

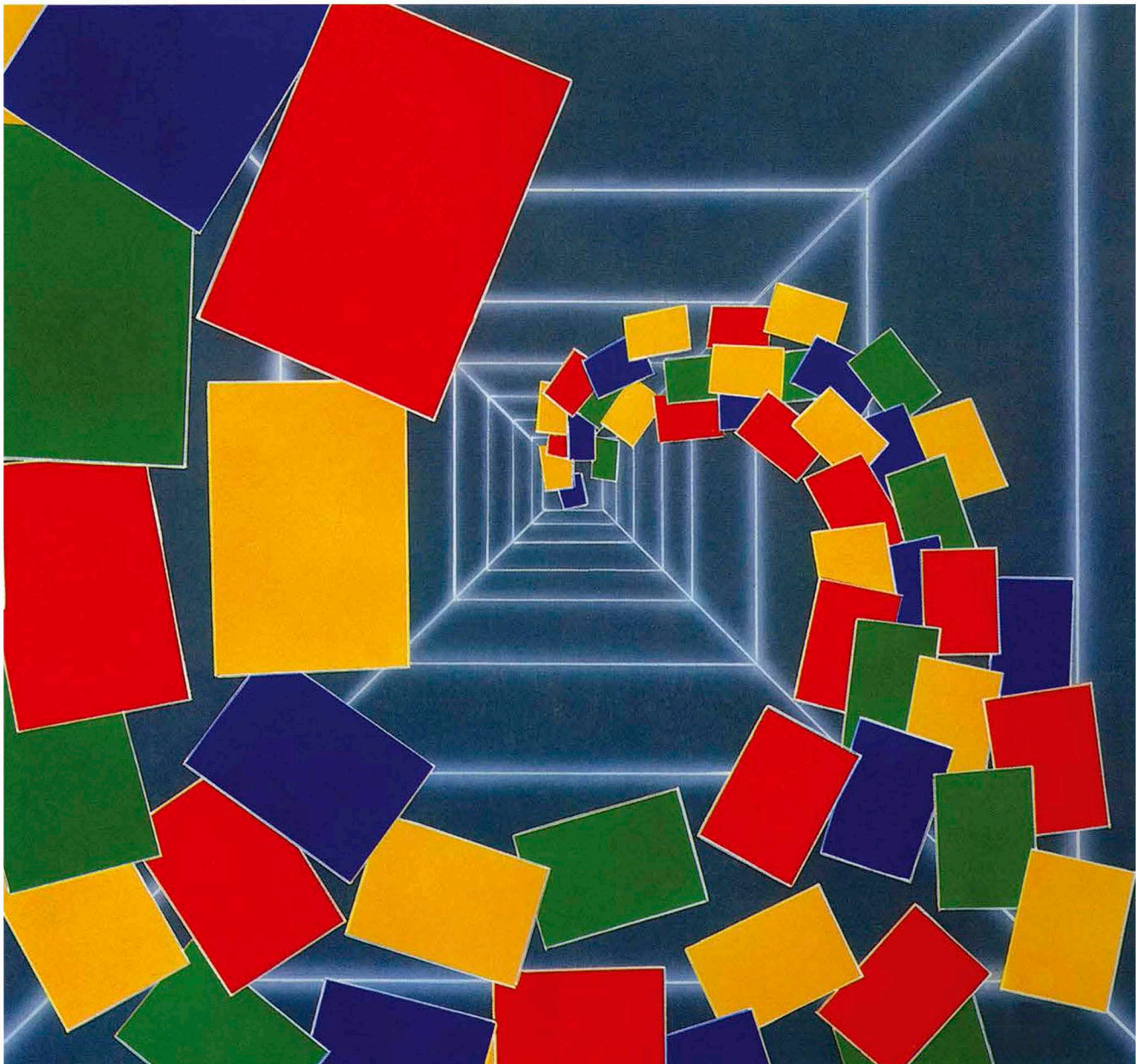
Macmillan Modern Office

Series Editor: Christine Simons

Easily into

LOCOSCRIPT

for the
AMSTRAD PCW8256/8512



Susan Rogers

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BIOGRAPHY

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Sue Rogers has alternated very happily between the worlds of Commerce and Education — in international companies and a leading Secretarial College. A specialist in LocoScript, she was the first to market a Training Guide for its use. She is also the author of *Getting Started with the Amstrad PCW*.

As well as being an author, she is also an examiner in Word processing with the RSA and produces training material for other learning centres.

She runs a company that provides specialised computer and word processing training to Industry, Commerce and Industrial Training Boards, often on behalf of Computer manufacturers.

□ INTRODUCTION

The Macmillan Modern Office series is designed especially to meet the increasing demand for training in office technology in a business world where rapid changes are taking place all the time.

Users of word processing and data processing software often find the manufacturers' manuals daunting and although programs are often described as 'user friendly', one is never quite sure how to become friendly with *them!* With this problem in mind, we have produced a number of instruction books for a range of the most widely used word processing and data processing programs, which can be used either for group teaching or for self-study. We have made every effort to write in clear, straightforward language, avoiding jargon wherever possible.

A Training Disc is included which contains plenty of exercise material, and will save valuable time and effort from keying-in exercise text, especially if students are not trained keyboard operators. At this early stage, it is essential to concentrate on program functions, and learn them before anything else.

Such subjects as disc management, installation procedures and hardware systems are outside the scope of this book and readers who are using the course for self-study should ensure that they either have a basic knowledge of the formatting of work discs, or have access to a teacher or knowledgeable colleague who can see that the system is set up for them before they can begin.

This course has been designed for maximum practicality of use as a stand-up text. It also includes essential learning aids such as a Quick Reference Guide, a Glossary, a detailed Index, and page cross-referencing throughout. With such comprehensive learning material at hand, readers should find that acquiring fluency and understanding of the technique of LocoScript is as enjoyable as it is profitable to them.

Christine Simons

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With love to David, Nick and Claire for their patience, love and support during the writing of this book.

CONTENTS

WORD PROCESSING WITH LOCOSCRIPT 1

What is word processing?	1
What is a word processor?	2
Hardware	3
Sortware	6
LocoScript itself	6

ABOUT THIS BOOK 8

Work at your own pace	8
Design of the Sessions	8
And finally . . .	8

ESSENTIAL PREPARATION 10

Formatting discs	10
Formatting for PCW8256	10
Formatting for PCW8512	14
Copying discs	17
Copying for PCW8256	17
Copying for PCW8512	20
Copying for PCW8512 — Drive B:	22

SESSION ONE 25

Loading the LocoScript Program	25
Using the CAN(cancel) key	28
Creating a document	28
Mastering cursor control	30
Performing simple text editing	31
Saving your document	31

SESSION TWO 35

Recalling an existing document from disc	35
Setting up a Base Layout	36
Printing a document	42

SESSION THREE	47
Mastering advanced cursor control	48
Mastering simple text editing	48
Printing from the Disc Management Menu	50
SESSION FOUR	55
Changing discs	55
Making a copy of an existing document	56
Using the Emphasis Menu f3	57
Using the Show Menu f1	63
SESSION FIVE	66
Using the Style Menu f4	66
Using the Lines Menu f5	72
SESSION SIX	79
Changing the layout within a document	79
Reformatting text	83
Changing margins and tabulations	83
SESSION SEVEN	92
Find and Exchange	92
Ending a page manually	95
Automatic page numbering	97
Printing more than one page	99
SESSION EIGHT	104
Block editing	104
Saving a portion of text as a separate file	108
Saving phrases	111

SESSION NINE	117
Group Management	117
Templates	118
Disc Management	124
SESSION TEN	129
Headers and Footers	129
Method of identifying text in the Directory	132
Inspect identifying text	134
Inserting one file into another	134
Headers and footers on alternate pages	136
Disc Management while editing	142
SESSION ELEVEN	145
f7 Options Menu	145
Limbo files	148
Copying from one disc to another	148
Keeping a permanent record of useful phrases	149
Quick editing	150
SESSION TWELVE	153
Printing options	153
Direct printing	156
Final advice and general hints	158
QUICK REFERENCE GUIDE	159
ALTERNATIVE KEYBOARDS	160
GLOSSARY OF TERMS	162
INDEX	165

WORD PROCESSING WITH LOCOSCRIPT

You may already be familiar with word processing and are using it to learn a new program — LocoScript. On the other hand, you may be completely new to word processing and are approaching the whole thing apprehensively — after all, it *is* unknown machinery, and it *is* a completely new language: computerism. So, to ease your way through the early stages, and to bring you swiftly to an understanding of the new medium, we start with a general explanation of basic facts and first principles. It is not an attempt to cover the theory of word processing, but merely an overview of the equipment you will be using and a few tips about word processing in general.

Wherever possible, we have tried to avoid unnecessary jargon; we know how offputting it is to talk with computer buffs who seem incapable of expressing two words without including a multi-syllabled utterance. However, computer terms *are* part of the word processing world, so you will meet them, and we have to use them here. But we explain each one as it occurs first time, and if you forget it, look it up in the Glossary at the end of the book.

WHAT IS WORD PROCESSING?

One of the nicest definitions — and we don't even know who wrote it — is: 'Word processing is a system of getting the jottings of one executive into the filing cabinet of another without passing through the minds of either.'

In simplistic terms, a word processor is a means of getting words and numbers into printed documents in the most efficient manner possible. Word processors differ from typewriters in that the keyboard is separated from the printer so that text can be keyed-in, stored and later recalled and amended, if necessary, *before* being printed. It is impossible to edit a typewritten document without re-typing, whether part of the text or all of it. With word processing, it is possible to carry out all manner of amendments and corrections before the text becomes **hard copy** — that is, an actual print-out on paper of a document. When the text is on the screen and can easily be manipulated by the operator, it is known as **soft copy**.

WHAT IS A WORD PROCESSOR?

A word processor is a computer. It is either a **dedicated** word processor, which means it can do nothing else except word process, or it is a **microcomputer** which is used for various functions, including word processing. The component parts of a word processor are:

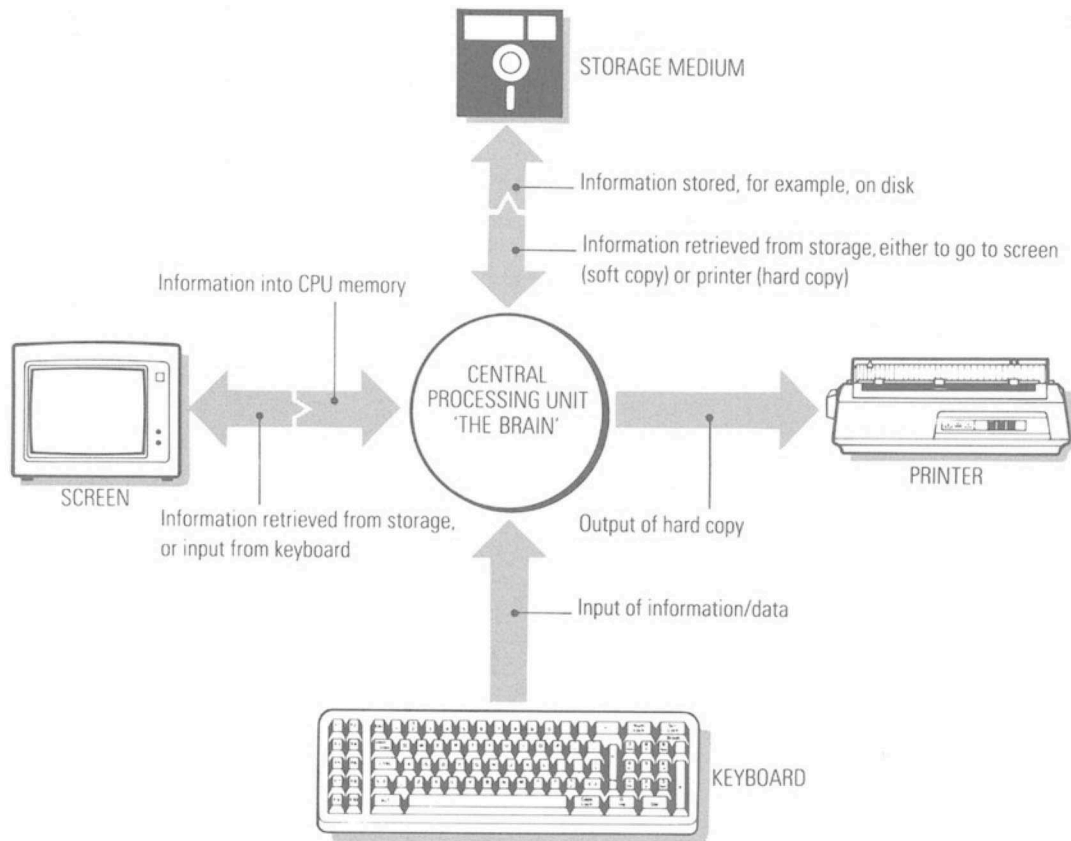


Fig. 1: Component parts of a Word Processor

Hardware and **Software** are terms which are probably familiar to you. We will look at each in turn.

This refers to all the machinery used in computing. It includes the equipment shown in the diagram of Fig. 1.

The Central Processing Unit (CPU)

The CPU is the computer itself — the 'brains'. It is the nerve centre of the whole operation and controls everything that goes on. No one part of the following Peripheral Equipment can operate without it. It has its own storage memory and all the information which passes in either direction from keyboard to screen, screen to disc, disc to printer, and so on, passes through the CPU's memory on its way to its destination.

The Peripheral Equipment

1 The Keyboard

The keyboard is a device for putting data into the computer ('inputting'). The Amstrad keyboard layout is:

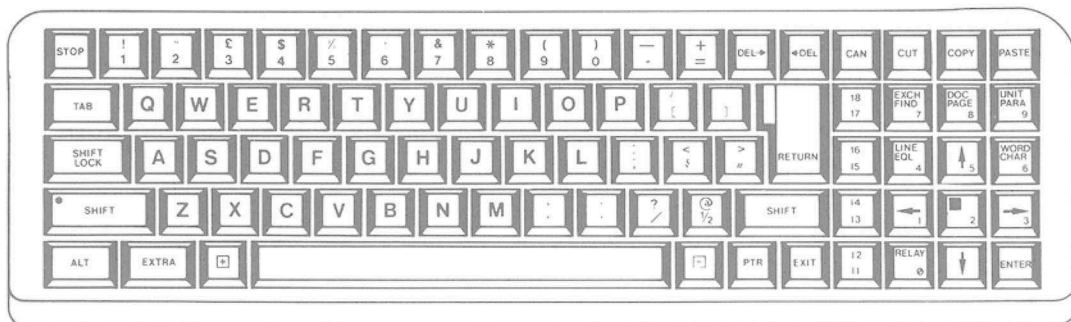


Fig. 2: Amstrad Keyboard

As you can see, there are obviously a lot more keys on a computer keyboard than on a typewriter. The extra keys instruct the computer to carry out certain functions. Not all of them are used in word processing, some are for use in accounts, graphics, or database work. To the right of the usual Qwerty keys you will see a set of **Function keys**, labelled *f1*, *f2* and so on. These can be used in LocoScript to facilitate various functions.

To the right of the function keys are some special keys which are dedicated to the word processing system, these include **CUT**, **COPY**, **PASTE**, **EXCH/FIND**, **DOC/PAGE**, **UNIT/PARA**, **LINE/EOL**, **WORD/CHAR**, **RELAY**, etc. These keys also incorporate the number keypad, the numbers of which are generally used in accounts work. However, we also have the more familiar number keys on the top row of the keyboard, and for our purposes it is usually simpler to use them when keying-in numbers. The computer is sensitive to the difference between numerals and letters of the alphabet, so always remember to use figure 1, not a small L, and figure 0, not capital O.

An important part of the number keypad is the group of cursor arrow keys. (The cursor itself is described below under 'The Screen'.) The arrow keys allow you to move the cursor up, down and across the screen, and they are repeater keys — that is, by pressing them firmly and holding them down, they will operate until you release them.

The **RETURN** key (or ↵, as it appears on the screen) is known as a 'carriage return' by typists and it also has this function in word processing. The **ENTER** key (extreme bottom right of the keyboard) is used to 'Enter' instructions to the computer.

2 The Screen (Visual Display Unit)

Now that you cannot see the type and its layout appearing directly on the paper, as in the typewriter, you have instead a much more complex and responsive instrument for viewing what you've done. It also talks back to you! The Amstrad VDU screen displays 25 lines of text beneath the **Status Lines**. The Status Lines are the three highlighted lines at the top of the screen which show you your current state, that is, the document you are in, your whereabouts in the program, the page you are on and the line number you are at. Horizontally, the screen shows approximately 95 characters of type. The screen also has a **scrolling** device so that you can view previously keyed material.

The **cursor** is the block or line of light which pulsates; it moves around the screen to show you where you are; it is the same as the printing point on the typewriter, that is, the point of text entry. Unlike a typewriter, though, you can move the cursor to any point on your text using the cursor arrow keys and others which we shall discuss. Wherever the cursor is, that is the point at which you can make your alteration, add or take away from your text. However, you cannot move the cursor to a point on the screen where no text has been entered, unless you first use the Space Bar or the Tab Key (which the computer recognises as text characters). When you wish to move to the right within a line of text, use the cursor movement keys, not the space bar because spaces will be inserted in your text.

3 Storage Media

With LocoScript, when text is keyed-in, it enters the CPU's short-term memory. However, unless a command is given to store the text permanently, it will be lost when it is abandoned from the screen, or the computer is switched off. For long-term storage, the information is passed from the computer's memory to a disc. Discs are installed into a Disc Drive. On the Amstrad the disc drives are to be found to the right-hand side of the screen. If you have the PCW8256, you will have only one disc drive, but if you have the PCW8512, then you will have two disc drives, one above the other. Inside the disc drives there is a magnetic head that 'reads' the information from the disc (or 'writes' information onto it). This information can be retrieved in seconds from a disc by the magnetic head as it searches 'randomly', using the coded information you have put into it to identify the passage of text required. It does not have to trudge right through the disc until it finds it.

Disc drives have special names. Drive **A:** is the top disc drive and Drive **B:** is the bottom disc drive. (The colon is part of the drive name and is always used, as you will see on your screen and in the maker's manual.) If you are using a twin floppy disc system, your program disc will be inserted into Drive **A:** and your training disc, into Drive **B:**. If you have a hard disc system, it is likely that the program is in the Directory of Drive **C:** and your training/work may be undertaken in the Drive **A:** Directory. (Hard disc users should find this out because they will need to know which drive their training disc is working through.)

Floppy discs

These are a widely used storage medium in word processing. The Amstrad uses 3" Compact Floppy Discs. The discs are circular and enclosed in a hard plastic outer casing which protects them. An oval slot exposes the surface of the disc for the disc drive's magnetic head to 'read' or 'write' information. Floppy discs are sensitive and easily damaged, so they need careful handling — a disadvantage amid the hazards of a busy office.

A double-sided, double-density floppy disc can hold up to 1 million characters — 1 Megabyte (Mb), or 500 full A4 pages. (Talking of Megabytes, you will probably meet the term **K**. For example, people speak of 32K's worth of memory. K stands for kilobyte and

represents approximately 1000 characters of text. (1000 kilobytes = 1 Megabyte.) There are about 2000 characters (2K) to an A4 page of single-spaced typescript — approximately 400 words.

Hard discs

Hard discs are more expensive than floppy discs, but they are more durable and have a much bigger memory. A 30 Mb hard disc, with its ability to store 30 million characters, is a very different proposition from the vulnerable 1 Mb floppy. Hard discs are encased in a sealed unit and therefore not physically handled by the operator. They are also much faster to access than floppy discs, which means that the operator does not have to wait so long for the system to respond to commands and can therefore work more quickly.

4 The Printer

If the keyboard handles the *input* of text, the printer handles the *output*. There are many different kinds of printer available, but the one which comes with the Amstrad PCW is a **dot matrix** printer. It is possible, however, if you wish, to alter the system and attach a different printer to it. Your supplier will be able to give you more information on this subject.

Dot matrix printers form their letters by impacting them on the paper from a print head containing pins with a grid of dots which move rapidly to form each character. They are much faster than daisy wheel printers, with speeds of up to 200 characters per second, but the quality is not so good and dot matrix printers are normally used for internal and draft work. However, the printer which comes as part of the PCW has the ability to produce draft or high quality printing and the end results of both are very acceptable.

Daisy wheel printers are so called because their print font resembles a daisy, with a character at the tip of each 'petal'. The daisy wheel is rotated so that the correct character is positioned in front of a hammer which strikes the tip of the petal when the wheel is momentarily stationary and thus, via the ribbon, produces an image on the paper. Daisy wheel printers produce excellent copy and are widely used for word processing work such as letters. They print at an average speed of around 40–60 characters per second. Because the daisy wheels are easily removable, a wide range of typefaces can be used.

Laser printers. The quality of laser printers is superb, but they have, until recently, been very expensive and rather cumbersome machines, somewhat similar in style to a photocopier. Smaller and cheaper models are now becoming available; there is one which operates at a speed of 8 pages per minute and is desk-top size. Undoubtedly, as technology advances, lasers will overtake other top quality printers.

Whichever kind of printer you are using, you should become familiar with its operation and with the maker's manual, so that you know exactly where to turn to get yourself out of difficulties if they arise. For instance, you must know what to do if the paper jams, or if the machine stops in mid-print (probably because it needs a new ribbon). It is outside the scope of this book to discuss printer operation in detail because there are so many different types in use, therefore we strongly commend you to the manual, or to an enlightened colleague.

So much for our overview of Hardware. Now let us look at Software.

SOFTWARE

This is the **Program** (or set of instructions) given to the computer to activate it. We sometimes think of a computer as being almost human, but it is not. It cannot think for itself, even though sometimes it seems determined to argue with us. A computer is a combination of metal, wire, plastic and other mostly man-made parts — and it can't operate without *you*. It cannot do a thing until *you* program it with the right Software. The program is contained in the discs you put into the computer — in this case the program is LocoScript. When you tell the computer you are going to use LocoScript it reads the LocoScript program into its memory and is ready to go.

A microcomputer can be used to undertake many different types of program. Its System disc starts it up. Then it is up to the operator to feed in the program to be used — it could be Accounts, Graphics, Databases, or, as in your case, Word Processing.

The ability to operate different kinds of programs differentiates microcomputers from dedicated word processors, which are able to do only one thing — that is, process words. In the dedicated Word Processor, the program is already installed in the computer (it is 'hard wired') and you do not have to feed it in as you do with LocoScript.

LOCOSCRIPT ITSELF

Now we have looked at the various parts of the equipment used in word processing generally, we will look at some of the things which are special to LocoScript.

Menus

LocoScript is particularly easy to use because it is 'menu driven'. This means that you may choose which of the many facilities it has to offer by selecting an item from a Menu which is presented to you on the screen.

There are four main menus available one of which is displayed on screen all the time, which is one of the great advantages of LocoScript and means you don't need to remember everything at once. The Menu reminds you how to choose a particular facility by keying-in one of the Function keys indicated.

The four main menus are:

Disc Management Menu — Opening menu showing the list of documents you have created and functions relating to how you manage your documents.

Editing Text Menu — The menu which relates to how you enhance your text.

Options Menu — The choices for formatting the page layout of your documents.

Printer Menu — The way in which the printer is used.

The function keys *f1* – *f8* have a different function for each of the four main menus. Each Function key calls a further menu to the screen from which options can be selected.

Getting Help

If the machine 'bleeps' at you, or dreadful error messages flash onto the screen, *don't panic!* There is really very little that can go wrong. Let us look at one or two ways of getting out of difficult situations:

- 1 If you press the wrong Function key by mistake, simply press the **CAN** key to cancel the menu. This will also work if you begin an operation and decide to abandon it.
- 2 If you are in one of the four main menus and you want to come out, simply press **EXIT** and follow the prompt instructions which will appear on screen to help you.
- 3 If you begin an operation, such as moving the cursor to the end of a multi-page document, and you wish to stop, simply press the **STOP** key twice to abandon the instruction.
- 4 Usually, if an 'error message' flashes onto the screen, you are given an instruction on what to do, which will probably consist of a set of options from which you can choose the one that suits the situation.
- 5 Your LocoScript manual has a problem-solving section, and you can consult this if you have a problem with the hardware.
- 6 The dealer who sold you your Amstrad will undoubtedly be a valuable support to you and a mine of information. If you have difficulties, don't be afraid to telephone him. If necessary he has a support line available to Amsoft who produce LocoScript and, between them, they will be able to solve your problems.
- 7 If all else fails, you can always switch off (remembering to remove the discs from the disc drives first), but try, if at all possible, to save (store) any work you have keyed-in (see Session One, page 31). Often, when you switch on again and start from scratch, the 'bug' will have vanished, and you can continue happily. If the bug is still there and the equipment seems sick to you, you will then have to talk to your supplier and possibly call a Service Maintenance Engineer.

□ ABOUT THIS BOOK

This training course will give you sufficient instruction to enable you to operate the LocoScript program with fluency and confidence. If, at that stage, you wish to complement or deepen your knowledge of the program, you should turn to your LocoScript reference manual.

■ WORK AT YOUR OWN PACE

The training of LocoScript here has been divided into Sessions which break down the program into easily digested parts. You work through each Session at your own pace, then carefully read the Session Check at the end of each Session, being honest with yourself about whether or not you have really learned the contents of the Session. There is a series of questions in each of the Session Checks with multiple choice answers. Work through the questions and see how well you can remember what you have learnt. If you're not sure of a particular point, or if you get the wrong answers to questions, go back to it and work on it before you move on to the next Session.

■ DESIGN OF THE SESSIONS

The objectives are given at the beginning of each Session. The training material is divided into two columns: the left column, ***This is what you do***, tells you exactly what steps you must carry out, and instructions to key-in are given in bold typeface; the right column, ***This is what will happen***, shows you what will happen as a result of the action you have taken. Words which will actually appear on your screen are again in bold typeface or may be in the form of a screen illustration so that you can match what you see on the screen with what is written in the book, which will then act as a verification that you have carried out the instructions correctly. General theory points and exercise texts use the full width of the pages.

■ AND FINALLY . . .

As you work through this book, we suggest it may be useful for you to make your own notes of the main procedures that you use most frequently. The best short-cut to getting into the system and proceeding on your own is by having a bunch of cryptic notes close to hand that only you can understand.

While you are working, make full use of the **Quick Reference Guide** which is on page 159. You will find it invaluable in sorting out the different menus.

Throughout the book, the exercise material concerns Samuel Pepys and compares modern day technology with the times in which he lived. Sometimes the text is even written in the style of Samuel Pepys and I hope provides interesting and unusual reading compared

with most textbooks of this nature. I make no apology for using this theme and hope that those of you who are trying to learn the LocoScript program will find it both amusing and different as well as informative, notwithstanding the fact that above all, the book is designed to help you to use the machinery you have purchased as quickly and as easily as possible.

LocoScript is becoming one of the most popular of all the word processing programs and is now being widely used throughout the world. We know you will enjoy using it and gain tremendous benefit from all the advantages it has to offer. Good luck with your training — and after!

ESSENTIAL PREPARATION

When you first unpack your new box of tricks, your Amstrad, you will find two discs in the package. These two discs are the system discs or programs which you will use with the Amstrad to carry out word processing and basic programming.

Disc 1, Side 1, LocoScript; Side 2, CP/M Plus.

Disc 2, Side 1, Programming Utilities; Side 2, Dr Logo and Help.

For word processing you will need Disc 1. However, it is absolutely essential that **before you proceed with this training program, you make working copies of these two discs**. The reason for this is that these discs are the essential tools of the whole system, consequently if they become damaged or lost, the system is useless. You should therefore make copies of them at once and use the copies in your daily work, *not* the originals. Once copied, you should put them away in a very safe place, and get them out only if you need to copy them again. In this way you safeguard against the possibility of your system discs being damaged or spoilt.

The copying procedure is fundamental to your everyday use of LocoScript as you will always need to make back-up copies of all your working discs. It is not just a one-off procedure, so we shall look at it in some detail later in this Session (page 17). Copying safeguards against loss or damage to the data you store, which could represent many hours of work.

Note: You are strongly advised to make a copy of the Training Disc which comes with this book.

FORMATTING DISCS

Before using any new disc, you must **format** it. Formatting simply means preparing the disc to accept information. The system scans the disc and wipes it clean, enabling it at the same time to be recognised by the hardware. The Amstrad system will not accept any disc which has not been formatted.

As this book has been written with both the PCW8256 and the PCW8512 in mind, instructions for both machines are given separately. PCW8512 users should now turn to page 14.

Formatting for PCW8256

This is what you do

- 1 Switch on your Amstrad.
- 2 Select Side 2 of your System Disc (CP/M Plus).

This is what will happen

The screen goes green.

This is what you do

- 3 Insert your disc into the disc drive with Side 2 facing the screen. Watch your screen change as the system loads the CP/M program (this takes about 30 seconds).

This is what will happen

Green lines appear on screen.

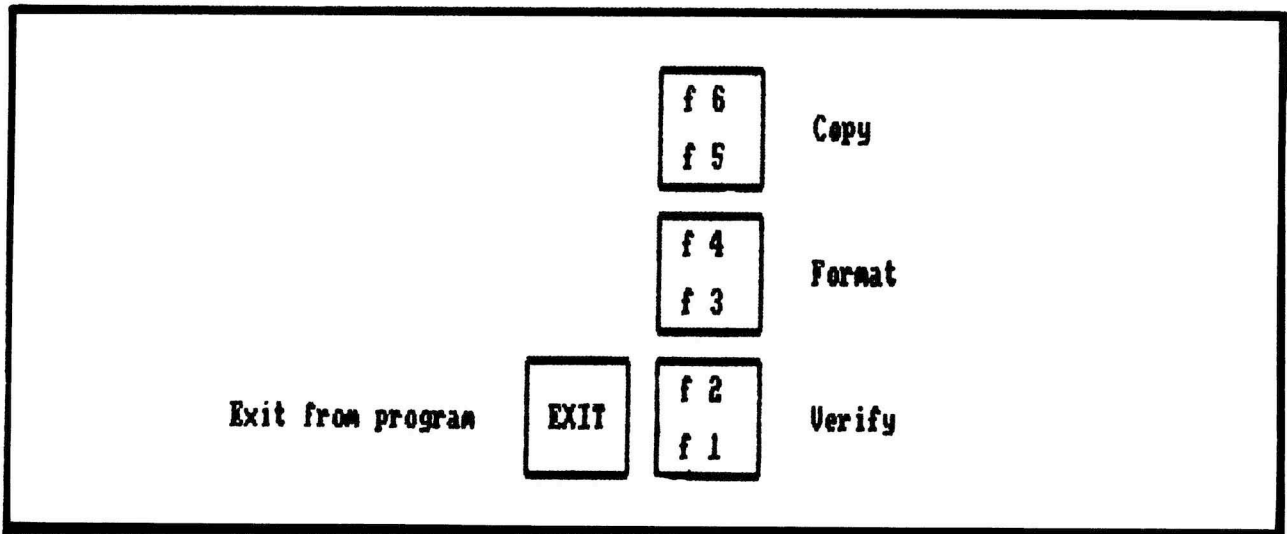
```
CP/M Plus Amstrad Consumer Electronics plc
v 1.3, 61K TPA, 1 disc drive, 112K drive M:
A>■
```

- 4 Key-in the word **diskit** and press **Return**.

A menu will appear on screen showing 3 options:
COPY, FORMAT and VERIFY.

```
DISC KIT v 1.2
PCW8256 & CP/M Plus
© 1985 Amstrad Consumer Electronics plc and Locomotive Software Ltd.
```

One drive found



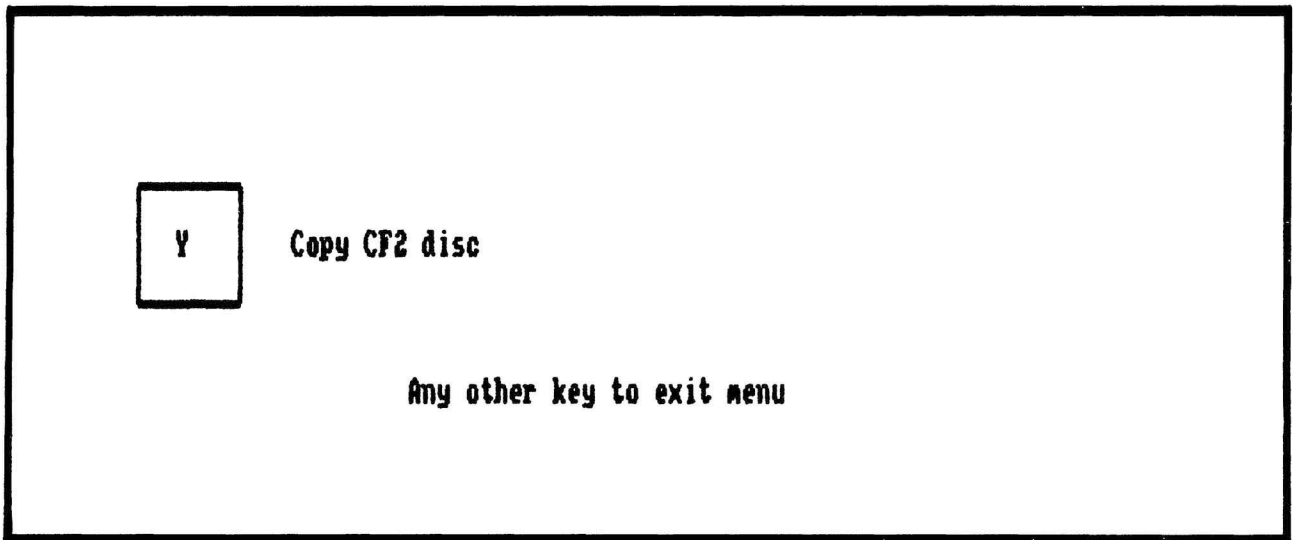
- 5 Remove the System Disc (CP/M) and put a **brand new disc** into the disc drive with Side 1 facing the screen.

This is what you do

6 Press **f4/f3(format)**

This is what will happen

The Y Menu will appear (Y simply means 'Yes').



7 Press **Y(Yes)**.

Remember that the **f (function) keys** are located on the right-hand side of the keyboard. Each key has two functions. After you have pressed Y you will see a series of numbers appearing in the top left-hand corner of the screen. These numbers will run from 0 to 40 and represent the number of tracks on the disc. These tracks are similar to those on a normal gramophone record. The system scans the tracks to format the disc. You will need to format both sides of each new disc before it can be used.

This is what you do

8 When formatting is complete a prompt message appears on screen:

This is what will happen

Format completed
Remove disc
Press any key to continue

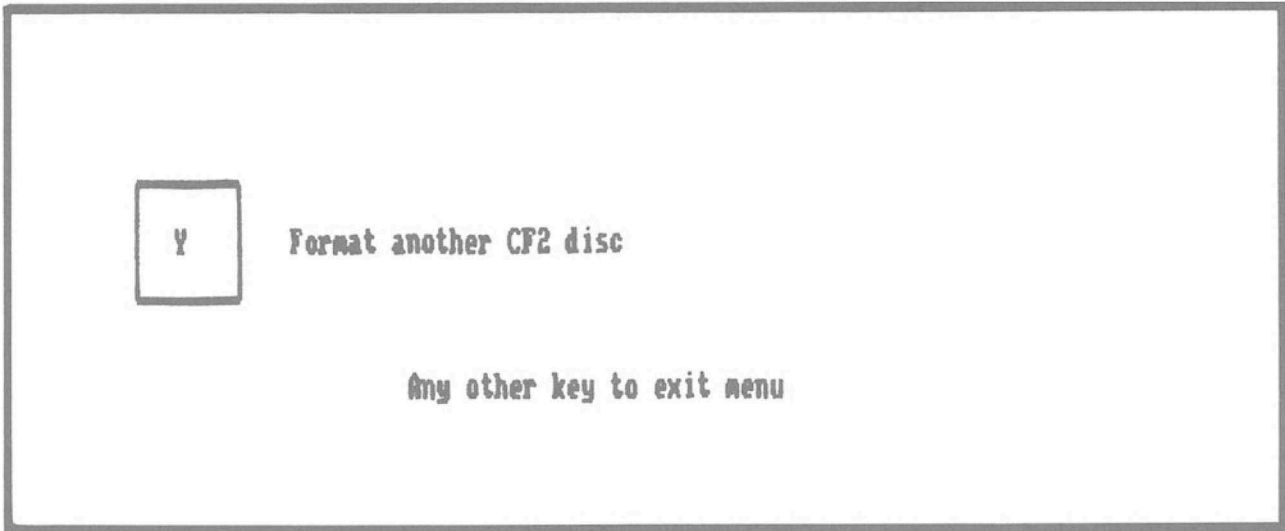
9 Remove the disc and press the **Space Bar**.

The Y Menu re-appears on screen with the prompt: **Format another CF2 disc.**

This is what you do

This is what will happen

- 10** Turn the disc over and re-insert it into the disc drive with Side 2 facing the screen.



- 11** Press Y.

Note: You may wish to format several new discs at once, if so, simply remove each disc when formatting is complete and re-insert a new one, repeating the procedure from Step 9, until you have formatted all your new discs.

This is what you do

This is what will happen

- 12** When formatting is complete, press EXIT to return to the original Diskit Menu.

Disckit Menu re-appears (see page 11).

Now turn to page 17 to continue with the next stage, Copying Discs.

Formatting for PCW8512

This is what you do

- 1 Switch on your Amstrad.
- 2 Select Side 2 of your System Disc (CP/M Plus).
- 3 Insert your disc into Disc Drive A: (top drive) with Side 2 facing the screen. Watch your screen change as the system loads the CP/M program (this takes about 30 seconds).

This is what will happen

The screen goes green.

Green lines appear on screen.

You will see this on screen:

```
CP/M Plus  Amstrad Consumer Electronics plc
v 1.4, 61K TPA, 2 disc drives, 368K drive M:
A>■
```

- 4 Key-in the word **diskit** and press **Return**.

A menu will appear on screen showing 3 options: COPY, FORMAT and VERIFY.

```
DISC KIT v 1.2
PCW8512 & CP/M Plus
© 1985 Amstrad Consumer Electronics plc and Locomotive Software Ltd.
```

```
Two drives found
Please remove the disc from drive A:
Press any key to continue
```

	f 6	Copy	
	f 5		
	f 4	Format	
	f 3		
Exit from the program	EXIT	f 2	Verify
		f 1	

This is what you do

5 Leave the System Disc (CP/M) in Drive **A:** and **put a brand new disc** into Disc Drive **B:** (bottom drive) with Side 1 facing the screen.

6 Press **f4/f3(format)**.

This is what will happen

A further menu appears on screen giving you the choice of formatting a CF2 disc in A: or a CF2DD disc in B:.

Note: When the Amstrad PCW machines first appeared, it was thought that two different types of disc should be used. One type of disc was the normal CF2 disc, which is currently in use (this disc could be used in Drive **A:** and Drive **B:**), the other was a CF2DD disc which is double-density and capable of storing twice as much information as the CF2 (this disc could be used only in Drive **B:**). It has since been discovered that it is possible to format a normal CF2 disc in drive **B:**, thus converting it to a double-density disc. Therefore for the purposes of this book, simply follow the instructions as though you were using a CF2DD disc. Remember, however, that you will be able to use only your newly converted disc in drive **B:** as drive **A:** will accept only single-density discs.

This is what you do

7 Press **f2/f1(Format a CF2DD disc in B:)**.

8 Press **Y (Yes)**.

This is what will happen

A Y Menu will appear (Y simply means 'Yes').

Remember that the **f (Function) keys** are located on the left-hand side of the keyboard. Each key has two functions. After you have pressed **Y** you will see a series of numbers appearing in the top left-hand corner of the screen. These numbers will run from 0 to 159 and represent the number of tracks on the disc. These tracks are similar to those on an LP record. The system scans the tracks to format the disc. Both sides of the disc are formatted simultaneously.

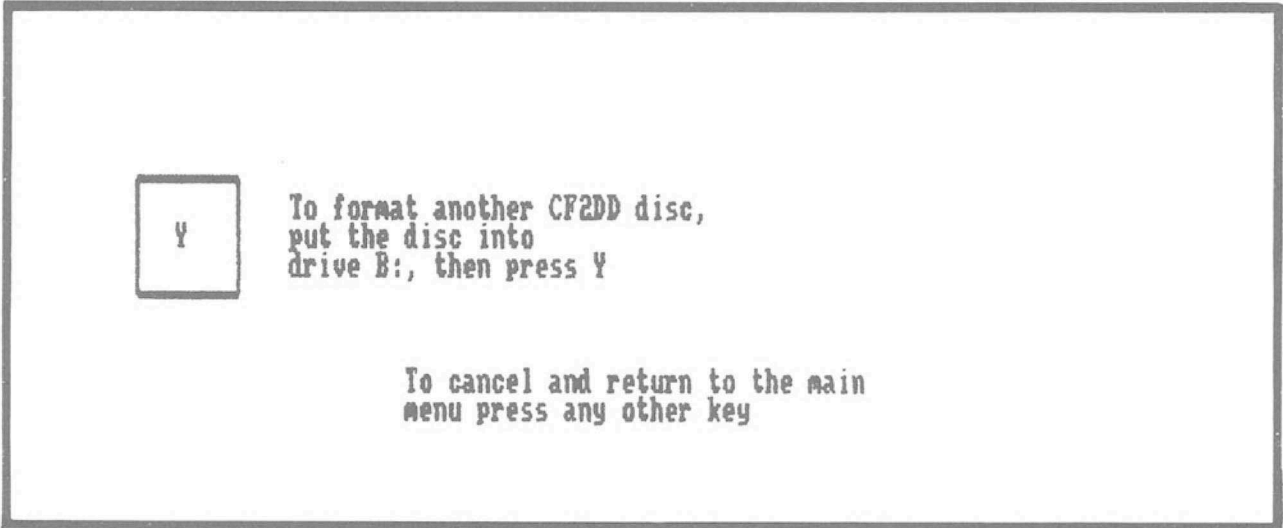
This is what you do

- 9 When formatting is complete a prompt message appears on screen:
- 10 Remove the disc and press the **Space Bar**.

This is what will happen

Remove disc, Press any key to continue.

The Y Menu re-appears on screen with prompt: **Format another CF2DD disc.**



Note: If you wish to format more than one disc, simply remove the newly formatted disc from Drive **B:** and insert another brand new disc, then press **Y** and the procedure will be repeated.

This is what you do

- 11 When formatting is complete, press **EXIT** to return to the original Diskit Menu.

This is what will happen

Diskit Menu re-appears (see page 14).

Apart from formatting at least two discs and turning them into double-density discs, you will need to format another two discs as single-density discs, so that you can use these for copying the program (System) discs.

The PCW8512 does not allow you to copy these discs onto a disc which has been formatted as a double-density disc using this Diskit Menu. To do this, simply follow the instructions as given for the PCW8256, using Drive **A:** instead of Drive **B:**.

COPYING DISCS

So far you have simply prepared your new discs for use with the system. The next important step is, as we explained on page 10, that you make a duplicate copy of each disc in use. This applies whether it is a software program, such as LocoScript, or a work disc, such as the Training Disc which comes with this book.

Initially you will need to make a copy of your LocoScript and CP/M Plus programs and then use the copy you have made on a day-to-day basis, safely putting away the original discs which came with the system. Later, when you are fully familiar with the program and wish to store data on a work disc, you will need to make regular back-up copies, say at the end of each working period, to safeguard the loss of all the valuable data which you have spent many hours putting onto the disc.

The terms **READ** and **WRITE** are used to describe the copying process. The contents of one disc are read (copied) into the memory of the computer where they are stored. They are then written (copied) from the memory to the second disc.

Note: It is possible to copy straight after formatting, using the main Diskit Menu. If you are doing this then omit steps 1 – 3 which follow, and simply continue with the copying process from Step 4 onwards.

Once again, the instructions for copying will be given separately for the PCW8256 and the PCW8512. (Users of PCW8512 should now turn to page 20.)

Copying for PCW8256

This is what you do

- 1 Insert Side 2 of your System disc (CP/M) into the disc drive.
- 2 At **A>** key-in **diskit** and press **RETURN**.

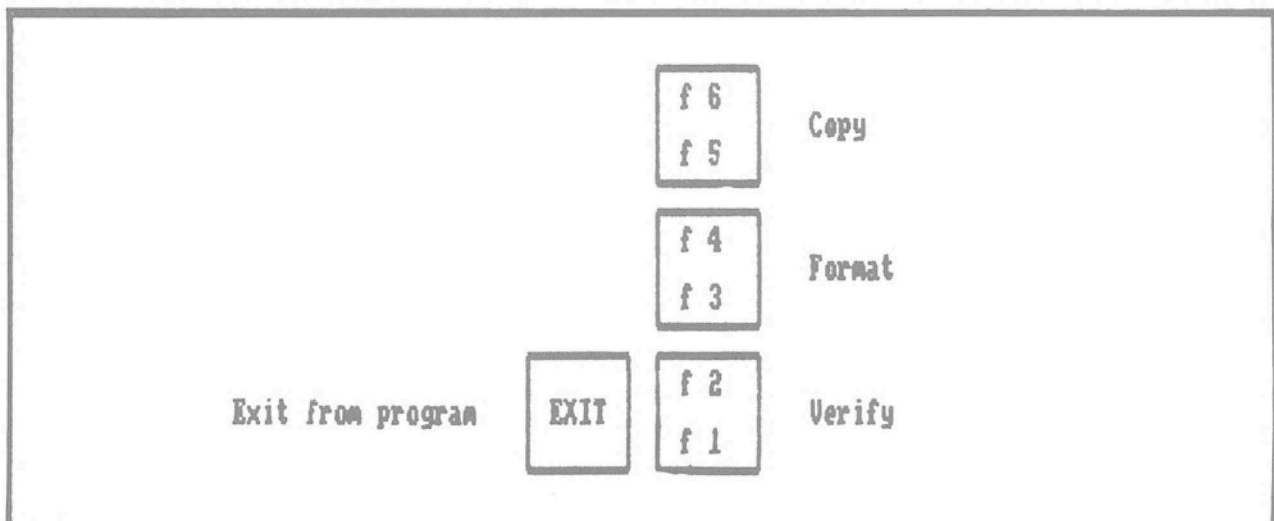
This is what will happen

Green lines appear on screen followed by prompt **A>**.

The Diskit Menu appears.

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PCW8256 & CP/M Plus
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One drive found



This is what you do

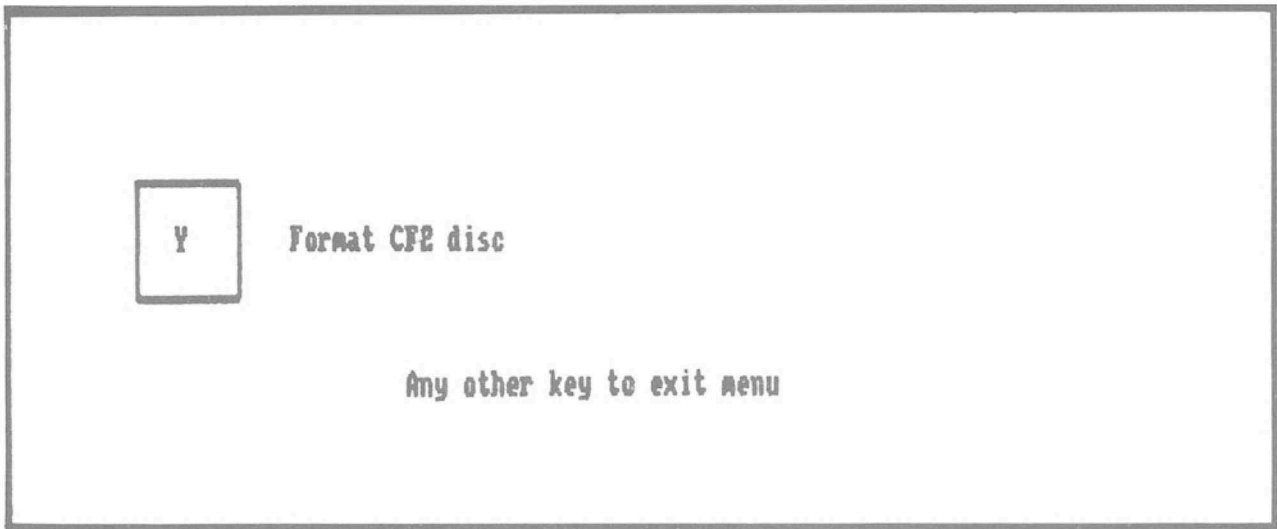
3 Remove the System Disc from the drive.

4 Press **f6/f5(copy)**.

5 Press **Y(Yes)**.

This is what will happen

Y Menu will appear.



6 Put disc to be **copied from** into the disc drive with Side 1 facing the screen.

On screen you will see:

Insert disc to READ
Press any key to continue

7 Press any key (**Space Bar**).

On screen you will see:

Disc is CF2 format
Copying in 2 parts
Copying part 1

As with formatting, when you have pressed Y, you will see a series of numbers appearing in the top left-hand corner of the screen, but this time they will go only from 0 to 20. The reason for this is that copying must be carried out in two parts. The information is transferred from the first half of Side 1 of the disc into the memory of the computer. The process is then repeated for the second half of Side 1.

This is what you do

8 When the screen prompt tells you, remove the disc you have copied from and insert the disc you wish to **copy to** into the disc drive.

9 Press any key (space bar) and the information will be transferred from the memory of the computer onto the new disc. In computer terms, this is called **WRITE**.

10 To complete the copying procedure, repeat the process by inserting the disc to be **READ from**

and then inserting the disc to **WRITE to**

until you have copied the entire contents of Side 1 of the disc to another.

This is what will happen

On screen you will see:

```
Copying in 2 parts
Copying part 1
Insert disc to WRITE
Press any key to continue
```

On screen you will see:

```
Copying in 2 parts.
Copying part 2.
```

On screen you will see:

```
Copying in 2 parts
Copying part 2
Insert disc to READ
Press any key to continue
```

```
Copying in 2 parts
Copying part 2
Insert disc to WRITE
Press any key to continue
```

```
Copy completed
Remove disc
Press any key to continue
```

Note: Don't forget that it will be necessary to repeat Steps 6–10 in order to copy both sides of a disc.

This is what you do

This is what will happen

- 11 Remove disc from disc drive and remember to label both the disc and the disc case straight away so that they can easily be identified. A special label is already affixed to the disc for this purpose.

Repeat the above instructions for copying your two Program Discs and the Training Disc. Now turn to the note on page 24 before going to Session One to begin your training.

Copying for PCW8512

It is possible to copy straight after formatting using the main Diskit Menu. If you are doing this then omit Steps 1 – 3 which follow and simply continue with the copying process from Step 4 onwards. First of all, you will make a copy of the two System Discs and the Training Disc using Drive A: and single-density discs.

This is what you do

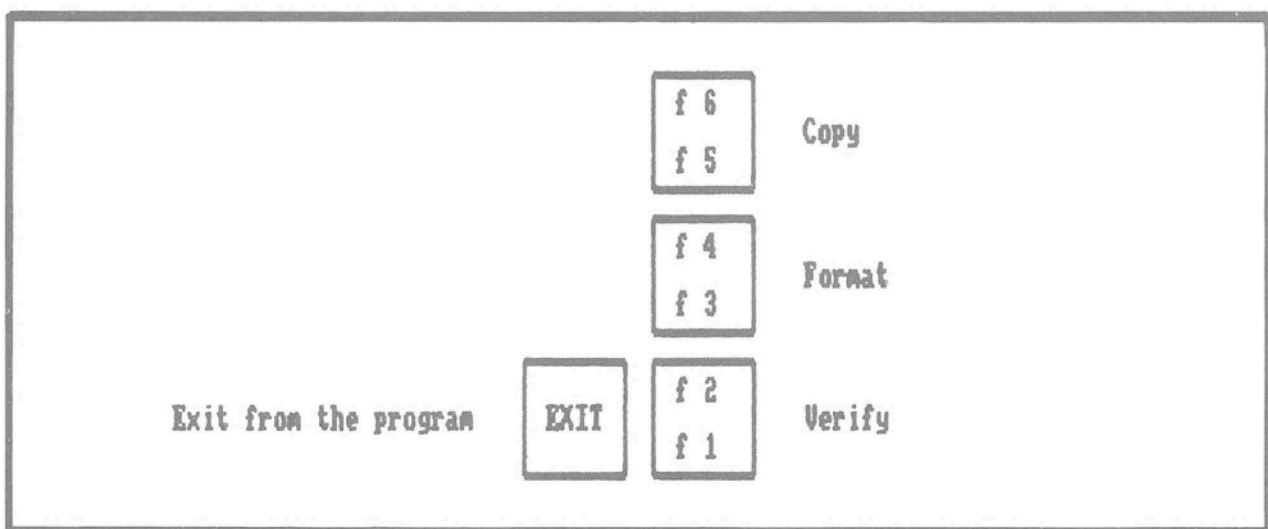
This is what will happen

- 1 Insert Side 2 of your System Disc (CP/M) into Disc Drive A:
- 2 At A> key-in **diskit** and press **return**.

Green lines appear on screen followed by prompt A>.
The Diskit Menu appears.

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Two drives found
Please remove the disc from drive A:
Press any key to continue



This is what you do

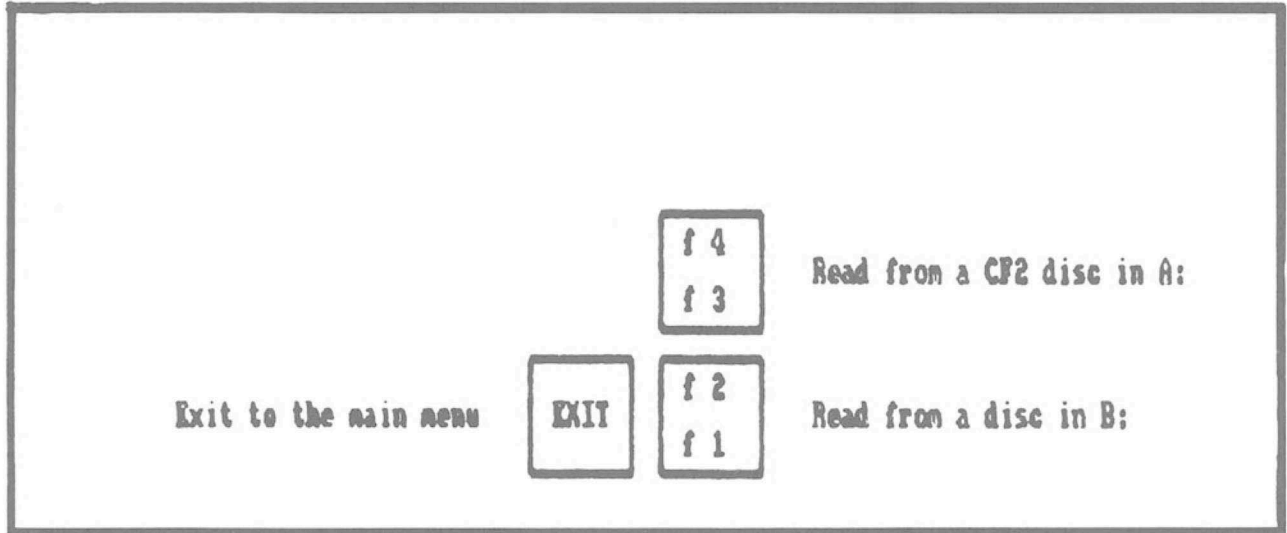
3 Remove the System Disc from Drive A:

4 Press **f6/f5(copy)**.

5 Press **Y(Yes)**.

This is what will happen

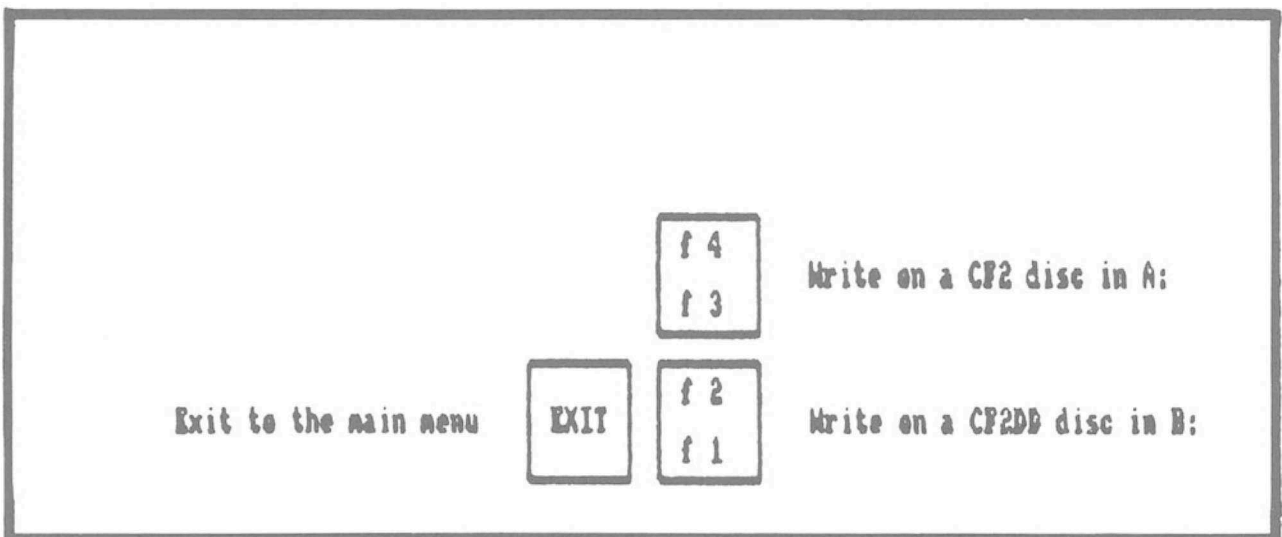
The following options will appear:



6 Put disc to be **copied from (LocoScript)** into disc drive with Side 1 facing the screen.

7 Press **f4/f3(READ) from a disc in A:**

The following options will appear:



8 Press **f4/f3(WRITE) to a CF2 disc in A:**

Y Menu appears on screen.

9 Press **Y(Yes)**.

As with formatting, when you have pressed **Y**, you will see a series of numbers appearing in the top left-hand corner of the screen. The copying process takes place in two halves as the machine first copies the contents of Side 1 of the disc in Drive **A:** into its memory. The second half happens when the numbers stop and you follow the screen prompts, removing the disc from Drive **A:** and replacing it with the disc to be **copied to**, that is, your newly formatted single-density disc. Once again, you follow the screen prompts and, when copying is complete, you remove the new disc and replace it, yet again, with **the disc you are copying from** and repeat the process for Side 2 of the disc. As you will now realise, copying takes place by swapping discs periodically in and out of Drive **A:**. (This process is exactly the same as for the PCW8256, so you could refer back to page **17** if you are still unsure.)

There is, however, one difference. In the PCW8512 the whole of Side 1 of the disc will be copied in one go, and you can then repeat the process for the other side of the disc. Whereas with the PCW8256, copying takes place in two parts for each side of the disc, thereby causing you to have to swap discs 8 times altogether until both sides of a disc have been copied. The reason for this difference is that the memory of the PCW8512 is far greater than that of the PCW8256 and therefore is capable of storing more information at once.

Use Drive **A:** to copy both System Discs and your Training Disc before you go on to read about copying using Drive **B:**.

PCW8512 — Drive B:

Drive **B:** copies both sides of a disc simultaneously and can be used only for copying double-density formatted discs. Later on, when you have created your own working disc, you will need to use this copying procedure to make back-up copies.

The procedure is very similar to that of using drive **A:** except that you always have Side 1 of the disc you are **copying from** and the disc you are **copying to**, facing the screen. You will notice, if you watch the screen, that the numbers in the top left-hand corner of the screen run in total to 160 which is the total number of tracks of both sides of a double-density disc.

You will need to swap discs only twice, as the program copies in two halves, copying the first 80 tracks onto the new disc and then subsequently the last 80 tracks.

This is what you do

- 1 Insert Side 2 of your System Disc (CP/M) into Disc Drive A:
- 2 At A> key-in diskit and press **Return**.

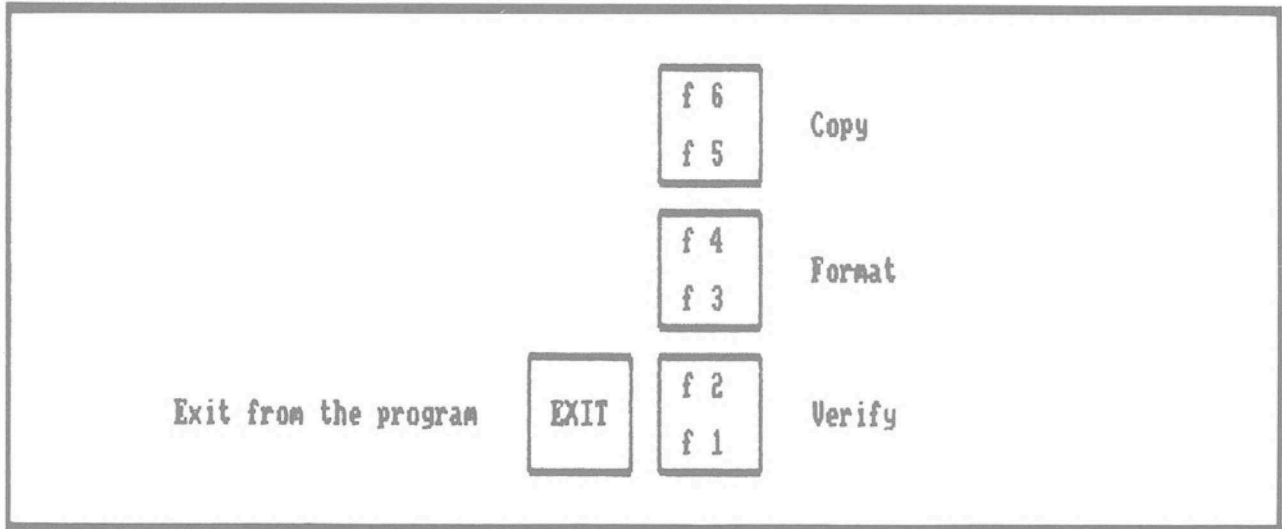
This is what will happen

Green lines appear on screen followed by prompt A>.

The Diskit Menu appears.

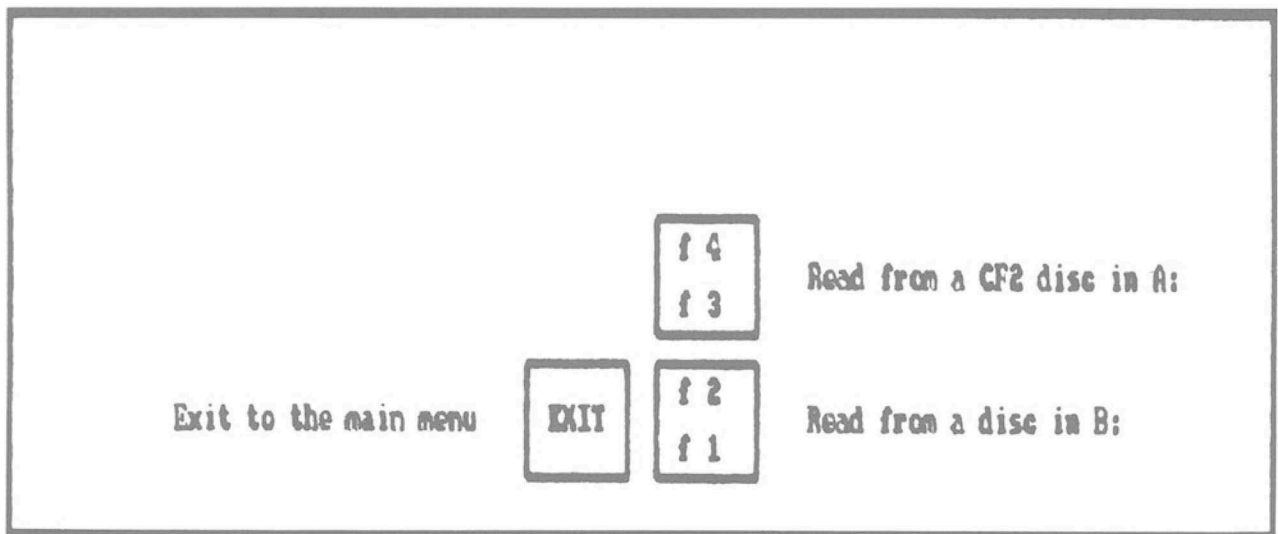
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Two drives found
Please remove the disc from drive A:
Press any key to continue



- 3 Remove the System Disc from Drive A:
- 4 Press **f6/f5(copy)**.
- 5 Press **Y(Yes)**.

The following options will appear:

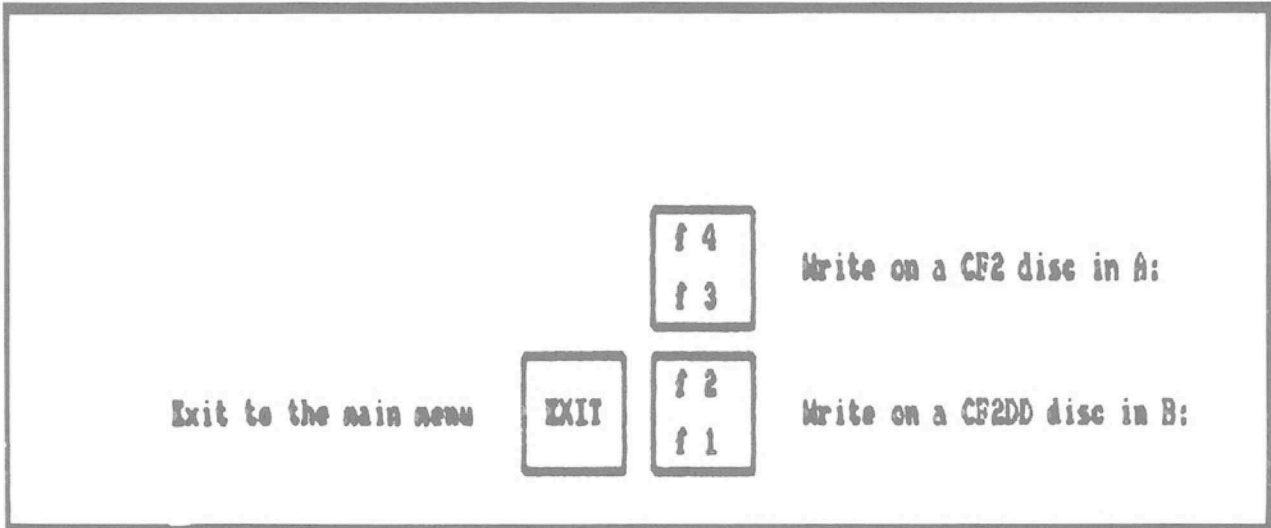


This is what you do

- 6 Put disc to be **copied from** into **Disc Drive B:** with Side 1 facing the screen.
- 7 Press **f2/f1(Read from a disc in B:)**.

This is what will happen

The following options will appear:



- 8 Press **f2/f1(Write on a CF2DD disc in B:)**

Y Menu appears on screen.

- 9 Press **Y(Yes)**.

Repeat the above process once, to copy the second half of the disc, remembering to have **Side 1 facing the screen** at all times.

Read the following explanation with regard to the options available for copying discs on the twin drive machine:

- (a) You can **read from** a single-density disc in **A:** and **write to** a single-density disc in **A:** using **f4/f3** followed by **f4/f3** again.
- (b) You can **read from** a double-density disc in **B:** and **write to** a double-density disc in **B:** using **f2/f1** followed by **f2/f1** again.
- (c) You can **read from** a single-density disc in **B:** and **write to** a single-density disc in **A:** using **f2/f1** followed by **f4/f3**.

Note: What you must **NOT** do is to try to:

Read from a double-density disc in B: and write to a single-density or double-density disc in A:.

When you have completed the copying process remember to label your newly copied discs and their cases.

PCW8256 AND PCW8512

If you have followed the advice given on page 10, you will, by now have copied both your System Discs and the Training Disc and put the originals in a safe place. If you haven't yet done this, do it now, and you will be ready to start the training programme detailed in this book.

1 SESSION ONE

In this Session you will learn to:

- load the LocoScript Program
- use the **CAN**(cancel) key
- create a document (also referred to as file)
- master cursor control
- perform simple text editing
- save a document

LOADING THE LOCOSCRIPT PROGRAM

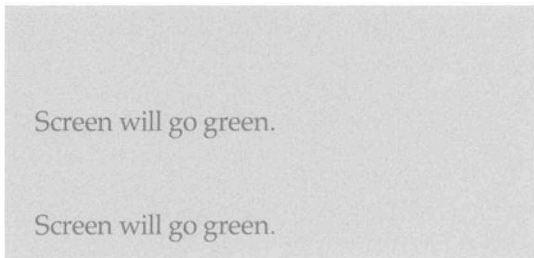
LocoScript is the name given to the side of the System Disc which converts the Amstrad System into a Word Processor.

This is what you do

1 If you have been formatting or copying your discs, reset the screen by pressing **SHIFT, EXTRA** and **EXIT** simultaneously *for two seconds*.

If you are starting from scratch, switch on the system.

This is what will happen



Screen will go green.

Screen will go green.

The second section of screen is divided into three sections, one for each disc drive: **Drive A:**, **Drive B:** and **Drive M:**.

Drive A:	Drive B:	Drive M:
127k used 46k free 25 files	not fitted 0k used 0k free 0 files	2k used 100k free 2 files
LETTERS 97k group 4 0k		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

In each of these sections you can see how many **K(Kilobytes)** of memory have been used on each of the discs in the disc drives. A Kilobyte is equivalent to 1000 characters. Each standard disc has a maximum capacity of 173K on each side — in other words it will hold 173,000 characters on one side. A double-density disc, however, will hold 750K altogether. For example, you will see that the disc in **Drive A:** has 46K free, 127K having been used, and that the 127K used comprise 25 files. **Drive M:** is the memory drive of the computer itself and has 102K of memory. If you have only a single disc drive machine, then you will see that the words 'not fitted' appear in the **Drive B:** box.

Each drive is divided into **8 GROUPS**. These groups can be named according to the requirements of the user. Meanwhile Amstrad has given four of them names: **LETTERS**, **SAMPLES**, **CONT** and **TEMPLATE** are examples. Imagine that you are going to sort all your documents into eight different drawers of a filing cabinet. In one drawer you may decide to put letters, in another reports, in another price lists, and so on. LocoScript allows you to group your documents in the same way, giving each of the groups a name which is pertinent to the type of documents you wish to create.

The bottom section of the screen is devoted to the **DIRECTORY** which is the list of files/documents created, divided into their special group listings in alphabetical order.

A:LETTERS 7 files	A:SAMPLES 5 files	A:CONT 1 files	A:TEMPLATE 12 files
◊ liabo files	◊ liabo files	◊ liabo files	◊ liabo files
PHRASES .STD 1k	ADVERT .EG 1k	TEMPLATE.STD 1k	LET2PAGE.HDP 2k
READ .ME 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 .CEN 1k
			PAGENUM .PR 1k
			PAGENUM .RJ 1k
			PHRASES .LET 1k
			PHRASES .NUL 1k
			TEMPLATE.LAB 2k

as 5648. Bear in mind that filenames can be composed only of letters or numbers and that you can use the Space Bar to eliminate any superfluous characters.

At this stage on the screen you will also have some words showing a suggested layout for a letter. This is a **TEMPLATE** which Amstrad has created to help you with letter layout. We shall remove this text and discuss templates at a later time.

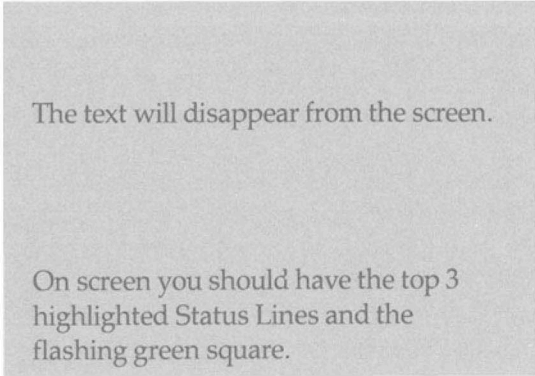
This is what you do

5 At the top right of your keyboard, locate the **CUT** key and the **PAGE** key. Press **CUT**, followed by **PAGE**, followed by **CUT** again.

6 Don't worry about how you did this at this stage; all will be explained later!

7 Now you are ready to enter text.

This is what will happen



The text will disappear from the screen.

On screen you should have the top 3 highlighted Status Lines and the flashing green square.

The flashing green square is called the cursor, and marks the point of text entry. As you key-in, the cursor will move along with you. Read the instructions overleaf and then key-in the Practice Exercise which follows.

Instructions

- (a) Key-in the following exercise, so that you become accustomed to the feel of the keyboard.
- (b) Don't worry if you make any mistakes; just leave them.
- (c) Key-in continuously without pressing **RETURN** at the end of a line, as the computer will do this for you automatically. This facility is called **WORDWRAP** (or **WRAPAROUND**).
- (d) **ONLY** use your **RETURN** key when you have a short line, such as an address or a date, or at the end of a paragraph. At paragraph ends, press **RETURN** twice to get you to the beginning of a new line after a line space.

In the time of one of our most famous chroniclers, the quill pen was at the leading edge of technology. As the years went on the quill pen was replaced in rapid succession by the steel nib pen, the fountain pen and the ball-point and its derivatives.

Also developing were machines for the mechanical reproduction of text. These have gone from the very clever, but relatively simple typewriters of yesteryear, via electric and then electronic typewriters to modern word processors and computers.

Word processing is an electronic means of creating, editing, printing and storing text.

Text is reproduced on a screen and the operator is able to visualise the words as they are keyed in. Alterations can be made to the text and the layout, and corrections can be made at the touch of a button.

The operator is thus able to produce work without error and at a greater speed than is possible with a conventional typewriter. Documents created on a word processor are then saved onto a disc and can be recalled to the screen, edited and printed out at will.

Now that you have finished keying-in the text, you have probably found that you have made a few errors. Before correcting these errors, you must learn how to control the cursor.

MASTERING CURSOR CONTROL

The cursor control keys, to the right of the keyboard, are the four keys with arrows pointing up, down, left and right. Try using each of the keys in turn so that you move your cursor about the screen in the four different directions.

When you have mastered cursor control, move your cursor to the first error in your practice document.

PERFORMING SIMPLE TEXT EDITING

There are several types of error which you may have made:

- (a) incorrect character(s);
- (b) character(s) omitted;
- (c) extra character(s) inserted

To make corrections you use the two keys marked **DEL→** and **←DEL** to delete incorrect or extra characters.

DEL→

This key deletes the character over which the cursor is flashing and the character to the right of the cursor, each time it is pressed.

←DEL

This key deletes the character to the left of the cursor, each time it is depressed.

Now place the cursor on the first incorrect character and use the appropriate **DEL→** key to delete.

To **INSERT** extra characters, simply move the cursor to the position for insertion and key-in. **The rest of the text will move forward to make way for the new text.** If your text splits as you insert, don't panic; simply continue to make the insertion. When your insertion is complete, press the **RELAY** key and watch the text re-adjust itself.

When you are satisfied that your text is correct, move the cursor to the top left-hand corner of the screen, usually known as **HOME**. Press the **PAGE** key and the computer will then make final adjustments to your text and **RELAY** it throughout. The cursor moves to the end of the text.

SAVING YOUR DOCUMENT

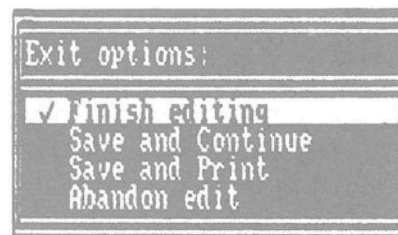
Now you are ready to save your first document onto the disc.

This is what you do

8 Press **EXIT**.

This is what will happen

The Exit Menu will appear.



You will see that **Finish editing** is highlighted and has a tick beside it. This is the first of many menus which you will be using. You can use the cursor to make selections from a menu. Press the cursor down now and see how each option is highlighted and the tick moves accordingly. When you have experimented with this and seen how it works, move the cursor and the tick back to be sure that **Finish editing** is highlighted, which is where you need it to be for your text to be saved onto the LocoScript disc and for you to be returned to the Disc Management Menu.

This is what you do

9 Press **ENTER**.

This is what will happen

The disc will whirr and your text will disappear from the screen. The Disc Management Menu re-appears on screen.

If you look at the Disc Management Menu now, you will see that your first document, **PRACTICE.ONE**, has been added to the Directory. Notice how each document is filed alphabetically in the Directory — this happens automatically.

You have now finished your first Session and can close down the system. Eject your discs from the disc drives by pressing the **black button** to the top right of the drive, take out the discs and switch off the power.

SESSION CHECK

In this Session, you have learned to:

- load the LocoScript Program
- Use the **CAN**(cancel) key
- create a document (also referred to as file)
- master cursor control
- perform simple text editing
- save a document

Can you answer the following questions?

- 1 How do you reset the screen?
 - (a) By pressing **EXIT**.
 - (b) By switching off the power.
 - (c) By pressing **SHIFT, EXTRA** and **EXIT**.
- 2 What is the name of the first menu which appears on the screen after you have loaded LocoScript?
 - (a) Main Menu.
 - (b) Disc Management Menu.
 - (c) Editing Text Menu.
 - (d) Directory Menu.
- 3 What is the name given to the top three highlighted lines on the screen?
 - (a) Status Lines.
 - (b) Help Lines.
- 4 How many groups can you have in which to store your documents?
 - (a) 6.
 - (b) 5.
 - (c) 8.
 - (d) 10.
- 5 Approximately how many characters are there in one kilobyte?
 - (a) 10.
 - (b) 1000.
 - (c) 100.
- 6 What is the name given to the alphabetical list of documents created?
 - (a) Index.
 - (b) Listings.
 - (c) Directory.
- 7 Which character key on the keyboard is used to create a document?
 - (a) C.
 - (b) E.
 - (c) P.

8 How many characters can be used for a filename?

- (a) 8.
- (b) 8 and 3.
- (c) 9.
- (d) 6 and 4.

9 What action does the **DEL→** key perform?

- (a) Deletes characters to the left of the cursor.
- (b) Deletes a word at a time.
- (c) Deletes the character over which the cursor is flashing and all text to the right of the cursor.
- (d) Deletes a line of text.

10 Which key do you press to reformat text after you have made alterations?

- (a) **DEL→**.
 - (b) **RELAY**.
 - (c) **←DEL**.
-

Answers

1c. 2b. 3a. 4c. 5b. 6c. 7a. 8b. 9c. 10b.

2 SESSION TWO

In this Session you will learn to:

- recall an existing document from disc
- set up a Base Layout using f7 Modes Menu
- print a document

This is what you do

- 1 Switch on the power.
- 2 Insert the LocoScript disc into the disc drive (Drive A: PCW8512).

This is what will happen

The screen goes green.

The program will load and the Disc Management Menu will appear on screen.

RECALLING AN EXISTING DOCUMENT FROM DISC

If you look at the Disc Management Menu, you can locate your first document in the **LETTERS GROUP**, in Drive **A:** of the Directory. You are now going to recall the document you saved in Session One, **PRACTICE.ONE**, to the screen.

This is what you do

- 3 Move the cursor to your document **PRACTICE.ONE**.
- 4 Look at the Status Lines and you will see that **E** is used to **Edit Existing Document**. Press **E**.

This is what will happen

PRACTICE.ONE is highlighted.

A submenu will appear verifying your selection.

```

Disc management, Printer idle, Using A:
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=Files f8=Options
Drive A: 127k used 46k free 27 files
LETTERS 99k group 4
SAMPLES 9k group 5
CONT 2k group 6
TEMPLATE 17k group 7
Drive M: 2k used 100k free 1 files
LETTERS 0k group 4
SAMPLES 0k group 5
DNT 2k group 6
TEMPLATE 0k group 7
A:LETTERS 9 files | A:SAMPLES 5 files | A:CONT 1 files | A:TEMPLATE 12 files |
12 links files | 2 links files | 1 links files | 1 links files |
  
```



```

A:LETTERS/PRACTICE.ONE  Editing base layout.  Printer idle.  Using A: N:
Pitch 12  Line Pitch 6  Line Space 1  Italic  Justify
f1=Left Margin f2=Right Margin f3=Tab f4=Right tab f5=Centre tab f6=Decimal tab EXIT

```

The Base Layout Menu enables you to select and set from the following choices:

- Pitch size** Size of characters in relation to one inch — that is 10, 12, 15, 17 or PS (proportional spacing).
- Line pitch** Number of vertical lines to one inch — that is, 6 or 8.
- Line spacing** 1, 1½, 2, 2½ or 3 line spacing.
- Italic style printing** Where printed text is slanted.
- Justification** Where the text is aligned at the right margin as well as the left.
- Margins** Setting of left and right margins.
- Tabulations** Setting of tabs.

By moving the cursor to the right, each of the above options is highlighted in turn and selections can then be made. Selections are made by keying-in the number required at pitch, line pitch and line-spacing and then pressing **ENTER** each time you make an alteration.

For **Italic Type** or **Justification**, you highlight the menu option then use the **+** key (to the left of the Space Bar) to insert a tick. To remove the tick, simply use the **-** key on the other side of the Space Bar.

By moving the cursor down and along you will be able to alter the margins and tab settings.

Note: The bottom Status Line tells you how to make the settings. The line you are now on is called the **RULER LINE** and is marked out like a ruler in groups of 10 characters. The left margin is set by moving the cursor to the appropriate point on the ruler line and pressing **f1**. The right margin is set by moving the cursor to the appropriate point and pressing **f2**(**SHIFT+f2**).

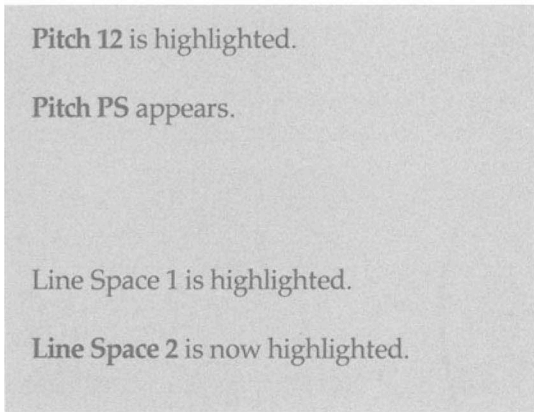
Tab settings are made in the same way. Existing tab settings are removed by moving the cursor to each one (represented by a right-pointing arrow) and pressing the **-** key. There are four types of tab settings which can be set using the keys f3–6. (These will be explained in more detail in Session Six, page 84.)

To see how this Base Layout works, let us alter our document, **PRACTICE.ONE** to 12 pitch type and double spacing, justified and with proportional spacing.

This is what you do

- 11** Move cursor up to **Pitch 12**.
Set the pitch size to Proportional Spacing by pressing **P** and **ENTER**.
- 12** Move cursor right, but leave the Line Pitch at 6.
- 13** Move cursor right again.
Set the Line Spacing to **double** by keying-in **2** and **ENTER**.


This is what will happen



This is what you do

This is what will happen

14 Move cursor right again but do *not* put a tick next to Italics.

15 Move cursor right again and put a tick next to **Justify** by pressing the  key.

Tick appears.


16 Move the cursor down once onto the **Ruler Line**.

The **Ruler Line** is, as we saw on page 38, similar to the scale bar on a typewriter. It is marked out in groups of 10 character spaces — that is, number 1 is 10, number 2 is 20, number 3 is 30, and so on right up to 250. This scale enables you to set your margins according to the size of paper you are using and the pitch size you select. Further on in this Session, there is more information on how pitch size affects the number of characters which can be fitted across the width of a sheet of standard A4 paper.

17 Move the cursor along to 12 on the scale. Set the left margin at 12 by pressing **f1**.
Move cursor along to 86 and set the right margin at 86 by holding down the **SHIFT** key and pressing **f2** simultaneously.

The left margin indicator will move to 12.

The right margin indicator will move to 86.

18 Remove all the existing tabs by highlighting each one with the cursor and pressing the  key to the right of the space bar.

When you have finished your screen should look like this:

```
A:LETTERS/PRACTICE.ONE Editing base layout, Printer idle, Using A: M:
Pitch PS Line Pitch 6 Line Space 2 Italic Justify ✓
f1=Left Margin f2=Right Margin f3=Tab f4=Right tab f5=Centre tab f6=Decimal tab EXIT
```

19 Now press **EXIT**.

Your screen will change as you return to the **OPTIONS MENU (Editing Header)**.

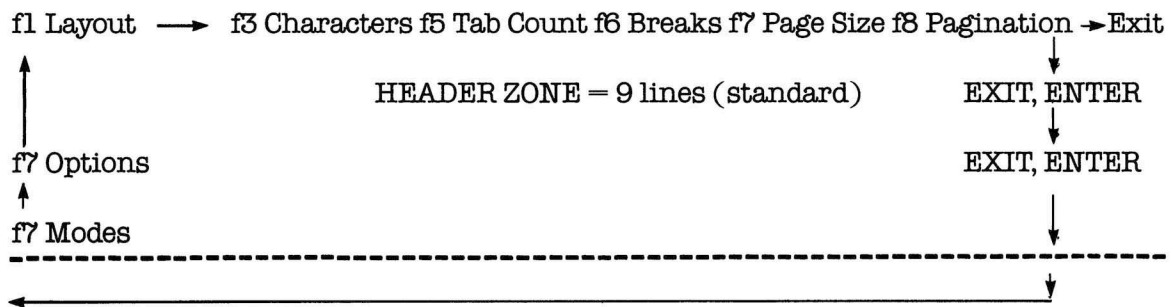
20 Press **EXIT** again.

A submenu will appear asking for confirmation of the options.

```
A:LETTERS/PRACTICE.ONE Editing header, Printer idle, Using A: M:
f1=Layout f3=Characters f5=Tab count f6=Breaks f7=Page size f8=Pagination EXIT
┌───────────┐
│ Finish altering options │
│ ✓ Confirma │
│ Cancel │
└───────────┘
```


As you memorise this, it will help your understanding if you study the diagram and follow the direction of the arrows.

Notice also, on the diagram, how pitch size affects the number of characters which fit across a sheet of A4 paper. It can be seen therefore that it is important to calculate margins mathematically if you wish your documents to be laid out professionally.



BODY

Page Size

A4 = 8.2" wide, 70 lines long

pitch 10 = 82 characters
pitch 12 = 98 characters
pitch 15 = 123 characters
pitch 17 = 139 characters
pitch ps = 98 characters

Header Zone minimum 5 lines
Footer Zone minimum 4 lines

Header + Body + Footer = Page Size

FOOTER ZONE = 7 lines (standard)

PRINTING A DOCUMENT

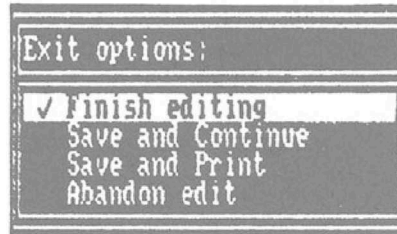
Now you are ready to print your final document.

This is what you do

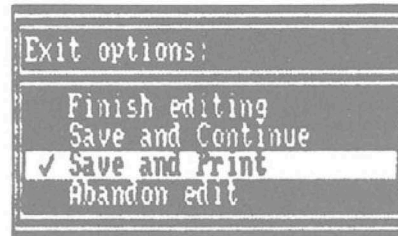
25 Press **EXIT**.

This is what will happen

The Exit Menu will appear.

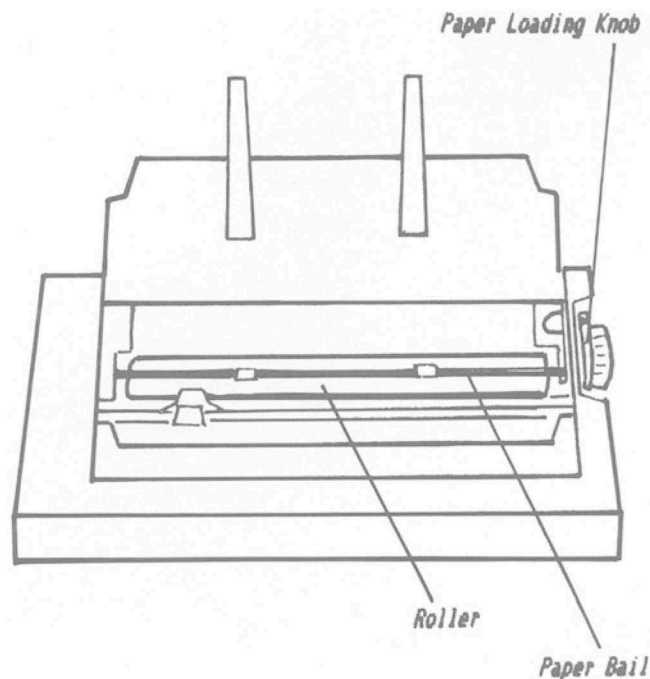


26 Move the cursor down until **Save and Print** is highlighted



Insert a sheet of paper into the printer, making sure it is in a central position. When inserting it, simply **REST THE PAPER BEHIND THE ROLLER**; do not attempt to push it down hard behind the roller or it will not feed.

Pull forward the Paper Loading Knob to the right of the roller on the outside of the printer. This moves the Paper Bail bar forward and causes the printer to feed the paper in automatically, leaving it placed in the correct position for printing. Put the Paper Bail back and adjust the paper if it is not quite straight.



Look back at the screen and you will notice that the word **Printer** is flashing in the top left-hand corner of the Status Lines. This is because you have activated the printer mechanism and switched on the printer options. To return to your original Exit Menu (Step 25) proceed as follows.

This is what you do

27 Press EXIT again, followed by ENTER.

Your finished document should look like this:

This is what will happen

Your document will be printed and you will be returned to the Disc Management Menu.

In the time of one of our most famous chroniclers, the quill pen was at the leading edge of technology. As the years went on the quill pen was replaced in rapid succession by the steel nib pen, the fountain pen and the ball-point and its derivatives.

Also developing were machines for the mechanical reproduction of text. These have gone from the very clever, but relatively simple typewriters of yesteryear, via electric and then electronic typewriters to modern word processors and computers.

Word processing is an electronic means of creating, editing, printing and storing text.

Text is reproduced on a screen and the operator is able to visualise the words as they are keyed in. Alterations can be made to the text and the layout, and corrections can be made at the touch of a button.

The operator is thus able to produce work without error and at a greater speed than is possible with a conventional typewriter. Documents created on a word processor are then saved onto a disc and can be recalled to the screen, edited and printed out at will.

You have now completed Session Two. Read the Session Check and see how much information you have retained. If you are not sure about anything, just refer back to those points which are causing concern before proceeding to the next Session. When you are quite satisfied, you can shut down the system. Remember to remove any discs from the disc drive, before switching off the power.

SESSION CHECK

In this Session, you have learned to:

- recall an existing document from disc
- set up a Base Layout using f7 Modes Menu
- print a Document

Can you answer the following questions?

- 1 Which of the following options would you select having pressed f7 Modes for setting up a Base Layout?
 - (a) Disc Management.
 - (b) Edit Header.
 - (c) Insert Text.
 - (d) Edit Identify Text.
- 2 Having moved into the Editing Pagination Menu, which f Menu is now different?
 - (a) f1 Show.
 - (b) f4 Style.
 - (c) f7 Options.
 - (d) f8 Blocks.
- 3 What is Pitch Size?
 - (a) Number of lines which occupy one inch vertically.
 - (b) Italic style of print.
 - (c) Number of letters which occupy one inch horizontally.
- 4 What is the name given to the line which indicates the margins and tabulation settings?
 - (a) Ruler Line.
 - (b) Scale Line.
 - (c) Margin Line.
- 5 How many types of tabulation settings are available in LocoScript?
 - (a) 1.
 - (b) 2.
 - (c) 3.
 - (d) 4.
- 6 What is the name given to the steel rod which holds the paper in place against the roller?
 - (a) Roller Rail.
 - (b) Feed Roller.
 - (c) Paper Bail.
 - (d) Paper Loading Knob.
- 7 What function does the Paper Loading Knob fulfil?
 - (a) Automatic paper feed.
 - (b) Pulls forward the Paper Bail.
 - (c) Holds the paper tight against the roller.
 - (d) Enables the operator to remove the paper.
- 8 What happens on screen when you activate the printer?
 - (a) Text disappears.
 - (b) Printer options are switched on.
 - (c) Base Layout Menu appears.

9 What is justification?

- (a) Left margin is inset.
- (b) Right margin is uneven.
- (c) All lines finish at the same point.

10 Which combination of f Menus lead to setting up the Base Layout?

- (a) f7/f7/f7.
 - (b) f7/f7/f2.
 - (c) f7/f7/f1.
-

Answers

1b. 2c. 3c. 4a. 5d. 6c. 7a and b. 8b. 9c. 10c.

3 SESSION THREE

In this Session you will learn to:

- master advanced cursor control
- master simple text editing
- print from the Disc Management Menu

Start up your system as you did in Session Two by switching on and loading the LocoScript program into the disc drive.

This is what you do

- 1** Use the cursor to highlight your document **PRACTICE.ONE**.
- 2** Recall the document to the screen by pressing **E(Edit Existing Document)**.
- 3** Press **ENTER**.

This is what will happen



PRACTICE.ONE is highlighted.

The document is recalled to the screen.

In the time of one of our most famous chroniclers, the quill pen was at the leading edge of technology. As the years went on the quill pen was replaced in rapid succession by the steel nib pen, the fountain pen and the ball-point and its derivatives.

Also developing were machines for the mechanical reproduction of text. These have gone from the very clever, but relatively simple typewriters of yesteryear, via electric and then electronic typewriters to modern word processors and computers.

Word processing is an electronic means of creating, editing, printing and storing text.

Text is reproduced on a screen and the operator is able to visualise the words as they are keyed in. Alterations can be made to the text and the layout, and corrections can be made at the touch of a button.

The operator is thus able to produce work without error and at a greater speed than is possible with a conventional typewriter. Documents created on a word processor are then saved onto a disc and can be recalled to the screen, edited and printed out at will.

MASTERING ADVANCED CURSOR CONTROL

So far you have learnt to move about your text using the four cursor control keys: each of which has an arrow pointing in a different direction. Just above the cursor control keys are several keys which enable you to move more speedily about your document. The following is an explanation of each of those keys.

WORD/CHAR this key, when used alone, will move the cursor *one character to the right* in exactly the same way as the cursor right (→) key does. Used in conjunction with the **SHIFT** key, it will move the cursor *to the beginning of the next word on the right*.

UNIT/PARA This key, when used alone, will move the cursor *to the beginning of the next paragraph*. Used in conjunction with the **SHIFT** key, it will move the cursor *to the end of the UNIT or DOCUMENT* (which can consist of more than one page).

DOC/PAGE This key, when used alone, will move the cursor *to the foot of the current page*. Used in conjunction with the **SHIFT** key, it will move the cursor *to the end of the document*.

LINE/EOL (End of Line) This key, when used alone, will move the cursor *to the end of the current line*. Used in conjunction with the **SHIFT** key, it will move the cursor *to the beginning of the next line*.

ALT KEY This key, located to the extreme bottom left of the keyboard, when used in conjunction with **any of the above cursor control keys**, will *move the cursor back through the document*.

Try using each of these keys to practise advanced cursor control. By getting used to the function of each, not only will you save wear and tear on the normal cursor keys, but you will also save yourself a great deal of time when editing text.

MASTERING SIMPLE TEXT EDITING

When you are satisfied that you are fully familiar with these keys, you can go ahead and make the following alterations to your document. (Refer back to Session Two if you are not sure how to do this.)

Read the instructions first and then follow the step by step guide carefully.

Instructions

- (a) Insert a heading at the beginning and above the text: FROM QUILL PEN TO MICROCHIP.
- (b) Insert the following paragraph after the paragraph which ends . . . 'storing text'.

There is a great variety of documents which can be created on a word processor including standard letters, mail-shots, legal documents, price lists, catalogues, forms and many others.

- (c) Use the corrected text shown overleaf and make the corrections indicated.
- (d) Check to make sure that the line-spacing is correct and that you have one clear line between each paragraph, and after the main heading.

In the time of one of our most famous chroniclers, the quill pen was at the leading edge of technology. As the years went on the quill pen was replaced in rapid succession by the steel nib pen, the fountain pen and the ball-point and its derivatives.

Also developing were machines for the mechanical reproduction of text. These have gone from the very clever, but relatively simple typewriters of yesteryear, via electric and then electronic typewriters to modern word processors and computers.

Text is reproduced on a screen and the operator is able to visualise the words as they are keyed in. Alterations can be made to the text and the layout, and corrections can be made at the touch of a button.

The operator is thus able to produce work without error and at a greater speed than is possible with a conventional typewriter. Documents created on a word processor are then saved onto a disk and can be recalled to the screen, edited and printed out at will.

This is what you do

- 4 With your cursor in the HOME position, press the **RETURN** key twice.
- 5 Move the cursor back to the HOME position.
- 6 Key in: FROM QUILL PEN TO MICROCHIP.
- 7 Move the cursor to the RETURN ARROW [↵] after the paragraph which ends '... storing text'.
- 8 Press **RETURN** once and key-in the paragraph 'There are a great variety . . . many others' as given in the instructions.
- 9 Press **RETURN** again to leave a clear line after this paragraph before the next.
- 10 Continue to make the remaining corrections indicated by the corrected copy until you have completed all the instructions and proof corrections.

When you are satisfied that your document is correct, proceed to save it onto the disc as you did in Session One. (Press **EXIT**, **Finish Editing** is highlighted and ticked; press **ENTER**.) Once again you will be returned to the **Disc Management Menu**.

This is what will happen

Two clear lines will appear above the text.

PRINTING FROM THE DISC MANAGEMENT MENU

So far you have used only C and E on the Disc Management Menu to Create a document and to recall and Edit an existing document. There are, however, many other things which you can do with this menu. For example you can print a document without recalling it to the screen.

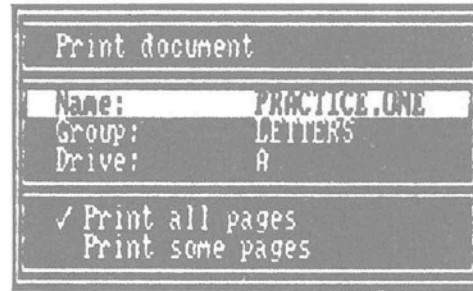
This is what you do

- 11 Take your cursor to **PRACTICE.ONE** again on the Disc Management Menu.

This is what will happen

12 Press P(Print)

A **Print Menu** will appear.



13 This menu asks you if you wish to **print all pages** or just **some pages** of your document. At the moment your document runs only to one page, so this question does not apply. We shall deal with this aspect of printing in a later Session.

14 Load your paper into the Printer.
Press **EXIT**, followed by **ENTER**.

Your document will be printed with all the corrections made and you will be returned to the **Disc Management Menu**.

Your finished document should look like this:

FROM QUILL PEN TO MICROCHIP

In the time of one of our most famous chroniclers, the quill pen was at the leading edge of technology. As the years went on the quill pen was replaced in rapid succession by the steel nib pen, the fountain pen and the ball-point and its derivatives.

Also developing were machines for the mechanical reproduction of text. These have gone from the very clever, but relatively simple typewriters of yesteryear, via electric and then electronic typewriters to modern word processors and computers.

There are a great variety of documents which can be created on a word processor including standard letters, mail-shots, legal documents, price lists, catalogues, forms and many others.

Text is reproduced on a screen and the operator is able to visualise the words as they are keyed-in. Alterations can be made to the text and the layout, and corrections can be carried out at the touch of a button.

The operator is thus able to produce work without error and at a greater speed than is possible with a conventional typewriter. Documents created on a word processor are then saved onto a disk and can be recalled to the screen, edited and printed out at will.

Other important functions include justification, moving paragraphs from one place to another, exchanging and replacing words, erasing blocks of text, and storing blocks of text.

From this point on, we shall not repeat the instructions for closing down the system and restarting it, as you will be familiar with it by now. If you are unsure, refer to Session One, page 32.)

SESSION CHECK

In this Session, you have learned to:

- Master advanced cursor control
- master simple text editing
- print from the Disc Management Menu

Can you answer the following questions?

- 1 Which combination of keys moves the cursor to the bottom of the document?
 - (a) SHIFT+LINE.
 - (b) DOC.
 - (c) ALT+PAGE.
 - (d) SHIFT+DOC.
 - (e) SHIFT+UNIT.
- 2 Which key is used in conjunction with the cursor keys to move the cursor back through the document?
 - (a) EOL.
 - (b) ALT.
 - (c) UNIT.
- 3 What function does the EOL key have?
 - (a) It moves the cursor to the beginning of a line.
 - (b) It moves the cursor to the end of a paragraph.
 - (c) It moves the cursor to the end of a line.
- 4 To print a document straight from the Disc Management Menu, which key do you press?
 - (a) D.
 - (b) P.
 - (c) E.
 - (d) C.
- 5 Is it possible to print just one page of a document?
 - (a) Yes.
 - (b) No.

- 6** What purpose does the cursor have other than moving about the text?
- (a) Selecting options from menus.
 - (b) Deleting errors.
 - (c) Turning on the printer options.
-

Answers

1d. 2b. 3c. 4b. 5a. 6a.

4 SESSION FOUR

In this Session you will learn to:

- change discs
- make a copy of an existing document
- use the Emphasis Menu f3
- use the Show Menu f1

CHANGING DISCS

With the LocoScript disc in the disc drive and the program loaded, let us look again at the **Disc Management Menu** and locate **f1(Disc change)**. So far you have used your copy of the System Disc to create and edit your document. This is fine, but if you look at the second section of screen which shows the number of K which have been used in Drive **A:** you will see that there are only 40 odd K left on the disc. This is because the program itself takes up 86K and the remainder has been utilised on the documents which Amstrad has created and, of course, your practice document.

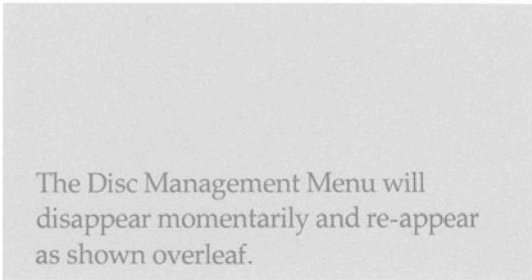
When you start producing work in earnest, it is probably a good idea to keep your System Disc simply for loading in the LocoScript program and then use a completely clean disc for saving your work.

The disc which comes with this book is just such a disc, except, of course, that it has various training exercises already saved onto it. You are going to use the copy you have made of this Training Disc now.

This is what you do

- 1 Remove the System Disc from the disc drive and replace it with the Training Disc. (Do this even if you have a twin drive system.)
- 2 It is necessary to tell the computer that you have done this, so press **f1(Disc Change)** to register this fact.

This is what will happen



The Disc Management Menu will disappear momentarily and re-appear as shown overleaf.

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:																											
20k used 153k free 9 files								not fitted 0k used 0k free 0 files								2k used 100k free 2 files																											
EXERCISE 17k group 4 0k				PRACTICE 3k 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				CONT 1k group 6 0k				TEMPLATE 0k group 7 0k															
A:EXERCISE 7 files								A:PRACTICE 2 files								M:LETTERS 1 files								M:CONT 1 files																			
3 limbo files								6 limbo files								0 limbo files								0 limbo files																			
CHARLES .01 3k				DIARY .ONE 4k				ENHANCE .ONE 2k				LAYOUT .ONE 2k				LINES .ONE 2k				NELL .ONE 2k				STYLE .ONE 2k				PRACTICE.ONE 2k				TEMPLATE.STD 1k				M:LETTERS 1k				M:CONT 1k			

MAKING A COPY OF AN EXISTING DOCUMENT

This is what you do

- 3 Look at the Directory on the Training Disc and locate the document filename: **ENHANCE.ONE**. Move the cursor to this document name.
- 4 You are going to make a duplicate copy of this file and then use the copy for practice.
- 5 Look at the top 3 Status Lines of the Disc Management Menu. Press **f3(Copy)**.

This is what will happen

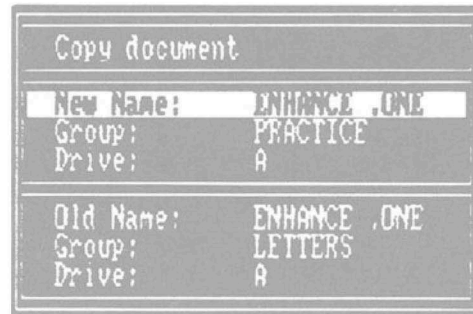
ENHANCE.ONE is highlighted.

The second highlighted line will change, prompting you to **Pick destination Group and Drive** using the cursor keys.

```
A:EXERCISE/ENHANCE.ONE Copying file. Printer idle. Using A:
Pick destination Group and Drive using cursor keys, then press ENTER, or CANCEL to abandon
f1=Disc change f2=Inspect f3=Copy f4=Move f5=Rename f6=Erase f7=Modes f8=Options
```

- 6 Move the cursor into the Group headed **A:PRACTICE**.
Press **ENTER**.

A submenu will appear giving details of the file to be copied and its new destination.



- 7 Press **ENTER** again.

The disc will whirr as a copy is made and the **same filename will appear** under the Group headed **PRACTICE**. The Status Line reverts to normal.

This is how you make a copy of a document. You will do this frequently throughout the training Sessions, so be sure you understand what you have done before proceeding.

USING THE EMPHASIS MENU f3

The Emphasis Menu is used to make enhancements to text in the form of emboldening, underlining, double strike printing and reverse video (all of these terms will be explained in detail further on in this Session). To demonstrate the use of the Emphasis Menu you can use this new copy of the training exercise **ENHANCE.ONE** which you have just copied into the Group entitled **PRACTICE**. In this way you will leave the original intact, in case you wish to use it again in the future.

This is what you do

- 8 Look at the Disc Management Menu on the Training Disc and locate the document filename: **ENHANCE.ONE** in the **PRACTICE GROUP**.
- 9 Highlight this document with the cursor and press **E(Edit existing document)**.
- 10 Press **ENTER**.

This is what will happen

A submenu will appear, verifying your selection.

The document shown on the following page will appear on screen.

ARTICLE IN THE LONDON TIMES NEWSPAPER

Top-Flight Secretary

I had a disturbed night's sleep on the 13th of this month. I had many strange dreams. One involved a conversation with a maiden dressed verily in strange clothes.

She told me the year was 1986 and that she was Top-Flight Secretary. What is Top-Flight Secretary? I enquired of her, and this was her reply.

She is vital. A good secretary is the right hand of any successful executive. She is the company front-line – an ambassador, a diplomat, a sounding-board and a confidante. These days a secretary is not just a scribe, shorthand/typist or word processor operator – she is a professional in her own right.

How does she do it? I asked. She does it by combining the most up-to-date training methods with the latest equipment and by adding a large portion of good, old-fashioned virtues and common sense, packaged into a person with large ears and a still tongue!

With that, my dream faded and I awoke, Sir, with the feeling that I had been privileged to witness a glimpse of the future.

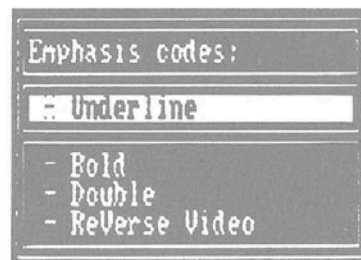
Samuel Pepys Esquire

This is what you do

11 To call up the Emphasis Menu press **f3(Emphasis)**.

This is what will happen

The Emphasis Menu will appear:



Emphasis is, as its name suggests, a means of making characters, words or sections of text stand out in a document. Text can be emphasised in the following ways:

UNDERLINED	Words can be underlined either fully which includes underlining of the spaces, or word by word, leaving the spaces between words blank.
BOLD	Words can be printed in bold print, whereby the printing mechanism causes a slight shadow on the paper, giving a bolder impression.
DOUBLE-STRIKE	Words can be printed in double-strike, whereby the printing mechanism strikes the paper twice, also giving a bold impression.
REVERSE VIDEO	Reverse Video is used to highlight words on screen. The Status Lines at the top of the screen are in reverse video. It is simply used to draw the operator's eye to particular words of importance. Note that this effect shows only on screen, it has no effect on the final printed document.

Notice how each of the emphasis codes has a minus sign next to it. To turn on the codes it is necessary to highlight the code required and use the **+** key next to the Space Bar to switch it on. When you make a selection or selections, a plus sign appears next to the code, indicating that it has been switched on. Finally, press **ENTER** and the code will be inserted into your document. (A 'code' is the word or words in brackets that appear on the screen before and after the text to be enhanced.) You may select more than one code at a time, of course. For instance, you might want certain words to be in bold and underlined as well.

It is important to switch off the codes when you do not require them any more, so you call up the **F3 Menu** again, select the code no longer required and use the **-** key to switch it off. A minus sign now appears next to the code, to indicate that it has been switched off, and once again you will need to press **ENTER** to confirm the command.

Use the **CAN** key to cancel the menu, and read the instructions fully first before carrying out the exercise using the step by step guide to put enhancements into the training exercise.







Instructions

By using the cursor to move about the text to the appropriate places:

- Make the heading 'ARTICLE IN THE LONDON TIMES NEWSPAPER' stand out by using bold type and reverse video.
- Underline and make the heading 'Top-Flight Secretary' stand out by using the bold code.
- Underline the two phrases: 'She is vital' and 'How does she do it?' Do the first with full underline, the second with word underline only.
- Make the words 'These days a secretary is not just a scribe, shorthand/typist or word processor operator — she is a professional in her own right' stand out by using the double-strike command.
- Put the words 'Top-Flight Secretary' in reverse video throughout.

Note: remember to switch off each command code at the appropriate place.

This is what you do

- 12 (a) Place the cursor on the 'A' of 'ARTICLE'. Press **f3(Emphasis)**.
- 13 Select 'Bold' with the cursor and press  key.
Move cursor to 'Reverse Video' and press  key.
Press **ENTER**.
- 14 Move the cursor to the end of the heading. Press **f3(Emphasis)** again.
Use the  key to cancel the selections.
Press **ENTER**.
- 15 (b) Move the cursor to the 'T' of 'Top-Flight'. Press **f3(Emphasis)**.
Select 'Underline' and press .
- 16 As we shall go for full underline, leave that option selected with a tick.
Move the cursor to **Bold** and press  followed by **ENTER**.
- 17 Move cursor to the end of 'Top-Flight Secretary' and Press **f3(Emphasis)** again. Cancel options as before. Press **ENTER**.
- 18 (c) Move cursor to the letter 'S' of the phrase 'She is vital'. Press **f3(Emphasis)** and once again select 'Full underline'. Press **ENTER**.
After 'vital' cancel the underlining as before by pressing **f3(Emphasis)** and using the  key. Press **ENTER**.

This is what will happen

Emphasis Menu will appear.

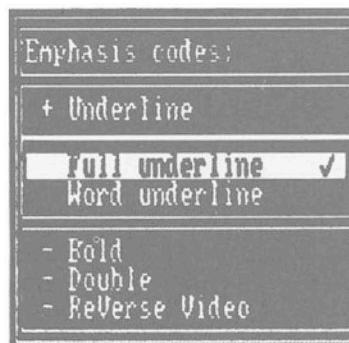
A + sign will appear.

A + sign will appear
Menu disappears and **(+Bold) (+ReV)** appears in front of the heading.

Emphasis Menu returns.

Menu disappears and **(-Bold) (-ReV)** appears at the end of the heading.

Emphasis Menu will appear.
A submenu will appear giving the choice of Full underline, which is already ticked, or Word underline.



A + sign appears.

(+UL) (+Bold) appears on screen.

(-UL) (-Bold) appears at the end of the heading.

(+UL) appears in front of the sentence.

(-UL) appears at the end of the sentence.

This is what you do

- 19 Do the same with the next phrase 'How does she do it?' only this time select 'Word underline'.
Cancel the command as before.
- 20 (d) Move the cursor to the 'T' of 'These days . . .' and use the **Emphasis Menu** to select 'Double'.
Remember to switch it off after '. . . own right'.
- 21 (e) Find the three occurrences of the words 'Top-Flight Secretary' and put in the commands for Reverse Video at the beginning of each. Once again, be sure to switch off the commands after each phrase.

This is what will happen

(+Wordul) appears in front of the phrase.
(-UL) appears after the phrase.

(+Double) will appear in front of the sentence.
(-Double) will appear after the sentence.

By now you should have become familiar with moving your cursor to words or phrases you wish to emphasise, calling up the Emphasis Menu, making your selections with the cursor, and using the **[+]** and **[-]** keys to enter the selection. Always remember that you must cancel the selection at the appropriate point using the Emphasis Menu and the **[-]** key. This pattern of making selections will occur frequently from now on, so be sure to take your time to familiarise yourself with the procedure.

Now that you have completed the alterations requested in (a) to (e) *your screen should look like this:*

```
A:PRACTICE/ENHANCE.ONE  Editing text.  Printer idle.  Using A:
-Layout  -P110  -LS2  -LP6  Page 1 line 1 of 56
f1=Show  f2=Layout  f3=Emphasis  f4=Style  f5=Lines  f6=Pages  f7=Modes  f8=Blocks  EXIT
-----
(+Bold)(+ReV)ARTICLE IN THE LONDON TIMES NEWSPAPER(-Bold)(-ReV)
e
(+UL)(+Bold)(+ReV)Top-Flight Secretary(-UL)(-Bold)(-ReV)
e
I had a disturbed night's sleep on the 13th of this month. I had
many strange dreams. One involved a conversation with a maiden,
dressed verily in strange clothes.
e
She told me the year was 1986 and that she was (+ReV)Top-Flight
Secretary(-ReV). What is (+ReV)Top-Flight Secretary(-ReV)? I enquired of her a
this was her reply.
e
(+UL)She is vital(-UL). A good secretary is the right hand of any
successful executive. She is the company front-line - an
ambassador, a diplomat, a sounding-board and a confidante. (+Double)These
days a secretary is not just a scribe, shorthand/typist or word
processor operator - she is a professional in her own right.(-Double)
e
(+Wordul)How does she do it?(-UL) I asked. She does it by combining the most
up-to-date training methods with the latest equipment and by
adding a large portion of good, old-fashioned virtues and common
sense, packaged into a person with large ears and a still tongue!
e
With that, my dream faded and I awoke, Sir, with the feeling that
I had been privileged to witness a glimpse of the future.
e
Samuel Pepys Esquire
e
```

Save and print your final document. If you are uncertain how to do this, refer back to Session Two, page 42, Printing a Document.

When you have printed it, your final document should look like this:

ARTICLE IN THE LONDON TIMES NEWSPAPER

Top-Flight Secretary

I had a disturbed night's sleep on the 13th of this month. I had many strange dreams. One involved a conversation with a maiden, dressed verily in strange clothes.

She told me the year was 1986 and that she was Top-Flight Secretary. What is Top-Flight Secretary? I enquired of her and this was her reply.

She is vital. A good secretary is the right hand of any successful executive. She is the company front-line - an ambassador, a diplomat, a sounding-board and a confidante. **These days a secretary is not just a scribe, shorthand/typist or word processor operator - she is a professional in her own right.**

How does she do it? I asked. She does it by combining the most up-to-date training methods with the latest equipment and by adding a large portion of good, old-fashioned virtues and common sense, packaged into a person with large ears and a still tongue!

With that, my dream faded and I awoke, Sir, with the feeling that I had been privileged to witness a glimpse of the future.

Samuel Pepys Esquire

We shall now look at another document on the Training Disc to demonstrate the use of the **Show Menu f1**.

This is what you do

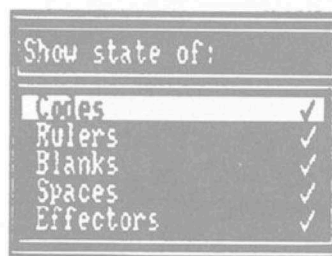
22 Recall the document:
PRACTICE.ONE in the **PRACTICE GROUP** to the screen by pressing **E**.

23 Press **f1(Show)**

This is what will happen

Document appears on screen.

The **Show Menu** will appear:



Notice that the **Show Menu** consists of 5 choices all of which relate to whether or not special effects are shown on screen. Each one of these choices has a tick beside it, to indicate that it has been switched on.

Before using this menu, a brief explanation of each of the words in the **Show Menu** will help you to understand their use.

CODES	Codes are all the words which appear in brackets and which indicate that you have inserted enhancements to particular words in your text.
RULERS	The Ruler Line, as already mentioned in Session Two, shows the current margins and tab positions.
BLANKS	Blanks are the tiny dots which appear all over the screen, each indicating one character space.
SPACES	Spaces are the heavier dots which appear each time the Space Bar is pressed.
EFFECTORS	Effectors are the three kinds of arrows which appear on screen. The bent arrow (↵) indicates that the RETURN key has been pressed; the right-pointing arrows (→) indicate a tab position; and a downward-pointing arrow (↓) indicates the end of a page.

By placing a tick next to each of the options in the **Show Menu**, all the special effects show on screen. At the moment, on screen all the special effects are showing. Let us now remove each one in turn and see what effect this has on the text. Again, we insert or remove ticks using the **+/-** and **-/+** keys on either side of the Space Bar.

24 Take out the tick next to 'Codes' (with **-/+**). Press **ENTER**.

25 Press **f1(Show)** again and take out the tick next to 'Rulers'. Press **ENTER**.

26 Press **f1(Show)** again and take out the tick next to 'Blanks'. Press **ENTER**.

All the codes will disappear from the text.

The Ruler Lines will disappear.

The tiny dots will disappear.

This is what you do

27 Press **f1** again and take out the tick next to 'Spaces'. Press **ENTER**.

28 Press **f1** again and take out the tick next to 'Effectors'. Press **ENTER**.

This is what will happen

The heavier dots will disappear.

The effector arrows will disappear.

From this exercise you will realise that by using the Show Menu you can decide which special effects you wish to have showing on screen while you key-in text. It is particularly useful to have the **Codes** switched on to remind you when you have given an enhancement command. By so-doing you will probably find it much easier to remember to switch off the commands at the appropriate places. It is so easy to give a command to print a heading in bold, forget to switch it off after the heading, and then find that the rest of your text has printed out in bold!

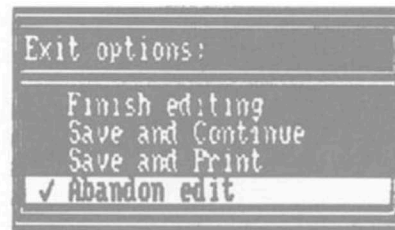
However, the Codes and the Show effects do distort the text on screen, and throw the right-hand margin out of alignment, so it is a good idea to switch them all off just before you print, so that you can see on screen what your document will look like.

Now that you have used two of the main Editing Text Menus, f1 and f3, you are ready to leave the practice document.

This is what you do

29 Exit from the document using the **EXIT** key again, but this time, select **Abandon edit** as you do not need to print it this time.

This is what will happen



You will be returned to the Disc Management Menu.

'Abandon edit' means that you abandon the document without either saving or printing it. If the document is an existing document, when you abandon it, it will be restored to its original form, despite the fact that you have made amendments to it. If, however, the document is newly created, and has never been saved, you will lose it completely when you abandon it. Be careful, therefore, which documents you choose to abandon. The one you have just abandoned, PRACTICE.ONE, was an existing document and therefore still appears on the Disc Management Directory in its original form. The reason for this is that when you call up an existing document, a copy document appears on the screen, while the system holds the original in its memory. This enables you to abandon edit if you so desire, knowing the original document is still intact and safely stored.

Note: When you recall a document to the screen, the copy shown, together with the original, use twice the amount of K as for the original. If the copy is abandoned, the K-usage returns to that of the original document. If the edited version is returned to store, it, with its K-usage, replaces the original.

SESSION CHECK

In this Session, you have learned to:

- change discs
- make a copy of an existing document
- use the Emphasis Menu f3
- use the Show Menu f1

Can you answer the following questions?

- 1 Which f key in the Disc Management Menu is used to make a copy of a file/document?
 - (a) f7.
 - (b) f1.
 - (c) f3.
 - 2 Which Menu would you use to underline a heading?
 - (a) Emphasis f3.
 - (b) Show Menu f1.
 - 3 What effect on text does the double-strike command have?
 - (a) The words are printed twice.
 - (b) A shadow effect causes the print to be emboldened.
 - (c) The printing mechanism strikes the paper twice, giving a bold effect.
 - 4 Why should you not forget to switch off the codes when making special enhancements to, say, a heading?
 - (a) Because the printer will not work.
 - (b) Because all your text will be printed out in this way.
 - 5 What are the arrows called which appear on screen in a variety of different ways?
 - (a) Blanks.
 - (b) Codes.
 - (c) Spaces.
 - (d) Effectors.
 - 6 What is the difference between full underline and word underline?
 - (a) Full underline causes the spaces between words to be underlined while word underline does not.
 - (b) There is no difference.
 - (c) Word underline causes the initial letter of each word to be underlined only, while full underline causes the whole word to be underlined.
 - 7 If you want to exit from a previously saved document, which option do you select from the EXIT Menu?
 - (a) Finish Editing.
 - (b) Abandon Edit.
 - (c) Save and continue.
-

Answers

1c. 2a. 3c. 4b. 5d. 6a. 7b.

5 SESSION FIVE

In this Session you will learn to:

- use the Style Menu f4
- use the Lines Menu f5

■ USING THE STYLE MENU f4

The Style Menu relates to the style of typeface which can be selected. There is a wide variety of typefaces available because the Amstrad has a dot matrix printer.

The dot matrix printer is able to produce different sizes and styles of print because of its printing head which consists of a series of pins that move rapidly into different orders and groupings to form print characters and strike the paper. The style selected determines the way in which the needles are configured to form the characters.

The Style Menu is divided into three basic sections:

Half height Text will be printed at half its current pitch size, either as a Superscript (printed top of line) or as a Subscript (printed bottom of line).

Italic *Text will be printed in a sloping style.*

Pitch A choice of pitch sizes are available: 10, 12, 15, 17 and proportional spacing. Each of the above numbers represents the number of characters to one inch. Proportional spacing means that each letter takes up a proportional amount of space in relation to its size, for instance an 'm' will take up more room than an 'i'. Each pitch size can also be in normal width or double width.

The example shown on the following page shows the different styles of print available.

Pitch 10 normal width

Pitch 10 double width

Pitch 10 italic

Pitch 10 double width italic

Pitch 10 half-height, superscript

Pitch 10 half-height, subscript, italic

Pitch 10 double width, half-height

Pitch 10 double width, half-height,
italic

Pitch 12 normal width

Pitch 12 double width

Pitch 12 italic

Pitch 12 double width, italic

Pitch 12 half-height, superscript

Pitch 12 half-height, subscript, italic

Pitch 12 double width, half-height

Pitch 12 double width, half-height, *italic*

Pitch 15 normal width

Pitch 15 double width

Pitch 15 italic

Pitch 15 double width, italic

Pitch 15 half-height, superscript

Pitch 15 half-height, subscript, italic

Pitch 15 double width, half-height

Pitch 15 double width, half-height, *italic*

Pitch 17 normal width

Pitch 17 double width

Pitch 17 italic

Pitch 17 double width, italic

Pitch 17 half-height, superscript

Pitch 17 half-height, subscript, italic

Pitch 17 double width, half-height

Pitch 17 double width, half-height, *italic*

Proportional spacing normal width

Proportional spacing double width

Proportional spacing italic

Proportional spacing double width, italic

Proportional spacing half-height, superscript

Proportional spacing half-height, subscript, italic

Proportional spacing double width, half-
height

Proportional spacing double width, half-
height, *italic*

The **Style Menu** is used in exactly the same way as the **Emphasis Menu**. The cursor is used to select options, and the **+** and **-** keys to set or clear the options.

Let us now select some of these type-style options and see how they work. First load the LocoScript program and put the Training Disc into the disc drive. We will select another exercise from the Training Disc that will demonstrate the use of the Style Menu.

Make a copy of the Document **STYLE.ONE** (using **f3(Copy)** as you did in Session Four) and put your duplicate into the Group headed **PRACTICE**.

Recall your copy to the screen, using **E** to edit. The following document will appear.

MEMORANDUM

TO: His Majesty King Charles
FROM: Samuel Pepys
DATE: 12 July

Whilst laying in my bed last night I read a manuscript or two and then extinguished my candle. I found it difficult to sleep at first. As you know, it was warm in London and the noise of horses passing in The Strand, combined with those on the Embankment, made the city very noisy.

My night's sleep was extremely troubled and full of dreams. During one dream, I found that I was surrounded by people dressed in all manner of strange clothes. They appeared to be carrying out a strange ritual. I was in a large, airy room, in a building which seemed to reach into the sky.

There were maidens sitting at tables gazing into a device which resembled a box with a window in it. With their hands, the maidens were pressing buttons at great speed, on a rectangular-shaped object and each button had a letter of the alphabet etched on to it. As they did this, words would appear on the window of the box.

Unfortunately, my dream was broken, by the heavy crash outside my window of a barrel, falling from a passing cart.

Does this strange dream hint of things to come?

Read the instructions which follow, then carry out the numbered Step guide to change the style of various parts of the text in the training exercise.

Instructions

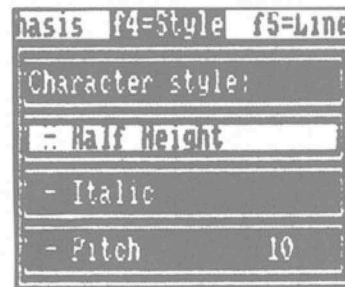
- (a) Put the heading 'MEMORANDUM' into pitch 10, double width.
- (b) Put 'His Majesty King Charles', 'Samuel Pepys' and the date '12 July' into pitch 10, italics.
- (c) Put the first paragraph beginning 'Whilst laying . . .' into pitch 15, double width, half height (superscript).
- (d) Put the second paragraph beginning 'My night's . . .' into pitch 17, half height (subscript).
- (e) Put the third paragraph beginning 'There were . . .' into Proportional spacing, italics.
- (f) Put the fourth paragraph beginning 'Unfortunately . . .' into Proportional spacing, double width.
- (g) Put the fifth paragraph beginning 'Does this . . .' into pitch 12, italics.

This is what you do

- 1 (a) Place the cursor on the 'M' of 'MEMORANDUM'.
Press **f4(Style)**.

This is what will happen

The Style Menu will appear.



- 2 Move the cursor down to **Pitch** and press **+>**.

A further submenu will appear.



This is what you do

- 3 Move the cursor down to **Double width** and press **+**, followed by **ENTER**.

- 4 Move the cursor to the end of the word 'MEMORANDUM' and press **f4(Style)** again. Move the cursor down to **+Pitch10D** and press **=** then **ENTER**.

- 5 (b) Move the cursor to the 'H' of 'His Majesty . . .' and press **f4(Style)**. Select **Italic** and press **+** and **ENTER**.

Move the cursor to the end of '. . . Charles' and press **f4(Style)** again. Move the cursor down to **+Italic** and press **=** and **ENTER**.

- 6 Repeat Step 5, above, to put 'Samuel Pepys' and '12 July' into italics.

- 7 (c) Move the cursor to the 'W' of 'While. . .' Press **f4**, **Half Height** is already highlighted, so just press **+**. **Superscript** has a tick next to it, so just move the cursor down to **Pitch** and press **+**.

This is what will happen

A tick will appear next to **Double width**, a D will appear next to **10 pitch** and the menu will disappear. A new code (**+Pitch10D**) will appear in the text in front of the word **MEMORANDUM**.

(**-Pitch**) will appear in the text after the word **MEMORANDUM**.

(**+Italic**) will appear in the text.

(**-Italic**) will appear in the text.

A submenu will appear for Superscript or Subscript.



This is what you do

8 (d) Move to **15 pitch** and press **+**.

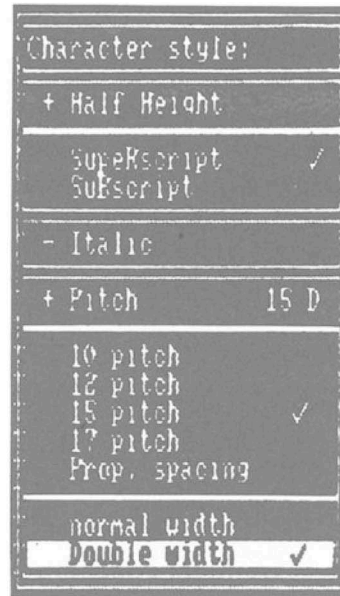
9 (e) Move to **Double width** and press **+** followed by **ENTER**.

10 (f) Continue to move to each paragraph putting in the relevant pitches and styles as you have done above. Remember to cancel each one again at the end of the relevant text.

11 (g) Save and print your final document. **EXIT, Save and Print, ENTER.**

This is what will happen

Your menu should look like this:



(+Super) and (+Pitch15D) will appear in the text.

During these operations the text on screen will be reformatted and may spread beyond the right margin. Don't be alarmed — this is normal and is due to the change in pitch size. It will not affect the final print-out.

When you have printed it, your finished document should look like this:

MEMORANDUM

TO: *His Majesty King Charles*
FROM: *Samuel Pepys*
DATE: *12 July*

Whilst laying in my bed last night I read a manuscript or two and then extinguished my candle. I found it difficult to sleep at first. As you know, it was warm in London and the noise of horses passing in The Strand, combined with those on the Embankment, made the city very noisy.

My night's sleep was extremely troubled and full of dreams. During one dream, I found that I was surrounded by people dressed in all manner of strange clothes. They appeared to be carrying out a strange ritual. I was in a large, airy room, in a building which seemed to reach into the sky.

There were maidens sitting at tables gazing into a device which resembled a box with a window in it. With their hands, the maidens were pressing buttons at great speed, on a rectangular-shaped object and each button had a letter of the alphabet etched on to it. As they did this, words would appear on the window of the box.

Unfortunately, my dream was broken, by the heavy crash outside my window of a barrel, falling from a passing cart.

Does this strange dream hint of things to come?

■ USING THE LINES MENU f5

The Lines Menu is used for:

Centring — Headings can be centred over text.

Right justifying — Where part of a particular line ends exactly at the right margin.

Inserting Soft/Hard Spaces, Soft/Hard Hyphens — Where words and phrases can be kept together or split at a suitable point at line ends by means of inserting soft or hard spaces, or soft or hard hyphens.



These are used when keying-in text to prevent the automatic wordwrap from splitting words, or groups of words, which should not be split. For instance, the first part of a company name might occur at the end of a line, with the second part on the next; or a date may have its month or year severed and taken over to the following line. We can stop this happening, and we can also tell the machine where we do and don't want word-splits.

The spaces which are normally inserted between words, with the space bar, are called **soft spaces**, and are used by the wraparound function in its selection of line breaks. However, where you do not want a split, say between the two parts of a name or in a postcode, you can use the Lines Menu to insert a **hard space** which the computer reads as a character and therefore allows no split. Your name or postcode will be treated as whole words, and if they occur near a line end, will be transferred to the next line.

The same thing applies to hyphens. A **soft hyphen** is the normal hyphen which you key-in, say, as part of a double-barrelled name like Harrington-Smith. Because the text wraps round, it is quite feasible that the name will automatically be split at the point of the hyphen. To avoid this, you can insert a **hard hyphen** between the two parts and the name will stay together.

Line Spacing — The line spacing can temporarily be changed within a document.

Line Pitch — the line pitch can temporarily be changed within a document.

In the Lines Menu, the centring, right justification and hard/soft spaces/hyphens options are set simply by **using the cursor**, followed by **Enter**. They function only at the current position. (This is different from the Emphasis and Style Menus where the  and  keys are used to set the options.) Line Spacing and Line Pitch can be changed by using the cursor and keying-in the appropriate number.

Now practise using the Lines Menu with another training exercise from the disc. The Instructions are followed by detailed Steps on how to do it.

Instructions

- (a) Copy the document filename: **LINES.ONE** into the PRACTICE group.
- (b) Recall the copy of this file to the screen.

f3(Copy); move cursor to **PRACTICE** group; **ENTER**, **ENTER**. Press **E(Edit)**; **ENTER**.

Note: No further detailed instructions for copying and recalling documents, as you should be familiar with this by now.

The document will look like the one given on the next page.

From the Residence of Nell Gwynne
LONDON

15th July 1665

S Pepys Esq
Robert Street
The Strand
LONDON

My dear Sam

I was truly distressed to hear from the King that you are not sleeping well these hot summer nights.

My dear old mother says that bad dreams are often caused by eating cheese just before bedtime. You would do well to heed the words of one who is old and wise. I do hope you are feeling better now.

I recently received word from our mutual friend Edward de Woringer. He asked after your health and begged to be remembered to you.

Charles sends greetings and expresses concern for your well-being.

Sincere best wishes, your true and loyal friend

NELL

- (c) Use the Lines Menu f5 to centre 'From the Residence of Nell Gwynne' on line one.
- (d) Centre the word 'LONDON' on the second line.
- (e) Right Justify the date.
- (f) Change the Line Spacing to 2 and the Line Pitch to 8 for the address of S Pepys. Remember to change it back to single-line spacing and Line Pitch 6 for the rest of the letter.
- (g) Insert hard spaces between 'Edward' and 'de', and between 'de' and 'Woringer' so that the name is not split between two lines.

This is what you do

12 Press f5(Lines)

This is what will happen

The Lines Menu will appear thus:



13 **Centre line** is already highlighted. Press **ENTER**.

14 Move the cursor to the 'L' of 'LONDON'. Press **f5** then press **ENTER**.

15 Move the cursor to the '1' of the date. Press **f5**, select **Right Justify line** with the cursor and press **ENTER**.

16 Move the cursor to the 'S' of 'S Pepys Esq' and press **f5**. Select **Line Spacing ??** and key-in **2**. Press **ENTER**.

17 Press **f5** again and select **Line Pitch ?** and key-in **8**. Press **ENTER**.

18 Move the cursor to the end of the address and put the Line Spacing and Line Pitch back to single-line spacing and to Line Pitch 6 by pressing **f5** again, selecting Line Spacing and keying-in **1** and Line Pitch and keying-in **6**, followed each time by **ENTER**.

19 Move the cursor to the space between 'Edward' and 'de'. Delete the existing space by pressing the **DEL→** key once only. Repeat this process between the 'de' and the 'Woringer'.

(Centre) will appear in front of the first line and the text will be centred on the screen.

(Centre) will appear in front of the word LONDON.

(Rjust) will appear in front of the date and the date will move to the right-hand margin.

(+LSpace2) will appear in front of the address.

(+LPitch8) will appear in front of the address.

(+LSpace1) (+LPitch6) will appear after the address.

The text will close up thus:
'EdwarddeWoringer'

20 Move the cursor back to the 'd' of 'de'. Press **f5**, select **Insert hard space** and press **ENTER**. Move the cursor to the 'W' of 'Woringer'. Press **f5** and select **Insert hard space**. Press **ENTER** and **RELAY**.

21 Save and print out the final document (**EXIT, Save and print, ENTER**).

Spaces will be inserted between the words and the whole name will move to the next line.

Your final document should look like this:

*From the Residence of Nell Gwynne
LONDON*

15th July 1665

*S Pepys Esq
Robert Street
The Strand
LONDON*

My dear Sam

I was truly distressed to hear from the King that you are not sleeping well these hot summer nights.

My dear old mother says that bad dreams are often caused by eating cheese just before bedtime. You would do well to heed the words of one who is old and wise. I do hope you are feeling better now.

I recently received word from our mutual friend Edward de Woringer. He asked after your health and begged to be remembered to you.

Charles sends greetings and expresses concern for your well-being.

Sincere best wishes, your true and loyal friend



NELL

SESSION CHECK

In this Session, you have learned to:

- use the Style Menu f4
- use the Lines Menu f5

Can you answer the following questions?

- 1 Whereabouts on the printing line is Superscript printed?
 - (a) At the top.
 - (b) At the bottom.
- 2 How many pitch sizes are there?
 - (a) 4.
 - (b) 5.
 - (c) 6.
 - (d) 3.
 - (e) 2.
- 3 What is the name given to the f4 Menu when editing text?
 - (a) Emphasis.
 - (b) Lines.
 - (c) Style.
 - (d) Copy.
- 4 Which key is used to set an option in the Style Menu?
 - (a) Enter.
 - (b) 
 - (c) Exit.
 - (d) 
- 5 Which menu is used to centre a heading?
 - (a) Lines f5.
 - (b) Style f4.
 - (c) Show f1.
- 6 What is a hard space?
 - (a) An extra space between words to aid right justification.
 - (b) A space which the computer recognises as a character which joins two words so that they will not split at the end of a line.
 - (c) A space inserted after punctuation.
- 7 What is the term given to text which aligns at the right margin?
 - (a) Aligned.
 - (b) Justified.
 - (c) Margin adjusted.
- 8 What are the two options for Line Pitch?
 - (a) 5 or 7 lines per vertical inch.
 - (b) 4 or 6 lines per vertical inch.
 - (c) 6 or 8 lines per vertical inch.

9 What is proportional spacing?

- (a) Each letter takes up a proportional amount of space in relation to its size.
- (b) The even spreading of text across a line's width.
- (c) The way text is displayed on the page.

10 Why is there such a wide variety of typefaces available on a dot matrix printer?

- (a) Because the printing head can be interchanged.
 - (b) Because a series of needles form the printing head.
 - (c) Because the keyboard incorporates a wide range of characters.
-

Answers

1 a. 2 b. 3 c. 4 d. 5 a. 6 b. 7 b. 8 c. 9 a. 10 b.

6 SESSION SIX

In this Session, you will learn to:

- change the layout within a document
- reformat text
- change margins and tabulations

CHANGING THE LAYOUT WITHIN A DOCUMENT — LAYOUT MENU f2

So far you have learnt to set up the Base Layout for a document, but it is often necessary to change layout within a document as you proceed. For example, you may want to indent a section of text, or insert a tabulation which has different margins and tab settings.

To do this you use the Layout Menu f2. With this menu you can insert brand new layouts into your document, in fact LocoScript has the ability to remember up to 99 different layouts. However, the program is set up to remember only 5 layouts per document as a standard number (default). Five layouts are generally quite sufficient for most requirements. Later in this book we will look at ways of increasing the number of layouts available. In each of these layouts you can have up to 10 tabulation settings as standard. Once again LocoScript will remember up to 99 different tabulation settings if programmed to do so.

Once you have set up the 5 different layouts, you can insert them into your document at any time using the Layout Menu f2. You can also revert back to the Base Layout from this menu, and edit any of the layouts whenever you like.

The Layout Menu is divided into two basic sections:

INSERT LAYOUT This lets you
Create a brand new layout
Insert a current layout
Revert to the base layout

EDIT LAYOUT This lets you
Edit any of the previously set layouts.

Once again you use the cursor to select the options required. Where question marks appear in the menu, you must insert a number to indicate the layout you want.

You can use the exercise document filename **LAYOUT.ONE** on the training disc to practise using the Layout Menu. By now you should be familiar with making a duplicate of the training exercise and recalling documents to the screen, so the instructions will, from here on, be repeated only in abbreviated form between square brackets.

Proceed now to make a copy of **LAYOUT.ONE** into the **PRACTICE GROUP**, then recall it to the screen [**f3(Copy)**, move cursor to **PRACTICE Group**, **ENTER**, **ENTER**; press **E (Edit)**, **ENTER**].

SAMUEL PEPYS (1633-1703)

Samuel Pepys is a man remembered primarily for his famous diaries which are an account of his private life, thoughts, feelings, work and leisure.

It was never his intention that they should be published and therefore they are one of the truest and most intimate revelations of life in the 17th Century that have ever been put into print.

Pepys kept his diary daily for nine years, using a special private shorthand. In it he recorded not only his personal life, but also many famous historical events such as the Great Plague and the Great Fire of London. He even made an entry to record his first taste of 'jocolatte' (chocolate) which to us is now an everyday commodity, but which was in those times a luxury, only available to the wealthy.

He was the son of a tailor and was educated at Cambridge University. In fact it was to Magdalene College, Cambridge that he left his diaries and personal library.

He was a prominent Admiralty Official, an MP and President of the Royal Society which was a special society of men interested in the furtherance of science. Some noteworthy members included Sir Christopher Wren, Sir Isaac Newton, John Dryden and Halley. His diaries therefore gave a vivid insight into the extravagant world of the rich and famous.

Instructions

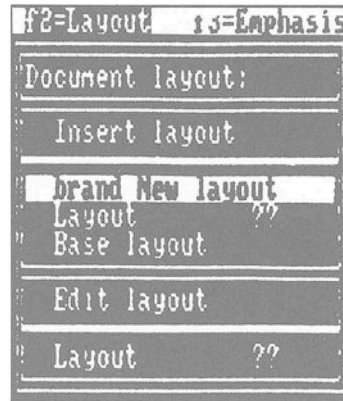
- (a) Change the layout of the second paragraph beginning 'It was never . . .' by creating new margins of 20 and 62.
- (b) Change the layout of the fourth paragraph beginning 'He was the son . . .' by changing the pitch to 17, using italics, unjustifying the right margin and changing the margins to 8 and 72.
- (c) Insert the same layout which you created in the second paragraph, that is, Layout 1, for the fifth paragraph.

This is what you do

- 1 (a) Move the cursor to the 'T' of 'It was never . . .' (2nd paragraph) and press **f2(Layout)**. (Use the **SHIFT** to obtain the **f2** function.)

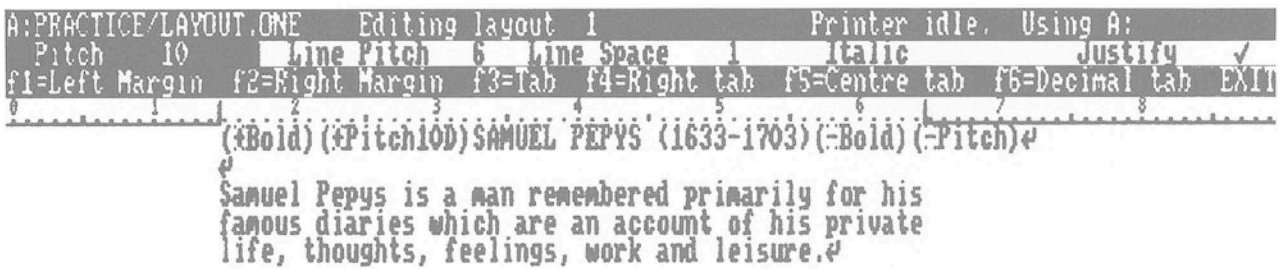
This is what will happen

The Layout Menu will appear:



- 2 **brand New layout** is already highlighted so press **ENTER**.

Text will disappear and the **Layout Menu (Editing Layout 1)** will appear at the top of the screen in the **Status Lines**, just as it appeared when you learnt how to edit the base layout.



- 3 Move the cursor onto the Ruler Line and change the left margin to 20, using **f1(Left Margin)** to set the margin. Then change the right margin to 62, using **SHIFT/f2 (Right Margin)** to set. Press **EXIT**.
- 4 Reformat the paragraph into its new layout by pressing **RELAY**.
- 5 (b) Move the cursor to the 'H' of 'He was the . . .' (4th paragraph) and press **f2(Layout)**. Press **ENTER**.
- 6 Change the pitch to 17, switch on **italics**, using the **+>** key, and switch off justification using the **->** key. Change the margins to 8 and 72. (Remember to use **f1** and **f2** to set the new margins.) Press **EXIT**.

The text will re-appear with **(+Layout1)** at the beginning of the paragraph.

The paragraph will re-form into its new layout.

Layout Menu will re-appear in the Status Lines, showing **Editing Layout 2**.

The text will re-appear with **(+Layout2)** at the beginning of the paragraph.

- 7 Reformat the paragraph into its new layout by pressing **RELAY**.
- 8 (c) Move the cursor to the 'H' of 'He was a . . . ' (fifth paragraph) and press **f2(Layout)**.
Select the first **Layout ??** with the cursor and key-in **1** to indicate that you require **Layout 1**.
Press **ENTER**.
- 9 Press **RELAY**.
- 10 Save and print your final document [**EXIT, Save and print, ENTER**].

The paragraph will re-form into its new layout.

Layout Menu will appear.

(+Layout1) will appear at the beginning of the paragraph.

Paragraph will re-form.

Your finished document should look like this:

SAMUEL PEPYS (1633-1703)

Samuel Pepys is a man remembered primarily for his famous diaries which are an account of his private life, thoughts, feelings, work and leisure.

It was never his intention that they should be published and therefore they are one of the truest and most intimate revelations of life in the 17th Century that have ever been put into print.

Pepys kept his diary daily for nine years, using a special private shorthand. In it he recorded not only his personal life, but also many famous historical events such as the Great Plague and the Great Fire of London. He even made an entry to record his first taste of 'jocolatte' (chocolate) which to us is now an everyday commodity, but which was in those times a luxury, only available to the wealthy.

He was the son of a tailor and was educated at Cambridge University. In fact it was to Magdalene College, Cambridge that he left his diaries and personal library,

He was a prominent Admiralty Official, an MP and President of the Royal Society which was a special society of men interested in the furtherance of science. Some noteworthy members included Sir Christopher Wren, Sir Isaac Newton, John Dryden and Halley. His diaries therefore gave a vivid insight into the extravagant world of the rich and famous.

REFORMATTING TEXT

In the previous section you used the **RELAY** key to reformat each of the paragraphs into their new layout. The **RELAY** key is fine for re-forming small sections of text, in fact it will re-form text down as far as the next **RETURN**.

For re-forming larger areas of text, however, you must use the cursor itself. Whenever you edit or change a whole document you can reformat it simply by moving the cursor down through the text either with the cursor down arrow key (↓) or with any of the specialised keys such as **PAGE**, **DOC** or **PARA**.

CHANGING MARGINS AND TABULATIONS

It is important that you should know your paper size, and can therefore work out mathematically what your margins need to be, because of the different pitch sizes available with LocoScript. LocoScript has been set up for basic A4 size paper in all the pre-set standard settings, but if you change the pitch size, you must accordingly change your margins. This chart will help you:

A4 paper is 8.2 inches wide and 11.6 inches long (210×297mm)

Pitch 10 = 82 characters across the width of the paper
Pitch 12 = 98 characters across the width of the paper
Pitch 15 = 123 characters across the width of the paper
Pitch 17 = 139 characters across the width of the paper

Pitch 10 = 10 characters per inch
Pitch 12 = 12 characters per inch
Pitch 15 = 15 characters per inch
Pitch 17 = 17 characters per inch

Line Pitch 6 = 70 lines per sheet A4 (single-line spacing)
Line Pitch 8 = 93 lines per sheet A4

Line spacing can be set for 1, 1½, 2, 2½ or 3

From this you will see that if you require one-inch margins in pitch size 10, you will set the left margin at 10 and the right at 72; in pitch 12, your left margin will be at 12 and your right at 86, and so on.


Tabulation

LocoScript is very versatile when it comes to tabulating.

Tabulation settings can be inserted into the Base Layout and indeed into any layout. The program is set to accept up to 10 standard tab settings in any one layout, but it is capable of

accepting 99 tab settings if programmed to do so. You will recall that it is possible to alter the standard maximum number of layouts, and it is also possible to alter the standard maximum number of tabulations, but this will be explained later. For the time being, you will appreciate that 10 tabular settings are quite adequate for the majority of tasks.

Setting Tabs

f3, f4, f5 and f6 are used to set tabs. To cancel existing tabs, move the cursor down onto the Ruler Line and highlight each tab setting (→), then press  to remove. Use f3 to set a **normal tab**, f4 to set a **right tab**, f5 to set a **centre tab**, and f6 to set a **decimal tab**.

Using Tabs

To move to a tab position when editing or creating text, use the **TAB** key to the left of the 'Q' on the keyboard. This key will move the cursor to the pre-set tab position. You may simply want to set a single tab for indented paragraphs, or multiple tabs for tabular statements.

Indented Tabs

It is possible to use the **TAB** key in conjunction with the **ALT** key (press both at the same time) to produce what is called an **INDENT TAB**. This will cause the text to be aligned at the tab position and will continue to function until the **RETURN** key is pressed. Look at the two examples which follow:

- 1→ If you press the **TAB** key on its own a right-pointing arrow will appear and the cursor will move to the tab position ready for you to enter text. All further text will begin at the left margin.
- 2→ However, if you press the **ALT+TAB** a different type of right-pointing arrow will appear and all further text will be aligned at the tab position. This type of tab is particularly useful for doing numbered items.

You can now proceed to carry out four short exercises that use each of the different styles of tabulation setting. This time the Instructions are followed immediately by the numbered Step procedure for carrying them out. In the end we will print out all four exercise texts as one document.

Exercise 1

- (a) Create a new document.
- (b) Set up a Base Layout as follows: pitch 10, line pitch 6, double-line spacing, no italics and no justification. Left margin 15, right margin 68, one normal tab at 34, one normal tab at 46.

This is what you do

This is what will happen

- 11 Create a new document in the **PRACTICE Group** (Press C) and give it the filename **TAB.ONE**.

This is what you do

12 Set up the Base Layout as follows:
Press **f7**, **ENTER**, **f7**, **f1**.

13 Key-in **10** at **Pitch**, leave the **Line Pitch** at **6**, change the **Line Spacing** to **2**, make sure that neither 'italics' nor 'justify' has a tick beside it. Move on to the Ruler Line and set the **Left Margin** at **15** (using **f1**) and the **Right Margin** to **68** (using **SHIFT+f2**). Move along the Ruler Line and cancel all existing tabs with the **☐** key. Set new Tab Stops at **34** and **46** using **f3(Tab)**.

This is what will happen

The screen will change as you move through the **Header Zone** into the **Options Menu** and finally into the **Base Layout**.

Your new Base Layout should look like this:

```
A:PRACTICE/TAB.ONE      Editing base layout.      Printer idle. Using A: M:
Pitch 10      Line Pitch 6      Line Space 2      Italic      Justify
f1=Left Margin  f2=Right Margin  f3=Tab  f4=Right tab  f5=Centre tab  f6=Decimal tab  EXIT
0-----1-----2-----3-----4-----5-----6-----7-----8-----9-----
```

14 To leave the Base Layout, press **EXIT**, **EXIT**, **ENTER**, **EXIT**, **ENTER**.
(This repeats the process you first used on page 40.)

The screen will go blank, ready for keying-in text.

15 Key-in the following piece of text using the **TAB** key to move the cursor to the beginning of each column.

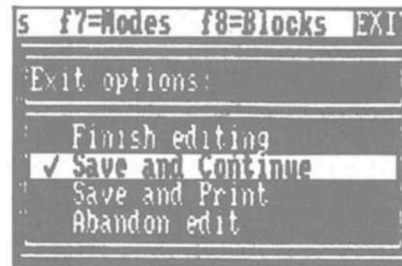
Charles II	1660-1685	King of England
Samuel Pepys	1633-1703	Diarist
Oliver Cromwell	1599-1658	Head of British Army
Isaac Newton	1642-1727	Scientific Discoverer
Christopher Wren	1632-1723	Architect

This is what you do

- 16 Press EXIT and select 'Save and Continue' followed by ENTER.

This is what will happen

The EXIT MENU will appear. The disc will whirr, the document will be saved and the text will re-appear on screen.




Exercise 2

- (a) Insert a brand new layout into the text and set up the following parameters: Pitch 12, line pitch 6, line spacing 1½, no italics, no justification. Left margin 18, right margin 72, one right tab at 41, one right tab at 72.

Note: Right tab settings must be set as this time we want to align the text right in each column. To do this it is necessary to calculate the width of the longest line in each column and set the tab at the extreme right. The tab setting marks the point from which the text will be aligned.

This is what you do

- 17 Press PAGE then RETURN twice. Press f2(Layout), then ENTER.
- 18 Key-in the parameters given at (a) above, cancelling the existing tabs with the  key. Use f4 to set right tabs.

This is what will happen

Editing Layout 1 will appear in the Status Line.

A right-pointing arrow will appear on the ruler line to indicate tab positions. Your Layout Menu should look like this:



- 19 Press EXIT.

Text appears back on screen ready to enter text with (+Layout1) inserted.

- 20 Key-in the following piece of text centring the main heading using f5(Lines):

SEVENTEENTH CENTURY ENGLAND

1	November 1605	Gunpowder Plot
2	January 1649	Execution of Charles I
3	April 1665	Great Plague
4	September 1666	Great Fire

Exercise 3

- (a) Insert a brand new layout into the text and set up the following parameters: pitch 15, line pitch 8, line spacing 1½, set italics. Left margin 15, right margin 75, centre tab 45.

This is what you do

- 21 Press RETURN twice then f2(Layout). Press ENTER.

- 22 Key-in the parameters given at (a) above, cancel existing tabs and use f5 for setting centre tab at 45.

- 23 Press EXIT.

- 24 Key-in the following text, once again centring the main heading:

This is what will happen

Editing Layout 2 appears on Status Lines.

Double arrow appears on ruler thus:



Text re-appears on screen with (+Layout2) added.

A TYPICAL MENU FOR THE ARISTOCRACY

Marrow Bones
Brace of Stewed Carps
Leg of Mutton
Loin of Veal
Dish of Fowl, pullets and lark
Tanzy and Neat's tongue
Anchoves
Prawns
Cheese

Exercise 4

- (a) Insert a final layout into the text and set up the following parameters: pitch proportional spacing (Ps), line pitch 6, treble (3) line spacing, no italics, no justification. Left margin 12, right margin 72, decimal tab points at 30, 42, 54.
- (b) Save and print the final document.

This is what you do

25 Press **RETURN** twice then **f2**. Press **ENTER**.

26 Change the parameters as given in (a) above, cancel all previous tabs and use **f6** to set decimal tabs. (A decimal tab is always set at the position of the decimal point.)

27 Press **EXIT**.

28 Key-in the following text, pressing **TAB** to go to first tab position, then **TAB** again to go to next tab position and so on:

This is what will happen

Editing Layout 3 will appear in Status Lines.

Asterisks will appear on Ruler Line.

(+Layout3) appears in text.

12.67	4.89	135.92
8870.87	23.78	101.54
3.9	67.74	4.39

29 Save and print final document.

Your final document should look like the one given over page.

Charles II	1660-1685	King of England
Samuel Pepys	1633-1703	Diarist
Oliver Cromwell	1599-1658	Head of British Army
Isaac Newton	1642-1727	Scientific Discoverer
Christopher Wren	1632-1723	Architect

SEVENTEENTH CENTURY ENGLAND

1	November 1605	Gunpowder Plot
2	January 1649	Execution of Charles I
3	April 1665	Great Plague
4	September 1666	Great Fire

A TYPICAL MENU FOR THE ARISTOCRACY

Marrow Bones
Brace of Stewed Carps
Leg of Mutton
Loin of Veal
Dish of Fowl, pullets and lark
Tanzy and Neat's tongue
Anchoves
Prawns
Cheese

12.67	4.89	135.92
8870.87	23.78	101.54
3.9	67.74	4.39

SESSION CHECK

In this Session, you have learned to:

- change the layout within a document
- reformat text
- change margins and tabulations

Can you answer the following questions?

- 1 How many layouts have been set up in LocoScript as a standard?
 - (a) 3.
 - (b) 99.
 - (c) 5.
- 2 Which key must you press in conjunction with f2 to get the Layout Menu?
 - (a) ALT.
 - (b) TAB.
 - (c) EXTRA.
 - (d) SHIFT.
- 3 How much of the text is reformatted when you press the RELAY key?
 - (a) Text up to next RETURN ↵ code.
 - (b) All text.
 - (c) One paragraph of text.
 - (d) One page of text.
- 4 How many characters can you get across a sheet of A4 paper when in pitch 15?
 - (a) 139.
 - (b) 123.
 - (c) 106.
 - (d) 114.
- 5 Which key is used to move to a pre-set tab position?
 - (a) Cursor right.
 - (b) TAB.
 - (c) SHIFT+WORD.
 - (d) f3.
- 6 Which key is used to set a centre tab?
 - (a) f5.
 - (b) f1.
 - (c) f3.
 - (d) f4.
- 7 Which option should you select from the EXIT MENU to save your document onto disc and at the same time bring it back on screen?
 - (a) Finish Editing.
 - (b) Abandon Edit.
 - (c) Save and Continue.
- 8 How is text aligned when right tabs have been set?
 - (a) Text is justified to the right margin.
Text is aligned at the left of each tab position.
Text is aligned at the right of each tab position.

9 What character appears on the Ruler Line when a decimal tab is set?

- (a) ↔
- (b) ←
- (c) *
- (d) →

10 What is the maximum number of tab settings that can be made in a standard layout?

- (a) 100.
 - (b) 10.
 - (c) 15.
 - (d) 25.
-

Answers

1 c. 2 d. 3 a. 4 b. 5 b. 6 a. 7 c. 8 c. 9 c. 10 b.

7 SESSION SEVEN

In this Session, you will learn to:

- find and exchange
- end a page manually
- put in an automatic page numbering facility
- print more than one page

FIND AND EXCHANGE

The **EXCH/FIND** key to the upper right of the keyboard will operate the 'Find' function when used on its own. When used with the **SHIFT** key, it will operate the 'Exchange and Find' function. We shall look at each function in turn.

Find

The **FIND** key is used to locate a particular word or short phrase within text. When you press **FIND** a prompt appears into which you key-in the word you wish to locate. Then you press **ENTER** and the cursor moves through the text until it comes to the first occurrence of the word. By repeating this sequence, the cursor moves through the text finding every occurrence of the word. Having found it, you can edit it or simply move on.

Exchange and Find

You use this function to find a word and exchange it for another. You press **SHIFT+FIND** and the process is similar to that of **FIND**: prompt appears into which you key-in the text to be found and the new text that will replace it. Several options are open to you. You can then choose either to be asked to confirm each exchange, or you can select automatic exchange to the end of the paragraph, page or document.

Confirm Each Exchange

If this option is selected, the cursor will move to each occurrence of the word and a prompt will appear in the Status Line asking you either to confirm the exchange and continue through the text (press **→**), or to decide not to exchange, but move on to the next location of the word (press **←**).

Automatic Exchange

If you select one of the automatic exchange options, the cursor will move through the text and stop and exchange text automatically, either to the end of the current paragraph, the current page or to the end of the document.

Here is an exercise which will give you practice in using the **EXCH/FIND** key. The Instructions appear first, followed by the numbered Step guide.

Instructions

- (a) Make a copy of **DIARY.ONE** into the **PRACTICE Group**, then recall it to the screen.
- (b) Find the word 'October' and change it to italics throughout.
- (c) Finds the words 'High-Flying' and change them to 'Top-Flight' throughout.

This is what you do

1 Copy **DIARY.ONE** into the **PRACTICE Group**, then recall it to the screen
[f3(Copy), E(Edit)].

This is what will happen

Text will appear on screen.

The following is a passage of text written in the style of Samuel Pepys but with modern connotations:-

8 October Up, and got ready towards the settling of all matters of office. Then took a coach with four horses with my wife, dressed in morning gown looking both handsome and to my great liking. And so away for Brampton and there to find my father and to walk with him up to Hinchingbrooke. When supper done, which was full of good country discourse, we all took leave and so to bed. There lay in some disquiet all night wandering in and out of dreams till it was daylight.

High Flying Secretary showed me the deeper meaning of word processing. She did demonstrate to me how paragraphs could be rearranged and words replaced with other words. How pages could be numbered in automatic fashion and phrases could be used and saved, and used again.

9 October Up, and eat our breakfast and set out about 10 a-clock with my Cosen Pepys who prays me to prepare to save myself from the unfaithfulness of other men. My mind returned oft to my dreams and how provident it would be if I could use those machines of the future to communicate my thoughts and desires to those in Parliament. High-Flying Secretary had shown me how one letter can be recorded and sent many times without need of re-writing. How many hours could I save with this new invention. Must I regale my glimpses of the future to my fellow colleagues in the Royal Society. Perhaps they will believe me. My good friend Isaac spends many hours contemplating such things, surely he would not laugh and jeer.

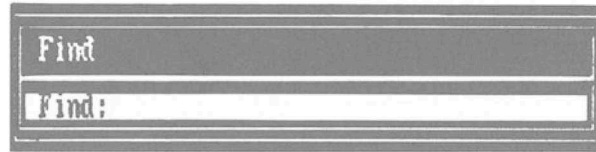
10 October Waked about 6 a-clock this morning, hearing strange noises in my head. A throwback from my most recent dream where I was afeared to see paper streaming from a machine which High-Flying Secretary told me was a printer. There being no person in attendance, a machine working on its own and at great speed with characters appearing on the paper, seemingly from nowhere. I then waked my wife and both of us wondered at it. Up, then to dress myself and to attend the Council at Whitehall. Did make mention of my strange visions to my good friend Sir W Penn who hath said he would join with me in the Cocke alehouse and partake of good discourse on the subject.

This is what you do

- 2 Make sure that the cursor is at the top of the text.
- 3 Press **FIND**.

This is what will happen

A prompt will appear thus:



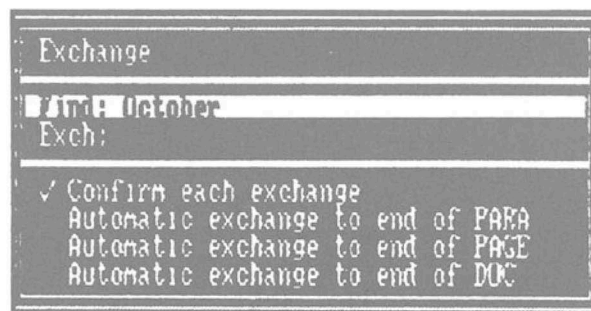
- 4 Key-in the word **October** and press **ENTER**.
- 5 You can then edit it by putting in the command for italics [**f4(Style)**] before the word 'October' and cancelling it afterwards.
- 6 Press **FIND** and **ENTER** again to move the cursor onto the next location, and repeat the commands for italic.
- 7 Repeat once more until all occurrences of the word 'October' have been put into italics.
- 8 Move cursor back to the **HOME** position (**ALT+PAGE**) and press **SHIFT+EXCH**.

The cursor will move to the first occurrence of the word 'October'.

(+Italic) appears in front of the word 'October' and (-Italic) appears after it.

Cursor moves to each location.

Cursor is at top of text. Prompt appears thus:




- 9 Key-in **High-Flying** next to 'Find' and delete **October** by using **DEL**. Move cursor down and key-in **Top-Flight** next to 'Exchange'. 'Confirm each exchange' is already ticked. Press **ENTER**.
- 10 Press **+** to confirm exchange.

High-Flying appears in highlighted box next to 'Find'. **Top-Flight** appears in highlighted box next to 'Exch'. Cursor moves to first occurrence of word. Prompt appears in Status Lines asking us to confirm exchange or to continue.

Words are exchanged and cursor moves on to next location.

This is what you do

This is what will happen

- 11** Continue to make exchanges throughout the text using the  key.

Have you noticed that one instance of the words 'High-Flying' has been ignored. Move back through the document and locate this omission. This is because it was not hyphenated in the main text. The computer will search only for an exact replica of what you key-in, so always be sure to key-in accurate text; for instance, if you have used initial capitals, these must also be keyed-in at the appropriate place in the prompt menu.

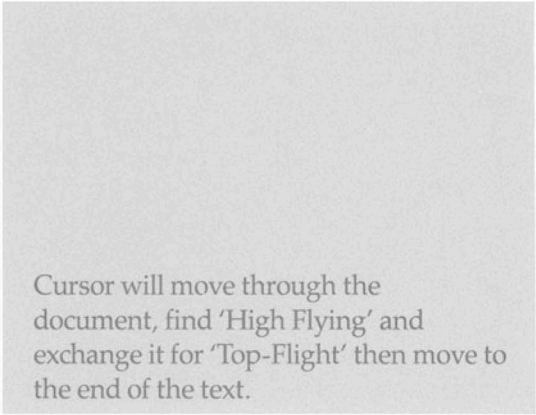
Let us correct this missing hyphen now and at the same time use the automatic exchange option.

- 12** Move the cursor to top of text.

- 13** Press **SHIFT+EXCH/FIND**.

- 14** Delete the hyphen from 'High-Flying' on the Exch line and insert a space between 'High' and 'Flying'.

- 15** Select the 'Automatic exchange to end of page' option and press **ENTER**.



Cursor will move through the document, find 'High Flying' and exchange it for 'Top-Flight' then move to the end of the text.

ENDING A PAGE MANUALLY

We are now going to move on to the **Pages Menu (f6)**. This menu relates to where and how pages end, also to the insertion of page numbers.

As we have seen, the program is set for standard A4 paper and all the parameters have been pre-set accordingly into the LocoScript program. While working through this book, you will have realised that all these parameters can be changed.

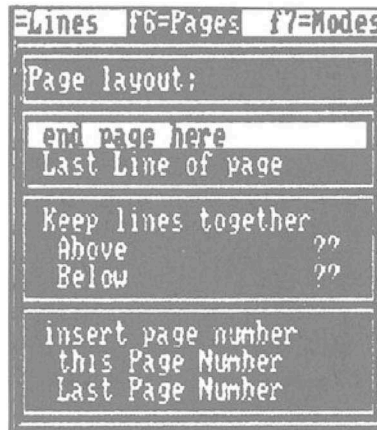
A standard A4 page is 70 lines long. The program allows for a certain space at the top of the paper before printing begins and there is a further space at the bottom where printing ends, leaving a standard page body of 54 lines. When all 54 lines have been filled with text, a page break occurs automatically.

Look again at the Status Lines at the top of the screen. On the second line down to the right, you will see the current page number and line of the cursor position. As you are probably at the bottom of your text, it should say Page 1 line 45 (or thereabouts) of 54. Naturally as the cursor moves the status changes accordingly.

You may wish to end a page at a particular place other than at the automatic position, and this is where the **PAGES MENU** is very useful.

Take a look at the **PAGES MENU f6** now. The options are as follows:

- End page here** A manual page break is invoked
- Last line of page** A particular line can be programmed to be the last line on a page.
- Keep lines together** A chosen number of lines can be keyed-in either above or below the cursor position so that they will remain together on one page. This is particularly useful where a table appears at the bottom of a page and all lines of the table need to be kept together and not split between two pages.



Insert Page Number:

- This Page Number** An automatic page numbering system can be inserted on each page of text.
- Last Page Number** The last page number is inserted onto the last page of text.

Use the **CAN** key to cancel the menu.

Let us now use the Pages menu for the document currently on screen.
Read the Instructions then follow the numbered Step guide.

Instructions

- Change the Base Layout of the document as follows:
Pitch 10, line pitch 6, double-line spacing, no italics, justified text, left margin 15, right margin 65. You will now be familiar with this operation; we shall not explain it in detail again. Refer to page 36 if you need to.
- Reformat the page into its new layout.
- End the page manually after the diary entry of 8 October.
- Insert the 'Last Line of page' command before 'laugh and jeer' in the fourth paragraph.

This is what you do

16 (a) Change the base layout [**f7 ENTER, f7, f1**] (see page 36), according to the above instructions.

17 Exit from Base Layout [**EXIT, EXIT, ENTER, EXIT, ENTER**].

This is what will happen

New layout will show in Status Lines.

Text will re-appear on screen.

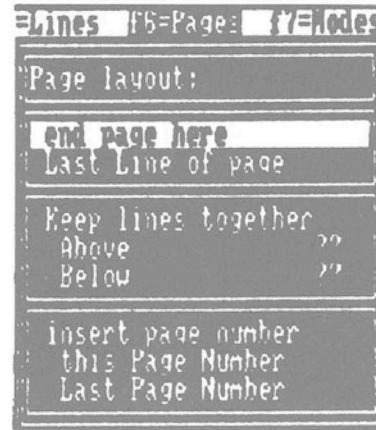
This is what you do

- 18 (b) Reformat text by pressing **SHIFT+DOC/PAGE**.
- 19 (c) Move cursor back to the return arrow in the clear line space before '9 October'.
- 20 Press **f6(Pages)**.

This is what will happen

Cursor will move through text reformatting as it goes.

Pages Menu appears: 'end page here' is highlighted.



- 21 Press **ENTER**.

- 22 (d) Move cursor to the 'l' of 'laugh and jeer' (last line of para). Press **f6**. Select **Last Line of page** with the cursor and press **ENTER**.

Downward arrow ↓ and heavy page-break line appears to indicate new page.

(LastLine) appears on screen. Page break line appears after the word 'jeer'.

You can see that your document has split into three parts and now extends to three pages.

Note: A quick way to end the page manually without using the f6 Pages Menu is simply to hold down the **ALT** key and press **Return** simultaneously.

AUTOMATIC PAGE NUMBERING

It is possible for you to insert a page numbering code into each page of a multiple page document. There are two ways of doing this. We shall deal with the first method using the present training exercise and follow it with the second method in Session Ten when we progress to learning about headers and footers.

A page number can appear either at the top or the bottom of a page, to the left, centre or right of a line.

The position and extent of the space taken up by the page number is referred to in the system as a **FIELD**. Three symbols are used to determine this space. The < symbol is used when a page number will appear at the left margin. The = symbol is used when the page number will appear in the centre and the >

symbol is used when the page number will appear justified to the right margin. The number of symbols denotes the amount of space required for the maximum number of characters in the page number.

For example, if your document is only 3 pages long, only one character space is required for the page numbers, therefore only one symbol needs to be inserted. If your document runs to between 10 and 99 pages however, you will need to insert two symbols, as there are two characters in the largest page number. Similarly, if your document extends to between 100 and 999 pages, you will require 3 symbols to indicate the space required.

In Session Five you learnt how to centre and right-justify text on a line using the **Lines Menu (f5)**. You will need to use this menu again for positioning the page number. This may sound confusing at first, but it will become clearer as you proceed to insert page numbers into your training exercise.

Insert Page Number at Left Margin

This is what you do

23 Move the cursor back to the downward arrow which indicates the first page break. Press **f6(Pages)** and select **this Page Number**. Press **ENTER**.

24 Key-in one < symbol (**SHIFT+ <**).

This is what will happen

(PageNo) code will appear at the left margin.

< appears on screen.

Insert Page Number at Centre of Line

This is what you do

25 Move cursor to the top of the second page onto the return arrow in the clear line space. Use **f5(Lines)** to put in the command for centre page. Use **f6(Pages)** to put in the command for Page Numbering: **this page number**. Press **ENTER**.

26 Key-in an = symbol.

This is what will happen

(Centre) and (PageNo) codes will appear on the first line of page 2.

Insert Page Number at Right Margin

This is what you do

27 Move cursor to the bottom of page 3. Use **f5(Lines)** to put in the command for **right justify**. Use **f6(Pages)** to put in the Page Numbering command and select **Last Page Number**. Press **ENTER**.

28 Key-in one > symbol.

This is what will happen

(RJust) and (LPageNo) codes will appear on the last line of page 3.

Save and print out the final document which should run to three pages with the page number inserted at the bottom of the first page at the left margin, at the top of the second page in the centre and at the bottom of the third page at the right margin.

So far, all your documents have run only to one page. To print second and subsequent pages, remove first sheet, insert second sheet and press **EXIT**. Printer will continue with second sheet. Repeat this process until all sheets have been printed.

Your final document should look like this:

8 October Up, and got ready towards the settling of all matters of office. Then took a coach with four horses with my wife, dressed in morning gown looking both handsome and to my great liking. And so away for Brampton and there to find my father and to walk with him up to Hinchingbrooke. When supper done, which was full of good country discourse, we all took leave and so to bed. There lay in some disquiet all night wandering in and out of dreams till it was daylight.

Top-Flight Secretary showed me the deeper meaning of word processing. She did demonstrate to me how paragraphs could be rearranged and words replaced with other words. How pages could be numbered in automatic fashion and phrases could be used and saved, and used again.

1

9 October Up, and eat our breakfast and set out about 10 a-clock with my Cosen Pepys who prays me to prepare to save myself from the unfaithfulness of other men. My mind returned oft to my dreams and how provident it would be if I could use those machines of the future to communicate my thoughts and desires to those in Parliament. Top-Flight Secretary had shown me how one letter can be recorded and sent many times without need of re-writing. How many hours could I save with this new invention. Must I regale my glimpses of the future to my fellow colleagues in the Royal Society. Perhaps they will believe me. My good friend Isaac spends many hours contemplating such things, surely he would not laugh and jeer.





10 October Waked about 6 a-clock this morning, hearing strange noises in my head. A throwback from my most recent dream where I was afeared to see paper streaming from a machine which Top-Flight Secretary told me was a printer. There being no person in attendance, a machine working on its own and at great speed with characters appearing on the paper, seemingly from nowhere. I then waked my wife and both of us wondered at it. Up, then to dress myself and to attend the Council at Whitehall. Did make mention of my strange visions to my good friend Sir W Penn who hath said he would join with me in the Cocke alehouse and partake of good discourse on the subject.

SESSION CHECK

In this Session, you have learned to

- find and exchange
- end a page manually
- put in an automatic page numbering facility
- print more than one page

Can you answer the following questions?

- 1 If you want to use the Exchange facility, which keys must you press?
 - (a) EXCH/FIND.
 - (b) SHIFT+EXCH/FIND.
 - (c) ALT+FIND.
- 2 When you use the FIND facility, how do you know that a word has been found in the text?
 - (a) The word is highlighted.
 - (b) The word appears in a prompt menu.
 - (c) The cursor flashes on the first letter of the word.
- 3 If you want to search for a word throughout a document, where must the cursor be before you start?
 - (a) At the top of the text.
 - (b) At the end of the text.
 - (c) On the first letter of the first occurrence of the word to be found.
- 4 Which key is used if you wish to ignore and continue in the Exchange and Find facility?
 - (a)  .
 - (b) ENTER.
 - (c)  .
 - (d) EXIT.
- 5 When keying-in words to be found and/or exchanged what is it important to remember?
 - (a) To press the Shift key.
 - (b) To key-in the exact characters including capitals and symbols.
- 6 Which symbol denotes a manual page break?
 - (a)  .
 - (b) #.
 - (c) γ.
 - (d) .
- 7 Which menu is used for putting in an automatic page numbering facility?
 - (a) f5(Lines).
 - (b) f6(Pages)
 - (c) f8(Pagination).
- 8 Which combination of codes should be used to centre a page number on a page?
 - (a) (RJust) (PageNo)=
 - (b) (PageNo)>
 - (c) (Centre) (PageNo)=
 - (d) (RJust) (PageNo)>

- 9** How many symbols would you need to insert to indicate to the system that a document will extend to 354 pages?
- (a) 3.
 - (b) 1.
 - (c) 2.
 - (d) 5.
- 10** Which keys are used to break the page manually without calling up the Pages Menu?
- (a) ALT+EXIT.
 - (b) EXTRA+ENTER.
 - (c) ALT+RETURN.
 - (d) ALT+SHIFT.
-

Answers

1b. 2c. 3a. 4c. 5b. 6d. 7b. 8c. 9a. 10c.

8 SESSION EIGHT

In this Session, you will learn to:

- block edit (delete, move and save blocks of text)
- save a portion of text as a separate file
- save phrases

BLOCK EDITING

One of the beauties of word processing is the ability to delete, move and save portions of text at the touch of a button or two. This is one of the many time-saving factors which have made word processing so popular to those people who need to manoeuvre text frequently. Gone are the days of endless re-writing or re-typing.

The keys you will be using for this are also special function keys located at the top right-hand corner of the keyboard. These keys are the **COPY**, **CUT** and **PASTE** keys.

We will now copy and recall another training exercise to the screen and practise block manoeuvres.

This is what you do

1 Copy document: **CHARLES.II** into the **PRACTICE Group [F3(Copy)]**.

2 Recall copied document: **CHARLES.II** to the screen [**E(Edit)**] and use the corrected version shown over page to make the alterations indicated.

This is what will happen

From the Residence of Samuel Pepys Esq
Robert Street
The Strand
LONDON

17 July 1665

His Royal Majesty King Charles II
Hampton Palace
Middlesex

Sire

I was most delighted to hear from our mutual friend Miss Gwynne and to learn that you have been concerned for my welfare.

I am indeed in fine fettle and my dreams are still recurring. I would hasten to add, however, that I am no longer afear'd of them. In my dreams, I now have an escort by the name of Top-Flight Secretary. She bestows on me glimpses of the future through my dreams.

Quill pens she assures me are a thing of the past and hath been replaced by a machine called a word processor. This is the "box-like" contraption which I saw in my first dream and which I mentioned in my memo to you.

It would seem that the strange rituals I saw performed were people writing books, letters, articles and even diaries using these machines.

Quill pens she assures me are a thing of the past and hath been replaced by a machine called a word processor. This is the "box-like" contraption which I saw in my first dream and which I mentioned in my memo to you.

Whilst I sit for many hours, often well into the night, scratching with my old quill pen, these people of the future produce work in a fraction of the time.

It appears that they have been taught the complexities of these machines by a Scotsman, name of Mac Millan. Top-Flight Secretary urges me to place before you a very good case for investing from the Royal Coffers into this new practice, as these machines are to be very fashionable in the future.

Whilst I sit for many hours, often well into the night, scratching with my old quill pen, these people of the future produce work in a fraction of the time.

Your true and obedient servant

SAMUEL PEPYS

To Delete a Block of Text

This is what you do

- 3 Take the cursor to the first paragraph of the letter and place it on the 'I' of 'It is high time . . .'
Press CUT.

This is what will happen

The prompt in the Status Lines says 'CUT: Select area then press CUT to remove permanently'.

```
A:\PRACTICE\CHARLES.II  Editing text.  Printer idle  Using A:
-Layout  -PIPS  -LS1  -LP6  Page 1 line 17 of 56
CUT: select area then press  CUT to remove permanently.  CANCEL to abandon
(Just)  From the Residence of Samuel Pepys Esq
```

- 4 Move cursor down twice to highlight the paragraph (this is what is meant by 'select area').
Press CUT again.

Words are highlighted by cursor

Text will disappear.

- 5 Do the same with the last paragraph 'Please bestow . . .' (CUT, highlight, CUT)

Note: When you highlight the area you wish to remove, you can use any of the cursor control keys to do this — that is, the cursor arrows, or the special function keys **DOC**, **PAGE**, **UNIT**, **PARA**, **WORD**, **CHAR**, **LINE** or **EOL**. Don't worry if you overstep the mark, simply move the cursor back until it is on the last character you wish to be deleted, so that the extra words are unhighlighted again. The same means of highlighting the portion of text you require is used in all the block editing functions.

To Transfer a Block of Text

This is what you do

- 6 Place the cursor on the 'Q' of 'Quill pens . . .'
Press COPY.

This is what will happen

Prompt in Status Line says: COPY: select area then press CUT to save and remove.

```
A:\PRACTICE\CHARLES.II  Editing text.  Printer idle  Using A:
-Layout  -PIPS  -LS1  -LP6  Page 1 line 29 of 56
COPY: select area then press  CUT to save & remove.  COPY to save  CANCEL to abandon
```


This is what you do

- 7 Press **PARA** to highlight paragraph to be transferred.
Press **CUT**.

This is what will happen

Paragraph is highlighted.
Prompt in Status Line says: **COPY and CUT text: type block 0..9 or phrase A..Z.**

```
A:\PRACTICE\CHARLES.II  Editing text.  Printer idle  Using A:
-Layout  -PiPS  -LS1  -LP6  Page  1  line 32 of 56
COPY and CUT text:  type block 0..9 or phrase A..Z  or CANCEL to return to area select
```

This prompt simply means that you must assign a number between 0 and 9 to the block of text you have just defined. The system will store the block of text in its memory as block 0, block 1, block 2 or whatever number you give it, which means that up to 10 blocks of text can be stored at any one time. These blocks of text will be recorded in the **f8(Blocks) Menu**, as you will see later, in Step 15 of this Session. The system recognises a block by its number. As soon as you key-in the number, the text will go into the memory store and disappear from the screen.

- 8 We will label the fifth paragraph of the letter 'block 1' in order to move it up the text, so key-in the number **1**.

- 9 We need to place the cursor **one character past** the destination point of the newly-arriving text for that text to be transferred into the correct position. Therefore move the cursor to the 'I' of 'It would seem . . .' and press **PASTE**, followed by the number **1**.

- 10 Repeat this process with the seventh paragraph of the letter which has to be transferred. Call it block **2**.

- 11 Check your document through and make sure that the clear line spaces between paragraphs are correct. If not, insert or delete spaces accordingly.

The highlighted text disappears.

Text will re-appear in its new position.

SAVING A PORTION OF TEXT AS A SEPARATE FILE

We shall now copy the whole of the body of the letter and save it as a separate document using the **BLOCKS MENU (f8)**.

12 Place the cursor on the 'I' of 'I was most ...'

Press **COPY**.

13 Highlight the whole of the body of text down as far as the last paragraph, '... excellent health'.

Press **COPY** again.

14 Key-in **3**.

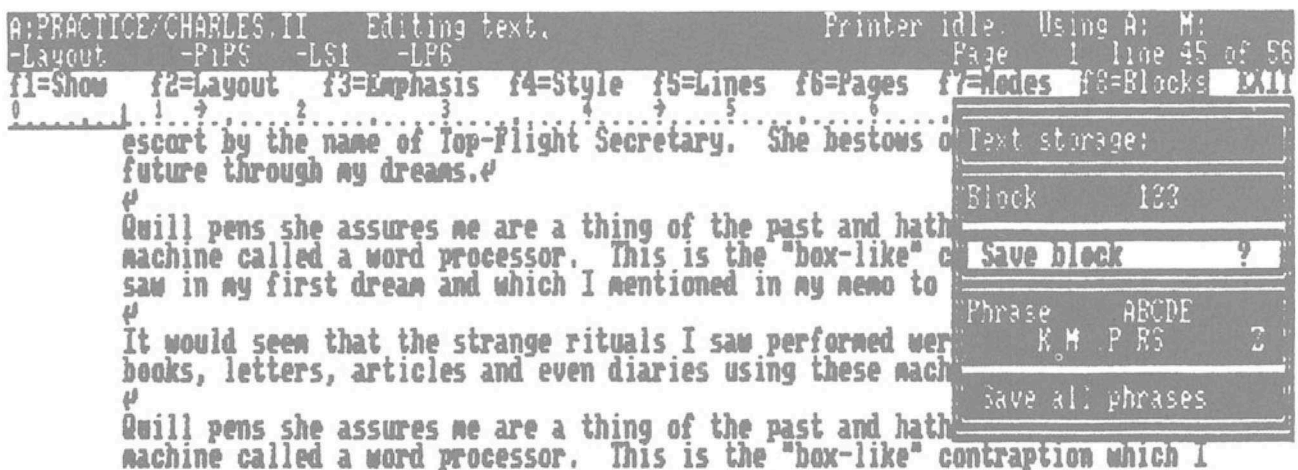
15 Press **f8(Blocks)**.

Prompt in Status Line says: **COPY:**
Select area then press **CUT** to save and remove, **COPY** to save.

Prompt asks for number between 0...9.

The highlighting disappears leaving text in place.

Text Storage Menu appears on screen with **Save block ?** highlighted.



Note: Each time you have assigned a number to a block it has automatically been transferred into the memory and you will see that it appears beside 'Block' on the Blocks Menu.

16 Key-in **3**, then press **ENTER**.

Screen goes blank and returns immediately to the **Disc Management Menu**. Prompt appears on Status Lines asking you to pick destination group and drive for your document to be copied into.

This is what you do

17 Select the **PRACTICE** Group and press **ENTER**.

18 Key-in new filename: **BLOCK.ONE**.
Press **ENTER**.

19 Save and print final document (shown over page).

This is what will happen

Prompt ask for filename for document.

Screen returns to original text.

Your finished document should look like this:

From the Residence of Samuel Pepys Esq
Robert Street
The Strand
LONDON

17 July 1665

His Royal Majesty King Charles II
Hampton Palace
Middlesex

Sire

I was most delighted to hear from our mutual friend Miss Gwynne and to learn that you have been concerned for my welfare.

I am indeed in fine fettle and my dreams are still recurring. I would hasten to add, however, that I am no longer afearred of them. In my dreams, I now have an escort by the name of Top-Flight Secretary. She bestows on me glimpses of the future through my dreams.

Quill pens she assures me are a thing of the past and hath been replaced by a machine called a word processor. This is the "box-like" contraption which I saw in my first dream and which I mentioned in my memo to you.

It would seem that the strange rituals I saw performed were people writing books, letters, articles and even diaries using these machines.

Whilst I sit for many hours, often well into the night, scratching with my old quill pen, these people of the future produce work in a fraction of the time.

It appears that they have been taught the complexities of these machines by a Scotsman, name of Mac Millan. Top-Flight Secretary urges me to place before you a very good case for investing from the Royal Cooffers into this new practice, as these machines are to be very fashionable in the future.

I do verily hope that this finds Your Majesty in excellent health.

Your true and obedient servant

SAMUEL PEPYS

Look at the directory now and see that **BLOCK.ONE** has been saved into the **PRACTICE** Group.

There is, however, one important point that you should remember when saving blocks of text as separate files: **it is impossible to recall these files to the screen in the normal way**. If you try to do so, you will receive an error message telling you that the document is not a LocoScript document.

How else then are they to be stored and retrieved for use? The best way of storing and retrieving such blocks of text is by **inserting them into an existing document or a new document**. The technique of inserting one document into another requires a special section to itself and we will deal with it in Session Eleven.

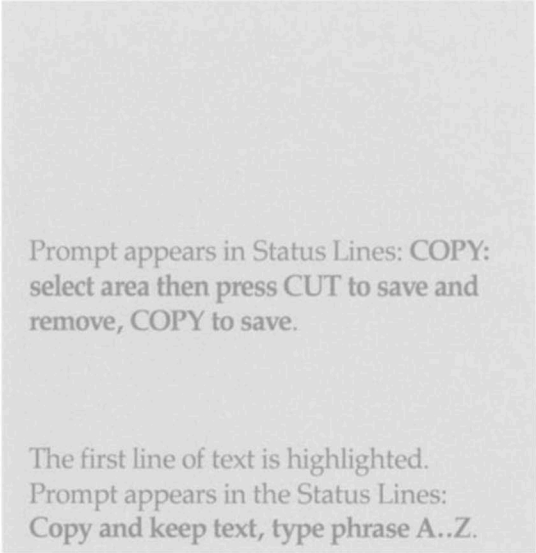
SAVING PHRASES

You will no doubt have noticed when you saved the block of text using the Blocks Menu, that part of the menu referred to saving phrases. Phrases are saved in a similar way to blocks using the **COPY** and **PASTE** keys and the **f8 BLOCKS MENU**.

This is what you do

- 20 Recall document **CHARLES.II** to the screen. We will copy some of its phrases, starting with the very top line.
- 21 Place the cursor on the **<** of (RJust) on top line.
- 22 Press **COPY**.
- 23 Highlight to the end of the line, **From the Residence of Samuel Pepys Esq**, using **EOL**. Press **COPY** again.

This is what will happen



Prompt appears in Status Lines: **COPY: select area then press CUT to save and remove, COPY to save.**

The first line of text is highlighted.
Prompt appears in the Status Lines:
Copy and keep text, type phrase A..Z.

As with saving blocks, it is necessary to assign a letter of the alphabet to each phrase that is saved, in other words label them. This means that it is possible to save up to 26 phrases. However, the maximum number of characters for any one phrase is 255 and the maximum **TOTAL** number of characters for the 26 phrases all-told is 550. So, if you want to store a fair number of phrases, it is important to keep them short.

This is what you do

- 24 We will label this first phrase 'A', so press **A**.

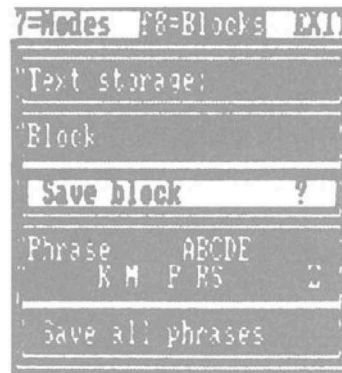
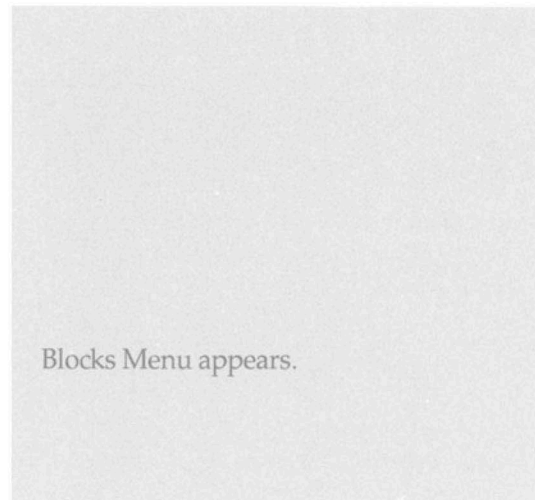
This is what will happen

The highlighting disappears.

This is what you do

- 25 Continue now in the same way, using this method to save the following phrases:
17 July 1665
His Royal Majesty King Charles II
Your true and obedient servant
SAMUEL PEPYS
Assign the letters B, C, D and E to each phrase.
- 26 As you assign a letter to a phrase, it goes into the memory of the computer and is recorded in the Blocks Menu. Let us now look at the Blocks Menu again. Press **f8(Blocks)**.

This is what will happen



You will see that in the 'Phrase' section, the assigned letters A B C D have automatically been inserted. Several other letters which had already been saved on the System Disc are there too.

- 27 Move the cursor now to 'Save all phrases' and press **ENTER**.

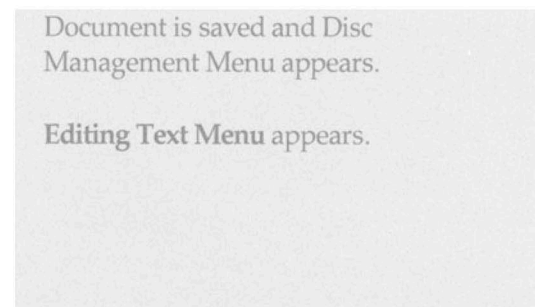
Now that the phrases have been stored in the memory of the computer, they can be used again when you need them. You use the PASTE key to insert them into any document you wish. When you return to the Disc Management Menu, you will see that a new file **PHRASES.STD** has been added to the Memory Group.

Try using these phrases now.

- 28 Press **EXIT** and select **Finish editing**.

- 29 Press **C(Create New Document)**
filename: PHRASES.USE.
Press **ENTER**.

- 30 Use the following text and the saved phrases to create a new document.



MEMORANDUM

From the Residence of Samuel Pepys Esq

To: His Royal Majesty King Charles II

Date: 17 July 1665

I have just despatched a letter to you and on my return home decided to seek audience with your Majesty forthwith. I feel we should not delay in discussing my most recent and vivid dreams. I would be most obliged if you could suggest a time and date which is suitable.

Your true and obedient servant SAMUEL PEPYS

This is what you do

- 31 Key-in the centred heading
MEMORANDUM (if necessary see
Session 5, page 72).
Press **RETURN** twice.
- 32 Press **PASTE** followed by **A**.
Press **RETURN** twice.
- 33 Key-in **To:** and press **PASTE** followed
by **C**.
- 34 Press **RETURN** twice. Key-in **Date:** and
press **PASTE** followed by **B**.
- 35 Press **RETURN** twice and key-in the
text of the body of the memo.
- 36 Press **RETURN** twice and **PASTE**
followed by **D**.
- 37 Press Space Bar once and then **PASTE**
followed by **E**.
- 38 Save and print the final document.

This is what will happen

First phrase appears on screen.

Third phrase appears on screen.

Second phrase appears on screen.

Body text is on screen.

Fourth phrase appears on screen.

Fifth phrase appears on screen.

Your final document should look like this:

MEMORANDUM

From the Residence of Samuel Pepys Esq

To: His Royal Majesty King Charles II

Date: 17 July 1665

I have just despatched a letter to you and on my return home decided to seek audience with your Majesty forthwith. I feel we should not delay in discussing my most recent and vivid dreams. I would be most obliged if you could suggest a time and date which is suitable.

Your true and obedient servant SAMUEL PEPYS

SESSION CHECK

In this Session, you have learned to:

- block edit (delete, move and save blocks of text)
- save a portion of text as a separate file
- save phrases

Can you answer the following questions?

- 1 Which sequence of keys is used to delete a block of text permanently?
 - (a) CUT, highlight, CUT.
 - (b) COPY, highlight, CUT.
 - (c) COPY, highlight, COPY.
- 2 When saving a block of text, do you assign a letter or a number to the block?
 - (a) Number 0..9.
 - (b) Letter A..Z.
- 3 Which keys do you use to highlight text when block editing?
 - (a) COPY, CUT and PASTE.
 - (b) Cursor control keys.
 - (c) RELAY+PAGE.
- 4 When transferring a block of text, where should you place the cursor to indicate its new position?
 - (a) At the end of the text.
 - (b) At the top of the text.
 - (c) One character past its new position.
- 5 How can you utilise a block of text which has been saved as a separate file?
 - (a) By recalling it to the screen using **E** to edit.
 - (b) By inserting it into an existing or new file.
 - (c) By renaming it.
- 6 How many phrases can be saved at any one time?
 - (a) 10.
 - (b) 15.
 - (c) 20.
 - (d) 26.
- 7 What is the maximum number of characters which can be saved in the total number of phrases?
 - (a) 550.
 - (b) 250.
 - (c) 1000.
- 8 Which drive is the PHRASES.STD file *first* saved into?
 - (a) Drive **A**.
 - (b) Drive **B**.
 - (c) Drive **M**.
- 9 What is the name given to the Menu which saves blocks and phrases?
 - (a) EXIT MENU.
 - (b) BLOCKS MENU.
 - (c) PHRASES MENU.

- 10** What is the maximum length of a saved block?
- (a) One page.
 - (b) Any length.
 - (c) 550 characters.
 - (d) 250 characters.
-

Answers

1a. 2a. 3b. 4c. 5b. 6d. 7a. 8c. 9b. 10b.

9 SESSION NINE

In this Session, you will learn about:

- group management
- templates
- disc management

GROUP MANAGEMENT

As we saw in Session One (page 27), we can place documents in particular groups and sort them according to our requirements. We likened the 8 groups on disc to 8 different filing drawers, of which you may have a drawer for letters, another for reports, another for customers and so on. By managing your documents in this way you will be able to retrieve them quickly and efficiently as they are needed.

On the Training Disc, two groups have been created for you: the **PRACTICE Group** and the **EXERCISE Group**. It would now be a good idea for you to create a Group yourself. The second section of screen in the Disc Management Menu (page 27) is devoted to the list of groups in Drives A, B and M.

To move around in the group section, it is necessary to use the **SHIFT** key in conjunction with the cursor. Practise this now, just to get the feel of it. Remember, that the cursor keys on their own enable you to move around in the directory, but the cursor keys with the shift key enable you to move around in the Group section.

Each group can have a name of up to 8 characters. When you feel confident, proceed to follow the instructions for setting up a new group with a new name.

This is what you do

- 1 Use **Shift/Cursor** to move to **Group 2**.
- 2 Press **f5(Rename)**.

This is what will happen

Group 2 is highlighted.

Rename Menu appears with 'Rename Document' highlighted.

```
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: 18k used 155k free 8 files Drive B: 0k used 98k free 4 files
EXERCISE 15k group 4 0k
PRACTICE 3k group 5 0k
group 2 0k group 6 0k
group 3 0k group 7 0k
  ✓ rename document
  recover from Limbo
  rename Group
  rename Disc
  TEMPLATE
```

This is what you do

This is what will happen

- 3 Select **Rename Group** with cursor and press ENTER.

Prompt appears for new name to be entered.



- 4 Key-in new name: **DIARY**. Press ENTER.

DIARY appears in Group section of screen.

You may wonder why this new name does not now appear as a heading in the bottom section of screen as part of the Directory. The reason is that you do not yet have a document in the new group. No groups appear as part of the Directory until they have a document in them.

TEMPLATES

Whenever you set up a new group for documents, it is a good idea to create a standard template file called **TEMPLATE.STD** at the same time. A standard template file is a special file which is recognised by the system into which you can set up a Base Layout and key-in any text which you would like to remain constant for each document produced in that group.

Once it has been created, the template will automatically be picked up by the system and used each time a new document is added. You can have a different **TEMPLATE.STD** file in each group with a different Base Layout. Key into the template only information that you require to be the same for all the documents in that particular group.

Let us use the new **DIARY Group** and create a **TEMPLATE.STD** file and imagine you are going to use this Group to create a daily document for recording events. Naturally you will want to use a standard layout for each entry, so your **TEMPLATE.STD** file will have its Base Layout and also any text, such as a main heading, which you will want to repeat in each daily document.

Read the following instructions, then follow the numbered Steps as we create a **TEMPLATE.STD** File.

Instructions

- (a) Create a new document called **TEMPLATE.STD**.
- (b) Set up a Base Layout as follows:
Pitch 12, line pitch 6, double-line spacing, justified text, left margin 12, right margin 86.
- (c) Key-in a heading **DAILY RECORD OF EVENTS** and centre it on the first line of the document.
- (d) Save the document without printing (finish editing).

We shall not repeat the instructions for setting up a Base Layout as you will probably know the process by now, but if you need to revise, look up Session Two, page 36.

This is what you do

- 5** (a) Highlight the **DIARY Group** with the Shift and cursor. Press **C(Create new document)**.
Key-in filename: **TEMPLATE.STD**.
Press **ENTER**.
- 6** (b) Set up the Base Layout [**f7**, **ENTER**, **f7**, **f1**] according to (b) in the instructions.
- 7** Exit from Base Layout [**EXIT**, **EXIT**, **ENTER**, **EXIT**, **ENTER**].
- 8** (c) Key-in the heading, **DAILY RECORD OF EVENTS**, using the Centre Command [**f5(Lines)**]
- 9** (d) **EXIT** from the document.
Save it by using the **Finish editing** option.

This is what will happen

Prompt asks for filename.

Editing Text Menu appears.

Editing Base Layout Menu appears.

Editing Text Menu re-appears.

Exit Menu appears.

The document **TEMPLATE.STD** now appears in the directory under its new group, **DIARY**.

Now that you have created a standard template, you can practise creating documents in that file group. Experiment now and see how it works.

This is what you do

10 Press **C(Create new document)** and press **ENTER**.

11 Key-in filename: **JANUARY.1**. Press **ENTER**.

12 Put in one clear line after the heading and then key-in the following piece of text:

This is what will happen

Prompt for filename appears.

Standard Template will appear.

1 January

Awoken very early by heavy thunder and having gone to bed exceedingly late last night and slept only fitfully, decided to breakfast in a leisurely manner.

It being the first day of a new year, decided to sit and start off my diary.

I have been truly transfixed these past few months since getting these recurring dreams of this strange machine, the word processor. My family have been hard-put to gain my attention. With the dawning of a new year, I am resolved to spend more time with the family and less in my fanciful wanderings.

13 Save and print the document.

Your finished document should look like the one shown overleaf.

DAILY RECORD OF EVENTS

1 January

Awoken very early by heavy thunder and having gone to bed exceedingly late last night and slept only fitfully, decided to breakfast in a leisurely manner.

It being the first day of a new year, decided to sit and start off my diary.

I have been truly transfixed these past few months since getting these recurring dreams of this strange machine, the word processor. My family have been hard-put to gain my attention. With the dawning of a new year, I am resolved to spend more time with the family and less in my fanciful wanderings.

Now create another document in the same Group. Call it JANUARY.2 and key in the piece of text shown overleaf.

2 January

Awoke restless from a night, still plagued with dreams. I promised my wife that I would only spend the morning working and would take her walking by the river in the afternoon.

However, my morning was wasted as I sat pondering on the events of my dream last night which still lingers uppermost in my mind. At length my wife insisted that I leave the office and fulfil my promise to her.

We took the quiet path that follows the river at Mendlethorne. It was a beautiful and most tranquil afternoon and I was glad that she had persuaded me to rest from my labours.

On returning to the house, my work lay untouched and guiltily I returned to my desk and worked until sunset.

Save and print the final document.

Your final document should look like the one on the following page.

DAILY RECORD OF EVENTS

2 January

Awoke restless from a night, still plagued with dreams. I promised my wife that I would only spend the morning working and would take her walking by the river in the afternoon.

However, my morning was wasted as I sat pondering on the events of my dream last night which still lingers uppermost in my mind. At length my wife insisted that I leave the office and fulfil my promise to her.

We took the quiet path that follows the river at Mendlethorne. It was a beautiful and most tranquil afternoon and I was glad that she had persuaded me to rest from my labours.

On returning to the house, my work lay untouched and guiltily I returned to my desk and worked until sunset.

Having created and printed these two documents, you are probably now quite familiar with how Templates work and in future you can create them to suit all the different types of document you wish to record on disc.

Disc Management is the way in which you organise your documents. So far you have used two of the options in this Menu, namely **f1(Disc Change)** and **f3(Copy)**. We are now going to use another option, **f4(Move)**, and will take a document from one Group to another on the Training Disc.

Move a Document from One Group to Another using f4

This is what you do

14 Move the cursor to **PRACTICE.ONE** in the **PRACTICE** Group.

15 Press **f4(Move)**.

16 Move the cursor to the **EXERCISE** Group.

17 Press **ENTER**.

This is what will happen

PRACTICE.ONE is highlighted.

The words Pick Destination Group and Drive will appear in the Status Lines.

Submenu will appear.

```

A:PRACTICE/PRACTICE.ONE Moving file. Printer idle. Using A:
f1=Disc change f2=Inspect f3=Copy f4=Move f5=Rename f6=Erase f7=Modes f8=Options
Drive A: 39k used 134k free 20 files
EXERCISE 15k group 4
PRACTICE 21k group 5
DIARY 3k group 6
group 3 0k group 7
A:EXERCISE 6 files
3 limbo files
CHARLES .II 3k
DIARY .ONE 4k
A:PRA 11 files
BLOCK
CHARLES .II 2k
JANUARY1.001 1k
Drive M: 3k used 99k free 3 files
LETTERS 2k group 4
SAMPLES 0k group 5
DNT 1k group 6
TEMPLATE 0k group 7
files M:LETTERS 2 files
limbo files
PHRASES .STD 1k
TEMPLATE .STD 1k
  
```

This submenu enables you to see which document you have chosen to move from which group, and its new destination. At this point you can decide whether or not you wish to change the name of the document. If you don't, the same name will appear in the submenu as it appears now and you can either leave or change it. If you want to change it, simply type in the new name. Let us do this now and call it **PRACTICE.TWO**.

18 Key-in the new name
PRACTICE.TWO.

The text will appear over its original name.

This is what you do

19 Press ENTER.

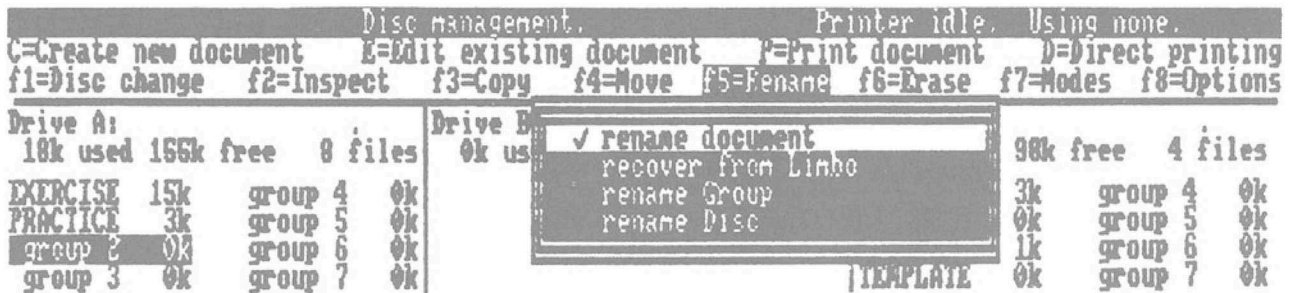
This is what will happen

The original document PRACTICE.ONE disappears from the Practice Group and PRACTICE.TWO appears in the Exercise Group. You have successfully moved a document.

Rename a document using f5

You have already used the f5 Menu in this Session (page 118), when you renamed the group, but let us look at this menu more closely and see what else it can do.

Press f5(Rename) and look at the new menu which appears.



The **Rename Menu** has four uses. Through it you can:

- Rename a document**
- Rename a group**
- Rename a disc**
- Recover a document from Limbo**

We will carry out each function now.

Rename a document

Rename the document you have just moved, now called PRACTICE.TWO.

This is what you do

20 Highlight PRACTICE.TWO with the cursor and press f5(Rename), followed by ENTER.

21 Key-in new name: **RENAME.TRY** and press ENTER.

Rename a group

Rename one of your File Groups.

This is what you do

22 Move cursor up into the **Group** section of the **Disc Management Menu** using the **SHIFT** and **cursor-up** key. Highlight **EXERCISE Group**.

This is what will happen

Submenu will appear asking for new name of file.

New name will appear in Directory.

This is what will happen

EXERCISE Group is highlighted.

This is what you do

23 Press **f5(Rename)**.

24 Select **Rename Group** with cursor.
Press **ENTER**.

25 Key-in new name: **SAMPLES**.
Press **ENTER**.

Rename disc

The Training Disc you have been using has deliberately not been named. You can now give it a name using the Rename function.

This is what you do

26 Press **f5(Rename)**.

27 Select **Rename Disc** with cursor. Press **ENTER**.

28 Give the Disc the name: **TRAINING**.
Press **ENTER**.

This is what will happen

Submenu will appear prompting you to give the Group a new name.

Prompt for Group name.

New name appears at top of directory and in the Group section of the screen.

Recover a document from Limbo

See Session Eleven where Limbo files are explained.

Copying a Document using f3

By now you should be fully familiar with copying documents as you have performed this function several times in previous Sessions.

Practise using **f3(Copy)** again and copy both your **DIARY** files, **JANUARY.1** and **JANUARY.2**, into the Practice Group. (If you need to refresh your memory on doing this, see Session Four, page 56.)

Erasing Files f6

Now that you have two spare files in your Practice Group, you can use the **f6** function to erase them.

This is what you do

29 Select **JANUARY.1** in the **PRACTICE.GROUP**.

30 Press **f6(Erase)**.

31 Press **ENTER**.

32 Repeat the above instructions for **JANUARY.2**.

This is what will happen

Rename Menu appears.

Rename Disc is highlighted and submenu appears prompting you to rename the Disc.

The word **TRAINING** will appear in the Group section of the Disc Management Menu.

This is what will happen

File is highlighted.

Submenu appears showing file you wish to erase.

File disappears.

SESSION CHECK

In this Session, you have learned about:

- group management
- templates
- disc management

Can you answer the following questions?

- 1 Which combination of keys do you use for moving around in the Group Section of the screen?
 - (a) SHIFT+RETURN.
 - (b) ALT+CORSOR.
 - (c) SHIFT+CORSOR.
- 2 When does a Group name appear as a heading of a column in the directory?
 - (a) When it has been renamed.
 - (b) When a file has been created and saved into it.
 - (c) When there are at least 2 files in it.
- 3 How does a TEMPLATE.STD file differ from any other file?
 - (a) It has a special Base Layout.
 - (b) It is a special file recognised and selected by the system for each Group that it has been created for.
 - (c) It never requires editing.
- 4 How do you 'Pick a Destination Group and Drive'?
 - (a) Key-in the Group Name and Drive.
 - (b) Press ENTER.
 - (c) Use the cursor to highlight the Group and Drive.
- 5 Which function key in the Disc Management Menu is used to rename a file?
 - (a) f5.
 - (b) f6.
 - (c) f4.
 - (d) f3.
- 6 What function does f6 have in the Disc Management Menu?
 - (a) It is used to copy files.
 - (b) It is used to rename Groups.
 - (c) It is used to erase documents.
- 7 How many functions does f5 Rename have?
 - (a) 1.
 - (b) 2.
 - (c) 3.
 - (d) 4.

- 8** Can text be keyed-in to a template?
- (a) Yes, if it is a constant required for each document in the group.
 - (b) Never.
 - (c) Only for letters.
-

Answers

1c. 2b. 3b. 4c. 5a. 6c. 7d. 8a.

10 SESSION TEN

In this Session, you will learn about:

- headers and footers
- method of identifying text in the directory
- inspecting identified text
- inserting one file into another
- headers and footers on alternate pages
- disc management while editing

HEADERS AND FOOTERS

In word processing a page is theoretically divided into three parts. The top of the page is called the **HEADER**, the middle, the **BODY** and the bottom, the **FOOTER**.

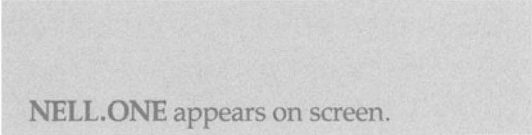
In LocoScript headers and footers are not displayed on screen with the document. Headers and footers are created separately from the text body, and the system prints them out automatically in the final document. This avoids the necessity of repeated keying-in on a multi-page document.

There are various alternatives as to how and when header and footer text appears. Let us start by inserting one of each into one of the training exercises. On page **136** of this Session, when we have a lengthy document to print, we will deal with headers and footers on alternate pages.

This is what you do

- 1 Copy the document filename **NELL.ONE** into the **PRACTICE Group** from the **SAMPLES Group** and then recall it to the screen.

This is what will happen



NELL.ONE appears on screen.

10 January 1666

My dear friend Sam

I was most delighted to receive your most recent letter.

It is indeed wonderful that you have decided to once again communicate with your friends, after so long a silence. Your letters are always so entertaining and so beautifully presented. Even the most clever scribes in the palace, who write those beautiful manuscripts, would wonder at the sight of the documents you can produce when you have a mind to.

The King has always disregarded your intense interest in new inventions; perhaps one day he will take notice and realise that you are not insane. I have shown him your letter and I feel sure that he will send for you shortly.

Meantime, my dear friend, we miss your most excellent company. Do not lock yourself away too long from your closest friends.

Your true and loyal friend

NELL

2 Press f7(Modes).

Submenu appears with Edit header ticked.

3 Press ENTER.

Editing Pagination Menu appears.

```
A:PRACTICE/NELL.ONE      Editing pagination.      Printer idle. Using A: M:
-Layout -File -LS1. -LP6      Italic      Page ---- line -- of 56
f1=Show  f3=Emphasis  f4=Style  f5=Lines  f6=Pages  f7=Options  f8=Blocks  EXIT
0.....1.....2.....3.....4.....5.....6.....7.....8.....
-----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-----
```

As you can see, the screen is divided by four heavy lines. These four lines separate the header and footer zones. There are four lines and not just two because it is possible to create different headers and footers on alternate pages. For the time being, however, we will just concentrate on the first two zones, those labelled **end of header 1: used for all pages** and **end of footer 1: used for all pages**.

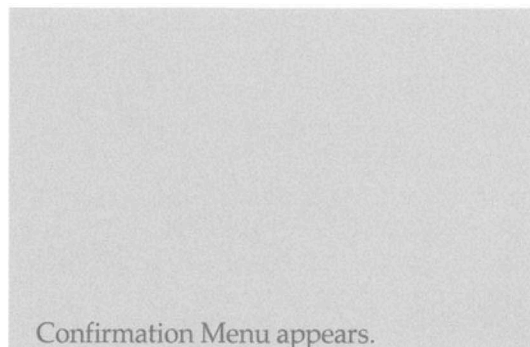
Note: When keying-in text in the header and footer zones, it is still possible to use all the editing facilities that are available.

We will now give a header and footer to the text you have on the screen.

This is what you do

- 4 Key-in the word **CONFIDENTIAL** in the header zone.
- 5 Move cursor down below the first heavy line.
- 6 Key-in the words **End of page** in the footer zone.
- 7 Press **EXIT**.

This is what will happen



```
f7=Options  f8=Blocks  EXIT
Exit pagination editing:
✓ Use this pagination
Recover old pagination
Empty pagination text
Abandon edit altogether
```

8 Press ENTER.

Text re-appears on screen without any apparent differences.

Before printing out this document we will give it an Identifying Text.

METHOD OF IDENTIFYING TEXT IN THE DIRECTORY

By now you will appreciate that it is not always possible to remember what is contained in each document simply by looking at the Directory. As the Directory fills up it becomes even more difficult. It is therefore possible to create a small piece of identifying text each time you create a document. This small piece of text (consisting of a maximum of 90 characters) can then be called to the screen at the Disc Management Menu to remind you of the contents of the file.

This is what you do

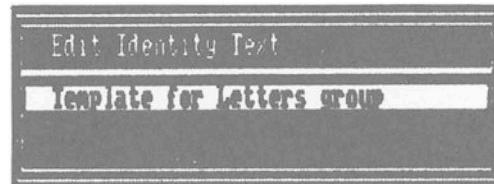
- 9** Press **F7(Modes)**.
- 10** Select **Edit Identify Text** with the cursor.
- 11** Press **ENTER**.

This is what will happen

Submenu appears with

Edit Identify Text ticked.

A larger highlighted box appears.



Note: The text in this template does not wrap round as it does in normal text entry. After the word 'about' you will need to delete the extra letters from the existing text, then press **RETURN** in order to move the cursor to the next line.

- 12** Key-in the following short piece of text:
'Letter to Samuel Pepys about his
dreams.'

- 13** Press **ENTER**.

Template disappears and has been stored.

- 14** Save and print out the final document.

Your final document should look like the one given on next page.

CONFIDENTIAL

10 January 1666

My dear friend Sam

I was most delighted to receive your most recent letter.

It is indeed wonderful that you have decided to once again communicate with your friends, after so long a silence. Your letters are always so entertaining and so beautifully presented. Even the most clever scribes in the palace, who write those beautiful manuscripts, would wonder at the sight of the documents you can produce when you have a mind to.

The King has always disregarded your intense interest in new inventions; perhaps one day he will take notice and realise that you are not insane. I have shown him your letter and I feel sure that he will send for you shortly.

Meantime, my dear friend, we miss your most excellent company. Do not lock yourself away too long from your closest friends.

Your true and loyal friend

NELL

End of page



INSPECT IDENTIFYING TEXT

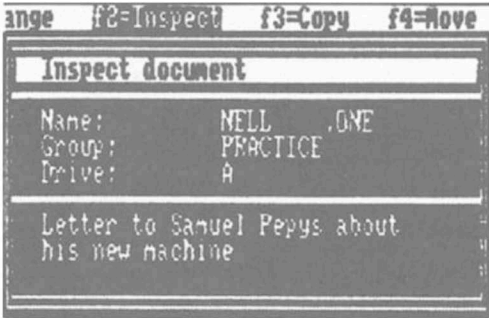
You can see how the Identifying Text can be viewed from the Disc Management Menu.

This is what you do

15 Press **f2(Inspect)**.

This is what will happen

Template appears with identifying text.



16 Press **CAN** to cancel the menu.



INSERTING ONE FILE INTO ANOTHER

You will recall that in Session Eight we mentioned the facility for inserting one file into another. Indeed, when saving blocks of text as a new file, you can use these only by inserting them into another file. We will now look at the way in which it is done.

This is what you do

- 17 Copy the documents. **JANUARY.1** and **JANUARY.2** from the **DIARY GROUP** into the **SAMPLES GROUP**.
- 18 Call **JANUARY.1** in the **SAMPLES GROUP** to the screen.
- 19 Move cursor to the foot of the page. Press **RETURN** twice.
- 20 Press **f7(Modes)**.
- 21 Select **Insert text** with the cursor.

This is what will happen

JANUARY.1 and JANUARY.2 appear in the SAMPLES GROUP.

Document appears on screen.

Submenu appears.

Insert text is ticked.

This is what you do

22 Press ENTER.

This is what will happen

Screen returns to Disc Management Menu.
Prompt appears in Status Lines Use cursor keys to pick the document to insert.

```
A: SAMPLES/JANUARY.1      Editing text,      Printer idle, Using A:
Use cursor keys to pick the document to insert, then press ENTER, or CANCEL to abandon
F1=Show  F2=Layout  F3=Emphasis  F4=Style  F5=Lines  F6=Pages  F7=Modes  F8=Blocks  EXIT
```

Drive A:	TRAINING.	Drive B:	not fitted	Drive M:	
47k used	125k free	0k used	0k free	3k used	99k free
	24 files		0 files		3 files
SAMPLES	23k	group 4	0k	LETTERS	2k
PRACTICE	21k	group 5	0k	SAMPLES	0k
DIARY	3k	group 6	0k	CONT	1k
					group 4
					group 5
					group 6
					0k
					0k
					0k

23 Use cursor to select document filename: JANUARY.2 in the SAMPLES GROUP.

JANUARY.2 is highlighted.

24 Press ENTER.

Submenu appears to confirm selection.

```

Insert File
-----
Name:  JANUARY .2
Group: SAMPLES
Drive: A

```

25 Press ENTER again.

File JANUARY.2 is inserted into existing document.

Note: The main heading **DAILY RECORD OF EVENTS** appears twice. This is not necessary, so erase the one that appears above 2 January using the DEL→ key.

26 Move to the bottom of the document and press RETURN twice, then key-in the following text.

3 January

Sat contemplating all the different dreams I have been privileged to recall. My mind was also particularly drawn to a letter which I wrote to His Majesty last year and decided I must record it here as a permanent reminder of those fascinating days:

This is what you do

- 27 Press **RETURN** twice and key-in double quotation marks " .
- 28 Press **f7(Modes)** again and select **Insert text**. Press **ENTER**.
- 29 Select **BLOCK.ONE** from the **PRACTICE Group** and press **ENTER**.
- 30 Press **ENTER** again.

This is what will happen

Disc Management Menu appears and prompts you to select text to be inserted.

Submenu appears confirming selection.

File **BLOCK.ONE** is inserted into existing document.

You have now carried out the process you will always need to follow when saving a block of text and retrieving it for use, as in Session Eight.

- 31 Key-in double quotation marks to mark the end of the quotation after the word '... health'.

HEADERS AND FOOTERS DIFFERENT ON ALTERNATE PAGES

Now that you have a fairly long document on screen, you can use it for placing a different header and footer on alternate pages.

This is what you do

- 32 Press **f7(Modes)** and then press **ENTER**.
- 33 Press **f7(Options)**

This is what will happen

Editing Pagination Menu appears.

Editing Header Menu appears.

```
A: SAMPLES/JANUARY.1      Editing header.      Printer idle, Using A: M:
f1=Layout  f3=Characters  f5=Tab count  f6=Breaks  f7=Page size  f8=Pagination  EXIT
```

This is what you do

This is what will happen

34 Press **f8**(**Pagination**).

Pagination Menu appears.



The **Pagination Menu** is used to indicate how headers and footers are to be printed throughout the document. At the moment **All pages same** are ticked. To enable odd and even pages to differ, the **Odd/even pages differ** option should be ticked.

This menu is also used to indicate the page-number for the first page of a document and to decide whether headers and footers should appear on the first and last page of a document. For example you would not want the word 'Continued' to appear on the last page of a document, in which case you would remove the tick from 'Footer enabled' on the last page. Ticks are inserted or removed using the **+** and **-** keys.

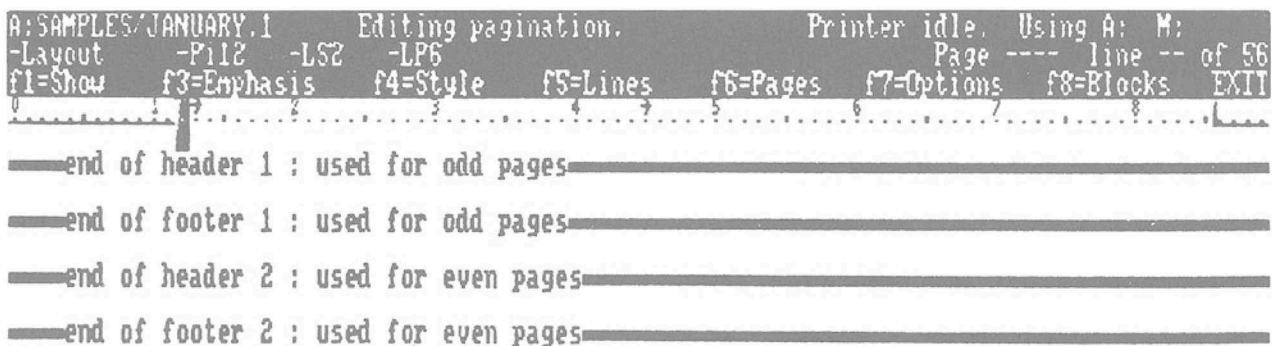
In time you will get used to using this menu, simply by trying out all the various combinations, but for the time being, proceed with the numbered guide which follows.

35 Move cursor to **Odd/even pages differ**, press **+** then **ENTER**.

Tick will appear.

36 Press **EXIT**, followed by **ENTER** to return to the header and footer zones.

Editing Pagnation Menu appears.



Note: The wording in the header and footer zones has now changed to allow you to insert text into all four sections. You now have:

- 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

This is what you do

37 Key-in a heading:

DIARY OF SAMUEL PEPYS 1666

38 Move cursor into footer zone and key-in the page numbering code using **f6(Pages Menu)** and selecting **this page number**. Press **ENTER**.

39 Key-in one sign **<** to indicate that the page numbers will run to only one digit.

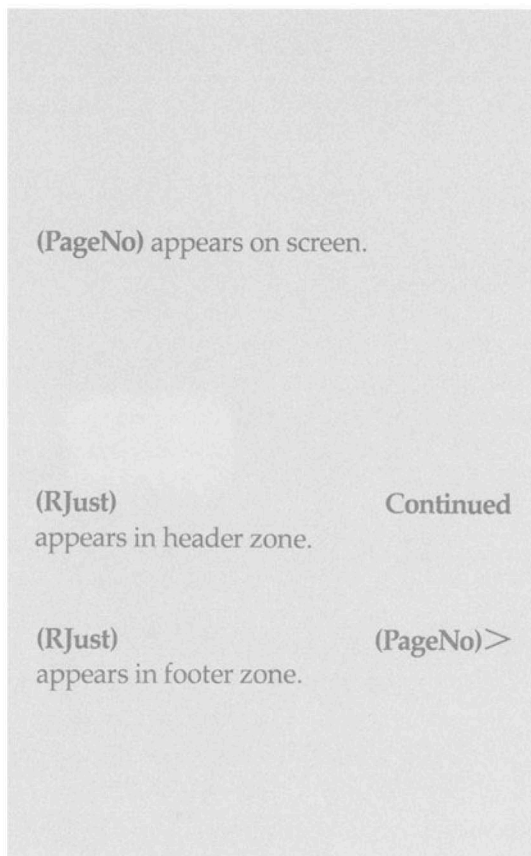
40 Move down to header zone for even pages and key-in a right-justified heading: 'Continued' using **f5(Lines)** menu to do so.

41 Move down to footer zone for even pages and key-in a right-justified page numbering code and one **>** sign.

42 Press **EXIT** followed by **ENTER** to return to text.

43 Save and print the final document.

This is what will happen



Your final document should look like the one given on the next three pages.

DAILY RECORD OF EVENTS

1 January

Awoken very early by heavy thunder and having gone to bed exceedingly late last night and slept only fitfully, decided to breakfast in a leisurely manner.

It being the first day of a new year, decided to sit and start off my diary.

I have been truly transfixed these past few months since getting these recurring dreams of this strange machine, the word processor. My family have been hard-put to gain my attention. With the dawning of a new year, I am resolved to spend more time with the family and less in my fanciful wanderings.

2 January

Awoke restless from a night, still plagued with dreams. I promised my wife that I would only spend the morning working and would take her walking by the river in the afternoon.

However, my morning was wasted as I sat pondering on the events of my dream last night which still lingers uppermost in my mind. At length my wife insisted that I leave the office and fulfil my promise to her.

We took the quiet path that follows the river at Mendlethorne. It was a beautiful and most tranquil afternoon and I was glad that she had persuaded me to rest from my labours.

On returning to the house, my work lay untouched and guiltily I returned to my desk and worked until sunset.

3 January

Sat contemplating all the different dreams I have been privileged to recall. My mind was also particularly drawn to a letter which I wrote to His Majesty last year and decided I must record it here as a permanent reminder of those fascinating days:

"I was most delighted to hear from our mutual friend Miss Gwynne and to learn that you have been concerned for my welfare.

I am indeed in fine fettle and my dreams are still recurring. I would hasten to add, however, that I am no longer afraid of them. In my dreams, I now have an escort by the name of Top-Flight Secretary. She bestows on me glimpses of the future through my dreams.

Quill pens she assures me are a thing of the past and hath been replaced by a machine called a word processor. This is the "box-like" contraption which I saw in my first dream and which I mentioned in my memo to you.

It would seem that the strange rituals I saw performed were people writing books, letters, articles and even diaries using these machines.

Whilst I sit for many hours, often well into the night, scratching with my old quill pen, these people of the future produce work in a fraction of the time.

It appears that they have been taught the complexities of these machines by a Scotsman, name of Mac Millan. Top-Flight Secretary urges me to place before you a very good case for investing from the Royal Coffers into this new practice, as these machines are to be very fashionable in the future.

I do verily hope that this finds Your Majesty in excellent health."

Throughout this Session, you have used the **f7 Modes menu** to do many things: create headers and footers, edit identify text and insert text. The final option, **Disc management**, enables you to return to the Disc Management Menu at any time while editing and to carry out any of the Disc Management functions available. This is particularly useful if you want to, say, rename a document, erase a document or move one without exiting from the document you are working on.

This is what you do

44 Recall **JANUARY.1** to the screen and press **f7(Modes)** and select **Disc management** with the cursor.

45 Press **ENTER**.

46 Rename the document **STYLE.ONE** in the **SAMPLES GROUP** using **f5(Rename)** and call it **STYLE.TWO**. Press **ENTER**.

47 Move document **STYLE.TWO** into the **PRACTICE Group** using **f4(Move)**.

You have now performed two of the options available in the Disc Management Menu. This is sufficient to demonstrate that it is possible to manage your files while in the middle of editing another file.

This is what you do

48 Press **EXIT** to return to existing document.

49 Save this document without printing it, using [**EXIT, Save and continue, ENTER**] while you read the Review as you will use it again in Session Eleven.

This is what will happen

Disc mangement is ticked.

Screen changes to **Disc Management Menu** but this time the words **Disc management while editing** appear in the Top Status Line.

Existing text appears.

SESSION CHECK

In this Session, you have learned

- headers and footers
- method of identifying text in the directory
- inspecting identified text
- inserting one file into another
- headers and footers on alternate pages
- disc management while editing

Can you answer the following questions?

- 1 How many zones are there on screen for inserting text as headers and footers?
 - (a) 1.
 - (b) 2.
 - (c) 3.
 - (d) 4.
- 2 What is the maximum number of characters that can be inserted into the template to identify text?
 - (a) 99.
 - (b) 90.
 - (c) 85.
 - (d) 80.
- 3 Which function key in the Disc Management Menu is used to inspect the contents of the identifying text template?
 - (a) f2.
 - (b) f1.
 - (c) f3.
 - (d) f7.
- 4 Which function key in the Editing Text Menu is used to: edit header, insert text, edit identifying text and return to disc management menu while editing?
 - (a) f8 Pagination.
 - (b) f6 Pages.
 - (c) f7 Modes.
 - (d) f7 Options.
- 5 When inserting one document into another, where should the cursor be in the text?
 - (a) At the top of the text.
 - (b) At the bottom of the text.
 - (c) At the position where the new document is required.
- 6 When setting up the Pagination Menu so that different headers and footers can be inserted on alternate pages, which option should be ticked?
 - (a) All pages same.
 - (b) Odd/even pages differ.
 - (c) First page differs.
 - (d) Last page differs.

- 7 What is the purpose of returning to the Disc Management Menu while editing?
- (a) To create a new document.
 - (b) To carry out management of documents while you think about it.
 - (c) To save the existing document as you go along.
- 8 How many files can be inserted into one file?
- (a) 1.
 - (b) 3.
 - (c) As many as you like.
 - (d) 10.
- 9 Do headers and footers appear on the screen with the main text of the document?
- (a) Yes.
 - (b) No.
- 10 How can a page numbering system be inserted into a document so that time is saved in keying-in?
- (a) It is inserted at the foot of the first page of a document.
 - (b) It is inserted into the header or footer zone.
 - (c) It is set up in the Pagination Menu.
-

Answers

1d. 2b. 3a. 4c. 5c. 6b. 7b. 8c. 9b. 10b.

11 SESSION ELEVEN

In this Session, you will learn about:

- f7 options menu
- limbo files
- copying from one disc to another
- keeping a permanent record of useful phrases
- quick editing

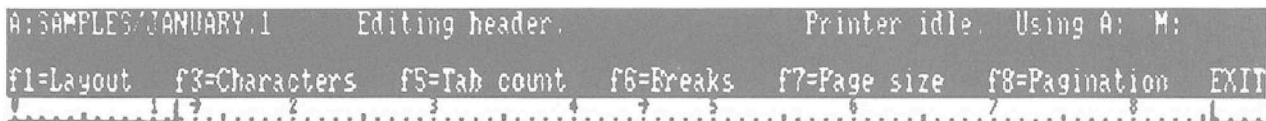
f7 OPTIONS MENU

In this Session you will examine the menus which become available when you are in the **f7 Options** mode. While working through this book, you have briefly come across the f7 Options Menu when creating the Base Layout for your document and when setting up the Pagination Menu. The Options Menu appears when you enter the header and footer zones and replaces f7 Modes.

Press **f7** now, followed by **ENTER** and note that **f7** is now **Options**. The menus in f7 Options refer to the way in which certain characters are printed and also to the way the pages of the document are formatted.

Press **f7 (Options)** again and look at each of the menus in turn.

The f7 Options Menu (Editing header) looks like this.



```
A: SAMPLES/JANUARY.1      Editing header.      Printer idle.  Using A:  M:
f1=Layout    f3=Characters  f5=Tab count  f6=Breaks    f7=Page size  f8=Pagination  EXIT
 1           2           3           4           5           6           7           8
```

Call each menu to the screen, look at it and compare it with the notes which follow. When you understand each one, cancel it and proceed to the next.

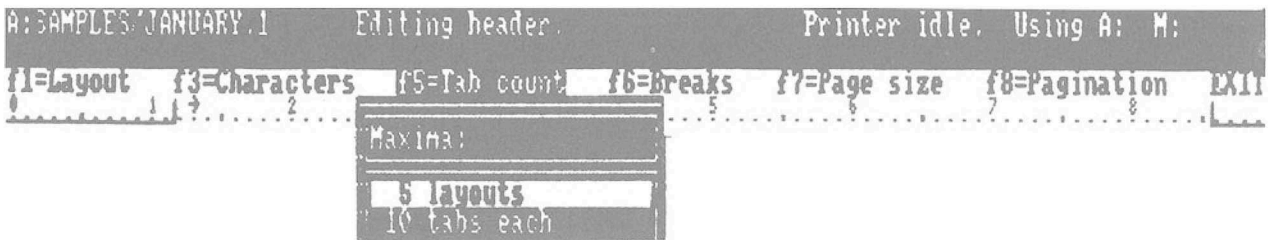
f1(Layout) was dealt with in detail when setting up the Base Layout in Session Two (see page 37).

f3(Characters)



This menu determines whether the zero is printed with or without a slash through the centre, and whether a decimal point, or a decimal comma is used. As the keyboard is multilingual, and zero with a slash and a decimal comma is used in Europe, it is necessary that these two options are included.

f5(Tab Count)



In Session Six we said that LocoScript will remember up to 99 different layouts with 99 tab settings in each. The system, however, is set to remember a maximum of 5 layouts with 10 tab settings in each. By using the Tab Count Menu, these standard settings can be altered to the total maximum, simply by keying-in the required number of layouts and tab settings, up to a total of 99.

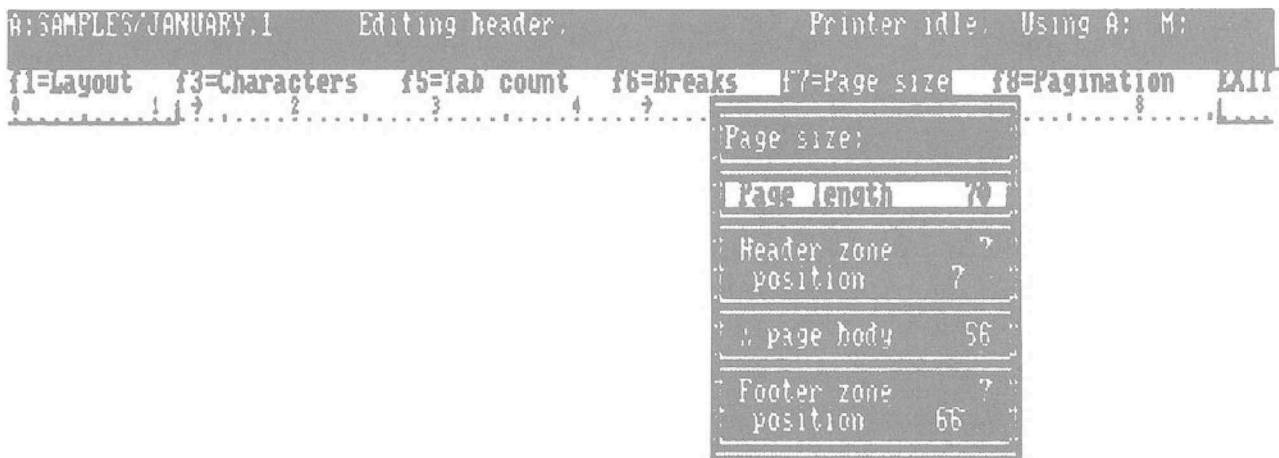
f6(Breaks)



This menu relates to where page breaks occur. Frequently page breaks occur within a paragraph so that invariably one single line is left on one page and the remainder of the

paragraph is on the other. Or the main part of the paragraph is on one page and a very short remaining line taken to the next. These single lines are referred to as **widows** and **orphans** and these types of break can be avoided using the Breaks Menu. Likewise LocoScript allows you to prevent any type of paragraph break occurring.

f7(Page size)



Page size, as its name suggests, determines how many lines on the page will be taken up by the header, body and footer zones. It is important to ensure that the **Page length** matches the size of paper you are going to use. As a standard the system is set up for A4 paper which is 70 lines long.

By now you have printed many documents, and will realise that the printer starts printing about one inch down from the top of the paper. This space is in fact 6 lines deep and printing cannot take place above this point. The gap at the bottom of the page is 3 lines and printing will not take place below this point.

When inserting text into the header and footer zones, remember to allow for the number of lines of text you wish to insert when keying-in the figures in the Page Size Menu. The amount of space left for the body automatically changes when the variable figures for the header and footer zones are keyed-in.

The **position** in the menu relates to the exact line on a page where the first line of both the header and footer text will be printed.

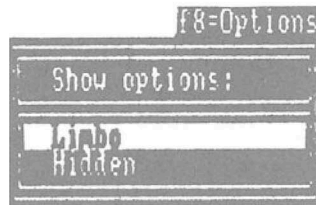
f8(Pagination)

This menu has already been discussed in Session Ten, page 137.

Now exit from the document on screen by pressing **EXIT, ENTER, EXIT, ENTER, EXIT, ENTER** and return to the Disc Management Menu.

From this point onwards Session Eleven and Session Twelve serve as reference sessions and only one further exercise is provided in relation to Direct Printing.

There is one option in the Disc Management Menu which has not yet been discussed — **f8(Options)**.



Whenever a file is erased from the disc, it goes immediately into Limbo. In other words it is held on the disc for as long as possible. The space on disc occupied by the Limbo files is automatically released when other files need to take up the space. Consequently as the disc fills up, so the Limbo files disappear.

It is possible to see the files which are held in Limbo by using the f8 Options Menu. If you want to recall any of them, use the **f5 Rename Menu**.

This is what you do

- 1 Press **f8(Options)**.
- 2 Put a tick next to Limbo using key and press **ENTER**.
- 3 Use cursor to highlight document to be recovered.
- 4 Press **f5(Rename)**.
- 5 Select 'recover from limbo' with cursor and press **ENTER**.

This is what will happen

Options menu appears.

All documents held in limbo appear on screen.

Rename Menu appears.

'limbo' will disappear from file and file is ready for use.

The **Hidden** file which also shows on the Options Menu is the LocoScript Program itself and this can never be erased.

COPYING FROM ONE DISC TO ANOTHER — PCW8256

It is possible to copy files onto other discs. This is particularly useful when a disc starts to fill up.

This is what you do

- 6 Highlight with the cursor the document to be transferred.
- 7 Press **f3(Copy)**.

This is what will happen

Prompt in Status Lines says Pick destination group and drive using cursor keys.

This is what you do

- 8** Move cursor to a **MEMORY GROUP:**
DRIVE M:LETTERS and press **ENTER**.
- 9** Press **ENTER** again.
- 10** Remove disc and replace with disc to be copied to.
- 11** Press **f1(Disc Change)**.
- 12** Move file from the Memory Group into a group in Drive **A:** or **B:** using **f4(Move)**.

This is what will happen

Submenu appears confirming transfer.

File is copied into Memory Group.

Disc Management Menu of alternative disc appears and the file you have just copied also appears in the Memory Group of that disc.

COPYING FROM ONE DISC TO ANOTHER — PCW8512

The instructions are the same as for the PCW8256 except that where you see Drive **A:** mentioned, you should replace this with Drive **B:**. However, you can copy documents between Drive **A:** and Drive **B:** without using the Memory drive if you are using a single-density disc in Drive **A:** and a double-density disc in Drive **B:**.

KEEPING A PERMANENT RECORD OF USEFUL PHRASES

As we saw in Session Eight, phrases are stored only temporarily while the computer is switched on. In order to keep them permanently, it is necessary to use the **SYSTEM DISC (LOCOSCRIPT)**.

Create a document and call it **PHRASES.ONE**. Key-in all the phrases which you use most frequently.

Copy each one (**COPY, highlight with cursor, COPY**, assign a letter **A..Z**). Save all phrases using **f8(Blocks)**. Exit from the file.

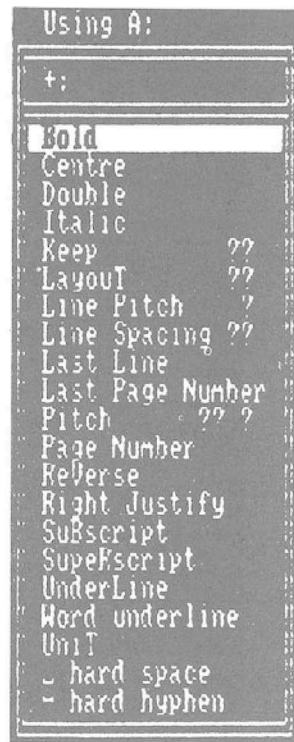
Move the **PHRASES.STD** file which has now been automatically inserted into the Memory Group into Drive **A:** or **B:** of the **SYSTEM DISC**. As we said before, it is not possible to edit this file. It is like a saved block: if you try to edit it, an error message appears telling you that the document is not a LocoScript document.

Once again the only way the **PHRASES.STD** file can be seen is to insert it into an existing or new file, as we did in Session Ten.

If you want to add to the **PHRASES.STD** file, simply create a new file with a similar name such as **PHRASES.TWO**, insert the **PHRASES.STD** file into it, add the new phrases, and save them in the usual way. Then exit from the file, erase the old **PHRASES.STD** file in Drive **A:** or **B:**, then also erase the new **PHRASES.TWO** file. Finally you move the new **PHRASES.STD** file from the Memory Drive to Drive **A:** or **B:**. This file will then be the updated version.

QUICK EDITING

You have now covered all the menus available in LocoScript and should be quite familiar with how to handle them. As you become even more familiar with the system, you will be able to avoid some of the menus by using the quick **Set and Clear Menus** when working in a document. These menus contain a list of commands which have been taken from all the menus used so far. They are called to the screen using the **+** and **-** keys and the **⌘** key which is located to the right of the keyboard on the figure 2 key of the number pad. **+** and **⌘** gives the **SET MENU**:



- and **⌘** gives the **CLEAR MENU**:



One selection at a time can be made using this menu. As usual, the cursor is used for making selections, then you press **ENTER** to insert the required command.

Avoiding Use of the Menus Altogether

Each option in the menu can be identified by the capital letters which appear in each code. For example when the code for italics appears it looks like this: **(+Italic)**. The code for right-justify looks like this: **(RJust)**. Each command has either one or two capital letters in it. Where a ? appears in a menu, it is necessary for a figure to be inserted, an example of this is line spacing in the Lines Menu.

To insert codes into a document without using the menus, simply press + or - followed by the capital letter codes, like this:

- + I = set Italics (+Italic)
- + RJ = set Right justify (RJust)
- + B = set Bold (+Bold)

- + LS2 = set Double line spacing (+LSpace2)
- + LT3 = set Layout 3 (+Layout3)

- D = clear Double strike (-Double)
- SR = clear Superscript (-Super)

and so on.

SESSION CHECK

In this Session, you have learned

- f7 options menu
- limbo files
- copying from one disc to another
- keeping a permanent record of useful phrases
- quick editing

Can you answer the following questions?

- 1 What is the total number of layouts that LocoScript is able to retain in its memory?
(a) 5.
(b) 10.
(c) 99.
 - 2 What are 'widows' and 'orphans'?
(a) Files held in Limbo.
(b) A single line of a paragraph left at the bottom of a page; and a single line of a paragraph taken over the page.
(c) Effectors which mark the page break position.
 - 3 What are 'Limbo' files?
(a) Files which can be copied to another disc.
(b) Files which have been erased but which are stored in the memory of the computer until the disc fills up and they are released.
(c) Special files which are created for a particular purpose.
 - 4 To what does the 'Hidden' option refer?
(a) The LocoScript program held in memory and taking up a goodly portion of the disc.
(b) Files held in Limbo.
(c) A TEMPLATE.STD file.
 - 5 Which Drive and Group do you copy into when transferring a file from one disc to another?
(a) Drive A:, LETTERS Group.
(b) Drive M:, any Group.
(c) Drive B:, any Group.
 - 6 How many options can be selected at a time from the Quick Set and Clear Menus?
(a) As many as you like.
(b) 5.
(c) One.
 - 7 How do you determine which letters to use as a code when avoiding use of the menus?
(a) By using the capital letters contained in the codes.
(b) By using the initial capital letter of the codes.
(c) By using the first and last letter of the codes.
-

Answers

1c. 2b. 3b. 4a. 5b. 6c. 7a.

12 SESSION TWELVE

In this Session, you will learn about:

- printing options
- direct printing
- final advice and general hints
- quick reference guide
- alternative keyboards

PRINTING OPTIONS

You now appreciate that each time you activate the printer, the printer options in the Status Lines appear. Alternatively, the same can be achieved by pressing the **PTR** key.

The **f1-f8** function keys each have a purpose relating to the printer. Try selecting each of the printer function keys in turn and familiarise yourself with the contents of each.

Remember to press the **CAN** key after you have looked at each one, then proceed to the next.

f1 Options

The screenshot shows a terminal window with the following content:

```
Printer: Online Top of form Idle Printer idle. Using none. High quality Single sheet
f1=Options f2=Paper f3=Actions f5=Document/Reprint f7=Reset f8=On/Off Line EXIT
```

Options	Drive B: not fitted 0k used 0k free 0 files	Drive M: 2k used 100k free 2 files
High quality ✓		LETTERS 1k group 4 0k
Draft quality		SAMPLES 0k group 5 0k
Single sheet paper ✓		CONT 1k group 6 0k
Continuous stationery		TEMPLATE 0k group 7 0k
Form length: 70	C: 12 files	A: DIARY 3 files
Gap length: 3	no files	1 limbo files
Paper out defeat ✓	NE. 2k	JANUARY .1 1k
	S .II 2k	JANUARY .2 1k
	.ONE 4k	TEMPLATE.STD 1k
	JANUARY .1 4k	
	ENHANCE .ONE 2k	

This menu is used to select **HIGH** or **DRAFT** quality printing on **SINGLE SHEET PAPER** or **CONTINUOUS STATIONERY** (feed paper). This menu is also used for setting the Form length, in other words, the length of the paper being used. Notice that as a standard it is set for 70 on single-sheet feed, and 66 on continuous-sheet feed. The Gap setting relates to the number of lines left clear of printing at the bottom of the paper — in single-sheet feed, it is 3 and in continuous-sheet feed, it is 5.

Use the cursor to make selections, the **+** key to set ticks, and type in any figure changes required.

f2 Paper

Disc management.				Printer idle.	Using none.
Printer: Online	at line: 28	Idle	High quality	Single sheet	
f1=Options	f2=Paper	f3=Actions	f5=Document/Reprint	f7=Reset	f8=On/Off Line EXIT
Drive A:	48k used	not fitted	0k free	0 files	Drive M:
Clear "Waiting for Paper"					2k used 100k free 2 files
✓ Cancel					
SAMPLES	23k	group 5	0k		LETTERS 1k group 4 0k
PRACTICE	23k	group 5	0k		SAMPLES 0k group 5 0k
DIARY	3k	group 6	0k		CONT 1k group 6 0k

This option is rarely used but it is for clearing the printer from its 'waiting for paper' state.

f3 Actions

Disc management.				Printer idle.	Using none.
Printer: Online	at line: 28	Idle	High quality	Single sheet	
f1=Options	f2=Paper	f3=Actions	f5=Document/Reprint	f7=Reset	f8=On/Off Line EXIT
Drive A:	48k used 124k free	not fitted	free	0 files	Drive M:
TRAI		+ to :			2k used 100k free 2 files
SAMPLES 23k gro		Feed one line			LETTERS 1k group 4 0k
PRACTICE 23k gro		Feed to top of form			SAMPLES 0k group 5 0k
DIARY 3k gro		Set top of form			CONT 1k group 6 0k
group 3 0k gro		Set left offset			TEMPLATE 0k group 7 0k
A:SAMPLES 9 fil		Offset size: 0		A:DIARY 3 files	M:LETTERS 1 files
6 limbo files				1 limbo files	1 limbo files
CHARLES .II 31	BLOCKONE. 2k	JANUARY .1 1k		TEMPLATE.STD 1k	

This menu is mainly used for **Direct Printing**, particularly when you are completing forms.

1. By selecting **Feed one line** you can feed the paper one line at a time, using the **+** key.
2. By selecting **Set top of form** you can set the vertical spacing from the top of the form by feeding the paper up the required number of lines using **Feed one line** and then setting the position, using **ENTER**.
3. By then selecting **Feed to top of form** you can immediately go to the set position on each subsequent sheet of paper.
4. By selecting **Offset size** and moving the cursor to the left or right, the printing head will move across the paper and you can set the offset size at the position required on the form. If you want to move the print head more quickly across the paper, use the **SHIFT** key and the cursor and the print head will move one inch at a time.

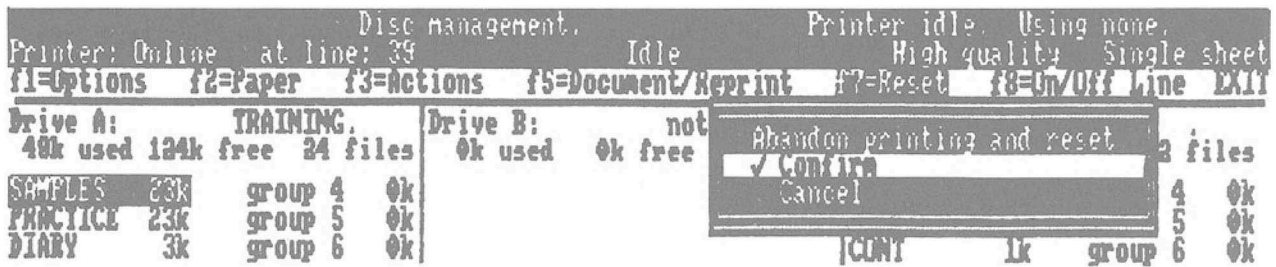
Note: Remember to return the offset to 0 by using the **-** key when you have finished filling in the form, or your next attempt at printing will result in your document printing out at the last offset position.

f5 Document/Reprint

Use this menu if your paper becomes mangled in the printer. You are able to reprint a page or the whole document if necessary.

f7 Reset

This is a menu which you may need to use quite frequently. With this option you are able to abandon printing and reset.



f8 On/Off Line

The printer must be on-line to print. If it is off-line you will not be able to print a document.

To switch off the printer options press **EXIT**.

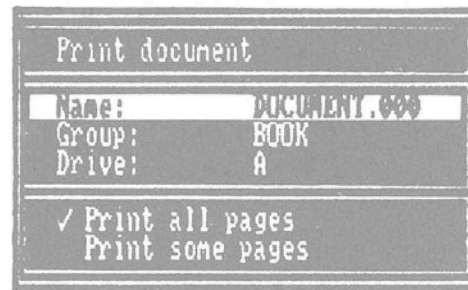
To Print a Single Page or Selected Pages

This is what you do

- 1 To do this, you must be at the **Disc Management Menu**. Press **P(Print)**.

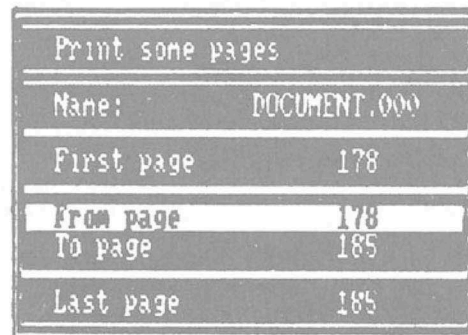
This is what will happen

Print Menu appears.



- 2 Select **Print some pages** and press **ENTER**.

Submenu appears.



- 3 Key-in page to be printed from and page to be printed to. Press **ENTER**.

DIRECT PRINTING

There is another very important function which this machine can perform. In fact it is possible to use it in a similar way to a memory typewriter by selecting the **Direct printing** option.

Look once again in the Status Lines and locate **D** for **Direct printing**. This enables you to key-in a document, see it appear on screen, edit it and print it as you go. It works in a similar way to a one-line display memory typewriter in that text appears on screen as you key-in and then disappears when you press **RETURN** and print out. You can use all the menus as usual for enhancing text and then each time the **RETURN** key is pressed, the text will be printed, then disappear from the screen. You will realise, of course, that this kind of text is stored in memory only for a temporary period.

You might wish to use Direct printing, if you are simply producing a one-off letter, which you do not wish to store on disc. Practise direct printing now using the numbered Step guide. First see that your printer is on-line to print, and has paper in position.

This is what you do

4 Press **D**.

This is what will happen

Submenu will appear.

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=Eraser		f7=Modes		f8=Options					
Drive A: 18k used 155k free 8 files				Drive B: not fitted 0k used 0k free 0 files				Drive M: 2k used			
EXERCISE 15k		group 4 0k		LETTERS		Direct printing		confirm ✓		cancel	
PRACTICE 3k		group 5 0k		SAMPLES							
group 2 0k		group 6 0k		CONT 1k		group 6 0k					
group 3 0k		group 7 0k		TEMPLATE 0k		group 7 0k					
A:EXERCISE 6 files			A:PRACTICE 2 files			M:LETTERS 1 files			M:CONT 1 files		
3 limbo files			5 limbo files			0 limbo files			0 limbo files		
CHARLES .II 3k			PRACTICE.ONE 2k			TEMPLATE.STD 1k			TEMPLATE.STD 1k		

5 Press **ENTER**.

Screen will go blank leaving the Direct Printing Menu in the Status Lines. This menu is identical to the Editing Header Menu and can be used in the same way.

6 Press **f7(Options)** followed by **ENTER**, followed by **f1(Layout)** and set up a Base Layout of your own choosing. Exit from the base layout in the usual way (**EXIT, EXIT, ENTER**) and key-in the text given on the following page.

H A M P T O N P A L A C E

15 January 1665

S Pepys Esq
Robert Street
The Strand
LONDON

My dear friend Pepys

I am greatly concerned to learn from our mutual friend that you have shut yourself away from the world.

I have today despatched the Royal Surgeon and 12 leeches to you as I believe the cold weather may have been too much for you.

Why not take a few days off, here at the Palace, and exchange pleasantries with members of the Court. The rest would indeed do you good and set my mind at rest.

Kind regards

Yours affectionately

CHARLES

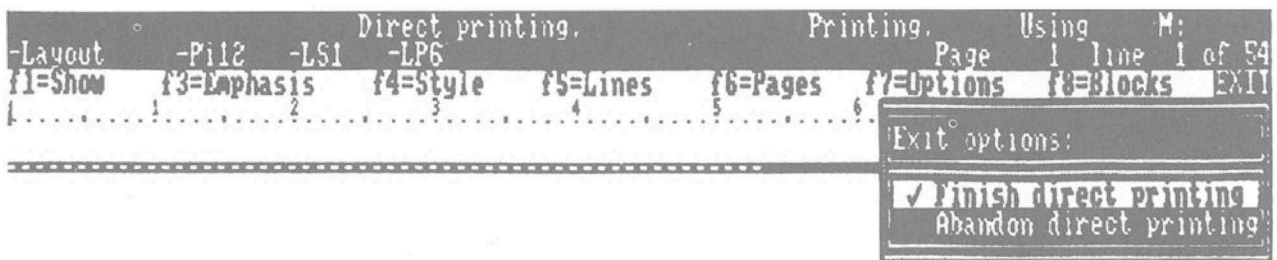
By the time you have finished this document you will understand completely how the Direct printing function operates.

This is what you do

7 Press EXIT.

This is what will happen

Submenu will appear asking for confirmation that you have finished Direct printing.



8 Press ENTER.

FINAL ADVICE AND GENERAL HINTS

- (a) It is not wise to save too long a document as one file. If you are producing a document which runs to more than, say, four pages, it is a good idea to save it in sections. This enables you to edit odd pages more quickly.
- (b) When creating documents, use the **Save and continue** option in the **EXIT Menu** frequently. In this way you will avoid losing too much text if there is a power failure.
- (c) Do not panic if occasionally the system has a temporary 'mental breakdown'. This can happen at any time and for no particular reason. Simply remove the disc and restart the system.
- (d) It is quite acceptable to have the machine switched on for long periods, but in hot weather it could overheat and increase the possibility of a temporary 'mental breakdown'.
- (e) **NEVER** switch off the machine with a disc still in the disc drive or you could lose the data contained on the disc.
- (f) Keep an eye on the Disc Management Menu and be aware of the number of K left on a disc. It is unwise to continue putting documents on to the disc until you get a **Disc Full** error message. You should be prepared before this stage and erase unwanted documents frequently.
- When you are nearing the point of a disc being full, say with 20K still free, prepare to start using another disc for your work. You may think that 20K is a large amount of space, but in fact, every time you call an existing document to the screen, it is taking up the equivalent amount of space again to its total size. In other words, if an existing document is 12K in length and you call it to the screen, it will take up *another 12K of memory* while you edit. Remember that the system is holding the original in its memory in case you decide to abandon edit at any time.
- (g) Try to confine the amount of text in the header and footer zones to 3 lines. If you do increase this amount, then make allowance for it when setting up the page size, bearing in mind that the first 6 lines are automatically used up when the paper feeds into the printer.
- (h) Take great care of your discs.
- If possible store discs vertically and in their protective covers.
 - Keep discs out of direct sunlight and protect them from extreme fluctuations of temperature and humidity.
 - Do not attempt to touch the surface of the disc inside its outer covering.
 - Keep discs well away from food, drink, animals and children.
 - Keep discs away from magnets or magnetic fields.
- (i) Make back-up copies of your discs regularly and keep them in a separate place from the ones you work with.
- (j) Keep all your hardware and software dust-free, preferably protected by covers when not in use.

QUICK REFERENCE GUIDE

DISK MANAGEMENT MENU

C Create Text
E Edit Text
P Print File
D Direct Printing
F1 Disk Change
F2 Inspect Details of File
F3 Copy File
F4 Move File
F5 Rename File, Recover from Limbo, Rename Group, Rename Disk
F6 Erase File
F7 Add on Extra Software Packages
F8 Shows Limbo/Hidden Files

PRINTER MENU

F1 Options
F2 Paper - Waiting for paper
F3 Actions - Direct Printing, Page Offset
F5 Document/Reprint, mangled paper
F7 Reset printer, abandon printing
F8 On/Off Line

EDITING TEXT MENU

F1 Show Menu (codes, spaces, blanks, rulers, effectors)
F2 Layout Menu (insert brand new layout, layout ?, base layout; edit current layout, edit layout?)
F3 Emphasis Menu (bold, double print, underline, reverse video)
F4 Style Menu (pitch 10, 12, 15, 17, proportional spacing, italic, super/sub scripts, double width)
F5 Lines Menu (centring, justification, line spacing, line pitch, soft/hard spaces/hyphens)
F6 Pages Menu (end page here, last line of page, keep lines together, insert page number)
F7 Modes Menu (edit header, edit identify text, insert file, disc management whilst editing)
 F7 Options Menu (setting up the page)
 F1 Layout (pitch, line pitch, line-spacing, italic, justify, left margin, right margin, tabs)
 F3 Characters (zero with/without slash decimal point/comma)
 F5 Tab Count (maximum no of layouts and tabs)
 F6 Breaks (widows/orphans, paragraph breaks)
 F7 Page Size (length of page, header/footer zone)
 F8 Pagination (page numbering, headers/footers enabled)
F8 Blocks Menu (save blocks and phrases)

ALT Used for moving cursor backwards through document, alternative characters
EXTRA Used for creating alternative characters
CAN Cancel operation
DEL+ Delete text to right
DEL- Delete text to left

DOC)
PAGE)
PARA)
LINE) Used for moving the cursor one character, word, line, paragraph, page at a time.
WORD) Also used to move the cursor to the end of a document or unit.
CHAR)
UNIT)

ENTER Used for implementing a command
EXIT Used for going out of a mode or a document
EOL Move to end of line
FIND Find word/words
EXCH Find a word and exchange it for another
RELAY Used for reformatting text after editing
TAB Used for moving to tab position
[+] Used for setting options
[-] Used for cancelling options
STOP Used for stopping an operation
CUT Erasing text
COPY Copying text
PASTE Transferring text

ALTERNATIVE KEYBOARDS

THE KEYBOARD WITH ALT

ALT + 1	½	ALT + G	Υ
ALT + 2	¼	ALT + SHIFT + G	Γ
ALT + 3	⅜	ALT + H	←
ALT + 4	½	ALT + J	⇐
ALT + 5	⅝	ALT + K	→
ALT + 6	¾	ALT + L	λ
ALT + 7	⅞	ALT + ;	∴
ALT + 8	ā	ALT + S	↖
ALT + 9	æ	ALT + SHIFT + <	⇐
ALT + 0	ø	ALT + #	⟩
ALT + -	±	ALT + SHIFT + >	⇒
ALT + =	≈	ALT + X	Χ
ALT + SHIFT + +	≡	ALT + B	Β
ALT + Q	Θ	ALT + N	↓
ALT + E	Ε	ALT + M	↑
ALT + R	Ρ	ALT + ,	Ϛ
ALT + T	Τ	ALT + SHIFT + ,	ϛ
ALT + Y	Υ	ALT + .	◦
ALT + U	↑	ALT + SHIFT + .	•
ALT + I	⊗	ALT + /	÷
ALT + SHIFT + I	⊙	ALT + SHIFT + ?	×
ALT + A	Α	ALT + ½	∞
ALT + S	σ	ALT + ENTER	Caps Lock
ALT + SHIFT + S	Σ	ALT + RELAY	Number Lock Key
ALT + D	δ	ALT + RETURN	End page
ALT + SHIFT + D	Δ	ALT + TAB	Temporary indent
ALT + F	∅		

THE KEYBOARD WITH EXTRA

EXTRA + 1	ı	EXTRA + U	↑
EXTRA + 2	̄	EXTRA + O	⊙
EXTRA + 3	℞	EXTRA + P	Π
EXTRA + 4	ϕ	EXTRA + A	α
EXTRA + 5	◦	EXTRA + S	β
EXTRA + 6	˘	EXTRA + D	†
EXTRA + 7	ˆ	EXTRA + F	f
EXTRA + 8	˘	EXTRA + ;	†
EXTRA + 9	⊖	EXTRA + S	«
EXTRA + 0	⊙	EXTRA + #	»
EXTRA + -	~	EXTRA + C	⊗
EXTRA + =	≠	EXTRA + B	β
EXTRA + R	⊗	EXTRA + .	
EXTRA + T	™	EXTRA + /	¿
EXTRA + Y	¥	EXTRA + ½	\

SESSION CHECK

In this Session, you have learned

- printing options
- direct printing
- final advice and general hints
- quick reference guide
- alternative keyboards

Can you answer the following questions?

- 1 How does Direct printing differ from normal printing?
 - (a) Documents are saved on disc as well as being printed.
 - (b) Documents are not saved on disc as well as being printed.
 - (c) Text remains on screen after printing has ceased.
 - 2 Which Printer Option is used to change the printer from high quality to draft quality?
 - (a) f3 Actions.
 - (b) f1 Options.
 - (c) f7 Reset.
 - 3 Why is it important to remember to reset the 'Left Offset' in the Actions Menu, after use?
 - (a) So that printing will resume in the normal position.
 - (b) Otherwise the printer will not function.
 - (c) Otherwise the printer will print in high quality.
 - 4 Why must you remember not to switch off the machine with a disc still in the disc drive?
 - (a) Your last document will be lost.
 - (b) All your data on that disc could be lost or damaged.
 - (c) You could cause an electrical fault in the machinery.
 - 5 In direct printing, when does the printer activate?
 - (a) When EXIT is pressed.
 - (b) When ENTER is pressed.
 - (c) When RETURN is pressed.
-

Answers

1b. 2b. 3a. 4b. 5c.



GLOSSARY OF TERMS

- ALT** The ALT key is used in conjunction with other keys to produce special characters. It is also used in conjunction with the cursor control keys to move backwards through text.
- Back-up** A disc copied for safety in case the original is lost or damaged. You should copy every disc you use as all the data stored on it is irreplaceable and represents hours of work.
- Base Layout** The initial setting up of the layout of a page or document. Base Layout determines pitch size, line pitch, line spacing, italic and justified text, left and right margins and tab positions.
- Blocks** Blocks of text are sections of text which can be defined and utilised. A block may be one word, several words, a sentence, a paragraph, a page, or a whole document.
- Bold** A typeface which has a shadow effect, caused by repeated over-striking of the print head. It is used to make words stand out in text.
- Cancel key** The key labelled CAN which is located above the special f keys and which enables the operator to cancel a menu if it has been called to the screen by mistake.
- Centre** The facility for placing text in the middle of a page, across a line. This is especially used for centred headings and displayed matter.
- Character** A letter or a numeral.
- Codes** The signs displayed on screen to show that commands have been given to create special effects within a document. Examples are (+Bold), (+Italic), (Centre), etc.
- Command** An instruction given by the operator via specific key processes for the machine to perform a particular function.
- CP/M** Computer Program/Microcomputers, a widely used operating system for small microcomputers. A very large range of software packages is available to users of a CP/M system.
- CPU** Central Processing Unit. The 'brains' of the computer in which the processing of data takes place.
- Cursor** The cursor is the little block of light which flashes on the screen to indicate the point of text entry. In LocoScript it is also used to make selections within the menus.
- Cursor control keys** The special keys which move the cursor about the screen, usually defined by up, down, left and right arrows.
- Cut and paste** A function which enables the operator to remove (cut) a section of text from one place within a document and transfer (paste) it to another.
- Daisy wheel printer** A letter quality printer which operates with a circular print wheel resembling a daisy, each letter or character being at the end of a 'petal'.
- Decimal tab** A specified tab location which causes automatic alignment of decimal numbers, with the decimal point central to tab positioning.
- Del** Delete. There are two keys which are used to erase text from the screen either at the cursor position or preceding it.
- Directory** The list of documents/files stored on disc. Documents are usually listed automatically in alphabetical order.
- Disc Management** The organisation of the information stored on discs, mainly of files into relevant groups.
- Discs** A round magnetic storage medium which can be either hard or floppy. The discs used with the Amstrad are 3½" compact discs.
- Dot matrix** A printing system using a series of needles which cause characters to be printed onto paper. The size and shape of the characters are determined by the way the needles form as they are constantly re-arranged and re-grouped at high speed.
- Double strike** The print head strikes the page twice, giving a bold effect to the text on paper.
- Double width** Double width causes text to be elongated laterally to twice its normal breadth. It is mainly used for headings and for display material.
- Drive** A slot in the computer hardware which holds the disc and reads or writes information from disc to disc. Drives are identified by the letters A:, B:, M:, etc.
- Edit** To update or correct an existing document.
- Effectors** The arrows which appear on screen to indicate carriage returns, tab positions and end-of-page breaks.
- Emphasis** To give stress to certain words or phrases, making them stand out within text. The Emphasis Menu is used for commanding bold, underline, double-strike or Reverse Video to be used.
- Field** An item of data within a record which determines the size and extent of a space into which text will automatically be inserted by the system.
- Filename** An identifying name given to a file (document). The filename appears in the Directory and the system recognises it by this when the file needs to be recalled, moved or stored.
- Find** The facility of the machine to locate a particular word or phrase automatically.
- Floppy disc** A flexible, lightweight magnetic disc used as a storage medium. (See also **Hard disc**.)
- Footer** A protected space on a page, below the last line of print, reserved for the insertion of information which is to appear at the bottom of every page. (See also **Header**.)

-
- Formatting** The process by which the computer prepares the disc to receive information.
- Form feed** To advance the paper in the printer to the top of the next page.
- Function key** A key programmed to give instructions to the system to carry out a specific function.
- Groups** A subsection of the Directory in which files (documents) of a related class are stored. LocoScript allows for 8 such groups, each of which is given a filename that is pertinent to the type of data stored.
- Hard copy** The actual paper print-out of a document.
- Hard disc** A disc made of rigid material with a magnetic coating. Hard discs have much greater memory capacity and are more durable than floppy discs. (*See also Floppy disc.*)
- Hard hyphens/spaces** Hyphens and spaces that are recognised as characters by the system, thus preventing the words on either side from being split at line ends. Such permanent linkage might be given to a double-barrelled name, a date or a postcode, for instance.
- Hardware** The mechanical components and devices which make up a computer system (the monitor/VDU, keyboard, disc drive, printer, etc.).
- Header** A protected space on a page, above the first line of print, reserved for the insertion of information which is to appear at the top of every page. (*See also Footer.*)
- Help Menus** Onscreen frames of help messages to assist with problems which may arise in the operation of LocoScript.
- Highlighting** The emphasising of text on the screen by giving it a stronger light. This is sometimes referred to as 'Reverse Video'.
- Home** The upper left-hand corner of the screen.
- Insert** To insert characters or spaces to text without eliminating existing characters.
- Justified text** Text which is printed with straight margins on the right as well as the left.
- K** Kilobyte, a unit of memory size, either of the computer itself, or of the disc capacity. (One K is equivalent to 1000 characters.)
- Keyboard** The arrangement of keys representing letters, numbers and special functions which, when pressed, enable the operator to give instructions to the computer.
- Key-in** To input text into a computer.
- Layout** Facility which enables the operator to change the layout within a document, using the Layout Menu.
- Limbo** A part of the memory of the computer where documents are stored after they have been erased. Documents are released from Limbo as the disc fills up.
- Line pitch** The number of lines per inch vertically down the page. LocoScript offers 2-line pitch options, 6 or 8 lines to one inch.
- Line spacing** Line spacing relates to the distance between lines. Lines can be single, $1\frac{1}{2}$, double, $2\frac{1}{2}$, treble, $3\frac{1}{2}$, or quadruple.
- Lines** Refers to centring, justification, line spacing, line pitch, inserting soft/hard hyphens/spaces.
- Load** The transferring of a program from a disc into a computer.
- Main Menu** A list of commands which appears above the typing area when editing a document.
- Margin** The area from the edge of the paper to the text.
- Megabyte** A unit of information storage capacity, 1 megabyte = 1 million bytes.
- Memory** Part of the computer where instructions and data are stored.
- Menu** When using a computer/word processor, the operator will have a number of options available to carry out the functions of the program. These options are presented on screen in the form of a list (called a Menu) from which the operator must make selections.
- Message** An onscreen communication from the computer.
- Modes** Refers to changing Base Layout, headers and footers, inserting text and Disc Management.
- Monitor** This is another name for the display screen, sometimes also called the VDU (visual display unit).
- On-line** On-line is a system which allows the operator to put information in and make enquiries about that information at any time.
- Options** The choices from which the operator makes selections within a menu.
- Page break** A place in the text where a page ends and the next begins, set automatically by the system unless the operator keys-in instructions to state where the page break should occur.
- Page numbering** The ability of the system to accept and utilise a page numbering facility, either manually or automatically.
- Pages** Refers to manual page breaks, inserting page numbering system, keeping lines together within a document.
- Pagination** The way in which the page numbering facility operates and the enablement of headers and footers.
- Peripheral** A piece of equipment connected to the Central Processing Unit of a computer, such as a keyboard or a printer.
- Pitch** Pitch is the size of typeface, LocoScript offers pitch sizes 10, 12, 15, 17 and proportional spacing. Pitch usually relates to the number of characters per inch — that is, pitch 10 = 10 characters per inch.
- Print enhancement** A special printing effect such as bold or underscore.
- Printer** A device connected to a computer which prints a paper copy of a document or file.
- Printout** Printed output from a computer.

Program A set of instructions, written in a special code called a programming language, which tells the computer/word processor what to do. Writing a program from scratch can take a very long time and prove very costly, therefore most people buy programs in the form of 'software packages'.

Prompt A question or instruction that appears on a computer screen which requires an indication from the operator as to the next step.

PTR The key which relates to the printer options.

QWERTY The name given to the keyboard used in the UK, USA and throughout Western Europe, so called because the first six letters in the top row of keys are arranged in this order, as on a typewriter.

RAM Random Access Memory. An area of computer memory where data can be accessed quickly, regardless of its position in the storage medium.

Read To copy information from a disc or other component into memory for processing.

Recall The function which enables previously stored documents to be recalled to the screen for editing, up-dating, etc.

Relay The Relay key reformats the text and is used after editing has been carried out.

Return The Return key instructs the word processor to end a line of text at a particular place, in exactly the same way as the 'carriage return' key on a typewriter. It is also used to produce clear lines on screen within text.

Reverse Video A function which highlights text so that the text is produced on screen with a light behind it — that is, black text on a green screen, instead of green text on a black screen.

Rulers Ruler Lines. These appear on screen and look like a scale marked out in figures representing 10-character spaces. The markings on these lines govern margin and tab positions.

Save The transfer of a document/file from the immediate memory of the computer onto a disc for storage.

Screen See VDU.

Scroll The movement of text vertically and horizontally through the screen. As the cursor moves down through a document, so the text scrolls upwards, and vice versa.

Shift key The key that is used in conjunction with other keys, either to produce a capital letter, or to produce the symbol or word that appears on the top half of a key.

Shift lock This locks the Shift key in position so that upper-case characters can be keyed-in. A red light appears on the key when it is in operation.

Show A function that enables the computer to show on screen the special effects that are currently in operation to aid text editing, such as codes, rulers, blanks, spaces and effectors.

Soft hyphens A soft hyphen is a hyphen inserted by the operator at suitable positions to split long words or join double-barrelled words together. If the system locates a soft hyphen at the end of a line, the wordwrap facility will automatically take place at the position of the hyphen.

Software Programs using coded instructions which turn the basic electronic machine, which in itself is only a shell, into a computer or word processor.

Spaces Spaces are indicated on screen by large dots and represent the occasions when the Space Bar has been struck.

Status Lines The highlighted lines which always appear at the top of the screen to indicate the current page status, and to give menu information.

Style Refers to the style of characters or typeface, such as half height, italic or pitch sizes 10, 12, 15, 17, proportional spacing, double width, etc.

Tabulation Setting out information in the form of a table, with columns of text or figures. Tab positions can be pre-set and utilised for moving the cursor direct to particular points on the screen.

Templates A pattern for a document which contains the layout and text that are to remain standard for a particular group. Information for the template is keyed-in and stored in a file called TEMPLATE.STD. This file is recognised by the system and each time the operator creates a file within a group, the group template is automatically selected.

Text Written information, in the form of words and numbers, that appears on screen, and prints out as Hard copy.

Text editing Correction, up-dating or alteration of text as it appears on the screen of a word processor.

Tractor feed Some printers come with a 'tractor feed' mechanism used for continuous paper. Paper is pulled through the printer by means of sprockets which fit into the holes perforated down each side of the paper.

Typeface Printed characters can come in any one of many different designs of type, styles and pitches. Typeface is the collective name for all of them.

VDU Visual Display Unit. Another name for the screen or monitor, sometimes referred to as VDU.

Work disc A disc onto which information created by the operator is stored.

Wraparound The function by which word processing systems automatically end lines at appropriate places while the operator continues to key-in text. The Return key does not have to be struck. It is, however, always necessary to check afterwards for inappropriate spaces.

Write To copy information from memory onto a disc.

INDEX

Abandon edit	48	Disc management while editing	142
Abandon printing	155	Disckit	11, 14, 17, 20
Actions Menu (f3)	154	Discs	4
Advanced cursor control	48	DOC key	48
Advice	158	Document Reprint Menu (f5)	154
ALT key	48	Dot matrix printer	5
Alternative keyboards	160	Double strike	59
Automatic exchange	92	Double width	70, 71
Automatic page numbering	97	Draft quality printing	153
Automatic paper loading	42		
Avoiding use of menus	151	Edit layout	79
		Editing a document	35
Backups	17	Editing Text Menu	6, 28
Base layout	36, 40	Effectors	63
Blanks	63	Emphasis Menu (f3)	57, 58
Block editing	104	End page	95
Blocks Menu (f8)	108	ENTER key	4
Bold	59	EOL key	48
Breaks Menu (f6)	146	Erase file/document	126
		Exchange	92, 94
CANcel key	28	Exit Menu	31, 42
Centre tab	87	Extensions	28
Centring	72, 75	EXTRA key	160
Change discs	55		
CHAR key	48	Feed one line	154
Characters Menu (f3)	146	Feed to top of form	154
Closing down system	32	Field	97
Codes	63	Filenames	28
Continuous stationery	153	Find	92, 94
COPY key	104, 106	FIND key	92
Copying a disc		Finish editing	31
PCW 8256	17	Floppy discs	4
PCW 8512	20	Footer zone	41
Copying a document	56	Footers	129
Copying documents from one disc		Form feed	154
to another		Form length	153
PCW 8256	148	Formatting	
PCW 8512	149	PCW 8256	10
CPU (Central Processing Unit)	3	PCW 8512	14
Creating a document	28	Function keys	3, 6, 26
Cursor	29		
Cursor control	30, 48	Gap length	153
CUT key	104, 106	General hints	158
		Group management	117
Daisywheel printer	5	Groups	27
Decimal tab	88		
Dedicated word processor	2	Half height	66
Define block	106	Hard copy	1
Delete block	106	Hard discs	5
Deleting	31	Hard hyphens	72
Direct printing	156	Hard space	73, 76
Directory	27	Hardware	2, 3
Disc drive A:	4, 27	Header zone	41
Disc drive B:	4, 22, 27	Headers	129
Disc drive C:	4	Help	7
Disc drive M:	27	Hidden files	148
Disc management	124	High quality printing	153
Disc Management Menu	6, 26	Home	31

Identifying text	132	Quick editing	150
Indented tabs	84	Quick Reference Guide	159
Insert layout	79	Read	4, 18, 21, 23
Inserting	31	Recall document	35
Inserting file	134	Reformatting text	83
Inspect identifying text	134	RELAY key	31, 81, 83
Italics	38, 66, 70	Rename disc	126
Justified text	38	Rename document	125
Keyboard	3	Rename group	118, 125
Kilobyte	27	Rename Menu (f5)	125
Last line of page	96	Reprint document	154
Last page number	96	Reset printer	155
Layout Menu (f1)	37	Reset system	25
Layout Menu (f2)	79	RETURN key	4
Limbo files	148	Reverse video	59
LINE key	48	Right justify line	72
Line pitch	73, 75	Right tab	86
Line spacing	73, 75	Ruler line	38, 39
Lines Menu (f5)	72	Rulers	63
Loading LocoScript	25	Save and continue	86
Loading paper	42	Save block	108
LocoScript Program	6	Save phrases	111
Manual page break	95	Save text	31
Margins	39, 83	Screen	4
Menus	6	Setting tabs	84
Microcomputer	2	Show Menu (f1)	63
Modes Menu (f7)	36	Single sheet paper	153
Monitor	4	Soft hyphens	72
Move document	124	Soft spaces	72
Multi-page documents	99	Software	2
New page	95	Spaces	63
Offset	154	Start-up procedure	25
On/Off line	155	Status lines	26
Options Menu (f1)	153	Style Menu (f4)	66
Options Menu (f7)	6, 37, 145	Subscript	70
Options Menu (f8)	148	Superscript	70
Orphans	147	Switching off	32
Page break	95	System disc	10
PAGE key	48	Tab Count Menu (f5)	146
Page layout	41	TAB key	84
Page numbering	96	Tabulation	83
Page Size Menu (f7)	147	Templates	118
Pagination Menu (f8)	137	TEMPLATE.STD file	118, 119
Paper Menu (f2)	154	Text editing	31, 48
Paper size	41	Transfer block	106, 107
PAPA key	48	Underlining	59
PASTE key	104, 107	UNIT key	48
Phrases	111, 149	VDU (Visual Display Unit)	4
Pitch	41, 66	Widows	147
Printer	5	WORD key	48
Printer Menu	6, 153	Word processing	1
Printing a document	42	Word underline	59
Printing from Disc Management	51	Wordwrap	30
Printing selected pages	155	Wraparound	30
Program	6, 147	Write	4, 19, 21, 24
PTR key	153		

