Clarity Guides

AMSTRAD PCW

Word Processing with Locoscript

Tony Johnson

Amstrad PCW

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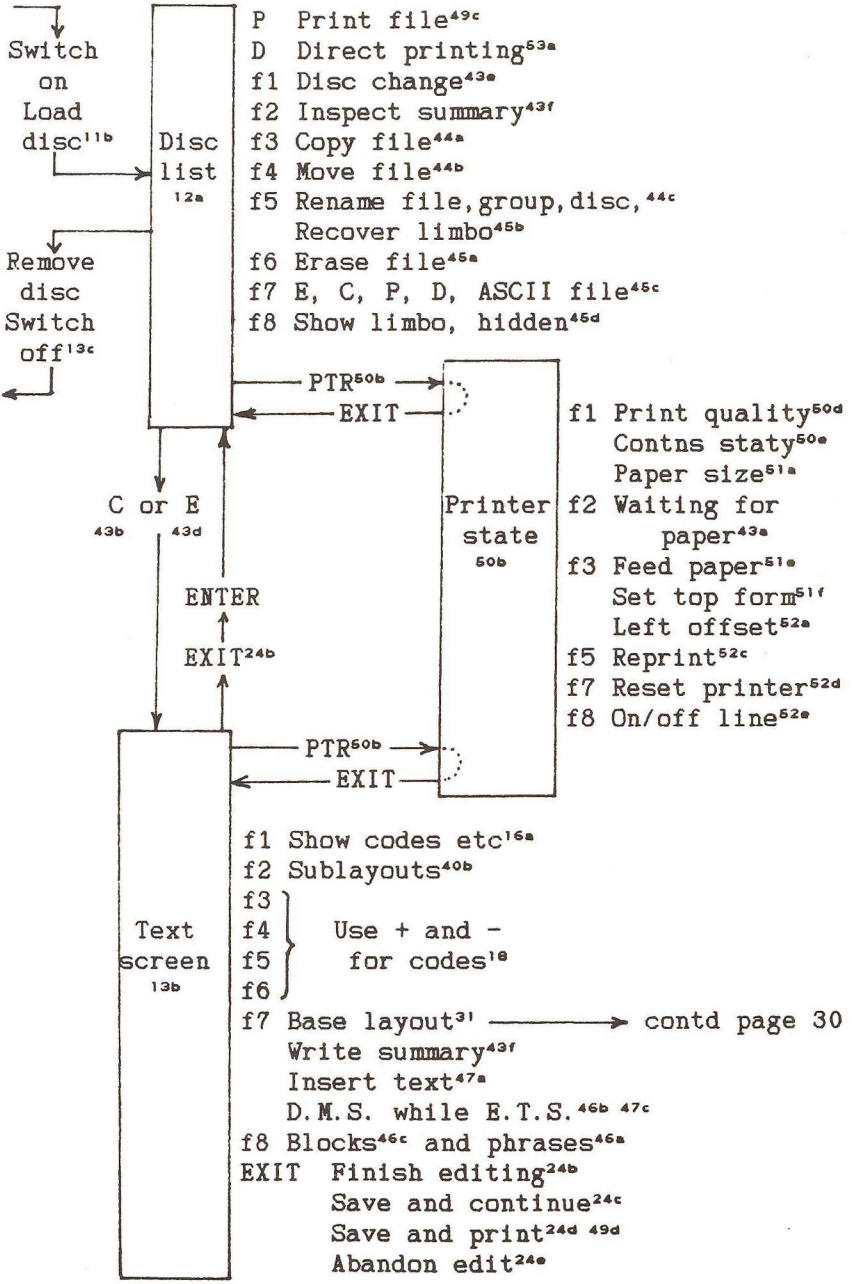
a Some of the procedures in the index are preceded by Disclist or Textscreen. These refer to the state of the computer from which the operation begins.

Disclist, Disc Management Screen (12a)
Textscreen, with text of file on screen (13b)

'File' and 'Document' have the same meaning

'Grid' is the key between the cursor keys. It cuts the delay in showing the Set and Clear menus, and if pressed while scrolling, finding, etc., will beep when ready.

\+ is the Set key, to left of spacebar
– is the Clear key, to right of spacebar



This diagram shows the three principal states of the computer, how to move between them and what can be done in them. Go into Printerstate from either of the others by pressing PTR, and leave it by EXIT.

Begin here

SHIFT&PAGE means hold down the SHIFT key and press the PAGE key.

SHIFT&EXTRA&EXIT means hold down SHIFT and EXTRA and press E X I T .

Other actions are sequences. For example, f1 spacebar ENTER means press each key separately in turn.

\+ is the key to the left of the spacebar.
– is the key to the right of the spacebar.

a Please read through this book at least once before using it just for reference. The Clarity method it presents has considerable advantages, being simpler and more flexible than others, and might require some unlearning of what you have read elsewhere.

The Guide has been designed primarily as a quick access reference book for when you want to find out about a particular point, but has also been arranged so that a beginner can read through it and learn how to use all the word processing facilities of the LocoScript program. It contains many useful tips and some suggestions about how to organize your work.

Assemble your computer according to the manual, not forgetting to put the ribbon into the printer and to add the black extensions to the back lid of the printer. Printing faults, such as unwanted underlining, might occur if the flat multi-way connector from the printer is not fully inserted into its socket in the monitor.

Check that there is no disc in the drive then **switch on** the power. Never switch the power on or off while there is a disc in the drive. Nor should a disc be removed while the drive is active as to do so could damage the mechanism. It is a good idea to get into the habit of looking at the top righthand corner of the screen before removing a disc to check that the drive is not in use. This also ensures that your latest edits will have been saved, i.e. recorded on the disc if in Drive A or B (see 12a), and available next time you switch on.

b **Insert the LocoScript program disc** into the drive (the upper one if two are fitted), with side 1 to the left, and wait. While it loads the LocoScript version number can be seen at the end of the second line of the identifying message. This book is based on version 1.20. If yours is a lower number than this the Page Number code and the ability to Print Some Pages may be unobtainable and the disc copying instructions may not be clear. Write to Amstrad, address page 2, and ask them to send a replacement disc.

When the program has loaded adjust the brightness and vertical hold if necessary. If you make a light shade to project from the top of the screen and, if you are near a window, down one side, do not block the ventilation slots at the top of the back.

a The screen shows the **Disclist** (Disc Management Screen, identified at the top) which lists the contents of the discs.

The second and third lines list various operations that can be carried out from the Disclist.

Next are three areas, one for each drive, A, B, and M.

Drive A is the disc drive into which you inserted the disc. If your unit has two drives Drive A is the upper one.

Drive B is the lower.

Drive M is not a physical disc, but a section of memory in the computer which is seen by the program as if it were another disc. A file listed on A or B is recorded on disc but one on Drive M will be lost when the power is switched off. To save it move it (44b) to A or B.

Within each of the Drive areas you see a list of eight groups. A group is a group of files. (One can think of each drive as a filing cabinet with eight drawers, the eight groups. Each drawer can contain many files.) The files in each group are listed in the four columns of space below the Drive sections. There are actually eight columns for each Drive, one for each group, but the screen can show only four at a time. To see others move the cursor to the right with the arrowright key, but if a group has no files yet its column will not appear in the screen.

'File' and 'document' mean exactly the same thing. A file can be as short or as long as you want, within reason. It might be a memo, a letter or a chapter of a book, though files longer than five or six pages of A4 can be slow to scroll through, and it is best to limit any one file to about 30k, or 5000 words.

b Notice that there are **two cursors,** or patches of reversed light and dark, on the screen, the group cursor and the file cursor.

The file cursor is moved around the screen by using the four cursor control keys, the keys with arrows, up down left and right.

The group cursor is moved around by using the four cursor control keys while holding down the SHIFT key.

When you move one cursor the other follows. If you move the group cursor to a group in which there are no files the file cursor becomes two vertical lines between the columns of file space because empty file columns are not shown on the screen. Try moving the group cursor to group 4 of Drive A, then across to Drive M.

c The third line from the top of the Disclist, f1 = Disc change etc., shows the operations that can be carried out with the function keys, which are the four keys below CAN. To obtain the even numbers, f2 f4 f6 f8, hold down the SHIFT key while pressing the function key. If you start an operation and change your mind use CAN (cancel).

We will come back later to the Disclist (43), but for now we will look at one of the sample files provided by LocoScript and use it to try out some of the things that can be done.

The disc in the drive at the moment is write-protected, which means it cannot be altered, so to edit (or see) a file it must first be copied into Drive M. LocoScript will do this for you.

a Place the file cursor on DOCUMENT EG in the Samples group.
Press the Letter E. The name of the file is shown.
Press ENTER to confirm. A message appears which offers to 'Send result to Drive M'.
Press ENTER and the file is displayed.
(If you don't get the message check your version number, see 11b. You can get round this point by copying the file to a group in Drive M and editing it there. Press CAN, f3, move cursor to any group in Drive M, press ENTER ENTER, then the letter E then ENTER).

Use this text to see the effect of the keys. It doesn't matter if you mess it up. The version on the disc will not be affected.

b This screen, showing the text of a file, is referred to in this book as the **Textscreen.**

c To **switch off** the computer from Textscreen:
EXIT presents a menu. You accept 'Finish editing' as offered by the cursor so confirm this by
ENTER. Then, when the Disclist shows and it says 'Using none' at the top righthand corner,
Remove the disc or discs by pressing the release button on the drive and
Switch off the power. Never switch off with a disc in a drive.

Cursor control keys

d Where a key can carry out two operations, such as DOC and PAGE, the upper one is obtained by holding down SHIFT while pressing the key.

The four arrowed cursor control keys can make all the cursor movements that are possible. If these are used while pressing SHIFT they move the cursor up and down 20 lines or left and right 40 spaces. Some other keys are provided to speed things up:

e **CHAR** advances the cursor by one character each time it is pressed. Hold it down for auto-repeat. CHAR is useful to move the cursor to near the beginning of the next line (the LINE key needs SHIFT). Now hold down ALT while pressing CHAR. The cursor movement is reversed. This reversing effect of ALT applies to all the cursor keys except the four arrows. ALT with these moves the text across the screen instead of the cursor.

f **WORD** (SHIFT&CHAR) advances the cursor by one word. ALT reverses the movement. Like most of the keys on the keyboard it will auto-repeat if held down.

a **PARA** advances the cursor to the beginning of the next paragraph.

b **PAGE** advances the cursor to the beginning of the next page. Press the grid key, which is between the cursor keys, while scrolling and the computer will beep when ready. This applies to other processes too.

c **DOC** (SHIFT&PAGE) takes the cursor to the end of the file (document). Press the Grid key if you want the computer to tell you when it has arrived.

d **EOL** (End Of Line) moves the cursor to the end of the line. If it is already at the end of the line EOL takes it to the end of the next line. This key is useful to get to the end of a paragraph to add more text. (PARA takes you to the beginning of the next paragraph.)

e **LINE** (SHIFT&EOL) takes the cursor to the beginning of the next line.

f **UNIT** (SHIFT&PARA) advances the cursor to a preset marker in the text. It can be several pages in from the beginning so its use can save time searching for a particular place. It should be placed at the end of a paragraph as it brings a line to its end, in the same way as the RETURN key. There can be as many markers as you wish in a file. The UNIT marker does not appear on the screen unless codes are showing (f1 spacebar ENTER) and will not in any case be printed. To place a marker code in the text position the cursor and press +UT. See 22b.

g **STOP** (at the top left of the keyboard) will stop the movement of the cursor. The first press is a holding state. To stop, press STOP again, or to continue, press ENTER or another key. It will also stop other processes which involve movement through the text, such as relay or cut, but will not stop printing (use PTR) or when you are finishing editing (unstoppable).

Editing keys

h **DEL→** deletes the character the cursor is resting on. If the key is held down it deletes forward. To change a letter in a word place the cursor on the letter, press DEL→, and type in the new letter. Try changing a few words but read the paragraph below about RELAY first. It doesn't matter if you mess up the sample text now on the screen. (Deleting characters next to codes see 19b.)

i **←DEL** deletes the character *before* the cursor. It deletes backwards and is useful for correcting errors as you type.

j **RELAY** Use of the delete keys or the insertion of additional text usually leaves the text on the screen out of place. Press RELAY to get it re-laid. RELAY does all of the paragraph the cursor is in when the key is pressed. A paragraph is automatically re-laid when the cursor leaves it *forward,* moving to the next paragraph. When you leave a file the whole file will have been re-laid.

a **CUT** is used to delete a larger section of text than the delete keys. Place the cursor on the first character or space to be deleted. Press CUT. Move the cursor onto the character or space *after* the end of the section. Press CUT (or CAN if you change your mind). Once material has been deleted it cannot be recovered. The cursor can be moved upwards.

b **RETURN** means 'end line here'. It is similar to the carriage return on a typewriter, except that it does not have to be used at the end of every line. The sign that appears on the screen will not be printed. If RETURN is pressed at the beginning of a line the printer leaves a blank line.

c **ALT&RETURN** means 'end page here'. This can also be obtained by f6 ENTER.

If it does not come at the end of a paragraph use the code +LL, see 19h.

The End-of-Page line across the screen, which separates the text of one page from that of the next, is actually made up of three lines. The top and bottom are continuous but the middle line has three sections. On the left it is made up of black dots. The number of dots shows how many lines have been written on. In the centre section the number of black dashes indicates how many lines of the page remain unused, while the point of change to a continuous line is the end of the page. The positions of these points in the line relate to the numbering on the ruler (the dotted line across the top of the screen) if you add 1 to the number.

d **ALT&ENTER** (Repeat to return to normal) prints all letters except Greek as capitals but, unlike SHIFT, leaves numbers and other keys (; ½ § = – / etc.) unshifted. The SHIFT key will operate for them. Note the indicator at top right of screen. It can be used for address labels, car numbers and letters of resignation.

e **ALT&RELAY** (Repeat to return to normal) converts the group of keys to the right of the function keys into a numeric keypad. Not for wordprocessing use as it defuncts the cursor keys.

f **SHIFT&EXTRA&EXIT** resets the computer to the state it is in when first switched on, with memory empty.

g **FIND** searches *forward* through the text for a preset sequence of letters, spaces, punctuation marks or effectors (the RETURN sign, end-page-here, and tabs). The length of the sequence can be from one to thirty characters. Before you begin, place the cursor at the beginning of the text to be searched, then press FIND. Write the sequence, using delete keys to make corrections. Spaces show as little triangles. Press ENTER. Press the grid key if you want a beep when it gets there. To look for the next occurrence of the sequence press FIND again and ENTER. When you leave this file the sequence is forgotten. If the sequence might sometimes begin with a capital omit the first letter.

h **EXCH** (SHIFT&FIND) searches *forward* to find a sequence and replaces it with another. Maximum length thirty characters. Before you begin, place the cursor at the beginning of the text to be searched, then press EXCH, write in

the sequence to find, cursor down, and write the new sequence. Use the cursor keys to move the tick beside one of the options, then ENTER. If you have chosen to confirm each exchange you can either make the exchange by pressing ENTER or leave it unchanged and pass to the next by pressing – (the clear key, to the right of the spacebar). Press CAN if you want to stop the searching, perhaps to make some alteration to the text, then press EXCH and ENTER to continue.

a **SHOW** is operated by the function key f1. With Textscreen, press f1 and a menu appears. It offers the option of having certain things showing on the screen while you edit a file. To change the settings on the show menu use the cursor keys and the spacebar. When you have the combination you want press ENTER.

Whether or not they show does not affect their action upon the text and they will not appear when the file is printed.

Codes are instructions to the printer, such as Underline or Bold. We will come to these later (18).

Rulers. The ruler is the dotted line across the top of the text which shows tabs and margins. If 'Rulers' is on show a ruler is shown in the text every time there is a change of layout (40b).

Blanks shows a dot in every character position.

Spaces shows a little triangle wherever a space has been keyed in with the spacebar.

Effectors are tabs, Return ('end line here') and 'end page here' signs.

For general writing the most useful setting is probably to have just codes and effectors showing. f1 spacebar ENTER will switch codes in or out.

The show settings are remembered with each file.

Copy and Paste

b The COPY and PASTE keys, together with CUT, are used to make phrases and blocks which enable pieces of text to be moved and copied.

c **Phrases.** To make a phrase place the cursor on the first letter of a word. Press COPY. Move the cursor a word or two on in the text, to the space *after* the last letter of the phrase. Press COPY again, then any letter A-Z. You have now made a phrase. This phrase can be inserted at any point in the text, and as often as you like. Position the cursor on the letter or space *after* where you want to insert the phrase, press PASTE and then the letter you chose for this phrase.

In this example the piece of text you used for the phrase stayed in place when you made the phrase. If you had pressed COPY, cursor, then *CUT* A-Z the phrase would still have been made as before but the text would have been deleted. If you now PASTE in the phrase somewhere else you have thus *moved* that piece of text.

If you use the same letter for a new phrase the old phrase associated with that letter becomes replaced. To clear a phrase from a letter just press COPY COPY and the letter, without moving the cursor.

There can be as many as 26 phrases, one for each letter, but the total capacity of the phrases store is 550 characters, and the maximum length of any one phrase is 255 characters, about three lines of A4 typing. To move or copy a larger section than this use a Block, see below, or use two or three phrases in succession.

a If a message appears on the screen while a phrase is being made that the phrases store is full or that the phrase is too long you can either 'continue' by pressing ENTER, in which case the phrase will be made up to the point where it has stopped, or abandon the phrasemaking process by pressing CAN.

b It is not possible to edit the Phrases file itself but to see which letters have phrases press f8 (SHIFT&f7). The letters are listed in the area of the menu labelled 'Phrase'. To remove the menu press CAN. To see what the phrases are they have to be pasted into a file one at a time (PASTE A-Z) or the whole PhrasesStd file can be inserted into a file (Textscreen, press f7, put the cursor on 'Insert text', press ENTER, put the cursor on PhrasesStd file in the first group of Drive A, press ENTER ENTER). You might find that some phrases have already been entered from the master disc. Phrase Z is a long one so clear that if you want to make more room (COPY COPY Z).

The phrases that you make now are held in a special section of the computer's temporary memory and continue to be available when you move to a different file, but will be forgotten when you switch off the power. The 'Save all phrases' option on the Blocks menu (f8) does not save (i.e. record) the phrases on disc. If you want them to be available again when you next switch on they must first have a file made for them in Drive M, then this file copied to Drive A to get it onto disc. This cannot be done if you are using the Amstrad master disc, which is write-protected, so we will look at the procedure in more detail later, 46a.

A useful application for phrases is to make a phrase of a set of codes (18), such as those required to make a heading (bold, underline, centre, etc.), so that all you need to do is insert the text between them.

c **Blocks** are made in the same way as phrases, but use the numbers 0-9 instead of letters, allowing a maximum of ten at any one time. Blocks can hold as much text as you wish. They can be used to move sections of text around within a file in the same way as phrases, but there are differences in how they are saved on disc and inserted into other files.

Any blocks you have in memory will be *forgotten when you leave the current file unless each one you want to keep has been individually saved on disc.* This is done by making it into a new, separate, file. See 46c.

To move a short piece of text from one file to another it is easier to use a phrase than a block, which has to be saved before you leave its file. If the piece of text is too long for one phrase use two or three in succession.

To switch off the computer from Textscreen return to the Disclist by EXIT ENTER, then when 'Using none' shows at top right, remove discs and switch off the power.

Codes

Have the codes showing now. Textscreen, press f1, spacebar, ENTER.

a Codes are instructions, mainly to the printer, such as Bold, Underline and Centre, which are inserted into the text.

To see the lists of codes press + or − (the keys at either end of the spacebar) and wait two seconds. To cut the delay press the Grid key in the middle of the cursor keys. To remove the menu without inserting a code press CAN.

Generally, the codes on the + list, the Set codes, start a change and those on the − list, the Clear codes, return the text to normal.

b There are three ways to insert a code into the text but the Clarity method is to use just one. It is definitely the quickest and interrupts the flow of writing least:

Press + or − and before the menu appears press just those letters which appear as capitals in the menu (these are soon learned). If this is done before the menu appears there is no need to press ENTER, unless the code, such as Keep or LayouT, requires a number. If you want a reminder of what the codes are wait a couple of seconds (or press Grid key) after pressing + or − and the list will appear on the screen. Codes are shown in this book in capitals but there is no need to press SHIFT while writing them.

The other methods are:

Press + or − Wait two seconds (or press Grid key) for the menu. Move the cursor to the code you want and write in any numbers if asked for by the question marks beside some of the codes. Press ENTER.

By using f3 f4 f5 and f6. These only duplicate the codes available with the Set and Clear keys, and are a more laborious way to do the job. Press the appropriate function key, as listed at the top of the screen then use the cursor, then spacebar or the + or − keys, then ENTER.

c To clear a code, i.e. to stop it working after it has done the piece of text you want, use the Clear key − and the same procedure as for setting. For example, to underline just one word put the cursor on the first letter and press +UL to start the underlining. Then move the cursor to the space after the last letter and press −UL to clear the underlining.

Some of the codes such as Bold, Italic and Pitch, for instance, will continue to apply until they are cleared. Others, e.g. Centre and Right Justify, automatically cease to have their effect at the end of the line. Some, such as UniT, only operate at a point in the text.

a To delete a code that has been incorrectly inserted have the codes showing (f1 spacebar ENTER), put the cursor on the code to be deleted and use the delete keys. The critical point to delete is the first bracket so if the cursor is on this use DEL→, and if it is after this use ←DEL. If the effect of the code, such as underlining, remains on the screen press RELAY.

b When deleting a character which has a code immediately in front of it have the codes showing on the screen. If the codes are not showing the code will be deleted along with the character if the cursor has come to it forward.

Several codes can be inserted at the same point in the text. If you often use a particular group of codes, such as those needed for a heading, they can be made into a Phrase and saved on your Starter disc (26a) and inserted with just two key presses.

c **Bold** **+B −B** makes a heavier typeface, **like this.**

d **Centre** **+C** centres the following text between the margins. The 'Right Justify' code, if entered after the centred text will place following text at the right margin. For example:
Drink?(Centre) Thanks.(R.Just) Tap's there.
The 'Centre' code should be inserted before Underline if they are to apply to the same text, otherwise the underlining will begin at the left margin. 'Centre' applies for one line only.

e **Double strike** **+D −D** means about the same as Bold.

f **Italic** **+I −I** Typeface *slopes like this.*

g **Keep** **+K?** or **−K?** keeps a number of lines together on the same page by moving, if necessary, some lines to the next page. The question mark asks for a number. Put the code anywhere along the first (+K) or last (−K) line of the group to be held together. There is a Keep code in both Set and Clear menus. The +Keep asks for the number of lines to be kept together from, and including, the code line *onwards.* The −Keep is for the lines *above,* and including, the code line. Because these codes include a number they need ENTER.

h **Last Line** **+LL** makes this the last line of the page, leaving any unused space blank. To press ALT&RETURN (end page here) at the end of the line has a similar effect except that the last line will not be justified, if you are using 'Justify'.

i **Last Page Number** **+LPN** If you wish to number the pages of a file 'Page 2 of 5', 'Page 4 of 5', etc., this code tells the computer to insert the number of the last page. You don't have to tell it what that number is. For page numbering see 39a.

j **LayouT** **+LT?** (−LT to return to Base layout) inserts the code for a sublayout. It will come into effect at the change to the next line. For sublayouts see 40b.

a **Line Pitch +LP? −LP** To change the line pitch press +LP and the number, 6 or 8, then ENTER. Press −LP to return to the line pitch set in the base layout. The code can be placed anywhere along the line and will come into effect at the change to the next line and continue until cleared.

The line pitch is how many lines per inch will form the theoretical raster for the line spacing (see below). It can only be 6 or 8. If you don't change it the computer assumes you want 6. 8 makes the lines closer together, see page 30 for sample. If there is a mixture of line pitches on a page the end of page line will automatically adjust its position to accommodate the new number of lines.

If the line pitch is changed by a code in the text the change will be overridden by any subsequent LayouT code with a different line pitch, so if you intend to use 8 for a whole file, and use sublayouts, it might be best to set it at 8 in the base layout (32b) and alter the page size settings, see 33d.

b **Line Spacing +LS? −LS?** To change the line spacing put the cursor anywhere along the line before the change and press +LS and the number, which can be 0 ½ 1 1½ 2 2½ 3. Use the ½ key. Then press ENTER. To return to the line spacing set in the base layout press −LS.

The line spacing determines which lines of the raster (see previous paragraph) will get printed on. A line spacing of 2, i.e. double spacing, means that printing is on alternate lines of the raster, giving 3 printed lines per inch if the line pitch is 6. The code can be placed anywhere along a line and comes into effect on the change to the following line. It continues until it is cleared. A line spacing of 0 overlays a line on the previous one (but don't use proportional spacing if you want to be sure of getting text in the second line to position itself exactly on the first). The figure at the extreme right of the second line of the Textscreen tells you how many raster lines per page are available for text (i.e. excluding the spaces above and below the main body of text, the header and footer zones). If the line spacing is 1 then that is how many lines will be printed. If it is 2 the number of lines to be printed will be half that figure. The 'line' number at the top of the screen indicates which raster line the cursor is on, not the number of the printed line.

c **Page Number +PN** is the instruction to write the page number, whatever it happens to be. You don't have to write the number yourself. The code must be immediately followed by symbols, see page numbering 39.

d **Pitch +P?** (−P returns to the pitch that has been set in the base layout). To insert a pitch code press +P, write the pitch number you want, or P for proportional spacing, then, if you want double width, D. Then ENTER.

Pitch is the number of characters that will be printed per inch along line. There is a choice between 10 12 15 17 (the narrowest letters) or proportional spacing, which is about the same as pitch 12 but the space given to each letter varies with its width. All these can be at double width. See page 23.

Use a pitch other than proportional spacing if your work includes aligned columns, of figures for example.

a **ReVerse** **+RV** **−RV** makes characters stand out on the screen by reversing light and dark. The facility is used to draw your own attention to some point in the text, usually as a reminder that something remains to be done. The text which is ReVersed will be printed as normal text. To indicate a location on the screen without anything printing use spacebar between the +RV and −RV codes.

b **Right Justify** **+RJ** pushes the text following the code over to the righthand margin. It applies for one line only. Justification of a whole file or a section of a file is dealt with in Layouts 31b and Sublayouts 40b.

c **SuBscript** **+SB** **−SB** prints half height characters, positioned slightly below the normal line. They can look neater in pitch 17. See 23.

d **SupeRscript** **+SR** **−SR** prints half height characters above the normal line.

e **UnderLine** **+UL** **−UL** underlines both the words and the spaces between them, unlike Word underline 22c. Double underlining is not available as a code, but can be obtained:

```
This is double underlining and this triple underlining.
and this is the next line with single line spacing.
```

Make a phrase as follows and all the underlining codes can be inserted at once. Then it is just a matter of changing the text and length of underlines (count the characters and spaces):

```
(+Pitch12)text(+LSpace½)↵
====(+LSpace0)↵
(+Pitch17) (+Pitch12)===(+LSpace½)(-Pitch)↵
(+LSpace1)
```

```
Or key by key:  +P12 ENTER text +LS½ ENTER RETURN
                ==== +LS0 ENTER RETURN
            +P17 ENTER spacebar +P12 ENTER === +LS½
            ENTER -P ENTER RETURN +LS1 ENTER
```

For triple underlining replace = with ≡ (ALT&SHIFT& =) with the codes showing (f1 spacebar ENTER).

Note the single space between (+Pitch17) and (+Pitch12) and that there is one fewer = on the second line. When printed, the second line will fill the gaps in the first.

Insert the phrase at the beginning of the line containing any underlining, have codes showing (f1 spacebar ENTER), delete the word 'Text', write the text of the whole line then position the underlines by adding spaces at the beginning of the line after the (+Pitch12) code and extend them by adding = or ≡ (count the characters and spaces to be underlined). Final positioning might be easier to see if the codes are not showing (f1 spacebar ENTER). The phrase assumes you are using proportional spacing or pitch12 and single line spacing for the rest of the text, but it is easy to alter if you are not. Pitch12 is used because proportional spacing could make vertical alignment awkward.

a If the text and underlining are to be centred, as for a heading, another method is available. Make the following phrase:

```
(Centre)(+Bold)text(+LSpace½)↵
(Centre)====(+LSpace0)↵
(Centre)===(+LSpace½)(-Bold↵
(+LSpace1)
```

Or key by key:

```
+C +B text +LS½ ENTER RETURN
+C ==== +LS0 ENTER RETURN
+C === +LS½ ENTER -B RETURN
+LS1 ENTER
```

Show the codes when deleting (f1 spacebar ENTER).
Note that there is one fewer = in the second line.
The phrases can be saved (46a) on disc to be available at any time.

b **UniT** **+UT** places a code in the text which the cursor will search *forward* for when you press the UNIT key 14f. Place it at the end of a paragraph as it brings a line to its end, in the same way as the RETURN key. The code does not appear in print.

c **Word underline** **+W** **−UL** underlines just the words and not the spaces between them.

d **hard hyphen** **+ grid cursordown ENTER.** It prints a hyphen but prevents a line break at that point, keeping the words or letters on either side on the same line.

e **hard space** **+ spacebar** prevents a line break at the space by moving, if necessary, the last word of the line on to the next line. It can be used, for example, to hold a set of spaced initials together. The code for it does not show on the screen unless all spaces are on show (Textscreen f1).

f **soft space** **− spacebar** does not show as a space when the text is printed but will allow a break if it comes at the end of a line.

g **soft hyphen** **− grid cursordown ENTER.** It will break and print a hyphen if it comes at the end of a line, but if it does not come at the end of the line the hyphen will not show. It is used for optional breaking of long words or sequences, usually to improve the appearance of the layout, especially with narrow column width. If a normal, non-soft hyphen is used it will still appear in the text if the word is moved to mid-line by any later editing.

Typefaces

The printer can produce many typefaces. They are created mainly by inserting codes in the text. The variables are: pitch, italic, bold, superscript and subscript, and draft or high quality. Double strike printing is about the same as bold, and neither apply in pitches 15D 17D 15 17.

Draft or high quality is not part of the information carried in the file itself but is selected when setting up to print (50d).

Proportional spacing is the same as Pitch 12 except that the space given to the character varies with its width.

The EXIT Menu

a From the Textscreen to press EXIT shows a menu which offers four options. Cursor on, and ENTER. CAN removes the menu.

b **'Finish editing'** returns you to the Disclist, saving the file on disc. When you edit (E) a file a copy is made of the file and you edit that. When you 'finish editing' the new version is added to the disc before the old, pre-edit, version is erased (i.e. put into limbo 45b, from where it is recoverable, replacing any previous limbo version) so it is important to maintain at least as much spare capacity on a disc as the size of your largest file. The amount free is shown on the Disclist in the area for each drive. Keep an eye on this if a disc is filling up.

If the disc becomes full and you have to make space to finish editing a menu will show saying 'Run disc manager'. (Do not select 'Cancel operation'. This has the same effect as Abandon edit, see below, and you lose everything not already saved on disc.) With the cursor on 'Run disc manager' press ENTER and the Disclist shows. Move (f4 44b) a file to Drive M. Then press EXIT, and 'Finish editing' continues. When the Disclist shows remove the disc and insert another (perhaps the Starter disc if you don't have a formatted spare). Press f1 and copy (f3) the moved filed from Drive M onto it. Check the spare capacity of the full disc before editing any of the files on it. Move some files if necessary. It is better to keep files no longer than about 30k. To divide a file see 47b.

If editing cannot finish because the same file is being printed either wait until printing has finished or abandon the printing by pressing PTR f7 ENTER EXIT ENTER.

c **'Save and Continue'** saves the data on disc and returns you to the beginning of the file. Press DOC while this is happening to scroll to the end of the file when saved, and the grid key if you want to be told when it's there. It is wise to Save and Continue every now and again while working so that if you get a lock up (35d) or power cut you will not have lost all of your latest edit.

d **'Save and Print'** saves the data on disc, returns you to the Disclist and prints the whole file if the printer is set up. This procedure for printing does not give you the option of printing only some of the pages, and is no quicker than returning to Disclist by Finish editing and printing from there, which is the preferred method. Printing, see 48.

e **'Abandon edit'** returns you to the Disclist without saving the file on disc. When you edit an already existing file by pressing E in the Disclist the file is copied and you edit the copy. When you '*Finish* editing' as above the new version is saved on disc putting the old, pre-edit, version into limbo. When you 'Abandon edit' the new version is lost and the old remains.

Discs

The **8256** has only one drive and the computer can access only one side of a disc in that drive, the side nearest the screen. If you have th 8256 all references to Drive A discs will apply unless otherwise stated.

The **8512** is fitted with two drives. Drive A is the upper, and Drive B the lower. Drive A is exactly the same as the single drive in the 8256 and accesses only the side of the disc nearest the screen. Drive B accesses both sides of the disc at the same time and, as the information is written on the disc at twice the density, can therefore access four times as much disc memory (706k or 100,000 words) as Drive A.

a There is no physical difference between a Drive A and a Drive B disc. The only difference is in whether you have formatted it in A or B. If you reformat a Drive A disc in Drive B it becomes a Drive B disc. If you have files on a Drive A disc and want to use the disc in Drive B the files must be copied one at a time, using f3, to another disc before this one is reformatted. The manual might warn that Single Density discs are unreliable if used in Drive B but in fact many people in the computer business have been doing this without any problem and Amstrad have now made it official that it is alright to do so. They no longer market Double Density discs.

b Drive B discs must always be inserted the same way up, whichever way they have been formatted (27c). If inserted the wrong way you get 'Address mark missing'. Just remove the disc and put it in the other way up. With the cursor on 'Retry operation' press ENTER.

c Part of the Clarity method is the way discs are organised. There are several approaches, but I think the simple way recommended here is the best, for the flexibility it gives in the use of templates (41a), its convenience, and for making the most efficient use of disc capacity. I'm sure you will find it well worthwhile to spend some time rearranging your discs to conform to this system.

Put templates on Work discs only
Make the new kind of Starter disc, as 28b, without templates
Remove any hidden files from work discs (make them show by f8, cursordown, spacebar, ENTER, then erase them by cursor on, f6).
Divide files over 30k (47b).
Use different discs for different kinds of work, such as letters, articles, a book, etc., so that each can have its own templates.

d The method could well save you the cost of at least one disc as it will not be necessary to make a full copy of the Amstrad master disc, side 1 and 2. All the information you will need from it will be on the Starter disc and once that has been made the Amstrad disc can be put away in a safe place, at least 12 inches away from electrical or magnetic devices, including telephones. If you have already made a copy of the master disc it can, after you've made the Starter

disc, be used for files. Close the write-protect holes 29a and reformat it. Use it as a new disc.

Only one Starter Disc is needed. The rest of the discs you use will be Work Discs and their backup copies. It is not necessary to make a backup copy of the Starter disc since it can easily be remade if it gets damaged, but you could keep a copy of your Phrases Std file on one of the Work discs. Copy it in the same way as any other file.

Starter disc.	Side 1.	LocoScript (3 hidden files) Phrases. Std file
	Side 2.	CP/M
Work discs.	Templates Files	

a **The Starter Disc** carries on side 1, the LocoScript program and your store of phrases (46a) and, on side 2, a copy of the CP/M side of the Amstrad master disc. The Starter disc is kept free of any Templates.Std files as all templates are kept on the Work discs.

To make a Starter disc see 28b.

Every time the computer is switched on or has been reset it is necessary to insert the Starter disc into Drive A, side 1 to the left, and wait while it transfers the LocoScript program into the computer's memory. When the Disclist shows, if you have only one drive, remove the Starter disc and insert a Work disc, which carries your files of text, and then press f1 to tell the computer that there is now a different disc in the drive. If you have two drives insert a Work disc into Drive B and press f1.

There will be about 90k of spare capacity on the Starter disc and this could be used for files, but it is probably better to leave it empty. It could be a handy place to put some files if you cannot finish editing a file because a disc is full, see 24b.

You could put copies of your templates on the Starter disc, but not called TemplateStd, so that when starting a new Work disc they can be copied from there, and renamed TemplateStd.

b **The Work discs** carry just your files and one or more templates (41a). To make a Work disc format a disc (in Drive B if you have two drives) and put it into the drive after the Starter disc has been loaded. Name the disc and groups if you like (f5 see 44c), and add one or more templates. To use it create your new files on it, 43b.

As a Work disc *does not carry the LocoScript program,* which would occupy half the capacity of a side of a Drive A disc, virtually the whole disc is available for files, about 25,000 words, or 20,000 allowing for free space. If you have two drives the Work discs should always be Drive B, as these have greater capacity, around 100,000 words.

Keep backup copies of Work discs, recopying them every now and again using Diskit, 27.

Disckit

Disckit is a program which enables you to carry out certain operations on discs; copy, verify and format. The instructions appear on the screen as you work through them.

a **Copy** makes an identical copy of a disc.

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Each side of a disc has 40 tracks and the side is copied in two halves, tracks 0-19 then 20-39. In other words, the read and write discs each have to be inserted twice to copy one side of a disc. The computer can write onto or read only the side nearest the screen.

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Drive A discs. The whole of one side of a disc is copied in one loading. Put the Read disc into Drive B and the Write disc into Drive A.

Drive B discs have to be copied in two halves, tracks 0-79 then tracks 80-159, but this copies both sides of the disc, which, unlike Drive A discs, are always seen as one, since the drive mechanism accesses both sides at once. They must always be inserted the same way up, whichever way you have formatted them.

It is a good idea to make backup copies of all your Work discs, recopying them every now and again so that if a disc becomes damaged you have not lost all your work.

b **Verify** checks that the information on a disc is in a form suitable for the PCW and that there are no faults in the disc.

c **Format** lays down the correct pattern of tracks on a blank disc, and also erases any data stored on a disc. All discs have to be formatted once in their life but if you use Disckit to copy a disc onto an unformatted disc the program will do the formatting for you as it copies. If you want to create files on a new disc it must be formatted first. The 8256 formats the whole of just one side of a disc, and each side of the disc has to be formatted separately. Drive A in the 8512 is the same but in Drive B the whole disc, both sides, is formatted in one go.

Format all your blank discs as soon as you get them, so that they will be ready for files whenever you want them. Mark them to show that they have been formatted, perhaps by putting a number on the spine, and, with Drive B discs, to show which way up they have been formatted.

a The Disckit program is on side 2, the CP/M side, of the Master disc. Load this program into the computer as follows:

If you already have a disc in the drive showing Textscreen return to the Disclist by EXIT ENTER, then when 'Using none' shows at the top right, remove the disc.

Press SHIFT&EXTRA&EXIT to reset the computer.

Insert the CP/M disc into Drive A with side 2 nearest the screen (or side 2 of the Starter disc if you have already made it).

When it has finished loading you see the version number at the beginning of the second line. This should be v 1.4. If it is a lower number ask Amstrad to replace the disc as the instructions which follow on the screen are not clear. Address page 2.

When you see the prompt A > write *disckit* and press ENTER.

Follow the instructions on the screen, which are quite straightforward if you have version 1.4 or later of CP/M. The diagram on the screen is a picture of the keys on the keyboard. There is no difference between CF2 and CF2-DD discs except in how you have formatted them, in A or B (25a).

When you have finished with the Disckit program press SHIFT&EXTRA&EXIT to reset the computer (but don't do this now if you are about to make a Starter disc).

To Make a Starter Disc

b Making a Starter disc is a matter of (a) copying onto side 2 of a Drive A disc the CP/M side of the master disc, and (b) copying onto side 1 only the files which contain the LocoScript program (and, later, adding your store of phrases).

Load Disckit, as above.

Format any unformatted discs, including the one you will use for the Starter disc. With two drives format only the Starter disc in Drive A and the rest in Drive B. Don't format discs with information already on them unless you want it to be erased.

Copy side 2 (CP/M) of the Amstrad disc onto side 2 of the blank Drive A Starter disc, following the Disckit instructions.

Remove the disc from the drive and press SHIFT&EXTRA&EXIT to reset the computer.

Insert into Drive A the Amstrad LocoScript master disc, side 1 to the left.

When it has loaded and the Disclist shows, press f8 cursordown spacebar ENTER to show the hidden files.

The three files J20LOCO.EMS, MATRIX.STD, and SCRIPT.JOY, which are the LocoScript program itself, must now be copied to Drive M, as follows:

Place the cursor on the file J20LOCO.EMS, press f3, move the cursor to the first group in Drive M by holding down the SHIFT key and pressing cursorright. Press ENTER ENTER.

Now go back (SHIFT and cursorleft) and in the same way copy MATRIX.STD to Drive M, then SCRIPT.JOY.

When these files are in Drive M remove the Amstrad disc and insert into Drive A the Starter disc, with side 1 to the left. Then press f1.

Copy the three files in turn from Drive M to the first group in Drive A (same procedure as above but in the other direction: cursor on a file in Drive M, f3, move cursor using SHIFT&cursorleft, ENTER, ENTER).

When the three files are copied leave the disc in the drive and press SHIFT&EXTRA&EXIT to reset the computer.

The program reloads and the Disclist shows. Only the hidden files are there. The disc and groups can be named (44c) (press f5) but there is not much point to it on this disc. A store of phrases can be added later when you save your phrases (46a) or if you already have a store on another disc it could be copied onto this Starter disc now or later. Don't copy the one from the master disc unless you are an estate agent.

Do not put any Template.Std files on this disc.

a Remove the disc and open the write-protect hole for just side 2 of the disc. This is usually done by moving a small tab near the front corners of the disc with the point of a ballpen. It will be marked '2' or 'B'. Leave the hole for side 1 closed.

The Starter disc is now completed. Put it in Drive A and press SHIFT&EXTRA&EXIT. The program loads and the Disclist shows.

Insert a Work disc. If you have one drive remove the Starter disc and replace it with a Work disc, which is simply a formatted disc. If you have two drives you can leave the Starter disc in Drive A and insert a Work disc into Drive B.

Press f1 to tell the computer you have changed the disc.

Name the Work disc and its groups if you wish. Press f5 (44c).

b The next thing to do is to create a file on the Work disc and give it the layout you want. I think it is better not to use templates from the Amstrad disc. It is easy to start afresh and then you won't be surprised by unexpected settings. (Sublayout 3 of the Template.Std file in the Cont group of the Amstrad disc is faulty and can cause a lockup, 35d).

Put the group cursor on a group in Drive A (if one drive) or Drive B (if two drives).

Press the letter C. A menu shows. The name of the file it offers is Document.000. You can change this now if you wish by writing a new name (use spacebar to delete old name) or leave it as it is. If making a template name it TemplateStd. The name can be changed later (Disclist f5).

Press ENTER.

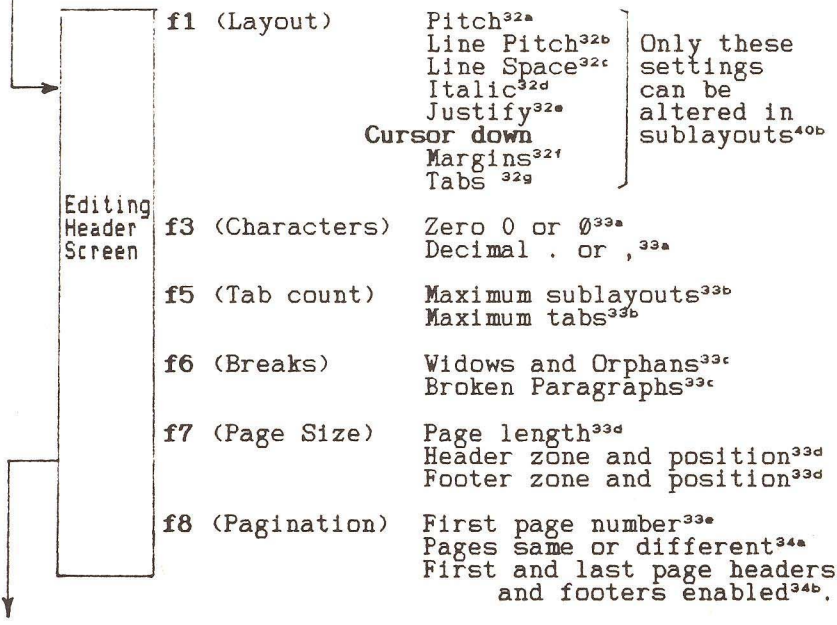
The screen becomes blank. This is like a blank sheet of paper. You can write on it by typing the text of your file.

You will notice that the file has a layout of margin settings, pitch, linespacing, etc. These settings might not be exactly what you want for your own work, so we will now look at how they can be altered.

Summary of Base layout procedure

Start here and work down this page.
Create a new file or edit an already existing file and when **Textscreen** shows:

Press f7 ENTER f7. This takes you to the 'Editing Header' screen from which you can press a function key according to what you want to alter, as shown. You can return to this screen from the functions at any time by pressing EXIT or ENTER.



EXIT ENTER. Now, if using it, add header and footer text[40a] and page numbering[39] above each of the lines.

EXIT ENTER takes you back to Textscreen. The layout has been made and you can use the file for your text. Sublayouts[40b] can be added if you wish. Press f2.

If you are making a template, text, such as your own address for letters, can now be written in the area of the main body of text (i.e. not the header or footer zones). Whatever you write now in the template will be copied into any new file you create. Sublayouts also will be copied and will be available when you use the file.

EXIT ENTER takes you back to the Disclist.
To use the template for a new file either make a copy of the template (f3) and edit (E) the copy or create (C) a file in a group which will use the template[42a].
A template can be copied, moved and edited, just like any other file.

The Base Layout

Each file has one base layout and can have several sublayouts. Only some of the elements that make up the base layout can be altered in a sublayout, see the diagram opposite. For sublayouts see 40b (Textscreen f2).

a Whenever you create a new file you find that it already has a base layout of some kind, so making a layout is a matter of altering that layout to what you want. The procedure for making these alterations is summarised in the chart opposite and given in more detail below. Some of the settings are further explained in other sections. See the references for each one.

If starting from scratch it is easier to start a new layout from the simple built-in one than to adapt one which may have settings in it, or in sublayouts, which you don't want. To do this go to the first group in Drive M, erase 45a the TemplateStd file if there is one there, create a new file 43b, make its layout, then move 44b it to a group on the Work disc.

b To alter only one setting it is not necessary to go through the whole layout procedure. Just go straight to the setting, alter it and return to Textscreen by alternating EXIT and ENTER until you get there (it doesn't matter if they are pressed in the wrong order, or where the cursor is when you start). If, for example, you want the right margin of a file to be justified, starting from Textscreen press f7 ENTER f7 f1, move the cursor to the right onto 'Justify', press the spacebar to get a tick beside the word, then alternate EXIT and ENTER until you return to the Textscreen.

The base layout can be altered after text has been written. The text will be relaid accordingly.

Altering the base layout

c Have the text of the file showing on the screen (Textscreen).
Press f7 ENTER f7. This takes you to the 'Editing Header' screen from where you can press a function key to be able to alter various settings. See the diagram opposite.

d **f1 Layout.** (To get here from Textscreen press f7 ENTER f7 f1.)

The screen now shows various settings which can be altered as follows. If a setting is alright as it is just leave it alone and pass to the next or press EXIT to leave this screen.

Get the hang of moving the cursor around this screen. Use the cursor keys to move it to right or left a few times to see it move across the top of the screen, and then cursor down to see how the cursor jumps down from the top row to become a small cursor on the ruler, the dotted line which carries the margin and tab settings. Move it left and right along the ruler and then back up to the top row.

a **Pitch** (Character width). See 20d. With the cursor on the word 'Pitch' write the number of the pitch you want, which can be 10 12 15 17 or press P for proportional spacing, and if you want double width letters press D as well. (To remove an unwanted D press −, the Clear key.) Then press ENTER. The pitch you choose for the base layout affects the value of the margin settings when the page is printed, see 35a.

b **Line Pitch** (Number of lines per inch if line spacing is 1.) Move the cursor to the right onto 'Line Pitch' and press 8 or 6 then ENTER. See 20a.

c **Line Space** (Spacing from one line to the next.) Put the cursor on 'Line Space' and write the number you want, using the ½ key, then ENTER. It can be 0 ½ 1 1½ 2 2½ or 3. Single spacing is 1, double spacing is 2. See 20b.

d **Italic** *(Writing slopes.)* Put the cursor on 'Italic' and press the spacebar for a tick beside the word 'Italic' if you want italic. Press the spacebar again if you want to remove the tick.

e **Justify** To have the righthand margin of the file justified (straightened) put the cursor on 'Justify' and press the spacebar for a tick beside the word. Press the spacebar again if you want to remove the tick. If using proportional spacing or if you change pitch with a code in the text the justified margin might not appear straight on the screen but will print correctly.

Now press the cursordown key. The cursor moves down to the ruler, the dotted line across the top of the screen. The cursor can be moved up again.

f **Margins** Use the cursorright and cursorleft keys to position the cursor along the ruler. When it is where you want the lefthand margin to be press f1. Then move the cursor to where you want the righthand margin to be and press f2. The value of the margin settings, in terms of width when printed, is affected by which Pitch you have chosen for the base layout. A wider pitch makes a wider area of print. See 35a.

g **Tabs** To place a Tabstop along the ruler put the cursor where you want the tabstop to be and press the function key for the kind of tabstop you want, as listed at the top of the screen, i.e. f3 for a normal tabstop, f4 for a right tab, f5 for a centre tab, or f6 for a decimal tab. To remove a tabstop place the cursor on it and press −.

For details of what the various tabs do see 35b. A beep when placing a tab stop probably means the maximum number of Tab Stops is already in use. This is normally 10. To alter the maximum see below, 33b.

When these settings are as you want them press EXIT. It doesn't matter where the cursor is.

Now you are back at the 'Editing Header' screen. You have just done the f1 Layout option and can now alter the other options, or leave them alone if they are alright as they are, as follows:

a **f3 (Characters)**

(To get here from Textscreen press f7 ENTER f7 f3.)

Zero is 0 or Ø. Press the spacebar if you want to alter the setting.
Decimal is . or , Cursordown and press spacebar.

When both are set press ENTER.

b **f5 (Tab Count)**

(To get here from Textscreen press f7 ENTER f7 f5.)

This sets the maximum number of **sublayouts** allowed for the file and the number of **Tab Stops** allowed for each layout. The normal setting is 5 sublayouts and 10 tabs but each can be up to 99. To set a larger number than you are likely to need wastes memory.

Write how many layouts you want, ENTER, cursor down, write the number of tabs, ENTER, then ENTER again.

c **f6 (Breaks)**

(To get here from textscreen press f7 ENTER f7 f6.)

This concerns the point in the text at which a page break will occur.

To alter the Widows & orphans setting press the spacebar. A tick means prevented. To alter the Broken paragraphs setting move the cursor down and press the spacebar. When both are set as you want them press ENTER.

'Widows & orphans prevented' means that the first or last two lines of a paragraph will be kept together, by moving, if necessary, the first or the second-last line to the next page. It avoids having the first line of a paragraph at the bottom of a page or the last line, which might be short, at the top.

'Broken paragraphs prevented' means the entire paragraph is kept together, by moving as many lines as necessary to the next page.

d **f7 (Page Size)**

(To get here from Textscreen press f7 ENTER f7 f7.)

Vertical dimensions of the paper. See 36a for more details.

Make each setting by writing the number and ENTER, cursor down to next, and so on. The page body adjusts itself (Page length minus header and footer zones). When all are set press ENTER again. Typical settings for A4 paper are page length 70, header zone 8, position 7, footer zone 6, position 66. For A5 paper the page length is 50 and for 11in. paper 66.

e **f8 (Pagination)**

(To get here from Textscreen press f7 ENTER f7 f8.)

This concerns which pages have which headers and footers (see 36a), and the first page number. If you are not using headers and footers or automatic page numbering you can ignore this pagination section.

If you are using automatic page numbering (39) the computer assumes you will want the first page to be number 1. If you want it to be other than 1 write the number you want and ENTER. The following pages of this file will be numbered on from this.

The second section of the menu gives you a choice between four arrangements. Put the cursor on the one you want and press the spacebar to put the tick beside it.

All pages same. They will have the same headers and footers, unless prevented on the first and/or last page, see below, 34b.
First page differs. Enables you to write a different header and footer for the first page.
Last page differs. Enables you to write a different header and footer for the last page.
Odd/even pages differ. Odd numbered pages can be given a different header and footer from even pages.

b The next sections of the menu enable you to prevent or enable printing of any of the headers and footers of the first and/or last pages of the file.

Put the cursor on the one you want to alter and press the spacebar to place or remove the tick. If a tick is absent the header or footer will not be printed on that page.

For example, you might select 'Odd/even pages differ' in order to have page numbers at the outside corners of the pages, and prevent the header on the first page to allow for a special title arrangement.

ENTER returns you to the Editing Header Screen, which is now finished. **EXIT ENTER** takes you back to the screen with four lines across it, two **headers** and two **footers.** (If you aren't using headers or footers you can ignore this and press EXIT ENTER now.) Write the header and footer text (40a) and page number codes (39), if you are using them, above each of these lines, using the cursor keys to move down to the next. Each section can have as many lines of text as you wish.

The wording written along the lines (e.g. end of header 1: used for all pages) will have been changed by any changes you made to the Pagination Menu above.

c Having finished the base layout **EXIT ENTER** returns you to Textscreen. You can add some sublayouts if you wish, press f2 (40b).

Fortunately, it is not necessary to go through this layout procedure every time you create a new file. If you return to Disclist (EXIT ENTER) without writing any text the file will contain just the layout you have given it so whenever you want to start a new file with this layout you can simply make a copy of this file and write your text in the copy. This file thus acts as a template or mould for others. In fact, if you were to write something in this file, such as your own address as at the top of a letter, it too would be copied and would give you a start each time you wanted to write a letter. Locoscript has a system of doing this copying for you automatically. We will come to this later, 41a, but first will look in more detail at some of the elements of the layout.

Margins

a Suitable margins for A4 size paper in pitch 12 or proportional spacing are about 10 and 80, and for A5 size, 10 and 60, but adjust these to your own requirements. For longer lines set the left margin on 5 or 0 and use the Left Offset (52a) to move the print to the right when printing.

Margins are set on the screen as a number of characters across the page. The width of the characters, the Pitch, that you have chosen for the base layout thus affects the width of the printed area. A wider pitch in the base layout makes the printed area wider. The numbers across the top of the screen correspond with the numbers on the bail bar on the printer only in pitch 10. To work out for other pitches what position to set on the screen in order to have the printer write where you want on the paper the formula is:

Bailbar number x pitch ÷ 10 = screen position.
or, alternatively, screen x 10 ÷ pitch = bailbar.

If, for example, you want to set the margins so that they print at positions 15 and 70 on the bailbar when using pitch 12 in the base layout (for proportional spacing use 12) you would set the lefthand margin on 18 (15 x 12 ÷ 10) and the righthand margin on 84 (70 x 12 ÷ 10). To obtain a large lefthand margin use 10 or 5 on the screen for convenience while writing (except perhaps for narrow column work, such as labels) and move the text to the right by setting the Left Offset each time you prepare to print (PTR f3) 52a. Offset adds to the margin which has been set on the screen and always adds in pitch 10.

Tabs

b There are four kinds of Tab Stops that can be placed along the ruler. This is **how they are used while writing text,** the Tab Stops having previously been placed when making the layout, see 32g:

c **f3 Tab.** ➢ Press the TAB key until the ruler cursor advances to the Tab Stop you want then the next character will be placed at that position. If TAB is pressed at the beginning of a line the previous line must finish with a Return sign. To indent a line or paragraph when the previous line does not end with a Return sign use a sublayout (40b) with altered left margin.

d **Indent Tab** (press ALT&TAB) applies the Tab until the end of the paragraph. **Take care** when using this because if the indent tab is placed at the end of a line (or at the beginning of a line when the previous line does not end with a Return sign) the computer will lock up when the paragraph is relaid, as it will be when you leave it forward. When this happens the cursor moves down the right margin stringing out single characters or spaces. If you see this happening quickly press STOP twice and go back and delete the Indent tab. A lockup means that any text which has not already been saved on disc is lost as the only escape is to remove discs from the drives, switch off and on and

reload. The indent tab could be moved to the dangerous end-of-line position by adding or removing text in front of it.

An indent tab can be placed to the right of the last tabstop and the left margin will be set at that position to the end of the paragraph.

f4 Right Tab ←. Press TAB until the ruler cursor is on the Right Tab then any characters you write will appear immediately to left of this point.

f5 Centre Tab ↔. Press TAB until the ruler cursor is on the Centre Tab then any characters you write will centre on that point.

f6 Decimal Tab * aligns the decimal point in a column of numbers (or letters), such as pounds and pence. Press the TAB key until the ruler cursor is on the Decimal Tab then write the number. If it is to align correctly it must include a decimal point or finish with a Return sign.

Page Dimensions

a The spaces at the top and bottom of a page are called the header and footer zones. See the diagram opposite.

The primary purpose of the zones is to limit the area of the page that the main text will be printed on, creating margins and the top and bottom of the page. Their sizes are expressed as a number of lines down the page. They are set in the base layout of the file (Textscreen, f7 ENTER f7 f7).

Text can be placed in these zones which will be automatically repeated on each page. The text might be the title of the book or chapter, or the author's name on manuscripts, or 'continued' at the bottom of each page except the last, and so on. It can include an automatic page numbering code which will print whatever number the page happens to be. For more about writing header and footer text see 40a.

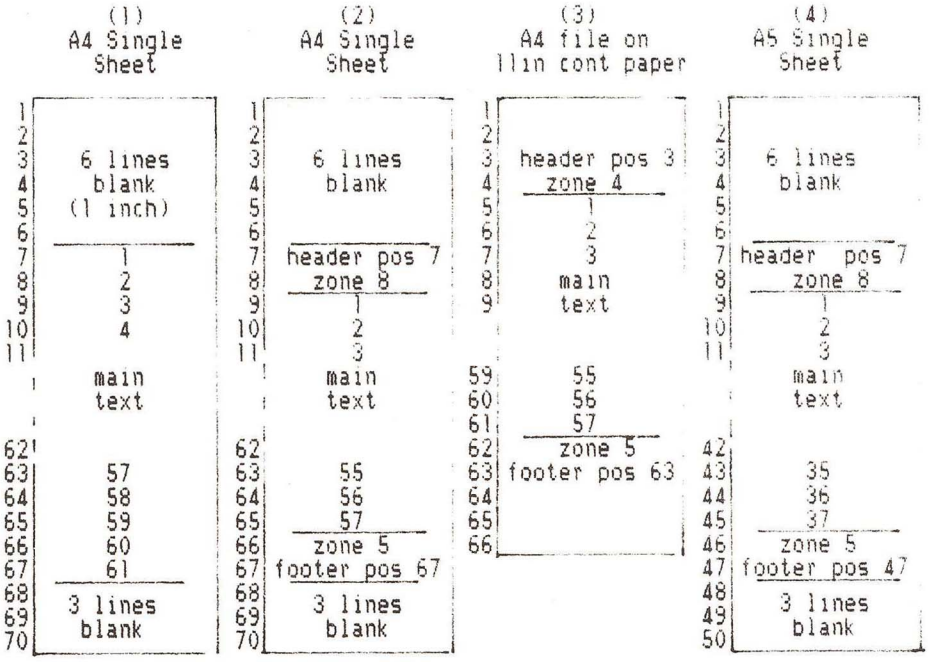
Single sheet stationery, unlike continuous, always leaves one inch (6 lines) blank at the top of the page because of the way paper is loaded into the printer so if you are using header text the zone must be more than 6. The footer zone must be at least 3.

b **Page length.** Usually you will set this on the size of the paper you will use for the file.

	Line pitch 6	Line pitch 8
A4 size paper (11⅔"),	70 lines	94 lines
A5 size paper (8⅓"),	50 lines	66 lines
11in. paper	66 lines	88 lines

The number of lines = inches of paper × line pitch.

Page length is the number of lines at single line spacing which can fit on the whole page, including the space above the main body of text (the Header zone) and the space below it (the Footer zone).



(1) is a single sheet A4 page (70 lines) without header or footer and thus the maximum 61 lines for main text. The header zone must be at least 6 to allow for loading the paper and the footer zone at least 3. If there are more than 61 lines of text on the screen (i.e. the zones set too small) the surplus will be carried over to the next page when printing. This layout, as the next, would print without any alteration onto A4 (11⅔") continuous paper (with Gap length 0).

(2) shows a single sheet A4 page with header and footer texts. They are set as high and as low as they can be and have a blank line between them and the main text.

(3) is the same file as (2) but with its base layout adapted for printing on 11in. (66 lines) continuous paper. The page length, header position and zone, and footer position have been reduced by 4 (Textscreen f7 ENTER f7 f7). Always make the Gap length 0 (PTR f1) when using continuous stationery, which can print on every line of the paper. The top and bottom spaces can be equalised by positioning the paper in the printer.

(4) shows an A5 page using the same zones and positions as (2).

It is not necessary to stick to these layouts. Make the zones and positions however you want them, but for single sheets the blank areas shown must be included in the zones. The zones limit the area of the paper upon which the main body of text will be printed. Set these to give you the top and bottom margins you want. Then, if you want any header or footer text, position it in the zones.

If you change line pitch or line spacing by a code in the text or by changing to a sublayout with different settings the computer will automatically make the adjustments necessary to maintain the same printed area on the paper. For its calculations the computer uses whichever line pitch, 6 or 8, you set in the base layout.

Page size will usually correspond with the size of the piece of paper you load into the printer, but it need not do so. A small 'page size' can be printed on a large piece of paper. Or indeed, a small page size on a small piece of paper when the printer has been set to take a large piece of paper (Form length setting, press PTR f1 ENTER EXIT).

a **The Header zone** is the space above the main body of text.
To write text see 40a.

A typical setting is Header zone 8 position 7, which means that the position of the header text is as high as it can be on the page (on line 7) and there is a blank line, line 8, between it and the main text, which starts on line 9.

The header can have as many lines of text as you wish. If there are more lines than the zone allows for they will still be printed and the main text will follow on the next line. This might cause some of the main text to be carried over to the next page.

If you don't want any header text and want the main text to start as high as possible set the header zone on 6 and don't write any header text.

The header and footer text does not appear on the screen while you are editing a file. Press f7 ENTER to see it.

b **The page body** figure adjusts itself (Page length minus header and footer zones). This is the main text area, which appears on the Textscreen. At single line spacing and at the line pitch of the base layout it is the number of lines that will be printed in the main text area of the page. The line numbers at the top of the Textscreen refer to this area only, and not to the line numbers of the paper.

c **The Footer zone** is the same as the header zone but at the foot of the page. To write text see 40a.

A typical setting for A4 paper (70 lines) is:

Footer zone 6 (last line of main text on line 64)
Position 66 (leaving line 65 blank)

With single sheet stationery (for continuous see 53b) the printer will not normally print on the last 3 lines of the paper, so the zone must be at least 3 if there is no footer text and more than 3 if there is.

If you want the footer text to be printed on the line immediately after the main text, irrespective of where on the page that is, make the footer position 1. To obtain a blank line before the footer make the first line of the footer text blank by using a Return sign and write the text on the second line of the footer.

Automatic Page Numbering

a The printer can be instructed to write page numbers in headers, footers or in the main body of text. It will print whatever number the page happens to be. You do not have to write the number itself. It can also be instructed to print the number of the last page of a file, whatever that is, so you can have page 4 of 7, Page 5 of 7, etc.

Have the codes showing on the screen, (press f1 spacebar ENTER).

Insert the code +PN for the number of the current page or +LPN for the number of the last page of the file. Follow the code immediately, no space or character in between, with the symbol < or = or > . Put at least as many symbols as the largest number has digits. If there are more symbols than digits the position of the number within the space occupied by the group of symbols is determined by which symbol you choose.

< will place the digits to the left of the group,
= will place them in the centre, and
> will place them to the right.

In the examples on this page the words in brackets are not as you would write them but are the codes as they will appear on the screen. To obtain the code (PageNo) you press +PN and for the code (LPageNo) press +LPN. Where it says (Centre) you would press +C, and so on. (If you cannot get the Page Number codes to show check your version number, 11b).

as on screen, showing codes:		printed:
-(PageNo)=====-	.....	- 5 -
-(PageNo)<<<<<-	.....	-5 -
-(PageNo)>>>>>-	.....	- 5-

The position of the number in the space of the group of symbols is determined by which symbol you choose.

```
Page (PageNo)>> of (LPageNo)>>..... Page  8 of 34
```

Other codes can be added to position the number on the page, to underline, italicize, change pitch, etc.

```
(Centre)-(PageNo)====-  .......    - 29 -
(RJust)(+UL)(PageNo)>>>>>(-UL).................          17
(RJust)(+Italic)Page (PageNo)>>(-Italic)......    Page 17
```

b To make the page numbers of a file start from a number other than 1 alter the 'First page number' in the base layout 33e (Textscreen f7 ENTER f7 f8).

Occasionally it might be more convenient not to use this coding for numbers but to type them in yourself on each page as part of the text.

Writing headers and footers

a Do the pagination first (33e) because this will affect the wording along the lines, e.g. end of footer 1 : used for all pages.

Return to the screen with four lines across it by EXIT ENTER, or get to it from Textscreen by f7 ENTER.

Have the codes showing (f1 spacebar ENTER).

Use the cursor keys to put the cursor above the line you want, e.g. to do footer 1 put it above the line saying 'end of footer 1' etc.

Write the text and page number instructions (39) and, if you don't want them to start at the left margin, position them along the line using the spacebar, or use the codes for Centre (press +C) or Right Justify (press +RJ). Other codes can also be used; bold, italics, pitch, underline.

When they are as you want them press EXIT ENTER to return to Textscreen.

The header and footer text does not appear on the screen while you are editing a file. Press f7 ENTER to see it.

Sublayouts

b Sublayouts are used for sections of text within a file, such as quotations from another book or for poetry, which require a different layout than the main text. For indenting, a sublayout could be made with a different left margin. Sublayouts do not have to be made in advance but can be made when you need them, while writing.

The only settings that can be altered are pitch, line pitch, line space, italic, justify, margins, and tabs.

Once the settings of a sublayout have been made you can insert the code in the text to change to it by pressing +LT? (The question mark asks for a number.) To return to the base layout from a sublayout press −LT. The codes can be placed anywhere along the line and come into effect at the change to the next line.

When the cursor is in a sublayout its number is indicated at the top left of the screen, second line.

The maximum number of sublayouts is 99 but, since it uses a small amount of memory to have them available even if they are not used, the computer assumes your maximum to be 5 unless you alter it in the base layout 33b (Textscreen f7 ENTER f7 f5).

To create or alter a sublayout.

Textscreen, press f2 and a menu shows.

Press CAN if you change your mind at any stage.

'Brand new layout' offers a new sublayout, the next unused number, to set as you want it. With the cursor on 'Brand new layout', press ENTER and alter the settings as in the base layout. See 32a to 32g. When they are as you want them press EXIT to return to the Textscreen. 'Brand new layout' will not appear on the menu if all the sublayouts are already in use. To increase the maximum Textscreen f7 ENTER f7 f5.

(Insert)'Layout ??' duplicates the code +LT? and adds a Return sign. It inserts the code in the text for sublayout number ?? to come into effect on the next line. The cursor must be on the right line in the text before f2 is pressed. It is quicker not to use the f2 menu but to press +LT?

'Base layout' duplicates the code −LT and adds a Return sign. It returns the text to the base layout on the next line. Use −LT.

(Edit) 'Layout ??' puts the settings of the specified sublayout onto the screen so that they can be altered. Put the cursor on this, write the number of the sublayout you want, and press ENTER. When you have altered it press EXIT. If you don't alter it press CAN. Alterations to the sublayout will also apply to any uses of it earlier in the file.

Edit 'Current layout' will appear on the menu if the cursor was in a sublayout when you pressed f2. It puts the settings of that sublayout on the screen. When you have altered them press EXIT to return to Textscreen.

Templates

a Locoscript has an automatic system of copying a file so that when you create a new file by pressing the letter C the computer looks for the nearest (42a) file called TemplateStd (Template Stored), makes a copy of it, and displays it on the screen.

The file it copies, the template, is simply a file like any other. Any file which you name 'TemplateStd' will be recognised as a template by the computer. It can contain as many pages, as much text and as many sublayouts as you wish, and can be edited, copied, moved, erased and have its layouts altered. Text, letterheads, chapter headings, etc., can be written in the template and will be repeated every time you create a file which uses it so that it is not necessary to write them out anew every time you begin a new file. (In fact, it is not necessary to use this automatic system. You could get exactly the same effect by copying the file yourself, using f3, then editing the copy.)

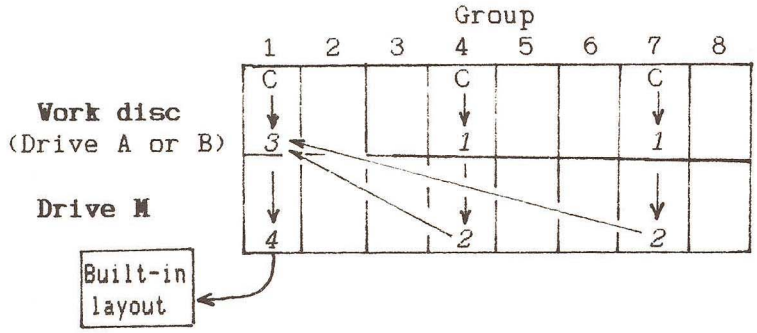
One a file has been made from a template it becomes a completely separate file. It can be moved and have its base layout altered without affecting the template. Similarly, alterations to the template have no effect on files already created.

A template can be copied (44a) from one Work disc or group to another if you want, just like any other file. You could copy a template from the Amstrad master disc but it is better to make a new one, see 29b.

If you have a new template and want to change the layout of an already written file to it, create a new file using the new template and insert 47a the old file into it.

b **To make a template** create a file (43b), name it TemplateStd, and give it the layout you want, including, if you wish, text, headers and footers, and sublayouts.

a **Where to put the templates.**



This diagram shows how, when you create a file by pressing C on the Disclist, the computer looks for a template until it finds one. Suppose you create a file in group 7 of a Work disc. The computer will look for a template first (1) in that group, then (2), if there isn't one there, at the equivalent group in Drive M, in this case group 7, then (3) at the first group on the Work disc, then (4) the first group in Drive M. If there isn't one there it will use a layout, suitable for A4 paper, which has been built into LocoScript. To see it, create a file in the first group of Drive M but if there is a TemplateStd file there erase that first.

b If files named TemplateStd are placed on the Starter disc they will be copied into Drive M when the Starter disc is loaded and will be found when the computer looks for a template. If you want all your Work discs to be tied to the same set of templates this is fine, but it is restricting. The Clarity method is to place templates only on the Work discs, and have none on the Starter disc. This gives maximum flexibility as it does not tie all the Work discs to the pattern of the one Starter disc. Each Work disc can have its own template or templates, a considerable advantage if you use different discs for different kinds of work; letters, articles, a book, etc.

The diagram also shows that, in the absence of templates in Drive M (i.e. none on the Starter disc), if you want all the files of a Work disc to use the same template only one TemplateStd is needed, in the first group of the Work disc.

If most of the files on a disc will use the same template the principal TemplateStd could be placed in the first group of the Work disc and another in another group. Any group without its own template would use the one in the first group.

You could also have template files, with names that identify them, such as A5LETTER.TEM. To use one of them make a copy of it (f3 44a, changing the name while doing so) and then edit (E) it to write the text, just as if a new file had been created. These could be kept on the Starter disc or Work disc, as long as they are not called TemplateStd. For letters general purpose templates for A4 and A5 paper could be prepared and then adapted for each letter. (Letters, see also 56a.)

Disclist (Disc Management Screen)

a The Disclist is the home base from which files and discs are managed. From the Disclist we can go into the different files, move them, copy them, erase them, change discs, etc.

b **To Create a new file.**

Place the group cursor, using the cursor keys and SHIFT, on the group you want the new file to be in (position of file cursor doesn't matter).

Press the letter C. A menu shows.

Write a name for the file (otherwise it will be called 'Document.000' or a following number if that is already in use). Spacebar deletes the old name. Files are listed on the Disclist in numerical and alphabetical order so can be arranged in the order you want by prefixing the name with one or two digits or letters. There cannot be two files with the same name in a group.

ENTER and the file is shown on the screen, either empty or showing whatever text you have put into the template.

If the group does not have its own TemplateStd the computer will look elsewhere for one. See 42a. Once the file has been created its layouts can be altered without affecting the template.

c A Drive A disc can have only about 60 files so if you have many short files it might not be possible to use its full capacity. Drive B discs can hold about 250 files. When the limit is reached you get a 'Directory full' message (a directory is a list of files). Move some files to another disc or start a new one.

d **To edit or see an already created file.**
Disclist, cursor on file, press letter E, ENTER.

Printing (48a) and **Direct Printing** (53a) will be covered later.

e **f1 Disc change** To change a disc have the Disclist showing and check at the top right of the screen that the drive is not in use. Remove the disc and insert the new one. Then press f1 to tell the computer to put the new list of files onto the Disclist. To press f1 does not affect any files in Drive M or remove other data from the memory, as does resetting the computer (SHIFT&EXTRA&EXIT).

f **f2 Inspect** Disclist, cursor on file, press f2. A panel shows which contains a summary of the contents of the file, if you have previously written one.

To write a summary you must start from editing the file.
Textscreen, f7, Cursor on 'Edit Identify text', ENTER, write summary using cursor keys to move to next line. Maximum three lines of up to 30 characters each. Press ENTER.

a **f3 Copy** makes a copy of a file, leaving original in place.

Disclist
Cursor on file
Press f3
Move group cursor to new group or drive using SHIFT&cursor keys if necessary or if copying in same group leave the cursor where it is. Position of file cursor doesn't matter.
ENTER. Change the name of the file if you wish. This is necessary only if a question mark shows, as when copying into the same group or if the name is already in use in the destination group.
ENTER.

Files can be copied between Drives A, B and M in the same way as between groups on one disc. To copy a file to another disc in the same drive: Copy it to Drive M, change disc, press f1, then copy the file from M to the new disc.

b **f4 Move** moves a file to another group or drive.

Disclist
Cursor on file
Press f4
Move group cursor to new group or drive using SHIFT&cursor keys if necessary. Position of file cursor doesn't matter.
ENTER. Change the name of the file if you wish. This is necessary only if a question mark shows, as the name is already in use in the destination group.
ENTER.

Files can be moved between Drives A, B and M in the same way as between groups on one disc. To move a file to another disc in the same drive: Move it to Drive M, change disc, press f1, then move or copy the file from Drive M to the new disc.

c **f5 Rename** Press f5 and a menu appears offering four options.

Three of them, 'Rename document', 'rename Group', and 'rename Disc', all have the same procedure:

Disclist
Press f5
Cursor on the operation you want
ENTER
Write new name
ENTER.

The name of the disc appears on the Disclist to the right of 'Drive A', 'Drive B', or 'Drive M'. Naming files see 56b.

d 'Recover from Limbo' makes a limbo file into a normal one. Before a limbo file can be recovered it must be made to show on the Disclist by f8 spacebar ENTER. Then, to recover it, put cursor on file, press f5, cursor on 'recover from Limbo', ENTER, write new name if necessary, ENTER.

For more about limbo see 45b.

a **f6 Erase.** To erase a file:
Disclist
Cursor on file.
Press f6. A menu shows.
ENTER.

b Erasing a file puts it into **Limbo,** from which it can be recovered unless the disc is filling up and the space the file occupies is needed for non-limbo files.

To **show** limbo files on Disclist press f8 spacebar ENTER. Repeat this to clear them.

To **erase** files even from limbo, to make them irrecoverable, they must first be shown on Disclist (f8 spacebar ENTER) then erased as other files, as above.

To **recover** a file from limbo, making it into an ordinary file again, it must first be made to show (f8 spacebar ENTER) then:
Disclist, Cursor on file
f5
Cursor on 'Recover from limbo'
ENTER. A menu shows. If 'New Name' shows a question mark you must change the name as the present one is already in use in the group.
ENTER.

When you 'finish editing' a file 24b the pre-edit version is put into limbo and is recoverable.

c **f7 Modes** offers five options, the first four of which duplicate the operations along the second line at the top of the screen; Edit document, Print document, Create document, and Direct printing. The fifth option is 'Make ASCII file' which converts a file into a standard character set (American Standard Code for Information Interchange) so that it is acceptable to another computer, type of printer, or electronic mail service. This is outside the scope of this book. See the file 'Read Me' on your LocoScript system disc.

d **f8 Options.** To have the limbo or hidden files listed on the screen use the cursor keys and spacebar to alter the settings, then ENTER. Three of the hidden files are the LocoScript program. See 28b.

To erase limbo files see above, 45b.

To erase hidden files:
Make them show on the Disclist by f8 cursordown spacebar ENTER then Erase them as other files; cursor on file, f6, ENTER.

Vertical lines. Do not use proportional spacing. Insert the Line Spacing code for ½ (+LS½ ENTER) and write the text on alternate lines but put vertical lines, EXTRA&. on every line. Position them left to right with the spacebar and DEL keys.

Saving Phrases

a The computer has a section of memory allocated to a store of phrases. When you load the Starter disc the phrases that have been saved (i.e. recorded) on the disc are fed into this section and become available for use at any time while you are writing a file.

Phrases are made while Textscreen, see 16c. If a phrase is alright as it is, having been previously saved, there is no need to remake it as it will be in the store.

All the phrases are together in one file, and are saved as one. When they are all as you want them:

Textscreen

Press f8. Cursor on 'Save all phrases'. ENTER. This creates a file called PhrasesStd in the first group of Drive M into which is copied the contents of the Phrases section of memory, including any changes you have made to it since it was loaded from the Starter disc.

EXIT ENTER to return to Disclist (but see below 46b).

Put the Starter disc into Drive A then press f1.

Erase the old PhrasesStd file in the first group of Drive A, if there is one there already (Cursor on, f6, ENTER).

Cursor on the PhrasesStd file in Drive M.

Press f3.

Move cursor to first group in Drive A. The phrases store must be in this group.

ENTER

ENTER. That's it. Change disc again if you wish, then press f1.

b With two drives you can save the phrases without finishing editing a file on a Drive B disc. Instead of pressing EXIT ENTER to return to the Disclist press f7, cursor on 'Disc management', ENTER and with the Starter disc in Drive A, and not pressing f1, carry on from there. When done, press EXIT to continue editing.

Saving Blocks

c Though blocks are used in a way similar to phrases when moving text around within a file the procedure for saving them and inserting them into other files is different. When a block is saved it is made into a new file and is listed on the Disclist. It cannot be edited as a normal file as it does not carry its own layout information. In fact, when a block is inserted into a file the layout of the block may change as it will now obey the layout instructions of the file.

Make blocks while Textscreen, as 17c (Cursor on first letter, COPY, cursor after last letter, COPYorCUT 0-9).

Press f8. The Blocks menu shows. The top area lists the numbers of any blocks you have made. Each block you want to save must be saved individually and made into separate file.

With the cursor on 'Save block' write the number of the block you want to save, and ENTER. The Disclist shows.
Cursor on group where you want the block to be listed. This must not be in Drive M if you want the block to be saved on disc.
ENTER.
Write a name for the block.
ENTER. The block is saved and you are returned to Textscreen.

Repeat this procedure for each block. Unless saved, blocks will be **forgotten** *when you finish editing this file.* Once a block has been saved it becomes an independent file, not affected by re-use of the block number.

To move a short piece of text from one file to another it is easier to use a phrase than a block, which has to be saved before you leave its file. A phrase is remembered until you switch off or reset. If the piece of text is too long for one phrase use two or three in succession, with different letters.

Inserting Text

a Whole files and previously saved blocks can be inserted into another file.

While editing the destination file place the cursor on the letter or space after where you want the other to be inserted.

Press f7.
Cursordown to 'Insert text'.
Press ENTER. The Disclist shows.
Cursor on the file to be inserted.
ENTER. The name shows.
ENTER.

The process of inserting can be stopped midway by pressing STOP twice. The file will keep what has been inserted.

b To divide a file into two smaller files create a new file for the first half, insert the big file into it and when half has been inserted press STOP STOP. Then go into the big file and CUT the first half of that.

Inserted text does not bring its own layouts, so it will now conform to the base layout and sublayouts of the file into which it is inserted.

c When a file or block is inserted it is copied rather than moved, so there are two copies of the text in the computer. This can be confusing as editing might alter one of them. The original can be erased without finishing editing the current file by:

Press f7
cursor on 'Disc management'
ENTER, Disclist shows
cursor on file now no longer needed
Press f6 and the name shows
ENTER.
EXIT returns you to the current file.

Printing

a Printing procedure summarised.

Press PTR f1 and set
quality
single sheet
form length
gap length
ENTER.

Press f3 and set Offset if required.
ENTER.

Load paper into the printer.
EXIT.

If now Disclist put cursor on file to be printed and Press P
all pages press ENTER
some pages cursor down etc. and ENTER.

If now Textscreen
either return to Disclist by EXIT ENTER and print from there
or
to print this file
EXIT
cursor on 'Save and print'
ENTER prints *all* pages.
to print another file
f7
cursor on 'Disc management'
ENTER.
Cursor on file to be printed
Press P
all pages press ENTER
some pages cursor down etc. and ENTER.
and EXIT after printing starts.

At the end of a page load a new sheet of paper (49a) and press EXIT to continue printing.

Continuous stationery see 53b.

Direct printing see 53a.

b To **stop** the printer press PTR. It will stop at the end of the current line. To continue printing press EXIT.

The normal settings for the printer, the ones you find when you first switch on, are suitable for single sheet stationery, size A4 or smaller (see 51a).

c To print only part of a page make it into a separate page, using ALT&RETURN, and print just that page, using the 'Print some pages' option (49c).

d To print an image of whatever is on the **screen** load paper, set the Left Offset (PTR f3) to 15 to centralise the print, and press EXTRA&PTR.

It is better not to edit a file while it is tied up with the printer in any way. you will not be able to finish editing until printing has finished or without abandoning printing (PTR f7 ENTER EXIT ENTER). (It is alright to edit one file while printing another, though.)

a **To Load paper** into the printer simply place the paper behind the platen roller, turn the load knob a quarter turn towards you, then, when the paper has loaded, move the knob back. Loading paper puts the computer into Printerstate (50b). EXIT takes it out of Printerstate.

At the end of a page load a new sheet of paper and press EXIT to continue printing.

It is helpful when placing the paper behind the platen to have the position of the lefthand slider on the bail bar adjusted so that its inside edge corresponds with the left margin of the printing. You can then see where the printing will be on the page. If the margin of your text has been set on the screen at 10 and the pitch is 12 or proportional spacing the lefhand edge of printing will be at about 8 on the bail bar. For other pitches and positions see 35a.

b **Printing** can be initiated from Disclist or Textscreen or while editing a file other than the one to be printed. For general purposes the preferred method is to print from the Disclist as this give you the option of printing only some of the pages.

c **To print from Disclist.** Load paper into the printer as above, EXIT out of Printerstate, place the cursor on the file you want to print, press the letter P. A menu shows. If you want to 'Print all pages', which is already ticked, press ENTER and printing begins. If you want to 'Print some pages' move the cursor down and press ENTER. A new menu shows (if it doesn't, see 11b about your version number). The cursor is on 'From page' so write the number and ENTER. Move the cursor down 'To page' and write the number and ENTER. The numbers are inclusive, From page 2 To page 3 will print pages 2 and 3. When both numbers are set press ENTER again and printing begins.

d **To print from Textscreen** will return you to Disclist then print all the pages of the file. Load paper into the printer as above. EXIT out of Printerstate, press EXIT again and move the cursor down to 'Save and Print'. Press ENTER and the file is saved on disc then printed.

e **To print one file while editing another.** With Textscreen showing load paper into the printer. EXIT out of Printerstate to Textscreen, press f7 and cursor down to 'Disc management', ENTER and Disclist shows.

Place the cursor on the file you want to print, press the letter P. A menu shows. If you want to 'Print all pages', which is already ticked, press ENTER and printing begins. If you want to 'Print some pages' move the cursor down and press ENTER. A new menu shows (if it doesn't, see 11b). The cursor is on 'From page' so write the number and ENTER. Move the cursor down to 'To page', write the number and ENTER. The numbers are inclusive, From page 2 To page 3 will print pages 2 and 3. When both numbers are set press ENTER again and printing begins. Press EXIT to return to Textscreen while

printing (you might have to wait a while). At the end of the page load paper and press EXIT to continue printing and editing. While the printer is active other operations become very slow, even if a file is copied to Drive M to be printed.

a **Paper thickness adjustment** is the blue lever under the front lid of the printer to the right. The lid can be lifted off when horizontal. There are 7 positions for the lever (6 clicks). Up, with the head closer to the paper, is for thin paper, down for thick. For normal typing paper use position three (two clicks down from the top). If smudging occurs when addressing envelopes move the lever down.

To test the adjustment print one line at each position of the lever. Set it at one extreme. Print some text. While the first line is printing press PTR and printing will stop at the end of the line. Move the lever one click then press EXIT and, as soon as printing restarts, press PTR again. The printer will print the next line then stop. Adjust the lever again. Repeat for each of the positions. The setting is not very critical.

Printer Control State (Printerstate)

b Printerstate is a state of suspension of operations while changes can be made to the instructions controlling the printer. Press PTR to go into Printerstate from either Disclist or Textscreen. The state is indicated by 'Printer' flashing at the top left of the screen. Information relating to the printer is displayed along the second line and the function keys now relate to the printer. Operating the paper load knob on the printer also switches the computer to Printerstate.

To get out of Printerstate press EXIT.

If you press PTR while printing the printer stops at the end of the current line. To continue printing press EXIT.

c The printer settings made during Printerstate, such as print quality and left offset, are remembered until the computer is switched off or is reset, and continue to apply when you move to another file. They are not remembered on disc so if any of them are to be other than the normal ones they will need to be set every time you switch on. Normal settings are the ones the computer sets up automatically when first switched on.

If you press PTR after printing has started and change a setting, such as quality, it might be a couple of paragraphs before the change comes into effect because text is fed into the printer's section of memory in chunks.

f1 Options (Press PTR f1). ENTER removes the menu.

d **Quality** of printing can be either High or Draft quality. To alter the setting press PTR f1 spacebar ENTER (and EXIT if you want to leave Printerstate). The normal setting is on high quality.

e **Single sheet or Continuous stationery.** To alter the settings press PTR f1 cursordown spacebar ENTER (and EXIT to leave Printerstate). The normal setting is for single sheet. For continuous stationery see 53b.

a **Form length** can be left on 70 if using single sheet A4 or smaller. It is the height, measured in the number of lines at six lines per inch, of the piece of paper the printer expects to handle. The normal setting is 70 lines, suitable for A4 or smaller paper. The maximum is 99 lines, 16½ inches.

For single sheet stationery it does not matter if the piece of paper is smaller than the Form length setting as long as printed area, which is determined by the file's Page size and margin settings, is not larger than the paper. For continuous paper, however, it must correspond with the paper size, see 54b.

To alter the Form length setting: PTR f1 cursordown, write number, ENTER, ENTER when all set, EXIT out of Printerstate.

b **Gap length** can be left on 3 (i.e. half an inch) for Single sheet paper but always set it on 0 when using continuous stationery. This is the number of lines at the bottom of the paper which will not be printed on.

To alter the Gap length setting press PTR f1 cursordown, write number, ENTER, ENTER when all set, EXIT out of Printerstate.

c **Paper out defeat** can be left alone. It prevents the 'paper out' from stopping the printer when it is about to run out of paper. The 'paper out' is used with continuous stationery so that the printer can be left unattended but will stop when it runs out of paper. For single sheet paper the normal setting is to have the stop mechanism inoperative (defeated, i.e. with a tick) as the paper will anyway cease to be fed through at the end of the page. The setting alters itself when you change to continuous stationery as above, but can be altered by PTR f1 cursordown spacebar ENTER and EXIT from Printerstate.

d **f2 Paper** (PTR f2 ENTER) offers to clear the 'Waiting for paper' state, when indicated in Printerstate at the top of the screen next to 'Printer', and puts the printer into the state it would be in if you had loaded a sheet of paper. If you have continuous paper in the printer and want to print a page while the printer is set for single sheet it will be necessary to use f2 first.

e **f3 Actions** (PTR f3) ENTER removes the menu.

Feed one line (PTR f3 +) advances the paper through the printer by one line each time you press +.

Feed to top of form (PTR f3 cursordown +) feeds the paper through the printer to the end of the sheet and releases it. If you are using continuous stationery it feeds to the top of the next page.

f **Set top of form** (PTR f3 cursordown +) tells the computer that the current position of the paper is the top of the form, the position you want for line 7 with single sheet or line 1 with continuous stationery. This is used mainly when setting up to print continuous stationery.

a **Set left offset** (PTR f3 cursordown) moves the starting position of the printer head to the right, moving the whole print area to the right across the page. With the menu cursor on 'Offset size' either write the number of spaces to be offset and press ENTER, or use the left and right cursor keys (with SHIFT the head will jump 10 spaces). To return to 0 press −. The offset is always in Pitch 10, the same as the bailbar numbers, regardless of the pitch set in the layout of the file.

b It can be used to print double column text on one page. With half width margins set in the layout, print page 1 (i.e. column 1), reset the printer (PTR f7 ENTER), set the offset (PTR f3) to, say, 25, and using 'Print some pages', print page 2 (i.e. column 2) on the same sheet. Accurate positioning of the paper is easier with continuous stationery.

c **f5 Document/Reprint** (PTR f5 while printing). If you stop the printer by pressing PTR you can either press EXIT to continue from where you stopped, or press f5, which enables you to go back and start printing again, either from the top of the page in which you stopped or from the first of the pages you are printing. When you press f5 a menu shows. The top section shows the name of the file that is being printed, which pages of the file you have asked to be printed (in the 'Print some pages' menu) and which page it was printing when stopped by PTR.

'Reprint'. If the cursor is on reprint, ENTER, EXIT and printing carries on from where it stopped. In other words the effect is the same as if you had not pressed f5 at all.

'This page'. To restart printing from the top of the page in which it stopped put the cursor on 'This page', press ENTER, and, to reposition the paper at the top of the form, press f3, cursor on 'Feed to top of form', press +, CAN, reloadpaper if using single sheets, EXIT and the printing restarts.

'From beginning' restarts printing from the first of the pages you have asked to print (on the 'Print some pages' menu) or, if printing the whole file, from the beginning. Put the cursor on 'From beginning' and press ENTER, then, to reposition the paper at the top of the form, press f3, cursor on 'Feed to top of form', +, CAN, reloadpaper if using single sheets, EXIT and the printing restarts.

An alternative to this is to abandon the printing (PTR f7 ENTER EXIT) and start again, using 'print some pages' if desired.

d **f7 Reset** (PTR f7 ENTER EXIT)
Abandons the current printing and resets the printer.

e **f8 On/Off Line** (PTR f8) alternates each time it is pressed between On Line and Off Line. When the printer is Off Line it is as if disconnected from the computer and will not print. If you stop printing by pressing PTR it will normally restart when you press EXIT. However, if you want to press EXIT to leave Printerstate without restarting the printer put it off Line first.

Direct Printing

a Direct printing is selected from Disclist. Press the letter D, ENTER, and the screen shows Textscreen. (Press EXIT when you want to return to Disclist).

Load paper and EXIT out of Printerstate.

Direct printing normally prints one line at a time. As soon as you press the RETURN key the line is printed, removed from the screen and forgotten. If you make a phrase of the RETURN sign and paste that in instead of pressing the RETURN key several lines can be written before printing is triggered. See 57b.

A layout can be made by pressing f7 f1 to set pitch, linespacing, linepitch, italic, justify, margins, and tabstops. The settings are forgotten when you leave Direct Printing. There are no headers and footers, sublayouts or page sizes.

Positioning of the text along the line is easiest done by putting spaces in front of it with the spacebar. The manual suggests using the left offset (PTR f3). This is rather slow but you can see the position of the head before you print and so can use it for forms.

If there are several entries at a similar position across the page, as when writing addresses, set the left margin (press f7 f1).

See also Envelopes 57a and Labels 59b.

Continuous Stationery

b Continuous stationery, also called listing paper, is paper with the bottom of one page joined to the top of the next.

If you write more than short files it could be well worthwhile to use continuous paper. Printing a file without having to reload the printer every page leaves you free to think about something else. 70 gram paper is alright for draft printouts and 80 or 90 gram paper with microperforations is quite presentable. Make sure you buy a true A4 (11⅔") paper, if that is what you want, and not 11" paper which is common in the computer business and which has sometimes been sold, probably innocently, as A4. Files written for A4 single sheets will require alteration to their base layout if they are to be printed on 11" continuous paper, see 37 (3).

W. H. Smith's computer departments stock A4 continuous paper. Or for mail order see advertisements in computer magazines.

The flow of paper into and out of the feed mechanism is helped by raising the printer so that its base is a couple of inches above the level of the top of the paper stack.

a **To change from single sheet to continuous stationery:**

Summary of procedure:

Fit the tractor feed mechanism
Load paper
Press PTR f1 and set
  quality
  continuous
  form length = paper size (A4 = 70)
  gap length on 0
  ENTER
Press PTR f3 and set left offset if desired
ENTER EXIT and print as for single sheets
  (Disclist, cursor on file, P, etc.)

The Printerstate (PTR) settings must be made each time the computer is switched on. They are remembered until it is switched off or reset.

To fit the tractor feed mechanism. Remove the back lid from the printer (hold it vertical and lift off) lift bail bar slightly, hook the front feet and click down at back.

Feed in paper from behind and below the tractor feed. Lift the clips which cover the spiked wheels and adjust the position of the wheels along the hexagonal bar so they fit the holes in the paper. Close the clips onto the paper. Feed the paper forward, by turning the feed knob (beside the paper load knob), until the perforations across the top of the next page are about level with the top edge of the printer ribbon. This involves sacrificing a sheet of paper. The full header zone will feed through when you start to print, unlike single sheet paper with which the first six lines are assumed to have fed through already.

b **Press PTR f1.**

Press spacebar if you want to alter the quality.
Put the cursor on 'Continuous stationery' and press the spacebar.
Cursor down and set the Form length (write number, ENTER) which
  must always be set to the physical size of the paper (or one label)
  irrespective of the page size 33d set in the layout of the file:
    In LinePitch 6, A4 = 70, A5 = 50, 11 in. = 66.
Always set the Gap length on 0.
Leave the Paper out defeat unticked.
ENTER.

If it doesn't say 'Top of form' at the top of the screen, second line (it probably will), press f3, put the cursor on 'Set top of form', press +, and ENTER.

The printed area can be moved to the right to centre it on the paper by PTR f3 cursor down to 'Offset size', write the number of spaces to be offset, and ENTER ENTER. (For more on Offset see 52a.)

EXIT out of Printerstate.

Printing is started as for single sheets 49b (Disclist, cursor on file, P).

a The Printerstate settings concern only the paper and the fact that it is continuous rather than single sheet. They do not affect the files themselves at all, so files whose page size is smaller than the paper can now be printed, since the paper will anyway feed through to the top of the next sheet of paper before it starts to print the next page.

b With continuous stationery the printer can print on every line, top to bottom, if permitted by the Page Size menu in the base layout of the file (Textscreen, f7 ENTER f7 f7). Set the header and footer zones on 0, or, if you are using headers and footers, large enough to accommodate them.

See the page diagrams on page 37.

If you have written files for A4 single sheet paper, with 70 lines set in the base layout page size (33d) they can be printed on A4 (11⅔in.) continuous stationery without any alteration to the base layout of the file (set the PTR f1 Form length on 70 and gap length on 0). See 37. If you have 11in. paper (66 lines) you will have to alter the base layout of the file (Textscreen, f7 ENTER f7 f7), reducing the page length to 66 and reducing the header zone, header position and footer position by 4 lines, but not the footer zone. The paper can be positioned a couple of lines higher to equalise the top and bottom margins. The printer itself has no way of recognising the perforations and works solely in terms of the number of lines and where you tell it is the top of the form, which, unless you tell it otherwise, it assumes is wherever you first set up the paper.

Your work

c It is well worthwhile to spend some time on reorganising your discs to conform to the Clarity method. It saves disc space and is simple and flexible.

1. Put templates on Work discs only
2. Make the new kind of Starter disc, as 28b, without templates.
3. Remove any hidden files from work discs (they don't have to carry Locoscript). See 45d.
4. Divide files over about 30k. See below, 54d.
5. Use different discs for different kinds of work (letters, a book, articles, etc.) so that they have their own templates.

A Drive A disc can have only about 60 files so if it has a lot of short files it might not be possible to use its full capacity. A Drive B disc can have about 250 files.

d **To divide a file** create a new file and insert into it the first half of the big file. (To insert text see 47a.) Press STOP twice when you have all you need for the first half. Then EXIT ENTER to Disclist. Go into the big file (E) and CUT the first half of that.

e To alter the layouts and sublayouts of several files it might be quickest to make a new template for a group, create new files and insert (47a) the old into the new where they will adopt the new base layout and sublayouts.

a LETTERS AND SHORT FILES

It is possible to prepare quite elaborate letterheadings using the wide range of typefaces available, see 23. It might take time to get it how you want, but it needs to be done only once.

If you use preprinted headed notepaper, make a template to fit it, with ReVersed spaces to show where to write date, address for window envelopes, reference numbers, etc., in the same way as for formfilling 59a. Enter the code +RV, press spacebar a few times, then −RV.

Phrases can be made for your own address, Thank you for your letter, (+Centre) Yours faithfully/sincerely then a few RETURNs and (+Centre) Your Name, and so on.

If your most commonly used letter template is placed in the first group of a Work disc and named TemplateStd this will be used whenever you create (C) a file. If you have other less frequently used templates, they could be placed in other groups, in which case only files created in those groups would use them. This would place some restriction on the choice of the group in which you create files, so a better method might be to have the templates in the form of ordinary files on the disc with names that identify them, such as A5LETTER.TEM. To use one of them simply make a copy of it (f3), changing the name and perhaps moving it while doing so, and then edit (E) the copy, just as you would if you had created a new file. Letters of a standard nature, such as quotations and estimates, could be prepared almost completely and used in this way.

Businesses might keep a stock of standard paragraphs in the form of files which could be inserted (Textscreen f7) into a letter or document, showing up any points that might need individual attention by ReVersing them.

A framework template could be made for documents, such as leases and contracts, containing a general structure, with spaces for headings, date, reference numbers, etc., and a list of the available standard paragraphs, perhaps with a brief summary of their content to serve as a reminder. To compile the document make a copy of the template, insert the selected paragraphs, and delete the summaries. With two drives the paragraphs could be placed on the Starter disc, which can be left in Drive A while Drive B is used for work, and copied from there. Make a printout for reference by inserting all the paragraphs into one file and printing it.

b Files can be listed in order on the Disclist by prefixing their name with a letter or two, or numbers. (To change the name of a file, Disclist, cursor on file and press f5).

To include the date in the name of a file is useful for letters. Files are listed on the Disclist in numerical, with 0 at the top, and then alphabetical, with A at the top, order. The date should be in the form Year Month Day. 870429 would be 29th April 1987. The 8 at the front could be omitted. The files will show on the Disclist in date order, latest at the bottom. If you use the same file name everytime you write to a particular correspondent and put the date after the name the letters will be listed together and in date order even in a group which contains letters to others. If an entire group is allocated to just one

correspondent you could put the date at the beginning of the file name.

If you have previously written to someone it saves time to make a copy (f3) of the last letter you wrote, CUT the old text but keep the previous top and bottom, alter the date (remind yourself to do this by ReVersing it the first time you write) and write the new text. Another advantage of copying the previous letter is that at the end of the letter you can press ALT&RETURN to end the page, write the address on the next page in a form suitable for the envelope and after printing the letter carry straight on to print the envelope. If this is done the first time you write to someone the address will be copied and ready for subsequent letters too.

a ENVELOPES

If many envelopes are to be addresed it could be easier to use self-adhesive labels. See 59b.

The printer is not good at handling thick envelopes so buy fairly thin ones. If there is any smudging move the paper thickness lever down 50a.

You might like to try printing the address in Pitch 10 (+P10 ENTER) and Line Space 1½ (+LS1½ ENTER). Write the codes in at the beginning of the first line then use the spacebar to move the text of the address out to about position 25 on the screen, which will, in Pitch 10, correspond to that position on the bailbar. See 35a.

Direct printing can be used for addressing envelopes. To make a layout takes only a moment. Select Direct Printing (Disclist D ENTER), press f7 f1, set Pitch and Linespace, cursor down and set left margin (f1) on 25?, then EXIT EXIT ENTER. Load envelope, EXIT out of Printerstate and begin writing. The layout will remain until you leave Direct Printing.

b It is possible to type the whole address before Direct Printing begins by making a phrase of just the RETURN sign and pasting in the phrase instead of using the RETURN key, which would initiate printing. Press RETURN when ready to print. The phrase must be made before selecting Direct Printing and could be saved on the Starter disc as one of your stock of phrases.

If using Direct Printing for labels (see 62a) on continuous paper it is necessary to press as many RETURNs as are needed to feed the paper to the top of the next label. The Page Size setting, f7 f7, does not apply and will not feed to the top of the next label when ALT-RETURN is pressed.

c LARGER WORKS

All of the chapters or sections of one work should use the same layout and sublayouts in case parts are moved from one file to another.

If writing a book start a new work disc for it. Put a TemplateStd file in the first group, so that all files will use the same template (they will if you are using the Clarity method Starter disc 28b). If it is likely that sublayouts will be used, perhaps for quotations from other books or poetry, it is better if possible, to add them to the template when you first make it so that all the files will be the same. This could be important if text is to be transferred from one file to another.

You could start with all your material on one disc then as it expands move some of it to another disc, putting a copy of the template onto the second disc. Some writers start at the beginning and work through to the end. Others start with a framework and fill in the details, adding a paragraph here and a page there. Jumping from one file to another is easier while they are on the same disc.

a Make it a general rule to keep files as short as is convenient. Locoscript is not good at handling long ones. Text is always relaid as the cursor moves through it forward. This makes the process rather slow, so it is best if files can be kept to no more than about 30k or 5000 words. Files longer than this should be divided, see 55d. With the smaller disc memory of the 8256 this is additionally important because of the need to maintain at least as much free space on a disc as the size of the largest file in order to finish editing 24b.

Usually a book or report will have points, such as at the beginning of a chapter, where printing of a section will begin at the top of a page. This would be a suitable place to start a new file, since the main reason for joining files is to have the end of one section and the beginning of the next printed on the same page (page numbers can be adjusted 33e).

If the article is not too long the sections could later be inserted into one file for printing, but it might be better to keep them separate in the computer and join them only on paper, effecting the overlap from one section to the next by inserting (f7) enough of the first page of file 2 onto the last page of file 1 to complete the page (press STOP twice to stop the process of insertion). Make a note of the last line on that page then put an end-page-here (ALT&RETURN) at that point in the second file and for the next page of the article print from there on, using 'Print some pages' and, if using the automatic page numbering system, changing the 'First page number' (Texscreen, f7 ENTER f7 f8) to run on from the last page of the previous file.

While working it is wise to 'Save and continue' (EXIT cursordown ENTER) every now and again. With long files this takes time so do it when you are going to have a break. While this is proceeding Press DOC to scroll to the end and the grid key. The computer will tell you when it is ready for you to continue writing.

Continuous paper 53b is very useful if you write files of more than one or two pages. It greatly reduces the labour of printing and frees you to think about something else.

Some publishers are pleased to accept work on disc as this can reduce the cost of typesetting. The text might need some adjustments regarding the codes that have to be inserted, but this should not be a problem. There are several typesetting firms which specialise in working from word processor discs. Two of the longest established are Wordsmiths, tel. 0458 45359, and Budget, tel. 01 658 8754.

b We can supply an easy to use Wordcount program suitable for both 8256 and 8512 which can access Locoscript files in any group and does not require them to be converted to ASCII. Price £19.50 including postage from:
Clarity Guides (C), Broadwood, Lifton, Devon PL16 0ER.

a FORM FILLING

If you often fill in the same preprinted form it might be worth making a template covering the whole page or pages, with indicators placed on the screen to show where to write so that the entries will be correctly placed on the form when the file is printed, the letter N, for example, where the name is to go. If indicators have more than one letter it is the position of the first which counts as they will be deleted from the end backwards.

To estimate the position on the screen which will place the entries where you want them on the form measure the form from the top and lefthand edge and translate the measurements into line (at 6 or 8 per inch) and column (at your pitch per inch) numbers. Allow for six lines blank at the top if using single sheets. Some adjustment will probably be necessary by trial and error.

Create a file named TemplateStd in a group on a Work disc, the first group if you want all the files on the disc to use that template (see 42a).

Write the indicators on the screen, using the spacebar to move to the right and the RETURN key to move down the page. Most of the screen will be blank.

If there are to be two or more entries along the same line put them on separate lines on the screen and use Line Space 0 between them, i.e. put the code +LSO at the beginning of the line, spacebar to the right to write the first indicator, then RETURN, press −LS, and spacebar out to write the second indicator. This is so that writing the first entry will not affect the position of the second. When the template is finished EXIT ENTER back to Disclist.

To fill in the details create a file in a group which will find the template. Use the EOL key to go to the space after an indicator, delete the indicator with ←DEL and write the entry.

To fill in another form while in the same file press PAGE then ALT&RETURN. Then insert (f7) the TemplateStd file into this one. One file can contain the entries for several forms. They will be saved on disc, as other files.

The form has to be correctly positioned from side to side when it is loaded into the printer.

A template could be set up which includes the questions, the answers being added each time it is used. This would be printed on blank paper. The form is being printed at the same time as the answers. Then continuous stationery could be used, which makes printing easier.

A template can have several pages.

b LABELS

Self-adhesive labels can be obtained on rolls as continuous stationery, with traction holes down the sides. It is possible to obtain them on wide paper with two or three labels across the page but one across is easier, both to write and to edit if you want to remove an entry from a list.

Make a layout so that each page is the height of one label. There can be several hundred labels in one file, but, as with text, do not exceed about 30k in one file.

To find a particular label use FIND to find a word.

To make a label template. Measure in inches from the top of one label to the top of the next and multiply by six (eight if using LinePitch 8) (or measure 6 labels). The number of inches gives you the form length (page size), normally around 8-12 lines.

Measure in inches the width of the print area of the label and multiply this by the Pitch you will use in the base layout, 10 12 15 or 17 (or Double?). For proportional spacing use 12. This tells you the maximum number of characters between the margins. For example 3 inches x Pitch 12 = 36 characters.

Create a file, called TemplateStd if you want to use the automatic template selection system 42a, and with the file on the screen (Textscreen) press f7 ENTER f7 f1 and set the pitch and other settings as you want them, as described page 31c to 32g.

Cursor down and set margins and, if required, the tabstops. The difference between the margins should not be greater than the number determined above (width x pitch). Set them at around 20 and 56 for a 3½in. label at pitch 12. If you have two or three labels across the page set the margins to include them and place a tabstop (f3) to correspond with the first letter position on the second and third labels. (When writing these labels write the lefthand label then the one to its right, pressing EOL then TAB to begin each line, and the same again for the next label across).

Press EXIT

Press f7 and set the Page Length as determined above (height x LinePitch, normally 8-12) (write the number and ENTER).

Set the header and footer zones on 0 unless you are using a method which uses them and want a piece of text, the date or automatic sequential page numbering to be repeated on every label, in which case you can make the zones accommodate it, as with any other template, not forgetting to allow a line for the gap between the labels. The footer zone can be set on 1 to prevent printing on the gap.

ENTER
EXIT ENTER (write header or footer text?)
EXIT ENTER back to Textscreen
EXIT ENTER to Disclist.

To use the template create a file in a group which will use the template (if using the TemplateStd system 42a) or make a copy of it (f3) and edit (E) it and write the text, pressing ALT&RETURN at the end of the last line on each label.

To print the labels press PTR f1 and set the quality you want by pressing the spacebar. Cursordown and set continuous stationery, set Form length (same as page length above, to cover just one label and ignoring any perforations in the backing paper), set gap length on 0. ENTER ENTER. These PTR settings have to be set each time the computer is switched on.

Set up the tractor feed mechanism for continuous stationery as 54a and load the paper. The position of the paper from side to side must agree with the

margin settings in the layout. If the base layout pitch is 10 they will agree with the markings on the bailbar. To find the position on the bailbar of positions on the screen in other pitches the formula is Screen x 10 ÷ pitch = Bailbar. For example, a position of 20 on the screen at pitch 12 will print at position 16.6 on the bailbar. Put the inside edge of the lefthand bailbar slider on that position.

Turn the feed knob so that the top of a label is opposite the printer head.

Printing is started as for any other file. EXIT out of PrinterState to Disclist and, with the cursor on the file, press P.

To prepare text for labels there are several methods:

If the labels are to be blank except for what you will write on them, such as for addresses, you can simply make a template as above, and write the text then press ALT&RETURN at the end of the last line you write to move on to the next label (the next page), then write the next address, and so on. (Use capitals? ALT&ENTER). When all the addresses are written EXIT ENTER to Disclist and print the file as normal. Cursor on file, press P.

One way to have text, such as a heading or sender's address, repeated on each label is to set it in the header and/or footer zones. Don't forget to allow a line for the gap between the labels. The main text in between the zones will have to be written from scratch for each label (though you could make a phrase of any text that is to be repeated). To write or alter the header/footer text press f7 ENTER from the Textscreen. This method puts the cursor at the beginning of the main text area, ready for writing, whereas the phrase method below requires the cursor to be positioned before writing the text of the label.

Another method is to make a phrase which contains all the text which you want to repeat on every label, all the RETURN signs needed to fill the page, and the end-page-here sign at the bottom. This method, which does not use headers or footers for repeated text, is the easiest to alter while in use, and, unlike when using headers and footers, all the text is visible on the screen. Paste in the phrase and add your text, using EOL to move to the next line. To start the next label press PAGE and paste in the phrase again.

For example:

```
MERLIN'S PHARMACY
29 LANCELOT LANE, CAMELOT,

Name ↵
Dose↵
↵
↵
↵
Keep medicines out of the reach of children.
Date 16-5-87.  no. 143 ↧
```

This is all one phrase. Notice the 'end-page-here' sign at the end (ALT&RETURN). At the beginning of the day paste the phrase into a file,

alter the date, then remake the phrase with the new date by pressing ALT&PAGE COPY PAGE COPY and the same letter as you are using for the phrase. This will not affect the phrase stored on disc, but will continue as altered until you switch off. The labels can be automatically sequentially numbered by inserting the page numbering code. Smaller phrases, such as 'One to be taken daily' could be used as well.

a If you want to write one label, print that, write another label, print that, and so on, and if you don't have to store the text of each on disc then Direct Printing with a phrase could be used. Make the phrase, which must include all the RETURNs, while in a normal file. Select Direct Printing (Disclist, D), press f7 f1 to make a layout, setting the margins as 32f. Insert the phrase and add further text. Use EOL to move to the next line. Press RETURN when the label is ready to print.

Locoscript does not have a method of automatically printing off a number of copies of a file. If the file is reasonably short, such as a label, the text can be repeated several times within one file. Make a block or phrase, including the end-page-here sign (ALT&RETURN), and paste in several times.

Touchtyping

b Touch typing is typing without looking at the keyboard. It is not hard to learn, but it does take 10-20 hours of practice to become reasonably proficient. At first speed falls considerably but in time becomes faster than it was before, with the added advantage that one can type while reading a text.

The starting position of your hands is always on the 'home keys'. These are, for the left hand ASDF, and for the right JKL;

All movements of the fingers to other keys are made from this position 5TGB and 4RFV are keyed with the left index finger and 6YHN and 7UJM with the right.

The keys 'a' and ';' under the little fingers are the anchor keys. It is with these that you maintain your sense of the position of your hands on the keyboard. Finding them by touch is easier if you make the anchor keys feel different from the others. One way is to stick small pieces of Elastoplast/Band-Aid (fabric type) to the outside rims of these keys. You might like to do the ←DEL and EOL keys too.

Use the lefthand shift key when keying a letter with the right hand, and vice versa. A Good Exercise Is To Write Sentences In Which Every Word Starts With A Capital.

Always use the right thumb for the spacebar.

Now it is just a matter of practice. Try not to look at the keyboard itself while typing. Concentrate on accuracy rather than speed, and work through the feel of your hands rather than the sight of what you are typing.

Practise movements, such as jujyjhjnjm frftfgfbfv ;p;/ aqaz etc.

Copy texts typing as you read.

The Keyboard

normal	SHIFT	ALT	ALT& SHIFT	EXTRA
a	A	α		ª
b	B	β		ß
c	C			©
d	D	δ	Δ	†
e	E	∈		
f	F	∅		ƒ
g	G	ɣ	Γ	
h	H	←		
i	I	⊗	⊙	
j	J	⇔		
k	K	→		
l	L	λ		
m	M	μ		
n	N	↓		
o	O	ω	Ω	º
p	P	π	Π	¶
q	Q	θ		
r	R	ρ		®
s	S	σ	Σ	ß
t	T	τ		™
u	U	↑		↑
v	V			
w	W			
x	X	χ		
y	Y	ψ		¥
z	Z			

normal	SHIFT	ALT	ALT& SHIFT	EXTRA
1	!	⅛		¡
2	"	¼		¨
3	£	⅜		ℝ
4	$	½		¢
5	%	⅝	‰	°
6	'	¾		´
7	&	⅞		^
8	*	å	Å	`
9	(	æ	Æ	∈
0	)	ø	Ø	0
-	_	±		~
=	+	≃	≡	≠
[	{			
]	}			
;	:	∴		↑
§	<	≤	∈	«
#	>	≥	∋	»
,	,	ç	Ç	
.	.	∘	•	∣
/	?	÷	×	¿
½	@	∞		\

The keyboard might be different outside Britain and U.S.

Accents ¨ ´ ^ ` ~ Type the accent then the letter, which will be printed below it. To write the accent on its own press ENTER instead of a letter.

Fractions other than those already on the keyboard ($^{2}/_{7}$, $^{47}/_{120}$) can easily be written if you make a phrase of the codes and store it on your Starter disc to be immediately available.
Key in: +P17 ENTER +SR X -SR / +SB X -SB -P
Insert the phrase, have the codes showing on the screen (f1 spacebar ENTER), delete the X's and replace them with the numbers.

This is the best-selling Clarity Guide to Word Processing on the Amstrad PCW, the book that really does put you into the driving seat. Its simplified explanations will quickly break through the barrier of incomprehension and turn the machine into a powerful friend.

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Its combination of thoroughness and concise clarity makes it a classic of its kind.

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