Size f5=Page f6=Printing f7=Spell f8=Options EXIT
(RAlign) (*Bold)Chapter 1: The Quest Begins(=Bold)
-----end of header 1 : used for odd pages-----
(RAlign) (PageNo)===
-----end of footer 1 : used for odd pages-----
(*Bold)Tales of the Round Table(=Bold)
-----end of header 2 : used for even pages-----
(RAlign) (PageNo)===
-----end of footer 2 : used for even pages-----
```



# Letters to the Editor

## Printing labels

I'm having trouble printing labels. The names and addresses come out fine on an A4 sheet but when I put the label paper in the screen tells me there is no paper and the printer won't move. If I move the label paper over to the left as far as the gadget will allow, the printer then works. Is there a sensor in the left of the printer which sees that there is no paper; if so is there any way I can de-activate it?  
**Mr HM, Southampton**

*The built-in printers for the PCW computers do indeed have a paper sensor, positioned at the left hand side. The function of the sensor is to tell LocoScript when paper is fed into the printer and similarly to send a signal when it detects the end of the paper. LocoScript can then stop printing a short distance before the end of the paper – on PCW8256/8512 machines this is 4 lines and on PCW9512 it's 17 lines – preventing you from accidentally printing on the platen when you've forgotten to put paper in the printer.*

*The decision to ignore or acknowledge the paper sensor is made in the Paper Type. If you're using single sheet paper, acknowledging the sensor would mean that LocoScript stopped feeding the paper*

*through the printer before reaching the end of the page. However, LocoScript automatically knows to stop at the end of each page anyway so you can safely opt to ignore the paper sensor. With continuous stationery it's important to acknowledge the paper sensor. Without the signal from the sensor, LocoScript would have no way of knowing when you had reached the end of the roll of continuous paper.*

*As you're printing labels, you're using a continuous Paper Type so LocoScript is responding to the Paper Sensor. Positioning the labels in the middle of the printer means that the Paper Sensor is not triggered so there's nothing to tell LocoScript that you've put paper in the printer. One solution to the problem would be to change the paper sensor setting in the Paper Type, but in doing so, you risk printing onto the platen at the end of the roll. The best answer, as you've found, is simply to re-position the tractor feed mechanism with the paper at the left hand side of the printer. (Once you've moved the tractor feed mechanism, you will need to adjust the Left Offset and/or the margins so that the labels print in the correct position on the stationery.)*

## 'Template' datafiles

I have created a datafile I like and have say 50 records in it. I want to set up a new file for a different purpose, but with the same "Template" as the existing one. Can I easily copy the "Template" into a new datafile or do I have to copy the whole file and then laboriously delete each record?  
**Mr DA, Reading**

*The best way of making a LocoFile datafile to use as a template for other datafiles is to start from scratch with a new datafile, setting up all the items and indexes you want in the Datafile Set-up. Then press [EXIT] to leave the Datafile Set-up and [EXIT] again to return to the Disc Manager Screen, without creating any records. The result is an empty datafile, ready for you to copy (using the f3 File menu) whenever you want a working version of the datafile in which to store records.*

## Multiple Start-up discs

My query concerns advice given in the LocoFile User Guide. It states that if you have a PCW8256 with 512k of memory, you may need as many as six spare discs when creating your start-up discs. Should this read "If you have a PCW8256 without 512k of memory"?  
**Mr GB, Shipley**

*The LocoFile User Guide is correct. If you have expanded the memory on the PCW8256, you can fit more files in Drive M than you can keep on a single Start-up disc. So version 2.20 onwards of LocoScript lets you have multiple Start-up discs. However, six is rather an extreme figure and in practice you're more likely to need just two or three.*

*In fact, this figure also applies to an unexpanded PCW8256, where you may need more than one set of Start-up discs – say, one for LocoScript and LocoSpell and one for LocoScript and LocoFile.*

## Deleting text in LocoFile

Resulting from my use of LocoScript, LocoMail and LocoFile, I have the following suggestion for the enhancement of your LocoFile program. It would be helpful if a single keystroke could clear the item selected eg by using the [-] key.  
**Mr DK, London**

*While using a single key to clear text might be useful, we feel it's more important to provide consistent keystrokes throughout LocoScript so the keystrokes for editing text are the same, in principle, for datafiles as for documents.*

*However, this doesn't mean you're restricted to using [←DEL] and [DEL→] to delete text. Instead you can use the [CUT] key and the textual movement keys on the right hand side of the keyboard, just as you do in a document. Pressing [UNIT] moves the cursor to the end of an item so deleting an item requires just three keystrokes – [CUT] [UNIT] and [CUT]. Similarly, [CUT] [EOL] and [CUT] will delete a line of text whilst [CUT] [PARA] and [CUT] will cut out a paragraph.*

## Calculating free space

When setting up a card in LocoFile, can you explain how the % free is calculated? On an 8k file with 4 records, there was 4% free but on a 6k file with no records, there was 6% free! The relationship seems strange especially as the last example was a new blank file and there does not seem much point in Squashing the file!  
**Mr SM, Devizes**

*The % free in a datafile is calculated by dividing the total free space by the total size of the file. The file not only contains records, it also holds indexes, limbo records and other general information which LocoFile needs to know. As a result, it's perfectly possible for an empty datafile to have free space.*

*In general, the file is only worth squashing when 10% or more is free – there certainly isn't much point in squashing an empty datafile. It's also worth noting that when you do squash a file, you may reduce the amount of space used by the file more than you expected because the indexes are also re-arranged internally and so use less space.*



# Letters to the Editor

## Printer files

Since installing the new LocoScript, I have noticed something which puzzles me and I would welcome a brief comment. Because you said my original LocoScript disc was faulty, I decided to form two start discs, one from scratch using the Installation program and one from my old starter. All went well and both work but the one I made from the Installation program has a file 'INSTALL.DRV' which does not appear on the other.

**Mr WB, Manchester**

*The file INSTALL.DRV lets you use an alternative printer to the one supplied with your PCW. If you only ever use the built-in printer, you don't need this file on your Start-up disc(s).*

*There are two reasons why this file might appear on a Start-up disc created from the Installation program – either you selected the option for Other printers in the Installation program (on pre-2.28 versions the option is Standard printer drivers) or the file INSTALL.DRV was in group 0 of your old Start-of-day disc and so the Installation program automatically selected this option for you.*

*The Printer options in the Installation program help you create Start-up disc(s) with the appropriate files for the printers you want to use. The printers are in three groups – the built-in printer, alternative printers in general and 24 pin printers used with the 24 Pin Printer Drivers Disc.*

*You select the groups that apply to you and the Installation program then arranges that the principal files are copied to the Start-up discs. If the option for the built-in printer is selected you get the file MATRIX.PRI. If you select the option for Other printers you get the file INSTALL.DRV, while selecting the 24 pin printer option ensures that you get the special LQ24.DRV file.*

*The Installation program automatically selects the options it thinks you want from its inspection of your old Start-of-day disc. You can, of course, change this selection by removing the '\*' beside the options you don't want.*

## Card layout for Print Extract

I have a problem when printing out certain labels from my LocoFile address file. I have set it up rather like the example you provide with the LocoFile disc, that is with First Name and Surname as two items on the top line of the card and the address as a third item below.

```
record: 1                                .nanged
┌──────────────────────────────────────────┐
│ First Name                               Surname  
The.Editor'..... Script.....  
├──────────────────────────────────────────┤  
│ Address  
Locomotive Software.Ltd'.....  
Allen.Court'.....  
Dorking'.....  
Surrey'.....  
RM4.1PL'.....  
└──────────────────────────────────────────┘
```

Sometimes the record is the sort which does not have a specific named person to address the letter to. This letter is such an example where "The Editor" is data in First Name item and "Script" is in Surname.

However, when that prints out, the second line (Surname item) is indented by one character. This also happens when the record is pasted in to the top of the letter although I can of course correct that manually. How can I ensure that the line after the carriage return is set left like all the others? I do not want to have to set up a separate data file for such non-specific addresses.

**Mr MH, London**

*Although it seems logical to use First Name for 'The Editor' and Surname for 'Script', this is not going to give you the result you require precisely because in Print Extract, items which overlap vertically are automatically separated by a space. Because you have added a ← after 'The Editor', this space becomes the first character on the next line preceding the text 'Script'.*

*We suggest you expand the item First Name to two lines and type entries such as 'The Editor' ← 'Script' in this item and leave the Surname blank. The special rule for null items means you won't get an extra space before the empty Surname item. So you can select First Name, Surname and Address on the Print Extract menu for all the labels and you'll always print the label correctly.*

```
record: 1                                .nanged
┌──────────────────────────────────────────┐
│ First Name                               Surname  
The.Editor'..... Script.....  
Script.....  
├──────────────────────────────────────────┤  
│ Address  
Locomotive Software.Ltd'.....  
Allen.Court'.....  
Dorking'.....  
Surrey'.....  
RM4.1PL'.....  
└──────────────────────────────────────────┘
```

## Accented characters

I use a set of phrases to hold the Spanish accented characters such as é and á which I use frequently and need to have easily available. I guess that LocoChar, the character designer program, might be a better solution to the problem but wonder if you have any other suggestions.

**Mr DN, Horsham**

*LocoChar would enable you to produce accented characters which you could type as single keystrokes. However, the best solution to the problem is to use the Keyboard designer – LocoKey. This program lets you change the layout of your keyboard and is ideal for your particular needs.*

*LocoKey allows you to select the keys and the Super Shift used to type each character. It also allows you to define accented characters more easily and place these on the keyboard as well. You can arrange to type é or á (or indeed any character and accent combination) with a single keystroke. LocoKey is now supplied with the Keyboards disc.*

*The Keyboards disc contains sets of keyboard layouts for the different national language versions of LocoScript, including Spanish. These allow you to mix and match the nationality of LocoScript and that of the machine.*



# Letters to the Editor

## Squashing datafiles on Drive M

I have been worried about squashing my larger datafiles. No matter how much extra Drive M space I made, I kept getting a 'Drive M: Disc is full' error every time I tried to squash a file larger than 130k.

I have finally discovered a simple way to force Drive M to write the squashed file on top of my fat datafile. Before, I had falsely assumed the only way to squash a data file was to arrange, beforehand, to have enough room for the process to add a separate new file. So, every time I got a 'Drive M: Disc is full' error, I dutifully tried to follow the screen's options by clearing as much space in Drive M as I could. But, unfortunately, this always made it impossible to squash any files larger than 130k.

Now, after I copy my fat file to Drive M, all I need to do is to arrange to have not more than an extra 50k next to it. In so doing, I am immediately forcing a 'WARNING: DO NOT SQUASH' error message. This simple process forces an overwrite of my original. Then all I need to do is to take the option to continue.  
**Mr DA, California**

*When squashing a datafile, LocoFile decides whether there is enough room for*

*a second copy of the datafile on the disc. Without space for the second copy, squashing the file can be dangerous so LocoFile stops and offers you the option to cancel the operation so that you can make a back-up copy of the file. If you have an up-to-date backup, you can accept the option to continue. Instead of making a copy, LocoFile simply squashes over the top of the old file.*

*LocoFile uses space in Drive M to build the indexes in the new version. This can cause a problem when squashing files on Drive M. Although LocoFile can tell whether there is enough room for a copy of the file, it cannot determine whether there is enough space for the indexes. What you've done is arrange the space in Drive M so that there isn't enough room for the copy but there is enough space (50k) for the indexes. LocoFile overwrites the existing datafile, and builds the new indexes successfully.*

*To avoid the risk of accidentally running out of space on Drive M to build the indexes, you're better off squashing the file on Drive A or Drive B.*

## Upgrading from LocoScript 1

I have just taken delivery of LocoScript 2 v2.24. In working through the installation program I was asked to put in a disc with the file MATRIX.PRI on it. I do not have this file anywhere on my system. The closest file I have to MATRIX.PRI is MATRIX.STD. Can you advise me how to proceed?

**Mr AL, Stebbing**

*Your problem is that when the Installation program prompts you for an old Start-of-day disc, you are putting in a LocoScript 1 Start-of-day disc. The Installation program only updates earlier versions of LocoScript 2 Start-of-day discs.*

*The message about MATRIX.PRI appeared because the option in the Installation program to print on the built-in printer was selected. If the Installation program didn't find the file on the Start-of-day disc, it prompts you for another*

*disc with this file. MATRIX.PRI didn't exist on LocoScript 1 Start-of-day discs so you do not have a suitable disc to insert at this point.*

*As you are a new LocoScript 2 user, you should follow the instructions for new users in the Update Information booklet and use your new master LocoScript 2 disc as both your Start-of-day disc and your master disc for the purposes of the Installation program. On later versions of the Installation program we've made the messages more explicit so that if you insert a LocoScript 1 Start-of-day disc, the Installation program rejects it.*

*By the way LocoMail 1 and LocoSpell 1 discs are accepted by the Installation program as valid master discs for these add-on programs.*

## Continuous lines

Is it possible using LocoScript 2 and the built-in matrix printer, to print a continuous vertical line down the page?  
**Mrs JL, Stirling**

*It is possible to print a continuous vertical line by using the vertical bar character, produced by holding down **EXTRA** and pressing **\$**. (On a PCW9512, the vertical bar character is already on the Normal keyboard.) However, these characters aren't designed to join up so you need to set half-line spacing to produce the continuous effect. Any text you add alongside the vertical lines should be typed on alternate lines whereas the vertical bar character appears on every line.*

*With LocoChar, the character designer program, you can produce characters for printing boxes – we described how to do this in the article 'Boxing Clever with LocoChar' in Issue 2 of Script.*

## Num Lock

I have been using LocoFile on a 9512 for the past few weeks since purchasing it from you and I've come across a problem. With some datafiles, I cannot create items in the Datafile Set-up as described in the User Guide. I press the **[+]** key but when I use the cursor keys to expand the item, the system bleeps at me. If I use the **f3** menu, the cursor keys don't respond either. When I reload the software the problem goes away, only to return later. Have you an explanation for this?

**Mr TAS, Maidstone**

*From your description of the problem, it sounds as though you have accidentally entered the Num Lock state. In Num Lock, the cursor keys lose their movement function and are used instead as a numeric keypad. If you are in Num Lock, the word Num is displayed in the top right hand corner of the screen.*

*Going into Num Lock in the Datafile Set-up would indeed disable many of the options available. However, there's no need to reload the software to restore the cursor movement keys. You get into Num Lock by pressing **ALT** and **RELAY** together. The same keystrokes clear the setting so pressing **ALT** and **RELAY** again allows you to continue using the cursor keys to move around the datafile.*



# PostScript

We are often asked if we use PCWs in the day to day running of Locomotive Software and in the production of our documentation and publicity material – even *Script*. The answer is yes and no – we use the appropriate computer (and software) for each of the varied tasks we carry out.

We use PCWs running LocoScript 2 throughout the company – all our Customer Support letters are produced on either an 8512 with a 24 pin printer or a 9512 with a laser printer. We also use LocoFile to keep track of the letters we write, so that we can check back to previous correspondence quickly.

All our administrative staff use PCWs too – they're ideal for general correspondence, with details of our suppliers and industry contacts maintained by LocoFile. No one can even make a phone call these days without consulting LocoFile! In fact wherever we need well laid out repetitive letters we use LocoMail – for example when we are recruiting new staff LocoFile keeps track of applications and LocoMail creates the appropriate personalised letters.

It's not only in the office that we use PCWs; most of our staff who have a computer at home have a PCW.

We use PCWs to a small extent when developing PCW software – for testing, of course, but also for designing the characters provided by LocoFont. However, in other areas, the PCW really isn't powerful enough for our needs. For example, in order to compress the fonts we design so that they fit in a PCW we have to run a large program on a fast PC with lots of memory.

All our program development is done on IBM compatible PCs linked by a local area network. At the last count there were 24 PCs in the programming department alone! We've even pensioned off some of our old (genuine IBM) PCs to retirement tasks such as monitoring our telephone lines (we know precisely how many minutes a day the lines are in use) and controlling our printers.

We also use PCs to keep track of orders, stock control and purchases. When we changed from a company of "backroom boffins" to a software publisher and retailer, we couldn't find any suitable software to cope with the large number of customers we

were expecting. We wrote our own, and now have a system which exactly meets our needs.

Our authors and designer use desk top publishing software on a network of Apple Macintoshes for producing manuals, leaflets, advertisements, and of course *Script*. But here too, much of the early drafting is done with LocoScript on a PCW – we just transfer the text files across for "finishing".

When we first started publishing manuals (the PCW8256 was our first), DTP didn't really exist. We hadn't written LocoScript then so we used another well known word processor (W\*\*\*\*\*R actually) to write the text. We added various obscure symbols to give typesetting commands and sent the discs to the typesetter. A week or so later the "galley proofs" would come back – full of errors where we got the codes wrong. We would then repeat the operation until everything was correct and finally make up the finished pages by hand.

It was around the same time that a novel program appeared for the Macintosh, called PageMaker. We immediately jumped at the opportunities DTP would give. In particular, the greatest problem with the original PCW manual was that we had to finalise the manual months before the software was ready, such was the slowness of the manual typesetting. With DTP we can (and do) make changes right up to the time the software is ready. And it's easy to incorporate the latest changes when we reprint.

Our manuals aren't just text; they also include illustrations showing the screen and so on. In the old days this meant making a screen dump onto paper, photographing the paper to get the size and contrast right and then cutting out and sticking in the picture. Even then the result could be pretty bad. So we wrote a special version of LocoScript to do all this, but electronically. Now it's easy to get good pictures of the screen in manuals, at whatever size and shape they need to be.

With our Macintoshes we can re-do each manual each time we print, as the whole thing (including all the illustrations) is held on hard disc. But, for every Macintosh you could buy 10 PCWs – maybe that's why there are so many more PCWs in the UK.

## In Future Issues

*In the next issue, we'll continue our series on LocoFile, showing you how to split up datafiles that have become too large and, conversely, merging several datafiles together. On the subject of printers, we'll look at the changes we've made to LocoScript to improve the way we handle sheet feeders.*