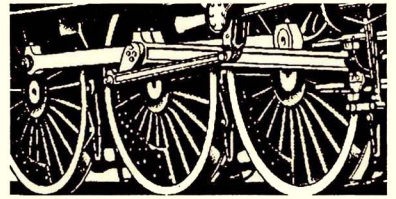# Script

THE LOCOSCRIPT NEWSLETTER

In this month's issue we've news of a number of items which might be just the thing for Christmas – and news of the Computer Shopper Show, which might be just the place to get them!

The articles in this issue cover a wide range of needs. The article on headed notepaper shows how to set up your LocoScript discs to work with your own letterhead – or even to produce one for you. We give an idea of the factors you'll need to take into account when using headed notepaper, and list in detail the steps that you'll need to take.

The series on using LocoFile and LocoMail together continues with an article on splitting a LocoFile datafile into a number of smaller files. We take as an example splitting a club membership subscriptions datafile covering a number of years into files each of which only covers a single year.

Another article we've included is in response to feedback from the London Language Show earlier in the year. This discusses the use of LocoScript when producing documents in foreign languages. We also explain the difference between writing in a foreign language and using a foreign language version of LocoScript – activities which are often confused.

We're sorry that this issue of *Script* is late once again. We had hoped to catch up the lost two months, but that proved to be more difficult than we had expected. Instead, we'll make the next issue January 1990 – which conveniently makes the *Script* year coincide with the calendar year.

And, so that we keep on schedule with next year's *Script*, we're boosting the team involved in the production of each issue. In addition to Linda Jefferson who has been such a stalwart contributor over the past two years, we've been joined by Carole Wilbraham who will be contributing many of the articles. And to ensure that the articles are authoritative and varied, we'll continue to press all and sundry at Locomotive into writing for *Script*.

From next issue, we will also be introducing a new feature. We'd like to include news of how you are using the PCW and LocoScript. So if you feel that you are carrying out innovative or interesting work on the PCW, do write and let us know.

Contents

News

LocoScript PC

At the PC Show at the end of September we announced a new version of LocoScript – not for the Amstrad PCW but for any IBM compatible PC.

Many LocoScript users have been asking for this for some time, and indeed we've been hard at work behind the scenes. Now it's near enough to completion for us to announce that we will be shipping LocoScript PC in February 1990.

LocoScript PC will include the functions of not just LocoScript 2, but LocoFile, LocoMail and LocoSpell too. It will cost £125 plus VAT, but there will be a special reduction to £99 plus VAT for existing LocoScript users. And LocoScript PC won't need an expensive PC – we've designed it to run on any IBM compatible PC provided it has at least a single disc drive and 512K of memory.

Existing LocoScript users will find LocoScript PC familiar, but much faster. Whenever possible, the actions you'll need to take in LocoScript PC are the same as in the PCW version. And, of course, the full range LocoScript 2 characters will be supported, including Russian and both ancient and modern Greek! And if your PC has a CGA, EGA, VGA or Hercules display, all the characters will be displayed on the screen.

But there will be some changes. Whenever you use italics or bold, the PC version will display this on a graphics screen too – it even distinguishes double strike bold! There are two new ways of styling text – outline and shadow print.

It is important that it will be easy to move from PCW to PC. So, we are ensuring that there will be an inexpensive method for you to take your existing documents over to the PC.

We are also including the complete set of Printer Drivers as a standard part of the package – currently supporting over 330 printers! This will include the 24 Pin Printer Drivers to let people with a suitable printer print the full range of LocoScript characters in a choice of typefaces. Our Standard and Sans Serif typefaces will be included, and other typefaces will be available as LocoFont PC fonts. We've also been able to add a facility in LocoScript PC that hasn't been possible on the PCW – the ability to mix text in different LocoFont typestyles in a single document.

The Multi-lingual aspects of LocoScript have been extended for the PC. Arabic, Farsi, Hebrew and Urdu are in the pipeline, with other languages due to follow. And you'll be able to "plug in" extra spelling checkers too – even marking sections of a document to be checked in different languages. LocoScript PC will use the right spelling checker for each language.

We will be publishing a detailed description of LocoScript PC in December. So if you'd like to know more write and ask for details: we'll send these to you when they're ready – together with the name of your local dealer.

Computer Shopper Show

The exhibition season is here in earnest. Having just recovered from 5 days at Earl's Court for the PC Show, we're off to the Computer Shopper Show at the end of November.

We're sharing our stand with two other companies – AV Marketing and Thurston Techniques. AV Marketing will be selling the full range of LocoScript software. Thurston Techniques will be showing a number of their products which work with LocoScript, such as TempDiscs – discs full of useful LocoScript templates – and their LocoFile thesaurus. And of course there's likely to be any number of other dealers hoping to sell you that ideal Chrismas present at an unrepeatable price!

So, if you didn't make it to Earl's Court, and are thinking of adding to your PCW, the Computer Shopper Show is the ideal opportunity. We'll demonstrate the products and then you can buy on the spot! And if you want to see the new LocoScript PC, we'll be previewing it there too – but you'll have to wait to next year for one.

The Computer Shopper Show is at Alexandra Palace, North London, from Friday 24th November to Sunday 26th November. Entrance is £4.00, but save 50p *per ticket* with the enclosed voucher – or £4 off a family ticket.

LocoFile and LocoMail Bundle

In response to popular demand, we've released a bundled package of LocoFile and LocoMail together. And we're passing on the savings this allows us to make.

The new bundle is available at £49.90 – £10 off the combined individual prices. Perhaps it's worth dropping a hint in time for Christmas?

Laser printer support

Up to now, the only alternative printers which could produce all LocoScript's characters were 24 pin matrix printers used with the 24 Pin Printer Drivers Disc. We couldn't include laser printers in this category simply because they don't have the capacity to handle 'downloaded' information in the same way as most 24 pin printers.

With the release of the Epson GQ5000 laser printer, this has changed. The Epson laser printers have an LQ emulation which allow them to 'pretend' to be 24 pin printers. On the GQ3500 – the GQ5000's predecessor – the LQ emulation didn't work well. On the GQ5000, the LQ emulation has been improved so we can now add it to the list of printers that are supported by the 24 Pin Printer Drivers Disc.

There are two things to note about using this printer with the 24 Pin Printer Drivers Disc. Firstly, the printer must be fitted with a Memory Chip Set (Product No #5900-E) to give 1 megabyte of memory. The printer comes with half a megabyte of memory so you need to buy the extra half megabyte Memory Chip Set. This costs approximately £150.00: contact your dealer for more information.

Secondly, the 24 Pin Printer files won't give the same resolution as the printer's own fonts. In common with other laser printers, the GQ5000 printer measures character widths in $^1/_{300}$". 24 Pin Printer files, however, work with character widths of $^1/_{360}$" so special calculations are made to print the downloaded characters. The result is that the quality is not as good as the built-in fonts. However, this is currently the only way of printing **all** LocoScript's characters on a laser printer.
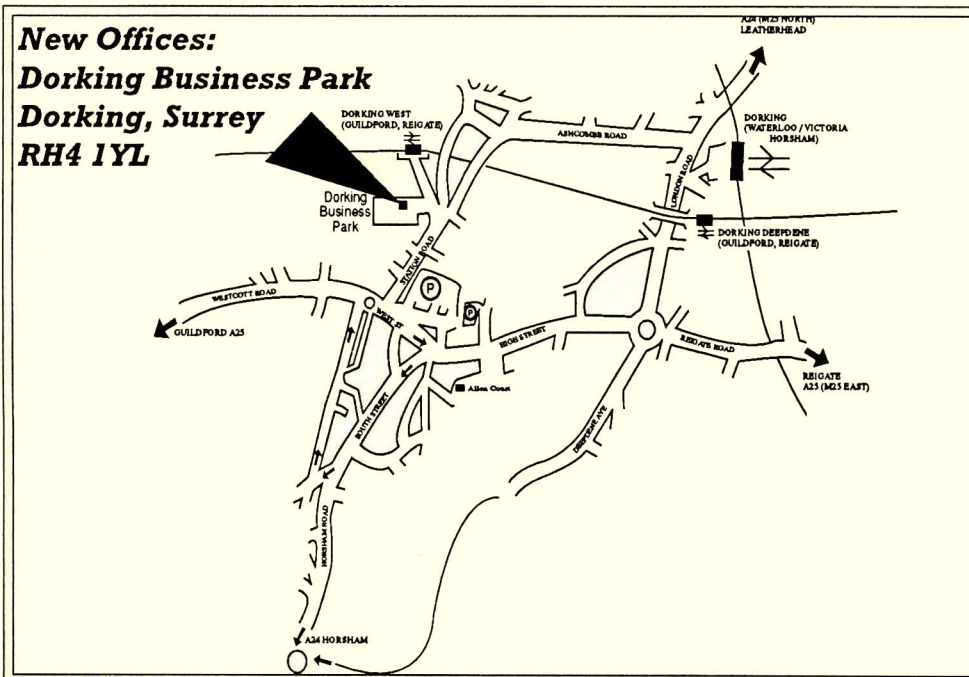
Standard Support

The GQ5000 is an enhancement of the GQ3500 which we already support with a standard Printer file on the Printer Drivers Disc. The GQ5000 printer includes all the features of the GQ3500 plus some extra ones.

For example, the GQ5000 has more built-in fonts than its predecessor. It also has a range of "outline" fonts which allows the height of characters in a font to be scaled automatically.

This means that if a font for the Character pitch selected is unavailable, the nearest font is 'scaled' to give an accurate pitch size. It also allows you to print using different emphases such as bold and italic.

These extra features don't require a new Printer file. Apart from the extended Character Set on the GQ5000, the GQ3500.PRI on the Printer Drivers Disc already supports the facilities we've described on the GQ5000 printer.

The recommended retail price of the GQ5000 printer is £1795.00 plus VAT, although you may be able to shop around for a more competitive price.

Locomotive Moves

For some time now our Dorking offices have been getting smaller (or at least that's how it felt)! Sometimes visitors to our offices have had to squeeze past boxes of LocoScript just to get in.

So, we've taken the plunge and are moving to new premises on the 19th November.

Our new offices are still in Dorking, but in a purpose built new Business Park. To make it easy if you want to contact us, we're taking our phone numbers and even our post code with us.

The main advantages are that we'll be able to do a number of things we couldn't do before because of lack of space, such as expanding our customer support department and improving our back-up to distributors and dealers.

We'll also have warehousing facilities on the premises for the first time. This will mean that we'll be able to keep far greater stocks of our products. So, we'll be able to adapt to seasonal fluctuations in demand rather better than we have in the past.

New Offices:
Dorking Business Park
Dorking, Surrey
RH4 1YL

Splitting datafiles

In the last issue we looked at how to combine two datafiles. Another common need is to do the opposite and split up one datafile into several different datafiles. You might, for example, want to split a datafile such as a subscription list into resubscribers and non-resubscribers. Or you might simply want to split up a large datafile into two smaller ones.

This article shows you shows you a simple technique to split a datafile and also looks at how to make more sophisticated selections.

The basic principle behind combining datafiles can be used to split datafiles. It's a matter of extracting records from a LocoFile datafile, saving them as a LocoMail datafile and inserting them into a new datafile.

Adapting the principle

The difference between splitting datafiles and combining datafiles is that combining datafiles is a matter of extracting **all** the records from one datafile and inserting them into another datafile. When splitting a datafile, only a selection of the records are extracted into a LocoMail datafile and then the operation is repeated one or more times for different groups of records.

For example, you might want to divide up a subscription list into a number of datafiles according to the last subscription year recorded for the customer. In other words, separate those who last subscribed for 1988 from those who did so for 1989 and again from those subscribing for 1990.

This can be done by picking out a group of records for one subscription year, saving them as a LocoMail datafile and then inserting the LocoMail datafile into a suitable empty LocoFile datafile. The operation is repeated to pull out all the records for the next subscription year and put them into a separate LocoFile datafile and so on.

The LocoMail application needed to do this is very like the one used to combine datafiles in the last issue. What's different about this application is that we add instructions to extract a selection of records.

Our example is a name and address datafile with details of subscriptions to a magazine.

```
┌─Record:1══════════════════════════════════════════
│■
│■   Name .....................................
│    Address ..............................
│            ..............................
│            ..............................
│            ..............................
│            ..............................
│            ..............................
│    Year ....
│
└───────────────────────────────────────────────────
```

The steps to take are as follows:

❶ Arrange that the records are sorted in such a way as to extract them easily

❷ Create the LocoMail master document with suitable instructions

❸ Merge it with the LocoFile datafile and save the result to disc as a number of separate LocoMail datafiles

❹ Insert each of these LocoMail datafiles into a new LocoFile datafile

What makes this scheme a bit different to the one used to combine datafiles is that you go through different parts of the datafile in separate passes – in fact, as many passes as there are different subscription years in the datafiles. For example, if there are records where the last subscription year is 1988 and some where the year is 1989 and others where the customers have already resubscribed for 1990, the master document will produce three separate datafiles.

This doesn't mean that you need many LocoMail master documents or even that you need to do lots of separate merge operations. It can be done by using one master document and allowing LocoMail to continue through the datafile as necessary to pick out all the groups of records.

We'll see how this works later on, but first we'll look at how to organise the LocoFile datafile.

Grouping records together

The key to selecting records is LocoFile's system of indexes.

For example, all we need for our subscription datafile is a numeric index on the item `year`. This automatically sorts the records in year order. So the '1988' records are grouped together, followed by the '1989' records which in turn come before the '1990' records. Selecting the 'year' index in the LocoMail master document makes the job of extracting the records in the required groups a simple one.

For the purposes of this example, we'll assume that the datafile just contains last year's subscribers (the 1989 records) and the current subscribers (the 1990 records).

We'll start by going through the steps to extract the records with different subscription years into separate datafiles. After that we'll look at how to make more sophisticated selections. The first thing to do is to arrange that LocoMail picks out the records in year order. This is done by selecting the 'year' index with the command `$="year"`.

The next thing to consider is the program unit needed to fetch the records and insert them into the new LocoMail datafile. The basic program unit and the loop we'll use to repeat this program unit look like this:

```
fetch_record=" ↵
name:sep:address:sep:year:unit:$+ ↵
" ↵
%fetch_record@control ↵
```

Extracting the 1989 records

When we use the master document to extract the 1989 records, we want to arrange that it stops fetching further records once it has picked out the last 1989 record.

We can stop the program unit which fetches the records by testing each record and quitting the program unit when the value in `year` is no longer 1989.

To carry out this test, we store 1989 as the item `current_year` and then compare this value with `year` in each record. If the values are the same, you want to carry on fetching the records.

When the value changes from 1989 to 1990 you want to stop repeating the program unit. This can be done by adding a conditional instruction to the program

`#year≠current_year:<:control=0:...>`

(If you're not familiar with techniques for quitting program units, you can find further information in Chapter 9 of the LocoMail User Guide.)

When you merge the LocoMail master document with the datafile, LocoMail will work through the datafile, fetching records in the order they appear in the 'year' index. Once it's reached the first record with a different year, it will stop and display the Exit menu. You simply select the 'Save result' option to save the records as a LocoMail datafile.

```
Edit result
Print result
▶ Save result
Save and Print result
Discard result
Abandon LocoMail
```
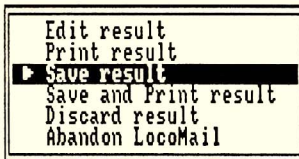
Picking the 1990 records

A Merge only stops once LocoFile has stepped on from the last record in the current index.

The Year index picks out the '1989' records before the '1990' records, so once you've fetched the '1989' records, LocoFile will be positioned on the first '1990' record. Assuming that there are a number of '1990' records in the datafile, the Merge won't have finished yet so LocoMail returns to the master document and starts to work through the instructions again.

It's this action which allows you to create two (or more) datafiles from one Merge.

Splitting the datafile

One LocoFile datafile → Original subscription list

Extract records by year into separate LocoMail datafiles

Two LocoMail datafiles → 1989 subscribers | 1990 subscribers

Insert LocoMail datafiles into new LocoFile datafiles

Two LocoFile datafiles → 1989 subscription list | 1990 subscription list

LocoMail's normal action when returning to the master document is to pick out the next record. As it fetched the first 1990 record on the last pass, this would pick out the second 1990 record on the next pass.

But we want to fetch the first 1990 record. So we stop LocoMail from moving on to the next record by adding a `$-` command.

Once the necessary instructions such as item-names for the separators have been added, the complete master document looks like this:

```
(+Mail)control=1 ↵
sep="§":unit="(UniT)
" ↵
$="year" ↵
current_year=year ↵
fetch_record=" ↵
 name:sep:address:sep:year:unit:$+ ↵
 #year≠current_year ↵
     <:control=0:$-:> ↵
" ↵
%fetch_record@control ↵
(-Mail)
```

Creating the new datafiles

After you've saved the extracted records as separate LocoMail datafiles, there are two things to do.

The first is to create a record pattern which matches the LocoFile datafile you're inserting into. As we explained in the article on combining datafiles in the last issue of *Script*, this can be slotted in at the top of the LocoMail master document. (This article also includes advice about how you create a suitable record pattern.)

The second task is to insert each LocoMail datafile into an empty LocoFile datafile with matching item names. This is a straightforward matter of using the 'Insert data' option on the f1 Actions menu and then picking out the LocoMail datafile on the Disc Manager screen.

Chapter 8 of the LocoFile User Guide gives the precise keystroking.

Remember to set up an empty datafile first and use a **copy** to insert the data. This means you don't have to set up the datafile again for the other inserts.

More specific selections

So far we've seen how to pick groups of records and save them as a datafile using a simple scheme for selecting the records. But what if you just want to extract one specific group of records, perhaps just those who have resubscribed for 1990?

In fact, the master document we've described here can easily be adapted to do this.

The first change is to select the 1990 records by using the $$ command. We've covered the use of the $$ command in previous LocoFile articles in *Script*. Its function is to tell LocoMail to jump directly to a particular record. Adding the command $$"1990" tells LocoMail to jump directly to the first 1990 record, bypassing the 1989 records.

The other change we need to make concerns the way LocoMail jumps out of the program unit. When just picking out 1990 records, we don't want to move onto

the 1991 records (if there are any) so we need a different technique to end the merge.

To ensure that the program unit finishes at the last 1990 record, we've added the further instruction:

```
#year≠"1990":<:$="":$$9999999:> ↵
```

This tells LocoMail to select the record number index (which has a blank name) and move to a very high record number (the end of the datafile in effect) as soon as the value in year is no longer 1990.

The technique of selecting the record number index and jumping to the end of the datafile means that the program extracts one group of records and then finishes.

The instruction to perform the program units also changes.

In our first example, we used %fetch_record@control to repeat the program unit. In the current instance, we just need the master document to repeat the program unit over and over again – if necessary, until it runs out of records.

Instead of using the special control item as the test of where to stop the program unit, we use an item in the datafile which will only become null when all the records have been exhausted. So we've replaced control by the LocoFile item name.

This is the changed master document:

```
(+Mail)null="":this_year="1990" ↵
sep="§":unit="(UniT)
" ↵
$="year":$$this_year ↵
fetch_record=" ↵
  name:sep:address:sep:year:unit:$+ ↵
  #year≠this_year:<:$=null:$$9999999:> ↵
" ↵
%fetch_record@name ↵
(-Mail)
```

In addition to combining and splitting datafiles, you may need to change a datafile so that it can be used for a particular purpose. For example, to use the program for n-across labels in the LocoMail User Guide you need a datafile where the address is made up of several items such as street, town, county etc. If your datafile has the address as a single item, what you need is a LocoMail program to convert the structure into the one required by your application.

In the next issue we look at how to use LocoMail to change the structure of a datafile.

Using Headed Notepaper

LocoScript makes it easy to use headed notepaper automatically whenever you create new documents. In this article we show how you can set up your Start-up discs to achieve this.

You control the way new documents are set up by creating appropriate Templates for LocoScript to use as the basis for these documents.

There are a number of options for the way Templates are used. Here we'll see how you can set a special overall Template which will be used whenever you create a document on any disc.

This Template is a document named TEMPLATE.STD which is placed in Group 0 of one of your Start-up discs. When you turn your PCW on LocoScript is loaded into its memory. As this happens, the TEMPLATE.STD is copied automatically to Drive M. The Template is then always available, even after you have replaced your Start-up disc with a working disc.

When this TEMPLATE.STD document is set up for your headed notepaper, then all the documents you create will be too. Even if you don't have pre-printed letterheads you can get LocoScript to create them for you – just by putting your address at the top of the Template. This will be reproduced in every new document.

It's worth putting some effort into making your Template look good, as you'll get the benefit in every letter you write.

If you need to use only some documents for your letterhead, LocoScript can deal with this too. You will still set up a Template to achieve this, but it will need to be stored in a different place on disc – we'll describe how to do this later.

In either case the first stage is to set up a suitable Paper Type – LocoScript's description of the paper.
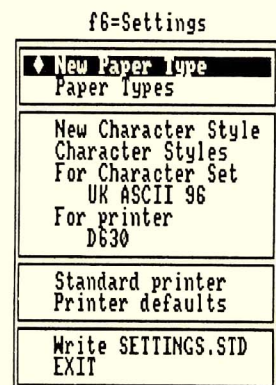
The Paper Type

A Paper Type records the fundamental information about a particular type of stationery – its dimensions; the restrictions on where you can print; whether the paper is in separate sheets or continuous. This information allows LocoScript to handle the paper correctly.

Ideally, each document should be set up for the type of paper you will print it on. You'll get two benefits from this – your document will be split into pages correctly; and it enables LocoScript to remind you to insert the correct paper into your printer.

Indeed, the reminder LocoScript can give you to change the paper is particularly useful. So, it's worth making a Paper Type specifically for your letterhead – even if the description of the paper is identical to an existing Paper Type.

You create Paper Types using the [f6] Settings menu from the Disc Manager Screen.

```
           f6=Settings
 ┌─────────────────────────────┐
 │◆ New Paper Type             │
 │  Paper Types                │
 ├─────────────────────────────┤
 │  New Character Style        │
 │  Character Styles           │
 │  For Character Set          │
 │     UK ASCII 96             │
 │  For printer                │
 │     D630                    │
 ├─────────────────────────────┤
 │  Standard printer           │
 │  Printer defaults           │
 ├─────────────────────────────┤
 │  Write SETTINGS.STD         │
 │  EXIT                       │
 └─────────────────────────────┘
```

Although there is a Create New Paper Type option, it's usually better to select the Paper Types option, because this allows you to modify one that matches exactly or is nearly right. This is quicker than setting up a Paper Type from scratch.

So, press [↓] to move the cursor to the Paper Types option and [ENTER] to select it. LocoScript then displays a list of the current Paper Types. Press [↓] to move the cursor to a paper type that you think is similar to the one you want to create and press [ENTER] to show the details of the paper.

Type in a new name which describes your paper (LETTERHEAD for example), and then move down the various items making whatever changes are needed to suit your paper.

Most of the options are self explanatory, but there are some aspects of the Top and Bottom Gaps which need elaboration. These normally give the areas of the paper that physically cannot be printed on. With the PCW's built-in printer and single sheet paper, the loading mechanism feeds the top inch of the paper through so that the bail bar rollers can grip the paper. But any logos or other printing on your letterhead might also exclude other lines.

To find the Top Gap, you need to measure your paper and work out the number of lines down the paper to the first line below the heading that you will want to print on. Lines each take up one sixth of an inch, so to find the number of lines, you need to multiply the distance in inches by six.

If you use both a letterhead and continuation sheets you may want to start continuation sheets higher than the letterhead – in which case you should choose a Top Gap appropriate to the continuation sheets. This means that you will also need to accommodate the extra depth of the letterhead with blank lines in the document, but the Template can take care of this too, as we'll see later.

When you've set up all the items for the new Paper Type, move the cursor to Create Paper Type and press [ENTER]. This takes you back to the display of Paper Types – to which LETTERHEAD has now been added. Now press [EXIT] and [ENTER] to leave the Paper Types menu, and again to leave the Settings menu.

LocoScript will display the message:

```
The settings should now be written to
SETTINGS.STD on your Start of Day Disc

▶ Write to the disc now in drive A:
  Leave to be written later
```
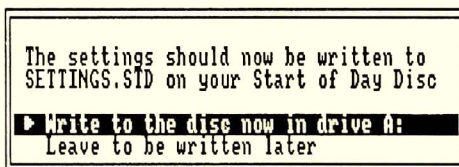
This is prompting you to make a permanent record of the Paper Type you've just created and is well worth doing. So far, you've only added the new Paper Type to the 'working' copy of the Settings file held in memory. To preserve it, you need to save the copy of the current Settings file on your Start-up disc. Put your Start-up Disc into Drive A (or the first disc in sequence if you use a number of Start-up discs), and press [ENTER] to save away the new Paper Type.

Creating The Template

Now you can proceed to create the Template itself.

We will first consider an overall Template, which you store in Group 0 of your Start-up Disc.

From a practical point of view, it is best to create this in Group 0 of Drive M. Then, LocoScript will ignore any Template files that might already be around (perhaps that someone else has set up) which might include special settings needed for other types of paper.

So, move the cursor to this group, press C to create new a document, type the name TEMPLATE.STD used for all Templates, and press [ENTER].

If LocoScript tells you that the name TEMPLATE.STD already exists, cancel and erase the TEMPLATE.STD in this group before trying again.

Once the new TEMPLATE.STD is open on the screen, the first thing to do is to set up the document for your headed notepaper. This is done in LocoScript's Document Setup – accessed from the Actions menu.

Press [f1] to bring up the Actions menu and press [ENTER] to bring up the Document Set-up screen. This is used to show any header and footer texts to be used, together with a new set of function key menus.

Choosing a Top Gap

LOCOMOTIVE SOFTWARE
Dorking, Surrey RH4 1YL
Telephone (0308) 740808

On Locomotive's letterhead, the logo covers the top two inches . . .
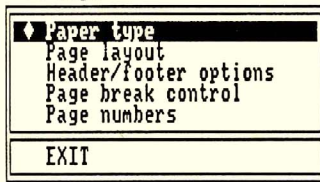
. . . but for the continuation sheets, only an inch is taken up by the logo.

The letterhead we use at Locomotive Software is a prime example of the decision you may need to make when choosing a value for the Top Gap.

If we were to choose a value to fit the letterhead, we'd waste an inch at the top of each continuation sheet. Instead, we choose a value to fit the continuation paper, and always remember to start the first sheet with six carriage returns.

We want to set up the document's pages to fit headed notepaper, so press [f5] Page to get the relevant set of menus.

```
f5=Page
┌─────────────────────────────┐
│♦ Paper type                 │
│  Page layout                │
│  Header/footer options      │
│  Page break control         │
│  Page numbers               │
├─────────────────────────────┤
│  EXIT                       │
└─────────────────────────────┘
```

The first option in the Page menu is Paper type. Press [ENTER] to select it, and so bring up the list of Paper Types. Move down to the Paper Type you have created for your headed paper and press [⊞] to tick this Paper Type followed by [ENTER] to select it for this document. This takes you back to the Page menu.

(A neat short cut is to repeatedly press the space bar until the tick has moved to the Paper Type you want; then press [ENTER] to select it.)

Next you need to consider how the text will actually fit within the page. If you want to have page numbers at the top or say "Continues" at the bottom of some pages, you will need to allocate some lines to this at the top or bottom of the page. Or it may simply be that you would like to leave one or two blank lines between the text and the Top and Bottom Gaps you specified in the Paper Type.

The way you express this is by changing the Page Layout. This specifies the number of lines allocated to the Header (the Header Zone), the number of lines allocated to the Footer (the Footer Zone) and hence the number of lines left for your text (known as the Page Body).

To set the Header and Footer Zones, select the second option in the Page menu – Page Layout – and set the numbers you require in the menu that appears.

```
┌─────────────────────────────┐
│ Page layout                 │
├─────────────────────────────┤
│ Top gap              13      │
├─────────────────────────────┤
│ Header zone           3      │
├─────────────────────────────┤
│ Page body            48      │
├─────────────────────────────┤
│ Footer zone           4      │
├─────────────────────────────┤
│ ✓ Fixed footer zone         │
│   Floating footer zone      │
├─────────────────────────────┤
│ Bottom gap            2      │
├─────────────────────────────┤
│ Paper length         70      │
└─────────────────────────────┘
```

As you change the Header and Footer Zones, LocoScript displays the number of lines of actual text you can fit on each page. Check that this number is suitable and press [ENTER] to confirm the values you have set and return once more to the Page menu.

Finally press [EXIT] followed by [ENTER] to exit to the Document Set-up screen. If you want to set any headers and footers, do it now – for details see *Script* issue 4. Then press [EXIT] followed by [ENTER] to return to editing the document.

There are a number of other aspects of the Template you may want to set up.

If the position you'd like text to start on your letterhead is further down the page than on continuation sheets, then, unfortunately, you can't set a different Paper Type just for page 1. Instead you'll need to include a number of blank lines at the start of your document – just type in a sufficient number of ↵ characters. When the Template is copied as the basis of any new documents, these blank lines will be included – you'll just need to move past them before typing the first line of your text.

The other thing to set up in the Template is any special Layout you require. For example if your letterhead is on A5 paper, you will want to move the right margin a few inches left to fit the paper – and maybe reduce the size of the left margin too.

Make these changes by pressing [f2] and choosing Change Layout from the Layout menu. Any changes you make will be saved as the overall default for the Template document – and for all documents created using this Template. If you're using headers and footers you may wish to adjust the margins for these too – how to do this was discussed in Issue 4.

When you have made all the changes you need, save the document and copy it to Group 0 of your Start-up Disc (or to a suitable Start-up Disc if you use more than one Start-up Disc). If necessary, replace any existing TEMPLATE.STD.

Using the Template

Once the Template is stored in Group 0 of a Start-up Disc, it will be copied to Group 0 of Drive M every time you load LocoScript. Then each time you create a new document, the Template will be

copied to use as the starting point for the new document. This will therefore have the Paper Type, Page Layout, Margins etc that you've just set.

If you included any blank lines to "miss" the letterhead, remember to move down beyond these before typing any text! (You could simply press the [PAGE] key to do this.)

Special Templates

The overall Template we have described so far is only one of the ways you can use Templates. Another option lets you devote a specific group or a specific disc to some special purpose. If Group 0 of the disc on which you are creating a document includes a TEMPLATE.STD, then that is used instead of the Template from Group 0 on Drive M. If the group you are creating a document in contains such a Template file, then that is used in preference to either of the more general Templates!

You might, for example, reserve one group for letters to your bank manager. If you set up the TEMPLATE.STD *in that group* to start with the name and address of the bank manager (Mr A. Smith say), a space for the date and then Dear Mr Smith, then every letter you create in that group will start off with this text automatically.

LocoScript's overall Template makes it easy to set up your specific Templates for headed notepaper too. If you just create the document TEMPLATE.STD in the required group, then a copy of the overall Template will be made and used as the basis of your new Template – ready set up for your headed paper, and maybe including your address. All you'll need to do is to add the bank manager's name and address!

Once you have created an overall Template you can organise your discs to suit your particular requirements.

In the next issue, we'll look at the needs of a typical small business, and show how to set up the working discs for the kinds of documents that such a business will require.

Third Party Products for LocoScript

Some LocoScript users have become so smitten with LocoScript and what it can do, that they have branched out into the software business themselves.

We are happy to include details here of a few of the more interesting applications we've seen.

But please note that we don't guarantee the function or performance of these products. We are passing on the information that we have received from the authors. So, do make sure that they meet your specific requirements before buying.

LegalScript

Many smaller solicitors' practices use a PCW, and it is just these businesses for which LegalScript has been developed. LegalScript is based around LocoMail and supports many of the transactions involved in conveyancing and other routine work.

LegalScript helps solicitors in three main areas – accounts and estimates, production of contracts and agreements, and the production of routine correspondence. Busy solicitors will now be able to use their PCW to produce completion statements, invoices and estimates – including VAT and stamp duty.

The package also includes many standard clauses so that it's easy to reel off yards of standard contracts and transfers, simply by choosing clauses from the selection offered by LocoMail.

LegalScript has been produced for solicitors, by solicitors – with technical help from LocoMail consultant, John Blandford. In the details of the package, the writers guarantee the invoicing and estimating calculations to be 100% accurate – a rare promise indeed!

LegalScript costs £300 and is available from LegalScript, 48 Teapot Lane, Aylesford, Maidstone, Kent ME20 7JT.

Factotum

Factotum is a set of LocoMail applications and LocoFile datafiles. On one disc, for example, Factotum provides an electronic diary, address list and budget control.

The diary is set up to record your appointments and to provide birthday and anniversary reminders. It has flexible printing facilities, so that you can print a diary for say just the next week or for the whole year.

The address book may well be of use if you don't want to bother to design your own system for holding addresses. Used together with the standard letters provided on the disc, much routine correspondence would be automated.

The budget control section of the disc contains applications to manage your personal tax, and offers a way of documenting your expenses and any major purchases you may make.

Factotum costs £14.95 and is available from Tudor Systems, Tudor Cottage, Stoneacre Lane, Otham, Kent ME15 8RT.

Super LINDEX – Indexer for LocoScript Discs

The most interesting application comes from the Rev. David Johnson; moreover, it's the cheapest and the profits are being donated to charity!

Super LINDEX is the latest version of a CP/M program which creates an index of your LocoScript discs. It can either print out the index, or save it as a file on disc.

This file is designed to look like a LocoMail data document, and so can be inserted into a suitable LocoFile datafile. If you index several discs and insert all the indexes into the same LocoFile datafile, you get a master index of all the discs.

Included in the index are the disc and group names, as well as the name of each file. And if you take the trouble to use LocoScript's identity text facility, Super LINDEX will list this too. So you end up with a fully annotated index!

Apart from the Super LINDEX program itself, the disc includes an empty LocoFile datafile – all ready to copy and use as the basis of your disc index.

Super LINDEX costs £12.50 and is available from Festival Software Services at 470 Leeds Road, Thackley, Bradford BD10 9AA.

```
LINDEX catalogue of disc A:LOCO2   ,EHS

Group  0 (SYSTEM )    (No of files matching A:????????.??? is 16)
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9801LOCO.LTR  (S2)    3K5: 01/11/89 Letter to Locomotive   re development of Super-LINDEX
DISCMAN .JOY  (# )   28K5: LocoScript Disc Manager          Copyright 1985, 1986, 1987        Locomotive Software Ltd.
INSTALL .DRV  (# )    5K1: Installable Printer Driver        Copyright 1987                   Locomotive Software Ltd.
KEYBOARD.JOY  (# )    1K2: PCW8256 or PCW8512               GB Keyboard                             August 1987
LOCOFILE.JOY  (# )   20K5: LocoFile  v 2.20                  Copyright 1988                  Locomotive Software Ltd.
MATRIX  .ESS  (# )   10K2: Sans serif font       May 1988  for PCW8256/512 matrix printer  1988 Locomotive Software Ltd
MATRIX  .EST  (# )   10K7: Standard font                    for PCW8256/512 matrix printer 1988 Locomotive Software Ltd
MATRIX  .PRI  (# )    4K4: PCW8256/8512 matrix printer       Copyright 1988                  Locomotive Software Ltd.
PHRASES .STD  (# )    0K5:
SCRCHAR .JOY  (# )    3K7: Screen matrices including         Greek and Cyrillic characters            July 1988
SCRIPT  .JOY  (# )   33K0: LocoScript Editor                 Copyright 1985, 1986, 1987       Locomotive Software Ltd.
SETTINGS.STD  (# )    1K0:        SETTINGS.STD file                Copyright 1988              Locomotive Software Ltd
SIMPLEBU.PRI  (#,)    2K6: Simple Printer (CR + LF),         with underline                  Locomotive Software   1 Mar 88
```

Using Different Languages

LocoScript 2 offers a great deal of support for working in different languages; you can type and print text in any language on a PCW bought anywhere in the world. The special National Language Versions of LocoScript 2 will even allow you to work with screen messages in the language you prefer and to check the spelling of text in that language.

The problem for many people is knowing what they will need to buy in order to achieve what they want. This article explains all.

LocoScript 2 supports a vast range of characters – not just the normal Latin letters, but a full range of mathematical symbols, Greek and Cyrillic letters plus dozens of different accents, each of which can be applied to any character.

You don't need a French system, for example, to type accented characters. All these characters are available in any version of LocoScript 2, enabling you to type text in almost any European language. You don't need a specially adapted system either to type these characters or to read them once they've been typed.

The only European languages that LocoScript 2 cannot support are Macedonian, Tartar, and the Cyrillic version of Serbo-Croat!

On Different PCWs

You don't need a special system to use a PCW from another country. Unlike most word processors, LocoScript 2 will create the same file for the same document on any PCW from any country. Changes in voltage and connectors have no effect.

The only change that will make any difference in the creation of the document is the fact that the keyboard layout engraved on the keys varies from country to country. Using an English version of LocoScript on a Danish PCW makes no difference to the working of LocoScript,

but it would be confusing to you because LocoScript will be interpreting your keystrokes as if you were typing on a English keyboard not a Danish one. So, for example, if you pressed the key for ø you would get §, the character in the same position on the English keyboard.

You can easily avoid this confusion by replacing the English KEYBOARD.JOY file on your Start-of-day disc with a copy of the Danish KEYBOARD.JOY file. The keyboard layout files for all the PCW keyboards are available on our Keyboards Disc (see our order form for prices).

The Keyboards Disc also includes the LocoKey program which allows you to tailor your keyboard layout to your own requirements. For example, if there are particular accented characters you want to type, you could alter your keyboard to allow you to use simple keystrokes to type them.

On Different Printers

You don't need a special version of LocoScript to print a document containing text in different languages. All you need is a printer on which you can print all the characters.

Any version of LocoScript 2 for an 8000 PCW is capable of printing all of LocoScript's characters on its built-in printer. This means that printing in different languages is very easy with a 8000 PCW. A suitable 24 pin dot matrix when used with the 24 Pin Printers Drivers Disc can also print all the characters.

To print in a different language using the PCW9512 built-in printer you need a printwheel that supports the range of characters you want to print. You also

---

The effect of using a different PCW

The difference to remember when using a copy of LocoScript 2 on a PCW from another country is the difference in the keyboard layouts. For example, a Danish PCW has the following layout:
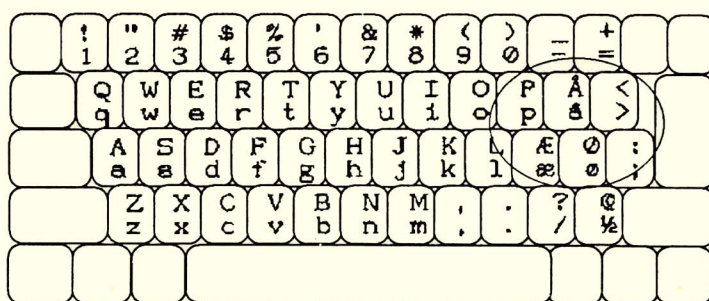
But an English LocoScript 2 running on this PCW will assume the keyboard is laid out like this:

need to have the matching Character Set file on your Start-of-day disc to tell LocoScript which characters are available on this printwheel, as well as details like the width of the character. This information is needed by the printer before it can print. The Character Set files for all the official PCW9512 printwheels are available on the PCW9512 Printwheels Disc.

The languages in which you can print on the PCW9512 built-in printer are limited by the printwheels available and the characters those printwheels include. There are printwheels available for most European languages and some printwheels will support more than one language.

Each printwheel has the basic alphabet, numbers from one to nine, standard punctuation and a few common symbols such as $, & etc. In addition to these, each printwheel has characters specific to that language. For example, an English printwheel doesn't have any accented characters but a French printwheel does. Variations within particular languages are also possible, for example, there are three different French printwheels: standard French, Swiss French and French Canadian.

For some languages, eg. Russian, there is no suitable printwheel for use with the PCW9512 built-in printer. Generally, if you want to print in the more exotic languages it is much easier to use either the 8000 machine with a built-in printer or a 24 pin matrix printer.

With Matching Messages

You can, if you wish, work with the screen messages in the language you want to type in but in this case you will need a special system. "National Language Versions" of LocoScript 2 will allow you to have all the screen messages in the specific language you want to use.

You also need to use a National Language Version to check the spelling in that language. The reason for this is LocoSpell has to have the information about the structure of words in a language as well as the right dictionary before it can check the spelling. This information is different for each language.

So to check the spelling of Italian text, for example, you would have to use the Italian version of LocoSpell – which means you will have to use the Italian LocoScript with its Italian messages as well. Although this may not be ideal, we think it likely that if you're checking the spelling in a language you will be able to understand screen messages in that language too.

The full range of National Language Products

8000	Canadian	Catalan	Danish	English	French	German	Italian	Portuguese	Spanish	Swedish	U.S.A.	Welsh
LocoScript 2												
LocoScript 2 with LocoSpell	X	X	X					X		X		X
*Upgrade to latest version of LocoScript 2												
LocoMail												
LocoSpell	X	X	X					X		X		X
LocoFile												
24 Pin Printers Drivers Disc												
LocoFont 1												
LocoFont 2												
Keyboards Disc												
Printers Drivers Disc												
9000												
**Foreign Pack (including dictionary)	†	†	†					†		†		†
*Upgrade to latest version of LocoScript 2 (not including dictionary)	X	X	X					X		X		X
LocoFile												
24 Pin Printers Drivers Disc												
Keyboards Disc												
Printers Drivers Disc												
Printwheels Disc												

† This product does not include LocoSpell because no suitable dictionary is available in this language.

* The Upgrade products are only suitable if you already have LocoScript in this National Version.

** The Foreign Pack includes LocoSpell and a LocoSpell dictionary, if these are available in this language.

National Language Versions

National Language Versions of LocoScript 2 are available in American, Canadian, Danish, English, French, German, Italian, Portuguese, Spanish, Swedish and Welsh, and there is a version in Catalan under development.

Each National Language Version of LocoScript 2 will give you:

•*All the screen messages in the appropriate national language*

•*All the menus and word-processing codes in that language*

•*The keys that you press to select the editing and printing options and word-processing codes changed to fit the names of the options in that language*

•*The names of some important files translated into that language*

LocoMail, LocoSpell, LocoFile and the other add-ons can also be obtained for the different National Language Versions, although some of the National Language Versions of LocoFile will still have their messages in English as they haven't been translated yet. LocoSpell is not available for some of the versions because we have no suitable dictionary in that language.

The table above shows the versions of LocoSpell that are available.

The American version of LocoSpell can be used with the Canadian version of LocoScript 2. However all other versions of LocoSpell **must** be in the same national language as the version of LocoScript, so a complete National Language Version (ie. LocoScript + LocoSpell) is needed to check the spelling of text in a different language. It is possible to use any language version of LocoMail with any other language version of LocoScript 2.

What to Buy

If you have a PCW8256 or 8512, you should start by buying the version of LocoScript 2 in the language that you want all the messages to appear in or that you want to check the spelling in. Buy this separately or with LocoSpell included. All the other add-ons for PCW8000s are available as individual items.

If you have a PCW9512 the standard purchase is the "Foreign Pack" in the language you want. This gives you LocoScript 2, LocoMail and, if it is available, LocoSpell complete with the appropriate dictionary. LocoFile and the other add-ons for the PCW9512 are available separately.

The keyboard layout that a language version of LocoScript 2 provides is the standard keyboard layout for the PCWs of that country, while the Printer files on the PCW9512 versions support the standard printwheels for that country. This means that any National Language Version of LocoScript 2 is automatically set up to run on a PCW bought in that country.

If you want to adapt your version of LocoScript 2 to another PCW, you will need to use the Keyboard file that matches the machine. This file can be obtained from the Keyboards Disc (or from a Start-of-day disc with the right keyboard layout, provided this contains LocoScript v2.12 or later).

To tailor a 9512 system to printwheels of a different nationality, you need the Character Set (PCW9512.#xx) files that match the printwheel you want to use. If you already have a version of LocoScript in the language that supports your printwheel, it may be possible to take the file from this, if not, you can take the files needed from the Printwheels Disc.

Upgrades

Each National Language product comes with an upgrade to the latest version of LocoScript 2, so you will automatically upgrade to the latest version when you buy any new product and use the new installation instructions that come with it. Upgrades are also available on separate Upgrade Discs.

The upgrade must be in the same language as the version of LocoScript 2 you are using. Using a different language upgrade won't give you the two different languages systems: on a 9000 you won't get the correct LocoSpell dictionary while the 8000 installation program may not even recognise your master discs!

Literature

All the literature that is sent with any language version of LocoScript 2 is in English and all the instructions that are given presume the use of the English version of LocoScript 2. But in the National Versions, menus and keystrokes will match the particular language used. For example, the key you press for the edit option is E in the English version but the key to press for the same option is M in the French version which stands for "Modification". So a certain amount of translation is needed if you are following the manual. French and German versions of the LocoScript and LocoFile manuals are being produced and other translations may be available from local dealers in each country.

Sample Case Histories

(1) You have an English PCW9512 but you want to print with a Danish printwheel

You will need to buy an English Printwheels Disc. Copy the PCW9512.#DK file from the Printwheels Disc to group 0 of your Start-of-day disc and to group 0 on Drive M. Press [f6] *to display the Settings menu and write the new Settings file to your Start-of-day disc. You will now be able to use your Danish wheel once you have set up the documents and the printer to use it correctly.*

(2) You have an French PCW and you want to use the English version of LocoScript 2

Make a new Start-of-day disc from the English version of LocoScript 2 you have bought. It is possible to use it with the English keyboard layout, but to replace the English Keyboard file with the French Keyboard file, you can take the file from either the Keyboards Disc or from your French Start-of-day disc (provided that this is v2.12 or later). Reload LocoScript to use the French keyboard layout.

(3) You have an English PCW but you want to check the spelling of German text

You will need to buy the German version of LocoScript 2 and the German LocoSpell. Create a German Start-of-day disc with German LocoScript, the German dictionary and German LocoSpell on it. Load LocoScript from this disc whenever you want to check the spelling of German text.

(4) You have a Swedish system which you want to upgrade to the latest version

You will automatically get this upgrade if you buy any of the other Swedish products. Alternatively you can buy the Swedish version of the Upgrade Disc. The Upgrade Disc must be of the same nationality as the version of LocoScript you want to upgrade: an Upgrade of another nationality won't work.

Letters to the Editor

Identifying versions

Earlier this year I purchased a copy of LocoFile and set it up in accordance with the instructions supplied. LocoFile, LocoScript and LocoSpell all functioned perfectly. Unfortunately, something has gone wrong. I noticed recently that the version on my normal Start-of-day disc was showing as 2.11 and that LocoFile was not listed in the f1 Actions menu.

Thinking that all was not lost, I tried setting up a new Start-of-day disc only to find that the original disc supplied similarly has version 2.11 and no LocoFile! I can only think that by returning the original disc to you for checking, you may be able to reinstate the software that was unquestionably on it when you supplied it to me.
Mr AD, London

There is no problem with your disc – it does have the latest version of the software on it. The f1 Actions menu gives the version of the software that was copied from your Start-of-day disc when you started up. We guess that you loaded the software from your old Start-of-day disc and thought that by changing the disc, the version number shown on the f1 Actions menu would also change.

Once you have created a Start-of-day disc with the latest version, you can discard your old v2.11 Start-of-day disc altogether. As well as LocoFile, your new Start-of-day disc will have updated versions of all the other software – LocoScript, LocoSpell and LocoMail. Discarding v2.11 will certainly help to avoid any future confusion over the version you are using.

As a point of interest, you can find out what version is on your Start-of-day disc in two ways. One way is to load the software from the disc and either note the version number on the copyright screen as it loads or press f1 Actions once it has finished loading. The other method is to select the option Show hidden files on the f8 Options menu and look for the file in group 0 of the disc with the name JnnnLOCO.EMS. The nnn is the version number. For example, J229LOCO.EMS means the version is 2.29.

Versions supplied for the PCW8256/8512 are recognised in the same way – but are now always given even numbers.

Standard font

I have recently purchased LocoFont with an update on LocoScript to v2.26. The manual tells me that Standard 2 is an improved version of Standard, and I would like to install it as the default font. I am unable to get Standard 2 to appear in the Settings file, although I have installed details of eight fonts only. Can you advise, please?
Mr RS, Coventry

We think you are expecting to see the Character Set names Standard and Standard 2 in the Printer menus. In fact, the Standard 2 Character Set is named Standard in the Printer menus – only the filename MATRIX.#S2 file is different. We arranged it like this so you can change over to the alternative style without having to edit all your documents. (We were able to do this because the PS widths for the two Character Sets are the same.)

You should note that you can't use both Standard and Standard 2 – at least, not in a controlled manner. If you load both the Standard (MATRIX.#ST) and Standard 2 (MATRIX.#S2) typestyles from your Start-of-day disc, you won't know which of the two Character Sets LocoScript uses until you print a document.

The best way of making sure that you always use Standard 2 is to erase the MATRIX.#ST file from your Start-of-day disc. When you load LocoScript, only the Standard 2 font is copied to Drive M and you can be sure that you are printing in the font of your choice.

Changing printer width

I have an Amstrad PCW8512 to which I have recently added an Amstrad LQ5000di printer, using LocoScript 2.22 software. My problem is that I cannot make it print the full width available on the printer. I have tried defining A4(landscape) in both printer mode and document set-up, and have numerically altered the page sizes in both. Nothing will make it print the full width text as it appears on the screen. What has to be done, please?
Dr KGM, Hemel Hempstead

To use the full width of your printer, you need to change the Printer width setting for this printer. This is done in the Printer Options menu in the f6 Settings menu. When you've done this, save the new Settings file on your Start-of-day disc. The next time you load LocoScript 2, you can print documents using the full width.

If you want to use it straightaway, you can change the 'current' Printer width in Printer Control State. To do this press PTR *, and check that your printer appears on the second information line or is selected on the f5 Printer menu. Then press* f8 *to bring down the Options menu. Type the Printer width, press* ENTER *twice and then press* EXIT *to leave Printer Control State.*

Note that the width is measured in 10 pitch characters, so you will need to multiply the width of your printer in inches by 10 to get the right number.

Unwanted spaces

I have a small but tiresome problem with LocoScript 2 on my PCW8512. It's the EOL key. If while typing a line I go back to correct or amend something and then press this key the cursor returns, not to the last character of the line, which is what I want and expect, but to some apparently arbitrary distance beyond that. Further, if I'm then near the right margin it disappears off the screen to the right and the display scrolls off to the left – I can bring it back with the cursor key, but it's a nuisance. Can you help?
Mr JH, Oxford

Since you didn't send us a copy of the document on disc it's difficult for us to comment but the probable cause is that you have a number of spaces at the end of these lines extending into the right margin. This can happen if you accidentally lean on the space bar at the end of a line. Alternatively, the spaces may have accumulated from previous edits. Because you can't see them, you tend to forget to erase the extra spaces.

We suggest that you edit your document and select the option to show spaces on the f8 Options menu. You'll quickly be able to see whether this is indeed the cause of the problem.

Letters to the Editor

Selecting the printer

We are writing again seeking your assistance in further problems we are having when using the proportional spacing feature of LocoScript 2. Following your previous advice, we cured the problem of having no spaces between words by moving the space switch on the front of the Juki 6100 from PS to 12. However, we are now finding that the Justification, Centring and Right Alignment features are not being printed out correctly.

We would appreciate any help or advice you can give towards solving these problems.
Mr ND, Darlington

We believe your problems are caused by not setting up your document for the Juki 6100. Each document holds information about the PS widths of the characters on the printer it is set up for. If you set up the document for one printer but print it on another one, the PS widths won't match up. This means that the pre-calculated values for positioning are wrong and so justification and centring won't be precisely right. The solution is to set up the document correctly by selecting the printer you intend to use in the f6 Printing menu in Document Set-up.

Printing speeds

I have a strange problem. If I am printing in draft mode the printer seems to have a mind of its own! Sometimes a line of print is done in approximately 1 second. Sometimes it takes 2 seconds. There is nothing that I do, or apparently, can do which will for me predetermine the speed at which the printer will print. It decides on its own. Mostly at 2 seconds a line. Sometimes at 1 second. I await your comments with interest.
Mr RM, Colmworth

The time it takes to print a line of text on the built-in printer depends on a number of things. For example, a line can be printed in one second if you select Draft Quality on the Print menu and use a Character pitch of either 10 or 12. If you print in any other pitch or add different emphases such as Bold or Italic or other effects such as Superscript and Subscript, the time it takes to print a line increases.

The time reflects the complexity of some printing operations, even on the PCW8256/8512 built-in printer. You may notice other effects – for example changing Character pitch can alter the speed at which the printhead moves and setting italic suspends bi-directional printing.

Adding dictionaries

I am writing to ask your advice about LocoSpell. The 'problem' I am experiencing is during 'add dictionary'. The package performs this task as one would expect, with a corresponding increase in the size of the LOCOSPEL.DCT. However, if one repeats the operation without having added any words to USERSPEL.DCT, the size of the system dictionary increases still further.

Initially, I had expanded the size of the small dictionary from 36k to 41k, but with repeating the operation the size has swollen to a massive 216k. On 'consulting dictionary', no words appeared to be repeated. How can a system dictionary of size 41k increase to 216k without adding any words to the user dictionary? What exactly is being added to the system dictionary?
Mr PS, Solihull

The 'Add dictionary' feature adds the entire user dictionary to the system dictionary, regardless of any previous additions. To prevent the duplication of words and keep the size down, we recommend that once you've added a user dictionary to the system dictionary, you remove it from your working discs. The next time you check a document and opt to add words to a user dictionary, a brand new user dictionary will be created which won't duplicate any of the words in your extended system dictionary.

The Add dictionary facility was designed to let you use two user dictionaries at a time. The idea was that you could add one user dictionary to the system dictionary and spell check a document using both that dictionary and another one. With the addition of the new LocoSpell features in v2.28/2.29, 'Add dictionary' is less important. The new features allow you to merge user dictionaries together. You can now insert one or more user dictionaries into a LocoScript document and then use the new Automatic addition option to add these words to a new user dictionary. You can also use the new features to reduce your 216k dictionary to its original size. For details of the new features, see the LocoSpell article in the last issue of Script.

Typing codes

When I set codes by using the ⊞ key to the left of the space bar plus the relevant letter or letters, I find that some codes (eg right align, page number, italics, bold) are entered automatically but that for others (eg superscript, underline, centre) I have to press the Enter key. Why should there be this distinction?
Mr RN, New Barnet

In the examples you've given, there is no distinction. It simply hinges on the speed with which you type the sequence of keystrokes.

With some codes, like (+Bold) you simply need two keystrokes – ⊞ and b. With others, like (CEntre), you need three – ⊞, c and e. (The letters to type to put the code on the screen are the ones which appear in capitals on the Set menu.)

If you type the keystrokes reasonably quickly there is no need to press ⏎ – LocoScript puts the code in the document automatically. If you pause before typing one or all of the letters, the Set menu appears on the screen. If the option you want is highlighted you just have to press ⏎ to confirm the choice. With two letter codes, you may need to move the cursor to the right option to bring the code into your document.

It's worth noting that there is a distinction between codes produced by pressing ⊞ and a letter and those that require ⊞, the letter and a number, such as CR extra ?? or LayouT ??. With codes that require you to type a number, you do have to press ⏎ once the Set menu has appeared.

Letters to the Editor

Breathing marks

I was keen on having the latest version of LocoScript because I use sometimes ancient Greek in my lectures at Brussels University. Therefore I was particularly interested in the additional accents which are included in the characters available on the new EXTRA keyboard. To my great disappointment however, the breathing marks in combination with the tilde and Greek circumflex, that should be produced by pressing EXTRA and the B N M and , keys of the English keyboard are missing. Pressing EXTRA and the above-mentioned keys produces exactly the same result as pressing EXTRA and the Z X C and V keys ie the breathing marks in combination with the acute and grave accents. I suppose, therefore, that something went wrong with the design of these new accents.
Prof FG, Brussels

We think that you have set up your system correctly but the problem with the new characters is that it is not easy to distinguish some breathing marks from others on the screen. There is a difference between the screen representation of the characters and how they print. With the screen matrix, we are very limited by the number of dots for each character and this makes it difficult to show the proper shape for some of the combined breathing marks and accents.

We have more dots to play with when printing matrices so if you print out all the breathing marks, you will see that their design is correct. You may also find that selecting the 'Large edit characters' on the f8 Options menu lets you distinguish more easily between them on the screen.

LocoChar and LocoFile

I was disappointed to see that LocoChar characters are not recognised by LocoFile, or at least don't appear on the screen because one of my two main uses is intended to be cataloguing music tapes and almost the only thing I've done with LocoChar so far is designing a sharp and a flat for just this job.
Mr MH, Newark Upon Trent

You can use special LocoChar characters in LocoFile. We think that you have simply forgotten to select the Character Set holding your LocoChar characters in the f6 Printing menu in Datafile Setup. Like Document Set-up in LocoScript documents, LocoFile records information about the characters in the Datafile Setup so that you can work with the characters in the datafile.

To select the Character Set, press [f1] move the cursor to 'Datafile set-up' and press [ENTER]. Then press [f6] to display the Printer Selection menu and select the LocoChar Character Set on the Character Set menu. When you return to the body of the datafile, the LocoChar characters will be available.

Keyboard change

I have encountered a problem with LocoScript 2.29 on my PCW9512. When I recently tried to type a degree symbol using EXTRA H, a completely different symbol appeared. As I can see the relevant symbol on the Thesis PS printwheel, and have been able to display degree symbols onto the screen, and hence to print them in the past (my previous version was 2.27) I am certain that the problem is with the new software. Is there any way you can help me?
Mr TG, Diss

To include the new characters on the latest version of LocoScript, we had to re-arrange a few of the existing characters on the keyboard. Unfortunately for you, one of these was the degree symbol which is now produced by pressing [ALT] and 7.

If you have no use for the new characters and prefer the old keystroking, you can revert to the previous keyboard layout by copying the KEYBOARD.JOY file from your 2.27 version to your new 2.29 Start-of-day disc. From version 2.12 onwards, the KEYBOARD.JOY file has been interchangeable between versions.

LocoFile sort order

I store the names and addresses of my clients in a LocoFile datafile. I have set up an index for Surname, with a Sub key for the initials, and I've made sure that this is the index used in the datafile by selecting it on the f2 menu. The problem is that the index doesn't keep the records in the order I expect. When I use the f5 Goto menu to find, say, the Taylors and press PAGE, T Taylor comes before all the other Taylors! Can you tell me what's going on?
Mrs RL, Lincoln

Providing you have selected the Surname index in the datafile, we suspect the problem is that you haven't typed in the surnames and initials consistently. With the T Taylor record, it sounds as if you have typed a space before the initial T. Spaces sort before characters so ∴T Taylor appears before A Taylor.

The solution to this problem is to find those records which don't sort in the order you expect and edit the items which are inconsistent. Ticking the option for spaces on the f8 Options menu will help you find unwanted spaces.

Copying records

Is it at all possible, and if so how, to transfer a complete record from one LocoFile file to another identical (in all but name) LocoFile file without having to print out the record from one, and re-type it into the other?
Mr WJE, Enfield

There's no direct way of copying a record in LocoFile, but this doesn't mean that you have to type all the details to duplicate the record in another datafile. One solution to the problem is to extract the information from the record (using the f7 Extract menu) into a LocoScript document. Convert this document into a mini LocoMail datafile by adding a suitable record pattern. Then insert it into the second datafile using the Insert data option on the f1 Actions menu.

If you want to copy lots of records, a better option may be to get LocoMail to do it for you. The article on combining datafiles in the last issue of Script describes the techniques to use.

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