

Macmillan Modern Office

Series Editor: Christine Simons

Easily into

LOCOSCRIPT

for the
AMSTRAD PCW8256/8512

Susan Rogers



Amstrad is the registered trade mark of Amstrad plc
LocoScript is the registered trade mark of Locomotive Software Ltd

© Susan Rogers 1988

All rights reserved. No reproduction, copy or transmission
of this publication may be made without written permission.

No paragraph of this publication may be reproduced, copied
or transmitted save with written permission or in accordance
with the provisions of the Copyright Act 1956 (as amended),
or under the terms of any licence permitting limited copying
issued by the Copyright Licensing Agency, 33–4 Alfred Place,
London WC1E 7DP.

Any person who does any unauthorised act in relation to
this publication may be liable to criminal prosecution and
civil claims for damages.

First published 1988

Published by
MACMILLAN EDUCATION LTD
Houndmills, Basingstoke, Hampshire RG21 2XS
and London
Companies and representatives
throughout the world

Text design by
Plum Design
Southampton

British Library Cataloguing in Publication Data
Rogers, Susan

Easily into LocoScript for the Amstrad 8256/8512.

— (Macmillan modern office).

1. LocoScript (computer program)
2. Amstrad PCW8256 (computer) — Programming
3. Amstrad PCW8512 (computer)

Programming

I. Title

652'.5'02855369 Z52.5.A4

ISBN 978-1-349-09587-2 ISBN 978-1-349-09585-8 (eBook)
DOI 10.1007/978-1-349-09585-8



BIOGRAPHY

SUSAN ROGERS DipRSA TDipWP

Sue Rogers has alternated very happily between the worlds of Commerce and Education — in international companies and a leading Secretarial College. A specialist in LocoScript, she was the first to market a Training Guide for its use. She is also the author of *Getting Started with the Amstrad PCW*.

As well as being an author, she is also an examiner in Word processing with the RSA and produces training material for other learning centres.

She runs a company that provides specialised computer and word processing training to Industry, Commerce and Industrial Training Boards, often on behalf of Computer manufacturers.

□ INTRODUCTION

The Macmillan Modern Office series is designed especially to meet the increasing demand for training in office technology in a business world where rapid changes are taking place all the time.

Users of word processing and data processing software often find the manufacturers' manuals daunting and although programs are often described as 'user friendly', one is never quite sure how to become friendly with *them!* With this problem in mind, we have produced a number of instruction books for a range of the most widely used word processing and data processing programs, which can be used either for group teaching or for self-study. We have made every effort to write in clear, straightforward language, avoiding jargon wherever possible.

A Training Disc is included which contains plenty of exercise material, and will save valuable time and effort from keying-in exercise text, especially if students are not trained keyboard operators. At this early stage, it is essential to concentrate on program functions, and learn them before anything else.

Such subjects as disc management, installation procedures and hardware systems are outside the scope of this book and readers who are using the course for self-study should ensure that they either have a basic knowledge of the formatting of work discs, or have access to a teacher or knowledgeable colleague who can see that the system is set up for them before they can begin.

This course has been designed for maximum practicality of use as a stand-up text. It also includes essential learning aids such as a Quick Reference Guide, a Glossary, a detailed Index, and page cross-referencing throughout. With such comprehensive learning material at hand, readers should find that acquiring fluency and understanding of the technique of LocoScript is as enjoyable as it is profitable to them.

Christine Simons

ACKNOWLEDGEMENTS

With love to David, Nick and Claire for their patience, love and support during the writing of this book.

CONTENTS

WORD PROCESSING WITH LOCOSCRIPT **1**

What is word processing?	1
What is a word processor?	2
Hardware	3
Sortware	6
LocoScript itself	6

ABOUT THIS BOOK **8**

Work at your own pace	8
Design of the Sessions	8
And finally . . .	8

ESSENTIAL PREPARATION **10**

Formatting discs	10
Formatting for PCW8256	10
Formatting for PCW8512	14
Copying discs	17
Copying for PCW8256	17
Copying for PCW8512	20
Copying for PCW8512 — Drive B:	22

SESSION ONE **25**

Loading the LocoScript Program	25
Using the CAN(cancel) key	28
Creating a document	28
Mastering cursor control	30
Performing simple text editing	31
Saving your document	31

SESSION TWO **35**

Recalling an existing document from disc	35
Setting up a Base Layout	36
Printing a document	42

SESSION THREE	47
Mastering advanced cursor control	48
Mastering simple text editing	48
Printing from the Disc Management Menu	50
SESSION FOUR	55
Changing discs	55
Making a copy of an existing document	56
Using the Emphasis Menu f3	57
Using the Show Menu f1	63
SESSION FIVE	66
Using the Style Menu f4	66
Using the Lines Menu f5	72
SESSION SIX	79
Changing the layout within a document	79
Reformatting text	83
Changing margins and tabulations	83
SESSION SEVEN	92
Find and Exchange	92
Ending a page manually	95
Automatic page numbering	97
Printing more than one page	99
SESSION EIGHT	104
Block editing	104
Saving a portion of text as a separate file	108
Saving phrases	111

SESSION NINE	117
Group Management	117
Templates	118
Disc Management	124
SESSION TEN	129
Headers and Footers	129
Method of identifying text in the Directory	132
Inspect identifying text	134
Inserting one file into another	134
Headers and footers on alternate pages	136
Disc Management while editing	142
SESSION ELEVEN	145
f7 Options Menu	145
Limbo files	148
Copying from one disc to another	148
Keeping a permanent record of useful phrases	149
Quick editing	150
SESSION TWELVE	153
Printing options	153
Direct printing	156
Final advice and general hints	158
QUICK REFERENCE GUIDE	159
ALTERNATIVE KEYBOARDS	160
GLOSSARY OF TERMS	162
INDEX	165