

Easy Access to

LOCOSCRIPT

on the Amstrad Personal Computer Word Processor

G G Skinner and E M Prentice



Pitman

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to Locoscript
on the **Amstrad**
Personal Computer
Word Processor

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To our respective daughters, Gill and Esther

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Preface

Locoscript 1 is a powerful word processing package designed to use the many professional facilities of the Amstrad Personal Computer Word Processor and its printer. The tasks are designed to be equally applicable to business and educational users, to introduce the wide range of functions available.

We would like to thank the people who have helped us in the preparation of this book, particularly Bill Skinner and John Prentice, for their constructive help and support. We are also grateful to the people who have used and validated the text, especially Jackie Walker and Terry Osborne.

This book was written using our personal Amstrads and *Locoscript 1*. Much benefit was derived from the ability to exchange and revise material during drafting. Both of us are experienced users of a variety of word processing systems and we heartily commend this system to you.

Acknowledgement

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1 Introduction to Locoscript

Locoscript is a word processing package which is operated through a series of on-screen menus. The **Main** or **Disc Management Menu** allows overall control of disc and files, providing facilities for creating, naming, editing, copying, erasing and printing files. Subsidiary menus are put on screen when they are needed, usually as a result of selecting an on-screen option.

STATUS LINES

At all stages the top 3 lines of the screen are used for **reverse video** displays of the choices currently available.

DISC MANAGEMENT MENU

Disc management.				Printer idle.	Using none.
C=Create new document		E=Edit existing document		P=Print document	D=Direct printing
f1=Disc change		f2=Inspect		f3=Copy	f4=Move
		f5=Rename		f6=Erase	f7=Modes
		f8=Options			
Drive A:	STARTUP1.2	Drive B:	not fitted	Drive M:	STARTUP1.2
135k used	38k free	0k used	0k free	4k used	98k free
	27 files		0 files		2 files
MEMOS	9k BTEC			LETTERS	1k BTEC
SAMPLES	12k MEMOS			SAMPLES	0k MEMOS
CHURCH	9k TAX			CHURCH	3k TAX
TEMPLATE	17k DARTSCLB			TEMPLATE	0k DARTSCLB
A:LETTERS	7 files	A:SAMPLES	5 files	A:CHURCH	3 files
	1 liabo files		0 liabo files		3 liabo files
MEMOS	9k H	ADVERT	.EG 1k	FEBRUARY.86	3k
MAIL232	.COM 4k H	DOCUMENT	.EG 4k	JANUARY .86	3k
MATRIX	.STD 7k H	LAYOUT	.EG 1k	TEMPLATE.STD	3k
PHRASES	.STD 1k	QUOTE	.EG 3k		
READ	.ME 9k	TEXT	.EG 3k		
SCRIPT	.JOY 31k H				
TEMPLATE	.STD 1k				
				LET2PAGE.HDP	2k
				LET2PAGE.PLP	2k
				LETTER .HDP	1k
				LETTER .PLP	1k
				MANUSCRP.	2k
				MEMO	2k
				PAGENUM .CEN	1k
				PAGENUM .PR	1k
				PAGENUM .RJ	1k
				PHRASES .LET	1k
				PHRASES .NUL	1k
				TEMPLATE.LAB	2k

Fig 1 Screen dump of Disc Management Menu

Below the status lines, details of the disc currently in drive A are displayed. Space is left for a second drive, drive B. Drive M is a **RAM disc**, ie part of the machine's memory set aside to store files while the machine is switched on. Anything stored on drive M is lost when the machine is switched off, so must be copied to a real disc. Drive M can be used for copying files from one disc to another in a one-disc system.

The rest of the screen consists of alphabetical lists of the contents of the disc, split into groups.

GROUP

A disc is split up into 8 named **groups** or sections, each of which may hold a number of files. A group should consist of files with the same sort of contents, eg, letters, reports, because within the group there can be a **template file** which determines the default layout of the content of each file. Files should be created within a suitable group, but can be copied to another one later, if necessary.

TEMPLATE FILE

A template file is an ordinary word processing file, which supplies a skeleton layout for any new file created in its group. It is always called **TEMPLATE.STD** and its layout is automatically written into a new file created in its group. Each group may have such a file, but if one does not exist then that of another group will be used. If you have no **TEMPLATE.STD** file on your disc or on disc M:, then a standard layout will be used.

CURRENT FILE

Only one file may be edited at any one time. The one currently selected is called the **current file** and is indicated by a block cursor within the list of files. This cursor can be moved with the arrow keys. A second block cursor in the disc area of the screen indicates in which group is the current file. This cursor is moved using arrow keys with SHIFT, to select a different group. The two cursors move together when the current group is changed.

PLUS AND MINUS KEYS

The PLUS (+) and MINUS (−) keys are used in several different ways, but in each case the PLUS key **sets** and the MINUS key **clears**.

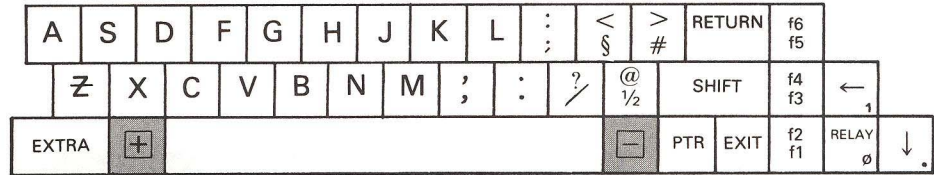


Fig 2 Diagram of keyboard highlighting PLUS and MINUS keys

Functions

- 1 To access the Set and Clear Menu. These give quick ways of operating many *Locoscript* functions, such as highlighting, positioning text, spacing, layouts.
- 2 To select options on sub-menus. The PLUS key can often be used to 'tick' an option to select. The MINUS key is used less often to clear selections.
- 3 To clear tabs. The MINUS key is used for this when editing a layout.

FILE HEADER

A *Locoscript* file consists of 2 parts, the text entered, if any, and the **file header**. The **file header** is stored as part of the file, and contributes to its size. It contains:

- base layout of the file
- any other layouts edited in that file
- headers and footers and related information
- file description
- page layout
- pagination information — size, breaks

All this information can be accessed and changed from within the file, but will be automatically read in with default values from the template file when the file is created.

2 Preparation

SWITCHING ON

- 1 Connect the printer and keyboard to the screen box. (For details see the PCW8256 *User Guide*.)
- 2 Switch on the power.
- 3 Press the main switch, situated to the left of the screen at the bottom.

BACKING UP THE MASTER DISCS

All master discs should be backed up (ie copied) onto new discs before starting work. The masters should be kept in a safe place and used only in an emergency.

- 1 Switch on the machine and insert the disc marked CP/M Plus SYSTEM/UTILITIES with the side 2 arrow pointing left.
- 2 The screen should fill with horizontal lines. If it does not, hold down SHIFT and EXTRA keys and press EXIT key. This will reset the machine.
- 3 A message will appear on screen announcing the machine and its disc drive(s) ending with A>. Type **DISCKIT** and press RETURN.
- 4 Press the f5/f6 key to select copying. This utility will make an exact copy on to a new blank disc in 4 operations for each disc. Press Y to confirm that an exact copy is required.
- 5 Follow the screen instructions, inserting the *Locoscript* disc when asked to 'Insert disc to READ:' and the blank disc when asked to 'Insert disc to WRITE:.'
- 6 When the whole disc has been copied, repeat this process for the rest of the system discs by selecting f5/f6 again, making sure both sides of each disc are copied.

The copies may now be used as **working** discs.

WRITE PROTECTING DISCS

Your start up disc, and any other disc whose contents you do not wish to change by mistake, should be write protected. Along the front edge of the disc (inserted in the drive) are 2 red sliders, marked A and B on the flat face of the disc. Each may be moved with a small screwdriver or a ballpoint pen. The disc is write protected when the hole is open. No change can be made to information on the disc while the hole is open.

FORMATTING

All new discs need **formatting** before they can be used.

- 1 Follow the instructions given in the Backing up Section above to use the DISCKIT program.
- 2 At the Menu, press the f3/f4 key to select the formatting utility. Confirm that you want to format by pressing Y. At the message, remove the system disc and insert a blank disc.
- 3 Repeat the formatting process for the other side of the disc, by selecting f3/f4 again and inserting it the other way round.
- 4 When formatting is complete, the disc is ready for use, but has no files on it, so will give the maximum amount of room for your own files. This will be your data disc.

SETTING UP A DATA DISC

- 1 Insert your *Locoscript* **working** disc into the disc drive, making sure you have it the correct way round. The screen will gradually fill with horizontal lines as the disc is read. If the lines do not appear, reset by pressing the EXIT key while holding down both SHIFT and EXTRA keys.
- 2 When the Disc Management Menu is displayed, remove the *Locoscript* disc and insert the data disc. Press key f1 to tell the machine you have changed discs.

NAMING A GROUP

The disc is split into numbered **groups**, which can be named. Names should be chosen which identify the sort of work they hold.

- 1 Using the arrow keys with the SHIFT key held down, move the cursor to Group 0. Then press f5 to select the 'Rename Menu'. Since we are going to name a group,

move the block down with the cursor to the alternative '*Rename Group*'. Press the ENTER key to select this option. You will then be asked for the new name; type in the name LOCO correcting, if necessary, by backspacing with the ←DEL key.

- 2 Choose names for any other groups you may wish to use later and follow the same procedure to select and name them. It is suggested that for future use, one of them should be called **LETTERS**.

COPYING TEMPLATE

The group templates for drive M, the RAM disc, have been set up on startup from the *Locoscript* disc. For the LOCO group, we shall use the template supplied for group CONT.

- 1 Move the block cursor to group CONT file TEMPLATE.STD on drive M: and press key f3 to copy a file. A message will appear on the second of the status lines:

Pick destination Group and Drive using cursor keys, then press ENTER, or CANCEL to abandon.

- 2 Move the block cursor to group LOCO and press ENTER. The file name will be displayed. Press ENTER again to confirm the choice. The file will be copied.

BACKING UP DATA

After you have finished with a file, and *certainly* before you switch off the machine, it is vital to make a back up copy of your data. Machine failure is rare, but very painful when it happens!

For each file which has been edited since last back up:

- 1 With the block cursor on the file, press key f3 to copy a file.
- 2 Move the cursor to a group on the RAM disc M. Press ENTER twice to select the group and confirm the file name. The file will be copied.
- 3 Replace the disc with the back up disc. Press key f1 to inform the machine that the disc has been changed.
- 4 Repeat stages 1 and 2 to copy the file on drive M to the new disc.

NB Copying a file to a group which already has a file with the same name is not permissible. Erase the old back up before copying, if necessary.

3 Printing

PRINTING A FILE

Printing a file can be initiated either at the Disc Management Menu or while EXITING from editing a file.

Printing from Menu

- 1 Select the file to be printed with the cursor keys.
- 2 Press P and then the ENTER key.
- 3 If you have Version 1.20 or later (version number is displayed on screen on start up) of the software you will be given the opportunity to print just some pages of your file. Select the first and last page you wish to print by moving the cursor and entering the number for each.

Printing on Exit

- 1 Press the EXIT key to finish editing the file. From the Exit Options select 'Save and Print' with the cursor and press ENTER.
- 2 The file in use will be printed *in its entirety* as soon as the file has been saved to disc. Only the file in use can be printed in this way.

PRINTING OPTIONS

Printing options are selected from the Printer Control State Menu. Printer Control State is entered by pressing the PTR key.

Printer Online		Disc management.		Printer idle.		Using none.	
Top of form		Idle		High quality		Single sheet	
f1=Options		f2=Paper		f3=Actions		f5=Document/Reprint	
f7=Reset		f8=On/Off Line		EXIT			
Options		Drive B: not fitted		Drive M: STARTUP1.2			
High quality <input checked="" type="checkbox"/>		0k used 0k free 0 files		4k used 98k free 2 files			
Draft quality				LETTERS 1k BTEC 0k			
Single sheet paper <input checked="" type="checkbox"/>				SAMPLES 0k MEMOS 0k			
Continuous stationery				CHURCH 3k TAX 0k			
Form length: 70				TEMPLATE 0k DARTSCLB 0k			
Gap length: 3							
Paper out defeat <input checked="" type="checkbox"/>							
PHRASES .STD 1k		LES 5 files		A:CHURCH 3 files		A:TEMPLATE 12 files	
READ .ME 9k		no files		3 limbo files		1 limbo files	
SCRIPT .JOY 31k H		NT.EG 1k		FEBRUARY.86 3k		LET2PAGE.HDP 2k	
TEMPLATE.STD 1k		QUOTE .EG 1k		JANUARY .86 3k		LET2PAGE.PLP 2k	
		TEXT .EG 3k		TEMPLATE.STD 3k		LETTER .HDP 1k	
						LETTER .PLP 1k	
						MANUSCRP. 2k	
						MEMO 2k	
						PAGENUM .CEN 1k	
						PAGENUM .PR 1k	
						PAGENUM .RJ 1k	
						PHRASES .LET 1k	
						PHRASES .NUL 1k	
						TEMPLATE.LAB 2k	

Fig 3 Screen dump of Printer Control State Menu

It is possible to choose between draft and quality printing and between continuous stationery and single sheets. To make these choices, press the PTR key and select f1 from the status line choices to display the Options Sub-Menu. 'High quality' and 'Single sheet paper' and 'Paper out defeat' have ticks beside them, indicating that they are the current choices.

To select any other alternatives, move the block cursor over them and press the + key (left of space bar) to move the tick. If you change to continuous stationery, the form length will automatically be changed to suit standard continuous stationery. When you have made all the changes you want, press the ENTER key to confirm them. You will then have to press the EXIT key to go back to the Disc Management Menu.

For most purposes, *'Draft quality'* will be quite acceptable and is considerably faster than *'High quality'*, which should be used only for final versions of work you are giving to other people.

If you press the PTR key by mistake, press EXIT to return to the Disc Management Menu.

SCREEN DUMP

If you want to print out exactly what is on screen, with menus, codes, etc, hold down the EXTRA key and press the PTR key. The machine will then send to the printer a **screen dump**, ie a dot by dot image of what is on the screen.

RESETTING THE PRINTER

It may sometimes be necessary to stop the printer before printing has finished. For example, you may have trouble in setting the paper at first and realise that it is not straight. Also, mistakes are often noticed during printing. Rather than waiting, you may find it better to stop printing, edit and start printing over again.

Printing can be temporarily halted at any time, by pressing the PTR key to switch the printer into the Printer Control State. To abandon printing altogether, press key f7 followed by ENTER to reset the printer.

If you have trouble with the paper and wish to reprint some of your file once you have sorted out the problem, press key f5 instead to access a menu which will allow you to re-start printing at any point in your document.

CONTROLLING CONTINUOUS STATIONERY

If you are using continuous stationery, you can use the *'Actions Menu'* from Printer Control State by pressing key f3. This Menu gives alternatives which allow control of paper.

- Form feed – feed paper to the top of the next sheet
- Line feed – feed paper one line
- Set top of form – set paper position for future reference

Form feed and line feed are operated by moving the block cursor and pressing PLUS. Press CAN to exit from this Menu.

4 General operation

CURSOR MOVEMENTS

All cursor movements are made with the combined numeric/cursor keypad to the right of the main QWERTY keyboard.

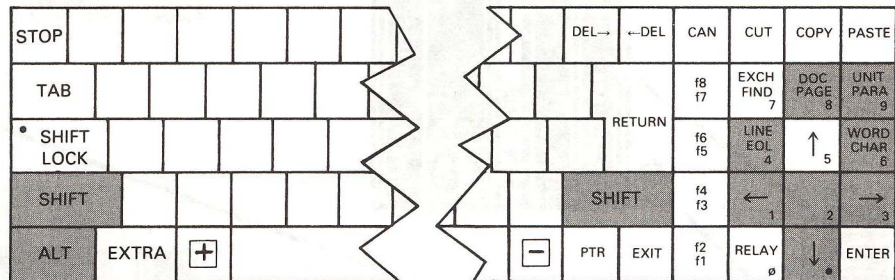


Fig 4 Diagram of keyboard highlighting cursor keypad, ALT and SHIFT

- 1 The arrow keys move the cursor up, down, right and left one space.
- 2 The arrow keys with SHIFT move the cursor in the appropriate directions in large steps.
- 3 The arrow keys with SHIFT and ALT leave the cursor in the same place on the screen, but the screen display moves up, down or across the text.
- 4 The marked keys, numeric 8, 9, 4 and 6 – on their own, with SHIFT, or with SHIFT and ALT – move the cursor in various special ways:

Key	Marking	Effect
SHIFT 4	LINE	Cursor to beginning of next line
4	EOL	Cursor to right-hand end of current line
SHIFT 6	WORD	Cursor to beginning of next word
6	CHAR	Cursor to next character right
SHIFT 8	DOC	Cursor to end of the whole file (document)
8	PAGE	Cursor to top of next page (if exists)
SHIFT 9	UNIT	Cursor to next 'Unit' mark
9	PARA	Cursor to beginning of next paragraph

Adding the ALT key to any of these combinations reverses the direction of the cursor, but the effect remains the same:

Key	Marking	Effect
ALT SHIFT 4	LINE	Cursor to beginning of previous line
ALT 4	EOL	Cursor to right-hand end of previous line
ALT SHIFT 6	WORD	Cursor to beginning of previous word
ALT 6	CHAR	Cursor to next character left
ALT SHIFT 8	DOC	Cursor to beginning of whole file
ALT 8	PAGE	Cursor to top of previous page
ALT SHIFT 9	UNIT	Cursor to last 'Unit' mark
ALT 9	PARA	Cursor to beginning of previous paragraph

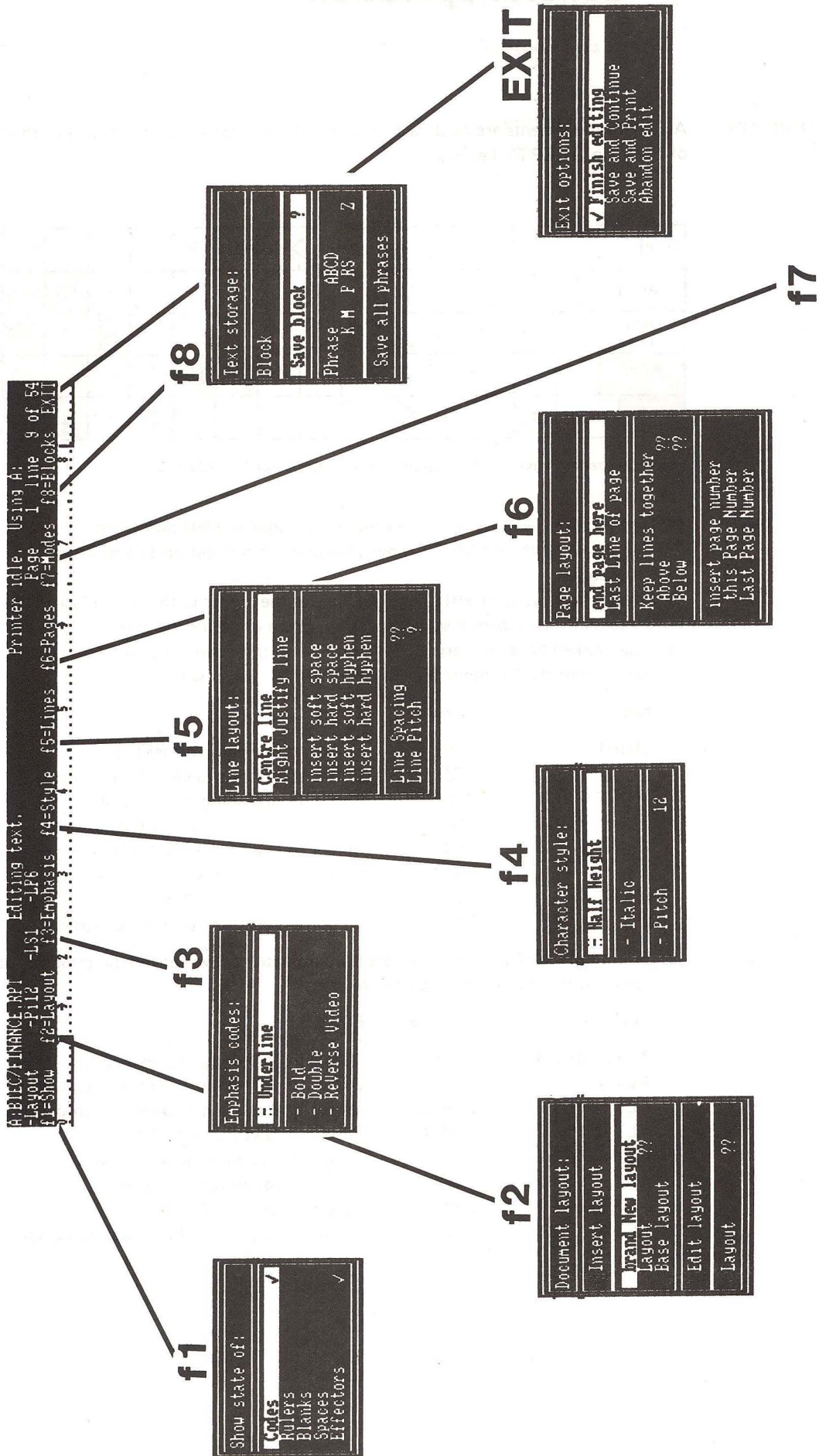
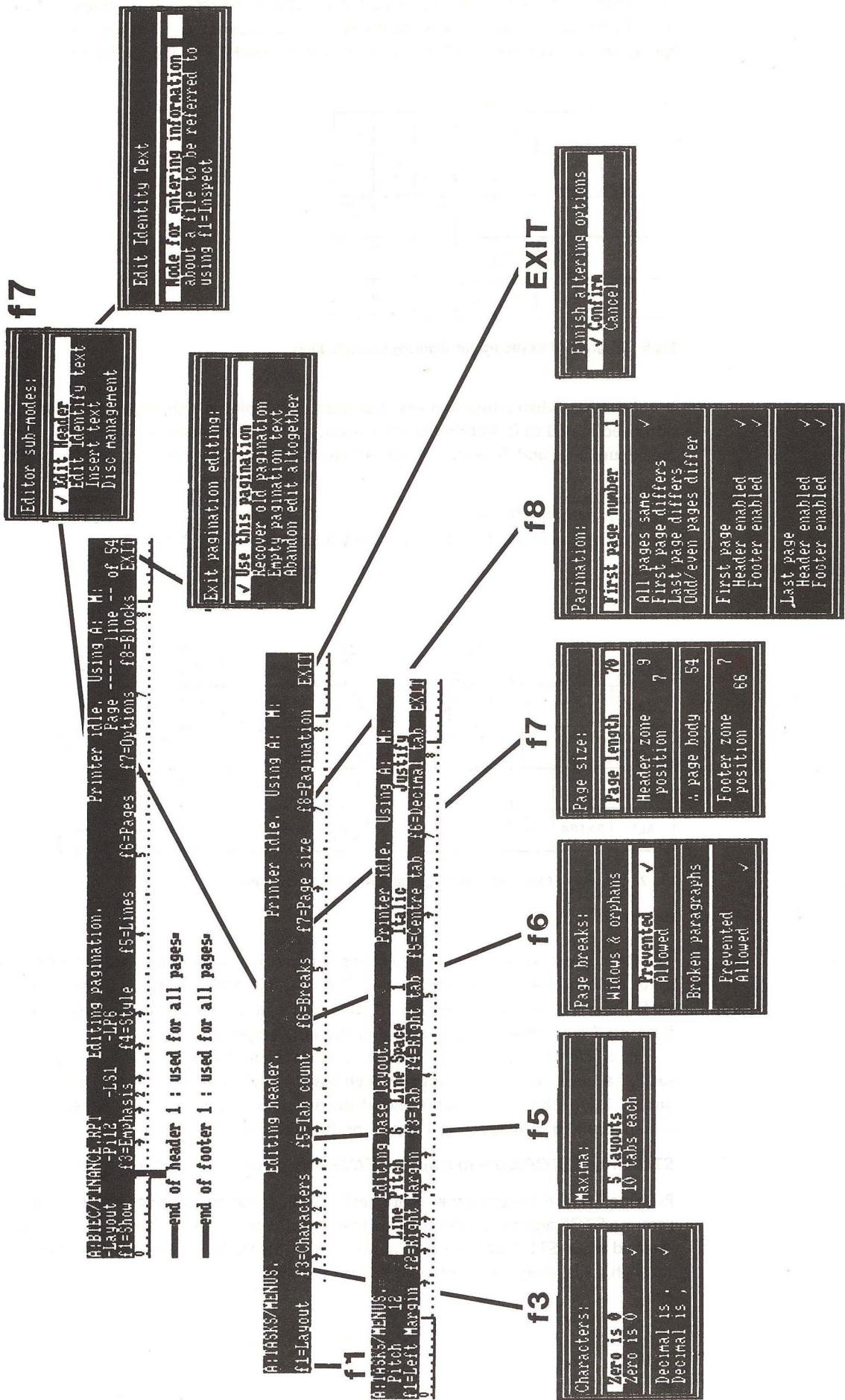


Fig 5a Diagram of menu hierarchy



90 Fig 5b Diagram of menu hierarchy

FUNCTION KEYS

Most word processing functions are carried out by making a selection from the alternatives displayed on the status lines at the top of the screen. Selections are made with the dedicated function keys to the left of the cursor keys. Each key has two operations, on its own (f1, f3, f5, f7) and with the SHIFT key (f2, f4, f6, f8).

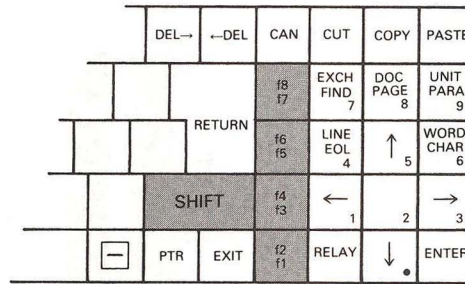


Fig 6 Diagram of keyboard highlighting function keys

In most cases, when a function key is pressed, the choice is highlighted and a sub-menu displayed joined to it. Within the sub-menus, options are usually selected by moving a block cursor up and down the menu. At this stage confirmation of an option may be by:

- (a) pressing ENTER, or
- (b) ticking a selection with the PLUS key and then pressing ENTER.

CAN AND STOP KEYS

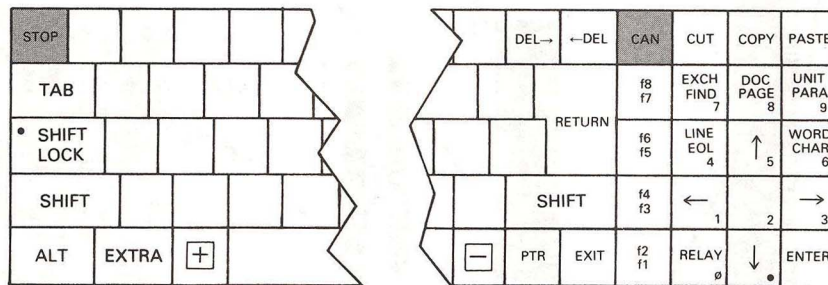


Fig 7 Diagram of keyboard highlighting CAN and STOP keys

The CAN key is used to cancel operations. At any stage of a word processing function up to the time the function is executed, it can be aborted by pressing CAN. This is useful if you change your mind about what you want to do, but also if you hit a function key by mistake, as you may in the early stages.

The STOP key works in a somewhat different way. It is used to halt an operation such as a special cursor movement, which has already started. For example, if you have pressed SHIFT 8 to move to the end of the document, pressing STOP will stop the screen scrolling. A message will appear on the status lines:

STOP: Press STOP again to stop ENTER to continue or any other character

Pressing ENTER (or any other character) will allow the operation to continue, but pressing STOP again will stop the operation leaving the cursor at the position it had reached when STOP was pressed the first time. This facility can be used to scan through a file, stopping at intervals to read the screen.

5 Entering text

CREATING A FILE

- 1 Insert your start up disc into the disc drive, making sure you have it the correct way round. The screen should fill gradually with horizontal lines. If not, hold down SHIFT and EXTRA keys and press EXIT to reset the machine. When the Data Management Menu is on screen, replace the start up disc with the data disc. Press key f1 to confirm the change.
- 2 Move the block cursor to the required group using arrow keys and SHIFT. Type (to 'Create a file'.
- 3 The Creation Sub-menu will appear on screen with a block cursor over the file name. Overtyping the suggested name, DOCUMENT.000, with the name you wish to use (eg TASK1.EMP) correcting with the ←DEL key if necessary.
- 4 Press the ENTER key. A new empty file will be displayed, with status lines and the Menu at the top. The ruler line directly beneath shows left and right margins and tabs.

KEYING IN TEXT

- 1 The 2 block cursors will be at the left margin. The file name and cursor line position are displayed on the status lines.
- 2 All operations take place at the cursor position. The ruler line cursor will move along with the text cursor to tell you your position.
- 3 Type in the text you wish to word process, ignoring ends of lines and pressing the RETURN key only at the end of a paragraph, after a title or where a blank line is required.

Where RETURN is pressed, a left pointing arrow will be displayed.

SIMPLE CORRECTIONS

- 1 Move the cursor to the mistake with the arrow keys and use the ←DEL and DEL→ keys to delete incorrect characters.
 - Pressing ←DEL deletes the previous character
 - Pressing DEL→ deletes the character at the cursor
- 2 If necessary, insert extra character(s) at the appropriate position.

SAVING AND PRINTING

- 1 Raise the bail bar on the printer, insert a piece of paper and replace the bail bar.
- 2 When the text is correct, press the EXIT key. Select 'Save and Print' from the Sub-menu with the arrow key and press the ENTER key to confirm.
- 3 The disc light will come on as the file is saved to disc. Then one copy of the file will be printed in high quality mode.

TASK 5.1

Features Text entry and simple corrections.

Instructions

- 1 Create a file called **ACCESS.501** in group LOCO.
 - 2 Key in the text.
 - 3 Make any necessary corrections.
 - 4 Save the file and print one copy.
-

WORDWRAP

Word processing has many enhancements which can be enjoyed, when compared with typewriting. These enhancements speed up the work and enable all work to be produced error-free.

One of the speedier operations is wordwrap. The word processor arranges lines within the pre-set margins automatically, and a RETURN is required only at the end of a section or paragraph. It is important to use the RETURN key where space is required between lines, otherwise when text is merged using the RELAY key, sections or paragraphs may combine together.

TASK 5.2

Features Text entry and simple corrections.

Instructions

- 1 Create a file called **ACCESS.502** in group LOCO.
 - 2 Key in the text.
 - 3 Make any necessary corrections.
 - 4 Save the file and print one copy.
-

THE QWERTY KEYBOARD

The QWERTY keyboard has been the international keyboard in use since the invention of the typewriter and it is used for many types of equipment where a keyboard is required.

For anyone regularly using a word processor or computer it is worthwhile taking a keyboard training course. Short keyboard courses are offered by many colleges and private organisations, while self-teach courses are offered on disc or from books. A time investment of about 12 hours is sufficient for keyboard familiarity and the rewards are speed of operation and the ability to concentrate on the work in hand rather than searching for keys. It is extraordinary how many computer personnel have not taken basic keyboard training although they may be operating a keyboard inefficiently every working day.

Newcomers to word processing would be well advised to undertake keyboard training as this would enable them to enjoy to the full the benefits of Locoscript.

TASK 5.3

Features Printer Control State.

Instructions

- 1 Create a file called **ACCESS.503** in group LOCO.
 - 2 Key in the text and save the file on disc.
 - 3 Press the PTR key to enter Printer Control State followed by f1 and select '*Draft quality*'.
 - 4 Print one copy in draft quality.
-

PRINTERS

Printers vary in speed and quality. In the past dot matrix printers have been regarded as suitable for draft work only but manufacturers are now producing matrix printers with the dots much closer together, giving a superior quality. The PCW8256 printer gives letter quality print by printing the text twice.

Most word processing systems use daisywheel printers; these give a high quality finish and speeds range from 15 cps to 50 cps. The daisywheel is a print element which looks rather like a daisy with the characters at the end of the petals. Golfball print heads are also used for quality word processing work but these are slower.

Daisywheel printers are by far the most commonly used for office word processing systems.

All the above are impact printers. Examples of non-impact are first ink jet, which works on the principle of ink jets, as the name implies, and secondly laser printers which work on the principle of photoconductive reprography. Laser printers produce work at very high speeds - in terms of pages per minute rather than characters per second. Laser printers are dropping in price and, therefore, becoming more popular. A few years ago they were found in large Computing Departments or Bureaux only but the purchase of these printers is becoming more and more widespread and they are regarded as far superior to ink jet.

6 Text editing

EDITING AN EXISTING FILE

- 1 At the Disc Management Menu, move the block cursor to the file you wish to edit, using the cursor keys, with SHIFT if necessary.
- 2 Press E to '*Edit a file*'. The name of the current file will be displayed and can be changed at this stage. Press ENTER to confirm your file name.
- 3 Your existing file will be displayed on screen with the cursor at line 1 position 1. You may now make any changes you like.

THE RELAY KEY

The RELAY key is used to reformat after inserting or deleting text. The cursor stays where it is and the text is reformatted to the end of the current paragraph. This is not essential, as each paragraph will automatically be reformatted when the cursor is moved outside it.

INSERTING TEXT

An unlimited amount of text, including carriage returns to give extra blank lines, may be inserted anywhere in the text. The existing text will be rearranged as necessary to accommodate it.

- 1 Move the cursor to the exact position in the text where extra text is required and type the additional character(s).
- 2 If the insertion increases the length of the typing line beyond the right-hand margin, the text to the right of the cursor will be moved down to make room.
- 3 At the end of insertion, press the RELAY key to lay out the text properly.

DELETION USING THE CUT KEY

Deletions of small numbers of characters are best carried out using just the ←DEL and DEL→ keys, but larger portions of text can be deleted more efficiently using the CUT key.

- 1 Move the cursor over the first character of the text to be deleted and press the CUT key.
- 2 Move the cursor through the text to just beyond the last character to be deleted. As you move the cursor, the text will be highlighted. Make sure that you have 'marked' correctly. If you go too far, move the cursor back again.
- 3 Press CUT again and you will see the marked text disappear.

To mark the portion to be 'cut out', you can use the special cursor movements (see Section 4). The sequence to **delete a word** is therefore: CUT WORD CUT; to **delete to the end of a line**: CUT EOL CUT; etc.

TASK 6.1

Features Retrieving a file, insertion and deletion.

Instructions

- 1 Retrieve the file **ACCESS.502** saved in Task 5.2.
- 2 Insert the extra manuscript paragraph and its associated blank lines.
- 3 Carry out the other manuscript amendments using insertion and deletion.
- 4 Save and print one copy.

THE QWERTY KEYBOARD

The QWERTY keyboard has been the international keyboard in use since the invention of the typewriter and it is used for many types of equipment where a keyboard is required.

For anyone regularly using a word processor or computer it is worthwhile taking a keyboard training course. Short keyboard courses are offered by many colleges and private organisations, while self-teach courses are offered on disc, ^{cassette} or from books. A time investment of about 12 hours is sufficient for keyboard familiarity and the rewards are speed of operation and the ability to concentrate on the work in hand rather than searching for keys. ~~It is extraordinary how~~ many computer personnel ~~we~~ have not taken basic keyboard training although they may be operating a keyboard inefficiently every working day.

Newcomers to word processing would be well advised to undertake ^{basic} keyboard training as this would enable them to enjoy to the full the benefits of Locoscript.

This has made it easy for typists to operate telax, computers, word processors and other electronic equipment, with no additional keyboard training, although the different functions of each piece of equipment have had to be studied & the specialist techniques required.

TASK 6.2

Features RELAY key and deletion with CUT

Instructions

- 1 Retrieve the file **ACCESS.503** saved in Task 5.3.
- 2 Delete the marked paragraph and its associated blank lines.
- 3 Carry out the other manuscript amendments using insertion and deletion. Use the RELAY key to reformat the text after each operation.
- 4 Save the file and print one copy.

PRINTERS

Printers vary ^{enormously} in speed and quality. In the past dot matrix printers have been regarded as suitable for draft work only but manufacturers are now producing matrix printers with the dots much closer together, giving a superior quality. The PCW8256 printer gives letter quality print by ^{over} printing the text ~~twice~~ ^{at a speed of 19 cps}

Most word processing systems use daisywheel printers; these give a high quality finish and speeds range from ^{approximately} 15 cps to 50 cps. The daisywheel is a print element which looks rather like a daisy with the characters at the end of the petals. Golfball print heads are also used for quality word processing work but these are slower.

~~Daisywheel printers are by far the most commonly used for office word processing systems.~~

All the above are impact printers. Examples of non-impact are first ink jet, which works on the principle of ink jets, as the name implies, and secondly laser printers which work on the principal ^{le} of photoconductive reprography. Laser printers produce work at very high speeds - in terms of ^{rapidly} pages per minute rather than characters per second. Laser printers are dropping in price and, therefore, becoming more popular. A few years ago they were found in large Computing Departments or Bureaux only but the purchase of these printers is becoming more ~~and more~~ widespread and they are regarded as far superior to ink jet.

7 Centring

HORIZONTAL CENTRING

Text may be centred within existing margins line by line, either while entering text or later on. Centring is commonly used in display and especially for headings.

- 1 With the cursor at the beginning of the line to be centred, press the PLUS key (left of space bar). After a short delay, the Set Menu will appear on the right of the screen.
- 2 At this stage, you can either select '*Centre*' with the cursor or press C to select '*Centre*'. In either case, follow this by pressing ENTER to confirm the selection.
- 3 If there is already text on the line, it will be centred on screen when RELAY is pressed or when the cursor moves outside the current paragraph. If text is being entered, it will be centred as it is entered.

Stage 2 can be short-circuited once you know that C means Centre, by quickly pressing C after pressing the PLUS key. No further action will be required and the Set Menu will not be displayed.

Option If you wish to display your work centrally on the page in the following 2 tasks, rather than with unequal margins as will happen with the settings of the LOCO group, you can change the right margin by pressing f2, moving the cursor down from the status lines to the ruler line and along to 94 and pressing f2 again, followed by EXIT. Expanded instructions for changing layouts are given in Section 13, page 41.

TASK 7.1

Features Centring.

Instructions

- 1 Type the text into a new file **ACCESS.701** in group LOCO, with each line starting at the left margin.
 - 2 Move the cursor to each line of text in turn and centre.
 - 3 Save and print out one copy.
 - 4 Examine your hard copy and make any necessary adjustments to the display by inserting and positioning another sheet of paper.
-

SECRETARY REQUIRED

A rewarding position for the right candidate

Outgoing personality

25-45

Good English and skills

Salary negotiable

Fringe benefits

Write to

Marionne Fraser
Armitage & Boone plc
Hermitage House
LEICESTER
LE13 5NB

or phone

0533 9245

TASK 7.2

Features Centring

Instructions

- 1 Type the advertisement into a new file **ACCESS. 702** giving the command to centre each line as it is reached.
- 2 Save and print one copy.

WILFORD-ON-THE-WOLDS SOCIAL CLUB

S U P P E R D A N C E

BANK HOLIDAY MONDAY

8 pm - midnight

in

THE VILLAGE HALL

DANCING TO THE STRAINS OF MARIO AND HIS MERRYMAKERS

Tickets £5.50 each

Obtainable from

The Village Stores
Wilford-on-the-Wolds

8 Highlighting text

It is possible to highlight and format text in a number of ways. All these effects and styles can be switched on and off using the Emphasis, Style and Lines Menus accessed by pressing function keys and selecting from the menus displayed. However, a quicker and more general purpose method is to use the PLUS and MINUS keys, as the menus accessed with these keys contain all the features you can use. There is therefore no need to remember in which menu each feature is listed. The PLUS and MINUS keys are situated at each end of the space bar.

THE SET MENU

The PLUS key gives access to the Set Menu, from which all the highlighting effects may be selected, as well as a range of print styles and page formatting commands. If the correct code is known and entered quickly after the PLUS, then the Menu is not displayed. If the code is not typed, the Menu will be displayed after a short delay, and alternatives can be selected by the capital letters of the selection or with the cursor, followed by ENTER in both cases.

THE CLEAR MENU

The MINUS key gives access to the much smaller Clear Menu, through which effects may be switched off. The reason for it being shorter, is that a number of effects, such as centring, affect only one line, so do not need to be switched off and some others are reset rather than switched off. The Clear Menu is used in exactly the same way as the SET Menu.

NB In all instructions from here on, the quick method, eg, PLUS and C for centring, will be used.

SHOWING CODES

Most special effects, apart from underlining, are not shown on screen. It is very easy to forget what instructions have been entered or to cross them out without realising. To get over this, you can show the codes on the screen.

- 1 Press f1 to choose the 'Show' Option from the status lines.
- 2 On the Sub-menu presented, the cursor will be at the choice 'Codes'. Press the PLUS key to tick this choice and press ENTER to confirm.
- 3 Any codes already entered will be shown in brackets on screen and any further ones will be shown as they are entered.

UNDERLINING

It is possible to underline in 2 different ways. 'Full underline' (UL) underlines everything until switched off, including any spaces. 'Word underline' (W) underlines only words, and so is useful for column headings.

- 1 With the cursor at the position where underlining is to begin, press the PLUS key followed by UL for full underline or W for word underline.
- 2 With the cursor at the position where underlining is to end, press the MINUS key followed by UL. This code switches off both full and word underline.

BOLD/DOUBLE-STRIKE

Bold and double-strike are both ways of emphasising text. Double-strike, as its name suggests, prints each character twice to give a *blacker* character. Boldface is carried out by moving the printhead very slightly before overprinting, which gives a *blacker and thicker* character.

- 1 With the cursor at the position where emboldening or double-strike is to begin, press the PLUS key followed by B for Boldface or D for Double-strike.
- 2 With the cursor at the position where emboldening or double-strike is to end, press the MINUS key followed by B for Boldface or D for Double-strike.

RIGHT JUSTIFICATION

Any line may be right justified, ie be positioned with the last character at the right margin.

- 1 With the cursor before the text to be right justified and in the same line, press the PLUS key followed by RJ.
- 2 Any text after the command and on the same line will be right justified, regardless of when it is typed.

TASK 8.1

Features Showing codes, emboldening and underlining

Instructions

- 1 Retrieve the file **ACCESS.701** saved in Task 7.1.
- 2 Carry out the procedure to '*Show codes*'.
- 3 Embolden the main heading.
- 4 Underline the lines '*A rewarding position . . .*' as indicated.
- 5 Check that you have switched off all effects at the correct place, or they will endure to the end of the file. Codes can be deleted with the ←DEL key if they are in the wrong place.
- 6 Save the file and print one copy centred within the pre-set margins on A4 paper.

SECRETARY REQUIRED

A rewarding position for the right candidate

Outgoing personality

25-45

Good English and skills

Salary negotiable

Fringe benefits

Write to

Marionne Fraser
Armitage & Boone plc
Hermitage House
LEICESTER
LE13 5NB

or phone

0533 9245

TASK 8.2

Features Showing codes, emboldening and underlining

Instructions

- 1 Retrieve the file **ACCESS.702** saved in Task 7.2.
- 2 Carry out the procedure to '*Show codes*'.
- 3 Use emboldening and underline as indicated.
- 4 Save the file and print one copy centred within the pre-set margins on A4 paper.

WILFORD-ON-THE-WOLDS SOCIAL CLUB

S U P P E R D A N C E

BANK HOLIDAY MONDAY

8 pm - midnight

in

THE VILLAGE HALL

DANCING TO THE STRAINS OF MARIO AND HIS MERRYMAKERS

Tickets £5.50 each

Obtainable from

The Village Stores
Wilford-on-the-Wolds

TASK 8.3

Features Double-strike, right justification and word underlining

Instructions

- 1 Type the text into a file **ACCESS.803** in group LOCO, entering the right justify command before typing in the second column in each line.
- 2 Emphasise the centred headings with double-strike and underline as marked. Turn on word underline at the beginning of the line 'Characters . . .' and turn off at the end of the line, to underline headings only.
- 3 Save the file and print one copy.

PROGRAMME

THE LAUGHING MACHINE

Characters

Actors

The Colonel

Phillip Mountfort

Colonel's daughter

Felicity Keene

The Stranger

Roger Portman

The Butler

David Wheelright

The Constable

Marshall Adam

The Gardener

Albert Goodman

9 Print styles

SUBSCRIPT AND SUPERSCRIP

A special set of characters is provided, which is half the height of normal characters, for subscript and superscript work. Selecting one of these gives raised or lowered characters until the feature is switched off. This character set is also useful in display work, to give less emphasis to one part rather than another. Subscript and superscript can be selected using the Style Menu from the status line and using cursor selection, but the usual PLUS and MINUS method is given below.

- 1 With the cursor at the position where subscript or superscript is to begin, press the PLUS key followed by SB for SuBscript or SR for SupeRscript.
- 2 With the cursor at the position where subscript or superscript is to end, press the MINUS key followed by SB for SuBscript or SR for SupeRscript.

NB Remember that if the keys are not hit quickly after PLUS or MINUS, the Set or Clear Menu will appear and the ENTER key will need to be pressed.

ITALIC STYLE

As well as the normal typeface, any size and quality of character can be printed out in italics. This is particularly attractive for personal letters, for quotations in reports or for display work. Italics can be selected from the Style Menu as well as by the method given here.

- 1 With the cursor at the position where italic script is to begin, press the PLUS key followed by I.
- 2 With the cursor at the position where italic script is to end, press the MINUS key followed by I.

SPECIAL CHARACTERS

The Amstrad has a wide range of extra characters available, on both screen and printer. These are produced by using the EXTRA and ALT keys with the ordinary keys as in the diagrams.

STOP	i	..	Pt	¢	o	/	^	\	↔	∅	~	≠	DEL→
TAB				®	™	≠	↑		Ω	¶	[]	
• SHIFT LOCK	a	β	†	f						↑	«	»	
SHIFT			©	β						¿	↘		
ALT	EXTRA	+											-

Fig 8 Diagram of keyboard characters with EXTRA key

STOP	1/8	1/4	3/8	1/2	5/8	3/4	7/8	Å å	Æ æ	∅ ø	±	≡	DEL→
TAB	θ		ε	ρ	τ	ψ	↑	⊙ ⊗	Ω ω	Π π	[]	
• SHIFT LOCK	α	Σ σ	Δ δ	φ	Γ γ	←	↔	→	λ	∴	≡	≡	
SHIFT		χ			β	↓	μ	€ ¢	● ○	× ÷	∞		
ALT	EXTRA	+											-

Fig 9 Diagram of keyboard characters with ALT key

Foreign language accents are produced by *first* typing the accent and then the letter; the cursor will not move after entering the accent.

PITCH (CHARACTERS/ INCH)

Character size is measured by the number of characters per inch or **pitch**. The Amstrad printer can print at 4 pitches; namely 10, 12, 15 and 17 characters/inch. Changing pitch does not alter screen appearance. However, the machine will work out how many characters will fit between the current margins at the current pitch and format accordingly. Pitch size stays the same until a new setting is selected or the default setting is selected. Pitch can be selected from the Style Menu as well as by the method given here.

- 1 With the cursor at the position where pitch is to change, press the PLUS key followed by P for Pitch and the number for the pitch, followed by ENTER (eg, for 10 pitch, the sequence would be PLUS P 10 ENTER).
- 2 To return to the default setting of your file, press the MINUS key followed by P. Any other pitch can be selected by following stage 1.

DOUBLE WIDTH CHARACTERS

Any size of character may be printed out at double width, to give an attractive heading. This gives half as many characters per inch, ie double width 12 pitch gives 6 characters per inch, or about 40 across an A4 sheet.

- 1 With the cursor at the position where double width is to begin, press the PLUS key followed by P for Pitch and the number for the pitch, followed by D for Double width and ENTER (eg, for double width 10 pitch, the sequence would be PLUS P 10 D ENTER).
- 2 To return to the default setting of your file, press the MINUS key followed by P. Any other pitch can be selected by following the instructions to change pitch.

LINE PITCH

On a typewriter, lines are spaced at 6 lines to the inch, but on the Amstrad 8 lines to the inch may also be selected.

- 1 With the cursor at the position where the new line pitch is required, press the PLUS key followed by LP8 and ENTER to confirm the choice.
- 2 To return to the usual 6 lines per inch, press PLUS followed by LP6 and ENTER.

TASK 9.1

Features Subscript, superscript, special characters and italics.

Instructions

- 1 Type the text into a file **ACCESS.901** in group LOCO, using subscript, superscript, special characters and italics as indicated.
- 2 Save the file and print one copy.

SUPERSCRIPIT AND SUBSCRIPT

Superscript is used in algebraic formulae where figures require to be raised above the ordinary line of writing. Use the Plus and Minus Menus or, alternatively, the *Style Menu* to key in the following figures:

$x^3 a^3 (x - a) (x^2 + ax + a^2)$

Subscript is used for figures or characters which are placed below the ordinary line of writing, as in chemical or algebraic formulae.

$H_2O N_2 CE_1 SO_2 D_{12}$

SPECIAL CHARACTERS

Greek letters are often used in mathematical formulae:

$A = \pi r^2 \quad \theta + \rho = \lambda$

Foreign languages have some unusual characters:

'Garçon, je désire table d'hôte pour déjeuner'

'Welcher Bus fährt nach Neuß?'

TASK 9.2

Features Changing line pitch and character pitch

Instructions

- 1 Type the text into a file **ACCESS.902** in group LOCO.
- 2 Follow the instructions given in the text to change line pitch to 8 lines per inch and select 15 pitch.
- 3 Save the file and print one copy. This piece will fit on to A5 paper.

Line spacing and pitch can be varied. The usual setting is for single line spacing but the variations are from 0, ½, 1, 1½, 2, 2½ or 3. In draft work it is very useful to have the lines spaced out so that manuscript amendments may easily be added. Spacing can be varied within a document and this is useful to emphasise passages. The usual line pitch setting is 6 lines per inch. If you have a document you wish to fit on one sheet of A4 or A5 rather than taking a second sheet, you would find it worthwhile changing the pitch to 8 lines to the inch but remember this will give the final printout a slightly crowded appearance. Print out this paragraph with 8 lines/inch to see the effect.

TASK 9.3*Features* Italics and changing pitch.**Instructions**

- 1 Type the text into a file **ACCESS.903** in group LOCO.
- 2 Select italics and 10 pitch characters.
- 3 Save the file and print one copy.

PITCH

The most commonly used pitch for most up-to-date typewriters is 12. This gives 12 characters to the inch and is a neat, readable print. Many microcomputers used for word processing use 10 pitch and 10 characters to the inch which give a more easily readable print although the appearance is not as neat as when using 12 pitch.

When producing a large amount of text for a standard size of paper you will find it useful to be able to achieve more characters to the inch and, therefore, more information on a sheet and this is where 15 or 17 pitch is useful. A brochure reproduced in 15 pitch can look very effective. However, be cautious in the use of 17 pitch as this is quite difficult to read.

Double width is a good method of attracting attention to a particular item, perhaps in a notice. If the Style Menu is used in conjunction with Highlighting, a very high standard of display work can be achieved.

TASK 9.4*Features* Highlighting, centring and double width.**Instructions**

- 1 Type the text into a file **ACCESS.904** in group LOCO, centring each line within the pre-set margins and underlining and emboldening as indicated.
 - 2 Select double width 12 pitch.
 - 3 Save the file and print one copy.
-

BARGAINS**COATS, SUITS AND RAINCOATS****Direct from the Manufacturer****ENORMOUS SAVINGS****BANK HOLIDAY SATURDAY****TOWN HALL, LOWBOROUGH****10 am - 4 pm****DON'T MISS IT**

10 Templates

USING A TEMPLATE

All the previous tasks have used the template copied from group CONT on the master disc distributed with the Amstrad machine. Since all files created in a group take the format of the group template file, all these tasks use the same format. However, it is often easier to use a different format for a particular task and letters are a good example of this.

A letter template is provided on the distribution disc as the file **TEMPLATE.STD** in the LETTERS group. It gives a letter layout with spaces left for the user to enter his own address and all other details. Since the address is the same for all letters, it can be entered in the template file, for all future files.

TAB CHARACTERS

As on a typewriter, pressing the TAB key moves the typing position across to a pre-set place. The pre-set tab positions are shown on the ruler line by right arrows. When the TAB key is pressed a right arrow is displayed in the text as well as the cursor moving to the tab position.

EDITING THE LETTERS TEMPLATE

The instructions below alter the letter template to suit the 2 letters of Tasks 10.1 and 10.2. Before writing your own letters, you will need to change the address and telephone number to your own.

- 1 At the Disc Management Menu, with your data disc inserted, copy the file **TEMPLATE.STD** from group LETTERS on drive M (where it will have been copied on start up) to group LETTERS on drive A.
- 2 Select the new file for editing.
- 3 Insert the telephone number 0509 77923 at the beginning of the line containing 'your address'. Replace 'your address' with the first line of the address '101 Hollytree Road' making sure that it starts at column 60 using tab characters.
- 4 Tab across to column 60 on the next 2 lines and type in the rest of the address 'WILFORD ON THE WOLDS' and 'Leics LE11 7WW'.
- 5 Leave one line blank and then delete the tabs and the word 'date' from the next line. Replace with '7 May 198.' at the margin.
- 6 Save the file and keep a paper copy for future reference.

TASK 10.1

Features Letter template and italics.

Instructions

- 1 Create a file **PLET1.101** in group LETTERS on drive A.
- 2 Using the skeleton letter which will be presented on screen, type in the letter.
Note that for this personal letter, the address of the person written to (addressee) is not required.
- 3 Switch on italic script at the beginning of the file, as this style gives a nice personal touch.
- 4 Save the file and print one copy.

0509 77923

101 Hollytree Road
WILFORD ON THE WOLDS
Leics LE11 7WW

7 May 198.

Dear David

Thank you so much for your letter, card and the lovely briefcase for my birthday. How clever of you to notice that my old one was in dire need of replacement! You couldn't have chosen anything more appropriate and I am very grateful.

I was sorry you couldn't come to my party. About 20 people turned up and we had a good evening, with some people stopping over, so on Sunday morning I found myself cooking bacon and eggs, when I would rather have stayed in bed! We later adjourned to the local pub for lunch so, all in all, quite a celebration.

I hope you are feeling better now and shall look forward to seeing you at the Howards next week.

Best wishes

Yours sincerely

TASK 10.2

Features Letter template

Instructions

- 1 Type this business letter into a file **PLET2.102** in group LETTERS, replacing 'addressee' with the 6 lines of the address.
- 2 Underscore the account number.
- 3 Save the file and print one copy.

0509 77923

101 Hollytree Road
WILFORD ON THE WOLDS
Leics LE11 7WW

7 May 198.

The Manager
Spendcard
PO Box 739
The Green
BLACKPOOL BN2 5DM

Dear Sir

ACCOUNT NO 779035

With reference to your letter of 6 May informing me that I have exceeded the authorised credit limit of £700, I would point out that I have settled the outstanding account apart from a sum of £160.61.

I was most perturbed by the tone of your letter and by the fact that you do not appear to have received my letter of 25 April informing you that the debit of £160.61, item No 2255367, payable to M Johnson (Autoparts), was not one of my transactions.

I would most urgently request that you investigate the circumstances in which such an error should occur and immediately credit my account with the amount incorrectly debited.

I shall expect to hear from you at an early date.

Yours faithfully

SHELLEY WARHURST

11 Rearranging text

Text can be rearranged using the three dedicated keys at the top right of the cursor keypad.

	←DEL	CAN	CUT	COPY	PASTE
		f8 f7	EXCH FIND 7	DOC PAGE 8	UNIT PARA 9
	RETURN	f6 f5	LINE EOL 4	↑ 5	WORD CHAR 6
	SHIFT	f4 f3	← 1	2	→ 3
PTR	EXIT	f2 f1	RELAY ∅	↓ •	ENTER

Fig 10 Diagram of cursor keypad highlighting CUT, COPY and PASTE

As well as its use in deletion, the CUT key has an additional function when used with the COPY key.

TEMPORARY SAVING OF BLOCKS

Up to 10 blocks of text can be temporarily saved and be simply called up, at any one time. They are numbered 0, 1, 2, . . . 9 and can be of any length. Once saved, a block can be pasted into the document as many times as you like.

- 1 With the cursor over the first character of the block to be saved, press the COPY key.
- 2 A message will be displayed on the status lines:

COPY: select area then press CUT to save & remove COPY to save CANCEL to abandon

- 3 Move the cursor to the end of the block to be saved using the special cursor keys, if applicable. As you move the cursor the text will be highlighted.
- 4 Press CUT if you wish the text to be removed from the file; COPY if you wish to leave the text in the file as well as save it.
- 5 In either case another message will replace the previous one asking you to:

COPY and keep/CUT text: type block 0..9 or phrase A..Z or CANCEL to return to area select

- 6 Type a number (0, say) and the block will be saved temporarily as block 0. It is up to you to remember which block contains which text.

PERMANENT SAVING OF BLOCKS

Saved blocks are lost as soon as the file is exited. However, it is possible to save a block to disc for future use while still editing the file. This is particularly useful if a block is to be transferred to another file.

- 1 Press key f8 to select the 'Text storage' Sub-menu. The line above the cursor will display a list of block numbers which currently hold saved blocks.
- 2 Type in the number of the block which you wish to save to disc and press ENTER to confirm.
- 3 The Disc Management Menu will be brought to the screen, with the following message on the second status line:

Pick destination Group and Drive using cursor keys, then press ENTER, or CANCEL to abandon

- 4 Select the group and press ENTER. You will then be given the opportunity to type in a file name for the block and press ENTER to confirm it.
- 5 The file will be saved on to disc and the current file will again be displayed on screen.

RETRIEVING SAVED BLOCKS FROM DISC

Any file may be retrieved from disc, including a file which contains a previously saved block.

- 1 With the cursor at the position where the file is to be inserted, press f7 to select the '*Editor Sub-modes*' Menu.
- 2 Move the block cursor to the '*Insert text*' option and press ENTER.
- 3 The Disc Management Menu will be brought to the screen, with the following message on the second status line:

Use cursor keys to pick the document to insert, then press ENTER, or CANCEL to abandon

- 4 Select the file containing the block or file to be inserted with the cursor keys and press ENTER.
- 5 The current file will again be displayed on screen with the contents of the file read in at the cursor position.

CUT AND PASTE

Cutting and pasting is used to **move** sections of text around in a document, eg, to exchange 2 paragraphs. For any piece of text longer than a line, it will be much quicker than deleting the text and then re-typing it somewhere else.

- 1 Save the block to be moved, using the CUT option (ie Press COPY, mark the text with the cursor, press CUT to save and remove and type a number for the block).
- 2 Move the cursor to the position where the block is to be inserted.
- 3 Press the PASTE key. The following message will be displayed on the bottom status line:

PASTE text at cursor: type block 0..9 or phrase A..Z or CANCEL to abandon

- 4 Type the number of the block to be inserted. The block will be written in at the cursor.

COPYING TEXT

Copying text is used to **repeat** sections of text at other places in a document. It can save much typing.

- 1 Save the block to be moved, using the COPY option (ie Press COPY, mark the text with the cursor, press COPY to save and type a number for the block).
- 2 Move the cursor to the position where the block is to be repeated.
- 3 Press the PASTE key. The following message will be displayed on the bottom status line:

PASTE text at cursor: type block 0..9 or phrase A..Z or CANCEL to abandon

- 4 Type the number of the block to be inserted. It will be written in at the cursor.

TASK 11.1

Features Cut and paste and changing pitch

Instructions

- 1 Retrieve the file **ACCESS.502** saved in Task 5.2 and edited in Task 6.2.
- 2 Exchange the second and third paragraphs using cut and paste.
- 3 Embolden and centre the heading and select 10 pitch. Use italics as shown.
- 4 Print out in double line spacing.

THE QWERTY KEYBOARD

Centre + embolden heading

The QWERTY keyboard has been the international keyboard in use since the invention of the typewriter and it is used for many types of equipment where a keyboard is required.

This has made it easy for typists to operate telex, computers, word processors and other electronic equipment, with no additional keyboard training, although the different functions of each piece of equipment have had to be studied and the specialist techniques required.

~~For anyone regularly using a word processor or computer it is worthwhile taking a keyboard training course.~~ Short keyboard courses are offered by many colleges and private organisations, while self-teach courses are offered on disc, cassette or from books. A time investment of about 12 hours is sufficient for keyboard familiarity and the rewards are speed of operation and the ability to concentrate on the work in hand rather than search for keys. Many computer personnel have not taken basic keyboard training although they may be operating a keyboard inefficiently every working day.

Newcomers to word processing would be well advised to undertake basic keyboard training as this would enable them to enjoy to the full the benefits of *Locoscript*.

TASK 11.2

Features Copying text.

Instructions

- 1 Type the first half of the text, up to 'AUDIO-RECEPTIONISTS COURSES', into a file called **ACCESS.112** in group LOCO.
 - 2 Copy and save the text in block Ø.
 - 3 Paste in the block again at the end.
 - 4 Make the necessary alterations to the second copy of the text.
 - 5 Save the file and print one copy.
-

SECRETARIAL COURSES

One year secretarial courses offer students a good grounding in basic skills and business requirements, leading to careers as shorthand typists and secretaries.

SUBJECTS

Communications
Business Calculations
Background to Business
Office Practice
Shorthand
Typewriting
Audio Typewriting

AUDIO-RECEPTIONIST COURSES

One year courses offer students an excellent preparation in typewriting skills and business requirements, leading to careers as audio-receptionists, audio-typists, clerk-typists and receptionists.

SUBJECTS

Communications
Business Calculations
Background to Business
Office Practice
Typewriting
Audio-typewriting
Reception Skills
Hostess Training

12 Search and replace

The FIND/EXCH key is used to search for particular character strings in a file and, if necessary, to replace them with other character strings.

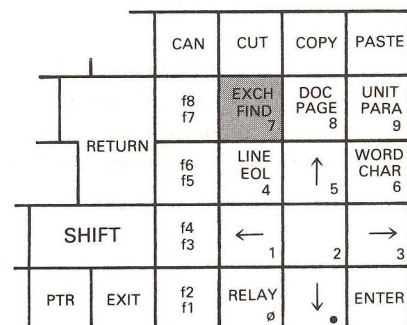


Fig 11 Diagram of cursor keypad highlighting FIND/EXCH key

GLOBAL REPLACEMENT It is very easy to make changes throughout a piece of work if, for example, a name has been changed, or you have consistently mis-spelled a word.

- 1 With the cursor at the beginning of the text, press EXCH (FIND key with SHIFT). The Exchange Sub-menu will be displayed on screen.

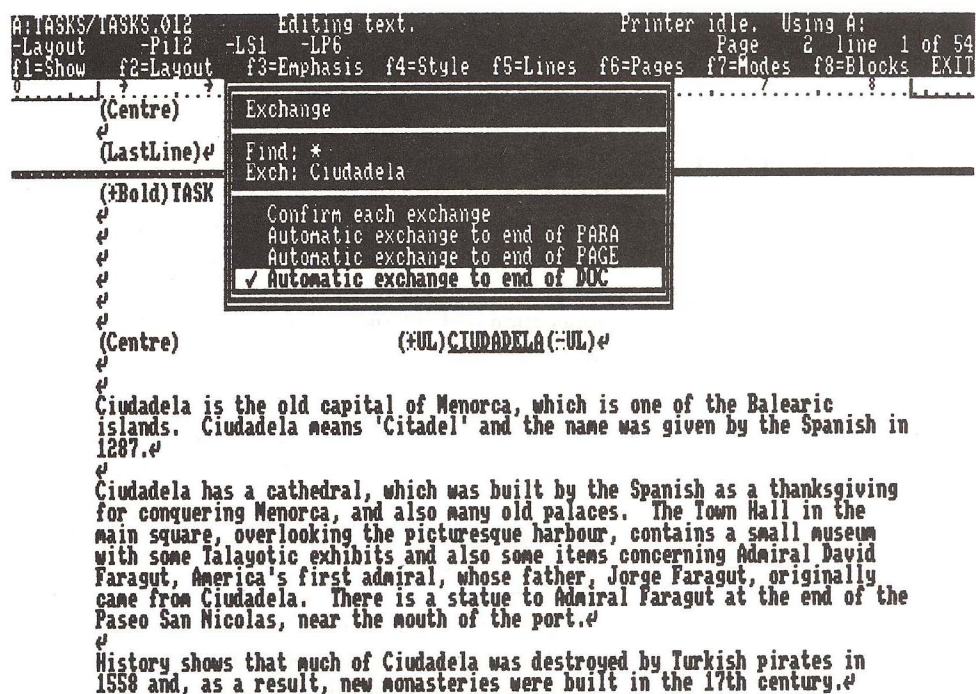


Fig 12 Diagram of Exchange Menu

- 2 Type in the word to 'Find' and move the block cursor to the 'Exch:' line.
- 3 Type into this line the word you wish to substitute, using the ←DEL key to correct if necessary.
- 4 Move the cursor down to 'Automatic exchange to end of DOC', so that exchanges will be made throughout the file. Please ENTER to tick this option.
- 5 On screen, you will see the exchanges made and the text reformatted to take account of any difference in word length.

EASIER TYPING

Much time can be saved in typing text if frequently occurring, long or difficult-to-spell words, or short phrases, are typed in using abbreviations or a marker character and then expanded later. Several different words might be expanded in this way if different marker characters are used. It is important that marker characters are not used in their own right in the text. Examples of characters which might be used in this way are: \$, %, &, *, @, #.

- 1 Type in the text, typing a marker character not used elsewhere in the text instead of the word or short phrase to be expanded. We shall use '*'.
- 2 With the cursor at the beginning of the text, press the EXCH key to display the Exchange Sub-menu.
- 3 Type in * as the character to '*Find and move the block cursor to the Exch:*' line.
- 4 Type into this line, the word or short phrase you wish to substitute.
- 5 Select '*Automatic exchange to end of DOC*' and press ENTER.
- 6 On screen, you will see the exchanges made and the text reformatted to take account of longer words.

SELECTIVE REPLACEMENT

Sometimes, not all occurrences of a word or short phrase are to be replaced. In this case, the user wishes to be asked at each occurrence, whether to replace. This is the option on the Sub-menu, '*Confirm each exchange*'.

- 1 With the cursor at the beginning of the text, press EXCH to display the Exchange Sub-menu.
- 2 Type in the words or phrases to be found and substituted.
- 3 Select the option '*Confirm each exchange*' and press ENTER.
- 4 The cursor will move through the text and stop at the first occurrence of the word or phrase. A message will be displayed on the second status line:
EXCH: Press + to exchange and continue, - to simply continue, or CANCEL to abandon.
- 5 Press either the PLUS or MINUS key as each occurrence is presented to you. If you press PLUS, you will see the exchange made.

STANDARD LETTER

Skeleton standard letters are very useful, as gaps can be left to fill in special details for an individual letter, rather than re-typing the whole thing each time. Ideally, the skeleton letter would be the template file for a group, so that individual files created in that group would automatically contain the skeleton letter and only the details need be completed. However, there is a limit of 8 groups on a disc, so that for an application with a large number of standard letters, this system would be very wasteful of discs.

- 1 Type your letter into a file with an unusual character marking positions where individual details need to be filled in later, eg, name, address, date.
 - 2 Save the letter on disc and print out a copy for reference.
 - 3 When a letter is to be sent, make a copy of the file using key f3 and the cursor keys, when the Disc Management Menu is displayed.
 - 4 Bring the copy file to the screen using E to Edit.
 - 5 With the cursor at the beginning of the file, press the FIND key. Enter the character you have used as a marker and press ENTER.
 - 6 The cursor will move to the first occurrence of the character. Delete the marker character with the DEL→ key and enter the details to be filled in.
 - 7 Press FIND again; the marker character will still be displayed, so just press ENTER. Delete the character and enter details.
 - 8 Repeat stage 7 until all details have been completed. Then save and print.
- NB** You still have the skeleton letter on file to use on other occasions.

**INSPECTING
DOCUMENTS**

A useful feature of *Locoscript* is to add a few lines of description to the file header by which the file contents can be identified, which can be inspected from the Disc Management Menu.

**To add a description to
the file**

With the file on screen, press key f7 to display the 'Modes' Sub-menu. Select 'Edit identify text' and press ENTER. The current file description will be displayed, at present the information from the template file. Overtyping the 3 lines of text available with the relevant details of the content, using cursor keys and ←DEL to correct.

To inspect the description

At the Disc Management Menu, press key f2 to inspect the file description.

TASK 12.1

Features Global replacement.

Instructions

- 1 Type the text into a file **ACCESS.121** in group LOCO.
- 2 Use the EXCH key and its Sub-menu to change the name of the network from WITCHNET to SPIDERNET.
- 3 Save and print out one copy.

INTERESTED IN NETWORKS?

Then you will be interested in WITCHNET, one of the most economical and effective local area networks on the market.

If you want to gain the advantages available from all your micros communicating, one with the other, in the same building, use WITCHNET.

In addition to the enormous savings in time and money from being able to send messages from screen to screen, you will also gain economies in the use of peripheral devices such as disc drives or letter-quality printers.

WITCHNET will support up to 150 workstations and the most distant station can be as far away as 500 metres from the control unit. WITCHNET uses only two pairs of cables and is simple and economical to install.

For more details of one of the latest strides in office technology, phone:

FREEFONE 01-369-88972

WITCHNET is the best!

TASK 12.2

Features Easier typing.

Instructions

- 1 Type the text into a file **ACCESS.122** in group LOCO, typing an asterisk (*) instead of the name Ciudadela, each time it appears in the text.
- 2 When you have typed all the text, use the EXCH key to replace * with Ciudadela throughout the document.
- 3 Save the file and print one copy.

CIUADELA

Ciudadela is the old capital of Menorca, which is one of the Balearic islands. Ciudadela means 'Citadel' and the name was given by the Spanish in 1287.

Ciudadela has a cathedral, which was built by the Spanish as a thanksgiving for conquering Menorca, and also many old palaces. The Town Hall in the main square, overlooking the picturesque harbour, contains a small museum with some Talayotic exhibits and also some items concerning Admiral David Faragut, America's first admiral, whose father, Jorge Faragut, originally came from Ciudadela. There is a statue to Admiral Faragut at the end of the Paseo San Nicolas, near the mouth of the port.

History shows that much of Ciudadela was destroyed by Turkish pirates in 1558 and, as a result, new monasteries were built in the 17th century.

There are no beaches in Ciudadela but there are many beautiful beaches close by, which can be easily reached. Others, that are less crowded, can be reached only by going down bumpy cart tracks.

Ciudadela is famous for the fiesta celebrated on 24 June for the patron saint, San Juan. Many horses and riders go through the streets. There is mock jousting at the port, fireworks at midnight, and much merrymaking.

It is a City well worth visiting by holidaymakers in Menorca and there are attractive souvenirs to be purchased in the shops.

TASK 12.3

Features Selective replacement.

Instructions

- 1 Type the letter into a file called **BLET.123** in group LETTERS, using the letter template used in Tasks 10.1 and 10.2.
- 2 Using EXCH and the option to 'Confirm each exchange' change the colour of the green garments to blue.
- 3 Save and print out one copy.

0509 77923

101 Hollytree Road
WILFORD ON THE WOLDS
Leics LE11 7WW

1 November 198.

Mrs J Green
The Lodge
BRAYFORD
Leics LE12 8TN

Dear Mrs Green

Thank you for your enquiry about handknitted garments. The latest gentlemen's pullovers and cardigans which have recently been added to the range are as follows:

Misty Grey	V neck	£45.95
Misty Grey	Turtle neck	£45.95
Misty Grey	Cardigan	£55.00
Heather Brown	V neck	£49.99
Heather Brown	Turtle neck	£49.99
Heather Brown	Cardigan	£59.00
Dark Green	V neck	£45.95
Dark Green	Turtle neck	£45.95
Dark Green	Cardigan	£55.00

In addition, patterned garments are made to order, and I enclose a fully comprehensive catalogue for your consideration.

If you should have any special requirements, I would be happy to meet them but I would need a month's notice at this busy time of the year.

I shall look forward to hearing from you.

Yours sincerely

SHELLEY WARHURST

Enc

TASK 12.4

Features Standard letter.

Instructions

- 1 Type the standard letter into a file called **STANDARD.124** in group LETTERS, using the letter template of Tasks 10.1 and 10.2. The \$ character marks places in the letter where details need to be completed for each letter.
- 2 Enter the following into the file description: 'Standard letter for Fashion Show 12 October'.
- 3 Save and print out one copy of the skeleton letter for reference.
- 4 Make a copy of the file in group LETTERS and call it **LETTER.124**.

5 Use the following details to write an individual letter in file LETTER.124

- (a) 23 September 198.
- (b) Miss M Marjoribank, 12 Rectory Cottages, BURTONFORD, Leics LE14 8UY
- (c) Miss Marjoribank
- (d) Miss Marjoribank

6 Save and print out one copy

0509 77923

101 Hollytree Road
WILFORD ON THE WOLDS
Leics LE11 7WW

\$

\$

Dear \$

FASHION KNITWEAR

I have pleasure in inviting you to a Fashion Show of handmade knitted garments which is to be held at the Royal Hotel, Lowborough, on Thursday 12 October. A wide range of knitwear will be modelled, in a variety of styles and textures, and suitable for ladies, gentlemen and children. Apart from those you might like to select for yourself, a handknitted garment would make a delightful present for a relative or friend. There will be wine and a buffet meal provided, together with light entertainment between showings. The day will commence at 11 am and end at 4 pm.

As a valued customer, you are warmly invited to attend, \$, and I should be grateful if you would complete and return the tear-off slip at the foot of this letter in order to facilitate the arrangements. Do bring any friends with you who might also enjoy an event of this nature.

Yours sincerely

SHELLEY WARHURST

.....

I *shall/shall not be pleased to accept the invitation to a Fashion Show at the Royal Hotel, Lowborough, on 12 October.

I shall be bringing ... guests with me.

Name

* Delete as applicable

13 Changing layouts

The base layout of a file forms part of its **file header**. (The file header is dealt with in more detail in 'Introduction to Locoscript'.) The base layout is displayed at the top of the screen, as the ruler line and the middle status line and specifies margins, tabs, pitch, line spacing and line pitch. Unless an alternative layout is specified somewhere in the file, this layout will be used throughout the file.

CHANGING MARGINS AND TABS

Changing margins was described in outline in 'centring', but is now expanded. The easiest way to change margins, tabs, etc, is to **edit the layout**. Layouts in use in a file are numbered in order, but it is unwise to use too many in one file, as the layout definitions are stored in the file header and so add to the size of the file.

- 1 Select the f1 key to display the 'Show state of' Menu. Move the cursor to the 'Codes' and 'Ruler' options and tick each of them by pressing the PLUS key. Showing rulers will display the new margins and tabs on screen. Showing codes will display the number of the layout you have selected.
- 2 Press key f2 to display the 'Document Layout' Menu. The block cursor will be at the option 'Brand new layout'. Press ENTER to select this option.
- 3 The status lines will change to the following display with a cursor over 'Pitch:' (n is the number allocated to the new layout).

```

                                Editing layout n
Pitch      12      Line Pitch  6  Line Space  1  Italic      Justify
f1=Left Margin f2=Right Margin f3=Tab f4=Right Tab f5=Centre tab f6=Decimal tab EXIT
```

- 4 To set margins and tabs, press the arrow key to move the cursor down on to the ruler line below the status lines. The cursor may then be moved along the ruler line and tabs and margins set at the cursor point with the keys specified. To remove a tab at the cursor point, press the MINUS key. Remove default tabs before setting up a new layout.
- 5 When tabs and margins have been set, press the EXIT key to finish. The status lines will return to their normal display.
- 6 Since codes and rulers are shown, the code (+Layoutn) will be shown on screen at the cursor, and underneath it the new ruler line. Until another layout is chosen, this ruler and layout will be used.

CHANGING LAYOUT

Once a layout has been defined and has a number, it can be selected by pressing the PLUS key and then typing LT for Layout, followed by the layout number and ENTER. To return to the base layout, press the MINUS key followed by LT. This command cancels any other layout.

PARA TAB

Lists of points and numbered paragraphs are often inset, as in all the instructions in this book. This gives the effect of a temporary inset left margin.

- 1 Edit the layout and set a suitable tab to indent from the left margin.
- 2 Type in the text, pressing ALT and TAB after each number. A right arrow with a bar will appear on screen, signifying a para tab set (temporary indent or **indent tab**).
- 3 All text typed will be within the temporary margin until RETURN is pressed at the end of the paragraph.

DECIMAL TABS

Decimal tabs are special tabs for lining up numbers by the decimal point. A decimal tab is set at the position where the decimal point would go. When the cursor is moved with the TAB key to a decimal tab, a number will be displayed from the left till the decimal point is pressed.

They are shown on the ruler line by a blob and are set in the same way as traditional tabs, during layout editing, by pressing key f6, instead of f3.

CENTRED TABS

Centred tabs give columns centred on a tab position. They are shown on the ruler line by a double arrow and are set in the same way as traditional tabs, during layout editing, by pressing key f5.

RIGHT JUSTIFY TABS

Right justify tabs give columns right justified to a tab position. They are shown on the ruler line by a left pointing arrow and are set in the same way as traditional tabs, during layout editing, by pressing key f4.

LINE SPACING

Line spacing can be changed in 2 ways. It is one of the alternatives set using the PLUS key:

- 1 Press PLUS followed by LS, a number for spacing from 0 ½, 1, 1½, 2, 2½ or 3 and ENTER. This line spacing will be followed until line spacing is set again.

Line spacing can also be set as part of editing a layout:

- 2 When layout edit screen is displayed, move the cursor over '*Line Space*' and type in the choice of spacing followed by ENTER.

NEW PAGE

A file will be split into pages automatically, depending on whether single sheets or continuous paper is used. However, sometimes you will want to put text onto a new page yourself.

- 1 With the cursor at the position where you wish a new page to start, press the PLUS key followed by LL for Last Line.
- 2 A thick line will be put across the screen to signify the end of a page and the display of page number at the top right of the screen will change to '*Page 2*'.

TASK 13.1

Features Para tab (indent tab).

Instructions

- 1 Create a file **ACCESS.131** in group LOCO.
- 2 Set a tab 4 spaces in from the left margin, to use for the numbered paragraphs.
- 3 Type the text, using ALT TAB for temporary indents, and print out one copy. Align the left edge of the paper with the figure 1 on the bail bar to ensure good display of your work.

CARE OF DISCS

Discs should be handled carefully. The PCW is not a fragile piece of equipment but discs are and the following points should be observed:

- 1 Keep discs in a suitable container; there are special boxes, wallets and filing cabinets available from any supplier of computer accessories.
 - 2 Always use the container supplied to protect the disc.
 - 3 Keep discs away from magnetic fields such as ringing phones or vacuum cleaners.
 - 4 Keep discs away from dust, particularly when a room is being cleaned.
 - 5 Do not smoke, eat or drink near discs. Ash, crumbs or liquid will spoil them.
 - 6 Make a copy of important work on disc; this is called a back up copy and will save heartache if a disc is corrupted and will not function.
-

TASK 13.2*Features* New page, line spacing and tabs.**Instructions**

- 1 Retrieve the file **ACCESS.131** saved in Task 13.1.
- 2 Move the cursor to the bottom of the file. Put in a command for a new page.
- 3 Edit a layout with a left margin of 16, a right margin of 85, tabs at positions 36, 53 and 71. Remove all other tabs. Set double line spacing.
- 4 Type in the table on page 2 of the file, pressing the TAB key between each entry to move the cursor immediately to the next column position.
- 5 Save the file. If you have Version 1.20 (or later) of the software, select the Print Option to print only page 2.

OFFICE CONSUMABLES

Pens	Pencils	Rubbers	Rulers
Paper clips	Staples	Pins	Erasing fluid
Carbon ribbons	Fabric ribbons	Lift-off tape	Cover-up tape
Daisywheels	Floppy discs	Folders	Headed paper
A4 Bond	A5 Bond	A4 Bank (pink)	A5 Bank (pink)
Carbon paper	Envelopes	Cards	Memoranda
Long life carbons	Cleaning fluid	Plastic wallets	Binders

TASK 13.3*Features* Setting margins and decimal tabs.**Instructions**

- 1 Create a file **ACCESS.133** in group **LOCO**.
- 2 Set a left margin of 21, a right margin of 81, traditional tabs at positions 40, 55 and 70 and decimal tabs at positions 45, 60 and 75.
- 3 Type the table, using **TAB** to move the cursor to column 40, 55 and 70 for the headings and £ signs and to 45, 60 and 75 for figures. Set double line spacing just before typing 'January'.
- 4 Save the file and print one copy.

MYERSCOUGH PLC

GROSS GAINS - CURRENT YEAR

	NORTH WEST	SOUTH EAST	SOUTH WEST
	£	£	£
January	6.00	5.00	9.00
February	3.50	3.00	3.00
March	74.00	100.00	54.00
April	23.00	12.00	11.00
May	96.00	67.00	32.00
June	15.00	34.00	45.00
July	541.00	579.00	553.00
August	545.00	523.00	567.00
September	1467.00	1798.00	1134.00
October	1560.00	1880.00	1245.00
November	1660.00	1900.00	1300.00
December	1690.00	1980.00	1390.00

TASK 13.4*Features* Centred tabs and right justify tabs.**Instructions**

- 1 Create a file **ACCESS.134** in group LOCO.
- 2 Set a left margin of 13, a right margin of 89 and centred tabs at positions 52, 68 and 83.
- 3 Type the headings using TAB to move the cursor to the next column position for the column headings. Set double line spacing. Centre main headings as indicated.
- 4 Use a brand new layout with the same margins and double spacing, clear the centred tab settings and set right justify tabs at 54, 70 and 86. Type the table using TAB to move to the next column for the figures.
- 5 Save the file and print one copy.

MYERSCOUGH SALES LEAGUE**MONTHLY TARGETS**

	Area 1	Area 2	Area 3
	East Midlands	West Midlands	East Anglia
Herbert Fellows	22,000	22,500	23,000
Charlotte Smith	22,000	22,500	23,000
Robert Eaveson	21,000	21,500	22,000
Veronica Mitson	20,000	20,500	21,000
Paul Richardson	19,000	19,500	21,000
Blake Ross	9,000	9,250	9,500

14 Blocks and phrases

In many situations, letters and reports contain the same sentences, paragraphs or phrases in the same or different order. They can be built up from stored standard blocks and phrases rather than by typing each time. Blocks can be any length, while the total length of phrases is limited.

SETTING UP STANDARD PARAGRAPHS

- 1 Type the first standard paragraph into a file.
- 2 Save the paragraph and one blank line as a block with the COPY key (see Rearranging Text, page 31).
- 3 Using key f8 save the block on disc, using a suitable file name, eg **PARA.001**.
- 4 Carry out the same procedure for each paragraph in turn, choosing a new file name each time.
- 5 Print out a copy of all the paragraphs, with the file names typed in.

USING STANDARD PARAGRAPHS

- 1 Set up a standard letter (see Search and Replace, page 36) with no text between 'Dear *' and 'Yours . . .'
- 2 Move the cursor to the line after 'Dear *' and retrieve the required block from disc. (See Rearranging Text, page 32.)
- 3 Repeat this process to make up the whole letter with the required paragraphs.

SETTING UP PHRASES

Phrases are different from blocks in that they are accessible from any file on a disc, once loaded from the start up disc. Up to 26 are available, but they are limited in length to a total of approximately 550 characters for all of them. It is also more likely that a phrase may be used more than once in one document.

- 1 Type the phrases into a file and save exactly as for blocks, except that a letter must be entered at the message:

COPY and keep/CUT text: type block 0. .9 or phrase A. .Z or CANCEL to return to area select

Each phrase must have a different letter, as all phrases are saved together.

- 2 When all phrases have been saved, press key f8 to display the 'Text storage' Menu. The letters of currently stored phrases will be displayed.
- 3 Move the block cursor to select the option 'Save all phrases' and press ENTER. The phrases will be saved in a file called **PHRASES.STD**.
- 4 Print out a copy of all the phrases, with identifying letters.

USING PHRASES

- 1 The **PHRASES.STD** file on your start up disc will automatically be available to you.
- 2 When you reach a point in your typing where a standard phrase is required, paste it in, using PASTE and the phrase letter (see Rearranging Text, page 32).

TASK 14.1*Features* Setting up standard paragraphs**Instructions**

- 1 Type in the following 10 standard paragraphs and save as files **PARA.001**, **PARA.002**, ... **PARA.010**.
 - 2 Print out a copy of the paragraphs with file names, and keep for reference.
-

We thank you for your enquiry and will be pleased to inspect and value your property, free of charge, and with no obligation to you.

We would like to send our Surveyor, Mr Charles Knighton, to inspect and value your property on * at *. Would you please confirm that this is convenient to you.

We thank you for your kind instructions to offer for sale your property at * and, following our inspection, the property has now been placed on the market at the agreed asking price of *.

The sales particulars of your property have now been prepared, and a copy is enclosed for your information.

We would like to take this opportunity of confirming our charges. In the event of a willing and able purchaser being introduced, commission will be charged at the rate of 2½% plus VAT. In addition, out-of-pocket expenses incurred, which will include advertising, are payable on sale or non-sale.

We note that no advertising is required at present, but if at a later date you should decide to advertise, the costs will be as per the attached schedule.

We thank you for your enquiry and enclose details of all the property in the area which might interest you. We have now placed you on our regular mailing list and you will receive a weekly communication with details of the type of property you are seeking.

We have a list of properties which you will find of interest and, if you care to telephone for an appointment, one of our Senior Executives will be at your disposal to escort you on a tour.

Please do not hesitate to call or telephone if we can be of further assistance.

We shall look forward to hearing from you.

TASK 14.2*Features* Standard letter using standard paragraphs**Instructions**

- 1 Type in the skeleton letter to a file **ACCESS.142** in group LOCO. This letter is intended for use with headed notepaper, so does not fit the template file of group LETTERS.

Our ref GGS/WP

*

*

Dear *

Yours sincerely

James Hatherton ARICS
Senior Partner

- 2 Save the skeleton letter and make a copy of it called **LETTER.142** in group **LETTERS**.
- 3 Bring file **LETTER.142** to the screen and use the following details to write an individual letter:

Paras 4, 6 and 9 18 November 198.
Mr A J Hopewell, 134 High Road, BURTONFORD, Leics, LE11 7HB

Our ref GGS/WP

18 November 198.

Mr A J Hopewell
134 High Road
BURTONFORD
Leics
LE11 7HB

Dear Mr Hopewell

The sales particulars of your property have now been prepared, and a copy is enclosed for your information.

We note that no advertising is required at present, but if at a later date you should decide to advertise, the costs will be as per the attached schedule.

Please do not hesitate to call or telephone if we can be of further assistance.

Yours sincerely

James Hatherton ARICS
Senior Partner

Encs

TASK 14.3

Features Setting up phrases and a phrase file

Instructions

- 1 Type in the following phrases to any file and save them as phrases A to P. Then save the phrases to disc.
 - 2 Print out a copy of the phrases with their associated letters.
-

Fit new parts (maker's list price):

Repair:

Labour charge

Paint and materials:

Bonnet

Offside front wing

Nearside front wing

Nearside front inner wing

Offside front inner wing

Radiator grille

Front bumper

Rear bumper

Offside headlight

Nearside headlight

Headlight backing panel

Bonnet slam panel

TASK 14.4

Features Using phrases, centring, double width text

Instructions

- 1 Type in the estimate form to file **ACCESS.144** in group LOCO, using double width and centring, as indicated, to make a heading.
- 2 Save the form and print out one copy for reference.
- 3 Make a copy of the file called **ESTIMATE.001** in group LOCO.
- 4 Bring **ESTIMATE.001** to the screen and fill it in with the details and phrases as indicated in the final version. Print out one copy.

OLDHAM AUTOS

Springham Industrial Estate

WILTON

Telephone: 0533 88923

E S T I M A T E

*Date

*Addressee

Vehicle details *

The estimated cost of repairing the above vehicle and painting, as necessary, to match original, is as follows:

plus VAT

OLDHAM AUTOS

Springham Industrial Estate

WILTON

Telephone: 0533 88923

E S T I M A T E

29 November 198.

Mr R Whicher
13 Dell Close
WILFORD ON THE WOLDS
Leics LE11 8ER

Vehicle details - Austin Maestro C787 FUL

The estimated cost of repairing the above vehicle and painting, as necessary, to match original, is as follows:

Fit new parts (maker's list price):

Bonnet
Offside front wing
Radiator grille
Front bumper
Offside headlight
Headlight backing panel
Bonnet slam panel

Repair:

Nearside front wing
Offside front inner wing

Labour charge £320

Paint and materials £48

plus VAT

15 Labels and envelopes

DIRECT PRINTING FOR ENVELOPES

Printing text line by line as it is entered at the keyboard to emulate a typewriter can be selected from the Disc Management Menu. This is particularly useful for typing envelopes.

- 1 Load an envelope into the printer.
- 2 At the Disc Management Menu, press the PTR key to go into the Printer Control State.
- 3 Press key f3 to select the 'Actions' Menu. Move the cursor to the option 'Offset size'. Press the right cursor to move the print head to the right, to the position on the envelope where you wish the address lines to start. Press ENTER to confirm and then EXIT to go out of Printer Control State.
- 4 Press D to select 'Direct printing' and press ENTER to confirm the selection. The screen will change to the usual editing screen.
- 5 Type in the first line of the name and address. Correct it with the ←DEL key if necessary as you type it. As soon as the RETURN key is pressed, this line will be printed out and the screen will clear for the next line.
- 6 Enter all the other lines in the same way.

NB Remember to adjust the offset if starting new work which requires a different margin. Alternatively, reset the computer.

CONTINUOUS LABELS

Continuous labels may be printed in the same way as envelopes with direct printing. However, it is unwise to use other than special computer tractor-feed labels in a printer, as other sorts tend to peel off the backing and stick to the bottom of the platen. This can cause serious problems!

Editing the label template

Continuous labels can also be used from an ordinary file, which is particularly useful if you have a mailing list which you will want to use on more than one occasion.

On the *Locoscript* master disc is a file called **TEMPLATE.LAB** which gives a suggested file for printing labels. It is set up for labels 2 inches in length (measured from the top of one label to the top of the next). Unless your labels are that length, you will have to make some changes to it.

NB These instructions are for labels 1½ inches apart, ie 9 lines long, with a one line gap between them.

- 1 Bring to the screen the file **TEMPLATE.LAB**.
- 2 Press key f7 to display the 'Modes' Menu. Press ENTER to select 'Edit header'.
- 3 The screen will change to display the header and footer information stored in the file header and the options on the status line will have changed.
- 4 Press f7 to display, on the status lines, extra function key 'Options' for editing the file header information.
- 5 Press f7 to select 'Page size'. Enter a page length of 8, a header zone of 1 and a footer zone of 1 and press ENTER to confirm the entries. This will give 6 lines for the name and address.
- 6 Press EXIT, followed by the sequence EXIT and ENTER twice, to move back through the Menu structure and save the file on disc.
- 7 Make a copy of this file in an empty group and rename it **TEMPLATE.STD**, to make it the template file of this group.

Using the new label template

- 1 Press the PTR key to go to Printer Control State and select 'Options' with the f1 key.
- 2 Select 'Continuous stationery' and enter a form length of 9 with a gap length of 1. This allows for the labels having a one line gap between them.

- 3 Create a file in the new group. Delete the text in it and enter the names and addresses allowing 6 lines for each. Press RETURN to make up each label to 6 lines. The thick line across the screen signifies a new page.
- 4 When all names and addresses have been entered save the file.
- 5 Load up the continuous labels. (If you have Version 1.20 or later, you can now test by printing out just page 1 of the file, and making any necessary adjustments to the labels in the printer.) Print out the labels.

NB You can practise this on paper if you have no labels. Remember to reset the form length with PTR and f1=Options before you print out any other files.

TASK 15.1

Features Envelopes

Instructions

- 1 Load up an envelope.
- 2 Using direct printing type the following names and addresses on to envelopes.

Mrs C E Straker
12 Brightwood Road
Wieldwold
NR LOWBOROUGH
Leics
LE1 4BR

Mr N R Meredith
12 Paley Avenue
Wieldwold
NR LOWBOROUGH
Leics
LE1 3BW

TASK 15.2*Features* Continuous labels**Instructions**

- 1 Edit the **TEMPLATE.LAB** file to fit your own continuous labels and copy it as file **TEMPLATE.STD** to a new group called LABELS.
 - 2 Create a file **LABEL.152** in group LABELS. Delete the text which is in the file and enter the following addresses.
 - 3 Load up the continuous labels and print out the names and addresses.
-

Mrs C E Straker
12 Brightwood Road
Wieldwold
NR LOWBOROUGH
Leics
LE1 4BR

Mr N R Meredith
12 Paley Avenue
Wieldwold
NR LOWBOROUGH
Leics
LE1 4BW

Mr A T Wentworth
2 Sentinel Close
Wimeswold
NR LOWBOROUGH
Leics
LE10 5TB

Mr J T Wirrall
9 Sentinel Close
Wimeswold
NR LOWBOROUGH
Leics
LE10 5TB

Miss T M Faith
4 Valley Road
Wieldwold
NR LOWBOROUGH
Leics
LE1 5WW

Mr A T Voke
4 Sentinel Close
Wimeswold
NR LOWBOROUGH
Leics
LE10 5TB

16 Formatting documents

So far, all text has fitted nearly on to one page. This is not realistic, however. Reports, and even letters, often run on to more than one page and *Locoscript* is well able to cope with this.

PAGINATION

Pagination is set up appropriately for continuous stationery or single sheet paper. The most common continuous stationery is 11" or 66 lines long whilst A4, the most common single sheet paper size, is 70 lines long. *Locoscript* automatically gives values to the top and bottom margins which leave the same amount of space for typing in each case – 54 lines. Unless you have unusual paper, or want much smaller gaps at top or bottom, it is as well to use these settings. You will find difficulties in using a smaller top margin on single sheet paper, because of the way the bail bar operates to load the paper.

Locoscript will automatically put a thick line across the screen to signify the end of the page after 54 lines of text (or chosen page length). The display at the top of the screen will change to:

Page 2 line 1 of 54.

If you wish to start a new page before you have used 54 lines, use the command PLUS LL for Last Line.

HEADERS

At the top of each page is a space called the **header zone**. All that can be in that zone is the **header**. It can be used for the title of a book or report or for any other information which needs to appear on every page. The header which you enter will appear on every page (except the *first* if you specify this option).

It is possible to have different headers on even and odd pages of a file, to cope with page numbers or chapter headings, which would normally appear at the outside edge of a page in books or long reports.

The header is stored as part of the file header.

Setting up a header

- 1 Press key f7 to display the 'Modes' Menu. Press ENTER to select 'Edit header'. In this case header refers to the file header.
- 2 After moving back to the beginning of the file, you will find a special screen displayed, showing the file header information for headers and footers. The status lines will also change.

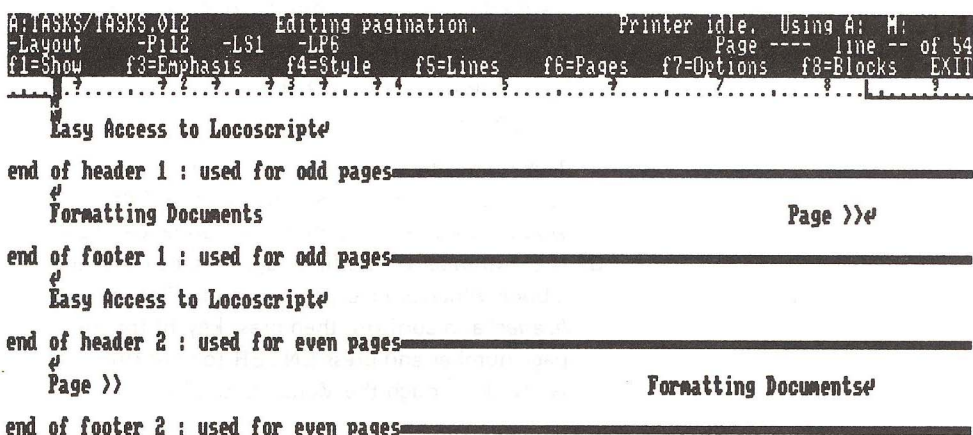


Fig 13 Diagram of screen showing header/footer information

- 3 If there is to be one header for all pages, which is the default situation, type it in above the line:

-----end of header 1 : used for all pages -----

All the usual highlighting and positional effects may be used.

- 4 Press key f7 to clear the screen and display on the status lines, extra function key 'Options'.
- 5 Press key f8 to select 'Pagination' and move the cursor to select 'First page header enabled' and 'Last page header enabled' by ticking with the PLUS key. You will notice that 'All pages same' is already selected. Press ENTER to confirm your selections.
- 6 Press EXIT followed by ENTER twice to move back through the menu structure to your file.

FOOTERS

At the foot of each page is a space called the **footer zone**. All that can be in that zone is the **footer**. It can be used instead of, or as well as, the header for the title of a book or report or for any other information which needs to appear on every page. The footer which you enter will appear on every page (except the *last* if you specify this option).

It is possible to have different footers on even and odd pages of a file, to cope with page numbers, which are more usually included in the footer zone.

The footer is also stored as part of the file header.

Setting up a footer

- 1 Follow the instructions to set up a header, but at the header and footer information screen, type in the footer just above the line:

-----end of footer 1 : used for all pages -----

All the usual highlighting and positional effects may be used.

- 2 Go to the Pagination Menu in the same way, and check that 'Footer enabled' is selected for both first and last pages. Go back to the file.

PAGE NUMBERS

Locoscript has the facility of automatically numbering pages, but this feature is not available in software versions prior to 1.20. With earlier versions, this facility can be viewed by looking at the file **MANUSCRP** on the distribution disc.

Page numbers may either be at the top of each page, as part of a header, or at the bottom of each page, as part of a footer. In either case, they are entered at the screen which displays the file header information for headers and footers.

- 1 When entering page number as part of either a header or footer, with the cursor at the correct position, press the PLUS key followed by PN for Page Number.
- 2 Next enter symbols to specify whether the number is to be right justified, left justified or centred within its zone, as follows:

< number left justified
> number right justified
= number centred

The width of its zone is set by the number of symbols entered at this point, eg, for a number right justified and likely to be 3 digits or fewer the symbols would be >>>, making the whole sequence: PLUS PN >>>.

- 3 If the number of the first page is to be other than 1, as will happen in chapters of a book which are stored in separate files, press key f7 for 'Options', select 'Edit header' and confirm, then press key f6 for the 'Pages' Menu. Type in the first page number and press ENTER to confirm.
- 4 Go back through the Menus to the file.

PAGE LENGTH

If you are using non-standard paper, either continuous or single sheet, you will have to set the page length.

- 1 Press key f7 and select 'Edit header' to go to the header and footer information screen.
- 2 Press key f7 to display the extra function key options.

- 3 Press key f7 to select '*Page size*' and type in the page size. Press ENTER to confirm. The values for header and footer zones will change to suit the new page size, but you may enter others if you wish. Press ENTER when you have made all required changes, to confirm your selections.
- 4 Press EXIT followed by ENTER twice to move back through the Menu structure to your file.
- 5 Before printing the file, press the PTR key to go to Printer Control State and press key f1 to change '*Form length*' to the right value. This is essential for continuous stationery, to avoid pages starting at other than the top of a sheet.

WIDOWS AND ORPHANS

Widows and orphans are single lines of a paragraph separated from the rest of the paragraph by a page break. It is much better to leave extra blank lines than to have the first or last line on its own, so unless a special selection is made in the '*f6=Breaks*' Menu when editing the file header, *Locoscript* will automatically prevent widow and orphan lines from occurring.

BREAKING PARAGRAPHS

The '*f6=Breaks*' Menu also has an option to prevent paragraphs being broken across pages. This selection tends to be rather wasteful of paper, if your document has other than very short paragraphs, as any paragraph which will not fit in the remaining lines will be started on a new page. It is usually easier to review the document on the screen, inserting page breaks where necessary or to print out and then go through looking for problems.

KEEPING TEXT TOGETHER

A more difficult problem is for a table to be split between 2 pages, which is obviously unacceptable. It is, therefore, possible to specify in the text where lines of text *must* be on the same page. There are 3 alternative ways of specifying lines to be kept together:

- (a) With the cursor at the beginning of the lines, press the PLUS key followed by K for Keep and the number of lines followed by ENTER to confirm, *or*
- (b) With the cursor at the end of the lines, press the MINUS key followed by K for Keep and the number of lines followed by ENTER to confirm, *or*
- (c) With the cursor in the middle of the lines, follow method (a) for the number of lines before the cursor and method (b) for the number of lines after the cursor.

TASK 16.1

Features Multi-page documents, headers and footers, page numbers.

Instructions

- 1 Type into a file **ACCESS.161** in group LOCO, the document on 'Meetings', using 12 pitch and automatic pagination (ie, allowing the machine to organise page breaks). The first tab stop should be set at 11 (4 spaces in from margin) and all lists and titles typed with a tab after the number or letter.

NB Although there are some obvious places where better paging is necessary, it is always best to type material in first and print out, before making changes in format.

- 2 Set up a centred header for *all* pages as follows: TASK 16.1 – Easy Access.
- 3 Set up a footer for all pages with a right justified page number (software Version 1.20 or later) or the text – Multi-page document (earlier software).
- 4 Save and print out one copy.

MEETINGS

A INTRODUCTION

Meetings can be formal or informal and range from a discussion between 2 people to the simple procedures of a village club or the intricate protocol of Parliamentary committees. Whatever the purpose or membership of the meeting the outcome should be a decision or the discussions should pave the way for decisions to be made.

Meetings should be so structured that facts are presented as a base from which decisions may be made. A notice of meeting should be sent out at least a week in advance and, in the case of company meetings, 21 days' notice should be given. An Agenda, which is a list of topics in the order in which they are to be discussed, should be prepared and this is often sent out at the same time as the notice of meeting.

For formal meetings, a record in the form of a report or minutes should be made. The following points apply to formal meetings.

B MEMBERSHIP

It is usual for each committee to have a minimum of 3 officers: Chairman, Secretary and Treasurer. In addition there should be a Vice Chairman, who will take over in the case of the Chairman's absence, and large committees have deputy or assistant secretaries and treasurers.

In addition to the officers, there may be voting and non-voting members.

i Voting members

Voting members may be either elected by those qualified to do so or nominated by invitation eg to represent an official body. The latter are ex officio, which means by virtue of office.

ii Non-voting members

Non-voting members may be invited to a meeting to speak on a particular topic in which they are expert or experienced. These members attend meetings and are allowed to speak but are not normally allowed to propose or second motions or to vote.

C RULES AND REGULATIONS

A committee should have a set of rules which set out its terms of reference and procedures. The document which sets up a company is called the Memorandum of Association. This governs the external relations of the company. The document which sets out its internal rules is called the Articles of Association. With most committees, clubs and societies the 2 documents are:

a) the Constitution

b) Standing Orders (or rules and regulations)

Whatever the organisation, the initial document must set out the aims and membership of the committee. Its approval brings the committee into being and thenceforth its relationships with outsiders must conform to those stated in this document. For example, a company cannot engage in any activity unless so stated in the Objects Clause of its Memorandum, or has such clause amended to include something new it wants to undertake, as might be the case if a food manufacturing company wanted to engage in buying and selling property.

The Standing Orders lay down how the committee is to be run and how meetings are to be conducted. They state the number of members who would constitute a quorum, whether the chairman has a casting vote in an equal vote, the financial requirements and so on.

All members should receive a copy of the Standing Orders and the Chairman and Secretary should know the rules thoroughly for the proper conduct of meetings.

D AGENDA

The Agenda is a list of the planned intentions of the meeting, in summarised form and a typical agenda would comprise the following items:

- 1 Apologies
- 2 Minutes of last meeting
- 3 Matters arising
- 4)
- 5) Specialist items with
- 6) any sub-sections
- 7)
- 8)
- 9 Any other business
- 10 Date, time and place of next meeting

The Agenda is frequently sent with the notice of meeting. A copy of the minutes of the last meeting is normally sent to members in advance and might be enclosed with the notice of the next meeting.

The Agenda is usually prepared by the Chairman and Secretary and members put forward any items they want to be included. Items not on the agenda are discussed under 'Any other business'.

E MINUTES

The minutes are a summarised record of the meeting and should be recorded in the third person and past or future tenses. Verbatim minutes are 'word for word'. The minutes are usually typed, copied and circulated to members before the next meeting. At the next meeting the Chairman has to ask if the minutes are approved and agreed before signing them and passing on to the business of the meeting. Once approved, the decisions recorded must be carried out.

F CONCLUSION

Committees are a democratic method of decision making. The members, having been elected or nominated, are thereafter trusted to vote in the best interests of those who put them on that committee. The officers are entrusted to implement the decisions of the committee. The role of the secretary is very important. A good secretary can be a key figure in the smooth running of a committee and has duties to perform before, during and after meetings to ensure that proper notification is given, a room is available, all documentation is to hand, a correct record is kept and any action arising from the meeting is implemented.

TASK 16.2

Features Keeping text, repagination.

Instructions

- 1 Retrieve the multi-page document stored as **ACCESS 161** in Task 16.1.
- 2 Make the manuscript amendments as marked on the 1½ line spacing version.
- 3 Save the file and print one copy.
- 4 Bring the file back to the screen for repagination.
- 5 Enter the instructions to keep together headings with the relevant text and also to keep together the lists in Section C and D. Check that there are no other problems in pagination, by moving through the document.
- 6 Save and print out again. Compare the 2 copies.

MEETINGS

A INTRODUCTION

Meetings can be formal or informal and range from a discussion between 2 people to the simple procedures of a village club or the intricate protocol of Parliamentary committees. Whatever the purpose or membership of the meeting, the outcome should be a decision or the discussions should pave the way for decisions ~~to be made~~.

Meetings should be so structured that facts are presented as a base from which decisions may be made. A notice of meeting should be sent out at least a week in advance, ^{except in an emergency} and, in the case of company meetings, 21 days' notice should be given. An Agenda, which is a list of topics in the order in which they are to be discussed, should be prepared and this is often sent out at the same time as the notice of meeting.

For formal meetings, a record in the form of a report or minutes should be kept made. The following points apply to formal meetings.

^ ↘ *Typewritten minutes are usually filed in a binder and housed in a safe place.*

B MEMBERSHIP

It is usual for each committee to have a minimum of 3 officers: Chairman, Secretary and Treasurer. In addition there should be a Vice Chairman, who will take over in the case of the Chairman's absence, and large committees have deputy or assistant secretaries and treasurers.

In addition to the officers, there may be voting and non-voting members.

i Voting members

Voting members may be either elected by those qualified to do so or nominated by invitation eg to represent an official body. The latter are ex officio, which means by virtue of office.

ii Non-voting members

Non-voting members may be invited to a meeting to speak on a particular topic in which they are expert or experienced. These members attend meetings and are allowed to speak but are not normally allowed to propose or second motions or to vote.

C RULES AND REGULATIONS

A committee should have a set of rules which set^S out its terms of reference and procedures. The document which sets up a company is called the Memorandum of Association. This governs the external relations of the company. The document which sets out its internal rules is called the Articles of Association. With most committees, clubs and societies the 2 documents are:
comprise

- a) the Constitution
- b) Standing Orders (or rules and regulations)

Whatever the organisation, the initial document must set out the aims and membership of the committee. Its approval brings the committee into being and thenceforth its relationships with outsiders must conform to those stated in this document. For example, a company cannot engage in any activity unless so stated in the Objects Clause of its Memorandum, or has such clause amended to include something new it wants to undertake, as might be the case if a food manufacturing company wanted to engage in buying and selling property.

The Standing Orders lay down how the committee is to be run and how meetings are to be conducted. They state the number of members who would constitute a quorum, whether the chairman has a casting vote in an equal vote, the financial requirements and so on.

Task 16.2 - Easy Access

All members should receive a copy of the Standing Orders and the Chairman and Secretary should know the rules thoroughly for the proper conduct of meetings.

D AGENDA

The Agenda is a list of the planned intentions of the meeting, in summarised form, and a typical agenda would comprise the following items:

- 1 Apologies
- 2 Minutes of last meeting
- 3 Matters arising
- 4)
- 5) Specialist items with
- 6) any sub-sections
- 7)
- 8)
- 9 Any other business
- 10 Date, time and place of next meeting

The Agenda is frequently sent with the notice of meeting. A copy of the minutes of the last meeting is normally sent to members in advance and might be enclosed with the notice of the next meeting.

The Agenda is usually prepared by the Chairman and Secretary and members put forward any items they want to be included. Items not on the agenda are discussed under 'Any other business'.

E MINUTES

The minutes are a summarised record of the meeting and should be recorded in the third person and past or future tenses. *Verbatim minutes are 'word for word'. The minutes are usually typed, copied and circulated to members before the next meeting. At the next meeting the Chairman has to ask if the minutes are approved and agreed before signing them and passing on to the business of the meeting. Once approved, the decisions recorded must be ~~carried out~~.

^ implemented

Insert
A

F CONCLUSION

Committees are a democratic method of decision making. The members, having been elected or nominated, are thereafter ^{en}trusted to vote in the best interests of those who put them on that committee. The officers are ^{responsible for} ~~entrusted to~~ ^{ing} implement the decisions of the committee. The role of the secretary is very important. A good secretary can be a key figure in the smooth running of a committee and has duties to perform before, during and after meetings to ensure that proper notification is given, a room is available, all documentation is to hand, a correct record is kept and any action arising from the meeting is implemented.

* A — They should be a clear, concise and accurate record of the business conducted at the meeting, members present and resolutions passed, with the names of the proposer and seconder and voting

TASK 16.3

Features Decreasing number of pages.

Instructions

- 1 Retrieve the file **ACCESS.161** created in Task 16.1 and edited in Task 16.2.
- 2 Change the whole document to 15 pitch which will make it fit on 2 sheets, rather than 3.
- 3 Embolden, underline, use italics and centre headings as indicated.
- 4 Save the file and print out one copy.

You are now in a position to use the 3 versions of this document to select the effects which you prefer. Display of work is a very personal thing. *Locoscript* gives a very wide range of displays from which to choose.

MEETINGS

A INTRODUCTION

Meetings can be formal or informal and range from a discussion between 2 people to the simple procedures of a village club or the intricate protocol of Parliamentary committees. Whatever the purpose or membership of the meeting, the outcome should be a decision or the discussions should pave the way for decisions.

Meetings should be so structured that facts are presented as a base from which decisions may be made. A notice of meeting should be sent out at least a week in advance, except in an emergency and, in the case of company meetings, 21 days' notice should be given. An Agenda, which is a list of topics in the order in which they are to be discussed, should be prepared and this is often sent out at the same time as the notice of meeting.

For formal meetings, a record in the form of a report or minutes should be kept. Typewritten minutes are usually filed in a binder and housed in a safe place. The following points apply to formal meetings.

B MEMBERSHIP

It is usual for each committee to have a minimum of 3 officers; Chairman, Secretary and Treasurer. In addition there should be a Vice Chairman, who will take over in the case of the Chairman's absence, and large committees have deputy or assistant secretaries and treasurers.

In addition to the officers, there may be voting and non-voting members.

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Non-voting members may be invited to a meeting to speak on a particular topic in which they are expert or experienced. These members attend meetings and are allowed to speak but are not normally allowed to propose or second motions or to vote.

C RULES AND REGULATIONS

A committee should have a set of rules which sets out its terms of reference and procedures. The document which sets up a company is called the Memorandum of Association. This governs the external relations of the company. The document which sets out its internal rules is called the Articles of Association. With most committees, clubs and societies the 2 documents comprise:

a) *the Constitution*

b) *Standing Orders (or rules and regulations)*

Whatever the organisation, the initial document must set out the aims and membership of the committee. Its approval brings the committee into being and thenceforth its relationships with outsiders must conform to those stated in this document. For example, a company cannot engage in any activity unless so stated in the Objects Clause of its Memorandum, or has such clause amended to include something new it wants to undertake, as might be the case if a food manufacturing company wanted to engage in buying and selling property.

Task 16.3 - Easy Access

The Standing Orders lay down how the committee is to be run and how meetings are to be conducted. They state the number of members who would constitute a quorum, whether the chairman has a casting vote in an equal vote, the financial requirements and so on.

All members should receive a copy of the Standing Orders and the Chairman and Secretary should know the rules thoroughly for the proper conduct of meetings.

D AGENDA

The Agenda is a list of the planned intentions of the meeting, in summarised form, and a typical agenda would comprise the following items:

- 1 Apologies
- 2 Minutes of last meeting
- 3 Matters arising
- 4)
- 5) *Specialist items with*
- 6) *any sub-sections*
- 7)
- 8)
- 9 Any other business
- 10 Date, time and place of next meeting

The Agenda is frequently sent with the notice of meeting. A copy of the minutes of the last meeting is normally sent to members in advance and might be enclosed with the notice of the next meeting.

The Agenda is usually prepared by the Chairman and Secretary and members put forward any items they want to be included. Items not on the agenda are discussed under 'Any other business'.

E MINUTES

The minutes are a summarised record of the meeting and should be recorded in the third person and past or future tenses. They should be a clear, concise and accurate record of the business conducted at the meeting, members present and resolutions passed, with the names of the proposer and seconder and voting. Verbatim minutes are 'word for word'. The minutes are usually typed, copied and circulated to members before the next meeting. At the next meeting the Chairman has to ask if the minutes are approved and agreed before signing them and passing on to the business of the meeting. Once approved, the decisions recorded must be implemented.

F CONCLUSION

Committees are a democratic method of decision making. The members, having been elected or nominated, are thereafter entrusted to vote in the best interests of those who put them on that committee. The officers are responsible for implementing the decisions of the committee. The role of the secretary is very important. A good secretary can be a key figure in the smooth running of a committee and has duties to perform before, during and after meetings to ensure that proper notification is given, a room is available, all documentation is to hand, a correct record is kept and any action arising from the meeting is implemented.

17 Page display

FORMATTING TIPS

It is sometimes necessary to make changes to the format of a document. There are various reasons for this, some of which are listed here, with suggested techniques to make suitable changes in format.

1 To decrease the number of pages in a document:

- Decrease the size of header and footer zones
- Adjust left and right margins to give longer line length
- Use a smaller character pitch, eg, change from 10 to 12
- Change line pitch to 8 lines/inch

2 To make paragraphs or portions of a document stand out:

- Inset from both left and right margins
- Use italics or a different character pitch
- Use bold or double-strike
- Leave clear line spaces before and after a table

3 To produce a draft for correction:

- Use 1½ line spacing for the whole document, which gives sufficient gap between lines for manuscript amendments to be added, before a final draft

4 To produce a 'different' appearance:

- Use proportional spacing character style
- Right justify all the text (ie straight right margin)

JUSTIFICATION OF THE RIGHT MARGIN

Text which is justified, ie, has a straight right margin, gives a very professional appearance. It is shown on screen with the extra spaces needed to make up the line length between words, but when printed, the extra space is distributed evenly along the line.

- 1 When editing layout, move the cursor along to the right of the status line, over the word '*Justify*'.
- 2 Press the PLUS key to tick this selection. When this layout is used, justification will automatically take place.

MULTIPLE LAYOUTS

Document layout can be edited and the new version used at any time. If the option to display ruler lines is selected, then layouts can be inspected in the document by moving through the document. If codes are also displayed, then the layout number will also be on screen, for future use.

Instructions

- 1 Create a file **ACCESS.171** in group LOCO. Set margins at 12 and 88.
- 2 Type in the text, save it and print one copy.

WORD PROCESSOR OPERATORS

During the last decade, one of the increasingly popular pieces of electronic office equipment to be purchased has been the word processor. This trend will continue, particularly as so many low-priced microcomputers now have excellent word processing software, such as the *AMSTRAD PCW* using *Locoscript*.

One problem which has faced firms who have installed word processors has been the acquisition of trained personnel and where an employer buys a word processor or microcomputer with word processing software, he should ensure that there is either training available or that the instruction manual is clear. Step-by-step training as in this text is a valuable way of acquiring training but time must be set aside to explore software to its full potential and this is not done in a matter of minutes.

Some organisations have devised tests for prospective word processor operators, and others have adopted the principle of 'sitting next to Nellie' to see whether a prospective operator has a natural aptitude with this type of equipment.

The qualities and skills which lead to a good word processor operator include the following:

- Good keyboard skills
- A methodical approach
- A logical mind
- Good linguistic skills
- Common sense
- Practical
- Calm when things go wrong
- Comfortable when working alone
- Good concentration
- Perseverance
- Enthusiasm
- Motivation

Once a would-be operator has mastered the basics of word processing, enthusiasm takes over. There are so many new and exciting functions to explore and there is an immense feeling of job satisfaction when the work produced is of such a high standard.

TASK 17.2

Features Changing margins and Inset paragraphs.

Instructions

- 1 Retrieve file **ACCESS.171** from Task 17.1.
- 2 Edit the base layout to select margins of 15 and 85.
- 3 Edit a brand new layout just before the second paragraph with margins 20 and 80 to inset it from each margin.
- 4 Go back to the first layout at the end of the paragraph.
- 5 Use tab for the inset items. Set a tab at 20.
- 6 Save and print out.

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TASK 17.3

Features Reformatting a page and editing layout.

Instructions

- 1 Retrieve file **ACCESS.171** created in Task 17.1 and edited in Task 17.2.
- 2 Edit the base layout to select margins of 9 and 91, 15 pitch and tabs at 48 and 92. Delete all other tabs.
- 3 Select 1½ line spacing before the list of qualities and skills and go back to single line spacing at the end of it.
- 4 Delete the carriage returns between appropriate lines and replace them with TAB characters to give a 3-column display as shown.
- 5 Save and print out.

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Glossary

GLOSSARY

Accented characters A wide range of special characters is available, covering the languages of most countries. Accented characters are achieved by first typing the accent and then the letter in the normal way. (The ALT and EXTRA keys are required for special characters.)

ALT key The use of the ALT key gives alternative combinations of keys, eg, ALT + ENTER acts as a CAPS LOCK key; ALT + RELAY acts as a NUMERICAL LOCK key and SHIFT + EXTRA + EXIT resets the computer.

Auto-repeating keys These are keys which, when held down, continue to carry out a function, eg, ←DEL.

Back up copies Back up is the term used for copying work from one disc to another. It is important to create back up discs as then work is not lost in the event of the original disc being corrupted.

Base layout The base layout gives the opportunity to add headers and footers to a document and to arrange the pagination. In order to edit the base layout, the operator has to edit the file header, using key f7.

Blocks Blocks or passages of text may be cut, copied, saved and moved. Instructions are given in the book for storing standard paragraphs, using the Blocks Menu, and the same functions can be used for saving pages of text in a block.

Bold Emboldening text is when the printer overstrikes the characters to give a stronger, darker effect.

CAN key The CAN key cancels an instruction and is often useful when a menu has been 'ticked' inaccurately.

Centre tab The centre tab facility is useful when work requires to be centred at the tab stop. The appropriate tab stops can be set by using the f2 key.

Characters *Locoscript* records any document as a long sequence of characters, some of which are words and other codes.

Codes Codes may be inserted in text on screen; these will not print out but will affect the appearance of the printed document, eg, (+UL) will send a message to the printer to underline text.

Continuous stationery This is produced in a continuous fanfold which is used on the tractor-feed of a printer. It has sprocket holes to hold it in place on the tractor, and perforations to separate the pages. It is convenient to use this type of stationery when there is much printing to be done.

CP/M Control Program/Micros is an operating system, common to many microcomputers. The *Locoscript* user will require this program for formatting and copying discs.

CPS Characters Per Second and usually refers to the speed of the printer.

Cursor The cursor is a flashing reverse video block which marks the 'place' of typed work on screen.

Cut and paste Text can be cut or removed from one area and placed or pasted in another area or document. This function is also referred to as a *block move* in word processing.

Decimal tab The decimal tab setting is used for easier typing as the text is automatically aligned to the decimal point.

Default This term refers to the pre-set layout of a document.

Direct printing It is possible to print directly from the screen, line by line, but this work is not saved to disc.

Disc management Disc management is an important feature of any word processing system and refers to copying, moving, backing up, and erasing data from discs. *Locoscript* has a clear Disc Management Menu displayed when it is first loaded. Terms also used for these activities are *housekeeping* and *utilities*.

Double strike The code for double strike is accessed by the Emphasis Menu and the message is sent to the printer to strike text twice, to give a darker effect.

Draft quality The printer defaults to high quality unless the menu is changed. Draft quality is printed at 90 cps and is suitable for material which is not being sent out from an office. High quality is reproduced by the printer striking the characters twice and is near the letter quality common to daisywheel printers.

Effectors This term describe the codes for all carriage returns, tabs and ruler line symbols, which are displayed as part of a document rather than hidden.

Embolden See **Bold**.

Emphasis The key f3 gives access to an Emphasis Menu which allows text to be enhanced by using underlining, bold, double strike or reverse video.

ENTER key The ENTER key gives confirmation of an instruction.

EXTRA key The EXTRA key is used for alternative functions as in re-setting the computer and for special print characters.

EXIT key the EXIT key is used to return from a sub-menu or to the Disc Management Menu when creating/editing a document.

File A file is the document in which data is stored and can be likened to a file in a filing cabinet, except that the information is on disc rather than on paper.

File header An adjunct to a file which contains the general layout information. See also **Header**.

Footer A printed statement at the foot of each document page.

The operator may wish to give a title header and a copyright footer to every page of a document or book eg header: EASY ACCESS TO LOCOSCRIPT Footer: © G G Skinner and E M Prentice.

Formatting The format of a document or disc is the layout. Discs are formatted ready for data entry and documents are formatted for the type of work being done.

Function keys These are keys used for the special functions of the computer, eg, CAN, CUT, COPY, PASTE, EXCH, etc, and the numeric keys. This is where the keyboard differs from a traditional typewriter keyboard with no automatic facilities.

Group Documents are stored in groups, rather like sections in a filing cabinet except that groups refer to the type of document such as letters, minutes, reports, memos, rather than customer names, subjects or geographical locations. By using a group template, the user has the format required ready to use for a particular document.

Half height By using the key f4 Style Menu or the PLUS and MINUS Menus (superscript and subscript) within a document the user can select half height eg
to display work or for mathematical formulae

The text is raised or lowered from the normal printing line and appears at half the height of the usual characters.

Header A printed statement at the head of each document page.

Housekeeping See **Disc Management**.

Hyphens Hard spaces and hard hyphens are real characters which can be input as text is typed or used to replace existing hyphens or spaces, as with other characters. The Lines Menu can be used for the insertion of soft (temporary) or hard (permanent)

hyphens. Hard spaces remain when text is reformatted, unless deleted, whereas soft spaces are reformatted immediately.

Indent tab See **Para tab**.

Justification The term used for an even right margin, as seen in books. The alternative, as in most typewritten work, is referred to as *ragged right*.

Limbo Erased files which are initially put into a state of limbo or back up memory until the room they are taking on the disc is needed for new work. The advantage is that if a file is erased accidentally, it can be retrieved if action is taken before too many more documents are created.

Line pitch The default of the system is 6 lines to the inch but the line pitch can be changed to 8 lines to the inch, if required, by using key f5 to access the Lines Menu.

Menu This term is used to describe the list of options shown on the screen of the computer. *Locoscript* is a very *user-friendly* program in that it has a comprehensive hierarchy of menus to guide the user through the system.

MINUS key Codes are removed by pressing the MINUS key and it is used to end special effects such as underlining, emboldening or italic print. It is also used to change options within menus.

Offset This term refers to the print position. When using direct printing, by pressing PTR key and selecting f3=Actions the operator can use the left and right cursor keys to set the print position on the current line directly. Thus the operator can adjust margins easily during this operation.

Orphan line The term *widows and orphans* refers to single lines of a paragraph separated from the rest by a page break. *Locoscript* can automatically prevent these *widows and orphans* occurring if the operator uses the Pages Menu, key f6.

Pagination This is the manner in which pages are organised and numbered.

Para tab The keys ALT plus TAB will indent text to the first tab stop, wordwrap occurs at this point until the next RETURN is used.

Paste See **Cut and paste**.

Pitch Pitch refers to the number of lines to an inch or the number of characters to an inch. Character pitch can be varied considerably when displaying text; the default is 12 pitch (12 characters = one inch). See **Line pitch**.

PLUS key The PLUS key is used to access a menu to use special effects in a document or it can be used with the initials of the effect required, eg, press + C to centre work. It is also used to 'tick' or confirm options within menus.

Printer Control State The PTR key is used to enter the Printer Control State, and the EXIT key to leave it. A Menu is displayed to inform the user of the state of the printer, eg, '*Printer idle*'. Messages also appear on screen to inform the user of the action to be taken when waiting to print so that if paper is not loaded, the appropriate message will appear. The printer options can be accessed from within a document or at the Disc Management Menu.

Proportional spacing When work is justified, proportional spacing will even out the characters in much the same way as typesetting, and enhance the appearance of the completed document.

PTR key PTR refers to printer and is the key used to access the Printer Menus. Within a document it is used in conjunction with f1. Pressing the PTR key will also stop the printer at any time. See **Printer Control State**.

RELAY The RELAY key is used to merge text together after editing.

RESET If the printer becomes inactive for no apparent reason, it can be reset at the Disc Management Menu by pressing PTR + f7. The computer can be reset by pressing SHIFT + EXTRA + EXIT simultaneously.

Ruler line This is a reverse video line which shows the page ending.

Screen dump The printer will produce a dot by dot image of the screen while it has a layout on it. To achieve this, the operator has to press the EXTRA and PTR keys simultaneously and then wait while the image is printed.

Scrolling The use of the cursor to access characters on screen, horizontally and vertically.

Show Menu The Show Menu will show on screen the state of codes, rulers, blanks, spaces, effectors if the appropriate spaces are 'ticked'. This is useful when using different layouts and enhancements.

Skeleton letter This is a framework of a standard or form letter, ready for infilling with variable information.

Standard letter A letter containing the same information which will be sent to a number of different people.

Subscript and superscript These are characters or figures lowered or raised from the normal line of printing. See **Half height**.

Template The TEMPLATE.STD is the layout for a particular document. If the user has not set up templates for documents, *Locoscript* will use the template built into the software which gives a simple layout suitable for A4 paper, with the text printed in the standard character pitch of 12 characters per inch.

Wordwrap Wordwrap is the facility in word processing to carry on typing continuously within pre-set margins without the need for a RETURN until the end of a section or paragraph occurs.

Widow line See **Orphan line**.

Write protect Write protect holes on discs offer the user a means of protecting the contents of a disc against accidental overwriting or erasure. With the hole on a particular side closed, data can be written to that side of the disc, but with the hole open, attempts to write to the disc will not succeed.

Zones The default of *Locoscript* divides a page into 3 areas or zones: a header zone, a text zone and a footer zone. These can be changed by using the *Locoscript* menus.

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An exciting text providing a comprehensive introduction to Locoscript 1 via a series of graduated practical tasks. It is suitable for all beginners in word processing, providing excellent examination preparation for the practical components of RSA, LCC, PEI and similar level word processing examinations.

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