Script

Issue 19

THE LOCOSCRIPT NEWSLETTER

This issue of *Script* is the first in Volume 4, and the first issue which covers LocoScript PC as well as LocoScript for the PCW. Most of the articles and letters that we'll be printing in *Script* will apply equally to the PC and the PCW, but to make things completely clear, we now have a special marking system.

[PCW] means that the article or letter deals with LocoScript 2 on the familiar Amstrad PCW, while [PC] means that the article/letter concerns LocoScript PC on a PC. PCs come in many different types and makes, and they are generally a lot more powerful than PCWs. [PCW/PC] shows that the article/letter covers both versions of LocoScript. So you'll be able to tell at a glance what's relevant to you!

Our first article covers a subject that will be useful for both PC and PCW users – how to put page numbers into documents. We look at the codes and characters you need and the various styles of numbering you can produce in your documents.

Our second article is for anyone who is upgrading from the PCW to the PC. When LocoScript PC was first released, we introduced a product called LocoLink which allowed you to transfer files from the PCW to the PC without losing your formatting. Now there is a new version of LocoLink called LocoLink 2. This also allows you to transfer files from the PC to the PCW, and our article shows you how easy it is to use.

Next we look at a problem of concern to both PCW and PC users. If you are producing a mailshot from a large datafile, you might want to stop the merge for some reason, then continue from the same point. In the article on page 9 we show you how to do this.

LocoScript on both the PCW and the PC offers support for a great many printers – over 500 at the last count! Some of these printers offer features that LocoScript doesn't support automatically, like double-height characters and printing in different colours. But it is possible to use these extra features if you use LocoScript PC's special printer codes, or the CHARKIT program on the PCW. We show you how to do both in our final article.

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News

Add-ons for LocoScript PC

[PC] There are now some add-on programs available for LocoScript PC, namely a range of Foreign Language Dictionaries and LocoFont 24 PC.

Dictionaries are already available in French, German, Italian, Spanish and US English, and there are more planned for future release. The extra dictionaries can be used in conjunction with the dictionary supplied with LocoScript PC, so you'll be able to check the spelling of multi-lingual text. All you have to do is indicate which language your text is in, then the spelling checker will automatically use the correct dictionary when checking through the document. You can install as many of the extra dictionaries as you want, so you can check the spelling of documents in several different languages!

LocoFont 24 PC gives a selection of typestyles to use with 'download' printers such as 24-pin dot matrix printers, the Epson GQ5000 and EPL7100 laser printers (although the quality isn't as good as these printers own built-in fonts), and Canon BubbleJet printers. The styles range from flowing handwriting styles like Copper plate to professional fonts like Roman, and all the styles offer the full complement of characters available with LocoScript, including Greek and Cyrillic. (Unlike the PCW version, Old English on the PC does cover the full LocoScript character set, but not all of it is in the Old English style.)

Foreign Language Dictionaries and LocoFont 24 PC each cost £49.95 plus VAT and come with a FREE upgrade to LocoScript PC version 1.5. This means you'll also be able to benefit from the new features of v1.5 like split screen editing, phonetic spelling correction, and new database commands. If you intend to use a number of dictionaries, or more than one font, we would recommend you have a hard disc system or sufficient EMS memory to store all the dictionaries and fonts. Then you can avoid swapping floppy discs.

LINDEX

[PCW/PC] In Issue 16 of *Script* we told you about a program for the PCW called LINDEX which creates an index of your discs. This index can be inserted into a LocoFile datafile, so if you index several discs and insert all the index files into the same datafile, you can produce a master index of all your discs.

A version of this program is now available for the PC. The program is produced by a company called Festival Software Services, who are a voluntary enterprise, with the profits going to charity. LINDEX costs £19.95 for the PC and £14.95 for the PCW. For more information contact Festival Software directly at: 470, Leeds Road, Thackley, Bradford, BD10 9AA.

Script binders

[PCW/PC] We have now reached Issue 19 of *Script*, and if you have collected all the issues you might be finding storing them a bit of a problem! To help with this we supply hardback covers in which you can file your issues of *Script* to keep them all together and neatly in order.

The binders are green in colour, with gold lettering, and each one will hold twelve issues of *Script*. They cost £5.82 each (Inc. VAT) and you can either order them by phone, quoting a credit card number, or by filling in one of our order forms and sending it with a cheque for the full amount to our Dorking address.

Numbering your pages

No matter what kind of document you are working on, you're likely to want to number your pages, so you can keep them in the correct order. With LocoScript, putting in page numbers means putting a special code and some characters to reserve space where you want the number, then the correct page number is inserted when the document is printed out. LocoScript also allows you to number a series of documents together, for example the chapters of a book which are stored in separate files.

In this article we'll be showing you how to put page numbers into a document. Setting up consecutive page numbers for a series of documents will be covered in our next issue of Script.

If you want page numbers in your LocoScript documents, you have to do two things. First you have to put a page number code wherever you want the page number to appear. When the document is printed out, this code tells LocoScript to put in the correct page number for each page.

In addition, because the code itself doesn't take up any room in your document, you have to follow the code with a number of 'space-reserving' characters, so there will be room for the page numbers. If you don't do this, you will find that your page numbers either won't be printed at all, or they will be cut short.

You can have your page numbers anywhere in your document, all you have to do is insert the correct code and characters into the text. However the most usual place for page numbers is in the Header or Footer of a document.

This is also the easiest option because then you only have to insert the page number code and characters once, and the number will always appear in the right place despite any changes you make to the document later. If you made your page numbers part of your main text, you would have to put the necessary codes and characters on every page of your document, and you would also have to make sure that editing your document wouldn't change their positions – or your page numbers would look rather odd!

You can have your page numbers in a number of different styles which we'll be showing you later, but first we will look more closely at the page number codes and the 'space-reserving' characters you will need.

The codes and the characters

LocoScript's page number codes are 'word processing' codes, just like (+Bold) and (+Italic), or positioning codes like (+CEntre). However they can't be inserted from menus like the codes for style or layout; they must be inserted via the Set menu, which you call up on screen by pressing ⊞.

There are two Page number codes: (PageNo) and (LPageNo). These two codes correspond to the two different page numbers you might want – (PageNo) is the number of the current page (ie. the number of the page the code is on) and (LPageNo) will give you the total number of pages in the document.

The characters you use to reserve space for the page numbers are <, > and =. These suggest how the number will be laid out within the space they reserve. So if you put <<<, LocoScript knows that it should the numbers to the left, ie. 1⌴⌴. If you had >>>, LocoScript would put the numbers to the right, ie. ⌴⌴1, and if you had ===, the numbers would appear in the middle, ie. ⌴1⌴.

You need as many of these characters as the number of digits in the largest page number you will have in your documents. For example if your page numbers go up to 100, then you'll need at least three space-reserving characters, and so on. But don't mix the space-reserving characters: they have to be all the same or it won't work!

Also the characters must be positioned *immediately* after the page number code they are reserving space for. If you put a blank space, a character or even another code between the page number code and the characters, you will find that the characters themselves are printed in your document instead of the page number, which is obviously not what you want!
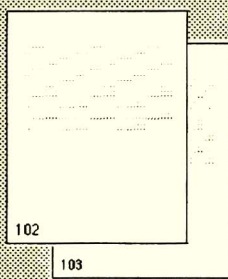
Simple page numbers

So now we know what the page number codes and the space characters are, we'll look more closely at the ways you can put them in your documents. As we have said before, it's usual to have the page number in either the Header or Footer of your document. In our examples we'll be putting the page numbers into the Footer of a document, which is set in Document Set-up. (The option that selects Document Set-up is in the f1 menu on the PCW and the f9 menu on the PC.)

The first thing to do is to make sure that the f8 option to Show codes is ticked. This makes it easier to insert the codes and characters properly, because you can see what you are doing! You also need to start your footer with a blank line, to divide the page number from the rest of the document.

The simplest kind of page numbering is having the number in the bottom lefthand corner of every page in your document, as shown in the box below. All this requires is a (PageNo) code which you get by typing ⊞PN or pressing ⊞ and selecting Page Number
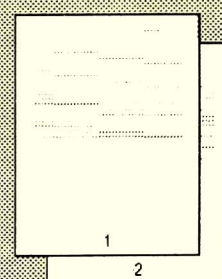
Different styles of page numbering
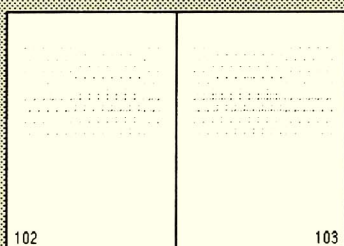
Page numbers on the left
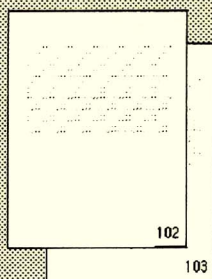
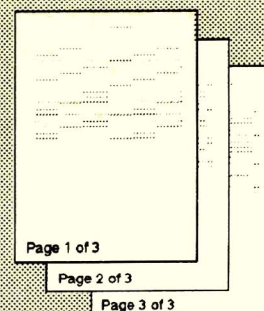Page numbers on the right

Page numbers in the middle

Page numbers for odd and even pages

Including the Total number of pages

from the Set menu, followed by a number of < 'space-reserving' characters, so the number will appear on the left of the space. The instruction should look like this:

`(PageNo)<<<`

However you may prefer the page number to appear in the right-hand corner, or even in the middle of the page, as we have also shown in our examples. To make the number appear on the right, you type a (+RAlign) code before the (PageNo) code and then use > characters instead of <'s to position the number to the right as follows:

`(+RAlign)                (PageNo)>>>`

To position the page number in the middle of each page you simply need the (+Centre) code before the (PageNo) code and to use = characters, so the number appears in the middle:

`(+Centre)      (PageNo)= = =`

You can also include text with your numbers, for example 'Page 1'. Simply type in the word 'Page' and a space before you put in the (PageNo) code and special characters, and this will be printed alongside the page number in your document. But remember that you can't have any text or spaces between the number codes and the space-reserving characters.

Once you have finished putting in the codes and text you want, leave Document Set-up and return to your document. Now when you print out your document, your pages should have page numbers in the style you wanted.

Including the total of pages

Instead of the simple page numbers we showed you in the previous section, you might want to have a more elaborate numbering scheme like 'Page m of n ', as shown in the box on the previous page. In this style m is the current page number set up with the (PageNo) code as we've already shown you, and n is the total number of pages entered by the other page number code, (LPageNo). You set up this code in a similar way to (PageNo), ie. by typing ⊞ LPN, or by pressing ⊞ and selecting Last page number from the Set menu. So to get the 'Page m of n' style of

numbering, you might use the following sequence of characters and codes:

`Page (PageNo)= = of (LPageNo)= =`

In simple cases, the total number of pages will be the number of the last page in the document, and this is what LocoScript normally inserts when it finds a (LPageNo) code. However, if your document forms part of a sequence of documents, the last page number of the current document won't be the total number of pages in the series. So LocoScript allows you to set your own 'Total pages' number in Document Set-up. When you enter a value for Total pages, this number will always be inserted when LocoScript finds the (LPageNo) code, no matter how many pages there actually are in your document.

The Total pages number can be set by hand using the Page numbers option in the f5 Page menu in Document Set-up, or through the Identity text menu. But there is also an automatic way to insert the Total pages number, and we shall be telling you about this in more detail in the next issue of *Script*.

Numbering odd and even pages

If, for example, you are numbering the pages of a book, you might want your page numbers to appear to the left on even numbered pages and to the right on odd numbered pages, because this is how the numbers in books are usually laid out. To do this, you simply set up two sequences of page number codes, one for odd pages which you put in Footer 1, and another for even pages which you put in Footer 2.

Go into Document Set-up and select the Header/Footers option from the f5 Page menu. Press [Enter], move the cursor to Odd pages and press ⊞ to put a tick beside it. Exit from the menu by pressing [Enter] and Header/Footer 1 will now be used for odd numbered pages, and Header/Footer 2 for even numbered pages.

Now go to Footer 1 and type in a (RAlign) code, the page number code and the > characters, exactly as we showed you earlier, so the page number will appear on the right. Footer 2 will be printed on the even pages, so go to this section and simply type in the page number code and < characters – again just as we showed you earlier. The page number will then appear on the left.

When you have done this you can leave Document Set-up and your document will be numbered in the way you want.

Transferring files

To make things easier for those people who are upgrading from LocoScript on the PCW to LocoScript PC, we have developed a special cable and software called LocoLink. This lets you transfer any type of file from a PCW to a PC. Moreover any LocoScript files you transfer can be used directly with LocoScript PC – and all your formatting codes will be preserved!

The new version of LocoLink will be released shortly. This is called LocoLink 2 and as well as being easier to use, it will also transfer your files both ways! In this article we will be showing you how straightforward it is to transfer files using LocoLink.

Transferring files from a PCW to a PC used to be quite a problem. One option was to fit extra disc drives to either the PCW or the PC, so you would be able to use the same type of disc on both machines. However fitting another disc drive to either machine could be expensive.

Alternatively you could use a serial cable and interface to join the machines and transfer your files in that way. The problem with this method was that it was complicated to use.

Using LocoLink

To use LocoLink, put your PCW next to your PC and then fit the cable which goes from the PCW's expansion port to the PC's parallel port. Full instructions on setting up LocoLink are given in the LocoLink booklet.

Before connecting or disconnecting the cable, you must make sure that the PCW is switched OFF. If you don't remember to do this, you could cause a lot of damage to your PCW or the cable or both!

Once you have finished moving your files, it's easy to finish the link. Just leave LocoScript PC on the PC, or tell it to 'ignore' the PCW Drive (see Section 3.3 of the LocoScript PC Reference book), while all you have to do at the PCW end is switch it off.

But even after you had managed to transport your files, you still had a lot of work to do. All the files transported using either of the above methods had to be converted into a form your new software on the PC could work with. In most cases this meant turning all the documents and datafiles into ASCII – and losing all the formatting commands or special characters you had in your documents. So you had to waste time re-editing your documents before you could begin to use them properly on the PC.

Obviously this was not an ideal situation! So when we developed LocoScript PC, we also developed a special cable and software called LocoLink, which solved all these problems in moving files from the PCW to the PC. LocoLink 2, which will be released shortly, will also transfer files from the PC to the PCW and it is even easier to use. In this article we'll be showing you how to transfer your files using LocoLink 2.

How LocoLink 2 works

LocoLink 2 consists of a cable, a program to run on the PCW, and an upgrade for LocoScript PC v1.5 for the PC. When you join the PCW to the PC using this cable and software, LocoScript PC thinks that the PCW is just an extra floppy disc drive, called Drive Z.

So at the PCW end you just select the type of disc you're using, Drive A, Drive B or even a hard disc if you have one (see the box below). The files on this disc are then displayed in Drive Z of LocoScript PC's Disc Manager screen.

At the PC you can treat these files in the normal way and you can even work on them directly, although we don't really recommend that you do this because you'll find it a lot slower than working on one of the PC's own floppy discs. However you could take advantage of LocoScript PC's better Disc Manager facilities, such as being able to copy or delete more than one file at once, to re-arrange the files on your PCW disc if you want to!

Transferring your files from one machine to the other is very simple. To take PCW files to the PC, all you have to do is select the files you want to move with the cursor, then you use the 'Copy' option to copy them to one of LocoScript PC's directories and the transfer is complete!

Transferring files from the PC to the PCW is very similar, except that this time you copy the files the other way – selecting the PC files you want to move and copying them from their directory to the PCW 'disc'.

What to transfer

You can transfer all kinds of documents and datafiles from the PCW to the PC, but naturally there is no point transferring files that you won't actually be able to use on the PC! The files you shouldn't transfer include CP/M programs, character files you have defined yourself using LocoChar, and all PCW Character Set files. Also you shouldn't transfer any of LocoScript 2's system files or printer files, as LocoScript PC has its own versions of these files.

Although it isn't worth transferring any CP/M programs to the PC, you could use LocoLink to transfer any CP/M data you might have. Just remember to select the the right disc type at the PCW end, then you can transfer CP/M files in the same way as LocoScript files.

Most people will only want to copy their files from the PCW to the PC. However if you want to, LocoLink 2 will let you transfer PC files to the PCW. Before you do this, you need to make the file suitable to use on the PCW by putting it into LocoScript 2 format. (This is a new option offered by the latest release of LocoScript PC v1.5.)

The LocoLink screen on the PCW

```
LocoLink (PCW) v 2.00
```

Status of link

```
Status:      Inactive - PCW drive is being "Ignored" by PC
```

How the disc in the drive is viewed

```
Drive:      A: LocoScript, normal view
```

Menu of actions

```
Actions:    f7: Change disc           To use a different disc in the drive
            f5: Change drive          To select the PCW drive to be used
            f3: Change disc type      To view as CP/M disc
                                      LocoScript discs have 8 groups
                                      CP/M discs have 16 users
            f1: Change view           To select full view
                                      Full view includes empty groups
                                      Normal view omits these
```

The drive selected

```
© Copyright 1991, Locomotive Software Ltd., All Rights Reserved.
```

Move the cursor to a file you want to transfer and choose Export document from the f9 menu. You are then offered a choice of different formats, so choose Convert to LocoScript 2. Repeat this process for all the other files you want to transfer.

You can only use the files from the PC on your PCW if you are using v2.30 or later of LocoScript 2 and you should only transfer LocoScript PC documents or CP/M data.

If you want to take information from LocoScript PC's datafile to LocoFile on the PCW, you will have to extract all the data and put it into a document first (see Chapter 19 of the Database and Mailmerge book). Transfer this document using LocoLink, and when you have done this you can insert it into LocoFile on the PCW, as described in Chapter 8 of the LocoFile User Guide.

Using transferred documents

All LocoScript 2 documents, including LocoMail Master documents, are fully converted to LocoScript PC by opening them for editing and then saving them. If you have transferred any LocoFile datafiles you just have to squash them before you can use them – it's as simple as that!

All the formatting commands and special characters you had in the original versions will still be there, so you can use your documents and datafiles straight away!

To use the exported LocoScript PC documents with LocoScript on the PCW you need, you also just open them for editing. Again you'll find that formatting codes for things like bold and italic will still be there, though features like indent margins and language codes which aren't supported by LocoScript 2 will have been removed. Make sure that the correct printer details are recorded in Document Set-up and finish the edit. Once you have done this, you can print out the documents, or use them with LocoMail just as if they had been created on the PCW.

What you need

In order to use LocoLink 2, you will need the latest release of v1.5 of LocoScript PC. An upgrade to the latest release comes with the LocoLink package, but this won't upgrade versions of LocoScript PC to v1.5. So if you are still using a version prior to to v1.5, you will have to buy that upgrade as well.

If you want to transfer files from the PC to the PCW, you will also need to use v2.30 or later of LocoScript 2 on the PCW.

Upgrades to both LocoScript PC v1.5 and LocoScript 2 v2.30 can be purchased separately.

LocoLink 2 costs £29.95 plus VAT. People who have LocoLink 1 and would like to upgrade to LocoLink 2 can do so by sending in the LocoLink Master disc and a cheque for £14.95 plus VAT – and the new discs will be sent to you.

Problems with transferred files

If you find that you can't use a file that you have transferred with LocoLink in the way you want, the most probable cause is that you have not converted the file for use. More information on converting LocoScript 1 and 2 files to use with LocoScript PC is given in Appendix 1 of the LocoScript PC Reference book. But if you are having problems with files from programs other than LocoScript, you'll have to consult the program's own manual.

LocoLink cannot corrupt or damage any of the files it transfers. If you do find that a transferred file is corrupted in some way, you will probably find that there was a problem with the original file. So you should go back and solve this problem, then transfer the file again.

Restarting a Mailshot

With LocoScript's merge commands it's easy to prepare and print a mailshot. But one thing that's often overlooked until it's too late is what to do if you're forced to stop half way through, for example if you run out of time or if the printer jams. In this article, which applies equally to PC or PCW users, we look at how to stop the merge and how to resume where you left off.

Carrying out a mailshot with LocoScript involves preparing the outline of the letter as a LocoScript document, but with blanks that will be repeatedly filled in from information stored in cards in a datafile. We describe the action of filling in the blanks as 'Merging' the Master document with the datafile.

Note that you can also merge your Master documents with a special form of LocoScript document that contains all the names and addresses one after the other, but restarting such a merge is both more complex and slow, and so is not considered by this article.

About Mail instructions

All Mail instructions in a Master document are surrounded by (+Mail) and (-Mail) codes, typed by ▣M and ▣M respectively. Your mailshot Master documents will already include the simplest of these, where you have an item-name which is replaced by information during the merge.

What the (+Mail) actually means is that LocoScript should interpret the text up to the (-Mail) as an instruction in a special language. An item-name is the simplest instruction in the language, and means insert the item of information with that name. The more complicated instructions are identified by special characters, for example, the instruction * means abandon producing the current document.

Where you want to give several instructions after each other, you don't need to put lots of (+Mail)(-Mail) codes, you can just have one (+Mail) at the start of the set of instructions, one (-Mail) at the end, and separate all the instructions by carriage returns (↵), or (with a few exceptions) by colons (:).

It is easy to stop the merge part of the way through – on the PCW you just press [CAN] and on the PC you press [Esc]. This pauses the merge; then you press the key again and select Abandon merge to stop it completely and return to the Disc Manager.

But to restart where you left off (or at an earlier point in the case of a printer jam) you need to know two things:

The order the letters are produced in
Which letter to start from.

How the merge works

When you merge the Master document with a datafile, LocoScript goes through the datafile card by card, inserting the information from the current card into a copy of the Master document.

Unless you add some special instructions to the Master, the cards are taken in the order in which they were added to the datafile – Record number order. Even if you have selected an index in your datafile, say to view the cards in order of surname, this makes no difference to the order that the cards are merged in.

Moreover, the merge normally starts at the first card in the datafile, but again there are some special instructions that you can use to go straight to a particular card.

When you want to restart a merge, you need to add one of these instructions to skip over the cards that were processed successfully last time, because you don't want to print them out again.

We'll look first at the simplest case, when you are merging the cards in Record number order, and will follow this with the more advanced case where you merge the cards in a different order – for example, by Surname or Company.

To find out where to restart the merge in the simplest case, you'll need to know the Record number of the last letter that was successfully printed before you stopped the merge. Call up the datafile you are using and move to the card corresponding to the last letter. Look at the top left of the card where the Record number is shown and note this down. Then exit from the datafile.

The changes needed

The changes you will need to make to your Master document are to add some extra mail instructions at the start. If you're not sure about how these are added, see the box on the previous page.

The principal instruction you want is a $$ instruction. It takes the form $$ followed by a value and tells LocoScript to jump straight to the card matching the value. In the simplest case, where LocoScript is working through the cards in Record number order, this value is the card's Record number.

So, if you found that the last card successfully printed had the Record number 185, you would need to give the instruction

        $$ "186"

so that you go to the next card. You don't need to check whether a card actually exists in the datafile with Record number 186, because LocoScript will just go to the next card that does exist after number 186.

So, if our original mailshot Master was:

```
(+Mail) ↵
Title(-Mail)(+Mail)Initials(-Mail) ↵
(+Mail)Address(-Mail) ↵
↵
21st June 1991 ↵
↵
Dear (+Mail)Title(-Mail) ↵
↵
I am writing to you about our new ...
```

In order to skip to record 186 we need to add an extra instruction right at the top:

```
(+Mail)$$"186" ↵
Title(-Mail) (+Mail)Initials(-Mail) ↵
(+Mail)Address(-Mail) ↵
↵
21st June 1991 ↵
↵
Dear (+Mail)Title(-Mail) ↵
↵
I am writing to you about our new...
```

But, unfortunately, this isn't quite enough!

The merge will start with the first card as the current card and then skip to card 186 because of the first instruction. LocoScript will then carry on by inserting the information from card 186 and print out the filled copy of the Master document. So far everything is as we want.

Then LocoScript will move on to the next card, say card 187, and start again with a fresh copy of the Master document – everything is still OK. But the first instruction tells LocoScript to go to card number 186 again! Consequently, the merge will repeatedly print out the Master document with the information inserted from card 186 – not what we want at all!

To get round this we need to add some extra instructions that make sure the $$ instruction is only carried out the first time the Master document is processed.

To do this, we set up an extra item of information which we use to hold a different value depending on whether LocoScript is on its first or subsequent passes through the Master document. We can then add other instructions to test the value and take different actions on the first pass.

We'll call the item FirstTime and will use it to hold two values "YES" and "NO". We then add instructions to the Master document to:

a) Set FirstTime to YES, but only if it is the first time the Master document is processed

b) If FirstTime is set to YES, then we skip to the required card (eg. 186)

c) Set FirstTime to NO so that the skip will be ignored from now on.

The instructions to do this are:

a) `!FirstTime = "YES"`

b) `#FirstTime = "YES" :<: $$"186" :>`

c) `FirstTime = "NO"`

Using ↵ to separate the instructions (see box), our Master document becomes:

```
(+Mail)!FirstTime = "YES" ↵
#FirstTime = "YES" :<: $$"186 ":> ↵
FirstTime = "NO" ↵
Title(-Mail) (+Mail)Initials(-Mail) ↵
(+Mail)Address(-Mail) ↵
↵
21st June 1991 ↵
↵
Dear (+Mail)Title(-Mail) ↵
↵
I am writing to you about our new...
```

Having modified the Master document, you simply need to save it onto the disc and then merge it with the datafile. The merge will then proceed as before, but starting from where you left off.

Merging in another order

In the above example we had to look up the Record number corresponding to the last letter successfully printed. We can avoid this if we print out the mailshot in order of one of the items that actually appear in the letter. Then you can see where to restart at simply by looking at the last letter printed. For example, if you were printing out in order of surname, you could simply read the surname to restart from the last letter printed.

Just as when you set up an index in your datafile you also need to select the index to view the cards in this order, so as well as setting up the index in the datafile you need to add an instruction *to the Master document* in order to merge the cards in that order.

The instruction you will need to add is:

`$="index"`

where *index* is the name of the index you wish to use. This sets the current card to the first card in the database sorted in order of the index. Note that if that index is already selected, then the `$=` instruction has no effect, so that we don't have the problem of only carrying out the instruction on the first time.

So, for example, if we wanted our mailshot to be carried out in order of the Name index, we would need to change it to:

```
(+Mail)$="Name" ↵
Title(-Mail)(+Mail)Initials(-Mail) ↵
(+Mail)Address(-Mail) ↵
↵
21st June 1991 ↵
↵
Dear (+Mail)Title(-Mail) ↵
↵
I am writing to you about our new...
```

However, if you do this, you will need to change the instructions to re-start the merge as follows:

```
(+Mail)$="Name" ↵
!FirstTime = "YES" ↵
#FirstTime = "YES":<: $$ "xxx": $+ :>: ↵
FirstTime = "NO" ↵
Title(-Mail) (+Mail)Initials(-Mail) ↵
(+Mail)Address(-Mail) ↵
↵
21st June 1991 ↵
↵
Dear (+Mail)Title(-Mail) ↵
↵
I am writing to you about our new...
```

where you substitute for *xxx* the Name from the last letter successfully printed. Note that we've added one extra command to the first time instructions – a `$+` command to move on to the next card. This means that we won't print out a second copy of the last letter that we did succeed in printing.

When you print a mailshot using an index other than the Record number index, there's one important thing to check – that each card only appears in the index once.

LocoScript lets you set up Alternative keys so that, for example, you could set up an index setting as Alternative main keys all the contacts you have within the companies on your database. You can then call up the card for a company by using f5 Goto to find one of the contacts. But if you chose to merge the cards in order of such an index, each card would be picked out separately for each contact – giving you multiple letters for the same company.

Printing special effects

LocoScript provides a range of ways of styling your text such as underline, italics and so on. Some printers are capable of other effects not supported by LocoScript, such as double height characters or printing in colour. This doesn't mean you can't use these features from LocoScript – just that it's not as easy as inserting a (+Bold) code. In this article we show how to use these effects in your LocoScript PC or LocoScript 2 documents.

All the effects that your printer can achieve are selected by sending sequences of "codes" to the printer. The standard features that you are used to, such as Bold or Underline, are handled by LocoScript, which will automatically send the correct codes. However, where you want to carry out special effects such as printing in colour or printing double height characters, you have to arrange to send the codes yourself.

The codes can be simple – for example sending the code equivalent to the character A will print an A. Or they can be more complicated, where several codes are needed for a single instruction. Such a code may not produce a visible effect, but instead change the way future characters appear – for example sending a particular sequence of codes may cause future characters to be printed double height.

Hexadecimal notation

Sometimes numbers are not written in the usual decimal notation (ie. to the base 10), but in hexadecimal notation (ie. to the base 16), or hex for short. A number in decimal has the value $(((digit1 * 10) + digit2) * 10) + digit3$ and so on, whereas the hex value is $(((digit1 * 16) + digit2) * 16) + digit3$ and so on.

So, for example, 119 in decimal is 77 in hex $(7*16 + 7)$ and 49 in decimal is 31 in hex $(3*16 + 1)$. The characters A, B, .. F are used for the extra "digits" 10, 11, .. 15, so for example 27 in decimal is 1B in hex $(1*16 + 11)$. The advantage of using hex is that all the numbers up to 255 can be written with just two digits.

So, the first thing to do, whether you're using LocoScript on a PCW or a PC, is to establish which codes tell your printer to carry out the action you want. This information will be listed in the manual for the printer itself.

Then, once you have worked out how to tell your printer what to do, it's just a matter of putting the commands into your document. On the PC, this is simply achieved by inserting a "Printer Code" into your document. But on the PCW you will need to add the code to the printer's "Character Set".

Precisely what codes you'll need depends on your printer, but in order to give you an idea of what's involved, we'll look at the example of selecting different colours on the Star LC24-200 Colour printer.

Decoding the manual

Each code can be represented by a number between 0 and 255, but this is usually represented in one of four different ways: the number itself in decimal notation, the number in hexadecimal notation (see the box on this page), the ASCII character corresponding to the code's value, or a special name. For example, if the printer required the value 119, this could be shown as the decimal value 119, the hexadecimal value 77 or the character "w" – there is no special name for this code. However, the code with decimal value 27 is often called ESC or the 'escape' character.

The escape character ESC (value 27) is particularly important as it is normally the first code to be sent to the printer when starting a special sequence to set an effect. Consequently, these sequences of codes are often referred to as Escape Sequences.

You'll need to understand all these ways of referring to codes, as different printer manuals use different conventions. Also, you'll generally need to use hexadecimal notation when including the codes in a Printer Code on a PC or when setting up a new Character Set on the PCW.

Returning to our example of the LC24-200 Colour printer, the manual defines the escape sequence for printing in colour as:

ASCII	Decimal	Hexadecimal
<ESC> "r" n	27 114 n	1B 72 n

where a table gives $n = 0$ for black, 1 for red and so on up to 6.

The ASCII, Decimal and Hexadecimal columns simply express the same sequence of three codes, but in the three different notations. Note particularly, that 1 means the value 1 not the character "1" which has the value 49! (The LC24-200 manual also uses the convention <1> to mean the value 1 in decimal!)

The ASCII column needs some further explanation. The first code is <ESC> meaning the escape character (another use of < > by the LC24-200 manual), the second is the ASCII character "r" and the third code doesn't have a representation in ASCII so the value is simply given.

So substituting for n gives the actual escape sequences we want:

black   <ESC> "r" 0   or 27 114 0   or 1B 72 00
red   <ESC> "r" 1   or 27 114 1   or 1B 72 01

and so on.

LocoScript PC

The way to insert an escape sequence from LocoScript PC is to use a Printer code. This lets you type the codes you want to send to the printer and LocoScript saves them along with your document. Then when you print the

document, and LocoScript finds a Printer code, it sends the codes you typed at that point to the printer.

Printer codes are typed by pressing ⊞P R and then typing the codes you want into the menu that appears. Up to 24 characters can be typed into the menu and spaces can be used to improve the readability. The sequence is terminated by pressing ⏎.

LocoScript uses its own conventions for expressing the different values. Essentially, you can type ASCII characters as themselves, but everything else is typed as two hexadecimal digits preceded by the character "&". The precise details are given in Appendix IV of the LocoScript PC Reference book. Also, you can add spaces to separate the individual codes and make the sequence readable. Consequently spaces required in the escape sequence have to be typed as &20 to distinguish them from spaces used for readability. (20 is the hexadecimal value of the space character.)

The sequence to change to red is <ESC> "r" 1 in its ASCII form. We need to type this in as follows. First the escape character is typed by giving its value in hexadecimal – written &1B , then you can either type the character r or give its hexadecimal value &72 and finally the value 1 is given as &01. Thus the Printer code is typed as

    ⊞   P   R   &1B r &01 ⏎   or
    ⊞   P   R   &1B &72 &01 ⏎

If a sequence is too long for a single printer code it can be split over several adjacent printer codes.

When the option to show codes is selected via the f8 menu, any printer codes in your document can be seen. They cannot, however, be edited except by deleting and typing a new code sequence.

If you intend to use particular printer codes a lot, it is probably worthwhile setting up some phrases with appropriate sequences: "R" with the code to turn printing red, "B" with the code for black, and so on.

LocoScript 2

LocoScript 2 does not allow you to set up Printer Codes in your documents. What you do instead is to arrange that including a particular character in your document has the effect of sending the escape sequence you want to the printer. Naturally, you should select one of LocoScript's characters that you won't want to print, or better still, one that the printer *can't* print.

For example, we might choose the ① character to print in red and the ② character to print in blue, because neither of these characters can print on the LC24-200. Then when you type the character ① in your text, the ① character is shown on the screen, but won't print: instead, the following characters will be printed in red.

However LocoScript will still lay out the text as if the ① character was really in the document – taking into account the character's "width". So, as a result, justified text will not be reproduced correctly and lines which include these "phantom" characters may stop short. If possible, therefore, you should either avoid justified text, or keep these special characters on a line to themselves.

You arrange that a particular character produces an escape code by creating a special Character Set file for your printer. To do this

you will need to use the CP/M CHARKIT program which is supplied as part of the Printer Support Pack.

In Issues 14 and 15 of *Script* we discussed using CHARKIT to print special characters – for example the international currency symbol, ¤. The process of setting up escape codes is much the same, except that you add rather longer character definitions.

Indeed, the basic actions you will need to carry out are exactly the same as we described in the previous issues. So first, you should copy the sample Character Definition file which best matches your printer's Character Set from the Printer Support Pack disc 1. For the LC24-200 we have selected the IBM character set – so we used IBM.EG. This copy will form the basis of the new Character Definition file.

Now use LocoScript to edit the Character Definition file – first to modify the header then to add the new definitions you want.

We covered how you modify the header in Issues 14 and 15, and anyway this varies from printer to printer, so we won't repeat the detail here.

The example in the box below shows the result, where we have set the file up for the IBM Character Set using the Times Roman font. We've also added the name of the author

---

The header for the Character Definition file

```
; Times Roman for Star LC24-200
; 12345678901234567890123456789.0
!"STAR LC24-200 PRINTER"                         }——— Identity text
!"Times Roman typestyle"                         }
!"Harry Wheeler        21 Jun 91"  ——————— Character Set name
:123456789012
"RomanHW"   24
:123456789012
"Standard" PS ; assumes a default PS pitch
"!'ESC'k!'0'!'ESC't!'1'!'ESC'6" ; Select
IBM character set #2  ————————————————— Escape sequence selecting
                                          IBM Character Set
120 ; PS widths are in 1/120". Zero origin.
  !  ; End of header  ————————————— Escape sequence selecting
                                      Times Roman font
```

plus a suitably recognisable name for LocoScript to offer in the Character Set menu.

The characters defined by the standard IBM character set should be suitable for most documents, so we won't make any changes to the characters or widths. But depending on your printer you may need to make some changes as outlined in the earlier articles.

All we need do now is to add the extra escape sequences for the characters ①, ② etc. The format of a character definition line is:

`"escape sequence" "character name" width`

The escape character is represented as !'ESC', r is represented as itself and other values are represented as ! 'hexadecimal-digits'. The characters ①, ② etc. are known to the CHARKIT program as USER SYMBOL 1, USER SYMBOL 2 etc. So the lines we need to add are shown in the box on this page.

Having created the new Character Definition file, you will need to save it as an ASCII file then run CP/M and use the CHARKIT program to create your Character Set file. You should give the Character Set file a name which matches the .PRI printer driver for your printer. The LC24-200 uses the LQ2500.PRI printer driver, so the name LQ2500.#CL would seem a suitable name for the Character Set file.

All that's now left to do is to copy the new Character Set file to group 0 of your Start-of-day disc, run LocoScript and update its Settings file – just as if you were adding one of the standard Character Sets for your printer supplied on the Printer Support Pack discs.

To print using the new Character Set file you will need to edit the document and call up the Printing menu in Document Set-up. From this select your printer and the Character Set that you have just created.

So, for our example, we'll need to select LQ2500 and the RomanHW character set (the name we gave it in the Character Set header). Then you simply include the characters ①, ② etc. in your document to change to the appropriate colour.

The colour codes

```
;
; set colour codes
;
"!'ESC'r!'0'"  "USER SYMBOL 0"  0  ;black
"!'ESC'r!'1'"  "USER SYMBOL 1"  0  ;red
"!'ESC'r!'2'"  "USER SYMBOL 2"  0  ;blue
"!'ESC'r!'3'"  "USER SYMBOL 3"  0  ;violet
"!'ESC'r!'4'"  "USER SYMBOL 4"  0  ;yellow
"!'ESC'r!'5'"  "USER SYMBOL 5"  0  ;orange
"!'ESC'r!'6'"  "USER SYMBOL 6"  0  ;green
```

In proportionally spaced fonts you will need to set a width for these escape sequences. If you put the width as zero, you will get the default width which is set in the Header. You can also set this default width to zero if you want to, but then any missing characters (ie, characters you want in your document which aren't on the printer) will also be printed zero width – so there won't be any space left for you to add them by hand later.

Points to note

The meaning of any codes sent to the printer is not understood by LocoScript. For example, if you use an escape sequence to set double width characters, LocoScript will still lay out the text as if the characters were their normal width. Used in normal text this could cause havoc!

Where LocoScript can produce an effect, we would always recommend you to use the built-in LocoScript way, not an escape sequence – then LocoScript will take the effect into account when laying out your text.

For example, for characters twice normal height and twice normal width, use an escape sequence for the height but use a Pitch code to set double width. Also, don't forget to use a Line Spacing code to set the line spacing to 2 for the double height lines of text, otherwise the characters could overlap.

Letters

Duplicating records

[PCW/PC] At first I was surprised to see the advice given to the reader in Issue 18 of *Script* who asked about duplicating records in LocoFile, until I realised that you wanted to give a solution that didn't involve using LocoMail. Of course it would be much more elegant with LocoMail and I have therefore developed a LocoMail program that will produce a duplicate-record file containing records extracted from a LocoFile datafile with four items (ITEM1, ITEM2, ITEM3 and ITEM4) in it. The program is shown in the box.

As you can see, after a record number has been entered, it is possible to extract the same record as many times as required by pressing the ENTER key. If a large number of records had to be duplicated, a WHILE/WEND type of loop could be set up in the program to handle this.

Mr JB, St. Albans

This letter came from Mr John Blandford, who acts as a LocoMail consultant and who wrote an article on his work in Issue 9 of *Script*. If you have any queries about this letter, or if you would like his advice on how to use LocoMail to perform a particular task, then you can contact him at: 15, St. Albans Way, Sandridge, St. Albans. Herts. AL4 9LA. Tel: 0727 59913.

If you are using LocoScript PC v1.5, you won't have any problems duplicating datafile records – this is one of the new Database features!

The program

```
ITEM1|ITEM2|ITEM3|ITEM4;

(+Mail)|finish=1;previous_entry="999999":sep="|":pb=";

;|;
;
;
loop="(+Mail);
record=/ Enter Record Number or press ENTER to repeat last record or END to quit;
#record="":<:record=previous_entry:>;
#record="END":<:finish=0:>:#record;
ITEM1:sep:ITEM2:sep:ITEM3:sep:ITEM4:pb:;;
previous_entry=record;
(-Mail)(-Mail)(+Mail);
;
#finish%loop;(-Mail)(+Mail);
;
#="999999"(-Mail)
```

Disc is full

[PC] Since buying LocoScript PC for my PC, I have reorganised my discs and set up specific letter discs for all my regular clients and correspondence. The disc should hold 720k, but long before I reached this limit, I was told that the disc was full! What is happening?

Mr PG, Newcastle

Unlike LocoScript on the PCW, LocoScript PC does not limit the number of files you can have on a disc – you can have as many as will fit on your disc. However the PC operating system, DOS, does impose some restrictions on how the files are organised.

PC discs are usually organised into a 'tree' form – the main directories are stored in the 'Root' of the disc, followed by a whole sequence of sub-directories, then the various files stored in each one.

So, for example, you could have a main directory called 'Letters', which has sub-directories called 'Business' and 'Personal', and your letter to your brother could be stored in the 'Personal' sub-directory, while the letter to Locomotive Software could be stored in the 'Business' sub-directory.

DOS limits the number of files and directories you can have in the Root of a disc, and this even includes hard discs. So if you don't set up directories and sub-directories and simply copy all your files into the Root of your disc, you may find that you exceed the limit set by DOS. When this happens LocoScript will tell you that your disc is full, even if you know you should have some room left.

From your letter it would appear that this is what is happening in your case. So the solution to your problem is simply to re-organise your disc into directories and sub-directories as we have described above. Then when you copy your files to your disc, you won't fill up the Root.

More information on how to organise your discs is given in Chapter 5 of the LocoScript PC Reference book.

Letters

Using the Star LC24-200

[PC] I have been running LocoScript PC on my Amstrad PC1640 and I have been using a Star LC24-10 printer. However I now wish to upgrade to a Star LC24-200 colour printer, but this is not shown on my installation program. Can I use the new printer, and if so how?

Mr FB, Twickenham

The version of LocoScript PC provided with the PC 1640 was issued last autumn, and at that time the Star colour printer that you specify was not supported. However this printer is supported by the current version of LocoScript PC, v1.5, and you can even use its colour options providing you use the necessary printer codes. This is explained fully in the article on page 12 of this issue of *Script*. Version 1.5 also provides a number of additional features, including split screen editing, new Disc Manager and Database commands, and phonetic spelling correction.

If you are a registered user of LocoScript PC on the Amstrad PC1640, you can currently upgrade to version 1.5 for £35 plus VAT, although this special offer price ends on the 1st of August. This upgrade consists of a set of new Master discs and a 96 page Supplement, which provides details of the additional printers supported and also describes how to use all the new features.

Storing a phone list

[PCW/PC] I am using the FX9600T fax machine with LocoScript, and I am having trouble storing my phone list in the memory, although it should work. I enclose my disc and hope that you can tell me what's wrong.

Mr IK, Belfast

Your problem is caused by the fact that you are using slashed zeros in your phone list. With ordinary documents the fax prints a slashed zero by printing a / then moving back a space and printing a 0. But when you are downloading a phone list, it doesn't understand the backspace and the phone list won't be stored correctly in the memory. So you should replace all the Ø's in your phone list document with 0's.

If you are using LocoScript 2, go into your document and select Change layout from the f2 menu. Press [f8] to bring the Options menu onto the screen, move to the slashed zero option and press [+] to de-select it. If you are using LocoScript PC you use the Find and Exchange feature to replace the slashed zeros with unslashed ones.

Once you have removed the slashed zeros from your document, you should now find that you can store your phone list in the fax's memory without further problems.

Hidden files

[PC] I have just bought LocoScript PC and I have a question. At the top of the screen there is a list of names and some of these have a cross next to them. What does this mean?

Miss KH, Leeds

The names you can see are directories and a cross next to them means that they are 'hidden', ie. the files in these directories are not displayed in the bottom half of the Disc Manager screen. Hiding directories in this way makes the screen less cluttered and it also speeds up movement between the other directories that are used more regularly.

To show a hidden directory, move the cursor to its name, select the Directory show state option from the [F4] Tree menu and press [↵]. Tick the option to Show files by moving the cursor to it and pressing [+], then press [↵] again followed by [F10]. Or, instead of using the menus, you can simply press [+]. In both cases the cross next to the name is removed and all the files in the directory will now be shown on the bottom half of the screen.

To hide the directory again, you carry out the same steps as above, except that this time you select the Hide files option from the menu, or you just press [–]. The files in the directory will then disappear from the screen and the cross will re-appear next to the directory name. Showing/Hiding directories is explained in more detail in the LocoScript PC Reference book.

Letters

Renaming a directory

[PC] Thank you for sending me version 1.5 of LocoScript PC. I now have just about everything I could possibly want from a word processor, and I have even edited two documents at the same time on several occasions!

However I have found a problem. On occasions I wanted to change the name of a directory, which was a very straightforward task with LocoScript on the PCW. But with LocoScript PC it appeared that I had to move all the files out of the way before I could do it. Is there a better way?

Mr JE, Eynsham

On the PCW you can rename your groups very simply by pressing [f4] to bring the Group menu on screen, selecting Rename and then typing the new name into the space provided. Some PC programs will also allow you to change the name of directories under certain circumstances, but this is not always possible because of the way the PC operating system (DOS) works. With LocoScript PC v1.5 you can effectively rename a directory by following the same steps as you do to move a directory, which avoids problems with DOS.

Select the directory you want to rename, press [f3] to display the Files menu and then select the Move directory option. Press [↵], then instead of moving the cursor to another directory, simply move it down the file list until no directory is highlighted and press [↵] again. When the menu appears, replace the old name with the new name and press [↵]. Your directory will now be given the new name you wanted.

For more information about moving directories you should refer to Chapter 1 of the v1.5 Supplement, or Section 4.3 of the LocoScript PC Reference book (2nd edition).

Splitting a document

[PCW/PC] I have a document of 85k, which due to the advice in *Script*, I want to divide into a number of smaller documents, to make editing easier and to reduce the risk of accidents! Could you tell me the best way to do this?

Mr AR, Nottingham

The simplest thing to do with a document that's grown as big as this is to split it into two. First make a copy of the document: as your document is very big, you should put this copy onto another disc. This is easy if your PC or PCW has two disc drives, but if you only have a single drive, you will have to carry out the copy in stages. These stages are explained in Session 7 of the LocoScript Tutorial (for both the PCW and the PC).

After you have made this copy, go back to your original document and open it for editing. Move down the document until you reach about half way, then use the CUT feature to delete the second half of the text and finish the edit. Now put the disc with the duplicate document into the drive and press [f7]. Edit the copied document in the same way as before, except that this time you should use CUT to remove the *first* half of the document. The result is that each disc contains half the original document, which should now be a more manageable size. (We suggest altering the names of the new documents so you'll be able to tell which is which!)

As your document was so big, it might even be a good idea to split the two halves, but there may be enough room for them both on one disc this time. Working out how much room you should allow for each file is explained in more detail in the article 'Disc is full problems' in Issue 18 of *Script*.

Going to first record

[PCW] I have recently acquired the LocoFile program and the only thing I haven't managed to do is move to the first record by pressing ALT-DOC. It just seems to work in the same way as ALT-PAGE, ie. going only to the previous record.

Mrs IJ, London

As you say in your letter, [ALT] + [DOC] takes you to the first record, while [ALT] + [PAGE] takes you to the previous record. But to get [DOC], you have to press down [SHIFT] + [PAGE]. So it seems likely that you are not pressing the [SHIFT] key at the same time as you press the other keys, which means you go to the previous record instead of the first record.

Letters

Converting to LocoScript 2

[PCW] I am trying to convert some files I have in LocoScript 1 format to LocoScript 2, but I am not having much success in following the instructions given in Chapter 2 of the LocoScript 2 User Guide. When I insert the disc with the LocoScript 1 documents on it and 'open them for editing', they just stay as they are without being converted.

Mrs BC, Ambleside

All you have to do to turn LocoScript 1 documents into LocoScript 2 documents is edit them, just as the User Guide says. Where you are going wrong is that you are not saving the edited versions of your documents onto your disc.

After opening the document, you should first check the details stored in Document Set-up, particularly the printer and paper type, to make sure that everything is correct for LocoScript 2. Then when you have finished going through the document, press EXIT and choose the option to Finish edit from the menu that appears. It is this action that finally converts the document from LocoScript 1 to LocoScript 2, so simply repeat the above process with all your files and they should be converted without any difficulty.

LocoMail diary program

[PCW] I've been right through all the issues of *Script* since Issue 10 expecting to see a confession that, as in some closely guarded recipes, an essential ingredient has been missed from the LocoMail Diary program on page 6, because I can't get it to work. No such luck! I've been over it again and again, but what is going wrong escapes me.

Mr LG, New Zealand

Having examined your copy of the Diary document, we have fond the cause of your problem. In the Master document given in Issue 10, there are a number of LocoMail calculations involving the use of the vertical bar character. This character divides the instructions telling LocoMail to round or truncate the result, from the calculation itself. In your Master document, you have used the square brackets character instead, which means the various calculations are not carried out correctly.

So just put in the correct character and you should find that it works properly. The | character appears on the keytops of a PCW9512. If you have a PCW8512 or 8256, the | character is typed by holding down EXTRA and pressing the § key.

Checking the spelling

[PCW/PC] Is there any way of deleting the 'Suggested Replacement' facility in the spelling checker? The work on which I am engaged involves very large numbers of personal names and place names, as well as a lot of very old fashioned words and phrases, so putting my pages through the spelling checker is dauntingly slow. Often it takes a good 20 seconds for the menu window to appear on screen and I assume the delay is caused by the difficulty of coming up with a suitable replacement.

Mr BD, Stowmarket

Sorry, but it's not possible to delete the 'suggested replacement' option from the spelling checker on either the PCW or the PC as this is a permanent feature of the program. But you can avoid the problem altogether if

you mark your special words with a 'Sic' code when you type them in. Then the spelling checker will know that it can leave the word as it is when going through your document. If you are using LocoScript PC v1.5 you can mark whole sections of text as language 'None', and then LocoScript will not check any of the spelling in that section.

Alternatively you could take the option to 'Add to user dictionary' and create your own dictionary containing all your special words, as described in the LocoSpell User Guide or Chapter 22 of the LocoScript PC Reference book. Then the spelling checker will recognise the unusual words, and will only show them on the screen if the spelling doesn't match what you have entered in the dictionary.

Post Script

Many people use LocoScript to organise their household accounts. However there won't be many of you who use it *quite* as extensively as the East Anglian region of the National Trust!

Maintaining a large part of the country's heritage isn't cheap, and it doesn't leave many funds to spare for administration and office systems. Luckily the custodian of Wimpole Hall, Mr Peter Ellis, had discovered LocoScript on the PCW, so he set about devising specialised systems for the National Trust to use in its many properties.

He began by organising a housekeeping system to keep track of all the various sources of revenue for Wimpole Hall. Like most of the stately homes of England, it has a tea-room and a gift shop which bring in a lot of revenue, and then there are the admissions, fishing permits and so on. At first, the secretaries were reluctant to use the new word processors. But they were persuaded to give up their typewriters, and were surprised to find the new machines a lot less frightening and a lot easier to use than they expected!

Previously one of the main problems was producing contracts. The Trust employs a lot of seasonal staff, mostly between Easter and October, who work in the various properties as guides, cashiers, gardeners and shop staff among others. So at the beginning of the season, there are dozens of different contracts to be sent out.

The former way of doing this involved creating a duplicate contract with all the possible options typed in: whether seasonal, hourly or weekly, which grade and so on. Then they would go through each contract individually, deleting as applicable, and filling in details such as names and hourly rates by hand.

But now they have LocoScript and LocoMail, so all they have to do is produce a standard contract and then enter the individual details with LocoMail, thus saving a lot of time and producing a much better-looking document!

Records of the permanent staff are kept on LocoFile records and there are plans to introduce property inventories, as the current card index is cumbersome to use and update. As the Trust needs to keep track of damaged items and carry out a programme of repair and maintenance in all its many properties, they feel that LocoFile's search facility would enable these details to be catalogued and monitored much more easily.

A rather unusual application of LocoFile is a dedicated database to record the pedigrees of rare cattle breeds, which are kept at Wimpole Hall's Home Farm. Each animal has an individual record which has its name and the name of its parents on it, so it is easy to trace the exact parentage of every cow!

By using LocoScript, the East Anglian region of the National Trust have been able to computerise their administrative operations quickly, easily and cheaply - leaving more to spend on the historic houses, old relics and monuments which form part of the nation's heritage.