KAYPRO®

CORRECTSTAR™ / STARINDEX™

CorrectStar™ Training Guide and Reference Manual

for CorrectStar Release 3.3

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TRADEMARKS

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All screen illustrations in this manual are meant to be representative, not exact duplicates of those that appear on your monitor.

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CORRECTSTAR
Spelling Checker and Corrector

CorrectStar™
Training Guide and Reference Manual

for CorrectStar Release 3.3


CorrectStar Makes
spelling fast and easy.
Dictionary
Personal Dictionary

1. Welcome to CorrectStar

Congratulations! Remember how much easier your work became when you first discovered word processing? CorrectStar is about to make it even easier. Think how much time you have spent over the years painstakingly proofreading your writing for misspelled words and typographical errors...not to mention editing and rewriting whole pages because of a single mistake. Thanks to CorrectStar, typos and misspellings are a thing of the past, along with the embarrassment and wasted time.

CorrectStar is designed to be the fastest and most comprehensive spelling checker and corrector ever developed. It works as a valuable addition to your WordStar word processing program. After you finish creating your document, CorrectStar proofreads your copy and checks it against its Main Dictionary list of over 65,000 words drawn from the American Heritage Dictionary published by Houghton Mifflin Company. This list includes 99% of the most commonly used words in the English language.

CorrectStar places each questionable word in a prominent box at the top of the screen and puts a suggested correct spelling directly below it. If you don't like CorrectStar's suggestion, a single key brings up another suggested correction. And another. You can pick one of the suggested words or enter your own spelling from the keyboard. If you agree with CorrectStar's selection, a single keystroke corrects the misspelling, not only at that point but (if you choose) everywhere throughout the text. Try that with your next novel and see if it isn't handy!

CorrectStar's most revolutionary feature is the way it examines each of the suspected misspellings *phonetically* as it looks for possible replacements. This makes otherwise impossible constructions recognizable to the program.

Finally, CorrectStar makes your work easier the more you use it. Most of the words it considers misspelled when it first encounters them are, in fact, proper names or specialized terms you may use frequently in your business. CorrectStar allows you to create Personal Dictionaries in which to store names and unusual terms. Each time CorrectStar encounters a new word, you have the option of adding it to your Personal Dictionary. Thereafter, the only time CorrectStar questions you about it again is when you try to *misspell* it.

Now let's take a closer look at CorrectStar and then take it for a test drive...

2. Getting Started

A GUIDE TO THIS MANUAL

IF YOU ARE A BEGINNER

Take a little time to read the Training Guide and run through the tutorial. It escorts you through CorrectStar using the sample text that comes with the program disk.

Then you can read through the Reference Manual or just start using your new CorrectStar program to ease your daily work load.

IF YOU ARE MORE ADVANCED

If you are already familiar with WordStar and earlier spelling programs, you may want to just browse through the tutorial, looking up unfamiliar commands in the Reference Manual as you go.

CorrectStar is designed to be as convenient and simple to use as possible. The screens are largely self-explanatory. If you attempt to enter incorrect commands, CorrectStar either ignores them or guides you with onscreen explanations.

SYMBOLS USED IN THIS MANUAL

REMEMBER

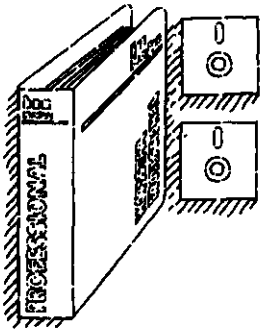
The ESCAPE key

The RETURN key

The CONTROL key

CAUTION

WHAT YOU HAVE



Your CorrectStar spelling checker and corrector includes three items:

- This Manual
- A CorrectStar Program Disk
- A CorrectStar Dictionary Disk

The program disk contains all the information necessary to install and run CorrectStar. The dictionary disk contains over 65,000 words from the Houghton Mifflin American Heritage Dictionary, as well as room for your Personal Dictionary.

WHAT YOU NEED

CorrectStar performs only in conjunction with MicroPro's **WordStar** version 3.3 word processing program. You need a WordStar disk with the following four files:

- WS.COM
- WSMSGS.OVR
- WSOVLY1.OVR
- CORRSTAR.OVR

A 65,000-word dictionary takes up a bit of room. CorrectStar requires a system with at least 192K bytes of internal memory and capable of running two floppy disks with a minimum of 320K bytes each. Or a hard disk system.

If you have a dual disk system, you need three disks:

- Your WordStar/CorrectStar Program Disk
- Your CorrectStar Dictionary Disk
- Your work disk, with the text you are editing

Some disk swapping is required briefly. But don't worry, it's easy. There's a guided tour in a moment that explains all.

3. CorrectStar Training Guide

TUTORIAL

CorrectStar comes with a short sample text on the program disk. Use that file—known as SAMPLE.TXT—to become familiar with CorrectStar.

SETTING UP

If you have not already installed CorrectStar in your system, turn to the Installation Manual (Chapter 5) and follow the procedures detailed there. CorrectStar *must* be installed for *your* system.

IF YOU ARE USING A DUAL FLOPPY DISK SYSTEM

We will assume that you normally work with WordStar in Drive A and your working disk in Drive B. Since the file you edit in this lesson is on the CorrectStar program disk, you should copy it onto a blank work disk in drive B. Leave this disk in Drive B during the tutorial.

The procedures in the following pages are for a dual floppy disk system. If you are using a hard disk simply ignore the disk changing procedures and tailor the drive and directory instructions to your own machine.

BAILING OUT

At some point in this lesson you may be interrupted and have to end the session and return later. Or, you may get confused, press the wrong keys, and want to start the program over. In either case, just enter the following commands to restart or return when it's more convenient:

PRESS ^U to cancel the spelling check at any point

PRESS ESCape to return to WordStar

If you are using a dual floppy disk system, you *must* reinsert your WordStar disk in drive A *before* pressing ESCape.

You are now back in the WordStar "edit mode." You have one more choice to make:

PRESS ^QL to return to CorrectStar and resume the spelling check from the beginning.

PRESS ^L to return to CorrectStar and resume the spelling check from the current cursor position.

PRESS ^KQ to abandon your corrections, leave your original file unchanged, and return to the WordStar Opening Menu.

CORRECTSTAR IN ACTION

Start your system as you normally do and then start your WordStar program. CorrectStar works as the spelling option from WordStar.

At this point you should see the WordStar Opening Menu:

```
not editing
                    <<< OPENING MENU >>>
  ---Preliminary Commands---  |  --File Commands--  |  -System Commands-
L Change logged disk drive    |                     |  R Run a program
F File directory  now OFF     |  P PRINT a file     |  X EXIT to system
H Set help level              |                     |
 ---Commands to open a file---|  E RENAME a file    |  -WordStar Options-
D Open a document file        |  O COPY a file      |  M Run MailMerge
N Open a non-document file    |  Y DELETE a file    |  S Run CorrectStar
```

STEP 1 TYPE S (to start CorrectStar)

SEE the File Selection Screen:

```
 s    not editing

To begin spelling check, enter name of file to be checked
To review last file edited, type ^R

^S=delete character    ^Y=delete entry    ^F=file directory
^D=restore character   ^R=restore entry   ^U=cancel command

    NAME OF FILE TO CHECK?___

directory of disk A:
```

CorrectStar is asking for the name of the file you wish to proofread and correct. If you make a mistake or change your mind, use one of the six commands that appear on the screen just above where you are typing.

NOTE: You will not see the first two explanatory lines or the editing commands if you have your WordStar Help Level set at 1 or 0.

OK so far?

STEP 2 TYPE **b:sample.txt** RETURN

SEE the Introductory Screen

```
CorrectStar  Release 3.3  I.D. #26334204-001
Copyright (c) 1983, 1984, MicroPro International Corporation.
    All Rights Reserved

  (c) Copyright 1983, 1981, Houghton Mifflin Company.
   Based upon The American Heritage Dictionary.

Please check your CorrectStar options

<ESC>=start spelling check     ^S=delete character     ^Y=delete entry
^U=cancel spelling check       ^D=restore character    ^R=restore entry

Document: B:SAMPLE.TXT
Personal Dictionary:
 A:PERSONAL.DCT                              <RET> or new entry
```

CorrectStar now allows you to do some housekeeping before starting the actual spelling check. The document you are about to work on, SAMPLE.TXT, is on drive B. Your Personal Dictionary is PERSONAL.DCT. It is on drive A. If you wish to change either its name or location, do so now by typing in new values. Otherwise:

STEP 3 PRESS RETURN

SEE the following lines appear

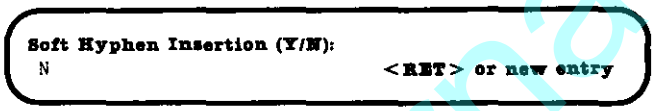
```
Auto Reform (Y/N):
 Y                                           <RET> or new entry
```

Another feature, another decision: Do you want the Auto Reform feature on or off while you are working? If it's on, CorrectStar enters all the corrections you make into the text and aligns the right margins automatically. Most of the time you will probably want Auto Reform on. But if your text has columns of proper names Auto Reform will misalign them, so you want it off. You also want Auto

Reform off if your text has the "ragged right" edge of typewritten material. However, in this example you want Auto Reform on.

STEP 4 PRESS RETURN
Auto reform is now on.

SEE a final choice appear



One final choice: Unless you turn off the Auto-reform feature, CorrectStar automatically reforms your text when it replaces misspelled words. Sometimes the new words are longer than the old ones. If they happen to fall at the end of a line, they may need to be split between that line and the next one. Soft hyphens make this possible.

Soft hyphens are hyphens that appear on your screen but print only when one appears at the end of a line. Unlike WordStar, which inserts a soft hyphen only when and where it splits a word, CorrectStar inserts a hyphen between each syllable of a replaced word. This way should you ever need to reform your text again—either with CorrectStar or WordStar—the hyphens are already present and the words will split automatically.

CorrectStar does not insert soft hyphens unless you turn on Soft Hyphen Insertion either at installation time or from this Options Menu. The only disadvantage to Soft Hyphen Insertion is aesthetic; since many people find so many hyphens distracting, the feature is normally set to OFF at installation time. If you decide you like Soft Hyphen Insertion after becoming familiar with it you can go back and reinstall CorrectStar, turning the feature ON.

For now let's assume you want it on:

STEP 5 TYPE **Y** RETURN Soft Hyphen Insertion is now ON.

All your housekeeping is now complete, and it is time to put CorrectStar to work.

STEP 6 PRESS RETURN

Now you get to listen to your machine click and whir as CorrectStar starts loading its dictionaries into the work area:

```
Document: A.SAMPLE.TXT
Personal Dictionary:
 A:PERSONAL.DCT
Auto Reform (Y/N):
 Y
Soft Hyphen Insertion (Y/N):
 Y
<RET> - to begin:

Please wait...loading internal dictionary
```

The Internal Dictionary is a 9000-word dictionary that CorrectStar holds in its internal (in-ram) memory during the spelling check. The Internal Dictionary contains about 89% of the words found in an average document. Since CorrectStar checks here first when searching for a word, the Internal Dictionary contributes greatly to CorrectStar's speed by eliminating the need for a disk search most of the time.

There is one possible blooper here. If you told CorrectStar that a dictionary is somewhere that it isn't—or if you specified a file that doesn't exist—CorrectStar alerts you (for example):

INTERNAL.DCT not found—Please try again.

CorrectStar again asks you for the proper name and location of the Internal Dictionary. Correct the displayed information as appropriate.

When the previous screen appeared it said **<ESC> to start spelling check.** You could have pressed the **ESC**ape key right away and by-passed steps 3-6. In the future press **ESC**ape to routinely start the spelling check unless you need to change something on the Options Menu. If you find yourself continually changing any of the default options, go back and reinstall CorrectStar more to your liking.

If all goes well the following screen will appear briefly:

```
  WAIT
CorrectStar - Spelling Checker and Corrector

  [Loading personal dictionary]

now starting spelling check...
```

If you are using a dual floppy disk system, remove the WordStar disk from drive A and replace it with your dictionary disk. If you forget to do this, CorrectStar will remind you to change disks:

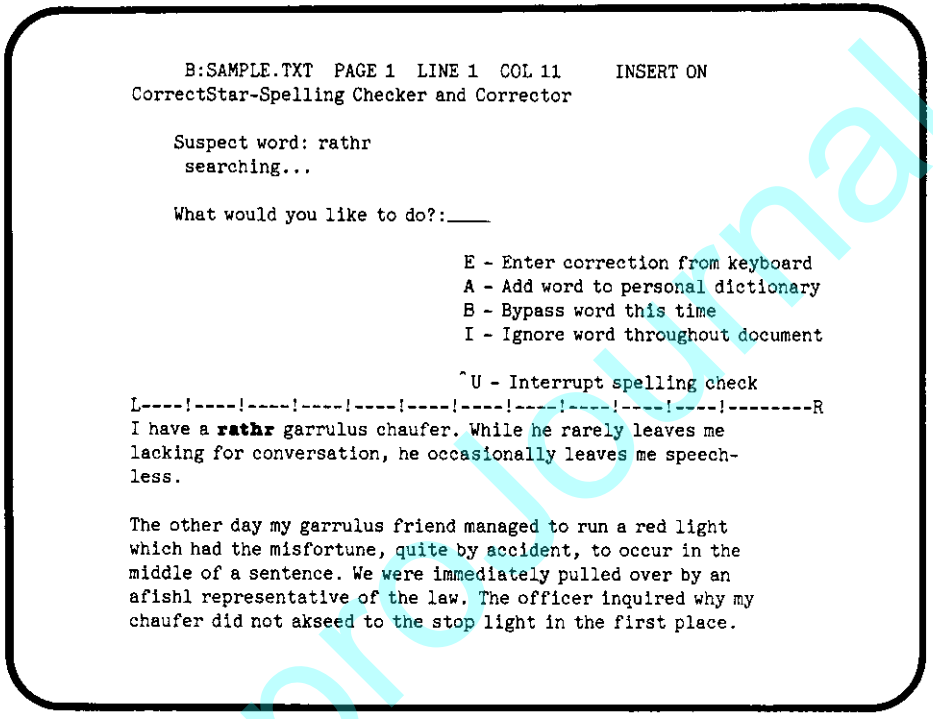
Load dictionary diskette. Press ESCAPE key.

If prompted, change disks and press **ESC**ape.

Once CorrectStar has checked the dictionaries it begins checking *your* work.

SEE The message *Loading personal dictionary* become *[Checking document]*.

CorrectStar is checking the first probable misspelling and searching the dictionaries for suggested corrections. Now things begin to happen:



Once CorrectStar finds a suspected misspelling it marks the word in the text (shown below the ruler line) and displays it at the top of your screen as the **Suspect word**.

The preceding screen appears briefly while CorrectStar searches for a replacement word in the dictionary. In the meantime you can:

- **E**nter a correction from the keyboard
- **A**dd the suspect word to your Personal Dictionary
- **B**ypass the word for now
- **I**gnore the word whenever it reappears in your text

For now, just wait a second or two until CorrectStar finds a possible replacement for **rathr**:

```
     B:SAMPLE.TXT  PAGE 1  LINE 1  COL 11      INSERT ON
CorrectStar-Spelling Checker and Corrector

    Suspect word: rathr
      Suggestion: rather

    What would you like to do?:____

  C - Correct as suggested              E - Enter correction from keyboard
  G - Correct Globally                  A - Add word to personal dictionary
  N - Show next suggestion              B - Bypass word this time
  P - Show previous suggestion          I - Ignore word throughout document

  <RET> - Correct as suggested          ^U - Interrupt spelling check
L----!----!----!----!----!----!----!----!----!----!----!--------R
I have a rathr garrulus chaufer. While he rarely leaves me
lacking for conversation, he occasionally leaves me speech-
less.

The other day my garrulus friend managed to run a red light
which had the misfortune, quite by accident, to occur in the
middle of a sentence. We were immediately pulled over by an
afishl representative of the law. The officer inquired why my
chaufer did not akseed to the stop light in the first place.
```

CorrectStar doesn't like the way **rathr** is spelled. Its suggested correction looks a lot better. Replace **rathr** with **rather**:

STEP 7 TYPE **C** or PRESS RETURN
(for Correct as suggested)

CorrectStar immediately replaces the incorrect spelling with the corrected one at the indicated location, at the same time rejustifying the right margin. It then goes on to the next possible misspelling.

SEE the next misspelled word appear

```
    B:SAMPLE.TXT  PAGE 1  LINE 1  COL 18      INSERT ON
CorrectStar-Spelling Checker and Corrector

    Suspect word: garrulus
      Suggestion: garrulous

   What would you like to do?:____
```

Again CorrectStar got it right the first time.

Now you have a choice to make. Whenever you correct a misspelled word CorrectStar offers you the choice of replacing it just once—if you think your mistake was a fluke, or the word is a one-time occurrence—or of replacing it "globally," that is, throughout your document. This time, choose **Global replacement**:

STEP 8 TYPE **G** (for **G**lobal replacement)

Garrulus will now be corrected automatically every time it appears throughout your text. Don't be alarmed that **garrulus** is not yet corrected in the first line of paragraph two. CorrectStar will correct it promptly just as soon as we progress to that paragraph.

Now another word:

```
     B:SAMPLE.TXT  PAGE 1  LINE 1  COL 27      INSERT ON
CorrectStar-Spelling Checker and Corrector

    Suspect word: chaufer
      Suggestion: chauffeur

    What would you like to do?:____
```

Once again, CorrectStar got it right the first time out. But what if this weren't true? Suppose you had some exotic word that CorrectStar couldn't decipher. Let's ignore the suggested replacement word and type in your own correction.

STEP 9 TYPE **E** (to Enter a correction from the keyboard)

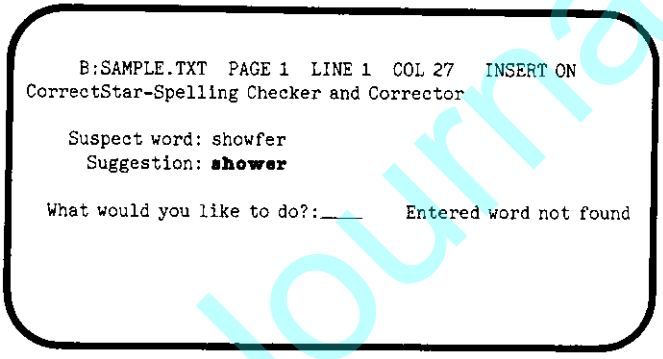
SEE the following screen

```
     B:SAMPLE.TXT  PAGE 1  LINE 1  COL 27      INSERT ON
CorrectStar-Spelling Checker and Corrector

    Suspect word: chaufer
 Type correction:

    What would you like to do? ■
```

You may now type in your own suggested spelling. But suppose the word you enter is itself misspelled. It wouldn't do to be able to slip one past CorrectStar. Just for fun, try misspelling the new word.

STEP 10 TYPE **showfer** RETURN

SEE the following screen



This time CorrectStar chose a replacement that is clearly not the correct one in this context. Let's look a little further through the dictionary.

STEP 11 TYPE **N** (for the Next suggestion)

SEE **shofar**

Yes, there *is* such a thing as a **shofar**—it's an instrument made from a ram's horn.

STEP 12 TYPE **N**

SEE **chauffeur**

This is correct, of course, but let's just be difficult and see what else CorrectStar can find.

STEP 13 TYPE **N**

SEE **suffer**

Not bad, but why stop when you're on a roll?

STEP 14 TYPE **N**

SEE **No more suggestions**

Well, we really wanted **chauffeur** anyway. This was one Suggestion back.

STEP 15 TYPE **P** (for the **P**revious suggestion)

SEE **chauffeur** again

STEP 16 TYPE **G**

SEE **chauffeur** corrected throughout your text

Once again—but this is one of CorrectStar's starring roles:

```
    B:SAMPLE.TXT  PAGE 1  LINE 8  COL 01      INSERT ON
CorrectStar-Spelling Checker and Corrector

   Suspect word: afishl
     Suggestion: official

   What would you like to do?:____
```

CorrectStar's most revolutionary feature is the way it examines each of the suspected misspellings *phonetically* as it looks for possible replacements. This lets CorrectStar recognize otherwise impossible constructions like **showfer** and **afishl**.

Let's take CorrectStar up on its suggestion:

STEP 17 TYPE **C**

SEE the following screen

```
    B:SAMPLE.TXT  PAGE 1  LINE 9  COL 24      INSERT ON
CorrectStar-Spelling Checker and Corrector

    Suspect word: akseed
      Suggestion: exceed

    What would you like to do?:____
```

Nice try, but not what we want in this case.

STEP 18 TYPE **N**

SEE **oxide**

STEP 19 TYPE **N**

SEE **accede**

That's the word we want. Replace globally:

STEP 20 TYPE **G**

SEE **accede** replace **akseed**

```
    B:SAMPLE.TXT  PAGE 1  LINE 14  COL 26      INSERT ON
CorrectStar-Spelling Checker and Corrector

    Suspect word: hometown
    No correction found

    What would you like to do?:____
```

This time CorrectStar was unable to identify **hometown**. Before deciding what to do, let's take a look at those functions you have yet to use:

The **B**ypass command tells CorrectStar to skip over the word at this point but to stop if it comes upon the same spelling again.

You may want to Bypass a word if you know the spelling is correct (a proper name or a very unusual word, for example) but the word will not recur frequently enough to merit putting it in your Personal Dictionary.

The **I**gnore command tells CorrectStar to skip over the word not only here but throughout the remainder of the document.

If you have a word that is unusual, that occurs repeatedly throughout your text, and yet is not one that you want to add to your Personal Dictionary, use the Ignore function.

Often you will want to **A**dd a new word to your Personal Dictionary. The **A** key allows you to do that.

You can add up to 1500 words to your Personal Dictionary; you can also create multiple Personal Dictionaries (see page 4-3 for details). As you add words to your Personal Dictionary, CorrectStar will question you less and less frequently. The more you use CorrectStar the more useful it becomes. Since you'll use **hometown** again,

STEP 21 TYPE **A**

Hometown is now added to your Personal Dictionary.

```
     B:SAMPLE.TXT  PAGE 1  LINE 16  COL 01      INSERT ON
CorrectStar-Spelling Checker and Corrector

    Suspect word: fateeg
      Suggestion: fatigue

    What would you like to do?:____
```

STEP 22 TYPE **G**

SEE **fatigue** spelled correctly both here and hereafter.

```
     B:SAMPLE.TXT  PAGE 1  LINE 17  COL 47      INSERT ON
CorrectStar-Spelling Checker and Corrector

    Suspect word: egstinkt
      Suggestion: extinct

    What would you like to do?:____
```

STEP 23 TYPE **G**

SEE **extinct** corrected globally

```
     B:SAMPLE.TXT  PAGE 1  LINE 19  COL 17      INSERT ON
CorrectStar-Spelling Checker and Corrector

    Suspect word: newfound
    No correction found

    What would you like to do?:____
```

STEP 24 TYPE **A**

Newfound is added to your Personal Dictionary.

That's it for the spelling check.

Looking back at your screen you see:

```
      B:SAMPLE.TXT  PAGE 1  LINE 23  COL 01     INSERT ON

    End of spelling check - Number of words checked: 180
                            Number of words corrected: 12
       [Replace WordStar disk if necessary]

      ***Press ESCAPE key for WordStar edit mode
         [^QL will then restart spelling check if desired]
L----!----!----!----!----!----!----!----!----!----!--------R
My chauf-feur did not ac-cede to the stop sign in the first
place. My friend replied that he thought it an odd place for
a stop sign, and hadn't seen it.

My chauf-feur noticed the officer's accent and inquired if
they might have the same hometown. When it turned out that
they did, a twenty minute conversation ensued. It began to
fa-tigue me after awhile, but I just kept looking at the still
blank ticket book and kept quiet like some ex-tinct, mute ape.

Finally the two newfound friends said farewell, and my chauf-
feur drove off. I looked back in time to see the officer
staring at his ticket book. He had forgotten to fill it out.
```

Above the "ruler line" is some final information for your benefit. Below the ruler line are the last several lines of your corrected text.

If you earlier replaced your WordStar disk with the CorrectStar disk, now is the time to reinsert the WordStar disk in drive A. You have to make this swap, since CorrectStar drops you back into the WordStar "edit mode" once you press the **ESC**ape key.

STEP 25 PRESS ESCAPE

You are now back in the WordStar edit mode with your corrected text in the work space below the ruler line.

It's important to realize that the work you have just done, while corrected and reformed, exists only in the computer's working memory and is not yet saved on disk.

Since you are back in WordStar, you can move your text around and examine it to see if it still looks OK to you. You usually won't need to do this, and you certainly don't in this case.

FINISHING UP

In case you aren't too familiar with WordStar, there are a few different routes you can take at this juncture:

^QL exits WordStar and restarts the spelling check.

^KD saves your corrections by replacing the old SAMPLE.TXT file with the corrected one and then returns you to the WordStar Opening Menu.

Once you exit CorrectStar, **^KD** is your usual route back to WordStar's Opening Menu.

^KQ abandons your corrections, leaves your original file unchanged, and returns you to the WordStar Opening Menu.

STEP 26 TYPE **^KQ**

SEE *ABANDON EDITED VERSION OF FILE A:SAMPLE.TXT ? (Y/N):*

TYPE **Y**

You have just saved the original, unexpurgated SAMPLE.TXT file for the benefit of future CorrectStar users.

NEXT TIME

We hope you find CorrectStar to be simple, straightforward, even *fun* to use. The more you use it, the faster it gets. Now take off on your own. Use CorrectStar to proof the next letter you type—or, if you're daring, the *last one* you typed.

If you get confused during a session, you can always look up prompts or commands in the Reference section that follows. Check the Quick Reference foldout chart at the back of the book for a refresher on the various routes through CorrectStar.

MicroPro is confident that CorrectStar will make your work faster and more enjoyable. What you do with all that extra time is up to you!

4. CorrectStar Reference Manual

MAIN DICTIONARY

Your Main Dictionary is drawn from the best-selling American Heritage Dictionary, published by the Houghton Mifflin Company. The Main Dictionary contains over 65,000 words—an estimated 99% of the most commonly used words in the English language.

The dictionary itself resides on the Dictionary Disk, where it takes up about 304K bytes of disk space. The Main Dictionary cannot be altered from either WordStar or CorrectStar.

INTERNAL DICTIONARY

The Internal Dictionary contains 9000 of the most common words in the English language—about 89% of the words in an average document.

The Internal Dictionary is loaded into the computer's internal ("in-ram") memory when you first start to run CorrectStar. When CorrectStar searches your text for misspellings, it goes to this dictionary first before looking through the Main Dictionary. Most of the time it will find what it wants instantly without having to do a disk search. This step contributes greatly to the speed that characterizes CorrectStar.

The Internal Dictionary takes up about 35K bytes of disk space. You can store it anywhere you want in your system other than on the dictionary disk, which is taken up entirely by the Main and Personal Dictionaries. Just tell CorrectStar where the Internal Dictionary will be when you first install the program. If you change the Dictionary's location you should reinstall the whole program, indicating the new location; otherwise you will have to type it in each time you run CorrectStar.

PERSONAL DICTIONARY

CorrectStar allows you to create Personal Dictionaries in which to store names and words commonly used in your business but not found in the Main Dictionary. These might include proper names, legal or medical terms, etc.

Type **A** when CorrectStar fails to recognize a word that you know to be correct, and that you think you will probably be using again with some frequency.

Once you have added a new word to your Personal Dictionary, CorrectStar won't question you again when you use this word in the future.

The Personal Dictionary is the only dictionary that you can alter. You can add words to it from within CorrectStar. Since the Personal Dictionary is a text file you can also edit it from WordStar and add or delete words directly. Don't feel timid about adding words. The size of the Personal Dictionary won't detract from CorrectStar's performance, it will add to its efficiency.

CorrectStar normally will accommodate one Personal Dictionary of up to 1500 words—around 18K bytes of disk space. It is stored on the same disk with the Main Dictionary, and the two occupy all the available space on a 320K byte floppy disk.

CREATING MULTIPLE PERSONAL DICTIONARIES

CorrectStar will allow you to create multiple Personal Dictionaries. The only difficulty is finding the room on which to store them on the dictionary disk. You can create several small separate Personal Dictionaries on the dictionary disk as long as their combined length doesn't exceed the disk size. Give each dictionary a different name and call for it by name from the Options Menu.

If you need to maintain longer Personal Dictionaries, first make multiple copies of your Dictionary disk. CorrectStar will automatically create a separate Personal Dictionary on each disk if one does not already exist. This will allow you to have the largest possible Personal Dictionaries. They should each be named PERSONAL.DCT so that you won't have to deal with the Options Menu each time. Label the disks carefully to reflect the differences between the dictionaries.

WHAT IF YOUR DICTIONARY FILLS UP?

The first limitation that you may encounter is the Personal Dictionary's need for 8K bytes of RAM. This limits a Personal Dictionary to 1500 words (32-character maximum length per word).

The next limitation is disk space. A dual 320K byte floppy disk system allows one Personal Dictionary of about 1000 words, depending on word length. On larger disks there is room on the dictionary disk for 2 or more Personal Dictionaries (with different names) of 1500 words each.

If you are using a hard disk system you can create 1500-word Personal Dictionaries up to the limits imposed by your system.

There are different indications when your dictionary disk fills up:

1. **From the Options Menu**: If you call up CorrectStar and press **ESC**ape, the following message appears:

   Can't add more words to Personal Dictionary
   ***** Press ESCAPE**

2. **From the Operating Menu**: Once you press **ESC**ape you can still run CorrectStar. However, if you attempt to add words to your dictionary, you will be reminded of your error:

   Can't add more words to Personal Dictionary
   ***** Press ESCAPE key.**

Your attempt to add a word to the dictionary will be ignored, thus preventing an overloaded disk.

If you do fill up your Personal Dictionary you can do one of two things:

1. Split up your Personal Dictionary into smaller dictionaries placed on different copies of your dictionary disk. This may require editing the Personal Dictionary so that different versions are functionally different (personal terms, medical/legal terms, etc.).

NOTE: If you anticipate having functionally different Personal Dictionaries, it would be better to start off creating them in this manner.

2. Edit the Personal Dictionary with Wordstar to remove words and names that are no longer relevant to your work.

CHANGING DRIVES AND DICTIONARIES

Once you have called up CorrectStar from WordStar and told it which file you wish to check, you can then either press **ESC**ape and jump right into the spelling check, or you can press RETURN and double-check your options. You will probably take this longer route only if you want to change something. Here is what you can change from the Options Menu and how to change it:

What You Can Change
- The name of your Personal Dictionary
- Its location (including the directory path)
- Auto Reform on/off
- Soft Hyphen Insertion on/off

How To Make The Change
- Type your new entry over the old one

What You Can't Change
- The Main Dictionary name and path
- The Internal Dictionary name and path
- The document name

If you press **ESC**ape at the beginning of the spelling check, CorrectStar searches for its dictionaries where it was told to look when you first installed the program. If CorrectStar can't find the Main or Internal Dictionaries you should go back and reinstall CorrectStar for their proper locations.

If you make a mistake entering an option and have not yet pressed RETURN, you can erase and re-enter your choice using the editing commands indicated on the options menu.

If you change your mind about an entry after having already entered it:

TYPE ^U

SEE **Aborting spelling check**

You may now restart CorrectStar and re-enter your choices.

Once you have finished these changes you will not have to deal with them again unless you change something.

AUTO REFORM

Auto Reform realigns the right margins of each line and paragraph to maintain the professional look that WordStar brings to typing. This is one of CorrectStar's handiest features, saving you from having to go through and reform each paragraph after you have made a correction.

Most of the time you will want to use **Auto Reform**, so it is turned **on** automatically if you initially press the **ESC**ape key and leap over all the option decisions right into CorrectStar.

There may be occasions when you want to turn the **Auto Reform** feature off. Perhaps you want to maintain the ragged-right edge of your paragraphs. To turn the **Auto Reform** feature **off**, *don't* press **ESC**ape from CorrectStar's opening menu, but instead press RETURN until the **Auto Reform (Y/N)?** prompt appears. Tell it **N**o.

If you used the Training Guide you may have noticed that CorrectStar reformed your paragraphs independent of the "ruler line" that separates the top part of the screen from your text. When CorrectStar comes to a paragraph, it uses the *second line* of that paragraph as its own ruler line to redimension any lines in which changes are made. This keeps indented or tabbed paragraphs from being a problem.

With a one-line paragraph, however, CorrectStar has no way of knowing how long you wanted that line to be. In the rare instance where correcting a word in a one-line paragraph causes that line to extend beyond your normal right margin, loop back to WordStar and reform the sentence.

There is a common editing error that occasionally can cause confusion. WordStar and CorrectStar assume that a hard carriage return marks the end of a paragraph, so CorrectStar reforms lines from the point at which it is working to the next carriage return. Normally this works perfectly well. But if, during the course of extensive editing, you have inserted lines which end with a carriage return, CorrectStar's Auto Reform feature will reform everything up to the first return. This can be disconcerting if you don't understand what is happening.

The solution is simple:

1. Type ^**U** and **ESC**ape to interrupt the spelling check.
2. Remove the incorrect carriage return.
3. Return to the beginning of the paragraph and type ^**B** to reform the paragraph.
4. Type ^**L** to resume the spelling check from the current cursor position.

A final note: Should you interrupt the spelling check and then type ^**L**, CorrectStar will pick up again at the current cursor position. It will use the current line to dimension any further changes in the paragraph.

SOFT HYPHEN INSERTION

When you are working your way down CorrectStar's Options Screen, the last choice you are asked to make is:

Soft Hyphen Insertion (Y/N):

Just what is this, and how does it differ from WordStar?

HYPHEN HELP IN WORDSTAR

Veteran WordStar users will be familiar with Hyphen Help. When you reform a paragraph in WordStar—by typing ^**B**—WordStar finds any words that are too long to move down to the next line without leaving a hole too big for the autojustification to hide. It examines each word to see where a hyphen might be inserted so that it can be split between two lines. The cursor moves to the suggested spot and blinks at you until you decide where to split the word, and then do it.

Once WordStar embeds a soft hyphen in a word, it stays in the word, even if the paragraph is subsequently reformed and the hyphenated word is no longer at the end of the line. The hyphen remains visible onscreen but only prints when it occurs at the end of a line.

SOFT HYPHEN INSERTION IN CORRECTSTAR

Unless you turn off the **Auto Reform** feature, CorrectStar automatically reforms your text when it replaces misspelled words. Sometimes the new words are longer than the old ones. If they happen to fall at the end of a line, they may need to be split between that line and the next one.

CorrectStar does not have a Hyphen Help feature like WordStar's. It will not stop and question you about hyphenating a word. Hyphen information is stored along with each word in CorrectStar's dictionary, making hyphen points more accurate than in other spelling programs that determine hyphen points by an algorithm.

CorrectStar inserts soft hyphens for you if you turn on **Soft Hyphen Insertion** (either from the Options Menu or if you turned it on when you installed CorrectStar). It then proceeds to reform your text as necessary.

CorrectStar has hyphenation information stored along with each word in its Main Dictionary. If you enter a new word from the keyboard, CorrectStar will not have access to this information and the word will be inserted in the text without hyphenation.

Unlike WordStar, which inserts soft hyphens when and where it splits up a word, CorrectStar inserts them between all the syllables of a word. This way should you ever need to reform your text again—either through CorrectStar or WordStar—the hyphens are already present, and the words will be split automatically.

The only disadvantage to **Soft Hyphen Insertion** is aesthetic: with it turned on, every word examined by CorrectStar will be replaced in the text with hyphens showing between each syllable. These hyphens are visible only on the screen and do not print out unless they happen to fall at the end of a line; the soft hyphens also carry over once you return to WordStar. If you find this feature more annoying than heipful, leave it turned off when you install CorrectStar. Unless you choose to turn it on when you install CorrectStar it is normally left off.

TURNING OFF THE SOFT HYPHEN DISPLAY

If you find Soft Hyphen Insertion **both** annoying and useful there is a solution: loop back to WordStar and turn off the soft hyphen display.

The WordStar command which turns off the display of embedded control characters is ^**OD**. In order to turn off the embedded character (including soft hyphen) display you must loop out of CorrectStar to turn off the display; proceed with the spelling check; once back in WordStar, turn ^**OD** back on again. Use this procedure:

TYPE ^**U** and then **ESC**ape to drop out of CorrectStar back into WordStar's edit mode.

TYPE ^**OD** to turn off the display of embedded soft hyphens.

TYPE ^**L** to resume the spelling check from the current cursor position.

Once you have completed the spelling check CorrectStar returns you to WordStar's edit mode. Before returning to WordStar's opening menu be sure to type ^**OD** to turn the embedded character display back on. Otherwise it would be very easy while editing to delete a hidden control character and throw off your carefully formatted output without knowing it.

LOCAL FUNCTIONS

CorrectStar often comes up with several different suggestions for replacing the word in question. The word you are looking for may not be the first **Suggestion**.

TYPE **N** to check CorrectStar's **Next Suggestion**.

If you still aren't satisfied, you can type **N** repeatedly, seeing a new **Suggestion** each time. Eventually you will encounter **No more suggestions**.

TYPE **P** to check CorrectStar's **Previous** suggestion.

You can type **P** repeatedly if necessary, backing up one **Suggestion** each time. When you come to the correct word:

TYPE **C** to **Correct as suggested**.

C tells CorrectStar to replace the suspect word with its current **Suggestion**. This is a local replacement—meaning only this one misspelling is corrected.

C is also a default function. Typing RETURN has the same effect as typing **C**.

GLOBAL FUNCTIONS

G causes a suggested replacement word to be entered **Globally**.

When you select **Correct as Suggested**, CorrectStar replaces the misspelled word only at that place in your material. If you choose **Global Replacement**, on the other hand, CorrectStar proceeds to replace the word as it encounters it. At the same time it realigns the margins, if necessary, to preserve your careful layout. All of this with one keystroke!

E allows you to **Enter** a correction from the keyboard.

CorrectStar examines each word you enter from the keyboard before using it as a replacement word. If it likes the spelling of your replacement the prompt

Global replacement (Y/N)?

appears. Answer accordingly and CorrectStar carries on with the spelling check.

If CorrectStar doesn't like your new entry it questions it and comes up with a suggested replacement exactly as if it had found the word in your text. Now your new entry is the **Suspect word** and CorrectStar comes up with a **Suggestion** for replacing it.

If you like CorrectStar's suggestion you may:

1. Press **C** to replace the original word in the text with CorrectStar's proper spelling of your entry. Pressing **C** brings up the

   Global replacement (Y/N)?

   prompt, giving you a chance to decide whether you want to replace this one misspelling or all identical ones.

2. Press **G** to accept global replacement of the original word with the corrected version of your entry.

If you *don't* like CorrectStar's suggestion for your entry, you can do several things:

1. Press **N** repeatedly until you find the correct spelling and then press **C** or **G** to accept it as the replacement for the original word in your text.

2. Press **A** to add your entered word to the Personal Dictionary so that CorrectStar will recognize it next time. The global replacement prompt appears next, asking you about replacing the original word in the text with your entered word. Choose accordingly.

3. Press **B** to bypass the question about your entered word. If you do this, CorrectStar will accept your entry as a valid replacement and ask you if you want to make the replacement locally or globally. Choose accordingly.

4. Press **I** to ignore the question about your entered word. This will cause CorrectStar to accept every occurrence of your entry.

CorrectStar won't question you about a word that you enter from the keyboard when you split a suspect word in two. Instead of questioning you separately about each of the two entries CorrectStar accepts your input as valid and proceeds with the spelling check.

A NOTE ON MULTIPLE ENTRIES

Things can get confusing if CorrectStar doesn't like your new entry and you in turn don't like its suggestions. You can keep entering new entries and CorrectStar will dutifully examine each one in turn. Think of this process as building a stack of entries with the original text word at the bottom, all of your successive entries stacked one by one on top of that word, and CorrectStar's suggestion for the latest entry on the very top. The word in the **Suggestion** box always refers to your latest entry.

When you stop entering new words and finally take action on the latest one, CorrectStar takes the word off the top of the stack and uses it to replace the one on the bottom. If you take CorrectStar's latest **Suggestion**, that suggestion is substituted into the text. If you don't, your last entry is the word that is placed into the text. Answer the **Global replacement?** prompt and continue on with the spelling check.

A NOTE ON EDITING COMMANDS

Once you opt to Enter a correction from the keyboard you have some editing commands at your disposal of which you might not be aware. They are the same ones you encountered at the Options Menu:

copies characters one at a time from the suspect word back into the **Enter Correction** work area.

erases the last character you entered.

deletes the entire entered correction.

restores the suspect word or it repeats the rest of the previously entered word if you type this command after starting to enter a correction.

I causes a word to be **I**gnored globally.

Occasionally CorrectStar may not recognize a word which you know to be correct. If you wish, you can then **A**dd the word to your Personal Dictionary. Or, you can just tell CorrectStar to **I**gnore it. You might want to ignore a word, for example, if it is a word that you don't consider important enough to file for future reference.

BYPASS AND IGNORE

Type **B** to **B**ypass a word.

There will be times when CorrectStar fails to recognize a word that you *think* is correct. You would like to check it out further, but not right now. If you type **B** at this point, CorrectStar will proceed to bypass this word (or, rather, this spelling) and go on to the next suspect word.

Type **I** to **I**gnore a word.

There will be other times when CorrectStar thinks you have misspelled a word which you *know* is correct. You can **A**dd it to your Personal Dictionary if you think it is important enough to do so. If you don't, type **I** to ignore it both here and hereafter. CorrectStar will overlook it throughout the rest of your document.

Once you finish the spelling check and drop back into WordStar, you can stop and look up those words you chose to **B**ypass the first time through.

Type ^**QL** to restart the spelling check from the beginning.

This time CorrectStar will only pay attention to those words which you chose to **B**ypass the first time, since all the other ones have already been checked or corrected. Now you can dust off your dictionary, look up the proper spelling, and enter it from the keyboard.

When the spelling check ends, be sure to save all your corrections (see page 4-17).

WORD COUNT UTILITY

When you get to the end of a spelling check CorrectStar tells you on the last screen how many words have been checked and how many have been corrected.

A little bonus that comes with CorrectStar is a separate Word Count Utility that you can use to check the length of one or more documents at the same time without having to go through a spelling check first.

You can run the counter either from WordStar or from the system prompt. From the system prompt:

TYPE **wc** ***filename1*** ***filename2*** ***etc.***
RETURN

SEE *# of lines* *# of words* *# of characters*

For example:

TYPE **A>wc tguide.mem ref.mem**

SEE

Lines	*Words*	*Characters*	
1221	*5539*	*48410*	*TGUIDE.MEM*
599	*3070*	*24246*	*REF.MEM*
1820	*8609*	*72656*	*total*

The first column represents the number of lines in the document; the second column, the number of words; and the third column, the number of characters. Whenever you instruct the counter to check two or more files, it will add a final row of summary figures. This can be especially helpful if you are typing a document that has several chapters; save each chapter in a separate file and use the counter to determine the overall length.

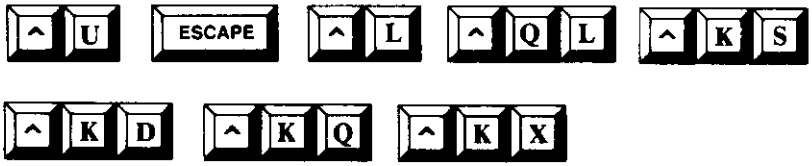
If you ask the counter to check a file which doesn't exist in your current directory—let's say LETTERS, for example—it responds

Unable to open file LETTERS.

If you type in **wc RETurn** without having entered a file name, the counter program counts the words you type on the terminal until you type **^Z**.

Whereas CorrectStar was designed to overlook numbers in a document, the word count utility counts numbers as well as words. If you need a count that is all-inclusive, use the counter utility.

ABRUPT END OF SPELLING CHECK



There may be times when you will get interrupted during a spelling check and have to put things aside and come back later...or when you decide that things have gotten hopelessly garbled and it's time to abandon your work and try again.

From any point in the program you can always press ^**U** and then **ESC**ape.

^**U** interrupts the spelling check program and **ESC**ape drops you back into the WordStar "edit mode."

Once you are back in WordStar, you then have various alternatives. You can continue editing your document. Or you can:

Type ^**L** to exit WordStar and resume the spelling check from the current cursor position.

Type ^**QL** to exit WordStar and resume the spelling check from the beginning.

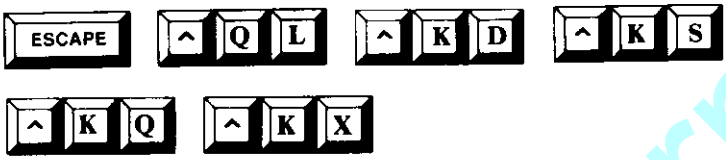
Type ^**KS** to save your corrections but remain in the WordStar edit mode.

Type ^**KD** to save your corrections by replacing your old text file with the edited one. You are then back at the WordStar opening menu.

Type ^**KQ** to abandon your corrections, leave your original files unchanged, and return to the WordStar Opening Menu.

Type ^**KX** to save your corrections, terminate your WordStar session, and drop back to the operating system.

NORMAL END OF SPELLING CHECK



Once you arrive at the end of the spelling check, CorrectStar prints a few lines to let you know that the session is over.

ESCape returns you from CorrectStar to the WordStar "edit mode."

At this point your corrected text exists only in the computer's short-term memory, and the unedited copy exists on disk. You have several different ways to go:

^**QL** exits WordStar and resumes the spelling check.

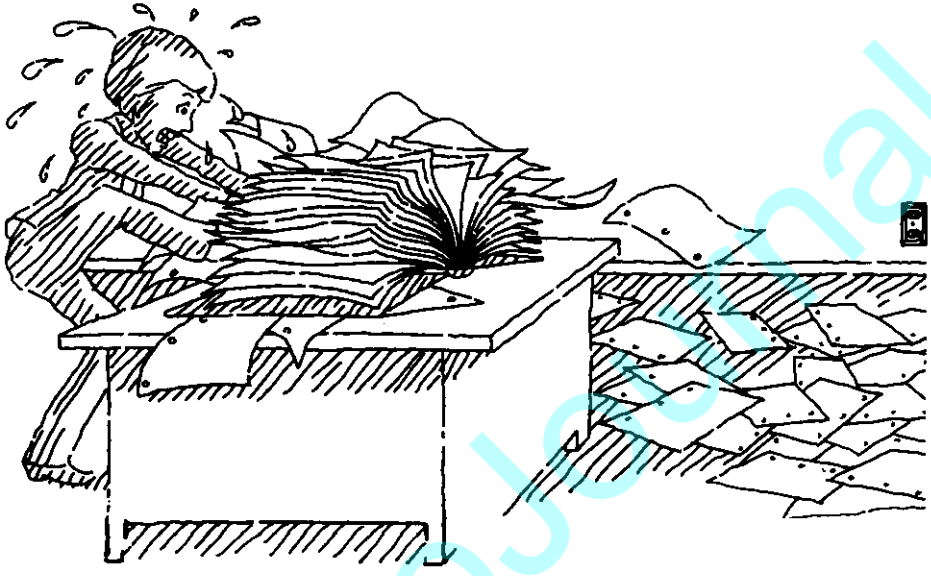
Type ^**KS** to save your corrections but remain in the WordStar edit mode.

^**KD** saves your corrections by replacing your old text file with the edited one. You are then back at the WordStar opening menu.

^**KQ** abandons your corrections, leaves your original files unchanged, and returns you to the WordStar opening menu.

^**KX** saves your corrections, terminates your WordStar session, and drops you back to the operating system.

5. CorrectStar Installation Manual



INTRODUCTION

CorrectStar is MicroPro's 16-bit spelling checker and corrector program. It is designed to work as the spelling option from WordStar 3.3, and as such replaces the earlier program SpellStar.

The installation procedures are straightforward, but there are a few things you need to do first:

1. Double-check that the version of WordStar you are using is version 3.3. CorrectStar 3.3 works only in conjunction with that version.

2. Next, be sure your computer has sufficient memory space to run CorrectStar. CorrectStar requires 192K bytes of internal memory. If your computer has less memory than this you need to purchase additional memory in order to run the program.

3. If you are using a dual floppy disk system, be sure you can run two disks of at least 320K bytes each.

4. **If You Are Using A Dual Floppy Disk System:**

   - Copy the CorrectStar Program Disk onto your WordStar disk. This disk must contain:

WS.COM	INTERNAL.DCT
WSOVLY1.OVR	CINSTALL.EXE
WSMSGS.OVR	WC.EXE
CORRSTAR.OVR	SAMPLE.TXT

   - Next make a copy of the Dictionary Disk. This disk must contain:

     MAIN.DCT

   NOTE: You may copy the dictionary onto your WordStar disk if you have a large enough capacity disk to accommodate it.

   - Finally, put both of your distribution disks away for safekeeping.

5. **If You Are Using a Hard Disk System:**

   - Copy the CorrectStar Program Disk into the same directory in which you keep WordStar.

   - Create a new subdirectory called **DICTNRY** and copy the Dictionary Disk onto that.

   - Copy the program INTERNAL.DCT from your WordStar directory into the directory DICTNRY and erase the copy from your WordStar directory.

   - Finally, put both of your CorrectStar disks away for safekeeping.

6. **Using Hard Disks With Older DOS Versions:**

Many versions of MS-DOS and PC-DOS numbered below 2.0 were not designed to allow hard disk usage and do not allow sub-directories. Some hard disk manufacturers have developed patches to these versions of the operating system that allow usage of their hard disks. Subdirectories are still not allowed: the operating system treats this as if they were simply large floppies.

CINSTALL checks the operating version number. If your DOS is below 2.0 CINSTALL will automatically treat your system as a "dual floppy" configuration. It will neither ask you whether you have a hard disk nor will it prompt you for subdirectory paths.

If you are in this situation, your hard disk system should function normally with CorrectStar. Copy all of the CorrectStar files onto the hard disk, treat it as if it were a high capacity floppy drive, and follow the floppy disk installation procedures below.

INSTALLATION PROCEDURES

You can run the installation program either from WordStar or from your operating system prompt. Insert your CorrectStar Program disk in the logged drive. From the system prompt:

STEP 1 TYPE **cinstall** 

SEE the following screen

```
INSTALL for MicroPro CorrectStar Release 3.3 I.D. #263342Q4-001

Copyright (c) 1983, 1984 MicroPro International Corporation.
All Rights Reserved.

Spelling System Copyright (c) 1983, 1981, Houghton Mifflin Company.

This program will install CorrectStar to work with your copy of WordStar
3.3 for your 16 bit computer. Your WordStar files (WS.COM, WSOVLY1.OVR,
and WSMSGS.OVR) must be available on disk for CorrectStar to be installed.

WARNING: If you wish to use CorrectStar and SpellStar 3.3, you must keep
a separate copy of your WordStar files. This installation procedure will
not allow the use of SpellStar 3.3 once CorrectStar has been installed.

CTRL-C will abort the installation at any time.

Type any key to continue...
```

The screen should be fairly self-explanatory. You have already copied the disks so the programs are in their proper locations.

STEP 2 PRESS any key

SEE the following line
(PC-DOS or MS-DOS 2.0 or higher only)

```
Enter disk type used: H for hard. F for floppy.___
```

STEP 3 PRESS **H** (if you are using a hard disk)

PRESS **F** (if you are using a dual floppy disk system)

SEE the following line

```
You have selected [H for hard disk/F for floppy].
                        Is this correct? (Y/N)___
```

STEP 4 PRESS **N** (if statement is incorrect; you may then re-enter your choice)

PRESS **Y** (if correct)

SEE the following line

```
Installed WordStar file: WS.COM  Is this correct? (Y/N)___
```

WordStar is normally installed in a file called **WS.COM**. If you aren't sure that your file is installed under this name, type **^C** to exit the install program; then check your WordStar disk, find out the file name, and restart the install program. When you get back to this point, enter that name when asked for the WordStar file name.

STEP 5 PRESS **N** (if statement is incorrect; you may then re-enter your choice)

PRESS **Y** (if correct)

SEE the following lines

```
WS.COM, CORRSTAR.OVR, WSOVLY1.OVR, and WSMSGS.OVR
should be in your current directory.

Type any key to continue...
or press ^C to cancel CINSTALL
```

These are your complete WordStar files plus the CorrectStar file which you are currently installing.

You can cancel the installation procedure at any time by typing **^C**.

NOTE: If you are using a dual floppy disk system, the first lines will read:

WS.COM, CORRSTAR.OVR, WSOVLY1.OVR, and WSMSGS.OVR should all be on the same drive.

STEP 6 PRESS any key to continue

SEE the following line appear next

```
The above files can be found on drive C.
            Is this correct? (Y/N)___
```

STEP 7 PRESS **N** (if statement is incorrect; you may then re-enter your choice)

PRESS **Y** (if correct)

NOTE: The following three screens show the display you will see if you are using a hard disk system. There will be no drive path listed if you are using a dual floppy system.

```
Drive, path, and name of the Main Dictionary:
 C:\DICTNRY\MAIN.DCT
Is this correct? (Y/N)___
```

STEP 8 PRESS **N** (if statement is incorrect; you may then re-enter your choice)

PRESS **Y** (if this is correct)

SEE the following lines

```
Drive, path, and name of the Internal Dictionary:
 C:\DICTNRY\INTERNAL.DCT
Is this correct? (Y/N)___
```

STEP 9 PRESS **N** (if statement is incorrect; you may then re-enter your choice)

PRESS **Y** (if this is correct)

SEE the following lines

```
Drive, path, and name of the Personal Dictionary:
 C:\DICTNRY\PERSONAL.DCT
Is this correct? (Y/N)___
```

STEP 10 PRESS **N** (if statement is incorrect; you may then re-enter your choice)

PRESS **Y** (if this is correct)

SEE the following lines

```
Auto-reform feature is currently ON.
Enter C to change or <RET> to leave as is.___
```

When CorrectStar replaces a misspelled word with the correct one the new word is often a different length than the one it replaced. If you decide to have Auto Reform normally ON, the right margins of your text will be automatically realigned regardless of the length of the new word. The default value is ON since you will probably want this feature most of the time. Don't use it if you prefer "ragged right" paragraphs.

If you think you do not want Auto Reform, type in **C**. Otherwise:

STEP 11 PRESS RETURN

SEE the next screen appear:

```
The soft-hyphen feature is currently OFF.
Enter C to change or <RET> to leave as is.___
```

One final choice: Unless you turn off the Auto Reform feature, CorrectStar automatically reforms your text when it replaces misspelled words. Sometimes the new words will be longer than the old ones. If they happen to fall at the end of a line, they may need to be split between that line and the next one.

Soft hyphens are hyphens that appear on your screen but print only if they appear at the end of a line. Unlike WordStar, which inserts soft hyphens when and where it splits up a word, CorrectStar inserts a hyphen between each syllable of a word. This way should you ever need to reform your text again—either through CorrectStar or WordStar—the hyphens are present and the words will split automatically.

CorrectStar does not automatically insert soft hyphens unless you turn on Soft Hyphen Insertion either at installation time or from the Options Menu. The soft hyphens you see on your screen will not print out unless they happen to appear at the end of a line.

The only objection to Soft Hyphen Insertion is aesthetic. Many people find so many hyphens distracting, so the feature is normally set to OFF at installation time. If you decide you like Soft Hyphen Insertion after becoming familiar with it you can go back and reinstall CorrectStar, turning the feature ON.

STEP 12 PRESS RETURN (to leave Soft Hyphen Insertion OFF)

SEE **Now installing CorrectStar...**

NOTE: If you have made any errors in installing CorrectStar you will be instructed at this point about the source of your error and how to correct it. If this should occur:

1. Press any key to return to that point in the installation program where you made your mistake;

2. Type in the correct information as necessary;

3. Press **ESC**ape to complete the installation.

After a few seconds you will either see the system prompt reappear or, if you are running CINSTALL through WordStar you will see

Hit any key to return to WordStar:

Once you return to WordStar—or start up WordStar—you will notice in the lower right hand corner of the Opening Menu that

S Run SpellStar

has been replaced by

S Run CorrectStar

The installation procedure is now complete.

REINSTALLING CORRECTSTAR

When you run CorrectStar you will usually just press **ESC**ape from the options menu and immediately begin the spelling check. Occasionally you will want to turn a feature on or off; you can do that from the Options Menu (see the Training Guide).

If you find with time that you want certain features turned ON that you originally installed OFF (or the reverse) you can always go back and run the install program again, resetting the "default values" so that CorrectStar performs to your tastes.

Don't hesitate to do this if you find yourself habitually changing settings from the Options Menu. Resetting options to suit you preserves the speed of the program.

REINSTALLING SPELLSTAR

CorrectStar replaces SpellStar as the spelling option from the WordStar Opening Menu. Since both programs are designed to run when you select the **S** option from that menu, once you install CorrectStar you must keep SpellStar in a different directory along with a version of WS.COM, WSMSGS.OVR, and WSOVLY1.OVR for which CorrectStar has not been installed.

If for some reason you decide to return to using SpellStar instead of CorrectStar, remove all the WordStar and CorrectStar program files and install new WordStar files in their place.

WHAT'S NEXT

If you have used SpellStar previously you may be tempted to jump right in and start using CorrectStar. However, CorrectStar is quite different from earlier spelling checkers, not to mention faster and more powerful. A few minutes spent with the Tutorial will give you a quick grasp of a very quick program.

Appendix A
Program Specifications Sheet

WordStar and its options, CorrectStar, MailMerge, and StarIndex, operate only if the following specifications are met. Most WordStar specifications apply to the options as well. Any special requirements are noted below. For information regarding specific versions of WordStar and its options, see your dealer.

WordStar

OPERATING SYSTEMS	PC-DOS MS-DOS MP/M CP/M (version 2.0 or 2.2) CP/M-86
CPU MEMORY	For 16-bit microcomputers: Minimum 64K of memory (RAM). Except CP/M-86, which requires 80K.
VIDEO TERMINAL	WordStar requires an addressable cursor or byte-addressable, memory-mapped video. Minimum screen size is 16 lines by 64 characters. Maximum screen size is 57 lines by 120 characters.
PRINTER	WordStar can take advantage of most of your printer's capabilities, whether letter or draft quality.
DISK STORAGE	WordStar can operate with one drive containing at least 240K. Use 5 1/4" or 8" disks, depending on your hardware. For convenience, two floppy disk drives are recommended.
MAXIMUM FILE SIZE	8 megabytes on CP/M, CP/M-86, and MP/M. Unlimited on MS-DOS and PC-DOS.

CorrectStar

DISK STORAGE	MicroPro recommends that you run CorrectStar with two floppy disks of at least 320K bytes each or with a hard disk system.
MEMORY	192K bytes minimum required.
MAIN DICTIONARY	Over 65,000 words. 303.5K bytes.
INTERNAL DICTIONARY	9,000 words. 34.8K bytes.
PERSONAL DICTIONARY	1500 words maximum. Approx. 18K bytes (maximum).
PROGRAM SIZE (approx.)	CORRSTAR.OVR 58K bytes CINSTALL.EXE 16K bytes WC.EXE 12K bytes Total: 86K bytes
MAXIMUM WORD LENGTH	32 characters.

Appendix B
CorrectStar and Small-Capacity Disks

WHAT YOU NEED

When you're doing a spelling check with CorrectStar on a system with small capacity disks (320K bytes), you should use three disks. These disks must contain the following files:

Disk #1: The WordStar and CorrectStar files:

WS.COM	
WSOVLY1.OVR	
WSMSGS.OVR	
CORRSTAR.OVR	the CorrectStar overlay
WC.EXE	the Word Count utility
INTERNAL.DCT	the Internal Dictionary

Disk #2: The document to check

Disk #3: CorrectStar dictionaries

MAIN.DCT	the Main Dictionary
PERSONAL.DCT	the Personal Dictionary

NOTE: There may be enough room on Disk #1 to allow you to edit a small document. If you intend to do this, be sure to allow enough room for WordStar to work. To avoid the possibility of "disk full errors" use three disks as described below.

HOW TO USE THREE DISKS

Place disk #1 in the A drive, and disk #2 in the B drive. Start WordStar, then log onto the B drive. When the Opening Menu appears, enter **C** to start CorrectStar. When the prompt appears, type the name of the file to check and press RETURN.

When the Options Menu appears check to see that the A drive is designated for the Personal Dictionary and that the B drive is designated as the work drive with the file to check. Be sure that A drive was specified for the Main and Internal dictionaries at install time. Change the controls if necessary, and proceed with the check.

Press RETURN to begin. When prompted by the program, remove disk #1 from the A drive, and replace it with disk #3 (the dictionary).

When the spelling check is complete, you'll see a prompt telling you to insert the WordStar disk (disk #1). Remove disk #3 from the A drive and replace it with disk #1. Press any key to return to WordStar.

Appendix C
CorrectStar Error Messages

Not enough memory for CorrectStar * Press ESCAPE key**

Problem. CorrectStar and WordStar combined require at least 161,000 bytes (157K bytes) of free memory to run. This means that on a 192K RAM system, 35K is left for the combined operating system, drivers, disk buffers, and resident utilities.

Solution. Change your system configuration in order to run CorrectStar.

[Internal Dictionary] not found—Please try again.

Problem. CorrectStar was unable to open the Internal Dictionary using the installed file specification.

Solution. Check whether the file specification is correct—drive letter, path (for DOS 2.0 or higher), and name. Alternatively, reinstall CorrectStar with the proper file specification for the Internal Dictionary.

Can't create Personal Dictionary. * Press ESCAPE key.**

Problem. When CorrectStar cannot find an existing Personal Dictionary using the file specification provided in the options menu, it attempts to create one. This message means it was unable to create a Personal Dictionary. The usual reasons are a nonexistent directory specified in the path (DOS 2.0 or higher) or a full directory.

Solution. From the Options Menu recheck the Personal Dictionary path and rename it if necessary. Reinstall CorrectStar if necessary.

Can't add more words to Personal Dictionary * Press ESCAPE**

This message occurs in four situations:

Problem (1). During loading of the Personal Dictionary, CorrectStar found more words in the disk file than there was room to store in the Personal Dictionary in memory.

Solution. Edit your Personal Dictionary file to remove non-essential words.

Problem (2). During spelling check you gave the **A** command when the Personal Dictionary in memory was already full.

Solution. Your word was added to the Personal Dictionary disk file even though there is no room for it in memory. Either create a new Personal Dictionary or go back to the Options Menu and specify one that is not yet full.

Problem (3). During spelling check you gave the **A** command when there was no room on disk for more words.

Solution. Your word was added to the Personal Dictionary in memory but not to the disk file. Either create a new Personal Dictionary or go back to the Options Menu and specify one that is not yet full.

Problem (4). During spelling check you gave the **A** command when CorrectStar was unable to create a Personal Dictionary.

Solution. Either create a new Personal Dictionary or go back to the Options Menu and specify one that is not yet full.

Dictionary conflict, can't add [word] * Press ESCAPE**

Problem. This message appears during loading of the Personal Dictionary when a word conflicts with other words in the Personal Dictionary in memory and cannot be added. This is a rare occurrence. If this message results from the **A** command during a spelling check, the word cannot be added to the Personal Dictionary in memory but will be added to the Personal Dictionary disk file.

Solution. Go back to the Options Menu and specify another Personal Dictionary. Rerun the spelling check and add the word to this new dictionary.

Dictionary conflict, can't ignore [word] * Press ESCAPE**

Problem. This is a rare message. It occurs only when several previously ignored words conflict in the internal table so that the latest suspect word cannot be ignored. It is a warning that the internal table of ignored words is almost full. The combined maximum number of words that can be ignored or globally replaced is 750.

Solution. Either add the word to your Personal Dictionary instead of ignoring it; or split your document in two and spell check each section separately.

Can't ignore more words * Press ESCAPE**

Problem. The internal table of ignored words is full and cannot be increased. The combined maximum number of words that can be ignored or globally replaced is 750.

Solution. Either add the word to your Personal Dictionary instead of ignoring it; or split your document in two and spell check each section separately.

Dictionary conflict, can't globally replace [word] * Press ESCAPE**

Problem. This is a rare message. It occurs only when several previously globally replaced or ignored words conflict in the internal table so that the latest suspect word cannot be globally replaced. This message is a warning that the suspect word will be replaced only once and will not be replaced automatically when it occurs again.

Solution. Terminate the spelling check, split your document into shorter sections, and recheck each section separately. Or simply replace words one by one.

Global replacement space full * Press ESCAPE**

Problem. The space used to store replacement words for global replacements is full (750 words max.), so the word cannot be replaced globally. However, one replacement will occur.

Solution. Terminate the spelling check, split your document into shorter sections, and recheck each section separately.

Error: Dictionary file not found * Press ESCAPE Key**

Problem. After prompting you to load the dictionary disk CorrectStar was still unable to find the Main Dictionary.

Solution. Reinstall CorrectStar and specify the correct drive, path (for DOS 2.0), and name (MAIN.DCT) for the CorrectStar Main Dictionary.

Please enter CorrectStar from the opening menu * Press ESCAPE Key**

Problem. You pressed ^**QL** before CorrectStar had been loaded into memory and initialized.

When you run a program from within WordStar it is possible for some of the data to land in the memory space occupied by CorrectStar. The most likely situation—and the one to be avoided—would involve looping out of CorrectStar, running an external program, and restarting the spell check with ^**QL**. If this problem occurs CorrectStar will display the previous error message.

Solution. Save or abandon the document you are currently editing and press the **S** command from the opening menu.

Main and Internal Dictionaries are incompatible * Press ESCAPE key**

This message indicates that one of two things has happened:

Problem (1). One or both of the dictionary files has been corrupted.

Solution. Make new copies of MAIN.DCT and INTERNAL.DCT from the distribution disk. If you had not yet done a save on a document you were spell checking, rerun the spelling check in case you lost any of the changes.

Problem (2). You are using mismatched Main and Internal Dictionaries.

Solution. If you attempt to edit your Main or Internal Dictionaries through WordStar you will see a version number on the first line of the message screen. These versions *must* match in order for CorrectStar to run. If you encounter this error message check that you are using the proper version of the dictionaries.

INDEX

The Microcomputer Software Company

StarIndex™ Reference Manual

For Release 1.0

MicroPro International Corporation
33 San Pablo Avenue
San Rafael, California 94903 USA

COPYRIGHT NOTICE

TRADEMARKS

DISCLAIMER

TABLE OF CONTENTS

Contents, continued


We deleted 10 pages of text!
No problem. I can have a new index for you by noon!

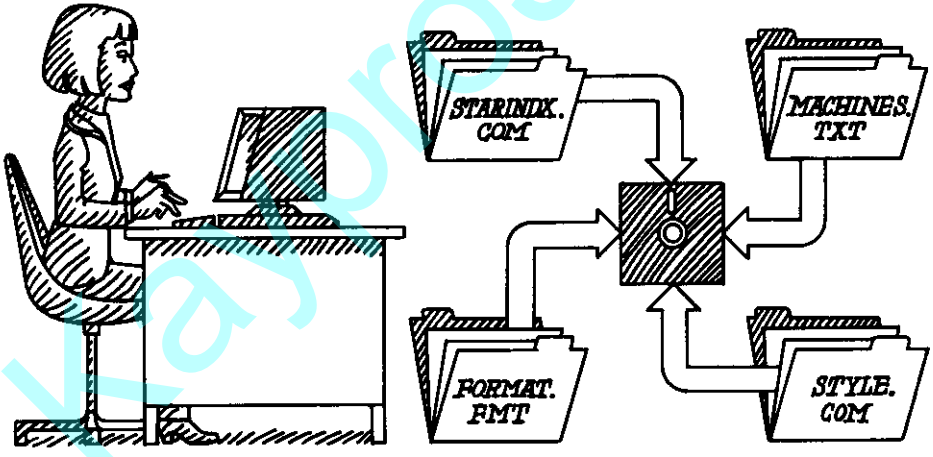
1. Welcome to StarIndex

...introducing you to StarIndex...

WHAT YOU HAVE Your StarIndex package includes this guide and a disk that contains the files:

- STARINDX.COM
- STYLE.COM
- FORMAT.FMT
- MACHINES.TXT

MACHINES.TXT is a sample file included in your package as a learning tool. It is not a necessary component of StarIndex.



WHAT YOU NEED StarIndex performs only on WordStar compatible files. If you have a working knowledge of WordStar and sufficient memory in your computer, you can use StarIndex. Check Appendix A for program specifications and computer memory requirements. If you need more information about your computer, printer, or operating system, talk to your dealer.

OVERVIEW

With StarIndex, you can create reference aids to help readers locate information in a report, contract, manual, brief, or any document you prepare. You simply type commands in your document and StarIndex does the rest.

Various StarIndex options enable you to:

- Create an alphabetized index with subentries.
- Create a table of contents, a list of figures, and a list of tables.
- Number chapters, sections, sub-sections, appendices, figures, and tables.
- Enhance the printing of headings and reference aids with commands to:
  - **boldface**
  - double-strike
  - underline
  - s p a c e (between characters)
  - elongate (for dot matrix printers only)
- Insert blank pages to make every chapter begin on a right-hand page.

- Specify how pages and headings are numbered, including:

  - no numbering
  - Arabic numerals
  - upper or lowercase Roman numerals
  - upper or lowercase letters
  - page numbers prefixed by the chapter number
  - index page numbers prefixed by "INDEX"

- Adapt to any language.

The four reference aids that StarIndex produces are:

- Indexes
- Tables of Contents
- Lists of Figures
- Lists of Tables

An **Index** is a list of topics showing the page on which each topic appears. Index entries are printed in true alphabetical order, regardless of capital letters or print control characters.

Preparing the entries for a good index takes some planning, and the result should be both alphabetized and comprehensive. Put yourself in the reader's place and imagine the word or phrase that you might look for. A good index enables the reader to find specific information *fast*.

A **Table of Contents** is a simple, straightforward reference aid. In a well-organized document with suitable paragraph headings, the table of contents can help you find many larger pieces of information.

A **List of Figures** is another simple aid. The figures can be illustrations, photographs, charts, etc.

A **List of Tables** is useful if your document contains arrays of information, like schedules or price lists, which readers may consult separately from the list of figures.

PROGRAM DEFAULTS

Like most computer programs, StarIndex has a default setting, i.e., pre-set responses to prompts that will stand *unless* you change them. The format and reference aids for the sample document PEOPLE AND MACHINES were produced using StarIndex defaults.

STYLE AND DIRECTIVES

StarIndex is flexible and allows for differences in personal style. If you prefer a different format, you can change the defaults in a number of ways. You can use the STYLE program on your disk to create and save a new format. You can write commands into a document to change your format for that document only. You can use a combination of defaults and special commands called directives. And since StarIndex creates disk files of your document and all its reference aids, you can always edit the files before printing.

A GUIDE TO THIS MANUAL

Chapter 2 tells you how to create an index.

Chapter 3 explains how to create a table of contents using defaults.

Chapter 4 identifies alternative ways to design your own format for documents and reference aids. Two of the alternatives are described more fully in Chapters 5 and 6.

Chapter 5 describes the STYLE program which allows you to create and save one or more formats.

Chapter 6 describes the commands called directives which provide another way to customize your document format.

Chapter 7 explains how to run StarIndex and how to chain multiple files into a single document.

SYMBOLS USED IN THIS MANUAL

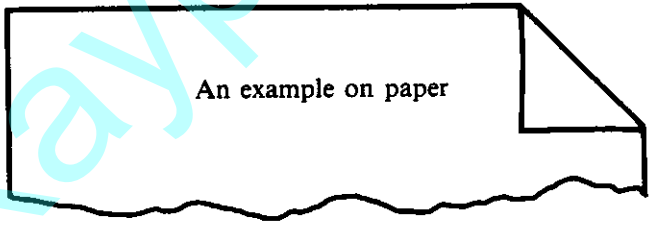
"Remember"

"Caution"

Return key

Control key

An example onscreen



YOUR SAMPLE DOCUMENTS AND FILES

Take a look at the sample documents in Appendix E. Sample 1 shows the disk file, MACHINES.TXT, as it appears on your screen. Notice the dot commands and index entries.

When you run StarIndex using MACHINES.TXT as input, you get three output disk files:

- MACHINES.TOC
- MACHINES.SI
- MACHINES.IDX.

When you print each of the three files, you have the document, PEOPLE AND MACHINES, as follows:

- Sample 2: Table of Contents
- Sample 3: Chapter 1
- Sample 4: Index

If you run the program STYLE, changing the format and print choices, and then rerun StarIndex, you will produce PEOPLE AND MACHINES in a different format. Sample 5 is one example of the possibilities.

MicroPro recommends that a new user experiment with the sample file, MACHINES.TXT. Copy it to another disk before you begin so you can experiment wholeheartedly and without inhibition, knowing you can always go back to the beginning.

When you've decided on a personal style, you can save it on disk using the program, STYLE. Thereafter, all your documents can reflect your style. In addition, any document can be produced in a unique way using dot commands to override the

STYLE-produced format. The possibilities and limitations of each reference aid are described in the chapter on that reference aid. Given the creativity of human beings and the diligence of computers, the possibilities are great.

YOUR PATH THROUGH STARINDEX

1. Enter dot commands to identify the headings, index entries, figures, and tables in your document.

2. Save your document.

3. Run StarIndex, producing three files:

   Document.....DOCUMENT.SI
   Table of Contents.....DOCUMENT.TOC
   Index.....DOCUMENT.IDX

4. Print any or all of the files.

Each phase will be described in the appropriate chapter.

2. Creating an Index

...instructing StarIndex to look for two kinds of index entries, supplied or embedded...specifying either as general or master...

Index entries come from two sources, a word or phrase deliberately *supplied by you* or a word or phrase *embedded in the text.*

In the sample document PEOPLE AND MACHINES, "bow and arrow" was embedded in the text and "Hunting, inventions for" was deliberately supplied.

```
        The ^Kbow and arrow^K, early extensions of neolithic
.II Hunting, inventions for
        arms, enhanced our hunting capabilities. The
```

An index entry can be marked **master** or **general**. A master entry is the principal treatment of a subject; its page number will later be printed in boldface in the index. A general entry is any reference to the subject. Both master and general entries can have subentries. In the sample document, "Gutenberg" and "offset" are subentries of the entry "Press."

```
.IM Press, Gutenberg
        Gutenberg press opened the door to literacy. The
        capability of print created an unprecedented
```

```
.II Press, offset
        us to examine what was small and near. The ^Poffset
        press^P was the most significant development in
```

Supplied index entries are marked on the line preceding the reference. Enter a dot command and the word or phrase that will appear in the index. Embedded entries are marked with control characters surrounding the words in the text.

StarIndex capitalizes the first letter of an embedded index entry; the rest of the entry appears exactly as it is in the text, including punctuation. A supplied entry appears exactly as you type it.

SUPPLIED INDEX ENTRIES

Every supplied entry requires a dot command. StarIndex dot commands follow the rules for WordStar dot commands.

RULES FOR DOT COMMANDS

- Enter the dot (a period) in column 1.
- Type the command letters in either upper or lowercase.
- Follow the dot command with the word or phrase to appear in the index.
- Place the command on the line preceding the referenced text.

Supplied General Entries

Use the **.II** (for **I**ndex) command to create supplied general entries in your index.

First, place the **.II** command on the line in your document that precedes the material you want referenced in the index. Although you put the command line in your text, it will not print. Don't use an existing blank line for a command because you'll lose the blank line.

Next, following **.II**, type the word or phrase that will appear as the index entry. You can put a space between the dot command and the entry to make the command line easier to read.

Here is how the command looks on the screen (in text):

```
.II Wind power
```

Here is the result on paper (in index):

```
W
Wind power, 1
```

SUBENTRIES

Subentries allow you to become more specific. Simply use the same command, **.II**, followed by the main entry, then a comma and the subentry. You can also add spaces after the comma to separate the entry from the subentry.

On the screen (in text):

```
.II Flight, moon
```

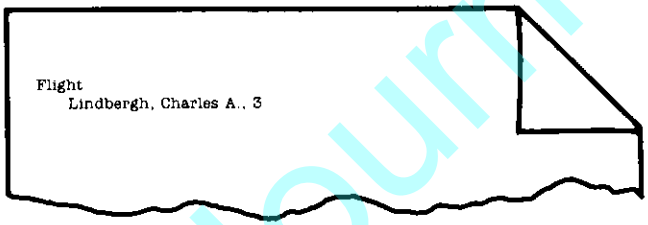
On paper (in index):

```
Flight
    moon, 5
```

To include a comma as part of your index entry, enter a backward slash (\) before the comma.

On the screen (in text):

On paper (in index):



MAXIMUM LENGTH

An index entry cannot be more than 80 characters long. Spaces between the dot command and the entry do not count, but spaces following the entry do. If your entry is longer than 80 characters, a warning message will appear on your terminal, and StarIndex will cut the entry short in the index (at 80 characters).

IDENTICAL ENTRIES

When two or more entries on one page are identical, only one page reference appears in the index.

Supplied Master Entries

Use the **.IM** (for **M** aster) command to create a master index entry which tells the reader where to find the principal treatment of a subject. In the index, the page number of a master entry appears in boldface.

Place the **.IM** command followed by the word or words that make up the index entry on the line preceding the corresponding text. Then follow the procedure for supplied general index entries (**.II**).

On the screen (in text):

On paper (in index):

NOTE: **.IM** merely boldfaces the page number of the entry in the index. A boldfaced page number could designate something other than the major treatment of a subject. It could, for instance, refer to a glossary entry of terms or a drawing, etc. Just be sure to let your readers know what *your* boldfacing means.

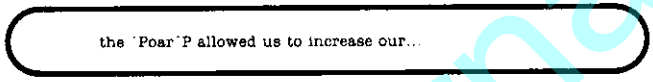
EMBEDDED INDEX ENTRIES

Embedded General Entries

Use the **^P^P** command to mark a word or phrase already in your text ("embedded") to appear as a general index entry.

Enter ^**P**^**P** both at the beginning and the end of the word or phrase you want to index. Only one ^**P** will show on each side of the word or phrase on your screen. Embedded index entries may extend across lines and page boundaries and contain hyphens, but make sure that they do not contain more than 80 characters nor extend across a hard carriage return.

On the screen (in text):



On paper (in index):

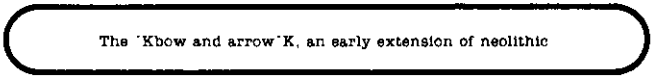
If an embedded index entry is not ended by a ^**P** before a hard carriage return or 80 characters, the index entry will be cut short just as **.II** index entry would. A warning message will also appear on your screen while StarIndex is running.

Embedded Master Entries

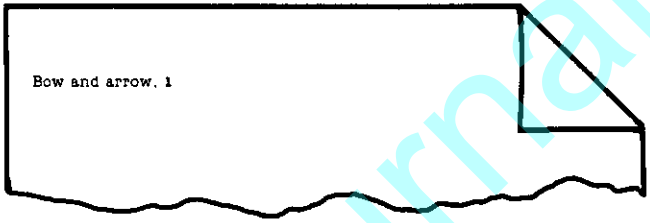
Use the ^**P**^**K** command to mark a word or phrase embedded in your text as a master index entry.

Enter ^**P**^**K** before and after the word or phrase in your text. Only the ^**K** at each end will show on the screen. Follow the procedure for general index entries embedded in the text.

On the screen (in text):



On paper (in index):



TURNING INDEXING OFF AND ON

The command **.IO** (for **O**ff/**O**n) tells StarIndex one of two things—to turn indexing "off" when entered as **.IO0** and to turn indexing "on" when entered as **.IO1**.

Place the command **.IO0** in your text at the point where you want StarIndex to *stop* indexing.

Place the command **.IO1** in your text when you want StarIndex to *resume* collecting index entries.

INDEXING TIPS

SAVING TIME

Use **^QF** (WordStar's "Find" command) to *search for text to index*. For example, if you want to index all references to flight, simply do a search for "flight," then insert "**.II** flight" on each preceding line to create a supplied index entry. Or use **^QA** (find and replace) to find "flight" and replace it with "**^P^P** flight **^P^P**" (using the embedded index entry command ^P^P).

INDEXING MULTI-FILE DOCUMENTS

Documents contained in more than one file can be indexed as one file using the MailMerge command **.FI**. See Chapter 7.

Figure 1 on the following page shows how an index is created.

EDITING YOUR INDEX

If your Index is not exactly as you want it, you can edit the .IDX file with WordStar before you print it.

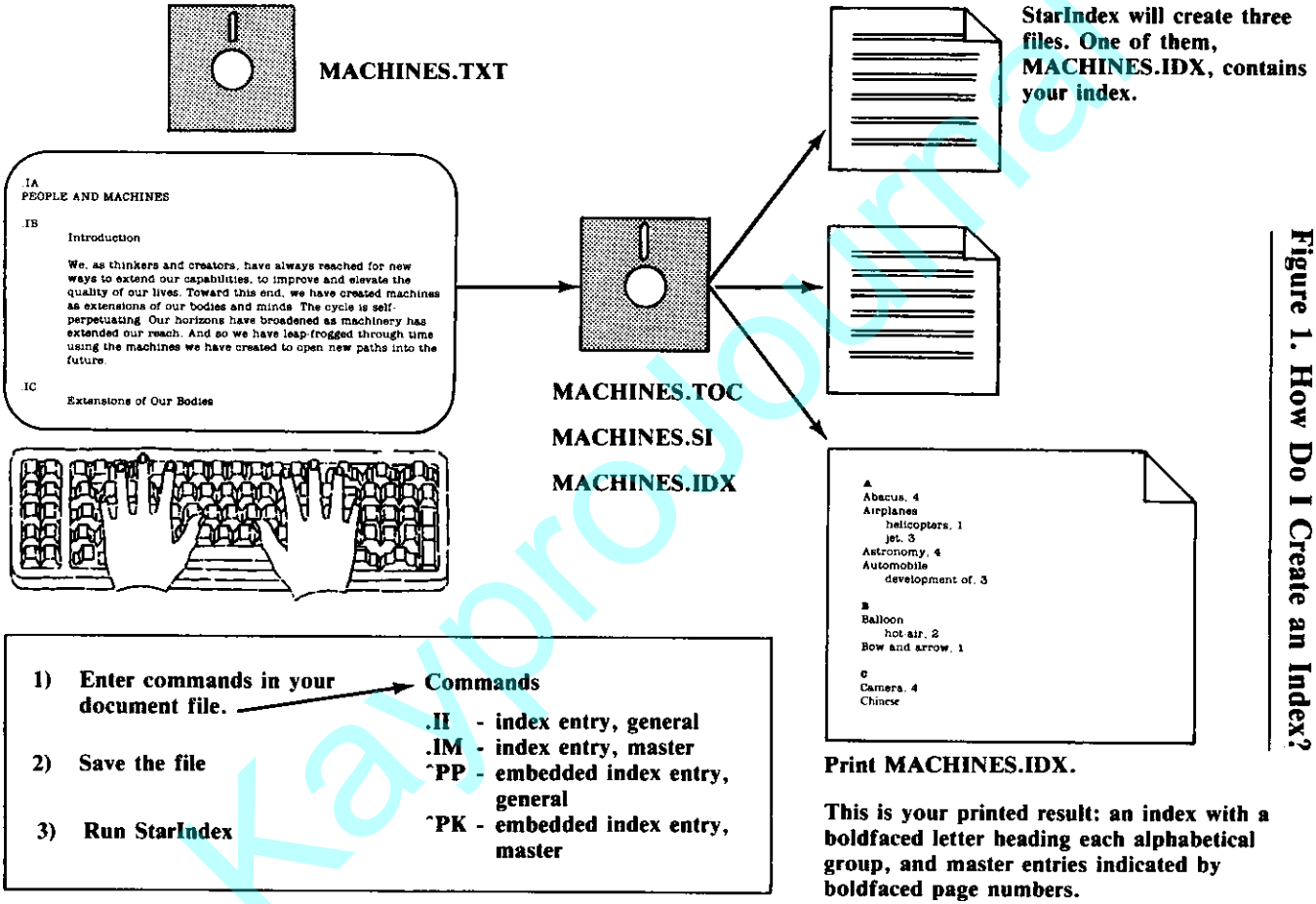


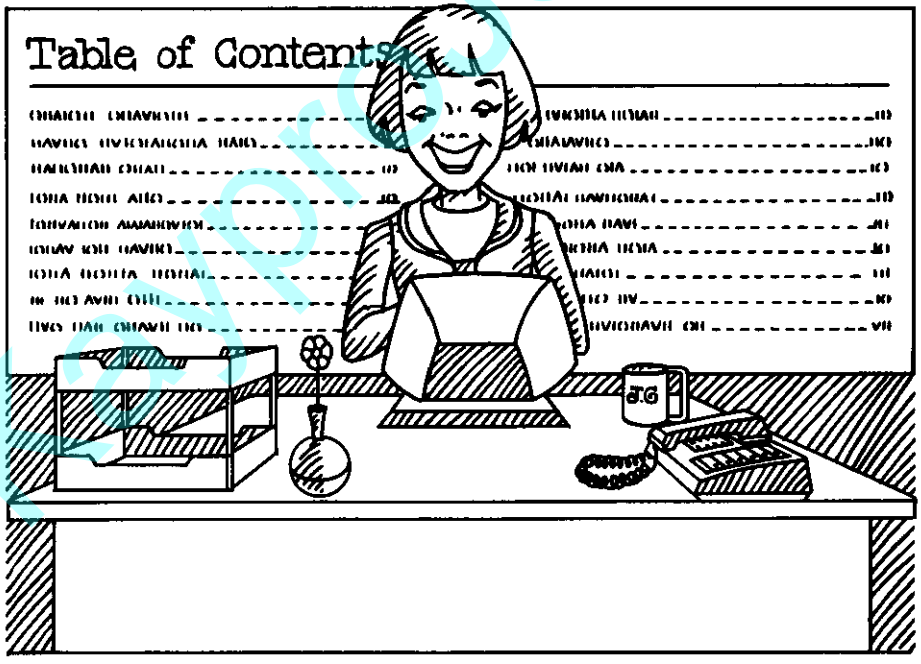
Figure 1. How Do I Create an Index?

3. Creating a Table of Contents

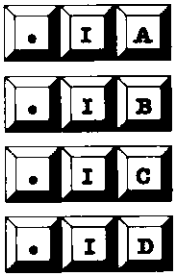
...the choices you can make while creating a table of contents...

StarIndex provides accuracy and consistency in your finished document and table of contents. For example, any heading you mark as **.IB**, second level, will be numbered and printed so that it is consistent with other second level headings both in your document and in your table of contents.

StarIndex creates a table of contents which can include a list of figures and tables. You mark the headings and titles in your text with dot commands.



MARKING CONTENTS HEADINGS



.IA, .IB, .IC, and .ID for 1st, 2nd, 3rd, and 4th Level Headings

Every time you write a heading or subheading within your document, you create material for a table of contents. If you insert a dot command on the line before the heading, StarIndex will copy the heading to your table of contents.

The StarIndex program can produce a table of contents which has subheadings with four levels of emphasis. Simply insert the appropriate level of command to be executed by StarIndex. Here are the standard print features at each level.

Standard Headings in Document and Table of Contents *

Command	Heading	Will be numbered	Will be printed
.IA	Major (chapter)	1.	**Boldfaced**
.IB	Second level (section)	1.1.	Double-struck
.IC	Third level (subsection)	1.1.1.	Double-struck
.ID	Fourth level (secondary sub)	1.1.1.1.	Underlined

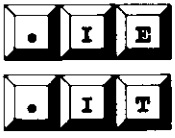
* NOTE: These standards can be changed. See Chapter 4.

RULES FOR HEADING COMMANDS

- Enter the appropriate level of dot command on the line preceding each heading which you want to appear in your table of contents.
- A heading command must be on the line directly preceding the heading. There can be no intervening lines.
- A heading must be on a line by itself.
- Print and numbering formats will be identical in your document and your table of contents.

```
.IA
PEOPLE AND MACHINES

.IB
    Introduction

    We, as thinkers and creators, have always reached for new ways to
    extend our capabilities, to improve and elevate the quality of our
    lives. Toward this end, we have created machines as extensions of
    our bodies and minds. The cycle is self-perpetuating. Our horizons
    have broadened as machinery has extended our reach. And so we
    have leap-frogged through time using the machines we have created
    to open new paths into the future.

.IC
    Extensions of Our Bodies

.II Inventions, 10000 B.C. - 1500 A.D.
.ID
    10000 B.C. - 1500 A.D.
```

MARKING CAPTIONS FOR FIGURES AND TABLES



Use **.IE** for figurEs and **.IT** for Tables. Why not **.IF** for Figures? Because **.IF** is a MailMerge command, and the two programs work together.

In the same way that you mark headings to produce a table of contents, you can mark the captions of figures and tables within your document. Marked figures and tables will be numbered successively within each chapter, then listed (with page numbers) after your table of contents.

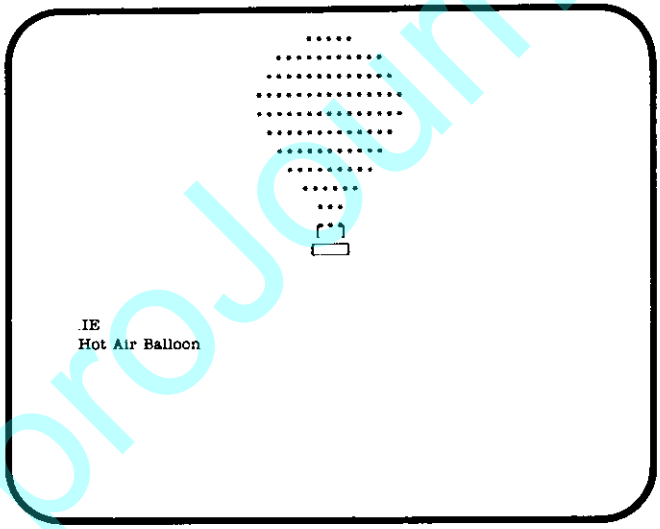
Enter **.IE** on the line preceding each figure caption. Enter **.IT** on the line preceding each table caption.

Your figures and tables will be numbered successively within each chapter, but without regard to sections and subsections. The number consists of the chapter number, followed by a dash and the figure or table number. It will be printed on the figure or table in boldface type unless you specify a style other than that produced by the default (see Chapter 4).

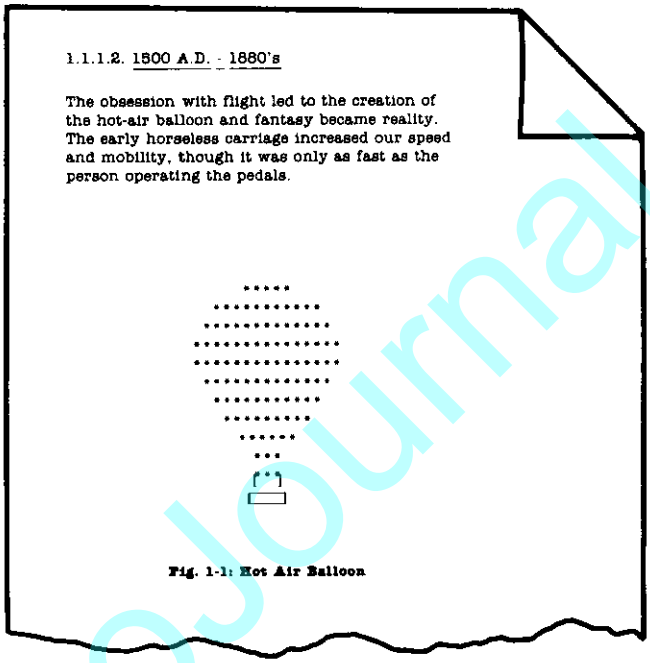
When you use these commands, a list of figures and a list of tables will be printed following your table of contents.

StarIndex cannot accept a heading or caption that goes beyond one line. After running StarIndex and before printing your finished files, however, you can use WordStar to edit your StarIndex files to insert a second line.

On the screen (in text):



On paper (in text):

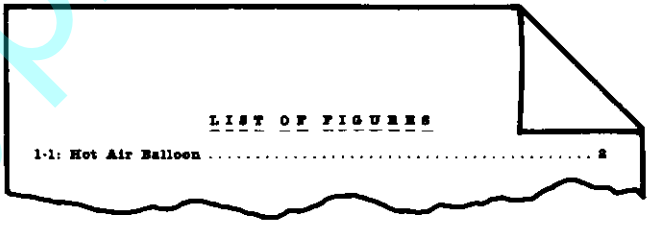


1.1.1.2. 1500 A.D. - 1880's

The obsession with flight led to the creation of the hot-air balloon and fantasy became reality. The early horseless carriage increased our speed and mobility, though it was only as fast as the person operating the pedals.

Fig. 1-1: Hot Air Balloon

On paper (in List of Figures):



LIST OF FIGURES

1-1: Hot Air Balloon 2

CHANGING LINE LENGTH

Use the .IL (for Length) command to change the line length of your table of contents. However, there's no need to use the command if you're satisfied with the standard line length of 65 character positions; StarIndex will set it for you. The maximum possible length is 255 character positions.

On the line preceding the first heading in your document, enter **.IL** and a number (the appropriate number of positions you want).

Be sure to include space for chapter numbers in your total line length, up to three positions for Arabic numerals (as high as 255) and nine spaces for Roman numerals (as long as CLXXXVIII).

You should usually establish your table of contents' line length when you first begin to work on a document, then maintain it. If you change line length at some point other than the beginning, the page numbers in your table of contents will not be aligned.

INSERTING NEW LINES

Use **.IP** for "Put line in." In your table of contents, you may want more than a simple list of headings from the text of your document. You can include a brief summary under each chapter heading, or you can provide headings at the top of every page in a long table of contents. To do either, follow this procedure:

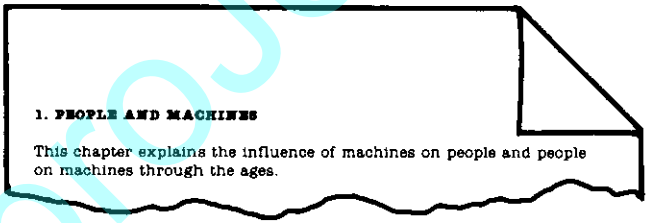
1. If you want a brief summary of each chapter to follow the chapter heading in your table of contents, enter **.IP** and the text of the summary after the chapter heading in your document file.

2. If the text to be inserted is more than one line long, repeat **.IP** at the beginning of each line.

NOTE: Although it is not apparent on your screen, the text following the **.IP** command will print starting at the left margin. **.IP** does not automatically align the text with the heading. Therefore, space carefully to where you want to begin and add two more spaces, as shown in the following example. (The two spaces compensate for the IP characters; you don't need to compensate for the dot.)

```
.IA
PEOPLE AND MACHINES
.IP  This chapter explains the influence of
.IP  machines on people and people on
.IP  machines through the ages.
```

On paper (in table of contents):



.IP can also be used to insert a WordStar dot command into your table of contents. The inserted dot command is then interpreted by StarIndex. You can use this feature, for example, to insert a heading in your table of contents pages.

On screen (in text):

```
.IP.HE Table of Contents
```

This command will give you the heading, "Table of Contents" on every page of your table of contents.

You can also use this feature to insert a footing on each table of contents page with the command: **.IP.FO** Contents.

Dot commands are explained in your WordStar and MailMerge reference manuals.

CHANGING TITLES OF THE REFERENCE AIDS

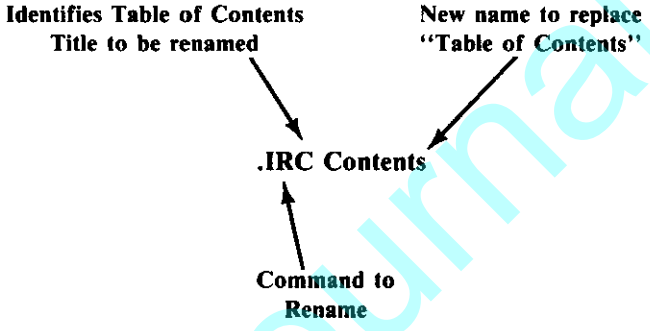
Use **.IR** to Rename a reference aid. Among the StarIndex defaults you can adapt to your own needs is the naming of materials created by the program. Use **.IR** to change the titles of the table of contents, list of tables, list of figures, and appendices.

Default	Possible Rename
Table of Contents	Contents
List of Tables	Charts
List of Figures	Illustrations
Appendices	Further Reading
Notes	Intentionally Blank

When you insert blank pages in your document, such as before new chapters, StarIndex will print the word NOTES: on that page. Use **.IR** to change NOTES: to any phrase you want.

CHANGE TITLE OF TABLE OF CONTENTS

.IR is the only StarIndex dot command that requires the use of format directives. The format directive identifies the title to be renamed. **.IR** can, for instance, change the title of the "Table of Contents":



The other reference aids can also be renamed. A full explanation of the **.IR** command appears in Chapter 6.

4. Designing a Format

...comparing the two approaches to formatting your document...

WHAT FORMAT DECISIONS CAN I MAKE?

The StarIndex program allows you to control much of the appearance of your documents. You can tell StarIndex how to number headings and pages, what titles to use on your table of contents and index, what print features to use for headings. These and other instructions give your documents the look you want.

HOW DO I DESIGN A FORMAT?

There are two ways to tailor your format.

First, you can use print and format directives with dot commands. Directives are one or two characters and are *always used with dot commands.* Directives may be combined to give you a wide variety of choices in designing your document.

Second, you can design your own format with STYLE, the formatting program that comes with StarIndex. As you run the program, responding to the prompts that appear, STYLE designs the format you describe.

In effect, STYLE enters the print and format directives for you, freeing you of concerns about where to put which directive.

STYLE VS. DIRECTIVES

The advantages of using directives are that the directives are saved with the document file, providing a permanent record of the format for a particular document, and that they produce the same format every time you print that file. A disadvantage of using directives is that you must reenter all the directives for each new document.

If you use the STYLE formatting program, you can easily use the same format for as many documents as you like. You can also design as many formats as you need and save them in separate files.

If you have in mind a special format for a particular document and you think you'll only want to use that format once, you will probably want to use directives. A format that you plan to use more frequently should be designed with STYLE and saved in a file of its own.

Chapter 5 describes how to use STYLE.

Chapter 6 describes how to use directives.

You can combine dot commands and directives with the instructions of a STYLE format file, but recognize that:

Directives always override the STYLE-produced format file.

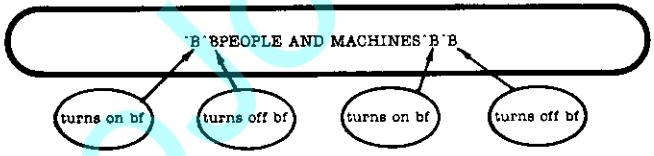
For example, if your format file calls for boldface type on chapter headings and, in your document, a dot command with a directive (.IAU) calls for underlined chapter headings, you will get underlined chapter headings, not boldfaced.

Conflicts can arise if there are also *print controls* embedded in your document. For example, if a chapter heading is surrounded by ^**B** (boldface type) within your document and there is also a dot command with a directive (.IAB) to print the chapter heading in boldface, your heading will print in normal type face, not bold. The second command cancels the first.

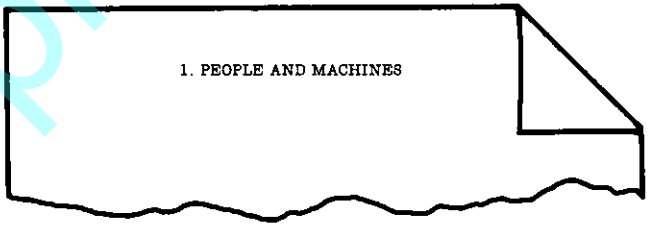
The conflicts occur because most print controls are toggle (on/off) switches.

```
.IAB
^BPEOPLE AND MACHINES^B
```

becomes:



So you get:



SUGGESTED PROCEDURES TO AVOID CONFLICTS

Use either of two procedures to avoid possible conflicts.

1. Enter text without embedded print controls. Then, use a STYLE format file or dot commands with directives to get the printing you want.

2. Enter text with print controls but turn off print controls in your format file (use STYLE and choose "no print controls") and enter dot commands without print directives. For example, enter **.IA** for chapter headings, not **.IAB** for chapter heading boldfaced.

The next two chapters describe the two alternatives in detail. Chapter 5 is a how-to guide to STYLE, and Chapter 6 is a how-to guide to directives.

5. Using STYLE

...using STYLE, the formatting program on your disk...

STYLE is the program you use to design and save your preferred format.

Your StarIndex disk includes one format file already created using STYLE. It's called FORMAT.FMT.

WHAT IS FORMAT.FMT?

FORMAT.FMT:

- contains the standards (defaults) described in this chapter.
- is assumed by StarIndex to be the format file of choice unless you specifically name another format file.
- was used to produce the sample text, PEOPLE AND MACHINES.

STANDARD FORMAT

Here are the defaults specified in this format file.

Text Headings		Printed Style
Chapter	1st level	boldface
Section	2nd level	double-strike
Subsection	3rd level	double-strike
Secondary subsection	4th level	underline.

All text headings are numbered with Arabic numerals followed by a period, higher level numbers appearing as prefixes to lower level numbers.

Text Captions	Wording	Printed Style
Figure	**Fig.**	boldface
Table	**Table**	boldface
Blank Page	**NOTES**	boldface

Table Titles	Wording	Printed Style
Table of Contents List of Figures List of Tables	(your alternative text)	boldface, spaces, and underline
Index Appendices		boldface

Table of contents line length is 65. Headings are printed with higher level numbers included.

Index Headings

L
Letter headings -- boldface

Index is generated from entries you mark or supply. Text headings (chapter, section, etc.) are not automatically included in index.

Page Numbers

Page numbers for the Table of Contents itself are omitted.

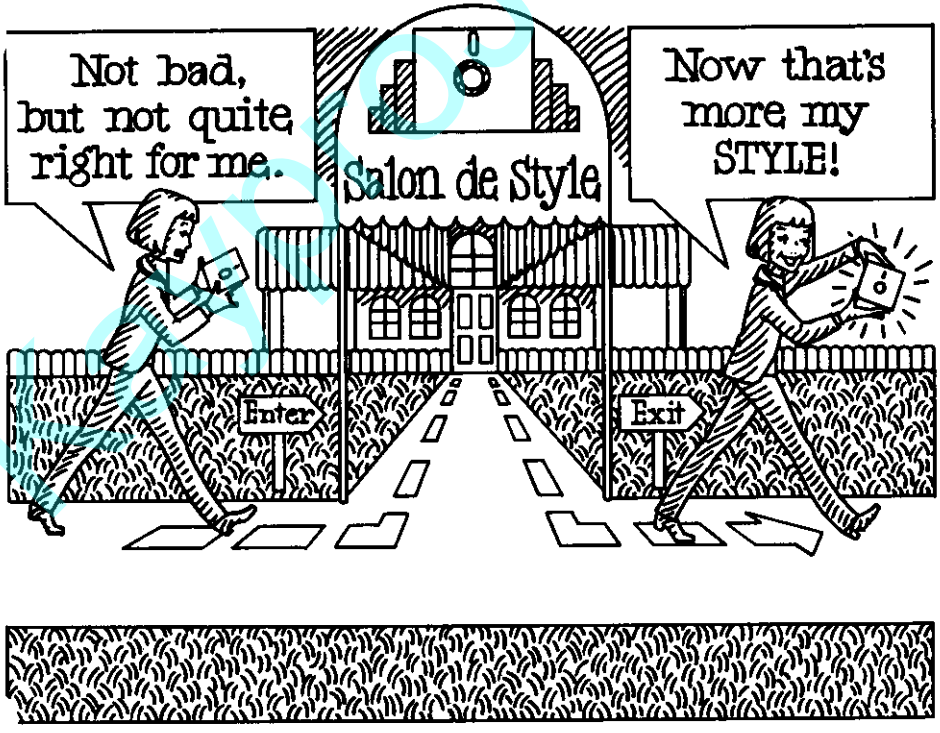
Pages in text and index are numbered consecutively.

Page numbers have no prefix.

CHANGING FORMATS

The first time you run STYLE, you will see the standard format contained in FORMAT.FMT. In this case, the "current" and "standard" formats are the same.

The first time you use STYLE to change FORMAT.FMT, though, your own format decisions replace the defaults of the standard format. Therefore, before making any changes, you may want to copy FORMAT.FMT to another file, storing it for future reference.



RUNNING STYLE

Run STYLE from your operating system or by pressing **R** (**R**un a program) at the WordStar Opening Menu.

When you enter the program name, STYLE, you can also enter the name of the format file you want to change.

TYPE **STYLE B:LEGAL.FMT**

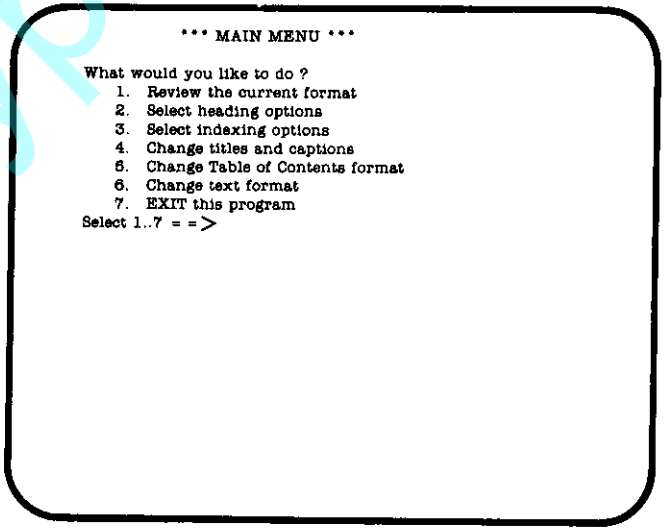
Thus, the program, STYLE, is run against the format file, **LEGAL.FMT.**

If you make no entry after STYLE, the program assumes you want to change FORMAT.FMT.

At the end of the program run, you'll have the opportunity either to replace the format file which you started with or to save your format file as it was before this run and give your latest file a new name.

THE MAIN MENU

The first display in the STYLE program allows you to choose any of seven items.

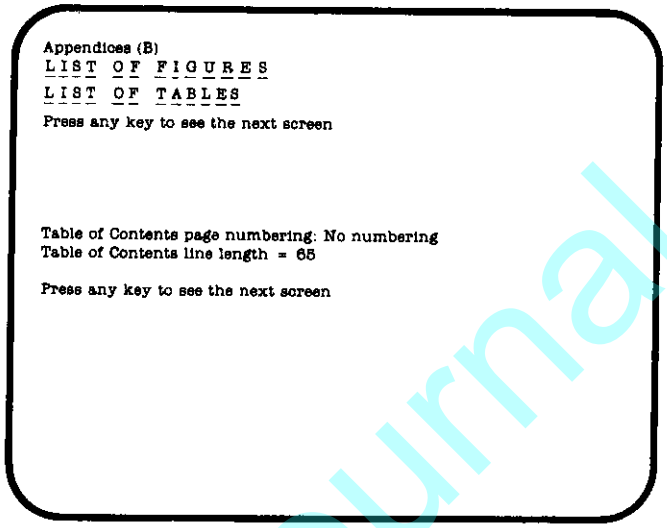


If at any time, you find yourself hopelessly confused, you can escape and start over. To stop, enter ^C. You'll see the prompt, Abort? Answer **Y**, then start again.

Review the current format

Item 1 allows you to review the current format without making any changes. You'll see this screen:

```
        REVIEW OF THE CURRENT FORMAT:
          In the Table of Contents:
        (PRINT OPTIONS)
          B =  Boldfacing
          D =  Double-striking
          E =  Elongating
          U =  Underlining
          S =  Spacing
        TABLE OF CONTENTS

1. CHAPTER (B)
    1.1. SECTION (D)
        1.1.1. SUBSECTION (D)
            1.1.1.1. SECONDARY SUBSECTION (U)

Press any key to see the next screen
```



The screens show the current format for your table of contents. The list of print options tells you how to interpret the symbols used on this screen. In this example, the options listed are those of the standard format.

As you can see, in the standard format the title TABLE OF CONTENTS is underlined, spaced (one space added between each character), and boldfaced.

While reading these screens, write any notes you may need to change the format. Press any key to see the next screenful of information. Continue this way through several screens until you reach the last one relating to the Table of Contents. Next, you continue through screens relating to the text in your document. They end with the message "Press any key to return to MAIN MENU."

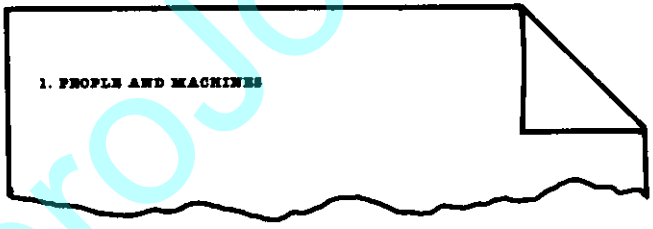
Select heading options

This option allows you to change the way your four levels of headings are numbered and printed. You can also choose the characters to follow the number (or letter) that precedes the heading at each level. You may use one or two characters or none at all. In the standard format, a period follows the number.

First you see the current numbering and print features for each level of headings. Select the number of the level you want to change, then answer the questions on the subsequent screens. For anything you want to leave unchanged, press RETURN.

HOW TO CHANGE A HEADING

1. Before making any changes with STYLE, the sample chapter heading looks like this on paper:

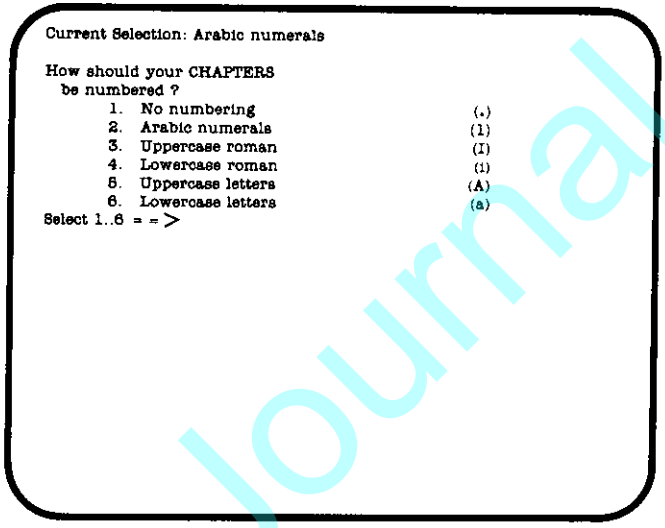


2. On the screen, you see:

```
                    *** HEADINGS ***

Would you like to change the heading
format for:                                  CURRENT:
    1.  Chapter                                1. (B)
    2.  Section                                1. (D)
    3.  Subsection                             1. (D)
    4.  Secondary subsection                   1. (U)
      RETURN    = Return to MAIN MENU
Select 1..4 = =>
```

3. To change chapter heading options, press **1**

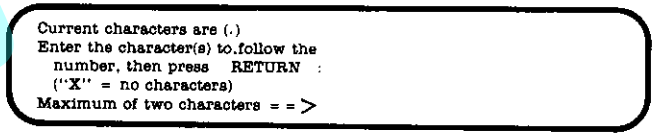
4. Then your screen will show:



NOTE: Upper and lowercase Roman numerals are not available options for heading levels 2, 3 and 4 (section, subsection, secondary subsection).

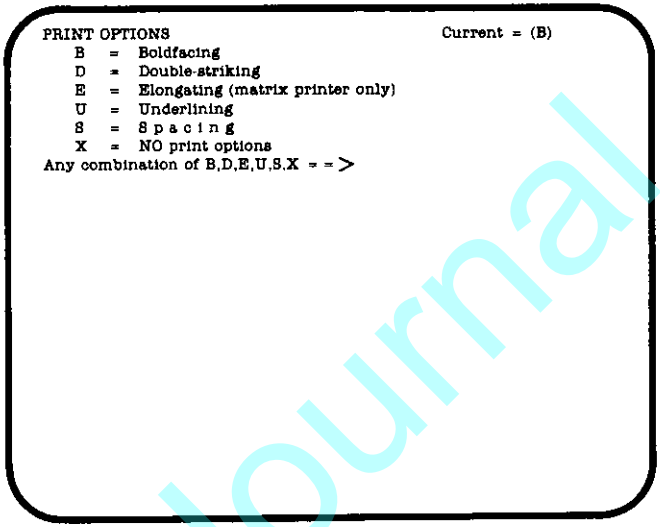
5. To select uppercase letters, press **5**

6. Then your screen will show:



7. To keep the current selection (in this case "."),

8. Then your screen will show:



9. To select boldfacing (the current selection),

10. After making these changes with STYLE, your chapter headings look like this on the page:

You can then continue the process for second level headings, or you can return to the main menu.

Select indexing options

When you choose Item 3 you see:

```
Index will be generated.
OK ? (Y or N) = =>
```

Here, STYLE tells you if the current format includes an index or not. You specify whether to keep the current format as it is. The standard format has an index.

```
Letter headings included in index.
OK ? (Y or N) = =>
```

If you choose an index, STYLE asks whether you want letter headings. In the standard format, index entries are grouped by initial letter, and the letter is used as a heading for the group.

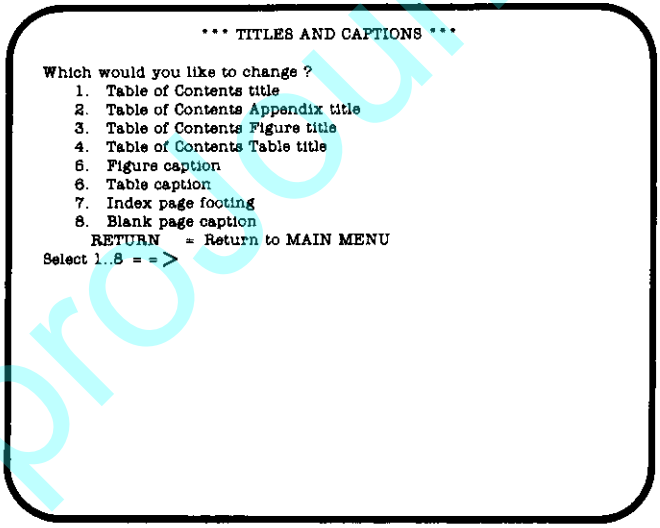
```
                    *** INDEXING ***

Would you like to change automatic
  indexing for:                                  Current:
    1.  Chapter                                  (Ignore)
    2.  Selection                                (Ignore)
    3.  Subsection                               (Ignore)
    4.  Secondary subsection                     (Ignore)
      RETURN    = Return to MAIN MENU
Select 1..4 = =>
```

Next you decide which levels of text headings (if any) to put in the index automatically. You can *ignore* a heading level, make it a *general* index entry, or make it a *master* index entry.

To change the format, press **1**, **2**, **3** or **4** and respond to each STYLE prompt.

Change titles and captions

STYLE presents you with a menu of all the titles and captions you can change.



Choose a number to see how the corresponding title or caption currently appears in the format file. Type the title or caption the way you want it to appear. You then see the print options menu from which you can choose a new way to print the title or caption.

For example, when you press **5** (Figure caption), this message appears:

```
Current text is:

Fig.

Enter new text, followed by a   RETURN   :
```

TYPE Illustration

You'll be shown the Print Options and asked to select one or more.

NOTE: If you were to substitute "Illustration" for "fig." you'd probably want to change "List of Figures" to "List of Illustrations" as well.

Change table of contents format

```
Current Selection: No numbering

What would you like for your
  Table of Contents page numbering ?
    1.  No numbering                    (#)
    2.  Arabic numerals                 (1)
    3.  Uppercase roman                 (I)
    4.  Lowercase roman                 (i)
Select 1..4 = =>
```

After you make your selection, you see:

```
Enter the beginning page number for the
  Table of Contents
  (currently = 1) = =>
```

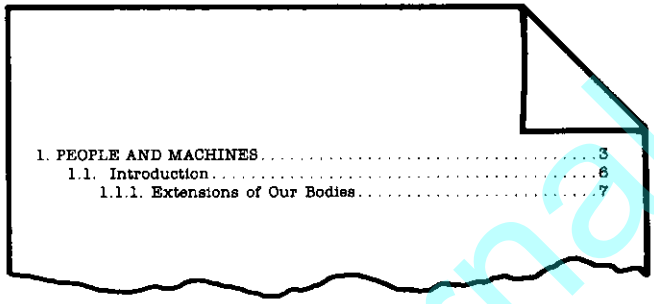
Make your entry, then see:

```
Enter the Table of Contents line length
  (currently = 65) = =>
```

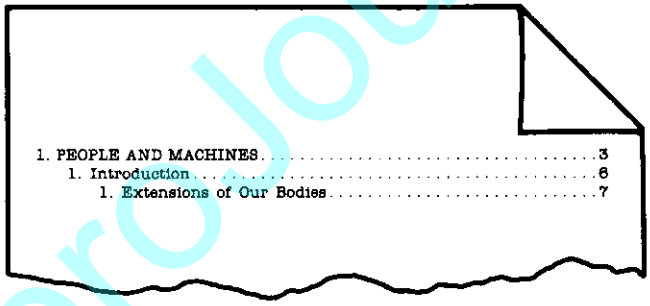
Make your entry, then see:

```
Current Selection: 1

For your Table of Contents headings:
  Which would you like ?
    1.  Higher level numbers printed.
    2.  Higher level numbers NOT printed.
Select 1 or 2 = =>
```

If you select **1**, the headings in your table of contents will be numbered as they are here:



If you select **2**, the headings will appear this way:



Change text format

When you press **6** you see:

```
Current Selection: 1

For your text headings:
  Which would you like ?
    1.  Higher level numbers printed.
    2.  Higher level numbers NOT printed.
Select 1 or 2 = =>
```

Here, you design the format for the body of your document. You can choose multi- or single-level numbering for headings (as in the previous example). After making a choice, you see:

```
No prefix for page numbers.
OK ? (Y or N) = =>
```

Here, you decide whether or not you want your page numbers prefixed with the chapter number.

Exit this program

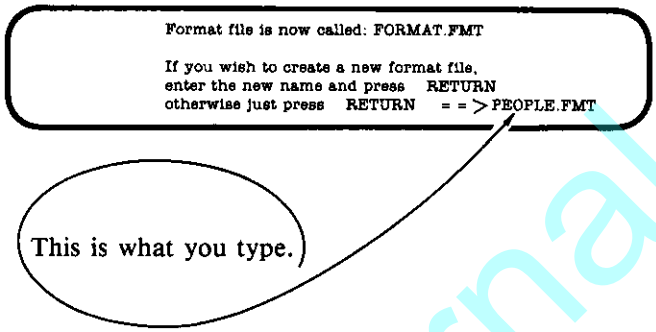
When you have changed the format to your new design, select 7 on the main menu. The following prompt appears:

```
Format file is now called: FORMAT.FMT*

    If you wish to create a new format file,
    enter the new name and press   RETURN
    otherwise just press   RETURN    = =>
```

*or the name of the format file you entered when you started running STYLE.

At this point you can decide whether the format you've just designed should replace the one previously recorded in FORMAT.FMT (or whatever format file you've chosen to modify). If you don't think you'll need the old format any more, just press RETURN and your new format will be stored in the format file named on the screen. If you want to save the old format, you must choose a name for the file that will hold your new format. Type in the name for the new format file and press RETURN.

On the screen:



Result: Old format will be saved in FORMAT.FMT

New format will be saved in PEOPLE.FMT

NOTE: When you use a format file for a specific document, you can record the name of the format file in the document with a nonprinting WordStar comment line.

On the screen:

Your flexibility grows with the number of format files you save. Remember, unless you give your new format file a unique file name, the new format will replace the current format.

In Appendix E, the format file, PEOPLE.FMT was used to create sample 5.

NOTE: PEOPLE.FMT is not on your disk. It is used only to illustrate STYLE's capabilities.

6. Using Directives

...print and format directives—as a supplement or alternative to the STYLE program and format files of Chapter 5...

A StarIndex directive is a one or two character command used with a dot command to tell StarIndex how you want a reference aid to look. There are two kinds:

- Print Directives
- Format Directives

Both kinds of directives are used with dot commands and may be combined on the command line. See Appendix C for a table of commands and directives.

Every time you run StarIndex, the format and print instructions recorded in your format file (FORMAT.FMT or any format file you name) will be put into effect automatically.

Remember the rule:

Directives always override the format file.

You can use directives to change headings on a certain document without changing the format file that contains the format you generally prefer. For example, if your format file calls for boldfaced *chapter* headings, but a particular document requires *boldface* and *underlined* chapter headings, you can enter the command *.IABU* to override the format file.

STARINDEX PRINT DIRECTIVES

The six print directives are:

B - Boldface
S - S p a c e
D - double-strike
E - (Elongate)
U - Underline
X - (no print controls)

Print directives determine the printed format in headings and captions. Because they are used with dot commands for specific heading levels, print directives affect *all* headings at the specified level. A print directive in a .IA command line, for example, will determine the format of all first level (chapter) headings.

StarIndex preserves your use of upper and lowercase letters.

NOTE: The directive, E - elongate, works only on dot matrix printers.

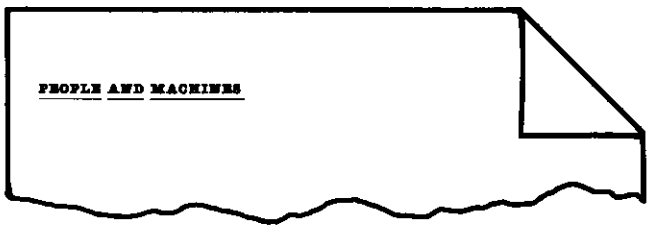
HOW TO USE PRINT DIRECTIVES

Place print directives after dot commands on the same line. They can be used in any combination.

On the screen:

```
.IABU
PEOPLE AND MACHINES
```

On paper:



STARINDEX FORMAT DIRECTIVES

Use format directives to select styles of numbering or lettering in your document. You can also use them to change the standard titles of reference aids.

HOW TO USE FORMAT DIRECTIVES

Enter format directives on the same line as the dot command for any heading (see Chapter 3 for heading commands). You can mix format directives with print directives in any order. If you enter contradictory format directives, the last entered will override the others.

Format directives, like print directives, affect all headings at the assigned heading level.

Directives for .IA Command Lines Only

The following format directives work only at the chapter (first level) heading and will be ignored at other levels.

NOTE: You'll notice that often the second character of a directive is **1** or **0**. To binary computers, **1** means "on," **0** means "off."

PAGE NUMBER

#1 sets the page number to one at the beginning of each chapter and includes the chapter number as a prefix. A chapter heading must be the first line of text in each chapter.

On the screen:

On paper (in the text):

The page number is centered on the bottom of the page.

Use the **#1** directive on the first **.IA** command and

- each chapter will begin with page 1 prefixed by chapter number
- each appendix will begin with page 1 prefixed by the appendix letter
- the index will begin with page 1 prefixed by "Index"

Each appendix and the index are treated like chapters. Therefore, the directive **#1** produces:

For an appendix:	A-1 B-1, etc.
For the Index:	Index-1 Index-2, etc.

#0 leaves page numbering in an overall sequence from the beginning to the end of your document, regardless of chapter breaks.

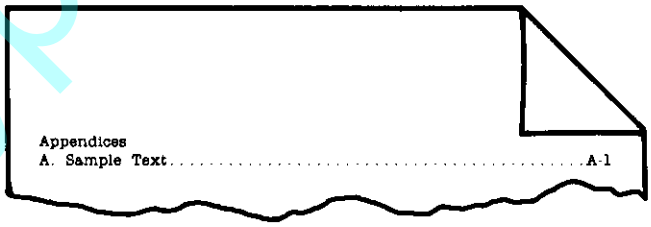
If your document includes the WordStar print control @ on a heading **(.HE)** or footing **(.FO)** line, the current chapter number will be inserted whether or not **#1** is entered. If **#1** is entered, each chapter will begin on page 1, preceded by the appropriate chapter number. If **#1** is not entered, the pages throughout your document will be numbered consecutively but with the chapter number as a prefix.

APPENDIX

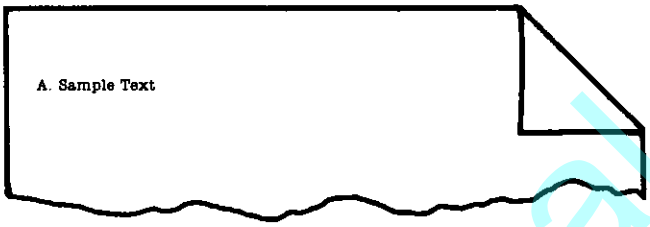
A1 begins appendix mode. "Chapters" following this directive are lettered rather than numbered and appear in the table of contents under the heading **Appendices.**

On the screen: (assume the #1 directive was entered on the first .IA line)

On paper (in Table of Contents):



On paper (in text):

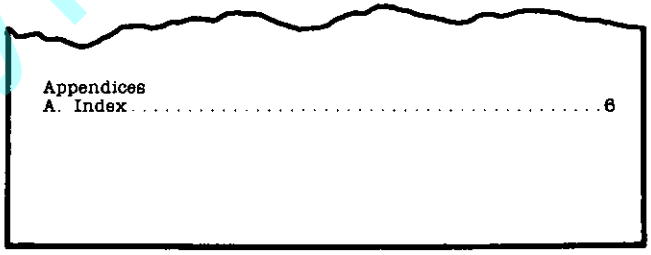


INDEX

A0 begins index mode. Enter this directive followed by "Index" on your last **.IA** line to make the word "Index" appear at the end of your table of contents. (You may substitute other wording for "Index" if you like.) If **#1** appears in the same command line or earlier, the page numbers will be prefixed with "Index" (or other wording) instead of a chapter number.

On the screen:

On paper (in Table of Contents):



HEADINGS

H1 numbers headings with current level number preceded by higher level numbers.

H0 makes only current level number appear in headings. The indentation remains the same.

ROMAN

R1 numbers chapter headings with uppercase Roman numerals.

R0 numbers chapter headings with lowercase Roman numerals.

TABLE OF CONTENTS

T1 numbers entries in the table of contents with current level number preceded by higher level numbers.

T0 numbers entries in the table of contents with current level number only.

Directives for .IA, .IB, .IC, or .ID Command Lines

The next four characters (I, M, L, N) and the reverse slash (\) may be used at any of the four heading levels.

INDEX

I1 inserts all headings at this level into the index exactly as they appear in the text. Dot command **.IO0** overrides this directive.

I0 excludes headings at this level from the index.

MASTER

M1 inserts all headings at this level into the index exactly as they appear in the text as master index entries.

LETTERS

L1 designates headings at this level with uppercase letters, A through Z, then AA through AZ, BA through BZ, etc.

L0 designates headings at this level with lowercase letters, a through z, then aa through az, etc.

NUMERALS

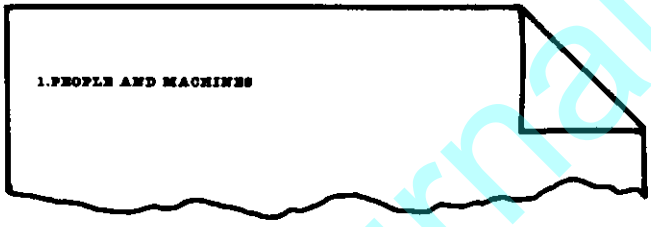
N1 numbers headings at this level with Arabic numerals (1,2,3,4, etc.).

N0 leaves headings at this level and lower unnumbered. These headings also appear in the table of contents without numbers.

\punctuation

\punctuation designates special punctuation for your headings. Normally a period follows the heading number or letter. You may designate any one or two characters (including spaces) to replace the period.

For example, instead of the normal



you could have

by putting the directive \:\ in your **.IA** command line.

Use \ \ to eliminate punctuation following the number. If **H1** or **T1** is in effect, the numbers will run together (123 instead of 1.2.3) as a result of using \ \. You may want this effect if you're using letters on one level and numbers on another, for example, A3.

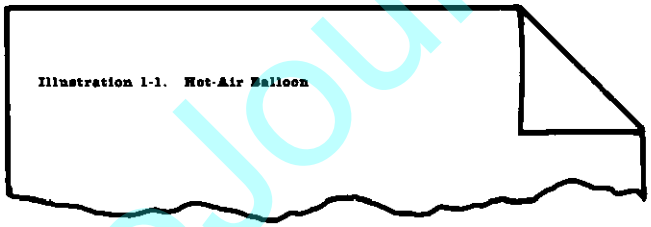
Directives for .IE and .IT Command Lines

\caption

\ marks the beginning and end of text for figure (**.IE**) and table (**.IT**) captions. Captions are normally labelled "Fig." and "Table." You can substitute a label up to 25 characters long.

On the screen:

On paper:



NOTE: You need only change the text at the *first* occurrence of **.IE**, not at each one.

Be sure to use the closing \. Otherwise, any text following the opening slash on the same line will become part of the figure or table title. You can add print directives after the closing \.

Directives for .IR Command Lines

RENAME TITLES

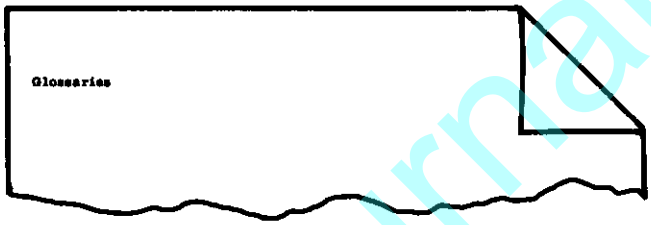
The following directives may be used on **.IR** command lines. When you use print directives along with these format directives, the title you are changing will be affected by the print directives. They should precede the first **.IA** command.

\appendix title

In **A**, the backslash acts as a bracket for title changes for the appendix section of the table of contents. Your title can be up to 25 characters long.

On the screen:

On paper:



(instead of Appendix)

C

\contents title

Use **C** to bracket title changes for Table of Contents. Your title may be up to 50 characters long.

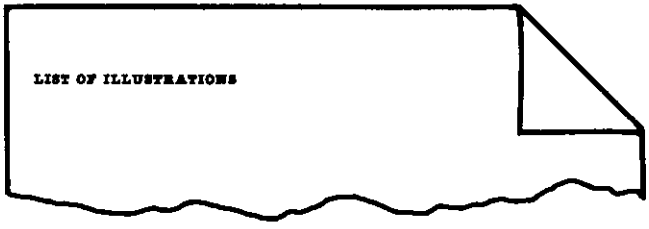
F

\figures title

Use **F** to bracket title changes for List of Figures. Your title may be up to 50 characters long.

On the screen:

On paper:



(instead of LIST OF FIGURES)

I

\index prefix

Use **I** in conjunction with the directive **#1** in your first **.IA** if you want page numbers in the index section to include a word or symbol (up to 15 characters long) preceding the number.

On the screen:

```
.IRI\INDEX\
```

On paper:

CAUTION

Print directives have no effect when used on a **.IRI** command line.

N

\notes wording

Use **N** to bracket changes to the text that appears on blank pages, normally NOTES. Your text may be up to 50 characters long.

T

\tables title

Use **T** to bracket title changes for List of Tables. Your title may be up to 50 characters long.

LETTER

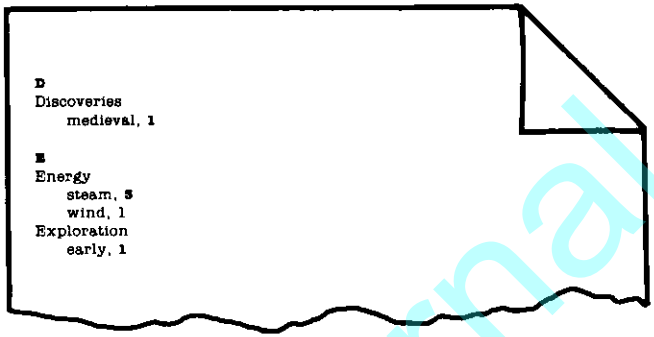
L 1

L1 groups index entries by initial letter, and each group appears headed by the letter in the index.

On the screen:

```
.IRL1
```

On paper:



When you use a print directive with **.IRL1**, the letter that heads each index entry group is printed in the style specified by the directive.

L0 lists index entries by letter but without printing the initial letter as a heading.

Directives for .IL Command Lines

The following directives may be used in a **.IL** command line and must precede the first **.IA** command.

(Remember, the .IL command is used to set the line length in your table of contents.)

NUMBERS

N1 prints numbers (Arabic numerals) on the pages of your table of contents. Set the starting number with **.PN** (number) on a **.IP** command line.

On the screen:

```
.ILN1
.IP.PN 12
```

On the page, your table of contents will begin on page 12.

N0 omits numbers from table of contents pages.

ROMAN

R1 prints the page numbers of your table of contents with uppercase Roman numerals. Set the starting number with **.PN** (Roman numeral) on a **.IP** command line.

R0 prints page numbers in your table of contents with lowercase Roman numerals. Set the starting number with **.PN** (Roman numeral) on a **.IP** command line.

On the screen:

```
.ILRO
.IP.PN12
```

On paper, your table of contents will begin on page xii.

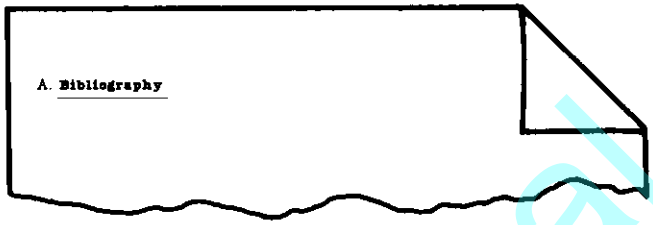
COMBINING PRINT AND FORMAT DIRECTIVES

Print and format directives may be used on the same command line.

On the screen:

```
.IAUBA1
Bibliography
```

On paper:



Explanation of example:

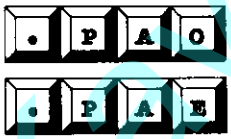
.IA makes the next line a chapter heading.

U underlines the heading.

B boldfaces the heading.

A1 makes the chapter an appendix, places a capital letter before the heading, and lists the heading under "Appendices" in the table of contents.

SPECIAL FORMATTING DOT COMMANDS



Use **.PAO** for Page break-Odd and **.PAE** for Page break-Even. **.PA** is the WordStar dot command for page break. In StarIndex, a directive can be added to the command to cause the next page to begin on an odd (O) or even (E) page. StarIndex inserts a blank page, if necessary, to begin the next page as you request.

Use **.IN** *n* to set the chapter Number to the value of *n*. Enter **.IN** on the line preceding the **.IA** command for the chapter.

7. Running StarIndex

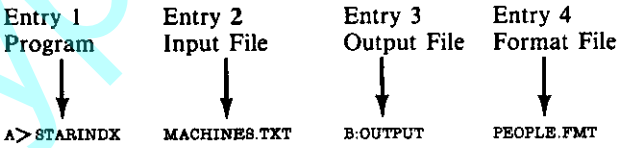
...running StarIndex after you have marked your entries...printing the files that StarIndex produces...

After you have entered the StarIndex commands in your document, you must process your file by running StarIndex.

At your system prompt, enter:

- **StarIndx**, followed by a space
- The name of the input file (the document file containing StarIndex commands), followed by a space
- The drive and/or the name for the output files (files created by StarIndex), followed by another space
- The name of the format file. If you don't enter a format file, StarIndex uses FORMAT.FMT (the default)

Here is an example:



These entries are positional, which means that they must be entered in a specific order. The first entry (STARINDX) must be the name of the program. The space following the first entry signals the end of the program name and the beginning of a second entry (your input file—MACHINES.TXT). The next space signals the third entry (your output file-B:OUTPUT). And the next space signals the fourth entry (your format file—PEOPLE.FMT).

In each case, the disk drive is assumed to be your currently logged drive unless you enter another drive. In the previous example, your output file OUTPUT will be put on the B drive, and all other files are assumed to be on the A drive.

If you enter:

```
A> STARINDX MACHINES.TXT B:OUTPUT
```

StarIndex will produce the files B:OUTPUT.TOC, B:OUTPUT.SI, and B:OUTPUT.IDX, using the format file FORMAT.FMT (the default value).

If you enter:

```
A> STARINDX MACHINES.TXT
```

StarIndex will produce A:MACHINES.TOC, A:MACHINES.SI, and A:MACHINES.IDX, using the format file FORMAT.FMT.

If you enter:

```
A> STARINDX MACHINES.TXT B:
```

StarIndex will produce B:MACHINES.TOC, B:MACHINES.SI, and B:MACHINES.IDX, using the format file FORMAT.FMT.

If you enter:

```
A> STARINDX MACHINES.TXT B: LEGAL.FMT
```

StarIndex will produce B:MACHINES.TOC, B:MACHINES.SI, and B:MACHINES.IDX, using the format file LEGAL.FMT.

In summary:

Entry 1 is required and must be the program name—STARINDX.

NOTE: The E is missing because a program name cannot be more than eight characters long.

Entry 2 is required and must be your *filename.*

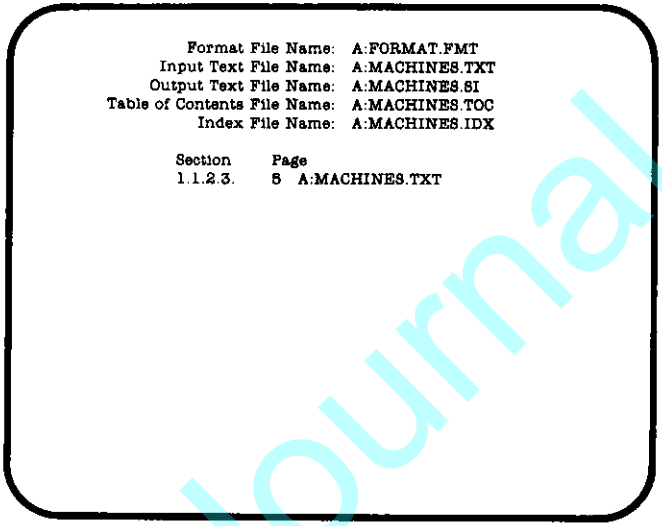
Entry 3 is optional. If entered, it names your output files. If not entered, StarIndex names your output files the same as your input file and adds the extensions TOC, SI and IDX. Entry 3 can be either a full file name, including disk drive and extension, or it can be a disk drive only or a file name only. If you enter a disk drive only, StarIndex puts your output files (.TOC, .SI and .IDX) on the named drive.

Entry 4 is optional. If entered, it must be preceded by entry 3, and it must name a format file created by using the program STYLE. If you don't enter a format file name, StarIndex will use FORMAT.FMT.

The .TOC file is your table of contents, the .SI file is your text, and the .IDX file is your index.

DURING THE RUN

As the program runs, you will see a chapter and section display.



The numbers in this display show which part of your document is being processed.

If an error message appears, you can locate the error quickly by referring to the chapter and section display.

If you need to stop the run at any point, press any key on your terminal. Then you will see this display:

When you press ^C, StarIndex will stop processing your file. Everything done up to that point is saved in the output files.

When you press any other key, StarIndex will continue the run.

Any time you edit your document files, add or delete lines or commands, you may affect the page numbers and formatting of your StarIndex output. You must run StarIndex again before printing your output files.

PRINTING YOUR DOCUMENT

Once you have run StarIndex, you can print your document.

First, at the WordStar Opening Menu, select **P**.

Then, when the prompt requests a file name, respond with your output file name and the appropriate extension.

- file name .TOC (table of contents)
- file name .SI (document)
- file name .IDX (index)

Use the WordStar **.PN** *n* (for **P**age **N**umber) command at the beginning of the output file to start the page numbers if you want to start with a number other than 1. Don't use **.PN**, however, if you have prefixed the pages of your files with chapter numbers (in either the format file you created with STYLE or with directive #1).

MULTI-FILE DOCUMENTS

If your document is contained in more than one file (as a book or manual might be), then you can use **.FI** commands and the names of your document files to establish the correct sequence for indexing and subsequent printing.

For File Insert. The MailMerge command **.FI** is recognized by StarIndex. **.FI** tells the program to look for an additional file either at the end of a file or within a file.

When StarIndex joins one file to the end of another, the results are called "chained printing." When StarIndex inserts one file inside another, the results are called "nested printing." If you insert one file inside another, StarIndex will obey all the dot commands in the inserted file before returning to the original file.

If you want StarIndex to pause so you can change a disk, type the word CHANGE after the **.FI** command.

```
.FI CHAPTER1.DOC
.FI CHAPTER2.DOC CHANGE
.FI CHAPTER3.DOC
```

RULES FOR .FI

There is no limit to the number of .FI commands which can be used in sequence for chaining files.

No more than eight files can be inserted inside one another with **.FI** commands.

After using embedded **.FI** commands, run StarIndex.

At your system prompt:

TYPE STARINDX and the name of the first file.

StarIndex will call your files in order and produce the files **.TOC**, **.SI**, and **.IDX.**

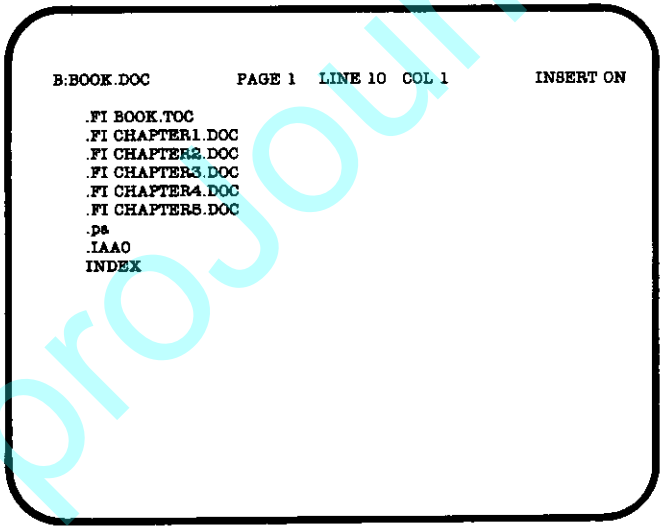
COMMAND FILES WITH .FI

Another way to index or print a long document is to create a command file containing the **.FI** commands.

HOW TO CREATE A COMMAND FILE

Create the command file by combining **.FI** with the names of your document files. (In order for this method to work properly, each of your document files must end with a hard carriage return.)

On the screen:



It's true that the file, BOOK.TOC, in the **.FI** command, does not yet exist. Entering BOOK.TOC will mark the place for StarIndex to store the .TOC file it creates. This trick will simplify printing.

To run StarIndex:

TYPE STARINDX BOOK.DOC

StarIndex will produce:

- a file called BOOK.IDX containing the entire index of your document
- a file called BOOK.TOC containing your table of contents
- five files called CHAPTER1.SI - CHAPTER5.SI containing the entire text of your document with all StarIndex features (headings, page numbers, etc.)
- a file called BOOK.SI containing the command file for the multi-file document.

PRINTING MULTIPLE FILES

To print the table of contents and index in proper order and all headings and page numbers the way you want them, use the MailMerge print command **M** at the Opening Menu on file BOOK.SI.

Without MailMerge, use the WordStar print command **P** on the Opening Menu, and print BOOK.TOC, CHAPTER1.SI through CHAPTER5.SI, and BOOK.IDX one at a time.

USING FILES ON MULTIPLE DISKS

HOW TO CHANGE DISKS

If the files that make up your document are located on more than one disk and you have at least two disk drives in your system, you can change disks in the following manner:

1) In your command file, insert the word CHANGE after the name of the last file located on the first disk.

2) Insert a disk containing WordStar, StarIndex, and some of your document files in the boot drive and insert a disk containing your command file in the other drive. Then name the second drive as destination for the output files created by StarIndex.

3) Run StarIndex. When the last file on the input disk is read by StarIndex, a message will appear asking you to change disks. Replace it with your second disk of document files. Press RETURN. StarIndex will continue to process your document.

Appendix A
Program Specifications

WordStar and its options, MailMerge, SpellStar, and StarIndex, operate only if the following specifications are met. Most WordStar specifications apply also to the options. Any special requirements are noted below. For information regarding specific versions of WordStar and its options, see your dealer.

WordStar

OPERATING SYSTEM

CP/M (version 2.0 or higher)
CP/M-86
MP/M
MS-DOS
PC-DOS

CPU MEMORY

For 8-bit microcomputers:
56K of memory (RAM) or
50K of program memory
For 16-bit microcomputers:
64K of memory (RAM)

VIDEO TERMINAL

WordStar requires an addressable cursor or byte-addressable, memory-mapped video. Minimum screen size is 16 lines by 64 characters. Maximum screen size is 57 lines by 120 characters.

PRINTER

WordStar can take advantage of most of your printer's capabilities, whether letter or draft quality.

DISK STORAGE

WordStar can operate with one drive containing at least 240K. Use 5 1/4'' or 8'' disks, depending on your hardware. For convenience, two floppy disk drives are recommended.

MAXIMUM FILE SIZE

8 megabytes.

SpellStar

DISK STORAGE

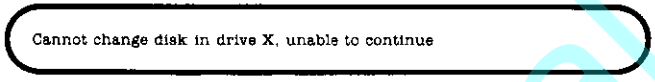
MicroPro recommends that you run SpellStar with two floppy disks of at least 128K each, although you can check a very small document with a small dictionary on one disk of at least 128K. Smaller dictionaries are available for smaller disks.

StarIndex

CPU MEMORY

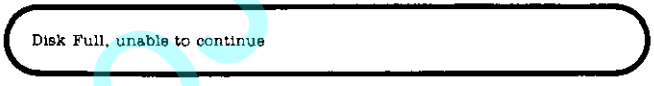
You can run StarIndex on any WordStar-compatible file. You need 48K of memory (RAM).

Appendix B
StarIndex Error and Warning Messages

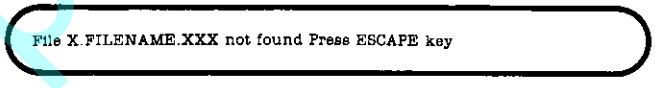


You've asked for a disk change, but the change would result in the disk containing the table of contents file being changed. StarIndex stops.

StarIndex stops when it encounters a full disk directory. Correct the condition and restart.

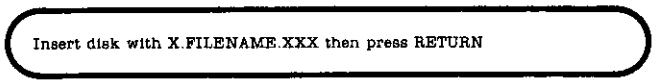


StarIndex stops when it detects a full disk condition. Correct the condition and restart.



StarIndex cannot find a file named in a .FI command line. You may change disks at this point to insert the disk containing FILENAME.XXX.

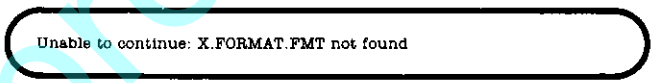
An index entry exceeds 80 characters or has been terminated by hard carriage return. The excessive part of the entry will not be recorded. This is a warning only. StarIndex continues.



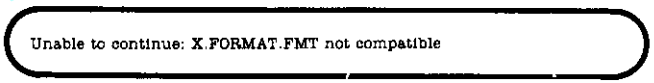
StarIndex displays this message when a disk change is required.

StarIndex has been interrupted by a character from the terminal. Press Control-C to stop the program. Press any other key to continue.

You've gone from a higher level to a lower level of heading and have skipped a level in between, e.g. .IA to .IC without an intervening .IB. This is a warning only. StarIndex will continue and will use a designation of zero for the skipped level, e.g. 1.0.1.



StarIndex stops because it is unable to find your format file. If you didn't name a format file, StarIndex assumed the default value of FORMAT.FMT. Correct the condition and restart.



Your format file must have been created with the program, STYLE, in order to be compatible with StarIndex.

Unable to continue: Insufficient memory available

StarIndex stops. See Appendix A, Program Specifications, and/or your dealer.

Appendix C
StarIndex Commands

STARINDEX DOT COMMANDS

All dot commands should be entered in column 1, and options may follow them on the same line.

COMMAND	OPTIONS (on same line)	DESCRIPTION
.IA		New chapter heading on next line.
.IB	Print directive	New section heading on next line.
.IC	Format directive	New subsection heading on next line.
.ID		New secondary subsection heading on next line.
.IE		New figure heading on next line.
.II	$Word_1$	Supplied index entry. Word (or phrase) will be included in index.
	$Word_1$, $word_2$	A second word (or phrase) will be included in index as a subentry to the first.
.IL	Number, format directive	Line length in table of contents directive changed to specified number of characters. Format directive applies to table of contents page numbering: N0 = omit page numbering N1 = number consecutively R0 = Roman numeral, lowercase R1 = Roman numeral, uppercase
.IM	$Word_1$, $word_2$	Master supplied index entry. $Word_1$ will be included in the index as a master entry. Its page number will be boldfaced. $Word_2$, if specified, will be included as a subentry of $word_1$.

- continued -

COMMAND	OPTIONS (on same line)	DESCRIPTION
.IN	Number	Set chapter number as specified.
.IO1		Index on. Normal condition. Default.
.IO0		Index off.
.IP	(text or dot command)	Supplied text or dot command is put in the table of contents.
.IR	Text character, print directive, /text/	Renames titles with supplied text. Text character can be: A = appendix C = table of contents F = list of figures I = index page prefix N = blank page text T = list of tables L0 = letter heading in index off L1 = letter heading in index on
.IT	Print directive, format directive	New table heading on next line
.PA O		Causes a Page break. Next page of file printed on **O**dd numbered page.
.PA E		Causes a Page break. Next page of file printed on **E**ven numbered page.
.HE@		Include heading on each page. @ means include chapter number in heading.

STARINDEX PRINT DIRECTIVES

Print directives can be a combination of the following letters:

B = **boldface**
D = **double strike**
E = elongate print (dot matrix printers only)
S = s p a c e
U = underline
X = normal print (no print controls)

STARINDEX FORMAT DIRECTIVES

A0	Begin index mode. In index mode, following line is put in table of contents as the index heading. Everything following goes into the index file. StarIndex dot commands are ignored but WordStar dot commands are interpreted where necessary.*
A1	Begin appendix mode. In appendix mode, appendix title is put in the table of contents and all following chapter titles are identified with uppercase letters e.g. A. Appendix A.*
H0	Section numbers not preceded by higher level numbers.*
H1	Section numbers preceded by higher level numbers. Default.*
T0	Section numbers not preceded by higher level numbers in table of contents.*
T1	Section numbers preceded by higher level numbers in table of contents. Default.*
I0	Titles at this level not put in index. Default.
I1	Titles at this level put in index.
M1	Titles at this level put in index as master entry.
R0	Chapters numbered with lowercase Roman numerals.*
R1	Chapters numbered with uppercase Roman numerals.*
L0	Sections at this level lowercase letters.
L1	Sections at this level uppercase letters.
N0	Sections at this level and lower not numbered.
N1	Sections at this level numbered consecutively with Arabic numerals.
#0	Pages numbered consecutively. Default.**
#1	Chapter number used in page numbers.**

* Effective on .IA line only.
** Effective on first .IA line only.
\text\ represents replacement text. With .IE or .IT represents new title for 'fig.' or 'table.' With .IA, .IB, .IC, or .ID, represents replacement of period after section numbers.

Appendix D
Files Used By StarIndex

In addition to the program files (described in the Introduction), some of the files that make up the StarIndex program are created by you when you write your document and others by StarIndex when you run the program. In the list below, BOOK is used as a sample file name.

Input File:
BOOK.DOC

Your document file, in which you insert StarIndex dot commands and directives. This file is unchanged during StarIndex processing. It may contain .FI commands calling for other input files.

Output File:
BOOK.TOC

Table of contents file created by StarIndex.

Output File:
BOOK.SI

This file contains the document with headings properly numbered and all other format features specified. There can be as many .SI files as required by the length of the document and nested or chained files written on the disk as corresponding files (all with the same .SI extension).

CHAPTER1.DOC

becomes

CHAPTER1.SI

Output File:
BOOK.IDX

Your index. The size of the index file is limited only by the space available on the disk.

Output File:
BOOK.$$$

Temporary file used for merging indexes. Never seen if StarIndex terminates normally.

Output File: **PASTMPOO.$$$**	Temporary file used for storing lists of tables. Never seen if StarIndex terminates normally.
Output File: **PASTMPO1.$$$**	Temporary file used for storing lists of figures. Never seen if StarIndex terminates normally.
Format File: **FORMAT.FMT**	Standard name for file containing format instructions for StarIndex. Contents of file as well as name may be changed by user. The size of this file is approximately 1K.
Formatting Program: **STYLE.COM**	Program used to change StarIndex standard settings. The size of this file is approximately 19K.
StarIndex Program: **STARINDX.COM**	Program used to run StarIndex. The size of this file is approximately 34K.

Appendix E
Sample Documents

SAMPLE 1: PEOPLE AND MACHINES
(as it appears on your screen)

```
.IA
PEOPLE AND MACHINES

.IB
        Introduction

        We, as thinkers and creators, have always reached for new
        ways to extend our capabilities, to improve and elevate the
        quality of our lives. Toward this end, we have created
        machines as extensions of our bodies and minds. The cycle
        is self-perpetuating. Our horizons have broadened as
        machinery has extended our reach. And so we have leap-
        frogged through time using the machines we have created to
        open new paths into the future.

.IC
        Extensions of Our Bodies

.II Inventions, 10000 B.C. - 1500 A.D.
.ID
                10000 B.C. - 1500 A.D.

                The ^Kbow and arrow^K, early extensions of neolithic
.II Hunting, inventions for
                arms, enhanced our hunting capabilities. The
                ^Pwheel^P led to the building of roads and gave us new
.II Trade, early
.IM Exploration, early
                mobility for exploration and trade. The use of
                the ^Poar^P allowed us to increase our speed and
                mobility on rivers and inland seas. The invention
                and use of the éPgear systemêP set the stage for the
.IM Discoveries, medieval
                growth of ever more complex machinery. Using the
.II Wind power
.II Energy, wind
                power of the wind and navigational knowledge of
                the time, medieval ships sailed across the open
                seas to discover new lands. éKLeonardo da VinciéK's
.II Flight, early concepts of
.II Airplanes, helicopters
                concepts of early flight, the éPsubmarineêP and éPheli-
                copteréP are but a few of the ideas he put on paper,
.II Renaissance Man, Leonardo as
                later to be developed into reality. He was
                Renaissance Man.
.pa
```

```
.II Inventions, 1500 A.D. - 1880's
.ID
                1500 A.D. - 1880's

                The obsession with flight led to the creation of
.II Flight, hot-air balloon
.II Balloon, hot-air
                the hot-air balloon and fantasy became reality.
                The early êPhorseless carriageêP increased our speed
                and mobility, though it was only as fast as the
                person operating the pedals.
```

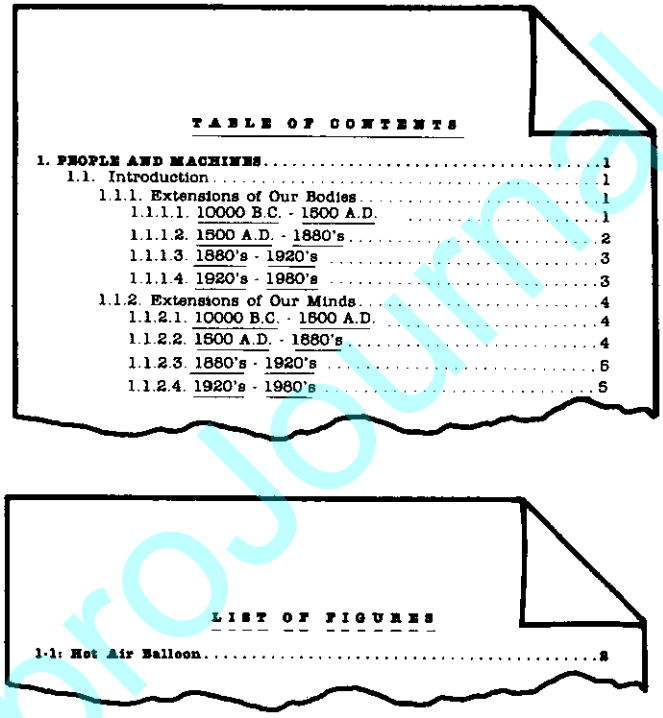
```
.IE
                Hot Air Balloon

.pa
```

```
.II Inventions, 1880's - 1920's
.ID
                1880's - 1920's

.II Energy, steam
                The `Psteam engine`P, as a means of locomotion, moved
                wheels, cargo and people across continents. We
                have used the power of wind through time. Even
                today we are harnessing the wind as an alternative
.II Automobile, development of
                source of energy. The automobile represents the
                unity of invention and the dream of mass mobility.
                Industrial production was never to be the same.
.II Inventions, 1920's - 1980's
.ID

                1920's - 1980's

.II Airplanes, jet
.IM Lindbergh/, Charles A.
                In 1927, Charles A. Lindbergh flew the first solo,
.II Flight, transatlantic
                non-stop transatlantic flight from New York to
                Paris in 33 hours, 29 1/2 minutes. Transatlantic
                air travel has been reduced to but a few hours
                with the coming of new supersonic `Pjet linersêP.
.pa
```

```
.IC
        Extensions of Our Minds

.II Inventions, 10000 B.C. - 1500 A.D.
.ID
                10000 B.C. - 1500 A.D.

.II Chinese, inventions by
                The Chinese made thin, smooth sheets of paper by
                hand out of mulberry and bamboo fibers. The
.IM Gutenberg, press
.IM Press, Gutenberg
                Gutenberg press opened the door to literacy. The
                capability of print created an unprecedented
.II Instruments, mathematical
                thirst for knowledge. The Chinese ^Pabacus^P, a
                mathematical tool, was one of the first machines
                to help us think.

.II Inventions, 1500 A.D. - 1880's
.ID
                1500 A.D. - 1880's

                ^PCopernicus^P, the father of modern ^Pastronomy^P,
                plotted the movement of the planets, anticipating
                our growing interest in space. The ^Kcamera^K became
                an extension of the eyes and memory. We could now
                record anything we could see. Interest in
                astronomy and flight led to the development of the
.II Instruments, optical
                ^Ptelescope^P, and our eyes could now search the
                skies. While the telescope permitted us to study
                what was large and distant, the ^Pmicroscope^P allowed
.II Press, offset
                us to examine what was small and near. The ^Poffset
                press^P was the most significant development in
.II Instruments, musical
                ^Pprinting^P since movable type. New musical
                instruments, as extensions of our vocal and
                tactile abilities, gave pleasure to the human ear.

.pa
```

```
.II Inventions, 1880's - 1920's
.ID
          1880's - 1920's

.IM Communication
          Mass communication by ^Pradio^P allowed for the
          instantaneous dissemination of information to
          millions of people.

.II Inventions, 1920's - 1980's
.ID
          1920's - 1980's

          ^PTelevision^P, as a visual medium, further developed
          mass communication by allowing the use of both the
          sense of sight and sound. The ^Kcomputer^K is the
          electronic extension of our brain. The technology
          of the ^Pword processor^P combines speed, typesetting,
          printing and computer precision.

.II Flight, moon
.II Moon, flight to
          Human flight to the moon meant an end to some of
          the mysteries of the heavens, and the discovery of
          new mysteries to solve.
.pa
```

SAMPLE 2: Table of Contents Produced Using the Defaults in FORMAT.FMT



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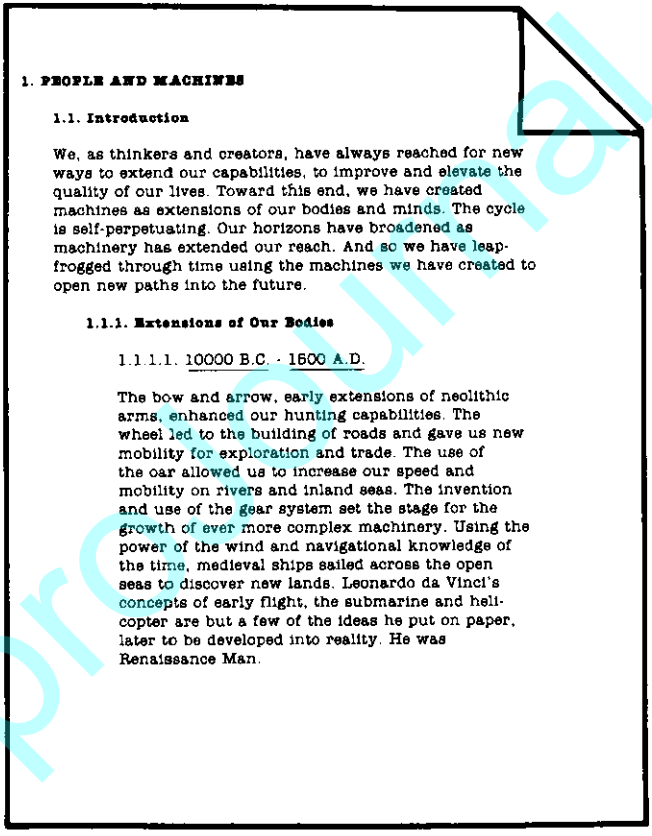
SAMPLE 3: PEOPLE AND MACHINES

Printed Text Produced Using the Defaults in FORMAT.FMT



1. PEOPLE AND MACHINES

1.1. Introduction

We, as thinkers and creators, have always reached for new ways to extend our capabilities, to improve and elevate the quality of our lives. Toward this end, we have created machines as extensions of our bodies and minds. The cycle is self-perpetuating. Our horizons have broadened as machinery has extended our reach. And so we have leap-frogged through time using the machines we have created to open new paths into the future.

1.1.1. Extensions of Our Bodies

1.1.1.1. 10000 B.C. - 1500 A.D.

The bow and arrow, early extensions of neolithic arms, enhanced our hunting capabilities. The wheel led to the building of roads and gave us new mobility for exploration and trade. The use of the oar allowed us to increase our speed and mobility on rivers and inland seas. The invention and use of the gear system set the stage for the growth of ever more complex machinery. Using the power of the wind and navigational knowledge of the time, medieval ships sailed across the open seas to discover new lands. Leonardo da Vinci's concepts of early flight, the submarine and helicopter are but a few of the ideas he put on paper, later to be developed into reality. He was Renaissance Man.

1.1.1.2. 1500 A.D. - 1880's

The obsession with flight led to the creation of the hot-air balloon and fantasy became reality. The early horseless carriage increased our speed and mobility, though it was only as fast as the person operating the pedals.

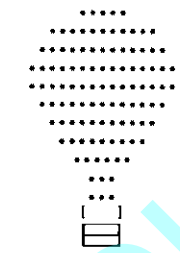
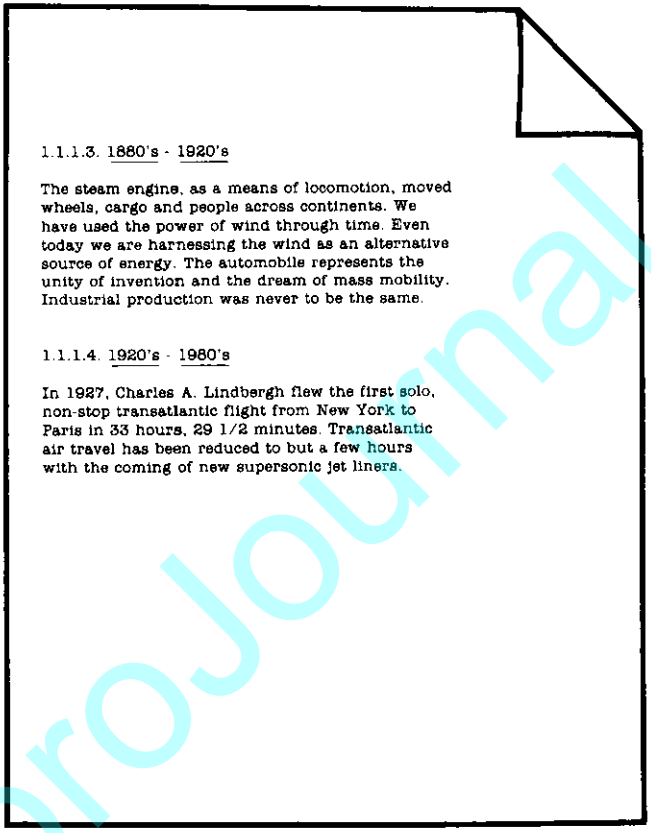


Fig. 1-1: Hot Air Balloon

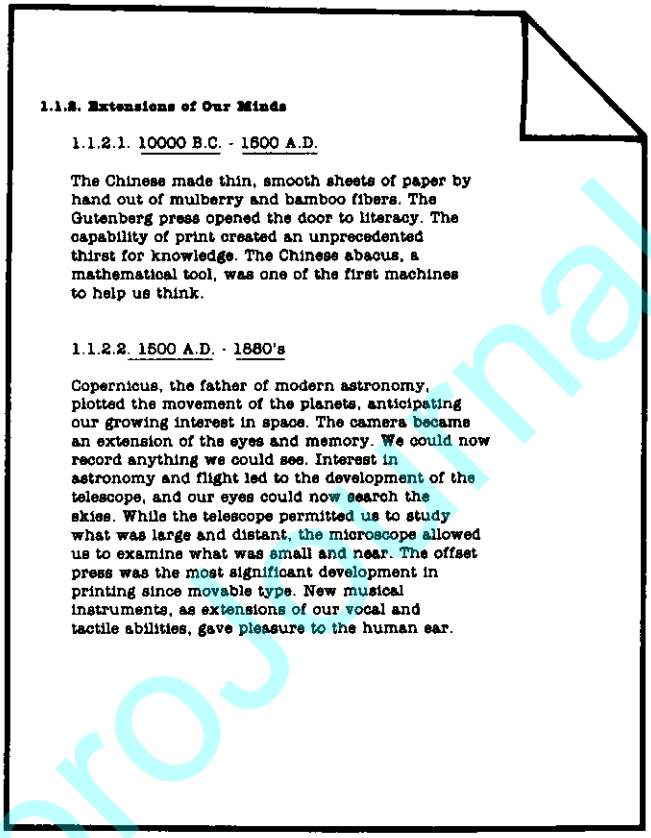


1.1.1.3. 1880's - 1920's

The steam engine, as a means of locomotion, moved wheels, cargo and people across continents. We have used the power of wind through time. Even today we are harnessing the wind as an alternative source of energy. The automobile represents the unity of invention and the dream of mass mobility. Industrial production was never to be the same.

1.1.1.4. 1920's - 1980's

In 1927, Charles A. Lindbergh flew the first solo, non-stop transatlantic flight from New York to Paris in 33 hours, 29 1/2 minutes. Transatlantic air travel has been reduced to but a few hours with the coming of new supersonic jet liners.



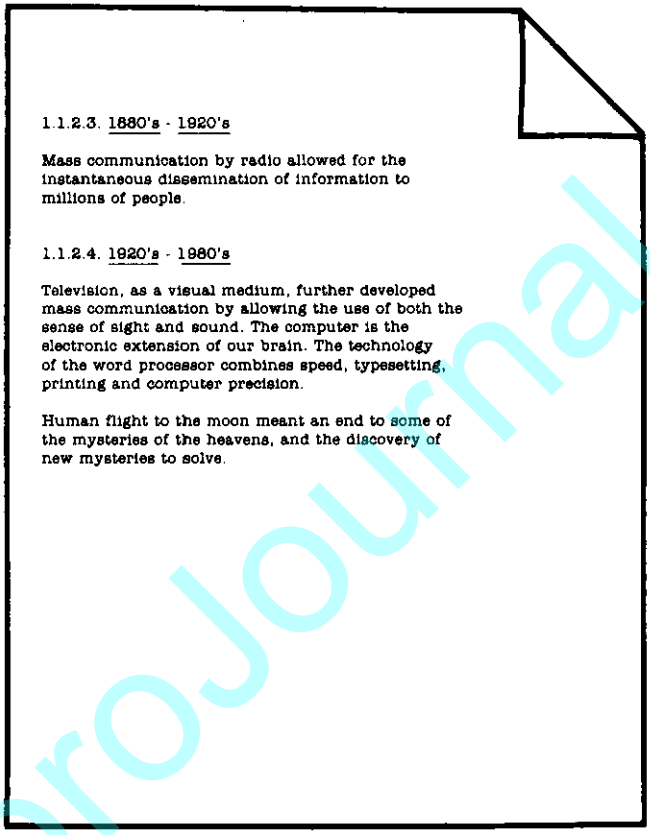
1.1.2. Extensions of Our Minds

1.1.2.1. 10000 B.C. - 1500 A.D.

The Chinese made thin, smooth sheets of paper by hand out of mulberry and bamboo fibers. The Gutenberg press opened the door to literacy. The capability of print created an unprecedented thirst for knowledge. The Chinese abacus, a mathematical tool, was one of the first machines to help us think.

1.1.2.2. 1500 A.D. - 1880's

Copernicus, the father of modern astronomy, plotted the movement of the planets, anticipating our growing interest in space. The camera became an extension of the eyes and memory. We could now record anything we could see. Interest in astronomy and flight led to the development of the telescope, and our eyes could now search the skies. While the telescope permitted us to study what was large and distant, the microscope allowed us to examine what was small and near. The offset press was the most significant development in printing since movable type. New musical instruments, as extensions of our vocal and tactile abilities, gave pleasure to the human ear.



1.1.2.3. 1880's - 1920's

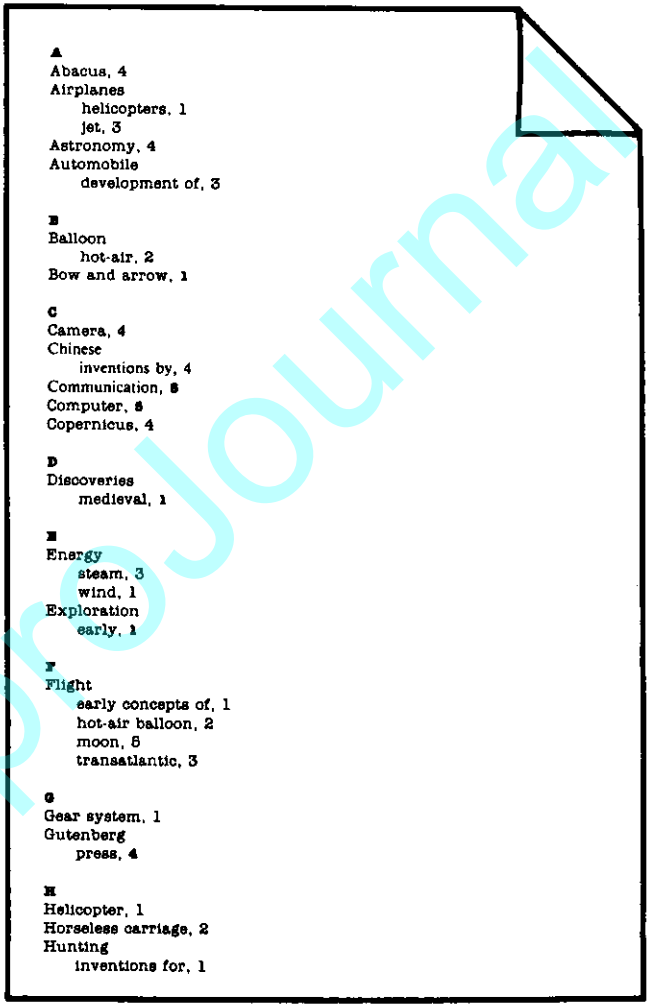
Mass communication by radio allowed for the instantaneous dissemination of information to millions of people.

1.1.2.4. 1920's - 1980's

Television, as a visual medium, further developed mass communication by allowing the use of both the sense of sight and sound. The computer is the electronic extension of our brain. The technology of the word processor combines speed, typesetting, printing and computer precision.

Human flight to the moon meant an end to some of the mysteries of the heavens, and the discovery of new mysteries to solve.

SAMPLE 4: Index Produced Using Sample 1



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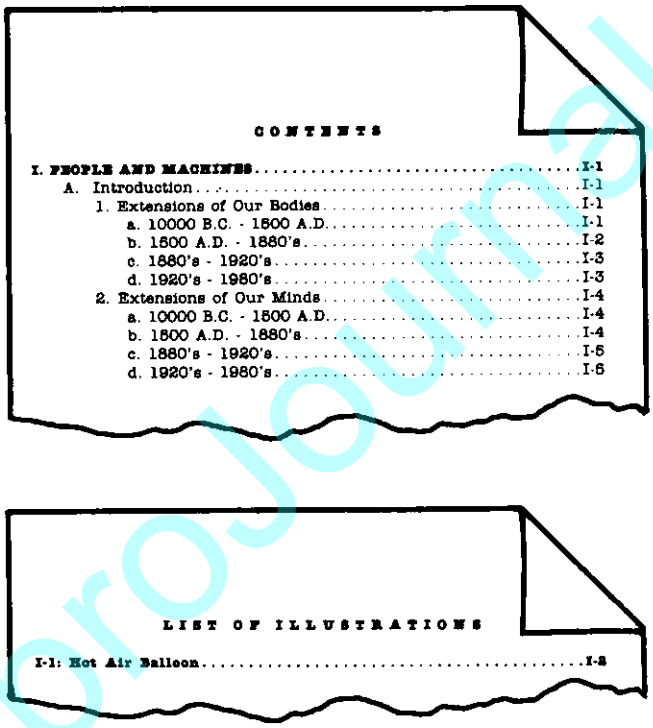
SAMPLE 5: PEOPLE AND MACHINES

Table of Contents and List of Figures in a Customized Format



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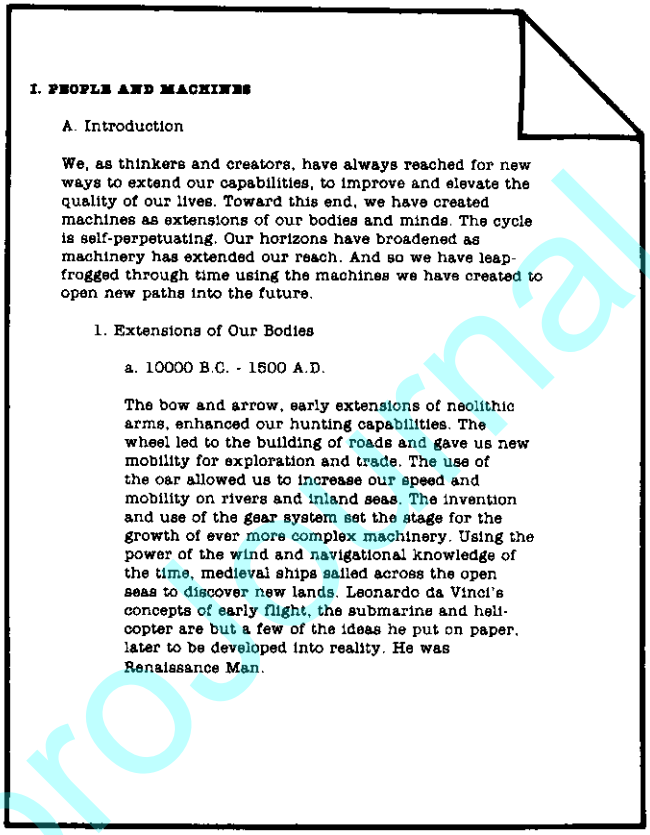

I. PEOPLE AND MACHINES

A. Introduction

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This is one example of a document produced with a new format created with STYLE. This text was created by:

running STYLE, choosing new print and format enhancements, saving the format in a new format file, running StarIndex using this new file, printing the results.

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