

LocoScript 3

Supplement

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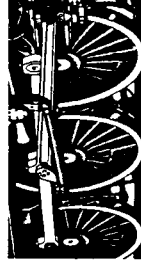
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**LOCOMOTIVE
SOFTWARE**

LocoScript 3 Supplement

*describing
the font handling features
of LocoScript 3*



**LOCOMOTIVE
SOFTWARE**

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Introduction

LocoScript 3 provides all the many word-processing facilities that the earlier LocoScript 2 offered, but with some important additions. Firstly, it lets you use a mixture of different typefaces or 'fonts' within a single document – something that you can take advantage of on almost any printer. Secondly, on most printers – including the PCW8256/8512/9256 matrix printer and the PcW9512+ bubblejet printer, you can use some special 'LX' fonts to print text at a range of different typesizes – extending the ways in which you can style your documents even further. (On some of these printers, you can print other fonts at different sizes, too.)

This book looks at all aspects of working with fonts in LocoScript 3. Part I introduces the LX fonts, explains how to add them to your Start-of-day system and gives examples of the results you can achieve with these fonts; Part II describes the steps needed to specify the fonts and the typesizes that you want to use; while Part III is a comprehensive 'Troubleshooting' to help you with any problems you run into when using these fonts. The book finishes with a range of appendices, covering everything from the characters supported by the different LX font files to the additional products that are available to help you get even better results from LocoScript 3.

The other features of LocoScript 3 work in the same way as they did in LocoScript 2: so for instructions on using these, you should turn to either the LocoScript 2 User Guide, the PCW9512 User Instructions, the PcW9512+ User Manual or (better) the book 'LocoScript 2 on the PcW9512+: The Definitive Guide' – depending on which of these you have. If you want to print on an alternative 'External' printer, you will need a copy of the LocoScript 3 Printer Support Pack (existing users can upgrade to this). How you then use the printer to print your LocoScript 3 documents is explained in the External Printers Guide supplied in that pack.

If you haven't used LocoScript 2 (or you haven't used it a lot), we strongly recommend you to work through your LocoScript 2 book at least as far as the end of the session/chapter on Margins and Tabs before you start using the features described in this book.

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Introduction to the LX fonts

Among the fonts that LocoScript 3 supports are some special 'LX' fonts, two of which – 'LX Roman' and 'LX Sanserif' – are supplied either in the LocoScript 3 pack or, for external printers, in the Printer Support Pack. Possibly the most important feature of these fonts is that you can print them at a range of sizes, allowing your documents to include everything from small print (characters $\frac{1}{12}$ " high – using '8pt' text) to headlines up to $\frac{3}{8}$ " high (using '72pt' text).

To use the fonts, you need a 'suitable' printer (see opposite) but as these range from the PCW8256/8512/9256's built-in matrix printer to a variety of inkjet and laserjet printers, it is quite likely that you already have a printer on which these fonts can be used. The LX fonts can also be used alongside the other fonts you use on these printers, up to a total of 15 different fonts from which you can choose up to four at a time to use in any document.

The improvement you can make in the appearance of your documents through varying the size of characters you use is impressive. With just the two fonts and five sizes that we supply as standard, you can readily produce documents like those shown overleaf. (These example documents are provided on your LocoScript 3 Master disc as the files BUSINESS, CHAPTER, MINUTES and NEWSLTR and they use just five of the LX files we provide for use with LocoScript 3: LX Roman 8pt, 10pt and 12pt and LX Sanserif 14pt and 18pt.)

Note: These samples were produced on a Bubblejet printer to show you the quality of result that can be produced with the LX fonts. Using the fonts on, say, the PCW8256/8512/9256 built-in 9-pin matrix printer gives equivalent results but the quality is not quite as good.

IMPORTANT: The LX fonts can only be used to print LocoScript 3 documents: they cannot be used to print text prepared in any other way. They also can only be used to print across the width of the page: they can't be printed 'sideways' to produce the effect of 'Landscape' printing (except on those laser printers that are able to print any font sideways). In general, if you want your paper to be used 'Landscape' rather than 'Portrait', you will need to feed it in widthways rather than lengthways.

What you need to use the LX fonts

To use LocoScript 3's LX fonts you need:

- *Either:* A PCW8256/8512/9256 with its built-in matrix printer

Or: A PcW9512+ with a Bubblejet printer

Or: A copy of the Printer Support Pack (LocoScript 3 version) and almost any of the following types of printer:

- 9-pin dot matrix printer
- 24-pin dot matrix printer
- Bubblejet
- Hewlett-Packard LaserJet or DeskJet (or compatible printer) (If a printer isn't suitable, it will be marked Ⓢ in the 'Alternative Printers' booklet supplied with your copy of LocoScript 3.)

- *And at least 512k of memory in your PCW*

So if you have a PCW8256 or a PcW9256 with just 256k of memory, you must upgrade your PCW's memory to 512k or 768k before you try to use the LX fonts. (512k will let most people use a reasonable variety of sizes and styles; 768k, however, will give you plenty of room for all the sizes and styles even if you have all the add-ons and the documents you work on are very large.)

We offer a number of additional products to help you make better use of the LX fonts. In particular, the Locomotive LPP512 Power Pack will both increase your memory by 512k (eg. from 256k to 768k or from 512k to 1M) and provide a suitable socket into which to plug any additional printer on which you want to use the LX fonts. There's also the option of replacing the original 160k 'large' LocoSpell dictionary by one which offers the same range of words but takes up less than 100k of your Drive M: it is also very much quicker to look up. These products are described in Appendix III.

Newbell & Company

Chartered Surveyors and Land Agents
25 High Street, Draperston
Tel: (0125) 75422 Fax: (0125) 774611

Mr J T Williams
48 West Street
Tilbury

Dear Mr Williams

5 Threspan Close

Thank you for your enquiry regarding a full structural survey and valuation of the above property.

Newbell & Co will be happy to carry out this work for you. Moreover, should you instruct us within the next seven days, we will be able to give you the finished report before the end of the month.

Our charges are as follows:

- Valuation survey
- Home purchaser's report
- Full structural survey

In addition, we would recommend taking out This will provide you with a second survey or purchase of the above property fall through.

All charges are exclusive of VAT which will We thank you for giving us the opportunity of receiving your instruction to proceed.

Yours sincerely

Newbell & Co

E J Newbell P2

BUSINESS

10th May 1993

The Write Way

For writers everywhere

LocoScript 3 breaks new ground

When the Amstrad PCW came out in 1985, it quickly became established as essential equipment for writers everywhere. Locomotive Software's LocoScript word-processing program provided precisely the tools needed to prepare everything from simple letters to major novels.

However, while LocoScript 2 would let you print different documents in different fonts (or typefaces), you could only ever use one font in any document - though you could always vary the typeface in any way you liked, putting text you wanted to emphasise into Bold or Italic or even Bold+Italic. Also, all the characters would be the same height, though changing the Character Pitch on a dot-matrix printer would vary their width.

LocoScript 3 changes all that. With LocoScript 3, you can use up to four different fonts within one document. And with LocoScript 3's special T X fonts, you can print characters at almost any size between 6pt - that's 1/4" - and 72pt (1") in height. True, the L X fonts cannot be used on every type of printer but as they can be used on the PCW8256/8512/9256's built-in matrix printer, the 9cW912's BubbleJet printer and a wide range of dot-matrix, BubbleJet, LaserJet and DeskJet printers beside, it's highly likely that you will have a suitable printer.

Writer's Tips: Science Fiction

Story line

Science fiction stories may cover galactic adventures, military conflict or the paranormal. But what they all need is conflict, action, tension and a strong current of suspense. In addition, they need to maintain interest and to finish on a positive note.

The story should also take the reader into the world of Science Fiction and convince them that it's real.

Characters

The characters can be male, female or alien but must be realistic. When facing impossible situations, they must have the strength of character to overcome the enemy.

The Write Way

March issue

Chapter 4

Backing up your data

This chapter is possibly the most important chapter in the whole book. It describes how to make 'Back-up' copies to use if either a disc or a file is damaged or lost.

Now, don't run away with the wrong idea: data stored on computer discs is pretty reliable.

You can leave a disc on a high shelf for years on end and still be able to read the data on it.

Disks that you use every day, however, can get lost, be eaten by the dog, have coffee poured

over them or simply wear out. Discs can also be damaged if you have a problem with a disc

drive. You can also lose files simply through carelessness - formatting the wrong disc, for

example! It's in case of accidents such as these that you need Back-ups.

There are two possible approaches to backing up data: you can either make copies of

individual files or you can make copies of the whole disc. We can't tell you which is best

because it depends how much data you have.

For your next decision is how often to back up.

You should back up your data regularly, perhaps once a week or once a month, depending on

the amount of data you have and how often it changes. The best approach is to make a copy of the whole disc in order to

copy the membership file because the LocoM

aster of balancing the time and effort spent

to spend re-doing the changes you have made

one-finger typist, you might begrudge re-typing

typist, it may only be worth backing up a file

before: if you don't back up at the end of ev

hard work will have to be done again!

If your membership file contains 2000 names and addresses rather

the whole disc rather than simply this one file.

The Layman's Guide

DRAPERSTON CHORAL SOCIETY

Minutes of the Committee Meeting
held on Wednesday, 4th August 1993
at 5 Threspan Close, Draperston

Present: William Wykeham-Smythe (Chairman)
Anthea Williams (Secretary)
Belinda Davison (Treasurer)
Anthony Robinson (Librarian)
George Pratt (Conductor)

- 1 Apologies for absence:**
Apologies had been received from Mary Bell (Ladies' Rep.) and Colin Davison (Men's Rep.).
- 2 Minutes of the last meeting**
The minutes of the last meeting were read and signed by the Chairman as an accurate record.
- 3 Matters arising**
There were no matters arising.
- 4 Financial position**
There had been no major expenses to meet over the summer but the Treasurer had been warned that the Festival fees had gone up to 25 per singer. Once again, the importance of the raffles to the choir's funds would need to be emphasised to the members.

- 5 New members**
The choir is still very short of male singers. It was agreed that the usual poster should be prepared but this year the poster message should be extended to cover Copernicought in the hope of attracting new members. Mr Davison would organise its distribution.
- 6 Music for the Festival**
The Festival organisers had announced the set pieces but hadn't said how many hire copies we would have so it was not known how many extra copies we would have to buy.

- 7 Any other business**
Rev. Johnon (After Life member): The Secretary reported that Mr. Johnson had died in July. It was agreed that the choir would make a donation to charity in his memory.
- 8 The Secretary was thanked for her (and her husband's) kind hospitality in their new home and the meeting closed at 9pm.**

MINUTES

Chairman

Date

How the LX fonts work

The different characters offered by the LX fonts are formed from patterns of dots. When you print a document, the patterns of dots for each letter you've used are built up into a 'picture' of your text which LocoScript then sends to the printer to print in Graphics mode.

The patterns of dots required to form each character are held in 'Character Shape' files, which all have a filetype extension of the form .@xx. These files are equivalent to the 'Bit Map' font files that are available for some printers.

Each Character Shape file contains the patterns for:

- A particular set of characters (known as the 'Symbol Set')
- In a particular Typeface (or 'Font') - eg. LX Roman or LX Sanserif
- At a particular 'Point Size' (character size); and
- In a particular Typestyle - 'Regular', 'Bold', 'Italic' or 'Bold+Italic'

These terms are explained in the Glossary opposite

(To avoid taking up space on disc with patterns for characters you never use, the 500+ characters LocoScript supports have been divided into five 'Symbol Sets' so that you only need to store files that contain characters you actually need. The five Symbol Sets are called Basic, Extended, Greek, Cyrillic and Symbol. Details of the characters in each Symbol Set are given in Appendix 1. The supplied files each contain the Basic Symbol Set which is all most people will need: files for the other Symbol Sets are available as optional extras.)

Which Font, Point Size and Symbol Set a Character Shape file offers is revealed by its filename. The first part of this name records the type of printer on which the file is to be used, the Font, the Point Size, the Typestyle and the Symbol Set as shown below. (Different sets of Character Shape files are needed for different types of printer because the size and spacing of the dots they print differs. For example, a LaserJet printer prints at 300 dots per inch but a Bubblejet prints at 360 dots per inch.)

Printer type — BXR10I_G.@XR
 Font (XR Roman, XS Sanserif) — Point Size — Typestyle (B Bold; I Italic; J Bold+Italic)
 Symbol Set (B Basic; C Cyrillic; E Extended; G Greek; S Symbol)

You will typically work with a number of these Character Shape files on Drive M because, ideally, you should have one of these Character Shape files in group 0 (or the 'SYSTEM' group) on that drive for each combination of Font, Typestyle, Symbol Set and Point Size used in your documents. However, LocoScript can generate larger Point Sizes from smaller ones by doubling, trebling or even quadrupling the patterns provided for the smaller Point Size - giving you four sizes

from one file. For example, with just the '10pt' Character Shape file, you can print text at 20pt, 30pt and 40pt as well. However, it should be pointed out that the characters produced by multiplying up the patterns in this way are not as smooth as the characters they are made from, particularly at higher magnifications: having Character Shape files specifically for each size you use will always give you better-formed characters.

LocoScript is also able to generate bold and italic characters from a set of 'regular' shapes, so it is not essential to have bold or italic versions of these files - though, again, you will get better-shaped characters if you do.

Glossary of Font terms

Font	The word 'Font' has two possible meanings but, in LocoScript, it is always used to mean the 'Typeface' (or design) of a particular set of characters eg. the ones in a particular Character Shape file. The two LX fonts supplied with LocoScript 3 are called 'LX Roman' and 'LX Sanserif'.
Point Size	The character height expressed in 'Points' - the unit of measure (= 1/72") used by commercial printers. This height is measured between the top of a capital letter and the lowest point of a letter like p or q. (LX fonts are available between 6pt* (1/2") and 72pt (1").)
Symbol Set	The range of characters supported by a particular file. The characters supported by the different Character Shape files make up one of five Symbol Sets - Basic, Extended*, Symbol*, Greek* and Cyrillic* - which together cover the entire range of characters that LocoScript supports. (The different characters in each of these Symbol Sets are listed in Appendix 1.)
Typestyle	The general appearance of the characters supported by a particular file. The LX fonts can be offered in the following typestyles: Regular (ie. upright and not bold), Bold*, Italic* and (in some cases) Bold+Italic*.

* Available as an optional extra.

Using the LX fonts

Before you can use the LX fonts, you first need to install the LocoScript 3 program and the printer(s) on which you will be using these fonts, as described in the Installation book provided in your LocoScript 3 pack. This gives you either a single disc or a set of discs from which to load LocoScript 3, complete with the software needed to support the LX fonts on your chosen printer (assuming that this supports the LX fonts in the mode you have chosen to use it in).

You then decide which Character Shape files you will be wanting to use (at least, in general) and add these to your Start-up discs so that these will be automatically copied to Drive M when you load LocoScript. If you have lots of space on your Drive M, you could opt to copy all the Character Shape files we supply to your Start-up discs – but in general, you will want to be selective about which ones you use. For a start, the Character Shape files are fairly memory-hungry (though no more so than the LocoFont 24 'Download' fonts that you may have already used) so, if you are not careful, you could leave yourself with too little space on Drive M to edit documents easily. Secondly, putting all the files on your Start-up discs will make loading LocoScript take significantly longer. The issues involved and the steps used to add the Character Shape files are described in Chapter 2.

Once you have installed the LX fonts for your chosen printer, they are then available to be used in your documents.

To specify that you want to use the fonts in a document, you first select your printer as the Intended printer for the document. Then you enter the fonts in a 'Font table' which records the different fonts you use in the document: this table has four slots because you can use up to four different fonts in a document – both LX fonts and other types of font. Once the font has been added to the Font table, you then specify precisely where you want to use each font through your Layouts and through 'Font' codes. (This part of the operation is described in Chapter 3 of this book.)

The LX fonts are available at different sizes so you also need to specify what size you want your text to be – either through the Layout or through 'Point Size' codes. (Setting the Point Size is described in Chapter 4.) You also want to ensure that characters are laid out well on the page. The best way to do this is to select Character Pitch PS (because this positions each character according to its width) and the special 'Auto' Line Pitch which makes the standard distance between one line of text and the next 20% bigger than the largest Point Size selected on the line. We strongly recommend that you set Character Pitch PS and Line Pitch Auto in every Layout.

Finally, when you come to print the document using the fonts, you need to ensure that the relevant Character Shape files are all in group 0 (the SYSTEM group) on Drive M. This is only any problem if you are short of space on Drive M and need to change the range of files on this drive to suit the document you are printing. (Details of this part of the operation are given in Chapter 5.)

Chapter 2

Installing the LX fonts

Installing the LocoScript 3 LX fonts is a two-stage process.

First, you need to use the LocoScript Installation Program to install LocoScript 3 and the printer(s) on which you intend to use the LX fonts. This gives you either a single disc or a set of discs from which to load LocoScript 3, complete with the software needed to support LX fonts on your printer (assuming that the fonts can indeed be used on this printer and in the printer mode you've chosen: if you are not sure, check in the External Printers Guide supplied with the LocoScript 3 Printer Support Pack).

If you haven't installed either LocoScript 3 or your printer(s) yet, do this now. The steps to use are given in the Installation book supplied with your copy of LocoScript 3. *Be sure to make a note of the initial letter of the LX files specified for your printer (displayed towards the end of the Installation procedure).*

The second part of the operation involves adding the Character Shape files you want to use to your Start-up discs and recording the fonts in your Settings file. (The Character Shape files are the ones that contain the patterns of dots required to form each character: they have a filetype of the form .@xx.) For your convenience, we have divided the steps needed for this part of the procedure into five stages, each of which must be completed before going on to the next stage. Details of these stages are given on the following pages.

We suggest setting aside about half an hour to carry out the whole process because it is not a task to rush at. Sorting out any mistakes you make will take considerably longer!

If you haven't already done so, we recommend reading the 'Introduction to the LX fonts' given in Chapter 1 of this book before you go any further. This explains how the fonts work, what the different special terms that are used with the fonts (Point Size, Typestyle etc.) are all about and gives samples of what can be achieved with a selection of the Character Shape files – all of which will give you a very much better picture of what you actually need to install, which in turn will make it easier for you to carry out these steps correctly.

IMPORTANT: *To use the LX fonts, you need at least 512k of memory in your PCW. If you have a PCW8256 or a PcW9256 with just 256k of memory, you will have to upgrade its memory to at least 512k before you can use the LX fonts – either by plugging extra memory chips into your PCW or by adding a memory pack (see Appendix III).*

If you wish to use the fonts on a printer other than your PCW's built-in printer, you will need a copy of the LocoScript 3 Printer Support Pack.

The standard range of Character Shape files

We provide a standard set of 10 Character Shape files for each of the different types of printer on which the LX fonts can be used. The sets of 10 files for use with the PCW Matrix and Inkjet printers are provided on the appropriate LocoScript 3 Master discs, while those for use with external printers are provided in the LocoScript 3 version of the Printer Support Pack.

The 10 Character Shape files provide the following:

- *The characters of the 'Basic' Symbol Set*
- *In the 'Regular' Typestyle*
- *At 8pt, 10pt, 12pt, 14pt and 18pt*
- *In both LX Roman or LX Sanserif*

With doubling, trebling and quadrupling of the patterns, these give you an extensive range of sizes to use in your documents – from 8pt to 72pt. The complete range is listed in Chapter 4 where we explain how to specify the size of text you want to use.

The sets of 10 files are provided in separate groups. The ones for use with the PCW Matrix printer are in Group 7 of the LocoScript 3 Master disc; those for the PCW Inkjet printer are in Group 6 of the LocoScript 3 Master disc; while those for the different types of external printer are provided in Groups 3...7 of the Printer Support Pack discs. (In the case of the 8256/8512 Printer Support Pack, these files are provided on Disc 2 of this pack with the Roman files on Side 1 and the Sanserif files on Side 2.)

(Appendix I gives samples of the characters produced from each of these files. Samples of the characters produced by Character Shape files provided on any additional LX font disc will have been supplied with that disc.)

The LX fonts are unfortunately fairly memory-hungry – though no more so than the LocoFont 24 Download fonts that you may have already used if you have a 24-pin matrix printer or a bubblejet printer. The ten Character Shape files supplied for the PCW8256/8512/9256 printer will take up about 56k on your Drive M, while those for a bubblejet printer will take up about 88k.

So while you will certainly be able to work with all ten Character Shape files on Drive M if you have expanded your PCW's memory up to 768k or 1M, in other cases you will probably need to be selective – at least, about which Character Shape files you use together. (It's always possible to extend your options by using different combinations of sizes in different documents; you just have to ensure that the right combination of Character Shape files are on Drive M before you print each document.)

Stage 1: Select the Character Shape files to use

The first task is to decide which Character Shape files to place on your Start-up discs.

Ideally, you should have a separate Character Shape file for each combination of Typeface, Typestyle, Symbol Set and Point Size that you wish to use. In practice, however, you can reduce the number of files you need by taking advantage of the way LocoScript can generate (slightly less smooth) characters at larger Point Sizes from the character shapes provided for smaller Point Sizes by doubling, trebling or even quadrupling the patterns of dots. Similarly, you don't actually need to have separate files for Bold and Italic characters as LocoScript is also able to generate these from a set of 'Regular' patterns – though again, you will get better-formed characters from specific Bold and Italic files. (Such files are available as optional extras: see Appendix III).

The selection of Character Shape files you make needs to be done with an eye both to the total size of the files you are choosing and to the amount of free space you have on Drive M. You will need copies of these files on Drive M as you work but you must also leave enough free space on Drive M to allow you to edit documents. Ideally, you should always have at least as much space on Drive M as the size of your largest document so that you can edit this easily.

If you have plenty of room on Drive M, you could opt to work with every Character Shape file we've provided for use on your printer: the only drawback here is the length of time that will be needed to copy the files to Drive M when you load LocoScript. But in other cases, you will need to be selective. You might, for example, decide to limit your choice to a couple of smaller-size Roman files and a couple of larger-size Sanserif files.

To help you make your selection, Appendix I gives both actual-size samples of the characters produced from the standard Character Shape files and some examples of the results that can be produced using just a few of the Character Shape files provided, together with a guide to the amount of disc space particular combinations will take on Drive M. As you will see, you can produce really quite impressive results with just two or three Character Shape files!

Stage 2: Copy the Character Shape files to Drive M

Insert the disc containing the LX font files in the drive, press and pick out the group for your printer.

- *The files needed to use the fonts on the PCW8256/8512 or PcW9256 built-in matrix printer are in Group 7 of your LocoScript 3 Master disc (or Upgrade disc).*
- *The files needed to use the fonts on the PcW9512+ bubblejet printer are in Group 6 of your LocoScript 3 Master disc (or Upgrade disc).*
- *If you wish to use the fonts on an external printer, you need the set of files from your LocoScript 3 Printer Support Pack with the correct initial letter (shown in a message towards the end of the Installation program).*

In general, these will be in the appropriate group out of 9PIN, 24PIN, LQ1500, LASER or BUBBLE for the type of printer you have – but there are exceptions. The place to check the initial letter you require is in Appendix 1 of the External Printers Guide. (Note: If you have a DeskJet printer, the files you need are in the LASER group.)

(If you are adding files from any additional LX font disc, then the documentation provided with that disc will tell you where to find the files you require.)

When you have identified the correct group for your printer, use the f3 Copy file option to copy each of the Character Shape files you have decided to use to group 0 (or the 'SYSTEM' group) on Drive M. If you are adding Character Shape files for a further LX font (ie. something other than LX Roman and LX Sanserif) which you have not had on your system before, you also need to copy the GRAPHICS.#xx file for this font to group 0 on Drive M – and then rename it so that the first part of its name matches your printer's .PRI file. For example, if you want to use the font with the PcW9512+ INKJET printer, you will need to rename this file INKJET.#xx.

After copying the files, check the amount of free space you now have on Drive M and if necessary, change the selection of Character Shape files you've copied. Remember: You should always leave at least the size of your largest document free on Drive M so that you can edit this easily.

** For instructions on Copying files, see 'Copying a document' in Session 7 of the LocoScript 2 User Guide or Section 5.4.1 of 'LocoScript 2 on the PcW9512+'. For instructions on renaming files, see Session 7 of the LocoScript 2 User Guide or Section 5.5.3 of 'LocoScript 2 on the PcW9512+'.*

Stage 3: Copy Character Shape files to your Start-up disc(s)

Now insert either your Start-of-day disc or your (last) Start-up disc in the drive, press and then use the f3 Copy file option again – this time to copy each of the Character Shape (.@xx) files that you have placed on Drive M to group 0 – or 'SYSTEM' group – of your Start-up disc. (Any .#xx files that you have copied to Drive M do not need to be copied to your Start-up disc.)

If there isn't enough room for these files on this disc, use the steps given in Part II of the Installation book to give yourself a further Start-up disc.

Stage 4: Add the fonts to the Settings file

Step 1: Call up the Settings menu

– by pressing from the Disc Manager Screen.

Step 2: Set up the menu for the printer on which the fonts will be used

Check that the name shown under the For printer line of the menu is that of the printer on which you will be using the fonts. For example, if you will be using the fonts on the PCW built-in matrix printer, check that the name shown is MATRIX; if you will be using the fonts on the PcW9512+ inkjet printer, make sure that the name is INKJET if you are going to use them with this printer's built-in Courier font or 24INKJET if you are going to use them with the LocoFont BJ fonts.

If a different name is shown, move the cursor to For printer and press . When the list of printers is displayed, move the cursor to the printer name you want and press to tick it. Then press to return to the main Settings menu which should now be set up for this printer.

Step 3: Check that the fonts have been added

The LX fonts you are installing should now have been added to the list of fonts (or Character Sets) available for this printer, but it is always wise to check. So with the Settings menu showing the correct printer under the For printer line, select For Character Set, press and check that the LX fonts you are installing are all listed. For example, if you are installing the fonts provided with LocoScript 3, check that LX Roman and LX Sanserif are both listed. Then press to return to the main Settings menu. *Note:* Don't worry if you notice any fonts marked ? : all this means is that the .#xx files for these fonts are not on Drive M at the moment.

In the unlikely event that a font you expected to see is missing, make a note of how many names are shown in total, then press twice to leave the Settings menu.

If less than 15 names were shown, either you didn't copy the corresponding .#xx file to group 0 on Drive M or you didn't rename it correctly to match your printer: correct this, then start this stage of the procedure again. If 15 names were shown, you will need to remove one of the fonts you have previously installed for this printer in order to make room for the new font – then carry out this stage of the procedure again. The steps used to remove a font (or Character Set) are given in Part II of the External Printers Guide, or if you don't have a copy of that book, you can find the steps you need in any 'LocoFont' product booklet.

Stage 5: Save the new Settings

Finally, leave the Settings menu by pressing **[EXIT]** to choose the EXIT option, followed by **[ENTER]**. A message will then appear offering to write the updated Settings file onto your Start-of-day disc. (If you now have more than one disc from which to load LocoScript, your Start-of-day disc is the first disc you insert in Drive A.)

Check that your new Start-of-day disc is in Drive A, then press **[ENTER]** to tell LocoScript to go ahead. Your Settings file is then saved on this disc.

Finally re-load LocoScript from your new set of discs. (If you are uncertain of the procedure with multiple Start-up discs, refer to Part I of the Installation book.)
Note: Loading LocoScript with the LX fonts may well take longer than you are used to. Being quite large, each Character Shape file takes a significant amount of time to copy to Drive M.

All that's left to do is to set up your documents and Templates to use the LX fonts. The steps for that are described in Part II of this book.

Part II

Working with multiple fonts

There are three aspects to working with different fonts:

- 1 **Specifying the different fonts you want to use in a document (or the single font that you wish to use throughout, if you so require).**
- 2 **Specifying the size of characters you want – where you are using either the LX fonts or a printer on which LocoScript supports the printer's own fonts at different sizes.**
- 3 **Getting the results you want when you print.**

Each of these aspects is covered in a separate chapter in this part of the LocoScript 3 book – and you'll find examples of the techniques we describe in the BUSINESS, CHAPTER, MINUTES and NEWSLETR documents on your LocoScript 3 disc.

Note: While you can select fonts and character sizes individually in each document, the best place to specify the combination of font and size you want for headings, normal text, footnotes etc. is in the Stock Layouts of your various different Templates (see Session 21 of the LocoScript 2 User Guide or Chapter 20 of 'LocoScript 2 on the PcW9512+'). Setting these in Stock Layouts means that the font and size that you want to use are automatically selected alongside all the other aspects of the layout you require for these different types of text. Setting up the Stock Layouts in Templates means that they become automatically available in each document that you create from that Template.

*** If you have been using a deskjet or a laser printer with LocoScript 2, you may be used to selecting different fonts through Character Pitch settings in your document. That method of selecting fonts took advantage of the way in which different Character Pitches were set on laser printers under LocoScript 2. LocoScript 3 takes a different approach which gives you direct control over the font that is used. As a result, to get the same print-out from your documents in LocoScript 3 that you did in LocoScript 2, you will need to add the appropriate Font and Point Size settings described in the following chapters to each of your Character Pitch settings. To get the best results, you should also replace your various Pitch settings by Character Pitch PS throughout.**

Specifying different fonts

LocoScript 3 lets you use up to four different fonts (typefaces) in a document and to switch between these at will. The fonts you mix in this way can be LocoScript 3's LX fonts, the printer's own built-in fonts, 'Download' fonts (if your printer supports these), or a mixture of the LX fonts with one of these other types.

You can take advantage of LocoScript 3's font handling on any printer that both offers a range of fonts and accepts commands to switch from one font to another – which covers most modern dot-matrix, inkjet and laser printers. The main exceptions are daisy-wheel printers. You can only change font on a daisy-wheel printer by changing the printwheel – which you can't do in the middle of printing a document. This restricts you to just one font per document when you print on a daisy-wheel printer. (Note: The printers marked Ⓢ in the 'Alternative Printers' booklet supplied with your copy of LocoScript 3 not only can't work with the LX fonts but in general can't switch from one font to another either. The techniques used to select the font or printwheel used on such a printer can be found in either Session 20 of the LocoScript 2 User Guide or Chapters 18 & 19 of 'LocoScript 2 on the PcW9512+'.)

Note: The font used at any point in a document doesn't change the appearance of the text on the screen: it just defines which font is used when this section of the text is printed. However, you can always find out which font is used at the current cursor position by looking at the Information lines, where the font is shown alongside the Character Pitch etc.

3.1 Background information

Specifying the font you want for a section of text or for individual words and phrases is in many ways much like setting the Character Pitch for this text. You set the main font you want to use for a particular section of text in the 'Layout' for that section, and then use word-processing codes wherever you want to use a different font for individual words or phrases. (The Layout is what defines the overall rules about how text is laid out – see Session 11 of the LocoScript 2 User Guide or Chapter 9 of 'LocoScript 2 on the PcW9512+: The Definitive Guide'.)

There is, however, a special feature to the procedure which is that each font you want to use has *first* to be assigned to a 'Font number'. These Font numbers go from 0 to 3, allowing you to use up to four different fonts in a document. The fonts you assign to the different Font numbers are recorded in a Font table in the Document Set-up.

The reason for assigning the font to a Font number is that, although you select the font you want use by name, what LocoScript records in the document is its Font number. The advantage of this scheme is that it means there is only one place in the document you need to update if you change from one printer to another with a different set of fonts – namely, the Font table in Document Set-up. You don't have to go through the entire document re-selecting the font to be used at each point: you just change the Font table and the other changes are made automatically. A side-effect of this is that you can substitute one font for another throughout a document simply by changing the entries in the Font table. The Font numbers also provide a quick way of selecting the fonts.

Ideally, you should assign the fonts you want to use in a particular type of document to suitable Font numbers in the Template for this type of document (see Session 21 of the LocoScript 2 User Guide or Chapter 20 of 'LocoScript 2 on the PcW9512+'). There are two main advantages to this. Firstly, it saves you assigning the fonts to Font numbers in any new documents of this type that you create: the Font table set up in a Template is automatically copied to any document that is created from this Template. Secondly, it ensures that each font is associated with the same Font number across all the documents created from this Template. You will find fonts very much quicker to select when they are always assigned to the same Font number because then you won't have to consult the menus all the time.

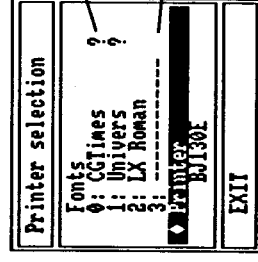
However, while we would strongly recommend setting the fonts you want to use in your Templates (for the reasons just given), LocoScript will also let you select other fonts as and when you need them – provided there's room in the Font table for these. The following sections describe the actions involved in selecting the fonts used in your documents:

- **Setting up a document – or a Template – for the appropriate printer and fonts**
- **Setting the main font for a particular section of text – by selecting this in the Layout for that text**
- **Putting individual words and phrases into a different font**
- **Making changes to the Font table – for example, to exchange one font for another throughout the document**

3.2 Setting up a document for the appropriate printer and fonts

Before you can use a particular printer's fonts for your text, you have to set up the document for this printer and add one or more of the printer's fonts to its Font table. The steps you use to do this are as follows:

- 1 **Edit the document or Template and take the Document setup option in the fl menu to go into its Document Set-up.**
- 2 **Once you are in the Document Set-up, press **[F6]** to display the Printer Selection menu.**
- 3 **Move the cursor to the Printer line of the menu and press **[ENTER]** to display a list of the printers available on your system. Place the cursor on the printer you want and press **[F6]** to tick it; then press **[ENTER]** to return to the Printer Selection menu.**



Font previously selected which cannot be matched to a font on the new printer. (you should assign a new font to this font number (see Step 4))

Empty slot in the Font table

- 4 **Assign fonts to the Font table by moving the cursor to the appropriate line of the menu, pressing **[ENTER]** and then selecting (by ticking) the font you want to use from the list that is then shown to you. Finish by pressing **[ENTER]** to return to the Printer Selection menu.**

You don't have to add any fonts, but it is important to assign a new font anywhere the font shown is marked ? – unless you are certain that this font number isn't used anywhere in the document.

If the font you want isn't listed, it hasn't been installed correctly. To sort this out, you will need to go back to the Disc Manager Screen, check that the .#file for this font is in group 0 (or the 'SYSTEM' group) on Drive M and then carry out Stages 4 & 5 of the Installation procedure given in Chapter 2 of this book to update your Settings file.

Note: If you want to use the same font throughout a particular document, assign this to Font 0 and to any other Font numbers that you think might be used in the document. Simply doing this is enough to ensure that the document will be printed in your chosen font.

5 Move the cursor to the EXIT option at the bottom of the menu and press **[ENTER]** to return to the Document Set-up. Then press **[EXIT]**, take the Exit option from Document Set-up that suits your needs, and save the edited document or Template on disc.

If you abandon the edit, the settings you have made in Document Set-up will also be abandoned.

• After setting the printer and fonts, it is a good idea to set the font you require in each of your Stock Layouts – particularly if you are in the process of setting up a Template. The steps to use are given in Section 3.3.1 below.

3.3 Specifying where the fonts are used

There are two ways in which you can set the font you want your text to be in.

Which you use depends on whether you want to set the font for a whole section of the text or for just individual words and phrases. The font used for a section of text is set in the Layout for that section; the font you want to use for particular words and phrases within this section is set by using special 'Font' codes. The menu used to select the font is, however, much the same in either case.

3.3.1 Setting the font for a whole section of the text

The main font used in any section of a document needs to be set in its Layout – that is, the overall set of rules about how the text in that section should be laid out and styled. (If you are not familiar with LocoScript's use of Layouts, we suggest you study the first part either of Session 11 of the LocoScript 2 User Guide or of Chapter 9 of 'LocoScript 2 on the PcW9512+' before you go any further.)

Depending on the circumstances, you may need to set these details either in a 'new' Layout, or in one already in use in a document, or in one of the Stock Layouts (the patterns for Layouts which form part of the Document Set-up: see either Session 17 of the LocoScript 2 User Guide or Section 16.5 of 'LocoScript 2 on the PcW9512+'). The basic steps are the same in all three cases: the only difference is in the steps used to call up the Layout Editor.

The steps below describe first how to call up the Layout Editor and then how to set the font once you are in the Layout Editor. If the font you pick is one that you can print at different sizes (eg. one of the LX fonts), you will probably also want to set the size of characters to use: you'll find the steps used to set this in Chapter 4.

Entering the Layout Editor

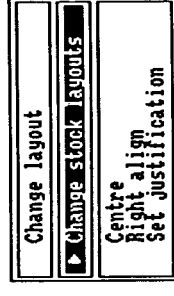
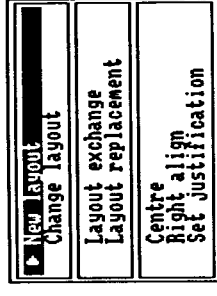
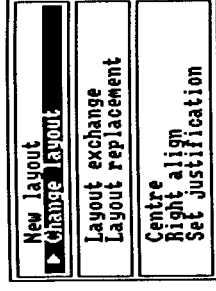
The first step is to enter the Layout Editor. How you do this depends on the Layout you want to affect.

If you simply want to change the font in a Layout already defined in the document, you need to edit the document concerned and position the cursor somewhere within the section of text controlled by this Layout. When the cursor is in a suitable position, press **[Z]** to display the Layout menu, select Change layout and press **[ENTER]**. You are then put into the Layout Editor.

If you need to set up a new Layout for the section of text you want to affect, you must edit the document concerned and then position the cursor where you want the new section to start. Once the cursor is in position, press **[Z]** to display the Layout menu, select New layout and press **[ENTER]**. You are then put into the Layout Editor so that you can set up the details of the Layout you want.

If you want to set the font selected by a Stock Layout, edit the document concerned and then go into its Document Set-up by pressing **[R]** to display the Actions menu and taking the Document setup option. When you are in Document Set-up, press **[Z]** to display the Layout menu, move the cursor to the Change stock layouts option and press **[ENTER]**. A list of Stock Layouts appears. Move the cursor to the one you wish to alter and press **[ENTER]**: you are then put into the Layout Editor.

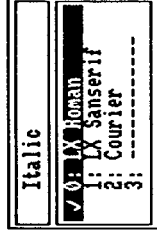
(More detailed instructions are given in Sessions 11 & 17 of the LocoScript 2 User Guide or in Chapters 9 & 16 of 'LocoScript 2 on the PcW9512+'.)



Setting the font within the Layout Editor

Note: The steps used to set the font are the same whichever type of Layout you are working on.

- 1 *Once in the Layout Editor, press **F3** to display the Style menu.*
 - 2 *Move the cursor to the required font in the list of Font numbers and Font names in the lower part of the Style menu, press **F4** to tick this and then press **ENTER** to leave the menu.*
- *Press **EXIT** to leave the Layout Editor.*



3.3.2 Setting the font for individual words and phrases

Where you want to put individual words or phrases into a particular font – whether in the main part of the document and in Header/Footer text – you do this by using Font codes.

Font codes work in the same way as other word-processing codes. The Set version of the code (+FontN) marks the start of a section in a particular font; the Clear version (-Font) returns to the font selected in the Layout. As with other word-processing codes, the effect of each Font code is overridden either by another Font code or by a subsequent Layout code. (Layout codes re-set all aspects of a Layout.)

```
(Centre) (Bold) (Font1)Wubell & Company(-Bold)
(Centre) Chartered Surveyors and Land Agents
(Centre) (-Font)25 High Street, Drapers'ons
(Centre) Tel: (0125) 776432 Fax: (0125) 774611#
```

The codes are inserted into a document in a similar way to other word-processing codes in LocoScript – by positioning the cursor and then either picking the font you want from the f3 Style menu or using quick keystroking techniques. As with other codes, you won't be able to see the Font codes on the screen unless you have selected the option to show codes within the f8 Options menu. (Further details of this option can be found in Session 9 of the LocoScript 2 User Guide or in Section 7.2 of 'LocoScript 2 on the PcW9512+'.)

Inserting the required Font codes

At the start of the word or phrase you wish to style:

- 1 *Position the cursor.*
- 2 *Then either press **F3** to call up the Style menu, move the cursor to the font you want, press **F4** to tick it and then press **ENTER**.*

Or Press **F4** and type F, type the number of the font you want and press **ENTER**.

The appropriate (+FontN) code is then inserted in your document at the cursor position.

At the end of the word or phrase:

- *Position the cursor, then press **F3** and type F. A (-Font) code is then inserted at the cursor position.*

Alternatively, you can use the steps given above to pick out the font you require from the Style menu. In this case, the code inserted is another (+FontN) code.

If the font you want isn't shown

The fonts listed in the menu are the ones that have been assigned to Font numbers in the Font table in Document Set-up.

If the font you want to use isn't shown and the list contains an empty slot (shown as a line of dashes), you can assign your chosen font to this Font number 'on the fly' by ticking this entry and then pressing **ENTER**. LocoScript first displays an Alert message telling you that no font has been assigned to this Font number; then when you 'continue' from this message, it displays a list of available fonts from which you can pick the font you require.

(If the font you want isn't listed, it hasn't been installed correctly. To sort this out, you will need to go back to the Disc Manager Screen, check that the # file for this font is in group 0 (or the 'SYSTEM' group) on Drive M and then carry out Stages 4 & 5 of the Installation procedure given in Chapter 2 of this book to update your Settings file.)

Note: You may also be able to assign your chosen font to a Font number that is marked ? in this list – but only if this Font number has not been used anywhere in the document. (If the Font number has been used, the Alert message you see will tell you this. You will need to go into Document Set-up to assign a font to this Font number as described in Section 3.4 overleaf.)

3.4 Making changes to the Font table

There are two reasons why you might want to make changes to the Font table in a document:

- To exchange one font for another throughout the document
- To add extra fonts to the Font table

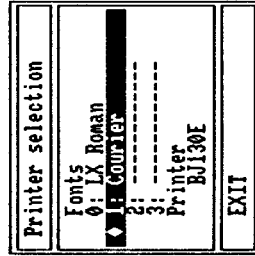
Doing either of these things is simply a matter of displaying the Font table in the Document Set-up and then making whatever changes you want to this table. Where you change the font assigned to a Font number, the new font will automatically be substituted for the old one throughout the whole document – thanks to the way LocoScript records the Font number rather than the Font name in the document.

The steps

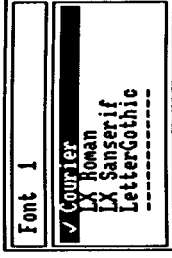
- 1 Edit the document or Template in which you want to change the Font table and take the Document set-up option in the *f1* menu to go into its Document Set-up.
- 2 Once you are in the Document Set-up, press **[S]** to display the Printer Selection menu.
- 3 If the printer you will be using is not already selected (ie. shown below the word Printer in this menu), move the cursor to the printer line of the menu and press **[ENTER]** to display a list of the printers available on your system. Place the cursor on the printer you want and press **[ENTER]** to tick it; then press **[ENTER]** to return to the Printer Selection menu.
- 4 Once the correct printer has been selected, you can turn your attention to the upper section of the Printer Selection menu which shows the Font table with the fonts that are currently selected filled in.

Note: A line of dashes after a Font number means no font has been assigned to this Font number. A question mark after a font name means there's no font of that name on the selected printer – or, at least, none currently installed.

- 5 Move the cursor to the first Font number to which you wish to assign a different font and press **[ENTER]**.



You will then see a list of the fonts which are available for you to use (together with a special dashed option that allows you to clear the current font selection altogether if you wish).



Note: If the font you want isn't listed, it hasn't been installed correctly. To sort this out, you will need to go back to the Disc Manager Screen, check that the .# file for this font is in group 0 (or the 'SYSTEM' group) on Drive M and then carry out Stages 4 & 5 of the Installation procedure given in Chapter 2 of this book to update your Settings file.)

- 6 Place the cursor on the font you wish to assign to this Font number and press **[ENTER]** to tick it; then press **[ENTER]**.

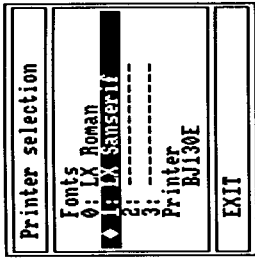
You are then returned to the Printer Selection menu. The font you chose should now be shown alongside the Font number in this menu.

- 7 Repeat Steps 5 and 6 until you have assigned all the fonts you want to the correct Font numbers.

- 8 When you have set all the fonts you want in the Font table, move the cursor to the EXIT option at the bottom of the menu and press **[ENTER]** to return to the Document Set-up.

- 9 Finally, press **[EXIT]**, take the Exit option from Document Set-up that suits your needs, then save the edited document or Template on disc.

Note: If you abandon the edit, the settings you have made in the Font table will also be abandoned.



You will then see a list of the fonts which are available for you to use (together with a special dashed option that allows you to clear the current font selection altogether if you wish).

- 6 Place the cursor on the font you wish to assign to this Font number and press **[ENTER]** to tick it; then press **[ENTER]**.

You are then returned to the Printer Selection menu. The font you chose should now be shown alongside the Font number in this menu.

- 7 Repeat Steps 5 and 6 until you have assigned all the fonts you want to the correct Font numbers.

- 8 When you have set all the fonts you want in the Font table, move the cursor to the EXIT option at the bottom of the menu and press **[ENTER]** to return to the Document Set-up.

- 9 Finally, press **[EXIT]**, take the Exit option from Document Set-up that suits your needs, then save the edited document or Template on disc.

Note: If you abandon the edit, the settings you have made in the Font table will also be abandoned.

Using different character sizes

An important feature of LocoScript 3 is that, where the font you are using is available at more than one size, you can set the size of text you want.

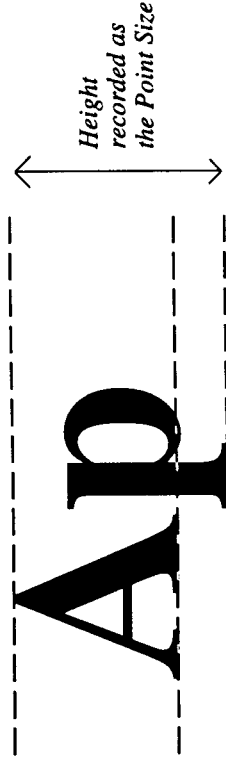
The chief range of fonts that can be printed at different sizes are LocoScript 3's own LX fonts which are available at a variety of different character sizes between 6pt ($\frac{1}{8}$ " tall) and 72pt (1" tall), but this feature can also be used, for example, with the Times and Helvetica fonts on HP LaserJets, DeskJets and compatible printers. (The steps used to select the fonts themselves are given in Chapter 3.)

If your printer doesn't support the LX fonts and doesn't offer any of its own fonts at multiple sizes, you can ignore this chapter.

Note: The size of text you set at any point in the document doesn't change the appearance of the text on the screen, though it may well affect how the text breaks from line to line or from page to page. However, you can always find out what size of text is being used at the current cursor position by looking at the second Information line at the top of the screen, where this information is given alongside the Character Pitch etc.

4.1 Background information

The size of the characters you print is specified by their 'Point Size'. This is the height of the characters measured in 'points' - the standard units used by commercial printers (1 point = $\frac{1}{72}$ "). The height is typically measured from the top of a capital letter to the bottom of a letter like p or g, though there is some variation between different typefaces. A Point Size of 12pt therefore means a height of $\frac{1}{6}$ " or $\frac{1}{8}$ ".



LocoScript 3 in fact lets you set Point Sizes between 6pt (ie. ½") and 72pt (ie. 1") – but you should only ever set Point Sizes that the font you are using is actually available in, because those are the only sizes that your text can be printed in. If you set a Point Size which isn't available, LocoScript will lay out the document for characters of that size but when it comes to print the document, it will insert characters of the nearest size that is available. As it prints, LocoScript will do its best to adjust the spacing on the line to suit the Point Size that is actually used – but depending on the Point Size specified and the Point Sizes available, you may find that the printed lines are very short or words are widely spaced – or, at the other extreme, the lines might be so long that you lose some of the text off the right-hand side. Limiting the sizes you choose to the ones you have will always give the best results.

The main fonts that are available at different sizes are LocoScript 3's own LX fonts, though some built-in fonts are also available at more than one size. Other built-in fonts and the various LocoFont fonts are only available at one size, which is taken to be 10pt. This is the size that LocoScript sets by default: so where you are working with such fonts, there is nothing to set. (Note: You can find out which sizes of text are supported in any font by 'inspecting' the identity text of the various .#xx and .@xx files that you use with your printer.)

The LX font files supplied with LocoScript 3 or in the Printer Support Pack offer 8, 10, 12, 14 and 18pt characters in each of the Roman and Sanserif fonts – sizes which suit most people's needs. 8pt is ideal for any 'small print'; 10 and 12pt are the sizes typically used for 'normal' text; while 14 and 18pt are good sizes for headings. Should you need further sizes, you can either buy extra Character Shape files for the extra sizes you need (see Appendix III) – or you can take advantage of the way LocoScript can generate larger-size characters by doubling, trebling or even quadrupling the character patterns – giving you effectively four sizes from one Character Shape file. In all, this gives you the following extensive range of sizes to work with:

8pt, 10pt, 12pt, 14pt, 16pt (=2x8pt), 18pt, 20pt (=2x10pt), 24pt (=2x12pt),
28pt (=2x14pt), 30pt (=3x10pt), 32pt (=4x8pt), 36pt (=2x18pt), 40pt (=4x10pt),
42pt (=3x14pt), 48pt (=4x12pt), 54pt (=3x18pt), 56pt (=4x14pt) and 72pt (=4x18pt)

We should, however, point out that the characters produced by doubling, etc. are not as well formed as those printed at their intended size. You will always get better results by adding the Character Shape file specifically for your chosen character size.

Like most other aspects of the text style, you set the Point Size you want either in the Layout or through separate Point Size codes, depending on whether you are concerned with the Point Size for a whole section of the text or simply that for individual words and phrases. The steps used are given in Section 4.2 and 4.3 respectively.

However, the size of characters you want is not all you need to set. You also need to tell LocoScript how to space the characters both along the line and from line to line.

You set the spacing of the characters along the line by setting the Character Pitch – and we recommend you to set **Character Pitch PS** throughout the document, because then you are guaranteed that the characters will always be correctly spaced. However there is nothing against setting a 'fixed' Character Pitch if that is what you require: then each character will have its standard shape but it will be spaced according to the Character Pitch you have selected. How good the resulting text looks will depend on which font, which Point Size and which Character Pitch are involved. In particular, we wouldn't recommend using any of the fixed Character Pitches with anything larger than 14pt text as the characters will almost certainly overlap each other. (Note: One of the extra LX packs is a set of **Fixed Pitch LX fonts** if you need equally-spaced characters at different sizes: see Appendix III.)

The spacing from line to line is a function of the Line Pitch and Line Spacing you set. LocoScript 3 offers four 'fixed' Line Pitches (5, 6, 7½ and 8 lines per inch) plus an 'Auto' **Line Pitch** which is the Line Pitch equivalent of Character Pitch PS. Selecting Line Pitch Auto makes the basic spacing of the lines approximately 20% larger than the largest Point Size selected on the line: for example, if you specify 20pt text, the Auto setting gives you a spacing 20% bigger than this ie. 24pt which is ¾" or 3 lines per inch. This is the spacing recommended by typesetting experts.

Selecting Line Pitch Auto is by far the easiest way of ensuring that the lines of your document will be suitably spaced and we strongly recommend that you use both this and Character Pitch PS throughout. But as with Character Pitch, there's nothing against setting the precise spacing you want through the 'fixed' Line Pitch and Line Spacing settings. We don't however guarantee good results if the spacing you set is smaller than the characters you are trying to print!

The following sections describe the main actions involved in setting the text size in your documents:

- **Setting the main Point Size used for a particular section of text – by selecting this in the Layout for that text**
 - **Setting the Point Size of individual words and phrases**
- (The steps used to set the Character Pitch and the Line Pitch are given in Session 10 of the LocoScript 2 User Guide and in Chapter 8 of 'LocoScript 2 on the PcW9512+'.)
- **Line Pitch Auto in fact has a similar effect on all printers, not just ones capable of printing fonts at different sizes. If the Point Size is set to 10pt (the nominal size of fonts on such a printer), Line Pitch Auto will give you a Line Pitch of 12pt or ¾" – otherwise known as the 6 lines per inch that you have probably used for all your text up to now! If you have set a different Point Size, Line Pitch Auto will still make the Line Pitch 20% bigger than this Point Size – even though the text itself won't be this size. However, the resulting spacing may well be somewhat uneven. LocoScript will do its best to place each line as near as possible to its correct position down the page but how well it can do this depends on the size of movements your printer can make.**

4.2 Setting the Point Size for a section of the text

The main Point Size used for any section of a document needs to be set in its Layout – just as the main font for such a section does (see Section 3.3).

Depending on the circumstances, you may need to set these details either in a 'new' Layout, or in one already in use in a document, or in one of the Stock Layouts. The basic steps are the same in all three cases: the only difference is in the steps used to call up the Layout Editor.

The first step is to call up the Layout Editor – just as it is when you wish to set the font in the Layout (see Section 3.3.1). Once in the Layout Editor, you then use the f4 Size menu to set the Point Size. The steps for this are given below.

While you are in the Layout Editor, you may also want to set the Character Pitch and the Line Pitch. Indeed, we strongly recommend you to set Character Pitch PS and Line Pitch Auto (see the Background Information above). You'll find the steps used to set these either in Session 10 of the LocoScript 2 User Guide or in Chapter 8 of 'LocoScript 2 on the PcW9512+'.

Setting the Point Size from within the Layout Editor

Note: The steps used to set the Point Size are the same whichever type of Layout you are working on.

- 1 **Once in the Layout Editor, press to display the Size menu.**
- 2 **Place the cursor on the Point size line of the menu.**
- 3 **Type the point size you require, followed by to display the**

You can set any Point Size between 6 and 36pt in steps of 1pt or between 38 and 72pt in steps of 2pt, but you are strongly advised to set only those Point Sizes you have available in your chosen font (see the 'Background information' above).

If you set an invalid Point Size, the value you set will automatically be 'rounded down' to the next smaller valid setting. For example, if you try to set 71pt, LocoScript will actually set 70pt.

- **We also recommend setting Character Pitch PS and Line Pitch Auto in this menu.**
- 4 **Press again to leave the menu. Press to leave the Layout Editor.**

4.3 Setting the size of individual words and phrases

Where you want to put individual words or phrases into a particular Point Size – whether in the main part of the document and in Header/Footer text – you do this by using Point Size codes.

```
{Centre} {Point36} {Bold} {Font1} Newbell & Company {Bold} {
{Centre} {Point14} Chartered Surveyors and Land Agents {
{Centre} {Point10} {Font} 25 High Street, Draperston
{Centre} {Point8} Tel: (0125) 776432 Fax: (0125) 774611 {
{-Point} {
```

Newbell & Company

Chartered Surveyors and Land Agents

25 High Street, Draperston
Tel: (0125) 776432 Fax: (0125) 774611

The codes work in the same way as other word-processing codes. The Set version of the code (+PointN) marks the start of a section at this Point Size; the Clear version (-Point) returns to the Point Size set in the Layout. As with other word-processing codes, the effect of each Point Size code is overridden either by another Point Size code or by a subsequent Layout code. (Layout codes re-set all aspects of a Layout.)

The codes are inserted into a document in the same way as any other word-processing codes in LocoScript – by positioning the cursor and then either setting the Point Size you want in the f4 Size menu or using quick keystroking techniques. The detailed steps are given overleaf.

As with other codes, you won't be able to see these codes on the screen unless you have selected the option to show codes within the f8 Options menu. (Further details of this option can be found in Session 9 of the LocoScript 2 User Guide or in Section 7.2 of 'LocoScript 2 on the PcW9512+'.)

Inserting the required Point Size codes

At the start of the word or phrase you wish to style:

- 1 **Position the cursor.**
 - 2 **Then either press `[U]` to call up the Size menu, move the cursor to the Point size line of the menu, type the Point Size you want followed by `[ENTER]`, then press `[ENTER]` again to leave the menu.**
- Or Press `[H]` and type P T, type the Point Size you want and press `[ENTER]`.**
- The appropriate (+POINT) code is then inserted in your document at the cursor position.*
- At the end of the word or phrase:
- **Position the cursor, then press `[]` and type P T.**
- A (-POINT) code is then inserted at the cursor position.*

Superscripts and subscripts

If you include any superscripts and subscripts in your text, you may notice that their size and position when they are printed using the LX fonts is not exactly the same as you are used to.

The size and position of superscripts and subscripts is something that depends on the printer and/or the fonts you use. With the LX fonts, superscripts and subscripts are 60% of the current Point Size in size — truncated to the next smaller (or the smallest) valid Point Size (which on the standard system is 8pt because that is the smallest size we supply in the standard set) — and raised or lowered by one-third of this Point Size. So, for example, superscripts and subscripts in 18pt text will be 10pt in size and raised or lowered by 6pt from the line of the text, while those in 12pt text will be 8pt in size (because this is the minimum) and raised or lowered by 4pt. *(There's a table in Section 5.1 which shows the Super/Sub-script size for the different text sizes you might specify.)*

We should however emphasise that superscripts and subscripts can only be printed at this size if you have a Character Shape file for this Point Size in the current font. If the calculated Point Size isn't available, the superscripts and subscripts will be printed using the nearest Point Size that is available. As you might expect, having the correct Character Shape file available will give you the best results.

Printing

Printing a document that uses a number of fonts is essentially no different to printing one that uses the same font throughout (as described, for example, in Section 4 of the LocoScript 2 User Guide or Chapter 4 of 'LocoScript 2 on the PCW9512+'). You select the document you want to print, press P, specify the number of pages and the number of copies you want and press `[ENTER]`. The only difference is that LocoScript needs to call on a wider range of files in order to print the document.

The process is particularly straightforward if you only use one printer — for example, your PCW's built-in printer. If you use more than one printer (for example, the built-in printer and an external printer), you then have the choice of printing each document either on the printer for which the document has been set up — the 'Intended' printer — or on the printer which LocoScript is currently set up — the 'Current' printer. (Of course, these may well be one and the same thing, in which case, LocoScript simply goes ahead and prints.)

The best results will always come from printing on the Intended printer, simply because LocoScript has set out the document for that printer and for the range of fonts it offers. Another printer won't necessarily have the same range of fonts available and so if you go ahead and print on that printer, LocoScript's only option is to work with whatever fonts are available. The quality of the print-out you get will vary according to how different the two printers are in the range of fonts and facilities they offer: in particular, if your document uses any of the LX fonts, you probably won't see the effect of the different Point Sizes you have selected unless the LX fonts are also available on the printer you use. However, the result should always be quite adequate for a draft copy (which is all the 'Use Current' option is intended to be used to produce).

The following sections look at what is involved in printing a document that's set up for your PCW's built-in printer on that printer. This document could be set up for one particular printwheel on the PCW9512 daisy-wheel printer, or it could be set up for printing in a mixture of LX fonts and 'LocoFont' fonts on either the 8256/8512/9256 matrix printer or the 9512+ bubblejet printer — it makes no difference to the steps used.

The steps that are needed when an additional 'External' printer is involved are described in Part III of the External Printers Guide supplied with the LocoScript 3 version of the Printer Support Pack.

Note: Always print on the Intended paper if possible. If you opt to print on shorter sheets than the Intended stationery, you may find that you get the top part of a line of text at the bottom of one sheet of paper and the rest of the characters at the top of the next page!

Which .@xx files will you need

To get the best results when using the LX fonts, you need a separate .@xx file for each combination of LX font typestyle (bold, italic, regular etc.), Point Size and Symbol. Set you use in the document you are about to print (see Appendix III). In practice, however, it's generally possible to work with a more restricted range of files – provided you are prepared to accept a few compromises in the quality of the result you achieve. The files you need are therefore as follows:

To print the different Point Sizes you've specified:

To print in a particular font in each Point Size you've specified you need either a file specifically for that Point Size or one for characters a half, a third or a quarter that size because LocoScript can generate larger Point Sizes by doubling, trebling or quadrupling the patterns for a smaller Point Size. So, for example, if you have specified 24pt LX Sanserif, you could use either the 24pt xXS24__B.@XS file or, say, the 12pt xXS12__B.@XS file. The characters are produced by doubling etc. are not as smooth as ones printed at their intended size but are otherwise quite satisfactory. (If you don't provide a suitable Point Size, LocoScript will simply use the nearest Point Size that is available in this font. How good the resulting document looks will depend on how close a match could be found. If the Point Size used was much smaller or much larger than the one you specified, you may find that your lines of text are rather short or, at the other extreme, so long that some of the text is lost off the right-hand edge of the page.)

To print Bold, Italic and Bold+Italic styles:

You don't necessarily need any extra files to print text in Bold, Italic etc. because, in the absence of specific Bold etc. files, LocoScript will generate the typestyle you want, for example, by skewing regular characters to produce italic or by thickening them to produce bold. The characters generated by LocoScript won't be as well formed as the ones you would get from the proper Character Shape file and you won't get any of the subtle changes of shape between the different styles, but in general the results will be quite adequate.

To print all the different characters you have used:

The standard set of .@xx files all offer the 148 characters and accents that make up the 'Basic' Symbol Set. This set includes A..Z, a..z, 0..9 and the common punctuation marks that most people need. (There's a full list of the characters in Appendix I.)

If you have only used these standard characters, you won't need any further .@xx files. But if you have used any more exotic characters, you will need additional .@xx files, specifically to support these extra characters in the fonts and the Point Sizes that you have specified. For example, if your text is printed in 12pt LX Roman and you have included any Greek letters in your text, you will need the xXR12__G.@XR file (though the xXR10__G.@XR file would do instead as LocoScript is prepared to switch to a different Point Size to print these characters).

If you don't provide a suitable .@xx file, LocoScript will simply leave a space so that there's room for you to fill in the character by hand.

5.1 Preparation for printing on the built-in printer

Before it can print on any printer, LocoScript needs the various printer files that support this printer and its fonts to either be loaded into memory or to be available in group 0 (or the 'SYSTEM' group) on Drive M.

Assuming that you have followed all our instructions correctly, all the files LocoScript needs should have either been loaded into memory or copied to Drive M automatically as part of the process of loading LocoScript. However, it is still wise to check – just in case anything is missing.

The files that are needed to support your built-in printer divide into three groups:

First are the files needed to drive the printer itself.

If you have a PCW8256/8512 or a PcW9256, the file you need is MATRIX.PRI; if you have a PCW9512 or a PcW9512+ with daisy-wheel printer, you need the file PCW9512.PRI; and if you have a PcW9512+ with a bubblejet printer, you need INKJET.PRI – unless you are using LocoFont BJ, in which case you need the two files LQ24.DRV and 24INKJET.PRI.

If you have more than one printer on your system, you should be able to see the relevant file(s) on Drive M but if you only ever use your built-in printer in its standard mode, these files will have been loaded into memory and you won't be able to see them. (Note: MATRIX.PRI may be a 'Hidden' file on your system.)

Secondly, you will need the .#xx files for the different fonts you use.

On the 8256/8512/9256 matrix printer, these are your MATRIX.#xx files; on the 9512 daisy-wheel printer, these are your PCW9512.#xx files; while on the 9512+ bubblejet printer, you will need the LocoFont BJ 24INKJET.#xx files if you intend to use any Download fonts (this printer's built-in Courier font is automatically supported by the INKJET.PRI file).

Again, these files will generally be visible on Drive M but if you only use one printer and one font (or Character Set), the corresponding .# file may have been simply loaded directly into memory.

Thirdly, if you use any LX fonts (on either the 8256/8512/9256 matrix printer or the 9512+ bubblejet printer), you will need the various .@xx files used to print these fonts in the different sizes etc. your document uses – see opposite.

IMPORTANT: When working out which files for, you also need to think whether you have used any superscripts and subscripts in your text because you'll need Character Shape files for these too. The official size of superscripts and subscripts is 60% that of the main text (rounded down to the next valid point size) so if, for

example, your main text is in 12pt, any superscripts and subscripts would technically be 7pt (60% of 12 is 7.2). However, as we don't provide a 7pt file but we do provide an 8pt file, the text is actually laid out for the 8pt characters that in practice you would use instead.

The table below lists the 'true' Super-/Sub-script size for each of the different text sizes you might set with the provided Character Shape files, together with the Point Sizes that would actually be used – again, given the range of files we provide.

Superscript/Subscript Point Size	True Super-/Subscript size	Size used in practice
8	6	8
10	6	8
12	7	8
14	8	8
16 (2x8)	9	8
18	10	10
20 (2x10)	12	12
24 (2x12)	14	14
28 (2x14)	16	16 (2x8)
30 (3x10)	18	18
32 (4x8)	19	18
36 (2x18)	21	20 (2x10)
40 (4x10)	24	24 (2x12)
42 (3x14)	25	24 (2x12)
48 (4x12)	28	28 (2x14)
54 (3x18)	32	32 (4x8)
56 (4x14)	33	32 (4x8)
72 (4x18)	43	42 (3x14)

If any of the files LocoScript requires are missing, you should copy these from wherever they are stored to group 0 (the 'SYSTEM' group) on Drive M by hand. (If you expected these files to be loaded from your Start-of-day discs, you need to investigate why these files were missing. Is the problem, perhaps, that you haven't got room on Drive M for all the files that you would like to load – in which case, the answer is either to reduce the number of files on your Start-up discs or to expand your PCW's memory.)

5.2 Printing on the built-in printer

Once you have checked that the various files you need are available (as described in Section 5.1 above), you print the document simply by using either the Disc Manager's P-Print document option or the Save and print option offered in the Exit menu shown when you finish editing the document, and then filling in the details of the number of pages or the number of copies you want. (For detailed instructions, see either Session 4 of the LocoScript 2 User Guide or Chapter 4 'LocoScript 2 on the PcW9512+'.)

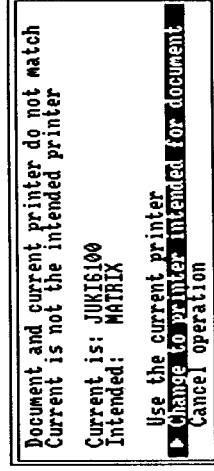
Assuming that the document has been set up for printing on the built-in printer and that LocoScript is set up to print on this printer, the document will simply be printed – though the first time you print, you will see a message telling you that LocoScript is about to print on this printer. (If the document has been set up to print on some other printer, you should turn instead to the section on 'Printing on a different printer' in Part III of the External Printers Guide.)

However, there are some additional messages you might see. It is also possible that the document might not be printed exactly as you expected. We explain these effects below and in the following 'Troubleshooting' section.

IMPORTANT: *Don't* erase any printer files from Drive M while a document is being printed. Even if a printer file isn't being used at the moment, LocoScript may be expecting to call on it at any moment.

Extra messages you may see

- Document and Current printer do not match



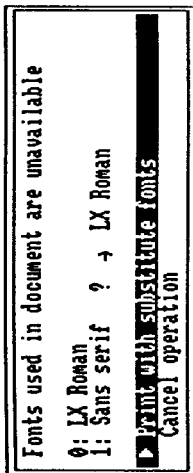
If this message appears, it simply means that LocoScript is currently set up to print on another printer.

Assuming that your built-in printer is attached to your PCW and that the files to support it are on Drive M (see Section 5.1), the above message will include the option to 'Change to printer intended for document'. To switch over to using the built-in printer, you just need to move the cursor to this option and press **[ENTER]**.

Note: Further messages may then appear, which are explained below.

• Intended fonts not available

(8256/8512/9256 matrix printer & 9512+ bubblejet only)

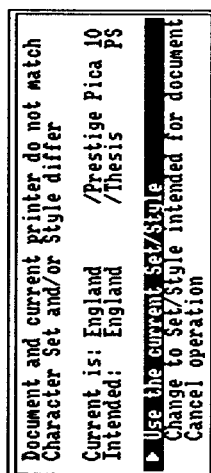


If you see a message like this, it means that one or more of the fonts you have picked out to use in your document are not available on Drive M.

The fonts that are missing are the ones marked ? in the list that is shown and the font that LocoScript has picked out to use instead is shown alongside. Either take the 'Print' option to print with this font instead – or take the 'Cancel' option to return to the Disc Manager to sort out why the font you specified is missing.

• Character Set/Style do not match

(9512 daisy-wheel only)

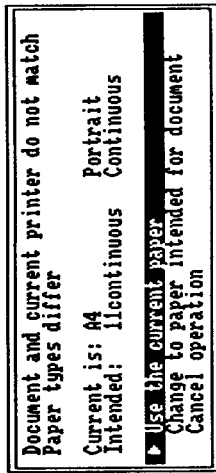


The document is set up for a different printwheel to that LocoScript is currently expecting to use.

To switch over to using the printwheel you intended, take the Change to intended option (assuming that this is offered), then fit your intended wheel in the printer. It is important to fit the printwheel that LocoScript is now expecting to use in the printer: otherwise you may simply print gibberish!

• Document and Current paper do not match

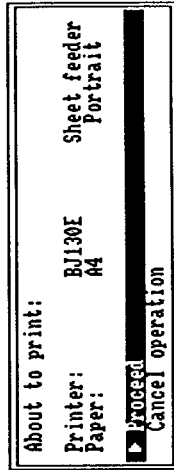
The Paper Type the document is set up for is different from that LocoScript is currently expecting to use.



While you can go ahead and print on the Current paper, you may run into difficulties if this paper is either shorter or narrower than the Intended paper. If the paper is narrower, you may lose some of your text off the right-hand side of the paper; if it is shorter, you may find that you have the top part of a line of text at the bottom of one sheet and the rest of the characters at the top of the next page.

Overall, we would recommend switching over to using the Intended paper wherever possible.

• About to print



Messages like this appear immediately before printing starts and summarise the printer set-up that LocoScript is expecting to use to print.

If such a message is displayed, check that the set-up described in the message matches the set-up you are about to use – ie. that the correct printer is selected and that the correct paper is loaded into the printer. *Only press **ENTER** to proceed with printing when you have checked this information.*

Troubleshooting

This part of the book is to help you sort out any difficulties you may experience while using the different fonts that LocoScript 3 supports.

To structure the guide, we've divided the likely problems into three categories:

- *the font you want to use isn't available (below)*
- *the document isn't printed exactly as you specified it to be (page 39)*
- *the quality of the result isn't as good as you expected (page 41)*

Each type of problem has been given its own section in this part of the book.

Note: General printing problems such as the absence of any option to print are covered in your LocoScript 2 guide, while the problems you may experience when you are using an 'External' printer are explained in the Troubleshooting section of the External Printers Guide.

Font not available

If the font you want to select is missing or marked ? in a menu, this generally means either that it hasn't been recorded in the Settings file or that the relevant printer file(s) are missing from Drive M. But the precise reasons depend on whether you are talking about the Settings menu, the Printing menu in Document Set-up or the 'Intended fonts not available' message you may see before the document is printed. (*Note:* No fonts are listed in the Printer menu in Printer Control State because there's no 'Current font' to select.)

- *Missing from the Settings menu*

When a font is missing from the Settings menu, the first thing to check is that you aren't trying to record too many of these. The maximum number of fonts you can record is 15. If the problem is the number of fonts already installed, press **[Esc]** twice to leave the Settings menu and then follow the steps given in either the External Printers Guide or any of the LocoFont booklets to remove one or more of the existing entries. The missing font should be automatically added to the list once you have made room for it.

The other possibility is that the file supporting the new font has not been copied to group 0 – or the 'SYSTEM' group – on Drive M, which in turn means either that this file is missing from your Start-of-day disc (in which case you will probably need to install the printer again) or that there wasn't room for this file on Drive M (in which case you should consider increasing the memory of your PCW).

Message about Settings every time you load

Out of date or absent SETTINGS.STD
Please use 16 to update Settings

▶ continue

This message about Settings warns you that LocoScript either failed to find a SETTINGS.STD file on your Start-of-day disc or that the one it found hadn't been updated since you last ran the installation program. You need to update your Settings and then save the updated Settings file to your Start-of-day disc as described in Stages 4 – 5 of the installation procedure given in Chapter 2.

If you continue to get this message every time you load LocoScript, despite updating your Settings to the best of your belief, you are saving the new Settings file to the wrong disc. You need to save it to the first disc that you insert in Drive A when you load LocoScript.

- **Marked ? in the Settings menu**

If a font is marked ? in the Settings menu, it means that LocoScript doesn't have full information about it.

The most likely explanation is that the `#xx` file for this font is currently missing from Drive M. If that's the case, you will be able to use the font in editing your documents but, before you try to print using this font, you must ensure that the relevant files are in group 0 on Drive M, if necessary by copying them there by hand (see Chapter 5 of this book).

But if you have installed several fonts, particularly ones available at a number of different sizes, there's a small chance that the Settings file itself may have reached its maximum size of 16k. If that happens, any further font you add will be marked ? to show that LocoScript doesn't currently have room to record anything other than its name in the Settings file. To record this font fully, you will have to follow the steps given in either the External Printers Guide or one of the LocoFont booklets to remove one or more of your existing fonts either from this or from another printer.

- **Marked ? in the Document Set-up menu**

A ? against a font in Document Set-up means this font is not available on the Intended printer. This font is probably one that was selected when the document was set up for a different printer in which case you simply need to pick a different font to use instead as described in Section 3.4. (Alternatively, you can leave this selection as it is if you are certain that the Font number the font is assigned to is not used anywhere in the document.) If however the font is one that *should* be available on the Intended printer, you need to add this font to your Settings file as described below.

- **Missing from the list of available fonts in Document Set-up**

If the font you want to use is missing from the list offered to you in Document Set-up, this means it isn't recorded in the Settings file.

To add this font to your Settings file, return to the Disc Manager and ensure that the `#xx` file that supports this font is in group 0 of one of your Start-up discs (if it isn't you may have to re-install the printer) and then that it is in group 0 on Drive M. When you've done that, press **[E]** to display the Settings menu and carry out Stage 4 of the Installation procedure given in Chapter 2 of this book. When you've checked that the font has now been added to your Settings file, press **[ENTER]** followed by **[ENTER]**. When the message appears offering to write SETTINGS.STD to disc, make sure that you have your Start-of-day disc in Drive A (ie. the first of the discs used in this drive when you load LocoScript) and then press **[ENTER]** to accept this option.

Note: Group 0 will probably be called SYSTEM if your Start-of-day disc was originally created from an Amstrad Master disc.

- **Marked ? when you print**

A ? against a font when you have asked to print a document means that this font isn't available on the printer you are proposing to print on. This should be no great surprise when you are about to print on a printer other than the one for which the document has been set up and in general, you will simply just press **[ENTER]** to print with the font that LocoScript is proposing to use instead.

But if you are proposing to use the Intended printer, a ? beside a font you were expecting to use means that either the `#xx` file or all the `@xx` files for this font are missing from Drive M. Unless you are happy to print with the font LocoScript is suggesting using instead, take the Cancel option and sort out the range of files you have in group 0 on Drive M before starting to print the document again.

Document printed incorrectly

The wrong font is used

In general, LocoScript will only use a different font if the one you've specified isn't available – and it will tell you that it is about to do this before it starts printing (see Chapter 5). The message you see also tells you which font LocoScript is proposing to substitute for the missing font.

However, if you are printing on a laser printer, you may find that the wrong font is used when you opt to print Landscape rather than Portrait. In this case, the printer itself has substituted a different font because it doesn't have a Landscape version of the font you requested.

The wrong print style (bold, italic etc.)

In general, when text is printed in the wrong print style, it means that the printer you are using isn't capable of printing in this style.

The wrong print style where you are using LocoScript 3's LX fonts, however, means there weren't any Character Shape files (`@xx` files) offering the print style you asked for on Drive M, nor anything that LocoScript could generate the required print style from in the specified font and Point Size. For example, you asked to print in italic when the only suitable Character Shape file contained bold characters. Such problems can be solved by adding further Character Shape files to your selection on Drive M.

In either case, LocoScript will have used the nearest style that was available.

Do, of course, check that the styling you want is correctly specified in the document.

The wrong Point Size

While LocoScript 3 allows you to specify a range of different Point Sizes, text can only be printed at a particular Point Size if LocoScript specifically supports that size in the font you are using – or, in the case of the LX fonts, if it can generate this size from the available files. If the required size isn't available, then the nearest size that's available in this font is used instead.

In general you should pick a different Point Size to use – one that is available – but if you are using LX fonts, you can arrange for the text to be printed in your preferred size by buying further Character Shape files (see Appendix III).

Note: Different sizes of text are generally only available where you are using LX fonts, though some fonts offered by external printers can also be printed at more than one size. Other fonts can only be printed at one size (nominally 10pt).

Characters printed all over each other

You are trying to print these characters in a Character Pitch and/or a Line Pitch that is too small to accommodate them. If the characters overlay previous lines of the text, the Line Pitch is too fine (ie. its value is too big) or you need to use a larger Line Spacing; if the characters overlay each other, the Character Pitch is too fine (again, value too big).

We strongly recommend using Character Pitch PS and Line Pitch Auto throughout all your documents, because then you can be certain that every character of your text is correctly spaced both along the line and from line to line. In particular, if you use any of the fixed Character Pitches, characters larger than 14pt are almost certain to be printed over each other.

Characters cut off at the top (or a bottom) of a page

If the upper parts of LX font characters are cut off on the first line of a page, the chances are that you have set a Line Pitch that's too small to accommodate the full height of these characters. Setting Line Pitch Auto will cure this.

The other possibility is that you are printing on paper that's shorter than the Intended paper. The way the LX fonts are handled makes it quite possible for the top part of characters to appear at the bottom of one page and the rest to appear at the top of the next page. We suggest you always use the Intended paper when you print documents that include LX fonts.

Ends of lines missing

The probable explanation is that LocoScript has had to use a very much larger Point Size than you specified in the text. LocoScript will have done what it can to adjust for the different size of characters but it may not have succeeded in fitting all your text on the line. Either change the Point Size you've specified to one you do have or, if you are using LX fonts, add either the Character Shape file for the Point Size you want or one from which this size can be generated (see Section 4.1).

Lines too short or mis-positioned

This is also a result of LocoScript having to use the wrong Point Size – in this case, one very much smaller than that specified in the text. Unless the text is justified, each line of text will then fall short of the right-hand margin. One effect of this is that headings etc. that you asked to be centred or to be aligned with the right-hand edge of the text may seem in the wrong position: however, this is just an effect of the neighbouring lines being too short.

Missing characters

If LocoScript prints a blank space instead of a character, this simply means that the required character isn't available in this font you are using. **Note:** Only LocoScript's LX fonts and Download fonts offer the full range of characters that LocoScript supports (with extra files in the case of the LX fonts).

If a character is missing where you are using LX fonts, the answer is to add Character Shape files (.@xx files) for the Symbol Set that contains the character you want to print.

Quality of result not as expected

Characters seem 'lumpy'

If larger characters seem 'lumpy', you could just be noticing the loss of resolution that comes from producing larger characters by 'multiplying up' the shapes supplied for printing text at smaller Point Sizes. The way to get properly-formed characters at larger sizes is to buy Character Shape files specifically for the sizes you require (see Appendix III).

It is also worth noting that you will get very much smoother shapes on an inkjet printer (such as a bubblejet) or a laser printer than on a dot-matrix printer because these work at a higher resolution.

Characters seem jagged

Because of the way text in the LX fonts is printed, the characters can seem jagged in bands across the page if your printer doesn't align what it prints very well from one line to the next.

The first thing to do is to turn off bi-directional printing (if your printer is doing that). The alignment from line to line won't necessarily be perfect when you opt for uni-directional printing but it is typically very much better because every line is printed in the same direction.

Bi-directional printing can be turned off in two ways. One is to go into Printer Control State and tick Uni-directional only in the f8 Options menu: LocoScript will then send commands to the printer to select uni-directional printing.

Appendix I

The LX fonts

L.1 The fonts provided

The Character Shape files provided on the LocoScript 3 disc or in the Printer Support Pack offer two LX fonts – LX Roman and LX Sanserif – each at five different sizes.

The following samples of these fonts were printed

- (i) *on a bubblejet printer such as the one provided with some models of the PcW9512+, and*
- (ii) *on the 9-pin matrix printer provided with the PCW8256, PCW8512 and PcW9256.*

On a bubblejet:

This is a sample of LX Roman 18pt

This is a sample of LX Roman 14pt

This is a sample of LX Roman 12pt

This is a sample of LX Roman 10pt

This is a sample of LX Roman 8pt

This is a sample of LX Sanserif 18pt

This is a sample of LX Sanserif 14pt

This is a sample of LX Sanserif 12pt

This is a sample of LX Sanserif 10pt

This is a sample of LX Sanserif 8pt

(If this is successful, we recommend recording Uni-directional only as one of the Printer Options for this printer within your Settings file (see Stage 8 of the Printer Installation procedure in Part I of the External Printers Guide); then this option will automatically be ticked whenever you select this printer.)

The other way to select uni-directional printing is by setting switches on the printer itself (the printer's own manual will explain how this is done).

If the characters still appear too jagged, you need a better printer – or at least a newer one.

Lines across the page

If you are getting white lines across your text, you should check that the switches on your printer select 8 data bits. You will lose parts of the characters if 7 data bits is selected.

White lines across the page could also mean that one or more of the pins on your printhead has become blocked, while if you are getting black lines across your text, it's possible that one of these pins is firing continuously. In either case, you need to consult either your dealer or a maintenance company.

Uneven blackness especially on larger characters

If you don't get an even level of blackness, check and if necessary replace the ribbon/toner you are using. If you get a poor result from a new ribbon, switch to a better quality ribbon. On the PCW matrix printer, for example, there is a marked difference between the quality of the black you get from a fabric ribbon and that from a 'multi-strike' carbon ribbon.

Letters or words not spaced as expected

Poor letter spacing usually means that you are using the wrong Character Pitch for the font you are using. In particular, characters can seem very poorly spaced if you specify one of the fixed Character Pitches where you are working in one of the LX fonts or some other PS (proportionally-spaced) font. You should always set Character Pitch PS where you want to print using a PS font.

Poor word spacing is typically a consequence of LocoScript having to use the wrong Point Size or the wrong font. The effect is particularly obvious in justified text. LocoScript does what it can to adjust for the different size of characters but the spacing between the words may be either very wide or very narrow.

Note: Spaces in the LX fonts are narrower than in Locomotive's other fonts, in line with other 'professional' fonts.

On the built-in matrix printer:

This is a sample of LX Roman 18pt

This is a sample of LX Roman 14pt

This is a sample of LX Roman 12pt

This is a sample of LX Roman 10pt

This is a sample of LX Roman 8pt

This is a sample of LX Sanserif 18pt

This is a sample of LX Sanserif 14pt

This is a sample of LX Sanserif 12pt

This is a sample of LX Sanserif 10pt

This is a sample of LX Sanserif 8pt

I.2 Sample results

The following example documents illustrate the styling effects that can be achieved using just a few of the supplied Character Shape files.

Note: The samples shown here are versions of the example documents shown earlier in this book. The versions in Chapter 1 were printed on a bubblejet printer using three LX Roman Character Shape files – 8pt, 10pt and 12pt – and two LX Sanserif Character Shape files – 14pt and 18pt. (The files required took up about 44k on Drive M. The equivalent combination for use on the PCW built-in matrix printer would take up about 28k on Drive M.)

— 14pt LX Sanserif
(doubled)
— 14pt LX Sanserif
— 12pt LX Roman
— 8pt LX Roman

Newbell & Company

Chartered Surveyors and Land Agents
25 High Street, Draperston
Tel: (0125) 73642 Fax: (0125) 773611

Mr J T Williams
48 West Street
Tiltsbury

10th May 1993

Dear Mr Williams

5 Thvesgan,Clase

Thank you for your enquiry regarding a full structural survey and valuation of the above property.

Newbell & Co will be happy to carry out this work for you. Moreover, should you instruct us within the next seven days, we will be able to give you the finished report before the end of the month.

Our charges are as follows:

Valuation survey	£99.00
Home purchaser's report	£270.00
Full structural survey	£450.00

In addition, we would recommend taking out our fullback insurance (at a cost of £50.00). This will provide you with a second survey on another property free of charge should the purchase of the above property fall through.

All charges are exclusive of VAT which will be charged at the appropriate rate.

We thank you for giving us the opportunity to present our services and look forward to receiving your instruction to proceed.

Yours sincerely

Newbell & Co

E.J. Newbell Pt. Wulcher, H. Jones

— 12pt LX Roman

— 8pt LX Roman

Uses: XXR08_B.@XR
 XXR12_B.@XR
 XXS14_B.@XS

(Total size on Drive M: Bubblejet 24k; PCW matrix 16k)

The Write Way

For writers everywhere

LocoScript 3 breaks new ground

When the Amstrad PCW came out in 1985, it quickly became established as essential equipment for writers everywhere. Locomotive Software's LocoScript word-processing program provided precisely the tools needed to prepare everything from simple letters to major novels.

However, while LocoScript 2 would let you print different documents in different fonts (or typefaces), you could only ever use one font in any document - though you could always vary the typestyle in any way you liked, putting text you wanted to emphasise into Bold or Italic or even Bold-Italic. Also, all the characters would be the same height, though changing the Character Pitch on a dot-matrix printer would vary their width.

LocoScript 3 changes all that. With LocoScript 3, you can use up to four different fonts within one document. And with LocoScript 3's special LX fonts, you can print characters at almost any size between 6pt - that's 1/2" - and 72pt (1" in height). True, the LX fonts cannot be used on a dot-matrix printer, but they can be used on the PCW8256/8512/9256, or on any other dot-matrix printer, the PCW9512's BubbleJet printer and a wide range of laser printers. BubbleJet, LaserJet and DeskJet printers beside, it's highly likely that you will have a suitable printer.

Writer's Tips: Science Fiction

Story line

Science fiction stories may cover galactic adventures, military conflict or the paranormal. But what they all need is conflict, action, tension and a strong current of suspense. In addition, they need to maintain interest and to finish on a positive note.

The story should also take the reader into the world of Science Fiction and convince them that it's real.

Characters

The characters can be male, female or alien but must be realistic. When facing impossible situations, they must have the strength of character to overcome the enemy.

The Write Way

March issue

Uses: XXR12_B.@XR
 XXS14_B.@XS

(Total size on Drive M: BubbleJet 18k; PCW matrix 12k)

— 14pt LX Sanserif (trebled)

— 14pt LX Sanserif

— 14pt LX Sanserif

— 12pt LX Roman

Backing up your data

Chapter 4

This chapter is possibly the most important chapter in the whole book. It describes how to make 'Back-up' copies to use if either a disc or a file is damaged or lost.

Now, don't run away with the wrong idea: data stored on computer discs is pretty reliable.

You can leave a disc on a high shelf for years on end and still be able to read the data on it.

Discs that you use every day, however, can get lost, be eaten by the dog, have coffee poured over them or simply wear out. Discs can also be damaged if you have a problem with a disc drive. You can also lose files simply through carelessness - formatting the wrong disc, for example! It's in case of accidents such as these that you need Back-ups.

There are two possible approaches to backing up data: you can either make copies of individual files or you can make copies of the whole disc. We can't tell you which is best because it depends how much data you have. Suppose, for example, you are the Secretary of a club with 200 members, whose names you keep in a LocoFile datafile on the same disc as the dozen or so LocoMail Master documents that you use to produce lists of members, subscription reminders etc. etc. The best approach in such a case is probably to start by making a copy of the whole disc in order to back up the LocoMail Masters but thereafter to copy the membership file because the LocoMail Masters won't change.¹

Your next decision is how often to back up. Again, we can't tell you the answer: it's really a matter of balancing the time and effort spent in making back-ups against that you would have to spend re-doing the changes you have made since the last time you backed up. If you are a one-finger typist, you might begrudge re-typing even one line of text but if you are an expert typist, it may only be worth backing up a file after you have done two or three pages. But beware: if you don't back up at the end of every session and the dog eats your disc, all your hard work will have to be done again!

¹ If your membership file contains 2000 names, and addresses under that 200, and takes 100k to copy, it may be quicker and easier to copy the whole disc rather than simply this one file.

The Layman's Guide

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Uses: XXR08_B.@XR
 XXR12_B.@XR
 XXS14_B.@XS

(Total size on Drive M: BubbleJet 24k; PCW matrix 16k)

— 14pt LX Sanserif

— 14pt LX Sanserif (doubled)

— 12pt LX Roman

— 8pt LX Roman

— 14pt LX Sanserif

I.3 The characters in the different Symbol Sets

To avoid filling up space on Drive M with patterns for characters that you never use, the LocoScript character set has been into the following five 'Symbol Sets' and each Character Shape file contains the characters of just one of these Symbol Sets. In particular, each of the Character Shape files provided as standard contains the characters belonging to the Basic Symbol Set.

If you wish to print any characters from other Symbol Sets in the LX Roman or LX Sanserif fonts, you will need to buy the additional Character Shape files which contain these characters in the font and at the Point Size that you want, which you should then use alongside the standard range of files. (Note: Greek and Cyrillic letters that have direct equivalents in the standard Latin alphabet are provided from the Basic Symbol Set rather than from the Greek/Cyrillic Symbol Set.)

* To help you spot which Symbol Set contains the characters you need, we've listed the characters in the different Symbol Sets under the same headings as in Appendix III of either the LocoScript 2 User Guide, the PCW9512 User Instructions or 'LocoScript 2 on the PcW9512+.'

- 12pt LX Roman (doubled)
- 14pt LX Sanserif
- 12pt LX Roman

DRAPERSTON CHORAL SOCIETY
Minutes of the Committee Meeting held on Wednesday, 4th August 1983 at 5 Threspan Close, Draperston

Present:
William Wykeham-Snythe (Chairman)
Anthea Williams (Secretary)
Belinda Davison (Treasurer)
Anthony Robinson (Librarian)
George Pratt (Conductor)

- 1 Apologies for absence**
Apologies had been received from Mary Bell (Ladies' Rep.) and Colin Davison (Men's Rep.).
- 2 Minutes of the last meeting**
The minutes of the last meeting were read and signed by the Chairman as an accurate record.
- 3 Matters arising**
There were no matters arising.
- 4 Financial position**
There had been no major expenses to meet over the summer but the Treasurer had been warned that the Festival fees had gone up to £3 per singer. Once again, the importance of the raffish to the choir's funds would need to be emphasised to the members.
- 5 New members**
The choir is still very short of male singers. It was agreed that the usual poster should be prepared but this year the poster on stage should be extended to cover Coopersnaught in the hope of attracting new members. Mr Davison would organise its distribution.
- 6 Music for the Festival**
The Festival organisers had announced the set pieces but hadn't said how many hire copies we would have so it was not known how many extra copies we would have to buy.
- 7 Any other business**
Rex Johnson (Hon. Life member): The Secretary reported that Mr Johnson had died in July. It was agreed that the choir would make a donation to charity in his memory.
- 8** The Secretary was thanked for her (and her husband's) kind hospitality in their new home and the meeting closed at 9pm.

Chairman _____
Date _____

Uses: xXR12_B.@XR
xXS14_B.@XS

(Total size on Drive M: Bubblejet 18k; PCW matrix 12k)

Basic set (included as standard)

Alphanumerics: A...Z a...z 0...9 0 Æ æ Ò ø

Accents: ˆ ˘ ˙ ˚ ˛ ˜ ˝

Other special language characters: ı Œ œ ß

Textual symbols: - ; : ; ... ! ? & ' ' ' " " " " * #
/ () [] { } @ © ® ™ ° • ¶ § † |

Continental textual symbols: ‹ › ‹ ‹ › › › „ „ „ „ ; ; ; ; „

Currency symbols: £ \$ ¢ ₣ ₧ ₦ ₧ ₧

Mathematical and Technical symbols: + - * / = \ ½ ¼ ¾ · < > ° %

Related products

Locomotive Software have a number of additional products to enhance your use of LocoScript 3. These products are in two principal areas:

- *Extra Character Shape files – providing further typefaces, point sizes and/or characters*
- *Additional space on Drive M*

The following sections introduce the different products and explain what they offer. For further information and prices, refer to the 'LocoScript 3 Family' brochure supplied in your most recent LocoScript 3 product pack.

Additional Character Shape files

Note: When ordering any additional Character Shape files, remember to say which type of printer you will be using these on.

Extra point sizes

Wherever you want to print text in a particular Point Size, you will always get the best results if you have the Character Shape file for that size on your disc. Where you specify a size for which you don't have a Character Shape file, LocoScript simply substitutes characters of the nearest Point Size that is available – if necessary doubling, trebling or even quadrupling the patterns from another file in order to get as close as possible to the Point Size you specified. If the exact Point Size isn't available, the resulting text may look either too cramped or too widely spaced. In addition, the characters themselves can look a little 'lumpy' where LocoScript has doubled, trebled or quadrupled shapes provided for a smaller Point Size.

The standard range of files contain character shapes for 8pt, 10pt, 12pt, 14pt and 18pt text in both the LX Roman and LX Sanserif fonts. The 'LX Points' pack for your printer extends the range of sizes at which you can print these fonts by adding character shape files for further sizes between 6pt and 36pt.

Additional characters

There are approximately 450 different characters and accents that you can insert into your LocoScript documents. However, to save cluttering up Drive M with characters you don't use, we divided these characters into five 'Symbol Sets' and

have just provided files containing the 'Basic' Symbol Set. This Symbol Set includes the 148 characters and accents that cover 99% of people's needs.

If you want to print characters outside the Basic Symbol Set, you need to add further Character Shape files to provide these additional characters in the typeface and at the Point Size you require. In particular, if you want to print any Greek characters, you will need files containing the Greek Symbol Set while if you want to print any Cyrillic characters, you will need files containing the Cyrillic Symbol Set. The 'LX Symbol' pack for your printer provides these extra Symbol Sets in both LX Roman and LX Sanserif and in the standard range of sizes.

The characters in the different Symbol Sets are listed in Appendix I.

True Bold & Italic

The standard set of Character Shape files just define the shapes of normal weight, upright ('Regular') characters. So where you ask for Bold or Italic styling, LocoScript generates bold/italic versions of these characters itself.

Specific Character Shape files for the different typestyles are provided in the 'LX Styles' packs - some containing Bold characters; some containing Italic characters; others containing Bold Italic characters. Not only will you get better formed characters from these Character Shape files but the characters also have their true forms. (Italic characters in particular often have a significantly different shape from their upright counterpart or are slanted at a particular angle.)

Extra LX fonts

Further LX fonts are provided in our various 'LocoFont LX' packs. We have, for example, a set of 'Fancy' fonts that you might use in invitations, adverts or menus (prepared by Agfa-Compugraphics, a leading company in the world of computer typesetting). We also have a set of 'Fixed' fonts for use anywhere that it is important for the characters to be evenly spaced along the line - for example, in tables of numbers.

There are samples of these and our other LocoFont LX fonts in the LocoScript 3 Family brochure.

As with the standard LX Roman and LX Sanserif fonts, the Character Shape files included in this pack offer the characters from the Basic Symbol Set in 8pt, 10pt, 12pt, 14pt and 18pt sizes.

Note: It is possible that other manufacturers will make their fonts available in LX format. For the latest information, contact Locomotive Software's Sales Department.

Memory and other products

Locomotive LPP512 Power Pack

This is a single unit to attach to the Expansion port on the back of your PCW, which adds both 512k to the memory of your machine (eg. increasing 256k to 768k or 512k to 1M) and a 'Parallel' printer port to your PCW. This port may then be used to attach an 'external' printer which uses a Parallel or 'Centronics' interface to your PCW (as most printers do).

The pack also includes a cable with which to attach your printer to the LPP512. It could also be used to attach the printer to a PCW9512/PCW9512+'s built-in Parallel port.

The LPP512 fits any type of PCW.

Note: The LPP512 can also be used from LocoScript 2 v2.32c/33c or later and from CPM provided you are using v1.14/2.14 or later.

LocoSpell Upgrade - to recover 64k of Drive M

If you use the version of the LocoSpell spelling checker whose 78,000-word System dictionary occupies almost 160k of your Drive M, it may be worth your while to upgrade to the current version of LocoSpell. The dictionary for this new version includes the same words but occupies about 64k less space on disc (approx. 96k instead of approx. 160k). LocoSpell is also able to search this dictionary about three times faster than the old version.

The only thing to note about the new version of LocoSpell is that its dictionary *has* to be used from Drive M: it cannot be used directly from floppy disc. The spelling checking facilities offered by the program haven't changed.

Printer Support Pack

If you want to take advantage of the quality, speed, range of typefaces etc. offered by the various printers on the market today, you need a copy of the Printer Support Pack. This provides the files needed to support a vast range of printers from simple daisy-wheel printers and typewriters with computer interfaces to relatively sophisticated laser printers. It also includes the files needed to use LocoScript 3's LX fonts on such printers.

A list of the printers currently supported is given in the 'Alternative Printers' booklet supplied in the LocoScript 3 pack (and in other LocoScript product packs).

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