

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

Euro-Arabic LocoScript

For the Amstrad PCW8256/8512



LOCOMOTIVE
SOFTWARE

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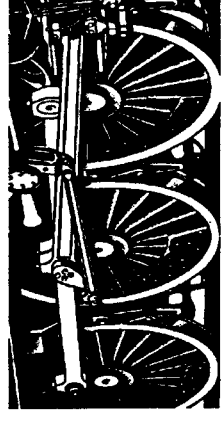
LOCOMOTIVE
SOFTWARE

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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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.

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Euro-Arabic User Guide

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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.

Euro-Arabic User Guide

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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.

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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.

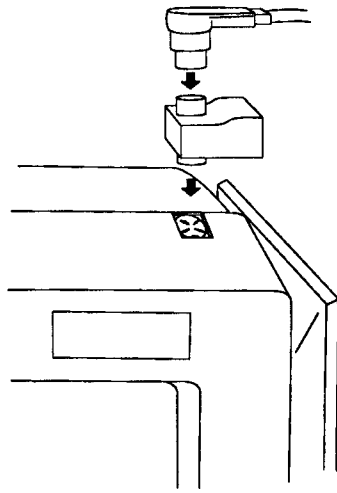
The tractor feed unit should only be attached to the printer when you want to use continuous stationery.

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 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 **EXT** while you hold down **SHIFT** and **EXTRA**).

When LocoScript has finished loading, press **F2**. (You do this by pressing **ALT** while you hold down **SHIFT**, of course). This takes you to LocoScript's Disc menu:



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.

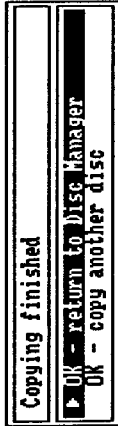
Throughout what follows, you will see messages on the screen about the 'Source' disc and the 'Destination' disc. The 'Source disc' is the Master disc you are copying and the 'Destination disc' is the new disc you are making the copy on.

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 **ESC** 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:



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 **ESC** 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 **EXT** 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).

C=Create new document		Disc management.		Printer idle.		Using M:	
F1=Actions		F2=Disc		F3=File		F4=Group	
F5=Document		F6=Document		F7=Settings		F8=Options	
F9=Print		F10=Document		F11=Settings		F12=Change	
F13=Options		F14=Group		F15=Document		F16=Options	
Drive A:	128k used	44k free	10 files	Drive B:	not fitted	0k free	0 files
group 0	128k	group 4	0k	Drive C:	13k used	57k free	4 files
group 1	0k	group 5	0k	group 0	13k	group 4	0k
group 2	0k	group 6	0k	group 1	0k	group 5	0k
group 3	0k	group 7	0k	group 2	0k	group 6	0k
A: group 0	10 files	M: group 0	4 files	group 3	0k	group 7	0k
0	11Ab0 files	0	11Ab0 files				
TEMPLATE	12k	TEMPLATE	12k				
PHRASES	1k	SETTINGS	1k				
SETTINGS	1k	TEMPLATE	1k				
TEMPLATE	113k	6 hidden	113k				

