

**A  
GUIDE  
TO  
NEWSDESK  
INTERNATIONAL**

## TUTORIAL FOR NEWSDESK INTERNATIONAL

This tutorial assumes that you have familiarised yourself with the CP/M operating system and you have acquired a knowledge of Locoscript by reading the manual provided with the PCW word processor.

We would suggest that you prepare an ASCII file using a Locoscript document as this will help you to understand some aspects of this tutorial.

If you have already used Locoscript to create TEXT FILES these files can be transferred into the Newsdesk program and constructed into columns of any required size. These TEXT FILES must have been saved as an ASCII file in Group 0 and you should refer to "A Guide to Locoscript" in the manual supplied with the PCW. Appendix III is entitled "Making an ASCII file" and you must follow the instructions therein to create an ASCII file for subsequent use with the Newsdesk program.

N.B. The original version of Locoscript 1.1 did not have this as a built in feature but Amstrad themselves have replaced these earlier versions with the upgraded version 1.2 which has the ASCII file transfer system built in.

If you have a version 1.1 please contact your dealer or Amstrad for more information about the upgrade software.

The first thing to do when you intend to use NEWSDESK INTERNATIONAL is to load the CP/M Plus disc supplied with your Amstrad PCW and select the Utility program DISCKIT.

When this has loaded into the computer, copy the NEWSDESK MASTER DISC on to a separate disc which should be used as your "working" disc. You will need to copy each side of NEWSDESK as the programs supplied take up both sides of the disc, although 8512 owners will be able to save the programs on to a single double density disc.

When you have done this, format some blank discs which will be used to file pages designed while using NEWSDESK.

Store the Master disc in a safe place and use the COPY disc for everyday use.

You can now start to familiarise yourself with Newsdesk's system of operation which will allow you to design a full A4 sheet which can be all TEXT, all GRAPHICS or a combination of both.

The tutorial which follows demonstrates how to create a page similar to that shown opposite; please refer to this page as you follow the tutorial.

# A HEADLINE CAN BE ANY SIZE A HEADLINE CAN BE ANY SIZE

NEUSDESK INTERNATIONAL is an extremely powerful program which will give you a desk top publishing system using the Amstrad PCU

The program is controlled by the cursor keys and can be used as a stand alone system with its own word processing editor or it will accept input from a word processor such as Locoscript.

In addition it can be controlled by The Electric Studio Light Pen or Mouse and will accept input from The Electric Studio Video Digitiser.

The program gives you the ability to mix the text files created on the word processor with the graphics created using NEUSDESK INTERNATIONAL, and with the digitised input from the Video Digitiser.

It is a simple matter to select various font styles and sizes provided in the program which will allow headlines and text to be sized according to your requirements.

NEUSDESK INTERNATIONAL uses a window selection operation in the program which is a simple to use system familiar to all users of the Amstrad PCU.

In addition there are on-screen prompts throughout the program which ensures that this powerful piece of software is both effective and easy to handle.

With NEUSDESK INTERNATIONAL you will be able to produce a PAGE of typeset material using the facilities of your Amstrad PCU to print out an A4 sheet with an image area of 10 inches by 8 inches.

Diagram 1 shows the size of the PAGE in comparison to the area you will see on each working SCREEN.

The SCREEN acts as a WINDOW which is able to look at part of the PAGE at any time.

During the course of the program you can reset this SCREEN WINDOW by going to the WINDOWS menu and the sub-menu SHOW PAGE.

When the PAGE is displayed on the screen, select the SET SCREEN option and you can relocate the area that you will view through the current SCREEN WINDOW.

When you start to work with the program you will find that this is a simple procedure that will enable you to produce good quality work with the least amount of effort.

Most PCU owners will be familiar with the workings of LOCOSCRIPT and you will be able to use files created with LOCOSCRIPT in your PAGE MAKE UP.

In order to use the FILE INPUT section of the program you will need to have saved your word

processing file as an ASCII file in group B. If you are not familiar with this method of saving files please refer to your Locoscript manual for a fuller explanation, but it is a simple operation that will present no problems.

We have structured this manual to enable you to locate any aspect of the program by referring to the index. We have used a system based on the MAIN MENU with each section numbered 1 to 7 working from the top of the menu.

HELP	SECTION 1
DISC	2
PRINTER	3
GRAPHICS	4
FFONTS	5
WINDOWS	8
EXIT	7

Within most of these main sections there are SUB-MENUS allowing further options within each function.

These will also be located by a numeric reference based on their position in a SUB-MENU

There are some SUB-MENUS with a further OPTION and a final CHOICE.

E.G. In the screen picture alongside you can refer to the explanation for the FIXED ASPECT (CHOICE 1) in the MOVE (OPTION 1) on the UTILITIES (SUB-MENU 4) of the GRAPHICS (SECTION 4) under reference 4.4.1.)

This will enable you to quickly reference any aspects of the program that you require explanation on, until such time as you familiarise yourself with the operation.

The on-screen prompts will assist you in this and we hope that before too long you will be able to produce good quality work without constantly referring to the manual.

Should you have a problem with the program which you feel is not covered in this manual we provide a Customer Services Department during normal working hours Monday to Friday. Please write or telephone and we will be able to deal with any enquiries.

At the date of release of this product we are located in Letchworth on the phone number 0462 675666

We are soon re-locating to a new factory in Hitchin where the phone number will be 0462 420222.

As we do not yet know the date of the move this information should enable you to contact us on one of these numbers, if necessary.



## ELECTRIC STUDIO INNOVATION IN ACTION

Typing direct from the keyboard will enable you to produce sufficient copy to be able to fill up small columns which could otherwise be utilised for headlines, graphic designs or for the input of a digitised image from the video digitiser.

This is an extremely simple and effective way of producing a topical news letter if this is something that is appropriate to your needs.

With Newsdesk International it will be a simple and efficient method of producing good quality copy at an extremely low cost.

INNOVATION IN ELECTRIC  
**TES**  
THE ELECTRIC STUDIO

## STARTING WORK WITH NEWSDESK

You must always load CP/M Plus before you can use Newsdesk and when you see the A> you must enter from the keyboard the name of the program to load.

On Side 1 of the supplied disc, there are two programs that can be loaded after the A> appears on the screen.

One is the READ.ME file which explains what programs are contained on the disc.

To load the READ.ME file use the keyboard and enter the three words

TYPE READ.ME                      and press RETURN

This will load a text file which gives an explanation of the names and types of the files we have supplied on the disc.

Please ensure you include the DOT between the words READ and ME as this is an essential part of the file name.

When the A> is on the screen and you want to load the NEWSDESK program type the word NEWSDESK from the keyboard and press the RETURN key.

You will see the on-screen welcome message, then the program will continue to load and you will see the main menu displayed on the left side of the screen, which will have the HELP window illuminated.

Use the Down arrow key and press 5 times so that the WINDOWS section is highlighted and then press the SPACE BAR (Referred to throughout the tutorial as the TRIGGER).

You will then see a sub menu which has three selections.

SET SCREEN, SET TEXT and SHOW PAGE

Press the down arrow key twice so that the SHOW PAGE window is highlighted and then press the trigger.

The screen displays the message "please wait" and then a rectangle is drawn on the right of the screen which is the representation of the PAGE which you will be designing.

Also displayed on the screen are the two sub menu selections which will enable you to place the text anywhere on the page and position the screen to view an area of the page.

To see an example of this, press the trigger with SET SCREEN highlighted, so that a smaller rectangle will be drawn in the top left corner of the screen.

This rectangle depicts the size of the monitor screen and while you are working on a page design this is the area of the page that you will be able to see on screen at any one time.

With the arrow keys you can position this anywhere on the page to view your next area of design once you are working on a page lay-out. but for this example leave the SET SCREEN in the top corner and press the trigger.

Ignore the sub-menu which will re-appear at this stage and press the STOP key to return to the MAIN MENU.

You can now select the style of FONT to create your first headline. The expression FONT refers to the different styles of lettering that are included in the program and there are 7 styles available in NEWSDESK which can be seen printed out in section 5.2 of the manual.

Use the arrow key to highlight the FONT window and press space bar

Move to the CHANGE FONT window and press the trigger.

For an opportunity of seeing the styles available press the trigger again to see the directory of fonts displayed to the screen.

With side 1 of the disc in the drive there is only one font which will be displayed but if you remove the disc from the drive and use side two in the drive you will see all SEVEN font styles displayed.

Two of the fonts are available in one size only and these should normally be used for headlines or when a large script for posters is required. Because we intend to set a headline, select the S font by typing in the letter S from the keyboard and pressing the RETURN.

There is a size option displayed at this stage, so press the 1 to select this.

Press the N key when you see the prompt "double width Y/N" and you will see the sub-menu return to the screen.

Do not worry that the menu display overwrites the previous screen. This is just a method of programming each menu change and will not effect the next menu selection which can now be selected as the WRITE FONT option. Move with the arrow key to highlight the WRITE FONT window and press the trigger.

The next sub-menu already has the KEYBOARD INPUT highlighted and as this is the type of input required press the trigger to select this option.

The screen will now be showing the area of the Page where the SET SCREEN was placed and as this is the first part of the page design you will see a blank screen with a cursor positioned in the centre. Use the UP arrow key and the LEFT arrow key to move the cursor to the top left of the screen and press the trigger. You will see a horizontal line drawn where the cursor was and this will be the length of the character you can type in, using the keyboard.

Type in A HEADLINE CAN BE ANY SIZE and then press the RETURN key. The S font has been designed to write in capitals, so that you can use upper or lower case keys with the same result.

The line of text will finish and the position of the next text character will be set directly under the first letter typed, ready for your second line if you wish to use one.

Type in the same line again and we will show you how to set the letters to any width or height using the PASTE option.

At the end of the line press the CAN key and you will see the cursor return to the screen.

Press the PASTE key and a small box appears on screen with a cursor in the top right corner. Move this box using the arrow keys so that the bottom left corner is positioned at the bottom left corner of the letter A at the beginning of the TEXT LINE.

When the box is set to this position hold down the ALT key and use the UP arrow key to move the top of the box so that it encloses the letter A to its full height. Still holding down the ALT key use the RIGHT arrow key to increase the width of the box to include all the text line and when this is in position press the trigger to save this information to the memory of the computer. It is now a simple matter to re-position the headline to increase either the height or width or simply to set the line to another position. The arrow keys used on their own will move the box to any position on the screen so press the arrow keys to see how easy this is.

Using the SHIFT key with the arrow keys will help move more quickly as will using the arrow keys with the accelerator key (this is the 2 key on the numeric keyboard). If you hold down the ALT key and continue to press the arrow keys you will see that the size of the box can be changed in any direction. Increase the width of the box to the full size of the screen and for this example do not increase the height. When the box is at this fullest width press the trigger.

You will see the original headline removed from the screen and re-written to the width set by the box and you can see how easy it is to make the width fit any space.

You will find this best utilised once you have constructed text columns and you want to have a headline to fit an exact space but we will describe this in more detail later in the tutorial.

We can now put in text under our headlines in the following manner.

1. Press the STOP key to return to the main menu.
2. Select the FONTS window and press the trigger.
3. Select CHANGE FONT and press the trigger.
4. Select one of the fonts with a size 1 option. Either DEFAULT, P, or SMALL. Use the keyboard to type in the name (e.g. small) and press RETURN.
5. Select size 1 and press N to use normal width. This means we have selected the size 1 version of the SMALL font to input our text file.

Now select the size of the column you wish to fill with this text.

1. Select WINDOWS from the sub-menu on the screen and press trigger.
2. Select SHOW PAGE and press trigger.
3. Select SET TEXT and press trigger.

4. Position the SET TEXT box to the position you want the text printed to.

This can be done using the arrow keys, the ALT key, the RELAY key and the two indicators in the top right corner of the screen.

The top indicator shows the position of the cursor as a percentage of the total page so that 25% would be a quarter width, 33% a third and 50% a half page width, similarly the height can also be calculated as a percentage of the total height.

The lower indicator gives the cursor position to pixel accuracy with 0 to 959 in the horizontal x axis and 0 to 727 in the vertical y axis.

Each press on the RELAY key will position the box cursor to the next corner position and this is useful if you wish to increase the box dimension in a certain direction.

The ALT key allows you to change the dimension of the box and this means it can cover any area where you wish to input the text.

With the cursor in the top right corner of the box use the arrow keys to move the box to the left of the screen. In this example we will set the depth to the bottom of the screen so move the bottom edge of the box with the down arrow key until it reaches the edge of the page. With the cursor in the top right corner press the ALT key and use the arrow keys to stretch the size of the box until the top edge of the box is located under the line of text on the SHOW PAGE screen. Press the ALT key and use the Right arrow key to position the cursor under the last letter of the headline which will give a reading of 75,91 on the top indicator showing that this cursor position is 75% of the way across the page.

Plan the column width with this information and we will input the text in two columns each having a width of 35% and a gap between them of 5%. Press the ALT key and use the left arrow key to take the cursor position to 35% when the text window will be in position for our purposes. Fix this by pressing the trigger. As this is a new page, a press on the N key will move us on to the next prompt asking do we want a box drawn.

Answer this prompt with a Yes and the next prompt "Open/Closed box" with an "O" and wait while the open box is drawn.

There is no need to use the sub-menu choice which appears when the box is drawn, so press the STOP key to return to the main menu.

We have already selected the style of font we intend to use, but have not yet selected from the range of options open to us for text lay-out.

These are available in the WRITE FONT section of the FONTS window.

Select FONTS and press the trigger.

Select WRITE FONT and press the trigger.

The range of options are listed on the sub-menu displayed on screen, and we will select from two of them.

Select JUSTIFICATION and press trigger.

Select MICRO and press trigger.

This will range the text so that all the lines will start and finish printing directly below the letters at the start and finish of the previous line of text. Many people refer to this as FULL justification.

Select PARAGRAPH INSET and press trigger.

Select 3 and press trigger.

Select FILE INPUT and press trigger

Use the keyboard to type in the name of the ASCII file as though the disc was in drive B by typing B:FILENAME and press the RETURN.

Follow the on-screen prompt and put in the correct disc. When this has loaded press the RETURN key in order to input text from the beginning of the file.

Change the disc as prompted by the program and you will eventually see the on-screen message telling you that the window is full at a certain file position.

We must now re-position the text window to allow the rest of the file to be input.

Press the STOP key to return to the main menu.

Select WINDOWS and press trigger.

Select SHOW PAGE and press trigger.

Select SET TEXT and press trigger.

Use the right arrow key to move the box until the cursor is at 75% position and press the trigger to set at this position.

Press N in answer to prompt.

Press Y in answer to prompt.

Press O in answer to prompt.

Press STOP to return to main menu.

Select FONTS and press trigger.

Select WRITE FONT and press trigger.

Select FILE INPUT and press trigger.

The File name will appear on the screen so you can press RETURN to accept this file. The position in the file will be the position that the window filled with text so press RETURN to continue input from this point.



The file input will continue until an on screen message indicates either the window is full or the whole file has loaded. In the former case repeat the steps already taken and re-position the Text Window to the final third of the page making sure that you reduce the width of the column to allow a gap between the end of the previous column.

Do this by using the right arrow key to position the box at the extreme right hand edge of the page.

Press twice on the RELAY key to move the cursor to the left hand bottom corner.

Press the ALT key and use the right arrow key to move the left side of the box away from the previously drawn open box.

This method will mean that the third column is not the same width as the previous two columns, which is not entirely satisfactory. The alternative if you find that you need a third column is to plan the widths of the columns more accurately and enter the file input a second time, knowing that all three columns will need to be used. This will give the text the best possible presentation in the final result.

In our example the text was stopped at the foot of the second column in order that we can explain some other features of the program.

Press STOP to return to the main menu.

Select WINDOWS and press trigger

Select SHOW PAGE and press trigger

Select SET TEXT and press trigger

Use the Right arrow key to move the text window to the right side of the screen.

Use the Up arrow key to move the text window to the top of the screen.

Press the RELAY key twice to move the cursor to the bottom left of the box.

Use the ALT key and the Right arrow key to move the left side of the box away from the text already entered.

Use the ALT key and the Down arrow key to move the bottom of the box to the bottom of the page.

This Text window can now be used for Text Input if your intention is to have a text only document.

There is an alternative method of using this area if you want to create some graphics on your page.

On side 1 of the NEWSDESK disc there are 5 examples of SNIP ART and on side 2 there are two more examples of SNIP ART which can be incorporated into your page design.

We will show you how to load in the Snip Art called VIDEO from side 1 of the disc.

When you have completed the text input of the two columns press the STOP key and return to the main menu.

Select WINDOWS and press trigger.

Select SET SCREEN and press trigger.

Use the Up arrow and Right arrow keys to position the screen window at the top right of the page and press the trigger.

N.B. Using the 2 key in the middle of the arrow keys will accelerate the movement of the box quite considerably. See the difference this makes by using the arrow keys on their own and you will realise why this accelerator function is provided.

Press the STOP key to return to the main menu.

Select the GRAPHICS function and press trigger.

Select UTILITIES function and press trigger.

Select LOAD AREA and press trigger.

Select PAGE ASPECT and press trigger.

Ensure side 1 of the disc is in the drive, type in VIDEO and press RETURN.

You will see a box drawn on the screen which is the size and shape that the original piece of SNIP ART was saved as a graphics file.

Use the arrow keys in conjunction with the ALT key to position the box in the top right corner of the page. Because you have selected the PAGE ASPECT only one directional key will change the size of the box as both height and width have to be kept in the same ratio to the original. The Newsdesk program takes this into account.

With the box in position press the trigger.

You will see the image of the video camera drawn to the screen.

Press STOP and return to the main menu.

Select FONTS and press trigger.

Select CHANGE FONT and press trigger.

Type in D and press RETURN

You will see the error message "No font file, try another or CANCEL?"

Font D is on side 2 of the disc along with the majority of the fonts included in Newsdesk. Please remember this and ensure the correct side of the disc is in the drive when you select a font style to work with.

Remove disc and put side 2 in the drive and press RETURN.

Select size 1 and press N for double width option.

Select WRITE FONT and press trigger.

Select KEYBOARD INPUT and press trigger.

Use the arrow keys to position the cursor to the start position for text entry and press the trigger.

Use the keyboard for direct typing to the screen. Do not worry about the size of the text, we will make it fit the space exactly, when we have all the words on the screen.

Type in the first word which in our example is ELECTRIC.

When you have finished typing the word press the CAN key.

Press the PASTE key and a box will appear on the screen.

Use the ALT key and the arrow keys and enclose the word ELECTRIC with a box which exactly fits around it.

For absolute accuracy the box can be positioned so that when the line of the box touches the outside edge of the letter it appears to delete the solid edge and create a white overlap around the letter.

When the box has been positioned accurately press the trigger.

The box will disappear momentarily and then re-appear.

Use the ALT key with the arrow keys to increase the width and depth of the box to the size required to fill the available space and press the trigger.

The original word will be removed from the screen and re-drawn to the dimensions of the box you have just positioned.

Repeat this procedure until you are satisfied with all the words in the heading.

We can create a SLANTING or ITALIC word by using the shear facility while in the PASTE option.

When the cursor is in the bottom right corner or the top left corner of the box the ALT key will enable the shape of the box to be moved from the perpendicular. In this example we have used the word ACTION.

Enclose the word ACTION with the PASTE box and press the trigger.

Use the ALT key with the arrow key to increase the size of the box to the size you intend printing the word.

Press the RELAY key three times to move the cursor to the top left corner of the box.

Press the ALT key and the Right arrow key and you will change the box shape to a parallelogram.

When the parallelogram is set to the position you intend printing the word, you MUST press the RELAY key to return the cursor to the top right corner. This will be indicated by a cross because the cursor started from this position when you saved the word to the computers memory in the course of the PASTE function.

If you press the trigger with the cursor in the top left corner the image printed will

appear to have been laid on its side and stretched to a different shape.

With the cursor in the top right corner the word printed will appear as **ITALIC** lettering.

Press the trigger to print the word **ACTION** in this new style.

Press the STOP key to return to the main menu.

Select **WINDOWS** and press trigger.

Select **SHOW PAGE** and press trigger.

You can either use **SET TEXT** to create a text window to fill the last available space on the page, or move the **SET SCREEN** window further down the page to continue direct typing entry or further graphics entry.

## **USING SET TEXT**

Position the **TEXT** window into this space using the **ALT** key and the arrow keys. You can use the **RELAY** key to position the cursor into the bottom left corner in order to create the shape more easily by allowing you to push the left side into position.

When the cursor is positioned on a corner that has been taken to the extremity of a page it is not possible to alter the shape into that extremity unless the **RELAY** key is used to move the cursor to another corner. This is why the **RELAY** key is an invaluable aid to correct positioning in many functions throughout the program.

When satisfied with the size and position of the box, press the trigger to fix the position.

Press **N**, for clear window.

Press **N**, for Draw outline box.

Press **STOP** to return to the main menu.

Select **FONTS** and press trigger.

Select **MINI EDITOR** and press trigger.

We will assume you are creating a small file to fill up the text window with original copy and in response to the prompt, type **NEW** and press **RETURN**.

Press **Y** in response to prompt.

The screen will clear to the **MINI EDITOR** to allow direct keyboard entry.

Use this Editor as you would use **Locoscript**.

When you are satisfied with your keyboard entry press the **EXIT** key.

Press **ENTER** to save.

At this stage, the prompt asks for a file name to save and you can use M: in order to save the file to the Memory disc. Type in M:NEW and press RETURN.

The previous sub-menu will be displayed on the screen and you should Select WRITE FONT and press trigger.

Select FILE INPUT and press trigger.

Accept file name of M:NEW by pressing RETURN.

Enter 0 from the keyboard to start at the beginning of the file and press RETURN.

The file will be written to the page in the font selected and careful planning will have to be used to make the length of the file sufficient to fill the available space.

If the file is not long enough it is possible to return to the MINI EDITOR and add paragraphs to the text file and re-enter the longer file into the TEXT WINDOW available.

To do this press STOP to return to the main menu

Select FONTS and press trigger

Select MINI EDITOR and press trigger.

Select M:NEW as the file to edit and press RETURN

Enter text direct from the keyboard

Press EXIT to leave MINI EDITOR

Press ENTER to save.

Press RETURN to save M:NEW

Select WRITE FONT and press trigger

Select FILE INPUT and press trigger

Press RETURN to accept file name

Press RETURN to accept start position of 0

The final act of PAGE DESIGN is to use the SET SCREEN function in the WINDOWS section to look at any area of the page that needs completing.

At this stage use direct input from the keyboard or one of the GRAPHICS functions to ensure that the whole page looks as good as possible.

When you are satisfied that the page design is finished you have the option to SAVE the page on to a disc or to PRINT the page to a sheet of paper.

Both of these options can be selected from the main menu.

Press the STOP key to return to the main menu.

Select DISC and press the trigger.

Select SAVE PAGE and press the trigger.

Type in from the keyboard the file name to save the page design.  
This file name can be up to 8 characters long using letters or numbers.  
We will file this page design as SAMPLE1

Remove the NEWSDESK disc from the drive and insert a formatted disc which must have sufficient capacity to save a file which can be up to 86k.

Owners of a PCW8152 can save to either the B drive or the Ram disc in addition to the A drive and must precede the filename with B: or M: if they wish to save to a particular disc.

For this example type in SAMPLE1 and press RETURN

The on-screen prompt PLEASE WAIT will appear and the program will display a continuous upgrade from 1 to 99 showing that the information is being transferred to the disc.

When the file has been transferred to the disc the screen returns to display the previous sub-menu.

Press the STOP key to return to the main menu.

We can now look at the method used to output the page design to the printer.

Select PRINTER and press trigger.

Select PAPER and press trigger.

Select either SINGLE SHEET or CONTINUOUS FORMS and press trigger, and the program displays the previous sub-menu.

Select PAGE and press trigger.

There are 3 choices. LOW is a print routine that gives a single pass print.  
MEDIUM gives a double pass print.  
HIGH gives a triple pass print for maximum density of colour.

Select LOW and press trigger.

The number of copies can be inserted from the keyboard but as 1 appears as the default number in the program press RETURN to commence the print dump.

You should see the printer begin to function and a hard copy of your page design will be printed.

You can stop the print routine at any stage by pressing the CAN or the STOP key. This is useful if you are designing a letterhead which only takes a few lines at the top of the page. As soon as these lines are printed terminate the print operation by using the STOP or CAN key.



Published by THE ELECTRIC STUDIO PRODUCTS LTD.  
Unit 13, The Business Centre,  
Avenue One,  
LETCWORTH,  
Herts. SG6 2HB