

LocoScript

4

**Word
Processing**
for your
Amstrad PCW



**LOCOSCRIPT
SOFTWARE**

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Dorking RH4 3HJ

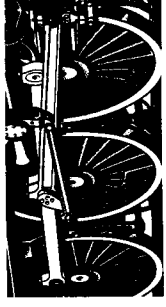
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LocoScript 4

Word Processor

for the Amstrad PCW

User Guide



**LOCOSCRIP
SOFTWARE**

Contents

Introduction	4
Getting Started with LocoScript 4	5
Working with your old LocoScript documents	5
Summary of LocoScript 4 new features	6
Printing in Colour	7
To set a piece of text a particular colour:	7
To see the current colour	8
To set the colour for larger areas of text.	9
How will my colours be printed?	9
Include Pictures in Documents	10
Preparing pictures for use	10
Inserting a picture into a document	11
How pictures are shown when editing	13
How pictures are printed	14
Printing Multiple Columns	16
To set the margins and columns.	16
Indenting text within a column	18
To finish the current column	19
The Height code	20
Using Height codes and columns for n-across labels	21
New Printing Features	22
Print odd/even pages	22
Print reverse order	22
Make LocoScript 3 document	24

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Published by LocoScript Software

First Published December 1996

Second Edition July 1997

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Introduction

LocoScript 4 is the latest version of the LocoScript word processing software for your Amstrad PCW word processor. This book explains the new features of LocoScript 4 and gives some suggestions as to how you may use them.

Before you can use LocoScript 4, you will need a LocoScript 4 Start-of-day disc (or series of Start-up discs). You can use the LocoScript 4 Start-of-day disc provided as part of the LocoScript 4 Pack or LocoScript 4 Printer Package for this purpose. This is the simplest way if you have no special requirements such as using a particular printer or adding extra programs such as LocoFile.

If you have no special requirements:

If you have no special requirements, you can use the supplied Start-of-day disc. So put away the LocoScript 4 Master disc somewhere safe as you will not need this unless your requirements change in the future. Now skip to the section "Getting Started with LocoScript 4" opposite.

If you do have special requirements:

If you do have special requirements, you will need to create your own Start-of-day disc by running the Installation Program on the LocoScript 4 Master Disc. Details on how to do this are given in the leaflet LocoScript 4 Installation Guide which you should also find in this pack. Provided you have the Master Discs for your model of PCW from any version of LocoSpell, LocoFile or LocoMail, the Installation Program will let you include these on the Start-of-day disc(s) too.

If you have a printer other than the one Amstrad supplied with your PCW when new, you will also need the Printer Support Pack to add details of your printer to the Start-of-day disc(s). If your printer can only print in a single colour, then either the LocoScript 3 or LocoScript 4 Printer Support Packs will be suitable (provided your printer is supported), but if you have a colour printer, you must have the LocoScript 4 Printer Support Pack. If you need to upgrade from an earlier Printer Support Pack (or its predecessor the Printer Drivers Discs), simply return the original Printer Support/Drivers discs together with the Trade-up fee of £14.95, and we will exchange them for the LocoScript 4 Printer Support Pack. The discs must be the originals with the black and green Locomotive Software label.

So now install LocoScript 4 following the instructions in the LocoScript 4 Installation Guide to get your LocoScript 4 Start-of-day disc(s). Then carry on to use LocoScript 4 . . .

Getting Started with LocoScript 4

Using LocoScript 4 is exactly the same as using LocoScript 3, but includes the extra features listed in this book. So if you are familiar with LocoScript 3, you'll be just as familiar with LocoScript 4.

To start LocoScript 4, turn on your PCW and insert your LocoScript 4 Start-of-day disc into Drive A. If your PCW is already switched on, you do not have to switch off – instead, insert your LocoScript 4 Start-of-day disc and then press **[SHIFT]**, **[EXTRA]** and **[EXIT]** together. In either case, if you are asked to insert further discs, replace the Start-up disc in Drive A with the next in the series of Start-up discs you may have, and press **[ENTER]**. Note that on a PCW8256/8512 the second Start-up disc on our supplied Start-of-day disc is actually side 2 – so simply turn the disc round and press **[ENTER]**.

If you have not used LocoScript 3 before, we recommend strongly that you first work through the LocoScript 3 Tutorial in the LocoScript 3 User Guide. This was completely updated for LocoScript 3 and explains in simple terms how to use the features to get different typefaces and sizes of type. Then return here and continue with the rest of this supplement.

Working with your old LocoScript documents

LocoScript 4 can work directly with any documents you have prepared using the original LocoScript, LocoScript 2 or LocoScript 3. There's no need to convert discs or do anything like that!

All you need to do is to load LocoScript 4 from the Start-of-day disc as described above. When the disc manager is showing on the screen, replace the disc in the drive by the disc with your old documents on and press **[7]** to show the documents on that disc. Then just move the cursor to the old document and press **E** to edit it as usual. When you save the edited version back to disc, it is saved as a LocoScript 4 document.

Note that if you want to print an old document or use it in a mailmerge, you must first edit it and save the edited version back to disc.

Summary of LocoScript 4 new features

The new features of LocoScript 4 are:

- Colour printing
Mix different colours in a document and print these with a colour printer.
- Include pictures in documents
Include MicroDesign 3 MDA graphics picture files in documents.
- Newspaper columns
Lay out your text in up to four columns across the page.
- Height code
Use in multicolumn text to set the distance down the page when the next set of columns start. Makes printing multicolumn labels easy.
Use to move down the page to a particular point - helps you to lay out text to fit a printed form.
- New print options
Print only odd or only even pages. Print pages in reverse order. Restrict printing to monochrome on a colour printer.
- Make LocoScript 3 document
Converts a LocoScript 4 document back to LocoScript 3 for use with other programs that cannot work with LocoScript 4 documents.

If you are moving up from LocoScript 1 or LocoScript 2, the other major feature that will be new is LocoScript's LX fonts. These professionally designed fonts give you a choice of typefaces on a variety of different printers and can be printed at different sizes - allowing text from small print right up to letters an inch high. Fonts are not discussed further in this book, but are explained in the LocoScript 3 User Guide.

Printing in Colour

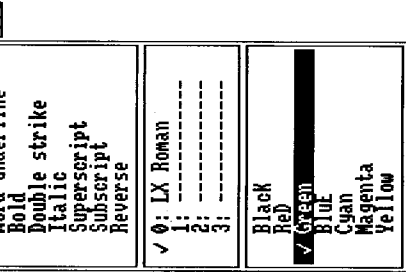
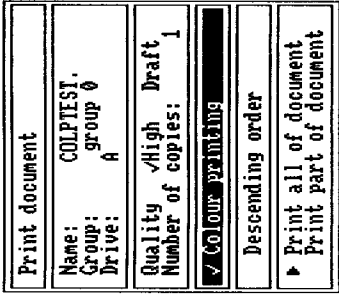
LocoScript 4 can print in colour on suitable printers. The colours produced may depend on the printer, but will in general be a choice of Black, Red, Green, Blue, Cyan, Magenta and Yellow.

Provided you have installed LocoScript 4 to use a colour printer by selecting that printer from the list in the LocoScript 4 Printer Support Pack, all you need to do is to select the colour you require for text in exactly the same way as you might select bold print or italics. If you select colour in a document and print it on a monochrome printer, all text is produced the same colour.

When you print a document, to print in colour you must tick the colour printing option in the print menu.

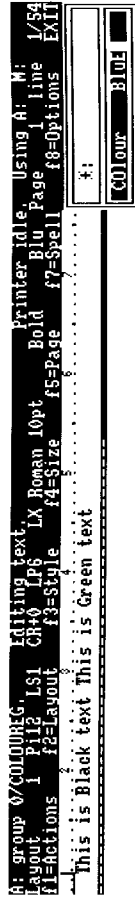
To set a piece of text a particular colour:

- 1 Open the document for editing in the normal way.
- 2 Move to the point where the text is to be coloured.
- 3 Press **[E]** to display the Style menu; move the cursor down the menu to the colour you wish to select (or type the capital letters from that word as shown in the menu); press **[E]** to select that colour; press **[ENTER]**.
- 4 Move to the point in the text where you want the colour to change next and repeat the last step selecting the next colour.



Alternatively, use the **[F2]** and **[F3]** menus to set the colours:

- 1 Move to the point where the text is to be coloured.
- 2 Press **[F2]** and type C 0 and select the colour you require by typing the colour's initial letter (BE for blue) and pressing **[ENTER]**



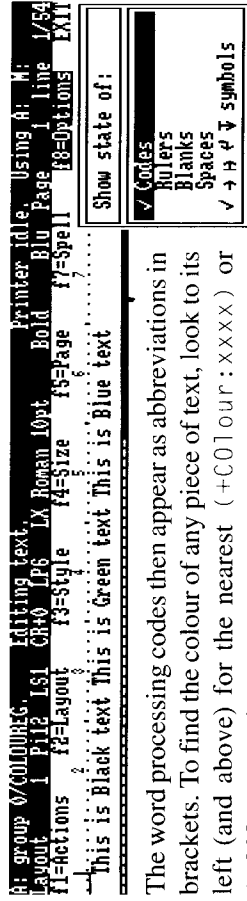
- 3 Move to the point where the text colour is to change back.
- 4 Press **[F2]** and type C 0 (and if a menu appears, press **[ENTER]**).

To see the current colour

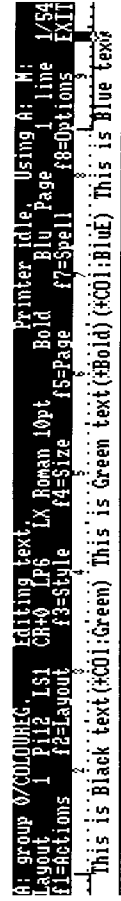
There are two ways to see the colour set for any piece of text: by looking at the information lines or by displaying word processing codes.

Move the cursor to the point where you wish to see the colour. A three letter abbreviation of the colour at that point is shown on the second information line at the top of the screen, just to the left of the page number. Also, press **[B]** and the menu that appears will show the current colour – press **[CAN]** to clear down the menu.

All changes such as colours or bold etc. are controlled by hidden word processing codes in your document. To show these codes, press **[B]** and use the **[F2]** key to place a tick by Codes and then press **[ENTER]**.



The word processing codes then appear as abbreviations in brackets. To find the colour of any piece of text, look to its left (and above) for the nearest (+COLOUR:xxxx) or (-COLOUR) code.



Note: the (-COLOUR) resets the colour to that set in the current Layout (see below).

To set the colour for larger areas of text.

The way to set any feature such as margins, tabs, type style or size for large areas of text is to set that up in the current Layout. This is explained in Chapter 8 of the LocoScript 3 User Guide.

You can set the colour of text in just the same way – select the colour in the **[F3]** menu whilst editing the Layout. To edit the Layout, use the menus reached via **[F2]**.

If you are going to be using colours together with other styling changes, this is where the use of LocoScript's Stock Layouts will help save time and effort. For example you might want to set all your headings to be in red, LX Sanserif text at size 18 point. You simply need to set up all the styling features (e.g. colour red, font LX Sanserif and size 18 point) in one of the ten Stock Layouts. Then you can set all these features in one go wherever you need to. And if you change your mind later, you can update automatically all the places where that Stock Layout has been used. Stock Layouts are explained in Chapter 13 of the LocoScript 3 User Guide.

How will my colours be printed?

Colour printers typically work by having three coloured inks (or coloured bands on the ribbon) and mixing these to give the other colours. For example, most ink jet printers have Cyan, Magenta and Yellow ink which can be mixed in simple proportions to give the seven colours listed above. If all three are mixed, the result is black, though in more expensive colour printers there is a separate black cartridge in use beside the coloured one.

This technology works very well with ink jet printers, but less so with matrix printers using striped ribbons. However, as it requires multiple passes to be made across the paper, printing in colour is slower than monochrome.

If your printer can use a monochrome cartridge or ribbon instead of a colour one, we recommend using the monochrome one whenever you do not need colour – it will give a better black, be quicker and be cheaper. LocoScript has a special print option to let you ignore colour when you have the monochrome cartridge fitted. Make sure this is not ticked.

