

LocoFile

The pop-up database for LocoScript 2

LocoFile

The pop-up database for LocoScript 2 on the Amstrad PCW8256, PCW8512 and PCW9512.

With LocoFile you can:

- Display information in an easy to use 'card index' format
- Look up or change details direct from LocoScript
 - the card pops up on top of your editing
- Tailor cards to your needs:
 - names and addresses
 - indexes of books, photographs, etc
 - details of your business or hobby ...
- CUT and PASTE data to and from LocoScript documents
- Keep your data in order - alphabetic, numeric or date
- Use up to eight indexes at once,
 - each with primary and secondary keys
- Search for specific data or jump straight to the card you want
- Work with LocoMail and your existing data files
- Design cards up to 8K in size
 - up to 50 items per card
 - each item as large or small as you wish
 - Have as many cards as your disc will hold

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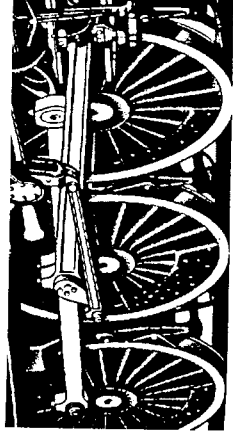


LocoFile

Locomotive Software's Pop-up Database

for use with LocoScript 2
on the Amstrad PCW8256, 8512 & 9512

USER GUIDE



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The particulars given in this manual are given by Locomotive Software in good faith. However, LocoFile is subject to continuous development and improvement, and it is acknowledged that there may be errors or omissions in this manual. In particular, the examples shown in this manual may differ in detail from the results of carrying out the same actions with the supplied datafiles. If you experience any difficulty with the use of this product, please write to:

Locomotive Software Ltd
Allen Court
Dorking
Surrey RH4 1YL

Locomotive Software reserves the right to revise this manual without prior warning. Notice of any such revisions will be included in 'Script', the LocoScript newsletter available from Locomotive Software.

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LocoFile User Guide

Introduction

LocoFile is Locomotive Software's 'Pop-up' database. Versions are available for use with the LocoScript 2 word-processing software on all the Amstrad PCW machines - PCW8256, PCW8512 or PCW9512. (If you are still using LocoScript 1' (supplied with the PCW8256/8512), you will need to buy LocoScript 2 before you can use LocoFile: contact Locomotive Software for details.)

LocoFile exists to help you organise information. It doesn't make assumptions about the kind of information you might want organised: it's a general purpose program that you can use to store practically any kind of information - name and address lists, catalogues, timetables, etc. (Datafiles designed to meet a wide range of applications are supplied on the LocoFile Master disc: these are described in detail in the Applications appendix towards the back of this User Guide.)

LocoFile is based on the tried and tested principles of the card index. This makes it easy to understand and easy to use. But it is very much more powerful than a card index. Information can be entered faster, updated more easily, found more quickly and re-organised almost instantly.

What is more, LocoFile is fully integrated with LocoScript. You don't even have to stop editing your document in LocoScript to pull out information from a LocoFile datafile and slot it straight into your LocoScript document.

LocoFile works with LocoMail too. LocoMail master documents can be merged with LocoFile datafiles, enabling you to produce mailshots from a standard letter and an address file, or a month's worth of invoices from a sales file. LocoMail datafiles can readily be converted into LocoFile datafiles, where they can be maintained more easily and still be used with the same range master documents. There's no need to convert them back.

Moreover, it is not just LocoMail datafiles that you can convert to LocoFile. You can convert datafiles from other programs as well - datafiles produced by an accounts program, say, or even datafiles from other database programs. All you need to ensure is that you can produce a copy of the database as an ASCII text file, stored on a suitable disc.

LocoFile User Guide

About this User Guide

This User Guide is in four main parts:

Part I: Getting Started – explains the preparation that is needed before you can use LocoFile on your system, then gives a brief tutorial in using LocoFile. This explains how to look up information in a datafile, how to use the information in the datafile in a LocoScript document and how to update the datafile. You must study at least the Preparation section of this part of the User Guide before you start using LocoFile.

Part II: Using LocoFile – describes how to use LocoFile datafiles in greater detail than is possible in the tutorial. It also explains how to produce a printed copy of the datafile and how to print address labels from an address database.

Part III: Datafile Set-up – describes both how to modify existing datafiles and how to create your own LocoFile datafiles. It also explains how to insert data from other types of datafile into a LocoFile datafile.

Part IV: Advanced techniques – describes further ways of using LocoFile datafiles. In particular, it discusses how to use LocoFile datafiles with LocoMail master documents.

At the end of the User Guide, there are a number of appendices. The first of these describes the sample datafiles we have supplied on the LocoFile disc, which you may well want to adapt to suit the data you want to store. The next appendix contains a range of useful reference material, including a quick reminder of the steps involved in particular tasks together with details of the chapter where these were dealt with more thoroughly. Finally, there is a 'Troubleshooting' appendix which looks at what to do when something unexpected happens while you are using LocoFile.

No previous experience of database packages is assumed but we do expect you to have a working knowledge of both your PCW and LocoScript 2.

Note: There is no need to worry if the screen shots shown in this User Guide do not exactly match what you see on the screen – unless what is described in the User Guide bears no relation to what is happening on your screen. It is possible that as we have developed the program, some of the menus and messages may have been changed: these changes can't always be reflected immediately in the User Guide.

LocoFile User Guide

Problems with LocoFile

If you experience difficulty using LocoFile:

1 Consult the User Guide. The chances are that the solution to the problem is described somewhere in the manual. Our experience shows most problems are caused by trying to go too fast – moving on to the more advanced (and more interesting) topics, before completely mastering the (less interesting) basics. You will almost certainly solve your problem quickest by carefully following through the various tutorial sessions. You may also find the index and quick reference handy.

2 If that does not work, or LocoFile is demonstrably failing to work as described in the user guide, please write to:

LocoScript Support
Locomotive Software Ltd
Allen Court
Dorking
Surrey
RH4 1YL

Make sure that you include the following details:

- Your name and address
- The version number of LocoScript 2, eg v2.00. This is shown on the first line of the Disc Manager Screen f1 menu.
- Details of your PCW (eg. 8256, 8256+extra memory, 8512)
- A brief summary of your problem, including sufficient details to enable our staff to repeat your actions.
- A copy of the LocoFile datafile that is giving problems, stored on your LocoFile Master disc. (We will, of course, treat your data as confidential and return your datafile and your disc together with our reply.) **Note:** If the problem went away when you squashed the datafile, be sure to send us a copy of the *unsquashed* datafile.

If you don't provide us with a copy of your datafile or cannot tell us how to repeat the problem, it's unlikely that we will be able to help you.

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

Note for PCW9512 owners: If you have problems using LocoFile with LocoMail, your problem is likely to be with your use of LocoMail. In the first instance, you should consult the dealer from whom you bought your PCW9512. You are also recommended to buy a copy of the LocoMail User Guide (Revised edition): this contains very much more information on using LocoMail than is given in PCW9512 User Instructions.

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Preparation

LocoFile comes on a single master disc, which contains the LocoFile program itself and a number of sample LocoFile datafiles (one of which is used in the Tutorial). You may like to use these sample files as they are – or modify them to suit your own needs – when you begin using LocoFile to organise your own information.

Before you can start using LocoFile you need to install it on your system (see 'Preparing your LocoFile Start-of-day disc' overleaf). You also need to copy all the sample LocoFile datafiles onto a 'Samples' disc so that you can work with these and keep the versions of these on the original disc safe. Details of the steps you need to take are given overleaf in the section entitled 'Preparing the Samples disc'.

Once you have prepared these discs, you should put the LocoFile Master disc away somewhere safe. This disc won't be needed for your day-to-day work (indeed, you should never use a Master disc as a 'working' disc) but you will need it again if you need to create a new Start-of-day system or to install further software.

Note for PCW8256/8512 owners: LocoFile *cannot* be loaded directly from your LocoFile Master disc – it has to be installed first. Furthermore, Side 2 of the Master disc is not a standard disc and you cannot make back-up copies of it using the Copy disc option in the Disc Manager f3 File menu.

