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USER'S GUIDE FOR WORDSTAR"/MAILMERGE

KAYPRO USER'S GUIDE

for

WORDSTAR (R) Release 3.3

and

MAILMERGE (R) Release 3.3

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## INTRODUCTION TO WORDSTAR

WordStar is a program which will enable you to type text in the format you desire, proofread or use a spelling checker, change the text on the screen, and then print the corrected text. Later the text can be changed as many times as you like. The possibilities are many.

You can go through this manual, trying out what you read, or if you are already familiar with word processing, you can use this manual as a reference by using the table of contents at the front of the book or the index at the back of the book. WordStar has onscreen help, so that it is easy to learn to use.

#### ENTERING WORDSTAR

- For two-diskette-drive models of KAYPRO, when you first use the WordStar diskette, it will tell you how to make a working copy. KAYPRO models with a hard disk do not need backups, because the Autoload diskettes serve as backups.
- 4. If you have a KAYPRO with two diskette drives:
  - a. Insert the working copy of WordStar into drive A.
  - b. Put a blank, formatted diskette into drive B.
- From the Master Menu, choose Wordprocessing; then choose WordStar.
- 3. When you are asked for a file name, you can press RETURN which will bring up the Opening Menu, or you can give the drive letter of the drive containing the space for your text files, a colon (:), and the name of the file you want to open.

The WordStar and MicroPro names and a copyright notice will appear. Under the copyright notice, there will be a quick view of the printer, communications protocol, and printer driver selections. The display will remain on the screen for a few seconds or until you press any key.

After the copyright information appears:

If you pressed RETURN, there will be an Opening Menu.

If you typed a file name, there will be a Main Menu with blank screen below it.

#### TESTING THE PRINTER INTERFACE

Before doing any text work with WordStar, it would be wise to test the printer interface to familiarize yourself with the printing features of WordStar and your printer. Use the following procedure.

1. Connect the computer to the printer with the printer cable.

The dealer should have correctly set up the printer cable for your KAYPRO and your printer. The information for printer cables is in the KAYPRO USER'S GUIDE.

- Be sure that the printer is plugged into an outlet and turned on.
- Put paper into the printer, following instructions in the printer manual.
- 4. Exit the Main Menu by entering one of the exit commands:

If you have input text which you want to save, enter the save and exit command CTRL KD.

If you have not input text which you do not want to save, enter the abandon command CTRTL KQ.

- To test your printer, choose to Print a File by typing: p Do not press RETURN.
- When asked for Name of File to Print, type: A:PRINT.TST Press RETURN.
- 7. In response to the questions about printing, press RETURN for all questions, EXCEPT--if you have inserted single-sheet paper, you will need to respond to the question, Pause for paper change, by typing: Y

As you press RETURN to respond to these questions, you will learn what the defaults (standard settings) are.

As prompted, ready the printer and press RETURN.

The printer should start to print the file, PRINT.TST. If it does not, check your cable connection. Try again. If the printer does not print or does not print properly, consult the section at the back of this manual about installing WordStar for your printer. If the printer does not operate or does not operate correctly, consult your dealer.

- 9. When the file finishes printing, the Opening Menu returns to the screen.
- 10. Read the printout to learn of many of the printing features of WordStar.

It may be that your printer will not be able to implement all these features.

The File Directory

Turn the file directory on and off by typing: F

The file directory does not list files with extensions of COM, HEX, SYS, OVR, REL, or \$\$\$.

Logged Disk Drive

A logged disk drive is the drive in use. It is customary to have the WordStar programs in drive A on a two-diskette-drive model. The text files customarily go on drive B. The computer can be logged into either drive. One reason to change the logged drive is to be able to view the directory for the files in drive B.

To change the logged disk drive:

- 1. Type: L
- Do as instructed in the prompt.

#### OPENING A FILE FOR YOUR TEXT

On the Opening Menu there are two commands for opening files.

In non-document mode (N), you can create data files and computer programs. More information about this will be given later in this user's quide.

If you want to edit computer programs written in hexadecimal programming code, do not use WordStar, but consult the appropriate computer language manual.

In document mode, (D) you can type text for any writing project.

1. Open a file now by typing: D

When asked for the name of the file, you first need to specify on which drive you want the file to be. The possibilities are:

- A The WordStar files are on A. If drive A has the WordStar diskette, there is not enough room to have any but a small file.
- B For a two-drive model, this is the only other choice.
- C On a hard-drive model, you may want to create text files on diskette.
- 2. Type the drive letter and a colon: B:

If you type the letter of a disk drive which is not on your system, it is an error which stops operation of the computer. Restart the computer by pressing the reset button.

Following the information for Naming Files given in the KAYPRO USER'S GUIDE, type the name of the file. You could name this first file SAMPLE. Type: SAMPLE

Now on screen there is: B:SAMPLE

Press RETURN.

After a few seconds, there will appear a MAIN MENU with commands for cursor movement, scrolling, deletion, etc.

Alternate Ways to Enter WordStar

Here are some alternate ways of entering WordStar from the A> prompt which you can try later. Follow the file-naming rules given in the KAYPRO USER'S GUIDE.

For document files, bypass the opening menu by typing at the A> prompt:

ws b:filename

or

WS B:FILENAME

For models of computers which have more than two drives:

If a file occupies more than half a diskette, you can edit on one drive and store on another by typing at the A> prompt:

ws b:filename c:

Do not type anything after the second drive letter and colon, not even a space. Then press RETURN. If you use the save-and-resume command CTRL KS, each successive save command will result in a location switch; you will edit on drive B and save on drive C, then edit on C and save on B, and so on. This procedure is not possible for two-diskette-drive models, as WordStar program files take up most of the space on a diskette.

#### Control Commands

On the WordStar menus, commands are given with a ^ symbol. This means depress the CTRL key and type the letter or letters following the ^. In this manual, CTRL is used instead of ^.

#### Status Line

To learn about the status line at the top of the screen, enter the command CTRL JS.

To return to the Main Menu, follow the instructions in the onscreen messages.

Set Help Level

One of the choices on the menu is Set help level. There are four levels of help. You can reduce the level of help or increase it once it has been reduced.

To get the menu for Set Help level, enter the command, CTRL JH.

An explanation of the various levels appears.

#### ENTERING TEXT

1. Title the text by typing: SAMPLE

## Centering Text

- To automatically center text on a line, from any place on the line enter the command CTRL OC.
- To go to the next line, press RETURN.

Pressing RETURN puts a < at the right of the screen. This is a "hard" return.

## Word Wrap

4. Type the following:

Type continuously, without using the RETURN key at the end of a line, and, when the end of a line is reached, WordStar will "wrap" the text to the next line. This creates a "soft" return with no < at the right side of the screen. For now, leave any mistakes you make. Leave all the lines you type to use later.

Press RETURN twice.

- 5. Turn word wrap off by entering the command CTRL OW.
- 6. Type the following:

With word wrap turned off, the text you type will go off the screen and go on and on and on. Press RETURN to end each line. When word wrap is on, do not press RETURN except to end a paragraph.

- 7. Look at the screen. The text which you typed did not "wrap", and you have a very long line. Look at the column number on the status line to see the length of the line.
- 8. Turn word wrap on again by entering again the command CTRL OW.
- 9. Press RETURN twice.

## Justification

Note that the ends of the lines in the first paragraph align on

the right. This is called justification. As the line gets full and the words wrap, "soft" spaces are inserted by WordStar to make the lines even in length. "Hard" spaces are the ones you type.

- 10. Turn off the justification by entering the command CTRL OJ.
- 11. Type the following:

Now, as the words wrap, there is a ragged right edge. No soft spaces are being inserted. If you decide you want to have no justification for all your documents, you can use the WordStar installation program described at the end of the manual to "permanently" change the standard setting for justification from on to off.

12. Press RETURN twice.

## MOVING THE CURSOR

The KAYPRO keyboard has arrow keys which will move the cursor one character or line at a time with one keystroke or continuously when the key is held down.

WordStar has commands which also move the cursor. The keys for the commands occupy the shape of a diamond on the left side of the alphabetic part of the keyboard. The commands are given at the top of the screen. They are control commands, which means that you depress the CTRL key while you type the letter. See the diagram below, and practice moving the cursor on the lines of text you have typed.

End of lir	<u>ie</u>	word	<u>letters</u>	word	end of line
	line		^E		right
^Qs		^A	^s ^D	^F	^QD
	line		^1x		

You can use the arrow keys or the cursor control commands as you wish.

To the next tab stop 'I (same as using the TAB key)

To bottom of screen ^QX

To top of screen ^QE

To the position the cursor occupied before the previous command ^QP

To top of file ^QR
To bottom of file ^QC

Returning the Cursor to the Beginning of a File

When you have a long document and use the command CTRL QR, it may take a long time to return to the beginning of a file.

When returning to the beginning of a large file, parts of the large file are written automatically to temporary files, usually with an extension .\$\$\$. The temporary files can use up the remaining space on the disk. The document needs to be made into smaller files by blocking and writing to another file. This is covered later.

WordStar doesn't alter the permanent file on disk until you save your work.

You can put the cursor at the beginning of the file by saving the file with CTRL KS. Save the file now by entering CTRL KS. Do this often while entering text in case of power failure, etc.

Now return the cursor to the place where you were working by entering the command CTRL QP.



## SCROLLING THE SCREEN

Scrolling means that words on the screen move as though the text on the file was rolled on both ends and you were giving the computer commands to roll and unroll to display different text.

- 1. Put the cursor at the bottom of the screen.
- Press RETURN.

You will see the screen scroll vertically. For now, leave any mistakes you make.

3. Now try these commands.

Up one screen 'R (The text scrolls down.)

Up continously by line ^QW (pressing any key stops the scrolling.)

Up one line 'W

Down one line 'Z (The text scrolls up.)

Down continously by line ^QZ (pressing any key stops the scrolling.)

Down one screen ^C

#### THE REPEAT COMMAND

If you want a command or character to repeat:

- 1. Enter the command CTRL QQ.
- 2. Enter your command.

For this SAMPLE file, enter the command CTRL D.

- 3. Control the speed of the CTRL QQ command by following it with a number from 1 to 9 with 1 being the fastest and 9 the slowest. The preset speed is 3.
- 4. Cancel the command by pressing the space bar.

## Cancel Command

To stop the execution of any command, enter the universal cancel command CTRL U.

Note the message: \*\*\* INTERRUPTED \*\*\* Press ESCAPE Key

#### CHANGING TEXT

By using the following instruction, you can correct any errors you may have made.

Deleting Text

On the Main Menu at the top of the screen are Delete commands. Practice on the text you have entered. Delete what you don't want, and insert what you do want.

character left--DEL character of cursor--^G word right--^T

to beginning of line--^Q DEL to end of line--^QY

Delete line-- Y (Be careful!)

To WordStar, a word is a string of characters that starts after a space or punctuation mark and ends with a space or punctuation mark, or both.

When changing text from justified to non-justified, be aware that, where there are two spaces between words, one of them is probably a "soft" space used by the justification to make the lines even on the right. If you delete one space, you may be deleting the "hard" space and leaving a "soft" space which WordStar may delete during the printing process, leaving two words with no space between them. To avoid this, where there are two spaces, delete both of them, and reinsert a space.

Delete a blank line by entering the delete word command CTRL T.

By using the delete word command instead of the delete line command, you avoid deleting any text which may have gone offscreen without your noticing it.

#### Inserting Text

Put the cursor where you want to insert the characters.

For this SAMPLE file, put the cursor on the "T" of "Type".

Type the characters.

The text moves to make room.

## 3. Type the following:

When you insert text, the line may move beyond the right margin. You need to reform the paragraph.

## Reforming a Paragraph

- 1. Move the cursor to the top line of the paragraph.
- 2. Enter the command CTRL B.

The paragraph reforms so that the lines are the proper length.

## Hyphen Help

When you use the command CTRL B to reform a paragraph, WordStar will stop at some long words to give you a chance to hyphenate them.

- Put the cursor at the beginning of the long line which goes off the screen.
- 2. Enter the command CTRL B.

The cursor will stop on the word "paragraph", and a message will appear at the top of the screen.

- 3. To hyphenate the word:
  - a. Move the cursor to the place where you want the word to be hyphenated.
  - b. Type a hyphen.

The rest of the word will wrap to the next line.

To leave a word unhyphenated, enter CTRL B again.

Hyphen help can be turned off and on by entering the command CTRL OH.

If hyphen help is off, long words are put on the next line.

## Soft Hyphens

Any hyphen you type during reforming a paragraph is a soft hyphen; if the paragraph is reformed again and the hyphenated word is not at the end of the line, the hyphen will show on the screen, but it will not print on the printer.

## GETTING STARTED

Soft-hyphen mode can be turned off and on by entering the command CTRL OE.

Do not enter text while in soft hyphen mode (CTRL OE), or you may have unanticipated results. The hyphen signs before negative numbers may be entered as soft hyphens and therefore not print on hard copy.

## Hard Hyphens

You may have words, such as "air-conditioned", which have a hyphen which should not be dropped when a paragraph is reformed. Enter a required hyphen as a special print character by entering the command CTRL P, and typing a hyphen (-).

Highlighting of Hyphens

If your terminal has highlighting, soft hyphens are highlighted by a brightened rectangle.

With soft-hyphen entry in effect, a hard hyphen may appear on the screen as a soft hyphen.

The highlighting of hyphens can be turned off and on by entering the command CTRL OD.

CTRL OD has no effect on the hyphens which you enter when you reform a paragraph with hyphen help.

If print display is off, all soft hyphens entered other than by reforming a paragraph will be hidden.

If you type a hyphen with CTRL OE on and CTRL OD off, you'll see the cursor do a funny jump forward and back and you won't see the hyphen entered. Since that hyphen does not occupy an actual column space, the cursor returns to the column of the invisible hyphen, and you enter the next character right on top of the hidden hyphen.

CTRL B is also good for reforming after changing:

margins

line spacing

justification mode

The reform paragraph command, CTRL B, can be used in the middle of paragraphs after changing margins to provide space for artwork.

If you change margins, you can speed the reforming of a longer document by using the repeat command with the reform parag

raph command: CTRL QQ CTRL B.

To keep words together which should not be separated by reforming, enter the command CTRL PO between the words to create a non-break space.

Don't use CTRL B on tabular text (columns of text) or text which also has text in the margin.

## Overtype

To change text, you may also overtype by turning off the insert mode:

- 1. At the top of the screen you now see INSERT ON.
- 2. Enter the command CTRL V.

In the status line, INSERT ON disappears.

 With the cursor on one of the words in your text, type another word.

The characters you type replace the existing characters.

4. Turn on the insert mode by again entering the command CTRL V.

## INDENTING PARAGRAPHS

To temporarily reset the left margin to a tab stop:

- 1. Enter the command CTRL OG.
- 2. Type the following, and see it aligned at the tab stop.

If you enter the command CTRL OG after you start to type the first line, the first line will not be indented (hanging indent).

3. To cancel the indentation, press RETURN.

To reform paragraphs with an indentation:

1. Put the cursor at the first character of the paragraph.

In the file SAMPLE, use one of the previously-typed paragraphs.

2. Enter the commands for indentation and reforming by entering CTRL OGB.

The paragraph will be indented.

The temporary margin will be released after the reform is done, so you need to enter the command for each paragraph you want to indent and reform.

To indent paragraphs more than one tab stop:

 Enter CTRL OG the number of times to get the margin you want. The status line will show the amount of indentation.

For practice, enter CTRL OG three times.

Type two lines to see the automatic indentation.

## USING COMMENT LINES

To have text in the document, but not have it print, in column 1 type two periods (..) or .IG followed by the text.

The right margin releases so that a comment line can be up to 240 characters long.

Dot commands do not take up line spaces on a page.

Some uses for comment lines are to date a document, add a security notice, make a list of points to cover in a document and delete them as they are covered.

#### SAVING FILES

When you open a new file, what you type goes into the memory of the computer. If the computer is turned off or the diskette is removed before the file is saved, the contents of the file will be lost. You need to save the contents of the file to disk.

When you open an existing file, a copy of the contents of the file is written to the memory of the computer.

When you save an existing file:

The edited file is written from memory to disk with its file name.

The previous file is used as a backup file by renaming it with the file name and a BAK extension.

The previous BAK file, if there was one, is erased.

Use only one-third of the diskette for a document, so that this procedure can take place, or you may see a message:

Erasing previous BAK file to make room for new BAK file.

Save often while editing. If you save often, the BAK file will be a more complete version if something goes wrong with the present file.

There are several ways to save the document (file) you are editing, depending upon the reason you have for saving it.

Save file and resume edit at beginning of file	CTRL	KS
Return to previous position after saving	CTRL	QP
Copy file to disk (be sure there is room on disk)	CTRL	ко
Save file and return to Opening Menu	CTRL	KD
Save file and exit to system	CTRL	КX
Abandon file without saving any changes	CTRL	KQ

The original file remains.

Also, back up the files according to the instructions in the KAYPRO USER'S GUIDE to guard against a failure of the diskette, etc.

Try a CTRL KSQP now.

#### ENTERING TEXT FOR TABLES

If you plan to type tables of information, consult these tips.

- 1. Turn off insertion by entering the command CTRL V.
- 2. Turn off word wrap by entering the command CTRL OW.
- Turn off justification by typing at the beginning of the table, beginning at column 1: .UJ OFF

Tables lined up correctly on the screen may print with the columns out of alignment, but this can be avoided by using the .UJ OFF command. When text is typed or reformed with justification on, soft microspaces are inserted between words. Some printers have microjustification which causes further justification.

Turn on justification at the end of the table by typing, beginning at column 1: .UJ ON

4. If your printer has bidirectional printing (prints from left to right and from right to left), turn it off by typing, beginning at column 1:

.BP OFF or .BP Ø.

Turn on bidirectional printing again after the table by typing, beginning at column 1: .BP ON or .BP 1.

- Reset margins, if necessary, by entering the commands CTRL OL and CTRL OR.
- 6. Release the margins when necessary by entering the command CTRL OX.
- 7. Clear tab stops by entering the command CTRL ON, option A.
- 8. Set tab stops for the table by entering the command CTRL OI.
- 9. Set up a ruler line.

If this table will use various tab settings, type the ruler lines into the text, and reset the ruler lines by entering the command CTRL OF. Ruler lines also can be saved in separate files.

- 10. If you need to move, copy, or delete information, use the column mode by entering the command CTRL KN.
- 11. To make it easy to align columns, enter the print control

commands after the table is done.

You also can turn off the print controls by entering the command CTRL OD. Turn on the print controls again to check that you have pairs of print controls.

- 12. If using underscoring, you must type the underline character in place of spaces.
- 13. If the table has material with decimal numbers, review the material on decimal tab stops.
- 14. Column headings which you will use again can be written to separate files by entering the command CTRL KW. At the appropriate place, they can be read back into the file by entering the command CTRL KR.
- 15. If you have occasional multi-line items, you can set temporary margins for them by entering the command CTRL OG as many times as necessary.
- 16. If you have a table with a column of multi-line items, set the margins for the column with the multi-line items, set tab stops for the other columns, and release the margins when typing the other columns by entering the command CTRL OX. For the margin release to be cancelled, the cursor must be past the right margin before you press RETURN. Example A:

•	Ħ	T		к
78 <b>-</b> Ø5	34.56	Slick-surfaced heavy suitable for India i terra cotta, or wax	nk drawir	
Example	B:			
L		R	1	#
suitabl		avyweight paper a ink drawings, ax pencils	78-05	34.56

- 17. If you have more than one column with multi-line items, you can type all the columns beginning at the left margin and with the appropriate margins (be sure to allow for the space between columns). Move them into place using column mode, CTRL KN.
- 18. If you accidentally reform a table with the command CTRL B, try to reclaim it by putting the command .UJ at the beginning and end of the table to prevent soft returns and then using the command CTRL B again.

19. If you accidentally reform a table with a CTRL B command, you may be able to put it right by setting the margins wider than the original table, and reforming the table by again entering the command CTRL B.

## MORE MENUS

Before going on, note the Main Menu at the top of the screen.

- 1. Enter the command CTRL O.
- Notice the menu change to an Onscreen Menu with a listing of more commands.

This menu is intended for quick reference only.

3. Use the space bar to cancel it.

If you begin to type text and use any letter which is on the screen, the first letter will take effect, and the Main Menu will reappear.

Other Menus which can be used are listed at the right of the Main Menu.

The letter of the menu should precede the commands which are on these menus.

For instance, if you use the Block Menu, then K, which is the letter for the Block Menu, should precede any command which is on the menu; so, for Begin, you enter the command CTRL KB.

#### MARKING A PLACE

Place markers can be put in text so that you can quickly return to a marked place.

To set a place marker, start from within a document:

- 1. Put the cursor at the location you want to mark.
- Enter CTRL K and any number from Ø-9.

A number can be used only at one place at a time in the file. If you use a number at another place, the first number will be removed, so it is a good idea to keep track of the numbers you have used.

You can use a number at another location if it is no longer needed in its present position.

The place markers stay in the file after the save-andresume command CTRL KS is used, but any other save command eliminates the place markers.

To remove a place marker:

- Put the cursor in the first column to the right of the marker.
- 2. Enter the command CTRL K and the number.

The marker is removed from view, but it is in that place until you move it elsewhere. If you move away from that screen and return to that place in text, the marker will be visible again.

To return to a place marker:

Enter the command CTRL Q and the number you want.

You can move forward or backward through a document, but moving backward through a long document is slow and may cause a Disk Full message.

## MOVING, COPYING, AND DELETING BLOCKS OF TEXT

You can move blocks of text from one place in a document to another while the text is on screen. You can also copy blocks of text.

#### To mark a block:

 Move the cursor to the beginning of the block of text you want to move.

In the file SAMPLE, move the cursor now to the first line of text.

- 2. Enter the command CTRL KB.
- Move the cursor to the end of the block of text you want to move.

A block may be a phrase; include the space following the last word.

A block may be a paragraph; include the blank line, if any, which follows it.

A block may be a page; include the page ending command, if any.

In the file SAMPLE, move the cursor now to the beginning of the second paragraph.

4. Enter the command CTRL KK.

The beginning and ending block markers can be set in either order.

The block will be highlighted on computers with the highlighting feature. Otherwise the beginning marker and the end marker appear as <B> and <K>.

#### Cursor movement commands for blocks:

Move cursor to top of block CTRL QB
Move cursor to end of block CTRL QK

#### To move a block:

 Move the cursor to the place where you want to insert the block of text.

# MAINPULATING PIECES OF TEXT

In the file SAMPLE move the cursor now to the end of the file.

2. Enter the command CTRL KV.

The text is moved with no retyping.

The block markers stay where they are until they are moved elsewhere. When they are reset for another block, they are removed from the original location.

Place markers  $(\emptyset-9)$  which are within the block do not move.

Print control or dot commands within the block will move when the block is moved. Be sure that, when a pair of commands is required, both commands are moved.

In large files, moving a block may take quite a bit of time, and it also takes disk space, so you run the risk of getting a Disk Full message. Perform block movement and copying in large files with the commands for block writing CTRL KW and block reading CTRL KR which are covered in the next section.

- 3. Do any necessary editing or reforming at the new location.
- Move the cursor to the original location and do any necessary editing or reforming.

To hide the block markers or block highlighting, enter the command CTRL KH.

This will protect against accidental block commands.

To redisplay hidden block markers, enter the command CTRL KH again.

To copy a block:

- 1. Mark the block as instructed above.
- Move the cursor to the place where you want to copy the block of text.
- Enter the command CTRL KC.

The text is copied.

4. Type the following line; then copy it several times. This is handy for making charts, but be sure the line is accurate before you start copying.

|-\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

To move columns of text:

For practice now, type the following:

apples
blackberries
cherries
grapefruit
limes
oranges
peaches
pears

- 2. Put the cursor on the first letter of "limes".
- 3. Enter the block beginning command CTRL KB.
- 4. Put the cursor after "pears", and type a couple of spaces so that all letters will be included in the column.
- 5. Enter the command for block ending CTRL KK.

The lines containing the last four items will be highlighted.

6. Enter the column mode command CTRL KN.

Just the column containing the last four items will be highlighted.

On a KAYPRO without highlighting, the list will look like this:

apples
blackberries
cherries
grapefruit
<B>limes <K>
<B>oranges<K>
<B>peaches<K>
<K>><K

- 7. Put the cursor after "apples", and space to column 42.
- 8. Enter the move block command CTRL KV.

You now have two columns.

- 9. Hide the block markers by entering CTRL KH.
- 10. Turn the column mode off by entering the command CTRL KN.

If you forget to turn the column mode off, the next

# MAINPULATING PIECES OF TEXT

time you try to move a regular block, you will get a message that says, Block end marker is before block beginning marker.

Turning off the column mode will remove the markers to allow you to see the true lineup of the moved material.

If you need to realign columns, you can block off areas of spaces and delete or move them.

#### To delete a block:

Save or copy the document.

Once a block has been deleted, it cannot be restored.

- 2. Mark the block as instructed above.
- Enter the command CTRL KY.

The block is deleted--gone forever--unless you made a backup copy.

You can delete columns as well as horizontal blocks.

#### READING AND WRITING FILES

You can also write blocks of text to another file or read a file into the present document. This can be helpful if you have copy which is often repeated, such as paragraphs in legal documents or paragraphs in form letters.

Be aware of the space being occupied during reading and writing files. A 390K diskette will hold about 110 pages of single-spaced text. Only one-third should be used for a file because of backup files and temporary files. If you have a 25-page document and you write five pages to a temporary file and read it into another place in the document, you may see a message to indicate that the disk is full.

To write a block into another file which you create for the purpose:

- 1. Mark the block as previously instructed.
- 2. Enter the command CTRL KW.
- 3. Follow the prompts.

If you get the message that the file you named already exists, "overwrite" means to erase the named file and put the marked block in it. Be sure you want to do this before answering Y for yes.

If you want your block to go into a file or be added to a file, then write it to a separate file, and, after you close the current file, go to the named file, and read into it the file which has the block of material.

You might try using the file extension TMP for temporary files which are used for moving text between documents.

You can write the whole file to another file of a different name.

To write a column to another file, mark the block that contains the column; write the block to a temporary file; when you read it into the second document, edit out the unwanted material.

OR

You can, use column mode, copy the column to the end of the present file, switch to non-column mode, write it to a temporary file, then read it into the second document.

# MAINPULATING PIECES OF TEXT

To read another file into the present document:

- Put the cursor at the location at which you want the other file to be.
- 2. Enter the command CTRL KR.
- 3. Follow the prompts.

The other file will be written into the present document with the text in the present document moving down to provide space for the new text.

Do not create a file longer than 25 pages when you combine files.

 Free disk space by deleting a temporary file as soon as you read it into the document by entering the command CTRL KJ.

## FINDING AND REPLACING TEXT

"Global search" is the computer term for finding any character, word, or phrase anywhere in the file. WordStar can find text, and it can also find text and replace it with other text. The search can be forward or backward from the cursor position.

#### To find text:

- 1. From within a document, enter the command CTRL QF.
- 2. When asked FIND?, type the characters you want to find.

The string of characters can be up to 30 letters, numbers, spaces, or any of the symbols on the keyboard. If word wrap or justification have inserted soft spaces or soft returns between two words in order to make a line come out even, the phrase no longer exists as you originally entered it. It is best to search for the most unique word in the phrase.

To find the words RAM, ROM, and RUM, put a "wild card" between the characters R and M by entering CTRL P, then CTRL A, thus: R^P^AM. If they are present in the text, R.M, R2M, and R@M also will be found.

To enter a wild card to find symbols only, enter the command ^P^S. If you enter R^SM, the search will find R&M, R@M, R\\$M, R\\$M, R\\$M, R\\$M, R\\$M.

To ignore a character during the search, enter CTRL O and the characters you want to have ignored. For example, defining a string R^O=M will find every variation of RM except R=M.

To find a hard return and line feed, enter CTRL N in the text to be searched.

When you see OPTIONS (? FOR HELP):

Choose options as given below.

OR

Omit options by pressing RETURN.

You may choose as many options as you like:

number = repeat count

Type the number of the occurrence you want to find.

## MAINPULATING PIECES OF TEXT

For instance, enter 7, and the cursor will go to the seventh occurrence of those characters.

If you were using the find-and replace option, WordStar will find that many occurrences of the characters you want to locate, starting with the present location.

#### B = search Backwards

This option will start at the cursor and search backwards toward the beginning of the file. If you have a long file, you may get a Disk Full message; avoid this by returning the cursor to the beginning of the file by entering the command CTRL KS.

### W = Whole words only

A search usually finds all occurrences of a word. If looking for the word, "other", the cursor will stop at "brother". Choosing the Whole Words Only option will find only the word you want.

### U = ignore case

A search usually finds the word exactly as you typed it. With the U option, you can find the word whether or not it is capitalized.

## N = replace without asking

Choosing N will start the search at the cursor location.

#### G = replace in entire file

These two commands are similar.

When using the find and replace command, the search will start at the beginning of the file, the cursor will stop at each occurrence of the word, and a prompt in the upper right will ask "REPLACE? (Y/N). Type Y for yes and N for no. Choosing these options will save approving each replacement, but be SURE you want to replace every occurrence of the text. If you should decide after the find and replace begins that you don't want to replace all occurrences without asking, abort the search by entering the cancel command CTRL U. If the cancel command does not take effect right away, continue to enter it.

You can speed global searches by suppressing the display. Press any non-printing key, such as X or the ESCape key. If you press a printable character key, the character will be added to the end of the document.

# 5. To execute the command, press RETURN.

The cursor will go to the next occurrence of the text you want to find. Be patient during the search of a long document.

- 6. To cancel the command, enter the cancel command CTRL U.
- 7. Locate the next occurrence by entering the command CTRL L.
- 8. Go to the previous location by entering the command CTRL QV.

#### To replace text:

- Because the computer will search forward (or backward, if you specify), put the cursor at a point which will accomplish the search you want.
- 2. From anywhere in the document, enter the command CTRL QA.
- 3. When asked FIND?, type the characters you want to find.

This can be up to 30 letters, numbers, spaces, or any of the symbols on the keyboard.

4. When you see OPTIONS (? FOR HELP):

Choose options as given above.

OR

Omit options by pressing RETURN.

- 5. When you see REPLACE WITH?, type the characters you want to have replace the characters which are found. If you want to delete the text, type nothing.
- 6. Press ESCAPE.

The cursor will go to the next occurrence of the text you want to find. A flashing cursor will appear at the beginning of that text, and a flashing cursor will appear in the upper right corner of the screen.

- 7. To replace the text with the text you have typed, type: Y Otherwise, type: N
- 8. You can then:

continue to search by entering the command CTRL L.

return to the previous piece of found text by entering the command CTRL QV.

work at the current location.

## MAINPULATING PIECES OF TEXT

If the search does not locate the text, the search may go to the end of the file and the message will appear: NOT FOUND

To insert an uncommon phrase, such as one which is technical or legal:

- Move the cursor to the point in your text where you want to insert the phrase.
- 2. When you see FIND?, press RETURN.

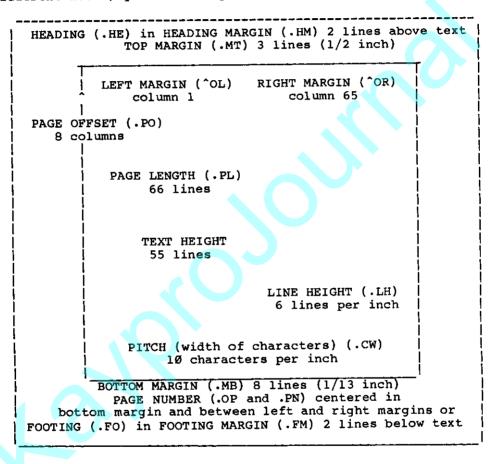
This enters a null string (a group of "nothing" characters) which will cause WordStar to find the cursor's present location.

- When you see REPLACE WITH?, type the uncommon phrase. Press RETURN.
- When you see OPTIONS?, type N. Press RETURN.

The uncommon phrase will appear at the cursor location. When you want the phrase to appear again, press ^L, and WordStar will insert the phrase at the cursor location.

# STANDARD SETTINGS FOR PAGE FORMAT

Defaults are standard settings. They are in effect unless you change them. WordStar considers a standard page is  $8-1/2 \times 11$  inches. The standard settings are given below. If you have different needs, you can change the settings.



## COMMANDS TO CHANGE PAGE FORMAT

WordStar defaults can be changed in several ways. You have already used some control commands. Dot commands are given below. Using the WINSTALL program to semi-permanently change page length, top margin, bottom margin, left margin, right margin, and page offset is covered in the next section.

Dot Commands

Dot commands change an aspect of format. They remain in effect to the end of the document or until they are changed.

To use dot commands:

- 1. Press RETURN before a dot command.
- Type the dot command starting at the left margin with a period (dot), followed by two upper or lower case letters, and sometimes followed by a space and numbers or words.
- Press RETURN after a dot command.

Dot commands apply through the whole document until you turn them off.

Dot commands do not print. Any line starting with a dot does not print, unless it is a heading or footing, or unless you want them to print and choose Suppress page formatting on the Print menu.

Dot commands use a line on the screen, but not in the document. Watch the status line as you move the cursor up and down past a dot command.

Print Control Commands

To enter print controls, hold down the CTRL key as you type P and another letter.

The P will not show on the screen.

The printed page will show only the results of the command.

Most print controls are toggle switches. If you use a print control to turn on a feature; you MUST enter the same print control again to turn it off, or the rest of the document will print using that feature.

Print controls do not print, but they will force the last words of a full line of text past the margin. To turn off the display of print controls, enter the command CTRL OD.

Delete print control characters in the same way you delete other characters.

Changing Page Defaults

Some page defaults can be changed for the WordStar program as a

whole by using the WINSTALL program as described in the installation section. Here are some features which can be changed for individual documents without using WINSTALL. If you have a standard format for certain documents, these formats can be kept in separate files and read into a new file when you begin to create a document.

You can change:	from the default:	by using the n= dot command: No. of
Margin, Top	3 blank lines (includes page heading and heading margin)	.MT n lines
Margin, Bottom	8 blank lines (includes page number or footing and footing margin)	.MB n lines
Page Length	66 (11 inches)	.PL n lines
Line Height	6 lines per inch	.LH n 1/48in
Heading Margin	2 blank lines between heading and body of text	.HM n lines
Footing Margin	2 blank lines between text and footing or page number	.FM n lines
Page Offset	8 spaces	.PO n spaces

Read further information below about these commands.

To see the page breaks for the document, put the .PL, .LH, .MT, and .MB commands at the beginning of the document. If you put one of these commands at a place other than the beginning and you see a warning message, you may leave the command where it is.

When you use a dot command, it affects everything after it, including other dot commands. For instance, if you change the line height to twice the default, then the top and bottom margins will be twice the default. Anticipate the impact of one dot command on another as you enter them, and remember this fact if you get a printout which is not what you want.

#### Page Length

The number of lines specified in the .MT, .MB, .HM, and .FM commands are subtracted from the total length in the .PL command, so be sure to enter .MT and .MB commands before the .PL command.

Turning word wrap off activates tab stops to the left of a margin which has been changed from the default.

### Line Height

Lines Per Inch	Dot Command
9.6	.LH 5
8	·LH 6
6	.LH 8
4.8	.LH 10
3	.LH 16
2	.LH 24

Using a number smaller than 5 will cause overprinting.

To get double-spaced text when printing, use the command .LH 16, which is twice the default line height.

Use the .PL command every time the printer is set to print other than the standard 6 lines per inch.

To get double-spaced text on screen, enter the command CTRL OS.

### Page Offset

The print head begins to print in column 8. You can change this by using the command .PO n, where n is the number of the column in which you want the printer to begin printing. To start printing as far left as the printhead carrier will move, use .PN Ø.

## Headings and Footings

Headings and footings are text on one line only which print in the top and bottom margins of every page following the command.

The command for headings is .HE.

The command for footings is .FO.

For the top margin, the default is no heading.

For the bottom margin, the default is automatic page numbering in the center of the bottom margin.

The dot command does not print, so if there is no more than one space following the command, the text will start printing at the left margin.

If you change the heading margin or the footing margin, the heading or footing moves closer or farther from the text, but the number of lines of text on the page remains the same.

Turn off a heading or footing by entering the command with no text after it.

If you change the character pitch after the beginning of the document, the character pitch in a heading or footing will not change. To have the character pitch for the heading or footing be the same as the main text, enter CTRL PA or CTRL PN in the heading or footing.

Print control commands for special effects, such as underscore, affect only the area in which they are entered.

Commands for headings and footings do not affect main text, and commands for main text do not affect headings and footings.

If the bottom margin is set to zero, no footing will print.

To print the current page number in a heading or footing, at the left margin, type, for example:

.FO Page

Then enter the command CTRL P#.

The result at the bottom left side of the page will be:

Page 3

To print the next character entered in a heading or footing exactly as it appears on the screen, enter the command CTRL P, and follow it with a backslash. For example, if you type:

.FO Page \##

the result will be Page #3

To print headings and footings on the left for even-numbered pages and on the right for odd-numbered pages, enter the command CTRL PK. For example, if you type:

.HE CTRL PK
.FE CTRL PK

CHAPTER 8 8-#

the pages will print:

	Chapter 8
	/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\
 	8-1
Chapter 8	
  \/\/\/\/\/\/\/\/\/\/\/\/\/\/	\/
/\/\/\/\/\/\/\/\/\	///////////////////////////////////////
   8 <b>-</b> 2	

## Heading Margin

Heading lines print on the top line and are counted as part of the top margin. If you add a heading and do not change the top margin default, there will be two blank lines between the heading and the text.

#### Side Margins

The default setting for side margins for WordStar pages are left margin 1 and right margin 65. This will give one-inch margins on 8-1/2" paper if the size of type for your printer is 10 characters to the inch. If the type size is 12 characters to the inch, set the right margin to 79.

To change these settings, try the following commands; notice the changes in the ruler line as you enter the commands.

To set the left margin:

- Enter the command CTRL OL.
- 2. When prompted, type 5.
- 3. Type a short line.

#### 4. Press RETURN.

The cursor will go to column 1.

5. Type another short line.

The text begins in column 5.

The left margin can be set at any column from 1 to 239.

To set the right margin:

- 1. Enter the command CTRL OR.
- 2. When prompted, type 45.

The maximum margin setting is 240, but the screen can hold up to 32,000 characters on a line.

To set the margins and tabs to those of the current line, enter the command CTRL OF.

To temporarily release the margins so you can type outside the margins, enter the command CTRL OX.

As you type past the limits of the screen, you can keep track of the cursor location by watching the column number in the status line. You'll see MAR REL in the status line also.

Tab stops which lie outside the currently-set margins are activated and show in the ruler line with an I in the left margin and a # in the right margin.

When you press RETURN, margin release is cancelled and you will notice that there is a plus sign (+) in the flag column at the right of the screen which indicates that there are characters beyond the limits of the screen.

Reform a previously-entered paragraph by entering the command CTRL B.

Return the margins to their original settings of 1 and 65.

#### Page Breaks

Paper 11" long with one-inch margins at top and bottom will have 55 lines. On the screen, a dotted line with a P at the right side will let you know when you have reached the end of a page.

To end a page before there are 55 lines, type .PA at the left margin.

Press RETURN.

Turning Off Page Breaks

Turn off the display of page breaks by entering the command CTRL OP.

The status line then shows FC for File Characters and FL for File Lines up to the cursor position.

Conditional Page Breaks

If you have several lines of text which you want to have printed on one page, give a .CP n command which will tell WordStar--If the next n lines will not fit on this page, print all of them on the next page.

Numbering of Pages

The default for page numbering is to number every page, starting with page one.

Omit page numbering by using the .OP command at the top of the file.

Restart page numbering at any page by using the .PN command and specifying a page number.

Be aware, however, that, if you started numbering with 1 on page 3 of the document file, and if you want to print starting on page 25 of that document, you will need to specify page 28 when asked at the print menu which page to start printing.

The page number will appear in the center of the bottom margin of the page IF:

- \* that page is 8-1/2 inches wide
- \* the left margin is 1
- \* the right margin is 65.

If you change margins, you can specify the column for the page number by using the .PC n command. If you are using a footing, this command will not work.

The character pitch is that of the character pitch in effect when the command is given.

## Character Pitch

If your printer can microspace, the command .CW will change the number of characters per inch. The number n sets the width of the space in which a character is typed to n/120 inch. The default is 12/120 inch or .CW 12 which gives 10 characters an inch. This is equivalent to pica type on a regular typewriter. When you change the character width, return it to CW 12 or your printer will be left at the changed setting and surprise you or the person who next uses the printer.

## COMMANDS FOR REPRESENTATIVE CHARACTER PITCHES

Command	Characters Per Inc	h Right Margin
.CW 4 .CW 5	3Ø 24	195 156
.CW 6	2Ø 15	13Ø 98
.CW 10	12 10	78 65 (default)
.CW 12 .CW 15	8	52
.CW 17 .CW 20	7	46 39
.CW 24	5	32

Any number up to 255 is valid, but the numbers above give practical results.

As you can see, large numbers in the dot command give characters that are farther apart.

Spaces are also affected by changes in character pitch.

On letter-quality printers, print control CTRL PA will Alternate the pitch from pica type, which is 10 characters per inch to elite type, which is 12 characters per inch. The print control CTRL PN will return the pitch to Normal.

If you have specified a different pitch with a .CW command, the control commands will alternate the pitch between the two pitches in effect.

These commands can be used anywhere on a line.

#### Ruler Line

The ruler line indicates the left (L) and right (R) margins and the tab settings every five spaces. The ruler display can be turned off and on. Try it now by entering the command CTRL OT.

Tabs

The tab settings are shown on the ruler line at the top of the screen.

There are two kinds of tabbing: variable and fixed.

In document mode the default is variable tabbing.

With variable tabbing, the first tab is at column 6; after that, tabs are at multiples of 6. These tab settings can be reset to suit your purposes, or you can change to fixed tabbing.

In non-document mode the default is fixed tabbing.

With fixed tabbing, tabs are fixed at every 8 spaces. This is standard for programming purposes. See the section on Tabs in Non-document Mode.

- 1. Try fixed and variable tabbing:
  - a. Change to fixed tabbing by entering the command CTRL OV.
  - b. Tab slowly, noticing in the status line that the tab stops are every eight spaces in spite of the tabs marked on the ruler line.
  - c. Delete the tabs, one at a time, by pressing the DEL key, noticing that all eight spaces are deleted.
  - d. Change to variable tabbing by entering again the command CTRL OV.
  - e. Press RETURN.
  - f. Now tab slowly, and notice in the status line that the tab stops are every five spaces.
  - g. Delete the tabs, one at a time, by pressing the DEL key, noticing that the deletions are one space at a time.
- Clear tabs by entering the command CTRL ON and doing as the prompt instructs.
- Set new tabs wherever you want by entering the command CTRL
   Tabs can be set in columns 1 to 240.

To set regular tabs, type the number of the column for the tab you want.

4. To quickly set up tabs which are irregularly spaced:

a. Type a line such as the following where ! is a regular tab and # is a decimal tab (explained below).

- b. Use the command CTRL OF to copy the tab stops.
- c. If you are going to use this setting often:

Write the line to a file.

Delete the line from the current document.

When you want to use the settings again, read the line into the document you are using.

- 5. To arrange numbers in columns so that the decimal points are aligned:
  - a. Set decimal tab stops by entering the command CTRL OI.
  - b. Do as the prompt instructs.
  - c. To use the decimal point tab, use the tab key to move the cursor to that point.

"Decimal" will appear in the status line.

d. Type the number you want.

The numbers will move to the left until you type the decimal point--then the cursor will move to the right.

If you try to enter so many characters to the left of the column that the number would run into a previouslyentered column, the right alignment will cease.

Avoid setting a decimal tab in column 1. A fractional number will have its period interpreted as a dot command.

Using the decimal tab feature, you can also align text on a space. Try:

gasoline tax expressway driving travel plans

The reform paragraph command CTRL B will consider a decimal tab the same as a regular tab.

When the left margin happens to fall at a decimal tab stop, right alignment is not activated.

If you move the cursor left of the margin and tab back to the decimal stop, right alignment is activated.

## European Decimal Option

Many countries represent the decimal point with a comma, rather than a period. In the WordStar installation, you can change the period to a comma, and the comma will terminate right alignment at decimal tab stops.

When you use the TAB key, the cursor is moved to the next tab stop, and a space is inserted for each column the cursor passes.

## Line Spacing

The default for spacing is single spacing. Before or after you enter text, you can change spacing by entering the command CTRL OS. To leave the spacing as previously specified, press the space bar. To change the spacing, type a number between 1 and 9. You can reform previously-typed paragraphs to change them to the new line spacing.

#### INSTALLING FEATURES

By using the installation program, you can change some features to fit your use of WordStar. The changed settings will be "standard" every time you use WordStar unless you decide you want to change them again. If you have applications which use different settings, you may want to have a file of WordStar set up with, for instance, justification on and another file of WordStar with a different file name set up with justification off. The settings which you choose with the installation program can be changed by using dot commands and control commands. On CP/M machines the installation program is called WINSTALL.COM, on MS-DOS machines it is WINSTALL.EXE.

To install features in a WordStar file:

- 1. \* For Kaypro computers without a Master Menu:
  - a. Put the working copy of WordStar into drive A.
  - b. At the A> prompt, type: WINSTALL WS
  - \* For Kaypro computers with a Master Menu, follow the instructions for the Master Menu, choosing:

Word Processing Install WordStar

- 2. Allow a few seconds for the program to load.
- Read the information screens as you go, and do as instructed. There will be double checks for many of the steps.
- 4. When you are asked for the name of the product to install, type: WS Press RETURN.
- 5. When you are asked for the name of the disk drive, signify that the WordStar files are on the current drive by pressing RETURN.
- When you are asked for the name of the file to install, or RETURN for WSU.COM, type: WS Press RETURN.
- 7. Follow the prompts to the Installation Menu.
- 8. Choose the Features Menu. See explanations below.

### INSTALLING FEATURES

- 9. Follow the prompts.
- 10. When the program gets back to the Installation Menu, choose to Exit from Install by typing: X

IMPORTANT NOTE: INSTALLATION CHANGES ARE MADE TO WORDSTAR ONLY WHEN YOU CHOOSE "A" FROM THE EXIT OPTIONS MENU.

## Features

Feature	Default	Description
Initial help level	3	To help decide about the levels of onscreen help, while using WordStar, enter the command CTRL JH, and choose various levels to see what is displayed.
Decimal point character	period (.)	You can choose the characters to use to align columns of numbers according to the position of the decimal tab settings.
Non-document mode	document mode	If you primarily write programs or edit data files, you may want to set this feature to non-document mode.
Initial directory display	on	This display at the Opening Menu lists files.
Initial insertion toggle	on	With insertion on, characters are inserted into text as you type. With insertion off, characters which are typed overwrite the previous text.
Justification toggle	on	Justification aligns the right margin. With justification off, the right margin is ragged.
Hyphen help toggle	on	During paragraph reforming, hyphen help stops at words which extend into the margin. With hyphen help off, these words are put on

# INSTALLING FEATURES

the next line.

Omit-page-numbering toggle	off	Pages are usually numbered. If you usually have memos, letters, or other documents which you do not want page numbered, you can turn page numbering off by changing this feature.
Top page margin	3	Choose the number of lines for the top margin.
Bottom page margin	8	Choose the number of lines for the bottom margin.
Left margin		The left margin on the screen and on the printed page can be changed. When printed, the left margin will be to the right of the page offset of 8. The left margin must not exceed the right margin or the number 240. See Page Offset.
Right margin	65	The right margin on the screen and on the printed page can be changed. The right margin is limited by the page width and the printer capacity.
Number lines/page	66	The number of lines per ll-inch page with 6 lines to an inch is 66. You may want to change this if you use a different size paper.
Page offset	8	The number of columns left blank at the left of the printed page. A page offset of 8 and a left margin of 3 will cause

#### INSTALLING FEATURES

printing to begin in column 11 of the page.

Form feeds

off

When printing, there is a question, "Use form feeds?". If you change this setting to ON, form feeds are used. if you leave the setting OFF. line feeds are used.

Data field separator

comma

For MailMerge, fields in a data file are normally separated by a comma. You can change this.

Variable name symbol

(&)

ampersand For MailMerge, variable names normally have a special character before and after them. You can change this character.

Default disk drive

See Explanation WordStar looks first for the .OVR files on the drive which is currently logged. If your files are not there, WordStar looks for them on the system drive. You can specify the drive where the .OVR files are stored.

#### PRINTING EFFECTS

You can get a variety of printing effects. Try them now so you will be able to plan for them in your documents.

When using the print controls which turn these printing effects ON, be sure to turn them OFF, or the rest of the document will print using that command.

Type the following text, using the print controls indicated:

It is easy to have printing effects, such as <u>PSunderscoring</u> of words PS, PBboldface PB, Pdouble striking PD, PXstriking eut PX, PHprinting over a character PH, PVsubscripts PV, PTsuperscripts PT, phantom characters, and printing over a line. If you select a PYribbon color PY, by using the command PY, the printer will stop while you change the ribbon.

The commands for special print effects will push text to the right on the screen, so enter the command to center text before entering the commands for special print effects.

The display of print commands can be turned off by entering the command CTRL OD. Turn them back on by repeating the command.

## Underscoring

^PS underscores words, but does not underscore blank spaces. To have continuous underscoring, type underlines between the words.

Printing Again On the Same Line

This command is used to cross out a line, or underline a line. When this command is used, a hyphen appears in the flag column at the right of the screen.

To cross out an entire line, at the end of the line to be crossed out, enter the command CTRL P, press RETURN, and type an underline across an entire line.

To underscore an entire line, at the end of the line to be underlined, enter the command CTRL P, press RETURN, and type an underline across an entire line.

To delete one of these lines without deleting the other, first delete the CTRL P RETURN by positioning the cursor in the last column of the first line and entering the command

### PRINTING

CTRL T. The second line will move up.

To delete the line to the left, enter the command CTRL Q DEL.

To delete the line to the right, enter the command CTRL O Y.

Double-striking

Double-striking is a light boldface. It will produce a sharp, dark print when using a carbon ribbon. Use CTRL PD.

Boldface

On letter-quality printers, this command offsets the print head so that it strikes over characters. On draft-quality printers, this command causes multi-striking. Use CTRL PB.

Striking Out

This command will cause characters to have hyphens printed over them. Use CTRL PX.

Printing Over a Character

The printer will backspace and print a character over the previous character.

Example: a PH la carte = à la carte

Selecting Ribbon Color

If you have a letter-quality printer with a two-color ribbon, select the alternate ribbon color by entering the command CTRL PY. If necessary, be sure to turn the alternate color off.

Using Subscripts and Superscripts

For a letter to print slightly above or below the line, as in chemical formulas and mathematical equations, you must either:

- \* have a printer capable of rolling a half line
- \* double-space if your printer is not capable of rolling a half line

To use subscripts, enter the command CTRL PV before the material and after the material to be lowered.

To use superscripts, enter the command CTRL PT before the material and after the material to be raised.

If you have a letter-quality printer, the default for subscripts and superscripts rolls is 3/48 inch. If you want to adjust the distance the printer rolls for subscripts and superscripts, in the column above the text containing subscripts or superscripts, type a dot command .SR n, where the n stands for 1/48 inch. Be sure to return to the default by using the dot command .SR 3 after the text.

#### Phantom Characters

If you have a letter-quality printer, there are two characters on the printwheel which are not shown on the keyboard. To print these characters, enter the commands:

CTRL PF This prints the character for code 20 hex.

CTRL PG This prints the character for code 7F hex.

If you have turned the print display off with the CTRL OD command and you enter these commands, there may be a symbol which does not seem related to what you have entered.

## Display of Print Controls

Display print controls when editing text which has print controls; otherwise you may easily delete an important command. To do this, enter the command CTRL OD.

User-Defined Print Functions

If your printer has special features, such as mechanisms for feeding individual sheets of paper or changing type fonts, these features can be activated by installing them on WordStar and then using the control commands when wanted. See the installation section.

#### PRINTING A FILE

- 1. There are two ways to print a file:
  - \* At the Opening Menu, type: P
  - \* While editing one file, you can print another file. Enter the command CTRL KP.

Printing and editing at the same time may create momentary interruptions, but time is saved by combining the jobs.

If there is not enough memory to edit and print at the same time, the print command will be cancelled.

 When you are asked for the name of a file to print, type the file name.
 Press RETURN.

If you see the message, Filename not found, you have either mistyped the name, forgotten the extension, or failed to designate the proper drive.

When the list of options appears, you can do one of the following:

Accept the defaults one at a time by pressing RETURN.

Accept all defaults by pressing ESCape.

The questions will not appear, and printing will start.

Choose other than a default by typing the appropriate response.

Disk file output (Y/N) Default: NO

Type Y if you want to print the file to a disk rather than to a printer.

Output file name? Default: NO

If you choose to print the file to a disk, the resulting file will be a modified image of the printed text file; many formatting commands

will not take effect.

Start at page number Default: BEGINNING

(RETURN for beginning)?

If you choose to start printing near the end of a long document, it will take time for WordStar to go through the preceding pages before it starts to print.

Stop after page number (RETURN for end)?

Default: END

Use form feeds (Y/N):

Default: NO
This option sends a single machinelanguage character, OC hex, to the
printer, rather than the usual
series of line-feed characters.
Check your printer manual to see if
your printer ignores form-feed
signals. Type Y if the length of
the page varies; the printer will
advance to the top of each page.

Suppress page formatting (Y/N)

Default: NO
Typing Y will cause dot commands to
be printed as if they were text,
instead of performing their page
formatting function. Printing will
go across folds in continuous paper
unless you choose to have page
breaks by entering the command CTRL
PL. Print control characters will
print.

Pause for paper change between pages (Y/N)

Default: NO
Type Y if you will use single
sheets instead of continous paper.
At the end of each page, the
printer will pause while you change
paper. Restart the printing by
pressing P if at the opening menu
or entering the command CTRL KP if
editing a file.

If you want the printer to pause at a place other than the end of the page, enter the command CTRL PC in the text at that place.

4. When you see the prompt, Ready printer, press RETURN, check to see that the printer is plugged in, turned on, the paper aligned, and all control switches signifying that the printer is ready.

### PRINTING

5. To begin the printing, press RETURN.

Stopping the Printer

To make the printer stop during the printing of a document:

At the Opening Menu, use the command P.

At the Main Menu, use the command CTRL KP.

To have the printing stop at certain points each time a document is printed, enter the command CTRL PC at those points in the document.

This is useful for changing ribbon colors.

## MANAGING FILES

From the Opening Menu, files can be renamed, copied, or deleted. Type the letter for your choice, and follow the prompts.

	Rename a file	E
	Be sure to use the drive letter, if necessary.	
	Renaming a file does not affect disk storage requirements.	
	Copy a file	0
	Delete a file	Y
From	inside a file, you can do the following:	
	Read a file into the document	CTRL KR
	Rename a file	CTRL KE
	Delete a file other than the one you're working on	CTRL KJ
	Copy a file other than the one you're working one	CTRL KO

### RECOVERING A DELETED FILE

WordStar uses previously-edited files to automatically create backup files. These files have a BAK extension. BAK files cannot be edited, but, if you should accidently erase a file or have a file damaged in some way, the backup file can be renamed so that it can be used. Here are three ways to rename files:

From the Opening Menu of WordStar, rename the file by choosing E. While editing a file, copy the file by using the command KO.

From the Opening Menu of WordStar, copy the file by choosing O.

#### RUNNING OTHER PROGRAMS FROM WORDSTAR

From the Opening Menu, run programs which are outside WordStar by choosing R. For instance, you can run the program The Word Plus to check and correct spelling.

The program that you wish to run must be adjacent to your WordStar files. In CP/M, it must be in the same user area and current logged disk drive. In MS-DOS, it must be in the same directory, or in the current logged disk drive. When WordStar implements the Roption it looks for a file with a specific three letter extension: COM on CP/M machines, COM or EXE on MS-DOS machines.

#### ABOUT NON-DOCUMENT MODE

In non-document mode, some of the features of WordStar document mode are changed or turned off to enable you to create data files or write computer programs.

Some files which you should NOT edit while in non-document mode are:

Files created in document mode

Computer programs written in hexadecimal code. These are not text. Consult the appropriate assembler or compiler manual.

Examples of files which can be created and/or edited in non-document mode are:

Data files created for use with MailMerge, DataStar, ReportStar, and CalcStar

Computer programs in text form

Any file not created with WordStar

Any file created in WordStar non-document mode

In non-document mode, the following WordStar word processing features are turned OFF:

right margin
word wrap
hyphen help
justification
ruler line display
pagination
page break display
paragraph reform
flagging of dot command errors

In non-document mode, the following features remain the same:

left margin at column 1
print control display on
soft hyphen entry off
insertion unchanged from last editing session

In non-document mode, the status line has the following information:

logged disk drive

## NON-DOCUMENT MODE

### file name

- FC = the number of characters from the beginning of the file
  to the cursor
- FL = the number of lines from the beginning of the file to
   the cursor line

COL = the column location of the cursor

INSERT ON = insertion mode indicator

In non-document mode, fixed tabs have spacing of eight spaces because that is standard for use by programmers.

#### CONVERTING NON-DOCUMENTS TO DOCUMENT MODE

To edit a non-document file in document mode, you must remove hard returns from the ends of all lines but the end of a paragraph and the end of a file.

Although non-document mode can be used for the conversion, use document mode so you can reform paragraphs.

To remove hard returns from a non-document file:

- Put the cursor at the beginning of the file by entering the command CTRL QR.
- 2. Enter the command CTRL OA.
- When asked, FIND?, enter the code for return, CTRL N, twice.
   Press RETURN.
- 4. When asked REPLACE WITH?, type a distinctive character which is not used in the text, such as \*. Press RETURN.
- 5. When you see OPTIONS (? FOR HELP), choose for WordStar to replace without asking for approval and replace in the whole file by typing: NG Press RETURN.

The two returns which end a paragraph will be replaced with a \*.

- Move the cursor to the beginning of the file by entering the command CTRL QR.
- 7. Again enter the command CTRL QA.
- 8. When asked, FIND?, enter the code for return, CTRL N, once. Press RETURN.
- When asked REPLACE WITH?, press the space bar. Press RETURN.
- 10. When you see OPTIONS (? FOR HELP), choose for WordStar to replace without asking for approval and replace in the whole file by typing: NG Press RETURN.

Each return will be replaced with a space. There are now some very long lines ending with hard returns and

### NON-DOCUMENT MODE

with the distinctive characters marking the ends of the paragraphs.

- 11. Return to the beginning by entering the command CTRL QR.
- 12. Enter the command CTRL QA.
- 13. When asked FIND?, type the unique character (\*). Press RETURN.
- 14. When asked REPLACE WITH?, enter CTRL N twice. Press RETURN.
- 15. When you see OPTIONS? (? FOR HELP), type: NG Press RETURN.

The paragraph endings will be restored.

16. Reform the paragraphs by entering the the repeat command CTRL QQ and the reform command CTRL B, and watch your document automatically be restored.

#### TABS IN NON-DOCUMENT MODE

- \* Tab stops are every 8 columns.
- \* Tab stops cannot be reset.
- \* With INSERT ON:

Tab inserts 8 connected spaces.

When deleting, spaces inserted by tabbing are deleted 8 at a time.

New text entered to the left of a stop pushes old text to the right 8 spaces at a time.

\* With INSERT OFF:

Tab moves the cursor 8 spaces to the right.

New text overprints old text and tab stops.

- Turn fixed tabbing on and off by entering the command CTRL OV.
- \* When you're using variable tabs, move the cursor to the next tab stop by using the TAB key or by entering the command CTRL PI.

#### ERROR MESSAGES

Most of WordStar messages explain what is wrong and what to do to correct the situation. The messages listed here are those for which further explanation is needed.

When a message asks you to press the ESCape key before continuing, this ensures that WordStar will not proceed to the next command, even if you have typed ahead.

Fatal Error

There is no way to satisfactorily recover from a fatal error. Work done since the file was last saved will be lost--a good reason to save work often. Reset the computer.

III or noise
from the terminal

You have been typing faster than the computer can store characters. Stop typing until the computer stops registering your keystrokes. Then continue typing.

Wrong version of WSMSGS.OVR or -- 0000

The file WSMSGS.OVR isn't on the drive with the rest of the WordStar files, and menus cannot be displayed. Some messages are incomplete because of the missing file. Add the file to the other files for WordStar.

? in the flag column

As you enter a dot command, a ? may appear. If it is still there when the command is complete, check the command for letters, numbers, or numbers greater than 255, except for the .PN command.

You have changed diskettes and failed to reset the computer. Enter the command CTRL C.

Disk is full

Self-explanatory. What to do?

If you have been typing and the cursor is near the beginning of a file, try to move the cursor to the end of the file, then try to save the file by entering the command CTRL KS.

If the cursor is toward the end of the file, delete unnecessary files or any files which you can replace from another disk by entering the command CTRL KJ. Then continue editing.

If you were saving a file, delete unnecessary files or any files which you can replace from another disk by entering the command CTRL KJ. Then continue editing.

Use the block-write command CTRL KW to put changed portions of the file on any extra space on another disk drive. When WordStar prompts you for the name of the file to write marked text on , prefix the filename with the drive designation of the other drive. For instance, if you want the marked text to go to the B drive enter B:TEMP.TXT. Recombine the document in later editing.

Delete unchanged portions of the document, then recover them from the .BAK file or from a previous backup copy.

If the Disk full message results from a block-write command CTRL KW, delete the incompletely-written file by entering the command CTRL KJ. Arrange additional disk space, repeat the block-write command, and continue editing.

When you press ESCape, if the message reappears, your editing is lost. To avoid running out of space in the future, use the system's file status utility frequently to check your file sizes and disk space.

Column read/write

You can use the commands for column mode, CTRL KN, block writing CTRL KW, and block reading CTRL KR.

Bad overlay file Wrong version overlay file

PIP a new copy of WSOVLY1.0VR from your distribution (master) diskette. If the problem reoccurs, call your dealer.

## TECHNICAL INFORMATION

Overlay file WSOVLY1.OVR not found

File MAILMRGE.OVR not found.

Program is an empty file!

Program too big for memory available under WordStar

Invalid screen

Insufficient memory or your operating system is not relocated to to make all RAM available

Diskette directory is full.

Check your directory, and, if necessary, make a new copy from your distribution disk.

Check your directory, and, if necessary, make a new copy from your distribution disk.

You may have a bad copy of the program, or a system error may have occurred, deleting the contents of the file, but leaving the name. Make a new copy from the distribution disk.

To run the program, exit from WordStar.

During installation the screen was set to an unacceptable height or width. See the section on installation.

The requirement for WordStar is 56K. See your dealer.

The maximum for file directory entries is 64 on single-density disks.

If you have many small files, keep track of the number of files per disk.

Files over 16K require an additional entry for each 16K.

When counting files, remember that WordStar generates two working files each time you save a file.

## TECHNICAL INFORMATION

Close failure
System failure
or you changed disks
Rename failure
System failure

File A:filename in use by WordStar

INTERNAL ERROR 115 - 136

INTERRUPTED

Invalid file name: A:filename

LOAD ERROR or TOO BIG

Print output disk is full. Print paused.

In addition to the system failure, and the possibility that you changed disks while editing, you may have deleted either the input file or the work file with the command

Exit from WordStar, turn computer off, then on, and reboot. If this doesn't work, call your dealer.

You cannot rename, copy to, or delete a file currently being edited. Complete your current operation and then proceed to rename, copy, or delete the file.

Internal errors rarely occur during normal operations.
Save your work immediately, and exit to the operating system. To further protect your file, make a copy of the backup file. Then re-enter WordStar, and check your file. Please report these errors to your dealer.

You entered the cancel command CTRL U. Press the ESCape key.

You may have entered the wrong name or mistyped the name. Enter a new file name.

The WordStar program will not fit in the available space. At least 56K of memory is needed to run WordStar.

To continue printing, create disk space, then enter the command CTRL KP.

## PROGRAM FILES

Here are the names of the program files which are a part of WordStar. These files are subject to change.

If you want to list the files of WordStar, consult the KAYPRO USER'S GUIDE.

WS.COM is WordStar installed for the appropriate

KAYPRO model.

WSMSGS.OVR contains program messages and overlays.

WSOVLY1.OVR contains portions of the program which are

auxiliary to the main program.

WINSTALL.COM allows you to adapt WordStar to your printer.

The WordStar which came with your KAYPRO has already been adapted for the KAYPRO terminal.

PRINT.TST contains a sample of text which you can print

to show the printing features of WordStar.

MAILMRGE.OVR is the program which will merge data into a

document or merge one document with another.

## INSTALLING WORDSTAR FOR YOUR PRINTER

WordStar works with a great many printers, but it has to know about the features of your printer in order to make those features work. The process of specifying to WordStar what you want it to do is called installation.

If you are not knowledgeable about computers, please have your dealer do the installation. Then you can skip this installation section and go to the section on getting started.

Note: WordStar has been installed for your KAYPRO terminal.

#### REGULAR INSTALLATION

If your printer is one of those listed on the WordStar Installation Menu, or if your printer has minimum capabilities, then, before you start the installation of WordStar for your printer, you will need to know:

Name of printer	
The type of communications protocol, if necessary	
Printer driver	

There is more information about communications protocol and drivers at the end of this section. Also consult your printer manual or your dealer.

There is an ASCII chart in the KAYPRO USER'S GUIDE, if you need it.

## CUSTOM INSTALLATION

If your printer is not one of those listed on the WordStar Installation Menu, and, if you want to use all the features of which WordStar and your printer are capable, you may want to do a custom installation. If so, have the following information ready.

ALL	PRINTERS		
	Printer Name		
	Code Sequences that Tell Your Printer to Begin and End Printing		
	Initialization Code Sequences		
	De-initialization Code Sequences		
Over	rprinting		
What	t type of backspacing does your printer use? I	The choices a	re:
	<ul><li>A. Specialty printer</li><li>B. Backspacing standard printer</li><li>C. Non-backspacing standard printer</li></ul>		
	Backspace Code	<del></del>	
Bold	dfacing Code		

You can specify how dark the boldfaced print will be. The default value of 2 is the recommended value for specialty

printers.

# TECHNICAL INFORMATION

Protocol Menu Protocol
The choices are None, ETX/ACK, and X-ON/X-OFF.
Driver MenuChoices:
Operating system primary list device Operating system secondary list device (CP/M only) Direct I/O to 8-bit port
STANDARD PRINTERS ONLY
Return/Line Feed LF Code No LF Code 1/2 LF Code
Most WordStar features, such as overstriking, overprinting, and underscoring will function if your printer is capable of:
carriage returns with line feeds, carriage returns without line feeds, OR carriage returns with half-line feeds.
You'll need to supply the function code sequences for each of your printer's carriage returns. You can enter the codes in ASCII, decimal, or hexadecimal. Any sequence using carriage return, period (.), or backspace requires hexadecimal input.
SPECIALTY PRINTERS ONLY
If you have a printer which is capable of backspacing, bidirectional printing, and spacing vertically and horizontally in increments smaller than one line or one character width, you have what is sometimes called a specialty printer. Get the following information from your printer manual or dealer.
Ribbon Selection (for printers capable of two-color printing)
Alternate Ribbon-Selection Code
Standard Ribbon-Selection Code
Vertical Motion (moving the platen up and down)
If your printer can do the vertical motion necessary to produce sub- and superscript, you need the code sequences regarding the vertical motion index (VMI)
To move the platen up and down Code
Code sequences (called VMI trailer strings) to tell the printer the movement in vertical increments is complete. Very few

## TECHNICAL INFORMATION

printers require this information. Code \_\_\_\_\_ Minimum Value for VMI Range of Valid VMI Values If you don't know the range, subtract the minimum value from the maximum value. Line Feed Code Reverse Line Feed Code \_\_\_\_\_\_ Horizontal Movement (incremental) If your printer is capable of incremental (fractional) horizontal movement of the print head, you need the following values regarding the horizontal motion index (HMI). Code To move the print head left or right HMI Increment, either 1/60 or 1/120 inch Minimum Value for HMI Range of Valid HMI Values If you don't know the range, subtract the minimum value from the maximum value. Space Forward Code Backspace Code Print Modes Forward Printing Code Backward Printing Code Phantom Characters If the print head contains two characters, nicknamed phantom space and phantom rubout, that are not represented on your keyboard, you can set two WordStar commands to represent these characters in your printed text. Check the print head for the characters and the printer manual for the code sequence for each. Phantom Space Code

Phantom Rubout Code
User-defined Functions
You can set four WordStar commands to perform actions of your choice. For example, if your printer supplies another font, you can set one of the commands to toggle the font on and of. The four commands are 'PQ, 'PW, 'PE, and 'PR.
^PQ Code
^PW Code
^PE Code
^PR Code
Also, selections I (Ribbon selection), P (Carriage roll), and Q (Character pitch) are not strictly limited to those functions. Like the user-defined functions (selection 0), these selections let you set the WordStar P commands to the code sequences of your choice. You could, for example, select I to enter a code for double-width characters and select Q to enter a code for reduced-sized characters. You could also use these selections to assign the special print features of a dot matrix printer to WordStar commands.
Carriage Roll (for printers capable of rolling the platen up and down a partial line)
Roll Up Code
Roll Down Code
Character Pitch (width between characters of your printed text)
If your printer is capable of altering the pitch, you'll need these codes:  Alternate Character Width Code
Standard Character Width Code
THE MALL THE MURE PROGRAM

## INSTALLING THE PROGRAM

Now that you have the information you need, you can install WordStar for your printer:

- 1. Turn on the computer, using the power switch on the back panel.
- 2. \* For KAYPRO computers without a Master Menu:

## TECHNICAL INFORMATION

- a. Put the working copy of WordStar into drive A.
- b. At the A> prompt, type: WINSTALL WS Press RETURN.
- \* If, when you copied the WordStar master diskette, you chose to have the program start automatically, you will now need to exit to the operating system by typing: X
- \* For KAYPRO computers with a Master Menu, choose:

Word Processing Install WordStar

- 3. Allow a few seconds for the program to load.
- 4. Do as instructed. There will be double checks for many of the steps.
- When you are asked for the name of the product to install, type: WS Press RETURN.
- When asked for the name of the disk drive, signify that the WordStar files are on the current drive by pressing RETURN.
- When you are asked for the name of the file to install, type: WS Press RETURN.
- 8. Follow the prompts to the Installation Menu.
- Choose the Printer Menu. The Standard Printer Types Menus gives a list of printers.
  - \* Most printers will work if you choose Standard printer.
  - \* If your printer can backspace, choose Backspacing standard printer.
  - \* If you want to use all the print features available with WordStar, select your printer by name.
  - \* If your printer isn't on the Menu of Printers and it is a specialty printer as defined above, choose Custom Installation of Printers.
  - \* When you have become familiar with WordStar, you may want to change some of the features of WordStar by choosing Menu of WordStar Features.
- 10. Follow the prompts, using the information you gathered.
- When you are done, choose X to Exit from INSTALL. This
  option lets you review your selections, make more changes,

## TECHNICAL INFORMATION

and return to the operating system.

IMPORTANT NOTE: INSTALLATION CHANGES ARE MADE TO WORDSTAR ONLY WHEN YOU CHOOSE A FROM THE EXIT OPTIONS MENU!

#### PRINTER SWITCHES

Some printers have switches which control some printing operations. These usually are set for standard operation and probably will not have to be changed. Consult your printer manual to see if these switchs should be set. If your printer has the following switches, and if they need to be set, set them as shown.

AUTO CR Set this switch to OFF.

AUTO LF Set this switch to OFF.

FORM LENGTH If you will be using forms (continuous paper), set

this switch to match the length of the paper you

are using.

LOCAL LF Set this switch to OFF.

PARITY Check your printer manual or check with your

dealer for the correct setting for this switch.

SET TOF When you use forms (continuous paper) and have

positioned your paper at the top of the form or at

the perforation, press this switch.

SPEED OR BAUD Set this switch to match the speed at which your

computer transmits characters.

PROTOCOL Some printers have a switch that must be set to

activate a communications protocol. Check your

printer manual.

#### WORDSTAR FOR YOUR MS-DOS KAYPRO

If you own a Kaypro computer that uses the MS-DOS operating system, then the following information applies to you.

## NUMERIC AND ARROW KEYS

If you have a K16, K16/2, or a K286i, then on the right side of the keyboard there is a numeric keypad which also contains a set of arrow keys. When the NUM LOCK is on, the keypad is on and will output only numeric data. When the NUM LOCK is off, the arrow keys control cursor movement on the screen.

The following chart lists the number keys, the equivalent WordStar control commands, and the tasks they perform. The caret symbol (^) on this chart represents the Ctrl (Control) key.

Key	Key Label	WordStar Command	WordStar Function
4 6 8 2	< >	^s ^D ^E	Move cursor left Move cursor right Move cursor up
7	Home	^X ^QE/^QS	Move cursor down Move cursor to top left of screen
9	Pg Up	^R	Scroll up one screen
3	Pg Dn	↑R ↑C	Scroll down one screen
1	End	^QX	Move cursor to bottom of screen
Ø	Ins	^v	Insert toggle switch
•	Del	DEL	Delete one character left

Any task performed by the function keys and the arrow keys can also be performed by WordStar control commands. To use these commands, simply hold down the Ctrl (Control) key while you type the letter or letters. The WordStar control commands are summarized on the command card. You may want to write the function key and the arrow key names next to the appropriate command on the card.

#### FUNCTION KEYS

The keys on the left of the keyboard (top of the keyboard for the KAYPRO 2000), marked Fl-Fl0 are called function keys. These keys have been programmed to perform a specific tasks in WordStar.

The function keys and the WordStar commands they perform are

displayed on the bottom line of the screen. These keys are reprogrammable in WordStar. Use the installation program, and select option S (Function Keys) on the Menu of WordStar Features.

When you're not using WordStar, the function keys will work as described in your Kaypro computer user's guide. The following chart lists the function keys and the tasks they perform from within WordStar.

Function Key	Equivalent WordStar Command	WordStar Function
F1	^JH	Set help level
F2	^og	Indent paragraph to TAB
F3	^OL ESCape	Set left margin to cursor position
F4	^OR ESCape	Set right margin to cursor position
F5	^PS	Underline*
F6	^PB	Boldface*
F7	^KB	Mark beginning of block
F8	^KB	Mark end of block
F8	^KK	Mark
F9	^QR	Move cursor to beginning of file
F1Ø	^QC	Move cursor to end of file

<sup>\*</sup> Place this command at the beginning and end of the text you want to underline or boldface.

#### KEYBOARD EQUIVALENTS

The following chart describes what certain keys on your MS-DOS keyboard do in WordStar. If you own a KAYPRO 2000, the keys are self-explanetory (i.e. to tab, press the TAB key).

<'	Carriage return or enter command
<>	Tabs forward. Does not tab backward.
<	Backspace
CTRL <	Delete character left
DELETE	Delete character left

#### THE KAYPRO 2000

There are several special features that pertain only only to the KAYPRO 2000:

## TECHNICAL INFORMATION

The Cursor Control Keys

On the lower right portion of the KAYPRO 2000 keyboard, you will see the cursor control keys. These consist of four keys with small, grey arrows on them, one pointing up, one down, one left and one right. These allow you to move the cursor anywhere on the screen.

PG UP And PG DN

The Cursor Control keys on the KAYPRO 2000 keys have four other designations on them: PG UP, PG DN, END and HOME. These functions are used in some popular word processing programs. If you are in WordStar:

To scroll up one page:

Simultaneously press the blue key and the PG UP key.

To scroll down one page:

Simultaneously press the blue key and the PG DN key.

To set the cursor at the top of the screen:

Simultaneously press the blue key and the HOME key.

To set the cursor at the bottom of the screen:

Simultaneously press the blue key and the END key.

## CHANGING SPECIAL FEATURES

As you work with WordStar, you may find that you would rather change the default (automatic setting) of some WordStar features. For example, you may prefer to have the insertion feature turned off. Changes to WordStar features are made by using the installation program.

#### Color Selection

You can use WordStar in a variety of color combinations. Run the installation program and select option T on the Menu of WordStar Features. Follow the prompts on the screen.

When you are asked if you would like to highlight the foreground color, note that highlighting makes a difference in your display only if you have a high-resolution color monitor. If you have one, experiment with the choices to see which you prefer.

When you are asked if you are satisfied with this choice, you can

answer N for No and continue to experiment until you get the color combination you prefer.



#### INTRODUCTION TO MAILMERGE

To use MailMerge, you need to know how to use WordStar.

MailMerge merges information from another file or from operator input into a master document which has been created with WordStar. You can use MailMerge to:

print individualized contracts and standard documents
join files into one continuous document (chain printing)
join files by inserting one into another (nested printing)
merge names and addresses from data files done in DataStar
into a form letter done with WordStar

The master document may be, for instance, a form letter or a legal document. The data is variable for each document which is printed. The master document and the variable data are merged to produce individualized documents.

#### GETTING STARTED

- 1. Drive A should have the WordStar and MailMerge programs.
- 2. Drive B should have space for some small sample files.

MERGING DATA INTO A MASTER DOCUMENT

## MERGING DATA INTO A MASTER DOCUMENT

#### CREATING A MASTER DOCUMENT FOR LETTERS

To use MailMerge, you need a master document and a data file to supply data to the master document. How to create a data file is covered later.

Sample Master Document

- .OP
- .DF CUSTOMER.DTA
- .RV N, NAME, STREET, CITY, STATE, ZIP, PRODUCT
- .SV DATE, May 1, 1985
- .AV SIGNATURE
- .DM Insert paper into printer, press P

&DATE&

&NAME& &STREET/O& &CITY&, &STATE& &ZIP&

Dear Sir.

We are shipping your order today. When the &PRODUCT& arrives, if you cannot plant it immediately, keep the roots from drying out by putting them in water.

Let us know if we can be of further help.

Yours truly,

&SIGNATURE& Sales Representative

. PA

- \* Omit Page numbers
- \* Find the Data File
- \* Read Variable data
- \* Set a Variable
- \* Ask the operator to enter Variable data at print time
- \* Display Message at print time
- \* Generic names enclosed in &s will supply data from the data file.

- \* Begin new page here
- 1. In WordStar, open a document file.

For training purposes, type: B:TEST.LTR

Beginning at the left margin, type dot commands as needed and as described below.

WordStar Dot Commands Necessary for the Page Format

For instance, if you do not want the document to be pagenumbered, specify no page numbering by typing at the left margin the dot command .OP.

Getting Data from a Data File Automatically

If data are stored in a data file, type the MailMerge dot command

This data file will be used to supply variable data for the .RV command.

There should be only one .DF in a master document. Instructions for inserting data from other files comes later.

THE .DF COMMAND MUST ALWAYS PRECEDE OTHER MAILMERGE COMMANDS.

Pausing Printing for Changing Diskettes

To cause printing to pause so you can change disks, type a space, and the word CHANGE after the .DF command.

You will see a message on the screen at printing time. If you have made a mistake, an error message will appear, but the file will continue printing.

\*\*\*Cannot change disk in drive D:, request ignored.

If you have not made a mistake, you will see:

Insert diskette with file (name of your file); then press RETURN.

Causing a Message to Appear on Screen during Printing

Display Message (.DM) shows text on the screen while the master document is printing. You can tell what document is being printed.

Use any number of messages.

Use no more than 240 characters.

If you want to insert variable data into the message, insert into the command a generic name enclosed in ampersands.

Example: .DM Now printing letter to &NAME&

It will display: P=Stop PRINT

Now printing letter to Mr. A. C. Kelley

Example: .DM Insert next diskette into drive B

Clearing Messages from the Screen

The Clear Screen command makes it easier to read the screen at printing time. After the .AV or .DM commands, put a .CS command. It can also be followed by a message:

.CS Enter data when questions appear

Repeating Printing

Starting in column one, type .RP, a space, and the number of times you want the printing repeated.

For example, if you want to have two copies each of all the letters being printed from a data file, type: .RP 2

The .RP command will only work if a data file is in use.

The command .RV must be in the same file.

Reading Variables

A .RV command means Read Variables from a data file as they are specified by generic names in the master document.

After the dot command .RV, type a space, and then type the generic names for all the fields in the data file in the order in which they appear in the data file, whether or not they will be used in the text. Separate them with commas. MailMerge will use only the ones you specify in the text of the master document. You do not need to use all the generic names in your text. Put generic names only where you want data.

Setting Variables

A .SV command means Set a Variable for a document for this printing. Type .SV, the generic name enclosed in ampersands, and the variable data. Every time the generic name enclosed in ampersands is encountered in the text, the variable information will be used. It is helpful to use this command for a document which is reused, but needs updating at various printings.

To type an .SV command, start in column one and type .SV, a space, a generic name, a comma, a space, and variable data.

Example: .SV DATE, February 22, 1985

This will cause the date to be put where it is specified.

You may use as many .SV commands as you like.

You can put .SV commands anywhere in the master document.

Asking for Variable Data from the Operator

The .AV command is followed by a generic name. If MailMerge finds the same generic name enclosed in ampersands in the text, printing stops, a message appears asking for information, and when an operator types the information, printing continues.

To limit the number of characters an operator can type to respond to the message, add a comma and a digit. When the operator types the maximum number of characters, the cursor stops.

To display a message other than the generic name as a prompt on the screen, enclose the prompt in quotation marks and type it before the generic name in the .AV command.

Example of command: .AV "CITY, STATE?" ADDR2

Example of prompt: CITY, STATE?

Example of command: .AV "Enter name as Last, First:", Name

Example of prompt: Enter name as: Last First:

Do not use ampersands around variable names in the .AV command.

A line beginning with .AV may be no longer than 40 characters.

You may use any number of .AV commands.

3. Specify the data to be merged.

Generic names describe data which is to be brought from fields in data records of the specified .DF file, such as NAME, ADDRESS, CITY, etc., for each field in a data file record.

A generic name can use one to 40 letters in upper or lower case and digits and hyphens.

Do not use a digit or a hyphen as the first characters.

Do not use any other characters.

Do not put ampersands around generic names in .RV, .SV, or .AV commands.

If the list of generic names is too long for the line of your screen and you do not want to use the horizontal scroll feature of WordStar, put .RV commands on succeeding lines.

An .RV, .SV, or .AV command may be no longer than 240 characters.

Reforming Lines at Print Time

4. If necessary, turn off print-time line forming.

When data is inserted into a master document, the lines would become different lengths, depending on the length of the data inserted. In the Sample Data Records given previously, Calla Lily and American Chrysanthemum are different lengths and would affect line lengths, except that MailMerge uses discretion when it comes to a generic name in your text and automatically forms lines of appropriate length, whether ragged right or justified, and then stops at a hard return.

The print-time line-forming .PF commands are placed in column one above the lines of text you want to reform at print time.

When you do not want print-time line forming to split text you would rather have together, such as tables, turn off print-time line forming by using:

.PF OFF

If you have turned off discretionary print-time line forming, turn it on again by typing:

.PF DIS

Turn on print-time line forming by using:

.PF ON

When print-time line forming is done, page breaks may occur differently than they did on screen.

To keep a certain number of lines of text on the same page, type the conditional dot command: .CP

If you want to change the justification from that which was specified when the document was typed, specify the type of justification you want.

Output Justification during Print-time Line Forming

The command .OJ determines whether the right margin of text that contains variable data will be printed (output) ragged or justified.

- .OJ DIS default or standard--forms paragraphs in the same form as the text which was edited--with either a ragged right or a justified margin.
- .OJ ON forms paragraphs with justified lines
- .OJ OFF forms paragraphs with ragged right lines

Input Justification during Print-time Line Forming

The command .IJ determines whether the right margin of text that has been input is ragged or justified.

- .IJ DIS default or standard--interprets the input text as it has been entered--with either a ragged right or a justified margin.
- .IJ ON tells MailMerge to interpret the input as justified
- .IJ OFF tells MailMerge the input text should have a ragged right margin.

## Typing the Text

6. Where you want to insert variable data, enclose generic names in ampersands (&).

Ampersands which enclose generic names will not be printed.

Ampersands which do not enclose generic names will be printed.

Put spaces where needed.

If there is an empty record in a data file and the generic name is on a line by itself, then, after the generic name and before the closing ampersand, type: /0

See the sample master document.

If you do not insert /O, there will be a blank space in the text when no variable data is found to fill it.

Do not use /O after a generic name within text.

- 7. Type the WordStar page break dot command: .PA
- 8. Save the file.

The file is ready to print.

- 9. From the Opening Menu, choose MailMerge by typing: M
- 10. Follow the prompts.

## CREATING A MASTER DOCUMENT FOR ENVELOPES

- 1. Create a file named: B:ENVELOPES
- 2. Put the following information in the file:

^c

- .PL 25
- .MT 15
- .MB Ø
- .DF &DATAFILE&
- .RV N, NAME, TITLE, STREET, LOCALE, ZIP, PRODUCT

&NAME&

&STREET&

&LOCALE& &ZIP&

· PA

#### CREATING A DATA FILE

You can use a data file created with DataStar or CalcStar, or you can create a data file by using WordStar. For training purposes, use the samples given here.

## To create a data file:

- At the WordStar Opening Menu, open a Non-document file by typing: N
- When asked for name of file to edit, type the drive letter, a colon, and the file name. Use .DTA as the extension to the file name to identify it as a data file.

For training purposes, type: B:TEST.DTA Press RETURN.

An individual item of data occupies a data field. A group of related items is called a data record.

Sample Data Records

1st field = a number
2nd field = NAME
3rd field = STREET
4th field = CITY
5th field = STATE
6th field = ZIP
7th field =
PRODUCT

1, "John Jones, Plumber", 123 Main Street, Midtown, IA, 56789, Calico Lily 2, Mary Smith, 456 Washington Street, Sunrise, GA, 23456, American Beauty 3, A. C. Kelley, Sunny Beach, CA, 98765, Ruffled Pansy

## Type a record:

3. Starting in column one, type the first item of variable data.

Variable data is the information which will be inserted into the master document, such as names and addresses.

Each item of information is a field.

When the information in a field includes a comma, surround the data in the field with quotation marks.

Example: "Kelley, Kiely, and Kiley"

 Type a comma (,). You may insert a space, but it is not necessary. Make sure that commas are outside quotation marks.

Example: Mr. A. C. Kelley, "Kelley, Kiely, and Kiley",

5. In the next field, type another item of variable data, OR if there is no data for that field, type a comma to end the "empty" field. Continue to type data for fields, even if the data goes off screen. You may type up to 240 characters on a line for one record.

The order of fields for each record in one data file must remain the same. If you have whole name, street address, city, state, ZIP, then do not type a record with first name, last name, street address, etc.

There MUST be data in the last field of the last record, or MailMerge will not work.

If you have a large number of records which have commas within a field or which have empty fields, it may be advisable to create your file using DataStar, as DataStar will keep track of these details for you.

Note: Do not use dollar signs (\$) or other symbols in a command or in a data file. Put the dollar sign or symbol in the text.

 When you have entered all data for a record, for instance, all the information about one person or company, press RETURN.

You now have one record.

- 7. Enter the data for all the records for your file.
- 8. Close the file by entering the command CTRL KD.

## SAMPLE SCREEN AT PRINTING TIME

MailMerge printing B: letter not editing

P = Stop PRINT

SIGNATURE? Henry Plant SIGNATURE? Sue Smith SIGNATURE? John Patrick RETURN RETURN

Here is the first letter:

May 1, 1985

John Jones, Plumber 123 Main Street Midtown, IA 56789

Dear Sir,

We are shipping your order today. When the Calico Lily arrives, if you cannot plant it immediately, keep the roots from drying out by putting them in water.

Let us know if we can be of further help.

Yours Truly

Henry Plant Sales Representative

## COMBINING PRINTING TASKS BY USING COMMAND FILES

To combine printing tasks, such as printing letters and envelopes, create a command file. The dot commands in the command file will cause MailMerge to print the files you specify in succession.

Here is an example to show how to set up a command file to print letters and matching envelopes.

 In a separate file named, for example, COMMANDI, and starting at the left margin, type:

.DM Print letters, then envelopes
.AV "Enter name of letter file: ",LETTER
.AV "Enter name of datafile: ",DATAFILE
.FI & LETTER&
.FI ENVLOPES

- 2. Close the file, using the command CTRL KD.
- 3. At the Opening Menu, choose MailMerge by typing: M
- When choosing options, provide for the printer pausing between letters and between envelopes.
- 5. When the following messages are displayed:

Print letters, then envelopes Enter name of letter file: TEST.LTR Enter name of datafile: TEST.DTA

type the appropriate responses.

After each response, press RETURN.

MailMerge prints the letters, inserting the data at the proper places.

The printer pauses to allow for paper change.

MailMerge prints the envelopes, pausing to allow for inserting the next envelope.

#### INSERTING FILES

You can insert one file inside another. This is useful if you have standard paragraphs, as in legal work. This is called nested printing.

- \* You can put a file inside another file, and then put a file inside that file, but you may insert no more than seven files.
- \* You can put files in various places in a file without limitation.

When you do nested printing, all the dot commands of the inserted file will be obeyed until the return to the original file.

#### To insert a file:

- At the point in the document at which you want the file inserted, type at the left margin the dot command .FI.
- Type a space.
- Include the drive letter before the name of the file, if necessary.
- 4. Type the name of the file to be inserted.

Example: .FI B: PARAG1

 To cause printing to pause so you can change a diskette, type the word CHANGE.

You will see a message on the screen at printing time. If you have made a mistake, an error message will appear, but the file will continue printing.

\*\*\*Cannot change disk in drive D:, request ignored.

If you have not made a mistake, you will see:

Insert diskette with file (name of your file); then press RETURN.

#### JOINING FILES

Printing chapters of a book in sequence is one example of using MailMerge to join files. This is called chain printing. There are two ways to do this.

\* Put a dot command .FI at the end of each file, followed by the name of the file which is to follow it. Include a drive letter and colon, if necessary.

Example (at end of file): .FI CHAP2

\* Make a command file containing .FI commands. See Combining Printing Tasks by Using Command Files.

Example of command file for joining files:

.FI TITLEPG

.FI CONTENTS

.FI INTRO

.FI CHAP1

.FI CHAP2 CHANGE

.FI CHAP3

.FI INDEX

The word CHANGE tells the operator to change diskettes because there was not room for all the files on one diskette.

#### ASKING FOR VARIABLES BY USING COMMAND FILES

You may have information which changes for each printing, but is the same on each page of the printing. An example is the date.

- In the master document, enclose the generic name in ampersands.
- In a command file, put the .AV command and a request for the operator to enter the date.

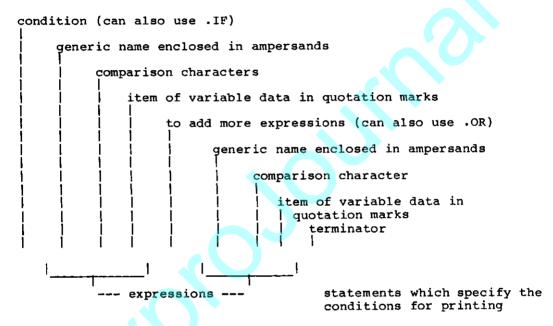
Example of line in master document: &DATE&

Example of command in command file: .AV "Type the date", DATE

A command file could contain .AV commands which ask for the names of a master document file and of a data file. The master document file would contain .DF and .RV commands. Instead of containing specific file names, the .AV, .FI, and .DF command would use variable names for the type of file requested.

## PRINTING ONLY CERTAIN INFORMATION

You can use conditional commands before any text in a master document to specify conditions under which certain parts of a document will print.



TEXT

See next page for more information.

#### Conditions

The dot command .EX means "Except when --- is so".

The dot command .IF means "If --- is so".

MailMerge will compare the data supplied from the data file to the data in the conditional command.

## Comparisons

Examples of comparisons:

&ZIP& = 92000

&AMT& > 1000

A comparison character is a symbol which, when combined with the item of variable data, forms the second part of a comparison.

Comparison Characters	Meaning
=	equals
< >	not equal
<	less than
>	greater than
< =	less than or equal to
= <	equal to or less than
< =	greater than or equal to
= >	equal to or greater than

These symbols compare strings of characters made of letters, numbers, or other keyboard symbols. The characters are read in a sequence that establishes a hierarchy of characters:

LEAST >-----> GREATEST Ø123456789ABCDEFGHIJKLMNOPQRSTUVWXYSabcdefghijklmnopqrstuvwxyz

## Example:

To print documents for people with names beginning with S, use the expression:

.EX &NAME&> = "S" AND &NAME& < "T" GOTO

## Example:

To print documents for people whose last names begin with the letters from A to D, you could use either of these expressions:

- .EX &NAME& <= "D" GOTO
- .IF &NAME& > = "E" GOTO

A space before and after a comparison character is optional.

#### Terminator

A terminator ends a condition command.

You must use GOTO, goto, G, or g.

You may use a space before the terminator.

Adding More Expressions

To add more expressions (Conditional commands cannot exceed 100 characters.):

- Type in upper case letters only and with periods before and after:
   AND. or OR.
- 2. Add more expressions.

#### Labels

A label is used when there is more than one conditional command and end command and you want to distinguish one from another.

In other words, if you have only one conditional command, the GOTO refers to the only .EF. If you have more than one GOTO, you must put a label on the GOTO and the same label on the .EF command to which it refers.

A label has up to twenty characters.

A label follows a space after the terminator of a conditional command.

The same label must follow the corresponding end command.

A label never starts with a number.

A label never includes spaces. Use hyphens where you want spaces.

Type the same label after the end command.

or

Press the space bar.

Type a semicolon (;)

Type the comment.

A comment is a message put in the file to give special instructions to the operator.

Comments are not printed or displayed on the screen at print time.

A comment can be typed after a space and a semicolon at the end of a conditional command.

Example: ;put this on district office stationery

If you add a label or comment to a conditional command, you must use a space following the terminator.

Press RETURN.

End Command for a Conditional Command

To write an end command for a conditional command:

 After some text and above other text and starting in column one, type: .EF

Printing will resume if the conditions in a conditional command are true.

The text command can go below any text to be conditionally printed.

There must be text between the conditional command and the end command.

An end command can be put at the end of a file if you do not want to print any of the text in the file unless a condition is met.

Never use .EF immediately after .EX or .IF

- Type a label identical to the label at the end of the conditional command.
- Press RETURN.

## SOME POINTS ABOUT PRINTING

You cannot edit while you print with MailMerge.

- 1. At the WordStar Opening Menu, type: M
- When asked for the name of the file to MailMerge, type the drive letter, a colon, and the name of the file which contains the MailMerge dot commands.
- Ready the printer.
- 4. To print without choosing options, press ESCape.

To print with options, press RETURN.

The options are the same as for WordStar, except for the fourth option, Number of copies. You can choose to make duplicate copies.

- While printing, as the message says, you can stop printing by typing: P
- 6. When you see the message:

"Y" to abandon print, "N" to resume, "U" to hold

type: Y

- 7. If there is a question on the screen requesting data and the cursor is after a screen prompt, typing a P to pause will be interpreted as data, so instead, enter the cancel command CTRL U.
- 8. When you see the prompt:

\*\*\*INTERRUPTED\*\*\*Press ESCAPE Key

press the ESCape key, and rapidly type: P

9. When you see the message: "Y" to abandon print, "N" to resume, "U" to hold

type: Y

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