

PCW8256/8512 LOCOFONT

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LOCOMOTIVE
SOFTWARE

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For Locoscript V2.20 or later

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IF YOU USE LOCOCHAR:

If you have used LocoChar to design your own characters, you may have to take some special steps before you install any of the new fonts. Otherwise, your character designs may be lost.

The first thing to do is to check that the names of any MATRIX.#xx files you have created and the Character Set names they contain don't clash with the names used for the new font files. The filenames and Character Set names of the font files are listed in the 'About the fonts' leaflet. If necessary, use LocoChar to set new Character Set names in your MATRIX.#xx files (see the LocoChar instructions for details).

Then, if you have not already done so, you need to run the Installation program and update both your version of LocoScript and all your MATRIX.#xx files (as described in the Update Information booklet). *Note:* If your MATRIX.PRI file contains some of your own character designs, this process will give you an extra MATRIX file - MATRIX.##.

Note: In future, you will need to use the version of the LocoChar program supplied on the LocoFont disc, when you want to edit the character designs in these files.

Locomotive Software gratefully acknowledges the assistance of Miranda Housden in designing the supplied fonts.

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LocoFont

Using LocoFont lets you choose from a wide range of different typesyles (or 'fonts') when printing your documents on the built-in printer. Now you can print invitations in a flowing 'script' style, print business letters using a more formal style, and so on. Samples of the supplied fonts are given in the 'About the fonts' leaflet in this pack.

Once you've installed the new fonts, they will be offered on menus and you can set up documents individually to use them. You can also design your own characters for each new font on the LocoFont disc, using LocoChar. (For further details, see the section on Fonts and User-definable characters on page 17 of this booklet.)

To use LocoFont, you first need to ensure that you are using a suitable version of LocoScript 2. To do this, compare the version number on the LocoFont disc against the version of LocoScript 2 that you are using (shown at the top of the f1 menu on the Disc Manager Screen): if the LocoFont disc has the later version number, then use the Installation program on Side 2 of the LocoFont disc to update your system to the latest version. (Instructions on how to use the Installation program are given in the Update Information booklet.) Once your system is suitably updated, you can add the fonts you require from the LocoFont disc as described in this booklet.

Having added the new fonts, you should set up each of your documents for the font you want it to be printed in. This ensures that the finished document will be laid out correctly. (The widths of the characters can be different, depending on which font you use.) It also helps to ensure that the document will be printed in the desired font - whatever fonts you have been using for other documents. Note that each document can only use one font.

This booklet describes how to add the new fonts to your system, how to use them, how to change the ones available, etc. It also contains important "Background information" to help you make best use of the fonts.

Before you use the LocoFont disc, we strongly advise you to prepare a copy of Side 1 and where appropriate, work with this copy. Treat the supplied disc as a Master copy, to use only to make a replacement working disc if your copy becomes damaged. How to copy a disc is described on page 87 of your LocoScript 2 User Guide. (Note: It is not possible to make a copy of Side 2 of the LocoFont disc - the side with the Installation program on it.)

Note: You must have LocoScript 2 to use your LocoFont disc. If you are still using LocoScript 1' (supplied with the PCW), you will need to buy LocoScript 2: contact Locomotive Software for details.

Note also that the files on this disc can only be used to print in different typesyles on the PCW8256/8512's built-in printer. The files cannot be used to print in different typesyles on any other printer: in particular, they cannot be used with the PCW9512's built-in printer. Contact Locomotive Software for details of products to support other printers - for example, LocoFont 24 which provides a similar range of fonts on a 24-pin dot matrix printer.

Disc contents

Side 1, group 0

CONTENTS.DOC etc.

LOCCOCHAR.xxx

General files (see the READ.ME file for details).
Files making up the LocoChar Character Design program (see Appendix II for further details)

Side 1, group 1

MATRIX.#xx

Font files, each containing a separate font. The xx part of the filename tells you which font the file contains: for details, see the 'About the fonts' leaflet.

Side 2, group 0

Installation program

See the separate Update Information booklet.

Adding the Fonts to your system

Note: The LocoFont disc may contain copies of font files you already have. You are recommended to use files from the disc bearing the latest LocoScript version number (v2.xx).

Adding the fonts to your system involves:

- storing the relevant font files where they can be copied to group 0 on Drive M whenever they are needed, and
- updating the Settings file (SETTINGS.STD) on your Start-of-day disc.

You can store the details of up to 10 different fonts for the MATRIX printer in the Settings file at any one time. How many sets of details you store makes very little difference to the size of the Settings file, so the best approach here is to add details of all the fonts you think you might use - then you won't need to update the file again later.

The font files, however, take up a considerable amount of space in Drive M - about 11k each! So you need to balance the number of fonts that are copied to Drive M against the amount of space on Drive M that you need for Support files such as LocoSpell dictionaries and LocoFile datafiles. You may need to reduce the range of Support files that you keep on your Start-up discs in order to accommodate the font files you need.

The steps used to add fonts are given on the following pages, with separate instructions for the two-drive PCW8512 and (on pages 5 & 6) for the PCW8256. If you have any difficulty in adding or using the fonts (eg. you run out of space on Drive M, or your fonts aren't available when you expect them to be), we recommend you to read the "Background information" (Appendix I), then work through the instructions given here again.

In any event, we suggest that you make a note to read the "Background information", because it will help you to understand more about how LocoScript 2 uses the font files.

Note: (i) The name Standard is permanently stored and cannot be removed. This means that you can add a total of 9 other names to the Settings file.

(ii) Standard and Standard 2 fonts are alternative versions of the same font (see the 'About the fonts' leaflet supplied with your LocoFont disc). You should only ever use one of these two fonts.

Adding fonts on a PCW8512

The following procedure puts the font files on a Drive B Start-up disc. Once you have upgraded to LocoScript v2.20 or later (as described in the Update Information booklet), you will probably have such a disc with, for example, your LocoSpell dictionary or LocoFile datafiles on it. If not, you will need to format a new blank disc (or a disc you no longer need) as a Drive B disc. At Start-up or when you subsequently reset the PCW, put this disc in Drive B before you put the Start-of-day disc in Drive A. (If you use LocoSpell you will already be familiar with this procedure.)

1 Load LocoScript 2.

Note: The Start-of-day disc you use must have been updated to LocoScript v2.20 or later. If you are not sure which version you have loaded, press : the version number is shown at the top of this menu.

2 If necessary, format a disc for use as your Drive B Start-up disc.

Details of formatting a disc are given in 'Preparing a new blank disc' in Session 7 of the LocoScript 2 User Guide.

3 Insert your LocoFont disc in Drive A (with Side 1 to the left) and your Drive B Start-up disc in Drive B. Press .

4 Copy the MATRIX.#xx files corresponding to the fonts you require to group 0 on Drive B.

To copy a file, put the File cursor on one of the MATRIX.#xx files you intend to use in group 1 of the LocoFont disc. Press and use the Copy file option to copy the file to group 0 on Drive B. Repeat this step for all the MATRIX.#xx files you intend to use.

5 Put your Drive A Start-of-day disc in Drive A, leave your Drive B Start-up disc in Drive B and reset your PCW (by holding down and and pressing). When LocoScript has been re-loaded, check that copies of all the MATRIX.#xx files you wanted have been copied to group 0 on Drive M. (If Drive M is too full, some of them may be missing.)

If necessary, erase some of the other files on Drive M (eg. TEMPLATE.STD files, LocoFile .DAT files or dictionaries) and copy the remaining MATRIX.#xx files to group 0 on Drive M by hand. **Note:** You will also need to sort out your Start-of-day disc and/or your Drive B Start-up disc after adding the fonts so that these do not contain more files than will fit on Drive M.

- 6 Press **[F6]** to bring the Settings menu onto the screen.
- 7 Check that the menu displays details of the MATRIX printer; if it doesn't, move the Menu cursor down to For Printer and press **[ENTER]**, then select MATRIX, press **[F4]** and **[ENTER]** to return to the Settings menu.
- 8 Select For Character Set and press **[ENTER]**. You should now see a list of the Character Set names corresponding to the Font files on Drive M and any other MATRIX.#xx files you have previously installed for the built-in printer. (Each font is a separate Character Set.) Check that this list contains a Character Set name of each for the Fonts you are adding. Press **[ENTER]** to return to the Settings menu.
 If some names are missing, this is probably because you have previously installed other MATRIX.#xx files (for example, containing LocoChar characters) and as a result have exceeded the limit of 10 Character Sets. In this case, you will need to remove some of your previous MATRIX.#xx files before you can add all of your new fonts. For details, see 'Removing fonts' on page 13.
Note: If you have installed other MATRIX.#xx files, you may see a ? beside some of the names. Don't worry about this - the ? just means that the Character Set name is stored in the Settings file but the corresponding file isn't on Drive M at present.
- 9 Use the Printer Defaults option in the Settings menu to set the font you intend to use most often as the default Character Set for the MATRIX printer. For further details, see "Changing the default font" on page 12.
- 10 When you return to the Settings menu, select the Exit option and press **[ENTER]**. When the Alert message appears, put your Drive A Start-of-day disc in Drive A; then check that Write to the disc now in Drive A is selected, and press **[ENTER]**.
 The new Settings file is then saved on your Start-of-day disc.
- 11 Re-load LocoScript 2, putting the Drive B disc in Drive B before you put the Start-of-day disc in Drive A.
 You are now ready to use the fonts as described in "How to use the fonts" on page 9.

Adding fonts on a PCW8256

Note: If your PCW has 256k of memory, the chances are that you will have too little space on Drive M for all the font files you want to use. This is particularly likely if you have LocoSpell or LocoFile on your system. If lack of space on Drive M is a problem, the easiest solution is to upgrade your PCW's memory to 512k (for details of how you do this, contact Locomotive Software). In the meantime, study the section entitled "When there's insufficient space on Drive M" on page 8 before you work through the following steps.

The steps are as follows:

- 1 Load LocoScript 2. When it has finished loading, leave your Start-up disc in the drive. (If you loaded from more than one disc, then leave the last disc you inserted in the drive).
Note: The Start-of-day disc you use must have been updated to LocoScript v2.20 or later. If you are not sure which version you have loaded, press **[F1]**: the version number is shown at the top of this menu.
- 2 With the File cursor on group 0 of this disc, create a new document with the name ET.AL. When the new document opens on the screen, simply press **[EXIT]** and **[ENTER]** to save it to disc.
- 3 Format either a new disc or Side 2 of the disc currently in the drive if this is blank. This new disc will in future be the last in a sequence of Drive A Start-up discs you insert when you load LocoScript 2. (How LocoScript is loaded from a number of Drive A Start-up discs is explained in the Update Information booklet.) Details of formatting a disc are given in 'Preparing a new blank disc' in Session 7 of the LocoScript 2 User Guide.
- 4 Insert your LocoFont disc, with Side 1 to the left. Press **[F7]**.
- 5 Copy the MATRIX.#xx files corresponding to the fonts you require to group 0 on Drive M.
 To copy a file, put the File cursor on one of the MATRIX.#xx files you intend to use in group 1 of the LocoFont disc. Press **[A]** and use the Copy file option to copy the file to group 0 on Drive M. Repeat this step for all the MATRIX.#xx files you intend to use.
 If there is insufficient room on Drive M for all the files,
 - Make space by removing other files from Drive M.
 - Carry out the following steps for the fonts you will use most often (as many of these as will fit on Drive M), then repeat the procedure for the other files. These steps 'install' the fonts by recording their details in the Settings file.**Note:** If you need to repeat the procedure, you won't be able to have the full range of font files on Drive M at the same time while you work. However, it is still worth installing all the fonts you intend to use. Once the Settings file holds the details of a font, you can move over to using this font simply by copying the appropriate font file to group 0 on Drive M as and when you need it.

6 Copy the MATRIX.#xx files from group 0 on Drive M to group 0 on your newly formatted disc.

IMPORTANT: Copies of all the MATRIX files must remain on Drive M for steps 6 – 10 to work.

Note: You will initially need to use the **[SHIFT]+Cursor** key technique to pick out the destination group. (The **[SHIFT]+Cursor** key technique is described in detail in 'Picking out a group' on page 42 of the LocoScript 2 User Guide.)

7 Insert your Start-of-day disc (that is, the first of your Drive A Start-up discs) and press **[7]**. Then press **[E]** to bring the Settings menu onto the screen. When the menu appears, check that the menu displays details of the MATRIX printer; if it doesn't, move the Menu cursor down to For Printer and press **[ENTER]**, then select MATRIX, press **[D]** and **[ENTER]** to return to the Settings menu.

8 Select For Character Set and press **[ENTER]**. You should now see a list of the Character Set names corresponding to the Font files on Drive M and any other MATRIX.#xx files you have previously installed for the built-in printer. (Each font is a separate Character Set.) Check that this list contains a Character Set name for each of the Fonts you are adding. Press **[ENTER]** to return to the Settings menu. If some names are missing, this is probably because you have previously installed other MATRIX.#xx files (for example, containing LocoChar characters) and as a result have exceeded the limit of 10 Character Sets. In this case, you will need to remove some of your previous MATRIX.#xx files before you can add all of your new fonts. For details, see 'Removing fonts' on page 13.

Note: If you have installed other MATRIX.#xx files, you may see a ? beside some of the names. Don't worry about this – the ? just means that the Character Set name is stored in the Settings file but the corresponding file isn't on Drive M at present.

9 Use the Printer Defaults option in the Settings menu to set the font you intend to use most often as the default Character Set for the MATRIX printer.

For further details, see "Changing the default font" on page 12.

10 When you return to the Settings menu, select the Exit option and press **[ENTER]**. When the Alert message appears, put your Drive A Start-of-day disc in Drive A (or the first one of the sequence if you load from more than one Drive A Start-of-day disc); then check that Write to the disc now in Drive A is selected, and press **[ENTER]**.

The new Settings file is then saved on your Start-of-day disc. If you have further fonts still to install (see Step 5), you should now repeat Steps 4 – 10, omitting Step 6.

11 Re-load LocoScript 2.

You are now ready to use the fonts as described in "How to use the fonts" on page 9.

How many font files to store on your Start-up discs

The number of font files to store on your Start-up discs is governed by the amount of space you have on Drive M. The number of font files that will fit on your Drive M is the number to store on your Start-up discs. You can, if you wish, find out what this number is by trial and error: the following, however, explains how to work the answer out.

First reset your machine and use the Disc Manager Screen to see how much space is available on Drive M after Start-up. Subtract the space you need as working space (approximately the size of the largest document you edit) and that gives you the amount of space you have available for further font files. Make a note of this figure. (If you don't leave yourself any working space on Drive M, you will constantly get 'Disc full' messages as you try to edit your documents.)

Each font file takes up 11 or 12k, so to work out the number of font files you might well think it sufficient simply to divide the amount of space on Drive M by 12. For example, if you have 50k available for font files, this would appear to give you room for 50/12 ie. 4 font files.

However, this calculation only gives the right answer if your system is already set up to give you either a choice of printers or a choice of character sets on the built-in printer. If you just use the built-in printer and only one character set, the calculation needs to be more complicated. To save space on Drive M, LocoScript doesn't copy the files to Drive M in this case: instead it simply generates an 8k System file on Drive M containing the character details and loads the rest of the printer information into memory. When you use two or more character sets, LocoScript doesn't do this space saving.

As a result, the first thing to check is whether any MATRIX files have been copied to Drive M. If none have, look at group 0 on your Start-of-day disc to see the sizes of MATRIX.PRI and MATRIX.#ST and subtract these from the space available on Drive M because in future these files will be copied to Drive M. (Note: MATRIX.PRI may be a Hidden file and so you may need to Show Hidden Files to see its size.) Then add 8k to the remainder (because the System file will no longer be produced) and the result is the space left for font files. You can now divide by 12 to find out how many font files you can add.

For example, suppose that you have 50k available on Drive M (as before) but no MATRIX files have been copied to Drive M. The MATRIX.PRI file is 5k and MATRIX.#ST is 11k, so they will take up 16k on Drive M but you will get 8k back (because the System file won't be produced) so you actually have (50 – 16 + 8)k ie. 42k free for further font files. This means that there is only room for just three further font files on Drive M, and so you should only add three to your Start-up discs. Any other.#xx files on the Start-up discs will be ignored (or you won't get your dictionary, for example, copied over).

When there's insufficient space on Drive M

On 512k systems or 256k systems *without* LocoSpell, you can make space on Drive M by moving your TEMPLATE.STD files and LocoFile .DAT files from your Start-up discs to another disc. You can always copy these files to Drive M by hand if and when you need them on that drive.

On 256k systems *with* LocoSpell or LocoFile, we recommend that you create a separate 'LocoFont' Start-of-day disc to use when you want to print documents with the new fonts or change the font in any document. Create your LocoFont Start-of-day disc by copying your current Start-of-day disc, erasing the LOCOSPEL.JOY/LOCOFILE.JOY file and associated files such as dictionaries from this copy, and then adding fonts as described on page 5 of this booklet.

However, you may find that, despite removing all you can from your Start-up discs, there is still too little space available on Drive M to make extensive use of LocoFont. In such cases, you should consider upgrading the memory on your machine to 512k. With this extra space you will be able to store all the .#xx files on Drive M at once. You'll also be able to make much better use of LocoScript in general - in particular, you'll be able to use LocoSpell's large dictionary on Drive M. Upgrading the memory is therefore very worthwhile. Kits are available that allow you to do this; for details, contact Locomotive Software.

In the meantime, it is still worth working through the procedure for adding fonts (given on pages 5-6) because this records the names of all the fonts you intend to use in your Settings file. Once the Settings file holds these details, you can swap to the font you want simply by copying the appropriate font file to group 0 on Drive M as and when you need it. However, only store the fonts you will use most often on your Start-up discs.

How to use the fonts

Using the installed fonts involves:

- setting up your documents for the font you want the finished version to appear in, and
- printing the document in its intended font.

Setting up the document ensures that the correct information about character sizing etc. is held in the document, and thus that any proportionally-spaced or justified text is positioned correctly. It is particularly useful to set the appropriate font in any TEMPLATE.STDs you use - because then all the new documents you create using these templates will automatically be set up for that font.

When you print a document, LocoScript checks whether the document's intended font matches the one the printer is currently set up for. If not, LocoScript offers the option of using the intended font - providing this font is 'available' to LocoScript. A font also has to be available when you want to set up a document to use it. When the font isn't available, the font name will appear on menus with a ? alongside. What we mean by 'available' is described below.

Making a font available

For a font to be available to LocoScript, the font has to be recorded in the Settings file and, either

- the corresponding .#xx file must be in group 0 of Drive M,
- or - the corresponding Character Set must be the Current Character Set.

Prior to printing, you also need to ensure that either the MATRIX printer is the Current printer or the MATRIX.PRI file is in group 0 on Drive M. *Note:* MATRIX.PRI may be a Hidden file and so you may need to Show Hidden Files to see it. (The ways of making a printer and any Character Set the 'current' one are described in Session 20 of the LocoScript 2 User Guide; how to Show Hidden Files is described in Session 7.)

In practice, when you need to use a font you have installed (ie. one whose details are held in the Settings file), you simply need to ensure that the corresponding font file is in group 0 on Drive M. Indeed, LocoScript helps you with this; any font files on your Start-up discs are automatically copied to Drive M at Start-up or reset. Other files can, of course, be copied to group 0 on Drive M by hand if necessary.

Once a document is set up for a particular font, the corresponding .#xx file isn't needed again until you come to print the document, because the details LocoScript needs are recorded in the document itself.

For similar reasons, the corresponding font file doesn't need to be available when you create a document using a template set up for a particular font. The new document will 'inherit' the character set details from the template. However, the font file must be available again when you come to print the document. If you change the font in any document, the new font file must be available, but the old one doesn't need to be.

Setting up a document for a new font

To set up a document for a given font, you need to edit the document and set the required font in the Document Setup. The new font must be available (as specified on the previous page) – if it isn't, you won't see its name on the list in Step 4.

The steps are as follows:

- 1 Open the document for editing.
- 2 Press **[F7]** to display the Actions menu; select Document setup and press **[ENTER]**.
- 3 When the Pagination Screen and the new set of menus appear, press **[F8]** to bring the Printer Selection menu onto the screen.
Check that the printer shown on this menu is MATRIX – if not, select Printer, put the Menu cursor on MATRIX, press **[H]** to select and then press **[ENTER]** to return to the Printer Selection menu.
- 4 Move the Menu cursor to Character Set and press **[ENTER]**. The list of Character Sets shows the document's current Character Set (with a ? beside it if the corresponding font file isn't available), and the other Character Sets which are available.
If you cannot see the name of the character set you require, it means that the font file isn't available for some reason (see 'Making a font available'). Normally, the problem is that the corresponding font file isn't in group 0 on Drive M. Return to the Disc Manager Screen to sort out the problem, then repeat the above steps.
- 5 Move the Menu cursor to the Character Set that you want to use and press **[H]** to select it. Press **[ENTER]** then **[EXIT]** and **[ENTER]** to return first to the Printer Selection menu and then to the Pagination Screen.
- 6 Leave Document Setup by pressing **[EXIT]** and then **[ENTER]**.
- 7 Press **[EXIT]** and save the document on disc.

You have now set up the document for a new font.

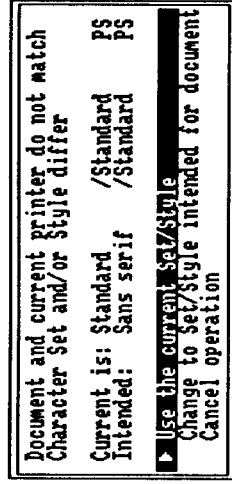
Note: Changing the Character Set in a document can change fundamental information about the document. As a result, LocoScript has to re-process the whole document – re-calculating line breaks and word spacing in justified text. This reprocessing will be done as you save the document (or as you work down through the document), and will slow down the saving process (or movement through the document). Once the document has been reprocessed, however, the speed of these actions returns to normal.

Printing with the new font

When you print a document set up for one of the new fonts, you will get the best results if you print it in High Quality in its intended font. You can use Draft Quality if you wish, but see the note on 'Printing in Draft Quality' below.

You should print documents in their intended font because character widths differ between the fonts. LocoScript adjusts for the different widths as far as possible, but proportionally-spaced text that is also justified may have a slightly ragged right edge. (However, the Standard, Standard 2 and Sans Serif fonts have the same character widths, enabling them to be used interchangeably.)

LocoScript helps to ensure that the correct font is selected by checking the Character Set intended for the document against the Current Character Set before printing begins. If these two don't match, it displays an Alert message, as in this example:



As long as the intended font is available (see page 9), you will be able to select Change to set intended for document and print out the document as required.

If the intended font isn't available, you will see a ? alongside its name and the Change to intended option won't appear: you will only be offered the Use current and Cancel options. As LocoScript will adjust for the differences there are in the fonts, selecting Use current will give you a perfectly good result. But for best results, select Cancel and move the corresponding font file to Drive M before printing the document again – this time in the intended font.

Printing in Draft Quality: You can print in Draft Quality in any font but the result is generally better if the font you use has separate Draft Quality and High Quality character designs. Some of the more complex fonts, however, only have a set of High Quality character designs and generate their Draft Quality characters from the High Quality designs. With such fonts, it is best to select High Quality print, although you can use Draft if you're satisfied with the results. (The description of the font in the 'About the fonts' leaflet will tell you whether it has separate Draft Quality character designs or just High Quality designs.)

One option when you want a draft copy of a document is to have the printer set up for Standard (as described in Session 20 of the LocoScript 2 User Guide) and then select the Use current option when you come to print. The document will then be printed in Draft Quality Standard, whatever font the document is set up for. But note that proportionally-spaced text may then have a ragged right margin.

Changing the fonts available

You can change the fonts available on your machine as often as you like, adding new fonts, removing fonts you no longer require or changing the 'default' font for your printer, etc. But note that the Character Set name 'Standard' is permanently stored and cannot be removed.

Adding further fonts

You add further fonts to your system by following exactly the same steps as you used when you first added fonts to your system. In other words, follow the steps on page 3 or 5 as appropriate.

Note: The Settings file can only store the details of up to 10 Character Set names for the printer at any one time - Standard, and up to 9 others. Before you store your new fonts, you may need to remove some of the existing fonts, as described in "Removing fonts" opposite.

Changing the default font

The default font is the font LocoScript expects to use with the MATRIX printer and its name is held at the top of LocoScript's list of fonts for this printer. Immediately after you switch on or reset your PCW, the Current Character Set is set to the default font - providing the font file is available on Drive M. (If the font file isn't available, then LocoScript will set the Current Character Set to the next available font on its list.) The default font is also the font that will be used in documents you create, if LocoScript doesn't have a TEMPLATE.STD to copy.

The default font is set in the Settings menu. To change it:

- 1 With the Disc Manager Screen displayed, press **[F6]** to display the Settings menu.
- 2 Move the cursor to Printer Defaults and press **[ENTER]**. Check that the printer shown at the top of the menu is MATRIX; if not, move the Menu cursor to Defaults for Printer and press **[ENTER]**, then move the cursor to MATRIX and press **[F6]** then **[ENTER]** again to return to the Printer Defaults menu.
- 3 Move the cursor to Default Set and press **[ENTER]**. The list of available fonts will be shown, with the tick beside the current default font.
- 4 Move the cursor to the font you want to set as default and press **[F6]** to select it. Press **[ENTER]** to return to the Printer Defaults menu, then **[EXIT]** and **[ENTER]** to return to the Settings menu.
- 5 Press **[EXIT]** then **[ENTER]**; when LocoScript gives you the option of updating the SETTINGS.STD file, ensure that your Start-of-day disc is in Drive A (your Start-of-day disc is the first disc you insert in Drive A when you load LocoScript) and that write to the disc now in Drive A is selected, then press **[ENTER]**.

Note: You must ensure that the font file corresponding to your default font is copied to Drive M at Start-up (ie. it must be on one of your Start-up discs).

Removing fonts

The Settings file can only hold details of ten Character Sets for the MATRIX printer at any one time. If you have already stored details of ten sets, then you must remove the stored details of the sets you no longer require before you can use any others. The steps you take to remove any of your fonts are as follows:

Note: The Character Set name 'Standard' cannot be removed. You also cannot remove the Current Character Set.

- 1 Display the Disc Manager Screen, insert your Start-of-day disc in Drive A (your Start-of-day disc is the first disc you insert in Drive A when you load LocoScript) and press **[F7]**.
- 2 Press **[F10]** to enter Printer Control State, then display the f5 Printer menu to check that none of the fonts you want to remove is the Current Character Set. If necessary, change the Current Character Set by moving the Menu cursor to Character Set, pressing **[ENTER]**, then moving the cursor to a font you don't want to remove. Press **[F6]** to select this font, then **[ENTER]** to return to the Printer Selection menu. Press **[EXIT]** then **[ENTER]** to leave the Printer menu.
Press **[EXIT]** to leave Printer Control State and return to the Disc Manager Screen.
- 3 Move the File cursor to group 0 on Drive M and erase (using the f3 File menu) the .#xx files associated with the fonts you want to remove.
- 4 Press **[F6]** to display the Settings menu.
- 5 Select For character set and press **[ENTER]**.
When the list of Character Sets is displayed, each font you intend to remove should appear with a ? beside its name - if it doesn't, leave the Settings menu, erase the appropriate file, then redisplay the Settings menu and this list of Character Sets.
- 6 Move the Menu cursor to a font to be removed and press **[F6]**. The Character Set name will be removed from the list.
You are automatically returned to the Settings menu. To continue removing names, repeat Steps 5 and 6.
- 7 Leave the Settings menu and save the new Settings file on your Start-of-day disc in the usual way.

Appendix I:

Background information

When LocoScript carries out actions involving printing or setting up for printing, it has two sources of information – the Settings file SETTINGS.STD, and special files (known as Printer files) which must be in group 0 on Drive M.

SETTINGS.STD contains a list of the printers and character sets you have installed, and the character styles you have introduced for these character sets. It must be stored on your Start-of-day disc (that is, the first disc you insert in Drive A when you load LocoScript).

Printer files contain important details of the printer. The principal printer file for the built-in dot matrix printer is called MATRIX.PRI. This contains details of the printer's facilities and how to invoke them; it is the 'Printer Driver' for the MATRIX printer. LocoScript must have access to MATRIX.PRI in order to print at all on the built-in printer. (Note: MATRIX.PRI may be a Hidden file and so you may need to Show Hidden Files to see it.)

In addition to this .PRI file, there are further files known as 'Character Set' files. Each Character Set file contains information about characters in one typestyle (ie. font). These files have names with the suffix .#xx. Each file in group 1 on Side 1 of the LocoFont disc contains a font for the MATRIX printer, so the names are all of the form MATRIX.#xx.

Except for the Settings menus, the menus you see in setting up or printing documents will only offer:

- the Current (ie. currently loaded) Printer, Character Set and Character Style, and
- Printers, Character Sets and Styles whose names appear in SETTINGS.STD and for which Printer files can be found in group 0 on Drive M.

The Settings menus themselves display all the details stored in the Settings file – with a ? beside the name of all fonts where the relevant printer files aren't available on group 0 of Drive M. (But note that the Current Character Set name won't have a ?, whether the file is on Drive M or not.)

Note: The important exception is that the Character Set name Standard will appear on menus even when the file containing the Standard character set information isn't available – the name Standard is permanently stored in most menus.

Using extra fonts on your system involves storing details of the fonts in the Settings file, and making sure that the printer files will be in group 0 on Drive M when LocoScript needs them. There are two ways of arranging the files so that they will be in the right place: you can store the files on any disc you choose and move them to Drive M manually when you need them, or you can store them so that LocoScript will copy them across to Drive M automatically at Start-up.

LocoScript copies MATRIX printer files automatically at Start-up as follows:

- i) if MATRIX.PRI and two or more MATRIX.#xx files are present in group 0 of the Drive A Start-up disc(s) you use, they are copied across to group 0 on Drive M (provided, of course, that there is room for these).
Note: MATRIX.PRI must either be on the same Start-up disc as the .#xx files or on an earlier disc where a sequence of Start-up discs are used.
- ii) if just MATRIX.PRI and one MATRIX.#xx file are found in group 0 of your Drive A Start-up discs, LocoScript loads these into memory as the current printer but doesn't copy them to Drive M (to save space on Drive M).
- iii) if you have a twin-drive machine, LocoScript will also look at any disc that is in Drive B at Start-up and copy any MATRIX printer file(s) from group 0 of this Drive B disc as in i) and ii).
- iv) if LocoScript doesn't find any .PRI file on your *Start-of-day disc* (ie. the first disc you put in Drive A), it assumes you don't want to print. The space reserved in memory for the current printer is then released to Drive M (giving you an extra 8k), and you won't be able to print – even if you later move a .PRI file to Drive M.

This method of searching for and automatically loading printer files means:

If you have a single-drive machine, the only place where you can store files so that LocoScript will copy them automatically is in group 0 on your Start-up discs. In any case, you must have MATRIX.PRI and at least one Character Set file on these discs if you intend to print any documents and the MATRIX.PRI file must be on your *Start-of-day disc* (that is, the first of the discs you insert in Drive A).

If you have a twin-drive machine, we recommend that you put your MATRIX.PRI file in group 0 on your Drive A Start-of-day disc but all the MATRIX.#xx files you want to use in group 0 on a 720k Drive B disc. At Start-up or when you reset your machine, make sure that this disc is in Drive B – then all the fonts will be loaded to Drive M automatically. (If you use LocoSpell, you should also put the dictionary you use most often on this Drive B disc. Then it will also be copied to Drive M automatically.)

Note: Each font file you put on your Drive B disc will take several seconds to copy to Drive M. So only put font files that you will actually use on this disc.

Appendix II:

Fonts and User-definable characters

One of the options you have with each LocoFont typestyle is to include up to 16 of your own character designs in the font.

To do this, you need to use either Version 2 or Version 3 of the LocoChar program. These versions of the program work on MATRIX.#xx files that have been updated to LocoScript v2.20 or later. (The original version of LocoChar only works on MATRIX files from earlier versions of LocoScript 2.)

The files for LocoChar Version 3 are supplied in group 0 on Side 1 of your LocoFont disc.

LocoChar Version 3 offers a number of extra facilities over the earlier LocoChar programs. For example, it enables you to base your designs on other characters in the Character Set. It also includes a preview mode in which you get a clearer impression of how the design will appear when printed and the option to generate the basis for a Draft pattern from the NLQ design. Another feature of LocoChar Version 3 is the ease with which you can make the same special character designs available in different typestyles.

LocoChar Version 3 is different from the earlier LocoChar programs in a number of ways. In particular, the actions that are available at any stage of the new program are displayed as a menu, and you select options either by cursoring and pressing **RETURN** (or **ENTER**) or by pressing the key indicated by the letter(s) at the start of the option.

Brief details of these differences are given in the section on the LocoChar program in the Update Information booklet supplied in this pack and you will get further help from the messages the program displays on the screen. For full details, write to Locomotive Software for the free booklet on 'Designing your own characters'.

To work with the new version of LocoChar, replace the LOCOCHAR programs on your LocoChar disc (LOCOCHAR.BAS, LOCOCHAR.2 and LOCOCHAR.3) by the single LOCOCHAR.COM program supplied on the Master disc in this pack. You can also erase any LOCOCHAR.KEY keyboard definition file that you are using: the keyboard layout you use does not affect how LocoChar Version 3 works.

Note: The new version of the LocoChar program can only process MATRIX.#xx files that have been updated to v2.20 or later. Any pre-v2.20 MATRIX files that you want to work on must be updated first – as described in the Update Information booklet.

