

# Script

Issue 21

**THE LOCOSCRIPT NEWSLETTER**

**W**elcome to Issue 21 of *Script*. In this issue we have a number of articles about organising your work in order to get the best results from LocoScript. We also have details of the new PCW Hotline service, which means you can now phone in for advice on PCW problems.

Our first article follows on from the article on Phrases in the last issue by looking at a related feature – Blocks. In particular this shows you the variety of ways in which you can use Blocks in your documents.

If you want to set up several documents in a standard style, to be printed out on the same printer, the best way to do it is to create a Template with all the relevant details. You can then use this Template as a pattern for other documents, which will have all the features you want automatically. In the article on page 6 we show you how to set up Templates on both the PCW and the PC.

When you are using LocoScript PC, your files are stored in a series of directories. These are a little like Groups on the PCW, except that you can also have directories within directories. If you organise your directories carefully, you will find it much easier to find your files, so in this issue we show you how to do this.

As we told you in Issue 20, there are now two new PCWs, the PcW9256 and the PcW9512+. In our final article we tell you about these machines and the various products available for them.

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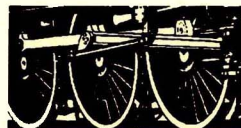
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# News

## PCW support

**PCW** Historically our Customer Support department has only provided support for PCW users by letter. But because of the popularity of the PC Hotline support, we are now running an experiment to provide telephone support for the PCW as well. Some of you might have already received this support – our staff have been practising for several months in order to provide the best possible service.

Instead of adding the price of this Hotline service to the price of the PCW products (as in the case of LocoScript PC and its Hotline), we are going to use one of Mercury's 0839 numbers (the equivalent to British Telecom's 0898 numbers) and fund the service in that way. Calls will be charged at 50p per minute (inc VAT).

The service will be open from Monday to Friday between the hours of 10am to 12 noon and 2pm to 4pm (at other times and on public holidays you'll hear a message telling you the hours of the service).

The number to ring is: **0839 900017**

Of course, there are problems that can't be resolved over the phone, for example, problems with LocoMail applications, or obscure problems where we can't offer an immediate answer. So we'll still be answering all letters sent to our Technical Support department free of charge – just as we have always done! We aim to reply within two days of receiving your letter, but more complex problems may take a little longer.

## Correction

**PCW** In Issue 20 of *Script* we had an article on producing large letters with LocoScript, written by Mr G F A Day. In the box at the end of the article we told you how to order a copy of the application, but unfortunately the number in the address was incorrect. The correct address is 26 Cavendish House, Warrior Square, St. Leonards-on-Sea, East Sussex. TN37 6BJ.

If you have sent an order or enquiry to Mr Day and have not received a reply, please write again to the above address, and he will deal with your request as quickly as possible. We apologise for any inconvenience this may have caused.

## Printer Support Update

**PCW** A new version of the Printer Support Pack for PCWs is now available. As well as supporting a number of new printers, it is now possible to use download characters on printers that use the 'IBM Proprinter' style of downloading. Another improvement is that you can now print italics on all printers that are driven in download mode – even the ones that don't support italics in their standard mode. We have developed special software to do this on 'Proprinter-like' printers because they don't have the facility to print italics built into them as LQ compatible printers have.

Chief among the printers to benefit from these changes is the Canon BJ-10e printer – currently one of the most popular external printers among PCW users. Previously the main disadvantage of the BJ-10e was that it could neither print in italics nor print all LocoScript's characters; moreover it only offered a limited number of typestyles. However using the new Printer Support Pack it is possible print italics and the full Character Set, including Greek, Cyrillic and special symbols, in LocoScript's Standard and Sans Serif fonts. A wide range of extra fonts are available if you also use LocoFont 24.

For PcW9512+ users with this printer, there is a special product called LocoFont BJ which also provides all these features. See the article on page 13 for details.

Another important feature of the Printer Support Pack is that it now supports the CGTimes and Univers fonts available on the Hewlett Packard LaserJet III printer in 12 pitch.

Last but not least, the new printer drivers will now reset your external printer every time you print a document. So you don't have to switch on the printer before loading LocoScript to avoid problems like before – you can just switch it on before you print.

The new Printer Support Pack costs £29.95 + VAT (£35.19), and is available on either 3" or 3½" discs. If you want to upgrade your old Printer Support Pack, simply send in your old Master discs and a cheque for £14.95 + VAT (£17.57) and we will replace them.

# Using Blocks

PCW/PC

*In the last issue of **Script** we showed you how to set up short sections of frequently used text as Phrases. This saves you time when you want to include this text in your documents, because you can just paste in the relevant Phrase instead of typing the text out again. However, if you want to copy large pieces of text, you use another LocoScript feature called Blocks instead of Phrases. The size of the Blocks you can have is only limited by the disc space available: you are not restricted to a certain number of characters as you are with Phrases.*

*In this article we will be telling you about Blocks and how to use them on both the PCW and the PC.*

Whenever you copy a piece of text, you are asked to either save it as a Phrase or as a Block. As we told you in the article in the last issue of **Script**, Phrases are used to store short sections of text that you use frequently in your documents, to save you typing them out again and again. For this reason you save your set of Phrases permanently. However there is a limit on the number of characters you can have in a set of Phrases, so each individual Phrase has to be quite short.

To copy a larger section of text you take the other option and save it as a Block. In many cases you will only want this text a few times, so Blocks are more temporary than Phrases.

Like Phrases, Blocks can be used to duplicate certain pieces of text that you want to appear more than once in your documents. But Blocks also let you re-arrange the text in your documents easily, either in a single document or by moving text between documents.

In this article we will look at the different ways in which Blocks are used in editing.

## The basic procedure

You set up and insert Blocks using LocoScript's Copy, Cut and Paste functions in very much the same way as you set up and insert Phrases. The only difference is while you set up a Phrase by typing a letter of the alphabet, you set up a Block by typing a

number between 0 and 9. Also like Phrases, the process of setting up a Block is the same on both the PC and the PCW, except on the PCW there are actual named keys for Copy, Paste etc., while on the PC they are produced by simple combinations of keystrokes.

Another similarity between Blocks and Phrases is that you can call up a 'Show Blocks' menu, just like the 'Show Phrases' menu. Press **[F7]** on the PCW or **[F9]** on the PC, select Show Blocks and the menu will appear on the screen listing the numbers of the Blocks and the first few words stored in each one. You can also remove Blocks that you don't want any more by moving the cursor to them in this menu and pressing **[X]** – as you do to remove an unwanted Phrase.

## Using Blocks in editing a document

The first use of Blocks is to copy text. For example, you might have a 'standard' paragraph, or perhaps a list of instructions that you want to appear in only a slightly modified form several times in your documents. 'Copy' this text into a Block in the way we described above, then whenever you want to reproduce this text in your document, press 'Paste' and the number of the relevant Block and the text will be inserted. Then you can go on as normal, editing the text as necessary.

The second use of Blocks is in re-arranging the text in your documents. If you are editing a document and decide that one or more of the paragraphs would be better in a different place, you can easily change them round using Blocks.

Copy the paragraphs in question to separate Blocks and use 'Cut' in each case, to remove them from their old positions in the document. Then you can paste them one by one into their new order, or even in a number of different combinations to see which is the most suitable. Once you have decided the final order, you can simply delete any extra text that you don't want.

Using Blocks in this way is also the best way of seeing whether a document is improved by removing a section of text. If you were to delete this section, then change your mind later and want to put it back, you would normally have to type it out again. However if you copy the text to a Block then cut it, it is removed from your document but is still available to paste in should you want to. Of course if you *don't* want to, then you can simply forget about this Block altogether!

## Copying text from one document to another

Transferring text from one document into another is also very straightforward using LocoScript's Blocks.

First you copy the text you want into a Block and either leave it in the original document or use 'Cut' to remove it. At this point in LocoScript 1 you had to save the Block, but with LocoScript 2 you can just exit from this document and open the document you want the text to appear in. Move the cursor to the position you want in the document and simply use 'Paste' and the number of the relevant Block to insert the text.

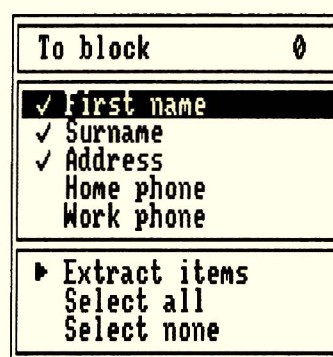
Using LocoScript PC v1.5 on the PC, transferring text like this is even easier to do because you can edit two documents at once – see the box on the facing page.

You can also use this technique to help you print out an address onto an envelope. Copy the address from a document, then open the Direct Printing screen. Paste the address Block in and press **[Enter]**. The address is then printed out on the envelope in the printer, and the screen is cleared ready for more information.

**Note:** Although Direct Printing is offered by LocoScript PC as well as LocoScript 2, it works better on the PCW with its built-in printer. This is because LocoScript has more control over this printer than with an external one.

## Inserting information from a datafile

Another use of LocoScript's Blocks is to transfer information from a LocoFile datafile, for example an address, to an ordinary document. To do this, you first display the record with the information you want on the screen. Then press **[F7]** to display the Extract menu shown below:



A list of the various items that appear on the record is given. The menu also displays the number of the Block LocoScript expects to copy the selected items to, and there is a tick next to those items that are selected by default. You can change the Block number by moving the cursor to it, typing the number you want and pressing **[Enter]**. The selection of items can be either be changed individually by moving the cursor to each one and pressing **[F7]** to select it or **[F8]** to de-select it, or collectively by using the options given to you at the bottom of the menu.

When everything is set as you want, check that **Extract items** is selected (indicated by the **▶** symbol) and press **[Enter]**. The information from the selected items is now copied to the named Block. Simply paste this into a document in the normal way.

You could also extract the address from the datafile like this and print it on an envelope in the way we described above. More information on this process is given in Chapter 3 of both the LocoFile User Guide and the Database and Mailmerge book.

## Saving Blocks

On the PCW, Blocks are held on Drive M, so they are cleared from the PCW every time you switch off your machine. On the PC, Blocks are held in your Temporary directory, and are called something like \$\$LSxxxx.BLK. These are not cleared when you switch off the machine, but you may have to remove them if you run out of disc space.

When using LocoScript 1, you had to 'Save Blocks' to transfer text from one document to another because unsaved Blocks were erased every time you exited from a document. But with LocoScript 2 or LocoScript PC this doesn't happen, and as there is usually no need to keep your Blocks for more than one editing session, there isn't an option to 'Save Blocks' as there is for Phrases.

If you really need to save your Blocks after you switch off the machine, just create a document and paste in the Block you want to save. Call this document something that's easy to pick out, SPECIAL.BLK for example, and then save it to your disc alongside the documents it concerns.

When you want to place the text stored in SPECIAL.BLK in your current document, just move the cursor to the place you want the text to start and press **[F]**. Select Insert text from the menu that appears, press **[ENTER]** and you will be taken back to the Disc Manager screen and shown the following message:

Insert document:  
select document using cursor keys  
then press ENTER  
or CAN to abandon

Move the file cursor to SPECIAL.BLK and press **[ENTER]**. Then check that you have picked out the right document; and press **[ENTER]** to proceed. (If you haven't picked out the right file, just press **[CAN]** to abandon the action and try again.) LocoScript now returns to your original document and inserts the text from SPECIAL.BLK in the position you wanted.

## Removing Blocks

Because Blocks are stored on the PCW's Drive M, they can sometimes be a factor in causing you to get the 'Disc is full' message, and they may cause the same problem on the PC, particularly if you are working from a floppy disc.

If this happens, take the option to return to the Disc Manager screen to make some room. Once there it's a good idea to call up the 'Show Blocks' menu as mentioned earlier and see if you have any Blocks that you can throw away. If you have, just move the cursor to the number of the Block, press **[ ]**, and the text in the Block is erased.

If you had some very large Blocks, simply doing this might make enough room, although it is a good idea to get rid of unwanted files and fonts at the same time – just to make sure!

## Copying text from one document to another with LocoScript PC

Since Version 1.5, LocoScript PC lets you have two documents 'on the go' at the same time, so you can show both on the screen and swap between them as you wish. This makes it even easier to move text between them, because you don't have to close up the first document before opening the second.

For example, you want to insert a certain piece of text into Document B, that you know appears in Document A. Simply set up Document B as 'Task 1' and Document A as 'Task 2' as instructed in the Reference book. Go into Document A and copy the text you want to a Block, just as we told you how to do in the article. Press **[F10]**, select the option to Run another task, press **[ ]** and another menu will appear. Select to Task 1 from this menu followed by **[ ]**, and then Document B will be shown on screen. (Alternatively you can use a 'short cut' which consists of holding down the **[ALT]** key and pressing **[F10]** twice.) Once Document B appears, you can move the cursor to where you want the Block to be inserted and simply paste it in.

So you can see exactly what you are doing, it is possible to have both the documents on the screen at the same time. To do this, just press **[ALT][F10]** and when the 'Switch from' menu appears, move the cursor to Split and press **[ ]**. Document B will then be shown at the top of the screen and Document A at the bottom, and you can skip from one to the other using **[ALT]** and **[F10]**.

Running two tasks at once is explained in Chapter 2 of the LocoScript PC Reference book.

# LocoScript's Templates

PCW/PC

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*In LocoScript, you are encouraged to set up documents with the special name `TEMPLATE.STD` at various locations around your discs. These documents are known as Templates and they are used by LocoScript in creating new documents.*

*Templates are a very useful feature of LocoScript on both the PCW and the PC because they can make it very easy to produce documents in a standard style, set up for your normal printer. This article explains what to do to get the results you require.*

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The reason for setting up Templates is very simple: it saves you effort in producing documents to the standard style you want.

A number of factors contribute to the appearance of your document when it is printed – the type of paper it is printed on; the width of the margins; the pattern of Headers and Footers; the font and character pitch used for the text; the line spacing; the gap left between paragraphs and so on. Then there are the special styles you use for such things as Headings, Notes and Introductions. If a number of documents are to have the kind of consistent layout, for example those produced for business use, then all the documents have to be set up in the same way.

It is, of course, perfectly possible to set all the details you require as you prepare each document, but this is far from ideal for two reasons. Firstly, as the above list of factors shows, there are a lot of different settings you need to make. However easy making each setting is, the sheer volume of different settings ensures that the task is Hard Work! Secondly, you need to remember the precise details needed in each case to get the results you need. So it is much easier to set up a Template with all the relevant details which you can use whenever you create a new document.

## What is a Template?

A Template is simply a document where you set out the details of a particular document layout you use.

This document then becomes a pattern, and new documents are created by copying the Template document, which means that each new document automatically has exactly the same features.

The Template provides a complete guide for a document. It defines the printer and paper for your new document, its margins, headers and footers. It also defines the font, character pitch, line spacing etc. used for the text.

Consistency across a number of documents is achieved simply by using the same Template in creating each document. You neither need to make any settings nor to remember the details of the document layout you are using, because everything is automatically set up for you.

If you prepare a number of different types of document, then you simply need a number of Template documents, one for each type of document you prepare. You could, for example, have one Template for letters, another for reports and a third for memoranda.

If you have a piece of text that you want in every one of a particular type of document – like your address – you can put this in a Template too. Every aspect of the Template is automatically transferred to documents created from it.

## Setting up a Template

Each Template is a perfectly normal LocoScript document: the only thing that's special about it is its name. So to create a Template, press **C** to create a new document, and give this document the name `TEMPLATE.STD`. You then set about giving this document the features that you will want in all the documents created from this Template – no less and no more!

So go into the Document Set-up of your Template and set up the margins, fonts, printer etc. that you will normally want to use.

The order in which you make the various settings is to a great extent up to you, but the sequences given on the page overleaf are perhaps the most straightforward.

## Where to store your Template

The first Template you need is one that has the characteristics you want in all of your documents. Having a Template like this ensures that every document you create has the general features that you require.

On a PC, the best place to store this general-purpose Template is in LocoScript PC's System files in the `LS.ETC` directory on the disc from which you load LocoScript. On a PCW, you need it in Group 0 of your Start-of-day disc, so it is copied to Group 0 of Drive M when you load LocoScript.

## Stock Layouts and Templates

The Stock Layouts that you set up in a LocoScript Template are really the key to producing documents in a consistent style.

LocoScript's Stock Layouts provide a set of patterns for different paragraph layouts in a document, similar to "style sheets" in other word processors. Each Stock Layout gives a complete definition of a particular paragraph style – from the position of margins and tabs to the font, character pitch, line spacing and even the decimal point character to be used.

With a paragraph style you want to use set up as a Stock Layout, it then becomes very easy to put text into this paragraph style. All you need to do is pick the name of the Stock Layout containing the paragraph style you want from a list.

The Stock Layouts available in a particular document are recorded in its Document Set-up and there's room for up to 10 of these. Two of the Stock Layouts – Stock Layouts 0 and 1 – are automatically used in the document: Stock Layout 0 is used to define the layout used for Headers and Footers, while Stock Layout 1 is used to define how the text is laid out at the start of the document. The other eight Stock Layouts are simply available for copying whenever you want to put a piece of text into a particular paragraph style.

Ideally, you want each paragraph style you use in a particular document to be set up as a Stock Layout. With one Stock Layout holding the details for the main body of the text, another holding the details for Headings, a third set up for Notes (and so on), you can simply pull in a copy of the appropriate Stock Layout wherever you want to change over from one type of text to another.

The value of setting the Stock Layouts you need in the Template is that every document created from the Template will have the same set of Stock Layouts recorded in its Document Set-up. This in turn means that the same paragraph styles are available in every document. It then becomes really easy to produce matching documents.

When you load LocoScript PC, it automatically looks in the LS.ETC directory for a TEMPLATE.STD document and replaces the (rather basic) outline for a document built into LocoScript itself by the details of this Template's Document Set-up. This allows any new document you create to be based on the Template you have set up.

Even if you expect to set up a range of different Templates, it is still worth setting up a TEMPLATE.STD in the LS.ETC directory, because this will at least ensure that any new document you create will be set up for *your* printer. The rudimentary document built into LocoScript PC is simply set up for 'No printer' and no Fonts so that it doesn't conflict with the printer you actually have on your system.

However, text in the Template in LS.ETC is always ignored. So if you have set up your Template with an address in the Header you should store it in the Root directory of the disc you are working on as well.

When you press C to create a new document on the PCW, LocoScript starts looking for a Template to copy.

The first place it looks is in the group you are working in, in case you have a Template specially for the documents stored in this group. If it doesn't find one here, LocoScript then looks at the corresponding group of Drive M, in case you have a Template that you use for all the documents created in this group on all your discs. Then it moves to group 0 of the disc you are working on in case you have a Template here that you use for all documents on this disc. Finally it looks at group 0 on Drive M.

This Template should be a suitable basis for all the documents you create in all groups on all discs – which is why the general-purpose Template we described earlier should be stored on your Start-of-day disc so it is copied here.

LocoScript on the PCW has a default Template, set up for A4 paper and the built-in printer, with the standard margins, layouts etc. which it uses when it can't find another Template elsewhere. You might find this is a sufficient general-purpose Template if you are using the built-in printer, but you will certainly need to set one up for yourself if you are using an external printer.

## Templates for more specialised use

While a general-purpose Template is useful for setting the general features of your documents, the different types of document you want to produce will each have their own specific requirements. Letters, for example, will want your address at the start of each document; memos will want the word Memorandum across the top; the chapters of the book you are writing will want page numbers set in either Headers or Footers.

To cater for these, you just need some more Templates – one for each type of document. Create each of these new Templates in the group (PCW) or directory (PC) in which you are going to store these more specialised documents. For example, you create your Letters TEMPLATE.STD in your Letters directory, or in your LETTERS group on your PCW.

When you create a document on both the PCW and the PC LocoScript starts looking for a Template to copy in the group or directory on which you are working – so a Template here is bound to be used in preference to any general-purpose Template you have elsewhere.

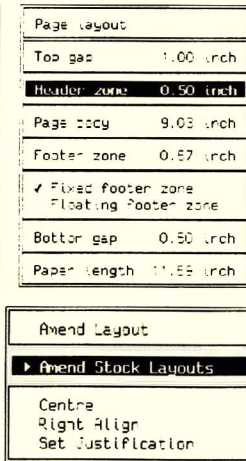
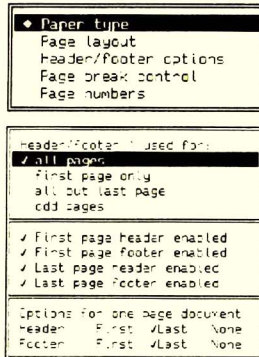
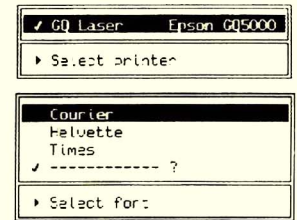
Each new Template you create will start as a copy of your general-purpose Template, so all you need to do is add the extra features you need for this specific type of document and then save the new Template on disc as before.



## Setting up a Template on a PC

Create a document called TEMPLATE.STD in the normal way. Then select Document Set-up option from the **[F9]** menu to go into your Template's Document Set-up.

1 Press **[F6]** and tick the name of your printer in the list that appears. Press **[↵]**, check that the '0' line of the menu that appears is highlighted, before pressing **[↵]** again and ticking the font you want to use in the list that appears. This allocates your chosen font to Font-number 0. Font-number 0 is the only one you need to set on many printers but if you have a 'multifont' printer – that is, one with software selection of fonts – it is worth carrying on to allocate other fonts to other Font-numbers because this gives you a variety of fonts to call on in your documents. (Press **[F10]** to leave this menu.)



2 Press **[F5]**, select Paper type and then tick the Paper Type corresponding to the type of paper you intend to use and press **[↵]**. When you return to the Page menu, select Page layout and set the size of Header and Footer Zones you require. When you return again to the Page menu, select Header/footer options and specify how you want Headers and Footers to be applied. (Again **[F10]** is the key to press to leave these menus.)

3 Press **[F2]**, select Amend Stock Layouts and press **[↵]**. Select the '0' line, press **[↵]** and set the margins, tabs and other features that you want for your Headers and Footers. Leave the Layout Editor by pressing **[F10]**, select the '1' line and do the same to set the margins, tabs etc. you want for the main body of your text, then maybe set other Stock Layouts too. To help you remember which layout is which, you could also give the Stock Layouts names like 'Header' and 'Main' using the **f7** menu. (Exit from this menu by pressing **[F10]** again.)

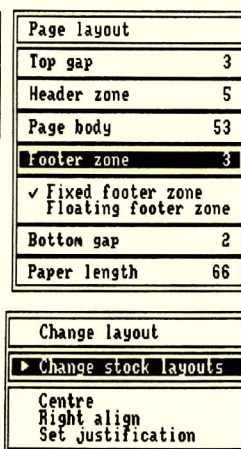
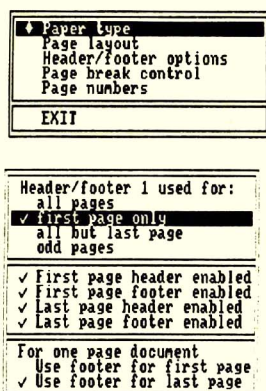
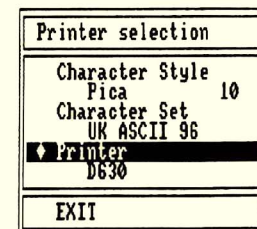
4 Finally press **[F10]** followed by **[↵]** to leave the Template's Document Set-up and then again to leave the Template itself and save it on disc. When you have followed the above steps, your Template will be complete.

## Setting up a Template on a PCW

Create a document called TEMPLATE.STD in the normal way. Then select Document Set-up option from the **[F1]** menu to go into your Template's Document Set-up.

1 Check that you have the right printer details selected in the **[F6]** menu. Move the cursor to each option in turn and press **[ENTER]**. Select what you want from the menus that appear, then leave the menu by pressing **[EXIT]** and **[ENTER]**.

2 Set up the required Paper Type, Page layout, Header/Footer options in the **[F5]** menu and leave this menu by pressing **[EXIT]** and **[ENTER]**.



3 Press **[F2]**, select Change Stock Layouts and press **[ENTER]**. Select the '0' line, press **[ENTER]** and set the margins, tabs and other features that you want for your Headers and Footers in the Layout Editor. Press **[EXIT]**, then set up Stock Layout 1 in the way you want the main body text to appear, then set up the other Stock Layouts you want in the same way.

To help you remember which layout is which, you could also give the Layouts names like 'Header' and 'Main' using the **f7** menu. Exit from the Stock Layouts menu by pressing **[EXIT]** and **[ENTER]**.

4 Once you have set up all the details you want, press **[EXIT]** to leave Document Set-up, select Return to Edit from the menu that appears and press **[ENTER]**. Save on a disc, then your Template is ready.

# Organising files on a PC

PC

To make your files easier to find, you organise them by grouping similar files together. On a PC, you put your different groups of files into 'directories'. Directories can be stored in other directories, so you can also group directories together, and go on to build up a sophisticated storage system for your files in this way.

In this article we will be showing you how to arrange your files in directories, and how this will help you.

To keep your files in order when using LocoScript PC, you use a series of 'directories'. Directories are like folders to keep similar documents together. Each directory maintains a list of the names of all the files it holds – this is why they are called directories!

Organising files into directories makes it a lot easier to find your files. For instance, if you had fifty files all mixed up together, it would be hard to find a particular file. However if these fifty files are split into a number of directories according to subject, you can go straight to the relevant directory. Then there will be a smaller number of files for you to look through – so it's much easier to pick out the one you want.

As well as holding groups of files together, directories can also hold groups of other directories. Directories that are stored within other directories are sometimes referred to as 'sub-directories'. Having sub-directories means you can divide up your files into more precise groups, to make them even easier to find. So you could have a directory called 'Articles' with sub-directories like 'Technical', 'Humorous' and so on. Then you can have sub-directories within your sub-directories to divide your files even more if you want – but you probably won't want to take this process too far!

What is a 'directory' and what is a 'sub-directory' depends on your viewpoint – every directory is really a sub-directory of another directory!

## Directory 'trees'

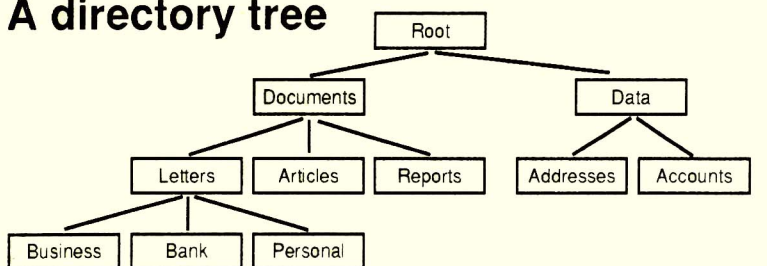
The arrangement of directories that you build up on your disc is described as a 'tree', because they all 'branch' out from the 'Root' directory. This Root appears at the top, not at the bottom of the tree, but the analogy is still useful! A typical directory tree is shown in the box below.

We recommend that you have just a few directories in the Root directory, one for each general type of file. For example, you could have a Documents directory and another one for datafiles, as in the diagram. (There is a limit to the number of items that you can store in the Root depending on the media, size of your disc etc., but you are unlikely to reach this limit unless you store files alongside your directories.)

Your directories can then have sub-directories which are more specific. The number of sub-directories you can have is only limited by disc space. In our example directory tree, the Documents directory has three sub-directories containing the different documents you might have, which are further divided into the subjects of these documents.

The size of your directory tree depends on the number of files you have stored, how you want to organise them, and how much room you have. On a floppy disc you won't have room for a large number of files, so you might

### A directory tree



need only one or two directories to organise your files in order to find them easily. But on a hard disc you can have a lot more files, needing more directories to keep them in order, and so the tree you build up is bigger.

You can have a mixture of files and directories within another directory, although we don't normally recommend that you do this – it is easier if your files are kept in directories at the ends of branches. However the exception to this rule is TEMPLATE.STD documents which are often kept higher up the tree – see the article on page 6 of this issue of *Script*.

LocoScript is very flexible over how you organise your discs. You can store LocoScript documents and datafiles in any directory on any disc: they don't have to be stored either in special directories or in any particular directory on any disc. As you become more experienced with LocoScript, you can use this flexibility to make your directory tree more sophisticated and adapted to your own particular purposes.

**Note:** When you load LocoScript for the first time, you will see that the Installation program has already created a directory called LS.PC, into which it has put all the necessary system files. This directory should be reserved for LocoScript's system files only, then if future upgrades of LocoScript change the files kept here, it won't affect your data.

## Creating directories

When you are starting to build your directory tree, you probably don't know what branches you will eventually need. So start by creating a very general directory, like the Documents directory we talked about earlier, and use this for all your files at first. Then you can add sub-directories, or other main directories, as you need them. LocoScript's Disc Manager facilities make it very easy to re-arrange files – as we'll see later.

LocoScript offers two ways of creating a directory: 'Make directory' and 'Make sub-directory'. The

actions of creating a directory or a sub-directory are basically very similar: the real difference between them is *where* the directory is created in the range of directories shown on the screen.

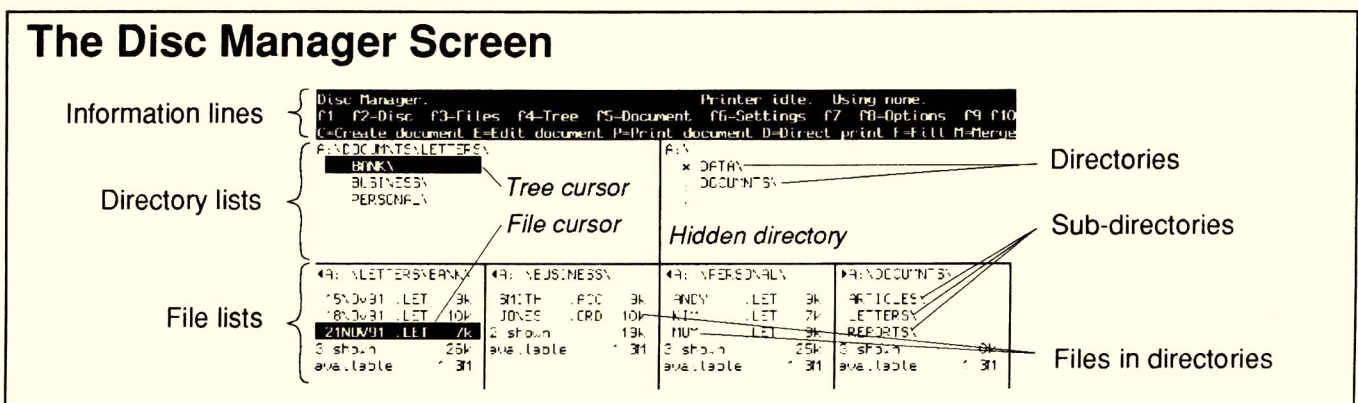
LocoScript's Disc Manager screen is divided into two sections, as shown in the diagram below. The upper part of the screen shows the range of directories you're currently working with, while the lower part shows the sub-directories and files stored in these directories. (Sub-directories have a '\ ' after their name.)

If you want to create a directory alongside the other directories shown in the Directory list, for example alongside the DOCUMENTS and DATA directories shown below, you position the Tree cursor among these directories and press [F4]. Select Make Directory and press [Enter]. You are then shown a message showing you where you are going to create your directory and a blank space for the name. You are not offered a default name for a directory because you can't change this name later, so you must choose a name yourself. When you have typed in the name you want, press [Enter].

A new directory will then be created alongside the DOCUMENTS and DATA directories. A new file list is opened for this directory in the bottom of the screen and the File cursor moves to this empty list.

To create a new sub-directory in one of your directories, for example the DOCUMENTS directory, you position the File cursor in this directory's file list alongside its other sub-directories. Press [F4] to bring up the Tree menu and move the cursor to Make Sub-directory and press [Enter]. Check you have selected the correct directory, type the name you want for the sub-directory and press [Enter].

This time the directory is created inside the DOCUMENTS directory – so it becomes a sub-directory like LETTERS and ARTICLES. A new file list is opened for this directory and the File cursor moves to this empty list.



## Re-arranging directories

Since v1.5, directories can be copied, erased and moved like ordinary files, so you can easily re-arrange your directory tree. Copying a directory means that you copy all the files and sub-directories in that directory, to reproduce the whole section of the tree. Erasing a directory means that all the sub-directories and files in the directory are also erased, ie. this part of the tree is removed completely. Moving combines copying and erasing: the entire section of the tree is copied, put into the new position, then erased from the original place. As all of these actions could involve many files, LocoScript shows a number of warnings, especially when erasing a directory, to make sure that you know what you are doing!

When re-arranging directories, you can either move the directory to another position, or merge its contents with an existing directory – depending on the name you choose for it in its new position. Moving can also be used as a way of renaming a directory, which you can't do directly. What you do is tell LocoScript to move the directory to the directory that it is already in. When the menu appears showing the details of the move that you intend to make, simply enter the new name you want.

To move a directory, simply select the directory you want with the cursor, press **F3** and select **Move directory**. Press **↵**, move the cursor to the directory you want to move your chosen directory to and press **↵** again. Check the details in the menu you are shown, change the name if you want, then press **↵**. If any Alert messages are shown, simply pick the options that will give the results that you want.

### Organising discs on the PCW

On the PCW you don't have directories. Instead the way to organise your files is to put them into Groups and keep them on different discs. LocoScript lets you have up to eight Groups on any disc. When you first use LocoScript you will probably have all your files in one Group, but as you create more files, it is easier to find them if they are arranged by subject in different Groups.

Groups are similar to directories because they also keep similar files together, but as we have said earlier, it is also possible to put directories into other directories, which isn't possible with Groups.

However the Groups you have on your PCW disc can be used as a basis for the directories you'll need when you transfer your files to the PC. For example you may have all your letters on a disc, with the business letters in Group 1, the personal letters in Group 2 etc. So on the PC you might create a 'Letters' sub-directory in your main 'Documents' directory, corresponding to the original floppy disc, with further sub-directories to correspond to the other groups.

## Choosing which directories to display

The Disc Manager screen will normally show a file list for all the directories currently named in the Directory lists at the top of the screen. If you have a hard disc and a number of other programs as well as LocoScript, the various applications files from these programs will be shown on the Disc Manager screen, as well as your normal files and directories. This is nothing to worry about, but having all your directories shown on screen in this way can make it look cluttered and confusing, and it also slows down movement between the various directories.

So LocoScript lets you 'hide' any of the directories that you don't want to see, for example the applications directories we have just mentioned. Hidden directories are still shown in the Directory lists and their contents are stored on disc, but a cross appears next to the name and their file lists are not shown in the bottom half of the screen.

To hide a directory, simply select **Directory show state** from the **F4** menu and press **↵**. Then tick **Hide files** in the menu that appears and press **F10**. Alternatively you can just press **⌘**. To show the directory again, you select **Directory show state** as before, except this time you pick **Show files** instead, or you can just press **⇧**.

As well as directories that you don't want to see, there could be some directories that you will always want to show whenever the disc containing these directories is available, for example the directories where documents that you use regularly are kept. LocoScript will allow you to select these directories for permanent display, and they are shown with a ♦ next to the name in the Directory list. Even if the directory name is not shown, you will still be able to see the relevant file lists, positioned to the right of the current file lists.

To select a directory for permanent display, select the directory with the Tree cursor and press **F4** to show the Tree menu. Select **Directory show state**, then tick **Always show files** and press **↵**. To return the directory to its normal status, select the directory via its file list, select **Directory show state** and then tick **Show files**. If the directory name is displayed the ♦ will be removed: if not, the file list simply disappears from the bottom half of the screen.

# The new style PcWs

PCW

*As we told you in our last issue of **Script**, Amstrad have recently added two new PCWs to their range, called the PcW9256 and the PcW9512+. This article looks at these new machines and the LocoScript products available for them.*

For the first time since the introduction of the PCW9512 four years ago, Amstrad have launched some additions to their PCW range. There are two new machines; the PcW9256 and the PcW9512+, and they are different from the old PCWs in a number of ways. The most important and noticeable change is that both the PcW9256 and the 9512+ use 3½" discs like the ones used by PCs and other computers instead of the familiar PCW discs.

In this article we will be describing the new features of the 9256 and 9512+. And we will also be showing you how the 3½" drive affects using the new machines with both the older PCWs and with PCs.

## The PcW9256

The PcW9256 is basically the same as the PCW8256, with 256k of memory and a 9 pin dot matrix printer. However the 3½" discs the 9256 uses store 720k rather than 180k, and it also looks different to the old machine because the casing and keyboard have been re-designed and the screen is now white instead of green. The software supplied with the PcW9256 is LocoScript v1.5. This is simply a 3½" disc version of the six year old LocoScript 1 software that came with the PCW8256 and PCW8512 – now effectively superseded by LocoScript 2.

Naturally we've made LocoScript 2, LocoSpell, LocoMail, LocoFile and all the other LocoScript add-ons available for the new machines by

producing versions on 3½" discs. These programs all work in exactly the same way as the current 3" versions.

The fact that the 9256 has only 256k of memory unfortunately means that it has the same memory problems as the 8256. So there isn't enough room on Drive M for the large LocoSpell dictionary, and the number of fonts and datafiles you can store is also limited.

But it is possible to increase the size of its Drive M by fitting a memory upgrade, and the simplest way to do this is to buy an external RAM unit which plugs onto the back of the machine.

There is even a product especially for the 9256, consisting of a 256k RAM unit and an interface and a cable to use with an external printer, all in one (see the price list on the next page).

**Note:** In order to use an external printer with the PcW9256, you must have LocoScript 2, as well as a cable and an interface. The LocoScript 1 software supplied with the machine only supports the built-in printer.

## The PcW9512+

The PcW9512+ looks very much the same as the old PCW9512 and, like the earlier machine, it is supplied with LocoScript 2, LocoSpell and LocoMail. Again we've made all the other add-ons, such as LocoFile, available on 3½" discs for this machine, and

again they work in exactly the same way as they did on the old PCW9512. However there is a new installer for the 3½" discs. This makes these products even easier to use!

Apart from the change in disc drive, the main difference between a old 9512 and the new 9512+ is that you are now offered a choice of two printers: you can either have the original daisywheel printer with a new sheet feeder built-in, or you can have a BubbleJet printer, which is smaller, faster and much quieter.

Neither printer will normally print out all of LocoScript's characters, which means you can't print out Greek or Cyrillic or LocoScript's special symbols. Another thing you can't normally do is print in italic.

However it is possible to make the BubbleJet do both these things by using a new product called LocoFont BJ. More details about LocoFont BJ are given in the box on the facing page.

## User guides

The instruction manuals supplied by Amstrad provide only basic information on using the software, they don't include any of the more advanced applications that are possible.

Of course, the first thing you will do with a 9256 is upgrade it to LocoScript 2, and you will get the full LocoScript 2 User Guide then. The same goes for all the other add-ons available for this machine.

But on the PcW9512+ you have LocoScript 2, LocoMail and LocoSpell already, so we have brought out separate User Guides specially for 9512+ users, to help them use the programs they receive with their machine.

The first of these guides is 'LocoScript 2 for the 9512+, the Definitive Guide'. This covers both LocoScript and LocoSpell in detail, including advanced applications of LocoSpell not even mentioned in the old 9512 guides. The new guide comes complete with a 3½" disc of examples.

The second guide is 'LocoMail for the 9512+, the Definitive Guide', and this tells you everything you need to know about using the LocoMail mailmerge program. The guide is also supplied with a 3½" disc of examples and applications.

## Working with 3½" discs

Working with 3½" discs is in some ways easier than working with 3" discs. For a start, 3½" discs are easier to obtain and they are also cheaper than 3" discs.

Most modern PCs use 3½" discs which means you can physically move documents from the PcW to the PC more easily than you could from the old PCWs. Instead of having the PC and the PCW next to each other and using LocoLink to move the documents from one machine to the other, now you just have to take the disc containing the files you want to the PC, wherever it is.

### Price list

#### For the 9256

LocoScript 2	£29.95 + VAT (£35.19)
LocoFile†	£34.95 + VAT (£41.07)
LocoMail†	£29.95 + VAT (£35.19)
LocoSpell†	£24.95 + VAT (£29.32)
LocoScript 2 and LocoFile	£44.90 + VAT (£52.76)
LocoScript 2 and LocoSpell	£39.90 + VAT (£46.88)
LocoFont †	£29.95 + VAT (£35.19)
LocoFont 24 ††	£29.95 + VAT (£35.19)
Printer Support Pack†	£29.95 + VAT (£35.19)
Upgrade to latest version†	£14.95 + VAT (£17.57)
Euro-Arabic LocoScript	£85.00 + VAT (£99.88)
Interface and 256K RAM	£69.95 + VAT (£82.19)

#### For the 9512+

LocoFile	£34.95 + VAT (£41.07)
LocoFont 24 ††	£29.95 + VAT (£35.19)
LocoFont BJ †††	£29.95 + VAT (£35.19)
Printer Support Pack	£29.95 + VAT (£35.19)
Upgrade to latest version	£14.95 + VAT (£17.57)
LocoScript 2 Definitive Guide	£19.95 (no VAT)
LocoMail Definitive Guide	£19.95 (no VAT)

† requires LocoScript 2

†† requires Printer Support Pack

††† For the BubbleJet printer

However you can't use these files directly on the PC, even if you are using LocoScript PC. Although it is now possible to insert a disc from a new PcW into a PC's disc drive, the PC still won't be able to read it because the PcW discs are formatted in a different way to PC discs.

But it is possible to get special 'driver' software for the PC that can read the PcW disc format and 'translate' it for PC software. Your dealer should be able to advise you on a suitable program to do this.

Despite the change in disc size, the documents on the new PcWs are exactly the same format as those created on the old PCWs. But although the documents are the same, you can't transfer them directly from one PCW to the other because you can't use 3" discs in 3½" disc drives or vice versa!

There are two ways round this problem. If you have previously owned an old PCW and you are replacing it with a new one, your dealer

should be able to recommend or even provide a one-off transfer service to put your important documents onto 3½" discs so you'll be able to use them.

However if you think that you will want to transfer documents regularly between the two types of machine, then the most sensible thing would be to fit an extra disc drive to one of the machines, ie. a 3½" drive on the old PCW or a 3" drive on the new PcW. Then you will be able to transfer documents yourself.

## Important

Whether you fit a 3" drive to a new PcW, or a 3½" drive to your old PCW, you can still only transfer **documents** between the two machines. Trying to load LocoScript 2 or any of the other programs onto your PcW from a 3" Start-of-day disc or vice versa simply won't work! You must have the correct Master discs for both machines: 3½" discs for the new machines, 3" discs for the old ones.

## LocoFont BJ

As we said in the article, when you buy a new PcW9512+ you have a choice of printer: either the 9512 daisywheel printer with added sheet feeder, or for an extra £100 or so you can have the Canon BJ-10e BubbleJet printer.

Neither printer is normally capable of printing all of LocoScript's characters. But we have introduced a new product called LocoFont BJ which enables the BubbleJet to print the full character set, including Greek, Cyrillic and all the various symbols.

As well as a specially developed printer file, LocoFont BJ also provides 12 different timesteps to print your documents in – Capitals, Copper Plate, Deco, Definite, Finesse, Mini PS, Old English, Penman, Sans Serif, Script, Standard and Roman (though you can't have more than one timestep in a single document).

LocoFont BJ will also allow you to print text in italics, which is also not usually possible on the BubbleJet printer.

LocoFont BJ is only for PcW9512+ owners with the Canon BubbleJet printer. However a printer file that will allow you to print all the characters and italics on a BubbleJet printer with the other PCWs is now available in the Printer Support Pack, and the various fonts are available with LocoFont 24 – see the News section of this issue for more details.

# Letters

## Controlling a loop

**PCW/PC** I have a membership datafile with the names and addresses of the members and their subscription information. I developed a Master document to produce a list of members in order of Surname which worked beautifully. I then wanted to produce another list in order of when the subscriptions were paid, so I adapted my Master by changing "Surname" to "Paid" as follows:

```
←  
(+Mail)$="Paid" ←  
loop="(+Mail)Surname(-Mail)  
→(+Mail)Paid(-Mail) ←  
(+Mail) :$+(-Mail)" ←  
%loop@Paid ←  
(-Mail) ←
```

However I found that although it lists all the entries by years in the correct date order of when they paid, the records where the "Paid" item is blank are dealt with one at a time with the 'Exit menu' appearing between them. Why is this happening?

Mrs JC, Lowestoft

Your Master document is actually doing exactly what you have told it to do! The instruction %loop@Paid tells the mailmerge to repeat the program unit "loop" until the current record has a blank "paid" item, or the end of the datafile is reached. As you are indexing on "Paid", the blank records all appear at the end of the datafile. When LocoMail reaches the first of these records, it carries out the merge, then terminates the loop as instructed by the Master document.

The pass is finished so the Exit menu appears. However you haven't reached the end of the datafile, so the merge restarts with the next record and the same thing happens again and again until all the records have been processed.

This problem has occurred because when you changed 'Surname' order to 'Paid' in your Master document you changed too many things! To make the Master document process all the records in one go, you have to control the loop with an item that only becomes blank at the end of the datafile. In your original Master you correctly used the item 'Surname' for this purpose, because all the membership records include the name of the member. This has nothing to do with the order of the output, so to adapt your Master to produce the list you want, you only have to change \$="Surname" to \$="Paid", leaving %loop@Surname as it is.

## Numbering a series

**PCW/PC** I recently set out to number a series of documents following the article in issue 20 of *Script* and I found that it took me to a certain point but then seemed to leave me in mid-air! The last paragraph of page 5 says to "repeat this process until you come to the end of your series of documents" which I did. Then I found myself with the final menu on the screen and try as I might I couldn't make the exercise effective! I tried ENTER, I tried EXIT and ENTER, I tried EXIT on its own but none worked to finish the process. I finally used CANCEL but this seemed to lose the whole exercise. How do I move on from the final chapter menu?

Mr BL, Kildary

**Actually the process you need to conclude page numbering a series of documents is explained in the article, but you are right to point out that it isn't made absolutely clear!**

When you reach the end of the sequence of documents, what you do to finish is the same as what you do if you make a wrong selection, or you want to change discs. Set the page numbers on your final document as before, then when the message appears asking you to select the next file, just press **CAN** on the PCW or **Esc** on the PC. This doesn't cancel the whole exercise, it simply stops the numbering process at this point so you are then free to move on to another task.

It is a bit difficult to work out exactly what you were doing from your letter, but we assume that you pressed **CAN** when the final Set first page = counter menu was on the screen rather than the Select next file menu. If you do this, the process is stopped as above, but you'll find that the numbers in your final document won't follow on from the previous document. But this won't have affected the rest of your documents in the series, so if you print these out the numbers will all follow on from each other correctly.

To set the page numbers in the final document, move the cursor to the document that appears immediately before it in the sequence and press **F5**. Select Set First pages just as you did at the beginning, press Set counter = first page and then you can go to the final document and set the page numbers as we described in the article.



# Letters

## Start-up discs

**[PCW]** I have a problem with lack of space on my Start-of-day disc when using LocoFile or LocoSpell. I have a PCW8512 and I use the built-in printer, so I don't need any special fonts, but I can't get all my datafiles or the LocoSpell dictionary on my Start-of-day disc. Are there some files I could erase to make more room? I enclose screen dumps of both sides of my disc.

**Mr RH, Pulborough**

It would appear from the screen dumps you have sent us that you are loading your PCW from a single Drive A disc. With an 8512, it is also possible to put some of the files you want on a Start-up disc for Drive B. Simply insert the Start-up disc in Drive B at the same time as you put your Start-of-day disc in Drive A, and load LocoScript normally. Using the extra Start-up disc in this way means you will have plenty of room for your LocoFile datafiles and the large LocoSpell dictionary.

If you have upgraded the memory of a single drive PCW8256 to 512k or more, you might also want to load more files than there is room for on a single disc. If you are using a version of LocoScript later than v2.20, you can add a file called ET.AL to your Start-of-day disc and put the extra files you want to load on another disc, which we refer to as a Drive A Start-up disc. The ET.AL file tells LocoScript that there is more to come, so after it has loaded the information from the Start-of-day disc you will get a message asking for the next disc. Take out your Start-of-day disc, insert your Start-up disc in Drive A, then the files you have put on this disc will be loaded as well.

It is not a good idea to store documents either on your Start-of-day discs or your Start-up discs; you should only store the files you need to load LocoScript and the add-ons here. Once you have loaded from these discs, you should remove them and use ordinary working discs for saving your documents.

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## Using the DOS shell

**[PC]** I have LocoScript PC v1.5 and I use DOS 4.01 which includes the DOS shell. I load LocoScript from the DOS shell, but when I press f10, I find that I exit to the ordinary DOS. Can I get my system to Exit to the shell program?

**Mrs ED, Reigate**

## Action columns

**[PCW]** We are using the PCW9512 with LocoScript 2, and we would like to create estimating forms. We want the main body of the text to be on the left hand side, with the prices appearing over to the right. The only way we have been able to do this is change the right hand margin every time, but we would be grateful if you could suggest a quicker way to achieve this result.

**Mr FS, Hornsey**

The best way to achieve the result you want is to set up an 'action column' on the right in which you can put your prices. You do this by setting up two Stock Layouts in your document; one for the main body of text and one for the 'action column' with the margins set so the text in this layout appears on the right hand side of the page.

Once you have set up suitable Stock Layouts, go back to your document and go to the end of the line that you want the first figure to line up with. Press **[F5] 1t2** to pull in the Stock Layout for the figures and press **[ENTER]**. Type in the figure, then return to the original layout by pressing **[F5] 1t1**, followed by a carriage return. You have to put in the carriage returns to make the Layout come into effect, so the figure won't line up at first. However you can correct this by setting the line spacing of the figures to 0, because this 'tricks' LocoScript into putting the figures on the same line as your text. As a further refinement, you could line up the figures using a decimal tab in the Layout, so the decimal point appears in the same place every time.

An article about creating an 'action column' on PCWs appears in Issue 14 of *Script*. The process is not exactly the same on a PC, so we may look at creating action columns with LocoScript PC in a future issue of *Script*.

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You can set up your system to Exit back to the DOS shell by using **CALL LS** as the Program Startup Command. LocoScript is then invoked via the batch file **LS.BAT**.

For more information about the DOS 4 shell, you should refer to the IBM book "Getting Started with Disc Operating System Version 4.00".

# Letters

## Producing a screen dump

**[PC]** Is there a way to produce a 'screen dump' with LocoScript PC as you can do with LocoScript on the PCW? I have found a key called **[PrintScreen]** on the keyboard but it does not seem to have any effect when I press it. It would be very useful to me to be able to print out what is on screen for word processing training purposes.

Mrs BB, LLandudno

The **[PrintScreen]** key that you mention will allow you to take a screen dump on the PC, but it doesn't work unless you select the **Enable print screen** option from the **f7** menu in **Settings mode**. When this option is not ticked, LocoScript simply intercepts the keystroke and ignores it. When **Enable print screen** is ticked, LocoScript then passes the keystroke back to DOS and lets it try to print the screen. But LocoScript usually uses a graphics screen, which DOS generally finds difficult to screen dump. Therefore pressing **[PrintScreen]** may cause your PC to 'hang', or it may make your printer print rubbish, or it may simply do nothing at all – which is why we disabled it in the first place!

You may be more successful if you change the screen to **Text mode** before taking the dump. You do this by going into **Settings**, selecting **Change screen mode** from the **f5** **Screen** menu, and then selecting **Text screen direct**. But don't forget to change your screen mode back to its original settings again once you have taken the screen dump you wanted.

Screen dumping ability varies from one version of DOS to another, and it also depends on the printer you are using. Therefore it is impossible for us to predict the results you will get, but your DOS and printer manuals may be able to give you more information.

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## Finding out numbers

**[PCW/PC]** I am using LocoFile to maintain a list of club members, and I want to find out the total number. I can't use the **Record number** because records have been removed and the **Record numbers** of these records won't have been re-used. Is there an easy way to find out the number of existing records?

Mr NP, Marlow-on-Thames

There are a couple of ways to find out how many records you have in your datafile.

## Available space

**[PC]** We were using LocoScript PC and the **Disc Manager** screen said '153K shown, others (presumably Back-ups) 188k, 134k available'. But when we attempted to save a document, a warning said that the disc was full. By exiting to DOS and calling up the LocoScript directory we found that there was just over 6k free. Could you please explain why there is such a difference between the amount of space apparently free according to the **Disc Manager** and the amount actually free on the disc?

Mr NB, Girvan

The reason for this apparent discrepancy is the way that LocoScript defines 'available space'. As well as the space that is really free, LocoScript includes the space that would be available if the **Back-up** files were erased (these files are indeed included in 'others'). But DOS regards the **Back-ups** and other 'Hidden' files as ordinary files and therefore only shows you the empty space on disc, 6k, rather than the potential amount of space, 134k, given by the **Disc Manager**.

To make more room you can erase all the **Back-up** files. Press **[F3]** to show the **Files** menu and there's an option to **Erase all .BAK files**. If you select this and press **[Enter]**, all the **.BAK** files in the current directory will be erased.

However you don't have to erase the **.BAK** files yourself, because LocoScript will do this automatically if it is necessary. If you run out of room, the message on the screen offers you the option of erasing a **.BAK** file to make more room. If you need more space than this gives you, LocoScript will offer you the same option again, starting with the oldest **.BAK** file and working up to the most recent if necessary.

The first way is to go into the **Disc Manager**, highlight the relevant datafile with the cursor as if you were going to use it, and then press **[F5]**. Select **Inspect document** from the menu that appears, and you will then be shown information about the datafile, including the number of records it contains.

You can also find out the number of records from inside the datafile. Just press **[F1]** (**[F9]** on a PC) and select **Edit identity**. A similar menu of information about the datafile appears, again with the number of records.

# Letters

## Draft Quality

**PCW/PC** As a keen user of LocoScript 2 on my PCW, I have recently updated to LocoScript PC on an Olivetti PC and I am using a Star LC24-10 printer. I have selected the LC24-10 printer driver in LocoScript PC, and I have ensured that it is set for download, setting the dip switches accordingly.

When I print out a justified document in 'High Quality' everything looks fine, but when I try to print the same document in 'Draft Quality' I find that some of the lines 'stick out' beyond the rest of the text. The layout that I have used is Pitch PS, Scale Pitch 12 with justification selected.

I am using the same layouts that I did with LocoScript 2, and it is also the same printer. What is happening to make this problem occur and how can I stop it?

**Mr SB, Leighton Buzzard**

**The reason you are experiencing this problem is because the LC24-10 always prints out Draft Quality in Pitch 12, even if you have selected PS.**

Draft Quality is normally used to print out copies of a document in order to check the text, when the layout doesn't matter. The line breaks stay the same as they are in PS, and in most cases the appearance of the document won't be altered much.

However if a line contains several characters that are 'narrow' in PS, then the line will take up more room than in 12 pitch then it did before because here all the characters are given the same amount of space. From your print out we can see that the longer lines you have noticed have a lot of full stops in them. The space given to a full stop in Pitch 12 is bigger than it is in PS, so these lines 'stick out' from the rest of the text.

This effect can occur on the PCW, but it is much more common on the PC. This is because the way PS widths work have been changed in LocoScript PC to improve the spacing in High Quality.

If the layout of your document is important you should always print in High Quality. Alternatively you could change the Pitch in your document to Pitch 12 rather than PS, then the above effect won't occur and you'll also find that your document prints faster.

## Different printwheels

**PCW** I upgraded from LocoScript v2.16 to 2.29 for my 9512 and I am having problems using my German printwheel. With 2.16 I could print all the characters ("ë" etc.), but I could never print ":" or ";" , and in some cases I had to type different characters to get the ones I wanted, for example "!" to produce "\*\*\*". I thought that things wouldn't change in the new version, but now the printer sometimes prints ":" instead of "." and ";" instead of "," apparently at random. How can I stop this?

**Mr RA, Beaconsfield**

**When using LocoScript you should never have to type one character to print another. When you install your printer, you should give LocoScript all the printer files it needs to ensure that the characters are printed as they are shown on the screen.**

You are having problems because you have not 'told' LocoScript that you are using a German printwheel, so it still thinks that you are using the standard English wheel. The positions of certain characters are different on the German printwheel, for example, what LocoScript thinks is the '!' petal of the wheel is actually the '\*' petal, so these characters are mixed up.

You are noticing a difference now because the English wheel has two full stops and two comma characters. In v2.16 LocoScript only used one set of them, and these happened to be in the same place as the same characters on the German wheel. However in the later versions of LocoScript, *both* full stop and comma characters are used – whichever one is nearest to the present position. As you are using the German wheel, one of the characters that LocoScript thinks is a full stop is actually a colon, and one of the characters it thinks is a comma is a semi-colon. So you will occasionally get a colon instead of a full stop and a semi-colon instead of a comma.

The solution to both your misplaced characters and the random colons and semi-colons is to 'tell' LocoScript that you are using a German wheel. You do this by using the German Character Set rather than the 'England' one provided with your 9512. Full instructions on how to install a new Character Set, and Character Set files for all the printwheels you can use on the 9512 built-in daisywheel printer are available in the Printer Support Pack.

# PostScript

Our usual PostScripts are stories about how people use our software. But in this issue we shall be looking at something rather different – confusion about LocoScript and computers in general!

Recently we have received a few letters from people who are having difficulty in understanding what a PC is, the differences between LocoScript 2 and LocoScript PC, what LocoLink is and how it works, and some of the other new things we've been talking about lately. Prompted by these letters, we thought we'd take this opportunity to make things a little clearer.

The first and most important thing to stress is that the PCW and PC are two different types of computer. 'PC' stands for 'Personal Computer'. This was the name given to a machine made by IBM, which was copied and developed by many other companies until 'PC' became a generic term for a very wide range of computers.

PCs vary in size, power, features and even disc size, but as most of them are based on the original IBM PC, they are called 'IBM compatible'. This means they can all use the same software, and because of the wide-spread use of PCs there are literally tens of thousands of programs for them – including LocoScript PC.

'PCW' stands for 'Personal Computer Word-processor'. This is a specific name for a small family of machines, manufactured only by Amstrad, which were designed specially for low-cost word processing. All PCWs are supplied with LocoScript software, but there are a few other programs available.

The two types of machine have different kinds of computer chips inside them, so the way that they work and the programs you can run on them are totally different.

LocoScript PC is similar to LocoScript 2 on the PCW, because what appears on the screen looks very much the same, and many of the actions and keystrokes are similar, although LocoScript PC has several features not included on the PCW version.

Unfortunately some people have not only assumed that LocoScript PC will work on the PCW, but that it will make the machine faster and more powerful too! This is rather like putting a video cassette into a Sony Walkman and expecting it to turn into a video recorder!

Another thing that people have found puzzling is what 'DOS' is. DOS stands for 'Disc Operating System' and, just as its name suggests, it is the PC operating system, just as CP/M is the PCW operating system. But while on the PCW, LocoScript works independently of CP/M, LocoScript PC works with DOS on the PC. DOS organises the disc drives of the computer, and decides how and where information is stored.

The LocoLink cable that we have told you about in *Script* is used to connect a PCW to a PC so you can transfer documents between the two machines. One end of the cable plugs into the PCW's expansion port on the back of the machine, and the other ends fits into the PC's parallel connector. Then you run the software supplied with the cable on the PCW and transfer your documents easily.

We hope this has helped!