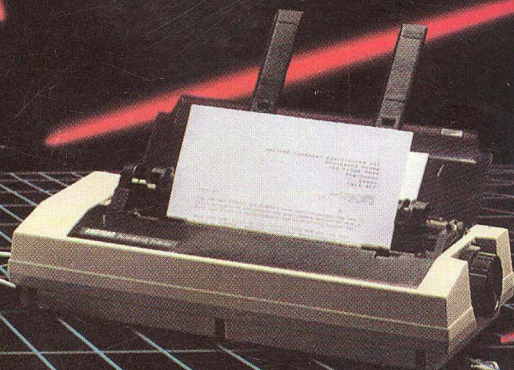


STEP BY STEP GUIDE TO LocoScript

SOFT 06067



AMSTRAD

DISC MANAGEMENT DISPLAY

This is the opening display of LocoScript and it is essential to understand its purpose and function.

THE INFORMATION LINES

- LINE 1: The title of the display "Disc management". The printer status "Printer idle", and The Drive being used "Using none".
- LINE 2: THE FIRST LEVEL OF OPTIONS - To undertake a specific new process: Creating, Editing or Printing a document, or using the computer like a typewriter. Press the appropriate key.
- LINE 3: THE SECOND LEVEL OF OPTIONS - Remain with this display but use the disc management functions, e.g. press f3 to copy a document from one drive to another.

Disc management.		Printer idle.		Using none.			
C=Create new document	E=Edit existing document	P=Print document	D=Direct printing				
f1=Disc change	f2=Inspect	f3=Copy	f4=Move	f5=Rename	f6=Erase	f7=Modes	f8=Options
Drive A:	Drive B:	Drive M:					
127k used	not fitted	2k used	100k free	2 files			
46k free	0k used	0k free	0 files	0 files			
25 files	0k free	0 files	0 files	0 files			
ADVERTISE 30k		LETTERS 1k	group 4	0k			
SAMPLES 12k	group 5	0k	LETTERS 0k	group 5	0k		
CONT 1k	group 6	0k	CONT 1k	group 6	0k		
TEMPLATE 17k	group 7	0k	TEMPLATE 0k	group 7	0k		
A:LETTERS 7 files	A:SAMPLES 5 files	A:CONT 1 files	A:TEMPLATE 12 files				
0 liambo files	0 liambo files	0 liambo files	0 liambo files				
ADVERTISE STD 1k	ADVERT .EG 1k	TEMPLATE.STD 1k	LET2PAGE.HDP 2k				
READ .E 9k	DOCUMENT.EG 4k		LET2PAGE.PLP 2k				
TEMPLATE STD 1k	LAYOUT .EG 1k		LETTER .HDP 1k				
4 hidden 86k	QUOTE .EG 3k		LETTER .PLP 1k				
	TEXT .EG 3k		MANUSCRP. 2k				
			MEMO 2k				
			PAGENUM .CEM 1k				
			PAGENUM .PR 1k				
			PAGENUM .KJ 1k				
			PHRASES .LET 1k				
			PHRASES .MUL 1k				
			TEMPLATE.LAB 2k				

THE DRIVES

DRIVE A:

SPACE available on disc =
173,000 characters (173k)
SPACE USED = 127k
SPACE REMAINING = 46k
8 GROUPS of documents/files
4 used i.e. LETTERS,
SAMPLES, CONT, TEMPLATE
25 documents/files stored

DRIVE B:

NO DISC DRIVE FITTED (If fitted, then information as for Drive A will be given)

DRIVE M (Computer memory):
SPACE available in memory =
102k

SPACE used = 2k,
SPACE REMAINING = 100k
8 GROUPS of documents/files
4 used i.e. LETTERS, SAMPLES,
CONT, TEMPLATE

HIDDEN FILES

"4 hidden 86k" refers to the LocoScript programs which are on the disc in Drive A and not accessible to the user - hence the files are hidden.

To have more disc space available you can replace the disc in Drive A with a data disc (then remember to press f1).

THE GROUPS

Each DRIVE (A, B or M) may hold documents in up to 8 groups. The documents in each group are listed in alphabetical order and, for each one, shows the space used (on disc or in memory). The screen can display only four groups at a time, so to see the others the cursor needs to be moved to them.

THE CURSORS

The two cursors indicate the document or group that can be processed by most of the commands listed in the second and third "Information Lines" at the top of the screen, other documents and groups can be actioned by moving the cursor to them.

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AMSOFT welcomes comments and suggestions relating to the product or this manual.

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First Published 1986

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LocoScript is a word processing system that has been designed side-by-side with the Amstrad PCW8256/8512 word processor so that many useful facilities are available at "the touch of a button".

This **STEP-BY-STEP GUIDE** will assist first time users and become a quick reference to many of the facilities available in LocoScript. Very few words are used in the guide as the step-by-step approach will get you using the system quickly.

The guide does **NOT REPLACE** the LocoScript manual which should be used to give a more complete picture of the functions and commands and, generally, increase your knowledge and understanding of the system. Each section in the guide gives appropriate references to the manual and these should be used.

PAGE ARRANGEMENT

The **RIGHT HAND** pages have been designed to take you step by step through a particular process or function.

The **LEFT HAND** (facing) pages contain hints, suggestions, warnings and references. Use the left hand page after you have been through the steps on the right hand one.

NOTE: The major section "**ASSEMBLING THE SYSTEM**" sometimes uses the left and right pages differently.

In this guide **WHITE** and **GREEN KEYS** are used to differentiate between those that **MUST** be pressed and those that represent the sort of data that might be entered.



These keys **MUST** be pressed.



These keys represent an example of the data you can enter.

Also, some keys have to be pressed together. Do this by holding down one key then pressing the other.



Keys joined with a double line must be pressed together.

INTRODUCTION

Included with this guide is a quick reference desk display which will prove helpful once you have an understanding of how LogoScript works. It is a memory jogger and should not be used without having read and used most of the facilities in the guide.

It is not advisable to work through all the sections of the guide at one time. After **"ASSEMBLING THE SYSTEM"** try some or all of the sections in **"FIRST STEPS"**. Once these are clear and you have gained a familiarity with them, choose the remaining sections as you find a need to use them.

ASSEMBLING THE SYSTEM

Most of the sections under this heading will only need to be used once when you first unpack your Amstrad PCW8256/8512.

WARNING:

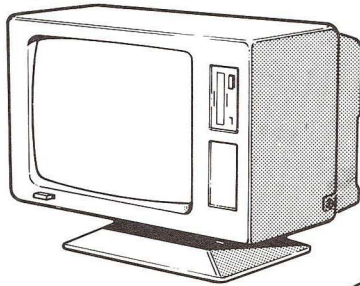
You are strongly advised to make copies of the master discs supplied with your system. Purchase some blank discs (at least two) and follow the instruction in **"MAKING COPIES OF THE MASTER DISCS"**.

We recommend you use Amstrad CF-2 discs, but in fact labelled discs from any leading manufacturer should give good service.

- 1 CONTENTS OF THE PACK
- 2 ASSEMBLING THE PRINTER
- 3 CONNECTING THE EQUIPMENT
- 4 THE DISCS
- 5 SWITCHING ON
- 6 COPYING MASTER DISCS
- 7 FORMATTING BLANK DISCS
- 8 LOADING PAPER INTO THE PRINTER

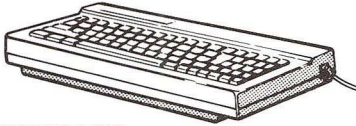
CONTENTS OF THE PACK

THE MONITOR

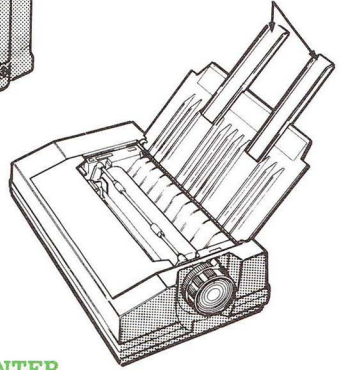


PAPER TRAY EXTENSIONS
(To be found in the
polystyrene end stops
packed around the printer.)

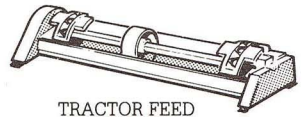
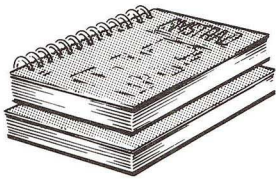
THE KEYBOARD



THE PRINTER

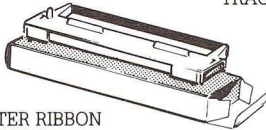


THE MANUALS

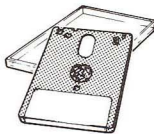


TRACTOR FEED

PRINTER RIBBON
AND
ITS BOX CONTAINER

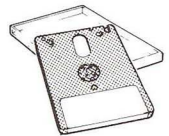


1. WORD PROCESSOR
LOCOSCRIPT



2. SYSTEM/UTILITIES/BASIC
CP/M PLUS

3. CP/M PLUS
PROGRAMMING
UTILITIES

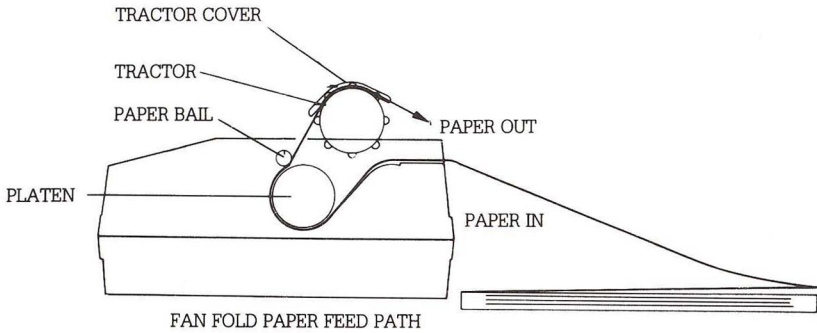
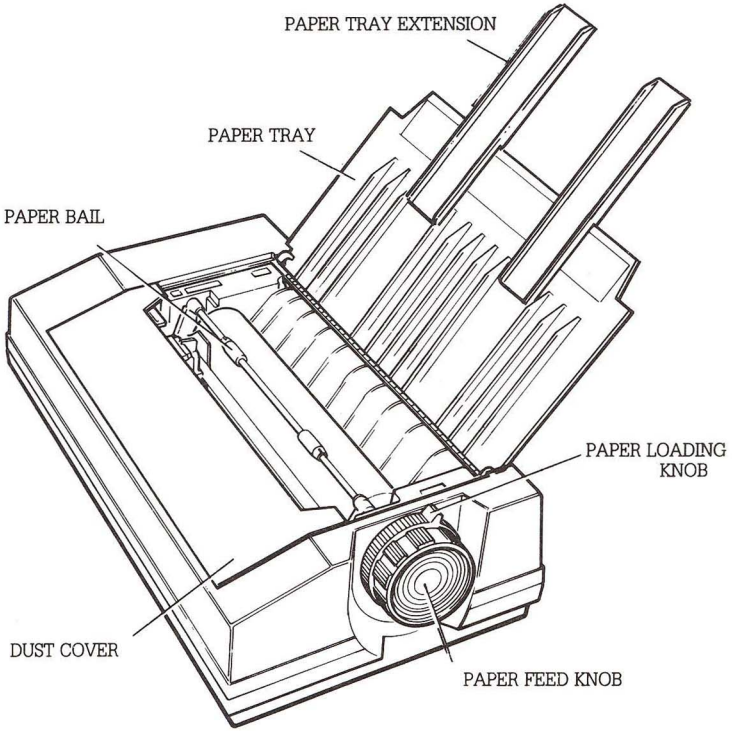


4. CP/M PLUS
DR. LOGO AND HELP

THE DISCS

REFERENCE: Amstrad Manual – Book 1 Page 1

ASSEMBLING THE PRINTER

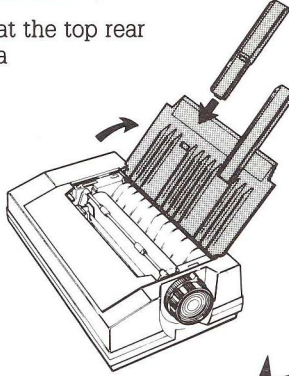


REFERENCE: Amstrad Manual – Book 1 Pages 3, 24 and 145

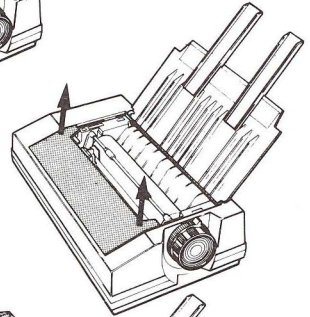
STEP BY STEP GUIDE TO LocoScript

ASSEMBLING THE PRINTER

- 1 OPEN THE "PAPER TRAY"** at the top rear of the printer – it forms part of a paper guide.

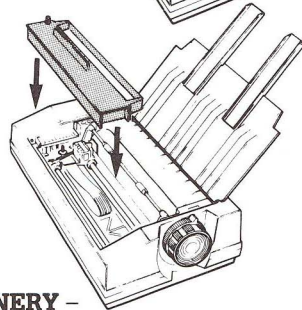


- 2 ATTACH THE TWO PAPER TRAY EXTENSIONS** to the paper tray.



- 3 INSERT THE RIBBON** – Remove the front dust cover from the printer by keeping it horizontal and lifting clear.

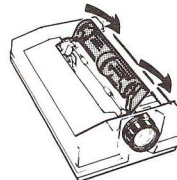
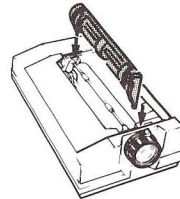
- ensure the ribbon is taut then drop the ribbon cassette into place, ensuring the ribbon is located between the **PRINT HEAD** and the **MASK**, and press home firmly.



- 4 REPLACE THE DUST COVER**

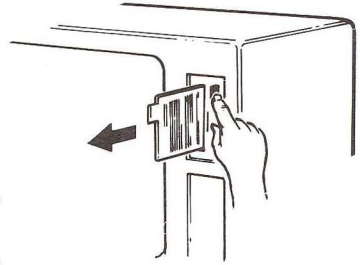
- 5** If intending to use **CONTINUOUS STATIONERY** – first remove the paper tray and then **LOCATE THE TRACTOR FEED.**

- Pull back the bail bar.
- Drop the front lugs into the slots at each end of the bail bar.
- Lower the back of the tractor into the rear slots and press firmly into place.
- Return the bail bar.

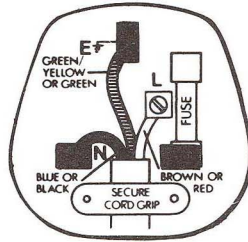


CONNECTING THE EQUIPMENT

1 REMOVE CARD FROM DISC DRIVE by first pressing the release button.



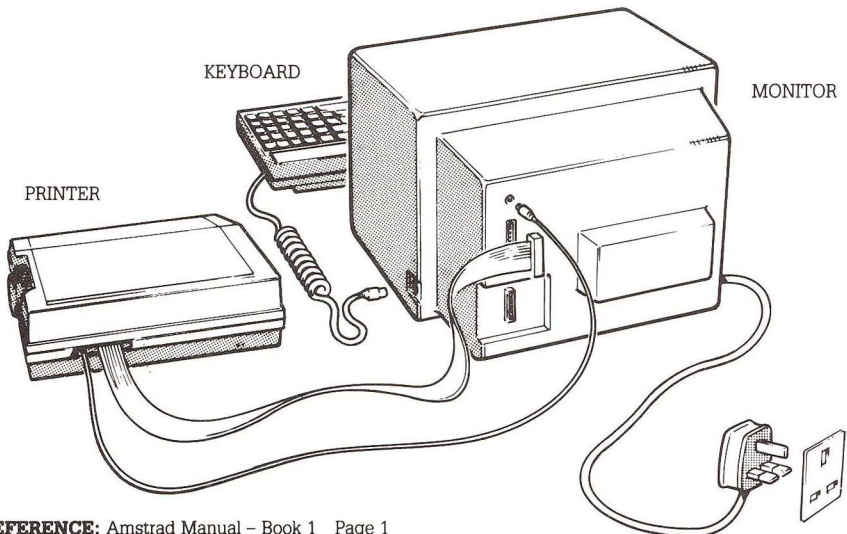
2 FIT a 13amp **PLUG** to the monitor lead
WARNING: IT MUST HAVE A 5amp FUSE.



3 CONNECT the **PRINTER CABLES** to the **MONITOR**.

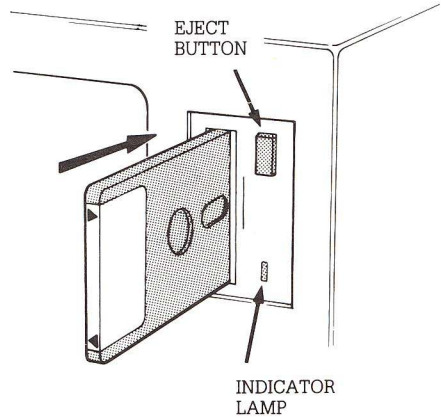
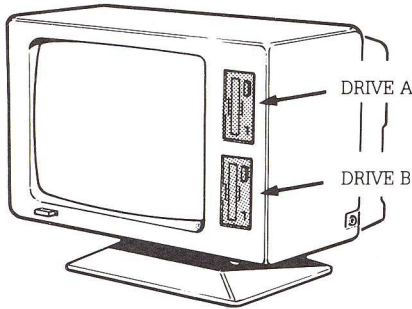
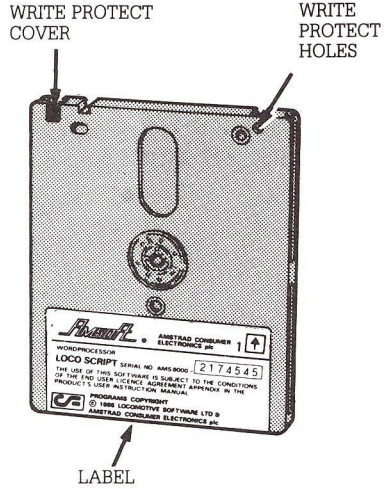
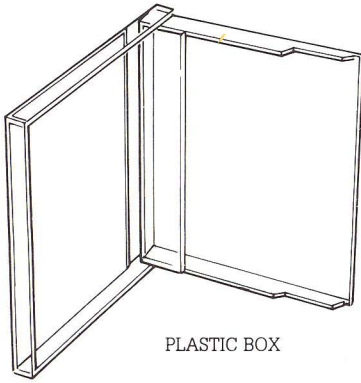
4 CONNECT the **KEYBOARD CABLE** to the **MONITOR**.

5 LOCATE the 13amp **PLUG** into the **MAINS SOCKET**.



REFERENCE: Amstrad Manual – Book 1 Page 1

THE DISCS



NOTE: In Drive A always use CF-2 discs.

The Drive B is **DOUBLE HEADED** so that both sides of the disc can be read without it having to be turned over.

REFERENCE: Amstrad Manual – Book 1 Page 27

STEP BY STEP GUIDE TO LocoScript

One of the most powerful features of a word processor like the PCW8256/8512 is the way in which documents prepared in the computer memory can be stored on a disc for future use. So before you start using your PCW8256/8512 properly you will need to have available some blank discs for storing these documents.

1 COMPACT DISCS

The PCW 8256's built-in disc drive can only accept three-inch Compact Floppy Discs. There are many different kinds of computer disc, so when buying spare discs you should always check that you buy the right sort. It is recommended that you use Amstrad CF-2 discs, but any labelled discs from a leading manufacturer should give good service.

2 TWO SIDES

Both sides of the disc can be used for storing data. They are treated quite independently; what is stored on one side of the disc in no way affects what is stored on the other.

DRIVE A:

When inserted into the Drive it is the left-hand side of the disc which is read. To read the other side, the disc must be removed using the **EJECT** button, turned over and reinserted.

DRIVE B:

Drive B is different from Drive A as it can read both sides of the disc and, hence, it is not necessary to turn the disc over.

3 DATA PROTECTION

All data on a disc has some value, even if it is only the time taken to prepare it and put it there. Some data, such as programs, have considerable value and if accidentally erased or overwritten would be very serious.

Both sides of each disc have **WRITE PROTECT HOLES**. When the hole is open then data cannot be written to or erased from the disc. The system discs supplied with the PCW8256/8512 have their Write Protect Holes fixed permanently open.

On your data discs there will be a small shutter which can make the hole covered or open. Much of the time you will have the hole covered so that you can write documents to the disc.

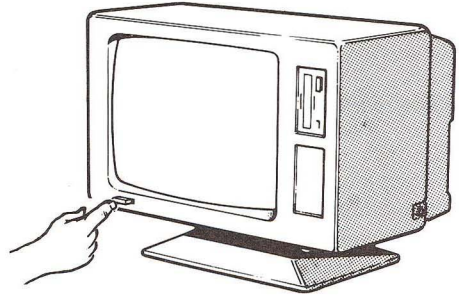
4 NEVER:

- (a) **NEVER** try to force open the plastic casing (a) or poke anything into it.
- (b) **NEVER** store a disc in the damp, very hot or very cold.
- (c) **NEVER** put a disc anywhere near magnets.
- (d) **NEVER** put a disc into the computer before switching on.
- (e) **NEVER** switch off the computer with a disc in the drive.
- (f) **NEVER** remove a disc from the drive while the computer is reading from it or writing to it (ie when the indicator lamp is brightly lit).

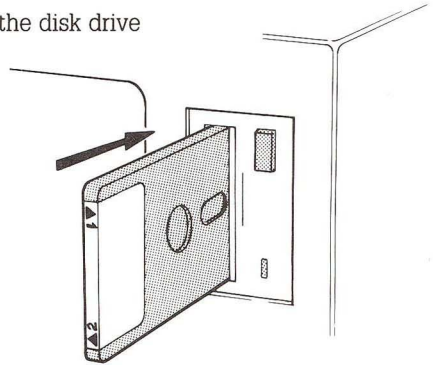
REFERENCE: Amstrad Manual – Book 1 Page 4

SWITCHING ON

- 1 **PRESS** the **POWER BUTTON** to switch on the computer.



- 2 Put the disk labelled **CP/M PLUS** into the disk drive ensuring side 2 faces to the left.



NOTE: If nothing has happened on the screen after 10 seconds then

Press:

SPACE BAR

- 3 We are **NOT USING LOCOSCRIPT YET** because . . .
. . . we must first make copies of the master discs which should then be filed away in a safe place.

If you do not have any blank discs, buy some as soon as possible and go through the routines:

- **FORMATTING BLANK DISCS** and
- **MAKING COPIES OF MASTER DISCS**

MAKING COPIES OF THE MASTER DISCS

The two master discs supplied with the PCW8256/8512 are valuable and should be protected against damage or accidental corruption. To do this, make copies of them onto two blank discs (it is not necessary to format the blank discs first as this is done automatically during disc copying).

NOTE: It will always take two or more passes to copy each side of the disc, unless you are using the PCW8512.

1 If you have side two of the System Disc already loaded and A> is displayed on the screen, go to step 2.

Otherwise, remove any disc that is currently in drive A and replace it with side 2 of the System Disc and

PRESS: **SHIFT** **EXTRA** **EXIT** and **WAIT**

[NOTE: Hold down **SHIFT** and **EXTRA** and then press **EXIT**]

2 With A> on the screen

TYPE: **D** **I** **S** **C** **K** **I** **T** **RETURN**

3 When prompted **REMOVE** the disc and

PRESS: **space bar**

4 Choose to copy a disc

PRESS: **f6**
f5

5 Insert side 1 of the first master disc and

PRESS: **Y** and wait . . .

MAKING COPIES (cont.)

6 Remove the disc and **REPLACE** with **SIDE 1** of the **BLANK DISC** to which the copy will be made and

PRESS:

space bar

and wait until prompted then;

7 **REMOVE** the disc and **REPLACE** with **SIDE 1** of the **MASTER DISC** to copy the remainder of that side and

PRESS:

space bar

and wait until prompted then;

8 **REMOVE** the disc and **REPLACE** with **SIDE 1** of the **BLANK DISC** to which the copy of the remainder will be made and

PRESS:

space bar

and wait until prompted then;

9 **REMOVE** the **BLANK DISC** and write on the label of the first side the same titles as are on the master disc e.g. **LOCOSCRIPT**.

PRESS:

space bar

and wait . . .

10 To copy the second side of the master disc put **SIDE 2** in drive A and

PRESS:

Y

and repeat from step 6
(doing the same for side 2 as for side 1)

OTHERWISE, to finish copying discs

PRESS:

space bar

EXIT

FORMATTING BLANK DISCS

A magnetic disc is rather similar to a book which may have physical characteristics common to other books but have its contents arranged, indexed and laid out differently.

On a PCW8256/8512 the disc is prepared in a special way through a process called formatting and a disc formatted any other way cannot be written to by the PCW8256/8512. Similarly, the PCW8256/8512 would not be able to read data not arranged and indexed in the format it expects.

The following steps describe how a blank disc can be formatted for use as a data disc.

N.B. DISC COPYING will automatically format the disc being copied to.

If you have side two of the System Disc already loaded and A> is displayed on the screen, go to step 2.

Otherwise, remove any disc that is currently in drive A and replace it with side 2 of the System Disc and

PRESS: **SHIFT** **EXTRA** **EXIT** and **WAIT**

KEY IN: **D** **I** **S** **C** **K** **I** **T** **RETURN**

Remove the disc and

PRESS: **space bar**

PRESS: **f4**
f3

Insert the disc to be formatted with SIDE 1 facing to the left and

PRESS: **Y** and **WAIT**

FORMATTING (cont.)

When that side of the disc has been formatted, **REMOVE** the disc and

PRESS:

space bar

Turn the disc over and **INSERT IT** with SIDE 2 facing left and

PRESS:

Y

and **WAIT**

When the second side has been formatted **REMOVE THE DISC** and

PRESS:

space bar

To **FORMAT MORE DISCS** repeat the process from step 5.

Otherwise, to **FINISH FORMATTING DISCS**

PRESS:

space bar

then

PRESS:

EXIT

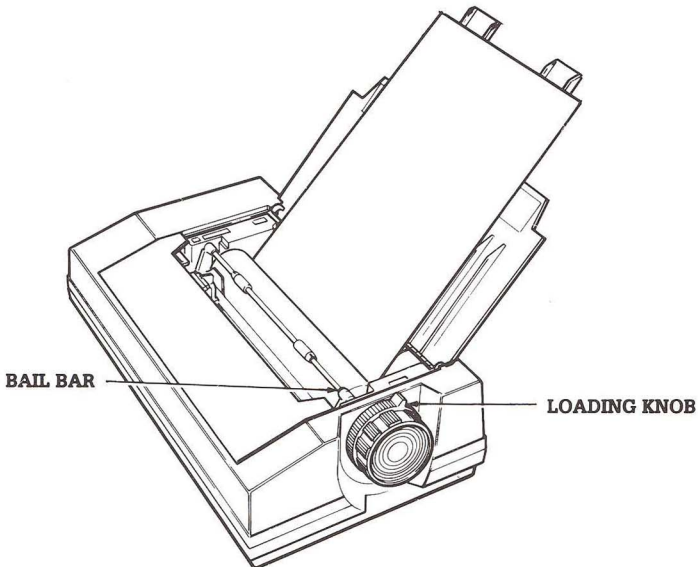
LOADING PAPER INTO THE PRINTER

The printer supplied with the PCW8256/8512 allows you to print on both **SINGLE SHEETS** and **CONTINUOUS** stationery. You can also print in **LETTER QUALITY** or **DRAFT** form (which is quicker). Once the paper has been loaded you will need to indicate which of these options you wish to use. To find out how, after this section, see **PRINTING (1)**.

ENSURE THE POWER IS SWITCHED ON

SINGLE SHEETS

- 1** **WITHOUT THE TRACTOR FEED** in place, drop a single sheet centrally behind the roller and let it rest back against the paper guide.



- 2** Pull the **BAIL BAR** towards you using the levered paper **LOADING KNOB** on the right-hand side and . . .

- (a) See how the paper is automatically fed through to "head of paper" position.
- (b) Push the bail bar back into place using the paper loading knob.
- (c) If the paper is not straight, then by gripping the top end it can be moved until properly lined up.

LOADING PAPER (cont.)

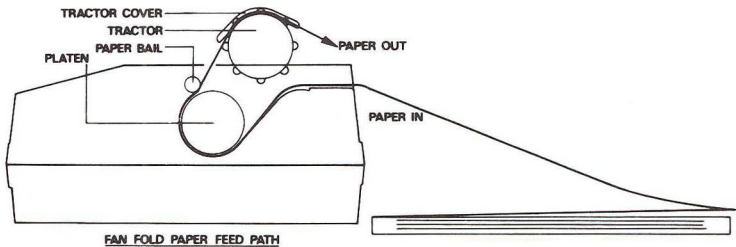
CONTINUOUS STATIONERY

- 1 REMOVE** the paper tray first.
- 2** Put the tractor feed in place and open the tractor covers.
- 3** Insert the paper in **BEHIND** the platen (roller) and, using the bail bar as for a single sheet, feed it through to the "head of paper" position.

When there is sufficient through, pull the paper up to fit the holes over the tractor feed.

NOTE: the sprockets can be moved sideways, by pushing them, until the holes and the teeth properly align.

- 4** Close the tractor covers and wind the paper through until the next page is ready for printing.



FIRST STEPS

The following sections will take you through the most basic steps from switching on the computer to preparing, editing and printing a simple document.

Build up valuable experience with these facilities before attempting the more sophisticated ones. Follow up the references to the manual to gain a greater understanding of the system and how to use it effectively.

- 9 STARTING UP
- 10 Disc management DISPLAY
- 11 SELECTING documents
- 12 CREATING a document
- 13 ENTERING text
- 14 EDITING a document
- 15 UNDERLINING
- 16 DELETING text (CUT)
- 17 MOVING text
- 18 COPYING text
- 19 FINDING WORDS in text
- 20 EXCHANGING text
- 21 PRINTING a page

STARTING UP

WARNING Do not switch your machine ON and OFF unnecessarily.

DON'T FORGET SIDE 1 of disc faces **LEFT** for LocoScript.

If you need to **RELOAD LOCOSCRIPT**, ensure you have the correct disc in Drive A then

PRESS: **SHIFT** **EXTRA** **EXIT**

[NOTE: Hold down **SHIFT** and **EXTRA** and then press **EXIT**]

BEFORE SWITCHING ON
ensure the **PRINTER** is **CONNECTED**

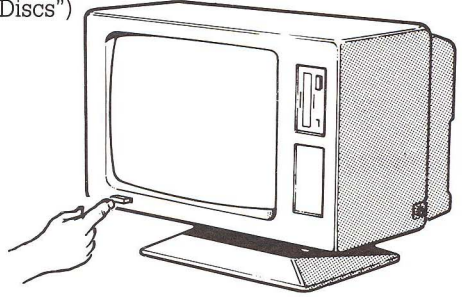
NOTE: Before you can store any documents on a disc it must be **WRITE ENABLED** (see "The Discs"). The following instructions assume a write enabled disc is being used.

REFERENCE: Amstrad Manual Book 1 – Pages 4, 29

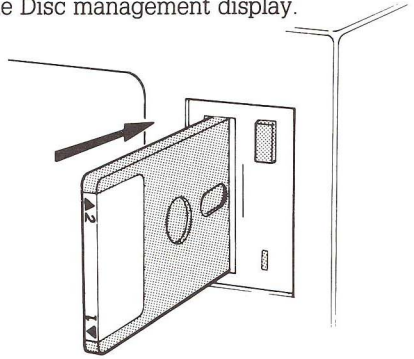
Having assembled all the equipment this will be the starting point each time you come to switch on the computer.

- 1 Select your **WORKING COPY** disc of LocoScript (see "Making Copies of the Master Discs")

SWITCH ON



- 2 Insert the disk into drive A and wait for the Disc management display.



NOTE: If after 100 seconds, you have not put the disc in the drive there will be three beeps and you will have to press the

SPACE BAR

WHAT IF IT'S ALREADY SWITCHED ON?

- (a) Remove any disc in Drive A.
- (b) Insert the LocoScript disc in Drive A.

(c) **PRESS:**

SHIFT

EXTRA

EXIT

Hold down **SHIFT** and **EXTRA** and then press **EXIT**

and wait for the Disc management display.

DISC MANAGEMENT DISPLAY

DRIVES

DRIVE A: This refers to the contents of the disc in the drive in the upper half of the monitor.

DRIVE B: You may not have one, but if you do, it sits in the space below drive A.

(**NOTE:** The PCW8512 has a **DRIVE B** as standard)

DRIVE M: This is not a disc drive – but is a part of the computer memory in which documents/files are stored (as if on a disc). It becomes most useful when transferring files from one disc to another as a temporary holding location (see the section on Transferring Files).

GROUPS

GROUPS: Each drive (A, B or M) has up to eight groups within which documents can be filed. Generally, each group will represent a particular style of document e.g. personal or business letters, reports or chapters of a book. By grouping in this way one can make use of standard templates to reduce the preparation required in laying out a document.

DOCUMENTS

Every letter, memo, report etc. is a document and may be a single page or many pages. Each document must be given a name and allocated to a particular **GROUP** within a **DRIVE**.

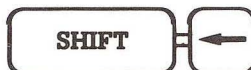
WHAT IS A CURSOR?

The cursor is a bright green moveable rectangle (■ or ■■■■) which is used to highlight a position on the screen. It can be used to highlight:

- (a) Choices, e.g. a document to be edited on the Disc management Display or a function on a “pull-down” menu.
- (b) Data Entry, i.e. the next position that a character will appear in when typed (you will see this as you type text into a document).

Press the **CURSOR KEYS** to see how the cursor moves about:

and



REFERENCE: Amstrad Manual – Book 1 Pages 11 and 14

DISC MANAGEMENT DISPLAY

This is the opening display of LocoScript and it is essential to understand its purpose and function.

THE INFORMATION LINES

- LINE 1: The title of the display "Disc management", The printer status "Printer idle", and The Drive being used "Using none".
- LINE 2: THE FIRST LEVEL OF OPTIONS - To undertake a specific new process: Creating, Editing or Printing a document, or using the computer like a typewriter. Press the appropriate key.
- LINE 3: THE SECOND LEVEL OF OPTIONS - Remain with this display but use the disc management functions, e.g. press f3 to copy a document from one drive to another.

Disc management.		Printer idle.		Using none.	
C=Create new document		E=Edit existing document		P=Print document	
D=Direct printing					
f1-Disc change		f2-Inspect		f3=Copy	
f4=Move		f5=Rename		f6=Erase	
f7=Modes		f8=Options			
Drive A:		Drive B:		Drive M:	
127k used 46k free 25 files		not fitted		2k used 100k free 2 files	
LETTERS 31k group 4 0k		0k used 0k free 0 files		LETTERS 1k group 4 0k	
SAMPLES 12k group 5 0k				SAMPLES 0k group 5 0k	
CONT 1k group 6 0k				CONT 1k group 6 0k	
TEMPLATE 17k group 7 0k				TEMPLATE 0k group 7 0k	
A:LETTERS 7 files		A:SAMPLES 5 files		A:CONT 1 files	
0 liabo files		0 liabo files		0 liabo files	
LETTERS .STD 1k		ADVERT .EG 1k		LET2PAGE.HDP 2k	
READ .ME 3k		DOCUMENT.EG 4k		LET2PAGE.PLP 2k	
TEMPLATE.STD 1k		LAYOUT .EG 1k		LETTER .HDP 1k	
4 hidden 86k		QUOTE .EG 3k		LETTER .PLP 1k	
		TEXT .EG 3k		MANUSCRP. 2k	
				MEMO 2k	
				PACENUM .CEN 1k	
				PACENUM .PB 1k	
				PACENUM .PJ 1k	
				PHRASES .LET 1k	
				PHRASES .MUL 1k	
				TEMPLATE.LAB 2k	

THE DRIVES

DRIVE A:
 SPACE available on disc =
 173,000 characters (173k)
 SPACE USED = 127k,
 SPACE REMAINING = 46k
 8 GROUPS of documents/files
 4 used i.e. LETTERS,
 SAMPLES, CONT, TEMPLATE
 25 documents/files stored

DRIVE B:
 NO DISC DRIVE FITTED (If fitted, then information as for Drive A will be given)
DRIVE M (Computer memory):
 SPACE available in memory =
 102k
 SPACE used = 2k,
 SPACE REMAINING = 100k
 8 GROUPS of documents/files
 4 used i.e. LETTERS, SAMPLES,
 CONT, TEMPLATE

HIDDEN FILES

"4 hidden 86k" refers to the LocoScript programs which are on the disc in Drive A and not accessible to the user - hence the files are hidden.

To have more disc space available you can replace the disc in Drive A with a data disc (then remember to press f1).

THE GROUPS

Each DRIVE (A, B or M) may hold documents in up to 8 groups. The documents in each group are listed in alphabetical order and, for each one, shows the space used (on disc or in memory). The screen can display only four groups at a time, so to see the others the cursor needs to be moved to them.

THE CURSORS









The two cursors indicate the document or group that can be processed by most of the commands listed in the second and third "Information Lines" at the top of the screen, other documents and groups can be actioned by moving the cursor to them.

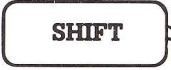

SELECTING DOCUMENTS

FOR SELECTING DOCUMENTS WITHIN GROUPS

PRESS:    

FOR SELECTING GROUPS

PRESS:    
   

NOTE: When creating a new document in a new group use the   combination to position the cursor over the desired group and following the instructions in the section **"PRODUCING YOUR OWN DATA DISC"**.

SELECTING DOCUMENTS

1 Documents can be selected **FROM THE SAME GROUP** by moving the cursor up and down.

e.g. **PRESS:**



or

2 **FROM OTHER GROUPS** by moving it from side to side (NOTICE: how the cursor in the top half of the screen also moves from group to group.)

e.g. **PRESS:**



3 To **CREATE** a new document position the cursor in the group where it is to be filed and

– go to **“CREATING A DOCUMENT”** (page 28)

or

to **EDIT** an existing document place the cursor over the document name and

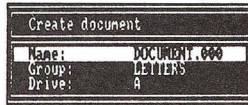
– go to **“EDITING A DOCUMENT”** (page 34)

CREATING A DOCUMENT

C

ENTER

**THIS IS A
"PULL-DOWN" MENU**



DOCUMENT NAMES

LocoScript has rules about the way documents are named. Each name is made up of a main part that is no more than eight characters long and an optional part of up to three characters, with the first part separated from the shorter part by a dot.

e.g. you may call a document: **ADVERT**
OR **ADVERT.EG**
OR **ADVERT.123**


REFERENCE: Amstrad Manual – Book 1 Page 12

STEP BY STEP GUIDE TO LocoScript

CREATING A DOCUMENT

Each letter, memo, report etc. that you produce is called a **DOCUMENT** and before it can be printed out or filed on a disc it must be given a name. This is done when the document is first **CREATED**, although it is possible, subsequently, to change the name.

1 With the Disc Management **DISPLAY** on the screen, position the cursor in the **LETTERS** group and

PRESS:  (for Create new document)

2 Type in the name of the document

e.g. **TYPE:**   

(If a document with this name already exists in this group, an error message will be displayed.)

3 To **CONFIRM** the document name and its group

PRESS: 

ENTERING TEXT

YOU DO NOT NEED TO USE the **RETURN** key at the end of each line because LocoScript uses “word-wrap” to automatically start a new line when the current one is full.

– Use **RETURN** when you want to force the cursor on to the next line, e.g. to start a new paragraph.

WHAT IS “WORD-WRAP”?

Every time a word is typed LocoScript checks to see if it will fit on the line and, if not, it moves the word to the next line.



– **DELETES** the character that is under the cursor.



– **DELETES** the character to the **LEFT** of the cursor.

Having chosen to **CREATE** a document (see the previous section) in the **LETTERS GROUP**, LocoScript provides a standard letter template indicating where addresses etc. should be typed. Sometimes one does not wish to use the layout in that fashion and the text provided can be removed (see "**DELETING TEXT**").

(See "**MAKING TEMPLATES**" to produce your own standard template.)

1 With the Editing Text display on the screen, and the standard layout for the **LETTERS GROUP** to move the cursor to the second space after the word

Dear

PRESS:    and

   etc.

until the cursor is in the right position.

2 Now to enter his name

TYPE:   

3 To continue with the exercise type in the following **without** using the **RETURN** key.

TYPE:

I've just bought a special type of computer from Amstrad Consumer Electronics called a word processor and it's really clever. I don't think I'll ever want to use a typewriter again.

PRESS:  

ENTERING TEXT (cont.)



Updates the document on the disc and returns to the Disc management menu.

Updates the document on the disc and keeps the document on the screen for further editing.

Updates the document on disc, prints it and returns to the Disc management menu.

Ignores any editing, does not update the disc and returns to the Disc management menu.

CURSOR MOVEMENT KEYS

CHAR = Move the cursor forward to the next character.

SHIFT **WORD** = Move the cursor forward to the next word.

SHIFT **LINE** = Move the cursor forward to the start of the next line.

EOL = Move the cursor to the next End Of the Line.

PARA = Move the cursor forward to the start of the next paragraph.

PAGE = Move the cursor forward to the start of the next page.

SHIFT **DOC** = Move the cursor to the end of the document.

NOTE: The above keys + **ALT** moves the cursor backwards in the same manner.

REFERENCE: Amstrad Manual – Book 1 Page 13

ENTERING TEXT (cont.)

5 With the text displayed on the screen

PRESS:



6 Choose one of the options by moving the cursor to it e.g. Finish editing.

PRESS:



and wait until the Disc management display is on the screen.

7 To **EDIT** this or another document go to "**EDITING A DOCUMENT**"

otherwise

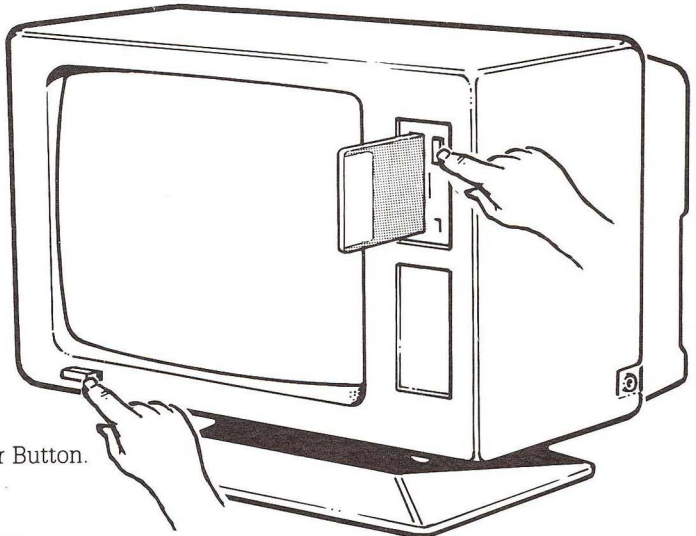
8 To switch off the system

PRESS the disc release button

Then **REMOVE** the disc

and

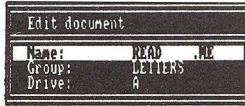
9 Finally,



PRESS the Power Button.

EDITING A DOCUMENT

THE PULL DOWN MENU



Any one of these can be changed before pressing



REFERENCE: Amstrad Manual – Book 1 Pages 40, 42

EDITING A DOCUMENT

There will be occasions when it is necessary to change or add to a document that has been stored on the disc.

IF THE COMPUTER IS NOT SWITCHED ON, GO TO "STARTING UP".

1 As an example, to edit the document created in "**CREATING A DOCUMENT**" and "**ENTERING TEXT**" i.e. the letter **FRED.PCW**, position the cursor over it

PRESS:   and

PRESS: 

2 Check the details are correct in the "window" and if so

PRESS: 

Otherwise, either:

(a) Move the cursor to the incorrect entry and type in the correction and

PRESS: 

or

(b) cancel the entry and start again

PRESS: 

3 A paragraph of text containing deliberate mistakes has already been stored on the LocoScript master disc and can be inserted into this document by using the **PASTE** key.

First, move the cursor to the bottom of the page

PRESS:    etc. and then

PRESS:  

EDITING A DOCUMENT (cont.)

After you have made alterations to the text in a document, if you should feel unsure about how LocoScript will realign it you can see the immediate effect if you

PRESS:

RELAY

LOCOSCRIPT always ensures that :

EVERYTHING BEHIND THE CURSOR IS PROPERLY ORGANISED so you **DON'T** need to press **RELAY**, because, as you move down the screen the text will automatically be reorganised. Similarly, when you finish Editing or Creating a document and **"SAVE"** it, LocoScript always scans the remainder of the document to reorganise it where necessary.

REFERENCE: Amstrad Manual – Book 1 Pages 19, 65


STEP BY STEP GUIDE TO LocoScript


EDITING A DOCUMENT (cont.)

To correct the spelling of **computer** move the cursor to the first line of this paragraph






PRESS:     and then six places to the right

PRESS:      

PRESS:  to remove the letter n

PRESS:  to complete the spelling.

To remove the extra letter k in **tookk** move the cursor to either of the letter k's

PRESS:     

... until cursor on letter k then

PRESS: 

Note that the line is now shorter and the remainder of the paragraph ought to be reorganised, so move the cursor to the line after the end of the paragraph

PRESS:    

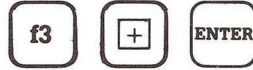
and see what happens to the paragraph.

To **FINISH** editing this document

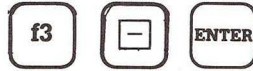
PRESS:  

UNDERLINING

SET:



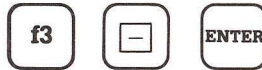
CLEAR:



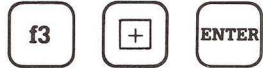
REMEMBER:

Underlining **CONTINUES**

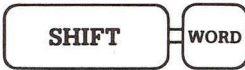
until you tell it to **STOP** – using



Large amounts of text can be underlined by following



with



OR



OR



OR



is the **SET KEY**



is the **CLEAR KEY**

These two keys are used to “switch” on and off the choices in the “pull-down” menus and are not to be confused with the ordinary + and – keys.

DO NOT CONFUSE:



with






with



There is often a need to underline headings or individual words for emphasis. LocoScript offers both **CONTINUOUS** and individual **WORD UNDERLINING**.


1 As an example, with the Disc Management display on the screen, move the cursor to the document **ADVERT.EG** in the **SAMPLES** group and

PRESS:  check the entries in the window and if correct

PRESS:  (otherwise **PRESS:** )


2 UNDERLINING THE TITLE

To move the cursor to the first character of the title

PRESS:  and select the **EMPHASIS** function

PRESS: 

3 As the cursor in the window is already on the **UNDERLINE** function

PRESS: 

4 Choose the type of underlining, e.g. to do **WORD UNDERLINE**




PRESS:   

5 To move the cursor to indicate the end of the underlining,

PRESS:    . . . etc. to the position following the last character of the word "lawnmower" and see how the words are being underlined

PRESS:   

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS:      (To Abandon)

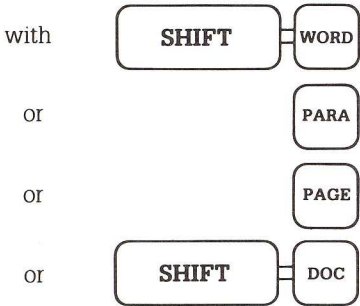
DELETING TEXT



Use this facility for removing larger amounts of text.

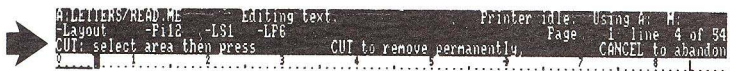
For the fewer words or characters use the  **DEL** keys.

The **CUT** key can be used very powerfully and quickly by replacing the cursor key



But be careful – you could very quickly lose a large amount of useful text.

NOTICE how line 3 in the highlighted area at the top of the screen provides instructions.



Printing documents

The Print menu (called up from the Disc Manager screen by typing 'P') lets you print out either a whole document or just a section of it.

The two choices are included in the Print menu as 'Print all pages' and 'Print some pages'. 'Print all pages' is automatically selected when the menu is called up. If this is what you want, just press [ENTER] and the document will be

DELETING TEXT (CUT)

Although the **DEL** keys will delete individual characters, the **CUT** key is ideal for removing larger volumes of text.

1 As an example, with the Disc Management display on the screen, move the cursor to **ADVERT.EG** in the **SAMPLES** group and

PRESS:

E

check the entries in the window and if correct

PRESS:

ENTER

(otherwise **PRESS:**

CAN)

2 With **ADVERT.EG** on the screen move the cursor to the start of the area to be deleted, say S of Selling and

PRESS:

CUT

3 Move the cursor to the last character of the area to be removed, say, the space at the end of the sentence

and

NOTICE how the selected area is **HIGHLIGHTED**

PRESS:

CUT

(NOTICE that the **TEXT** and the **HIGHLIGHTING** have **DISAPPEARED**)

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS:

EXIT

↓

↓

↓

ENTER

(To Abandon)

MOVING TEXT



The words **CUT** and **PASTE** are used deliberately to help visualise that a piece of text has been **CUT** out and will be **PASTED** into a new position.

The text that has been cut out has to be held somewhere until it is decided where to paste it. The computer allocates 10 blocks into which such portions of text can be stored and they are numbered 0-9.

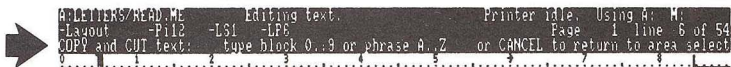
NOTICE how line 3 in the highlighted area at the top of the screen provides instructions.



Printing documents

The Print menu (called up from the Disc Manager screen by typing 'P') lets you print out either a whole document or just a section of it.

The two choices are included in the Print menu as 'Print all pages' and 'Print some pages'. 'Print all pages' is automatically selected when the menu is called up, if this is what you want, just press (ENTER) and the document will be printed. (Note: printing after editing a document using 'Save and print' always automatically prints the whole document.)



Printing documents


The Print menu (called up from the Disc Manager screen by typing 'P') lets you print out either a whole document or just a section of it.



The two choices are included in the Print menu as 'Print all pages' and 'Print some pages'. 'Print all pages' is automatically selected when the menu is called up, if this is what you want, just press (ENTER) and the document will be

MOVING TEXT

A major feature of a word processing package like LocoScript is the ease with which text (e.g. whole paragraphs) can be repositioned.

1 As an example, with the Disc Management display on the screen, move the cursor to **TEXT.EG** in the **SAMPLES** group and

PRESS:  check the entries in the window and if correct

PRESS:  (otherwise **PRESS:** )

2 With **TEXT.EG** on the screen move some text e.g. paragraph 3 to between paragraphs 1 and 2.

Move the cursor to the **START** of the text to be moved (i.e. the Y of You can . . .)

PRESS: 

3 Move the cursor to the **END** of the text to be moved (i.e. the P of Programs at the start of paragraph 4).

(**NOTICE** how the text to be moved is **HIGHLIGHTED**)

PRESS:   (**NOTICE** that the **TEXT** and the **HIGHLIGHTING** have **DISAPPEARED**)

4 Move the cursor to the place where the text is to be moved (i.e. the T of To at the start of paragraph 2) and

PRESS:  

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS:      (To Abandon)

COPYING TEXT

COPY

CURSOR

COPY

no.
0-9

PASTE

no.
0-9

NOTICE how line 3 in the highlighted area at the top of the screen provides instructions.

→ A:LETTERS/READ.ME Editing text. Printer idle. Using A: H:
-Layout -P12 -LS1 -LP6 Page 1 line 4 of 54
COPY: select area then press CUT to save & remove, COPY to save, CANCEL to abandon

Printing documents

The Print menu (called up from the Disc Manager screen by typing 'P') lets you print out either a whole document or just a section of it.

The two choices are included in the Print menu as 'Print all pages' and 'Print some pages'. 'Print all pages' is automatically selected when the menu is called up. If this is what you want, just press [ENTER] and the document will be printed. (Note: printing after editing a document using 'Save and print' always automatically prints the whole document.)

→ A:LETTERS/READ.ME Editing text. Printer idle. Using A: H:
-Layout -P12 -LS1 -LP6 Page 1 line 6 of 54
COPY and keep text: type block 0..9 or phrase A..Z or CANCEL to return to area select

Printing documents

The Print menu (called up from the Disc Manager screen by typing 'P') lets you print out either a whole document or just a section of it.


The two choices are included in the Print menu as 'Print all pages' and 'Print some pages'. 'Print all pages' is automatically selected when the menu is called up. If this is what you want, just press [ENTER] and the document will be printed. (Note: printing after editing a document using 'Save and print' always automatically prints the whole document.)



REFERENCE: Amstrad Manual – Book 1 Page 70

STEP BY STEP GUIDE TO LocoScript

COPYING TEXT

1 As an example, with the Disc Management display on the screen, move the cursor to **TEXT.EG** in the **SAMPLES** group and

PRESS:  check the entries in the window and if correct

PRESS:  (otherwise **PRESS:** )

2 With **TEXT.EG** on the screen copy some text e.g. paragraph 4 after paragraph 5.
Move the cursor to the **START** of the text to be copied (i.e. the P of Programs . . .)

PRESS: 

3 Move the cursor to the end of the text to be copied.
(i.e. Y of You can . . .)

(**NOTICE** how the text to be copied is **HIGHLIGHTED**)

PRESS:   (**NOTICE** how the **TEXT REMAINS** but the **HIGHLIGHTING DISAPPEARS**)

4 Move the cursor to the place where the text is to be copied (i.e. **B** of **BASIC**) and

PRESS:  

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS:      (To Abandon)

FINDING WORDS

FIND

word(s)

ENTER

NOTE:

Searches commence from the position of the cursor downwards through the document. If you want to search for a word or words in the whole document remember to position the cursor at the start of the document before initiating it.

ALSO:

Only **EXACT** matches are recognised, so be sure to use the right combination of upper and lower case characters.



REFERENCE: Amstrad Manual – Book 1 Page 68

FINDING WORDS IN TEXT

There are times when one needs to find a specific word or phrase within a multi-page document. This is available through the LocoScript **FIND** facility which will find all the occurrences of a word or phrase.

1 As an example, with the Disc Management display on the screen, move the cursor to **TEXT.EG** in the **SAMPLES** group and

PRESS: check the entries in the window and if correct

PRESS: (otherwise **PRESS:**)

2 With **TEXT.EG** on the screen choose a word or phrase to be found
e.g. the word **BASIC**

PRESS:

3 Enter the word(s) to be found, e.g.

TYPE:

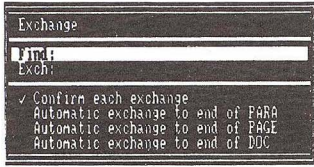
4 Having found the first occurrence you can go on to finding others

PRESS:

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS: (To Abandon)


EXCHANGING TEXT



- ← enter the word(s) to be exchanged
- ← enter the new word(s) to be included
- ← stops at each word(s) to be exchanged – if it is to be actioned

Will automatically replace the old word(s) with the new one(s) through to the end of the **PARA**graph, **PAGE** or **DOC**ument as indicated

To set the choice – **PRESS:** 


To unset the choice – **PRESS:** 



Where, say, one word is exchanged for a phrase, then the text will be automatically reformatted.

EXCHANGING TEXT

There are occasions when it is necessary to change or correct a word or phrase that occurs throughout a document. LocoScript can search for such words and automatically or selectively change them.

1 As an example, with the Disc Management display on the screen, move the cursor to **TEXT.EG** in the **SAMPLES** group and

PRESS:  check the entries in the window and if correct

PRESS:  (otherwise **PRESS:** )

2 With **TEXT.EG** on the screen, replace the word **BASIC** with the word **COBOL**.

Move the cursor to the start of the text in which words are to be exchanged and

PRESS:  

3 Opposite the word **FIND** enter the words to be changed, e.g. **BASIC**

TYPE: 

4 Move the cursor down a line

PRESS: 

TYPE: 

5 Select the method of exchange e.g. Autoexchange to end of Doc.

PRESS:     

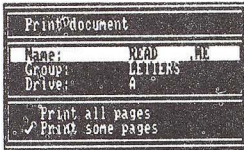
To avoid updating this document on disc, so that it can be used again for this exercise

PRESS:      (To Abandon)

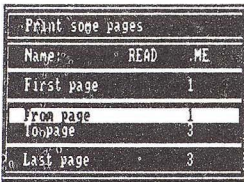
PRINTING A PAGE



Indicates **HIGH QUALITY** print.



Indicates only **SOME** pages in the document are to be printed.



Indicates the pages to be printed. In this example pages 1, 2 and 3 will be printed. To print a single page (e.g. page 2) opposite "From page" type in 2 and opposite "To page" type in 2.

The remainder of the pull-down menu is only for information and cannot be changed.

PRINTING A PAGE

To complete "The First Steps" this section deals with printing a single page of a document. More detail on printing is provided in later sections.

Before printing it is important to indicate the quality of print required and whether it is to be on single sheet paper or continuous stationery.

1 With the Disc Management display on the screen **LOAD** a single sheet of **PAPER INTO THE PRINTER** and note that the 2nd and 3rd information lines at the top of the screen have changed, to offer facilities related to printing.

2 To print draft quality on single sheets

PRESS: 

PRESS:     

3 To return to the Disc Management options

PRESS: 

4 To print a page from **DOCUMENT.EG** in the **SAMPLES** group move the cursor to it and

PRESS: 

5 Choose to print only one page

PRESS:     

6 To print only page 2, against "From page"

TYPE:  

and move down to "To page"

TYPE:    

LAYING OUT THE PAGE

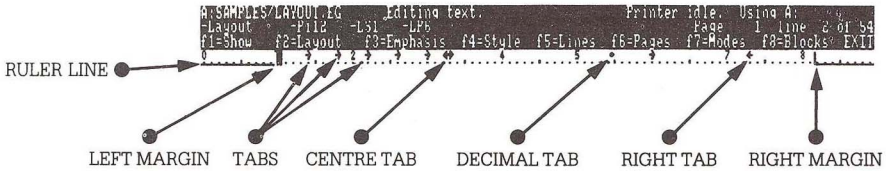
By now you should be feeling reasonably at ease with using LocoScript and capable of producing a simple document.

Presentation is very important and can considerably improve the appearance and readability of a document. The following sections will show you how this can be achieved.

- 22 TEXT LAYOUT
- 23 SAMPLE PAGE
- 24 INDENTING
- 25 CHANGING TAB SETTINGS
- 26 CHANGING MARGINS
- 27 USING TAB SETTINGS
- 28 CENTRING TEXT
- 29 RIGHT JUSTIFICATION (single line)
- 30 FULL JUSTIFICATION (all lines)
- 31 CHARACTER SIZES
- 32 LINE SPACING AND PITCH
- 33 HYPHENS AND SPACES
- 34 PAGE END BREAKS
- 35 SHOWING TEXT CONTROL CHARACTERS

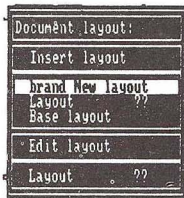
TEXT LAYOUT

TEXT LAYOUT



The settings along the Ruler Line form a basic control of the layout of the document by setting the left and right margins and a variety of **TAB** positions.

New layouts can be produced and introduced throughout the text by using the **f2** function when "Editing text". The following three sections on Changing **TAB** Settings and Margins and Using **TAB** Settings explain how this can be done.



INSERTING LAYOUTS

brand New Layout

PRESS: ENTER and you will be allowed to create a new layout taking the one you have just been using as a starting point (see "**CHANGING TAB SETTINGS**" and "**CHANGING MARGINS**").

Layout ??

Enter the **LAYOUT NUMBER** and **PRESS: ENTER**, the layout will be used from the beginning of the next line and its number displayed in the information lines at the top of the screen.

Base layout

Makes the Base layout effective from the beginning of the next line. **PRESS: ENTER**

EDITING EXISTING LAYOUTS (see "**CHANGING TAB SETTINGS**" and "**CHANGING MARGINS**")

Current layout

The **BASE LAYOUT CANNOT BE CHANGED THIS WAY**. The facility to edit a current layout is only present when a layout other than the base one is in use.

Layout ??

Enter the **LAYOUT NUMBER** and **PRESS: ENTER**. This will allow you to change the layout chosen.

WHAT IS THE BASE LAYOUT?

It is essential that a layout exists, if only to define the positions of the left and right hand margins. LocoScript does this by providing a base layout. It can only be changed through the document header:

f7 (Modes) **ENTER,f7** (Options) **f1** (Layout), (edit the layout), **EXIT,EXIT,ENTER,EXIT,ENTER**

HOW MANY DIFFERENT LAYOUTS CAN I HAVE IN A DOCUMENT?

LocoScript allows for 5, but this can be changed (up to a maximum of 99) by editing the header:

F7 (Modes) **ENTER,f7** (Options) **f5** (Tab Count) (no. of layouts), **ENTER,EXIT,ENTER,EXIT,ENTER**

NB You can also **CHANGE THE MAXIMUM NO. OF TABS** in a layout (from 10 up to 99) in the same way.

REFERENCE: Amstrad Manual – Book 1 Pages 91, 105

LOCOSCRIPT MANUAL
Step-by-Step Guide

TWO HEADER LINES

RIGHT
JUSTIFIED
USING THE
RIGHT TAB

AMSOFT
Brentwood House
169 Kings Road
BRENTWOOD
Essex CM14 4ET

SUBJECT MATTER

CENTRE HEADING

Sample Page

CONTINUOUS UNDERLINING

WORD UNDERLINING

This is a single line that is terminated with a "carriage" **RETURN**

LocoScript automatically takes care of your text when it comes to the end of a line, so you only need to use the **RETURN** key when you want to force the cursor onto the next line, e.g. when you end a paragraph such as this one and wish to start a new one two lines below.

INDENTED
PARAGRAPH

This paragraph has been typed in the usual way but has been subsequently indented using the **ALT** and **TAB** keys together. Have a look at the section on **INDENTING**, it is quite simple and can be most effective.

PARAGRAPH USING
NEW LAYOUT
WHICH HAS A
NEW L.H MARGIN

This is based on a new layout which has its left hand margin set in considerably. This can be an alternative to indenting but would generally be used when the layout has a number of different requirements e.g. this layout also has a decimal tab which can be seen in use in the column of figures below.

234.89
4.33
0.03
2564.00

SET UP WITH
DECIMAL TAB

CONTINUED >>>

PAGE NUMBERING
IN FOOTER

→ Page 1 of 1

FOOTER - RIGHT JUSTIFIED

INDENTING

ALT

TAB

PARA

RULER LINE
AND TABS

```
W:\SAMPLES\ADVENT.IG Editing text. Printer idle. Using A:  
Layout 1 +F12 +LS1 +LP6 Page 1 line 2 of 54  
f1=Show f2=Layout f3=Emphasis f4=Style f5=Lines f6=Pages f7=Modes f8=Blocks EXIT
```

Mr. A. Smith
Director
Some Co.
Somewhere

Dear Mr. Smith

SINGLE LINE
INDENT

[Thank you for your time and interest in the new product that my company has developed.

WHOLE PARA
INDENTING

- [The high speed communications interchange is revolutionary and will meet your requirements nationwide as will no other product on the market.
- [Our pricing is attractive and given a sufficient order size we can offer exceptional value for money.

I look forward to meeting and demonstrating its capabilities.

REFERENCE: Amstrad Manual – Book 1 Page 74

1 As an example, with the Disc Management display on the screen, move the cursor to **QUOTE.EG** in the **SAMPLES** group and

PRESS: **E** check the entries in the window and if correct

PRESS: **ENTER** (otherwise **PRESS:** **CAN**)

2 With **QUOTE.EG** on the screen, we shall number the first two paragraphs.
Move the cursor to the start of the first paragraph and

TYPE: **I** **)**

PART INDENTING

3 Now with the cursor where it is, indent the first line of the paragraph

PRESS: **TAB** **PARA**

WHOLE PARAGRAPH INDENTING

4 To indent the whole paragraph in **ONE OPERATION**

TYPE: **2** **)** **ALT** **TAB** **PARA**

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS: **EXIT** **↓** **↓** **↓** **ENTER** (To Abandon)

CHANGING TAB SETTINGS



WHAT IS A TAB?

On the conventional typewriter a tab is a physical stop that allows the carriage to move (when the tab key is pressed) to a fixed point. In a word processor it is the fixed point to which the cursor is moved when the tab key is pressed.

LocoScript also provides three other types of tab:



The **RULER LINE** immediately above the text area on the screen indicates the **LEFT** and **RIGHT** hand margins _____ and _____ within which the text is contained. Between these two markers are indicated any **TAB** markers (see below).




REFERENCE: Amstrad Manual – Book 1 Page 75, 78

CHANGING TAB SETTINGS

Documents with complicated layouts including aligning words to the right margin, centring text above a column or ensuring that the decimal point is always in the same place are made considerably easier with the tabbing facilities provided by LocoScript.

1 As an example, with the Disc Management display on the screen, move the cursor to the **CONT** group and **CREATE** a new document called **TABS.EG**

PRESS:  and enter the name of the document

TYPE:     

2 With the new document **TABS.EG** on the screen, introduce a new layout of tab settings

PRESS:  


3 Select "brand New Layout" from the window

PRESS: 

4 To set **TABS** move the cursor down to the **RULER** line

PRESS: 

5 To **REMOVE** all of the **OLD TAB SETTINGS** move the cursor over each tab character and

PRESS:  (Note: It is bad practice to have tab settings outside the left and right hand margins)

6 To set a **NEW TAB** move the cursor along the ruler line to the point 7 character positions in from the left hand margin (i.e. between 1 and 2 on the ruler line).

PRESS: 

TAB SETTINGS (cont.)

Using the **TAB** key with well placed **TAB SETTINGS** is an efficient way of quickly positioning the cursor at specific positions on a line.

HOW TABS WORK WHEN EDITING TEXT

- (1) **NORMAL** – Press the **TAB** key and the cursor will move to the next **TAB** setting.
- (2) **CENTRE** – Press **TAB** to position the cursor on it and, as you type, the words will be centred about it.
- (3) **DECIMAL** – Like the centre **TAB** but ideal for columns of figures, ensuring the decimal point is always in the same column.
- (4) **RIGHT** – Press **TAB** to position the cursor on it and, as you type, the words will move along to the left creating a fixed alignment to the right.

TAB SETTINGS (cont.)

- 7 Set a **RIGHT TAB** (see page opposite) by moving the cursor to position 7 on the right hand side of the ruler (i.e. column 70) and

PRESS:



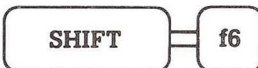
- 8 Set a **CENTRE TAB** (see page opposite), around which words are to be centred, by moving the cursor to position 5 (i.e. column 50) on the ruler line and

PRESS:



- 9 Set a **DECIMAL TAB** (see page opposite) where the decimal point should be in a column of figures by moving the cursor to position 2 (i.e. column 20) on the ruler line and

PRESS:



- 10 To Complete and save these changes

PRESS:



(Note the layout no. at the top of the screen)

- 11 To save this document for later use in the section "**CHANGING MARGINS**"

PRESS:



CHANGING MARGINS

Although we commonly think of document margins as being a set distance from the edges of the paper, there are occasions when it can be most helpful to change their position. With LocoScript, using different layouts, this can be done on command.

For example, in a business letter one may wish to highlight some quotes by "indenting" them from both sides.

(Layout 1)> -----


(Layout 2)> "-----
 -----"



(Layout 1)> -----

CHANGING MARGINS

When one wishes to have a narrower or wider column of text and still take advantage of "word-wrap", then this can be done by resetting the margins.

1 As an example, with the Disc Management display on the screen move the cursor to **TABS.EG** and

PRESS:  check the entries in the window and if correct

PRESS:  (otherwise **PRESS:** )

2 To edit the layout

PRESS:  


position the cursor in the section of the menu subtitled Edit layout and on Layout ??

i.e. **PRESS:**      

3 Move the cursor down to the **RULER** line

PRESS: 

4 Change the **LEFT HAND MARGIN** by moving the cursor to the position mid-way between 0 and 1 and

PRESS:  (See how the continuous line and upright on the ruler have moved.)

5 Change the **RIGHT HAND MARGIN** by moving the cursor to the right to position 8 and

PRESS:  

6 To confirm the changes to the layout

PRESS: 

7 To save this document for later use in the section "**USING TAB SETTINGS**"

PRESS:  

USING TAB SETTINGS

TAB

REMEMBER:

CENTRE, DECIMAL and **RIGHT TAB** settings are restricted when the text comes up against another **TAB** setting – try it and see!

RIGHT TAB v RIGHT JUSTIFY

RIGHT TAB – is available on every line to which layout applies, but one has to tab to it.

RIGHT JUSTIFY – is only applicable to the line on which it is used and is ideal for occasional use.

NB: When the positions of two tabs coincide (e.g. a “centred” heading over a column of figures with a “decimal” point) – the tabs will have to be set in different **LAYOUTS**. The appropriate layout will then have to be “called up”

using



USING TAB SETTINGS

Having set tabs in the section “**CHANGING TAB SETTINGS**”, this section will demonstrate how one can make use of them.

1 As an example, with the Disc Management display on the screen move the cursor to **TABS.EG** and

PRESS: **E** check the entries in the window and if correct

PRESS: **ENTER** (otherwise **PRESS:** **CAN**)

2 To enter, say, an address **ALIGNED TO THE RIGHT** move the cursor to the right tab (< on the ruler line) using the **TAB** key

PRESS: **EOL** **RETURN** **TAB** **TAB** **TAB** **TAB**

and
TYPE: **Amstrad** **RETURN**

PRESS: **TAB** **TAB** **TAB** **TAB**

TYPE: **Brentwood** **RETURN**

3 To enter, say a **CENTRED** title move the cursor to the **CENTRE TAB** using the **TAB** key

PRESS: **TAB** **TAB** **TAB** and

TYPE: **The New Word Processor** **RETURN**

4 To enter, say a **COLUMN** of **FIGURES** with the **DECIMAL POINT** always in the same position. Move the cursor to the **DECIMAL TAB** and enter the figures

PRESS: **TAB** **TAB** **22.65** **RETURN**

TAB **TAB** **137.15** **RETURN**

TAB **TAB** **0.27** **RETURN**

5 To save this document

PRESS: **EXIT** **ENTER**

CENTRING TEXT



This is **DIFFERENT** from using the **CENTRE TAB** as, in this case, the text is centred between the left and right margins.

Position the cursor at the start of a blank line

PRESS:



and






type in some text to see how it is immediately centred.

CENTRING TEXT

This facility is different from the centring tab in that it centres text between the left and right margins. The text can be centred either as it is being entered or after the event.

1 As an example, with the Disc Management display on the screen, move the cursor to **LAYOUT.EG** in the **SAMPLES** group and

PRESS:  check the entries in the window and if correct

PRESS:  (otherwise **PRESS:** )

2 With **LAYOUT.EG** on the screen, to centre the heading, position the cursor at the start of the text to be centred

PRESS: 

3 With the cursor already on "Centre line"

PRESS: 

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS:      (To Abandon)

RIGHT JUSTIFICATION (single line)



NOTE: This right justification only applies to the line in which it is used.


```
A:\SAMPLES\DOCUMENT.DWG  Editing text.  Printer idle.  Using A:
Layout -File  L3:  L36  Page 1 line 6 of 94
f1=Show f2=Layout f3=Emphasis f4=Style f5=Lines f6=Pages f7=Modes f8=Blocks EXIT
.....
(RJust)                                Astrad Consumer Electronics PLC
(RJust)                                Brentwood House
(RJust)                                169 Kings Road
(RJust)                                BRENTWOOD
(RJust)                                Essex
```

REFERENCE: Amstrad Manual – Book 1 Page 88

RIGHT JUSTIFICATION (single line)


There are times when a date, an address or a heading needs to be lined up to the right hand margin. Right justification meets that need, but it must be noted that this only applies to one line at a time.

1 As an example, with the Disc Management display on the screen, move the cursor to **ADVERT.EG** in the **SAMPLES** group and

PRESS:  check the entries in the window and if correct

PRESS:  (otherwise **PRESS:** )

2 To right justify the **EXISTING** heading move the cursor to the beginning of the first line of text

PRESS:  and wait until the window appears

3 To select Right Justify line

PRESS:  

4 To right justify some **NEW TEXT** and move the cursor to a new line

PRESS:   and

PRESS:   

TYPE: 

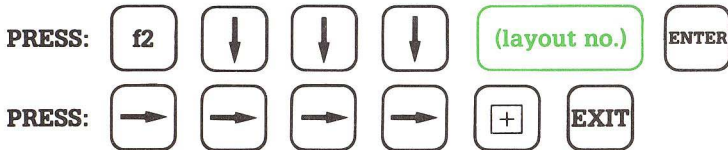
(**NOTE:** This Right Justification applies only to one line.)

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS:      (To Abandon)

FULL JUSTIFICATION

To **SET** the **JUSTIFICATION** on layouts other than the base layout



NB: With **PROPORTIONAL SPACING** the text on the screen may not look fully justified, but it will be when printed.

ON SCREEN

```
MODEMERS/READ ME      Editing text.      Printer idle. Using M
Layout  PIPS  -LS1  -LP6      Page 1 line 1 of 54
P>Show  f2=Layout  f3=Emphasis f4=Style f5=Lines f6=Pages f7=Nodes f8=Blocks EXIT
```

Printing documents

The Print menu (called up from the Disc Manager screen by typing 'P') lets you print out either a whole document or just a section of it.

The two choices are included in the Print menu as 'Print all pages' and 'Print some pages'. 'Print all pages' is automatically selected when the menu is called up. If this is what you want, just press [ENTER] and the document will be printed. (Note: printing after editing a document using 'Save and print' always automatically prints the whole document.)

If you want to print only a section of the document, move the menu cursor to 'Print some pages', then press [ENTER]. (You will see the tick move to this line of the

WHEN TYPED

Printing documents

The Print menu (called up from the Disc Manager screen by typing 'P') lets you print out either a whole document or just a section of it.

The two choices are included in the Print menu as 'Print all pages' and 'Print some pages'. 'Print all pages' is automatically selected when the menu is called up. If this is what you want, just press [ENTER] and the document will be printed. (Note: printing after editing a document using 'Save and print' always automatically prints the whole document.)

If you want to print only a section of the document, move the menu cursor to 'Print some pages', then press [ENTER]. (You will see the tick move to this line of the

FULL JUSTIFICATION

To produce a newsprint style of layout, i.e. with straight edges down both sides of the text, the layout currently in use has to be changed.

1 As an example, with the Disc Management display on the screen, move the cursor to **TEXT.EG** in the **SAMPLES** group and

PRESS: **E** check the entries in the window and if correct

PRESS: **ENTER** (otherwise **PRESS:** **CAN**)

2 To edit the base layout

PRESS: **f7** **ENTER** **f7** **f1**

3 To **SET** the **JUSTIFY** on

PRESS: **→** **→** **→** **→** **+** **EXIT**

PRESS: **EXIT** **ENTER** **EXIT** **ENTER**

4 To see the effect of the text being automatically realigned

PRESS: **PARA**

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS: **EXIT** **↓** **↓** **↓** **ENTER** (To Abandon)

CHARACTER SIZES

SHIFT

f4

The characters on the screen have to remain at one size – the true effect is only seen when printed.

However, LocoScript always shows the line breaks the document will have when it is printed.

Try using the double width facility and see how it allows fewer characters to the line.

SAMPLE OF CHARACTER RANGE

A very large range of special characters is provided in order to produce such effects as:

^{superscripts} and _{subscripts} with *italic*, **bold** and ~~double-strike~~ options.

There are, in fact, over 200 different characters available, covering a wide range of European Languages and a wide selection of mathematical and currency symbols (including the simultaneous availability of £ and #). LocoScript™ has been specially designed to allow internationalised versions (with customised keyboards), whilst every version allows the entry and printing of all characters.

Letter quality or draft printing is obtained from the built-in printer, which can handle single sheet or continuous paper, as well as permitting simultaneous editing and printing.


• This is in 17 pitch •
• This is in 15 pitch •
• This is in PS pitch •
• This is in 12 (elite) pitch •
• This is in 10 (pica) pitch •
• This is in 17D (8½) pitch •
• This is in 15D (7½) pitch •
• This is in 12D (6) pitch •
• This is in 10D (5) pitch •



† This example document was prepared and printed entirely using the Amstrad PCW8256.
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CHARACTER SIZES

The presentation of a document can be considerably enhanced when thoughtful use is made of differing character sizes and styles. It is not possible to demonstrate the character differences on the screen, but they are most apparent when printed.

1 As an example, with the Disc Management display on the screen, move the cursor to **LAYOUT.EG** in the **SAMPLES** group and

PRESS:  check the entries in the window and if correct

PRESS:  (otherwise **PRESS:** )

2 With **LAYOUT.EG** on the screen and the cursor at the start of paragraph two, change the characters to **ITALICS**, **PROPORTIONAL SPACING** and **DOUGLE WIDTH**

PRESS:  

3 To select **ITALICS**

PRESS:  

4 To select **PROPORTIONAL SPACING**

PRESS:      

5 To select **DOUBLE WIDTH**

PRESS:   

6 To confirm these choices

PRESS: 

7 Move to the end of the paragraph and reset to the previous character size

PRESS:      

and to confirm these choices

PRESS: 

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS:      (To Abandon)

LINE SPACING AND PITCH

LINE PITCH: For single line spacing (the standard spacing) lines are printed 6 or 8 to the inch, which is the line pitch.

LINE SPACING: The standard spacing between lines is $\frac{1}{6}$ or $\frac{1}{8}$ of an inch (depending on the line pitch). Double line spacing doubles the spacing between lines and $\frac{1}{2}$ line spacing halves it (see below).

SPACING

$\frac{1}{2}$ This is an example of $\frac{1}{2}$ line spacing.
This is an example of $\frac{1}{2}$ line spacing.

1 This is an example of single line spacing.
This is an example of single line spacing.

$1\frac{1}{2}$ This is an example of $1\frac{1}{2}$ line spacing.
This is an example of $1\frac{1}{2}$ line spacing.


2 This is an example of double line spacing.
This is an example of double line spacing.



$2\frac{1}{2}$ This is an example of $2\frac{1}{2}$ line spacing.
This is an example of $2\frac{1}{2}$ line spacing.

3 This is an example of 3 line spacing.
This is an example of 3 line spacing.

LINE SPACING AND PITCH

1 As an example, with the Disc Management display on the screen, move the cursor to **LAYOUT.EG** in the **SAMPLES** group and

PRESS:  check the entries in the window and if correct

PRESS:  (otherwise **PRESS:** )

2 With **LAYOUT.EG** on the screen to change line spacing or line pitch

PRESS: 

LINE SPACING

3 Move the cursor down to "Line Spacing"

PRESS:      

4 Enter the required line spacing e.g. 1½

PRESS:   

LINE PITCH

5 To use the Line layout menu again

PRESS: 

6 To change the line pitch, move the cursor down to "Line Pitch"

PRESS:       

7 Enter the required line pitch e.g. 8 lines per inch

PRESS:  

NOTE: In neither case are the changes visible on the screen but they are apparent on printing.

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS:      (To Abandon)

- HARD HYPHEN:** is a way of ensuring that both parts of a word separated by a hyphen will remain together on the same line.
- SOFT HYPHEN:** indicates where a hyphen may be used when a word is to be split over two lines, but is not present if the word is not split.
- HARD SPACE:** is a way of ensuring that two words separated by a space will remain together on the same line.
- SOFT SPACE:** is a space in a word which can be used to split the word between two lines if necessary but is not normally visible.
- NORMAL HYPHEN:** is visible and is the point at which a word will be broken if it is at the end of a line.
- NORMAL SPACE:** is visible and is the point at which two words will be broken at the end of a line.

HYPHENS AND SPACES

1 As an example, with the Disc Management display on the screen, move the cursor to the **CONT** group and **CREATE** a new document called **JONES.DOC**

PRESS:  and enter the name of the document


TYPE:    

2 **TYPE** the following onto the screen:

The excellent facilities provided within Amstrad's unique LocoScript word processing software are "good value for money" stated computer consultant Mr. Jones.

PRESS: 

3 To keep Mr. and Jones together using a **HARD SPACE**
Move the cursor to the J of Jones and

PRESS:  (to remove the original space)

PRESS:      (to insert a hard space)

NOTE: Mr. has moved down to the same line as Jones but you may have to move the cursor down a couple of lines to see it happen.

4 To split the word "processing" between the first and second lines using a **SOFT HYPHEN**

Move the cursor to the c in processing and

PRESS:      

Move the cursor down a couple of lines and see the paragraph reorganised. Two hyphens are displayed (-) -. The first is the soft hyphen code which will not be printed, and the second is the actual hyphen which will be printed.

5 To save this document

PRESS:  

PAGE END BREAKS

WIDOWS AND ORPHANS

Quite commonly, paragraphs will not fit neatly onto the end of a page but will be split between two pages. Widows and orphans occur when a single line is left on one page and the remainder of the paragraph is on the other. LocoScript overcomes this by breaking one line early, so ensuring there are at least two lines together at the top or bottom of the page.

BROKEN PARAGRAPHS

This is essentially the same as Widows and Orphans but includes all cases in which a paragraph is split between two pages. LocoScript has the facility to prevent any splitting of paragraphs (see opposite).

KEEPING LINES TOGETHER

This is similar to the two above, but allows for any lines, not necessarily paragraphs. A typical example would be a table of figures with a total which it would be wrong to allow to be split across two pages.

At the end of a page there is always the possibility of a paragraph being split with some of it appearing on the next page. LocoScript can ensure that at least two lines of the paragraph appear on the second page. However, there are facilities for keeping paragraphs completely together and any group of lines in a table of figures.




It is not possible to provide a simple example, so try the following steps on a multipage document of your own making.

KEEPING LINES TOGETHER








- 1 Position the cursor anywhere within the group of lines that you wish to keep together. Ideally, put it at the start or the end of the group as anywhere else it will be necessary to indicate how many lines above **AND** below the cursor that are to be included.

PRESS:  

- 2 Having noted the number of lines above and below the cursor (e.g. 3 above and 4 below)

PRESS:    

As the menu disappears

PRESS:       

WIDOWS AND ORPHANS and BROKEN PARAGRAPHS

- 1 To prevent these occurring

PRESS:   (to Edit Header)

PRESS:  (Options)

PRESS:   (Breaks)

- 2 To prevent widows and orphans

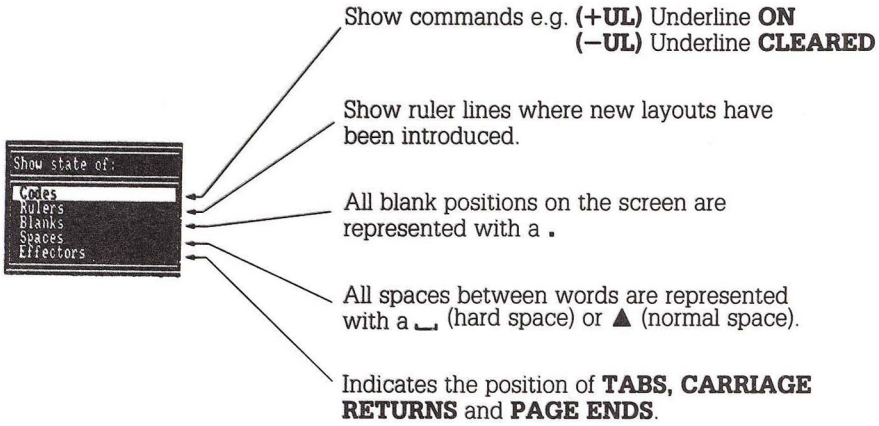
PRESS: 

- 3 To prevent broken paragraphs

PRESS:    

SHOWING THE CONTROL CHARACTERS

(See the **SAMPLE PAGES** section)



REFERENCE: Amstrad Manual – Book 1 Page 84

SHOWING THE CONTROL CHARACTERS

The final appearance on paper of the text on the screen is governed by the control characters inserted into the text. What appears on the screen can be in one of two states:

- (a) Showing some or all of the control characters.
- (b) Control characters hidden (which will look more like the final printed page).

It is recommended that you have the control characters displayed when setting up the text so that you are aware of the changes of style, spacing, character size etc. being used. Unfortunately this will cause the text to be displaced so, before printing, "hide" them again to gain a fairer impression of how the text will appear when printed.

1 As an example, with the Disc Management display on the screen, move the cursor to **DOCUMENT.EG** in the **SAMPLES** group and

PRESS: check the entries in the window and if correct

PRESS: (otherwise **PRESS:**)

2 To display or hide the control characters

PRESS:

To see them displayed

3 With the cursor on codes

PRESS:

4 Move the cursor through the menu and "switch on" some of the other codes. When that has been done

PRESS:

To hide them

5 To hide the control characters

PRESS:

6 Move the cursor to each status set ✓ on the "pull-down" menu and

PRESS:

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS: (To Abandon)

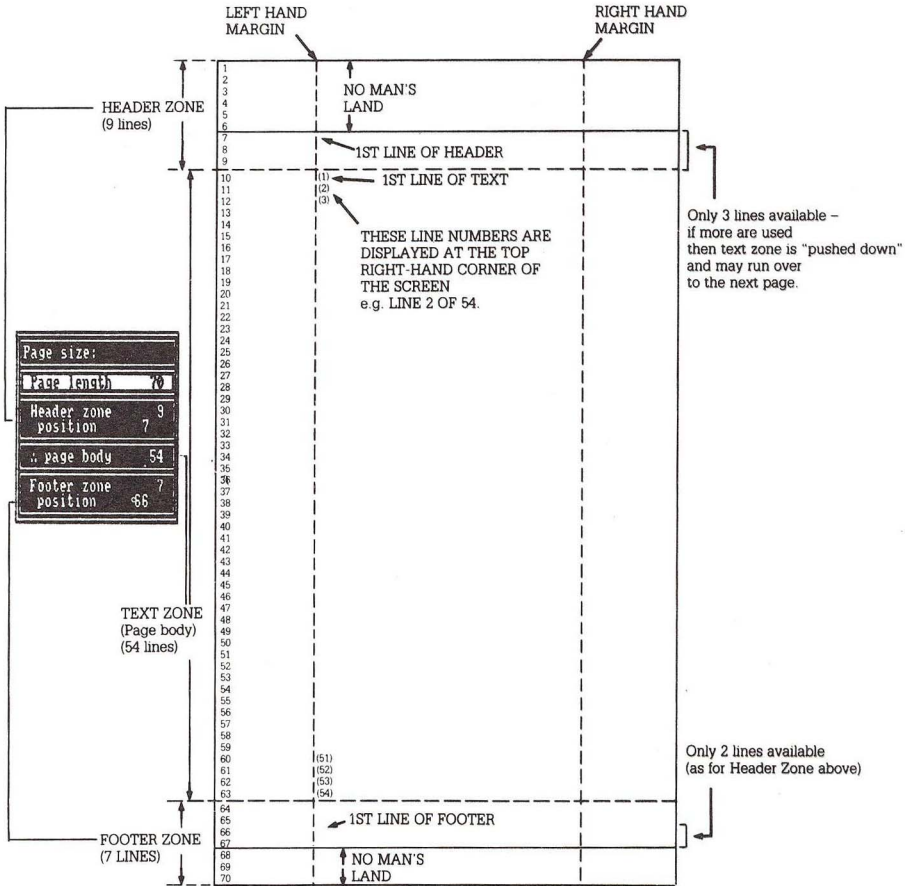
PRINTING

LocoScript operates in two modes. The main one is the editing and storing of documents and the other is printing. It is this dual mode that allows one to print a document while another is being edited.

36	PAGE LAYOUT	
37	HEADERS AND FOOTERS (1)	(simple text)
38	HEADERS AND FOOTERS (2)	(first and last pages)
39	HEADERS AND FOOTERS (3)	(odd and even pages)
40	HEADERS AND FOOTERS (4)	(page numbering)
41	PRINTING (1)	(controls)
42	PRINTING (2)	(from Disc Management display)
43	PRINTING (3)	(when editing)
44	PRINTING (4)	(at end of editing)
45	DIRECT PRINTING	

PAGE LAYOUT

SINGLE SHEET



Equivalent for continuous stationery is:
(using normal 11" paper)

Page Length	66
Header Zone	5
Header Text Position	4
Footer Zone	7
Footer Text Position	64

HEADERS AND FOOTERS (1)

f7

ENTER

NOTE: Headers and footers are **NOT** displayed on the screen with the document.

REMEMBER: When changing the size of the header and footer areas on the document ensure sufficient lines are left for any header and footer text.

```
HTDELETENS/README      Editing pagination.      Printer idle. Using A: M:
-LAYOUT      -P112      -L31      -LP6      Page --- line -- of 54
f1=Show      f3=Emphasis      f4=Style      f5=Lines      f6=Pages      f7=Options      f8=Blocks      END
-----
-----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-----
```

REFERENCE: Amstrad Manual – Book 1 Pages 97, 105

HEADERS AND FOOTERS (1)

(Simple Text)

A standard heading (e.g. a chapter title or "**CONFIDENTIAL**") is a common requirement at the top of each page in a report or a chapter of a book, as is a footer such as a page number. To avoid such words having to be repeatedly typed (or retyped) LocoScript allows headers and footers to be created separate from the body of the text and then be automatically included during printing.

- 1 As an example, with the Disc Management display on the screen, create a document called **HEADFOOT.EG** in the **LETTERS** group

PRESS: **C** **HEADFOOT.EG** **ENTER**

- 2 With **HEADFOOT.EG** on the screen, select "Modes" to "Edit the header"

PRESS: **f7** **ENTER**

- 3 Type into the header zone above the line marked "end of header 1" e.g.

TYPE: **CONFIDENTIAL REPORT** **RETURN**

TYPE: **Amstrad Consumer Electronics plc** **RETURN**

- 4 To type in a footer line(s), move the cursor down to the space above the line titled "end of footer 1" and e.g.

TYPE: **f5** **↓** **ENTER** **CONTINUED >>>>** **RETURN**

(Note: the word **CONTINUED** will be right justified.)

- 5 Having created a header and footer for each page

PRESS: **EXIT** **ENTER**

To print the document and see the effect

PRESS: **EXIT** **↓** **↓** **ENTER**

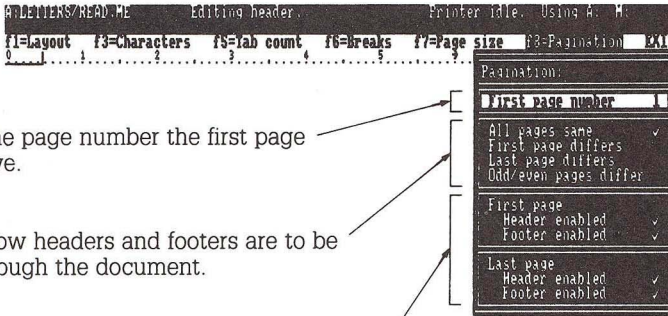
Load a sheet of paper into the printer

PRESS: **EXIT**

NOTE: When there is more than one page in a document, at the end of each page remove the sheet, load a new one and

PRESS: **EXIT**

HEADERS AND FOOTERS (2)



Indicate the page number the first page should have.

Indicate how headers and footers are to be shown through the document.

Indicate how the headers and footers are to be used on the first and last pages.

HEADERS AND FOOTERS (2)

(First and Last pages)

With some documents the first and last pages can be different from all the others, e.g. one would not want **CONTINUED** on the bottom of the last page. LocoScript enables us to allow for this.

1 With the document **READ.ME** on the screen, edit the header

PRESS:  

2 With the previously created headers and footers on the screen

PRESS:   

3 To stop the header being printed on the first page move the cursor to "First page – Header enabled"

PRESS:      and then

PRESS: 

4 Similarly, to avoid having the footer on the last page move the cursor to "last page – Footer enabled"

PRESS:    and then

PRESS: 

5 Having completed these desired changes

PRESS:     

To print the document and see the effect

PRESS:    

HEADERS AND FOOTERS (3)

After the "Pagination menu" has been used for indicating how the headers and footers are to appear you may find that the wording on the "Editing pagination" display (where the header and footer text are entered) has been changed.

EXAMPLE:

BEFORE:

- ===== 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 =====

AFTER:

- ===== end of header 1: used for odd pages =====
- ===== end of footer 1: used for odd pages =====
- ===== end of header 2: used for even pages =====
- ===== end of footer 2: used for even pages =====

REFERENCE: Amstrad Manual – Book 1 Pages 97, 105

HEADERS AND FOOTERS (3)




(Odd and Even pages)

It can be quite common to have differences in the headers and/or the footers on odd and even pages. For example, on right hand pages the header might be on the right and on left hand ones to the left, also, the word "continued" would normally only appear on the right hand page.

1 With **READ.ME** on the screen

PRESS:  

2 To make line 1 of the header right justified, with the cursor at the start of the line

PRESS:    and move the cursor down to the start of the second line of the header 1.

PRESS:     

3 Now move the cursor down to the space above the line marked "end of header 2"

PRESS:   and

TYPE:  





TYPE:  

4 **NOTE:** The Footer does not need to be changed – but we must indicate that it is not to be printed on even numbered pages.

To indicate the header and footer printing options required

PRESS:   

5 Move the cursor to "Odd/even pages differ"

PRESS:    

PRESS:      

To print the document and see the effect

PRESS:    

HEADERS AND FOOTERS (4)

When page numbers are located between () or -- (e.g. (123) or -123-) or between words (e.g. page 23 of 123) it is necessary to indicate how the number is to be justified.

EXAMPLE: In allowing for page numbers of three digits, a single digit in that space may be positioned to the left, the right or in the centre.

- 3- is right justified

-3 - is left justified

- 3 - is centred

To indicate how the numbers are to be justified one must use the appropriate symbols

> indicates **RIGHT** justification

< indicates **LEFT** justification

= indicates **CENTRING**

These symbols are also used to indicate the maximum size of the number e.g.

==== represents a 4 digit number to be centred.

HEADERS AND FOOTERS (4)

(Page Numbering)

One can choose to have the pages automatically numbered at either the top or bottom of the page by indicating it in a header or footer area. Symbols are used to indicate the maximum size of page number and also its alignment (see opposite) in the position in which it has been placed. In this instance we shall have all pages numbered centrally at the bottom of the page and placed between two -'s.




1 With **READ.ME** on the screen






PRESS:  

2 Move the cursor to the space above the line marked "end of footer 1", to centre the page number

PRESS:   

3 To assemble the page number

PRESS:   

PRESS:      (This page No.)

4 To indicate the maximum size of the page no.

PRESS:    

5 To finish editing the footer

PRESS:  

To finish editing the document and print **ALL PAGES** of the document with the paper loaded in the printer

PRESS:    

PRINTING (1)

PTR

f1

FORGOTTEN THE PRINT CONTROLS?

Is it printing in **HIGH** quality when you wanted it in **DRAFT**?

FIRST – Cancel the printing

PRESS:

PTR

f7

ENTER

EXIT

THEN – Reset the controls

PRESS:

PTR

f1

and make the necessary changes

TO INTERRUPT PRINTING

PRESS:

PTR

and to **RESTART**

PRESS:

EXIT

TO CANCEL PRINTING

PRESS:

PTR

f7

ENTER

EXIT




There are three controls one should check and set correctly before commencing printing. These are:

- (a) Quality of print – **HIGH** or **DRAFT**
- (b) Type of paper – **SINGLE SHEET** or **CONTINUOUS**
- (c) Length of paper – e.g. 70 lines for A4, 66 for 11" continuous

1 To update the print controls to, say,

(a) **Draft quality**

PRESS:   and to select **DRAFT**

PRESS:  (or  )

(b) **Continuous stationery**

Move the cursor to "Continuous stationery" and

PRESS: 

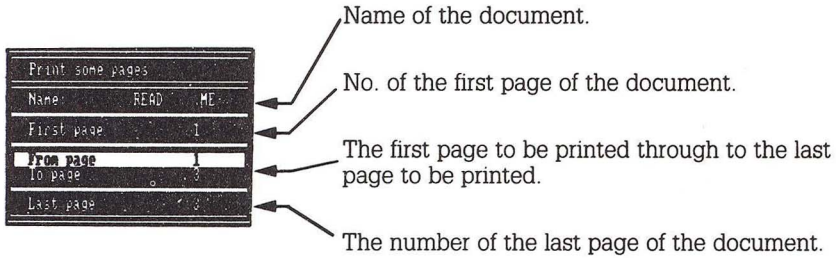
(c) **Paper length**

Only if you have non-standard paper lengths should you need to change any of these. If required, move the cursor to the figure to be changed and type in the new value and

PRESS: 

2 To **CONFIRM** these changes

PRESS:  



EXAMPLE:

To print only page 2 enter

opposite "From page" 2 and
opposite "To page" 2

Version 1.2 only

(From Disc Management display)

ENSURE THE PAPER IS LOADED IN THE PRINTER and
THE PRINT CONTROLS ARE SET (previous page)

1 With Disc Management display on the screen, choose a document to print, e.g. **READ.ME**

Move the cursor to the document name and

PRESS: **P** (If "Printer" is flashing **PRESS:** **EXIT** first)

Then choose to print **ALL** or **PART** of the document.

2 **PRINT ALL PAGES**

PRESS: **ENTER**

3 **PRINT SOME PAGES**

(a) Move the cursor to "Print some pages"

PRESS: **↓** **↓** **↓** **↓**

PRESS: **ENTER**

(b) To indicate which pages are to be printed, with the cursor on "From page" enter the number of the first page to be printed (e.g. to print pages 2 and 3)

TYPE: **2** **ENTER**

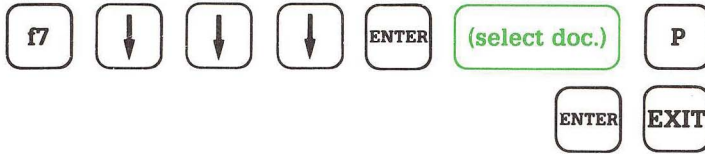
To indicate the last page to be printed, move the cursor to "To Page" and enter the page number.

TYPE: **3** **ENTER**

To start the printing operation

PRESS: **ENTER**

PRINTING (3)



NOTE:

As the editing and the printing are using the computer at the same time there may be some delays especially when editing.

```
*****READ ME***** Editing text. Printer idle. Using Ar.
-Layout -P112 -L51 -L66 Page 1 line 1 of 54
f1=Show f2=Layout f3=Lphasis f4=Style f5=Lines f6=Pages f7=Nodes f8=Blocks EXIT
```


```
Editor sub-nodes:
Edit Header
Edit Identify text
Insert text
✓ Disc management
```

(When editing another document)

While you are editing one document, LocoScript allows you to print another one.

First, ensure you have paper loaded in the printer.

1 With, say, **READ.ME** on the screen, choose another document to print, e.g. **ADVERT.ME**

PRESS:  and move the cursor to select Disc Management.

PRESS:    

2 Move the cursor to document **ADVERT.EG** and

PRESS: 

3 To print all the pages (or you can choose to print some)

PRESS: 

4 To return to **EDITING** the original document (**READ.ME**)

PRESS: 

PRINTING (4)



(At the end of Editing)

1 With, say, **ADVERT.EG** on the screen and with paper loaded in the printer, finish editing the document and

PRESS:



2 To select "Save and Print"



PRESS:



The "Offset size" facility is ideal for typing direct onto forms. It enables one to position the print head precisely on the paper. The Paper Feed knob can then be used to adjust the paper up and down.



To move the **PRINT HEAD**

PRESS:     

Then using the cursor keys  and 

move the **PRINT HEAD** to the desired position.

When it is in the correct position

PRESS:   and repeat for subsequent positions.

DIRECT PRINTING

This is a means of typing without creating a document. What is entered on the screen is immediately printed when the **RETURN** key is pressed. It is ideally used when typing onto forms and is further assisted by the "Offset size" facility explained opposite.

1 With Disc Management display on the screen

PRESS:



2 Now type a single line on the screen e.g.

TYPE:

This line is produced using Direct Printing

3 And to print this line

PRESS:

RETURN

NOTE: the line disappears from the screen once it is printed.

OTHER FEATURES

LocoScript provides features other than those previously described. Some of them do not naturally find a place within previous sections and others are best used after experience has been gained in the mainstream of the LocoScript word processing functions.

- 46 DOCUMENT DESCRIPTION
- 47 ALTERNATIVE KEYBOARDS
- 48 PRODUCING YOUR OWN DATA DISC
- 49 COPYING DOCUMENTS BETWEEN DISCS
- 50 MAKING YOUR OWN TEMPLATE
- 51 BLOCKS
- 52 PHRASES
- 53 QUICK COMMANDS
- 54 HELP – DISC FULL

DOCUMENT DESCRIPTION

TO SEE A DESCRIPTION OF THE DOCUMENTS DISPLAYED

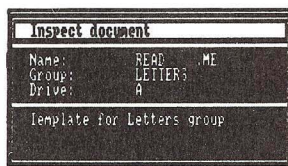
With Disc Management display on the screen move the cursor to **ADVERT.EG** and

PRESS:



HAVING SEEN THE DESCRIPTION


PRESS:





DOCUMENT DESCRIPTION

Although names are given to documents they do not always reveal the nature of the contents of the document. LocoScript allows 90 characters of description to be given to each document.

1 As an example, with the Disc Management display on the screen, move the cursor to **ADVERT.EG** in the **SAMPLES** group and



PRESS:  check the entries in the window and if correct

PRESS:  (otherwise **PRESS:** )





2 To add a description (i.e. "Edit Identify text") to the document

PRESS:   

3 Three lines, each of 30 characters, are available to enter a description. If there already is some text present

PRESS:  or  and hold down until all the text is removed

4 Enter the description

TYPE:  
 

5 If no further editing of the document is required

PRESS:  

(To see the new text see opposite.)

ALTERNATIVE KEYBOARDS

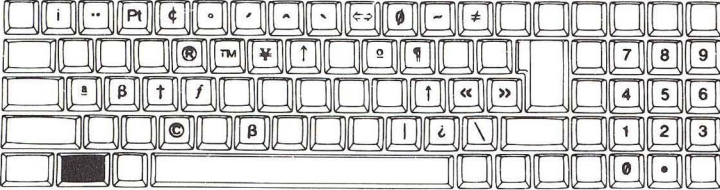
THE MAIN KEYBOARD



THE KEYBOARD WITH ALT



THE KEYBOARD WITH EXTRA



REFERENCE: Amstrad Manual – Book 1 Pages 10, 52

ALTERNATIVE KEYBOARDS

The Amstrad PCW8256/8512 has been designed to extend the range of characters available through the keyboard by use of key combinations. For the full range, see the keyboard layouts opposite.

- 1 See the characters generated as you try the following combinations with the **ALT** key

PRESS: **ALT** = **8** **ALT** = **SHIFT** = **8** **ALT** = **3**

- 2 See the characters generated as you try the following combinations with the **EXTRA** key

PRESS: **EXTRA** = **/** **EXTRA** = **C** **EXTRA** = **S**

- 3 One can also superimpose certain accents on characters e.g.

PRESS: **EXTRA** = **6** (Note that the cursor does not move onto the next position)

PRESS: **a**

PRODUCING YOUR OWN DATA DISC

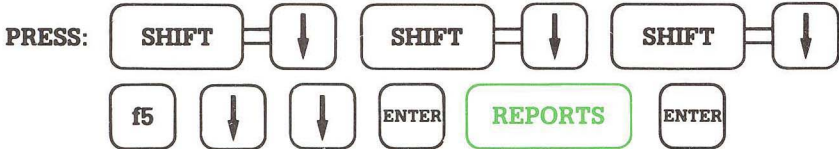
1 A **NEW DATA DISC** will have no documents on it, although LocoScript ensures that two standard templates are available in Drive M.

Disc management. Printer idle. Using none.
 C=Create new document E=Edit existing document P=Print document D=Direct printing
 f1=Disc change f2=Inspect f3=Copy f4=Move f5=Rename f6=Erase f7=Modes f8=Options

Drive A: 0k used 173k free 0 files	Drive B: not fitted 0k used 0k free 0 files	Drive M: 2k used 100k free 2 files
group 0 0k group 4 0k group 1 0k group 5 0k group 2 0k group 6 0k group 3 0k group 7 0k		LETTERS 1k group 4 0k SAMPLES 0k group 5 0k CNT 1k group 6 0k TEMPLATE 0k group 7 0k
M:LETTERS 1 files 0 liabo files	M:CNT 1 files 0 liabo files	
TEMPLATE.STD 1k	TEMPLATE.STD 1k	

CURSOR OVER A GROUP WITH NO DOCUMENTS INDICATES A NEW GROUP

2 Before creating a document to be recorded on the disc in Drive A it would be wise to select the group it is to appear in and to give that group a name e.g. Group 3 to become **"REPORTS"**.



Disc management. Printer idle. Using none.
 C=Create new document E=Edit existing document P=Print document D=Direct printing
 f1=Disc change f2=Inspect f3=Copy f4=Move f5=Rename f6=Erase f7=Modes f8=Options

Drive A: 0k used 173k free 0 files	Drive B: not fitted 0k used 0k free 0 files	Drive M: 2k used 100k free 2 files
group 0 0k group 4 0k group 1 0k group 5 0k group 2 0k group 6 0k REPORTS 0k group 7 0k		LETTERS 1k group 4 0k SAMPLES 0k group 5 0k CNT 1k group 6 0k TEMPLATE 0k group 7 0k
M:LETTERS 1 files 0 liabo files	M:CNT 1 files 0 liabo files	
TEMPLATE.STD 1k	TEMPLATE.STD 1k	

GROUP STILL CONTAINS NO DOCUMENTS BUT DOES HAVE NAME "REPORTS"

3 Having named the group, create a document called **"DOCUMENT.000"**.



Disc management. Printer idle. Using none.
 C=Create new document E=Edit existing document P=Print document D=Direct printing
 f1=Disc change f2=Inspect f3=Copy f4=Move f5=Rename f6=Erase f7=Modes f8=Options

Drive A: 1k used 172k free 1 files	Drive B: not fitted 0k used 0k free 0 files	Drive M: 2k used 100k free 2 files
group 0 0k group 4 0k group 1 0k group 5 0k group 2 0k group 6 0k REPORTS 1k group 7 0k		LETTERS 1k group 4 0k SAMPLES 0k group 5 0k CNT 1k group 6 0k TEMPLATE 0k group 7 0k
A:REPORTS 1 files 0 liabo files	M:LETTERS 1 files 0 liabo files	M:CNT 1 files 0 liabo files
DOCUMENT.000 1k	TEMPLATE.STD 1k	TEMPLATE.STD 1k

THE GROUP NOW HAS A NAME AND CONTAINS A DOCUMENT

REFERENCE: Amstrad Manual - Book 1 Pages 45, 48

PRODUCING YOUR OWN DATA DISC

When using a **WORKING COPY** of the **MASTER DISC**, much of the space on the disc will be taken up by the LocoScript program (i.e. the "hidden files 86k"). Once the LocoScript program has been loaded into the computer (i.e. the Disc Management display is on the screen) the working disc can be replaced by a blank formatted one, which will then have much more free space.

1 **REPLACE** the LocoScript disc with a blank formatted one and

PRESS: 

Each of the drives A, B (if fitted) and M can contain 8 groups of documents. Although each group exists with a group number (e.g. group 3) it can be named to give it a clearer identification.

NOTE that there are no columns of documents for Drive A and only two for Drive M, so to record a document on the data disc the upper cursor has to be positioned over one of the groups in Drive A e.g. group 3, starting in group \emptyset

PRESS:      

2 Having located the cursor over group 3 create a document in it

PRESS: 

TYPE:  

PRESS:  

NOTE: There is now a column for group 3 in drive A.

TEMPORARY DOCUMENTS

Short documents, say letters or memos, that you wish to type, print and then discard should be created in Drive M. This way they will not be recorded on a disc and once the computer has been switched off the documents will disappear.

COPYING FILES BETWEEN DISCS

Drive M is not a disc drive, it is a part of the computer memory that is used to store files in a similar manner to disc storage. In this instance it is used for temporary storage of a file while the discs are being changed over.

- 1 To copy **"DOCUMENT 000"** from Disc A to Disc B:

Disc management				Printer file: Using none			
C=Create new document		E=Edit existing document		P=Print document		D=Direct printing	
F1=Disc change		F2=Inspect		F3=Copy		F4=Move F5=Rename F6=Erase F7=Modes F8=Options	
Drive A:		Drive B:		not fitted		Drive M:	
150k used 23k free 32 files		0k used 0k free 0 files		0k used 100k free 2 files			
INVOICES 3k				LETTERS 1k group 4 0k			
SAMPLES 12k group 5 0k				SAMPLES 0k group 5 0k			
COPY 18k group 6 0k				COPY 1k group 6 0k			
TEMPLATE 17k group 7 0k				TEMPLATE 0k group 7 0k			

- 2 Copy **"DOCUMENT 000"** to M.

- 3 Replace Disc A with Disc B.

- 4 Copy **"DOCUMENT 000"** in M to A.

COPYING FILES BETWEEN DISCS

To copy a file e.g. **ADVERT.EG** from the System Disc to a new group **REPORTS** on your Data Disc.

If the Working copy of the System Disc is not in Drive A, remove any disc that is there, insert the Working copy and

PRESS: 

1 With the Disc Management display on the screen position the cursor on **ADVERT.EG** and

PRESS: 

2 First it is necessary to copy the document to a group in Drive M by moving the cursor to the group


PRESS:    and

PRESS:  



3 REMOVE THE DISC from the drive and **REPLACE IT** with the Data Disc to be copied to, and

PRESS: 

4 To copy **ADVERT.EG** from drive M to the group called **REPORTS** on the new disc

PRESS:  and move the cursor to the new group

PRESS:     . . . etc.

NOTE: If the new disc has no documents in the destination group, one will have to use   to get into the group.

5 With the cursor positioned on the desired group in **DRIVE A**

PRESS:  

MAKING YOUR OWN TEMPLATE

To create a memo document called **SMITH.001** to Mr. W. Smith, use group 6 in Drive A and Drive A which contains a standard memo template (created on the opposite page).

1 Position the cursor within group 6 in Drive A and

PRESS: **C**

TYPE: **SMITH** **space** **001** **ENTER**

2 To complete the memo

TYPE: **EOL** **EOL** **EOL** **1st January 1986**

EOL **A. Jones**

EOL **W. Smith**

EOL **EOL** **Confirming meeting on Friday
10th January at 2.30 to discuss
future plans.**

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS: **EXIT** **↓** **↓** **↓** **ENTER** (To Abandon)

To remove the standard template so that it can be created again for this exercise; with the cursor on **TEMPLATE.STD** in group 6 Drive A

PRESS: **SHIFT** **f6**

REFERENCE: Amstrad Manual – Book 1 Page 125

MAKING YOUR OWN TEMPLATE

A major feature of LocoScript is the way documents are grouped together to take advantage of similar layouts and maybe the same initial text. The common layout and common text are regarded as the template for the group and are held in a special file called **TEMPLATE.STD**.

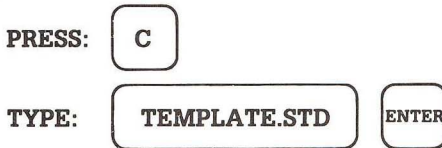
When creating a new document a standard template will always be presented, either one that has been specially designed for the group or selected automatically from another group.

In the following steps we shall create a template for a standard memo and the facing page will show how to make use of it.

- 1 With Disc Management display on the screen, move the upper cursor to an unused group e.g. group 6 in Drive A using



- 2 With the cursor on group 6 in Drive A

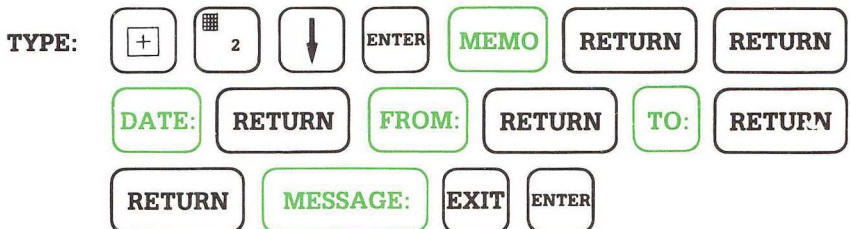


- 3 As this group does not already have a group template, you will be presented with one from another group. To clear that template from the screen



- 4 To create a **NEW LAYOUT** (or a selection of them) for this group of documents see "**CHANGING TAB SETTINGS**" and "**CHANGING MARGINS**"

- 5 To prepare a document template, e.g. for a memo



BLOCKS

INSERTING A SAVED BLOCK

As an example, insert the block saved on the opposite page into **TEXT.EG**.

- 1 With document **TEXT.EG** on the screen, position the cursor at the start of paragraph 2 and to insert the text (**BLOCK 1**)

PRESS:



- 2 With Disc Management display (headed "Editing text") on the screen **MOVE THE CURSOR TO LAWNMOWR** and

PRESS:



(see the text being inserted)

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS:






(To Abandon)

NOTE: These saved blocks **CANNOT BE EDITED** – until they have been inserted (pasted) into another document.











There are times when it can be very useful to be able to copy or move a block of text from one document to another (even documents on different discs). The sections "**COPYING text**" and "**MOVING text**" explain how the cutting and pasting processes are used within a document; this section deals with storing blocks of text so that they can be transferred any number of times to other documents.

1 As an example, with the Disc Management display on the screen, move the cursor to **ADVERT.EG** in the **SAMPLES** group and





PRESS:  check the entries in the window and if correct

PRESS:  (otherwise **PRESS:** )

2 To take a copy of the first paragraph "Petrol driven . . ." and put it in **BLOCK 1**

PRESS:     
    

3 To save this block

PRESS:    

4 With the Disc Management display (headed "Editing text") on the screen, move the cursor to the group in which the block is to be stored.

[NB If this is a one-off transfer to another document, especially one on another disc, store it in Drive M. But if you want to retain this block to use on other occasions, store it in a group in Drive A.]

PRESS: 

TYPE:  

5 When you have finished with the document

PRESS:  

CREATING PHRASES

PHRASE.STD is a special LocoScript file containing up to 26 phrases, referred to by the letters A to Z, and which cannot be edited as a document.

TO STORE THE PHRASES ON A DISC

To be able to use the useful phrase (created opposite) on other occasions it will have to be stored on the Working Copy of the System disc.

1 Insert the Working Copy of the System Disc in **DRIVE A** (having removed any other disc that might be there).

PRESS:

f1

2 Move **PHRASES.STD** from **DRIVE M** to the first column of **DRIVE A**.

PRESS:

f4



...



NOTE: The maximum size for any one phrase is 255 characters. The maximum number of characters for the phrases together is 550.
So **KEEP THEM SHORT!**

CREATING PHRASES

Apart from being able to create and store blocks LocoScript also enables one to store up to 26 short phrases which can be more easily used than blocks. All phrases are stored in a file called **PHRASES.STD** and are inserted into text by using the paste key.

- 1 As an example create a document called **PHRASES** and set up in it one or a number of phrases

With Disc Management display on screen

PRESS: **C** **PHRASES** **space** **ENTER**

- 2 Move to the end of the document and type in a useful phrase

PRESS: **SHIFT** **DOC** **RETURN**

Early closing on Wednesdays

- 3 Move the cursor to the start of the line and

PRESS: **ALT** **SHIFT** **LINE**

PRESS: **COPY** **EOL** **COPY** **E**

- 4 To **SAVE** the phrase for later use in another document

PRESS: **SHIFT** **f8** **↓** **ENTER**

NOTE: A new file called **PHRASES.STD** has been created in **DRIVE M**.

To save this updated version of the Phrases file it has to be **MOVED** to the first column in **DRIVE A** of the Working copy of the **SYSTEM DISC** (see opposite).

USING PHRASES

TO LIST ALL THE PHRASES HELD IN PHRASES.STD

1 **PHRASES.STD** cannot be edited as a document so to list all the phrases they need to be inserted into an existing document. In this case a dummy document is created for the purpose

PRESS:

2 To insert the phrases

PRESS:

Move the cursor on to **PHRASES.STD** and

PRESS:

To avoid updating this document on disc,

PRESS: (To Abandon)

REFERENCE: Amstrad Manual – Book 1 Page 113

STEP BY STEP GUIDE TO LocoScript


1 As an example, to insert the phrase created in the previous section the document **ADVERT.EG**, with Disc Management display on the screen and the cursor on **ADVERT.EG**

PRESS:  

2 Move the cursor to the position where the phrase is to be inserted and

PRESS:    

To avoid updating this document on disc, so that it can be used again for this exercise

PRESS:      (To Abandon)

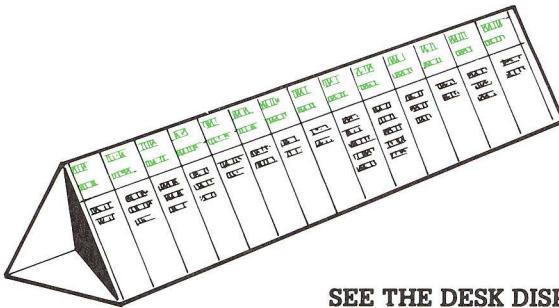
QUICK COMMANDS



Bold
 Centre
 Double
 Italic
 Keep ??
 LayouT ??
 Line Pitch ?
 Line Spacing ??
 Last Line
 Last Page Number
 Pitch ?? ?
 Page Number
 ReVerse
 Right Justify
 SuBscript
 SupeRscript
 UnderLine
 Word underline
 UniT
 _ hard space
 _ hard hyphen



Bold
 Double
 Italic
 Keep ??
 LayouT
 Line Pitch
 Line Spacing
 Pitch
 ReVerse
 SuBscript
 SupeRscript
 UnderLine
 _ soft space
 _ soft hyphen



SEE THE DESK DISPLAY

QUICK COMMANDS

There are two pull-down menus called **SET** and **CLEAR** which contain a range of commands that can be initiated through them. This can be a quicker way of using commands for those who have become familiar with LocoScript.

For example, to put text into italics.

USING THE CURSOR

1 With the cursor positioned before the text to be set in italics

PRESS:  and wait for menu

2 Move cursor in menu down to Italic

PRESS:    

CALLING MENU QUICKLY

1 **PRESS:**  

2 Move cursor in menu down to Italic

PRESS:    

WITHOUT USING THE CURSOR

Each entry in the menu(s) can be uniquely identified by the capital letters displayed and any ? . e.g. I = Italic, RJ = Right Justify. The ? represents a number or character that has to be entered.

1 **PRESS:**  

2 **PRESS:**  

WITHOUT USING THE MENUS

The small desk display that is included with this book indicates how these same commands can be initiated without using the menus, so that the above example becomes:

PRESS:  

HELP! – DISC FULL

NOTE: that the space occupied by **LIMBO** files is automatically released when other files require the space.

If you wish to see which files are being held in “limbo” and to erase any of them, then:

1 TO SEE THE LIMBO FILES

With Disc Management display on the screen

PRESS: SHIFT f8 + ENTER

NOTE: that the **LIMBO FILES** are now listed in the columns.

Drive A:		Drive B:		Drive M:	
150k used	23k free 32 files	not fitted	0k used 0k free 0 files	2k used	100k free 2 files
INVOICES	3k	LETTERS	1k group 4	0k	0k
SAMPLES	12k group 5	0k	0k	group 5	0k
CONT	10k group 6	0k	1k	group 6	0k
TEMPLATE	17k group 7	0k	0k	group 7	0k
A:LETTERS 10 files		A:SAMPLES 5 files		A:CONT 3 files	
2 limbo files		3 limbo files		1 limbo files	
ADDRESS	1k	ADVERT	.EG 1k	JONES	.DOC 2k
ADDRESS	000 1 liabo	ADVERT	.EG 1 liabo	JONES	.DOC 2 liabo
FRED	001 1k	DOCUMENT	.EG 4k	MANUAL	000 15k
FRED	.PCW 1k	LAYOUT	.EG 1k	TEMPLATE	.STD 1k
JONES	.DOC 2 liabo	LAYOUT	.EG 1 liabo		
PHRASES	.STD 1k	QUOTE	.EG 3k		
READ	.ME 9k	QUOTE	.EG 3 liabo		
TEMPLATE	.STD 1k	TEXT	.EG 3k		
4 hidden	86k				
				LET2PAGE	.NDP 2k
				LET2PAGE	.PLP 2k
				LETTER	.NDP 1k
				LETTER	.PLP 1k
				MANUSCRP	.2k
				MANUSCRP	.2 liabo
				MEMO	2k
				PAGENUM	.CEN 1k
				PAGENUM	.PR 1k
				PAGENUM	.RJ 1k
				PAGENUM	.RJ 1 liabo
				PHRASES	.LET 1k
				PHRASES	.NUL 1k
				TEMPLATE	.LAB 2k

2 To ERASE a LIMBO FILE, move the cursor to it and

PRESS: SHIFT f6 ENTER

There can be occasions when one attempts to “finish editing” a large document and the “disc full” warning is displayed. To avoid losing this typing it is necessary to create additional space on the disc.

1 To get access to the Disc Management display

PRESS: 

2 With the Disc Management display on the screen try doing the following to create more space:

(a) Erase any documents from Drive A that are no longer required

using

(b) Move any documents from Drive A to Drive M

using

(c) If there is insufficient space in Drive M erase any unnecessary documents from Drive M then do step (b).

3 When you feel that sufficient space has been created

PRESS: 

4 If the “disk full” message is still present:

Go back to **STEP 1** and create even more space.

5 If there are any documents transferred to Drive M that you wish to keep and there is insufficient space on the disc being used

(a) Replace the disc in Drive A with one that has space

(b) **PRESS:** 

(c) Move the documents from Drive M to Drive A

using

ALTERNATIVE KEYBOARDS

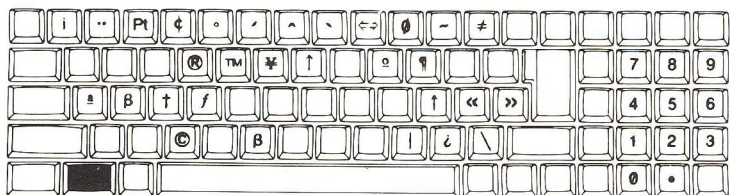
THE MAIN KEYBOARD



THE KEYBOARD WITH ALT



THE KEYBOARD WITH EXTRA



Amstrad

Step by Step Guide to Locoscript

+ -	B	BOLD	
+ -	C	CENTRE	
+ -	D	DOUBLE	
+ -	I	ITALIC	
+ -	K	KEEP	
+ -	LT	LAYOUT	
+ -	LP	LINE PITCH	
+ -	LS	LINE SPACING	
+	LL	LAST LINE	
+	LPN	LAST PAGE NO.	
+ -	P	PITCH	
+	PN	PAGE NO.	
+ -	RV	REVERSE	
+	RJ	RIGHT JUSTIFY	
+ -	SB	SUB-SCRIPT	
+ -	SR	SUPER-SCRIPT	
+ -	UL	UNDER-LINE	
+	W	WORD UNDER-LINE	
+	UT	UNIT	



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