

**HANDS-ON**

**LOCOSCRIPT**

Pam Smith



# **HANDS-ON LOCOSCRIPT**

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**Pam Smith**

**McGRAW-HILL BOOK COMPANY**

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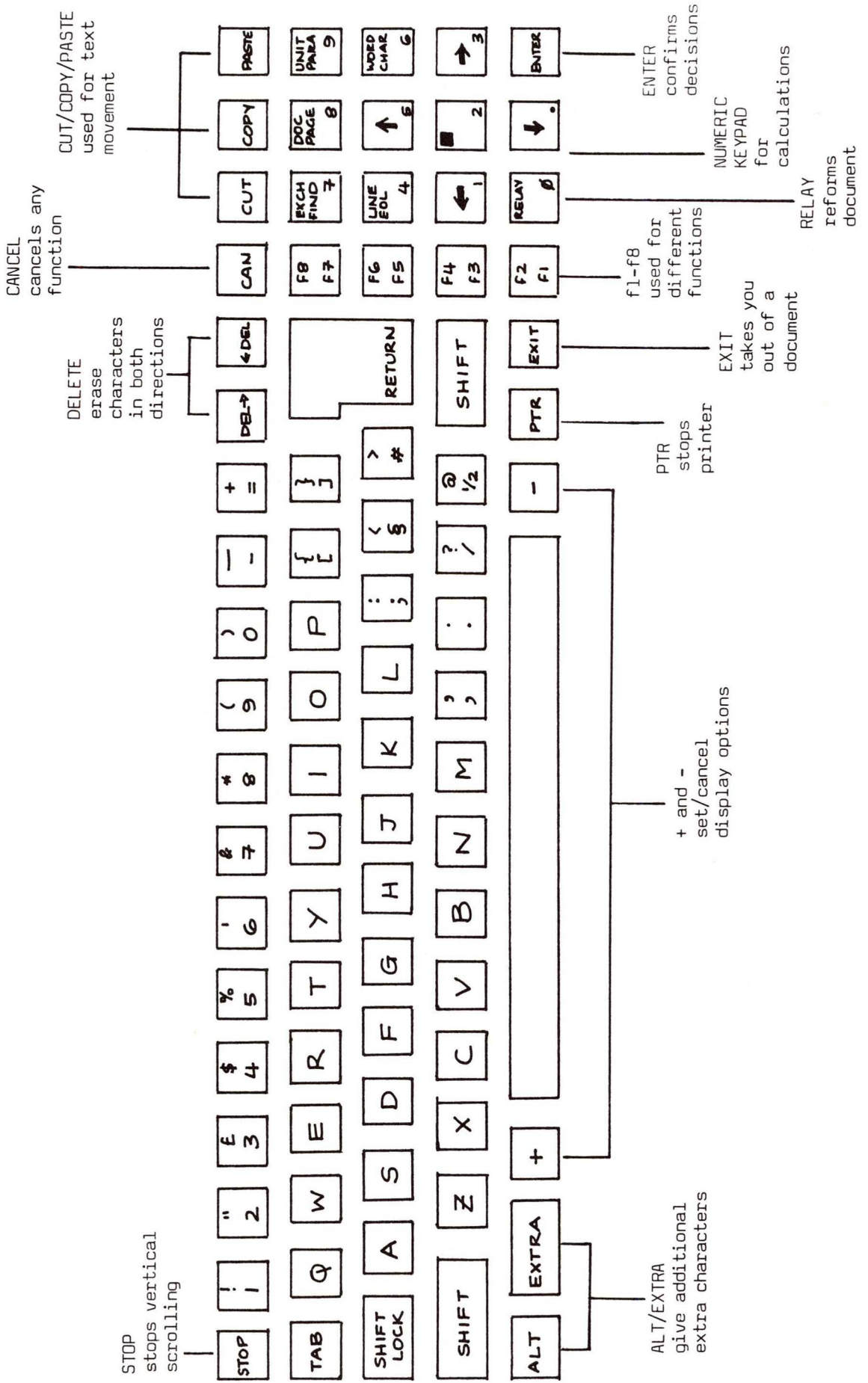
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# Contents

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The keyboard on the Amstrad PCW8256	iv	<b>UNIT 5</b>	<b>42</b>
<b>INTRODUCTION</b>	<b>1</b>	Deleting blocks of text	<b>42</b>
Copying a disk	<b>1</b>	Moving blocks of text	<b>43</b>
<b>UNIT 1</b>	<b>3</b>	Searching for and replacing text	<b>46</b>
Opening the system	<b>3</b>	Finding a word	<b>46</b>
Naming the document	<b>4</b>	Replacing a word	<b>47</b>
Keying in text	<b>5</b>	Self Test 5	<b>49</b>
Making alterations to text	<b>6</b>	<b>UNIT 6</b>	<b>50</b>
Saving and printing a document	<b>7</b>	Ending a page	<b>50</b>
Leaving the system	<b>8</b>	Changing page length	<b>51</b>
Recalling a document	<b>8</b>	Setting up a header	<b>53</b>
Self Test 1	<b>10</b>	Numbering pages	<b>54</b>
<b>UNIT 2</b>	<b>11</b>	Self Test 6	<b>57</b>
Menus in LocoScript	<b>13</b>	<b>UNIT 7</b>	<b>58</b>
Alterations to text using menus	<b>14</b>	Indenting blocks of text	<b>58</b>
Avoidance of menus	<b>16</b>	Using the decimal tab	<b>59</b>
Codes for text enhancement	<b>17</b>	Setting up useful phrases	<b>60</b>
Special keys	<b>20</b>	Setting up blocks	<b>61</b>
Self Test 2	<b>21</b>	Inserting a document within a document	<b>65</b>
<b>UNIT 3</b>	<b>22</b>	Self Test 7	<b>67</b>
Changing margins	<b>24</b>	<b>UNIT 8</b>	<b>68</b>
Setting tabs	<b>26</b>	Registering a disk change	<b>68</b>
Print sizes and styles	<b>28</b>	Inspecting a document	<b>69</b>
Changing the pitch	<b>29</b>	Copying a document	<b>69</b>
Self Test 3	<b>31</b>	Moving a document	<b>70</b>
<b>UNIT 4</b>	<b>32</b>	Renaming a document	<b>71</b>
Right justification	<b>33</b>	Erasing a document	<b>71</b>
Line spacing	<b>38</b>	Self Test 8	<b>72</b>
Horizontal scrolling	<b>40</b>	Summary of f keys referred to in the text	<b>73</b>
Self Test 4	<b>41</b>		

THE KEYBOARD ON THE AMSTRAD PCW8256



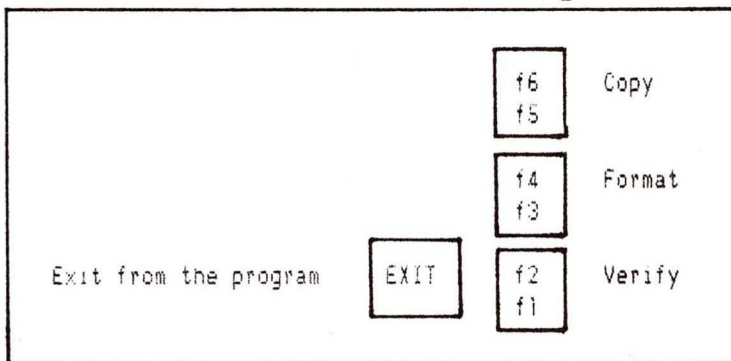
## INTRODUCTION

Before starting work on the Amstrad PCW8256 it is important to remember

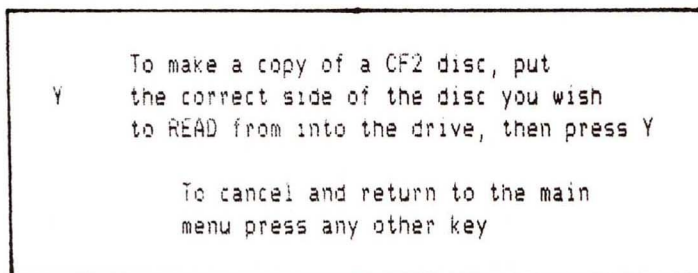
that the original disks supplied by the manufacturer must be copied.

These disks are write-protected (they cannot be used to store data) and can only be used for copying the LocoScript/CPM software. So, before using this book as a guide to the Amstrad, you must do the following:

- 1 Purchase a 3-inch data disk on which to store your work.
- 2 Locate the LocoScript/CPM disk supplied with the machine.
- 3 Switch on the machine by pressing the power switch at the bottom left-hand side of the monitor.
- 4 When the screen shows green, insert the CPM side of the original disk (side B) into disk drive A (top disk drive) (make sure that side B is pointing to the left).
- 5 When the screen shows A>  
key in diskit  
press [RETURN] key
- 6 Remove the disk from the drive and press any key.
- 7 The screen will then show the following menu:



- 8 Choose Copy by pressing the [f5/f6] key.
- 9 The screen will now show:



- 10 Insert the original LocoScript disk into the drive (side A to the left) and press Y.

The machine will copy into its memory half of the disk (0-19 at top of the screen).

- 11 When the screen reports that the first half of the copying process has been carried out, insert the new disk into the drive (side A to the left) and press any key.

- 12 The screen will report that it is going to write on to the new disk. It will also say that the disk is CF2 format, and that it has not been formatted, so it will format as it writes. This takes longer than the time spent in copying; when the machine has finished, it will report that the first half of the copying procedure is complete.

- 13 Insert the original LocoScript disk into the drive again for the second part of the copying procedure, and press any key.

- 14 When the machine gives the prompt, take out the LocoScript disk and insert the new disk. Press any key.

- 15 When copying is complete, remove the disk and label it clearly using a felt pen.

- 16 Then press any key to continue. This takes you back to the menu in paragraph 9. Copy the CPM side of the disk in the same way by following steps 10-15.

When you do not wish to do any further copying, press any key (twice).

- 17 You are now back to the menu in paragraph 7. Choose to exit from the system by pressing the [EXIT] key.

- 18 The screen will show A> again. To prepare the machine for LocoScript, hold down the [SHIFT] and [EXTRA] keys and press [EXIT].

In Unit 1 you will use your newly-copied LocoScript systems disk to put your Amstrad to work!

¶ If you have an Amstrad PCW8512 follow steps 1-8. The menu will then offer you the option of copying in disk drive A or disk drive B. Choose which disk drive you require by pressing the relevant key.

The copying of disks on the Amstrad PCW8512 is effected in one action and therefore it will not be necessary to change disks halfway through the procedure as described above.



## UNIT 1

### OBJECTIVES

At the conclusion of this unit, you should be able to:

- 1 Open the system
- 2 Select commands to:
  - Name a document
  - Print a document
  - Recall a document
- 3 Key in text
- 4 Make insertions and deletions
- 5 Leave the system

In this unit you will learn how to start up the LocoScript package, type in a short document, give it a name and save it. You will then be able to recall the same document to screen, make textual alterations to it and print out.

### OPENING THE SYSTEM

- 1 Switch on your machine by pressing the power switch on the front of the machine. The screen colour will be bright green.
- 2 Insert the copy of the LocoScript systems disk into the disk drive, making sure that the LocoScript side of the disk is facing to the left (on single disk drive machines).

The screen will now change and horizontal stripes will appear, then the LocoScript patent and then the Disk Management screen.

You are now ready to begin.

## NAMING THE DOCUMENT

On the Disk Management screen you see details of the documents already on the disk. These are divided into a maximum of four groups on screen (the usual divisions are entitled LETTERS, SAMPLES, CONT and TEMPLATE).

You can also see the cursor flashing at its current location. By moving the cursor you will now choose one of these groups in which to open your new document.

To move the cursor use the cursor movement keys marked ↑ ↓ → ←. They are found on the right-hand side of the keypad.

- 1 Position the cursor anywhere within 'GROUP A: LETTERS'.
- 2 Press C for Create document. You may use either upper case or lower case characters for instructions on Disk Management.

You will be asked to key in the name of your new document in the centre of the screen. You will see:

Create document
Name: DOCUMENT.000 Group: group 0 Drive: A

- 3 Enter your new document name by typing EXERCISE.1A over the word DOCUMENT.000. Delete any excess characters by pressing the space bar. You may enter your document name in upper or lower case characters.
- 4 Press [ENTER]

A new document will be presented to you. It may already have a standard layout featured. Delete this before you begin by pressing the keys [CUT] [PAGE] [CUT] in sequence.

At the top of the screen you will see the following:

A:group no/your file name	Editing text	Printer idle	Using A;
---------------------------	--------------	--------------	----------

This information tells you that you are using disk drive A and that you are editing text in your current document name.

## KEYING IN TEXT

Before you begin Exercise 1A, here are a few points to remember:

- 1 Use the margin settings which are already in use on your machine. These may be different from those shown in this exercise but do not worry.
- 2 When you key in your text, it will be displayed in 'ragged right' style.
- 3 Do not press [RETURN] at the end of each line. Let the machine use its wordwrap facility to decide on the line endings.
- 4 You must press [RETURN] at the end of a paragraph, or after a short line of text such as a heading. [RETURN] also gives you an extra line of space between headings and text and between paragraphs.

### EXERCISE 1A

Key in the text without stopping to make corrections. Get used to the feel of the keyboard.

---

The advent of the new technology has brought many and radical changes into our everyday lives, particularly over the last five years. Suddenly there is new equipment everywhere - in the office, in schools and colleges and in the home. The layman is most probably bemused by such change; but there is no resisting it - technology is here to stay.

The modern automated office already makes widespread use of word processors, data processing facilities and electronic mail. The ultimate goal, it seems, is the paperless office. Micro-processor based systems are also appearing in more and more homes - often using the television set as a means of displaying information. New systems to be extended country-wide include shopping from home, electronic mail, electronic newspapers and the already popular public Viewdata services.

---

## MAKING ALTERATIONS TO TEXT

Before editing your work, read the following. Then experiment with the keys and note their effect on the screen.

### Selecting text

By using the highlighted cursor you can select the part of the text you wish to work on. The cursor is only one character wide and flashes at its current location.

Use the cursor movement keys [↑ ↓ → ←] to move the cursor around the text.

### Deleting text

There are two keys used for deletion of text [DEL→] and [←DEL]. These are at the top right of the qwerty keyboard.

[←DEL] deletes from right to left.

[DEL→] deletes from left to right and also deletes the character on which the cursor is positioned.

[←DEL] can also be used to delete codes and layout numbers from screen.

Practise with both keys until you are confident in their use.

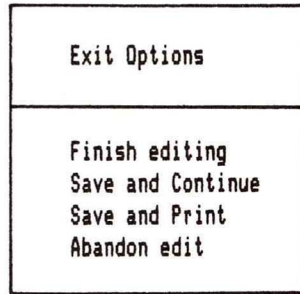
### Inserting text

To insert text, position the cursor where the insertion is needed and type in the missing letter(s) or word(s). The remaining text is automatically moved along to allow space.

The text is also automatically reformatted when the cursor key passes the end of the paragraph. Alternatively, press [RELAY] to reformat the paragraph as you go.

## SAVING AND PRINTING A DOCUMENT

When you have completed the text editing, press the [EXIT] key and a menu will appear on screen, offering four alternatives:

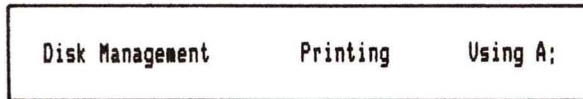


To choose an option, use the cursor key [↓] to move to the required line and press [ENTER], as described below.

- 1 Move the cursor to 'Save and Print'.
- 2 Press [ENTER].

The red light on the disk drive will flash to show that the drive is in use. Your work is now being saved, ie written on to the disk where it is stored. The work disappears from screen and the Disk Management screen reappears.

At the top of the screen you will see:



- 3 Prepare the printer by resting paper behind the platen. Pull the paper release knob towards you and the paper will automatically wrap around the platen. Straighten paper if necessary. Replace the paper release knob.

¶ If the paper does not feed into the printer, it is possible that you have pushed it too far behind the platen. Remove the paper and try again.

- 4 Press the [EXIT] key and the printer will print out the document.
- 5 When printing has finished, and the screen has returned again to Disk Management, check the contents of the group in which you created your first document and you will see that it is saved there in alphabetical order. Alongside the document title you will see how long your document is (4K is approximately one full page of A4).

## LEAVING THE SYSTEM

If you have finished working on the Amstrad, ensure that the Disk Management screen is on view, and then remove the LocoScript disk from the disk drive. Switch off the power supply.

## RECALLING A DOCUMENT

In this exercise you will recall your original document (EXERCISE.1A) from storage, make some changes and print out your corrected version.

Try to remember the procedures practised earlier in this Unit. Here are the steps to be taken:

- 1 Open the system by following the instructions on page 3.
- 2 Move the cursor down the list on screen to highlight the document name you have been working on - EXERCISE.1A.
- 3 Press E for Edit document. As mentioned earlier in the unit, you may use upper or lower case letters for this instruction.
- 4 The name of the document will appear in the centre of the screen. If this is the one you want, press [ENTER].

If you have chosen incorrectly, press the key [CAN] for Cancel, make another choice and press [ENTER].

- 5 The document will be loaded into your workspace and displayed on the screen.

6 Now, make the following alterations to the text:

Paragraph 1

line 1	delete	'and'
line 4	change	'the office' to 'offices'
line 5	delete	'most'
	delete	','
line 6	change	'technology' to 'Technology'

Paragraph 2

line 4	delete	'-' in 'micro-processor'
line 5	replace	dash by comma
lines 5-6	change	'of displaying' to 'to display'
lines 6-7	change	'countrywide' to 'throughout the country'
line 8	change	'Viewdata' to 'viewdata'

7 When you have made the corrections, proofread the text. Notice that the text was automatically reformatted as corrections were made.

8 Following the instructions on page 7, print out your amended version.

The text should now read as follows:

---

The advent of new technology has brought many radical changes into our everyday lives, particularly over the last five years. Suddenly there is new equipment everywhere - in offices, in schools and colleges and in the home. The layman is probably bemused by such change but there is no resisting it - Technology is here to stay.

The modern automated office already makes widespread use of word processors, data processing facilities and electronic mail. The ultimate goal, it seems, is the paperless office. Microprocessor based systems are also appearing in more and more homes, often using the television set as a means to display information. New systems to be extended throughout the country include shopping from home, electronic mail, electronic newspapers and the already popular public viewdata services.

---

## SELF TEST 1

To test your knowledge, try filling in the blanks.

To start up the system, you must insert the LocoScript disk or ..... disk into the disk drive. This brings to the screen details of the disk contents. This screen of information is called ..... . You may then create a new document (press ..... for .....) or edit an existing document (press ..... for .....).

Four keys are used to move the ..... around the screen. These are ↑ ↓ → ← which are found ..... . Text is deleted by the use of two keys [←DEL] and [DEL→]. [←DEL] deletes from ..... to ..... and [DEL→] deletes from ..... to .....

To print out your document, you must press ..... to leave your document. There are ..... options presented to you. To print, you must choose ..... . Then press .....

When the paper has been inserted into the printer, press ..... and your work will be printed on the paper.



## UNIT 2

### OBJECTIVES

At the conclusion of this unit, you should be able to:

- 1 Use drop-down menus to:  
    embolden  
    underscore  
    centre
- 2 Perform the above without the use of menus
- 3 Use the [f1] Show facility

In this unit you will practise creating, editing, saving and printing short documents. You will also learn to enhance their appearance by making additional alterations to them.

### PRELIMINARY INSTRUCTIONS

- 1 Open the system and then create a document by pressing C.
- 2 Call your document EXERCISE.2A; remember to use the space bar to delete any excess characters in the document name. Then press [ENTER].
- 3 Key in the three exercises on page 12 using the existing margin settings.
- 4 Proofread each exercise, using the edit keys to make any corrections. Then press [EXIT].
- 5 For saving and printing each document, follow the instructions on page 7.

## EXERCISE 2A

---

### BUSINESS LETTERS

Business letters between companies and from companies to individuals are typed on printed letterheads.

Letterheads include the company's name, registered office address, registered number and telephone number; also the number of telephone lines if the company has more than one. A telex number may be included and where applicable a company's VAT registration number will also be shown.

Some letterheads may include more than one address - that of head office, that of the factory and one for correspondence.

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## EXERCISE 2B

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### THE COPPER KETTLE

The Victorian Coffee Shop  
with that special atmosphere

COME IN AND TRY OUR PASTRIES, CAKES AND GATEAUX

Open daily 10 am until 5 pm

6 Cathedral Row Chichester Sussex  
Telephone 694202

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## EXERCISE 2C

---

Solomon Grundy  
Born on Monday  
Christened on Tuesday  
Married on Wednesday  
Took ill on Thursday  
Worse on Friday  
Died on Saturday  
Buried on Sunday  
And that was the end of  
Solomon Grundy

---

## MENUS IN LOCOSCRIPT

LocoScript is a user-friendly package and helps the operator to perform certain functions by providing drop-down menus. When you press one of the [f] keys (shown at the top of the screen), you are presented, on screen, with a drop-down menu, ie a series of alternatives.

When the drop-down menu appears on screen, make your choice of function by moving the cursor key [↓] down to the required position. Sometimes you have to press the [+] key (located to the left of the space bar) to register your choice, followed by [ENTER]; sometimes you only have to press [ENTER]. The machine will 'bleep' if you press the wrong key.

If you decide to abandon the function, press [CAN] and the drop-down menu will disappear from screen.

You must remember to cancel the function after use. To do this, recall the menu, move the cursor down to the required position and this time press the [-] key (located on the right-hand side of the space bar). You have now returned to your original format.

While you are still new to LocoScript, it is helpful to see these codes, blanks and effectors on screen. Press [f1] Show which gives you the option of seeing the following on screen:

Codes	-	shows print instructions
Rulers	-	shows the ruler line
Blanks	-	shows every character space
Spaces	-	shows every blank space between words
Effectors	-	shows all the returns at the end of paragraphs, etc

You may choose to show as few or as many of these as you wish. Check which instructions you are currently able to see on screen. To choose an option not already shown, move the cursor to that option and press [+] and then [ENTER]. To cancel an option, follow the same procedure, but press [-] instead of [+]. If you cancel all the options you can see on screen how your document will look after printing.

## MAKING ALTERATIONS TO TEXT USING MENUS

- 1 Recall your document to screen.
- 2 Press [f1] and then choose to display codes and effectors on the screen: press [+] when the cursor is on the top line, and then move the cursor down to the bottom line and press [+].
- 3 Press [ENTER] and your screen will now show the returns and any print instructions you give.
- 4 To embolden the title of Exercise 2A, move the cursor to the first letter of the first word

press [f3]

move cursor down the menu to 'Bold' and then press [+]

press [ENTER].

The screen now shows (+Bold) before the title.

Move the cursor to the end of the title

press [f3]

move cursor to 'Bold' and then press [-]

press [ENTER].

The screen now shows (-Bold) after the title.

¶ It is important to cancel an operation after the words have been altered. If the machine does not receive an instruction to cancel the operation, it will continue to print out the rest of the page in emboldened print.

- 5 To underscore, ie underline, the heading of Exercise 2B, move the cursor to the first letter of the first word

press [f3]

move cursor to 'Underline' and then press [+]

decide whether you wish to use 'Full underline' or 'Word underline'

press [+]

press [ENTER].

The screen now shows (+UL) before the first word.

Move the cursor to the end of the title

press [f3]

move cursor to 'Underline' and then press [-]

press [ENTER]

The screen now shows (-UL) after the title.

- 6 To centre the heading of Exercise 2C, you can use the same procedure:

Move the cursor to the first letter of the first word

press [f5]

move cursor to 'Centre line' and then press [ENTER].

The heading is automatically centred on the line, and the print instruction (Centre) appears to the left of the heading.

¶ Note that this instruction must be given on every line that you wish to centre and there is no need to cancel the operation.

## SHORT CUTS - AVOIDANCE OF MENUS

If you have many alterations to make on a piece of text, it can be quite time-consuming to call up the menus every time you wish to carry out an operation. You can avoid this by keying in a code letter for the required operation, as follows:

- 1 Move the cursor to the first letter of the word(s) to be amended
- 2 Press [+]
- 3 Press the code letter of the operation to be performed (you may use upper or lower case characters for these codes):  
  
eg B for Bold  
C for Centre
- (See page 17 for a complete list of codes)
- 4 Cancel, ie finish, the operation by moving the cursor to the space beyond the last word of the piece to be altered
- 5 Press [-]
- 6 Press the code letter again

¶ If you hesitate at this point, the drop-down menu will give you a complete range of [+] or [-] options. Choose the one you require and press [ENTER] to confirm your choice.

You do not need to remember all the code letters; key in as much as you can remember and a drop-down menu will then give you the necessary prompt. Alternatively, press [+] or [-] and a complete menu of options will appear on screen.

Practise by pressing some of the code letters in the list opposite.

Some of the effects can be clearly seen. Others may not be apparent to you at this stage, but will be explained later.

¶ If you wish to delete any codes on screen, position the cursor on the code and press [←DEL].

## CODES FOR TEXT ENHANCEMENT

Prompt word	Code letter(s)	Explanation of effect
Bold	B	text will appear darker
Centre	C	text is placed centrally on the line
Double	D	text is printed out in double strike (not shown on screen)
Italic	I	text is printed out sloping to the right (not shown on screen)
Keep	K	lines of text are kept together at the end of a page
Layout	LT	an alternative to pressing [f2] for the Layout menu
Line Pitch	LP	for choice of six or eight lines to the vertical inch
Line Spacing	LS	for choice of how much space between each line of text
Last Line	LL	for choice of where the last line of text should occur
Last Page Number	LPN	use when creating headers/footers
Pitch	P	for choice of number of characters to the horizontal inch
Page Number	PN	use when creating headers/footers
Reverse	RV	text is highlighted on screen
Right Justify	RJ	lines have a straight right margin but the left margin is ragged
Subscript	SB	text is printed half height and in the lower position (not shown on screen)
Superscript	SR	text is printed half height and in the upper position (not shown on screen)
Underline	UL	words and spaces are underscored
Word Underline	W	individual words are underscored
Unit	UT	identifies specific area of text

## ALTERATIONS TO EXERCISES 2A - 2C

Below are some alterations you can make to the three exercises you have been working on in this unit. Make these alterations by using the drop-down menus or by keying in the code letters, whichever method suits you best.

### Exercise 2A

- 1 Embolden the title of the text
- 2 Change 'company' to 'Company' throughout
- 3 Change 'head office' to 'Head Office'

### Exercise 2B

- 1 Centre each line of the text
- 2 Underscore the name of the shop
- 3 Embolden the word 'special' in line 3
- 4 Embolden the address

### Exercise 2C

- 1 Centre each line of the text
- 2 Embolden the name 'Solomon Grundy' at the beginning and end

When you have completed the amendments, proofread your work carefully and print out one copy.



The exercises should now look like this:

---

### **BUSINESS LETTERS**

Business letters between companies and from companies to individuals are typed on printed letterheads.

Letterheads include the Company's name, registered office address, registered number and telephone number; also the number of telephone lines if the Company has more than one. A telex number may be included and where applicable a Company's VAT registration number will also be shown.

Some letterheads may include more than one address - that of Head Office, that of the factory and one for correspondence.

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### THE COPPER KETTLE

The Victorian Coffee Shop  
with that **special** atmosphere

COME IN AND TRY OUR PASTRIES, CAKES AND GATEAUX

Open daily 10 am until 5 pm

6 Cathedral Row Chichester Sussex  
Telephone 694202

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**Solomon Grundy**  
Born on Monday  
Christened on Tuesday  
Married on Wednesday  
Took ill on Thursday  
Worse on Friday  
Died on Saturday  
Buried on Sunday  
And that was the end of  
**Solomon Grundy**

---

## SPECIAL KEYS

In addition to the standard QWERTY keys, the keyboard on the Amstrad PCW8256 and PCW8512 includes the following special keys. As you work through the units you will be required to use some of these.

ALT	produces specialized keys (fractions, etc)
CAN	cancels any function/menu on screen
COPY	copies sections of text
CUT	removes sections of text
DEL→	deletes characters on screen
←DEL	deletes characters and codes on screen
DOC/PAGE	moves the cursor quickly down the document/page
ENTER	confirms a choice of menu/option
EXCH/FIND	locates words and phrases within a document
EXIT	produces print options on completion of a document gives the printer its instruction to print
EXTRA	produces specialized keys (accents, etc)
LINE/EOL	moves the cursor quickly to next line/line end
PASTE	inserts sections of text at their new location
PTR	stops the printer
RELAY	reformats text on screen
RETURN	denotes the end of a line/paragraph
SHIFT	produces single upper-case characters
SHIFT LOCK	produces a series of upper-case characters
SPACE BAR	leaves spaces between words
STOP	stops vertical scrolling on screen
TAB	moves the cursor across the screen using tab stops
UNIT/PARA	moves the cursor quickly down the screen
WORD/CHAR	moves the cursor word by word/letter by letter
+	confirms a choice of menu/option
-	cancels a choice of menu/option
↑	moves the cursor up the screen
↓	moves the cursor down the screen
→	moves the cursor across the screen to the right
←	moves the cursor across the screen to the left

## SELF TEST 2

To test your knowledge, try filling in the blanks.

The LocoScript package offers you a series of drop-down ..... to enable you to perform various text editing operations. When they appear on screen, you must move the cursor into the required position and press ..... or ..... to register your request. To abandon the request, press .....

If you wish you can see the print instructions on screen. To do this you must press ..... or the 'Show' menu. This enables you to see the codes, ....., blanks, ..... and ..... on screen.

If you decide not to use the drop-down menus, an alternative method of enhancing text is the use of ..... Press ..... or ..... and then key in the relevant letter. For example, to underscore a heading you must press ....., to embolden a word you must press ..... and to centre a line of text ..... must be pressed.

It is important to remember to cancel the operation or you will find that your whole text is changed beyond recognition!

## UNIT 3

### OBJECTIVES

At the conclusion of this unit, you should be able to:

- 1 Change the margins of a document
- 2 Set tab stops within a document
- 3 Change the pitch of a document

In this unit you will learn how to alter the layout of a document by changing the margins and setting tab stops. You will also print out your documents in various print sizes.

### PRELIMINARY INSTRUCTIONS

- 1 Create a document (as on page 4) by moving the cursor into the required group. Then press C. Give your document a name, EXERCISE.3A, and press [ENTER].
- 2 At the top of the screen you will see the pre-set layout for your document. You should use these margin settings for the first part of the exercise.
- 3 Clear any pre-set tab stops at the top of the screen by pressing [CUT] [PAGE] [CUT].
- 4 Key in the four paragraphs on page 23 using the wordwrap facility on the machine; do not use returns except at the end of each paragraph and between paragraphs.
- 5 When you have finished your work, press [EXIT], choose the 'Save and Continue' option and press [ENTER].

The red light on the disk drive will flash while your work is being saved. After a short time the cursor reappears at the top left-hand corner of your document which is still on screen.

- 6 Press [f1] and choose to display Codes and Effectors by pressing [+] at each of the two options (see page 13).

Press [ENTER] and your screen will now show the returns and any print instructions you give the machine.

TEACHING OFFICE TECHNOLOGY

The past few years have witnessed a veritable revolution in the teaching of new technology. From modest beginnings, when a college could boast a solitary dedicated word processor, to the present situation in which many colleges possess a technology suite, and secretarial sections offer a wide variety of courses ranging from basic word processing to information processing and computer studies.

All this has happened in a relatively short period of time and, while it is a most commendable state of affairs, problems can arise simply because lecturers are finding themselves in a constant state of flux.

The effective running of a section incorporating office technology demands not only a high level of organization and machine competence on the part of the teaching staff, but also well defined attitudes towards such subjects as equipment purchase, staffing and curriculum development. Problems can arise when inadequate consideration is given to these subjects.

The purchase of suitable equipment is obviously of prime importance, but financial restraints often result in unwise purchases or an insufficient number of similar machines per teaching room. It is sensible to buy equipment which is capable of expansion and as up-to-date as possible, but this can be a problem for office technology sections.

---

## CHANGING MARGINS

- 1 Move the cursor to the line space between paragraphs 1 and 2.
- 2 To change the layout, first press [f2]. When the menu appears on screen, the highlighted cursor line will already be positioned at 'Brand New Layout'. Press [ENTER].
- 3 The top area of the screen changes and you will see a series of options available to you:

Pitch	Line pitch	Line space	Italic	Justify		
Left margin	Right margin	Tab	Right tab	Centre tab	Decimal tab	

This is known as the Status line.

- 4 Move the cursor down to the second line (the Ruler line) by pressing [↓] and position it at the current left margin setting.
  - 5 Move the cursor across the ruler line to a position 10 character spaces to the right of your original setting. Press the [f1] key to reset the left margin, then press [ENTER].
- You will see that the solid line along the ruler line has extended and is now showing the new left margin position.
- 6 Now move the cursor across to a position 10 spaces to the left of your original right margin setting; to set this new right margin press [f2] and then [ENTER].
  - 7 Press [EXIT] to escape from the [f2] Layout menu. Your screen now shows a different layout number in the space between paragraphs 1 and 2.

Delete any extra line spaces that may have appeared and then move the cursor down to the space between paragraphs 2 and 3.

Watch how the second paragraph reformats itself as you move the cursor down the text.

- 8 To change the margins on paragraph 3, position the cursor above the paragraph and then press [f2]. Choose 'Brand New Layout' and press [ENTER].

Move the cursor down to the second line and move it along the ruler line to a position 10 spaces to the right of the left margin setting. Press [f1] and [ENTER]. Set the right margin at a position 10 spaces to the left of the previous setting by pressing [f2] and [ENTER]. Press [EXIT] and another layout number will appear in the space between the two paragraphs. The text will reformat as you move the cursor down the paragraph.

- 9 Return to the base layout for your final paragraph by pressing [f2] again. Choose 'Base Layout' and press [ENTER]. The final paragraph will now have the same format as the first.
- 10 Print out a copy of the document with its new margin settings. It should look like this:

---

#### TEACHING OFFICE TECHNOLOGY

The past few years have witnessed a veritable revolution in the teaching of new technology. From modest beginnings, when a college could boast a solitary dedicated word processor, to the present situation in which many colleges possess a technology suite, and secretarial sections offer a wide variety of courses ranging from basic word processing to information processing and computer studies.

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---

## SETTING TABS

The [f2] Layout option is also used when setting tabs within a document.

Before keying in Exercise 3B, it is necessary to set a tab stop 28 character spaces to the right of the left margin setting, ie if the margin setting is 20, the tab stop is needed at point 48 on the ruler line.

To prepare for and key in Exercise 3B:

- 1 Create a new document and call it EXERCISE.3B.
- 2 Clear the screen of any pre-set standard layout by pressing [CUT] [PAGE] [CUT] as on page 4.
- 3 Press [f2]. The highlighted cursor line is already on 'Brand New Layout' so press [ENTER].
- 4 Move the cursor down to the second line of options and move it along the ruler line. Remove any pre-set tab stops (shown as → on screen) by pressing [-] at each such tab stop. Press [ENTER]. Now move the cursor to the required position on the ruler line (28 spaces to the right of the left margin).
- 5 Press [f3] for 'Tab stop' and press [ENTER].
- 6 Press [EXIT] to return to the document.

The new tab stop should show up as a (→) at the required point.

- 7 Now key in Exercise 3B.

On each line you must press the [TAB] key to move the cursor to the tab stop, and you must press [RETURN] at the end of each line.

- 8 When you have keyed in the exercise, proofread it carefully and print out one copy.

Now try Exercise 3C. Create a new document and call it EXERCISE.3C. Following the instructions above, set the necessary tab stops, leaving 8 spaces between each column. Key in the text, then proofread your work carefully and print out a copy.



EXERCISE 3B

---

TELEPHONE TECHNIQUE

Some points to remember

Be discreet	Never disclose unauthorized information over the phone.
Be courteous	Always be polite, even if the caller is annoying, and thank him for calling.
Discourage private calls	Except in an emergency, do not make any private calls in company time.
Replace the receiver	Always do this quietly - the caller may still be connected.
Be attentive	Never keep the caller waiting for a long time while seeking another person or information. Enquire if he would like to wait and give him an idea of how long he will have to wait.

---

EXERCISE 3C

---

T H E   S O U T H   C O A S T   E S T A T E   A G E N C Y

Here are just a few examples of the properties we have on offer. Please call in and make an appointment to view.

Area	Type of Property	Cost
		£
Ensbury Park	Semi-detached house	35,000
	Semi-detached bungalow	38,500
Talbot Woods	Semi-detached house	56,000
	Detached house	75,000
	Detached bungalow	78,000
Queens Park	Semi-detached house	56,000
	Detached house	85,000
Westbourne	Semi-detached house	42,000
	Detached house	58,000
	Semi-detached bungalow	45,000

---

## PRINT SIZES AND STYLES

As you can see from the list below, it is possible to use a variety of print sizes on the Amstrad PCW8256. Here are the options available to you:

This is an example of print in 10 pitch

~~This is an example of print in 10 pitch half height~~

**This is an example of print  
in 10 pitch double width**

**This is an example of print in 10 pitch emboldened**

*This is an example of print in 10 pitch italic*

This is an example of print in 12 pitch

~~This is an example of print in 12 pitch half height~~

**This is an example of print in 12  
pitch double width**

**This is an example of print in 12 pitch emboldened**

*This is an example of print in 12 pitch italic*

This is an example of print in 15 pitch

~~This is an example of print in 15 pitch half height~~

**This is an example of print in 15 pitch  
double width**

**This is an example of print in 15 pitch emboldened**

*This is an example of print in 15 pitch italic*

This is an example of print in 17 pitch

~~This is an example of print in 17 pitch half height~~

**This is an example of print in 17 pitch double  
width**

**This is an example of print in 17 pitch emboldened**

*This is an example of print in 17 pitch italic*

## CHANGING THE PITCH

The Amstrad PCW8256 normally prints out in 12 pitch (default value); this book is printed in 12 pitch. If you wish to use any other pitch for your document, there are two ways in which this can be done.

### 1 Use of [f2] Layout Option

If you wish to print out the entire document in a pitch other than the normal 12 pitch you must again make use of [f2] Layout.

By selecting 'Brand New Layout' and pressing [ENTER] (as you have done previously to change margins and set tabs), you can also adjust the print size. Key in a number for the required pitch at the top left hand corner of the screen.

Press [ENTER] to register your choice and [EXIT] to return to your document. All text will be printed in the new pitch size.

¶ Take care to position the cursor above the text to be changed. Normally this will be before any text is keyed in, ie while the cursor is positioned at the top left-hand corner of the screen.

### 2 Use of Drop-down Menus

If you wish to print out only a section of the document in a different pitch, it is easier to use the drop-down menus.

Position the cursor at the beginning of the character string you wish to change, press [f4] for Style options and you will be offered the following choice:

Character style;
- Half height
- Italic
- Pitch

Move the cursor to Pitch and then press [+] to register your choice. You will be presented with a second part of the menu:

10 pitch
12 pitch
15 pitch
17 pitch
Prop spacing
Normal width
Double width

Register your choice(s) in the usual way by pressing [+]. When you press [ENTER] the change will take effect. It is important to remember that you must cancel your choice (by pressing [-]) when you wish to return to the original pitch size of your document.

¶ It is useful to use the [f1] Show options so that you can see your pitch changes on screen (see page 13).

### EXERCISE 3D

Create a document, call it EXERCISE.3D and key in the text below. Centre each line and choose a different pitch for each part. If you wish to create the same effect as below, you should use

15 double for line 1  
12 italic for line 2  
12 bold for lines 3-8  
17 double for line 9  
10 italic for line 10  
12 normal for lines 11-13

---

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---

### SELF TEST 3

To test your knowledge, try filling in the blanks.

Margins can be changed on the Amstrad by pressing the [f2] Layout option. After moving the cursor down to the ..... line, you can move it to the new left margin position. Press ..... to set your new left margin. Then move the cursor to the revised right margin setting and press ..... . To confirm each choice, you must press [ENTER]; to return to the document, ..... must be pressed.

The same [f2] Layout option is used for setting tabs. This time, however, you must press ..... each time you wish a tab stop to be set. Again, press ..... to register your choice and ..... to return to the document.

Pitch changes can be effected by means of the [f2] Layout option, or alternatively by pressing ..... (the Style option). There are various pitch sizes to choose from: 10, ....., 15 and ..... pitch. There are two pitch widths, normal and ..... . Press [+] to register your choice and ..... to return to the default value of 12 pitch normal width.

To enhance your text even further, you can ..... your text (make the letters appear darker) or change to ..... (the print slopes to the right).

## UNIT FOUR

### OBJECTIVES

At the conclusion of this unit, you should be able to:

- 1 Justify the right margin of a piece of text
- 2 Make use of alternative line spacing options
- 3 Make use of the horizontal scrolling facility

In this unit you will learn how to make further alterations to the layout of a document, by justifying the right margin and printing out in different line spacing. You will also practise working on a document when the line width is greater than the screen width.

### PRELIMINARY INSTRUCTIONS

- 1 Create a document and call it EXERCISE.4A. Press [ENTER].
- 2 Clear any pre-set standard layout at the top of the document by pressing [CUT] [PAGE] [CUT].
- 3 Change the margins for the following exercises. Press [f2] and select 'Brand New Layout'.

Set your left margin at 20 and your right margin at 80. Press [ENTER] to confirm and [EXIT] to return to your clear screen.

- 4 Read the instructions carefully and key in the exercises.

## RIGHT JUSTIFICATION

There are two methods for right justification; one gives a straight right margin with a ragged left (used in tabulation and addresses at the head of letters), and the other gives straight margins on both the left and right of the text (as used in the printing of books).

## RAGGED LEFT MARGIN

---

JOHNSON AND SMITH ELECTRONICS  
Unit 48 Hardiman Road  
NEWCASTLE UPON TYNE  
NE16 4BJ

25 November 1986

---

This is the easiest type of justification to put into effect. Each line is treated as a separate unit.

You can use the [f5] Lines option as follows:

- 1 Key in text against the left margin
- 2 Position the cursor to the left of the words to be right justified
- 3 Press [f5] Lines option  
choose 'Right Justify Line'  
press [ENTER]
- 4 Words to the right of the cursor will be right justified
- 5 Repeat for each line

Alternatively, you can:

- 1 Key in text against the left margin
- 2 Position the cursor to the left of the words to be right justified
- 3 Press [+] followed by R and J
- 4 Words to the right of the cursor will be right justified

EXERCISE 4A

Key in the following exercise, using margins of 20 and 80. Key in everything against the left margin. Then right justify the names of the authors.

---

B O O K L I S T

The following texts will be studied during the current year

**Prose**

Far from the Madding Crowd	Thomas Hardy
Pride and Prejudice	Jane Austen
Middlemarch	George Eliot

**Drama**

A Midsummer Night's Dream	William Shakespeare
The White Devil	John Webster

**Poetry**

Birds, Beasts and Flowers	D H Lawrence
A Few Late Chrysanthemums	John Betjeman

---

The following exercise is a little more complicated, but once again, everything can be keyed in against the left margin and then justified.

EXERCISE 4B

---

PROGRAMME OF EVENTS

Preliminary Speech of Welcome	Rt Hon Patrick Jones MP
Daytime Collection (1)	Dior, Chanel, St Laurent
Daytime Collection (2)	Mondi, Halston, Cardin

- interval -

The Cocktail Hour	Chanel, Dior, Courrèges
Evening Wear	Balmain, Halston, St Laurent
Closing Speech and Parade	All Contributors

---

Proofread your work carefully and print out a copy.



BOTH MARGINS STRAIGHT

Below is an example of text with both left and right margins straight:

---

A word processor can refine the appearance of a document more easily than any other piece of equipment can. For instance, justification can be achieved automatically on a word processor, while manual justification is a very difficult task to perform.

---

This type of justification requires the use of [f2] Layout option. You can either create a Brand New Layout as described below or edit an Existing layout.

1 Move the cursor to the point in the text after which you want the justification to take effect

2 Press [f2]

Select 'Brand New Layout'

Press [ENTER]

3 Take the cursor along the Status line

Pitch	Line pitch	Line space	Italic	Justify
-------	------------	------------	--------	---------

to the word 'Justify' and register your choice by pressing [+]

A tick will appear to the right of this word

4 Press [EXIT] to return to your document

5 Any text keyed in below this point will now automatically have a justified right margin, as well as a justified left margin

This method also allows for the justification of existing text. Position the cursor above the text to be justified and follow the instructions above.

¶ When long words are used in the text, you will find that large spaces appear between words. Therefore, it is advisable to use words of average length to obtain the best effect.

#### EXERCISE 4C

Key in the following exercise, using margins of 20 and 80. Edit your new layout by pressing [f2] and then choosing 'Justify' and pressing [+] and then [ENTER]. Notice how the text automatically justifies as you key in the work.

Print out a copy of your work.

---

#### WORD PROCESSORS

Most people have heard of word processors and how they can be used to speed up the production of reports and letters, and generally improve the appearance of a company's paper work.

The typical word processor comprises four parts. The VDU contains the display screen, which usually displays about half a page of text. Information is keyed into the system by means of a keyboard. It is very much like that on a typewriter, but it also contains special function keys, which are used to give instructions to the system, and keys for moving the cursor around the screen. The disk drive contains the equipment which reads data from a disk and writes it onto a disk. Most word processors are fitted with a dual disk drive, which means that they can take two disks.

Text is printed out by a printer, and several different types are available - dot matrix, golfball and daisywheel. In addition to these four items of equipment, a word processing system must have a central processing unit, or CPU.

---

## EXERCISE 4D

Recall EXERCISE.3A (TEACHING OFFICE TECHNOLOGY) to screen and justify the right margin. Do not use 'Brand New Layout' or your new margins will disappear. Choose 'Edit Layout ??' and key in the relevant number at the ?? position. This allows you to retain the existing margin settings while choosing justification.

Print out a copy of your work, which should now look like this:

---

### TEACHING OFFICE TECHNOLOGY

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---

## LINE SPACING

All the text you have keyed in so far has been printed out in single line spacing, ie with no space between each line of text (default value).

It is also possible to print out in 1½, double, 2½ or treble line spacing (or more), while still making use of the wordwrap facility of the LocoScript package.

To change the line spacing in a document, either before or after text is keyed in:

- 1 Move the cursor to the point in the text where the new line spacing is to take effect
- 2 Press [f5] Lines option
- 3 The following menu will appear:

Line Layout;
Centre line Right Justify line
Insert soft space Insert hard space Insert soft hyphen Insert hard hyphen
Line Spacing ?? Line Pitch ?

- 4 Move the cursor down to 'Line Spacing ??'
- 5 Key in 1½, 2, 2½ or 3 (or any other choice)
- 6 Press [ENTER]

All (or part) of the document will now be printed in the new line spacing. However, on screen it will always appear in single line spacing.

## EXERCISE 4E

Recall EXERCISE.4C to screen. At the beginning of the exercise, change the line spacing to 1½. Print out a copy of your work which should look like this:

---

### WORD PROCESSORS

Most people have heard of word processors and how they can be used to speed up the production of reports and letters, and generally improve the appearance of a company's paper work.

The typical word processor comprises four parts. The VDU contains the display screen, which usually displays about half a page of text. Information is keyed into the system by means of a keyboard. It is very much like that on a typewriter, but it also contains special function keys, which are used to give instructions to the system, and keys for moving the cursor around the screen. The disk drive contains the equipment which reads data from a disk and writes it on to a disk. Most word processors are fitted with a dual disk drive, which means that they can take two disks.

Text is printed out by a printer, and several different types are available - dot matrix, golfball and daisywheel. In addition to these four items of equipment, a word processing system must have a central processing unit, or CPU.

---

## HORIZONTAL SCROLLING

Although the screen on the Amstrad shows a line of text only 90 characters long, there is a total of 255 character spaces available to the user.

To see this for yourself, press the right cursor key [→] and scroll across as far as you can go. Then return to the left margin.

In practice, the number of character spaces you should use is limited by the width of the paper which the printer will take. As the Amstrad printer is quite narrow you cannot insert very wide paper, but you can use up to 140 character spaces by printing out your work in a smaller pitch (17 pitch) instead of the normal 12 pitch.

If you are using a line length of more than 90 characters, any text keyed in beyond the screen range will automatically cause text at the start of the line to disappear from screen on the left. When [RETURN] is pressed, the left margin will reappear.

## EXERCISE 4F

Key in the following exercise, after changing the right margin so that you can use up to 100 character spaces. Print out in 17 pitch.

---

## GLOSSARY OF TERMS

- HORIZONTAL SCROLLING** The ability to move characters off the screen to the left to enable documents wider than the screen width to be produced and viewed.
- HOT ZONE** An area of a few characters at the end of a line, before the right margin. The system detects a word which, if it starts in the hot zone, will overrun the margin. It may then pause to allow the operator to decide what to do - hyphenate and start a new line or run beyond the margin. Some systems make the decision to hyphenate automatically.
- HOUSEKEEPING** Document management or document maintenance - the way in which the user organizes documents stored on disk - by deleting, copying and labelling documents.
-

#### SELF TEST 4

To test your knowledge, try filling in the blanks.

Justification is used to give a ..... right margin. To do this, you can either justify each line individually by using the ..... option; or you can justify text as it is keyed in by using the ..... option.

Line spacing on the Amstrad is available in ..... (the default value), 1½, ..... or ..... (or more if you wish). It is changed by pressing the ..... key.

The Amstrad screen shows a line of ..... characters but a total of ..... character spaces is available. If you use a long line length, you have to print out in a ..... pitch so that the text will fit on to the paper.

Horizontal scrolling means that the text disappears to the ..... as you move beyond column 90.

## UNIT 5

### OBJECTIVES

At the conclusion of this unit, you should be able to:

- 1 Delete blocks of text
- 2 Move blocks of text
- 3 Search for and exchange words within a document

In this unit you will learn how to alter the layout of a document by deleting and moving blocks of text and how to search through a document to find and replace certain words with others.

### DELETING BLOCKS OF TEXT

Blocks of text can be deleted by either of the following procedures.

The more straightforward, but more time-consuming, method of deleting text is to use the [DEL→] key. Position the cursor on the first word of the text to be deleted and press [DEL→]. All the text to the right of the cursor will be removed whilst the [DEL→] key is depressed.

This method is quite satisfactory for the deletion of small sections of text, but if you have whole paragraphs to remove, the following method is better.

To delete text:

- 1 Move the cursor to the beginning of the block to be deleted
- 2 Press [CUT]
- 3 Move the cursor to the end of the first line by pressing [→] and then downwards with [↓] until all the block of text to be deleted is highlighted
- 4 Press [CUT] again and the highlighted section of text will be removed permanently



## MOVING BLOCKS OF TEXT

If you wish to change the position of a block of text, you can use a similar procedure, but press [COPY] instead of [CUT].

To move a section of text:

- 1 Move the cursor to the beginning of the block to be moved
- 2 Press [COPY]
- 3 Highlight the whole block of text using [→] and [↓]
- 4 Press [CUT] and give the block a number (0-9) or a letter (A-Z)

Text will disappear

¶ If you forget to give the block a number or a letter, the machine will 'bleep' to remind you to do so. A prompt appears along the Status line at the top of the screen.

- 5 Move the cursor to the position where the text is to be inserted. Press [PASTE] plus the number or letter previously used

Text will automatically appear in its new position

## EXERCISE 5A

Create and name a document; clear any pre-set tab stops by pressing [CUT] [PAGE] [CUT]. Set your margins at 15 and 80, then key in the following text as it appears in typescript. Print out a copy.

Then recall the document to screen and make the required alterations to text, following the handwritten instructions and renumbering as necessary. Print out a copy of the amended document (see page 45).

---

SAFETY PROCEDURES - *embolden*

1 Smoking is forbidden in all parts of the building.

2 Personnel must keep to the <sup>left</sup>~~right~~ in corridors and on staircases. Running is forbidden.

3 All personal belongings must be kept in locked drawers,  
and cupboards.  
<sub>2</sub> <sub>1</sub> <sub>3</sub>

4 Protective clothing must be worn in all workshops <sup>and</sup> laboratories

5 Fire regulations, which are displayed in all departments, must be read and observed.

6 Fire doors must not be left open.

7 All inflammable materials must be kept in steel cabinets.

8 Report immediately any damaged <sup>3</sup> leads <sup>2</sup> or <sup>1</sup> faulty plugs to the Safety Officer.

The following  
Safety procedures  
should be strictly  
enforced:

After editing, your work should look like this:

---

### **SAFETY PROCEDURES**

The following safety procedures should be strictly enforced:

- 1 Smoking is forbidden in all parts of the building.
  - 2 All personal belongings must be kept in locked cupboards and drawers.
  - 3 Personnel must keep to the left in corridors and on staircases. Running is forbidden.
  - 4 Fire regulations, which are displayed in all departments, must be read and observed.
  - 5 Fire doors must not be left open.
  - 6 Protective clothing must be worn in all workshops and laboratories.
  - 7 All inflammable materials must be kept in steel cabinets.
  - 8 Report immediately any faulty plugs or damaged leads to the Safety Officer.
-

## SEARCHING FOR AND REPLACING TEXT

It is possible to use the LocoScript program to search for individual words or phrases within a document.

When the word or words have been located, you can either manually delete these word(s) and key in an alternative, or automatically change the original version to an updated version.

Two separate procedures are involved.

### FINDING A WORD

If you wish to find a particular word in a document on screen:

- 1 Move the cursor to the beginning of the document
- 2 Press [FIND]
- 3 The drop-down menu shows

Find
Find: .....

- 4 Key in the word to be found
  - ¶ Remember to be precise in keying upper and lower case letters
- 5 Press [ENTER]
- 6 The cursor will search through the document and will stop at the first occurrence of the word

You can then delete the word if necessary and make alterations.

## REPLACING A WORD

This method is by far the most effective of the Search options. You can either exchange word(s) automatically (this is done so rapidly as to be almost invisible to the human eye) or you can exchange the words manually, which gives you more control over the procedure.

- 1 Move the cursor to the beginning of the document
- 2 Press the [EXCHANGE] key. (Be sure to hold down [SHIFT] when the [FIND] key is pressed)
- 3 The menu shows

Exchange
Find: ..... Exch: .....
Confirm each exchange Automatic exchange to end of PARA Automatic exchange to end of PAGE Automatic exchange to end of DOC

- 4 After Find: key in the word you wish to change  
After Exch: key in the new word you wish to use
- 5 Choose whether the exchange should be effected manually (select 'Confirm each exchange'), or automatically
- 6 Press [ENTER]
- 7 If you have chosen 'Confirm each exchange', the cursor moves down the screen automatically and stops at each occurrence of the word  
  
To effect the change, press [ENTER] or [+]  
To move on without any change, press [-]  
  
When the necessary changes have been effected, press [CANCEL] to end the operation
- 8 If you have chosen 'Automatic exchange', the cursor moves swiftly through the document and all changes are carried out automatically.

EXERCISE 5B

Key in the following exercise using margins of 15 and 80. Proofread your work carefully. Then use the Exchange facility described on page 47 to put into effect the following alterations:

change 'March' to 'May' throughout  
change 'latest' to 'current'  
change 'James Baxter' to 'Terry Southern'

---

64 Martindale Road  
WESTBURY PARK  
Dorset  
BH26 3BN

16 March 1987

Dear Sir

Thank you for your recent request for details of our office equipment. We have great pleasure in enclosing herewith our latest catalogue and price list.

We shall be happy to arrange demonstrations of any of our office machinery, either in our showroom or at your own premises.

Our representative for your area, Mr James Baxter, will be contacting you within the next few days to make an appointment with you for a mutually convenient date later in March.

Assuring you of our best attention at all times, we are

Yours faithfully

P Jenkins  
Sales Manager

Enc

---

## SELF TEST 5

To test your knowledge, try filling in the blanks.

If small sections of text are to be deleted from a document, the easiest method to use is the ..... key. By positioning the cursor to the ..... of the words to be deleted and pressing the [DEL→] key, you can make the text disappear. However, if long blocks of text are to be removed, it is quicker to use the ..... key. Text to be deleted will be ..... on screen. When the [CUT] key is pressed for a second time, the text will disappear.

Blocks of text can be moved in a similar way. However, the key to press for this operation is ..... . Text is highlighted and when [CUT] is pressed, the block must be given a number or ..... . To bring the work back to screen in its new position, you must press ..... and the relevant number or letter.

On the Amstrad, words in a document can be located and exchanged for new words. These facilities involve the use of the ..... or ..... keys. Exchanges can be manually confirmed on each occasion or ..... effected. If you choose the manual method, ..... or ..... will put the change into effect and ..... will override the option.

## UNIT 6

### OBJECTIVES

At the conclusion of this unit, you should be able to:

- 1 Indicate the end of a page
- 2 Change the page length of a document
- 3 Set up a header
- 4 Number the pages of a document

In this unit you will learn how to indicate the end of a page within a document, and how to set a new page length. You will also learn how to set up a header for an address and number the pages of a document.

### ENDING A PAGE

If you wish to end a page at a specific point in the document (perhaps to allow space for a diagram or at the end of a section of work), you can press [RETURN] repeatedly until you reach the end of the page. Alternatively you can use [f6] Pages option which has the same effect and is quicker. The page end is shown on screen by a [↵] symbol.

To set a page end symbol:

- 1 Key in the text until you arrive at the point at which you wish to end the page
- 2 Press [f6] Pages option and the drop-down menu will show:

Page layout;
end page here last line of page
Keep lines together Above ?? Below ??
Insert page number this Page Number Last Page Number



- 3 The cursor is on 'end page here' so press [ENTER]
  - 4 A symbol [↵] appears on screen and the page is automatically ended
- ¶ To cancel this operation, delete the symbol by using either of the [DEL] keys

## CHANGING PAGE LENGTH

When you receive the LocoScript disk with your machine, four groups in drive A have already been set up for you (see page 4) - with pre-set margins and the page length already determined.

You do not have to stick to these parameters if they do not suit your needs. As you have already seen, margins can be changed quite simply, by the use of [f2] Layout option. Page length can also be changed by the use of [f7] Modes option.

On the Amstrad, 'page length' means the number of lines of single-spaced text that could be fitted on if the page were filled from top to bottom.

'Page body' means the number of lines on a page which are used for the keying in of text; the 'white' areas at the top and bottom of the page are called the Header Zone (top) and the Footer Zone (bottom). However, only 'Page body' is visible on screen. Header Zones and Footer Zones are not shown.

The maximum page length of an A4 sheet of paper is 70 single lines from top to bottom. Any allowance made for the Header and the Footer must be deducted from this total, and the result is the page body.

For example,           A4 paper - (header + footer) = page body  
                          70 lines - (9 lines + 7 lines) = 54 lines

Generally, it is good practice to leave at least 1 inch (25 mm) or 6 single line spaces clear at the top of the page and at least ½ inch (13 mm) or 3 single line spaces at the bottom of the page.

Therefore a page body of  $70 - (6 + 3) = 61$  lines may be suitable.

The default page body for the groups on the original LocoScript disk is 54 lines.

To change page body to 60 lines per page:

- 1 Create a document in the usual way. Clear the screen and press [f7] Modes
- 2 Move the cursor down to 'Edit Header' and then press [+]
- 3 Press [ENTER]
- 4 The screen shows

_____	end of header 1 ; used for all pages	_____
_____	end of footer 1 ; used for all pages	_____
_____	end of header 2 ; used for no pages at all	_____
_____	end of footer 2 ; used for no pages at all	_____

- 5 Ignore this for the moment and press [f7]
- 6 Press [f7] again
- 7 The drop-down menu will show this (or something similar)

Page size:	
Page length	70
Header zone	6
position	3
Δ page body	57
Footer zone	7
position	65

- 8 Change the header zone to 5. Press [ENTER]
- 9 Change the footer zone to 5. Press [ENTER]  
Page body will change to 60
- 10 Press [ENTER]
- 11 Press [EXIT]
- 12 Press [ENTER] to confirm alterations
- 13 Press [EXIT]
- 14 Choose 'Use this pagination' and press [ENTER] to return to document.

## SETTING UP A HEADER

As already explained, a Header Zone is the 'white' area, ie the clear space at the top of a page. This area can be used for the insertion of text, for example a company's (or your own) name and address, or chapter headings on a book. (Similarly, text can be inserted at the foot of the page, as in this book).

Headers can be the same on each page or can be set for right- and left-hand pages. In this book we will concentrate on headers which are identical on all pages; after you have set up a header, it is entered automatically on each page.

To set up a header:

- 1 From within your document, press [f7] Modes
- 2 Choose 'Edit Header' and press [ENTER]
- 3 Press [f7] (screen will be blank)
- 4 Press [f7] again and check page length
- 5 Press [ENTER]
- 6 Press [f8] Pagination, move cursor to 'First page header enabled' and press [+]
- 7 Press [ENTER]
- 8 Press [EXIT] and then [ENTER] to confirm
- 9 The screen shows

—— end of header 1 ; used for all pages ——
—— end of footer 1 ; used for all pages ——
—— end of header 2 ; used for no pages at all ——
—— end of footer 2 ; used for no pages at all ——

- 10 The cursor is flashing at the left margin, above the first horizontal line. You can type above this horizontal line to set up your header.
- 11 Text can be keyed in and work can be edited in the normal way (margins and pitch can be changed, text can be centred, etc).
- 12 On completion, press [EXIT]
- 13 Press [ENTER] to confirm

Your document will reappear on screen. There will be no indication on screen that your document contains a header, but when printing occurs, it will be printed out at the top of each page.

## NUMBERING PAGES

You can number each page of a multi-page document by setting up a header or a footer (depending on whether you wish the number to appear at the top or bottom of the page).

To include a number surrounded by hyphens (ie -1-) at the bottom left-hand side of each page:

- 1 Follow the instructions in the previous section 'Setting up a header', numbers 1-5 inclusive
- 2 Press [f8] and select 'First page footer enabled' and 'Last page footer enabled'. Press [ENTER]
- 4 Press [EXIT] then [ENTER] to confirm
- 5 Key in a hyphen in the footer space. Press [f6] and select 'This page number'. 'Page No' appears on screen as a code. Press [ENTER]
- 6 Key in [<] and a second hyphen.

¶ If you have a document of more than nine pages, it is necessary at this point to key in two [<] signs as this tells the printer to leave two character spaces for the page numbers.

Press [EXIT]

- 7 Press [ENTER] and the text will return to screen

¶ Normally pages will commence at [1]. However, if you wish the first page to carry a different number, key in the required number when the [f8] Pagination menu is on screen.

¶ If you wish the page number to be centred on the page, you must press [=] in place of the [<] sign. If you wish the page number to be aligned to the right-hand side of the page, press [>].

EXERCISE 6A

Key in the letter below using margins of 20 and 80. Justify the body of the letter. Key in the header using 15 pitch double width and centre each line. Print out a copy, which should look like the letter on page 56.

---

[Header]

**KINGSWAY PUBLICATIONS LIMITED**  
**Dingleside Trading Estate**  
**WARRENLEA**  
**Near Andover**

[Letter]

JP/MP

Date

Mr J Williams  
872 Gloucester Road  
BRISTOL 12

Dear Mr Williams

ORDER NUMBER A207534

With reference to your recent order, we regret to inform you that we are unable to supply you with the French textbooks relating to Modern French Civilization. These books are temporarily out of print, and although we have placed an order with our French agents, we fear that the books will not be available for at least six months.

We wonder, therefore, if you would be willing to accept an alternative and we enclose herewith a list of alternative titles for your perusal.

We look forward to hearing from you.

Yours sincerely

Jeffrey Prentice  
Sales Coordinator

Enc

---

KINGSWAY PUBLICATIONS LIMITED

Dingleside Trading Estate  
WARRENLEA  
Near Andover

JP/MP

23 March 1987

Mr J Williams  
872 Gloucester Road  
BRISTOL 12

Dear Mr Williams

ORDER NUMBER A207534

With reference to your recent order, we regret to inform you that we are unable to supply you with the French textbooks relating to Modern French Civilization. These books are temporarily out of print, and although we have placed an order with our French agents, we fear that the books will not be available for at least six months.

We wonder, therefore, if you would be willing to accept an alternative and we enclose herewith a list of alternative titles for your perusal.

We look forward to hearing from you.

Yours sincerely

Jeffrey Prentice  
Sales Coordinator

Enc

## SELF TEST 6

To test your knowledge, try filling in the blanks.

A sheet of A4 paper has a maximum of ..... lines from top to bottom. The area at the top of the page, which may or may not contain text, is known as a .....; the corresponding area at the bottom of the page is a .....

To make alterations to page length, you would use ..... or Modes option. This option also allows you to set up a ..... which is useful for Company notepaper. Headers and footers can be ..... on all pages, or the first page can be set up differently. Headers and footers can also be prepared for ..... and ..... -hand pages. The layout of headers and footers can be ..... in the normal way.

If you are happy with the pre-set page body, but wish to leave one page and begin another within your document, press ..... Pages option. A symbol ..... appears on screen, denoting the end of the page. To return to the page to add further text, merely remove the symbol by pressing ..... and continue with your text editing.

## UNIT 7

### OBJECTIVES

At the conclusion of this unit, you should be able to:

- 1 Use indented paragraphs
- 2 Make use of the decimal tab facility
- 3 Set up some useful blocks and phrases
- 4 Insert another document within the current document


In this unit you will learn how to put some finishing touches to your documents by indenting blocks of text. The decimal tab facility allows you to key in tables of figures quickly and easily. You will also learn how to insert text into a current document, by means of the [f8] Blocks key and the [f7] Insert Text facility.

### INDENTING BLOCKS OF TEXT

Blocks of text can be indented quickly and easily on the Amstrad (without the need for a margin change) by setting an indent tab stop. This facility enables you to key in numbered items inset from the margin and still make use of the wordwrap facility.

To indent a block of text:

- 1 Set an ordinary tab stop at the point to which the text should be indented
- 2 Position the cursor to the left of the tab stop (usually at the left margin)
- 3 Hold down the [ALT] key and press [TAB]

A symbol [  ] appears on screen and the cursor moves automatically to the tab position

As you key in text your work will wordwrap to the indent tab stop until a [RETURN] is pressed. This procedure must be repeated at the beginning of each paragraph.



## EXERCISE 7A

Key in the following text using margins of 15 and 80. Indent the text of the numbered items 5 spaces to the right of the left margin. Use the indent tab to enable you to use the wordwrap facility. Print out a copy of your work.

---

### GOOD HOUSEKEEPING ON THE AMSTRAD

- 1 Keep your equipment in a dust-free environment, out of direct sunlight and away from a heat source
  - 2 Always switch off the equipment after use, and never leave a disk in the disk drive
  - 3 Ensure that disks are kept updated, and store them in their plastic packets for added protection
  - 4 Back up your work regularly to avoid unnecessary work loss should the electricity fail
- 

### USING THE DECIMAL TAB

A decimal tab is used for the keying in of numbers containing decimal points to ensure that the decimal points are aligned. When being keyed in, the numbers are automatically moved to the left to make way for more figures until the decimal point is entered. This means, therefore, that the decimal tab must be set at the point where the decimal point will occur, and not at the beginning of the column as with ordinary tab stops.

To set a decimal tab:

- 1 Press the [f2] Layout key and set the margins, pitch, etc. Press [f3] and set the ordinary tabs.
- 2 For the decimal tab column, move the cursor to what would be the normal tab setting; now move it across (right) to the position required for the decimal point. (You must allow enough space for entering the number with the most digits.)
- 3 At the decimal point, press [f6]

You will see a symbol [\*] appear on the ruler line instead of the usual [→] for ordinary tab stops

4 Press [ENTER] to register your choice and [EXIT] to return to your document

¶ When keying in numbers in the decimal tab column, notice how they move to the left until you key in the decimal point.

#### EXERCISE 7B

Set ordinary tab stops at 20, 37 and 55. Set a decimal tab at 57. Key in the exercise below. Proofread your work carefully and print out a copy.

---

#### F O R E I G N   E X C H A N G E   R A T E S

Country	Currency	per £ sterling
Austria	schilling	19.95
Belgium	franc	59.20
Canada	dollar	1.935
Denmark	krone	10.66
France	franc	9.26
Germany	mark	2.83
Holland	guilder	3.20
Norway	kroner	10.35
Switzerland	franc	2.33
USA	dollar	1.41

---

#### SETTING UP USEFUL PHRASES

For text that is repetitive, ie the same expressions are used regularly, it is helpful to use the Phrases facility. This facility enables you to store useful phrases and blocks (paragraphs) for simple recall to your documents. The phrases and paragraphs each carry an identifying number or letter.

Phrases are identified by a letter of the alphabet (hence 26 phrases maximum can be stored); their total length cannot exceed 550 characters. It is particularly useful to store words that are difficult to spell, or words which are frequently used.

To create a phrase:

- 1 Key in the word or words you wish to store
- 2 Move the cursor to the beginning of the (first) word
- 3 Press [COPY]
- 4 Move the cursor to the right, thus highlighting the text
- 5 Press [COPY] if the word is to stay on screen  
or [CUT] if the word is not currently required
- 6 Give the word an identifying letter

The word will be stored in the Phrases file

To recall the phrase to a document:

- 1 Move the cursor to the point in text where word is to be inserted
- 2 Press the [PASTE] key followed by the identifying letter

The phrase will appear in the text

To check the contents of the Phrases file:

- 1 From within a document, press [f8] Blocks
- 2 The drop-down menu will show all current phrases

## **SETTING UP BLOCKS**

Blocks are longer than phrases - they are like paragraphs and each is stored with its own layout and codes. You may store and use up to 10 blocks, numbered from 0 to 9 inclusive.

Like phrases, blocks are stored by using the [COPY] and [CUT] keys. To transfer a block from one document to another, the [f8] Blocks menu is used.

To create and store a block:

- 1 Key in the text which is to be stored as a block
- 2 Move the cursor to the beginning of the first word
- 3 Press [COPY]
- 4 Move the cursor, thus highlighting the text
- 5 Press [COPY] or [CUT] (see Phrases, instruction 5)
- 6 Number the block from 0 - 9
- 7 Press [f8]
- 8 Move the cursor down to 'Save block ??'
- 9 Key in a number for the block
- 10 Press [ENTER]

The block will be saved and the number will appear on the drop-down menu

To recall a block:

- 1 Move the cursor to the point in the text where block is to be inserted
- 2 Press the [PASTE] key and then the number

The block will appear in the text

## EXERCISE 7C

Key in the following phrases, giving each its accompanying code letter. Then key in the text and when you reach each prompt in the text (given in [ ]), press the [PASTE] key followed by the letter given. Print out a copy of your work.

[Text]

---

### ADMINISTRATIVE DIVISIONS OF FRANCE

A [d] is the largest administrative division of France. There are 98 [d]s in France and although they are subject to central Government they are relatively autonomous.

The [d] is run by the [p] and his assistants. The [d] is directly responsible to the Home Office for what goes on in his region. He governs the Police, administers the Prison Service and selects Civil Servants.

The second largest unit in France is an [a]. It is an old division of France, and Paris alone is divided into twenty [a]s. An [a] is ruled by a [s] who is concerned with traffic problems, finance and public works within his area.

The smallest division of France is a [c], which is the equivalent of an English parish and is run by the [m] or Mayor.

---

[Phrases]

'arrondissement'	-	a
'commune'	-	c
'département'	-	d
'maire'	-	m
'préfet'	-	p
'sous-préfet'	-	s

¶ Do not include the return when saving phrases

EXERCISE 7D

Key in and save the following blocks. Then key in the letter below and press [PASTE] and then the block number where prompted. Print out a copy of your work.

[Letter]

---

Date

Mr J R Morris  
16 Beverley Park Rise  
TAUNTON

Dear Mr Morris

[0] ARL 84102/6

[1] 26 November, asking for details of our office machinery. [2] [3] and should be happy to arrange a demonstration should you so wish.

[4]

Yours sincerely

[5]

Enc

---

[Blocks]

ACCOUNT NUMBER	0
Thank you for your letter of	1
We have pleasure in enclosing our latest catalogue	2
and price list	3
We look forward to hearing from you soon	4
B M Travis	5
Sales Manager	6

The document should now look like this:

---

Date

Mr J R Morris  
16 Beverley Park Rise  
TAUNTON

Dear Mr Morris

ACCOUNT NUMBER ARL 84102/6

Thank you for your letter of 26 November, asking for details of our office machinery. We have pleasure in enclosing our latest catalogue and price list and should be happy to arrange a demonstration should you so wish.

We look forward to hearing from you soon.

Yours sincerely

B M Travis  
Sales Manager

Enc

---

#### **INSERTING A DOCUMENT WITHIN A DOCUMENT**

It is also possible to insert an entire document within the document on which you are working. This is achieved by use of the [f7] Modes option.

To insert an entire document:

- 1 Move cursor to point in text where document is to be inserted
- 2 Press [f7] and choose 'Insert text'
- 3 Press [ENTER] and the Disk Management screen appears
- 4 Move the cursor to required document name and press [ENTER]
- 5 The Disk Management screen disappears and the selected document is inserted into your current document

EXERCISE 7E

Key in the following text, using margins of 20 and 80. Between paragraphs 1 and 2, insert the document EXERCISE.4B PROGRAMME OF EVENTS.

---

F A S H I O N   S P E C T A C U L A R

We are happy to announce the forthcoming Fashion Spectacular to be held in the Main Hall on Friday 18 April at 7.30 pm. Admission will be by ticket only and proceeds will go to local childrens' charities.

[Insert EXERCISE.4B]

For further details and tickets, please contact  
Mrs Jean Harrison   The Spinney   Sutton Waldron  
Tel: Sutton Waldron 649

---

Print out a copy of your work which should look like this:

---

F A S H I O N   S P E C T A C U L A R

We are happy to announce the forthcoming Fashion Spectacular to be held in the Main Hall on Friday 18 April at 7.30 pm. Admission will be by ticket only and proceeds will go to local childrens' charities.

---

PROGRAMME OF EVENTS

Preliminary Speech of Welcome	Rt Hon Patrick Jones MP
Daytime Collection (1)	Dior, Chanel, St Laurent
Daytime Collection (2)	Mondi, Halston, Cardin

- interval -

The Cocktail Hour	Chanel, Dior, Courrèges
Evening Wear	Balmain, Halston, St Laurent
Closing Speech and Parade	All Contributors

---

For further details and tickets, please contact  
Mrs Jean Harrison   The Spinney   Sutton Waldron  
Tel: Sutton Waldron 649

---



## SELF TEST 7

To test your knowledge, try filling in the blanks.

In addition to the usual tab stops, the Amstrad PCW8256 also has an ..... tab which allows you to indent text from the left margin; and the ..... tab which will automatically align figures around the decimal point. For both tabs it is necessary to use the ..... Layout option to set the tab stops.

When words and phrases are used regularly, it is useful to be able to store these and recall them to screen without further typing. Phrases and blocks are stored by use of the ..... key. A maximum of ..... phrases and a maximum of ..... blocks can be stored. If you wish to insert a complete document within the text you are currently editing, the ..... Modes option allows you to copy in this way, thus saving considerable time.

## UNIT 8

### OBJECTIVES

At the conclusion of this unit, you should be able to make use of the Disk Management screen to:

- 1 Register a disk change
- 2 Inspect a document
- 3 Copy a document
- 4 Move a document
- 5 Rename a document
- 6 Erase a document

In this unit you will carry out what is known as 'housekeeping' - that is, keeping documents in order within your word processing system.

It is most important to know where your documents are located and to erase (remove) any which you no longer need. If your disks are not maintained in an organized manner, much time will be spent in searching through the files to locate a particular piece of work, and you cannot make the best use of the system.

It may help to think of your word processing system as a personal filing cabinet which must also be logical and well organized.

Working from the Disk Management screen you can use the facilities in this unit to keep your system organized.

### REGISTERING A DISK CHANGE

Each time a disk is removed from the disk drive and a new one (or the reverse side of the same disk) inserted, the [f1] Disk change key must be pressed.

This tells the machine that the Disk Management screen is no longer displaying the correct directory of files.

Always return to Disk Management prior to changing disks.

## INSPECTING A DOCUMENT

You may sometimes want to know what a document on disk contains. If you have keyed in a short resumé of the document, you can view this on screen (without entering the document) by using the [f2] Inspect facility.

If you wish to use this facility, you must first key in a resumé:

- 1 While editing the document, press [f7] Modes
- 2 Choose 'Edit Identify text' and press [ENTER]
- 3 A further drop-down menu allows you 3 lines of 31 characters per line in which to key in a clear resumé of the document contents  
(Press [RETURN] at the end of each line)
- 4 Press [ENTER] and the resumé will be stored
- 5 To view this information, press [f2] on the Disk Management screen and your resumé will appear on screen
- 6 Press [ENTER] or [CANCEL] to remove it from screen

## COPYING A DOCUMENT

Documents can be copied by using the [f3] Copy facility. The original document is retained at its present location and a second copy of it will be located elsewhere (on the same side of the disk, the reverse side of the disk or on another disk)

If you wish to copy a document:

- 1 Move the cursor to the required document title and press [f3]
- 2 Move the cursor around the Disk Management screen to the new group location you are choosing for the copy of the document
- 3 Press [ENTER] and the document details appear in the centre of the screen
- 4 Press [ENTER] again. A copy of the document now appears in the directory of the group you have chosen.

The only restriction to this procedure occurs when you wish to position the second copy of a document within the same group. In this case, the copy document must be given a different name from the original. This needs to be done before [ENTER] is pressed for the second time (see above, point 4).

## MOVING A DOCUMENT

Documents can also be moved - from group to group, or from disk to disk by using the [f4] Move facility. The document is moved to a new location (and is erased from the original location).

If you wish to move a document:

- 1 Move the cursor to the required document title and press [f4]
- 2 Move the cursor around the Disk Management screen to the new group location for the document
- 3 Press [ENTER] and the document details appear in the centre of the screen
- 4 Press [ENTER] again. The document title disappears from its original location and appears in its new group.

If you wish to move a document from one disk to another:

- 1 Move the cursor to the required document title and press [f4]
- 2 Take the cursor into one of the M groups
- 3 Press [ENTER]  
  
The document appears in the M group
- 4 Remove the original disk from the disk drive and insert the new disk
- 5 Press [f1] to register the disk change
- 6 Move the cursor to the document title in the M group
- 7 Press [f4]
- 8 Move the cursor to the new location in one of the A groups
- 9 Press [ENTER]

The document now appears in the A directory

If the second disk does not already have an A group you must create one before you can move your document from the M drive, as follows.

Proceed through instructions 1-6 inclusive and then:

- 6a Create a document by pressing C
- 6b Give the document a name. Check that the details appearing in the centre of the screen show that the drive is A.
- 6c Press [ENTER]
- 6d Within the new document, press [EXIT] and choose 'Finish editing'. Press [ENTER] to confirm your choice.

The Disk Management screen will now show a new A group.

You can now continue to follow instructions 7-10 above.

### RENAMING A DOCUMENT

The [f5] Rename key enables you to rename a document, or a group or a disk.

To rename a document:

- 1 Move the cursor to the document title and press [f5]
- 2 Choose 'Rename document' by pressing [ENTER]
- 3 The drop-down menu will show details of  
Old Name: Group: Drive:
- 4 Key in the new name and press [ENTER]

The document appears in the directory under its new name

### ERASING A DOCUMENT

Documents can be erased from a disk simply and quickly by using the [f6] Erase option. You should erase unwanted documents regularly to free disk storage space.

To erase a document:

- 1 Move the cursor to the required document title and press [f6]
- 2 The drop-down menu shows the title, group and drive of the document
- 3 Press [ENTER] and the document is erased.

## SELF TEST 8

To test your knowledge, try filling in the blanks.

Housekeeping, or file management, is performed on the Amstrad from the ..... . Here you can see the directory of your documents, and it is possible to perform many functions; for example you can ..... , move, ..... and rename a document.

To register a disk change the ..... key must be pressed; to inspect the contents of a document you use the ..... key. It is not necessary to keep documents in their original location - you can move them from group to group and indeed from disk to disk. You can either copy a document, by using ....., or you can move it by using ..... . The difference between these two options is that ..... leaves the master document in its original location.

When moving from disk to disk on a single disk-drive machine, it is necessary first to ..... the document into ..... and then change disks and recall the document back into the ..... .

Documents and groups can be renamed by using the ..... key. A document can be deleted by pressing ..... .

## **SUMMARY OF F KEYS REFERRED TO IN THE TEXT**

### **f1-f8 on Disk Management screen**

f1 Disk change  
f2 Inspect  
f3 Copy  
f4 Move  
f5 Rename  
f6 Erase  
f7 Modes  
f8 Options

### **f1-f8 on Status line**

f1 Show  
f2 Layout  
f3 Emphasis  
f4 Style  
f5 Lines  
f6 Pages  
f7 Modes  
f8 Blocks

### **f1-f6 within f2 Layout option**

f1 Left margin  
f2 Right margin  
f3 Tab  
f4 Right tab  
f5 Centre tab  
f6 Decimal tab











The **Hands-on Series** is designed to introduce anyone, with no previous word processing knowledge, to the basic functions of the popular word processing systems. And what better way to come to terms with a system than through first-hand, practical experience?

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