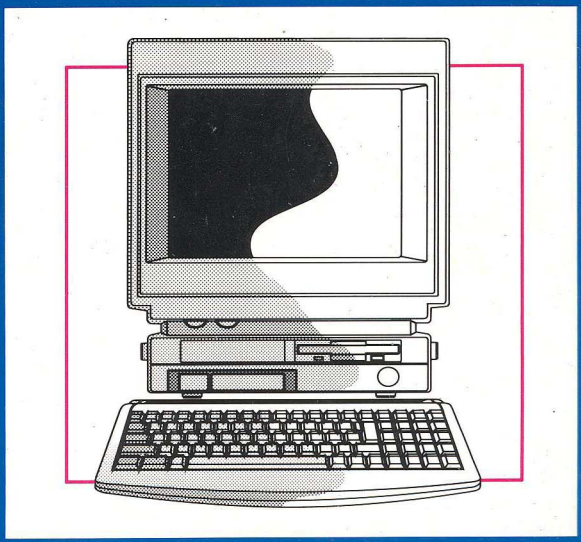
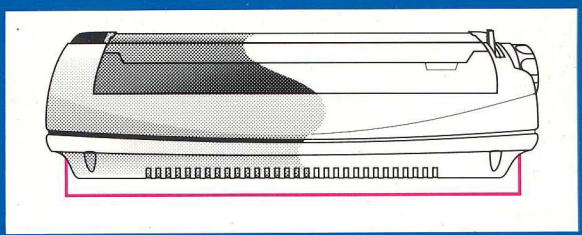
PcW9256





USER MANUAL

AMSTRAD

DON'T SWITCH ON YET!

YOU MUST READ THE INTRODUCTORY SECTION OF THIS MANUAL BEFORE ATTEMPTING TO USE YOUR PCW.

Your new PCW9256 Computer and Word Processor is a complex and sophisticated product. Even if you already understand something about computers, you should still work through the Introduction — entitled **Read Me First** — and Chapter 1 before you try to use the machine.

If you do not follow this advice, you may do serious damage to the PCW or to the programs supplied with it.

The product described in this manual and products for use with it are subject to continuous development and improvement.

This manual is provided to you free of charge and is intended only to assist the reader in the use of the product and the information contained in this manual and literature provided with the product is given by AMSTRAD in good faith.

AMSTRAD MAKES NO WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND AMSTRAD ACCEPTS NO LIABILITY FOR ANY LOSS OR DAMAGE ARISING FROM THE USE OF ANY INFORMATION PROVIDED OR OMITTED.

This manual may include technical inaccuracies or typographical errors. Changes are periodically made to the information contained herein; these changes will be incorporated in new editions of the publication. AMSTRAD may make improvements and/or changes in the product described in this publication at any time but does not undertake to notify customers of these changes.

The products referred to herein are not designed and should not be used for, or in connection with, life critical functions or any activity in which an error or a fault may result in physical damage or injury to person(s) and AMSTRAD does not authorise such use.

You must carefully read these instructions and all other literature provided with the product.

EXCLUSIONS OF CONSEQUENTIAL LOSS

IN ANY EVENT, AMSTRAD ACCEPTS NO LIABILITY FOR ANY CONSEQUENTIAL LOSS OR DAMAGE ARISING FROM THE USE OF THIS MANUAL OR PRODUCTS USED WITH IT OR ANY INFORMATION PROVIDED IN OR OMITTED FROM THIS MANUAL INCLUDING, BUT NOT LIMITED TO, ECONOMIC OR FINANCIAL LOSS, DAMAGE TO PERIPHERAL EQUIPMENT OR PRODUCTS, LOSS OR USE, PRODUCTIVITY OR TIME.

Nothing in this document is intended to exclude or restrict any of the consumer's rights where to do so would be illegal.

All correspondence relating to the product or this manual should be addressed to:

Amstrad Information Centre
1 St James's Road
BRENTWOOD
Essex CM14 4LF
Telephone: (0277) 230222

Written by John Hughes with the assistance of Sue Maybee

Published by AMSTRAD plc

Printed in England

Locomotive Software and AMSTRAD

Important Notice

THE SOFTWARE CONTAINED IN THE DISKETTE PACKAGE IS SUPPLIED TO YOU ON THE TERMS AND CONDITIONS INDICATED BELOW. THE OPENING OF THIS PACKAGE INDICATES YOUR ACCEPTANCE OF THESE TERMS AND CONDITIONS. IF SUCH TERMS AND CONDITIONS ARE NOT ACCEPTABLE TO YOU, YOU MUST RETURN THE UNOPENED PACKAGE TO THE PLACE OF PURCHASE AND YOUR MONEY WILL BE REFUNDED. NO REFUNDS WILL BE GIVEN WHERE THE PACKAGE HAS BEEN OPENED UNLESS THE PRODUCT IS FAULTY AND SUCH REFUND BECOMES PAYABLE UNDER CLAUSE 7 BELOW.

In this notice, the terms:

'Locomotive' means Locomotive Software Limited
'Amstrad' means AMSTRAD plc
'The Program' means the program known as LocoScript on the diskettes supplied in the diskette package.

1. Copyright

Material within The Program is copyright Locomotive. Locomotive grants to the purchaser of this package a non-exclusive right to use The Program in accordance with these terms and conditions. Such Licence may be transferred only in accordance with Clause 3 below. Any other use or dealing not expressly authorised by these terms and conditions is strictly prohibited.

2. Use

The Program may only be used on a single machine or terminal at any one time but may be copied or merged into other programs in support of that use. Any such copying or merger is subject to there being no

modification of The Program and in particular to the copyright notice of Locomotive being preserved in the copied or combined program. Save for copying or merger within other programs as aforesaid, any other operations (including modification or translation from machine readable form) are expressly prohibited.

3. Transfer

The Program may be transferred to a third party provided the original Program and all copies are transferred or otherwise destroyed and provided further these terms and conditions are produced to that third party and prior to the transfer that party agrees and undertakes to observe and continue to observe the same. Without such transfer and undertaking any application of The Program or copies thereof by any other person will not be authorised by Locomotive and will be in breach of Locomotive's copyright and other proprietary rights.

4. Documentation

The documentation accompanying The Program is copyright AMSTRAD. However, no right to reproduce that documentation in part or in whole is granted by AMSTRAD. Should additional copies of the documentation be required for whatever reason, application must be made in writing to AMSTRAD which will be considered in its discretion.

5. Breach

If the user for the time being acts in breach of any of these terms and conditions it shall indemnify Locomotive against all loss suffered (including loss of profits) and the licence granted hereunder shall be deemed to be terminated forthwith. On termination the user shall deliver up to Locomotive all infringing and lawful copies of The Program.

6. Exclusions

Neither Locomotive nor any person authorised by it gives warranties or makes representations that the program is error free or will meet functions required by the user. It shall be the responsibility of the user to

satisfy itself that the Program meets the user's requirements. The Program is supplied on an 'as is' basis and save as expressly provided in these conditions all warranties of any nature (and whether express or implied) are excluded.

7. Liability

AMSTRAD warrants that the diskette on which The Program is stored is free from material defect and through normal use will remain so for a period of 90 days after purchase. In the event of any breach of this warranty (or statutory warranty or conditions incapable of exclusion by these conditions) the responsibilities of AMSTRAD shall be limited to replacing the enclosed program or to returning the price paid for the same as they shall determine.

As the sole exception to the foregoing Locomotive will accept liability for death or personal injury resulting from its negligence. In no circumstance shall Locomotive be liable for any indirect or consequential costs damage or losses (including loss of business profits, operating time or otherwise) arising out of the use or inability to use the enclosed program and diskette and whether or not the likelihood of damage was advised to Locomotive or its dealer.

This notice does not affect your statutory rights.

Digital Research and AMSTRAD

End user program licence agreement

NOTICE TO USER - PLEASE READ THIS NOTICE CAREFULLY. DO NOT OPEN THE DISKETTE PACKAGE UNTIL YOU HAVE READ THIS LICENCE AGREEMENT.

OPENING THE DISKETTE PACKAGE INDICATES YOUR AGREEMENT TO BE BOUND BY THESE TERMS AND CONDITIONS.

1. Definitions

In this Licence Agreement, the terms:

1. DRI means DIGITAL RESEARCH (CALIFORNIA) INC., Box DRI, Monterey, California 93942, owner of the copyright in, or authorised licensor of, the program.

2. Machine means the single microcomputer on which you use the program. Multiple CPU systems require additional licences.

3. Program means the set of programs, documentation and related materials in this package, together with all ancillary updates and enhancements supplied by DRI to you regardless of the form in which you may subsequently use it, and regardless of any modification which you make to it.

4. AMSTRAD means AMSTRAD plc, Brentwood House, 169 Kings Road, Brentwood, Essex CM14 4EF.

You assume responsibility for the selection of the program to achieve your intended results, and for the installation, use and results obtained from the program.

2. Licence

You may

1. Use the program on a single machine.

2. Copy the program into any machine readable or printed form for backup or modification purposes in support of your use of the program on a single machine. You may make up to three (3) copies of the program for such purposes. (Certain programs, however, may include mechanisms to limit or inhibit copying. They are marked 'copy protected'). Copying of documentation and other printed materials is prohibited. Disassembly of code is prohibited.

3. Modify the program and/or merge it into another program for your use on the single machine. (Any portion of this program merged into another program will continue to be subject to the terms and conditions of this Agreement).

4. Transfer the program and licence to another party if you notify DRI of the name and address of the other party and the other party agrees to a) accept the terms and conditions of this Agreement, b) sign and forward to DRI a copy of the registration card and c) pay the then current transfer fee. If you transfer the program, you must at the same time either transfer all copies, including the original, whether in printed or machine readable form to the same party, or destroy any copies not transferred; this includes all modifications and portions of the program contained or merged into other programs.

You must reproduce and include the copyright notice on any copy, modification or portion merged into another program.

EACH DISKETTE IS SERIALISED, AND YOU MAY NOT USE, COPY, MODIFY, TRANSFER, OR OTHERWISE MAKE AVAILABLE TO ANY THIRD PARTY, THE PROGRAM, OR ANY COPY, MODIFICATION OR MERGED PORTION, IN WHOLE OR IN PART, EXCEPT AS EXPRESSLY PROVIDED FOR IN THIS LICENCE AGREEMENT.

IF YOU TRANSFER POSSESSION OF ANY COPY, MODIFICATION OR MERGED PORTION OF THE PROGRAM TO ANOTHER PARTY, YOUR LICENCE IS AUTOMATICALLY TERMINATED.

3. Term

The licence is effective until terminated. You may terminate it at any other time by destroying the program together with all copies, modifications and merged portions in any form. It will also terminate upon conditions set forth elsewhere in this Agreement or if you fail to comply with any term or condition of this Agreement. You agree upon such termination to destroy the program together with all copies, modifications and merged portions in any form.

4. Limited warranty

THE PROGRAM IS PROVIDED 'AS IS'. NEITHER DRI NOR AMSTRAD MAKE ANY WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THE PROGRAM IS WITH YOU. SHOULD THE PROGRAM PROVE DEFECTIVE, YOU (NOT DRI OR AMSTRAD) ASSUME THE ENTIRE COST OF ALL NECESSARY SERVICING, REPAIR OR CORRECTION.

Neither DRI nor AMSTRAD warrant that the functions contained in the program will meet your requirements or that the operation of the program will be uninterrupted or error free.

However, AMSTRAD warrants the diskette on which the program is furnished, to be free from defects in materials and workmanship under normal use for a period of ninety (90) days from the date of delivery to you as evidenced by a copy of your receipt.

5. Limitations of remedies

AMSTRAD's entire liability and your exclusive remedy shall be the replacement of any diskette not meeting this 'Limited Warranty' and which is returned to AMSTRAD with a copy of your receipt.

IN NO EVENT SHALL DRI OR AMSTRAD BE LIABLE FOR ANY DAMAGES, INCLUDING ANY LOST PROFITS, LOST SAVINGS, OR OTHER SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES, EVEN IF DRI OR AMSTRAD HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM BY ANY OTHER PARTY.

6. Registration card

DRI may from time to time update its programs. Updates will be provided to you only if a properly signed registration card is on file at DRI's main office or an authorised registration card recipient. DRI is not obligated to make any program updates, or to supply any such updates to you.

7. General

You may not sublicence, assign or transfer the licence or the program except as expressly provided in this Agreement. Any attempt otherwise to sublicence, assign or transfer any of the rights, duties, or obligations hereunder is void.

This Agreement shall be governed by and construed in accordance with the laws of England.

Should you have any questions concerning this Agreement, you may contact DRI by writing to Digital Research Inc., Box DRI, Monterey, California 93942.

THIS AGREEMENT CANNOT AND SHALL NOT BE MODIFIED BY PURCHASE ORDERS, ADVERTISING OR OTHER REPRESENTATIONS BY ANYONE, AND MAY ONLY BE

MODIFIED BY A WRITTEN AMENDMENT EXECUTED BY YOU AND AN AUTHORISED OFFICER OF DRI AND AMSTRAD.

YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU FURTHER AGREE THAT IT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN YOU AND DRI AND AMSTRAD WHICH SUPERSEDES ANY PROPOSAL OR PRIOR AGREEMENT, ORAL OR WRITTEN, AND ANY COMMUNICATIONS BETWEEN YOU AND DRI OR AMSTRAD RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

THIS AGREEMENT DOES NOT AFFECT YOUR STATUTORY RIGHTS.

READ ME FIRST

Congratulations on buying your new Amstrad PCW9256 Computer and Word Processor. Properly looked after, it will give you long and faithful service, and you will soon wonder how you ever managed without it.

To get the best out of your new purchase, you should read the rest of this introduction and the chapter that follows it, *even if you already know something about computers.*

This guide has been written specially to introduce you to the computer and to help you use LocoScript, the advanced word processing program supplied with your PCW9256. LocoScript is a sophisticated product, and the best way for you to learn to use it is to keep this guide open in front of you while you are working with your PCW9256, at least until you begin to feel reasonably confident.

The sure key to success is to take things a step at a time. If you expect to be producing complex documents within a week of starting work with LocoScript, then you will certainly be disappointed; better to familiarise yourself with the program, remembering that a modest investment of time at the start will pay handsome dividends later.

This guide starts you off gently by working through the simplest facilities offered by LocoScript; as your confidence and familiarity with the program and the computer increase, you can go on to look at the more powerful and complicated things your PCW9256 can do.

As you work your way through the guide, sooner or later you will come to some topic that doesn't interest you, or that you feel is beyond what you can cope with.

When that happens, skip that section. One day, when your needs change or your confidence increases, you may come back to it; but if not, no matter.

Every chapter in this guide has been carefully planned to teach you one or more specific skills. It's important that you should try out the various steps as they are described; this is a far more effective way of learning than reading through the guide first and then trying to remember everything it said.

What this guide can't do

No manual can hope to explain everything about all the features of your PCW9256 computer while still being accessible to a new user.

Although you may very well find that you never need to go beyond the techniques which are described in this guide, you might still like to know that several other books are available describing some of the more complex features of the machine.

These books include

- *Mallard BASIC: Introduction and Reference* (ISBN 1 85195 009 5) available from Locomotive Software, Dorking Business Park, Dorking, Surrey

- *Complete Guide to LocoScript and the Amstrad PCW*, (ISBN 1 85058 290 4) available from Sigma Press, 1 South Oak Lane, Wilmslow, Cheshire SK9 6AR.

- *Picture Processing on the Amstrad PCW*, (ISBN 1 85058 237 8) also available from Sigma Press)

A note on presentation

In this guide, **bold type** is used whenever an important new term is introduced for the first time; an explanation generally follows. Output from the computer is almost always represented by 'screen dumps', which are direct representations on paper of exactly what appears on the computer screen; in running text, computer output and options displayed on the screen are shown `like this`.

From time to time, you will have to press particular keys on your computer keyboard; key-names are placed in boxes like this: [A]. Where you have to press a sequence of keys one after the other, this is shown by printing the key-names one after the other, like this: [A] [B] [C].

It is often necessary to hold down one key while a second is being pressed; this is shown by printing both key-names separated by a slash, '/'. For example, to get a capital 'A', you would hold down the [SHIFT] key and tap the [A] key; this is shown as [SHIFT]/[A].

At the end of every chapter is a short section called **Summing Up**. In this you will find a quick summary of the main points described in the chapter. If you already understand the basic principles described in that chapter and just want to check on the precise key-strokes that you need to type in order to get a particular effect, the Summing Up section will probably contain all the information you need.

CONTENTS

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Chapter 6

Chapter 7

Chapter 8

Chapter 9

Chapter 10

Chapter 11

Chapter 12

Chapter 13

Chapter 14

Chapter 15

Chapter 16

Setting up your PCW9256

DON'T TRY TO SET UP YOUR AMSTRAD PCW9256 COMPUTER AND WORD PROCESSOR BEFORE YOU HAVE READ THIS CHAPTER. It contains important safety information as well as instructions on looking after the equipment.

Unpacking your PCW9256

Before removing your PCW9256 from its packing, make sure that you have a space about 2 feet square on a firm table or desk-top on which you can set up the machine. Before finally choosing where your computer will 'live' while you're using it, read the section in this chapter called **Finding a home for your PCW9256**.

Pull the items carefully out of the from the packing materials, making sure that you don't miss any of the smaller parts. You should have the following:

❑ System unit and monitor

❑ Keyboard

❑ Dot-matrix printer

❑ Printer ribbon

❑ Tractor feed mechanism

❑ This Guide

❑ 1 LocoScript disc

❑ 1 CP/M disc

❑ 1 blank disc

If anything is missing, contact your dealer at once.

Don't throw away the packaging; keep it in case you need to transport the computer some time in the future.

Electrical safety

Before attempting to connect your PCW9256 to the electrical mains power supply, read the following notes carefully:

Your PCW9256 computer may be supplied with either a fitted mains lead or with a separate lead.

The fitted mains lead does not include a plug; the separate lead has a moulded plug for connection to the mains at one end and a special connector for fitting to the PCW9256 at the other end.

Determine which type of lead is supplied with your equipment and then follow the appropriate instructions.

Separate lead

The mains lead plug fitted to the computer's UK supply lead is only suitable for use with a 13 Amp socket.

If the socket you intend to use is not a 13 Amp type, or if you wish to fit an alternative mains plug onto the mains lead, the moulded plug may be cut away and the ends of the lead stripped as required to suit the plug to be fitted.

WARNING

IF YOU REMOVE THE MOULDED PLUG, DISPOSE OF IT IMMEDIATELY. THE PLUG IS NON-REWIRABLE AND WOULD CAUSE A SHOCK HAZARD IF IT WERE INSERTED INTO A SOCKET.

If a 13 Amp (BS1363) plug is used, a 5 Amp fuse must be fitted. The 13 Amp fuse supplied in a new plug must NOT be used. If any other type of plug is used, a 5 Amp fuse must be fitted either in the plug or adaptor or at the distribution board.

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug which is marked by the letter E or by the safety earth symbol ⏚ or coloured GREEN or GREEN-AND-YELLOW.

The wire which is coloured BLUE must be connected to the terminal which is marked with the letter N or coloured BLACK.

The wire which is coloured BROWN must be connected to the terminal which is marked with the letter L or coloured RED.

WARNING — THIS APPARATUS MUST BE EARTHED.

Disconnect the mains plug from the supply socket when not in use.

Do not attempt to remove any screws nor to open the casing of the machine. Always obey the warning on the rating label on the back of the monitor:

HIGH VOLTAGE INSIDE. DISCONNECT THIS EQUIPMENT FROM THE POWER SUPPLY BEFORE REMOVING ANY COVER.

Attach the cable to the computer before attaching it to the main power supply.

Do not connect your PCW9256 to the main power supply until you have plugged the printer and the keyboard into the screen unit. This is described in the section **Connecting the units together** later in this chapter.

Attached lead

If a UK, 13 Amp (BS1363) plug is used, a 5 Amp fuse must be fitted. The 13 Amp fuse supplied must not be used. If any other type of plug is used a 5 Amp fuse must be fitted, either in the plug or in the adaptor or at the distribution board.

IMPORTANT: As the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

i) The wire which is coloured green and yellow must be connected to the terminal in the plug which is marked by the letter ''E'' or by the safety Earth symbol ⏚ or coloured green and yellow.

ii) The wire which is coloured blue must be connected to the terminal which is marked with the letter ''N'', or coloured black.

iii) The wire which is coloured brown must be connected to the terminal which is marked with the letter ''L'' or coloured red.

IMPORTANT: DO NOT PLUG YOUR PCW INTO THE MAINS SUPPLY YET

WARNING: HIGH VOLTAGE INSIDE. DISCONNECT THIS EQUIPMENT FROM THE POWER SUPPLY BEFORE REMOVING ANY COVER.

Details of the supply voltage and the frequency range are given on the rating plate of the monitor unit.

WARNING: DO NOT CONNECT TO "IT" POWER SYSTEM

Note: An "IT" power distribution system has no direct connection to earth; the exposed conductive parts of the electrical installation system are earthed.

Finding a home for your PCW9256

IMPORTANT Your PCW9256 computer has been designed to give you lasting good service. You must bear the following points in mind when choosing a position for it:

- ❑ Make sure that all the equipment is installed close to, and within easy access of, the electrical mains supply socket.
- ❑ Make sure that the equipment is NOT situated near an artificial heat source such as a radiator. It must NOT be near a water supply nor in direct sunlight. Heat and water can damage your PCW9256 and destroy data.
- ❑ For your own comfort, place the monitor where there will be no external reflection from windows or lamps onto the screen.

Caring for the PCW9256

Your PCW9256 computer will function well with very little maintenance, but the following points may be helpful:

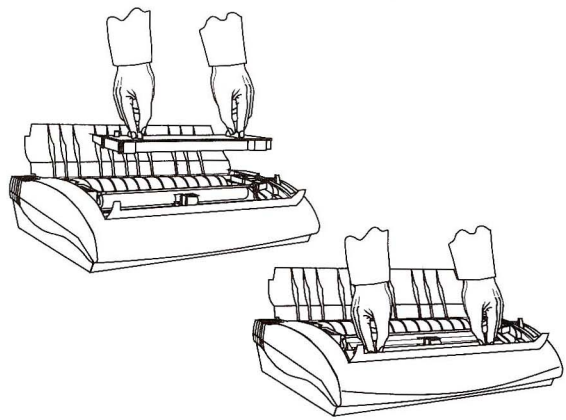
- ❑ Use a non-CFC (chlorofluorocarbon) aerosol anti-static foam cleaner to clean the plastic case and the screen. Under no circumstances should you use spirit-based cleaners.

❑ Do not attempt to clean the disc drive mechanism.

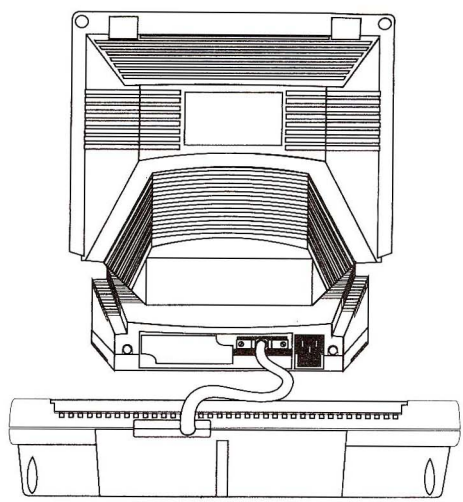
❑ Paper debris and dust can be removed from the printer with a mini vacuum cleaner, or by gentle blowing.

Connecting the units together

To connect the elements together, begin by removing any packing material from the printer; then put the ribbon in place like this:



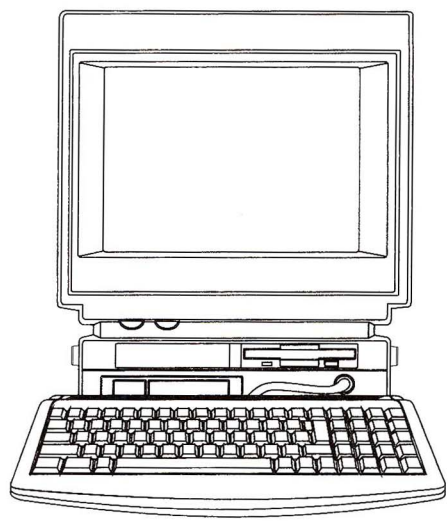
Next, plug the printer in to the back of the screen unit like this:



We suggest that you should use ordinary A4 paper; if you do so, you can put the tractor feed mechanism on one side. If you want to use continuous-form computer stationery, clip the tractor feed mechanism into place above the platen, making sure that the gear at the end of the platen meshes properly with the gear on the tractor feed mechanism.

As long as the tractor feed mechanism is attached, you won't be able to use single-sheet paper, as the platen will be unable to grip it securely. To use ordinary paper, clip the tractor-feed mechanism off.

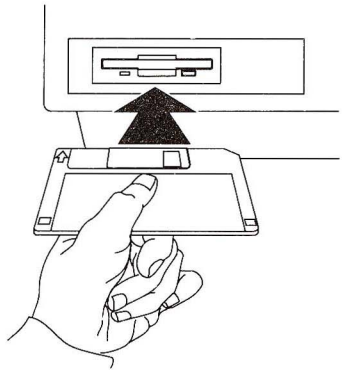
Nest, plug in the keyboard into the front of the screen unit like this:



Starting up

When the printer and keyboard have been connected to the monitor unit, you can connect the computer to the mains power supply and turn it on by pressing in the Power On/Off button located at the bottom front of the monitor screen.

Insert the disc labelled CP/M (*not* the disc marked LocoScript) into the disc drive, holding the disc by the label end and with the label facing upwards, as shown overleaf:



The disc should go in without difficulty; if there appears to be any obstruction, make sure that there is nothing blocking it (such as another disc) and that you are holding the disc by the correct end, i.e. the one with the printed label on it.

If the disc goes in properly but the computer either doesn't respond at all or emits a series of rapid beeps, you have probably put in the wrong disc. Press the eject button underneath the disc drive, remove the disc and insert the CP/M+ disc that was supplied with your PCW9256. If the computer does not respond press the space bar to start operation.

Within a few moments of the disc clicking into place you will hear the drive beginning to operate, and the green 'activity light' on the drive will come up to full brightness. Some scrolling bars will appear on the screen, followed by the CP/M prompt

```
A>
```

If you don't see this, then you have probably inserted the wrong disc. You should remove it by pressing the eject button. Then reset the machine by pressing the [SHIFT], [EXTRA] and [EXIT] keys simultaneously; then insert the correct disc.

The reason why we have started out with the CP/M disc instead of the LocoScript disc is very simple: the first task which you must perform with the PCW9256 is to make a backup copy of the LocoScript word processing program, and this can only be done by using CP/M. You

should also make a backup copy of the CP/M disc at the same time if you have a suitable blank disc to hand.

Making these backup copies is very important. Your original discs could be damaged in many ways:

- ❑ They might get scratched or dirty.
- ❑ They might be affected by magnetic fields.
- ❑ The magnetic surface might wear thin through constant use.
- ❑ You might spill coffee or water over them.

For all of these reasons, you must make backup copies before using the program discs, and you should then put the originals away in a safe place.

Remember that you are only entitled to make backup copies for your own personal use. The software products provided with your PCW9256 computer are all protected by strict copyright legislation, and it is a serious criminal offence to make copies for distribution. Read the software licence at the back of this manual for further information.

Copying Discs

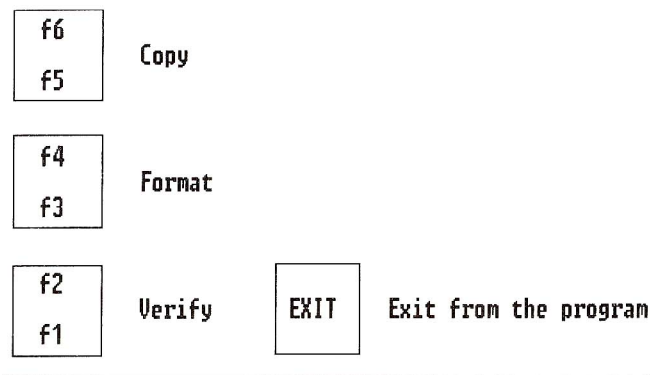
To make copies of the distribution discs, you should ideally have two blank $3^1/_2$'' soft sectored, double density discs ready. However, because many users only use their PCW9256 computers for word processing with LocoScript, you may prefer only to make a copy of the LocoScript master disc at the moment, and to make a copy of the CP/M master disc later.

Because making backups is so important, a suitable blank disc has been included with your PCW9256.

After loading CP/M as described in **Starting up**, type `DISCKIT` and press [ENTER]. The activity light on the disc drive will come on briefly.

If a message appears on the screen reading `DISCKIT?`, you have not got the right disc in the drive. Insert the CP/M+ disc supplied with your PCW and type `DISCKIT` again and press [ENTER].

If all is in order, you should see this display:



We shall be copying a disc, so press Function Key [*f5*]; after a few moments, the following display will appear:

```
One drive found
Please remove the disc from the drive
Press any key to continue
```

Take the CP/M disc out of the drive and put it on one side, and then press a key.

(When you're asked to press 'any key' to continue, this means any character key or the [RETURN] or [ENTER] key; pressing the keys marked [SHIFT] [ALT] or [EXTRA] won't work.).

The computer will now respond with the message printed on the next page:

```
To make a copy of a disc, put
the disc you wish to READ from
into the drive, then press Y

To cancel and return to the main
menu press any other key
```

Put the LocoScript disc (*not* the CP/M disc) into the drive and then press [Y]. After a few moments, you will see this message:

```
The disc is 720K format
Copying in 12 parts
Copying part 1
```

There will be a pause while information is 'read' off the disc and stored in the memory of the PCW9256. Then you will see the message

```
Please insert the disc to WRITE on into the drive
Press any key to continue
```

Take the LocoScript disc out of the drive and place it on one side. Then put your new blank disc into the drive and press any character key. **Be very careful not to get the discs mixed up.**

You will be shown this message:

```
The disc isn't formatted (or faulty)
Going to format the disc while copying
The disc will be 720K format
```

This message doesn't mean that the disc actually is faulty; it merely indicates that the disc will be formatted during the copying process. Formatting is described later in this chapter.

The information stored in the computer will then be copied onto the new disc.

In due course you will see this prompt:

```
Please insert the disc to READ from
into the drive
Press any key to continue.
```

You must now take the disc out of the drive and replace it with the LocoScript disc. Then press any character key.

Continue to swap the 'disc to read from' — the LocoScript disc — and the 'disc to write to' — the new one on which you are making the copy — until the job has been finished. You may have to do this up to twelve times, and the whole process may take twenty minutes or so.

IF FOR ANY REASON YOU ABANDON THE COPYING OPERATION BEFORE COMPLETING IT, YOU WON'T BE ABLE TO USE THE NEW DISC UNTIL YOU HAVE REPEATED THE COPYING PROCESS ALL OVER AGAIN FROM THE START.

When the job is done you will see this message:

```
Copy completed
Please remove the disc from the drive
Press any key to continue
```

Remove the disc and press [ENTER] or any character key. You should now label the disc you have copied 'LocoScript Start of Day Disc'. (The term 'Start of Day Disc' will be explained later.)

You will now see this prompt:

```
To make a copy of another disc,
put the disc you wish to READ
from into the drive, then press Y

To cancel and return to the main
menu press any other key
```

If you have another blank disc to hand, press [Y] to start making a backup copy of the CP/M disc; the process is exactly the same, except that this time the CP/M disc is 'the disc to read from' and another blank disc will be 'the disc to read to'.

If you have no more blank discs, press any other character key.

You will be taken back to the screen printed on page 10. Press the key marked [EXIT].

The A> prompt will appear again on the screen.

If you don't want to do any more at the moment, make sure that there is no disc in the drive and turn your computer off. If you intend to continue with the tutorial in Chapter 2, insert the LocoScript Start of Day Disc you have just copied and press [SHIFT], [EXTRA] and [EXIT] at the same time. This will reset the computer and load the LocoScript word processing program.

Points to watch while copying

Be very careful to observe the points listed on the next pagewhen copying discs:

- If you abandon a disc copying operation before it's finished, the copy you have made will be unusable and you'll have to start the copying operation again from scratch.

- Be very careful not to get the disc you are copying *from* and the disc you are copying *to* mixed up with each other; if you do, you may ruin the disc you are copying from. It's best to write-protect the disc you are reading from; this is described later in this chapter.

After copying

When the copying process is complete, put the original discs away in a safe place away from sources of heat and magnetism. In nearly every computer system, the value of the 'software' (the programs and files

held on discs) very rapidly exceeds the value of the 'hardware' such as the computer and printer, so it pays to look after your investment.

It really is important to make sure that every disc is labelled as soon as anything has been saved on it; discs which aren't properly identified are all too easily assumed to be blank, and it is just too easy to wipe out a complete unlabelled disc in a careless moment.

❑ If you're ready to to start word processing, turn to the next chapter.

❑ If you want to learn more about your computer discs, read the rest of this chapter.

About computer discs

When you turn your PCW9256 on, its 'memory' — the part of it where all the details of your word processing and other jobs are kept while they are being worked on — is completely empty.

Before you can use the PCW9256, you must first give it all the instructions which it will need before it can do any work for you. These instructions are called a **program**. The most important program which is supplied with your PCW9256is the LocoScript word processing program; this is stored on one of the discs packed with your computer.

Because the computer 'forgets' everything that is in it whenever it's turned off, you will always have to put LocoScript or some other program into it before you can use it. For this reason you must look very carefully after the discs which contain the program; if they are lost or damaged and you have not made copies of them, you will not be able to use your PCW9256.

Incidentally, since the discs used in the PCW9256 are quite rigid, you may wonder why they're often referred to as 'floppy discs'. The answer is simple: an earlier generation of discs used a flexible envelope rather than a solid plastic casing, and were thus truly floppy. They were also much more easily damaged than the discs used with the PCW9256 and other modern computers.

Storing your data

The discs are not only use for storing LocoScript and other programs. They are also used for storing your data; that is, everything you have written which you don't want to lose when you turn off the computer.

As well as the program discs provided with your PCW9256, you will therefore also need to buy sufficient extra discs to keep all your work. Suitable discs are available either singly or in packets of 10 or more at most computer and office-supply dealers.

You should ask for:

> **$3^1/_2$'' double-sided, soft sectored, double density (DD) discs.**

These are standard PC discs which are readily available from all computer dealers as well as from many business-supply stores. Incidentally, the terms *disc*, *disk* and *diskette* are often used interchangeably.

ONCE FORMATTED, A PCW DISC CANNOT BE READ BY A PC-COMPATIBLE COMPUTER (OR *VICE VERSA*) WITHOUT SPECIALIST SOFTWARE.

Looking after discs

Although there's no need to be paranoid about looking after your discs, you should understand that they don't last for ever, and that they are vulnerable to physical and magnetic damage. Consequently, everyone who uses them should know how to handle them, as well as how to minimize any accidental losses that may occur.

The main rules for disc care are quite simple:

- ❑ Before turning the computer on or off, ensure that the disc drive is empty; powering up or down with a disc in the drive can cause damage to the discs. In the event of a power failure, remove the disc from the drive immediately.

- ❑ Keep discs away from all sources of magnetism. Telephones, transformers and loudspeakers can all cause serious damage.

- ❑ Spillages of coffee, etc., will certainly ruin a disc; inserting a wet or sticky disc into the disc drive 'to see if it's all right' may well damage both the disc and the disc drive, and any other discs which you subsequently insert may also become damaged.

- ❑ Never pull back a disc's protective metal shutter, or attempt to touch its magnetic surface or even blow on it.

- ❑ Like the PCW9256 itself, the discs must be kept in moderate temperatures; do not leave them in direct sunlight or near radiators, or in unheated areas.

- ❑ Avoid storing or using discs in dusty or damp environments.

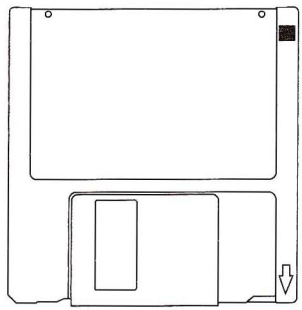
- ❑ Keep a 'backup copy' of everything, and make sure that every disc is accurately labelled. Making backups is described later in this chapter.

Write-protecting discs

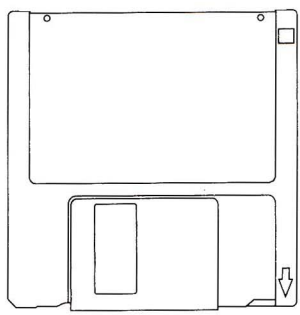
Because it is very easy to accidentally erase material which has been saved on disc, a write-protect device is fitted which is in some ways similar to the snap-off tabs used on audio and video cassettes.

When the appropriate write-protect hole is blanked off, 'writing' to the disc can take place normally. If the tab is moved so that the hole is open, the disc is said to be 'write-protected', and any attempt to record material onto the disc, or to erase material from it, will fail, and an error message will be displayed on the screen.

The pictures on the next page shows how the tabs work.



Disc protect tab closed; material on disc can be altered or erased.



Disc protect tab open; material on disc can't be altered or erased.

It is generally a good rule never to risk recording anything on any program master disc; always make a copy and use that instead.

Storing and retrieving material

Storing data on discs is both easy and fast, and quite substantial amounts of data can be recorded in just a few seconds.

More important that the speed, perhaps, is the fact that you don't need to know anything about how or where information is stored on the disc; in this regard, saving material onto a disc is quite different from recording onto a video or audio cassette tape, where you have to advance the tape to the right place before beginning recording to avoid the possibility of erasing some other material.

All these details are automatically taken care of by the computer, and a simple instruction to save information on the disc is all that is required. Your PCW9256 will know exactly where on the disc it is best to store it, and how to find it again when the time comes; all you need to do is to give your work a suitable **file-name** by which you will be able to identify it.

When you need to gain access to that information in the future, you simply quote the appropriate file-name so that the data can be 'read' back into the computer's memory off the same disc.

How discs work

Each side of a floppy disc is laid out in a series of concentric **tracks**. There are 80 of these on each side of a disc, numbered from 0 – 79. Additionally the surface of the disc is divided into a series of 'pie slices' called **sectors**. Tracks and sectors exist so that the computer can find the data stored on the disc; they are 'marked' magnetically, and are not apparent to the eye.

Usually you will only be aware of the existence of tracks when copying discs, and you may well never hear of sectors until you get an error message telling you that you have a bad one, which simply means that a part of the disc you are using is faulty.

If you have bad sectors on a floppy disc, then you shouldn't try to save anything on that disc or you may never be able to get it back again.

About Drive M

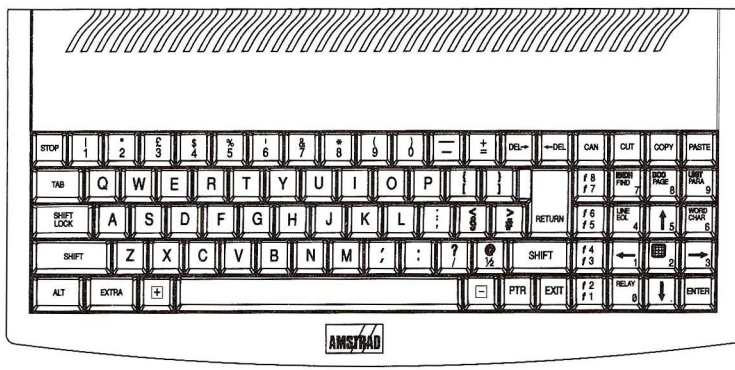
As well as the 'real' Drive A, the PCW9256 also has an 'imaginary' internal drive called Drive M.

Drive M is actually just a part of the computer's memory, but it has been set up in a way which enables you to treat it as if it were an ordinary disc dive. In other words, you can store information onto Drive M in the same way as you can onto Drive A.

There is, however, an important difference between Drive A and Drive M; when the computer is turned off, any information which is on Drive M will simply be lost. You should therefore make sure before you switch off the PCW9256 that you have copied any material which you have stored on Drive M and which you don't want to lost onto a real disc in Drive A. Copying files from one disc to another is described in Chapter Three of this guide.

The Keyboard

The PCW9256 keyboard looks like an ordinary typewriter keyboard, with some extra keys added.



In the centre of the keyboard unit is a section containing the familiar alphabetic and numeric keys, as well as two additional keys which are labelled [STOP] and [EXIT], whose function will be described later.

The [SHIFT LOCK] key has a light to show when it is engaged. The large key marked [RETURN] on the right of this section serves the same purpose as Carriage Return on a typewriter.

Note that in LocoScript the [RETURN] key described here is *not* the same as the [ENTER] key described below. [RETURN] is used while editing a document to force the cursor to the beginning of a new line, while the [ENTER] key is used to confirm a selection from a LocoScript menu.

provides a very wide range of accents and non-English characters, so that most languages which use a form of the Roman alphabet can be correctly represented. There is also a wide range of punctuation and special characters.

There are also a number of special keys which are used for controlling the way in which LocoScript and some other programs work. Four of these labelled with the symbol 'f' and a number are called **function keys**. In LocoScript, the function keys are used to call down special **menus** — groups of options which are open to you.

By the function keys are some other special keys labelled [CAN] (for CANcel); [PTR] (PrinTeR); [ALT] (ALTernate); and [EXTRA]. Finally there are two special keys marked with a [+] and [-]; these last two are sometimes called the Set and Clear keys; they should not be confused with the keys which produce the ordinary 'plus' and 'minus' symbols.

The cursor keys and number pad

On the right of the keyboard is a group of keys devoted to helping you to move around your documents while word processing. These include the four **cursor keys** (the ones with arrows on them), and keys labelled with words like [RELAY], [ENTER] and so on.

This cluster of keys doubles as a number pad; If you press the [ALT] and [RELAY] keys together, these keys will subsequently produce numbers instead of moving the cursor; press [ALT]/[RELAY] again to go back to using those keys to control the cursor. (The cursor is described in the next chapter.)

Caps Lock

Pressing [ALT]/[ENTER] acts as a Caps Lock key; pressing the same combination a second time turns Caps Lock off.

Resetting the computer

Finally, whatever program you are using, pressing [SHIFT], [EXTRA] and [EXIT] together will reset the computer completely, just as if you

Resetting the computer

Finally, whatever program you are using, pressing [SHIFT], [EXTRA] and [EXIT] together will reset the computer completely, just as if you had turned it off and then back on again; anything you have not yet saved onto a disc will be lost forever, so use this facility with caution. if you reset your PCW9256 in this way, you will have to reload LocoScript before you can use it again.

Summing up

To get the best out of your PCW9256, you must make sure that it is not exposed to extremes of temperature. In addition, the discs must be kept away from sources of magnetism such as telephones.

When you want to copy a disc, make sure that it is write-protected and that you have a blank disc ready. Then follow these steps:

❑ Turn on your PCW9256 and load the CP/M disc.

❑ At the A> prompt type `DISCKIT` and press [ENTER].

❑ Follow carefully the instructions on the screen.

2

LocoScript Tutorial

In this chapter we shall show you how to use the LocoScript program to create and edit your own simple documents. Afterwards, you will use the printer to make a 'hard copy' of your work and save it on disc so that you can use it later.

Firstly, you will learn how to recall a document from disc, and about the various ways in which you can move round a document that you have written.

What is word processing?

At its simplest, word processing is like typing without the correction fluid. Text which is entered *via* the PCW9256 keyboard is displayed on the screen as you type and, when you are ready, you can output it on a printer giving an effect almost indistinguishable from ordinary typewritten documents.

The great advantage of a word processor over a typewriter is that all the corrections and alterations can be made *before* anything is committed to paper; this process is called **editing**, and it may involve anything from finding and removing a spelling error to moving whole sections of text around from one part of a document to another.

Text which has been created at the keyboard can be printed immediately, or it can be 'saved' on a floppy disc and recalled later. In this way you can create documents of almost any length by simply adding new material to what you had previously saved.

You will soon find that word processing is highly addictive; once you have become accustomed to using LocoScript and your PCW9256 computer, you will probably never again willingly use a typewriter.

General principles of using LocoScript

Creating and printing a LocoScript document involves all of the following steps:

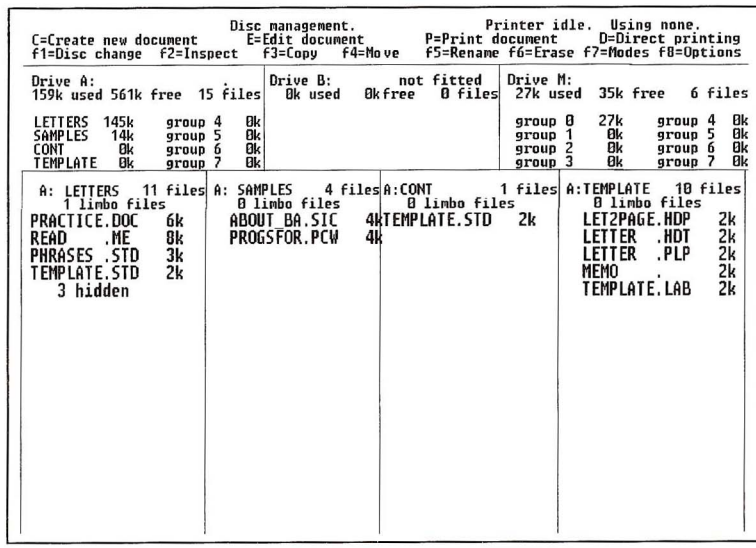
- ❑ Choosing a Group in which the new document will be stored.
- ❑ Pressing [C] to Create the new document, and then giving it a suitable name.
- ❑ Typing in the document at the LocoScript Editing Screen.
- ❑ Saving and possibly printing the finished document.

As you can see, several different steps are involved in the process, and unless you carry them all out correctly, you may be disappointed. Read through the material which follows very carefully and follow the instructions *exactly*.

The Disc Management Screen

Turn on your PCW9256 and insert your copy of the LocoScript Start of Day disc into Drive A. After a few moments the Disc Manager Screen printed on the next page will appear.

Incidentally, don't worry if some of the details on your screen are a little different from the illustration; in particular, some of the files on your disc may have different names from those shown here.

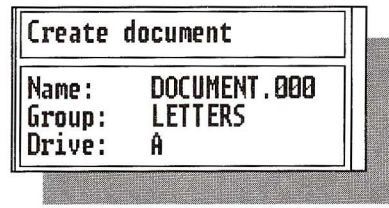


- The screen is divided into three parts:
- The Information Lines at the top of the screen.
- The Directory Columns which occupy most of the rest of the screen.
- The names of various document groups listed according to the disc drive on which they are found.

In each of the two lower sections is a long highlight bar. These highlights can be moved around the screen to select individual group and file-names, using the cursor keys [←] [↑] [→] and [↓].

Opening a new document

We shall come back to examine the Disc Management Screen in much more detail in Chapter 3. For the moment, move the lower highlight bar into the Group named LETTERS and then press [C] (either in capitals or lower-case) to Create a document. LocoScript will respond with the Create Document Menu, printed on the next page.



LocoScript always prompts you with its own name for a new document, and this is shown in the slot at the top of the menu. This is a **file-name**, by which you must refer to your work when copying or printing it, or when calling it back onto the screen for subsequent editing. All LocoScript documents have a file-name.

We will give our document the name FIRST.TRY. To do this, carry out the following steps:

- The **default** name — that is, the one which LocoScript automatically offers — is DOCUMENT.000. To replace this by our own choice of name, just start typing; type in `FIRST` and then press either the space bar or the full stop key followed by `TRY`.

- When you've finished, press the ENTER key. If the disc is write-protected, you will be warned that the material will be saved on Drive M. Press ENTER to accept this; however, in future you should make sure that your disc is not write-protected, as work which is saved on Drive M is lost when the computer is turned off.

A note about file-names

File-names like FIRST.TRY have to conform to certain quite strict rules. If you are already familiar with computers, you may like to know that the LocoScript rules for file-names are basically the same as those which apply in MS-DOS and CP/M. If you don't already know about these systems, you should read the important section **About file-names and extensions** later on in this chapter.

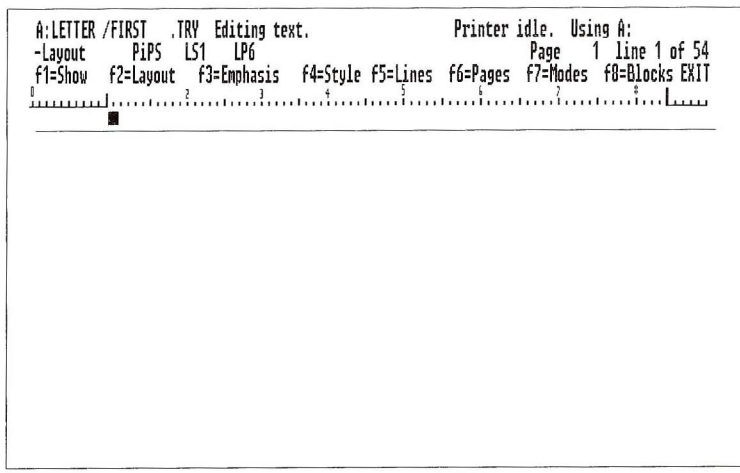
The Editing Screen

You should now be at the Editing Screen.

As you can see, this is divided into two areas:

❑ The Information Lines at the top,

❑ The writing area which occupies most of the screen.



Introducing the Information lines

For the moment we shall largely ignore the Information Lines at the top of the screen. However, as you become more familiar with LocoScript, you will find that you need to refer to the contents of the Information Lines quite often. They are described in more detail in the section **More about the Information Lines** later on in this chapter.

Meet the cursor

Beneath the Rule is the area of the screen in which your typing will appear; the position at which the first character you type will appear is marked by a flashing square called the **cursor**. As you type, the cursor will keep moving ahead of you.

The page-bar

Underneath the cursor is a bar which extends right across the screen. This bar represents the bottom of the current page, and as you type it will move ahead of you down the screen one line at a time until you have typed in enough to fill an ordinary sheet of A4 paper. When this happens, the cursor will jump below the page-bar and a new page-bar will be created underneath it.

Beginning to type

You can now start to type in the text of the short letter printed below. You should press the [RETURN] key at the end of each line in the address at the top of the letter, but you mustn't press it in the main text.

Weyburn Golf Club,
Penney Green,
Weyburn

April 15, 1995

Dear Member,

This is to remind you that the Golf Club's Annual Meeting will be held at 7.30 pm on Friday May 5th. During the meeting, elections will be held for posts on the Club Committee; nominations should be submitted to me in writing not later than 24 hours before the beginning of the meeting.

Yours faithfully,

James Smith
(Hon. Secretary)

This is because, when the cursor reaches the right margin, any half-completed word will be automatically transferred to the start of the next line. This feature is called word-wrap, and it means that you don't

need to worry about watching your place on the line. This is a very important difference between using a word processor and an ordinary typewriter.

If you make any mistakes while typing, you can rub them out by using the [←DEL] and [DEL→] keys.

Editing your text

Word processing makes it very easy to go back and correct your work without needing to mess with erasers or correcting fluid. To see how easy it is to make alterations to what you've written, we'll now insert the words `signed by the proposer and seconder` immediately after the word `nominations` .

To do this, use the cursor keys to move the cursor up until it's resting on the first letter of the word `should` in the letter. Then simply begin typing in the new material. Don't worry; it won't erase what's already there.

As you do this you'll find that the line will 'break' to make room for the new text. Keep typing, and when the whole of the new material has been entered, you can set about restoring the proper form of the paragraph. All you have to do is to press the [RELAY] key, located on the bottom row of the keyboard. The whole paragraph will be tidied up before your eyes.

Tidying after deletions

If you shorten a line so much by making deletions that there is room at the end of it to fit something which appears at the beginning of the following line, pressing the [RELAY] key will again ensure that everything is laid out as neatly as possible within the set margins.

Quick tip

A simpler solution is to take the cursor down past the end of the paragraph; if you do this, the ragged paragraph will be relayed automatically. Much the same thing happens if you make further

corrections lower down in the same paragraph. In any case, everything will be automatically tidied up before your work is saved to disc, so you don't actually need to relay it yourself anyway, though many users prefer to do so when editing as it gives them a better idea of the final 'shape' of their work.

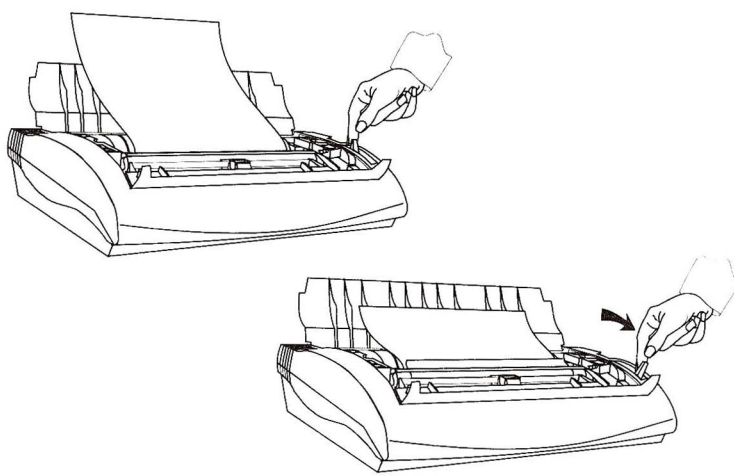
Making a printed copy

When you have the whole text looking the way you want it, you can make a printed copy. The document will be automatically saved to disc at the same time.

Putting paper in the printer

Although LocoScript will handle many different paper sizes, it's best to start with standard A4 if at all possible.

Take a sheet of A4 paper and lay it on the left-hand side of the paper-rest so that the bottom of the sheet is just caught by the platen. Don't wind the paper in by hand, as this may prevent the printer working properly. Then pull the paper-feed control on the right of the machine gently towards you as shown in this illustration.



The bail bar will come forward as you do this, the platen will turn, and the paper will be gently drawn into the printer. Finally, the print head will move across on its tracks and then return to its rest position on the left-hand side.

Check that the paper is straight and that the print-head isn't off the edge of the paper. If necessary you can ease the paper gently into the correct position.

Printer Control State

If you now look back at the screen and you will see that the Information Lines at the top have changed.

This is because operating the printer automatically puts you into Printer Control State. This is a condition in which you can give instructions to the printer, and this is why the word PRINTER is flashing at the top of the screen. Printer Control State can be entered in either of two different ways:

- Pulling forward the printer bail-bar or operating the paper-loading lever
- Pressing the [PTR] Key on the keyboard.

Leaving Printer Control

We have no further instructions to give the printer at the moment, so leave the Printer Control State by pressing the [EXIT] key on the bottom row of the keyboard, and you will see the Information Lines change back to what they were before.

Controlling the printer is described in more detail in Chapter 15.

Printing and saving

We're now going to do three different jobs with a single command:

- Leave editing the document and return to the Disc Management Screen.

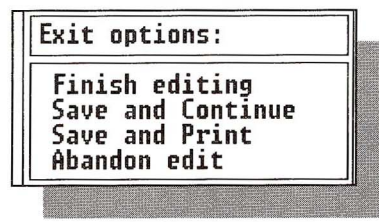
- Save the document on disc so that we can use it again in future.

- Print the document.

Press the [EXIT] key; the Exit Menu will appear. The options on this menu work as follows:

- `Finish editing` This saves your work onto disc but doesn't make a printed copy.

- `Save and Continue` This saves work onto disc and then prepares to resume the writing and editing from the point where you left off.



- `Save and Print` saves the document first and then prints it provided that the printer is ready.

- `Abandon Edit` scraps the work which you have been doing. This is a dangerous choice; if you select this by mistake and you have no other version of your work on disc, then everything will be lost irretrievably.

The option we are going to use now is `Save and Print` so make sure that your disc is still in Drive A. Then use the cursor keys to take the highlight bar down until it's resting on the appropriate option and confirm it by pressing [ENTER].

The document will be saved on disc, and then the printer will begin to work. When everything has been printed, the paper will be automatically fed upwards until it is just held by the bail bar. Pull it out and the job is done!

The computer will now display the Disc Management Screen again, but with one important change: the document you have just created will be listed there, showing that it has indeed been saved onto the disc and can be recovered at any time.

Important — if you've saved the document on Drive M instead of Drive A, it will be lost when you turn the machine off. To avoid this happening, you will need to copy the document from Drive M to a real disc in Drive A. Copying documents is described in Chapter 3.

Editing a document

Once a document has been created and stored on disc, you can always go back and **edit** it — that is, you can make any number of changes, additions or deletions, before either storing the document on disc again or printing it. Indeed, the great attraction of word processing is precisely that it's so easy to come back later and improve on what you've already written.

To edit an existing document, put the lower highlight bar on the name of the document you wish to work with, and then press [E] (for Edit). LocoScript will check that you really do want to edit that document, so press [ENTER] to confirm the operation. The text will then be displayed on the screen.

Remember that any changes you make to a document while editing it will be forgotten when the computer is turned off unless you have first saved them on disc by choosing the `Finish edit` option from the Exit Menu.

If you make changes to a document and then change your mind about keeping them, use the `Abandon Edit` option from the Exit Menu instead.

A simple example

To give yourself a taste of editing, look for a file called PRACTICE.DOC. This is a document which you can read and alter to your heart's content.

Moving round the document

PRACTICE.DOC is too long to fit all on the screen at one go. To see the bottom section of the document, press the [↓] key to make more text visible.

When the cursor reaches the bottom of the screen, everything will automatically **scroll up** a line, and the line at the very top of the screen will disappear. Don't worry about the material that has disappeared off the top of the screen; it is still in the computer's memory even though you can't see it, and you can always get back to it by moving the cursor up to the top of the screen with the [↑] key and then continuing to press the same key to make everything that has gone off the top of the screen scroll back down again.

Other ways of moving around a document

As well as the cursor keys, LocoScript offers many other powerful ways of moving the cursor round a file, and once you are familiar with them you will find them very useful. The keys which govern this facility are grouped around and above the cursor keys; they are:

- LINE/EOL
- DOC/PAGE
- UNIT/PARA
- WORD/CHAR .

If you position the cursor at any point in the first line of PRACTICE.DOC and then experiment with these keys, the workings of most of them will very quickly become clear.

Their purpose is to move the cursor immediately to the point indicated by the key-name:

- [EOL] takes the cursor to the End Of (the current) Line.

- [PAGE] jumps to the first character on the next page (or the foot of the current page if it is the last one).
- [PARA] goes to the head of the next paragraph.
- [CHAR] moves to the next character.

The other functions are obtained by pressing [SHIFT] and the appropriate key at the same time:

- [LINE] moves to the start of the next line.
- [DOC] goes to the end of the document.
- [WORD] jumps to the first character of the next word.
- [UNIT] allows you to move the cursor forward to a **Unit Marker**, which is a point that you have previously defined in the text. Unit Markers are described in Chapter 4.

The effect of each of the keys can be reversed by pressing [ALT] (for ALTernate) at the same time:

- [ALT]/[PARA] moves the cursor to the head of the previous paragraph.
- [ALT]/[EOL] goes to the end of the previous line (not to the beginning of the current line as you might imagine.)
- [SHIFT]/[ALT]/[DOC] jumps back to the start of the document.
- [SHIFT]/[ALT]/[UNIT] goes to the previous Unit Marker.

Practice using these keys until you feel quite confident about what they all do; you'll find them very useful, especially when working with very long texts.

About file-names and extensions

LocoScript file-names consist of two parts. The first part has up to eight letters or numbers, though a number cannot be the first character in a name. This can optionally be followed by a further three optional letters or numbers.

The last three letters are called the **file-type** or the **file-extension**. The first eight letters are called the file-name. However, the whole name including the extension is sometimes also called the file-name.

Some file-names have special meanings to LocoScript; for instance, standard template files are always called TEMPLATE.STD and the file containing LocoScript Phrases, which we shall be meeting in more detail later, is always called PHRASES.STD. If you change these names, LocoScript won't be able to find these documents when it needs to.

There are some cases where particular file-extensions are commonly used though they aren't actually compulsory; for instance, LocoMail data files are customarily given the .LST extension.

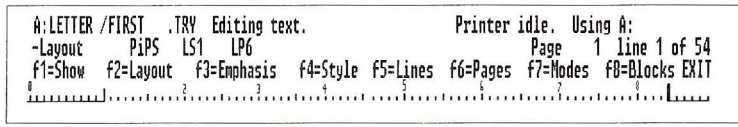
Subject to these few simple rules, the file-name and file-type can be anything you like, but we suggest that you choose both with care, as otherwise you may have trouble tracking down a copy of the document you want in the future. For instance, BANKLETR.MAR is more easily identified later as a copy of a letter that you sent to the bank in March than something labelled LETTER.052.

More about the Information Lines

The Information Lines which appear at the top of the Editing Screen contain a great deal of very important material:

On the top line is shown the following information:

❑ the name of the document on which you are working.



❑ The status of the printer (`Printer idle`).

❑ The statement `Using A:`. This warns you that the disc drive may be accessed while the document is being worked on, and that you should not take the disc out of the drive. *This is very important.*

The second line contains the following information:

❑ The document will be printed in Proportional Pitch, in which the wider letters are allocated more space than the narrow ones (`PiPS`).

❑ The lines will be single-spaced (`LS1`).

❑ The Line Pitch (the number of lines per vertical inch when the document is printed) is set at 6 to the inch (`LP6`).

❑ There is also a running count of your position on the page, in the form `Page 1 line 1 of 54`.

Below the Information Lines is a **Rule**. This shows the left and right margins and the various tab stops.

Summing up

Although LocoScript is a very complex program, you probably already know enough to be able to use it for simple document preparation. The most important things to remember are as follows:

❑ To start a new document, press C at the Disc Management Screen, type in a name for the new document, and then press ENTER.

- Don't press [RETURN] at the end of every line; only press it when you need to start a new paragraph.
- Use the cursor keys and the [←DEL] and [DEL→] keys to make any necessary corrections.
- When the document is complete, press [EXIT] to leave it, and select the appropriate option from the menu depending on whether or not you want to print the document yet.

More about Discs

In this chapter you will learn about some of the most important skills that you need to look after your discs and the files on them. Although you are probably anxious to learn more about the different facilities which LocoScript offers for producing more complex and sophisticated documents, disc 'housekeeping' is an essential skill which you should learn as soon as possible; unless you learn it, you will lose your files, or — even worse — erase them accidentally.

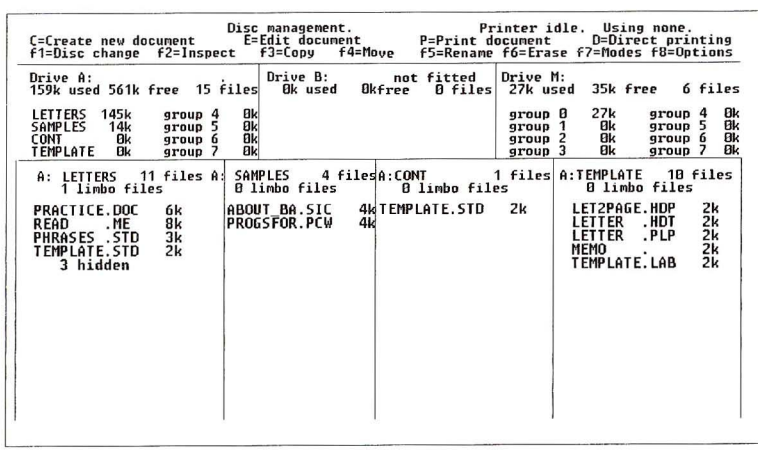
The full range of skills which you need to acquire is as follows:

- ❑ Copying document files from one disc to another.
- ❑ Erasing any files that you don't need any more.
- ❑ Printing documents directly from the disc without displaying them on the screen first.
- ❑ Identifying the contents of a file without loading the whole file into the computer.

Back to the Disc Management Screen

As its name suggests, the Disc Management Screen is the key to disc housekeeping. Turn your PCW on and insert your LocoScript Start of Day disc into the drive in the usual way so that we can take a detailed look at some of the features of this very important screen.

In Chapter 2 we saw that immediately under the Information Lines on the top of the Disc Management Screen are three rectangular boxes headed with the names of the three 'standard' disc drives, Drives A, B and M. As supplied, the PCW9256 only has one real drive and the 'internal' Drive M fitted, and so the box headed `Drive B:` will be empty.



Bytes and kilobytes

Among other details, these rectangular boxes contain brief details of how much space is spare on each disc, measured in **Kilobytes**, abbreviated to **K**. One **byte** is the amount of space required to store a single character — a letter of the alphabet, for example, or a single number — and a kilobyte is equal to 1024 characters, rather than 1000 as you would probably expect. You are also told how many files are

stored on the disc and how much disc-space is currently unoccupied ('free'), also measured in Kilobytes.

Don't worry if bytes and kilobytes mean nothing to you at the moment; very soon you will be able to judge whether a particular disc has enough room left on it to hold a new document, and this is the only practical point you need to be concerned with. A useful rule of thumb is that a typical A4 page of continuous text written using single-line spacing occupies approximately 4K of memory.

The group columns

In the group columns which occupy most of the Disc Management Screen are listed the names of all the files on each drive, including Drive M; this listing is called a **catalog**. The catalog columns displayed on your screen may contain different files from those shown on the previous page, but this doesn't matter.

In each group the files are listed in alphabetical order together with an indication of their size. File size is always given in whole kilobytes, and even a file containing only a couple of characters still needs a full kilobyte of storage space.

Limbo files

At the head of each column is a statement about the number of **Limbo files**. These are files which you have deleted but which are still kept on the disc 'out of sight' in case you change your mind about deleting them and decide that you want them back after all.

Whenever you delete a file, LocoScript simply puts it into Limbo; then, as the disc gradually fills up, it begins to discard the Limbo files as the space they occupy becomes needed for something else. The lesson here is that if you have deleted a file without meaning to, you should lose no time in recovering it out of Limbo, as otherwise it may disappear for good; we shall show how this is done on p 3-10.

Erasing files for security reasons

Because there are occasions when it is necessary to remove Limbo files before LocoScript gets round to throwing them out — they might contain confidential information which you wouldn't want other people to resurrect, for instance — LocoScript offers an Erase facility which makes file-recovery impossible.

One other word of warning about Limbo files: they are unique to LocoScript and LocoScript 2. If you use your PCW9256 to run other programs such as spreadsheets and databases, don't expect to be able to delete your files and later change your mind and recover them.

Hidden files

At the foot of some of the columns on the screen you may see a reference to **hidden files**. These are special program and data files which are used by LocoScript. You can't edit these special files with a word processor, and if their names were shown on the screen they would merely clutter up the catalog to no purpose. However, their names can be revealed if you particularly wish; this is described on p. 3-12.

Moving the highlight bars

The first step in editing or printing a file which already exists (and whose name is therefore displayed in one of the catalog columns on the Disc Management Screen), is to put the lower highlight bar onto the appropriate file-name, using the cursor keys.

The upper highlight can be moved directly from one group to another by pressing the appropriate cursor key while holding down [SHIFT] at the same time.

As you move either of the highlight bars around the screen, the other bar flies automatically to an appropriate position. For example, if you put the lower highlight over one of the files in group 1 of Drive A, you will see that the upper highlight bar has jumped to the Drive A box just under the Information Lines. If you move the upper highlight bar to a

group which has no files in it, the lower highlight will lie vertically along the dividing line that separates two columns.

Control keys

All actions involving the Disc Management Screen are started by pressing one or other of the keys listed on the Information Lines (or [PTR] to enter the Printer Control State).

Because LocoScript is so complex, and because the various keys have different functions at different times in the course of a word processing session, choosing the right control key for any given purpose can be rather confusing until you have become familiar with the program. However, there are some important safeguards which greatly reduce the chances of an accidental error ruining your work.

- If you press a completely wrong key — one that isn't listed on the Information Lines at all — the computer will merely beep at you to warn you that your action has been ignored.

- Before any files are altered or erased, a check menu appears requesting confirmation.

- Pressing the [CAN] key will CANcel the effect of any control key which you may have pressed in error, or which you have changed your mind about.

Some of the keys which you can press are ordinary letter keys — [E] for Editing a file, for instance, or [C] to Create a new document — but often you will be using the special Function Keys.

The [f2], [f4], [f6] and [f8] menus are reached by holding [SHIFT] down and tapping the appropriate key at the same time; thus for [f6], for instance, you would press [SHIFT] and [f5].

The Function Keys

Because the names given to each Function Key at the top of the Disc Management Screen are a bit on the cryptic side, we shall now take a

quick look at some of the tasks they perform. This isn't actually an exhaustive list of everything that the Function Keys can do, but rather a description of the most commonly-used options.

Remember too that this list applies only to the way the Function Keys are used from the Disc Management Screen; on the Editing Screen, the various Function Keys have different meanings.

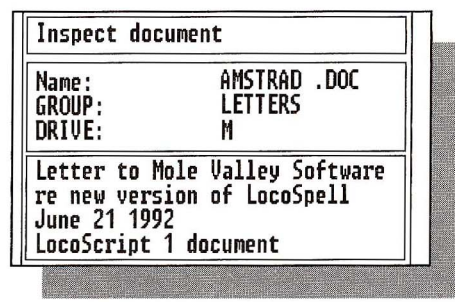
Function Key [f1] — Disc change

You should never take the disc out of the disc drive when LocoScript is editing or printing a document. The only time you can change the disc is when the Disc Management Screen is displayed, and even then you must inform the program of what you have done by pressing [f1]. This is called **logging in** the disc. If you forget to do this, LocoScript may not understand that it is dealing with a new disc, and thus lose track of your files, possibly with serious consequences.

Function Key [f2] — Inspect

This key enables you to examine the contents of a document without having to display the whole file on the screen.

Place the lower highlight bar over the name of the file you are interested in and press Function Key [f2] followed by [ENTER], and a brief description of the file will appear. We shall see how to create and edit this information in Chapter 4.



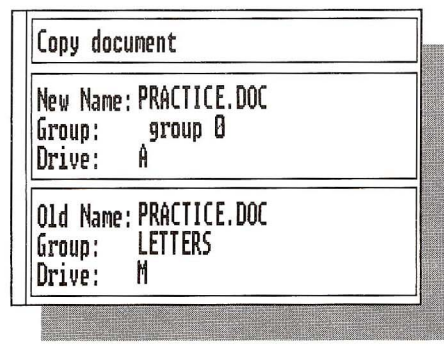
When you have read what the text says, clear it by pressing either [ENTER] or [CAN].

Function Key [f3] — Copy

This key is used to copy any file from one directory column to another, or from one disc to another.

To copy a file to a different group on the same disc, place the highlight bar over the file you want to copy and press [f3]. The message `Pick destination Group and Drive using cursor keys then press ENTER, or CANCEL to abandon` will appear at the top of the screen.

Move the highlight bar to the group and drive to which the copy is to be made and press [ENTER]. When you have done so, this check menu will be shown.



This has the twin purposes of allowing you to confirm that you want the copying to take place and of giving you an opportunity to assign a different name to the file which is being copied.

Should there be another file in the destination disc and group which has the same name as the file you are copying, you will be warned of the situation and asked if you want to replace the old file with the new one, give the new file a different name, or abort the whole operation.

The original file is not affected by making a copy of it.

Copying a file from one disc to another is a little more complicated. The procedure for doing this is as follows:

❑ Copy the file from the 'real' disc to one of the Drive M columns.

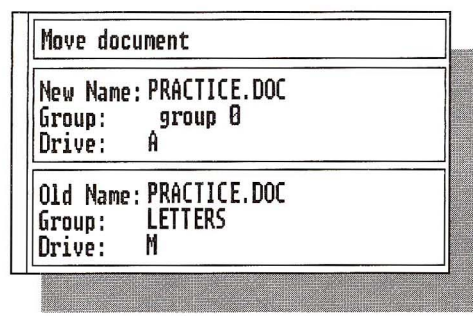
- ❑ Remove the disc from Drive A, and insert the disc onto which you want the copy to be placed. This disc must be write-enabled.
- ❑ Press Function Key [f1] to tell LocoScript that you have changed discs.
- ❑ Copy or Move the file from Drive M onto the new disc.

Function Key [f4] — Move

Moving a file is very similar to making a copy, except that the original file is deleted as the move is carried out. The disc must be write-enabled; if you are moving a file from one disc to another, both discs must be write-enabled as it isn't possible to move a file to or from a write-protected disc.

To move a file to a different group on the same disc, place the highlight bar over the file you want to move and press [f4]. You will be prompted to `Pick destination Group and Drive using cursor keys then press ENTER, or CANCEL to abandon.`

When you have done so, you will be shown this menu. If the details on it are correct, tap [ENTER] to accept them. If you wish, you can also assign a different name to the file which is being copied.



Should there be another file in the destination disc and group which has the same name as the file you are moving, you will be warned of the situation and asked if you want to replace the old file with the new one, give the new file a different name, or abort the whole operation.

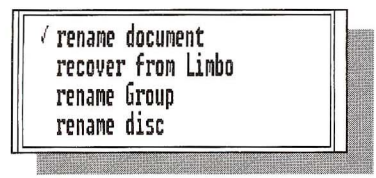
Moving a file from one disc to another is a little more complicated. The procedure for doing this is described on the following page:

- ❑ Move the file from the 'real' disc to one of the Drive M columns. The source disc must be write-enabled.
- ❑ Remove the disc from Drive A, and insert the disc onto which you want the move to be placed. This disc also must be write-enabled.
- ❑ Press Function Key [f1] to tell LocoScript that you have changed discs.
- ❑ Move the file from Drive M onto the new disc.

Function Key [f5] — Rename

This key pops down a menu which lets you carry out three important actions:

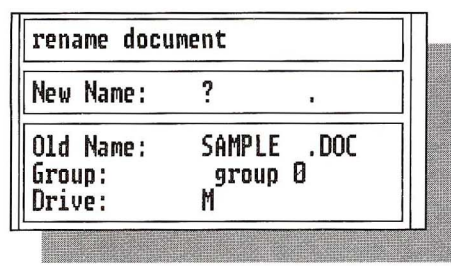
- ❑ Renaming a document
- ❑ Recovering a file from Limbo
- ❑ Renaming a group
- ❑ Renaming a disc



Renaming a document

The `Rename document` option lets you give a different name to any document file. The disc must be write-enabled; it isn't possible to rename a file on a write-protected disc.

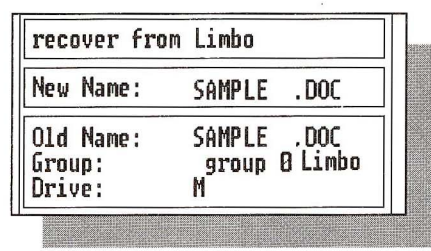
Place the highlight bar over the name you want to change, then press Function Key [f5] and select `Rename document`. You will be shown this menu.Type the new name in the slot at the top, and press [ENTER] when you have finished.



Recovering a document from Limbo

Before you can recover a file from Limbo, you must first use Function Key [f8] as described below to display its name on-screen.

Then put the lower highlight bar on the name of the file you wish to recover. Next, press Function Key [f5] and move the highlight bar down to the `Recover from Limbo` option. This menu will be shown.



You can't have two files with the same name in the same group, so if a file of the same name as the one you want to recover already exists in that group, you must type in a new name and then press [ENTER].

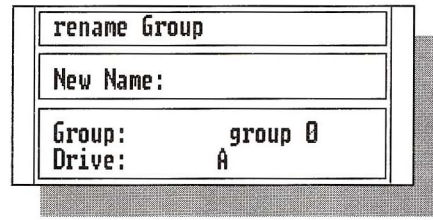
Renaming a group

The LocoScript group system enables you to keep similar documents together. By giving a suitable name to each group, you can help yourself to keep to an orderly system for looking after your files.

This may not seem very important at first, but after a year or two you may well end up with literally hundreds of files on disc, and you will find it enormously helpful if you have placed everything in sensibly named groups from the first.

To rename a group, put the upper highlight bar over the name of the group that you want to change, then tap Function Key [f5] and select the `Rename Group` option.

The menu shown on the next page will be displayed. Type the new group name into the slot; group names can be up to 8 characters in length.



'Empty' groups — those which contain no files at all — aren't allocated a column on the screen; if you steer the upper highlight bar onto the name of an empty group, the lower highlight bar will sit on the line dividing two groups which *do* have files in them.

You can create a file in an empty group — or copy or move files into an empty group — in the usual way, except that you will have to pick out the group with the upper highlight bar instead of the lower one. Remember that to move the upper bar you must press [SHIFT] at the same time as the cursor keys.

Function Key [f6] — Erase

This key lets you remove a file from the disc. The disc must be write-enabled; it isn't possible to erase a file from a write-protected disc.

To use this option, place the lower highlight bar on the file you want to erase, press Function Key [f6] to pop down the Erase Menu, and then press [ENTER] to confirm the operation.

Once a file has been erased in this way, it stays on the disc but is classed as a Limbo file. Remember that Limbo is not a permanent home for files; as the disc fills up, the files in Limbo are erased to make space for new material, with the oldest files being thrown away first. The names of Limbo files can be displayed using Function Key [f8], and the files themselves can be recovered from Limbo with Function Key [f5].

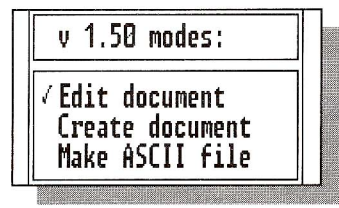
Limbo files can't be directly edited or read with LocoScript, even if their names have been displayed with Function Key [f8] as shown below; they must be recovered from Limbo first.

Security deletion

To completely remove a file from the disc — perhaps because the contents of it are confidential and you don't want anyone else to recover and read it — you should first erase it with the Erase file facility, thus sending it to Limbo, then display the Limbo files and erase the same file all over again. Once you've done this, the file has disappeared for good, so make sure that you really do want to get rid of it before it's too late.

Function Key [f7] — Modes

The Modes Menu provides an alternative way of Creating and Editing a document; instead of pressing [C] to Create a document, for instance, you could press [f7] and then select the Create document option from the Modes Menu.

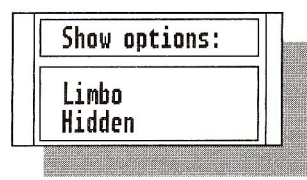


The `Make ASCII file` option will be described in Chapter 15.

Function Key [f8] — Options

This key is used to reveal Hidden and Limbo files in their appropriate columns.

Tapping Function Key [f8] pops down the Options Menu.



Place the highlight over the option you want and press the [+] key. A tick will appear by the option you have selected, and when you press [ENTER], the catalog will be updated to show hidden or Limbo files as appropriate. If you want, you can show both hidden and Limbo files at the same time.

You can conceal hidden and Limbo files by carrying out the same procedure except that this time you should press [-] instead of [+]; this will remove the tick from the side of the appropriate option in the menu, and when you tap [ENTER], the catalog will be updated with the Limbo or hidden files again concealed.

Although there's nothing to stop you from having the names of Limbo and hidden files permanently displayed, it's a much better idea to leave them concealed unless, for example, you want to recover or delete a Limbo file. In this way you will avoid cluttering up the Disc Management Screen with unnecessary detail.

Different kinds of disc

The original LocoScript distribution disc contains both the LocoScript program and some other files which the program sometimes needs to use. The copy of this disc which we showed you how to make in Chapter 1 contains not only these files but also any document files which you have created and saved there.

If you were to put a copy of the LocoScript program on every disc, it would take up a lot of unnecessary space. Although the capacity of the discs is quite adequate for most purposes, there's no point in filling them up with unnecessary copies of LocoScript.

The best solution is to have two different types of disc. In this way, you can start a word processing session by loading the LocoScript program from a disc containing it, and then remove that disc and replace it with another which has only document files on it. There is nothing to prevent you from doing this, for once the program has been loaded, it isn't required again until the computer is reset or switched off and restarted.

A disc which has the LocoScript program and its various associated files on it is called a **Start of Day Disc**; you have already made a copy of the LocoScript program disc, and you can use this as your Start of Day Disc. A disc which has only document files on it is called a **working disc**.

To make a working disc, first format a new disc with the CP/M DISCKIT program described in Chapter 1. Then write the name of the disc on the paper label, and return to LocoScript.

Next, decide how many groups you want to have on the new working disc, and what names you will give them. Remember that each group should really comprise documents which are in some way similar; when we look at group templates in more detail in Chapter 13, we shall see that it can be very helpful if the each group contains documents that are physically similar to one another — using the same size of paper for example.

Use [SHIFT] and the cursor keys to highlight the group you want to rename and then press Function key [f5].

When the group has been renamed you can then if you wish use Function Key [f3] to copy any document files which you have already created and stored on the LocoScript program disc onto the new working disc.

Using the Start of Day Disc and the working discs

To begin a word processing session, boot the computer in the usual way with the Start of Day Disc. When the Disc Management Screen appears, take the Start of Day Disc out of the drive and put it away safely. Replace it with your working disc, pressing [f1] to log it in. The details of the files stored on the working disc will then be shown on the Disc Management Screen.

To open a new file, choose which group it is to be kept in and place the lower highlight bar anywhere in that group. If the group does not have any files in it, you will have to use [SHIFT] and the [↑] and [↓] keys to move the highlight bar at the top of the screen onto the group you want. Then press [C] to Create a new document. The computer will suggest a name for it, but you can alter this if you want.

The Disc Management Screen will clear and you will be presented with the Editing Screen on which you can create your new document. When you have finished writing and correcting your work, press [EXIT]; you will be offered a range of options, one of which is to print your work and to simultaneously save it on to disc.

Saving documents while working

One problem which you may experience is that just as you are getting a document somewhere near perfection, there is an unexpected power cut or you make some inexplicable blunder and manage to lose everything you've written.

Although nothing will get your work back if this happens, you can avoid ever getting into this mess by regular use of the `Save and Continue` option of the Exit Menu while you are editing or creating a document. This simply stores the current version of the document on disc and then lets you continue working with it.

We were brought up on the principle of Saving and Continuing at least every half-hour, but a more sensible approach is to ask yourself how much work you wouldn't mind re-keying and to use that as a guide. For instance, if you don't mind retyping an hour's work, use `Save and Continue` once an hour; if you don't ever want to have to re-enter more than a page of text, then `Save and Continue` at the end of every page. The whole process only takes a few seconds anyway, and will certainly save you very much more time than that when something goes wrong.

It should be added that this is the sort of good advice which everyone can see the point of, but which few people trouble to take until they themselves have become the victims of a lost file. Take heed, and don't be caught out yourself!

Printing from the Disc Management Screen

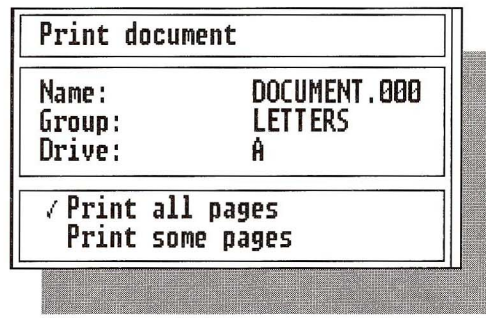
There is no need to display a document on-screen before printing it out; instead you can print any disc file directly from the Disc Management screen using the P (for Print) command.

The follow these steps:

❑ Load paper into the printer as described in Chapter 2.

❑ Press [EXIT] to leave the Printer Control State.

❑ Put the lower highlight bar on the name of the file you want to print.



❑ Press [P] (for Print document). The Print Document Menu will be shown. This allows you to specify the number of copies you want to print, and whether you want to print the whole document or only a part.

❑ Press [ENTER] to start the printing.

Summing up

This Chapter and Chapter 2 together contain between them all the basic information you need to use LocoScript reliably. Because there are so many different things that you need to remember, keep the manual open beside the computer while you work, and keep referring to it when you get stuck, or whenever you get an uncomfortable feeling that something's going wrong.

The most important points to remember are these:

❑ You must *never* change discs except when the Disc Management Screen is displayed, and you must then press Function Key [f1] to 'log in' the new disc.

❑ Save and Continue frequently while you're working.

❑ Whenever you put paper in the printer, you will have to press [EXIT] to get back from the Printer Control Screen before you can get on with editing, saving or printing your work.

4

The Emphasis and Style Menus

In this chapter you will learn how to improve the presentation of your work by including special enhancements such as underlining, bold and italic type. These features are controlled by two menus, the Emphasis Menu popped down by Function Key [f3] and the Style Menu controlled by Function Key [f4].

You will also learn how to place `(UniT)` codes in your documents to help you find your way round them during editing sessions.

Finally, you will learn how to create an Identity Text by which you can identify your documents from the Disc Management Screen.

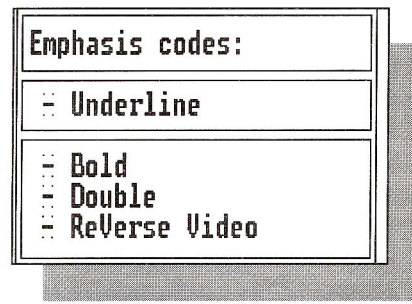
Emphasis tutorial

To see how to add simple enhancements to your work, start up your PCW9256 computer with your LocoScript Start of Day disc. Then press [C], followed by [ENTER], to create a new document, giving it the name ENHANCE.DOC.

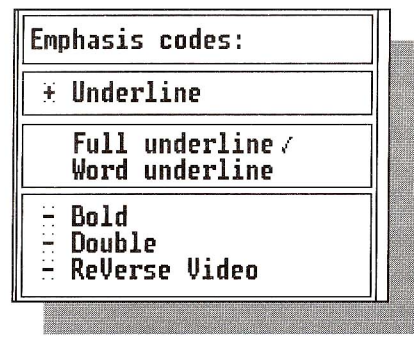
When the Editing Screen appears, type in the following fragment of text:

```
This is a simple example to show how
```

Now tap Function Key [f3]. The Emphasis Menu shown here will appear.



The highlight bar should already be on `Underline`. Press the [+] key. A '+' will appear by the word `Underline` to show that this option has been selected, and the menu will expand like this:



We want full underlining — that is, the spaces will be underlined as well as the words — so check that `Full underline` is highlighted and press [ENTER].

The Emphasis Menu will disappear from the screen. Now type:

```
underlining and other features work.
```

As you enter these words, they will appear underlined on the screen; they will also be underlined when the document is printed out, of course.

When you reach the end of the sentence, turn off the underlining. To do this, pop down the Emphasis Menu once more, move the highlight bar to `UnderLine` again and press the [-] key. The '+' by the prompt `Underline` will be removed.

Anything else which you now type at the end of the document will appear as plain text, without any underlining.

How do enhancements work?

When you select a feature from the Emphasis Menu by highlighting it and then pressing [+], LocoScript inserts an invisible code into your document. The effect of this code is to make any new text which you subsequently type in take on the characteristics specified by that code.

In the same way, deselecting a feature by popping down the Emphasis Menu, highlighting it and then pressing [-] instructs LocoScript to put a second code into your work. This time, the code turns the enhancement off, so any text which follows that second code will be plain rather than enhanced.

Although these enhancement codes are normally invisible, you can force them to appear on the screen if you wish; we'll describe this later on. The enhancement codes are never printed out with the rest of your document, of course.

Quick tip

A faster way of selecting or deselecting any feature from the Emphasis Menu is to put the highlight bar on it and then tap the space bar instead of the [+] or [-] key. This **toggles** the feature; that is, if it was previously turned on (and thus marked with a tick), it will be turned off; if it was previously turned off, it will be turned on.

Emphasis Menu Options

The complete range of enhancements available at the Emphasis Menu is shown on the next page:

❑ *Underlining* When this option is selected, both the words and the spaces between them are underlined, and the underlining is shown both on-screen and when the material is printed. A point to be aware of is that if full underlining is used for a passage of text which continues beyond the end of a line, it will appear on screen as though the underlining extends into the space following the last character on the line. Don't worry about this; when the document is printed the underlining will end correctly.

❑ *Word underlining* Word underlining causes the words to be underlined but leaves the spaces between them plain. The effect is shown both on-screen and when the work is printed.

❑ *Bold* Bold characters look **like this**; this is done by moving the print-head fractionally to the right during printing and then restriking the characters. Bold characters appear normal on-screen.

❑ *Double* The characters are struck twice with the print-head in the same position, making them appear darker. Double-strike characters look normal on-screen.

❑ *Reverse video* Reverse video causes the characters and background-colour to be interchanged. This effect is shown only on-screen, and does not affect the printing. You might use it to highlight words which you want to remind yourself to change during a future re-edit, for example.

The Style Menu

Tapping Function Key [f4] pops down the Style Menu, printed on the next page. The enhancements available from this menu are as follows:

❑ *Italics* Italic characters look *like this*. To insert them into your text, use exactly the same technique as for bold and double-strike characters described above. Italic characters look just like ordinary characters on-screen.

❑ *Half height characters* When you select this option, you will be given a further choice between *superscript* and *subscript*. These are characters which are printed slightly raised or lowered relative to the ordinary characters. They are used in printing expressions such as H_2O (subscript) and πr^2 (superscript). Superscripts and subscripts are shown on-screen as ordinary characters. They are printed as half-size characters raised or lowered by about half the height of one line.

❑ *Altering character pitch* This option allows you to change the size of the characters. This is described in more detail later on in this chapter.

Enhancements and the Information Lines

If you compose text with any of the enhancement options selected (except underline, which is self-evident) a note is shown on the Information Lines. The reason for this is that it is very easy to turn a particular feature on and then forget to insert the corresponding code to turn it off; it can be very annoying to leave the printer churning out a long document and then to find when you come back that half of it has been printed in italics because you had at some point forgotten to insert the necessary code to deselect italic type.

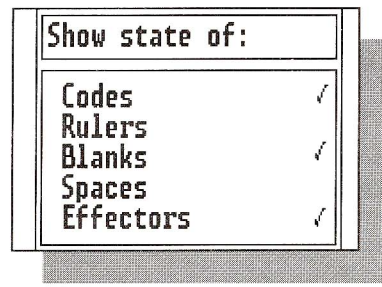
LocoScript Codes

All the LocoScript enhancements we have looked at so far are controlled by matched pairs of codes; one code turns a feature such as underlining or bold type on, and a different code turns the feature off.

Most of the time these codes are invisible. However, you can force the special codes and other symbols to appear if you wish, using the Show Menu printed on the next page. This is controlled by Function Key [f1].

Making the codes visible

To reveal the codes that control underlining, touch Function Key [f1] to pull down the Show Menu. `Codes` is the top option on the menu, so make sure that it's highlighted and then tap the [+] key and press [ENTER] and any underline codes you have already entered will appear on-screen. The *underline on* code is shown as `(+UL)` and the *underline off* code appears as `(-UL)`.



(The last line of the Show Menu refers to **Effectors**; these are LocoScript formatting characters, such as the '↵' symbol which marks a press of the [RETURN] key.)

When codes and effectors are made visible, the lines in which they appear may expand until they no longer fit between the margins; despite this, no relaying will be done. This is because LocoScript always ignores the space taken up by these symbols when working out where a line should be broken.

Underlining text already entered

To underline a section of text which has already been written, simply place the cursor at the point where the underlining is to begin, select `Underline` from the Emphasis Menu as already described and confirm it with [ENTER].

Then move the cursor to the last character to be underlined, call up the Emphasis Menu again, deselect the `Underline` option with the [-] key and press [ENTER] again.

Although the necessary codes to turn the underlining on and off have now been inserted — as you can check for yourself by using the [f1] Show Menu to make `(+UL)` and `(-UL)` visible on-screen — the underline won't actually be shown until your work has been relayed,

either by pressing the [RELAY] key or by taking the cursor beyond the end of the paragraph.

Removing enhancements

If you want to remove an enhancement which has already been applied — to 'de-underline' a passage which was previously underlined, for instance — you must first make the codes visible on-screen by selecting `Codes` from the Show Menu. The `(+UL)` and `(-UL)` codes can then be deleted in more or less the usual way: place the cursor immediately after the code you want to delete and press [←DEL], or immediately before the code and press [DEL→]. You only need to press the appropriate delete key once, as LocoScript treats each code as if it were a single character regardless of how much space it occupies on-screen.

Combining styles

In general you can use several enhancements from the Emphasis and Style Menus simultaneously; for instance, text can be both italicised and underlined.

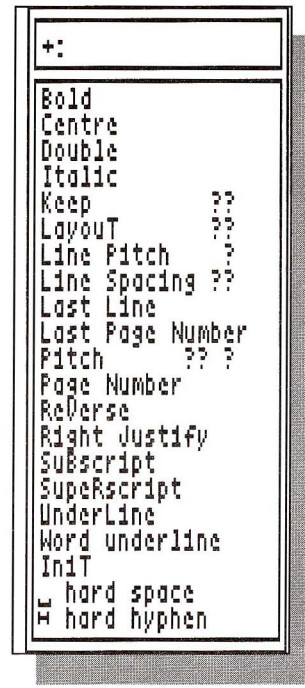
The exceptions to this rule are quite straightforward; Superscript and Subscript are mutually exclusive, and so are *Underline* and *Word underline*. LocoScript automatically prevents you from choosing such impossible combinations.

Some useful short cuts

So far, we've selected features from the Emphasis and Style Menus by pressing Function Keys [f3] or [f4], scanning the menu, and then selecting the feature we want by highlighting it and then either pressing the [+] key or the space bar, and then confirming the choice by tapping the [ENTER] key; and we've later deselected the feature by following the same procedure, except for pressing the [-] key instead of [+].

However, once you have got used to the LocoScript commands, you can quicken things up with some useful short cuts. This is done using two menus which we have not yet seen, the Set and Clear Menus; the Set

Menu is used to turn a feature on and the Clear Menu to turn a feature off.



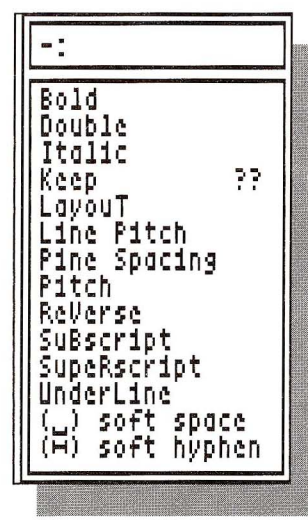
These menus contain several options which we haven't yet met; they will all be introduced in later chapters.

To pop down the Set and Clear Menus, press [+] (for the Set Menu) or [-] (for the Clear Menu) and wait for a couple of seconds. The appropriate menu will drop down from the Information Lines.

Quick tip

To speed things up even more, after pressing [+] or [-], tap the key bearing the number [2] located in the middle of the cursor-key cluster and the appropriate menu will be displayed instantly. This key is called the **help key**.

Picking items from the Set and Clear Menus



To select an enhancement from either menu, move the highlight bar to the appropriate line and then press [ENTER]; the [+] and [-] keys are not used on either the Set or the Clear Menu.

For instance, to insert a `(+UL)` Code into your work (to turn underlining on) you would carry out these steps:

- ❑ Press [+] to pop down the Set Menu, and wait until the menu appears.

❑ Take the highlight bar down to `UnderLine`.

❑ Press [ENTER].

To insert a `(-UL)` Code (to turn underlining off) you would do this:

❑ Press [-] to pop down the Clear Menu.

❑ Take the highlight bar down to `UnderLine`

❑ Press [ENTER].

Quick tip

Once you are thoroughly familiar with LocoScript you can dispense with the menus altogether. To see how the trick is done, pop down either the Set or Clear Menu and look at it closely. You will notice that the names of the various options contain one or more capital letters — `Bold` or `UnderLine` for instance. This is done to inform you of the special **command letters** which you can use to call up any feature very quickly.

You can select any code without going through the menu system at all once you know what the command letters are for the enhancement you want to use. For instance, you can insert the code `(+B)` for bold type like this:

❑ Press the [+] key

❑ Without waiting for the Set Menu to appear, press the appropriate command letter — in this case [B].

In the same way, you can insert the code `(-B)` to turn Bold type off like this:

❑ Press the [-] key.

❑ Press the command letter — for bold text this is [B].

This fast way of choosing a menu option is called **shorthand**. In the next few chapters you will meet other options which can be speeded up in the same way.

If you happen to forget the correct command letter, don't worry; when the Set or Clear Menu appears, you can either remind yourself of the correct command letter and then just press it, or you can pick the correction option with the highlight bar and [ENTER] as described earlier.

Some enhancements use more than one shorthand keystroke. For instance, the command letters for underlined text are [U] [L]. Thus to insert the code `(+UL)` you would follow these steps:

❑ Press the [+] key.

❑ Press the command letters [U] [L].

The choice is yours

As you can see, most of the features that we have described in this chapter can be selected or deselected in several different ways:

❑ You can pop down the Emphasis or Style Menu as appropriate with Function Key [f3] or [f4] and then use whatever combination of the highlight bar, the [+] or [-] key and [ENTER] is required.

❑ You can press [+] or [-], followed by the help key if you want to hurry things up a little, and call down the Set or Clear Menu; then choose the option you want with the cursor keys or by pressing the command letters, and confirm your choice with [ENTER].

❑ You can dispense with the menus altogether by pressing [+] or [-] and the necessary command letters. This Shorthand technique is the fastest way of inserting enhancement codes.

At first, you will almost certainly find it easier to use the function keys and their menus; however, as you become more familiar with the program and develop your own habits with LocoScript, you will

increasingly find it quicker and simpler to use the 'no menus' approach, at least for those commands which you need most frequently.

The only important rule is that you should find a method which you are comfortable with; there is no single 'right way' to produce a particular effect.

Changing character pitch.

Character pitch refers to the width of the characters which your printer produces and how close they are printed to each other. The available widths are as follows:

- 10 pitch (10 characters per inch), often referred to as Pica.
- 12 characters per inch (12 cpi), often referred to as Elite.
- Proportional spacing, in which more space is allowed for wide characters such as 'W' and 'M' than for narrow ones such as 'i'. Proportional spacing averages out at about 12 cpi.
- 15 pitch.
- 17 pitch.
- Each pitch is available in both normal and double width.

How to change the character pitch

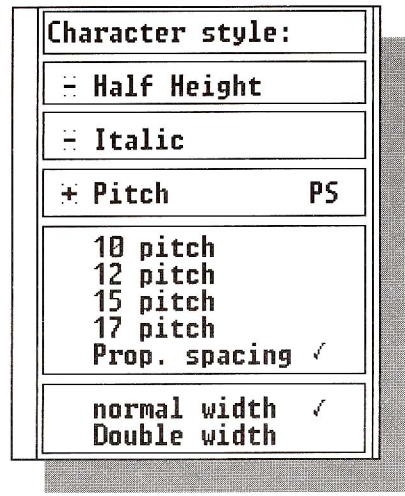
To change the character pitch, put the cursor at the point at which you want the new pitch to apply, and then press Function Key [f4] to pop down the Style Menu. Then proceed as follows:

- Use the [↓] key to move the highlight bar to the word `Pitch` and press [+].
- The menu will expand as shown on the next page.

- Move the highlight bar down to the pitch you want and press [+]; a tick will appear by the side of that pitch to show that it's been selected.

- If you want to change from normal to double width or *vice-versa* move the highlight bar down to the option you want and press [+].

- Press [ENTER] to confirm your selection.



Character pitch and margin settings

If the character pitch you use is different from the default size set for your document, your work on-screen may not match the margins. The section on 'scale pitch' in Chapter 11 explains this more fully, but for the moment you only need to know that if you use a narrower character pitch, like 15 or 17 cpi, your text will overflow the right margin on-screen; conversely, if you use one of the double-width sizes, the lines on-screen will stop well short of the apparent margin.

However, your work will always be printed correctly. Even if you set really difficult jobs like asking for a line which contains different type-widths and pitches to be printed centred, this will be done correctly and automatically; this is by no means true of many other word processing programs.

Printer codes

Different type-pitches are marked by codes which are inserted into the text at the point where a different size is selected. For example, proportional type is shown as `(+PitchPS)` and double width 17 cpi is shown as `(+Pitch17D)`. If you change your mind about a change in

character pitch, make the codes visible with the Show Menu (controlled by Function Key [f1]) and then remove them with [←DEL] or [DEL→].

Finding your way around long documents

It is surprisingly easy to get lost when handling long documents, despite the listing of page and line numbers on the Information Lines. To help you find your way around, and especially to help you to jump quickly to sections of your work, LocoScript provides special 'Unit' codes which function as electronic bookmarks.

To insert one of these markers, either select `UniT` from the Set Menu or use the shorthand [+] [U] [T]. An invisible `(UniT)` code will be inserted into the text; if you want, this can be made visible with the Show Menu in the usual way.

`(UniT)` behaves as though it had a ↵ code included in it, so don't insert (UniT) into the middle of a line unless you want it to be broken at that point.

Use the `(UniT)` code whenever you begin a new section of your work, or if you want to mark a particular place so that you can easily return to it. For instance, you may be doing some editing work in the middle of a long document when you decide that you need to check the contents of another file. Before leaving the document on which you are working, place a `(UniT)` marker at the spot where you are working so that when you have finished checking the other file you will be able to return directly there.

Because `(UniT)` is ignored at print-time, there's no need to go through your work stripping out the markers before making a hard copy of a file.

Searching for (UniT) codes

To jump to the next `(UniT)` code in a document, simply press the [UNIT] key; to jump to a `(UniT)` code higher in the text, press [ALT]/[UNIT]. The text will scroll up or down the screen, depending on the direction of the search; if no `(UniT)` code is found, the cursor will be taken to the top or bottom of the document as appropriate.

Last but not least...

When you open any new document which you expect to keep a copy of even semi-permanently — no matter how short it may be — it's a very good idea to give it an 'identity text' — that is, a short note about the contents of the document that you can then look up from the Disc Management Screen as we showed in Chapter 3. This is one of those little extra chores that can easily be forgotten, but it really does make life easier when you are hunting for a particular document six months later and can't for the life of you remember what you called the file.

Begin at the Editing Screen by popping down the Modes Menu with Function key [f1]. Move the highlight bar down to `Edit identify text` and press [ENTER]. The Edit Identity Text Menu will appear on the screen.

Using the cursor keys to move between lines, you can compose up to three lines of thirty characters apiece of information about the document on which you are working.

The three lines are treated as separate slots, so there is no word-wrap between them. Move down from one line to the other by pressing [RETURN] or by using the cursor keys, and tap [ENTER] when you have finished. When you save the document on disc, the identity text you have just created will be saved along with it.

Summing up

The careful use of enhancements can make your documents much easier and more interesting to read, and LocoScript makes it very easy to insert the effects which you need.

Try out the various techniques which are described in this chapter until you are comfortable with them and understand exactly how they work. In particular, be sure that you know how to remove effects once they have been inserted, by making the codes visible with the [f1] Show Menu and then deleting them as if they were ordinary characters.

Use `(UniT)` markers, especially in long documents, to help you find your way through them easily.

Justification and alignment

In Chapter 4 we looked at ways in which text could be enhanced by changing the characteristics of characters — by underlining them or emboldening them, for example.

LocoScript also makes it possible to change the way in which individual lines of text are set out on the page, by centring them or moving them flush against the right margin. These features are controlled through the Lines Menu, which is called down by pressing Function Key [f5].

We shall also see how to create fully justified text, in which both margins are flush.

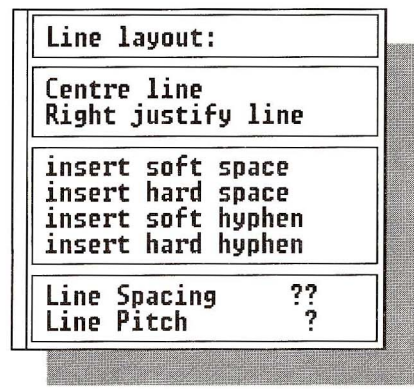
Using the Lines Menu

As its name implies, the Lines Menu controls several aspects of the ways in which individual lines of text are laid out. In this chapter we shall only use a small part of its power. Specifically, we are interested only in the two features shown at the head of the Lines Menu:

- Centre line
- Right justify line

Centring lines

If you have ever sat at an ordinary typewriter counting the number of characters in a line that had to be centred, you will appreciate how useful it is that LocoScript can centre whole or part lines automatically and with absolute accuracy.



To do this, LocoScript inserts a code into the text, and whatever else occurs in the same line *and to the right of the code* is automatically centred between the margins.

Like the Emphasis and Style Menu codes which we described in Chapter 4, the Centre code can be made visible by using the Codes option of the Show Menu. When this is done, the code appears as `(Centre)`.

To see how this works, call up the letter which you created in Chapter 2; we are going to centre each line of the return address. To do this, proceed as follows:

- ❑ Make sure that the cursor is at the very beginning of the first line.
- ❑ Press Function Key [f5] to pop down the Lines Menu.
- ❑ The option `Centre line` is highlighted; press [ENTER] to accept it.
- ❑ Work down the remaining lines of the return address in the same way.

If you want to centre text which hasn't been written yet, select the `Centre` option as described above, and then type in the text. Most of

the lines that you will want to centre will be quite short — they'll probably be titles, addresses, headings and the like — and you will probably end them by pressing the [RETURN] key.

You can also centre just a section of a line; as long as the `(Centre)` code is positioned to the left of the portion of the line that you want to centre, LocoScript will do its best to place the material central between the margins.

Cancelling centring

If you set a line to be centred and then change your mind about it, you can delete the code in the same way as you deleted the codes created by the Emphasis and Style Menus; that is, make the code visible by pressing Function Key [f1] to reveal the Show Menu and then delete the code with either the [←DEL] or the [DEL→] key.

Right justification

When a line is **right justified**, the left margin is left ragged while the right margin is flush, like this:

Left-flush text: This text has been printed in the ordinary left-flush manner. The left margin is straight and the right margin is ragged.

Right justified text: This text has been right justified. The left margin is therefore printed ragged and the right margin is straight.

To right justify a line, proceed as follows:

❑ Make sure that the cursor is at the very beginning of the line.

❑ Call down the Lines Menu with Function Key [f5].

❑ Move the highlight bar to `Right justify line` and then press the [ENTER] key to select this option.

❑ The code `(RJust)` will be inserted into the text and everything that follows this on the same line will be moved against the right margin.

Cancelling right justification

If you set a line to be right justified and then change your mind about it, you can delete the code by making it visible with the [f1] Show Menu and then deleting it with either the [←DEL] or the [DEL→] key.

Full justification

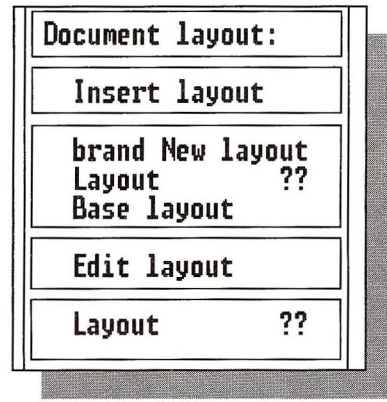
Perhaps the most interesting effect which you can obtain with LocoScript is full justification, where both margins are even. This is

Unjustified text: This text has not been justified; consequently the right margin is left ragged. Ordinary typewriters produce text in this way.

Fully justified text: This text has been fully justified, and so the left and right margins are both even. The effect is much more professional, and is very easy to produce with LocoScript.

controlled by the Layout Menu, which we shall be meeting in more detail in Chapter 10.

To justify a section of text, position the cursor at the point where the justification is to begin, then press [f2] to pop down the Layout Menu. Then proceed as follows:



- ❑ The option `brand New layout` is highlighted; press [ENTER] to select it.
- ❑ Press the [→] key four times in order to highlight the word `Justify` on the second Status Line.
- ❑ Press [+]. The word `Justify` will be ticked.
- ❑ Press [EXIT]. A code reading `(LayouT1)` will be inserted into your text, and subsequent material will be fully justified.
- ❑ At the end of the passage that you are justifying, pop down the Layout Menu again and select `brand New layout`.
- ❑ Press the [→] key four times in order to highlight the word `Justify`.
- ❑ Press [-]. The tick by the word `Justify` will be removed.
- ❑ Press [EXIT]. A code reading `(LayouT2)` will be inserted into your text, and subsequent material will be printed unjustified.
- ❑ Alternatively, select `Base layout`. This will reinstate the layout which existed at the beginning of the document.

Blanks and spaces

Justification is carried out by inserting blanks into your text after some of the ordinary spaces. You can see the difference between the ordinary spaces which you have typed in by pressing the space bar and these blanks which have been inserted by LocoScript if you pop down the f1 Show Menu when you have a justified document on the screen and make `Spaces` and `Blanks` both visible. Ordinary spaces in the text will then appear as little triangles but the blanks will be marked with faint dots.

You can't erase the blanks from a justified line; if you try, you will actually rub out both the blank space and the 'real' space that precedes it.

Justification and proportional type

In Chapter 4 we looked at some of the different type-styles and pitches that are available through LocoScript. LocoScript takes full account of the type-style you will be using when it lays out lines on-screen.

Consequently, if you use full justification and proportional type, the program will work out how many more words can be fitted onto each line than would be the case if you used a non-proportional type, and will duly rearrange the text to suit. On-screen this can make it look as if your work is overflowing the right-hand margin, but when your document is printed out everything will be in order.

Should you justify?

A lot of users consider that a fully justified right margin looks more professional, but before you decide to fully justify everything you write, there are a couple of points you might like to take into consideration.

The printer supplied with your PCW9256 computer is capable of an effect called **microspacing**. This means that the instead of inserting a lot of extra spaces into your work in order to make the lines appear justified, the additional spaces are instead divided up evenly between all the words in the line, so that no extra-long gaps appear.

Another point worth considering is that text which is being prepared for publication is generally best left ragged, as many sub-editors find it hard to gauge the 'extent' of fully justified text. And there are people who dislike fully justified text because it makes it obvious that the work has been word-processed rather than typed!

Quick tip

As with the Emphasis and Style Menu options described in the previous chapter, you can speed up the operations described in this chapter by using either the Set and Clear menus or by using these special Shorthand keystrokes.

❑ To centre a line, press [+] [C].

❑ To right justify a line, press [+] [R] [J].

Summing up

The way in which your documents are laid out can make a great deal of difference to the ease with which people read them. For this reason, it's a good idea to develop a general policy about centring, right justification and full justification.

In general, you will probably want to centre your main headings. Whether or not the main body of your documents should be fully justified depends entirely on your own preferences and on how 'printed' you want the work to appear.

Practise using the centring and right justification commands until you feel confident with them.

The Lines Menu

In this chapter we shall be looking at the LocoScript Lines Menu. The main points we shall be considering are these:

- Varying the spacing between individual lines.
- Using 'hard' and 'soft' spaces
- Using 'hard' and 'soft' hyphens

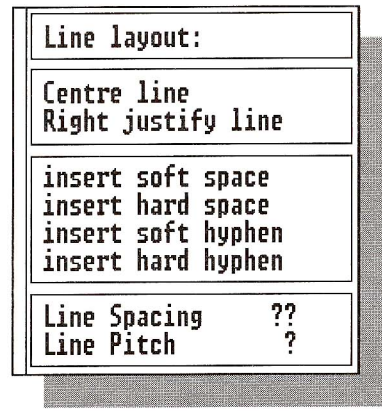
Line-space and line-pitch

The appearance of a document can be greatly changed by the amount of space which you leave between one line and the next and between adjacent paragraphs. In general, the more room you leave, the more legible your work will be. Double-spaced documents are also easier to write comments and corrections in.

On the other hand, it's sometimes necessary to squeeze lines very close together in order to fit more material onto a page.

LocoScript lets you control all these elements by means of the Lines Menu, which is controlled by Function Key [f5]. To see how this works,

press [C] at the Disc Management Screen to create a new document or press [E] to edit an existing one and then press Function Key [f5]. The Lines Menu will appear.



The bottom section of the Lines Menu controls two important aspects of line spacing:

- The amount of space between lines.
- The number of lines to be printed per vertical inch.

Line-space

Line-space can be set to any number between 0 and 3, going up in increments of one half; for most practical purposes, you will probably use the values 1 and 2, for single and double-spaced text.

A line-space of 0 means that the line will be over-printed; that is, the paper won't be advanced after the first line has been printed. This is occasionally necessary where superscripts are to be printed directly above subscripts — required for some mathematical and statistical work — as well as for certain special effects like strikeout, in which characters are printed with a line through them; this is sometimes needed in legal work.

Changing the line-spacing

To change the line-spacing, proceed as follows:

- Find the first line which is to be set to the new line-spacing, and put the cursor anywhere on it.
- Press Function Key [f5] to display the Lines Menu.

❑ Tap the [↓] key to move the highlight bar to the words `Line Spacing ??`.

❑ Type in the line spacing you want; use the [1/2] key if you want 1/2, 1 1/2 or 2 1/2.

❑ Press [ENTER] to confirm your choice and to remove the menu.

The new line-spacing will now be effective until the end of the document, or until you set a different line-spacing somewhere further down the document. However, the appearance of the text on-screen won't be changed; you will only see the results of the change when you print the document out.

Quick tip

You can set the line-spacing more quickly by using these shorthand key-strokes:

❑ Press the [+] key.

❑ Press [L] [S].

❑ Press the appropriate number; for instance, for single-spacing you would press [1].

❑ Press [ENTER].

When the line-spacing is changed, LocoScript inserts a code into the text at that point. For instance, the code for double-spacing would be `(+LSpace2)`. Like other LocoScript codes, this can be made visible with the Show Menu controlled by Function Key [f1], and it can then be erased if required.

Line pitch

Line pitch refers to the number of lines printed per vertical inch. The default value is six lines per inch, but you can change this to eight lines per inch if you wish.

In general, setting the line pitch to eight lines per inch creates a rather cramped appearance; however, it may be necessary if you want to fit a lot of material onto a page.

The best way of changing the line pitch of a document is through the File Header; this is described in Chapter 13. If you change the line pitch in the way described in this chapter, you will find that the line number displayed at the top of the screen may not match your actual position in the document.

Changing the line pitch

To change the line pitch, follow these steps:

❑ Find the first line which is to be set to the new line pitch and put the cursor anywhere on it.

❑ Press Function Key [f5] to display the Lines Menu.

❑ Press the [↓] key to move the highlight to the words `Line pitch ?`.

❑ Depending on the line pitch you want, press [6] or [8]. Then press the [ENTER] key.

❑ The appearance of the document on-screen won't change, but you will see the results of the alteration when you print your work out.

Quick tip

The following shorthand key-strokes will help you speed up the selection of a new line pitch:

❑ Press the [+] key.

❑ Press [L] [P].

❑ Press the appropriate number; for instance, for eight lines to the inch you would press [8].

❑ Press [ENTER]

Returning to the default values

Once you have set the line pitch or line-spacing, the new settings will remain in effect until the end of the document unless you change the settings again at some later point. You may either change the settings to completely different values once again, in which case you would use the procedures we have just described, or you may return to the default settings which LocoScript was using before you started to alter them.

You can change the settings back to their original values in either of these two ways:

- Press Function Key [f5] to pop down the Lines Menu, and then proceed as already described, choosing the original values.
- Alternatively, press the [-] key followed by the shorthand letters — but not the numbers — for the effect you want to restore to its default value.

For instance, you may have changed the line-spacing value to 2 (double-spacing). To set this back to the default value of 1 (single spacing) you would do this:

- Press the [-] key.
- Press [L] [S].
- Press [ENTER].

Fine control of word wrap

When LocoScript is wrapping the end of one line onto the beginning of the next, it normally looks for the last space or hyphen before the margin and breaks the line at that point. Although this lets you type away without listening for the bell or returning the carriage at the end of every line as you would have to do on a typewriter, there are times when it can cause a line to be broken at an inconvenient place.

Imagine, for example, that you are typing in an individual's surname preceded by the initials; you would not normally want the initials to appear at the end of one line and the surname at the beginning of the next line, and yet this might be forced on you by the normal word wrap mechanism.

Hard spaces

The solution is to use a **hard space**, sometimes called a 'binding space' or a 'no break space'; lines are never broken at hard spaces, and you should use them between any items which you don't want to have broken at line boundaries.

A hard space looks like an ordinary space (unless you make Spaces visible with the Show Menu, in which case it looks like this: ␣

To insert a hard space, either press [+] followed by the space bar or select `insert hard space` directly from the Lines or Set Menu.

Hard hyphens

There are occasions when you would not want a line to be broken at a hyphen. For instance, the word 're-edit' is better not broken between lines.

To prevent such a break, you should use a **hard hyphen**. This looks exactly like an ordinary hyphen, (though making codes visible at the Show Menu transforms it into something more like this: ¬

A hard hyphen is never treated as a possible location for a line break.

To insert a hard hyphen, either press [+] followed by a hyphen or select `insert hard hyphen` from the Lines or Set Menu.

Soft hyphens

Whereas hard hyphens and spaces are always visible on-screen, and differ from ordinary hyphens and spaces only in that they prevent line breaks from coming in inappropriate places, soft hyphens and spaces are

never displayed unless, in the course of editing or relaying, they appear at the end of a line.

Imagine that a particularly long word such as *butterfingers* is likely to appear towards the end of a line. If it can't be completely fitted onto the end of a line, the whole word will be wrapped onto the beginning of the next line, leaving a long gap at the end of the preceding line.

It would always be possible to insert a hyphen into it between *butter* and *fingers* so that the break would occur at the hyphen, but then the word would look wrong if subsequent editing forced it to the middle of a line.

The solution is to put a soft hyphen between *butter* and *fingers*. Then, if *butterfingers* can be fitted onto one line, the soft hyphen won't appear on-screen (though it will still remain available in case it is needed in the course of a later re-edit), but if *fingers* happens to overhang the right margin, the word will be broken after *butter* and the hyphen will be made visible.

To insert a soft hyphen, press [-] followed by the ordinary hyphen key; alternatively, select `insert soft hyphen` from the Lines Menu or the Clear Menu.

Soft spaces

Soft spaces work in much the same way; you use them if you have a list in which the various items are separated by obliques ('/') or commas without intervening spaces, as otherwise such a list will be treated as if it were composed of one long word.

For instance, you might need to use a phrase such as 'French/ German/Spanish'. To avoid a possible ugly line-break, you would insert soft spaces immediately after each of the obliques. The phrase could then be broken at either of those places if required.

To insert soft spaces, either press [-] followed by the space bar, or select `insert soft space` from the Lines or Clear Menu.

Summing up

In this chapter, we've looked at the ways in which the Lines Menu can be used to alter the appearance of your work. Line-spacing, line pitch, and various aspects of word wrap can all be altered.

7

More about line and page breaks

LocoScript has a very simple way of controlling the amount of text which is fitted onto a page or an individual line: it simply packs in as much as will fit, bearing in mind the limitations imposed by these features:

- The page length
- The margin settings
- The line-spacing and pitch.

For most purposes, this is just what you will need. However, there may be occasions when you want to alter the length of individual lines or pages. In this chapter we shall look at the ways in which LocoScript makes this possible.

Indented lines

The simplest way of altering the length of individual lines is by indenting them from the left-hand margin. Usually you will want either to indent the first line of a paragraph or the complete paragraph.

In this section, we'll be using the default tab stops which are placed in your document when you create it. We'll see how to set your own tab stops in Chapter 10.

Indenting the first line of a paragraph

To indent the first line of a paragraph, put the cursor at the beginning of that line and then tap the [TAB] key. The code '→' will be inserted into the text, the cursor will jump in as far as the first tab stop, and you can then begin typing the paragraph as normal.

If you press the [TAB] key at the beginning of a paragraph which has already been written, you'll have to press [RELAY] or take the cursor down below the end of that paragraph in order to relay it tidily taking account of the indent.

If you want to indent the first line further than the first tab stop, just press the [TAB] key twice or three times. Each time you press it, the cursor will jump to the next tab stop.

Indenting a complete paragraph

Instead of indenting just the first line of a paragraph, you can if you prefer indent the entire paragraph.

To do this, put the cursor at the beginning of the first line of the paragraph and then press [ALT]/[TAB]. This inserts the code '↦' into the work.

As you type in the text of the paragraph — or if you relay existing text — you'll see that the beginning of every line comes directly under the first tab stop.

You can indent the whole paragraph further in by pressing ALT/TAB a second or a third time.

The tab symbols are 'effectors' like the '↵' carriage return symbol, and can be made visible with the `Effectors` option of the f1 Show Menu, and deleted if not wanted.

Numbered or lettered paragraphs

For certain kinds of formal writing, such as business reports or the minutes of meetings, it is necessary to mark paragraphs with numbers or letters. Such paragraphs are very often arranged in quite a complicated hierarchy which can take a lot of effort to set up on a typewriter. However, with LocoScript the whole thing is very easy indeed.

To set up a lettered or numbered paragraph indented to the first tab stop, follows these steps:

- ❑ Put the cursor at the beginning of the first line and type in the appropriate letter or number, following it with a bracket or full-stop if necessary.
- ❑ Press ALT/TAB.
- ❑ Type in the text of the paragraph. Everything which follows the indent tab will be lined up under the first tab stop.

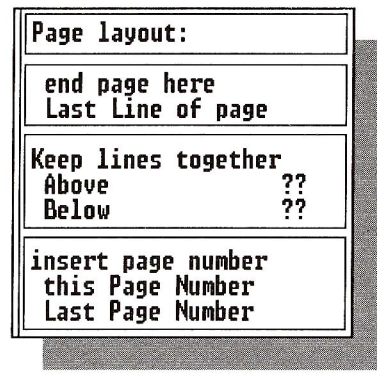
Scripts

A particular problem which writers of plays face is laying out scripts, with the characters' names in a column on the left of the page, and the dialogue in a block on the right. This is very easy to do in LocoScript:

- ❑ Put the cursor at the beginning of the first line and type in the character's name.
- ❑ Press ALT/TAB.
- ❑ Type in the appropriate speech.

Controlling page breaks manually

Normally, LocoScript fills a page with as much material as will fit on it — subject to a couple of rules which we shall look at in detail in Chapter 12 — and then automatically breaks to the top of the next page. Just as you may want to take some control of the word wrap mechanism with soft and hard spaces and hyphens, as we showed in Chapter 6, so you may also want to take manual control of page breaks, and this can be done with the options on the Pages Menu popped down by pressing Function Key [f6].



The wrong way to force a new page

LocoScript won't let you force a particular section of your work onto a new page just by repeatedly pressing [RETURN] to type in several 'empty' lines. This is because blank lines at the top and bottom of pages are ignored when establishing the page boundaries.

Forced page breaks

The two options that concern us on this menu are `end page here` and `Last Line of page`. These have the same purpose, namely to allow a page-end to be forced at any point. They are selected by moving the highlight bar to the option required and pressing [ENTER].

Although these two options have the same general effect, they work in slightly different ways:

- `Last Line of page` forces a page break at the end of the current line, causing the next full line to appear at the head of the next page.

- `End page here` inserts a `(LastLine)` code and causes an immediate page break at the very next character, regardless of previous line or page formats.

When to use the commands

Of these two commands, `End page here` is the more useful; you would use it at the end of a chapter, for example, or after the title-page of a book, in order to begin the next line of text at the top of a new page.

Shorthand key strokes

The `Last Line of page` command can also be given by the sequence [+] [L] [L].

The shorthand equivalent of `End page here` is given by holding down the [ALT] key and pressing [RETURN].

Avoiding breaking text at page boundaries

`Keep lines together` ensures that a particular group of lines will all be printed on the same page, regardless of what other changes may be made to the document. You can either stipulate the number of lines to be kept together *before* the command or the number of lines to be kept together *after* the command; you can't specify both simultaneously.

The shorthand versions of these commands are [+] [K] [*n*] [ENTER] to keep *n* lines together below the command; and [-] [K] [*n*] [ENTER] to keep *n* lines together above the command. For instance, if you wanted to keep 6 lines together above the command, you would type in [-] [K] [6] [ENTER].

The most likely use for these commands is when you are typing in tabular information or an address, or perhaps a short poem. Use these commands frequently when you are entering work that mustn't be broken between page boundaries. This will help to keep everything tidy when your documents are printed out.

Some notes about page boundaries

A useful feature of LocoScript is that the user can tell at a glance exactly where he is when composing a page — indeed, there are two quite different indications.

First, in the Information Lines at the top of the screen, there is an explicit statement of which line on the page the cursor is currently on, and what the maximum number of lines per page is.

Second, as you type in your text, vacant spaces in the page-bar immediately underneath your current line are gradually filled up; you may well not have noticed this taking place, but if you watch the page-boundary marker closely you will observe it change slightly as you reach the end of each line.

Summing up

For most purposes, you can rely on LocoScript to handle the length of your lines and pages automatically; in ordinary writing, you will hardly ever actually *need* to interfere with this process.

However, there are occasions when you may want to alter the way in which either individual lines, complete paragraphs, or even whole pages are laid out.

- Using the [TAB] key on its own allows you to indent the first line of a paragraph as far as the preset tab stop. You can indent the line further by pressing [TAB] twice.

- Using the [ALT]/[TAB] combination allows a complete paragraph to be indented.

- If you want to prevent a line from being broken between two words, insert a hard space.

- If you want to prevent a line from being broken at a hyphen, use a hard hyphen instead of an ordinary one.

- If you want to permit a hyphenated line-break at a position where you wouldn't otherwise want a hyphen to appear, insert a soft hyphen; this will only appear if the word wrap rules would cause a new line to appear at that point.

- If you want to permit a line-break in the middle of a list of items separated by commas or obliques, insert a soft space; the list can then be broken at that point if the word wrap rules require it.

- If you want to force a page-break at a particular location, such as at the end of a chapter, use the `end page here` command.

- If you want to ensure that a block of text is never broken over a page boundary, use the `Keep lines together` command.

Working with blocks of text

So far, we have used LocoScript more or less as if it were only a sophisticated typewriter. It is, however, much more than this. Once you are familiar with its commands, you will be able to use it for very sophisticated editing work, allowing you to divide up your documents into short **blocks** of text which you can then handle separately.

Things which you can do with blocks of text include the following:

- Blocks can be copied so that the material they contain appears more than once in a document.
- A block of text can be saved on disc without needing to save the rest of the document.
- A block of text can be moved from one place in a document to another.
- A block of text can be deleted in one quick operation.
- A block of text can be made into a special LocoScript **phrase** which can then be inserted into other documents with a couple of key-presses. A typical use might be to place your address at the top of every letter without having to type it in afresh each time.

Scissors and paste

Every writer, whether he or she is working on a short memo or a full-length book, is familiar with the unpleasant discovery that material which has been included in one place in the document really belongs somewhere else.

With traditional techniques of document preparation, the only way to move a portion of text from one place to another is by retyping the whole of the relevant section; if the passage to be moved is more than a line or two in length, this often throws out the page-numbering, causing either a big retyping job, or, more likely, copious applications of correcting fluid. Sometimes, it's easier to accept second best and leave things as they are than to spend time moving text around.

With LocoScript, all that is changed; you can 'cut' a block of text out of one place and 'paste' it somewhere else, without disturbing the page numbering or needing to retype the whole thing. More than anything else, it is this 'scissors and paste' facility which sets word processing with LocoScript apart from the old-fashioned typewriter.

Cut and paste operations use three keys which are located above the cursor keys, namely [CUT], [COPY] and [PASTE].

Making deletions

To delete unwanted material from your text, carry out these steps:

- ❑ Position the cursor on the first character to be removed and press the [CUT] key.
- ❑ Now move the cursor to the character immediately beyond the last character to be deleted. As you move the cursor around, the area between the beginning of the block and the current position of the cursor is highlighted.

❑ When the cursor is in the right place, press [CUT] again to define the block to be removed. The affected text will slide rapidly off the screen and be lost, and everything which is left will be relayed.

❑ You can work from either end of the text to be deleted; that is, you can put the first [CUT] at the beginning or the end of it, and then move to the other end of the area to be deleted before pressing [CUT] a second time.

Points to watch

It's not possible to cut irregular shapes or vertical columns out of the text; everything which lies between the beginning and end of the block will be highlighted and removed.

Take special care with the location of the cursor when marking the beginning of the block; if you realise that you've put this in the wrong place, or if you decide to abandon a cut half-way through, press the [CAN] key. The operation will be aborted and the highlighting will disappear.

Moving text

When you use the [CUT] key, the text which you have scissored out is gone for ever. With the [COPY] and [PASTE] keys you can remove blocks of text from one place and then insert them somewhere else — or even insert them in more than one place, if you want.

The procedure is very similar to marking out a block for cutting:

❑ Put the cursor at the beginning of the block and then press [COPY].

❑ Move the cursor to the other end of the block; the area between the beginning of the block and the current position of the cursor will be highlighted.

- To move the highlighted text to another location, press [CUT] and then any number between [0] and [9] inclusive. This number will be used to identify the section you have cut out, and until you give the same number to another copied section, that number will always refer to that particular block of text. However, if you leave the current document and start editing another one, the text will be lost.

- As soon as you have pressed [CUT] and the identifying number, the highlighted area will slide off the screen, just as if it had been lost for ever, and the surrounding area will be relayed. However, it has not been lost; rather it has been kept in a **buffer**, which is a special part of the computer's memory set aside for this purpose.

- Move the cursor to the spot where you wish to reinsert the block and press [PASTE] followed by the same block identifying number which you had used after pressing [CUT].

- The text will reappear in the new position, with everything else moving down to make way.

About the buffers

There are altogether 10 LocoScript buffers, numbered from 0 to 9 inclusive, each one of which can hold a single block of text. Once text has been placed in any one of these buffers, it will stay there until you either exit from the document you are working on or store a new block of text in the same place.

It isn't possible to store more than one block of text in the same buffer, even if they are both very short. If you want to work with several different blocks of text, you will therefore have to give them all different identifying numbers to store them all in different buffers.

However, for most purposes you will probably find that you only ever use one or at most two different buffers.

Repeated insertions

You can insert the same block of text as often as you want; as long as the appropriate identifying number is pressed each time, there is no limit to the number of times a block defined by [COPY] and [CUT] can be re-inserted into the text — or, indeed, into a completely different document.

Copying text

It is also possible to copy text without deleting the original block, so that you will end up with the same passage in both the original location and a new one. This is done as follows:

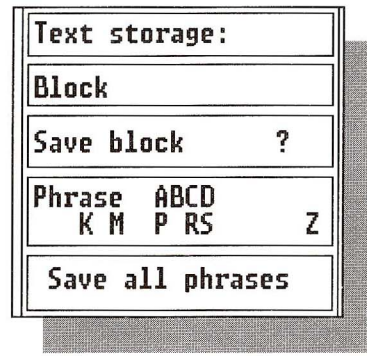
- ❑ Put the cursor at the beginning of the block and then press [COPY].
- ❑ Move the cursor to the other end of the block; the area between the beginning of the block and the current position of the cursor will be highlighted.
- ❑ To copy the highlighted text, press [COPY] and then any number between [0] and [9].
- ❑ Move the cursor to the spot where you wish to reinsert the block and press [PASTE] followed by the same block identifying number which you had used after pressing [CUT].
- ❑ The text will be inserted in the new position, with everything that follows it moving down to make way. The original block will not be affected.

Copying blocks into a different document

Although the contents of the various buffers are lost when you exit from a document and return to the Disc Management Screen, it is possible to copy or move a block from one document to another by using the Blocks Menu controlled by Function Key [f8].

The Blocks Menu is illustrated on the following page.

To copy or move a block of text from one document into a different one, follow these steps:



- ❑ If the block is to be removed from the original document, use the [COPY] and [CUT] keystrokes described above to mark out the block and place it in the buffer.
- ❑ If a copy of the block is to be left in the original document, use the [COPY] and [COPY] keystrokes.
- ❑ In either case, give the block an identifying number as before.
- ❑ Press Function Key [f8] to pop down the Blocks Menu.
- ❑ Move the highlight bar down to `Save block`.
- ❑ Type in the number of the block to be saved and press [ENTER].
- ❑ LocoScript will show you the Disc Management Screen. Follow the on-screen instructions to save the block in one of the columns, and then press [ENTER] to confirm the operation and return to the document you are working on.
- ❑ Exit from that document, saving it if necessary.
- ❑ Now load the document into which the block is to be placed.
- ❑ Put the cursor at the point where the block is to be inserted and press Function Key [f1] to display the Modes Menu.
- ❑ Move the highlight bar down to `Insert text`.
- ❑ Use the highlight bar to select the file you want to place in the document you are editing, and then press [ENTER].

More about merging files

You can use the technique described above to merge any document — not just a saved block — into another.

For instance, you might need to create a series of reports, each of which will have very similar title-pages. Instead of re-creating the title-page anew for each report, it's much easier to create it only once and then to merge it into the appropriate place in each of the different reports. You can then make minor editing changes to each one as required.

Not only does this save a good deal of time and effort, but it also ensures that the different title-pages will really all follow the same basic outline.

There are only two restrictions on merging files. The first is that there must be enough room on the disc to store the resulting unified document; don't take this for granted, but check first. You will need about twice as much spare space on the disc as the total length of the documents you are merging together.

The second restriction is that LocoScript must be able to read both files without changing discs. This means that both files must either be on the same floppy disc, or one or both files must previously have been copied onto Drive M.

Blocks and codes

Before marking out a block, it's a good idea to first pop down the Show Menu with Function Key [f1] and to make any codes in your document visible. In this way you can reduce the chances of accidentally moving or deleting a code.

To see how important this can be, imagine that something you have written includes an italicised passage which you decide to mark as a block so that it can be moved to a different part of the document. In doing this you will have to include the `(+I)` and `(-I)` codes inside the

block to be moved, as otherwise that section will not be italicised in its new location.

Moving blocks around inside a document without first checking the position of codes is likely to disturb the pattern of paired codes where one code turns a feature such as italics or underlining on and a second subsequently turns it off, so do double-check that all the codes are in the right place after moving or copying blocks.

Showing blocks

We've already noticed that once you have placed a block in the buffer, it will remain there until you either turn off or reset your PCW9256, or until you store something else in the same location.

To remind yourself of what blocks you have already assigned numbers to, press Function Key [f8] to show the Blocks Menu. The numbers of the blocks which you have already assigned will be shown at the top of the menu.

LocoScript Phrases

In addition to Blocks, which you select and mark out for yourself, LocoScript comes supplied with several ready-made fragments of text which are called Phrases.

Phrases are very similar to Blocks; the main differences between them are that they come ready-made — though you can also create your own Phrases if you wish — and that they are identified by letters rather than by numbers. You can have up to 26 different Phrases — one for each letter of the alphabet — subject to an overall limit of about 550 characters for all the phrases combined.

Using a Phrase

For instance, the ready-made Phrase A is `Paid by Access`. To put this Phrase into a document, place the cursor at the point where it is to

be inserted and press [PASTE] and [A] and it will be immediately pasted in.

Most of the LocoScript Phrases are of the sort that you might use in general business correspondence; they include `Yours faithfully` and `Paid with thanks`, for instance.

Phrases needn't consist of just a single line; they can spread over several lines, and can include codes to turn underlining, italics and similar features on and off.

What Phrases do you have?

To discover what Phrases are already used, press Function Key [f8] to show the Blocks Menu. The identifying letters of the phrases which are already in use will be shown.

Adding your own Phrases

To add your own Phrases to those which come ready-made, simply mark them out as if they were blocks, but give them an identifying letter instead of a number.

Imagine, for instance, that you have the words *Dear Sir* on-screen and that you want to save these as Phrase D. You would carry out these steps:

- ❑ Put the cursor at the beginning of the first word to be saved in the new phrase.
- ❑ Press [COPY], move the cursor to the end of the phrase, and press [COPY] again.
- ❑ Press [D]; that letter will then identify the new Phrase.

If you specify an identifying letter which is already in use, the new Phrase you have marked out will replace the previous Phrase identified by that letter.

It's a good idea to develop some kind of system that will help you to remember what you have stored in each Phrase; for instance, you might decide to store your Address as Phrase A, 'Dear Sir' as Phrase D and so on.

Saving Phrases on disc

When you create your own Phrases as just described, they will only be remembered by the computer until you turn it off or reset it. Next time you switch on, you will have to enter your new Phrases all over again.

Sometimes this isn't a problem. For instance, if you have several letters to write, you might set up the date as a Phrase, so that you could then paste it into every letter without having to type it in in full each time. You probably wouldn't worry about that Phrase being forgotten when the PCW is turned off, because tomorrow is a different date.

There are many other Phrases, though, which it would be very convenient to preserve. Obvious examples include:

❑ Your company's name, address and telephone number.

❑ The name of your product.

❑ Standard greetings and closings for letters.

Saving Phrases isn't difficult, but there are several steps involved, so be sure to follow them carefully.

The PHRASES.STD file

You must first understand where the ready-made Phrases come from; they are actually all found in the PHRASES.STD file which *must* be in Group 0 on your Start of Day Disc — the disc which has the LocoScript program on it.

If the file is not on that group of that disc, or if it is given a different name, then the Phrases will not be loaded.

PHRASES.STD is an unusual file in some ways:

- ❑ It isn't a 'LocoScript document' and so can't be directly edited.
- ❑ It is automatically loaded into the memory of the computer when LocoScript is started, provided it has been found in the appropriate place.

Deleting a Phrase

Because you're limited to a total length of about 550 characters for all the Phrases combined, it's a good idea to delete any phrases that you don't need.

To delete a Phrase, follow these steps:

- ❑ Open a new (empty) document.
- ❑ Press [COPY] followed immediately by [CUT] and the letter of the Phrase you want to delete.
- ❑ The existing Phrase has now been deleted; repeat the procedure if you want to delete any other phrases.

Saving Phrases

To create and save new Phrases, follow these steps:

- ❑ Open a new (empty) document.
- ❑ Type in the various new Phrases which you want to preserve in the PHRASES.STD file.
- ❑ Put the cursor at the beginning of the first one and press [COPY].
- ❑ Move the cursor to the end of the same Phrase and press [COPY] again.
- ❑ Press the letter you will be using to identify that new Phrase.

- ❑ Repeat this process for all the other Phrases you want to store.
- ❑ When you have stored all the Phrases you want, pop down the Blocks Menu with Function Key [f8].
- ❑ Move the highlight bar down to `Save all phrases`.
- ❑ Press [ENTER]. LocoScript will create a file called PHRASES.STD in the first group on Drive M.
- ❑ Exit from the document.
- ❑ Make sure that your Start of Day Disc is in Drive A and that the write-protect tabs are set to allow you to save material on it; remember to press Function Key [f1] to log in the Start of Day Disc if it wasn't already in the drive.
- ❑ Copy the new PHRASES.STD file from Drive M to the first group on Drive A.

Other Phrases files

With LocoScript, you can have as many different Phrases files as you want, each containing its own selection of useful fragments. Only one of these — the one named PHRASES.STD and stored in group 0 of the Start of Day Disc — will be loaded in automatically when the computer is turned on, but you can arrange for this file to be replaced by a different Phrases file whenever you want.

Summing Up

The ability to copy, move and delete blocks of text is one of the greatest advantages of the word processor over the typewriter. Like many other things in computing, it looks much more complicated than it really is, and you will quickly get the hang of it once you begin to use it regularly.

The main block operations are as follows:

- To delete a block of text, press [CUT] at the beginning and end of the block.
- To move a block of text, press [COPY] at the beginning of the block and [CUT] at the end, and then type in an identifying number.
- To copy a block of text, press [COPY] at the beginning of the block and [COPY] again at the end, and then type in an identifying number.
- To insert a block which has already been saved in a buffer, press [PASTE] and the appropriate identifying number.
- To insert a LocoScript Phrase, press [PASTE] and the letter which identifies that Phrase.

9

Finding and Exchanging Text

Among the most useful editing features offered by LocoScript is the ability to automatically find any piece of text which may be embedded in the document you are editing. In addition, you can automatically change the text which you have found into something else.

For instance, you may have written a report on a meeting in which you have accidentally typed in the date of the meeting incorrectly: instead of *February*, you have mistakenly typed in *March*.

It would be quite possible to work through the report using the cursor keys and scanning each line in order to find each place in which you have made the mistake. However, if the report is a long one this would be very time-consuming, and you might not find all the occasions where the mistake had been made.

With LocoScript's Find facility, you can jump directly to each occurrence of the mistake; even better, the Exchange option would let you alter every occurrence of *March* into *February* automatically. The whole job would only take a fraction of the time which would be needed to perform the same task manually, and you could be quite certain that you hadn't missed any of the mistakes.

How Find and Exchange work

Find and Exchange are very similar operations. In both cases a string of characters (the **search string**) is typed in by the user. (**String** is a common computing term for any group of characters; a string can consist of numbers, letters, punctuation or whatever.)

The document from the current position of the cursor forward is then scanned to find a match for the search string; this match is called the **target string**. If necessary, the text will scroll up the screen as the search takes place.

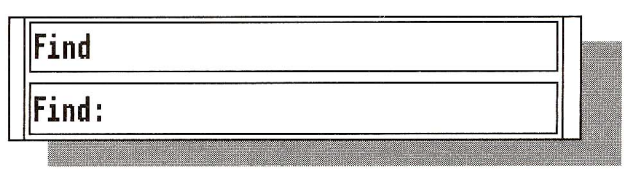
If you are using the Find option, the cursor will come to rest at the beginning of the first match which it finds. If you are using Exchange, then depending on the precise instructions you have given, the search string may be replaced by an **exchange string** which you have also specified. The surrounding text is automatically relayed after the exchange has taken place.

If no hits are found, then the cursor will simply be taken to the end of the document.

Beginning a Find

To see how a Find operation is carried out, display the document called PRACTICE.DOC on your screen. We shall look for occurrences of the words *LocoScript* in the document.

When PRACTICE.DOC is on-screen, and without moving the cursor from its 'home' position at the left of the first line, tap the FIND key and the Find Menu will pop down.



Specifying a Find operation

To specify a Find operation, you must enter the search string into the slot on the second line of the menu and then press [ENTER] to start the search.

The search string can be up to 30 characters long, and can include carriage returns and tab symbols as well as ordinary letters and numbers. You can use the delete and cursor keys in the usual way to edit the search string as you type it in.

When you press [ENTER] the document will scanned from the current cursor position towards the end of the text; if the search string is found, the cursor will be placed on the first character of it.

Repeating a Find

If you use the Find command a second time, LocoScript will automatically offer you the same search string again. At this point, you have two choices:

- If you want to search for another occurrence of the target string further on in the same document, simply press [ENTER] and the search will resume.

- If you want to look for a different string, clear the old search string out of the menu slot either by pressing the [DEL→] key until the window is empty or by tapping the [-] key, which immediately clears out all text to the right of the cursor.

Abandoning a Find

To abandon a Find operation which you have already started, press the [STOP] key twice.

Avoiding false hits

As you may have already discovered, computer programs often display a mindless tenacity of purpose that can be rather irritating. For instance,

setting a Find operation in train to look for the string *cat* would turn up not only the word you are looking for, if it is present in the text, but also *cat*alogue, *cat*astrophe and even de*cat*hlon.

The easiest way to avoid such false hits is to include appropriate spaces in the search string; for instance, typing in ' `cat` ' — that is, with a space before and after the word *cat* — will avoid the false hits shown above.

A practical example

To see how a simple search would be carried out, make sure that you have displayed the PRACTICE.DOC document as suggested earlier in this chapter. Then proceed as follows:

- Press the [FIND] key.
- When the Find Menu appears, type in `LocoScript` in the slot at the top, correcting any mistakes in the usual ways.
- Press [ENTER]. The cursor will immediately be brought to rest on the first occurrence of the phrase *LocoScript* in the document.
- To search for the next occurrence of the same string, press [FIND] and [ENTER]; the search will then begin for the second occurrence of the string.

Potential problems

You will probably find that the whole operation has gone according to plan. However, you may very occasionally discover that LocoScript resolutely refuses to find a string although you are certain that it is somewhere in the document. There are two possible reasons for this:

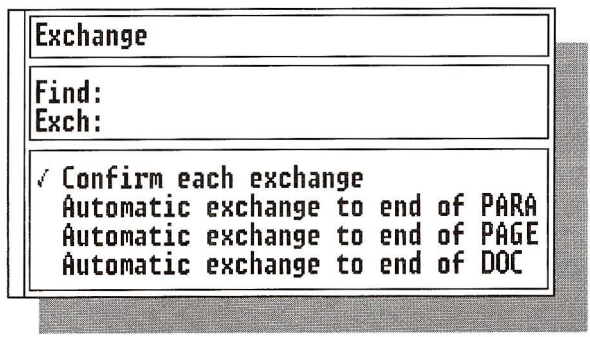
- The most probable cause is simply that the Find operation was started with the cursor already located below the string you were looking for; if you go back to the beginning of the document and start again, you may well find what you are looking for. LocoScript has no facility for carrying out 'backward' searches — that is, searches that work from the end of a document towards the beginning.

❑ Another possibility is that you have made a spelling mistake, either in the search string or in the document itself. Check the spelling in both the document and the search string.

Making Exchanges

The Exchange operation is similar to Find, and only slightly more complex. It can be used by working through these steps:

❑ Call up the Exchange Menu by pressing the [EXCH] key — that is, [SHIFT]/[FIND].



❑ Type in the search string in the slot at the prompt `Find:`

❑ Type in the string with which you want to replace the search string at the prompt `Exch:`

❑ Choose whether each exchange should be confirmed or whether you want to use one of the automatic exchange options.

Entering the strings

The top of the menu has slots for both the search string and the replacement string, and any string which has been used in a previous Find or Exchange operation will already be shown on the top slot. If you have already carried out an Exchange operation, the previous replacement string will still be in the second slot.

If you want to specify different strings, clear the old strings out of their slots by highlighting the appropriate slots and then either pressing the DEL→ key until the window is empty or by tapping the - key,

The Exchange options

The options are as follows:

- ❑ Confirm each exchange
- ❑ Automatic exchange to end of paragraph
- ❑ Automatic exchange to end of page
- ❑ Automatic exchange to end of document.

Confirming each exchange

This option searches the document below the starting cursor position looking for 'hits'. When one is found, a message will appear on the Information Lines prompting you to `Press + to exchange and continue, - to simply continue, or CANCEL to abandon.`

Press ENTER or + to exchange the target string for the replacement string and then to continue to scan the document for more hits.

- ❑ Press - to leave the target string untouched but to continue to scan the document for further hits.
- ❑ Press CAN to abandon the operation completely.

Changes which you must confirm are slower than automatic exchanges, because LocoScript has to wait for you to decide what you want to do with each hit, but they are very useful if you only want to swap a few of the occurrences of the target string for the replacement string.

Automatic exchanges

When an automatic exchange is selected, the appropriate section of the document below the current cursor position is scanned, and all occurrences of the target string are automatically replaced by the replacement string.

Automatic exchanges are much faster than manual ones. However, they are also rather more dangerous, because you can't control how individual hits will be treated.

The problem here isn't that LocoScript will somehow go wrong during an automatic exchange; rather, it's that you may make an error of logic in specifying the details of the exchange, and consequently damage your document. It's much easier to do this than you might think!

Because of this danger, you should always take some simple precautions before beginning an automatic exchange.

Some simple precautions

There are two main precautions which it's wise to take before starting an automatic exchange:

- Save the document with the `Save and Continue` command, so that if anything unforeseen does happen, you can abandon the document and reload the unchanged version.

- Plan the exchange very carefully. Sometimes the order in which you make exchanges can seriously affect the final result.

To take a simple example, in the course of updating a price list you may decide to automatically change the price of everything that was originally sold for £4.00 to £5.00, and everything that was originally sold for £5.00 to £6.00.

If you begin by changing every occurrence of £4.00 to £5.00, you will find that *all* your prices are now set to £5.00, and that you have no way of finding out which of them now ought to be changed to £6.00.

So do plan an automatic exchange carefully; in the example given here, the correct procedure would be to change all the occurrences of £5.00 to £6 first, and only then to change the occurrences of £4.00 to £5.00.

If the worst should happen ...

If you should suddenly realise that you've made a mistake in specifying an automatic exchange, you can still stop it 'on the fly' by pressing the [STOP] button twice. Any exchanges which have already taken place will still stand, but at least you will be able to prevent any future exchanges from taking place.

Summing up

The find and exchange operations provide very powerful ways of making changes to your documents.

The find operation works like this:

- To find any string, put the cursor at the top of the document.
- Press [FIND] to pop down the Find Menu.
- Type in the string you want to find in the top slot.
- Press [ENTER] to accept the default options; LocoScript will scan through the document looking for the string you have specified. If it is found, the cursor will be placed on its first character.

The exchange operation is very similar:

- To replace a string by another one, put the cursor at the top of the document.
- Press [EXCH] to pop down the Exchange Menu.
- Type in the string you want to replace in the top slot and the string you want to insert instead of it in the second slot.

❑ Press [ENTER] to accept the default options; LocoScript will scan through the document looking for the string you have specified. If it is found, the cursor will be placed on its first character and you will be asked if you want to make the exchange.

❑ Press [+] to make the exchange, [-] to move on to the next hit, or [CAN] to abandon the operation.

10

Tabs and margins

In this chapter you will learn about how LocoScript layouts work, and about how to set up different tab stops and margins which will apply to your complete document.

It's also possible in LocoScript to set different margins and tab stops to apply in different parts of your documents; this is described in the next chapter.

About LocoScript Layouts

Before you attempt to change tab stops and margins, you need to understand something of the way in which these and some other features are handled in LocoScript.

The appearance of a LocoScript document depends on the settings contained in one or more **layouts**. LocoScript uses two different kinds of layout, as follows:

- Every document has one **base layout**. This specifies various details which will remain constant all the way through your document. These include the paper-size, the margins at the top and bottom of each page, the location of page numbers, and various other elements. The base layout also contains details of the line-spacing and line pitch, left and right margins, tab stops and some other elements which apply at the very beginning of the document but which may change at some point.

- In addition to the base layout, a document may also include a number of secondary layouts. Features such as the paper-size, the top and bottom margins, the location of page numbers and so on which have been set in the base layout can't be changed in these secondary layouts. However, line-spacing and line pitch, left and right margins, tab stops and so on *can* be changed in the secondary layouts. It was by creating new secondary layouts that we were able to turn full justification on and off in Chapter 5.

In this chapter, we shall only be showing how to set up new margins and tab stops in secondary layouts. Other features of secondary layouts are described in Chapter 11, and setting up base layouts is described in Chapter 12.

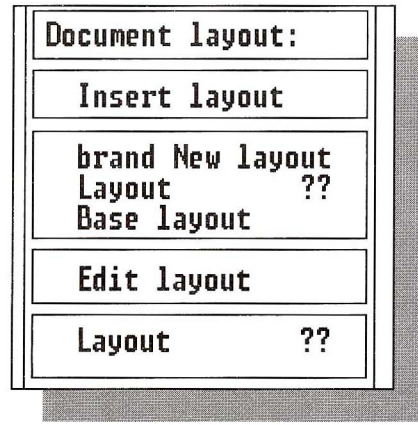
Creating a new secondary layout

To alter the margins and tab stops in a document, you must first either change the base layout or set up a new secondary layout. The latter is easier to do, and is usually all you will need to do unless you also want to change the paper size, the top and bottom margins, or the page-numbering system.

If you do need to change the paper size, the top and bottom margins, or the page-numbering system, skip ahead to Chapter 12. Otherwise, carry out the following steps:

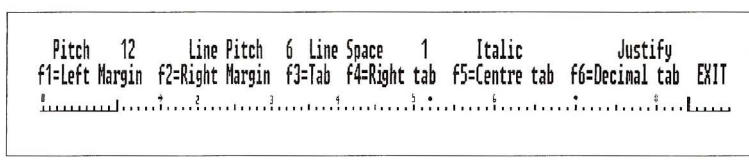
- If you want to change the margins or tab stops in an existing document, display the document on the screen. If you want to select different tab stops or margins in a new document, press [C] at the Disc Management Screen to create the document in the usual way.

- ❑ Put the cursor at the point in your document at which you want the new settings to take effect. If you want to change the tab stops and margins for the complete document, the cursor ought to be at the 'home' position at the beginning of the first line.



- ❑ Tap Function Key (f2) to pop down the Layout Menu.

- ❑ We shall be creating a new layout, so make sure that `brand New layout` is highlighted and press (ENTER). This takes you to the Editing Layout Screen; it is here that you will enter the details of the new layout.



Setting new margins

Before you can set new margins, press the (↓) key. This will display a special ruler cursor; you will use this to locate your margins and tab stops. Then follow these steps to set the left margin:

- ❑ Use the (←) and (→) keys to move the ruler cursor along the Ruler Line until its left edge is at the point where you want the new left margin to come.

❑ Press Function Key [f1] to set the left margin.

To set the right margin, follow the same basic steps, as follows:

❑ Place the ruler cursor so that its left edge is located at the position where the right margin is to be placed.

❑ Press Function Key [f2] to set the right margin.

Restrictions on setting margins

Margin settings are restricted by the following rules:

❑ The right margin must be to the right of the left margin.

❑ The margins must be at least 6 spaces apart.

❑ If you set margins that are narrower than the length of some of the words in the text, your work can't be word-wrapped properly. Relaying your document will then be a very slow process, but LocoScript will still do its best.

❑ It's possible to set margins that are wider than the screen, and the display will 'roll' over to make room. However, the margins will then be wider than the paper we are using.

Quick tip

A faster way of setting the margins is as follows:

❑ Put the left edge of the ruler cursor on the vertical line in the Ruler which marks whichever margin you want to move.

❑ Press [+] to shift that margin one place to the right or [-] to take it one place to the left. Repeated presses of the [+] or [-] keys — or holding them down and letting them auto-repeat — will 'walk' the margins to the left or right quite quickly.

All about tabs

If you need to lay out any part of your work in a regular and consistent way you will probably find that the easiest way of doing so is by using tabs. Among other things, you can use tabs to set in the first line of a paragraph from the left margin; to indent a complete paragraph; to set up a hanging paragraph, sometimes called an 'outdent'; and to arrange tables of numbers and other information into tidy columns.

LocoScript tabs

It's important to understand the distinction between tabs and tab stops. Tabs are invisible symbols which you can insert into the body of a document by pressing the [TAB] key while the text is being written or edited; tab stops are markers placed on the Ruler Line.

Imagine, for instance, that you want to indent the first line of every paragraph. You would go through these steps:

- ❑ You would set a tab stop on the Ruler Line to mark the 'depth' of the indent — typically five or ten spaces.
- ❑ When writing or editing your text you would press the [TAB] key at the beginning of each paragraph; the text that follows will then be indented as far as the position of the tab stop on the Ruler Line.

Types of tab stop

LocoScript offers several different types of tab; the effect that you get when you are editing a document and you press the [TAB] key depends on what kind of tab stop has been placed in the Ruler Line.

Simple tabs

Simple tabs are the most common sort of tab — the kind available on most typewriters. A simple tab stop is represented by a '→' symbol on the Ruler Line. If the [TAB] key is pressed while a document is being

written or edited and the next tab stop is of this type, then all text which follows on the same line will be aligned to start at the tab.

Right tabs

If the [TAB] key is pressed and the next tab stop is a right tab, and provided the line is ended by pressing the [RETURN] key, the right hand end of the line will be aligned underneath the right tab stop. Right tabs are thus a mirror image of simple tabs. Right tab stops are represented by a '←' symbol on the Ruler Line.

Centre tabs

Centre tab stops are represented by an arrow with a head at each end, '↔'; text tabbed to one of these will be laid out so that it is centred underneath the symbol.

Decimal tabs

The final type of tab stop is for decimal tabs; it is represented on the Ruler Line by a dot, '•'. Decimal tabs are invaluable when setting out tables of numerical information, as any decimal point in text tabbed to them is aligned under the tab symbol, regardless of the number of places before or after that decimal.

Setting and clearing tab stops

- To insert a simple tab stop, put the ruler cursor at the position where the tab stop is to appear and press Function Key [f3].
- To insert a right tab stop, put the ruler cursor at the position where the tab stop is to appear and press Function Key [f4].
- To insert a centre tab stop, put the ruler cursor at the position where the tab stop is to appear and press Function Key [f5].
- To insert a decimal tab stop, put the ruler cursor at the position where the tab stop is to appear and press Function Key [f6].

Quick tip

From the Editing Layout Screen you can put in tab stops without using the Tabs Menu as follows:

❑ Take the ruler cursor to the place where you want a tab stop to be located.

❑ Press [+]. Pressing this key once puts up a simple tab stop, and repeated presses will cycle through the different types of stop in the order Simple Tab, Right Tab, Centre Tab, Decimal Tab and then back to Simple Tab again.

❑ When you have the kind of tab stop you want, just move the cursor away; you don't have to press [ENTER].

Removing tab stops

Removing tabs is also done from the Editing Layout Screen. It can be done either manually or automatically.

To clear a single tab stop, proceed as follows:

❑ Put the cursor on the tab stop you want to remove.

❑ Press [-].

Leaving the screen

When you have finished setting the margins and tab stops, press [EXIT] to leave the Editing Layout Screen.

Relaying the text

When you return to the document, any material which is below the current position of the cursor will be relayed to the new margins as you take the cursor through it. Material above the current position of the cursor won't be affected. This is because the 'brand new layout' only

takes effect at the place where the cursor is located when your first go into the Editing Layout Screen.

Summing up

New tabs and margins can be set by creating a new layout. From the Editing Screen this is done by pressing Function Key [f2], selecting `Brand New layout` and pressing [ENTER].

When the Editing Layout Screen appears, press the [↓] key to display the ruler cursor. Then use Function Keys [f1] and [f2] to set new right and left margins, and Function Keys [f3] to [f6] to insert new tab stops.

When you have completed the new settings, press [EXIT] to return to the document.

11

More about layouts

In Chapter 10 we saw how a new layout could be set up which included new margins and tab stops. In this chapter you will learn how to use new layouts to set other features, as well as how to edit and copy existing layouts.

How layouts work

Working with more LocoScript layouts is much easier if you understand how they work. To do so, follow the instructions given in Chapter 10 to create a new layout half way down an existing document. If you don't have a suitable file of your own, use the PRACTICE.DOC file supplied on the LocoScript master disc.

With the document displayed on-screen, take the cursor a couple of paragraphs into the document and then use the instructions in Chapter Ten of this guide to create a new layout with narrower margins.

Then pop down the Show Menu with Function Key [f1] and make both `codes` and `rulers` visible. At the point where the new layout takes effect, you will see a Code which reads `(LayouT 1)`↵, while immediately underneath it is a new ruler, on which the new tabs and margins are placed.

The secret of the new margins and tab stops lie in the (LayouT) Code. Just as the symbol '→' in some sense 'contains' a tab, so the (LayouT) Code 'contains' all the details of your new margins and tabs.

A new layout created by the brand New layout option of the Layout Menu is automatically given an identifying number, and this number is shown on the Information Lines at the top of the screen.

If you delete the new (LayouT) Code and the '↵' symbol which follows it, then the new ruler will disappear, and any text that had been affected by it will revert to its old margins when it is relayed.

Editing a layout

Once you've created a new layout and inserted it into your document, you can easily go back and change it; you may consider, for instance, that the new margins you have set are too narrow, or that you want to change the kind of tab stop which you have set.

To alter a new layout which you have inserted into a document, follow the steps outlined on the next page:

- ❑ If the cursor is in a portion of the document which is controlled by the layout you want to edit, press Function Key [f2] to pop down the Layout Menu and move the highlight bar down to Current layout.

- ❑ If the cursor is not in a portion of the document which is controlled by the layout you want to edit, press Function Key [f2] to pop down the Layout Menu and move the highlight bar down to Layout ??; then type in the identifying number of the layout you want to edit.

- ❑ Press [ENTER]. The Editing Layout Screen will appear with the margin and tab settings of the appropriate layout displayed.

- ❑ Make the changes you require just as if you were setting up the layout for the first time.

❑ When you've finished making the necessary changes, press [EXIT] to return to your document.

❑ If the cursor is very far below the point at which the layout which you are editing begins, there will be a short pause as the text is relayed to the new settings which you have established.

Copying layouts

You can use both the base layout and any secondary layouts that you have created as often as you like in a document.

To re-establish the base layout after a section which has been controlled by a new layout, carry out these steps:

❑ Put the cursor at the point where the base layout is to start.

❑ Press Function Key [f2] and select `Base layout`.

To re-establish a secondary layout, either copy the appropriate `(LayouT)` Code as if it were ordinary text, or follow these steps:

❑ Place the cursor at the point to which the layout is to be copied.

❑ Press Function Key [f2] to pop down the Layout Menu.

❑ Take the highlight bar down to `Layout ??`

❑ Type in the number of the layout that you want to copy and then press [ENTER].

Some points to watch

Editing and copying layouts isn't difficult, but there are a few points which you need to watch out for:

- Every time a new `Layout` code is inserted into a document, it is followed by an automatic new line symbol '↵'. If the line immediately before the `(LayouT)` code also ends with a '↵' symbol, as it generally will, you may find that you have an unexpected blank line in your printout. To remove this, delete the '↵' symbol immediately *before* the `(LayouT)` code; this will mean that the code is no longer on a line of its own, but its workings won't be affected.

- Whenever you edit a `(LayouT)` code, *all* the text which is controlled by that layout anywhere in the document will be changed to match the new format. For instance, if you are using a new layout with narrow margins which you use whenever you are inserting a long quotation into your work, and you subsequently edit that layout to change the margin settings, then *all* the places where you have used that `(LayouT)` code will be changed to the new settings.

- Editing an existing layout doesn't of itself insert a `(LayouT)` code into a document. If you want both to edit a layout and to insert a `(LayouT)` code into a document, you will have to copy the code as described in the next section.

Editing the base layout

Remember that the only layouts you can edit as described above are the secondary layouts which you have created with the `brand New layout` option. It isn't possible to edit a document's base layout in this way; changing the base layout is described in Chapter 12.

More about new layouts

Margins and tabs only represent a small part of the information which is stored in the `(LayouT)` Code. For instance, you can set up a new layout in such a way that the text it contains is automatically justified, or printed in bold type.

In the rest of this chapter, we shall look at this additional information which you can store in a (LayouT) Code, and see how you can use it to simplify the process of setting up a document in your own chosen style.

Setting the defaults in a new layout

When you create a new layout, LocoScript will always start by offering you the default options which apply to the layout you are currently using, and not with any variations you may have made in the course of using it.

Imagine, for instance, that the layout you have been using doesn't use italics, but you have at some point inserted a `(+Italic)` code to turn justification on. If you then create a new layout, you'll find that the text in it won't be italicised because the new layout's default is the same as the default in the old layout.

It can be very useful to change a new layout's default features so that line-spacing, type-size and some other characteristics are automatically established whenever that new layout is used. In this way you can be certain that if you copy a `(LayouT)` code from one place to another, all its relevant settings will be copied along with it.

To set the new defaults, you should have the Editing Layout Screen displayed. Then proceed as follows:

- If you have been setting margins and tab stops, press the [↑] key to disable the ruler cursor. From now on, pressing the [←] and [→] keys will move the upper highlight bar rather than the ruler cursor.

Changing the character pitch

To change the pitch of the characters controlled by the layout on which you are working, make sure that `Pitch` is highlighted; then type in the appropriate number — 10, 12, 15 or 17 to the inch, or P for proportional spacing.

Confirm your choice of letter pitch with [ENTER] then move the highlight bar to the right with the [→] key.

Changing the line pitch.

Line pitch refers to the number of lines per inch. The usual is six lines per inch, but eight is also possible. If you wish to change the setting, enter the new number and [ENTER], otherwise move the highlight bar on to the third choice.

Changing the line spacing

A line spacing of 1 selects single line spacing, which means that there are no blank lines between lines of printing; a line spacing of 2 means that you have double line spacing, and so on.

You can also choose a line spacing of 1, $1^1/_2$ or $2^1/_2$, for example, or even a line spacing of zero; this will cause the second line to be printed directly on top of the first. This is usually only necessary for texts that require both superscripts and subscripts, such as some mathematical material.

Whichever line spacing you choose will have no effect on the way your document is displayed on the screen; that always has a line spacing of 1.

Once again, if you wish to change the line spacing provided, type in the new value and press [ENTER].

Selecting italics

The fourth choice doesn't require a number to be input. Instead, if there is a tick by the word Italic, then text will be printed in italic type, though appearance on the screen will not be affected.

Remove a tick by pressing [-], or insert one by pressing [+]. In either case, all you are establishing is the norm for your document; you can additionally select or deselect italics at any point in the document from within the Emphasis menu.

Selecting justification

Justification is selected in the same way as italics, by highlighting the option and then pressing [+] to select justification or [-] to turn it off.

After setting the options

When you've set all the size options you require, decide whether or not you want to change the margin and tab stop settings.

- ❑ If you want to change the margin and tab stop settings, press [↓] to activate the ruler cursor. When you've set the margins and tab stops as described in Chapter Ten, press [EXIT] to return to the document on which you're working.

- ❑ If you're happy with the margin and tab stop settings, press [EXIT] to go back to the document you're working on.

Summing up

A new layout can contain details of type-size and style and line-spacing and line-pitch as well as margins and tabs.

Once a new layout has been set up, it can be freely copied from place to place.

If a new layout is edited, all the instances of that layout will be affected.

Base layouts can't be edited in the same way as secondary layouts; base layouts are described in detail in the next chapter.

12

Editing a document header

In this chapter you will learn how to create a LocoScript **header** containing details of a document's base layout.

Through the header, you will be able to establish the various policies which will apply to a particular document. These include the the base layout tab and margins settings and the text and location of any headers and footers which the document may include.

Editing the pagination

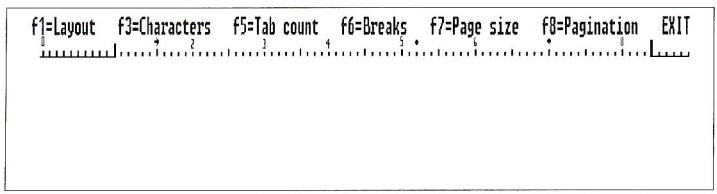
As far as LocoScript is concerned, **pagination** refers to the page numbers and the header and footer text which will appear in the completed document.

You should start with the document you are working on displayed on the Editing Screen; it makes no difference whether it contains any ordinary text or not. Then proceed as follows:

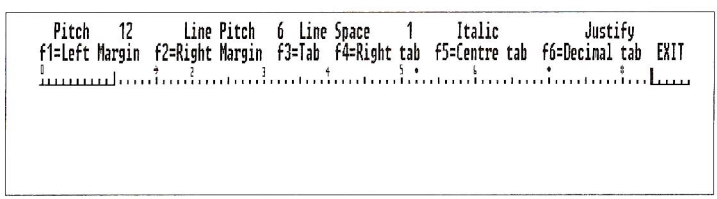
❑ Press Function Key [f1] to pop down the Modes Menu.

❑ The highlight should be on the option `Edit Header`; press ENTER to accept this. The screen which now appears is the one at which we shall be entering header and footer texts later in this chapter.

❑ Press Function Key *f1* to reveal the Options Menu. The Editing Header Screen will appear:



Press Function Key *f1* and the area at the top of the screen will become an editing window marked `Editing Base Layout`.



Altering the character pitch

The option `Pitch` at the left of the second line on the screen is highlighted. You can now change the character pitch — the number of letters printed per inch by typing in the appropriate number — 10, 12, 15 or 17 to the inch.

Proportional spacing is also available; this is marked by PS; press [P] to select this option.

If you try to type in a value other than those listed above, the computer will beep and refuse to accept it.

Common character pitches are 10 characters to the inch (cpi), sometimes known as Pica, and 12 cpi, sometimes known as Elite.

About proportional spacing

Proportional spacing means that instead of each letter occupying the same amount of space on the paper, the thin ones like 'i' are allocated less room than the wide ones, like 'M' and 'W'.

On average, over a line of printing, proportional spacing works out about the same size as 12 cpi. However, numerals in proportional spacing are all of the same width, to avoid untidiness in tables.

Because proportionally-spaced characters are of different widths, text which employs proportional-spacing may seem either too wide or too narrow for the rule on top of the screen. When printed, however, the effect will be correct.

Apart from this, your choice of pitch has no effect on the way printing is displayed on the screen.

Confirm your choice of letter pitch with [ENTER].

Setting the line pitch

Line pitch refers to the number of lines printed per vertical inch. The usual is six lines per inch, but eight is also possible. If you wish to change the setting, move the highlight bar over the prompt Line Pitch and then enter the new number and press [ENTER].

For most purposes you should select a line pitch of six lines per inch, as text printed to this pitch is easy to read. Only choose eight lines per inch if you particularly need to squash a lot of material onto a page.

Be particularly careful not to choose a pitch of eight lines per inch in conjunction with very long lines of text, as the result is usually very difficult to read.

Line spacing

To set the line spacing, highlight the prompt `Line Space`; then type in the value you want and press [ENTER].

A line spacing of 1 selects single line spacing, which means that there are no blank lines between lines of printing; a line spacing of 2 means that you have double line spacing, and so on.

You can also choose a line spacing of $1^1/_2$ or $2^1/_2$, for example, or even a line spacing of zero; this will cause the second line to be printed directly on top of the first.

Whichever line spacing you choose will have no effect on the way your document is displayed on the screen; that always has a line spacing of 1.

Selecting italic printing

The fourth choice on the Status Bar doesn't require a number to be input. Instead, if there is a tick by the prompt `Italic` then text will be printed in italic type, though its appearance on the screen will not be affected.

Remove a tick by pressing highlighting the prompt `Italic` and then tapping [-], or insert one by pressing [+]. In either case, all you are establishing is the norm for your document; you can additionally select or deselect italics at any point in the document from within the Emphasis Menu.

Setting justification

The final choice offered on the Status Bar is whether you want your text to be fully justified, i.e. with the spaces padded out so that both right and left margins are straight.

Highlight the prompt `Justify` and then press [+] to select justification or [-] to deselect it.

Particularly when used in conjunction with proportional spacing, justified text looks extremely attractive.

Setting the base layout margins

Before you can set the base layout margins and tab stops, you must press the [↓] key. This will make a small cursor appear on the Ruler Line under the Status Lines.

As long as this small cursor is visible, the long highlight bar with which such features as justification and character pitch are chosen will remain fixed. If you wish to return to work with these features, you must first press the [↑] key.

Setting the left margin

To set the left margin, proceed as follows:

❑ Place the cursor at the point where you wish the left margin of your document to appear.

❑ Press Function Key [f1]. The left margin has now been set.

Setting the right margin

To set the right margin, carry out these steps:

❑ Place the cursor at the position where the right margin is to be set.

❑ Press Function Key [f2]. The right margin has now been set.

LocoScript does not restrict your documents to the width of the screen. If you try to move the cursor off the screen to the right, you will find that all the rest of the screen (except for the Status Lines, which remains stationary) will slide over to the left; the only practical factor limiting

the width of a document is the physical length of the platen on the printer.

Setting and removing tab stops

The cursor under the Ruler Line is also used to set or remove tab stops.

LocoScript has four different types of tab stop: ordinary tabs, right tabs, centre tabs and decimal tabs.

Ordinary tabs

Ordinary tabs are represented by the symbol '→'.

This is the only sort of tab available on most typewriters. If the [TAB] key is pressed while a document is being written or edited, and the next tab-symbol is of this type, then all text which follows on the same line will be aligned to start at the tab.

To insert an ordinary tab, position the cursor at the appropriate position and then press Function Key [f3].

Right tabs

Right tabs are represented by the symbol '←'. Their effect is directly the reverse of ordinary tabs. If the [TAB] key is pressed and the next tab symbol is of this sort, following text will be aligned so that its right end is aligned under this tab.

To insert a right tab, position the cursor at the appropriate position and then press Function Key [f4].

Centre tabs

Centre tabs are represented by the symbol '↔'. Text tabbed to this symbol will be laid out so that it is centred underneath the symbol.

Experiment with centre tabs before committing yourself to their use, as with very short lines of text the effect may not be what you intended.

To insert a centre tab, position the cursor at the appropriate position and then press Function Key [f5].

Decimal tabs

Decimal tabs are represented by the symbol '•'. These are invaluable when setting out tables of numerical information, as any decimal point in text tabbed to them is forced to appear underneath the tab symbol, regardless of the number of places before or after that decimal.

To insert a decimal tab, position the cursor at the appropriate position and then press Function Key [f6].

Removing a tab stop

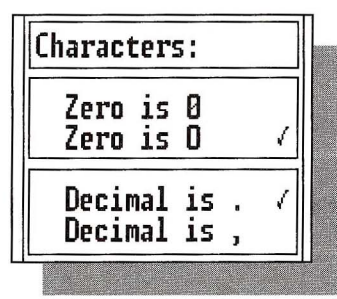
To remove a tab stop of any type, place the cursor over the symbol marking the unwanted tab, and then tap [-].

Leaving the Editing Base Layout Screen

When you are happy with the layout details, press [EXIT] and you will be returned to the Editing Header Screen.

The Characters Menu

If you wish to alter the default form of the zero character or to specify that a comma will be used as the decimal marker instead of a point, press Function Key [f3] to pop down the Characters Menu.



Setting the zero character

The convention has arisen in computer programming of showing Zero as 'Ø' rather than as '0'; this is in order to make a clear distinction between it and the letter O.

LocoScript offers you the choice of which symbol you prefer to use; move the highlight bar to the option you wish to use and then press [+]. The option will then appear ticked.

Setting the decimal marker

The second option on this menu is to choose the form for the decimal, either as a point (for British, North American or Australasian use) or as a comma (for many other countries).

This option does not change the form of the symbol — you must still choose a stop or a comma as you wish — but it selects which of the characters will be aligned automatically with the decimal tab described earlier. Once again, make your choice with the highlight bar and [+].

Removing the Characters Menu

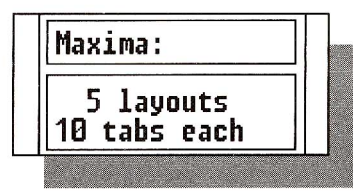
When you are happy with the options you have chosen, press [ENTER] and the menu will disappear.

Setting the tab count

We have already seen that although each LocoScript document is controlled by one base layout, it can also have a number of other layouts which apply for for just a portion of the document.

By default a LocoScript document can have up to 5 different layouts, each containing up to 10 tab stops. If you wish to change this, press Function Key [f5] to pop down the Tab Count Menu.

To select a different value, put the highlight bar on the value you wish to change, type in the new number, and then press [ENTER] to confirm it. When you have finished with the menu, press [ENTER] once more to remove it from the screen.

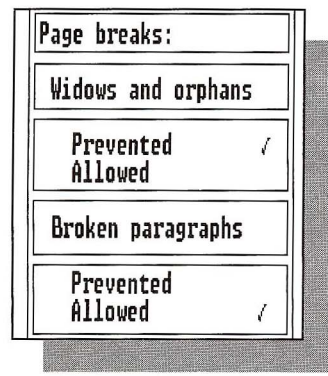


You can have up to 99 different layouts per document, with a maximum of 99 tab settings for each one. However, the larger the number you select, the more space your documents will require on disc.

To give some indication of the increase in storage space demanded by a larger number of layouts and tabs, increasing both to the maximum permitted of 99 will make the document take up an additional 10K of disc space.

Setting page breaks

By default, LocoScript puts as many lines as possible onto every page of your documents. If for any reason you want to change this, press Function Key [f6] to pop down the Breaks Menu; this gives you control over **widows and orphans** as well as over the way in which paragraphs may be broken by new pages.



Widows and orphans

Widows and **orphans** are single lines left at the bottom of one page or at the top of another. These generally look unattractive, and certainly add nothing to the readability of a document.

If you wish to avoid widows and orphans, place the highlight bar over `Prevented` in the upper section of the menu and press [+]; that option will then appear ticked.

Breaking paragraphs

If you wish, you can prevent paragraphs from being broken by new pages. To do so, move the highlight bar over `Prevented` in the lower section of the menu and press [+]; that option will then appear ticked.

When this is done, any paragraph which would over-run a page boundary is automatically forced to the top of a new page.

Where are you on the page?

Particularly if you habitually write long paragraphs, you may well find that preventing broken paragraphs leaves large blank areas at the foot of your pages.

So that you can tell just where you are on every page, the Status Lines at the top of the screen tell you which line of the page is currently occupied by the cursor, and what the maximum number of lines per page is.

In addition, as you type in your text, vacant spaces in the page-boundary marker immediately underneath your current line are gradually filled up; you may well not have noticed this taking place, but if you watch the page-boundary marker closely you will observe it change slightly as you reach the end of each line.

The wrong way to force a page break

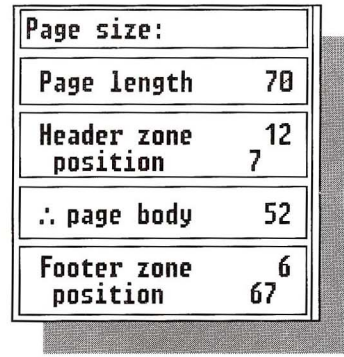
With these guides available to you, there is a danger that you might try to force a particular section of your text onto a new page by typing in a number of 'empty' carriage returns; indeed, with some other word processors, this the only way to achieve page control.

However, this technique will not work with LocoScript, as blank lines at the top and bottom of pages are ignored when printing.

The Breaks menu is thus invaluable for establishing rules for the behaviour of individual lines and paragraphs at page breaks. If any further changes are necessary in the actual course of composing the text of a document, press Function Key [f6] to display the Pages Menu (f6) at the Editing Text Screen.

Setting the page size

To change the size of paper on which a document will be printed, press Function Key [f1] to display the Page Size Menu which is printed on the next page.



The purpose of this menu is not merely to establish the paper size for any particular document, but also to fix the amount of space to be set aside for headers and footers, and to specify where within that space the headers and footers are to appear.

The numbers which appear in the menu refer to numbers of lines. In the example given above, the page is 70 lines long (standard A4 when using a line pitch of 6) and the top 12 lines and the bottom 6 are set aside for headers and footers.

One figure on this menu is not entered by the user; the 'page body' size. This is worked out by LocoScript, which detects whether the value is a sensible one, and will issue an error message if it is not.

Setting the pagination

Page numbering and the location of headers and footers are both controlled by Function Key [f8], which displays the Pagination Menu.

Setting page numbers

Even if page numbers are not displayed, LocoScript keeps track of them, and during writing or editing the number of the current page is always displayed on the Status Lines.

Most documents begin at Page 1, but this isn't true of everything; for instance, Chapter 15 of a book would usually begin with a much higher number.

You can set the number of the first page of a document by positioning the highlight bar in the appropriate place and typing in the number; then press [ENTER]. The highest number possible for any page is 9999.

Allocating headers and footers

Headers and footers are text placed at the top and bottom of every page (or most pages). They usually include the page number, and may contain other text as well.

There are certain circumstances under which some pages may need headers and footers while others do not. For example, every page of an article may require to have "more follows" or "mf" at the bottom except for the last, which would probably have "ends".

Similarly, the second and subsequent pages of a letter or a report might carry a page number, but the first page generally would not.

The Pagination Menu makes it possible to determine what variations you wish to have in the allocation of headers and footers. It is even possible to have odd and even numbered pages handled differently, so that when they are mounted in a binder their page numbers will always be on, say, the outside corner.

Note that we aren't yet specifying the text which will appear in the headers and footers; instead, we are just establishing which pages will have headers and footers, and which pages will share the same headers and footers.

- ❑ If you want to have the same headers and footers on every page, move the highlight bar down to `All pages same` and press [+].
- ❑ If you want the first page to have a different header from every other page, move the highlight bar down to `First page differs` and press [+].
- ❑ If you want the last page to have a different header from every other page, move the highlight bar down to `Last page differs` and press [+].
- ❑ If you want the odd and even pages to have different headers and footers, move the highlight bar down to `Odd/even pages differ` and press [+].

- If you do not want the first page to have a header or footer of any sort, check that the first page header and footer are not enabled. To disable the header or footer, place the highlight bar on the appropriate option and press [-]; to enable the header or footer, highlight the appropriate option and press [+].

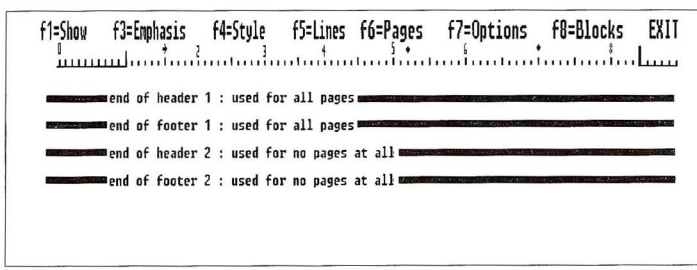
- If you do not want the last page to have a header or footer of any sort, check that the last page header and footer are not enabled.

- When you have set all the details, press [ENTER] to remove the menu from the screen.

Leaving the Header Editing Screen

When you are certain that you have all the details of the document header just as you want, press [EXIT].

You will be asked to confirm that you really do wish to use the new details which you have entered. Press [ENTER]; the screen will look like this:



You can now enter the actual text and page numbers that will go into your template's headers and footers.

There is nothing to stop you from pressing Function Key [f1] again to return to the Editing Header Screen again at any time; however, in the interests of following a fixed and organised routine in creating a document, it is better to try to get it right the first time, if possible.

Headers and footers

Headers and footers are lines of text which are optionally inserted at the top and bottom of each page of your printouts; they include page numbers and sometimes chapter headings and other similar information.

You probably won't find much use for headers and footers if you use LocoScript mainly for writing letters and similar short pieces, but if you use it for creating articles, reports, books manuscripts and other formal documents, you will often need to insert appropriate headers and footers into your work.

Creating text for insertion into headers and footers is no different from entering any other text, except that the amount of space available is more limited, and you are more likely to use such features as right justification and page numbering.

Consequently, the various Function Keys displayed on the Status Lines are the same as those used during normal editing, and can be used to call up the Show, Emphasis and other menus which we have already seen.

The most prominent feature of the screen is the series of bars across it, each one of which marks the end of the space available for a header or footer, as appropriate.

Each bar is identified by a brief text which also specifies where each particular header or footer will be used. This is derived from the Pagination Menu which we saw earlier, which is you should always work back to this point after establishing the pagination choices.

Inserting page numbers

The position in the header or footer where the page numbers will appear is controlled by the code `(PageNo)`. To locate this code, you should bear the following points in mind:

- ❑ Where will the numbers appear in the header or footer? You will probably wish to use the Centre or Right Justify commands from the Lines Menu controlled by Function Key [f5].
- ❑ How many spaces will you allocate to the numbers?
- ❑ Will the numbers sit on the right, the left or the centre of the space chosen?

A simple example

Imagine that you want to insert page numbers in the centre of each footer; that the numbers can occupy up to three spaces; and that numbers which are less than three characters long will be placed in the centre of the space allocated.

To do this, you would proceed as follows:

- ❑ Because the numbers are to be centred, select `Centre` from the Lines Menu popped down with Function Key [f5].)
- ❑ Type [+] [P] [N], or select `Page Number` from the Set Menu. This inserts the special code `(PageNo)` into the document; when the document is printed out, the current page number will be printed instead of the code.
- ❑ If you wish, you can make this code visible on-screen with the Show Menu reached through Function Key [f1].

- You must now type in a code to show how much space you want to allocate to the page numbers, and how they are to be laid out in that space. We want the numbers centred in the space, and to leave sufficient space for up to three numbers, so type in '===='.

- The '=' symbol is entered three times to show that sufficient space is to be reserved for three numbers. If you only wanted to allocate space for two numbers, with those numbers to be centred in the space, you would type in '=='

- If you wanted the numbers placed as far to the left of the available space as possible, you would type in '<<<'. If you wanted the numbers placed as far to the right of the available space as possible, you would type in '>>>'.

- If you only put in the `(PageNo)` code and omit the other symbols, the page numbers will not be printed.

Remember the symbols

It's important that you don't forget how the page-number symbols work:

- The symbol `'<'` locates the page numbers to the left of the space provided.

- The symbol `'>'` places the page-numbers to the right of the space.

- The symbol `'='` centres the page numbers.

- The number of times a symbol is repeated defines how much space the numbers will be allowed to occupy.

Finishing off

When you are satisfied that you have achieved the results you want — or alternatively, if you feel that you have made a total mess of the job and you want to start all over again — press the [EXIT] key, and the menu shown here will appear.

- ❑ `Use this pagination` confirms that you have completed your work on the base layout.

- ❑ Recover old pagination allows you to abandon all the changes you have made and revert to the previous base layout.

- ❑ Empty pagination text is a kind of bulk delete, clearing everything from both headers and footers and leaving you still in the same screen. Use this as a fast way of clearing header and footer space before entering new text.

- ❑ Abandon edit altogether returns you to the Disc Manager Screen, but with all your work lost for good; this allows you to escape from an editing session which has somehow 'gone wrong' without messing up the original template.

Summing up

Use the techniques described in this chapter whenever you need to edit a document's header in order to change the details the base layout.

- ❑ To begin editing the header, display the document on the Editing Screen and then press Function Key [f1] to display the Modes Menu.

- ❑ Select `Edit header`. The screen which appears is the one at which you will later enter your header and footer texts.

- ❑ Press Function Key [f1].

- ❑ Press Function Key [f1]. You can now set the character pitch, line pitch and line spacing, and whether or not justification and italic print will be selected.

- ❑ To begin setting the margins and tab stops, press [↓]. Then use the function keys to set the margins and tab stops.

- ❑ When you are happy with the tab stops and margins, press [EXIT].

- ❑ If you wish, you can now set the tab count, the correct form of the decimal marker and the zero character, the rules governing page breaks, and the paper size.

- ❑ Press [EXIT] when you have finished, and then press [ENTER] to confirm the new layout.

- ❑ Type in any header and footer text which you may require, and then press [EXIT] to return to the Editing Screen.

13

TEMPLATE.STD files

In this chapter you will learn how to create TEMPLATE.STD files; these allow all the documents created in a particular group to share the same format.

About TEMPLATE.STD files

You will probably find that most of the documents which you create with LocoScript will fall into a relatively small number of categories. For instance, a club secretary might regularly need to write letters, reports, and minutes; the proprietor of a small business might need to write memos, ordinary standard letters, invoices, circulars and price lists; a firm of estate agents might need to write letters and descriptions of properties on the market; and so on.

Each of these different types of document would normally have its own format, depending on its function and on the conventions preferred by the writer; for instance, some people would prefer to have their letters in a 'fully-blocked' style, with every line starting hard up against the left margin, while others prefer a more traditional arrangement with the first line of each paragraph indented.

It would obviously be a waste of time and effort if every time you sat down to create a particular type of document — a letter, say, or a report — you had to re-invent a suitable layout for that document before you could begin writing it. It would be much easier if you were automatically provided with the the appropriate margin settings, tab stops, line-spacing and other features automatically.

It would be even better if you could also automatically add some text to the document without having to type it in; for instance, you might want your address and telephone number to appear at the top of every letter; or you might want the word 'MEMORANDUM' to appear at the top of every memo form.

With LocoScript, all these things can be done by using a special kind of file called a **template**. The major rules governing template files are as follows:

- ❑ Every template file must have the special name TEMPLATE.STD.
- ❑ You can put one TEMPLATE.STD in every group.
- ❑ If a TEMPLATE.STD file exists in a group, then the layout of all the documents which are created in that group *after* the TEMPLATE.STD file will be governed by that TEMPLATE.STD.
- ❑ Any files which are already in a group when a TEMPLATE.STD file is added to that group will be unchanged.
- ❑ TEMPLATE.STD files can be edited, copied or deleted like any other LocoScript files.

Creating a TEMPLATE.STD file

We shall now set up a TEMPLATE.STD file to create headed stationery. (The LocoScript distribution disc already contains a group called LETTERS with its own TEMPLATE.STD, but instead of editing this, we shall create a new one from scratch.)

All the documents which you subsequently create in the same group as this new TEMPLATE.STD will automatically be given the same tab stops, margins and other layout features as the template. Furthermore, they will also automatically include the address, phone number and other text which you have included in the template.

So that you can set up a TEMPLATE.STD which is perfectly suited to your own needs, we shan't actually stipulate the margin and other settings that you should use. Just use settings which you yourself are happy with. Because you may well end up using this layout for several hundred letters, it's as well to spend some time and effort so that you get everything just right.

Setting up a layout for the TEMPLATE.STD

Begin at the Disc Management Screen by putting the highlight bar into any group which doesn't already have a TEMPLATE.STD file, and then pressing [C] to Create a new file.

When prompted for a name, delete LocoScript's own suggestion, and then type in the name TEMPLATE.STD and press [ENTER]. Then proceed as follows:

- ❑ At the Editing Screen, press Function Key [f1] to pop down the Modes Menu.
- ❑ The highlight bar will be on `Edit header`. Press [ENTER] to accept this.
- ❑ Press Function Key [f1] to display the Options Menu. The Editing Header screen printed on page 12 - 2 will appear.
- ❑ Press Function Key [f1] to edit the base layout.
- ❑ Use the [→] and [←] keys in conjunction with the [+] and [-] keys to select the Character Pitch, Line Pitch, Line Space, Italic and Justification options that you want.
- ❑ Press [↓] to display the cursor on the ruler line.

❑ Use Function Key [f1] to set the required left margin.

❑ Use Function Key [f2] to set the right margin.

❑ If you need tabs, set them with Function Keys [f3] — [f6]. If you are using a fully-blocked style, you will probably hardly need any tab stops at all. However, whatever type of layout you prefer, it's often a good idea to put a decimal tab stop about two-thirds of the distance between the margins so that you can line up any columns containing money values underneath it.

❑ When you've finished entering all the details, press [EXIT].

❑ If you wish, you can now change the way in which the zero character and the decimal character are represented, or alter the page size or the rules governing page breaks; full instructions are printed in Chapter 12.

❑ Press [EXIT] and [ENTER], and then [EXIT] and [ENTER] again.

Putting in the text

You can now type in any text that you wish to appear in every letter which you write. Type it in just as you want it to appear in the letters, together with any underlining or bold type that you want.

Typical text to type in would include:

❑ Your address

❑ Your telephone (and fax number if appropriate)

❑ The salutation '`Dear Sir,`'

❑ If you wish, you can also include the complimentary close ('Yours faithfully') at the foot of the letter.

Adding simple instructions

If a template is going to be used by many different people, it may be convenient to put instructions in it, such as `Type in the letter`

between the salutation and the close. These instructions will need to be deleted before the document is printed, of course. To make the instructions stand out, it's a god idea to highlight them using the Reverse option from the Emphasis Menu.

Finishing off

Now press [EXIT] and save the new document. From now on, all the letters you Create in the group that has this TEMPLATE.STD in it will automatically use the layout and text that you have created.

If you ever decide to alter the TEMPLATE.STD that you have just created, remember that the changes won't affect any documents which you have already created in that group. However, any new documents which you create in that group will take on the altered settings.

Summing up

TEMPLATE.STD files enable you to make sure that all the documents subsequently created in a group will have the same margin, tab stop and other layout features as each other. They thus help you both to save time and to create consistent documents.

To create a TEMPLATE.STD file follow these steps.

- ❑ Create the file in the usual way, giving it the name TEMPLATE.STD.
- ❑ Set the appropriate tab stops, margin settings and other layout features.
- ❑ Add any text which should appear in all documents created according to that template.
- ❑ Save the template.

14

Using different character sets

In this chapter you will learn how to access the very large character set provided in LocoScript, including foreign accents. You will also learn how to save and load text in ASCII format; this makes it possible to transfer data between LocoScript and programs running under the CP/M operating system.

Using accents

LocoScript can reproduce 5 different accents. They are reached by holding down the EXTRA key while tapping another key. The full list of accents and the key-combinations you must use to reach them is as follows:

¨	Umlaut	EXTRA/2
´	Acute	EXTRA/6
^	Circumflex	EXTRA/7
`	Grave	EXTRA/8
~	Tilde	EXTRA/-

The accents can only be applied to characters in the LocoScript character set. To do so, proceed as follows:

- ❑ Type in the accent as listed on the previous page. The cursor will remain in the same place.
- ❑ Type in the character which you want to place below the accent.
- ❑ If you want to use the accent on its own — that is, without an associated character — press [ENTER] immediately after typing the accent .

Using different character sets

The **character set** of a computer or word processor is simply the list of all the different letters, numbers, punctuation marks and so on that it can produce. On an ordinary typewriter, the extent of the character set is obvious enough — if a character is shown on one of the key-tops, then it's part of the machine's character set — but LocoScript can produce many more characters than those shown on the key-tops. These characters make up the **extended character set**.

Using 'Alt' characters

A number of commonly-used additional characters can be by holding down [ALT] while tapping one of the ordinary alphanumeric keys. Characters produced in this way include the various accents described above and a few other symbols, mostly mathematical signs such as 'π', produced by the combination [ALT]/[P], and '÷', created by [ALT]/[/].

Also available are the 'Ring' characters å and Å, reached through [ALT]/[8] and [ALT]/[SHIFT]/[8], and æ and Æ, reached with [ALT]/[9] and [ALT]/[SHIFT]/[9]

Greek characters can be accessed by holding down [ALT] while tapping an equivalent Roman character: for instance, α is reached by tapping [ALT]/[A] and β by pressing [ALT]/[B]. The Greek capital letters are reached by holding down [SHIFT] at the same time.

The 'Extra' characters

Another group of characters is produced by holding down EXTRA while tapping one of the other keys. These characters are mostly common non-alphabetical symbols, such as the copyright symbol '©', reached by pressing EXTRA / C and the paragraph symbol '¶', reached with EXTRA / P.

When you can and can't use the extended character set

Although you can use the extended character set freely inside documents, there are some places where this isn't allowed. In particular, the names of files, discs and groups can only consist of English letters — which are automatically converted to upper case — numbers and a few punctuation marks (which are not normally used anyway).

Printing and transferring the extended character set

The dot-matrix printer supplied with your PCW9256 computer can print all the characters which can be displayed on the computer screen. However, if you want to transfer data between your LocoScript documents and programs running on your PCW9256 under the CP/M operating system described in Chapter 16, you may find that some characters outside the limited range known as **printable ASCII characters** won't be transferred.

A similar situation may arise if you use specialist software to read your PCW discs on a PC computer.

Transferring data between programs

As long as LocoScript is the only program you use, you do not need to worry about ways in which data can be transferred between one

program and another. If this is your situation, you may prefer to skip this section.

If, however, you expect to want to transfer information between different programs, you need to understand something about the restrictions which this will impose upon you, and especially about the ASCII character set.

Virtually all personal computers understand and use the same basic character code, known as **ASCII** and pronounced 'Askey'. The initials stand for the *American Standard Code for Information Interchange*, and the ASCII code is one of the few really universal standards in personal computing.

In ASCII, each printable character is assigned a number, ranging from 32 (a space) up to 127 (usually printing as a blank, but often called Delete). Numbers below 32 are control codes, used for such purposes as sending the carriage to the start of a new line, scrolling to the top of the next sheet of paper, and so on.

Although this limited character set was quite acceptable in the early days of computing, it seems very restrictive today. Indeed, because it's an American code, it doesn't even make provision for the '£' symbol.

Despite these limitations, the fact remains that if you want to interchange data between one program and another — for instance, between LocoScript and a spreadsheet or database program which runs under the CP/M operating system — that data will almost invariably have to be cut down into ASCII format before it can be transferred.

When you take text from LocoScript so that it can be used by some other program, you are said to **export** it. It's also possible to take ASCII text which has been prepared by some other program and **import** it into LocoScript.

Converting a LocoScript file to ASCII format

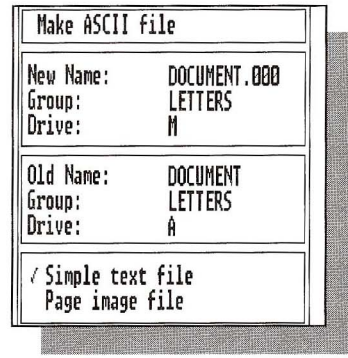
LocoScript files contain several different types of data:

- ❑ Ordinary ASCII codes, representing letters of the English alphabet, the most common punctuation marks, etc (but not the '£' symbol).
- ❑ Non-ASCII codes, representing mostly foreign and accented characters.
- ❑ Information about document layout, tab stops and similar details.
- ❑ Codes which turn enhancements such as bold or italic type on and off, or which change line-spacing and pitch, etc.

When you convert a file to ASCII format, only the first type of data is converted; everything else is simply lost in the conversion. However, this doesn't affect the original file. This is because converting a LocoScript file to ASCII format actually involves creating a new copy in ASCII format of the original file; the LocoScript file will still exist unchanged after you have finished.

To convert a file, carry out the following operations:

- ❑ At the Disc Management Screen, put the lower highlight bar on the name of the file which you wish to convert to ASCII format.
- ❑ Press Function Key [f1] to pop down the Modes Menu.
- ❑ Put the highlight bar on `Make ASCII file` and press [ENTER].
- ❑ Use the lower highlight bar to select the destination group for the converted file. *This should always be Group 0 if you want a CP/M program to be able to access the file easily.* Then press [ENTER].
- ❑ The Make ASCII File Menu printed on the next page will appear on the screen. The new file-name and group are displayed at the top of the menu, and the old file-name and group are shown lower down.



- If you wish to change any of the file details in the menu, press [↓] to take the highlight bar down to the appropriate line, and then edit the details in the usual way.

- If you want to create a **simple text file**, press [ENTER]. If you want to create a **page image file**, take the highlight bar down to `Page image file` and then press [ENTER]. (The different types of file are described below.)

- The file conversion will then take place.

Types of ASCII file

LocoScript can create two different types of text file:

- Simple text files lose all the formatting of the original file, except that the places where [RETURN] and [TAB] were pressed will still be marked; thus paragraph divisions will still be apparent, but margin and page settings and the boundaries between individual lines will be lost.

- Page image files keep as far as possible the line and page-breaks of the original document, including any headers or footers.

Which of the options you should choose depends on what you are going to do with the converted file. If you are going to paste it into a spreadsheet program, for instance, you will probably want it to look as much like the original document as possible, and so you should choose a Page image; if you are going to import it into a different word processing program that will have to make it fit it between its own margins, you should create a Simple file.

When carrying out a conversion of this sort, remember that because of the deficiencies of Ascii described above, some LocoScript characters

won't produce meaningful codes. For most purposes this isn't much of a limitation, though you may find it annoying when you try to insert text including non-ASCII mathematical symbols, for example, into a spreadsheet.

Importing ASCII files into LocoScript

Just as you can convert a LocoScript file into ASCII format and insert it into another program, so also you can take an ASCII text file prepared by another program and paste it into a LocoScript document.

The first step is to convert the file from whatever format the other program uses into ASCII; you will have to read the documentation that comes with that other program in order to do this. Some programs have direct commands to enable text to be saved in ASCII format, and obviously these are very straightforward to use.

LocoScript won't let you directly edit an ASCII file because it is not a 'LocoScript document' — that is, it lacks the layout and setup detail that all LocoScript documents must have. Instead, you will have to import the ASCII text file into a LocoScript document, opening a new one for the purpose if necessary. To do this, follow these steps:

- ❑ Create a new file in the usual way, but don't type any text into it.
- ❑ With the cursor at the very beginning of the document, press Function Key [f1] to pop down the Modes Menu.
- ❑ Move the highlight bar down to `Insert text` and press [ENTER].
- ❑ You will be taken back to the Disc Management Screen. Use the cursor keys to pick out the document which you want to import and then press [ENTER].
- ❑ The ASCII file will then be read directly into the new document.

Summing up

LocoScript is capable of producing a very wide range of characters, all of which can be printed on the printer supplied with the machine.

Only characters in the limited ASCII character set can easily be exported into another program. To make an ASCII copy of a LocoScript file, carry out these steps:

- ❑ Highlight the file which you wish to convert to ASCII format at the Disc Management Screen.
- ❑ Press Function Key [f1] to pop down the Modes Menu.
- ❑ Select `Make ASCII file`.
- ❑ Pick the destination group for the converted file.
- ❑ Check the details on the Make ASCII File Menu, and select `simple text file` or `page image file` as appropriate.

15

Managing the Printer

In this chapter you will learn more about the three basic operations which are possible with the PCW9256 printer. These are

- Printing a new document one line at a time, as you type it in. This is called **direct printing.**
- Printing either all or a part of a file in either high quality or draft quality printing.
- Setting the various options which you want to apply to the document which you print, such as choosing between single-sheet and continuous stationery, establishing the dimensions of the paper you are using, and so on.

Direct Printing

Direct Printing lets you use your PCW9256 almost as if it were an electric typewriter; this is particularly useful for tasks like filling in forms, where it's necessary to make sure that the print head is placed in exactly the correct position on the paper before printing starts.

The main difference between using a typewriter and using the LocoScript Direct Printing mode is that in Direct Printing, the characters are not printed one at a time as you type them; instead, when you press the [RETURN] key at the end of each line, the whole line is automatically printed exactly as it was entered. This gives you the opportunity to check each line for errors before it's printed.

To use the Direct Printing option, proceed as follows from the Disc Management Screen:

- ❑ Press [D] to select Direct Printing. The Direct Printing Menu will appear.

- ❑ Press [ENTER] to confirm that you want to use Direct Printing. If you change your mind, either press [CAN] or move the highlight bar down to `cancel` and press [ENTER].

- ❑ When Direct Printing is confirmed, a version of the ordinary Editing Screen appears.

- ❑ Load paper into the printer as described in Chapter 2. If you need to locate the print head at a particular position, follow the instructions in the section **Locating the print head** on page 15 - 7. When the print head is correctly located, press [EXIT] to leave the Printer Control State.

- ❑ Type in the text you want to be printed, one line at a time. You can use the [←DEL] and [DEL→] keys to edit the line in the usual way, and the cursor keys [→] and [←] to move the cursor along the line. All the normal LocoScript enhancements such as italics, bold type and the like are available in the usual ways.

- ❑ When you are satisfied with the appearance of the line, take the cursor to the end of the line and press [RETURN] and the line will be printed out.

- ❑ The printer will wind the paper up at the end of the line. If the print head is in the correct position for the next line, continue typing; otherwise, press [PTR] to enter Printer Control State and then follow the instructions in the section **Locating the print head**.

❑ When you have finished direct printing, press [EXIT] and then [ENTER] to confirm the operation.

Printing part of a document

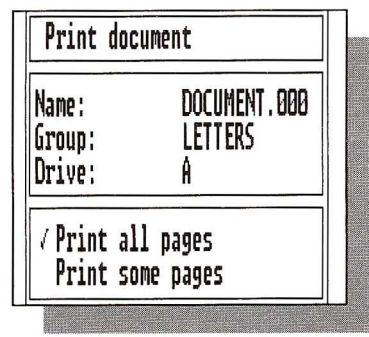
When you print a document at the same time that you finish editing it, by selecting the `Save and Print` option from the Exit Menu, LocoScript always prints out the entire document.

If you want to print only some pages of a document, you must first have the document saved as a file on the disc in Drive A or Drive M, and then proceed as follows:

❑ Load the printer with paper in the usual way.

❑ At the Disc Manager Screen, put the lower highlight bar on the name of the file that you want to print.

❑ Press [P]. The Print Document Menu will appear.

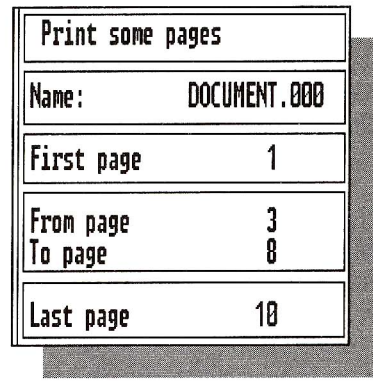


❑ Check that the correct file, group and disc are shown. Any mistakes can be corrected by moving the highlight bar to the appropriate slot and editing the information in it.

❑ If you want to print the entire document, press [ENTER].

❑ If you only want to print certain pages, move the highlight bar down to `Print some pages` and press [ENTER]. The Print Some Pages Menu printed on the next page will be displayed.

- Move the highlight bar down to `From page` and type in the number of the first page in the range that you want to print. Then move it down to `To page` and type in the number of the last page to be printed.
- Press [ENTER] to confirm your selection. The pages you have selected will be printed.

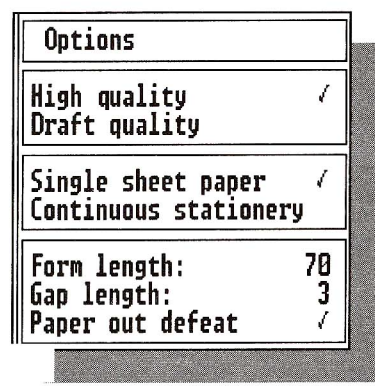


Controlling the printer

You can change several aspects of the way in which the printer attached to your PCW9256 works from the Printer Control State; this is entered by pressing [PTR] or by pulling forward the bail bar on the printer.

Choosing the printer options

To set the printer options which will apply to documents which you are about to print, enter the Printer Control State and then press Function Key [f1] to pop down the Options Menu. Thus allows you to choose between Draft and High quality printing; between single sheets and continuous stationery; and to set the dimensions of the paper that the printer expects.



High and draft quality

The PCW9256 printer has two modes of operation: draft quality and high quality. Draft quality is much quicker than high quality, but the individual dots of which the characters are composed are readily visible; high quality is very similar to ordinary typewriting.

Use high quality printing to produce final copies of documents, where appearance is the prime concern.

Use draft quality printing to produce copies for your own files, or as an aid to checking that your work is correct before it's finally printed in high quality. The option which is currently selected is marked with a tick.

❑ To change to draft quality printing, move the highlight bar to `Draft quality` and press [+]; then press [ENTER] to confirm the selection.

❑ To change to high quality printing, move the highlight bar to `High quality` and press [+]. Then press [ENTER] to confirm your choice.

Single sheets and continuous stationery

By default, LocoScript expects A4 single sheet paper. However, you can if you wish change to standard continuous form computer stationery of the sort sometimes called **fan fold paper**.

Because the dimensions of standard continuous stationery are different from those of ordinary A4, it isn't a good idea to preview your work on continuous paper before printing the final high quality version on A4, as the page breaks may fall in different places.

To change to Continuous stationery, follow these steps:

❑ Clip the tractor feed mechanism onto the printer, making sure that the gear at the left-hand end of the assembly meshes with the gear on the left of the printer platen.

❑ Press [PTR] to enter the Printer Control State.

❑ Press Function Key [f1] to pop down the Options Menu.

❑ Move the highlight bar down to `Continuous stationery` and press [+]. The paper dimensions listed at the bottom of the menu will change to those suitable for continuous paper.

❑ Press [ENTER] to confirm the selection.

To change back to single sheets, work through these steps:

❑ Press [PTR] to enter the Printer Control State.

❑ Press Function Key [f1] to pop down the Options Menu.

❑ Move the highlight bar down to `Single sheet paper` and press [+]. The dimensions shown at the bottom of the menu will change to those suitable for A4.

❑ Press [ENTER].

Changing the dimensions of the paper

It isn't usually necessary to alter the paper-dimensions which are shown at the foot of the Options Menu. However, if you do need to make changes, take the highlight bar down to the relevant line, type in the new value, and press [ENTER].

❑ `Form length` is the total length of the paper, measured in lines and assuming the standard line pitch of six lines per inch.

❑ `Gap length` is the gap which is automatically left at the foot of each page. If you are using single sheets, this area can't be printed on because the paper isn't held firmly enough; if you are using continuous stationery, this area is normally left blank to avoid printing on the perforations which separate adjoining sheets.

❑ `Paper out defeat` refers to the sensor which detects whether there is paper in the printer. This option should be selected — marked with a tick — when you are using single sheet stationery, because otherwise the printer will think that it is running out of paper as it nears the bottom of the sheet, and will thus prevent you from printing on the whole length of the sheet. It should be deselected — not ticked — if you are printing on continuous stationery and expect to leave the printer working unattended; then, if the printer unexpectedly runs out of paper, the printing will stop. Highlight this option and then use the [+] key to select it or the [-] key to deselect it, or press the space bar to toggle between the two states.

Waiting for Paper

If you are printing a multi-page document on single-sheet stationery, LocoScript will pause at the end of each page for you to insert the next sheet of paper. When you have loaded the paper, you should then press [EXIT] to leave the Printer Control State, and printing will resume automatically.

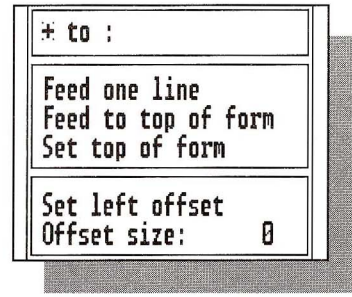
If the printer doesn't restart, and the message `Waiting for paper` appears on the Information Lines although paper is in fact loaded, this is probably because you have wound in the paper manually instead of letting the printer draw the paper in under its own power. Alternatively you may have set up the printer for single sheets while actually using continuous stationery.

Press Function Key [*f2*] followed by [ENTER] to clear the `Waiting for Paper` condition.

Locating the print head

It's sometimes necessary to move the print head to a specific position on the paper. This is done by pressing Function Key [*f3*] to pop down the Actions Menu which is printed on the next page.

❑ To wind the paper up by one line — i.e. $^1/_6$ of an inch — make sure that the highlight bar is on `Feed one line` and press [+].



- To wind out the current sheet and move on to the top of the next sheet, move the highlight bar to `Feed to top of form` and press (+).

- If for any reason the printer loses track of its current position on the page, wind the paper manually until the print head is positioned at the top-of-page position, move the highlight bar down to `Set top of form` and press (+).

- If you want the printing to be offset from the left hand edge of the paper, move the highlight bar to `Offset size:` and type in the distance; the measurement is in character widths. Press (ENTER) to complete the selection. The print head will move at once to the required position.

- When you have finished with the menu, press (ENTER) to remove it from the screen.

Clearing a paper jam

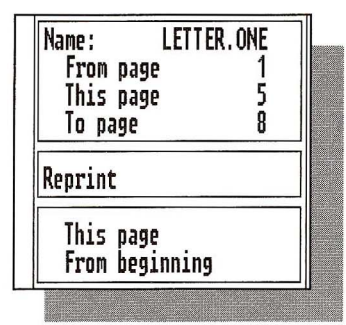
If for any reason the paper jams in the printer, follow these steps:

- Press (PTR) to enter the Printer Control State and to stop the printer.

- Clear the paper jam. If the paper is torn, make sure that you remove any fragments which may be caught around the platen.

- Press Function Key (f5) to pop down the Document/Reprint Menu.

- To reprint the entire document from the beginning, move the highlight bar down to `From beginning`.



❑ To begin reprinting from the top of the current page, move the highlight bar to `This page`.

❑ Whichever option you have chosen, you will be prompted to make sure that the print head is at the top of the paper. Press [ENTER] and then [EXIT] to leave the Printer Control State and resume printing.

Resetting the printer

You may very occasionally need to reset the printer or to completely abandon printing a document. To do this, press Function Key [f1] to pop down the Reset Menu, and then press [ENTER] to confirm the operation.

On line and Off line

When the printer is **on line**, it will respond to any signals which are sent by the PCW; when it is **off line**, any incoming signals will be held back at the printer until the printer is again on line. No material will be lost while the printer is off line.

Pressing Function Key [f8] toggles the printer between on line and off line.

❑ If you want to stop the printer and then resume printing later, just press [PTR] to enter Printer Control State. When you press [EXIT], the printing will resume from where it was stopped.

❑ If you don't want the printer to begin printing again as soon as you leave Printer Control State, press Function Key [f8] to put the printer off line.

❑ When you're ready to start printing again, repeat these two steps.

Summing up

If you want to use LocoScript to fill in a form, the easiest way to do so is to use the Direct Printing option. To do this, press [D] at the Disc Management Screen, followed by [ENTER]. Then position the paper and

type in the text, and press [RETURN] at the end of each line to print it out immediately.

If you want to print only part of a document, press [P] at the Disc Management Screen; then select the range of pages that you want to print.

If you want to alter the printer options, or to reposition the print head, press [PTR] to enter the Printer Control State, and then choose the appropriate Function Key. You must then press [EXIT] to leave the Printer Control State.

16

Introducing CP/M

As well as the LocoScript word processing program, your PCW9256 computer and word processor includes the industry-standard CP/M operating system, together with several programs which use it. These include:

- ❑ Dr Logo
- ❑ Mallard BASIC
- ❑ Various CP/M utility programs

You can also buy a wide range of other CP/M programs. *You should make sure that any software you buy is supplied on discs which are compatible with your PCW9256.*

You have already used CP/M briefly to make backup copies of your LocoScript master discs. A full description of the other things you can do with CP/M is beyond the scope of this Guide. Additional information can be obtained from the sources mentioned in the section of this Guide entitled **Read Me First**, and most good computer bookshops will be able to provide other books.

About the CP/M operating system

When LocoScript is running in your computer, it is responsible for far more than merely transferring characters from your key-presses onto the screen.

For example, it keeps an index of the contents of the disc which is currently logged into the drive, so that when you save a new document it isn't recorded on top of something that is already there. It also regulates the flow of information inside the PCW9256, sending the appropriate data to the printer, the screen and the disc drive.

LocoScript also knows exactly where in the memory of your PCW9256 all your information is stored, so that whenever you need to scan through a document which you have typed in, you can find the section you need without any trouble.

These tasks of organising the disc drives, directing information around the various parts of your computer system, and keeping track of what is in the memory are usually carried out not by a particular program, like LocoScript, but by something called the **operating system**.

Several different operating systems are used on personal computers; some of them are found on only one or two manufacturers' models, while others are widely used on a variety of different personal computers. The advantage of an operating system which has been adopted by many different manufacturers is that programs that will run on one computer will generally also run on other computers from different makers which share the same operating system.

About CP/M

The Amstrad PCW9256 computers are supplied with an operating system known as CP/M; the initials stand for Control Program for Microcomputers. A very large number of different programs have been written to use it — to 'run under CP/M', as the jargon goes.

In this chapter, we shall look at some of the most important CP/M commands which you will need to know and understand before running programs (other than LocoScript) on your PCW9256.

Remember that LocoScript is *not* a CP/M program, and so it can't be run on any other type of computer. Despite this, some of the features of LocoScript are very closely modelled on CP/M; for example, both LocoScript and CP/M use the same conventions for naming files, so file-names for both systems consist of up to eight characters before a full stop and an optional file-extension of up to three characters after it.

However, there are some areas in which LocoScript works a little differently from CP/M; for instance, CP/M has 'user numbers' which are analogous to LocoScript groups, but there is no simple way in CP/M of copying or moving a file from one user number to another in the same way as a LocoScript document can be transferred between groups.

Because of these differences, it's not a good idea to store LocoScript documents on discs which you also use for CP/M work; it's perfectly possible to examine a disc under CP/M and come to the conclusion that it's blank and can therefore be reformatted without loss, while in reality it might contain a number of LocoScript files, which you might then unintentionally erase.

Loading CP/M

Loading CP/M is done in exactly the same way as loading LocoScript: turn on the PCW9256 and insert the CP/M Master Disc into it.

It isn't possible to go from LocoScript to CP/M (or *vice-versa*) without first turning the computer off or else resetting it by holding down both the [SHIFT] and [EXTRA] keys and then tapping [EXIT].

After the familiar series of scrolling lines, you will find a brief copyright message and the standard CP/M prompt, `A>`. This is because CP/M always prompts with the name of the current disc drive, and we are using Drive A. This is confirmed by the message at the foot of the screen, reading `Drive is A:.`

At this point, there are a number of things which you might do. You could, for example, load a spreadsheet or database program into the PCW9256, or load a computer language such as BASIC or Dr Logo. Both Basic and Logo are often taught in schools.

Alternatively, you could use some of the various **utilities** which are available under CP/M.

CP/M Utilities

Utilities are special programs which are used for what we might think of as computer housekeeping; to copy files or discs, for instance, to list what files are available on any given disc, to rename files, to erase them, to alter which character will appear on the screen when any particular key is pressed and so on and so on. The DISCKIT program which is used to copy and format discs is a CP/M utility.

Not all possible utilities are actually included on the CP/M discs, of course. As you become more familiar with your computer, you will find that there are other, specialised utilities which you might find useful and which you can buy.

Computer languages

Your PCW9256 comes 'bundled' with two computer languages. We have already mentioned BASIC, and there is in fact an excellent, and very advanced, version of BASIC included with your computer. There is also a second computer language, called LOGO. This is best known for so-called **turtle graphics**, by means of which various shapes can be drawn on the screen (although you can do many other things with LOGO as well).

LOGO is primarily intended for teaching computing to children, but don't let that put you off trying it; what makes it particularly good for learning with is that you can see the results of your instructions — and your mistakes — almost immediately.

Applications programs

Programs that are intended to do some real task that extends beyond the computer itself, such as organising a spreadsheet, or working out a company's payroll and accounts, are called **applications programs**.

Apart from a simple communications program called MAIL232.COM, no CP/M applications programs are included with your PCW9256. However, CP/M programs on $3\frac{1}{2}$" discs are expected to become available from third parties; please consult your dealer or refer to the various computer magazines for currently-available software.

The CP/M keyboard

CP/M expects certain special keys to be present on the computer keyboard; if they are not there, then their function must be taken over by other keys. Because of this, the keyboard of the PCW9256 computers behaves a little differently when used with CP/M than it does with LocoScript.

The most important differences are as follows:

- The small [ENTER] key at the bottom right-hand corner of the keyboard no longer has a special purpose, but is treated just like the large [RETURN] key.
- The [EXIT] key becomes an Escape key, usually referred to as ESC.
- The [ALT] key becomes Control, usually abbreviated to CTRL.

When the [ALT] key — or CTRL as it now becomes — is pressed in conjunction with any other key, it produces what are called **control characters**. These are used in very many CP/M utilities and applications programs to give instructions to the computer; for instance, CTRL /[C] usually means 'Abort whatever you are doing'.

The CP/M Directory

When you use LocoScript, the names of all the document files on the current disc are automatically displayed on the Disc Management Screen. Some CP/M applications programs do this as well, but there will be many occasions when you will need to know what files are on a disc without wanting to run a particular program.

There is a useful inbuilt command in CP/M which you can use to find out exactly what is on any disc. Simply insert the disc into the disc drive and type `DIR` (which is short for DIRectory) and press [RETURN] or [ENTER]; you don't have to log in the disc first as you did with LocoScript.

It makes no difference whether you type in CP/M commands in capitals or in lower case letters, or in any combination of the two, but in this book we use the common convention of showing all CP/M commands in capital letters.

The activity light on the front of the disc drive will immediately come on, and within a few moments you will see a complete listing of the names of every file on the disc; it will look something like this, though the actual files on your disc may be a little different:

```
J11CPM3  EMD : BASIC    COM : DIR      COM : PALETTE COM : ED       COM
ERASE    COM : KEYS     WP  : LANGUAGE COM : PALETTE COM : PAPER    COM
PIP      COM : PROFILE  COM : RENAME   COM : SET     COM : SET24X80 COM
SETDEF   COM : SETKEYS  COM : SETLST   COM : SETSIO  COM : SHOW     COM
SUBMIT   COM : TYPE     COM : RPED     BAS : RPED    SUB
```

The majority of the files are of type .COM, which is a very important type in CP/M. It stands for COMmand, and the various files listed with this extension are programs which can be run by simply typing in their names (together, sometimes, with other information). Only the first section of the file-name should be typed in; the .COM part is always omitted. You don't need to Load a program first and then Run it, as with some other computers.

You can also use the DIR command to find out what is on some other drive, such as the internal Drive M. To do this, type `DIR M:` and then press [ENTER] or [RETURN].

Note that whenever you specify a **device**, such as a disc drive or a printer, in a CP/M command, its name must always end with a colon (:).

After CP/M has listed the names of the files on Drive M, or given a `No File` message if there are no files on the disc, it will return to the `A>` prompt.

Default drives

CP/M always assumes that one particular disc drive is the **default drive**, that is, the one which it will use unless it has been told differently. When CP/M is first loaded, Drive A is the default drive, which is why the CP/M prompt reads `A>`. If you wish to change the default drive to Drive M, simply type `M:` and press [RETURN], and CP/M will prompt you with the new drive letter, `M>`.

You can also use DIR to find out whether any specific file or files are on a disc, by giving the name of the file after the DIR command; for example, to find out whether a file called ERASE.COM was on the disc, you would type `DIR ERASE.COM` and press [RETURN].

If the file is present, then its name will be repeated on the screen; if not, CP/M will respond with the message `No File`.

Wild cards

The CP/M **wild cards** are characters which can 'stand for' other characters of groups of characters. There are two of them:

- '*' represents any one or more characters.
- '?' represents any single character.

Wild cards can be very useful when you are checking the contents of a disc with CP/M. Imagine, for example, that you need to find out which

of a series of spreadsheet files with names like SPREAD1.DAT, SPREAD2.DAT and so on, are on a particular disc. To do this, enter the command `DIR SPREAD?.DAT`.

The question mark in the seventh place in the file-name means that the DIR command will find SPREAD1.DAT, SPREAD2.DAT, and any others which are present, and list them all in the usual way.

Similarly, typing `DIR *.DAT` would produce a directory listing of all the files with the file-extension .DAT.

Finally, `DIR *.*` would produce a listing of every file on the disc, regardless of its file-name or extension; it is thus a synonym of the ordinary DIR command.

Experiment with the DIR command and the wild cards until you feel that you understand how they work; wild cards are widely used in many areas of CP/M, and particularly in many applications programs, so it's important to grasp the principles behind them.

Looking at the contents of a document

There may be occasions when you want to find out the contents of a particular file; this can be especially useful if you can't remember what's in a particular file.

The command to do this is `TYPE` *`filename.extension`* where *filename.extension* represents the name and extension of the file you want to examine. Assuming that the file is present on the disc, it will be displayed on the screen.

You should only use this command on text files — that is, on files which contain documents of some sort, rather than programs; if you try to TYPE a .COM file, only garbage will be displayed on the screen, and it's even possible that the computer will lock up and have to be reset.

Using the printer in CP/M

Just as in LocoScript, the printer is is controlled by the [PTR] key on the keyboard; the printer control state can also be entered by pulling forward the paper-feed lever on the printer itself. However, instead of the LocoScript pop-down menus, you will be shows a series of options along the bottom of the screen, and a highlight bar which can be moved from one to the other with the [←] and [→] keys.

These options are called **buttons** because they take the place of the actual push-buttons found on many printers. They look like this:

```
Printer:On  line | Top of Form | LF | FF | Draft quality | PO defeat:On  | Hex:Off | RESET
```

The number of choices offered by the buttons varies according to what the printer is doing at any time. Most of the options are reasonably self-explanatory, but the following notes may help:

- If the first button reads `On line`, then the printer is ready to receive data from the computer. If you put the highlight bar on `On line` and press the [-] key, the button-name will change to `Off line`, and the printer will then ignore any information sent to it by the computer.

- The `Top of Form` button is used to tell the printer that the print-head is at the top of a sheet; press [+] when the highlight bar is on this option if you have wound paper into or out of the printer by hand.

- `LF` and `FF` stand for Line Feed and Form Feed respectively. To advance the paper by a single line, place the highlight bar on `LF` and press [+]; putting the highlight on `FF` and pressing [+] will make the printer roll up the paper until it reaches the bottom of the page.

- `PO Defeat` should be set to On if you are using single sheets, and to Off if you are using continuous form stationery — `PO` stands for Paper Out. Use the [+] key to set PO Defeat to On, and the [-] key to set it to Off.

- The `Hex off` button should be left unaltered for document printing; use the [+] key to set `Hex` on if you want it to print the hexadecimal numbers (that is, numbers in Base 16) which represent character codes, rather than the characters themselves. If you don't understand any of this, you don't need to use this facility.

- The last button, `RESET`, sets all the buttons back to their default state, and abandons any printing which has been interrupted either by pressing [PTR] or by pulling forward the paper-feed lever on the printer.

Press [EXIT] to leave the printer control state, and remove the buttons from the bottom of the screen.

Printing out a file

To print out the contents of a text file, press [ALT]/[P] and then use the TYPE command; there will be a 'beep' as you press [ALT]/[P], but you can ignore this. The contents of the file you have named will be shown on the screen and simultaneously printed.

The [ALT]/[P] command is often loosely referred to as 'turning on the printer'; more precisely, it makes the printer 'echo' everything that appears on-screen. When your file has all been printed, press [ALT]/[P] again to toggle the printer off.

Summing up CP/M

CP/M was originally designed for people who understood computers pretty well, and this can make it a little tricky for non-experts to use, though you probably won't have any difficulty with the simple commands described here. You should check that every command is entered *exactly* as it is printed in this guide; even a misplaced space can be quite enough to cause a CP/M command to fail.

In particular, make sure that you have entered as much of the file-name and extension as is appropriate for the particular command you are using. For instance, loading and running a .COM program requires you

to type in the file-name but not the extension, while TYPE requires both the file-name and the extension to be specified, or at least filled in with wild cards.

Index