

SOFTWARE SOLUTIONS SERIES

Using

WordStar[®]



USING WordStar[®]

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Printing History

First printing, January 1988

Second printing, May 1988

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For technical support call: 1-800-732-3223.

In Massachusetts call: 617-725-5668.

ISBN: 0-395-47790-5

Printed in the U.S.A.

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Publisher's Foreword

This book is in the Houghton Mifflin Software Solutions Series. The series is explicitly designed to offer solutions to the problems encountered by educators who wish to include instruction on popular commercial application software programs as a component of courses they teach.

The purpose of this series is to provide high quality, inexpensive—in fact, remarkably inexpensive—tutorial manuals keyed to the leading software packages available.

Instructionally Innovative

Each manual in the Software Solutions Series focuses on those features of a particular program that will actually be used by most individuals. The manuals do not purport to teach everything there is to know about the product; to do that, the manual would have to be needlessly complex and would impose unrealistic time constraints on both students and instructors. The manuals will enable students to attain comfortable proficiency in the use of software products.

Flexible

The Software Solutions Series permits instructors to choose the manuals that best suit their needs. This offers an important advantage over those manuals that combine coverage of several programs in a single publication and thus limit flexibility.

Cost

Students enrolled in a computer literacy or business data processing course often require lab-based instruction on the use of three or more application programs, usually a word processing program, a database manager, and a spreadsheet program. This common course configuration can impose a financial burden on students if they must purchase three expensive manuals in addition to the primary course text. We believe the Software Solutions Series goes a long way toward solving this problem by providing an effective and inexpensive method for learning about software.

High Quality

All manuals in the Software Solutions Series are authored by writers who have teaching experience in the classroom and in training programs in business and industry. Each manual in the series has been reviewed for accuracy and pedagogical effectiveness.

Software Program Disks

The Software Solutions Series currently consists of seven manuals and software for the following products: Microsoft Works, WordPerfect, WordStar, dBASE III Plus, SuperCalc 4, Lotus 1-2-3, and PageMaker.

Master disks containing educational versions of Microsoft Works, WordPerfect, WordStar, dBASE III Plus, and SuperCalc 4 are available from Houghton Mifflin without charge to adopters of the manuals. These disks may be duplicated for individual student use by instructors in accordance with applicable license agreements.

For Lotus 1-2-3 and PageMaker, exercise disks rather than educational versions of the program disks are available from Houghton Mifflin without charge to adopters.

All manuals in the Software Solutions Series and their accompanying disks are for use with IBM equipment except for PageMaker, which is only for the Macintosh.

We wish to thank Microsoft Corporation, WordPerfect Corporation, MicroPro International, Computer Associates, and Ashton-Tate for their cooperation in helping to make this series available.

Preface

USING WORDSTAR introduces the student to a well-known, powerful, flexible, and widely used word-processing program. Students can use WordStar Professional, Release 4.0 in word-processing classes, courses that stress composition and writing, and business communications courses.

By teaching them how to create, save, edit, and print a document, this manual provides students with a tool they can use throughout their educational career. It does so by encouraging the natural learning process so that students avoid frustration and confusion. The manual's logical design allows students to master WordStar functions in small, easy steps. This sharp focus permits students to develop an understanding of how the program works and to issue commands confidently to achieve useful results—all within a reasonable time frame.

Wordstar's Educational Version provides a dictionary disk. WordStar checks the spelling in your document against two major dictionary files: Main.Dct and Internal.Dct. The third file, Personal.Dct, allows you to add words that are not in the main dictionary. For example, you can put specialized words in your personal dictionary.

Pedagogical features that ensure mastery of the basics in a short period of time are an integral part of each chapter.

- An introduction explains features covered in the chapter.
- New terminology is presented at the beginning of each chapter.
- Step-by-step instructions are followed by an illustrated example and practice exercises that allow students to use each feature in a hands-on environment.

- Every exercise step number is enclosed in a box, making it easy for students to identify what they are to read and what they are to do.
- Frequent illustrations make it easy for students to check their work as they go along, building their confidence and understanding and providing positive reinforcement.
- Special notes give students important shortcuts and reminders as well as directions and explanations.
- Each chapter ends with a summary of the concepts and commands presented in the chapter; this encourages review and mastery of the basics.
- Five appendixes make it easy for students to look up the information they need to use the program: Appendix A provides a summary of WordStar commands; Appendix B summarizes WordStar's menus; Appendix C lists the steps necessary for formatting a disk and copying a file to another disk; Appendix D summarizes WordStar's default conditions; and Appendix E explains WordStar's speller.

The manual's step-by-step instructions complement the classroom-tested Read and Do approach to teaching. After reading a simple explanation of a new concept and studying an example, students complete an exercise on the computer. This logical presentation means that students focus on one feature at a time, are guided through an exercise in which they practice using the feature under discussion, and complete the exercise on their own—gaining confidence as they complete the performance of each new feature. Clear hands-on instructions walk students through each new element of the program, and illustrations showing correct screens or printed output allow them to check their work as they go along.

Because this manual is designed to give new users basic competence in using the program, it does not cover advanced and esoteric WordStar features that are unlikely to be used by the majority of students. Ten text chapters thoroughly cover the commands needed to create, save, edit, and print a document. Students who wish to do so may experiment with other features included on the disks but not discussed in the manual.

MicroPro has developed the Educational Version of WordStar Professional, Release 4.0 to introduce new users to the program's capabilities and to provide them with an opportunity for actual hands-on use in an educational setting. WordStar Professional Educational Version comes on two disks: (1) the Program Disk, which contains all program files, and (2)

the Dictionary Disk. Master disks containing the Educational Version of WordStar Professional, Release 4.0, which may be copied, are supplied to instructors who adopt this manual. The program is preinstalled for IBM-PC or 100 percent compatible computers using a dot matrix printer. Students may, however, use the Install command to install their own printer.

The educational version of the software has been limited in the following ways:

1. At the bottom of each page, the Educational Version automatically prints a footer that reads:
WordStar Professional, Rel 4 - Educational Version
2. WordStar Professional Educational Version does not automatically print page numbers. The program will print page numbers when using either a header or footer.
3. The actual file size in the Educational Version is limited to 10K. This means that you might normally be able to work with and store approximately five pages of full text on the educational version disk. More when the pages are not completely full of text characters and multiple formatting codes can be stored on the educational version disk.
4. The WordFinder thesaurus is not included on the disk.
5. WSCHANGE is not included. This utility allows you to change the color selections for color monitors and make a variety of other attribute adjustments in the standard WordStar Professional program.

To use this manual, you must have the following:

- A copy of the WordStar Professional master disks supplied to instructors who adopt this manual
- An IBM-PC or 100 percent compatible computer that uses double-sided floppy disks
- Two disk drives
- At least 256K RAM (Random Access Memory)
- MS or PC DOS 2.0 or higher
- A standard monitor or an IBM Enhanced Color Display monitor
- A color or black and white graphics printer
- Formatted floppy disks for storing files and backing up program disks

Acknowledgments

In writing textbook materials, authors need the help of a number of individuals.

We would like to thank Kaye Davis, Brookhaven College, for her tips and attention to detail. Her many hours spent working through the manuscript are greatly appreciated.

A word of appreciation goes to Mary Jane Tobaben, Brookhaven College, for reading the manuscript and testing the practice exercises.

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1

Learning About Your IBM PC

Welcome to WordStar and word processing! WordStar—Educational Version has many features that allow you maximum flexibility in revising, correcting, and expanding your written communications.

So that you will be more efficient in using WordStar, take a few minutes to become acquainted with the IBM Personal Computer (IBM PC). Refer to the *IBM PC Guide to Operations* and the *DOS* manual, and to any other training materials you have, for specific instructions on its use.

Do not be intimidated by the computer. It is simply a sophisticated tool that saves time and improves your efficiency and productivity in handling information. Before you begin, however, you should know that learning to use WordStar on your IBM PC involves paying attention to detail as well as practicing.

This chapter acquaints you with the basic terminology, the components of your computer system, and your word-processing work flow.

Terminology

Knowing some basic terms will help you understand the IBM PC and its operation. Here are some of the terms.

Hardware means the physical parts of the computer.

Software means the programs that run on the computer. Programs are sets of instructions. The **program** tells the computer what to do, when to do it, and how to do it. In this case, the software is WordStar. WordStar tells the computer to do typing tasks. Other software allows the computer to perform tasks such as accounting or graphics.

Peripheral equipment is all the parts of the computer other than the system unit—such as the keyboard, the monitor, and the printer. Peripheral equipment is a category of hardware.

Commands are combinations of keystrokes you use to instruct the computer to perform certain functions.

Functions are the operations performed by the computer.

The **cursor** is a blinking underscore that indicates your position on the screen.

We will introduce additional terms as we go through this chapter.

Basic Components of the IBM PC

The IBM PC has four basic components that work together as a complete system. You should become familiar with the functions and capabilities of these components. They are shown in Figure 1-1.

1. The keyboard
2. The monitor
3. The system unit
4. The printer

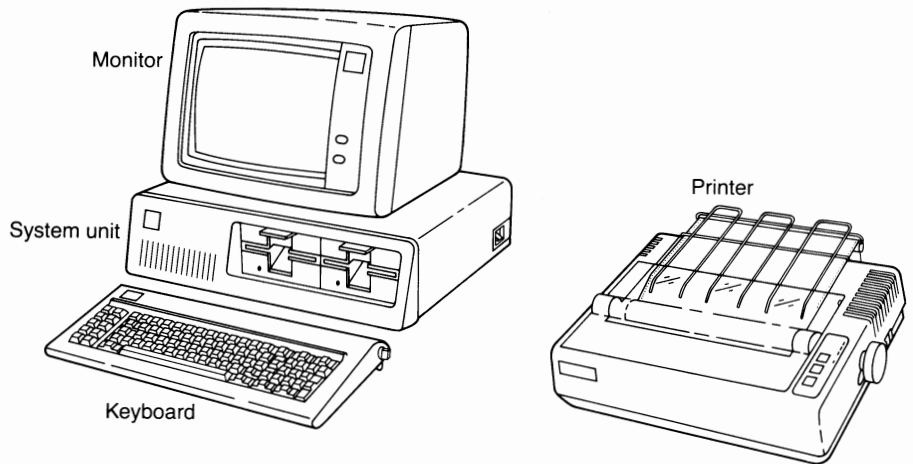


Figure 1-1 Basic Components of the IBM PC

Keyboard

The IBM PC keyboard looks like the keyboard of a typewriter, except that it has additional keys. You can see from Figure 1-2 that the central portion of the keyboard has the standard display of letters and numbers. To the left are ten special-function keys. To the right is a numeric keypad that can be used for quick keyboarding of numbers or to move the cursor around, as we shall see in Chapter 2.

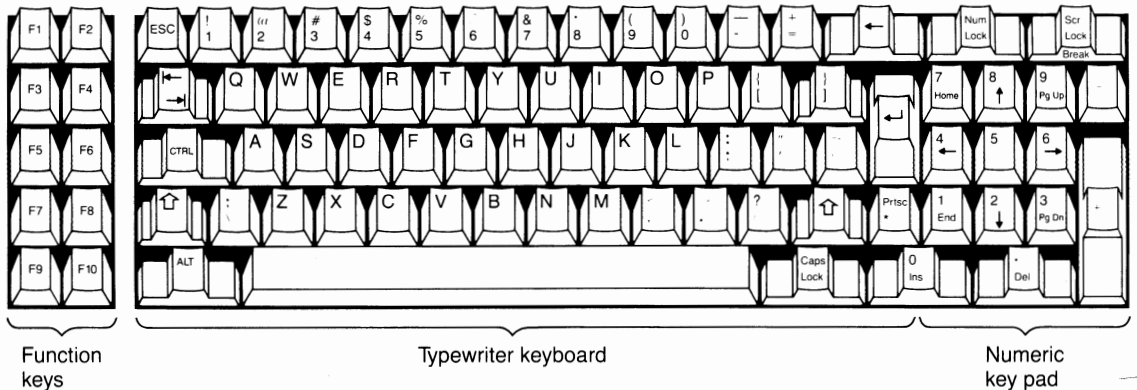


Figure 1-2 IBM PC Keyboard

Let's take a few moments to locate some of these keys. You will use them often as you learn WordStar.

The special-function keys, or F-keys, of the IBM PC allow the system to perform particular commands specific to the software. This eliminates the need to press several keys to execute these commands. (These function keys will be discussed in later chapters and are listed in Appendix A.)

NOTE: Keyboards may vary. Some keyboards have the F-keys located above the top row of the typewriter keyboard. Always take a careful look at the keyboard when you sit down at a computer that is new to you.

To the right of the F-keys (on the left side of the typewriter keyboard) are some additional function keys whose commands do not change from program to program. Take a few moments to locate the following keys:

The **Escape key**, abbreviated **Esc** is used to break or cancel a function or instruction. It cancels the last entry in a command. It may be used to bypass options and screen displays.

The **Tab key**, labeled ($\leftarrow \rightarrow$), is located under the Esc key. This key moves the cursor to the next tab setting to the right (even though its arrows point in both directions).

The **Control key**, abbreviated **Ctrl**, is used in combination with other keys, to give the computer particular instructions. In this textbook you will see the caret symbol (^) used for Ctrl. For example, *Ctrl-K* and ^K both mean "Press the Control key, keep it down, then press the K key."

The **Left Shift key** located to the left of the spacebar is held down to capitalize letters or to obtain special characters or symbols on the right side of the keyboard. The shift key is labeled with an outlined upward arrow (\uparrow).

The **Alternate key**, abbreviated **Alt**, is located under the left shift key. In WordStar it is used to release the system when it "freezes" or refuses to perform. Pressed together with the Control and Delete keys, Ctrl-Alt-Del will reset the system. This procedure is mentioned in Chapter 2. Alt is also used with function keys to line and draw boxes.

To the right of the regular keyboard are other function keys. Refer to Figure 1-2 and locate these keys:

The **Backspace key**, labeled with an arrow (\leftarrow), moves the cursor back one space and erases any character it goes over.

The **Enter** or **Return** key, labeled with an arrow (↵), is used to:

- a. Complete an instruction you have given to the computer.
- b. Insert a “hard” carriage return in the text.

The **Right Shift** key, labeled with an outlined upward arrow (⇧), is located to the right of the question mark/diagonal key. This key is held down to capitalize letters or to obtain special characters or symbols on the left side of the keyboard.

The **Caps Lock** key is located to the right of the spacebar. It works somewhat differently from a typewriter caps lock key. This key affects only the alphabetic keys on the keyboard. For example, when Caps Lock is on, you can type A1B2C3D4 without the specialized characters above 1, 2, 3, and 4 (!, @, #, \$) appearing. Also when Caps Lock is on, the lowercase special symbols, such as \, ., ; ' [] =, are not affected. Press the Caps Lock key once to turn it on and then press it again to turn it off.

There are also function keys located on the numeric keypad. Refer to Figure 1-2 and locate these keys on your keyboard.

The **Num Lock** key is located in the top row of the numeric keypad. When pressed on, Num Lock allows you to enter numbers using the numeric keypad. Press again to turn the Num Lock key off. The numeric keys then control the cursor, as described in Chapter 2.

The **PrtSc** key, labeled **PrtSc/***, is used to “dump” to the printer whatever appears on the screen. If you press the PrtSc key, an asterisk (*) appears on the screen. However, if you hold the left or right shift key and press the PrtSc key, the text on the screen will be dumped, that is printed if your printer is on.

The **Insertion** key, labeled **0/Ins**, is located to the right of the Caps Lock key. This key is used to insert new material to the already entered text. It doesn't remove or replace anything already in the text. This key is automatically turned on when you start WordStar. To turn off the Insertion key, press the 0/Ins key.

The **Delete** key, abbreviated **Del**, erases a character at the current cursor position.

Monitor

The **monitor**, also called the **screen display**, or **CRT** (cathode ray tube), looks like a television—as you can see in Figure 1-1. The screen displays the text you keyboard and displays instructions for you to follow.

There are 24 vertical lines of 80 horizontal spaces each on the IBM PC screen. However, only 22 lines are available for the text you keyboard, because two lines are used for the status and ruler lines. There are at least two knobs on a screen. One knob turns on the display and adjusts the screen contrast. The other knob controls the screen brightness for eye comfort. You will learn more about the screen and what appears on the screen in Chapter 2.

System Unit

The **system unit** houses the **central processing unit (CPU)**, the “brains” of the computer. See Figure 1-3. The system unit also contains the memory unit, one or more disk drives, the power supply, and other important hardware.

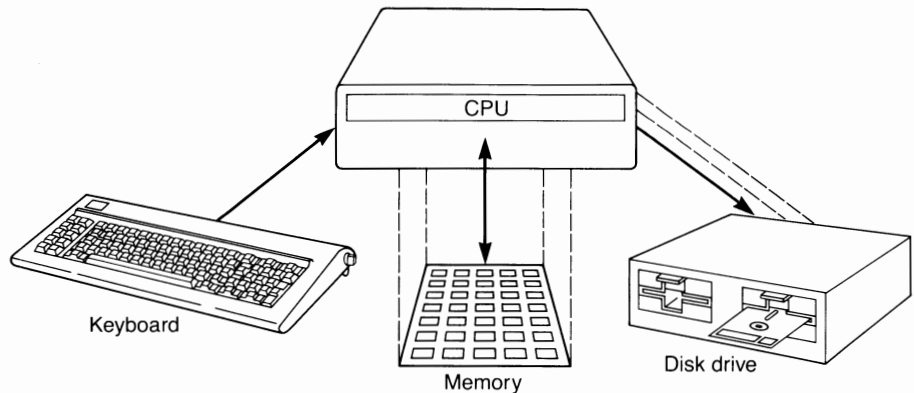


Figure 1-3 Central Processing Unit (CPU)

Memory

As its name implies, **memory** stores text or other information temporarily until you decide to save (store) it onto a disk. Your IBM PC has at least 128K of memory. This means the computer provides storage space for storing at least 128,000 characters.

Disk Drive

A **disk drive** holds the disks. It can **save** or **write** (record) information onto a disk from memory and *read* (play) it back into memory.

Check to see if your unit has one or two drives. If you have two drives, as in Figure 1-4, they are usually referred to as A and B, although no labels appear. The first (left) drive is drive A; the second (right) drive is drive B. *Full-height* drives are arranged side by side, A on the left and B on the right, as shown here in Figure 1-4. *Half-height* drives (Figure 1-5) are stacked with A on top of B.

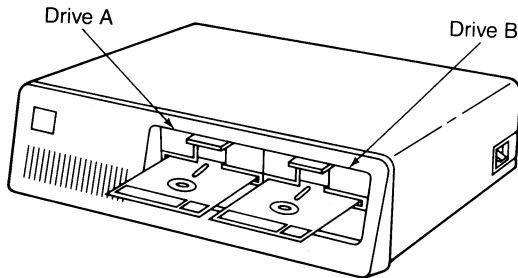


Figure 1-4 Full-Height Disk Drive

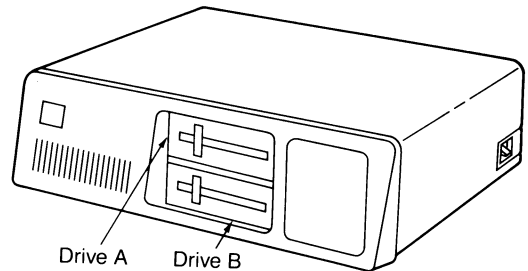


Figure 1-5 Half-Height Disk Drive

The disk drives on the IBM PC are almost always double-sided, double density. That is, the drives read information from and save it to both sides of the disk.

The drive in use is known as the **logged disk drive**. For example, if the computer is reading text from drive A, then drive A is the logged disk drive. The disk inserted in that drive is the **logged disk**. The red light on the disk drive comes on to show that the drive is saving or reading the text.

Disks

The **disk**, also known as a **diskette** or **floppy disk**, is the magnetic recording medium. A disk may be 3 1/2 or 5 1/4 inches square. You use double-sided disks with the IBM PC. The 5 1/4-inch double-sided disks hold

either 327,680 or 368,640 characters, depending on which version of disk operating system (abbreviated as DOS) you use. Another way of saying this is that double-sided disks can hold 320K or 360K. Figure 1-6 shows a disk.

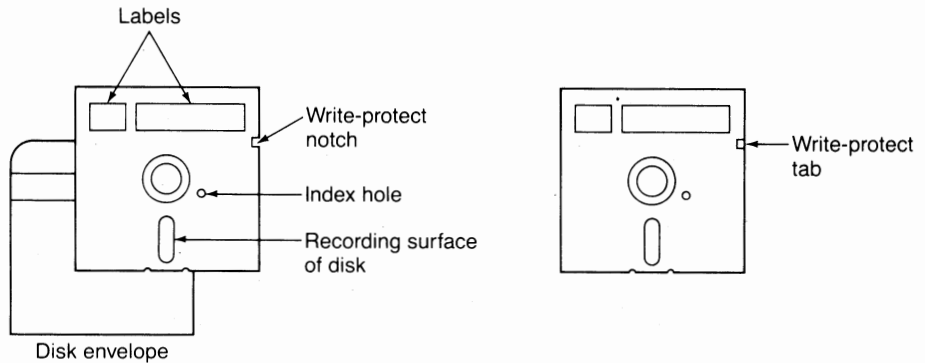


Figure 1-6 Components of a Disk

The write protect notch allows information to be saved to the disk. If the notch is covered with a write-protect tab, you cannot save to the disk, but you can read from it. This prevents accidental erasure of information from a disk. The drive uses the index hole to keep track of where the disk is, that is, what part of the disk is being used.

Care of Disks

Disks must be handled with extreme care to prevent damage to the disks and to the information stored on them. Follow these steps in caring for your disks.

1. Keep disks in their protective envelopes when they are not being used.
2. Avoid bending disks.
3. Store disks away from extreme heat and away from magnetic paper-clip holders, telephones, or any other pieces of equipment that contain magnets.
4. Carefully insert disks into the disk drive to avoid jamming them; make certain the label is toward you and the write-protect notch is at the left.
5. NEVER insert a disk into the disk drive while turning the system on or off, while printing, or while the drive is running.

6. When naming the disk, either place a label on the disk, then write on the label using a felt-tipped pen; or write on the label before putting it on the disk.
7. Do not touch the exposed recording surfaces.

Disk Operating System

The computer's **disk operating system (DOS)** is a disk containing programs that manage the way in which information or text is entered or moved from the disk. Many different DOS disks are available. The one you choose will depend on the type of hardware and software you use.

Formatting a Disk

Before you can use a new disk, it must be formatted. **Formatting** a disk means preparing the disk to record information. Formatting procedures are given in Appendix C. You will learn how to format your disk in Chapter 2.

Printer

The printer operates much like a typewriter, in that it prints text on paper. However, a typewriter prints each character as you enter it, whereas a printer is used only after the text has been entered. A printer has some parts similar to a typewriter—a platen, a paper bail, and a paper release. There are different types of printers, for example, daisy-wheel, dot-matrix, laser, and ink-jet.

How Text Is Processed on the IBM PC

For a clear picture of how the IBM PC components work together as a system and how text is processed, refer to Figure 1-7.

When text is entered on the keyboard, it is sent to the central processing unit (CPU). Depending on the program instructions, the text can be displayed onscreen, stored in memory, saved onto a disk, printed by the printer, or some combination of these.

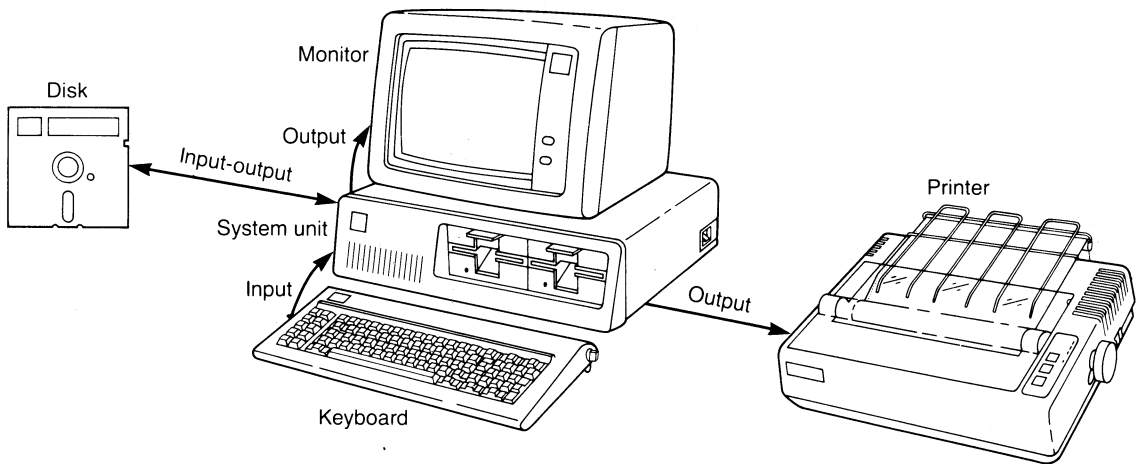


Figure 1-7 How Text Is Processed

To edit or make changes in the text you have keyboarded, you must first ask the CPU to find the specific text you want to edit and display it on the screen. The CPU checks to see if the text is currently in memory. If the text is not in memory, the CPU checks to see if it is on the disk.

To print text stored on a disk, you must ask the CPU to find the text and send it to the printer. The printer prints a hard copy (paper form) of the text.

Summary

Hardware is the physical computer parts.

Software is the program which consists of the set of instructions to the computer.

Programs instruct the computer what to do, when to do it, and how to do it.

Peripheral equipment includes the keyboard, monitor, printer, and other attachments.

Commands are combinations of keystrokes you use to instruct the computer to perform certain functions.

Functions are the operations performed by the computer.

The *cursor* is a blinking underscore that indicates your position on the screen.

The *Esc key* breaks or cancels a function or instruction.

The *Tab key* indents text to the right.

The *monitor* is also known as the *screen display* or *CRT*.

The *system unit* houses the *central processing unit* (CPU).

The *memory* stores text temporarily until it is saved onto a disk.

Saving (or *writing*) means recording information onto a disk.

Reading means playing information from the disk into memory.

The *logged disk drive* is the disk drive in use.

DOS, the disk operating system, manages the way in which text is saved onto and read from the disk; *DOS* also performs other tasks such as printing and storing of files.

Formatting is preparing a new disk to record text.

Hard copy is a paper printout.

2

Learning the Basics

Many things can destroy, erase, or damage disks, such as power surges, power failures, faulty disk drives, and improper handling. As mentioned in Chapter 1, the disks are fragile and need special care. Before you begin using any new program disks, such as DOS and WordStar, you should make at least one backup copy of each program disk. Store the original in a safe place and use the second copy as a working (or data) disk. The steps for backing up disks are found in Appendix C.

Terminology

Before discussing the concepts in this chapter, let's learn some basic terms.

Boot up means to activate the computer. The IBM PC must be started with the DOS disk.

The **prompt** is shown as >, preceded by the letter of the logged drive, on your screen. It alerts you that the computer has been booted and is waiting for further instructions, in this case, to begin word processing using WordStar.

Commands are combinations of keystrokes you use to instruct the computer to perform certain functions.

Functions are operations performed by the computer.

Messages are sent from the computer and appear either at the top of the screen or below the previous line. The messages usually request additional information or describe errors you have made.

Additional terms are presented throughout this chapter.

Booting Up Your IBM PC with DOS

Follow these steps to start up your IBM PC (using a two-disk system):

- 1** Hold the DOS disk so its long, exposed oval points away from you and the label is on top, toward you.
- 2** Slide the disk carefully all the way into drive A; close the drive door. See Figure 2-1.
- 3** Turn on the computer and screen.
 - a. The power switch on the computer is the red switch on the unit's right side. Flip it up to turn the unit on. See Figure 2-1. When the computer is loading a disk, the *in-use* light comes on. *Do not* open a disk drive if the in-use light is on.

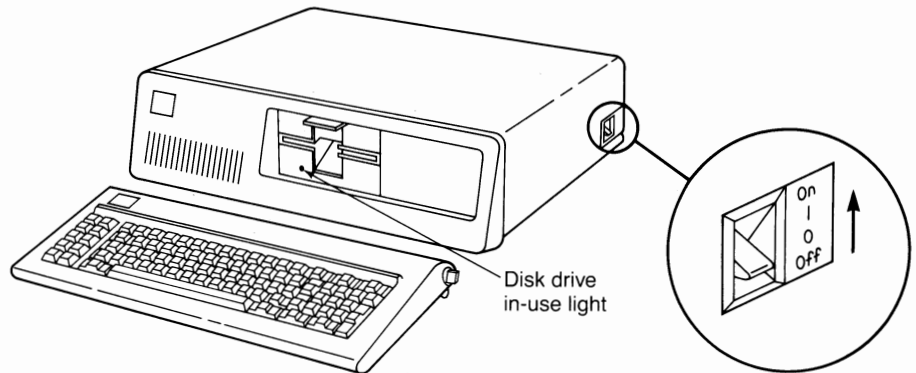


Figure 2-1 On-off Switch and In-use Light

- b. If you have an IBM color monitor, turn it on with the top knob. (The monochrome monitor comes on automatically.) Use the knobs to adjust contrast and brightness. Turn the knobs clockwise to increase the brightness and contrast; turn counterclockwise to decrease the brightness and contrast. Proper adjustment on the monochrome monitor is needed to see WordStar's highlighting. A color monitor does not show highlighting.
- c. To *restart the computer when it is already on*, press and hold down in this order: Ctrl, Alt, and Del. Then release all three keys.
 - Ctrl* is to the left of the letter A.
 - Alt* is to the left of the spacebar.
 - Del* is in the bottom row of keys below the numeric keypad.

NOTE: Use the command Ctrl-Alt-Del ONLY to restart the system when the power is already on. This is the only command that requires you to press three keys at once. Do not use this command to restart the system when you are making changes to the text, because the changes you make will not be saved.

Two screen messages may now appear on your screen requesting the current date and the time of day. If you wish to skip these two screen messages, just press the Return key each time to void them. The Return key (labeled ↵) is below the Backspace key.

4 Give the current date and time of day.

NOTE: If you make a typing mistake, simply use the Backspace key to position the cursor under the incorrect character, then type in the correct character. The Backspace key (labeled ←) is located above the Return key.

- a. Use the month-day-year format, separating the numbers with dashes or slashes. For the number 1, use the top-row number 1. NEVER use the letter *l* from the alphabetic keyboard for the number 1. If the current date is March 15, 1987, enter the date as:

3/15/87 or 03/15/87 or 3-15-87 or 03-15-87

Press Return to enter the date.

- b. Type the correct hour and minutes, separating the two with a colon. The IBM PC uses the 24-hour clock. For example, 8:10 means 8:10 a.m.; 20:10 means 8:10 p.m. If the time is 7:30 p.m., you type

19:30

Press Return to enter the time.

A copyright notice (Figure 2-2) may appear on your screen if you are using a floppy disk system. The message you see may vary from the one shown in Figure 2-2, depending on what version of DOS you have. (The Xs will appear as numbers.)

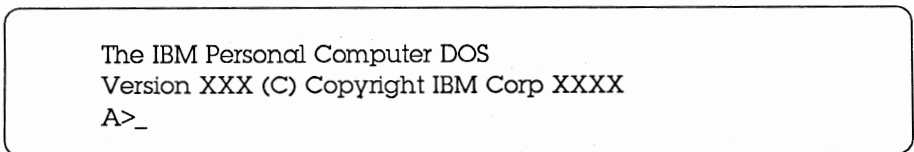


Figure 2-2 Copyright Notice

Following the copyright notice, the screen will show the prompt A>. A> means that disk drive A is the logged drive. The operating system uses the screen prompt > to tell you the computer is ready to work for you and is waiting for your instructions.

Notice the blinking underscore on the screen. This is the **cursor**. The cursor marks your position on the screen. Further explanation about the cursor is given later in this chapter.

Before you use a working disk, it must be formatted. **Formatting** means that if a disk is new, it must be prepared to receive and save text. If you wish to erase information on a used disk, you can reformat it. Formatting procedures are given in Appendix C.

- 5** Format your disk according to the steps in Appendix C.

WordStar—Educational Version

This manual includes one WordStar—Educational Version disk. The MicroPro Educational Division of MicroPro International Corporation developed this disk for educational use only and has included only those commands necessary for you to begin learning WordStar. The complete version of WordStar contains several additional commands not included in this educational version.

Starting WordStar

When A> appears, telling you that the operating system is waiting for further instructions, you are ready to start WordStar.

To start WordStar from a floppy disk system, follow these steps (or follow your instructor's directions if you have a hard disk):

- 1 Remove the DOS disk from drive A; return it to its protective envelope.
- 2 Insert the WordStar disk into drive A.
- 3 Type the command WS. That is, type the letters W and S with no space or punctuation. (Don't worry about upper- or lowercase: both are read by the computer.)
- 4 Press Return. Notice the WordStar copyright information on your screen.

WordStar Menus

WordStar provides explanations about its commands by displaying on-screen summaries. These summaries are called **menus**. The menus explain the various commands and identify which keys to strike to execute these commands. You will use these menus a lot in the early learning stages. However, as you gain skill and confidence in working with WordStar, you may not need these menus and can usually bypass them.

Six major menus are included in WordStar. You should become familiar with each of them as they are presented in these chapters. A summary of the menus is included in Appendix B. This chapter introduces the Opening Menu and Edit Menu.

Opening Menu

The first menu to appear on the screen after you have started WordStar is the *Opening Menu*. This menu is shown in Figure 2-3. The Opening Menu summarizes the WordStar commands that manage your documents.

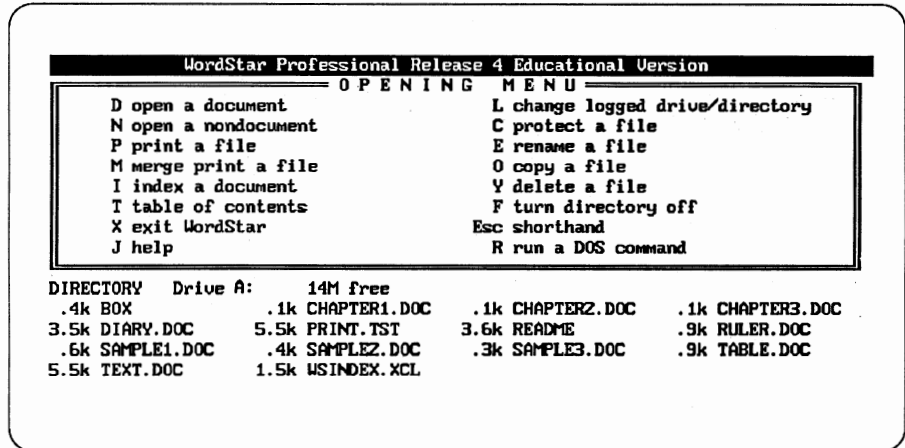


Figure 2-3 Opening Menu

Changing the Logged Disk Drive

The logged drive is the drive that WordStar will use to retrieve or store data. When using WordStar on a floppy-disk system, one of the first tasks you need to perform is to change the logged disk drive. This tells WordStar where to look for your files. At this point, your WordStar program disk is in drive A. You can make drive B the logged disk drive by pressing the letter L. This gives you more space to work and store information permanently for future use. The command for changing disk drives is located on the right side of the Opening Menu.

Let's change the logged disk drive from A to B by completing each step:

- 1 Be certain that your formatted disk (working disk) is in drive B. Remember that a new disk must be formatted. The formatting procedures are listed in Appendix C.
- 2 Type the letter L with no punctuation. Wait. The screen in Figure 2-4 appears, describing the logged disk.

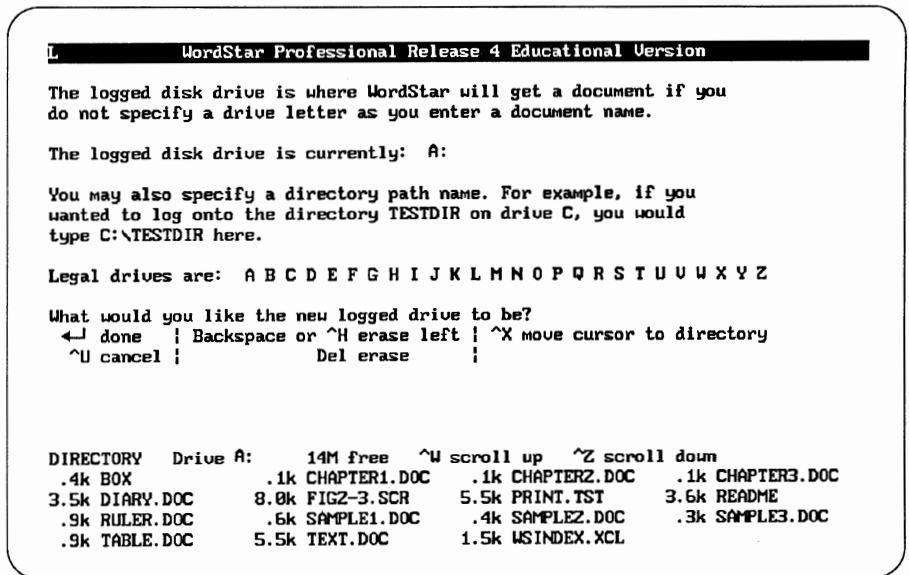


Figure 2-4 L—Logged Disk Drive

3 Answer the prompt “What would you like the new logged drive to be?” by typing B with no punctuation.

4 Press Return.

Leave this information on your screen.

NOTE: To change the logged disk drive *from B to A*, you press the letter L and enter A with no punctuation, then press Return.

Files

Documents or files on the computer are similar to the files in a file drawer. Documents, such as letters, reports, and memos, are kept in file folders and stored in the proper filing cabinets according to their label names. When you need a file, you usually request it or look for it by the name on its label. Think of WordStar as an electronic filing cabinet and each disk as a file drawer containing document files with labels or names.

An example of a file drawer containing documents is shown in Figure 2-5. The heading *Directory* is shown at the bottom of your screen. Locate this heading.

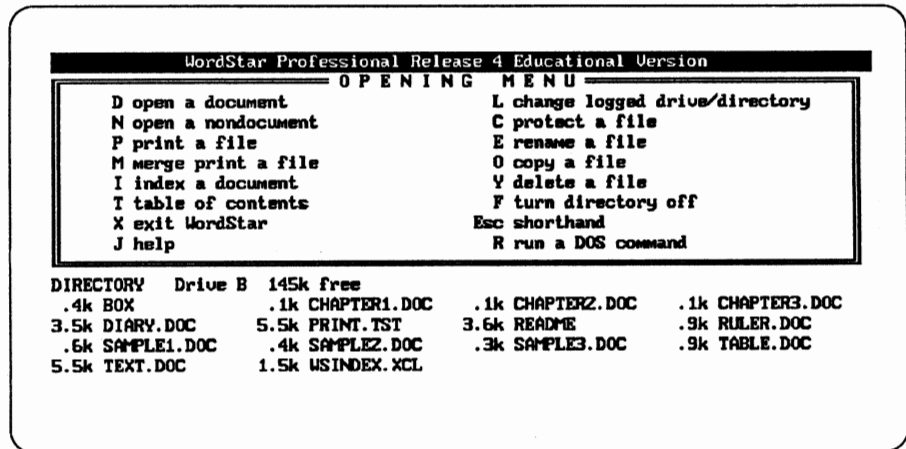


Figure 2-5 The Directory

The directory shows the files on the logged drive in alphabetical order, read from left to right. To the left of each file name is the number of kilobytes the file takes up. One byte is the amount of storage required to hold one character in computer memory or on disk. One kilobyte equals 1,024 bytes.

Because you have not opened any files, your directory is blank. As you create documents, the names will be automatically listed in this directory.

Before you type any text, you have to create a file by naming it.

Opening a Document

From the Opening Menu, locate *D, Open a Document*. This command allows you either to open (recall) a previously recorded document or to create a new one. After typing *D* to open a file, a new screen message appears and describes this command. Figure 2-6 shows the message you see on your screen.

As in any filing system, the names of files should be appropriately selected to maintain an efficient record of what you have on your disk. WordStar will accept a file name only if it meets certain specifications. Study the following example:

ANDERSON.LTR

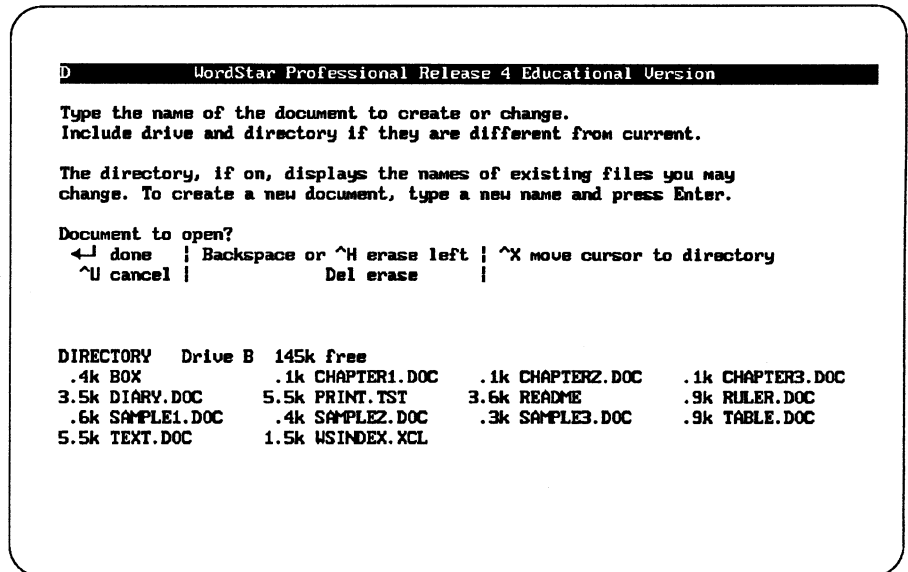


Figure 2-6 D—Opening a Document

This file name consists of

1. The filespec, which can be no longer than eight characters. ANDERSON is the filespec. The term **filespec** is short for **file specification**.
2. An optional name extension, LTR in this case. The name and the extension must be separated by a period. The extension supplies further identification as needed. It must not exceed three characters.

In this manual we will capitalize all the file names. You need not do so.

Naming a File

Follow these specifications when naming files.

1. Choose a filespec with no more than eight characters (letters or numbers).
2. Choose an extension with no more than three characters (letters or numbers). Use a period to separate the extension from the filespec.
3. Do not space within the file name or use a symbol such as an asterisk, or a punctuation mark such as a question mark.

An example of a valid file name is JONES.LTR because the filespec has no more than eight characters and the extension following the period

has no more than three characters. An example of an invalid file name is JONES.LTR#1 because the extension contains a symbol (#) and has five characters. Another example of an invalid file name is JONES.LR 1 because the extension contains a space before the number 1. This file name could be correctly written as JONES.L1 if you wished to number it. Then you could number the letters in two digits if necessary.

After the file is named, the Opening Menu is replaced with the Edit Menu. You will learn more about this menu later in this chapter.

Open a document by completing each step:

- 1 Type D (without punctuation). Wait for the screen prompt.
- 2 At the prompt "Document to open?" key in the file name PRAC (without punctuation).
- 3 Press Return.
- 4 At the prompt "Can't find that file. Create a new one (Y/N)?", press Y.

Continue with the next section.

Edit Menu

After you open and name a file, the second WordStar menu appears. It is the Edit Menu; see Figure 2-7. On your screen, the Edit Menu is displayed, along with a status line, ruler line, flag column, text area, and prompts for ten special-function keys.

1. The **status line** appears on all menus. It tells you the following:

| | |
|------------------|--|
| Disk drive | = Logged drive |
| File name | = Current file's name |
| Page of document | = Page number you are on in the file |
| Line number | = Line you are on on the page |
| Column | = Position of the cursor within the line |
| Insert | = Insert on/off |
| Align | = Paragraph align on/off |

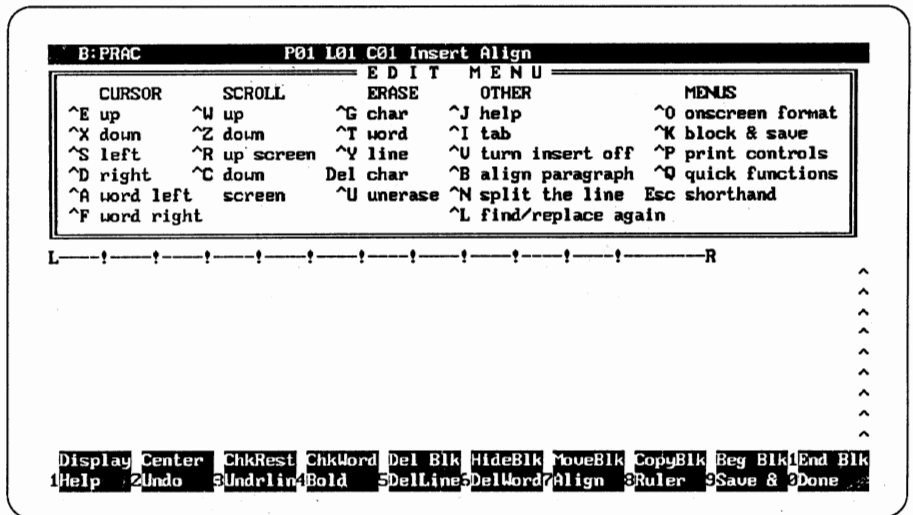


Figure 2-7 Edit Menu

2. The **Edit Menu** reviews the basic cursor-movement commands; scrolling commands, which allow text entered to be moved up and down on the screen; editing commands, such as those that erase characters, words, or lines; formatting commands, such as those that set tabs or align paragraphs; and commands for moving from one menu to another. These commands will become familiar as you work through this manual.
3. The **ruler line** shows the location of margins and tab stops currently in use. The ruler line changes as you change the position of margins and tabs.
 - a. *L* marks the left margin.
 - b. Each exclamation point marks a tab stop.
 - c. *R* marks the right margin.

WordStar allows a line of up to 65 spaces.
4. The **Flag column** displays symbols which represent functions you have completed. An example is <, which means you have pressed the Return key to end a line or paragraph.
5. The **text area** is where you enter the text.
6. The **prompts for ten IBM PC function keys** refer to the ten special-function keys at the left side or top of the IBM PC keyboard. These

keys allow you to perform specific functions with fewer keystrokes than the standard WordStar commands. The function keys are explained in Appendix A.

Don't worry if these prompts appear confusing. You will become familiar with these menu parts as you go.

Your file is now open under the name of PRAC. Complete these steps to type text:

- 1 Enter your name and address on the same line in the text area. Don't worry if you make typographical errors—just ignore them for now. You will learn how to correct them in Chapter 3.
- 2 Notice that the status line calls attention to the logged disk drive, the file name, and the page (P), line (L), and column (C) you are on.
- 3 Save this document on your screen. Hold down the Ctrl key and press K; release both, then press S (^KS). This procedure is explained in detail in Chapter 3.
- 4 Do not turn off the computer at this point.

NOTE: In later chapters, we will use the caret symbol (^) to represent the Control key. The Control key is always held down while a second key is pressed. Both keys are then released. Then, as needed, one or more additional keys are pressed, one by one, to complete the sequence.

Getting Help

Help messages provide a series of explanations about general features and specific functions of WordStar. For example, the messages display explanations about setting margins, tabs, and line spacing. You can get help either from the Opening Menu (J) or from the Edit Menu (Ctrl-J). Figure 2-8 shows what the screen displays when a Help message is given.

To select a Help message from the Edit Menu, complete these steps:

- 1 Be certain the Edit Menu is on your screen, with your name and address in the text area.
- 2 While holding down the Ctrl, press J to display the messages (^J).

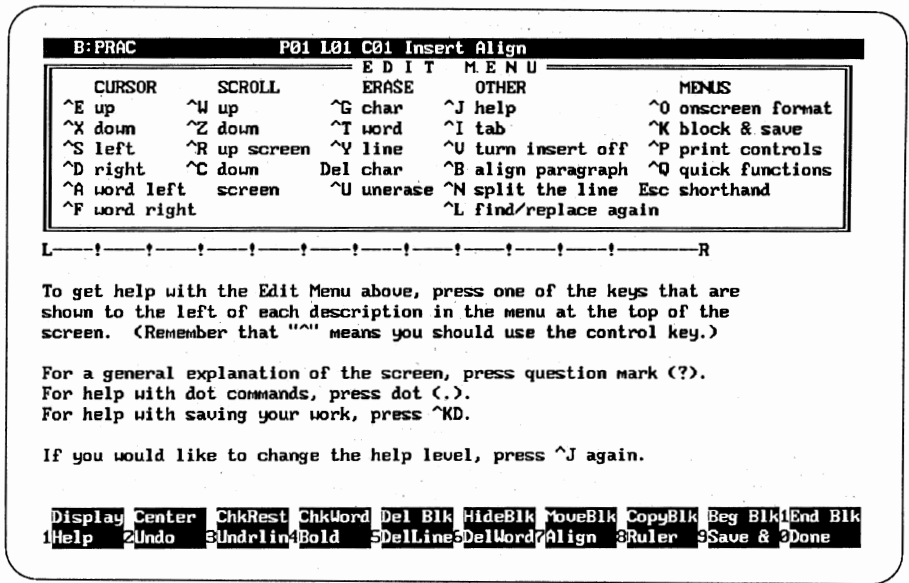


Figure 2-8 Help Message

- 3 For an explanation of the elements shown on the screen, press a question mark (?). Figure 2-9 shows the screen message. Review all the screens.
- 4 While holding down the Ctrl, press U; release.
- 5 While holding down the Ctrl, press K; release both, then type Q to abandon the practice file (^KQ).

Cursor Movement

Find the section heading *Cursor* on the WordStar Edit Menu. Read through this list of cursor-control keys. You can move the cursor from one position to another either by using the Ctrl key and one of the six alphabetic keys that make up the cursor diamond on your keyboard, or by using one of the IBM PC keyboard's arrow keys on the numeric keypad (**cursor keypad**). You will be moving the cursor in the next practice exercise, so study Figure 2-10.

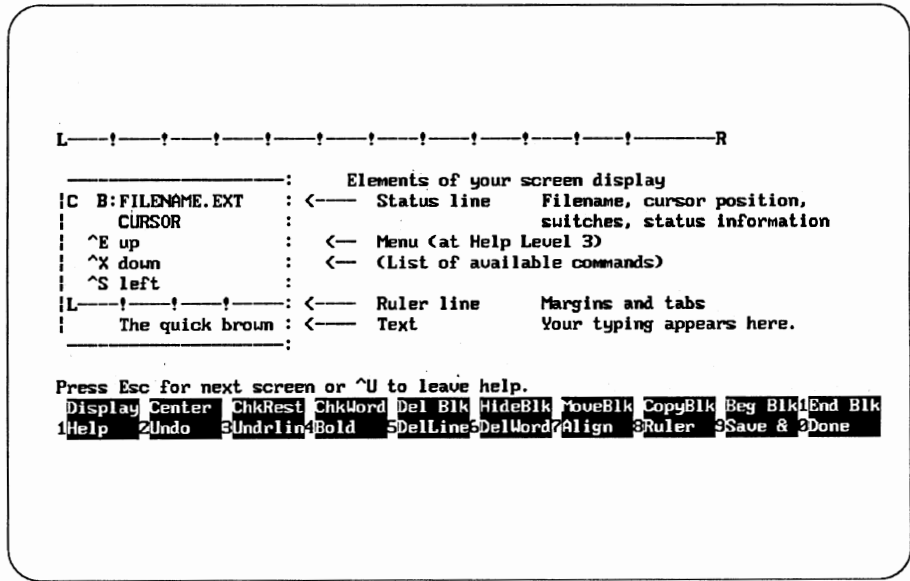


Figure 2-9 Help Message

Study these cursor moves:

| <u>To move the cursor:</u> | <u>Cursor Diamond</u> | <u>Cursor Keypad</u> |
|----------------------------|-----------------------|----------------------|
| One character left | Ctrl-S | ← |
| One word left | Ctrl-A | Ctrl ← |
| One character right | Ctrl-D | → |
| One word right | Ctrl-F | Ctrl → |
| One line down | Ctrl-X | ↓ |
| One line up | Ctrl-E | ↑ |

In using the cursor diamond, the relative location of the keys will help you to remember the direction in which they move the cursor. For example, E is the top key on the cursor diamond, and it is used to move the cursor one line up.

To practice cursor moves, complete these steps:

- 1** From the Opening Menu, type D to open a new file named CURSOR.
- 2** Type Y to answer Yes to screen prompt.
- 3** When typing in text, do not use Return to end lines except at the end of the paragraph. As you type the paragraph, notice that the computer fills out each line by adjusting the space between words. This leaves a straight (justified) right margin.

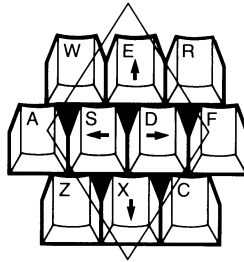


Figure 2-10 Keys Controlling Cursor Movement

- 4** Type the sample paragraph given here. Don't worry about typing errors. The cursor is a flashing underscore that indicates your position on the page. The cursor guides you along a line while you key text, but it can also be positioned under any character on a line so you can change the text. Remember that each time you move the cursor, the status line changes to show you the current line number and cursor position in the line. [For now, do not press Return.]
- 5** Watch your screen as you complete the following cursor commands:

| <i>Cursor Move</i> | Cursor Diamond <i>WordStar</i> | Cursor Pad <i>IBM PC</i> |
|---------------------------|-----------------------------------|-----------------------------|
| Move one character left. | Ctrl-S | ← |
| Move one word left. | Ctrl-A | Ctrl ← |
| Move one line up. | Ctrl-E | ↑ |
| Move one character right. | Ctrl-D | → |
| Move one word right. | Ctrl-F | Ctrl → |
| Move one line up. | Ctrl-E | ↑ |
| Move one line down. | Ctrl-X | ↓ |
| Move one line up. | Ctrl-E | ↑ |
| Move one word left. | Ctrl-A | Ctrl ← |
| Move one word right. | Ctrl-F | Ctrl → |

- 6** Save this document by holding down Ctrl and pressing K; release both, then press D (^KD). Saving a document is explained in Chapter 3.

Cancelling a Command

You may change your mind about executing a particular command or you may press the wrong key. To cancel or interrupt any entered command, hold down Ctrl and press U (^U).

Exiting WordStar

To exit WordStar, complete these steps:

- 1** If the Opening Menu is displayed on your screen, type X (for eXit). If a document is displayed on your screen, hold down the Ctrl key and press K; release both, then type X (^KX). Chapter 3 explains this procedure.
- 2** When the DOS prompt appears on the screen, take your disks out of the drives.
- 3** Return the disks to their protective envelopes or file box.
- 4** Turn off the printer if it is on.
- 5** Turn off the system unit and (if you have one) the color monitor or follow your instructor's directions.

Summary

To boot a two-disk system:

1. Slide the DOS disk into drive A.
2. Turn on the computer (and screen if you have a color monitor) or use Ctrl-Alt-Del to reboot the system if it is already on.
3. Respond to the date and time requests.
4. Remove the DOS disk from drive A.
5. Insert WordStar disk.

To enter WordStar:

1. Type: WS (without any punctuation).
2. Press Return.

To change the logged disk drive:

1. Insert a formatted working disk into the drive you wish to use as the data drive.
2. Type the letter L without any punctuation.
3. Answer the prompt "What would you like the new logged drive to be?" by typing the drive designator with no punctuation.
4. Press Return.

To open or create a document:

1. Type D (without any punctuation).
2. Type the file name.
3. Press Return.
4. At the prompt "Can't find that file. Create a new one (Y/N)?", press Y.

The *status line* appears on all menus and tells you the logged disk drive, the name of the file, and the position of the cursor (page, line, and column number).

The *Edit Menu* helps you perform simple editing functions, such as moving the cursor; deleting characters, words, or lines; and moving from one menu to another.

The *ruler line* indicates the location of the margins and tab stops currently in use.

The *text area* is where you enter text.

The *Help messages* explain general features and specific functions. To display Help messages from the Edit Menu, use Ctrl-J. To display a particular help explanation from the Edit Menu press Ctrl-J and the letter abbreviation or symbol for that function.

| <i>To move the cursor:</i> | <i>WordStar</i> | <i>IBM PC</i> |
|----------------------------|-----------------|---------------|
| One character to the left | Ctrl-S | ← |
| One word to the left | Ctrl-A | Ctrl← |
| One character to the right | Ctrl-D | → |
| One word to the right | Ctrl-F | Ctrl→ |
| One line down | Ctrl-X | ↓ |
| One line up | Ctrl-E | ↑ |

To exit WordStar and turn off your system:

1. If the Opening Menu is on the screen, press X to exit. If a file is on the screen, press Ctrl-K,X to exit.
2. When the DOS prompt appears, remove the disks from the drives.
3. Return the disks to their protective envelopes or file box.
4. Turn off the printer, system unit, and monitor (as needed) or follow your instructor's directions.

3

Saving, Deleting, Inserting, and Aligning Text

One of the benefits of word processing is the basic document cycle. This involves opening (creating) a file that can be saved, then recalled, edited, and printed as often as needed. Here is the basic document cycle:

- 1. Open a file.**
- 2. Set (or reset) margins and tabs if necessary.**
- 3. Type and save the text.**
- 4. Make corrections and revisions if necessary.**
- 5. Print the file.**

This chapter shows how to save text; correct basic typographical errors; and insert, delete and align (format) text.

Terminology

Before learning the concepts presented in this chapter, you should become familiar with the following terminology.

Default conditions are WordStar's preset format conditions. These conditions have been programmed into the system. They save you time when you start working with a document because you do not have to set margins; line spacing, and other format conditions each time you begin. You will learn how and when to turn off these default conditions in later chapters. Some of the standard default conditions are explained here.

Word wrap. The IBM PC Return key is different from the Return key on a typewriter. It is mainly used to signal the end of a paragraph, to insert a blank line, and to complete commands. Unlike typewriters, word processors carry (wrap) words around to the next line if they do not fit within the right margin. With Word wrap, you can maintain a good keyboarding rhythm longer because you do not have to press Return at the end of each line.

Line justification. In a right-justified line, the right margin is made as even as the left margin by adjusting the space between words. Justification is used in most newspapers, magazines, books, and various kinds of reports; uneven (unjustified) right margins are usually seen in letters and memorandums.

Left and right margins. The side margins are set for a 65-character line. The left margin is set at column 1, and the right margin is set at column 65 on your screen. The difference between columns 1 and 65 is called a 65-character line.

Tab stops are automatically set at five-space intervals, beginning at column 6. A tab stop appears as an exclamation mark on your screen. Of course, these marks do not print.

Insert-on. This means that you can insert text without erasing anything already entered on the screen. The insert message appears in the

upper-right corner in the status line at the top of your screen. Pressing the Insertion key turns the Insert off if it is already on, and turns it on if it is off. When Insert is on, any character that is inserted in front of text already entered moves that text to the right. When this feature is turned off, the message disappears from the status line, and any characters you enter replace the letter, number, or space that was in the same cursor position.

Align. When you insert or delete text in a document, the length of lines may change. If the line length does change, you will need to align (reform) the text to make the lines fit within the margins again. The align message appears in the upper-right corner in the status line at the top of your screen. You will learn more about this feature later.

Paper length. This is set for a standard sheet of paper of 66 vertical lines. Allowing for top and bottom margins, the system accommodates 55 typed lines.

Top and bottom margins. The top margin is set for three lines, and the bottom margin is set for eight lines.

Line spacing. The page is set for single spacing. The spacing is set at six lines per inch.

A summary of WordStar's default conditions is given in Appendix D.

Toggle Commands

Toggle commands are WordStar features that can be turned on or off. Examples are the commands that turn Word wrap, Insert, and Line justification on and off. Other toggle commands will be introduced to you as you learn to use WordStar.

Hard and Soft Returns

It is important for you to distinguish between hard and soft returns. A **hard return** occurs when the Return key is used to indicate the end of a paragraph, line, or any other point where a permanent line is desired—for example, between lines of a table. A hard return is shown on the screen by the symbol < in the flag column.

A **soft return** is only temporary. It occurs at the end of each line as you enter text using Word wrap. When margins or tabs are changed in the text, soft returns are automatically adjusted. A soft return is signaled in the flag column by a blank space.

NOTE: To distinguish between hard and soft returns, **REMEMBER** a hard return is made by the operator; a soft return is made automatically by the system.

Flag Column

The **flag column** is the column on your screen at the right margin; it flags (signals) returns and other appropriate information. Learn to watch the flag column for special characters. A list of flag characters appears in Appendix A. For now, learn the following flag characters:

Hard return: "<"

Soft return: " " (a blank space)

End of file (document): "^"

To understand the difference between hard and soft returns in the flag column, follow these steps:

- 1** Open a file named RETURNS.
- 2** Type the sample text given, noticing the difference between hard and soft returns. Note that the length of lines on your screen will not match the sample text.
- 3** Do not correct any typographical errors.
- 4** Watch the screen as you near the right margin. Remember that the system automatically moves the cursor to the next line.

Just think about the typist who has to look at the draft and touch type through the page. It is really quite difficult for the typist to gain a comfortable typing rhythm. Why? Because at the end of each line, the typist has to listen for the bell, return the carriage, then continue typing the next line. It is difficult for the typist to maintain a typing rhythm longer than one line on old-fashioned typewriters. [Return twice]

A microcomputer senses the right-margin zone and automatically returns the cursor to the next line. The typist can now gain a comfortable keyboarding rhythm that means faster typing.

- 5 Your file should remain on your screen. Check your screen.

Saving a File

When you save information onto a disk, your computer copies this information from its memory onto the disk. The disk drive's red light comes on while the information is being written (or stored) onto the disk.

Saving text onto a disk means you have to keyboard it only once. If corrections or changes (editing) are needed, only these changes and corrections have to be typed.

There are many ways information can be lost. Let's take a look at several situations that can occur.

1. If you turn the computer off at this point, without saving the previously typed paragraphs, these paragraphs will be gone when you turn the computer on again.
2. If a power surge or a blackout occurs, the previously typed paragraphs can be lost.
3. If the disk fills up, you have no space to save the file and you can lose the previously typed paragraphs.

It is necessary to save the file both as you type information and when you have completed it. Information is permanently stored only when you save it.

One way to save a document is to use the IBM PC's Ctrl and PrtSc keys. This will save your document and take you to the screen where you make print decisions. WordStar also offers different options for saving files.

Block & Save Menu

For saving instructions, locate the words *block & save* under the section heading *Menus* on your Edit Menu. It is marked with a caret (^) and the letter K. (The ^ symbol signals you to use the Ctrl key with another key—in this case K.)

To display the Block & Save Menu, follow these steps:

- 1 While holding down the Ctrl key, press K (^K). The menu should be displayed on your screen as shown in Figure 3-1.

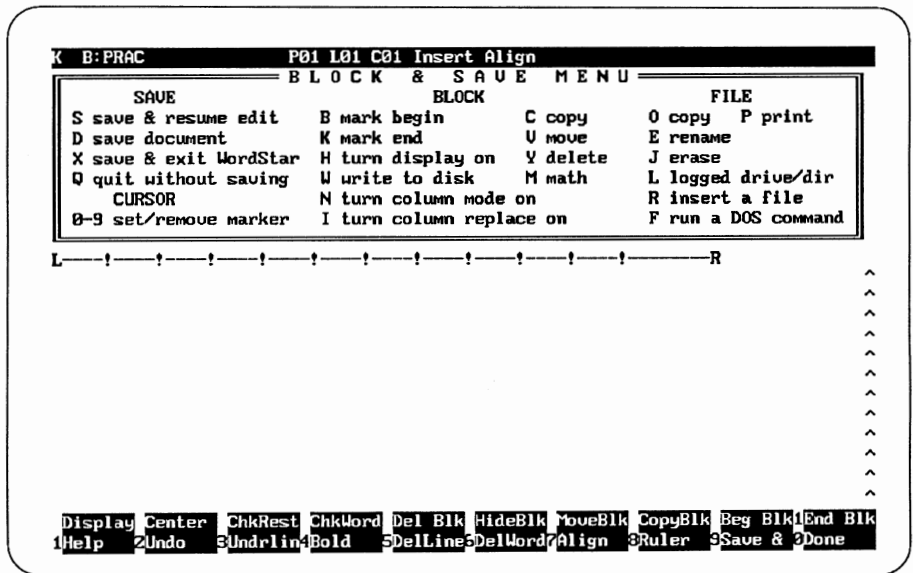


Figure 3-1 Block & Save Menu

- 2 Leave the document on the screen and continue reading the next section.

Save Commands

Using the Block & Save Menu, locate the column Save on the left side of the screen. WordStar offers four saving options. They are

^KS = Save & resume edit
(F9)

This command saves text that has just been entered or edited, then allows you to resume editing where you left off. You have safely stored the text, but you have not left the file.

| | |
|------------------------------|---|
| ^KD = Save document (F10) | This command is used when you have completed editing and are ready to save it permanently. After saving the file, this command takes you back to the Opening Menu. |
| ^KX = Save & exit WordStar | This command saves the file and exits WordStar, taking you back to DOS. |
| ^KQ = Quit without saving | This command quits the file without saving any current changes and takes you back to the Opening Menu. If the file has been previously saved, the file is still saved, with no changes; if the file has never been saved, it is abandoned. The prompt appears "Modifications have been made. Are you sure you want to abandon (Y/N)?" |

- NOTE:
1. When exiting WordStar to DOS, the DOS prompt appears on your screen. If you wish to start WordStar again at this point, type WS and press Return.
 2. When abandoning any revisions, a message appears on your screen to confirm that you are abandoning the edited version. The Opening Menu returns to your screen after you answer the prompt.

- 3** To save your document named RETURNS, type D. The Opening Menu should be displayed on your screen.

Text Editing

One of the important skills you have to develop is the ability to edit text. *Text editing* on a computer involves proofreading, correcting, and revising previously stored text. Text-editing is easy once you acquire a basic understanding of cursor movements, deletion, and insertion. With just these three features, you can efficiently edit any document.

Deletion

Deletion is the process of removing characters, words, sentences, or paragraphs from your document. You can delete a character or word to the right or left of the cursor position, or you can delete a line or any text from the middle to the end of a line.

Deleting Single Characters

To delete one character or space at a time:

1. Position the cursor on the unwanted character.
2. Press Ctrl-G or Del (Delete). Or, use Backspace to move the cursor one space to the left and erase the character.

To practice the character deletion commands, follow these steps:

- 1** From the Opening Menu, open a file named ERRORS.
- 2** Type the sample text that follows. If you make any keyboarding errors, ignore them! Note that the lengths of lines on your screen will not match the sample text.

WordStars is a new dimensions in keyboarding with ease, speed, and conveniences. Now you can make many last-minute improvements to your documents, the kind that you wouldn't usually make because you haven't the time to retype. [Return twice]

What a dream! You can forget poor erasures!

- 3** Make these deletions.
 - a. Delete the *s* from *WordStars*.
 - b. Delete the last *s* from *dimensions*.
 - c. Delete the *s* from *conveniences*.
- 4** Save and resume by pressing F9; or hold down Ctrl and press K, release both, then press S.

- 5 Keep this file on your screen for the next practice exercise.

Deleting a Word

The following command is used to delete a word to the right of the cursor:

1. Position the cursor under the first character of the unwanted word.
2. Press the special-function key F6 or Ctrl-T.

NOTE: Ctrl-T (F6) deletes one word at a time, including the space that follows the word.

To practice word-deletion commands, follow these steps:

- 1 The file named ERRORS should be displayed on your screen.
- 2 Delete *your* from the third line.
- 3 Delete *poor* from the second paragraph.
- 4 Save—hold down Ctrl and press K; release both, then press D. Or press F10.

Deleting a Line

The following command deletes a line of text or a blank line:

1. Position the cursor anywhere on the unwanted line.
2. Press F5 or Ctrl-Y.

To delete a line, follow these steps:

- 1 From the Opening Menu, open a file named EDIT.
- 2 Type the sample text given, single-spaced. Ignore any keyboarding errors.

Delete is a function you should review and remember as you edit text. [Return twice]

Delete commands are used frequently when you need to correct errors that are found after you have keyboarded a document. You must first remember to position the cursor

under the character, word, or line you don't want. Second, you will need to press the control and the corresponding WordStar delete commands.

- 3 Save and resume editing by pressing F9 or holding down Ctrl and pressing K, releasing both, then pressing S.
- 4 Make the following corrections:
 - a. Delete the two lines of the first paragraph.
 - b. Delete the blank space after the first paragraph.
 - c. Delete *a document* at the end of the first sentence in the second paragraph. Delete the space before the period at the end of the sentence.
 - d. Delete *first* from the second sentence.
 - e. Delete *control and the* from the last sentence.
- 5 Save—press F10 or hold down Ctrl and press K; release both, then press D.

To delete a sentence, follow these steps:

1. Position the cursor at the beginning of the unwanted sentence.
2. Press Ctrl-Q,T and type a period as the character.

To delete a paragraph, complete these steps:

1. Position the cursor at the beginning of the unwanted paragraph.
2. Press Ctrl-Q,T and press Return for the character.

Aligning Paragraphs

The paragraph align feature adjusts lines that have become uneven because of the text-editing additions and deletions. For example, when text is inserted in a line, it pushes the remainder of the line outside the right margin. After editing is complete, you must align (reformat) the text by using the Align command.

Here is what you should expect when aligning paragraphs.

1. Text will be reformed according to your format conditions. This means that the line endings will be aligned according to the set margins.

2. Text will be aligned starting at the line where the cursor is positioned and stopping at the first hard return.

To align a paragraph, follow these steps:

- 1 From the Opening Menu, open the file named ERRORS.
- 2 The cursor will be positioned on the first line of the first paragraph.
- 3 Hold down Ctrl and press B. Watch your screen as the text is aligned.
- 4 To save, press F10 or Ctrl-K; release both, then type D.

Hyphen-help

Hyphen-help is a WordStar feature that becomes particularly important as you align paragraphs. As a paragraph is reformed, WordStar scans the text, looking for words that break at the end of a line. When it finds one, the cursor stops under the word. The hyphen-help feature offers a Yes/No choice at each possible hyphenation.

The following message appears:

"To hyphenate, press-. Before pressing-, you may move the cursor; ^S = cursor left. ^D = cursor right."

Respond to the message either by pressing the hyphen key to hyphenate or by pressing Ctrl-B to continue reforming the paragraph. Before pressing the hyphen key to hyphenate, you may need to move the cursor first.

- NOTE:
1. You cannot type a hyphen outside the right margin, that is, column 65.
 2. Do not assume that the point where the cursor stops is the correct hyphenation. If in doubt, check a dictionary. To move the cursor to the correct position, press Ctrl-S or Ctrl-D (or the IBM PC arrow keys), then press the hyphen key.

The hyphen-help feature is a toggle command. In some documents, you may not want any words to appear hyphenated at the end of lines, so leave Hyphen-help off. To turn Hyphen-help on, press Ctrl-O (for On-screen); release, then press H (for Hyphenation). To turn Hyphen-help off, press Ctrl-O; release, then type H.

Hard and Soft Hyphens

Be aware that there are hard and soft hyphens. A **hard hyphen** is entered when you press the hyphen key. Hard hyphens will print, therefore, they must be removed if aligning puts them in the wrong place. A **soft hyphen** is printed only when it's at the end of a line.

Insertion

The insert feature is a default condition. You can insert everything from a single character to entire pages between any two characters, words, or sentences. When you insert new text, the old text is moved (not replaced) to make room for the insertion. The word *Insert* appears on the status line when the insert feature is on.

Insert remains on until you turn it off. When you turn off Insert, the messages disappear from the status line and any new text you insert will replace old text. To turn Insert on and off, press *Ins* (which is the IBM PC's standard way of inserting) or press *Ctrl-V* (the standard WordStar command).

Once you have found the place where you want to insert text, there is no difference between inserting a character, a word, a sentence, or even a paragraph. When Insert is on, the following keys have different effects. *Return* adds blank lines to already entered text; these lines are shown by hard returns in the flag column.

Tab moves the text to the right of the cursor to the next tab stop. You will use the tab in Chapter 5.

Spacebar adds hard spaces at the cursor position.

Ctrl-N splits the line without moving the cursor. Any text to the right of the cursor will move down one line.

To practice turning on and off the insert feature, follow these steps:

- 1 Open a file named INSERT. Type this information single-spaced.

Margie LaVerne Tunnell [Press Return once]
 2204 Avenue K [Press Return once]
 Orange, Texas 75030

- 2** Move the cursor back to the beginning of line 1. With Insert on, type *Mrs.* and a space. Notice that the inserted information is correctly placed before *Margie*.

Mrs. Margie LaVerne Tunnell
 2204 Avenue K
 Orange, Texas 75030

- 3** Now turn off Insert, type *Mrs.* with no space after it. You can see that *Mrs.* replaces *Marg*, as shown here.

Mrs. Mrs.ie LaVerne Tunnell
 2204 Avenue K
 Orange, Texas 75030

- 4** Leave the cursor where it is, turn on Insert, and press Return. A line has been added.

Mrs. Mrs.
 ie LaVerne Tunnell
 2204 Avenue K
 Orange, Texas 75030

- 5** Leave Insert on, position the cursor at the beginning of the third line, and press Tab (→). The line is indented.

Mrs. Mrs.
 ie LaVerne Tunnell
 2204 Avenue K
 Orange, Texas 75030

- 6 Position the cursor after the comma following *Orange*, turn off Insert, and press Tab twice. This time, the cursor simply moves over to the right, without indenting the rest of the line.

Mrs. Mrs.
ie LaVerne Tunnell
2204 Avenue K
Orange, Texas 75030

- 7 Abandon the file by holding down Ctrl and pressing K; release both, then press Q.

Summary

Default conditions are preset format conditions. They include Word wrap, Line justification, Left and right margins, a five-space Tab grid, Insert, Paragraph align, Paper length, and Top and bottom margins. A list of default conditions is given in Appendix D.

The *flag column* shows hard and soft returns and indicates the end of a file.

The *Ctrl-K* command displays the Block & Save Menu.

The *four saving options* shown on the Block & Save Menu are

- S: Save & resume edit (special-function key F9)
- D: Save document (special-function key F10)
- X: Save and exit WordStar
- Q: Quit without saving

The *deletion* commands presented in this chapter are

- ^G or Del: Delete a character or space at the cursor
- ^T or F6: Delete a word to the right of the cursor
- ^Y or F5: Delete a line
- ^QT, period: Delete a sentence
- ^QT, Return: Delete a paragraph

The command *Ctrl-B* aligns a paragraph after corrections or other changes have been made.

The *toggle command* for insertion is *Ctrl-V* (WordStar) or *Ins* (IBM PC).

4

Moving the Cursor, Scrolling Text, and Printing

The advantage of handling corrections and other changes and revisions in text is probably the main reason word processing on the computer has widely replaced the traditional typewriter. With WordStar, edited text can be revised faster and more reliably than on any typewriter. For this reason, it is important for you to understand the functions and commands presented in this chapter.

Quick Menu

In this chapter, you will learn how to move the cursor farther and faster by using Ctrl-Q and one of the cursor-movement keys. (Q is the Quick key.) When you press Ctrl-Q, the *Quick Menu* appears, as shown in Figure 4-1.

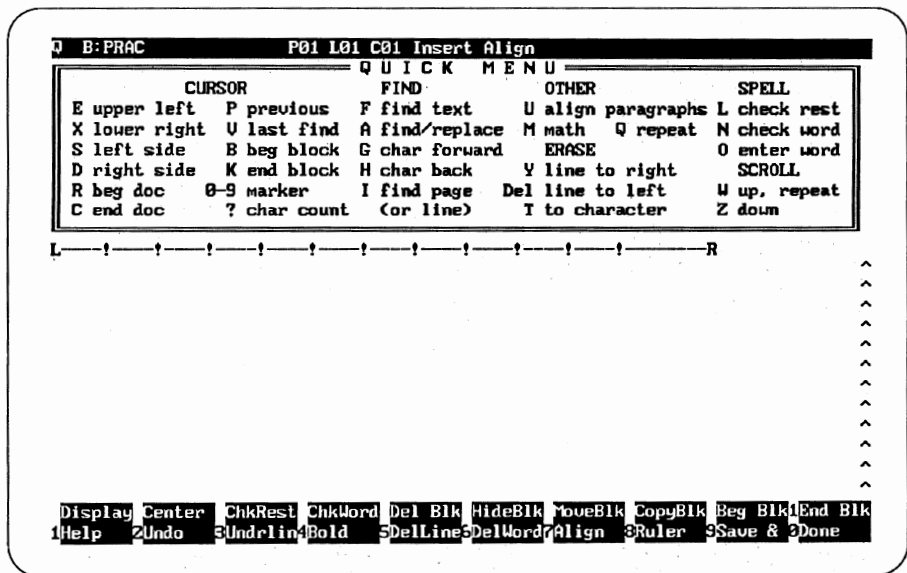


Figure 4-1 Quick Menu

The Quick Menu also displays other commands, including some Erase commands.

Deleting Text to the Right

Combining Ctrl-Q with Y is a quick method for deleting all text to the

right of the cursor up to the end of that line. This cursor command does not delete soft returns.

To delete a partial line of text up to the right margin, study these steps:

1. Move the cursor to the left of the unwanted text.
2. Press Ctrl, then Q; release both, then press Y.

Deleting Text to the Left

Combining Ctrl-Q and Del (Delete key) will remove text from the cursor position to the left side of the current line. The remainder of that line of text moves to the left margin.

To delete a partial line of text to the left, study these steps:

1. Move the cursor to the right of the text to be deleted.
2. Press Ctrl-Q; release, then press Del.

NOTE: This command does *not* delete the character in the cursor position.

To practice these quick deletion commands, follow these steps:

- 1** From the Opening Menu, open a file named QUICK.
- 2** Type the following sample text, single-spaced. Note that the lengths of lines on your screen will not match the sample text.

Two of the delete commands appearing on the Edit Menu are Ctrl-Y and Del. When combined with the Quick Menu, the commands can delete text to the right or left of the cursor. The Ctrl-Q,Y command deletes text to the right of the cursor to the end of the current line. The Ctrl-Q,Del command deletes text to the left of the cursor, up to the left margin of that line. Using Ctrl-Q and Y or Del is a quick way to delete text.

- 3** Press F9 or press Ctrl-K; release, then type S to save and resume.
- 4** Move the cursor to the beginning of the paragraph and delete the first sentence. Now with Insert on retype the sentence. (Don't worry! WordStar will make space for the retyped text.)

- 5 Move the cursor to the last sentence and delete the entire sentence using Ctrl-Q,Y. Retype the sentence.
- 6 Move the cursor to the fourth line. Delete the words of *the current line* at the end of the third sentence. Retype these words.
- 7 Move the cursor to the beginning of the file. Press Ctrl-B to align the paragraph.
- 8 Press F10 or Ctrl-K,D to save the file and return to the Opening Menu.

Quick Cursor-Movement Commands

Combining Ctrl and Q with one of the cursor keys moves the cursor much farther and faster. Compare them with the commands you learned in Chapter 2. Both are summarized here.

| <i>Cursor Movement</i> | <i>WordStar</i> | <i>IBM PC</i> |
|---|-----------------|---------------|
| To move the cursor down: | | |
| one line | ^X | ↓ |
| to last onscreen line | ^QX | End |
| To move the cursor up: | | |
| one line | ^E | ↑ |
| to column 1 in first onscreen line | ^QE | Home |
| To move the cursor left: | | |
| one character | ^S | ← |
| to the first character of the previous word in one quick move | ^A | ^ |
| to column 1 of the current line | ^QS | ^QS |
| To move the cursor right: | | |
| one character | ^D | → |
| to the first character in the next word | ^F | ^→ |
| in one quick move to the right of the current line | ^QD | ^QD |
| To move the cursor to the beginning of a file | ^QR | ^Home |
| To move the cursor to the end of a file | ^QC | ^End |

NOTE: To interrupt a Ctrl-Q command before entering the second cursor-movement key, press Esc.

Scrolling

To explain scrolling, let's compare keyboarding a document on a typewriter and on a word processor. When you keyboard a document on a typewriter, you work with only one page at a time. This means you can read one page at a time to see if you should make any corrections or changes. With a word processor, on the other hand, you can work with the entire document, no matter how many pages you have keyboarded. You can view an entire document on your screen by moving lines, paragraphs, or even several pages up and down, to the left, or to the right.

Viewing Text at the Bottom of the Screen

To view text at the bottom of the screen, study these steps.

| | |
|--|--|
| Press Ctrl-Z | Scrolls down one line. |
| Press Ctrl-Q,Z | Scrolls down, moving the screen display down continuously. |
| Press Ctrl-PgDn (on the cursor keypad) or Ctrl-C | Scrolls down one screen. |

Viewing Text at the Top of the Screen

To view text at the top of the screen, study these steps.

| | |
|---|---|
| Press Ctrl-W | Scrolls up one line. |
| Press Ctrl-Q,W | Continuous scrolling line-by-line to the beginning of file. |
| Press PgUp (on the cursor keypad) or Ctrl-R | Scrolls up one screen to previous screen. |

- NOTE:
1. To scroll text continuously, press Ctrl-Q and W (up) or Z (down).
 2. To stop continuous scrolling, use the spacebar.

To practice the different cursor-movement and scrolling commands, complete these steps:

- 1 From the Opening Menu, open a file named PROJECT.
- 2 Type the following sample text, single-spaced. Ignore typographical errors.

Thank you for taking your time to see our staff last Wednesday and for letting us know more of your ideas about our new project. It was interesting to learn the viewpoint of someone with extensive business and teaching experience. [Return twice]

It does seem that your approach to getting our project off the ground would be something less than compatible with ours. At this point in our first stage, it is difficult for me to see how our project team might work together successfully using your proposal. There are other project teams forming concerning the new products for this year. [Return twice]

You might want to contact Harry Sloan, director of marketing, to present your proposal. I am sure you will have no difficulty in locating a project leader who will take an interest in your well-organized and defined proposal. [Return twice]

Thank you again for taking an interest at this time in our particular project. [Return]

- 3** Save the file and resume editing by pressing F9 or Ctrl-K,S.
- 4** Complete these moves.
 - a. Move the cursor up to the top of the screen.
 - b. Move the cursor down to the bottom of the screen.
 - c. Move the cursor up two lines.
 - d. Move the cursor to the beginning of the line in one quick move.
 - e. Move the cursor to the beginning of the file.
 - f. Move the cursor down two or three lines, one line at a time.
 - g. Move the cursor several words to the right, one word at a time.
 - h. Move the cursor up several lines.
 - i. Move the cursor back to the beginning of the line, several words at a time.

- j. Move the cursor down several lines.
- k. Practice scrolling several lines of text at the top of the screen; then scroll lines of text from the bottom.
- l. Quit without saving the document by pressing Ctrl-K,Q.

Printing

Before learning how to print a file, let's review the stages your files have been going through.

1. The document is first created onscreen; it exists in only the computer's memory.
2. Then it is saved onto a disk. You know this process is happening because the disk drive's red light comes on.

Now you are ready to print a file from the disk. You are already familiar with saving files with the F10 or Ctrl-K,D command. Once the Save command is given, the file can be printed. The Opening Menu lists the print function represented by P.

To Start Printing

To start printing, follow these steps:

- 1** Be certain that the printer is connected to your computer and that the printer is plugged in and loaded with a ribbon.
 - a. Turn on the printer.
 - b. Be certain paper has been inserted correctly.
 - 2** From the Opening Menu, type P.
 - 3** At the screen prompt "Document to print?", type the document name RETURNS.
- NOTE: Be certain to spell the file name correctly, exactly as it appears in the disk's directory. If you make a mistake in entering the file name, use the Backspace key to remove incorrect letters. Or instead of typing the file name, use the cursor to point to the existing file.
- 4** Press Esc. Printing begins and the Opening Menu appears after printing is completed.

On this educational version of WordStar, the following line will be printed at the bottom of the page:

WordStar Professional Release 4 Educational Version

To Stop Printing

To stop printing, follow these steps:

- 1 From the Opening Menu, press P to display the Printing screen (Figure 4-2).
- 2 Type the document name PROJECT and press Esc.
- 3 As soon as printing begins, press P again to cause the printer to display the Print commands. Immediately press P to pause the printer.
- 4 Watch the screen and then respond to the prompt with an appropriate command.

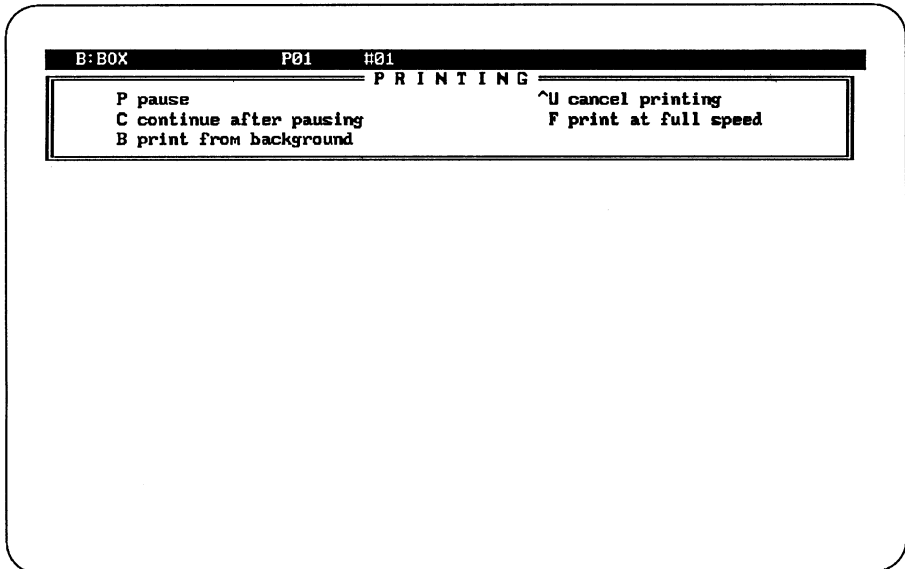


Figure 4-2 Printing Screen

The Print commands are explained here.

P: Pauses printing temporarily.

C: Continues printing after pause.

- B: Starts background printing, returning you to editing or to the Opening Menu depending on where you were before the Printing screen appeared. Background printing allows you to continue with what you were doing before you started printing.
- ^U: Cancels printing completely and returns you to editing or to the Opening Menu depending on where you were before the Printing screen appeared.
- F: Starts full-speed printing if you have used WSCHANGE to slow printer speed. (WSCHANGE is a program that allows you to change a number of settings.)

5 Type Ctrl-U to cancel printing.

NOTE: Printing may not stop immediately on some printers.

Summary

The basic cursor-movement commands are given in the Edit Menu. Ctrl-Q displays the Quick Menu. The Quick Menu commands use the Ctrl-Q prefix and include Cursor, Find, Erase, and other commands.

| | <i>WordStar</i> | <i>IBM</i> |
|---|-----------------|------------|
| <i>To move the cursor down:</i> | | |
| one line | ^X | ↓ |
| to last onscreen line | ^QX | End |
| <i>To move the cursor up:</i> | | |
| one line | ^E | ↑ |
| to column 1 in first onscreen line | ^QE | Home |
| <i>To move the cursor left:</i> | | |
| one character | ^S | ← |
| to the first character of the previous word | ^A | ^← |
| in one quick move to column 1 of the current line | ^QS | ^Q← |
| <i>To move the cursor right:</i> | | |
| one character | ^D | → |
| to the first character in the next word | ^F | ^→ |
| in one quick move to the right end of the current line | ^QD | ^Q→ |

| | | |
|---|-----|-------|
| To move the cursor to the beginning of the file | ^QR | ^Home |
| To move the cursor to the end of the file | ^QC | ^End |

To view text at the bottom of the screen:

| | |
|---------------|--|
| ^Z | Scrolls down one line. |
| ^QZ | Scrolls down, moving the screen display down continuously. |
| ^PgDn or C | Scrolls down one screen. |

To view text at the top of the screen:

| | |
|--------------|---|
| ^W | Scrolls up one line. |
| ^QW | Continuous scrolling line by line to the beginning of file. |
| PgUp or R | Scrolls up one screen |

To stop continuous scrolling, press any key.

To print:

1. Prepare the printer.
2. Type P.
3. Enter the name of the file to print.
4. Press Esc.

To stop printing:

1. While printing is in progress, press P to display Print commands.
2. Press P again to pause the printer.
3. Press Ctrl-U to cancel printing.

5

Formatting

In the last two chapters, you have used WordStar's default conditions, practiced basic editing functions, and printed text. In this chapter, we will present additional functions, which include changing line spacing, unjustifying text, centering text, setting tab locations, and changing margins.

Onscreen Formatting

Formatting includes conditions that affect the text appearance such as line length and spacing, margins and tabs, centering, and justification. In Chapter 3 you learned about WordStar's default conditions for Line length, Line justification, Word-wrap, and Insertion. One way to change these default conditions is to use WordStar's onscreen formatting. The format commands are shown on the *Onscreen Format Menu*. The commands are in effect only while the document is displayed onscreen. The onscreen format can be printed out but not saved in the file.

With a document on your screen, you can display the Onscreen Format Menu by pressing Ctrl-O. The Onscreen Format Menu is shown in Figure 5-1.

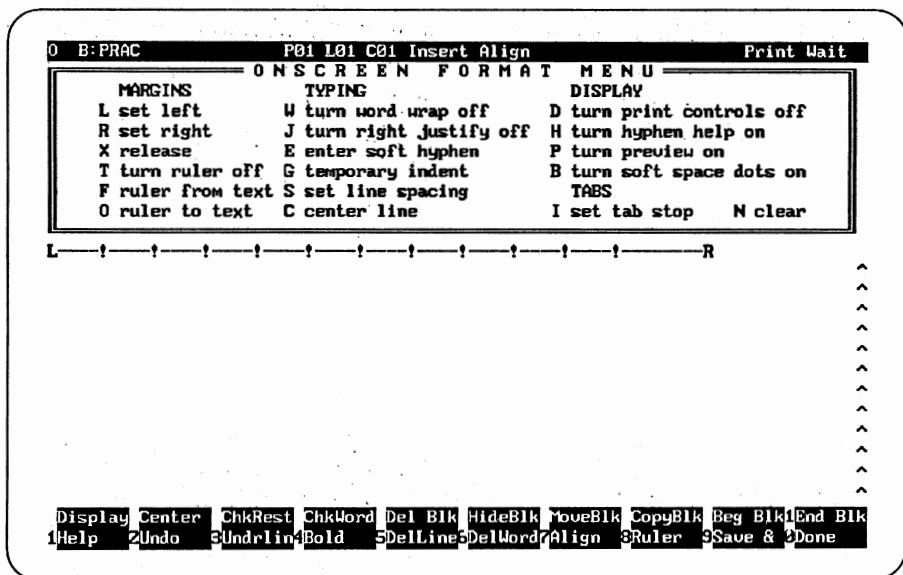


Figure 5-1 Onscreen Format Menu

Dot Commands

Dot commands are format commands you insert into a document before printing it out. Unlike the commands from the Onscreen Format Menu, these commands become a permanent part of the file. They can be used for onscreen formatting and merging as well. Dot commands will be introduced throughout the remaining chapters.

An example of a dot command is *.LS*, which represents line spacing. There are some rules common to all dot commands. A dot command

1. Must be entered in column 1. If it is entered anywhere else, WordStar treats it as part of the text, thus losing its intended effect.
2. Must be entered on a blank line.
3. Must have at least one space after the dot command.
4. Must have a dot and at least a two-letter code.
5. May require additional information after the dot (.) and two-letter code.

When the dot is entered in column 1, a question mark appears in the flag column. This question mark signals you to complete the dot command.

To obtain information on dot commands, use the Help Menu and press Ctrl-J, and then a dot (.). After the dot command has been placed in the text, it may be eliminated simply by backspacing or by deleting the line.

Selecting Line Spacing

Some of the default conditions explained in Chapter 4 include Word wrap, Justification, Left and right margins, Insert, and Paper length. Another default condition is Line spacing. **Line spacing** is the amount of space between lines of text. For example,

| | | |
|-------------------------|------------------------------|--|
| <i>Desired spacing:</i> | <i>Text prints on every:</i> | <i>Blank lines between text will be:</i> |
| 1 (Single) | Line | None |
| 2 (Double) | Second line | One |
| 3 (Triple) | Third line | Two |

WordStar's default condition is single spacing. Different documents may require different line spacing. Therefore, depending on the line-spacing requirements, you may need to change the default single spacing to

double spacing or even triple spacing. Line spacing can be changed for the entire document or only for shorter passages within the text. You can use either Ctrl-O,S or the .LS dot command to change the line spacing. The Ctrl-O,S command is kept with the document only during editing. The .LS dot command allows you to save the line spacing selection with your document.

Once the default is changed, the line-spacing notation will appear at the right on the status line. To change the line spacing back to the default condition (single spacing) within a document, you must re-enter Ctrl-O,S and 1 (for single spacing).

- NOTE:
1. If you have already entered text and then change the line spacing, you will not see the text changed on your screen until you have realigned each paragraph using Ctrl-B.
 2. Should you want to cancel the command after entering Ctrl-O, press Esc.

To change line spacing, complete these steps:

- 1** Open a file named SPACING.
- 2** Press Ctrl-O;—release, then type S.
- 3** Answer the prompt “Enter new spacing.” by typing 2 to set the new line spacing.
- 4** Press Return.
- 5** Enter the following sample text.

It is easy to control the depth of the line spacing of text on a word processor. In a report, you may have some paragraphs double-spaced while other paragraphs may be single-spaced for special emphasis. To change the line spacing, press Ctrl-O,S.

- 6** Press F10 or Ctrl-K,D to save the document.
- 7** Print a copy.

To save the line spacing selection with the document, follow these steps:

- 1 Open the file named SPACING.
- 2 Press Ctrl-N to insert a blank line.
- 3 Type .LS, space once, and type 2 (to save the spacing selection). Press return.
- 4 Press F10 or Ctrl-K,D to save the document.

Justifying Text

Books and newspapers are set with justified left and right margins; business correspondence is usually typed with unjustified right margins, called **ragged** right margins. As mentioned in Chapter 3, **justification** means that spaces are inserted between words to make the right margin even. The default condition for justification is on. You can use Ctrl-O,J to turn Justification off while you are working on a document. Whichever setting you choose, it remains in effect until you exit the file you are editing.

- NOTE:
1. You can always tell whether Justification is on or off by looking at the Onscreen Format Menu under the heading, *Typing*. You will see "J turn right justify (off)."
 2. If you have already entered your text and then turn off Justification, the change will not be shown until after you have realigned the paragraphs using Ctrl-B.

To turn off Justification, complete these steps:

- 1 Open a file named JUST.
- 2 Press Ctrl-O,J.
- 3 Change the line spacing from single to double (Ctrl-O,S,2).
- 4 Enter the following sample text, double-spaced.

Justification is a default condition on WordStar. In other words, it is turned on automatically. On other word processors, you may have to turn on this feature. If you type a business letter using WordStar, turn the justification mode off. You may want to justify the right margin on reports, but you would not want to use Justification when entering data for tables. If you use the

justification mode for tables, the data would not necessarily line up under column headings.

5 Press F10 or Ctrl-K,D to save the file.

6 Print one copy.

- NOTE:
1. To print this unjustified document with a justified right margin, you must turn on Justification and use the Realign (or Reform) command, Ctrl-B.
 2. You can also enter the .OJ on (off) dot command to permanently set Justification on (or off) within a document.

Centering Text

When text is centered horizontally on a line, there is an equal amount of space before and after it. Centering adds emphasis and draws the reader's attention to the text.

You will find that the location of centered text on your screen depends on the margins you have set. If you change the margins, you must recenter the text. The cursor may be anywhere in the line when you enter Ctrl-O,C or Shift-F2.

NOTE: When you are centering several lines, Ctrl-O,C must be entered on each separate line that is to be centered.

To center text, complete these steps:

Open a file named CENTER.

1 In column 1, type the first line of text. Use Caps Lock to capitalize text.

Deleting a Default Tab

To delete any *one* of the default tabs, follow these steps:

- 1 Open a file named TABS.
- 2 Practice moving the cursor with the Tab key.
- 3 Press Return to move the cursor to column 1.
- 4 Clear the default tabs at these locations only: 6, 11, 21, 31, 41, 51.
 - a. Press Ctrl-O,N.
 - b. When the prompt "Enter a tab stop to be cleared" appears, type 6 to delete the tab at that position.
 - c. Press Return.
 - d. Continue pressing Ctrl-O,N to clear only the tabs specified.

To practice tabbing and typing text, follow these steps:

- 1 Tab to the first remaining tab stop (column 16), and type the text shown in the sample following.
- 2 Tab to the next column, type the text, and continue tabbing and typing the text.
- 3 Press Return after the last word in the last column to move the cursor to the next line.

| | | | | |
|--------|--------|----------|---------|---------|
| Tab | Tab | Tab | Tab | Tab |
| ↓ book | ↓ card | ↓ pencil | ↓ ruler | ↓ paper |
| label | stamp | tray | pen | erasure |

- 4 Continue typing text for the second line.
- 5 Press F10 or Ctrl-K,D to save the file.

Deleting a Tab at Cursor Position

To delete a tab at the cursor position, read these steps. (These apply to all tabs, not just default tabs.)

1. Place the cursor in the column which contains the tab you want to delete.
2. Press Ctrl-O,N.
3. Press Esc.

Deleting All Default Tabs

During editing, it may be necessary to use tabs other than the default tabs. It is sometimes easier to clear all default tabs and then set the new tabs.

To clear *all* default tabs, study these steps:

1. Press Ctrl-O,N.
2. Type A.
3. Press Return.

To practice clearing all default tabs, follow these steps:

- 1 Open a file named AUTOS.
- 2 Clear all default tabs.
- 3 Save the file with F10 or Ctrl-K,D.
- 4 Open the file AUTOS and notice that the default tabs have been restored.
- 5 Abandon the file with Ctrl-K,Q.

Setting Standard Tabs

New tabs must be set in your files from time to time. The tabs you set are called **standard tabs**.

To set standard tabs, complete these steps:

- 1 Open a file named FOOTBALL.
- 2 Clear *all* default tabs.
- 3 Set line spacing for single.
- 4 Press Ctrl-O,I to set a new tab.
- 5 When the prompt "Enter new tab stops" appears, type the tab number, 10.
- 6 Press Return.

- 7 Continue pressing Ctrl-O,I and typing the number to set standard tabs at 30 and 53. Press Return to complete the operation.
- 8 Type the sample text.

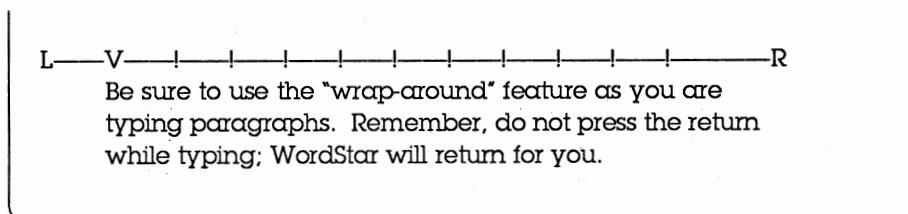
| | | |
|---------|----------|----------|
| Tab | Tab | Tab |
| 10 | 30 | 53 |
| Jets | Cowboys | Oilers |
| Packers | Dolphins | Redskins |

- 9 Press F10 or Ctrl-K,D to save the document.
- 10 Print one copy.

When you open this file again, the default tabs will be automatically restored.

Indenting Text

You can set a temporary left margin at a tab position. Here is an example showing text indented at the first default tab (6), with margins set at 1 and 65. The line length is 60. Notice that a "V" is shown in the ruler line. Justification is turned off using Ctrl-O,J.



To set a temporary left margin, complete these steps:

- 1 Open a file named INDENT.
- 2 Turn off Justification.
- 3 Press Ctrl-O,G to set a temporary indent at the first default tab. Notice that a "V" appears at the first tab position.
- 4 Type the sample text. Each line will automatically begin at the first desired default tab.

You can locate the preset tabs WordStar has marked for you by looking at the ruler line below the menu. [Return twice]

- 5 Notice that the "V" disappeared from the ruler line after pressing Return. A hard return cancels the temporary left margin.
- 6 Press Ctrl-O,G to indent the second paragraph.
- 7 Type the sample text.

Most electronic typewriters have preset tabs every five spaces. WordStar also provides this feature.

- 8 Press F10 or Ctrl-K,D to save the document.

NOTE:

1. When a temporary left margin is set, a "V" is shown in the ruler line. The cursor, however, will not move until typing begins.
2. Pressing Return cancels the temporary margin. Ctrl-O,G must be pressed before each new paragraph to reset the temporary margin.
3. To align text after editing, place the cursor on the first line of the paragraph and press Ctrl-O,G, then press Ctrl-B.

To edit and align text after using a Ctrl-O,G command, follow these steps:

- 1 Open the file named INDENT.
- 2 Make these revisions:
 - a. In the first line of the first paragraph add *immediately* following *You can*.
 - b. In the first line of the second paragraph add *Today* as the first word of the paragraph, and change *Most* to *most*.
- 3 Position cursor in line 1; press Ctrl-O,G.
- 4 Press Ctrl-B to align first paragraph.
- 5 Continue to second paragraph to align text.

- 6 Press F10 or Ctrl-K,D to save document.
- 7 Print one copy.

Changing Margins

WordStar automatically sets the left margin at 1 and the right margin at 65, allowing 65 characters per line in the text boundaries. When you use Ctrl-O,L or Ctrl-O,R for margin changes, these changes are only in effect while you are working on the document. When the document is saved and opened again, the default margins will appear.

To change the left margin, complete these steps:

- 1 Open the file named INDENT.
- 2 Press Ctrl-O,L.
- 3 Enter the new left margin, 12.
- 4 Press Return.
- 5 Leave this file on your screen to use in the next practice exercise.

To change the right margin, complete these steps:

- 1 Press Ctrl-O,R
- 2 Enter the right margin number, 57.
- 3 Press Return.
- 4 Leave this document on your screen.

- NOTE:
1. You must recenter a title when you change margins on a document you've already begun.
 2. If you change your mind or make a mistake after entering Ctrl-O,L or R, use Ctrl-U to interrupt the command.

Aligning Text Quickly

The margins for the file named INDENT are changed to 12 and 57, but the lines of each paragraph still appear within the old margin settings. Each paragraph must be aligned to adjust the lines to your new margins.

If you have only one paragraph to align, study these steps:

1. Move the cursor to the first line of the paragraph to be aligned.
2. Press Ctrl-B to align the paragraph.

To align a file with several paragraphs, complete these steps:

- 1 Move the cursor to the beginning of the file INDENT.
- 2 Press Ctrl-Q,U. Each paragraph will be aligned throughout the document.
- 3 Press F10 or Ctrl-K,D to save the document.

NOTE: Use Ctrl-B to align *each* paragraph typed with a temporary left margin. (Ctrl-U cannot be used to reform paragraphs that were typed with a temporary left margin.)

Saving Margin Settings

When you exit a file, the default margins of 1 and 65 and the default tabs will reappear, as will all default settings. If you want to save the margin changes you made during editing, enter either the dot command .LM or .RM, and the column number for the new margin. When you later revise the document, margins remain where you set them rather than having the default margins restored.

To save the margins, follow these steps:

- 1 Open the file named ERRORS.
- 2 Press Ctrl-N to insert a blank line at the top of the page.
- 3 Enter .LM, space once, and type the column number for the new left margin, 5.
- 4 Press Return.
- 5 Enter .RM, space once, and type the column number, 60, for the new right margin.
- 6 Place the cursor in column 1 of the first line.
- 7 Press Ctrl-Q,U to align the text.
These margins will be saved with the document.
- 8 Press F10 or ^K D to save the document.

Summary

Onscreen formatting means that text appears on your screen almost exactly as it will appear when it is printed on the paper.

The *Onscreen Format Menu* lists commands for setting margins, tab locations, line spacing, and centering text.

Dot commands can also be used for onscreen formatting. Unless deleted, they will be saved along with the text.

To display the Onscreen Format Menu, press Ctrl-O.

To change line spacing, press Ctrl-O,S and enter the number for the desired spacing, and then press Return. Or enter .LS and the space required on a blank line, then press Return.

To turn Justification on or off, press Ctrl-O,J or enter .OJ on (or off).

| | |
|---|------------------------------|
| To center text | ^OC |
| To delete a default tab | ^ON, column number, Return |
| To delete a tab stop at the cursor's position | ^ON, Esc |
| To clear all default tabs | ^ONA, Return |
| To set standard tabs | ^OI, column number, Return |
| To interrupt ^ON; ^OI; or other commands | ^U |
| To set a standard tab at the cursor position | ^OI, Esc |
| To set a temporary left indent (margin) | ^OG |
| To set a left margin | ^OL, column number, Return |
| To set a right margin | ^OR, column number, Return |
| To align several paragraphs | ^QU |
| To align text | ^B at beginning of paragraph |

To set margins using dot commands, begin in column 1 on a blank line and key in .LM (or .RM), space once, type the column number for the new margin, then press Return.

6

Typing Tables

For special emphasis, greater understanding, and ease of reading, some types of information are best presented in table form. For instance,

| | SALES BY TERRITORY | | |
|------|--------------------|-----------|-----------|
| | Eastern | Western | Southern |
| 1985 | 1,798,005 | 976,543 | 675,421 |
| 1986 | 923,476 | 2,397,324 | 1,689,430 |
| 1987 | 3,110,295 | 2,546,875 | 2,764,321 |

In Chapter 5 you learned how to work with tab settings. In this chapter we will learn how to use tabs to create columns of text.

Guidelines for Typing Columns

When typing columns, you should turn off or change certain features, such as Insertion and Word wrap; this increases the efficiency with which you can keyboard columns of information. A file must be displayed on your screen to make these changes.

Prior to typing tabulated material:

1. Turn off Insertion by pressing the Ins key (or ^V). When this toggle switch is off, a change in one column does not affect other columns on the same line.
2. Turn off Word wrap with ^OW if text will extend beyond the right margin. When this feature is off, your text will not wrap automatically into the wrong column.
3. When necessary, release the margins with ^OX.
4. Set a ruler line for the table width with ^OL and ^OR (or use .LM and .RM). If you are editing a table, be sure the ruler line agrees with the width of the table.

To make the proper adjustments for typing columns, complete these steps:

- 1** Open a file named COLUMNS.
- 2** Be certain margins are set at 1 and 65.
- 3** Turn off Insertion with Ins or ^V.
- 4** Leave the file open to use in the next practice exercise.

Shortcut for Typing Columns

A shortcut can be used to simplify typing columns of information. Study this sample text:

| | |
|--------------------|----------------------------------|
| Parachute | Durable light-weight nylon |
| Quilt Coat | Classy designer-look full-length |
| Chenille Bedspread | Twin, full, or queen-size |

To practice this shortcut, complete these steps:

- 1 Type (in column 1) a *set-up line* using the longest word (or group of words) in each column plus the desired number of spaces between columns. Treat the line as if it were one long word.

You type Chenille Bedspread [6 spaces] Classy designer
look full-length

- 2 Press ^OC.
- 3 Clear *all* default tabs using ^ON and A.
- 4 Place the cursor at the beginning of each column and set a tab using ^OI, Esc.
- 5 Delete the set-up line using ^Y.
- 6 Type the table.
- 7 Press F10 or ^KD to save the document.

Typing a Table Using Decimal Tabs

In business it is often necessary to type tables that include columns of decimal numbers. Typing such a table is easy using **decimal tabs**, because you do not have to worry about the way numbers will align. The rule is that decimal points align vertically, as shown here:

1.997
23.01
.6
2,314.55099

When decimal tabs are used on a word processor or computer, the number you type will automatically move to the left until you type a decimal point, all digits typed thereafter will fill in to the right of the decimal point. The command ^OI sets decimal tabs.

The difference between default and decimal tabs is shown on the ruler line: the decimal tab is marked with the symbol # instead of !. The status line will display "DECIMAL TAB" when the cursor stops at a decimal tab stop.

To type a table with decimals, follow these steps:

- 1 Open a file named BUDGET.
- 2 Clear *all* default tab locations with ^ON and A.
- 3 Press Return.
- 4 Set a *standard* tab at column 16 by pressing ^OI, typing 16, and pressing Return.
- 5 Set a *decimal* tab at column 51 as follows:
 - a. Press ^OI.
 - b. When the prompt "Set tab at column (escape for cursor column)?" appears, notice the statement above it: "For decimal tabs, precede the column number with a #." The symbol # must be typed before the decimal point column number, #51.
 - c. Type #51.
 - d. Press Return.

Steps a-d must be followed to set *each* decimal-tab # stop.

- 6 Type this sample table.

| | | |
|-------|-----------------------------|----------------------|
| | BUDGET [Return three times] | |
| [Tab] | 1987 [Tab] | \$12,347.62 [Return] |
| | 1986 | 1,450.89 |
| | 1985 | 10,341.56 |
| | 1984 | 9,980.71 |

- 7 Press F10 or ^KD to save this document.

Summary

Before typing tabular material:

| | |
|--------------------|-----------|
| Turn Insertion off | Ins or ^V |
| Turn Word wrap off | ^OW |
| Release margins | ^OX |

Set the margins for the desired width of the table. Use *default tabs* or *standard tabs* for text and whole numbers; use *decimal tabs* for numbers containing decimals.

| | |
|---------------------------|--|
| Symbol for default tab | ! |
| Symbol for decimal tab | # |
| To set a decimal tab | ^OI, #, column number, Return |
| To clear all default tabs | ^ONA, Return |
| To clear a decimal tab | Cursor in decimal tab column, ^ON, ESC |

7

Printing Features

WordStar provides commands to create a variety of special effects that give emphasis to printed textual material. Certain words, phrases, etc., are made to stand out in some manner. Two methods you are probably most familiar with are boldface printing and underlining.

Boldface Printing

Boldface words or phrases are printed darker, bolder than all the surrounding text. This special printing effect brings attention specifically to words in boldface. Boldface can be used, for example, in chapter headings or anywhere where text requires special emphasis.

All Print commands are entered by typing ^P followed by a letter. The WordStar Print command for boldface is ^PB (B for boldface). The command is placed before and after the text in boldface print. (The IBM PC command is F4.) The P will not appear on your screen, only ^B will appear. The F4 key will place the boldface command in the text for you also. Study the following sample:

^BComputers^B

The August/September issue of **^BU.S. Education^B** stated that seventy-five percent of all future workers will need to use computers in some aspect of their work and that there could be a need for over two million new technical specialists, both with and without degrees, by 1990.

Notice that, in this example, ^B appears onscreen before and after both the title of the article and the name of the periodical, so those words will print in boldface. If the words are in a title, type ^PB (or F4) before and after the title, then use ^OC to center it. If the words are within the paragraph of text, type ^PB (or F4) before and after the words. Remember, the code P (for print) will not appear on your screen.

To print boldface, follow these steps:

- 1** Open a file named COMPUTERS.

- 2 Type the title in boldface.
- 3 Center the title with ^OC.
- 4 Press Return three times, to leave two blank lines after the title.
- 5 Type the paragraph with the name of the periodical in boldface.

Computers

The August/September issue of **U.S. Education** stated that seventy-five percent of all future workers will need to use computers in some aspect of their work and that there could be a need for over two million new technical specialists, both with and without degrees, by 1990.

- 6 Press F10 or ^KD to save the document.
- 7 Print one copy.

Underlining

Underlining is one of the most common types of special effects used in printing. To produce underlining, press ^PS (a standard WordStar command) before and after the words or phrases to be underlined. The IBM PC provides a special-function key for underlining, F3, to save keystrokes. Usually, it is preferable not to underline spaces between underlined words in a group.

Study this example of underlining a single word:

Typing ^SEmployees^S produces Employees.

NOTE: Be very careful with this type of on/off print command. If you forget to turn off Underlining, you could have several pages of underlined text.

To underline, complete these steps:

- 1 Open a file named WORLD.
- 2 Center and capitalize the words *World Care* for the title.
- 3 Single-space the body and underline the words *World Care* each time they appear.

WORLD CARE [Return three times]

You have probably noticed the World Care flag flying under the U.S. flag in front of the Champion Building. We fly this World Care banner with pride and in recognition of all our employees who support this worthy cause. The World Care, through one unified campaign, provides support and assistance to 55 agencies with 213 service centers. These agencies in turn serve the handicapped, the sick, the aged, the young, the mentally ill, as well as those who have no other place to turn to keep their lives together. The lives of all of us will be affected in some way by the work of the World Care. Again, let me say thanks!

NOTE: When inserting the ^PS (or F3) Print command for underlining, notice that the line that contains the command extends outside the ruler line on your screen. The printed copy will, however, be correctly aligned.

- 4 Press F10 or ^KD to save the file.
- 5 Print one copy.

■ Typing Binding Spaces

It is often important that WordStar not divide a phrase at the end of a line of type. Examples of phrases that should not be divided are proper names, dates, times with a.m. or p.m., and numerals. To avoid such divisions, WordStar provides the command ^PO, which places a **binding space** between two characters, preventing Word wrap or Paragraph align from separating two words. Suppose you were typing the name of a product called Republic II. To avoid a break anywhere in the name, you could type a binding space between the two words, instead of pressing the spacebar, whenever you type these words. The screen will show only ^O. Study this example:

...this unique Republic^OIIautomobile. . .

When you return to an existing file and make changes, for example, binding spaces assure that those words remain together.

To type text using binding spaces, complete these steps:

- 1 Open a file named REPUBLIC.
- 2 Single-space the sample text, placing binding spaces between the words of the proper name Republic II each time it occurs so that it will not be divided during printing.

One of the most reliable automobiles designed this decade is the Republic II. Roundabout Motors provides many styles, colors, and sizes of this unique Republic II automobile. If you have not recently visited Roundabout Motors to drive the new Republic II, come by today and do so. The Republic II would provide added comfort and convenience for your family.

- 3 Press F10 or ^KD to save the file.
- 4 Print one copy.

Summary

| | WordStar | IBM PC |
|---------------|----------|--------|
| Boldface | ^PB | F4 |
| Underline | ^PS | F3 |
| Binding space | ^PO | ^PO |

8

Finding and Replacing Text

WordStar has the ability not only to search for a word but to replace that word automatically with a new word. For example, it is very easy to change a monthly report title from September to October. To accomplish this, you instruct WordStar to find the word *September* and replace it with the word *October*. WordStar moves the cursor to the first occurrence of *September*, deletes it, and then inserts the new month—*October*.

Find and Replace Commands

A **string** is any sequence of characters. WordStar allows you to find a string of up to 65 characters. When you are searching for something in a file, you must be at the beginning or end of the file to search through it completely. When the string is found, you may want to insert text, simply check what is there, or make changes in the string. If the string is justified with extra spaces or divided by wrapping to the next line, WordStar will be unable to locate it.

WordStar uses three find and replace commands. These are

1. Find a string (^QF).
2. Find a string and replace it with another string (^QA).
3. Find or find and replace the next occurrence of the same string (^L).

These commands search forward, from the cursor position.

Finding a String

- 1** To find a string, complete these steps:
- 2** Open a file named LONGHORN.
- 3** Type the following sample text. Remember to use a binding space for "November 27" and for "6:30 p.m."

The Annual Business Meeting of the Longhorn Council will be held on Tuesday, November 27, at 6:30 p.m. It will be held at the Overland Park Methodist Church at 1005 Briarhaven Road, which is right next to the Post Office in Fort Worth.

Enclosed is your official coordinator ribbon which will allow you to vote and to represent your institution at the Annual Meeting.

Election of 1987 officers and board members, as well as other important business items, will be taken care of. We believe it's important for you to be present at the Annual

Meeting to represent your institution and to be a part of the traditional Longhorn Council democratic procedures. We'll also have some fun and fellowship.

Please return the reservation slip below. Cost of the meal is \$6.

- 4** Position the cursor at the beginning of the file.
- 5** Press ^QF.
- 6** When the prompt "Find what?" appears, type the string to be located: Longhorn. Be certain to type an uppercase L.
- 7** Press Esc. (The cursor will be positioned at the beginning of the string.) If this string is what you are looking for, you may make changes at this point: change the spelling to *Langhorn*.
- 8** Press ^L to move the cursor to the next occurrence of the string of words. Keep pressing ^L until all the desired strings are located.
- 9** When the message "End of search for: Longhorn Press Esc to continue" appears, press Esc. At this point, you may return to the last occurrence of the string by pressing Esc and ^QV, or you may return to the beginning of the file by pressing Esc and ^QR.

Press F9 or ^KS to save your file on the screen.

NOTE: Press ^U to stop a find operation before it ends.

Replacing One String with Another String

To find one string and replace it with another string, follow these steps:

- 1** Position the cursor at the beginning of your file.

- 2 Press ^QA.
- 3 When the prompt "Find what?" appears, type the string to be replaced: *Langhorn Council*
- 4 Press Return.
- 5 When the prompt "Replace with?" appears, type the new string: *Group No. 441*
- 6 Press Esc.
- 7 When the cursor finds the first occurrence of the string, the prompt "Replace (Y/N)?" appears in the upper right corner of your screen. Press Y for yes.
- 8 Press ^L to continue the replacement.
- 9 When the message "End of search for: Langhorn Council" appears, press Esc.
- 10 Align the paragraphs (^QU).
- 11 Press F10 or ^KD to save the document.

- NOTE:
1. When the placement string is long and words extend past the right margin, align the paragraph using ^B.
 2. A long string may not be found if the text is justified since extra spaces may have been inserted within the string.

Finding and Replacing with Options

After entering a string, you can select the following options when using ^QF (find) or ^QA (find and replace). You can choose as many options as you want. To select an option, type the letter representing the option and press Return. The commonly used options are shown here.

- W: Searches for whole words only. For example, if you select this option, WordStar will not search for "it" in "sit," "edit," and "position."
- U: Ignores uppercase or lowercase. Select this option to find a string regardless of whether any letter is capitalized or not.
- B: Searches backward. Use this option when you are at the end of a file, or when you know that what you want is somewhere before the cursor position.
- G: Moves to the beginning or end of the file before starting the search. When used with ^QA, searches globally through the entire file starting from the beginning (or end).

N: Replaces the string without asking.

A: Automatically aligns each paragraph after it replaces a string. After reaching the end of the paragraph, it returns the cursor to the spot where the replacement was made.

Practice using these options by completing these steps:

- 1 Open the file named LONGHORN.
- 2 Search forward using ^QA to find the number 441. Press Return. Replace the number with 541. Press Return. Select options A, G, and N by typing those letters. Press Return. The replacement will be made throughout the file. Press Esc to end the operation.
- 3 Press ^QC to go to the end of your file. Use ^QA with option B so you can search back through the file to find 541 and change it to 641. Type Y to answer the prompt after each find. Press ^L to continue the search. Press Esc to end the operation.
- 4 Using ^QF with W, search from the beginning of the file for the whole word *Annual*. When *Annual* is found, delete it and type *Spring*. Continue the search with ^L. Press Esc to end the operation.
- 5 Use ^QR to return to the beginning of the file.
- 6 Using ^QA, find 641 and replace it with 741, using options A, N, G to replace the string throughout the file and align paragraphs.
- 7 View the document to see if the changes have been made.
- 8 Press F10 or ^KD to save the document.

Summary

| | |
|---|----------------------------------|
| To find a string | ^QF, type string, Esc |
| To move to the next occurrence of the string | ^L |
| To stop a find or a find and replace operation before it ends | ^U |
| To find and replace one string with another string | ^QA, old string, new string, Esc |

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| | |
|---|----------------------|
| To align a paragraph | ^B |
| To search backward in the text from the cursor position | ^QAB or ^QFB, Return |
| To search for whole words only | ^QAW or ^QFW, Return |
| To search and ignore upper- and lowercase | ^QAU or ^QFU, Return |
| To make the replacement automatically throughout the file without stopping for verification | ^QAN or ^QFN, Return |

9

Handling Blocks of Text

WordStar provides block commands that allow you to mark, move, copy, or delete text. These commands eliminate retyping; the original text is moved around, copied, etc. WordStar can move an entire file into another file. To move an entire file, its text must first be marked for identification, then placed in a temporary file. A target file is then opened; the cursor is positioned at the desired spot to receive the text; then the text is moved from the temporary file into the target file. WordStar allows you to copy, rename, and delete files, and also to restore a lost file from the backup file.

WordStar's spelling corrector helps you to find misspelled words. With WordStar's spelling check commands, you can check the spelling of a word before you type it in your document or you can check spelling in a document that has been completed. See Appendix E for the spelling check commands.

Block Commands

Block commands are commands that affect whole blocks (or units) of text. They appear on the *Block & Save Menu*. You have already used the Save commands (^KS, ^KD, ^KX, ^KQ) from this menu. Now you will use the block commands to mark, move, and delete text.

Marking a Block

Before a block can be moved, copied, or deleted, it must be marked at its beginning and end, so that WordStar can identify exactly what text is to be affected.

Type the sample letter, completing these steps:

- 1 Open a file named QUOTES.
- 2 Turn off Justification with ^OJ.
- 3 Press Tab to indent the numbered paragraphs five spaces.
- 4 Set a temporary left margin at the second default tab by pressing ^OG twice after typing the paragraph number and period. The "V" appears in the ruler line to indicate a temporary indent.
- 5 Double space between the numbered paragraphs.

Current Date [Press Return 4 times]

Mr. Joe Rogers, President
Ryan International Corporation
P.O. Box 5589
Longview, TX 75606 [Press Return 2 times]

Dear Mr. Rogers: [Press Return 2 times]

Enclosed is a request for quotation for ZIP Airline's coach dinnerware. Samples are included for your review and analysis. It is imperative that all information requested in this quotation be completed in full. Below are some highlights regarding areas of this quotation request. [Press Return 2 times]

The tools for each of the dinnerware components are the property of ZIP Airlines. These tools are in good condition and have been used for the past two and one-half years. The relocation of these tools will be at the expense of the supplier. [Press Return 2 times]

[Tab]1.[Press ^OG twice] Prices are to be firm for a two-year period.

2. Quoted prices shall include palletization and shrink wrapping/landing of cartons.
3. Prices are to be calculated based on the specified gram weights.
4. Raw-material price must be stated.
5. Each item's shipping-carton weight and dimensions are to be stated.

I am requesting that the contract be bid as stated. I also encourage any suggestions, by you the experts, to be addressed separately for review before the award of this contract. [Press Return 2 times]

Sincerely, [Press Return 4 times]

B. T. Willis
Purchasing Agent [Press Return 2 times]

urs [Press Return 2 times]

Enclosure

- 7** Position the cursor at the beginning of the text to be marked: move the cursor to the blank line above the second paragraph.
- 8** Press Shift and F9 or ^KB to mark the beginning of the text; appears on your screen but will not print.
- 9** Position the cursor at the end of the text to be marked: move the cursor to the blank line below the second paragraph.
- 10** Press Shift and F10 or press ^K; release, then press K. Wait—either <K> appears on your screen or your text is highlighted in some manner. Highlighting helps you identify the text affected. When your text is highlighted, the beginning symbol is removed.
- 11** Keep this document on your screen for the next exercise.

NOTE: Remember the word *block* begins with a *b* and ends with a *k*. You mark the beginning of a block with ^KB and the end with ^KK.

Moving a Block

In the previous exercise, you marked the beginning and end of the second paragraph. Suppose that after you read the letter, you felt the second paragraph should be placed before the last paragraph, just after the numbered list. With a typewriter, you would have to retype the entire letter. WordStar, however, allows you to make the adjustment easily. If you move the wrong block of text, simply put it back and begin the procedure again.

To move a marked block of text, follow these steps:

- 1** Return to the file named QUOTES. Position the cursor at that place in the file you want to move the text: move your cursor to the blank line above the last paragraph.
- 2** Press Shift and F7 or press ^K; release, then press V. The marked text moves to the cursor position.
- 3** View your document to determine if any blank lines need to be added to accommodate the move.
- 4** Press F10 or ^KD to save the document.
- 5** Print one copy.

NOTE: After you have moved a block of text, the text may remain highlighted. It is recommended that you turn off the block dis-

play (^KH or Shift-F6) at this point for two reasons: (1) WordStar works faster when the block display is off, and (2) a block could be accidentally erased (^KY) if the block is still highlighted.

Deleting a Block

To delete a block of text, follow these steps:

- 1 Open the file named QUOTES.
- 2 Position the cursor at the beginning of the text to be deleted: move the cursor to the blank line above the first paragraph.
- 3 Press ^KB or Shift and F9 to mark the beginning of the block.
- 4 Move the cursor to the end of the text to be deleted: move the cursor to the end of the second sentence.
- 5 Press ^KK or Shift and F10 to mark the end of the block.
- 6 Press ^KY or Shift and F5 to delete the marked block. The block disappears, along with the markers.
- 7 Check your screen to see that the text was deleted.
- 8 Press ^KQ and answer the prompt to abandon the file.

Copying a File

To copy a file means to make another record of the file on the disk. This copy is sometimes called a **backup copy** and is named using the same file name with the extension .BAK added. If another name is used, two exact duplicates of the file exist with different names. It is often helpful to make a second copy for editing purposes and keep your original intact. Then you can return to the original should you decide against the changes you've made.

To copy a file, complete these steps:

- 1 From the Opening Menu, press O. (When a document is on the screen, press ^KO.)
- 2 When the prompt "Document to be copied?" appears, type the file name. Type QUOTES.
- 3 Press Return.

- 4 When the prompt "Name a document to hold the new copy" appears, type the new name: QUOTESA.
- 5 Press Return.

The directory will show both file names.

NOTE: You can use the exact same file name if you copy from one drive to another, but you cannot have two files with the same name on the same disk.

Deleting a File

When files are no longer needed, it is important to delete them to provide more storage space on your disk.

To delete a file from the Opening Menu, complete these steps:

- 1 Press Y.
- 2 When the prompt "Document to be erased?" appears, type the file name: QUOTESA.
- 3 Press Return.
- 4 The prompt "Are you sure (Y/N)?" appears. Type Y for yes.

The directory will show that the file name no longer exists.

NOTE: To delete a file when a document is on the screen, press ^KJ and respond to the prompts. You cannot delete the file you are editing.

Editing a Backup File

The first time you save a file, you have only one version of the file. WordStar makes a backup copy of the file the next time you save the file. Notice those files in your directory with the same file name as the original but with the .BAK extension. These are backup files. If your original document is damaged or lost, you can use the backup file. However, you cannot open the backup file and edit it. To edit a backup file, you must copy it and give it another name. Then open that new file to edit it.

Before you restore a backup file, delete the file named INDENT.

Suppose you now discover that you should not have deleted this file. Let's restore the file.

To restore a lost file from a backup file, complete these steps:

- 1** From the Opening Menu, press O.
- 2** When the prompt "Document to be copied?" appears, type the file name: INDENT.BAK.
- 3** Press Return.
- 4** When the prompt "Name a document to hold the new copy" appears, type the file name of the lost file. The name used must be different from any other file name on the directory. Type INDENT.
- 5** Press Return.

The directory will show both the original file name and the backup file name. At this point the text in both files is identical.

Summary

| | |
|---|--|
| To mark the beginning of a block of text | ^KB or Shift and F9 |
| To mark the end of a block of text | ^KK or Shift and F10 |
| To move a marked block of text | ^KV or Shift and F7 |
| To delete a marked block of text | ^KY or Shift and F5 |
| To copy a file | O (from Opening Menu), file name to be copied, Return, new file name, Return |
| To delete a file | Y (from Opening Menu), file name to be erased, Return, Y (for Yes) |
| To restore a lost file from the backup file | O, backup file name, Return, old file name, Return |

10

Paging, Creating Headers and Footers

WordStar, like most other word-processing programs, provides a command that automatically breaks or separates the text into pages. Because there may be instances when WordStar will break a page at an undesirable point, such as in the middle of a table, WordStar also provides commands to control the page-making function. In this chapter, you will learn how to set and change page breaks using dot commands.

Up until this chapter, you have been printing one-page documents. Chapter 10 presents WordStar's print options for multipage documents. We will look at these first.

Print Options

So far in this manual, we have used the Escape key to print files. This step bypasses the default print options and prints the file immediately. However, if you press Return after you have named the file to print, the following options appear on your screen:

Number of copies? You can print more than one copy of the file. The default is one copy.

Pause between pages? If you need to feed individual sheets of paper to the printer, you must press Y for pause between each page. The default is no.

Use form feeds? If you want to use a sheet feeder when moving to the next page of a printout, answer Y for yes. You must answer yes if you are using a sheet feeder. The default is no.

Starting page? You can start printing at any page of a multipage document. The default is page 1. If you want printing to begin on another page, enter the selected beginning page number, followed by a Return to advance to the next option, or press Esc to exit the option list. You can also specify individual pages and ranges of pages to print. To do this, type the first page number of a sequence, a hyphen, and the last page number in the sequence (1-4). Separate individual page numbers with commas (1, 3, 5) or (1-4, 5, 7). When you type page numbers in this way, WordStar skips the "Ending page?" prompt.

Ending page? You can end the printing at any page of a multipage document. The default is the end of the document.

Nondocument? To print a nondocument, press Y for yes. Nondocument files are data files or computer programs.

Name of printer? The default is the printer you chose during installation. To select a printer other than the default, you can type a printer driver name and press Return.

After you answer the last prompt (or press Esc), printing begins.

NOTE: Pressing Esc starts printing immediately; pressing Return advances you to the next print option.

Pause Printing

Occasionally, you may want to interrupt or stop the printer while printing a document. For example, when printing a multipage document, it may be necessary to tell WordStar to pause at the end of each page so that paper can be inserted into the printer. To pause between pages, answer Y at the "Pause between pages?" option before you start printing.

Study these steps to pause printing between pages:

1. Press P from the Opening Menu.
2. When the prompt "Document to print?" appears, enter the file name. Press Return.
3. Press Return to advance to the option "Pause between pages (Y/N)?".
4. Type Y for yes.
5. Press Return to proceed through the remaining print options or press Esc to start printing.
6. When the printer pauses, insert paper.
7. Press P to display the Print screen.
8. Press C to continue printing.

Pagination

The function of breaking down text into pages is commonly called **pagination**. WordStar automatically breaks text into pages as you type, automatically numbering the pages as it goes. Using dot commands, you can change the place where the automatic page break occurs or simply end a page of text short and begin a new one. (A list of dot commands is given in Appendix A.)

Cancelling Automatic Page Numbering

In the WordStar—Educational Version, the page numbers will print only by using a special headline (header) or baseline (footer). These are explained later in the chapter.

WordStar's default condition is set to print page numbers at the bottom margin in column 28. If you wish to leave the pages unnumbered, you

can cancel this default condition by typing the dot command `.op` beginning in column 1 at the top of your file. To re-enter the default condition, type the dot command `.pn` beginning in column 1 at the top of your file.

NOTE: To number pages starting somewhere other than page 1, use the dot command `.pn n` (substitute the page number for *n*). The printed pages will be numbered according to this command. Therefore, if you want to start numbering with page 22, use the dot command `.pn 22`.

Setting Page Breaks

WordStar indicates page breaks by displaying a horizontal line of hyphens across the screen, ending with a P in the flag column. This line does not print. An example of the page-break line is shown here.

Because of that program, we've brought the inflation rate down to the lowest levels in twenty years. Interest rates, though still too high, are down from the level of a year ago.

-----P

The economic recovery brought about by our tax cuts and spending restraint is more than just numbers. It's hope and opportunity for millions of Americans.

Conditional Page Breaks

Page breaks must be checked to see if they are positioned at satisfactory points in the text. If a particular break in text is not acceptable, you can instruct WordStar to keep text together by setting a **conditional page break**.

To enter a conditional page break, study these steps:

1. Count the number of typed lines you want to keep together above and below WordStar's original page break.
2. Move the cursor to column 1 of the first line of the lines to be kept together.
3. Press ^N to create a blank line. WordStar will not count this line.
4. Type .cp, space once, and type the number of lines to be kept intact, for instance .cp 5

This tells WordStar that these five lines must be kept together. If they cannot be kept together on this page, WordStar will move all of them to the next page. When you type .cp 5, the WordStar page-break line automatically moves to the line on which the conditional page-break command was typed. If there is enough room on this page to include all the lines before the break, WordStar will move them up. Otherwise, they will appear at the top of the next page.

NOTE: In double-spaced documents, .cp entered between the lines erases the blank line separating them. Be certain to press ^N before typing the .cp command.

Unconditional Page Breaks

If you wish to determine the exact makeup of a page of text, WordStar provides a dot command called an **unconditional (forced) page break**. When you enter the page break command .pa, it will appear on your screen as shown in this example.

Because of that program, we've brought the inflation rate down to the lowest levels in twenty years. Interest rates, though still too high, are down from the level of a year ago.

.pa

-----P

The economic recovery brought about by our tax cuts and spending restraint is more than just numbers. It's hope and opportunity for millions of Americans.

To set an unconditional page break, complete these steps:

- 1 Open a file named CREDIT.
- 2 Turn off Justification.
- 3 Change to double-spacing.
- 4 Type the following sample text. [P] means to begin a new paragraph. Indent each paragraph.

Furthermore, Bradford is committed to paying high competitive interest rates on accounts of \$2,500 or more and is determined to provide one of the most attractive investment alternatives available. The fact is, since the introduction of our new account last year, we have consistently outperformed the average of all leading money market funds and accounts. [P] It all means that sophisticated investors like yourself can now get high interest, FDIC insurance protection (up to \$100,000), and the security of dealing with one of the most respected financial organizations in the world: Bradford Bank. [P] Enclosed also is a brochure that tells you more about Bradford's Money Market Account. We urge you to take a few moments to look it over. [P] Then, to open your account, simply complete and return the enclosed form along with your check or money order for \$2,500 or more—and don't forget to affix your cash bonus sticker. As soon as we receive your deposit, we will immediately open your account and send you the Bradford Money Market Account Agreement by return mail. [P] Or, if you prefer to wire your deposit, call us toll free at:

1 800 200-1200

and refer to the reservation number of the enclosed coupon. It guarantees you priority service.

- 5 Press F9 or ^KS to save the document on your screen.
- 6 Position the cursor where you want the page to end or break: place the cursor in column 1 on the first line of the fourth paragraph.

- 7** Press ^N to provide a blank line. WordStar will not count this line.
- 8** Type .pa to begin a new page. The line indicating the page break will jump to the position under the unconditional page-break command.
- 9** Press Return.

You should have the first three paragraphs on page one and the last two paragraphs on page two.

- 10** Press F10 or ^KD to save the document.
- 11** Print one copy of each page.

NOTE: If you need to stop the printer to insert another sheet of paper while printing a multipage document, remember to answer Y for yes after the "Pause between pages?" print option.

To summarize, a page-break (.pa) dot command forces a page break at the exact point where you want to begin a new page. A conditional page-break dot command (.cp followed by the number of lines to be kept together) makes certain that a block of text will not be split between two pages.

Deleting a Page-break Command

To delete either a .pa or .cp dot command, press ^Y to remove the entire line.

Typing Headers

A header is repetitive information containing special text, a page number, or a notation that prints at the top margin of every page and helps to identify its content. It may be used on every page, every page but the first, every other page of a document, or in other combinations. Headers may be used in a multipage document to identify the document by title, page number, date or any combination of these. For example, a header may appear like this on all pages except the first in a multipage report.

Part I—Funding Recommendations

Staffing, training, and equipment needs must be considered for the year. In order to proceed with the recommendations, the

The line may appear at the left, as shown in the previous example, at the right, or centered at the top of the page.

A dot command (.he) is used to type a header. Study the following illustration:

```

1 space
↓
.he Part I—Funding Recommendations

```

The header dot command occupies four spaces on the screen (.he and a space) but it will not print. Therefore, the repetitive information after the header dot command on the screen will appear four spaces to the right of where it will actually print.

Study these steps to enter a header:

1. Press ^N to insert a blank line.
2. Type .he (for Header), starting in column 1.
The .he may be upper- or lowercase.
3. Press the *spacebar* once.
4. Type the header information.

NOTE: Be certain not to leave a blank line above the .he command placed at the top of a page. Leaving a blank line will prevent the header from printing.

If you do not leave a blank space between the header dot command and the repetitive information, the header will NOT print.

- NOTE:
1. For a header to print on all pages beginning with the first page, enter the header dot command in column 1, line 1, page 1.
 2. For a header to print on all pages after the first page, enter the header dot command anywhere except on line 1 of page 1 or on line 1 of page 2.

Cancelling a Header

To cancel a previously entered header command, press $\wedge N$ to insert a blank line and enter `.he` with nothing typed after it, and press Return. The command may be entered at the top of any page. If you want the header to print on following pages, type a new header dot command and text, then press Return.

Numbering Pages in a Header

To include a page number in the header, the automatic page numbering at the bottom of the page must be omitted by entering `.op` in column 1 at the beginning of the document before the header dot command.

NOTE: You will not have to enter `.op` (omit page number) in the WordStar—Educational Version to include a page number in a header.

Page Number at Right

The following header is shown with its text at the left and the page number at the right.

| | |
|--------------|---|
| CREDIT TERMS | 3 |
|--------------|---|

To include a page number with text, the symbol `#` is typed wherever the page number is to be placed. When printing, the page number will replace the symbol `#`. Study the following illustration.

| | |
|-------------------------------|---|
| <code>.he</code> CREDIT TERMS | # |
|-------------------------------|---|

To enter a page number in a header, follow these steps:

- 1** Open the file named CREDIT.
- 2** Type `.he` in column 1.
- 3** At the top of the second page, press $\wedge N$ to insert a blank line.

- 4 Press the *spacebar* once.
- 5 Type the header text: CREDIT TERMS.
- 6 Tab and space to position the cursor where you want the page number and type #. To position the page number at the right, place the symbol in column 69 of the header. The symbol is placed in column 69 because the header takes up 4 spaces in addition to the 65 spaces set for the right margin, thus 69 spaces.
- 7 Save and print one copy of each page.

Page Number at Center

You may want to have only a page number at the top of each page, without any text. This illustration shows the header dot command that prints a page number at the center of the line.

```

      .he                                     #
  
```

To print a page number at center, study these steps:

1. Press ^N to insert a blank line.
2. Enter the symbol #.
3. Press ^OC (for Center).
4. Position the cursor at the beginning of the line by pressing ^QS or ^← .
5. Be certain Insert is turned off, then enter .he and a space.

Typing Footers

A footer is repetitive information containing special text, a page number, or some other notation printed below the text within the bottom margin. Footers can serve two purposes: (1) numbering pages and (2) drawing the reader's attention to a special message. These two purposes are illustrated here.

Footer Shown with Page Number:

Part I—Funding Recommendations

2

Footer Shown as a Special Message:

Your Business Is Our Future!

The footer command eliminates the default page number. You may continue to print the page number at center and add text with a footer dot command (.fo) as shown here.

.fo CREDIT TERMS

#

To enter a footer dot command, follow these steps:

- 1** Open the file named CREDIT.
- 2** Use ^Y to delete any previously entered header dot command.
- 3** On the second page *below* the text, type .fo in column 1.
- 4** Press the spacebar once.
- 5** Type text in all capitals: CREDIT TERMS.
- 6** Position the cursor wherever you want the page number to occur and type the page-number symbol #. Type the symbol in column 36.
- 7** Save and print one copy of each page.

NOTE:

1. When a footer command is used, no page number will print at the bottom of the page unless the page-number symbol # is included in the footer dot command.
2. Once a footer dot command is entered, it will print on every page until it is cancelled.

Cancelling a Footer

To cancel a footer dot command, press ^N and enter .fo and press Return. To

re-enter a footer dot command, press ^N and type .fo and the appropriate text, then press Return. If you cancel all footers, the automatic page numbering is restored.

NOTE: Headers and footers may contain up to three lines of information.

To define such headers and footers, use these dot commands.

| | |
|---------------------------|---------------------------|
| .he or .h1 (first header) | .fo or .f1 (first footer) |
| .h2 (second header line) | .f2 (second footer line) |
| .h3 (third header line) | .f3 (third footer line) |

Summary

Press Esc to bypass print options.

Press Return to advance to next print option.

| | |
|--|------------------------------|
| To cancel automatic page numbering | .op |
| To re-enter the numbering page default | .pn, number of page |
| To set a conditional page break | .cp, number of lines, Return |
| To set an unconditional page break | .pa, Return |
| To delete a page-break command | ^Y to delete entire line |
| To enter a header dot command | .he (space) info |
| To cancel a previously entered header | .he |
| To enter a page number in a header | .he (space) info, # |
| To enter a footer dot command | .fo (space) info |
| To enter a page number in a footer | .fo (space) info, # |
| To cancel a previously entered footer | .fo |

Appendix A

Summary of WordStar Commands

Flag Column Commands

- < Line ends with a hard carriage return, entered by user
A line ends with a soft carriage return produced by word wrap within a paragraph.
- P A new page begins below this line.
- F Line ends with a form feed produced by the ^PL command.
- ^ File ends on or above this line.
- + Text extends beyond the right edge of the screen.
- . Dot command on this line changes the onscreen format and the printout.
- : Dot command on this line changes only the printout.
- ? Dot command on this line is not recognized by WordStar.
- 1 Dot command on this line changes the onscreen format and the printout; it works best if it's placed at the beginning of a page.
- Line ends with a carriage return but without a line feed, as specified by ^P-; it will be overprinted by the next line.
- J Line ends with a line feed character produced by ^PJ instead of a carriage return.
- B Beginning block marker is in this line.
- K End block marker is in this line.

Cursor Movement Commands

- ↑ or ^E Up one line
- ↓ or ^X Down one line
- ← or ^S One letter left
- or ^D One letter right
- ^A One word left
- ^F One word right
- ^QR To beginning of file
- ^QS To beginning of current line
- ^QB To block beginning
- ^QK To block end
- ^QC To end of file
- ^QD To right end of line
- ^QP To previous cursor position
- ^QE or Home To top of screen
- ^QX or End To bottom of screen
- ^QI To page you specify

Block Commands

- ^KB Begins block mark
- ^KC Copies block
- ^KY Deletes block
- ^KK Ends block mark
- ^KH Hides/shows block mark
- ^KV Moves block to cursor position
- ^KR Copies another file to cursor position in the current file
- ^KW Writes block to a separate file

Dot Commands

| | |
|------------|---|
| .AW on/off | Turns aligning and wordwrap on/off |
| .CP N | Inserts a conditional page break |
| .FO text | Prints text as footer |
| .HE text | Prints text as header |
| .LM N | Sets left margin in column |
| .LS N | Sets spacing between lines |
| .MB N | Sets number of lines from end of text area to bottom of page |
| .MT N | Sets number of lines from top of page to beginning of text area |
| .OJ on/off | Turns justification on/off |
| .OP | Omits page numbers |
| .PA | Starts a new page at indicated line |
| .PG | Turns printing of page number on if it was turned off with .OP |
| .RM N | Sets right margin in columns |
| .RR ruler | Embeds ruler line ruler in file |
| .UL on/off | Turns underlining of space between words on and off |

Function Keys

| | | | |
|-----|-------------|-----------|--------------|
| F1 | Help | Shift F1 | Display |
| F2 | Undo | Shift F2 | Center |
| F3 | Underline | Shift F3 | Check Rest |
| F4 | Bold | Shift F4 | Check Word |
| F5 | Delete Line | Shift F5 | Delete Block |
| F6 | Delete Word | Shift F6 | Hide Block |
| F7 | Align | Shift F7 | Move Block |
| F8 | Ruler | Shift F8 | Copy Block |
| F9 | Save and | Shift F9 | Begin Block |
| F10 | Done | Shift F10 | End Block |

Insert and Delete

| | |
|------------|--|
| ^KY | Deletes a block |
| ^KJ | Deletes a file |
| ^G or Del | Deletes character at cursor |
| ^Q Del | Deletes to beginning of current line |
| ^QY | Deletes to end of current line |
| ^QT | Deletes all characters up to next occurrence you specify |
| ^T | Deletes word to right |
| ^Ins or ^V | Turns insert on/off |
| ^N | Inserts a blank line |
| ^Y | Deletes current line |

File/Disk Options

| | |
|-----|--|
| ^KL | Changes logged disk drive or directory |
| ^KO | Copies a file |
| ^KJ | Deletes a file |
| ^KP | Prints a file |
| ^KE | Renames a file |

Format Commands

| | |
|--------|---|
| ^OC | Centers text |
| ^ON | Clears tab stops |
| ^OG | Sets temporary left margin |
| ^OF | Sets ruler line from format that cursor is in |
| ^OI# N | Sets decimal tab stops |
| ^OL | Sets left margin |
| ^OS N | Sets line spacing |
| ^OR | Sets right margin |
| ^OI | Sets tab stops |
| ^B | Reforms paragraph |
| ^OX | Releases margins |
| ^OJ | Turns justification on/off |
| ^OP | Turns previewing on/off |
| ^OD | Turns display of print controls on/off |

Print Commands

| | |
|-------------|------------------------------|
| P | Prints from the Opening Menu |
| Shift PrtSc | Prints the screen |
| ^KP | Starts printing |

Print Controls

| | |
|-----|-----------------------------|
| ^PB | Boldfaces |
| ^PD | Double strikes |
| ^PO | Inserts a required space |
| ^PC | Stops printing at this spot |
| ^PS | Underlines |

Save Commands

| | |
|--------|---|
| ^KQ | Abandons editing; without saving, returns to Opening Menu |
| ^KD | Saves and exits to Opening Menu |
| ^KX | Saves, exits WordStar |
| ^KS | Saves and remains in current file |
| ^PrtSc | Saves file; displays print options |

Help Commands

| | |
|-----|----------------------------------|
| ^J | Enters help system |
| ^J? | Displays help with screen layout |
| ^J. | Displays help with dot commands |
| ^JJ | Changes the help levels |

Menus

| | |
|----|---|
| D | Displays Edit Menu, opens file |
| WS | From DOS, starts WordStar and displays Opening Menu |
| ^K | From Edit Menu, displays Block and Save Menu |
| ^O | From Edit Menu, displays Onscreen Format Menu |
| ^P | From Edit Menu, displays Print Controls Menu |
| ^Q | From Edit Menu, displays Quick Menu |

Miscellaneous Commands

| | |
|-----|--|
| ^QF | Finds a string of text |
| ^QA | Finds and replaces one string |
| ^QQ | Repeats next letter or command |
| ^U | Interrupts command; restores most recently deleted text |
| ^KN | Turns Column Mode on/off |
| ^OF | Sets Ruler Line from the format of text line that the cursor is in |

Speller Commands

| | |
|-----|--|
| ^QN | Checks spelling of word at the cursor |
| ^QO | Checks spelling of word that you enter |

Appendix B

WordStar Menus

Opening Menu

The Opening Menu appears when you start WordStar. It contains commands that allow you to start operations on files.

| O P E N I N G M E N U | |
|-----------------------|---------------------------------|
| D open a document | L change logged drive/directory |
| N open a nondocument | C protect a file |
| P print a file | E rename a file |
| M merge print a file | O copy a file |
| I index a document | Y delete a file |
| T table of contents | F turn directory off |
| X exit WordStar | Esc shorthand |
| J help | R run a DOS command |

To choose a command at the Opening Menu, type the command letter. To cancel an Opening Menu command before starting the operation, press ^U.

Edit Menu

| E D I T M E N U | | | |
|-----------------|--------------|------------|-----------------------|
| CURSOR | SCROLL | ERASE | OTHER |
| ^E up | ^U up | ^G char | ^J help |
| ^X down | ^Z down | ^T word | ^I tab |
| ^S left | ^R up screen | ^Y line | ^U turn insert off |
| ^D right | ^C down | Del char | ^B align paragraph |
| ^A word left | screen | ^U unerase | ^N split the line |
| ^F word right | | | Esc shorthand |
| | | | ^L find/replace again |

While you're editing a file, this menu is always displayed if your help level is set to 3. If your help level is other than 3, you can press ^J to display the Edit Menu, then press the Spacebar to remove the menu display. The help level determines whether or not the menu is normally displayed.

To use an Edit Menu command, hold down the Ctrl key while you press the command letter.

Block & Save Menu

| BLOCK & SAVE MENU | | | |
|------------------------|--------------------------|----------|---------------------|
| SAVE | BLOCK | | FILE |
| S save & resume edit | B mark begin | C copy | O copy P print |
| D save document | K mark end | U move | E rename |
| X save & exit WordStar | H turn display on | Y delete | J erase |
| Q quit without saving | W write to disk | M math | L logged drive/dir |
| CURSOR | N turn column mode on | | R insert a file |
| 0-9 set/remove marker | I turn column replace on | | F run a DOS command |

To see the Block & Save Menu, press **^K**. You can choose any of the commands on the menu by pressing the corresponding key. To cancel the menu without choosing a command, press the **Spacebar**.

WordStar displays the menu only if the help level is set to 2 or 3. You don't need to see the menu in order to use its commands. Just enter the three keystrokes quickly and the menu doesn't appear. If the help level is set to 0 or 1, the menu does not appear.

Onscreen Format Menu

| ONSCREEN FORMAT MENU | | |
|----------------------|--------------------------|---------------------------|
| MARGINS | TYPING | DISPLAY |
| L set left | W turn word wrap off | D turn print controls off |
| R set right | J turn right justify off | H turn hyphen help on |
| X release | E enter soft hyphen | P turn preview on |
| T turn ruler off | G temporary indent | B turn soft space dots on |
| F ruler from text | S set line spacing | TABS |
| 0 ruler to text | C center line | I set tab stop N clear |

To see the Onscreen Format Menu, press **^O**. You can choose any of the commands from the menu by pressing the corresponding key. To cancel the menu without choosing a command, press the **Spacebar**.

WordStar displays the menu only if the help level is set to 2 or 3. You don't need to see the menu in order to use its commands. Just enter the three keystrokes quickly and the menu doesn't appear. If the help level is set to 0 or 1, the menu does not appear.

Quick Menu

This menu contains quick versions of many Edit Menu commands. It also contains commands for finding and replacing and for checking spelling while editing. The commands are grouped under six headings, **CURSOR**, **FIND**, **ERASE**, **SPELL**, **SCROLL**, and **OTHER**.

| Q U I C K M E N U | | | | | |
|-------------------|--------------|----------------|--------------------|--------------|--------------|
| CURSOR | | FIND | OTHER | SPELL | |
| E upper left | P previous | F find text | U align paragraphs | L check rest | |
| X lower right | U last find | A find/replace | M math | Q repeat | N check word |
| S left side | B beg block | G char forward | ERASE | | |
| D right side | K end block | H char back | Y line to right | SCROLL | |
| R beg doc | 0-9 marker | I find page | Del line to left | W up, repeat | |
| C end doc | ? char count | (or line) | T to character | Z down | |

To see the Quick Menu, press **^Q**. You can choose any of the commands on the menu by pressing the corresponding key. To cancel the menu without choosing a command, press the **Spacebar**.

WordStar displays the menu only if the help level is set to 2 or 3. You don't need to see the menu in order to use its commands. Just enter the three keystrokes quickly and the menu doesn't appear. If the help level is set to 0 or 1, the menu does not appear.

Print Controls Menu

This menu contains commands that affect the printed document. The commands are grouped under two headings, **BEGIN & END** and **OTHER**.

| P R I N T C O N T R O L S M E N U | | | | | |
|-----------------------------------|-----------------|------------------|------------------|-------------------|--|
| BEGIN & END | | | OTHER | | |
| B bold | X strike out | H overprint char | O binding space | | |
| S underline | D double strike | ← overprint line | C print pause | | |
| U subscript | Y italics/color | F phantom space | I column tab | | |
| T superscript | K indexing | G phantom rubout | Ⓢ fixed position | | |
| | | | Q U E R custom | N normal pitch | |
| | | | L form feed | A alternate pitch | |

To see the Print Controls Menu, press **^P**. You can choose any of the commands from the menu by pressing the corresponding key. To cancel the menu without choosing a command, press the **Spacebar**.

WordStar displays the menu only if the help level is set to 2 or 3. You don't need to see the menu in order to use its commands. Just enter the three keystrokes quickly and the menu doesn't appear. If the help level is set to 0 or 1, the menu does not appear.

Appendix C

Formatting a Disk

To save your work on a floppy disk (diskette), you need to format the disk to record this data.

To Format a Disk for a Dual-Disk-Drive Unit:

1. Insert the DOS disk in Drive A.
2. Answer the A> prompt by entering: format b:
3. Press Return.
4. The screen shows the following message:
Insert new diskette for drive B:
and strike Enter when ready.
5. When the process has been completed, the screen shows the following message:
Formatting . . . Format complete
Format another (Y/N)?
6. If you answer Y for Yes, the screen instructions are repeated. Replace the disk with another disk to be formatted.
7. If you answer N for No, the DOS prompt reappears.

TIP: To save time, format several disks at a time.

Appendix D

Summary Of WordStar Default Conditions

| <i>Condition</i> | <i>Default</i> |
|---|--|
| Type style (Pitch) | 10 characters per inch |
| Line spacing | Single |
| Margins: | |
| Side margin settings | 1 and 65 |
| Right margin justification | On |
| Top margin | 3 lines (1/2 inch) |
| Bottom margin | 8 lines (1 1/3 inch) |
| Vertical lines on page (page length) | 66 lines, 6 lines per inch on 11-inch page |
| Lines of text available for use before a page break | 55 lines of text per page |
| Page break | On |
| Number of blank lines between heading line and first line of text | 2 lines |
| Number of blank lines between last line of text and footing | 2 lines |
| Automatic page numbering | On, in column 28 |
| Menus | On |
| File directory | On |
| Insert | On |
| Ruler line | On |
| Word wrap | On |
| Hyphen help | Off |
| Tabs stops | On, every fifth column |
| Print display | On |
| Help level | 3 |

Appendix E

Spelling Check

WordStar's spelling corrector goes through the file you are working on, scanning the words in it and comparing them with correctly spelled words stored in its computerized spelling dictionary. When a word is found that WordStar's spelling corrector thinks is misspelled, it displays the word on the screen and lets you decide whether to keep it, correct it, or add it in your personal dictionary.

The spelling corrector has been developed both to reduce the amount of time spent in proofreading and increase the accuracy of proofreading. Even though this spelling corrector provides you with an efficient and useful tool, it does not really read your document or understand its contents. For example, the spelling corrector cannot pick out words that are correctly spelled but incorrectly used in context, such as "to" for "too." WordStar's spelling corrector simply matches all the words in your file against all the words in its dictionary files.

WordStar's dictionary of 87,000 correctly spelled words is stored in two files: Main.Dct and Internal.Dct. The Third file, Personal.Dct, contains words that are not in the first two dictionaries. The Personal.Dct file is empty when you first use WordStar. You can store words in the personal dictionary using the Spelling Check Menu command A.

When you enter one of the spelling check commands, WordStar checks the spelling of the words in your file against all three dictionary files. WordStar's spelling corrector commands appear on the Quick Menu. These commands are explained here.

Command *Action*

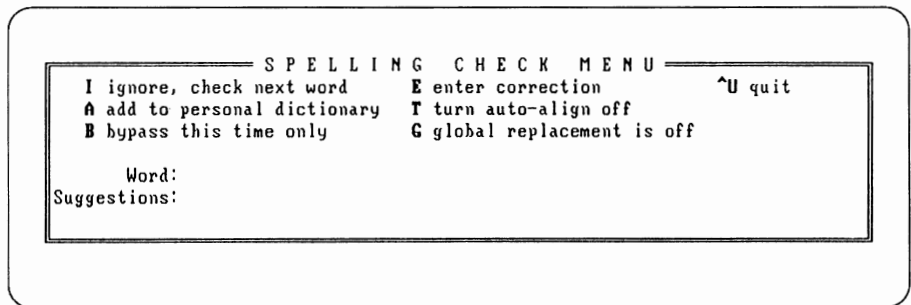
^QL Checks the spelling throughout the entire file beginning at the current cursor position. ^QL does not check words used in dot commands. Use ^U to cancel the spelling check before the end of the file. When WordStar encounters a word that is in the dictionary, it stops and displays the Spelling Check Menu, the word in question, and suggestions on how to correct it.

^QN Checks the spelling of the word at the cursor position. ^QN checks words used within dot commands. WordStar displays

the Spelling Check Menu, shows you if the word is spelled correctly, and displays suggestion.

^QO Lets you type a word and checks its spelling. The word does not have to be anywhere in your document.

A sample Spelling Check Menu is shown here.



Each command is briefly discussed here.

Command Action

- I Ignores the word and goes to the next word. Using **^QL**, the word is ignored throughout the file. Using **^QN**, the next word in the text is checked. Using **^QO**, you can type another word to check.
- A Adds the word to the personal dictionary. Once the word is added, WordStar does not stop at the word each time it appears.
- B Bypasses this occurrence of the word but stops at subsequent occurrences.
- E Enters the word that you type. The "Replace with" prompt appears. Type the corrected word and press Return. The word you type is checked next.
- T Turns auto-align off and on. The default is on. When Align is on, WordStar automatically aligns the text when it substitutes a correctly spelled word for the misspelled one.
- G Turns global replacement off and on. The default is off. When global replacement is off, WordStar replaces only this instance of the word. When global replacement is on, it affects only the word currently correct; it is automatically turned off and the next word checked. When global replacement is on, WordStar replaces all occurrences of the word in the file with the correct word you choose.

The word being checked appears below the Spelling Check Menu options along with suggestions of correct spellings.

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