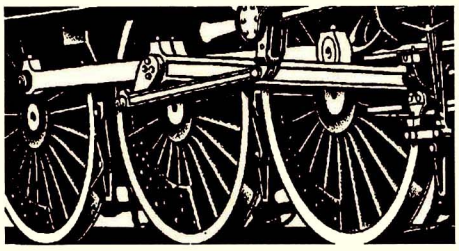

Issue 4
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Script

The LocoScript Newsletter

Contents

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This month we announce the release of two products to enhance your use of LocoScript on the PCW: LocoFont and LocoKey.

LocoFont is a set of different styles of lettering which you can use to produce documents on the PCW8256/8512 printer. Among the nine typestyles we've designed is a Sans Serif style and a 'joined-up' style which imitates handwriting – we've called it Script!

LocoKey enables you to change how your keyboard is laid out. Our Keyboards disc let you match your version of LocoScript with a different nationality keyboard. LocoKey takes this a step further and lets you rearrange all the characters on your keyboard to create the layout that's most convenient for you.

We'll be launching both these products at the Amstrad Computer Show at Alexandra Palace – for more information turn to the News pages.

When we started our LocoMail series, we said we'd mix beginners items with articles for the more experienced. Well, we think you're going to find this issue's article quite a challenge! It's based on a LocoMail program which lets you type in information and then redisplays the details for you to correct, if necessary, before slotting the information into the finished version of the document.

The program uses advanced LocoMail instructions, but don't be put off if you can't immediately get to grips with it. In fact, we've designed it so that you can use the program without understanding how it works at all! You'll find the complete listing of the program on page 7 – all you have to do is type it into your master document. We'll be interested to hear your reaction to this article and, in particular, whether you'd find more LocoMail applications along the same lines useful.

The other topics we're covering in this issue are Groups and LocoScript's Page Layout facilities. Groups let you organise your documents into different categories – but they can do more for you than just divide up documents as we explain in the article on page 4. In the Page Layout article we're looking at those features of LocoScript that can help you use the length of the page to best advantage. In particular, we show you how to make the most of the special Header and Footer text you can print at the top and bottom of each page.

News

Locomotive at the Amstrad Computer Show

At the last Amstrad Computer Show, Locomotive was on the Amstrad Stand but a number of you seemed to have missed us. Following your requests we've decided to have our own stand for the next Show which takes place at Alexandra Palace on 26-28 May.

We'll be demonstrating the full range of our software for both the PCW8256/8512 and the PCW9512. This will feature some of the special add-ons we market to enhance your PCW. We will also be demonstrating the high quality printing you can achieve on laser printers.

We'll be launching two new products at the Show – LocoKey and LocoFont. These products will be on sale along with user guides and even Script binders!

Our customer support team will be on hand to answer any queries you have about LocoScript and our other products. If you attend, you'll also get an opportunity to put your more technical questions to some of the people who wrote LocoScript.

You won't have to look too far to find our stand as it will be by the main entrance to the exhibition hall – next to Amstrad and close to the Press Office and Information Centre.

New fonts for LocoScript on the PCW8256/8512

Until now, you could only produce LocoScript documents on the built-in printer using the standard style of characters.

With the help of an artist, we've now produced a range of different character styles for you to use in your documents. Below are samples of two of them produced on the PCW.

The other fonts include Roman, Capitals, Copper Plate and Deco styles. You will be able to use LocoChar to design your own characters in these fonts.

The fonts are very easy to install and use. Indeed the Sans Serif font can be used interchangeably with the standard font, as the character widths for proportional spacing are the same in both fonts.

You can see the full range of these fonts at the Amstrad Show and they'll be available on the LocoFont disc towards the end of May at a cost of £19.95.

This is our Sans Serif font. It differs from the Standard font in having no serifs - the tails on the end of each stroke of the character.

Our Script font is characterised by a 'joined-up' style. You need to use a Character pitch of PS to get this effect.

LocoKey – A Keyboard Designer

LocoKey is a new program that lets you change the layout of your keyboard to one that suits your own needs. For example, you can use LocoKey to make characters in the different Super Shifts more accessible by swapping them with characters on the Normal keyboard.

LocoKey will also be particularly useful if you've used LocoChar to design your own characters. Currently, you have to hold down either the EXTRA or the ALT and SHIFT keys to produce these characters. Using LocoKey to replace some characters on the Normal keyboard by your LocoChar characters will let you type them more easily.

You can also type accented characters in a simpler way using LocoKey. At the moment you can only produce accented characters by typing the accent first and then the character.

For example, to produce an 'á', you have to press EXTRA and 'e' together, followed by 'a'. Using LocoKey, you can place an accent above a character on the same key and type the accented character with just one finger!

The Keyboard Designer costs £14.95 and works with LocoScript version 2.12 and later on both the PCW8256/8512 and the PCW9512.

LocoScript 2 disc to change

From June, the LocoScript 2 disc for the PCW8256/8512 will have a different make-up to it.

We'll be including the new Sans Serif font on this disc as well as the Standard font.

The new LocoScript 2 disc will cost £24.95.

Our LocoScript and LocoSpell package will also contain the new font but will remain at the current price of £34.90.

Printer Support

LocoScript's support for printers reached a landmark recently when we found that our current list of Printer files supports over 250 different printers. Amongst the latest Printer files to be added is the LQ2500.PRI file. With this Printer file we can now drive the full range of Epson's 24 pin matrix printers. These include the LQ-500, LQ-800, LQ-850, LQ-1000, LQ-1050, LQ-1500 and of course the LQ-2500 itself.

The LQ2500.PRI file just lets you use the built-in Roman font on these printers, so we've included Character Set files for the other fonts on the LQ-2500. These fonts, which may be optional on the other LQ printers, include Sans Serif, Prestige, Courier and Script.

Other printers recently added to our list include Epson's FX-800 and FX-1000 9 pin dot matrix printers which are now supported by the FX800.PRI file.

We have also released a new version of CHARKIT – the program that lets you define your own Character Set. Not all printers measure character widths in the same units and with this release (v1.2) we can now handle character widths in almost any unit and not just the $^1/_{60}$", $^1/_{120}$" and $^1/_{240}$" allowed under earlier releases. So now we can support Proportional Spacing on a wider range of printers and in particular, on laser printers which typically measure widths in units of $^1/_{300}$".

CHARKIT is on the Printer Character Sets Disc for the PCW8256/8512 and on the Printer Drivers and Character Sets Disc for the PCW9512. These discs cost £14.95 each. If you already have either disc, you can upgrade it to the latest version for £5.

Spiral Bound Manuals

Following many requests, we have produced a spiral bound version of the PCW Mallard BASIC manual. This is available at the same price of £9.95. (When ordering, make sure you specify 'spiral bound' in the Special Instructions box on the order form. Otherwise you might receive one of the perfect bound manuals that we have left over!)

In the first issue of *Script* we said we would consider producing a spiral bound version of the LocoScript 2 User Guide if we received enough requests.

So far we've had less than a dozen requests and unless we get a significantly larger number, we're unlikely to go ahead with the idea.

CP/M Plus Handbook

We can now supply the CP/M Plus Handbook produced by Digital Research and Amstrad, and published by Heinemann. This is a revised version of the original handbook and is divided into two parts.

The first part gives a detailed explanation of the commands and facilities available in CP/M: this includes the commands that were outside the scope of the PCW manuals. The second section deals with programming in CP/M and will be useful for those people who already have some knowledge of programming. A new appendix explaining GSX graphics has also been included. The handbook is in paperback and costs £14.95.

PCW9512 Printwheels Disc

If you use some of the different national language printwheels available for the PCW9512, you may have found that printing accents over capital letters can give you rather unsightly results.

This happens because on some printwheels, such as the Swiss French range of wheels, the accents on the petals are positioned at the same height as the top of the capital letter. As a result, the accent can be printed over the top of the capital letter.

We're about to release a new version of the Printwheels Disc which will overcome this problem.

If you use the files from this disc, LocoScript will print your accented capital letters by printing the accent higher up. In this way we can ensure that the accent is always positioned above the upper case character.

So, although in the past we've said there's no need to use the Printwheels disc to use a Swiss-French Printwheel – now there is something to be gained!

The Printwheels Disc costs £14.95 but if you already have a Printwheels Disc you can upgrade to the latest version for £5. If you do order an upgrade, remember to return your current disc at the same time.

Memory Upgrades for the PCW8256

We have managed to secure a supply of memory chips so at the moment we can continue to meet the demand for memory upgrades. Unfortunately, until the supply of chips is guaranteed worldwide, the price will probably continue to rise. Our current selling price is £45.00 but you should ring us to check the latest price before ordering it.

LocoScript's groups

When creating documents, it's useful to keep similar documents together. One way of doing this is to reserve whole discs for each type of document, but this may be an expensive solution. Another way of organising documents is to use LocoScript's groups to put them into different categories on each disc.

In this article, we'll look at how groups can help you organise your documents and in particular, we'll see how LocoScript's search for templates supports the different ways in which you can use groups.

We also look at the ways in which CP/M can manipulate groups of documents. In particular, two of CP/M's facilities may be of interest to LocoScript users: copying and erasing groups. However, although they both organise their discs in the same way, there are some subtle differences in the way LocoScript and CP/M look at groups and as a result mixing LocoScript and CP/M files on the same disc is something we advise against. You'll see why later in the article.

Organising your documents

Whether you store different kinds of documents on one disc or you use separate discs for each type of document, there are advantages to dividing them up into groups. For a start, splitting a large number of documents into groups will help you find individual documents more easily than if you kept them all in one group. This is especially true if you use 720k discs which can hold up to 256 documents. But just as importantly you can then take advantage of LocoScript's system of templates.

Templates and groups

A template is a pre-prepared document which LocoScript uses as a pattern for new documents (we talked about setting up a template in Issue 1). Documents, such as letters, share a lot of the same details, for example the size of the paper, the margins and perhaps the letterhead. Creating a template with these details means you don't have to set up every document in the same way – it's done for you when LocoScript copies the information from the template into the new document.

When you create a document, LocoScript looks for a template in the group you're working in and in a number of different places on your discs. The way LocoScript searches for a template to use is closely tied in with the ways we suggest you organise your discs.

LocoScript looks first for a template in the group you're working in. So if you use the groups on your disc to store different types of document and keep a suitable template in each group, LocoScript will find the right template for the document you're creating.

If there isn't a template in the group you're working in, LocoScript doesn't just give up. Instead it looks in the same group in Drive M. Templates are copied from your Start-of-day disc into the corresponding groups in Drive M when you load LocoScript. So if you want to store the same type of documents in this group on **all** your discs, simply keep the template for this group on your Start-of-day disc. There's no need to keep this template on any of your data discs.

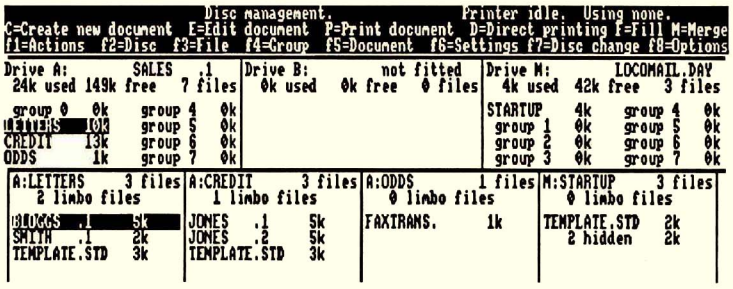
If LocoScript doesn't find a template in the same group on Drive M, it goes back to the disc you're working on and looks in group 0. So if you want to use a disc for just one type of document then you just need the template for this document in group 0 of the disc and – provided there aren't any templates in Drive M – LocoScript will always find the group 0 template wherever you create a new document on that disc.

Finally, LocoScript looks in group 0 on Drive M in case you just use one template for all your documents.

What this comes down to is that to make effective use of templates, you need to organise your documents into groups!

What are groups?

LocoScript divides up disc space into eight groups as you can see by looking at the Disc Manager Screen.



- The section of the screen immediately below the three information lines shows the way the disc drives are divided into groups and tells you how much space the documents in each group are using.

- The eight groups are initially called group 0, group 1.. up to group 7, but you don't have to keep these names. Instead you can give each group a descriptive name like LETTERS or MEMOS which reminds you which sort of documents you keep in this group. These names can be up to eight characters long and you set them up by using the Rename group option in the f4 Group menu. (The details are given in Session 7 of your User Guide.)

- You can also give your discs appropriate names – by using the Rename option on the f2 Disc menu. You'll find this useful if you use more than one Start-of-day disc. When you load LocoScript, the group and disc names on your Start-of-day disc are copied into Drive M. By giving each disc a suitable name, you only have to look at Drive M to remind yourself which disc you last used to load LocoScript.

Using LocoScript's groups in CP/M

CP/M is the general purpose operating system supplied with your machine which, among other things, allows you to manage files and run programs. As CP/M and LocoScript both organise their discs in the same way, you can work on your LocoScript discs under CP/M. As we'll see, CP/M has some useful facilities for handling the contents of groups. In particular, you can use CP/M to copy or erase whole groups with one command.

Copying groups in CP/M

The utility that copies the contents of one group to another is PIP.COM. Once you've loaded CP/M, copy PIP.COM onto Drive M so that you can still use it after you've removed the CP/M disc. The command that does this is:

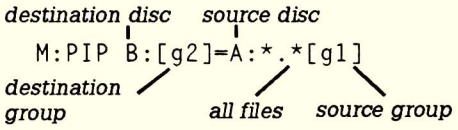
```
PIP M:=PIP.COM [RETURN]
```

Then insert the disc containing the groups you want to copy. (Make sure your disc does not hold a lot of Limbo files – otherwise there may not be enough room for the copied files – see the third column on this page.) To copy the contents of one group to another group on the same disc, all you need to type is a command like:

```
M:PIP  A:[g7]=A:*.*[g3][RETURN]
```

Here, all the files in group 3 on Drive A will be copied to group 7 on Drive A. CP/M will list the names of the files as they are being copied.

To copy the contents from one group on one disc to a group on a **different** disc or drive, you would need something similar to the following command:



This copies all the files in group 1 on Drive A to group 2 on Drive B.

Erasing groups

CP/M allocates files to groups by giving each file a 'User number'. User numbers correspond exactly to group numbers, so, for example, User number 0 puts a file in group 0. To erase the contents of a group first set the user number of the group you want to delete. Then to delete the contents of, say group 2, type:

```
USER 2 [RETURN]
```

The prompt will change to `2A>`. Type

```
ERA  *.* [RETURN]
```

and CP/M will ask you to verify that you want to delete everything in the group:

```
ERASE  *.*  (Y/N)?  [RETURN]
```

Type 'Y' to delete the group. But remember that there won't be any Limbo files to recover if you've made a mistake! (You can find out more about these facilities in the CP/M section of the PCW User Guide for your machine.)

Differences between LocoScript and CP/M

Although you can use LocoScript discs in CP/M we advise you not to mix LocoScript documents with CP/M files on the same disc. This is because LocoScript and CP/M look at groups in a slightly different way.

CP/M in fact has 16 User numbers – 0 to 15 – and LocoScript's groups 0 to 7 correspond to CP/M's Users 0 to 7. But what about Users 8 to 15? So far in this article we've talked about the eight usable groups in LocoScript. There are, in fact, a further eight groups which LocoScript uses to temporarily store files that you erase.

When you erase a file LocoScript doesn't remove it from the disc, as you might expect. Instead the document becomes a 'Limbo file'. You can see the Limbo files on your disc by selecting the option to 'Show Limbo files' in the f8 Options menu on the Disc Manager Screen.

Limbo files act as a safety net for you. If you accidentally delete a file it's not as disastrous as it might seem because you can recover the file from its limbo state. However, as the name implies, Limbo files do not remain on the disc permanently – LocoScript will automatically erase them when more space is needed for your documents.

You can't see the groups containing the Limbo files and they are not shown by LocoScript as space used on your disc. But it's these groups which correspond to CP/M's Users 8 to 15.

This all seems quite straightforward until you realise that CP/M doesn't distinguish between Limbo and non-Limbo files. As far as CP/M is concerned all the files on the disc are equally important. The result is that a disc which seems to be half empty to LocoScript can appear to be completely full to CP/M.

Conversely, if you save CP/M files in any of the Users 8 to 15 and then use the disc in LocoScript it will be easy to forget that you have these files on the disc as you can't automatically see them. And you might lose them completely when LocoScript erases what it thinks are Limbo files in order to free some space for your LocoScript documents!

So we advise you to keep some discs for use with CP/M and others for use with LocoScript and only use the CP/M discs with LocoScript when you have to, and then, with extreme care.

Hints and Tips

Working on 720k Discs

In our office, we find it convenient to store the letters we write on 720k discs. By spreading these documents across the groups, we've found that you can save time cursoring around if you start creating documents in group 7.

Starting from group 0 means that before long it's necessary to scroll the Disc Manager Screen to the right before reaching the group which you're currently working in. If you begin in group 7 and work backwards, the current group will always be displayed on the screen without the need for any cursor movements.

Groups and disc space

Groups do not take up a fixed amount of space on your disc. So you can still use all of the space on the disc for your documents, however you divide up the documents into groups.

Erasing group names

We're often asked how we can restore the original group name, such as 'group 1', ie how you erase the existing group name. Group names are really just empty files with the filetype '.GRP'. If you look at the contents of your LocoScript disc when using CP/M you'll see the group name listed as a file.

To erase the group name, move your group cursor (using [SHIFT] and the cursor keys) over the group name you want to change. Then press [f3], move the menu cursor down to the option 'Erase file' and press [ENTER]. Type the name of the group in the slot for the filename and add a filetype of '.GRP'. So for a group called 'ODD_JOBS', you would type 'ODD_JOBS.GRP'. Then press [ENTER] and on the Disc Manager Screen you'll see the name revert to, for example 'group 1'. As each group name is a file, 'ODD_JOBS.GRP' will now appear as a Limbo file. Before you can rename this group 'ODD_JOBS' again, you will need to erase this Limbo file.

Checking the data

Filling or merging a master document often involves typing a number of different pieces of information which LocoMail then slots into the finished document. This works well if you type everything correctly. However, except in very simple master documents, even one mistake in the details you give can be very difficult to recover from. Ideally, you want to be able to review all the information you type and correct any errors before the wrong information gets into your document.

At first sight, such a review seems impossible in LocoMail, but in fact it just takes a little lateral thinking! The block of LocoMail instructions that you need are given opposite, along with details of how you can adapt them to any number and any type of information. You don't need to understand how it works to use the block, but if you're interested to discover the technique we've used – read on!

The basic technique

The key to the technique we use is LocoMail's Perform instruction. Perform instructions, as you may remember, start with the 'command' % which tells LocoMail to 'perform' the thing which follows the %. The LocoMail User Guide describes how you follow the % with the name of a program unit you have set up and how a program unit is a sequence of LocoMail commands and text that you stored under an item-name by using an *item-name*="..." instruction.

The impression you are likely to have got from the User Guide is that you always put the instructions you want directly into your program unit, and then perform the program unit. For example:

```
action = "answer=?;Type your answer"
%action
```

As a rule this is the most sensible thing to do, but in fact it isn't the only way to get the action you want. You could equally well write:

```
item = "answer"
qtext = "=?;"
ptext = "Type your answer"
% item & qtext & ptext
```

The first instruction stores answer as item; the second stores =?; as qtext; and the third stores the rest of the instruction as ptext. The final instruction tells LocoMail to concatenate the information stored under these item-names and then immediately perform the result.

In other words, you can store sections of the instructions you want LocoMail to carry out under item-names and then simply use LocoMail's & command to concatenate the relevant pieces of information when you actually come to perform the complete program unit. There aren't any restrictions on how instructions are divided up into sections: as far as LocoMail is concerned, you are just working on groups of characters and codes until it actually carries out the instructions.

From this, it is just a short step to making a section of an instruction something that you type in. Essentially, all you do is split the instruction into sections that are the same every time and sections that depend on what you have typed, store all these sections under different item-names and finally use the & command to 'glue' all the separate bits into a single instruction just before the Perform instruction executes it. Suppose, for example, that you wanted to be able to type in the prompt part of the instruction we've used above. To do this, you need to replace the instruction setting ptext to Type your answer by one that asks you to type in the prompt. The group of instructions then becomes:

```
item = "answer"
qtext = "=?;"
ptext= ?; Type the prompt
% item & qtext & ptext
```

The block of instructions shown opposite uses variations of this technique – both to gather the information in the first place and then to build it into the prompt of the instruction, the ultimate job of which is to record the number of the piece of information that has to be changed. Building the information into the prompt enables us to display it.

Refinements

As well as using this technique, the block of instructions also incorporates refinements to make it handle any number of items, to lay out the 'display' prompt neatly, and to make it easy to adapt.

A full description of how the program works isn't appropriate here, but some of the techniques used to give us these refinements are worth looking at.

To make the block handle any number of items, we've put our Perform instructions themselves inside a program unit so that they can be repeated any number of times – but this is not all we've done. We've also had to take the technique of building up our instructions one step further in order to make the same instruction construct in turn the prompts for any number of items.

To explain how this is done, we will go back to our answer=?;Type your answer instruction. To make this handle answer1, answer2 we have to concatenate the number with answer as we set item, giving us:

```
item = "answer" & count
qtext = "=?;Type your answer"
% item & qtext
```

and put the whole lot inside a program unit that we repeat with count = 1, then 2.... When count is 1, item is set to answer1; when count is 2, item is set to answer2; and so on.

To display the information neatly, we really want to have each piece of information on a separate line. We can't use ↵ to start a new line because LocoMail will interpret it as marking the end of the instruction. So instead we use the Unit marker `(UniT)` which has the action of a carriage return but isn't a command separator. This 'trick' is also used in LocoMail applications described in the new User Guide.

To make the block easy to adapt, we have arranged that everything you have to change is stored under item-names at the start of the block. We have also made sure that each instruction that we glue together is finished cleanly with a carriage return. This makes it safe to change the layout of the block, swapping colons for carriage returns as and where you will (except, of course, in the definition of cr).

If you want to learn more about the way the block works, the best approach is to sit down with a copy of the LocoMail User Guide (preferably the new, much expanded version) and work through the block thinking about what is actually in each of the concatenated strings.

The Block

As presented, this block will ask you to type in three pieces of information (a surname, a street name and a town), display the details you typed and let you change any of these until all the information is correct. However, it is readily adaptable to any number and any type of information.

All you need to do to build this checking into your own LocoMail master documents is to type the block (suitably adapted) in place of the standard commands you use to ask for this information. Details of what you might need to change are given alongside the instructions.

```
(+Mail) ; data items being prompted for and validated ↵
↵
item_count=3 ↵
item1="name"      :   prompt1="Surname" ↵
item2="street"    :   prompt2="Street name" ↵
item3="town"      :   prompt3="Nearest town" ↵
↵
; useful constants ↵
↵
tab="→            " ↵
null="" ↵
cr=" ↵
" ↵
unit=" (UniT)
" ↵
↵
ptext="prompt=prompt" ↵
itext="item=item" ↵
↵
; program unit to fetch a particular value ↵
↵
qtexta="=?;" ↵
qtextb="? " ↵
ask_value=        "   % ptext & count & cr ↵
                      % itext & count & cr ↵
                      % item & qtexta & prompt & qtextb & cr ↵
                      index=[item_count-count] ↵
                      count=[count+1] : " ↵
↵
; program unit to show all current values ↵
↵
ptexta="check_info=check_info & count & tab & item" ↵
ptextb="& tab &" ↵
ptextc="& unit" ↵
add_to_prompt=    "   % itext & count & cr ↵
                      % ptexta & count & ptextb & item & ptextc & cr ↵
                      index=[item_count-count] ↵
                      count=[count+1] : " ↵
↵
; program unit to show current values and correct them as needed ↵
↵
dinfoa="answer=?;" ↵
dinfob="Press [ENTER] if correct, else the number of a line to correct " ↵
loopquery=        "   check_info=null ↵
                      count=1 ↵
                      % add_to_prompt @ index ↵
                      % dinfoa & check_info & dinfob & cr ↵
                      # answer ≠ null : < ↵
                      count=answer : % ask_value ↵
                      > : " ↵
↵
; program unit to fetch all values, and then correct until all OK ↵
↵
fetch_all=        "   count = 1 ↵
                      % ask_value @ index ↵
                      % loopquery @ answer : " ↵
↵
% fetch_all ↵
(-Mail)
```

These are the lines you need to change to make the block handle your information. For example, if you have four pieces of data you want to check, which your master refers to as first_name, surname, birthday and phone_no, you should change these lines to:

```
item_count=4
item1="first_name":  prompt1="First name"
item2="surname"   :  prompt2="Surname"
item3="birthday"  :  prompt3="Birthday"
item4="phone_no" :  prompt4="Phone number"
```

IMPORTANT: The lines must follow this pattern exactly. In addition, the names you assign to item1, item2 etc. must all be legal item-names. You can, of course, make the prompts anything you like.

Using the block in a master document

The block of instructions given here is intended to replace the set of *item-name*=?; *prompt* commands you might otherwise use to gather the information you require.

As you will probably want to use it in a number of your LocoMail master documents, we would recommend creating a new document specifically to hold this block of instructions. Start this document by pressing [f2] and selecting 'New Layout'. Then set a left margin at 10 and Simple Tabs at 13, 25 and 28. Type the block in exactly as it is given here (though you can miss out the comment lines if you wish and you don't have to put in any of the spaces we've used to lay it out neatly). Note that `(+Mail)`, `(-Mail)` and `(UniT)` are codes.

Test that it is correct by adding after the whole block:

```
Surname = (+Mail) name (-Mail) ↵
Street name = (+Mail) street (-Mail) ↵
Nearest town = (+Mail) town (-Mail) ↵
```

and Filling it. If you get any errors in the initial information gathering, check the ask_value section of the block; if you get errors at the display stage, check add_to_prompt and loop_query. In particular, check colons, &s, %s and quote marks, that all the item-names are spelt correctly and that they don't contain any spaces or illegal characters.

Then, as you set up or edit each master document you want to use the block in, you can simply insert the document holding the block at the relevant place in your document. Of course, once the block has been inserted, you'll have a few changes to make before the block will ask for the information you want. The section that you may need to change is labelled on the block itself.

The block brings its own Layout code, so between the block and the rest of your master document you will need to put a Layout code that restores your own layout. (To restore the layout you use at the top of the document you just need to press [⊞] and type `LT1`.)

Page Layout

In previous issues, we've shown how layouts are used to control the way your documents look. Layouts describe the way your text is laid out across the page, but how you use the length of the page is also important in the presentation of your text.

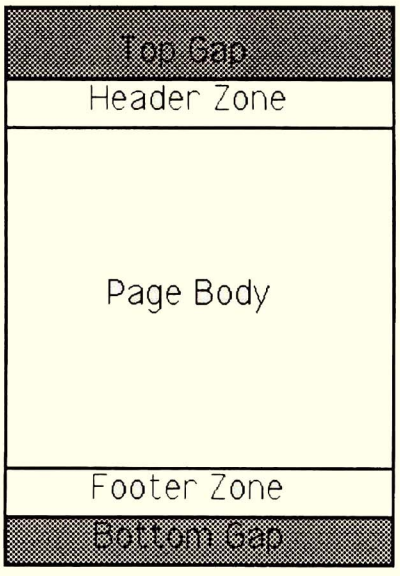
In this article we look at the features of LocoScript that help you with the 'lengthways' design of your documents. In particular, we show you the different ways you can print the special pieces of text that appear at the top and bottom of every page.

Basic Structure of a Page

LocoScript divides up each page of your documents into five different areas as we've shown you on the right.

The length of the page and the Top and Bottom Gaps are physical characteristics of the paper you're using and are recorded in the Paper Type. The Top and Bottom Gaps are essential for single sheet paper as they mark the area where you can't print because the printer will not grip the paper properly.

There are no such problems with continuous stationery because the paper is held in the tractor feed mechanism and so the Gaps need only be big enough to ensure that you don't print over the perforations.



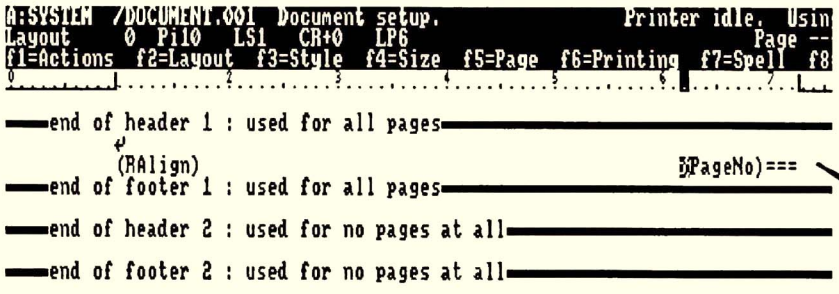
The rest of the page is divided up into the Header Zone, the Page Body and the Footer Zone. These are all areas you can use for text and where LocoScript's Page Layout facilities can help you to divide them up.

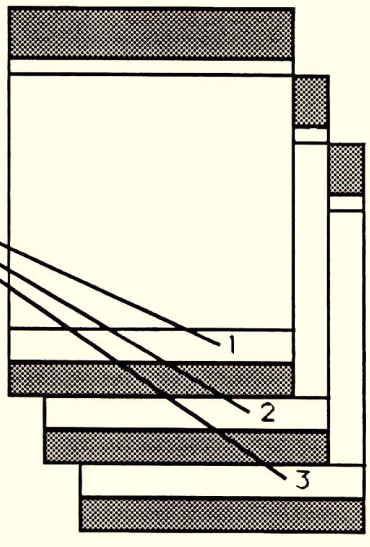
The Header and Footer Zones are parts of the page that you can reserve for text that you want printed at the top and bottom of every page. For example, you might want to print the page number at the top of every page of a report and you'd put this text in the Header Zone.

Headers and Footers are used frequently in books for chapter headings and page numbering, but virtually any document you produce can benefit from using header and footer text.

The Pagination Screen

Header and Footer text is set up on the Pagination Screen in Document Set-up.





LocoScript lets you have two sets of Headers and Footers as there may be times when you want to use a different header and footer on the first page or the last page to those on the remaining pages of your document.

You might want to use the two sets of text to produce documents with different headers and footers on the left and right hand pages.

You won't always want to print headers and footers on the first and last pages so LocoScript also lets you handle these separately.

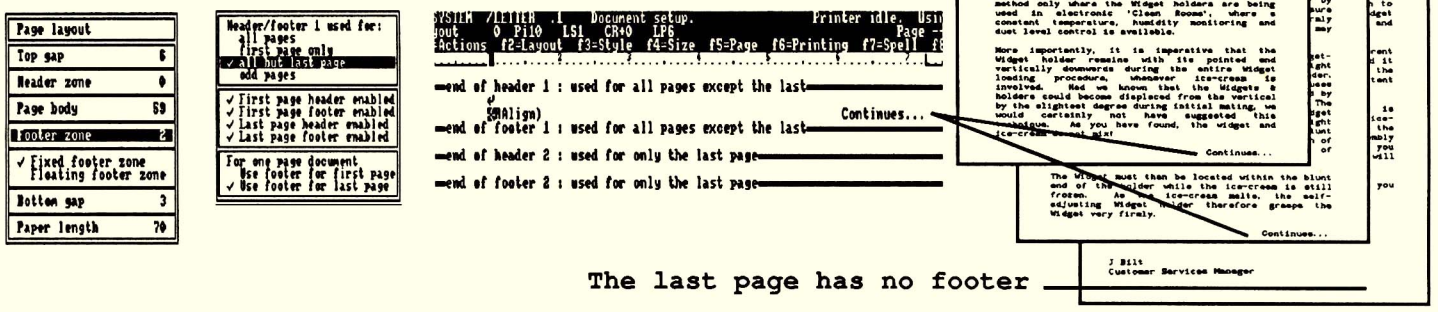
As you can see, there is a whole range of options available to you in using the length of the page. The selections you make will depend on the type of documents you produce, so on the opposite page we give some examples to show you how you might apply the different options open to you.

The menus that let you set up your header and footer text are found in the f5 Page menu in Document Set-up. You can set the size of the Header and Footer Zones in the Page Layout menu and use the Header/Footer Options menu to set up the way your header and footer text is printed.

Options for Printing Headers and Footers

❶ A Footer on Every Page Except the Last

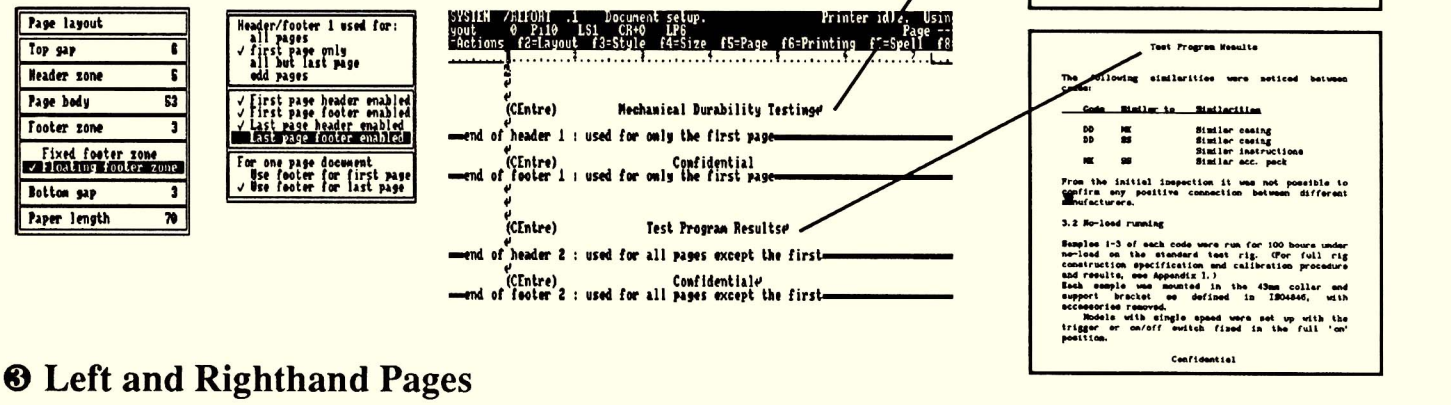
Here we show the options to select if you want to print a footer on every page except the last. Set the Header Zone to zero and the Footer Zone to two on the Page Layout menu. Then tick the option for 'All but last page' on the Header/Footer Options menu and type in your text on the Pagination Screen. The second pair of headers and footers is left blank.



❷ Two Sets of Headers and Footers

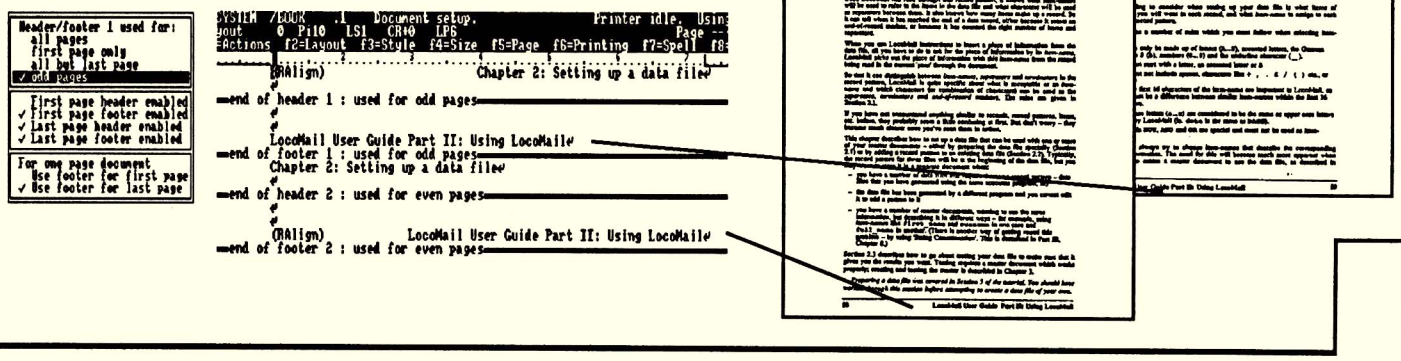
This example shows you how to set up a document which has a special header on the first page and another header on the remaining pages. To arrange this, place a tick beside 'first page only' in the top part of the Headers/Footers Option menu. The second set of header and footer text will automatically be printed on the remaining pages.

The last page has no footer and the middle section of the Headers/Footers menu lets you set this up by clearing the tick beside 'Last page footer enabled'. This example also shows the use of the 'Floating footer zone'. If you tick this option on the Page Layout menu, the footer text will print immediately after the last line of the document, regardless of which line on the page you've reached.



❸ Left and Righthand Pages

Here we're looking at using different header and footer text for left and right hand pages. This time, the option to select on the Header/Footer Options menu is 'Odd pages'. The first set of Headers and Footers will print on righthand (odd-numbered) pages and the second set will print on lefthand (even-numbered) pages. The main chapter heading is included in the Page Body text so the first page header is 'disabled' by clearing the tick in the middle section of the menu.



Automatic Page Breaking

The appearance of your text is also affected by the way you allow LocoScript to automatically insert page breaks. There are three different rules you can allow LocoScript to follow:

- break the page when it's completely full
- break the page at the last line providing single lines don't appear at the top and bottom of the page
- only break between paragraphs

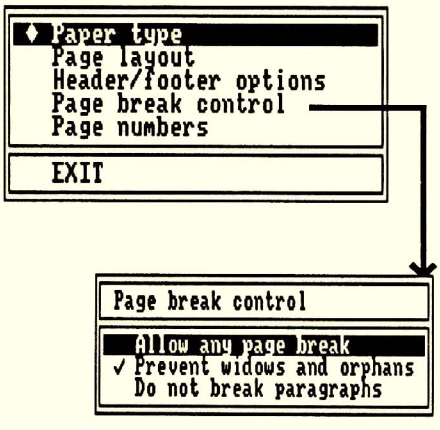
Which option you choose will depend on your priorities. The last option makes the document look good but it can be an expensive way of using paper as you may waste quite a few lines on each page.

Alternatively, allowing LocoScript to break the page anywhere, regardless of paragraphs or single lines, will enable you to use the full length of the page – but the appearance of your document may suffer as a result. This is probably the option to select if you're producing a document and a good layout is not a priority.

The middle option is possibly the best compromise and it's the one LocoScript automatically selects for you. With this option you get the best of both worlds – good use of space and no unsightly single lines appearing at the bottom and top of the page.

These lines are known in the printing trade as "widows and orphans". A "widow" is the first line of a paragraph which appears on its own at the bottom of a page. An "orphan" is the last line of a paragraph appearing alone at the top of a page.

You can select the option for automatic page breaking in the Page Break Control menu in the f5 Page menu.



Letter Headings

One question that we're frequently asked is how best to handle letter headings. Some people have set up their headings in the Header Zone of the document and then selected the Header/Footer option to print the text on the first page only.

The letter heading prints perfectly on the first page, but subsequent pages have an unsightly gap at the top because the size of the Header Zone is the same on every page.

We recommend that you keep the Header Zone at 3, or something similar, and type in your letter heading in the body of the document. Then you can print your letter heading in the right place and use the full length of the page on your continuation sheets.

Of course, if you set up a template with the letter heading in it, you won't have keep typing in the letter heading – it will be automatically copied into every document that you create using this template.

Pre-Printed Headings

Similarly, if you print on paper that already has a printed logo or business address, the answer is not to adjust the Top Gap or Header Zone to avoid overprinting. You'll simply waste space on succeeding pages of the document.

In this case, you should set up your document for the continuation sheets. Then on the first page insert carriage returns by pressing [RETURN] until your cursor is positioned after the portion of the page occupied by the printed heading.

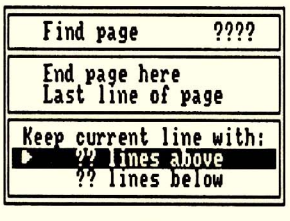
Again, incorporating this in a template means you'll be able to start at the right place in all the documents you create using this template.

Putting in Your Own Page Breaks

The Page Break Control feature will probably take care of the appearance of most of your documents without any more action on your part. But there may be special occasions when you want to keep certain sections of text together regardless of the page break control you've selected. For example, you may have a reason for wanting to keep several paragraphs together.

LocoScript provides you with a manual override of the page break rules: 'Keep' codes. Keep codes tell LocoScript to keep selected groups of lines together regardless of the page break option in use.

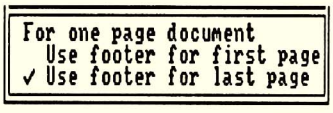
All you need to do is position your cursor on the first line of the section of text you want to keep together and then press [f5] to display the following menu:



Move the cursor to '?? lines below' and type in the number of lines the table occupies on the page. Press [ENTER] and a (+Keep) code will be placed in your document at the point where your cursor is positioned Then if this section of text can't be fitted completely on one page, LocoScript will simply move it over onto the next page.

One Page Documents

The bottom part of the Header/Footer Options menu lets you cater for the occurrence of one page documents when you have set up your headers and footers for two or three page documents.



You'll always want the first page header on a one-page document but whether you want the Footer from the first page or last page depends on the document.

In our example of the letter with 'Continues..' on every page except the last, the appropriate choice would be 'Use footer for last page', because otherwise you'll get 'Continues..' at the bottom of your one and only page.

Header and Footer Text

When typing in text for the footer zone, remember to add a line (by pressing [RETURN]) before typing in the text. Otherwise if the text exactly fills up the page there won't be a gap before the footer is printed.

You may also need to think about the layout details of your header and footer text. The layout of the text on the Pagination Screen is governed by Stock Layout 0. If you've changed the margins in the layout in your Page Body, then you may need to change them in Stock Layout 0 as well so that the header and footer text matches up with the text in the rest of your document.

LocoChar

As promised, we're publishing some of the characters that you've designed with LocoChar. The characters you sent in covered a wide range of applications and we've selected a cross-section of these designs. We've also included sample text showing how the new characters are used.

Old Russian Characters

Philip Robinson writes books on Russian postmarks and postal history and he used to have to type the text on an electric English typewriter and a manual Cyrillic typewriter. With the advent of LocoScript 2 and its Cyrillic characters, he could produce his books on the PCW. But he still had a problem.

In 1918 the Russians abandoned four letters – one of them is Ukrainian and so is in LocoScript's Cyrillic character set and another one is sufficiently similar to the Greek θ which is in the Greek character set. But there were also two versions of the letter 'E' which were used in Tsarist Russian. "They were suppressed in 1918 as there was no logical reason why three letters should have been used for the same sound (if only English were the same!)."

LocoChar has enabled him to produce these two characters and he can now reproduce the place-names on pre-Revolutionary postmarks accurately.

Old Russian	Modern Russian
АЛЕКСѢЕВСКЪ	АЛЕКСЕЕВСК
Алексѣевскъ	Алексеевск
БЛАГОВѢЩЕНСКЪ	БЛАГОВЕЩЕНСК
Благовѣщенскъ	Благовещенск

F1 : HIGH QUALITY F3 : DRAFT F5 : SCREEN

F7 : PRINT OPTIONS

PS COLS = 22
% WIDTH = 95%
HIGH

Chemical Symbols

These chemical symbols were produced by Alec Thompson and he also designed a set of subscript numbers so that he didn't have to use the (SuB) code.

An additional advantage was that a formula such as H_2O could itself be subscripted.

$$H_2O(1) + H_2O(1) \rightleftharpoons H_3O^+ (aq) + OH^- (aq); \quad \Delta H^\ominus = 6.5 \text{ kJ mol}^{-1}$$

F1 : HIGH QUALITY F3 : DRAFT F5 : SCREEN

F7 : PRINT OPTIONS

PS COLS = 26
% WIDTH = 115%
HIGH

This character is on the right of the grid because it always follows an italic character and is followed by a space.

F1 : HIGH QUALITY F3 : DRAFT F5 : SCREEN

F7 : PRINT OPTIONS

PS COLS = 26
% WIDTH = 115%
HIGH

This 'equilibrium' character is always preceded and followed by spaces.

Mathematical Symbols

Peter Dewell wanted to use a larger integral character so that he didn't have to subscript and superscript characters within his mathematical equations, making them difficult to read.

"The new characters are only the top and bottom hooks, extending the sign as much as desired by using the modulus character (Symbol §) rather than the bar (Extra §) to prevent a gap when using a line pitch of 6 and half line spacing."

You'll notice from the grid pattern below that he's positioned the stem of both characters in the same column of the grid so that the characters will join up correctly in half line spacing. He's also made use of the SHIFTED option for the lower hook so that it uses the bottom 16 lines of the grid patterns. This gives him the maximum height possible when the two characters are combined.

$$P(x) = \int_{-\infty}^{x} \frac{1}{\sqrt{(2\pi)}} \exp(-\tfrac{1}{2}x^2)\,dx$$

F1 : HIGH QUALITY F3 : DRAFT F5 : SCREEN

F7 : PRINT OPTIONS

PS COLS = 23 *
% WIDTH = 100%

F1 : HIGH QUALITY F3 : DRAFT F5 : SCREEN

F7 : PRINT OPTIONS

PS COLS = 11 *
% WIDTH = 50%
SHIFTED HIGH

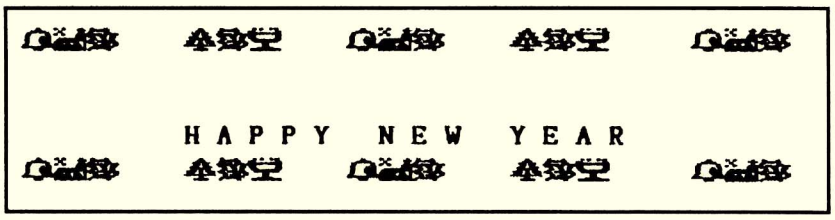
F1 : HIGH QUALITY F3 : DRAFT F5 : SCREEN

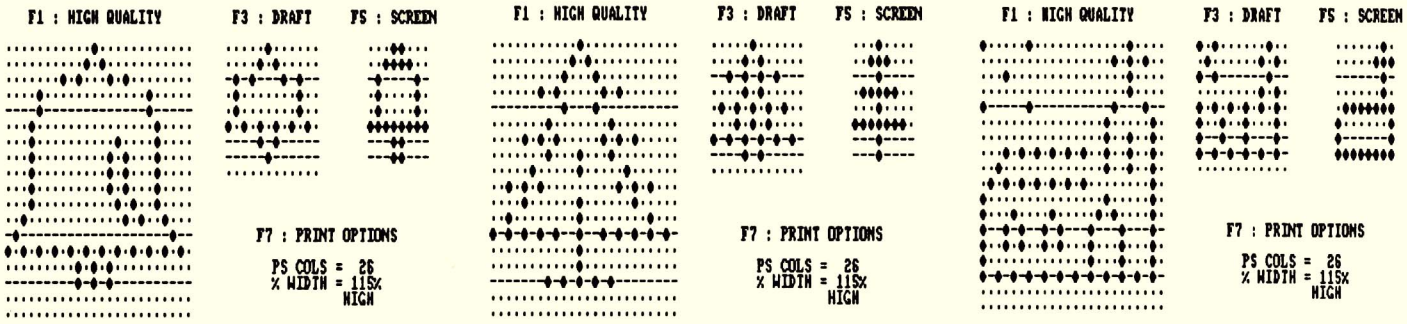
F7 : PRINT OPTIONS

PS COLS = 17 *
% WIDTH = 75%
HIGH

Christmas Motifs

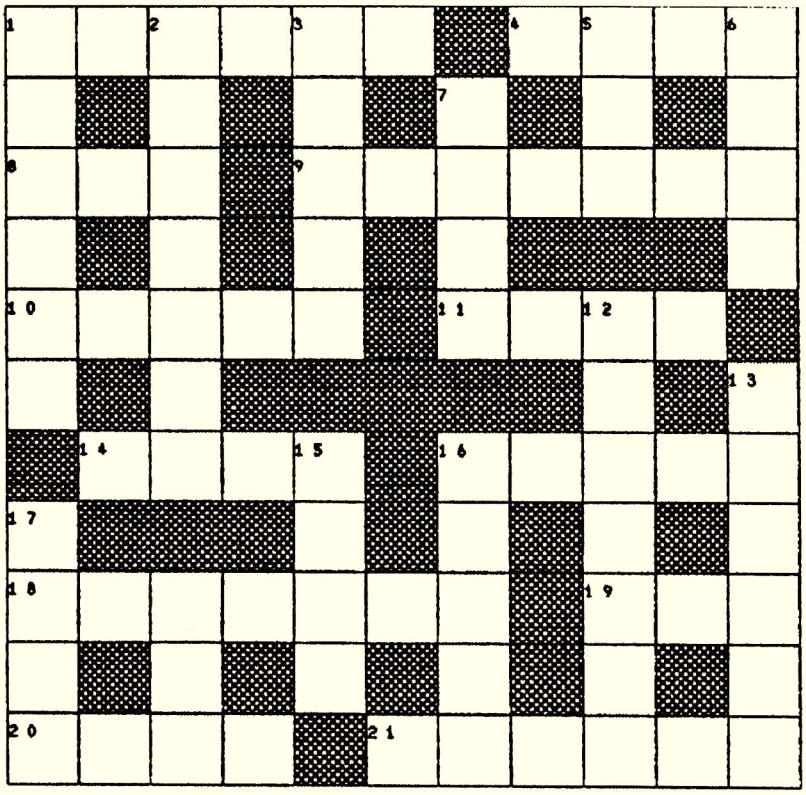
These Christmas characters were produced by Brian Thurston Worts. He used them on labels similar to the one we've reproduced here.





Crossword Characters

Giles Hibbert wanted to print crossword grids. Below are some of the grid patterns he's designed as well as a sample crossword.



Letters

Using LocoScript 2.14, under certain circumstances, and I am unable to define precisely what these constitute, making an ASCII file causes the last line of the file to be deleted. Is this a program error or am I doing something wrong? The problem seems to occur when a paragraph of text is succeeded by a list, each line of which ends with a carriage return. The list on its own causes no problem.
Mr HM, Huntingdon

LocoScript is not deleting the last line of your document when you convert it into an ASCII file. We suspect that you have forgotten to put a carriage return at the end of the last line and that the program that you are using the ASCII file with doesn't recognise a line without a carriage return. LocoScript has converted your document correctly, but to use it successfully in some programs you may have to add a carriage return at the end of the last line.

Further to Mr MB's letter in Script 3, I have also experienced the 'B drive not fitted' situation using a perfectly standard PCW8512. The problem only occurs when the 'B' disc is inserted while LocoScript is being loaded. It is noticeable from other programs that testing the status of the disc drives takes a significant time. It would therefore seem probable that inserting a disc at the wrong moment sends back the wrong response. As you say the problem can be overcome by always inserting the 'B' drive disc first or waiting for LocoScript to finish loading.
Mr SY, St Andrews

Since the last issue, we have received several letters from people who have experienced the 'Drive B not fitted' message in this situation. It seems that inserting a disc in Drive B while LocoScript is loading can sometimes cause problems. We recommend that you always put the disc in Drive B before inserting your Start-of-day disc to load LocoScript.

LocoScript 2 allows you to use 4 different printer driver files. However, LocoScript 2 is a large program so if used with LocoMail and LocoSpell there is not sufficient room on the Start of day disc on the PCW8512 for them. The solution to this problem is to put one or more .PRI files on a high capacity format disc for drive B, in the same way that you do for the large system dictionary.

When starting the system this latter disc is inserted and the Start of day disc then inserted in drive A. The dictionary files and .PRI files are then automatically copied into drive M. Thus you have available four different printers. But I found that printer files of the form ???????.#?? are not automatically copied in this way.
Dr AM, Rotherham

Once the main body of the program has been loaded into memory, LocoScript does indeed look on the discs in both Drive A and Drive B for further files to copy such as LocoSpell dictionaries and printer files. It looks first on your Start-of-day disc and then on the disc in Drive B.

Provided there is room, all '.PRI' files in group 0 of either disc will be copied into Drive M. If a .PRI file is copied then any Character Set files with the same filename as the .PRI and the filetype .#xx will also be copied provided they are in the same group and drive as the .PRI file. Any other '.#xx' files will be ignored.

We suspect that you have '.#xx' files on a different disc to their matching '.PRI' files and this is why your extra Character Set files have not been copied to Drive M.

When printing in High Quality, the matrix head prints out one line, moves the paper up by one pixel, goes back to the beginning of the line, prints out the line again, moves the paper up by the number of pixels in one line minus one pixel (I presume), moves back to the left margin and then repeats the process for the next line. I can not help but think that this method is a little tedious. In draft mode the printer prints lines in two directions, so, in high quality mode why is it not possible for the printer to print out the line, move the paper up one pixel, print the line again in the reverse direction, move the paper up the rest of the line and then repeat for each line? This would save a lot of time in printing out pages which are completely packed with text.
Mr AP, Timperley

The High Quality printer matrices produce better looking characters because they use four times as many dots as the Draft Quality matrices. This is done by printing at half speed – doubling the number of dots horizontally – and by printing a second set of dots fractionally lower than the first set, just as you have observed.

We don't use bi-directional printing in High Quality because if we did the dots on the second pass wouldn't always line up perfectly with the first set of dots. In uni-directional printing, each line is printed from the same start position so we achieve the highest possible quality of print.

In Draft Quality, we make some sacrifices in presentation for the sake of speed. We can use bi-directional printing as we only print one set of dots. If you look carefully you may find that the characters on alternate lines are not perfectly aligned.

I have now bought a NEC 2200 24 pin dot matrix printer and have got it going OK. However, there is a problem. It will not always respond to either the abandon print or suspend print command, f1 PTR, and I have to switch it off.
Mrs CHG, Bristol

The NEC 2200 does respond to the Abandon and Suspend printing commands. It is just that your printer is not responding as quickly as you would like because it still has information to print.

When you print a document, LocoScript sends the text – along with the codes necessary to print the text correctly – to to a part of the printer known as a 'buffer'. LocoScript can send the information more quickly than it can be printed so the printer stores the text in the buffer.

If you decide to abandon printing in the middle of the document, LocoScript immediately stops sending information to the printer. But the printer continues to print until its buffer is empty. The size of the buffer varies from printer to printer so you may notice this effect on some printers and not on others.

Letters

I had no trouble in carrying out all the necessary steps of the LocoChar program and putting the new MATRIX.PRI file on a new Start of Day disc. I was amazed therefore when, in trying to produce a test document on running the new Start of Day disc, I appeared not to have changed the characters at all. However, on printing out, I found that they had in fact been changed in both High Quality and Draft. It was only the screen display which still insisted on showing the old characters.

Not being a technical person, I must say I find it odd that the PCW can do this as there is now only one MATRIX.PRI file on my Start of Day disc, which presumably has the altered characters in it. How then can it ever display the unaltered characters? I wouldn't have thought it had the information with which to do so. But obviously I cannot print the unaltered characters, whatever I do. I find it a mystery!
Mr JW, Bristol

The screen characters in Printer files are not automatically displayed on the screen. Information about the characters used in a document is held in the document itself and is independent of the Printer files. This is so that LocoScript can display the right characters when you edit a document, even if the corresponding Printer file isn't available.

To change the information about the screen characters in a document, you need to change the Character Set used by the document. You do this by going into the f6 Printer menu in the Document Set-up.

If you select the Character Set in the Document Set-up of a template, you won't have to repeat the action for future documents created using this template.

Documents set up for the Standard Character Set will continue to show the unaltered characters.

In the f8 Options menu of the Disc Mangement screen the 'Show Hidden' option does not work when trying to show the hidden files in group 0 on the M drive. The display merely changes from '2 hidden' to '2 system'. There is no problem on Drive A.
Dr AM, Barnsley

The 'hidden'/'system' message you refer to is used to tell you how many files there are on the disc which aren't listed by name on the Disc Manager Screen. These files have been hidden so that you can't delete them by accident.

When you select 'Show Hidden', many of these hidden files are displayed but not all. The screen still doesn't show any files which are vital to LocoScript and which you therefore mustn't delete. These files are known as system files and so when you 'Show Hidden' the message tells you how many system files there are.

The two hidden files in group 0 on Drive M are both system files. (They are in fact LocoScript's working copies of the Settings file and the Phrases file.) So when you 'Show Hidden', the message simply changes from '2 hidden' to '2 system'.

When you next update LocoScript 2 would it be possible to include on the header of the Disc Management screen an indicator to show, when printing multiple copies, how many copies have been made so that progress (or lack of) can be monitored? I often print 40 copies and having started the process it is impossible, short of counting them, to identify where one is in space.
Mr WN, Yelverton

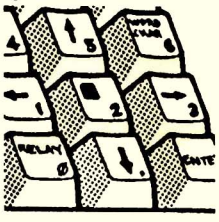
LocoScript 2 already has the facility for telling you how many copies of a document have been printed. All you need to do to find out is press [PTR] to enter the Printer Control State and then press [f7] to display the Document menu. This menu gives you a report on the document that you are printing which includes the number of copies printed so far.

It also offers several further options for reprinting. For example, if your paper gets caught up in the printer you can use this menu to reprint from the beginning of the document or from the current page.

To simply continue printing, move the cursor to 'Exit' and press [ENTER] and then leave the Printer Control State by pressing [EXIT].

When doing an 'Exchange', the cursor does not appear on the screen to indicate the word for exchange. Thus, one has to read all that is on the screen to find the word the 'Exchange' function has found. This slows the process down. It is necessary to have the word highlighted or the cursor marking it as not all words so marked may need to be changed. For instance, if wanting to change a particular surname from lower case to capitals, one has to ensure that the change only affects the surname version, and not a forename of the same spelling.
Mr PP, Andover

When you use the Exchange feature, LocoScript 2 produces an alert message on the screen to tell you that a match has been found. The message is cleared from the screen after six seconds. Then the word found for the exchange IS marked by the cursor. However, you don't have to wait the full six seconds – you can press the 'help key' and the message will disappear immediately.



The 'help key' is the number 2 on the numeric keypad at the right hand side of your keyboard.

Note: In any case, there's often no need to read the whole screen. If LocoScript has scrolled the screen to find the word for exchange, then the word it's found will always appear on the fifth line up from the bottom of the screen.

When I try to edit a document the message 'Directory is full' appears on the screen and I have to cancel the operation. But I'm not creating a new document, I'm just editing an old one.
Mr DL, Nottingham

When you edit a document, LocoScript automatically creates a back-up copy of the old document in case you decide to abandon the edit. So there has to be at least one spare entry in the directory for the back-up copy otherwise LocoScript won't allow you to edit the original. If the directory is full you've already got the maximum number of files allowed on the disc. Before you can edit the document, you'll need to copy it onto a new disc or Drive M, or erase one of the files on your data disc.

Letters

In connection with my passion for using narrow word spaces I thought I'd be clever and set up two Locochar symbols which would simply be blanks but about 70% and 50% of the standard character width. These could be used instead of my phrase '(+Pitch17)(SPACE)(–Pitch)'. The LocoChar program let me think that I had done this and I managed to get this MATRIX.PRI file onto my working disc and into my document. But when I printed an example of a set of capital Ms with the different spaces in between them the printed output has the standard spaces between them all. The designer of the LocoChar program may never have thought that anyone would want to redesign a blank but I do. Can it be done?

Mr MC, Sheffield

You can indeed redesign a space character using LocoChar. We think the reason that your spaces haven't printed correctly is because you haven't set the Character pitch to PS in your document.

If you're working in a fixed pitch, then all the characters will be the same width – it's only in PS that your characters are printed using the PS widths you've specified.

You should also note that any space character you redesign using LocoChar will behave like LocoScript's hard space.

In other words, LocoScript will not break the line at this character, so you might have to use the soft space as well.

To my great satisfaction I have just been able to define my own Czech single-stroke characters with the help of the Grid Patterns for the LocoScript characters, published in the latest edition of Script. However, there is one small problem left. I have not been able to define the 'y' character with the accent mark properly. The problem is that 'y' has a descender and as a result the bottom 16 rows of the NLQ grid must be used. This prevents me from using the top rows of the grid where I need to place the length-mark. I therefore had to make the length-mark shorter than it should be. And yet, when I type the 'y' and the acute accent as a two-stroke character the length-mark is of correct length. Would you be able to help?

Mr JC, Glasgow

While it's possible to give yourself single stroke accented characters using LocoChar it is no longer the best way of doing it – particularly as there are limitations, as you have discovered. Using the new LocoKey program (see the News pages) you can define any key to produce an accent/character combination. You could, therefore, replace some little used key on the main keyboard by one producing the y acute that you require – with the accent in right place.

I hope that sooner or later I shall discover the connection between the paper menu evoked by f6 from the Disc Manager menu, the one evoked by f3 from the PTR menu, and the document menu evoked through f5 in the Document Set-up.

Mr HA, Chorley

LocoScript lets you set up both your printer and your document for a Paper Type. You need to tell the printer what Paper Type you're using so that the paper is fed properly through the printer mechanism, and you do this in the f3 Paper menu in the Printer Control State. The Paper Type set by this menu is known as the 'current' Paper Type.

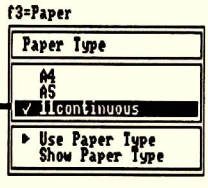
You also choose the Paper Type for your document so that LocoScript knows how long each page is and therefore breaks the page correctly. This is known as the 'intended' Paper Type and you select it in the Paper Type option under the f5 Page menu in Document Set-up.

When you print a document, LocoScript tells you if the two Paper Types don't match and offers you the option to use the 'current' Paper Type, ie the one your printer is currently set up for, or the Paper Type the document is intended for.

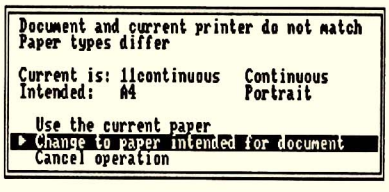
If you accept the second option you should first change the paper in your printer and only then press [ENTER]. LocoScript will display another message with the details of the paper you're actually going to print upon. You can now press [ENTER] to print the document and LocoScript will automatically update the 'current' Paper Type to match the document's Paper Type.

The Paper Type menu in f6 Settings is used to record standard Paper Types. These Paper Types are then available in the menus of both the Printer Control State and the Document Set-up.

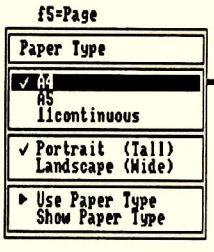
Printer Control State



Printing the document



Document Set-up



Standard Paper Types created by [f6] Settings

I have just had my PCW 8256 upgraded into an 8512 (with both the extra memory and the second, double-density, disc drive).

One slightly irritating feature, however, is that neither LocoScript nor Diskit seem to be prepared to allow me to copy an FD2 in Drive A directly to an FD2DD in Drive B. Why is that?

Mr JH, Cambridge

The disc copy function cannot copy the contents of a 180k Drive A disc onto a 720k Drive B disc because information is stored on these discs in a different way. Disc copying in both LocoScript and CP/M makes an exact copy of the original disc. This is the quickest way of copying a disc, but it implies that the disc you're copying from and the disc you're copying to must store the information in the same way and be able to hold exactly the same amount of information.

PostScript

Occasionally, we receive letters from people who have found that they can't edit a document because their disc has become corrupted. We refer customers with such problems to David Smith who's known as the 'disc doctor' because of his ability to retrieve information from corrupted discs.

Mr Smith has learnt the technique of salvaging data in his spare time – with a very little help from us! He doesn't actually charge for this service, but instead asks the people he helps to make a donation to the Cancer charity BACUP. So far he's raised nearly £1500 on their behalf. Why this charity in particular? Well he hopes the name will remind people to keep back-up copies of their data discs! Corrupted data discs are not such a disaster when you have copies to fall back on!

He enjoys a high rate of success in retrieving damaged documents and estimates that he can fully salvage over 90% of the discs he receives. Only in rare cases, where the disc has been reformatted, is he unable to restore it. It takes on average about two hours to salvage data and it's proving to be a time-consuming hobby as the demand for his services is increasing. So now he's looking for people who would like to learn similar skills and help him keep the salvage service as a charitable enterprise.

If one of your discs does become corrupted, then you can contact David Smith for help at 41 Tutsham Way, Paddock Wood, Kent. TN12 6UA.

Some of you will have noticed that we are no longer sending out discs in plastic cases. This is not an economy on our part: it's simply because they are no longer supplied to us with cases. There's no need to worry about this. Your discs shouldn't suffer in any way as the black casing surrounding the sensitive part of the disc is strong enough to protect it.

One thing you may notice if you visit our stand at the Amstrad Show, or even in this issue of *Script*, is the absence of the name 'Locomotive Systems'. This is because Locomotive Software is taking over from Locomotive Systems the job of supplying you with discs, manuals and other products. Until now, we've always been two companies but as the original reason for the distinction is no longer important, we've decided to simplify the situation.

The only way it will affect you is when you buy one of our products. Place your order in the same way as usual – the only difference is that you should now make your cheques payable to 'Locomotive Software'.

In future issues:

We'll look at how Paper Types are used and the connection between the Paper Type selected in a document and the one the printer is set up for. We'll also cover LocoScript's Find and Exchange facilities which let you exchange one piece of text for another throughout your documents. The next LocoMail article will look at creating new data files by picking out some records from an existing data file.

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