The Disc Drive

For all PCW and PcW users

Issue No. 28

The magazine of the British Amstrad PCW Club

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The Disc Drive

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The Disc Drive

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From the Editor's Desk

Hello and welcome to the 28th edition of the Disc Drive. Steve has disappeared of to the Falkland Islands on a major project setting up a natural history museum for the Islands community which can then be kept and maintained by volunteers among the local residents as a visitor attraction. There has been no news back from him so far but I am sure he is enjoying himself among all the new and interesting flora and fauna. Remember, though, that it is coming up for mid-winter in the southern hemisphere just now so it's not all fun and frolics.

In his stead you have me as temporary Disc Drive editor once more and I hope I can keep up to Steve's excellent standards. You will have noticed from earlier editions that Steve uses MicroDesign 3 to produce the Club's magazine whereas I am a Loco-Script aficionado, hence a slightly different design and layout from the last few issues. I am not going to say that LocoScript is better than MicroDesign for each has its advantages and shortcomings.

LocoScript is a word processor which, in its final version, was brilliantly engineered to be able to incorporate picture files in the MicroDesign Area file format. It is fair to say that this edition with its selection of illustrations could not have been presented without MDA graphics.

MD3 is a ground breaking desk top publishing graphics package for the PCW which will never be bettered and which Steve has mastered to great effect. I am more familiar with LocoScript having used it for some fifteen years or more. There are very few new products coming out for the PCW and therefore very few reviews appearing as articles in your magazine. In addition we find from the members that we have spoken to that they are far more interested in mastering the machine and the programs they have than worrying about new problems related to new products. Note that I said your magazine. We need feedback from you, the members of the club, on what you feel about your PCW, what you use it for, what you would like it to be able to do for you and the problems that arise.

Maybe you managed to solve a problem and would like to share the solution with other user of the PCW. Among these pages you will find a welcome selection of hints and tips on using LocoScript and MicroDesign from David Preston, a pair of articles from Harry Saunderson on how to use a scanner and how he produced a font of his own handwriting aided by the scanner. Harry was a Club prize winner last Christmas and has generously donated a copy of his font to the club's PD library.

If you feel that you have mastered LocoScript and would like to broaden your horizons there is part one of a major article on what else you can do with your PCW followed by a selection of readers' letters on a variety of topics. If you would like to add to the discussion or raise a query please send in your contribution, preferably on disc as that saves the editor a lot of re-typing!

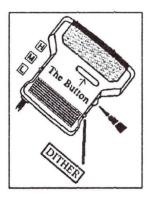
Mike Elliston

IF I SCAN, YOU SCAN TOO

by Harry Saunderson

As I looked back through previous issues of the *Disc Drive* I found quite a quaint collection of pictures. So much effort to draw them and to print them seems to be such a waste, until it dawned on me that I can easily use them again.

The relevant tool, of course, is the MicroDesign 3 Hand Scanner. With its four-inch wide scan head it is just the right size to reproduce small line drawings. Larger work can be done but requires the image to be scanned in sections and then joined and cleaned up on the MicroDesign Graphics screen.



For a couple of years or so I have been producing cartoons for my camping group magazine of the Dandy Owners Club. Because my drawing is not very good I can scan in my original sketch and then re-size it, clean it and generally improve it, without having to constantly re-draw the whole image. I then print off the final drawing and submit it to the long-suffering editor.

To reproduce plain line drawings with some black blocks the scanner's settings are typically average, with size and brightness more or less in the middle of the available ranges. The size of the original can be reduced or enlarged with the Low or High settings. The brightness wheel can be adjusted to pick out any faint lines or to reduce the density of the background.

Like many things done on a PCW or a PcW, you can obtain your desired effect by using the old faithful: trial and error. This is even more true if you want to reproduce shading. To help with this there is an aptly named Dither switch which produces a variety of shading patterns. You will therefore be 'dithering' as to which pattern is best to use. However, unless you are working on complicated images, you will be able to leave this switch on the lowest setting.

To record your image you must use the MD3 Layout screen and select Scan from the menu. A scanning width guideline will then appear at the top of the screen. This can be moved around with the cursor keys, as you choose. If you press the ENTER key you will be given the scanning screen.



DANDY.MDA

You can then line up the scanner just above the top of the image. Pressing the button on top of the scanner will light up the scan head. You then draw the scanner slowly and evenly over the image. As you do so the picture will be copied to the screen.

If the image is not suitable you can clear the screen by pressing [CANcel], adjusting the scanner settings and trying again. Once the screen image is correct press [Enter] to trap the image, warts and all, and it will be transferred to the Layout screen. You can now use as much of the MD3 program as you need to perfect your work.

It is claimed that both black-and-white and colour photographs can be scanned, although I have found it very difficult to obtain pleasing results.

All this may sound time-consuming and very complicated. However, with a little practice, small clip-art pictures can be quickly produced as MDA Area files for use in LocoScript 4 for example. This is, of course, how you can reproduce your signature on multiple mail drops without getting writers' cramp.

Harry Vanduson

(Well, I'll be scanned!)

Letraset sells a clear film covered in fine white dots which form a screen or filter. This is intended for copying photographs on a Xerox machine (by placing between the photograph and the glass) but can be made to give reasonable results with the hand scanner if you experiment. Editor.

Scanning Tips (1)

To scan small or embossed images take a photocopy first to obtain a large flat surface for hand scanning.

Scanning Tips (2)

Pictures in LocoScript 4: If using a high definition printer such as a Bubblejet (360 dpi) make the vertical scaling twice the horizontal figure to ensure the correct proportions.

CUTE TRICK

Go back to "Count The Cubes" in Issue No.16 of the *Disc Drive*, Winter 1997. If you adjust your focus (i.e. slightly 'bosseyed') you can experience a 3-D effect in the same way as in the more expensive 'magic' picture books. Do not ask me how I noticed this!

Harry Saunderson Hampton, Middlesex

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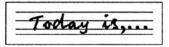
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Handwriting By Machine

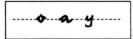
by Harry Saunderson

Handwriting without a pen? Yes, it can be done, but it requires patience. The magical tool to use is the MicroDesign 3 Font and Shade Designer program. You will need a scanner, your favourite pen and a ruler.

Setting out your sample of text is very important. You need to write out all the characters (both upper and lower case), numbers and symbols that you want to include in your personal font. Try to write so that the lower case letters are about the equivalent of 12 point text. This will help to restrict the maximum upper and lower limits of the font.



To set out your 'master' group of characters, draw four feint lines across the page, which will contain the height of capitals and the depth of the tails. Then carefully write your whole character set, keeping within the lines, and making the links between letters as even as possible. The benefit of this will be seen when you print out a piece of text.



Once you have completed the character set scan this into a MD3 Area file and throw away your pen. (Well, hide it anyway!)

To use the Font and Shade Designer program you will need the manual so I will not attempt to do a step by step tutorial. However, a hint is offered that a slightly

larger font than you intend to finish up with should be used as a template, as any later size reduction under Resize will give better results.

Briefly, the work requires you to load your Area file on to a Layout screen. You then Grab each character in turn and place it into an Editing grid. Here you can adjust the size and shape, if necessary, and also clean up any stray pixels. You then Save the character so as to replace the equivalent item in the template font. You repeat this for every character and any unwanted items in the template font you can save as blank spaces.

Now comes the fun bit. You can do a test print of your font without leaving the program. This is where you will see the benefit of making your writing as even as possible. To ensure that the characters join up properly is really just trial and error, and careful editing of the lower case characters, in particular.

The clever people among us will look at the Kerning table, but most of us will say "What's that?" and leave well alone. The usual MD3 text features, such as bold and italic, can be incorporated into the design of the font. Once you have saved your new font file you will be able to use it in just the same way as any other. A file name which reflects the approximate character or point size will be helpful.

If you would like proof of this pudding, I have lodged a free sample with the PD Library

which looks like this.

PCW Help Corner

Q: I use a PCW8256 to set up names and addresses of friends for birthday and Christmas cards. Each address is in a different file so that I can print off any one envelope or label as needed.

Why can't I save more than about sixty address files? There's only 64k of files on the disc when it should take 173k but I keep getting a Disc Full message when I try to save another address file.

A: The number of files which can be saved on a disc is not governed only by the size of the disc but also by the size of the disc directory. Consider, for a moment, a printed book with a contents page at the front. The book could have as many pages as you like but you are only allowed to have as many chapters as will fit on the list of contents.

If the contents page is only 64 lines deep then there can only be 64 chapters in the book, even though the book has many hundreds of pages. If each chapter were only one or two pages long there would be a lot of blank pages at the end.

The directory on a standard 3" 173k CF2 disc can hold up to 64 files and the minimum file size is only 1k. As each of your address files has only a few lines of text in them they are all the minimum size, i.e. 1k and thus you can only store 64 files on that disc. If each file were, say, 2k in size then you could still only store 64 files but these would occupy 128k, leaving 45k unused on the disc. (Conversely you could, very improbably, have just one file of about 170k with only 3k left!)

On the standard CF2DD 720k discs used in the B: drive of an 8512 or the A: of

a 9512 (whether 3" or 3½") the rules are different. You can now store up to 256 files but each is a minimum of 2k. Thus, you could have four times as many of your small address files on a CF2DD 706k disc, which would occupy 512k of disc space, leaving 194k unused. This same rule applies for the later 9512+, the PCW10, etc but not the PCW16 which uses a completely different method of cataloguing its files.

You may sometimes see a CF2 disc quoted as being able to store 180k rather than the 173k mentioned above, or the larger CF2DD as being a 720k instead of only 706k. This is because the first part of the disc (seven blocks) is taken up with holding the directory, 180-173=7k for a CF2, or 720-706=14k for a CF2DD after formatting, and this area is not available for your files.

There are utilities for adjusting the number of files, or the size of files, on a disc, written when discs were very costly and you wanted to squeeze as much on a disc as possible. This is how *Three Inch Thesaurus* manages to get nearly 800k on a 706k disc but you are recommended not to dabble with these unless you are an expert; you could lose all your data.

Incidentally, you might do far better to invest in a copy of LocoFile and store all your friends's names and addresses in one large datafile. This way you could have far more than only 64 records on your 3" 173k disc, probably running into the hundreds. In addition, you could put a flag for those people you send a Christmas card and then run a LocoMail routine to select that special list. You could also add your friend's birthdates onto the datafile and print off a reminder list at the end of each month of the people for whom you need to buy a card in the next few weeks!

TOP TIPS

for LocoScript

from David Preston

① In any dialogue box in which you can enter text, for example Edit Identity, pressing the Clear [-] key will clear all text to the right of the cursor. If you have a Template.Std with My Template as the Identity Text which you wish to change, press f1, Actions, Edit Identity and the [-] key to clear this text before entering the new document description.

② Users with an external printer can speed up printing times dramatically by using the fonts that came built in with their printer. These print much more quickly than the LX fonts because, for LX fonts, LocoScript has to send the information about the *shape* of the characters to the printer. For built in fonts the printer only needs to know the characters to print and can work out their shape itself.

During the installation of your external printer LocoScript will set up the built in and LocoScript LX fonts. You can easily identify LX fonts because they are prefixed with the letters LX. Most printers come with a basic Times Roman style font which is fine for simple letters and documents, often named Roman or CG Times.

When editing a LocoFile datafile you can speed up operations by copying the datafile to the M: drive and working on it from there. This may seem a bit of a chore but it does make editing your datafiles much quicker.

Any datafiles with the suffix .DAT that are stored on your start of day discs will be automatically copied to the M: drive when LocoScript loads. Just don't forget to copy the datafile back to a disc once you have finished editing it.

4 When writing reports or other documents that require headings, subheadings, etc., I find Stock Layouts to be very useful. I use Microsoft Word at work and this provides a range of heading styles from Heading 1 to Heading 8. Heading 1 is used for the main sections of your report, Heading 2 for the sub-sections, etc.

You can set up stock layouts in Loco-Script to achieve the same effect. From the [f1] Actions menu select Document Setup. Pick [f2] Layout and then Change Stock Layouts. You can use layouts 2 to 9 for headings. Select layout 2 and press [f7] Name to give the layout the name Heading 1. Use the [f3] Style and [f4] Size menus to select a large clear font, say 18pt LX Sans. Press [Exit] to return to the list of stock layout. Repeat the process for Headings 2, 3 (and more if you need them), each time selecting a smaller font or size.

As you write your report and come to a heading select the appropriate style by using [+]LTn where [+] is the set key to the left of the spacebar and n is the number of the stock layout corresponding to the heading style you want. Type your heading then end the line with [+]LT1 to return to the basic layout.

For better effects try combining bold and italic styles with our headings. Unfortunately I haven't found a way to include these styles in stock layouts – if anyone knows better please show me how. You can also use different margins for the headings and body text of the report so that

the body text is indented more than the headings. To set the margins whilst editing a layout move the cursor to the place on the ruler where you want the left margin to appear and use [f1] Margins to pick Set Left Margin.

③ A useful tip to follow on above is how to modify stock layouts in a document. You can edit stock layouts easily using [f1] Document Setup, [f2] Layout and selecting Change Stock Layout. However, editing a stock layout does not automatically update all the places in your document where that layout is used.

For example, suppose your Heading 1 layout uses a 14pt font. You then create some headings using that Heading 1 layout but later decide that it should be an 18pt font instead. If you now edit the stock layout all the *existing* layouts remain at 14pt, only the *new* headings will become printed in an 18pt font.

To remedy this you can use the Layout Replacement feature. This will go through your document updating all the layouts. This will go through your document updating all the layouts to use the *current* settings in your stock layouts. Press [f2] Layout and select Layout Replacement. This brings up a list of all ten stock layouts. Identify which layouts you want to update by moving to them and pressing the spacebar to put a tick beside them. Then simply pick Automatic Replacement and let LocoScript do its stuff!

⑤ In any any version of LocoScript when you open a dialogue window you can quickly select from the options shown by typing the Capital letters of the given options. For example, suppose you press [f2] Layout. Pressing [N] takes you to the <u>New Layout but pressing [N] then [B]</u> jumps to the <u>New Box option</u>. Pressing [N] then [P] takes you to the <u>New Picture</u> option (assuming you have LocoScript 4).

② Sometimes you will write specialist documents where a word appears quite frequently yet it is not recognised by the dictionary. When performing a spellcheck and the dictionary offers the Add to the Dictionary option when it reaches this word select this option even though you don't want to store the word in your user dictionary. LocoSpell will not ask you about it again which will speed up the spelling check. When done simply choose not to save the changes to the dictionary!

If you hold the [Shift] key down while
touching the cursor keys the cursor will
jump twenty lines up or down and forty
characters left or right. This can be useful
when reviewing a document by scrolling
through it before printing.

TOP TIPS for MicroDesign 3

from David Preston

① When you look through the list of MicroDesign fonts in the user guide there are often many characters which do not appear on the keyboard, e.g. accents and some symbols. These characters are available in the Editor. To obtain the accents hold down [Extra] while pressing the alpha keys, e.g. [Extra]+[E] give the acute accent, [Extra]+[T] gives the grave accent, etc. The

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various symbols available can be obtained by holding down [Alt] or [Shift]+[Alt] and pressing the number 1–0 or the punctuation characters to the right of the alpha keys.

② When using the above key combinations I sometimes find that when I return to the Layout or Typeset screen the co-ordinate display at the bottom of the screen has gone. This is because I have mistakenly pressed [Extra]+[X] which toggles through three different measurement units, pixels, inches and millimetres and also turns off the display. Simply press [Extra]+[X] to get the co-ordinates back again.

When loading a piece of clip art using [f1] Load MDA in the Typeset window it is possible to change the size of the image. When MicroDesign displays the box for you to position the image you can use the spacebar and cursor keys to change its size just as when performing Block operations. MicroDesign automatically resizes the image to fit the box, sometimes with some very strange results!

The Symbol font provided with MicroDesign gives you many useful images but you only get them in three sizes. Using the above trick it is possible to get the images in any size you want. Load the Symbol font with [f3] Load font in the Typeset screen. Make sure you are using the 1:1 screen ration by pressing [Extra]+ [Cut]. Press [Exit]+[G] to switch to the Graphics screen and use the [W] Write function to type the required symbol. Use [f1] Save CUT to save the symbol as a .CUT file. You can now load this using [f2] Load CUT and change the size of the box displayed to obtain the symbol in the required size.

• If the Editor can be permitted to make some comments on David's most useful collection of LocoScript tips:

I always name a Stock Layout with the layout number as the first character of the layout name, for example 1 Main Text or 2 Heading or 3 Quotes. This makes it so much easier to glance up to the second line at the top left hand corner of the Editing Text screen and remember which layout number to insert with [+]LTn when you need to insert, say, a repeated paragraph heading.

To change a layout in a template or document from roman to italic take the following actions (usually confirmed with an [Enter].

fl, Document setup,

f2, Layout, Change Stock Layouts, Select required layout

f3, Style

Use [+] or [-] to set Italics on or off.

(f8, Options, will allow you to turn text justification on or off for different paragraphs if required.)

Exit out and save the revised template or document. Unfortunately there is no bold option even in LocoScript 4.

When adjusting the margins in Editing Layout touching the space bar will jump the cursor from one margin to the other and vice versa.

David mentions the dreaded name Microsoft Word. In LocoScript you can store up to ten blocks of text and twenty-six phrases for later use, simultaneously. In Word you can only store one piece of text in the "clipboard" at any one time. It's a right pain on occasions, which is why I use LocoScript Professional on a PC!

What else can I do with my PCW?

Part One

It would seem that the vast majority of our members use their PCW for LocoScript and nothing else. Now PCW stands for Personal Computer Wordprocessor and it is as much a *computer* as a wordprocessor!

The original 8000 came with Loco-Script 1 and the 9000 with LocoScript 2. If you are an avid user of LocoScript then you may find it worthwhile upgrading your copy to make life easier for you.

It is useful to think about such enhancements now for a couple of reasons. Quite a number of people are selling off PCW hardware and software at the moment and this can be obtained relatively inexpensively. Also, you can no longer obtain many of these products new – they are just not being made. All that is still for sale new is what remains on the shelf – when it's gone it'll be second-hand goods or nothing.

LocoSpell

One of the most useful upgrades available is LocoSpell which adds a spell checker to LocoScript. This extra came with the 9000 but not the 8000 series. If you have only a PCW8256 with limited memory then LocoSpell has a small dictionary which still loads into the available memory. If you have an 8512, or have added extra memory chips, then the bigger dictionary can be used and this is much more versatile.

Incidentally, merely adding an extra B: drive, whether 3" or 3½", to an 8256 does not make it into an 8512; you need to enhance the memory to do that. In fact you

can add memory chips to an 8256 to give it the same memory as an 8512 but still have only an A: drive, if you wish. However, that won't turn it into an 8512 either.

There are other programs in the Loco-Script suite which enhance the program. All have to be added to your start of day disc by running the appropriate installation routine but that is not difficult. It does, however, mean that you must have the original master discs, not just the start of day discs you bought or got from someone else.

LocoFile and LocoMail

LocoFile is a built-in filing system which will be discussed later with the other databases available for the PCW. LocoMail is a small program which runs in conjunction with LocoFile, or your own database written in a LocoScript document. (Note that you do not have to have LocoFile to be able to use LocoMail.) This allows you to produce mailmerge documents (like the "personal" letters you get from the Readers Digest) and is marvellous for organising your Christmas card list or running a club membership, etc.

LocoChar and LocoFont

LocoChar works on the 8000 with the built-in dot matrix printer and allows you to redesign some of the characters in the fonts so that you could make up special chemical or astrological symbols for your documents.

LocoFont added an extra dozen or so font designs to the two main built-in fonts

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(or typefaces). These included a copperplate, a script and an art deco face, among others. Again these were designed to work with the 8000 dot matrix only. (The only way you can change the typeface on a 9000 is to change the daisy wheel in the built-in printer, unless you add an external printer see below.)

If you are still using only Locol or Loco2 then upgrading to Loco3 or Loco4 could make all the difference to your printed output. With the 8000 you were limited to the two main typefaces, Standard or Sans, available from the dot matrix printer (but LocoFont could extend that range for you). With the 9000 you were supplied with the England Pica daisy wheel and you could buy the half a dozen or so extra designs which were available. The Thesis wheel, in particular, was quite attractive because this enabled you to use a proportionally spaced font for the first time on a 9000 (where the letter M and W are much wider than the i or 1).

LX fonts explained

LocoScript 3 introduced the LX fonts which were much more like those used by professional printers. The package came with LX Roman (similar to Times Roman also known as Dutch) and LX Sans (similar to Helvetica or Swiss) supplied as standard. These were scalable fonts and you were no longer limited to typewriter-like spacing of six lines to the inch. These were scalable fonts ranging from six point to 72 point high and were, of course, proportionally spaced faces.

These worked directly with the dot matrix printer on the 8000 and with most external printers when connected to the 9000 via its parallel port. Extra font packs could be bought: Business, Display and

Decorative; there are also Size, Style and Symbols fonts. The first group adds about three dozen new typefaces to your collection in addition to the two supplied; some are weird, some are awful but they do give you much flexibility in your layouts.

The Size fonts give much cleaner results when printing out the Roman or Sans faces in larger or smaller sizes than those supplied and are much better when you want professional results. The Style fonts give properly designed **bold** or *italics* (as used here) rather than the double thickness or sloped roman effects you normally get. The Symbols fonts allow you to print specialist characters like π or Σ for scientific or mathematical work; you can have fun with these using odd letters as borders, etc.

Printer Support Pack

All these features worked well with the 8000 dot matrix printer but not, of course, with the 9000's daisy wheel. To take advantage of the LX fonts you needed to add an external printer connected via the parallel port on the back. You can also connect an external printer to an 8000 but, in this case, you need a CPS8256 Parallel/Serial Interface. This adds a parallel port onto the expansion slot on the back of the 8000. There are similar memory expansion packs which do the same job too.

However, to tell LocoScript that you are using an external printer it needs a printer driver (a short program which recognises the make and model of printer in use) to be installed onto the start of day disc. These are available on the LocoScript Printer support Pack, a disc or discs with about 600 different printer drivers in a compressed file. If a printer is not on the list in the booklet, you may get away with using a similar printer driver (or the generic one).

Advantages of LocoScript 4

LocoScript3 introduced the LX fonts; Loco 4 made the program much more professional. It added the facility for printing in columns, up to four across the page. This suddenly made the production of newsletters and parish magazines so much easier and the output much more attractive. Loco 4 gives you the opportunity to print in colours if you have a suitable colour printer. By suitable I mean one that works with LocoScript and is on the appropriate Printer Support Disc. It will not print in every colour under the sun but it does have a good enough range for you to be able to print multicoloured pictures.

Yes, pictures. Loco 4 can print graphics and illustrations using the standard Micro-Design standard MDA (MicroDesign Area) files. It can enlarge or reduce them fourfold and place them almost anywhere on the page you like, including header or footer. By printing colour separated images in different colours on the same spot, multiple coloured illustrations become available on the machine that was originally described as a "glass typewriter"!

It does help if you have extra memory, by means of an add-on memory pack on the back. Loco 4 will not work on an 8256 and it will struggle if you load too many fonts on a basic 8512 or 9512. However, if you have an additional memory pack you do not have to use Loco 4; Loco 2 or 3 will run perfectly well on an expanded machine and, with the latter, you can use many more LX fonts, too. Incidentally, Loco 4 works perfectly well with the built-in printers but it will not, of course, print in colour (unless you have some coloured ribbons). You don't have to have a colour printer to use Loco 4 but it can look a lot better.

LocoLink

There is one other program in the Loco-Script that you may find useful: LocoLink. This uses a special (supplied) cable to link your PCW to a PC and exchange data. If you have a PCW with only 3" drives this could be just what you are looking for when you want to move your files across to a PC in the future. What you do with those files on the PC must be the subject of a different article from this but if you can pick a copy of LocoLink up cheaply now then perhaps you should do so.

LocoLink will also allow you to copy files from a PCW with only 3" drives to another PCW which has a 3½" drive fitted. Once you have your files on 3½" discs you can then transfer them much more easily to a PC using 2in1, PCW.exe or CPM.exe, all of which are described below. (If you need to link your PCW to an Amstrad NC100 or NC200 then use LapCat instead.)

Using Other Programs

If you are perfectly happy with simply writing letters, articles and other similar documents then the LocoScript family will probably be all you ever need to use on your PCW. However, you are using only a small part of your PCW's potential. There are hundreds, if not thousands, of other programs that you can use to manage your finances, produce pictures and graphics, create crosswords, manage your record or CD collection, trace your family history, play games or run educational programs for the children, etc., etc. You can also create an index of your LocoScript pages, install a thesaurus to help you improve your writing style, run a grammar checker on your documents or create an outline of your intended text, all from CP/M.

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CP/M Programs

CP/M is simply the operating system on the 'other' side of the disc or discs that came with your PCW. If you have only ever used LocoScript then you have used CP/M already for, believe it or not, Loco-Script is itself a CP/M program with a user friendly face that saves you having to know what is going on behind the scenes.

In most cases you need to load CP/M first, by putting in your CP/M disc and pressing [Shift]+[Extra]+[Exit] together, and then inserting your program disc to start the program running, but you can nearly always make a self-loading start-of-day program disc which starts as easily as does LocoScript. Let us first look at a few CP/M programs which will enhance Loco-Script even further.

Outliners

If you are preparing a talk or the layout for a book then it is most useful to be able to organise your ideas and the arrangement of your text before you simply start typing. An outliner is a program which can do this for you and is a function which unfortunately is missing from within LocoScript.

As an example let us assume that you wanted to do a talk on LocoScript (2 and above) and you were describing the various functions available from the Disc Manager Screen. The first option is f1=Actions, followed by f2=Disc, etc. Using an outliner such as Brainstorm or Foreword you list these as headings thus:

f1=Actions
f2=Disc
f3=File

£4=Group and so forth to f8. Now you can promote these main headings to allow you to list subheadings beneath them. But,

and here is the advantage over a plain word processor package, you do not have to list them exactly as they are presented. You can insert a subheading under *any* of the main headings as and when you wish and the outliner will automatically sort out the correct priority list for you. So you can ignore f1 for the moment and concentrate on, say, f2 instead. *Promote* f2=Disc and insert a list of the disc options available:

f2=Disc Copy Disc Verify Disc Format Disc Rename Disc

Now demote this list and the original list will reappear with the subheadings temporarily hidden. They are still there but tucked out of the way so that you can concentrate on the main items instead.

At this point you can go back to f1 instead, promote *it* and insert the f1 options underneath:

f1=Actions
Document setup
Edit identity
Insert text . . .

and so on and then demote f1 again. Now you remember something that you wanted to say about why it is a good idea to verify discs. Promote f2, *then* promote Verify Disc and type the comment beneath:

f2=Disc Verify Disc

To check disc is ok to use.

Demote Verify Disc, demote f1 and you are back to the original short list but the additional information is suppressed so you can focus on the main agenda. The subheadings are never lost, just hidden from view until you need to access them again. You can see the whole list at any time and ours would look like this:

```
f1=Actions
Document setup
Edit identity
Insert text
Disc Manager
f2=Disc
Copy Disc
Verify Disc
To check disc is ok to use.
Format Disc
Rename Disc
f3=File
f4=Group
```

Note how each line is indented according to its level of priority in the whole list. This can be printed out or, more importantly, saved as a file which you can import into LocoScript with f1, Insert text.

Outliners can be used for quite a wide range of ideas, for example, if you wanted to organise your family history:

```
Great-grandfather
Grandfather
Great uncle
Father
Uncles and aunts
Cousins
Self
Siblings
Children
```

Grandchildren and so on. They are very useful for laying out a birthday list or for planning a diary in advance, e.g.:

```
January
February
March
April
15 - Easter Sunday
May
7 - May Day holiday
28 - Spring Bank Hol.
which can be added to at any time.
```

The two major outliners in the PCW arena are Brainstorm and ForeWord. My personal favourite is Brainstorm but you may prefer ForeWord instead. The PCW version of Brainstorm comes with a program for automatically preparing a diary listing for any given year so that you don't have to enter the year, months and days; that is done for you and it produces a list like:

```
2001

Jan-01

Mon 01-Jan-01

Tue 02-Jan-01

Wed 03-Jan-01 ...

Sat 29-Dec-01

Sun 30-Dec-01
```

Mon 31-Dec-01 and all you need to do is insert your own diary events as and when you wish. The output can be sent to the printer as it is or saved as a file which will import directly into LocoScript or MicroDesign and be presented with the font and layout of your choice. Easy to use, great fun and very useful. Look out for a copy at a boot sales or in the Sales and Wants lists.

Other Word Processors

Shortly after I bought my PCW I bought a copy of NewWord, another PCW word processor, for just one reason – it had a spell checker! LocoSpell now solves that problem but there are those who swear by their own PCW word processor program.

Ones you will still find around are WordStar and Pocket WordStar, NewWord (a WordStar look-alike), TasWord and Protext. Protext is still available today. It is faster than LocoScript but relies on the fonts built into your printer. You can build your own dictionary, load multiple specialist dictionaries (such as medical or tech-

nical), have two documents in memory at the same time (exchanging data between the two), produce lists in alphabetical order, find anagrams and there are other useful features, too. In addition it is the one other word processor that MicroDesign automatically recognises and imports (just like LocoScript) and it is certainly far superior to the limited Editor in MicroDesign.

Protext will soon be available from the Public Domain library but wait for further news before asking for a copy yet. There is an excellent manual by Rod Ainsley in a paperback with a distinctive bright red cover. Grab a copy if you see one for sale.

Thesaurus

If you ever move onto a PC please try LocoScript Professional before you lash out on any other word processor – you'll find it so easy to use after LocoScript on a PCW. There's also LocoEasy but that's about the same level as Locol and not very powerful. Loco Pro has a thesaurus built in and it is *very* useful if you are a writer who prefers to avoid too much repetition.

Unfortunately LocoScript on the PCW does not have this facility but Alan Giles' Three Inch Thesaurus works directly within LocoFile to give similar results. Do not be put off by the name - it's also sold on a 31/2" disc but you do need a copy of Loco-File and a 720k drive to make it work. Alan cleverly shoehorns a very large datafile of about 800k file onto a CF2DD disc. resulting in a most powerful and flexible thesaurus but it also means that your mate can't make you a copy of his disc! The good news it that it's still available from Three Inch Software, Rowan Cottage, Wester Craigie, Whitecairns, Aberdeen AB23 8XE, phone 01651 862359.

Indexing your work

If you are preparing a book for publication you may well be asked to provide an index to the volume as part of the overall document. It is not difficult to read through a book, making notes each time a reference occurs with its page number, and then to type this up into a final index. It all goes wrong, however, when the publisher sends it back, after a reader or an editor has been through it, with a number of changes.

This is where an indexing program comes in handy. You simply submit the revised document to the indexing program once again and it rewrites a new index for you with the new page numbers, far faster than you can manually. Early programs included Asciidex and Indexer but, by far the best and most popular program, which works directly on your LocoScript files using the pages numbers in the header or footer if required, is Ansible Index. The good news is that Ansible is still in business and the program is still around. Write to Ansible at 94 London Road, Reading, Berks RG1 5AU, facsimile 070 5080 1534 or e-mail ansible@cix.co.uk.

Lindex

While we are on the subject of indexing LocoScript files the one PCW program that threw me was Lindex, presumably short for LocoScript Index. This does not index your documents as do the other programs above. Lindex indexes your LocoScript data discs giving an on-screen list of the file name, file size and the contents of the Identify text. If you never edit the Identity text in your LocoScript files then you will simply get a list saying Template Standard or something similar! Perhaps you should investigate the value of the Identity text?

We must all be used to checking our work for spelling errors by means of Loco-Spell (I knew typists who relied on a spell checker to make sense of what they had just typed!) but did you know that, even on the humble PCW, you could have your grammar corrected for you too? The program is Grammatik and I have still seen copies of it in PCW goods for sale. It was simple but effective and you could train it to match your style of writing (or that of your publisher!) The major disadvantage was that you had to export your LocoScript text to Ascii, run Grammatik on the Ascii file, and then import the corrected text back into LocoScript again. But at least it did discover when you typed "Paris in the the Spring" for you which is more than LocoSpell can do!

Family Finances

Let us get away from word processing and onto another subject which interests users, that of managing the family finances. the church accounts, the club's subs, etc. Most of us in our time have used a little black book to keep track of savings and outgoings, but there are times when something with a built-in calculator would come in very handy. Such programs are called spreadsheets after the large sheets of paper covered in a grid of figures that were used before such programs were devised. Indeed, apart from so-called line editors which were used for writing programs, spreadsheets were the first programs invented for the personal computer. Dan Bricklin wrote Visicalc after seeing some accountants doing all their calculations a large sheet of paper which covered their desk. SuperCalc is basically an improved copy of Visicalc.

A spreadsheet commences as a screen of rows and columns of cells. The columns are identified by the letters of the alphabet from left to right, from A to Z, then AA, AB, etc., to, say, BK which is 64 columns wide. (You won't need them all!) The rows are numbered from top to bottom, from 1 to 254. Each cell is identified by its column letter and row number. Thus the top left cell is A1, the lowest right is BK254.

Within each cell you can insert text, e.g. Jan, Feb, Mar or Name, Number, etc., or numbers to be used in your calculations, or formulae to manipulate those numbers. Thus you can add up a column of figures titled Subs. or several cells in a row to a sub-total. You can manipulate these figures much more powerfully that can be listed in this short description. Where the magic comes in is that all the calculations can be linked so that, if you change the content of one cell, all the other cells will adjust themselves to reflect this change in value. If VAT goes up from 171/2% to 20% all you need to do is enter 20 in the VAT cell instead of 17.5 and all other values will change to accommodate the new rate.

Powerful Calculations

Spreadsheets allow far more than simple arithmetic, too: squares, cube roots, logs, exponentials, decimals, all and many more. You can vary the width of columns and how many decimals are required for money or technical calculations. The results can be sent to the printer or saved to a file which you then import into LocoScript later on. Thus you can do all the club accounts in a spreadsheet and print them out in the same LocoScript letter as you sent out with the minutes to the committee members.

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Creating Graphs

A number of spreadsheet programs on the PCW can output graphs to the printer. Alternatively the DR Graph program from Digital Research will import spreadsheet calculations to present a graph on screen to which you can add titles and text before sending to the printer. The more recent MicroChart from Dave Greenhough and Alan Giles creates graphical images which can be imported into MicroDesign3 via the Network. Although "One picture is worth ten thousand words" I find the need for graphical output from a spreadsheet to be of limited use and consider power and ease of entry to be of greater importance.

Almost all spreadsheets will allow you to rearrange rows or columns of names or numbers into a new order. This allows you to sort a list of names, book titles, or phone numbers into alphabetic or numeric order before importing them into LocoScript and, for this reason, a spreadsheet can often double as a simple database, for example, of names and phone numbers or birthdates.

SuperCalc II often appears in lists of discs for sale and is my personal choice; quick, simple and very powerful. Others are Rocket, with graphic output, Multiplan (now rarely seen) and Cracker. The one thing I did not like about Cracker is the need for you to decide how many rows and columns you will need before you even start; all the others give you a screenful of cells and let you throw numbers and text in as you go, designing the layout on the fly.

There are also FirstCalc, Deale and Head to Head among others. The few that are in the public domain tend to be so limited in facilities or size of sheet that they are of little use, but they may be adequate for your needs.

Instant Recall 3

There is one further recent entry into the PCW field if you think you need a spread-sheet and that is, *Instant Recall 3* at £14.50 from David Landers [01665 570662].

This is a "pseudo spreadsheet for Loco-Script". It runs under LocoFile and Loco-Mail and you must have LocoScript 2.5 or above. It is limited to 288 cells, small compared with the CP/M programs above, but this could well be all you need for your purposes. It is limited also by the slow speed of LocoFile and LocoMail and a Sprinter would certainly be an asset. The calculations available are limited, too, but adequate for simple needs, and it has the advantage that you never need to leave LocoScript! At last call the program was still being given a final tweak before release but it should be available by the time you read this.

Accountancy packages

There are quite a number of programs, specially designed to handle the accounts of a small company, available for the PCW. The best known are Money Manager, Sage Accounts and Cornix but there are others too. There are dozens written specifically for one purpose; their names will give you some idea of what they do: Taxicab, Diner, TeleAd, Pigeon, Newsboy, InBusiness, Homeview, etc. etc!

The chances of your finding the one you need for your particular purpose are rather slim, for most have come and gone because they had such limited uses. The ones which required you to load Basic first tended to be a little slow as well. My own view is that you are likely to be better off if you buy a standard spreadsheet and design the content and output to your needs.

The disadvantage of many of these purpose built accountancy packages is that you cannot adapt them later. You may come across a program that assumes that VAT is still 8%, for example, and the only way you can get it updated is to send it back to the author with a request for an upgrade. Needless to say, the author has long since moved on to higher things and probably no longer runs a PCW anyway.

(I recall some years back asking one famous PCW software vendor if they could sell me have an upgrade to a very popular program of theirs, written in-house, to overcome a well-known deficiency in the package. The reply was something on the lines of: "Sorry but the chap who wrote the program for us has gone back to Australia and we can't find anyone else who understands his code!" No names, no pack drill.)

As explained above, it is quite simple to import files from a spreadsheet into Loco-Script for better presentation. If all you need are simple invoices then design the layout for your calculations in the spreadsheet, import the results into LocoScript and print them out on you own letterheads. This way you have the flexibility of being able to adjust the contents as your supplier, customer, or the Inland Revenue requires.

Statistics

I have only come across one specific statistics program for the PCW and that is AmStat. (If you do know another such program then send in the details to one of the committee members and we'll give it a mention.) This was reviewed in 8000Plus in January 1987 and there was a further article on statistics on the PCW in October 1989. If you understand the appropriate formulæ well enough you could probably do all you need inside a spreadsheet.

Databases

After word processing (and ignoring games) databases are probably the most used programs run on computers although many would not realise that that is what they are using. Lots of people bought a computer specifically to catalogue their collection of records, stamps, matchbox labels, books or whatever. They will often buy a purpose built program when a simple database would have been quite adequate and probably far more flexible for their needs.

We all know about the card index box in the office or the public library. A set of cards, all the same size, with details of the books held, the title, the author, publisher, the ISBN and the date published. You may need more than one box or drawer if you need to trace a book by its author rather than its title. One set of cards in title order will be duplicated by another set in author order; this duplication is unnecessary and errors are compounded if users don't put the cards back in the correct order or the right box after use.

With a computer database program the screen is laid out in a similar fashion to the above index card with fields for the title. the author, the publisher, etc. But you only have to fill in each card once and in any order you like. There is no obligation for you to sort your records out into order first. The program has the facility to list or select, for example, only the books by a certain author, by sorting or indexing all your records on, say, author. Equally you can index on publisher or title or any other field of your choice, normally up to seven at a time. By combining two indices at once you can select all the records by Chuck Berry issued in the 1970s or all the

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Elvis tracks on the Sun label. This is the power of the database computer program over the card index.

Databases include calculation functions, too, so you can count all your Stephen King books, calculate how much they cost you, or work out (if you included a weight field) what it would cost to post them abroad. Databases and spreadsheets are very similar in this respect (and it is possible to use a spreadsheet as a simple database as mentioned earlier).

LocoFile

If you simply wish to keep a list of the names and addresses of friends and family then LocoFile is excellent. It runs within LocoScript, you will be familiar with the keystrokes and general layout and it can be used to insert selected names and addresses straight into mail-merge letters (just like those you get from the Readers' Digest!).

LocoFile lets you design the screen input form, the size and position of the fields, to select the indices you need and to print out the data in whatever order you like at any time. It allows you to delete records, amend the screen 'card' layout to add new fields or select a alternative index at will.

When you delete records in LocoFile they stay in place in the file and are just flagged as being no longer available; the file does not get any smaller and will grow in size as you add new records. To remove these unrequired records permanently LocoFile 'squashes' the file and they are physically deleted from the database. They can now only be put back by typing the data back in again. This squashing process is the weakness in the system. Never squash a LocoFile database unless you have made a backup on another disc first!

I have seen LocoFile databases containing over 4000 records but I do not believe it is reliable with such large files. I think it is fine for names and addresses or mailmerge processing but would recommend other database programs if you need something quite powerful.

Designing your Database

One of the most important things to do before creating any database is to analyse exactly what you need it to do for you. If you will need to sort a list of names by surname then don't just call a field Name. You need two fields, say Forename and Surname so that you can index on either just Surname or, if there are lots of Smiths or Brown, then Surname+Forename. If you need to distinguish the ladies who prefer Miss to Ms (or Mrs) then you should have a Title field too.

Don't just have a box or field named Address! Split it up into a number of separate fields, say, Address1, Address2, Address3 or House, Street, Town, County, Postcode, etc. There are several reasons for this. In, for example, LocoFile you cannot search for a string of characters that are not within the first forty places in the field. If you need to find the person whose postcode is AB1 2XY you will not be able to find that string if your address field is 255 letters long and the postcode is at the end! Equally indices may operate on only the first ten or twenty characters in a field (in order to cut down on the space needed for the index) and it is thus better to have more short fields than only a few long ones.

For a similar reason you may find it useful to include a *house* field as well as *street* if you have several friends living in the same road. Will you need a *country* field for overseas family? How long does

the *phone* field need to be? Telephone numbers are not true numbers, in the sense than you can do calculations with them, but you do need to decide if you are going to put 020 8123 4567 or 0208 123 4567 before you start, because the space between the 0 and the 8 will put these telephone numbers in different places when listed!

Other PCW Databases

The first CP/M database was dBase II written by Wayne Ratcliff at NASA's JPL (Jet Propulsion Laboratory) to run a football syndicate for the staff. When it was brought out as a commercial product by Ashton-Tate, Mr Tate named it dBase II so that it sounded as if it was an improvement on dBase I which, in fact, never existed! It is still by far the best database for the PCW and has long been a favourite on PCs too.

If there is only one overriding tribute to dBase there is the knowledge that every other subsequent database program on the PC recognises the distinctive .dbf dBase file format and will import it without question. If you learn to use dBase on your PCW you will have no trouble in moving your data files onto a PC if the need arises.

dBase is very powerful indeed with plain English commands like List, Display, Browse and Edit, etc. It accepts commands like List Surname for County='Surrey' which are self obvious, with ease and allows you to output reports or lists which can be imported into LocoScript or printed out directly.

There have been others on the PCW, of course, including Cardbox and Cambase, but the other major package in the PCW is MasterFile 8000. This too is very powerful and well suited to tasks such as cataloguing a record collection or a library of books. It still turns up so grab a copy if you can.

Integrated Packages

An integrated package or application is a suite of programs, all from the same firm, specifically written to work together with similar screens and keystrokes. The most well known such package for the PCW is the Mini Office suite. This is also available as the upgraded Mini Office Professional.

The suite runs from one front end menu and allows to you to run a word processor, a spreadsheet or a database together almost as one. Depending upon the size of your disc and your memory you can switch from one to another with or without swapping discs. A table produced in the spreadsheet or a report output by the database can be inserted into a word processor document with a couple of keystrokes.

All the commands such as Save, Edit or Print, for example use the same key in any of the programs within the suite making it very easy to switch from one to another without having to remember new methods. There is a Graph module which will take output from the spreadsheet, produce a graph of the results, and this in turn can be printed out as part of a word processor document.

The suite also includes a very powerful Communications module which lets you send and receive data and files to and from another computer; it can even be used for simple e-mail if you have a modem. Since the Mini Office suite is also available for the PC I have successfully moved files to and from a PCW8512 to a PC, linked with a very simple home made cable, by running the Mini Office Communications on both the two linked machines simultaneously (long before 3½" drives were available for the PCW). However, you need a CPS8256 interface for this. (To be continued)

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Readers Write..!

Transferring Protext Files

I read with great interest Mike Elliston's article in the last *Disc Drive* about transferring PCW files to a PC and would like to offer a bit of specialist knowledge on transferring Protext files. Mike suggests saving them in Protext's Document mode but there is an easier way to save a file that produces a cleaner file format for inserting Protext files into Word documents, thus:

Write the text in Protext on your PCW as usual using italics or bold as you wish. When done run through the file automatically replacing each, for example, Italics On or Italics Off code with, say ++, and, Bold On or Off with perhaps ##.

Next, Save the file as usual in Protext's Command Mode with S[Return][Return], assuming you have already given the text a filename. This version you have just saved is the one you will return to if you change your mind and want to edit it later.

Stay in Command mode and type PROG [Return]. Now type: PF<space><D><colon><filename>[Ret] where D is the drive to save the file on. It will be helpful if you choose a filename like PCW2PC01 or PCW2PC02, etc, so that you recognise it later in the directory.

Use your preferred program to copy the file onto a disc which can be read on a PC or will allow the PC to read a PCW disc.

Load the PC word processor, open a new file, and either insert or merge the Protext file from the disc.

Now you can Find the first occurence of either ++ or ##, highlight the appropriate text and mark it as italic or bold as needed. Then you just run Find and Replace to clear out the redundant ++ and ## symbols.

Of course, there is a very good PC version of Protext available from Protext Software that will recognise all the italics, bolds, etc created in earlier versions of Protext, including the PCW versions. Perhaps more on that later?

Brian Watson (for Protext Software: 07939 567838)

External Printers

I recently installed LocoScript 4 because of its many advantages over Loco-Script 3, the main reason being the benefit of printing in colour. Indeed, it seems that the only way of printing in colour on a PCW is to install LocoScript 4 and an external printer.

Having tracked down an external Rampac/Interface through *Micromart* the next step was to find an inkjet printer that was not Windows-only and, preferably, costing less than £100 that would also work on our recently acquired Amstrad e-mailer. I discovered that the Hewlett

Packard Deskjet 640c would fit all these needs admirably.

I managed to get everything connected up using the printer cable specified by Hewlett Packard in the manual (an IEEE 1284 parallel printer cable), tried to run the printer and nothing happened. After making a number of enquiries I discovered that it needed a Bi-Tronic parallel printer cable and this would need to be connected to the parallel printer port on the Interface. I discovered that Bi-Tronic cables are not cheap-I paid nearly £25-but the printer is now working perfectly. The only drawback is that the full range of the printer's capabilities are not available but as I have left the dot matrix printer connected as well I have the best of both worlds.

David M Callender

London W11

It is quite possible to print in colour on a PCW without using LocoScript 4. The artwork for the front cover of the Winter 1997 issue of the Disc Drive in full colour was produced by long-standing member Norman Bannister from Grays in Essex using MicroDesign3. Every year Norman's friends are recipients of another of his miniature masterpieces in the form of his brilliant, full colour Christmas cards all done in MD3. Get a copy of MD3 while they are still available and see what can be achieved with this versatile program.

On the point of connecting parallel printer cables to a PCW you should note that some interfaces require you to set or remove a small switch or pin depending on whether another printer is also connected. In addition is is not always wise to buy the cheapest printer cables for they may not have enough lines connected to let the printer get an acknowledgement signal. Ed.

Printer for the Amstrad e-mailer

The following shortened query and the full reply is reproduced from a recent copy of a computer supplement in the *Daily Telegraph*:

Q: What printer can we use with our new Amstrad e-mailer? The blurb says that the printer should be configured to the ISO 8859-15 (latin 9) character set.

A: Basically that means it will not work with cheap and plentiful Windows type printers but only DOS compatible types. An Amstrad spokesperson informed me the only ones they had actually tried it with were the Hewlett Packard HP610 and 640 and the now discontinued Epson 460.

Frederick Inch

Loughton

Members should note that there are very few new printers on the market which will work with either the PCW or the e-mailer. If you go out to buy a printer for either machine make sure that the salesman knows precisely what you require and that you can return it if it does not work. It may be well worth your while asking Loco-Script Software if the printer of your choice is on the Printer Support Pack or if a printer driver is available for the PCW. If the answer is No then don't expect it to work with the e-mailer either.

Editor

PcW 16 problems

I was recently having trouble starting up my PcW16 when using the On/Standby Red/Green switch on the front. Only too often I had to load the Rescue Disc once again. I now switch off by using the mouse or the keyboard and then, only when the

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indicator light turns red, do I switch off the power using the wall socket switch (not the switch on the PcW16). In addition I sometime leave the power on for several hours to allow the internal battery to charge up properly. This seems to have solved the problem of losing all data and having to use the Rescue Disc to restore the system.

I had problems of wipe-out of all data when laying out a spreadsheet using the *Fill Down* command. This was on a column where the formula was required to add or subtract the numerical values of two cells in an adjacent column. The command seems to work most of the time but fails occasionally. I am taking your advice and making back-ups more frequently.

Allan W Macdougall

Edinburgh

Mr Macdougall has now been supplied with a copy of the latest v1.13 Rescue Disc and it is hoped that this will go some way to solving his problems. I worked on the testing of the spreadsheet module on the PcW16 suite and, unfortunately, found it to have a number of bugs which have never been totally resolved even though there have been a number of revised Rescue Discs since the machine was released. The version available from the Club, v1.13, is the last that will be released as no one is now working on the project. As I advised Allan, if you are working on something important save frequently, perhaps as often as every five minutes. Can you remember what you were typing five minutes ago?

It is important to keep the internal battery topped up for if that fails the machine will never boot again. However don't leave it on so long that the battery overheats and fails that way.

Bug in MiniDisc.Bas

I have found a small bug in MiniDisc. Bas v17-09-00. The bug occurs when a disc title is longer than 39 characters. I have corrected the fault and a copy is on the enclosed disc. If anyone has this program and would like it replaced by what I hope is a bug-free version then please send your disc in a padded stamped addressed envelope to the address below and I will return a corrected version.

Graham Swepson, 9 Upper Bank End Road, Holmfirth, Huddersfield HD9 1EW.

A copy of the new version has been given to Nick for inclusion in the PD library.

Lunch with Auntie and Grammar

A global e-mail has been sent round the BBC which reads:

Unsure about where to put the apostrophe in *its*? Confused about plurals and possessives? Bewildered by the difference between a comma and a semi-colon? Get to grips with punctuation and grammar with our new shame-free guide to the written language.

The message goes on to give more details of the hour-and-a-half long course (which includes lunch) and ends:

If your interested let me know.

Frederick Inch

Loughton



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