KAYPRO®

WORDSTAR PRIMER

THE WORDSTAR PRIMER

A Lesson Plan for the First Time User

(For Release 3.3)

This manual was written for Kaypro Corporation by William Warren Pitts

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INTRODUCTION

This is the *WordStar Primer*. It is intended for use by the first-time WordStar or word processing user, and it presumes that you know absolutely nothing about either. It does presume that you know how to type. The *WordStar Primer* is intended to get you started. It is not meant to replace *The WordStar and MailMerge User's Manual*, nor to explain everything covered by that manual.

If you are like most first-time users, you bought your computer mainly because you had heard: "Word processing on a computer has made the typewriter obsolete." Maybe you are a writer, secretary, or small business owner with a typewriter that has been tormenting you. Word processing sounded like the answer to all your writing problems. All you had to do was buy yourself a computer and get down to business. Everybody said it would be so easy to learn, you would never miss the typewriter.

So you put the typewriter away and bought the computer. Then when you sat down to it, the first thing you discovered was it is not as easy to use as everybody said. And maybe it is gathering dust because you cannot make it work. The purpose of this book is to teach you how to make it work.

A typewriter gives immediate results. Put the paper in, and roll it up to the place where you want to start typing. Press a key, and the typewriter puts a letter or number on the paper. If you make a mistake, stop and erase it. Or mark it with that white liquid and blow on it until it dries. If you get a thought or paragraph out of place, no problem. Just take the paper out and start over again. When finished with one page, take it out of the typewriter and put in another sheet of paper. What could be easier than that?

The problem with typing directly onto the paper is that you are essentially *stuck* with what you get. The page is typed on, and the words are there mistakes and all. You have to do all of your thinking, organizing, and arranging before you type it. Computerized word processing changes that completely.

With word processing, the *last* thing you have to deal with is the paper. Your words are typed onscreen where they have no more permanence than a smoke ring. Add letters, words, entire lines, or whole chapters where you

want them, or delete them just as easily. Misspell a word...just back up and type it the way it should be. Get something out of place...just *cut* it out and *paste* it where you want it. Rework and re-edit your words again and again--and do not print anything until you have it as you want it.

The intent of this book is to teach you how to get into the basic functions of WordStar, and to do this as painlessly as possible. If you do not know how to type, this book will not make a typist out of you. But if you have been writing on a typewriter for years, you have most of the skills you need. All you have to do is to apply them with a few new ones and you will master word processing with WordStar.

This book does require you to apply yourself and do some work. The *WordStar Primer* is organized in a lesson format. The lessons will begin with the basics and escalate through levels of increasing difficulty. Each lesson is followed by a quiz that asks you to review what you have just studied. By the time you go through all of the lessons and quizzes, you will know how to use WordStar to create, edit, and print basic documents like letters, chapters in a book, essays, and so forth.

To learn the more complex features of WordStar, study *The WordStar and MailMerge User's Manual.*

Word processing will not make a better writer out of you. But it can help you to make your writing better. Like any writing tool, it can give you an advantage--but it is up to you to learn how to use it.

HOW TO USE THIS MANUAL

Use this manual as you would any workbook. Begin with the first lesson and work your way through each lesson in turn. The lessons are structured so that each builds on the lessons previous to it.

Lessons

As you work through the lessons, keep note paper handy and make notes about anything that confuses you. It would also help if you used a yellow highlighter to mark important passages. Use any other trick you know to emphasize the important points of each lesson, in order to help commit them to memory.

Practice the features that apply to your needs until they become second nature to you.

Quizzes

After each lesson is a short quiz intended to test your comprehension of the material you just covered. Write the answer to each question in long-hand on a separate sheet of paper. Answer the questions from memory. If you do not know an answer, skip to the next question. When finished, search the lesson until you find the answers to questions you could not answer. Write those answers down on your answer sheet.

These quizzes will reinforce what you have learned, and make a more lasting impression than you will get from simply reading the lesson. No one is going to grade you. The quizzes are purely for your own benefit. How well you learn anything new depends on how much you involve yourself in the learning experience.

WHAT YOU WILL NEED

Before you start the lessons in this book, there are a few things you are going to need:

Blank Diskettes

Even if you have a system with a hard disk drive, you will not be able to put everything on the hard disk. Ten or twenty megabytes of data storage may seem a lot to you as you start out. But if you do a lot of writing, you will find that a hard disk fills up quicker than you can believe. And for security reasons, you will want to make backup copies of all your textfiles--then keep them in a safe place. You should buy 5.25 inch, double-density, double-sided, soft-sector diskettes. They are available wherever computer products are sold.

A Work Area With a Surface at Typing Height

If you are working in an office, you will probably have to work with what is provided. If not, then you be the judge of what best suits your needs. You need a place where you can work comfortably: a desk, a table, whatever pleases you. If you can, get a chair with good lower back support.

A Power Outlet Close to Your Work Area

Avoid using long extension cords. The longer the extension cord, the more likely is it to pick up static or other interference. And if the cord is running across the floor, someone might stumble over it and unplug it from the wall. If it happens while you are working at the computer, you will lose everything in the computer's memory.

The outlet should be on a grounded plug and, if at all possible, should be on a circuit not shared with other appliances. If you are sharing a power line with appliances using electric motors, you may have a lot of problems.

The best bet is an isolated, grounded, and filtered outlet to be used by the computer system alone. There are also many low-cost power line filters that you can use for an extra margin of protection. But you do not have to go to extremes about it. Use your common sense.

A Comfortable Working Environment

Your computer is not really delicate in the normal sense. But it is somewhat sensitive to extremes in temperature and humidity--and saltwater spray will eat the electronic circuits alive. It is hard to get your computer too cold, and the internal fan will keep it from overheating unless it is blazing hot. Just use your common sense.

A good rule of thumb is this:

If you are comfortable, then the computer will be comfortable.

Paper and Supplies for Your Printer

Read the user's manual that came with your printer, and stock up on what it needs. Buy the paper that gets the job done. Try to keep at least one spare ribbon for the printer. Long documents, or a lot of boldface printing, will drain a ribbon fast.

The WordStar Command Card

In the software package that came with your KAYPRO computer, is a double-fold cardboard card called the *WORDSTAR COMMAND CARD*. This is a reference card of WordStar commands and features. Do not lose this card. Find it now and keep it handy. It will be invaluable to you for as long as you work with WordStar.

LESSON ONE: Getting the Right Attitude

This chapter may not seem much like a lesson as you read it, but in some ways it is the most important lesson of all. Surveys have shown that the most common difficulties people have in learning how to use their personal computer are caused by misconceptions, prejudices, myths, half-truths, insecurity, intimidation, and hostility.

These are normal reactions to something new and possibly threatening, especially when it has been hyped as much as personal computers have been. In combination with one another, the above distortions can come between you and your learning how to use your computer.

Getting Started

Getting started with word processing involves more than just plugging in the computer and turning it on. It means changing your way of thinking about words and how to use them. It means changing your attitudes about writing and maintaining the right state of mind. If you are an experienced writer of any kind, it means getting your mind ready to learn how to do something old and familiar in a completely new way. But more than anything else, it means paying attention to what you are doing.

One of the most important things that will determine how well you work with your computer is your attitude toward the computer. Your attitude will determine how you feel about your computer as you work with it day to day. Your feelings will have more influence than anything else on how you approach your computer and set about getting your job done.

Before you try to use WordStar, take the time to familiarize yourself with your computer system. Read the user's manuals that came with your computer. Think of them as those self-help books you buy to tell you things you really want to know. They will give you a grasp of the features and capabilities of your computer, printer, and any accessories you purchased with the system. The more you know about your computer system, the more sense this lesson book will make to you.

It may sound silly, but some people are afraid to touch their computers when they first get them. There is no reason at all to feel that way. You are not going to hurt it and it is not going to hurt you.

The quickest way to get over those fearful feelings is to ignore them and get to work at learning the capacities and limitations of the computer. Simple familiarity will evaporate most of your awkward, fearful feelings.

Computer Jargon and Unfamiliar Terms

As you learn how to use your computer and printer, you will encounter many new words and phrases describing the computer system and its functions. Some of these may be older terms adapted to computer jargon. Many others have simply been invented by two generations of computer programmers and engineers. These terms refer to things inherent to the computer, where there is usually no equivalent in plain english. It is your responsibility to learn these terms and know what they mean.

For your convenience, a glossary of terminology has been included at the front of *The WordStar and MailMerge User's Manual.* Refer to that glossary for any term with which you are unfamiliar.

Computer Error

By this time you must have heard the phrase: *It was just Computer Error.* The phrase describes something that is largely nonexistant. Except for rare hardware failures, there is no such thing as computer error. It is just an excuse people use to avoid taking the blame. When someone says *computer error*, he or she really means: "I didn't make that mistake...the computer did it, and it's not my fault."

All mistakes in word processing and data handling on a computer are the direct result of human error. Computer processes require using a rigid, unforgiving format. If it says do something one way, it must be done that way exactly. Mistakes occur when someone, somewhere, gives the wrong command, leaves something important out, or puts something extra in, just the right place to do the damage. This is true with all computers--from the personal computer sitting in front of you, to the enormously powerful *mainframe* computer in a corporate headquarters.

If you make mistakes, they are your mistakes. Do not blame them on the computer. On the other hand, nobody says you have to be perfect. You

are only human. Almost any mistake that you made with a computer can be *unmade* as easily as you made it. You just have to pay careful attention to what you are doing. In time, all these unfamiliar things will become second nature to you.

What is a Computer?

No matter what current fiction may have popularized, a computer is not an artificial mind and there is nothing magical about it. A computer is just a machine, a tool--nothing more. Like all tools, it has advantages and limitations. It cannot turn garbage into gold, or cliches into something new and fresh. You can only get out of a computer what you put into it. But it will perform tedious functions forever without complaining or getting bored. And it will do this just as long as you tell it the right way how to do them, and not try and make it do something it is not intended to do.

Communicating With the Computer

What you must accept from the start is that there are precise rules for telling a computer what to do. However fast and powerful your computer may be, it is not very smart. It is totally unaware of you or anything else outside its memory chips. It does not speak your language. It has its own languages and instructions--each with *syntax* and format that must be followed in order to communicate with it. It cannot hear anything you say to it, so you have to type the commands on the keyboard.

Good typing is an essential word processing skill with a computer. Typing mistakes will frustrate you time after time, because the computer will not understand what you mean. When it does not understand you at a critical place, it will display *error messages* onscreen. The format for telling a computer what you want it to do must be followed down to the last period and colon. If you leave something out, or put something extra into a command, the computer will do its best to do exactly what you have told it to do.

From a human stand point, computers only function at two levels of efficiency: 100% and 0%. The computer cannot recognize a difference between correct and incorrect data input. It just processes what you give it, exactly as you give it.

Sometimes the results of a mistake will only be an error message onscreen. Sometimes the results will be laughable. And sometimes the results will be the ruin of what you were working on. When this happens, remember that it is often just as easy to unmake the mistake as to make it. Be patient.

What Really Does the Work?

A computer by itself can do no work. Only when you load a *program* into the computer's memory, does it become capable of doing any work at all. When the program is running, it tells the computer what to do, when to do it, how to do it, and where to send it. The computer can never know who or why in relation to performing any task. It simply takes what is given in the program, processes it as told, and delivers an answer if possible.

The program by itself can do no work. It is only a set of instructions written in a language that the computer can understand. Different programs have different instructions for different results. Programs have blank spaces written into them for other information or instructions to be added.

So what does the work? You do. You define what the job is, give the machines and tools their purpose, set them to a task, and judge the end result. That is the bottom line.

Just How Delicate is Your Computer?

Your computer is not really delicate in most senses of the word. The people who designed and built your computer knew that it was going to be sold to normal, ordinary people. And if you have one of the portable computers, they were designed to take a little more abuse than the ordinary.

Use your common sense. With the exception of the hard drive inside it, a computer is no more delicate than a color TV set. Do nothing to a computer that you would not do to your color TV. Do not use it under conditions that will cause it to overheat. Keep it away from salt water and seaspray--they will eat its circuits alive.

Floppy diskettes are no more delicate than a cassette for your stereo. They are based on the same technology. The inner disk is made of exactly the same material as the magnetic tape in the cassette. The same things that will damage one will damage the other. Keep diskettes away from magnetic fields and static electricity. Do not spill food or soft drinks on a floppy diskette and then put it in a drive. *THINK* about what you are doing.

The disk and heads inside the hard drive can be delicate, and they are expensive to repair. But they only require a little common sense caution to keep them safe. Do not bump or jolt the hard drive--especially while it is running. Do not turn the power off and on quickly--especially when the hard drive is running. That can break the hard drive. If you have to reset the computer, use the keyboard reset procedure or the reset button on the computer cabinet.

What About the Printer?

Your printer will be no more fragile than a comparably priced electric typewriter. In fact many of the new electronic typewriters can be connected to your computer and used as a printer. Treat your printer like you would an expensive typewriter and you should have no problems.

Your printer is an interface between the computer and the word processing program you are using. It is designed to meet the real life requirements of having to produce documents for a variety of reasons and purposes. You bought the computer as an improvement on the typewriter. Now you must make it do the work that the typewriter once did for you.

Printers began as teletype machines--mainly because they were all that was available when computer technology first began. The first personal computers, and their software, were adapted to fit the what teletype printers could print. The technology is basically the same today, except that a lot has been added onto the original foundation.

Now that personal computers have been around for several years, printer manufacturers have produced ever more capable printers, and software writers have produced programs to take advantage of the enhancements made possible by the new printers. It is a process that is likely to continue far into the predictable future.

What does that mean to you? It means that the printer you bought to go with your system is probably light years ahead of anything that was affordable five or more years ago. Today's *standard* printer has the same or more features than the *specialty* printer of yesterday. Where you once might have had to make your documentation fit what the printer could produce, now you have more options. If you shopped carefully, you should have a printer that will do exactly what you need it to do.

On the other side of this, you may have a printer with more features than the standard version of WordStar can handle. With the exception of the newer laser printers, WordStar can be customized to run most of the features of today's best printers. If you purchased your printer from a KAYPRO dealer, he or she should have installed your version of WordStar so that it will run all the features of your printer. If you find this is not true, go back to him and make him set it right.

How to Attain the Right State of Mind

Attaining the right state of mind is not something belonging to the world of mysticism. It is a process readily available to anyone who takes the time and effort necessary to attain it. When working with computers, this does not always seem possible--but it is. You have to learn to put all negative thoughts out of your mind, and keep them out, once and for all. How do you do this? Well, here are some suggestions:

1. When mistakes happen, complain about them no longer than it takes to blow off steam. Mistakes are like airplane landings: as long as you can still walk away from one, then everything is fine.

2. Remember that the computer is only a machine, and it will only do what you tell it to do. Get familiar with its capabilities and limita-

tions. Read the documentation, follow the directions, and do not try to make something do something it was not designed to do.

3. To keep things from getting out of hand, keep them as simple as you can.

4. Get organized. Plan ahead. Think about what you are doing. Take things one at a time. Find a system that works, and stick to it. But remember to be flexible. No system can handle every situation or circumstance.

5. When you sit down to work, then get down to work. Try to put everything else out of your mind. It is just you and your computer--and all those words you are needing, wanting to write.

6. Try to enjoy yourself. As soon as you get past that awkward period that always comes when you are trying to learn something brand new, you will realize how much easier it is to work with the computer than with the old way you had to do it. You did it then because you had no choice. Now you will know better.

7. When everything else fails, save your file and take a break. You have earned it.

QUIZ FOR LESSON ONE

1. What is a computer?
2. What causes the most difficulty in learning to work with computers?
3. What really does the work?
4. What is *Computer Error*?
5. How delicate is the Computer?
6. What is the best thing you can do to learn how to use your computer?

LESSON TWO: Loading and Running WordStar

The First Thing to Know

Before you load and run WordStar, you need to know that you do not have to do a lot of memorization before you can use it. WordStar has menus that you can use to select almost all of the WordStar features. The menus allow you to use WordStar and get your writing done.

Loading and Running WordStar

Before you can use WordStar to write your documents, you must load and run it in the computer. For the purposes of this lesson, you will know that WordStar is running when you see the *Opening Menu* at the top of the monitor screen.

The procedure for loading and running WordStar varies slightly, depending on the model of computer, its operating system, and whether or not it has a hard drive installed. But once WordStar is running, the rules for working with it are basically the same no matter what system you have.

If you have a *Master Menu*, follow the instructions under *Using the Master Menu.* If not, then skip to the section on using floppy diskettes.

If you do not know what kind of system you have, and what peripherals have been installed, put this primer aside and read the computer user's manual. You must have some familiarity with your computer equipment before you begin to learn WordStar. This will make you more comfortable with your computer, and help you avoid making mistakes do to ignorance about how to use the equipment.

Using the Master Menu

KAYPRO computers purchased with a hard drive installed, always come with a package of special master diskettes. These are *autoload* diskettes, that will format your hard disk and install the software for easy use and rapid access. Once this has been done, you can direct the loading and running of all of the software from an additional menu: *The Master Menu.*

If you have already autoloaded the software into the hard drive system, then use the following procedure to load WordStar into your computer's memory:

1. Make sure that the door to the floppy diskette drive is **OPEN** and then turn the computer **ON**. If, after a moment, nothing appears onscreen, use the brightness control knob to adjust the brightness.

2. If the computer asks you to enter the date and the time, do so.

3. When the *Master Menu* appears, follow the directions onscreen. Open the heading for *Word Processing*, and then command it to run WordStar.

4. You will be asked to tell WordStar the name of a file to be edited. For this lesson, you will skip this option and go directly to the *OPENING MENU*. To do this, simply press the **ENTER** or **RETURN** key.

5. When the *Opening Menu* appears onscreen, WordStar has been loaded into computer memory, and is running. Skip over the sections on alternate methods of running WordStar, and begin reading the section titled *Using the Opening Menu.*

Running WordStar on a Floppy Diskette System

If your KAYPRO computer does not have a hard disk drive installed, then you will load and run WordStar directly from a floppy diskette.

1. Put the WordStar master diskette into drive A. Do not shut the drive door at this time. This is the drive where the computer will look for the WordStar program files.

2. Put a blank, *formatted* diskette into drive **B**. Do not shut the drive door at this time. This is the drive where the computer will look for, and save, your textfiles.

   - If you do not have a blank, formatted diskette, put this lesson aside until you have formatted at least two. You will need at least two in order to complete the lessons in this primer.

   - If you do not know how to format diskettes, read the computer user's manual. Or read the chapter titled *Formatting Diskettes* in the *WordStar and MailMerge User's Manual.*

3. Turn the computer on. Now close both disk drive doors. If, after a moment, nothing appears onscreen, use the brightness control knob to adjust the brightness.

4. The computer will begin its normal start-up routine. It is checking itself to make sure all circuits and memory chips are in proper working order. Leave it alone until it completes this procedure.

5. When the computer finishes its start-up routine, it will then check drive A for a program diskette. You will see the drive light come on and hear it working briefly. When you boot from a master diskette of WordStar, it will tell you to make a *working copy* of WordStar on another diskette. Follow the directions onscreen for doing this and make a working copy.

6. Now put the working copy into drive A and reboot the system. When the drive A light goes off, an A> prompt will appear onscreen.

7. At the A> prompt, type WS and press the **ENTER** or **RETURN** key.

8. WordStar will load and run. You will know that WordStar is running when you see the *Opening Menu* onscreen.

The Disk Read Error Message

If the computer is unable to read the program from the disk, it will tell you so by sending an error message to the monitor screen. There are a number of reasons why the computer cannot read the disk in the drive.

You should never under any circumstances touch the surface of the magnetic disk inside the diskette envelope. The acids and oils on your finger tips may be enough to damage the magnetic material and cause a disk read error.

1. The drive door may not be closed properly. Close the drive door securely and all the way. Try again to load and run the program.

2. The diskette may not be properly *seated* inside the drive. Open the drive door, take the diskette out, put it back in and *gently* make sure that it goes all the way in. Now close the drive door and try again to load and run WordStar.

3. The magnetic disk may be off-center inside the diskette envelope. Remove the diskette from the drive and inspect it to see if the magnetic disk is off-center. If it is off-center, use your finger to *gently* center the magnetic disk. Then return the diskette to the drive, close the door, and try again to load and run WordStar.

4. The magnetic disk may be *stuck* inside the diskette envelope. This inner disk must have uninhibited movement if the drive is to read the information off the diskette. Remove the diskette from the drive and inspect it. Sometimes dust, moisture, or other substances will cause a diskette to stick. To break it free, insert your finger through the hole in the center of the diskette, and *gently* move the inner disk in a circular motion to release it from anything restricting it. Then re-center the magnetic disk, return the diskette to the drive, close the drive door and try to run WordStar again.

5. Occasionally, a computer system may take a *dislike* to a particular diskette and just refuse to read it. It may accordingly refuse to read *any* diskettes you put in that drive. If this happens, reboot the entire system and start over again.

6. There may be something wrong with your working copy diskette. Copy it over and try again.

7. There may be something physically wrong with either the diskette or the disk drive. Test the drive by trying to run another program diskette in that drive. If the drive can read another diskette, then the problem diskette may have a bad sector. Make a working copy of WordStar on another diskette and see if it will run. If the drive cannot run any program from any diskette, you need to contact your dealer.

8. If you cannot get any working copy of WordStar to load and run, you may have a bad WordStar master diskette. Contact your dealer.

Before you continue to the next lesson, complete the quiz that goes with this lesson.

QUIZ FOR LESSON TWO

1. What do you have to do before you can use WordStar, or any program, in your computer?

2. What does WordStar have that makes it easy to learn and use?

3. What appears onscreen to tell you that WordStar is ready to use?

4. Where are programs and files stored for future use?

5. What should you do before you try to use your computer?

LESSON THREE: Using the Write and Edit Mode

Using the Opening Menu

The *Opening Menu* is the first of the command menus mentioned at the start of this lesson. It will look something like the illustration given below. To command any option on this menu, simply press the key corresponding to the uppercase letter to the left of that option.

```
not editing
                    <<< OPENING MENU >>>
--Preliminary Commands--  |--File Commands--  |--System Commands--
L  Change logged disk drive |                  | R  Run a program
F  File directory  now ON   | P  PRINT a file  | X  EXIT to system
H  Set help level          |                  | --WordStar Options -
--Commands to open a file-- | E  RENAME a file | T  Run TelMerge
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
```

The only option that will be used for this lesson is the one to open a document file. Do not do this until you are told to do so. Read this lesson carefully and follow directions.

The Directory

Below the *Opening Menu* is the Directory. This is an onscreen listing of all the files on the currently logged drive. With a hard drive system, the directory will list the files in the hard disk. With a floppy drive system, the directory will list the files on the diskette in the **B** drive. If you put a blank, formatted diskette into the **B** drive, the Directory will be blank.

Opening a Document from the Opening Menu

The procedure for opening a document or textfile is very simple. Follow these directions:

1. Press the **D** key.

2. When asked for the name of a file to edit, type in the word **TEST**, and then press the **ENTER** or **RETURN** key.

3. The computer will search for the file, declare it to be a new file, and then present you with the *Main Menu*. WordStar is ready for you to write the document.

Rules for Naming a Textfile

The rules for naming a file are simple, but they must be followed without variation. The computer will not accept a filename that does not use the required format.

1. A filename may be from 1 to 8 letters or numbers.

2. Do not use other symbols in the filename.

3. You *may not* use blank spaces in a filename. (Be careful not to accidentally add a blank space at the beginning of a filename.)

4. If you wish, you may add an optional code or *extension* to the end of a filename. The purpose of this extension is to allow you to specify your filenames even more.

Adding a Filename Extension

It is not necessary to add an extension to a filename for a document. Use it when you wish to customize a filename beyond what is possible or convenient with 1 to 8 letters or numbers. Below are the rules for adding an extension. Follow them carefully.

1. After the 1 to 8 letters of the filename, type a period (.)

2. Immediately after the period (.), type three letters or numbers of your choice.

3. The following characters *may not* be used as the three optional letters in an extension, because they have been reserved by WordStar or the operating system for system functions:

< > \ ; : = ? * [ ] . , |

You might want to make a note of these symbols and keep it handy until you can remember what they are. Actually, WordStar *will not allow you to use them* when you are naming a file. If you try, WordStar will tell you that you have used an illegal character.

Use an extension, for example, to designate the type of textfile you are creating. You may designate letters with the extension .LET, or manuscript files with the extension .MSS, or come up with your own personal system for code naming your files.

Using the Main Menu

After you give WordStar the name of a file to edit, it will search for that file on the logged disk. If it is a new file, WordStar will say so before opening that file. If it is a file that has been previously saved to a disk, WordStar will open that file and present you with the *Main Menu.* When it appears onscreen, it will look something like this:

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

The *Main Menu* is merely an onscreen memory aid, and an indicator that the computer is running the *write and edit* mode of WordStar. The *Main Menu* contains a listing of commands that you may give while writing or editing a document. The commands are listed under subheadings according to their function. The control commands are represented by the uppercase letters preceded by the *caret* (^).

To issue any control command listed on the *Main Menu*, hold down the **CTRL** key and then press the letter representing the command. Remember that the caret (^) prefacing a command is a symbol for holding down the **CTRL** key while typing the other letters of the command.

Use the **ENTER** or **RETURN** key only to end a paragraph, or to add a blank line to the document.

The *Main Menu* is not necessary for the normal functioning of WordStar. When you no longer need it, or when you wish to have more space onscreen for writing and editing a document, you may toggle it off. To learn how to do this, read *The WordStar and MailMerge User's Manual.*

The Status Line

When you are in the write and edit mode of WordStar, the *status line* will be at the top of the screen. The status line is an onscreen reference to display running information about the status of the file you are working with. From left to right, the status line will display:

1. control commands as they are given
2. the drive the textfile has been read from and to which it will be saved
3. the name of the file you have just opened.
4. the page number of that file at the cursor position
5. the line of the current page onscreen
6. the column number at the cursor position
7. and whether the *Insert Mode* is ON or OFF.

The status line is an integral part of the WordStar program. As such, it may not be toggled off.

The Ruler Line

Below the *Main Menu* is the *Ruler Line*. This is an onscreen display of the margins and the tab settings. The **L** and **R** show the positions of the margins, and the exclamation points (!) show the tab settings. WordStar comes with the standard left margin set at column **1**, and the right margin set at **65**. This will give you a 65 space line. If you want different margins, you may reset them any time you wish.

If the *Main Menu* is toggled off, the ruler line will move up directly beneath the status line. The *Ruler Line* may be toggled ON and OFF by holding down the **CTRL** key and typing **OT**.

Changing the Right Margin

Any time you need to change the right margin, here are the steps for doing it:

1. Hold down the **CTRL** key and type the letters **OR**.

2. At the top of the screen you will see the cursor blinking after this message:

   RIGHT MARGIN COLUMN NUMBER (ESCape for cursor column)?

3. Type in the number of the column where you want the new right margin to be set. Then press the **ENTER** or **RETURN** key.

The ruler line will shift to reflect the new right margin setting. If you start to change the right margin and then change your mind, you may escape without making a change by pressing the **ENTER** or **RETURN** key.

Changing the Left Margin

Any time you need to change the left margin, here are the steps for doing it:

1. Hold down the **CTRL** key and type the letters **OL**.

2. At the top of the screen you will see the cursor blinking after this message:

LEFT MARGIN COLUMN NUMBER (ESCape for cursor column)?

3. Type in the number of the column where you want the new left margin to be set. Then press the **ENTER** or **RETURN** key.

The ruler line will shift to reflect the new left margin setting. If you start to change the left margin and then change your mind, you may escape without making a change by pressing the **ENTER** or **RETURN** key.

Changing the Line Spacing

Single spacing is the standard setting for WordStar. You may reset the line spacing from 1 to 9 spaces anytime you are writing and editing a textfile.

1. Hold down the **CTRL** key and type the letters **OS**.

2. You will see the cursor blinking to the right of the following message:

ENTER space OR NEW LINE SPACING (1-9):

3. Type in a line space value from 1 to 9 and the line spacing will automatically reset to that value.

If you set the line spacing for any value other than single spacing, that line spacing will be displayed on the status line.

If you start to reset the line spacing and change your mind, you may escape without changing the setting by pressing the **SPACE BAR** or the **ENTER** or **RETURN** key.

Page Breaks

WordStar is set to print on standard paper that is 66 lines long. Because of preset top and bottom margins, you will only be able to print 55 lines on a page. WordStar automatically displays the bottom of a page by inserting a line onscreen that looks something like this:

----------P

When you move the cursor across this onscreen line, the page and line numbering on the status line change to reflect that the cursor is now on a different page.

Writing the Document

The *Main Menu* indicates that the computer is in the *write and edit* mode of WordStar. Anything you type on the keyboard will now appear onscreen.

You now have the textfile open and running in the *write and edit* mode of WordStar. Using some *real-life* conditions, you are now going to type text into the file.

When you get to the end of a line onscreen, do not use the carriage return to start a new line. Keep typing. When the cursor reaches the displayed right margin, WordStar will break off the line, move down one line, and start a new line of text at column number 1. You have just demonstrated a word processing feature called *wordwrap*. This feature totally eliminates the standard use of the carriage return to end a line of text.

Go get any book or magazine and open it to a passage of your choice. You will type that passage into the computer. Type as fast as you can do so comfortably, and pay no attention to any mistakes you might make. You will correct those mistakes later.

Keep typing until you reach the end of the paragraph. Now use the **ENTER** or **RETURN** key to end the paragraph. With WordStar, you only need to use carriage returns to end paragraphs or to leave blank lines in the text.

Begin typing now. Keep typing until you have at least two full paragraphs onscreen. You may make this **TEST** file as long as you wish, if you feel like getting familiar with the feel of the keyboard. But you will need at least two paragraphs in the textfile to complete these lessons. Stop when you are finished.

Look at what you have just typed onscreen. Unless you are a perfect typist, there are going to be mistakes. If you were typing as fast as you could, there should be a lot of mistakes. Now you are going to correct those mistakes.

The Cursor

The cursor is the small blinking box on the monitor screen. It indicates the position where text will be entered, edited, or deleted with keystrokes from the keyboard.

Moving the Cursor

If you were using a typewriter, and wanted to move to a particular place in a typed page, you would just move the paper physically--using tabs, carriage returns, the space bar, or by grasping the knob on the side of the typewriter and turning the platen.

With word processing, you have to move the cursor to the place where you want to make the correction or change. This is very simple to do, and there are many ways of doing it.

Cursor Movement Keys

Every KAYPRO computer has special keys for moving the cursor around through the text onscreen. They are the keys with arrows on them pointing **UP, DOWN, RIGHT** and **LEFT**. The **BACKSPACE** key will move the cursor back one space at a time.

KAYPRO computers with MS-DOS have four additional cursor movement keys:

PG UP The Page Up key moves the cursor one page up onscreen.

PG DN The Page Down key moves the cursor one page down onscreen.

HOME The Home key moves the cursor to the top of the monitor screen.

END The End key moves the cursor to the bottom of the monitor screen.

Before you continue with this lesson, look at the status line and make sure that it is displaying *INSERT ON*. If the insert mode is not turned on, you need to turn it on for the remainder of this lesson. To turn it ON, use the INS key or hold down the **CTRL** key and type **V**.

There are many control commands that can be used to move the cursor around through text. These commands are listed on the *WORDSTAR COMMAND CARD*. Look them up and practice using them.

Now use the cursor movement keys and move the cursor to the first mistake in the text you just typed on the keyboard. There are several different ways that you can correct the mistakes you have made in typing.

Deleting a Character

You may correct mistakes by deleting them and then typing in the corrections. The **DEL** or delete key will delete backwards one space at a time. Move the cursor to the end of the mispelled word, and use the delete key to delete the entire word. Notice as you delete the letters of the word that the text to the *right* of the cursor moves over to fill in the deleted spaces.

Now type the word correctly. Notice as you type that the text to the right of the cursor moves over to make room for the letters of the word as you type them. This is an indication that the *insert* mode is turned on.

Deleting a Word

Move the cursor to the first letter of the next word that is misspelled. You can delete the entire word by holding down the **CTRL** key and pressing the **T** key. Use **CTRL T** now. Be very careful not to accidentally press the **Y** key instead. Now type the word correctly.

Deleting a Line

Move the cursor to a line that you want to delete. Hold down the **CTRL** key and press the **Y** key. You do not have to move the cursor to the beginning or end of the line. **CTRL Y** will delete the entire line of text on which the cursor is blinking.

Deleting a Line to the Right

Move the cursor to the middle of any line of text. Hold down the **CTRL** key and type **QY**. You will notice that the **CTRL QY** deletes the remainder of the line of text that is to the right of the cursor.

Deleting a Line to the Left

Move the cursor down one line. Hold down the **CTRL** key and type **Q DEL**. You will notice that the **CTRL Q DEL** deletes all of the line of text to the left of the cursor, and the remainder of the line moves over to fill in the deleted spaces.

The Overwrite Mode

When insert is turned OFF, WordStar is in the *overwrite* mode. Anything you type will write over all text to the right of the cursor--replacing the old text with the new. Move the cursor to the beginning of another word that is misspelled. Turn OFF the *insert* mode with the **INS** key or a **CTRL V**. Now type the mispelled word correctly. The correct spelling will write over the incorrect spelling. Now turn the insert mode back on.

Saving Your Textfile to a Disk

You have now learned how to open a document file, how to write text into that file, and how to correct the mistakes in that text. The words that you have just written exist only in the computer's memory. If you should turn off the computer now, those words would be lost forever. The next step is to save your document to a textfile on a disk.

When you are writing or editing a textfile, there are three commands you can give to save a file to a disk. In each case, WordStar will save the file to the disk drive currently named on the status line. It is not necessary to move to the beginning or end of a textfile in order to save it.

CTRL KS This command will save the file to the logged drive, and then return you to the beginning of the textfile so that you can continue writing or editing that file.

CTRL QP After a textfile has been saved with a **CTRL KS**, WordStar gives you the option of returning to the *exact position* in the textfile where the cursor was when you gave the save command. You may issue a **CTRL QP** immediately after the save command, so that the cursor will return to the previous position without pausing at the end of the save.

CTRL KD This command will save the file and return you to the *Opening Menu.* Use this command when you have finished writing or editing, and wish to use one of the commands you can access through the *Opening Menu.*

CTRL KX This command will save the file and then EXIT entirely from WordStar into the computer's operating system.

At this time, use the command *CTRL KD*, to close the textfile and save it to a disk. This will return you to the *OPENING MENU.* Once you have the file saved to a disk, it has some permanence there. You can open the file again and add more to it, or delete from it, any time you wish. Before you go to the next lesson, you should practice opening and closing a textfile.

Abandoning a Textfile

There will be times when you will open a textfile only to look at it or to read it. If you make no changes or additions to the textfile, it is not necessary to save that file in order to leave it and do something else. You can simply *abandon* the file.

CTRL KQ This command abandons a textfile in memory without taking the time to save it to a disk. This erases the textfile from the computer's memory. If you have made any changes to the textfile since the last time you saved it, abandoning the textfile in memory will cause those changes to be lost. Only the last saved version of the textfile will remain on the disk.

If you deleted portions of the textfile in memory, and then decide you do not want them to be deleted, *abandon* the file in memory. Anything you deleted from a version of a file in memory will not be deleted from the file on the disk until you next save that file.

Remarks On Saving Files

The best habit to get into from the very start, is to save your files at regular intervals *while* you are working on them. This is especially true when you are working on long documents.

The text that you write from the keyboard has no physical substance until you save it to a disk for storage. What you see onscreen exists only in the computer's memory chips. They are not words and sentences, but little bits of coding held in a weak magnetic field.

If you ever hold a memory chip in your hand, you will see that it is a small, unimpressive little box with a lot of pins sticking out of it. When you plug it into a computer, it provides a place for the computer to *temporarily* keep any sort of information. It must have a reliable, and consistent source of power. Because the memory chip relies on a weak magnetic field to function, it is vulnerable to many kinds of electric interference.

The most immediate kind of interference is loss of power. If the power goes off for *any* reason, the memory chip turns off, and all information in the chip simply disappears. It was only electrical in the first place.

Other kinds of interference include static, sharp variations called *spikes* in the voltage, and fluctuations in the wattage. Just as static will scramble the picture in your TV set, it will scramble the data in computer memory. It may not matter in the TV program, because the picture is constantly changing anyway. But if you were recording that program on a video machine, that static would be on the recording forever. Once data has been scrambled on or lost from a computer chip, it too is scrambled or lost forever. Your only recourse is to retype it.

There are expensive pieces of equipment that you can buy to prevent these things from effecting your computer. But as an average user, you probably will not be able to afford them. Sooner or later, it will happen: a power loss or surge, a voltage *dip* or *spike* will occur while you are working at your computer. You can absolutely count on it. The results on your data will be entirely random--anything from no effect, to a total loss of everything in the computer's RAM chips.

But you do not really need a lot of expensive equipment to keep your textfiles from evaporating. The only thing you have to do to protect your valuable work is to just save the file regularly. Use any of the save commands. If you are working on a long document, and want to return to the document immediately after it is saved, issue the command **CTRL KS QP**.

Here are some suggested times you should remember to save your file:

When you reach a natural break point in your document, save your file.

When you leave your computer for any reason, save your file.

When you pause to think about what you've written, save your file.

Every 15 minutes, save your file.

If you have saved your textfile at regular intervals, when the worst happens all you risk losing are any changes or additions since the last time the file was saved. Only *you* can control how much that loss will be.

Before you continue to the next lesson, use *CTRL KD* to save your file and exit to the *Opening Menu*.

QUIZ FOR LESSON THREE

1. What is the *Opening Menu*?
2. What is the Directory?
3. How many letters or numbers may a filename have?
4. What characters *may not* be used in a filename?
5. What may be added to a filename for coding purposes, and what are the rules for adding it?
6. What is the *Main Menu*? What does it mean when it is onscreen?
7. What is the **CTRL** key, and how do you use it?
8. What is the *status line*?
9. What is the *ruler line*?
10. What is *wordwrap*, and what does it do for you?
11. How do you change the Left Margin? The Right Margin?
12. How do you change the Line Spacing?
13. What does the *caret* (^) mean?
14. How do you delete a character? A Word? A Line?
15. What is the difference between *insert* and *overwrite*? And how do you toggle between them?
16. What are the three ways to save a file? And what happens to an unsaved file when you turn the computer off?
17. How do you *abandon* a file, and what happens to it when you do?
18. What should you do to your file regularly, and every chance you get?

LESSON FOUR: Printing Your Document

Before you learn how to print files with WordStar, you need to understand that it does not offer you the option of printing a document from the current version of the textfile *in the computer memory.* The WordStar printing routine takes its data from a textfile stored on a disk. If you make changes to a textfile and want to print that changed textfile, you must save it to a disk before you can print it.

Once a textfile is saved to a disk, there are two different routines you can use to print that textfile. Before you try to print anything: *Read the user's manual that came with the printer.* This will keep you from making mistakes that are caused by not knowing how to use the printer. If the directions for using your printer are not clear, contact your dealer.

For detailed information about printing a textfile, read *The WordStar and MailMerge User's Manual.*

Printing From the Opening Menu

If you have not exited from the write and edit mode of WordStar, do so now by issuing the command **CTRL KD**. After the textfile saves, the *Opening Menu* will appear onscreen.

Under the column titled *File Commands* you will see the command selection:

P PRINT a file

At this point, you can command WordStar to print a textfile that has been saved to a disk by pressing the **P** key. This will begin the printing routine. Here are the steps to follow in using that routine:

1. When you are asked for the name of the file to print, type the filename, **TEST**, and then press the **ENTER** or **RETURN** key.

2. This will begin a sequence of 6 questions about the printing run that you must answer as they appear one at a time. For this lesson, you want to give the *default* answer for each question. To do this, press the **ENTER** or **RETURN** key for each one.

3. Press the **ESC** key if you want to bypass all of these questions and not make any customizations of the printing run.

4. When all of the questions have been answered, WordStar will tell you to get the printer ready for printing. To get the printer ready for printing, make sure that: it is both turned on and is on line; it is properly connected to the computer with the printer cable; there is a ribbon in the printer; and there is paper in the printer. When you are sure that all of this is ready, then press the **ENTER** or **RETURN** key.

5. WordStar will begin sending the printing instructions and the textfile to the printer. After a moment's pause, the printer will begin to print. The *Opening Menu* will remain onscreen. But the selection *P PRINT a file* will have changed to read: *P stop PRINT*. That prompt will remain on the *Opening Menu* until the last page of the textfile has been sent to the printer. If for any reason you want to stop the printer before it has finished printing the entire textfile, all you have to do is press the **P** key.

6. If you command the printer to pause while printing a textfile, the *Opening Menu* will disappear, and you will see the following message displayed onscreen in *inverse* video:

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

This means you can either *abandon* the printing session by pressing the **Y** key; or *resume* the printing session *on hold* by issuing the command **CTRL U**. If you issue the abort command **CTRL U**, WordStar will tell you to press the **ESC** key. Then the *Opening Menu* will reappear with the following message added:

P Continue PRINT

Whenever you are ready to continue printing the textfile, press the **P** key. Printing will resume from the point where you interrupted it.

Printing While in the Write and Edit Mode

It is possible to print one textfile while writing or editing another. Because of severe limitations in the standard installation of WordStar, it is not recommended that you use this printing routine unless you really have to keep working on one textfile while printing another. The standard version of WordStar does not have a *printer busy routine* installed in it. Without this routine installed in your version of WordStar, the computer will constantly interrupt your editing session to send portions of your textfile from the disk to the printer.

You should especially avoid this routine for printing *long* documents. But for printing a *short* document, this routine will work satisfactorily.

Here are the steps for printing one file in the write and edit mode:

1. Hold down the **CTRL** key and type the letter **K**. This will call the *Block Menu*. Under the heading *File Operations* on this menu, you will see the command option:

   P Print

   This will access the same print routine as described in the previous section of this lesson.

2. When asked for the name of the textfile to print, type in the filename: **TEST**. Now press the **ENTER** or **RETURN** key.

3. If you are going to print the *last saved* version of the same textfile that is currently being written or edited, WordStar will display a warning message onscreen. It will tell you that only the *last saved* version will be printed, and that it will not reflect any *unsaved* changes. In addition, you will not be allowed to save the file in memory while the printing session is in progress.

4. You will be asked six questions about the printing session that you must answer as they appear. For this lesson, you will give only the *default* anwers to these questions. To do this, press the **ENTER** or **RETURN** key in response to each question.

5. When all of the questions have been answered, WordStar will tell you to get the printer ready for printing. To get the printer ready for printing, make sure that: it is both turned on and is on line; it is properly connected to the computer with the printer cable; there is a ribbon in the printer; and there is paper in the printer. When you are sure that all of this is ready, then press the **ENTER** or **RETURN** key.

6. You will be returned to the *write and edit* mode, as WordStar begins sending the printing instructions and the textfile to the printer. After a moment's pause, the printer will begin to print. Now you will be able to continue writing and editing the textfile that is currently in the computer memory. Of course, you will have all of the limitations described at the beginning of this section.

7. If you wish to interrupt the printing session, issue the abort command: **CTRL U**. This will not stop the printing immediately, and you may have to issue the command more than once. The printer will not stop printing until it has printed all of the textfile that has been sent to the buffer.

If you are going to frequently need to print documents while writing and editing another, you may want to contact your dealer or the nearest KAYPRO USER'S GROUP to see if they have a version of WordStar with the *printer busy routine* installed.

This concludes the lesson on the basic printing routines. For further information on the printing features and capabilities of WordStar, please read *The WordStar and MailMerge User's Manual.*

Before you continue to the next lesson, save the file *TEST* with the command sequence CTRL KS QP.

QUIZ FOR LESSON FOUR

1. What are the two ways to print a textfile?
2. Where does the WordStar printing routine draw its data?
3. How do you tell WordStar to look for a textfile on another disk drive?
4. When in the middle of printing a textfile, how do tell the printer to stop?
5. Can you write and edit one file while printing another?

LESSON FIVE: Handling Blocks of Text

WordStar has some very powerful and convenient *cut and paste* features. This means you can mark text in a special way, and move it to another place in the textfile, or just delete it entirely.

Use this when you realize you have something out of place in your textfile. Rather than delete it from the place where it does not belong, and then having to retype it in the correct location, you can move it and delete it in one smooth operation.

Cutting and pasting blocks of text can be especially useful during the rewriting and editing of long textfiles. You can use it to rearrange and reorganize the structure of a document, by cutting and pasting as many as five pages of text from one place in the document to another.

You can use WordStar's block functions to stockpile blocks of text that you will use over and over again. Instead of retyping them each time, you can call them from storage and paste them into a document where you need them.

How Does All of This Work?

WordStar has several functions that define a portion of your textfile as a *block* of text. All of these functions are controlled through the *Block Menu.* When you use **CTRL K** to call the *Block Menu* it will look something like this:

```
                    <<<  BLOCK MENU  >>>
--Saving Files--  |--Block Operations--  |--File Operations--   | --Other Menus--
S Save & resume   | B Begin  K End       | R Read  P Print      | (from Main only)
D Save--done      | H Hide / Display     | O Copy  E Rename     | ^J Help  ^K Block
X Save & exit     | C Copy   Y Delete    | J Delete             | ^Q Quick ^P Print
Q Abandon file    | V Move   W Write     |--Disk Operations--   | ^O Onscreen
-Place Markers-   | N Column now OFF     | L Change logged disk | Space Bar returns
0-9 set/hide 0-9  |                      | F Directory now OFF  | you to Main Menu.
```

With these block control commands, you *mark* the beginning and end of a block of text. Once a block of text is marked, you will use other control commands to move it, delete it, copy it, or transfer it to another filename on a disk.

Before you begin this lesson, run WordStar and open the textfile named **TEST** that you created and saved to your disk. When the textfile is opened, make sure that the *insert* mode is turned on.

Marking a Block of Text

Look at the text onscreen, and pick out a word, sentence, or paragraph that you want to mark as a block of text. Marking a block of text is a simple procedure, and it takes many times longer to tell you about it than to do it. Here are the steps for marking a block of text:

1. Move the cursor to the beginning of the text that you want to mark as a block.

2. Hold down the **CTRL** key and type the letters **KB**.

3. You will see a **<B>** appear onscreen at the cursor position, and the cursor will move to the right side of it.

4. Now move the cursor to the end of the text that you wish to mark as a block.

5. Hold down the **CTRL** key and type the letters **KK**. (If you issue this command without preceding it with the begin block command, you will see a **<K>** appear onscreen.)

6. The block of text has now been marked, and WordStar will display it in *highlighted* video. If you have a color monitor, the display will even be in a different background color than the rest of the text.

7. Now that the block is marked, you can perform any of the block functions with it.

Unmarking a Block of Text

The procedure for unmarking a block of text is essentially the reverse of marking the block.

1. Move the cursor to the beginning of the marked block of text.

2. Hold down the **CTRL** key and type the letters **KK KK**. The highlighting will disappear as you type the first **KK**, and a **<B>** and **<K>** will appear onscreen. The second **KK** will remove the **<K>**.

3. To remove the **<B>** that you used to mark the beginning of the block, hold down the **CTRL** key and type the letters **KB**. It will disappear.

Moving a Block of Text

You can move a marked block of text to any place that you want it to be in the textfile. And you can move it as many times as you wish. Here is the procedure for moving a block of text:

1. Mark the block of text.

2. Move the cursor to the position in the textfile where you want to move the marked block of text.

3. Hold down the **CTRL** key and type the letters **KV**.

4. WordStar will delete the marked block of text from its old position, and move it to the new position.

Copy a Marked Block

If you have a section of text that you must repeat some other place in the textfile, you can copy it there instead of having to retype it. Here is the procedure for copying a block of text to another place in the file.

1. Mark the block of text.

2. Move the cursor to the position in the textfile where you wish to copy the marked block of text.

3. Hold down the **CTRL** key and type the letters **KC**.

4. WordStar will copy the marked block of text to the cursor position, without deleting it from the old place in the textfile.

5. As long as a block of text remains marked, you may use this procedure and *copy* as many times as you wish in other places in the textfile.

Write a Marked Block

You may *write* a marked block of text to another filename on any disk drive in your computer system. Here is the procedure for writing a block of text to another filename:

1. Mark the block of text.

2. Hold down the **CTRL** key and type the letters **KW**.

3. When asked for the name of the file to write the block into, type the filename: **TEST1**. This will save that block to the logged drive under that filename.

4. Now unmark the block.

You may write the block to a drive other than the logged drive by specifying the drive name *before* the filename. The format for that would be as follows:

A:TEST1 or *C:TEST1*

WARNING: If you write a block to a filename that is already being used by another file, the new file will overwrite the old one, and erase all of the old text in that file. WordStar will display an error message onscreen before allowing you to do this.

Read a File or Marked Block Into a File in Memory

Once you have written a marked block of text to a filename of its own, you can *read* it into a textfile that you are writing and editing. This is useful if you have a section of text that you are going to repeat in other textfiles.

Or if you are writing a very long textfile, and have a section that you must repeat several times in that textfile, you do not have to go back to that text and mark it before you can copy it into the next place you want to have it. Mark the block and write it to a filename of its own; and then unmark the block.

You can also read *any textfile stored on disk* into the file in memory. But there is a maximum limit of *ten pages*. It goes without saying that the longer the file, the longer it will take to read the file into memory--thus the greater the chance for error to strike. Do not disturb the computer while it is in the process of reading a long textfile into memory.

Steps for Reading a File

Here are the steps for *reading* a file from disk into the file in memory.

1. In the textfile you are writing and editing, move the cursor to the position where you want the file to be read into the file.

2. Hold down the **CTRL** key and type the letters **KR**.

3. When asked for the name of the file to be read, type the filename: **TEST1**. Then press the **ENTER** or **RETURN** key.

4. WordStar will search the logged drive for the file **TEST1** and then read it into the textfile at the cursor position.

You will have to remember the difference between the *read* and *write* functions of block movement. You can read a file into another one without harming that file. But you cannot write a file into another without overwriting and destroying the other file.

Before you continue to the next lesson, save the tile *TEST* with the command sequence CTRL KS QP.

QUIZ FOR LESSON FIVE

1. What is a *Block* of text?
2. What is the *Block Menu* and how do you make it appear?
3. How do you mark the beginning and end of a block of text?
4. How do you *stockpile* sections of text that you need to use over and over again?
5. How do you *delete* a block of text from a textfile?
6. What is *cutting and pasting*?
7. How do you *move* a block of text from one place to another?
8. How do you *copy* a block of text from one place to another?
9. How do you *write* a block of text to another filename?
10. How can you escape from the *Block Menu* without issuing a command?

LESSON SIX: Getting Fancy

You now know how to load WordStar, how to open a document file, how to write and edit that document onscreen, how to close that file by saving it to a diskette for storage, and how to print that document. That is the *plain vanilla* version of word processing. This lesson will teach you how to start getting fancy with your documents. WordStar has many special features and effects, and using them is easy.

If you have not done it already, load and run WordStar. Then open the document textfile **TEST**. Be sure that the *insert* mode is ON.

Formatting and Reformatting Paragraphs

When you learned how to delete and insert words into a line of text, you should have noticed that the line shifted left and right as you deleted and inserted. When you type normally, the *word wrap* feature of WordStar automatically formats the text to the current margin settings. This gives you an onscreen representation of what that text will look like when you print it. When you delete or insert words to a line, you defeat this onscreen representation. What you see is no longer what you are going to get. When you edit a paragraph, it is necessary to *reformat* that paragraph in order to restore the onscreen representation. It only takes one command to do this, and it is very easy to use.

Using the Reformat Command (CTRL B)

Move the cursor to the middle of any line, in any paragraph, of the textfile **TEST**. Now type the following sentence:

This is a test of the reformatting command.

Notice that the text to the right of the cursor moved to make room for the added sentence. You will also notice that the end of the line moved *beyond* the right margin and off the edge of the screen. When it crossed the edge of the screen, a plus sign (+) appeared at that point onscreen.

Whenever you see the plus sign (+) on that column, it signifies that a line has been extended offscreen. You can move the cursor offscreen in order to see that displaced text.

Now that you have added this sentence to the line, the paragraph onscreen no longer represents what it will look like when printed. When WordStar prints this paragraph, it will break the line off at the set right margin and print it accordingly. In order to reformat this paragraph use the following procedure:

1. Move the cursor to the beginning of the paragraph to be reformatted.

2. Hold down the **CTRL** key and type the letter **B**.

3. The paragraph will reformat, from beginning to end, to fit the right and left margin settings.

Practice this routine several times before continuing with this lesson. It will be very important to you whenever you use WordStar in the future.

If *Hyphen Help* is turned ON, reformatting will give you the opportunity to hyphenate words and thus get more words on a printed line. If you do not want to hyphenate a word, issue another **CTRL B** and WordStar will skip that hyphenation opportunity. Or turn off the hyphen help feature before you reformat. To learn how to use *Hyphen Help*, or how to turn it off, read the section titled *USING HYPHEN HELP*.

Reformatting to New Margins

Onscreen formatting gives you the possibility of seeing how something will look before you print it. It allows you to format your pages for more than just the *plain vanilla* printed page. If you are preparing documents that are to contain illustrations and graphs, you can leave blank space on the right or left of the page. You can create *hanging tabs* anywhere you want them in a document. You can print in columns, or use *white space* to emphasize what you are saying with the document.

The Steps for Reformatting to New Margins

Here are the steps for reformatting to new margins:

1. Change the margins to the new settings.
2. Move the cursor to the beginning of the text to be reformatted.
3. Issue a **CTRL B**.

This will reformat the entire paragraph. Practice this several times before continuing. You may find it very useful in the future.

Using Hyphen Help

Hyphenation of words allows you to put more words on a printed line than is allowed by the natural settings of WordStar.

Hyphen Help is a feature of WordStar that will automatically offer you the choice of hyphenating words when a paragraph is being reformatted. During reformatting with **CTRL B**, WordStar will automatically scan each line of text as it fits that line to the current margins. If a word fits the preset values for possible hyphenation, *Hyphen Help* will pause the reformatting routine and let you choose if and how the word is to be hyphenated.

To determine whether *Hyphen Help* is ON or OFF, hold down the **CTRL** key, and type the letter **O**. This will call the *ONSCREEN MENU*. When it appears, look under the heading *More Toggles*. There you will see whether *Hypnen Help* is ON or OFF. To change that status, type the letter **H**. To escape without changing the status, press the **SPACE BAR**.

Rules For Using Hyphen Help

Here are the rules for using *Hyphen Help* while reformatting a paragraph:

1. Move the cursor to the beginning of the paragraph to be reformatted.
2. Issue the command **CTRL B**.

3. Reformatting will begin as previously described. When *Hyphen Help* comes to a word that fits its definition as a candidate for hyphenation, it will pause in reformatting. The cursor will be on the word that is to be hyphenated. A help menu for using the features of *Hyphen Help* will appear onscreen. It will look something like this:

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

4. To hyphenate that word, press the hyphen (-) key. This will insert a hyphen to the right of the cursor. The word will break off after the hyphen, move down a line, and begin the new line at the left margin. Reformatting will continue until *Hyphen Help* encounters another candidate for hyphenation.

5. If the cursor is not where you want it to be, use the right and left arrow keys to move it. The small help menu above the ruler line lists commands you may use instead. Remember that the caret (^) prefacing a command is a symbol for holding down the **CTRL** key while typing the other letters of the command. If you move the cursor past the right margin, this will abort the reformatting routine. Begin it again with another **CTRL B**.

6. If you do not wish to hyphenate that word, then issue another **CTRL B**. The entire word will break off to the beginning of the next line of text. Reformatting will continue until the end of the paragraph, or *Hyphen Help* encounters another candidate for hyphenation.

Soft Hyphenation

Every hyphen inserted with *Hyphen Help* is a *soft hyphen.* They will be displayed onscreen with inverse video. This means that the hyphen will not be printed nor the *break-off-to-a-new-line* function executed unless that hyphen falls at the right margin during the printing run.

If you turn on the *Soft Hyphenation* mode, every hyphen you type will be a soft hyphenation. You may insert several hyphenation opportunities for the printer to choose from.

To turn soft hyphenation ON and OFF, hold down the **CTRL** key and type the letters **OE**.

Remember to turn it off when you are finished with it, or every hyphen typed will be a soft hyphen.

Using Justification

When you type something on a typewriter, the left margin will be smooth and even for every line on the page. But the right margin will be ragged and uneven. WordStar has a feature called *justification* that will print documents with a smooth and even right margin as well. WordStar justifies each line of text by varying the spaces *between* the words to make all of the lines exactly the same length.

When the justification mode is turned on, WordStar will display this onscreen. When the *wordwrap* feature functions, incremental spaces will be added to each line. Each line onscreen will be justified until they appear the same length. Within the limits of WordStar, they will be printed exactly as they are displayed. This will effect all functions of reformatting and hyphenation.

To check the ON or OFF status of justification, use **CTRL O** to call the *Onscreen Menu.* To change the status, type the letter **J**. To escape without changing the status, press the **SPACE BAR**.

At this time, turn the justification mode ON, and reformat any paragraph of the file named *TEST* that you are writing and editing. Save the file with the command sequence *CTRL KS QP* and print it on your printer. Then turn justification *OFF* and reformat the paragraph.

QUIZ FOR LESSON SIX

1. What is *reformatting*, and what does it do for you?

2. What is the reformat command, and how do you use it?

3. How do you reformat to new margins? New line spacing?

4. What is *Hyphen Help*? And how do you use it? How do you turn it on and off?

5. What is *soft hyphenation*? How do you use it? How do you turn it on and off?

6. What is *Justification*? How do you use it? How do you turn it on and off?

7. What is *onscreen formatting*? And what advantages does it give you?

LESSON SEVEN: Specialty Printing

The printing routine you learned in lesson four will print only *plain vanilla* copies of your document. WordStar has many features you can use to give your printed document a custom printed look. They are all very simple to use--providing that you follow the directions.

Embedded Printing Commands

This is probably the first time you have heard the phrase *embedded printing commands*. WordStar has two different kinds. This chapter teaches how to use the first kind. The next chapter will cover the second kind, the embedded *dot* command.

In both cases the word *embedded* means that the command is inserted into the text onscreen. You can see it, but the command will not be printed into the document. Instead, the printer will *read* the command and execute it. It is displayed onscreen so that you can see where it is, and know where the command begins and/or ends.

All of the embedded commands you will learn and use in this lesson can be easily recognized. Each one will be preceded by a caret (^).

Boldface Printing

You may mark a word, sentence, or segment of your document to be printed in boldface type. This means the printer will make three printing passes over the marked text and thus print it three times darker than the rest of the document.

Here are the steps to mark a block of text that you want to be printed in bold face:

1. Move the cursor to the beginning of the text to be in boldface type.

2. Hold down the **CTRL** key and type the letters **PB**.

3. Notice that a **^B** appears onscreen at the cursor position. This will not print in your document. It is an embedded command to tell the printer to begin printing in boldface type.

4. Now move the cursor to the space *after* the last character you wish to be printed in boldface type. Hold down the **CTRL** key and type the letters **PB**. This will embed a second **^B** into the onscreen text.

5. If you forget to close this command, the printer will continue printing until it encounters the next embedded command. This means the document will be misprinted.

At this time, mark a character or word in your *TEST* file to be printed in boldface. Save the file with the command *CTRL KS QP*, and then print it.

Doublestrike Printing

You may mark a word, sentence, or segment of text so that it will print in *doublestrike* type in your document. This means the printer will make two printing passes over the marked text and thus print it twice as dark as the normal text in the document.

Here are the steps to mark a block of text that you want to be printed in doublestrike type:

1. Move the cursor to the beginning of the text to be in double strike type.

2. Hold down the **CTRL** key and type the letters **PD**.

3. Notice that a **^D** appears onscreen at the cursor position. This will not print in your document. It is an embedded command to tell the printer to begin printing in doublestrike type.

4. Now move the cursor to the space *after* the last character you wish to be printed in doublestrike type. Hold down the **CTRL** key and type the letters **PD**. This will embed a second **^D** into the onscreen text.

5. If you forget to close this command, the printer will continue printing in doublestrike type until it encounters the next embedded command. This means the document will be misprinted.

At this time, mark a character or word in your **TEST** file to be printed in doublestrike. Save the file with the command **CTRL KS QP**, and then print it.

Underlining

You may mark a character, word, sentence, or segment of text to be underlined when it is printed. Here are the steps to mark a block of text to be underlined:

1. Move the cursor to the beginning of the text to be underlined.

2. Hold down the **CTRL** key and type the letters **PS**.

3. Notice that a **^S** appears onscreen at the cursor position. This will not print in your document. It is an embedded command to tell the printer to begin underlining the text during the printing run.

4. Now move the cursor to the space *after* the last character you wish to be underlined. Hold down the **CTRL** key and type the letters **PS**. This will embed a second **^S** into the onscreen text.

5. If you forget to close this command, the printer will continue underlining text until it encounters the next embedded command. This means the document will be misprinted.

At this time, mark a character or word in your *TEST* file to be underlined when printed. Save the file with the command *CTRL KS QP*, and then print it.

Striking Out Text

You may mark a block of text to be striken out after it is printed in the document. Use this when printing a document like a contract, where you want to show text that is normally used in the contract, but is not in effect in the specific contract. Here are the steps to mark text to be striken out when printed:

1. Move the cursor to the beginning of the text to be striken out as it is printed.

2. Hold down the **CTRL** key and type the letters **PX**.

3. Notice that a ^X appears onscreen at the cursor position. This will not print in your document. It is an embedded command to tell the printer to begin printing in boldface type.

4. Now move the cursor to the space *after* the last character you wish to be striked out as it is printed. Hold down the **CTRL** key and type the letters **PX**. This will embed a second ^X into the onscreen text.

5. If you forget to close this command, the printer will continue striking out text as it is printed until it encounters the next embedded command. This means the document will be misprinted.

At this time, mark a character or word in your *TEST* file to be striken out when printed. Save the file with the command *CTRL KS QP*, and then print it.

Subscript

You may mark a character, word, sentence, or segment of text to be printed in subscript by using the following steps:

1. Move the cursor to the beginning of the text to be printed in subscript.

2. Hold down the **CTRL** key and type the letters **PV**.

3. Notice that a ^V appears onscreen at the cursor position. This will not print in your document. It is an embedded command to tell the printer to begin printing in subscript type.

4. Move the cursor to the space *after* the last character you wish to be printed in subscript type. Hold down the **CTRL** key and type the letters **PV**. This will embed a second ^V into the onscreen text and restore the normal printing.

5. If you forget to close this command, the printer will continue printing in subscript until it encounters the next embedded command. This means the document will be misprinted.

At this time, mark a character or word in your *TEST* file to be printed in subscript. Save the file with the command *CTRL KS QP*, and then print it.

Superscript

You may mark a character, word, sentence, or segment of text to be printed in superscript by using the following steps:

1. Move the cursor to the beginning of the text to be printed in superscript.

2. Hold down the **CTRL** key and type the letters **PT**.

3. Notice that a ^T appears onscreen at the cursor position. This will not print in your document. It is an embedded command to tell the printer to begin printing in boldface type.

4. Now move the cursor to the space *after* the last character you wish to be printed in superscript type. Hold down the **CTRL** key and type the letters **PT**. This will embed a second ^T into the onscreen text.

5. If you forget to close this command, the printer will continue printing in superscript until it encounters the next embedded command. This means the document will be misprinted.

At this time, mark a character or word in your *TEST* file to be printed in superscript. Save the file with the command *CTRL KS QP*, and then print it.

Overprint a Character

You can embed a command in the text that will command the printer to print a character, and then *print the next one over it.* This can be used for putting accent marks over letters, or for a variety of special effects. Here are the steps for commanding the printer to overprint a character:

1. Move the cursor onto the character you wish to be overprinted.
2. Hold down the **CTRL** key and type the letters **PH**.
3. This will embed a **^H** into the text onscreen.
4. Because this command effects only one character, it is not necessary to turn it off.

At this time, mark a character in your *TEST* file to be printed in the alternate pitch. Save the file with the command *CTRL KS QP*, and then print it.

Overprint a Line

You can embed a command in a textfile that will direct the printer to overprint one line on top of the line preceding. This can be useful for striking out or underlining whole lines of text. Here are the steps for telling the printer to overprint an entire line:

1. Move the cursor to the end of the line of text onscreen that is to be overwritten.
2. Hold down the **CTRL** key and type the letter **P**.
3. Release the **CTRL** key, and then press the **ENTER** or **RETURN** key. This will put a hyphen (-) on the right most column onscreen.

It is very important that you release the *CTRL* key before pressing the *ENTER or RETURN* key. If you forget to release the *CTRL* key, a *J* will appear on the right most column onscreen. This *will not* execute an overwrite line command.

Non-Break Spaces

There will be times when you have short strings of characters that will include blank spaces and you want them to print without wordwrap breaking them in half when they are printed. To defeat the wordwrap, you can embed *non-break spaces* with the following steps:

1. Move the cursor to the place where you want to embed a *non-break space* into the text.

2. Hold down the **CTRL** key and type the letters **PO**. This will embed a **^O** into the text at the cursor position.

3. A non-break space will print as a blank space, and wordwrap will not be able to break the string of characters off at that point and start them off on the next line.

At this time, use the commands to embed non-break spaces into the text onscreen. Delete the space between some words in the file *TEST*, and replace them with non-break spaces. Then save the file with the command *CTRL KS QP*, and print the file.

Changing Pitch

Pitch is the number of characters the printer will print per inch of paper in the final document. The standard printing pitch for WordStar is 10, 10 printed characters per inch. The alternate printing pitch for WordStar is 12, or 12 printed characers per inch of paper.

Almost all printers sold today are capable of printing in more than one pitch. You may print an entire document in the alternate pitch, or print only a portion of that document in alternate pitch to make is stand out from the rest of the document.

Alternate Pitch

If your printer will adjust for alternate printing pitch, here are the steps for switching to the alternate printing pitch:

1. Move the cursor to the beginning of the text to be printed in alternate pitch.

2. Hold down the **CTRL** key and type the letters **PA**.

3. This will embed a ^A into the text onscreen. When the printer encounters the embedded command it will begin printing the text in the alternate pitch.

Standard Pitch

If your printer will adjust for alternate printing pitch, here are the steps for switching back to the standard printing pitch:

1. Move the cursor to the end of the text to be printed in the alternate pitch.

2. Hold down the **CTRL** key and type the letters **PN**.

3. This will embed a ^N into the text onscreen at the cursor position. It will command the printer to resume printing in the standard pitch.

At this time, mark a section of your *TEST* file to be printed in the alternate pitch. Save the file with the command *CTRL KS QP*, and then print it.

Two-Color Ribbons

This section may not apply to you. If not, simply ignore it. Some printers have two-color ribbons. If you have one of those printers you can mark text to be printed in the alternate color by using the following steps:

1. Move the cursor to the first character of the text to be printed in the alternate color.

2. Hold down the **CTRL** key and type the letters **PY**.

3. This will embed a ^Y into the text at the cursor position. It will command the printer to switch to the alternate color of the ribbon.

4. Now move the cursor to the space *after* the last character to be printed in the alternate color. Hold down the **ENTER** or **RETURN** key and type the letters **PY**.

5. This will embed a second ^Y into the text onscreen. It will command the printer to switch back to the standard color of the ribbon.

At this time, mark a section of your *TEST* file to be printed in the alternate color. Save the file with the command *CTRL KS QP*, and then print it.

QUIZ FOR LESSON SEVEN

1. What does *embedded* mean?
2. What are *embedded printing commands*?
3. What does the *caret* (^) mean?
4. What is *boldface* printing? How do you turn it on and off?
5. What is *doublestike* printing? How do you turn it on and off?
6. What is *underlining*? How do you turn it on and off?
7. How do you *strike out* text while you are printing it?
8. What is *subscript* and how do you use it?
9. What is *superscript* and how do you use it?
10. How do you *overprint* a character?
11. What are *non-break spaces* and how do you use them?
12. What is *pitch*?
13. How do you change from *standard* pitch to *alternate* pitch, and back again?
14. When using an embedded printing command that must enclose both ends of the text to be given special printing, what happens if you forget the second embedded command?
15. If you have a printer that uses *two-color ribbons*, how do you switch back and forth between the two colors?

LESSON EIGHT: Using Embedded Dot Commands

This lesson will teach you how to begin using embedded *dot* commands. It will cover only one embedded *dot* command. But the procedure for using aall of them is exactly the same. To learn the rest of the embedded *dot* commands read *The WordStar and MailMerge User's Manual.* Or refer to the *WORDSTAR COMMAND CARD*

What is an Embedded Dot Command?

An embedded *dot* command is a command that uses an entire line of its own. That line is called the *command line.* You will see the command line onscreen, but neither the command nor the line will be printed in the document. All of these commands effect some feature of the printed document. When WordStar encounters one during a printing run, it will command the printer to perform the function of the command.

Format of an Embedded Dot Command

1. Regardless of what the left margin setting is, the *dot* must be on column 1.

2. The two letters of the command follow immediately after the dot. Do not leave a blank space after the dot.

3. Optional parts of the command, like number values, or character strings, are placed after the two letters of the command. A blank space is optional.

4. When all of the parts of the embedded *dot* command command have been correctly typed onto the line, end the line by pressing the **ENTER** or **RETURN** key.

The Command Block

Many of the embedded *dot* commands can only be used at the beginning of a textfile. They must be there for WordStar to properly interpret them and use them when printing the document. If more than one of these commands are used, they will form a *block* at the top of the textfile that will resemble an address block on a letter. This is called the *Command Block.*

If you attempt to embed a command that belongs in the *Command Block* anywhere else in the body of the text, you will see the following message displayed over the command line:

PUT AT FILE BEGINNING FOR CORRECT PAGE BREAK DISPLAY

When you see this error message, delete the *dot* command and place it in the *Command Block.*

Sample of a Command Block

Below is an example of what a *Command Block* looks like. Your command blocks may be bigger or smaller--depending on your needs for the document. But they will all have this same general appearance. Remember that the embedded commands must begin on column one.

```
.po 10
.pl 66
.pf 7
.mt 3
.mb 8
.uj
.FO                #
```

Rules for Using an Embedded Dot Command

1. If the *dot* is not on column 1, WordStar will not recognize it as an embedded command, and will print it as text.

2. The command line *must* be ended with a carriage return. If you forget to do this, WordStar will consider all text from that point until the next carriage return to be *part of the command line*. That means it will not be printed in the document.

3. Any printing feature turned ON with an embedded *dot* command will remain in effect until turned OFF with the appropriate embedded *dot* command.

4. An embedded *dot* command may be removed from a textfile simply by deleting if from the file.

5. If an embedded *dot* command is intended for use in the *Command Block* and you attempt to use it elsewhere in the textfile, you will see the following message onscreen:

PUT AT FILE BEGINNING FOR CORRECT PAGE BREAK DISPLAY

6. It makes no difference whether the letters of the command are in upper or lower case.

Page Break Command

The most commonly used embedded *dot* command is the page break command. This allows you to break the pages almost anywhere that you wish to in the text.

1. Move the cursor to a break between paragraphs in the file **TEST**.

2. With the cursor on column 1, type a period (.), and then the letters **PA**.

3. A page break line will be displayed onscreen. It will look something like this:

----------P

Remarks on Using Embedded Dot Commands

It is sometimes complicated to use these embedded commands, and there is no simple way of teaching you how to use them all in this lesson book. The rules and format described in this lesson apply to using *all* embedded dot commands.

Look at the back of the *WORDSTAR COMMAND CARD*. There you will find a listing of the commands that you may use to change the way your documents will be printed.

To learn more about using these embedded commands, you really need to study *The WordStar and MailMerge User's Manual*. It covers the use of embedded *dot* commands in great detail.

This concludes *LESSON EIGHT*. Before you continue to the next lesson, save the file *TEST* with the command sequence *CTRL KD*.

QUIZ FOR LESSON EIGHT

1. What is an embedded *dot* command?
2. What is the format for using an embedded *dot* command?
3. What happens if the *dot* is not placed on column 1?
4. How long does one of these commands remain in effect when printing a textfile?
5. How do you remove an embedded *dot* command from a textfile?
6. What is a *Command Block*?
7. If a command belongs in the *Command Block*, what happens if you try to embed it in the body of the textfile?
8. What is a *Command Line*?
9. How do you end a *Command Line*, and what happens if you forget?

LESSON NINE: Creating a Form Letter

One of the most commonly used business documents is the form letter. Before word processing was developed for computers, there were two ways of producing a form letter: type each one individually; or use a printed form and type in the addressee's name in the appropriate blank. The first method took too much time and money; while the second was too impersonal and often made a bad impression. With word processing, it is now possible to save a standard form letter to a file on disk, and print out copies when you need them that have the different names and addresses printed out to look just like custom-typed letters. This lesson will teach you how to do that.

1. At this time you should be at the *Opening Menu.* Type the letter **D** to command WordStar to open a Document file.

2. When asked for the name of the file to edit, type the filename **LETTER1** and press the **ENTER** or **RETURN** key.

3. When the new file has been opened, type the following letter into the file:

YOURNAME
STREET ADDRESS
CITY, STATE, ZIPCODE

DATE

OTHERNAME
STREET ADDRESS
CITY, STATE, ZIPCODE

DEAR NAME2

I recently bought a computer, and this is my first letter written with a word processing program. I wanted to be sure and send a copy of this letter to you.

Sincerely yours,

4. Now save this file with the command **CTRL KD**, to save the file and escape to the *Opening Menu.*

5. At the *Opening Menu*, type the letter **D** to command WordStar to open a Document file.

6. When asked for the name of the file to edit, type the filename **LETTER2**, and press the **ENTER** or **RETURN** key.

7. When you are in the write and edit mode, issue the command **CTRL KR**. So that you can read the old file into the new one.

8. When asked for the name of the file to read, type the filename **LETTER1**, and then press the **ENTER** or **RETURN** key.

9. WordStar will read the entire letter into the new file.

10. If you did not do it when you created the master file, substitute your name, address, etcetera, at the appropriate place in the return address block.

11. Substitute the correct date into the date block.

12. Substitute the correct name, address, etcetera, in the address block of the letter.

13. Put the name of that person in the greeting block of the letter.

14. Save the letter to a disk and then print it.

Repeat this procedure with the name and address of someone else you know. If you wish, add some personal comments of your own to the body of the letter. You may do this as many times as you wish. When these letters are saved to a disk, you will have a record of every letter that you mailed out to every person on your mailing list. And without having to type an extra copy, you will have a perfect record of the exact wording of any changes you may have made.

QUIZ FOR LESSON NINE

1. How do you create a *form letter*?
2. How do you *customize* a form letter?
3. How does this save you time?

LESSON TEN: Using The Find Routine

WordStar has a mode that allows you to search for specific words, phrases, or numbers anywhere in a textfile. The same mode also allows you to find a word, phrase, etcetera, and change it to something else.

If you discover that you have misspelled a word consistently throughout a textfile, use the *find and replace* mode of WordStar to correct that spelling. Or if you have over-used a word or phrase, you may go through and selectively vary the wording at each repetition of that overworked word or phrase.

Or if you want to find a particular place in the middle of a long document you are working on, use the *find* command to move directly to that point while you do something else.

All of these functions are commanded through the *Quick Menu*, and they are relatively simple to use.

The Find Command

Use the following procedure to command WordStar to find any particular word, phrase, or string of characters.

1. You may begin the search routine at any point--beginning, middle, or end--you happen to be on in the textfile.

2. Hold down the CTRL key and type the letters QF.

3. WordStar will now ask you for the word, phrase, etcetera that you want to find. After a moment, the following will also appear onscreen:

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

This is a help submenu to remind you of the commands you may use with this mode. Remember that the caret (^) prefacing a command is a symbol for holding down the **CTRL** key while typing the other letters of the command.

4. Type in the exact word, phrase, or character string you are looking for. Type it *exactly* as it appears in the textfile. You are limited to a maximum of 30 characters. When finished typing it in, press the **ENTER** or **RETURN** key.

5. You now have the opportunity of selecting one of several options available to make the search routine even more specific to your needs. If you do not want to use the options, press the **ENTER** or **RETURN** key and the search routine will begin. Unless otherwise directed, WordStar will search for the specified word or phrase from that point toward the *end* of the file.

6. These are the *find* options. To use these options, type the letter that precedes the option, and then press the **ENTER** or **RETURN** key. You may use all of these options at once, if you wish.

   B = search Backwards from this point in the textfile.
   W = search for whole Words only.
   U = ignore the case

7. When WordStar finds what you have commanded it to look for, it will pause with the cursor on the space right after the word or phrase.

At this time, pick out a word or phrase that you know to be in the textfile and use the FIND command to locate it. Do this several times. Practice using the options. This command will be very important to you for as long as you use WordStar.

If WordStar cannot find the word or phrase specified, it will stop at the beginning or end of the file (depending on which direction you told it to search) and display an error message that tells you this. You will have to press the **ESC** key before you can do anything else.

If the word or phrase was not found, you may have misspelled it in the command routine, or you may have been searching in the wrong direction. WordStar can only look for the *exact* word or phrase you have typed at the keyboard. Unless you specify with the *ignore case* option, the word or phrase must be in the same case as it appears in the textfile.

The Find Again Command (CTRL L)

If you have used the *FIND* command to locate a word or phrase, there will be times when it is not the particular occurance of the word or phrase that you were looking for. Or you may simply want to move on to the next occurance of the word or phrase. It is not necessary to issue another *FIND* command.

All you have to do is issue the *FIND AGAIN* command--**CTRL L**.

WordStar holds the last *FIND* sequence in memory until you escape from WordStar. When you issue the command **CTRL L**, WordStar will search for the last sought for word or phrase, *in the same direction as before.*

The Find and Replace Command

Use the following procedure to command WordStar to find any particular word, phrase, or string of characters.

1. You may begin the *FIND AND REPLACE* routine at any point--beginning, middle, or end--you happen to be on in the textfile.

2. Hold down the **CTRL** key and type the letters **QA**.

3. WordStar will now ask you for the word, phrase, etcetera that you want to find and replace. After a moment, the following will also appear onscreen:

```
^S=delete character  ^Y=delete entry  ^F=File directory
^D=restore character ^R=Restore entry ^U=cancel command
```

   This is a help submenu to remind you of the commands you may use with this mode. Remember that the caret (^) prefacing a command is a symbol for holding down the **CTRL** key while typing the other letters of the command.

4. Type in the exact word, phrase, or character string you are looking for. Type it *exactly* as it appears in the textfile. You are limited to a maximum of 30 characters. When finished typing it in, press the **ENTER** or **RETURN** key.

5. You will now be asked for the word, phrase, or character string you wish to substitute in the textfile. Type it in exactly as you want it to be, and then press the **ENTER** or **RETURN** key.

6. You now have the opportunity of selecting one of several options available to make the *FIND AND REPLACE* routine even more specific to your needs. If you do not want to use the options, press the **ENTER** or **RETURN** key and the search routine will begin. Unless otherwise directed, WordStar will search for the specified word or phrase from that point toward the *end* of the file.

7. These are the *FIND AND REPLACE* options. These options are self-explanatory. To use them, type the letter that precedes the option, and then press the **ENTER** or **RETURN** key. You may use all of these options at once, if you wish.

   B = search Backwards from this point in the textfile.
   W = search for whole Words only.
   U = ignore the case
   N = replace without asking
   G = replace in entire file.

8. When WordStar finds what you have commanded it to *FIND AND REPLACE* it will replace the old phrase with the new one as you have specified with the options.

At this time, pick out a word or phrase that you know to be in the textfile and use the *FIND AND REPLACE* command to locate it and replace it with another word or phrase of your choice. Do this several times. Practice using the options. This command will be very important to you for as long as you use WordStar.

If WordStar cannot find the word or phrase specified, it will stop at the beginning or end of the file (depending on which direction you told it to search) and display an error message that tells you this. You will have to press the **ESC** key before you can do anything else.

If the word or phrase was not found, you may have misspelled it in the command routine, or you may have been searching in the wrong direction. WordStar can only look for the *exact* word or phrase you have typed at the keyboard. Unless you specify with the *ignore case* option, the word or phrase must be in the same case as it appears in the textfile.

The Find Again Command (CTRL L)

If you have used the *FIND AND REPLACE* command to locate a word or phrase, there will be times when it is not the particular occurance of the word or phrase that you were looking for. Or you may simply want to move on to the next occurance of the word or phrase. It is not necessary to issue another *FIND* command. All you have to do is issue the *FIND AGAIN* command--**CTRL L**.

WordStar holds the last *FIND AND REPLACE* sequence in memory until you escape from WordStar. When you issue the command **CTRL L**, WordStar will search for the last sought for word or phrase, *in the same direction as before.*

QUIZ FOR LESSON TEN

1. What is the *FIND* command, and how do you use it?

2. What is the *FIND AND REPLACE* command, and how do you use it?

3. What command can you use to escape from *FIND* or *FIND AND REPLACE*, or to stop it at any time before it reaches the end of the textfile?

4. What are some examples of your possible use of the *FIND AND REPLACE* command to write and edit documents?

5. How important is the *exactness* of spelling and case in using the *FIND* or *FIND AND REPLACE* commands of WordStar?

6. What are the options you can use to make these commands more specific to your needs?

7. What command can you use to find the next occurance of the word or phrase located with the *FIND* or *FIND AND REPLACE*?

THE BEST WAY TO WRITE AND EDIT WITH COMPUTER WORD PROCESSING

Here is a method many consider to be the best approach to writing documents of all kinds when using a computerized word processor.

1. Make your preliminary notes in a textfile onscreen. This allows you to revise the notes and add to them at any time you wish. Print out your notes so that you can look at them without having to go to the computer.

2. If you work from an outline, write the outline in a separate textfile from your document. This allows you to revise the outline and add to any section of it at any time you wish. Print out your outline so that you can refer to it without having to go to the computer.

3. Forget about writing manuscripts in longhand or on your favorite old typewriter. Write your first draft of the manuscript with the word processor. Nothing is more deflating than to have to retype a long manuscript into the computer.

Divide Long Documents Into Sections

If you are writing very long documents, like novels, romances, dissertations, theses, or other books, divide them into chapters or sections and keep each in a separate textfile. There are many good reasons for doing this.

1. The longer a textfile, the more time it takes to load it into memory, or to save it to a disk.

2. If you should ever accidentally delete a textfile, this will keep you from losing the entire document.

3. If you keep a large document divided up in this way, it becomes psychologically easier to work with your document. You can only hold just so much of anything in your head at one time. If you try to go beyond your own capacity, you will start losing track of your thoughts, or lose track of just where something belongs in the document.

4. You will not be able to store an entire book on a double-sided, double-density diskette. Nor will you even be able to work with a file on diskette that is greater than *one third the remaining capacity* of the diskette. This is due to the automatic back up feature of WordStar, and to the way WordStar works with the system to manipulate textfiles.

5. In addition, while WordStar is scrolling or searching through a longer document than it can hold in available memory, it temporarily dumps or writes the file to blank space on the disk. What this does, in effect, is to make three different versions of your textfile on the disk at the same time. Thus, with a floppy diskette system, you can write no file that is greater than *one third* of the capacity of that diskette.

When you want to print the book as a single document, just use MailMerge to join all the separate files in one printing session. Or print the files one at a time and correct the page numbering with the *begin page numbering* embedded *dot* command. To learn how to use MailMerge, study *The WordStar and MailMerge User's Manual.* Because MailMerge uses WordStar's printing routine, and files created with WordStar, you must know how to use WordStar before you can learn how to use MailMerge.

Proofreading Your Document

Edit and change the document to your heart's content. When you have a good draft saved to a disk, print it. Then, unless you are behind deadline, put the manuscript aside and take a break from it. When you sit down to proofread a manuscript, it helps to be psychologically fresh and distant from what you have written. Otherwise, you will be likely to see what you *meant* to write instead of what you *actually* wrote.

However timesaving it is to write and edit the manuscript with the computer, there is no getting around the convenience of proofreading from a printed page. The words are easy to change or move around onscreen. But the resolution of the letters, even on an expensive monitor, cannot compare with what can be printed on today's quality standard printers.

Electronic text is also more psychologically removed from your basic human needs. It has no physical reality. Because the onscreen text moves offscreen as you scroll through the textfile, you cannot hold two pages side by side for comparison.

It is much more satisfying to proofread from a printed page because you can hold it in your hand. It is real. It is a finished product. You can take it with you when you go someplace else, and make yourself comfortable before proofreading. You can make marks or notes on the paper with your favorite pencil or pen. You can share the manuscript with someone else simply by handing it to them. And let them proofread it and make their suggestions.

A manuscript printed on paper has a very familiar feel to it. Mistakes that were missed on the monitor screen somehow tend to just leap out at you from the printed page. This is partly due to differences in resolution of the type, and partly to the psychological differences between reading from a monitor screen versus reading from the old, familiar paper.

Once you have finished proofreading the manuscript, go back to the word processor and make your corrections. The printed manuscript, with all its marks and notes, will serve as a perfect reference point. Thus, you will not have to hold all the corrections in your head until you make them. This allows you to concentrate on the content of your manuscript, and not get bogged down in the mechanics of writing and editing.

Keep writing, editing, and proofreading in this way, until you have your manuscript written as well as you can make it. Neither the printed copy or the electronic copy will give you perfect results by itself. But together they can offer you the best of both worlds.

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