



GLOSSARY OF TERMS

- ALT** The ALT key is used in conjunction with other keys to produce special characters. It is also used in conjunction with the cursor control keys to move backwards through text.
- Back-up** A disc copied for safety in case the original is lost or damaged. You should copy every disc you use as all the data stored on it is irreplaceable and represents hours of work.
- Base Layout** The initial setting up of the layout of a page or document. Base Layout determines pitch size, line pitch, line spacing, italic and justified text, left and right margins and tab positions.
- Blocks** Blocks of text are sections of text which can be defined and utilised. A block may be one word, several words, a sentence, a paragraph, a page, or a whole document.
- Bold** A typeface which has a shadow effect, caused by repeated over-striking of the print head. It is used to make words stand out in text.
- Cancel key** The key labelled CAN which is located above the special f keys and which enables the operator to cancel a menu if it has been called to the screen by mistake.
- Centre** The facility for placing text in the middle of a page, across a line. This is especially used for centred headings and displayed matter.
- Character** A letter or a numeral.
- Codes** The signs displayed on screen to show that commands have been given to create special effects within a document. Examples are (+Bold), (+Italic), (Centre), etc.
- Command** An instruction given by the operator via specific key processes for the machine to perform a particular function.
- CP/M** Computer Program/Microcomputers, a widely used operating system for small microcomputers. A very large range of software packages is available to users of a CP/M system.
- CPU** Central Processing Unit. The 'brains' of the computer in which the processing of data takes place.
- Cursor** The cursor is the little block of light which flashes on the screen to indicate the point of text entry. In LocoScript it is also used to make selections within the menus.
- Cursor control keys** The special keys which move the cursor about the screen, usually defined by up, down, left and right arrows.
- Cut and paste** A function which enables the operator to remove (cut) a section of text from one place within a document and transfer (paste) it to another.
- Daisy wheel printer** A letter quality printer which operates with a circular print wheel resembling a daisy, each letter or character being at the end of a 'petal'.
- Decimal tab** A specified tab location which causes automatic alignment of decimal numbers, with the decimal point central to tab positioning.
- Del** Delete. There are two keys which are used to erase text from the screen either at the cursor position or preceding it.
- Directory** The list of documents/files stored on disc. Documents are usually listed automatically in alphabetical order.
- Disc Management** The organisation of the information stored on discs, mainly of files into relevant groups.
- Discs** A round magnetic storage medium which can be either hard or floppy. The discs used with the Amstrad are 3½" compact discs.
- Dot matrix** A printing system using a series of needles which cause characters to be printed onto paper. The size and shape of the characters are determined by the way the needles form as they are constantly re-arranged and re-grouped at high speed.
- Double strike** The print head strikes the page twice, giving a bold effect to the text on paper.
- Double width** Double width causes text to be elongated laterally to twice its normal breadth. It is mainly used for headings and for display material.
- Drive** A slot in the computer hardware which holds the disc and reads or writes information from disc to disc. Drives are identified by the letters A:, B:, M:, etc.
- Edit** To update or correct an existing document.
- Effectors** The arrows which appear on screen to indicate carriage returns, tab positions and end-of-page breaks.
- Emphasis** To give stress to certain words or phrases, making them stand out within text. The Emphasis Menu is used for commanding bold, underline, double-strike or Reverse Video to be used.
- Field** An item of data within a record which determines the size and extent of a space into which text will automatically be inserted by the system.
- Filename** An identifying name given to a file (document). The filename appears in the Directory and the system recognises it by this when the file needs to be recalled, moved or stored.
- Find** The facility of the machine to locate a particular word or phrase automatically.
- Floppy disc** A flexible, lightweight magnetic disc used as a storage medium. (See also **Hard disc**.)
- Footer** A protected space on a page, below the last line of print, reserved for the insertion of information which is to appear at the bottom of every page. (See also **Header**.)

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- Formatting** The process by which the computer prepares the disc to receive information.
- Form feed** To advance the paper in the printer to the top of the next page.
- Function key** A key programmed to give instructions to the system to carry out a specific function.
- Groups** A subsection of the Directory in which files (documents) of a related class are stored. LocoScript allows for 8 such groups, each of which is given a filename that is pertinent to the type of data stored.
- Hard copy** The actual paper print-out of a document.
- Hard disc** A disc made of rigid material with a magnetic coating. Hard discs have much greater memory capacity and are more durable than floppy discs. (*See also Floppy disc.*)
- Hard hyphens/spaces** Hyphens and spaces that are recognised as characters by the system, thus preventing the words on either side from being split at line ends. Such permanent linkage might be given to a double-barrelled name, a date or a postcode, for instance.
- Hardware** The mechanical components and devices which make up a computer system (the monitor/VDU, keyboard, disc drive, printer, etc.).
- Header** A protected space on a page, above the first line of print, reserved for the insertion of information which is to appear at the top of every page. (*See also Footer.*)
- Help Menus** Onscreen frames of help messages to assist with problems which may arise in the operation of LocoScript.
- Highlighting** The emphasising of text on the screen by giving it a stronger light. This is sometimes referred to as 'Reverse Video'.
- Home** The upper left-hand corner of the screen.
- Insert** To insert characters or spaces to text without eliminating existing characters.
- Justified text** Text which is printed with straight margins on the right as well as the left.
- K** Kilobyte, a unit of memory size, either of the computer itself, or of the disc capacity. (One K is equivalent to 1000 characters.)
- Keyboard** The arrangement of keys representing letters, numbers and special functions which, when pressed, enable the operator to give instructions to the computer.
- Key-in** To input text into a computer.
- Layout** Facility which enables the operator to change the layout within a document, using the Layout Menu.
- Limbo** A part of the memory of the computer where documents are stored after they have been erased. Documents are released from Limbo as the disc fills up.
- Line pitch** The number of lines per inch vertically down the page. LocoScript offers 2-line pitch options, 6 or 8 lines to one inch.
- Line spacing** Line spacing relates to the distance between lines. Lines can be single, 1½, double, 2½, treble, 3½, or quadruple.
- Lines** Refers to centring, justification, line spacing, line pitch, inserting soft/hard hyphens/spaces.
- Load** The transferring of a program from a disc into a computer.
- Main Menu** A list of commands which appears above the typing area when editing a document.
- Margin** The area from the edge of the paper to the text.
- Megabyte** A unit of information storage capacity, 1 megabyte = 1 million bytes.
- Memory** Part of the computer where instructions and data are stored.
- Menu** When using a computer/word processor, the operator will have a number of options available to carry out the functions of the program. These options are presented on screen in the form of a list (called a Menu) from which the operator must make selections.
- Message** An onscreen communication from the computer.
- Modes** Refers to changing Base Layout, headers and footers, inserting text and Disc Management.
- Monitor** This is another name for the display screen, sometimes also called the VDU (visual display unit).
- On-line** On-line is a system which allows the operator to put information in and make enquiries about that information at any time.
- Options** The choices from which the operator makes selections within a menu.
- Page break** A place in the text where a page ends and the next begins, set automatically by the system unless the operator keys-in instructions to state where the page break should occur.
- Page numbering** The ability of the system to accept and utilise a page numbering facility, either manually or automatically.
- Pages** Refers to manual page breaks, inserting page numbering system, keeping lines together within a document.
- Pagination** The way in which the page numbering facility operates and the enablement of headers and footers.
- Peripheral** A piece of equipment connected to the Central Processing Unit of a computer, such as a keyboard or a printer.
- Pitch** Pitch is the size of typeface, LocoScript offers pitch sizes 10, 12, 15, 17 and proportional spacing. Pitch usually relates to the number of characters per inch — that is, pitch 10 = 10 characters per inch.
- Print enhancement** A special printing effect such as bold or underscore.
- Printer** A device connected to a computer which prints a paper copy of a document or file.
- Printout** Printed output from a computer.

Program A set of instructions, written in a special code called a programming language, which tells the computer/word processor what to do. Writing a program from scratch can take a very long time and prove very costly, therefore most people buy programs in the form of 'software packages'.

Prompt A question or instruction that appears on a computer screen which requires an indication from the operator as to the next step.

PTR The key which relates to the printer options.

QWERTY The name given to the keyboard used in the UK, USA and throughout Western Europe, so called because the first six letters in the top row of keys are arranged in this order, as on a typewriter.

RAM Random Access Memory. An area of computer memory where data can be accessed quickly, regardless of its position in the storage medium.

Read To copy information from a disc or other component into memory for processing.

Recall The function which enables previously stored documents to be recalled to the screen for editing, up-dating, etc.

Relay The Relay key reformats the text and is used after editing has been carried out.

Return The Return key instructs the word processor to end a line of text at a particular place, in exactly the same way as the 'carriage return' key on a typewriter. It is also used to produce clear lines on screen within text.

Reverse Video A function which highlights text so that the text is produced on screen with a light behind it — that is, black text on a green screen, instead of green text on a black screen.

Rulers Ruler Lines. These appear on screen and look like a scale marked out in figures representing 10-character spaces. The markings on these lines govern margin and tab positions.

Save The transfer of a document/file from the immediate memory of the computer onto a disc for storage.

Screen See VDU.

Scroll The movement of text vertically and horizontally through the screen. As the cursor moves down through a document, so the text scrolls upwards, and vice versa.

Shift key The key that is used in conjunction with other keys, either to produce a capital letter, or to produce the symbol or word that appears on the top half of a key.

Shift lock This locks the Shift key in position so that upper-case characters can be keyed-in. A red light appears on the key when it is in operation.

Show A function that enables the computer to show on screen the special effects that are currently in operation to aid text editing, such as codes, rulers, blanks, spaces and effectors.

Soft hyphens A soft hyphen is a hyphen inserted by the operator at suitable positions to split long words or join double-barrelled words together. If the system locates a soft hyphen at the end of a line, the wordwrap facility will automatically take place at the position of the hyphen.

Software Programs using coded instructions which turn the basic electronic machine, which in itself is only a shell, into a computer or word processor.

Spaces Spaces are indicated on screen by large dots and represent the occasions when the Space Bar has been struck.

Status Lines The highlighted lines which always appear at the top of the screen to indicate the current page status, and to give menu information.

Style Refers to the style of characters or typeface, such as half height, italic or pitch sizes 10, 12, 15, 17, proportional spacing, double width, etc.

Tabulation Setting out information in the form of a table, with columns of text or figures. Tab positions can be pre-set and utilised for moving the cursor direct to particular points on the screen.

Templates A pattern for a document which contains the layout and text that are to remain standard for a particular group. Information for the template is keyed-in and stored in a file called TEMPLATE.STD. This file is recognised by the system and each time the operator creates a file within a group, the group template is automatically selected.

Text Written information, in the form of words and numbers, that appears on screen, and prints out as Hard copy.

Text editing Correction, up-dating or alteration of text as it appears on the screen of a word processor.

Tractor feed Some printers come with a 'tractor feed' mechanism used for continuous paper. Paper is pulled through the printer by means of sprockets which fit into the holes perforated down each side of the paper.

Typeface Printed characters can come in any one of many different designs of type, styles and pitches. Typeface is the collective name for all of them.

VDU Visual Display Unit. Another name for the screen or monitor, sometimes referred to as VDU.

Work disc A disc onto which information created by the operator is stored.

Wraparound The function by which word processing systems automatically end lines at appropriate places while the operator continues to key-in text. The Return key does not have to be struck. It is, however, always necessary to check afterwards for inappropriate spaces.

Write To copy information from memory onto a disc.

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