

WordStar^(R)

in

10 Easy Lessons

or

A Step-by-Step Manual of Procedures

for the

Complete Idiot Menon

9i
bE nⁿ R

Plus

Useful CP/M^(R) Commands

And Some Basics

on

MailMerge^(R)

and

SpellGuard^(R)

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making technology uncomplicated ... for People

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INTRODUCTION

The major drawback of WordStar, one of the most powerful word processing programs on the market for microcomputers, is that it is intimidating. It may appear to be extremely complex, but it is easy to learn.

Once the basics are understood, an unskilled person can produce, in a short period of time, documents or letters in a short period of time that will be the envy of any skilled typist using outmoded equipment such as an electronic typewriter.

As with any skill, proficiency is developed by practice -- the more you do, the more you understand. The end result is you can produce better looking documents and more quickly.

This manual should not be construed as exhaustive in covering the workings of WordStar. We will touch on most of the WordStar commands, so that you are at least familiar with them. Because of its power and versatility, WordStar is limited only (almost) by the user's imagination.

Additionally, we will cover several utility programs which work in conjunction with WordStar and a few CP/M commands which are useful to the user.

This manual starts with these assumptions:

WordStar has been installed and is working properly; someone with computer experience has shown you how to put diskettes in the drives and turn on the computer, and you have a desire to learn either because you realize that this new skill will make you more competitive in the job market or the boss sat you down and said, "Learn this." (Or, you may be out competing in the job market.)

We have two basic rules to follow:

Don't be intimidated. The computer may be a highly sophisticated piece of electronic wizardry filled with the latest in technological advances in integrated circuit chips, but it can recognize only two symbols (+ or -, 0 or 1.) Programmers are pretty smart, though, because they know how to manipulate the computer.

You are in control.

This manual is divided into 13 sessions, 10 dealing directly with WordStar, and each following this basic outline:

1. Brief introduction of what is to be covered in the session.
2. New terms defined
3. List of new commands
4. Explanations of each command and suggestions or exercises.

Our intention in any one session is not to dump a lot of information just for the sake of dumping information. In some areas, directions will be somewhat arbitrary and the explanation "why" will be given later. As example, in Session 1, we give you the name of a file to enter. The hows and whys of naming files are covered partially in Session 2 and continued in Session 4.

We have tried to divide the manual into logical sections to keep each session in the 30 to 45 minute range, but this is sometimes difficult. And, in a few instances we have thrown in an odd command or two because it was the only place to put them.

Where ever possible, screen displays are indented so they can be recognized as screen displays.

Because different terminals operate in different manners, the user of this manual must be aware that some operations may be slightly different. For example, the terminal used in the production of this manual displays menus and blocks in reverse video. Other terminals will show these at half-intensity or they may be displayed the same as regular text. If, after you get started and this is confusing, ask for help from someone familiar with the program, the person who installed WordStar or your friendly dealer. We tried to catch all references to this possible problem, but we may have missed a few.

Also note that we have attempted not to break pages in the middle or displays or paragraphs and occasionally we have duplicated displays. We do this intentionally, not to make the manual longer, but to eliminate as much confusion as possible and to keep flipping from one section of the manual to another to a minimum. And, we may have adjusted text to make sections start on odd-numbered pages. This is to eliminate the need to say, "This page left blank intentionally." We see this from time to time in manuals and we interpret this as, "We couldn't think of anything else clever to say, so the rest of this page is blank."

Do not believe that this manual describes the "only" way or the "best" way of using WordStar. We can only say that what we present here works. Find a way of utilizing WordStar that is comfortable for you.

This manual does not contain a reference sheet. The MicroPro people put out a very attractive reference card which is available from your dealer for a nominal charge.

This manual was produced entirely with WordStar. Our equipment includes an MDZ Computer, Zenith Z-19 terminal and an NEC 7710 Spinwriter. We used Documate/Plus by Orthocode Corp. to produce the table of contents and the index.

FAMILIARIZATION

1.1 Introduction

In learning any skill, one starts with the basics. This first session will deal with definition of terms used in this manual, a look at the keyboard for its peculiarities and a look at the Help Menus.

1.2 Definition of Terms

The following terms are used in this manual:

Block -- A group of letters, words, sentences, paragraphs or pages. In WordStar, all blocks must have a beginning mark and an ending mark. When the marks are in place, the blocks may be displayed in reverse video on some terminals, half-intensity on others, or as regular text on a few.

Control Keys -- Pressing the CTRL and another key or keys will cause the WordStar program to do certain things such as move the cursor in one direction or another, insert or delete spaces, etc. May appear in manuals as ^A, ^PB, and so on. You must hold the CTRL key down while pressing the other key or keys

Cursor -- The white rectangular dot that blinks or stares at you when you are trying to think. It indicates the position on the screen and in the document. The cursor also may appear as an underline.

Default -- The user may control such functions as margins, page numbering and so on. If the user does not specify the parameters, in most cases WordStar will. What WordStar supplies is called the defaults or default values. For example, the standard default for text editing is page length, 66 lines; lines of text, 55; left margin 10; width of text 65 spaces, top margin, 3 lines, bottom margin, 8 lines. If the user does not want these values, he must specify the values he wants.

Directory -- A list of files on a diskette or hard disk.

Document -- A letter, document or text. Also called a document file.

File -- A specific a group of data identified by a name or tag, and in this manual can be either a document file or a command file.

Menu -- A list of procedures from which you select the one that will do the job you want done. In WordStar's case, it is called the No-File Menu.

Mode -- A particular function or operation that can be turned off or on such as the "Insert Mode."

Read -- To recall from a file; to read from one file and copy it into the document on which you are working.

Save -- To direct WordStar to record data under the file name the document or file was started so that document or file can be recalled for further editing or printing.

Text -- That which is being entered or edited.

Toggle -- To turn off or on.

Word Processing -- Electronic transcription and editing of text or data, utilizing a terminal with a screen for viewing, and recording that text or data on a magnetic medium which is then used to reproduce that information as many times as needed on paper.

Write -- In this manual, write means to record, such as information on a diskette.

1.3 Look at the Keyboard

The terminal keyboard looks like that of a standard typewriter with extra junk added, but it was designed for marginally literate programmers who use capital letters and numbers almost exclusively. Once you get familiar to the terminal keyboard, the typewriter then becomes more difficult to use.

These keys should be noted in particular:

Control when pressed with another key gives WordStar commands. It is kind of like another shift key.

Caps Lock, on some terminals, when pressed will lock and give all capital letters and you still get the numbers. When wanting special characters such as !, @, # and so on, you must still press shift. When the caps lock is down, you must press it again to release it. On other terminals, the caps lock works like a conventional typewriter. Check your's to see how it works.

Repeat when used with another key will cause that character or key to be repeated until the repeat key is released. The repeat key on the Zenith Z-19 terminal manages to get under your finger when reaching for the right shift key, generally when you are in a hurry. Some terminals don't have a repeat key, but any key when held down for a second or so will start repeating.

Escape will get you out of places where the program has stopped because of an invalid WordStar command such as trying to move a block that has not been defined properly, or trying to invoke SpellStar when it isn't on the disk.

Return inserts a hard carriage return and another line, if in the insert mode, and moves the cursor down a line. Sometimes call Enter.

Delete will move the cursor back one space and erase whatever was in that space.

Back Space moves the cursor back one space but it doesn't erase anything.

1.4 Starting up WordStar

If working with a floppy disk, the program disk is in Drive A or 1; turn the computer on or flick the reset switch. This loads the operating system prompt which ends this process with an A> sign. You can go no further until you get this sign.

If operating on a hard disk, we assume someone has shown you how to get this far.

Enter WS (or the designation given. If in doubt, consult the man who did the installation) as follows:

A>WS

Press Return. The program will take you through a brief message and quick information, and after a moment, the WordStar No-File Menu will appear. Depending upon the terminal, the menu may be in reverse video.

1.5 The No-File Menu

Everything starts from the System or No-File Menu which appears as follows:

```

                editing no file
                <<<NO-FILE MENU>>>
  ---Preliminary Commands ---  ---File Commands---  ---System Commands---
    L Change Logged Disk Drive      P Print a file      R Run a program
    F File directory off ON          E Rename a file    X Exit to system
    H Set help level                 O Copy a file
  ---Commands to open a file---  Y Delete a file    ---WordStar Options---
    D Open a document file           M Run MailMerge
    N Open a non-document file       S Run SpellStar
    
```

A brief description of each option follows. We will give a detailed description of how most of these options work in later sessions.

L for Change Logged Disk Drive -- WordStar always comes up in logged disk drive A:, but this command will let you change this.

F for File Directory Off (ON) -- When WordStar first comes up, the directory is on or showing. You can make it disappear by pressing F; reappear by pressing F again. File directory ON requires more of the computer's time than file directory OFF.

H for Set Help Level -- Do it now or wait until you start on a document. You can eliminate the help menu through this option, which you will not want to do for a while. Later, you can eliminate the main menu to get more screen space for editing and the less help you require, the faster the program operates.

D for Open a Document File -- Starting a new document or editing an existing document file starts from this point.

N for Open a Non-Document File -- Essentially the same as D but the status line tells you the number of bytes from the beginning and it doesn't do automatic paging and a few other things. This command is used in MailMerge or by programmers.

R for Run a Program -- This lets you do a STAT to see how much room is left on a disk and some other procedures without going back to the operating system.

X for Exit to System -- You may want to go back to the operating system for some functions. This saves rebooting the computer.

P for Print a File -- The second most used option from the WordStar Menu. When you are ready to print, press P.

R for Rename a File -- Particularly useful when you want to look at a file with the extension .BAK since WordStar won't let you call up a backup file until it is renamed. More detail on this option will be included later.

O for Copy a File -- This option is convenient in copying important files to another name for one reason or another or to another data disk for later use.

Y for Delete a File -- Useful for housekeeping and you use it to erase unwanted files from a data disk.

M for Merge-print a File -- An add-on accessory or utility program for WordStar, MailMerge lets you do neat things such as nest one or several documents within another document, merge names with letters and so on.

S for SpellStar -- Another add-on program which will help you spot typographical errors and misspelled words. At this point, this is all that is said about SpellStar.

1.6 The Help Menus

Now that you have the No File Menu on the screen, let's take a quick look at the help menus. We're only going to look at this point so that we can have an idea of the help available through WordStar. We have reproduced the screen displays but explanations or instructions will be kept to a minimum.

Press D. To the prompt enter name, enter SAMPLE and press Return. The Main Menu menu will appear on the screen as follows:

1.6.1 Main Menu

```

B: SAMPLE PAGE 1 LINE 1 COL 1          INSERT ON
      <<<      M A I N  M E N U  >>>
--Cursor Movement-- | -Delete- | -Miscellaneous- | -Other Menus-
^S char left ^D char right | ^ char | ^I Tab ^B Reform | (from Main only)
^A word left ^F word right | DEL chr lf|^V INSERT ON/OFF | ^J Help ^K Block
^E line up ^X line down | ^T word rt|^L Find/Replace again|^Q Quick^P Print
* * Scrolling * * | ^Y line | RETURN End paragraph | ^O Onscreen
^Z line up ^W line down | | ^N Insert a Return |
^C screen up ^R screen down| | ^U Stop a command |
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
H
    
```

This menu remains on the screen at Help Level 3 and contains the basic cursor movements, the basic delete commands, and some other miscellaneous commands. As you explore other menus, you will return to this menu before going to the next. To see additional menus, press and hold the Control Key down and then press K. This is referred to later as ^K. Use the same process to see other menus.

1.6.2 Block Menu ^K

The Block Menu contains commands for saving files, block operations and file operations. Starting from the Main Menu, press the Control Key down and press K (^K). The Block Menu will be displayed as follows:

```

B: SAMPLE PAGE 1 LINE 1 COL 1          INSERT ON
      <<<      B L O C K  M E N U  >>>
-Saving Files- | -Block Operations- | -File Operations- | -Other Menus-
S Save & Resume | B Begin K End | R Read P Print | (from Main only)
D Save--Done | H Hide / Display | O Copy E Rename | ^J Help ^K Block
X Save & exit | C Copy Y Delete| J Delete | ^Q Quick^P Print
Q Abandon file | V Move W Write | -Disk Operations- | ^O Onscreen
-Place Markers- | N Column on (OFF) | L Change logged disk| Space Bar returns
  0-9 set/hide 0/9 | | D Directory on (OFF) | you to Main Menu
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
H
    
```

At this point, press the space bar to return to the Main Menu.

1.6.3 Quick Menu ^Q

Advanced cursor movements and deletes, as well as the Find and Replace commands are found in the Quick Menu. With the Main Menu on the screen, press ^Q. The following will be displayed:

```

      B: SAMPLE PAGE 1 LINE 1 COL 01          INSERT ON
            <<<      Q U I C K   M E N U   >>>
  ---Cursor Movement--- | -Delete- | ---Miscellaneous--- | ---Other Menus---
S left side  D right side |Y Line  rt|F Find text in File | (from Main only)
E top scrn   X bottom scrn |DEL lin lf|A Find & Replace   |^J Help ^K Block
R top file   C end file     |           |L Find Misspelling  |^Q Quick^P Print
B to block   K end block    |           |Q Repeat command or|^O Onscreen
0-9 marker   Z up    W down |           | key until space |Space Bar returns
P previous   V last Find or Block | bar or other key |you to Main Menu
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R

```

Tap the space bar to return to the Main Menu.

1.6.4 Print Menu ^P

To see the Print Menu, which contain special effects and printer commands, start from the Main Menu and press ^P. The following will be displayed:

```

      B: SAMPLE PAGE 1 LINE 1 COL 01          INSERT ON
            <<<      P R I N T   M E N U   >>>
  ----- Special Effects ----- | -Printing Changes- | ---Other Menus---
(begin and end) | (one time each) | A Alternate pitch | (from Main only)
B Bold D Double | H Overprint char | N Standard pitch  |^J Help ^K Block
S Underscore    | O Non-break space | C Printing Pause  |^Q Quick^P Print
X Strikeout     | P Phantom space   | Y Other Ribbon Color|^O Onscreen
V Subscript     | G Phantom rubout  | ---User Patches--- |Space Bar returns
T Superscript   | RET Overprint line | Q(1) W(2) E(3) R(4) |you to Main Menu
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R

```

To return to the Main Menu, press the space bar.

1.6.5 Onscreen Menu ^O

Commands for setting margins and tabs, as well as turning off and on some of the features of WordStar are continue in the Onscreen Menu. To see this help menu, start from the Main Menu and press ^O. The following will be displayed:

```

B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
      <<< O N S C R E E N  M E N U  >>>
-Margins & Tabs- | -Line Functions- | --More Toggles-- | --Other Menus--
L Set left margin | C Center text      | J Justify off (ON) | (from Main only)
R Set right margin | S Set line spacing | V Vari-Tabs off (ON) | ^J Help ^K Block
X Release margins | | | H Hyph-help off (ON) | ^Q Quick ^P Print
I Set N Clear tab | --Toggles-- | E Soft hyph on (OFF) | ^O Onscreen
G Paragraph tab | W Wr d wrap off (ON) | D Prnt disp off (ON) | Space Bar returns
F Ruler from line | T Rlr line off (ON) | P Pge break off (ON) | you to Main Menu
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
E
    
```

To return to the Main Menu, press the space bar.

1.6.6 Help Menus, Master Help ^J

The Help Menu has within it, a number of submenus, each reached by pressing an additional letter. To see the master Help Menu, press ^J and the following will be displayed:

```

^J      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
      <<<      H E L P  M E N U      >>>
      | | |
H Display & set the help level | S Status line | | --Other Menus--
B Paragraph reform (CONTROL-B) | R Ruler line  | | (from Main only)
F Flags in right-most column  | M Margins & Tabs | | ^J Help ^K Block
D Dot Commands, print controls | P Place markers | | ^Q Quick ^P Print
      | V Moving text | | ^O Onscreen
      | | | Space Bar returns
      | | | You to Main Menu
L----!----!----!----!----!----!----!----!----!----!----!----!----!----!----!----!----R
E
    
```

From this point, select a letter from the menu. Each subsection dealing with that subject will be displayed. Some subsections will have additional screen displays. Follow the instructions as they are given at the bottom of the display.

1.6.6.1 Set Help Level ^JH

The Set Help Level Menu gives an explanation of the levels of help, from 3, the most, to 0, the least. To see this menu and/or set the help level, press ^JH. The following will be displayed:

```

^JH      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON

HELP LEVELS
  3 all menus and explanations displayed
  2 main editing menu (1-control-char commands) suppressed
  1 prefix menus (2-character commands) also suppressed
  0 command explanations (including this) also suppressed
CURRENT HELP LEVEL IS 3
ENTER Space OR NEW HELP LEVEL (0, 1, 2, OR 3):
L----!----!----!----!----!----!----!----!----!----!----!----!----!----!----!----!----R
E
    
```

WordStar comes up at Help Level 3. The less help required, the faster the program will operate.

1.6.6.2 Paragraph Reform ^JB

This menu has three submenus. Follow the instructions on the screen:

```
^JB      B: SAMPLE PAGE 1 LINE 1 COL 01          INSERT ON
          ***** PARAGRAPH REFORM (^B)      *****
```

- To realign margins of a paragraph after corrections, place cursor at beginning of paragraph and type ^B.
 - To change margins of paragraph already entered, set margins (^OL, ^OR)), place cursor at paragraph beginning, type ^B.
 - To change between justified and ragged right, or change line spacing, set desired justification (^OJ) & line spacing (^OS), place cursor at paragraph beginning, and type ^B.
 - To obtain WordStar's help in hyphenating long words, place cursor at beginning of paragraph and type ^B.
- press space bar for more:

```
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
#
```

```
^JB      B: SAMPLE PAGE 1 LINE 1 COL 01          INSERT ON
^B reforms lines to end of paragraph as indicated by "hard"
  carriage return (< in rightmost column).
Thus, it is important not to use RETURN between line spacing
  within a paragraph when entering text.
^B may be used to form hanging indents, change margins in
  mid-paragraph, etc. The exact rule is:
  " ^B " starts on the cursor line, at the left margin col-
  umn, or at the cursor position, whichever is farther
  left, and proceeds to the next 'hard' carriage return.
                                     press space bar:
```

```
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
#
```

```
^JB      B: SAMPLE PAGE 1 LINE 1 COL 01          INSERT ON
^B will occasionally stop before the end of a paragraph
  and ask you whether you wish a word hyphenated.
Following the instructions that appear on the screen, move
  the cursor if desired to adjust the hyphen position,
  then press "-" to hyphenate, or ^B to not hyphenate.
To turn off "hyphen-help", type ^OH
                                     press space bar:
```

```
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
#
```

1.6.6.3 Flag Characters ^JF

This menu gives an explanation of the characters seen in the right-most column. This has two screen displays.

```

^JF      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
***** FLAG CHARACTERS (rightmost column of screen) *****
<      line end in "hard" carriage return, entered by user
space   this line break arose from word wrap or paragraph
        reform, and may moved on subsequent reform
+      this line of document continues on next screen line
-      next line will overprint this line
?      unrecognized or incomplete dot command
M      Merge-Print (optional feature) dot command
P      page break
:      this screen line is before beginning of document
.      after end of document                                press space bar:
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
E
    
```

1.6.6.4 Dot Commands-Print Controls ^JD

A list of all of the dot command and an explanation of the print characters is provided through this series of six menus. Tap the space bar to move from one section to the next.

```

^JD      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
***** Print Directives *****
PRINT CONTROL CHARACTERS may be entered anywhere in a line
to invoke underlining, boldface, subscripts, pauses, etc.
They are entered by typing ^P and a letter. A directory
of most print controls is given on the ^P PREFIX MENU;
see manual for more.
DOT COMMANDS are special lines beginning with a period and
a two-letter code. They control page breaks, headings,
page numbering, page layout, etc. Dot commands are
typed in like other text.
Spacebar for DOT COMMAND SUMMARY, ^U to return to editing:
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
E
    
```

```

^JD      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
***** Dot Commands *****
PUT EACH DOT COMMAND ON SEPARATE LINE, WITH . IN COL 1
.PA     new Page
.CP n   new page if less than n lines left on this page
.OP     Omit Page numbers when printing, starting this page
.PN     print Page Numbers, starting this page          (default)
.PN n   set Page Number to n, print page numbers
.PC n   Page number Column (default 33 (30 if 64-col screen))
.PO n   Page Offset: extra indent when printed          (default 8)
..text  comment, not printed
        press space bar for next frame:
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
E
    
```

```

^JD      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
.HE text  HEADING used until next .HE                (default blank)
.FO text  FOOTING      (replaces page number)        (blank)
.PL n     Paper Length: total number of lines        (default 66)
.MT n     Margin at Top: # lines, top paper to text  (3)
.MB n     Margin at Bottom: # lines, end text to end paper (8)
          # lines text on page is PL - MT - MB (defaults to 55)
.HM n     Heading Margin: blank lines, text to heading (2)
.FM n     Footing Margin: blank lines, text to footing (2)
          FOR PAGE BREAKS TO DISPLAY AS THEY WILL PRINT , USE
          .PL, .MT, .MB, AND LH (next frame) AT FILE BEGINNING ONLY.
          Depress space bar for next frame:
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
H
    
```

```

^JD      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
          THE FOLLOWING WORK WITH INCREMENTAL PRINTERS:
.LH n     Line Height in 48ths of an inch            (default 8)
.CW n     Character Width in 120ths of an inch, for standard or
          alternate pitch, whichever is in use (see ^P menu).
          (default 12 for standard, 10 for alternate)
.SR n     Subscript / Superscript Roll in 48ths of a inch (3)
.UJ OFF/ON "MicroJustification" on/off (default on)
          Use insure that printed column alignment exactly
          matches screen, e.g. for tabular material:
          Put .UJ OFF before table, put .UJ ON after table.
          Space for next frame, ^U to return to editing:
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
H
    
```

```

^JD      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
          SPECIAL CHARACTERS in HEADINGS (.HE) and FOOTINGS (.FO):
          # prints as current page number
          \ do not interpret next character as a special character
          ^K do not print following spaces if on even-numbered page
          PAGE NUMBER POSITIONING: If a footing text is specified (.FO
          dot command), the default bottom center page number is not
          printed. Use a # in heading or footing to position page
          number where desired. ^K followed by spaces followed by #
          may be used to produce alternating left/right page numbers.
          Space for next frame, ^U to return to editing:
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
H
    
```

```

^JD      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
          ***** Merge-Print Dot Commands *****
.DF filename          specify Data File for .RV
.RV name,name,name,... Read Variable values from data file
.AV "prompt",name     Ask operator for Variable value
  &name&              anywhere in doc't prints as variable value.
  variable names are letter then 0-39 letters, digits, -'s.
.FI file name        Insert document File
See manual for details and additional commands. Merge-Print
is an optional feature, operational only if MAILMRGE.OVR is
on your diskette.   Press any key to return to editing:
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
E
    
```

1.6.6.5 Ruler Line ^JR

The menu for adjusting the ruler line is reached from the Help Menu by pressing R. The following will be displayed:

```

^JR      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
          ***** RULER LINE *****
L-----!-----!-----!-----!-----!-----!-----!-----!-----R

L  Left margin (set with ^OL)
R  Right margin (set with ^OR)
!  regular tab stop (set with ^OI, clear with ^ON)
#  decimal tab stop (set with ^OI, clear with ^ON)
-  other positions between margins
    
```

press space bar after reading:

```

L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
E
    
```

1.6.6.6 Block Move ^JV

The Help Menu containing instructions for defining, moving and copying blocks is reached by pressing V. The following will be displayed:

```

^JV      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
          ***** TO MOVE A BLOCK OF TEXT *****
1. Put cursor on first character, type ^KB to mark start.
2. Put cursor after last character, type ^KK to mark end
   (for end line, use start next line to include RETURN).
3. Put cursor at destination, type ^KV to move the text,
   or ^KC to make a duplicate copy.
To undisplay markers afterwards, use ^KH.
^KB and ^KK may be entered in either order, with or without
other intervening commands.
All above commands are on ^K menu.   press space bar:
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
E
    
```

1.6.6.7 Status Line ^JS

Explanation of the status line, the top line on the screen, for both the document and non-document mode is as follows:

```

^JS      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
        ***** STATUS LINE (top line of screen) *****
^JS      at left end of line is command now executing
A:NAME.TYP is the name of the file you are now editing
PAGE n    is page number of cursor (disregard .PN's)
LINE n    is printout line on page of cursor position
COL n     is printout column on line of cursor position
INSERT ON shows if character insertion is on (^V command)
MAR REL   shows if margins are released (^OX command)
decimal   shows during decimal tabbing
LINE SPACING n shows if line spacing is not 1 (^OS command)
PRINT PAUSE shows if printer is stopped (^KP to resume)
when WAIT appears, stop typing                press space bar:
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R

```

```

^JS      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
        If page break display is OFF (^OP command) or edit
        was started with N command, then Status Line shows
        FC=nnnn FL=nnnn in place of PAGE n LINE n .

FC=nnnn   cursor position in characters (bytes) from
           beginning of file

FL=nnnn   cursor position in file lines from beginning
           of file, including dot command lines

```

```

                                           press space bar:
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R

```

1.6.6.8 Place Markers ^JP

How to set, find and high markers is given in this menu. Press P and the following will be displayed"

```

^JP      B: SAMPLE PAGE 1 LINE 1 COL 01                INSERT ON
        ***** PLACE MARKERS *****

Up to 10 place markers, identified by numbers (n) 0-9,
may be set in a file while the file is being edited.
To set place marker n at the cursor position: type ^Kn
<n> will display to indicate the marker position.
To return the cursor to place marker n: type ^Qn any
during the same edit.
To remove the <n> from the display: type ^Kn when the
cursor is already at the marker position.
                                           press space bar:
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R

```

1.6.6.9 Margins ^JP

Instructions for setting margins can be found in this set of submenus, along with instructions for setting tabs and helpful hints on setting up a columnar table and an outline. Press ^JM, and the following will be displayed

```
^JM      B: SAMPLE PAGE 1 LINE 1 COL 01          INSERT ON
          ***** MARGINS *****
```

To set left margin: Type ^OL. WordStar will ask for column. Type desired column number 1-240 and press Return. Or, to use column of cursor in file, just press ESCAPE. To set right margin: type ^OR, proceed as above. To set both margins to match text in a line already entered: place cursor in that line, type ^OF. To temporarily set left margin to next tab stop: type ^OG Margins apply to text subsequently entered. To remarginate text already entered: set margins and use ^B. press spacebar after reading:

```
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
E
```

```
^JM      B: SAMPLE PAGE 1 LINE 1 COL 01          INSERT ON
          ***** LINE SPACING AND JUSTIFICATION *****
```

To set LINE SPACING: TYPE ^OS. WordStar will ask for line spacing. Enter a digit 1 thru 9 To turn justification off (for ragged right format). or to turn justification back on: type ^OJ. Line spacing and justification settings apply to text subsequently entered; they may be applied to previously entered text with the paragraph reform command (^B). press spacebar for "Tab Stops":

```
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
E
```

```
^JM      B: SAMPLE PAGE 1 LINE 1 COL 01          INSERT ON
          ***** TAB STOPS *****
```

To set a tab: type ^OI. WordStar will ask for a column number. Type column number and press Return. Or, to use cursor column, press the ESCAPE key. To set a decimal tab stop, type "#" before typing column number or pressing ESCAPE. To clear a tab stop or all tab stops: type ^ON. To tab: type ^I, or press TAB key if present. Tabbing inserts spaces to next tab stop if insertion (^V) is on. Tabbing advances cursor over text if insertion is off. press space bar:

```
L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
E
```

^JM B: SAMPLE PAGE 1 LINE 1 COL 01 INSERT ON
 ENTERING A COLUMNAR TABLE -- We Suggest:

Set a tab stop for each column of table.
 Clear all other tab stops.
 If not at end file, turn on insertion (^V),
 or use ^N to make blank lines.
 Tab (^I) after entering each table item. After last column
 on a line, tabbing will move to first item on next line.
 space bar:

L----!----!----!----!----!----!----!----!----!----!-----R
 H

^JM B: SAMPLE PAGE 1 LINE 1 COL 01 INSERT ON
 OUTLINE FORMAT TEXT ENTRY -- We Suggest:

Set a tab stops at desired indentions.
 Set right margin as desired.
 For each item:
 Type ^OG's as required for item number identification.
 Type item number.
 Type ^OG.
 Type text of item, without using RETURN.
 At end of item, press RETURN. Left margin resets.
 Press RETURN again if blank line is desired.

press space bar:
 L----!----!----!----!----!----!----!----!----!----!-----R
 H

After you are through looking, press and hold the CTRL key down.
 and then press K and then Q (^KD.) This is the command to
 abandon the editing. If it asks if you want to abandon, press Y
 for Yes.

Always go back to the No-File Menu before turning the computer
 off.

BASIC BASICS

2.1 Introduction

We will start entering text in this session, go through the basic cursor movements, write a simple letter and print that letter.

2.2 New Terms:

Dot Command -- Commands preceeded by a period (.) in Column 1 (even if you are indenting, it must be in Column 1) which instruct WordStar to perform a specific task.

Justification -- The alignment of the left and right-hand margins. Non-justified means that the right-hand margin is not lined up.

Word Wrap -- A mode in which a word as it goes over the right-hand margin automatically is moved to the next line

2.3 New Commands:

From the No-File Menu

D for Open a Document File to create a new document or edit
an existing document
P for Print a file
X for exit to operating system

Cursor Movements and Deletes

^S character left	DEL delete back a space
^A word left	^T delete next space, word
^D character right	^KS save and continue editing
^F word right	^KD save and return to No-File Menu
^E line up	^KX save and exit to operating system
^X line down	

2.4 Let's Get Cracking

Your computer is turned on and the system operating prompt telling you all is well to this point is on the screen as follows:

A>

Enter WS (or what ever the programmer or dealer set up as the file name for invoking WordStar) and press Return. You should see a brief message giving the WordStar serial number and how your system is configured. (You may need to know this information later, but don't worry about it now.)

2.5 Status Line

Look at the very top line, called the status line which lets you know where you (meaning the cursor) are at all times. Starting from the left, the status line tells you the name of the document and what drive it is on (or will be, if this is a new documents,) page number, line number and column position.

The status line also will tell you when the Insert Mode is on (if it says nothing the Insert Mode is off) and from time to time it may give other information such as margin release in effect or WAIT, while WordStar writes to the data disk.

While we're at it, look at the far right hand side of the screen. At this point, it contains only periods. The following characters can appear in this column and their designations:

<	line end in "hard" carriage return, entered by user
space	this line break arose from word wrap or paragraph reform, and may moved on subsequent reform
+	this line of document continues on next screen line
-	next line will overprint this line
?	unrecognized or incomplete dot command
M	Merge-Print (optional feature) dot command
P	page break
:	this screen line is before beginning of document
.	after end of document

Now type in the following, but if you make a few typos, don't worry about it. DO NOT PRESS RETURN AT THE END OF THE LINE AND DO NOT PRESS RETURN AFTER THE LAST PERIOD. As you enter the next few lines, do watch what happens at the end of the line.

This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. What you do with the letter depends on you.■

As you came to the end of the line, you saw that as a word extended beyond the right margin, it jumped to the next line. This is called **Word Wrap**. And, the line appeared to space itself out. This is called **Justification**.

The cursor (marked in the manual as a black rectangle) should be blinking (or just sitting there) just after the period.

2.6 Importance of Saving

Before you do anything else, find the CTRL key. Hold it down and press K and then S (^KS.) WordStar will display in the status line: SAVING B:EXERCISE.

After a moment, the saving prompt will disappear, the Main Menu will reappear and the cursor will be in Line 1, Column 1. You should see right below the status line the message:

TO RETURN CURSOR TO POSITION BEFORE SAVE,
TYPE ^QP BEFORE TYPING ANYTHING ELSE.

Hold the CTRL key down and press Q and then P. The cursor should be right where it was before we saved. I used the ^QP command only with the ^KS command for many months before someone pointed out to me that it works after any cursor move command.

Our document file, EXERCISE, is now saved out on the disk in Drive B or 2. We are firm believers in frequent saves. It only takes a moment or two, if your document is not too long, and once it is saved, you can always return to the document. The more difficult the document, the more frequently we save.

2.7 Basic Cursor Movements

Hold the CTRL key down while you press the A (^A) four times. The cursor should jump back four times to the beginning of each word and be in the following position:

This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. What you do with the letter depends on you.

With the control key down, press S (^S) a number of times. Notice that it backs the cursor up a character at a time. With a combination of ^A's and ^S's, go to the beginning of the last line as follows:

This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. What you do with the letter depends on you.

Now do a ^D and watch the cursor move forward a letter at a time. Do a ^F and watch the cursor move forward a word at a time. Do it until you come to the end of the line. The cursor should be as follows:

This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. What you do with the letter depends on you.

Next, do a ^E three times. The cursor should be about here:

This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. What you do with the letter depends on you.

Now, do a ^X three times, the cursor should be in this position:

This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. What you do with the letter depends on you.■

Now press the Delete key six times. The cursor should be in this position:

This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. What you do with the letter depends ■

Do a ^A until you get to the first of the last line and do a series of ^G's. You will end up with this:

This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. ■with the letter depends on you.

The cursor is now at the beginning of the line. Do a series of ^T's and you will get this:

This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. ■

Do a ^X three times to get to the beginning of the first line and do a series of ^Y's. Now you should have nothing on the screen except the help menu.

Now, abandon the editing with a ^KQ. If you want to see the document as it was, you can recall it with the same process. It is exactly as it was when we saved it the first time. If you do recall the file, do another ^KQ and get back to the No-File Menu.

At this point, you can enter text and move the cursor around the screen so that you can, if necessary, make corrections or change the text.

2.8 Take a Letter

Next, enter this letter (or make one up yourself -- just keep it short and simple because we don't want to get too involved.) Press D from the No-File Menu and to the name of the file, enter B:LETTER.

We are going to start with a dot command, in this case, .op which means omit page numbers. The period or dot must be in Column 1, even if you are indenting. When a dot is entered in column 1, a question mark will appear at the far right hand side of the screen and remain there until a legal command is entered.

Which brings to mind a little problem with dot commands. Some day you will print out a document and find a line missing. When you check the file it will be on the screen. (My problem was a line that read something like ".003 extension. It wouldn't print.) You have one of several alternatives. Rewrite the sentence so that the period no longer is in Column 1 or move the period over to Column 2.

.op
Nov. 6, 1981

Jane Parker
1234 Street Number
Any Where, State 99999

Dear Jane:

Look at this. I am using a computer and WordStar to write a letter. I would like to say more, but the idiot author of this manual said keep it short and simple.

Sincerely,

If you want to make any corrections or changes, do it now using the basic control movements. When you are satisfied, we want to save this on the disk so that we can print it out.

To save, press ^KD (press the CTRL key down and press a K and then a D.) At the top of the screen, you will see "Saving B:LETTER" and the program will take you back to the No-File Menu.

Now press P and the next prompt will be

NAME OF FILE TO PRINT?

Enter B:LETTER and press the ESCape key. The No-File Menu will show at the P Print area "P STOP PRINT." If your printer is turned on and is on line, your letter will be printed out.

Before we stop, press X from the No-File Menu and in a moment you will see the system prompt:

A>

We feel it is essential to get in the habit of going to the No-File Menu at least before turning off the computer. This habit becomes increasingly important when working with a multi-user system.

One more command before we quit. You can use ^KX which will save the document you are working on and then exit to the operating system. If nothing else, this saves a step.

MORE BASICS

3.1 Introduction

In this session you will learn more cursor control commands so that you can move from one place in a document to another more quickly. Also, we are going to change from one logged disk drive to another. We are going to learn how to name files so that we can find those documents more easily.

3.2 New Terms

Logged Disk Drive -- CP/M is so designed that when the computer is turned on, the operating system automatically goes to Logged Disk A. You also can have Drive B with a dual drive floppy disk system and C, D and E or F if you have multiple drives or you are using a hard disk operating system.

Hyphen Help -- A function of WordStar which aids in the hyphenation of words.

3.3 New Commands

From the No-File Menu

L for Change Logged Disk Drive

Commands

- ^QD move cursor to end of line right
- ^QS move cursor to end of line left
- ^QE move cursor to top of screen
- ^QX move cursor to bottom of screen
- ^QY delete to end of line right
- ^Q DEL delete to end of line left
- ^R move screenfull of text up
- ^C move screenfull of text down
- ^QR move to beginning of document
- ^QC move to end of document
- ^U panic key to stop WordStar operation

3.4 Change Logged Disk Drive

Your computer system has been turned on and you have the WordStar No-File Menu on the screen. You are now on Logged Disk Drive A because that's the way WordStar comes up. Under the No File Menu is a list of all of the files on that drive designated under "Directory of disk A:"

Under the Preliminary Commands, you will see L Changed logged disk drive. Press L.

The following will appear on the screen:

The LOGGED DISK (or Current Disk or Default Disk) is the disk drive for files except those files for which you enter a disk drive name as part of the file name. WordStar displays the File Directory of the Logged Disk.

THE LOGGED DISK DRIVE IS NOW A:

NEW LOGGED DISK DRIVE (letter, colon, RETURN)?

Enter a B: and press Return. You will now see the directory for Disk B, if there any documents or files on the disk. If you started with an empty disk in the second session you should see EXERCISE and LETTER.

I personally like to change to the logged disk drive where the document is going because then I don't have to remember to put the letter and colon in front of the document name.

3.5 Naming a Document or File

Careful attention should be given to the naming of documents or files because you may want to find that file again some time. The names should be unique to the point that you can remember what it is when you look at the directory weeks or months later.

Press D from the No-File Menu and let's take a look at what WordStar says. The following will appear on the screen:

Use this command to create a new document file,
or to initiate alteration of an existing document file.

A file is 1-8 letters/digits, a period,
and an optional 0-3 character type.
File name may be preceded by disk drive letter A-D
and colon, otherwise current logged disk drive is used.

^S=delete character ^Y=delete entry ^F=File Directory
^D=restore character ^R=restore entry ^U=cancel command

NAME OF FILE TO EDIT X

A quick note on the editing commands:

`^S` deletes the last character; same as the delete key
`^Y` will delete the entry
`^F` will turn the disk directory on if previously turned off, but it will not turn it on.
`^D` will restore the last characters
`^R` will restore the entry
`^U` will cancel the command. Press ESCape to continue in WordStar.

Later, when you have time, try with these commands. You will find them quite useful.

A file name can be a word, letter or number or any combination thereof, up to eight characters long, excluding the period (.) or space. You could start with 1 and end up with 99999999, but then you would have to remember, or keep a file on what each document is. Do Not use the control key when entering a file name. It will be all but impossible to recall that file later.

This manual is divided in three sections called WS1.DOC, WS2.DOC, and WS3.DOC. I like to work with files of reasonable length (20 or so pages) because it is quicker to get from one end of a file to the other. I can readily identify almost any document on which I need to work.

For further identification, you can put a period at the end of the document name and add a three-letter extension.

As an example, I want to rework a section of WS3.DOC. I could create a file named WS3.INS which I could later identify as a file I want to insert in WS3.DOC.

Another example would be, I want to keep letters and memoranda on one disk. I might have a JONES.LET and a JONES.MEM, so I would know that I sent a letter to someone named Jones and a memorandum to another person called Jones.

I have found this particularly useful when making copies of correspondence and memo files. When copying those to another disk, we can save a great deal of time by copying all those files with a similar extension at one time. We will go more into this later.

We want to note here that a problem can develop using identical file names with different extensions, such as JONES.LET and JONES.MEM. Both files, when saved, will have a JONES.BAK, which means that one .BAK file will writer over the other. If one of these files is very important, give it another name so that a backup will be preserved.

3.6 More Cursor Movements

To continue in this session, let's recall our file EXERCISE. From the No-File Menu, press D and enter the file name and press Return.

Move the cursor to the end of the last line using ^X to get to the bottom line and then ^F to move to the end of the line. Type in the same four lines we used in Session 2, leaving the cursor at the end of the last line. The cursor will be as follows:

This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. What you do with the letter depends on you.■

^QS will move the cursor left to Column 1 of the line. Even if the text starts to the right of the left margin, the cursor will be moved to Column 1.

^QD will move the cursor right to the end of the line. If the line is not full, the cursor will move to the end of the last word or character -- possibly farther out, if some spaces were added to the end of the line.

Now type those four lines again until you have the screen almost full, about 12 lines. Leave the cursor at the end of the last line.

This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. What you do with the letter depends on you. This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. What you do with the letter depends on you. This is sample text so that we can go through the basic cursor movements. At the end of the first session, we will be able to produce a short letter which we could, if we wanted, send out. What you do with the letter depends on you. This is sample text so that we can go through■

Before we go any farther, save the file with a ^KS and after the file is saved, return the cursor to the end of the file with a ^QP.

A ^QE will move the cursor to the top of the screen. If the text on the screen is solid, note that cursor will move directly to the top. If the top line is blank or only a few words long, the cursor will move to the end of that line.

^QX will move the cursor to the bottom of the screen. Sometimes it will be at the bottom of the text and sometimes will be on the next to the last line.

^QR will move the cursor to the beginning of the file. When working with a long document and you inadvertently give this command, press **^U** to stop the operation.

QC will move the cursor to the end of the file. When working with a long document and you inadvertently give this command, press **^U** to stop the operation.

^QY will delete text from the cursor position to the end of the line.

^Q and the **Delete Key** will delete text from the cursor position to the beginning of the line. The remainder of the text in that line will be moved to the left margin.

^B will reform a paragraph from the point of the cursor to the end of the paragraph.

Put the cursor in the middle of the sample text and use **^T** to delete a couple of words. The number is not important. Move the cursor to the beginning of the sample text and then press **^B** and watch WordStar take up the slack in the middle of the paragraph. Should you run into the hyphen help feature, press **^B** again.

Return will move the cursor from the end of a line to the next line. Press **Return**, when in the insert mode, from Column 1 in a blank line and you will insert a blank line. Press **Return** in the middle of a line and it will move the cursor and the text from that point in that line down to the next line.

^U is the panic key and will stop a WordStar operation somewhere along the line.

3.7 Toggle Insert On/Off

WordStar comes up with the insert mode on, as you can see when you look at the right end of the status line at the top of the screen.

For the most part, I work with the insert mode on because I find it more convenient to do so. Others prefer to enter text with the insert mode off. You need to find the best way for you.

With the exercise still on the screen, move the cursor to the middle of the text and insert a few words. Notice how it simply bumps everything forward and the line may extend off the right side of the screen. Add a few more words -- it doesn't make any difference what -- until the cursor extends beyond the right margin. At some point, word wrap will take over and move the text to the next line.

Now, press **^V**. Notice that the **Insert On** in the status line has disappeared. Start typing again and notice that you now are typing over the copy.

Press Return and see how the cursor simply moves to Column 1 of the next line. Turn the insert on again with another ^V and note that we now have a blank line.

3.8 Hyphen Help On/Off

WordStar also comes up with the Hyphen Help feature turned on, but it doesn't come into play until a paragraph is reformed with a ^B.

Move the cursor above the area where you inserted several words and do a ^B. With a little luck we will run into the hyphen help feature. Every time I want to demonstrate this feature, I spend several minutes before I can hit the right combination.

When WordStar finds the right place, the cursor will stop at the end of a line and the following message will be displayed:

TO HYPHENATE, PRESS -. Before pressing -, you may
move cursor: ^S=cursor left, ^D=cursor right.
If hyphenation not desired, type ^B.

Before you enter a hyphen, look at the word and the cursor position. This is a help, not a guarantee that the cursor is in the right place for proper word division. I have found WordStar to be right about 75 percent of the time, which isn't bad. Move the cursor with a ^S or a ^D if adjustments need to be made. If you do not want to hyphenate the word, press ^B again and the rest of the paragraph will be reformed, unless it hits another place where hyphenation is possible.

If you do not want the hyphen help, press ^OH. You can check to see whether hyphen help is on or off by checking the Onscreen Menu with a ^O.

This the end of the session. Do a ^KQ to abandon the edit and then X at the No-File Menu to get to the operating system.

BLOCKS AND SCROLLING

4.1 Introduction

Once a block of text (from a single letter to the entire document) has been defined, the block can be moved, copied, deleted, or written to a new file. You can write to another file, but if the file has text, the block from which you are writing will be written over the existing text.

4.2 New Terms:

Block -- A character, word or one or more lines of text defined as a block going the full width of the text. Further, an entire document could be defined as a block and written to the disk as another document.

Column Block -- One or more lines defined as a block with the width of the block determined by where the beginning and end of the block are defined.

Double Dot Command or Remark -- inserting comments for further direction, information or instruction, but which will not print out on the printer. The dot command .IG will do the same thing.

Scroll -- movement of the text up or down the screen a line or a screenfull at a time.

4.3 New Commands:

- ^KB mark beginning of block
- ^KK mark end of block
- ^KN toggles on or off column block mode
- ^KR read a file
- ^KW write to a file
- ^KC copy a block
- ^KV move a block
- ^KY delete block
- ^W scroll up one line
- ^Z scroll down one line
- ^QW continuous scroll up one line at a time
- ^QZ continuous scroll down one line at a time
- ..Remark or Comment in text which does not print
- .IG Ignore this line. Has the same effect as ..

4.4 Block Commands

To define a block, place the cursor at the beginning and press `^KB` and a `` will appear in reverse video or half intensity or however your terminal is set. The command will move everything from that point in the line one space to the right.

Place the cursor at the end of the block and press `^KK` and a `<K>` will appear. All of the space between the `` and `<K>` will appear in reverse video (again, depending upon your terminal) and the markers will disappear.

The size of a block, in some block operations, will be limited by the internal memory of the computer and the distance the block is to be moved. We have various ways to deal with this problem, which will be explained later.

Once the block is defined, you may do the following:

To move a block, place the cursor at the place where you want the block to be moved and press `^KV`. Depending upon the size of the block and the distance of the move, the text will appear in reverse video (or what ever) starting at that point.

To copy a block, place the cursor at the place where you want the block to be copied and press `^KC`. Depending upon the size of the block and the distance of the copy, move the text. In in a moment or two, the duplicated text or block will appear, with the beginning of the block at the cursor position.

Just to be sure we are not in a state of confusion at this point, let's distinguish between between "copy" and "move." When we copy a block, we duplicate that block in another area and we then have two places where text or what ever was in the block are identical. If we move a block, we transport it physically from one place in the document to another.

To delete a block, press `^KY`. The block will be deleted and text below the block will be moved up to fill in the space.

If the block is too long to move or copy, WordStar will tell you so and stop the operation. Press the ESCape key and redefine the block in smaller segments.

As an alternate method, we write the block out in another file (our favorite name is SCRATCH) either on the disk on which we are working or to Drive A where the programs are located and then read that file back at the place where we need it. If we are moving the block, we delete the defined block at that point. If we are copying, we leave it. Explanation of these moves follow.

To copy or write a block to another file, press `^KW`. The program will ask:

NAME OF FILE TO WRITE TEXT ON?

Enter the file name and press Return. "Wait" will appear in the status line and as soon as the program has accomplished the operation, the "wait" will disappear and you can continue working on your current document. Should the program encounter a file of the same name you entered, it will display a message:

```
NAME OF FILE TO WRITE TEXT ON? SCRATCH
FILE B:SCRATCH EXISTS -- OVERWRITE (Y/N):
```

If you do not want to destroy SCRATCH as it sits patiently out on the disk (it's important) press N for No or Return. You then get the opportunity to enter another name. (How about SCRATCH2?) If you answer Y for Yes, please overwrite, the block being written will replace what ever is in SCRATCH.

To read or copy another file in to the text of the document on which you are working, place the cursor at the place where you want that file to be copied. Press ^KR. The program will ask you:

```
NAME OF FILE TO READ?
```

Enter the file name and depending upon the size of the file, that file will appear in your document in just a few seconds. If the file doesn't exist, WordStar will tell you:

```
NAME OF FILE TO READ?
FILE B:SCRATCH NOT FOUND
```

Note that the file name has been moved to the "not found message." Check the file name and be sure that you entered it correctly. It could be on another drive. If you've forgotten how you saved that file, you can check the directory, but that will not come up until we get to Section 4.9.

4.5 Column Block

New in WordStar Rev. 3, column block permits the defining of a block within the margins of a document, such as a column of figures. Column block utilizes all of the block commands and is extremely helpful in formatting a page or rearranging a chart or graph.

To define a column, first press ^KN to get into the column block mode. Move the cursor to the beginning of the column block on the left and press ^KB. Now move the cursor to the bottom right end of the column block and press ^KK. The block will be defined in reverse video or whatever. As you work with this feature, you will learn at just what point the end of the block is defined. If you get it too far to the left, not all of the block will be defined. You can move the beginning and end until you have it just the way you want it.

The an <K> in the following illustration show the position of the block beginning and ending to define a column block.

12345	345	12345
12345	12345	12345
12345	12345<K>	12345

Be warned here that you cannot move the column block to a place within the block. The best bet is to move the block to the end of the file and then back again to the place where you want it. My way of handling it can be found several paragraphs down.

Another warning is in order at this point. Exercise care in moving or copying column blocks. You can, if not careful, drop a column block into the middle of other data and it is heck straightening everything out. Again, patience and practice will show you the pitfalls of the operation.

After messing up several documents, I devised this procedure:

Move the material to be rearranged either to the bottom of the file or, y preference, to a new file. Then I work within the smaller file without fear of really messing things up. If it is an intricate move, I move a block, save, and work on the next block. If at any time I mess up, I abandon the edit with ^KQ and then recall the document and start again. In this way, the only thing I have lost is the time since the last save.

When everything is just as I want it, I go back to my original file, delete the material that was copied to the second file and then read the second file into its place.

A Column Block cannot be written to another file. If we try, WordStar will display a message on the screen telling us we can't. So, we play a trick. We copy the block at the end of the file (or create a hole in our document momentarily,) copy the block in the blank space, toggle off the column block mode, and then write the block to another file. After the block has been written to that file, turn on the Column Block mode with another ^KN and then delete the block. This takes a little patience and practice, but it can be done easily and quickly.

Once you have begun working with blocks, three other cursor commands may be used:

^QB will move the cursor to the beginning of a defined block no matter where you are in the document.

^QK will move the cursor to the end of a defined block no matter where you are in the document.

^QV will move you back to the area where the block was located.

4.6 Place Markers

In working with a long document, you can place markers to help you move from point to point with some speed. As many as 10 markers can be placed by inserting a ^K followed immediately by a number 0-9. These place markers will be preserved when saving and re-editing a file (^KS) but not after a ^KD or a ^KX.

To find a place marker, enter a ^Q0-9 and the cursor will go to that marker.

Place markers sometimes become worrisome. To eliminate a place marker enter another ^K and the number. It will disappear.

I have found the double dot command or remark useful because then I can leave notes or signals in the text for future use, but those remarks, although visible on the screen, do not print out. For example, as I was working on this section, I wanted to insert a paragraph on blocks later. To do this, I used the double dot starting in Column 1 with the following note to me:

```
..insert Block here
```

The two dots or periods must be in Columns 1 and 2 and the rest of that line will not print. With a multiple-line message, each line must start with the two dots.

4.7 Scrolling

Scrolling is an easy way to scan a document either a line at a time by pressing ^Z or ^W or having WordStar do it automatically by using ^QZ or ^QW.

^W will scroll text on the screen up one line. The cursor will remain in the line until the cursor is at the top of the screen.

^Z will scroll text on the screen down one line. The cursor will remain in the line until the cursor is at the bottom of the screen.

^QW and ^QZ will start scrolling automatically up or down and WordStar will display the prompt:

```
TYPE 1-9 TO VARY SPEED, SPACE TO STOP.
```

Enter a 1 for the fastest speed; 2 through 9 are progressively slower. The default is 3. To stop the scrolling, tap the space bar.

4.8 Multiple Commands

A number of commands can be repeated by using **^QQ** before the command. A **QQC**, for example, will direct WordStar to scroll down in a document a screenfull at a time until the spacebar is tapped or the end of the document is reached.

Be careful when using the **QQ** command in conjunction with any of the delete commands. If you start a **QQ** command and then change your mind, the best way to cancel it is abort the operation with **^U**. Press ESCape to continue.

4.9 Usefull **^K** Commands

Because we couldn't figure out a better place to put them, we will include some additional **^K** Commands which we find invaluable while editing a document, particularly when we are looking for a file and can't remember the name. Again, these work only while editing a document.

^KF will display the directory of the logged drive on the screen. Another **^KF** will return the display to "normal."

^KL will change the logged disk drive. With this command, WordStar will tell you the logged drive you are on and enter the new drive. Enter the drive letter with a colon and it will change. I find this useful in conjunction with the **^KF** command when searching for that file name I can't remember.

^KJ will permit deleting a file while editing. You cannot delete the file you are working on, the **.BAK** of the file you are working on or **.\$\$\$** which is the work file WordStar creates and then erases before you get back to the No-File Menu and the disk directory. You may run into that situation where you must erase a file so that you can save the document on which you are working. Look for other backup files or files that are not as critical as the one on the screen.

^KP will start printing another file while you are editing a file. Press **^KP** and it will go through the same questions that you must answer one way or another if you select **P** from the No-File Menu for Print a File.

PAGING, JUSTIFICATION AND LINE SPACING

5.1 Introduction

In this session, we will look at automatic paging, forcing page breaks, justification and line spacing and changing line spacing.

5.2 New Terms

Justification -- The lining up of the left and right hand margins of a page. Left-margin justification is automatic, naturally, just like it is with a typewriter. Right-margin justification is automatic, but can be turned off.

Line Spacing -- The number of blank lines between lines of text. WordStar starts with single line spacing (no blank lines between text) and if different spacing is wanted, a command must be entered.

5.3 New Commands

From the No-File Menu

E for Rename a Document

Commands

```
.pa  Mandatory Page Break
.pnN Start This Page with Page Number
.cpn Conditional Page Break
^OS  Line Spacing
^OJ  Justification Off/On
^OW  Word Wrap Off/On
```

5.4 Paging

One of the features of WordStar is automatic paging. This means as soon as you have typed a full page of text the following will appear and your cursor will appear on the next line below it:

```
-----P
If you want to start a new page before you reach the end of the
page in which you are entering data, enter a .pa. Note that the
. in the dot command must appear in column 1. A question mark
(?) will appear in the far right status column until you put in a
proper dot command. A forced page break will appear on the
screen as:
```

```
.pa
-----P
```

In each case, the cursor will appear right below the page break and you cannot type on the page break.

Should you want a page to break in such a way that you do not split a paragraph or a table, use the `.cp(n)` command with `n` being the number of lines in the paragraph or table following.

As an example, you have have a table of 10 lines and you are nearing the bottom of the page, insert a `.cp10` on the line right above the table. If 10 or more lines still remain at the bottom of the page, nothing will happen. If nine or fewer lines are left, the program will insert a page break and the table will start at the top of the next page. This is useful when making a number of changes in the document which could affect the paging.

Again note that the line on which a dot command appears is not counted by WordStar as a line when calculating the number of lines used by regular text. If a dot command, such as the conditional page break, `.cp(n)`, is entered between two paragraphs and a blank line is wanted between the two paragraphs, another blank line must be inserted to assure that the space is there in the event that the two paragraphs appear on the same page.

As a matter of habit, I insert the conditional page break commands as I am editing a document. If, through later revisions the paragraphs end up on the same page, I leave the conditional page breaks in place rather than go through and delete the unneeded commands.

5.5 Numbering Pages

WordStar page numbering also is automatic.

If you do not want the pages numbered, enter a `.op` command at the top of the page. Generally it will be in the very first line, but there are some exceptions.

Should you want the page numbers to start after a cover page, table of contents, and so on, enter a `.pnl` in the first line of that page.

You also can use the `.pn(n)` to start numbering of one document or file which you want to append to another document. This feature is quite handy because it permits working with smaller files.

5.6 Justification

Justification of the right hand margin, such as in this manual, is automatic under WordStar. When booting up, the justification is turned on.

To turn off justification so that you get what we call a ragged right hand margin, (as in this paragraph) enter ^OJ. Enter a ^O and look at the onscreen menu for the associated ^O commands.

Next to the J is the status of justification, either on or off. If it is on and you want it off, enter ^OJ and vice versa. This paragraph was done with justification off. Compare the right hand margins with the paragraphs above and below.

Associated with justification is word wrap, another automatic feature of WordStar. Word wrap means simply that a word which extends beyond the right hand margin is carried over to the next line, eliminating the return at the end of the line.

Occasionally, say when setting up charts and tables, you want word wrap off. Press ^OW. Now, using WordStar is like using a typewriter and you must press Return to get to the next line. Be warned when getting in and out of word wrap. Hard carriage returns within a paragraph you may later want to reform with a ^B will have to be removed physically before the paragraph can be reformed.

Another ^OW will turn the automatic word wrap feature back on.

5.7 Line Spacing

The number of spaces between lines can be varied from 2 to 9, and a document typed in double spaced can be covered to single space and vice versa.

Press ^OS and you will see between the help menu and the ruler:

ENTER Space OR NEW LINE SPACING (1-9)

Tap the space bar and no change will be made in the spacing. Enter 1 through 9 and the spacing will be the number entered. To change the spacing, put the cursor at the beginning of a paragraph and enter ^B. This will reform the paragraph to accommodate the new spacing, inserting spaces between lines if that is what you want, or taking spaces from between the lines.

To get back to single line spacing, enter a ^OS and then a 1.

5.8 Long Document Consideration

Now that we are breezing along and you have probably started entering documents, we need to look at what I consider long documents, documents more than a dozen pages long.

We have found that a long document (Beginner's WordStar is almost 100 pages long, including cover page, notices, table of contents and index) is best broken into segments about 20 pages long. We do this for several reasons:

We save frequently. The longer the document, the longer it takes to save and to return the cursor to the place where we stopped to save.

When editing, we can get from one end of the document to the other more quickly.

Most of the writing was done at home on a floppy disk system and my disk storage is limited.

WordStar makes a backup automatically after some text has been entered and saved. The backup will contain the text of the document just as it was before you started working on the document the second time. Additionally, WordStar creates a scratch file which you can see by calling up the file directory with a ^KF. It will be designated as FILENAME.\$\$\$.

Conceivably, the three files FILENAME, FILENAME.BAK and FILENAME. \$\$\$, can all be approximately the same length, which means you could run out of disk space.

This brings us to the point of looking at the .bak files. WordStar won't let you do it. To look at a .BAK file, you must rename the file.

From the No-File Menu, press E for Rename a File. The first prompt will be:

NAME OF FILE TO RENAME?

Enter the name and press Return. The next prompt will be:

NAME OF FILE TO RENAME? FILENAME.BAK
NEW FILE NAME?

Enter another name, different from the original document name and press Return. You can watch as the operating system changes the name in the directory. Remember to delete the unwanted files. It can be a pain to try to remember which version you are trying to edit.

MARGINS AND TABS

6.1 Introduction

In this session we will look at the commands to adjust margins and tabs as well as the decimal tab feature. As an exercise we will create a chart by building our own ruler to use these commands.

6.2 New Terms

Decimal Tab -- Designated by a # sign in the status ruler, pressing the tab key will move the cursor under the # sign. Numbers or characters entered are moved to the left until a decimal or period (.) is entered.

Ruler -- That line under the menu or status line which shows left and right margins and any tabulation marks.

6.3 New Commands

- ^OL Set Left Margin
- ^OR Set Right Margin
- ^OX Margin Release
- ^ON Erase Tab or Tabs
- ^OI Set Tab
- ^OF Set Tabs according to Line
- ^OT Turn Ruler Off/On
- ^N Insert blank line below
- ^I Tab Key

6.4 Ruler

Let's first look at the ruler, that line of dashes and exclamation points hanging just below the help menu (unless you've been brave and turned the help level down to 2, 1 or 0, in which case it will hang at the top of the screen just below the status line. You can turn off the ruler, too, with the ^OT command.

The default ruler appears as such:

```
L----!----!----!----!----!----!----!----!----!----!-----R
```

Defaults of the ruler are L (left margin)=1, R (right margin)=65, tabs are set five spaces apart and the first tab is in Column 6. The tabs appear at 6, 11, 16, etc through 56, with the last nine spaces appearing before the end of the line.

6.5 Right and Left Margin Set

Two control commands permit the resetting of margins:

^OL sets the left margin by giving a column value. You cannot set a negative value. Press **^OL** and the following prompt will be displayed above the default ruler:

LEFT MARGIN COLUMN NUMBER (ESCAPE for cursor column)?

Enter the column number and press Return and the ruler will be adjusted to that number. The alternative is first to place the cursor at that spot, then press **^OL** and then press ESCape.

Let us note here, if you want to move the left column to the left, adjust the paper in your printer. There are other ways of doing it (on some printers) but this is the easiest.

^OR sets the right margin by giving the column a value. The maximum, for all practical purposes, is 132, the width of the TI-810 and the NEC Sprinwriter printers.

Press **^OR** and the following prompt will be displayed over the ruler:

RIGHT MARGIN COLUMN NUMBER (ESCAPE for cursor column)?

Enter the column number and press Return and the ruler will be adjusted to that number. The alternative is first to place the cursor at that spot, then press **^OR** and then press ESCape.

All of the text entered at this point will conform to the new margins. If other text already entered is to have the same, use the **^B** to reform the paragraphs.

^OX is the margin release command. When this command is entered, it will be so designated in the Status Line at the top of the screen as follows:

B:SAMPLE PAGE 1 LINE 1 COL 01 MAR REL INSERT ON

This turns word wrap off until a Return is pressed.

6.6 Tab and Decimal Tab Set

Before we can set tabs, we need to clear out one or more of the default tabs. The following commands will clear or set tabulation settings:

^ON clears the tab settings. Enter **^ON** and the following prompt will be displayed:

CLEAR TAB AT COL (ESCAPE for cursor col; A for All)?

Now, you have three choices:

Enter the column number and press return. The tab will be cleared at that column number.

Before entering the ^ON command, place the cursor at that position and press ESCape.

Enter A for All. The exclamation marks indicating the tab stops disappear. At this point, pressing the Tab key will move the cursor over 8 spaces.

^OI sets the tabs. Press ^OI and the following prompt will be displayed above the ruler:

For decimal tab stop enter "#" at decimal point column
SET TAB AT COLUMN (ESCAPE for cursor column)?

Again you have several choices:

Enter the column number where you want the tab, or first position the cursor where you want the tab and press ^OI and then ESCape.

A decimal tab is a handy command because it lets you line up columns of figures on the decimal point. To do this, set the cursor where you want the decimal located. Press ^OI and then enter the pound sign (#) and there it is. All figures or numbers entered at this point will move to the left until a decimal is entered, then the figures or letters appear in sequence as they are entered.

Once one or more tab stops are inserted, pressing the Tab key will move the cursor to the exclamation mark or the # sign.

Note: If your terminal does not have a tab key, the ^I will do the same thing.

WordStar will remember margins the next time the document is edited, but it won't tell you until you jog its memory. Find the line where you set the margins enter a ^OF and the program will remember them and will adjust both the right and left hand margins accordingly.

As an example, lets display the default ruler as follows:

L----!----!----!----!----!----!----!----!----!----!----!-----R

We entered this text earlier with the left margin set at 5 and the right margin at 50. When we come back to this part of the document, we simply place the cursor on one of these lines (anywhere, as long as it is within the text.) Press ^OF and the ruler will appear as follows:

L!----!----!----!----!----!----!----!----!----!----!----R

Alas! It will not remember tabs or decimal tabs. However, there is a solution to that problem, particularly if it is an intricate chart or table. This will be explained in the next section.

6.7 Creating a Table

As an exercise in using these commands, let us set up a table and to report on a series of tests for which information was sought.

Test	Number	Frequency*	Variables	Variance	Allowable
Test 1	28000	1000	3	2.983	3.00
Test 2	14	1	27	.0009	.0010
Test 3	275	15	7	23.786	30.00
Test 4	3500	30	345	1.00	1.00
Test 5	563	7	2	5.98	6.00

This table can be tackled in several ways. We can count the characters in the description line, deduct that value from the number of spaces in the line, count the number of columns, and add spaces between the columns and then add spaces to make the columns and words come to prescribed places.

Or, we can type in the column descriptions and the first line of the table and then utilizing the capabilities of WordStar by adding and deleting spaces until we are satisfied with the appearance. Then we can put in a ruler to set our margins and decimal tabs.

First, turn off the microjustification with a .uj0. A word or two about microjustification is in order at this point. If your printer has the microjustification feature, you may find that any tabulated matter will take on a ragged appearance. Turn the microjustification off above the tabulated matter with a .uj0 and then turn it back on after the table with a .uj1. Remember also that the dot commands do print and do not take up a line, so if a blank line is wanted before or after the the tabulated material, insert that line.

Next, turn off word wrap so that the lines will not double back. This is done by entering ^OW which turns off word wrap. Enter the description of each of the columns and the first line of the table as such:

```
.uj0
Test Number Frequency* Variables Variance Allowable
Test 1\28000\1000\3\2.983\3.00 (the \ used only to separate
figures)
```

Now arrange the description line by inserting or deleting spaces until it suits us. The first lines of our chart will appear as follows:

```
.uj0
Test  Number      Frequency*  Variables  Variance  Allowable
Test 1\28000\1000\3\2.983\3.00 (the \ used only to separate
figures.)
```

Now let's work on the spacing of the second line which we will do as follows:

```
Test  Number      Frequency*  Variables  Variance  Allowable
Test 1  28000        1000        3          2.983    3.00
```

Put the cursor on the first letter of Test 1 and enter a ^N. This puts a space between the two lines and leaves the cursor in Column 1 of the blank line so that we can put in a ruler as such:

```
Test  Number      Frequency*  Variables  Variance  Allowable
-----|-----|-----|-----#-----#-----
Test 1  28000        1000        3          2.983    3.00
```

At this point, leave the cursor anywhere in the ruler line and enter a ^OF. WordStar will recognize tab, decimal tabs exactly as you have set your ruler.

To distinguish the table from the explanatory text, let's tab the table over to the right five spaces. With the insert on (look up at the top of the screen and over to the right. If the insert is on, it will say so. If it is blank, enter a ^V and it will indicate the insert is on.

Now, move the cursor to the T of Test in the description line and tap the space bar five times. On the ruler line, move the cursor to column 1 and enter five dashes. Enter ^OF again to change the margins. Move the cursor to the next line and press TAB to move that line over five spaces. It will now look like this:

```
Test  Number      Frequency*  Variables  Variance  Allowable
-----|-----|-----|-----|-----#-----#-----
Test 1  28000        1000        3          2.983    3.00
```

Put the cursor on the ruler line, and enter another ^OF to reset the margins and tabs. Now let's save our ruler line in case we need it again by putting two periods in front of the line. This will make it a remark or comment statement which will not print.

For appearance sake, lets put in a row of dashes to separate the column descriptions from the data. To do this, put the cursor on the T in Test 1 and press ^N. This will insert the blank line. If you can hold down the hyphen key and used the repeat key (or if you terminal has the built in repeat feature, hold the key down.) It will appear as such on the screen:

```
Test  Number      Frequency*  Variables  Variance  Allowable
..-----|-----|-----|-----|-----#-----#-----
Test 1  28000        1000        3          2.983    3.00
```

You are now ready to enter the rest of the table simply by using the tab key and making the adjustments for those columns without a decimal.

Remember to put a .ujl after the table is completed so that the printer, if it has the capability, can go back to microjustification in the regular text.

FIND AND REPLACE

7.1 Introduction

The find and find and replace features of WordStar are very helpful in editing and making changes in a document. The function can help you find specific places in the document, locate specific words or phrases and make changes, either by your decision or letting the program do it automatically.

7.2 New Terms

String -- A group of characters or words in a specific arrangement in a specific location.

7.3 New Commands

^QF Find
^QA Find and Replace
^L Find Again

7.4 The Find Functions

^QF will find words or strings up to 30 characters long. This function is helpful when moving from one place in a document to another.

^QA will find words or strings up to 30 characters long, with options of letting the operator replace those words or strings in each instance or replacing those words or strings automatically throughout the entire document.

As an example, we want to find a paragraph in the middle of the document starting with the word "Solutions to the". Enter a ^QF and the first prompt will be:

FIND?

Enter the word or words, "Solutions to the" (when searching for a string make certain that the spaces are correct because the program interprets each space as an individual character) and press Return. The next prompt will be:

FIND? Solutions to the OPTIONS? (? FOR INFO)

7.5 Find Options

If you want the options to appear on the screen, after the string has been entered and Return pressed, press ?. The following will appear on the screen:

Normally press RETURN only, or enter one or more of:
number=repeat count, B=search Backwards, W=whole Words only,
U=ignore case, N=replace w/o asking, G=replace in entire file

These options do the following:

Number any number between 1 and 65535 and will find and or replace that many times or until a NOT FOUND error is encountered.

B search is always forward unless B is called, which simply means that the search will go to the beginning of the file instead of to the end.

W the search will be for whole words only. If not invoked and if you ask to search for age, age will be found in "page" or "agent."

U will ignore capitals and lower case letters and search for the word in all occurrences. If you ask for SECTION, WordStar will look for "SECTION" and pass over "section", unless you call for U.

N If called, WordStar doesn't ask questions, it does it. If you want to make the decisions, don't press N.

G Goes through the entire file and stops with last occurrence and will not give a NOT FOUND error.

All of the options can be used with the Find feature except N and G which are used with find and replace.

If you don't want any of the options, press Return and the program will start its search forward from the position of the cursor in the file at the start of the search. WordStar should go straight to that paragraph which you were seeking. If the string is not found, WordStar will go through the whole file and then tell you:

*** NOT FOUND *** "Solutions to the" *** Press ESC Key ***

Please note that the search is always forward in the document unless B for backward is specified. If you make a mistake and search for something you suddenly realize can't be found, press ^U. It may take a minute, but the search will stop. A ^QP, by the way, will take you back to the point where you started your search.

To find the next occurrence, press ^L which directs the program to start searching again.

7.6 Find and Replace

The find and replace command, ^QA, differs from ^QF only in that after the Find prompt, WordStar asks:

REPLACE WITH?

Enter the word or words you want to be substituted and press Return. If you selected N from the options, WordStar will go through the document starting from the position where you were in the document and make the changes without asking. If you selected G, the program will start at the beginning of the file.

If you did not enter an N, it will stop at each place. It won't budge until you give a Y for yes or N or No answer. A Yes will make the change, any other key will send it off to the next occurrence.

If spacing is different, you will need to reform the paragraphs with a ^B.

When using ^QA, a ^L will start the search again, according to the previous options.

7.7 The Redundant Document

This is a good place to consider what we call the Redundant Document, or a form that is used over and over with only minimal changes, such as names or other information that will be specific in each document. As an example, we have a 10-page contract in which the names of the parties appear 20 times.

The basic contract will be in a file called CONTRACT (isn't that clever!) which we keep on Drive A and we keep all of the filled out contracts on a separate data disk which we place in Drive B.

We assume you are in WordStar and you are on Logged Drive B. This contract will be identified as JONES.CON and we have started a new file by that name.

With a ^KR read in A:CONTRACT which will appear on the screen after a moment or two. CONTRACT be set up several ways.

Every place we need to make a change, we can type in a word such as CHANGE. For example:

```
..Date  
CHANGE
```

```
CHANGE agrees to purchase property located at CHANGE  
from CHANGE in consideration of CHANGE.
```

Enter a ^QF and at the prompt FIND? enter CHANGE. You do not need any of the options, so press Return twice. The cursor will be right after the E in Change. Delete back over CHANGE and enter the data. As the specific information is entered in each place, press ^L and the cursor will move to the next CHANGE.

Continue this process until you get the message, "Can't Find "CHANGE" press ESCAPE to Continue." Press Escape and the message will disappear.

You can reform the paragraphs as you go along or save and go back and reform the paragraphs.

Another ways handle this is as follows:

..Date

BUYER agrees to purchase property located at LOCATION from SELLER
in consideration of AMOUNT.

With a ^QA, the first prompt will be FIND, to which you enter BUYER and the next prompt will be REPLACE WITH, to which you enter John Jones. On the options, enter W for whole words only, G for global which means everywhere in the document, and N for replace without asking. Press Return and, right before your very eyes, SELLER will be changed to John Jones.

Repeat the process for LOCATION, SELLER, AMOUNT and any other areas that need to be changed.

FORMATTING

8.1 Introduction

Formatting, in this session, is defined as setting margins for the top and bottom of a page, the page length, printing headers and footers automatically and determining where these will appear on the page.

8.2 New Terms

Header -- Text such as document titles, chapters and so on which will be printed automatically at the top of each page until the process is stopped.

Footer -- Text such as copyright notices, statements and so on which will be printed automatically at the bottom of each page until the process is stopped.

8.3 New Commands

.HE Print Header	.HMn Set Header Margin
.FO Print Footer	.FMn Set Footer Margin
.PLn Set Page Length	.CW Set Character Width or Pitch
.MTn Set Margin Top	.LH Set Line Height
.MBn Set Margin Bottom	^OD Print control display on/off

8.4 Headers and Footers

.he followed by text will set a header on each page until you indicate to the program that you want the header stopped or changed. To stop, enter a .he and leave the rest of the line blank.

```
.he^BBeginner's WordStar
```

```
Introduction^B
```

is the way a header may appear on the screen. It will be printed out as such:

```
WordStar Procedures
```

```
Introduction
```

The .he must be on the very first line of the page or it will not print on that page, but it will show up on the following pages.

On occasion, I want to put the page number in the upper right corner of the page. Since the page number will appear at the top right, I do not want it appearing at the bottom of the page as well. I use the following form:

.he
.pnl
.op

Page #

.fo followed by text will set a footer on each page until you indicate to the program that you want the footer stopped or changed. To stop, enter a .fo and leave the rest of the line blank.

.fo^DCopyright 1981 - # - Micro Mike's Inc.^D

is the way a footer may appear on the screen. It will be printed out as such:

Copyright 1981 - 1 - Micro Mike's, Inc.

Be warned here that the dot commands, .he and .fo are included in the column count and adjustments must be made when trying to line up the left hand column. I have found that by placing the line right under the ruler, as follows, I can be sure of the proper spacing. It will appear as follows:

L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
^DCopyright 1981 Micro Mike's, Inc.^D

Next I turn off the display of the control symbols with a ^OD and the display will appear like this:

L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
Copyright 1981 Micro Mike's, Inc.

Now, extend the line three spaces to accommodate the the dot. command, like so:

L-----!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
Copyright 1981 Micro Mike's, Inc.

This way, it is assured that it will line up perfectly. Another ^OD will turn the print display symbols back on.

The ^OD will get turned off inadvertently from time to time, causing a great deal of consternation, because your first reaction is that WordStar has failed you. It happens to everyone. You can laugh when you find a string of ^B^B^B^Bs on the screen. Just delete the excess control characters and continue.

Also note that the # sign in the footer (or at the top of the page if that is where the # sign is located) is where the page number is printed. At Page 10, 100 and so on, a space must be deleted to the right of the page number to take care of the additional figure. Note again that if two # signs are placed in the line, the page number will be printed in both places.

8.5 Page Length, Top and Bottom Margins

With a series of dot commands, we can set the top and bottom margins of our pages. And, we need to be able to set the page length so that we can go from one size paper to another.

.PLn sets the page length with (n) being the number of lines. The default is 66, so if you are using 8.5x14 legal size paper, the page length should be set to 88.

.MTn sets the top margin with (n) being the number of lines. The default is 3.

.MBn sets the bottom margin with (n) being the number of lines. The default is 8.

.HMn sets the margin for the header, with (n) being the number of lines. The default is 2.

.FMn sets the margin for the footer, with (n) being the number of lines. The default is 2. Defaults for the standard 8.5 x 11 page (with the appropriate dot commands) are as follows:

.PL (Page Length)	66
.MT (Margin, Top)	3
.MB (Margin, Bottom)	8
.HM (Heading Margin)	2
.FM (Footing Margin)	2
.HE Header	0
.FO Footer	0
.PN (Page Number)	1

8.6 Character Width and Line Height

Those working with daisy wheel or thimble printers which have microadjustments can vary the number of characters per inch and the number of lines per inch. The **.cw** command will not work with most dot matrix printers.

If you have been paying attention to the manual, you will have seen some lines which appear to be squeezed up. This was done with the **.cw** command.

This paragraph uses a **.cw10** command which tells the printer to switch from 10 characters per inch to 12 characters per inch. You will notice that legibility has not been sacrificed. Another dot command, **.cw12**, will direct the printer back to normal spacing. Don't forget the second **.cw** command.

The number of lines per inch can be varied with the **.LH** command. The normal is **.LH8** which produces six lines per inch, standard for pica type or 10 characters per inch. For eight lines per inch, use **.LH6**.

I consider both of the character width and line height commands to be "fun" commands which can produce some interesting results. It took me many months before I started playing with either commands, but I discovered both commands can be used to reduce production problems.

The WordStar manual presents the following information in a table, but you will discover, if you experiment a little, that you can use intermediate increments.

The manual, for the most part, is printed at 10 characters per inch.

We will skip .cw4 through .cw7 because the results are not readable.

The following line is set at 15 cpi (characters per inch) by using a .cw8 which is cramped but still legible:

WordStar is one of the most powerful word processing programs on

The next is between 15 and 12 cpi with a .cw9
WordStar is one of the most powerful word processing programs on

The next is set at 12 cpi with a .w10
WordStar is one of the most powerful word processing programs on

The following line is between 10 and 12 cpi with a .cw11
WordStar is one of the most powerful word processing

The following line is st between 10 and 8 cpi with a .cw13
WordStar is one of the most powerful word

The following line is set at 8 cpi with a .cw15
WordStar is one of the most powerful word

The following line is set at 7 cpi with a .cw17
WordStar is one of the most powerful

The next line is set at 6 cpi with a .cw20
WordStar is one of the most powerful

Text printed with a .cw command cannot be centered with the ^OC, so you will have to figure it out by trial and error.

The .lh command should not be mixed on a page, because WordStar then can't figure out the proper places for page breaks. If you attempt this, WordStar gets worried that you don't know what you are doing and gives you a warning message:

.lh6 PUT AT FILE BEGINNING FOR CORRECT PAGE BREAK DISPLAY

If you do try, print out the document and then go back in with the .pa to get the proper page break.

PRINT COMMANDS AND PRINTING

9.1 Introduction

Printer controls of WordStar can help dress up a document, giving ways to emphasize words or paragraphs. Additionally, we will cover the print functions which permit us to print one or more pages in a document or feed a printer single sheets.

9.2 New Terms

Print Commands -- Those commands which direct the printer to perform certain operations so that specific results are obtained.

9.3 New Commands

^PB Print Bold Face
^PD Print Double Strike
^PS Print Underline
^PX Print Strike Through
^PV Print Superscript
^PT Print Subscript
^PK Print Page Number Right or Left
^PH Over Print
^PC Stop Printer

9.4 Using Print Commands

WARNING: Most of these commands must be used in pairs. It takes the first command to start the process and the second one to end it, or it will continue forever, or until the end of the document, whichever comes first.

^PB will bold face text -- the printer will strike the characters four times, one way or another. With some printers, the character will be printed four times, each one slightly off set, before moving on to the next character. On others, such as many dot matrix printers, the print head will go back and fourth four times.

^PD will double strike -- it's only half bold, and generally not offset.

^PS will underline

^PX will strike through ~~will strike through~~

^PV will make subscript H₂SO₄

^PT will make superscript¹

^PK when used in a footer or header will alternate the page numbers on the right or left side of the printed page.

^PH will backspace and over print the preceding character on the line. Palo Duro Can^{^PH}on will appear on the screen as Can^{^H}on and will print as Cañon. This is one of the print controls that is not used in two's. It takes only one.

^PC will stop the printer so that you can change a print wheel or thimble, or put on a different color ribbon, change paper, or insert another envelope, etc.

9.5 Printing a Document

Up to this point, we have been using the ESCape key to start the printer. Now we will look at the defaults and see how we can print out a specific range of pages and do a number of other things.

Starting from the No-File Menu, press P and Return. The following will appear on the screen one item at a time in reverse video along with the note that "For default, press RETURN for each question:" (The default will appear in parentheses and in bold face)

NAME OF FILE TO PRINT?

For default, press RETURN for each question:

DISK FILE OUTPUT (Y/N): (N)

START AT PAGE NUMBER (RETURN for beginning)? (1)

STOP AFTER PAGE NUMBER (RETURN for end)

USE FORM FEEDS (Y/N)? (N)

SUPPRESS PAGE FORMATTING (Y/N)? (N)

PAUSE FOR PAPER CHANGE BETWEEN PAGES (Y/N)? (N)

Ready printer, press RETURN:

Enter the name of the document exactly as it appears in the directory, including the extension, if any.

The following explanation is given for each of the questions:

Disk File Output -- This will write a document out to another file. For now, use the default which is No. Later you may want to play around with this. If you press Y for Yes, an additional question is asked, NAME OF FILE? This will record on the disk exactly the way the printer will receive the file.

Start at Page Number -- This is the page number as it appears in the status line, unless you started the document with a page number above one, in which case you add the two together. If you start the document, for example, with a cover page and a two-page table of contents and then start numbering the text page 1, that first page of text actually will be Page 4 to the program. It is difficult to explain, but until you get beyond those first few pages, the program may become confused. The default is 1 or the first page of the document.

Stop after Page Number -- This also is the number in the status line and the above explanation applies to this question. A return or a number of the last page or beyond takes the printer to the end of the document. The default is the end of the document.

Use form feeds -- The default is No. You may want to respond with a yes from time to time for the sake of variety, but it really makes no difference.

Suppress Page Formatting -- The default is No. If you say yes, all of the document will appear exactly as it is on the screen, with dot commands and everything. It doesn't even tab over to the left margin. It is useful to suppress the page formatting if you would like a file copy of a particularly tricky document or you have added comments and such.

Pause for Paper Change Between Pages -- The default is No. Answer yes if you are feeding a printer single sheets or envelopes or you want to look busy when you have nothing else to do at the time.

Ready printer, Press RETURN -- The default is GO! Be sure the printer has paper in it and that it is turned on and is on line.

If you find that you have answered one of the questions wrong and need to go back, press ^U, and then press ESCape. This will start the print questions over.

Once into the print mode, the P=Print a file in the No-File Menu will become "P=Stop Print," and will appear in reverse to the rest of the menu. If you want to stop the print to adjust the paper or something, press P. The next prompt will be:

"Y" TO ABANDON "N" TO RESUME ^U TO HOLD

Press Y to abandon the printing and the program will return you to the System Menu. Press N to continue printing and ^U if you are going to have the system wait for a while.

If you want to print a document according to all the default values, you can save time by pressing ESCape after entering the document name. If you want to print the document again, enter a P, followed by a ^R and then an ESCape, if using defaults.

If you are working with 56K CP/M or more, you can print one document and edit another at the same time. Simply start the printing operation and then select D from the No-File Menu and start on another document.

This dual operation, however, will slow down the printer, causing it to stop or go very slowly any time WordStar needs to write to the disk.

You may be editing a document and print another with a ^KP command, which will go through the whole print routine. To stop the printer while editing a document, enter the ^KP command and follow the prompts.

BACKUP & COPYING

10.1 Introduction

The importance of making copies or duplicates of important disks or documents cannot be over emphasized. The microcomputer might be one of the marvels of the age, but it and the diskettes, like people, will at one time or another fail.

This session will deal with making backups or copies of files and some suggestions for such.

10.2 Definition of New Terms

Backup -- Essentially, a backup is a duplicate of a program or data disk held in reserve in the event that the working copy fails. We back up important program disks. The terms "backup" and "copy" often are used interchangeably.

Copy -- Primarily, the act of making a duplicate program or data file. Reference to a copy is generally in terms of future use.

10.3 New Commands

O for Copy from the WordStar No-File Menu
PIP

10.4 Backup WordStar Program Disks

We have found, through experience, that having a backup copy of the WordStar program disk can save a great deal of time and frustration. The original program disk delivered when WordStar was purchased should be tucked away in a safe place. This diskette must be returned to the dealer who in turn will send it back to MicroPro when a new revision of WordStar becomes available.

A copy of the original diskette was made, and then this copy was "installed" for your system. Several working copies should be made of the "installed" copy and the installed copy also tucked away safely. At this point you should be working with a duplicate of the installed copy and have another duplicate on hand should the "working" copy wear out.

We go a step further and make a "stripped down" version to work with on a regular basis when editing. The stripped down version contains only those files essential for the operation of WordStar.

On our floppy disk system, this gives us about 75k of space for copying files or for "scratch" files created to hold text while editing documents. This will vary from system to system.

This provides us with an area on Drive A large enough to copy a file which we can then transfer to another diskette for future use.

10.5 WordStar Copy Command

The copy command called from the WordStar Menu is limited on a two-drive, double density floppy disk system, but it can be used, particularly if you work with a stripped-down WordStar program disk.

For this example, we want to make a backup copy of a file called "Contract," which we have on the program disk in Drive A and put it on a formatted disk in Drive B. The logged disk drive is A.

Starting from the WordStar No-File Menu, press O (not zero.) The No File Menu will be erased and replaced by this prompt:

```
NAME OF FILE TO COPY FROM?
```

Enter the name of the file. If it is on a drive different from the logged drive, the drive designation followed by a colon must precede the file name. In this case, our file, "Contract" is on A. Enter the name of the file and press Return. The next prompt will be:

```
NAME OF FILE TO COPY FROM? CONTRACT
NAME OF FILE TO COPY TO ? B:CONTRACT
```

Press Return and the cursor will drop down to the next line and to the left. When the copy is complete, the No-File Menu will return to the screen.

A copy from one data disk to another data disk in a two-drive, double density system can be made; however, because the program disk is missing, the operating system on our computer prints rows of "e's" on the screen until the computer is rebooted or restarted or the disk drive door is opened, the program disk is re-inserted and a ^C is entered. Since we haven't tried this on other systems, we're not sure what happens.

With the No-File Menu on the screen, the program disk still in Drive A and the diskette containing the file to be copied in Drive B, press O. At the first prompt, enter the file name as follows:

```
NAME OF FILE TO COPY FROM? CONTRACT
```

Press Return and on the next prompt, enter the name of the file as follows:

NAME OF FILE TO COPY FROM? CONTRACT
 NAME OF FILE TO COPY TO ? A:CONTRACT

Press Return. As soon as the copy is completed, the rows of e's will be printed on the screen. Either reboot or open the drive door, replace the program disk, press ^C and restart WordStar.

10.6 PIP for Copy

PIP is the copy command of CP/M and will duplicate one or more files on another disk.

PIP.COM must be on the logged disk before this command will operate.

PIP cannot be used to duplicate a complete program disk because it will not copy any reserved tracks where operating system resides. A gross copy utility program will copy a complete disk, or a the SYSGEN.COM program is used to transfer the operating system to that disk.

The basic form of the PIP command is as follows:

A>PIP B:=A:CONTRACT

This tells the CP/M operating system to copy the file, CONTRACT, from Drive A to Drive B. Press Return and the cursor will drop to the next line. When the copy process is completed, the operating system prompt will be printed on the screen.

Another form which can be used, but is slower, is as follows:

A>PIP B:=A:CONTRACT[V]

The V in the brackets tells CP/M to verify each byte as it is copied, which consumes time. I seldom use the verify option.

All of the files on one disk can be copied to another disk with the command *.*. The entry will appear as follows:

A>PIP B:=A:*. *

This means copy all of the files on Drive A onto Drive B.

As each file is being copied, the command will list each file as it starts as follows:

A>PIP B:=A:*. *

COPYING -
 HONDA.LET
 STAT.COM
 WSDOCL
 ETC.

A>PIP B:=A:S*.* directs that all files starting with the letter "S" be copied.

A>PIP B:=A:*.DOC directs that all files ending with that extension be copied.

To PIP a file on one disk and change the name of that file on another disk, follow this format:

```
A>PIP B:NEWFILE=A:OLDNAME
```

To copy from one data disk to another data disk, follow this procedure:

```
A>PIP (press Return)
```

The command will respond with an asterisk as follows:

```
A>PIP
*
```

At this point, remove the program disk from Drive A and replace it with a formatted disk. For this example we will copy all of the files. The command will be as follows:

```
A>PIP
*A:=B:*.*
```

Press Return and the operating system will respond by printing the name of each file as it is being copied. If during the copy process something goes wrong, the last file listed was not copied.

When the copy is complete, the PIP command will respond with another asterisk. Replace the program disk and press CTRL C (also called a warm boot) which will be followed by the operating system prompt as follows:

```
*^C
A>
```

USEFUL CP/M COMMANDS

11.1 Introduction

The ability to use some of the CP/M operating system commands will give the end user more flexibility in utilizing his computer system.

These commands will change logged drive, help in searching for particular files, determining the size of files, determining the amount of space remaining on a disk, copying files to another disk, and renaming files. We also will look at the capability of looking at a raw file on the disk or printing it out on the printer.

Explanations here for the operation of these commands are not exhaustive. The explanations cover only a few of the basics which are easily used. Additional information on these and other commands can be found in the CP/M Manual.

11.2 New Terms

Warm Boot -- The ability to reload parts of CP/M without turning off the system. When some programs are run, they "overwrite" parts of CP/M and a warm boot restores CP/M to "normal."

11.3 New Commands

Change Logged Disk Drive
CTRL P or ^P Turn Printer Off/On
DIR for Directory
ERA for Erase
STAT for Status of Disk
REN for Rename
TYPE to See or Print File

These commands operate from the CP/M operating system with the operating system prompt appearing as:

A>

11.4 Change Logged Disk Drive

When the computer system is started, the CP/M operating system comes up on Logged Drive A. Sometimes it is more convenient to work on Drive B (or C, D, etc., depending upon how many disk drives are on the system.) Starting at the operating system prompt, enter the drive letter followed by a colon:

A>B:

Press Return and the operating system will respond as follows:

A>B:

B>

You may now refer to or use files or programs on the logged drive B with out making reference to the drive number, B:

11.5 ^P for Printer

The CTRL P or ^P when issued through the CP/M operating system will toggle the printer on and off, if your computer system is configured properly.

Starting with the CP/M operating system prompt on the screen, press the Control key down, press P and then press Return. If your printer is near by you may have heard a noise, but for further verification, type a word or two and this should appear on the printer.

From this point on, until another ^P is entered, all entries on the keyboard will be printed out on the printer. Remember that the ^P command should be used in pairs -- the first to engage the printer and the second to disengage.

This can be used to get a printout of a directory, status, or look at a document. Specific uses include printing out a directory or the status of a disk, or printing out a raw file. When a file is printed out, it will have no margins and, depending upon the printer, may have some strange characters.

This works only with ASCII files and fortunately, WordStar files are in ASCII.

11.6 DIR for Directory

A directory or catalog of a disk can be viewed on the screen or printed out on the printer through the DIR command. To print on the printer, start from the operating system prompt, >A and press CTRL P, then execute the command. Be sure at the end of the session, to press CTRL P again to disengage the printer.

The files from the DIR command are arranged in the order in which the files are copied or created on the disk.

To obtain a directory, enter DIR as follows and press Return:

A>DIR

A disk directory will be displayed as follows:

```
A>DIR
A: PIP          COM : WS          COM : WSMSGs    OVL
A: STAT        COM : SUBMIT     COM : HONDA     DOC
A: HONDA2      DOC
```

DIR will display a directory of the files on another disk by directing it to another drive as follows:

```
A>DIR B:
```

11.7 ERA for Erase

ERA is the command to erase and it must be followed by a complete (any extensions if used must appear after a period) file name or or one of the following designations:

```
A>ERA FILENAME.EXT will delete that file name only.
```

```
A>ERA *.* will erase every file on the disk.
```

When this command is given, the operating system will display another prompt before the command is executed:

```
All? (Y/N)
```

An N for No response will nullify the command. Enter a Y for Yes and all of the files will be erased. An N for No will abort the command.

Note: The ERA command does not erase a file area, but it, in effect, erases the file name in the directory. An extremely important file inadvertently removed by ERA can be recovered. Do not write to this disk and be prepared to pay for the service. Utility programs also are available which will recover "lost" files.

```
A>ERA S*.* will erase every file on the disk starting with
the letter S and having any extension.
```

```
A>ERA *.EXT(ension) will erase every file on the disk with
that extension.
```

For example, if you have 20 files on a disk, 10 with a .LET extension and 10 with a .MEM extension and the command ERA *.LET is issued, all of the files with the .LET extension will be erased, leaving all the files with the .MEM extension.

11.8 STAT for Status of Disk

The STAT command will give you the status of the disk, showing the amount of space remaining, expressed in kilobytes. This can be extremely important because you could lose an important file by not having enough space to store it.

STAT.COM must be on one of the drives, generally, the logged drive, before command will operate.

To determine how much space remains, enter STAT as follows:

```
A>STAT
```

Press Return and the operating system, after a moment, will respond with the following:

```
A>STAT
A: R/W, Space 94k
```

This means that the disk has 94k of read/write space remaining for a file or series of files. Occasionally, you may encounter a file or disk which is R/O or ready only, which means essentially that you cannot change the file or write to the disk.

The status of individual files can be obtained by entering a specific file name. An example is as follows:

```
A>STAT WS.COM (This is one of the WordStar files)
```

Press Return and the operating system will respond as follows:

```
A>STAT WS.COM

  Recs  Bytes  Ext  Acc
   192   16k   1  R/W  A:WS.COM
Bytes Remaining on A:  94k
```

The status of all of the files on a disk can be determined by the following:

```
A>STAT *.*
```

Press Return and after a moment, the operating system will display all of the files in alphabetical order, with the last line showing the amount of space remaining. The following is an example of this command:

A>STAT *.*

Recs	Bytes	Ext	Acc	
24	4k	1	R/W	A: HONDA.DOC
14	4k	1	R/W	A: HONDA2.DOC
58	8k	1	R/W	A: PIP.COM
41	6k	1	R/W	A: STAT.COM
10	2k	1	R/W	A: SUBMIT.COM
192	16k	1	R/W	A: WS.COM
160	24k	1	R/W	A: WSMGS.OVL

The status of all of the files on a disk beginning with a specific letter can be listed. The following example shows all of the files starting with the letter "H."

A>STAT H*.*

Recs	Bytes	Ext	Acc	
24	4k	1	R/W	A: HONDA.DOC
14	4k	1	R/W	A: HONDA2.DOC

Bytes Remaining on A: 96k

A>STAT *.COM will give the status of every file with that extension.

Status of another drive can be determined as follows:

A>STAT B:

All of the variations of STAT can follow the B:.

11.9 REN for Rename a File

The command to rename a file is REN but it operates in reverse in that the new name is given first and then current name, as follows:

A>REN NEWNAME=OLDNAME

Press Return and the cursor will drop to the next line and the operating system prompt will appear again on the screen.

The REN command is helpful when organizing files for later reference. As an example, you want to store store several files now on different disks, but duplicate file names occur. CP/M will not recognize the duplicate names and will simply copy one file over another of the same name. The name of a duplicate file can be changed before it is copied, or changed during the PIP copy process.

11.10 TYPE to Read a File

A file as it is stored on the disk can be viewed on the screen or printed out on paper through the TYPE command. To print out on paper, use the ^P command to engage the printer.

This command is limited in that it will display ASCii files only, which includes all WordStar document files. Also, this displays the file exactly as it is stored on the disk. A printout will have no margins and will not permit any paging. Depending upon the printer, the printout may contain some strange characters.

Starting from the CP/M operating system prompt, enter TYPE and the full name of the file as follows:

```
A>TYPE FILENAME.EXT
```

The operating system will start displaying the the file, scrolling rapidly off the top of the screen. To halt the scrolling, press ^S, which will freeze the screen display. To continue the scrolling, press ^S again or hit the space bar. Be warned in using the ^S, "ya gotta be fast." It takes practice.

To abort the operation, press CTRL C. This will return the operation to the operating system prompt.

MAILMERGE

12.1 Introduction

MailMerge, a WordStar utility program, is a series of dot commands which permit a variety of options when printing "personalized" form letters using a file of names and addresses or documents containing standard paragraphs. It also can be used for merging several documents to form a single printout.

In this session, we will cover creating data files, several basic formats for printing personalized form letters, envelopes and mailing labels and merge printing several documents.

MailMerge, like WordStar, is almost unlimited in its applications by using various combinations of the dot commands. As you become comfortable with MailMerge, we would suggest that you spend a little time with the MailMerge manual and explore its many capabilities.

12.2 New Terms

Command File -- A file containing a set of commands to accomplish a specific task.

Data File -- A file containing records, each with specific information such as names and addresses.

Record -- A specific group of data found in a file.

Variables -- A specific part of a record, or any information in a form letter or standard document that will change from one copy to the next.

12.3 New Commands

From the No-File Menu

N for Open Non-Document File
M for Run MailMerge

MailMerge Commands

.DF Data File
.RV Read Variables
.FI File Insert

12.4 Producing a Form Letter

We want to produce a personalized form letter to be sent to our friends and customers inviting them to an open house. This will take two files, one containing the letter and one containing the names and address of those to whom the letter will be sent.

Before we can produce a data file containing names and addresses, we must first determine the format for entering the data or how we are going to arrange the variables.

Caution must be followed in setting up MailMerge data files, because if a variable is left out or put in the wrong place in a record, the result can be chaos.

Look over the list for the longest name and address, such as one with an office or title and company name such as the following:

Mr. John Topguy, president
The Testing Co.
1978 Armadillo Blvd.
Amarillo, TX 79100

Now we need to determine the variables, or the parts of the record and keep in mind that every record in our address file must contain the same number of variables. Most simply put, we have in this record name, office, company name, street address, city, state and Zip code, for a total of seven variables

We also want to use two different salutations, one which is more personal for those we know and one more formal for those whom we are not well acquainted.

When we add the salutation for this record, Mr. Smith, we now have eight variables.

The next name we deal with is as follows:

Mr. Stephen F. Jones
1234 Federal St., Apt. 20
Amarillo, TX 79100
Steve

The variables in this record are name, street address, city, state, Zip code and salutation for a total of six variables.

Because all records used in MailMerge must contain the same number of variables, we will use the first record as our model.

Starting from the No-File Menu, press N for Open Non-Document File. We will use the non-document file because it shows no page breaks and word wrap is automatically turned off.

We will call this file ADDRESS.LST, with the extension designating it as a list. Enter this name to the prompt "Enter File Name."

Notice the status line at the top of the screen:

```
B:ADDRESS.LST FC=1 FL=1 COL 01          INSERT ON
```

The status line tells us, most simply put, the name of the document and its drive, the position of the cursor from the beginning of the file in characters (a space, Return and control characters each represent a character), and the line on which you are working.

Now we will start entering our records as follows, inserting a comma between each variable and no space between the variables. We do this because MailMerge interprets a space as a space, and in some cases space or spaces will throw off the alignment of the left hand margin.

The first record will appear as follows:

```
Mr.John Topguy,president,The Testing Co.,1978 Armadillo Blvd.,Amarillo,  
TX, 79100, Mr. Topguy
```

Note: the line is doubled back to fit the margins. On the screen, it would extend to the right and a + would be found in the right margin.

Notice first that the line extends beyond the right hand margin and you will see the text move to the left. A + sign will appear in the far right hand margin of the screen, indicating that additional text appears to the right.

Our second record will appear as follows:

```
Mr. John Topguy,president,The Testing Co.,1978 Armadillo Blvd.,Amarillo,  
TX 79100, Mr. Topguy  
Mr. Stephen F. Jones,1234 Federal St., Apt. 20,Amarillo,TX,79100,Stephen
```

Because our second record has fewer variables, we must insert commas where a variable found in the first record is missing in the second. Also, within the street address we have a comma which we want MailMerge to print and not view this comma as separating two variables. We can solve this problem with double quotation marks but we must put any separating commas outside the last quotation mark as follows:

Mr. John Topguy, president, The Testing Co., 1978 Armadillo Blvd., Amarillo,
 TX 79100, Mr. Topguy
 Mr. Stephen F. Jones, "1234 Federal St., Apt. 20", Amarillo, TX, 79100,
 Steve

The rest of the names and addresses on the list will be entered the same way, making sure that we have the same number of variables.

Next we will set out the form of the letter which we will call OPEN.LET. As the commands are entered, watch the right-hand margin and notice the M for MailMerge Commands. The format is as follows:

As you are entering the commands for this letter

```
.op
.DF ADDRESS.LST
.RV NAME, TITLE, COMPANY, ADDRESS, CITY, STATE, ZIP, SALUTATION
```

Nov. 25, 1982

```
&NAME&, &TITLE/O&
&COMPANY/O&
&ADDRESS&
&CITY&, &STATE& &ZIP&
```

Dear &SALUTATION&:

You are cordially invited to our Open House starting at 5 p.m. Tuesday, Dec. 10. We have a whole new line of products to display and we know you will be interested.

Sincerely,

```
.pa
```

Before we go any further: consider these three items:

The .op at the top of the letter. The omit page command must be entered or succeeding letters will be numbered consecutively.

The /O next to TITLE and COMPANY means "or omit." In the event that the variable line is blank, MailMerge will interpret this as a blank line and will not print the line, moving the rest of the address and text up a line. Note that this is a capital O and not a zero.

We must put a .pa at the end of the letter, or MailMerge will continue to print on the same page until it comes to the bottom of the page.

12.5 Test Data File

Before we start printing our form letters, we always verify that all records in our data file contain the same number of variables. If one of the records is short, every letter from that record on may be a mess.

To do this, we create a command file which will print the first variable, in this case the name, and the last variable, the salutation. Our command file will follow this format:

```
.DF ADDRESS.LST
.RV NAME, TITLE, COMPANY, ADDRESS, CITY, STATE, ZIP, SALUTATION

&Name&, &SALUTATION&
```

Note the blank line between the .rv command and the &Name& line. This will double space the test printout. If you do not want it double spaced, bump the test line right below the .RV line.

12.6 Printing Using MailMerge

Now we want to print our TEST file so we can check our variables. Starting from the No-File Menu, press M for Run MailMerge. The first prompt will be:

```
NAME OF FILE TO MERGE-PRINT?
```

Enter Test and press ESCape. Be sure the printer is turned on and is on line. We sneaked a third record in here.

The results will appear as follows:

```
Mr. John Topguy, Mr. Topguy
Mr. Stephen F. Jones, Steve
Miss Susan Smith, Miss Smith
```

Go through your printout and verify that each name and salutation match. If you run into garbage, find the last correct match and the next record will have one too many or one too few commas, or you failed to put the double quote marks around a variable which contains a comma within the variable.

Make your corrections. If the data file is long, we would suggest running the test again and make any corrections. Repeat the process until it goes through the entire file correctly.

At this point, your data file is correct and you have triple checked the letter so that it is exactly what you want. (It is frustrating to print a hundred letters and find a misspelled word or a word left out.)

We are going to print these letters on our company letter head stock, which means we will want to have the printer stop at the end of each letter so we can insert another sheet of paper.

Select M for Run MailMerge from the No-File Menu and to the first prompt enter OPEN.LET and press Return. The questions are the same as Print a File (see Session 9) except the fourth question which is:

NUMBER OF COPIES (RETURN for 1)?

Press Return until you get to the prompt "Pause for Paper Change" to which you will want to answer Y for Yes.

The screen display will appear as follows before pressing Return to activate the printer:

```
NAME OF FILE TO MERGE-PRINT? OPEN.LET
For default, press RETURN for each question:
DISK FILE OUTPUT (Y/N): (N)
START AT PAGE NUMBER (RETURN for beginning)?
STOP AFTER PAGE NUMBER (RETURN for end)
NUMBER OF COPIES (RETURN for 1)?
USE FORM FEEDS (Y/N) (N)
SUPPRESS PAGE FORMATTING (Y/N) (N)
PAUSE FOR PAPER CHANGE BETWEEN PAGES (Y/N) (Y)
Ready printer, press RETURN:
```

Before you press Return, be sure that you have the first sheet of paper in the printer.

A brief mention here on Disk File Output: It took me three years to get around to trying it. I use the diskfile output routine to check data files and to see how a document will appear on the printer. Press Y for Yes and the next prompt is NAME OF FILE? Give it a file name such as TEST and after the process is completed, call the document up on the screen and take a look at it.

If you find that you have answered one of the questions wrong and want to go back, press ^U, and then press ESCape. This will start the print questions over.

Once into the print mode, the P=Print a file in the system menu will become "P=Stop Print," and will appear in reverse to the rest of the menu. If you want to stop the print to adjust the paper or something, press P. The next prompt will be:

"Y" TO ABANDON "N" TO RESUME ^U TO HOLD

Press Y to abandon the printing and the program will return you to the System Menu. Press N to continue printing and ^U if you are going to have the system wait for a while.

If you have to abandon the print for any reason, you can start again by having it start on a page number determined by the record number in your data file.

The three letters (we decided to use the extra name) will appear as follows:

Nov. 25, 1982

Mr. John Topguy, president
The Testing Co.
1978 Armadillo Blvd.
Amarillo, TX 79100

Dear Mr. Topguy:

You are cordially invited to our Open House starting at 5 p.m. Tuesday, Dec. 10. We have a whole new line of products in which we believe you will be interested.

Sincerely,

Nov. 25, 1982

Mr. Stephen F. Jones,
1234 Federal St., Apt. 20
Amarillo, TX 79100

Dear Steve:

You are cordially invited to our Open House starting at 5 p.m. Tuesday, Dec. 10. We have a whole new line of products in which we believe you will be interested.

Sincerely,

Nov. 25, 1982

Miss Susan Smith,
Computers, Etc.
Twitch, Tx 76999

Dear Miss Smith:

You are cordially invited to our Open House starting at 5 p.m. Tuesday, Dec. 10. We have a whole new line of products in which we believe you will be interested.

Sincerely,

12.7 To Print the Envelopes

To print the envelopes, we must create another command file, which we will call OPEN.ENV. We are using our company envelopes which contain the return address, and we will want to stop the printer between envelopes so that we can insert a blank one. We will use the following form:

```
.PL 30
.MT 0
.MB 0
```

```
.DF ADDRESS.LST
.RV NAME, TITLE, COMPANY, ADDRESS, CITY, STATE, ZIP, SALUTATION
^C
```

```
&NAME&, &TITLE/O&
&COMPANY/O&
&ADDRESS&
&CITY&, &STATE& &ZIP&
```

```
.pa
```

We set the page length (.pl) longer than the envelope so that MailMerge will roll the envelope out of the printer. The top (.mt) and bottom (.mb) margins are set to zero. We don't need the .op here because with the bottom margin set to zero, there is no place to print a page number. The ^C right below the .RV is entered as a ^PC, a print command which tells the printer to stop.

As each envelope is printed, insert a fresh envelope and press P to continue print.

12.8 To Print Mailing Labels

If we wanted print tractor-feed mailing labels (15/16" by 3.5") which we would stick to the envelopes, we would use this form:

```
.mtØ
.mbØ
.pl6
&NAME&, &TITLE/O&
&COMPANY/O&
&ADDRESS&
&CITY&, &STATE&  &ZIP&
.pa
```

When you load the tractor-feed labels in the printer, be sure to adjust for the automatic 1Ø-space indent WordStar throws in.

12.9 To Chain Print Multiple Documents

We want to utilize MailMerge to print out a series of documents so that we don't have to stop and rerun the print program. For example, this manual was written in six sections, WSDOC.COV (title page, notices and disclaimers,) WSDOC.TOC (table of contents,) WSDOC1, WSDOC2, WSDOC3 AND WSDOC.NDX (index.) We first create a command file, WSDOC.PRT as follows:

```
.FI WSDOC.COV
.pa
-----P
.FI WSDOC.TOC
.pa
-----P
.FI WSDOC1
.pa
-----P
.FI WSDOC2
.pa
-----P
.FI WSDOC3
.pa
-----P
.FI WSDOC.NDX
```

Note that we put a .pa, mandatory page break, after each file. Because we use headers and footers in all of the sections, we want to insure that the last page of each section is rolled through the printer completely before the next file is called up for printing.

Also note that each document must end with a hard carriage return. Failure to do this will cause the next section to start on the same page.

We have encountered an unusual problem on several occasions when the last line of the last page of a file was the very end of the page, thereby throwing in an extra page in the printout. We edited the last page so that the last line was Line 54 and not Line 55.

Now that you have a basic understanding of MailMerge, we would suggest that you spend a little time with the regular MailMerge Manual. We have only touched on a few functions and MailMerge offers many more possibilities.

SPELLING PROGRAMS

13.1 Introduction

One of the most valuable utility programs one can acquire to work in conjunction with WordStar is a spelling program. This program is particularly valuable in the final stages of a long or difficult document in that it checks for misspelled words and typographical errors, at that point when you have already read the document so many times that you no longer see mistakes.

Several spelling programs are on the market and all do essentially the same task but methods of operation will vary. We will cover here SpellGuard by Sorcim.

SpellGuard will work on a floppy disk system with ease. However, it is definitely advantageous to have it on the hard disk in conjunction with WordStar.

In this session, we will cover only the proofing of a document and how to create dictionaries for special purposes. SpellGuard will do a lot more, so consult that manual for more detail.

13.2 Working with SpellGuard

SpellGuard must be on Logged Drive A and a document of your choice on Drive B.

When working on a five-inch, double density diskette, we have found that it is easier to start SpellGuard from the CP/M operating system prompt than to try to keep up with when to switch the floppy disks.

When working with quad-capacity floppy disk systems or with a hard disk, SpellGuard can be called directly from WordStar. Once the SpellGuard program has been called, the operation is identical.

On the double density floppy disk -- Start from the CP/M operating system and enter SP and press Return as follows:

```
A>SP
```

On the quad capacity floppy disk or the hard disk, start from the WordStar No File Menu and press R for Run a program. The prompt will be:

```
COMMAND:
```

Enter SP and press Return.

13.3 SpellGuard Master Menu

SpellGuard will display a copyright message along with the serial number and some other information, plus the master menu as follows:

MASTER MENU (List of things you can do)

```

PRESS      IN ORDER TO
-----
1 OR P    PROOF spelling in text file
2 OR A    Alter Default-Tables (Active Table: #1 STANDARD)
3 OR R    REORGANIZE AND EXAMINE dictionary(s)
4 OR C    CHANGE prompt level from "BEGINNER" to "EXPERT"
5 or ?    Help - show user instructions
6 or X    EXIT SPELLGUARD and return to CP/M

```

--Press Number or Letter -->■

We will cover here options 1, 2, 3 and 6.

13.4 To Proof a Document

To begin proofing a document press 1 or P, the screen will be erased and the next prompt will be:

Dictionary File: SP.DIC 20,623 words

Text File

-- Type disk drive name (e.g., B:) to SHOW FILE NAMES, type TEXT NAME, press Return Key to EXIT> -->■

The screen display tells us that we are using the standard dictionary and how many words it now contains. The prompt calls for the name of the document.

Since we are on Logged Drive A and our document is on Drive B, enter B:. If we need to see the directory of the Drive B, we can press Return at this point, and all of the files will be displayed. Press Return, a message will be printed along with the files on the disk as follows:

Alphabetized List of Files on Disk Drive B.

```

FILE1.DOC      FILE2.DOC      INSERT

```

-- Type disk drive name (e.g., B:) to SHOW FILE NAMES, type TEXT NAME, press Return Key to EXIT> -->■

Enter the name of the file to be proof read:

-- Type disk drive name (e.g., B:) to SHOW FILE NAMES, type TEXT NAME, press Return Key to EXIT> -->B:FILE1.DOC

The program will respond with the following display:

```

*** SPELLGUARD by Inovative Software Applications ***

Dictionary File "SP.DIC"          Text File "B:FILE1.DOC"

#Words   # Words   % Words   #Words   %Words   % Proofing
Read     Unique    Unique    Mismatched Mismatched  Done
-----
6,353    926        14.5%    6         0.0%      100.0%

PROOFREADING DONE ENTERING WORD REVIEW
--Press any key to continue -->
    
```

The first number is the number of words in the document, followed by the number and percentage of unique words. A unique word is any word used for the first time in the document. Following that are the number and percentage of words mismatched, that is the word does not match up with any word in the dictionary file, and the percentage of proofing done, which is the program's way of telling you its progress.

13.5 Word Review

Press any key and the following will be displayed:

```

Menu of Actions for REGULAR WORD REVIEW
PRESS      IN ORDER TO
-----
1 or A    ADD correct word to dictionary
2 or M    MARK
3 or I    IGNORE
4 or R    RETURN to Master Menu
5 or ?    HELP
6 or X    EXIT and Enter SPECIAL REVIEW

Recap for Prior Word          Current Word for Reviewing
Word <Action Chosen>         Number Word--> <Your Response>
-----
IMMEDIATE <1>                #2 MISMATCHED -->
    
```

All mismatched words will be displayed on the screen one at a time in alphabetical order. This makes it easy to use the dictionary so that words being added to the dictionary can be found easily.

After all of the mismatched words are reviewed, SpellGuard will show which words are marked. If the same word has been marked several times, it will be displayed several times. The display will appear as follows:

WORD REVIEW DONE. START DICTIONARY UPDATE AND TEXT MARKING

Number of words being added to dictionary = 52

Number of words mismatched for marking = 1

Word will be shown as they are marked in the text.

Press X to IMMEDIATELY ABANDON the text file marking

#1 ones

The last character of each incorrect word has been changed to ~ in the Text File "D:SPELL.DOC"

FILE "D:SPELL.BAK" is a copy of the original text.

press any key to continue-->

Press any key and the SpellGuard Master Menu will be displayed. At this point, press 6 or X to get out of SpellGuard. If working with the spelling program only on a disk, the program will return to the CP/M operating system prompt. Put the WordStar program disk back in Drive A and start WordStar.

If SpellGuard is on the same disk or segment with WordStar, the next prompt will be:

Press Any Key to Return to WordStar

Press any key and the WordStar No-File Menu will return to the screen. Using D from that menu, and call up the document. Using the ^QF function, have it search for the ~ mark. Make the corrections and save the document.

13.6 To Create a New Dictionary

Before creating a new dictionary, have at least one and preferably three or more documents which have been checked and double checked and determined free of misspelled words.

Starting from the Master Menu, press 2 or A to alter the default table. The first display will be:

Menu of Actions for ALTERING DEFAULT-TABLES

PRESS IN ORDER TO

- 1 OR D DISPLAY and (optionally) ALTER a Default-Table
- 2 OR L LIST names of the 3 stored Default-Tables
- 3 OR C CHANGE the active Default-Table
- 4 OR M MAKE A COPY of a Default-Table
- 5 or ? Help - show instructions
- 6 or X EXIT and return to MASTER MENU

(Presently Active Default-Table is #1 STANDARD)
 --Press Number or Letter -->

Press 1 or D for Display and Alter a default-table:

Following will be displayed:

NAMES OF DEFAULT-TABLES

DEFAULT-TABLE #1 STANDARD (presently active)
 DEFAULT-TABLE #2 NO FILES
 DEFAULT-TABLE #3 NO FILES

What is the number of the Table to be displayed
 and (optionally) altered?
 1,2,3 OR <RETURN>..?

Press 2 and the following will be displayed:

Default-Table number 2

- (1) Name of this Default-Table NO FILE
- (2) Name of Dictionary used in proofreading . *
- (3) Name of Text File to be proofread . . . *
- (4) Character used to mark misspelled words . [
- (5) Preserve original text in file called
 <FIRSTNAME.BAK> (Y - YES, N - NO) . . . Y
- (6) Console Type: Screen (S), Hard Copy (H) . S
- (7) Show words during text marking (Y, N) . . Y

What item number will be altered?

-- Press 1-7 or Return Key to EXIT -->

We want to change Fields 1, 2 and 4. I change to the ~ figure for marking because it is seldom used. We use the beginning bracket ([) many times in tables, accounting reports and technical manuals.

Press 1 and the next prompt will be:

(1) Name of this Default-Table
 Current value = NO FILES

-- Type the new value: name, 1-8 characters,
 or Press Return Key to EXIT -->

Enter a name for the default table as LEGAL and press Return. No Files should be replaced by LEGAL in field 1.

Now press 2 and the following will be displayed:

(2) Name of Dictionary used in proofreading .
 Current value = *

Enter the name of the dictionary. Let's call this one LEGAL.DIC. Press Return and the asterisk has been replaced by LEGAL.DIC.

Press 4 and the following will be displayed:

(4) Character used to mark misspelled words .
 Current value = [

-- Type the new value: ^, ~, #, |, [other symbol,
 or Press Return Key to EXIT -->

Symbols, other than those suggested in the prompt will trigger this message:

** Response "?" is not a suggested character. Be sure
 ** it has no special use for your word processor. Do
 ** you want to use this character?

** -- Press Y for Yes or N for No -->

Enter the ~ and press Return. The [is now replaced by the ~.

Now, press Return and then an X to get back to the Master Menu where you will select 1 or P to proofread a document. The next prompt will be:

-- Type disk drive name (e.g., B:) to SHOW FILE NAMES, type
 DICTIONARY NAME, press Return Key to EXIT --> TEST.DIC

Press Return. Next message will be:

** File "LEGAL.DIC" not found on Disk A:
 Is this a NEW DICTIONARY?
 --PRESS Y, N, or Return Key to EXIT -->

Press Y for Yes and the next prompt will be:

Please wait while a a new dictionary file is made.

After a moment, the program will display the notation:

<Empty> 0 Words

Text File

-- Type disk drive name (e.g., B:) to SHOW FILE NAMES, type TEXT NAME, press Return to EXIT -->

Enter the name of the file and press Return. After the proofing is completed, note that the number of unique words is the same as the number of mismatched words. Press Return to enter the Word Review and then 6 or X to enter the Special Word Review. The display will be as follows:

Menu of Actions for SPECIAL WORD REVIEW

PRESS IN ORDER TO
----- -----

1 or A ADD ALL remaining words (*) to the dictionary
2 OR M MARK ALL remaining words in the text file
3 OR I IGNORE ALL the remaining words
4 OR L LIST THE remaining words
5 or C CANCEL SPECIAL REVIEW, return to REGULAR WORD REVIEW
6 or ? HELP - show instructions on what to do next
7 or X EXIT/ABANDON ALL WORD REVIEW, return to the MASTER MENU AND DO NOT MARK ANY WORDS OR ADD TO DICTIONARY

(*) Remaining words are mismatched words not yet reviewed.
-- Press Number or Letter -->

Press 1 and SpellGuard will query:

Add to dictionary ALL 75 remaining words?
(Enter Y or N) -->

With an N for No response, the program will ask again for the letter or Number. With a Y for Yes answer, the program will respond with the message:

WORD REVIEW DONE. START DICTIONARY UPDATE AND TEXT FILE MARK

Also it tells the number of words being added to the dictionary and the number of mismatched words for marking. Press Return and the program will Return to the Master Menu.

Now, enter your other "clean" documents to your dictionary using the same procedure.

We might add here that while SpellGuard will show only three dictionaries, the number of dictionaries is limited only by space. Select Option 2 or P from the Master Menu, Alter Default-Tables, and exchange one of the dictionaries for one in the active list.

If working with a number of specialized dictionaries, the simple solution, on a floppy disk system, is to put three different dictionaries on each program disk. Just be sure that you label the disks clearly so that you get the right disk for the right job. Periodically, make a backup of your dictionaries.

Also note that if working with one document in particular that is in a long state of revision (such as a technical or highly complicated procedure) you can have SpellGuard go automatically to that document for proofing.

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