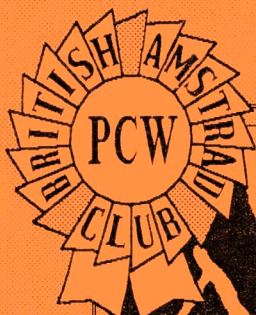


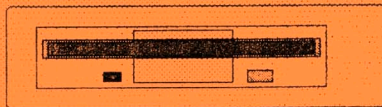
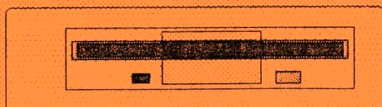
The Disc Drive

ISSUE 23

AUTUMN 1999



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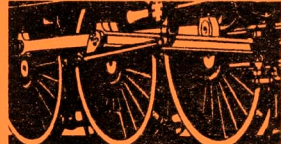
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CONTENTS

PAGE

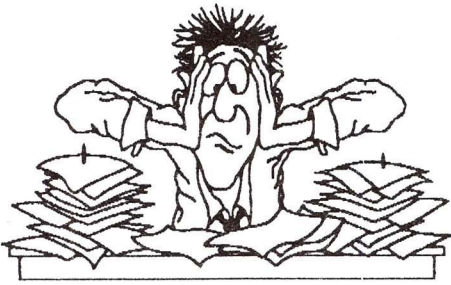
Editorial	2
<i>By Steve Massam</i>	
PCW16 alternative address books	3
<i>By Steve Massam</i>	
Just for starters	6
<i>By Steve Massam</i>	
On line with Lentil	9
<i>By Geoff Hayes</i>	
Making good use of the PCW	10
<i>By Tony Dimond</i>	
Mini Office spreadsheets	12
<i>By Jean Smith</i>	
Cut, Copy, and Paste routine	13
<i>By Peter Hathaway</i>	
Better bowles with your PCW	14
<i>By Tony Dimond</i>	
Writers tips	17
<i>By Mike Elliston</i>	

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EDITORIAL

Incredible as it may seem Daniel French has worked out how to gain access to the World Wide Web using the good old PCW and a modem. Hopefully he will let us know how it's done in the next issue!

As you may remember I followed Daniel's last article and now have the option to send and receive e-mails via my PCW. I wish to thank those members who contacted me and helped me test the system and sort out a few teething problems.

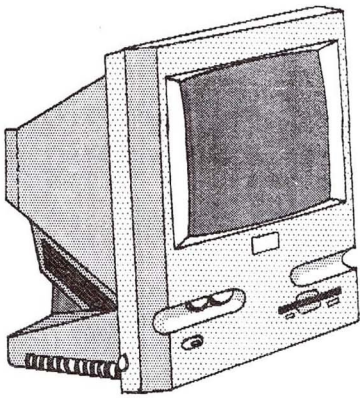
On another page, I have inserted some notes from Geoff Hayes, a member who resides in Cheshire. He is an avid user of Lentil and has contributed some experiences and suggested ways of overcoming some problems which he has encountered. As a matter of interest, in the letter which he wrote with these tips, he also described a situation in which he was able to make good use of Lentil in successfully mass lobbying members of his local authority in connection with a planning dispute involving his neighbourhood.

Geoff also enclosed copies of documents (prepared on the PCW) he sent to the Principal of Mid-Cheshire College strongly expressing his views on what Geoff called their '*Institution's Unethical Curriculum Philosophy in Choice of Word Processing Modules*'. Geoff is very concerned that MicroSoft Word is the only word processing package being offered to students and went on to say in his letter to the college '*it is surely the role of academia to encourage an atmosphere of critical appraisal - not to act as*

Bill Gates' and Dixon's et al's unpaid advertising agency! There is absolutely NO NEED WHATSOEVER for many small organisations eg a solicitor's office, to have something as big and complex as MicroSoft Word - or any other of the memory-hungry ancillary programs for that matter - to produce the vast bulk of the routine documentation they need on a day-to-day basis'. The College Principal responded, basically stating that '*the College as a relatively small player in the IT world, tends to be a follower of trends rather than a leader and responds to the market place by providing the most popular software products for its customer/students from a limited software budget*'. But he also admitted that the '*College networks run on a non-MicroSoft product and that Lotus products are used extensively in our distance learning environments*'. Personally I agree with what Geoff is saying and admire his willingness to stand up and let his opinions be known. Unfortunately I also feel he is beating his head against a brick wall! But then I'm one of the quiet silent types that regretfully sits back and let things happen.

Finally, a big thankyou to all those members who have contributed to this issue of the *Disc Drive*. I am rather short of articles for the next issue so keep them coming.

Steve



Creating & Storing Alternative Address Books on the PcW16

Using the Address Book on the PcW16 really couldn't be any simpler and its use is covered in the user handbook. However, what if you need more than one address book? Unfortunately, this is not covered in the manual. You might say you only need the one, storing all your personal and business addresses on the same file and, whilst there is nothing wrong in using the address book in this way, some of us may wish to keep business and personal details separate, or indeed, may wish to use an address book to store something completely different, like author and titles of your book or record collection for example.

Empty Book

If you have already made use of the Address Book, to create a new one you will need to delete all the records, so that you have an empty address book to work with. But not before you have copied your original Address Book to a floppy disk!

If you haven't already prepared a working disk, go to the File Manager and format a disk. Having done this you will need to view the files on the Cabinet System folder. Looking down the list you should see a file called Address Book; the file has a small box with an exclamation mark in it something like this [!]. Following the instructions in the manual to copy a file, copy this file to a disk. If the

information held in the Address Book is extremely important, I would suggest you make a few additional copies to other disks as a further back up.

There is a facility to Export the Address Book to disk via Book, but I have found that this method only allows you to store one address book per disk. However, should you prefer to use this automatic method you will need a formatted disk (PcW16 format is OK!) and simply follow the on-screen prompts to export the Address Book file.

Warning!

Do not carry out the following unless you have successfully copied your existing Address Book to disk. Having copied your address book to disk go into the current Address Book and delete all the records. As I believe there is no automatic way of doing this, the quickest way I have found is to press the RED key and then the GREEN key alternately, until all the records have been erased.

Before we start compiling a new Address Book it is a good idea to copy this blank Address Book file to disk, as described earlier, so that when you next need an empty address book it can be copied to the Cabinet System folder. Be careful not to copy an address book into a folder that already has an existing address book in it, as the existing file will be overwritten by the new one without warning. Another little quirk to watch out for is this; if you re-name an Address Book. (*this can only be done when it is on disk*), and then copy it to the cabinet system folder you will NOT be able to use it, delete it, move it, or re-name it! In fact the only way I can see, to get rid of it, is to re-install the complete system from the Rescue Disk.

Fixed Field Names

In a way, it is a shame that the data fieldnames are fixed, i.e. Name 1, Name 2, Address 1, Address 2, etc. But there again the PcW16 has been designed for ease of use and having an option to alter the field names could possibly add confusion. However, if like me you enjoy a challenge and a little experimentation it's surprising what can be done with the PcW16 Address Book. If you are going to use the Address Book for something other than addresses it is worth remembering that the information held in the fields Name1, Name2, Post-Code and Notes can be listed in Alphabetical order.

In order to start a new Address Book, simply copy the blank one you saved to disk into the Cabinet System folder; this will automatically over write the existing one. Now go into the Address Book and enter the type of information you wish to store.

Key Info

Because the field names are fixed, if you decide to use the address book for storing information other than what it is intended, it wouldn't be a bad idea to make the first record a KEY record. By this I mean a record that holds a list of appropriate field names for the information you intend to store, e.g., Name1 could be Book Title, Name2 could be Author, Notes could be My Views etc.

List Alphabetically

Whilst the Address Book Find feature is very powerful and fast, with careful thought and consideration the Alphabetical list option can come in very handy, and it is worth noting the following:

When you select list by Name1 the box to the right displays: Name1 - Name2 - Tel 1 (though Name2 may not be complete)

When you select list by Name2 the box to the right displays: Name2 - Name1 - Tel 1 (though Name1 may not be complete)

When you select list by Post Code the box to the right displays: Name1 - Post Code - Tel 1 (though Post Code may not be complete)

When you select list by Notes the box to the right displays: Name1 - Notes.

The idea, as I see it, is to store key information (information you are most likely to want to list regularly) under these Name1, Name2, Post Code and Notes fields. If you wish to find a record with a post code SS7 2PY and you have entered this information in another field other than Post Code you can always use the Find option.

Save! Save! Save!

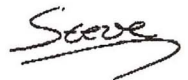
Remember to save this new Address Book to disk from the File Manager. You could, for instance, have a disk for the sole purpose of storing alternative Address Books, this would enable you to have up to 16 on a single disk, one per folder, and you could name the folders accordingly, e.g. Address, Business, Books, Records, etc.

When you wish to use another Address Book, simply go to the File Manager, insert your Address Book disk and copy the appropriate Address Book file onto the Cabinet System folder. This automatically overwrites the existing one and, when you open up the Address Book, you will be able to update and use this current list. Don't forget to copy it back to disk if you have made any changes.

Or, if you have chosen to use the built in export method to save an Address Book, you can similarly use the import utility following the onscreen prompts to import a CSV file.

I, for one, can see that with a little imagination and experimentation the PcW16 as it stands could be more than just a pretty face!

Have fun





To Add
A New Entry
Click here or press

BLUE

YELLOW

To Find
An Entry
Click here or press

To Delete
The Selected Entry
Click here or press

RED

Entry

Name 1	COMMON NAME OF SPECIMEN:
Name 2	CUSTOMERS SURNAME:
Name 3	CUSTOMERS INITIALS:
Title	CUSTOMERS TITLE:
Address 1	ADDRESS:
Address 2	ADDRESS:
Address 3	ADDRESS/POST CODE:
Address 4	ADDRESS/POST CODE:
Address 5	TELEPHONE NUMBER:
Post Code	TERMINATION: Freezer,Collect,Sold
Tel 1	SPECIMEN LOG NUMBER:
Tel 2	DATE RECEIVED:
Tel 3	CONDITION:
Tel 4	NOTES:
Email	CAUSE OF DEATH:
Notes	STOCK SPECIMEN / COMMISSION:

Addresses

Pheasant (Mail), Coll 102
 Black Bird (Male), In 101
 Kingfisher (Female), 105
 Buzzard (Female), In 103
 House Sparrow (Mat), 104

COMMON NAME OF SP, SPECIMEN LOG NU

To see an entry in full and to edit it, use ↑↓ to select it in the list. To create a new entry, click "New".

Just for Starters!!

1

LocoMail Tutorial

LocoMail, when used in conjunction with LocoFile, can be a really useful combination for handling lists of information. Although it has to be said that LocoMail can be a little unforgiving, and many first-time users end up confused and disappointed as indeed I was, I found LocoFile reasonably simple to get to grips with, but all those codes in LocoMail had me stumped for quite a while (and still catch me out!). However, after repeatedly reading the manual, I started to compile the following list of mail-merge codes and a brief description of their meaning, which helped me put together my first LocoMail master documents.

:	Separator
!	Keep or Use Again
?	Stop
="	Start String
;	Prompt to Follow
"	End String
#	If
=	Equals
≠	Not Equal
:<:	Then do This
:>	End or Finish
:>#	Else-If
:> :	Else
>	Greater Than
<	Less Than
[Start Calculation
]	End Calculation
\$+	Go to Next Record
%	Perform
@	At or Until

It is also worth noting the following:
If you get an error message like this "Name

Does Not Exist" it means just what it says. You might have forgotten to include a particular item name or there may be a typing error within an item name. If the document is being merged with a database you might need to check the item names within this as well.

The error message "Syntax Error" can be very difficult to overcome until you have more experience. Basically it is telling you that you have left out a separator between LocoMail instructions or used LocoMail codes in an unacceptable way. Should this occur whilst following this tutorial check to see if you have missed out a separator [!].

If, when you merge a document with a database, the LocoMail master disappears and the Option menu drops down without any error message, it is as well to check the LocoMail document to see that you have included a (-Mail) for every (+Mail) you have used. As a guide you should have an even number of Plus Mails and Minus Mails throughout the document, (but there are occasions where this is not necessary).

Obviously you need to know in which order these codes/instructions go together. For example:

Test=?; Type Something?

Looking at this example the word Test could be any name. It is known in LocoMail terms as an Item Name. It could as easily have been **Frog!** or even **Hello-How-Are-You!** It's just a name under which something, an item, is stored. Note that LocoMail doesn't like blank spaces in item names so it is essential to use the Underline character between words in item names.

The = sign means exactly that, Equals. The ? that follows it tells LocoMail to Stop and, as there is a semicolon[;] closely followed by a prompt, in this case the words "Type Something?", LocoMail pauses for you to enter information as indicated by the prompt.

Let's try this out. Create a new document and type the following.

(Fig 1)

```
(+Mail)Test=?; Type Something?↵
↵
Test(-Mail)↵
(+Mail)Test(-Mail)
```

(+Mail) is produced by pressing [+] and [M] and (-Mail) by pressing [-] and [M]. Finish Edit and, once you are back to the Disk Management screen, place your cursor over this file, press [F] for Fill and after a few seconds you will be presented with your prompt "Type Something?" Do exactly as it says and press [ENTER]. Almost instantly you will be presented with two copies of whatever you typed (see below). A menu will drop down listing a number of options. If you would like to have another go at filling the same document with something else select Disregard Result and you will be asked if you wish to Fill Again. Press [ENTER] and your prompt will appear again. Once you have finished select Abandon LocoMail from the dropdown menu and this will take you back to the Disk Management Screen again.

Why two copies? Let's examine our document in detail. We started off with Plus Mail (+Mail). This turns LocoMail on. We typed our Item Name "Test" followed by an Equals sign =. Then we instructed LocoMail to Stop with ? and informed it that a prompt followed ; Type Something, which was followed by a [RETURN] character. As LocoMail has control this [RETURN] character is now a separator and ignored by

LocoScript when printing. We then entered the Item Name "Test", which tells LocoMail to display what you have stored under this Item Name. Then we turned LocoMail off with (-Mail) so now LocoScript is back in control and this [RETURN] will work as normal when we come to print. We then switched LocoMail back on (+Mail) and entered the Item Name "Test" once again; hence two copies of what ever you stored under the Item Name appear. We then switched LocoMail back off with the final (-Mail).

Very often you can shorten or improve you LocoMail routines with a little extra thought.

(Fig 2)

```
(+Mail)RT="↵
":TEST=?; Type Something↵
TEST:RT:TEST(-Mail)
```

The above will perform and produce exactly the same result. Notice how we have stored the LocoScript [RETURN] code/instruction under the Item Name RT and, because of this, it has eliminated the need to switch LocoMail off and then on again after the first TEST. This method of storing instructions can really make a difference when producing more complex programs. Can you also see how the [RETURN] code/instruction itself has been enclosed in Double Quote marks, the first immediately after the = equals and the second on the line directly underneath? Anything enclosed within Double Quotation marks is known in LocoMail as a String. A string can be more or less anything, text, numerals, LocoScript codes/symbols, LocoMail codes or a combination of any or all four, although there are certain rules to observe. For instance, it is unwise to have a string within a string and numerals, when used in a calculation, should not be enclosed in double quotation marks. I plan to deal with these later, so don't worry about them for now.

Going back to the last test program; we also used a colon [:] in a number of places. This and the [RETURN] character act as separators when LocoMail is active and should be used between LocoMail instructions.

At this point we can put what we have learned so far to limited but practical use in the form of a standard letter (see fig 3):

(Fig 3)

```
(+Mail)RT="␣
":SP=" ":RA="( +RAline) "␣
DATE=?; Type Todays Date ␣
TITLE=?; Type Persons Title ie; Mr.␣
INITIALS=?; Type Persons Initials ie; S. R.␣
SURNAME=?; Type Persons Surname ie; Massam.␣
ADDRESS=?; Type Persons Address␣
TITLE:SP:INITIALS:SP:SURNAME:RT:ADDRESS␣
RA:DATE(-Mail)␣
␣
␣
Dear (+Mail)TITLE:SP:SURNAME(-Mail)␣
␣
    Followed by the content of your letter.
```

Having tested the master document using the Fill command from the Disk Management Screen you may be thinking "That's a waste of time; I could have just simply typed that!" But study it for a while. This could have been a far more complicated document, which included a number of different layouts, tab settings and items to be inserted throughout. All you had to do was type in the answers in response to the prompts. This could easily be explained to someone with limited typing skills, who could then carry out this work for you, making it useful for business applications.

You may also be wondering why I divided the recipient's name up into Title, Initials and Surname, rather than just Name. This is because I intend to show you how to automate things completely by adapting and

merging this document with a LocoFile datafile, enabling the user to send the same letter to everyone on the datafile with just a few key presses. But why divide up the Name? Well, first and foremost, if you are looking for someone on your LocoFile data file and you have an index set up with surname and the main key (or better still with Surname as the main key and Initials as the subkey) then by pressing [F5] Go To, you can simply enter the surname of the person you wish to find eg Massam. But if you had the Title, Initials and Surname as one item you would need to type the name in full precisely eg Mr. S. R. Massam and, secondly, LocoMail would be very limited as to how it could use this information entered under one Item Name.

For the next exercise you will need to set up a simple LocoFile datafile which contains the following Item Names: Title, Initials, Surname and Address. Call this datafile something like TESTDATA.001 and enter a few example records. Type the LocoMail instructions as in (Fig 4) into a new document and, with your cursor on this file, from the Disk Management Screen press [M] for Merge and follow the on-screen instructions to merge it with your new data file TESTDATA.001 and see what happens.

(Fig 4)

```
(+Mail)RT="␣
":SP=" ":RA="( +RAline) "␣
!DATE=?; Type Todays Date␣
TITLE:SP:INITIALS:SP:SURNAME:RT:ADDRESS␣
RA:DATE(-Mail)␣
␣
␣
Dear (+Mail)TITLE:SP:SURNAME:$( -Mail)␣
␣
    followed by the content of your letter.
```

Compare (Fig 3) with (Fig 4): can you see the differences? First you will see an exclamation mark [!] before the item name DATE. If you look back to the list of codes and their meanings at the start of the tutorial you will see it means 'Keep or use again'. By default, LocoMail, having come to the end of all LocoMail instructions wipes clean all the item names ready for the next pass. However, by inserting the exclamation mark before the item name, this tells LocoMail that you want to hold onto the information stored under this item name for the next pass, which saves you having to type it in again. The lines that

prompt you to type the person's Title, Initials, Surname and Address are absent because this information is supplied by the LocoFile data file. The only other new instruction is \$+[Dollar]-[Plus] just before the last (-Mail). This tells LocoMail to go on to the next record in LocoFile; without this instruction LocoMail will be stuck on the first record on your LocoFile datafile forever.

OK. So that's alright! But what if you want to be more selective. This is where things really start to get interesting and I had better leave it for the next instalment.

Steve.

On-Line Lentil Tips

from Geoff Hayes

A tip I had to learn the hard way was that if you want to type a message directly on-line rather than importing a message you have typed off-line, the Delete key doesn't work if you make a 'typo'! To delete a typing error in these circumstances, set the cursor *behind* the offending letter, and delete it using the key combination Alt-H that backspaces and deletes at the same time.

The other point is that you don't use the 'Upload File' command for messages: when your message is finished, you press [return] to get a blank line, then press # or one of the other 'terminate' choices offered. Then [return] again - and you should then get a message to say your file has been uploaded (automatically). Another [return] should give you a short menu of 5 choices - one of which is D=Display Message.

If you choose this, your message is displayed as it will be transmitted. If you spot a howler, however, you CANNOT go back to re-edit, you have to either leave the error in, or Abandon the Whole Message - and then have

to re-type the whole lot! For that reason, you should only use on-line messages for something that is relatively short and simple.

Whichever method of creating your message you use, once you are satisfied with the message as displayed, you then select S for Send Message - and you will get an acknowledgement message saying Message Sent To: joeblogs@lentil.org (if your recipient is on Lentil) or joeblogs@doghouse.demon.co.uk - or whatever, if (s)he is on another system - and then you will get: Do you wish to send this message to someone else?

You can send your message to as many people as you like - **AS LONG AS YOU HAVE A LIST OF THEIR E-MAIL ADDRESSES TO HAND**. If you haven't made a list of these intended recipients and their e-mail addresses beforehand, you will have a **VERY LARGE** telephone bill accumulating whilst you scrat around for the addresses. Prepare beforehand!

Putting the PCW to Good Use

I use LocoFile to store details of our friends and family circle, and LocoMail to extract those details for birthdays and other anniversaries. I believe my family regard me as the source of information by any of them when they are stuck for an address or telephone number or birth date or the name given to the latest young arrival. Regular telephone calls come from a brother with homes in Blackpool and Thailand, "Tony, have you a telephone number for Freddy".

The other side of this coin is that I cannot afford hot to update the records for my wife Eileen has long since come to depend upon me giving her a list of anniversary addresses and matching labels. Even though she can still recite the birth dates without error for every month. That doesn't match having a list in date order by her chair in the lounge, with labels ready to send off the appropriate greetings card.

But this is not the main use of our PCW.

Every week both of us, Eileen on Monday morning and me on or about Thursday, compose (using LocoScript, of course), spellcheck, and make an ASCII file version of a two-or-more-pages letter to email to our son and daughter-in-law in New Zealand. Most weeks we receive an email in return. Other emails arrive and are sent from time to time; during January this year I had well nigh weekly correspondence with the editor of a magazine when the latest issue did not arrive as expected.

Occasionally Daniel French and I exchange messages, and it would delight me if I were able to send this item by email to a member of the club committee, who could save it to disc, thus eliminating the need for re-typing if I may echo Davids words in a previous Newsletter.

So, LocoFile, LocoMail, LocoScript,

SpellChecking, Communications.

That's not the end by any means. We, Eileen and I, work an allotment together, keeping ourselves in some flowers, vegetables and fruit throughout the year. A twelve-page diary (prepared with LocoMail with the help of a Thurston Techniques disc - remember them?) on my PCW is invaluable in maintaining records of when ground was prepared by being dug, fertilised, sown or planted and, eventually, when crops were harvested.

Any useful tips, methods, details of insecticides and pesticides, reminders, crop foods, addresses, correspondence, favourite seeds, are all grist to the mill for our allotment disc. And the annual seed order is prepared in LocoScript. Some day I may get around to writing a LocoMail listing which might help me prepare the list and add up the prices/costs to give me a total cash amount for my cheque to the site Secretary.

At least twice every week we go short-mat bowling, with more opportunities for keeping address/telephone details, as Eileen is secretary for our group, informing members of tournament dates and times. We have a LocoMail pro-forma letter for early season circulation of dates, venues, any rule changes, etc. Other correspondence arises occasionally.

None of this contributes very noticeably to our skill on the mat or on greens in local parks, both of us are moderate players; at risk of losing my status as a male chauvinist pit I admit she may play slightly better than me on the mat but by dint of changing the jack length I boost my ego by edging the outcome when we play outdoors on grass.

More? Yes, I use a spreadsheet (Rocket or Supercalc 2) to record the results of League matches. Then export the details to our wordprocessor to compile a League Table

which is of eager interest to team skips and players throughout the season. Knock-out match results are recorded with the help of another Thurston Techniques listing. Until this month there was a possibility of both our two teams reaching the final of this knock-out tournament, and they both hold useful positions in Divisions One and Two of the League. Watch out, if you're not careful I'll write in again to tell you about the outcome of both competitions!

Oh Yes, Sequence Dancing. I write down the steps of each new dance we are taught and share MicroDesign copies, illustrated with dancing couples, with fellow dancers in our group.

And here come LocoFile and LocoMail again, most of our compact disc collection is recorded on a database so that we can easily find music to suit a particular dance, Cindy Swing, Balmoral Blues, sorry, I'm straying. Other databases list my clip-art discs.

A LocoMail routine keeps check of my pension income, cash withdrawals from ATM hole-in-the-wall machines, cheque expenditure, direct debits, and VISA purchases.

Another mail-merge listing tracks my car expenditure in so far as fuel is concerned, producing miles-per-gallon and pence-per-mile figures. The results worsen steadily, but at least I know! And at MoT and car service time, or when major expenditure is necessary, tyres, repairs and the like, there is a word-processed file which enables me to check (using FIND) how long or for how many miles the previous clutch replacement lasted – it's always longer than the guarantee period.

RoutePlanner enhances our car travel enjoyment when the PCW produces routes for our journeys, even though I can map-read to cope with diversions during a trip.

Hey, here's a PCW use that may not be widely common. I record (eventually!) all out video camera footage on a LocoFile database,

trying to use key words for use in indexes, which will enable me later on to extract details of related stretches of film. For example, Christmas time, grandchildren, or bowling or dancing or gardening or travelling so as to help me edit them together on to VHS tapes. At present my sound effects for use with these VHS films are on audio cassette only. If they were on CDs with the easy option of playing a selected track I would record these sound effects on a database for ease of use with my bog-standard film editing equipment. Opening credits and captions for these videos can be printed for filming using LocoScript and/or MicroDesign. And sometimes I go to the trouble of listing the sequences on a video, for insertion of a print-out in its case, so that if several 'stories' are told on one VHS tape the user can find each start point on the video recorder counter, especially if the copy is going to New Zealand.

PS.

Did I mention that MicroDesign produces labels with dates for our jars of pickled beetroot and chutney from the allotment, as well as disc labels and silly stories for our grandchildren? On the downside, I have never persevered with my attempts at compiling a family genealogical record, but I compile wordsquares, crosswords and, since Issue 20 of The Disc Drive, codewords for a wrinklies' newsletter.

Tony Dimond

Editors Note:

Tony certainly makes good use of his PCW. What do you do with your PCW? I'm sure our readers would be interested.

MINI OFFICE - SPREADSHEETS.

by Jean Smith

Whilst looking through the Q & A Page in a back number of *PCW Today* I read a letter requesting help using Mini Office Professional Spreadsheets on a PCW 8256. I decided it was too late for me to reply to the letter. However, having used this program for many years, and in case any readers of the *Disc Drive* have had similar problems, I set out below how I would answer the questions.

Q. How can a spreadsheet file be erased completely? It seems that the option to "wipe" a file erases the text but leaves a blank file in its place.

A. From the Main Menu select DISC UTILITIES. Select ERASE FILE. You will then have the complete directory on the screen. Either type in file name at the bottom of the directory or cursor to the file name in the directory. Press ENTER. After the message ARE YOU SURE? if the correct file is displayed press Y and the file is erased. This can be checked by selecting CATALOGUE from the menu displayed on screen and viewing directory. Files ending in .SPR and .BAK can all be erased in the same way.

A file cannot be erased by selecting WIPE SPREADSHEET as this option only clears the screen to create a new file.

Q. Is it possible to copy a file to another disc to make a backup copy for safety?

A. Yes. With the file still displayed on the screen remove the working disc and replace with the backup disc. Now press ALT+i to save file. You can then type in the file name, press ENTER and the file on screen will be copied to the backup disc.

There are other ways to do this, of course, but for one file only this seems the simplest way.

3. Is it possible in the spreadsheet to print zeros without the slash?

A. I think it depends upon the printer you use. I use a PCW9512 with a Bubble Jet and a Daisywheel Printer. From the Print Menu Select PRINT SPREADSHEET. From this menu select PRINT STYLE and toggle through to select DRAFT, NLQ, SIDEWAYS, or CONDENSED. The Bubble Jet will print zeros without a slash on all but the SIDEWAYS option. The Daisywheel also prints without the slash from each option but will not, of course, print SIDEWAYS.

If you use the Dot Matrix printer this does print zeros with a slash on all options but CONDENSED. When I used a PCW8512 with the Dot Matrix printer I always selected the CONDENSED option to avoid the slash. By doing this I could get more columns across the page.

This brings me to another matter. When I changed to a Bubble Jet printer, and whilst using the CONDENSED option, my spreadsheets always printed out with no left hand margin but a wide right hand margin. I could not see how to alter this. I tried adding a blank column in front of the first column. This was fine on the screen but when put to print the last column on the right hand side always fell off the page and onto the next sheet.

After some time I discovered a solution. Whilst working with the CONDENSED

option, by selecting **PRINTER WIDTH** from the **PRINT SPREADSHEET** menu I could change the setting from 80 to 90. This meant I could still add the blank column on the left and the last column did not fall off the page. I tried two blank columns of 5 spaces but the column fell off again. One blank column of 7 spaces, however, kept all the columns on the page and the appearance of the spreadsheet was greatly improved.

However, you may be working with **FIXED FIELDS** (found by selecting **WINDOWS** from the **ALTER SPREADSHEET** menu). This option results in the headings on the top row and left hand column remaining on screen whilst scrolling through the spreadsheet. If using this option you should insert the blank column just prior

to saving spreadsheet ready for printing, otherwise the left hand headings will be in the second column and the screen will only display the blank left hand column whilst scrolling.

I do use a lot of columns on my spreadsheets and try to squeeze in as many as possible across the page. This is very helpful for costings in business or when working out my bank statements and credit card bills. By careful planning I can get all my budgeting and financial details on one page! However there is a problem I cannot solve. The printer only prints in **BLACK** but **IF((EXPENDITURE)>INCOME "BEWARE","OK")** or in plain English "if Expenditure exceeds INCOME I am in the **RED.**"

Cut, Copy and Paste Routine

The other evening, whilst designing a particular form for some project I am involved in, I was having trouble fitting in a header in Document Set up. Having already put my text into the main body of the document I thought that if I start mucking about with this header I might lose all of the document, a flash of brilliance came to me. (This makes a change: I'm normally as thick as a plank).

I decided to **COPY** all the text in the main body of the document to a **BLOCK**. Placing the cursor on the first character of the document I then pressed the **COPY** key. (top right of the keyboard). When the **Highlight** appeared I cursoried down to the bottom of the document with the **DOC** key until all the text was covered. I then pressed the **COPY** Key and and the 0 number key; you can copy up to *nine* Blocks of text this way.

Having done this I then fiddled around with my header until I was satisfied with it and printed it out to make sure that it was what I wanted. Then

I went back into the main body of the document and put back the text that I had saved to a block by placing the cursor at the top of the document and pressing the **PASTE** key and the 0 number key. You then see all of the text that you copied to a block come back into the document.

This is a great way of saving text particularly if you are into a long document and things start to go wrong, but do remember if doing a long document to **SAVE** and **CONTINUE** as you go along.

Remember when you switch off all the text in the **Block** is lost.

The **CUT** key does exactly what it implies; when you place the cursor on the first character of a document you press **CUT** key and when the highlight appears you cursor to the bottom of the document and Press **CUT** key again, then all the text disappears.

BE WARNED: When you execute the CUT key all your text disappears for ever.

Peter Hathaway.

BETTER BOWLS WITH YOUR PCW

(Part Two)

By Tony Dimond

If you followed the previous article successfully you will have produced output similar to the following, First Half or Home Fixtures for the first five weeks of the competition. I have added a third column showing the scores in the matches played during the first three weeks. Basildon won their first week match and gain 2 league points but Benfleet, the losers, get no points for that match. In week two Benfleet and Vange drew and gain 1 league point each. A win gains 2 points, a draw gains 1 point and losing gains no points at all. You may need to use the second half or away match fixtures also.

FIXTURE LIST FIRST HALF

Week		Shots
BASILDON	v BENFLEET	12- 5
LAINDON	v STANFORD	7- 5
VANGE	v NO MATCH	
Week	2	
BASILDON	v LAINDON	8- 7
BENFLEET	v VANGE	8- 8
STANFORD	v NO MATCH	
Week	3	
BASILDON	v STANFORD	10- 6
BENFLEET	v NO MATCH	
LAINDON	v VANGE	6- 9
Week	4	
BASILDON	v VANGE	
BENFLEET	v STANFORD	
LAINDON	v NO MATCH	
Week	5	
BASILDON	v NO MATCH	
LAINDON	v BENFLEET	
STANFORD	v VANGE	

What we need to do now is to set up a

spreadsheet in which to record the shots scored and the league points gained by each team in each match. Here is a print-out of such a sheet, with the scores for the matches in the first three weeks. (There is a listing showing the entries to be made in each cell.) Enter a date in cell A1 at the top left corner of your sheet, then the words Team and Names in the next two cells below, cells A2 and A3.

In cell A4 just below enter the first team name, BASILDON. Skip three rows, then in cell A8 enter the next team name, BENFLEET. Skip three more rows and enter LAINDON in cell A12 and continue in this way to enter the other two teams, STANFORD and VANGE,

Take your spreadsheet cursor up to row 3 and in cell B3 next to the word names enter the team name BASILDON again. In cell C3 enter the next team name, BENFLEET, and continue across the page to enter all the other team names in row 3. You may have to adjust the width of some columns to accommodate the longer names, BASILDON and STANFORD.

ALL the match scoring details must be entered as they relate to the team names in the left hand column, so BASILDON's score of 12 is entered just below BENFLEET in the top row, in cell C4, then below the 12 you must enter 2 in cell C5 for the league points gained by BASILDON, and below that again in cell C6 enter 5 to show the shots scored by BENFLEET.

The details of this match are entered again opposite BENFLEET's name in the left hand column and under BASILDON's name in the top row. So in cell B8 enter BENFLEET's 5 shots, and below that in cell B9 enter 0 to show that BENFLEET gained no league points, and then in the next row down in cell

B10 enter 12 for the shots scored by BASILDON.

Carry on in this way to enter all the scores I have shown against the team pairings in the fixture list. Remember to enter appropriate league points for matches won, drawn and lost.

Here is my version of the spreadsheet showing all the scores I have suggested above.

You will notice some extra columns at the right hand side, about which I have said nothing so far. It is pointless just recording the scores and league points on the spreadsheet. These right hand columns do some calculations which enable us to produce a league table for export to our wordprocessor.

4-11-99						4-11-99					
Team names	BASILDON	BENFLEET	LAINDON	STANFORD	VANGE	Team names	Games Played	League Points	Shots for	Shots Ag'st	Shot Diff
BASILDON		12	8	10		BASILDON	3	6	30	18	12
		2	2	2							
		5	7	6							
BENFLEET	5				8	BENFLEET	2	1	13	20	-7
	0				1						
	12				8						
LAINDON	7			7	6	LAINDON	3	2	20	22	-2
	0			2	0						
	8			5	9						
STANFORD	6		5			STANFORD	2	0	11	17	-6
	0		0								
	10		7								
VANGE		8	9			VANGE	2	3	17	14	3
		1	2								
		8	6								
Team names	BASILDON	BENFLEET	LAINDON	STANFORD	VANGE	Played	Points	For	Ag'st	Diff	
						12	12	91	91	0	0

The first thing I ask you to notice is that I have repeated the headings and list of team names down column G, and this will be useful when we produce our league table. Then there are some headings; in H2 and H3 we see Games Played, then League Points, Shots For, Shots Ag'st and Shot Diff. Shot difference is used to separate two teams when both of them have the same league points, is that like goal average in football?

BUT there is a BIG difference in most of the remaining entries, they are NOT numbers but formulae which produce numbers from the scores and league points we have already entered. And all these formulae are on single

lines opposite the teams to which they relate, which will be convenient when we export our league table details to our wordprocessor.

For example, in cell H4 under the heading Games Played along the row for BASILDON, we see the number 3. But that cell contains the formula COUNT(B4:F4) which means count the items in the cells from B4 to F4 inclusive. This row 4 is where we have recorded the league points gained by BASILDON for wins, losses and draws, and counting how many items there are tells us how many games BASILDON has played.

Then in cell I4 there is the formula SUM(B5:F5) and row 5 is where we have

recorded the shots scored so the sum or total of these cells is the number of shots scored by the team. Cell K4 has the total of shots scored against the team. And in cell L4 we simply subtract the contents of cell K4 from J4 to

find the shot difference, which may produce a negative result.

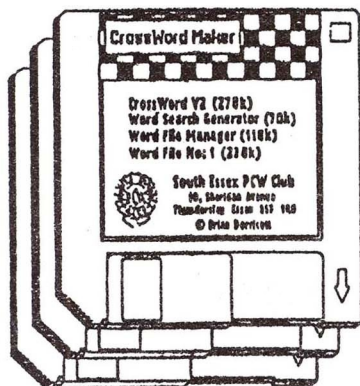
Here is a complete list of the contents of all the cells in the spreadsheet.

SuperCalc ver. 1.00

4-11-99	C7 = "-----"	L12 = J12-K12	J19 = "-----"
A1 = "4-11-99	D7 = "-----"	B13 = 0	K19 = "-----"
G1 = "4-11-99	E7 = "-----"	E13 = 2	L19 = "-----"
A2 = "Team	F7 = "-----"	F13 = 0	A20 = "VANCE
G2 = "Team	G7 = "-----"	B14 = 8	C20 = 8
H2 = "Games	H7 = "-----"	E14 = 5	D20 = 9
I2 = "League	I7 = "-----"	F14 = 9	G20 = "VANCE
J2 = "Shots	J7 = "-----"	A15 = "-----"	H20 = COUNT(B20:F20)
K2 = "Shots	K7 = "-----"	B15 = "-----"	I20 = SUM(B21:F21)
L2 = "Shot	L7 = "-----"	C15 = "-----"	J20 = SUM(B20:F20)
A3 = "names	A8 = "BENFLEET	D15 = "-----"	K20 = SUM(B22:F22)
B3 = "BASILDON	B8 = 5	E15 = "-----"	C21 = 1
C3 = "BENFLEET	E8 = 8	F15 = "-----"	D21 = 2
D3 = "LAINDON	G8 = "BENFLEET	G15 = "-----"	C22 = 8
E3 = "STANFORD	H8 = COUNT(B8:F8)	H15 = "-----"	D22 = 6
F3 = "VANCE	I8 = SUM(B9:F9)	I15 = "-----"	A23 = "Team
G3 = "names	J8 = SUM(B8:F8)	J15 = "-----"	B23 = "-----"
H3 = "Played	K8 = SUM(B10:F10)	K15 = "-----"	C23 = "-----"
I3 = "Points	L8 = J8-K8	A16 = "STANFORD	D23 = "-----"
J3 = "For	B9 = 0	B16 = 6	E23 = "-----"
K3 = "Ag'st	E9 = 1	C16 = 5	F23 = "-----"
L3 = "Diff	B10 = 12	G16 = "STANFORD	I23 = "-----"
A4 = "BASILDON	E10 = 8	H16 = COUNT(B16:F16)	J23 = "-----"
C4 = 12	A11 = "-----"	I16 = SUM(B17:F17)	K23 = "-----"
D4 = 8	B11 = "-----"	J16 = SUM(B16:F16)	L23 = "-----"
E4 = 10	C11 = "-----"	K16 = SUM(B18:F18)	A24 = "names
G4 = "BASILDON	D11 = "-----"	L16 = J16-K16	B24 = "BASILDON
H4 = COUNT(B4:F4)	E11 = "-----"	B17 = 0	C24 = "BENFLEET
I4 = SUM(B5:F5)	F11 = "-----"	C17 = 0	D24 = "LAINDON
J4 = SUM(B4:F4)	G11 = "-----"	B18 = 10	E24 = "STANFORD
K4 = SUM(B6:F6)	H11 = "-----"	C18 = 7	F24 = "VANCE
L4 = J4-K4	I11 = "-----"	A19 = "-----"	G25 = "Checks
C5 = 2	J11 = "-----"	B19 = "-----"	H25 = SUM(H4:H20)
D5 = 2	K11 = "-----"	C19 = "-----"	I25 = SUM(I4:I20)
E5 = 2	L11 = "-----"	D19 = "-----"	J25 = SUM(J4:J20)
C6 = 5	A12 = "LAINDON	E19 = "-----"	K25 = SUM(K4:K20)
D6 = 7	H12 = COUNT(B12:F12)	F19 = "-----"	L25 = SUM(L4:L20)
E6 = 6	I12 = SUM(B13:F13)	G19 = "-----"	L26 = (J25-K25)
A7 = "-----"	J12 = SUM(B12:F12)	H19 = "-----"	
B7 = "-----"	K12 = SUM(B14:F14)	I19 = "-----"	

That, you may agree, is enough for this time. Next time we will export part of the spreadsheet and use LocoScript to produce a league table; then we can set up a database of team skips and a form letter to advise them of the match fixture list and dates.

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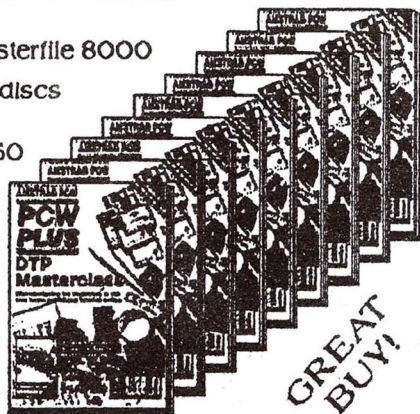
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"Account Manager" Home Finance Program

Account Manager is a simple but comprehensive program for monitoring your bank account and finances. You can enter all your bank account transactions into it, and it will then give you an up-to-date statement of both cleared and uncleared funds. In a simple "bank-statement" format. So the program is ideal for keeping a check on your bank! You can display the statement on the screen, or print it out on your PcW16's printer. And you can use the program for as many different bank accounts as you wish, by storing information in different account files.

"User-Friendly" and Simple

Account Manager has been designed to look and work just like your other PcW16 programs. This is the main program screen, showing how the program displays a typical bank account statement:

The screenshot displays a window titled 'Chester Bank 1997'. At the top, there are several checkboxes for 'Print Statement', 'Print Balance Sheet', 'Print Interest', and 'Print Details'. Below this is a table with columns for 'Number', 'Date', 'Amount', and 'Balance'. The table contains several rows of transaction data, including dates like '01/01/97' and '01/02/97', and amounts such as '15,000.00' and '2,000.00'. A 'HELP' button is visible at the bottom right of the window.

The statement shows the amount and date of each deposit and withdrawal you have entered together with the transaction type and the cheque number (if applicable). The "Rec" (or "Received") column shows which transactions have cleared using ticks and crosses. You can click on the large buttons at the top of the screen to add and delete transactions from the account, and the program has other commands and features for entering information and analysing your account.

Standing Transactions

Transactions which happen regularly by Standing Order or Direct Debit need only be entered once. From then on, every time you use *Account Manager*, the program checks the current date and automatically enters any new instances of regular transactions.

Categories

You can also define categories for both income and outgoings, and display and print separate lists for any category, or combination of categories, so it's easy to keep track of separate areas of earnings and expenditure. So if you have to fill in your own tax returns under the new self-assessment system, Account Manager's categories system makes the job much easier.

"Inventory Master" Home Inventory Program

Inventory Master is designed to help with the chore of home contents valuation, by letting you create and maintain a room-by-room list of all your possessions, together with their cost, replacement cost and resale value. The program automatically creates sub-totals for each room, and allows you to move items between rooms at the click of a button. So if you do suffer a mishap or act of God, all the information you need for your insurance claim is at your fingertips.

Setting Up Your Home Inventory

You can place up to 250 different items in each room. For each item, you can enter the original cost of the item and the date and place where you bought it, together with a figure for its replacement cost. The program then adds up these figures to tell you the full value of your house contents, and advises you on the total sum which you should insure.

The program also allows you to maintain three different insurance policies, and to specify which items appear on which policies. The screen below shows how you enter information about each new item, or change the information you have already entered:

The screenshot shows a form titled 'Inventory Master' with various fields for entering item information. Fields include 'Description', 'Purchase Date', 'Purchase Price', 'Replacement Cost', 'Resale Value', and 'Insurance Policy'. There are also buttons for 'OK', 'CANCEL', and 'OK TO ADD ANOTHER ITEM'. The form is set against a dark background with a grid pattern.

The program can also store details of the policies themselves, including the insurance company, the policy number, and the total value of coverage. Once you have entered this information, you can print out a simple report containing all the details you might need to make an insurance claim - after all, it may be your PcW16 which suffers the mishap!

Prices and Ordering

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Inventory Master £29.99
Prices include VAT and postage
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