

# Script

Issue 18

THE LOCOSCRIPT NEWSLETTER

**W**elcome to Issue 18, which is the last issue in Volume 3 of *Script*. As you will have noticed in the last few months, *Script* has been appearing much more regularly! We're now back on schedule and the first issue of Volume 4 will be ready at the end of June, and the rest will follow at two-monthly intervals. More information about Volume 4 of *Script*, and how to subscribe, is given in the News section on page 2.

If you have ever been told that your 'Disc is full' while in the middle of editing, you'll be interested in the article on page 4. As well as telling you what to do in such a situation, we also give you some advice on how to avoid it in future.

Since its launch last year, we have been including information about LocoScript PC in our News pages. But in this issue, we have devoted a whole article to the product which examines the advantages of LocoScript on the PC from the viewpoint of a upgrader from the PCW.

We've had a number of articles in *Script* about the use of the LocoScript family in businesses. These have sometimes involved LocoMail calculations to work out the VAT on a product. As you know, the rate of VAT has now changed, and in the article on page 9 we will be looking at how you should change your LocoMail Master documents to use the new rate.

In Issues 15 and 16 of *Script*, we showed you how to print addresses on rolls of labels using LocoScript and LocoMail. However labels can also be purchased on single sheets, so in this issue we'll be showing what you have to do to use these labels.

The all-singing, all-dancing Amstrad fax machine has proved very popular for use with the PCW! In the article on page 13, we look at how you can use the machine with LocoScript 2 and the special features you can include in your documents.

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# News

## Volume 4 of *Script*

This issue of *Script* is the last in Volume 3. From your letters, we know that *Script* is now even more popular, and we hope that you'll find Volume 4 just as helpful! To continue receiving *Script*, please fill in the enclosed order form for the next six issues, the first of which will be sent to you in June.

We will be making some changes in the new volume. As most of you are aware, there is now a PC version of LocoScript – indeed we know that a number of you are using it! So from Issue 19, as well as continuing to give you advice and tips on the complete PCW range, *Script* will also include information about LocoScript PC.

As you will see when you read the article on page 6, LocoScript PC and LocoScript 2 work in a very similar way, despite running on very different

machines. This means that although the keystrokes may be different, most articles in *Script* will actually apply to both versions, so they will be useful to PCW and PC users alike.

Due to rising costs, we have had to increase the price of the new volume of *Script* to £14.95. This is the first time that we have changed the price of *Script* since the launch in 1987, even though we have increased the number of pages since then, so we'd say that *Script* still gives unbeatable value for money!

Remember that if there is anything you would like to see in *Script*, or something you have done that you think might help or interest other users, we are always pleased to receive your letters and suggestions.

## Price Changes

The change in the VAT rate on April 1st meant we had to review our VAT-inclusive PCW prices. As we were planning to change the PCW prices later in the year in any case, we decided to bring this forward to April 1st and combine the two changes.

We will no longer be quoting VAT-inclusive prices for PCW products. Instead all prices given are exclusive of VAT, which will then be applied at 17½% for products and 0% for books.

A list of the new prices is given in the box on this page. No further price rises are planned for any of our PCW products during 1991.

### New PCW prices

	ex-VAT	inc-VAT
LocoScript 2	29.95	35.19
LocoSpell	24.95	29.32
LocoScript 2 with LocoSpell	39.90	46.88
LocoMail	29.95	35.19
LocoFile	34.95	41.07
LocoScript 2 with LocoFile	44.90	52.76
LocoFile with LocoMail	49.90	58.63
Printer Support Pack	29.95	35.19
9512 LocoMail User Guide	19.95	19.95
Most Loco-User Guides (Spiral Bound)	19.95	19.95
LocoSpell/BASIC User Guides	14.95	14.95
LocoFont	29.95	35.19
Upgrade Discs	14.95	17.57
Keyboards Disc	29.95	35.19

# News

## Columns

In Issue 17 of *Script* we had an article on producing columns using LocoScript and LocoMail. Unfortunately, as we have learned from your letters, there were a couple of problems with LocoMail! We apologise for this and the following instructions should solve the difficulties.

In the article we told you that you could leave blank lines by putting [space] ↵, but actually the spaces were removed when you converted your document into ASCII, then LocoMail removed the carriage returns. So to leave a blank line you should use another character instead of [space] that you don't use anywhere else in the text, for example a ~. After you have carried out the merge, you can use Find and Exchange to remove this character and the line will be left blank.

You can also use this method to leave a small space at the start of a line. Just put the character before the first word, then after the merge you can replace it with a space or a tab to indent the sentence.

Due to a mistake in the Master document there was also a problem with column breaks. At the beginning of the Master you had to enter the number of lines per page. But the instruction `x=[height-1]` meant that the columns would be a line shorter than this, ie. if your page was 54 lines long, the column would be 53 lines long, with line 54 at the top of the next column. This caused the rest of the document to 'slip', so the original page breaks were lost. Change `x=[height-1]` to `x=[height]` and you should find that your columns will be laid out correctly.

Column breaks were also altered if any pages were shorter than the number of lines specified in the Master. In this case LocoMail just left a blank line, then continued with the next page, instead of moving to a new column.

## BACK-UP Winners

In Issue 17 of *Script* we had an article on the BACKUP program, and we offered you the chance to win one of the three copies that were given to us by BACUP, the charity that supplies the program. The draw took place on April 3rd and the winners were:

Mr. G F Barnes from West Yorkshire.

Professor E J Davies from Cumbria.

Mr. G S Gubb from Mid-Glamorgan.

Our congratulations go to the winners, and our thanks and commiserations to all the others who wrote in.

You can avoid this problem by inserting your ASCII file into a LocoScript document before merging it with the Master document. If you don't mind about the column breaks and simply want to avoid the blank lines, all you have to do is use Find and Exchange to change all the end-of-page markers to nothing. Then you can carry out the merge as before.

However, if you **do** want to keep your original page breaks, you should carry out the following steps. First delete the blank lines ASCII puts at the beginning of each page. Remove all the end-of-page markers in the same way as we described above, but this time replace them with the number of blank lines needed to 'fill up' the page after the last line.

You then need to preserve these blank lines by putting a ~ on each line, in the way we explained earlier. Then when you carry out the merge and replace the ~ characters with nothing, your columns will be laid out as you wanted.

Once again, we're very sorry about this and hope you won't have any more problems.

# 'Disc is full' problems

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*Unless you are very lucky, it is likely that at some point in your career you will try to save your work and LocoScript will retaliate with a message telling you that your disc, or Drive M is full. This can be very annoying, particularly if you haven't saved recently!*

*However it is possible to deal with this problem without losing all your editing. In this article we show you what to do and also give you some tips on how to prevent this problem in future.*

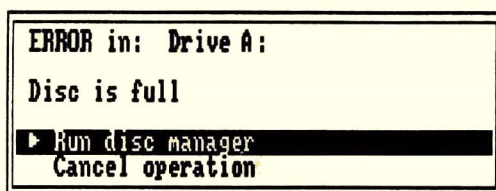
---

If you have just spent time and effort in altering a document, it is rather upsetting to be told that there isn't enough room on disc to save it! This can cause even hardened LocoScript users to panic and do the wrong thing, thus losing all the changes they have made. But there is no need to lose anything if you carry out the right steps.

The most important thing to do is check which disc LocoScript is referring to. When the Disc is full message appears, it also tells you which drive is affected, either Drive A, Drive B or Drive M. When you know this, you can take the appropriate steps, which are given in the sections below.

## **ERROR in: Drive A/B**

If the message says ERROR in: Drive A or Drive B, it means that there is no longer enough room on your floppy disc for the new version of the document. You are offered two options, to Cancel operation or

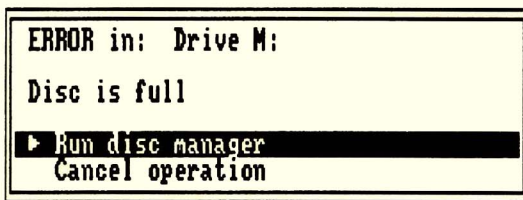


Run disc manager. If you cancel the operation you will lose all the work you have carried out since the last save, so this not the one you want! Instead you should select the option Run disc manager and press **ENTER**.

You are then returned to the Disc Manager to make the necessary room on your disc. If there are some files on the affected disc that you are sure that you no longer need, delete them. If there still isn't enough room, then you have to move the files elsewhere.

If you have two disc drives, you can copy some of the files from the affected disc to a disc in the other drive. But if you only have one disc drive, you should move the files to Drive M and copy them to another disc later. Don't try to copy these files to another disc immediately, because this will cause an error. You have to go back to your document and save it before you can change the disc in the drive.

You return to your document by pressing **EXIT**. If you haven't made enough room you will get the Disc is full message again, otherwise you can now save your document to your disc. Then once you have done this, you can insert another disc (with enough room on it!) to copy the files from Drive M.



## ERROR in: Drive M

Assuming you aren't actually editing on Drive M, this means that there isn't enough room to hold the temporary files LocoScript creates when you edit a document.

In particular, when you scroll back through a document, LocoScript stores the file on Drive M so it can easily be re-loaded when you begin to work forward again. The file remains on Drive M until you finish the edit. So you have to make some space on Drive M before you can continue to edit your document.

You are given the same two options as we described in the first section, and again you should pick the option to Run disc manager.

The first thing to do is remove some of the files on Drive M; for example you can remove the LocoSpell dictionary and any printer files or Character Set files (.PRI and #xx files) that aren't 'in use' (see the Update Information Booklet). If you need any of these files later, then you can copy them back by hand or simply re-load LocoScript once you have saved the file you were working on to disc.

In addition you may be able to make some room on Drive M by selecting the Show blocks option from the f1 Actions menu and removing those you don't need. You do this by moving the cursor to them and pressing the **[E]** key. The block you've selected will then be deleted from the memory.

When you think you've made enough space, press **[EXIT]** to return to your document. You can now continue to edit your document. If you haven't made enough room, the message will re-appear, so you can return to the Disc Manager to try again.

## Prevention is better than cure!

It is always easy to be wise after the event, but by remembering a few simple rules you can avoid the problems of the Disc is full message altogether.

Firstly you should try to save your work frequently. It's much better to find out that you have space problems when you have only altered a few sentences, than it is after three hours of solid typing! Then, if the worst comes to the worst and you lose your edit, you won't have wasted too much time.

If you are working from a floppy disc, you should make sure that there is at least as much space again as the document you want to edit. And if you think you're going to make the document bigger, allow for this extra space as well.

If you are working on a large document, ie. more than half the size of your disc, it's a good idea to split the document into a number of smaller documents, and if necessary use more than one disc. This will also be easier for you, because you can work faster on smaller documents.

Making sure that you have enough space on Drive M isn't so easy. LocoScript stores important files here, that are necessary to run the system and can't be removed. However you will only need Drive M when you are editing documents if you are going to scroll back through them, so the simple solution is not to do this, particularly with big documents!

Otherwise you can reduce the amount of memory used on Drive M by making sure that you only have the font files and printer files you need on your Start-of-Day disc. If you still haven't got much memory to spare, it may be a good idea to increase the size of Drive M by fitting a memory expansion so you won't have to worry about it. More information on this subject is given in Issue 13 of *Script*.

# Upgrading to a PC

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*There are a number of good reasons why you might want to upgrade from the PCW to a PC. The first is that the PC is more powerful than the PCW so everything is much faster; another reason is that there is a much wider range of software available for the PC.*

*But you might be put off the idea of changing to a PC because you don't want the complications of learning a new program. You could also be worried that you might not be able to use all your PCW files. In this article we'll show you how LocoScript PC is just what you need!*

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Most people change from a PCW to a PC because they want a faster machine. PCs are much more powerful, so things like checking the spelling of a document or merging documents, which is quite a long job on the PCW, will only take a fraction of the time on a PC. This extra speed can be extremely useful, especially when working on something large like a book or thesis.

Another big advantage of a PC is that the range of software is much wider – nearly all programs have a version that will run on the PC because they are the standard business machine. This means you can use well-known programs that aren't available on the PCW.

But there are a couple of hurdles to get over in upgrading to a PC from a PCW, which could put you off making the change.

## **Problem 1: Relearning**

If you are used to word processing on the PCW, you've probably forgotten what it's like to learn a new program. So upgrading to the PC and using a completely new program can be rather a shock!

Software on the PC is generally much less user-friendly than it is on the PCW. Many PC word processors have what is called a "steep learning curve". This basically means that new users will find it very difficult to understand at first. In fact many people will actually need proper training before they can produce any useful work. And software on the PC can be much more expensive than it is on the PCW,

so you might not have much money to spare for special courses.

## **Problem 2: File transfer**

Transferring your PCW work to the new system can be difficult. PCs use different discs, so you can't use your PCW discs directly.

You could either fit a 3" disc drive to your PC, or a 3½" or a 5¼" drive to your PCW, which would then let you swap discs between the two machines, however this method could be rather expensive. Alternatively you could use a special cable and software to link up the machines and transport the files this way.

But *physically* transporting your files is not the only difficulty. You'll also have to turn them into a format your new software can use. In most cases this means turning all your documents and datafiles into ASCII, so you'll lose all your formatting commands which means a lot of tedious re-editing. You'll also lose things like your LocoMail Master documents because you won't be able to use these with the new software.

## **Solution 1: LocoScript PC**

As you can see, the transition from a PCW to a PC can be less than straight-forward. But if this has put you off the whole idea completely, don't despair, because there is a solution! LocoScript is now available for the PC and this makes it very much easier for a PCW user to upgrade.

LocoScript PC can do all the things that LocoScript on the PCW could do, but much faster! Most functions work in the same way, although some changes were necessary due to the changes in the system. There are also a number of improvements, making LocoScript PC even more versatile.

On the screen LocoScript PC will look comfortably familiar, as you can see from the box below, except that you can now choose what colour it appears in! Even the Disc Manager is laid out in the same way as it was on the PCW, although it has been adapted to fit in with the directory structure used by DOS.

You can copy, move or delete more than one file at once – whole directories if you like! However, because these are such powerful commands, special warning messages have been added to stop people deleting more than they wanted to!

If, like most PCs, your screen can run in graphics mode, LocoScript PC will show you the printstyles like bold, italic and outline on the screen. This gives you a better idea of how your finished document will look when you print it out. You can also have up to 10 fonts in a single document, instead of just 1 with LocoScript on

the PCW. This means you can make your documents more varied and attractive, though you'll need a suitable printer to print the various fonts.

## Solution 2: LocoLink

Not only are you spared the trouble of learning a new program, but you can also transfer your files easily. You do this using a special cable and software called LocoLink. The cable plugs into the expansion port of the PCW and the parallel printer port on the PC; then you can use the software provided to transfer all your documents across.

Moreover, because LocoScript 1 and 2 documents and datafiles can be directly converted into LocoScript PC files, you won't have to convert them into ASCII. This means that you won't lose any of the formatting, or any foreign characters and LocoScript symbols that you might have in your documents. You can also transfer your LocoMail Masters to LocoScript PC and use them with the new program.

We will be telling you more about LocoLink in the next issue of *Script*.

### The two versions of LocoScript

```

group W\H\ES\N Editing text Printer idle Using Alt
Layout 1 P1P5 L51 CR=0 LP6 Page 1 Line 1/24
M=Actions F2=Layout F3=Style F4=Size F5=Page F7=Spell F8=Options EXIT

Mr T Jameson
Feasts and Favourite
42 The Drive
Combeslye
Dear Tim
(Centre)      (*UL)Old Combeslians Dinner(-WL)*
Thanks for being so helpful regarding our requirements for the
annual dinner of the Old Combeslians. We would like you to
provide the catering in the club house as discussed.
In detail we shall need:
+ Roast Turkey+      5+      £14.95+   £74.75+
+ Roast Pork+       10+     £16.95+  £169.50+
+ Vegetarian Casserole+ 2+     £13.50+  £27.00+
+ TOTAL+           17+      +   £271.25+
Please confirm that the 18th will be suitable - it is (*Italic)most
important(-Italic) that we can organise everything for that
evening.
  
```

### LocoScript on the PCW

```

Editing: 0\XDINNER\0\XJAMESON Printer: idle Using 0:
F1 F2=Layout F3=Style F4=Size F5=Page F7=Spell F8=Options F9 F10
Layout 1 P1P5 L51 CR=0 LP6 Mode=PCN18 Page 1 Line 1/24

Mr T Jameson
Feasts and Favourite
42 The Drive
Combeslye
Dear Tim
(Centre)      (*UL)Old Combeslians Dinner(-UL)*
Thanks for being so helpful regarding our requirements for
the annual dinner of the Old Combeslians. We would like
you to provide the catering in the club house as
discussed.
In detail we shall need:
+ Roast Turkey+      5+      £14.95+   £74.75+
+ Roast Pork+       10+     £16.95+  £169.50+
+ Vegetarian Casserole+ 2+     £13.50+  £27.00+
+ TOTAL+           17+      +   £271.25+
Please confirm that the 18th will be suitable - it is (*Italic)most
important(-Italic) that we can organise everything for that
evening.
  
```

### LocoScript on the PC

Up to 10 fonts available per document

The italic printstyle shown on the screen

## What you get

LocoMail, LocoFile and LocoSpell are add-on programs on the PCW, but LocoScript PC has a Spelling Checker, a Database and Mailmerge facilities built into the package, which is unusual even in PC word processors.

The Database and Mailmerge are very similar to LocoFile and LocoMail. Both LocoFile datafiles and LocoMail Master documents can be transferred over to the PC using LocoLink; though you have to 'squash' the datafiles before they can be used.

LocoScript PC's spelling checker is like LocoSpell in many ways, but has some useful extra features. The 80,000 word dictionary contains more everyday words and a better selection of possible spellings for incorrect words are offered. Once you have corrected a mistake, you can tell LocoScript to correct the same mistake automatically throughout the rest of the document if you want.

LocoScript PC also has a separate word count facility, so you don't have to check the spelling in order to find the number of words in a document.

In addition, LocoScript PC includes all the printer support you get with the Printer

Support Pack on the PCW. Actually, setting up a printer for use with LocoScript PC is also a lot easier than it is on the PCW!

## Enhancements

A new version of LocoScript PC has been released, Version 1.5, which has a number of additional features. Details of these are given in the box below.

There are also some new products to use with LocoScript PC. With a suitable printer you can use LocoFont 24 PC to produce a range of styles in your documents, for business or ornamental use – just like LocoFont on the PCW. All LocoScript's characters can be produced in all the available fonts. Unlike Old English on the PCW, Old English on the PC **does** have all the characters – though not all of them are in the Old English style!

There is also a whole range of European language dictionaries for checking the spelling in different languages. These can be used in conjunction the standard dictionary provided with LocoScript PC. You can even have a mixture of languages in a document – simply mark each section with the language it's in and LocoScript will automatically choose the right dictionary from those available.

### LocoScript PC Version 1.5

The latest version of LocoScript PC is Version 1.5. This version has a number of new features which are:

#### Split-screen editing

Version 1.5 lets you edit two documents at once which is very convenient when you are working on one document and you want to refer to another, or you want to cut and paste text between them.

It will also help you when writing Mailmerge programs because you can have the Master document on one half of the screen and run it in the other so you can see immediately what changes you have to make.

#### Pop-up keyboard diagram

It's also easier to use LocoScript's range of foreign and scientific characters because you can now bring a picture of your keyboard up on the screen. When you select the different Supershifts the picture will change to show you the characters each key will produce. While the

picture is being shown you can even prepare sequences of characters in a special window which you can paste into your document.

#### Easy back-up

To help with the back-up of important files, Version 1.5 lets you copy just those files you have altered since your last back-up – so you don't have to re-copy all your files.

#### Phonetic spelling checker

When a spelling mistake is discovered in a document, LocoScript PC will apply phonetic rules when selecting the most likely correction. This gives you an even better chance of being offered the right word first time. You can also tell the spelling checker to 'skip' sections of your text, for example addresses or formulae, so it won't waste time in checking these sections.

LocoScript PC costs £125 + VAT, which is about the same as the complete set for the PCW! It can be ordered directly from us or you can go to your nearest authorised dealer.



# VAT and LocoMail

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*For the first time in over 10 years, the rate of VAT has changed, from 15% to 17½%. Unfortunately this means that the example LocoMail Master documents given in *Script* and the LocoMail User Guide to work out VAT values, are now a bit behind the times!*

*In this article we'll be showing you what to change to work with the new rate.*

---

VAT has been at 15% for so long that you might have come to regard it as a constant in your LocoMail calculations! However it has now gone up to 17½%, so some of the examples we have given you, on the LocoMail Examples disc, or in the LocoMail User Guide, or in *Script* will have to be changed.

## Working out VAT

There are a number of ways that VAT could appear in your LocoMail calculations, depending on what you were working out.

If you were working out the amount of VAT from a VAT-exclusive price, you probably used  $*0.15$  or  $*15/100$  in your calculations, as we did the article on creating an invoice given in Issue 7 of *Script*. If you were working out the the VAT-inclusive amount from a VAT-exclusive price, you would have  $*1.15$  or  $*115/100$ . And if calculating the VAT-exclusive prices from VAT-inclusive prices you probably used  $/1.15$  or  $*100/115$ .

Alternatively you may have set up the value of VAT in a separate item, for example  $Vatrate=0.15$  and used this in your calculations, which is the case in the `CALCVAT1.BDG` and `CALCVAT2.BDG` examples on the LocoMail Examples disc. (These are also explained in Appendix III of the LocoMail User Guide.) Other examples on the disc that involve VAT calculations are `INVOICE`, `TOTAL.INV` and `ACCOUNT.EG`.

## Changing the values

The VAT values in your Master documents simply need to be changed as follows:

<b>0.15</b>	<b>to</b>	<b>0.175,</b>	<b>15</b>	<b>to</b>	<b>17.5,</b>
<b>1.15</b>	<b>to</b>	<b>1.175,</b>	<b>115</b>	<b>to</b>	<b>117.5.</b>

If you set up the rate of VAT in a separate item, all you have to do is change  $Vatrate=0.15$  to  $Vatrate=0.175$ . All the VAT calculations in the Master will now be worked out using the new rate.

This is obviously easier than going through the whole Master, so it might be a good idea to change all your Masters to use this method. Then you can save time in the future when the Chancellor next changes his/her mind!

## Presenting the results

The results from your VAT calculations could have 4 or 5 numbers after the decimal point, but you'll only want the value in pounds and pence, ie. 2 decimal places. There are two ways of doing this; you can either tell LocoMail to 'truncate' the final result, or to 'round' it.

To truncate the result to two decimal places, all you have to do is put `|2!` after the VAT calculation. For example if your result was 25.6392, using `|2!` the truncated result would be 25.63.

To round the same result to two decimal places, you just put the `|2` without the `!` instruction. The result would then be given as 25.64, because the 9 in the third decimal place means the figure is 'rounded up' to the nearest penny.

However we can't advise you which method you ought to use if you are using LocoMail to work out VAT calculations on multiple items. You should find a suitable reference text, for example 'HM Customs and Excise Notice 700 – The VAT Guide', which will give you the precise details of the rounding and truncation of figures that is allowed by law.

# Sheets of labels

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In earlier issues of *Script* we've looked at printing on continuous labels. But labels are also available as A4 sheets – indeed some printers such as laser printers can only print on sheets.

You can still use LocoScript to produce these labels – you just need to adapt the technique to the different type of paper. In this article we look at how to do this.

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The best way of producing address labels is to use LocoFile to store and maintain the list of addresses and LocoMail commands to lay out the addresses to fit the labels.

Whatever type of labels stationery you use, there are two things to consider when laying out the labels:

- if the stationery has more than one label across, printing addresses side by side;
- positioning the addresses so that each address starts at the same line on each label.

In Issues 15 and 16 of *Script* we gave the ultimate in LocoMail Master documents to merge with your data to print on continuous labels stationery. The heart of this Master document was a sequence of LocoMail commands – saved as *action* – which laid out the addresses across the page taking account of any blank lines. On page 12, we give a variation of this Master document, changed to print onto sheets of labels. The stored commands *action* are almost unchanged from the version for continuous labels.

The Master document we give requires the datafile to be in the same form as for the continuous case – in particular the data-items must correspond with those used in *action* – Room, Building, Name, Street etc. If your datafile is of a different form, then see the box below on Restructuring the Datafile.

What has changed is the way the labels are arranged down the page. In the continuous case, the Paper Type is set up for a very small page size and just one line of labels is printed per page. The new page is in fact produced by the last command in *action*. The continuous labels Master document then repeats *action* until all the addresses have been laid out and only after LocoMail has reached the end of the Master are the labels actually printed.

In the case of sheets of labels we need to lay out a whole sheet before moving to a new page. We can do this by making the last command in *action* produce a suitable number of carriage returns – so printing the labels one after the other down the paper. If we then arrange for LocoScript's view of the paper to be an exact number of labels long, LocoScript will automatically move to a new page at just the right point.

## The Details

So, let's consider a typical sheet of labels and see how to arrange the addresses for it.

Each A4 sheet of labels is 11 $\frac{3}{8}$ " long. Our example (produced by Sellotape) has spaces at the top and bottom just over  $\frac{1}{2}$ " each and there are seven 1 $\frac{1}{2}$ " labels down the page. First, we will look at how to make the addresses repeat exactly in step with the labels.

## Restructuring the Datafile

One item of feedback that we've received since publishing the LocoMail labels program is from people who have their addresses organised as one item of several lines. The LocoMail program needs each line of an address to be a separate item in order to lay them out across the page.

But don't worry. If your labels are in the wrong form, you can use LocoMail to reorganise the datafile for you without retyping. This too has been described in *Script* – in the article on Restructuring Datafiles in Issue 13.

The labels are 1½" high, which is 9 of LocoScript's standard lines of ⅝". The *action* LocoMail commands actually print 8 lines of information. (If you're not sure how this works, look back at Issue 15 for the detailed explanation.) Consequently, we need to add one extra carriage return at the end of *action* to position at the start of the next label.

Next we need to consider how to position the first line on each sheet. This is done by setting up a Paper Type such that the Top gap is the distance (in lines) down the paper to the start of the first label. But in practice it may not be possible to set the Top gap small enough to print on the top label. What's important is the first line which can be printed on after the paper is loaded into the printer. Many sheet feeders position the paper at line 1, but some printers position as far down the paper as line 6.

If your printer doesn't start until a particular line, this is the minimum size that you can set the top gap. You will need to waste the top label on the sheet and set the Top gap to the distance to the *second* label.

And finally, to get the addresses to fit exactly on the page we need to set up the page length and bottom gap so that the page body is a multiple of the label height – 9 in this case. As there are seven labels per page this gives a page body of 7 \* 9 lines (63 lines). The page length is 70 lines so we can get the page body we need by setting the Bottom gap to 3, provided we also set the Header and Footer zones to zero.

## The steps to take

The first action is to create a Paper Type to match your sheets of labels. Make sure that LocoScript is displaying the Disc Management Screen, then select Settings by pressing **[F6]**. Choose New Paper Type and press **[ENTER]**. Now type in the values for your paper – we've called it A4 Labels.

Press **[ENTER]** to create the new Paper Type and **[EXIT] [ENTER]** to leave Settings. When you are prompted to save the new settings (including details of the new Paper Type), put your Start-of-day disc into Drive A and press **[ENTER]** to write the file away ready for the next stage.

Having set up the Paper Type, you need to create a document to be the labels Master. Once in the document, call up Document Set-up from the f1 menu, check that you have selected the correct printer, and delete any header or footer text that you might have from your Template. You then call up the f5 Page menu.

You need first to call up Paper Type and select the A4 Labels Paper Type you have just created as shown in the box below.

When you have done this, call up Page layout and set the Header zone and Footer zone to 0. This should give you a Page body of exactly 63 lines i.e. 7 labels of 9 lines each (or 6 if you had to waste one – giving 6 \* 9 = 54 lines).

### The Paper details needed for A4 Labels

**Paper: A4 Labels**

<input checked="" type="checkbox"/> Single sheet
<input checked="" type="checkbox"/> Continuous stationery
Height 70
Width 50
Top gap 4
Bottom gap 3
<input checked="" type="checkbox"/> Ignore paper sensor
<b>▶ Create new Paper Type</b>

**f5=Page**

<b>Paper Type</b>
A4
A5
<input type="checkbox"/> Continuous
<input checked="" type="checkbox"/> A4 Labels
<input checked="" type="checkbox"/> Portrait (Tall)
<input type="checkbox"/> Landscape (Wide)
<b>▶ Use Paper Type</b>
Show Paper Type

**f5=Page**

<b>Page layout</b>
Top gap 4
<b>Header zone 0</b>
Page body 63
Footer zone 0
<input checked="" type="checkbox"/> Fixed footer zone
<input type="checkbox"/> Floating footer zone
Bottom gap 3
Paper length 70

**The Paper Type and Page Layout settings needed in the f5 Page menu**

A4 labels stationery      The new Paper Type

Now leave Document Set-up and return to editing the document. Type in the LocoMail commands shown in the box below.

Finally save this Master document onto disc.

## Printing the labels

To print the labels, merge the Master document with your data. This will process the whole datafile, creating a document consisting of all the labels correctly split into pages. At the end, you can save this to disc or simply print it.

If the printout doesn't split into pages at the correct places, this means you have not set up the page body to be a multiple of the label size, or are printing more lines per label than you should. Check that you have selected the correct Paper Type for the Master document, that you have set up the Top and Bottom gaps correctly and that the Header and Footer zones are both zero. Also check that you have set the correct number of carriage returns at the end of *action*.

## A variation

Both the Master document in this article and the Master document for continuous labels need to store all the labels in Drive M before printing them. If you have a small Drive M or a large database this may not be possible. But you can avoid this by changing the Master to process and print one page at a time.

It is the command `%action` which tells LocoMail to produce a line of labels and the command `@name` which tells it to repeat this until the data-item name no longer has a value – ie. after the last address has been processed.

In the continuous case, simply omit the `@name`. In the case of sheets of labels omit the `@name` and add extra `%action` commands (separated by carriage returns) to give as many `%actions` as labels fit down the sheet, then LocoMail will reach the end of the Master document after just laying out one "page" of labels. If an automatic merge is used, LocoMail will then move on to prepare the next page whilst printing the page already prepared.

### The LocoMail Master

```
(#Mail)e
^
spc = " " : null = "" : tab="^"
cr="^"
^
action=#(#Mail)e
^
out1=null: out2=null: out3=null: out4=null
out5=null: out6=null: out7=null: out8=null
^
label=#(#Mail)e
y=1
s=name          : % "# s (<null:<:out"&[y]&" = out"&[y]&" & s : y=[y+1] ):"e
s=room & spc & building : % "# s (<spc :<:out"&[y]&" = out"&[y]&" & s : y=[y+1] ):"e
s=street        : % "# s (<null:<:out"&[y]&" = out"&[y]&" & s : y=[y+1] ):"e
s=village       : % "# s (<null:<:out"&[y]&" = out"&[y]&" & s : y=[y+1] ):"e
s=town          : % "# s (<null:<:out"&[y]&" = out"&[y]&" & s : y=[y+1] ):"e
s=county        : % "# s (<null:<:out"&[y]&" = out"&[y]&" & s : y=[y+1] ):"e
s=postcode      : % "# s (<null:<:out"&[y]&" = out"&[y]&" & s : y=[y+1] ):"e
s=country       : % "# s (<null:<:out"&[y]&" = out"&[y]&" & s : y=[y+1] ):"e
out1 = out1 & tab
out2 = out2 & tab
out3 = out3 & tab
out4 = out4 & tab
out5 = out5 & tab
out6 = out6 & tab
out7 = out7 & tab
out8 = out8 & tab
^
(-Mail)"e
^
%label(-Mail) (#Mail)
%label(-Mail) (#Mail)
^
out1:cr
out2:cr
out3:cr
out4:cr
out5:cr
out6:cr
out7:cr
out8:cr
cr
(-Mail)"e
^
@name %actione
```

8 lines (the address actually printed on the label)

Plus 1 extra line (to make up the full 9 lines)

# The Amstrad fax machine

---

*We have received a number of queries about using LocoScript 2 with the Amstrad fax machine, which can be used as a telephone and answer machine as well as for sending faxes. The fax can be used with the PCW to print LocoScript documents, or you can use LocoScript to prepare the faxes you want to send. All you need to do this is the correct printer driver from the Printer Support Pack and a suitable cable and interface to connect the fax machine to your PCW.*

*In this article we'll be telling you about the Amstrad fax, and how to use it with LocoScript.*

---

Some fax machines can do more than send and receive messages. The Amstrad fax machine can be used as a phone and an answer machine as well. Phone numbers you use often can be stored in the machine as a series of single keystrokes or 'short codes', so you can dial them by simply pressing one or two keys. It can also store your signature in memory, to be reproduced on your faxes whenever you want.

If you connect the Amstrad fax to a PCW, you can also use it to print your LocoScript 2 documents. You'll need a suitable cable and interface and the FX9600.PRI driver file, which you'll find in the Printer Support Pack. Once connected, you can use the fax machine as a normal printer, or you can send LocoScript documents as faxes. You'll also be able to add your signature to your documents if you want, and set up the phone list from LocoScript.

## Using the fax as a printer

The fax machine works with LocoScript 2 in very much the same way as an ordinary printer does. All you have to do is connect the fax machine to your PCW with a suitable printer cable and then you install in the normal way, using the FX9600 printer driver file from the Printer Support Pack.

Once the fax is installed as a printer, you can begin to set up the documents you want to print accordingly. Go into Document Set-up and set up the FX9600 as the Intended Printer, then you can begin to print.

The only difference between the fax and a normal printer is that you have to check that the fax's TEXT light is off before you send something to be printed. If it is on, press the button once to turn it off and the word Local will appear briefly on the display. Now you can send your document to the printer and it will be printed out in the normal way.

There are a few limitations in the quality of the documents printed, in particular the pitches that can be used. The fax doesn't support 15 pitch, so documents in 15 pitch will be printed in 17 pitch.

You will also find that the pitch sizes produced by the fax are not exact, so the tabs and margins in your documents may be altered slightly. But providing you don't have a mixture of different pitches on the same page, this should not cause you any serious problems.

These inaccuracies are caused by the way the fax machine is designed, so there is nothing LocoScript can do to correct them!

## Faxing from LocoScript 2

When you want to send someone a fax, you can set it up as a LocoScript document. Then you send this document to the fax as if you were going to print it, except that this time you make sure the TEXT light is on. If it is off, press the button once to switch it on and the word Remote will appear on the display.

Your document will now be stored in the fax's memory until you dial the number you want to send it to. If the document is too big to be stored in the fax's memory, the fax will send the first part of the document before LocoScript has finished 'printing'. This will make room in the memory for the rest of the document.

### Adding a signature

One of the special features of the Amstrad fax machine is the ability to add your signature to faxes. Instructions on how to enter your signature are given in "Set up Signature" in the Programming section of the fax's manual.

You can also use this feature in LocoScript documents you print out, as shown in the box

below. But to do this you must use the FX9600 printer driver, which was specially written for the fax machine. If you are using another printer driver you won't be able to access the signature.

You add the signature to your LocoScript documents by putting a special character in the relevant place. This character is Circle-0, a LocoScript character which you get by pressing **EXTRA** and zero together. Whenever a document with this character is sent to the fax, your signature is produced in its place.

However you have to remember that LocoScript regards the Circle-0 as a single character so it will only allow enough space for a single character. This means it's not a good idea to put any more text on the line you want your signature to appear on, because you'll find your signature is printed over it.

You could also find that trying to centre or right-justify your signature won't give the results you want, because LocoScript can only position the top left-hand corner of the signature.

## Adding a signature to LocoScript documents

### The document on screen

The Circle-0 character. In this example we have altered the line spacing to provide more room for the signature

```
␣
I hope this information has been helpful to you. If
you have any more problems, please do not hesitate
to contact me.␣
␣
Yours faithfully,␣
␣
(+L.Space3)0␣
(-L.Space)␣
␣
Carole Wilbraham.␣
```

I hope this information has been helpful to you. If you have any more problems, please do not hesitate to contact me.

Yours faithfully,

*Carole Wilbraham.*

Carole Wilbraham.

### The document printed by the fax

The Circle-0 has been replaced with the signature

## A sample phone list document

```
Transferring... ←  
① Dr J.E Esau ② (0633) 680548 ② (0633) 543789 ←  
S Jones ② (0532) 755190 ② (0532) 755644 ←  
James ②②(0737) 880452 ←  
③ ...Completed ←
```

When you print this document on the fax, all that will actually be printed is this:

```
Transferring...  
...Completed
```

The numbers and names are now stored in the fax's memory.

So you should always put your signature on a new line, with its top left-hand corner in a suitable position. This doesn't have to be full left, so you can experiment with tabs to see what looks best. It's also a good idea to work out how deep your signature is and then you can set the line spacing so it will fit neatly.

## Setting up the phone list

Another feature of the fax is that it can also store a list of phone numbers for 'one touch' or 'short code' numbers. You can either store these numbers using the keypad as instructed in the fax's manual, or you can do it by sending a special LocoScript document to be printed.

The document should be laid out as shown in the box above. The first number on your list will have the short code of '1', the second number will be '2' and so on. It doesn't actually matter what words you use at the beginning and the end of the document, all that's important is that there's a line of normal text in these places. The characters like ① (which you type by pressing **EXTRA** and the number 1), are needed because these tell the fax how the numbers should be stored. If you only have one number for a person, you must still have two ② characters on each line, so the fax knows that one is being left blank.

The document must be in 10 pitch, and you can't use print effects like bold or italic in it. The document must also fit on one page, as the end-of-page marker will cause odd results in the middle of a table of numbers!

The numbers are stored in the fax by printing the list document on the fax. Check that the TEXT light is off and print the document in the usual way. Only the first and last lines will actually be printed, but your numbers will now be set up in the fax machine's memory.

However this process removes any numbers that were already stored in the fax's memory, so you should keep your list: then you can edit it and repeat the process whenever you want to change any of the details.

If you find that your phone numbers are wrong, you should print out the stored numbers, following the instructions in the fax's manual. If you find that the document has a number of extra 'p's and 'm's, it probably means you have used the wrong pitch. Simply change it to 10 pitch and repeat the process. You should then find that you have no further problems, and your numbers will be stored correctly.

# Letters

## Extracting information

I am currently setting up an lengthy database with LocoFile v2.28a on a PCW8256. I have a lot of records which are almost identical, except for a few details. Is there any way to duplicate a record and then make the alterations?

Mr DW, London

LocoFile doesn't have a 'Duplicate record' facility, so you can't make duplicate records directly. However you can use LocoFile's Extract feature to copy information from one of the records. Paste this into a document and duplicate it as you wish. The document can then be re-inserted into LocoFile to create the records you wanted.

Before you begin you will have to make sure that all items in the datafile are named. Then call up the record you want to copy. Press **F7** and the Extract menu will appear. The items are copied to a block which you select at the top of the menu. Use the **Select all** option so all the items on the record will be copied. Then move the cursor to **Extract items** and press **ENTER**. The data is now copied to the named block. (If you want to copy another record, simply move to it and carry out the same steps, but select a different block this time.)

Exit from LocoFile and create a 'data' document. This is just an ordinary document laid out in a way LocoFile will understand. Paste in the information from your record, and duplicate it as many times as you want. While editing each new record, you should also make sure that they are laid out properly. This means dividing each item from the next by a separator and putting an end-of-record marker after the last item of each record. You also need a Record Pattern at the beginning of the document to describe how the items are laid out, using the same names for them as in the original datafile. (See Chapter 8 of the LocoFile User Guide.)

When you have finished editing, you insert the document into your datafile. Run LocoFile and press **F7** for the Actions menu. Move the cursor to the **Insert data** option and press **ENTER**. Pick out the document by moving the cursor to it and press **ENTER**, then press **ENTER** again to confirm your choice.

The duplicate records you require will now be copied into your datafile.

## Using the BJ-300

I have a Canon BJ-300 fitted to my PCW9512. I have also bought the Printer Support Pack and I am anxious to exploit the full range of typefaces available on the printer, especially the expanded type.

However I am having difficulty in finding out what to do, so please could you help?

Mrs DR, Nottingham

The Canon BJ-300 printer operates in two modes, **Mode 1** which emulates an IBM-type printer, and **Mode 2** which emulates an Epson-type printer. What you can print on the BJ-300, and the printer files you need, depends on the mode you are using.

If you are using **Mode 1**, you use the BJ130E.PRI file from the Printer Support Pack to install the printer. When using this mode you can only print in the Courier font or the Letter Gothic font, and you won't be able to produce italic text.

If you are using **Mode 2**, you install the printer as if it was an Epson SQ-850. You have a wider choice of available fonts in this mode; either Gothic (shown as 'Sans Serif'), Courier or Prestige, and italic text is also supported.

If you fit the appropriate font cards to your printer, you will also be able to print in Roman, Script, OCR-A and OCR-B fonts. All the Character Sets you need for these fonts are given in the Printer Support Pack.

The BJ-300 can also work in **Download mode**, which means you can produce all of LocoScript's characters and symbols. However this requires extra memory so you will need to fit the BJMR-3028 RAM card. You also need to select **Mode 2** before you can use **Download mode**.

Regarding your question about 'expanded type', LocoScript will support double-width characters with the BJ-300, but it doesn't automatically support the double-height characters.

However, it is possible to set up a Character Set to produce these double-height characters using the CHARKIT program. This is also supplied with the Printer Support Pack.

More information on creating extra Character Sets can be found in Issues 14 and 15 of *Script*.



# Letters

## Direct printing

I am trying to use the Direct Printing option, but I find that I have difficulty in loading any of the extra fonts so I always have to use the standard font. I have looked at the Font manuals, but I can't find any reference to Direct Printing. Can you tell me how to load these extra fonts? I see there is a file called MATRIX.#SS on my Start-of-day disc. Is it possible to change to this as the default font? I have tried doing this via 'Settings.Std' without success.

Mr FW, Eastbourne

**To use a particular font for your Direct Printing, you must have the font you want selected as the Current Character Set.**

Assuming that the font is correctly installed and that its name appears in the Settings file, all you have to do is check that the font file (MATRIX.#xx) appears in Group 0 of Drive M and then you press **[PTR]** and **[75]** to call up the Printer menu. Move the cursor until Character Set is highlighted and press **[ENTER]**. Select the font you want using the **[CH]** key and press **[ENTER]**. Once you have done this, you can return to the Disc Manager to start Direct Printing.

This makes sure that the font you want to use is selected as the Current Character Set and so will be the font used for Direct Printing.

## Printing lists with LocoMail

I have set up a datafile containing information about people who have attended training courses. A need arose to create a list of personnel capacities and this I was able to do by using LocoMail to extract records on the Forename, Surname, Position and Organisation items. However on printing out, the list seemed smaller than expected. A check via the screen revealed that the print-out only included every alternate record. On reflection I wondered if it had anything to do with my Record Pattern separators. I had an unusual assortment because they seemed easier to identify than a series of commas.

Mr RC, Carlisle

Your problem isn't caused by the separators you have used, but by a \$+ command in your LocoMail Master document. When LocoMail reaches the end of the instructions in the Master document, it automatically moves onto the next record in the datafile. However the \$+ instruction also tells LocoMail to move to the next record. The result is that these two actions are combined and every other record is missed out. If you remove the \$+ instruction from your Master document you should find that you'll be able to produce your list with no further problems.

---

## The GQ5000 printer

I have an Amstrad 8256 and six months ago I bought the Epson GQ5000 laser printer to work with it. I bought the Printer Drivers disc from you at the same time and I have been using GQ3500 driver. But I have been unable to print a ¼ and when I phoned I was told that I should be using the GQ5000 driver instead, but I can't find it on my disc.

Mrs S G, Newbury

You were unable to print the ¼ symbol because unfortunately the GQ3500 driver doesn't support this character. This is one of the reasons why we developed a separate GQ5000 driver, which does support all the characters. This file can be found in the new Printer Support Pack.

Actually the GQ5000 driver is not the only driver that can be used with your printer. The GQ5000 laser printer is a special case because it can work in a number of different modes, and

each mode uses a different printer driver. For example, when you are operating your printer in Page Printer mode you use the GQ5000.PRI driver. But if you want to use the HP LaserJet emulation, you need the HPLASER.PRI file instead.

If you have more than 1M of memory, you can also operate the GQ5000 in the special 24-pin download mode. This means you'll be able to print all LocoScript's characters, including the various symbols and foreign characters. Again you will need a different driver; this time you use the 24GQ5000.PRI file.

All these files are in the Printer Support Pack, including the 24-pin printer driver software. If you return your Printer Drivers disc to us, you will be able to upgrade to the Printer Support Pack for just £14.95.

# Letters

## A.C.C. hard discs

I have just bought LocoScript 2 and LocoSpell after using LocoScript 1 for a number of years. I am very pleased with it so far, but I hope you can answer one small query. I am using an A.C.C., 20 mega byte hard disc and although I do not need LocoScript 2 to self boot from the disc, I'd like to use it for data storage. But I can't seem to be able to make LocoScript recognise the additional drive at boot up. I have an 8256 with extra memory and twin disc drives.

Mr MI, Kingsbridge

**Unfortunately A. C. C. hard discs are not compatible with LocoScript 2. However we know of two companies that supply hard discs that will work with LocoScript. You can find out further details, such as the price, by contacting them direct. Their details are:**

SCA Systems Ltd,  
61, Ferringham Lane, Ferringham.  
West Sussex. BN12 5LW.  
Tel: 0903 700288

Cirtech Ltd,  
Currie Road Industrial Estate, Galashiels.  
Selkirkshire. TD1 2BP.  
Tel: 0896 57790

## Disc Data error

I have tried to copy the LocoFile disc that I bought recently for my 9512. When I say 'continue' after putting the disc in Drive A I get the message "Error in Drive A, Disc Data Error" and when I use the Retry option I get "Error in Drive A, Disc sector not found".

I also note that on page 17 of the Update booklet it says that LocoFile only works with v2.20 of LocoScript or later. I have v2.12, does this mean that I have to buy a later version of LocoScript 2?

Mr E H, Grimsby

**The error messages reported in your letter suggest that your Master disc may be faulty. In this case you should send your disc to us, and we will check and replace it if necessary.**

**Although LocoFile needs v2.20 of LocoScript to run, you don't have to worry if your current version is only v2.12. Upgrades to the latest version for LocoScript, LocoMail and LocoSpell are given on the LocoFile Master disc. When you create a new Start-of-day disc with the new LocoFile disc, your whole system will be upgraded to the latest version.**

---

## Inserting ASCII data

I am operating an Amstrad PCW9512 with LocoScript v2.29 and LocoFile v2.29a. I used to use a Cardbox databank and I would like to transfer the contents to a LocoFile datafile. I have followed the instructions in the Cardbox manual to prepare an ASCII copy of my databank. This has been transferred to LocoScript using 'PIP'. I have created a datafile with identical rows and columns as I had in Cardbox. I ran LocoFile and tried to enter the information, but every time I get the message "Invalid Record Pattern". I have tried another method to prepare the ASCII file but I get the same result.

Mr HH, Poole

**There are a number of steps you have to carry out to transfer datafiles from other sources, such as the Cardbox databank, into LocoFile. The first thing is to put your datafile into ASCII format following the instructions in your manual. From your letter it appears that you have carried out this first step correctly.**

**However, before you insert the ASCII file into LocoFile, you have to describe the layout of**

**your information to LocoFile by setting up a 'Record Pattern'. Then LocoFile will know what everything is, so it will be inserted correctly. The Record Pattern can be held in a separate LocoScript document.**

**Creating a record pattern is not very difficult. All datafiles have the same basic way of storing information - items or 'fields' divided by special markers known as separators. The Record Pattern needs to give names to each item of information and specify which characters you are using as separators.**

**If you have already set up your LocoFile datafile you must make sure that you use the same names for your items. If not you can choose any name you want and then use these names when you set up your datafile.**

**Once you set up a Record Pattern, you should find that you are able to insert your data into LocoFile without difficulty. More information is given in Chapter 8, 'Inserting data from other datafiles' in the LocoFile User Guide.**

# Letters

## 'Duplicate' records

I'm having a problem with LocoFile v2.29. With some, although not all, of the records in my datafile there appears to be a duplicate record. When I press **[PAGE]** or **[ALT] [PAGE]** the same record appears twice. The record number and the contents of the record are the same in both cases. Can you help?

**Mr DF, High Wycombe**

From your letter we suspect that your index is set up with either an alternative Main key or an alternative Sub key. If this is so, each record will appear once in the index for each key item containing text, therefore one record can appear many times.

Moreover when using alternative Sub keys, it is quite common to find index entries from the same record next to each other in the index order. The same record will be shown on the screen for both entries – hence the 'duplicate' effect.

There is a way to see if this is the case by watching the screen. When you go through a single item index, the cursor stays in the same position all the way through. But when going through an alternative key index the cursor will move to the different items as they appear in the index. So, although you have the same record on the screen, the cursor will have moved to one of the other items on the card.

For more information about LocoFile's indexes, you should refer to Chapter 9 of the LocoFile User Guide.

## Checking foreign spelling

I recently purchased a copy of LocoScript 2 with LocoSpell, which I am finding very useful. However I wonder if it would be possible to use LocoSpell to check text in a foreign language? I often use my PCW to write to German friends and a German spelling checker would be a considerable blessing!

**Mr DB, Coventry**

You can check the spelling of your German text by using the German version of LocoScript and LocoSpell, which you can buy from a German distributor. All the messages will appear in German, but this won't cause someone who writes German any problems!

You can't just use the German LocoSpell with the English LocoScript to check the spelling of German text, because it isn't possible to mix National Language Versions of LocoScript and LocoSpell. This is explained in more detail in the article in Issue 12 of *Script*, which tells you all about the different Language Versions available and how to use them.

If you were using LocoScript PC, you wouldn't need a special version. Here it is possible to check the spelling of text in a different language; all you have to do is install the appropriate foreign dictionary. Then when you check the text, LocoScript will use the right dictionary automatically. This means it's even possible to check the spelling of multi-lingual documents, as long as you have the relevant dictionaries.

---

## Finding Group 7

In attempting to update my LocoScript Start-of-day disc to use my newly-acquired LocoFile with it, I have come across a problem. I followed the steps outlined in the PCW9512 Update information booklet. Everything went well until I reached the instruction "all that remains is to add to your 2.xx Start-of-day disc...". The second paragraph says that "If you wish to have the System and User dictionaries on your Start-of-day disc, you will need to copy LOCOSPELL.DCT and USERSPEL.DCT files from Drive M to Group 7 on Drive A". My problem is that there is no Group 7 on Drive A! The only group shown is Group 1. What should I do?

**Ms LN, Bournemouth**

All drives have a Group 7, but it is only displayed on the main part of the screen if you actually have files in it. However, if you look at the top half of the Disc Manager Screen, you will see it listed with all the other groups. To select it, you simply move the Group cursor to it, which you do by pressing **[SHIFT]** and the cursor keys together.

For more details you should consult Session 3 of the LocoScript Tutorial, particularly the section called 'Picking where to store the document'.

# PostScript

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