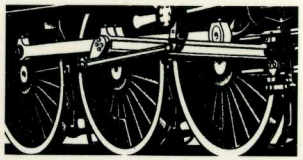
Euro-Arabic LocoScript

Euro-Arabic LocoScript offers you all the word-processing features of LocoScript 2

Plus:

- you can mix European text with Arabic, Farsi, or Urdu script
- text can be entered from left to right or from right to left
- letters automatically change to the correct form according to context
- you have a choice of European digits or Arabic digits



LOCOMOTIVE SOFTWARE

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Euro-Arabic LocoScript

For the Amstrad PCW8256/8512

LOCOMOTIVE SOFTWARE

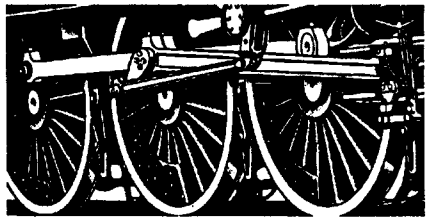
User Guide

Euro-Arabic LocoScript

A special version of Locomotive Software's LocoScript 2 Word Processor

for the Amstrad PCW 8256 and 8512

USER GUIDE



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SOFTWARE

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The particulars supplied in this manual are given by Locomotive Software in good faith. However, Euro-Arabic LocoScript is subject to continuous development and improvement, and it is acknowledged that there may be errors or omissions in this manual. In particular, the examples, menus and messages shown in this manual may differ in detail from those actually shown on the screen.

Locomotive Software reserves the right to revise this manual without notice.

Locomotive Software gratefully acknowledges the advice and assistance on the design of the Arabic and Urdu characters given by John Clews (SESAME Computer Projects), Richard Raby (Oldham Resource & Information Centre), and Roderic Vassie.

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Introduction

Euro-Arabic LocoScript is a version of Locomotive Software's word processor LocoScript 2 adapted to enable you to write in Arabic, Farsi, and Urdu as well as in European languages. It includes all of 'standard' LocoScript's powerful text editing facilities, and also...

- It handles all the characters needed by the new languages.
- It automatically alters the shapes of the new characters to the correct form for their context.
- It lets you type from right to left as well as from left to right.

The other main differences are that Euro-Arabic LocoScript has no Greek or Cyrillic characters (they've been removed to make room for the Arabic & Urdu ones), and that the new version works with a *dongle*: a special connector which must be fitted between the keyboard and your PCW. (The dongle won't affect any other programs on your computer.)

Euro-Arabic LocoScript is only suitable for the PCW8256 and 8512, not the 9512. This is because LocoScript's Arabic and Urdu characters can only be printed on the PCW8256/8512's built-in dot-matrix printer. The programs on the Printer Drivers Disc and the 24-pin Printer Drivers Disc will not work with Euro-Arabic LocoScript either (even if you have a printer which can cope with Arabic or Urdu characters).

As supplied, Euro-Arabic LocoScript assumes you are working with an English ('qwerty') keyboard. If your PCW has its keys engraved differently, the European characters typed will be those corresponding to the English keyboard layout. (You can see the exact positions on the keyboard layout diagrams in Appendix II.) If you want to change the positions of the keys you can use the LocoKey program, which is included on your Master Disc.

LocoMail, LocoSpell, LocoFile, and LocoFont files will all work with Euro-Arabic LocoScript, though each has restrictions when used with Arabic or Urdu text. There's more information about this in Chapter 3.

About this Guide

Although there are important new features in the Euro-Arabic version of LocoScript, most of LocoScript's facilities remain unchanged. So we recommend that this User Guide be read in conjunction with the LocoScript 2 User Guide, though you should note that for convenience some of the sections of that Guide are repeated in this one.

There are two main parts to this User Guide:

Getting Started – This replaces Chapter 1 (Preparation) and Session 2 (Running off a letter) in the LocoScript 2 User Guide. It explains how to set up your computer and how to make a Start-of-day disc and an Examples disc.

The first few paragraphs of this are not needed by those used to the PCW, but there are important sections which should be read by everyone. In particular, everyone needs to read how to fit the dongle between the keyboard and the monitor, and everyone should read about running the special Euro-Arabic Installation program.

There follows a tutorial explaining the basics of word-processing in general and Euro-Arabic LocoScript in particular. This tutorial is given twice: once with the examples in Arabic, and once with the examples in Urdu.

Using Euro-Arabic LocoScript – This repeats the information in the tutorial much more tersely and goes on to give a full description of all the features of Euro-Arabic which are different from 'standard' LocoScript. It also includes a chapter about the use of LocoScript add-on programs (LocoMail, LocoSpell, etc.) and how they can be used with Euro-Arabic LocoScript.

At the end of the Guide are a number of appendices. They include a quick reference guide, details of the keyboard layouts provided with Euro-Arabic LocoScript and some tips about what to do if you find yourself in difficulty.

If you've never used a word-processor before you should start by reading the first section of this Guide (Getting Started).

Next, you should use Euro-Arabic LocoScript for a while until you are familiar with its simple features. As you need to find out more, you can work through the tutorial in the LocoScript 2 User Guide. Then you will be ready to read the rest of this Guide to learn about the more advanced features of Euro-Arabic LocoScript.

If you've used a different word processor you should still read *Getting Started*. You probably won't need to work through the tutorial in great detail, though but it will be helpful if you read quickly through it.

If you've used LocoScript '1' you won't need to read the beginning of *Getting Started*, since it deals with such matters as fitting a plug to your PCW, and connecting the printer. But you will need to read about fitting the keyboard to learn how to attach the dongle.

So start at the paragraph 'Connecting the Keyboard via the Dongle', and read on to find out how to run the installation program to make your Start-of-day disc. Then skim through the tutorial, but take time to read Chapter 2 of the LocoScript 2 User Guide (Converting to LocoScript 2) as soon as you can, studying the sections referred to there. You should pay special attention to the session which explains the new way that Layouts work. When you are familiar with LocoScript 2 you should read the rest of this Guide to find out about Euro-Arabic's more advanced features.

If you are an experienced LocoScript 2 user there's little new to learn: all the features of standard LocoScript work in exactly the same way in the Euro-Arabic version. Your old documents can be processed using Euro-Arabic LocoScript *unless they contain Greek or Cyrillic characters*; (see the warning below). There is certainly no need to work through the early sections of this Guide in detail.

Read the parts of *Getting Started* to learn how to connect the dongle and make a Start-of-day disc. Then skip to the section *Using Euro-Arabic LocoScript* to learn about Euro-Arabic's special features.

Documents created with Euro-Arabic LocoScript are compatible with 'standard' LocoScript *provided they do not contain Arabic or Urdu characters or right-to-left text.* Likewise documents created with 'standard' LocoScript can be processed with the Euro-Arabic version provided they do not contain Greek or Cyrillic characters.

Problems with Euro-Arabic LocoScript

If you are experiencing difficulty using the Euro-Arabic version of LocoScript 2:

1 **Consult the User Guides – both the Euro-Arabic User Guide and the LocoScript 2 User Guide.** The chances are that the solution to the problem is described somewhere in one of the guides. Our experience shows most problems are caused by trying to go too fast – moving on to the more advanced (and more interesting) topics, before completely mastering the (less interesting) basics.

You will almost certainly solve your problem quickest by carefully following through the various tutorial sessions. You may also find the index, the glossary and quick reference handy.

2 **If that does not work,** or LocoScript 2 is demonstrably failing to work as described in one of the User Guides, please write to:

Euro-Arabic LocoScript 2 Support
Locomotive Software Ltd
Allen Court
Dorking
Surrey
RH4 1YL

When writing to Locomotive Software, you should make sure that you include the following details:

- Your name
- Your address
- The version number of LocoScript 2, eg Euro-Arabic v2.26. This is shown on the first line of the Disc Manager Screen f1 menu.
- Details of your PCW (eg. 8256, 8256+extra memory, 8512)
- A brief summary of your problem, including sufficient details to enable our staff to repeat your actions. If necessary you should also send us a disc with examples of the documents that have been causing you problems. If you don't tell us how to repeat the problem, it's unlikely that we will be able to help you.

Please write to us, don't phone. We are unable to offer telephone support, and anyway, we find it easier to give good support with the facts and the problem written down. It makes you think more about the problem and lets us ensure that it is handled by the correct expert.

Also, please write in English! Although we wrote the programs for Euro-Arabic LocoScript, there is no one on our staff who can read the languages it enables you to write in.

Contents

Part I: Getting Started

Preparation 1
Arabic Tutorial 7
Urdu Tutorial 17

Part II: Using Euro-Arabic LocoScript

1. Special Features of Euro-Arabic LocoScript 29
2. Layouts in Euro-Arabic documents 33
Changing the form of digits
Switching Direction
Templates
Frequent Changes of Layout
3. Use with Add-on Programs 39
LocoMail, LocoSpell, LocoFile, LocoFont, LocoChar
Printer Drivers and 24-pin Printer Drivers, LocoKey
4. The Alternative Urdu font 43

Appendices

I: Quick Reference 47
II: Keyboard Layouts 49
III: Troubleshooting 54

Part I

Getting Started

This section of the User Guide is divided into two parts.

The first part, *Preparation*, explains what you must do to set up your PCW, and how to prepare the programs which you will be using. It may appear rather complicated at first reading, especially if you are new to computers. But don't panic! The preparation stage only has to be done once, and after that, starting up LocoScript couldn't be easier.

The second part, *Tutorial*, explains the basics of using Euro-Arabic LocoScript, and takes you step by step through the various stages of writing and printing a simple letter. When you've mastered that, we recommend that you turn to the LocoScript 2 User Guide and look at the tutorial there.

Preparation

There are four stages to setting up Euro-Arabic LocoScript:

- Your PCW needs to be set up and ready to go with a plug on the end of its mains lead.
- The PCW printer needs to be connected to your PCW and set up ready to print. In particular, there should be a ribbon in the printer.
- The keyboard must be connected to the monitor by means of the dongle.
- You need to make what is known as a 'Start-of-day' disc. This is the disc that you will use in future to load the Euro-Arabic LocoScript program into your PCW. You will also need to make an Examples disc to follow through the exercises in the tutorial.

Each of these stages is described below. If you have already worked with your PCW, it is likely to be set up with the printer connected already. In this case, you can skip the first two sections, but you must still follow the steps for connecting the keyboard, and read about making a Start-of-day disc.

Note that this chapter replaces Chapter 1 (Preparation) in the LocoScript 2 User Guide.

Putting a plug on the PCW

Fit a plug to the PCW's mains lead. This plug must have a 5Amp fuse fitted in it: if you use a 13Amp plug, the 13Amp fuse supplied in the plug should not be used.

Important: The wires in the mains lead are coloured in accordance with the following code:

Blue : **Neutral**

Brown : **Live**

The blue wire must be connected to the terminal marked N or coloured black: the brown wire must be connected to the terminal marked L or coloured red.

DO NOT PLUG YOUR PCW INTO THE MAINS SUPPLY YET

Finally, press the Eject button on each of your disc drives and remove the piece of cardboard that has been used to guard the drive against damage in transit.

Connecting the Printer

If the printer is not already attached to your PCW, it is a good idea to set up the printer for single sheet paper and to insert the printer ribbon first.

Inserting the printer ribbon

The ribbon is contained in a cassette, so loading the ribbon is a matter of putting this cassette in position in the printer.

First gently lift out the dust cover at the front of the printer. It is hinged so you will have to release it from its hinges first.

Now hold the cassette with its 'fin' uppermost and the ribbon away from you. Turn the ribbon feed knob (to the left of the fin) in the direction of the arrow to take the slack out of the ribbon. Then slot the cassette into the position illustrated on the top of the cassette itself, taking care that the ribbon passes between the print head and the ribbon guide. Be careful not to twist the ribbon.

When the cassette is in place, press down gently on both sides of the cassette to ensure that it is properly located. Check that the ribbon is properly positioned in front of the print head and then gently turn the ribbon feed knob again to remove any slack.

Finally, replace the dust cover.

Setting up for single sheet stationery

When you want to feed single sheets of paper through the printer, you just need to hinge back the paper tray at the back of the printer and clip the two paper tray extensions into the slots in this tray.

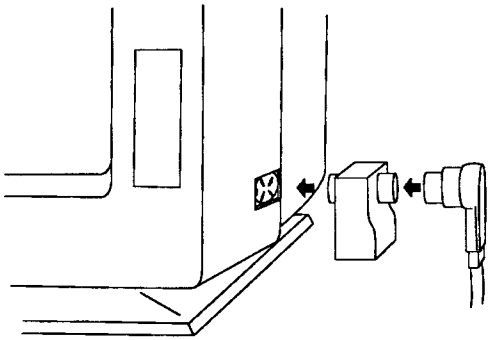
The tractor feed unit should only be attached to the printer when you want to use continuous stationery.

Connecting the printer

Check that your PCW is not plugged into the mains. Place the printer to the right of your Monitor Unit and quite close to it. Now insert the 34-way connector on the printer ribbon cable into the 34-way 'PRINTER' socket on the back of the monitor unit. Be careful not to stretch the cable as you do this. When the ribbon cable is attached, insert the plug on the end of the printer's other cable into the '24V DC' socket on the back of the Monitor Unit.

Connecting the Keyboard via the Dongle

The dongle is the small plastic object with two connectors. Before you can use Euro-Arabic LocoScript you must fit the dongle to your PCW. Make sure the computer is switched off, and the keyboard unplugged. Now plug the dongle into the keyboard socket and plug the keyboard into the socket on the dongle. If you don't fit the dongle in this way, Euro-Arabic LocoScript will not work.



The dongle won't affect any other programs you use, be they other versions of LocoScript or CP/M programs, so you can leave it permanently installed if you want.

Choosing a System

There are two discs supplied with Euro-Arabic LocoScript; both of them have an Installation program on one side, and a 'Master Disc' on the other. One of these discs is for those who want to work in Arabic or Farsi, the other for those who want to work in Urdu. The discs contain identical programs, the only difference being the language they are set up to work in. **Make sure that you use the Installation program and the master from the same disc.** In fact, since you're only going to be using one of the discs we supply, it might be a good idea to put the other one away right now.

Making your Start-of-day Disc

The next task is to make a *Start-of-day disc* – a disc which will load LocoScript into your PCW automatically, just by switching the machine on and inserting the disc into the disc drive. To make a Start-of-day disc, you should follow the instructions given in the Update Information booklet supplied in this pack. There are a few points to note when following these instructions. They are explained on the sheet 'Before you install Euro-Arabic LocoScript'. Make sure you have read this sheet before you run the Installation Program.

At the end of the instructions in the booklet, *don't* put your Master disc away as you're told to: you're about to use it again to make an Examples disc.

Making an Examples Disc

Now that you have made a Start-of-day disc, the first thing you need to do with your new system is to make an Examples Disc so that you can do some of the exercises. You don't *need* to do this, but since you may not have used LocoScript 2 (or even any other word processor), we recommend that you look at at least some of the examples we provide. To make your Examples Disc you will need a fresh disc – a disc which is either blank or which holds only files you don't mind losing.

Begin by loading LocoScript into your computer's memory if you haven't done this already. (To do this, put your Start-of-day disc into the drive with Side 1 to the left, and press [EXIT] while you hold down [SHIFT] and [EXTRA]).

When LocoScript has finished loading, press [f2]. (You do this by pressing [f1] while you hold down [SHIFT], of course). This takes you to LocoScript's Disc menu:

```
▶ Copy disc
  Verify disc
  Format disc
  Rename disc
```

The option you want – `Copy disc` – is already selected for you – so just press [ENTER]. What happens next depends on whether you have a single-drive or a two-drive machine.

Throughout what follows, you will see messages on the screen about the 'Source' disc and the 'Destination' disc. The 'Source disc' is the Master disc you are copying and the 'Destination disc' is the new disc you are making the copy on.

Single-drive system

Before the copying starts, LocoScript checks that you meant to select the Copy disc option – because if it just went straight ahead, you might accidentally copy the wrong information onto the wrong disc. Press the [↓] key once to move the cursor to the '`Copy 180k disc`' option and then press [ENTER]. LocoScript then tells you it is waiting for the Source disc.

Check that your Euro-Arabic Master disc is copy-protected (ie. that the shutters in the corners of the disc have been moved to leave the small holes open). Insert the disc into the disc drive (with Side 1 to the left), and press [ENTER] again. LocoScript starts copying the data on the disc into its memory, track by track. The process of copying the disc is carried out in a number of stages, each requiring you first to put in the Source disc and then to replace it with the Destination disc. The message on the screen tells you how many stages your copy will take and records the progress of the copy through a total of 40 tracks (numbered 0...39).

Soon a message will appear telling you LocoScript is waiting for the Destination disc. When this happens, remove the disc and insert your new 'Examples disc' in the drive, again with Side 1 to the left. Press [ENTER] when you are ready. Again, you will see a message on the screen – this time, counting through the tracks as your PCW writes the copy onto the new disc. When it has written the section of the disc it had in memory, you will see the message prompting you for the Source disc again. Release your new disc from the drive and insert the LocoScript 2 disc again (still with Side 1 to the left) and press [ENTER]. Then when you see the message prompting you for the Destination disc, release the LocoScript 2 disc and insert your Examples disc again (also still with Side 1 to the left) and press [ENTER]. Continue until the entire side of the disc has been copied and you see the following message:

```
Copying finished

▶ OK - return to Disc Manager
  OK - copy another disc
```

When this message appears, remove the disc in the drive and press [ENTER].

Two-drive system

Before the copying starts, LocoScript checks that you meant to select the Copy disc option – because if it just went straight ahead, you might accidentally copy the wrong information onto the wrong disc. Press the [↓] key once to move the cursor to the '`Copy 180k disc`' option and then press [ENTER].

You will now see a new message telling you that LocoScript is waiting for the Source disc in Drive B and the Destination disc in Drive A. Check that your Euro-Arabic Master disc is copy-protected (ie. that the shutters in the corners of the disc have been moved to leave the small holes open) and insert it into the lower of your two disc drives (Drive B) with Side 1 to the left. Then insert your new disc in the upper drive (Drive A), again with Side 1 to the left. Press [ENTER] when you are ready.

LocoScript then starts copying the data, track by track, from the disc in Drive B first into its memory and then writing this on the disc in Drive A. The message on the screen records its progress through a total of 40 tracks (numbered 0..39).

When the entire side of the disc has been copied, you will see the 'Copying finished' message illustrated at the top of this page. When this message appears, remove both discs from the drives and press the [ENTER] key. You will then be returned to the Disc Manager screen.

YOU SHOULD NOW PUT YOUR MASTER DISCS AWAY SOMEWHERE SAFE. YOU WILL ONLY NEED THEM AGAIN IF YOUR DISCS OR ANY OF THE FILES ON THEM GETS DAMAGED OR ACCIDENTALLY ERASED, OR IF YOU BUY ANY UPGRADES OR ADD-ON PROGRAMS FOR YOUR LOCOSCRIPT.

The rest of this section of the User Guide takes the form of a tutorial in preparing and printing a simple letter using the Euro-Arabic version of LocoScript. There are two versions of the tutorial, one in Arabic (for Arabic and Farsi readers) and one in Urdu. They contain exactly the same material; the only difference is the language the examples are written in. There is no need to read both versions. The Arabic version starts on the next page. The Urdu version is on page 17.

Arabic Tutorial

In this tutorial we shall go through all the stages of preparing and printing a simple letter using the Arabic version of Euro-Arabic LocoScript. (The Urdu tutorial is on page 17.) The idea is to give you an overview of how to use the program to produce a document and to get you accustomed to the way LocoScript works. The chapter replaces Session 2 of the LocoScript 2 User Guide. You should work through the examples on the computer as you read.

Before you can start, you have to load the Euro-Arabic LocoScript program into your machine and start it running. So, if you haven't already done so, switch on your PCW and insert your Start-of-day disc (or, if your machine is already switched on, insert your Start-of-day disc and press [EXIT] while holding down [SHIFT] and [EXTRA]).

Discs and Groups

What you see on the screen at the moment is LocoScript's Disc Manager Screen. It shows you what files and documents you have available and where they are to be found. This screen is the central point for all your work with LocoScript. You begin work on each of your documents from here and you are automatically returned here when you finish. It looks like the following illustration (though obviously it may not look exactly like this, since the files on your discs (and the discs in your drives) will vary as you use LocoScript).

```
                    Disc management.                Printer idle.  Using     M:
C=Create new document      E=Edit document      P=Print document      D=Direct printing
f1=Actions  f2=Disc  f3=File  f4=Group  f5=Document  f6=Settings f7=Disc change f8=Options
Drive A:                                Drive B:          not fitted   Drive M:
129k used  44k free  10 files            0k used    0k free   0 files   13k used  57k free   4 files

group 0  [2-3]     group 4   0k                                        group 0  13k    group 4   0k
 group 1   0k      group 5   0k                                         group 1   0k    group 5   0k
 group 2   0k      group 6   0k                                         group 2   0k    group 6   0k
 group 3   0k      group 7   0k                                         group 3   0k    group 7   0k

A: group 0    10 files   M: group 0    4 files
   0 limbo files            0 limbo files

TALALK   .TAR   13k       TEMPLATE.STD   1k
PHRASES  .STD    1k          3 hidden   12k
SETTINGS.STD     1k
TEMPLATE.STD     1k
   6 hidden    113k
```

At the top of the Disc Manager Screen are three *Information lines* where the text appears in black letters on a green background. All of LocoScript's screens have three Information lines at the top giving you details of the job you are doing and outlining the actions and menus that are available.

Beneath the Information lines the upper part of the screen is divided into three panels, each representing a different Drive. On a PCW8512, Drive A is the computer's upper drive and Drive B the lower. On a PCW8256, the computer's only drive is Drive A, and the second panel of the Disc Manager Screen will be marked 'Drive B not fitted'. On both types of machine, the third panel shows the contents of Drive M. This is a part of the computer's memory which can be used like a floppy disc, but with three differences:

- It's much faster than a floppy disc.
- You can't take it out of the computer (obviously).
- *All the information on it is lost when you switch the computer off or reset it.*

The lower part of the Disc Manager Screen is divided into four columns, each representing a *Group* of documents. Every LocoScript document is stored in a Group. You can see the names of the documents in each Group listed in the appropriate column, and at the head of the column is the name of the Group.

Starting a new document

The first step in producing a document is to put a Data disc into one of your computer's disc drives. The Data disc you should use for this tutorial is the Examples disc you made earlier. Do this by ejecting the Start-of-day disc and putting your Examples disc in with Side 1 to the left. When you have done this, press [f7] to tell LocoScript that you have changed discs. You should always press [f7] when you change discs.

Now press the 'C' letter key. This tells LocoScript to create a new document, ie. give you the equivalent of a blank sheet of paper.

LocoScript's immediate reaction is to put up a short 'Selection' menu, suggesting where to store the new document and what name to give it. You can change any or all of the details in the menu, as you will discover in the LocoScript 2 User Guide; but at this stage, just press [ENTER] to accept all the details LocoScript suggests. [ENTER] is always the key to press to tell LocoScript to go ahead with the current information.

The screen now changes completely and LocoScript displays something similar to this:

```
A: group 0/DOCUMENT.000  Editing text.                    Printer idle.  Using A:  M:
Layout    1  PiPS   LS1   CR+0   LP6                                   Page   1  line  1/54
f1=Actions    f2=Layout    f3=Style    f4=Size    f5=Page    f7=Spell    f8=Options   EXIT
0.........1.........2.........3.........4.........5.........6.........7.........8.....
```

There are a number of features of this screen to pick out.

- Three Information lines at the top of the screen – exactly as there were three Information lines at the top of the Disc Manager Screen we displayed earlier.
- A 'Ruler' line immediately below the information lines: this line is very like the bail bar on a typewriter; it lets you know where your margins and tabs are.
- The special line – part broken, part solid: this is the End-of-page line and it always appears immediately below the last line of text to appear on a page. At the moment, there isn't any text on the page – so the End-of-page line is right up at the top of the screen. You will see it move down as you type.

The rest of your screen is your (electronic) piece of paper. Positioned on this electronic piece of paper is an oblong shape – the 'Text cursor'. This is used to mark where in the text you are working – in particular, where anything you type will appear on the screen. If you have used LocoScript before, you will be surprised to see the cursor at the right-hand margin, instead of at the left. This is because the document is set up to lay text out from right to left, and since the cursor marks the position where new text will be put, it is at the 'beginning' of the line – the right-hand side. (If the cursor is at the left-hand margin, you have almost certainly erased or altered the file TEMPLATE.STD from your Start-of-day disc or from Drive M.)

Typing in Arabic or Farsi

The first thing you need to do is to select Arabic characters. (If you were to type anything now, it would appear from right to left but written in European characters).

There are two ways to select Arabic characters, depending on which of Euro-Arabic's two *keyboard layouts* you want to use. You have the choice between the *phonetic layout*, in which the characters produced have a similar pronunciation to the English character engraved on the key, and the *typewriter layout*, in which the keys loosely correspond to the layout of an Arabic typewriter. You can see the exact layouts in Appendix II.

To change keyboard layouts, you need to put LocoScript into a different *Supershift* by pressing a special combination of keys. Currently LocoScript is in its Normal Supershift. If you want to use the phonetic Arabic layout, hold down the [ALT] key

while you press [f3]. This puts you into the *Phonetic Supershift*, and you will see 'Phon' appear in the top right-hand corner of the screen. The keyboard is now changed so that the keys you type will produce Arabic and Farsi characters according to the phonetic layout.

If you choose to use the typewriter layout, hold down [ALT] and press [f5], and you will see 'Type' in the top right-hand corner, and the keys will produce Arabic and Farsi characters according to the typewriter layout.

These are the only differences between [ALT] + [f3] and [ALT] + [f5]: the different keyboard layouts which they bring into effect, and the 'Phon' or 'Type' in the corner of the screen. Which Supershift you use depends entirely on your preference of keyboard layout, but for simplicity we shall assume throughout the rest of the tutorial that you are using the Phonetic Supershift with [ALT] + [f3].

To illustrate the basic idea of Euro-Arabic LocoScript, we are going to type a simple letter. Press [ALT] + [f3] and then type

عزيزي وليد

exactly as you would on a typewriter. Notice where what you type appears on the screen and how the Text cursor moves as you type.

Watch carefully what happens as you type the first word. Notice how as you type certain letters the letter immediately before changes to the form appropriate for its new context. This feature is called *context analysis*, and it is one of the ways in which using Euro-Arabic LocoScript is much better than using a conventional typewriter.

Type in the whole line and then press [RETURN]. (Don't worry about mistakes at this stage – we'll see how to correct them later.) Pressing the [RETURN] key does two things: it puts the special 'Carriage return' character ↳ immediately after the Text cursor, and it moves the cursor to the beginning of the next line (showing you that the next thing you type will be put on the next line). And because you now have an extra line on the page, the End-of-page line moves one line down the screen.

Carriage Return characters just mark where you have pressed the [RETURN] key to start a new line: they are never printed. You don't have to work with these characters on the screen (you can read in the LocoScript 2 User Guide how to stop them being displayed) but most people find them helpful.

Now press [RETURN] again – to move the Text cursor to the beginning of the next line. This gives you a blank line underneath what you have typed so far.

The next thing to prepare is the first paragraph of the letter. The text we shall use is:

اوجه شكري الخاص اليك على تسهيلك لي بشراء كمبيوتر مع برنامج لمعالجة اللصوص. وقد دهشت
للقدرتي السريعة لكيفية استعماله في كتابة هذه الرسالة، وإني لعلى ثقة بان هذا البرنامج
سيكون مفيدا.

Start by typing:

اوجه شكري الخاص اليك على تسهيلك لي بشراء كمبيوتر مع برنامج لمعالجة اللصوص. وقد دهشت

Type just these words: in particular, don't press [RETURN]. If you make any mistakes, press the [DEL→] key. This will rub out the character before the Text cursor (ie. the last character you typed) and move the cursor back. If you want to rub out a number of characters, press [DEL→] again or hold the key down. But watch what you are doing when you hold down the [DEL→] key; this is one of the keys on the PCW keyboard which automatically repeat if you keep them held down, so if you are not careful, you will rub out more than you expected!

Now type

للقدرتي

slowly, and watch carefully what happens as you type the second letter. The screen flashes and the part of the word you had typed moves onto the next line because LocoScript works out that the word is too long to fit on the first line. When you use a typewriter, you have to work out where to start each new line, but with LocoScript you don't have to do this – LocoScript does the calculations for you. The only time you have to press the [RETURN] key is when you specifically want to start a new line.

This feature of LocoScript is called Word Wrap. You never have to worry about whether the word you are typing is going to fit. All you have to do is just type the words. Carry on typing the rest of the paragraph and you will see Word Wrap work again for you when you get to the word

سيكون

Where LocoScript shows one line stopping and another beginning is precisely where the lines will break when your document is printed out. Similarly, LocoScript automatically moves onto a fresh page (with its own End-of-page line) at precisely the point at which the text will move onto the next page when you print your document out.

Correcting your mistakes

When you have typed in the text of the first paragraph, press the [RETURN] key twice; this will force LocoScript to start a new line and start again at the right-hand margin, leaving a blank line before the next piece of text is added. The second paragraph of the letter is a special piece of text we have set up for you. Add this by pressing the [PASTE] key and then typing the letter z. (We explain this particular piece of LocoScript magic in Session 14 of the LocoScript 2 User Guide.)

Your text should read as follows:

لم يكن لي اية صعوبة حتى الآن مع العلم ان هذه هي المرة الاولى التي استخدم فيها كمبيوترا.
المشكلة الوحيدة التي تواجهتها هي مسكلة الخطاء في بعض الحرف لاني لم اتعود على اماكن
المفاتيح الخاصة بها بعد، ولكن بالممراسة سيكون لها حل ان شاء الله.

This paragraph contains a number of deliberate mistakes which need to be corrected. To do this, you have to move the Text cursor to each mistake in turn and then make the necessary correction. You move the cursor by pressing the [←], [→], [↑] and [↓] – the four 'Cursor' keys.

(LocoScript has a number of cursors that it uses at different times to pick out items on the screen. The Cursor keys are always the ones to use to move the current cursor.)

If you are used to working on a typewriter, then you will have to 'unlearn' the techniques you know for moving around a document – in particular, you can't use the Space Bar to move along a line of text, because pressing this inserts 'space' characters.

The first mistake we shall correct is the one on the last line:

بالممراسة

so start by moving the Text cursor to the ر of this spelling mistake. Press the [↑] key until the cursor is on the correct line. (Don't worry if you overshoot; just press [↓] to get back to the right place.) Then press the [→] key until the cursor is over the ر (pressing [←] to get back again if you overshoot).

The Text cursor appears to be on the ر but actually it is just to the right of this letter. The Text cursor is really a very thin line, after one character and before the next: the oblong shape is only used to make the cursor visible. In right-to-left text, the real position of the cursor is marked by the right-hand edge of the oblong.

To make the correction, you need to delete the ر and the ا after it. The characters are immediately after the Text cursor – so the key to press is the [←DEL] key. Press this key twice and the ار is deleted.

(You could equally well have put the Text cursor after the ا. Then the characters you wanted to delete would be immediately before the cursor and so to delete it you would press the [DEL→] key. The cursor would still finish in the same place.)

Now type ا then ر and there on the screen is the word correctly spelt.

The second mistake to correct is

مسكلة

on the second line of the paragraph. Once again, use the four Cursor keys to position the Text cursor. This time position it over the incorrect letter س then delete the letter with [←DEL] and type the correct letter ش in its place. As you type,

you will see the text to the left of the cursor moving left. Suddenly the line splits into two halves. Rather than push the end of the line out of sight off the lefthand side of the screen, LocoScript opens up a space and moves the end of the line onto the next line.

OK, the paragraph doesn't look very tidy at present but that is easily remedied – just press the [RELAY] key when you have finished typing. This lays out afresh the paragraph you are working on, taking away the broken lines.

The last mistake is

الحرف

where there is a ر missed out. To correct this, move the cursor to the place where you want to insert the letter (so the flashing block will be over the last letter of the word) and type the missing letter. Again, the line you are working on becomes too long and LocoScript opens up a space, but this time don't tidy it up – because we are going to see LocoScript do this for you.

The next thing to do is to type your name at the foot of the letter. Moving the Text cursor down to the bottom of the page is one of LocoScript's built-in actions. This one is known as `Page` and it is the lower option on the key marked `DOC/PAGE`. So just press this key.

The Text cursor moves to the end of your current text, and you can now type in your name. But before you do, look what has happened to the second paragraph that you left a little ragged – LocoScript has tidied it up for you. By pressing [PAGE], you have changed where you are working to the bottom of the page and LocoScript always makes sure that everything is properly laid out up to the point you are working.

Typing European Words and Numbers

Suppose you now want to change the first paragraph to make it read

اوجه شكري الخاص اليك على نصيحتك لي بشراء كمبيوتر Amstrad PCW مع برنامج لمعالجة
النصوص. ولقد دهشت لقدرتي السريعة لكيفية استعماله في كتابة هذه الرسالة، واني لعلى ثقة بان
هذا البرنامج سيكون مفيدا.

Begin by moving the cursor to the point where you want to insert the extra words.

At the moment all the keys produce Arabic characters on the screen. (This is because the keyboard is currently set in the Phonetic Supershift; you selected this when you pressed [ALT] + [f3].)

To type in English, you need to return the keyboard into the Normal Supershift. Do this by pressing [ALT] + [f1]. This removes the word 'Phon' from the top right-hand corner of the screen, and you will find that the keys produce European characters.

You now need to write the words 'Amstrad PCW'. However, because you are working in right-to-left mode, all the text you type in will appear laid out from right to left, so if you type 'Amstrad PCW' in the usual way, you will get 'WCP dartsmA' in the document. You could type 'WCP dartsmA', and this will give you what you want. But Euro-Arabic LocoScript provides a better way.

Use [DEL→] to rub out any European characters you've typed so far. Then press the special key combination [EXTRA] + [PASTE] (ie. hold down [EXTRA] while you press [PASTE]). This puts you into a special mode called *Shuffle Insert*. Normally, when you type, the text stays put while the cursor moves along the line. In Shuffle Insert the *cursor* stays put while the *text* moves along the line. If you try this, you'll see that it has the effect of inserting characters in the reverse order that you type them. So you can type 'Amstrad PCW' normally, and it will appear correctly laid out in the document.

Text you type in Shuffle Insert is shown 'highlighted' on the screen to show you that the text you insert is being handled in a special way.

When you want to leave Shuffle Insert, press [EXTRA] + [PASTE] once again. The highlighting will clear, the cursor will move to the end of the shuffle-inserted section, and you are back in the normal typing mode once more. You can now press [ALT]+[f3] and continue typing in Arabic.

(When you only need to return to the Normal Supershift for a word or two, you can do this by just holding down the [ALT] key. For as long as you hold [ALT] the letter keys will produce European characters. Unfortunately this doesn't work the other way round: while you're in the Normal Supershift, the only way to get Arabic characters is by pressing [ALT] + [f3] or [ALT] + [f5].)

Printing the Document

Now check the whole page for mistakes. When you are sure you're happy with it, press the [EXIT] key. (Throughout LocoScript, you press the [EXIT] key whenever you want to finish what you are currently doing and go back to the previous task.)

LocoScript responds with a menu of 'Commands' – `Finish edit`, `Save and Continue`, `Save and Print`, and `Abandon edit` – with `Finish edit` highlighted.

```
▶ Finish edit
  Save and Continue
  Save and Print
  Abandon edit
```

We will just take the `Save and Print` option. This is LocoScript's shortcut to making a printed copy of the page we have prepared. (Printing is really a separate task from preparing a document. We look at printing properly in Session 4 of the LocoScript 2 User Guide.)

LocoScript always pre-selects one of the options in any menu that gives you a choice of commands. The option that is selected is picked out by the arrow. To select a different action you need to move the arrow to the option you want. You

do this by moving the Menu cursor to this option. The arrow automatically moves as you move the cursor. (This is how you pick out the action you want in any 'Commands' menu in LocoScript 2.)

In this case, you want to move to the `Save and Print` option. (The Menu cursor, just like the Text cursor, is moved by pressing the Cursor keys.)

Now press [ENTER] to carry out the action picked out by the arrow.

LocoScript closes up the screen you have been working on and returns you to the Disc Manager Screen. The light on your disc drive flashes on and off a few times, as LocoScript saves your document – the first part of the combined task of saving and printing. Next, you will see a menu like this on the screen:

Just press [ENTER]. You will then see another message: a reminder that LocoScript is about to print a document in the Standard Arabic character set (`Std Arabic`) on the built-in printer, and that it is expecting you to use A4-size paper. It only appears the first time you print a document after loading LocoScript. Press [ENTER] to tell LocoScript to proceed.

```
Print document

Name:      DOCUMENT.000
Group:     group 0
Drive:     A

✓ High quality
  Draft quality
Number of copies:      1

▶ Print all of document
  Print part of document
```

The letter cannot start to print until you have paper (and a ribbon) in your printer. Load a sheet of A4 paper as described in Appendix I of the LocoScript 2 User Guide. When you press [EXIT] at the end of this process, your LocoScript will print your letter. When the printing is finished, you can just lift the paper out of the printer.

If you look at the Disc Manager Screen, you will see that there is now the entry `DOCUMENT.000` in one of the columns in the lower part of the screen. This is the copy of your document that LocoScript made on disc when it saved your work.

Chapter Summary

In this chapter, you have been shown how to type and print a very simple Arabic letter.

You have seen that to produce Arabic characters, you need to put LocoScript into a special Supershift by pressing [ALT] + [f3] or [ALT] + [f5]. These commands produce the words 'Phon' or 'Type' respectively in the top right-hand corner of the screen, reminding you that you are not in the Normal Supershift. In the Phonetic ('Phon') Supershift the keys produce Arabic letters with a similar sound to the English letters engraved on the key tops. In the Typewriter ('Type') Supershift, the keys correspond roughly to the keyboard layout on an Arabic typewriter.

Entering either of these supershifts makes the keys produce Arabic characters; to return to the standard European characters, you must type [ALT] + [f1] or (to return temporarily) just hold down the [ALT] key as you type.

To insert short fragments of European text or numbers from left to right, you first press [EXTRA] + [PASTE]. This takes you into the special Shuffle Insert mode where the cursor remains still, while the text you type in shuffles along. This has the effect of inserting the text into the document from left to right. Text typed in in this way appears highlighted until you leave Shuffle Insert.

When you reach the end of the European text or number, press [EXTRA] + [PASTE] once again, this time to leave Shuffle Insert mode. The cursor will jump to the end of the shuffle-inserted text, and the highlighting will clear. Note that until you leave Shuffle Insert mode, you can't move the cursor away from the highlighted area.

Finding out more

If you are new to LocoScript, you should now study the tutorial in the LocoScript 2 User Guide and follow through the examples there. Begin by working through Sessions 3 to 11 using your Examples Disc. Don't worry that the pictures of LocoScript's screens may not appear exactly as they do on your computer, especially in Session 11. The differences will not prevent you from working through the examples.

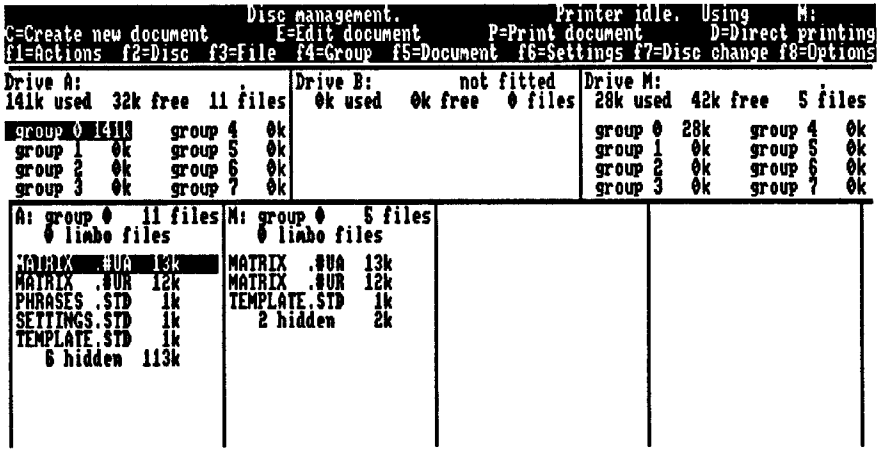
When you understand what you have read and have practised using LocoScript, return to this Guide to learn more about Euro-Arabic LocoScript.

Urdu Tutorial

In this tutorial we shall go through all the stages of preparing and printing a simple letter using the Urdu version of Euro-Arabic LocoScript. (The Arabic tutorial is on page 7.) The idea is to give you an overview of how to use the program to produce a document and to get you accustomed to the way LocoScript works. The chapter replaces Session 2 of the LocoScript 2 User Guide. You should work through the examples on the computer as you read.

Before you can start, you have to load the Euro-Arabic LocoScript program into your machine and start it running. So, if you haven't already done so, switch on your PCW and insert your Start-of-day disc (or, if your machine is already switched on, insert your Start-of-day disc and press [EXIT] while holding down [SHIFT] and [EXTRA]).

Discs and Groups



What you see on the screen at the moment is LocoScript's Disc Manager Screen. It shows you what files and documents you have available and where they are to be found.

This screen is the central point for all your work with LocoScript. You begin work on each of your documents from here and you are automatically returned here

when you finish. It looks like the illustration on the previous page (though obviously it may not look exactly like this, since the files on your discs (and the discs in your drives) will vary as you use LocoScript).

At the top of the Disc Manager Screen are three *Information lines* where the text appears in black letters on a green background. All of LocoScript's screens have three Information lines at the top giving you details of the job you are doing and outlining the actions and menus that are available.

Beneath the Information lines the upper part of the screen is divided into three panels, each representing a different Drive. On a PCW8512, Drive A is the computer's upper drive and Drive B the lower. On a PCW8256, the computer's only drive is Drive A, and the second panel of the Disc Manager Screen will be marked 'Drive B not fitted'. On both types of machine, the third panel shows the contents of Drive M. This is a part of the computer's memory which can be used like a floppy disc, but with three differences:

- It's much faster than a floppy disc.
- You can't take it out of the computer (obviously).
- *All the information on it is lost when you switch the computer off or reset it.*

The lower part of the Disc Manager Screen is divided into four columns, each representing a *Group* of documents. Every LocoScript document is stored in a Group. You can see the names of the documents in each Group listed in the appropriate column, and at the head of the column is the name of the Group.

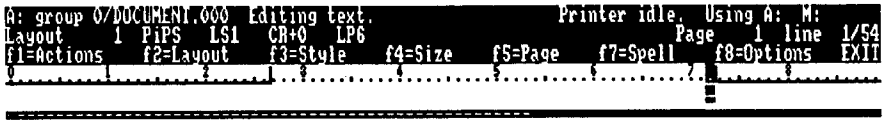
Starting a new document

The first step in producing a document is to put a Data disc into one of your computer's disc drives. The Data disc you should use for this tutorial is the Examples disc you made earlier. Do this by ejecting the Start-of-day disc and putting your Examples disc in with Side 1 to the left. When you have done this, press [f7] to tell LocoScript that you have changed discs. You should always press [f7] when you change discs.

Now press the 'C' letter key. This tells LocoScript to create a new document, ie. give you the equivalent of a blank sheet of paper.

LocoScript's immediate reaction is to put up a short 'Selection' menu, suggesting where to store the new document and what name to give it. You can change any or all of the details in the menu, as you will discover in the LocoScript 2 User Guide; but at this stage, just press [ENTER] to accept all the details LocoScript suggests. [ENTER] is always the key to press to tell LocoScript to go ahead with the current information.

The screen now changes completely and the program displays something similar to this:



There are a number of features of this screen to pick out.

- Three Information lines at the top of the screen – exactly as there were three Information lines at the top of the Disc Manager Screen we displayed earlier.
- A 'Ruler' line immediately below the information lines: this line is very like the bail bar on a typewriter; it lets you know where your margins and tabs are.
- The special line – part broken, part solid: this is the End-of-page line and it always appears immediately below the last line of text to appear on a page. At the moment, there isn't any text on the page – so the End-of-page line is right up at the top of the screen. You will see it move down as you type.

The rest of your screen is your (electronic) piece of paper. Positioned on this electronic piece of paper is an oblong shape – the 'Text cursor'. This is used to mark where in the text you are working – in particular, where anything you type will appear on the screen. If you have used LocoScript before, you will be surprised to see the cursor at the right-hand margin, instead of at the left. This is because the document is set up to lay text out from right to left, and since the cursor marks the position where new text will be put, it is at the 'beginning' of the line – the right-hand side. (If the cursor is at the left-hand margin, you have almost certainly erased or altered the file TEMPLATE.STD from your Start-of-day disc or from Drive M.)

Typing in Urdu

The first thing you need to do is to select Urdu characters. (If you were to type anything now, it would appear from right to left but written in European characters.)

There are two ways to select Urdu characters, depending on which of Euro-Arabic's two *keyboard layouts* you want to use. You have the choice between the *phonetic layout*, in which the characters produced have a similar pronunciation to the English character engraved on the key, and the *typewriter layout*, in which the keys loosely correspond to the layout of an Urdu typewriter. You can see the exact layouts in Appendix II.

To change keyboard layouts, you need to put LocoScript into a different *Supershift* by presing a special combination of keys. Currently LocoScript is in its Normal Supershift. If you want to use the phonetic Urdu layout, hold down the [ALT] key

while you press [f3]. This puts you into the *Phonetic Supershift*, and you will see 'Phon' appear in the top right-hand corner of the screen. The keyboard is now changed so that the keys you type will produce Urdu characters according to the phonetic keyboard layout.

If you choose to use the typewriter layout, hold down [ALT] and press [f5], and you will see 'Type' in the top right-hand corner, and the keys will produce Urdu characters according to the typewriter layout.

These are the only differences between [ALT] + [f3] and [ALT] + [f5]: the different keyboard layouts which they bring into effect, and the 'Phon' or 'Type' in the corner of the screen.

Which Supershift you use depends entirely on your preference of keyboard layout, but for simplicity we shall assume throughout the rest of the tutorial that you are using the Phonetic Supershift with [ALT] + [f3].

To illustrate the basic idea of Euro-Arabic LocoScript, we are going to type a simple letter. Press [ALT] + [f3] and then type

ڈیر نسیم

exactly as you would on a typewriter. Notice where what you type appears on the screen and how the Text cursor moves as you type.

Watch carefully what happens as you type the first word. Notice how, as you type certain letters the letter immediately before changes to the form appropriate for its new context. This feature is called *context analysis*, and it is one of the ways in which using Euro-Arabic LocoScript is much better than using a conventional typewriter.

Type in the whole line and then press [RETURN]. (Don't worry about mistakes at this stage – we'll see how to correct them later.)

Pressing the [RETURN] key does two things: it puts the special 'Carriage return' character ↳ immediately after the Text cursor, and it moves the cursor to the beginning of the next line (showing you that the next thing you type will be put on the next line). And because you now have an extra line on the page, the End-of-page line moves one line down the screen.

Carriage Return characters just mark where you have pressed the [RETURN] key to start a new line: they are never printed. You don't have to work with these characters on the screen (you can read in the LocoScript 2 User Guide how to stop them being displayed) but most people find them helpful.

Now press [RETURN] again – to move the Text cursor to the beginning of the next line. This gives you a blank line underneath what you have typed so far. The next thing to prepare is the first paragraph of the letter.

The text we shall use is:

جیسا کہ آپ دیکھ رہے ہیں میں اب آپ کو آپنے
ایمسٹراڈ پی سی ڈبلیو ورڈ پروسیسر پر خط لکھ سکتا
ہوں- میرا خیال تھا کہ اِس کا استعمال بہت مشکل ہوگا
لیکن دراصل یہ بہت آسان ہے- مجھے آج ہی یہ پروگرام
ملا ہے اور میں آپ کو یہ خط لکھ رہا ہوں-

Start by typing:

جیسا کہ آپ دیکھ رہے ہیں میں اب آپ کو آپنے

Type just these words: in particular, don't press [RETURN] yet. If you make any mistakes, press the [DEL→] key. This will rub out the character before the Text cursor (ie. the last character you typed) and move the cursor back. If you want to rub out a number of characters, press [DEL→] again or hold the key down. But watch what you are doing when you hold down the [DEL→] key; this is one of the keys on the PCW keyboard which automatically repeat if you keep them held down, so if you are not careful, you will rub out more than you expected!

Now type

ایمسٹراڈ

slowly, and watch what happens; as you type the letter ڈ the screen flashes and the word moves onto the next line.

It does this because LocoScript works out that the word is too long to fit on the first line. When you use a typewriter, you have to work out where to start each new line, but with LocoScript you don't have to do this – LocoScript does the calculations for you. The only time you have to press the [RETURN] key is when you specifically want to start a new line.

This feature of LocoScript is called Word Wrap. You never have to worry about whether the word you are typing is going to fit. All you have to do is just type the words. Carry on typing the rest of the paragraph (without pressing the [RETURN] key) and you will see Word Wrap work again for you three more times.

Where LocoScript shows one line stopping and another beginning is precisely where the lines will break when your document is printed out. Similarly, LocoScript automatically moves onto a fresh page (with its own End-of-page line) at precisely the point at which the text will move onto the next page when you print your document out.

Correcting your mistakes

When you have typed in the text of the first paragraph, press the [RETURN] key twice; this will force LocoScript to start a new line and start again at the right-hand margin, leaving a blank line before the next piece of text is added.

The second paragraph of the letter is a special piece of text we have set up for you. Add this by pressing the [PASTE] key and then typing the letter z. (We explain this particular piece of LocoScript magic in Session 14 of the LocoScript 2 User Guide.)

Your text should look like this:

اِس پروگرام کا نام لوکوسکرپٹ ٹو ہے- اِس میں ایک ہی
دستاویز میں اردو انگریزی ملا کر لکھنے کی سہولت بھی
ہے- بدقسمتی سے مجھے ابھی ٹائپ کرنے کی اچھی مشق
نہیں ہے اور مجھ سے اکثر غلطیاں ہو جاتی ہیں- امید ہے
کہ میں جلد اِس کموزری پر قابو پالوں گا-

This paragraph contains a number of deliberate mistakes which need to be corrected. To do this, you have to move the Text cursor to each mistake in turn and then make the necessary correction. You move the cursor by pressing the [←], [→], [↑] and [↓] – the four 'Cursor' keys.

(LocoScript has a number of cursors that it uses at different times to pick out items on the screen. The Cursor keys are always the ones to use to move the current cursor.)

If you are used to working on a typewriter, then you will have to 'unlearn' the techniques you know for moving around a document – in particular, you can't use the Space Bar to move along a line of text, because pressing this inserts 'space' characters.

The first mistake we shall correct is the one on the last line:

کموزری

so start by moving the Text cursor to the و of this spelling mistake. Press the [↑] key until the cursor is on the correct line. (Don't worry if you overshoot; just press [↓] to get back to the right place.) Then press the [→] key until the cursor is over the و (pressing [←] to get back again if you overshoot).

The Text cursor appears to be on the و but actually it is just to the right of this letter. The Text cursor is really a very thin line, after one character and before the next: the oblong shape is only used to make the cursor visible. In right-to-left text, the real position of the cursor is marked by the right-hand edge of the oblong.

To make the correction, you need to delete the و and the ز just after it. These characters are immediately after the Text cursor – so the key to press is the [←DEL] key. Press this key once and the و is deleted: press it again and the ز is deleted.

(You could equally well have put the Text cursor after the وز so that the characters you want to delete would be immediately before the cursor. To delete them from this position you would press the [DEL→] key twice. The cursor would still finish in the same place.)

Now type ز then و and there on the screen is the word correctly spelt.

The second mistake is

لکتنے

on the second line of the paragraph. Once again, use the four Cursor keys to position the Text cursor – this time over the incorrect letter ت – and then delete the letter with [←DEL] and type the correct letter ھ in its place. As you type, you will see the text to the left of the cursor moving left. Suddenly, as the end of the line reaches the left margin, the line splits into two halves. Rather than push the end of the line out of sight off the left-hand side of the screen, LocoScript opens up a space and moves the end of the line onto the next line.

OK, the paragraph doesn't look very tidy at present but that is easily remedied – just press the [RELAY] key when you have finished typing. This lays out afresh the paragraph you are working on, taking away the broken lines.

The last mistake is

غطیاں

where there is a ا missed out. To correct this, move the cursor to the place where you want to insert the letter (so the flashing bar will be over the ط). Type ا and again you will see the line you are working on become too long. LocoScript opens up a space, but this time don't tidy it up – because we are going to see LocoScript do this for you.

The next thing to do is to type your name at the foot of the letter. Moving the Text cursor down to the bottom of the page is one of LocoScript's built-in actions. This one is known as `Page` and it is the lower option on the key marked `DOC/PAGE`. So just press this key.

The Text cursor moves to the end of your current text and you can now type in your name. But before you do, look what has happened to the second paragraph that you left a little ragged – LocoScript has tidied it up for you. By pressing [PAGE],

you have changed where you are working to the bottom of the page and LocoScript always makes sure that everything is properly laid out up to the point you are working.

Typing European Words and Numbers

At the moment all the keys produce Urdu characters on the screen. (This is because the keyboard is currently set in the Phonetic Supershift; you selected this when you pressed [ALT] + [f3].)

To type in English, you need to set the keyboard back into the Normal Supershift. Do this by pressing [ALT] + [f1]. This removes the word 'Phon' from the top right-hand corner of the screen, and you will find that the keys produce European characters.

Suppose you now want to change the paragraph to make it read

اِس پروگرام کا نام لوکوسکرپٹ ٹو (LocoScript 2) ہے-
اِس میں ایک ہی دستاویز میں اردو انگریزی ملا کر لکھنے
کی سہولت بھی ہے- بدقسمتی سے مجھے ابھی ٹائپ کرنے
کی اچھی مشق نہیں ہے اور مجھ سے اکثر غلطیاں ہو جاتی
ہیں- امید ہے کہ میں جلد اِس کمزوری پر قابو پالوں گا-

Begin by moving the cursor to the point where you want to insert the extra words.

You now need to write the words '(LocoScript 2)'. However, because you are working in right-to-left mode, all the text you type in will appear laid out from right to left, so if you type '(LocoScript 2)' in the usual way, you will get ')2 tpircSocoL(' in the document. You could type ')2 tpircSocoL(', and this will give you what you want. But Euro-Arabic LocoScript provides a better way.

Use [DEL→] to rub out any European characters you've typed so far. Then press the special key combination [EXTRA] + [PASTE] (ie. hold down [EXTRA] while you press [PASTE]). This puts you into a special mode called *Shuffle Insert*. Normally, when you type, the text stays put while the cursor moves along the line. In Shuffle Insert the *cursor* stays put while the *text* moves along the line. If you try this, you'll see that it has the effect of inserting characters in the reverse order that you type them. So you can type 'LocoScript 2' normally, and it will appear correctly laid out in the document.

Text you type in Shuffle Insert is shown 'highlighted' on the screen to show you that the text you insert is being handled in a special way.

When you want to leave Shuffle Insert, press [EXTRA] + [PASTE] once again. The

highlighting will clear, the cursor will move to the end of the shuffle-inserted section, and you are back in the normal typing mode once more. You can now press [ALT]+[f3] and continue typing in Urdu.

(When you only need to return to the Normal Supershift for a word or two, you can do this by just holding down the [ALT] key. For as long as you hold [ALT] the letter keys will produce European characters. Unfortunately this doesn't work the other way round: while you're in the Normal Supershift, the only way to get Urdu characters is by pressing [ALT] + [f3] or [ALT] + [f5].)

Printing the Document

Now check the whole page for mistakes. When you are sure you're happy with it, press the [EXIT] key. (Throughout LocoScript, you press the [EXIT] key whenever you want to finish what you are currently doing and go back to the previous task.)

LocoScript responds with a menu of 'Commands' – `Finish edit`, `Save and Continue`, `Save and Print`, and `Abandon edit` – with `Finish edit` highlighted.

We will just take the `Save and Print` option. This is LocoScript's shortcut to making a printed copy of the page we have prepared. (Printing is really a separate task from preparing a document. We look at printing properly in Session 4 of the LocoScript 2 User Guide.)

LocoScript always pre-selects one of the options in any menu that gives you a choice of commands. The option that is selected is picked out by the arrow. To select a different action you need to move the arrow to the option you want. You do this by moving the Menu cursor to this option. The arrow automatically moves as you move the cursor. (This is how you pick out the action you want in any 'Commands' menu in LocoScript 2.)

In this case, you want to move to the `Save and Print` option. (The Menu cursor, just like the Text cursor, is moved by pressing the Cursor keys.) Now press [ENTER] to carry out the action picked out by the arrow.

LocoScript closes up the screen you have been working on and returns you to the Disc Manager Screen. The light on your disc drive flashes on and off a few times, as LocoScript saves your document – the first part of the combined task of saving and printing.

Next, you will see a menu like this on the screen:

```
Print document

Name:      DOCUMENT.000
Group:     group 0
Drive:     A

✓ High quality
  Draft quality
Number of copies:     1

▸ Print all of document
  Print part of document
```

Just press [ENTER]. You will then see another message: a reminder that LocoScript is about to print a document in the Standard Urdu character set (`Std Urdu`) on the built-in printer, and that it is expecting you to use A4-size paper. It only appears the first time you print a document after loading LocoScript. Press [ENTER] to tell LocoScript to proceed.

The letter cannot print until you have paper (and a ribbon) in your printer. Load a sheet of A4 paper as described in Appendix I of the LocoScript 2 User Guide. When you press [EXIT] at the end of this process, your LocoScript will print your letter. When the printing is finished, you can just lift the paper out of the printer.

If you look at the Disc Manager Screen, you will see that there is now the entry `DOCUMENT.000` in one of the columns in the lower part of the screen. This is the copy of your document that LocoScript made on disc when it saved your work.

Chapter Summary

In this chapter, you have been shown how to type and print a very simple Urdu letter.

You have seen that to produce Urdu characters, you need to put LocoScript into a special Supershift by pressing [ALT] + [f3] or [ALT] + [f5]. These commands produce the words 'Phon' or 'Type' respectively in the top right-hand corner of the screen, reminding you that you are not in the Normal Supershift. In the Phonetic ('Phon') Supershift the keys produce Urdu letters with a similar pronunciation to the English letters engraved on the key tops. In the Typewriter ('Type') Supershift, the keys correspond roughly to the keyboard layout on an Urdu typewriter.

Entering either of these supershift makes the keys produce Urdu characters; to return to the standard European characters, you must type [ALT] + [f1] or (to return temporarily) just hold down the [ALT] key as you type.

To insert short fragments of European text or numbers from left to right, you first press [EXTRA] + [PASTE]. This takes you into the special Shuffle Insert mode where the cursor remains still, while the text you type in shuffles along. This has the effect of inserting the text into the document from left to right. Text typed in in this way appears highlighted until you leave Shuffle Insert.

When you reach the end of the European text or number, press [EXTRA] + [PASTE] once again, this time to leave Shuffle Insert mode. The cursor will jump to the end of the shuffle-inserted text, and the highlighting will clear. Note that until you leave Shuffle Insert mode, you can't move the cursor away from the highlighted area.

Finding out more

If you are new to LocoScript, you should now study the tutorial in the LocoScript 2 User Guide and follow through the examples there. Begin by working through Sessions 3 to 11 using your Examples Disc. Don't worry that the pictures of LocoScript's screens may not appear exactly as they do on your computer, especially in Session 11. The differences will not prevent you from working through the examples.

When you understand what you have read and have practised using LocoScript, return to this Guide to learn more about Euro-Arabic LocoScript.

Part II

Using Euro-Arabic LocoScript

This section of the Guide gives a full description of Euro-Arabic LocoScript. To make it complete in itself, it contains all the information from the tutorial (but considerably condensed) as well as information about other features found in the Euro-Arabic version.

This introduction gives general information about Euro-Arabic LocoScript, and explains a little about the facilities which it offers, and the way in which it works. Chapters 1 and 2 give more specific information about how to use the program, concentrating on the differences between Euro-Arabic and 'standard' LocoScript. Since many of the differences are controlled through the layout of your document, these features are grouped together in Chapter 2. Chapter 3 explains how Euro-Arabic LocoScript can be used with LocoScript's add-on programs (LocoMail, LocoSpell, etc.) and what restrictions they impose. Finally, Urdu readers have the option of printing their documents in a different *font* or character set. This is explained in Chapter 4.

If you are a newcomer to word-processing, you are strongly advised to work through the Tutorial section of this guide and then study Sessions 3 to 11 of the LocoScript 2 User Guide before you read this part of the manual.

There are three main features of Euro-Arabic LocoScript that set it apart from other versions:

- There is a different range of characters available for your use. Arabic or Urdu characters replace the Greek and Cyrillic in standard LocoScript.
- Arabic and Urdu use different forms of the characters depending on the context they are used in. Euro-Arabic LocoScript takes this into consideration and automatically changes the form of a character according to its context.
- Text can run from right to left as well as from left to right.

Arabic and Urdu characters are generated by putting the keyboard into a special mode called a *Supershift*. There are four Supershifts: one to type European characters, one to type Arabic characters with a 'phonetic' keyboard layout (or Urdu characters, depending on which system you are using), one to type Arabic (or Urdu) characters with a 'typewriter' layout, and there is a special Symbol Supershift which allows you to type mathematical and scientific symbols.

The direction text is typed in is handled line by line and is determined by the 'Layout' of the line. All versions of LocoScript use Layouts – the Layout of a piece of text defines such things as the position of margins and tabs, and the size of characters used. In Euro-Arabic LocoScript the Layout defines two other features: the direction text is set out in, and whether numbers are normally typed in European or Arabic digits.

In simple documents you will want to use the same Layout throughout. In more complicated documents you can have different Layouts for different parts of the text, having some right-to-left sections and some left-to-right.

Having the option of both left-to-right and right-to-left text could be confusing when you use special keys which move to the 'next' character, the 'next' word, and so on. To help you understand this, think of the document as a string of characters which, in left-to-right sections, starts at the top left and works across to the right-hand margin. When it gets there, it works from left to right along the next line, and so on down the page. Similarly, in right-to-left sections, the text runs from right to left across the page until it reaches the left margin.

So the 'next' word, for example, in left-to-right text, is the one to the right of the current position, the 'next' word in right-to-left text is the one to the left, and these are the directions the cursor will move in when you press the [WORD] key. Alternatively you can just learn these things by experiment and practice.

8904

Chapter 1

Special features of Euro-Arabic LocoScript

This chapter describes the features of Euro-Arabic LocoScript which are different from the standard version. Each section is referenced to the session in the LocoScript 2 User Guide where standard LocoScript's version of the feature is described in detail.

Typing (Session 3)

• To type in Arabic (on an Arabic system) or Urdu (on an Urdu system), use the Phonetic or Typewriter Supershift by typing [ALT] + [f3] or [ALT] + [f5] respectively. To return to the Normal Supershift to type European characters, type [ALT] + [f1]. (You can see which Supershift you are in by looking in the top right-hand corner of the screen.) To return to normal temporarily from one of the other Supershifts, hold down [ALT] while you type.

• Arabic and Urdu characters are automatically changed to the correct form for their context. If you need to suppress this feature between particular characters, for example in the Arabic word

نـامـه ها

or the Urdu word

ٹیلی فون

you can put a special *Hiatus code* between them. The Hiatus code is on the Clear menu, which you get by pressing [=]. Alternatively, to enter a hiatus without using the Clear menu, type [=] followed quickly by the [/] key. In common with other codes, the Hiatus code will only appear on the screen if you have the Codes option set in the f8 Options menu, and it will never be printed.

• Unless you alter the layout, text in documents created with Euro-Arabic LocoScript is laid out from right to left provided the TEMPLATE.STD file supplied on the Master disc has not been altered or removed, and no other templates have been added. To change the direction in which text is laid out, you need to change the layout of your document (or make a new layout altogether) so that the option for Right-to-left text is correctly set. You can read about this in Chapter 2.

• If you want to type a fragment of text from left to right in the middle of a right-to-left layout (or vice versa) then use Euro-Arabic's Shuffle Insert feature. Press [EXTRA] + [PASTE]. This puts you into Shuffle Insert mode, where any text you type will appear highlighted and in the opposite direction to the rest of the layout. When you wish to leave Shuffle Insert, press [EXTRA] + [PASTE] once again. The highlighting will clear, the cursor will jump to the end of the inserted text, and you can continue typing as normal.

Shuffle Insert is intended to be used simply to type odd words and numbers in their natural order, rather than in the order required by the current layout; it is not intended for you to type large amounts of text. If you insert large a passage of text in this way it may extend across line-breaks, and since Shuffle Insert reverses the order of all the characters you type in, line breaks will make the *lines* in your text appear in reverse order, as well as the words and the characters themselves. It could look like this, for example:

LocoScript مع برنامج Amstrad PCW اوجه شكري الخاص اليك على تسهيلك لي بشراء كمبيوتر
Euro-Arabic لمعالجة اللغوي. وقد دهشت لقدرتي السريعة لكيفية استعماله في كتابة هذه
الرسالة، وإني لعلى ثقة بان هذا البرنامج سيكون مفيدا.

To avoid this problem, you can use 'hard spaces' to keep words together on the same line, if necessary. You can read about hard spaces on page 160 of the LocoScript 2 User Guide.

Several of LocoScript 2's commands cannot be used while you're using Shuffle Insert. You can't press [EXIT] to finish editing, you can't use [CUT] or [COPY], and although you can use [PASTE] you may find the words you insert are pasted in backwards.

The cursor keys and the textual movement keys still work, though you can only move around the text you've shuffle-inserted; you can't move into the rest of the text until you leave Shuffle Insert with [EXTRA] + [PASTE]. One consequence of this is that when you enter Shuffle Insert you won't be able to move the cursor at all until you've either typed in some text or pressed [EXTRA] + [PASTE] a second time. Bear this in mind if you ever find the cursor refusing to move.

Blocks & Phrases (Sessions 6, 14)

You can use Blocks and Phrases in Euro-Arabic in exactly the same way as in standard LocoScript. The only point to note is that the `Show phrases` and `Show blocks` options in the `Actions` menu will always display text from left to right. So any text copied from a right-to-left layout will appear backwards in these menus, that is, the characters which appear furthest to the right in the document will appear furthest to the left in the menu.

Right-Aligning Text (Session 8)

In left-to-right text, LocoScript's 'right-align' code (`RAlign`) moves the rest of the text on the line to the right-hand margin. As you might guess, when you use it in right-to-left text, it moves the rest of the text on the line over to the *left*-hand margin.

Find & Exchange (Session 13)

Find and Exchange text need to be set up so that what appears in the menu exactly matches the text you are searching for and, in the case of Exchange, the text you want to replace it with. In other words, Arabic and Urdu text should appear in the menu in the normal manner, with words running from right to left.

This may cause problems, because when you type into LocoScript menus the characters are always inserted into the menu from left to right (no matter what layout you are using at the time). So if you want to type Arabic or Urdu into a Find or Exchange menu, we suggest you use Shuffle Insert which will enable you to type the characters in their natural order.

8904

Chapter 2

Layouts in Euro-Arabic documents

To understand layouts in Euro-Arabic LocoScript you will need to draw on experience and knowledge gained by reading the LocoScript User Guide. So do not try to understand this chapter until you have read about the use of layouts and preferably used them a little.

In 'standard' LocoScript, layouts are used to control such things as the size of the characters, the position of tabs and margins, and whether text is justified or not. In Euro-Arabic LocoScript you use the layout to control all these things, and two more features as well: the direction in which text is laid out, and whether numbers appear as 123... or as ١٢٣... when you press the digit keys.

We'll begin this chapter by looking at how to alter the initial layout so that the form of the digits changes.

Changing Digits

Begin by creating a document on your Examples disc and typing in some text. Or edit DOCUMENT.000 if it's still there. Whichever you do, edit a document with its text running from right to left.

Pressing the digit keys should produce ١٢٣ etc. (Don't worry if it produces 123 etc. instead: you just have the layout set up for the wrong kind of digits, and we're about to find out how to change this.)

Go into the Layout Editor by pressing [f2] and selecting `Change layout`. You will see the information lines change to look similar to this:

```
A: group 0/DOCUMENT.000  Editing layout.                Printer idle.  Using A:  M:
Layout    1  PiPS   LS1   CR+0   LP6                 Decimal=. Digits=٠..٩ ScalePitchPS
f1=Margins      f3=Tabs      f4=Size      f5=Stock     f7=Name     f8=Options     CAN/EXIT
0.........|.........|.....|...|.........|.........|.........|.........|.....|.....|.........
```

This is similar to the Layout Editor described in the LocoScript 2 User Guide. However, there is one notable difference. Instead of `Zero=0` in the second information line you should see `Digits=٠..٩` to show that you will get the Arabic form of digit when you press the standard digit keys.

Pull down the `Options` menu with [f8] and you will see this menu:

```
  Justify
  Italic
✓ Right to Left

✓ Decimal marker is .
  Decimal marker is ,

✓ Digits are ٠..٩
  Digits are 0..9

Scale pitch        PS
10   12   15   17  ✓PS
```

Note that there are two items on the menu which are not featured in standard LocoScript: `Digits are ٠..٩` and `Digits are 0..9`. Assuming you are working with Arabic digits, there will be a tick next to `Digits are ٠..٩`. Select `Digits are 0..9` in the usual way by moving the cursor to this line and then pressing [⊞]. Now when you exit from the menu you will see the information line change to show `Digits=0..9` instead of `Digits=٠..٩`. When you go back to your document any digits will change to their European form, and any further digits you type will be European digits. (This assumes there are no changes of layout anywhere in the document; if you have put in new layout codes the changes will only affect the text in the current layout.)

In right-to-left layouts you have the choice of default digits. But if your text is laid out from left to right the default is always European digits, as LocoScript assumes you are typing in a European language.

However, if you often need to change between the different forms of digit in the course of one document, you don't need to keep switching layouts. The layout defines the *default* digits: the kind you get straightforwardly by pressing the number keys on the keyboard. But no matter what the default is, you can always produce the other kind of digit by holding down the [EXTRA] key as you type the digits. This works whichever direction your text runs in.

Important: Using `Change layout` to change the digits you use affects *both kinds of digit* already typed in that layout. So if you have been working with the `Digits are ٠..٩` option, but have typed European digits by using the [EXTRA] key, then if you use `Change layout` to set the `Digits are 0..9` option, not only will any Arabic digits change to European digits, but the European digits will change to Arabic. Digits in other layouts will not be affected, so if you don't want this to happen, use `New layout` instead of `Change layout`. `New layout` puts a layout code into the document; any text following that code will be part of a different layout, and so subject to different options. `Change layout`, on the other hand, alters the options in the layout you are already working in.

Switching Direction

You may well want to write documents which are partly in Arabic or Urdu and partly in a European language; these documents will need to have some sections laid out from left to right, and others laid out from right to left.

The direction text is laid out in is another of the options controlled by the Layout; so to change the direction of the text you need to use the Layout Editor again.

Make a copy of one of your documents (DOCUMENT.000 is as good as any, though any document containing right-to-left text will do). Open it for editing. Now move the cursor to the end of a right-to-left paragraph and press [f2] followed by [ENTER] to select `New layout` followed by [f8] to pull down the `Options` menu again.

To lay your text out from left to right, the option `Right to Left` must not be ticked. So move the cursor to the third line of the menu and press [⊟]. (As you do this, you will see the choice between different forms of digit disappear, to be replaced with a choice between zero with or without a slash.) Close the menu by pressing [ENTER] then return to the document by pressing [EXIT].

You will immediately notice two changes. Firstly, LocoScript inserts an extra carriage return (↳). This is because the change from right-to-left to left-to-right only takes effect at the start of the next line, and so LocoScript automatically starts a new line for you.

The other thing you will notice is that the cursor is now at the left-hand end of the line. When you start to type, the text will appear from left to right. (If you have `Codes` set in the Options menu, you will see the new `(LayouT)` code in your document, too.)

When you want to return to right-to-left text, then naturally you just reset the `Right to Left` option in the layout. Set up another new layout by pressing [f2] followed by [ENTER], press [f8] to pull down the Options menu again. Then move the menu cursor to the third line, and press [⊞]. When you return to the document a new layout code will have been inserted so that text will run from right to left.

As you learnt in the tutorial, pressing [EXTRA] + [PASTE] takes you into Shuffle Insert mode, where text can be typed in the reverse of the normal order. So far you have only used this for inserting left-to-right text in a right-to-left layout, but it works equally well in either direction. You can use it to type isolated English words from left to right in the middle of Arabic or Urdu text, and you can use it to type Arabic or Urdu words from right to left in the middle of English text.

Templates

Templates are one of LocoScript's most powerful features. They enable you to specify a 'style' which LocoScript will automatically use for all documents of the same type. This 'style' can include such things as size of character, position of margins, justification, and – most importantly for Euro-Arabic users – the direction in which text is laid out.

In fact, you've already been using templates without knowing it. The document you produced in the tutorial laid its text out from right to left. This happened automatically, as far as you were concerned; there were no special codes or keys that you had to type to make it work that way. But right-to-left text is not an automatic feature of Euro-Arabic LocoScript: the reason your text was laid out that way was because right-to-left text is prescribed in the TEMPLATE.STD on Drive M, and since your document started out as a copy of this template, your document also has right-to-left text specified.

Similarly any digits you typed would have appeared in the Arabic form, not because this is automatic, but because the initial layout in TEMPLATE.STD has Arabic digits as the default.

It works like this: when you create a new document by pressing 'C', LocoScript looks on your discs for a LocoScript document called TEMPLATE.STD – a template. If the new document you create is called LETTER.001, say, the first thing LocoScript does is to make a copy of TEMPLATE.STD, and name it LETTER.001. It is this copy which you edit, and which becomes your new document.

So, for example, if you want every document you create to start with your address, all you need do is make sure that the TEMPLATE.STD on your Start-of-day disc has your address on the first few lines. Since every document you create starts out as a copy of this template, every new document will begin with your address.

The template you have been using up to now is the one we put on your Master disc, and which you have installed on your Start-of-day disc and copied to your Examples disc. (At least, it is if you haven't replaced it, erased it, modified it, or put another TEMPLATE.STD on your disc.) In the initial layout of this template the `Right to Left` option is set, and this is why the text you type into a newly created document appears from right to left.

It is important to realise that documents in Euro-Arabic LocoScript do not automatically start in right-to-left mode. The reason that they appear to do so is because your TEMPLATE.STD is set up that way, and all newly-created documents start life as a copy of that template. If you erase the template, all your new documents will start up in left-to-right mode.

(When LocoScript finds more than one TEMPLATE.STD, there are rules about which takes precedence, and if it doesn't find one at all it uses a special default template 'built in' to LocoScript itself. Using separate templates for each group on your disc gives you even greater control over the structure of newly created documents. You can read more about templates in Session 21 of the LocoScript User Guide.)

Frequent Changes of Layout

When the text of a document frequently changes from European to Arabic or Urdu and back to European, it can be inconvenient to keep using the Layout Editor to set or clear the `Right to Left` option. A much better way is by setting up suitable Stock Layouts – predefined layouts, copies of which can be inserted into your document quickly and easily.

If suitable Stock Layouts in your 'Document Set-up' have the `Right to Left` option set or cleared, then it is possible to change the direction in which your text is laid out by inserting a copy of the appropriate Stock Layout. This is much quicker and easier than using the Layout Editor, as it need not involve selecting items from menus.

We have set up two suitable Stock Layouts for you in the TEMPLATE.STD we've provided. So since every document you create is based on a copy of this template, you will find that all your documents have a suitable 'Document Set-up' with the Stock Layouts set up for you.

The Stock Layouts we have set up are Stock Layouts 1 and 2. Stock Layout 1 has the `Right to Left` option set: Stock Layout 2 has it cleared. In all other ways these layouts are identical. So in all of your documents (provided they are descendants of our TEMPLATE.STD, not any other) you can insert a copy of Stock Layout 1 to set the `Right to Left` option, and you can insert a copy of Stock Layout 2 to clear it.

Suppose you are working with text laid out from right to left, (ie. the `Right to Left` option is set). When you need to write a paragraph of left-to-right text, all you need do is insert a copy of Stock Layout 2. To do this you press [⊞] followed by L then T to specify a new layout code, press 2 to say which Stock Layout you want to copy, and [ENTER] to 'finish' the number and tell LocoScript that the command is complete. There is no need to use the cursor keys or wait for menus to appear – though if you pause for more than a couple of seconds the Set menu will appear so that you are reminded of what keys to type to complete the command. From the start of the next line text will be laid out from left to right.

If you want to change back to right-to-left text, the process is the same except that since you want to insert a copy of Stock Layout 1 you must type [⊞]LT1[ENTER], and from the next line, text will be laid out from right to left once more.

Until you are confident in your use of layouts, we recommend that you continue to use the template we provide on your Start-of-day disc. Later, when you want to use your own templates, take great care to set up the `Right to Left` option correctly in each of the Stock Layouts. And remember that Stock Layout 1 is special: the initial layout, which appears when you first create your document, is Stock Layout 1. If you want your document to start in right-to-left mode, make sure the `Right to Left` option in Stock Layout 1 is set; if you want your document to start in left-to-right mode, make sure the `Right to Left` option in Stock Layout 1 is cleared.

Chapter 3

Use With Add-on Programs

There are a number of add-on programs to enhance standard LocoScript and provide extra facilities. Some of these programs work with the Euro-Arabic version, but with others there are restrictions. This chapter explains which of the add-on programs can be used directly with Euro-Arabic, and points out some areas where there may be problems.

LocoMail

LocoMail works perfectly well within Euro-Arabic LocoScript provided it is only used in text which is laid out from left to right. We recommend that you avoid putting LocoMail instructions in a right-to-left layout. It will work, but there are several hazards which you have to be very careful about.

You can avoid them by keeping one important point in mind: LocoMail accepts all commands and instructions simply as a string of consecutive characters. It doesn't care whether they are displayed on the screen from left to right or from right to left: it just mindlessly takes each character in turn, and (provided the syntax is correct) interprets them and performs the required action.

This may sound easy to cope with, but it produces a number of nasty traps. For a start, in right-to-left text, LocoMail's commands have to be typed 'backwards' so that LocoMail interprets them correctly. But the prompts have to be typed as you want to see them on the screen. For example, take a simple LocoMail instruction such as:

```
(+Mail) ? ; First and last names (-Mail)
```

In a right-to-left layout, this must be entered as

```
(-Mail) First and last names ; ? (+Mail)
```

to produce exactly the same effect.

This may look easy enough. But beware! Once you want to store the response under the item-name `Name`:

```
(+Mail) ? Name ; First and last names (-Mail)
```

you have to write the item-name backwards when you put the instruction in a right-to-left layout.

```
(-Mail) First and last names ; emaN ? (+Mail)
```

Also you have to be very careful about entering data in the correct direction, especially if the data is merged in from a data file.

Numbers, too, will appear backwards in right-to-left sections: what appears as '42' on the screen will be treated as twenty-four when LocoMail performs any arithmetic on it.

For reasons such as this we recommend that you don't use LocoMail in right-to-left text.

LocoSpell

You can use the English version of LocoSpell with Euro-Arabic LocoScript, but only to check English words in left-to-right layouts.

The dictionaries supplied with LocoSpell are English dictionaries, so you obviously can't check Arabic words for spelling. LocoSpell will assume that any words in Arabic are correct, in the same way that in 'standard' LocoScript it assumes words in Greek or Cyrillic are correct. It also assumes that *any* word in a right-to-left layout is correct, even English words which would ordinarily be marked as misspelt. However the word count which LocoSpell gives at the end of the check will be correct.

LocoFile

LocoFile will work with Euro-Arabic LocoScript, but it is of practical use only when processing data in a European script. It treats Arabic words completely mechanically. Any Arabic typed into LocoFile is laid out from left to right, there is no modification of the characters according to their context, and there is no alphabetical order defined for Arabic words. If you use LocoFile with Euro-Arabic LocoScript, we recommend that you don't include Arabic text in your LocoFile data.

LocoFont

If you try to use LocoFont with Euro-Arabic LocoScript, you will find that you can no longer print Arabic or Urdu characters. The only use for the fonts supplied with LocoFont is if you want to produce a document exclusively in European characters, and you want it to be printed out in a different typestyle. You must not try to use LocoFont with any documents containing Arabic or Urdu text.

However although the LocoFont fonts cannot be used with Arabic or Urdu script, there is an alternative font supplied on the Urdu Master disc for the use of Urdu readers. You can learn how to use it in Chapter 4.

LocoChar

LocoChar as supplied on your Master disc is fully compatible with Euro-Arabic LocoScript and can be used to redefine sixteen characters in the LocoScript character set. You can read about LocoChar in the booklet 'Designing your own Characters' supplied with your Euro-Arabic LocoScript User Guide.

The characters which can be redefined are the same in Euro-Arabic as in 'standard' LocoScript, namely ‹, ›, ", “, ', ‘, and the ten 'circled digit' characters. However, these characters are produced using different keystrokes in the Euro-Arabic version. Because of this, you should substitute the following table for the one in the booklet.

Original character	Keystroking	LOCOCHAR name
⓪	[ALT]0	0
①	[ALT]1	1
②	[ALT]2	2
③	[ALT]3	3
④	[ALT]4	4
⑤	[ALT]5	5
⑥	[ALT]6	6
⑦	[ALT]7	7
⑧	[ALT]8	8
⑨	[ALT]9	9
‘	[ALT][SHIFT] 5	A
’	[ALT][SHIFT] 6	B
“	[ALT][SHIFT] 2	C
”	[ALT][SHIFT] 3	D
‹	[ALT][SHIFT] §	E
›	[ALT][SHIFT] #	F

LocoKey

There are Arabic, Urdu, and 'standard' versions of LocoKey, for use with Arabic, Urdu, and 'standard' LocoScript respectively. The Arabic and Urdu versions of LocoKey are supplied on the corresponding Euro-Arabic Master discs. Make sure you use the correct version for the keyboard you wish to modify.

If you use the Arabic or Urdu LocoKey, you should note that there is no separate User Guide for these products. Instead, a manual for *standard* LocoKey is supplied with your Euro-Arabic LocoScript.

The following changes need to be made to the manual when using the Arabic or Urdu versions of LocoKey.

• Changes of detail

All references to the Greek keyboard layout should be replaced by phonetic keyboard layout, and all references to the Cyrillic layout should be replaced by typewriter keyboard layout.

• Setting up a LocoKey disc

Follow the instructions given in the LocoKey manual, except that

a) At step 2 you should use DISCKIT to format a disc, instead of making a copy of anything.

b) At step 6, after you have copied the keyboard file with A:=B:KEYBOARD.JOY[R][RETURN] you should copy the LocoKey program file from your Euro-Arabic Master disc with the command A:=B:LOCOKEY.COM[RETURN].

Printer Drivers and 24-pin Printer Drivers

Euro-Arabic LocoScript was designed to be used on the PCW8256/8512's built-in printer. If you have another printer connected to your PCW, you can use it with Euro-Arabic LocoScript, but you will not be able to print Arabic or Urdu text.

Chapter 4

The Alternative Urdu font

If you use Euro-Arabic LocoScript to write in Arabic, you are restricted to one *font*, or character set. Urdu users, however, have a choice between the Standard Urdu, and the Alternative Urdu fonts. So this chapter is only relevant if you are using a Start-of-day disc prepared from the Urdu Master disc.

Standard Urdu is the typestyle you used in the tutorial:

جیسا کہ آپ دیکھ رہے ہیں میں اب آپ کو آپنے
ایمسٹراڈ پی سی ڈبلیو ورڈ پروسیسر پر خط لکھ سکتا
ہوں- میرا خیال تھا کہ اِس کا استعمال بہت مشکل ہوگا
لیکن دراصل یہ بہت آسان ہے- مجھے آج ہی یہ پروگرام
ملا ہے اور میں آپ کو یہ خط لکھ رہا ہوں-

If you prefer this font to Alternative Urdu there is no need to read this chapter. In fact, if you ever find you need more room on your Start-of-day disc or on Drive M, you can erase the file MATRIX.#UA altogether, as it is only used if you want to print documents in the Alternative Urdu font.

Alternative Urdu has slightly thicker letters than Standard Urdu:

جیسا کہ آپ دیکھ رہے ہیں میں اب آپ کو آپنے ایمسٹراڈ
پی سی ڈبلیو ورڈ پروسیسر پر خط لکھ سکتا ہوں- میرا
خیال تھا کہ اِس کا استعمال بہت مشکل ہوگا لیکن دراصل
یہ بہت آسان ہے- مجھے آج ہی یہ پروگرام ملا ہے اور
میں آپ کو یہ خط لکھ رہا ہوں-

but apart from the differences when they are printed, there is no difference between the fonts.

(There is no difference in the characters which you see on the screen, although because of the different width of the characters, you may see the lines break in different places when you change Character Set.)

The shapes of the characters are stored in *Character Set files*, which are the files on your disc with a # in their name: MATRIX.#UR holds Standard Urdu, and MATRIX.#UA holds Alternative Urdu.

The best way to ensure that a document will be printed in the required font is to set this font as the intended Character Set in its Document Set-up. The next section of this chapter, "Setting up a document for your chosen font", describes how this is done. Setting up each document for the font you want ensures that the text is correctly laid out for printing in this font. Also, when you come to print the document, LocoScript can (if necessary) set up the printer for you. How this works is described in "Printing in your chosen font".

Any TEMPLATE.STDs you use should also be set up for the font you require – so that all new documents you create from these templates are automatically set up for the required font.

Setting up a document for your chosen font

Your existing documents will all be set up at present for Standard Urdu font. If this is the font you want for a particular document, you don't need to make any changes. But to set up a document for the Alternative Urdu font, you need to edit the document and set `Alt Urdu` in the Document Set-up. The steps are as follows.

IMPORTANT: The MATRIX.#UA file **must** be in group 0 of Drive M when you do this. Once the document has been set up for this font, MATRIX.#UA isn't needed again until you come to print the document because the details LocoScript needs are now recorded in the document itself.

1. Open the document for editing.
2. Press [f1] to display the Actions menu; select `Document setup` and press [ENTER].
3. When the Pagination Screen and the new set of menus appear, press [f6] to bring the Printer Selection menu onto the screen.
4. Move the Menu cursor to `Character Set` and press [ENTER]. A list of the available Character Sets then appears.

   Move the Menu cursor to `Alt Urdu` and press [⊞] to select it. Now press [ENTER] then [EXIT] and [ENTER] to return first to the Printer Selection menu and then to Document Setup.

   (Full details of setting the Printer, the Character Set and the Character Style you require for the document are described in Session 20 of the LocoScript 2 User Guide.)
5. Leave Document Setup by pressing [EXIT] and then [ENTER].
6. Press [EXIT] and save the document on disc.

You have now set up the document for the Alternative Urdu font.

Printing in your chosen font

When you print a document, LocoScript helps to ensure that it is printed the correct font by checking the Character Set selected in the document against the Current Character Set before it starts printing. If these do not match, it displays an Alert message offering you a choice of printing in the Current Character Set (ie. the font the printer is currently set up for) or changing to the intended Character Set (ie. the font set in the Document Set-up) – or cancelling printing. If the font you want to use is the one set in the Document Set-up, you can choose this font simply by selecting the `Change to intended` option and pressing [ENTER]. LocoScript then changes the Current Character Set to the one set in the document and printing proceeds. (**Note:** The `Change to intended` option won't be offered if the corresponding font file (MATRIX.#UR for the Standard Urdu font; MATRIX.#UA for Alternative Urdu) is not in group 0 on Drive M.)

The other way of choosing which font to use is to set the Current Character Set to this font yourself. You can do this as follows:

IMPORTANT: The MATRIX.#UR file **must** be in group 0 of Drive M when you set the Current Character Set to Standard Urdu; similarly, MATRIX.#UA must be in group 0 on Drive M when you set the Current Character Set to Alternative Urdu.

1. Press [PTR] to go into Printer Control State.
2. Press [f5] to display the Printer menu.
3. See which Character Set is now displayed in the menu. If this is not the one for the font you require, move the Menu cursor to `Character Set` and press [ENTER]. When the list of Character Sets appears, move the cursor to the correct font and press [⊞] to select this. Then press [ENTER] to return to the Printer Selection menu.
4. Move the cursor to the `Exit` option and press [ENTER] to leave the menu. Then press [EXIT] to leave Printer Control State.

The Current Character Set is now set to the font you require.

8904

Appendix I

Quick Reference

This section gives you a very brief summary of how to peform tasks peculiar to the Euro-Arabic version of LocoScript. It does not replace the tutorial, and if you need detailed help you should read the relevant section of 'Using Euro-Arabic LocoScript'. There is also a quick reference for 'standard' LocoScript in Appendix IV of the LocoScript 2 User Guide.

Selecting the Correct Range of Characters

Characters produced by the keys are governed by which Supershift you are in. Change to Arabic Supershift with either [ALT] + [f3] for a 'phonetic' keyboard layout, or [ALT] + [f5] for a 'typewriter' layout. Change back to the Normal Supershift to type European characters by pressing [ALT] + [f1]. To use the Symbol Supershift for mathematical and scientific symbols press [ALT] + [f7].

Change to Normal Supershift temporarily by holding down [ALT] as you type.

Changing Direction of Text

Direction of text is governed by an option in the Layout. To change direction, set up a new layout with the Right-to-Left option set or cleared, as appropriate.

To do this, set up a new layout by pressing [f2]. Select `New layout` and you will be put into the Layout Editor. Pull down the Options menu with [f8], and move the menu cursor to `Right to Left`. Now press [+] to set Right-to-Left or [-] to clear it. Then press [ENTER] to confirm the choice and leave the menu, then press [EXIT] to return to editing the document.

Alternatively, you can press [+]LT followed by the number of an appropriate Stock Layout. If you are using the template provided on your Start-of-day disc, Stock Layout 1 has right-to-left text, and Stock Layout 2 has left-to-right.

Using different digits

Euro-Arabic gives you the choice of European or Arabic digits; which you get is governed by the Layout. In left-to-right text, you get European digits (123...) by default: in right-to-left you can choose the default between European digits and Arabic digits (١٢٣...) by selecting a special option in the Layout.

To do this, press [f2], and select `New layout` or `Change layout` as appropriate. This will take you into the Layout Editor. Pull down the Options menu with [f8],

Appendices

and make sure `Right to Left` has a tick beside it to show it is set. (If it isn't, put the menu cursor over it, and press [⊞].)

Now move the menu cursor over `Digits are ٠..٩` or `Digits are 0..9` depending on which you want, and set this option by pressing [⊞]. Finally press [ENTER] to confirm the choice and leave the menu, and then press [EXIT] to return to editing the document.

Configuring the layout in this way sets which kind of digit is produced when you press the digit keys on the top row of the keyboard; but you can always get the other kind by typing the digit keys with the [EXTRA] key held down.

Inserting Left-to-Right Text in Right-to-Left Layouts and vice versa

To insert fragments of text in the opposite order, position the cursor at the point where you want the text inserted and press [EXTRA] + [PASTE]. This puts you into a special mode called Shuffle Insert. Any text you type will now appear in the document highlighted, and in the reverse order of your keystrokes. When you have finished typing the text you want reversed, press [EXTRA] + [PASTE] once again. The highlighting will clear, and the cursor will jump to the end of the new text.

Suppressing Context Analysis

Euro-Arabic LocoScript automatically modifies characters to their correct form according to their context. To turn this feature off, type [⊟][/]. This inserts the Hiatus code (/), which effectively separates the two characters on either side of it, and prevents LocoScript modifying their shape. The Hiatus code never appears on a printed document.

8904

Appendix II

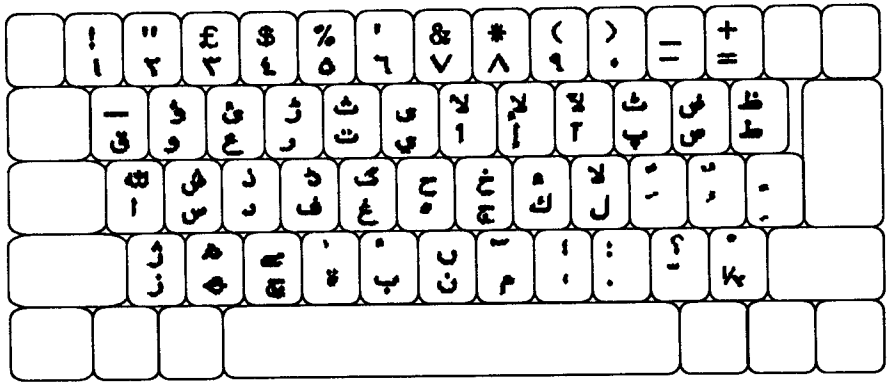
Keyboard Layouts

When you use LocoScript 2, there are four different Supershifts you can use, each of which causes the keys to produce different characters. Although not technically Supershifts, you can also produce different characters by holding down the [EXTRA] key as you type, or by holding down the [ALT] key when you type in the Normal Supershift. (And in all but the [EXTRA] layout you get different characters according to whether you hold the [SHIFT] key as you type.)

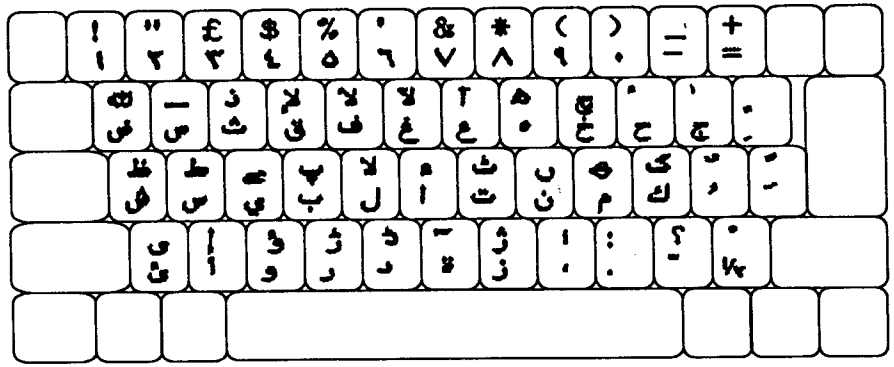
The [ALT], the [ALT]+ [f1], the [ALT]+ [f7], and the [EXTRA] layouts are the same in both the Arabic and Urdu systems. The only ones which differ are the Supershifts which give the Arabic and Urdu characters, namely [ALT]+ [f3] and [ALT] + [f5].

The various keyboard layouts are given on the following four pages. They assume you are working in Right-to-Left mode, and have `Digits are ٠..٩` selected.

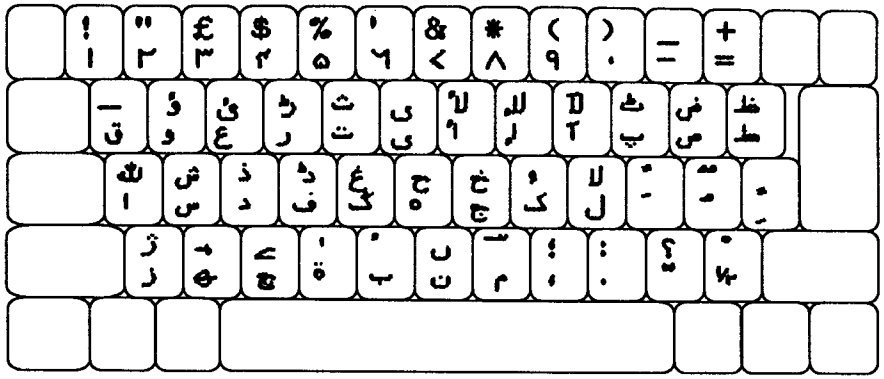
Arabic 'Phonetic' Supershift (ALT + f3)



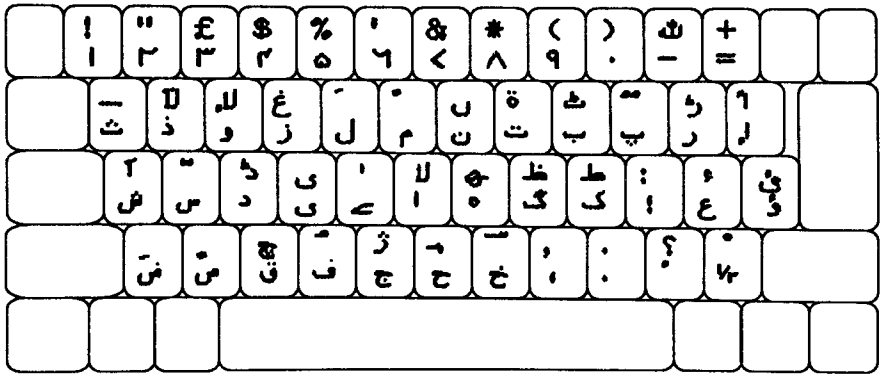
Arabic 'Typewriter' Supershift (ALT + f5)



Urdu 'Phonetic' Supershift (ALT + f3)

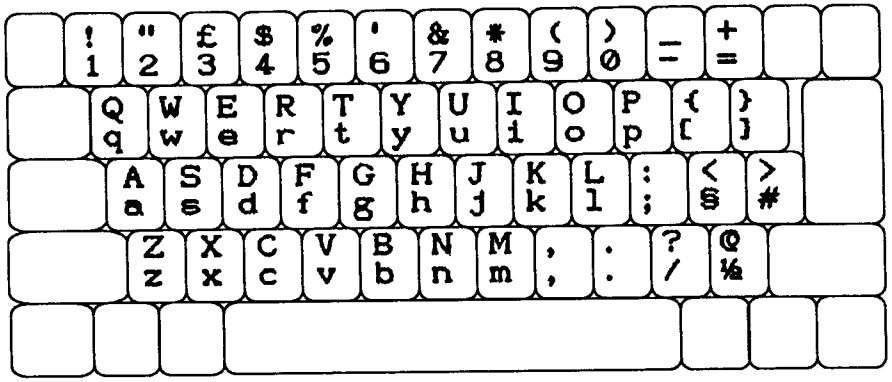


Urdu 'Typewriter' Supershift (ALT + f5)

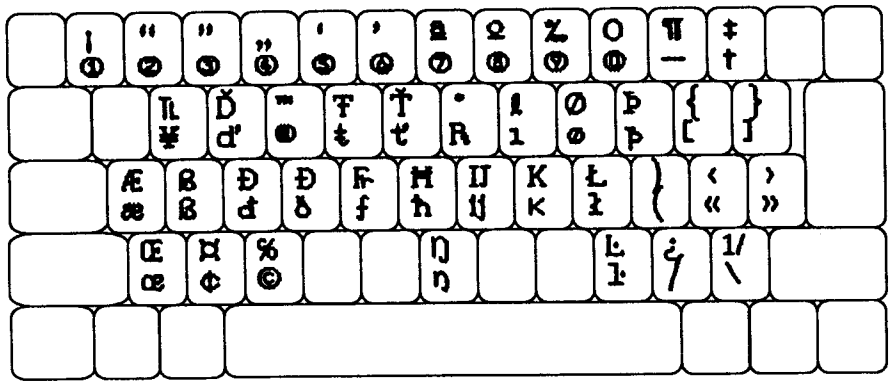


8904

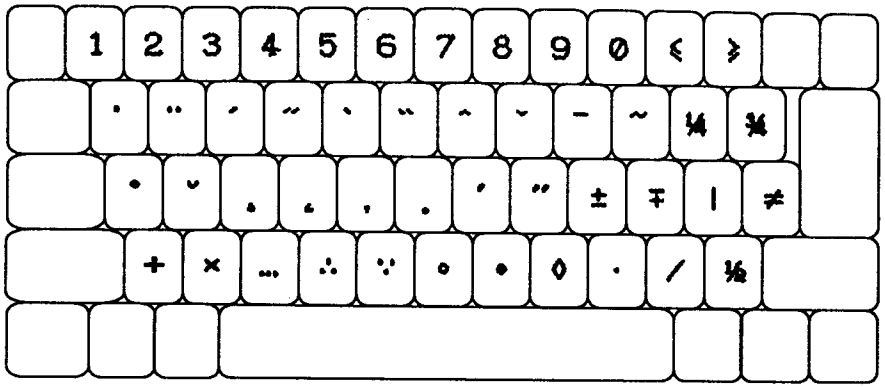
Normal Supershift (ALT + /1)



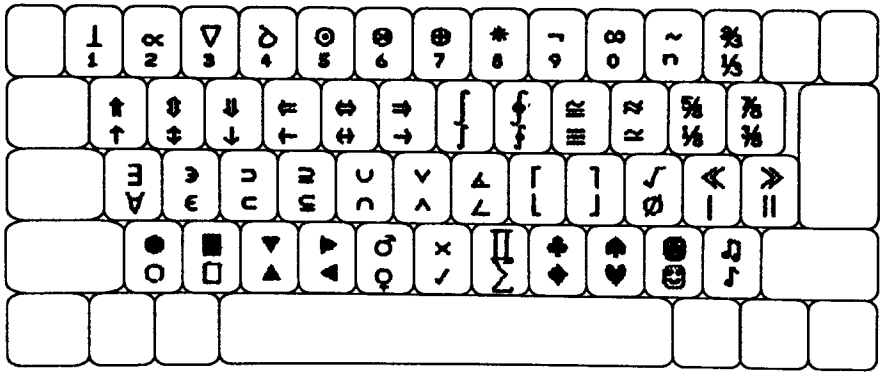
ALT keyboard (hold down ALT while in European Supershift)



EXTRA keyboard (hold down EXTRA while in any Supershift)



Symbol Supershift (ALT + /7)



Troubleshooting

Many problems you may have with LocoScript are dealt with in Appendix V of the LocoScript 2 User Guide. This section handles problems specific to the Euro-Arabic version.

A new document lays text out from left to right

You could have erased the TEMPLATE.STD file from Drive M or from your Start-of-day disc, or you could have another version of TEMPLATE.STD (possibly created with 'standard' LocoScript) on your Data disc. Copy the template from your Master disc to Group 0 of your Start-of-day disc, replacing any template already there. Then reload LocoScript by inserting your Start-of-day disc and pressing [SHIFT] + [EXTRA] + [EXIT]. Any documents you now create in Group 0 (or any other group, if there are no other templates on your disc) will have text laid out from right to left.

Change to different direction apparently ignored

If you have inserted a copy of a Stock Layout (ie. by pressing [⊞] LT2 [ENTER]) it could be that the Stock Layouts are not set up as you thought. Read about how to inspect and change Stock Layouts on page 185 of the LocoScript 2 User Guide.

The cursor keys won't move the cursor

You could have the Num Lock set. Check this by looking for the word Num in the top right-hand corner of the screen. If Num Lock is set, type [ALT] + [RELAY] to clear it and restore the cursor keys to their usual function.

Alternatively you could have forgotten to leave Shuffle Insert mode. If the characters you type appear highlighted (black on green instead of green on black), press [EXTRA] + [PASTE] to leave Shuffle Insert.

Shuffle Insert leaves text laid out awkwardly

You may be using Shuffle Insert too near the end of a line. The text may look better when you leave Shuffle Insert and the paragraph is relaid. Or you may have to use 'hard spaces' to get the text laid out how you want. (See page 160 of the LocoScript 2 User Guide.)

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INDEX

Add-on programs, 39
Aligning text, 31
Alt Urdu, 43
Alternative Urdu font, 43
Arabic
  selecting Arabic, 3, 9, 47
  typing in Arabic, 9
Arabic digits, 33
  in left-to-right text, 34

Blocks (special features of), 30

Changing text direction, 35
Character design, 41
Character Set files, 43
Context analysis, 10, 20, 29
  suppression, 29, 48
Correcting mistakes, 11, 22
Creating documents, 8, 18
Cursor, 9, 19
  position of, 12, 22
Cursor keys, 12, 22
  troubleshooting, 54
Cyrillic characters
  see Introduction

dartsmA, 14
Default digits, 34
Digits
  Arabic in left-to-right text, 34
  changing form of, 33, 47
  default digits, 34
'Digits = 0..9', 33
'Digits = ٠..٩', 33
Direction of text, 29
Disc Manager Screen, 7, 17
Documents
  creating, 8, 18
  direction of text, 29, 35
  Initial layout, 29
  layout, 33
  printing, 14, 25
Dongle
  how to fit, 3
Drive M, 8, 18

End-of-page line, 9, 19
European digits, 33
European text
  temporary change to, 14, 25, 29
  typing, 13, 24
  within right-to-left text, 13, 24
Example disc
  preparation, 4
'Exchange' menu (special features), 31

Farsi
  selecting Farsi, 3, 9, 47
  typing in Farsi, 9
'Find' menu (special features of), 31
Fitting the dongle, 3

Greek characters
  see Introduction
Groups, 8, 18

Hiatus code, 29, 48

Information lines, 8, 18
Initial layout, 29, 36
Installation program, 3

Keyboard layout, 9, 19, 49
changing, 42

Layouts
changing document layout, 33
frequent change, 37
text direction, 35
Left-to-right text, 29, 35
in right-to-left, 13, 24, 30, 35
LocoChar, 41
LocoFile, 40
LocoFont, 40
LocoKey, 42
LocoMail, 39
LocoSpell, 40

Master disc, 3
MATRIX.#UA, 43
MATRIX.#UR, 43

Normal Supershift, 9, 52
Numbers
Arabic digits, 33
European digits, 33

PCW
Setting up, 1
'Phon' message, 10, 20
Phonetic keyboard layout
Arabic, 9, 50
Urdu, 19, 51
Phonetic Supershift
Arabic, 9, 50
Farsi, 9, 50
Keyboard layout, 50, 51
Urdu, 19, 51
Phrases (special features of), 30
Preparation, 1
Printers
other than built-in printer, 42
Printing, 14, 25
in Alt Urdu font, 45

Problems, 54

RAlign, 31
Right-to-left text, 29, 35
in left-to-right text, 30, 35, 48
Ruler line, 9, 19

Selecting Arabic, 3, 9
Selecting Farsi, 3, 9
Selecting Urdu, 3, 19
Setting up the PCW, 1
Shuffle Insert, 13, 24, 30, 35, 48
troubleshooting, 54
Spelling checking, 40
Start-of-day disc
preparation, 3
Std Arabic, 15
Std Urdu, 26
Stock Layouts, 37
Supershift
Normal, 9, 19
Phonetic, 9, 19
Symbol, 9, 19
Typewriter, 9, 19
Suppressing context analysis, 48
Switching text direction, 35
Symbol Supershift, 53

TEMPLATE.STD, 36
Templates, 36
Temporary change
of character, 14, 25, 29
of digit, 34
Text alignment, 31
Text Cursor, 9, 19
Text direction, 29, 36
changing, 35, 47
tpircSocoL, 24
Troubleshooting, 54
Tutorial
Arabic, 7
Urdu, 17

'Type' message, 10, 20
Typewriter keyboard layout
Arabic, 9, 50
Urdu, 19, 51
Typewriter Supershift
Arabic, 9, 50
Farsi, 9, 50
Keyboard layout, 50, 51
Urdu, 19, 51
Typing, 47
Arabic, 9, 29
European text, 13, 24, 29
Farsi, 9, 29
Urdu, 19, 29

Urdu
Alternative font, 43
selecting Urdu, 3
typing in Urdu, 19
User-defined characters, 41

Word Wrap, 21

24-pin printer drivers, 42

(/) code, 29, 48
↳ character, 10, 20

 8904