

GETTING STARTED

WITH THE

AMSTRAD

PCW 8256/8512

WORD PROCESSOR

SUSAN ROGERS

Getting Started
with the
AMSTRAD
PCW8256 & PCW8512
Personal Computer
Word Processor

Susan V Rogers

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SECTION ONE

Introduction

Well, here you are, you have your new machine, and naturally you are itching to produce your first document successfully.

This guide will set you on the right path in a simple and effective way and help you to use the facilities of the machine as soon as possible.

Firstly, let us look at the equipment that you have purchased. You have a screen with a disc drive, a keyboard and a printer. In computer terms, these three large items of equipment are known as **HARDWARE**. Together with these you have two discs and these are known as **SOFTWARE**. Now let us examine these pieces of equipment in more detail.

You will need to connect them all together by means of the cables provided. The flat cable, attached to the printer, must be joined to the screen via the oblong socket at the back. The other cable which is attached to the printer also plugs into the screen into the hole just above the flat cable. The curly cable, which is attached to the keyboard, plugs into the screen at the right-hand side. Make sure that all the cables are pushed well in.

Locate the printer ribbon. This is in a long oblong box. Remove it from its wrapping and take off the rigid, black cover of the printer (it has AMSTRAD PCW8256 Printer written on it, and simply lifts off). Examine the ribbon and you will see a diagram on the top of it which indicates how to insert it into the printer. The ribbon itself is in cassette

form, like most modern typewriter ribbons. It is a nylon ribbon which winds continuously around the spool until it becomes faded from use. When you are sure that the ribbon is locked onto the printer, replace the black cover and lift up the clear, black cover at the back. Onto this cover you can affix the two black plastic paper guides which simply slot into the two slots provided.

If you have difficulty with setting up the equipment, there are diagrams provided in the main Amstrad Manual which comes with the machine.

A few words follow to familiarise you with the individual pieces of equipment.

Screen

The screen, sometimes called a **MONITOR** is similar to a television screen. To the right of the screen is a slot, or if you have the 8512 version, there are two slots. These are called disc drives and they are used for inserting the discs into the computer. The power switch is located at the bottom of the screen and there is a brightness wheel to the right and beneath the screen.

Keyboard

The keyboard is a traditional QWERTY keyboard which is used universally on all typewriters, so-called because the top row of letter keys spell the word QWERTY. Apart from the normal keys which can be found on a typewriter, there are a number of special keys which are used for word

processing. Most of these are located to the right of the keyboard. These keys consist of a number of **F** keys, 4 keys with arrows on, and a number of keys with abbreviated words on. These will be explained in more detail as you work through this book. Suffice to say just now that they will be of tremendous help to you.

The keyboard may feel a little strange at first if you are used to a traditional typewriter – they require only a very light touch, so if you are a heavy-handed typist, or a “two-finger” typist, try to develop a gently “caress” of the keyboard!

If you have not used a typewriter before you will need to know that the **SHIFT** keys are used to produce capital letters and also to obtain any of the characters which appear above others. For example, look at the key with the number 3 on it at the top of the keyboard. This key also has the £ symbol. If you press the 3 key you will get a figure 3. If you hold down the shift key with the figure 3, you will get a £ sign. Likewise if you look at the keys on the right which have two words printed on them e.g. **DOC/PAGE**, by pressing the key on its own, you will get the **PAGE** function, but if you hold the shift key with the **PAGE** key, you will get the **DOC** function. This will become more clear when you actually start using the keyboard. If you are typewriter-familiar, then you should have no difficulty in utilising and understanding the keyboard.

Printer

The printer is a **DOT MATRIX** printer, so called because the characters are formed by a series of needles which strike against the ribbon, which in turn produces characters in

the form of tiny dots on the paper. This accounts for its great versatility in the number of different type-styles which can be produced (see figure 1.1).

DOUBLE WIDTH

Pitch 10 double width,
lower case characters.
PITCH 10 DOUBLE WIDTH,
UPPER CASE CHARACTERS

Pitch 12 double width, lower
case characters. PITCH 12
DOUBLE WIDTH UPPER CASE
CHARACTERS

Pitch 15 double width, lower case
characters. PITCH 15 DOUBLE WIDTH
UPPER CASE CHARACTERS

Pitch 17 double width, lower case
characters. PITCH 17 DOUBLE WIDTH UPPER
CASE CHARACTERS

Proportional spacing double
width, lower case characters.
PROPORTIONAL SPACING DOUBLE
WIDTH, UPPER CASE CHARACTERS

Discs

Two discs are provided with the Amstrad package. The first one has **LOCOSCRIPT** on side one and **CP/M PLUS** on side two. This is the disc you will be using for word processing. Locoscript is the name given to the word processing program and when inserted into the disc drive, it turns the machine into a word processor. CP/M is a systems disc which converts the machine into a computer. You can use it to organise your data and also in conjunction with

with any other programs which you might purchase such as an accounts program or a card indexing program.

The other disc, labelled **DR LOGO & HELP** on side one and **PROGRAMMING UTILITIES** on side two, is to use for creating your own programs if you want to use the computer side of the machine. However, this book is devoted to word processing and will not cover computer programming and therefore does not relate to this disc.

Positioning of Equipment

Make sure that you have a desk or table large enough to hold the three main pieces of equipment comfortably and that it is of a suitable height to enable you to sit with your hands on the keyboard and your arms at right angles to your body. Try to position the screen so that it faces away from direct sunlight in order to avoid reflection. Do not put your equipment near a direct heat source such as a radiator and make sure that it is near an electric socket so as not to cause too much strain on the electric cable.

Ideally the printer should be placed to the right of the screen so that the cables are not stretched in any way. Usually a good position for the keyboard is in front of the screen – this gives the operator a good view of the screen whilst typing. Finally, make sure you have a comfortable seat which enables you to sit with your feet flat on the floor and gives back support.

Word Processing – What Is It?

So many people ask the question “What exactly is a word processor?”

Back in 1966 the expression “word processing” was used to describe the function of linking the dictated word, either verbally or by means of audio equipment, with typewritten matter which was then stored, or filed and available for future use.

In other words, having delivered thoughts in the form of words which were “processed” into typewritten form, the words “word processing” then referred to the complete process of composing, dictating, transcribing, typing and filing text. In effect it could cover machinery and equipment ranging from dictating machines through electric typewriters, to photocopiers and even filing cabinets.

Today, however, for many people a mysterious cloud hangs over the term, mainly because of the arrival of the **SILICON CHIP**, which is so advanced as to have taken over operations which were previously extremely time-consuming.

To put it simply, word processing is the creation, editing, printing, storing and recalling of text by electronic means.

It is rapidly taking the place of the typewriter because of the ease with which the operator can create perfect text quickly and efficiently, store it on disc and recall it at will. Text can then either be printed out whenever necessary, up-dated, added to or even re-arranged.

The functions which a word processor can perform enable the operator to produce work without error and at a far greater speed than that of a typist on a conventional typewriter.

All text is reproduced on the screen so that the operator can see the wording as it is keyed in and make any alterations necessary. The operator can adjust layout including margins, justification, line-spacing etc.

Other important functions include moving paragraphs or parts of text from one place to another or even removing them altogether by the touch of a button.

Chapter 1

Starting Up

You are now ready to start using your machine.

Before you do anything, one important thing to remember is do not be frightened of the machine. You cannot damage it or cause any problems by pressing the wrong keys. Usually if you press the wrong key you can cancel your error or you will be told by the machine that you have done something wrong and be given some guidelines to continue. Do not do anything until told to do so in the instructions.

Switch on your computer.

Before you can use your word processor you must copy the discs you have been given with the package. You will therefore need to purchase at least two new discs before you commence. Onto one of these discs you will copy the Locoscript program and the other one you will use as a working disc.

Formatting Discs

Before using any new disc, you must **FORMAT** it. Formatting just means preparing the disc to accept information.

1. Select side two of your Systems Disc (**CP/M PLUS**).

2. Reset your system by pressing **SHIFT** and **EXTRA**, followed by **EXIT**. Your screen will change as the system loads the CP/M program. This takes about 30 seconds.

3. When you have "PCW8256 CP/M PLUS ... A< and a flashing green square (this is called the **CURSOR** and marks the point where you can begin to type in text) on your screen, type in the word "**diskit**" (this is a code word which the computer recognises and enables the program to be loaded into the system), then press **RETURN**.

4. Remove the Systems Disc and place the new disc to be formatted into the disc drive. Press **F4/F3** followed by **Y**.

5. In the top left-hand corner of the screen you will see a series of numbers going from 0 to 40. When formatting is complete, remove the disc, press **EXIT** and put it back in the disc drive with the other side facing the screen. Press **Y** to format the other side of the disc.

Now your disc is ready to receive information. You can copy both your Systems Discs onto two new discs. Remember to format both discs before attempting to copy.

Return to the CP/M menu by pressing **EXIT**, followed by **EXIT** again.

Formatting only needs to be done when you first start to use a new disc – it is not a process which is repeated frequently, although it can also be used to wipe a disc clean.

Copying Discs

It is vital that you should have a **BACK UP** copy of every disc you use, just in case your original is destroyed or spoiled.

The first thing you must do therefore is to make a copy of the Locoscript program onto one of your newly formatted discs.

Look again at the main menu displayed on the screen and select F5/F6 (Copy) by pressing the **F5/F6** key on the right of the keyboard.

Insert the Systems Disc into the disc drive with side A (Locoscript) towards the screen. Press any key to continue.

The computer will now **READ** the side of the disc you have selected (i.e. Locoscript) into its memory. [**READ** is a computer term meaning copying/putting text from the disc into the memory of the computer]. Again the numbers will appear in the top left-hand corner of the screen and will go from 0 to 20.

When this is complete remove the disc from the disc drive and put in a new disc.

You will be prompted to press 'any key' to **WRITE** the contents from the memory of the computer onto the new disc. [**WRITE** is also a computer term meaning transferring text from the memory of the computer onto the disc].

You will find that the system will only copy half of the program at one time and that you will need to re-insert the

Systems Disc and repeat the process for it to copy the second half of the program.

Carry out this procedure until both sides of both Systems Discs have been copied onto 2 new discs.

Now you have copied your discs you can put away your originals in a safe place and use your newly created back-up copies.

Remember to write the titles on the new discs.

Amstrad PCW8512 Twin Disc Drive Only

If you are using a twin-drive system, the storage capacity is increased by 720K. To enable you to take full advantage of the twin-drive system you must use CF2-DD discs. These are special, high quality, double density discs capable of storing Drive B stores information in a different way from Drive A and *only* CF2-DD discs can be used in Drive B. Likewise *only* CF2 discs can be used in Drive A. The only time when a CF2 disc can be used in Drive B is when copying discs. Discs are not otherwise freely interchangeable between the two disc drives. Drive B can be used to *READ* but *not WRITE* to a standard CF2 disc.

If you try to use the Drive B incorrectly you will receive an error message and you could damage your data.

Formatting CF2-DD Discs

1. Load CP/M, type **diskit**, press **RETURN**
2. Select **F4/F3**, remove CP/M, press any key
3. Insert the CF2-DD disc into Drive B, press **F1**
4. Tracks will be formatted (0 to 159)

Copying CF2 Discs

1. Load CP/M, type **diskit**, press **RETURN**
2. Select **F5/F6**, remove CP/M
3. Put the disc to be read in Drive B and the disc to write to in Drive A
4. Press **F1**, then **F3**

Copying CF2-DD Discs

Only Drive B can be used. The copying process is then the same as for the 8256, but using Drive B, instead of Drive A.

1. Load CP/M, type **diskit**, press **RETURN**
2. Select **F5/F6**, remove CP/M
3. Put the disc to be read in Drive B, press **F1**
4. The contents will be read into memory
5. Remove the disc from Drive B and replace it with the disc to write to.
6. The contents will be written to the disc in Drive B
7. This operation must be repeated 5 times.

Care Of Computer Discs

As already mentioned, discs represent a valuable part of the system, not necessarily in terms of money, but in terms of time and effort. It is important therefore that great care is taken with the handling and storage of discs. It is so easy to spill a cup of coffee over a disc left on a desk, or to accidentally knock a disc onto the floor and then step on it. For these and many other likely possibilities, it is essential that back-up copies are made of every single disc in operation. In this way you can protect yourself from needless heartache!

Quite apart from taking back-up copies on a regular basis – say, at the end of each working period, here are some tips to help you to handle and store your discs in a suitable manner.

1. Always store discs in their protective cover
2. If possible, store discs vertically
3. Keep discs out of direct sunlight
4. Protect discs from extreme fluctuations in temperature or humidity – it is not wise to have them in the vicinity of a radiator, or strong draught
5. Write only on the label part of the disc, preferably with a fine felt-tip pen
6. Do not attempt to touch the surface of the disc inside its outer covering

7. Never bend or fold a disc
8. Never attempt to wipe or clean the surface of a disc
9. Keep all food and drink well away from the immediate vicinity of the system
10. Do not smoke near the system
11. Keep discs away from magnets or magnetic fields
12. Discs should be kept dust-free as much as possible, so do not leave them lying about, out of their protective cases
13. Never switch off the system with a disc still in the disc drive
14. Store back-up copies of discs in a completely different location from the originals
15. Make back-up copies frequently and regularly.

Chapter 2

Loading Locoscript

Now you are ready to start using your word processing program.

Place your newly copied Locoscript disc into the disc drive with side A pointing towards the screen.

Watch your screen change as the program is transferred from the disc into the memory of the computer, changing it into a word processor. This will take about 30 seconds.

On the screen now is what we shall call the **DISC MANAGEMENT MENU**. (See figure 2.1).

| Disc management | | | | Printer idle | | | | Using none | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|--|--|--|--------------------------|--|--|--|--------------------------|--|--|--|---------------------|--|--|--|-----------|--|--|--|----------|--|--|--|----------|--|--|--|------------|--|--|--|
| C=Create new document | | | | E=Edit existing document | | | | P=Print document | | | | F=Direct printing | | | | | | | | | | | | | | | | | | | |
| f1=Disc change | | | | f2=Inspect | | | | f3=Copy | | | | f4=Move | | | | f5=Rename | | | | f6=Erase | | | | f7=Modes | | | | f8=Options | | | |
| Drive A: | | | | Drive B: | | | | Drive M: | | | | | | | | | | | | | | | | | | | | | | | |
| 128k used 45k free 25 files | | | | not fitted | | | | 5k used 97k free 4 files | | | | | | | | | | | | | | | | | | | | | | | |
| SAMPLES 50k group 4 0k | | | | 0k used 0k free 0 files | | | | LETTERS 4k group 4 0k | | | | | | | | | | | | | | | | | | | | | | | |
| SAMPLES 12k group 5 0k | | | | | | | | SAMPLES 0k group 5 0k | | | | | | | | | | | | | | | | | | | | | | | |
| CONT 2k group 6 0k | | | | | | | | CONT 1k group 6 0k | | | | | | | | | | | | | | | | | | | | | | | |
| TEMPLATE 17k group 7 0k | | | | | | | | TEMPLATE 0k group 7 0k | | | | | | | | | | | | | | | | | | | | | | | |
| A:LETTERS 7 files | | | | A:SAMPLES 5 files | | | | A:CONT 1 files | | | | A:TEMPLATE 12 files | | | | | | | | | | | | | | | | | | | |
| 3 liabo files | | | | 6 liabo files | | | | 1 liabo files | | | | 0 liabo files | | | | | | | | | | | | | | | | | | | |
| PHRASES.SID 1k | | | | ADVERT.EG 1k | | | | TEMPLATE.STD 2k | | | | LET2PAGE.HDP 2k | | | | | | | | | | | | | | | | | | | |
| READ.ME 9k | | | | DOCUMENT.EG 4k | | | | | | | | LET2PAGE.FLP 2k | | | | | | | | | | | | | | | | | | | |
| TEMPLATE.STD 1k | | | | LAYOUT.EG 1k | | | | | | | | LETTER.HDP 1k | | | | | | | | | | | | | | | | | | | |
| 4 hidden 86k | | | | QUOTE.EG 3k | | | | | | | | LETTER.FLP 1k | | | | | | | | | | | | | | | | | | | |
| | | | | TEXT1.EG 3k | | | | | | | | MANUSCRIP. 2k | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | MEMO 2k | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | PAGEENUM.CEN 1k | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | PAGEENUM.PB 1k | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | PAGEENUM.EJ 1k | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | PAGEENUM.LET 1k | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | PHRASES.NUL 1k | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | TEMPLATE.LAB 2k | | | | | | | | | | | | | | | | | | | |

But what, you say is a **MENU**? A menu is a prompt to help you to operate the machine.

The top three lines are highlighted and they show a series of **COMMANDS/CODES** to help you with managing your **FILES**. [A **COMMAND** is an instruction to the system to perform a certain function, in the case of Locoscript, a command is usually made using the **F KEYS 1–8** on the right-hand side of the keyboard] A file is any piece of text which you create and store in the memory of the computer.

The remaining area is devoted to displaying a **DIRECTORY** of the files you create, grouped into 4 columns. [The **DIRECTORY** is simply a list of documents created, placed in alphabetical order by the system and divided into specific groups]. You can decide what names to give your groups, but more about this later.

Let Us Now Create A Document

Press **C** to **CREATE** a document.

Immediately a larger, highlighted box appears prompting you to give your document a name, called a **FILENAME**. Let us call this document **PRACTICE. ONE**. Notice that you are limited in the number of characters you may use for a filename (8 for the first part, then a full stop, and 3 for the second part). Type in your filename and press **ENTER**.

Once again your screen will change and a new menu will appear at the top of your screen. We shall call this the **EDITING TEXT MENU**. It is shown in figure 2.2.

Notice the flashing green square – this is called the **CURSOR** and is used for moving around your document without affecting the characters you have already typed. To control the cursor you will need to use the four keys with arrows on them to the right of your keyboard. The cursor will move in four directions: up, down, left and right according to which key you press. You cannot do this at present as you have not started to type text in. The cursor is also used for selecting options within menus and for indicating the present working point on the screen (the point of text entry). Its main use is to mark the position on the screen where whatever you type next will appear.

As you continue through this training guide, please be sure to read carefully and slowly. Do not attempt to carry out any of the instructions until actually told to do so. Each instruction will be explained first and then you will be told to carry it out as the instructions are repeated to you.

When you start to enter text, you can type continuously and do not need to worry about line endings or if you make a mistake.

As you type notice how the cursor moves along with you, waiting for your next character. When you have typed a few lines, try moving the cursor about the text using the cursor control keys. This is very useful for **EDITING** your document. Editing simply means correcting or altering your text.

Notice also how the text automatically moves onto the next line when the right-hand margin is reached. You need only press the **RETURN** key when you actually require a

new line e.g. after a heading, or at the end of each paragraph. When you press **RETURN** a little arrow will appear and your cursor will move to the next line straight away.

Proceed now and type in the quotation letter shown overleaf.

Mr PD Rowan
14 Lombard Road
NEWTOWN
NW4 3AB

Dear Mr Rowan

Thank you for your recent enquiry regarding our new range of garden tools and in particular our INTERCHANGEABLE RANGE.

As you know this range has proved very popular but we are still able to offer it at a very competitive price.

I have pleasure in confirming the quotation which I gave you over the telephone as follows:

One complete set of tools from the Interchangeable range comprising:

Twin-locking stainless steel handle

Large spade head

Medium spade head

Hoe attachment

Rake attachment

Large fork attachment

Small fork attachment

Total price £125.00 plus VAT

I hope that you find this price favourable and look forward to receiving your order in due course.

Yours sincerely

ALAN JAMIESON
SALES MANAGER

Chapter 3

Editing Text

Correcting Errors

Now you have finished we shall correct your typing errors. This is easy.

Step 1

Move the cursor to the first incorrect letter or word and simply type in the correct version. Your line will probably split as you type in extra characters. Don't worry about this, simply continue to type in the correct letter or word or space. Then move down to the next line where the split has occurred with your cursor control keys and proceed as follows.

Step 2

You will now need to remove the incorrect letters which are still there. To do this you will need to use the **DEL** keys which are located at the top of the keyboard, one marked with a right arrow, the other with a left arrow. One deletes characters to the left of the cursor, the other deletes the letter over which the cursor is flashing and to the right of the cursor.

Step 3

Continue to work through your text, getting used to using the cursor control keys, and the **DEL** keys. After making a correction, press the **RELAY** key to reshape the text.

Step 4

Finally when you think you have finished, check your return arrows to make sure you have the correct number of clear lines between paragraphs that you require. If not, use your **DEL** keys again to remove any surplus return arrows. When you have finished making your alterations, move to the top of your document with your cursor and press **PAGE**. This will reformat your text from top to bottom.

This is simple correcting. Later on you can learn to delete whole words, lines, paragraphs, pages and full documents simply by issuing the correct commands. Now you have a perfect text, let us print this document without more ado.

Press **EXIT**, select **Save and Print** with the cursor. [**SAVE** simply means to record the document you have created onto the disc – the idea is very similar to that of recording music onto a cassette].

Place a sheet of paper so that it rests behind the roller in a central position in the printer. Do not push the paper down hard behind the roller or it will not feed properly. Pull back the *paper feed lever* to the right of the roller. Paper will automatically feed. Make sure it is held in place by the metal rod (paper bail) and the little sliding rollers. Press **EXIT** again, followed by **ENTER**. The document will be printed and you will be returned to the Disc Management Menu where you will see that your document **PRACTICE.ONE** has been added to the directory.

PRACTICE.ONE now becomes an existing document i.e. one which has been saved onto the disc. It has been added to the directory with all the other documents which

Amstrad have created for you. Notice at this point how each file is automatically included in the directory in alphabetical order.

When you want to recall an existing document back onto the screen for editing or updating, simply press **E**. Again a sub-menu appears showing the name of the document you have selected. When you are sure that it is the one you want, press **ENTER**.

Let us now call your document **PRACTICE.ONE** back onto the screen.

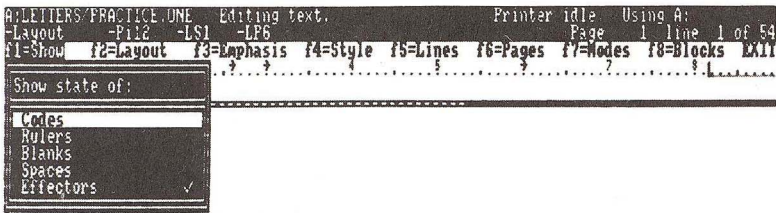
First of all, make sure the document is highlighted using the cursor control keys. Probably **PRACTICE.ONE** is still highlighted from when you used it last.

Press **E**. The sub-menu will appear with the details of the file you have selected. Press **ENTER** and your document will reappear on the screen.

Now we shall proceed to use the special function keys **F1–8** which appear to the right of the keyboard. These keys are used to create the special enhancements to your documents which are all part of the beauty of word processing. We shall work through them systematically starting with **F1 SHOW MENU**.

F1 SHOW MENU

Locate the **F KEYS 1–8** on the right-hand side of the keyboard. Select **F1** and the sub-menu will appear as shown in figure 3.1.



The **SHOW** menu relates to the effects shown on the screen. You can choose whether you wish certain effects to be displayed on the screen or not. Press **F1** now. A new **PROMPT** will appear showing five options or choices:

1. **CODES**
2. **RULERS**
3. **BLANKS**
4. **SPACES**
5. **EFFECTORS**

But what on earth do all these words mean, you cry!

Before explaining this, let us put into effect all these options so that you can see them all on the screen and thereby be able to understand their significance.

Press the **+** key to the left of the space bar. This will put a tick next to the word **CODES**, exactly the same as the one next to **EFFECTORS**. Continue to move down through the options using the **cursor down** key, inserting a tick at each one, by pressing the **+** key. When each option has a tick beside it, press **ENTER**.

Once again your screen will change, bringing you back to your text. But this time you have quite a few different things on your screen and it will look like figure 3.2.

```

A:LETTERS/PRACTICE.ONE  Editing text,          Printer idle   Using A:
-Layout -P112 -L51 -LP6          Page 1 line 1 of 54
f1=Show f2=Layout f3=Emphasis f4=Style f5=Lines f6=Pages f7=Modes f8=Blocks EXIT
.....
r. P. D. Roman@
14 Lombard Road@
MIDWICH@
M4. 3AB@
@
Dear Mr. Roman@
@
Thank you for your recent enquiry regarding our new range of garden
tools and in particular our INTERCHANGEABLE RANGE.@
@
As you know this range has proved very popular but we are still able to
offer it at a very competitive price.@
@
I have pleasure in confirming the quotation which I gave you over the
telephone as follows:@
@
Once complete set of tools from the Interchangeable range comprising:@
@
Twin-locking stainless steel handle@
Large spade head@
Medium spade head@
Hoe attachment@
Rake attachment@
Large fork attachment@
Small fork attachment@
@
Total Price £125.00 plus VAT.@
@

```

These will now be explained.

Firstly, notice how the screen is covered with tiny dots – each dot represents one character space. These dots are known as **BLANKS**.

The **RULER** line is the first line on the screen after the highlighted area at the top. It is numbered in groups of 10 characters and shows the current left and right margin points. It looks, as its name suggests, similar to a ruler, marked out in groups of 10 character spaces instead of inches.

Every time you press the space bar a “bullet” appears on screen to indicate that a space is required. These are referred to as **SPACES**.

EFFECTORS include: the little return arrow which appears every time you use the return key ↵; the setting of

tabulation (indicated by a right-pointing arrow → on the ruler line); or the indication that you want to end a page at a particular place, indicated by a downward arrow ↓ at the break page line (you will not be able to see this yet as you have not typed enough to go onto a new page).

Finally, the **CODES** option allows you to show the special effects you can use to enhance your text e.g. if you want to underline a heading, or make some words stand out in a bolder print than others, or print in italics or centre text. These codes appear in brackets e.g. (**Centre**), (**+UL**) – once again, they will be explained later on in the guide.

By calling up the **SHOW MENU** you can select whether or not you wish these options to be displayed on screen or not. This is entirely up to you and how confident you feel. You may decide that you prefer not to have the screen covered with spaces and blanks as they may confuse you. However you will probably find that leaving on the codes, effectors and rulers are very useful.

Simply move the cursor down through the options, pressing the + key if you want them displayed or the – key if you don't. When you have made your choices, press **ENTER**. Don't forget that the + and – keys are located on either side of the space bar.

Now you have used your first menu in conjunction with the cursor. I suggest that you leave all your show options on to begin with until you get used to the machine.

Cancel Key

Before proceeding with the menus, it is important to know

that if you by any chance select a wrong menu when editing, you can immediately cancel this selection by using the **CAN** key at the top of the keyboard, next to the **DEL** Keys.

Try calling up a Menu e.g. **F3** and then cancelling it with the **CAN** key. Try this several times with any of the F keys. You will probably find that you need to use this key quite often when you first start to use your Amstrad!

Now we are going to leave this document. Press **EXIT** and select **Abandon edit**. This will take you back to the **Disc Management Menu**.

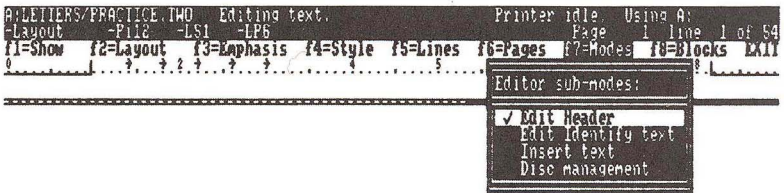
Chapter 4

Page Layout

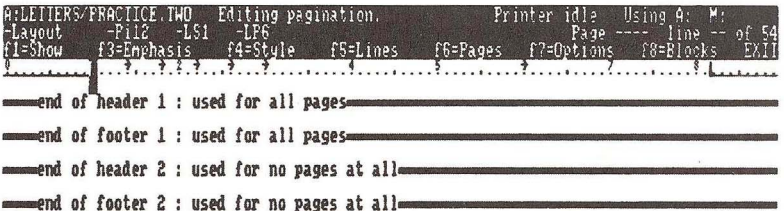
Press **C** to create another document and give it the filename **PRACTICE.TWO**. Press **ENTER**. Once again, press **CUT**, **PAGE**, **CUT** to remove the template.

In general practice, before entering text you would wish to set up your page layout. This relates to margins, line spacing, style of print, justification, tabulation etc. This is called setting up the **BASE LAYOUT**.

Press **F7 MODES** and another sub-menu will appear with **Edit header** already highlighted, as shown in figure 4.1.



Press **ENTER**. The screen will change and will look like figure 4.2.



Press **F7 OPTIONS**. Once again the screen will change and will look like figure 4.3.

```
A:LETTERS/PRACTICE.TWO  Editing header          Printer idle  Using A: M:
f1=Layout  f3=Characters  f5=Tab count  f6=Breaks  f7=Page size  f8=Pagination  EXIT
```

Press **F1 LAYOUT**. Once again a new set of options appear on the top highlighted lines of the screen, as in figure 4.4.

```
A:LETTERS/PRACTICE.TWO  Editing base layout.      Printer idle  Using A: M:
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
```

These options relate to:

PITCH SIZE Size of characters when printed

LINE PITCH Number of lines which occupy one inch

ITALIC STYLE PRINTING Slanting type, used for emphasis

LINE SPACING Single, double, or treble-line spacing

JUSTIFICATION Even right margin

MARGINS Setting of left and right margins

TABULATION Pre-set positions for column work

If you look at the top three highlighted lines, you will see that at present **PITCH SIZE** is highlighted with a 12 next to it. By pressing the cursor right key once, you will see that

LINE PITCH 6 is highlighted. Press cursor right again and the **LINE SPACING** is highlighted. Continue to do this now to show yourself how each option is highlighted.

When you have finished, move the cursor down to the ruler line by pressing the cursor down key once. This line is used to set up margins and tab stops. Notice that the left and right margins have been set at 1 character and 8.5 characters and that there are a number of right arrows at intervals along the line which indicate tabs which have already been set.

Let us now set up the base layout for the document you are creating.

Selecting Options

Move your cursor back up to the second highlighted line by pressing the cursor up key. When **PITCH SIZE 12** is highlighted, change the pitch to 10 simply by typing in **10** and then press **ENTER**, move along to “italic” using your cursor right key. We do not require italic style printing for this document so just move along again to “justify” and you can now use the + and – keys again on either side of the space bar. These are used to select or cancel your requirements, just as they did with the Show Menu. Press the + key, and a tick will appear. Had you wanted to cancel any previously set options, you would simply have pressed the – key to remove the ticks.

Now perhaps it would also be interesting to change the margins and make them both wider. Do this now by moving the cursor onto the ruler line. Move along the ruler line until you reach the 2 mark (20), press **F1** to set the left margin. Then move along to the 7 mark (70) and press **Shift and F2** to set the right margin.

You have now set up your base layout. You have set a pitch size at 10, left the line pitch at 6 and the line-spacing at single and you have selected justified text with given margins.

Having set the layout, press **EXIT** to return to the **F7 Options Menu** (Editing Header), shown in figure 4.5.

```

A:LETTERS/PRACTICE.TWO  Editing header          Printer idle. Using A: M:
f1=Layout  f3=Characters  f5=Tab count  f6=Breaks  f7=Page size  f8=Pagination  EXIT
  
```

Press **EXIT** again and a sub-menu will appear asking for confirmation of the options, as shown in figure 4.6.

```

A:LETTERS/PRACTICE.TWO  Editing header          Printer idle. Using A: M:
f1=Layout  f3=Characters  f5=Tab count  f6=Breaks  f7=Page size  f8=Pagination  EXIT
  
```

Finish altering options
 Confirm
 Cancel

Press **ENTER**. The screen will change again showing the header and footer zones, as in figure 4.7.

```

A:LETTERS/PRACTICE.TWO  Editing pagination.      Printer idle. Using A: M:
-Layout  -P112  -L51  -LP6          Page --- line -- of 54
f1=Show  f3=Emphasis  f4=Style  f5=Lines  f6=Pages  f7=Options  f8=Blocks  EXIT
  
```

Exit pagination editing:
 Use this pagination
 Recover old pagination
 Empty pagination text
 Abandon edit altogether

```

-----end of header 1 : used for all pages-----
-----end of footer 1 : used for all pages-----
-----end of header 2 : used for no pages at all-----
-----end of footer 2 : used for no pages at all-----
  
```

Press **EXIT** again, followed by **ENTER** to return to the Editing Menu.

Inserting Text From One File Into Another

Now we are going to **INSERT** the text you created called **PRACTICE.ONE** into this document.

Press **F7 MODES** and select **Insert text**. Press **ENTER**. You will return to the Disc Management Menu. Move the cursor to **PRACTICE.ONE** and press **ENTER** twice. This document will then be inserted into your new document **PRACTICE.TWO** and should look like overleaf.

Mr PD Rowan
14 Lombard Road
NEWTOWN
NW4 3AB

Dear Mr Rowan

Thank you for your recent enquiry regarding our new range of garden tools and in particular our INTERCHANGEABLE RANGE.

As you know this range has proved very popular but we are still able to offer it at a very competitive price.

I have pleasure in confirming the quotation which I gave you over the telephone as follows:

One complete set of tools from the Interchangeable range comprising:

Twin-locking stainless steel handle

Large spade head

Medium spade head

Hoe attachment

Rake attachment

Large fork attachment

Small fork attachment

Total price £125.00 plus VAT

I hope that you find this price favourable and look forward to receiving your order in due course.

Yours sincerely

ALAN JAMIESON
SALES MANAGER

Speedier Cursor Movement

The **ALT** key is used to move backwards from the cursor position. Used in conjunction with the following **function** keys: **CHAR, WORD, LINE, PAGE, DOC** you can move back either a letter, word, line, page at a time or back to the beginning of your document.

Remember to hold down the **ALT** key while you press each alternative function key.

To move forward through the document just press the above keys on their own – remember you will need to use the **SHIFT** key for “doc”, “unit”, “line” and “word” as they appear at the top of the relevant keys.

Try using these keys now, until you are familiar with their location and their use.

EOL Key

This is another key which is very useful. By using this key you can move directly to the end of the current line and on through the text line by line. Use **ALT** and **EOL** to move back through the text line by line.

Continue using all the above cursor movements now to move speedily about your text. Once you have familiarised yourself with them you will find you can edit work much more quickly.

Chapter 5

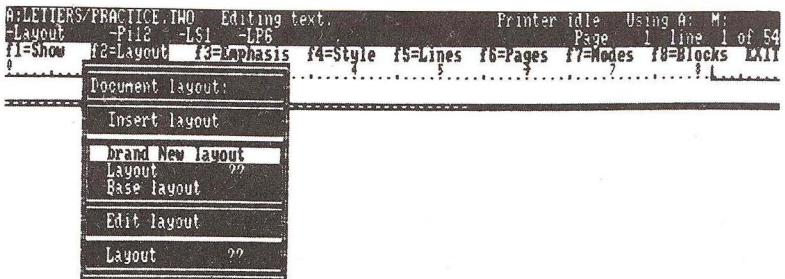
Changing Layout Within A Document

So far you have set up a base layout for your document, but if you want to change the layout within a document you can do this very easily.

Locoscript will remember up to 99 different layouts. You create each layout separately and Locoscript calls them **Layout 1**, **Layout 2** etc. Once they have been created and stored you can call them into action at any time throughout a document. It is indeed very rare that anyone would want to use 99 different layouts, for most documents five would be sufficient.

F2 Layout Menu

Move your cursor now to the return arrow just before the beginning of the paragraph commencing "Twin-locking ...". Press **F2 LAYOUT** (remember you will need to use your shift key as well to use the F2 function) and a sub-menu will appear, like figure 5.1.



This sub-menu is divided into two parts: one part is used for changing the layout within a document (**INSERT LAYOUT**) and the other for editing the current or specified layout (**EDIT LAYOUT**).

BRAND NEW LAYOUT is highlighted. Press **ENTER**.

By selecting **BRAND NEW LAYOUT** you have opted to set up a new layout for the rest of your document. The initial layout which you have just set up is still referred to as the **BASE LAYOUT**.

Once more the layout options appear on the top highlighted lines of the screen. Change them now to:

*Pitch 12, line pitch 6, line space 2, switch on italic, remove justification. Set the margins at 25 and 65. When you have finished, press **EXIT** and return to the text.*

But my new document still looks the same, you cry!

Reformatting

Yes, you will now need to **REFORMAT** your document to use its new layout by pressing the **RELAY** and the **PAGE** keys. You will remember using the **RELAY** key before, when you needed to reformat your text after inserting new characters onto an existing line. It is used frequently for reformatting text whenever you change your text in any way, as you have just done with a new layout.

Press **RELAY** now, followed by **SHIFT/DOC**.

The whole text will be reformatted according to the new layout.

Move to the top of your document by pressing **ALT**, **SHIFT** and **DOC** simultaneously. Notice how your new layout has been inserted after the third paragraph.

This layout is called Layout 1. The original layout is referred to as the **Base Layout**.

Now we shall use the **F2 Layout Menu** to return to the base layout after "Small fork attachment". Move the cursor to the full stop after the words "Small fork attachment". Press **F2**, select **Base layout**, press **ENTER** and the code (**-Layout**) will appear indicating that **Layout 1** has now been replaced with the base layout.

Let us print out the new document and see what it looks like. Press **EXIT**, select **Save and Print**, press **ENTER**.

Your document should now look like figure overleaf.

Mr PD Rowan
14 Lombard Road
NEWTOWN
NW4 3AB

Dear Mr Rowan

Thank you for your recent enquiry regarding our new range of garden tools and in particular our INTERCHANGEABLE RANGE.

As you know this range has proved very popular but we are still able to offer it at a very competitive price.

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Twin-locking stainless steel handle

Large spade head

Medium spade head

Hoe attachment

Rake attachment

Large fork attachment

Small fork attachment

Total price £125.00 plus VAT

I hope that you find this price favourable and look forward to receiving your order in due course.

Yours sincerely

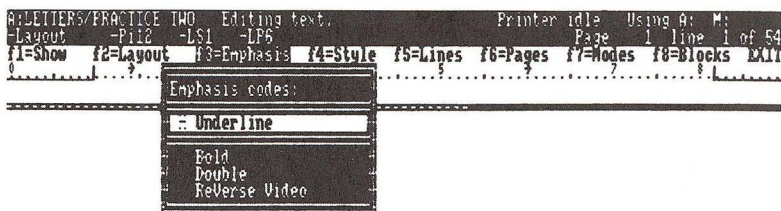
ALAN JAMIESON
SALES MANAGER

Chapter 6

Recall your document **PRACTICE.TWO** to the screen, using **E** to **Edit** again. Now let us move onto the next menu **F3 Emphasis**.

F3 Emphasis Menu

This relates to making characters, words or sections of text stand out in your document. Press **F3** now and look at the new sub-menu which appears as in figure 6.1.



Notice that **Underline** is highlighted. Press **CAN** and return to your text. You can see therefore that this menu is used when you want to emphasise certain words in your document, in any of the following ways.

UNDERLINED All text or single words

Full Underline

This is an example showing the underline facility using the full underline option. Notice how all the words and spaces are underlined continuously.

Word Underline

This is an example showing the underline facility using the word underline option. Notice how only the words and punctuation are underlined, leaving the spaces free.

BOLD Printed in dark print

This is an example showing the bold facility. The printing mechanism moves across the paper and creates a shadow effect on each character, thus making it stand out in what appears to be a darker shade.

DOUBLE The printing mechanism strikes the word or words twice, also giving a bold effect

This is an example showing the double facility. It is called double because the printing mechanism strikes the page twice giving each character a darker impression.

REVERSE VIDEO The printing is reversed – instead of green print on a black screen, the characters are black print on a green screen. However, this effect only shows on screen, not on the final print out. An example of reverse video is the top 3 highlighted lines showing on screen at all times – they are designed to draw the operator's attention and therefore act as an aid to the user.

Again, select your requirement using the cursor, the + or – key and press **ENTER**. You might select this menu before creating text or during text creation, dependent upon your requirements.

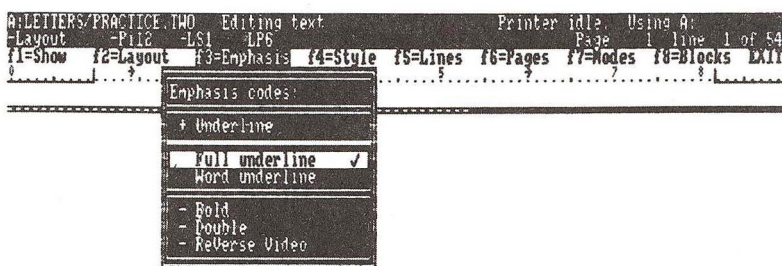
Special Effects

Before moving onto the next **F MENU** let us put some

special effects into the text we have created. Move your cursor to the “I” of “INTERCHANGEABLE”.

We shall make the words “INTERCHANGEABLE RANGE” stand out by using the **Bold** option; we shall also **Underline** them.

Press **F3** and select options. Notice that when you select **Underline**, you are presented with a further sub-menu which looks like figure 6.2.



Using this menu, you can decide whether you require full underlining, where the spaces between words are also underlined, or word underline, which leaves the spaces between words blank.

Press **ENTER**. On screen now you will see **(+UL)(+Bold)**. Now move the cursor to the end of the word “RANGE” onto the full stop. Press **F3** again and cancel options (using the **–** key). Press **ENTER**. (We only want the words “INTERCHANGEABLE RANGE” printed in this way. If we forget to cancel the options, the text will continue to be printed throughout in this manner.)

Chapter 7

F4 Style Menu

The style menu relates to **CHARACTER STYLE** i.e. selecting the style that you want your characters printed in. The options are given below.

ITALIC Slanting print, used for emphasis

This is an example of italic style printing. Italics can be used in all pitch sizes and give a fancier style of typeface, perhaps more suitable for personalised letters.

pitch 10 italic
pitch 12 italic
pitch 15 italic
pitch 17 italic
proportional spacing italic

HALF-HEIGHT Subscripts and superscripts for references or maths

Superscript

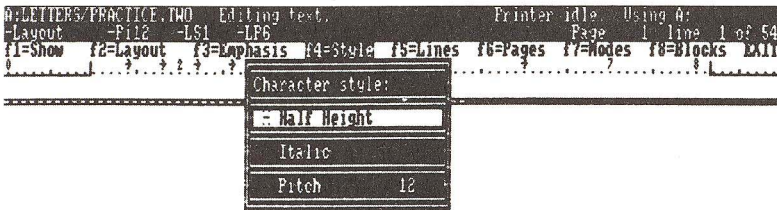
The following is an example of half height superscript. Notice how the characters are half their normal height and are printed at the top of the printing line. It is useful for giving the appearance of raised characters, as used in mathematical equations, eg 8^2

PITCH CHANGED Pitch = size of typeface, in number of characters to the inch

PITCH

This is an example of pitch 10 normal print
 This is an example of pitch 12 normal print
 This is an example of pitch 15 normal print
 This is an example of pitch 17 normal print
 This is an example of proportional spacing normal print.

The menu that you use to achieve these effects is **F4**, shown in figure 7.1.



By using this menu you can change the style of certain words within your document to give them emphasis.

Once again the + and – keys are used to select, and the **ENTER** key confirms the selection.

Half Height

If you select **Half Height**, a further sub-menu appears offering **Superscript** or **Subscript**. By using these options, your text can be printed at half the height of the current pitch either at the top of each line of text thus:

Superscript

The following is an example of half height superscript. Notice how the characters are half their normal height and are printed at the top of the printing line. It is useful for giving the appearance of raised characters, as used in mathematical equations, eg 8^2

or at the bottom, thus:

The following is an example of half height subscript. Notice how the characters are again half their normal height, but this time are printed at the bottom of the printing line. It is useful for giving the appearance of lowered characters, as used in chemical formulae, eg H_2O

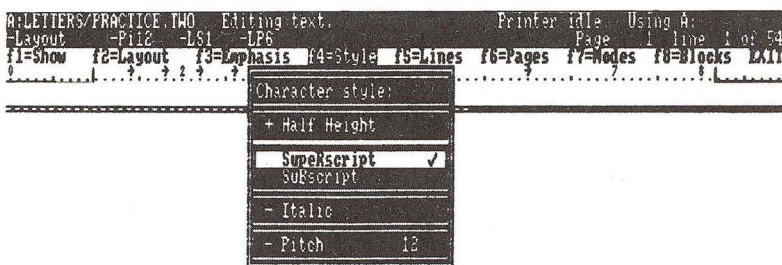
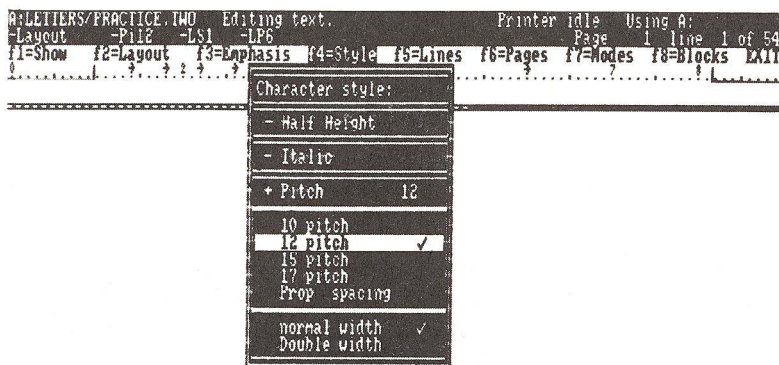


Figure 7.2 shows the sub-menu that will be displayed for you to choose these options.

Pitch

If you select **PITCH** you will also be given a further sub-menu, as in figure 7.3.



Here you can select the pitch you require, and also whether you want your printing in **NORMAL** or **DOUBLE WIDTH**. Double width will spread your text out to twice its normal width thus:

Pitch 10 double width,
lower case characters.
PITCH 10 DOUBLE WIDTH,
UPPER CASE CHARACTERS

Pitch 12 double width, lower
case characters. PITCH 12
DOUBLE WIDTH UPPER CASE
CHARACTERS

Pitch 15 double width, lower case
characters. PITCH 15 DOUBLE WIDTH
UPPER CASE CHARACTERS

Pitch 17 double width, lower case
characters. PITCH 17 DOUBLE WIDTH UPPER
CASE CHARACTERS

Proportional spacing double
width, lower case characters.
PROPORTIONAL SPACING DOUBLE
WIDTH, UPPER CASE CHARACTERS

Let us now change the pitch of just two words in our practice document.

Change the words “stainless steel” to pitch 17. Move your cursor onto the “s”. Press **F4**. Select **Pitch 10** and press **ENTER**. The menu will change and give you further options. Select **Pitch 17**. Press **ENTER** to return to the **Main Menu**.

*Remember to turn off Pitch 17 by calling up the Style Menu again (**F4**) and cancelling Pitch 17 using the — key, after the words “stainless steel”, otherwise all the rest of your text will be printed in this pitch size.*

Notice how the commands now show up on the screen in your text.

Now print this document again (press **EXIT**, select **Save and Print**) and look at the two new enhancements: emphasis and style. Your new document should look like overleaf.

Mr PD Rowan
14 Lombard Road
NEWTOWN
NW4 3AB

Dear Mr Rowan

Thank you for your recent enquiry regarding our new range of garden tools and in particular our **INTERCHANGEABLE RANGE.**

As you know this range has proved very popular but we are still able to offer it at a very competitive price.

I have pleasure in confirming the quotation which I gave you over the telephone as follows:

One complete set of tools from the Interchangeable range comprising:

Twin-locking stainless steel handle

Large spade head

Medium spade head

Hoe attachment

Rake attachment

Large fork attachment

Small fork attachment

Total price £125.00 plus VAT

I hope that you find this price favourable and look forward to receiving your order in due course.

Yours sincerely

ALAN JAMIESON
SALES MANAGER

Chapter 8

Recall your document **PRACTICE.TWO** to the screen again and proceed to add some further enhancements.

F5 Lines Menu

This menu is used for displaying lines in a particular way. There are four options.

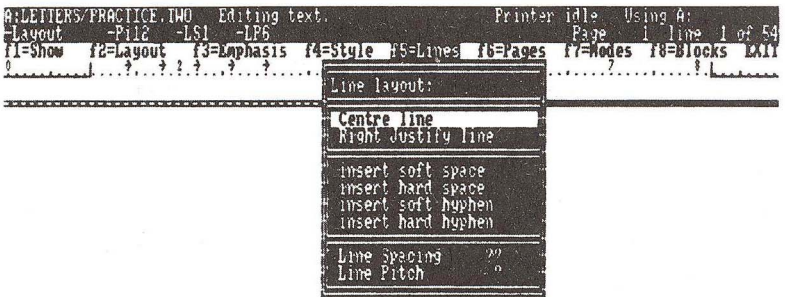
CENTRING Each line is centred

JUSTIFYING A particular line ends exactly at the right margin

LINE PITCH The line spacing can be changed from between 6 and 8 lines per inch

LINE SPACING 0 ½ 1 1½ 2 2½ 3. You can have line-spacing from 0–3 in steps of half a line

The F5 menu is shown in figure 8.1.



Please note that the commands for centring and justification only apply on each line – so a new command must be inserted each time. Remember that if you require the whole document to be justified, you must set this when setting up the base layout.

Let us now return to the text you have created and use the lines menu to:

1. Centre a heading
2. Insert a date, justified to the right margin

Move the cursor to the clear line after “Dear Mr Rowan” and press the **RETURN** key to insert another clear line. Press **F5** (**Lines Menu** is displayed with **Centre Line** highlighted). Press **ENTER**. The word **Centre** will be added to your heading line. Now type in a heading using capital letters as follows: **QUOTATION NO 46**. Press **RETURN** to obtain another clear line after the heading.

Move the cursor to the top of the text and place it after the “n” of “Mr PD Rowan”. Press **F5** and select **Right Justify Line**. The words (**RJust**) will appear. Now type in today’s date and see how it automatically ends at the right margin.

*Don’t forget to move your cursor back to the beginning of your text and press **RELAY**, followed by **PAGE** to reformat your text.*

You will probably have noticed the heavy line at the foot of your screen. This indicates the page break. Any text following the line will be printed on the next page. You

should check your text carefully to make sure that it is breaking the page at a suitable point.

Look now at the second highlighted line at the top of your screen. Pay particular attention to the right-hand side of this line. This tells you the page number you are on and the line you are on. It is useful to remember that Locoscript uses a standard 54 lines to a page, so you can keep an eye on the line number and note when you are approaching the end of a page.

You can use the **PAGES MENU** which follows to help you with deciding on suitable page breaks.

Chapter 9

F6 Pages Menu

The **Pages Menu** is used when you are typing more than one page, so that you can decide the overall layout of the document over several pages.

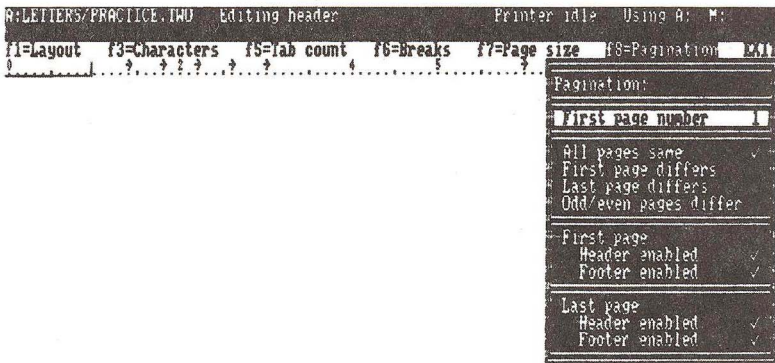
END PAGE HERE You can decide to end a page at a particular point with this selection

LAST LINE OF PAGE You can direct a particular line to be the last line on a page

KEEP LINES TOGETHER You can ensure that lines are kept together either above or below the cursor position. This is useful if you do not want to split a table between two pages, or break the page mid-paragraph

INSERT PAGE NUMBER You can use this for setting up automatic page numbering (see more about this later)

The F6 Pages Menu is shown in figure 9.1.



Page Breaks

Check your text now. Notice the heavy line which indicates the end of a page. Let us now experiment and create a page break manually. Move the cursor on to the “I” of “I hope that ...”. Press **F6**. “End page here” is highlighted. Press **ENTER**.

Your text has now changed and a downward arrow has appeared to indicate the end of the page position. (Remember this was mentioned at the beginning in the **Show Menu**, as being one of the **Effectors**). Later on you will be able to avoid page breaks occurring mid-paragraph by inserting a special command.

This menu is also used for setting up automatic page numbering which we shall look at in more depth later.

Added to that, the **F6 Menu** is used if you want to make sure that certain lines are kept together and not broken at a page break. If you select **Keep lines together** and type in the number of lines required to be kept together, either above or below the current cursor position, Locoscript will ensure that these instructions are carried out.

When you have understood this menu, delete the downward page break arrow, as it would not make sense to break the practice document into two pages.

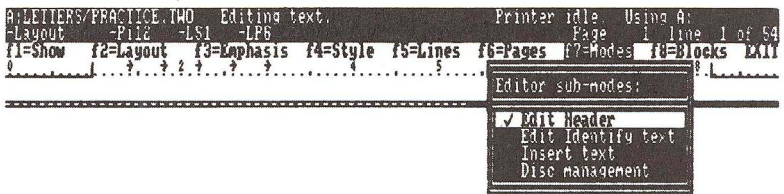
Chapter 10

F7 Modes Menu

With this menu you can select:

DISC MANAGEMENT
 EDIT IDENTIFY TEXT
 EDIT HEADER
 INSERT TEXT

The F7 Modes Menu that you will be using is shown in figure 10.1.



DISC MANAGEMENT This returns you to the **Disc Management Menu** whilst editing. You may decide mid-way through editing that you want to **change a filename**, or **copy a file** for example. Once in **Disc Management Menu**, select your options and press **EXIT** to return to **EDIT MODE**.

EDIT IDENTIFY TEXT This is a little identify section into which you can write brief details (90 characters only) of what is contained within a file

```

A:LETTERS/PRACTICE.TWO  Editing text.          Printer idle  Using A:
-Layout  -Pil2  -LS1  -LP6                      Page 1 line 1 of 54
f1=Show  f2=Layout  f3=Emphasis f4=Style f5=Lines f6=Pages f7=Modes f8=Blocks  EXIT

```

```

Edit Identity Text

```

```

Template for Letters group

```

EDIT HEADER This allows you to set up page headers and footers which you can choose to keep constant throughout the document or use as specified

What Are Headers And Footers?

Locoscript allows for a protected space at the top and bottom of each page into which you can put text which you might wish to appear on every page. An example of a header might be a letter heading, or the title of a document that you wish repeated on every page. A footer could be the word “Continued ...” or a system of numbering the pages of a document, which incidentally Locoscript will do for you automatically once you have set it up to do so.

Select **EDIT HEADER** now (F7). Notice how the options have changed at the top of the screen again, and your text has disappeared, leaving a clear screen divided into four sections – two for the header, two for the footer. See figure 10.3.

```

A:LETTERS/PRACTICE.TWO  Editing pagination.      Printer idle  Using A: M
-Layout  -Pil2  -LS1  -LP6                      Page --- line -- of 54
f1=Show  f3=Emphasis  f4=Style  f5=Lines  f6=Pages  f7=Options  f8=Blocks  EXIT

```

```

-----end of header 1 : used for all pages-----
-----end of footer 1 : used for all pages-----
-----end of header 2 : used for no pages at all-----
-----end of footer 2 : used for no pages at all-----

```


You can put text into your header zone using all the word processing facilities which you have learnt so far.

Headers

Suppose we now create a letterhead for our document.

Put in the commands for centring and bold (**F5** and **F3**) and type in the heading "HANDYMAN TOOLS LTD". Press **RETURN**.

Now put in the centring command again (**F5**) and type in the following address: "2 Norfolk Way, NEWTOWN, NW4 5EA".

Move down one line with the cursor to the footer section and put in the following page numbering system.

Footers

When creating a footer you first *must* set a **ZONE** or the page numbers will not be printed. (By zone we mean the position in which we require the page number to be printed at the foot of the page, i.e. to the left, in the middle or to the right of the page.) The footer zone can be in any of these three positions, depending on the code you set it at.

If you require the position of the page number to be to the left of the page, you use the \leftarrow sign. For the middle use the equals sign =; to print on the right of the page use the \rightarrow sign.

For some practice, we shall put our page number in the centre of the page. Put in the centring command again (**F5**).

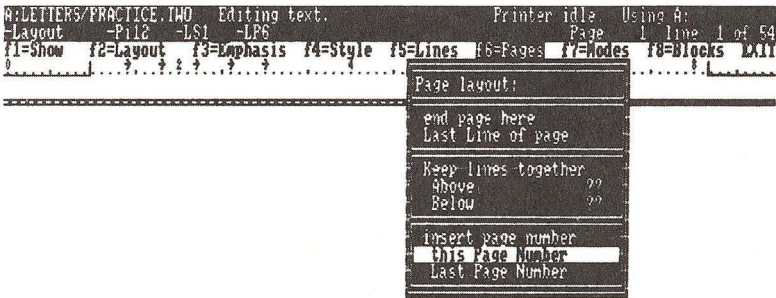
Type the hyphen sign. We shall put our number between two hyphens thus **-1-** and use the = sign to set the zone, using the same number of = signs as the largest number of characters to be used. We want our text to look like this:

(Centre)-(PageNo)=-

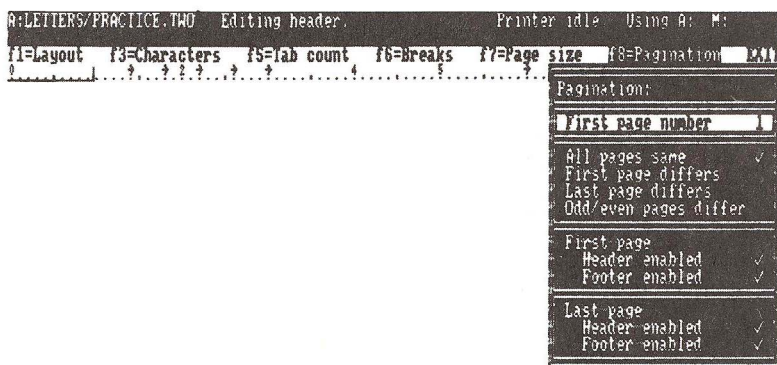
Notice the use of only one equals sign as you will only require one character space for your page numbers.

Proceed now to set the zone. Call up **Pages Menu (F6)**. Move the cursor to **This Page Number**. Press **ENTER**. Then type in the = sign, followed by the last - (hyphen).

Your screen should now look like figure 10.4.



Now press **Options (F7)** and call up **Pagination Menu (F8)**, as shown in figure 10.5.



Set **First Page Number** with the number 1 (this will start your page numbering off at page 1). Then select the **All pages same** option (this means that your numbers will run consecutively). Finally select **First page** and **Last page** with header and footer enabled, so that the page numbering will appear on all pages. Press **ENTER**. Don't panic when you see an empty screen – this is correct.

Other Options

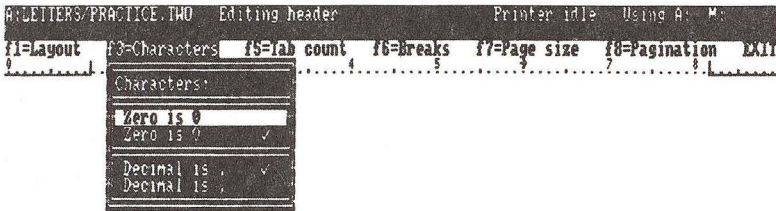
When you are satisfied with your header and footer layout, you can proceed to use the other options available.

F1 Layout

You can set the base layout for your document as we have already done at the beginning of the guide.

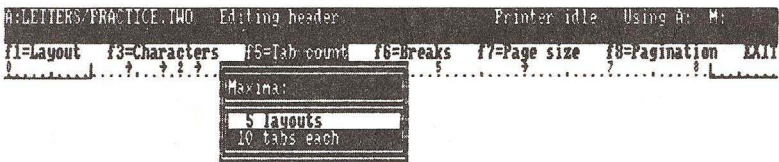
F3 Characters

You can select whether you wish your zero to be printed with or without a slash thus; 0 or Ø. The menu for this option is shown in figure 10.6.



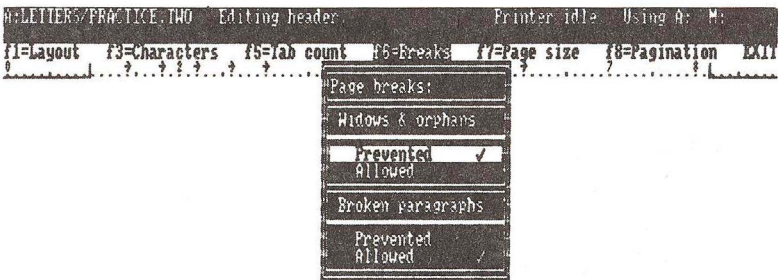
F5 Tab Count

This allows you to set the maximum number of layouts or tabs which you would require. The maximum number is 99 layouts, with 99 tabs in each layout. The menu for this option is shown in figure 10.7.



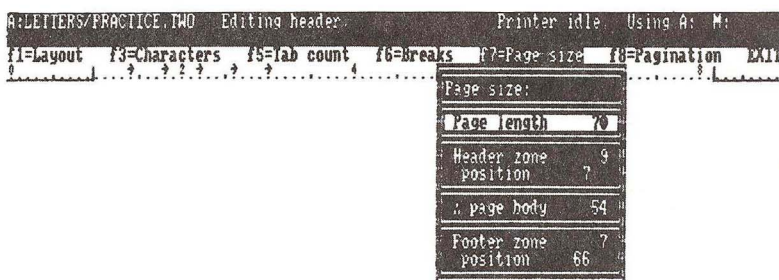
F6 Breaks

This prevents or allows widows and orphans. One line of a paragraph left on the bottom of a page is a widow and the last line of a paragraph at the commencement of a new page is an orphan. It also controls breaking within paragraphs at the end of a page. The menu is shown in figure 10.8.



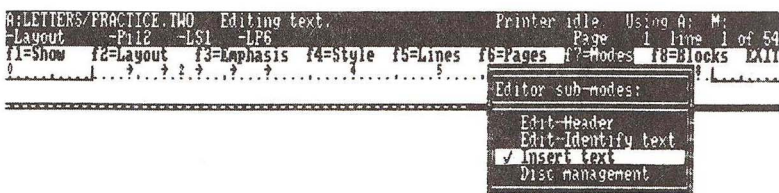
F7 Page Size

This sets the page size, including the space taken up by headers and footers (the A4 standard is 70 lines). Make a note that the space taken up by the header and the footer zones added to the page body should not exceed the total page length. The menu is shown in figure 10.9.

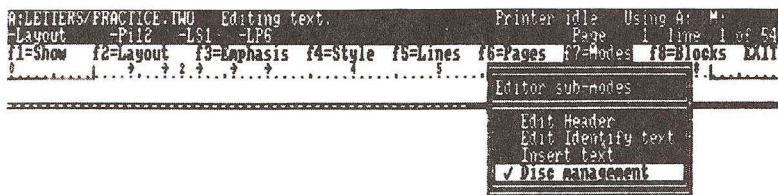


F7 Insert Text

Using F7 Modes again, a further option is that of **Insert text**. This is shown in figure 10.10.



You can use this to call up the **DISC MANAGEMENT MENU** and select a file document which you may have already created and which you wish to insert into current text. If you remember, we did this at the beginning when we inserted **PRACTICE.ONE** into **PRACTICE.TWO**. This is useful if you want to amalgamate documents, for example inserting a particular name and address into a standard document. See the menu in figure 10.11.



Why not print out your document **PRACTICE.TWO** again and look at the additions you have made? Press **EXIT**, select **Save and Print**, then press **ENTER**. Your document should now look like the facing page.

F8 Pagination

1. Set the page number
2. Select whether you want a header and/or footer on the first page and subsequent pages
3. Select whether you require odd or even pagination

You can choose whether your pages are numbered on every other page (this is useful if you are writing a book which has pictures, or diagrams on the reverse of each sheet of text), or whether they should be numbered evenly (1, 2, 3, 4 on every sheet etc.).

When you have finally set all these options, press **ENTER** and **EXIT**. The prompt will ask you to confirm pagination. Press **ENTER** and **EXIT**, to return to **MODES MENU**. Press **ENTER** again to return to **MAIN MENU**.

HANDYMAN TOOLS LTD
2 Norfolk Way NEWTOWN NW4 5EA

Mr PD Rowan
 14 Lombard Road
 NEWTOWN
 NW4 3AB

today's date

Dear Mr Rowan

QUOTATION NO. 46

Thank you for your recent enquiry regarding our new range of garden tools and in particular our **INTERCHANGEABLE RANGE.**

As you know this range has proved very popular but we are still able to offer it at a very competitive price.

I have pleasure in confirming the quotation which I gave you over the telephone as follows:

One complete set of tools from the Interchangeable range comprising:

Twin-locking stainless steel handle

Large spade head

Medium spade head

Hoe attachment

Rake attachment

Large fork attachment

Small fork attachment

Total price £125.00 plus VAT

I hope that you find this price favourable and look forward to receiving your order in due course.

Yours sincerely

Chapter 11

Blocks

A block is a section of text – it could be a line, a paragraph or several paragraphs. Before using the **Blocks Menu (F8)**, let us digress and first discover what you can do with blocks.

Cut

We have already used this function when we cut out the template at the beginning of the guide and so it will be familiar to you. You may think of this more in terms of deleting or erasing a section of text.

Firstly, you need to highlight the section of text you wish to delete. Do this by pressing the **CUT** key followed by **CHAR, WORD, LINE, PARA, PAGE** or **DOC** or simply by moving the cursor. (Don't worry if you overstep the area, simply move the cursor back.) When you are satisfied that you have highlighted your chosen area, press **CUT** again and the text will disappear.

We shall now delete a section of text from your practice document.

Let us remove the third paragraph. Move your cursor to the **O of One**. Press **CUT**, followed by **PARA**. The paragraph will be highlighted. Press **CUT** again and the paragraph will disappear.

Paste

Pasting simply means transferring a section of text from one position to another.

To do this press **COPY**, move the cursor to the beginning of the text to be transferred, press **CUT** followed by **0**. The highlighting will disappear, but the selected block has gone into the memory. (The reason for using **0** is that you can assign a number from 0–9 to a block of text and use this numbering facility to do things with your blocks – Locoscript will remember a block by its number.)

Move the cursor to the new position that you wish your block to be transferred to and press **PASTE** followed by **0**. The text will automatically be transferred to the new position.

Let us now move a paragraph in your practice document.

We shall move the paragraph commencing “As you know ...” so that it appears after the price. Place your cursor on the **A** of **As**. Press **COPY**, followed by **PARA**. Press **CUT** followed by **0**. The text will disappear (temporarily, don’t worry!) Now move your cursor on to the **I** of **I hope ...** . Press **PASTE**, followed by **0** and your text will reappear in its new position.

Check that you have the correct line spacing in your document and that you have not lost or gained any return arrows.

Copy

You may wish to copy a piece of text and save it as a new file, leaving the original still in position.

Press **COPY**, highlight the text as before, press **COPY** again followed by (0–9) and move the cursor to the position you want to copy into. Press **PASTE** followed by (0–9) and once again see your text copied in at the new position.

Let us copy the block of text **Twin-locking ... to ... Small fork attachment**. Place the cursor on the **T** of **Twin**. Press **COPY**, move the cursor down through the text so that the whole block is highlighted. Press **COPY** again, followed by **O**. The highlighting will disappear. This block of text has now been saved into the memory of the computer.

Select **F8 Blocks** menu and notice that **Block O** appears in the little sub-menu, and **Save Block?** is highlighted. Type in the figure **O** to indicate that you wish to save the block you have just copied. Immediately you will be returned to the **Disc Management Menu** and asked to select a Group into which you must save the block. Press **ENTER** and prompt will appear asking you to give the block a filename. Type in the filename **TOOLS.RNG** and press **ENTER**. Once again you will be returned to your document.

Let us now print out the new version. Press **EXIT**, select **Save and Print** and press **ENTER**. Your new document should look like overleaf.

HANDYMAN TOOLS LTD
2 Norfolk Way NEWTOWN NW4 5EA

Mr PD Rowan
 14 Lombard Road
 NEWTOWN
 NW4 3AB

today's date

Dear Mr Rowan

QUOTATION NO. 46

Thank you for your recent enquiry regarding our new range of garden tools and in particular our **INTERCHANGEABLE RANGE.**

I have pleasure in confirming the quotation which I gave you over the telephone as follows:

One complete set of tools from the Interchangeable range comprising:

Twin-locking stainless steel handle

Large spade head

Medium spade head

Hoe attachment

Rake attachment

Large fork attachment

Small fork attachment

Total price £125.00 plus VAT

As you know this range has proved very popular but we are still able to offer it at a very competitive price.

I hope that you find this price favourable and look forward to receiving your order in due course.

Yours sincerely

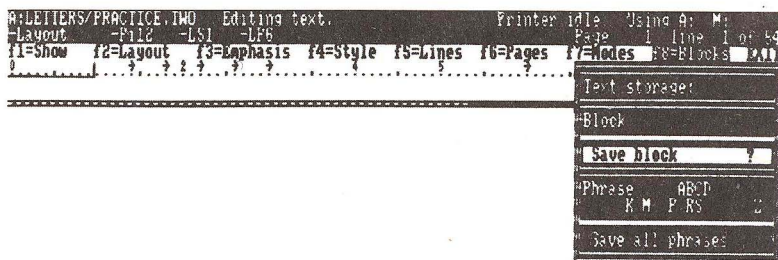
ALAN JAMIESON
 SALES MANAGER

Chapter 12

F8 Blocks Menu

Save Block

Using the **F8 Blocks Menu** you can save a block into a completely separate file, as you have just done with **TOOLS.RNG**. To do this press **COPY**. Highlight the area to be copied. Press **COPY** again and assign a number between 0 and 9. Press **F8 Blocks Menu**, see figure 12.1.



Select the **Save Block** option and use your assigned number. Press **ENTER**. The **Disk Management Menu** will appear. Move the cursor to the Group required. Press **ENTER**. The prompt will ask for new filename to be assigned. Type in a new filename and press **ENTER** again. A new file will have been created and you will return to the Main Menu.

To use this new file, you will need to create a new file and insert the saved block into it – you cannot call up the saved block directly and edit it.

Phrases

Phrases can be saved in a special **PHRASES.STD** file. This is particularly useful where phrases are used frequently as in a solicitor's office or an estate agent's; or even in everyday use when at the beginning of each day it would be useful to save the current date.

To do this, you would have to set up your **PHRASES.STD** file in a similar way to the one which Locoscript has provided by way of an example. Sometime after you have finished going through this guide, take a look at the **PHRASES.STD** file in the directory.

To make use of this file the operator would need at the start of each day to call up the **PHRASES.STD** file, using the **COPY** facility. Each phrase would have to be assigned a letter between **A** and **Z**, in the same way that blocks were assigned a number between 0 and 9. These phrases could then be stored using the **F8 Blocks Menu** in the memory of the computer, and inserted into documents throughout the day, but only while the computer was in operation. When using the memory facility of the computer, it is only operational while the computer is switched on – that is why the phrases would have to be stored each day.) Bear in mind also that only 26 phrases could be stored at any one time.

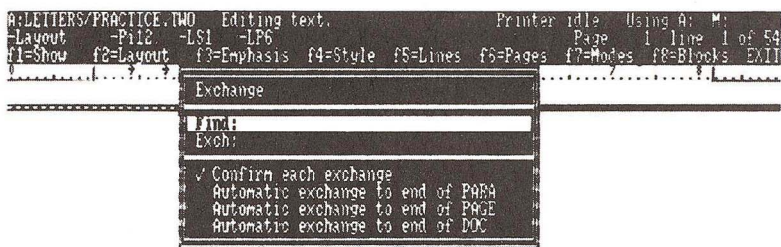
However, useful phrases can be saved and pasted into the current document, if required.

Chapter 13

Exchanging

This function enables you actually to search for a particular piece of text and replace it with another throughout the document.

To do this, press **EXCH**, shown in figure 13.1



This prompt menu asks you to key in the text you want to find. Type this text in. Then move onto the next line of the menu and type in the text you want to replace the old text with, i.e. exchange it for. At the same time you can select from the following options:

1. Confirm each exchange throughout the document. Locoscript allows you to do this by moving the cursor to each occurrence of the word to be exchanged. You then press + to confirm, or move to the next occurrence by pressing the - key.
2. Ask for Locoscript to exchange the texts automatically without confirmation, to the end of the paragraph, page or document.

Let us now exchange a word in our practice document for a new word.

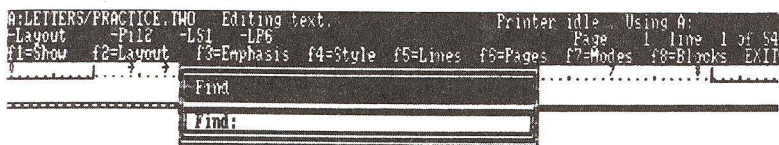
Recall **PRACTICE.TWO** to the screen once more. With the cursor at the top of the document, we shall exchange the word “Rowan” for “Roman”.

Press the **EXCH** key (remember to use **SHIFT** with this key or you will select **FIND**) and the prompt will display **Find**. Type in the word “Rowan” and move the cursor down onto the line displaying **Exch**. Type in the word “Roman” and select **Confirm Each Exchange**. Press **ENTER**. The cursor will move to the first occurrence of the word “Rowan” and you can then type in + or – to confirm, exchange or move to the next occurrence.

It is important to note that if you are finding a small word such as the word “it”, the cursor will move to every word which contains the letters “it” within it, such as “exit” and “bitter”. When this happens simply press – to move to the next occurrence.

Find

The find key is useful for locating a particular word or phrase, so that you can edit it. To do this, press **FIND**, using the menu shown in figure 13.2.



The prompt asks for the text you want to find. Type this in, then press **ENTER**.

Locoscript will search the text and highlight the first letter of the word or words in question. You can then either edit them, or leave them as printed. To do this throughout the document, press **FIND** and **ENTER** again to continue.

FIND can also be used in conjunction with **CUT** to mark the end of a section you want to delete. Move the cursor to the beginning of the section to be cut. Press **FIND**. Type in the word or character at the end of the text to be cut, (say you type in the full stop), then press **ENTER**, Finally press **CUT** and everything to the end of the next sentence will be removed.

Try using the **FIND** key now. Move to the top of your document and continue using the same procedure as for **EXCHANGE**. In the prompt menu, type in the word “and”, press **ENTER**. The cursor will move to the first occurrence of “and”. Remember to repeat the command **FIND** followed by **ENTER** to move through your document. Don’t alter the word “and” or you will alter the sense of your text too much – this is just for practice.

Chapter 14

Printing

I am sure that by now you are eager to print out your final document. So far, each document you have printed has been produced in high quality print.

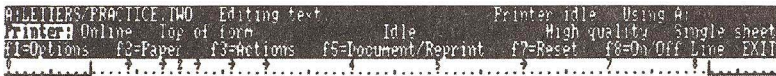
Locoscript offers two qualities of print: **DRAFT** or **HIGH QUALITY**.

When you are preparing documents in draft form, naturally you would choose the draft quality print option. This prints out much more quickly than the high quality option but is of an inferior quality.

You have probably noticed when printing out your documents that the printing head moves across each line of print twice – this is how the high quality option works, giving a higher density of colour to the characters. Draft quality, however, means that the print head only moves across the paper once, giving a less definite impression i.e. characters which look like a series of dots. You will remember this being explained at the beginning of the book when the printer itself was described as being a *dot matrix printer* which forms its letters from a series of needles which strike the paper.

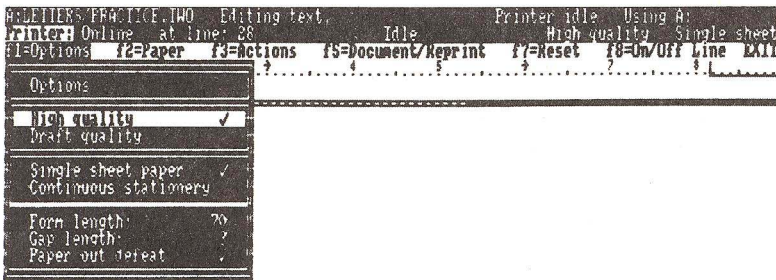
When your final copy is ready for printing, opt for high quality. This will take a little longer to print as in fact what the printer does is to go over each line twice to give a bolder outline.

When you are ready to print, press the **PTR** key and once again a new set of options are highlighted at the top of your screen. All these options relate to the printing state. See figure 14.1.



F1 Options

Select from the menu shown in figure 14.2.



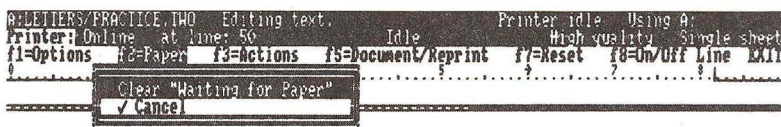
- a) draft or high quality printing
- b) single or continuous sheet feed
- c) number of lines per page (form length)
- d) number of clear lines to be left at foot of page (gap length)
- e) paper out defeat (this prevents printer from stopping when it nears the end of the page).

F2 Paper

This is simply used to clear the printer from its waiting for

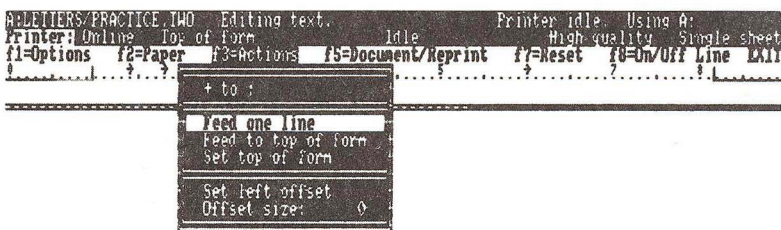
paper state. When you are using single sheets of paper, Locoscript waits at the end of printing each sheet of paper for you to insert the next sheet and you need only then press **EXIT** for it to continue printing. However, if this does not happen, and you have inserted more paper into the printer, you need to check **F2** and confirm by pressing **ENTER**. It may be that you have inserted the paper manually without using the paper load mechanism and the printer thinks it is waiting for paper.

If you are using continuous paper and printing will not continue, it is probably because you have forgotten to set **F1** for continuous feed.



F3 Actions

The **Actions** option is used mainly for direct printing and will be explained in more detail in the direct printing section.



F5 Document/Reprint

This option has two roles:

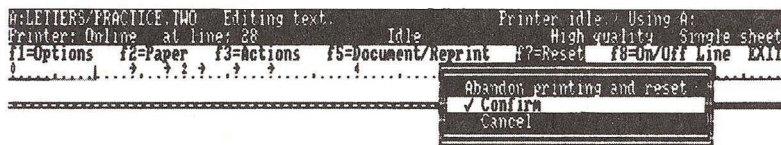
1. It shows details of the file that is being printed.

2. It enables you to reprint if the paper becomes mangled. Once you have reset the paper you can either recommence printing from the beginning of the file, or you can start printing from the beginning of the previous page. You can also start from where printing left off.

F7 Reset

This enables you to reset the printer and to abandon

decide that it is not quite right. Simply press **PTR**, followed by **F7**, followed by **ENTER**.



F8 On/Off Line

The printer must be on-line to print. If it is off-line, printing will not take place until the printer state is switched back to on-line.

NB If you want to pause while printing, say to adjust the paper, simply press the **PTR** key. Printing will cease until you press **EXIT** to continue.

Set your printer requirements now. Then make sure that you have inserted your paper correctly. Press **EXIT** twice, select **Save and Print**, press **ENTER**.

You have now completed your first document and used quite a few of the special effects available. If you have executed it correctly, it should look like the following example. Check it now to see if it matches. If not use the guide to correct the mistakes. When you are happy with your document, read the rest of this guide and use it to try out the remaining options.

HANDYMAN TOOLS LTD
2 Norfolk Way NEWTOWN NW4 5EA

Mr PD Roman
14 Lombard Road
NEWTOWN
NW4 3AB

today's date

Dear Mr Roman

QUOTATION NO. 46

Thank you for your recent enquiry regarding our new range of garden tools and in particular our **INTERCHANGEABLE RANGE.**

I have pleasure in confirming the quotation which I gave you over the telephone as follows:

One complete set of tools from the Interchangeable range comprising:

Twin-locking stainless steel handle

Large spade head

Medium spade head

Hoe attachment

Rake attachment

Large fork attachment

Small fork attachment

Total price £125.00 plus VAT

As you know this range has proved very popular but we are still able to offer it at a very competitive price.

I hope that you find this price favourable and look forward to receiving your order in due course.

Yours sincerely

ALAN JAMIESON

Direct Printing

You can use your Amstrad for direct printing, like a typewriter with a small memory. Locoscript will display a line of text and print it out, each time you press **RETURN**. As soon as it has been printed, the text will be erased from the memory and the screen.

To use direct printing, press **D**, as in figure 14.7.

| Disc management | | | | Printer idle | | Using name | |
|---|-------------------|---|---------------------|-------------------|----|--|--|
| C=Create new document | | K=Edit existing document | | P=Print document | | D=Direct printing | |
| f1=Disc change | | f2=Inspect | | f3=Copy | | f4=Move f5=Rename f6=Erase f7=Nodes f8=Options | |
| Drive A: 130k used 43k free 27 files | | Drive B: not fitted 0k used 0k free 0 files | | Drive K: 2k us | | Direct printing confirm <input checked="" type="checkbox"/> cancel | |
| LETTERS 93k | group 4 0k | | | LETTERS | | | |
| SAMPLES 12k | group 5 0k | | | SAMPLES | | | |
| CONT 2k | group 6 0k | | | CONT | 2k | group 6 0k | |
| TEMPLATE 17k | group 7 0k | | | TEMPLATE | 0k | group 7 0k | |
| A:LETTERS 9 files | A:SAMPLES 5 files | A:CONT 1 files | A:TEMPLATE 12 files | | | | |
| 3 liabo files | 6 liabo files | 1 liabo files | 0 liabo files | | | | |
| PHRASES .STD 1k | ADVERT .EG 1k | TEMPLATX.STD 2k | LET2PAGE .NDP 2k | | | | |
| PRACTICE.ONE 1k | DOCUMENT.EG 4k | | LET2PAGE .PLP 2k | | | | |
| PHRASES.MNO 1k | LAYOUT .EG 1k | | LETTER .NDP 1k | | | | |
| READ .ME 3k | QUOTE .EG 3k | | LETTER .PLP 1k | | | | |
| TEMPLATE.STD 1k | TEXT .EG 3k | | MANUSCRP. 2k | | | | |
| 4 hidden 86k | | | MEMO 2k | | | | |
| | | | PAGENUM .CEN 1k | | | | |
| | | | PAGENUM .PR 1k | | | | |
| | | | PAGENUM .PJ 1k | | | | |
| | | | PHRASES .LET 1k | | | | |
| | | | PHRASES .NUL 1k | | | | |
| | | | TEMPLATE.LAB 2k | | | | |

Confirm that you require direct printing by pressing **ENTER**.

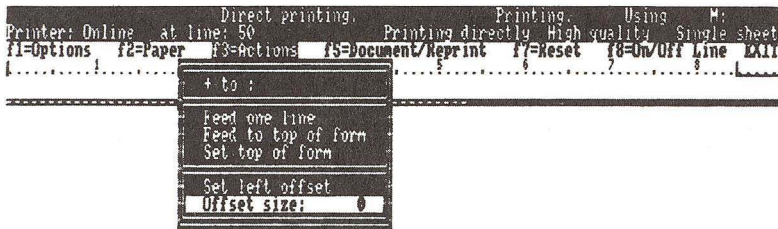
The screen will clear and look like figure 14.8.

| Direct printing. | | | | Printing. | | Using | | M: |
|------------------|-------------|----------|----------|-----------|------------|-----------|------|-------|
| Layout | -Pi12 | -LS1 | -LP6 | Page | 1 | line | 1 | of 54 |
| f1>Show | f3=Emphasis | f4=Style | f5=Lines | f6=Pages | f7=Options | f8=Blocks | EXIT | |

You can still carry out all the normal functions of word processing, e.g. setting up the layout, by using the normal **F** Menus. Remember particularly **F7** Options and **F1** Layout.

Enter the text and each time you press **RETURN** it is printed out; it is then erased from the screen and does not enter the memory, so you can only edit text prior to pressing the **RETURN** key.

If you are completing a pre-printed form, you may need to reset the starting position (offset) of the printing head on the printer. To do this, press **PTR**. Select **F3** Actions.



Select **Offset Size** and move the cursor to the left or right, according to the position required on the sheet of paper (your printing head on the printer will move accordingly).

Notice how by moving the cursor the offset value on the menu also changes.

You can also use the **SHIFT** key and the cursor to move the print head one inch at a time for speedier movement.

Press **-** to cancel **Offset Size**.

To feed the paper one line at a time, select **Feed One Line** by pressing the **+** key.

If you are using continuous feed paper, you may wish to set the top of form (i.e. the position on the page at which the first line will be printed.) You may wish the printer to start printing after a printed letter head, in which case you would feed the paper down to the position required and then set **Top of Form** again using the + key.

Then each time you start a new page the paper will automatically feed to the correct position. Press **EXIT** to print.

Chapter 15

Tabulation

As with a typewriter you can set points along the typing line and use the **TAB** key to move directly to those points. This function is particularly useful for indenting paragraphs or laying out tables.

Remember to set your tabs when setting up the Base Layout as follows.

1. Press **F7 Modes**, select **Edit Header**, press **ENTER**
2. Press **F7 Options**, press **F1 Layout**
3. Move the cursor down onto the ruler line. Select tab positions and set them using **F3**. An arrow pointing to the right will appear thus: →

*It is also possible to set tabs which are right aligned, by pressing **F4**. An arrow pointing to the left will appear thus: ←*

Notice also a centre tab **F5** setting which you can invoke for setting a centre tab, this means that words typed at this position will be centred at the tab point. This time a double arrow will appear, pointing both left and right thus: ↔

Decimal Tabs

A decimal tab is useful for aligning figures with decimal points in them. Once you have set a decimal tab in your **Layout Menu** any figure you then type in at the decimal tab will be aligned correctly, i.e. all decimal points will line up underneath one another automatically thus:

145.89
4,456.88
22.45
1,234.67
3.65

The decimal tab is set using **F6**, and an asterisk appears on the ruler line *.


Chapter 16

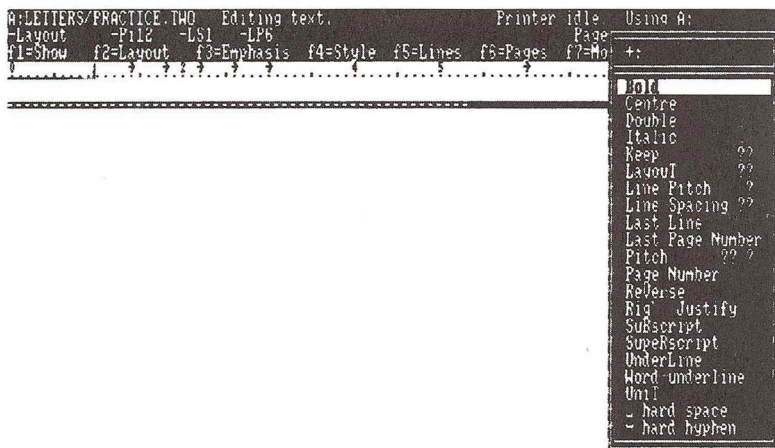
Quick Editing

The Set And Clear Menus


So far you have had to call up each menu and select the option you require by using the cursor and the + and - keys.

However, once you are familiar with the options available, you can use the **SET AND CLEAR MENU** to provide an alternative to the long-winded functional menus used so far.

To call up the **Set and Clear Menu**, press + followed by  and a new menu will appear listing most of the options you have already used in the functional menus – See figure 16.1.



You can use this menu in the same way by moving the cursor down until you have selected the option you require and then pressing the + key. However, you can only make one selection each time you do this.

To clear your commands, simply press – followed by  and once again select the option you require to clear.

Avoiding Use Of The Menus Altogether

Once you get used to the names of these commands/codes, you can by-pass the menus altogether by simply pressing the + key followed by the appropriate abbreviation for the code required, e.g. +UL will give you the **UnderLine code (+UL)**, or +B will give you the **Bold Code (+Bold)**.

Likewise to turn the codes off, press – followed by the appropriate code.

The abbreviations for these codes can be found by using the capital letters of each code as shown in the **Set and Clear** menu.

Chapter 17

Disc Management

Work Discs

Now that you have become more familiar with the techniques of word processing, it is important that you manage your discs carefully.

So far you have copied your original Locoscript disc and used this to create your document.

Now you will need to consider using further discs for saving all the documents which you will be creating in future. It will depend upon your own personal requirements as to how many discs you need, always remembering that each disc has a great deal of room on it and both sides can be used. Also remember that you should always keep a back-up copy of each disc in case one is damaged or destroyed.

SETTING UP A WORK DISC

Don't forget that before you can use any new disc, you must **FORMAT** it. So make sure that you have formatted your new Work disc before trying to use it.

USING A WORK DISC

Each time you wish to use the Work disc, you must first of all load in your word processing program, using the Locoscript disc. When the program is loaded, remove the Systems disc and put in the Work disc. Select the option **F1** from the **Main Menu** to indicate that you have changed discs.

Disc Management

You will remember that at the beginning, when you first loaded Locoscript, you were given the **DISC MANAGEMENT MENU**.

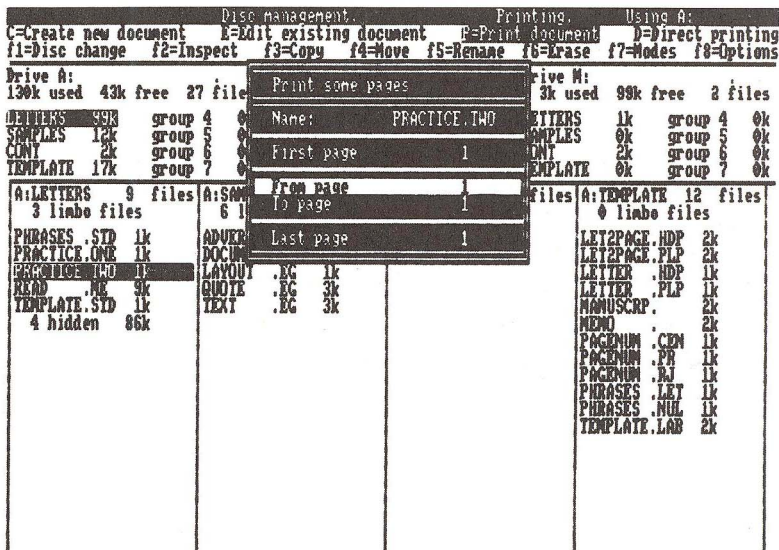
You have already used **C** to create a document and **E** to call up documents which have already been filed.

You can also print a document from this menu by selecting the file you wish to print and pressing **P**. Your document will be printed without it appearing on the screen. By using this option you can also select pages to be printed – *there is no necessity for you to print all the pages of a document if you only require one or two*. Select the document to be printed, and press **P**.

The menu in figure 17.1 will appear:

| Disc management. | | Printer idle. | | Using A: | |
|-----------------------------|--|--------------------------|--|--------------------------|--|
| C=Create new document | | E=Edit existing document | | P=Print document | |
| f1=Disc change | | f2=Inspect | | f3=Copy | |
| | | f4=Move | | f5=Rename | |
| | | f6=Erase | | f7=Nodes | |
| | | f8=Options | | | |
| Drive A: | | Drive M: | | Drive N: | |
| 130k used 43k free 27 files | | 3k used 99k free 2 files | | 3k used 99k free 2 files | |
| LETTERS 33k group 4 0k | | LETTERS 1k group 4 0k | | LETTERS 1k group 4 0k | |
| SAMPLES 12k group 5 0k | | SAMPLES 0k group 5 0k | | SAMPLES 0k group 5 0k | |
| CONT 2k group 6 0k | | CONT 2k group 6 0k | | CONT 2k group 6 0k | |
| TEMPLATE 17k group 7 0k | | TEMPLATE 0k group 7 0k | | TEMPLATE 0k group 7 0k | |
| A:LETTERS 9 files | | A:TEMPLATE 12 files | | A:TEMPLATE 12 files | |
| 3 liabo files | | 6 liabo files | | 0 liabo files | |
| PHRASES.STD 1k | | ADVERT .EG 1k | | LET2PAGE.HDP 2k | |
| PRACTICE.ONE 1k | | DOCUMENT.EG 4k | | LET2PAGE.FLP 2k | |
| PRACTICE.TWO 1k | | LAYOUT .EG 1k | | LETTER .HDP 1k | |
| READ .ME 9k | | QUOTE .EG 3k | | LETTER .FLP 1k | |
| TEMPLATE.STD 1k | | TEXT .EG 3k | | MANUSCRP. 2k | |
| 4 hidden 86k | | | | MEMO 2k | |
| | | | | PAGENUM .GEN 1k | |
| | | | | PAGENUM .PR 1k | |
| | | | | PAGENUM .RJ 1k | |
| | | | | PAGENUM .BJ 1k | |
| | | | | PHRASES .LET 1k | |
| | | | | PHRASES .NUL 1k | |
| | | | | TEMPLATE.LAB 2k | |

By selecting **some pages**, a further sub-menu will appear into which you can type the pages required. This is shown in figure 17.2.



Finally you can use the **Direct Printing** function as described previously for using the Amstrad as a typewriter for completing forms etc.

Let us now move on to the further options which are available to you in relation to the files you will be creating.

F1 DISC CHANGE

We have already used this option to change from Locoscript to using the Work disc.

F2 INSPECT

This is a further menu giving details of the filename, group and disc drive, and a little piece of identifying text which

you can compose each time you create a document. This was referred to previously when editing text, and to set it up you use the **F7 MODES Menu** at the time of editing a document. When in the **Disc Management Menu** you can inspect the contents of a file if you wish to, as it may not always be obvious from the filename what is contained in a document. See figure 17.3.

| Disc management | | | | Printer idle - Using A: | | | |
|-----------------------|-----------|----------------------------|-------------|-------------------------|------------|-------------------|---------|
| C=Create new document | | E=Edit existing document | | P=Print document | | D=Direct printing | |
| f1-Disc change | | f2=Inspect | | f3=Copy | | f4=Move | |
| | | f5=Rename | | f6=Erase | | f7=Modes | |
| | | | | f8=Options | | | |
| Drive A: | 130k used | Inspect document | Not fitted | Drive M: | 3k used | 99k free | 2 files |
| LETTERS | | Name: PRACTICE.TWO | 0 files | LETTERS | 1k | group 4 | 0k |
| SAMPLES | | Group: LETTERS | | SAMPLES | 0k | group 5 | 0k |
| CONT | | Drive: A | | CONT | 2k | group 6 | 0k |
| TEMPLATE | | Template for Letters group | | TEMPLATE | 0k | group 7 | 0k |
| A:LETTERS | 3 liabo | | ONT | 1 files | A:TEMPLATE | 12 files | |
| PHRASES | | | liabo files | | | 0 liabo files | |
| PRACTICE.ONE | 1k | DOCUMENT.EC | 4k | PLATE.STD | 2k | LET2PAGE.HDP | 2k |
| PROOFING.D | 1k | LAYOUT.EC | 1k | | | LET2PAGE.PLP | 2k |
| READ.ME | 3k | QUOTE.EC | 3k | | | LETTER.HDP | 1k |
| TEMPLATE.STD | 1k | TEXT.EC | 3k | | | LETTER.PLP | 1k |
| 4 hidden | 86k | | | | | MANUSCRP. | 2k |
| | | | | | | MEMO | 2k |
| | | | | | | PACENUM.COM | 1k |
| | | | | | | PACENUM.PR | 1k |
| | | | | | | PACENUM.SJ | 1k |
| | | | | | | PHRASES.LET | 1k |
| | | | | | | PHRASES.WUL | 1k |
| | | | | | | TEMPLATE.LAB | 2k |

F3 COPY

You can use this option to copy a file, either in a different group or onto a different disc.

The procedure is as follows. Select the file to be copied. Press **F3**. Enter the relevant details and then press **ENTER**. The prompt in highlighted area will ask you to move to the group or position that you want the copy placed into. Move the cursor to the new position and press **ENTER**.

COPYING A DOCUMENT ONTO ANOTHER DISC

To do this, copy the document into **DRIVE M** which is a temporary memory section of Locoscript. Change discs. Press **F1** to indicate the change of disc, and the file will go into the **Drive M** section of the new disc.

NB It is very important that you move this file out of the Memory Drive if you want to keep it, because once you switch off your machine, this file is erased from the memory.

Amstrad PCW8512 Only

COPYING A DOCUMENT TO ANOTHER DISC USING CF2 DISCS

1. Place the disc to be copied from into Drive B
2. Place the disc to be copied to into Drive A
3. Select the file to be copied using the cursor
4. Press **F3 COPY**
5. The prompt asks you to select the group and drive you want to copy to
6. Select the group in Drive A and press **ENTER**

F4 MOVE

Moving works in exactly the same way as copying in that you can move a file from one group to another, or from one disc to another.

F5 RENAME

You can rename a document using this option.

F6 ERASE

This option allows you to erase files altogether.

Be very careful when erasing files, because once erased they are lost for ever, well, not quite for ever!

Don't worry if you erase a file and immediately discover that you have erased the wrong one. Locoscript always holds files in LIMBO (see F8 OPTIONS) for a short period so that you can rectify such a situation.

F7 MODES

This option is for use with additional software packages. Information on this will be documented with the software concerned.

F8 OPTIONS

Use this option to show you which files are held in limbo. See figure 17.4.

| 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=Nodes | F8=Options |
| Drive A: 130k used 43k free 27 files | Drive B: not fitted 0k used 0k free 0 files | Drive M: 2k use | Show options: | | |
| LETTERS 99k group 4 0k | | LETTERS | Limb | | |
| SAMPLES 12k group 5 0k | | SAMPLES | Hidden | | |
| CONT 2k group 6 0k | | CONT | | | |
| TEMPLATE 17k group 7 0k | | TEMPLATE 0k group 7 0k | | | |
| A:LETTERS 9 files 3 limb files | A:SAMPLES 5 files 6 limb files | A:CONT 1 files 1 limb files | A:TEMPLATE 12 files 0 limb files | | |
| PHRASES.STD 1k | ADVERT.EG 1k | TEMPLATE.STD 2k | LET2PAGE.HDP 2k | | |
| PRACTICE.ONE 1k | DOCUMENT.EG 4k | | LET2PAGE.FLP 2k | | |
| RECORDER.HIO 1k | LAYOUT.EG 1k | | LETTER.HDP 1k | | |

File Groups

You can group your files using a number of group headings, such as all letters being grouped under the Letter group, or literary work being grouped under the Literary group and samples under the Sample group etc. See figure 17.5.

| 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: 130k used 43k free 27 files | | | | Drive B: 0k used 0k free 0 files | | | | Drive M: 3k used 99k free 2 files | | | | | | | | | | | | | | | | | | | | | | | |
| LETTERS 99k group 4 0k | | | | | | | | LETTERS 1k group 4 0k | | | | | | | | | | | | | | | | | | | | | | | |
| SAMPLES 12k group 5 0k | | | | | | | | SAMPLES 0k group 5 0k | | | | | | | | | | | | | | | | | | | | | | | |
| CONT 2k group 6 0k | | | | | | | | CONT 2k group 6 0k | | | | | | | | | | | | | | | | | | | | | | | |
| TEMPLATE 17k group 7 0k | | | | | | | | TEMPLATE 0k group 7 0k | | | | | | | | | | | | | | | | | | | | | | | |
| A:LETTERS 9 files 3 limbo files | | | | A:SAMPLES 5 files 6 limbo files | | | | A:CONT 1 files 1 limbo files | | | | A:TEMPLATE 12 files 0 limbo files | | | | | | | | | | | | | | | | | | | |

Each group in the Disk Management Menu is allocated a number and you can use up to eight different groups. You can choose and change your group names by moving into the Group Name Area using **SHIFT** and **CURSOR UP**. Use the **Rename Menu F5** to create your own group names.

Use **F5 Rename Menu** also to rename files, recover documents from limbo, and renaming your discs. See figure 17.6.

| 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: 130k used 43k free 27 files | | | | Drive B: 0k used 0k free 0 files | | | | 99k free 2 files | | | | | | | | | | | | | | | | | | | | | | | |
| LETTERS 99k group 4 0k | | | | | | | | LETTERS 1k group 4 0k | | | | | | | | | | | | | | | | | | | | | | | |
| SAMPLES 12k group 5 0k | | | | | | | | SAMPLES 0k group 5 0k | | | | | | | | | | | | | | | | | | | | | | | |
| CONT 2k group 6 0k | | | | | | | | CONT 2k group 6 0k | | | | | | | | | | | | | | | | | | | | | | | |
| TEMPLATE 17k group 7 0k | | | | | | | | TEMPLATE 0k group 7 0k | | | | | | | | | | | | | | | | | | | | | | | |
| A:LETTERS 9 files 3 limbo files | | | | A:SAMPLES 5 files 6 limbo files | | | | A:CONT 1 files 1 limbo files | | | | A:TEMPLATE 12 files 0 limbo files | | | | | | | | | | | | | | | | | | | |
| PHRASES .STD 1k | | | | ADVERT .EG 1k | | | | TEMPLATE .STD 2k | | | | LET2PAGE .NDP 2k | | | | | | | | | | | | | | | | | | | |
| PRACTICE .ONE 1k | | | | DOCUMENT .EG 4k | | | | | | | | LETTER .NDP 1k | | | | | | | | | | | | | | | | | | | |
| RECORDING .LTD 1k | | | | LAYOUT .EG 1k | | | | | | | | LETTER .PLP 1k | | | | | | | | | | | | | | | | | | | |
| READ .RE 9k | | | | QUOTE .EG 3k | | | | | | | | MANUSCRP. 2k | | | | | | | | | | | | | | | | | | | |
| TEMPLATE .STD 1k | | | | TEXT .EG 3k | | | | | | | | MEMO 2k | | | | | | | | | | | | | | | | | | | |
| 4 hidden 86k | | | | | | | | | | | | PAGE NUM .CEN 1k | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | PAGE NUM .PR 1k | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | PAGE NUM .RJ 1k | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | PHRASES .LET 1k | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | PHRASES .MUL 1k | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | TEMPLATE .LAB 2k | | | | | | | | | | | | | | | | | | | |

Templates

You will notice amongst your groups of files, a file called **TEMPLATE.STD** in each group.

Locoscript uses a standard template for each document created in a particular group.

By calling up the files relating to templates you can discover those which have already been created for you and use them or discard them accordingly.

Each template will have text in it and a suitable header and footer already set up.

You may prefer to make your own standard template, for example a letterhead for all your letters. Remember to call your standard templates **TEMPLATE.STD** so that Locoscript will select this one each time you create a document, within a particular group.

SECTION TWO

Keywords and Working Exercises

The following section of the book is devoted to creating documents using the key functions of Locoscript.

Each exercise will begin with a brief summary of the **F Menus** in question, followed by a set of instructions for carrying out the exercise.

Text is then supplied for you to copy from, and finally an example is given of how your text should look once you have completed the exercise.

By working systematically through these exercises you should become even more adept at using the full range of facilities available.

This guide has been prepared so that you can quickly use your new word processor. Essentially it should speed up your learning process. However, if you do not understand any of the information, use your Manual for more detailed explanation.

Exercise 1 – Setting Up A Base Layout

USING: F7 MODES Edit Header

F7 OPTIONS } F1 Layout

Instructions:

- 1 Create a new document using the text on the following page and give it the filename: **Exercise 1**.
- 2 Set up a **Base Layout** as follows:
*Pitch 10, Line pitch 8, Single-line spacing, Italic print,
 Justified text, Left margin 10, Right margin 70, Tab
 stop 15, Decimal tab stop 65*
- 3 Type in the following exercise using the above layout
- 4 Save and print the final document

Our ref: DJ/svr

Today's date

Mrs P A Waters
45 Park Close
Winkfield Row
Surrey

Dear Mrs Waters

Further to your recent visit to our showrooms when you enquired about the different styles of sink units, I have much pleasure in quoting below two prices, one of which I think may fulfil your requirements:

| | | |
|------|---------------------------|---------|
| GW13 | Stainless Steel Sink Unit | £47.98 |
| GW14 | White Enamel Sink Unit | £135.98 |

When you have considered these prices and studied the enclosed brochure, please telephone me and I shall be delighted to assist you with measurements or any further information you may require.

Yours sincerely

D Jones

Enc.

Finished document should look like this:

Our ref: DJ/svr

Today's date

*Mrs P A Waters
45 Park Close
Winkfield Row
Surrey*

Dear Mrs Waters

Further to your recent visit to our showrooms when you enquired about the different styles of sink units, I have much pleasure in quoting below two prices, one of which I think may fulfil your requirements:

*GW13 Stainless Steel Sink Unit £47.98
GW14 White Enamel Sink Unit £135.98*

When you have considered these prices and studied the enclosed brochure, please telephone me and I shall be delighted to assist you with measurements or any further information you may require.

Yours sincerely

D Jones

Enc.

Exercise 2 – Changing Layout Within A Document

USING: F2 LAYOUT MENU

Brand New Layout
Layout
Base Layout
Edit Layout

Instructions:

- 1 Create a document using the text on the following page and give it the filename: **Exercise 2**.
- 2 Set up a base layout as follows:
Pitch 12, Line pitch 6, Single-line spacing, Non-italic, Non-justified, Left margin 12, Right margin 88
- 3 Type in the text shown on the following page.
- 4 Change the layout of the second paragraph which commences “Text can be composed . . .” to:
Pitch 15, Line pitch 8, Double-line spacing, Italic, Justified, Left margin 15, Right margin 85
- 5 Change the layout of the third paragraph which commences “Text can also be deleted . . .” to:
Pitch 17, Line pitch 8, 1½ Line-spacing, Non-italic unjustified, Left margin 25, Right margin 75
- 6 Save and print out the final document

WHAT CAN A WORD PROCESSOR DO?

A great many complex operations can be carried out on a word processor, but it is not human! It cannot think for itself, it has no initiative, it is only as good as its operator and as such is a machine that will always do what it is told.

Text can be composed and displayed on a screen and then edited without the necessity for repetitive typing. It can be directed to carry out various functions by way of page layout, page numbering, right justification of margins and many other alternatives.

Text can also be deleted, transferred from one place to another, inserted and reformatted at will. It can then be stored and retrieved at the touch of a button.

Hard copy, ie print-outs, can be obtained which are totally accurate and delivered at speed.

Finished document should look like this:**WHAT CAN A WORD PROCESSOR DO?**

A great many complex operations can be carried out on a word processor, but it is not human! It cannot think for itself, it has no initiative, it is only as good as its operator and as such is a machine that will always do what it is told.

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Hard copy, ie print-outs, can be obtained which are totally accurate and delivered at speed.

Exercise 3 – Emphasising Words Within A Document

USING: F3 EMPHASIS MENU

Underline
Bold
Double
Reverse Video

Instructions:

- 1 Create a document using the text on the following page and give it the filename: **Exercise 3**.
- 2 Put in the following emphasis codes:
 - (a) Type the main heading in bold and reverse video
 - (b) Underline the sub-headings
 - (c) Make the word “word processor” stand out by using the double-strike command throughout the text
- 3 Save and print the final document

OPERATOR QUALITIES REQUIRED FOR WORD PROCESSING

Excellent Typist

A fast, accurate typist is the person most suited to operating a word processor. Such a person will create a much larger volume of work with fewer errors. It is possible for a non-skilled typist to operate a word processor, but great speeds cannot be attained.

Logical Mind

Having a logical mind is an essential quality as text will need to be sorted out and tasks carried out in a methodical manner.

Concentration

An operator must be able to concentrate on the task in hand, especially in an environment where there are a number of workstations all operating within one room.

Machine Interest

A person who has an interest in modern technological machinery will obviously enjoy operating and controlling a word processor.

Proof Reading

Acually reading and locating errors in documents and by means of a VDU is an essential part of a word processor operator's function.

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Proof Reading

Acutally reading and locating errors in documents and by means of a VDU is an essential part of a **word processor** operator's function.

Exercise 4 – Changing The Style Of Certain Words Within A Document

USING: F4 STYLE MENU

Half Height
Italic
Pitch

Instructions:

- 1 Create a document using the text on the following page and give it the filename: **Exercise 4**.
 - (a) Type the heading “MEMORANDUM” in bold
 - (b) Underscore the two sub-headings
- 2 Using the **Style Menu**, change the following:
 - (a) Change the pitch of the heading “MEMORANDUM” to double-width
 - (b) Change the words: “Mathematics Level 2” and “Chemistry Level 1” to italic
 - (c) Put in the chemical formulae figures using subscripts thus: H_2O and put in the mathematical sums using superscripts thus: 14^2
 - (d) Change the pitch of the date to pitch 17
- 3 Save and print out the final document

MEMORANDUM

To: Mr Paul James
From: Headmaster
Subject: EXAM DETAIL CHANGES

Please make the following alterations to the questions in the Mathematics and Chemistry Examination Papers for the Summer Series.

Mathematics Level 2

Question 2: $14^2 + 18^2 - 7^3$

Question 6: $12^4 + 6^8 - 8^2$

Chemistry Level 1

Question 8: Write the names of the following chemical formulae:



Dated: 6 June 1986

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Question 2: $14^2 + 18^2 - 7^3$

Question 6: $12^4 + 6^8 - 8^2$

Chemistry Level 1

Question 8: Write the names of the following chemical formulae:



Dated: 6 June 1986

Exercise 5 – Changing Line Spacing, Centring, Justifying

USING: F5 LINES MENU

Centre line
 Right Justify line
 Inserting soft/hard spaces/hyphens
 Line spacing
 Line pitch

Instructions:

- 1 Create a document using the text on the following page and give it the filename: **Exercise 5**.
- 2 Centre the main heading and type in bold.
- 3 Insert the following reference: “SVR/F5” and right justify on the same line as “To: Computer Studies Teachers”
- 4 Insert the date and right justify on the same line as “From: Principal”.
- 5 Centre the subject heading
- 6 Change the line-spacing and the line pitch of the numbered section of the second paragraph to 1½ line-spacing, line-pitch 8
- 7 Return the line-spacing to single after paragraph two
- 8 Save and print out the final document

MEMORANDUM

To: Computer Studies Teachers
From: Principal
Subject: Care of Computer Discs

As you know only too well, text stored on disc represents many hours of work by students and staff, therefore it is extremely important that staff and students are aware of the precautions necessary for safeguarding and caring for discs.

Please ensure that the following information is given to students in the form of a notice in the Computer Room relating to the above.

- 1 Store discs in their protective cardboard envelopes
- 2 Store discs vertically
- 3 Keep discs away from direct sunlight
- 4 Protect discs from extreme fluctuations of temperature
- 5 Do not bend or fold discs
- 6 Do not touch the surface of a disc
- 7 NEVER eat or drink in the vicinity of discs or hardware
- 8 Keep discs away from magnets or magnetic fields
- 9 Never leave a disc in a disc-drive unattended
- 10 Do not switch off the system with a disc in a disc drive

Please impress upon students that they must cultivate caring and careful habits when using valuable equipment and unreplaceable software.

Finished document should look like this:

MEMORANDUM

To: Computer Studies Teachers Ref: SVR/F5
From: Principal today's date
Subject: Care of Computer Discs

As you know only too well, text stored on disc represents many hours of work by students and staff, therefore it is extremely important that staff and students are aware of the precautions necessary for safeguarding and caring for discs.

Please ensure that the following information is given to students in the form of a notice in the Computer Room relating to the above.

- 1 Store discs in their protective cardboard envelopes
- 2 Store discs vertically
- 3 Keep discs away from direct sunlight
- 4 Protect discs from extreme fluctuations of temperature
- 5 Do not bend or fold discs
- 6 Do not touch the surface of a disc
- 7 NEVER eat or drink in the vicinity of discs or hardware
- 8 Keep discs away from magnets or magnetic fields
- 9 Never leave a disc in a disc-drive unattended
- 10 Do not switch off the system with a disc in a disc drive

Please impress upon students that they must cultivate caring and careful habits when using valuable equipment and unreplaceable software.

Exercise 6 – Headers And Footers

| | | |
|--------|------------|---------------|
| USING: | F7 MODES | Edit header |
| | F7 OPTIONS | F1 Layout |
| | | F7 Page Size |
| | | F8 Pagination |

Instructions:

- 1 Create a document using the text on the following page and give it the filename: **Exercise 6**.
- 2 Set up the base layout as follows:
*Pitch 10, Line pitch 6, Double-line spacing,
Justified text, Left margin 16, Right Margin 66*
- 3 Set up the Options as follows:
*Page size 52, Page numbering commencing at 1, All
pages the same, Headers and footers enabled*
- 4 Centre the following header using double-strike print in the header zone:
THE ROLE OF WORD PROCESSING IN
THE OFFICE
- 5 Insert a page numbering system into the footer zone, so that the number is centred with a hyphen either side thus: -1-
- 6 Save and print out the final document

There are many advantages to installing a word processing system into the office of today.

For the company, money can be saved due to increased efficiency and productivity. Customer service can be improved and a more professional image maintained, thus showing the company to be up-to-date, innovative and progressive.

The quality and speed with which documents can be produced can only enhance the presentation given by the company to its customers.

For the secretary, the possibility of career advancement would be increased with the addition of a new skill. She would feel more secure and attain greater job satisfaction, being able to meet deadlines more easily and the boredom of repetitive typing being eliminated. Thus she would have more time for greater and more demanding responsibilities.

To the originator of documents, greater accuracy and speed of completion can only make his/her life easier. More responsibility can be delegated thus reducing workload. Amendments to documents would cease to become a source of friction between the originator and the operator because of the ease with which they could be carried out, thereby improving co-operation and communication between the employer and the employee.

Office space can be used more effectively. The need for large filing areas would be greatly reduced as more and more documentation can be stored on discs which take up far less space than a filing cabinet.

Finished document should look like this:

THE ROLE OF WORD PROCESSING IN THE OFFICE

There are many advantages to installing a word processing system into the office of today.

For the company, money can be saved due to increased efficiency and productivity. Customer service can be improved and a more professional image maintained, thus showing the company to be up-to-date, innovative and progressive.

The quality and speed with which documents can be produced can only enhance the presentation given by the company to its customers.

For the secretary, the possibility of career advancement would be increased with the addition of a new skill. She would feel more secure and attain greater job satisfaction, being able to meet deadlines more easily and the boredom of repetitive typing being eliminated. Thus she would have more time for greater and more demanding responsibilities.

THE ROLE OF WORD PROCESSING IN THE OFFICE

To the originator of documents, greater accuracy and speed of completion can only make his/her life easier. More responsibility can be delegated thus reducing workload. Amendments to documents would cease to become a source of friction between the originator and the operator because of the ease with which they could be carried out, thereby improving co-operation and communication between the employer and the employee.

Office space can be used more effectively. The need for large filing areas would be greatly reduced as more and more documentation can be stored on discs which take up far less space than a filing cabinet.

Exercise 7 – Inserting Text From One File Into Another

USING: F7 MODES

Edit Header
Edit Identify Text
Insert Text
Disc Management

Instructions:

- 1 Create a document using text A on the following page and give it the filename: **INSERT.ONE**.
- 2 When complete, save the document, but do not print it out i.e. use the **Finish editing** option
- 3 Create another document using text B on the following page and give it the filename: **Exercise.7**
- 4 When this is complete, insert the file: **INSERT.ONE** at the bottom of the text using **F7 Insert text** option

TEXT A**TELETEXT**

The word 'Tele' simply means 'over a distance', hence the words 'television' and 'telex'.

Teletext is a method of broadcasting information via a television set.

Two examples of teletext are Ceefax which is run by the BBC and Oracle which is run by ITV.

TEXT B**Information Services****VIDEOTEK**

Videotex is a means whereby 'pages' of information relating to such things as air travel, stock market, what's on TV etc are stored on computer. Information on videotex is continually updated and transmitted to televisions using normal telephone lines.

To receive information on a television set using Videotex, it is necessary to use a special adaptor. This adaptor plugs into the television and receives the information. It is called an acoustic coupler, or modem.

An example of Videotex is PRESTEL. Prestel is Britain's and the world's largest public viewdata service. It is run by British Telecom and provides approximately 250,000 pages of news and information.

Finished document should look like this:

Information Services

VIDEOTEX

Videotex is a means whereby 'pages' of information relating to such things as air travel, stock market, what's on TV etc are stored on computer. Information on videotex is continually updated and transmitted to televisions using normal telephone lines.

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TELETEXT

The word 'Tele' simply means 'over a distance', hence the words 'television' and 'telex'.

Teletext is a method of broadcasting information via a television set.

Two examples of teletext are Ceefax which is run by the BBC and Oracle which is run by ITV.

Today's date

Mrs Anne Lane
4 Friary Cottage
Pine Village
PINETOWN
PN4 6AJ

Dear Anne

It was delightful to talk with you again on the telephone yesterday.

I am really looking forward to your visit and I have some special trips planned. Don't forget to bring with you some good strong walking shoes as there are some beautiful walks in these parts.

My love, as always

Martha

Finished document should look like this:

Today's date

*Mrs Anne Lane
4 Friary Cottage
Pine Village
PINETOWN
PN4 6AJ*

Dear Anne

It was delightful to talk with you again on the telephone yesterday.

I am really looking forward to your visit and I have some special trips planned. Don't forget to bring with you some good strong walking shoes as there are some beautiful walks in these parts.

My love, as always

Martha

Exercise 9 – Advanced Use Of The F7 Options Menu

USING: F7 MODES Edit Header

F7 OPTIONS F1 Layout
 F3 Characters
 F5 Breaks
 F7 Page Size
 F8 Pagination

Instructions:

- 1 Create a document using the text on the following page and give it the filename: **Exercise 9.**
- 2 Set up a base layout as follows:
 *Pitch 12, Line pitch 6, Double-line spacing, Justified,
 Left margin 20, Right margin 80, Tab stop 43*
- 3 Using the **F7 Options Menu**, set the following parameters:
 *Zero with a slash, Widows/Orphans prevented,
 Paragraph breaks prevented, Page size 48, (header 4,
 position 4; footer 4, position 44)*
- 4 Insert a header blocked at the left margin entitled:
 “Developments in Word Processing Technology” and a
 page numbering system to the right of the heading
- 5 Put the word “Continued ...” in the footer zone, right
 justified
- 6 Make sure that the word “Continued ...” does not
 appear on the last page of the document, but using the
 F8 Pagination Menu
- 7 Save and print out the final document, CEEFAX

CEEFAX

Ceefax is a system which uses television sets to transmit hundreds of 'pages' of information to the general public. The service is provided by the BBC throughout the country, using BBC1 and BBC2.

In order to receive this information, a television set needs a decoder and a remote control handset with numbered buttons to call up the pages.

Information which can be retrieved from Ceefax includes news, sport, weather, travel, financial information, television programmes, jokes and puzzles. The number of pages varies from day to day, but is approximately 600.

The pages are grouped into 2 magazines, one on BBC1 and one on BBC2, with a contents guide on the first page of each. BBC1 carries instant news, which is constantly being updated and BBC2 carries news and features in greater detail.

ORACLE

Oracle itself has been transmitting since 1975 but the company now responsible for it is called ORACLE TELETEXT LTD and was formed in 1980. It is a company jointly owned by all the ITV companies, as are also ITN and TV Times.

It is, like Ceefax, a system of transmitting information in digital form to be displayed as words and graphics on the TV screen. It consists of more than 700 pages and is a British invention. In fact, the United Kingdom leads the world in the teletext market.

The magazine is transmitted on ITV and Channel 4 and the pages are transmitted one after the other. Pages are accessed by using the remote control handset and calling up the required page by pressing the appropriate number. Access time averages at about 7 seconds per page.

Finished document should look like this:

Developments in Word Processing Technology 1

CEEFAX

Ceefax is a system which uses television sets to transmit hundreds of 'pages' of information to the general public. The service is provided by the BBC throughout the country, using BBC1 and BBC2.

In order to receive this information, a television set needs a decoder and a remote control handset with numbered buttons to call up the pages.

Information which can be retrieved from Ceefax includes news, sport, weather, travel, financial information, television programmes, jokes and puzzles. The number of pages varies from day to day, but is approximately 600.

Continued ...

Developments in Word Processing Technology 2

The pages are grouped into 2 magazines, one on BBC1 and one on BBC2, with a contents guide on the first page of each. BBC1 carries instant news, which is constantly being updated and BBC2 carries news and features in greater detail.

ORACLE

Oracle itself has been transmitting since 1975 but the company now responsible for it is called ORACLE TELETEXT LTD and was formed in 1980. It is a company jointly owned by all the ITV companies, as are also ITN and TV Times.

It is, like Ceefax, a system of transmitting information in digital form to be displayed as words and graphics on the TV screen. It consists of more than 700 pages and is a British invention. In fact, the United Kingdom leads the world in the teletext market.

Continued ...

Developments in Word Processing Technology 3

The magazine is transmitted on ITV and Channel 4 and the pages are transmitted one after the other. Pages are accessed by using the remote control handset and calling up the required page by pressing the appropriate number. Access time averages at about 7 seconds per page.

Exercise 10 – Copy, Cut And Paste

Instructions:

- 1 Using the text on the next page, create a document and give it the filename: **Exercise 10**.
- 2 Type in the document as shown and then rearrange the paragraphs into alphabetical order using the **Copy, Cut** and **Paste** keys

GLOSSARY OF TERMS

Return A key used to mark the end of a line or paragraph, in Locoscript it is an effector in the shape of a right-angled arrow.

Decimal Tab The decimal tab enables the operator to set a tab stop so that when the Tabulator is used to move the cursor to the Decimal Tab position, all figures then typed will be aligned automatically with the decimal points underneath one another.

Justify To justify the right margin of a document, tiny spaces are inserted between words to make the last letter of a line finish at the right margin as seen in newspaper print and magazine articles.

Page Break A page break in Locoscript is indicated by a heavy line across the screen. Page breaks will occur automatically according to the size of page set, or can be induced using a special code.

Wraparound This is a feature of most word processors whereby a word which cannot fit on the end of a line within the right margin is automatically carried over to the next line.

Finished document should look like this:

GLOSSARY OF TERMS

Decimal Tab The decimal tab enables the operator to set a tab stop so that when the Tabulator is used to move the cursor to the Decimal Tab position, all figures then typed will be aligned automatically with the decimal points underneath one another.

Justify To justify the right margin of a document, tiny spaces are inserted between words to make the last letter of a line finish at the right margin as seen in newspaper print and magazine articles.

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Wraparound This is a feature of most word processors whereby a word which cannot fit on the end of a line within the right margin is automatically carried over to the next line.

Exercise 11 – Saving Blocks And Phrases

USING: COPY KEY

F8 BLOCKS

Blocks
Phrases

Instructions:

- 1 Create a document using the text on the following page and give it the filename: **Exercise 11**.
- 2 When you have finished typing, save the block of text commencing “Thank you ...” and finishing “... one to you” and give it the filename: **BLOCK.ONE**.
- 3 Save each of the following phrases:
 - (a) 2 April 1986
 - (b) Dear Sir
 - (c) AMSTRAD PCW8256
 - (d) Assuring you of our best attention
 - (e) Yours faithfully
 - (f) K REED
 - (g) SALES MANAGER
- 4 Create a new document and give it the filename: **MAIL.OUT**.
- 5 Using the following address:

Mr L Somerbee
4 Admiral's Walk
DITTON
DN1 6AB
- 6 Put together another letter using the saved block and phrases

2 April 1986

Mr J Longman
10 Clive's Wood
PENN
PN4 9AH

Dear Sir

AMSTRAD PCW8256

Thank you for your recent order for the above fabulous machine. Unfortunately we are out of stock at the present time, but as soon as we receive our next batch, we shall deliver one to you.

Assuring you of our best attention.

Yours faithfully

K REED
SALES MANAGER

The finished document should look like this:

2 April 1986

Mr L Somerbee
4 Admiral's Walk
DITTON
DN1 6AB

Dear Sir

AMSTRAD PCW8256

Thank you for your recent order for the above fabulous machine. Unfortunately we are out of stock at the present time, but as soon as we receive our next batch, we shall deliver one to you.

Assuring you of our best attention.

Yours faithfully

K REED
SALES MANAGER

Exercise 12 – Exchange And Find

Instructions:

- 1 Create a document using the text shown on the following page and give it the filename:
EXCHANGE.ONE.
- 2 Using the **Exchange and Find** key, find the word “disk” and exchange it for the word “disc” throughout the text
- 3 Remember that Locoscript recognises upper and lower case characters, so it will be necessary to make a further exchange by locating “Disk” and exchanging it for “Disc”

STORAGE MEDIA

All modern word processors have a small amount of internal memory, but it is the backing storage which is important to the operator. This backing storage is usually in the form of disks which can hold a mass of information that may be transferred for use into the memory of the processor.

Some machines take 2 disks and some disks are double-sided and therefore store twice the amount of data. In large multi-station installations, hard disks are used to store information. These store a very large amount and yet information can be retrieved from them in seconds.

Systems Disk

A systems disk is a software program which makes the word processor work. Information is transferred from the disk into the memory taking only a few seconds to complete. Locoscript is an example of systems software. The advantage of such software is that it can easily be changed and additional programs utilised.

Work Disk

A work disk is one which is used to store information which the operator has created. Information can be recalled, edited and updated at will, until the full capacity of the disk has been used. The disk can be erased and used again many times.

Floppy Disk

Floppy disks are sometimes referred to as minifloppies and come in two sizes 5" and 8", they too can be single or double-sided.

Finished document should look like this:

STORAGE MEDIA

All modern word processors have a small amount of internal memory, but it is the backing storage which is important to the operator. This backing storage is usually in the form of discs which can hold a mass of information that may be transferred for use into the memory of the processor.

Some machines take 2 discs and some discs are double-sided and therefore store twice the amount of data. In large multi-station installations, hard discs are used to store information. These store a very large amount and yet information can be retrieved from them in seconds.

Systems Disc

A systems disc is a software program which makes the word processor work. Information is transferred from the disc into the memory taking only a few seconds to complete. Locoscript is an example of systems software. The advantage of such software is that it can easily be changed and additional programs utilised.

Work Disc

A work disc is one which is used to store information which the operator has created. Information can be recalled, edited and updated at will, until the full capacity of the disc has been used. The disc can be erased and used again many times.

Floppy Disc

Floppy discs are sometimes referred to as minifloppies and come in two sizes 5" and 8", they too can be single or double-sided.

SECTION THREE

Glossary Of Terms

ALT

The **Alt** key is used in conjunction with other keys to produce special characters. It is also used in conjunction with the cursor control keys to move backwards through text.

Back-up

It is a good idea to keep a copy of every disc used as all the data stored on a disc is valuable and represents hours of work.

Base Layout

The initial setting up of the layout of a page. Base layout determines pitch size, line pitch, line-spacing, italic and justified text, left and right margins and tab positions for the basic layout of the document.

Blocks

Blocks of text are sections of text which can be defined and utilised. A block may be one word, several words, a sentence, a paragraph, a page, or a whole document.

Bold

A typeface which has a shadow effect, caused by repeated overstriking of the print head. It is used to make words stand out in text.

Cancel Key

The key labelled **CAN** which is located above the special **F** keys and which enables the operator to cancel a menu if it has been called to the screen by mistake.

Centre

Text can be centred across a line. This is very useful for display headings.

Character

A letter or a numeral.

Codes

Codes are the commands used to create the special effects within a document e.g. (+**Bold**), (+**Italic**), (**Centre**) etc.

Command

A command is an instruction given by the operator for the machine to perform a particular function.

CP/M

This is the most widely used operating system for small microcomputers, it stands for Control Program for Microcomputers.

Cursor

The cursor is the little block of light which flashes on the screen to indicate the point of text entry. In Locoscript it is also used to make selections within the menus.

Cursor Control Keys

The special keys (usually defined by up, down, left and right arrows) which move the cursor around the screen.

Cut and Paste

A useful word processing function which enables the operator to remove (cut) a section of text from one place within a document and transfer (paste) it to another.

Decimal Tab

A specified tab location which causes automatic alignment of decimal numbers, using the decimal point as the point of tab position.

Del

There are two **Delete** keys which are used to erase text from the screen either at the cursor position or preceding it.

Directory

The list of documents/files stored on disc. Documents are usually listed automatically in alphabetical order.

Disc Management

Managing the information stored on discs. Sorting files into groups and organising text.

Discs

Nearly all small computers and dedicated word processors store data or text on discs.

Dot Matrix

This is a printing system using a series of needles to cause characters to be printed onto paper.

Double Strike

Double strike means that the print head strikes the page twice giving a bold effect to the text on paper.

Double Width

Double width causes characters to be widened to twice their normal width

Drive

The slots into which the operator inserts the discs to operate the computer.

Effectors

Effectors are the arrows which appear on screen to indicate carriage returns, tab positions and end of page breaks.

Emphasis

By using the **Emphasis menu**, the operator can make certain words stand out within text by using bold, underline, double strike or reverse video.

Enter

The **Enter** key enables the operator to perform a function. It tells the computer to execute the command given by the operator.

EOL Key

The **EOL** key enables the operator to move the cursor to the end of a line.

Error Message

A method whereby the system communicates to the operator that he/she has done something wrong, or that the machine cannot understand.

Exchange

The ability of the machine to exchange one word for another throughout a document either by the operator confirming each exchange or automatically. Sometimes referred to as 'Search and Replace'.

Exit

The **Exit** key takes the operator out of a mode or a document.

Footer

A protected space below the last line of print reserved for inserting information which the user wants to appear on each page.

File Name

All documents which are stored on disc must be given a filename so as to identify each one to the operator and to the system. The filename appears in the directory and the system recognises the document by its filename and can therefore recall it.

Find

The ability of the machine to locate a particular word or words automatically.

Formatting

Formatting simply means preparing the disc to receive information.

Function Key

A special key used to give a special instruction to the system.

Groups

Documents/files are stored in groups. Locoscript allows for eight such groups and the operator can give each group a filename which is pertinent to the type of data stored.

Hard Copy

The actual paper printout of a document.

Hard Hyphens/Spaces

By inserting a hard hyphen/space, the operator is instructing the system that a hyphen/space must be used and the word with the hyphen or space in it would not then be split at a line end.

Hardware

The large items of physical equipment which make up a computer system e.g. monitor, keyboard, disc-drive, printer.

Header

A protected space above the first line of print into which the user can insert information which will appear at the top of each page.

Highlighted

A method of drawing the operator's attention to specific text, sometimes referred to as 'Reverse Video'. The characters to be black on white if the rest of the text is in white on black.

Justified Text

Text which is printed with straight margins on the right as well as on the left.

K (Kilobyte)

Denotes the size of memory, either of the computer itself, or the disc capacity. (One K is equivalent to 1000 characters.)

Keyboard

The physical arrangement of letters, numbers and special function keys which enable an operator to give instructions to the computer.

Layout

Enables the operator to change the layout within a document.

Line Pitch

Line pitch is the number of lines per inch vertically down the page. Locoscript offers two line pitch options: six or eight lines to one inch.

Lines

Refers to centring, justification, line spacing, line pitch, inserting soft/hard hyphens/spaces.

Line Spacing

Line spacing relates to the distance between printed lines. Spacing can be 1, 1½, 2, 2½, 3, 3½, or 4 lines.

Load

The transferring of a program from a disc into a computer.

Memory

Part of the computer where instructions and data are stored.

Menu

Options which are presented on screen in the form of a list (called a menu) from which the operator must make selections.

Modes

Changing base layout, headers and footers, inserting text and disc management.

Monitor

This is another name for the display screen, sometimes also called the VDU (visual display unit).

On-line

On-line is a system which allows the operator to put information in and make enquiries about that information getting a response immediately rather than some time later.

Options

The choices from which the operator makes selections within a menu.

Page Numbering

The ability of the system to accept and utilise a page numbering facility, either manually or automatically.

Pages

Covers manual page breaks, inserting a page numbering system, and keeping lines together within a document.

Pagination

The way in which the page numbering facility operates and the enablement of headers and footers.

Pitch

Pitch is the size of typeface. Locoscript offers pitch sizes 10, 12, 15, 17 and proportional spacing. Pitch usually relates to the number of characters per inch i.e. pitch 10 = 10 characters per inch.

Program

A set of instructions, written in a special code called a programming language, which tells the computer/word processor what to do.

Ptr

The **Ptr** key controls the printer options.

QWERTY

The name given to the keyboard used in the UK, USA and throughout Western Europe, so-called because the top row of letter keys spell the word QWERTY.

Recall

The function which enables previously stored documents to be recalled to the screen for editing, up-dating etc.

Relay

The **Relay** key reformats the text and is used after editing has been carried out.

Reverse Video

Reverse video is a function which highlights text so that text is produced on screen with a light behind it i.e. black text on a green screen, instead of green text on a black screen.

Rulers

Rulers are the ruler lines on the screen which look like a scale marked out in figures representing 10 character spaces. Margin positions and tab positions are also marked.

Return

The **Return** key is used to instruct the word processor to end a line of text at a particular place, exactly the same as the Return key on a typewriter. It is also used to produce clear lines on screen within text.

Save

The transfer of a document/file from the immediate memory of the computer onto a disc.

Scroll

The movement of text vertically and horizontally through the screen. As the cursor moves down through a document, so the text scrolls upwards and vice-versa.

Shift Key

The **Shift** key is used in conjunction with other keys, either to produce capital letters or the symbol word appearing on the top half of a given key.

Shift Lock

The **Shift Lock** key locks the shift key on to produce continuous upper case characters. A red light appears on the key when it is in operation.

Show

Enables the operator to show on screen the special effects used to aid text editing, e.g. codes, rulers, blanks, spaces and effectors.

Soft Hyphen

Soft hyphens are recognised by the system and inserted automatically, if necessary at line-endings.

Software

Programs using coded instructions which turn the basic electronic machine (in itself only a physical shell) into a computer or word processor.

Spaces

Spaces are indicated on screen by large dots and represent the occasions when the space bar has been struck.

Status Lines

The top highlighted lines which always appear at the top of the screen to indicate to the operator the current page status and also give menu information.

Style

Refers to the style of characters i.e. half height; italic; pitch sizes 10, 12, 15, 17; proportional spacing and double width.

Tabulation

Setting out information in the form of a table. Tab positions can be pre-set and utilised for moving the cursor directly to a particular point on the screen.

Templates

A template is the layout and text which remains standard to a particular group. Information for the template is stored in a special file called **TEMPLATE.STD** which is recognised by Locoscript. Each time the operator creates a file within a group, the group template appears on the screen.

Text

Information in the form of words and numbers. Anything keyed into the machine on the keyboard.

Text Editing

Correction, up-dating or alteration of text on the screen of a word processor.

Tractor Feed

Some printers come with a tractor feed mechanism used for continuous paper. Paper is pulled through the printer by means of sprockets which fit into the holes perforated down each side of the paper.

Typeface

Printed characters can come in many different styles and pitches. Typeface is the name given to the specific design style of each one.

VDU

Another name for the screen or monitor.

Work Disc

A Work disc is a disc onto which an operator stores the information which he/she has created.

Wraparound

All word processing systems have the ability to end lines at the most appropriate place without the operator having to hit the **Return** key. The operator can concentrate on the document and display without worrying about line endings, while words which run over the end of the line are automatically “wrapped around” to the beginning of the next line.

CRIB CARD

Formatting

All new discs must be formatted before use

PCW8256

Use CF2 discs
 CP/M Plus
diskit + RETURN
 Remove CP/M Plus
 Insert new disc
F3/F4 Format
 Press Y

PCW8512

Use CF2-DD discs
 CP/M Plus
diskit + RETURN
 Remove CP/M Plus
 Insert new disc DRIVE B
 Press F1

Copying

PCW8256

CP/M Plus
diskit + RETURN
 Remove CP/M Plus
 Insert disc to read from
F5/F6 Copy
 Press Y
 Remove disc
 Insert disc to write to
 Press any key

PCW8512 – CF2 Discs

CP/M Plus
diskit + RETURN
 Remove CP/M Plus
 Insert disc to read from
 in DRIVE B and disc to
 write to in DRIVE A,
 Press F1
 Press F3

PCW8512 – CF2-DD Discs

CP/M Plus
diskit + RETURN
 Remove CP/M Plus
 Insert disc to read in DRIVE B
 Press F1
 Remove disc
 Insert disc to write in
 DRIVE B

PCW8256

Remember to insert disc twice
 as copying process performed in
 two halves

PCW8512

Remember to insert disc to
 READ in bottom disc drive and
 disc to WRITE in top disc drive
 (NB copying performed in one
 process not two)

CF2-DD discs must only be
 inserted in DRIVE B.
 Copies in one process.

Disc Management Menu

C

Create Text

E

Edit Text

P

Print File

D

Direct Printing

F1

Disc Change

F2

Inspect Details of File

F3

Copy File

F4

Move File

F5

Rename File

Recover from Limbo

Rename Group

Rename Disc

F6

Erase File

F7

Add on Extra Software Packages

F8

Show Limbo/Hidden Files

Printer Options

F1 Options

High Quality

Draft quality

Single/continuous

Feed

Form Length

Gap Length

F2 Paper

Waiting for paper

F3 Actions

Paper feed

Feed to top of form

Set top of form

Set offset

F5 Document/Reprint

Paper caught

F7 Reset

Abandon printing

F8 On/Off Line

Cursor Control

| | |
|---------------------------|--|
| ← | Cursor left |
| → | Cursor right |
| ↑ | Cursor up |
| ↓ | Cursor down |
| CHAR | Cursor moves one character at a time |
| SHIFT + WORD | Cursor moves to beginning of next word |
| PARA | Cursor moves to beginning of next paragraph |
| SHIFT + UNIT | Cursor moves to end of unit |
| PAGE | Cursor moves to end of page |
| SHIFT + DOC | Cursor moves to end of document |
| LINE | Cursor moves to beginning of next line |
| EOL | Cursor moves to end of line |
| ALT + PARA | Moves cursor back through document one paragraph at a time |
| ALT + PAGE | Moves cursor back through document one page at a time |
| ALT + EOL | Moves cursor back to end of previous line |
| ALT + SHIFT + LINE | Moves cursor back to beginning of previous line |
| ALT + SHIFT + WORD | Moves cursor back one word at a time |
| ALT + SHIFT + DOC | Moves cursor back to beginning of document |

Editing Text

F1 Show Menu

Codes
Spaces
Blanks
Rulers
Effectors

F2 Layout Menu

Brand new layout
Layout?
Base layout
Edit current layout
Edit layout?

F3 Emphasis Menu

Bold
Double print
Underline
(full/word underline)
Reverse video

F4 Style Menu

Half-height
(super/subscripts)
Italic
Pitch: 10, 12, 15, 17 cpi
Proportional spacing
Double width

F5 Lines Menu

Centring
Justification
Line spacing
Line pitch
Soft/hard spaces/hyphens

F6 Pages Menu

End page here
Last line of page
Keep lines together
Insert page no.

F7 Modes Menu

Edit header
Edit identify text
Insert file
Disc management whilst editing

Page Layout

F7 Options

Setting up the page

F1 Layout

Pitch
Line pitch
Line spacing
Italic
Justification
Left margin – F1
Right margin – F2
Tab settings:
F3 – set normal tab
F4 – set right tab
F5 – set centre tab
F6 – set decimal tab

F3 Characters

Zero with/without slash
Decimal point/comma

F5 Tab Count

Maximum no. of layouts
Maximum no. of tabs

F6 Breaks

Widows/orphans
Paragraph breaks

F7 Page Size

Length of page
Header/footer zone

F8 Pagnation

Page numbering
Headers/footers enabled

Quick Set And Clear

| | |
|---------------|---------------------|
| [+] or [-] B | Bold |
| [+] C | Centre |
| [+] or [-] D | Double |
| [+] or [-] I | Italic |
| [+] or [-] K | Keep lines together |
| [+] or [-] LT | Layout |
| [+] or [-] LP | Line pitch |
| [+] or [-] LS | Line spacing |
| [+] LL | Last line of page |
| [+] LPN | Last page no. |
| [+] or [-] P | Pitch size |
| [+] PN | Insert page no. |
| [+] or [-] RV | Reverse video |
| [+] RJ | Right justify |
| [+] or [-] SB | Subscript |
| [+] or [-] SR | Superscript |
| [+] or [-] UL | Underline |
| [+] W | Word underline |
| [+] UT | Unit |

Special Keys

| | |
|-------------|--|
| CAN | Cancel operation |
| DEL→ | Delete text to right |
| ←DEL | Delete text to left |
| ENTER | Used for implementing a command |
| EXIT | Used for going out of a mode or a document |
| RELAY | Used for reformatting text after editing |
| TAB | Used for moving to tab position |
| [+] and [-] | Used for setting and cancelling options |
| STOP | Used for stopping an operation |

Blocks And Phrases

Cut Text – Erase Block Of Text

Press **Cut**. Highlight block using cursor keys.

Press **Cut** again.

Transfer Text – Move Block Of Text

Press **Copy**. Highlight block using cursor keys.

Press **Cut** to save and remove, followed by no. (0–9).

Move cursor to new position. Press **Paste**, followed by assigned no.

Save Block Of Text

Press **Copy**. Highlight block using cursor keys.

Press **Copy** to save, followed by No. (0–9). Press **F8 Blocks**. Type in Block No. Press **ENTER**. At Disc Management Menu pick **Group**,

Press **ENTER**. Give Block a filename. Press **ENTER**.

SAVE PHRASES

Press **Copy**. Highlight Phrase to save. Press **Copy** followed by letter (A–Z). Press **F8 Blocks**. Select **Save All Phrases**. Press **ENTER**.

F8 Blocks Menu

Save blocks and phrases.

Find And Exchange

Find A Particular Word

Press **FIND**. Type in word to Find. Press **ENTER**. Cursor moves to first occurrence of word. Press **FIND** again. Cursor moves to next occurrence of word.

Exchange One Word For Another

Press **SHIFT + EXCH**. Type in word to Find. Move cursor down one line. Type in word to Exchange. Select either **Confirm each exchange** or **Automatic exchange to end of para, page, doc**. Press **ENTER**. If **Confirm each exchange** has been selected, cursor moves to first occurrence. Press **[+]** or **[-]** to exchange or move on.

GETTING STARTED

WITH THE

AMSTRAD

PCW 8256/8512

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