

# LocoFile

The pop-up database for LocoScript 2

# LocoFile

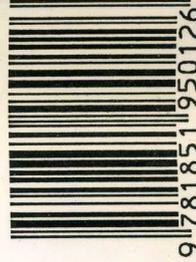
The pop-up database for LocoScript 2 on the Amstrad PCW8256, PCW8512 and PCW9512.

## 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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User Guide



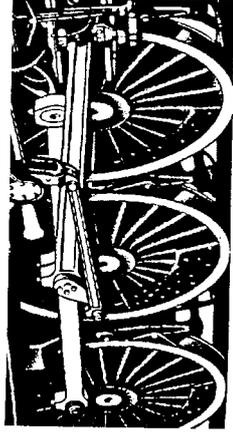
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# LocoFile

## Locomotive Software's Pop-up Database

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

## USER GUIDE



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SOFTWARE

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Whilst every effort has been made to verify that this software works as described, it is not possible to test any program of this complexity under all possible conditions or circumstances. Therefore LocoFile is supplied 'as is' without warranty of any kind either express or implied.

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.

LocoFile User Guide

# Contents

## Part 1: Getting Started

### Preparation

1

### Tutorial

5

## Part II: Using LocoFile

### 1. Basics

29

Loading LocoFile

30

Calling up datafiles

31

Locking a datafile

34

The display

35

Displaying different records

37

Moving round the card

38

Leaving LocoFile

39

### 2. Searching for information

41

Going to a particular record

41

Finding a particular piece of text

44

Setting the current index

46

### 3. Taking information from a datafile

47

Extracting whole items

47

Copying part of an item

50

### 4. Updating a datafile

51

Adding new records

52

Erasing new records

54

Changing information

55

Squashing a datafile

57

### 5. Printing from a datafile

59

Printing index cards

60

Using LocoFile to print labels and lists

63

Using LocoMail to print

69

## Part III: Datafile Set-up

### 6. Changing the set-up of an existing datafile

73

Changing the size of the card

74

Changing the items on the card

65

Changing the indexes

81

Changing the standard Extract details

84

### 7. Preparing a new datafile

85

Designing a new file

85

Creating the new file

92

### 8. Inserting data from other datafiles

99

Getting the data ready to insert

99

Getting the LocoFile datafile ready

104

Inserting the data into a LocoFile datafile

105

### 9. All about indexing

109

The different types of index

109

The keys for the indexes

114

Setting up indexes

116

General Recommendations

120

## Part IV: Advanced techniques

### 10. Further ways of processing the datafile

121

Using an address datafile for a mailshot

123

Generating a report

125

Making changes to a LocoFile datafile

126

Combining LocoFile datafiles

129

# Part I: Getting Started

<b>11. Using LocoFile datafiles with LocoMail</b>	<b>133</b>
LocoFile names and LocoMail names	134
Merging LocoFile datafiles with Master documents	136
Writing LocoMail applications for LocoFile datafiles	137

## Appendices

<b>I: Applications</b>	<b>143</b>
<b>II: Quick reference</b>	<b>151</b>
"How to" Summary	151
Summary of Technical information	159
<b>III: Troubleshooting</b>	<b>163</b>

<b>End User Licence Agreement</b>	
<b>Index</b>	

# 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.

## Preparing your LocoFile Start-of-day disc

### On a PCW8256/8512:

Follow the instructions on installing a new system, given in the Update Information booklet supplied with your copy of LocoFile. These instructions cover both standard machines (ie. as supplied by Amstrad) and ones that have been enhanced, for example by the addition of a second disc drive or a hard disc.

You will probably need at least one and possibly two new blank discs for this process; if you have a PCW8256 with 256k of memory, you may need more.

*Do not try to install LocoFile on a Start-of-day disc other than by using the procedure described in the Update Information booklet.*

### On a PCW9512:

First compare the LocoScript version number printed on the LocoFile Master disc with the version number of the LocoScript program you are currently using (shown on the initial Copyright screen and at the top of the f1 menu on the Disc Manager Screen).

*If the LocoFile Master disc bears a later version number, follow the instructions on Creating a new Start-of-day disc, given in the Update Information booklet supplied with your copy of LocoFile. These instructions cover both standard machines (ie. as supplied by Amstrad) and ones that have been enhanced, for example by the addition of a second disc drive or a hard disc.*

Then erase all the files on your new Start-of-day disc that have the filetype .DAT. These are the sample datafiles and if you leave these files on your Start-of-day disc, they will all be copied to Drive M each time you load LocoScript – filling up this drive with files that you may not need. You will have copies of these sample datafiles on your Samples disc (prepared as described on the next page).

*If you are already using either the same or a more recent version of LocoScript than that on the LocoFile Master disc, use the f8 Options menu to 'Show hidden files' (this menu is described on page 104 of the PCW9512 User Instructions) and then copy the file LOCOFILE.JOY from group 0 of the LocoFile Master disc to group 0 on your current Start-of-day disc.*

- The process of preparing a LocoFile Start-of-day disc updates both your copy of LocoScript 2 and your copy of LocoMail (if you have one) to versions that work with LocoFile. Don't worry, all your files created using the earlier versions of the programs will work exactly as they did before. However, you should note the changes/enhancements described in the Update Information booklet supplied with your copy of LocoFile.

## Preparing your Samples disc

The Samples disc is prepared by making a copy of Side 1 of the LocoFile Master disc on a new blank disc and then removing all the files in group 0 of this copy.

### The steps to take are as follows:

- 1 Check that the LocoFile Master disc is write-protected and that the new blank disc is un-protected.

*The two small 'write-protect' holes on the LocoFile Master disc should both be open, while the corresponding holes on the new blank disc should both be closed.*

- 2 Load LocoScript 2 from your new 'Start-of-day with LocoFile' disc.

*Loading LocoScript from a single Start-of-day disc is described in your LocoScript 2 User Guide; loading LocoScript from multiple Start-of-day discs is described in the Additional Information booklet supplied with your copy of LocoFile.*

- 3 Copy the LocoFile Master disc onto your new blank disc. Label this disc 'LocoFile Samples disc'.

*Press **[Z]**, check that Copy disc is highlighted and press **[ENTER]**. LocoScript then asks you to confirm that you want to make the copy: on a PCW8256/8512, use the Cursor keys to move the highlighting to the Copy 180k disc option and press **[ENTER]**; on a PCW9512, use the Cursor keys to move the highlighting to the Copy 720k disc option and press **[ENTER]**.*

*Now follow the instructions on the screen. Whenever LocoScript says that it is Waiting for source disc, remove the disc currently in the drive and insert the LocoFile Master disc with Side 1 to the left uppermost, check that Disc in drive: continue is highlighted and press **[ENTER]**. Whenever LocoScript says that it is Waiting for destination disc insert the new blank disc instead (also with Side 1 to the left uppermost). Continue until you see a message telling you Copying finished. Then check that Return to disc manager is highlighted and press **[ENTER]**.*

- 4 If the Disc Manager Screen shows any 'hidden files' in group 0 of your new LocoFile Samples disc, use the f8 menu to show hidden files.

*Check that you have the new disc in Drive A. Then press **[Z]**, move the Menu cursor to Show hidden files; press **[H]** to select this option and then press **[ENTER]**.*

- 5 Erase all the files from group 0 of the new disc (NOT from the Master).

*Move the File cursor to each file in group 0 in turn. Press **[E]**, move the Menu cursor to Erase file and press **[ENTER]**. When the Selection menu appears, quickly check that you have picked out the file you thought and then press **[ENTER]** again. This erases the file.*

# Tutorial

LocoFile is a database program based on the tried and tested principles of the card index. However, it is much more powerful and flexible than a 'paper' card index.

The following tutorial introduces you to the features of LocoFile that will form the core of your use of the system. Using a simple name and address datafile, the tutorial will show you how to:

- Load and run LocoFile.
- Browse through a datafile or go straight to a particular item of information.
- Pop back and forth between LocoFile and editing a document, moving information to and fro.
- Add new information to the datafile.
- Remove out-of-date information from the datafile.
- Edit individual pieces of information within the datafile.

Before you can start the tutorial, you will need to update your LocoScript Start-of-day disc and create a Samples disc (if you haven't already done this). You will also need to load LocoFile. Details of how this is done are given below.

**Note:** If whilst working through the Tutorial, you have problems that aren't explained in the text, turn to the Troubleshooting appendix at the back of this user guide. You should be able to find out what has happened either from here or from the LocoScript 2 User Guide or your PCW guide.

**Warning:** *If you are using a datafile from a disc (rather than from Drive M), be careful not to remove this disc from the drive while the datafile is in use. If the disc is removed, the datafile may be corrupted. Special steps (described in Appendix III 'Troubleshooting') have to be taken before a corrupted datafile can be used again and even then not all of the data may be recovered.*

## Loading LocoFile

To load LocoFile you need to load LocoScript from your LocoFile Start-of-day disc and any associated Start-up discs you use (prepared as described on page 2 of this guide). If you have not prepared a LocoFile Start-of-day disc, you must do this first.

If your computer is switched off, switch on. If your computer is already switched on, finish any job you are currently working on, then reset your machine by holding down **[SHIFT]** and **[EXTRA]** and pressing **[EXIT]**.

In either case, you should then insert your Start-of-day disc in Drive A. On a two-drive machine, you should also insert any Drive B Start-up disc you use in Drive B. (Details of the procedure to follow if you have set up any extra Drive A Start-up discs are given in the 'Update Information' booklet.)

LocoScript 2 and LocoFile should then both be loaded (you should see LocoFile v2.xx added to the messages on the first screen). This is the first sign that your Start-of-day disc has a new program on it.

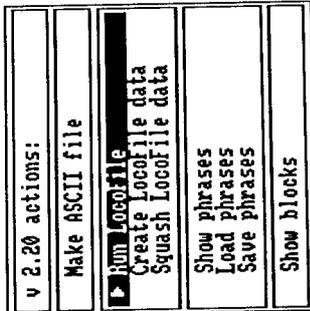
When the software is fully loaded, the familiar Disc Manager Screen should appear. You no longer need your Start-of-day disc so take it out and put it to one side.

Don't worry because the Disc Manager screen looks no different from the one you're used to seeing. All the LocoFile options are available from the Actions menus in the Disc Manager and LocoScript Edit screens; whenever you want to use LocoFile you call up the Actions menu and choose the LocoFile option you need. You don't even have to stop editing a document in LocoScript, you can pop into LocoFile to look up something and pop back without losing your place.

Display the new Disc Manager Actions menu on the screen now by pressing **[F7]**.

As you can see, among the options you are familiar with from LocoScript are three new LocoFile options: Run LocoFile, Create LocoFile data and Squash LocoFile data. Once you have seen these you can be sure you've installed LocoFile correctly on the Start-of-day disc and that LocoFile is loaded. Press **[CAN]** to close up the menu.

**Note:** If these three options *don't* appear in the Actions menu, this means the LocoFile software hasn't been installed properly on your Start-of-day disc. If this is the case, work through the installation instructions again. Make sure you complete each step before moving on to the next.



## Session 1: Looking up information

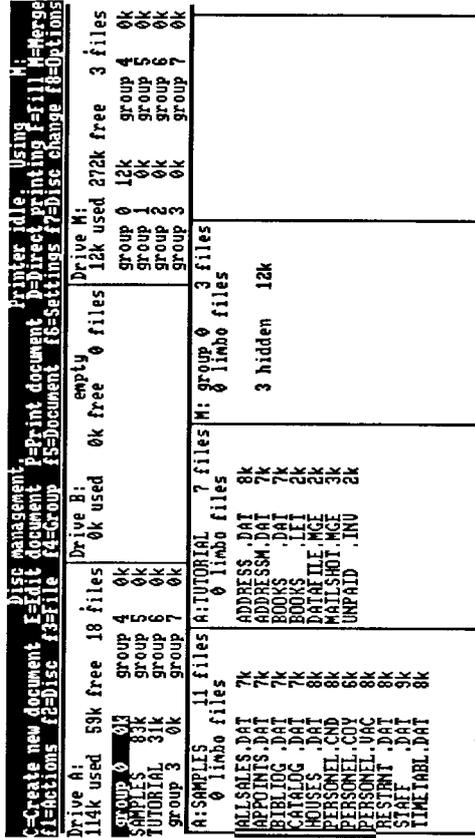
This first session of the tutorial introduces LocoFile by using it simply to display information. We will see later how you can use the information in the datafile directly in LocoScript documents.

To do this, we will be using a simple name and address datafile - one of the sample datafiles that we supplied on the LocoFile Master disc. This should now be on your Samples disc.

As in all the sessions of this tutorial, we start from the Disc Manager Screen of the version of LocoScript on which you installed LocoFile. If you don't have this version loaded on your PCW, load it now (there are instructions on page 1 if you need them); the Disc Manager Screen is automatically displayed once the software has been loaded.

### Selecting the datafile

The file we are going to use in this session is the ADDRESS.DAT file in the TUTORIAL group on your Samples disc. So the first step is to put your Samples disc in Drive A and press **[F7]** to signal the change of disc.

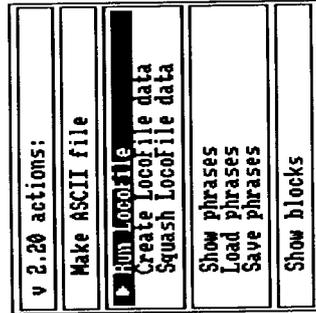


The next thing we are going to do is to make a copy of the example datafile on Drive M. This has two advantages. For a start it preserves the original form of the datafile so that you can effectively start work with it afresh any time you like. More importantly, it means that we can take advantage of the faster speed at which datafiles on Drive M are searched. So move the File cursor to ADDRESS.DAT in

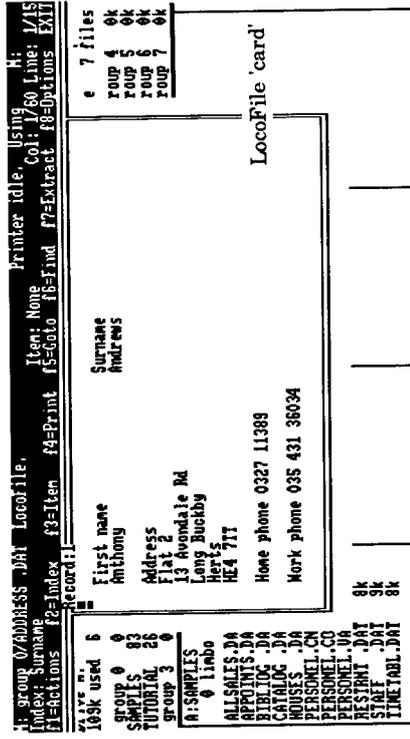
the TUTORIAL group and then use the F3 Copy file option to make a copy of this datafile to Drive M. Which group you copy it to is entirely up to you. (Help with copying files is available if you need it from your LocoScript 2 User Guide or your PCW9512 User Instructions.)

**Note:** There are ways in which you can have the datafile you want automatically copied to Drive M for you as part of the process of loading LocoScript and LocoFile. This is covered in the main part of this User Guide (Part II).

Check that the File cursor is on the copy of ADDRESS.DAT on Drive M and then press [F]. This displays the F1 Actions menu, which as you see has some extra options in it.



Move the cursor down to the Run LocoFile option (the quick way of doing this is to type R) and then press [ENTER]. A Selection menu then appears, containing details of the file you have picked out. Check the details are correct and then press [ENTER] to confirm this selection. If you have done everything correctly, you should see LocoFile clear an area of the screen and then draw something that looks remarkably like a card from a card index. Behind this card, you will still be able to see the screen you were using when you called up the datafile.



(If, instead, you see an Alert message, the file you picked out was not a datafile. Select the option to Cancel operation, press [ENTER] and then start again from the point at which you checked that the File cursor was on the copy of the datafile on Drive M.)

### About the screen

What is displayed on the screen is one of the records from the datafile, laid out as it might be on a card in a card index, along with a new set of menus to work with. The record that is displayed is in fact the one that was being shown on the screen when this particular datafile was last used. LocoFile always returns to the last record that was used because this is the one that you are most likely to want again. The contents of the record is shown as a number of separate items of information, each occupying its own area of the screen.

Also on this screen, you have a cursor - which, as with all cursors in LocoScript, you can move around the card by pressing the four Cursor keys [←], [→], [↑], and [↓]. Try this now. Notice in particular what happens when the cursor gets to a part of the screen in which there is an item of information. As the cursor gets to this area, the item is immediately redrawn with a box around it. What this box is indicating is that this item is now what is known as the Current item.

For much of LocoFile, which item is the Current item doesn't make any difference but for some operations it does. For this reason, LocoFile has some quick ways of moving the cursor from item to item. These involve using the two keys [REACT] and [REACT]: when you press [REACT], the cursor jumps to the start of the next item on the card (providing there is one); when you press [REACT], the cursor jumps to the start of the previous item. Try these now too.

**Note:** All the items on this card happen to have information in them but that doesn't have to be so; for example, if Anthony Andrews didn't have a work telephone number, this item would be empty. You only need to put something in an item if you want to record this information.

As you may have noticed, each separate item of information on the card has a name label. Such name labels are not essential in LocoFile but they are often helpful. On this card, the labels for the First name, Surname and Address items are all to the top left of the information itself but the ones for the Work and Home phone-numbers are both to the left of the actual information. These are just two of the positions in which these labels can be placed: there are in fact a total of twelve different positions around an item in which you can put a label. These positions correspond nicely with the 12 clock positions and so they tend to be referred to as some number o'clock, as you will discover when you set up items of your own.

### Displaying different records

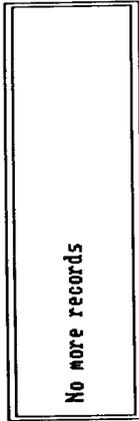
All we have seen so far is one record of our ADDRESS.DAT datafile. There are a number of other records in the datafile to see.

In LocoFile, there are two basic techniques for displaying the record you want. The first of these is to step through the records one by one. Records in a datafile are rather like pages in a document, so the key you use to do this is the [PAGE] key. Press this key now. LocoFile now displays the record that immediately follows the

one we've just been looking at. Press [PAGE] again and you see the one after that. Hold down [ALT] and press [PAGE] and you see the previous record again – just as you would expect from LocoScript.

Notice how on each display the items, the item names and even the cursor are still in the same position: the only thing that changes on the card is the data in the items themselves.

Now try pressing [DOC] (i.e. [SHIFT] + [PAGE]). As you might expect, this takes you to the last record in the datafile: similarly, holding down [ALT] and pressing [DOC] takes you to the first record in the file. You can confirm that [DOC] has taken you to the end of the file by pressing [PAGE]. Because there are no more records to display, pressing [PAGE] makes LocoFile display the following Alert message:



Clear this message off the screen by pressing [CAN] (or [ESC]) if you have a PCW8256 or 8512) – or simply just wait: the message is automatically cleared after a few seconds.

### The order of the records

Go back to the start of the datafile (by pressing [ALT] + [DOC]) and step through the records slowly. You should notice that the records are not appearing in the order of their record-numbers (shown above the top lefthand corner of the card). Instead, they are being presented in such a way that the Surnames on the records are in alphabetical order.

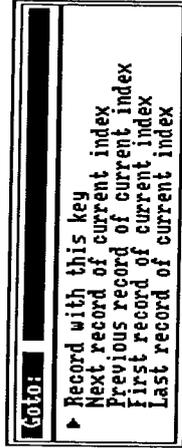
The records in the datafile are being automatically picked out by LocoFile in alphabetical order of Surname – for the simple reason that LocoFile is using the Surname index. You can see this is the case by looking at the second Information line on the screen: there it shows that the index is the Surname index.

LocoFile datafiles are like real card indexes in that they keep the records sorted into some type of order (eg. alphabetical order of surname). This order is specified by the index. However, LocoFile indexes are rather more versatile: you can order the records in up to eight different ways (plus Record-number order – which shows the records in the order they were added to the file) and, as we will see shortly, you can instantly swap over to a different order – something that is totally impractical to do with a real card index!

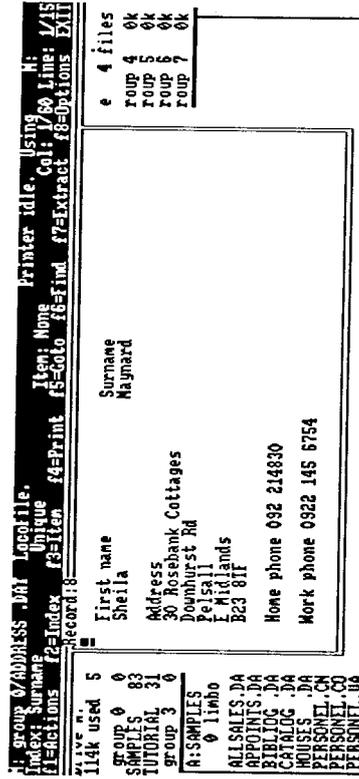
### Going straight to the required record

We mention the index at this point because the second technique for picking out records uses the index. Essentially what you do is to tell LocoFile to display the record which has a particular entry – or 'Key' – in the index. This is one of the advantages of using indexes: they organise datafiles so that, however many records there are in a file, if the record you want is there you can look it up immediately. There's no need to wade through other people's details record by record to find what you want.

For example, if you want to display the record for someone called Sheila Maynard and the current index is the Surname index, then you want to tell LocoFile to display the record which is indexed as 'Maynard'. The way we do this uses LocoFile's Goto menu, which you bring onto the screen by pressing [G]. Display this menu now.



The top section of this menu is for you to give LocoFile the index entry you want it to look for. The rest of the menu gives you a choice of actions, of which only the first is important here. (The rest are, in fact, simply alternatives to the [PAGE] and [DOC] keystrokes we showed you earlier.)



Type the surname you want to find (i.e. Maynard), check that Record with this key is selected (i.e. has a black arrow beside it) and press [ENTER]. (In fact, you only have to type as much of the key as LocoFile needs in order to find the record you want, so May is actually all that's necessary in this case.) LocoFile then immediately displays the record for Sheila Maynard.

If instead you see an Alert message telling you 'No match found', you probably mistyped Maynard. However, this is nothing to worry about. For a start, the record

displayed behind the Alert message could well be the one you want because, when it can't find the actual record you asked for, LocoFile displays the 'next' record (i.e. the one that would follow the record if it was in the file). For most simple mistypes, the record displayed will either be the one you want or so close to it that you could display the right record simply by using the **[PAGE]** key a couple of times. (The Alert message disappears of its own accord after a few seconds.)

Notice the word **Unique** displayed on the second Information line above Sheila Maynard's record. LocoFile displays this to tell you that this is the only record in the datafile with this key - i.e. the only one for anyone with the surname Maynard. If you now use the Goto menu to display the record for someone with the surname Smith, you will see that in this case the record LocoFile picks out doesn't have **Unique** above it - telling you that there is more than one Smith in the datafile.

## Swapping to a different sorting

Being able to swap between the different ways of sorting a datafile is a very useful feature of LocoFile. For example, if you have a datafile containing book titles, their authors and publishers etc., you might start by using a Title index to find out who wrote a book with a particular title and then swap to the Author index so that you can find out what other books they wrote.

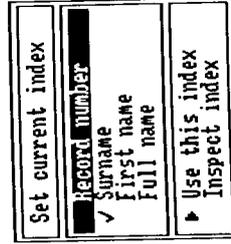
To end this session, we show you just how easy it is to swap from one way of ordering the datafile to another.

As we mentioned earlier, LocoFile allows you to order the records in a datafile in up to eight different ways, in addition to their natural record-number order. This means up to nine different indexes to choose from, with the one currently selected shown on the second Information line.

We change to a different index by using the **f2** Index menu. Press **[F2]** now:

The menu that appears simply lists the names of the various indexes that have been set up for this datafile. These are:

- **Record number**: puts the records into record-number order - i.e. the order in which they were created. (This is the index that LocoFile automatically provides with every datafile.)
- **Surname**: puts the records into alphabetical order of Surname.
- **First name**: puts the records into alphabetical order of First name.
- **Full name**: puts the records principally into alphabetical order of Surname but where the surname is the same, it puts them into alphabetical order of First name.



The Surname index currently has a tick beside it, showing that this is the index that is currently selected. To change to a different index - say, the **First name** index - you simply move the Menu cursor to the index you want, press **[E]** to select it, check that **Use this index** is selected (i.e. has a tick beside it) and then press **[ENTER]**. Select the **First name** index now.

At first, you might think that there hasn't been any change: after all the same record is displayed on the screen. But press **[PAGE]** a few times and you will immediately see that the records are now being picked out in such a way that **First names** are being picked out in alphabetical order.

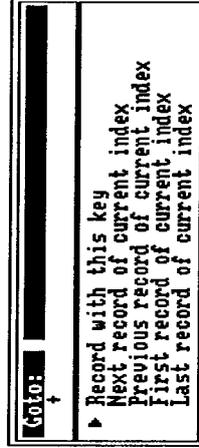
The change of index also affects what you give as the key in the Goto menu.

To show this, we'll suppose that we want to go back to Sheila Maynard's record. To do this, you might well just press **[S]**, type **Maynard** and press **[ENTER]** as before - but all you'll get is the 'No match found' message. Instead of **Maynard**, what you should have typed was **Sheila**: then LocoFile would have been able to display the right record.

When you have a datafile with a number of different indexes, it is very easy to quote the index entry for the wrong index: you do need to quickly check on the second Information line to see which index is selected before you start typing.

To show another effect of changing index, we'll quickly use the **f2** Index menu again (bring this onto the screen by pressing **[F2]**), this time to select the **Full name** index. So move the cursor down to **Full name**, press **[E]** and then **[ENTER]**.

Now display the **f5** Goto menu again. Notice how this time there are two slots at the top of the menu:



The presence of the two slots is all to do with the fact that the **Full name** index orders the records principally according to the surname but where the surnames are the same, it orders them according to **First name**. The top slot of the menu is used for the surname you want (the **Main Key**); the second slot is used for the first name (the **Sub Key**). So to go to John Smith's record, put **Smith** in the top slot and **John** in the second and press **[ENTER]**.

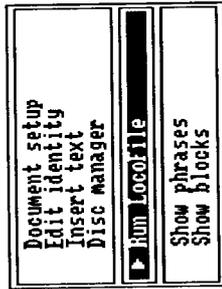
When the record is displayed, notice that LocoFile has put the message **Unique** sub key on the second Information line. This tells you that while there is more than one record with the **Main Key Smith**, this is the only record with the **Sub Key**



This is the outline of the letter that we are going to prepare for our correspondent, Ms Warren. All that's missing are the details of the Author from the second paragraph and the list of information about other books. We are going to get this information from the BOOKS.DAT datafile, which we will now call up.

## Calling up the datafile

To call up the datafile, you don't have to Exit from the document or anything like that: you just call up the f1 Actions menu. It doesn't even matter where the Text cursor is when you do this. Simply press **[F1]** to display this menu. Do this now.

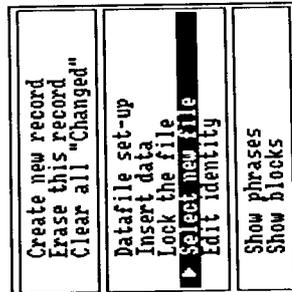
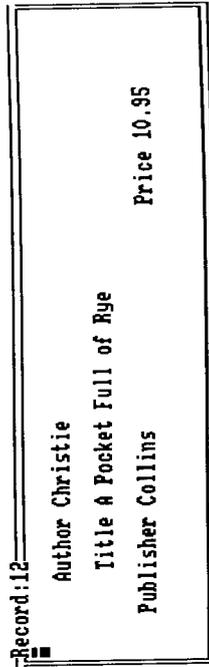


Like the f1 menu on the Disc Manager Screen, this menu is different now you have installed LocoFile, but unlike that Actions menu, this menu only has one extra option - Run LocoFile. Move the cursor to this option now (typing **R** is the quick way to do this) and press **[ENTER]**.

If you have come to this session immediately after finishing the first session of this Tutorial, LocoFile will now clear a suitable area of the screen and show you the record from the Address datafile that you had on the screen immediately before you exited from the datafile at the end of the last session. LocoFile always assumes that you want to go back to the thing you were doing last.

This time you want to use a different datafile but there's no need to panic. Just press **[F1]** to display LocoFile's Actions menu, cursor down to Select new file and press **[ENTER]**.

LocoFile then displays the Disc Manager Screen so that you can pick out the datafile you now want to use. Move the File cursor to the BOOKS.DAT file on Drive M and press **[ENTER]**; check the details in the Selection menu that appears and press **[ENTER]** again. LocoFile then displays a record from the new datafile you have picked out.



If, instead of coming straight from the previous session, you have just switched on, LocoFile won't have any record of the last datafile you were using. In this case, LocoFile totally bypasses the Selecting new data stage and simply displays the Disc Manager Screen to allow you to pick out the datafile you want to use. All you have to do in this case to display the Book datafile is move the File cursor to BOOKS.DAT on Drive M and press **[ENTER]**; check the details in the Selection menu that appears and press **[ENTER]** again.

## Picking out the information

Copying information from a datafile into a LocoScript document is a three-stage operation:

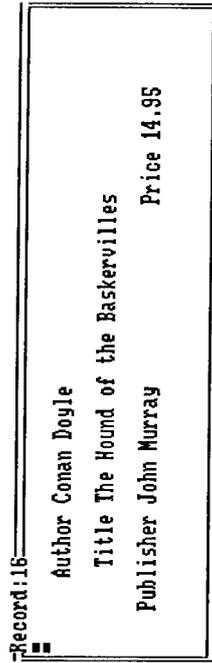
- First, you display the record containing the information you want
- Then you copy the information you want from this record, and
- Finally, you paste the information into your document.

### Step 1: Displaying the right record

Displaying the record containing the information simply uses the techniques we saw in Session 1. You start by checking that you have a suitable index selected and then you 'Goto' the record you want.

Our first task is to find out the author of 'The Hound of the Baskervilles' and extract this information to put into the second paragraph of our letter. As all we know about this book is its title, the index we want here is an index of Titles.

Looking at the second Information line, we see that the current index is Title - ie. precisely the index we want. So all we have to do to display the right record is press **[F5]** to display the Goto menu; type as much of the title as we think will be needed (The Hound will probably do) and press **[ENTER]**.



From this record you'll see that 'The Hound of the Baskervilles' was written by Conan Doyle.





In combining the separate pieces of information, LocoFile applies the following rules:

- If the items are above each other on the card, then a ← is put between the items.
- If the items are beside each other, then they are normally separated by a space but if either of their labels is written between the two items, then they are separated by a → instead.

These rules probably seem at little complex at first but once you have seen them working a few times, they should be quite easy to remember.

Pop back to the datafile now (by using **[F1] R [ENTER]**) and look at the arrangement of the items on the card and you will see how the layout in the document fits the layout on the card.

## Finishing

If you were doing this for real, you would now finish off the letter – putting in any styling or layout codes you want – and print it. However, unless you really want to see what it looks like printed, you might as well just abandon the letter by pressing **[EXIT]**, selecting **Abandon edit** and pressing **[ENTER]**.

## Session summary

In this session, you've seen how to:

- Pop back and forth between LocoFile and LocoScript, moving information between datafiles and documents using blocks and phrases.
- Move information from an individual item into a block.
- Extract information from some or all of the items in a record and put it into a block.

**Note:** Paste also works within LocoFile – so you will also be able to use these techniques to transfer information between LocoFile records.

## Session 3: Updating the datafile

This session looks at how you keep the information in a LocoFile datafile up-to-date, by:

- adding new records – for example, adding new people to the address list
- erasing out-of-date records – for example, of people you have lost contact with
- changing information on individual records – for example, when people move address

You can make these changes any time while you are using LocoFile. It makes no difference whether you opened the datafile from the Disc Manager Screen or while editing a document. However, the more likely scenario is that you set out specifically to update the datafile, which in turn makes it more likely that you work on it from the Disc Manager Screen – so that's what will happen in this tutorial.

Once again, we start from the Disc Manager Screen of the version of LocoScript on which you installed LocoFile. If you don't have this version loaded on your PCW, load it now (there are instructions on page 1 if you need them): the Disc Manager Screen is automatically displayed once the software has been loaded.

The datafile we are going to work on in this session is the ADDRESS.DAT datafile that we used in Session 1. If you don't already have a copy of ADDRESS.DAT on Drive M, copy this file to Drive M now. (Help with copying files is given in your LocoScript 2 User Guide or the PCW9512 User Instructions.) Check that the File cursor is on the copy of ADDRESS.DAT on Drive M and then use the Run LocoFile option in the f1 menu to display the datafile – just as you did in Session 1. The record that's displayed is the one that was on the screen the last time this datafile was inspected.

The important thing to remember about making any changes to a datafile is that any changes you make take effect immediately and there is little opportunity for throwing away the changes you have made. To give you a safety net, LocoFile keeps the last record you either changed or erased in Limbo so that if you change your mind, you can recover the old record. (Details of the steps you will need are given in Section 4.2.) However, you can't abandon all the changes you have made when you leave the file and LocoFile doesn't keep the old version of the datafile in Limbo for you. For this reason, if for no other, you should always be careful to keep back-up copies of your datafiles.

## Adding new records

Adding a new record to a LocoFile is very simple. You can decide you need to add a new record and then immediately do this: you don't even have to be in a particular place in the datafile or using a particular index. You can literally be anywhere in the datafile.

Suppose for example, that you decide that you ought to have the details of a Mr Newman in the file.

It is usually a good idea to start by checking there isn't already a record for Mr Newman in the datafile. So the first thing to do is to check on the second Information line that the Surname index is selected (if necessary, use the F2 menu to select this index) and then use the Goto menu to try going to Mr Newman's record. Do this now. If you see the 'No match found' message (and you are pretty sure that you didn't mistype Newman), then there is no record for him so far. (Note: This message clears itself off the screen after a few seconds.)

No match found  
Going to following record

Once you know that you need to add a new record, simply press  to display the Actions menu, check that the cursor is on Create new record and press .

- ▶ Create new record
- Erase this record
- Clear all "Changed"
- Datafile set-up
- Insert data
- Lock the file
- Select new file
- Edit identity
- Show phrases
- Show blocks

LocoFile immediately gives you a new blank card with its own unique record number, ready for you to start typing. The items and item-names on the card are laid out just as they have been in the records you've seen before; there's just no details in any of the items.

Now you're ready to enter Mr Newman's details. Simply move around the card, using  and  to go to the item you next want to fill in, and type.

Record:15

First name	Surname
Address	
Home phone	
Work phone	

It all works very much like typing in a document. When you have typed too much to fit on the current line of the item, then your text is automatically wrapped onto the next line (if there is one); where appropriate, you can also press  to start a new line. Just as in a document, you can type any of the LocoScript characters – even Cyrillic characters and mathematical symbols if you want – and you can paste in blocks and phrases, if you want.

However, there are also some important differences. In particular, if you type all the way to the end of the item area then LocoFile stops accepting any more characters. (If you need more space for this item, then you have to change the size of the item: how this is done is described in Chapter 6.) The other important difference is that you can only put plain text into the items: you can't insert any word-processing codes like (+UL) or (+Pit ch12). If you try to insert these, your PCW will simply bleep at you. (Any word-processing codes in blocks and phrases that you paste in will be automatically stripped out.)

Note: You don't have to put something in every box, but it is best to put some details in each of the items that are indexed (that's Surname and First name in this case).

When you have finished, the record might look like this:

Record:15 Changed

First name Richard	Surname Newman
Address 42 Knighthaven Road Purley Surrey	
Home phone 01-456 1234	
Work phone 01-555 132 ext 3203	

You can now carry on using the datafile as if Mr Newman's record had always been there. However, you might first like to use the  key to check that Mr Newman's record has been inserted in the right place in the index. As you do this, you might notice a slight pause just as you move onto the next record: it is at this point that LocoFile records the new record in the datafile you're using and updates all relevant indexes.

## Erasing out-of-date records

When a record is no longer needed in a LocoFile datafile, you can save space and time by erasing it. To show how it's done, we'll now erase Mr Newman's record.

You can only erase the record that is currently displayed on the screen, so the first step is to get this record back onto the screen – either by stepping back to it or by using the f5 menu to 'Goto' Mr Newman's record.

When Mr Newman's record is on the screen, display the Actions menu on the screen by pressing [F1], move the cursor to Erase this record and press [ENTER]:

Create new record ▶ Erase this record Clear changed Clear all "Changed"	Datafile set-up Insert data Lock the file Select new file Edit identity	Show phrases Show blocks
--	---	-----------------------------

LocoFile then immediately erases the record both from the screen and from the datafile. The screen is redrawn to display the next record in the datafile (or the 'new' last record in the datafile if you erase the 'old' last record).

**Note:** If you erase a record by accident, you can recover it provided you do this before you either change or throw away any other record. To do this, you display the f1 Actions and select the special Recover from limbo option. When you press [ENTER], the record is restored to the datafile as if it had never been erased.

## Changing information

The aspect of updating a datafile that we haven't touched on yet is how to change the information in a particular record – the sort of job that you have to do when someone changes their address or gets married, or you made a mistake when you typed the original details.

Changing these details is really very easy. All you have to do is display the relevant record on the screen, move the cursor to the place you want to alter and then make the necessary changes. You can use the Delete keys and [DEL] to rub out the existing text, paste in Blocks and Phrases and type new text – just as if you were changing a LocoScript document. However, you do need to watch for the new details getting too big for the item: LocoFile will either stop you typing or, if you are inserting something in the middle, hide some of the text and show you that it has done this by putting a couple of dots at the end of the item.

Initially, you will probably use [ENTER] and [RELY] to pick out the item that you want to update and then use the Cursor keys to get precise positioning once you are on the correct item. But you also have the option of using LocoScript's Textual Movement keys – [WORD], [EO], [LINE] etc. The effect of these keys in a datafile is much the same as their effect in a LocoScript document, with the exception that [PAGE] always moves the cursor to the start of the line after the next ←.

For example, suppose Sheila Maynard got married and so changed her name to Embury and her address to 14 The Way, Newtown on Sea. To update the datafile, start by displaying Sheila Maynard's record: ie. check that the datafile is currently using the Surname index and then Goto Maynard in the usual way.

Record: 16	
First name Sheila	Surname Maynard
Address 30 Rosebank Cottages Dounhurst Rd Pelsall L. Midlands B23 8TF	
Home phone 092 214830	Work phone 0922 145 8754

Now move the cursor to the Surname item (say, by using [ENTER] and [RELY] to move quickly from item to item), then simply use [DEL] and [DEL] to rub out the old surname and type in the new name, Embury. Then press [ENTER] to move the cursor down to the Address item, use [DEL] to get rid of the first three lines of her old address and type in 14 The Way, Newtown on Sea.

When you have finished changing these details, press [PAGE] to move onto the next record. What happens next might surprise you, because LocoFile immediately puts up an Alert message offering the choice of stepping from the old value or stepping from the new value.

Key item has been changed
▶ Step from old value
Step from new value

The trouble is that you changed Sheila Maynard's surname and, as the records are currently indexed on Surname, that has affected the place this record has in the index. Accept the option to step from old value and you will move to the record that used to follow Sheila's when her surname was Maynard; accept the option to step from new value and you will move to the record that follows Sheila's now her surname has become Embury. LocoFile leaves the choice entirely up to you, because which one you want depends on what you are doing.

**Note:** The moment you start making changes to a record, two things happen. The first is that the message Changed appears above the top righthand corner of the card: the other is that an extra option is added to the f1 menu. This Undo alterations option allows you to throw away all the changes you have made to the record since displaying it.

## Tutorial

As soon as you step off the record onto another, the file is changed and the option to Undo alterations is withdrawn. You can, however, get back the old version by using the Recover from Imbo option in the F1 menu as described above, provided you haven't changed or thrown away any other records in the meantime.

The Changed marker stays until either you explicitly erase it or you print the record: its job is to show you which records have been changed since the last time you printed the datafile and which records you might like to print to bring your printed copy of the datafile up to date. (Details of how you print the datafile are given in Chapter 5.)

- You have now finished work with the ADDRESS.DAT datafile. Press **EXIT** and return to the Disc Manager Screen.

## Saving the changes

As we pointed out at the start of this session, all the changes you make are automatically incorporated in the datafile you are currently using.

However, if you have opted for the greater speed that you get from using datafiles on Drive M, then these changes could be lost unless you remember to copy the new version of the datafile onto a floppy disc.

So if you want to keep the changes, do remember to copy the datafile back to an appropriate disc. For the purposes of this tutorial, however, don't bother – because then you can readily work through the tutorial session afresh if you want to.

## Session summary

In this session, you have seen how to:

- Create a new record to hold new information
- Type information into a new record
- Erase a record
- Change an item by deleting, inserting, cut, copying and pasting text just as you would when editing a document
- How to save the changes you make

# Part II: Using LocoFile

This part of the User Guide describes how to use existing LocoFile datafiles – covering in more detail the techniques introduced in the Tutorial. It explains how you:

- Load LocoFile
- Call up the datafile you want
- Display the information you want
- Pull information from the file into a LocoScript document, and
- Update the information in the datafile

You may never need to go further than this. All the data storage you need may well be provided simply by putting the information you want into the range of sample datafiles supplied on the LocoFile Master disc.

If, however, you want to set up your own datafiles or to change the way a sample datafile has been set up, you will also need to work through Part III: Datafile Set-up.

## Chapter 1

# Basics

This chapter describes the standard actions involved in using LocoFile – loading LocoFile, calling up datafiles, moving through records and moving around the card on the screen. It also explains the layout the screen has when displaying a LocoFile datafile.

Each datafile can be used directly from the floppy disc on which it is stored. However, we recommend working, where possible, on a copy of the datafile on Drive M: this allows you to take advantage of the extra speed of this drive. Datafiles with the filetype .DAT on the Start-of-day disc or any other Start-up discs you use are automatically copied to Drive M as part of the process of loading LocoScript and LocoFile (so it makes sense to store the datafiles you need most often on these discs.) Copy any others you require to Drive M using the Copy file option in the Disc Manager Screen's f3 File menu.

The only disadvantage of using datafiles on Drive M is that any changes you make to the file will be recorded in the version on Drive M: they won't be made to the copy of the file you have on disc. You will need to remember to copy the datafile back to disc after you make any changes to it.

You are strongly recommended to keep back-up copies of all your datafiles – by regularly making copies on another disc either of your individual datafiles or of the whole disc on which these are stored. (Details of how to copy files and how to copy discs are given in your LocoScript 2 User Guide.)

Having back-up copies of your datafiles has two advantages. Firstly, it ensures you have an up-to-date copy to work with when the only copy of your datafile becomes corrupted or the disc on which it is stored is damaged: you would not relish starting again from scratch. Secondly, it allows you to restore your old version if you make changes that you regret! Unlike LocoScript, where you have until you press [Exit] to decide whether you want the changes you have made, LocoFile makes the changes immediately and there's no Limbo version of the datafile to fall back on.

**Important:** While you are using LocoFile to display a datafile, you must not remove the disc on which this datafile is stored: you must exit from LocoFile first. Removing the disc may cause the datafile to be corrupted. There are ways of recovering a corrupted datafile (see Appendix III, 'Troubleshooting'), but you may well lose some of your data in the process.

*• If you want to abandon an action that LocoFile is currently carrying out, such as Printing the datafile or searching all the records for a particular piece of text or inserting a datafile, press [STOP], wait for LocoFile to pause and then press [STOP] again. Note that any changes that have already been made cannot be undone.*

## 1.1 Loading LocoFile

Before you can use the information in LocoFile datafiles, you must load the LocoFile software.

To do this, load LocoScript from your LocoFile Start-of-day disc and any associated Start-up discs you use (prepared as described on page 2 of this guide). If you have not prepared a LocoFile Start-of-day disc, you must do this first.

The normal procedure for loading LocoScript is used. If your computer is switched off, switch it on. If your computer is already switched on, finish any job you are currently working on, then reset your machine by holding down **[SHIFT]** and **[EXTRA]** and pressing **[EXT]**. Then insert your Start-of-day disc in Drive A and, if you have a two-drive machine, your Drive B Start-up disc in Drive B. If you have set up any Drive A Start-up discs, then insert these in sequence when prompted on the screen. (Note: If you are not familiar with loading from Drive A Start-up discs, you will find details of the steps in the Update Information booklet, in the section on 'Updates to User Instructions'.)

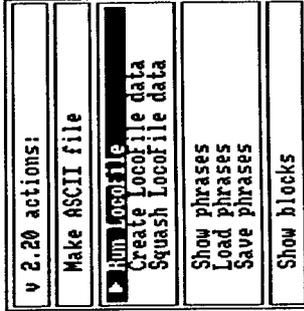
LocoScript 2 and LocoFile should then both be loaded: you should see LocoFile and its version number added to the messages on the first screen. When the software is fully loaded, the standard Disc Manager Screen appears: the overall appearance of this screen is not changed by loading LocoFile.

Note, however, that some extra files may have been copied to Drive M. Provided that there is sufficient room on Drive M, datafiles with the filetype .DAT on your Start-of-day disc(s) are automatically copied to the corresponding group on Drive M so that these are available whichever data discs you subsequently use in your disc drive(s).

You can, if you wish, confirm from the Disc Manager Screen that LocoFile has been loaded by displaying the f1 Actions menu. When LocoFile is loaded, this menu includes some extra options:

The f1 Actions menu available when you are editing a document is also extended to include a Run LocoFile option.

**Note:** If you have a two-drive machine and you specifically want to work with datafiles on the Samples disc, one possibility is to load with the Samples disc in Drive B in place of your normal Drive B Start-up disc. Then all the datafiles on this disc will automatically be copied to Drive M for you. (However, you won't have access to the files that are normally copied to Drive M from Drive B.)



## 1.2 Calling up datafiles

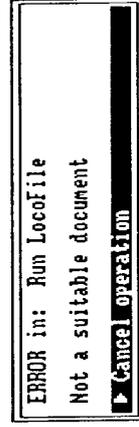
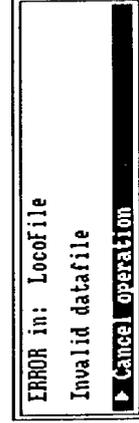
To use the information in a LocoFile datafile, you need to run LocoFile and load the datafile containing the information you require. This datafile can either be stored on the disc in a disc drive or on Drive M, though we would always recommend having the datafile on Drive M (provided there is room for it, of course) so that you take advantage of the greater speed of this drive.

There are two places within LocoScript from which you can run LocoFile and load a datafile: from Disc Manager Screen and while you are editing a document. Both use the option to 'Run LocoFile' in the current f1 Actions menu; however, the precise details of these actions are slightly different. Once you are using LocoFile to inspect one datafile, you can also move over to working with another datafile without leaving LocoFile.

Details of all these actions are given below.

**Note:** (i) If the disc on which the datafile is opened is write-protected (or on a PCW8512, you are using a Drive A disc in Drive B), then the datafile will be opened but it will be held in a 'Locked' state in which you will be able to inspect the records and extract information but you will not be able to make any changes to the file or to 'Unlock' it. (Note: Details of how you can lock a datafile yourself are given in Section 1.3 below.)

(ii) If a datafile has been corrupted (for example, because the disc was removed from the drive while LocoFile was still displaying the data) or the file you pick out is not a LocoFile datafile, LocoFile will spot this as it tries to load the file and it will display an Alert message:



In either case, the only option you are offered is to Cancel the operation. Corrupted datafiles can be restored, at least in part, by 'squashing' the file. For more information, see Appendix III 'Troubleshooting'.

## Calling up datafiles from the Disc Manager Screen

When calling up a datafile from the Disc Manager Screen, the first step is to pick out the datafile you want to use with the File cursor.

When the File cursor is in place, press **[F]** to display the Actions menu, move the Menu cursor to Run LocoFile (either by using the Cursor keys or by pressing the **R** key) and press **[ENTER]**. LocoScript then displays one of its standard Selection menus, giving details of the file you picked out.

Check that you selected the correct file and then press **[ENTER]** to confirm the selection. LocoFile now opens your chosen datafile and displays the record that was on the screen the last time the file was used. (If you pick the wrong file, it is usually easiest to press **[CAN]** and pick out the file afresh.)

Make whatever use you want of the file.

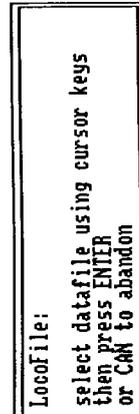
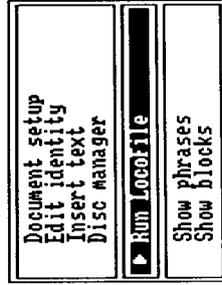
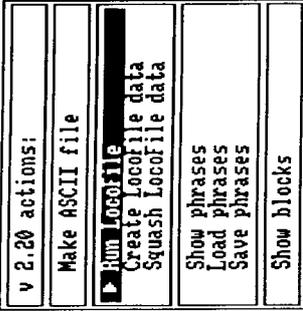
**Note:** You cannot call up datafiles in this way if you are using the Disc Manager Screen while editing: you must leave the Disc Manager and return to your document, and then call up the datafile as described below.

## Calling up datafiles while editing a document

While editing a document, all you need to do to call up a datafile is press **[F]** to display the Actions menu, move the Menu cursor to Run LocoFile (either by using the Cursor keys or by pressing the **R** key) and press **[ENTER]**.

LocoFile's standard response is to display the last-used record of the last-used datafile – so that you have a very quick route between your document and the datafile from which you are picking out information.

If this datafile isn't available (because you have removed it from the drive) or this is first time LocoFile has been used since loading LocoScript, LocoFile displays the Disc Manager Screen, together with a message telling you to pick out the datafile you require:



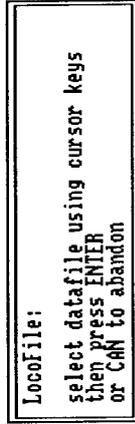
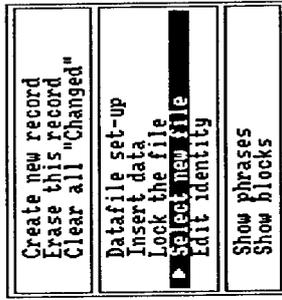
Select the datafile with the File cursor and press **[ENTER]**. LocoScript then displays one of its standard Selection menus, giving details of the file you picked out. Check, and if necessary change, the details in this menu and then press **[ENTER]** to confirm the selection. LocoFile now opens your chosen datafile and displays the record that was on the screen the last time the file was used.

Make whatever use you want of the file.

## Changing to a different file

You can move over to using a different datafile at any time: you don't have to leave LocoFile first. The steps are as follows:

With the current datafile on the screen, press **[F]** to display the Actions menu, move the Menu cursor to Select new file (either by using the Cursor keys or by pressing the **S** key) and press **[ENTER]**. LocoFile then displays the Disc Manager Screen, together with a message telling you to pick out the datafile you require:



Select the datafile with the File cursor and press **[ENTER]**. LocoScript then displays one of its standard Selection menus, giving details of the file you picked out. Check, and if necessary change, the details in this menu and then press **[ENTER]** to confirm the selection. LocoFile now closes the datafile you had been working on and opens your chosen datafile, displaying the record that was on the screen the last time this file was used.

**Note:** If you displayed the current datafile from the Disc Manager Screen, you may find it just as easy to move to another datafile returning to the Disc Manager Screen (by pressing **[EXT]**), picking out the new datafile and then re-entering LocoFile as described above – effectively starting again.

### 1.3 Locking a datafile

Unless you are actually changing a datafile, we recommend locking it. Locking a datafile secures it against being accidentally changed. Once a datafile has been locked, you:

- can't add or remove records
- can't change any of the details in any of the records
- can't change the Datafile Set-up (as described in Part III of this User Guide)
- can't clear the 'Changed' markers on any of the records

To signal this, the message 'Locked' appears above the top righthand corner of the card on the screen (in the slot usually occupied by the 'Changed' marker) and the options available in the f1 Actions menu are much reduced. You will also find that, if you try making changes to the card on the screen, your PCW will bleep.

However, you can still carry out all the actions you need to look up and copy information from the records in the datafile. You can:

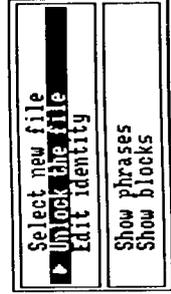
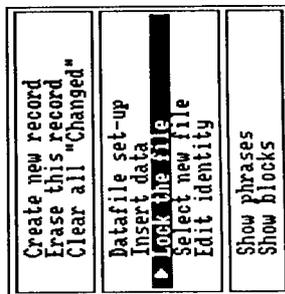
- display different records, both by using [PAGE] and by using the Goto menu
- change the index that is currently being used
- use the Extract menu to copy information from one or more of the items
- print the datafile, either in part or as a whole (as described in Chapter 5)

(Note, however, that printing the changed records doesn't clear the 'Changed' markers when the file is locked; indeed, if you want both to print a datafile and to preserve the 'Changed' markers, lock the datafile before printing it.)

Both locking and unlocking the datafile are carried out using the f1 Actions menu.

To lock the file, press [L] to display this menu, move the cursor to Lock the file (for example, by pressing L) and press [ENTER]. The current record is immediately marked 'Locked' over the top righthand corner of the card. To unlock the file again, press [U], check the cursor is on Unlock the file and press [ENTER]. The 'Locked' marker is then removed.

**Note:** If the datafile you call up is stored on a disc which is write-protected (or on a Drive A disc used in Drive B), this is automatically locked by LocoFile - giving you the same reduced set of features to use. The f1 Actions menu cannot be used to unlock such a file; indeed the Unlock the file option isn't even offered. Instead, you need to Exit from the datafile, remove the write-protection from the disc and then call up the datafile afresh.

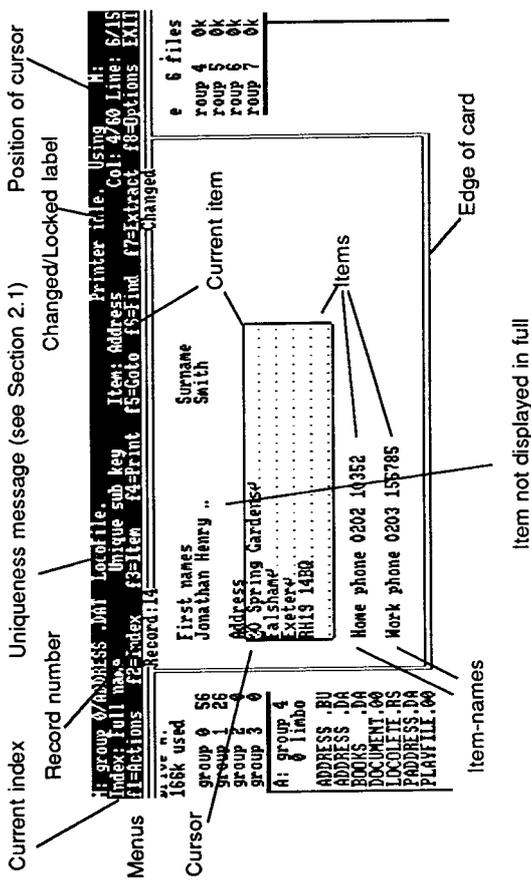


### 1.4 The display

When you call up a datafile, LocoFile clears an area of the screen large enough for a card from this datafile and then uses this area to display the record that was on the screen the last time this datafile was used. The remaining part of the display continues to show the screen you were working on when you called up LocoFile (ie. the Disc Manager Screen if you loaded from that or a section of the document you are editing).

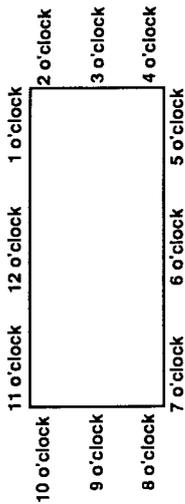
The Information lines also change, in particular giving you a new set of menus to work with.

The display on the screen mimics the cards you might have in a card index. Each item of information occupies a separate 'box' on the card. The full information associated with this item is normally displayed in this box but if there is more information than can be displayed, this is shown by continuation dots in the bottom righthand corner.



Each item normally has an item-name, though these are not obligatory. (If LocoFile needs to display a name for an unnamed item (either in a menu or on the Information lines), it will give this as @ followed by the coordinates of the top lefthand corner of the item and the message unnamed - for example, @4,9 unnamed when this position is column 4, line 9). The item-name is usually used to label the item's box.

This label can be placed in any of 12 positions around the box. These positions correspond nicely with the 12 clock positions which are therefore used to describe them in the menu used to define a new item or change an existing item.



The size of each item may or may not be obvious, depending on the Display options that are currently selected. As when editing a document, you have the choice (through the f8 Options menu) of either showing or hiding blanks, spaces and carriage returns: when blanks are displayed, the extent of each item box can clearly be seen.

You can also see the extent of an item very clearly whenever the cursor is on it. Then LocoFile draws a box around the item to show that it is the 'Current' item. The name of the current item is automatically shown on the second Information line. Which item is the current item is irrelevant for many of the actions within LocoFile but it is important, for example, when you are setting up a new index.

Cards are normally designed to fit on the screen so that the whole of each record can be seen at once. Cards can, however, be up to 80 columns (ie. characters) wide and 99 lines long, and you can have up to 50 separate items on a card. To fit on the screen, cards need to be no more than 27 lines long.

Where the card is too long to fit on the screen, this is shown by 'Continuation' arrows at the bottom and/or the top of the screen.

Where the card is larger than the screen, you have to scroll the card on the screen before you can see the remaining items. This happens automatically as you move the cursor down towards the bottom of the screen (or up towards the top), in exactly the same way as a long document will scroll as you cursor through it.

Record: 2

Job Title Filing Clerk

Description Keeping customer records up to date

Skills Filing

Salary 4,500 to 5,500

Company Scrooge and Sons

Address 228 High Street Littleton Barks

Contact J Wrighton

Phone 125683

## 1.5 Displaying different records

The record displayed on the screen at any time is the only one that you can inspect, extract information from, update or remove. To carry out these actions on other records, you first need to display these records.

LocoFile contains four built-in options for displaying different records:

- go to the next record
- go to the previous record
- go to the first record
- go to the last record

You can also move straight to a particular record (by using LocoFile's Goto and Find menus). This is described in Chapter 2 'Searching for information'.

Each of the built-in options is available either as a quick keystroke or as an option in the f5 Goto menu. (The options in the Goto menu are provided as an alternative to remembering a particular keystroke.) The keys used are the ones used for the equivalent movements through a document – to the next page and to the beginning and the end of the document.

**Goto:**

- ▶ Record with this key
- Next record of current index
- Previous record of current index
- First record of current index
- Last record of current index

Go to next record      PAGE

Go to previous record    ALT + PAGE

Go to last record      DOC

Go to first record      ALT + DOC

(Note: The Goto menu doesn't always show the full range of options. LocoFile is intelligent enough not to offer the option to go to the next record or to the last record when you are already on the last record of the index, or the options to go to the previous record or the first record when you are on the first record.)

If you try to step beyond either the first or the last record in an index, you will see the following Alert message:

No more records

The order in which the records appear to be ordered depends on the current index that is selected. (The current index is shown on the second Information line.) You step through the records in either alphabetical, numeric or date order of the data in indexed item(s). How to change the index that you are working with (and hence the order of the records) is described in Chapter 2.

As you display each record, you see the same part of the record (so if the current record is scrolled, then the new record will be similarly scrolled). The cursor normally stays in same position as well - except where the index you are using is one that uses alternative Main Keys or alternative Sub Keys (see Chapter 9), making the record appear more than once in the index. Then, to help you keep track of whereabouts you are in the index, the cursor automatically jumps to the item on the record that is used in the current key.

**Note:** Where the index uses either alternative Main Keys or alternative Sub Keys, then it is possible for the record shown on the screen not to change as you step through the records. This will happen where different keys for the same record follow each other in the current index. However, the cursor movement should make it clear that this is happening.

## 1.6 Moving round the card

The LocoFile display includes a cursor which you can use to point to different parts of the card on the screen. The current position of the cursor is shown on the second Information line. For instance Col : 47/60 Line: 18/20 tells you the cursor is on column 47 (of 60) and line 18 (of 20).

When the cursor is positioned on one of the items on the card, this item is automatically redrawn with a box around it to show that it has become the 'Current item'. (Note that the cursor must actually be on the item, or immediately to its right, for the item to become the Current item. Positioning the cursor on the item-name is not sufficient.)

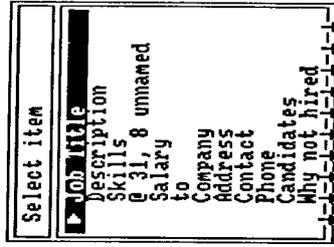
For some actions (for example, extracting information from a record), the position of the cursor is irrelevant; other actions (such as updating the data in a record) involve positioning this cursor.

As with all cursors in LocoScript, you can move the cursor by pressing the Cursor keys. You also have the option of holding down **[SHIFT]** at the same time as you press the Cursor keys. This gives a similar result to holding down this key while editing the document: the cursor makes larger movements.

LocoFile also has some special quick keystrokes for moving from item to item:

- Pressing **[ENTER]** takes the cursor to the start of the next item (working from left to right, and from top to bottom)
- Pressing **[RELA]** similarly takes the cursor to the start of the previous item.

You can move directly to an item by using the Item menu, which you bring onto the screen by pressing **[I]**:



To move to a particular item, simply move the cursor to the item you require and press **[ENTER]**. (If the list of items on the card is too long to fit in the menu, you will see Continuation arrows at the top and bottom of the menu, just like the ones you see when you use the Set menu, for example.)

The Item menu is especially useful for moving round larger cards, in particular to items that you need to scroll the screen in order to display. One of its advantages is that it tries to ensure that the whole of the selected item is shown on the screen - something that is less easy to achieve by using **[ENTER]** or **[RELA]** or cursoring to the item.

Within an item, you can use Textual Movement keys such as **[WORD]** and **[EOI]** to position the cursor. In the main, these keys have the same actions that they do while you are editing a document. For example, pressing **[EOI]** takes the cursor to the end of the current line. However, **[PAGE]** simply moves the cursor to the start of the line after the next **[←]**. (Full details are given in Chapter 4 'Updating the datafile'.)

## 1.7 Leaving LocoFile

To leave LocoFile and clear away the datafile from the screen, you simply press **[EXIT]**. You then return to whatever task you were doing before you called up the datafile. So if you called up the datafile from the Disc Manager Screen, you return to the Disc Manager Screen; if you called it up while editing a document, you return to working on this document with the Text cursor exactly where you left it.

When you want to return to the datafile, simply use the f1 Run LocoFile option, as described in Section 1.2 above. This is a particularly slick operation where you are going between a document you are editing and a datafile.

# Searching for information

This chapter describes how you go straight to the record in the datafile you require. LocoFile has two techniques for picking out records. You can either identify the record you want by telling LocoFile the entry it has in the index, or you can give LocoFile the details of a piece of text that is in the record you want and tell it to look through the records until it finds this piece of text. Which technique you use depends on how much you know about the record you're trying to find.

The first method uses the Goto menu and is rather like the Find page option you have while editing a document. You tell LocoFile the index entry you want and it goes straight there. This works very quickly but it needs you to know the index entry for the record you want.

The second method uses the Find menu and is very much like Finding pieces of text within a document. You tell LocoFile the piece of text you want and it searches through all the items on the records to find this. This is rather slower but you don't need to know what the record is indexed under to find the information you want. Moreover, the piece of text you find can be anywhere in an item – it doesn't, for example, have to be at its start or specially marked in any way.

The Find method works almost regardless of which index you are working with – the index merely dictates the order in which LocoFile looks through the records to find the one you want. The index that's selected is, however, crucial when you use Goto. Details of how you select the index you want are given in Section 2.3 below.

## 2.1 Going to a particular record

This section describes how to go straight to the record you want, using the Goto menu.

In outline, all you do is check which index the datafile is currently using (if necessary, select another index); use the f5 Goto menu and give as much information as necessary to identify the record that you want; and press **[ENTER]**. LocoFile will then display the entry you want.

The key to the technique is the record's entry in the current index. In order to pick out the record you require, you need to be able to tell LocoFile what this is.

The entry for a particular record in an index is either the record's record number (in the case of the Record number index) or it is constructed from the information in one or more of the items on the record. The details of the index specify which item or items are used in constructing the index entries.

Precisely how the index entry – or 'Key' – is constructed depend on whether the index entries are to be ordered alphabetically, numerically or by date but the details don't matter here (they are given in Chapter 9 if you are interested). For the purposes of using the Goto option, all you need to remember is that if the item is less than 30 characters, LocoFile uses the whole item in the index but if the item is more than 30 characters long, then just the first 30 characters are used.

In practice, all you need to know are the details in one or two of the items in the record you want. For example, to pick out the record with Joe Smith's address, just knowing the surname Smith and the first name Joe is probably sufficient – even if you have more than one Joe Smith in the datafile. (Where you have records with the same index entry, LocoFile picks out the one with the earliest record number but from there you can simply use **PAGE** to step through the records until you pick out the one you actually want.)

The other thing you need is for the current index to suit the information you know about the record. For example, when you know the surname and the first name, you need the current index to be one that uses at least the Surname item and perhaps the First name item as well.

You can find out what indexes are available for your datafile and their make-up by using the Inspect index option in **f2** Index menu, as described below in Section 2.3.

### The steps

The first step is to select an appropriate index – ie. one that indexes the records on one or more of the items of information that you know.

The name of the current index is shown on the second Information line. If this index isn't suitable for the information you know, use the **f2** Index menu to select an appropriate index: details of the steps you need are given below in Section 2.3. (If there isn't an appropriate index, you should either create one (as described in Section 6.3.1) or use the Find feature described in Section 2.2 below.)

Once the current index has been selected, press **[S]** to display the Goto menu.

The top section of the menu will have either one or two lines, depending on whether the records are just indexed on a single 'Main Key' item (or a number of alternative Main Key items) or on both a Main Key item and a Sub Key item (or a number of alternative Sub Keys items). (Details of the various types of index that LocoFile supports are given in Chapter 9.)

```
Goto:
▶ Record with this key
  Next record of current index
  Previous record of current index
  First record of current index
  Last record of current index
```

```
Goto:
▶ Record with this key
  Next record of current index
  Previous record of current index
  First record of current index
  Last record of current index
```

Simply type in the top section of this menu the details that are in the Key items in the record you want, putting the details of the Main Key item on the top line and the details of any Sub Key item on the second line. If necessary, use the **[ ]** key to clear away any details that are already shown: these are simply the details of the last search that was made, left there in case you want to make a similar search again. If an item is longer than 30 characters, just type the first 30 characters. (Note: If an item is sorted numerically, then you only need to type the number part of the item, but can if you wish type other characters as well. For example, in the case of a Price item £24.95, you can type either 24.95 or £24.95.)

Note that you only need to type as much of this key as you think is needed to identify the required record. If the index is sorted alphabetically, a couple of characters may be enough; if the index is sorted numerically, you may only have to give the part of the number that comes before the decimal point. In particular, where the index uses a Sub Key item, you don't need to specify this unless you know you need this extra information to distinguish between, for example, John Smith and Joe Smith. However, if you do give any of the Sub Key, then you should give the whole of the Main Key. Unless you give the whole of the Main Key, the Sub Key is ignored. (You can however ignore any trailing spaces.)

The option you want – Record with this key – is automatically selected for you (ie. has **▶** alongside it), so when you have finished typing the key(s), simply press **[ENTER]**. If a record with this key exists, it is displayed immediately; if the record is not found, LocoFile displays the record that would be after the record you specified, if that record had been in the file (or the last record in the file), together with the following Alert message:

```
No match found
Going to following record
```

If you simply mistyped the index entry you gave to Goto, it's likely that you're either looking at the record you wanted, or you can readily get there by using **[PAGE]**. For example, if you were looking up an author called Jones in the book catalogue file, and accidentally typed Joned, you would still end up at the right record as Jones would come after Joned if there were such an author in the file. But if you mistyped Jones as Kones, you would probably need to step back through a few records – or use the Goto menu again. When you bring this menu onto the screen again, it retains the details of the last key you gave it to search for: so you can simply correct your mistake and press **[ENTER]** to go to the correct record.

When the new record is displayed, you see the same part of the record (so if the current record is scrolled, then the new record will be similarly scrolled). The cursor stays in same position as well – except where the index you are using is one that uses alternative Main Keys or alternative Sub Keys (see Chapter 9), making the record appear more than once in the index. Then, the cursor automatically jumps to the item on the record that is used in the current key.

## Uniqueness

When you go to a record, either by using the Goto menu or by stepping, LocoFile uses a message on the second Information line to let you know whether there are other records in the datafile that have the same index entry as the one currently displayed on the screen.

There are three options for what can be displayed on the second Information line:

- **Unique.** This means that no other record has the same Main Key as the current record
- **Unique sub key.** This only appears when the current index works on both a Main Key item and at least one Sub Key item. It means that there is more than one record with the same Main Key but there is no other record with the same Sub Key.
- **No message.** This means that there is at least one other record in the datafile that has exactly the same entry in the current index. If the index just works on one or more Main Key items, it means that another record has the same Main Key; if the index uses both a Main Key item and a Sub Key item, it means that at least one other record has both the same Main Key and the same Sub Key.

## 2.2 Finding a particular piece of text

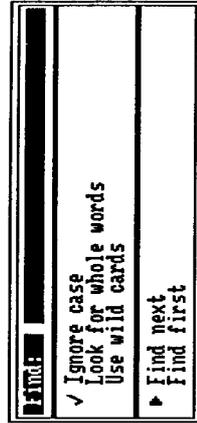
Find is a more flexible way of finding a record than using Goto. You give LocoFile the piece of text to search for, and LocoFile searches each item in sequence until it finds this text.

The advantages of this technique are that you can:

- Search for text in any item in a record, not just items that are used as item keys in the Current index
- Search for just part of the text in an item – say, part of a description or a street in an address
- Use wildcards to search for text that fits a particular pattern
- Tell LocoFile to ignore the case of the text it's searching for or take it into account, as appropriate
- Say whether LocoFile should only search for whole words or widen its search to include text that forms part of a larger word

Moreover, you do this in very much the same way as you find pieces of text in a document you are editing. The disadvantage of Find is that it is very much slower than Goto, precisely because it does search every item in each record.

Finding pieces of text uses LocoFile's Find menu. Display this on the screen by pressing **[F]**.



LocoFile's Find menu resembles the Find menu that you can use while you are editing a document and works in a similar way. The slot at the top of the menu is where you type in the text you're trying to find; the section below allows you to refine the search by specifying the search options you require.

Type the Find text in the slot at the top of the menu. This can be up to 30 characters long and you can search for any of the characters you can legally have in an item, including **←** – just as in the standard Find menu.

### The Search options

After typing the Find text, you then need to set the search options you require. The three options are similar to the three options you have when finding text in a document:

- **Ignore case:** tells LocoFile to pick out the text in any combination of upper case and lower case characters. When this option isn't selected, LocoFile will only pick out instances that exactly match the given text.
- **Look for whole words:** tells LocoFile to ignore instances of the text you give that are incorporated into other words. When this option isn't selected, LocoFile will pick out all instances of your Find text, regardless.
- **Use wild cards:** allows you to give LocoFile the 'pattern' of a word or a few words to look for rather than the exact words by putting in ? wherever you want to represent 'any character'. When this option isn't selected, LocoFile looks purely for the characters you specify in the Find text.

Set the options you require by moving the Menu cursor to the option and pressing **[E]**; clear any options you don't require by moving the cursor to the option and pressing **[C]**.

### The Find options

Finally, you need to specify whether you want LocoFile to search for the text starting from your current position in the file or from the first record in the current index. Select **Find first** if you want it to start its search at the beginning of the index; select **Find next** if you want the search to start at the next record.

• *When you press **[ENTER]**, LocoFile searches through the records until it finds an item containing the given Find text. It then stops, displaying the record containing this item on the screen and leaving the cursor at the start of the text. If this is not the instance you were searching for, then press **[F]** followed by **[ENTER]** to find the next. But note that the search continues from the next record in the index, so LocoFile won't find other instances of the Find text on the same record.*  
(Note: You can abandon the search by pressing **[STOP]**, waiting for LocoFile to pause and then pressing **[STOP]** again.)

## 2.3 Setting the current index

The current index dictates the order in which the records in a datafile appear to be arranged, for example when you step through the records using the **[PAGE]** key. It also affects the details that you need to give when you want to go straight to a particular record.

The name of the index that is being used at any time is displayed on the second Information line. You can change over to a different index by using LocoFile's Index menu. The steps are as follows:

First press **[Z]** to display the Index menu. This gives you a list of the names of all the indexes that are available for the datafile, with a tick beside the index that is currently selected.

To select a different index, simply move the Menu cursor to the index you require and press **[E]**, check that the option to Use this index is selected and then press **[ENTER]** to confirm your choice. The datafile immediately changes to the new ordering.

### Inspecting the index you select

The Index menu just lists the names that have been given to the various indexes that are available. These names are like the names of Paper Types – while they probably give enough information to work on, they don't tell you the full details of the index.

To see the full details of the index you select, use the option to Inspect index at the bottom of the Index menu. When this option is selected, you see a description of the index you have picked out – in much the same way as the 'Show Paper Type' option in Document Set-up shows you a description of your chosen Paper Type. The only difference is that you can't change any of the details of the index.

INDEX NAME: SURNAME
Main key: Surname
Alphabetic, no case

When you have finished looking at the details of the index, press **[ENTER]** to return to the Index menu and then either select a different index or move the cursor to Use this index and press **[ENTER]**.

# Taking information from a datafile

A useful feature of LocoFile is the way you can move information from a record in a datafile into a LocoScript document without retyping it. Moving information in this way is a two stage process:

1. Copy the information you want from a record into one of LocoScript's blocks (or phrases)
2. Switch from your LocoFile datafile to a LocoScript document and paste the contents of the appropriate block wherever you need it.

You can also use the information in a LocoFile datafile in LocoMail master documents. This is explained in Chapter 10, 'Further ways of processing the datafiles'.

The technique that you use to copy information into a block depends on whether you want to

- Extract one or more whole items from the record, or
  - Copy part of the information contained in an individual item
- The two techniques are described below.

**Note:** If you want to pull information into a LocoScript document from a number of records (say, from most, if not all, the records in the datafile), then the best way to do this is to use LocoMail. See Chapter 10, 'Further ways of processing the datafiles' for more information.

## 3.1 Extracting whole items

Typically the information that you want from a record will either be the contents of one item or a combination of a number of separate items. For example, when taking information from an address file, you probably want to take the person's full name and their address – information that you have probably got stored in separate items (Title, First name, Surname and Address, say).

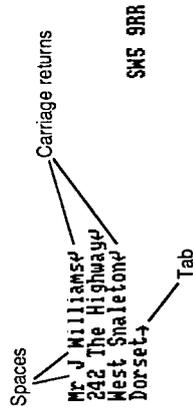
LocoFile has a special feature to handle this task – the Extract feature. This allows you to specify the items you want, then combines the details contained in these items into a single block of text and stores it in one of LocoScript's blocks. You can then paste this block into your document, exactly as if you had set it up by the standard Copy and Cut techniques.

In combining the different details, LocoFile has to decide how to arrange the separate items in the finished block of text. To do this, it applies the following simple rules:

- the items are taken in their standard order - ie. the order they appear in working left to right; top to bottom from the top lefthand corner of the card
- the whole of each item (including any information that is not actually shown on the screen) is extracted before the next item is started
- consecutive items with no vertical overlap (ie. items which don't use any of the same lines on the card) are separated by `↵`
- consecutive items that do overlap vertically are separated by a space, unless either the item-name on the first item is to the right of the item (clock positions 2, 3 or 4) or the item-name on the second is to the left of the item (clock positions 8, 9 or 10) when the items are separated by tabs
- if an item that would normally be separated from the next item by a space is empty, then this space is not inserted. But if it would normally be from the next item by a tab or a carriage return, this character is still inserted.

For example, on the following card:

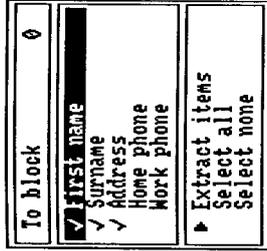
Record: 114	
Title	Initials Surname
Mr	J Williams
Address	
242 The Highway	
West Shaleton	
County	Dorset
Postcode	SMS 9RR
Phone	0203 155785



This system can work very well for you if the items on the card are arranged with these rules in mind. When setting up a new datafile, you are advised to think about the items you will want to extract in deciding where to place the various items on the card (see Chapter 7, 'Creating a new datafile'). Details of how you change the positions of items and item-names in an existing datafile are given in Chapter 6.

### The steps

Extract only takes information from the record that is currently on the screen, so the first task is to display the correct record (for example, by using Goto as described in Chapter 2). When the correct record is on the screen, press `[F7]` to display the Extract menu.



**Note:** The order of the items shown in the menu reflects the order they will be picked out in - ie. the order they appear in working left to right; top to bottom from the top lefthand corner of the record. If continuation arrows are shown on the menu, this means that there are more items to be shown. Press `[I]` to scroll down the menu to see these; press `[O]` to scroll back up the menu to re-display the items towards the top of the list.

Initially, this menu displays the number of the block it expects to copy the information to and shows ticks beside the default selection of items to be extracted. If this is precisely what you want, then simply press `[ENTER]`. The data in these items in the current record is then copied to the specified block. (Note: The default selection of items and the block to which these are copied are defined in the file's Datafile Set-up and can be changed: for details, see Chapter 6, 'Changing the Set-up of an existing file'.)

Alternatively, change both the block number and the selection of items to suit the task you want to do.

The block number is changed simply by typing the required number and pressing `[ENTER]` in usual fashion. The selection of items can either be changed individually (by pointing to the item with the Menu cursor and pressing `[E]` or `[O]` as appropriate) or en masse. At the bottom of the menu are three options: Extract items, Select all and Select none. Select all and Select none save you time by setting and clearing respectively all the items in the record at once. (Alternatively, you might use a mixture of these techniques - for example, starting by using Select all and then clearing the couple of items you don't want by moving the Menu cursor to them and pressing `[O]`.)

When the block number and the selection of items to be extracted are as required, check that Extract items is selected (i.e. has the `▶` symbol beside it), and then press `[ENTER]`: the items are then combined and copied to the specified block.

You can now paste the combination of items into a document wherever and as many times as you want.

*Remember that you can use the `[F1]` 'Show blocks' option both to remind yourself of what you have stored in the various blocks and to throw away 'old' blocks (by using `[O]` if, for example, you run out of space on Drive M. This option is available in all `[F1]` Actions menus - both within a datafile, while you are editing a document and from the Disc Manager Screen.*

### 3.2 Copying part of an item

Small amounts of information – part or all of an individual item – can be cut or copied into blocks or phrases in the usual way. (Note: If you want a whole item, it's normally quicker to use Extract as described in Section 3.1 above.)

Simply position the cursor at the start of the section of text you want to copy and press **[COPY]**; then move the cursor to end of the text you require, press **[COPY]** or **[CTRL]** as appropriate and enter a block number or a phrase letter – exactly as you do when editing a document.

Once the text is in the block or phrase, you can pop out of LocoFile, into a LocoScript document and paste the text in where you need it using **[PASTE]**.

**Important:** This technique can only be used to copy details within a single item: it cannot be used to copy information that is spread across a number of different items. If you want information from a number of items, we recommend you either to copy these pieces of information separately or to use Extract as described in Section 3.1 above, paste in the complete information and then delete the parts that you don't require.

## Updating a datafile

As well as using the information already in a datafile, you also need to be able to change the datafile so that it contains the information you want. This chapter describes how to change a LocoFile datafile by:

- adding new records (ie. cards)
- erasing out-of-date records
- changing individual items on a card

(There are also other changes that you might like to make to a datafile, such as adding extra items to each card or changing its layout. These changes are described in Chapter 6, 'Changing the Set-up of an existing datafile'.)

This chapter also covers the associated action of squashing a datafile. This compacts it by clearing out all redundant space in the datafile, for example the space left where out-of-date records have been erased.

The changes are made to the copy of the file that you are currently working on and effectively happen immediately. They are, in fact, recorded on disc when you move off the record you are changing, either to display another record, or to leave LocoFile. The 'old' version of the record is then put into Limbo, so that you can recover this version if you suddenly realise that the new version is seriously wrong in some way. LocoFile also puts the last record you erased into Limbo to give you the chance to recover records you throw away by accident. (Note, however, that LocoFile can only hold one old record in Limbo at any time – either the last record you erased or the last record you changed, whichever is the more recent.)

**Note:** New and changed records are automatically labelled as 'Changed'. This marks the record as one to be printed if you take the option to 'Print changes' (see Chapter 5). This 'Changed' marker is automatically cleared when the record is printed but you can also clear it by using one of the 'Clear Changed' options in the f1 Actions menu. The first of these options – Clear "Changed" – clears the Changed marker on the current record; the other – Clear all "Changed" – clears all the Changed markers throughout the datafile. You will most likely use these options if you have no need to keep an updated 'printed' copy of the datafile or if you are only ever interested in printing the whole of the file.

**IMPORTANT:** Unlike editing a LocoScript document, no Limbo version of the datafile is kept: so it is important to keep back-up versions in case of accident. Also if the datafile that you're working on is stored on Drive M, remember to copy the new version to disc when you return to the Disc Manager Screen. The copy you have stored on disc is not automatically updated.

## 4.1 Adding new records

This section describes how to add individual records to a datafile, for example adding the name and address of Mr Newman to your address file. If you already have information stored as records outside LocoFile, say in a LocoMail datafile, a LocoScript document or an ASCII file, you can add these to a LocoFile datafile as a group by using a special technique known as 'Inserting data'. This is described in Chapter 8, 'Inserting data from other datafiles'.

Adding new records to an existing LocoFile datafile uses the Create new record option in the f1 Actions menu. It doesn't matter where you are in the datafile or which index you're currently using when you select this option: just select the option and LocoFile will display a new, empty record, ready for you to fill in the details. Immediately you leave the record, either by asking to create another new record or by moving on to some other task, LocoFile automatically adds that record to your datafile and updates all the indexes in the file.

**IMPORTANT:** You may run out of space on the disc you are using at the point that LocoFile tries to add your new record to the datafile. If this happens, LocoFile will display the standard Disc is full Alert message, with the usual options either to Run disc manager or Cancel operation.

The way to preserve the record you have just prepared is to note which drive the message tells you is affected, then select Run disc manager and clear some space on the drive that is affected. Once you have cleared some space, press **EXIT** to return from the Disc Manager. LocoFile will then add the new record to your datafile. If you choose Cancel operation, you automatically exit from the datafile which is then left in an invalid state. This is not recommended. For a start, you will have to squash the datafile before you will be able to use it again.

(If you need to make space on Drive M, you should note that one of the printer files on that drive may be in use. You will not be allowed to erase this file until you have taken special steps to close the file. These steps are given in the 'Update Information' leaflet that was supplied with your copy of LocoFile.)

### The steps

Depending on what you keep in your datafile, it can be a good idea to start by checking that you don't already have an equivalent record to the one that you want to add. Test this by using the Goto option as described in Chapter 2. If there isn't a record containing similar information, then you will see the 'Record not found' Alert message.

Once you're ready to add a new record, press **F1** to display the Actions menu. Note that you don't have to be in a particular place in the datafile or using a particular index when you do this: you can literally be anywhere in the datafile.

Check that the Menu cursor is on Create new record and press **ENTER**. A new card appears on the screen, with all the items labelled but with nothing in them. Notice its record number, shown above the top lefthand corner of the card. You cannot change this number. Record numbers are allocated in order to each record as it is created and each number is unique to a particular record: the numbers are never re-used within a datafile, even when records are erased.

<p>▶ Create new record Erase this record Clear all "Changed"</p>
<p>Datafile set-up Insert data Lock the file Select new file Edit identity</p>
<p>Show phrases Show blocks</p>

LocoFile puts the cursor at the beginning of the first item, ready for you to begin typing. The order in which you enter items is not important. Simply move round items in any order you like, typing the data you require. Use **ENTER** and **RELAY** to move quickly between items. Items can be left blank if they don't need an entry or if you're not ready to fill them in yet. However, it is generally best to fill index items: records for which the index item is blank are placed at end of the index but they can't be picked out using Goto.

The moment you start typing, LocoFile marks the record as 'Changed' above the top righthand corner of the card.

Typing works pretty much as you would expect. You can use all the LocoScript characters and you can use all the normal text preparation techniques, including using blocks and phrases to move text around or to insert standard phrases. As you approach the end of a line, the text is automatically 'wrapped' onto the next line, like it is in a LocoScript document: you don't need to put in any carriage returns except where you need them – for example, in an address. (Note, however, that excess spaces are not 'sucked' into the margins in the way that they are in a LocoScript document.)

What you can't do is put any word-processing codes (such as (+UL) and (-UL)) into this text. If you try to insert them using the **UL** or **UL** keys or their associated menus, LocoFile won't accept them, and 'beeps' to let you know. If the blocks and phrases that you insert contain any of these codes, LocoFile will simply strip them out as the text is inserted.

Another thing to note is that you are intended to keep within the area that's marked out for each item. If you try to type too much, then LocoFile stops you at the edge of the item box: if you insert something in the middle of the item that causes the data to 'overflow', the last two characters in the item will be replaced by 'Continuation dots' to show that there is more information associated with the item than can be shown on the card. Leaving an item like this is not ideal: if necessary, you should change the Datafile Set-up so that the box for the item is big enough (for details, see Chapter 6, 'Changing the Set-up of an existing datafile').

## Recommendations

- (i) *Don't finish items with ←s except where you actually need a carriage return.*
- This applies in particular to items that will be extracted (see Section 3.1) or used in LocoMail master documents (see Section 5.3 and Chapters 10 & 11). LocoFile's own system for separating items is designed to ensure that the text will flow naturally from item to item: having extra ←s will ruin the flow.
- (ii) *Keep track of how much space is left in any item, where you've typed in any Carriage Returns, and where your spaces are by using the display options offered in the f8 Options menu.*
- This is like the LocoScript Options menu and it is used in exactly the same way:
- Blanks: All the unused, or blank, parts of an item are shown as dots.
  - Spaces: All the spaces in an item are shown as ^
  - Returns: All the Carriage Returns in an item are shown as ←.

## 4.2 Erasing records

When you no longer require a record in the datafile, you can erase it from the file by using the f1 'Erase this record' option.

The only record you can erase is the one currently displayed on the screen. So start by displaying the record you want to erase (for example, by using Goto as described in Chapter 2).

When the correct record is displayed, press [F1] to display the Actions menu, move the Menu cursor to Erase this record and press [ENTER]. LocoFile then erases the record from the file and updates the indexes. The next record in the index is now displayed – unless you delete the last record when you will see a message telling you that LocoFile is positioning you on the (new) last record. (If you delete the only record in the file, however, you are simply given a new blank card – because there has to be at least one record in any datafile.) **Note:** The record number of any erased card is never re-used.

The record has effectively been thrown away for good but it can, in fact, be recovered. LocoFile keeps the last record you threw away (or changed) as a 'Limbo record': this provides a safety net in case you erased the record by accident. To recover it, press [F7] to display the Actions menu again but this time select Recover from Limbo and press [ENTER]: the record is then restored to the datafile and displayed on the screen – to show you the record that has been recovered. (Once you have done this, there is no longer a record held in Limbo and so the option is omitted from the menu until you throw away or change another record.)

**Note:** When you erase a record, you actually just erase the entries for this record in the indexes. The space that was occupied by the record remains in the datafile, effectively as wasted space. LocoFile will, however, try to re-use the space for another record. The presence of this wasted space is recorded in the datafile's Identity text as x% of file free. Having a few percent of the file as wasted space doesn't make a significant difference to the size of the datafile but when the percentage grows to, say, 10 or more, then you can save space on disc by 'squashing' the file: this erases all the wasted space thereby making the file more compact. Details of how you squash a datafile are given in Section 4.4 below.

## 4.3 Changing information

To keep any datafile up-to-date you need to make changes to the information stored in it, perhaps retyping a misspelled word, adding some extra information to an item or correcting something that's no longer right. This section looks at the job of updating the information on one particular record.

Before you can make changes to any record, you have to display the record on the screen (for example, by using Goto as described in Chapter 2.)

You then simply move the cursor to the part of the information you want to alter and make whatever changes are appropriate – exactly as if you were changing the text in a LocoScript document. As with any change to the datafile, the alterations you make are recorded in the datafile when you move off the record – either to inspect another record, to add another record or when you leave LocoFile.

To move the cursor, you can simply use Cursor keys but you would probably start by using either the f3 Item menu or [ENTER] and [RELY] to move quickly to the correct item. (Remember, [ENTER] goes to the next item; [RELY] goes to the previous item). Once on the correct item, you would typically use Cursor keys to get precise positioning – but you also have the option of using the Textual Movement keys ([WORD], [EOL], [LINE] etc.). Most of these work exactly as they do when editing the document: the only special actions are [PAGE] which moves the cursor to the start of the line following the previous ← and [END] which moves the cursor directly to the end of the current item ([ACT] + [END] moves it to the start of the item).

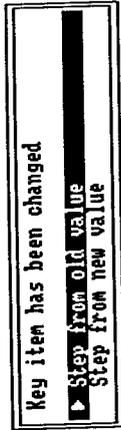
The actions involved in making the changes are exactly those you would expect. You can use all the LocoScript characters and you can use all the normal text preparation techniques, including using blocks and phrases to move text around or to insert standard phrases. You can also use the f8 Options menu to set the display of spaces, blanks, carriage returns that will help you work – just as you can when editing a document.

What you can't do is put any word-processing codes (such as (+UL) and (-UL)) into this text. Also, if you insert something in the middle of an item that causes the last two characters in the item to be replaced by 'Continuation dots', this indicates

that your data is overflowing the room allowed for it. You should change the Datafile Set-up so that the box for the item is big enough (for details, see Chapter 6, 'Changing the set-up of an existing datafile').

- When you have finished making changes to the record and step on to another record by using **[PAGE]**, LocoFile first checks whether the changes you have made have affected this record's position in the current index. (The index entry for each record is based on the first, up to 30 characters of each item that's used in the index, so changes you make to an item may well also change its index entry.)

If it has, LocoFile displays the following Alert message, offering you the choice of stepping onto the record that was used to follow this one in the index or of stepping onto the record that now follows the current record.



Move the cursor to the appropriate option and press **[ENTER]**.

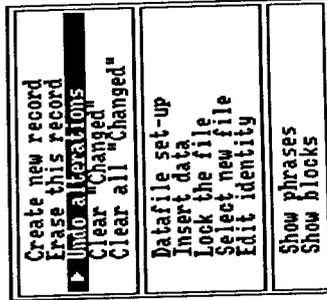
### Undoing alterations

You may change your mind about the alterations you've made.

Up to the time you move off the record onto another, you can wipe out all the changes you've made since you displayed it on the screen by selecting the Undo alterations option in the **f1** Actions menu. (Note: This option only becomes available once you have started to make changes to the record.)

Once you have moved onto another record, you can no longer Undo alterations. However, you will still be able to recover the old version of the record – provided you haven't either changed another record or erased one in the meantime. Simply press **[F7]** to display the Actions menu, move the cursor to Recover from Limbo and press **[ENTER]**. The new version of the record is then replaced with the version in Limbo, and the record is displayed on the screen so that you can see the version you now have.

(Note: The version you have replaced itself now goes into Limbo, so you could change your mind again...!)



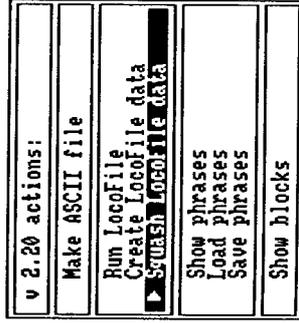
## 4.4 Squashing a datafile

When you erase a record from a datafile, the space that was occupied by the record remains in the datafile, effectively as wasted space. The presence of this wasted space is recorded as **% of file free** in the datafile's Identity text (which you can see, for example, by selecting the **Edit identity** option in the LocoFile's **f1** Actions menu).

Having a few percent of the file as wasted space doesn't make a significant difference to the size of the datafile but when the percentage grows to, say, 10 or more, then you can save space on disc by 'squashing' the file: this erases all the wasted space thereby making the file more compact. (Note, though, that it is not possible to squeeze absolutely all the space out of the file. As a result, small datafiles may still show a small percentage of wasted space even after squashing.)

Squashing can also recover – at least, in part – a file that has been corrupted. For details, see Appendix III, 'Troubleshooting'.

You can only squash a datafile at the Disc Manager Screen. Move the file cursor over the datafile you wish to 'squash' and display the Actions menu, by pressing **[F1]**. Note, you have to pick out the datafile you want to squash with the File cursor: you don't automatically squash the datafile you have been using.



Move the Menu cursor to Squash LocoFile data, and press **[ENTER]**. Check the details in the Selection menu that appears and then press **[ENTER]** again. LocoFile then proceeds to erase any wasted space from the datafile you selected: messages on the screen tell you how the squashing is progressing.

(If the file you picked out wasn't a datafile, then you just see the message 'Not a suitable document', together with the single option to Cancel the operation.)

The new squashed file is normally created as a separate file, with the old 'unsquashed' version left as a Limbo file. This gives you a back-up version to fall back on if anything goes wrong during the squashing.

However, this can only be done if there is room for a second copy of the datafile on the disc alongside the original datafile. If there isn't room, LocoFile has to write the squashed version of the datafile over the top of the original version. It is possible (though not very likely) that a problem may arise as the new file is written onto disc – leaving you without any copy of the datafile on your disc. For this reason, it is very important to have a back-up of the file. So first LocoFile displays the following Alert message with the Cancel option selected for you:

**WARNING: DO NOT SQUASH unless you have a copy of the file**

**Cancel operation**  
Continue

If you don't have a back-up copy of the datafile, select **C**ancel **O**peration. This returns you to the Disc Manager Screen, thereby giving you the chance to make a back-up copy before trying to squash the datafile again. If you do already have a back-up copy, simply move the cursor to **C**ontinue and press **E**nter.

The other problem you may have is that LocoFile may run out of working space on Drive M. If this happens, LocoFile will display its 'Disc is full' Alert message. As a rule, you should check that this message is indeed telling you that Drive M is full, then take the option to **R**un **d**isc **m**anager and make space on this drive; when you press **E**xit to leave Disc management, LocoFile will carry on squashing the file.

However, if you are squashing a datafile on Drive M, there may be no way of making sufficient space on this drive because the only files on Drive M are the ones involved in the squash – the datafile itself and a \$\$\$ file which is in fact the datafile that is being built. In this case, you will have to take the **C**ancel option. This leaves you with an invalid datafile – which you will need to move to a floppy disc and squash there before you will be able to use it again.

**Note:** If you have used the Squash option to recover a corrupted datafile, you may see other Alert messages. Details of these messages are given in Appendix III.2. If you see these special messages, you should also scan through the datafile to see what you have kept and therefore what you have lost in the way of information. You mustn't assume that all the information you had in the file will have been recovered. You could even have old versions of some of the records.

• *Squashing a datafile takes a little time. At the end of the process, the only perceptible difference will be that the datafile is (usually) smaller than it was. It will still contain all the same information and you will be able to use it exactly as before.*

## Printing from a datafile

After you have gathered information together into a LocoFile datafile, there will almost certainly be occasions when you want to print this information out in some form or another. You may, for example, want to produce a set of 'old-fashioned' index cards from the file – perhaps to replace or update the card index you operated before you got LocoFile. Alternatively, you may want to print address labels or phone lists or other types of summaries using data from your datafile.

There are a number of different ways of going about printing the information in a datafile – you can, for example, pull the information into a LocoScript document (using the Extract feature) and then print this document. However, the main options are to use either LocoFile's own print facilities or to use LocoMail, LocoScript's mailmerge program (automatically provided on a PCW9512).

If you want to produce or update a set of printed index cards containing the same information as the datafile, then the tool to use is LocoFile's Print Whole Record option. This prints records from a datafile, laid out as cards exactly as on the screen. Moreover, it gives you the option to print either the current record or all the records, giving you a complete set of printed cards, or just the records that have changed – allowing you to update an existing set of index cards.

LocoFile also gives you the option of printing extracts from records, rather like the extracts that you can copy from records and paste into LocoScript documents. This Print Extract feature is mainly intended to be used to print such things as labels which are laid out very simply, but it can (with a little care) be used to produce simple lists as well.

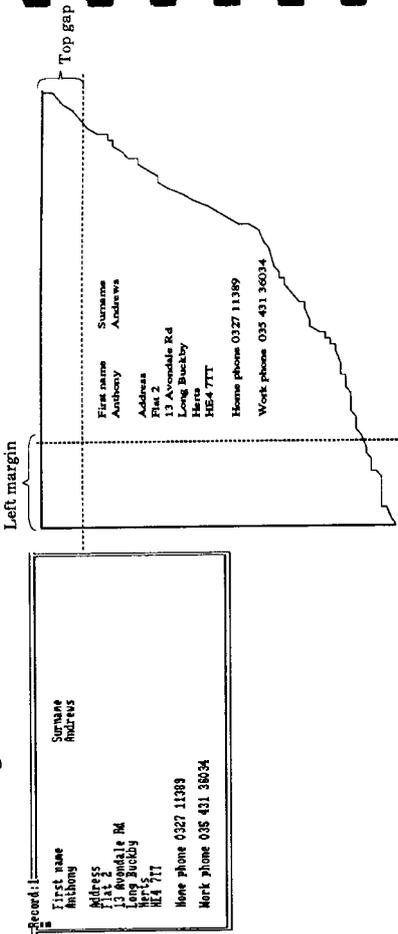
Where you want anything more sophisticated, the tool to use is LocoMail. With LocoMail, you can print as much or as little of the information as you want, in the layout you want and styled as you want. You can also put the information together into reports if you wish.

The main part of this chapter describes how to use LocoFile to produce index cards, address labels and simple lists. There is also a brief section (Section 5.3) on using LocoMail to print from a LocoFile datafile. If you have LocoMail, you may well want to adapt the LocoMail masters given in Section 5.3 to print more sophisticated labels and lists that you can use using LocoFile's print features: if you don't have LocoMail, this section will give you an idea of what you might achieve if you had.

• *If you ever want to abandon any of the tasks described in this chapter, you can always press **E**nter, wait for the program to pause and then press **E**nter again.*

## 5.1 Printing index cards

In this section, we describe how to produce a printed copy of the datafile in which each record is laid out pretty much as it is when displayed on the screen. You can use this to produce a paper copy either of the whole file, or of just the records that have been changed, or of one record – the record currently on the screen.



The important thing to remember when printing these cards is that LocoFile prints the card for each record at the top of a separate page. However, by pretending to use a different type of paper, it may be possible to print more than one card on each sheet of paper. How to manipulate the paper information is described in Section 5.1.2, but we strongly recommend becoming familiar with the steps involved in printing cards on separate pages before you attempt to print more than one card per page.

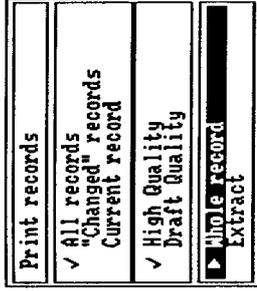
**Note:** Items that are truncated on the screen (ie. shown with Continuation dots at the end of the item) are also truncated when they are printed in this way. We strongly recommend changing the size of the item so that all the information can be both displayed and printed (see Section 6.2.1 for details). Note, too, the positioning of the card on the paper, immediately below the Top Gap and to the right of the Left margin that has been set up for the datafile (see Chapter 7).

### 5.1.1 The standard steps

The following steps describe how to print index cards, one on each page and on the printer and paper defined in the Datafile Set-up – the 'Intended' printer and paper for the datafile. If you want to print on some other printer or paper, then you can use standard LocoScript techniques to arrange that you have these set as the Current printer and/or paper before you start printing. (For details, see Sessions 19 & 20 of the LocoScript 2 User Guide or, if you have a PCW9512, Sessions 20 & 23 of the PCW9512 User Instructions.)

To print a datafile, the file needs to be displayed on the screen. Which record is displayed doesn't matter unless you just want to print the current record but, before printing multiple records, you should check that the Current index is the one that presents the records in the order you want to print them. In particular, you will probably want to change the Current index if it is one that has multiple Main Keys or multiple Sub Keys, because then the same record may be printed over and over again – once for each time the record appears in the index. (You may even want to create an index specifically for printing out the datafile.) If necessary, use the f2 Index menu to select an appropriate index – as described in Section 2.3.

When you have checked that a suitable index is selected, press **[F4]** to bring the Print menu onto the screen.



First select how much of the file you want to print – the whole datafile (All records), just the records that have been changed since you last printed the datafile ("Changed" records), or just the record shown on the screen (Current record). To do this, move the Menu cursor to the option you want and press **[E]** to select this.

Then select the print quality you want – High Quality or Draft Quality – exactly as you do when printing a LocoScript document.

Finally, check that Whole record is selected (ie. has **▶** beside it) and then press **[ENTER]**.

What follows is very much like printing a document. LocoFile first compares the current paper and printer with the intended printer and paper for the datafile and, where there are differences, it displays the usual Alert messages so that you can change over to the paper and printer intended for the datafile. (Details of the printer, paper type, character pitch and line pitch used for printing are recorded in the Datafile Set-up; see Chapter 7, 'Creating a new datafile' for instructions on how to set these.)

After that, you just need to keep the printer supplied with paper. Except when you are just printing the current record, LocoFile displays a message on the screen telling you how it is progressing.

**Note:** If you are printing either the whole datafile or the changed records, LocoFile automatically clears the Changed marker on each record as it prints it so that the record won't be printed again the next time you opt to print just the changed records. If, for some reason, you don't want these markers to be cleared, then lock the datafile before you start (as described in Section 1.3).

### 5.1.2 How to print more than one record per page

Printing each record on a separate page can be wasteful of paper, particularly where your 'cards' are only short but the paper you are printing on is A4 single sheet or 11" continuous. If your cards are, for example, just 20 lines long then you ought to be able to fit three records onto each sheet of 11" paper.

LocoFile always uses a separate page for each record: this is what it is designed to do. However, with a little bit of trickery, we can make it actually print a number of records on the same sheet of paper. This is best done on continuous stationery though, by being slightly more devious, you can print multiple cards on single sheet stationery as well. Here we will concentrate on printing on continuous stationery. (If you need to print multiple cards on single sheet stationery, then read Section 5.2.2 where we look at printing lists of information from a datafile.)

What you do is use a Paper Type that tells LocoFile that each page is a fraction of its actual length. For example, if you want to print three records per page of 11" continuous stationery (66 lines long), then you use a 'false' Paper Type that describes paper that is only one third of this length - ie.  $66/3 = 22$  lines long. LocoFile then believes that there is a new sheet of paper to use every 22 lines, and happily prints one record per 'pretend' page - ie. three records per actual page. Of course, you must choose page lengths that divide exactly to the actual page lengths or you will find that some of the records are printed over the perforations between the sheets.

The details of this 'false' Paper Type can be set up as and when you need to use it, but if you will frequently want to print on this size of pretend page, then we would recommend setting up the details as one of the standard Paper Types recorded in your Settings file. You could then set it as the Intended Paper Type for the datafile if you wish. (Setting up Paper Types is described in Session 19 of the LocoScript 2 User Guide or Session 20 of the PCW9512 User Instructions. Setting up the Intended Paper Type for a datafile is described in Section 7.1.4 of this LocoFile guide.)

Unless you do set your 'false' Paper Type as the Intended Paper Type, you will need to set up the Paper Type containing the details of the 'pretend' pages as the Current Paper Type *before* you print the datafile. To do this, press **[F4]** to go into LocoScript's Printer Control State, press **[R]** to display the Paper menu, and then proceed as follows:

- If the 'false' Paper Type is recorded as a standard Paper Type, simply move the Menu cursor to the name of this Paper Type, press **[H]** to select it and then **[ENTER]** to Use Paper Type (this option is the default option and so should automatically have the **▶** beside it showing that it is selected). Then press **[EXT]** to leave Printer Control State and return to using LocoFile.

- If the 'false' Paper Type is not recorded as a standard Paper Type, move the Menu cursor to Show Paper Type and press **[ENTER]**. A menu then appears, showing the current paper details. Simply work through these details setting the values for your 'false' Paper Type. In particular, you *must* remember to select Continuous stationery and to ensure that the Ignore paper sensor option is cleared - ie. no tick beside it. You should also give the false Paper Type a different name so that there is no confusion about the type of paper you want to use. (Session 19 of the LocoScript 2 User Guide or Session 20 of the PCW9512 User Instructions describes how these settings are made.)

When all the settings are as you want, press **[ENTER]** to return to the Paper menu, move the cursor up one line to select Use Paper Type, then press **[ENTER]** again. Then press **[EXT]** to leave Printer Control State and return to using LocoFile.

When you come to print your cards, follow the same steps as in Section 5.1.1 above except that when the Alert message appears telling you that the Current paper and the Intended paper are different, select the Use current option. The records will then be printed one per 'pretend' page, rather than one per actual page.

## 5.2 Using LocoFile to print labels and lists

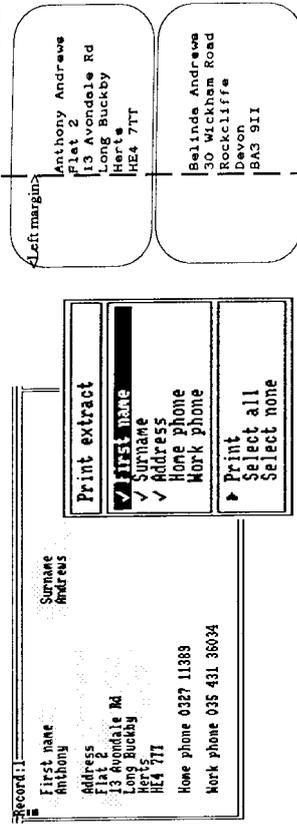
In this section, we describe how to use LocoFile's Print Extract feature. This feature was included in LocoFile to give you a way of printing labels from address files, but with a little bit of care, it can also be used to print simple lists. The main feature to note is that the output isn't very sophisticated. The text is simply taken from each record as if it had been extracted (as described in Section 3.1) and then pasted at the top lefthand corner of a new page, starting at the Left margin that has been set up for the datafile (see Chapter 7). As when printing index cards, LocoFile expects to use a new page for each record from which it prints an extract.

However, you can get this simple approach to work well for you if you arrange the items you want to extract to suit the output you require. The rules you need to bear in mind in arranging the items are much the same as the ones you need to follow for the normal Extract feature, though there are a couple of minor differences:

- The items are taken in their standard order - ie. the order they appear in working left to right; top to bottom from the top lefthand corner of the card.
- The whole of each item (including any information that is not actually shown on the screen) is extracted before the next item is started. Moreover, no attempt is made to wrap the text at any (non-existent) righthand margin.
- Consecutive items with no vertical overlap are separated by **↵**.
- Consecutive items that overlap vertically are separated by a space or a tab, according to the same rules as the normal Extract feature. Note, however, that because no tab positions can be set, tabs appear as single spaces.
- If an item that would normally be separated from the next item by a space is empty, then this space is not inserted. But if it would normally be separated from the next item by a tab or a carriage return, this character *is* still inserted.

### 5.2.1 Printing labels

This section describes how to use the Print Extract feature to print labels from an address file on your standard labels stationery. (We assume you have set up your labels stationery as one of your standard Paper Types, as described in Section 19 of the LocoScript 2 User Guide or Session 20 of the PCW9512 User Instructions.)



You can use similar steps to print information from any datafile but do remember that the text is arranged very simply and that the details from each record are placed on a separate page. If you want anything more sophisticated – for example, labels for just a selection of the people on your address list or the information laid out in a particular way – then you need to use LocoMail. (See Section 5.3.)

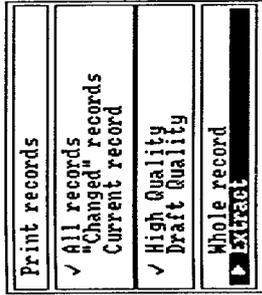
The most important thing to remember when printing labels is to set up your labels stationery as the Current Paper Type *before* you start to print. LocoFile will still offer to change to the Intended Paper Type for you but this Paper Type will be the one currently specified for printing 'cards' on (as described in Section 5.1) – it will not be your labels stationery.

To set the Current Paper Type, press [F7] to go into LocoScript's Printer Control State and press [F3] to display the Paper menu. When the Paper menu is displayed, move the Menu cursor to the name of your labels stationery, press [Enter] to select it and then [Enter] to Use Paper Type. (This option is the default option and so should automatically have the arrow beside it, showing that it is selected.) Then press [Exit] to leave Printer Control State and return to using LocoFile.

When you come to print the labels, you need to be displaying one of the records from the datafile on the screen. Which record is displayed doesn't matter unless you just want a label from the current record but you should check that the Current index is the one that presents the records in the order you want to print them. If necessary, use the F2 Index menu to select an appropriate index – as described in Section 2.3. (You may even want to create an index specifically for printing out your labels.)

In selecting the index to use, remember that an index with multiple Main Keys or multiple Sub Keys could print the same record over and over again – once for each time the record appears in the index.

When you have checked that a suitable index is selected, press [A] to bring the Print menu onto the screen.



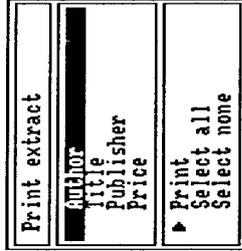
First select how much of the file you want to print. When printing labels, you are likely to want either All records (so that, for example, you print a label for everyone in your address list) or Current record when you just want one particular label.

To select the 'amount' option you need, move the Menu cursor to this option and press [Enter].

Then select the print quality you want – High Quality or Draft Quality – exactly as you do when printing a LocoScript document.

Now move the cursor to Extract and press [Enter].

LocoFile then displays a further menu, which allows you to specify the items you want to print the information from. This menu is just like the F7 Extract menu and it works in very much the same way. The main section of the menu is a list of all the items in the records, with the standard Extract items already ticked. As with the F7 Extract menu, the range of items selected can either be changed individually or en masse by using the Select all and Select none options. When the items you want are all selected, check that the Print option is selected (ie. has arrow beside it) and then press [Enter].



What follows is very much like printing a document. LocoFile first compares the Current paper and printer with the Intended printer and paper for the datafile and, where there are differences, it displays the usual Alert messages. *Be careful to choose the option to print on the Current printer and paper: in particular, do not select the option to use the Intended paper.*

After that, you just need to keep the printer supplied with paper. LocoFile displays a message on the screen telling you how it is progressing.

### 5.2.2 Printing lists

In this section, we describe how to use LocoFile's Print Extract feature to print lists of information from a LocoFile datafile. We have included this because it is possible to do but, if you have LocoMail (as you automatically will have if you have a PCW9512), we would always recommend using this instead. LocoMail can do the job very much better because it is much more flexible in the ways it can handle the information from a datafile.

Record: 1	Surname Andrews
First name Anthony	Anthony Andrews
Address 1st, 2nd 100 Middle Rd Herts UK 4 7TT	0327 11389 Belinda Andrews 0228 12247 Eric Carleton 08251 25976 Fred Connell William Drew Violet Eastern 08031 67512
Home phone 035 431 38034	

Print extract
<input checked="" type="checkbox"/> Surname <input checked="" type="checkbox"/> Address <input checked="" type="checkbox"/> Home phone <input checked="" type="checkbox"/> Work phone
<input type="checkbox"/> Print <input type="checkbox"/> Select all <input type="checkbox"/> Select none

Printing lists of information from LocoFile uses very much the same steps as printing labels, described in Section 5.2.1. Again we should point out that the information is only laid out very simple-mindedly. The difference between printing labels and printing lists is that, with a list, you don't want to print the extract from each record on a separate page. LocoFile can only print extracts on separate pages, so this section is all about fooling LocoFile into believing that it is using separate pages for each extract.

### The basic principle

You make LocoFile print extracts from a number of records on the same sheet with the same bit of trickery that was used in Section 5.1.2 to print a number of index cards on the same sheet of paper. In other words, you use a Paper Type that tells LocoFile that the paper you are using in the printer is divided up into shorter pages – in this case, each just a few lines long. Again, we would recommend using continuous stationery for this operation: using single sheet stationery requires extra steps and is described in a special section below.

Suppose, for example, that each entry in your list takes up just two lines. The 'false' Paper Type to use in this case is one that describes paper that is 3 lines long. LocoFile then believes that there is a new sheet of paper to use every 3 lines and happily prints one extract on each 'pretend' page, putting a one-line gap between each two-line extract. On 11" continuous stationery (66 lines long), this will give you extracts from 66/3 = 22 records on each page.

The details of this false Paper Type can be set up as and when you need to use it, but if you will frequently want to print on this size of pretend page, then we would recommend setting up the details as one of the standard Paper Types recorded in your Settings file. (Setting up Paper Types is described in Session 19 of the LocoScript 2 User Guide or Session 20 of the PCW9512 User Instructions.)

You will need to set up the Paper Type containing the details of the 'pretend' pages as the Current Paper Type *before* you print the datafile. To do this, you simply press **[F10]** to go into LocoScript's Printer Control State, press **[F3]** to display the Paper menu, and then proceed as follows:

- If the 'false' Paper Type is recorded as a standard Paper Type, simply move the Menu cursor to the name of this Paper Type, press **[F4]** to select it and then **[ENTER]** to Use Paper Type (this option is the default option and so should automatically have the **▶** beside it showing that it is selected). Then press **[EXIT]** to leave Printer Control State and return to using LocoFile.
  - If the 'false' Paper Type is not recorded as a standard Paper Type, move the Menu cursor to Show Paper Type and press **[ENTER]**. A menu then appears, showing the current paper details. Simply work through these details setting the values for your 'false' Paper Type. In particular, you *must* remember to select Continuous stationery and to ensure that the Ignore paper sensor option is cleared – ie. no tick beside it. You should also give the false Paper Type a different name so that there is no confusion about the type of paper you want to use. (Session 19 of the LocoScript 2 User Guide or Session 20 of the PCW9512 User Instructions describes how these settings are made.)
- When all the settings are as you want, press **[ENTER]** to return to the Paper menu, move the cursor up one line to select Use Paper Type, then press **[ENTER]** again. Then press **[EXIT]** to leave Printer Control State and return to using LocoFile.

When you come to print the extracts, you simply follow the same steps as in Section 5.2.1 above.

### Using single sheet stationery

If you want to print lists on single sheet stationery, you not only have to mislead LocoScript about the paper length: you also have to pretend it's continuous stationery (so that LocoScript doesn't wait for you to load fresh paper after printing each "page").

Pretending that single sheet stationery is continuous would seem to be asking for LocoScript to print off the bottom of the paper. Continuous stationery is normally hundreds of sheets long whereas A4 single sheets are just 11½" long. But in fact you have a built-in safeguard against printing on the platen – the paper sensor. The function of the paper sensor is to send a signal to LocoScript when it detects the end of the paper. Paper types for single sheet stationery normally opt to Ignore paper sensor because LocoScript knows to stop at the end of each page anyway. With continuous stationery, you need LocoScript to respond to the signal from the paper sensor because it's the only way LocoScript can know that it's at the end of the paper.

On the PCW8256/8512's built-in printer, this sensor stops you printing about four lines from the bottom of the page, giving you 60 usable lines on your A4 stationery (its full length of 70 lines, minus the 6 lines that are wound through then the paper is loaded and minus these four lines at the bottom). This 60 lines can be used as

10 pages of 6 lines, 12 pages of 5 lines, 15 pages of 4 lines,... just as you wish. So all you need to do is set up a Paper Type that describes Continuous stationery of the page length you require, with zero Top and Bottom Gaps and the Ignore paper sensor option cleared. (Session 19 of the LocoScript 2 User Guide or Session 20 of the PCW9512 User Instructions describes how these settings are made.)

The fact that the 8256/8512's built-in printer is stopped after 60 lines is very convenient because of the way 60 is divisible by so many useful numbers. But that doesn't make this technique exclusive either to the built-in printer or to A4 sheets of paper because, wherever the printer stops, you can get the printer to finish the current page before you need to load fresh paper. All you actually need to ensure is that it is possible to print a whole number of your pretend pages on the paper you are using, without printing in the bottom half inch where the paper is not held securely. (Note: Some printers stop a long way from the bottom of the page: for example, the PCW9512 printer stops 17 lines from the bottom. In such cases, the techniques described here can still be used but we really would not recommend this when your false pages are only a few lines long.)

The way it works is as follows.

When you first load your single sheet paper, the printer's loading mechanism automatically positions the paper ready to print 1" down the page. This will be the start of the first of your pretend pages.

As you print, LocoScript simply prints pretend page after pretend page until the paper sensor triggers it to stop. The point at which it stops could be the end of one of your "pages" but it may be part way down a "page", even if according to your arithmetic it ought to be at end of the page. (The paper can slip slightly in the printer.) So unless you are certain the current page has been printed, it is best to assume that it hasn't and proceed as follows:

First press **[F7]** to go into Printer Control State; then press **[A]** to bring the Actions menu onto the screen. When the menu is displayed, move the cursor to the **Finish** page option that has been added to this menu. Press **[ENTER]** and then **[EXIT]** to leave Printer Control State. LocoScript will then finish the current page and stop again - whereupon you can load fresh paper and continue as before.

## 5.3 Using LocoMail to print

In this final section, we look at the results you could get by using LocoMail to print the labels and lists you require.

LocoMail, like LocoFile, is an add-on program that works with LocoScript. Its job is to merge items of information into a pre-prepared document (known as a Master document) which contains special instructions marking the places where the information is to be inserted. The result of this operation is a fully finished document, laid out and styled exactly as if you had typed it all yourself.

The data for the finished document can come from a number of different sources - from typing at the keyboard, from a LocoMail datafile, from other sorts of datafile 'dressed up' as LocoMail datafiles, or from a LocoFile datafile. Where the information is being taken from a datafile, LocoMail normally produces one finished document for each record in the datafile but it can pull information from a number of records into one document - even the whole datafile. You can also be selective about which records are used.

The way the data is handled is controlled by some special LocoMail instructions in the Master document, picked out by the special codes (+Mail) and (-Mail). The simplest (and commonest) type of instruction is (+Mail) *item-name* (-Mail) which tells LocoMail to insert the item of information with this item-name at this point in the document. Other instructions (outside the scope of this brief introduction) perform rather more complex actions.

The following looks at the LocoMail Master documents you might use to print labels and lists, similar to the ones described in Section 5.2. We hope to show you how LocoMail is a much more powerful way of printing your data, but still simple to use.

If you have LocoMail on your system, then you will be able to type in these Masters and merge them with the example datafiles. The steps for merging a LocoMail Master document with a LocoFile datafile are exactly the same as those for merging it with as LocoMail datafile.

However, before modifying these Masters to work with your own datafiles, you should read the first part of Chapter 11. There are some special rules about how you represent LocoFile items in a LocoMail Master document. If all your LocoFile names are single words involving just the letters a...z, these names can be used directly in the Master document, but changes have to be made if any of your names are more than one word or involve any special characters (Greek or Cyrillic characters, punctuation marks or symbols). These changes are explained in Chapter 11.

*Labels and lists are only a couple of the ways in which your data can be processed by LocoMail. For instance, LocoMail can provide you with powerful reporting writing facilities. For more details, see Chapter 10 'Further ways of processing the datafiles' - and, of course, the LocoMail User Guide.*

### 5.3.1 Printing labels

Name and address labels similar to the ones LocoFile prints require only a very simple Master document – involving just the (+Mail) *item-name* (-Mail) instruction described above and the (+Mail) \$=*index* (-Mail) instruction that selects one of the datafile's indexes.

For example, to print names and addresses from ADDRESS.DAT in Surname order, all you would need is a document set up for your labels stationery (including suitable margins) that contains the following instructions:

```
(+Mail)$="Surname" (-Mail) ← Selects the Surname index
(+Mail)First_name(-Mail) (+Mail)Surname(-Mail) ←
```

```
Inserts First name and Surname from
the current record
```

```
(+Mail)Address(-Mail) ←
Inserts the address from the current
record
```

Notice how the name of the First name item in the LocoFile datafile is written as First\_name. If the LocoFile name for an item is more than one word, you need to use underlines to link the separate words together when putting this name in your LocoMail Master document. (Note: This is just one of the special rules that apply when representing LocoFile items in a LocoMail master document. For full details, see the first part of Chapter 11.)

Merge this Master document with ADDRESS.DAT and addresses will be printed, one per label down the sheet in very much the same way as LocoFile did.

```
Record:1
First name Anthony
Surname Andrews
Address
Flat 2
13 Avondale M
Long Bucky
Herts
HE4 7TT
Home phone 0327 11388
Work phone 035 431 36034
```

```
Anthony Andrews
Flat 2
13 Avondale Rd
Long Bucky
Herts
HE4 7TT
```

```
Belinda Andrews
30 Wickham Road
Rockcliff
Devon
BA3 9IT
```

Even with such a simple task, what you can do with LocoMail that you can't do with LocoFile is style your labels. For example, just by putting Bold codes at either end of the second line as follows, you could produce a set of labels with each name emboldened.

```
(+Bold)(+Mail)First_name(-Mail) (+Mail)Surname(-Mail)(-Bold) ←
```

The following, slightly more complicated, Master document is able to print labels just for addresses in London – a task completely outside the range of LocoFile's print features.

```
(+Mail) $="Surname" ← Selects the Surname index
# Address # "**London*" : < : * : > (-Mail) ←
```

Checks whether current record is for an address in London: if it isn't, LocoMail moves on to the next record without printing anything.

```
(+Mail)First_name(-Mail) (+Mail)Surname(-Mail) ←
```

Inserts First name and Surname from the current record

```
(+Mail)Address(-Mail) ←
Inserts the address from the current
record
```

Again, the Master document needs to be set up for your labels stationery.

Note: The # Address # "\*\*London\*" instruction used above actually looks to see if the letters LONDON appear anywhere in the current Address. It doesn't specifically check that the Town part of the address is London. Unfortunately, this means that addresses in London Road etc. will also be selected. There are ways of overcoming this problem but these are outside the scope of this brief introduction.

### 5.3.2 Printing lists

When you want to print lists, LocoMail gives much better results than LocoFile's Print Extract feature. With LocoMail, there's no need to pretend that you are actually printing on a different type of paper and you can readily add styling, tabs, extra pieces of text...

```
Record:1
First name Anthony
Surname Andrews
Address
Flat 2
13 Avondale M
Long Bucky
Herts
HE4 7TT
Home phone 0327 11388
Work phone 035 431 36034
```

```
Anthony Andrews
Belinda Andrews
Eric Cariton
Fred Connell
William Drew
Violet Eastern
Urula Gilbert
Shella Maynard
Sally Owen
Ruby Peters
Jack Richards
Nicola Smith
Adrian Smith
John Smith
```

```
Tel: 0327 11389
Tel: 0228 12247
Tel: 08251 25976
Tel:
Tel:
Tel: 08031 67512
Tel: 091 142 1596
Tel: 092 214630
Tel: 0923 12497
Tel: 043 51 5958
Tel: 0693 16 7854
Tel: 0202 103151
Tel: 026 419406
Tel: 0202 10352
```

The key advantage of LocoMail here is that you can pull information from the whole datafile into the one single document that becomes your list. With LocoFile, each entry in your list is handled as a separate document and you have to indulge in strange manoeuvres just to get different entries on the same piece of paper.

The core of the Master document to produce a list is simply a set of (+Mail) *item-name* (-Mail) instructions that pull in the relevant information from a single record of the datafile. The required spacing and styling instructions are also included here – *outside* the LocoMail instructions, so that they will be taken as part of the document and not as part of the LocoMail instructions.

For example, the core of a Master document to produce a phone list from ADDRESS.DAT might be:

```
(+Mail)First_name(-Mail) (+Mail)Surname(-Mail) → Tel:
(+Mail)Home_phone(-Mail) ←
```

This core is put into a group of instructions which are executed once for each record in the datafile, so that the result is a single document containing the name and phone number of everyone in the address list. The complete Master document is:

```
(+Mail)$="Surname" ←
Loop="(+Mail) ←
First_name(-Mail) (+Mail)Surname(-Mail) → Tel:
(+Mail)Home_phone(-Mail) ←
@Surname %Loop(-Mail) ←
```

Selects the Surname index  
Defines the instructions that are to be repeated

Advances to the next record

Repeats the loop until the end of the file is reached (provided every record contains a Surname). Depending on the datafile you are using, @Surname won't always be the best instruction here: what you need is *@item* where the item you specify is one that is never empty.

## Part III: Datafile Set-up

This part of User Guide looks at creating your own LocoFile datafiles and modifying the structure of existing ones. It also describes how to convert other types of datafile that you might have stored on disc into LocoFile datafiles. These datafiles will probably be datafiles that you have set up to use with LocoMail but they don't have to be: they can simply be ASCII datafiles, for example from a database program that you run under CP/M on your PCW. You don't even have to have LocoMail on your system.

The actions described in this part of the User Guide involve setting and changing the Datafile Set-up. The Datafile Set-up records the overall details of a datafile – in very much the same way as the Document Set-up records the overall details of a document. **Note:** The Datafile Set-up cannot be changed in a locked datafile.

An important area of Datafile Set-up is indexing. Because of the range of different index types LocoFile supports, this is a topic in its own right and is covered in full in a separate chapter (Chapter 9). The chapters on setting up new datafiles and changing the set-up of existing files, describe their operations as if only handling the simplest type of index (indexing on a single item). When you want to set-up more complex indexes, you should refer to Chapter 9.

The order in which you study the chapters in this part of the User Guide is not important. However, we would recommend changing the set-up of existing datafiles before you embark on designing your own. That way, you will learn basic techniques for positioning items, etc. first and so will be able to concentrate on getting the design right when you come to setting up your own datafiles.

*• Don't feel obliged to study this part of the User Guide simply because it is here. You won't necessarily need to create any new datafiles or change any existing datafiles; if the sample datafiles supplied on the LocoFile Master disc provide all the files you want, then use these. If you would just like to modify the structure of an existing file, work through Chapter 6 and omit the others.*

# Changing the set-up of an existing datafile

As you work with an existing datafile, you may find that you want to:

- change the size of the cards - for example, so that they can accommodate more items
- change the size of the items on the card; add extra items; remove items you don't need
- add new indexes; remove indexes, or
- change the standard Extract details (ie. the items that are normally selected and which block these are copied to)

All these details are recorded in the datafile's Datafile Set-up, along with details of the paper, printer etc. that you will use if you print the datafile. So to change these details, you need to go into Datafile Set-up.

To do this, you need to display a record from the datafile on the screen (which record doesn't matter). Then press **[F7]** to display the Actions menu:

Now, move the Menu cursor to Datafile set-up and press **[ENTER]**. The display on the screen then changes:

```

Create new record
Erase this record
Clear all "Changed"
▶ Datafile set-up
  Insert data
  Lock the file
  Select new file
  Edit identity
Show phrases
Show blocks
    
```

```

# group @ADDRESS .BAJ Datafile set-up. Printer idle. Using M:
#4 records in 8k file (4% free) Item: None Col: 1/60 Line: 1/15
#1=Actions #2=Index #3=Item #4=Card #5=Printing #7=Extract #8=Options EXIT

160k used 1
group 0 56
group 1 26
group 2 0
group 3 0
(A: group 1
  2 limbo
  ACCENTS .TX
  ADDRESS .LS
  DISCIPLIN .L
  DOCUMENT .OL
  INQUIRE .EG
  INTRO .TX
  MAIL .TX
  MISTAKE .EG
  SPELL .TX
  TABS .EG
  3k | | SIMPLIA .PRI 3k
  SIMLEB .PRI 3k
  )
e 8 files
roup 4 0k
roup 5 0k
roup 6 0k
roup 7 0k
8 files
files
1 8k
2 2k
3 2k
4 2k
5 16k
6 4k
    
```

The main change to the screen is that the record that was displayed is now replaced by a blank card which is the same size and carries the same set of items. However, here there's no data in the items – just dots marking out each item box. You also have a new set of menus to work with.

The blank card acts as the 'Pattern' for displaying the records in the datafile.

We will now see how to use this Datafile Set-up mode to change the size of the card, the range of items on the card, the indexes that you have available and the standard Extract details.

When you have finished changing the Datafile Set-up, simply press **[EXIT]**: you are then returned to the datafile itself, and to the same record as before. However, this record will now be showing any changes you have made to the layout of the card.

**Note:** There are also other aspects of a datafile that you can change through the Datafile Set-up – for example, you can also change the paper and the printer that will be used if you print the datafile. However, these are things that you are much more likely to think about when setting up datafile in the first place – so the details of setting these are given in Chapter 7, 'Creating a new datafile' rather than here. Refer to Chapter 7 when you want to change these.

## 6.1 Changing the size of the card

When you want to change the size of card, you use the Datafile Set-up's Card menu: this is brought onto the screen by pressing **[F5]**.

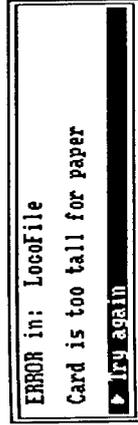
The menu that appears is a Settings menu covering all aspects of the card's format. The features that we are interested in here are its Card width and Card height, given at top of menu. The Width records the number of columns (ie. characters) there are across the card; the Height records the number of lines the card is deep. (The other options are all to do with printing the datafile and don't directly concern us here.)

To change the size of the card, simply move the cursor to the relevant line of the menu, type the new value and press **[ENTER]**.

Note that the maximum Width you can set is 80, and the maximum Height is 99. The values you set also need to be suitable for printing the cards in the given Character Pitch and Line Pitch on the paper the datafile is set up for. The supplied datafiles are all set up for A4 paper, Character Pitch 10 and Line Pitch 6 – so the cards for these files can be up to maximum width but only up to 61 lines long (the length of an A4 page less the Top and Bottom Gaps). (**Note:** There is a table in Appendix II, 'Quick reference' giving the maximum width and height that you can have on some standard paper types – A4, A5 and 11" continuous (fanfold).)

When you have set up the details that you require, check that Use this format is selected and then press **[ENTER]**. If the height you have given is suitable for the type of paper and line pitch that are set, the Pattern card is then redrawn at its new size. **Note:** The items on the card retain their old positions relative to the top lefthand corner of the card.

If the size you've specified is not suitable, then you will see one or other of the following Alert messages, depending on whether the card you have specified is too long for the paper that's set or too small for the current arrangement of items.



With the cursor on **Try again**, press **[ENTER]**. The Card menu is then re-displayed so that you can change either the height or the printing details. For example, you might change the Line Pitch to 8 to give you more lines: on A4 that will give you a maximum of 81 lines to work with.

## 6.2 Changing the items on the card

The items on a card can be changed in a number of different ways. You can:

- change the details of existing items (size, position, name etc.)
- set up new items, or
- remove items altogether

All of these changes are made within Datafile Set-up.

**IMPORTANT:** Removing the 'old' item and replacing it by a new item is not a valid way of changing the size, position etc. of one of the current items on the card. The moment you remove the 'old' item, you automatically lose all the data associated with that item. This data cannot be recovered (except by going back to your back-up version of the datafile).

### 6.2.1 Changing the details of an existing item

To change the size, position etc. of an item, you first have to make it the current item by moving the cursor to it (for example, by using **[ENTER]** and **[RELAY]**).

When the cursor is in position (and the item is outlined with a box), press **[F3]** to display the Item menu, check that Change item is selected and press **[ENTER]**. You then see a menu showing the current details.

Name: Home phone	
<input type="checkbox"/>	Hide the name
<input checked="" type="checkbox"/>	Show the name
Place at	10 o'clock
Item width	25
Item height	1
Column	15
Line	12

<input checked="" type="checkbox"/>	Change item
<input type="checkbox"/>	Remove item
<input type="checkbox"/>	Select item

Only appears when an item-name is set

What most of these details represent should be clear – for example, the Item width setting records the item's current width in columns (characters). The Column and Line details give the current position of the top lefthand corner of the item. The Hide the name option allows you to set whether the item name is to be displayed on the screen or not: when this option is ticked, the name isn't shown.

The only detail that may need some explanation is the o'clock figure which is shown if the item is named. This simply describes whereabouts around the item the name is shown by matching it to one of the 12 clock positions.

Any of these details can be changed. The menu is a standard LocoScript Settings menu, so to change any of the numbers in the menu, you simply have to cursor to the appropriate line of the menu, type the new value and press **[ENTER]**. Similarly, to change the name of the item, cursor to the top line of the menu and change the name by the standard editing techniques. The full range of characters you can use in the name are listed in Appendix II, 'Quick reference' but in general we would recommend just using the letters A...Z in these names, particularly if you intend merging the datafile with any LocoMail Master documents (see Chapter 11).

Note, though, that clearing the name entirely (for example, by pressing **[F4]**) automatically makes the item unnamed and the section describing its position is closed up. However, this section automatically opens again when you start typing, with all the previous settings retained.

When the details are set as you require, press **[ENTER]**. The item then takes on its new name, size and position – unless the new values mean that it overlaps one of the other items on the card: then you will see the following Alert message. This offers you the choice of trying again (ie. adjusting the values you have just set) or continuing – leaving the problem to be sorted out later. (It could be that you want to move the item that the changed item now overlaps.)

ERROR in: LocoFile
Overlapping items
<input checked="" type="checkbox"/> Try again
<input type="checkbox"/> Continue

If you choose the option to leave the problem until later, the area of the overlap becomes shown in inverse. The inverse is cleared once the overlap has been sorted out. You will not be allowed to leave the Datafile Set-up while any inverse areas remain on the screen.

Note: Don't worry about making an item too small to display the information associated with this item – for example, while you are re-arranging the card. You will probably want to enlarge the item again to show all the details but you won't lose any of the information while the item is smaller.

• LocoFile also lets you move the current item or change its size by using some special keystrokes involving the Cursor keys:

- To change the item's size, hold down **[ALT]** while pressing the Cursor keys: while you press **[↑]** or **[↓]**, the size increases in the corresponding direction; while you press **[←]** or **[→]**, the size decreases in the corresponding direction. (The position of the top lefthand corner remains fixed.)
- To change the item's position, hold down **[ALT]** and **[SHIFT]** while pressing the Cursor keys: the item moves in the direction of the Cursor key you are pressing.

### 6.2.2 Setting up a new item

Start by positioning the cursor where you want the top lefthand corner of the item to be. Either judge this by eye or, if you know which Line and Column this should be, use the cursor position shown on the Information lines to tell you when the cursor is in the correct position. Note: The position you choose for the cursor must be in an empty part of the card.

When the cursor is in position, press **[F4]**. The cursor then becomes a box. Now press the Cursor keys until the box becomes the correct size. (What you actually do is move the cursor to the bottom righthand corner of the item box; but what you

seem to do is stretch the box in the direction corresponding to the Cursor key you are using.) **Note:** You can, in fact, start with the cursor at any corner of the item and stretch the box to the opposite corner.

First name ..... Surname .....  
 Address .....  
 Home phone .....  
 Work phone .....

When the box is the right size, press **[ENTER]**. A menu then appears showing the details of the item that you have set so far - ie. its width, height and the position of its top lefthand corner. This menu is, in fact, the same menu that you see if you change the details of an existing item, as described in Section 6.2.1 above. In this case, the current details show the top lefthand corner of box and the width and height corresponding to box marked out on the screen.

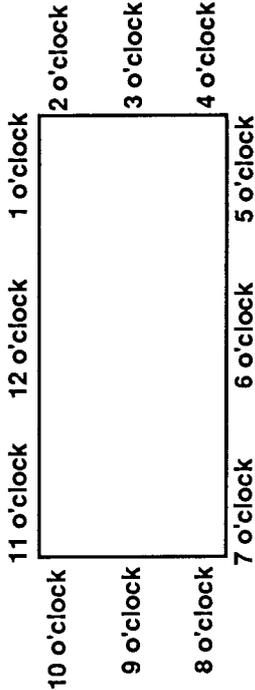
Name: 7  
 Item width: 20  
 Item height: 2  
 Column: 36  
 Line: 6  
 Home phone .....  
 Work phone .....

The slot at the top of the menu is for the item-name. Items on the card don't have to be named - the name is simply a label - but in general it is useful to give each item a name.

If you want to name the item, then simply type this name at the top of the menu. The full range of characters you can use in the name are listed in Appendix II, 'Quick reference' but in general we would recommend just using the letters A...Z in these names, particularly if you intend merging the datafile with any LocoMail Master documents (see Chapter 11).

The moment you start typing, an extra section of the menu appears. This section is for setting what happens to the name: where it is positioned around the box and whether it is shown or not. (The latter option is intended principally for items that will be used in LocoMail masters (for which they need to be named): by selecting Hide the name, you can both give the item a name and keep the card display as you want it.)

There are 12 possible places around an item in which you can put its name. You specify the position you want in terms of the 12 clock positions.



The default position is 11 o'clock, ie. above the top lefthand corner of the item. If you want a different position for the name, simply cursor to this line, type the clock setting you want and press **[ENTER]**.

When you have set the name you require and where it is to be positioned, change any other details that need changing and then press **[ENTER]**. The new item is then added to the Pattern card - unless you are trying to use the same name as one of the other items on the card or the details you set mean that this item (or its name) overlaps one of the items already on the card. If there is any problem, LocoFile displays an Alert message which allows you either to try again (ie. adjust the values you have just set) or, in the case of an overlap, to continue - leaving the problem to be sorted out later. If you choose the option to leave the problem until later, the area of the overlap becomes shown in inverse.

ERROR in: LocoFile  
 Overlapping items  
 F10 SCREEN Continue

ERROR in: LocoFile  
 Item name is not unique  
 F10 BEGIN

**Note:** You will not be allowed to leave the Datafile Set-up while any inverse areas remain on the screen.

- An alternative technique for setting up new items is provided by the Create new item option in the f3 Item menu.

You again start by positioning the cursor in an empty part of the card, preferably where you will want the top lefthand corner to be. You then press **[F3]** to display the Item menu, cursor down to Create new item and press **[ENTER]**.

The menu that shows the details of an item then appears: in this case, the current details show the top lefthand corner position picked out by the cursor, a width of 20 columns and a height of 5 lines (unless that would take the item off the edge of

the card or overlap another item, in which case the sizes given are appropriately smaller).

You can set or change any of the details in this menu, exactly as above. When you have finished, press **ENTER**: the new item will then be added to the Pattern card (provided it doesn't overlap any other items: see above).

### 6.2.3 Removing an item

**WARNING:** Removing an item from the Pattern card immediately removes this item of data from all the records in your datafile. This data cannot be recovered except by you typing it all back in again (or going back to your back-up version of the datafile).

Removing an item from the card uses the Remove item option in the **F3** Item menu. The position of the cursor when you select this option doesn't matter, but you might like to make the one you want the current item so that it's automatically selected for removal.

Press **F3** to display the Item menu, cursor down to Remove item and press **ENTER**. You then see a menu giving a list of all the items on the card, with the current item ticked. (As with other menus that list all the items on the card, the menu may be shown with Continuation arrows showing that there are more items to be displayed. Press **F4** to scroll down the list; press **F1** to scroll up it.)

Select the item that you want to remove by cursoring to it and confirm your selection by pressing **ENTER**. LocoFile then displays a message warning you that continuing will cause you to lose data from your datafile, with the Cancel option selected for your safety:

About to remove item Name: Address
<b>WARNING: Removing this item will instantly destroy all data for this item in all records</b>
<input type="checkbox"/> Cancel <input checked="" type="checkbox"/> <b>DO NOT REMOVE ITEM</b> Remove item

To remove the item, move the cursor to Remove item and press **ENTER**. The item is then removed from the Pattern card – unless you picked out an item that is used in one or more of the indexes. In that case, an Alert message appears on the screen, telling you this. Press **ENTER** to clear away the message. If you want to remove an indexed item, you need to remove the index first (see Section 6.3.2, below).

**Note:** To recover the space occupied by these items, you will need to squash the datafile (as described in Section 4.4).

- The item is thrown away immediately and cannot be recovered because, otherwise, you might set up a new item later with the same name and find that the details for the new item are automatically filled in with the wrong information.

## 6.3 Changing the indexes

From Datafile Set-up, you can both:

- set up new indexes, and
- remove existing indexes

Details of the steps are given below, along with details of how you can inspect the details of an index while you are in Datafile Set-up.

For the sake of clarity, the description of setting up new indexes given below is limited to just the simplest type of indexes – ie. ones that order the file on just one item of the items on the card. Full details of how you set up new indexes are given in Chapter 9, 'All about indexing'.

**Note:** It is not possible to change the details of an existing index: you have to delete the old index and then create a new one. You should also note that each index you create must have a unique name.

### 6.3.1 Setting up a new index

**Note:** If you want to set up a number of indexes, then you will need to work through the following steps once for each index you want to create.

Start by making the item you want the index to sort on the current item (for example, by using **ENTER** and **F6** to cursor to it). This isn't essential but it will save you effort because LocoFile automatically assumes that the current item is the item you want to index on.

When the correct item is selected, press **F2** to display Index menu, cursor to Create new index and press **ENTER**. (Note: This option won't appear if you already have eight indexes.)

<input checked="" type="checkbox"/> Create new index <input type="checkbox"/> Inspect index <input type="checkbox"/> Remove index
---

You then see a menu showing a list of all the items on the card, with a tick beside the current item to show that this item has been selected for you.

Main key item
<input checked="" type="checkbox"/> First name <input type="checkbox"/> Surname <input type="checkbox"/> Address <input type="checkbox"/> Home phone <input type="checkbox"/> Work phone

If necessary, change the item that's selected (by cursoring to the item you want and pressing **F6**); then press **ENTER** to confirm your selection.

Just knowing which item it has to index on is not sufficient: LocoFile also needs to know whether the item is to be sorted into alphabetical, numerical or date order. Within each of these ordering systems, it also needs to know whether you want the standard 'English' version of the ordering or some other order – for example, the Scandinavian version of alphabetic order or the continental form of decimal numbers. You can also specify whether you want capital letters treated as the same or different from lower case letters. (For further details, see Chapter 9.) The type of ordering that you want is known as the key type.

So you now see the menu that is used to specify the key type you require. Alphabetic order and standard (English) sorting are automatically selected for you. This is a Settings menu, so you can change the key type simply by moving the cursor to the appropriate part of the menu and pressing **[E]**. (Note: If you select Numeric or Date order, the central part of the menu changes so that you are offered suitable options for this type of indexing.)

When you have set the ordering you require, press **[ENTER]**. You then see a summary of details you have set so far – the Main Key item you have selected and the type of sorting you want for this item. If the Main Key item is named, then LocoFile will also have put this name at the top of the menu as the name for the index.

Index name: SURNAME
Main key: surname
Alphabetic, no case
Add sub key
Change main key
Set alternative main items
Set alternative sub items
EXIT

In many cases, you can simply accept the name LocoFile suggests but if LocoFile hasn't given the index a name (because the Main Key item doesn't have a name) or if this name is already used for another index, then you will need to give the index some other name. Each index has to have a unique name.

You can now go on to refine the index – adding subkeys or alternative keys, giving the index a special name etc. – but if all you want is a simple single-item index, then just check that EXIT is selected (ie. has **[>]** beside it) and press **[ENTER]**. (Details of the refinements you can make are given in Chapter 9.)

**Note:** If the index name is not unique (or you left it blank), an Alert message is now displayed, with the single option to Try again. You must set a unique name. The new index is then added to the list of indexes for the datafile. However, it is not actually created at this point: that happens when you leave Datafile Set-up and return to viewing the records.

• When you leave Datafile Set-up after creating one or more indexes, there will be a delay as LocoFile works through the file creating these indexes. How long it takes to do this doesn't depend on the number of indexes that need to be created so much as on the number of records you have in the file: in a large datafile, making the indexes can take a little while. This is why LocoFile doesn't create each new index immediately but saves them up to be done together when you leave Datafile Set-up.

Whilst the indexes are being created, LocoFile displays a progress message – counting through the records as it processes them.

### 6.3.2 Removing an index

To remove an index, all you need to do is press **[Z]**, cursor to Remove index and press **[ENTER]**. (The current position of the cursor doesn't matter for this operation.)

LocoFile now displays a menu showing the names of all the indexes currently set up for the datafile. Simply cursor to the name of the index that you want to remove and press **[ENTER]**.

Normally, an Alert message will then appear, asking you to confirm that you want to remove this index with the Cancel option selected for safety.

About to remove index
Index name: SURNAME
WARNING: Recreating this index may take some time
Cancel - do not remove index
<b>[&gt;] Remove index</b>

(The message that appears when you have just defined the index (as in Section 6.3.1) is less daunting because LocoFile hasn't actually created the index yet.)

To finish, move the cursor to Remove index and press **[ENTER]**. The index is then removed.

**Note:** Removing an index by mistake is nothing like as potentially catastrophic as removing an item by mistake. All it costs you is a little time as LocoFile re-creates the index from the data in your file.

### 6.3.3 Inspecting the details of an index

To see the details of an index while you are in Datafile Set-up, press **[Z]**, select Inspect index and press **[ENTER]**.

LocoFile now displays the menu that shows the names of all current indexes. Simply cursor to the index that you want to see the details of and press **[ENTER]**. You are then shown the details of the index that you selected.

**Note:** You cannot change any of the details of the index.

Index name: Full name
Main key: SURNAME
Alphabetic, no case
Sub key: First name
Alphabetic, no case

When you have finished studying the details, press **[ENTER]**. You are then returned to the list of current indexes. Either select another to inspect or move the cursor to EXIT (for example, by pressing **[EXIT]**) and press **[ENTER]**.

Create new index
Inspect index
<b>[&gt;] Remove index</b>

Remove index
<b>[&gt;] SURNAME</b>
First name
Full name

Create new index
<b>[&gt;] Inspect index</b>
Remove index

Inspect index
<b>[&gt;] SURNAME</b>
First name
Full name
EXIT

## 6.4 Changing the standard Extract details

When you regularly want to copy a particular group of items from a datafile into LocoScript documents or you will want to print a particular combination of items from each record, it is worth setting these as the standard Extract items. This should save you a lot of time and effort later.

The steps used to change the standard Extract details are very like those used to set up a particular set of Extract details (see Chapter 3). The menu you use is again the f7 Extract menu. The principal difference is that you use this menu from the Datafile Set-up.

So to start, press . You then see a menu just like the 'normal' Extract menu, with the details of the LocoScript block to which the information is to be copied at the top of the menu, followed by details of the items available on the card. At the bottom of the menu are three similar action options – Set up for extract, Select all and Select none.

To block	0
<input checked="" type="checkbox"/> First name	
<input checked="" type="checkbox"/> Surname	
<input checked="" type="checkbox"/> Address	
<input type="checkbox"/> Home phone	
<input type="checkbox"/> Work phone	
▶ Set up for extract	
Select all	
Select none	

Initially the menu shows the current selection of the LocoScript block to use and which items to extract. Change the block number by typing the required number and pressing . Change the selection of items to extract either individually (by cursoring to the item and pressing  or  as appropriate), or en masse by using the Select all and Select none options, or by using appropriate combination of these techniques. Select all and Select none have exactly the same actions as they do in the 'normal' Extract menu.

When you have set the required combination of block number and items to extract, check that Set up for extract is selected (has ▶ beside it) and press .

In future, the 'normal' Extract menu will be pre-set to the items and the block number you have chosen.

## Chapter 7

# Preparing a new datafile

Preparing a new datafile is a three-stage task:

- 1 Designing the new file
- 2 Creating the new file and setting up the Pattern card
- 3 Inserting the data

The new datafile can be prepared completely from scratch, with you gradually adding new records to the file. However, if you already have the information stored on disc in either a LocoMail datafile or an ASCII datafile produced by some other system, then there is no need for you to type in all the information afresh.

This chapter covers the first two of these steps – ie. designing the new file and then setting up its Pattern card. This takes you to the stage at which you can start adding individual records to the datafile by using the Create new record option in the f1 Actions menu (as described in Section 4.1).

To see how you pull information from LocoMail datafiles and other types of datafile into your new LocoFile datafile, you need to turn to Chapter 8, 'Inserting data from other datafiles'.

## 7.1 Designing a new file

Before you begin the practical work of creating a new datafile, even a simple name and address file, you need to spend some time thinking about the file and how you're going to use it. You need to think about:

- The items to include on the card
- Which of these items to index
- The size and layout of the card
- The printer and paper that will be used if you ever want to print the cards
- Which items you will want to extract on a regular basis, and
- Niceties such as whether you want zeros slashed or unslashed.

Some of these aspects are essential to think about (every datafile is going to need one or more items, for example) but others are optional. In particular, you don't have to select a standard set of items to extract unless you know you want these.

Moreover, the choices you make are not final and irrevocable. While it is obviously better that you should get as much as possible set up correctly from the start, you can return to the Datafile Set-up and make any changes you want at any time. Indeed, this is precisely the subject of Chapter 6 of this User Guide!



The indexes you choose depend on what you want to do with the datafile once it's got information in it. In addition, because the indexing uses up to 30 characters from the start of each indexed item, the range of information that you need to index may in turn affect your choice of items to have on the card. For example, if you want to be able to order records according to the Town part of an address, then you will have to have a separate Town item to put this information in. The address itself will be ordered on the first 30 characters of the address.

With a datafile on restaurants, you might want to answer questions such as:

- What's the address and phone number of 'The Golden Platter'?
- Can I have the details of some cheap Indian restaurants?
- Which restaurants serve fish?

In this case, you might decide to have the following indexes.

- Restaurant Name
- Town + Cost
- Cuisine + Cost
- A multiple Dish index

which in turn means adding 'Town' and a number of 'Dish' items in which you can put entries like 'Fish', 'Pasta' etc. to your selection of items to include.

You also need to decide on a name for each of these indexes. The rules are the same as for item-names – up to 16 characters long and the range of characters listed in Appendix II. However, while items can be unnamed, each index has to have a name and this name cannot be used for another index in the same datafile.

*• Remember that you cannot have more than eight indexes in a file. Also, if you use a large item as a key in an index, remember that LocoFile will only use the first 30 characters of this item in the index.*

### 7.1.3 Choosing the items to extract

Choosing which items to extract is simply a matter of deciding whether you will either regularly want to copy a particular group of items from the datafile into your documents or you will want to print a particular combination of items from each record in the datafile – for example, when producing address labels for your Christmas cards (see Chapter 5 'Printing'): if so, which items and which of LocoScript's 10 blocks you will find most convenient to use. You may well not need to copy any, in which case you don't need to select any items to extract.

Suppose, for example, that we wanted to incorporate all the factual information in a datafile of restaurant information in a letter to the restaurant so they can check it is correct. In that case, we might decide to extract the following:

- Restaurant name
- Address
- Phone number
- Cuisine
- Opening hours

### 7.1.4 Choosing the card layout

The first thing to decide when choosing the card layout is the type of paper you would use if you printed the cards, because that affects the maximum size of card you can create. Once you know the area the items must fit in, you then need to think about:

- making the card clear to read and easy to follow: as a rule, this means making the card neat and uncluttered, with the more important items (such as surname or restaurant name) at the top and related items grouped together
- making all items visible on the screen at the same time (i.e. within 80 x 27) if possible
- arranging the 'Extract' items so they are arranged correctly for inserting into documents (see 'Laying out the card' below)

If you're going to be copying information from 'paper' cards, you will also find it helpful to make the LocoFile card look as much like the original form as possible (unless this is extremely badly designed).

We look at the details below.

#### • Sorting out the printing and card size details

Deciding on the printer and paper to use is just like deciding on the printer and paper to use when printing a document: you simply choose from among the various options available on your PCW system. Also as with documents, the datafile will initially be set up for the 'Standard' printer on your system (usually the built-in printer) and the default type of paper on that printer (usually A4 single sheet).

Once you have decided on the type of paper you want to use, you then need to work out the maximum number of columns and lines this paper will give you in either the standard Character Pitch (12 on a PCW8256/8512; 10 on a PCW9512) and Line Pitch (6) or in the Character Pitch and Line Pitch that you want to use. If this gives you insufficient numbers of lines or columns to work with, then choose a different pitch to work with and work out the new numbers of lines and columns this gives you: all the pitches except PS that are available for printing text in LocoScript documents are also available for printing LocoFile datafiles. (Note: There is a table giving the numbers of columns and lines available with different Character and Line pitches for A4, A5 and 11" continuous stationery in Appendix II, 'Quick reference'.)

You also need to decide how wide a left margin you want to leave when printing out the card. The left margin is used to position the card when printing – rather like the Left Offset you can set up for continuous stationery. But unlike Left Offset which is set in tenths of an inch, the Left Margin is set as a number of columns. Note: The Left Margin does not count as part of the width of the card.

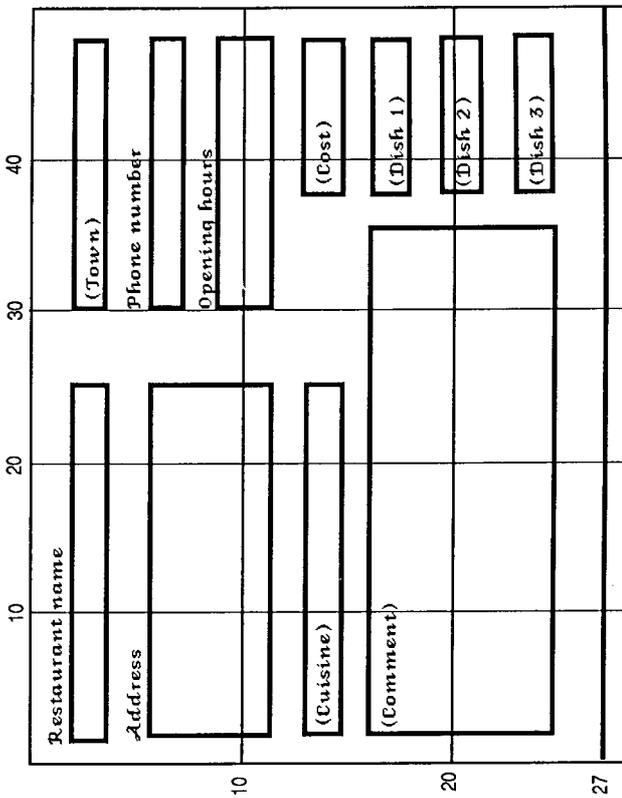
*• Note that the number of lines and columns you eventually come up with gives you the maximum size your card can be (provided these are within LocoFile's limits of*

80 columns and 99 lines). You don't have to use this size of card: in particular, you may well want to keep its length to 27 lines or less so that it fits on the screen.

**IMPORTANT:** In working out the maximum number of lines, don't just take the overall length of the page in inches and multiply by your chosen Line Pitch. Take the length of the page given in the paper's Paper Type (which is given as a number of 6-pitch lines), subtract the numbers for the Top and Bottom Gaps (also given as a number of 6-pitch lines), convert the remainder into inches (by multiplying by 6) and only then into a number of lines in your chosen Line Pitch. Nothing can ever be printed in either the Top or the Bottom Gap.

• **Laying out the card**

As you can change the layout of the card whenever you wish, you can leave working out how precisely to arrange the items until you actually set up the datafile. However, you may find it helpful to do some advance planning on a grid of the same dimensions as your card. As well as marking boxes for the individual items, we also recommend deciding where you will put their names.

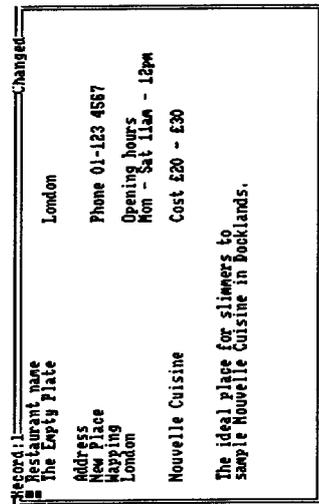


On longer grids, we suggest putting a line across below the 27th line. This marks the divide between items that can be shown on the screen without scrolling the display and ones which you will need to scroll the screen to see.

In general, you simply have to decide what works well and looks nice.

However, if you plan to extract a number of pieces of information as a group, then you need to position these items and their item-names in such a way that the items are arranged correctly when they are combined into a block. The rules are as follows:

- Items are extracted in order working left to right, top to bottom
- Items which don't overlap vertically (ie. use none of the same lines) are separated by ←
- Items which do overlap vertically are separated by spaces *unless* either the name of the earlier item is placed down the righthand side of its box (ie. at the 2, 3 or 4 o'clock position) or the name of following item is placed down lefthand side of its box (ie. at 8, 9 or 10 o'clock); then the items are separated by tabs.
- If an item that would normally be separated from the next item by a space is empty, then this space is not inserted. However, if it would normally be separated from the next item by a tab or a carriage return, this character *is* still inserted.



The Empty Plate  
New Place  
Happing  
London → 01-123 4567

Carriage returns  
Tab

• **Final niceties**

The final option you might like to consider is whether you want the number 0 written with or without a slash through it. Just like LocoScript, LocoFile normally writes zeros without a slash through them but you can, if you wish, opt to use slashed zeros instead.

## 7.2 Creating the new file and setting up the pattern card

Once you have designed your new datafile, you then need to:

- first create the datafile, and then
- set all the details of the new file's Datafile Set-up so that it has the pattern card you require.

The action of creating a datafile automatically puts you into LocoFile's Datafile Set-up mode in which you set all these details. When the details are set as you require, you simply press **EXIT**. This takes you out of LocoFile's Datafile Set-up mode and puts you into the datafile itself with a brand new record (record number 1) ready for you to start putting data into the file.

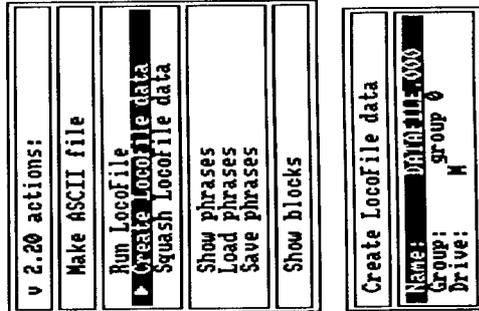
### 7.2.1 Creating the new datafile

The new datafile is created from the Disc Manager Screen. Note that you must be running the version of LocoScript on which you installed LocoFile.

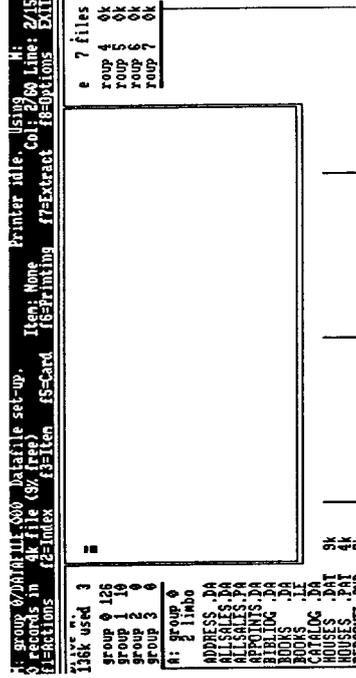
The first step is to insert the disc on which you intend to store the datafile (remember to press **F7** to signal the change of disc). While you can if you wish create the file initially on Drive M, we recommend creating it directly on this disc. **Note:** If you want the datafile to be copied to Drive M automatically as part of the process of loading LocoScript, then you will want to create the datafile on your Start-of-day disc or, if you have a two-drive machine, on your Drive B Start-up disc. The group you use on this disc doesn't matter.

Pick out the group you want to store the file in with either the File cursor or the Group cursor, then press **F4** to display the Actions menu. When the menu appears, cursor down to Create LocoFile data and press **ENTER**. LocoFile then displays a Selection menu, complete with the default name DATAFILE.xxx – in just the same way as you are offered the default name DOCUMENT.xxx when you create a new document.

Type in the name that you want for the datafile. As always, we recommend making the name you use as descriptive as possible of the type of information that you will have in the file. We also recommend giving the file the filetype .DAT so that you can readily recognise it as a LocoFile datafile. **Note:** The filetype .DAT is essential for datafiles on your Start-of-day disc (or Drive B disc) that you want copied to Drive M when you load LocoScript.



When the details are correct, press **ENTER**. LocoFile then puts you straight into LocoFile's Datafile Set-up mode with a blank Pattern card ready to start work on. The standard size for this card is 60 columns wide and 15 lines deep (but it can depend on the default paper that you use in your standard printer).



### 7.2.2 Setting up the Pattern card

Setting up the Pattern card is simply a matter of setting the various aspects of the Datafile Set-up. Creating the datafile automatically puts you into Datafile Set-up mode, so all you have to do is work through the various menus in turn. While you can in theory, set these in almost any order, the operation will be smoothest if you:

1. Set the size of the card and the printing details (using the Card and Printing menus)
2. Create all the items you'll need on the card (using the Item menu or **F4**)
3. Create the indexes you want (using the Index menu)
4. Set up the default 'Extract' items (using the Extract menu)
5. Set the type of zero you require (using the Options menu)

This is the order in which the actions are covered below.

#### • Setting up the printing details and card size

The first priority is to set the size of card you want and, as that depends on the paper etc. you use, that means setting the printing details as well. (Of course, you don't need to set either of these if you are happy with the size of card LocoFile has given you and with the standard printing details – your Standard printer (probably the built-in one), the default paper on this printer (probably A4 single sheet), a Character Pitch of 12 (10 on a PCW9512), a Line Pitch of 6 and a Left Margin of 10.)

Details of the printer, Character Set and Character Style you want to use are set by using the f6 Printing menu. This is identical to the Printing menu that you see when setting the printer details in the Document Set-up of a document and it works in exactly the same way, so we won't describe it further here.

All the other details are set using the Card menu, which is displayed by pressing [C].

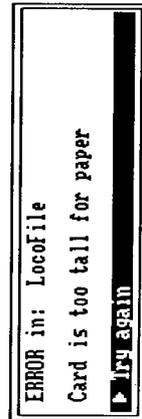
Initially, the Card menu shows the standard card size, Character Pitch etc. You just need to change the settings you want.

The Card menu is a Settings menu, so all you have to do to change the card size or the left margin width is cursor to the appropriate line of the menu, type the value you require and press [ENTER]; to pick out the Character Pitch or Line Pitch you require, cursor to the option you want and press [ENTER] – just as you would when selecting either of these in one of LocoScript's Size menus.

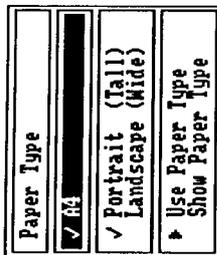
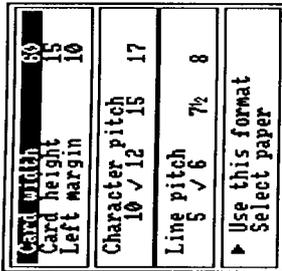
To set the type of paper you require, cursor down to Select paper and press [ENTER]. You then see a menu showing the names of all your Paper Types – just as you do if you select the Paper Type option in the f5 Page menu in Document Set-up.

Use this menu to pick out the Paper Type you require – or, if necessary, select the Show Paper Type option and set up a Special Paper Type – exactly as described in the session on Paper in your LocoScript 2 User Guide. Then select Use Paper Type at the bottom of the menu to return to the Card details.

When you have set all the details in the Card menu that you want, check that Use this format is selected and press [ENTER]. Provided the details you have set are suitable for the paper, Character Pitch and Line Pitch that's set, the pattern card is then redrawn at its new size. However, if the height you have given is too big, then you will see an Alert message which offers the option to change the format of the card.



With the cursor on Try again, press [ENTER]. The Card menu is then re-displayed so that you can change either the height or the paper or the Line Pitch.



• Setting up the items

Setting up the items is simply a matter of working round the card setting each of these up. Prepare each item as follows:

Start by positioning the cursor where the top lefthand corner of the item will be (use the Cursor keys for this). When the cursor is in place, press [ENTER] whereupon the cursor is replaced by a box; then use the Cursor keys to stretch the box until it is the correct size for the new item. (Note: You can, in fact, start in any corner of the item and stretch the box to the opposite corner.)

When the box is the correct size, press [ENTER], fill in the name, select whether the name should be shown or hidden and set the o'clock details in the menu that appears. Also check that the other details of the box given in this menu are according to your design.

Remember, the o'clock setting defines the position in which the item-name will be placed round the box.

Finally, press [ENTER] to confirm all the details – the new item is then shown in all its glory on the screen.

These steps are identical to those you take when adding a new item to the pattern of an existing datafile. Full details of the steps are given in Section 6.2.2.

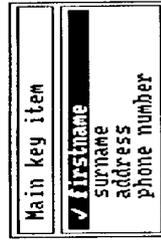
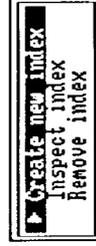
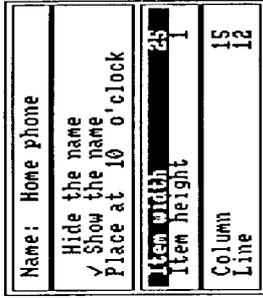
• Setting up indexes

Once you've set up the items, you can set up the details of the indexes you require. The steps to take to set up the details of each index are identical to those you take when adding an extra index to an existing datafile (see Section 6.3.1): brief details are given below. Repeat these steps for each index you want.

Start by making the item you want as Main Key item the current item (for example, by using [ENTER], [RELAY] to cursor to it). When the cursor is in place, press [F2] to display the Index menu, select Create new index with the cursor (this is, in fact, the only option the very first time you do this) and press [ENTER]. Note: This option won't appear if you have already set up eight indexes.

LocoFile then displays a menu showing a list of all the items with the current item ticked already, ready for you to select this as the Main Key item for your index. If necessary, change this selection of Main Key item and then press [ENTER].

You then see a menu that allows you to set the key type (ie. the type of ordering) that you want in this index.



Standard (English) alphabetic ordering is automatically selected for you. If you require a different ordering, simply cursor to the relevant option(s) and press [E]; then press [ENTER] to confirm your choice of keytype.

You will then see a summary of the details that you have set up so far for the index – the Main Key item and the type of ordering. Unless the Main Key is unnamed, the Index will have also be given this name. If no name is set at the top of the menu or if this name is used for another of your indexes, set a new name. Each index must have a unique name.

You can now go on to refine the index (adding sub keys or alternative keys etc.) but if all you want is a simple single-item index, then just move the cursor to the EXIT option (for example, by pressing [EXIT]) and press [ENTER].

The index is then added to the list of indexes for the datafile. Set up further indexes by repeating these steps. If, however, you have left the index without a name or the name you have given has already been used, LocoFile will display the message Index name is not unique, together with the single option to Try again. This returns you to the menu so that you can set a new name.

**Note:** Full details are given in Chapter 9, 'All about indexing'.

### • Setting up the Extract details

If you want a default set of items to extract, these can also be set up once the items have been defined. If you don't, you can ignore this section.

The steps you use to set up the Extract details are very like those you take to set up a special set of Extract details (see Chapter 3). The menu you use is again the F7 Extract menu: you simply press [F7] to display Extract menu and then work down the menu setting the information you require.

Set the block number by typing the required number and pressing [ENTER]. Set the selection of items either individually or en masse via the Select all and Select none options or use an appropriate combination of these techniques.

When the selection of items is the one you require, check that Set up for extract is selected and then press [ENTER].

Main key type
<input checked="" type="checkbox"/> Alphabetic
<input type="checkbox"/> Numeric
<input type="checkbox"/> Date order
<input checked="" type="checkbox"/> Standard
<input type="checkbox"/> Scandinavian
<input type="checkbox"/> Cyrillic
<input checked="" type="checkbox"/> Ignore case

INDEX NAME: SURNAME
Main key: surname
Alphabetic, no case
Add sub key
Change main key
Set alternative main items
Set alternative sub items
EXIT

To block	0
<input checked="" type="checkbox"/> SET NAME	
<input checked="" type="checkbox"/> Surname	
<input checked="" type="checkbox"/> Address	
<input type="checkbox"/> Home phone	
<input type="checkbox"/> Work phone	
▶ Set up for extract	
Select all	
Select none	

### • Setting the type of zero

The datafile is initially set up to write zeros without a slash through them.

To change over to using slashed zeros, simply press [Z] to display the Options menu, move the cursor to the option you want, press [E] to select this option and then press [ENTER] to confirm this choice.

Options
<input checked="" type="checkbox"/> ZERO CHARACTER 15 0
<input type="checkbox"/> ZERO CHARACTER 15 /

### Finishing

When all the details of the pattern card have been set, you are ready to leave Datafile Set-up and start putting data into the datafile. Insert the data either by adding new records (as described in Section 4.1) or by inserting data en masse from a LocoMail datafile or some other kind of datafile dressed up as a LocoMail datafile (as described in Chapter 8).

To leave Datafile Set-up, simply press [EXIT]. You are then given a blank card ready to start filling with information: this is Record number 1 of the new file.

But before you start creating records, we would recommend doing two things:

- Selecting the index that you are most likely to want (as described in Chapter 2), and
- Exiting from LocoFile briefly.

The advantage of setting the index is that you save yourself the bother of doing this later, especially if you make more than one copy of this 'empty' datafile. The advantage in leaving LocoFile is that you can then quickly make a copy of the empty datafile on Drive M to work on. It is a good idea to work initially on a copy of the empty datafile – especially where you are going to fill from a LocoMail or some other kind of datafile – in case you need to abandon what you have done and start again.

**Note:** You can always come back to Datafile Set-up and change any details later, as and when necessary.

# Inserting data from other datafiles

This chapter looks at how you insert information currently stored in other types of datafile into a LocoFile datafile.

The easiest information to insert is that currently stored in a LocoMail datafile, but you can also insert data from other sources – for example, from 'home-grown' datafiles stored as a LocoScript document or from datafiles produced by some CP/M database program. The only restriction is that the data has to be held either in a LocoScript document or as an ASCII file. (Unfortunately, we can't tell you here what steps you will need to take to convert your datafiles to ASCII – you will need to study the user guide for your CP/M database program to discover that.)

A LocoMail datafile can be inserted straight into a LocoFile datafile, providing this has a matching range of data items. Getting the LocoFile datafile ready is described in Section 8.2, while inserting the data itself is described in Section 8.3.

Before any other type of datafile can be inserted, some preparation is needed so that LocoFile will pick out the information correctly from the datafile. This is described in Section 8.1.

*• It is not possible to insert one LocoFile datafile into another by using the techniques described in this chapter. If you want to combine LocoFile datafiles, you can do this by using LocoMail: for details, see Chapter 10 of this User Guide.*

## 8.1 Getting the data ready to insert

This section describes how data needs to be presented for LocoFile to pick out information correctly.

If the information you want to insert is held in a LocoMail datafile, then the data is already in the right form and so needs no further preparation: all you need do is check that the LocoFile datafile into which you want to insert the information contains a matching set of items (see Section 8.2) and then insert the data as described in Section 8.3.

If the information is currently stored either as a 'home-grown' datafile (set up to your own rules) or if the data was generated by a CP/M database program, then you first need to arrange that LocoFile will know how to distinguish between the different items of information in the datafile.

## An overview of the task

The way you arrange that LocoFile will be able to pick out information from a datafile correctly is to convert it into a LocoMail datafile. You don't need to have LocoMail to do this. All you to do is give your current file the same structure as a LocoMail datafile.

In general, this is not a difficult task because all datafiles use the same basic scheme for holding information – a series of records, each holding the same type of information. Each record is divided into different items of information (sometimes known as 'fields') which are separated from one another by special markers known as separators. In other words, the structure of each record can be represented as:

*item separator item separator item separator...*

The items appear in the same order in every record. Of course, the markers may vary from program to program but the way of organising the information is basically the same.

Mr Johnson, Hi story, IVB, 42 ←  
*item separator item separator...*  
 Reading Racers; 01/27 ←

The special feature of a LocoMail datafile is the presence of a record – either at the start of the datafile or in a separate file – which describes how the information is laid out in the records in the datafile. It associates an item-name with each item of information in a record and specifies the character that is used to separate each item of information from the next. This description is known as the Record Pattern.

The job of making another type of datafile suitable to insert into a LocoFile datafile is firstly one of checking that the items in the datafile are separated by suitable characters. There will probably be no change to make as LocoMail accepts all standard punctuation marks as separators. Spaces and tabs, however, are not acceptable as separators so if your current datafile uses these, you will need either to select a different format for your datafile (if your database program offers this option) or to work through the file exchanging these tabs and spaces for a separator character such as comma. **Important:** Never use as the separator, a character that might appear in the item of information itself. For example, if an item could contain a comma, then use a semi-colon or a slash instead.

Then you need to sort out how the information is divided up and prepare a Record Pattern which gives names to each item of information in a record and specifies the characters used to separate the items. If the LocoFile datafile into which you want to insert the data already exists, the names to use are the ones that are used for the corresponding items in the LocoFile datafile. The process of inserting the data will only work if the names in the Record Pattern match the ones used in the LocoFile datafile. If the LocoFile datafile doesn't exist yet, then you can choose any names you want: you just have to remember to use the same names when creating the LocoFile datafile.

Note, however, that the names you use must all be valid LocoMail names: in simple terms, that means single-word names using just the letters A...Z (or a...z). You cannot use the full range of characters that you can in LocoFile itself. However, before you change the names you use in your LocoFile datafile to valid LocoMail names, study the first part of Chapter 11. This explains how names used in LocoFile are matched with names used in LocoMail, for example by ignoring any punctuation marks included in the LocoFile name. It could be that there is no need to change your LocoFile names: you simply have to use the corresponding LocoMail names in the Record Pattern.

The process of setting up the Record Pattern is described below – firstly for datafiles in which each item is separated by a single character, then in the slightly more complex case where there is more than one character between the items. In each case, we shall store this Record Pattern as a separate LocoScript document because this is easier to handle. Storing the Record Pattern as the first record of the datafile introduces the further complication of the 'Record Pattern Terminator'. Record Pattern Terminators are covered in the LocoMail User Guide but are outside the scope of this description.

*\* If you use LocoMail, you will probably already know how to set up a suitable Record Pattern for a set of data: if so, you don't need to read any further. The following description is intended for people who don't have LocoMail or who are not sure how to set up a Record Pattern for a datafile that has been prepared using some other program.*

## Where single characters separate the items

In the standard type of datafile that you may want to convert, each record is one line of the datafile and the items in the record are separated by some simple character such as a comma. Such a datafile would be created, for example, by a Mallard BASIC program which used the command WRITE *item, item...* to write each record in the file. This could, for example, produce records looking like this:

Mr Johnson, Hi story, IVB, 42 ←

These records have exactly the structure that LocoMail requires:  
*item separator item separator item separator ...*

So all we need is to put the details into a Record Pattern.

The first thing we need is a name for each item in the record. If the LocoFile datafile you intend to insert the data into already exists, then the names you use in the Record Pattern must be the names you use in this datafile. Any other items of information just need to be given suitably meaningful item-names. For example:

Mr Johnson, Hi story, IVB, 42 ←  
 Teacher Subject Class Room

The Record Pattern needs to contain these names, given in the same order as they appear in the records and separated by the characters that separate the corresponding items in the actual datafile. In this case, the Mallard BASIC program has inserted a comma between each item so our Record Pattern looks like this:

```
Teacher,Subject,Class,Room
```

The Record Pattern also needs to tell LocoFile how to recognise the end of each record. To do this, we need to add the `↵` that comes at the end of each record after the last item-name. This gives us the Record Pattern:

```
Teacher,Subject,Class,Room ↵
```

We simply need to store this in a separate LocoScript document, somewhere where we can pick it out along with the actual datafile when it comes to inserting the data into the LocoFile datafile.

### Where more than one character separates the items

It is quite common to find more than one character separating data items in a record. Such a datafile is less convenient to handle than the Mallard BASIC example described above.

The records described by a Record Pattern *have* to have a single character separator between each item, so you may think it's impossible to insert such a datafile without deleting the redundant separators. It requires a little bit of trickery but in essence you don't do anything more complicated than create a Record Pattern in much the same way as above. The trick is to design your Record Pattern in such a way that there *appears* to be just a single character separator after each data item.

To show you how it's done, we'll create a Record Pattern for a datafile generated by Cardbox. Cardbox can produce datafiles in a number of different formats. One of the options produces records where each item is enclosed in quote marks and separated from the next item by a comma. For example, a record from a league table might look like this:

```
"Reading Racers", "0", "27" ↵
```

As with the Mallard BASIC datafile, we start by assigning suitable item names to each item of information in the records and once again, we note that the records are on separate lines so we will have to put `↵` as the final separator in the Record Pattern as well.

```
"Reading Racers", "0", "27" ↵
```

```
Team      Won  Lost
```

The problem comes when you notice that the quote marks round each item of information mean there are actually three characters separating each item - ", " - and so the structure is effectively:

```
...item separator-1 separator-2 separator-3 item separator-1...
```

In order to use this datafile, we need a way of representing this structure as *item separator item separator ...*

In fact, the problem is easily solved. We pretend that the middle separator in each group of three is itself an item of information. This is done by creating a Record Pattern where item-names are assigned to the useful pieces of information and dummy item-names are given to each occurrence of the middle separator character.

By introducing the dummy item, we absorb two of the three separators at one stroke. The first separator continues to mark the end of the real item, but the second separator is absorbed as the dummy data item. The third separator becomes a separator between the dummy data item and the next real data item. In other words, *...item separator-1 separator-2 separator-3 item separator-1...* becomes *...item separator-1 dummy-item separator-3 item separator-1...*

This provides most of the filtering we need but not quite all, because we have still to deal with the " that precedes the first item and the " between the last item and the `↵` at the end of each record. Again, we need dummy item-names to solve the problem, but this time the dummy items they refer to are blank.

A Record Pattern has to start with an item-name. So we say that the first " follows a data item which we give a dummy item-name: in fact, this data item will be blank in every record but that doesn't affect how the data is transferred in the slightest.

Similarly, we say that there is a data item between the last " and `↵` which, once again, will just happen to be blank in every record!

This gives us a final Record Pattern looking like this:

```
dummy1 "Team" dummy2 "Won" dummy3 "Lost" dummy4 ↵
```

The dummy data item trick can be used wherever there's more than one character separating the real items of information. Where the data items are separated by two characters, the dummy data item will simply be blank. Where the data items are separated by three or more characters, the dummy item will hold one or more characters.

*• Don't, whatever you do, set up items in the LocoFile datafile to match these dummy items. When you insert the datafile, LocoFile will spot that there isn't a matching item in the LocoFile datafile but if you select the option to 'Ignore item', the dummy information associated with each of these items will be thrown away - giving you precisely the result you want.*

## 8.2 Getting the LocoFile datafile ready

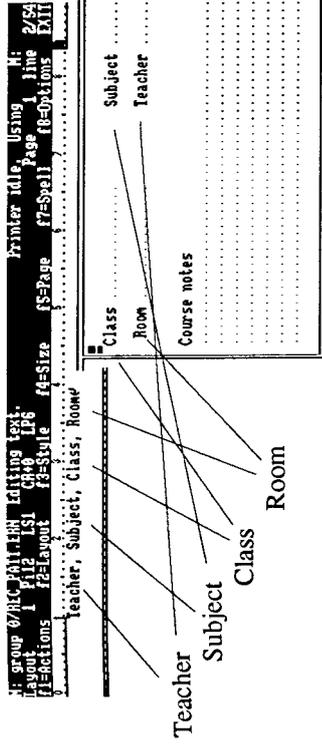
Inserting a datafile into LocoFile requires a certain amount of compatibility between the datafile that you want to pull the data from and the LocoFile datafile into which you want to insert the information, especially in the range of items and item names.

The name of each item in the LocoFile datafile into which you want to put data must match the name the corresponding item in the datafile being inserted. The latter names are defined via a Record Pattern. LocoMail datafiles automatically have Record Patterns: with other datafiles, you need to set up a suitable Record Pattern. How this is done is explained in Section 8.1.

If you are creating the LocoFile datafile specifically to store the data from the LocoMail or other datafile, it is very easy to arrange that the items and their names match. You simply need to set up a new LocoFile datafile with a matching range of items in its Pattern card – exactly as described in Chapter 7. Give each item the name used in the Record Pattern – spelt exactly the same way, though perhaps with a different mixture of capital and lower case letters. You can always give these items better names after you have inserted the data.

If the LocoFile datafile already exists, you first need to check that the LocoFile datafile has the right range of items, all with the right names. You may have to go into its Document Set-up (as described in Chapter 6) and change the item-names in your LocoFile datafile temporarily to the ones used in the Record Pattern. You can always change them back to the names you actually want after you have inserted the data. However, before you change the names you use in your LocoFile datafile, study the first part of Chapter 11. This explains how names used in LocoFile are matched with names used in the Record Pattern, for example by ignoring any punctuation marks included in the LocoFile name. It could be that there is no need to change your LocoFile names.

Note that there is no obligation to have a matching item for every item in the datafile that you want to insert – just for the ones that you want to transfer. If there is an item in the 'incoming' datafile that you don't want in the LocoFile datafile, then there is no need to have a corresponding item for it in the LocoFile datafile. Indeed, you need to arrange that there is no such item because otherwise the information will be transferred! (It is also all right to have more items in the LocoFile datafile than in the incoming datafile: the extra items are simply left blank in the inserted records.)



## 8.3 Inserting the data into a LocoFile datafile

LocoMail datafiles and other types of datafile that have been prepared as described in Section 8.1 can be inserted straight into a 'matching' LocoFile datafile by using the Insert data option in LocoFile's f1 Actions menu. This works rather like the Insert text option that you can use to insert ASCII text and whole documents into LocoScript documents. (By 'matching', we mean that the names used in the LocoFile datafile for the relevant items must match the item names used in the datafile you want to pull information from – as described in Section 8.2, above.)

**Important:** The datafiles that are inserted *must* either be held as LocoScript documents or as simple ASCII text files. No other type of file can be inserted: in particular, you can't insert another LocoFile datafile. (You can, however, combine LocoFile datafiles with the help of LocoMail: we explain how to do this in Chapter 10.)

Data can be inserted into the LocoFile datafile at any time: you are not restricted to inserting this data immediately after you have created the datafile and set up its Pattern card. You can also use this technique to combine the data from more than one datafile (provided the item-names match). However, you don't want to insert the same data twice. All you will get is twice as many records: what is more, the duplicate records will be very laborious to get rid of again!

We recommend that you start by making a copy of the LocoFile datafile (on Drive M, if possible) and call up the copy to work on. That way, if something goes wrong as you insert the data, for example because of errors in the datafile you are inserting, you will still have your original version to return to. It also gives you a chance to sort out any problems with the datafile you are inserting before trying again.

You also need to make sure you have a copy of the datafile you are going to insert in one of your drives.

When the LocoFile datafile to which you want to add the information is displayed on the screen, press **[I]** to display the Actions menu, cursor down to Insert data and press **[ENTER]**. (It doesn't matter which record of the datafile is displayed on the screen when you do this.)

LocoFile now displays the Disc Manager Screen, together with a message telling you to pick out the datafile you want to insert.

**Merge documents:**  
select merge data document  
then press **ENTER**  
or **CAN** to abandon

Move the File cursor to the datafile you want to insert – or to the file holding the Record Pattern, if the datafile is one in which the Record Pattern is held separately – and press **[ENTER]**.

You then see a Selection menu giving the details of the file you picked out; press **[ENTER]** to confirm this selection. (If all you have picked out so far is the Record Pattern, then you will now be asked to pick out the actual datafile: simply, move the File cursor to this file, press **[ENTER]** and then press **[ENTER]** again to confirm this selection.)

If there is a matching item in the LocoFile datafile for every item in the 'incoming' datafile, LocoFile simply proceeds to copy the data from this file into the LocoFile datafile. You will just see a message saying Processing record which counts through the records LocoFile is inserting as it works. LocoFile finishes by showing you the last record that was inserted.

If, however, LocoFile finds any items in the incoming datafile that aren't matched by any of the items in the LocoFile datafile, then it displays a series of Alert messages – one for each unmatched item. Each Alert message gives you a choice of actions, either Abandoning the insert or Ignoring the item.

LocoMail item:  
has no LocoFile equivalent  
▶ Ignore item  
Cancel operation

Only accept the option to Ignore item if you are certain that you don't want this information in your LocoFile datafile. If you think there is any possibility that you will want the data in your LocoFile datafile, then select Abandon operation, go into Datafile Set-up and set up an item box for this item. You cannot insert this information later by re-inserting the datafile: all you would get by doing this is twice as many records – half of them without this information and half with it!

• *If necessary, you can abandon the insert once it has started by pressing **[STOP]**, waiting for LocoFile to pause and then pressing **[STOP]** again. However, any records that have already been inserted will remain in the datafile. (This is one of the reasons it is a good idea to make a back-up before inserting the datafile.)*

**Important:** After inserting the data, it is worth checking through the records by displaying each of them in turn on the screen. This is particularly important if you are using a datafile dressed up as a LocoMail datafile: it is very easy to miss out a separator or to get the Record Pattern wrong in some subtle way. Normally the new records will be laid out correctly, especially if the record currently on the screen is obviously OK, but it is possible that other cards might show up hidden problems. Note, too, that all the separators between the data items have been stripped out, as have any LocoScript styling codes such as (+UL) and (-UL) that were in the file.

• *When you are happy that the data has been inserted correctly, Exit from LocoFile and copy the new datafile over the top of the original version. This is particularly important if you have been working on a copy on Drive M, when the new datafile will be lost if you don't copy it onto a floppy disc.*

### Possible problems

• *Data not in the right items on some or all cards*

This is not a fault in LocoFile. What this is showing is that there are errors in the datafile you are inserting – for example, a separator that's missed somewhere or an incorrectly specified Record Pattern.

To sort the problem out, select the datafile's record-number index, move back to the first record that was added from the incoming datafile and then use **[PAGE]** to step through the records in sequence until you find the first one that went wrong (plus a few more to see how these were affected). Then go back to the incoming datafile and correct it, using your knowledge of what went wrong when you inserted it. (Further help with identifying the possible problem is given in the Troubleshooting section of the LocoMail User Guide.)

When you have corrected the incoming datafile, make a fresh copy of the 'unfilled' datafile and insert the incoming datafile into this.

• *Some of the items appear to have been truncated*

All this means is that the item boxes you have set up for these items are too small for the data that you have inserted in them. Where this happens, LocoFile simply shows as much of the information as it can – and follows this with continuation dots to show that there is more information.

The remaining information is not lost: it is simply not shown on the screen.

You can, if you want, leave these items displayed with continuation dots. The way LocoFile works is not affected by this: in particular, if you Extract this information, the whole of the information is copied to the LocoScript block. The disadvantage is that you can't see all the information on the screen and similarly it won't be printed if you were to produce a card index from this datafile (see Section 5.1). However, these problems can easily be overcome by going into Datafile Set-up and making the relevant item box(es) larger.

# All about indexing

Indexes are an important aspect of LocoFile. The index that is in operation at any time defines the order in which the records in a LocoFile datafile appear.

All datafiles automatically have a record-number index which presents the records in the order they were created. In addition, LocoFile allows you to have up to eight other indexes that order the records according to the data in one or more items. These indexes have names (rather like Stock Layouts in documents have names) so that you select the index you want by this name rather than by remembering what its components are.

The details of each index specify which items in the record LocoFile needs to inspect in order to work out the order in which to present the records and also the type of sorting that is applied (alphabetic, numeric or date). The details of these items in the records themselves are used as index entries and are the basis on which the records are ordered.

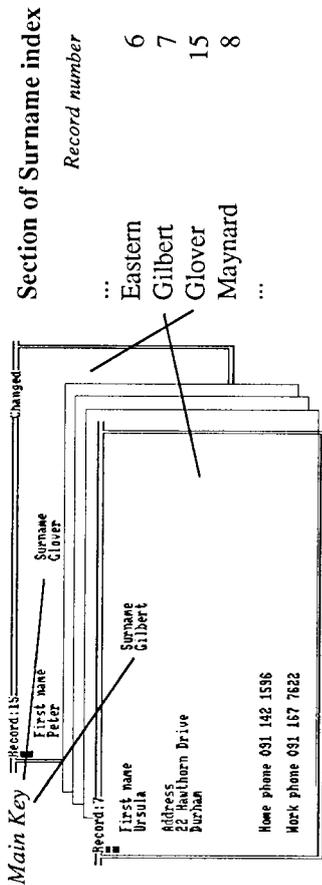
Index entries are known as 'Keys': they are the 'key' to finding the record you want via the index.

This chapter describes the types of index that LocoFile supports and the way you set these up. In addition, Section 9.4 looks at the sort of considerations that go into deciding what indexes to set up for a particular datafile. The steps used to select the index you want and to inspect the details of a particular index are given in Chapter 2.

## 9.1 The different types of index

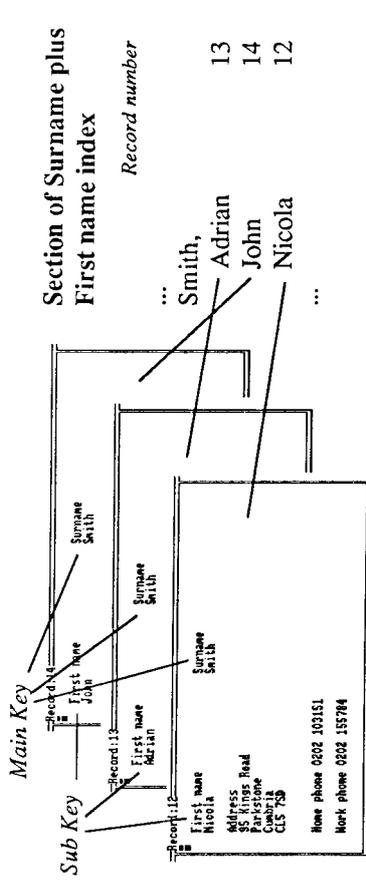
LocoFile supports different types of index to give you the greatest possible scope for picking out the records you want directly.

The simplest type of index orders the records according to the data in a single item on the card. For example, an address file might have an index that just looks at the Surname item so that you can find out someone's address, say, just by giving their surname. The item that is indexed is known as the Main Key item.



Such an index works fine where the Main Key item in each record is unique. However, typically the sort of item you'd like to index won't be unique. For example, you could well have more than one Smith in an address file (say, John Smith and Nicola Smith). Ideally, you want to be able to go straight to the record for John Smith if you want John Smith. (Where the index entries for two records are the same, the records are presented in record-number order - ie. in the order in which they were added to the file.)

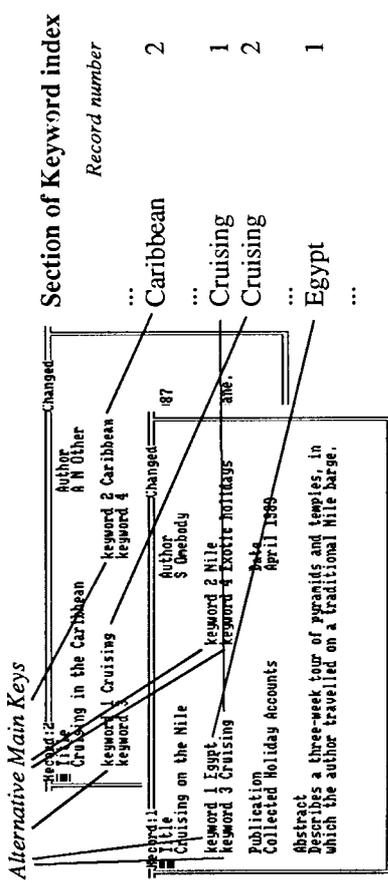
To cater for this, LocoFile allows you to index a datafile on a Main Key item plus a Sub Key item. For example, you might define the Surname item as the Main Key and the First name item as the Sub Key. Such an index orders the records principally on the Main Key item but where records have the same Main Key, LocoFile sorts these on the data in the Sub Key item. Only if both the Main Key and the Sub Key are identical do the records appear in record-number order. The result is rather like the index you get in a book - this book, for instance.



These two types of index work well where you just want a single entry for each record in an index. However, there will be cases where you will want the same record to appear a number of times in the same index. For this, LocoFile allows you to specify Alternative Keys - either alternative Main Keys or alternative Sub Keys.

The option of Alternative Main Keys allows you to pick out the same record under a number of different headings. This would be used, for example, where you want to associate one or more keywords with each record in the datafile. For example, the record for an article on Cruising on the Nile might be need to be indexed under Egypt, Nile, Cruising, Exotic holidays - so that you will be able to pick out the details of the article when looking for information under any of these headings.

Each Key for a record has to be a separate item in that record, so you would need to set up a series of items in the datafile's Pattern Card specifically to hold these keywords. You need the same number of 'keyword' items as the *maximum* number of keywords you expect to associate with each record. For the above example, for instance, you would need to have at least four 'keyword' items - simply to cater for the four keywords that have been associated with the article on Cruising on the Nile. (Of course, which keywords you associate with any record is totally up to you: to LocoFile, they are just entries to be put into the index.)



You can, in fact, have any number of slots for keywords - provided you don't go over the maximum of 50 separate items on a card. Indeed, because the range of items that are used in an index cannot be extended without re-creating the index, we would in any case suggest setting up more 'keyword' items than you specifically need to allow room for adding further keywords. Contrary to what you might expect, this doesn't make either the records themselves or the index any bigger as LocoFile doesn't waste any space storing either empty items in a record or blank keys in an index.

**Note:** The number of different 'keyword' items that you set up only limits the number of different keywords you can associate with each card: it does not limit the number of different keywords that you can use throughout the datafile. Moreover, there is no need to use particular 'keyword' items for particular keywords, unless this suits you better: as far as LocoFile is concerned, all the Main Key items in an Alternative Main Key index are completely equivalent.

than it is to a Briton. For example, a Briton puts Å with the other accented forms of A but to a Scandinavian, Å is a completely separate character appearing at the end of the alphabet!

Full details of these different orderings are given in Appendix II. You just select which one you want to use. You can also specify whether LocoFile sorts capital letters separately from lower case letters.

**Note:** The different types of characters are mixed together in each of the orderings, but individually they remain in their proper alphabetic orders. As a result, the same alphabetic ordering will put your index entries into their correct order, regardless of whether these entries are English words, French words, Greek or whatever. The only mixing effect will appear if you choose to put, say, English words and Greek words in the same index: then Greek words beginning with α will appear immediately after English words beginning with a.

• **Numeric sorting**

When numeric sorting is selected, LocoFile orders the keys according to their numerical value, putting them into order of increasing size.

As numbers can either be written with a dot as the decimal point or a comma, LocoFile allows you to specify whether . or , is used as the decimal point character. (The special decimal point character ' can be used as the decimal point character in either ordering.)

• **Date sorting**

With date sorting selected, there are two main options for the way in which LocoFile orders the keys. It can either put the dates into true chronological order or it can ignore the year part of each date and just order according to the day and the month. This latter type of sorting enables you to pick out birthdays and anniversaries in their correct order throughout the year.

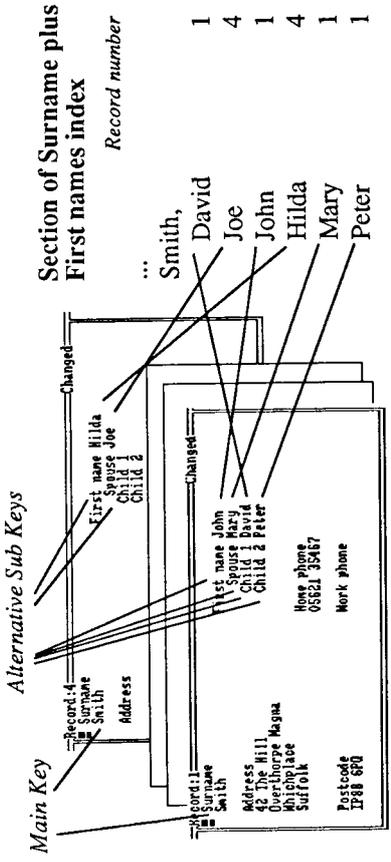
As dates can be written in a number of different styles, LocoFile allows you to specify whether these are written in the order *day month year* or *month day year* or *year month day*. Alternatively, you can choose to order on *day month* or *month day* if you want to pick out birthdays and anniversaries in their correct order. (Note: *day, month* and *year* all need to be written as numbers.)

*The type of sorting you select for an index item is recorded as its 'key type'.*

*Where the index uses both a Main Key and a Sub Key, the key types for the two items can be different. For example, if the Main Key is sorted alphabetically, the Sub Key could be sorted numerically. The two keys could even be the same item on the card but sorted in a different way.*

*Where the index uses Alternative Keys, all the alternatives have the same key type. The key type really defines the type of sorting the index has, rather than anything about the items themselves. Alternatives with different key types wouldn't make sense: it would be impossible to construct an index from them.*

The option of having one Main Key and alternative Sub Keys caters for another common need - how to have all the details of a family (eg. John and Mary Smith and their children, David and Peter) in one record and yet be able pick out this record individually for each member of the family. You would have this facility by having the Surname 'Smith' as the Main Key and all the various first names as alternative Sub Keys.



Again each of these Alternative Sub Keys has to be a separate item on the card, so you would have to set up a series of items specifically to hold the individual first names - and again, the number of these 'first name' items you need is the number of people in the largest family you know (plus one or two for luck!).

*Specifying more than one Main Key item or more than one Sub Key item means that records appear more than once in the same index - as many times as you have actual information in the items that are indexed. Each record will, however, always appear at least once, even if none of the items have any data in them.*

**The types of sorting**

As well as having different types of index, LocoFile also allows different types of sorting to be applied - alphabetic, numeric and date.

• **Alphabetic sorting**

When alphabetic sorting is selected, LocoFile orders the keys in the index according to a predefined order encompassing all the different alphabetic characters that you can type in LocoScript - Latin, Greek and Cyrillic. Accented characters are also slotted in after their unaccented counterparts.

LocoFile in fact offers a choice of three alphabetic orders, Standard, Scandinavian and Cyrillic. This has nothing to do with the range of characters that you use in the items: all three orderings cover the full range of alphabetic characters. The reason is simply that alphabetic order is slightly different to a Scandinavian or a Russian

## 9.2 The keys for the indexes

When you define an index, you specify the items that the index will be constructed from and the type of sorting you want. The index entries (the Keys) are picked out automatically by LocoFile from the data you have in the indexed items in the records: you don't specify these directly.

LocoFile applies various rules in picking out the keys. These rules depend on the type of sorting you selected: if you selected alphabetic ordering, then LocoFile picks out an Alphabetic key; if you selected date ordering, then LocoFile picks out a Date key, and so on. The rules for picking out the different types of keys are given below.

- **Alphabetic keys:**

When picking out an alphabetic key, LocoFile simply takes the first 30 characters of the item (or the whole item if this is less than 30 characters long).

**Note:** Leading spaces and punctuation marks (such as ") are included in the Key, but multiple spaces are treated as single spaces. Keys starting with punctuation marks etc. are sorted en masse to the front of the index. In addition, you should note that trailing spaces (ie. space characters that follow the information in an item) are also included in the Key: as a result, the item `Smi th.` (for example) gives a different key to the item `Smi th`.

- **Numeric keys:**

When picking out a numeric key, LocoFile ignores everything up to the first numeric character (digit, +, -, decimal point) and then picks out the rest of the number (up to a maximum of 30 digits). It correctly understands numbers with decimal fractions (the details of the key type tell LocoFile what the decimal point character is); it also understands leading pluses or minuses and thousand separators (commas or spaces).

**Note:** The way LocoFile ignores characters up to first numeric character means that prices, for example, with leading currency symbols will be sorted correctly. However, you must put any minus signs *after* the currency symbol, not before.

- **Date keys:**

If date ordering is selected, then LocoFile picks out the key by taking up to two digits for the day, up to two digits for the month and two to four digits for the year, in the order specified by the key type. **Note:** If you just give two digits for the year, then 19xx is assumed.

The parts of the date need to be written in the order that matches the date format you have specified – *day month year*, *month day year* or *year month day*. If you specified *day month* or *month day*, then you can include a year if you like but it must come at the end of the date: the *year month day* type of date cannot be used in this case.

The character you use to separate the day, month and year is up to you – as long as it is not a digit, of course. Dates are usually written with a space or a character like colons (:) or slashes (/) between the different parts of the date, giving you dates written as 25 12 1988 or 25:12:88 or 25/12/1988, for example. All of these will be correctly interpreted by LocoFile if either the *day month year* or *day month* format is selected.

Dates can also be written with the whole date as one string – for example, 251288. LocoFile can handle dates written like this, but there are a couple of restrictions on the form these dates can take so that LocoFile has a chance to work out where one part of the date ends and another begins:

- you must use two digits for both the day and the month
- if the year is written first, then all four of its digits must be given.

LocoFile understands dates either with or without separators in any of the date formats *day month year*, *month day year* or *year month day*. If LocoFile doesn't seem to be reading the date correctly, the trouble will usually be that the date format you are using to write the date is different from that specified by the key type. This can lead to LocoFile trying to interpret 1988 as the 19th of the 88th! (By the way, LocoFile won't report the 88th month as an error: instead, it will regard that part of the date as having a special 'overflow' value, which it then sorts to the end of that part of the index.)

When *day month year*, *month day year* and *year month day* options are selected, LocoFile sorts these dates into proper chronological order. But when either *day month* or *month day* is selected, it ignores the year even where one is specified. The fact that any year is ignored by these last two options means that you can index the same date item as both, say *day month year* and, in a separate index, as *day month* – allowing you, for example, to pick out people in both date-of-birth order and and birthday order from the same date-of-birth item on the record. (If you just know the birthday, then write the year as ??: this is sufficient to allow the date-of-birth index to sort this record correctly.)

If you want to see Date keys in action, we recommend studying the STAFF.DAT datafile on the LocoFile Master disc.

*Because Keys are taken directly from the data in the indexed items, changing the data in an item can alter its position in an index – in particular, in the index you are currently using. This obviously affects where you move to when you press [PAGE] to move to the next record. Depending on what you are doing, you will either want LocoFile to move to the record that is now after the current record or to the record that was after the current record. LocoFile allows you to specify which you want by displaying an Alert message which asks whether you want to step from old position in the index or the new position (see Chapter 4: Updating a datafile).*

## 9.3 Setting up indexes

Indexes are set up from within Datafile Set-up, which is entered from the LocoFile datafile by pressing **[A]** to display the Actions menu, cursoring down to Datafile set-up and pressing **[ENTER]**. The screen then changes to display the Pattern card for the datafile and the range of menus that are available in Datafile Set-up.

The following steps are then used to set up each index that you require: if you want to set up a number of indexes, simply repeat these steps – once for each index you want to create.

Start by making the item you want as the Main Key item (or one of the items you want as Alternative Main Key items) the current item – for example, by using **[ENTER]** and **[RELAY]** to cursor to it. This isn't essential but it saves effort in the long run because LocoFile automatically assumes that the current item is the item you want as your Main Key item.

Now press **[Z]** to display Index menu, move the cursor to Create new index and press **[ENTER]**.

LocoFile now displays a menu showing a list of all the items on the card (on the grounds that you might want to pick out any of these as the Main Key item), with the current item selected for you. If necessary, change this selection (by moving the cursor to the item you require and pressing **[Q]**); then press **[ENTER]**. (If Continuation arrows are shown at the top or the bottom of the list, you will need to scroll the menu to see all the items.)

You then see a menu that allows you to set the Main Key type – ie. the type of ordering that you want for Main Key items in this index.

Main key type
<input checked="" type="checkbox"/> <b>Alphabetic</b>
Numeric
Date order
<input checked="" type="checkbox"/> Standard
Scandinavian
Cyrillic
<input checked="" type="checkbox"/> Ignore case

The standard (English) version of alphabetic sorting is automatically selected for you.

This is a Settings menu, so you can change the type of ordering simply by moving the cursor to the option that you want and pressing **[Q]**. Start by selecting the principal type of ordering you require (alphabetic, numeric or date); the lower part of the menu changes according to which of these you select. Then select the version of this type of ordering that you require.

When you have finished setting the details, press **[ENTER]**. LocoFile then displays a further menu that starts with a summary of the index details that have been specified so far.

Among these details is the name of the Main Key item you have selected as the name for the index. If you want to use a different name for the index, simply place the cursor on this line of the menu, press **[Q]** to clear away the old name and type the new name you want. The characters you can use are the same as the ones you can use in item-names (see Section 7.1.1).

Index name: SURNAME
Main key: SURNAME
Alphabetic, no case
Add sub key
Change main key
Set alternative main items
Set alternative sub items
EXIT

You will also need to type a new index name if either:

- no name is given for the index – because the item you have picked out as the Main Key item doesn't have a special name, or
- the index has the same name as an existing index – for example, because you already have an index that has this item as its Main Key item.

If you don't set a new index name in either of these cases, you will see an Alert message telling you Index name is not unique when you come to exit from this menu. This Alert message gives you the single option to Try again – ie. to go back and set a different name. You won't be allowed to exit from this menu until you have given the index a unique name.

What you do next depends on the type of index you want to create.

### • Index with single Main Key item (for example, a 'Surname' index or a 'Town' index)

If you just want the index to order on one item in each record (the item you have selected as the Main Key item), all you need do after setting the Main Key item is move the cursor to the Exit option (for example, by pressing **[EXIT]**) and press **[ENTER]**.

**Note:** If you change your mind about the item that you want indexed, you can change this now by using the Change main key option.

### • Index with one Sub Key (for example, a 'Surname' + 'First name' index)

If you want the index to use a Sub Key, set the Main Key (and the Index name) as described above and then move the cursor to Add sub key and press **[ENTER]**.

Index name: SURNAME
Main key: SURNAME
Alphabetic, no case
<input checked="" type="checkbox"/> <b>Add sub key</b>
Change main key
Set alternative main items
Set alternative sub items
EXIT

LocoFile then displays a menu showing the full list of items on the card, with the top item ticked (unless you selected this as the Main Key item in which case the second item is ticked).

Select the item you want as the Sub Key item by moving the cursor to it and pressing **[ ]**. Then press **[ENTER]** to confirm your choice. (If Continuation arrows are shown at the top or the bottom of the list, you will need to scroll the menu to see all the items.)

You then see the menu that allows you to set the type of ordering that you want – in this case, for the Sub Key item in this index.

This has been automatically set to match the key type you selected for the Main Key item. If necessary, change the type of ordering by moving the cursor to the option that you want and pressing **[ ]**.

When you have finished setting the details, press **[ENTER]**. You are then returned to the menu that summarises the index you have set up so far. (Note that the options available in the menu have been changed to cater for the fact that you have set up an index based on a Main Key item and a Sub Key item.)

Move the cursor to EXIT (for example, by pressing **[EXIT]**) and press **[ENTER]**.

### • Index with alternative Main Keys

(to index each record under a number of different headings)

If you want the index to use a number of alternative Main Keys, set the Main Key (and the Index name) as described above and then move the cursor to Set alternative main items and press **[ENTER]**.

LocoFile then displays a menu showing the full list of items on the card, with the Main Key item you have picked out so far already ticked. (If Continuation arrows are shown at the top or the bottom of the list, you will need to scroll the menu to see all the items.)

Select the items you want as alternative Main Key items by moving the cursor to each of these in turn and pressing **[ ]**. (Note: The **[ ]** key can be used in the usual way to clear any of selections you make – including the initial Main Key item that you started with.)

Sub key item
<input checked="" type="checkbox"/> <b>ALTERNATIVE</b>
SURNAME
address
phone number

Sub key type
<input checked="" type="checkbox"/> <b>ALPHABETIC</b>
Numeric
Date order
<input checked="" type="checkbox"/> Standard
Scandinavian
Cyrillic
<input checked="" type="checkbox"/> Ignore case

Index name: Keywords
Main key: keyword 1
Alphabetic, no case
Add sub key
Change main key
<input checked="" type="checkbox"/> <b>SET ALTERNATIVE MAIN ITEMS</b>
Set alternative sub items
EXIT

Alternative items
abstract
<input checked="" type="checkbox"/> keyword 1
<input checked="" type="checkbox"/> keyword 2
<input checked="" type="checkbox"/> keyword 3
<input checked="" type="checkbox"/> <b>KEYWORD 4</b>

When you have selected all the items you want indexed, press **[ENTER]** to confirm your choice. You are then shown the menu for setting the key type you require again – in case you want to change your mind. When you have checked that the details here are as you require, press **[ENTER]**. You are then returned to the menu that summarises the index you have set up so far. (Note that the options available in the menu have been changed to cater for the fact that you have set up an index based on a number of alternative Main Key items.)

Move the cursor to the EXIT option (for example, by pressing **[EXIT]**) and press **[ENTER]**.

### • Index with more than one Sub Key

(for example, to index all the members of the same family)

If you want the index to use one or more Sub Keys, set the Main Key (and the Index name) as described above and then move the cursor to Set alternative sub items and press **[ENTER]**.

LocoFile then displays a menu showing the full list of items on the card, with one of the items already ticked – normally the top one. (If Continuation arrows are shown at the top or the bottom of the list, you will need to scroll the menu to see all the items.)

Select the items you want as Sub Key items by moving the cursor to each of these in turn and pressing **[ ]**. (The **[ ]** key can also be used in the usual way to clear any of selections you make.) When you have selected the items you want indexed, press **[ENTER]** to confirm your choice.

You again see the menu that allows you to set the type of ordering that you want – in case you want to change your mind. When you have checked that the details here are as you require, press **[ENTER]**. You are then returned to the menu that summarises the index you have set up so far.

Move the cursor to EXIT (for example, by pressing **[EXIT]**) and press **[ENTER]**.

*Note: Whatever type of index you create, the index is initially only added to the list of available indexes. The actual index(es) are only created when you leave Datafile Set-up and return to viewing the records in the datafile.*

Index name: Surname +subkeys
Main key: Surname
Alphabetic, no case
Add sub key
Change main key
<input checked="" type="checkbox"/> <b>SET ALTERNATIVE SUB ITEMS</b>
EXIT

Alternative items
SURNAME
<input checked="" type="checkbox"/> first name 1
<input checked="" type="checkbox"/> first name 2
<input checked="" type="checkbox"/> first name 3
<input checked="" type="checkbox"/> first name 4
<input checked="" type="checkbox"/> first name 5
address

## 9.4 General recommendations

The job of the indexes associated with a datafile is to help you pick out the record you want efficiently. To this end, there are two main criteria to apply in choosing what indexes to have:

- The indexes should enable you to respond to the questions you are likely to want answers to – for example, what is Joe Blogg's address? where in Newtown can I eat pasta?
- Index entries should if possible be unique – so that you only pick out the records you want. Indexing on something like Sex for which there are only two options is generally not awfully helpful in narrowing down the choices.

Another thing to think about is the order you would like the records to be in when using the datafile with the LocoMail Master document. This effectively works through the file in index order. In particular, you probably won't want to use an index that uses alternative keys when using LocoMail to print the labels for all your Christmas cards from your address list, for example. If, as is likely, your index is set up so that you can pick out different members of the same household, you will print several labels for the same house – one for each member of the family!

As well as thinking about the items you want to index, you also need to think about the type of ordering that you will want in this index. In most cases, the type of ordering to use will be obvious but if you want to sort a datafile by some kind of reference number, think carefully whether sorting this into numerical order will give the right results. Phone numbers are the classic case where numerical ordering gives the wrong result: these actually need to be sorted alphabetically!

- *Remember, there's no need to worry about getting all the indexes in the datafile set up correctly from the start. You can always set up new indexes later. All this will cost you is a little time as LocoFile creates the new indexes – though you may have to throw away some of your current indexes first. (You cannot change the definition of an index: you always have to throw away the old index and create a new one from scratch.)*

# Part IV: Advanced techniques

# Further ways of processing the datafiles

There are a number of different ways in which you might want to use the data stored in your LocoFile datafiles. For example, you might want to use the details in an address list for a mailshot or you might want to generate sales reports from your invoice datafile.

It is quite possible to use the information you have stored in a LocoFile datafile in this way. What you need to do this is LocoScript's mailmerge program, LocoMail (automatically supplied on a PCW9512). For each different task, you also need a LocoScript document that contains the outline of the documents you want to prepare, together with some special instructions to pull in information from the datafile. This 'Master' document can then be 'merged' with your LocoFile datafile to produce the finished mailshot letters, reports etc. that you require.

You can also use LocoMail to produce a version of a LocoFile datafile in the form of a LocoScript document – a kind of 'hard copy' of the datafile – which you can then process in different ways before re-inserting the data into LocoFile datafiles. You might use this to divide off a section of a datafile (for example, people with surnames starting A...L or sales records from two or more years ago), combine separate LocoFile datafiles or to make a global change to the file such as combining two separate items into one single item.

Each 'LocoMail application' requires a different Master document, tailored to the precise task that you want to carry out. This chapter looks at some typical applications: Section 10.1 looks at a Master document you might use to prepare a mailshot; Section 10.2 looks at a Master document for generating a sales report from a customer records; Section 10.3 looks at how you go about making major changes to a LocoFile datafile (such as splitting it into two parts); while Section 10.4 looks at combining LocoFile datafiles.

The Master documents for these applications are all supplied on the LocoFile Master disc and are available for you to use if you have LocoMail. Brief details are given of how the various applications work but don't worry if you don't fully understand how each application works. We would, in any case, suggest studying the LocoMail User Guide before you try to adapt the Master documents described here to work with your own datafiles. (You will also need to study the first part of Chapter 11 if the names you use in your datafiles are more than one word long or involve any special characters – Greek or Cyrillic characters, punctuation marks or symbols.)





The first thing the Master document does is to use a \$= instruction to select the Order number index. (Important: Notice how the name of this index is given as Order\_number, when the name used in the datafile is Order number: when you are using LocoMail, you must use an underline character to link the separate words in any multi-word name used in the LocoFile datafile.)

The Master document then has a short group of 'definitions', setting up → and ← as the items tab and cr. In complex applications, setting up any styling and positioning codes you use as items is often a good idea because it helps to make the LocoMail instructions both easier to prepare and more readable.

The task of checking through all the records in the datafile and inserting the details from unpaid records into the finished document is a repetitive one. UNPAID.INV therefore uses a Program Unit to look for the next record which doesn't have the status 'Paid', copy the details from this record into the finished document and then advance to the next record. This Program Unit is called Loop.

- If you are interested in knowing more about the workings of this Master document, study Section 13.6 in the LocoMail User Guide. This describes (a slightly different version of) the UNPAID.INV Master document in detail. If you want to know more about Program Units, the chapter to read is Chapter 9 of the LocoMail User Guide.

### 10.3 Making changes to a LocoFile datafile

Once you have put a whole mass of data into one LocoFile datafile, you might want to split it into a number of separate sections. Alternatively, you might now need postcodes as a separate item in an address file in which you have so far always put the postcode in as part of the address.

LocoMail can help you make such changes. What you do is use LocoMail to pull the information out of the datafile and put it into a LocoMail datafile which you then save on disc (by using the Save option that you get when merging documents in Manual mode). The file you save on disc is a LocoScript document and so you can then use LocoScript's editing features to make the changes to the data you require, before inserting the edited LocoMail datafile back into LocoFile as a completely new LocoFile datafile. You could, for example, use LocoScript Exchange feature on the LocoMail datafile to help you split off the postcode from each of the addresses.

With a suitable Master document, you can make editing the LocoMail datafile very easy. For example, if you wanted to split an address list into two parts with surnames A...L in one file and surnames M...Z in another, the Master document could tell LocoMail to pull out the records in alphabetical order of surname. You can even change the data as you pull it out of the LocoFile datafile and into the LocoMail datafile. If you can get LocoMail to make all the changes for you, all you will be left to do is re-insert the data back into the new LocoFile datafile.

Note: You always need to insert the edited LocoMail datafile into a new LocoFile datafile. You do not want to insert it back into the LocoFile datafile from which you originally took the data. Doing that would simply give you duplicate records in this LocoFile datafile – some with the required changes, some without.

The following is an example of the type of Master document you would use to take the data stored in LocoFile in an address datafile and put it into a LocoMail datafile. It is stored as DATAFILE.MGE in the TUTORIAL group and is intended to be merged with the ADDRESS.DAT datafile in this group.

```

1 first_name, Surname,
2 Address, Home_phone, Work_phone
-----
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
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30
31
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66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

```

#### The resulting datafile

```

1 first_name, Surname,
2 Address, Home_phone, Work_phone
-----
3 Anthony, Andrews
4 Flat 2,
5 13 Avondale Rd,
6 Long Buckby,
7 North,
8 MK4 7TW 0327 11389, 035 431 360347
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
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67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

```

The first page of the Master document is the Record Pattern for the LocoMail datafile (that is, the special record that describes how the information is laid out in the rest of the LocoMail datafile by listing the item-names and the special characters – the Separators – that are used to mark where one item stops and the next starts. This Record Pattern is copied straight into the new LocoMail datafile.

The next page of the Master document first uses a \$= instruction to select the Surname index and then has a short group of 'definitions', setting up \$, ← and ↓ as items. \$, ← and ↓ are the Separators that are going to be used, while ↓ is going to mark the end of each record. It is a good idea to set up the Separators you will use as items because this makes the LocoMail instructions both easier to prepare and more readable. Also note the choice of \$ as the separator to follow the address item – because we can be certain that \$, unlike , and ←, will not appear in any of the addresses.

The task of copying all the records from the datafile is a repetitive one, so DATAFILE.MGE uses a Program Unit (called loop) to copy the details from each record into the finished document, put in all the Separators and then advance to the next record. This Program Unit and the instruction to repeat it takes up the third page of the master document. (If you want to know more about Program Units, study Chapter 9 of the LocoMail User Guide.)

If your intention is to split the datafile into two sections A...L and M...Z, then there is no need to make this split using LocoScript. Instead, you can put further LocoMail instructions into the Master document to make this split as the LocoMail version of the datafile is created. What these extra instructions need to arrange is that LocoMail makes two passes through the Master document, finishing the first pass and going on to the second at the point at which you want to split the datafile.

If (as is likely) the address list includes at least one person with a surname beginning with M, the following loop could be used:

```

loop=" " ←
# pass = 1 AND Surname = "M*" ←
    Tests whether on the first pass and, if
    so, if the surname starts with an M
    ←
    <: test = "" : pass = 2 : $- ←
        If both conditions are met, then
        LocoMail sets test to null (so that
        the loop will stop), pass to 2 and,
        with the $- command, saves the
        current record for use in the next pass.
    ><: First_name:comma:Surname:cr ←
        Address:para:Home_phone:comma:Work_phone:end_page ←
        $+ ←
    > ←
# pass = 2 : < : test = Surname : > ←
    If on Pass 2, test is set to Surname
    so that the loop will end at the end of
    the file (provided every record
    contains a Surname: if necessary, set
    test to a different item - one that
    you know will be filled in every
    record in the datafile).
" ←

```

To process the loop, you would use:

```

! pass = 1 ←
    Sets pass to 1 only on the first pass through
    the document
test = "Not Null" ←
@test %loop ←
    Repeats the loop until test is set to Null

```

• It is quite easy to adapt this Master document to work with a different LocoFile datafile. Firstly, you need to change the item-names used throughout to the ones used in your LocoFile datafile (remembering to use the underline character to link separate words where the name used is more than one word.) Then, change the Separator characters (, ¶ ← etc.) used to mark where one item ends and another begins. The character that you use as the Separator after any item must be a printing character - other than a letter, a number or underline character - that will never appear in the item itself. (More information on Separators is given in Chapter 2 of the LocoMail User Guide.)

**Important:** You must ensure that every item in the LocoFile datafile has an item-name associated with it before you use LocoMail to help you change your datafile. LocoMail cannot pick out details from items that do not have item-names, and so the information from any unnamed items will be lost. The item-names in the LocoFile datafile can be either displayed or hidden, as you wish.

## 10.4 Combining LocoFile datafiles

LocoMail is also the key to combining similar LocoFile datafiles.

Suppose, for example, that you have two address files that you want to combine into one large datafile. The way to go about this is to use a LocoMail Master document to pull the information out of one of these datafiles and put it into a LocoMail datafile. This LocoMail datafile can then be inserted into the other LocoFile datafile, giving you the combined datafile you require. (The choice of which datafile to convert into a LocoMail datafile and which to leave in LocoFile is up to you. The only factor to consider is whether one datafile has a more extensive range of items, in which case you will probably want to convert the other datafile into the LocoMail datafile so that you don't lose any of this extra information.)

The Master document to convert the datafile for this task is just the one used in Section 10.3 to produce a LocoMail datafile from a LocoFile datafile so that you make major changes to it.



# Using LocoFile datafiles with LocoMail

An important feature of LocoFile is the way it works with LocoMail:

- LocoFile datafiles can be used as the source of information by LocoMail Master documents – allowing you to produce everything from simple mailshots to complex reports and invoices from the data in the LocoFile datafile.
- LocoMail is able to take advantage of the indexing in the LocoFile datafile to pull out records in the order you require.

With both LocoFile and LocoMail, you have a powerful tool for organising your data (LocoFile) and a sophisticated way of producing documents from the data (LocoMail). We have already given some examples of this power in Chapter 10.

This chapter describes how LocoFile and LocoMail work together in more detail. In particular, we look at merging LocoFile datafiles with LocoMail Master documents and at writing LocoMail applications that take advantage of indexes set up in the LocoFile datafiles they work with. But first we look at how LocoFile names are matched with LocoMail names.

*Important: To get the best out of using LocoFile with LocoMail, you really need to have the revised edition of the LocoMail User Guide (first published in February 1988) at your side.*

*This applies in particular to 9512 owners who just have two short chapters on LocoMail to refer to in the PCW9512 User Instructions: the details about LocoMail given in the PCW9512 User Instructions are insufficient to write any but the very simplest LocoMail applications. PCW8256/8512 owners who have the 'old' LocoMail user guide in a looseleaf binder will also benefit from having the newer version of the User Guide.*

*(The revised LocoMail User Guide is available separately from your dealer or direct from Locomotive Software.)*

## 11.1 LocoFile names and LocoMail names

Both when using a LocoFile datafile with a LocoMail Master document and when transferring data from a LocoMail datafile (or a datafile dressed up as a LocoMail datafile) into a LocoFile datafile, it is important for the names used by the LocoMail part of the operation to match the names used in the LocoFile datafile – simply to allow the system to identify which items of information are to be used where.

However, there are a number of important differences between the names that can be used in LocoMail Master documents and LocoMail Record Patterns and those that can be used in LocoFile datafiles:

- LocoFile names don't have to be single words but LocoMail names do.
- LocoFile names can include wide range of characters that can't be used in LocoMail names – in particular, greek characters and a wide range of punctuation marks.
- LocoFile names can start with numbers but LocoMail names can't.

As a result, although all the names you might use in your LocoMail Master documents and LocoMail Record Patterns are valid LocoFile names, it is not true that all the names you might use in your LocoFile datafiles are valid LocoMail names.

Rather than force you to always use valid LocoMail names for the items in any LocoFile datafile you want to use with LocoMail, the system works through the LocoFile name, picking out an equivalent LocoMail name as follows:

- Any number at the start of the LocoFile name is stripped off.
- Each space within the LocoFile name is treated as an underline character.
- Any 'invalid' characters in the LocoFile name are stripped out.
- If the equivalent LocoMail name is blank, then the item is regarded as unnamed.

The rule then becomes that either the actual name or the equivalent LocoMail name of the LocoFile item must be identical to the name used on the LocoMail side of the operation. (However, it doesn't matter if the two names use a different mixture of capital and lower-case letters.)

Knowing how equivalent LocoMail names are picked out of LocoFile names makes it very easy to work out for yourself what name you need on the LocoMail side of the operation to match with the names you use in your LocoFile datafile.

For example:

LocoFile name	LocoMail name
First name	First_name
First-name	Firstname
Tel:	Tel
Name & Inits	Name__Inits
1stline	stline
2α	(blank)

Space converted to underline

Invalid character stripped out

Spaces converted to underlines and invalid character stripped out

Number stripped off the front

Number stripped off the front and invalid character stripped out

Simply work through the names in your LocoFile datafile working out the equivalent LocoMail name for each item and each index name in the datafile – and change either the name used in the LocoFile datafile or that used in the appropriate LocoMail Master document or Record Pattern until all the names match.

There are some important points to note as you do this.

- The equivalent LocoMail name for any LocoFile item or index that you want to use mustn't be blank. If necessary, change the LocoFile name. (It doesn't, however, matter if the LocoMail name picked out from items and indexes you don't use are blank: the system simply ignores anything with a blank name.)
- The equivalent LocoMail names for the items you use must all be different (though items can have the same names as indexes).
- The equivalent LocoMail names for the indexes you use also need to be different (though the system doesn't specifically check for this).
- When merging a LocoFile datafile with a LocoMail Master document, all equivalent LocoMail names for items must be different, because the process starts by checking that there is no duplication of 'LocoMail' item-names in the LocoFile datafile.

In general, you should be able to spot any duplicate 'LocoMail' names simply by displaying the LocoFile datafile and working out in your head what the equivalent LocoMail names for each item will be. (If you have hidden any of the names or you can't readily see the whole card, press  to display the Extract menu: this gives a complete list of all the item-names you have used.) But beware: some duplicates are very easy to miss. For example, the set of items 1stline, 2ndline, 3rdline, 4thline all have different 'LocoMail' names, but simply add 5thline to the list and you instantly get a duplicate name (thline).

However, while it is worth checking all the LocoMail names, it is not worth worrying that you might have missed some subtle duplication. If the equivalent LocoMail names aren't all different, you will get automatically messages like Duplicate name definition or Invalid record pattern as you try either to insert the LocoMail datafile or merge the LocoFile datafile with the LocoMail Master document. Just go back to your LocoFile datafile, work out what is wrong, make the appropriate changes and then try again.

## 11.2 Merging LocoFile datafiles with Master documents

Merging a LocoFile datafile with a LocoMail Master document uses exactly the same steps as merging a LocoMail datafile with a Master document. You just select pick out the Master document with the File cursor and press M, move the File cursor to the datafile and press **[ENTER]**, check the details in the Selection menu that appears and press **[ENTER]** to confirm this selection.

Note that there is no requirement for a LocoMail-type Record Pattern with a LocoFile datafile: LocoMail takes all the information it needs to interpret the data from the file's Datafile Set-up.

For the merge to be successful, the names used in the LocoFile datafile have to match the names used in the LocoMail Master document. In other words, either the actual name or the equivalent LocoMail name of the LocoFile item must be identical to the name used on the LocoMail side of the operation (though it doesn't matter if the two names use a different mixture of capital and lower-case letters).

You also have to ensure that there are no duplicate names among the equivalent LocoMail names, even among items and indexes that you don't use in the LocoMail Master document.

The way equivalent LocoMail names are picked out of LocoFile names is explained in Section 11.1, above.

If the names don't match, LocoMail will report Name does not exist at the point it needs to insert the 'missing' information. If there are any duplicates among the equivalent LocoMail names, the message you see will be Invalid record pattern, given at the start of the merge. If this ever happens to you, use the information given in Section 11.1 to work out what is wrong, make the appropriate changes and then try again.

*Note: To merge a LocoMail Master document with a LocoFile datafile, you need to have loaded both LocoMail and LocoFile. Also the version of LocoMail you use must have been loaded from a version 2.20 or later Start-of-day disc, created for example when you installed LocoFile on your system. The process of creating the new Start-of-day disc automatically updated the copy of LocoMail on the disc to work with LocoFile datafiles. Versions of LocoMail loaded from earlier Start-of-day discs (LocoScript version numbers 2.16 and lower) cannot interpret LocoFile datafiles.*

## 11.3 Writing LocoMail applications for LocoFile datafiles

Writing a LocoMail application that takes information from a LocoFile datafile is just like writing one that takes information from a LocoMail datafile. You simply prepare a LocoScript document containing the LocoMail instructions that you need – the LocoMail Master document for the task you want carried out.

There are, however, a couple of points to note:

- The items that you want to insert in the Master document must all have item-names. (Note: these can be hidden if you want.)
- The name you use in the LocoMail Master document to represent an item in the datafile must match the one used in the LocoFile datafile. If the LocoFile name is a valid LocoMail name (the rules for which are given in Chapter 2 of LocoMail User Guide), you simply use the same name in the LocoMail Master. Otherwise, you must use the equivalent LocoMail name picked out by applying the rules given in Section 11.1.
- LocoMail normally processes the records in a datafile in record-number order: in a LocoFile datafile, that means the records will be processed in the order in which they were added to the datafile. However, there are some special LocoMail commands which make LocoMail work through your LocoFile datafile in index order and to move to particular points in the datafile.

It is outside the scope of this book to teach you about LocoMail in any detail: all we shall do here is look at the special commands that work with the LocoFile indexes. These commands, which only apply to LocoFile datafiles, aren't covered in the LocoMail User Guide.

If you are interested in learning more about the new commands, study the applications described in Chapter 10 – all of which use the index commands. You will also see them in use in articles on LocoMail and LocoFile in the LocoScript newsletter *Script*, published every two months by Locomotive Software.

### 11.3.1 Specifying the order of records

You specify the order in which LocoMail picks out the records from the datafile by using the following LocoMail instruction to select one of the datafile's indexes:

**\$=value**

where *value* represents the name of the index that you want LocoMail to use.

The effect of the **\$=** command is principally to make the specified index the 'current index' – ie. the index that LocoMail uses to determine the order in which to pick out the records. When LocoMail moves on to the next record either at the end of a pass through the document or because of a **\$+** command, then the record to which LocoMail moves will be the next record in the current index.

The command also moves the current record to the first record in the specified index – *unless this index is already the current index, in which case the record you are on doesn't change.*

The name of the index you want LocoMail to select can be expressed in a number of different ways in this command, but usually it will be given in one of three ways – depending on whether you will always want to select one particular index, whether you will want to type in the name of the index at the time you merge the datafile with the Master document or whether you arrange to store the name of the index you want as an item.

If you always want to select one particular index, you can give the name of this index explicitly by using:

```
$=index-name"
```

For example, you can select the Surname index by using the instruction `$="Surname"`. (To select the record-number index, use `$=""`.)

**Note:** Any index you specify has to exist or LocoMail will simply display the Alert message Name does not exist and stop. Also, as with item-names, you must be careful to ensure that the index-name you give is spelt correctly, though you can use a different mixture of capital and lower case letters. Again, if the index name is not a valid LocoMail name, the name to quote here is the *equivalent* LocoMail name.

If, however, you want to be able to specify the index at the time the datafile is merged with the Master document, then use ? to represent the name of the index as follows:

```
$=? : prompt
```

This instruction will make LocoMail stop when it comes to setting the index and wait for you to type in the name of the index you require and press `[ENTER]` – just as if you were typing in some other piece of information. (To select the record-number index, just press `[ENTER]`.) Again, you need to be careful to give the name of an index that exists and to spell the name of the index correctly. **Note:** Just type the name of the index: don't type any quotation marks around this name.

If the name of the index you required is stored as an item-name, then the command simply becomes:

```
$=item-name
```

You can use `$=` to set the current index wherever and whenever it suits the task you want to carry out, but in a typical application, you will just want to set the current index once and use the same index throughout the merge. In such cases, you simply need one `$=` instruction at the top of your Master document. This sets the current index in every pass through the document, but the rule that the current record doesn't change unless the current index changes ensures that this doesn't mean that you simply use the first record in the index over and over again.

**Note:** The applications in Chapter 10 all use a single `$=` instruction at the start of the document to select the order in which the records will be processed.

### 11.3.2 Selecting particular records

Another special command allows you to tell LocoMail to work with the data in a particular record, in much the same way as you can use the Goto menu to tell LocoFile to display a particular record. Just as with Goto, what you need to specify is the Main Key (and, where appropriate, the Sub Key) for the record in the current index.

The basic instruction you use is:

```
$$$ main-value  
where main-value represents the Main Key for the record you require.
```

Like specifying the index you want, there are a number of different ways in which you can specify the Main Key for the record you require. You can give it explicitly where you know that you will always want the same record: for example, if you are working with the Surname index in the ADDRESS.DAT datafile, you could specify Sheila Maynard's record by using the instruction `$$$ "Maynard"`.

Alternatively, you can leave specifying the record until you merge the Master document with the datafile by using the instruction:

```
$$$ ? : prompt
```

The important thing to remember when using the `$$$` instruction is that LocoMail – like LocoFile – doesn't report an error if it doesn't find a record with the Main Key and/or Sub Key that you specify. Instead, it normally positions itself on the record that would follow the record you specified if this were included in the datafile. For example, if you specified Joan Smith, LocoMail might actually pick out the record for Joe Smith or the one for John Smith, depending on what records you had in the file. The only exception to this is where looking for the record you requested takes LocoMail off the end of the index: then LocoMail positions you on a 'Null' record (ie, on one in which all the items are null). **Note:** This is not the same as the LocoFile Goto feature which, in similar circumstances, positions you on the last record in the current index.

As a result, it is up to you to verify that the `$$$` instruction that you have just used took LocoMail to the record you required – for example, by using `#` instructions to test that the Main Key and Sub Key items in the current record have the expected values. You can see this being done in the Mailshot Master described in Section 10.1. (Details of the `#` instruction are given in Chapter 6 of the LocoMail User Guide.)

• If the current index uses both Main Keys and Sub Keys, then you can tell LocoMail both the Main Key and the Sub Key for the record you want by using the command:

```
$$$ main-value $ sub-value
```

where *sub-value* represents the Sub Key you require. (You can see an example of this command in the Mailshot application described in Section 10.1.)

Note, however, that when you want the user to type in the details of both the Main Key and the Sub Key to use, we recommend you to set up a couple of instructions that store these details as items and then use the item-names in the \$\$ instruction as follows:

```
Mainkey = ? : prompt
Subkey = ? : prompt
$$ Mainkey $ Subkey
```

The advantage of this approach is that it allows you to give a prompt for both the Main Key and the Sub Key. If you use ?s directly in the \$\$ main-value \$ sub-value, you can only give a prompt for the Sub Key.

**Note:** As with using the Goto menu, there is no obligation to give the Sub Key as well as the Main Key if the Main Key is sufficient to pick out the record you want. For example, if the Full name index in ADDRESS.DAT is selected, then you could specify Sheila Maynard's record either as \$\$ "Maynard" or as \$\$ "Maynard" \$ "Sheila".

### 11.3.3 Example application – a selective mailshot

The \$= and \$\$ commands together give a very neat way of picking out just the records needed to send letters to a selection of the people on the address list – by using the keys in an index.

To use this technique, you first need to store the information on which you want to make your selection as a separate item in the datafile and you then need an index that orders the datafile according to the information in this item. For example, if you wanted to send letters purely to people in the county of Somerset, you would need the county in each address stored as a separate 'County' item and an index with County as its Main Key item.

The main feature of such an index is that it automatically groups all the records you require together and so makes the task of picking out these records very much easier. Once you have found the first of the records you want, then you know that all the others will follow this one. Moreover, when you then find a record that doesn't meet your requirements (for example, Surrey instead of Somerset), you know that you have processed all the records you wanted and that you don't need to look at any more.

With such an index in place, all the LocoMail application needs to do is to jump to the start of the required group of records, process the following records until one is found that isn't in the required group and then halt the merge.

### Selecting the required group of records

To pick out the required group of records, it would seem sensible to start the Master document with a \$= instruction that selects the index you want and then have a \$\$ instruction that goes straight to the first record of this group. This \$\$ instruction would then be followed by a # instruction that checks that the current record is indeed one you want.

For example, to pick out the records covering addresses in Somerset, you might put the following:

```
$= "County"
$$ "Somerset"
# County # "Somerset (abandon merge)
(Text of letter)
```

These instructions, however, won't give the right result because LocoMail will be repositioned on the record specified in \$\$ command at the start of every pass through the document. What you will get as a result could just be a stream of finished documents – all taking information from the same record!

To get the right result, you need to ensure that the instruction to go to this record is only executed on the first pass through the document. And to do that, you need to be able to tell the difference between the first pass through the document and subsequent passes. The way this is done is to use as a 'flag' an item which has a special value on the first pass through the document as follows:

```
$= "County"
! flag = 0
```

Select the County index

Sets an item called flag to 0: because of the ! at the start of the instruction, this command is only executed on the first pass through the document.

```
# flag = 0 : < : $$ "Somerset" : flag = 1 : >
```

Tests whether flag is 0 and only

when it is, first tells LocoMail to go to the first 'Somerset' record in the current index and then sets flag to 1.

```
# County # "Somerset (abandon merge)
(Text of letter)
```

Notice that the \$= instruction in this group of commands is still executed on every pass through the document. There is no need to ensure that this instruction is only executed on the first pass because the \$= instruction doesn't change the current record except when it changes the index, which it only does on the first pass.

### Halting the merge

Once the first record beyond the required group has been reached (ie. when `County # "Somerset"` becomes true), special instructions are needed in the Master document to stop the merge.

Merging stops automatically once LocoMail has stepped 'beyond' the last record in the current index, so in theory all you need to do is to use a `$$` command that tells LocoMail to find a record that is 'beyond' the last record in the current index. However, this is not always as easy to do as it might seem because the indexes sort the records in which the index items are 'Null' (ie. empty) to the end of the index. If there are any of these 'Null records' in any index, then you can never specify a record beyond the last record because there is nothing that you can type that is beyond Null.

The safest approach is to change to the record number index – which can never have any Null records – and then tell LocoMail to go to the record with a higher record number than the last record in the datafile. For example, you might use the following to do this:

```
$ = "" : $$ "9999999"
```

The `$=""` selects the record-number index; the `$$ "9999999"` specifies a suitably-high record number – higher than any record actually in the file.

The instruction used in our example mailshot to halt the merge therefore becomes:

```
# county# "Somerset" : < : $="" : $$ "9999999" : * : >
```

• *This approach to halting a merge is also taken in the Mailshot Master described in Section 10.1.*

### The finished application

```
(+Mail)$= "County"
! flag = 0
# flag = 0 : < : $$ "Somerset" : flag = 1 : >
# county# "Somerset" : < : $="" : $$ "9999999" : * : >
(-Mail)(Text of letter)
```

# Applications

This appendix describes the sample LocoFile datafiles supplied on the LocoFile Master disc.

The datafiles are presented in name order. For each datafile, we give a brief description of how the datafile is meant to be used and show you:

- how these items are arranged when the record is displayed
- what indexes have been set up

You can use the datafiles for your own purposes, either as they are supplied or with minor changes.

## ADDRESS.DAT

-Record:1	
First name	Surname
Anthony	Andrews
Address	
Flat 2	
13 Avondale Rd	
Long Buckby	
Herts	
HE4 7TT	
Home phone 0327 11389	
Work phone 035 431 36034	

A general purpose address list, for storing names, addresses and telephone numbers.

Indexed by Surname, First name and Full name (Surname + First name).

## ADDRESSM.DAT

```

Record:13
Title      Initials  Surname
Mr         J         Smith
Address    30 Spring Gardens
           Falsham
           Exeter
           RH19 14BQ
Home phone 0202 10352
Work phone 0203 155785
  
```

An address list set up with item names suitable for use with LocoMail, for storing names, addresses and telephone numbers.

This datafile can be Merged with MAILSHOT.MGE to create standard letters addressed to each name and address held in the file.

Indexed by Surname and Initials.

## ALLSALES.DAT

```

Record:7
Title      Name
Mr         G Grey
Address    Grey House
           Grey Lane
           Greytown
Amount    9.99
Order number 7
Day        2
Month      1
Year      88
Status    P
  
```

This datafile is based on the format of LocoMail's ALLSALES datafile. This should allow the master documents associated with it to work on it directly. By viewing the file in date order, it's easy to check for overdue payments etc.

Indexed by Month and Day; Order\_number; and Name.

## APPOINTS.DAT

```

Record:1
Doctor     Date      & Time
Brown     88 12 03 09.30
Patient   Webster, Karen
Address   Flat 5, Williams House
           24 The Crescent
           Dreadley
Phone Number 0754 145893
Details   Vaccination
  
```

Perhaps for a surgery with several doctors. Each record would contain the doctor's name, date and time of an appointment, the name, address and phone number of the patient, plus a comment item giving the reason for the appointment (if known).

Indexed by date of appointment and doctor's name, so that it's easy to go through one doctor's appointments or all the appointments for one day; by the patient's name and appointment so that it's easy to look up a patient's history.

## BIBLIOG.DAT

```

Record:3
Author(s)  Parsons      Barratt
Title      Browning's early works
Publication Literary Gazette
Keywords   Browning     Early        Writers
Pages      9
Date       14/9/1984
  
```

The kind of bibliography required for a thesis or dissertation.

Indexed by multiple Authors, so that it's easy to look up papers even if only one author known; by Date; by Title; and by multiple Keywords – for use when only the subject or area of research is known.

## CATALOG.DAT

Record: 1	
Artist	Simon Garfunkel
Title	Bridge over Troubled Water
Label	CBS
Price	£4.95
Catalogue Number	CB/SG/45621

A catalogue of records – either for a shop or for a private collection.

Indexed by Title; by multiple Artist; by Catalogue number; and by Label and principal Artist. This datafile could also be simply adapted to other cataloguing uses: Video collection, Slide library ...

## HOUSES.DAT

Record: 5	
Type	semi-detached
Beds	3
Year	1966
Area	city
Price	35000
2. The Cuttings is an ideal purchase for the DIY enthusiast with some time to spare. Very convenient for trains - a property with real character.	

Based on the HOUSES datafile in the LocoMail Enquiry system.

Indexed by Type of house; number of Beds; Year of construction; Area; Price. Allows all the uses provided for by the LocoMail Enquiry system plus use directly when talking with house purchasers to scan for particular requirements, or for vendors to decide on a suitable price.

## PERSONEL.CND

Record: 1					
Title	Mr	First name	Graham	Surname	Knight
Address	183 High Road		Postcode	LS42 8DD	
	Town	Ilkley		Work phone	193853
	County	Yorks			
Home phone	174365		Skills	Acc Clerk Lotus 123	
Salary	8,500			to 10,000	

The first in a series of datafiles for use by a small employment bureau. This personnel file lists candidates' details (Name, Address, etc), plus a list of Skills.

Indexed by Town for matching candidates local to a particular vacancy; by Surname and First name to look up a particular candidate; by multiple Skills to match particular requirements; and by minimum acceptable and maximum salary so that a particular offered salary can be approached from above or below.

## PERSONEL.COY

Record: 1					
Company	Alderman and Sons		Contact	Vicki	
Phone	156782		Comments	Small novelty goods sales company.	
Address	24 High St			Bad payer.	
	Messelington	Durham		Manager can be hot tempered.	

The second employment bureau datafile is a company file containing company name, company ID, address, phone number, contact's name, and a free format area for private notes on the company.

Indexed by Company; and by Contact, so that when approached by 'Fred Smith' it's easy to find out which company he represents.

## PERSONEL.VAC

Record: 3	
Job Title	Filing Clerk
Description	Keeping customer records up to date
Skills	Filing
Salary	4,500 to 5,500
Company	Scrooge and Sons
Address	228 High Street Littleton Berks
Contact	J Wrighton
Phone	125683

The third datafile in the personnel suite is a vacancy file containing details of vacancies currently registered with the bureau.

Indexed by Job Title; by Salary limits for matching against the candidates file; by Company; by Contact; and by all past Candidates to avoid offering previous failures a second time. It could be extended to keep a record of all successful placings and to build up a history of particular candidates.

## RESTRNT.DAT

Record: 1			
Restaurant	The Empty Plate		
Address	New Place		
Town	Wapping		
County	London		
Postcode	E19C 6ER		
Cooking style	Average price	Seats	Last orders
Nouvelle	25.00	50	12.00
The ideal place for slimmers to sample Nouvelle Cuisine in Docklands; Those who prefer their steaks larger than the garnish of kiwi fruit should eat elsewhere.			

A subjective survey of restaurants, containing vital statistics and comment.

Indexed by Restaurant name; by Town to identify local restaurants; by Cooking style, Price, Size and time of Last orders to match particular requirements. The indexes could be extended to combine items for more sophisticated selection.

## TIMETABL.DAT

Record: 1			
Day, Period	1, 1		
Room	1A	Subject	Maths
Class	1A	Teacher	Gilbert

Simple system for school or college. Containing Room (classrooms, gym, labs, etc.), Class ID (1A, 1B, ...), Teacher, Subject, Day and period (both numeric, using continental decimal point - 1,1 for 1st period Monday, 2,1 for 1st period Tuesday, etc).

Indexed by Room, Subject, Class, Teacher - all with sub-key Period. Use these to look through a particular class' day, find which teacher has a free period to take over during absence...

## STAFF.DAT

Record: 1			
Title Miss	Initials B D	Forename Belinda	Surname Andrews
Home address		Next of kin	
30 Wickham Road		Anthony Andrews	
Rockliffe		Flat 2	
Devon		13 Avondale Road	
BA3 9JJ		Long Buckby	
		Herts	
		HE4 7TT	
Phone 0228 12247		0327 11389	
Salary 9,500		Bank Lloyds	
Date of joining 15/7/74		24 High Street	
Next review date 28/6/89		Barnstaple	
NI number YH 66 87 65 D		Devon	
Sort code 35 56 82			
Date of birth 12/10/48		Acc number 01427825	

A complete personnel record suitable for use in a small company. Contains items for just about every internal or government bureaucracy. All item names have been chosen to be compatible with LocoMail, so that LocoMail applications could be created to handle regular payments, reports etc.

Indexed by Surname; by Salary; by Date of joining; by Date of Salary review; by National Insurance number; by Date of birth; and by bank Sort code.

## Appendix II

## Quick reference

This appendix is divided into two main sections:

- A "How to" summary, which gives brief instructions on how to carry out the commonest actions within LocoFile, and
- A Technical summary, which includes such details as the full list of characters that can be used in item-names and index names and a table showing the maximum card sizes that can be used on some common types of paper.

## II.1 "How to" summary

The instructions in this section are designed to be used as an 'aide-memoire', reminding you of the steps rather than going through the processes in detail. If you need further help on any action, then you should refer to the relevant chapter. The section you want is what is given in brackets at the top of each set of instructions.

To make the instructions you want reasonably easy to find, we have grouped the actions under different sub-headings as follows:

## Datafiles:

- Calling up the datafile from the Disc Manager Screen
- Calling up the datafile from within a document
- Changing the selected datafile
- Creating a new datafile
- Locking the datafile
- Squashing the datafile

## Datafile Set-up:

- Scope
- Gaining access to Datafile Set-up
- Changing the format of the card

## Displaying records:

- Displaying a particular record
- Displaying the next/previous record
- Displaying the first/last record

Extracting information: Extracting from the current record  
Setting up the standard Extract items

- Inserting data:
- Scope
  - Inserting data
- Indexes:
- Creating an index
  - Selecting an index
  - Inspecting an index
  - Removing an index
- Items:
- Creating an item
  - Changing an item
  - Removing an item
- Printing:
- Printing cards
  - Printing extracts
- Records:
- Adding a record
  - Removing a record
  - Recovering from limbo
  - Undoing alterations

## Datafiles

### Calling up the datafile (Section 1.2)

- from the Disc Manager Screen
- 1 Move File cursor to required datafile
- 2 Press **[F]** to display the Actions menu
- 3 Select Run LocoFile
- 4 Press **[ENTER]**
- from within a document
- 1 Press **[F]** to display the Actions menu
- 2 Select Run LocoFile
- 3 Press **[ENTER]**

Note: If no datafile has yet been used, LocoFile displays the Disc Manager Screen, together with instructions to pick out the datafile you want.

### Changing the selected datafile (Section 1.2)

- from within LocoFile
- 1 Press **[F]** to display the Actions menu
- 2 Select Select new file
- 3 Press **[ENTER]**
- 4 Move File cursor to required datafile and press **[ENTER]**
- 5 Check details in the Selection menu and press **[ENTER]**

### Creating a new datafile (Section 7.2)

- from the Disc Manager Screen
- 1 Move File cursor to datafile
- 2 Press **[A]** to display the Actions menu
- 3 Select Create LocoFile data
- 4 Press **[ENTER]**
- 5 Set the name for the file in the Selection menu and press **[ENTER]**

### Locking the datafile (Section 1.3)

- from within LocoFile
- To lock the file:
- 1 Press **[F]** to display the Actions menu
- 2 Select Lock the file
- 3 Press **[ENTER]**

To unlock the file:

- 1 Press **[F]** to display the Actions menu
- 2 Select Unlock the file
- 3 Press **[ENTER]**

### Squashing the datafile (Section 4.4)

- from the Disc Manager Screen
- 1 Move File cursor to datafile
- 2 Press **[A]** to display the Actions menu
- 3 Select Squash LocoFile data
- 4 Press **[ENTER]**
- 5 Check details in the Selection menu and press **[ENTER]**

## Datafile Set-up

### Scope

- The size of the card
- Printing details (printer, paper, Character Pitch etc.)
- Size, position etc. of items
- Range of indexes
- Standard Extract information
- The type of zero

## Gaining access to Datafile Set-up (Chapter 6)

- from within LocoFile
- 1 Press **[F]** to display the Actions menu
- 2 Select Datafile set-up
- 3 Press **[ENTER]**

## Changing the format of the card (Sections 6.1 and 7.2.2)

- from within Datafile Set-up
- 1 Press **[S]** to display the Card menu
- 2 Move the Menu cursor to Card width/height, type the number you want and press **[ENTER]**
- 3 If necessary, change Left margin, Character Pitch etc.
- 4 If necessary, select Select paper, press **[ENTER]** and set a different type of paper
- 5 Select Use this format
- 6 Press **[ENTER]**

## Displaying records

### Displaying a particular record (Section 2.1)

- from within LocoFile
- 1 Press **[S]** to display the Goto menu
- 2 Type the key for the record in the current index
- 3 Press **[ENTER]**

### Displaying the next/previous record (Section 1.5)

- from within LocoFile
- Press **[PAGE]** to display the next record in the current index
- Press **[ALT] + [PAGE]** to display the previous record in the current index

### Displaying the first/last record (Section 1.5)

- from within LocoFile
- Press **[ALT] + [DOC]** to display the first record in the current index
- Press **[DOC]** to display the last record in the current index

## Extracting information

### Extracting from the current record (Section 3.1)

- from within LocoFile
- 1 Press **[F]** to display the Extract menu
- 2 If necessary, type a different Block number and press **[ENTER]**
- 3 If appropriate, use Select all/Select none to change selection of items en masse
- 4 Make any other adjustments to selection by cursoring to individual items and pressing **[B]** or **[E]**
- 5 Check that Extract items is selected
- 6 Press **[ENTER]**

### Setting up the standard Extract items (Section 6.4)

- from within Datafile Set-up
- 1 Press **[F]** to display the Extract menu
- 2 Type the required Block number and press **[ENTER]**
- 3 If appropriate, select Select all and press **[ENTER]**
- 4 Cursor to individual items and press **[B]** or **[E]** as appropriate
- 5 Check that Set up for extract is selected
- 6 Press **[ENTER]**

## Inserting data

### Scope

- LocoMail datafiles
- ASCII datafiles 'dressed up' as LocoMail datafiles

### Inserting data (Section 8.3)

- from within LocoFile
- 1 Press **[F]** to display the Actions menu
- 2 Select Insert data
- 3 Press **[ENTER]**
- 4 Move File cursor to required datafile and press **[ENTER]**
- 5 Check details in the Selection menu and press **[ENTER]**

## Indexes

### Creating an index (Section 9.3)

– from within Datafile Set-up

- 1 Move the cursor to the item you want as the Main Key item and press **[ENTER]**
- 2 Check and if necessary change the item selected as the Main Key and press **[ENTER]**
- 3 Set the type of ordering that you want and press **[ENTER]**
- 4 If you wish, change the Index name
- 5 If you wish, use the menu options to add a Sub Key, add Alternative Main Keys or Add Alternative Sub Keys
- 6 Press **[EXIT]** **[ENTER]**

### Selecting an index (Section 2.3)

– from within LocoFile

- 1 Press **[Z]** to display the Index menu
- 2 Move cursor to name of required index
- 3 Press **[F]**
- 4 Check that Use this index is selected
- 5 Press **[ENTER]**

### Inspecting an index (Sections 2.3 and 6.3.3)

– from within LocoFile

- 1 Press **[Z]** to display the Index menu
- 2 Move cursor to name of required index
- 3 Press **[F]**
- 4 Move the cursor to Inspect index and press **[ENTER]**
- 5 When you've finished inspecting the index, press **[ENTER]** **[CAN]**

– from within Datafile Set-up

- 1 Press **[Z]** to display the Index menu
- 2 Select Inspect index
- 3 Press **[ENTER]**
- 4 Cursor to required index and press **[ENTER]**
- 5 When you've finished inspecting the index, press **[ENTER]** **[EXIT]** **[ENTER]**

### Removing an index (Section 6.3.2)

– from within Datafile Set-up

- 1 Press **[Z]** to display the Index menu
- 2 Select Remove index
- 3 Press **[ENTER]**
- 4 Move cursor to Remove index
- 5 Press **[ENTER]**

## Items

### Creating an item (Section 6.2.2)

– from within Datafile Set-up

- 1 Position the cursor where the top lefthand corner is to be
- 2 Press **[F]**
- 3 Use Cursor keys to mark out required area for item
- 4 Press **[ENTER]**
- 5 Type the item-name
- 6 Set whether the name is shown/hidden and its position relative to the item (o'clock)
- 7 Press **[ENTER]**

### Changing an item (Section 6.2.1)

– from within Datafile Set-up

- 1 Move the cursor to the item
- 2 Press **[Z]** to display the Item menu
- 3 Select Change item
- 4 Press **[ENTER]**
- 5 Make the required changes to the details displayed
- 6 Press **[ENTER]**

### Removing an item (Section 6.2.3)

**Important:** Removing an item immediately removes all the data associated with it. This data cannot be recovered.

- from within Datafile Set-up
- 1 Press **[Z]** to display the Item menu
  - 2 Select Remove item
  - 3 Press **[ENTER]**
  - 4 Move cursor to the item to be removed
  - 5 Press **[ENTER]**
  - 6 Move cursor to Remove item
  - 7 Press **[ENTER]**

## Printing

### Printing whole records (Section 5.1)

- from within LocoFile
- 1 Press **[A]** to display the Print menu
- 2 Move the cursor to the amount of the datafile you want to print and press **[E]**
- 3 Move the cursor to the required print quality and press **[E]**
- 4 Check that **Whole record** is selected
- 5 Press **[ENTER]**

### Printing extracts (Section 5.2)

- from within LocoFile
- 1 Press **[4]** to display the Print menu
- 2 Move the cursor to the amount of the datafile you want to print and press **[E]**
- 3 Move the cursor to the required print quality and press **[E]**
- 4 Move the cursor to **Extract** and press **[ENTER]**
- 5 If appropriate, use **Select all/Select none** to change selection of items en masse
- 6 Make any other adjustments to selection by cursoring to individual items and pressing **[E]** or **[E]**
- 7 Check that **Print** is selected and press **[ENTER]**

## Records

### Adding a record (Section 4.1)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Create new record**
- 3 Press **[ENTER]**
- 4 Type the required information into the items on the new record

### Erasing a record (Section 4.2)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Erase this record**
- 3 Press **[ENTER]**

### Recovering from limbo (Sections 4.2 and 4.3)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Recover from limbo**
- 3 Press **[ENTER]**

### Undoing alterations (Section 4.3)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Undo alterations**
- 3 Press **[ENTER]**

## II.2 Summary of technical information

### • The datafile

Records are stored in the datafile so as to occupy the minimum possible space. Blank areas are not stored at all: if an item is totally blank, it occupies no space at all in the record - not even a small overhead. The space occupied by altered and deleted records is re-used as soon as possible. This extra space can be removed completely by squashing the file.

Indexing is done by using a B\*-tree. This allows records to be found very rapidly: over 2000 records can be indexed using just four disc accesses, even where the biggest possible keys are used (30-character Main Key and 30-character Sub Key). If you are concerned about file size, then you should try to keep the length of the keys as short as possible. This will also make accessing records quicker.

### • Maxima and minima

- File size: Up to 8192K  
(usually limited by floppy disc size)
- Records per file: Unlimited (except by file size)
- Items per record: Up to 50
- Record size: Up to 8000 bytes
- Card size: Up to 80 columns wide; 99 lines long  
(but also limited by paper size)
- Item size: Up to 80 columns wide; 99 lines long  
(but must fit on the card and cannot overlap)

Note: Characters in items usually occupy 1 byte each, but some 'unusual' characters (eg. accented characters and special symbols) can occupy 3 bytes. There is also a small overhead associated with each item. In practice, since 8000 bytes is more than enough to fill every character position of an 80 x 99 item, you are unlikely to ever encounter the 8000 byte restriction.

## Records

### Adding a record (Section 4.1)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Create new record**
- 3 Press **[ENTER]**
- 4 Type the required information into the items on the new record

### Erasing a record (Section 4.2)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Erase this record**
- 3 Press **[ENTER]**

### Recovering from limbo (Sections 4.2 and 4.3)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Recover from limbo**
- 3 Press **[ENTER]**

### Undoing alterations (Section 4.3)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Undo alterations**
- 3 Press **[ENTER]**

## Records

### Adding a record (Section 4.1)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
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- 3 Press **[ENTER]**
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- from within LocoFile
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## Records

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- 3 Press **[ENTER]**

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- from within LocoFile
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## Records

### Adding a record (Section 4.1)

- from within LocoFile
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- 3 Press **[ENTER]**
- 4 Type the required information into the items on the new record

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- 3 Press **[ENTER]**

### Recovering from limbo (Sections 4.2 and 4.3)

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- 2 Select **Recover from limbo**
- 3 Press **[ENTER]**

### Undoing alterations (Section 4.3)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Undo alterations**
- 3 Press **[ENTER]**

## Records

### Adding a record (Section 4.1)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Create new record**
- 3 Press **[ENTER]**
- 4 Type the required information into the items on the new record

### Erasing a record (Section 4.2)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
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- 3 Press **[ENTER]**

### Recovering from limbo (Sections 4.2 and 4.3)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
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- 3 Press **[ENTER]**

### Undoing alterations (Section 4.3)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Undo alterations**
- 3 Press **[ENTER]**

## Records

### Adding a record (Section 4.1)

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- from within LocoFile
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- 2 Select **Recover from limbo**
- 3 Press **[ENTER]**

### Undoing alterations (Section 4.3)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Undo alterations**
- 3 Press **[ENTER]**

## Records

### Adding a record (Section 4.1)

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- 1 Press **[A]** to display the Actions menu
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- 1 Press **[A]** to display the Actions menu
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- from within LocoFile
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- 3 Press **[ENTER]**

### Undoing alterations (Section 4.3)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
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- from within LocoFile
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- from within LocoFile
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- 2 Select **Recover from limbo**
- 3 Press **[ENTER]**

### Undoing alterations (Section 4.3)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Undo alterations**
- 3 Press **[ENTER]**

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### Adding a record (Section 4.1)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
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- 3 Press **[ENTER]**
- 4 Type the required information into the items on the new record

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- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Erase this record**
- 3 Press **[ENTER]**

### Recovering from limbo (Sections 4.2 and 4.3)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Recover from limbo**
- 3 Press **[ENTER]**

### Undoing alterations (Section 4.3)

- from within LocoFile
- 1 Press **[A]** to display the Actions menu
- 2 Select **Undo alterations**
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- 3 Press **[ENTER]**

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### Recovering from limbo (Sections 4.2 and 4.3)

- from within LocoFile
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- 3 Press **[ENTER]**

### Undoing alterations (Section 4.3)

- from within LocoFile
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- from within LocoFile
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- 3 Press **[ENTER]**

### Undoing alterations (Section 4.3)

• Characters for use in Item-names and Index names

The following characters can be used in item-names and index names:

- a...z, A...Z, 0...9, 0, æ, Æ, œ, Œ
- these accented letters only: á...í, â...ù, â...û, ä...ö, ç, ÅÖÛ, ä...üÿ, Å, å, Ñ, ñ, ç
- all the Greek characters
- all the 'Other Special Language Characters', except 'I', 'L'
- the following Textual Symbols: -, ., ;, :, !, ? (space) & " ' \* # / ( ) [ ] { } @ © ® ™ § ¶ • ◊
- the following Continental Textual Symbols: << >> ¿ ¡ ¢
- the following Currency Symbol: \$
- the following Mathematical Symbols: + - \* / = | \ % . < > %

The principal groups of characters you can't use are:

- the Cyrillic characters
- many of the special mathematical symbols
- the special textual symbols

Note: Each of these names can be up to 16 characters long.

• Alphabetical order

Standard alphabetical order

Oo ° ¼½¾¼½¾¼¾% 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9  
 Aa Aα Aæ Bb Bβ Bϑ Bϒ Cc Γγ Γγ Γγ DÐddd Dd  
 Δδ Ee Eε Zζ Hη Ff Eε Gg Жж HHHh 3э Өө  
 Ii Iи Iι Iij Jj Kkκ Kκ Kx LLLlLlll I Iл Лл  
 Mm Mμ Mμ Nn Nñ Nη Nν Eε Oo Øø Pp Pp  
 Qq Rr Pp Ss Σσς β Tttt Tт Tτ Uu Yy Yy  
 Vv Фф Фф Ww Xx Xχ Цц Чч Шш Щш Yy Ψψ  
 Ъь Ьы Ъэ Юю Яя Zz Ωω Pp Pp Qq

Scandinavian alphabetical order

Oo ° ¼½¾¼½¾¼¾% 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9  
 Aa Aα Bb Bβ Bϑ Bϒ Cc Γγ Γγ Γγ DÐddd Dd  
 Δδ Ee Eε Zζ Hη Ff Eε Gg Жж HHHh 3э Өө  
 Ii Iи Iι Iij Jj Kkκ Kκ Kx LLLlLlll I Iл Лл  
 Mm Mμ Mμ Nn Nñ Nη Nν Eε Oo Øø Pp Pp Pp  
 Qq Rr Pp Ss Σσς β Tttt Tт Tτ Uu Yy Yy Vv  
 Фф Фф Ww Xx Xχ Цц Чч Шш Щш Yy Ψψ Ъь Ьы  
 Ъэ Юю Яя Zz Ωω Pp Pp Aæ Øø Åå Öö Øø

Cyrillic alphabetical order

Oo ° ¼½¾¼½¾¼¾% 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9  
 Aa Aα Aæ Bb Bβ Bϑ Bϒ Cc Γγ Γγ Γγ DÐddd Dd  
 Δδ Ee Eε Zζ Hη Ff Eε Gg Жж HHHh 3э Iи Iи  
 Iи Iι Iij Jj Kkκ Kκ Kx LLLlLlll I Iл Лл  
 Mm Mμ Mμ Nn Nñ Nη Nν Eε Oo Øø Pp Pp Qq  
 Rr Pp Pp Ss Cc Σσς β Tttt Tт Tτ Uu Yy Yy  
 Фф Фф Ww Xx Xχ Цц Чч Шш Щш Yy Ψψ Ъь Ьы  
 Ъэ Юю Яя Zz Ωω Pp Pp Pp Qq

## Paper Types and Card sizes

The following table gives the maximum Card widths and Card heights that can be used with the following standard Paper Types:

- A4 single sheet
- A5 single sheet
- 11" continuous

when the standard 10 character Left Margin is used.

**Note:** If you set a different Left Margin, the figures given for the Card width will need to be adjusted accordingly - making them smaller if you set a larger Left Margin or larger if you set a smaller Left Margin (up to a maximum of 80 columns).

	Pitch	A4 (11 $\frac{1}{8}$ " x 8 $\frac{1}{2}$ ")	A5 (8 $\frac{1}{8}$ " x 5 $\frac{1}{8}$ ")	11" continuous
Card width	10	73	48	80
	12	80	60	80
	15	80	72	80
	17	80	76	80
Card Height	5	50	34	50
	6	61	41	61
	7 $\frac{1}{2}$	76	51	76
	8	81	54	81

## Troubleshooting

Section III.1 of this appendix explains what has probably happened and what to do when something unexpected happens while you are using LocoFile. Section III.2 explains how to recover a datafile that has become corrupted.

### III.1 Error messages and other troubles

**Note:** The problems covered here refer only to using LocoFile. Other troubles you experience will be with your machine or with your use of the LocoScript 2, word-processing software, and are explained in your PCW and LocoScript 2 guides.

#### *Trouble calling up a datafile*

- **The message 'Not a suitable document' appears**

The file you picked out with the File cursor is not a LocoFile datafile or you tried to "Edit" a LocoFile datafile. Press **[F2]** and try again - to work with a LocoFile datafile, press **[F1] R** not **E**.

- **The message 'Invalid datafile' appears**

The datafile you have selected has been damaged - for example, by taking the disc out of the drive while the datafile was being displayed. Replace the file with your latest Back-up (assuming this is suitably up-to-date). The other option is to follow the steps given in Section III.2 below for recovering the file. The file produced by this process will be a valid file, but some of the records may have been lost.

#### *Trouble displaying records*

- **The message 'No more records' is displayed as you try to use **[PAGE]** to step on or back from the record currently displayed.**

You are already showing the last (or the first) record in the current index.

- **The message 'No match found' is displayed when you try to Goto a particular record**

LocoFile was unable to find a record with the key you gave in the current index. Instead it goes to the record that would follow the given key in the index (or failing that, the last record).

While it could be that the record simply isn't in the datafile, other possibilities are:

- you mistyped the key - in which case you may well now be either on or near the record you wanted
- the index that is set isn't the one you thought was set when you typed the key.

Either step from the new position in the datafile or try again.

**Note:** This message will also appear if LocoFile fails to find the particular Find text you have given it.

### *Trouble merging with LocoMail*

- **The message 'Invalid record pattern' or 'Duplicate name definition' is displayed.**

The equivalent LocoMail names for the items in your LocoFile datafile either duplicate each other or the names of items used to store information in your LocoMail application. Study Section 11.1 of this User Guide and then change the names of some of the items in your LocoFile datafile to remove this duplication.

### *Trouble adding records or inserting data*

- **Create new record or Insert data not available**

The datafile is currently locked. (See Section 1.3)

If the option to unlock the datafile is available in the f1 menu, then take this: The full range of options will then be restored.

If the option to unlock the datafile is not available, the datafile was opened on a disc that was write-protected or on a 180k disc in a 720k disc drive. In this case, you cannot make any changes until you have exited from the datafile, checked that the disc is in a suitable drive, un-protected the disc (or copied the datafile to an unprotected disc) and loaded the datafile again.

- **The message 'Drive x: Disc is full' appears**

You have run out of space on the disc on which the datafile you are using is stored. To preserve the record you have just prepared, note the drive that LocoFile is telling you is full, select the option to Run disc manager and clear some space on the drive that is affected. Once you have cleared some space, press **[EXIT]** to return from the Disc Manager. LocoFile will then add the new record to your datafile. (Note the special case of removing the Printer files from Drive M, described in the 'Update Information' leaflet.)

**Note:** The Cancel operation option exits from the datafile which is then left in an invalid state. The datafile will have to be squashed before you can use it again.

- **The message 'LocoMail item xxxx has no LocoFile equivalent' appears when inserting a datafile**

The given item-name is used in the record pattern of the datafile being inserted but there is no matching name in the LocoFile datafile.

If you want the data referred to by this item-name in your LocoFile datafile, select Cancel operation, go into Datafile Set-up and either create a new item with this name or change the name of the intended item so that this exactly matches the name used in the record pattern. (While you are about it, check that the names of the other items all match. The message only tells you about the first mismatch LocoFile has found: there may well be others.)

Only accept the option to Ignore item if you are certain that you don't want this information in your datafile. You cannot insert this information later by re-inserting the datafile without getting twice as many records, some with the information, some without.

- **Data not in the right items on some or all cards**

This is not a fault in LocoFile. What this is showing is that there are errors in the datafile you are inserting - for example, a separator that's missed somewhere or an incorrectly specified record pattern.

To sort the problem out, select the datafile's record-number index, move back to the first record that was added from the LocoMail datafile and then use **[PAGE]** to step through the records in sequence until you find the first one that went wrong (and perhaps a few more). Then go back to the LocoMail datafile and correct it, using your knowledge of what went wrong when you inserted it. (Further help with identifying the possible problem is given in the Troubleshooting section of the LocoMail User Guide, because the same sort of errors would occur if you used the datafile in a LocoMail master document.)

When you have corrected the LocoMail datafile, make a fresh copy of the 'unfilled' datafile and insert the LocoMail datafile into this.

- **Some of the items appear to have been truncated**

All this means is that the item boxes you have set up for these items are too small for the data that you have inserted in them. Where this happens, LocoFile simply shows as much of the information as it can - and follows this with continuation dots to show that there is more information. The remaining information is not lost: it is simply not shown on the screen.

You can, if you want, leave these items displayed with continuation dots. The way LocoFile works is not affected by this: in particular, if you Extract this information, the whole of the information is copied to the LocoScript block. The only disadvantage is that you can't see all the information on the screen. However, this can easily be remedied by going into Datafile Set-up and making the relevant item box(es) larger.

### Trouble changing records or clearing Changed markers

- The PCW just beeps as you try to make changes to the information on the card

The datafile is currently locked. (See Section 1.3)

If the option to unlock the datafile is available in the f1 menu, then take this. The full range of options will then be restored. If the option to unlock the datafile is not available, the datafile was opened on a disc that was write-protected or on a 180k disc in a 720k disc drive. In this case, you cannot make any changes until you have exited from the datafile, checked that the disc is in a suitable drive, un-protected the disc (or copied the file to an unprotected disc) and loaded the datafile again.

- The options to Clear changes are not available

The datafile is currently locked. The options are as above.

### Trouble with Datafile Set-up

- The option to enter the Datafile Set-up is not available

The datafile is currently locked. (See Section 1.3)

If the option to unlock the datafile is available, then take this. The full range of options will then be restored. If the option to unlock the datafile is not available, the datafile was opened on a disc that was write-protected or on a 180k disc in a 720k disc drive. In this case, you cannot make any changes until you have exited from the datafile, checked that the disc is in a suitable drive, un-protected the disc and loaded the datafile again.

- The option to Create new item is not available

Create new item is not offered if the f3 Item menu is called up whilst the cursor is on an item or if you already have 50 items on the card (50 is the maximum number allowed).

First check whether the cursor is on an item – if it is, move the cursor to an empty part of the card and try again.

If the problem is that you already have 50 items, you will need to remove one of your current items before you can set up the new item. However, before you do this, you should think carefully whether you really want to get rid of this item. Remember, if you remove an item, you instantly remove all the information associated with this item from the file – and the only way to restore it to the file, is to type it all back in again!

- The option to Create new index is not available

You already have eight indexes set up for this datafile (the maximum number of indexes that you are allowed).

Before you can set up the new index, you will need to remove one of your current indexes.

• While working in Document Set-up, Alert messages are displayed whenever the settings you give are incompatible. These messages are explained in the relevant section of the User Guide as follows:

Card is too tall for paper	Section 6.1
Items will not fit	Section 6.1
Overlapping items	Section 6.2.2
Item name is not unique	Section 6.2.2
Index name is not unique	Section 9.3

### Trouble while Squashing

- The message 'WARNING: DO NOT SQUASH' appears.

There isn't enough room for a second copy of the datafile on the disc alongside the original datafile, so LocoFile will have to write the squashed version of the datafile over the top of the original version. This isn't as safe an operation as one would like, and it is best to have a back-up of the file in case of accident.

If you don't have a back-up copy of the datafile, select Cancel operation. This returns you to the Disc Manager Screen, thereby giving you the chance to make a back-up copy before trying to squash the datafile again. If you do already have a back-up copy, simply move the cursor to Continue and press [ENTER].

- The message 'Drive M: Disc is full' appears.

LocoFile has run out of working space on Drive M.

As a rule, you should check that this message is indeed telling you that Drive M is full, then take the option to Run disc manager and make space on this drive: when you press [EXT] to leave Disc management, LocoFile will carry on squashing the file.

However, if you are squashing a datafile on Drive M, there may be no way of making sufficient space on this drive because the only files on Drive M are the ones involved in the squash – the datafile itself and a .\$\$\$ file which is in fact the datafile that is being built. In this case, you will have to take the Cancel option. This leaves you with an Invalid datafile – which you will need to move to a floppy disc and squash there before you will be able to use it again.

### III.2 Recovering a corrupted datafile

When a datafile has been corrupted, any attempt to open this datafile is just greeted with the message 'Invalid datafile'. However, it is usually possible to recover it by Squashing the datafile - as described in Section 4.4.

The steps you need to take to squash a corrupted datafile are exactly the same as those you take to squash a valid datafile. Working from the Disc Manager Screen, you pick out the datafile with the File cursor, press  to display the Actions menu, move the cursor to Squash LocoFile data (for example, by typing S), press , check the details in the Selection menu that appears and then press  again.

In most cases, the process of squashing proceeds exactly as for an uncorrupted datafile. However, there are some additional error messages that can appear when a corrupted datafile is being squashed:

- **At the start of the process, you may see the message 'File is not usable'**  
If this message appears, the datafile is damaged in a way that makes it impossible to recover. You will need to go back to your back-up copy of this datafile.
- **While the datafile is being processed, you may see a message telling you of a 'Disc error', a 'Data error' or a 'Missing address mark'**  
These are further signs that the datafile has been damaged.

The first thing to try is taking the disc out of the drive, re-inserting it and then selecting the **Ret ry** option - because this may well make the problem go away.

If this fails, take the option to **I gnore** the error. This usually overcomes the problem (if not immediately, at least after a couple of tries) because it makes LocoFile skip to the next record. However, it does mean that the record(s) giving the problem will be lost or damaged.

If Ignoring the error doesn't work, then you will have to **C ancel**. The datafile is evidently impossible to recover and you will need to go back to your back-up copy of this datafile.

- **Towards the end of the process, you may see a message telling you that 'Some records may have been lost'**

This message tells you that LocoFile had to discard some sections of the original file (eg. because of data errors) and so it cannot guarantee that it found all the records you had in the datafile.

You should scan through the datafile to see what you have kept and therefore what you have lost in the way of information. You could even have old versions of some of the records.

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# INDEX

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Abandoning an action, 29  
 Abandoning data insert, 106  
 Abandoning printing, 59  
 Add sub key, 117  
 Adding indexes, 81, 116, 156  
 troubleshooting, 166  
 Adding items, 77, 157  
 troubleshooting, 166  
 Adding new records, 52, 158  
 troubleshooting, 164  
 ADDRESS.DAT, 7, 143  
 ADDRESSM.DAT, 144  
 ALLSALES.DAT, 144  
 Alphabetic keys, 114  
 Alphabetic sorting, 112, 160  
 Alt + Cursor, 77  
 Alternative Main Keys, 111  
 Alternative Sub Keys, 112  
 APPOINTS.DAT, 145  
 ASCII datafiles, 99  
 Back-ups, 29  
 BIBLIOG.DAT, 145  
 Blanks, 54  
 BOOKS.DAT, 15  
 BOOKS.LET, 15  
 Boxed item, 36  
 Calling up datafiles, 31  
 from Disc Manager Screen, 32, 153  
 selecting a different file, 33, 153  
 troubleshooting, 163  
 while editing, 32, 153  
 Card height, 74, 89  
 Card is too tall for paper, 75, 94  
 Card layout, 89, 90  
 Card menu, 94  
 Card width, 74, 89

Cards  
 card layout, 89  
 card size, 36, 74, 154, 162  
 continuation arrows, 36  
 Pattern card, 74  
 picking out items, 38  
 removing items, 80, 157  
 CATALOG.DAT, 146  
 Change item, 76  
 Changed, 35, 51  
 Changing records, 55  
 troubleshooting, 166  
 Character Pitch, 89  
 Clear "Changed", 51  
 troubleshooting, 166  
 Clear all "Changed", 51  
 Codes, 53  
 Col: Line:, 35, 38  
 Column (Item menu), 76  
 Combining LocoFile datafiles, 129  
 Compatible datafiles, 99, 104  
 Continuation arrows  
 cards, 36  
 menus, 39  
 Continuation dots, 35, 53  
 Converting LocoMail datafiles, 99  
 Converting other types of datafile, 99  
 Copying information, 47, 50  
 Create LocoFile data, 92  
 Create new index, 81, 95, 116  
 Create new item, 79  
 Create new record, 52  
 Creating items, 95  
 Creating new datafiles, 92  
 Current index, 46  
 changing Current index, 46, 156  
 Current item, 35, 36, 38  
 Cursor, 38  
 Cyrillic sorting, 112, 160

- DAT files, 29, 92
- Data error, 168
- Datafile Set-up, 73, 154
  - leaving Datafile Set-up, 74
  - troubleshooting, 166
- DATAFILE.MGE, 126, 129
- Datafiles
  - adding new records, 52, 158
  - automatic copying to Drive M, 29
  - card size, 74, 154, 162
  - changing layout, 73
  - changing records, 55
  - Character Pitch, 89, 93
  - combining datafiles, 129
  - compatible types of datafile, 99, 104
  - creating new datafiles, 92
  - Current index, 46
  - designing new datafiles, 85
  - erasing records, 54, 158
  - filetype, 29, 92
  - going to first/last record, 37, 154
  - inserting data, 99
  - leaving a datafile, 39
  - Left Margin, 89, 93
  - Line Pitch, 89, 93
  - locking, 34, 153
  - making major changes, 126
  - merging with LocoMail masters, 136
  - opening locked, 31
  - paper, 93
  - Pattern card, 74, 93
  - printer, 93
  - printing the datafile, 59, 158
  - Record Pattern, 100
  - recovering corrupted datafiles, 168
  - removing indexes, 83, 156
  - squashing a datafile, 57
  - stepping through the records, 9, 20, 37, 154
  - technical description, 159
  - updating datafiles, 51
  - use from disc, 29
  - use on Drive M, 29
  - use with LocoMail, 133
  - ways of processing datafiles, 121
  - x% of file free, 57
- Date keys, 114
- Date sorting, 113
- Designing datafiles, 85
- Disc error, 168
- Disc is full, 164
  - Cancel operation, 52
  - making space on Drive M, 52, 58, 167
- Run disc manager, 52, 58
- Displaying different records, 9, 20, 37, 154
  - troubleshooting, 163
- Doc key, 9, 37
- Edit identity, 57
- Enter key, 38
- Equivalent LocoMail names, 134
- Erase this record, 54
- Erasing records, 54, 158
- Error messages, 163
  - Exiting from,
    - Datafile Set-up, 74
    - LocoFile, 39
  - Extract (Print menu), 65
  - Extract items, 49
  - Extract menu, 49
  - (Datafile Set-up), 84
  - Extracting information, 47, 88, 155
  - setting up Standard items, 84, 96, 155
- File is not usable, 168
- Find first, 45
- Find menu, 44
- Find next, 45
- Finding text, 44
  - Goto menu, 37, 41
- Halting a merge, 142
- Hide the name, 78
- HOUSES.DAT, 146

- Ignore-item, 106
- Index cards, 60, 62
- Index menu, 46
  - (Datafile Set-up), 81
- Index name is not unique, 117
- Indexes, 109
  - adding indexes, 81, 116, 156
  - alphabetic sorting, 112
  - Alternative Main Keys, 111, 118
  - Alternative Sub Keys, 119
  - changing indexes, 81
  - Current index, 35, 46
  - changing Current index, 19, 46, 156
  - date sorting, 113
  - inspecting an index, 46, 83, 156
  - Keys, 109
  - 'Keyword' indexes, 111
  - Main Key, 110, 117
  - names for indexes, 160
  - numeric sorting, 113
  - recommendations, 120
  - Record number, 12
  - removing indexes, 83, 156
  - setting up indexes, 95
  - Sub Key, 110, 117
  - technical description, 159
  - types of index, 109
  - types of sorting, 112
  - use from LocoMail, 137
- Indexing, 87
- Information
  - extracting information, 47, 155
  - transferring to LocoScript, 47, 155
- Information lines, 35
- Insert data, 105
- Inserting datafiles, 99, 105, 155
  - abandoning, 106
  - possible problems, 107
  - types of datafile, 99, 104
  - troubleshooting, 164
  - Inspect index, 46
  - (Datafile Set-up), 83
  - Inspecting indexes, 46, 83, 156
  - Invalid datafile, 31, 163
  - recovering, 168
  - Invalid record pattern, 136
  - Item height, 76
- Item menu, 39
  - (Datafile Set-up), 76
- Item name is not unique, 79
- Item width, 76
- Item-names, 86
- Items, 35
  - adding new items, 77, 157
  - boxed item, 36
  - changing items, 75
  - changing item-name, 76, 157
  - changing item position, 76, 77, 157
  - changing item size, 76, 77, 157
  - continuation dots, 35, 53
  - Current item, 36, 38
  - item-names, 160
  - maximum number of items, 86
  - removing items, 80, 157
  - setting up items, 95
  - technical description, 159
- Key item has been changed, 56
- Key type, 81, 96, 113
- Keys, 109
  - alphabetic, 114
  - Alternative Main Keys, 111
  - Alternative Sub Keys, 112
  - date, 114
  - Main Key, 110
  - numeric, 114
  - Sub Key, 110
  - 'Keyword' indexes, 111
- Labels
  - printing using LocoMail, 70
  - printing using Print Extract, 63
- Leaving
  - Datafile Set-up, 74
  - Locofile, 39
  - Left Margin, 89
  - Limbo, 51
  - Limbo record, 51, 54
  - Line (Item menu), 76
  - Line Pitch, 89
  - Lists
    - printing using LocoMail, 71
    - printing using Print Extract, 63, 65
  - Loading Locofile, 30

- Lock the file, 34  
 Locked, 34  
 Locked datafiles, 31  
 Locking datafiles, 34, 153  
 LocoMail  
   applications using LocoFile, 137  
   commands to halt a merge, 142  
   index commands, 137  
   merging, 136  
   names to use, 134  
   use with LocoFile, 133  
   LocoMail datafiles, 99  
   converting to LocoFile, 99  
  
 MAILSHOT.MGE, 123  
 Mailshots, 121, 123  
 Main Keys, 110  
   Alternative Main Keys, 111  
 Menus  
   continuation arrows, 39  
   scrolling menus, 39  
 Merging with LocoMail, 136  
   commands to halt a merge, 142  
   Missing address mark, 168  
   Moving the cursor, 38, 55  
  
 Name does not exist, 136  
 No LocoFile equivalent, 106, 165  
 No match found, 43, 163  
 No more records, 38, 164  
 Not a suitable document, 31, 57, 163  
 Number of items, 86  
 Numeric keys, 114  
 Numeric sorting, 113  
  
 O'clock, 36, 76  
 Options menu, 54  
 Overlapping items (Card menu), 75  
 Overlapping items (Item menu), 77, 79  
  
 Page key, 9, 37  
 Para key, 55  
 Pattern card, 74, 93  
   Card height, 89, 93  
   Card width, 89, 93  
 Pattern for records, 74  
 PERSONEL.CND, 147  
  
 PERSONEL.COY, 147  
 PERSONEL.VAC, 148  
 Picking out items, 38  
 Picking out records, 41, 154  
   from LocoMail, 139  
 Place at o'clock, 76  
 Preparation, 1  
 Print Extract, 63  
 Print menu  
   Extract, 65  
   Whole record, 60  
 Printing  
   abandoning printing, 59  
   index cards, 62  
   printing extracts, 158  
   printing index cards, 60  
   printing labels, 63, 70  
   printing lists, 63, 65  
   printing records, 59, 158  
   using LocoMail, 69  
   Problems, 163  
  
 Record number, 35, 53  
 Record Pattern, 100  
   names to use, 134  
 Record with this key, 43  
 Records  
   adding new items, 77, 157  
   adding new records, 52, 158  
   card size, 74, 154, 162  
   changing records, 55  
   continuation arrows, 36  
   display on screen, 35  
   displaying different records,  
     9, 20, 37, 154  
   displaying first record for key, 20  
   erasing records, 54, 158  
   going to first/last record, 37, 154  
   Limbo record, 51  
   order of the records, 10  
   pattern for records, 74  
   picking out items, 38  
   picking out records, 41, 154  
   printing extracts, 63, 158  
   printing records, 59, 158  
   removing items, 80, 157  
   selecting from LocoMail, 139, 141  
  
 technical description, 159  
 undoing alterations, 56, 158  
 Unique records, 44  
   with same Main Key, 44  
   with same Sub Key, 44  
 Recover from Limbo, 54, 56, 158  
 Recovering corrupted datafiles, 168  
 Relay key, 38  
 Remove index, 83  
 Remove item, 80  
 Report-writing, 121, 125  
 RESTRNT.DAT, 149  
 Run LocoFile, 32  
  
 Samples disc, 7  
   preparation, 3  
 Scandinavian sorting, 112, 160  
 Screen display, 35  
   cursor position, 38  
   display options, 36, 54  
   moving the cursor, 38  
 Select all, 49  
   (Print menu), 65  
 Select new file, 33  
 Select none, 49  
   (Print menu), 65  
 Selecting a different file, 33, 153  
 Set alternative main items, 118  
 Set alternative sub items, 119  
 Set current index, 46  
   from LocoMail, 137  
 Set up for extract, 84  
 Setting up indexes, 116  
 Some records may have been lost, 168  
 Sorting  
   alphanumeric, 112, 160  
   Cyrillic, 112  
   date, 113  
   numeric, 113  
   Scandinavian, 112  
   Spaces, 54  
   Squash LocoFile data, 57  
   Squashing, 57  
   troubleshooting, 167  
   STAFF.DAT, 150  
   Start-of-day disc  
     preparation, 2  
  
 Step from new value, 56  
 Step from old value, 56  
 Stepping through the records,  
   9, 20, 37, 154  
 Sub Keys, 110  
   Alternative Sub Keys, 112  
  
 Textual Movement keys, 55  
 TIME TABL.DAT, 149  
 Troubleshooting, 163  
  
 Undo alterations, 56, 158  
 Unique, 35, 44  
 Unique sub key, 35, 44  
 Unit key, 55  
 Unlock the file, 34  
 UNPAID.INV, 125  
 Use this format, 75, 94  
  
**WARNING: DO NOT SQUASH,**  
   57, 167  
  
 Cancel operation, 58  
 Continue, 58  
 Whole record, 60  
 Word-processing codes, 53  
  
 x% of file free, 57  
  
 Zero (setting type of zero), 97  
  
 @x,y unnamed, 35  
 \$= command, 137  
 \$\$ command, 139  
 \$\$\$ file, 58