

# Script

Issue 20

**THE LOCOSCRIPT NEWSLETTER**

**W**elcome to Issue 20 of *Script*. In this issue, we have articles concerning both LocoScript on the PC and LocoScript on the PCW, so you'll find them useful whatever your machine! And we'll also be telling you about the new PCWs that were announced recently.

In Issue 16 we printed a list of all the printers supported by LocoScript at that time. Since then we've added nearly a 100 more printers, to bring the total of printers supported by LocoScript to over 500! A list of these extra printers is given in the News section.

In the last issue of *Script* we had an article on inserting page numbers into individual LocoScript documents. In this issue we tell you how to number a series of documents, like the chapters of a book, so the page numbers follow on from each other.

Working out the Top Gap you want can be confusing because there are really two Top Gaps to consider: the Printer Top Gap and the Paper Top Gap. In this article we show you how the Top Gaps work together when printing a document and how to set the right Top Gaps for both the PC and the PCW.

Our next article was contributed by a LocoScript user, Mr G F A Day, who has developed a way to produce large characters. Using LocoChar on the PCW, it is possible to re-design up to 16 of LocoScript's characters to make your own characters or shapes. Mr Day's article describes how you can use these re-designed characters to 'build up' large letters to use in letterheads or logos – and you can even have different styles of lettering!

One of LocoScript's most useful features is the ability to store bits of frequently used text as special 'phrases'. These phrases can then be inserted into any of your documents, which saves you the trouble of typing them out again and again. In our final article of this issue we tell you all about phrases on the PC and the PCW – how to set them up, how to store them, and how to insert them into your documents.

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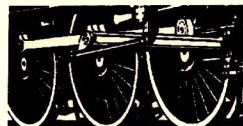
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*Script* is published by:



**LOCOMOTIVE  
SOFTWARE**

Dorking, Surrey,  
RH4 1YL

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# News

## New PCWs

**PCW** At the beginning of this month, Amstrad announced that they will be adding two new PCWs to their range – the PcW9256 and the PcW9512+.

The PcW9256 is a restyled version of the very first PCW, the 8256. The new machine has a white screen and will be supplied with a matrix printer and the old LocoScript 1 word processing package.

The PcW9512+ is similar to the PCW9512, and is supplied with LocoScript 2, LocoSpell and LocoMail. However there is a choice of printer with this machine; you can either have a daisy-wheel printer, or the Canon Bubble Jet BJ-10e printer instead.

Both new PCWs have 3½" disc drives rather than the 3" drives of the old PCWs. So in future all our PCW products will be available on 3½" discs as well as the familiar 3" discs, and each product pack will be marked clearly to show which disc is supplied in it – to avoid any mistakes!

For PcW9512+ users who have chosen the BJ-10e printer, we have developed a new product called

LocoFont BJ. This lets the PcW9512+ user to print out all LocoScript's characters, including Greek, Cyrillic and special symbols, which are not usually available on the Canon BJ-10e.

LocoFont BJ also gives the user 12 extra typestyles in which they can print their documents. These are Capitals, Copper Plate, Definite, Deco, Finesse, Mini PS, Old English, Penman, Roman, Sans Serif, Script and Standard. LocoFont BJ will cost £29.95 + VAT.

There will be a special edition of the LocoScript User Guide for PcW9512+ users. This includes both LocoScript and LocoSpell and covers much more than the PCW9512+ User Instructions – and it is also more up-to-date than the old 9512 User Instructions. There will also be a version of the LocoMail User Guide. Both these guides will be supplied with a 3½" Examples disc and will cost £19.95.

If you would like to see the new PCWs, they will be on show at Business Computing 91, which is being held at Earls Court from 17-20th of September. We will also be telling you more about them in the next issue of *Script*.

## LocoScript PC and Windows

**PC** If you are using LocoScript PC v1.5, you will already know that it provides some support for pop-up DOS programs or TSRs and various windowing programs such as MS Windows and DESQview. However the latest upgrade to LocoScript PC, v1.56, provides a .PIF file which makes it easier to use LocoScript PC with Windows because you don't have to set up the complicated options yourself. Anyone purchasing an upgrade to the latest version will get this file automatically.

The LS.PIF file is stored in your LS.PC directory. Load Windows on to your machine and locate the LS.PC directory by double-clicking on it. Then enter LocoScript PC by double-clicking on the PIF file.

Using this new file means you avoid problems with clashing key sequences, and on some machines cursor movements will also be speeded up.

## Yet more printers!

**PCW/PC** In Issue 16 we told you about the Printer Support Pack and listed all the printers you can use with LocoScript. Since then we have added to that list, for both the PCW and the PC – and LocoScript now supports over 500 different printers! The new printers are listed below. Those marked with a \* need the Printer Support Pack when used with the PCW and those marked with a † can support download characters from LocoScript.

**Note:** The Printer Support Pack is for the PCW **ONLY**. With LocoScript PC the printer files are provided as part of the installation program.

### Simple Typewriters and older Dot Matrix Printers

Epson MX-80 F/T\*  
Hewlett-Packard ThinkJet\*  
Panasonic KX-R193  
Panasonic KX-R195

### Daisy-wheel Printers

Dyneer DW-40  
Facit 7140  
Sanple Daisystep 2000\*

### 9 Pin Dot Matrix Printers

Bull VP-480\*  
C.ltoh C310 P/R\*  
C.ltoh C315 P/R\*  
C.ltoh Riteman F+  
Citizen LSP-100\*  
Citizen Produt 9\*  
Citizen Produt 9X\*  
Citizen Swift 9\*  
Citizen Swift 9X\*  
Citizen 120-D Plus  
Citizen 180-E\*  
Commodore MPS1270\*  
Dataproducts 9030\*  
Dataproducts 9040\*  
Epson MX-80 Type III F/T\*  
Epson RX-80 F/T\*  
Facit 4512B  
Facit 4513\*  
Facit 4514\*  
Honeywell 4/20  
Honeywell 4/21  
IBM Proprinter XL\*  
Kaga KP-815  
Kaga KP-915

Oki Microline 182 Elite\*  
Oki Microline 182 Turbo  
Olivetti DM 99\*  
Olivetti DM 309\*  
Olivetti DM 309 L\*  
Panasonic KX-P1191\*  
Philips NMS 1432\*  
Star Micronics LC-20\*  
Star Micronics LC-200\*  
Star Micronics SG-10\*  
Star Micronics SG-15\*

### 24 Pin Dot Matrix Printers

Brother M-1824L\*†  
Brother M-1924L\*†  
Citizen Swift 24X\*†  
Citizen 124-D\*†  
Dataproducts 9034\*†  
Dataproducts 9044\*†  
IBM Proprinter X24E\*  
IBM Proprinter XL24E\*  
NEC P9XL\*†  
NEC P20\*†  
NEC P30\*†  
NEC P60\*†  
NEC P70\*†  
Olivetti DM 250\*  
Olivetti DM 250L\*  
Panasonic KX-P1123\*†  
Panasonic KX-P1124i\*†  
Philips NMS 1461\*†  
Philips NMS 1467\*†  
Seikosha SL-92\*  
Seikosha SL-230AI\*†  
Star Micronics LC24-200\*†  
Toshiba Express Writer 311\*†

## New foreign versions

**PCW** French and German versions of LocoScript 2, with the manuals also in French and German, have been available for some time. Now the latest version of LocoScript 2 has been released in these languages with the manuals updated accordingly.

If you live in the U.K, the foreign versions can be ordered from us. If you live outside the U.K, you should order from our foreign distributors. Their names and addresses are listed below.

German LocoScript 2 products are available from Thomas Wiedmann, WIEDMANN Unternehmens-Beratung & Handel, Korbiniansplatz 2, D-8045 Ismaning, GERMANY. Tel: 010 49 89 965029. Herr Wiedmann also supplies the German version of LocoScript PC.

The French version of LocoScript 2 is available from Gilles Probst, Logistick, Centre d'Affaires Paris Nord, Le Bonaparte Boîte 49, 93153 Le Blanc-Mesnil Cédex, RC Bobigny, FRANCE. Tel: 010 33 1 48 67 28 44.

**PC** Foreign distributors for PC products include Jan Dekker in the Netherlands. His address is Top Training, Postbus 202, 2250 AE Voorschoten, NETHERLANDS. Tel: 010 071 619551.

Spanish versions of LocoScript PC are available from our Spanish distributor. His address is: Emilio Benito, Vector Informatica, Carretera de Canillas 134, 28043 Madrid, SPAIN. Tel: 010 341 759 7831/747.

### Ink-Jet/Bubble-Jet Printers

Canon BJ-300\*†  
Canon BJ-330\*†  
Diconix 300\*  
Diconix 300w\*  
Hewlett-Packard DeskJet 500\*

### Laser Printers

Acer LP-76\*  
Brother HL-4\*  
Citizen Overture 106\*  
Citizen Prolaser 12\*  
Dataproducts LZR 650\*  
Dataproducts LXR 1230\*  
Epson EPL-7100\*†  
Facit P6060\*

Fujitsu RX-7100\*†  
Gestetner GLX600\*  
Hewlett-Packard LaserJet IID\*  
Hewlett-Packard LaserJet III\*  
Hewlett-Packard LaserJet IIID\*  
Hewlett-Packard LaserJet IIIP\*  
Hewlett-Packard LaserJet 2000\*  
IBM 4019  
Mannesmann Tally MT905\*  
Oki Laser 400\*  
Oki Laser 800\*  
Olivetti PG 306\*  
Panasonic KX-P4420\*  
Panasonic KX-P4450i\*  
Sharp JX-9500\*  
Star Micronics LP-4\*

# Numbering a series of documents

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PCW/PC

*In the last issue of **Script**, we showed you how to insert page numbers into a document in a number of different ways, including putting in the total number of pages in the document. If your document forms part of a series of documents, you will want the First page number and the Total pages number to reflect this, so LocoScript allows you to insert your own value for these numbers, either 'by hand' or automatically. In this article we will be showing you how to do this.*

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In our previous article on page numbering, we showed you how to number the pages of your documents by means of the special page number codes: (PageNo) and (LPageNo).

When LocoScript finds (PageNo) in a document it inserts the current page number, and when it finds (LPageNo) it inserts the total number of pages. As you will usually want the numbers to begin with page 1, and the total number of pages will probably be the same as the number of the last page, these are LocoScript's default settings.

However there are some situations when you might want the first page number of a document to be something other than 1, and where the total number of pages won't be the same as the last page number of the document.

For example, if you are writing a book you may have saved each chapter, or even sections of chapters, as separate documents, because it is much easier to work with short documents. When you put page numbers into these chapters/documents, you won't want every chapter to start with page 1: you will want the chapters to follow on from each other, just as if you were printing out a single document.

So you have to tell LocoScript at what number to begin numbering each document, and also what the total number of pages is (if needed).

For example, if chapter 1 ends on page 24, you want to tell LocoScript to begin chapter 2 on page 25, not page 1, and so on for all the rest of the chapters. If you want to record the total number of pages and you know that the last page of the last chapter is page 377, then this is the number to be used as the Total pages number in all the chapters.

The First page and Total pages numbers of a document are held in Document Set-up, and it is possible to set your own numbers here directly. When you have done this, LocoScript will always use the values you have entered instead of the default ones. But you will then have to go into every document in the series and set these numbers. This could be time-consuming and you might lose track of the numbers, make a mistake, then have to do it all again!

It is also possible to set the First page and Total pages numbers for a file in the f5 Identity text menu. This method is quicker because you don't have to go into the document, but again there is the risk of making a mistake.

So to save you time and trouble, LocoScript has a special mechanism to number a series of documents. This allows you to number as many documents as you like automatically from the Disc Manager Screen: all you have to do is pick them out in the correct order.

This is by far the easiest way to set up consecutive page numbers, especially if you have a lot of documents. Your documents can even be on different discs because you can halt the process, insert another disc, and simply begin again.

## Setting the First page numbers

Before you start, check that the First page number of the first document in the series is set to the value you want, using the **F5**

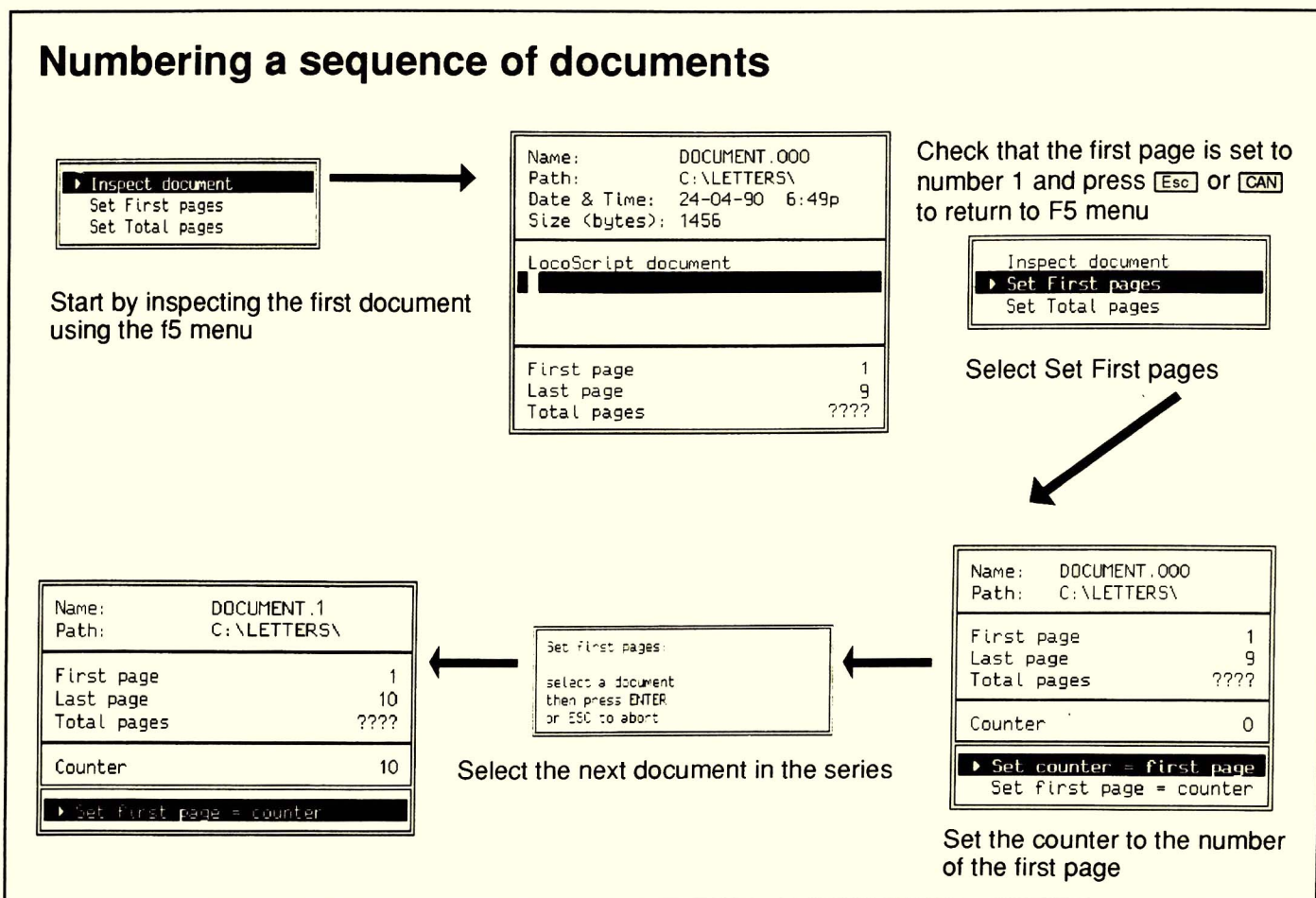
Inspect document option from the Disc Manager. Doing this is very important, because the First page number of the first document sets the initial number of the counter, which LocoScript will use as the basis for its calculations for the other documents. So if this is wrong, all the rest of your page numbers will be wrong too!

Once you've checked that this first page number is set to the number you want, return to the previous menu. Now move to the option Set first pages and press **Enter**. Another menu will appear on the screen giving details of your

document and the current value of the counter. Select Set counter = first page and press **Enter** again. This sets the counter to the number of the first page of your first document. Then a message appears asking you to select the next document in the sequence, which you do by moving the cursor to the relevant document and pressing **Enter**.

Now the previous menu will appear again, except this time you will see that the counter has increased by the number of pages in the first document and that the only option you are offered this time is to Set first page = counter. Select this option, press **Enter** and the first page of the document will be set to the number of the counter – so the numbers in the second document will follow on from the numbers in the first document.

Simply repeat this process until you come to the end of your series of documents. The full sequence of menus and options are shown in the box below.



If you have to stop either because you have picked out the wrong document, or because you want to change the disc to get the rest of your files, don't worry because LocoScript will automatically keep the counter at its most recent value.

Press **[Esc]** on the PC or **[CAN]** on the PCW to abandon the current selection. Then change the disc and press **[F7]** to show the next file in the sequence, or if you had picked out the wrong document, simply move the cursor to select the correct one.

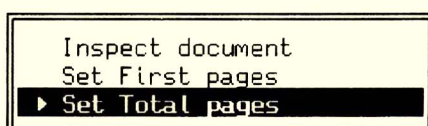
Now go into the Document menu and select **Set first pages** as you did right at the beginning, and when LocoScript shows you the relevant menu you will see that the counter is set at the correct number. So select **Set first page = counter** and carry on picking out the rest of the documents in the series as before.

## Setting the Total pages number

As well as setting the correct First page number for each document, you may also want to record the same Total pages number in all the documents. This will be the last page number of the last document in the series. Instead of going into each document and entering this number by hand, you can again set it for all the documents from the Disc Manager.

It's a good idea to do this immediately after setting all the first pages, because then you know that the counter is set to the correct value already.

Press **[F5]** as you did last time, but this time select the **Set Total pages** option from the menu shown.



Press **[Enter]** and the following menu will appear on screen.

Name:	DOCUMENT.10
Path:	C:\LETTERS\
First page	368
Last page	377
Total pages	????
Counter	377
▶ Set total pages = counter	

As the counter is already set to the correct total pages value, the only option you are given is **Set total pages = counter**.

So select this option, then go through your documents in the same way as we described before, choosing the above option every time. Again if you pick out the wrong document by mistake or you want to change discs you can use the **[Esc]** or **[CAN]** key, but remember that the order in which you select the documents doesn't matter this time, because the Total pages number needs to be the same in every document in the sequence.

## When to set the First page and Total pages numbers

There is no point setting the First page and Total pages numbers for your series of documents unless you are quite sure that all the documents are in their final form.

If you set the numbers, then make changes to any of the documents in the series in such a way that they have either more or fewer pages, you will have to go through the whole procedure again because the First page and Total pages numbers will need to be changed. So it's a good idea to wait until all the documents are completely finished before you set up the consecutive page numbers, then you know that you'll only have to do it once.

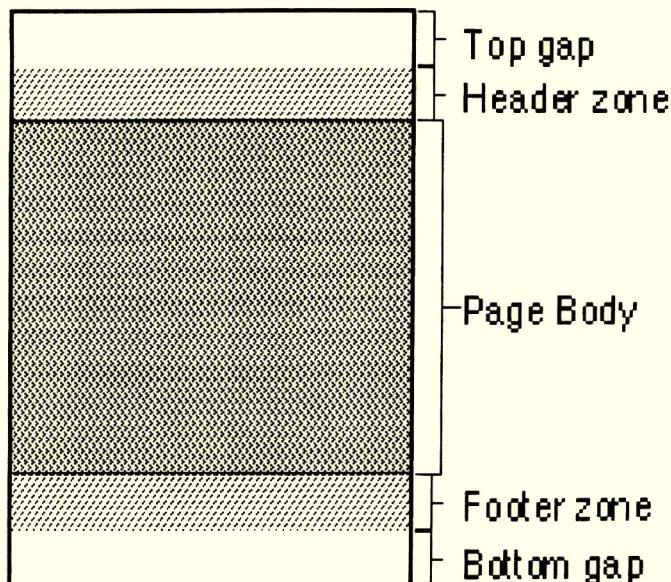
# Getting the right Top Gap

PCW/PC

*The Top Gap records the area at the top of the paper in which nothing can be printed, and it forms part of the Paper Type definition. If you are using one of LocoScript's own supplied Paper Types, then you already have a suitable Top Gap; however if you are setting up your own Paper Type, you have to work out what Top Gap you need. In this article we will be explaining what the Top Gap is, and how to set it.*

When considering the paper that you are using, LocoScript divides it into 5 'areas' as shown in the diagram below. The first and last areas are the Top and Bottom Gaps which mark the parts of the paper where no text can be printed, and these are set as part of the Paper Type. How the text is laid out on the rest of the paper is then decided by the document's Page Layout. The Header zone begins immediately after the Top Gap and any headers you have set up will be printed here. The main part of your document is printed in the Page body and finally there is the Footer zone for any footers in your document.

## How the page is laid out



The Top Gap needed depends partly on the printer, because some printers simply can't print right at the top of the paper, and partly on the paper you are using. For example when using continuous paper you don't want to print on the perforations, so you tell LocoScript to leave a sufficient gap before starting to print. Similarly, when you are using headed paper with a pre-printed logo or address, you want to set the Top Gap so the printing starts under this heading, not on top of it!

If the Top Gap is set incorrectly, you'll find that your document will be printed in the wrong place on the paper, though this problem can also be caused by other errors in the Paper Type or in the Page Layout of the document.

## Top Gap and printers

One of the reasons you have to worry about a Top Gap is because of the way that single sheet paper is loaded into a printer. When you load single sheet paper, a bit of the paper will be fed through past the printhead, in order for the printer to grip it firmly. So the printer can never print on those first few lines of each page. But the same problem does not affect continuous paper, because although the first page of a new roll will be fed in just like a single sheet of paper, you can adjust its position manually and printing can begin at the very top of all the following pages.

**Note:** With laser printers, paper is handled in a different way, but there is still a Top Gap because there is a protected area of about 1/4" at the top edge of the paper where they can't print.

The amount of paper fed in varies from printer to printer, and it can also depend on whether the paper is fed in by hand or by a sheet feeder. The amount of paper fed in by a particular printer is recorded as part of the printer details, so you can find out what it is by going into the Printer Control State.

On the PC you press **[F7]** and it is described as the Printer Top Gap, while if you are using an external printer on the PCW you can press **[F8]**, and the menu shown will tell you where the Top of Form line is. The Top of Form line is the first line on the paper that the printer can print on, ie. the printer has fed in the paper up to this line.

If you are using the PCW's built-in printer, there aren't really any printer options and the position of the Top of Form line never changes.

## Top Gap and Paper Types

The Printer Top Gap means that, with single sheet stationery, a few lines will be left at the very top of the page, and this can't be altered. However the Top Gap you get in your documents is the Top Gap measurement set in the Paper Type you are using. This is called the Paper Top Gap.

When working out the overall Top Gap in a document, LocoScript will use the Paper Top Gap measurement given in the Paper Type definition, but will take the Printer Top Gap into account. Suppose for example, you want LocoScript to print the first line of a document 1½" from the top of the page and have set the Paper Top Gap accordingly. The printer has already fed the paper in 1" – the Printer Top Gap – and provided LocoScript knows that the printer has done this, it can then work out that it only needs to move on a further ½" before starting to print, in order to position the first line correctly. If LocoScript thought the Printer Top Gap was 0, it would move the whole 1½" down the page before starting to print.

As long as the Paper Top Gap is bigger than the Printer Top Gap, you can set it to anything you want. This means that if you are using headed paper which takes up the first 8 lines, you can set the Top Gap to 9 and then the printing will always begin under the heading.

But if you set the Paper Top Gap so it is smaller than the gap left by the printer, you won't get the smaller gap that you've

specified, because it's impossible for LocoScript to start printing *above* the position of the printhead! But you will get your text displaced down the page, with the last few lines of the first page pushed onto the second page and the layout of the rest of your document altered accordingly – so you should be careful to avoid doing this!

## What Top Gap to set

The easiest option when setting the Top Gap for a new Paper Type is to make the Paper Top Gap the same as the printer Top Gap. Alternatively you can base your new Paper Type on one of the standard Paper Types we provide and simply use the given Top Gap.

The Top Gaps in these Paper Types are set to cover the largest Printer Top Gap you are likely to have, so you should be able to use them on any printer without any problems. Then you can always adjust your actual printing position by increasing the size of the Header zone, or by putting extra blank lines at the beginning of your document, depending on the effect you want.

But if you are positive, because you are using pre-printed headed paper, that you'll never want to print above line 9 (for example), even if your printer can do so, then you can put this into your Paper Type definition by setting the Top Gap to suit. When you print out your documents, the printer will feed in your paper the standard distance (if it is single sheet), and then LocoScript will advance to line 9 before it begins printing.

## Checking the Top Gap

Before you try to print out your documents, it might be a good idea to check the Top Gap values are correct.

On the PC, the correct Top Gap measurement for the current printer is automatically given, so you don't have to test it. On the PCW this is not the case, so you find out the Top of Form position on an external printer by carrying out the following test. With LocoScript set to use single sheet stationery, go into Printer Control State and then press **[F3]** to go into the Current Paper Type menu. Change the Top Gap measurement given here to 0 (instructions on how to do this are given in Session 19 of the LocoScript 2 User Guide and Session 20 of the PCW9512 User Instructions), then load a sheet of paper into the printer. Use the Direct



Printing facility to print out a line of text, then you can take the paper out and measure the distance in inches between the top of the page and where the printing began. To work this out as a number of LocoScript lines, just multiply the number by six and round it up to the nearest whole number, and the result will be the Top of Form setting you need.

On the PCW's built-in printer, the Top Gap is always correctly set and can't be altered, so you don't have to worry about testing it.

To work out if you have set a suitable Top Gap in the Paper Type definition, simply print out some sample text using the Paper Top Gap you have set up (making sure that the Header zone is set to 0). Then measure the distance from the top of the page to where the printing begins and you can see if it is the distance you wanted. If it isn't, you can go back to the Paper Types menu and adjust the Paper Top Gap measurement accordingly – but remember not to make it smaller than than the Printer Top Gap!

## Important

It is very important that the Paper Type is correctly defined as continuous or single sheet when you are printing. For example, if your printer is set up for continuous paper and you are actually using single sheet, you will find that LocoScript will begin printing too far down the page. The reason for this is that when using continuous paper, the Printer Top Gap is 0, but when you are using single sheet paper, it's approximately 1". The printer feeds in the paper for an inch, but LocoScript thinks you are using continuous paper and therefore doesn't 'allow' for this extra inch and the result is extra space left at the top of the page.

Similarly if you were using continuous paper and your printer was set up for single sheet paper, your document would be printed too high up the paper, because this time LocoScript allows for a Printer Top Gap of an inch, when the actual Top Gap is 0.

So using the correct Paper Type avoids this.

### Setting the Top Gap

The Paper Top Gap information is part of the Paper Type, so you can either set it in a new Paper type, or amend an existing one. However we would advise you not to change any of the standard Paper Types provided by LocoScript, because this would be confusing. So the best idea is to set up a new Paper Type of your own with a recognisable name and the Paper Top Gap you want.

On the PC you do this in the following way. Go to the Disc Manager Screen and press **[F6]** to enter the Settings mode. Press **[F3]** and the Paper Type menu appears. If there is a Paper Type shown that you would like to base the new Paper Type on, move the cursor to it and press **[F]**. Then select the option Create Paper Type and press **[F]**.

The details of the Paper Type you selected are now displayed, including the Top Gap. To change this, move the cursor to the appropriate line, type in the value you want and press **[F]**. Finish by giving the new Paper Type a new name so you'll be able to pick it out later.

To set up a new Paper Type on the PCW you begin by pressing **[F6]** to bring the Settings menu up onto the screen. To base your new Paper Type on an existing one, don't select the New Paper Type option – move the cursor to the Paper Types option instead. Press **[ENTER]** and LocoScript will display a list of the Paper Types you already have, so select the one that is most like the Paper Type you want, and press **[ENTER]** again.

A menu appears with the details of the Paper Type you selected and you can then change the ones you want – in this case the Top Gap details – and leave the rest of the specifications as they are. Then change the name of the Paper Type as before, move the cursor to Create New Paper Type and press **[ENTER]**. This takes you back to the list of Paper Types with the new name added, press **[EXIT]** then **[ENTER]** to return to the Settings menu and **[EXIT]** and **[ENTER]** again to leave this menu. Paper Types are held in SETTINGS STD on the Start-of-day disc, so you must remember to copy the new Paper Type to this disc before switching off your PCW, otherwise you will lose it.

Now you can select the new Paper Type for your documents, and the Top Gap will be the value you wanted.

# Large characters

PCW

Many people have written to us wanting to design extra large letters for headings in their LocoScript 2 documents. This is possible to do on the PCW using LocoChar and LocoChar 24. These special programs will let you redesign 16 of LocoScript 2's characters so you can make the necessary shapes to 'build' the large characters you want. They can then be printed out on the PCW8256/8512's built-in printer or a suitable 24-Pin dot-matrix printer. At the present time, LocoChar is not available for the PC.

However the idea of LocoChar can be rather daunting to most people! So a LocoScript user, Mr G F A Day developed a way to create large characters from LocoChar shapes and print them on the 8000 PCW's built-in printer. This idea won the first prize in the 'Writing for Profit' competition organised by Amstrad PCW magazine. It is now also possible to use Mr Day's large characters with 24-Pin printers. In this article he describes his methods.

“Provided you are prepared to make a sustained effort on some wet afternoon when you have nothing better to do, it is possible to make LocoScript produce very useful large letters for enlarged titles or for making company logos, or for headed paper. The way to do this is to use a program called LocoChar. Many of you will draw back in horror as this program requires you deal with the dreaded

CP/M. But this is nothing like as bad as it seems – just read the LocoChar documentation and follow the instructions implicitly and I promise that you'll live to tell the tale!

This article isn't going to be a tutorial on the use of LocoChar, but rather to give you some ideas that you can then develop and turn to your advantage, and my examples will show you what can be achieved.

## LocoChar

LocoChar lets you change the shape of 16 special characters in LocoScript 2 Character Set. Rules about the patterns you are allowed (for example you can only use the top and bottom 8 rows of the draft grid) are built into the LocoChar program – so it won't let you do anything wrong.

There are a number of articles about LocoChar in Issues 2, 3 and 4 of *Script* which you may find useful. These articles give an introduction to the (original) LocoChar program, describe how to create boxes and flow charts, give a list of the standard character patterns which can be modified and finally show some examples of User-Defined characters.

Almost all the LocoScript 2 product packs include the LocoChar program, while LocoChar 24 is included in the LocoFont 24 pack. Full instructions on how to design your own characters using LocoChar and how to install them in a font file are given in booklets called "Designing your own characters". The 24-pin version of the booklet is included with LocoChar 24, but you need to write in if you want a copy of the 8256/8512 printers version.

## Creating the large alphabet

Using the 16 redefinable characters, you can create enough basic shapes to then build up a large alphabet with both upper and lower case letters, numbers and many other signs of a textual and mathematical nature. This will not only let you make very professional-looking company letterheads or personal stationery, but you will also be able to create your own logos and designs. In fact the range and style is only limited by your own skill and ingenuity – you can even go as far as italics!

I use simple blocks, triangles and other shapes to make the letters and other symbols. The shapes generated for the first style and the keystrokes are shown in the box opposite.

The first shape, which you produce by typing 0 and [EXTRA] together, is the one used most and is the mainstay of the whole system, while the other shapes are used for corners etc.

In preparing these shapes in LocoChar, you will have to be rather careful with the diagonal and sloping shapes as the dot matrix is not easily divided diagonally and you will have to "step" the diagonal every third or fourth line, but with a little experimentation you will soon grasp the necessary technique.

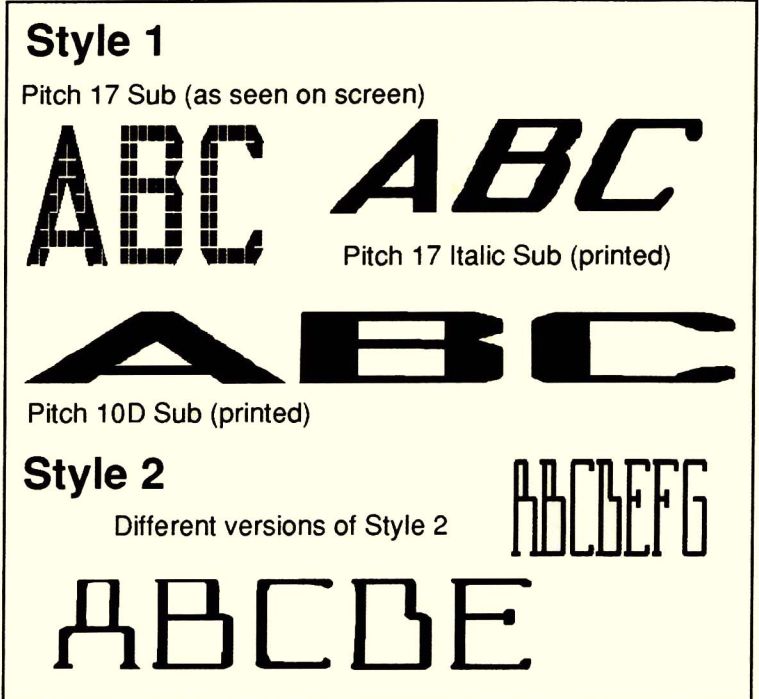
Once you have prepared all the shapes and have saved them to the appropriate font file (with a different name to any you have on your system) you are ready to install the font as instructed in the booklet.

## Making a letterhead

The best effects for letterheads are obtained by using Subscript with Line Space set at 1/2 and Line Pitch set at 8. The Character Pitch you choose is dependent on the length, and either Pitch 10 or Pitch 12 produce very good results. To make the title stand out, try using the bold option. Pitch 15 and Pitch 17 give a more "blocky" look because these pitches use the draft versions of the characters, but this looks OK in the right circumstances.

When you have finished your design, you should save it and from then on you can use it in any document simply by copying it and pasting it in. Remember that when you use Pitch 15 or Pitch 17, the pattern may go beyond the margins of your document, but this is nothing to worry about.

When you are centring your pattern, every line must be centred and all short lines must be padded out with spaces so all the lines are the same length. Your first effort may look dreadful,



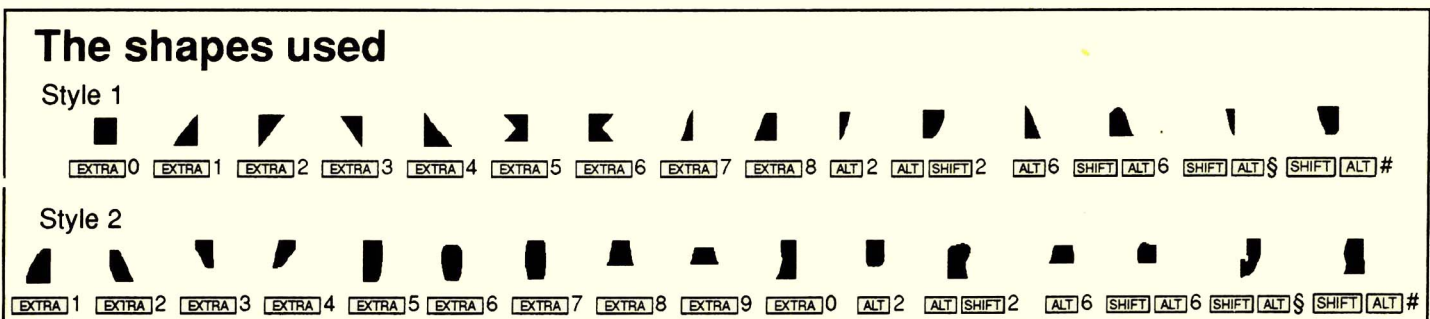
and you may have to edit the font again in LocoChar to get rid of irregularities, but keep trying and it will get better!

## Producing another style

The second style shown in the box above again uses all of the 16 redefinable characters and it must be kept in a different font. It is only really suitable for use with lettering, though some logos may be possible. The characters can again be of virtually any size. The main feature is that there are no diagonal lines, so it looks rather "deco".

When preparing this font the thickness of the shapes can be varied to suit your needs. However you must make sure that all the symbols (except the comma) are centred both horizontally and vertically so they will link up properly with each other.

The same line spacing and pitches are used, and the best quality results come from using pitch 10 or 12 with the bold option. For a



technical reason headings are more even when they all begin and end with a space, and you must always remember to pad out short lines with spaces.

## Using an external printer

If you have an external 24-Pin printer you can also produce large letters using the LocoChar 24 program, which is provided in the LocoFont 24 pack.

Because of the different design of the fonts on a 24-Pin printer, only Pitches PS, 10 and 12 will print in full size, Pitch 15 prints in a form of sub or superscript and Pitch 17 does the same, using the Pitch 15 designs. For "selected" sub and superscripts, the action is different again – in Pitches 10 and 12 the character is reduced in both height and width. Pitch 15 and its hanger on, Pitch 17, are printed in the same way as they are in normal height printing. So there is no point selecting sub or superscript unless you intend printing in the larger pitches.

The effect of these differences is that the range of sizes and pitches possible in both upright and italic styles is reduced from 16 to 6 each. As well as the limitations on sub and super-script described above, you may find that it is very difficult to make 17 Pitch look nice. So you will get the best results using Pitch 10 and 12 in normal or double, using Line Pitch 8 and Line Spacing 1, or Pitch 15 in normal or double using Line Pitch 6 and Line Spacing ½.

Most 24-Pin printers work bi-directionally, but this shows unevenness. You should therefore put it into uni-directional mode using the option switches on your printer. Using the bold option further enhances your finished product.

## LocoChar 24

LocoChar 24 – along with Version 3 of the main LocoChar program – has a number of new features which will save you quite a lot of trouble when setting up your shapes. One of these is that you can automatically make a Pitch 12 pattern from Pitch 10, so you don't have to create it from scratch. (You can also make a Pitch 15 pattern but here I find that conversion is rather inaccurate.)

Another feature is that you can copy a previously designed character to the current one. This is useful, particularly if you have a thin and thick slope as in 7e and 8e. Just move the 7e pattern left or right until it is placed correctly, then simply fill in the blank area with dots.

The shapes you need to create are the same as I have described previously, although I have altered one or two of the positions of the keys for compatibility reasons. I have also put a thick underlining character under key 9e. The second style is also basically unaltered, and has three sub-styles Large Double, Large Single and Large Thick. These styles offer differing degrees of emphasis. Italics may be possible by padding out with spaces of varying size and using the 'italics' option.

I have also devised a new font called Large Sideway for making banner posters sideways over a number of sheets of continuous paper. It is a derivative of Large Block, but has slightly different shapes and italics are not possible. Best results are obtained from using Pitch 10 and 12, with the Top and Bottom Gaps in the Paper menu set to 0.™

Mr Day will supply a copy of his fonts and character designs on disc at £5 for use with the built-in printer and £10 for the 24-Pin printer. The character designs are there to give guidance to the users and there are also a few 'extras'. The fonts can be used in upright or italic form and can be printed in the size you want, and even modified to suit your own applications. There is also a private letter-head example.

So that all users may benefit, the fonts are provided in the old MATRiX form. If you have version 2.20 or later, you just update the fonts using the installation program. This does not affect the pre-prepared character designs.

And if you don't have time to design your own characters, letterheads or logos in this way, just write to Mr Day, enclosing a SAE with details of what you would like, and he will send you a free estimate of how much it will cost for him to do it for you!

The address to send your orders or enquiries to is: ADSTRAD Ltd, The Advertising and Trading Co, 16, Cavendish House, Warrior Square, St. Leonards-on-Sea, East Sussex. TN37 6BJ. Tel. 0424 429492.

# Using Phrases

PCW/PC

*LocoScript's Phrases are there to save you time, by storing frequently used text in the memory of your machine so you don't have to keep re-typing it. This is very useful in documents like letters where you will typically use a number of 'standard' terms or sentences. You can even set up special sets of Phrases to use with particular kinds of documents.*

*In this article we will be showing you how to use LocoScript's Phrases on both the PC and the PCW.*

Phrases are used to store sections of text which you use frequently in your LocoScript documents. They are very useful when you are writing a lot of letters, for example, because you can set up things like the date and "Yours sincerely" as Phrases, and this will save you typing them over and over again.

It's very easy to store Phrases – all you have to do is use LocoScript's 'Copy' feature. Each Phrase is then stored under a letter (A to Z) and to insert the Phrase into your documents, you just use 'Paste' and tell LocoScript the relevant letter. Phrases are stored in sets and you can have up to 26 different Phrases in each one. You can have as many sets as you like – so the number of Phrases you can store is effectively unlimited!

However there are some limitations on the size of the Phrases you can have. You can only have a maximum of 255 characters in a phrase and on the PCW, your whole set of Phrases must not exceed 972 characters. On the PC the number of characters you can have in a set of Phrases is increased slightly to 1000. So it's a good idea to keep your Phrases short. Longer sections of text shouldn't be stored as a Phrase, instead you should store them as a 'Block'. We'll be telling you more about Blocks and how to use them in the next issue of *Script*.

## What you can store

As we have said, the most usual use of Phrases is to store sentences like "Yours sincerely" or "I look forward to hearing from you" – basically anything you use often in letters or

documents. However you can also use Phrases to store sequences of LocoScript codes which could save you a lot of keystroking. For example you might want to emphasise parts of your text by both making them bold and underlining them. This can be done by setting up two Phrases; the first phrase containing the codes (+Bold) (+UL), and the second phrase containing the codes (-Bold) (-UL). So you would paste in the first phrase before the text you want to emphasise, then the second phrase after this chosen text, which would return you to your normal style.

You can also use Phrases to store LocoScript's Layout codes with a piece of text, so whenever this text is pasted into a document, it will be laid out in a special way. To do this you simply choose the Show codes option and then make sure that the Layout codes are included when you are copying the text to the Phrase. But remember that each Layout code contains *all* the details of the layout, so it is equivalent to a lot of characters and if you had a lot of Layout codes in your set of Phrases you would quickly use up your allowance.

Generally you don't actually need to store Layout codes in Phrases because there are already quick ways to insert these codes. By setting up your requirements as a Stock Layout, you can change to a different Layout simply by typing **⌘**LT*n* to set your special Layout at the beginning of the relevant text and then typing **⌘**LT1 at the end of the section to return to the normal Layout. Stock Layouts were covered in more detail in Issue 7 of *Script*.

## Creating Phrases

To add a new Phrase to your current set, all you have to do is copy the piece of text you want. You could go into the documents that you know contain the Phrases you want, but the best method is to create a new document and type in all the text that you want to store as Phrases with the letters you are going to store them with. For example 'A: Andrews Typesetting Ltd, B: Bed and Breakfast available' and so on. This makes it easier to remember what text you have stored and which letters you have used.

On the PCW go to the start of the first piece of text and press **⌘**. This message appears:

```
COPY text:
select area then press
CUT to save & remove, COPY to save
or CAN to abandon
```

Select the text you want then press **⌘** to simply copy the text. Another message will now appear asking you to choose a letter for this phrase:

```
COPY and keep text:
type block 0..9
or phrase A..Z
or CAN to return to area select
```

## Error messages

If you run out of room in the particular set of Phrases you are trying to add a new phrase to, you will get the following message on both the PC and the PCW:

```
ERROR in: Editor
Phrase store is full
▶ continue
```

This warns you that LocoScript has only been able to save as much of the new Phrase as there

was room for, so your Phrase may not be complete. So go back and remove any Phrases that you don't need from the set to make more space. Then when you have done this you can try to save your chosen Phrase again. Even if you told LocoScript to 'Cut' this text from your document after you copied it, there's no need to worry. LocoScript will have left the text it couldn't save in the Phrase in your document, so you won't lose it.

If your Phrase is bigger than the 255 characters limit you will get this message on the screen.

```
ERROR in: Editor
Phrase is too long
▶ continue
```

Only the first 255 characters of this phrase will then be stored under the letter you selected.

Once you type the letter, the text you have selected is saved as a phrase, providing it does not exceed your character allowance. If it does you will get one of the warning messages shown in the box below.

On the PC the procedure is exactly the same, except that here you haven't got the special key for copying. So you use the equivalent keystroke instead, which is **⌘**.

As soon as you have created new Phrases, you can use them in your documents. When you press **⌘** on the PCW or **⌘** **⌘** on the PC, LocoScript will ask you to type in the letter of the phrase or number of the block you want to paste in. Press the letter of the relevant phrase and it'll be copied into your document.

## Clearing Phrases

But before you add any new Phrases to your set, it is a good idea to see what Phrases you have already, so you can remove the ones you don't want. To do this you select Show Phrases from the f1 menu on the PCW or f9 on the PC. This displays the current Phrases on the screen, although you may have to cursor down the menu to see the full range, if you have a lot of them. If a Phrase is empty the letter won't appear on the screen – so this is a good way to check which letters are available for your new Phrases. A phrase might appear in the list that appears empty, but this just means that this phrase has been used to store codes which aren't displayed.

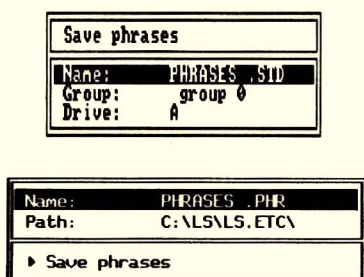
To clear the Phrases that you don't want, you just move the cursor to them in the Show Phrases menu and press the **⌘** key. These Phrases are now removed from the set. If you are going to re-use any of the letters of the unwanted Phrases for your new Phrases, you don't actually have to remove these old Phrases first. All you do is copy the new Phrase to the relevant letter and the old text that was previously stored here will then be replaced.

## Saving Phrases

If you switch off the machine at this stage, you will lose the new Phrases you have set up. This might not matter in some cases, for example if you have set up today's date as a phrase it is unlikely you'll want to save it for future use! But other Phrases like "Yours sincerely" you will want to use again, and to do this you have to save them on disc.

Your 'Main' set of Phrases, ie. the set that you will use in most of your documents, should be stored in group 0 of your Start-of-Day disc on the PCW or in the LS.ETC directory on the PC. These Phrases are then loaded at the same time as LocoScript is loaded onto your machine, so they are immediately available for you to use.

To save your new Phrases to this file, you should leave your document and return to the Disc Manager. If you are working on a PCW, put your Start-of-day disc in Drive A; if you are working on a PC, just select the LS.ETC directory. Then select the Save Phrases option from the **[F1]** Actions menu on the PCW or from the **[F9]** menu on the PC. The following menu will appear.



As you can see, on the PCW you get the name PHRASES.STD and on the PC you get PHRASES.PHR automatically. So just choose the option to Save Phrases and press **[Enter]**. Because a set of Phrases is supplied with LocoScript 2, on the PCW you will get another message at this point, even if you have never set any Phrases up before, asking you if you wish to replace the old file with the new one. But LocoScript PC does not have a ready made set of Phrases, so this message will only appear if you have already set up some Phrases yourself.

If this message does appear, choose the option to replace the old file, and then the new Phrases will be part of your main set and will be loaded automatically when you load LocoScript on your machine.

## Different sets

The Phrases you have set up could be specialised ones which you will only want to use for certain documents, for example mathematical formulae or technical names. Instead of having these as part of your main set of Phrases as described in the previous section, you can store these as a separate set and only load them when you are going to be working on one of the relevant documents.

You store these Phrases in exactly the same as we have described before. Again you should remove any unwanted Phrases before putting in your special Phrases; otherwise you will find that Phrases from your Main set that have not been overwritten will be saved as well. Then go back to the Disc Manager, pick where you want to store the Phrases and select the Save Phrases option from the Actions menu. However additional Phrases files don't have to be saved on your Start-of-day disc or in the LS.ETC directory like the Main set. In fact it is a much better idea to store the file in the same group/directory as the documents you will want to use these Phrases in, so you will be able to find them easily.

Again LocoScript suggests the names PHRASES.STD or PHRASES.PHR. If you are saving your special Phrases on another disc or in another directory, different to where your Main Phrases are stored, there is no need to change these default names, but you might find it easier if you give the file a name that reflects the contents.

When you want to use one of your different sets instead of the main set, put the disc you saved them on into one of the drives on the PCW or select the relevant directory on the PC. Then move the cursor to the Phrases file you want, press **[F1]** on the PCW or **[F9]** on the PC, select Load Phrases and press **[Enter]**. A menu with the filename and group will appear. Press **[Enter]** again to confirm your choice and this new set of Phrases will replace the main set in the memory. You will then be able to use them in your documents.

## Transferring Phrases from the PCW to the PC

If you have upgraded from the PCW to the PC, you may want to transfer your sets of Phrases as well as your documents and datafiles, to save you having to type them in again.

You can't move the Phrases files directly to LocoScript PC and load them to use in your documents, but you can put all the PCW Phrases into a LocoScript document and then transfer this document using LocoLink. With earlier versions of LocoScript 2 you will have to paste in each Phrase individually, however later versions have the option to Insert Phrases which will insert the whole set. Once the document is transferred to LocoScript PC, all you have to do is set the Phrases up again, in the way we've described, then you'll be able to use them.

# Letters

## Reformatting discs

**PCW** I have recently fitted a Drive B to my PCW 8256. When formatting a disc in the new drive which I had formally used on Drive A, I followed the instructions on the screen and I then assumed that the whole disc was then 'Clear' to use. However when I turned the disc over I found that there were still old files on it. I thought that because the PCW can read both sides of the discs in Drive B without turning the disc over, that the formatting would work in the same way.

Also could you tell me what the f2 option to 'Verify Disc' in the Disc Manager means?

Mrs S M, Wetherby

**You are quite right to assume that a Drive B disc is formatted on both sides at once. But when you format a disc you have previously used in Drive A it is not wiped completely, due to the slightly offset positioning of the disc read/write heads in the drive. As a result, the part of the disc used to hold a list of the files is not erased, so it looks like the files are still there. But the part of the disc used to hold the contents of the files *has* been cleared, so you can't actually use the files on this side of the disc again. Therefore it's a good idea to put a label on the disc to remind you which side you have formatted for use, then you won't make any mistakes.**

The 'Verify' option checks that the formatting of a disc has been carried out properly and that there are no faults on it. LocoScript automatically verifies a disc after formatting, you don't have to do it yourself.

---

## Backing up files

**PC** I have an Amstrad 1640 PC with a 30MB hard disk. I have discovered how to access the hard disc from LocoScript, but how do I make back-up copies of the files on the hard disc without recording information I don't need?

Dr C C, Welwyn

**You copy files from the hard disc onto floppy discs through LocoScript's Disc Manager screen. First of all, press **Page Up** until you can see Drive A. Then put a blank, formatted,**

## Including Record number

**PCW/PC** Is it possible to print out the Record number in a mailmerge extraction? I know that '+num' adds an incremental number but ideally I would like to incorporate the record numbers of a file in my printed list.

Mr J B, Hull

**On the PCW the only way to print the Record number of a card using the mailmerge is to create a Record number item. Enter the relevant number into this item for every card, and then you can include this item in your Master document. When your list is printed the Record number will then be produced with the rest of the information.**

LocoScript PC however has a special command that will allow you to include the Record number in a list, without having to enter it as an item in your datafile. The command that will do this is \$#, which gives the Record number of the current record. You can assign this number to an item-name, or use it in a comparison.

You can also insert the Record number directly in a finished document by using the following instruction in your Master document:

```
(+Mail) [$#] (-Mail)
```

The square brackets around the command tell LocoScript that this is something it has to determine (like a calculation). For more information on using the \$# command, see Section 9.4.1 of LocoScript PC's Database and Mailmerge book.

---

disc into Drive A, highlight Drive A with the cursor (**Ctrl** and the relevant cursor key moves the cursor in the directory lists), and press **Ins**. Select the files you want to copy by 'tagging' them, which you do by either selecting the Set Tag option from the f3 menu or by pressing the space bar, and then copy these files to your floppy disc.

If you were using LocoScript PC v1.5, you could copy whole directories at a time or even just the files you have altered since your last back-up. Upgrades to Version 1.5 are available for £35 plus VAT.



# Letters

## Typesetting from the PCW

**PCW** I am editor-in-chief of a printed magazine with a circulation of 7000. I own a PCW8512 and my four assistant editors have PCW8256s, all with LocoScript 2. We are voluntary workers and our publisher has suggested that we could cut down on costs by submitting our copy to the typesetters on disc, and he also said that there were some firms who would accept 3" discs, although there were 'some problems'.

We are an international magazine, so we use LocoScript's French and German accents extensively, Swedish fairly often and occasionally we use the Czech ones too! We also use a lot of different formats with rather complicated tabular settings. When I spoke to one of the firms in question I was rather alarmed to be told that they might use square brackets for accents and wouldn't comment on the tabs! Can you help?

**Mr W W, London**

Although there are a few firms who can typeset from LocoScript, these seem to offer a service restricted to the UK characters. The problem is that LocoScript offers a much larger range of characters than most other word processing software, and whilst some typesetting equipment can cope with the characters, more generally they work by using special codes such as <A> for the acute accent in the word processed documents.

However we do know of one company that may be able to help you. Their address is "Amscript" Publishing Group, 68 Barncombe Road, Brighton. BN1 9JR. Tel 0273 606067.

Another possible route is through LocoScript PC, which can export documents to various forms of "Revisable form DCA" text. DCA is an independent standard for representing documents and comes in various language variants – LocoScript PC supports the 103, 337, 930 and 946 character sets, and one of these may be suitable for your purposes. If you had LocoScript PC on a PC, you could use LocoLink to transfer the files from your PCWs, then export your documents in DCA on PC discs from which many more companies will be able to typeset.

## Using the Tutorial

**PC** I have an Amstrad 1640 with LocoScript PC, and as I was unfamiliar with LocoScript, I have been working through the Tutorial. This has generally been straight-forward, however I would like some assistance on one point. In the manual I am told that I should have 367k of free space, however on my 'Working' directory, I only have 11k.

So when asked to create a file or files on the working directory, I often get a 'Disc is Full' message and then have to cope with this situation. I have usually got round it by erasing DISCINFO.EG, which I'm sure was not intended.

I had already removed unwanted files and BAK files from the Working directory. Is there something wrong with my disc?

**Mr G M, Richmond**

Although the Tutorial book has a picture of the screen showing 367k available in the working directory, there is absolutely nothing wrong with your disc. This particular 'screen dump' was from a PC using 3½" discs which have double the capacity of the 5¼" discs you are using. Although we do try to make the screen dumps in our various manuals as realistic as possible, this is one occasion where there is a difference between what's in the book and what you see on the screen!

If you follow the tutorial exactly, you should find that having only 11k free won't actually cause you any problems. In most cases you are told to `Abandon edit`, so the tutorial files remain unchanged and won't take up any more room.

If you do want more room, then you could copy the tutorial files onto your hard disc. In the latest version of LocoScript PC there is a special installer to copy these files, but if you have an earlier version of LocoScript PC you can use the XCOPY utility in DOS instead. Version 1.5 will also search all your directories for any .BAK files that can be removed to make more room instead of just the present directory.

# Letters

## The Short tear off facility

**[PC]** I upgraded to LocoScript PC after using LocoScript 2 successfully for a number of years, but I find that I can't use my Silver Reed EXP 500 printer for my A4Continuous stationary because the printer will not reset to the start of a new line after completing a page. I have to switch off the printer once a page has been printed, then switch it back on for the next page.

Mr E W, Hitchin

The problem you are experiencing may be due to your printer's 'Short tear off' facility. If your document is set up for a Paper Type where the height doesn't work out in whole lines, LocoScript PC adds an extra feed to correct this. However, a side effect of this is that the short tear off is not activated and the printer is not reset properly.

Short tear off will only work if the page length is an *exact* number of lines. A4 continuous won't work if it has been set up from the default A4 single sheet paper type because this works out to 70.16 lines (11.69 inches). But A4 continuous paper isn't true A4 at all – it is exactly 70 lines (11.67) long! So the solution to your problem is to change the paper height in the Paper Type definition. Go into Disc Management and press **[F6]** to show the Settings. Press **[F3]** to go into the Paper Type menu, then pick out A4 continuous and select Amend Paper Type. Move to the paper height and change the value to 11.67 inches. Once you have done this, press **[F10]** to return to the previous menu, **[F10]** again to return to the Settings mode and **[F10]** yet again to get back to the Disc Manager screen.

You should now find that short tear off will operate correctly and your printer will reset to the first line after completing every page.

---

## Long documents

**[PC]** I am using LocoScript PC v1.5 and when my documents become more than 80k, a 'Document very long' message appears on the screen. Why is this – I have well over 200k left.

Mr W G, Swansea

LocoScript PC shows this message simply as a reminder that your document is now rather

## The ET.AL file

**[PCW]** Recently I was writing a document using LocoScript 2 on a PCW9512 and I saved it to Drive A, group 0 as ET.AL. I noticed that when I next booted up from this disc the following message appeared: 'Insert next disc'. The Disc Manager screen would not appear until I inserted a disc with no ET.AL file on it. Why?

Mr G A, Hillsborough

The ET.AL feature you have noticed is primarily intended for PCW8256s (especially those with expanded memory), because 8256 machines have a limited disc drive capacity. If you don't have enough room for all the files you want to load into Drive M on one disc when loading LocoScript onto your PCW, all you have to do is put a file called ET.AL in group 0 of your Start-of-day disc and this tells LocoScript that there is another disc to come. The message you observed will appear on the screen, prompting you to insert the disc with the rest of the files on it. When you insert this disc, LocoScript reads the files and then the Disc Manager screen is displayed. Alternatively, if you press **[CAN]** the Disc Manager can be displayed without inserting another disc. The ET.AL feature isn't needed with the PCW9512 because it has a much larger disc capacity, so it isn't described in any of our 9512 guides.

Incidentally it is not a good idea to store files on your Start-of-day disc as you have mentioned. This disc should *only* contain the files you need to load LocoScript. Once LocoScript is loaded, you can insert a disc with your own files on it. The best solution is to reorganise your discs so your document called ET.AL is on another disc instead of your Start-of-day disc, which avoids the problem altogether.

long, so editing and scrolling may become slower. To edit large documents comfortably you need approximately twice the amount of space on your disc. The warning message that you are getting isn't telling you that you will run out of space, but that it would be a good idea to use the Save and Continue option frequently. Then if you *do* happen to run out of space, you won't lose all your work.

# Letters

## 24 Pin printers

**PCW** I have a PCW 8256 with expanded memory and I am using a Brother M-1824 24-Pin printer. I have copied the printer drivers onto my Start-of-day disc and I have also copied the Mini PS font from the LocoFont 24 disc. But although this font does appear in Group 0 of Drive M, it does not appear in the fonts available when I bring up the Settings and ask for the available Character Sets.

Rev M W, Keswick

When you want to use the LocoFont 24 files, you need to select the appropriate 24-Pin Printer Driver file for your printer and rename it 24PIN.PRI. The reason you were having problems was because you had renamed the wrong file – you renamed the LQ2500.PRI driver file instead of the 24LQ25000.PRI file. When using download characters you should always use files with the prefix 24?????.PRI, because other printer drivers only allow you to use the printer's built-in characters.

To use your chosen font with your printer, copy the 24LQ2500.PRI printer file to your Start-of-day disc and rename that file as 24PIN.PRI. You will also need the LQ24.DRV driver file. When you copy the Mini PS font file to group 0 of Drive M, you should now find that the name appears in the f6 Settings menu, so you can select this font and use it in your document.

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## Changing item names

**PCW/PC** I have a datalist named LIBRARY.DAT, each record represents a book with information indexed under Name, Author(s), Publisher, etc. I want to print out data from this file using the method in Issue 9 of *Script*, but the item Author(s) isn't allowed because of the brackets. On trying to remove the brackets, I found it also removed the entries in that item throughout the file.

Dr J H, Bromley

There are two solutions to this problem. You can change the name of the Author(s) item within the datafile, or use the correct equivalent mailmerge name in your Master document, as advised in the LocoMail manual and in LocoScript PC's Database and Mailmerge book.

You change the name of datafile items in Datafile Set-up. Pick out the Author(s) item and press **F3**. Choose the option to Change item,

## Direct Printing

**PC** I have LocoScript PC v1.5 and I wondered if there is a Direct printing facility on the PC as there is on the PCW? It is something I could make use of, not having a typewriter, but I can't find any references to it in the manuals.

Mr J C, Cambridge

There is a Direct Printing facility on the PC, and it works in the same way as it does on the PCW. But as it is provided solely for compatibility with LocoScript 2, Direct Printing was not initially described in the PC manuals. (It is now mentioned in Section 24.5 of the second edition Reference book.)

To go into Direct Printing from the Disc Manager screen, press D for Direct Printing followed by **↵**. The Direct Printing screen is shown, which looks just like an ordinary document. Type in a line of your text and press **↵**, and it will then be printed directly on the printer, just like it is when using Direct Printing in LocoScript 2.

You may find that Direct Printing doesn't work as well on the PC as on the PCW. This is because LocoScript has full control over the PCW's built-in printer, but the control isn't quite as good when using an external printer with either the PC or the PCW.

and a menu appears showing the current details. Move the cursor to the name and then you can delete the bracket characters. The data stored in the original Author(s) items in the datafile won't be affected. From your letter it would appear that you were trying change the item by deleting it and creating a new one – which doesn't work as all the entries in the old item are removed too.

Alternatively you could take advantage of the translation the mailmerge performs on item names from the datafile. Things like leading numbers and 'illegal' characters are removed, and spaces are converted to underline characters. For example the mailmerge references First Name as First\_Name and Author(s) as Authors. You only have to change the name of your item in the rare cases where the mailmerge alterations will cause two items to have the same name.

# PostScript

One of the great benefits of LocoScript PC is its versatility. Mr James Holl, a PC support specialist wrote in to tell us about a system he set up using LocoScript PC for a company who sell footwear by post.

"Prior to my intervention, the company were using hand written NCR order pads and working out how many pairs of shoes in what styles and sizes to order from a spreadsheet. They asked me if the PC could be used to generate the actual orders. 'Easy,' I said. 'Buy LocoScript PC and I'll set it up for you.'

To replace the spreadsheet, I set up a LocoScript PC datafile that would contain one 'card' for each stock line. Each card recorded supplier details, product details, cost price, the range of sizes, previous sales in each size and the remaining stock in each size. My client would enter the number of pairs he wished to order and then a Master document would produce a properly formatted order with the quantities required in each size, calculated according to the data specified.

Of course the number of sizes available in each style could vary quite widely according to whether the shoe was male, female, both and/or included half sizes, so the system had to be flexible and contain some redundancy for safety.

The first job was to create a Master document which replicated the functions of the spreadsheet. But predicting sales is not an exact science – how many times has a shop run out of your size? – and if too much of a particular style had been ordered previously, the calculations would take this into account from the stock balance remaining in the offending styles and produce an order containing some negative quantities! You would think that computers would know that you can't order less than nothing, but this had to be explained to it in the Master document!

The next problem was that my client often wanted to order a quantity of shoes for a season, with deliveries spread over two, three or four dates. So the Master document had to split the order not just into sizes, but into multiple deliveries with dates specified, still without attempting to order less than none, but ensuring that the minimum order of six pairs was met.

By now we had a reasonably sophisticated system, but we still had something else to add. Sometimes the cost of the shoe would change at a certain size. For example, sizes 12 to 15 (not a female style!) might cost more than the smaller sizes. This problem was overcome by adding just two extra fields on the card; one for size break and one for second price in those styles where it was needed.

The final Master uses the past sales, cost, size-break, second cost and delivery date specifications to calculate and generate orders for the correct quantity of shoes in each size. These are in multiples of six, rounded except at the first level where one to five pairs are ordered as six, and then split over the required delivery dates.

The true totals are specified for each delivery and for the total order, and the value for each delivery and the total order is calculated at the cost price, or at both cost prices, split at the sizes specified!

Once a card is established for each line, ordering involves little more than calling up the cards, updating the past sales and stock figures, amending if necessary the cost price(s) and delivery date(s) and typing in the total quantity he wants. My client then presses f10 and starts the merge, and while he goes away and does something else, LocoScript calculates what's needed and then goes on to print the orders out in triplicate."

And all this at a fraction of the cost of other PC programs!