

Clarity Guides

Locoscript

2

Amstrad PCW 8256/8512

Tony Johnson

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

Disclist, Disc Management Screen (16c)

Textscreen, with text of file on screen (18a)

'File' and 'Document' have the same meaning

'Grid' is the key between the cursor keys. It cuts the delay in showing the Set and Clear menus, and removes some menus that appear in the middle of the screen.

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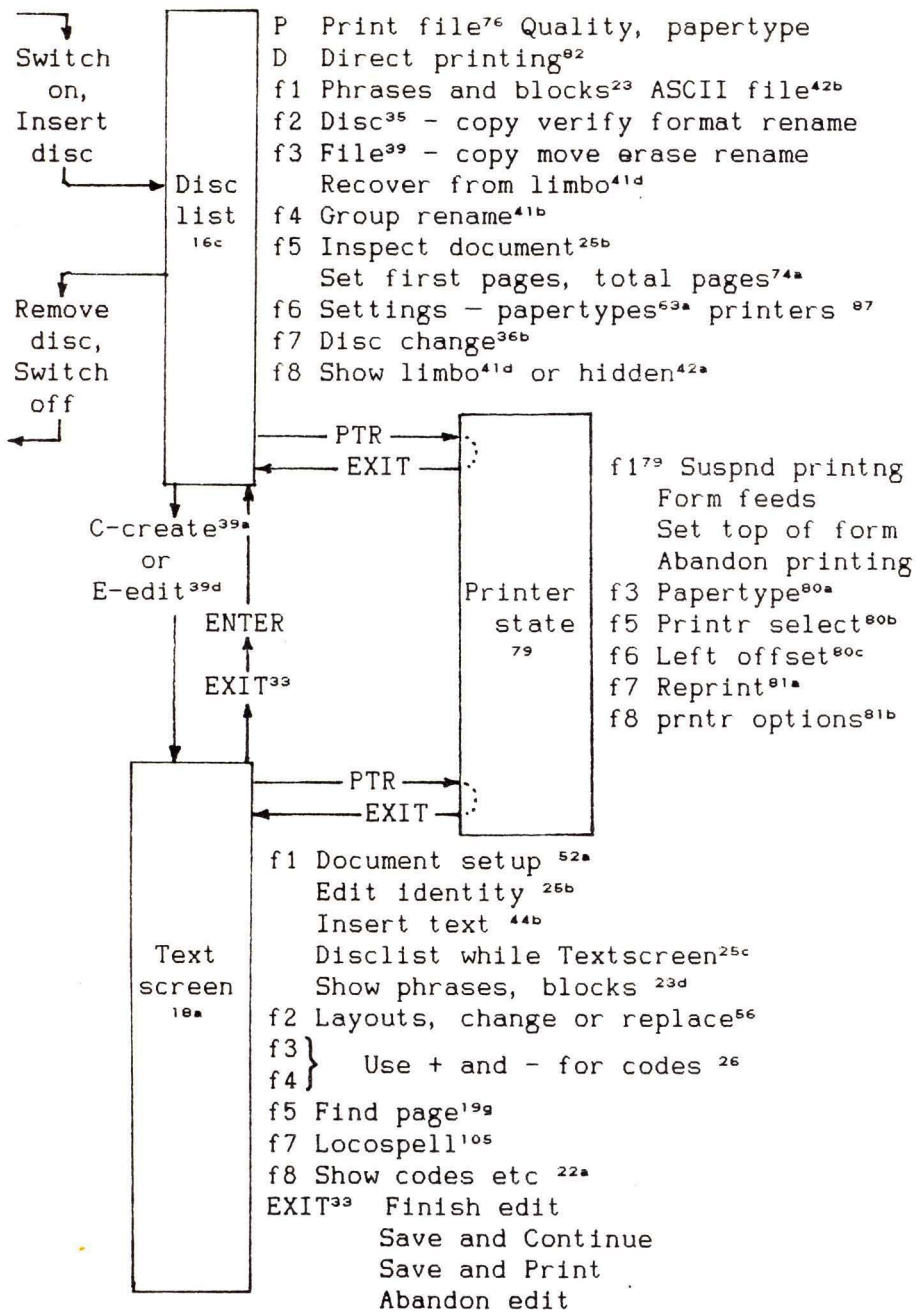
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This diagram shows the three principal states of the computer, how to move between them and what can be done in them. Go into Printerstate from either of the others by pressing PTR and leave it by EXIT.

Begin here

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

SHIFT&EXTRA&EXIT means hold down SHIFT and EXTRA and press EXIT.

Other actions are sequences. For example, f8 spacebar ENTER means press each key separately in turn. (f1 to f8 are the function keys, below CAN).

+ is the key to the left of the spacebar.

- is the key to the right of the spacebar.

'File' and 'document' mean the same thing.

Disclist is the Disc Manager screen

Textscreen is the Editing Text screen.

If you are already familiar with LocoScript 1:

Make sure that both the write-protect holes are open on the LocoScript 2 master disc (16a)

Switch on or reset the computer (SHIFT&EXTRA&EXIT), insert the master disc, side 1 to the left, and load the program.

Make a copy of just side 1 as 35b. Use that as your Starter disc.

Side 2 of the master disc contains some sample and information files which need not be on your Starter disc. If you use a different printer read the file Printer.Sup. If a printer file is needed it can be copied from the master at any time.

Read the Read.Me file on the master disc.

LocoScript 1 files can be converted to LocoScript 2 but not the other way round (except via ASCII). See 42b.

- a If you do not yet have LocoScript 2 we can supply it, see inside back cover.

Upgrades to the LocoScript 2 versions of LocoSpell and/or LocoMail can be obtained from Locomotive (address page 4). Send your LocoSpell and/or LocoMail master discs to them together with £5 handling charge. The fee is the same whether you change one or two discs.

If you do not yet have LocoSpell we can supply it, see inside back cover. Some instructions for Locospell are in this book, see page 105.

This book is based on version 2.12 of Locoscript, the first version which enables you to design characters. If you already have an earlier version of Locoscript 2 send the master disc to Locomotive with £5 for an upgrade.

Assemble your computer according to the manual, not forgetting to put the ribbon into the printer and to add the black extensions to the back lid of the printer. Printing faults, such as unwanted underlining, might occur if the flat multi-way connector to the printer is not fully inserted into its socket in the back of the monitor. It can be a bit stiff. The printer will probably be quieter if placed on a foam pad.

- a Before using the Locoscript2 master disc make sure that the write-protect holes are open. They prevent the data on the disc from being altered. The holes are at the front corners of the disc and are opened by moving a small tab with the point of a ballpen.
- b Check that there is no disc in the drive then **switch on** the power. It is probably better not to switch the power on or off while there is a disc in the drive. There is a possibility that the magnetic fields set up could corrupt the data on the disc. Nor should a disc be removed while the drive is active as to do so could damage the mechanism. It is a good idea to get into the habit of looking at the top righthand corner of the screen before removing a disc to check that the drive is not in use. This also ensures that your latest edits will have been saved, i.e. recorded on the disc if in Drive A or B (see bottom of page), and available next time you switch on.

Insert the LocoScript program disc into the drive (the upper one if two are fitted), with side 1 to the left, and wait. While it loads the LocoScript version number can be seen at the end of the second line of the identifying message (or by pressing f1 after the disclist shows). Version 2.00 has some faults and the disc should be returned to Locomotive for an upgrade. See page 15a.

When the program has loaded adjust the brightness and vertical hold if necessary. If you make a light shade to project from the top of the screen and, if you are near a window, down one side, do not block the ventilation slots at the top of the back. We can supply an effective screen filter which virtually eliminates reflections. For details see inside back cover.

- c The screen shows the **Disclist** (Disc Manager screen, identified at the top) which lists the contents of the discs. The second and third lines list various operations that can be carried out from the Disclist. Next are three areas, one for each drive, A, B, and M.

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

Drive B is the lower.

Drive M is not a physical disc, but a section of memory in the computer which is seen by the program as if it were another

disc. A file listed in A or B is recorded on disc but one in Drive M will be lost when the power is switched off. To save it move it (40b) to A or B.

Each of the Drive areas tells you how much of the capacity of the disc has been used, how much remains free and how many files there are on the disc. Then the eight groups are listed, groups 0 to 7. (They can be given names by pressing f4, see 41b). A group is a group of files. Each group has its own column of space in the large area below the Drive areas. The screen can show only four at a time but there are actually eight columns for each Drive, one for each group. The others can normally be seen by moving the cursor to the right with the arrowright key, but if a group has no files yet its column will not appear in the screen. The master disc has files in only the first one or two groups.

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

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

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

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

One can think of each drive as a filing cabinet with eight drawers, the eight groups. Each drawer can contain many files.

'File' and 'document' mean exactly the same thing. A file can be as short or as long as you want, within reason. It might be a memo, a letter or a chapter of a book, though files longer than five or six pages of A4 can be slow to scroll through, and it is probably best to limit any one file to about 30k, or 5000 words. In any case, no file should be allowed to become larger than the amount of free space on a disc, see 33a.

- a The third line from the top of the Disclist, f1=Actions etc, shows the operations that can be carried out with the function keys, which are the four keys below CAN. To obtain the even numbers, f2 f4 f6 f8, hold down the SHIFT key while pressing the function key. Try pressing the keys to see the menus if you like, then press CAN (cancel) to remove them.

The operations that can be carried out from Disclist are described in various places later. They are listed on the diagram, page 14.

But first let's get some text on the screen and do a bit of editing.

The disc in the drive at the moment is write-protected (16a), which means it cannot be altered, so to edit (or see) a file it must first be copied into Drive M. LocoScript will do this for you:

Place the file cursor on Read.Me in the lefthand group.

Press the letter E. The name of the file shows on a menu.

Press ENTER to confirm. A message appears which offers to 'Send result to Drive M'.

Press ENTER and the text of the file is displayed.

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

- a This screen, showing the text of a file, is referred to in this book as the **Textscreen**.
- b To **switch off** the computer from Textscreen:
EXIT presents a menu. You accept 'Finish edit' as offered by the cursor so confirm this by ENTER. Then, when the Disclist shows and it says 'Using none' at the top righthand corner,
Remove the disc or discs by pressing the release button on the drive and
Switch off the power. Do not switch off with a disc in a drive.

Cursor control keys

The differences from LocoScript 1 are:

Jump to page. Press f5, write number, ENTER.

STOP will stop 'finish edit' if the process hasn't gone too far.

No beep at the end of a process if the grid key has been pressed during it.

PARA has to come to a blank line before it will recognise an end to the paragraph.

Exchange 21e and Find 21d are different.

- c When a key has two operations, such as DOC and PAGE, the upper one is obtained by holding down SHIFT while pressing the key.
- d The four arrowed cursor control keys can make all the cursor movements that are possible. If these are used while pressing SHIFT they move the cursor up and down 18 lines or left and right 40 spaces. Some other keys are provided to speed things up:

- a **CHAR** advances the cursor by one character each time it is pressed. Hold it down for auto-repeat. CHAR is useful to move the cursor to near the beginning of the next line (the LINE key needs SHIFT). Now hold down ALT while pressing CHAR. The cursor movement is reversed. This reversing effect of ALT applies to all the cursor keys except the four arrows. ALT with these moves the text across the screen instead of the cursor.
- b **WORD** (SHIFT&CHAR) advances the cursor by one word. ALT reverses the movement. Like most of the keys on the keyboard it will auto-repeat if held down.
- c **EOL** (End Of Line) moves the cursor to the end of the line. If it is already at the end of the line EOL takes it to the end of the next line. This key is useful to get to the end of a paragraph to add more text. (PARA takes you to the beginning of the next paragraph).
- d **LINE** (SHIFT&EOL) takes the cursor to the beginning of the next line.
- e **PARA** advances the cursor to the beginning of the next paragraph. It needs a blank line before it will recognise an end to the paragraph.
- f **PAGE** advances the cursor to the beginning of the next page.
- g **Jump to page.** Press f5, write number, ENTER.
- h **DOC** (SHIFT&PAGE) takes the cursor to the end of the file (document).
- i **UNIT** (SHIFT&PARA) advances the cursor to the next marker which you have previously placed in the text. ALT&SHIFT&PARA searches backwards. To place a marker in the text position the cursor and press +UT, see 31b. It should be placed at the end of a paragraph instead of a Return as it brings a line to its end, in the same way as the RETURN key. The (UniT) marker does not appear on the screen unless codes are showing (f8 spacebar ENTER) and will not in any case be printed. It can be several pages in from the beginning so its use can save time searching for a particular place. There can be as many markers as you wish in a file.
- j **STOP** (at the top left of keyboard) will stop the movement of the cursor. The first press is a holding state. To stop, press STOP again, or to continue, press ENTER or another key. It will also stop other processes which involve movement through the text, such as relay, cut or when you are finishing editing (if the process has not gone too far). To stop printing press PTR.

Editing keys

The cursor on the screen can be thought of as the blade of a knife. Its cutting edge is down its lefthand side. That is where it will cut between characters and where characters will be inserted.

- a **DEL-** deletes the character the cursor is resting on, i.e. forward of its lefthand edge. If the key is held down it deletes forward. To change a letter in a word place the cursor on the letter, press DEL-, and type in the new letter. Try changing a few words but read the paragraph below about RELAY first. It doesn't matter if you mess up the sample text now on the screen. (Deleting characters next to codes see 27b).
- b **-DEL** deletes the character *before* the cursor. It deletes backwards and is useful for correcting errors as you type.
- c **CUT** is used to delete a larger section of text than the delete keys. Place the cursor on the first character or space to be deleted. Press CUT. Move the cursor onto the character or space *after* the end of the section. Press CUT (or CAN if you change your mind). Once material has been deleted it cannot be recovered. The cursor can be moved upwards.
- d **RELAY**. Use of the delete keys or the insertion of additional characters will usually leave the text on the screen out of place. Press RELAY to get it re-laid. RELAY does all of the paragraph the cursor is in when the key is pressed. A paragraph is automatically re-laid when the cursor leaves it *forward*, moving to the next paragraph. When you leave a file (Finish edit) the whole file will have been re-laid.
- e **RETURN** means 'end line here'. It is similar to the carriage return on a typewriter, except that it does not have to be used at the end of every line, only at the end of the paragraph. The sign that appears on the screen will not be printed. If RETURN is pressed at the beginning of a line the printer leaves a blank line.
- f **ALT&RETURN** means 'end page here'. If it does not come at the end of a paragraph use the code +LL, see 28d.
- g The **End-of-Page line** across the screen, which separates the text of one page from that of the next, is actually made up of three lines. The top and bottom are continuous but the middle line has three sections. On the left it is made up of black dots. The number of dots shows how many lines have been written on. In the centre section the number of black dashes indicates how many lines of the page remain unused, while the point of change to a continuous line is the end of the page. The positions of these points in the line relate to the numbering on the ruler (the dotted line across the top of the screen) if you add 1 to that number.

- a **ALT&ENTER** (Repeat to return to normal) prints letters as capitals but, unlike **SHIFT LOCK**, leaves numbers and other keys (;½§=-/ etc.) unshifted. The **SHIFT** key will still operate for them. Note the indicator at top right of screen. It can be used for address labels and car numbers.
- b **ALT&RELAY** (Repeat to return to normal) converts the group of keys to the right of the function keys into a numeric keypad. Not for word-processing use as it defuncts the cursor keys.
- c **SHIFT&EXTRA&EXIT** resets the computer to the state it is in when first switched on, with memory empty. It is alright to reset with a disc in the drive.
- d **FIND** searches *forward* through the text for a preset sequence of letters, spaces, punctuation marks or effectors (the **RETURN** sign, end-page-here, and tabs). Can be up to thirty characters.
 Place the cursor at the beginning of the text to be searched
 Press **FIND**
 Write the sequence, using delete keys to make corrections. Spaces show as little triangles. **CAN** removes the menu without searching.
 Select options as below (cursor on, press spacebar)
 Press **ENTER**. There is no need to put the cursor on 'Find next'.
 For the next occurrence of the sequence press **FIND** again and **ENTER**.
 'Ignore case' if ticked will find the sequence whether or not the case (capitals or lower case) agrees with what you have entered.
 'Whole words' if ticked will not find 'gland' in 'England'
 'Wild cards' if this is ticked a question mark in the sequence can stand for any character or space. b?t will find bat, bet, bit, etc. If it is not ticked a question mark stands just for a question mark.
 'Find next' has no effect.
- e **EXCH** (**SHIFT&FIND**) searches *forward* to find a sequence and replaces it with another. Maximum length thirty characters.
 Place the cursor at the beginning of the text to be searched,
 Press **EXCH**
 Write the sequence to find
 Cursor down and write the new sequence.
 Cursor down and press spacebar to place ticks beside the options (see top of next page), then
 For Manual exchange press **ENTER**.
 For Automatic exchange put the cursor on this option and press either **PARA**, **PAGE** or, to exchange to the end of the file, **ENTER**. **PARA** requires blank line to end a paragraph.

The three options for finding, 'Ignore case', 'Whole words' and 'Wild cards', are the same as for Find, above.

If 'Preserve case' is ticked the Exch sequence will be inserted with the same pattern of capitals and lower case as the word it finds in the text, though this agreement will apply only if it is either the whole of the found sequence which is upper or lower case or just the first letter.

For example: Find 'the' (ignore case ticked), Exch 'some'.

If it finds	will exchange
the	some
The	Some
THE	SOME
tHE	some
THE	Some

If 'Manual exchange' is selected you can, when the Find sequence is found, either make the exchange by pressing ENTER or leave it unchanged and pass to the next occurrence by pressing- (to right of the spacebar). The menu which appears on the screen for a few seconds can be removed by pressing the grid key (between the four cursor keys).

'Automatic exchange' will be carried out to the end of the paragraph (press PARA, needs blank line), page (PAGE) or to the end of the file (press ENTER). It can be stopped by pressing STOP twice.

To stop the searching, perhaps to make some alteration to the text, press CAN. To continue press EXCH then ENTER.

- a **SHOW** Press f8 while Textscreen and a menu appears. It offers the option of having certain things showing on the screen while you edit a file. To change a setting on the show menu position the cursor and press the spacebar. When you have the combination you want press ENTER.

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

Codes are instructions to the printer, such as Underline or Bold.

We will come to these later (26).

Rulers. The ruler is the dotted line across the top of the text which shows tabs and margins. If 'Rulers' is on show a ruler is shown in the text at each change of layout (48).

Blanks shows a dot in every character position.

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

Symbols are tab, indent tab, Return ('end line here') and 'end page here' signs.

For general writing the most useful setting is probably to have just codes and symbols showing. f8 spacebar ENTER will switch codes in or out.

The show settings are remembered with each file.

Phrases and Blocks

The differences from LocoScript 1 are that with LocoScript 2 blocks are remembered when you finish editing a file, which makes it easier to move text from one file to another, and the procedure for saving phrases is simpler. There can be several sets of phrases.

- a The COPY and PASTE keys, together with CUT, are used to make phrases and blocks which enable pieces of text to be moved and copied.
- b **Phrases.** To make a phrase place the cursor on the first letter of a word (the lefthand edge of the cursor is the cutting point). Press COPY. Move the cursor a word or two on in the text, to the space after the last letter of the phrase. Press COPY again, then any letter A-Z. You have now made a phrase. This phrase is remembered by the computer and can be inserted at any point in the text, and as often as you like. Position the cursor on the letter or space after where you want to insert the phrase, press PASTE and then the letter you chose for this phrase.

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

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

There can be as many as 26 phrases, one for each letter, but the total capacity of the phrases store is about 1000 characters, and the maximum length of any one phrase is 255 characters, about three lines of A4 typing. To move or copy a larger section than this use a Block, see below, 25a.

- c If a message appears on the screen while a phrase is being made that the phrases store is full or that the phrase is too long press ENTER and the phrase will be made up to the point where it has stopped. CAN has the same effect as ENTER.
- d To see which letters have phrases press f1, cursor on 'Show phrases' and ENTER. A phrase which appears blank on the 'Show phrases' list probably contains only codes (26), which don't show on the list. You might find that some phrases have already been entered from the master disc.

To delete a phrase from the list press the letter to put the cursor on it and press -, the clear key to the right of the spacebar. To remove the list from the screen press ENTER or CAN.

- a **Saving phrases.** (If you have not yet made your own Starter disc it will not be possible to save phrases so return to this later).

Phrases continue to be available when you move to a different file but unless they are saved on disc they will be forgotten when you switch off the power.

The computer has a special section of temporary memory which contains the current phrases, i.e. those which were copied into it from the Starter disc when it was loaded plus any alterations and additions you have made to them since then.

To save on disc the current set of phrases, replacing the previously saved set:

Make the phrases while Textscreen as 23b and when they are all as you want them (To see them press f1):

With one drive press EXIT ENTER to return to Disclist or with two drives see below 24b.

Have the Starter disc in Drive A

Press f7 if you changed disc

Put cursor in first (top left) group of Drive A. A phrases file must be in this group and named Phrases.Std if it is to load automatically when you switch on.

Press f1

Cursor on Save phrases

ENTER. 'PhrasesStd'. Can change name if making additional set
24c

ENTER. A menu offers to 'Replace with the new file'.

ENTER. That's it. Change disc again if you wish, then press f7.

- b With two drives the phrases can be saved without finishing editing a file on a Drive B disc. Instead of pressing EXIT ENTER to return to the Disclist press f1, cursor on 'Disc manager', ENTER and, with the Starter disc in Drive A (press f7 if it was changed), carry on from there. When done, press EXIT to continue editing.

- c **Several sets of phrases** can be made, but only the one named PhrasesStd in the first group of the Starter disc will load automatically when you switch on. Other phrases files can be made as above and saved in other groups or with different names, which can be whatever you like. They can be on Work discs. To load a different set of phrases into the current phrases section of memory:

Disclist (or from Textscreen press f1, cursor on 'Disc manager'
ENTER)

Cursor on the Phrases file to be loaded

Press f1

Cursor on 'Load phrases'

ENTER

ENTER (and EXIT if you started from Textscreen)

A useful application for phrases is to make a phrase of a set of codes (26), such as those required to make a heading (bold, underline, centre, etc), so that all you need to do is paste in the phrase and insert the text between the codes.

- a **Blocks** are made in the same way as phrases, but they use the numbers 0-9 instead of letters, allowing a maximum of ten at any one time. Blocks can hold as much text as you wish. They can be used to move sections of text within a file or from one file to another in the same way as phrases.

The first few words of blocks can be seen while either Textscreen or Disclist by f1, cursor on 'Show blocks', ENTER. A block can be cleared by putting the cursor on it and pressing -.

Saving Blocks Any blocks you have in memory will, like phrases, be remembered when you move to another file, but forgotten when you switch off the computer. If you wish to save a block on disc it must be pasted into a file. From Disclist either edit (E) an already created file or create (C) a new one for it, and while Textscreen PASTE 0-9 the block into it. A file containing a block is just like any other file and can be edited. To insert it into another file use f1 'Insert text' just as with any other file (44b).

- b Textscreen f1 '**Edit identity**'. A panel shows on which you can write a reminder of the contents of the file. Whenever the panel is showing it can be written on, using cursor keys to move to next line. Maximum three lines of up to 30 characters each. Then press ENTER.

This can also be accessed from Disclist by f5 'Inspect document'.

- c Textscreen f1 '**Disc manager**' shows the Disclist without leaving the file. Most of the normal Disclist operations can be carried out but not edit or create another file or change the disc in the drive in use. To return to Textscreen press EXIT.

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

Codes

The codes are the same as for LocoScript 1 except:

+J -J code for Justify 28b

+RA Right Align replaces +RJ Right Justify 29e

CR+ code adds linespacing at Returns 27e.

CEntre code is now +CE 27d

Soft hyphen can be obtained by - hyphen. 31g

There is no base layout or -LT code. To return to the main layout of the file press +LT1, 28f. The Clear codes, -P -LS -LP return to the setting in the current layout (after they have been changed by a + code) instead of to the main layout.

Have the codes showing now. Textscreen, press f8, spacebar, ENTER.

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

To see the lists of codes press + or - (the keys at either end of the spacebar) and wait two seconds. To cut the delay press the Grid key in the middle of the cursor keys. There are more entries on the set menu (+) than fit in the window so cursor down to see the last ones. To remove the menu without inserting a code press CAN.

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

There are three ways to insert a code into the text but this is definitely the quickest and interrupts the flow of writing least:

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

The other methods are:

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

By using f2 f3 f4 or f5. These only duplicate the codes available with the Set and Clear keys, and are a more laborious way to do the job. Press the appropriate function key, as listed at the top of the screen, put the cursor on the code you want, press spacebar to place a tick, then ENTER.

- a To clear a code, i.e. to stop it working after it has done the piece of text you want, use the Clear key and insert a Clear code using the same procedure as for setting. For example, to underline just one word put the cursor on the first letter and press +UL to start the underlining. Then move the cursor to the space after the last letter and press -UL to clear the underlining. It is at the lefthand edge of the cursor that a change will occur.

Some of the codes, Bold, Italic and Pitch, for instance, will continue to apply until they are cleared. Others, e.g. Centre and Right Align, cease to have their effect at the end of the line.

All codes in the text will be overridden by a subsequent Layout code with a different setting (28f) so if you want the code, such as Bold, to continue it must be reinserted after the Layout code.

Some printers might not be able to use all the characters and styles available on the PCW printer.

- b To delete a code that has been incorrectly inserted have the codes showing (f8 spacebar ENTER), put the cursor on the code and use the delete keys. The critical point to delete is the first bracket so if the cursor is on this use DELforward, and if it is after this use DELbackward.

When deleting a character which has a code immediately in front of it either have the codes showing on the screen (f8 spacebar ENTER) or take the cursor past the character and attack it from behind because if the cursor has come to the character forward the code will be deleted along with the character.

Several codes can be inserted at the same point in the text. If you often use a particular group of codes, such as those needed for a heading, they can be made into a Phrase and saved on your Starter disc (36d) and pasted in with just two key presses, PASTE and a letter.

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

- d **Centre+CE** centres the following text between the margins. The 'Right Align' code, if entered after the centred text, will place following text at the right margin. For example:

Drink?(Centre) Thanks.(RAlign) Tap's there.

The 'Centre' code should be inserted before Underline if they are to apply to the same text, otherwise the underlining will begin at the left margin. 'Centre' applies for one line only.

- e **CR+ Carriage Return extra line spacing. +CR?** Adds extra line space each time the Return key is pressed, i.e. between paragraphs. The settings can be 0 ½ 1 1½. Use the ½ key. 0 is the normal setting.

- f **Double strike +D -D** means about the same as Bold on the PCW printer but with some printers there can be a noticeable difference.

- a **Italic +I -I** typeface *slopes like this*. To print italic with a daisywheel printer might mean inserting a different wheel.
- b **Justify +J -J** The text following the code will be right justified, i.e. with the righthand margin straightened, starting immediately, and will continue until cleared. It might not appear so on the screen with proportional spacing but will print alright. Like other codes, it will be overridden by a Layout code. To set justify in the layout, for the whole file, see 51d. Right Align (+RA, 29e) will move the following text to right for this line only.
- c **Keep +K? or -K?** keeps a number of lines together on the same page by moving, if necessary, some lines onto the next page. The question mark asks for a number. Put the code anywhere along the first (+K) or last (-K) line of the group to be held together. There is a Keep code in both Set and Clear menus. The +Keep asks for the number of lines to be kept together from, and including, the code line *onwards*. The -Keep is for the lines *above*, and including, the code line. Because these codes include a number they need ENTER.
- d **Last Line +LL** makes this the last line of the page, leaving any unused space blank. To press ALT&RETURN (end page here) at the end of the line has a similar effect except that the last line will not be justified, if you are using 'Justify'.
- e **Last Page Number +LPN** If you wish to number the pages of a file 'Page 2 of 5', 'Page 4 of 5', etc., this code tells the computer to insert the number of the last page. For page numbering see page 73.
- f **Layout +LT?** inserts the code for a stock layout (49a). Some of the elements of the layout will come into effect immediately (pitch, italic, etc) and some at the change to the next line (linespacing, line pitch, margins, tabs). Layout 1 is the main layout because it is the one that the computer gives you at the beginning of a file until you insert another. Layout 0 is used for headers and footers. Layouts 2-9 are extra layouts.
- g **Line Pitch +LP?** To change the line pitch press +LP and the number, 5 6 7 (which produces 7½) or 8, then ENTER. The code can be placed anywhere along the line and will come into effect at the change to the next line. It will continue until cleared.

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

The page height set in the Paper type (59) is always measured in line pitch 6, regardless of what is set in the codes or layouts of the file.

- a **Line Spacing +LS? -LS** To change the line spacing put the cursor anywhere along the line before the change and press +LS and the number, which can be 0 ½ 1 1½ 2 2½ 3. Use the ½ key. Then press ENTER.

The line spacing determines which lines of the raster (see previous paragraph) will get printed on. A line spacing of 2, i.e. double spacing, means that printing is on alternate lines of the raster, giving 3 printed lines per inch if the line pitch is 6. The code can be placed anywhere along a line and comes into effect on the change to the following line. It continues until it is cleared.

Linespacing 2 means that each line of text is followed by a blank line, so the last raster line of a page will always be blank, leaving a gap before the first line of the footer, if used.

A line spacing of 0 overlays a line on the previous one. Don't use proportional spacing if you want to be sure of getting text in the second line to position itself exactly on the first.

The figure at the extreme right of the second line of the Textscreen tells you how many raster lines per page are available for text (i.e. excluding the spaces above and below the main body of text, the header and footer zones). If the line spacing is 1 then that is how many lines will be printed. If it is 2 the number of lines to be printed will be half that figure. The line number at the top of the screen indicates which raster line the cursor is on, not the number of the printed line.

- b **Page Number +PN** is the instruction to write the page number, whatever it happens to be. You don't have to write the number yourself. The code must be immediately followed by symbols, see page numbering 73.

- c **Pitch +P? (-P** returns to the pitch of the current layout). To insert a pitch code press +P, write the pitch number you want, or P for proportional spacing, then, if you want double width, D. Then ENTER.

Pitch is the number of characters that will be printed per inch along line. There is a choice between 10 12 15 17 (the narrowest letters) or proportional spacing, which is about the same as pitch 12 but the space given to each letter varies with its width. All these can be at double width. See page 32.

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

Some printers may not be able to use all the pitches.

- d **ReVerse +RV -RV** makes characters stand out on the screen by reversing light and dark. The facility is used to draw your own attention to some point in the text, usually as a reminder that something remains to be done. ReVersed text prints as normal text.
- e **Right Align +RA** pushes the text following the code over to the righthand margin. It applies for one line only.

- a **To use the character** put the code +LS½ anywhere along the line of text to be underlined, enter the underline characters on the next line then write the next line of text, which should have the code -LS in it.
- If the text uses proportional spacing it is necessary, in order that the underlining prints in the right place, to change to Pitch 12 (+P12 ENTER) at or before the beginning of the line containing the underlined text. Change back to proportional spacing at the end of the underlines by inserting the code -P.
- The line of text which is underlined has to finish with a Return so if it is to be justified it might be necessary to expand it. Add spaces, starting with the space in front of the last word of the line and work backwards until the line is full.
- b **Unit +UT** places a code in the text which the cursor will search *forward* for when you press the UNIT key 19i. Place it at the end of a paragraph as it brings a line to its end, in the same way as the RETURN key. The code does not appear in print.
- c **Word underline +W -UL** underlines just the words and not the spaces between them.
- d **hard hyphen + hyphen.** It prints a hyphen but prevents a line break at that point, keeping the words or letters on either side on the same line by moving, if necessary, the word before it on to the next line.
- e **hard space + spacebar** prints a space but prevents a line break at the space by moving, if necessary, the last word of the line on to the next line. It can be used, for example, to hold a set of spaced initials together. The code for it does not show on the screen unless all spaces are on show (Textscreen f8).
- f **soft space - spacebar** does not show as a space when the text is printed but will allow a break if it comes at the end of a line.
- g **soft hyphen - hyphen.** It will break and print a hyphen if it comes at the end of a line, but if it does not come at the end of the line the hyphen will not show. It is used for optional breaking of long words or sequences, usually to improve the appearance of the layout, especially with narrow column width. If a normal non-soft hyphen is used it will still appear in the text if the word is moved to mid-line by later editing.

The EXIT Menu

From the Textscreen to press EXIT shows a menu which offers four options. Put the cursor on the one you want and press ENTER. CAN removes the menu.

If you get a 'Disc full' message see below, 33e.

Files saved to Drive M it should be moved (40b) to a disc before the computer is switched off.

- a **'Finish edit'** saves the file on disc and returns you to the Disclist. When you edit (E) a file a copy is made of the file and you edit the copy. When you 'finish edit' the new version is added to the disc before the old, pre-edit, version is erased (i.e. put into limbo 41d) so it is important to maintain at least as much spare capacity on a disc as the size of your largest file. The amount free is shown on the Disclist in the area for each drive. Keep an eye on this if a disc is filling up. Disc full, see below.
- b **'Save and Continue'** saves the file on disc and returns you where you were in the file. It is wise to Save and Continue every now and again while working so that if you get a power cut you will not have lost all of your latest edit.
- c **'Save and Print'** saves the file on disc and offers the printing menu so that you can select Quality, number of copies and Print part of document. Its effect is the same as selecting 'Finish edit' and then pressing P. Printing, see 76.
- d **'Abandon edit'** returns you to the Disclist without saving the file on disc. When you edit an already existing file by pressing E while Disclist the file is copied and you edit the copy. When you '*Finish edit*' as above the new version is saved on disc, putting the old pre-edit version into limbo. When you 'Abandon edit' the new version is lost and the old remains. 'Abandon edit' is a quicker way of returning to the disclist than 'Finish edit' if you have not made any alteration to the file.
- e If you get a **Disc full** message it will be necessary to make space on the disc before the file can be saved. A menu says 'Run disc manager'.
Do not select 'Cancel operation' or press CAN. These have the same effect as Abandon edit, and you lose all the editing you have done since the file was last saved on disc. You cannot return to editing the file.
 With the cursor on 'Run disc manager' press ENTER and the Disclist shows.

Move (f3 40b) a file (not the one you are editing) to Drive M or to a disc in the other drive if you have two.

Then press EXIT, and 'finish editing' continues. If the file you moved was not big enough to make enough space the 'disc full' message will return. Move another file.

When the Disclist shows remove the disc, insert another and press f7. (A disc can be formatted (35d) while files are held in Drive M).

Move (f3) the moved file from Drive M onto it.

Check the spare capacity of the full disc before editing any of the files on it. There should be at least as much free space on a disc as the size of its largest file. Move some files if necessary.

It is better to keep files no longer than about 30k. To divide a file see page 45.

Discs

(With LocoScript 2 discs can be copied, verified and formatted while Disclist, without leaving LocoScript and while files are held in Drive M. Press f2).

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

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

There is no physical difference between a Drive A and a Drive B disc. The only difference is in whether you have formatted it in A or B. If you reformat a Drive A disc in Drive B it becomes a Drive B disc. If you have files on a Drive A disc and want to use the disc in Drive B the files must be copied one at a time, using f3, to another disc before this one is reformatted. The original Amstrad manual might warn that Single Density discs are unreliable if used in Drive B but they have made it official that it is alright to do so and no longer market Double Density discs.

Drive B discs must always be inserted the same way up, whichever way they have been formatted (35d). If inserted the wrong way you get 'Address mark missing'. Just remove the disc and put it in the other way up. With the cursor on 'Retry operation' press ENTER.

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

Discs with information on them should be kept at least 12 inches away from electrical or magnetic devices, including telephones.

a **Disc operations**

Press f2 while Disclist, cursor on the operation you want, ENTER. The instructions appear on the screen as you work through them. When it says 'Disc is in Drive...' insert the disc asked for and press ENTER.

b **Copy** (Disclist f2) makes an identical copy of a disc.

8256 Each side of a disc has 40 tracks and the side is copied in two halves, tracks 0-19 then 20-39. In other words, the Source and Destination discs each have to be inserted twice to copy one side of a disc. The computer can write onto or read only the side nearest the screen.

8512

Drive A discs (180k). The whole of one side of a disc is copied in one loading. Put the Source disc into Drive B and the Destination disc into Drive A. Drive B can read A discs.

Drive B discs (720k) have to be copied in several stages, but this copies both sides of the disc, which, unlike Drive A discs, are always seen as one, since the drive mechanism accesses both sides at once. They must always be inserted the same way up, whichever way you have formatted them.

c **Verify** (Disclist f2) checks that the information on a disc is in a form suitable for the PCW and that there are no faults in the disc.

d **Format** (Disclist f2) prepares a new disc for this machine, laying down a suitable pattern of tracks on a blank disc. The process is like drawing lines on a blank sheet of paper and numbering them. A piece of text written on the paper can now be found by referring to its line number. To format a disc also erases any data stored on a disc. All discs have to be formatted once in their life but if you copy a disc onto an unformatted disc the program will do the formatting for you as it copies. If you want to create files on a new disc or move files to it it must be formatted first. The 8256 and Drive A in the 8512 format the whole of just one side of a disc, and each side of the

disc has to be formatted separately. In Drive B the whole disc, both sides, is formatted in one go and must always be inserted into the drive the same way up as it has been formatted.

Don't format discs with information already on them unless you want it to be erased.

In a perfect world we would format our blank discs as soon as we got them, so that they would be ready for files whenever needed, and mark them to show that they have been formatted, perhaps by putting a number on the spine, and, with Drive B discs, to show which way up they have been formatted.

- a **Rename disc.** (Disclist f2) The name of the disc will show on the Disclist to the right of Drive A: or Drive B:
- b **Disc change** (Disclist f7) To change a disc have the Disclist showing and check at top right of screen that the drive is not in use. Remove the disc and insert the new one. Then press f7 to tell the computer to put the new list of files onto the Disclist. To press f7 does not affect any files in Drive M or remove other data from the memory, as does resetting the computer (SHIFT&EXTRA&EXIT).

Four kinds of discs.

- c **The Master disc** is the one you bought, with the LocoScript 2 program on side 1. Side 2 carries some sample files referred to in the User Guide and perhaps an information file Printer.Sup and some printer files for use with other printers.
- d **The Starter disc** is a copy of side 1 of the master disc to which has been added your store of phrases and possibly some templates 46. Whenever the computer is switched on or reset (SHIFT&EXTRA&EXIT) the Starter disc must be placed in Drive A so that the LocoScript program can be transferred from the disc into the computer. Until you do this the computer doesn't know what to do when you press keys. Once the program has been loaded and the Disclist is on the screen the Starter disc can be removed and another disc, a Work disc, inserted (then press f7). With two drives the Starter disc can be left in Drive A and a Work disc placed in Drive B.

There will be some spare capacity on the Starter disc and this could be used for files, but it is probably better to leave it empty. It could be a handy place to put some files if you cannot finish editing a file because a disc is full, 33e.

The write-protect holes (16a) should be left closed on the Starter disc.

- a **Work discs** do not have to carry the LocoScript program as that is now stored in the computer until you switch off or reset. They carry just your work, i.e. the files of text, and perhaps one or more templates (46).
 As a Work disc *does not carry the LocoScript program*, which would occupy half the capacity of a side of a Drive A disc, virtually the whole disc is available for files, about 25,000 words, or 20,000 allowing for free space. If you have two drives the Work discs should always be Drive B, as these have greater capacity, around 100,000 words.
- b **Backup discs** are simply copies of work discs made just in case a fault develops in a disc. Such faults are rare but they do happen and could be disastrous without the safety precaution of a backup disc. Update backup discs every now and again, perhaps at the end of each day's work, by copying the work discs onto them. If you have worked on only one or two files they could be copied individually to the backup disc, replacing the previous files.

Preparing discs

Only one Starter Disc is needed. The rest of the discs you use will be Work Discs and their backup copies. It is not necessary to make a backup copy of the Starter disc since it can easily be remade from the master if it gets damaged.

c **To make a Starter disc:**

With one drive:

Make sure the write-protect holes 16a are open on the Master disc.

Load LocoScript 2

When Disclist shows leave the Master in Drive A and press f2
 Cursor on 'Copy disc'

ENTER

Follow the instructions on the screen. The destination disc is the blank disc for the Starter. It does not have to be formatted first.

When 'Copying finished' remove the Starter disc

That's it. The PhrasesStd file will be replaced when you save your own phrases.

Put a formatted Work disc in the drive, press f7 and create files.

With two drives:

Make sure the write-protect holes 16a are open on the Master disc.

Load LocoScript 2

When Disclist shows Press f2

Cursor on 'Copy disc'

ENTER

Cursor on 'Copy 180k disc from Drive B to A'

ENTER

Put the Master in Drive B

Put a blank disc in Drive A (does not have to be formatted first)

Cursor is on 'Discs are now in the drives'

ENTER

When 'Copying finished' remove the Master from B

Leave the Starter disc in A.

That's it. The PhrasesStd file will be replaced when you save your own phrases, 24a.

Put a formatted Work disc in Drive B, press f7 and create your files on it.

a **To make a Work disc** simply format a new disc, 35d.

With two drives always use B for the Work discs as it has greater capacity. It can be put into the drive while the Starter disc is loading.

Name the disc and groups if you like (Disclist f2 and f4), and perhaps add one or more templates, see 46. To use the disc create your new files on it, 39a.

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

Vertical lines. Do not use proportional spacing. Insert the Line Spacing code on ½ (+LS½ ENTER) and write the text on alternate lines but

put vertical lines (EXTRA&S) on every line. Position them left to right with the spacebar and DEL keys.

Files

Operations on files are normally carried out while Disclist. Many of them can also be carried out while Textscreen by f1, cursor on 'Disc manager', ENTER. Press EXIT to return to Textscreen.

a Create a new file.

Place the group cursor, using the cursor keys and SHIFT, on the group you want the new file to be in (position of file cursor doesn't matter). If the group does not have its own Template. Std the computer will look elsewhere for one (46a).

Press the letter C. A menu shows.

Write a name for the file. See next paragraph.

ENTER and the file is shown on the screen, either empty or showing whatever text you have put into the template (46).

b Filenames can be up to 11 characters. The dot after the first eight is not significant in LocoScript text files. A space in the name can be entered by typing underline (SHIFT&hyphen).

To delete a filename to the right of the cursor press -.

There cannot be two files with the same name in a group.

Files are listed on the Disclist in numerical then alphabetical order so can be arranged in the order you want by prefixing the name with one or two digits or letters. To have them listed in date order, latest at the bottom, the date should be written in year, month, day of month order. For instance, 22nd April 1988 would be entered as 880422. This can be reduced to a four digit number by using a single digit for the year and A B and C for October November and December, indicating the month by a single digit. 7C03 is 3rd December 1987.

c If you get a 'Directory full' message when creating a file (a directory is a list of files) move some files to another disc or start a new one. A Drive A disc can have about 60 files and a Drive B disc about 250. It is best not to allow files to get longer than about 30k.

d To Edit or see an already created file.

Disclist, cursor on file

Press letter E

ENTER.

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

Disclist, cursor on file

Press f3

Cursor on 'Copy file'

ENTER

Move group cursor to new group or drive using SHIFT&cursor keys if necessary. Position of file cursor doesn't matter.

ENTER. If the filename is already in use in the destination group you will be given the option to replace with new file. If you choose this the file already there will be put into limbo, 41d. Change the name of the file if you wish. If copying in same group the name must be changed.

ENTER.

Files can be copied between Drives A, B and M in the same way as between groups on one disc. Drive B can read a Drive A disc.

To copy a file to another disc in the same drive:

Copy (f3) it to Drive M

Change disc

Press f7 and copy the file from M to the new disc.

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

Disclist, cursor on file

Press f3

Cursor on 'Move file'

ENTER

Move group cursor to new group or drive using SHIFT&cursor keys if necessary. Position of file cursor doesn't matter.

ENTER. Change the name of the file if you wish. If the name is already in use in the destination group you will be offered the option of replacing the file already there with the new file.

ENTER.

Files can be moved between Drives A, B and M in the same way as between groups on one disc.

To move a file to another disc in the same drive:

Move it to Drive M,

change disc,

press f7, and move the file from Drive M to the new disc.

- c **Erase file.** Erasing a file puts it into Limbo, see 41d.

Disclist, Cursor on file.

Press f3

Cursor on 'Erase file'

ENTER

ENTER.

a **Rename file.**

Disclist, cursor on file
 Press f3
 Cursor on 'Rename file'
 ENTER
 Press - to delete old name
 Write new name
 ENTER

b **Rename Group**

Disclist
 Cursor in group
 Press f4
 ENTER
 Write new name.
 ENTER.

c **Inspect document.** Disclist f5 'Inspect document' or Textscreen f1 'Edit identity'. A panel shows which contains a reminder of the contents of the file, if you have previously written one. Whenever the panel is showing, either from Disclist or from Textscreen, it can be written on, using cursor keys to move to next line. Maximum three lines of up to 30 characters each.

d **Limbo files.** Erasing a file puts it into Limbo, from which it can be recovered unless the disc is filling up and the space the file occupies is needed for non-limbo files. When you 'Finish editing' (33a) the pre-edit version of the file is put into limbo and is recoverable.

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

To **erase** files even from limbo, to make them irrecoverable, they must first be shown on Disclist (f8 spacebar ENTER) then erased as other files: cursor on, f3.

To **recover** a file from limbo, making it into an ordinary file again, it must first be made to show (f8 spacebar ENTER) then:

Disclist, Cursor on file

f3

Cursor on 'Recover from limbo'

ENTER. A menu shows. If 'New Name:' shows a question mark you must change the name as the present one is already in use in the group.

ENTER.

- a **Hidden files.** To have the hidden files listed on the screen press f8, cursor on 'Show Hidden files', spacebar, ENTER. The files containing the LocoScript program are hidden. Hidden files can be moved, erased or copied if they are first made to show on the Disclist by f8 cursordown spacebar ENTER.
- b **ASCII files.** 'Make ASCII file' makes a copy of a file and converts the copy into a standard character set (American Standard Code for Information Interchange), without codes such as Bold, Layout, etc, so that it is acceptable to another computer, type of printer, or electronic mail service. The process leaves the original file as it was. There are two kinds of ASCII file. The Simple Text type contains just text, tabs, returns and end-page-here. The Page Image type inserts a lot of spaces which maintain the layout of the text on the page. It will probably be the simple text type that you will want.
- Disclist
 - Cursor on file
 - Press f1
 - Cursor on 'Make ASCII file'
 - ENTER
 - Move cursor to group in which you want the ASCII file. Put it in Drive M if you want it on another disc in the same drive.
 - ENTER.
 - Can change name.
 - If Page image file is required move cursor down
 - ENTER and wait while the copy is made.
 - If you made it in Drive M change disc, press f7, and move it onto disc.

To import an ASCII file from another program create a LocoScript file and insert (44b) the ASCII file into it.

Converting LocoScript 1 Files

- c Read the section on Papertypes (59) before you convert many files. To have a papertype suitable for the converted files in the papertype library makes the process easier. If there isn't a suitable one in the library the settings should always be checked during conversion, as in the following procedure.
- Once a file has been converted it cannot be converted back to LocoScript 1 except by making it into an ASCII file (42b), creating a LocoScript 1 file and inserting the ASCII into it. If you might want the file as a LocoScript 1

file again make a copy of it and convert the copy. LocoScript 1 and LocoScript 2 files can be on the same disc but if you edit the LocoScript 1 file having loaded LocoScript 2 it will be converted unless you 'Abandon edit' after looking at it.

Having loaded LocoScript 2

Disclist

Perhaps copy the file if LocoScript 1 version still wanted (f3).

Cursor on file

Press letter E. Then 'Producing LocoScript 2 document'.

Press ENTER. Screen with four lines.

Press f5. Cursor is on 'Papertype' (59)

ENTER. A list of the papertypes in the library shows. The ticked one has been selected. The bottom one on the list has the name of the converted file.

Either: Select one of the prepared LocoScript 2 papertypes listed (cursor on, press spacebar)

or: Put cursor on 'Show Paper Type', ENTER, and check the settings. Alter them (including name?) as you wish (60b). Make a note of the settings you make and later put an identical papertype in the library, 62b. When set press ENTER, put cursor on 'Use Paper Type', and

ENTER.

Cursor on 'Page layout'

ENTER. The zones into which the page is divided are different from LocoScript 1. See 64. Set header and footer zones and fixed or floating footer zone (71a).

ENTER.

If using a printer other than the PCW press f6 and check the settings. 86a.

The other settings should be alright, as in the LocoScript 1 file.

EXIT ENTER. Four lines.

EXIT ENTER. Textscreen.

Conversion of the text takes place the first time the cursor moves through it, so movement might be a bit slow this time.

If the LocoScript 1 file used sublayouts as well as the base layout their settings will be put into stock layouts (48) and codes placed in the text. The base layout becomes stock layouts 0 and 1, sublayout 1 becomes stock layout 2, 2 becomes 3, and so on.

LocoScript 2 stock layouts have a maximum of 15 tabstops each, but an individual layout can have up to 30. See 50a.

TemplateStd files should be converted before use.

Moving text between files

- a To copy or move a piece of text from one file to another make it into a block as usual (COPY cursor COPY or CUT 0-9), then finish editing this file. Edit (E) the destination file or create a new file, and PASTE 0-9 the block into it. Up to ten blocks can be used at once, plus phrases for short bits of text.

The first few words of the blocks can be seen by f1, cursor on 'Show blocks', ENTER. To remove a block put the cursor on it and press -. Or, while Textscreen press COPY COPY and its number. A block is replaced by re-use of the block number.

If you use COPY cursor CUT to move the block and if you have been editing the block since it was last saved it is advisable to 'Save and continue' before making the block so that if you press a wrong number and overwrite a block you want to keep or if there is an interruption to the power supply while the block is held in memory you can recover the text from the limbo version of the file (41d).

A block which has been pasted in will conform to the layout of the new file until it comes to a layout code which has been brought in with the inserted text. It will then obey that layout.

Inserting Files

- b To insert one file into another:

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

If at beginning of file press spacebar once, see below, 44c.

Press f1.

Cursordown to 'Insert text'.

Press ENTER. The Disclist shows.

Cursor on the file to be inserted.

ENTER. The name shows.

ENTER.

The process of insertion can be paused by pressing STOP once. Press ENTER to continue. It can be stopped by pressing STOP twice. The file will keep what has been inserted.

- c If the text is inserted at the very beginning of a file it will bring its own starting layout with it. If you want it to conform to the new file from the beginning press the spacebar before pressing f1 to insert. This space in the file is sufficient to establish the layout of the destination file as the prevailing one. When insertion is complete the space can be deleted.

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

Press f1
 Cursor on 'Disc manager'
 ENTER, Disclist shows
 Cursor on file now no longer needed
 Press f3
 Cursor on 'Erase file'
 ENTER ENTER.
 EXIT returns you to the current file.

Dividing Files

- a To divide a file into two or more smaller files there are several methods.

The simplest is to make a copy of the file, renaming the copy in the process, then CUT the first half from one and the second half from the other.

If the big file has used a TemplateStd sections of the file can be made into blocks, new files created using the template, and the blocks pasted into them, as follows:

While editing the big file
 Save and continue (EXIT, cursor down, ENTER). This is a safety precaution. While they are held in memory the blocks of text are vulnerable to a power cut or to you pressing the wrong number. Having Saved and continued means they can be recovered from the limbo version of the file (41d) if necessary.

Make blocks as 25a. One block for each of the new smaller files, perhaps using COPY CUT and leaving one of them in the current file. Make a note of the numbers of the blocks with the names you will give their new files.

EXIT. Finish edit.

ENTER. Disclist

Create new files (39a) (using same template as big file?) and, with textscreen showing, paste the blocks into them (PASTE 0-9).

If you do not have a template for this file a template can be made from the file itself:

Copy (f3) the file to a group in Drive M, which is quicker than a disc drive, and name it TemplateStd.

Press E to edit the file.

Press CUT DOC CUT to remove all the text.

EXIT ENTER to disclist.

Move, not copy, the new template to the Work disc

Create files using the new template and paste the blocks into them.

Templates

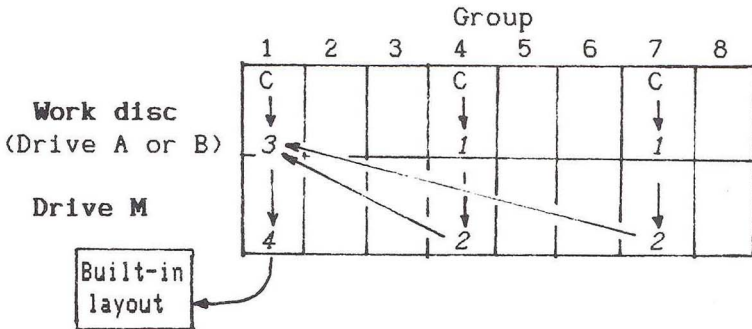
- a Locoscript has an automatic system of copying a file so that when you create a new file by pressing the letter C the computer looks for the nearest (46c below) file called TemplateStd (Template Stored), makes a copy of it, and displays it on the screen.

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

Once a file has been made from a template it becomes a completely separate file. Any alterations to it do not affect the template. Similarly, alterations to the template have no effect on files already created.

- b **To make a template** create a file (39a), name it TemplateStd, and give it the layout you want, including, if you wish, headers and footers and text.
- c **Where to put the templates.**

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



If files named Template.Std are placed on the Starter disc they will automatically be copied into Drive M when the Starter disc is loaded and will be found when the computer looks for a template.

- b There are two approaches to placing templates. Which of them is best depends on how you arrange your work on discs. If each work disc carries files with a variety of templates then it could be better to have all the templates on the Starter disc, each in its own group. To use a template create a file in its group on the work disc. The file can be moved to another group once it has been created. All your Work discs will use the same set of templates (unless a group on the work disc has its own). There can be up to eight Template.Std files on a disc, one in each group.

If, on the other hand, you use different discs for different kinds of work letters, articles, a book, etc, then it would probably be more convenient to place templates only on the Work discs, and have none on the Starter disc. This gives maximum flexibility as it does not tie all the Work discs to the pattern of the one Starter disc. Each can have its own template or templates. As the diagram shows, in the absence of templates in Drive M (i.e. none on the Starter disc), if you want all the files of a Work disc to use the same template only one TemplateStd is needed, in the first group of the Work disc. If most of the files on a disc will use the same template the principal Template.Std could be placed in the first group of the Work disc and another in another group. Any group without its own template would use the one in the first group.

It is also possible to have template files, with names that identify them, such as A5LETTER.TEM. To use one of them make a copy of it (f3 40a, changing the name while doing so) and then edit (E) it to write the text, just as if a new file had been created. These could be kept on the Starter disc or Work disc, as long as they are not called Template.Std.

The File Setup and Layouts

Every file carries instructions which tell the printer how and where to print what you write. These instructions consist of the Setup and one or more layouts.

For complete procedure see 52a. For an example manuscript procedure see 93 and for labels see 97a.

The setup contains settings which provide a framework for the whole file and do not vary from one point in the file to another. The main ones are the page height, top and bottom gaps, the header and footer arrangements and page break rules. See 53a.

A Layout, on the other hand, consists of a collection of settings that can be varied within the framework of the setup, from one layout to the next. They are:

Name of the layout	Line spacing	Justify
Margins	Tabstops	Zero slashed or not
Returns extra spacing	Line pitch	Decimal point is . or ,
Character pitch	Italic	Scale pitch

Some of the layout elements can also be varied individually by inserting codes in the text, +LS?, +J, +P, etc.

Most writers will need only one layout for the whole of a file, but it is possible to have as many layouts in a file as one likes, varying any or all of the elements that make up a layout from one point in the text to the next.

A change from one layout to another is shown by a (Layout) code in the text (have the codes showing, f8 spacebar ENTER). This (Layout) code can be thought of as a bucket which contains a complete set of the codes required-to make a layout pitch, margins, tabs, and so on. When the computer, going through the text, comes to the code it reads these settings and applies them to the text from that point on (some of them, margins, linespacing, etc, from the next line).

The name or number of the current layout, the one the cursor is in, shows at the top left of the Textscreen, second line.

A (Layout) code will cancel previous codes, such underline or bold, so if you want them to continue their codes must be reinserted after it.

Two kinds of layouts. There are, from the point of view of how they are inserted and set up, two kinds of layouts. There are those which are identical to a stock layout in the library and there are individual layouts. A stock layout code is inserted into the text by pressing +LT? (the question mark asks for a number) while a code for an

individual layout is inserted by Textscreen f2, see 57a. An individual layout can be given whatever settings you want for just this occasion and can have up to 30 tabstops against 15 for a stock layout.

From Textscreen:

Individual. f2	‘New layout’ inserts new code 57a.
	‘Change layout’ alters current layout 56f.
Stock. f1 ENTER f2	‘Change layout’ alters just stock layout 0. 56e
	‘Change stock layouts’ lists them. Cursor on and ENTER to alter one. 57b.

- a **Stock layouts.** Each file has a library of ten stock layouts, numbered 0-9, some of which can be prepared in advance as part of the setting up procedure of the file 52a (they can be added later though, 58a). A stock layout is a collection of settings, like a mould or template, which is copied into the text when you insert its code by pressing +LT?. The settings in the layout will apply to the text from that point on, until there is a code for another layout.

Stock layout 0 is always used for headers and footers.

Stock layout 1 should be set as the main layout of the file simply because this is the one that will apply from the beginning of a file until you insert a different layout code. Also, if you alter stock layout 1 the text will conform to those alterations until the first layout code.

Stock layouts 2-9 are extra layouts, such as might be used for poetry or extracts from another book. For indenting, a layout could be made with a different left margin (or use an indent tab, 69b). Their codes are inserted by +LT?. They do not have to be made in advance but can be made when you need them, while writing, see 58a.

Most writers will need only layout 1, the main layout for their text, and, if headers or footers are to be used, layout 0. These are set up as part of the file procedure, 52a.

- b Once a Layout code is in place in the text subsequent alterations to the stock layout (57b) from which it was copied do not affect that insertion of it (this is different from Locoscript 1) and, similarly, alterations to that code by f2 ‘Change layout’, 56f, do not affect the stock layout. The only exception to this is in the case of stock layout 1, which has a special relationship to the layout of the text at the beginning of a file, up to the point where a Layout code is inserted. This text will always agree with stock layout 1 and to alter stock layout 1 will alter this text and, in turn, to alter this text by f2 ‘Change layout’ will also have the effect of altering stock layout 1 (and thus will alter

the effect of subsequent insertions of the code +LT1). The advantage of this arrangement is that if no extra layouts 2-9 are used the layout of the whole file can be altered by f2 'Change layout' ENTER then 50b, below.

- a **Individual layouts.** If, while writing, you would like to have a layout which is different from any of the already prepared stock layouts you can either make another stock layout (f1 ENTER f2. See 58a) and insert the code for that, +LT?, or press f2 'New layout' (57a) or 'Change layout' (56f) and make an individual layout. The settings you make will apply to just this insertion and will not alter the stock layout in the library (except stock layout 1 if you 'Change layout' before the point where a LayoutT code has been inserted. 49b). If you need this individual layout somewhere else a phrase can be made of the layout code and pasted in.

Unlike stock layouts, an individual layout should be given a name, which can be descriptive, rather than just a number. This will prevent it reverting to a stock layout if the codes are replaced automatically, 58c.

Stock layouts cannot have more than 15 tabstops so if you need a layout with more than 15 (up to 30) an individual layout must be made. (Textscreen f2).

The 'Editing Layout' screen

- b Try this: from Textscreen press f2, cursor on 'New layout', ENTER. The 'Editing layout' screen, identified at the top, shows and settings can be altered. (Press CAN instead of EXIT after experimenting with it and a code will not be inserted and any alterations you have made will not affect the text).

When setting up or altering layouts you will come across this screen. This is how to make the alterations. If a setting is alright as you find it just pass on to the next.

The complete procedure for setting up a file is given later, 52a.

- f5. If you wish to copy the settings of a stock layout into this layout before altering it press f5, put cursor on the layout to be copied and ENTER.

Margins (66). Position cursor left to right, press f1, select left or right, then ENTER.

Or, if the cursor is actually on the left margin, as it will be when you first come to this screen, it can be moved by pressing + or -. Then press spacebar to jump to the righthand margin and move that by pressing + or -.

The value of the margin settings, in terms of width when printed, is affected by the Scale Pitch, which shows at top right

of screen. A wider Scale pitch makes a wider area of print. 60 spaces at pitch 10 makes 6". At pitch 12 they make 5". See 68a.

- a Tabstops (69). Position cursor, press f3, select the type of tabstop and press ENTER. Or position the cursor and press + until you get the correct kind of tabstop.

To delete a tabstop put the cursor on it and press -.

For details of what the various tabs do see 69.

Other options on the f3 list are:

Set Tabs every ?? spaces (cursor on, write number, ENTER)

Clear all Tabs

Clear Tab. Put cursor on before pressing f3 (Easier to use -).

- b Press f4 and set:

Character pitch. (Character width, see 29c). With the cursor on 'Character pitch' write the number of the pitch you want, which can be 10 12 15 17 or press P for proportional spacing. If you want double width letters put cursor on Normal or Double width and press spacebar to alter. Then press ENTER.

Line spacing. (Spacing from one line to the next. See 29a).

Put the cursor on 'Line Spacing' and write the number you want, using the ½ key, then ENTER. It can be 0 ½ 1 1½ 2 2½ or 3. Single spacing is 1, double spacing is 2.

CR extra spacing. (Extra line spacing when RETURN, see 27e).

Cursor on 'CR extra spacing', write number and ENTER.

It can be 0 ½ 1 1½. Use the ½ key.

Line Pitch (Number of lines per inch if line spacing is 1, see 28g). Cursor on 'Line pitch', write number 5 6 7 (gives 7½) or 8 and ENTER.

ENTER

- c Press f7 and name the layout. - deletes old name. It is best to name stock layouts with just their number so that you can see how to enter it with the code +LT?. Inconsistent naming of layouts could create problems if you wish to make automatic replacements, 58c, or move text from one file to another. However, an individual layout (50a), i.e. one which is not identical to a stock layout, should be given a name, which could be descriptive, not just a number. This will show that it is not a stock layout and the difference in name will prevent it reverting to the stock layout if layouts are exchanged (58b) or automatically replaced (58c).

ENTER.

- d Press f8 and set:

Justify. To have the righthand margin justified (straightened) put the cursor on 'Justify' and press the spacebar for a tick beside the word. Press again to remove the tick.

If the file uses only one layout, and has no Layout codes in

the text, the justify setting could be altered by putting the code +J or -J at the beginning (this would be overridden by a different setting in a later Layout code), or it could be set in the main layout by Textscreen f2 'Change layout' ENTER f8, alter setting, ENTER EXIT (56b).

If the file uses more than one layout justify has to be set, on or off, in each one. The general procedure for setting up a file (52a) gives the opportunity to do this.

If you want to alter the settings in an already written file which uses more than one layout see 56c.

If using proportional spacing or if you change pitch with a code in the text the justified margin might not appear straight on the screen but will print correctly.

Italic (Writing slopes). Put the cursor on 'Italic' and press the spacebar for a tick. Press again to remove the tick.

Decimal point is , or . Cursor on, press spacebar to swop. Zero slashed or not. Cursor on, press spacebar to swop.

Scale pitch. See 68a. With the cursor on 'Scale pitch' write the number, which can be 10 12 15 17 or press P for proportional spacing, which is the same as 12 as a scale pitch.

ENTER EXIT

To set up a file or template.

- a Whenever you create a new file you find that it already has settings for margins, pitch, and so on, so setting up a file is a matter of altering what you find to what you want. This is the procedure for making these alterations. If a setting is alright as you find it just pass to the next. Some of the settings are further explained in other sections. See the references for each one.

Create the file

Disclist

Cursor in group where you want the file. If a previously made template will be found and you want to start from the simple built-in layout put the cursor in the first group of Drive M. If there is a TemplateStd file there already erase that (f3) before creating the new file.

Press letter C to create a file

Write name. 'Templatestd' if making a template

ENTER. Textscreen shows.

Press f1

ENTER. Four lines across the screen.

a **The file setup** (To get here from textscreen press f1 ENTER)

Press f5 ENTER. (Paper type). Either select a papertype from list by cursor on, spacebar, ENTER then go to 53b or, if there is not a suitable papertype in the library, set one up as follows. (Make a note of the settings you make, including exact name, and, after setting up this file, put an identical papertype in the library 62b. This is not essential but it could be useful later). See 63b for some sample papertypes.

Put cursor on 'Show Paper Type'

ENTER.

Name. Cursor on, - deletes old name, write name, using delete keys for corrections. 12 characters. The name could indicate the paper size, Continuous/Single sheet, and the left offset (A4 con os7 or A5 sing os10, for example) or it could indicate the use to which you intend to put it, e.g. Small letter, Headed paper, Screen image, etc.

Tick Continuous (cursor on, press spacebar) even if you are going to set up for single sheet paper.

Put cursor on Left offset and write the number you want, and ENTER. This setting will still apply to single sheets even though it disappears from the menu when you tick Single. For more on offset see 67b.

If you want single sheet put cursor on and press spacebar.

Cursor on other settings, write number, ENTER after each.

Height, see 61a.

Width if single sheet, 61b

Top gap, 61c

Bottom gap, 61c

'Ignore paper sensor' 61d. Tick single sheet, untick continuous. Cursor on, press spacebar to alter.

ENTER

If single sheet select Portrait/landscape. Cursor on, press spacebar to alter. 61e.

Cursor on 'Use Paper Type'

ENTER

b Cursor on the next options and ENTER

Page layout 64

Header 66b and footer 66c zones

Fixed or floating footer zone 66c

Header/footer options 71b. Which pages have which header and footers. Can be ignored if not using headers or footers.

Page breaks 70a

Widows and orphans

Broken paragraphs. Needs blank line between paragraphs.

Page numbers. Usually set later, see 74a.

First page number

Final page number

EXIT

ENTER. Four lines across screen.

- a If you have a printer other than the standard PCW dot matrix one press f6 and make the 'intended' selections for Printer, Character Set and Character Style, as 88a. Alternatively, this can be left as you find it and selections made when printing (PTR f5).

ENTER Four lines across screen.

- b **Main stock layout.** (To get here *from Textscreen* press f1 ENTER)

Press f2

Cursordown to 'Change stock layouts'

ENTER

Cursor on Layout 1

ENTER. This is the 'Editing layout' screen. For more details of how to make the settings see 50b.

Now make the settings you want for the main layout of the file.

Margins (66d). Position cursor left to right and press f1, or, with cursor actually on the margin, press + or- to move it, spacebar jumps to right margin, then + or - again.

Tabstops (69). Position cursor, press +. Repeat + for other kinds. To delete a tabstop, cursor on and press -.

Press f4 and set:

Character pitch 29c

Line spacing 29a

Returns extra linespacing (CR+) 27e

Line pitch 28g

ENTER

Press f7 and name the layout. - deletes old name. It is best to name these stock layouts with just their number, see 51c.

ENTER

Press f8 and set: (cursor on, spacebar)

Justify 51d

Italic 28a

Decimal point is , or .

Zero slashed or not

Scale pitch 68a

ENTER

EXIT. Menu shows 'Change stock layouts'

- a **Header and footer layout.** If not using headers or footers go on to 55b.

Cursor on Layout 0 and ENTER

Press f5. 'Copy stock layouts'

Cursor on Layout 1

ENTER. This copies the main layout into Layout 0, which is always used for headers and footers. Settings can now be altered using f1 f3 f4 f8, see 50b. In this, the header/footer layout, the Linespacing and Linepitch should be 1 and CR+ should be 0.

Press f7 and name this layout '0'.

ENTER

EXIT. Menu shows 'Change stock layouts'

- b **Extra layouts 2-9** If no extra layouts are required now, go on to 55c. Layouts can be added or altered later, while writing the text, 58a.

Cursor on Layout 2 (or another number)

ENTER

Press f5. Menu shows 'Copy stock layouts'

Cursor on Layout 1

ENTER. This copies the settings of the main layout into Layout 2. It is easier to alter a copy of the main layout than to make all the settings again. Alter settings using f1 f3 f4 f8, as 50b. Perhaps you will want to alter only the margins and tabstops.

Press f7 and name this layout with just its number.

ENTER

EXIT. Menu shows 'Change stock layouts'

Either copy and alter other layouts if required (go back to 55b), or:

Put cursor on Layout 0

ENTER EXIT then

- c EXIT.

ENTER. Four lines across screen.

Write header/footer text 72a above each of the lines, if required, then

EXIT

ENTER. Textscreen.

If making a template write any text, such as your own address in a letter template, to be repeated in all files which will use it.

Identifying text (25b) can be written if you want. Press f1.

EXIT. Finish edit.

ENTER. Disclist.

If the file was created in Drive M copy it to a disc (f3. 40a).

Perhaps put an identical papertype in the library if not already there, as 62b. See 60b.

To use a template create (C) a file in a group which will find it (46c).

Altering layouts

- a The Page Setup settings (53a) can be altered at any time (Textscreen f1 ENTER f5) and already-written text will be relaid accordingly. The papertype part of this can also be overridden when printing (PTR f3 62a).
- b **If no (Layout) codes in text.** Altering the layout is easy if the file uses only layout 1 for the main text and no extra layouts 2-9, and therefore has no (Layout) codes in the text. From Textscreen press f2, cursor on 'Change layout', ENTER, make alterations as 50b, then EXIT and the text will be relaid accordingly. This alters both stock layout 1 and the text from the beginning of the file. There is no need to insert a layout code.
- c **If there are (Layout) codes in the text.** Once a layout code is in the text it is not affected by changes to the stock layouts in the library, so to make alterations to the layouts already in the text it is necessary either to alter each one individually (56f, 58b) or to alter the stock layouts and substitute the new codes for the old ones (58b, 58c). To have a whole file justified, for example, it is necessary to tick 'Justify' in each of the layouts used (f8 on the 'Editing layout' screen, 51d).
- d **To alter the layouts of several files** it could be worthwhile to set up a new template 46 with altered stock layouts, create new files from the template, insert 46b the old files into them (press spacebar first, 44c) then replace the old layout codes with the new stock layouts, 58b, 58c.
- e **Header and footer layout.** (Stock layout 0) The *text* of the header and footer can be altered by Textscreen f1 ENTER, see 72a. To alter the options (which ones go where) then also press f5, see 71b.
 The header/footer layout (margins, pitch, etc) is normally set up as part of the file layout procedure, 55a, but if it was not set up then and you now wish to add it see 70c. Its settings can be altered by Textscreen f1 ENTER f2 'Change layout' ENTER. (and f5 to copy layout 1 into it?)
 For the headers and footers the Linespacing and Linepitch should be 1 and CR+ should be 0.
- f **To alter the current layout.** (Textscreen f2 'Change layout'). This does not insert a layout code but goes back to the last LayoutT code before the cursor position and alters the settings in that, making it into an individual layout (i.e. one which is not identical to a stock layout). It does not affect the stock layout (except layout 1 before any other has been inserted 49b).
 These individual layouts made by f2 can have up to 30 tabstops. A stock layout can have only 15. The code can be made into a phrase and pasted in elsewhere and saved as other phrases.

Textscreen

f2

Cursor on 'Change layout'

ENTER.

Perhaps press f5 to copy another layout

f7 and alter name to show it is an individual layout (51c)

Alter the settings using f1 f3 f4 and f8, as 50b.

EXIT. The text changes its layout from the last layout code onwards.

- a **To insert an individual layout.** (Textscreen f2 'New layout') Inserts a new layout code at the cursor position which you can give individual settings. The code is the same as the preceding text except for the changes you make. This procedure could be used if, for example, you are writing and come to a point where you would like to have a decimal tabstop for a column of figures. To return to the previous layout after this one is no longer needed insert the code for that stock layout (+LT?), if it was a stock layout.

Individual layouts can have up to 30 tabstops. A stock layout can have only 15. The code can be made into a phrase and pasted in elsewhere.

Textscreen.

Position cursor where new layout code is to be inserted

f2

Cursor on 'New layout'

ENTER. The settings of the current layout are shown.

Press f7 and alter name to show it is not a stock layout.

Alter the settings using f1 f3 f4 and f8, as 50b.

EXIT. A (Layout) code with the new settings is inserted into the text with a Return sign (which can be deleted).

- b **To alter a stock layout in library.** Alterations to a stock layout in the file's library only affects subsequent insertions of the code. They do not affect Layout codes already inserted into the text. To replace those see 58b and 58c. However, alteration of stock layout 1 in the library alters the text before a (Layout) code has been inserted, see 49c.

Textscreen

f1 ENTER

f2

Cursor on 'Change stock layouts'. (The 'Change layout' option duplicates layout 0 on the 'Change stock layouts' option).

ENTER. The list shows.

Cursor on the layout you want to alter

ENTER

(Perhaps f5 'Copy stock layout', Cursor on layout 1, or another,

to copy its settings into this layout before altering them.
ENTER).

f7 and rename this layout with just its number.

ENTER

Alter the settings using f1 f3 f4 and f8, as 50b.

EXIT

Cursor on another if required, or

EXIT ENTER

EXIT ENTER back to Textscreen.

a **To add an extra layout to the library** is the same as altering the settings of another stock layout, as above 57b.

b **Replacing or altering codes already inserted, one at a time.** The cursor searches forward through the text. When it finds a (Layout) code you can either insert a different stock layout (or the same one with settings altered as 57b), or make alterations to the layout it finds, or leave it as it is and pass to the next.

Textscreen

Cursor at beginning of text to be searched

f2

Cursor on 'Layout exchange'

ENTER and the cursor searches forward until it comes to a (Layout) code (codes do not have to be showing). When it finds one note its number and select an option (Cursor on and ENTER).

'Replace by stock layout' lists the stock layouts. Press ENTER, write number of (or cursor on) the layout you want to replace the found one and ENTER.

'Leave layout as it is' and pass on to the next code.

'Change layout' shows the settings of the found layout so that they can be altered, using f1 f3 f4 f7 f8, as 50b. If you make this into an individual layout by altering it don't forget to change its name 51c. When set press EXIT. This alteration does not affect the stock layout or any other insertion of this layout number.

c **Automatic replacement.** If you make alterations to a stock layout in the library as 57b and want to apply those changes to every instance of that layout already inserted in the text this procedure will search forward through the text and make the replacements. Note that the name of a new layout must be exactly the same as the previous name, otherwise the old layout will not be

recognised as one to be replaced. For this reason it is better to name layouts simply and with consistency between files, perhaps using just their number.

Textscreen

Cursor at beginning of text to be altered

f2

Cursor on 'Layout replacement'

ENTER. The list of stock layouts shows.

Place a tick (Cursor on, press spacebar) beside each of the stock layouts you wish to replace those in the text with the same name

ENTER and the changes are made forward through the text.

Papertypes

Try this. Press PTR f3. A list of papertypes shows. These are the ones that have been already prepared. The ticked one has been selected. Cursor down to 'Show papertype', ENTER, to see and experiment with the settings in it as 60b. Press CAN CAN and EXIT and new settings will be cancelled.

A papertype is a small packet of settings which controls some aspects of how a file is printed.

To have the settings as a separate packet makes it easier to print a file on different paper formats (page height and single/continuous) and enables one-off settings to be made when printing without going into the layout of the file. One could, for example, set continuous in the file's own papertype, which would be used for draft printouts, then, when printing the final copy, select a papertype for single sheets.

The papertype settings are:

Name of Papertype

Single sheet or Continuous paper

Height of page and, if single sheet, width

Left offset

Top gap, Bottom gap

'Ignore paper sensor' (ticked for single sheet, not for continuous)

Portrait/landscape if single sheet.

Papertypes exist in three locations. There is one, called the 'intended' papertype, which forms part of the setup of each file (Textscreen f1 ENTER f5). There are up to ten in the library of papertypes in the Settings file (Disclist f6) which can be called upon either when setting up a file or when printing. And there is always one, called the 'current' papertype, in a section of temporary memory (PTR f3). The current papertype is simply whichever one occupies this slot. It will usually be a copy of one of the others but it can be given individual settings of its own (PTR f3 'Show papertype'). It is always the current papertype which is used for printing in the sense that if you

select another one when starting to print then that other one is copied into the current papertype section of memory and itself becomes the current papertype.

a Papertype settings

There are various ways to get to the papertype menu, according to where it is:

62a The Current papertype: Press PTR f3.

62b In Library: While Disclist press f6, cursor on 'Papertypes', ENTER.

61f The Intended papertype (in File): Textscreen f1 ENTER f5 ENTER.

In each case a list of papertypes shows. These are the ones in the library with possibly another one with a question mark, which simply means that the papertype is not identical to one of those in the library, which is alright. (If you have looked at a papertype in a file and not altered it a question mark might show until you next load the program).

The ticked one (on the Current or Intended list) has been selected. To select a different one put the cursor on it and press spacebar.

b To see the settings contained in the selected papertype put cursor on 'Show Paper Type' and ENTER. The settings can be altered.

This is the procedure for making the settings:

Name. Cursor on, write name, using delete keys for corrections. 12 characters. The name could indicate the paper size, Continuous/Single sheet, and the left offset (A4 con os7 or A5 sing os10, for example) or it could indicate the use to which you intend to put it - Small letter, Headed paper, Screen image, etc.

Tick Continuous (cursor on, press spacebar) even if you are going to set up for single sheet paper.

Put cursor on Left offset 80c and write number you want, and ENTER. This setting will still apply to single sheets even though it disappears from the menu when you tick Single.

If you want single sheet put cursor on and press spacebar.

Cursor on other settings, write number, ENTER after each.

Height, see 61a.

Width, 61b

Gaps, 61c

'Ignore paper sensor' 61d. Tick single sheet, untick continuous. Portrait/landscape (if single sheets). Cursor on, press spacebar to alter. 61e.

When set press ENTER again

Cursor on 'Use Paper Type'

ENTER

- a *Height of page.* Inches of paper x 6. 70 for A4 (11 $\frac{2}{3}$ "'), 50 for A5 (8 $\frac{1}{3}$ "'), 66 for 11" paper. The maximum is 99 lines, 16 $\frac{1}{2}$ inches. If the page height is altered only the number of lines in the main text area is affected. The top and bottom gaps and the header and footer zones remain the same. See also 65b.
- b *Width.* The width setting is there only to become the height if landscape is selected (61e). It does not restrict width of the printing.
- c *Gaps* for single sheet paper should be at least 6 for top and 3 for bottom but can be whatever you like for continuous paper, which can print on every line. This is the number of lines at the top and bottom of the paper which will not be printed on. See 65d.
- d *'Ignore paper sensor'* should be ticked for single sheets and unticked for continuous paper. The tick means ignore. The paper sensor is used with continuous stationery so that the printer can be left unattended but will stop when it runs out of paper. For single sheet paper the normal setting is to have the stop mechanism inoperative (ignored, i.e. with a tick) as printing will anyway cease at the end of the page until a new page is loaded. The sensor is behind the roller at bailbar position 15.
- e *Portrait or Landscape* if single sheet. Portrait (length is top to bottom) or Landscape (length is side to side). To select Landscape, put the cursor on and press spacebar. It doesn't affect the numbers as shown but the height of page becomes what was the width. It affects the number of lines up and down the page but has no effect on the width between the margins.
- f **The Intended papertype** is the one set in the layout of a file. This controls the page height etc while Textscreen but can be overridden when printing by selecting a papertype other than the intended.

To see the intended papertype: Textscreen, press f1 ENTER f5 ENTER or it can be loaded into the current papertype slot by either selecting it from the library list (PTR f3, cursor on, spacebar, ENTER) or if it is an individual one and not in the library by:

Disclist

press PTR f1 ENTER EXIT to suspend the printer

cursor on file

press letter P, ENTER

cursor on 'Change to paper intended...'

ENTER

CAN

PTR f1 ENTER to put printer on line again

then f3 shows the list with the current papertype ticked. Its details

can be seen by cursor on 'Show papertype', ENTER.

Alterations to it here will last only as long as it is the current papertype.

- a **The Current papertype** is whichever one is in the special section of memory at the moment. If you press PTR the current papertype is named at the top of the screen at right, second line. To see its details or to select another press f3. ENTER EXIT removes the list.

Which papertype becomes the current one?

- When you first switch the computer on the current papertype is the one you have selected as the default papertype, see 63a. If you haven't done this yet it will be the top one on the library list (press PTR f3 to see the list).

- If you select the 'intended' papertype when starting to print a file then that becomes the current papertype and remains so until another is selected.

- One that you select from the library list by PTR f3, cursor on, press spacebar, ENTER

- Or one whose settings you have altered by PTR f3, cursor on 'Show Paper Type', ENTER, make alterations as 60b, ENTER, cursor on 'Use Paper Type', ENTER.

b **The Papertype Library**

The SettingsStd file on your Starter disc contains a library of up to ten Papertypes. The three that have been set up already can be altered or removed if you wish, and others added. It is the papertypes in this library that are listed on the papertype menus. Press PTR f3 to see the list. ENTER EXIT to remove it.

To alter the library of papertypes

Have the Starter disc in Drive A. Press f7 if you change the disc. Disclist

Press f6. A menu shows.

To add a new papertype cursor on 'New Paper Type', ENTER.

Make alterations to the settings you are offered, including new name, as 60b, then put cursor on 'Create new Paper Type' and ENTER. 'New Paper Type' will not appear on the menu if all ten are already set up.

To alter an existing papertype cursor on 'Paper Types', ENTER.

Cursor on the one to be altered, ENTER, alter settings as 60b, cursor on 'Set new details', ENTER.

To remove a papertype from the library cursor on 'Paper Types', ENTER. Cursor on the one to be removed, ENTER, cursor on 'Remove Paper Type', ENTER.

Then, with the list of papertypes showing,

EXIT ENTER,

Cursor on 'Write SettingsStd',

ENTER, cursor is on 'Write to disc...',

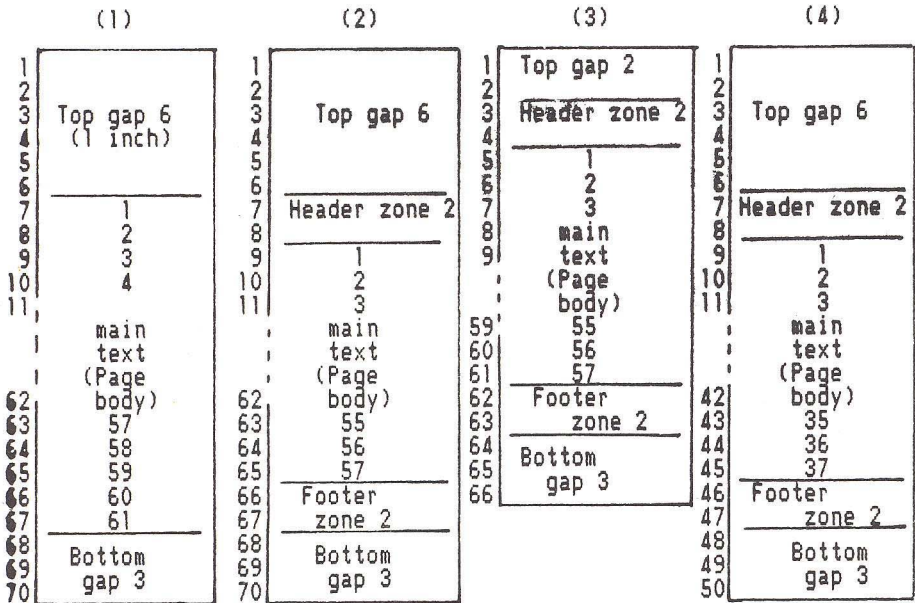
ENTER, back to disclist.

- a **The default papertype** is the one that the computer selects as the current one when you first switch on. Until you set it this will be the top one on the list. If you want a different papertype to be the default:
 Have the Starter disc in Drive A (Press f7 if you change the disc)
 Disclist
 press f6
 Cursor on 'Printer Defaults'
 ENTER
 Cursor on 'Default Paper Type'
 ENTER
 Cursor on the papertype you want
 Press spacebar to move tick
 If single sheet select Portrait or Landscape (cursor on, spacebar)
 ENTER
 EXIT ENTER
 Cursor on 'Write SettingsStd'
 ENTER. It says 'Write to disc....'
 ENTER.
- b **Sample papertypes.** No need to stick to these. You might want bigger gaps for both single and continuous paper and the Left offset figures given are only to show they can be set. Others at 96b.

	A4 single	A4 cont	11" cont	A5 single	Address labels	Screen image
Single/cont	single	cont	cont	single	cont	cont
Height	70	70	66	50	9	70
Width	50	--	--	35	--	--
Left offset	9	7	7	10	10	17
Top gap	6 minimum	0	0	6 min	0	0
Bottom gap	3 minimum	0	0	3 min	1	0
Paper sensor	tick	untick	untick	tick	untick	tick

Some Sample Page Dimensions

It is not necessary to stick to these layouts. Make the zones however you want them, but for single sheets the minimum top gap is 6 and bottom gap is 3.



(1) is for A4 paper ($11\frac{3}{4}'' = 70$ lines) without header or footer zones. For single sheets the top gap must be at least 6 to allow for loading the paper and the bottom gap at least 3, allowing a maximum 61 lines of text. The gaps can be larger, of course, or smaller for continuous paper. This layout, as the next, would print without alteration onto A4 continuous paper and maintain the same amount of text per page.

(2) shows an A4 page with two-line zones for header and footer texts. These zones can be as large or small as you require.

(3) is the same file as (2) but using a papertype for printing on 11in (66 lines) continuous paper. The page height is 66 and the top and/or bottom gaps have been reduced by a total of 4 lines so that the amount of text per page is maintained. With continuous paper every line of the paper can be printed on. The top and bottom spaces can be equalised by positioning the paper in the printer.

(4) shows an A5 page (50 lines) with the same gaps and zones as (2).

Page Dimensions

- a Height of page and top and bottom gaps are set in the Papertype 60b (Textscreen f1 ENTER F5, cursor on PaperType, ENTER). These settings can be overridden before printing by altering the current papertype (PTR f3) 62a.

The sizes of the header and footer zones are set in the file by Textscreen f1 ENTER f5, cursor on Page layout, ENTER. They cannot be overridden in the papertype.

These dimensions are expressed as a number of lines down the page. This is always at six lines per inch, regardless of the line pitch set in the file.

- b **Page height.** Page height is the number of lines which can fit on the whole page, including the top and bottom gaps and the header and footer zones. It is set in the papertype, 60b.

Usually you will set this on the size of the paper to be used for the file.

A4 size paper (11 $\frac{2}{3}$ "'),	70 lines
A5 size paper (8 $\frac{1}{3}$ "'),	50 lines
11in paper	66 lines

The number of lines = inches of paper x 6.

The printed area on the paper is not affected if you change line pitch or line spacing by a code in the text as the computer will automatically alter the number of lines per page to maintain it.

With continuous paper (83) the page height should be set to correspond with the size of the paper, from one perforation to the next, but with single sheet paper it need not do so. A small 'page height' can be printed on a large piece of paper.

- c **The Page body** figure adjusts itself (Page height minus the other zones). This is the main text area, which appears on the Textscreen. At single line spacing and at line pitch 6 it is the number of lines that will be printed in the main text area of the page. The line numbers at the top of the Textscreen refer to this area only, and not to the line numbers of the paper.
- d **Top gap.** With single sheet paper the top gap must be at least 6 because when paper is loaded into the PCW printer one inch feeds past the head before printing begins. With continuous paper it can be set on 0.

- a **Bottom gap** must be at least 3 with single sheet paper. It can be 0 for continuous paper.
- b **Header zone** can contain text which will be automatically repeated on some or all pages (70b). For more about writing header and footer text see 72a.
 A typical setting is Header zone 2 with the header written on the first line. If the second line of the zone is left blank an empty line will be left between the header and the top of the main text.
 The header and/or footer can have as many lines of text as you wish. Set the zones to contain them.
 If you don't want any header text and want the main text to start after the top gap set the header zone on 0 and don't write any header text.
 The header and footer text does not appear on the screen while you are editing a file. Press f1 ENTER to see or alter it.
- c **The Footer zone** is the same as the header zone but at the foot of the page.
 To obtain a blank line between the main text and the footer text make the first line of the footer zone blank by using a Return sign and write the text on the second line of the footer zone.
 If you want the footer zone to be positioned immediately after the main text, irrespective of where on the page that is, select the floating footer zone option in the Page layout menu (Textscreen f1 ENTER f5).

Margins

- d Margins have to be set in each layout that is used in the file, including layout 0, the header and footer layout. The layout procedure given (52a) copies the settings, including margins, of stock layout 1 into the other stock layouts then gives you the opportunity to alter them. To alter the margins of layouts already made see 50b. If only layout 1 is used for the file it can be altered by Textscreen f2, cursor on 'Change layout', ENTER, then make alterations.

When you have the 'Editing layout' screen:

Either position the cursor where you want a margin and press f1.

Cursor on the option you want, and ENTER.

Or move the margin by putting the cursor on lefthand margin and pressing + or -. Press spacebar to jump to righthand margin then press + or - to move that.

- a **To work out the position of margins** mark on the bottom edge of a piece of paper the position you want for the margins and measure in inches the distance between them, i.e. the length of the printed line, and multiply this by the scale pitch (68a). The result tells you how many spaces along the ruler (the dotted line across the top of the screen) to allow between the margins. For example, on A4 paper you might want $6\frac{1}{4}$ inch line length. At scale pitch 12 this requires 75 spaces ($6\frac{1}{4} \times 12$).

To obtain the position for the left margin hold the marked paper against the bailbar of the printer, perhaps with its left edge at position 0, and read the position of the left margin off the bailbar. Suppose it is at 14. You can obtain this by setting it on the screen, in the layout of the file, but in this example at scale pitch 12 that would mean putting the left margin at 17 ($14 \times 12 \div 10$) which would push the text too far to the right on the screen. So it will be necessary to put some Left offset, below, in the papertype to be used. To work out how many spaces to offset first deduct from the 14 as many as will be used up by any margin you set on the screen, if any. If you set the margins on screen at 5 and 80, those 5 spaces at scale pitch 12 will be worth about 4 at pitch 10, which is the pitch of the bailbar ($5 \times 10 \div 12$). To bring the total margin to 14 on the bailbar the Left offset will have to add another 10.

- b The **Left offset** (80c) can be set in the file's papertype as part of the file setup procedure 53a, or in the current papertype when printing (PTR f3, 62a). If you have already set it in the file but wish to alter it:

From Textscreen press f1 ENTER f5 ENTER

Cursor on 'Show papertype'

ENTER

Name. Cursor on, write name, which could indicate the paper size, Continuous/Single sheet, and the left offset (A4 con os7 or A5 sing os10, for example)

Tick Continuous (cursor on, press spacebar) even if you are going to set up for single sheet paper.

Put cursor on Left offset and write number you want, and ENTER. This setting will still apply to single sheets even though it disappears from the menu when you tick Single.

If you want single sheet put cursor on and press spacebar.

Cursor on other settings, write number, ENTER after each.

Height, see 61a.

Width, 61b

Gaps, 61c

'Ignore paper sensor' 61d. Tick single sheet, untick continuous Portrait/landscape, if single sheet. Cursor on, press spacebar to alter. 61e.

When set press ENTER again
 Cursor on 'Use Paper Type'
 ENTER and return to Textscreen by
 EXIT ENTER,
 EXIT ENTER.

Consistent positioning of the paper in the printer is helped by a paperguide, see inside back cover.

- a **The scale pitch** is the pitch that applies to the ruler, the dotted line across the top of the screen. It affects the positions of the margins and tabstops on paper. A wider scale pitch (a lower number) makes the printed area wider for given margin settings. For more on pitch see 29c.

In practice it is probably easiest to set the scale pitch to match the main character pitch to be used in the file, which is most commonly 12 (Proportional spacing, PS, is 12). Then the tabstop positions on the ruler will have the same number of character spaces between them as will be printed.

Once the scale pitch and margins have been set the number of actual characters that fit between the margins depends on their own width, the Character pitch. A narrower pitch means more characters per inch of line. The lines of text will appear longer on the screen but will print within the margins.

To find out from Textscreen what scale pitch has been set in the current layout press f2 ENTER and it is written at the top right of the screen, second line. Press CAN to remove it.

- b The general formula for relating screen position to printer position is:
 $\text{Bailbar number} \times \text{pitch} \div 10 = \text{screen position (on ruler cursor)}$
 or, alternatively, $\text{screen} \times 10 \div \text{pitch} = \text{bailbar}$
 (Plus any offset)

If the character pitch is different from the scale pitch then to find the position on the paper might involve doing this calculation twice. The distance from the left of the screen to the left margin is at the scale pitch and the distance from the left margin to the character position is at the pitch of the characters. (Plus any offset).

Tabs

Tabstops are placed when making the layout 51a ('Editing layout' screen).

Position the cursor, press f3, cursor on the type you want, ENTER. Alternatively, instead of pressing f3, press + one or more times according to which type of tabstop you want.

To delete a tabstop put the cursor on it and press -.

Stock layouts can have up to 15 tabstops. Individual layouts (56f 57a) can have up to 30.

There are four kinds of Tabstops that can be placed along the ruler. This is **how they are used while writing text**, the Tab Stops having previously been placed when making the layout. The Indent Tab does not require a tabstop but if there is a tabstop to the right of the cursor it will advance to it when ALT&TAB is pressed.

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

Indent Tab (press ALT&TAB) applies the Tab until the next Return sign. It can be placed to the right of the last tabstop and the left margin will be set at that position.

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

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

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

Page breaks

- a Page breaks concern the point in the text at which a page break will occur. Set in file setup, 53. Textscreen f1 ENTER f5 'Page break control'.

Cursor on and spacebar to alter.

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

'Do not break paragraphs' if ticked keeps the entire paragraph together by moving as many lines as necessary to the next page. A blank line is needed before the end of the paragraph is recognised.

Headers and Footers

- b Text and page numbers can be written which will be printed at the top (headers) and bottom (footers) of each page, above and below the main body of text. The text might be the title of the book or chapter, or the author's name on manuscripts, or 'continued' at the bottom of each page except the last, and so on. It can include an automatic page numbering code 73 which will print whatever number the page happens to be.

In the setup of the file zones are set aside on each page to take the headers and footers. 53b.

- c **To set up headers and/or footers.**

If you know that all the settings in the file are alright and just want to add or alter text: from Textscreen press f1 ENTER and write the texts above the lines, as 72a.

If you have already prepared a file but without any setup for headers and footers and now wish to add them this procedure covers every relevant setting. Many of the settings will be correct as you find them.

Perhaps make a sketch of the zones you are going to set. See 64.

Textscreen

f1

ENTER

f2

Cursor on 'Change stock layouts', ENTER

Cursor on 'Layout 0', ENTER

f5 (Copy stock layouts)

Cursor on Layout 1, ENTER

f7 and name this layout '0'

ENTER

Check that Linespace and Linepitch are 1 (LS1 and LP1) and that CR+ is 0. (Press f4 to alter these if necessary)
Other settings can be altered (f1 f3 f4 f8) but it is unlikely that you will want to.

EXIT

EXIT ENTER to Document setup screen with four lines.
f5

Cursor on 'Paper type'

ENTER. Either select a papertype from list or, to set one up:-
Cursor down to 'Show Paper Type'

ENTER

Set (cursor on, write number, and ENTER)

Height of paper (inches of paper x 6)

Top gap, the blank space above the header zone (at least 6 for single sheets)

Bottom gap, blank below footer zone (at least 3 for single sheets)

ENTER

Cursor on 'Use Paper Type'

ENTER

Cursor on 'Page layout'

ENTER

Set Header zone,

Footer zone

Fixed or Floating footer zone (cursor on, spacebar to alter). Fixed stays at the bottom of the page while floating moves up to the bottom line of main text, wherever that finishes.

ENTER

Cursor on 'Header/footer options'

ENTER

Set the options as below

ENTER

EXIT ENTER to screen with four lines

Write text (72a) and page numbering codes if required (73)

EXIT ENTER to textscreen

b Header/Footer options concern which pages have which headers/footers. These should be set, as follows, before writing the header and footer text because they affect the wording along the four lines, e.g. 'end of header 1 : used for all pages'.

(To get here from textscreen press f1 ENTER f5, cursor on Header/footer options, ENTER).

The list of options shows. To move the tick put the cursor on the one you want and press the spacebar.

The top line reads 'Header/footer 1 used for:' which means that Header/footer 2, the other one, will be used for the pages other than those ticked in this section of the menu. For instance, if 'first page only' is ticked the first page will have header 1 and the rest will have header 2. If 'odd pages' is ticked they will have header 1 and the even pages will have header 2. If you don't want one of the options, such as the even pages, to have a header/footer simply do not write any text for it.

The next section of the menu enables (if ticked) or prevents (unticked) the headers or footers on the first or last pages. You might, for example, want to prevent the header on the first page in order to write a special chapter heading.

The next section of the menu concerns instances where you have prepared a set up with different footers for the first and last pages but which might sometimes be used for a file of only one page. This menu lets you choose which of the two footers will be printed.

When the options have been selected press ENTER.

Writing the headers and footers text.

Have the screen with four lines across it showing (to get to it from Textscreen press f1 ENTER). It says 'Document setup' at the top of the screen. See 96 for example.

Have the codes showing if you wish (f8 spacebar ENTER).

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

Write or alter the text and page number instructions (73). All the codes for editing (Italic, Pitch, etc) and positioning (CENTre, Right Align) can be used. At the end of the last line in each section do not finish with RETURN but just move the cursor down with the cursor keys.

The text for both headers and footers starts printing on the top line of the zone so if you want a blank line between the main text and the footer press RETURN at the beginning of the first line and write the footer on the second line of the zone. (With double linespacing in the main text the bottom line of that text is always blank so a blank line in the footer zone may not be needed).

There can be as many lines of header and footer text as you wish. Make the zones large enough. Textscreen f1 ENTER f5 'Page layout'.

To print lines between the main text and header/footer text use the underline code (+UL +RA -UL) or dashes (ALT&hyphen). See 92.

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

The header and footer text does not appear on the screen while you are editing a file. Press f1 ENTER to see it.

Automatic Page Numbering

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

The codes are entered while writing headers and footers or the main text.

Have the codes showing on the screen, (press f8 spacebar ENTER).

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

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

In the examples on this page the words in brackets are not as you would write them but are the codes as they will appear on the screen. To obtain the code (PageNo) you press +PN and for the code (LPageNo) press +LPN. Where it says (CEntre) you would press +CE, and so on.

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

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

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

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

(CEntre)-(PageNo)===== - 29 -
 (RAlign)(+UL)(PageNo)>>>>>(-UL)..... 17
 (RAlign)(+Italic)Page (PageNo)>>(-Italic)... Page 17

Occasionally it might be more convenient not to use the coding for numbers but to type them in yourself on each page in the main text area.

- a **Alter first page number.** To make the page numbers of a file start from a number other than 1, and/or to make the number entered by the Last Page Number code (+LPN) other than what it would normally be (i.e. first page number plus the number of following pages in the file) can be done while either disclist or textscreen:

Textscreen
 Press f1
 Cursor on 'Edit identity'
 ENTER
 cursor on 'First page'
 Write the first page number
 ENTER
 Cursor down to 'Total Pages'
 Write number. To return to normal, question marks, press -.
 ENTER ENTER, back to textscreen.

or

Disclist
 Put cursor on file
 Press f5. Cursor is on 'Inspect document'
 ENTER
 Put cursor on the one you want to alter
 Write number and ENTER. (To return 'Total pages' to normal, question marks, press -)
 When both are set press ENTER again

It is also possible, but slower, to set these numbers while Textscreen f1 ENTER f5, cursor on 'Page numbers', ENTER, etc.

- b **To prepare several files with page numbers running on:**
 Make a list on paper of the files and note the page numbers as you enter them in the files.
 Disclist
 Cursor on file
 f5. 'Inspect document' shows
 ENTER
 Cursor on 'First page'
 Write number (For first file just make a note of the Last page number)
 ENTER
 Make a note of the 'Last page' number
 ENTER

Do this for each file, making the first page number run on from the last page of the previous file, allowing for overlap if necessary.

Then, if you are using the Last Page Number code (+LPN), note what the Last page number is in the last file and go through the files again, altering the 'Total pages' number in each one. To return the 'Total pages' number to question marks, which means it will print whatever the last page number of the file is, press -.

Then print the files as separate files, as 76, with each one starting a new page. To make the beginning of one file start printing on the same page as the end of the previous file it is necessary to insert (44b) enough of the beginning of the second file into the end of the first to complete the page, put an end of page (ALT&ENTER) in the second file at the changeover point and print from the second page of the second file. To have the automatic page numbering follow on give the first page of any overlapped file (which won't be printed) the same number as the last page of the previous file.

There is another method of giving files consecutive page numbers which uses an automatic counter. This might be quicker if you use it often and become familiar with the procedure, but it is more complicated if you make an error or if you edit one of the files and have to alter the page numbers. See page 195 of the User Guide.

Fractions

½	ALT&f7 then [¾	ALT&f7 then {
¼	EXTRA&I	⅝	ALT&f7 then +
⅓	ALT&f7 then =	⅞	EXTRA&J
⅙	ALT&f7 then]	⅞	ALT&f7 then }
⅕	use the ½ key	1/	EXTRA&½

ALT&f1 returns the keyboard to normal.

Other fractions, such as $\frac{2}{7}$, $\frac{47}{120}$, can easily be written if you make a phrase of the codes and store it on your Starter disc to be immediately available.

Key in: +P17 ENTER +SR X -SR / +SB X -SB -P

Insert the phrase and either have the codes showing on the screen (f1 spacebar ENTER) or move the cursor onto the X's from behind, then delete the X's and replace them with the numbers.

Printing

a To print from Disclist

Load paper into the printer (77a).

If Left offset is to be different from that set in the papertype see 80c. (PTR f6).

If printer is to be different from that set in the file (52a) see 80b and 86a. (PTR f5).

EXIT out of Printerstate,
Cursor on file to be printed

b Press letter P and set

Quality high or draft (Cursor on, spacebar)

Number of copies, 77b (Maximum 99. Write number, ENTER)

All or part of document. 77c.

ENTER

Select Current (62a) or Intended 61f papertype

ENTER

Check Printer, Character set, Character style

ENTER and printing begins.

c To Save and Print from Textscreen.

Load paper into the printer (77a).

If Left offset is to be different from papertype see 80c (PTR f6)

EXIT out of Printerstate

Press EXIT again for the Exit menu

Cursor on 'Save and Print'

ENTER. The file is saved and the P menu shows, 76b. Continue as there.

d To print one file while editing another

Load paper into the printer (77a).

If Left offset is to be different from papertype see 80c (PTR f6).

EXIT out of Printerstate

Textscreen

Press f1

Cursor on 'Disc manager'

ENTER. Disclist shows.

Cursor on file to be printed (not the one you are editing) then print

as above, 76b (press P, etc).

When printing starts press EXIT to continue editing.

At the end of a page load a new sheet of paper (77a) and press EXIT to continue printing.

To stop the printer press PTR. It will stop at the end of the current

line. To continue printing press EXIT. Pressing PTR puts the computer into Printerstate in which various actions can be carried out, see 79 and 81a.

While printing is taking place the disc must remain in the drive, but a new file can be created or a different file, not the one being printed, can be edited.

- a **To Load paper** into the printer simply place the paper behind the platen roller, turn the load knob a quarter turn towards you, then, when the paper has loaded, move the knob back. Loading paper puts the computer into Printerstate (79). EXIT takes it out of Printerstate.

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

If you do not have a paperguide (we can supply one, see inside back cover) it is helpful when placing the paper behind the platen to have the position of the lefthand slider on the bail bar adjusted so that its inside edge corresponds with the left margin of the printing. You can then see where the printing will be on the page. If the margin of your text has been set on the screen at 10 and the pitch is 12 or proportional spacing the lefthand edge of printing will be at $8\frac{1}{2}$ on the bail bar. For other pitches and positions see 67a.

- b **Number of copies** prints the whole file (or some pages if selected) then starts printing it again, as many times as requested, up to 99.

- c **To print some pages.** After pressing P to print and *after* selecting quality and number of copies, put cursor on 'Print part of document', ENTER. The cursor is on 'From page'. Write number and ENTER. Put cursor on 'To page', write number and ENTER, then ENTER again. The numbers are inclusive - From page 2 To page 3 will print pages 2 and 3. To print part of a page make it into a separate page while Textscreen with ALT&RETURN and print just that page.

- d **If the Intended and the Current papertypes match**, and if the printer types match, alternatives will not be offered as part of the printing procedure and printing will start when you press ENTER after selecting 'All or part of document'. To check the current papertype press PTR and its name shows at the top right of screen. To see and select another press f3 and if you need to alter its details select 'Show papertype'.

To see what the current printer type is press PTR f5.

If, when starting to print, you find that neither the current nor the intended papertype is what you want press CAN then PTR f3 and select the papertype you want or give one the required settings 60b. Then start the printing procedure again. Press P, etc.

If only the PCW printer is available, as will be the case unless you have set up another (86b), alternatives are not offered before printing.

It is possible to have both the PCW and another printer connected to the computer and you can choose which printer to send the output to (PTR f5). You will be offered first the default one as set in the Settings file, 87.

a **Screen dump.** Prints an image of whatever is on the screen.

Load paper. Unless you alter it as below the left edge of the printout is at position 0 on the bailbar so set the paper to the extreme left. Press EXTRA&PTR and printing begins.

To press PTR while printing will not merely pause the printing but will abandon it.

The height of the printout is 3½ inches so two will go on a single A4 sheet. The width is 5 inches.

It is possible to move the image to the right on the paper by setting the left offset. An offset of 17 will place the image at the centre of the roller of the printer. PTR f6 does not work. Press PTR f3, cursor on 'Show papertype', ENTER, make the settings as given below 78b, ENTER, cursor on 'Use papertype', ENTER. EXIT out of printerstate. Press EXTRA&PTR and printing begins.

b If you often print the screen with the offset it would be worthwhile to prepare a papertype in the library for the purpose. See 62b. It takes only a minute to put one there.

The settings for it are:

Its name (Screen dump?)

Continuous paper (even if using single sheets)

Height 70

Offset 17 (or another number?)

Gaps 0

Tick 'Ignore paper sensor' (even if using continuous paper).

Select the papertype before printing by pressing PTR f3, cursor on papertype, press spacebar, ENTER EXIT.

The screen dump can be used to print lists of the files on discs.

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

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

Printerstate (Printer Control State)

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

To get out of Printerstate press EXIT.

If you press PTR while printing the printer stops at the end of the current line (some printers may take longer to stop or have a button to pause or reset them). To continue printing press EXIT.

f1 Actions (PTR f1). CAN removes the menu.

'Suspend/Resume printing' puts the printer off/on line. When the printer is Off line it is as if disconnected from the computer and will not print. If you stop printing by pressing PTR it will normally restart when you press EXIT. However, if you want to press EXIT to leave Printerstate without restarting the printer suspend it first.

'Feed to top of form' feeds the paper through the printer to the end of the sheet and releases it. With continuous paper it feeds to the top of the next page.

'Feed one line' advances the paper through the printer by one line each time you press ENTER.

'Set top of form' tells the computer that the current position of the paper is the top of the form, the position you want for line 7 with single sheet or line 1 with continuous paper.

'Reset printer'. Abandons the current printing and resets the printer. If you 'Feed to top of form' before abandoning printing continuous paper will be set up for the next page or single sheet released.

'Finish current page'. If printing stops because the paper sensor detects an absence of paper press PTR and it will say 'No paper' at the top of the screen. If you wish to print on the last few lines of the paper (usually the last page of a stack of continuous paper) the paper sensor can be overridden just to the end of this page. Press f1, put cursor on 'Finish current page' (which appears only in this situation) and ENTER then EXIT and printing will continue to the end of the page. Then load new paper, cursor on 'Resume printing', ENTER EXIT and printing continues with the next page.

- a **f3 Paper** (PTR f3) concerns the current papertype (62a). It lists the papertypes in the library and shows which is selected as the current one at the moment (ticked). A different one can be selected (cursor on, press spacebar) and its details can be altered (Cursor on 'Show paper type' ENTER, alter details, ENTER, cursor on 'Use papertype' ENTER, see 60b).
- b **f5 Printer** allows you to select and alter if required the settings in the 'Current' printertype. As part of the printing procedure, 76b, you are given the choice, if they are different, between the 'Intended' printertype which has been set in the file's setup, 54a, and the 'Current' printertype, in the same way as with papertypes. See 88a.
- c **f6 Left offset** (PTR f6 or in papertypes, 60b) The left offset moves the starting position of the printer head to the right, moving the whole print area to the right across the paper.

The offset is always in Pitch 10, the same as the bailbar numbers, regardless of the pitch set in the layout of the file, and adds to the margin showing on the screen, whose spaces will be at the scale pitch.

An offset figure can be set in all papertypes, whether for single sheet or continuous paper, see 60b, and a suitable offset will usually be built into the layout of a file. This method of setting the offset, using PTR f6, is mainly for use with Direct Printing, 82.

PTR f6 alters the offset in the current papertype. Its effect is lost if the current papertype is changed for another (or if printing is abandoned). Therefore it is necessary to have the right papertype as the current one before setting PTR f6. If the file's papertype is one from the library it can be selected by PTR f3, cursor on, spacebar, ENTER. If it is an individual papertype (with a question mark after its name) and not in the library and if it is not already the current one it must be made the current one by:

Cursor on file
 Press P
 ENTER
 Cursor on 'Change to paper intended...'
 ENTER
 CAN. Now its offset can be altered by PTR f6.

With the cursor on 'Left offset' write the number of spaces to be offset and press ENTER ENTER, or position the cursor on one of the options and press ENTER.

When printing, the current papertype must be selected.

- d The offset can be used to print double column text on one page. With half width margins set in the layout, print page 1 (i.e. column 1), reset the printer (PTR f1), set the offset (PTR f6) to, say, 25, and, using

'Print part of document', print page 2 (i.e. column 2) on the same sheet. Accurate positioning of the paper is easier with a paperguide (inside back cover) or continuous paper.

a **f7 Document (Reprint)** (PTR f7 while printing).

If you stop the printer by pressing PTR you can either:

- press EXIT to continue from where you stopped,
- press f1 to suspend or abandon printing (reset printer) and perhaps start again, using 'Print part of document' if desired, or
- press f7 and a menu appears. The top section shows the name of the file that is being printed, which pages of the file you have asked to be printed ('Print part of document') and which page of which copy it was printing when stopped.

The next sections offer choices, some of which won't appear if they don't apply. Put the cursor on and ENTER.

'Current page' will reprint from top of current page.

'Previous page' will reprint from top of previous page.

'Beginning' of the file or some pages you have asked to print.

If printing more than one copy you can, as well as the above options,

'End after this copy'

'Abandon current copy' and restart at beginning of next

'Abandon printing'.

After setting these a reminder to reposition paper will appear. Either reposition the paper manually by reloading single sheet or turning the feed knob with continuous, or press ENTER then f1. Put cursor on 'Feed to top of form', ENTER. This will feed and release a single sheet (in which case load another) or feed to the top of the next page with continuous paper. Then EXIT ENTER, EXIT and printing restarts.

b **f8 Options** (PTR f8) This concerns the output interface options, such as the speed at which information is to be sent to another printer or to a modem (which can be used to connect the computer to the telephone system). 'Matrix' is the standard PCW8256/8512 printer and there are no options for that.

Direct Printing

Direct printing is selected from Disclist.
 Load paper and EXIT out of Printerstate.
 Press the letter D, select quality (press spacebar to alter), ENTER,
 and the screen shows Textscreen.

To return to Disclist press EXIT .

‘Finish direct printing’ prints whatever is on the screen and returns to Disclist

‘Abandon direct printing’ discards the text on the screen and returns to Disclist

Direct printing prints any text that is on the screen as soon as the RETURN key is pressed. When it is printed the text is removed from the screen and forgotten. If you have previously made a phrase of the RETURN sign that can be pasted in instead of pressing the RETURN key and several paragraphs can be written before printing is triggered.

A phrase or a block can be pasted in. To see their contents press f1. Another file can be inserted (press f1 ‘Insert text’ ENTER).

A layout can be made by pressing f2 ‘Change layout’ ENTER. To set pitch, CR+, linespacing, etc (f4 and f8), a layout should be used rather than codes in the text, which will be removed when the text is printed. Other layouts can be made (f2 ENTER f5) but all layout settings will be forgotten as soon as you leave direct printing. If there are several entries at a similar position across the page, as when writing addresses, set the left margin. There are no headers and footers.

Position the paper vertically by turning the paperfeed knob.

Positioning of the text along the line is easiest done by putting spaces in front of it with the spacebar. The left offset can be use (PTR f6). This is rather slow but you can see the position of the head before you print and so can use it for forms. If you often fill in a form see 103.

Measure the form and mark how much each entry has to be offset, in tenths of an inch.

Press PTR f6. Write number, which will agree with the bailbar, ENTER and ENTER again. (Or put cursor on Increase or Decrease and press ENTER for one space).

EXIT out of Printerstate.

Write text and press RETURN. It is printed.

See also Envelopes 90a and Labels 101.

Continuous Paper

Continuous paper, also called listing paper, is paper with the bottom of one page joined to the top of the next, with perforations at the join.

If you write more than short files it could be well worthwhile to use continuous paper. Printing a file without having to reload the printer every page leaves you free to think about something else. 60-70 gram paper is alright for draft printouts and 80-90 gram paper with microperforations is quite presentable. Make sure you buy true A4 (11²/₃") paper, if that is what you want, and not 11" paper which is common in the computer business and which has sometimes been sold, probably innocently, as A4. W.H. Smith's computer departments stock A4 continuous paper.

One might use continuous paper for drafts and single sheets for the final printout, having a papertype for each.

To change from single sheet to continuous stationery:

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

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

Printing is started as for single sheets (Disclist, cursor on file, P). Check that a suitable continuous papertype is selected.

One or more papertypes should be prepared for continuous paper. See 62b and 63b. They will probably require a left offset to move the printed area to the right on the paper.

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

With continuous paper the printer can print on every line, top to bottom. To do this set the top and bottom gaps on 0 in the papertype. See the page diagrams on page 64.

To print a file with fewer lines per page but on the same size of paper increase the size of the top and/or bottom gaps in the papertype.

Files written for A4 single sheet paper, with a page height setting of 70 lines in its papertype, can be printed on A4 (11²/₃in) continuous paper and will maintain the same number of lines per page. It is not necessary to alter any of the settings in the file's layout since a papertype suitable for continuous paper can be selected as the current one before printing (PTR f3) and this can override the 'intended' papertype in the file.

If you have 11" continuous paper (66 lines) then files written for A4 paper can be printed on it with the same amount of text per page if the papertype selected when printing has a page height of 66 and a total of 4 lines less in the top and bottom gaps. Prepare a papertype for this, 62b.

The paper can be positioned a couple of lines higher to equalise the top and bottom margins. The printer itself has no way of recognising the perforations and works solely in terms of the number of lines and where you tell it is the top of the form, which, unless you tell it otherwise, it assumes is wherever you first set up the paper.

Other Printers

Locoscript 2 makes it easier to use printers other than the standard one that comes with the PCW 8256/8512. However, setting one up is not always entirely straightforward and I recommend that you make sure that the dealer knows what machine you have and that he knows what you need in the way of cable, interface and printer file.

Choosing another printer

The principal factors in making a choice are speed, quality of print and cost. A wide carriage might be required for some applications.

The printer market is competitive and prices are falling while the technology is developing rapidly.

To print a single spaced A4 page of 3500 characters takes nearly 3 minutes at 20 characters per second (cps), 35 seconds at 100 cps and 12 seconds at 300 cps. The PCW printer has been timed at 11 cps in high quality and 50 in draft.

Try to see an actual printout before buying a printer. Some have rather odd character styles. Check that it will print the £ sign.

The file 'PrinterSup' on the master disc might be of interest. It is a LocoScript text file.

The three main types of printer are dot matrix (as the PCW), daisywheel and laser.

The dot matrix shoots pins against the ribbon, each impact making a

dot on the paper. The dots form characters. Most dot matrix printers can run at two speeds, fast for draft quality and less fast for high quality. 24-pin printers (the PCW is 9-pin) combine the advantages of high speed with a quality approaching that of the daisywheel. They cost from around £400 upwards.

Daisywheel printers have shaped characters, like those of a typewriter. They are mounted on the sides of 'petals' which are hit against the ribbon as the wheel spins. Its range of characters and quality of output are similar to a typewriter. Different wheels can be inserted for different typefaces.

The only reason for choosing a daisywheel printer is its quality of print. This has to be weighed against its disadvantages - a limited range of characters, the petals on the daisywheel are liable to break (replacement wheels cost £4-£10) and there is no high speed draft quality printing. Daisywheel printers can be obtained with a claimed speed of 60 cps but at that speed they are expensive. At the lower end of the price range they usually have an actual speed of 20 cps or less. It is possible to have both the standard PCW and another printer connected up and to switch the output to one or the other when starting to print, using the PCW printer for draft printouts.

Before investing in a daisywheel printer it could be worth trying the PCW printer with a carbon ribbon, which we can supply, see inside back cover.

Laser printers create their image by directing a laser beam and have much in common with photocopiers. They are fast (around ten seconds to print an A4 page of text though much slower if graphics is involved), high quality (at 300 dots per inch they are almost as good as typeset output) and quiet. They cost from around £1500 upwards.

Printers other than the PCW will probably require an interface, which plugs into the back of the monitor, and perhaps a special connecting cable between the interface and the printer. When you buy the printer the dealer will advise on what is needed. They will cost from around £50 upwards. If the printer allows a choice between serial (RS232) and parallel (Centronics) interfaces choose the parallel.

Many printers do not include a tractor feed for continuous paper in their price. This can be an expensive extra.

Ask the dealer about the compatibility of the printer. Different printers require information to be fed to them in different ways. Many will accept the most common standards which are Epson FX80 for dot matrix printers and Diablo D630 for daisywheel. Files which adapt the output

output of the computer for these types are on the master disc. If the printer is not compatible with one of these it might be necessary to obtain another file to copy onto your Starter disc. The dealer should be able to supply.

- a It is possible to prepare the computer, i.e to have settings on the Starter disc, for up to four different printers. Each printer might have more than one Character Set and each Set might have several Styles. The Character Set is the selection of characters available, the alphabet, upper and lower case, numbers and punctuation marks, etc. An American set might have a dollar sign instead of one for a pound. The Character Style is the design of the lettering - sans serif, courier, italic, etc. The name of the Style also contains a number which denotes its pitch (character width) - 10, 12, etc. For a daisywheel printer you would list a Style for each of the different printwheels that you use. With some word processors it is possible to place a code in the text to pause the printing while you change the wheel for a different style, italic for example, but this is not available with LocoScript and the whole file has to use the same wheel, unless you stop the printer yourself, by pressing PTR, which could prove tricky, or change it at the end of a page.

b To set up the computer for another printer.

Have the computer switched off while assembling the printer, interface, etc.

Switch on and load LocoScript 2.

Copy to the first group of Drive M (even if you have two drives) the printer file for the new printer, either FX80.PRI, D630.PRI (which might be on side 2 of the master disc) or another one you have obtained for the printer.

Also copy the file INSTALL.DRV from the master disc.

Put the Starter disc in drive A and press f7

Copy the files to the first group of the Starter disc, also leaving them in Drive M.

Press f6 and the Settings menu shows. The settings here contain all the printer options that will be available to you. If you have two printers you would prepare settings for each of them. It is possible to have settings on the Starter disc for up to four different printers. Each printer might have more than one Character Set and each Set might have several Styles.

Cursor on 'For printer', ENTER. Press spacebar to alter choice, then ENTER

Cursor on 'For Character Set' (86a), ENTER

This is probably set by the printer file but if there is a choice select the one you want with spacebar, and ENTER.

Cursor on 'Character Styles' (86a) and ENTER. They can be added, altered or removed. A Character Style should be prepared for each daisywheel you will use.

To add a new style: Cursor on any of the styles on list (it will not be lost), and ENTER. Then - deletes old name. Write new name, which can be whatever you like though normally it will be what is written on the printwheel, then cursor down and write its pitch, which should correspond to that on the wheel, since the number you write will affect the spacing allocated to the letters by the printer. ENTER, cursor on 'Create new Style', ENTER.

To alter a Character style: When the list of styles shows put cursor on the one you want to alter and ENTER. Alter the name and/or pitch, cursor on 'Set new details', ENTER.

To remove a Character style: When the list of styles shows, cursor on the one you want to remove and ENTER. Cursor on 'Remove Style', ENTER.

EXIT ENTER. (The 'New Character Style' option duplicates the Add a new one as above).

Cursor on 'Printer Defaults', ENTER.

Select 'Printer options' and set:

Width (of printer roller) at ten spaces per inch.

Parallel or Serial. If serial also set

Baud (speed of transmission of data)

Parity

Protocol. See your printer handbook.

Cursor on 'Defaults for Printer', ENTER.

Press spacebar to put tick on the one you want to be selected when you first switch on. ENTER. (The 'Standard Printer' option duplicates this).

Cursor on 'Default Style', ENTER. Press spacebar to alter choice, ENTER.

Cursor on 'Default Set', ENTER. Press spacebar to alter choice, ENTER.

Cursor on 'Printer Options', ENTER. Press spacebar to alter choice, ENTER. You probably want 'Parallel'. ENTER

EXIT ENTER.

Cursor on 'Write Settings.Std', ENTER.

Cursor is on 'Write to disc in A'.

ENTER. When the disc drive stops working press SHIFT&EXTRA&EXIT to reset the computer and reload the program.

- a Each file can be given printertype settings as part of its setup (53a) which suggest an 'intended' Printer, Character Set and Character Style, rather like the Papertype (59). These can be accepted or overridden when printing so that it is possible to put settings for, say, a daisywheel printer in the file then use the PCW dot matrix printer for draft printouts by selecting that when printing.

To make the Intended settings in the file (having previously prepared the Starter disc as 37c):

```
Textscreen
f1 ENTER f6
Cursor on 'Printer', ENTER
Press spacebar to select, then ENTER
Cursor on 'Character Set', ENTER
Press spacebar to select, then ENTER
Cursor on 'Character Style', ENTER
Press spacebar to select, then ENTER
EXIT ENTER to screen with four lines.
(EXIT ENTER to Textscreen?)
```

Your work

b LETTERS AND SHORT FILES

It is possible to prepare quite elaborate letterheadings using the wide range of typefaces and borders available, see 32, 109. It might take time to get one exactly how you want it, but it needs to be done only once.

If you use preprinted headed notepaper, make a template to fit it, with ReVersed spaces to show where to write date, address for window envelopes, reference numbers, etc, in the same way as for form-filling 103. To indicate a space where an entry is to be made write the code +RV, press spacebar a couple of times, then -RV.

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

If your most commonly used letter template is placed in the first group of a Work disc (if none on Starter disc, see 47b) and named TemplateStd this will be used whenever you create (C) a file. If you have other less frequently used templates, they could be placed in other groups, in which case only files created in those groups would use them. This would place some restriction on the choice of the group in which you create files but once a file has been created it can be moved to another group.

A number of letters of a standard nature, such as quotations and estimates, could be prepared almost completely and kept as normal files (i.e. not called TemplateStd). To use one of them copy it, changing its name, and edit it.

A letter or document can be built up out of stored standard paragraphs. Businesses might keep a stock of such paragraphs which could be inserted, showing up any points that might need individual attention by ReVersing them. A Drive A disc can be prepared with up to 60 files each of which contains a paragraph or section of a document.

With two drives the new file is created in Drive B, and with the disc carrying the stock of paragraph files in Drive A the required paragraphs can be inserted (Textscreen f1).

With only one drive create the new file in Drive M because while the file is being edited its disc cannot be swopped. Create it by copying (f3) the template from a disc to Drive M, renaming it in the process. Put the paragraph disc into Drive A, press f7, and edit (E) the new file in Drive M, inserting other paragraphs/files as needed. When it is finished EXIT ENTER ENTER, put a work disc in the drive, press f7, and move the file to the disc to save it.

A framework template could be made for documents, such as leases and contracts, containing a general structure, with spaces for headings, date, reference numbers, etc, and a list of the available standard paragraphs, perhaps with a brief summary of their content to serve as a reminder. To compile the document make a copy of the template, insert the selected paragraphs, and delete the summaries. Make a print-out for reference by inserting all the paragraphs into one file and printing it.

Files can be listed in order on the Disclist by prefixing their name with a letter or two, or numbers. (To change the name of a file, Disclist, cursor on file and press f3, Rename file).

To include the date in the name of a file is useful for letters. See 39b. If you use the same file name everytime you write to a particular correspondent and put the date after the name the letters will be listed together and in date order even in a Group which contains letters to others. If an entire group is allocated to just one correspondent you could put the date at the beginning of the file name.

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

the address will be copied and ready for subsequent letters too. If the addressee's name and address is at the top of the letter it can be made into a block and copied after the last page.

a ENVELOPES

If many envelopes are to be addressed it could be easier to use self-adhesive labels. See 97.

The printer is not good at handling thick envelopes so buy fairly thin ones. Open the flap while printing. If there is any smudging move the paper thickness lever down, 78c.

You might like to try printing the address in Pitch 10 and Line Space 1½. Prepare a stock layout (58a) in the letters template with left margin at about 25, with pitch 10 and linespacing 1½, then after the letter has been written press ALT&RETURN to start a new page, insert the code for the envelope stock layout (+LT?), and copy the address from the top of the letter. After printing the letter carry straight on and print the address on the envelope.

Direct printing can be used for addressing envelopes. To make a layout takes only a moment. Select Direct Printing (Disclist D ENTER), press f2, press + to set left margin on 25? set Pitch and Linespace (f4), then EXIT. Load envelope, EXIT out of Printerstate and begin writing. The layout will remain until you leave Direct Printing.

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

b LARGER WORKS

If writing a book start a new work disc for it and make a template. See page 93 for some suggested settings. If it is likely that extra layouts will be used, perhaps for quotations from other books or poetry, it is probably better, though by no means necessary, to add them to the template when you first make it so that all the files will be the same. This could be important if text is to be transferred from one file to another and layouts replaced.

You could start with all your material on one disc then as it expands move some of it to another disc, putting a copy of the template onto the second disc if it is not on the Starter disc. Some writers start at the beginning and work through to the end. Others start with a framework and fill in the details, adding a paragraph here and a page there. Jumping from one file to another is easier while they are on the same disc and while files are short.

Make it a general rule to keep files as short as is convenient. Locoscript is a bit slow at handling long ones and large files are more likely to be a problem if the disc becomes full. It is best if files can be kept to no more than about 30k or 5000 words (this is a rough guide, not an exact figure). Resist the temptation to keep adding to a file without stopping to start a new one. Files already much longer than this should be divided, see 45. With the smaller disc capacity of the 8256 this is additionally important because of the need to maintain at least as much free space on a disc as the size of the largest file in order to finish editing 33a.

Usually a book or report will have points, such as at the beginning of a chapter, where printing of a section will begin at the top of a page. This would be a suitable place to start a new file, since the main reason for joining files is to have the end of one section and the beginning of the next printed on the same page (page numbers can be adjusted 74a).

If the article is not too long the sections could later be inserted into one file for printing, but it might be better to keep them separate in the computer and join them only on paper, effecting the overlap from one section to the next by inserting (f1) enough of the first page of file 2 onto the last page of file 1 to complete the page (press STOP twice to stop the process of insertion). Make a note of the last line on that page then put an end-page-here (ALT&RETURN) at that point in the second file and for the next page of the article print from there on, using 'Print part of file' and, if using the automatic page numbering system, changing the 'First page number' (Disclist f5) to run on from the last page of the previous file. See 74b.

While working it is wise to 'Save and continue' (EXIT cursordown ENTER) every now and again in order to put onto disc what you have done so far. Update your backup discs 37b at the end of each day's work.

Continuous paper 83 is very useful if you write files of more than one or two pages. It greatly reduces the labour of printing and frees you to think about something else. It can be used for draft printouts and single sheets for the final copy.

Many publishers are pleased to accept work on disc as this can reduce the cost of typesetting and the time spent proofreading. Though the printer's electronic typesetting machine will probably not accept the 3" Amstrad discs the files can be transferred to a suitable disc and format by A.L.Downloading Services, Voysey House, Barley Mow Passage, London W4 4PT, Tel 01-994 5471. It will probably cost £15-£30 per disc. Make an ASCII version (42b) of your files in Drive M then copy them to group 0 on another, blank and formatted, disc. Probably the Simple Text type of ASCII file will be best.

This is a sample of the manuscript layout suitable for A4 paper (though with more lines on the page, of course) which is produced by the procedure given opposite. It has two-line header and footer zones. The lines are made by dashes (ALT&hyphen) on the second line of the header zone and the first line of the footer zone, seen by Textscreen f1 ENTER. With linespace 2 each line of text is always followed by a blank one on the same page.

The header and footer texts can be altered each time you start a new file (i.e. chapter?) by pressing f1 ENTER. The first page number of each file (74a) can be set by either Disclisf f5 or Textscreen f1 'Edit identity'.

There will be about 350 words per page -- fewer if you have a predilection for sesquipedalian grandiloquence.

A manuscript template.

These settings are suitable for A4 paper, either single sheet or continuous. They are suggestions only. Adjust to taste.

Disclist

Cursor in group where you want the template, 47b.

Press letter C to create a file

Write name. 'Templatestd'

ENTER. Textscreen shows.

Press f1. Document setup.

ENTER. Four lines across the screen.

Press f5. Paper type

ENTER.

Put cursor on 'Show Paper Type'

ENTER.

Name the papertype. - deletes old name, write name, e.g. MS single for single sheet, or MS contins, for continuous paper. Choose the one you use most. The other can be put in the library and selected when printing, see 62b.

Tick Continuous even if single paper (cursor on, press spacebar)

Put cursor on Left offset, write the number 7, and ENTER.

Select single sheet if using that. Cursor on and press spacebar.

Cursor on other settings, write number, ENTER after each.

Height, 70.

Width 50 (if single selected)

Top gap 6

Bottom gap 4

'Ignore paper sensor' tick single, untick continuous. Cursor on, press spacebar to alter.

ENTER

If single sheet Portrait ticked

Cursor on 'Use Paper Type'

ENTER

Cursor on Page layout, ENTER

Header zone 2 (write number, ENTER)

Footer zone 2

Fixed footer zone ticked (cursor on, spacebar)

ENTER

Cursor on Header/footer options 71b (Can be ignored if not using headers or footers), and ENTER.

Tick 'all pages' (cursor on, press spacebar)

Untick 'First page header enabled' but tick the others.

Tick 'Use footer for last page'
 ENTER
 Cursor on Page break control 70a, and ENTER
 'Allow any page break' ticked (spacebar). ENTER.
 Page numbers leave as is.
 EXIT
 ENTER. Four lines across screen.
 If you have a printer other than the standard PCW dot matrix one press f6
 and make the 'intended' selections for Printer, Character Set
 and Character Style, as 88a. Alternatively, this can be left as
 you find it and selections made when printing (PTR f5). Then
 EXIT.
 ENTER Four lines across screen.
 Press f2
 Cursordown to 'Change stock layouts'
 ENTER
 Cursor on Layout 1
 ENTER.
 Margins (66d). Position cursor on 5 (i.e. 5 spaces from left
 of screen, not 50 spaces where it says 5 in the middle of the
 screen) and press f1 ENTER. Position cursor on 77 and press
 f1, cursor on 'Set Right margin' and ENTER. This gives a
 line length of 6" (6 x 12 = 72) and will print between 11
 and 71 on the bailbar of the printer to give even margins if
 the paper is placed with its left edge at position 0 on the
 bailbar.
 Tabstops (69). Position cursor, perhaps at position 7, press +.
 Perhaps add other tabstops, as required.
 Press f4 and set: (cursor on words, write number, and ENTER)
 Character pitch. Press P, ENTER, or write 10 if want pitch 10
 Line spacing 2
 Returns extra linespacing 0
 Line pitch 6
 ENTER
 Press f7. Press - to delete old name. Write '1'.
 ENTER
 Press f8 and set: (cursor on, spacebar)
 Justify on (ticked) or off, as you prefer
 Italic unticked
 Decimal point is .
 Zero not slashed
 Scale pitch 12
 ENTER
 EXIT. Menu shows 'Change stock layouts'
 Cursor on Layout 0

ENTER

Press f5. 'Copy stock layouts'

Cursor on 1

ENTER. Header and footer layout.

Press f4 and set Linespacing on 1, ENTER

ENTER

Press f7 and name this layout '0'.

ENTER

EXIT. Menu shows 'Change stock layouts'

- a **Extra layouts 2-9** If no extra layouts are required now, go on to 96a. Layouts can be added or altered later, while writing the text, 58a.

Cursor on Layout 2 (or another number)

ENTER

Press f5. Menu shows 'Copy stock layouts'

Cursor on Layout 1

ENTER. Alter settings for this layout as required, using f1 f3 f4 f8, as 50b. It is likely that you will want to alter only the margins and tabstops.

Press f7 and name this layout with just its number.

ENTER

EXIT. Menu shows 'Change stock layouts'

Either copy and alter other layouts if required (go back to 95a), or, if you have set up all the layouts you want:

Put cursor on Layout 0

ENTER

EXIT ('Change stock layouts' shows) then

(continued next page)

a EXIT.

ENTER. Four lines across screen.

Write header/footer text above each of the lines, as required, or this can be done later, at any time (Textscreen f1 ENTER). See below for example. Header 1 will be used for all pages except the first, where you might want to have a special title arrangement. Footer 1 will be used for all pages. Footer text can be written on the first line of the zone since with Linespacing 2 there is always a blank line at the bottom of the main text. (There is a line across the page in the example but you might not want that).

EXIT

ENTER. Textscreen. Can write something to be repeated on the first page of each file (i.e. each chapter?). Perhaps a special heading.

EXIT. Finish edit.

ENTER. Disclist.

If the file was created in Drive M copy it to a disc (f3. 40a).

- b Perhaps put a papertype in the library (62b) or alter the Current papertype before printing (PTR f3). The settings for A4 continuous paper are: Name 'MS Contins' for example, Continuous ticked, Height 70, Offset 7, Top gap 6, Bottom gap 4, Untick 'Ignore paper sensor'.

For 11" continuous paper they are the same except make the Top gap 2.

For A4 single sheet they are: Name 'MS single', set the offset on 7 while continuous is selected then tick Single, width 50, Top gap 6, Bottom gap 4, tick 'Ignore paper sensor'. Portrait selected.

To use a template create (C) a file in a group which will find it (46c).

```

B:BITS /MS LAYOUT.1 Document setup. Printer idle. Using B:H:
      P1PS LS1 CR+0 IP6 Page --- line --/44
f1=Ations f2=Layout f3=Style f4=Size f5=Page f6=Printing f7=Spell f8=Options EXIT
-----
Chapter 4: (Centre) Thursday(RAlign) Page (PageNo)]]]]e
-----
end of header 1 : used for all pages-----
N. Joyment(RAlign) A Week of Delight
-----
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-----

```

LABELS

Self-adhesive labels can be obtained (we can supply them, see inside back cover) on continuous backing paper, with traction holes down the sides. It is possible to obtain them on wide paper with two or three labels across the page but one across is easier, both to write and to edit if you want to remove an entry from a list.

Make a layout so that *each page is the height of one label*. This means, for 1½'' address labels, setting the page height in the layout on only 9 lines per page. The perforations in the backing paper are irrelevant. When writing text press ALT&RETURN after the last line of text for each label. It is not necessary to fill every line.

There can be several hundred labels in one file, but, as with text, do not exceed about 30k in one file. For address labels this is about 200 addresses.

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

A number of copies of a file can be printed. This is selected after pressing P to print. It prints the whole file once, then starts again, and so on.

If you have two or three labels across the page set the margins to include all of them and place a tabstop when making the layout to correspond with the first letter position on the second and third labels. When writing these labels write the lefthand label then the one to its right, pressing EOL then TAB to begin each line, and the same again for the next label across.

A papertype can be prepared. See 63b for example.

To make a label template.

Measure in inches from the top of one label to the top of the next and multiply by six. This gives you the number of lines per page, the height of page. For 1½ inch labels it will be 9 lines per label.

Measure in inches the width of the print area of the label and multiply this by the Scale pitch you select (normally 12). This tells you the maximum number of spaces between the margins as set on the screen. For example 3 inches x Pitch12 = 36 spaces. (If you use a narrower *Character* pitch you will, of course, be able to get more characters along the line).

Settings with question marks you might prefer different

Create a file. Name it TemplateStd if making a template 46.

Textscreen

Press f1 ENTER

Press f5 and set (cursor on and ENTER):

Paper type. (put cursor on 'Show papertype' and ENTER)

Write name, e.g. 'Labels1½ x 3½'

Continuous ticked
 Height of page as above (inches x line pitch)
 Left offset probably 0
 Top gap 0
 Bottom gap 1 (to avoid printing on the gap between labels)
 Paper sensor unticked, then
 ENTER,
 Cursor on 'Use papertype' and ENTER

Page layout

Header and footer zones 0 unless required, see 101a
 Fixed footer zone ticked probably

Header/footer options

1st section, 'All pages' ticked
 2nd section, all enabled, ticked
 3rd section, (one page doc) either can be ticked

Page breaks

70a 'Allow any page break' ticked

Page numbers

Leave as is. Can be set later if required, see 101c.

EXIT

ENTER. Four lines across screen.

If the file will be printed on a printer other than the PCW press f6 and
 make settings as 88a. Alternatively, this can be left as it is and
 the printer type selected when printing (PTR f5).

ENTER Four lines across screen.

Main stock layout

Press f2

Cursordown to 'Change stock layouts'

ENTER

Cursor on Layout 1

ENTER. See 50b for how to set.

Position cursor left to right and press f1 for margins and f3 for
 tabstops. For address labels one across the page set the left
 margin on 15 to ensure that the paper sensor, which is at 15
 on the bailbar, is covered by the paper. The difference bet
 ween the margins should be as determined above, scale pitch
 x inches width. For 3½" labels they could be on 15 and 51

Press f4 and set:

Character pitch (29c) on 12 or PS?

Line spacing (29a) on 1?

Returns extra linespacing (CR+) (27e) on 0?

Line pitch (28g) on 6?

ENTER

Press f7 and name the layout '1' if you intend to use more than one layout in the file, though for labels this is unlikely.

ENTER

Press f8 and set:

Justify

Italic

Decimal point is , or .

Zero slashed or not

Scale pitch (68a) on 12?

ENTER

EXIT. Menu shows 'Change stock layouts'.

- a **Header and footer layout.** If you are not using headers or footers go to 99b.

Cursor on Layout 0

ENTER

Press f5. 'Copy stock layouts'

Cursor on Layout 1

ENTER. This copies the settings of the main layout into Layout 0, which is the layout used for your headers and footers. It is easier to alter a copy of the main layout than start afresh. Settings can be altered now using f1 f3 f4 f8, as 50b. If you have set Linespacing other than 1 in the main layout make it 1 in this layout and set CR+ on 0 (press f4).

Press f7 and name this layout '0'

ENTER

EXIT. Menu shows 'Change stock layouts'

- b **Extra layouts 2-9** (If no extra layouts are required, go to 100a).

Cursor on Layout 2 (or another number)

ENTER

Press f5. Menu shows 'Copy stock layouts'

Cursor on Layout 1

ENTER. This copies the settings of the main layout into Layout 2. Alter settings for this layout as required, using f1 f3 f4 f8, as 50b.

Press f7 and name this layout with its number. If you leave the name unaltered it might not be immediately apparent at a later date that the layout has been set up already.

ENTER

EXIT. Menu shows 'Change stock layouts'

Either copy and alter other layouts if required (go back to 99b), or, if

you have set up all the layouts you want:

Put cursor on Layout 0

ENTER

EXIT then

a EXIT.

ENTER. Four lines across screen.

Write header/footer text above the lines, if required, 72a, Text, the date or automatic sequential page numbering can be repeated on every label

EXIT

ENTER. Textscreen.

Identifying text can be written if you want. Press f1, 'Edit identity'.

EXIT. Finish edit.

ENTER. Disclist.

If the file was created in Drive M copy it to a disc (f3. 40a).

To use a template create a file (press C) in a group which will find it (46c) or make a copy of it (f3) and edit it (E) to write the text.

It is not necessary to fill every line of the label. Press ALT&RETURN at the end of the last line of text on each label and when printing the printer will feed the paper through to the top of the next label.

To print the labels

Set up the tractor feed mechanism for continuous stationery as 83 and load the paper. The position of the paper from side to side must agree with the margin settings in the layout. If the scale pitch is 10 they will agree with the markings on the bailbar. To find the position on the bailbar of positions on the screen in other pitches the formula is $\text{Screen} \times 10 \div \text{pitch} = \text{Bailbar}$. For example, a position of 15 on the screen at pitch 12 will print at position $12\frac{1}{2}$ on the bailbar.

Turn the feed knob so that the top of a label is opposite the printer head. This might mean sacrificing a couple of labels.

Printing is started as for any other file. EXIT out of PrinterState to Disclist and, with the cursor on the file, press P. 76a.

To prepare text for labels there are several methods:

If the labels are to be blank except for what you will write on them, such as for addresses, make a template as above without headers and footers or extra layouts. Write an address then press ALT&RETURN to move on to the next label (the next page), then write the next address, and so on. It is not necessary to fill every line of each label. When all the addresses are written EXIT ENTER to Disclist and

print the file as normal. Cursor on file, press P.
Use capitals? ALT&ENTER.

- a Text, such as a heading, sender's address, greetings, label numbers (use page number code), the date, etc. can be repeated on each label by setting it in the header and/or footer zones. To write or alter the header/footer text press f1 ENTER from the Textscreen. See 72a.
- b Another method is to make a phrase which contains all the text which you want to repeat on every label, all the RETURN signs needed to fill the page, and the end-page-here sign at the bottom. This method, which does not use headers or footers for repeated text, is the easiest to alter while in use, and, unlike when using headers and footers, all the text is visible on the screen. Paste in the phrase and add your text, using EOL to move to the next line. To start the next label press PAGE and paste in the phrase again.

For example:

MERLIN'S PHARMACY
29 LANCELOT LANE, CAMELOT.

Name †

Dose†

†

†

†

Keep medicines out of the reach of children.

Date 16-5-87. no. 143 †

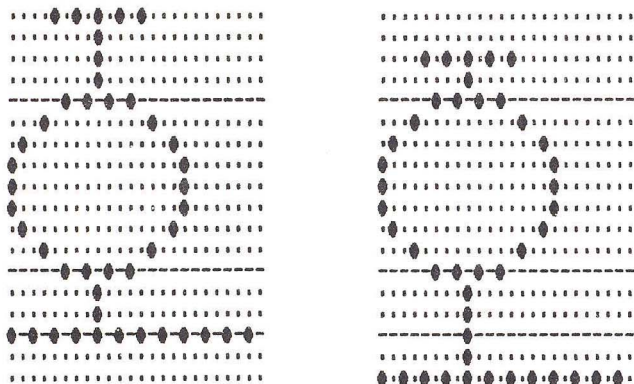
- This is all one phrase. Notice the 'end-page-here' sign at the end (ALT&RETURN). At the beginning of the day paste the phrase into a file, alter the date, then remake the phrase with the new date by pressing ALT&PAGE COPY PAGE COPY and the same letter as you are using for the phrase. This will not affect the phrase stored on disc, but
- c will continue as altered until you switch off. The labels can be automatically sequentially numbered by inserting the page numbering code, and can be made to start from a number other than 1 by pressing f1, 'Edit identity', ENTER, alter first page number, ENTER ENTER. Smaller phrases, such as 'One to be taken daily' could be used as well.

If you want to write one label, print that, write another label, print that, and so on, and if you don't have to store the text on disc then Direct Printing with a phrase could be used. While in a normal file make a phrase, which must include one fewer RETURN than there are on a complete label (e.g. 8 Returns for a 9-line 1½'' label). The phrase might consist of only the Returns, or if you want text to be repeated

on every label the phrase could include it. Select Direct Printing (Disclist, D), press f2 'Change layout' ENTER to make a layout, setting the margins as 50b, then EXIT back to the Textscreen. Paste in the phrase and add text. Use EOL or the cursor keys to move to the next line. When the label is ready to print press RETURN, which adds another line, and the label prints and leaves the printer head set up at the top of the next label.

Designing Characters

See pages 108 and 30



These characters show how the bottom two lines of the grid can be used instead of the top two if the character is shifted down (f7 S ENTER). Note the position of the main body of the character in relation to the guidelines.

They will print like this: ō and ō dōh yōp oōo oōo.

The line at the bottom will join to the next ōōōōō except when proportional spacing is being used ōōōōō. If you want them to join while PS press f7 (after setting the three versions) and reduce the PS Cols setting (press -) to 24.

FORM FILLING

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

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

Create a file named `Template.Std` (see 39a).

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

If there are to be two or more entries along the same line put them on separate lines on the screen and use Line Space 0 between them, i.e. put the code `+LS0` at the beginning of the line for the first entry, spacebar to the right to write the first indicator, then RETURN, press `-LS`, and spacebar out to write the second indicator. This is so that writing the first entry will not affect the position of the second. When the template is finished EXIT ENTER back to Disclist.

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

To fill in another form while in the same file press PAGE then ALT&RETURN. Then insert (f1) the `Template.Std` file into this one. One file can contain the entries for several forms. They will be saved on disc, as other files.

The form has to be correctly positioned from side to side when it is loaded into the printer. A paperguide would be useful, see inside back cover.

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

A template can have several pages.

Touchtyping

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

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

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

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

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

Always use the right thumb for the spacebar.

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

Practise movements, such as jujyjhjnjm, frftfgfbfv, ;p;/, aqaz, etc. Copy texts, typing as you read.

Locospell

LocoSpell is a program which reads through the text of a file and compares each word with its own list of words, its dictionary. If it comes across a word that is not in its dictionary it offers various actions. It also reports on the number of words it has checked so can be used as a Wordcount program.

What follows here is does not cover every detail of using LocoSpell, for that see the official guide, but it should be enough to get started.

There are three dictionaries on the Locospell disc - small (36k), medium (68k) and large (160k). The small one can be placed on the Starter disc, as follows. The larger ones cannot fit onto the Starter disc and need a separate dictionary disc, see 107b. The file LOCOSPEL.JOY controls the program and, whichever dictionary is used, must be on the Starter disc so that it is copied to Drive M when you load LocoScript.

a To set up LocoSpell (Small dictionary)

Load your LocoScript 2 Starter disc and check that there is at least 44k of free space on it. If there is less than this move or erase files that you don't need, Read.Me for example. The only ones you need are the Hidden files, SettingsStd, PhrasesStd and possibly some TemplateStd files.

Check that the write-protect holes (16a) are open on the LocoSpell disc. Put the LocoSpell master disc into Drive A, side 1 to the left.

Press f7

Copy (f3) the two files LOCOSPEL.JOY and LOCOSPEL.DCT (36k, not the 68k) to the first group in Drive M.

Put Starter disc into Drive A and press f7.

Copy the two files to the first group on the Starter disc (Group o). Insert a work disc and press f7. LocoSpell is available for use.

To use LocoSpell

If you have two drives do not leave the Starter disc in Drive A while doing a spellcheck. To leave it in slows the process.

CAN will remove menus and return to Textscreen or STOP twice will end the checking and offer to update the User dictionary if words have been added.

Textscreen

Press f7 and options are offered.

Cursor on the one you want and ENTER.

'All of document' will start checking from beginning of file regardless of where the cursor is. Then see 106b.

'Just forwards from here', i.e. from cursor position. Then see 106b.

'Single word'. With the cursor anywhere on a word in the text this will

display the section of the dictionary in which it is listed. The word in the text can be replaced by another on the list by moving the cursor onto it and pressing ENTER, or press CAN.

- a 'User dictionary upkeep'. The User dictionary contains words you add to those in the supplied dictionary. Put cursor on this option and ENTER. The list of words shows, if you have entered any.

To add a word write it and press ENTER

To remove a word put cursor on it and press -.

To alter a word add the new and remove the old.

Then EXIT and, to update the User dictionary, press ENTER. When you finish editing this file put the Starter disc in Drive A and copy the file UserspelDct from Drive M to the first group in Drive A, replacing the one already there, if there is. The arrangement is like the phrases store which has to be saved on disc if it is to be available next time you switch on.

- b **Checking.** When the cursor comes to a word which is in neither the supplied nor the User dictionary a menu appears. It suggests a replacement for the word and offers options. Put cursor on the one you want and ENTER.

'Use suggested replacement' will replace the word in the text and carry on checking.

'Replace and then edit' replaces with the suggested word and enables you to alter it in the text. Then press ENTER and select 'Ignore this word', 'Mark this word correct' or 'Add to user dictionary' and ENTER.

'Edit this word' enables you to alter it in the text. Then press ENTER and checking continues.

'Consult dictionary' displays the section of the dictionary in which this word might appear. An alternative word can be select with the cursor and will become the suggested replacement or to move to another part of the dictionary write the word you want to go to. ENTER and all these options appear again.

'Ignore this word' will pass this word. When it comes to it again in this check the 'Ignore' option is given priority.

'Mark this word correct' When it comes to this word again this option is given priority. It places a code (SiC) in front of the word which makes LocoSpell ignore it even if it is not in the dictionary.

'Add to user dictionary'. Adds the word to the list to be added to the user dictionary when the check is finished.

When the check is finished you are offered the option of updating the User dictionary, adding to it words selected during the check.

If you use an unusual word in the text and don't want to add it to the

- a User dictionary and don't want the computer to stop when it comes to it, the word can be given the (SiC) code anywhere in or beside it. With the cursor on the word press +SC. Have codes showing if you want to see it (f8 spacebar ENTER).
- b **The two larger dictionaries** contain more words than the small one so will stop less frequently during a check. The 32,000 word dictionary (68k) is on side 1 of the LocoSpell disc and the 77,000 word one (160k) is on side 2.

To use one of the larger dictionaries with single-drive and 256k of Drive M memory is probably more trouble than it is worth, but see the user guide for details. The following is for those with two drives.

Rather than use the master Locospell disc itself a Drive A disc should be prepared with the medium dictionary (68k) on one side and the large (160k) on the other.

Format both sides of a blank disc in Drive A.

Check that the write-protect holes are open on the LocoSpell master disc.

Put the LocoSpell master disc in Drive B, side 1 to the left, and the blank disc in Drive A, side 1 to the left. Press f7.

Copy (f3) the file LocoSpelDct (68k) to the first group in Drive A.

Turn both discs so that sides 2 are to the left. Press f7.

Copy LocoSpelDct (160k) to the first group in Drive A.

This is your dictionary disc.

The most convenient general strategy is probably to have the small dictionary set up as above (105a) and this will always be available for everyday use. In practice, one might not very often use words which are in a larger dictionary but which are not in the small one, so the difference in their use will probably not be very great. When you want to use the medium or large dictionary put the disc carrying it into Drive A, press f7 and copy the file to the first group in Drive M, replacing the small (36k) one there. This can be done without Finishing editing a file by pressing f1, 'Disc manager' ENTER, then when copied, EXIT.

Remove the dictionary disc from Drive A before doing a spellcheck.

If on the other hand you want a larger dictionary to be set up when you first load the Starter disc then the Starter disc should not carry a dictionary file (LOCOSPEL.DCT), but only LOCOSPEL.JOY (which must be on it for any spelling check). The Starter disc should be prepared as follows:

Copy, if it is not already there, the file LOCOSPEL.JOY from the LocoSpell master disc to the first group on your Starter disc.

If the file LOCOSPEL.DCT is already on the Starter disc erase it or alter its name slightly.

After switching on, before inserting your starter disc:

Put the dictionary disc, side 1 to the left for the medium dictionary, side 2 for the large dictionary, into Drive B.

Insert the Starter disc into A.

and then while LocoScript is loading the dictionary will be copied to Drive M and available for use. Change to a work disc in Drive B and press f7.

If you have already loaded your Starter disc but did not put a dictionary into Drive M and would now like to, put the dictionary disc in A, press f7, and copy the file to drive M. This can be done without Finishing editing a file by pressing f1, 'Disc manager' ENTER. Remove the dictionary disc from Drive A before doing a spellcheck.

Designing Characters

It is possible to design up to 16 characters for use with the PCW dot matrix printer. Ten of them can replace those normally obtained by pressing EXTRA 0-9. For the others see 109a.

This slightly simplified procedure enables an altered character set in the one printer file on the Starter disc. There can be other sets and other printer files, see official instructions.

Your Starter disc must have been made from version 2.12 or later of LocoScript. See 15a.

Make a LocoChar disc. This will be used to make a new printer file (MATRIX.PRI) to put onto your Starter disc in place of the one already there.

Load LocoScript 2 and format one side of a disc in Drive A. Copy onto it from the master disc the files:

LOCOCHAR 2
LOCOCHAR 3
LOCOCHAR.BAS
MATRIX.PRI

also copy onto it from the CP/M master disc which came with the machine the two files BASIC.COM and J14CPM3.EMS (the numbers might be slightly different on yours).

The LocoChar disc, with its six files, is now complete. It can be kept for future use.

Load LocoChar by inserting the LocoChar disc in Drive A and pressing SHIFT&EXTRA&EXIT to reset the computer. When the A prompt shows type *basic locochar*, press RETURN and wait.

When 'Old File Name: MATRIX' shows write *pri* and press RETURN 'New File Name: MATRIX. write *pri*, press RETURN and wait.

When 'Change details' shows write *set*, press RETURN, write new name, e.g. 'My set', RETURN. (Do not leave name as 'Non-standard').

You can change Style name or Identity (which is seen as for other files, 41c), but this is not necessary. (Write 'Style' or 'Id').

Press RETURN again and wait.

The designing screen shows. (see 30 and 102)

Three versions of each character show - high quality, draft and what will appear on the screen. Each has to be set up in turn. The draft version is always used for pitches 15 and 17, superscript and subscript.

Press a number 0-9 or letter A-F. See how the righthand cursor moves onto the number you write and the big characters change slowly. Try various numbers. While the program is active the cursor at the bottom moves to 'busy'.

Select the character you want to alter.

- a When you come to use the new characters in your files the ones numbered 0-9 will be inserted by pressing EXTRA 0-9, and they replace the characters normally obtained by pressing these (see page 114). The character you make numbered 'A' replaces the character normally obtained by pressing ALT&6, B = ALT&SHIFT&6, C = ALT&2, D = ALT&SHIFT&2, E = ALT&SHIFT&§, F = ALT&SHIFT&#.

If the character is to have a descender, like p y etc, press f7, press letter S and SHIFTED shows. This means the bottom two rows of the grid can be used instead of the top two.

Select one of the versions, press f1, f3 or f5. ENTER returns you to the general screen.

Altering the characters.

DEL- Y clears a pattern. RELAY Y restores the original pattern.

With High and Draft dots cannot be next to each other. With the Screen character two dots are placed instead of one, though one can be deleted.

Position the cursor,

spacebar removes a dot,

full stop (.) places one.

/ places dot and moves cursor to right (use this for diagonals).

½ places dot and moves two spaces to right (for horizontals).

+ moves whole pattern to right, - to left. Characters should begin at the lefthand column. Space between it and the next character will follow.

Letters such as e c o, without ascenders or descenders should occupy the 9 rows which include the upper two of the three guidelines of dashes.

When each version is done press ENTER and another f key to do another version of this character.

After doing the high quality version the proportional spacing to be allocated to this character is set automatically but can be altered if you

wish by pressing f7. Vary the width by pressing + or -. If an asterisk shows press + until it disappears, for normal spacing.

You might, when writing, want to use an accent with this character. You can decide now whether to have the accent placed either in the area of the top four rows of the character grid or raised completely above the grid area. If you want the High position press f7 and then pressing the letter H alternates high or not. Then ENTER.

When all three versions of a character are set select another character to alter, by pressing 0-9 or A-F.

The scratchpad is an (invisible) section of memory which can be used to copy a set of three patterns from one number (0-9,A-F) to another. To copy the patterns now on screen into the scratchpad press CUT Y. Then select another number and paste the pattern in there by COPY Y.

When you have done all the characters you want, press EXIT Y, then wait for a couple of minutes until 'LocoChar finished' shows.

Remove the disc, insert your Starter disc, and press SHIFT&EXTRA&EXIT.

When Disclist shows copy (40a) the file MATRIX.PRI from the LocoChar disc to first group on the Starter disc, replacing the (hidden?) one there.

With the Starter disc is Drive A press SHIFT&EXTRA&EXIT to reset again.

When the Disclist shows press f6

Cursor on 'For Character Set' and ENTER

Select with *spacebar* the name you gave the new set ('My set' ?), and ENTER. (To remove a name from the list put cursor on and press CUT).

Cursor on 'Printer defaults', and ENTER.

Cursor on 'Default set', and ENTER. Select with *spacebar*, ENTER. EXIT ENTER,

Cursor on 'Write Settings.Std', ENTER

'Write to disc in A' shows. Press ENTER.

Insert a Work disc and press f7.

If the new characters are to be used in an already created file the new character set must be selected in the file:

Textscreen f1 ENTER f6

Cursor on 'Character Set', ENTER

Select with *spacebar*, ENTER

(If you also altered the Style select that too, in the same way).

EXIT ENTER

EXIT ENTER back to Textscreen.

Alter this setting in your Template.Std files so that new files created from them (which are actually just copies of the template) will use the new character set.

If you wish to return your Starter disc to the original MATRIX.PRI this can be copied from the LocoScript 2 master disc. Make hidden files show (f8 cursordown *spacebar* ENTER) and copy it, replacing the altered one.

The Greek Character Set (ALT&f3)

Note 'Gre' at top right corner of screen.

The characters shown here are as version 2.12 in which the Greek character set has some differences from earlier versions.

ALT&f1 returns to English character set.

See notes page 114.

Design your own characters, see 108.

A character marked with † in the EXTRA column is an accent and will be printed in the same space as the character you type in after it. To have the accent on its own follow it with ENTER.

ALT&						ALT&					
Key	normal	SHIFT	ALT	SHIFT	EXTRA	Key	normal	SHIFT	ALT	SHIFT	EXTRA
A	α	A	a	A	° †	1	1	!	1	!	Ⓚ
B	β	B	b	B	∴	2	2	"	2	"	Ⓛ
C	ψ	Ψ	c	C	...	3	3	£	3	£	Ⓜ
D	δ	Δ	d	D	, †	4	4	\$	4	\$	Ⓝ
E	ε	E	e	E	' †	5	5	%	5	%	Ⓞ
F	φ	Φ	f	F	˘ †	6	6	'	6	'	Ⓟ
G	γ	Γ	g	G	; †	7	7	&	7	&	Ⓠ
H	η	H	h	H	˙ †	8	8	*	8	*	Ⓡ
I	ι	I	i	I	˘ †	9	9	(9	(Ⓢ
J	ξ	Ξ	j	J	' †	0	0)	0)	Ⓣ
K	κ	K	k	K	"						
L	λ	Λ	l	L	±						
M	μ	M	m	M	•						
N	ν	N	n	N	◦	-	-	-	-	-	≤
O	ο	O	o	O	- †	=	=	+	=	+	≥
P	π	Π	p	P	~ †	[[{	[{	¼
Q	“	”	q	Q	• †]]	}]	}	¾
R	ρ	P	r	R	˘ †	;	;	:	;	:	7
S	σ	Σ	s	S	˘ †	§	§	<	§	<	
T	τ	T	t	T	˘ †	#	#	>	#	>	≠
U	θ	Θ	u	U	ˆ †	,	,	,	,	,	◊
V	ω	Ω	v	V	∴ †	˙
W	ς	φ	w	W	" †	/	/	?	/	?	/ †
X	χ	X	x	X	×	½	½	@	½	@	1/
Y	υ	Y	y	Y	˘ †						
Z	ζ	Z	z	Z	÷						

The Cyrillic Character Set (ALT&f5)

Note 'Cyr' at top right corner of screen.

ALT&f1 returns to English character set.

See notes page 114.

Design your own characters, see page 108.

A character marked with ‡ in the EXTRA column is an accent and will be printed in the same space as the character you type in after it. To have the accent on its own follow it with ENTER.

ALT&					ALT&						
Key	normal	SHIFT	ALT	SHIFT	EXTRA	Key	normal	SHIFT	ALT	SHIFT	EXTRA
A	а	A	а	A	° ‡	1	1	!	1	!	①
B	б	B	б	B	∴	2	2	"	2	"	②
C	ц	Ц	с	C	...	3	3	№	3	£	③
D	д	Д	d	D	∴ ‡	4	4	?	4	\$	④
E	е	Е	e	E	∴ ‡	5	5	%	5	%	⑤
F	ф	Ф	f	F	∴ ‡	6	6	'	6	'	⑥
G	г	Г	g	G	∴ ‡	7	7	«	7	&	⑦
H	ч	Ч	h	H	∴ ‡	8	8	»	8	*	⑧
I	и	И	i	I	∴ ‡	9	9	(9	(⑨
J	й	Й	j	J	∴ ‡	0	0)	0)	⑩
K	к	К	k	K	"						
L	л	Л	l	L	±						
M	м	М	m	M	•						
N	н	Н	n	N	°	-	г	Г	-	-	<
O	о	О	o	O	- ‡	=	ъ	Ъ	=	+	>
P	п	П	p	P	~ ‡	[ю	Ю	[{	¼
Q	я	Я	q	Q	• ‡]	щ	Щ]	}	¾
R	р	Р	r	R	~ ‡	;	ь	Ь	;	:	±
S	с	С	s	S	∴ ‡	§	ж	Ж	§	<	
T	т	Т	t	T	∴ ‡	#	э	Э	#	>	≠
U	у	У	u	U	∴ ‡	,	,	;	,	,	∅
V	в	В	v	V	∴	.	.	:	.	.	•
W	ш	Ш	w	W	" ‡	/	і	I	/	?	/ ‡
X	х	Х	x	X	x	½	є	Є	½	@	1/
Y	ы	Ы	y	Y	" ‡						
Z	з	З	z	Z	÷						

The Symbol Character Set (ALT&f7)

Note 'Sym' at top right corner of screen.

ALT&f1 returns to English character set.

See notes page 114.

Design your own characters, see page 108.

A character marked with † in the EXTRA column is an accent and will be printed in the same space as the character you type in after it. To have the accent on its own follow it with ENTER.

Key	ALT&			Key	ALT&					
	normal	SHIFT	EXTRA		normal	SHIFT	EXTRA			
A	V	∃	a	A	°	†	1	1	!	①
B	φ	♂	b	B	∴		2	2	"	②
C	▲	▼	c	C	...		3	3	∇	③
D	c	∩	d	D	∫	†	4	4	∂	④
E	↓	⇓	e	E	∫	†	5	5	∅	⑤
F	≡	≅	f	F	∫	†	6	6	⊗	⑥
G	∩	∪	g	G	∫	†	7	7	⊕	⑦
H	^	∨	h	H	∫	†	8	8	*	⑧
I	f	∫	i	I	∫	†	9	9	-	⑨
J	∠	△	j	J	∫	†	0	0	∞	⑩
K	L	Γ	k	K						
L	J	Γ	l	L	±					
M	∑	∏	m	M	•					
N	√	x	n	N	•		-	n	~	<
O	≡	≅	o	O	-	†	=	½	≈	>
P	≅	≈	p	P	~	†	[¼	⅝	{
Q	↑	⇑	q	Q	•	†]	¾	⅞	}
R	←	⇐	r	R	∫	†	;	∅	√	:
S	ε	ε	s	S	∫	†	S		«	<
T	⊕	⊕	t	T	∫	†	#		»	>
U	∫	∫	u	U	∫	†	,	◆	♣	,
V	◀	▶	v	V	∫	†	.	♥	♠	.
W	†	†	w	W	∫	†	/	☺	☹	?
X	□	■	x	X	x	†	½	♩	♪	①
Y	→	⇒	y	Y	∫	†				
Z	○	●	z	Z	÷					

The English Character Set (ALT&f1)

Other printers may be unable to print all characters.

A character in the EXTRA column marked with † is an accent and will be printed in the same space as the character typed after it. To have the accent on its own follow it with ENTER.

Fractions, see page 75

Design your own characters, see page 108.

ALT&O gives unslashed O even if Ø is set in the layout. For slashed O press EXTRA&/ then O.

If you often use a character from another character set it can be made into a phrase and pasted in without changing to that character set.

normal	SHIFT	ALT	ALT&	SHIFT	EXTRA	normal	SHIFT	ALT	ALT&	SHIFT	EXTRA
a	A	æ	Æ	°	†	1	!	f	;		①
b	B			∴		2	"	"	"		②
c	C	©	%	...		3	£	„	¤		③
d	D	d	Ð	∴	†	4	\$	ƒ	¢		④
e	E			∴	†	5	%	℞	‰		⑤
f	F	ð	ƒ	∴	†	6	'	'	'		⑥
g	G			∴	†	7	&		₰		⑦
h	H	h	H	∴	†	8	*	¥	₯		⑧
i	I	ı	İ	∴	†	9	<	ℓ	(⑨
j	J	ıj	İj	'		0	>	0)		⑩
k	K	k	K	"							
l	L	l	L	±							
m	M			•							
n	N	n	Ń	•		-	-	-	¶	<	
o	O	o	Œ	-	†	=	+	†	±	>	
p	P	p	Ɔ	~	†	[{	[{	¼	
q	Q			•	†]	}]	}	¾	
r	R	®	™	~	†	;	:	:	:	₯	
s	S	ß	ß	˘	†	§	<	«	‹		
t	T	t	T	˘	†	#	>	»	›	≠	
u	U			˘	†	,	,	ℓ	ℓ	◊	
v	V			∴	†	.	.	ℓ	ℓ	•	
w	W			"	†	/	?	/	¿	/	†
x	X			x	†	½	①	\		1/	
y	Y			"	†						
z	Z	œ	Œ	÷							

Copies of this book can be obtained from bookshops or computer dealers or send a cheque for £6.95 to the address below.

Copies of the Clarity Guide to **LocoScript 1**, 'Word Processing with LocoScript' (3rd edition) are still available at £6.95.

LocoScript 2. We can supply the program, with the official user guide. Price £19.95.

LocoSpell, see page 105. £19.95 or, if ordered together with the LocoScript 2 program, only £14.95 (making £34.90 for the two).

Basic. The official user guide to the computing language supplied with your machine. Fascinating and useful. Better than the instructions that came with the earlier machines. (Not a Clarity Guide) £9.95.

Dust covers. The use of dust covers is recommended. We can supply a set of three made by the leading firm in this field. They are tough and washable, and made of proofed nylon coated one side with polyurethane to which an anti-static inhibitor has been added. The 8256/8512 set is light grey with green piping on the monitor and printer covers and the name 'Amstrad PCW' on the keyboard cover. The colours for the 9512 are ivory and brown. £11.95 for the set of three.

Anti-Glare Screen filter for 8256/8512. Of the several screen filters below £35 this is the best for effectiveness, appearance and value. It virtually eliminates reflections from the screen and makes working with the computer much easier on the eyes. Its unobtrusive grey frame is moulded to fit the monitor and is easily attached by velcro fastenings. I have used one for some time now and would not like to be without it. Price £14.95.

Paperguide. The 'Margin Maker' replaces the back lid of the printer. It has adjustable arms which hold the paper straight and in the correct position for consistent margins. This good-looking and useful enhancement to the 8256/8512 saves time when printing single sheets. It is certainly the best available and makes an appreciated gift. In grey to match the printer. £9.95. (Might become available for 9512 about June 1988.)

Labels, self-adhesive, size 3½" x 1½", one across (see page 97), on continuous paper with traction holes. Many uses. Good quality, ideal for the PCW. In handy box of 1000, price £8.75.

Carbon ribbons make sharply defined black characters. They are a bit pricey but keep them for best. For the PCW8256/8512. £6.95.

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Prices include VAT where applicable and first class U.K. postage. Prompt dispatch (normally same day). Refund if not delighted, of course. Please send cheque or P.O. with order and say which model you have.

Clarity Guides (B), Broadwood, Lifton, Devon, PL16 0ER.

LocoScript 2 is the improved version of LocoScript. As well as being faster it is more flexible and has several extra features, such as jump to page, design your own characters, print a number of copies of a file, and so on.

The Clarity Guide has been designed so that a beginner can read through it and learn how to use all the program's facilities. At the same time the fast-access index at the front makes it a handy reference book for experienced users who wish to look up particular points while working. The section on organising your work is packed with ideas and suggestions.

Though written for the PCW 8256 and 8512 most of the guide also applies to the PCW 9512 and owners of this model should find it useful.

30K = 5000 words

Locoscript 2 (PCW 8256/8512)

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