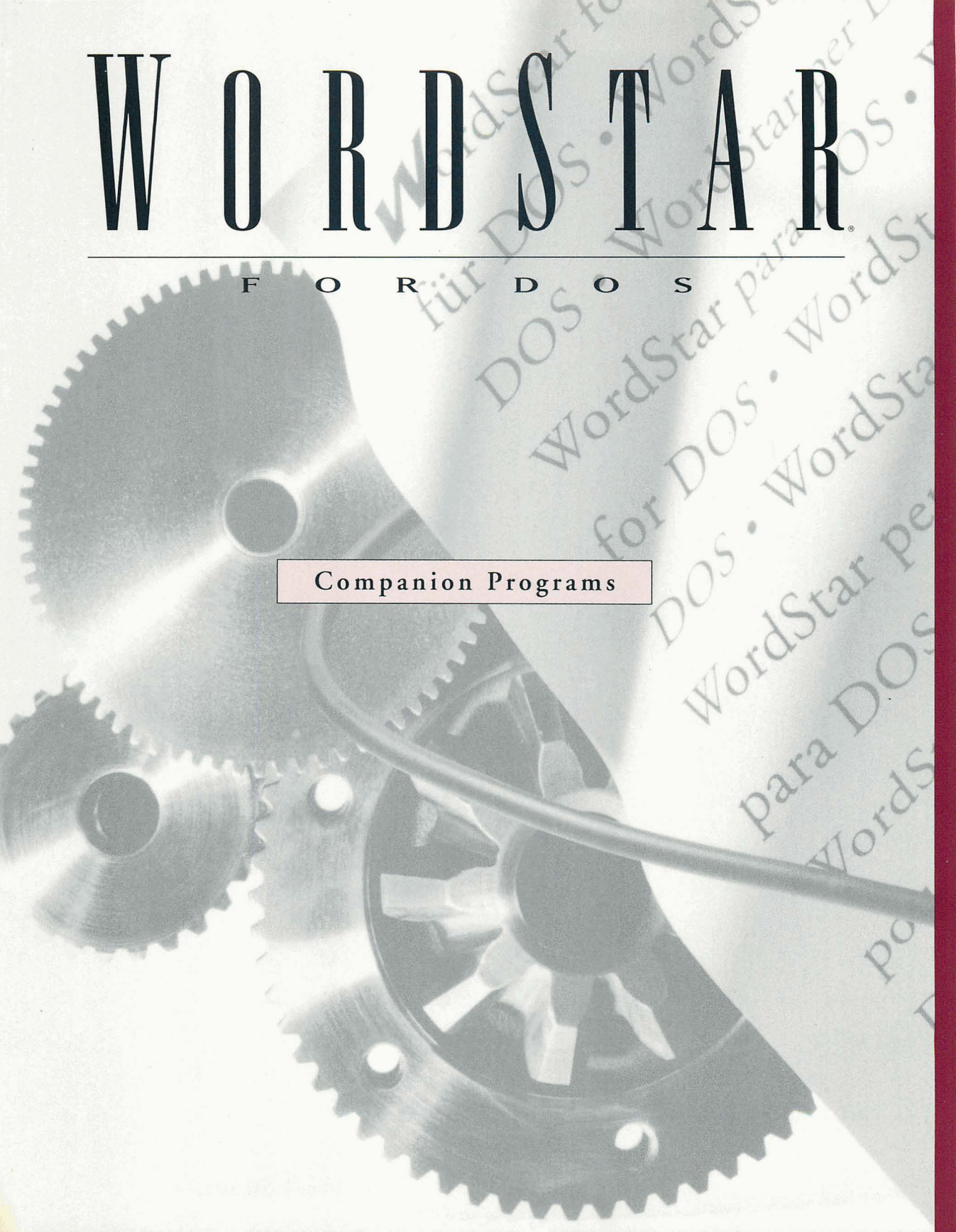


# WORDSTAR

F O R D O S

Companion Programs



**WORDSTAR®**

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**COMPANION  
PROGRAMS**

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# **MailList**

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# **ProFinder**

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# **Star Exchange**

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INSET®

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# Getting Started

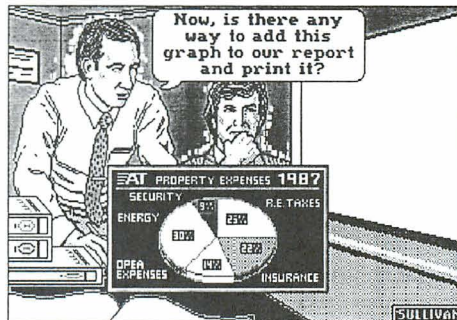
## Introduction

---

Inset, together with WordStar®, lets you produce documents with graphics and text printed on the same page. For example, you can

- Illustrate reports with charts and graphs
- Create your own graphics or edit others
- Use art from clip art libraries in your documents

Here's how Inset works. First, you display the graphic image you want to appear in your document. In a process similar to taking a snapshot and preserving an image on film, you *capture* the onscreen image and store it in a file.



Once the image is stored in a file, you can open a WordStar document and add a *pix tag* to insert the picture into the text. Then all you need to do is print your WordStar document for a picture-perfect page.

The Inset documentation is organized into the following chapters:

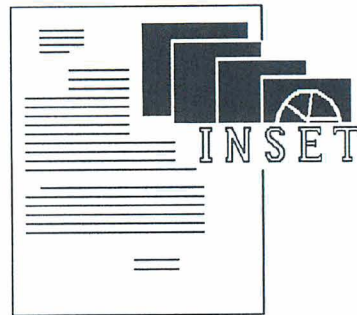
"Getting Started" tells you how to set up Inset for your system and shows the basics of how to use Inset.

"Learning Inset" guides you step by step through Inset's main features.

"Inset Reference" is an alphabetical guide that explains everything you can do with Inset.

"Changing the Setup Options" describes how to change several Inset settings.

"More About Inset" describes how to solve problems you may have while working with Inset, describes how to capture images from specific programs, and describes Inset macros.



## Overview

---

Inset is a memory-resident program that you load into memory before you start working. Once Inset is loaded, you can activate it any time you need it. Just create your graphics using the graphics, spreadsheet, or other program you normally use. When you have the image displayed on the screen, you can use Inset to capture the image into a special *pix file* that you can use in your documents. You can also use Inset from the operating system or from within WordStar to create or modify an image.

To insert an image into a document, you place a *pix tag* in the text. When you print, the image is automatically inserted. You can also preview the text and graphics on the screen while editing your WordStar file.

To run Inset with WordStar, you need a computer with at least 512K of RAM for full WordStar functionality. You must also have a printer supported by Inset (see the *Printers and Monitors List*).

To take advantage of all the Inset capabilities, you need a graphics board in your computer. See "A Screen" in "Changing the Setup Options" for a list of graphics adapters you can use. If you have a monochrome monitor without a graphics adapter, you can't

display graphics, so you can't capture or edit them. You can, however, capture graphs and charts created in text mode and insert them into your documents. You can also insert graphics captured on another monitor into a document and print them.

## *Installing Inset*

---

Before you use Inset, you must install it and set it up for your monitor and printer. After you install and set up Inset, you can delete files you don't need to save space on your disk.

### *Installing*

If you didn't install Inset when you installed WordStar, do so now. See the *Installing and Customizing* booklet for information on adding a feature. This procedure makes a directory for the Inset files. It also informs WordStar where the Inset files are located.

### *Setting Up Inset for Your System*

You must set up Inset for your monitor and printer before you can use it. Follow these steps:

- 1** Log on to your Inset disk or directory.
- 2** Type **inset** and press ↵ to load Inset into your computer's memory. The first installation prompt appears on your screen.
- 3** Follow the instructions on the screen to choose your graphics board and printer. (If necessary, refer to the manuals that came with your equipment.) If you're not sure which graphics board to choose, see "A Screen" in "Changing the Setup Options." If you're not sure which printer to choose, see the *Printers and Monitors List*.

After you make your choices, the Hardware Configuration Setup screen appears. You don't have to change any of these settings now; you can change them any time using the Setup program described in "Changing the Setup Options." However, if your printer is attached to a port other than LPT1, you can choose **F** now to change the port. See "F Port" in "Changing the Setup Options."

- 4** Press **F10** to save your choices and return to the operating system.

- 5 At the operating system prompt, type **ri** (for **remove inset**) and press ↵ to remove Inset from memory. (You need to load Inset again for your selections to take effect.)

## ***Deleting Unnecessary Files***

### ***Deleting Extra Printer Files***

Inset comes with a printer driver file for each printer it supports. You need only the drivers for the printers you use. To conserve disk space, you can remove all the extra printer driver files from your hard disk. (You'll still have all the files on your original Inset disk in case you make a mistake or get a new printer.)

To delete the extra files, log on to your Inset disk or directory and follow these steps:

- 1 First, find your Inset printer driver name(s). The driver names for all the printers are listed in the *Printers and Monitors List*. Find the name for each of your printers. All the Inset printer driver files have the extension .PRD. (These names are also shown on the Printer Driver Installation screen.)
- 2 Now you'll rename the printer driver you installed, and any others you want to save, with the extension .NEW. Type **ren filename.prd filename.new** and press ↵. (In place of **filename**, type the name of your printer driver.) Repeat this step for any additional drivers you want to save.
- 3 Next you'll delete all the extra files with the extension .PRD. Log on to your Inset directory. Type **del \*.prd** and press ↵.
- 4 Finally, you'll rename the files you saved with their original filenames. Type **ren filename.new filename.prd** and press ↵. (In place of **filename**, type the name of your printer.) Repeat this step for any additional drivers you renamed in step 1. This command renames your printer file(s) exactly as before with the .PRD extension.

### ***Deleting Other Files***

Besides the extra printer driver files, you can also delete the following files:

- All screen drivers except the one(s) you use. To find the name of your screen driver, look at the selections for the "A Screen" option of the Setup program (see "Changing the Setup Options"). The screen driver names are the short names on the left, plus the .EXE filename extension. (Some .EXE files aren't screen drivers but are important parts of the program, so be careful deleting .EXE files.)

- Either I20F.EXE or I20S.EXE. I20F.EXE is the full version of Inset; I20S.EXE is the small version, which doesn't allow graphics editing. If you have a monochrome screen without graphics capabilities, or if you're sure you don't want to edit graphics, delete I20F.EXE; otherwise, delete I20S.EXE. You can also delete I20C.EXE, the capture-only version, if you don't plan to use it.
- If you don't plan to use Inset's help feature, you can delete INSET.HLP.

## Using Inset

---

### Loading and Starting Inset

To load and start Inset while you're editing a document with WordStar, use the Inset command on the Utilities menu (**Alt+U,I**), or use the **^P&** classic command. When you print a document that contains graphics, WordStar automatically loads Inset into memory for printing the graphics. After you exit Inset or finish printing graphics, WordStar automatically removes Inset from memory.

Before each work session in which you intend to capture an image, you must load Inset into your computer's memory. To load Inset, first log on to the Inset drive or directory. Then type **inset** and press ↵. A message on your screen says that Inset is loaded and shows your current hardware setup. After you load Inset, it stays in memory until you turn off or reboot your computer, or give the **RI** command to free it from memory.

Once Inset is loaded for capturing images, you can start it in any directory, either from the operating system or while you're using any program. To start Inset, press the pop-up keys at the same time, and the Inset Main Menu pops up on the bottom two lines of the screen. The pop-up keys are usually **LShift** (the Shift key on the left side of the keyboard) and **Ctrl**.

To start Inset from within certain programs or using certain graphics boards, you may need to use the override pop-up keys, **Alt**, **LShift**, and **I**. (See **Pop-up keys** in "Inset Reference.")

*Note:* You can use the capture-only version of Inset for capturing images. This version takes up less memory than the full version. To load the capture-only version, type **inset /c** and press ↵.

## ***The Inset Menus***

You use Inset by choosing commands from the Inset menus. These menus are displayed on the bottom two lines of the screen. When you start Inset, the Main Menu appears.

```

<View> Save Modify Edit Print Output Help ←———— menu line
Load Image for Viewing and Modification ←———— description line

```

The top line of each menu (the *menu line*) shows all the commands available. The current menu command is enclosed in angle brackets ( <> ) and highlighted.

The bottom line of each menu (the *description line*) either contains a description of the current command or shows the submenu accessed with the command.

The menus are in a tree structure, with the Main Menu as the base. The entire menu structure is shown on the following page.

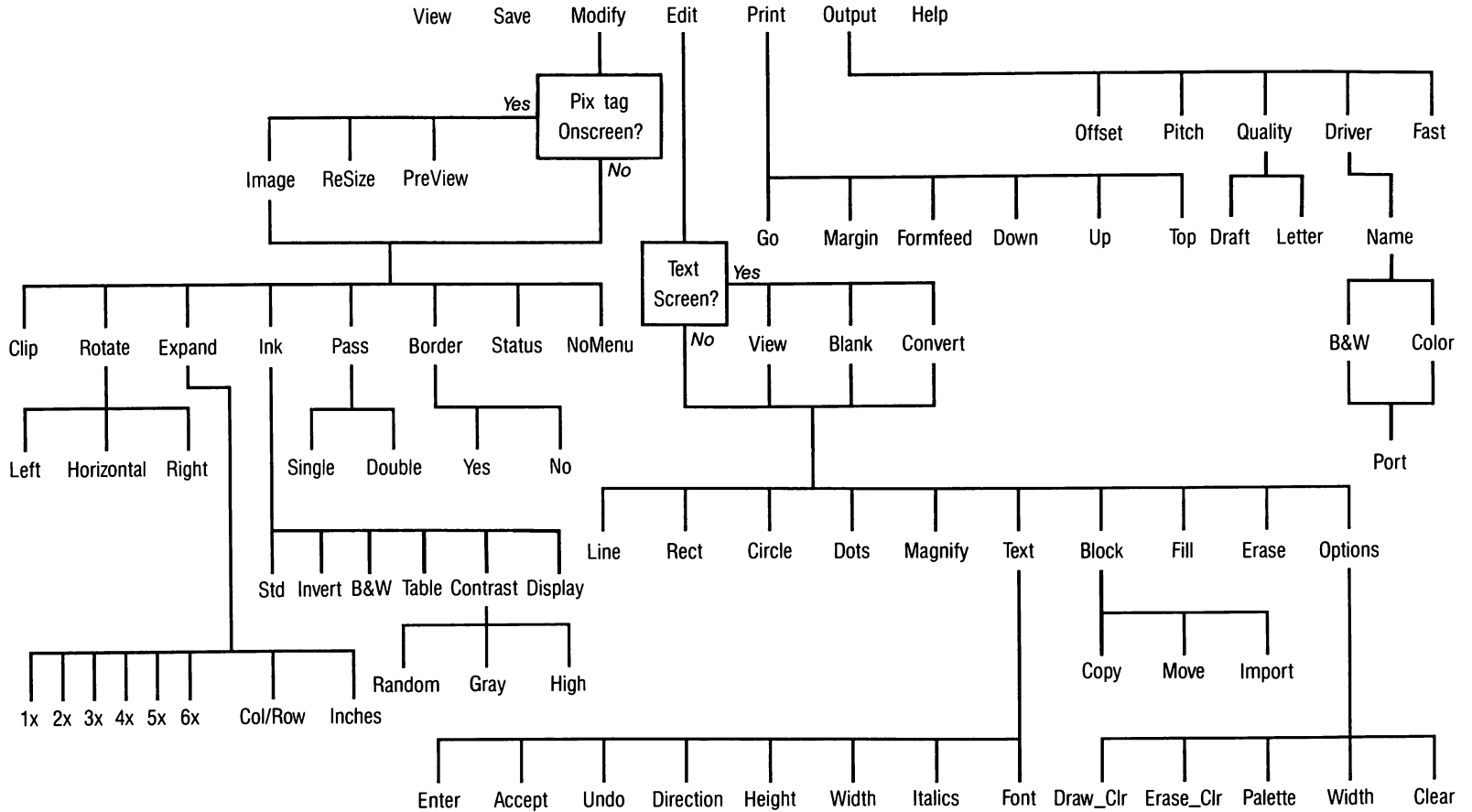
## ***Choosing a Menu Command***

There are two ways to choose an Inset menu command:

- Press the first letter of the command.
- Use the left or right arrow key to move the angle brackets to the command and press ↵. (You can also use a mouse to do this. See **Mouse** in "Inset Reference.")

**TIP** *If the cursor movement keys are disabled by the program that is currently running, you can use ^L to move left and ^R to move right.*

## ***Inset Menu Map***



### ***Exiting Inset***

To exit from an Inset menu or command prompt, press **Esc**. The previous menu appears. If you're at the Inset Main Menu, you exit and return to the operating system or to the program you started Inset from.



If you try to exit Inset after you edit or modify an image, a prompt asks you whether you want to save the modifications. You must answer yes or no before you can exit. This ensures that you don't accidentally lose your work.

### ***Removing Inset from Memory***

To remove Inset from memory, you must be sure that it is the last program loaded, including other memory-resident programs. Start from the operating system; you can't remove Inset from memory using the WordStar command to run a DOS command. Log on to the directory or disk where Inset is located. Type **ri** (for remove inset) and press **↵**. A message tells you that Inset is freed from memory. (If Inset isn't the last program loaded, an error message appears. You must remove any program that was loaded after Inset before you can remove Inset.)

*Note:* When you start Inset from WordStar, you don't need to remove it from memory; WordStar removes it automatically. However, if you loaded Inset into memory before starting WordStar, WordStar does not remove Inset automatically, and you must use the **ri** command.

### ***Inserting Graphics from Other Programs***

You can insert graphics created using a number of other programs into your documents. When you insert a graphic file in another format, WordStar converts it to a .PIX file and inserts a pix tag that specifies the .PIX file.



---

# *Learning Inset*

This chapter consists of two lessons. Before you begin these lessons, you should know how to use WordStar.

In Lesson 1, you'll capture an image and save it in a picture file. Next you'll clip the image and change its size. Then you'll add the image to a page of text and print the document with the graphics.

In Lesson 2, you'll look at some art that's included with Inset, and you'll clip, edit, and print a piece of art from a clip art file.

As you work through the lessons, you can get help at any screen by pressing the **F1** function key.

If you have a monochrome monitor without a graphics card, you can do Lesson 1 but not Lesson 2.

## *Lesson 1: Capturing, Modifying, and Inserting an Image*

---

To print a graphic image in a document, you must first use Inset to capture the displayed image and store it in a picture file. Capturing an image is similar to taking a picture and preserving the image on film.

In this lesson, you'll capture a chart and make some changes to the captured image. Then you'll add the image to a page of text and print the document.

### ***Loading Inset***

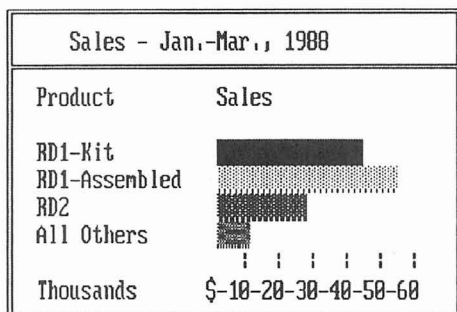
If you haven't loaded Inset into your computer's memory, follow the steps below. (If you're already running WordStar, exit from it; don't use the command to run a DOS command.)

- 1 Change to the Inset directory.
- 2 Type **inset** and press ↵. Inset is loaded into memory.

### ***Displaying the Image and Starting Inset***

First you'll display the chart you're going to capture, then you'll start Inset.

- 1 Type **type chart** and press ↵. The chart shown below appears on the screen.



- 2 Hold down the **Shift** key on the left side of the keyboard and press the **Ctrl** key. These keys are called "pop-up" keys. You can tell that Inset is running when you see the Inset Main Menu pop up on the bottom of the screen.

### ***Capturing the Image***

You capture a screen image at the Inset Main Menu by saving it in a special picture file with a .PIX extension. This file is called a pix file.

Follow these steps to capture the displayed screen:

- 1 Press the right arrow key once to move the highlighting to **Save**. Then press ↵ to capture the displayed screen. (Or you can press **S**, the first letter of the command.) Inset prompts you for the name of the pix file.

- 2 Type **chart** and press ↵.

Inset saves the image in a file named CHART.PIX. (The .PIX extension is automatically added to the name you type.)

Now you've captured the image. Before you insert it into a WordStar document, you'll clip the image and change its size.

### ***Modifying the Image***

When you captured the image, you captured the whole screen. However, you want to insert only the chart into the document. The process of choosing a part of the image to use is called clipping.

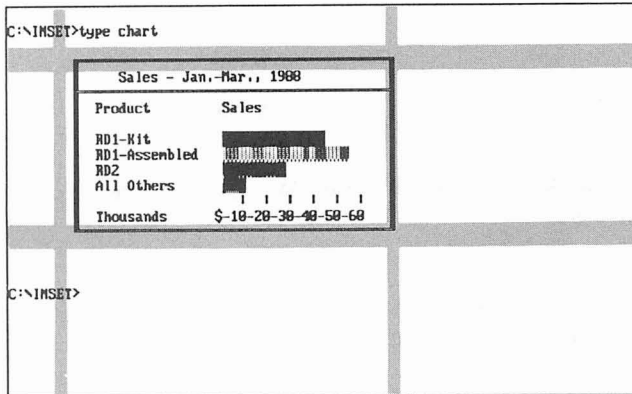
Before you insert the chart in the document, you'll also change its size.

The Inset Main Menu should be on the screen. Follow the steps below to clip the captured image.

- 1 Choose **View**. (You can either move the highlighting to **View** and press ↵ or just press **V**.)
- 2 Type **chart** and press ↵. Inset clears the screen and displays the image. (If the page is still on your screen from when you captured it, you don't see the change.)
- 3 Choose **Modify**. (Either move the highlighting to **Modify** and press ↵ or just press **M**.)
- 4 At the Modify Menu, choose **Clip**.  
The "clip lines" appear around the entire image. Notice that the cursor is at the upper-left corner of the clip lines.
- 5 First, you'll choose the upper-left corner for clipping. Use the ↓ key to move the cursor down and the → key to move it to the right. You can use the **PgDn** key to move the cursor down and right at the same time. Notice that the top and left clip lines move with the cursor. Move the cursor to the left of the top-left corner of the chart. When the top clip line is covering the top border line of the chart and the left clip line is two columns to the left of the left border line, press ↵.
- 6 The cursor is now at the lower-right corner of the clip lines. Use the ↑ key to move the cursor up and the ← key to move the cursor to the left. You can use the **Home** key to move the cursor up and left at the same time. Move the cursor to the bottom-right corner of the chart's border. When the clip lines are covering the border lines as shown in the following illustration, press ↵.

**TIP** You can hold down the Shift key while pressing the cursor keys to move the cursor more quickly.

If you make a mistake and want to change the locations of the clip lines before you press ↵, press **Esc** to back up a step, then repeat steps 5 and 6.



Next, you'll change the size of the image and save your changes. Follow these steps:

- 1 At the Modify Menu, choose **Expand**. This command allows you to set the size at which the image will be printed. For this lesson, you'll set the size to 2.8 inches by 1.5 inches.
- 2 At the Expand submenu, choose **Inches**.
- 3 At the *Enter Width:* prompt, type **2.8** and press ↵.
- 4 At the *Enter Aspect Ratio:* prompt, type **0** and press ↵. (This choice allows you to set the height in inches rather than as a ratio of the width.)
- 5 At the *Enter Height:* prompt, type **1.5** and press ↵.
- 6 Press **Esc** twice. Inset asks if you want to save the image with modifications.
- 7 Press **Y** to save the image, and press ↵ to accept the same filename. Inset returns you to the operating system.
- 8 Type **ri** and press ↵ to remove Inset from memory.

The pix file is now ready to be placed into text. Next you'll insert it into a WordStar document.

### ***Inserting the Image into Text***

To insert an image into text, you use the Inset command on the Insert menu (**Alt+I,G**) or the **^P\*** classic command and type a pix tag where you want to place the image. The pix tag gives the name of the pix file that contains the image.

- 1 Start in your WordStar directory. Type **ws** and press ↵. Then log on to the Inset directory.
- 2 Choose the command to open a document, and choose the file named GRAPHICS.DOC. This file contains a short memo. Notice that the first lines of the memo are short. You'll insert the chart to the right of these lines.

- 3 Move the cursor to the end of the first line of the second paragraph (the space right after the word "the").
- 4 Choose Insert, Graphics (**Alt+I,G**) or press **^P\***. WordStar prompts you for the name of the pix file.
- 5 Type **chart** and press **↵**. Notice that you don't need to include the .PIX filename extension.  
WordStar inserts a pix tag that consists of the pix filename enclosed in brackets.
- 6 Choose Utilities, Inset (**Alt+U,I**) or press **^P&** to load and start Inset. If you entered the pix tag correctly, a box appears where the chart will be. The image's size in rows and columns appears next to the pix tag.  
*Note:* Because the CHART.PIX file was captured in text mode, you cannot preview the page with Preview on the View menu (**^OP**).
- 7 Press **Esc** to exit Inset.

Save the GRAPHICS.DOC file, then print it. Use the usual WordStar printing procedure. Your file is printed with the text and graphics.

### **Summary**

In this lesson, you learned the basics of capturing an image, modifying it, and inserting it into text, and then printing the document with the inserted image.

When you're ready, continue to Lesson 2 to learn more about using Inset to clip and edit graphics.

## **Lesson 2: Editing a Graphic Image** \_\_\_\_\_

Inset allows you to create new graphic images or edit existing ones. In this lesson, you'll look at some examples of graphics created or captured with Inset, then you'll clip, edit, and print one of the images.

*Note:* If you have a monochrome monitor without a graphics card, you can't display graphics so you can't do this lesson.

### **Looking at Drawings**

- 1 Log on to the Inset drive or directory, type **inset**, and press **↵** to load Inset into memory.
- 2 Press **LShift-Ctrl** to start Inset. The Inset Main Menu appears.

## INSET

- 3 Choose **View**. (Either use the cursor keys to move the highlighting to **View** and press ↵ or just press **V**.)

Inset prompts you for the name of the file to view.

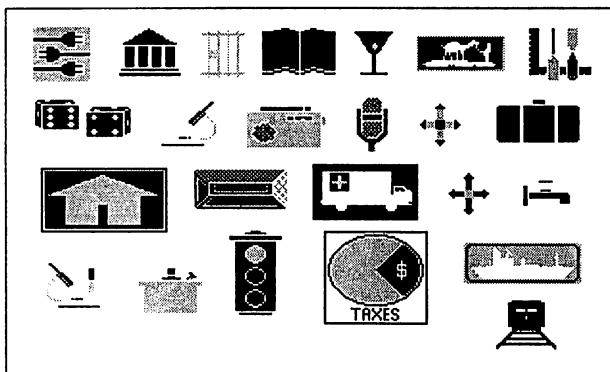
- 4 Type **\*** and press ↵. Look at the names that appear on the bottom line of the screen. These are the pix files that are supplied with Inset. They contain drawings that have already been captured with Inset.
- 5 Move the cursor to LOGOS1 and press ↵. The LOGOS1.PIX file appears on the screen. It contains several drawings. You can use any of these drawings (and the drawings in the other pix files) in your documents. SYMBOLS, LOGOS2, LEISURE, DINGBATS, and EGALOGOS contain groups of drawings similar to those in LOGOS1. BORDERS contains several long thin images that you can use as dividers or borders. The remaining files, PCMAN, PC, MAN, TEST, and EGACHART, are more examples of drawings captured by Inset.

If you want, you can look at more of these files now. Choose **View**, and then press **\*** and ↵ to display the list of files. Move the highlighting to the one you want to see and press ↵. (If you don't want to look at these drawings now, you can use the same procedure to view them later whenever you want.)

*Note:* EGALOGOS and EGACHART were created on a high-resolution color screen. If you look at these drawings without an EGA card, they may not be clear.

- 6 Choose **View** again.
- 7 Type **symbols** and press ↵.

The SYMBOLS.PIX file shown below appears on the screen. It contains various symbols that might be used in documents. In the rest of this lesson, you'll clip one symbol, copy it to its own file, and edit it.

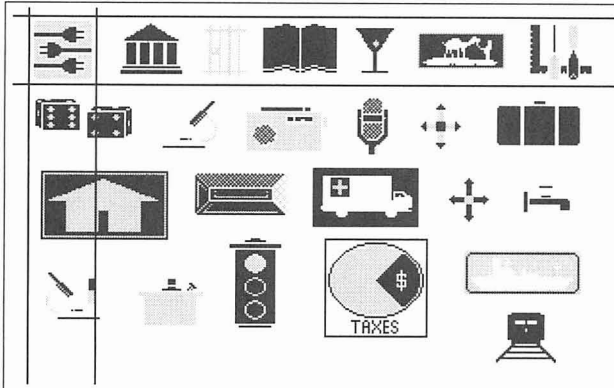


## Clipping an Image

Use the following steps to clip the image of three electrical plugs in the upper-left corner of the screen:

- 1 Choose **Modify**.
- 2 At the Modify Menu, choose **Clip**.  
The clip lines appear around the entire image. The cursor is at the upper-left corner of the clip lines.
- 3 Choose the upper-left corner for clipping. Use the ↓, →, and **PgDn** keys to move the cursor slightly closer to the upper-left corner of the plugs drawing, as shown in the illustration below. The top and left clip lines move with the cursor. When the clip lines are where you want them, press ↵.
- 4 The cursor is now at the lower-right corner of the clip lines. Use the ↑, ←, and **Home** keys to move the cursor to a point near the lower-right corner of the plugs drawing, as shown in the illustration below. You can hold down the **Shift** key while pressing the cursor keys to move the cursor more quickly. When the clip lines frame the drawing as shown below, press ↵.

If you make a mistake and want to change the locations of the clip lines before you press ↵, press **Esc** to back up a step, then repeat steps 3 and 4.



- 5 At the Modify Menu, press **Esc** to return to the Main Menu.
- 6 Choose **Save** to save the clip lines. Press ↵ to replace the original SYMBOLS.PIX with the image with clip lines.

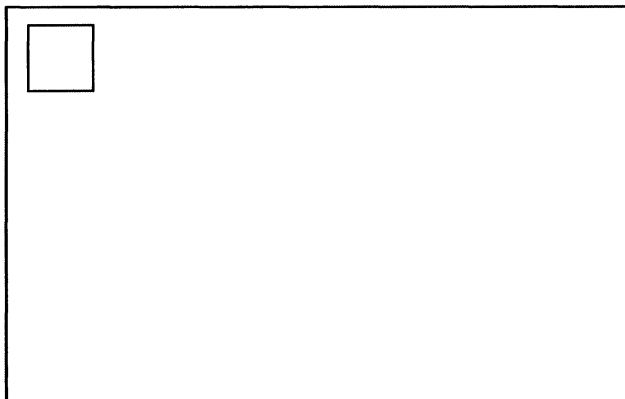
### ***Putting the Clipped Image into a File***

The image you just clipped is going to be part of a letterhead. Use the following steps to start a file for the letterhead image:

- 1 At the Inset Main Menu, choose **Edit**.
- 2 Choose **Options**, then choose **Clear** to clear the screen.
- 3 Press **↵** to accept the default resolution for your screen. (For a CGA screen, this is medium resolution; for another screen, it may be different.)
- 4 Press **Esc** to return to the Edit Menu.
- 5 At the Edit Menu, choose **Block**.
- 6 Choose **Import**.
- 7 At the filename prompt, type **symbols** and press **↵**.

A box appears on the screen. The box represents the clipped part of the SYMBOLS.PIX file, the plugs. The cursor is at the upper-left corner of the box.

- 8 Use the arrow keys to move the box to the left. Place the box in a location near the one shown below. Don't move it quite all the way to the edges of the screen.



When the box is in the correct position, press **↵**. The box disappears and the image of the plugs appears.

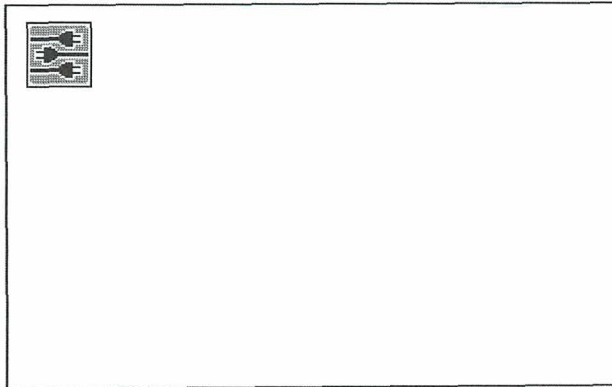
- 9 Press **Esc**. You are now at the Edit Menu.



### ***Editing the Image***

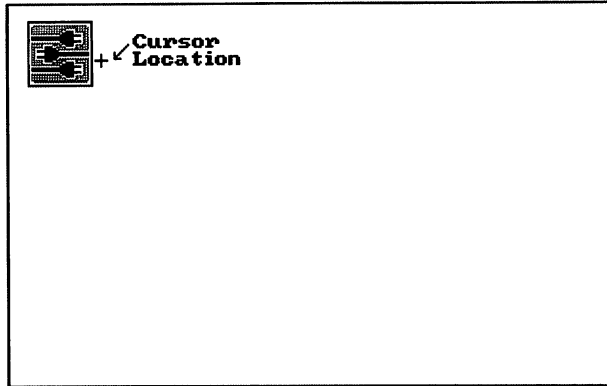
Now you can turn the image of the plugs into a letterhead. First you'll draw a rectangle around the plugs, next you'll add text, and then you'll save the edited image to a new pix file.

- 1 At the Edit Menu, choose **Rect**.
- 2 At the *Fill with pattern?* prompt, press ↵ to accept the default, No.
- 3 Move the cursor close to the upper-left corner of the drawing and press ↵.
- 4 Use the **PgDn** key to move the cursor. Notice the rectangle that moves with the cursor. Use the arrow keys to make the rectangle surround the plugs evenly. When the rectangle surrounds the plugs, press ↵.



- 5 Press **Esc** to return to the Edit Menu.
- 6 Choose **Text**.
- 7 Choose **Enter**.

- 8 Move the cursor to the right of the rectangle as shown below.



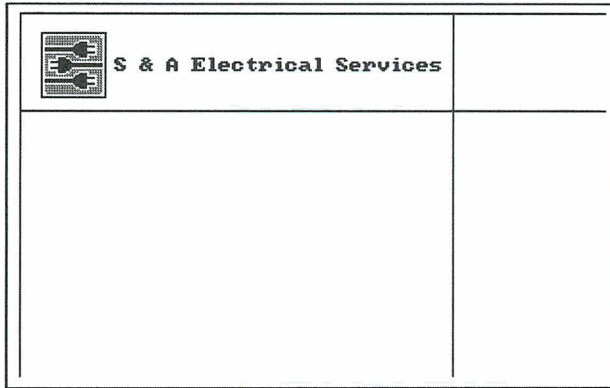
- 9 Type **S & A Electrical Services**. Don't press ↵. If you make a mistake, you can use the **Backspace** key to back up. If you want to adjust the position of the entire piece of text, use the cursor movement keys.
- 10 When you finish typing the text, press **Esc**.
- 11 Choose **Accept**. (If you want to erase the text and start it again, choose **Undo** instead and go back to step 7.)
- 12 Press **Esc** twice to return to the Main Menu.
- 13 Choose **Save**. At the prompt, type **logo** and press ↵. Inset saves the entire image with text to a new file named LOGO.PIX.

### ***Modifying the Image***

Next, you need to clip the image so that each time you insert it in a document, you won't insert all the extra blank space on the screen. The image may be printed in different sizes on different printers, so you'll set its size in inches. Then you'll save the modified image.

- 1 At the Main Menu, choose **Modify**.
- 2 Choose **Clip**.
- 3 The cursor, with the top and left clip lines, is at the upper-left corner of the screen. Press ↵ to accept this position as the upper-left corner of the clipped image.

- 4 Move the cursor with the bottom and right clip lines. Position the clip lines so they surround the image and text and leave a little extra space. Press  $\downarrow$  when the clip lines are where you want them.

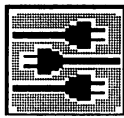


- 5 At the Modify Menu, choose **Expand**. This command allows you to set the size of the printed image.
- 6 Choose **Inches**.
- 7 At the *Enter Width:* prompt, type **5.5** and press  $\downarrow$ .
- 8 At the *Enter Aspect Ratio:* prompt, type **100** and press  $\downarrow$ . Any other number will alter the proportions of the printed image.
- 9 Press **Esc** to return to the Main Menu.
- 10 Choose **Save**.
- 11 At the filename prompt, press  $\downarrow$  to accept the default filename, LOGO.PIX. Press  $\downarrow$  again to replace the LOGO.PIX file you saved earlier with a new one containing the modifications.

### ***Printing the Image***

If your printer is set up, you can print the image now. You'll use the Inset printing command.

- 1 Choose **Print** at the Inset Main Menu.
- 2 Choose **Go**. In a few seconds, your printer prints the image. It should look like the one shown below. (The appearance of the printed image varies slightly for different printers.)



**S & A Electrical Services**

- 3 After printing is complete, the Inset Main Menu appears. Press **Esc** to exit.

### ***Using the Image with WordStar***

If you want, you can use what you've learned in these lessons to use the LOGO.PIX file with WordStar. You can open a new file, or make room in an old one, and insert a pix tag for LOGO.PIX.

### ***Summary***

In these lessons, you've learned the main Inset operations. You're ready to start capturing your own graphics and printing them in your letters, memos, newsletters, and other documents.

Any time you need to know more about Inset, use "Inset Reference." It contains complete instructions for everything you can do with Inset.

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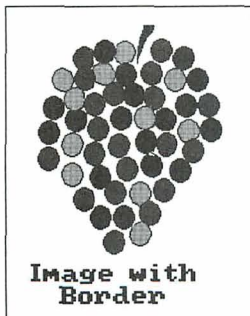
# *Inset Reference*

"Inset Reference" gives detailed explanations of the Inset features, functions, and commands. Topics are arranged in alphabetical order.

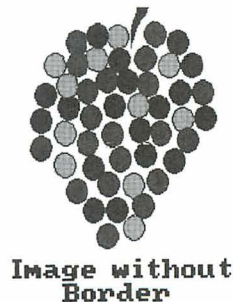
## *B*

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### *Borders*



You can put a border around any image. The border is a rectangular box one dot wide. It is placed around the image when you print, but is not shown onscreen. The actual border printed is one dot outside the image's edges, which are defined by the clip lines specified with the Clip command. If the image is not clipped, its edges are the edges of the screen when the image is displayed.



When you insert an image into a document, the space left for the image takes into account the border width if you are using a border with the image. To add or delete a border, first choose **Modify** at the Inset Main Menu. Then choose **Border** at the Modify Menu. Inset displays two options, **Yes** and **No**. The current setting is highlighted. If

you haven't used **Border** previously for this file, the current setting is the same as the setting in effect when you first saved the file. Choose **Yes** to print a border, or choose **No** to stop using a border.

When you add or delete a border, be sure to save the modification.

***TIP** If you've inserted an image in a document, you can add or delete a border without displaying the image on your screen. While editing the document, display the pix tag for the image you want. Make sure it is the uppermost pix tag on the screen. Then start Inset and choose **Modify**. A box representing the image appears in the text, and a menu appears at the bottom of the screen. Choose **Image**. The Modify Menu appears. Choose **Border**. If you add or delete a border in this manner, your change is automatically saved; don't use the **Save** command.*

## C

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### *Capturing an image*

You can capture any image you can display on the screen. The image may be created with a graphics program, with Inset, or with a spreadsheet program. You must use Inset to capture an image before you can use the image in a document. Each captured image is stored in a pix file with the .PIX filename extension.

To capture an image, use the **Save** command. First use your program to display the image on the screen. Then start Inset and choose **Save** at the Inset Main Menu. Inset asks you to enter the filename for the screen image. (If you've looked at a pix file since you loaded Inset, the name of the last file you saw is displayed as the default.) Type the filename you want to use and press ↵. Inset saves the file and returns you to the Main Menu.

When you type the filename, keep in mind the following rules:

- Include a drive letter or directory path if necessary. If you don't include the path, the file is saved in the current drive and directory (or the one chosen as the default pix file directory with the Setup program).
- You don't need to include the .PIX extension; Inset automatically adds it. You can also use the .SIG extension for a password-protected signature file (see **Signature files**). If you type an extension other than .PIX or .SIG, Inset substitutes .PIX.
- If you type a filename that is already in use, Inset asks if you want to replace the contents of that file with the image on the screen. Answer **R** (for **Replace**) to save the screen into the file, or **C** (for **Cancel**) if you don't want to replace the file. If you answer **C**, you are returned to the Main Menu, and you have to start the **Save** operation again.

The capture-only version of Inset is useful for capturing images if the regular version doesn't fit in your computer's memory. To load capture-only Inset, type **inset /c** and press ↵. When you start Inset, two options appear: **Screen** and **Printer**. **Screen** works like the Save command described above. **Printer** is for use only with the Hewlett-Packard LaserJet printer and the Hijaak program. It saves output to the printer in an .HPC file for use with Hijaak.

When you first capture an image into a pix file, the settings for the Modify Menu commands **Rotate**, **Expand**, **Ink**, **Pass**, and **Border** are the same settings as in the file you most recently saved. Before you save or print the new file, you may want to check these settings and change them as necessary, and you may also want to clip the image. You can quickly check the current settings for all these modifications by using the **Status** command on the Modify Menu. See **Modifying an image**.

### ***Clip art***

Clip art is a term used to describe a library of graphic images, which can contain logos, symbols, and other drawings. You can select, or clip, any of the images and use it in a document. Inset comes with several files of clip art: SYMBOLS.PIX, LOGOS1.PIX, LOGOS2.PIX, LEISURE.PIX, EGALOGOS.PIX, DINGBATS.PIX, and BORDERS.PIX.

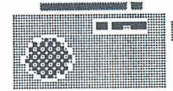
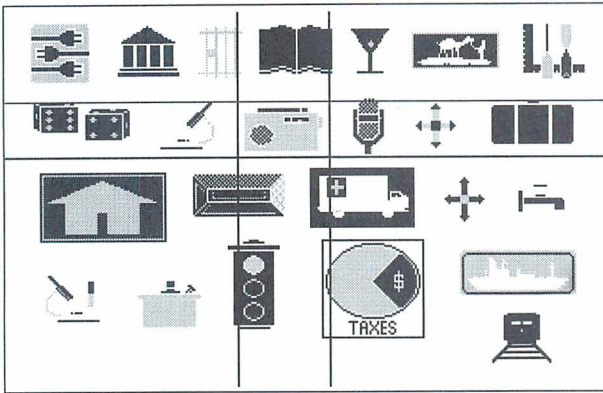
Clip art packages for specific graphics programs are commercially available. If you have a graphics program, you may already have some clip art files and additional clip art is probably available. As with any graphics, if you can display clip art on your screen, you can capture it with Inset and insert it in your documents. Keep in mind that with Inset, you capture one screen of graphics at a time. If a clip art file is larger than one screen, you'll need to capture it in several files, one screenful at a time.

*Note:* The Inset clip art files were created on a color screen, and EGALOGOS.PIX was created on a high-resolution color screen. These files may appear unclear on a monochrome screen or, with EGALOGOS.PIX, on a medium-resolution color screen. However, you can still clip and print these images at their original resolution.

See **Clipping an image** and **Importing an image** for more information on how to use clip art.

### ***Clipping an image***

You can change the boundaries of an image with the **Clip** command. Only the area inside the boundaries is imported into other files, previewed, or printed. This area is always a rectangle, and it includes the area covered by the clip lines.



The illustration above shows a file of clip art with one drawing clipped. The illustration at the right shows how the clipped file looks when inserted in a document.

**TIP** By changing the boundaries of the rectangle, you can change the height, width, and amount of white space surrounding the picture on the page.

Before you clip an image, display the image on your screen and start Inset. Then use these steps:

- 1 Choose **Modify** at the Inset Main Menu.
- 2 Choose **Clip** at the Modify Menu. The menu disappears so you can see the entire image, and intersecting horizontal and vertical lines appear. The portion of the image between these clip lines is the image to be imported or printed. The cursor is at the upper-left corner of the clip lines.
- 3 Use the cursor movement keys to move the top and left clip lines to the positions you want. You can move these lines separately using the arrow keys or as a pair using the **Home** and **PgDn** keys. When both lines are in the positions you want, press **↵**. The cursor moves to the lower-right corner of the clip lines.
- 4 Use the cursor movement keys to move the bottom and right clip lines to the positions you want, and press **↵**. The Modify Menu reappears.

**TIP** If you change your mind after setting the upper-left corner, press **Esc** to move the cursor from the lower-right corner back to the upper-left corner. Pressing **Esc** when the cursor is at the upper-left corner returns you to the Modify Menu.

You can change an image's clip lines as often as you want. When you change the clip lines, be sure to save the modification.



*Note:* Dots on the image that are covered by the clip lines are considered part of the clipped image.

You can make a separate file that contains a portion of an existing pix file. This is useful, for example, if you expect to use one piece of art from a clip art library file often. There are two ways to save a clipped image in a separate file:

- Clip the existing pix file to include only the image you want. Then, when you're asked whether to save the file with modifications, answer yes and give it a different filename.
- Clip the pix file to include only the image you want, and save your modification, keeping the same filename. Return to the Main Menu, and choose **Edit** and **Blank**. Use **Block** and **Import** to insert the clipped image, then save it as a new file. This method allows you to change the size of the image. See also **Importing an image**.

## Colors

If you have a color screen, you can capture, create, and edit graphics in color. You can choose the onscreen colors while you edit.

You can also choose the color or shade of gray that will be printed for each screen color. For more information, see **Printing with colors or shades of gray**. For information on printing with a color printer, see **Printers**.

When you draw graphics, you work with two colors, the Draw (primary) color and the Erase color, which is used as a secondary drawing color and used for erasing areas. See **Drawing** for information on how to switch between the Draw and Erase colors. You can choose the Draw and Erase colors from a palette of available colors.

On a CGA (color) screen, you can display up to four colors on the screen at a time. You can choose your Draw and Erase colors from the four colors on your current palette. You have the choice of six palettes of different color combinations.

On an EGA (high-resolution color) screen, you can display up to sixteen colors at a time. You can choose your Draw and Erase colors from all sixteen colors.

### **The Draw and Erase colors**

Changing the Draw or Erase color doesn't affect any graphics that are already displayed. The new color is used only for new graphics that you draw.

Follow the procedure below to change the Draw color or the Erase color:

- 1 Display the Options submenu. You can either choose **Options** at the Edit Menu or, if you're already using an Edit Menu command for drawing, press **F2**. **F2** allows you to change the color while drawing without losing your place.
- 2 Choose **Draw\_Clr** or **Erase\_Clr**. Inset displays the choices you have for the color and prompts you to choose one. The current color is highlighted.

The actual colors displayed depend on your graphics board, screen mode, and current palette (see "The palette" below). On the CGA using medium resolution, four colors are available on each palette; using high resolution, only black and white are available. On the EGA in high-resolution color mode, sixteen colors are available.

Each of the sixteen EGA colors has several additional colors associated with it. When you highlight an EGA color, you can scroll through the associated colors using the up and down arrow keys. You can choose any of these colors by pressing ↵ when it is displayed.

- 3 Choose the color you want. After you choose the color, the Options submenu appears.
- 4 Press **Esc** to return to the Edit Menu or to editing, depending on where you were when you displayed the Options submenu.

*Note:* You can also use the **Draw\_Clr** or **Erase\_Clr** commands to change the background color (normally black). Move the cursor to 0, then use the up and down arrow keys to scroll through the available background colors. Choose one of these colors by pressing ↵ when the color is displayed.

### ***The palette***

A palette is a group of colors that can be shown on the screen at one time. The palette determines the colors you can use in your images for the Draw and Erase colors.

The number of palettes available and the colors in the palettes depend on your graphics board and screen mode. On the CGA using medium resolution, six palettes are available, each with four colors. If you have a black and white monitor, or if you're using the CGA in high-resolution mode, you have no choice of color combinations and can't use the **Palette** command. In this case, the palette is always two colors, black (0) and white (1).

The chart below shows the four palettes available with the CGA in medium resolution:

PALETTE	COLOR 0	COLOR 1	COLOR 2	COLOR 3
0	*	Green	Red	Yellow
1	*	Brt. Green	Brt. Red	Brt. Yellow
2	*	Cyan	Magenta	White
3	*	Brt. Cyan	Brt. Magenta	Brt. White
4	*	Cyan	Red	White
5	*	Brt. Cyan	Brt. Red	Brt. White

\* Color 0 is the background color, generally black.

With CGA color mode, you can change from one palette to another. When you change palettes, all the colors on the screen change to correspond to the new palette. Follow the steps below to change from one palette to another.

- 1 Display the Options submenu. You can either choose **Options** at the Edit Menu or, if you're already using an Edit Menu command for drawing, press **F2**. **F2** allows you to change the color while drawing without losing your place.
- 2 Choose **Palette**. Inset displays the choices, with the current palette highlighted.  
If you have an image onscreen, you can look at the different palettes available by using the arrow keys to move through the choices. As you highlight each palette number, the onscreen colors change to that palette's colors. You can see as many of the colors as are used in the image; if the current Draw, Erase, and Fill colors are not all the colors in the palette, or if the image doesn't include all the colors, you don't see all the palette's colors.
- 3 Choose the palette you want, and press **Esc** to return to the Options submenu. Notice that the onscreen image is now made up of the colors in the new palette.
- 4 Press **Esc** to return to the Edit Menu or to editing, depending on where you were when you displayed the Options submenu.

The chart below shows the colors in the EGA palette in high-resolution color mode. You can modify this palette using the **Display** command on the Ink submenu of the Modify Menu. When you do this, the onscreen colors change to reflect your changes.

0 Black	4 Red	8 Dark Gray	C Light Red
1 Blue	5 Magenta	9 Light Blue	D Light Magenta
2 Green	6 Brown	A Light Green	E Yellow
3 Cyan	7 Light Gray	B Light Cyan	F White

### ***Converting a text screen to graphics***

You can capture a screen that was created in text mode. However, you can't use WordStar page preview to display a page that contains the image and you can't use the Inset editing commands on the image unless you first convert the image to graphics mode.

To convert a text screen to graphics, first display the screen. Start Inset and choose **Edit** at the Main Menu. If the currently displayed screen is a text screen, three choices appear: **View**, **Blank**, and **Convert**. Choose **Convert**. Inset clears the screen, and contents of the screen reappear section by section in graphics mode. The Edit Menu appears at the bottom of the screen. You can now use Inset to edit the screen or to save it in a pix file.

*Note:* If your graphics board does not support high-resolution color, some color information may be lost.

For more information on text and graphics modes, see **Screen modes**.

### ***Copying a block***

When you're editing an image, you can copy a rectangular area, called a block, to another location on the screen.

## INSET

You can also copy a block from another pix file into your current graphics screen. See **Importing an image**.

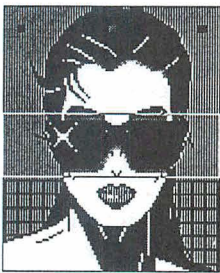
When you copy a block, it replaces any graphics at its new location.

Before you copy a block of graphics, display the image and choose **Edit** at the Inset Main Menu. Then follow the steps below to mark and copy the block.

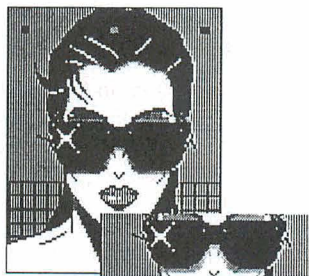
- 1 Choose **Block**.
- 2 At the Block submenu, choose **Copy**. The menu disappears so that you can define the block.
- 3 Move the cursor to the point you want to be one corner of the block and press  $\downarrow$ .
- 4 Move the cursor to the point you want to be the opposite corner and press  $\downarrow$ . Inset displays a border that shows you the defined area.

*Note:* If you want to change the block borders before copying the block, press **Esc**. The marked block disappears, and you can mark both corners again.

- 5 Move the cursor to the point where you want to move the upper left corner of the copy of the block. Notice that a copy of the block border moves with the cursor to show you the new location. When the cursor is in the correct location, press  $\downarrow$ . The block is copied.



**Marked block**



**Copied block**

- 6 You can continue to move the cursor to make additional copies of the block; just press  $\downarrow$  at the location for each copy.
- 7 When you're finished copying the block, press **Esc**. You can now mark another block to copy or press **Esc** again to return to the Block submenu. At the Block submenu, press **Esc** to return to the Edit Menu.

After you copy a block, be sure to save the modification before you exit Inset.

## Creating an image

Inset allows you to create your own images. You can create an image with the Inset Edit Menu drawing commands or by importing an image from another pix file and, if you want, editing it.

To create a new graphic image, you first must clear the screen. Depending on where you start, you use one of two commands to clear the screen. Use **Blank** when the current screen is a text screen; for example, when you are starting Inset and don't have a pix file displayed. Use **Clear** when the screen is already in graphics mode; for example, when you are editing an image and want to quit without saving it and create a new image. Each of these commands is described below.

*Note:* You can't create an image if you've loaded the small version of Inset. (See "Q Version" in "Changing the Setup Options.") The small version is loaded automatically if you have a monochrome screen without graphics editing capabilities.

To clear a text screen, choose **Edit** at the Inset Main Menu. Three choices appear: **View**, **Blank**, and **Convert**. Choose **Blank**. A menu of the available screen resolutions appears, with the most recently chosen resolution highlighted. Choose the appropriate resolution (see "A Screen" in "Changing the Setup Options" if you need more information about your available resolutions). A blank screen appears, with the Edit Menu displayed at the bottom of the screen.

To clear a screen while you're editing without leaving editing mode, choose **Options** at the Edit Menu (or press **F2** while drawing). Choose **Clear** at the Options submenu. A menu of the available screen resolutions appears, with the most recently chosen resolution highlighted. Choose the appropriate resolution (see "A Screen" in "Changing the Setup Options" if you need more information about your available resolutions). A blank screen appears, with the Options submenu at the bottom of the screen. Press **Esc** to return to the Edit Menu.

**CAUTION** *Don't use the **Clear** command while you are editing an image if you want to save your changes to the image. When you use **Clear**, you can't save the current screen.*

*Note:* The **Clear** command does not explicitly change the current colors, but it may do so indirectly through palette changes. For example, if you move from a color mode to a monochrome mode and back, the default palette is used. If you were using a palette other than the default, the colors displayed are different. You need to choose the appropriate palette to return to the colors you were using. See **Colors**.

Once your screen is cleared, you can use the appropriate Edit Menu commands to create or import your graphics. For more information, see **Drawing**, **Editing graphics**, and **Importing an image**.

When you first create a pix file, the settings for the Modify Menu commands **Rotate**, **Expand**, **Ink**, **Pass**, and **Border** are the same settings as in the file you most recently saved. Before you save or print the new file, you may want to check these settings and

change them as necessary, and you may also want to clip the image. You can quickly check the current settings for all these modifications using the **Status** command on the Modify Menu. See **Modifying an image**.

## D

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### *Displaying an image*

Before you edit or clip an image in a pix file, you must display it on the screen.

To display the image in a pix file, choose **View** at the Inset Main Menu. Inset asks you to enter the filename of the image and displays the filename of the last file viewed or saved as the default. If you haven't viewed or saved any pix files since you loaded Inset, Inset displays a list of the .PIX files in the current directory (or the directory chosen as the default pix file directory with the Setup program).

Press  $\downarrow$  to accept the default filename, move the cursor to the filename you want and press  $\downarrow$ , or type the filename you want and press  $\downarrow$ . The image appears on the screen. You can use any Inset commands to edit and modify the image.

**TIP** *If the directory contains more files than fit on the bottom line of the screen, you can use the left and right arrow keys to scroll horizontally through the additional filenames.*

Use the following guidelines for entering filenames:

- Include a drive letter or directory path if necessary. If you don't include the path, Inset looks for the file in the current drive and directory (or the one chosen as the default pix file directory with the Setup program).
- You don't need to include the .PIX extension; Inset adds it automatically. The only other extension allowed is .SIG. You can't view a file with any other extension.
- If you're not sure of a filename, you can use the wild-card characters \* and ? to display a list of filenames. For example, to see the names of all the .PIX files in the current directory, press \* and press  $\downarrow$  (Inset adds the .PIX extension). To see all the pix filenames that begin with D and are in the \CHARTS directory, type \charts\d\* and press  $\downarrow$ . To see all the pix filenames that begin with TEST and have two more characters, type test?? and press  $\downarrow$ . Inset displays a list of matching filenames, and you can choose one of the files.
- If you need to edit a displayed filename, you can use the  $\leftarrow$ ,  $\rightarrow$ , **Del**, **Backspace**, **Home**, and **End** keys. Press  $\downarrow$  when you're ready to enter the filename or press **Esc** to exit.

If the pix file you name was created with a higher-resolution screen mode than is available on your screen, a prompt tells you that screen conversion is required and asks if you want to proceed. If you answer yes, you must specify next what screen resolution you want it converted to (if you have a choice of resolutions on your system). Inset converts the file and displays it section by section in the new lower resolution.

If an image was created with a higher-resolution screen mode and you convert it to display it on your screen, you can use the Modify Menu commands for the image without losing the higher resolution. When you save the modified image using the image's original filename, Inset saves the new Modify settings to the original higher-resolution image.

**CAUTION** *Be careful making changes to an image you convert to lower resolution to display. If you choose **Edit**, a warning message appears. If you use any Edit Menu commands and save the image with the editing modifications, the new pix file will have lower resolution than the original one and will also print with lower resolution.*

If you choose a file with the .SIG extension, you must enter a password before you can view the file. Type the password and press ↵. If the password is incorrect, the image that appears is incorrect. (See **Signature files** for details on .SIG files.)

*Note:* If you choose **Edit** at the Main Menu and the current screen is not a graphics screen, the menu that appears contains the **View** command. You can choose **View** at this menu to view a file with the Edit Menu already displayed for editing.

**TIP** *While you're using an Inset Edit Menu command, you can **View** another file by pressing **F9**. However, when you display another file, you lose any modifications you have made to the first image, so use **F9** with caution.*

## Drawing

With Inset, you can draw lines, rectangles, circles, and ovals, and you can draw with individual dots. You can draw within an existing image, or you can clear the screen and create a new image.

To start drawing on an existing image, display the image. Be sure you've already captured the image in a pix file. Then start Inset, choose **Edit**, choose **View**, and choose the file to view. The image appears with the Edit Menu.

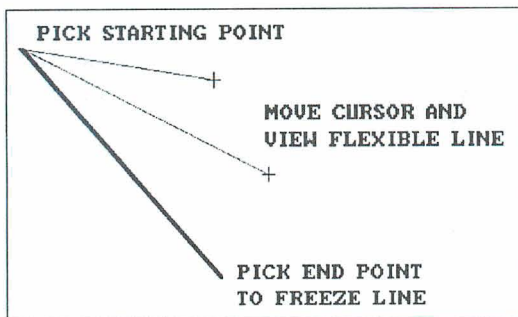
To create a new image, start Inset, choose **Edit**, choose **Blank**, and choose the screen mode you want to use. Inset clears the screen and displays the Edit Menu.

You can choose the colors and line widths you use for drawing, using the Options submenu commands. When you change colors or line width, the changes are in effect for all the Edit Menu drawing choices until you change them again. For more information on colors, see **Colors**. Line widths are explained later in this section.

### ***Drawing lines***

Follow these steps to draw lines:

- 1 Choose **Line** at the Edit Menu. The menu disappears.
- 2 Move the cursor to the point where you want to start the first line and press ↵.
- 3 Move the cursor to the point where you want the line to end. Notice that a flexible line is displayed to show you how the line will look. (This line is always white, no matter what color you're using.) When the cursor is in the correct position, press ↵.



- 4 Repeat this process for as many lines as you want to draw, then press **Esc** to return to the Edit Menu.

Lines are always drawn in the Draw color.

### ***Drawing rectangles***

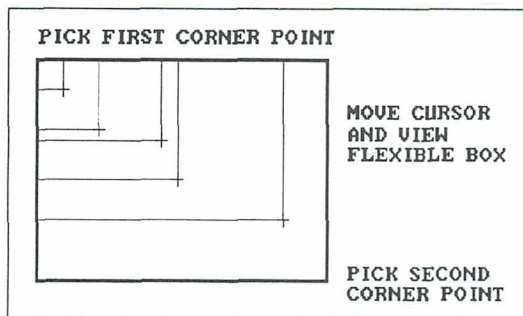
Follow these steps to draw rectangles:

- 1 Choose **Rect** at the Edit Menu. Inset displays a prompt asking whether you want to fill the rectangle with a pattern.
- 2 If you don't want to fill the rectangle, choose **No**.

If you want to fill the rectangle, choose **Yes**. Inset displays 16 choices of patterns. You can move the cursor between the choices to see a description of each pattern. Choose a pattern and press ↵. Inset prompts you to choose the primary and secondary (background) colors for the pattern. The default or current colors are bracketed. Choose the colors you want and press ↵.



- 3 Move the cursor to the point where you want one of the corners of the rectangle and press ↵.



- 4 Move the cursor to the point where you want the opposite corner of the rectangle. Notice that flexible lines are displayed to show you how the rectangle will look. (These lines are always white, no matter what color you're using.) When the cursor is in the correct position, press ↵.
- 5 Repeat this process for as many rectangles as you want, then press **Esc** to return to the Edit Menu.

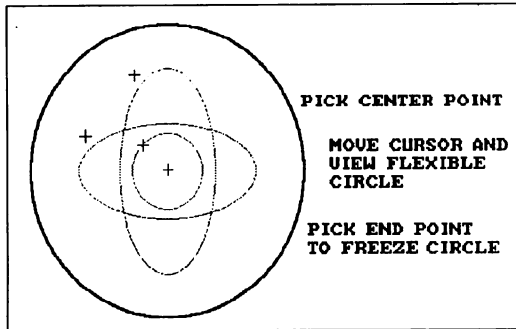
Rectangles are always drawn in the Draw color.

### ***Drawing circles and ovals***

Follow these steps to draw circles and ovals:

- 1 Choose **Circle** at the Edit Menu. Inset displays a prompt asking whether or not you want to fill the circle with a pattern.
- 2 If you don't want to fill the circle, choose **No**.  
If you want to fill the circle, choose **Yes**. Inset displays 16 choices of patterns. You can move the cursor between the choices to see each pattern. When you choose a pattern, Inset prompts you to choose the primary and secondary colors for the pattern. (The default or current colors are highlighted.) Choose the colors you want and press ↵.
- 3 Move the cursor to the point where you want the center of the circle or the oval and press ↵.

- 4 Move the cursor to a point on the circle or oval. Notice that a circle or oval is displayed to show you how the final one will look. (This circle is always white, no matter what color you're using.) If the second point you chose is approximately the same distance horizontally and vertically from the center, the shape is a circle. If the horizontal and vertical distances are different, the shape is an oval. When the cursor is in the correct position, press ↵.

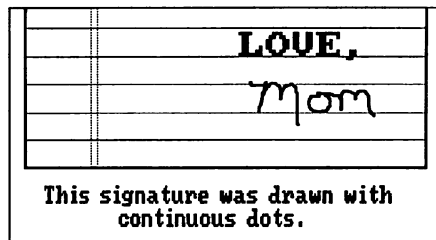
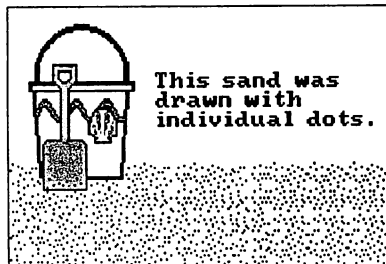


- 5 Repeat this process for as many circles as you want, then press **Esc** to return to the Edit Menu.

Circles are always drawn in the Draw color.

### ***Drawing with dots***

You can place individual dots on your graphics screen and you can draw continuously with a series of dots. The continuous drawing is especially useful with a mouse.



A dot is the smallest unit of space you can use on a graphics screen. It is the same as a pixel and is actually a tiny square. The number of dots on a screen depends on your graphics board and current screen resolution. The dots you draw with the Edit Menu **Dots** command can be bigger than one dot, depending on the current width setting. For example, if the current width is 3, the dots you draw are small squares with sides three dots long.

Follow these steps to draw with dots:

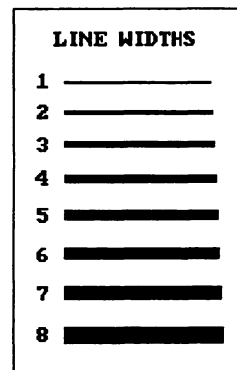
- 1 Choose **Dots** at the Edit Menu. The menu disappears.
- 2 Move the cursor to the point where you want the first dot. To enter a dot in the Draw color, press ↵. The dot appears at the point you chose. To enter a dot in the Erase color, press the **Spacebar**.  
To draw continuously in the Draw color, press +, then move the cursor wherever you want to draw. A continuous line of dots appears wherever you move the cursor. To change from continuous drawing to single dots, press + again. To draw continuously in the Erase color, press - (hyphen or minus sign). To change back to single dots, press - again.
- 3 When you're finished entering dots, press **Esc** to return to the Edit Menu.

If any of the dots you enter are out of place or if you want to change the color of some dots, you can use the **Magnify** command for detailed dot-by-dot editing. See **Magnifying an area**.

### ***Changing the line width***

You can change the size of the dot or line used to draw dots, lines, rectangles, and circles. Follow these steps:

- 1 Display the Options submenu. You can either choose **Options** at the Edit Menu or, if you're already using an Edit Menu command for drawing, press **F2**. **F2** allows you to change the width while drawing without losing your place.
- 2 Choose **Width**.  
Inset displays the eight available widths, **1** through **8**. The width is the number of screen dots in the line or dot. The default is **1**, which produces a line 1 dot wide. If you change it, for example, to **4**, a dot you enter with the **Dot** command is 4 dots tall and 4 dots wide, and a line is 4 dots wide.
- 3 Choose the width you want. After you choose the width, the Options submenu appears.
- 4 Press **Esc** to return to the Edit Menu or to editing, depending on where you were when you displayed the Options submenu.



When you draw with a line width other than **1**, the flexible line you see when you move the cursor is still one dot wide. After you press ↵ to accept the cursor position, the line, rectangle, or circle appears in the width you chose.

## E

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### *Editing graphics*

Inset includes complete graphics editing functions. You can create your own images and edit existing images, including those created with other graphics programs.

The commands for editing are on the Inset Edit Menu. To display the Edit Menu, start Inset and choose **Edit**.

You can't use Inset to edit a text screen, so if you choose **Edit** when your screen is in text mode, Inset displays three choices: **View**, **Blank**, and **Convert**. You must use one of these commands to display a graphics screen. Once you display a graphics screen with one of these commands, the Edit Menu appears. See **Converting a text screen to graphics**, **Creating an image**, and **Displaying an image**, for further information.

The Edit Menu commands enable you to draw lines, rectangles, circles, and dots; view and edit a magnified section of an image; enter text; copy, move, and import blocks of graphics; fill an area; erase an area; and change your drawing colors and line width. For more information, see **Colors**, **Copying a block**, **Drawing**, **Erasing an area**, **Filling an area**, **Importing an image**, **Magnifying an area**, **Moving a block**, and **Text**.

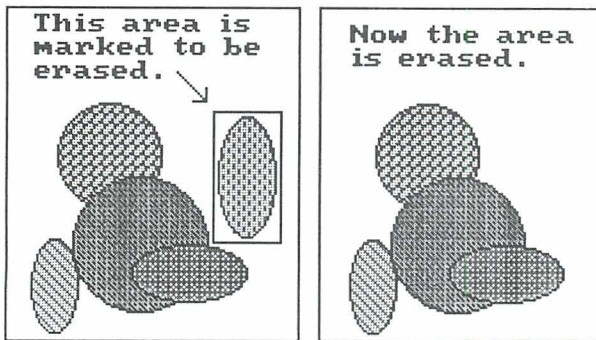
If you don't use Inset for editing, you can install the Small version of Inset, which has no editing capabilities. You can choose the Small version by changing a setup option. See "Q Version" in "Changing the Setup Options."

If you have a monochrome screen without graphics capabilities, you can't edit graphics.

### *Erasing an area*

You can erase the graphics contained in a rectangular area of an image you're editing. Use the **Erase** command.

The **Erase** command fills the enclosed area in the Erase color. The default Erase color is black, your screen background. You can use the **Erase\_Clr** command on the Options submenu of the Edit Menu to change the Erase color. See also **Colors**.



**TIP** While you're erasing, you can change the Erase color quickly by pressing **F2**, choosing **Erase\_Clr**, and choosing the new color.

Before you use the **Erase** command, display the image and the Edit Menu. Then choose **Erase**. Move the cursor to one of the corners of the area to be erased and press **↵**. Move the cursor to the opposite corner of the area to be erased. Notice that flexible lines are displayed to show you the area. When the cursor is in the correct position, press **↵**. The area is erased.

Repeat this process for all the areas you want to erase, then press **Esc** to return to the Edit Menu. You can also erase graphics dot by dot by using the **Magnify** command and changing the dots to the background color. See **Magnifying an area**.

### ***Exiting Inset***

To exit Inset, press **Esc** at the Main Menu. The menu disappears and you're returned to where you were before you started Inset (WordStar, another program, or the operating system).

If you want to exit while at one of the other menus, first press **Esc** as many times as necessary to display the Main Menu.

If you've been editing an image and haven't saved your changes, Inset displays a prompt, and you must say whether you want to save the image with modifications.

Inset remains in memory after you exit, unless you loaded it with the WordStar command Utilities, Inset (**Alt+U,I**) or **^P&**. To remove Inset from memory, start from the DOS prompt in the directory or drive where the Inset files are located. At the DOS prompt, type **ri** (for **r**emove **i**nset) and press **↵**. A message tells you that Inset is freed from memory.

*Note:* You can't remove Inset from memory if you've loaded any other memory-resident program since you loaded Inset. In this case, you must either remove the other program from memory before removing Inset or reboot your computer.

# F

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## *Filling an area*

You can use Inset to fill an enclosed area of an image, or to fill the background around any enclosed areas. You can fill an area using any color available on your current palette (see **Colors**).

Before you fill an area, display the image on the screen and choose **Edit** to display the Edit Menu. Make sure the area you plan to fill is totally enclosed. Even a one-dot gap in the outline will cause the filling to leak outside the area. If you're not sure whether a gap exists, magnify the outline to make sure all the dots in the outline are adjacent to each other, either horizontally, vertically, or diagonally (see **Magnifying an area**).

Follow the steps below to fill the area:

- 1 Choose **Fill** at the Edit Menu. Inset displays the choices for the fill color.

*Note:* You can change the fill color only by choosing **Fill**; changing the Draw or Erase color has no effect on the Fill color.

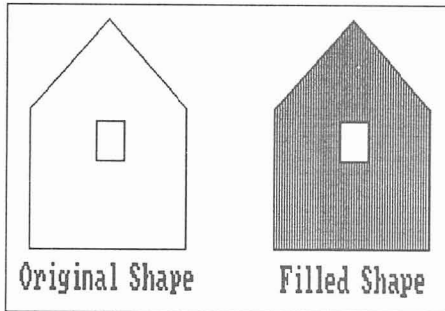
- 2 Choose the color you want and press ↵. The menu disappears.

- 3 Move the cursor to a point on the line where you want the fill to start and press ↵. If you want to fill an enclosed area, make sure the cursor is within the area. If you want to fill outside an enclosed area, make sure the cursor is outside the area.

Inset fills the area with the color you chose. It fills one line at a time, moving downward. If the area extends above where you started, it then starts to fill upward.

If you want the filling to stop before the area is entirely filled, press ↵. If you use ↵ to stop the filling, the last line of the fill is considered a boundary line for subsequent fill operations.

- 4 After you finish filling, you can move the cursor to another location to fill, or you can press **Esc** to return to the Edit Menu.



The **Fill** command allows you to fill an area only with a solid color. You can also fill rectangles and circles with patterns when you create them. See **Drawing**.

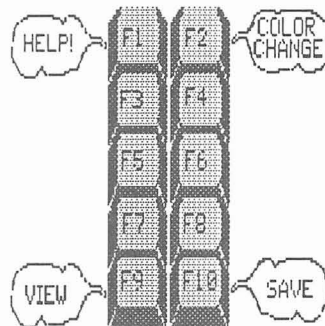
### Fonts

When you use Inset to add text to an image, you have your choice of several fonts. See **Text**.

### Function keys

Several function keys can make using Inset easier:

- F1** Pressing **F1** while an Inset menu is on the screen displays help for the menu.
- F2** While you're editing an image using an Inset Edit Menu command such as **Rectangle**, **Line**, or **Circle**, **F2** takes you to the Options submenu of the Edit Menu. You can change the Draw or Erase color, the color palette, or the line width, or you can clear the screen. When you're finished with your changes, press **Esc** to return to where you were before you pressed **F2**.
- F9** While you're editing an image using an Inset Edit Menu command, **F9** allows you to quickly display another pix file. A prompts asks you to enter a filename. As soon as you name the file, the screen you were editing disappears, and the new file is displayed. *Be careful when you use F9: you lose any changes you made to the original screen and didn't save.* **F9** is useful for going back to the most recently saved version of a file, if you decide not to save the editing changes made since the last time you saved the file.
- F10** While you're editing a graphics image using an Inset Edit Menu command, **F10** allows you to quickly save the current image. It's useful with **F9** for saving changes you want and discarding changes you don't want.



# H

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## *Help*

For detailed help at any Inset menu, press **F1**. To display an overview of the Inset help system, choose **Help** at the Inset Main Menu.

Press any key to leave a help screen and return to the menu you started from.

# I

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## *Importing an image*

You can import (insert) part or all of another pix file into your current graphics screen. The image you import is called a block.

When you import a block, you give the filename of the pix file to import. The clipped area of the file is considered the block to import. This allows you to import only the part of the file you want.

An imported block replaces any graphics at its new location.

Before you import a block, make sure the clip lines in the pix file to import mark the portion of the file you want. (The area imported includes the area covered by the clip lines.) Next, display the file you want to import the block into, and choose **Edit** to display the Edit Menu. Then follow these steps:

- 1 Choose **Block**.
- 2 At the Block submenu, choose **Import**. Inset asks for the name of the file to import.
- 3 At the filename prompt, type the name of the file to import and press ↵. A box representing the image appears on the screen.
- 4 Use the arrow keys to move the box to the appropriate location.
- 5 If the box is the correct size, press ↵. The block is inserted.





**Block to import**



**IMAGE WITH IMPORTED BLOCK**

If you want to change the size of the image, press the **Spacebar** to set the location of the upper-left corner of the image. The cursor moves to the lower-right corner. Use the cursor movement keys to change the box so it is the correct size, then press ↵. Inset inserts the block.

*Note:* When you change the size of the block, you can change the proportions of the image. If you don't want to distort the image, be careful when changing the size.

- 6 You can press ↵ to import another block or press **Esc** to return to the Edit Menu.

After you import a block, be sure to save the modification.

If you import a pix file that was created with a different graphics board or screen mode, Inset automatically converts the image information to fit the current hardware and screen mode.

The **Block Import** command gives you easy access to clip art libraries and any other graphics you can capture or create with Inset. See Lesson 2 in "Learning Inset" for an example using clip art from the SYMBOLS.PIX file.

### ***Inserting an image into a pix file***

See **Importing an image**.

### ***Inserting an image into text***

Before you can insert an image into text, you must use Inset to capture the image into a pix file. See **Capturing an image**.

## INSET

To insert an image into a WordStar document, first put the cursor where you want the upper-left corner of the image. Choose Insert, Graphic (**Alt+I,G**) or use the **^P\*** classic command. WordStar prompts you for the name of the pix file and displays the names of the pix files in the Inset directory. Move the highlighting to the filename you want or type the filename and press ↵. Include a drive letter or directory path if the file is not in the Inset directory. You don't need to include the .PIX filename extension. WordStar places a pix tag in the text. The pix tag consists of the name of the pix file (including the path) enclosed in brackets. Three sample pix tags are shown below:

```
[\WS\INSET\MAP.PIX]
```

```
[\ws\art\chart2.PIX]
```

```
[b:newgraph.PIX]
```

When you use WordStar to print the document, each time WordStar finds a pix tag, it calls Inset to print the image.

Use the following guidelines to place the image correctly:

- If you want text next to the image, leave blank space where you want the image. You can use margin changes, tabs, and hard carriage returns to adjust the text.
- If you don't want text next to the image, insert enough blank lines to make space for the image.
- If you want the image superimposed on the text, just put the pix tag where you want the upper-left corner of the image.
- Be sure the entire image is contained on one page. If a page break falls in the middle of the image, move the pix tag or insert a page break before the pix tag.
- With non-page printers (including all dot matrix printers), you can insert only one image in the same horizontal space. If two pix tags are inserted so that both images are on any line, only the first image will be printed. With laser printers, Inset can print side-by-side images.

After you type the pix tag and adjust the text, it's a good idea to check the image placement with page preview in WordStar. If the image doesn't look the way you expect, you can start Inset and change the image. First make sure the entire pix tag is on the screen. If necessary, scroll the text so you can see the entire area where the image appears. Then choose Utilities, Inset (**Alt+U,I**) or use the **^P&** classic command to start Inset. The Inset Main Menu appears, and a box appears where the image is inserted. The image's size in rows and columns is shown with the pix tag at the top of the box. You can change the image in a number of ways, including its size. See **Modifying an image** and **Size**.

*Note:* The box on the screen may not be in exactly the same position relative to the text as it is in page preview. Differences can be caused by onscreen commands or proportionally spaced fonts.

If no image appears in page preview, check the pix tag. You may need to correct the filename or add a path. If a message tells you the file is improper and you can't preview the page, you probably captured the image in text mode. Before you can preview the page, you must use the Inset **Convert** command to convert the image to graphics mode. See **Converting a text screen to graphics**.

With some dot matrix and other non-page printers, the line height of the text next to an image may be changed when you print. With these printers, text next to images must have a line height of 6 lines per inch or multiples of that (3, 2, or 1 lines per inch). If you specify another line height, the closest available line height will be used.

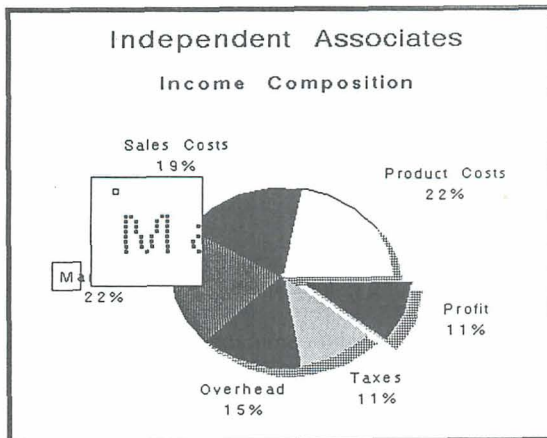
# M

## *Magnifying an area*

You can enlarge a section of your graphics image to examine or edit dot by dot. This capability allows you to make your image look exactly as you want it.

First, start Inset, display the image, and display the Edit Menu. Then use the following steps:

- 1 Choose **Magnify** at the Edit Menu. The menu disappears and a square 21 dots high by 21 dots wide appears.
- 2 Use the cursor movement keys to move the square to enclose the area you want to magnify, then press ↵. The area appears magnified on the screen, with each dot of the image clearly shown. The cursor is inside the magnified area so that you can edit it.



- 3 Make any changes you want. To change a dot to the current Draw color, place the cursor on the dot and press ↵. To change a dot to the current Erase color, place the cursor on the dot and press the **Spacebar**. To change every dot you place the cursor on to the Draw color, press +. To change back to single dots, press + again. To change every dot you place the cursor on to the Erase color, press - (hyphen or minus sign). To change back to single dots, press - again.

To delete dots, make sure the secondary color is the same as the background color (usually black), then use the **Spacebar** or the - key as described above.

You can change the current colors while editing a magnified area. Just press **F2** to display the Options submenu and choose **Draw\_Clr** or **Erase\_Clr**. (For more information, see **Colors**.)

- 4 When you're finished editing, press **Esc**. You can use the cursor movement keys to move the **Magnify** square to another location and press ↵ to magnify the area, or you can press **Esc** again to return to the Edit Menu.

## **Menus**

The Inset commands are on menus. The Inset Main Menu pops up at the bottom of the screen each time you start Inset. You use the Main Menu to access any commands you need.

Some commands display submenus of other commands. The menus and submenus are in a tree structure, which is shown in "The Inset Menu" in "Getting Started." The most important submenus of the Main Menu are the Modify Menu and the Edit Menu. For more information about these menus, see **Editing graphics** and **Modifying an image**.

Each menu takes up the bottom two lines of the screen. The top line of each menu shows the commands you can choose. The bottom line shows a description of the highlighted command.

You can clear the Inset menus from the screen whenever you want to see the two bottom lines of an image. Choose **Modify** at the Main Menu, then choose **NoMenu**. The menu disappears. You can look at the image, but you can't use any commands. When you're finished looking at the image, press **Esc** or ↵ to return to the Modify Menu.

## **Modifying an image**

There are two types of modifications you can make to an image, graphics editing changes and modifications for printing.

The graphics editing changes are visible on the screen and actually change the image. The editing changes are summarized under **Editing graphics**.

The modifications you can make with the Modify Menu commands affect how the image will be printed. They don't change the onscreen appearance of the image.

To display the Modify Menu, choose **Modify** at the Inset Main Menu.

If a pix tag is on the screen, Inset first displays a menu with three commands: **Image**, **ReSize**, and **PreView**. For an explanation of **ReSize**, see **Size**. For an explanation of **PreView**, see **Previewing**. If you choose **Image**, the Modify Menu appears. You can use the Modify Menu commands for the uppermost image on the screen.

The Modify Menu commands allow you to clip an image; rotate an image; change the size of an image; change the colors or shades of gray for the printed image; tell the printer to make two passes for the image; and add or delete a border around the image. All these modifications take effect when you print. Clipping also takes effect when you import the image into another file.

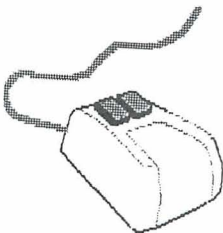
For more information on these commands, see **Clipping an image**, **Rotating an image**, **Size**, **Printing in colors or shades of gray**, **Printing**, and **Borders**.

Another Modify Menu command, **Status**, displays the current settings of these modifications. Use it if you want to check the status of the image.

The Modify Menu also contains the **NoMenu** command, which removes the menu from the screen until you press  $\downarrow$  or **Esc**. This allows you to view the bottom of the image, which is usually covered by the Inset menus.

**TIP** You can modify the image represented by an onscreen pix tag without displaying it. After you choose **Image** just choose the command you want to use. You can, for example, add a border or change the gray levels for printing. The only Modify Menu command you can't use like this is **Clip**, since you can't change the clip lines without displaying the image. When you modify an image in this manner, your change is automatically saved. Don't use the **Save** command to save a modification unless the image is on the screen.

## Mouse



If you have a mouse, you'll find that using it with Inset can increase your speed and your editing capabilities. Inset supports the use of the Microsoft, Logitech, Manager Mouse, Mouse Systems, or equivalent mouse. If you use a mouse, you must run your mouse driver before you load Inset.

After you start Inset, you can move the mouse horizontally to move to the menu selection you want. In menus and while editing graphics, the mouse buttons have the following functions:

left button:  $\downarrow$

right button: **Esc**

middle button (three-button mouse only): **Spacebar**

Moving the mouse has the same effect as using the arrow keys to move the cursor. This feature is especially useful when drawing graphics with the **Dots** command (see **Drawing**).

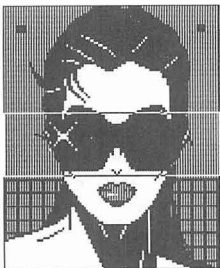
### ***Moving a block***

When you're editing an image, you can move a rectangular area, called a block, to another location on the screen.

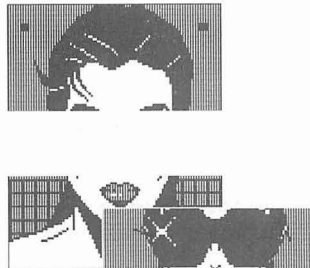
When you move a block, it replaces any graphics at its new location.

Before you move a block of graphics, display the image and choose **Edit** from the Inset Main Menu. Then follow the steps below to mark and move the block:

- 1 At the Block submenu, choose **Move**. The menu disappears so you can define the block.
- 2 Move the cursor to the point you want to be one corner of the block and press ↵.
- 3 Move the cursor to the point you want to be the opposite corner and press ↵. Inset displays a border that shows you the defined area.  
*Note:* If you want to change the block borders before moving the block, press **Esc**. The marked block disappears and you can mark both corners again.
- 4 Move the cursor to where you want to move the block. Notice that a copy of the block border moves with the cursor to show you the new location. When the cursor is in the correct location, press ↵. The block is moved.



**Marked block**



**Moved block**

- 5 If you want to adjust the location of the block, move the cursor to the new location and press ↵.
- 6 When you're finished moving the block, press **Esc**. You can now mark another block to move or press **Esc** again to return to the Block submenu. At the Block submenu, press **Esc** to return to the Edit Menu.

After you move a block, be sure to save the modification before you exit Inset.

# O

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## **Offsetting an image**

Within a WordStar document, the position of an image is determined by the position of the pix tag. If you need to adjust the position, you can generally just move the pix tag.

If you're printing an image that isn't in a document, you can offset the image from the left edge of the paper by using the **Offset** command. Choose **Output** at the Inset Main Menu, then choose **Offset** at the Output submenu. Specify the page offset (the columns left blank at the left side of the page) you want to use for the image and press ↵.

**TIP** The **Offset** command is useful if the image appears too far to the right or to the left when you print the screen. Assigning a negative offset moves the image to the left; assigning a positive offset moves the image to the right.

# P

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## **Pitch**

The Inset pitch setting determines the width of columns when you specify image size in columns. The default pitch is 10 characters per inch (CPI). This is standard for most printers. If you set the size of images in columns, or if you use column numbers to determine where to place pix tags, you need to make sure that the Inset pitch setting is the same as your printer pitch setting. For example, if an image's width is set to 24 columns and if the pitch is 10 CPI, the image will be 2.4 inches wide; if the pitch is 12 CPI, the image will be 2 inches wide.

You can set your usual pitch using the Inset Setup program. See "I Pitch" in "Changing the Setup Options." You can also change the pitch using the **Pitch** command. Choose **Output** at the Inset Main Menu, then choose **Pitch** at the Output submenu. Specify the pitch in characters per inch and press ↵.

## **Pix files**

You must capture an image with the Inset **Save** command before you can use the image in a document. When you capture an image, the file you save it in is called a pix file. A pix file has the .PIX filename extension.

If you keep most or all of your pix files in one drive or directory, you can have Inset use that drive or directory as the default for viewing and saving pix files. If you haven't already viewed a file since loading Inset, when you choose **View**, a list of files in the default directory is displayed. When you save a file, it is saved in the default directory

## INSET

unless you type another path. If you don't name a default directory, files are viewed and saved in the current drive or directory. The pix files supplied with Inset are usually in the \WS\INSET directory, and WordStar displays the pix files in that directory when you use Insert, Graphic (**Alt+I,G**) or the **^P\*** classic command to insert an image. You may want to use the \WS\INSET directory as the default. See "J Pix directory path" in "Changing the Setup Options."

You can password-protect a pix file. A password-protected pix file has the .SIG extension and is called a signature file. See **Signature files**.

*Note:* Pix files are stored in compressed format to conserve disk space. These files are not compatible with the BSAVE/BLOAD file dumps of screen memory used in BASIC and many other graphics packages. You must use Inset to load compressed pictures into programs that use the BLOAD format. However, Inset can read the BLOAD format files, so you don't need to convert all your files immediately for use in documents. Only Inset pix files contain information about rotation, size, or clipping, so you must save a file with Inset to include these modifications.

### ***Pix tags***

To insert an image into a document, you use the WordStar Insert, Graphic (**Alt+I,G**) or the **^P\*** classic command, which inserts a pix tag in your text. The pix tag consists of the name of the pix file, including the drive letter or directory path, enclosed in brackets.

*Note:* You must use the Insert, Graphic (**Alt+I,G**) or the **^P\*** classic command to enter a pix tag; you cannot type a pix tag directly into the text.

When you use WordStar to print the document, each time it finds a pix tag, it calls Inset to print the image at the location of the pix tag. The tag itself is not printed.

For more information, see **Inserting an image into text**.

### ***Pixels***

A pixel is the smallest unit of space available on a graphics screen. The number of pixels on a screen depends on the screen resolution. For example, with a color graphics adapter set to medium resolution, the screen is 320 pixels wide by 200 pixels high. For more information on screen resolution, see **Screen modes**.

When you use Inset to edit an image, you can change the screen pixel by pixel using the Edit Menu commands **Dots** and **Magnify**. See also **Drawing** and **Magnifying an Area**.

### ***Pop-up keys***

The pop-up keys (sometimes called *hot keys*) are two or three keys you press at the same time to start Inset. Generally, they are **LShift** and **Ctrl**; these are the keys you use to start Inset from your operating system and from many other programs. (The **LShift** key is the **Shift** key on the left side of the keyboard.) From within WordStar, you use Utilities, Inset (**Alt+U,I**) or the **^P&** classic command to start Inset.



Some programs don't tell Inset what screen mode is being used. So that you can use Inset in these programs, Inset can override the current screen mode and change it to the appropriate mode. The *override pop-up keys*, **Alt**, **LShift**, and **I**, tell Inset to change the screen mode. If you use **LShift-Ctrl** in a program and something happens, but the Inset Main Menu doesn't appear properly, you can try **Alt-LShift-I**. If **Alt-LShift-I** doesn't work the first time you press it, try using it several times in a row. When you try it several times, it rotates through the available screen modes, trying each mode in turn. When you find the correct mode, Inset saves it as the new default. (See also "B Screen Mode" in "Changing the Setup Options.")

If you prefer to use different keys for the pop-up keys or the override pop-up keys, you can change the pop-up keys. See "L Default Pop-up Keys" and "M Override Pop-up Keys" in "Changing the Setup Options."

See also **Printing**.

### ***Previewing***

After you insert an image into your text, you have two ways to preview the text and graphics on your screen, WordStar page preview and the Inset **PreView** command. With page preview, you can preview a full page; with the **PreView** command, you can preview the current screen of text and images.

If you use page preview, you cannot display a page that contains an image created in text mode. However, you can use the Inset **Convert** command to convert the text image to graphics mode so you can preview it. See **Screen modes** and **Converting a text screen to graphics**.

*Note:* The first time you preview an image with page preview, WordStar creates a file that contains information about the image. The file has the same filename as the pix file with the extension .WSG and is stored in your Inset directory. If you zoom in on the image, WordStar also creates a file for each zoom level. These files have the extension .Gn\$, where n is a number indicating the zoom level, and are stored in the CRT directories created by page preview. The .WSG and .Gn\$ files are used whenever you preview a page that contains that image. You can delete these files when you're finished with them to save disk space.

Before you use the Inset **PreView** command, be sure the entire image area is on the screen. Then choose Utilities, Inset (**Alt+U,I**) or the **^P&** classic command to start Inset. Inset displays a box to mark the image's location. (If the entire box isn't on the screen, exit Inset and scroll your display so the box will fit, and then start Inset again.) Then choose **Modify**.

Inset displays a menu with three commands: **Image**, **ReSize**, and **PreView**. Choose **PreView**. Inset clears the screen and redisplay it in graphics mode, one section at a time. After the screen is displayed with the pix tag, the actual image is inserted on the screen, one section at a time. For a black and white printer, the screen is shown in black and white, and the image is shown in the shades of gray that will be used for printing it.

When you're finished examining the screen, press any key to return to the menu. Press **Esc** twice to return to editing the document.

## **Printers**

Most printers that work with WordStar also work with Inset. Inset has its own software, or printer driver, for working with each printer. When you install Inset, you choose the printer you most often use, indicate whether it's black and white or color, and indicate which port it's connected to. You can change these settings using the Inset Setup program.

When you print a document with graphics, WordStar uses the Inset printer driver that is associated with the WordStar PDF used for the document. Most printers you install for WordStar are preset to use the appropriate PDF. If a WordStar PDF is not associated with an Inset printer driver, the printer driver you chose with the Inset Setup program or **Driver** command (described below) is used. You can add or change an Inset printer driver for a PDF using PDFEDIT. For information on which Inset printer driver is used with your printer, see the *Printers and Monitors List*.

When you print graphics using the Inset **Print** command, Inset uses the printer driver you chose during installation or with the Setup program. You can change this driver before printing, using the **Driver** command. This command is useful if you use more than one printer for different purposes. Choose **Output** at the Main Menu and choose **Driver** at the Output submenu. Inset displays a prompt that shows the name of the current driver. Type the name of the printer driver you want and press ↵. For information on printer driver names, see "Deleting Unnecessary Printer Files" in "Getting Started." If you're not sure which driver to use with your printer, see the *Printers and Monitors List*.

At the next prompt, choose **B&W** for a black and white printer or **Color** for a color printer. At the prompt for the printer port, choose **1** for LPT1, **2** for LPT2, or **3** for LPT3. (If the printer is connected to a serial port, you must run the operating system's MODE command before using the **Driver** command. See "F Port" in "Changing the Setup Options.") After you choose the port, the Main Menu appears.

## **Printing**

To print a WordStar document that contains one or more pix tags, use the WordStar print command. Answer the prompts in the usual manner. WordStar monitors all the output to the printer. When it detects a pix tag, WordStar calls Inset, which replaces each pix tag with the printing instructions for the image.

You can print the current screen in graphics mode using the commands on the Inset Print submenu. The screen can be a graphics screen or a text screen. The Print submenu includes commands for setting up your printer so that the printout is located correctly on the paper.

Choose **Print** at the Inset Main Menu. Inset displays a menu of six commands: **Go**, **Margin**, **Formfeed**, **Down**, **Up**, and **Top**. If you need to put the paper in the correct position before printing, use the appropriate menu commands. **Formfeed** immediately advances the paper in the printer to the top of the next page. **Down** sends a line feed to the printer (advances the paper one line). **Up** sends a reverse line feed to the printer (if the printer supports reverse line feeds). **Top** sets the printer so that it considers the current line to be the first line of a new page. **Margin** lets you set a distance (in tenths of an inch) from the left margin where the left edge of the images should be printed. When you're ready to print, choose **Go**. Inset prints the screen. If you want to stop printing before it's finished, press **Ctrl-Break**.

*Note:* Be sure your printer is online before you choose one of the Print commands. If nothing happens after 15 seconds, you should see an error message. Otherwise, check your printer and cable.

When you use the **Print** command to print a pix file, the file's settings for the Modify commands **Rotate**, **Expand**, **Ink**, **Pass**, and **Border** become the current settings for new files you capture or create.

The first time you print an image, Inset creates a *fast file* containing information that speeds up subsequent printings of the image. This file has the same filename as the pix file with the .FST extension and is in the same directory as the pix file. You can turn fast file creation off and on using the **Fast** command on the Output submenu or using the Setup program. When you edit and modify the image or change between draft and letter quality printing, Inset doesn't use the existing fast file for printing, but creates a new one. To save disk space, you can delete fast files you no longer need.

If you print in landscape mode, be sure to run the Inset Setup program and change the paper width setting to 132 columns. See "G Width" in "Changing the Setup Options."

When you print graphics, either with WordStar or with the Inset **Print** command, you can choose draft or letter quality, and you can print with either one or two printer passes. These capabilities are explained below. You can also choose the printed colors or shades of gray for each onscreen color; see **Printing with colors or shades of gray**.

### ***Printing in letter or draft quality***

With most printers, Inset can print with the highest available resolution, called letter quality printing, or it can print with a lower resolution, called draft quality printing.

**TIP** *Draft quality printing may take less time than letter quality, and you may want to use it for preliminary printouts.*

You can set the print quality using the Setup program. See "H Quality" in "Changing the Setup Options." You can also change the print quality setting using the **Quality** command. Choose **Output** at the Inset Main Menu and choose **Quality** at the Output submenu, then choose **Draft** or **Letter**. The new setting will be in effect for all printing until you change it again.

### ***Printing in double-pass mode***

If vertical lines are not straight when you print your graphics, using the **Pass** command may help.

Display the image on your screen. Choose **Modify** at the Inset Main Menu and choose **Pass** at the Modify Menu. Two options, **Single** and **Double**, appear. If you haven't used **Pass** previously for this file, the current setting is the same as the setting in effect when you first saved this file.

Choose **Single** to print the image in one pass. In this mode, each line of graphics prints once. Although this is the fastest method of printing, vertical lines may appear.

Choose **Double** to print each line of graphics twice. This produces a darker image and makes the passes line up correctly. While it is slower than the single-pass setting, you may find that printing two passes is necessary to produce high-quality graphics on your printer. (If your printer prints only in one direction, the double-pass setting has no effect.)

*Note:* If you've inserted an image in a document, you can choose double or single pass without displaying the image on your screen. While editing the document, display the text where the image is inserted. Make sure the image is the uppermost image on the screen and start Inset. A box representing the image appears in the text, and a menu appears at the bottom of the screen. Choose **Image**. The Modify Menu appears. Choose **Pass**. If you change the **Pass** setting in this manner, your change is automatically saved; don't use the **Save** command.

### ***Printing with colors or shades of gray***

You can control how each screen color is handled by your printer by using the **Ink** command. If you have a black and white printer, you can specify the shade of gray that will be printed for each color. If you have a color printer, you can specify colors.

Choose **Modify** at the Main Menu, and choose **Ink** at the Modify Menu. Inset displays six options: **Std**, **Invert**, **B&W**, **Table**, **Contrast**, and **Display**. You can set Ink to any of the first four options. If you haven't used **Ink** previously for this file, the current setting is the setting that was in effect when you first saved the file. The **Contrast** option, described below, lets you choose between three sets of shades of gray used for the other settings. The **Display** option, described in **Colors**, affects the onscreen colors. Choose the **Ink** option you want.

- **Std (Standard)** instructs Inset to print each color exactly as it appears on the screen or, for a black and white printer, in the standard gray levels, except that black prints as white and white prints as black. This means that a black screen background isn't printed, and white graphics are printed. **Standard** is also useful if you previously changed other **Ink** settings and want to reset them back to the original (default) colors.

- **Invert** is the same as **Standard** except that black prints as black and white prints as white. Be careful with this option, because a black background prints as black, and any portions of your onscreen graphics that are white aren't printed.
- **B&W (Black and White)** instructs Inset to print all colors except black as black and not to print black. If the image on the screen is on a black background, all the colors print as black and the background isn't printed.
- **Table** allows you to set each screen color to a printer gray level (or, for color printers, color). It is described below.

If you choose **Std**, **Invert**, or **B&W**, the Modify Menu reappears.

If you choose **Table**, Inset displays a menu of the colors on the palette used for the image. This menu has 2 colors for a monochrome image, 4 colors for a CGA color image, and 16 colors for an EGA image. You can choose and set as many colors as you want.

To choose a color, either use the cursor keys to move the highlighting to the color number and press  $\downarrow$ , or type the color number. For each color you choose, Inset displays a menu of the 16 gray levels (for black and white printers) or colors (for color printers). The menu choices are numbered **0** through **F** (hex code for 16). The bottom menu line shows the current gray level or color for this screen color. Gray levels are expressed in percentages. With a gray level of 50%, for example, half the dots in the image are printed. (There are three available sets of gray levels; you can change to another one using the **Contrast** command described below.)

You can move the highlighting among the choices to see the gray level or color each choice represents. Press  $\downarrow$  at any choice to choose a new gray level or color. When you're finished setting colors, press **Esc** to return to the Ink submenu. Press **Esc** again to return to the Modify Menu. Be sure to save your modification with the image.

If you choose **Contrast**, Inset displays a menu with three choices: Random, Gray, and High. Gray is the default for graphics images. **Gray** is a set of gray scales with graduated percentages; the dots in these grays are very regular, printing as graduated shades of gray. **Random** is another set of gray scales, the ones used with previous versions of Inset. The dots in these grays form different patterns when printed. For example, both Random and Gray include a 12% gray value, but these two shades appear different when printed. Gray is the best choice for most graphic images, but Random sometimes gives interesting effects. **High** is the default contrast for text images. It has fewer shades and is good for images that look best with high contrast.

To change the contrast setting, move the highlighting to the choice you want and press  $\downarrow$ . The values used in the tables for **Std** and **Invert** change to the new contrast setting values.

The following table shows the possible screen colors, their Inset numbers, and their default gray levels for black and white printers for all three contrast settings.

NUMBER	SCREEN COLOR	GRAY LEVELS		
		RANDOM	GRAY	HIGH
0	Black	0%	0%	0%
1	Blue	94%	88%	75%
2	Green	88%	81%	50%
3	Cyan	63%	75%	50%
4	Red	56%	68%	50%
5	Magenta	50%	62%	50%
6	Brown	38%	56%	25%
7	White	19%	50%	0%
8	Gray	87%	43%	100%
9	Lt. Blue	62%	36%	75%
A	Lt. Green	55%	31%	50%
B	Lt. Cyan	49%	25%	50%
C	Lt. Red/Pink	37%	18%	50%
D	Lt. Magenta	25%	12%	50%
E	Yellow	12%	6%	25%
F	White	100%	100%	100%

*Note:* If you've inserted an image in a document, you can change the colors or gray levels without displaying the image on your screen. While editing the document, display the text where the image is inserted. Make sure the `pix` tag for the image is the uppermost `pix` tag on the screen and start Inset. A box representing the image appears in the text, and a menu appears at the bottom of the screen. Choose **Image**. The Modify Menu appears. Choose **Ink**. If you change the **Ink** settings in this manner, your change is automatically saved; don't use the **Save** command.

## R

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### *Rotating an image*

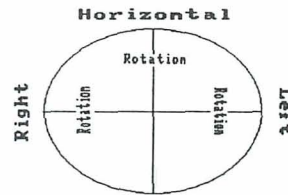
You can rotate an image when it is printed. The rotation doesn't show on the screen, except when you preview the text and image using either page preview or the Inset **PreView** command.

To rotate an image, choose **Modify** at the Inset Main Menu. Choose **Rotate** at the Modify Menu. Inset displays a menu that contains the three orientations, **Left**, **Horizontal**, and **Right**. The current orientation is highlighted. If you haven't chosen a rotation previously for this file, the default is the same setting that was in effect when you first saved the file. **Horizontal** is the same orientation as on the screen. **Left** and **Right** cause the printed image to be rotated 90 degrees in the direction specified. Choose the orientation you want. The Modify Menu reappears.

The illustration at the right shows the three orientations.

**TIP** *Rotating can be useful if you have a spreadsheet that is too wide for the printed page; it may fit sideways.*

*Note:* If you've inserted an image in a document, you can change the rotation without displaying the image on your screen. While editing the document, display the text where the image is inserted. Make sure the image is the uppermost image on the screen and start Inset. A box representing the image appears in the text, and a menu appears at the bottom of the screen. Choose **Image**. The Modify Menu appears. Choose **Rotate**. If you change an image's rotation in this manner, your change is automatically saved; don't use the **Save** command.



## S

### ***Saving an image***

Each time you edit or modify an onscreen image, you need to save your changes. After you finish making your changes, choose **Save** at the Inset Main Menu. Otherwise, when you try to exit Inset, answer yes to the prompt that asks if you want to save your modifications. In either case, you must then enter the filename for the image. Press ↵ to accept the default filename, or type another filename you want to use and press ↵. Include a drive letter or directory path if necessary. You don't need to include the .PIX extension; Inset automatically adds it. (You can use the .SIG extension to password-protect a file. See **Signature files**.)

If you use the same filename the file had before you changed it, Inset asks if you want to replace the contents of that file with the image on the screen. Answer **R** for **Replace** to replace the image in the file with the changed image, or **C** for **Cancel** if you don't want to replace the file. If you answer **C**, you are returned to the Main Menu, and you have to start the **Save** operation again.

Inset saves the file. You are returned to the Main Menu if you chose **Save**, or to the operating system or the program you were running if you saved the image while exiting Inset.

When you save a file, the file's settings for the Modify commands **Rotate**, **Expand**, **Ink**, **Pass**, and **Border** become the current settings for new files you capture or create.

**TIP** *You can easily save a file while you're using one of the Edit Menu commands. Just press **F10** and the filename prompt appears. It's a good idea to use **F10** after you make changes you want to keep and before you make further changes. Then, if you decide not to keep your later changes, it's easy to go back to the most recent version.*

**CAUTION** Don't use the **Save** command unless the image is on the screen. When you modify an image when the image's *pix* tag is onscreen (but not the image itself), Inset automatically saves your modification with the same filename. If you use the **Save** command and the image was created in graphics mode, an error message appears and you can't save the file. However, if the image was created in text mode (for example, a spreadsheet) and you choose **Save**, then choose to replace the file, the text screen with the *pix* tag is saved as a *pix* file. In this case, you may lose your image by replacing the original *pix* file with the saved text screen.

See also **Capturing an image**.

### **Screen modes**

When you type words on your computer (in the operating system, WordStar, or another program), the screen is normally in *text mode*. In text mode, the screen is divided into areas the size of one character (on most screens, 80 columns and 24 rows). The computer comes with a set of predefined characters. You choose the characters to put on the screen by typing them on the keyboard.

Graphics programs, including the Inset editing functions, work with the screen in *graphics mode*. In graphics mode, the screen is divided into individual dots, or pixels. When you use Inset to edit an image, you change the screen dot by dot.

The actual number of dots on the screen varies for different screens and graphics adapters and is called the screen resolution. Your screen may always have the same resolution, or you may have several resolutions available. For example, the standard color graphics adapter (CGA) has two resolutions, medium for color graphics and high for black-and-white graphics. In medium resolution, the screen is 320 dots wide by 200 dots high; in high resolution, the screen is 640 dots wide and 200 dots high. For information about the resolutions available with other screen adapters, see "A Screen" in "Changing the Setup Options."

When Inset captures a graphic image, it stores the contents and color of each dot on the screen. If you try to display an image on a screen with lower resolution or fewer colors than the one on which it was captured, Inset must first convert the image to an available resolution.

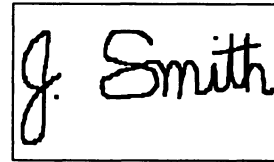
You can capture a text screen with Inset, but you can't edit that screen or preview it with WordStar page preview unless you first convert it to graphics mode using the Inset **Convert** command. (See **Converting a text screen to graphics**.)



## ***Signature files***

You can password-protect a file when you save it by using the .SIG filename extension, which stands for signature file. A signature file can contain an image of your signature, which you can insert into letters and memos. Protecting the signature file with the .SIG extension prevents anyone from using your signature without your approval. You can password-protect any image; it doesn't have to be a signature. It just needs to have the .SIG filename extension.

The example at the right shows a signature file named JSMITH.SIG.



When you capture or save a file, if you type a filename with the .SIG extension, Inset prompts you for the password. Type a password of up to eight characters and press ↵. You don't see the password as you type it; X's are displayed instead. After you press ↵, Inset asks you to retype the password for verification. Retype the password and press ↵. If you type the password exactly as you did originally, Inset saves the image in a protected file, using your password as the key. If your verification is not correct, you can repeat the procedure.

To view or print a protected file, you must type the password. If anyone tries to view or print the file without using the correct password, the image will be unrecognizable.

See also **Capturing an image** and **Saving an image**.

## ***Size***

Inset provides two ways to change the size of your printed image, the **Expand** command and the **ReSize** command. You can use the **Expand** command to set a size in inches, in columns and rows, or relative to the screen size of the image. You can use **ReSize** to adjust the size (in columns and rows) of an image that is already inserted in a document.

The **Expand** and **ReSize** commands are described below. These commands allow you to change the size of the printed or previewed image. They have no effect on the size of the image when you display it on the screen.

### ***The Expand command***

You can use the **Expand** command when the image is displayed on the screen, or you can use it when you're using WordStar to edit a page that contains a pix tag (in this case, the image you want to change must be the uppermost pix tag on the screen).

To use **Expand**, start Inset and choose **Modify** at the Main Menu. (If you're editing a page with an image, start Inset and choose **Image**.) Choose **Expand** at the Modify Menu. Inset displays eight settings: **1x**, **2x**, **3x**, **4x**, **5x**, **6x**, **Col/Row**, and **Inches**. The current setting is highlighted. Choose the setting you want.

## INSET

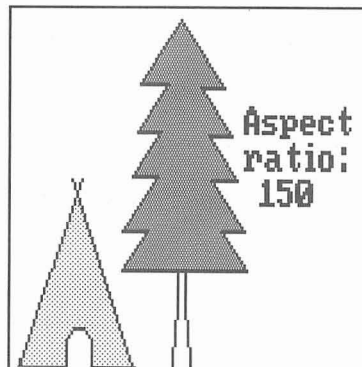
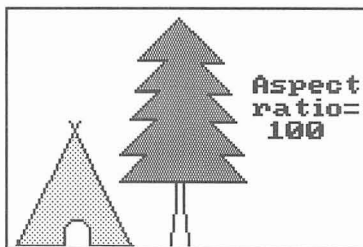
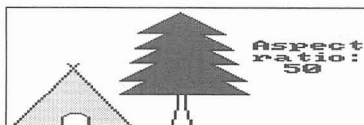
The **1x** through **6x** settings set the number of dots to print for each dot on the screen. For example, if you choose **2x**, each screen dot prints as two rows of two dots each, doubling the length and width of the printed image. If you use these settings, note that the size of the printed dot varies from printer to printer. Thus the same image with the same expansion setting is printed smaller on a printer with high resolution, such as a laser printer, than it is on a printer with low resolution, such as a dot matrix printer.

The **Col/Row** choice allows you to set the size in terms of text columns and rows, and the **Inches** choice allows you to set the size in inches. These two options are useful whenever you want to set an exact size for the printed image.

*Note:* If you set the size in columns, the column width is determined by the pitch; the default is 10 columns per inch. You can change the pitch with the Setup program or with the **Pitch** command on the Output submenu. See also **Pitch**.

If you choose **Col/Row** or **Inches**, a prompt asks for the width of the picture in columns or inches. Type the width you want and press ↵. The next prompt asks you for the aspect ratio.

The aspect ratio is the relationship of the vertical aspect of the image to its horizontal aspect. If you specify a number from **1** through **99**, the image will be compressed vertically when it is printed, so it is shorter than it is on the screen. The number **1** produces the shortest image, while with **99**, the compression is barely noticeable. If you choose **100**, the image will be printed on a 1-to-1 ratio. If you choose a number over 100, the image will be taller when printed, so that it appears elongated. Type the number you want and press ↵.



Instead of specifying an aspect ratio, you can specify exactly how long you want the image (in rows or inches, depending on your original choice). Just type **0** at the aspect ratio prompt and press ↵, then type the number of rows or inches and press ↵.

After you change the size of an onscreen image, be sure to save your modification before exiting Inset. If you use **Expand** without the image on the screen (that is, when the pix tag is onscreen), don't use the **Save** command; the change is automatically saved.

### ***The ReSize command***

The **ReSize** command allows you to modify an image to fill the space you want it to take up in your text. You can use **ReSize** only when you're using WordStar to edit a page that contains an inserted image, and only for the image represented by the uppermost pix tag on the screen.

To use **ReSize**, display the text on the screen. Make sure the image you want is the uppermost image on the screen and that the entire area left for the image is on the screen, and then start Inset. Inset displays a box that marks the image's location. (If the entire box isn't on the screen, you can exit Inset and scroll your display so the box will fit, then start Inset again.)

Inset displays a menu with three commands: **Image**, **ReSize**, and **PreView**. Choose **ReSize**. You have two choices, **Natural** and **Scale**. **Natural** allows you to adjust the image dimensions in multiples only; for example, you can make the image twice as wide or four times as high. **Scale** allows you to adjust the dimensions by rows and columns; it gives you more exact control over the size, but can cause distortion in the printed image, especially with color patterns. Choose either **Natural** or **Scale**.

Now you can adjust the size of the image. Use the up and down arrow keys to adjust the height, the left and right arrow keys to adjust the width, and the plus and minus keys next to the arrow keys to adjust the height and width at the same time. The size of the image box changes onscreen with your changes, and the row and column numbers next to the filename at the top of the box show the new dimensions in rows and columns. When the image is the size you want, press ↵. The new size is automatically saved with the image; don't use the **Save** command. Inset returns you to the menu. Press **Esc** twice to exit Inset.

## ***T***

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### ***Text***

You can add text to a graphic image. Inset provides several text styles and sizes. To add text, start Inset, display the image, and choose **Edit**. Choose **Text** at the Edit Menu. Inset displays a submenu of commands you can use to add text to a graphics image and

to modify the text. The submenu contains eight commands: **Enter**, **Accept**, **Undo**, **Direction**, **Height**, **Width**, **Italics**, and **Font**. Each of these commands is described below.

*Note:* The text you add to an image is in graphics mode; it doesn't match your printer's text characters. (See **Screen modes** for information on text mode and graphics mode.) You can use this contrast to call attention to the image accompanying the graphics text.

### ***Enter***

Use **Enter** to type the text you want. When you choose **Enter**, the menu disappears and a cursor appears. Use the arrow keys to move the cursor to where you want to begin typing, and type the text you want. You can use any characters on your keyboard. With any of the three ASCII fonts (see "Font" below), you can use characters from the ASCII extended character set by holding down the **Alt** key and typing the decimal value of the character you want. You can press ↵ to start a new line of text directly below the first character of the previous line. Pressing **Backspace** erases the previous character. You can use the arrow keys to move the entire block of text you typed since choosing **Enter**.

When you're finished entering text, press **Esc**. The text remains on the screen and the menu reappears. You can choose **Accept** to save the text as it is, **Undo** to erase the text, or any of the other **Text** commands to change the style of the text before saving it.

If you try to leave the Edit Menu while the screen contains text you haven't accepted, Inset prompts you to either accept or undo the text.

*Note:* When you enter text, the colors in which it appears onscreen are determined by the colors already onscreen. However, when you accept the text, it changes to the Draw color. When entering text, be sure the Draw color is different from the background color(s) on which you enter the text.

### ***Accept***

Use **Accept** when the text on the screen looks exactly the way you want. Just choose **Accept** from the Text submenu.

After you use **Accept**, the block of text you just entered is frozen. You can't change any characters or the text's direction, height, width, italics, or font. You can modify it only by using the graphics editing functions, such as **Magnify** and **Erase**.

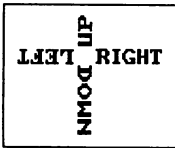
After you use **Accept**, you can use the other Text commands to enter and modify additional text. These commands affect only the current block of text that has not yet been accepted.

### ***Undo***

Use **Undo** to erase the current block of text (the text that you haven't yet accepted). Just choose Undo at the Text submenu. All the text disappears except text that you previously accepted.

## ***Direction***

You can change the orientation of the current block of text with the **Direction** command. When you choose **Direction**, Inset displays a submenu with four choices, **Right**, **Down**, **Left** (Upside-down), and **Up**.



**Right** is standard horizontal text. **Left** causes text to turn upside-down and read from right to left. **Up** and **Down** let you type vertically up or down from the cursor position. Choose the direction you want. The current block of text, if any, turns in the direction you chose, and subsequent text you type is in the new direction.

Before you change the direction of the text again, be sure all the text that is to remain in the current direction is exactly the way you want, then choose **Accept** to save it.

If you want to change the direction of only a few words, remember to first accept the text you want in the current direction.

## ***Height***

**Height** allows you to make the characters in the current block of text taller. You can use it alone to make characters appear taller and thinner than the usual characters, or you can use it together with **Width** to make the characters larger.

When you choose **Height**, Inset displays a submenu with six choices, **1x** through **6x**. **1x** is normal height, **2x** is double normal height, **3x** is triple normal height, and so on. Choose the height you want. The current block of text, if any, changes to the height you chose, and subsequent text you type is in the new height.

Before you change the height of the text again, be sure all the text that is to remain in the current height is exactly the way you want, then choose **Accept** to save it.

If you want to change the height of only a few words, remember to first accept the text you want in the current direction.

## ***Width***

**Width** allows you to make the characters in the current block of text wider. You can use it alone to make characters appear darker (**2x** makes a good boldface), or you can use it together with **Height** to make the characters larger.

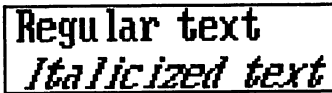
When you choose **Width**, Inset displays a submenu with six choices, **1x** through **6x**. **1x** is normal width, **2x** is double normal width, **3x** is triple normal width, and so on. Choose the width you want. The current block of text, if any, changes to the width you chose, and subsequent text you type is in the new width.

Before you change the width of the text again, be sure all the text that is to remain in the current width is exactly the way you want, then choose **Accept** to save it.

If you want to change the width of only a few words, remember to first accept the text you want in the current direction.

### **Italics**

The **Italics** command lets you italicize (slant) all the characters in the current block of text. When you choose **Italics**, Inset displays two choices, **Normal** and **Italic**. Choose **Italic**. The current block of text, if any, appears in italics, and subsequent text you type is italicized.



Before you change back to normal text, be sure all the italicized text is exactly the way you want, then choose **Accept** to save it.

To turn italics off, choose **Italics** at the Text submenu, then choose **Normal**.

If you want to italicize only a few words, remember to first accept the text you don't want to appear in italics.

### **Font**

The **Font** command allows you to change fonts. You can either use the standard IBM® system font (the default) or choose one of the other available fonts.

Before you change to a different font, save the text you want to remain in the current font by accepting it.

When you choose **Font**, Inset displays two choices, **PC\_Font** and **Load** (to load a font from disk). The PC font is the default font. The other fonts are type styles that come with Inset. They are stored in files with the .INF filename extension.

To choose a font other than the default, choose **Load**. Inset displays a menu of the available fonts. Because each font is a file, the menu is in Inset's file selection format. If the list isn't displayed and a font filename is on the top menu line, you can press \* or the **Spacebar** to erase the name and display the list.

Choose the font you want. The current block of text, if any, appears in the new font, and subsequent text you type is in the new font.

**TIP** You can see how all the fonts look by typing your text on the screen but not accepting it, then choosing each font in turn.

To return to the default font, choose **Font** at the Text submenu, then choose **PC\_Font**.

---

# *Changing the Setup Options*

If you need to change the choices you made when you installed Inset or you want to change some of the current Inset settings, you can run a program called Setup, which is in a file named SETUP.COM. Log on to your Inset directory and follow the steps below:

- 1** Type **setup** and press ↵. The Hardware Configuration Setup screen appears.
- 2** Examine the current settings for the setup options. Type the letter of the option you want to change.
- 3** Use the cursor keys to move the highlighting to the answer you want, then press ↵ to choose the answer. Information about each option is given after this procedure.
- 4** When all the settings are correct, press **F10** to save them. You are returned to the system prompt.
- 5** If Inset was loaded in your computer's memory before you ran Setup, type **ri** and press ↵ to remove Inset from memory, then type **inset** to reload Inset. (Otherwise the setup changes will not take effect.)

The setup options are listed below in the same order as they appear on the Hardware Configuration Setup screen.

## A Screen

You choose an Inset screen driver when you install Inset. You can change to another screen driver using this option. To run Inset, your computer must have one of the screen adapters (graphics boards or cards) listed on the screen or an equivalent one. Screen adapters that can be used with Inset are described below.

**IBM Color Graphics Adapter** The CGA has four different display modes. Two of the modes—80-column text and 40-column text—are text modes. While the screen is in text mode, no graphics images can be displayed. The other two modes display graphics. In medium resolution mode, the screen is 320 pixels wide by 200 pixels high, and four colors can be used. In high resolution mode, the screen is 640 by 200 pixels, and two colors can be used.

**IBM Enhanced Graphics Adapter** The EGA displays the same four screen modes as the CGA plus three additional modes, 640 by 350 pixels and 640 by 200 pixels, both with 16 colors, and 640 by 350 with 4 colors. The EGA driver supports all the CGA modes and the two 16-color modes. The 640x350x4 mode is actually a monochrome mode with blinking. To use this mode, you must choose the EGAMONO screen driver.

**Video Graphics Adapter** The VGA supports the CGA and EGA modes plus two additional modes, 640 by 480 pixels with either 2 or 4 colors.

**MCGA** The MCGA monochrome adapter is used with the IBM PS/2 Models 25 and 30 computers. It supports the CGA graphics modes (emulating colors with gray) and has a high-resolution mode of 640 by 280 pixels with 2 colors.

**Hercules Monochrome Graphics Adapter** The Hercules Monochrome board allows you to display graphics on an IBM monochrome screen. The Hercules board comes with software (the HGC file) that identifies the board to the computer. The board has two different memory pages where graphics are displayed. They are called page 0 and page 1. Inset performs the equivalent of the HGC FULL command as a default. To run Inset in HGC HALF mode, choose the HERCHALF screen option. (If you choose the wrong screen option, pressing **Alt-LShift-I** twice when starting Inset will automatically change this setting.) With the Hercules Monochrome board, to start Inset, you must use **LShift-Ctrl** while in text mode and **Alt-LShift-I** while in graphics mode.

*Note:* If you have the Hercules Plus board, you can't use Inset and RAMfonts at the same time. When you load Inset, it turns the RAMfonts off. To use them again, you need to remove Inset from memory and turn the RAMfonts on again.

**Hercules Color Graphics Card** Inset works with the Hercules Color board the same way as with the CGA board. Choose the CGA screen option.

**ATT Display** This adapter is similar to the EGA adapters. Two drivers are provided for the ATT, one for color and one for monochrome.

**Toshiba** The Toshiba 3100 has a monochrome monitor with three graphics modes, including a high-resolution mode of 640 by 400 pixels.



**The Genius** You can use two modes with the The Genius monochrome monitor, 640 by 200 pixels and 736 by 1008 pixels. Use **Alt-LShift-I** to start Inset when your screen is in graphics mode.

**Wyse 700 or Amdek 1280** The WYSE driver lets you display 4-color graphics using shades of gray in two resolutions, 320 by 200 pixels (CGA) and 640 by 800 pixels. It also has three 2-color modes, 640 by 200, 640 by 400, and 1280 by 800. Use **Alt-LShift-I** to start Inset when your screen is in graphics mode.

**IBM Monochrome Display** The IBM monochrome monitor can display only text; it doesn't have graphics capabilities. If you choose this screen option, the Small version of Inset is automatically used (see the "Q Version" setup option).

**QuadEGA+ Board** The QuadEGA+ offers CGA and EGA support and also supports the graphics modes of the Hercules Monochrome adapter. When you use this board, you must know which of these three modes you're using. If you're in Hercules mode, use the HERC screen option (or HERCHALF if you use this mode), and treat the adapter the same as the Hercules Monochrome adapter. In any color mode, use the EGA screen option and treat it like the EGA adapter. (If you're using CGA mode, the EGA option will work and you can use both medium resolution and high resolution.)

**Tecmar Graphics Master** For the Tecmar Graphics Master adapter, choose the CGA screen option. The Tecmar Graphics Master also has enhanced graphics capabilities, but Inset does not support it in its enhanced modes at this time.

**Tecmar EGA Master** For the Tecmar EGA Master, choose the EGA screen option. This adapter works with Inset the same way as the EGA board does.

### ***B Screen Mode***

To start Inset from most programs other than WordStar (or from the system prompt), you press the regular pop-up keys, **LShift** and **Ctrl**. But certain other programs, such as Lotus 1-2-3, don't tell Inset what graphics mode (screen resolution) is being used. When you try to start Inset from inside one of these programs, the Inset Main Menu doesn't appear. You need to use the override pop-up keys **Alt**, **LShift**, and **I** to start these programs. When you press the override pop-up keys, Inset automatically sets the graphics mode to the mode selected at this option. For example, two graphics modes are available for the CGA adapter: medium resolution for colors and high resolution for black and white.

If you need to change the graphics mode for another program, you can find out what mode the program is using and set this option to that mode. If you aren't sure, just run the program and try **Alt-LShift-I** several times in succession. Inset rotates through the available modes. When you find the correct mode, Inset automatically sets this Setup option to the correct mode.

## **C Printer**

To find the correct printer driver for your printer, you can use the **PgDn** key to move the highlighting down the list quickly. If you're not sure which driver to choose, refer to the *Printers and Monitors List*.

If you have more than one printer, you can change printers without using the Setup program. See **Printers** in "Inset Reference."

## **D Color/Black and White**

This option tells Inset if you plan to print in black and white or in colors.

## **E 4K Buffers**

This option sets the number of pages (4K per page) set aside in memory before using disk space. These pages are called buffers. The default setting is the minimum needed for your system. A higher number of buffers generally increases the speed of operation, but takes up more memory. If you're using a printer with very high resolution, such as a laser printer or a color printer, you may want to increase the number of buffers by one or two.

## **F Port**

Your printer is connected to your computer through a port. The parallel ports are LPT1, LPT2, and LPT3. The Inset default is LPT1. If your printer is connected to LPT2 or LPT3, choose that port.

You can change the printer port while running Inset. See **Printers** in "Inset Reference."

Serial printers, such as the HP LaserJet printer (but not the HP LaserJet Plus), are connected to a computer through the COM1 or COM2 port. Before you can print a document containing pix files on a serial printer, you must reroute the printer output through one of the LPT ports. You can do this by using the MODE system command after you exit the Setup program and before you load Inset into memory.

At the DOS prompt, type these commands:

```
MODE COM1:96,N,8,1,P
MODE LPT1:=COM1:
```

*Note:* The commands shown above work if the serial printer is connected to the computer through the COM1 port and you want to reroute it through LPT1. If your printer is connected through COM2, or if you want to reroute it through LPT2 or LPT3, you can edit SERIAL.BAT and substitute the appropriate numbers. Be sure the LPT port is the one selected in the Setup program.

## **G Width**

Choose 80 columns for standard width (8½-inch) paper or 132 columns for wide (11-inch) paper or for printing in landscape mode.

## **H Quality**

If you choose letter quality, Inset will print graphics in the highest possible resolution (number of dots per inch) for your printer. Choosing draft will result in an increase in the speed of graphic printing, but with a corresponding reduction in resolution.

If you're not sure which quality to print in, you can experiment with printing in both draft and letter quality and compare results. See also **Printing** in "Inset Reference."

## **I Pitch**

The pitch setting determines the width of a column when you specify image size in columns. If you want to set image size in columns, be sure the pitch setting agrees with the printer pitch or font you're using, so the image will be printed correctly. The default setting for most printers is 10 characters per inch, which is also the Inset default. See also **Pitch** and **Size** in "Inset Reference."

## **J .PIX Directory Path**

This option allows you to name the directory where you normally keep your pix files. This directory is the default when Inset asks you for a filename for saving or viewing a file.

The default for this option is no path. Your pix files are saved in the disk or directory where you're working and Inset searches the current directory when it looks for a pix file.

## **K Temporary Directory Path**

If Inset creates temporary overflow files when you're short of disk space, they are put in the directory you name here. Make sure you name a valid directory. The default for this option is the directory that contains the Inset files.

If you name a new directory, the following question appears:

*Is this a Virtual (RAM) Disk?*

Inset needs to know if the directory for your temporary files is located on a RAM disk. A RAM disk is a portion of memory that you set aside for use as a disk drive. You don't have a RAM disk unless you set it up. If you have not created a RAM disk, press **N** for no. (If you want to create a RAM disk, refer to your computer manual.)

## **L Default Pop-up Keys**

The pop-up keys are used to start Inset and display the Main Menu. They are the **LShift** key and the **Ctrl** key. You can change the pop-up keys with this option.

To change the pop-up keys, press **N** for no, type the number of characters you're choosing (from 1 to 3), and press the keys you want to select. The first key must be either **Ctrl**, **LShift** (the left Shift key), **RShift** (the right Shift key), or **Alt**. You must hold down the first key (and the second, if you choose three keys) while you press the second (or third) key.

### ***M*** **Override Pop-up Keys**

The alternate (override) pop-up keys are used to start Inset and display the Main Menu in programs that require a screen mode that is not apparent to Inset. They are **Alt**, **LShift** (the left Shift key), and **I**. You can choose different override pop-up keys with this option.

To change the override pop-up keys, press **N** for no, type the number of characters you're choosing (from 1 to 3), and press the keys you want to select. The first key must be either **Ctrl**, the left **Shift** key, the right **Shift** key, or **Alt**. You must hold down the first key (and the second, if you choose three keys) while you press the second (or third) key.

### ***N*** **Default Macro**

At this screen, you can create a macro for running a frequently used Inset function. A macro consists of a series of Inset commands. The commands represented by the macro will run automatically every time you press the pop-up keys to start Inset; you won't have to enter them from the keyboard.

The format of the macro is simply whatever you'd type at the Inset menus to do what you want to do; this might include the letters for the commands you want to run or a filename. All letters must be in uppercase. You can also use the following characters:

- ; ↵ key
- ^ **Esc** key
- # Pause until ↵ is pressed. This allows you to, for example, type a filename after the **View** or **Save** command and have the macro resume.
- { Move the cursor one place to the left
- } Move the cursor one place to the right

For example, if you always view a graphics file immediately after you start Inset, you can set up the macro to choose the **View** command, ask you the filename, and display the file. For this macro, you'd type **V**. Another example of a macro is shown below in "O Override Macro." See also "Starting Inset Using Macros" in "More About Inset."

## O *Override Macro*

Inset has a preset *override macro*, which is a series of commands that runs when you press **Alt-LShift-I** to start Inset in a program such as Lotus 1-2-3. This macro automatically chooses the medium resolution option for graphics display mode. (Lotus 1-2-3 changes the display mode without informing the operating system.)

This option allows you to change the override macro. If you do so, take into account that you may need to change the screen mode whenever you start Inset by pressing **Alt-LShift-I**.

This macro is in the same format as described in "N Default Macro." For example, the only reason you ever start Inset while you're in Lotus 1-2-3 may be to capture the current screen. You can set up this macro to automatically start Inset, change to medium resolution screen mode, run the **Save** command, type the directory in which you save these files, pause to allow you to type a filename, and exit Inset. If you save your Lotus pix files in the \SSPIX directory, this macro would be S\SSPIX\#^.

## P *Keyboard Mode*

Some programs may prevent Inset from receiving the keystrokes that start it and display the Main Menu. At this screen, you can set Inset to "grab" keystrokes before other programs can get them. Three choices are available:

- Passive      This is the default mode. Inset receives all keystrokes and is started by **Shift-PrtSc**. This mode does not interfere with other programs, so it is preferable whenever possible.
- Semi-active    If Inset doesn't start in Passive mode, you can try Semi-active. Semi-active mode is almost as safe as Passive, and it can be useful in programs such as Lotus 1-2-3 and Symphony. However, it can occasionally cause problems with other memory-resident programs, so if you have a problem, change back to Passive as soon as possible.
- Active        When you can't start Inset with **LShift-Ctrl** or **Alt-LShift-I**, choose Active. Change this setting back to Passive as soon as possible, because Inset set for Active may not run with other memory-resident software.

## Q *Version*

You can install Inset to run with (full) or without (small) its graphics editing capabilities, which let you create your own computer graphics or edit existing graphics. If you don't install the graphics editing capabilities, the **Edit** command doesn't appear on the Inset Main Menu. The memory saved by not installing graphics editing is about 15K.

If you set Inset up for an IBM monochrome monitor, the version is automatically set to Small, because you can't edit graphics on this type of monitor.

### **R** *Maximum .PIX Size*

This option sets the maximum size of your pix file images. A smaller size decreases the amount of memory that Inset uses. The minimum size that you can specify is 15K, and the maximum is 447K. The default is 110K. You probably don't need to change this unless you work with very large or very high-resolution images.

### **S** *Fast Files*

The first time you print an image, Inset creates a *fast file* with the same filename as the pix file but with the .FST extension. This files makes subsequent printing of the image three to sixteen times faster than the first time you printed it. If you modify the image or print it with a different printer, the .FST file is not used for printing and Inset creates a new .FST file reflecting the changes.

This option allows you to turn creation of fast files on and off. The default is on. You might want to set it to off if you have disk space limitations. You can also switch fast file creation on and off while running Inset, using the **Fast** command on the Output submenu.

The disk space that a fast file requires depends on the size of the printed image. If you are printing an image that takes up a full page, the fast file may take up more space than the original pix file; if you are clipping a part of the pix file and printing it an inch wide, the fast file will probably take up considerably less space than the pix file.

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# More About Inset

## Error Conditions

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This section describes problems you may have while working with Inset and tells you how to solve them.

### *You can't load Inset from DOS.*

Be sure you're logged on to the drive or directory that has the Inset files. Be sure the appropriate Inset printer driver file (PRD) is in this directory.

### *The Inset menu doesn't appear when you press LShift-Ctrl or Alt-LShift-I.*

If nothing happens when you press the pop-up keys, Inset is not loaded, or your program is blocking the **LShift-Ctrl** or **Alt-LShift-I** sequence, or (if you hear a beep) your program is in the middle of a DOS function.

If Inset isn't loaded, load it. If your program is running a DOS function, you can just press ↵. If a DOS disk read is in progress, you must wait until the disk read is complete before you can start Inset.

If your program is blocking the sequence, try the other sequence (if **LShift-Ctrl** doesn't work, try **Alt-LShift-I**, and vice versa). If that doesn't work, try setting the keyboard mode to Semi-active (if the pop-up keys sometimes work) or Active (if they never work). See "P Keyboard Mode" in "Changing the Setup Options."

If you can see some response on the screen when you press the pop-up keys but the menu isn't displayed correctly, Inset may be using the wrong display mode for the current screen. Use the **Alt-LShift-I** keys several times. Inset rotates through the available screen modes, and one of them should make the menu appear. You can also set this screen mode using the Setup program. See "B Screen Mode" in "Changing the Setup Options."

With a few computers, Inset may have trouble popping up because it can't tell that no mouse is attached to the computer. This can cause operating system error messages. If when you load Inset, it displays a "Mouse Installed" message and you don't have a mouse, try the NOMOUSE.COM program. Log on to your Inset disk or directory and, at the operating system prompt, type **nomouse** ↵.

***A beep sounds while you're in an Inset menu.***

You pressed an invalid key. Try to enter the command again. Inset may also be signaling to you that it has completed either disk I/O, clipping, or printing. This is not an error.

***Nothing happens when you try to print with the Print Go command.***

Inset can't find your printer. Check to make sure the printer is online, that the cables are all secure, and that you have selected the right printer driver and port.

***The Inset Main Menu doesn't appear when you use Utilities, Inset (Alt+U,I) or ^P&.***

WordStar may not know where to find Inset. (This should not happen if you installed Inset using WSETUP or the Add a feature option in WINSTALL.) Use WINSTALL to check the assignment of WordStar search paths.

WordStar may not have enough available memory to load Inset. If you are running any memory-resident programs, exit WordStar and remove them from memory.

Be sure that you have run the Inset Setup program as described in "Installing Inset" and that the IN.SET file and the appropriate Inset printer driver file (PRD) are in the same directory as the Inset program files.

***An image in a document is not printed.***

Check the pix tag to make sure the pix filename is correct and the correct path is included. If the pix tag is correct, open your document and be sure Utilities, Inset (Alt+U,I) or the ^P& classic command starts Inset. If you cannot start Inset, see the explanation above for "The Inset Main Menu doesn't appear . . ."

***An image is not printed correctly.***

If the image appears too tall and thin or too short and wide, change the aspect ratio using either the **Col/Row** or **Inches** options of the **Expand** command. If the image is still incorrect, and it is in a document, try using a different line height or line spacing. If you are printing the image larger than its original size when captured, try printing it at its original size. On a few printers, enlarged graphics may not be printed correctly.

If too much white space shows around the image, use the **Clip** command on the Modify Menu to move the clip lines closer to the actual image.

If you were required to change any switch settings on your printer to make it compatible with the driver, make sure the changes are made.



You may be using the wrong Inset printer driver. See the *Printers and Monitors List* for the name of the correct driver. If you are printing the Inset **Print** command, check your printer using the **Driver** command on the Output submenu. If you are printing with WordStar, you can use PDFEDIT to make sure your PDF is set up for the correct Inset printer driver.

If the graphics appear fuzzy, check the image's screen colors and its settings for the corresponding printer shades of gray. See **Printing in colors or shades of gray** in "Inset Reference."

If the horizontal lines that make up the image are staggered to the left and right then you print the image in a document, try choosing a different font before the pix tag, or try using a different line height or line spacing (6 lines per inch is the most reliable height).

***An image printed on a dot matrix printer appears wavy.***

Use double-pass printing. See **Printing** in "Inset Reference."

***An image is printed in the wrong position in a document***

If the image is too far to the left or right, be sure the pix tag is in the correct position on the line. If it is, try choosing a different font before the pix tag. If you are printing the image larger than its original size when captured, try printing it at its original size; with a few printers, enlarged graphics may not be printed correctly.

If the image is too high or low, adjust the position of the pix tag. If necessary, you can use superscript or subscript.

Check how the image is clipped; you can sometimes adjust the position by moving the clip lines.

***Only part of an image is printed***

The .FST file for the image may be damaged; try deleting this file. If the right portion of the image is cut off, try running the Inset Setup program and changing the width to 132 columns (this may help even on 8 1/2-inch wide paper).

On a laser printer, if printing stops before the entire image is printed, the printer doesn't have enough memory for the whole page. To get more memory, you can remove downloaded fonts that you're not using, or you can purchase additional memory, if available. Otherwise, you can work around this problem by reducing the size of the image or printing fewer images on a page. The rest of the page is printed on the next piece of paper (you may need to reset the printer first), so you can also cut and paste if necessary. For preliminary printouts, you can use less memory by setting **Quality** (on the Output submenu of the Modify Menu) to **Draft**.

**The text next to an image is spaced incorrectly**

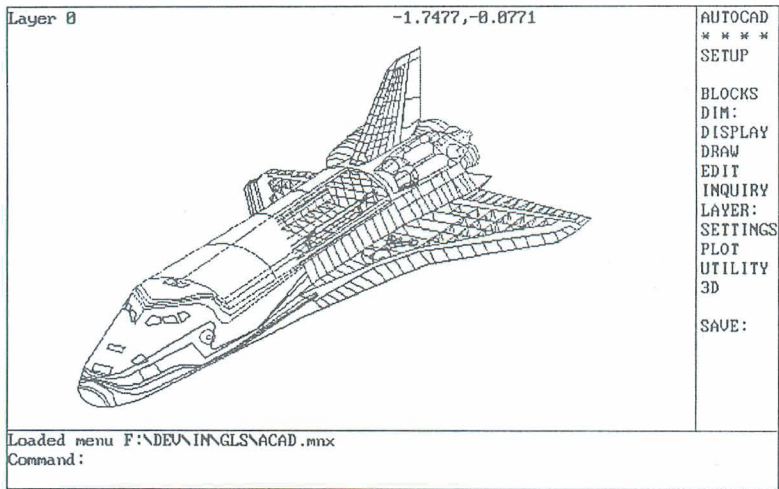
You may need to change the line height to 6, 3, 2, or 1 lines per inch. See **Inserting an image into text** in "Inset Reference." This problem may also cause incorrect page breaks.

**Using Inset with Other Programs**

The information below shows how Inset works with some of the more popular spreadsheets and graphics programs.

**AutoCAD**

When capturing AutoCAD drawings, you may need to use **Alt-LShift-I** to start Inset.



**Diagraph**

To use Inset with the Diagraph CAD program, you must set the Inset keyboard mode to Active. See "P Keyboard Mode" in "Changing the Setup Options." You should reset the keyboard mode to Passive when you leave Diagraph.

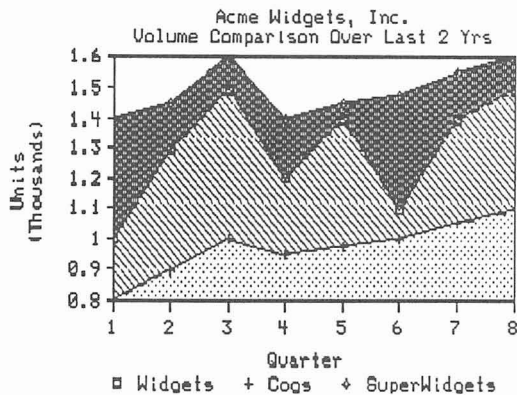
**Dr. Halo**

To use Inset with the Dr. Halo graphics program, you may need to set the Inset keyboard mode to Active. See "P Keyboard Mode" in "Changing the Setup Options." You should reset the keyboard mode to Passive when you leave Dr. Halo.

## ***EnerGraphics***

If you use the EnerGraphics program on an EGA board with 640x350x16 resolution, you must choose the EGA high resolution screen mode for Inset (see "A Screen" in "Changing the Setup Options"). Use **Alt-LShift-I** to start Inset from EnerGraphics.

## ***Lotus 1-2-3***



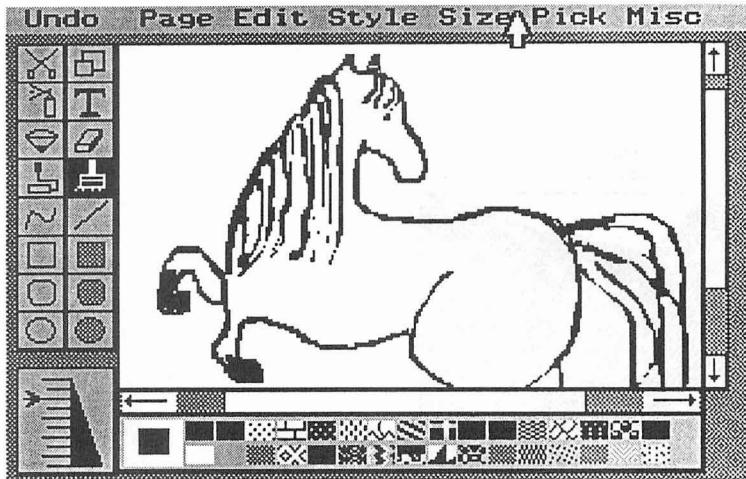
To capture graphics from Lotus 1-2-3 Version 1, you must start Inset using the **Alt-LShift-I** keys. This sets the display mode to medium resolution graphics and displays the Inset Main Menu on the bottom of your screen. With Lotus 1-2-3 Version 2, you can use **LShift-Ctrl**.

When you're in the spreadsheet itself, use **LShift-Ctrl** to start Inset.

## ***PC-Paint***

To use Inset with PC-Paint, you must not load any of PC-Paint's screen printing programs (such as EPSON.COM or OKIDATA.COM) after you load Inset. If you do load one of these programs, Inset will be unable to pop up inside PC-Paint.

## *PC-Paintbrush*



If you're using PC-Paintbrush and Inset in the EGA high resolution mode, you must use **Alt-LShift-I** to start Inset. If you use **LShift-Ctrl** by mistake, press **Esc** and then press **Alt-LShift-I**.

## *Symphony*

To run Inset with Symphony, set the Inset keyboard mode to Semi-active. See "P Keyboard Mode" in "Changing the Setup Options."

## *Windows*

To use Inset with Microsoft Windows, you must set the Inset keyboard mode to Active. See "P Keyboard Mode" in "Changing the Setup Options."

You must load Inset before you run the Windows environment. Inset is a memory-resident program, so you can't run it as an application from inside Windows.

## *Starting Inset with Macros*

---

Inset includes a program called AUTOIN.COM that is an alternative to the pop-up key method of starting Inset. AUTOIN.COM lets you start Inset at the DOS prompt with a command that includes a macro. The macro, which can be up to 80 characters long, issues Inset commands. This method of starting Inset is useful in batch files where you want to perform Inset tasks automatically.

Before you use AUTOIN.COM, you must load Inset into your computer's memory. To use AUTOIN.COM, type **autoin macro** and press ↵. An example of an AUTOIN.COM command line is **autoin vsample;pg^y**. This command pops up Inset, views and prints SAMPLE.PIX, and returns to DOS.

For more information on using Inset macros, see "N Default Macro" in "Changing the Setup Options."

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# MAILLIST™

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# *Introduction*

WordStar® includes MailList, a program that makes it easy to work with mailing lists. You can use merge printing to insert information from your mailing list into personalized letters for mass mailings. You can also print reports, labels, and envelopes with the information from a mailing list.

With MailList, you can create one or more mailing lists. You just display a form on the screen and type information in the blanks. Besides keeping names and addresses in your mailing list, you can also keep telephone numbers and other information you may want to save. MailList gives you a choice of two forms, one for mailing lists and the other for lists such as inventories. You can update your lists any time and sort them in any order you want.

The MailList documentation is organized into three chapters:

"Creating and Updating a Mailing List" covers the basic operations for creating and maintaining mailing lists.

"Creating Form Letters" gives guidelines for using the WordStar merge print commands to create form letters for use with a mailing list.

"Printing Envelopes, Labels, and Lists" contains instructions for easy printing of envelopes, labels, and reports using the information in a mailing list.

If you didn't copy MailList when you installed WordStar, do so now. See the *Installing and Customizing* booklet for information on adding a feature.

---

# *Creating and Updating a Mailing List*

MailList enables you to create lists of names, addresses, and other information. Each list is kept on disk in a file called a data file. The following pages give step-by-step procedures for creating and maintaining your mailing lists.

## *Starting MailList*

---

Follow these steps to start using MailList.

- 1** To start MailList using pull-down menus, select **Additional** at the WordStar Opening screen, then choose **MailList**.

To start MailList using classic menus, press **A** at the WordStar Opening Menu, then press **M** for MailList.

The MailList Menu appears.

- 2** Press **C** to choose a data file. MailList displays a list of the data files (files with the .DTA extension) in the directory that contains the MailList files.

MailList comes with a data file named WSLIST.DTA, which is empty. WSLIST.DTA is the default data file; if you don't choose a data file, this is the file you will work with.

**TIP** You can use *WSLIST.DTA* as your main mailing list file. Just choose it as the data file when you're ready to start your mailing list, then enter your list as described below in "Adding Names and Addresses." If you do this, you won't have to choose a new data file each time you start working on your mailing list.

If you want to display a list of data files in a different directory, first type \ and press ↵ to display a list of directory names, then move the highlighting to the directory you want and press ↵.

- 3 Type the name of the data file you want to create or update and press ↵. Include the drive letter or directory path if necessary. You don't have to type the .DTA extension; MailList automatically adds this extension. (If you're updating a mailing list, you can move the highlighting to the filename and press ↵ instead of typing the name.)

**CAUTION** To choose a file that you entered using the inventory form rather than the mailing list form, you must first choose the inventory form. Otherwise, when you type the filename, an error message appears. See "Using Another Data Entry Form" in this chapter.

## Running MailList from Another Directory

---

If you try to run MailList from a directory other than the one that contains your MailList data files (*WSLIST.DTA*), you get the message *Can't find WSLIST.DTA on drive x*. If you press ↵, WordStar creates a new *WSLIST.DTA* file in the current directory, allowing you to run MailList. Keep in mind that if you ran MailList previously from a different directory, any data you entered in the *WSLIST.DTA* file in that directory is not contained in the new *WSLIST.DTA* file.

## Adding Names and Addresses

---

You add names, addresses, and other information to your mailing list by filling in an onscreen data entry form. You fill in the form once for each person on the list; the entry for each person is called a record. Each piece of information in a record, such as first name or phone number, is called a field. The information that you enter in a field is called data. The data for the entire mailing list is kept on disk in a data file.

You assign a number, usually 1, to the first record in each MailList data file. MailList sequentially numbers the rest of the records for you.

- 1 Press **A** at the MailList Menu. The data entry form appears, with the Add New Records Menu at the top of the screen. If this is the first record in a new mailing list, the cursor is in the Record Number field. Otherwise, the record number is the first available number, and the cursor is in the First Name field.

## CREATING AND UPDATING A MAILING LIST

The example below shows the mailing list data entry form, WSLIST.DEF. (Another form, INVNTORY.DEF, is also available. You work with it in the same way as with the mailing list form. It is shown in "Using Another Data Entry Form.")

FORM: C:\WSLIST      ADD NEW RECORDS      C:\INVNTORY.DTA

Copy from previous record    Write/save record in file    F1 Help

Escape

Type data and press .

Record Number: 00000      Date: 00/00/00  
Mr./Ms.:      mm/dd/yy  
First, Init., Last:      Jr./M.D.:  
Title:  
Company:  
Address Line 1:  
Address Line 2:  
City, State, Zip:  
Country:  
Phone-1:  
Phone-2:  
User Fields-      Remarks-  
1:  
2:  
3:

*Note:* If you keep data files on any disks or directories other than the MailList directory, copy WSLIST.DEF and INVNTORY.DEF to each of these disks or directories.

- 2 For a new data file, type the number you want the first record to have (generally 1) and press .
- 3 Fill in the data entry form for the first person on your list or the next person you want to add. At each field, type the information and press . The cursor moves to the next field.

All the fields are optional; you are not required to fill in any field. To skip a field and go on to the next one, press .

Always start typing in the first space of a field; if the data in the field begins with a blank space, you won't be able to sort it properly.

If you make a typing error, you can erase characters with the **Backspace** key. You can move the cursor around the form using these commands:

Left one character	<b>^S</b> or ←
Right one character	<b>^D</b> or →
Previous field	<b>^A</b> or ^ ←
Next field	<b>^F</b> or ^ →
Top (first) field	<b>^T</b> or <b>Home</b>
Last field	<b>^L</b> or <b>End</b>

- 4 When the form is completed, press ↵ after the last field or press **^W** from any other field. Then press ↵ again to save the data as a record.

A blank form appears, with the next record number already entered.

- 5 Enter the rest of your records in the same way. Be sure to save each record (using step 4 above) as you complete it. You can't save records in groups.

**TIP** At any field, you can copy the same information you previously typed for the field by pressing **^C**. For example, if you're adding several records and they all have the same date, type the date in the first record. Then when you get to the Date field in each subsequent record, just press **^C**, and the same date is automatically inserted.

- 6 After you enter and save all your records, press **Esc** to return to the MailList Menu.

## Updating and Correcting a Mailing List \_\_\_\_\_

After you create your mailing list, you can look at your records and make changes. To change any information, use the steps below to display the record on the screen, make your changes, and save the updated record.

- 1 Press **V** at the MailList Menu. The View and Edit Records Menu appears with the first record in your mailing list.
- 2 Make any changes you want. Use the same cursor commands as you do to add a record.
- 3 Press **^W**. Then press ↵ to save the updated record. The next record appears. (If you press **^W** and then decide you don't want to save the changes, you can press **Spacebar** to return to the record without saving the changes, or you can press **Esc** to abandon the changes and return to the MailList Menu.)
- 4 Continue editing your records. If you don't want to change a record, you can press **^N** to display the next record or **^P** to display the previous record.
- 5 After you save the last record you want to change, press **Esc** to return to the MailList Menu.



Normally, you view and edit your records in order of record number. However, if you've sorted your mailing list in another order, the records appear in the sorted order. See "Sorting Mailing Lists." You can also view and edit particular records without going through all the records in order. See "Working with a Specific Group of Records" and "Finding a Particular Record."

- 6 After you finish editing records, sort your mailing list. See "Sorting Mailing Lists."

### ***Working with a Specific Group of Records***

You may want to view or update a specific part of your mailing list, such as all records with the name "Weiss" or all records with the city of "Summertown" in the state of "TN." You can use a record filter to display only certain records. The record filter "filters out" the records you don't want.

- 1 At the MailList Menu, press V to display the View and Edit Records Menu.
- 2 Press ^C for Create or Change Filter. The data entry form appears with asterisks in place of the data in each field. The Record Filter Menu is at the top of the screen.
- 3 Move the cursor to a field you want to use as the filter, and type the information you want to match in that field. If you want to use more than one field, move the cursor to each field you want to use and type the information to match.

```

FORM: C:\WSLIST          RECORD FILTER          C:\WSLIST.DTA
-----
  Erase filter          Use this filter          F1 Help
                        Escape
-----
Type data in the field(s) you want to match and press ^U.

Record Number: ***** M***** Date: **/**/**
Mr./Ms.: ***** mm/dd/yy
First, Init., Last: ***** Jr./M.D.: *****
Title: *****

Company: *****
Address Line 1: *****
Address Line 2: *****
City, State, Zip: ***** CA 95*****
Country: *****
Phone-1: *****
Phone-2: *****

User Fields-      Remarks-
1: *****      *****
2: *****      *****
3: *****      *****
    
```

In the above example, two fields are used as the filter, "CA" for state and "95" for the first two digits of the ZIP code.

- 4 Press **^U** to start using the filter. The View and Edit Records Menu appears with the first record that matches the data in the filter.

You can keep viewing and editing records as usual, except that only the records that match the filter are displayed.

While you are using a filter, you can press **^C** again at the View and Edit Records Menu to change the filter. To stop using the filter, press **^E** at the Record Filter Menu. Otherwise, the filter is automatically erased when you exit the current View session.

## ***Finding a Particular Record***

You can select a specific record to view or edit by giving its record number.

- 1 At the MailList Menu, press **L**. The Locate Records by Number Menu appears with a blank data entry form. The cursor is in the Record Number field.
- 2 Type the number of the record you want to see and press **↓**. The matching record appears.
- 3 You can either edit the record or view other records in numerical order beginning with the record on the screen.

To edit the record, make changes the same way you do when adding or viewing a record. After you finish editing, press **^W**, then **↓**. A blank record appears again with the cursor in the Record Number field. You can enter another record number to display another record.

To view other records, press **^P** to display the previous record or **^N** to display the next record.

- 4 When you finish locating and editing records, press **Esc**. The MailList Menu appears.

## ***Erasing Records***

You can erase a record only when it is displayed on the screen.

- 1 Use either **V** (View) or **L** (Locate) at the MailList Menu to display the record you want to erase.
- 2 Press **^E**.
- 3 Press **R** to confirm that you want to remove the record. MailList removes the record from the mailing list.
- 4 After you finish erasing records, sort the mailing list (see "Sorting Mailing Lists" on the next page).

## Sorting Mailing Lists

---

When you view your mailing list, records normally appear in the order in which you entered them. You can sort the mailing list to make records appear in any order you want. After you sort the list, records appear in the sorted order until you sort them again. You can save up to 32 different orders for sorting mailing lists; for example, sometimes you may want to sort by name and other times by date, by state, or ZIP code. (You can also save up to 32 sort orders for the inventory data entry form.)

After you update or erase records, you should sort your list to put the records in the order you want and to use disk space more efficiently. Sorting the mailing list puts the updated records back into place in the data file and erases information left from before you updated the mailing list.

**TIP** *When you merge print with your mailing list, the form letters (or labels, envelopes, etc.) are printed in the sorted order. Sorting your mailing list before printing enables you, for example, to print labels in ZIP code order.*

To sort your mailing list without changing the sort order, use the following steps:

- 1 Press **S** at the MailList Menu. The Sort Records Menu appears with a data entry form that shows the current sort order, which is the order you used the last time you sorted a mailing list. If you haven't used any sort orders, the default sort order is in order of record numbers.
- 2 Press **^U**. MailList sorts the mailing list. When sorting is finished, a message appears.
- 3 Press **Esc** to return to the MailList Menu.

**CAUTION** *If you sometimes use leading spaces or zeros in a field, remember that MailList will consider these spaces and zeros when it sorts. Be sure to use these characters consistently so that you can sort the records in the way you want.*

You may want to sort your mailing list into different orders for different purposes. For example, you may want to edit records in order of record number, print out phone lists in alphabetical order, and print labels in ZIP code order. The following sections tell you how to create a new sort order and how to change between sort orders.

### Creating a Sort Order

Follow the steps below to create a new sort order.

- 1 Press **S** at the MailList Menu. The Sort Records Menu appears at the top of the screen.

Below the menu is a data entry form that shows the current sort order. This is the order you used last time you sorted a mailing list. If you haven't created any sort orders, the form looks like the one on the next page. This form shows the default sort order, RECORDNO. The 1111A in the Record Number field means that the list will be sorted in order of record number.

```

SORT ORDER RECORDNO      S O R T   R E C O R D S      C:\SLIST.DTA

  Erase order             Use this order             F1 Help
  Key field               Ascend/Descend
  Save sort order        Choose/Create sort order      Escape

      Press a highlighted letter or number.

Record Number: 1111A ***** Date: *****
Mr./Ms.: ***** mm/dd/yy
First, Init., Last: ***** Jr./M.D.: *****
Title: *****

Company: *****
Address Line 1: *****
Address Line 2: *****
City, State, Zip: *****
Country: *****
Phone-1: *****
Phone-2: *****

User Fields-      Remarks-
1: *****      *****
2: *****      *****
3: *****      *****

system fields: [**] [*****] Sort this field for yummdd -->[*****]
    
```

- 2 Press ^C to choose a new sort order. A list of the available sort orders appears. If you haven't created any sort orders, the only one listed is RECORDNO.
- 3 Type the name you want to give to the new sort order and press ↵. A sort order name can have up to eight letters and numbers. The data entry form appears for you to enter the sort order.

The sort order is based on up to nine fields called keys. The first key is the first field that is checked when sorting. If several records have the same information for the first key, the second key is checked, and so on. For example, if the first key is the State field, all the records with AK will be first, those with AL will be next, and so on. If the second key is Last (last name), the records within each state will be in alphabetical order by last name. If the third key is First (first name), whenever more than one record has the same state and last name, those records will be in alphabetical order by the first name.

- 4 Move the cursor to the field you want to be the first key. Use the same keys you use when editing records: ^F or ^→ to move to the next field and ^A or ^← to move to the previous field.
- 5 When the cursor is in the field you want, press ^K. The field fills with the number 1, except for the last character in the field, which is an A for ascending order.

When MailList sorts, it uses this order for characters: first spaces, then digits starting with 0, then letters starting with A (for each letter, lowercase immediately follows uppercase). This is considered ascending order. You can have MailList sort any

## CREATING AND UPDATING A MAILING LIST

key in descending order, which is the opposite order. In descending order, for example, Z is the first letter of the alphabet and A is the last, and letters come before numbers. Just put the cursor in the key field and press **D**. The A that is the last character in the key changes to a D. To change a key back to ascending order when it is in descending order, move the cursor to the key field and press **A**.

- 6 Move the cursor to the second key field and press **^K**. The field fills up with the number 2, with A as the last character.

Mark the rest of your keys in the same way. When you're finished, your screen should look similar to the following example, in which four keys are used, State, Last, First, and Initial.

SORT ORDER <b>STATE</b>	S O R T R E C O R D S	C:\WSLIST.DTA
^Brase order ^Key field ^Save sort order	^Use this order Ascend/Descend ^Choose/Create sort order	F1 Help Escape
Press a highlighted letter or number.		
Record Number:	*****	Date: *****
Mr./Ms.:	*****	mm/dd/yy
First, Init., Last:	333333333333A 44A 2222222222222222A	Jr./M.D.: *****
Title:	*****	
Company:	*****	
Address Line 1:	*****	
Address Line 2:	*****	
City, State, Zip:	***** 11A *****	
Country:	*****	
Phone-1:	*****	
Phone-2:	*****	
User Fields-	Remarks-	
1: *****	*****	
2: *****	*****	
3: *****	*****	
system fields: [**] [*****] Sort this field for yymmdd -->[*****]		

- 7 You can press **^U** to save the new sort order and sort your mailing list, or you can press **^S** to save the sort order without sorting.
- 8 Press **Esc** to return to the MailList Menu.

*Note:* To sort by date, you need to choose a special date field. When you enter the date in a record, you enter it as month, day, and year. This date also appears on the bottom right of the sort screen as year, month, and day. This extra field is the one you must use as a key for sorting.

## Choosing a Sort Order

To change from one sort order to another, press **^C** (Choose sort order) at the Sort Records Menu. A list of the available sort orders appears. Choose the order you want. A data entry form appears showing the order you choose.

*Note:* The sort orders you create are stored in a file named MAILSORT.OVR in the current disk or directory. If you don't see the list of sort orders you expect, you may need to copy this file from the disk or directory where you created it.

When the sort order is on the screen, you can use it to sort the mailing list or you can edit or erase the sort order as described below:

- To sort the mailing list using the displayed sort order, press **^U**.
- You can edit a sort order to add keys or to change a key from ascending order to descending order or vice versa. You can't change the order of keys that are already in the sort order, and you can't delete keys. For example, if you have a sort order that has two keys, ZIP code and last name, you can add first name as the third key, or you can change from ascending ZIP code order to descending order. To edit the displayed sort order, just use **^K** and the **A** and **D** commands as you do when creating a sort order. When you finish editing, press **^S** to save the sort order or **^U** to save the sort order and sort the mailing list.
- If you have created the maximum 32 sort orders and want to create another one, you need to erase an existing sort order. You can also erase sort orders you no longer use. To erase the displayed sort order, press **^E**, then answer **Y** to confirm that you want to erase the sort order. After you erase a sort order, it no longer appears in the list you see when you press **^C** to choose a sort order.

## Exiting MailList

---

When you finish working with your mailing list, press **Q** at the MailList Menu to return to WordStar. Be sure to exit WordStar before you turn off your computer. (Using pull-down menus, select **File** at the Opening screen, then choose **Exit WordStar**. Using classic menus, press **X** at the Opening Menu.)

**CAUTION** *If you exit incorrectly, your data file may be damaged.*

## MailList Index Files

---

When you create or update a mailing list data file, MailList also creates or updates an index file. The index file has the same filename as the data file with the .NDX extension. For example, if you name your data file CLIENTS.DTA, the index file is named CLIENTS.NDX.

Data files and index files go together. MailList needs to use the index file whenever you work with your mailing list. If you've erased your index file, when you try to work on your mailing list, a message appears telling you that the index file is missing and instructing you to press **R** to rebuild the index file.

## Backing Up Mailing Lists

Make frequent backup copies of your data and index files. Always keep at least one extra copy of your mailing list on a floppy disk. This is your insurance against accidental erasures, damaged disks, and other problems.

## Using Another Data Entry Form

In the examples so far, the mailing list data entry form was used. MailList also provides an alternate data entry form called the inventory form. You can use the inventory form for any list that doesn't include name and address information. The data entry forms are stored in files with the .DEF extension. The mailing list form is WSLIST.DEF. The inventory form, shown below, is INVNTORY.DEF.

FORM: C:\INVNTORY      ADD NEW RECORDS      C:\INVNTORY.DTA

Copy from previous record    Write/save record in file    F1 Help  
Escape

Type data and press [Enter].

Record Number: 00000      Date: 00/00/00 mm/dd/yy  
Item: \_\_\_\_\_      Code: \_\_\_\_\_      Status: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account: \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Quantity: \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Price: \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

User Fields-      Remarks-  
1: \_\_\_\_\_      \_\_\_\_\_  
2: \_\_\_\_\_      \_\_\_\_\_  
3: \_\_\_\_\_      \_\_\_\_\_

Each time you start MailList, the WSLIST.DEF form is the current form. This form is used for any mailing list you create unless you select the inventory form.

## MAILLIST

Follow the steps below to change to the inventory form, or from the inventory form back to the mailing list form.

- 1 Press U at the MailList Menu. A list of the form files appears.
- 2 Type the name of the form you want or move the highlighting to the name. Press ↵.

The form name you choose is now the current form until you exit MailList or choose another form. If you try to edit a mailing list that uses a form different from the current one, an error message appears, and you must select the correct form before you can edit the list.



---

# Creating Form Letters

You can use information from your mailing list in form letters and other documents. You do this by creating a master document, which contains both the text of the letter and the merge print commands and variables. Before you create a master document for your mailing list, read the **Merge printing** section of the *Reference* manual.

## Starting the Document

---

Use the following steps to create a master document to use with your MailList list.

- 1 Open a WordStar document file. For the filename, type the name you want to give the file and press ↵.  
*TIP* You may want to give all your master documents the same filename extension (for example, .MRG) so that you can easily identify them.
- 2 Choose the File command on the Insert menu (**Alt+I,F**) or use the **^KR** classic command to insert a file. At the Insert File dialog box, type the filename **maillist.dot**. If necessary, include a directory path for the MAILLIST.DOT file. (To create a master document for an inventory list, type **inventory.dot** and press ↵.)

Your master document should look like the one on the next page. The document is followed by brief explanations of the commands. For more information on these commands, refer to the information on merge printing in the *Reference* manual. (If you used INVNTORY.DOT, the dot commands contain different information.)

## MAILLIST

```
.op
.df wslist.dta
.rv x, number, full-name, first, mi, last, Mr-Ms, title
.rv company, addr1, addr2, city, state, zip, country
.rv phone1, date, Jr-MD,
.rv user1, phone2, user2, x, user3, remark1, remark2, remark3, ymd

(Type text and variable names here.)

.pa
```

The **.op** command omits page numbers, since most form letters don't need page numbers; you can delete this command if you want to print page numbers.

The **.df** command defines the data file as WSLIST.DTA. If you are not using WSLIST.DTA, substitute the name of your data file. If your data file is in a different directory from your document, include the path.

The **.rv** command loads the data from your file into the variable names shown. The names in this command correspond to the MailList fields. Four commands are used so all the fields can be named. All the fields must be named here even if you use only a few of them in your letter.

The line of text is a reminder for you. Be sure to remove this line before you type your letter.

The **.pa** command causes each letter to print on a separate page.

## *Typing the Document*

---

After you open the document, you can type your text. In each place where you want to use information from your mailing list, type the corresponding variable name, enclosed in ampersands (&). When you finish typing your master document, save it as you would any document. For more detailed information on using variables, see the information on merge printing in the *Reference* manual.

The variable names you can use to enter mailing list information are the same names used in the **.rv** dot commands. These names refer to the fields on your MailList data entry form. The list on the next page shows the variable names in the MAILLIST.DOT file and the names of their corresponding MailList fields.

## CREATING FORM LETTERS

VARIABLE NAME	MAILLIST FIELD	VARIABLE NAME	MAILLIST FIELD
&number&	Record Number	&state&	State
&full-name&	First, Initial, and Last	&zip&	Zip
&first&	First	&country&	Country
&mi&	Initial	&phone1&	Phone-1
&last&	Last	&phone2&	Phone-2
&Jr-MD&	Jr./M.D.	&date&	Date
&Mr-Ms&	Mr./Ms.	&user1&	User Field 1
&title&	Title	&user2&	User Field 2
&company&	Company	&user3&	User Field 3
&addr1&	Address Line 1	&remark1&	Remark 1
&addr2&	Address Line 2	&remark2&	Remark 2
&city&	City	&remark3&	Remark 3
		&ynd&	*

\* The &ynd& variable represents the date in year, month, date format (for example, 900826). MailList generates this field automatically, and you can use it for sorting and with MailMerge conditions.

The variable names for the inventory form and their corresponding fields are shown below.

VARIABLE NAME	MAILLIST FIELD	VARIABLE NAME	MAILLIST FIELD
&number&	Record Number	&qty2&	Quantity 2
&date&	Date	&price2&	Price 2
&item&	Item	&acct3&	Account 3
&code&	Code	&qty3&	Quantity 3
&status&	Status	&price3&	Price 3
&desc1&	Description Line 1	&user1&	User Field 1
&desc2&	Description Line 2	&user2&	User Field 2
&desc3&	Description Line 3	&user3&	User Field 3
&acct1&	Account 1	&remark1&	Remark 1
&qty1&	Quantity 1	&remark2&	Remark 2
&price1&	Price 1	&remark3&	Remark 3
&acct2&	Account 2	&ynd&	*

\* The &ynd& variable represents the date in year, month, date format (for example, 900826). MailList generates this field automatically, and you can use it for sorting and with MailMerge conditions.

## *Printing Form Letters*

---

To print a form letter, choose the Print command (**Alt+F,P**). At the Print dialog box, type the filename of your master document. Change any print options you want. Make sure you select the Merge option, and then press **F10** or **^K** to start printing.

The examples that follow include a master document and two printed letters.

```
.op
.df wslist.dta
.rv x, number, full-name, first, mi, last, Mr-Ms, title
.rv company, addr1, addr2, city, state, zip, country
.rv phone1, date, Jr-MD
.rv user1, phone2, user2, x, user3, remark1, remark2, remark3, ymd
.oj off
```

Sonoma Textbooks  
30 School St.  
Lake City, WI 53701

November 18, 1990

&full-name&  
&company&  
&addr1&  
&city&, &state& &zip&

Dear &Mr-Ms& &last&:

Sonoma Textbooks introduces Newsletter, the reading and editing game that adds creativity to computerized learning.

Newsletter is a learning game that takes the excitement of computers out of the arcade and puts it into the classroom. It combines the enrichment of language skills with the fun and imagination of the high tech world.

We are sure that you and your students at &company& will be pleased with this product.

Newsletter is available from your Sonoma representative and at quality bookstores everywhere.

Sincerely,

Susan Skinner  
Sonoma Textbooks  
.pa

CREATING FORM LETTERS

Sonoma Textbooks  
30 School St.  
Lake City, WI 53701

November 18, 1990

Albert G. Alvarez  
Wright School  
2330 Lark Ave.  
Buena Vista, CA 95912

Dear Mr. Alvarez:

Sonoma Textbooks introduces Newsletter, the reading and editing game that adds creativity to computerized learning.

Newsletter is a learning game that takes the excitement of computers out of the arcade and puts it into the classroom. It combines the enrichment of language skills with the fun and imagination of the high tech world.

We are sure that you and your students at Wright School will be pleased with this product.

Newsletter is available from your Sonoma representative and at quality bookstores everywhere.

Sincerely,

Susan Skinner  
Sonoma Textbooks

MAILLIST

Sonoma Textbooks  
30 School St.  
Lake City, WI 53701

November 18, 1990

Mary E. Bowen  
Dogwood School  
1 Schoolhouse Rd.  
Lynville, OH 47308

Dear Ms. Bowen:

Sonoma Textbooks introduces Newsletter, the reading and editing game that adds creativity to computerized learning.

Newsletter is a learning game that takes the excitement of computers out of the arcade and puts it into the classroom. It combines the enrichment of language skills with the fun and imagination of the high tech world.

We are sure that you and your students at Dogwood School will be pleased with this product.

Newsletter is available from your Sonoma representative and at quality bookstores everywhere.

Sincerely,

Susan Skinner  
Sonoma Textbooks

---

# *Printing Envelopes, Labels, and Lists*

MailList comes with ready-made files for printing your mailing list on envelopes, labels, and Rolodex cards and for printing proof reports of your mailing list. These files are WordStar documents that contain the merge print commands to insert the data from your list. They are located in your MailList directory (usually \WS\OPTIONS). Just use the following procedures.

*Note:* If you want to print envelopes, labels, or lists for only part of your mailing list, you can edit these files and insert the appropriate merge print commands. See the information on merge printing in the *Reference* manual.

## *Printing Envelopes*

---

You can print standard 4<sup>1</sup>/<sub>8</sub>-by-9<sup>1</sup>/<sub>2</sub>-inch envelopes for a mailing list using the ENVELOPE.LST file.

*Note:* Special files are provided for printing envelopes with Hewlett-Packard LaserJet printers. For the LaserJet or LaserJet Plus, use HP-ENVMM.LST. For the LaserJet series II, use HP2-ENVM.LST if you feed the envelopes manually, or HP2-ENVE.LST if you have an automatic envelope feeder.

## MAILLIST

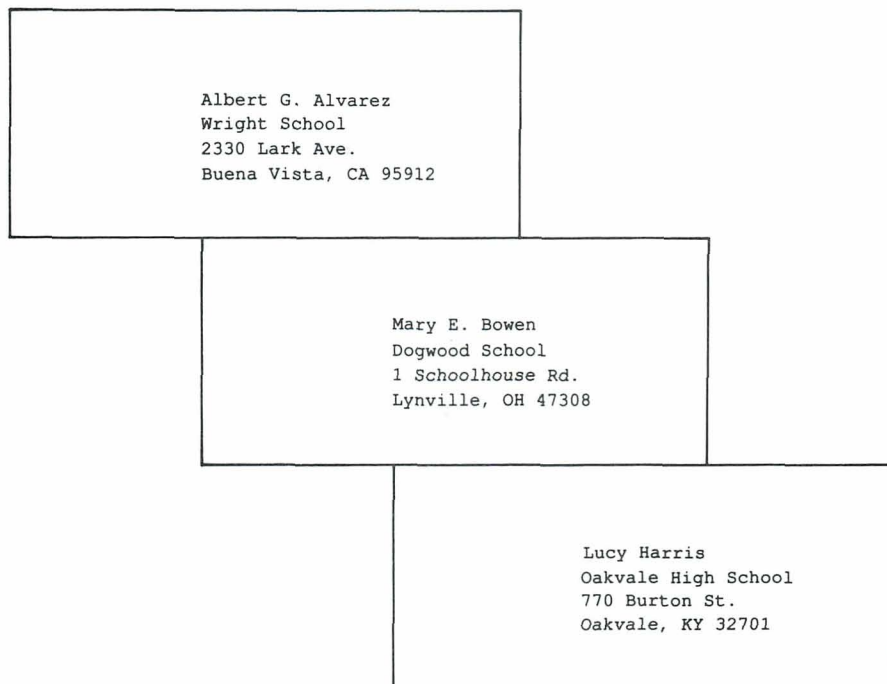
If your data file is not named WSLIST.DTA, before you print envelopes, you need to edit the envelope file and substitute your filename for WSLIST.DTA in the **.df** dot command. If your data file is not in the current drive or directory, you need to edit the envelope file and add the drive letter or directory path.

- 1 Choose the Print command.
- 2 For the name of the file, type **envelope.lst**, (**hp-envmm.lst**, **hp2-envm.lst**, or **hp2-enve.lst**). Include a drive letter or directory path if necessary.
- 3 If you want to change any of the print options, do so. *Don't* start printing yet.
- 4 Make sure your printer is ready and the paper is removed. Then press **F10** or **^K**.
- 5 Choose the Print command to go to the Print screen.  
A message saying printing is paused appears on the screen.
- 6 Insert an envelope in the printer, rolling the platen until the top of the envelope is just visible. The top of the envelope should be at the same spot as the top of the page is when you align paper. (Don't align the envelope where you want printing to begin. It will advance the correct number of lines before printing.)
- 7 Press **C** to print the first envelope.  
The name and address from the first record are printed on the envelope, and printing pauses.
- 8 Repeat steps 6 and 7 until you have addressed envelopes for the entire list.



## PRINTING ENVELOPES, LABELS, AND LISTS

Sample printed envelopes are shown below.



### *Printing Labels or Rolodex Cards*

---

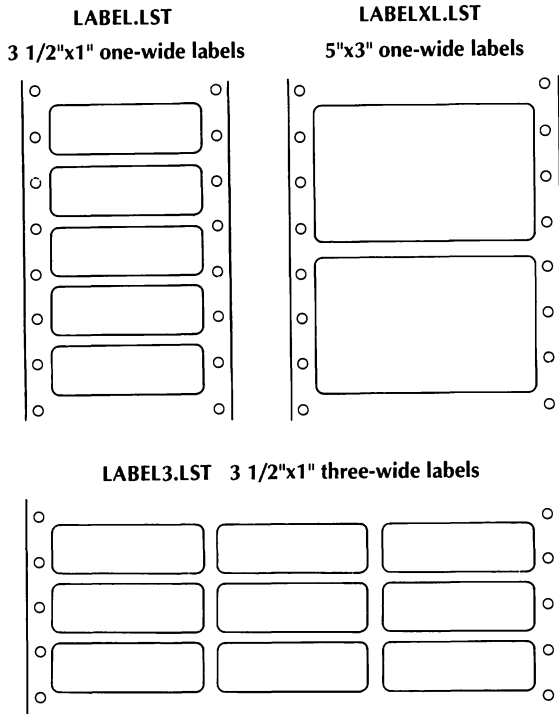
You can print names and addresses from your mailing list on several different types of labels. The LABEL.LST file prints on 3 $\frac{1}{2}$ -by-1-inch, one-across labels. The LABELXL.LST file prints on 5-by-3-inch, one-across labels. The LABEL3.LST file prints on 3 $\frac{1}{2}$ -by-1-inch, three-across labels on 11-inch wide label stock.

If you have a laser printer, MailList provides two special files to print labels:

- HP-LAB3.LST prints 27 three-across labels. Each sheet contains 33 labels; however, the file is set up to leave the top and bottom rows of labels blank because most laser printers can't print at the top and bottom of the page.
- LSRLAB3.LST prints 30 three-across labels. This file is designed for label stock that has half-high labels at the top and bottom of the page.

You can also print names and addresses on 2 $\frac{1}{6}$ -by-4-inch continuous strip Rolodex cards, using the ROLODEX.LST file.

# MAILLIST



If your data file is not named WSLIST.DTA, you need to edit the appropriate label or Rolodex file and substitute your filename for WSLIST.DTA in the **.df** dot command. The files to edit are SHOLABEL (for LABEL.LST), SHOLABLX (for LABELXL.LST), SHOLABL3 (for LABEL3.LST), and SHOROLDX (for ROLODEX.LST). If your data file is not in the current drive or directory, add the disk drive or directory path.

If you're printing labels, you must change to the MailList directory before you print.

- 1 Choose the Print command.
- 2 For the name of the file, type **label.lst** for 3 1/2-by-1-inch one-across labels, **labelxl.lst** for 5-by-3-inch one-across labels, **label3.lst** for 3 1/2-by-1-inch three-across labels, **hp-lab3.lst** or **lsrlab3.lst** for three-across labels on laser printers, or **rolodex.lst** for Rolodex cards. Include a drive letter or directory path if necessary.
- 3 If you want to change any print options, do so. If you're printing labels with LABEL3.LST, LABEL.LST, LABELXL.LST, or ROLODEX.LST, type **N** next to *Use form feeds*. Make sure you select the Merge option. *Don't* start printing yet.

## PRINTING ENVELOPES, LABELS, AND LISTS

- 4 Remove the paper from your printer. Insert the labels (or cards), rolling the platen until the top of the label is just visible. The top of the label should be at the same spot as the top of the page when you align paper. (Don't align the label where you want printing to begin. It will advance the correct number of lines before printing.)
- 5 When the printer is ready, press **F10** or **^K**. WordStar prints a sample label (or row of labels) to help you align the labels correctly, then pauses printing.
- 6 Choose the Print command.
- 7 Check the sample label. If the text is not centered on the label, realign the labels. Press **C** to continue.

Two more sample labels are printed, with pauses after each one. At each pause, make any necessary adjustments to the alignment, then press **C** to continue printing. After the third sample label, WordStar prints your labels, one for each record in your data file.

When printing is complete, you are returned to the Opening screen.

Sample printed labels are shown on the following page.

MAILLIST

***** * * Label Alignment 3.5" x 1" * * * ***** 1 of 3 *****	○
***** * * Label Alignment 3.5" x 1" * * * ***** 2 of 3 *****	○
***** * * Label Alignment 3.5" x 1" * * * ***** 3 of 3 *****	○
Albert G. Alvarez Wright School 2330 Lark Ave. Buena Vista, CA 95912	○
Mary E. Bowen Dogwood School 1 Schoolhouse Rd. Lynville, OH 47308	○
Lucy Harris Oakvale High School 770 Burton St. Oakvale, KY 32701	○

## Printing Reports

You can print two types of reports that list information from your mailing list. A **proof report** is a listing of all the information in the mailing list; a **phone report** is a list of names and phone numbers only. You can also print a proof report for your inventory list.

If your data file is not named WSLIST.DTA, before you print reports, you need to edit the report file (PROOF.LST, PHONE.LST, or INVNTORY.LST) and substitute your filename for WSLIST.DTA in the **.df** dot command. If your data file is not in the current drive or directory, you need to edit the report file and add the drive letter or directory path.

- 1 Choose the Print command.
- 2 For the name of the file, type **proof.lst** (or **invntory.lst** for an inventory data file) for a proof report or **phone.lst** for a phone report. Include a drive letter or directory path if necessary.
- 3 If you want to change any of the print options, do so. Make sure you select the Merge option. Then press **F10** or **^K** to start printing.

WordStar prints the report.

A sample phone report and a sample proof report for a mailing list are shown below.

<b>PHONE DIRECTORY</b>		
August 26, 1990		
<u>Number</u>	<u>Name</u>	<u>Phone Number</u>
00001	Alvarez, Albert	101-555-7676
00002	Bowen, Mary	101-555-7497
00003	Harris, Lucy	513-555-0380

MAILLIST

**MAILING LIST PROOF REPORT**

August 26, 1990

00001	08/26/90
Albert G. Alvarez	Mr.
Wright School	101-555-7676
2330 Lark Ave.	
Buena Vista CA 95912	
	English Teacher

User Fields:

1:  
2:  
3:

00002	08/26/90
Mary E. Bowen	Ms.
Dogwood School	101-555-7497
1 Schoolhouse Rd.	
Lynville OH 47308	
	Principal

User Fields:

1:  
2:  
3:

00003	08/26/90
Lucy Harris	Ms.
Oakvale High School	513-555-0380
770 Burton St.	
Oakvale KY 32701	
	English Teacher

User Fields:

1:  
2:  
3:

# PRINTING ENVELOPES, LABELS, AND LISTS

A sample proof report for an inventory list is shown below.

INVENTORY PROOF REPORT		
August 26, 1990		
<b>Record: 00000</b>	Date: 08/26/90	
	Item: File folders	1:
	Code: 01960	2:
	Status: N	3:
Description:		
<u>Account</u>	<u>Quantity</u>	<u>Price</u>
manila	1050	
blue	380	
Remarks-		
<b>Record: 00001</b>	Date: 08/26/90	
	Item: Copier paper	1:
	Code: 10843	2:
	Status: RS	3:
Description:		
<u>Account</u>	<u>Quantity</u>	<u>Price</u>
8 1/2 x 11	7 boxes	
8 1/2 x 14	8 boxes	
11 x 17	2 boxes	
Remarks-		
Be sure to reorder legal size paper if less than two boxes.		

If you want, you can change a proof report to put the information in another order or to exclude information you don't use. Copy PROOF.LST or INVNTORY.LST to a new file, then edit the file as you would a master document so that the variable information you want is in the correct place. (Don't change the .rv commands; just change the placement of the variables enclosed in ampersands.)

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---

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# PROFINDER™

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# *Introduction*

ProFinder helps you keep your files and programs organized and accessible. ProFinder displays a file list similar to the one displayed with the DOS DIR command. Besides looking at the filenames, you can

- Scroll up and down through the list
- Assign a descriptive label to each file so you can identify its contents easily
- Sort the filenames so you can see the list, for example, in alphabetical order or by filename extension
- Locate all the files in a directory that contain certain words or phrases
- View individual files and search for text within a file
- Tag any number of files in the directory and perform operations such as deleting or copying quickly
- Create, rename, and delete directories
- Run a program by choosing either the program or one of its data files at the file list
- Change with one keystroke to a file list for another disk or directory
- Start WordStar<sup>®</sup> (or another program) from within ProFinder, then use a special "hot key" to flip between ProFinder and WordStar as often as you want while you're working
- Automate frequently performed activities by creating and using personal menus

## Installing ProFinder

---

If you didn't copy ProFinder when you installed WordStar, do so now. See the *Installing and Customizing* booklet for information on adding a feature.

**IMPORTANT** *You should put the directory containing ProFinder (usually \WS\OPTIONS) on your DOS path so you can start ProFinder from any directory.*

After you've copied ProFinder you can run the ProFinder installation program, PFINST, which contains monitor and color settings and other program configuration settings. Most users don't need to run PFINST, but you may find it helpful. You must run the installation program if:

- You have a gas plasma monitor or other monochrome monitor but have a color graphics board in your computer.
- You move your ProFinder files from one directory to another. (Otherwise, your configuration settings may not be saved and you may not be able to access help.
- Your computer is not totally IBM compatible and when you run ProFinder, the system freezes or the screen doesn't look right. In this case, set **Speed** on the **Video** submenu to **Slow**.

To run the installation program, type **pfinst** and press ↵. The program asks for the name of the directory that contains the ProFinder files. Press ↵ to accept the displayed name (the current directory), or type the correct directory name and press ↵.

The installation menu appears. To choose an option, move the highlighting to it and press ↵, or just press the first letter of the option. Follow the onscreen instructions. You can press **F1** for help with any option.

**Video** allows you to change monitor and color settings.

**Sort**, **File**, **Locate**, **Options**, and **Configuration** allow you to change the same settings you can change in the ProFinder menus with the same names. More information on these options is given later in this section. Changing settings in PFINST is the same as changing the same settings in ProFinder and choosing **Save all settings**. The Options menu has one additional command, **Insert**, which allows you to set the typing mode to insert or overtype for typing information in ProFinder's prompts.

**Restore** changes settings for all options back to their original settings, whether you've changed them here or from inside ProFinder.



---

# Using ProFinder

## Running ProFinder

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To start ProFinder, type **pf** and press **↵**. A list of the files in the current directory appears on the screen. Each file's name, extension, size, date, and time are shown in the same way the DOS DIR command shows them. Disk space information is shown below the last file in the list.

The ten main ProFinder commands are shown on function key tags on the bottom line of the file list screen. To use any of these commands, just press the corresponding function key or the corresponding number key at the top of your keyboard (use **0** for **F10**). You can also hold down the **Alt** key and press the first letter of the command (for example, **Alt-H** for Help).

Some of the ProFinder commands display menus. To choose a command from a menu, either move the highlighting to the command and press **↵**, or just press the first letter of the command.

When you are using ProFinder, you can press **.** (period) to go back one step. For example, if you are displaying a submenu, pressing **.** causes ProFinder to go back to the previous menu.

Press **F1** (or **1** or **Alt-H**) whenever you need help for the command you're using. Press **Esc** after you finish reading the help screen to return to where you were.

## Working with the File List

---

When you start ProFinder, the file list is displayed. You can scroll through the file list using the keys shown below.

PRESS	TO
↑ or ^E	Scroll up one filename
↓ or ^X	Scroll down one filename
PgUp or ^R	Scroll up one screenful
PgDn or ^C	Scroll down one screenful
Home or ^QE	Move the highlighting to the top of the screen
End or ^QX	Move the highlighting to the bottom of the screen
^Home or ^QR	Move the highlighting to the top of the list
^End or ^QC	Move the highlighting to the bottom of the list
^Z	Scroll the screen up one filename (highlighting doesn't move)
^W	Scroll the screen down one filename (highlighting doesn't move)

You can also press the first letter of a filename to move the highlighting to the next filename that begins with that letter. Press the **Shift** key plus the first letter of a filename to move the highlighting to the previous filename that begins with that letter.

### Using File Titles

On the right side of the file list screen is space for file titles. A file title is descriptive text that further identifies a file. You'll find file titles helpful if you have many files and sometimes can't remember the name of the file you're looking for. To add or edit a file title, move the highlighting to the filename and press → (or **Tab** or ^D). Type the title. You can edit the file title with the WordStar editing commands. When the title is the way you want it, press ↵.

You can move up in the titles column using ↑, ^E, PgUp, or ^R; you can move down using ↓, ^X, PgDn, or ^C.

ProFinder stores file titles in a file named TITLES.PF. Each directory that contains files with titles has its own TITLES.PF file. When you use ProFinder to copy, move, or delete files, ProFinder also copies, moves, or deletes their titles.

You can remove the display of file titles from the file list. Press **F6** (Options) and choose **Titles**. The default setting for this option is Yes (titles are displayed). Choosing the option changes it to No. You can change back to Yes by choosing this option again. To quit displaying file titles for longer than the current work session, use the **Save all settings** option (see "Setting the Configuration Options").

## ***Changing to Another Directory***

If you are in a subdirectory, the first line of the list says UPDIR in the file size column. This signifies the parent directory. If the directory has any subdirectories, the file size column for each of them says DIR. The table below shows how to change to a listing of another directory or disk.

<b>TO CHANGE TO</b>	<b>DO THIS</b>
Another directory	Press \ (backslash) and type the name of the directory
Another disk drive	Press : (colon) and type the drive letter, then either press ↵ to accept the default directory path (\*.*) or type a new path and press ↵
The parent directory	Press . (period), or move the highlighting to the UPDIR line and press ↵, or press the <b>Backspace</b> key
A subdirectory	Move the highlighting to the DIR line and press ↵
The root directory	Press ^\ ( <b>Ctrl</b> -backslash)

## ***Displaying Selected Filenames***

To specify which filenames you want to display in the file list, press \, or press **F6** (Options) and choose **Directory list**. The default directory search path is all files (\*.\*) in the current directory. Edit the search path so that it is the one you want and press ↵. (You can use the WordStar editing commands.) As soon as you enter the new search path, the file list changes accordingly. Some sample search paths are shown below:

C:\WS\*.DOC	All files in the \WS directory with the .DOC extension
C:\MEMO?.*	All files in the root directory with filenames that consist of MEMO and one more character, with any extension
A:LET.*	All files named LET with any extension on the disk in drive A

To display only program filenames (with the .EXE, .COM, and .BAT extensions), press **F6** (Options) and choose **Programs only**. The default setting is No. Choosing the option changes it to Yes.

To display only the names of subdirectories of the current directory, press **F6** (Options) and choose **Subdirs only**. The default setting for this option is No. Choosing the option changes it to Yes.

After displaying selected filenames, you can return to the full file list quickly by pressing \* (asterisk), or you can press **F4** or **F6** and choose **List all files**.

## *Sorting a File List*

You can display your directory in several orders.

To sort the current file list, press **F7** (Sort), and choose the options you want from the submenu. The default sort order is by Extension, then Name. The options are described below.

**Begin sort** sorts the file list in the order shown in the sort order box.

**Order of sort** allows you to specify a new sort order. The displayed options, Name, Extension, Date/Time, and Size, are the orders you can use to sort. You can use any combination of these options for sorting. For each option you choose, another prompt asks you for the sort direction; choose either the default, **Ascending** (regular alphabetical), or **Descending** (reverse alphabetical). Choose the options in the order you want them used. For example, if you want to sort first by filename, then by extension, choose **Name** first, then **Extension**. After you set the sort order, choose **Resume** or press **Esc** or **.** (period). When you set up a new sort order, it remains in effect until you change it again or exit ProFinder. If you want to keep the sort order longer than the current work session, use the **Save all settings** option (see "Setting the Configuration Options").

**Auto-sort** allows you to sort all directories automatically as soon as you change to them. The default is No; choosing this option changes it to Yes. When auto-sort is off, if you want to see sorted file lists, you need to sort each list as you display it. When you turn auto-sort on, it is in effect until you change it or exit ProFinder. To keep auto-sort on for longer than the current work session, use the **Save all settings** option (see "Setting the Configuration Options").

## *Using the Hot Keys*

---

ProFinder recognizes two "hot keys." The flip hot key allows you to flip back and forth between WordStar and ProFinder. The copy hot key allows you to copy a block of text from a file you display with ProFinder into a WordStar file.

The hot keys can be very handy. For example, if you're not sure of the name of the file you want to edit, you can use ProFinder to find the file you want, then automatically start WordStar and open the file. While you're editing, you can go back to ProFinder, look through several files to find text you want, and mark it as a block. You can then go back to WordStar and copy the marked block into your document with a single keystroke.

**Flip hot key** This is the plus key on the numeric keypad. To use it, start at the ProFinder directory display. Move the highlighting to the name of a file you want to edit and press **+**. ProFinder starts WordStar and opens the file you selected. You can now edit the file and do any other WordStar operations (save the file, print, open a new file, and so on).

When you start WordStar using the + key, ProFinder remains in your computer's memory. You can access ProFinder from WordStar by pressing + again. You can flip back and forth between WordStar and ProFinder as often as you like. When you exit WordStar, you return to ProFinder. You can't exit ProFinder until you exit WordStar; if you try, ProFinder displays a message and returns you to WordStar.

You can change the flip hot key from + to another key. You can also use the flip hot key to flip between ProFinder and another program instead of WordStar. For more information, see "Setting the Configuration Options."

**Copy hot key** This is the minus key on the numeric keypad. It works only when you have started WordStar from ProFinder (using the flip hot key). When you use ProFinder to view a file, you can mark a block in the file (see "Working with Blocks" in "Viewing Files"). After you flip back to WordStar, while you're editing a file, you can press the copy hot key anywhere in the file to copy the marked block. If you are not viewing a file with ProFinder, the copy hot key copies the highlighted filename into WordStar or, if you have tagged filenames, copies each tagged filename in turn. For example, if you want to read several files into a WordStar file, you can tag the filenames in ProFinder, then press ^KR from WordStar, and press the copy hot key at the filename prompt. Repeat this procedure for each file to be read. Each time you press the copy hot key, the next tagged filename appears.

You can change the copy hot key from the minus key (-) to another key. See "Setting the Configuration Options."

## Working with Files

---

When you're displaying a file list with ProFinder, you can do several operations on the files in the list. These operations are described in the following sections.

You can select, or tag, any number of files for a file operation. Here's how tagging works:

- To tag a file, move the highlighting to the filename and press **F3** or **^K**. You can press **F3** again to untag the highlighted file.
- To tag a group of files, press **F4** (Files), choose **File tag by wild card**, and type the filename, using the \* and ? wild-card characters. For example, to tag all files with the .BAK extension, type **\*.bak**.
- To see a file list of only the tagged files, press **F4** (Files), then choose **Select tagged files**. To return to a full directory display, press \* or press **F4** or **F6** and choose **List all files**.
- To remove the tags from all files that you have tagged, press **F4** (Files), then choose **Untag all**.

- To retag files that you untagged or that ProFinder untagged after a file operation, press **F4** (Files), then choose **Retag**.

While a file operation such as copying or deleting is in progress, you can press any key to interrupt the operation. A prompt asks whether you want to quit or continue.

### ***Copying, Moving, and Renaming Files***

To copy files to another directory, press **F4** (Files), then choose **Copy**. To move files to another directory or to rename files, press **F4** (Files), then choose **Move/rename**.

If you have tagged any files, all tagged files will be copied or moved. If you have not tagged any files, type the name of the file(s) to copy or move at the prompt that appears. Include the drive letter or directory path if necessary. You can use the DOS wild-card characters \* and ? to name a group of files. For example, you could type `\ws\*.doc` to specify all the files in the \WS directory with the .DOC extension.

At the *Copy to* or *Move to* prompt, type the directory you want the files copied or moved to. If you have not tagged files, you can include the filename if you want the copied or moved file to have a new name. You can use wild-card characters in the filename.

After you enter the file information, you can start copying or moving, or you can set several options. Choose **Begin** to start. The other options have yes/no settings; you just need to choose the option to change the setting. These options are described below.

**Confirm overwrites** This option determines whether ProFinder asks you if you want to overwrite an existing file (if you are about to overwrite it in a copy or move operation). The default is No.

**Transfer titles** This option determines whether ProFinder file titles will be copied and moved with files. The default is Yes.

**Verify** This option allows you to verify as you copy and move. It is the same as the DOS Verify (/v) option. The default is Yes.

**Skip same version** If you set this option to Yes, ProFinder won't overwrite an existing file that has the same file size, time, and date as the file you are copying or moving. This can save time. For example, if you are backing up a directory of files to a floppy disk, ProFinder can copy only the files that have changed since you last backed up. The default is No.

If you change any of these settings and want to keep your changes for longer than the current work session, use the **Save all settings** option (see "Setting the Configuration Options").

## ***Deleting Files***

To delete files, press **F4** (Files), then choose **Delete**.

If you have tagged any files, all tagged files will be deleted. If you have not tagged any files, type the name of the file(s) to delete. Include the drive letter or directory path if necessary. You can use the DOS wild-card characters \* and ? to name a group of files. For example, you could type `\ws\*.bak` to delete all the files in the \WS directory with the .BAK extension.

At the prompt, press ↵ to begin. The files you tagged or named are deleted.

## ***Changing File Dates and Times***

To change the dates and times shown with filenames, press **F4** (Files), then choose **Time/date stamp**.

If you have tagged any files, the date and time of all tagged files will be changed. If you have not tagged any files, type the name of the file to stamp. Include the drive letter or directory path if necessary. You can use the DOS wild-card characters \* and ? to name a group of files. For example, you could type `\ws\*.doc` to change the date and time for all the files in the \WS directory with the .DOC extension.

For the date, press ↵ to accept the default, which is the current date, or type another date and press ↵. For the time, press ↵ to accept the default, which is the current time, or type another time and press ↵. (You can type **0** (zero) to omit the time from the list.) At the prompt, press ↵ to begin. ProFinder changes the dates and times.

## ***Printing the File List***

To print the file list, be sure your printer is ready. Press **F4** (Files), then choose **Print file list**. ProFinder prints the current file list. If you have tagged any files, they are underlined in the printed list.

## ***Writing Filenames to a File***

You can create a file that contains the filenames in the current list. If you have tagged files, the file contains only the tagged filenames. Press **F4** (Files), then choose **Write filenames**. Type the name of the file to write the filenames to and press ↵. If the filename you type is an existing file, a prompt appears. Press **O** to overwrite the file, **A** to append the new filenames to the end of the file, or **Esc** to exit.

Next you can specify up to 20 characters that will appear before (prefix) or after (suffix) each filename in the new file. At each prompt, type the text you want and press ↵. If you don't want a prefix or suffix, just press ↵. As soon as you answer the last prompt, ProFinder writes the filenames to the file you specified.

## Viewing Files

---

You can use ProFinder to look at the contents of any file in the current file list, and you can do several operations with a file you're viewing. To view a file, move the highlighting to the name of the file and press ↵.

While you are viewing a file, you can use the cursor movement keys or the WordStar cursor movement commands to move the cursor around in the file. For a complete list of these commands, press **F1** or **^J** for help while you are viewing a file. You can also locate specific text, mark blocks, and use several other commands. The following sections give complete instructions on how to work with a file you're viewing.

### File Format

ProFinder normally assumes the file is in WordStar format. You can usually view ASCII files correctly in WordStar format. However, graphics characters from ASCII files are not displayed correctly, so you may sometimes need to switch from WordStar to ASCII format. You can also view WordStar 2000 files, which have a different format. To switch between formats while you are viewing a file, press **^QG**.

You can change the default format; see "Setting the Configuration Options."

ProFinder also automatically recognizes Lotus 1-2-3 files and displays them in the correct format. When you view a Lotus 1-2-3 file, you can see only the top-left screenful of the file; you can move the cursor through the displayed portion of the file, but you can't scroll to other portions of it.

### Finding Text

While you're viewing a file, you can easily find a specific word or phrase. Press **F2** or **^QF** and choose **Text to locate**. ProFinder prompts you for the text to locate. Type up to 20 characters of text and press ↵. You can press ↵ again at the *Begin search* prompt to begin the search, or you can first change any of the search options. To change a search option, choose the option you want to change. The options are described below.

**Whole words only** specifies that the text to search for must be whole words. The default is No. Thus, if you search for the word "cat" with the No setting, ProFinder will locate "concatenation" or "catered."

**Case ignore** tells ProFinder to find all instances of the text whether or not any characters are uppercase or lowercase. The default is Yes.

**Lightning synonyms** is for Turbo Lightning users. It allows you to use a Turbo Lightning synonym file with your searches. The default is No.

**User synonyms** lets you use a synonym file that you create yourself. For more information, see "Setting the Configuration Options." The default is No.



**Direction** lets you run a forward, backward, or global search. The default is global; pressing  $\downarrow$  toggles among the three choices.

The settings for these options (except for Direction) apply to locating files as well as finding text within a file. If you want to keep your changes longer than the current work session, choose the **Save all settings** option (see "Setting the Configuration Options").

Once you've searched for specific text in a file, you can press **F4** or **^L** to find the next instance of the current search text, and you can press **F3** or **^QV** to find the previous instance.

### ***Working with Blocks***

While you're viewing a file, you can mark a block within the file. You can then write the block to another file or use the copy hot key to copy the block to a WordStar file (or to a file in whatever program you use with the flip hot key). See also "Using the Hot Keys.")

<b>PRESS</b>	<b>TO</b>
<b>F7</b> or <b>^KB</b>	Mark the beginning of a block.
<b>F8</b> or <b>^KK</b>	Mark the end of a block.
<b>F10</b>	Automatically mark the line the cursor is on as a block (Auto-block). Press <b>F10</b> again to add the next line to the block. Mark as many consecutive lines as you want. If you mark a line that is not the next line below the current block, that line begins a new block.
<b>^KH</b>	Hide the display of the marked block.
<b>F5</b> or <b>^KW</b>	Write the marked block to a new file. At the prompt, type the name of the file to write the block to and press $\downarrow$ . If the filename is an existing file, press <b>O</b> to overwrite the file, <b>A</b> to append the block to the end of the file, or <b>Esc</b> to exit. (The block is always written as it is shown on the screen.)
<b>F6</b> or <b>^KP</b>	Print the marked block. At the <i>Left Margin</i> prompt, type the number of columns you want the text offset from the left edge of the paper, or press $\downarrow$ to accept the default, 0.

### ***Viewing Another File***

While you're viewing a file, you can press **F9** or **^OK** to open another file. If the cursor is on a word that is the name of a file in the current directory, ProFinder opens that file. Otherwise, at the prompt, type the name of the file you want to open and press  $\downarrow$ .

When you open more than one file each file appears in a separate "window" on the screen. You can view up to three files at a time. Press **Esc** or **.** (period) to close the current window.

## Locating Files

---

ProFinder can find all the files in the current list that contain certain text. For example, you can quickly find all your documents that mention the Houston contract or June 4, 1988. You can also search file titles instead of the files themselves. This allows you, for example, to display a list of the files that have "report" or "Fjerstad" in their titles.

*Note:* When you are searching through WordStar document files, the file format should be set to WordStar (the default) for best results. See "Setting the Configuration Options."

To locate files, press **F2** (Locate) at the file list. Then choose **Search files by text** to search for text in files, or choose **Find files by title** to search in file titles. You can now specify the text and set several options, as described below.

**Text to locate** You can specify up to three text strings (words or phrases), each up to 20 characters long. After you type each search string, press ↵, or press **Esc** when you're finished entering search strings.

**Begin search** When you choose this option, ProFinder searches for all files (or titles) that contain any of the search strings you entered. The file list changes so that it displays only the files that contain a search string. It also shows which search strings each file contains. When you view any of these files, each instance of a search string in the file is highlighted, and the cursor is on the first instance.

*TIP* If you have a lengthy search, you can continue to work while ProFinder searches. Just use any commands you want. The search will resume the next time you're at the file list and you stop using the keyboard for a few seconds.

**Whole words only** tells ProFinder that the text to search for must be whole words. The default is No. Thus, for example, if you search for the word "cat," ProFinder will locate "concatenation" or "catered."

**Case ignore** tells ProFinder to find all instances of the text whether or not any characters are uppercase or lowercase. The default is Yes.

**Lightning synonyms** is for Turbo Lightning users. It allows you to use a Turbo Lightning synonym file with your searches. The default is No.

**User synonyms** allows you to use a synonym file that you create yourself. For more information, see "Setting the Configuration Options." The default is No.

The settings for these options apply to finding text in a file while viewing the file as well as to locating files. If you want to keep your changes for longer than the current work session, use the **Save all settings** option (see "Setting the Configuration Options").

After you finish examining the list of files you located, you can return to the full file list by pressing \* (asterisk), or you can press **F2** and choose **List all files**.

**TIP** To avoid lengthy searches of files that you don't want to include in a search, you can specify up to 15 filename extensions to skip. Press **F2** (Locate) and choose **Extensions to skip**. You see a preset list of 13 extensions: `.EXE`, `.OBJ`, `.COM`, `.LIB`, `.OVR`, `.BAK`, `.HLP`, `.MAP`, `.DTY`, `.$$$`, `.SYN`, `.DCT`, and `.ARC`. To add or change an extension, move the highlighting to it and type the extension you want. The new extensions you choose are in effect until you exit ProFinder. To make your changes permanent, use the **Save all settings** option (see "Setting the Configuration Options").

## Working with Directories

---

You can use ProFinder to create, rename, and delete directories.

### Creating a Directory

To create a directory, press **F5** (Directories), and then choose **Create**. At the prompt, type the name of the directory to create. If the directory will not be a subdirectory of the current directory, be sure to include the complete path. When you press ↵, ProFinder creates the directory.

### Renaming a Directory

To rename a directory, press **F5** (Directories), and then choose **Rename**. At the prompt, type the name of the directory to rename and press ↵, or just press ↵ to accept the displayed name. At the next prompt, type the new name you want to assign to the directory. The path to the directory must remain the same. When you press ↵, ProFinder renames the directory.

### Deleting a Directory

To delete a directory, press **F5** (Directories), and then choose **Delete**. At the prompt, type the name of the directory to delete and press ↵. Include the complete path if necessary. When you press ↵, ProFinder deletes the directory.

*Note:* If the directory to delete contains any files or subdirectories, ProFinder will not delete it. You must delete all the files and subdirectories before deleting the directory.

## Exiting ProFinder

---

Press **F8** to exit ProFinder. When you use **F8**, if you've changed from one directory to another since starting ProFinder, you exit to the directory you've changed to. You can also exit by pressing **Esc**. When you press **Esc**, you exit to the directory you were in when you started ProFinder.

If you are running WordStar (or another program) from ProFinder, you can't exit ProFinder until you exit WordStar (or the other program). If you try to exit, you'll find yourself back in WordStar. For more information, see "Using the Hot Keys."

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You can also exit by choosing **Quit** from the menu displayed when you run the Menu command (**F10**). For more information about using this menu, see "Creating and Using Menus."

---

# More About ProFinder

This chapter gives information about more advanced ProFinder functions. You should be somewhat familiar with ProFinder before using these functions.

## Setting the Configuration Options

---

The Configuration submenu of the Options Menu contains several options that you can set. To set these options, press **F6** (Options) at the file list, then choose **Configure**. When you change a setting, the new setting is used until you exit ProFinder. To make the setting permanent, choose the **Save all settings** option. The configuration options are described below.

**User synonym file** This option allows you to give the name of the synonym file used when you use ProFinder to locate files (or file titles) that contain certain text. If your search string contains any word that is the first word in a line of the synonym file, ProFinder will search for all the other words in the line as well.

The default synonym file is USERSYN.PF. You can edit the USERSYN.PF file that comes with ProFinder, or you can create another file. To change to a different synonym file, choose this option and give the name of the synonym file.

The synonym file is an ASCII file, which you can create and edit with WordStar in non-document mode. It consists of one line for each word for which you are naming synonyms. The line consists of the word followed by all its synonyms. All the words in the line are separated by commas.

**Hot key settings** This option allows you to change the hot keys, the program started by the flip hot key, and the keyboard delay. The four choices are explained below.

*Program* is the program that is started when you first press the flip hot key. Normally this is WordStar. You can change this if you want to run another program with the flip hot key. The default program command line is `ws ~f~e/o~o`. The `~f` and `~e` insert the highlighted filename and extension into the command line. For more information on these and other options you can use, see the list in "Creating and Using Menus." If you enter a different program name, you must include the program file extension if it is not .EXE.

*Flip hot key* and *Copy hot key* allow you to change the + and - hot keys to other keys. When you choose one of these options, press the hot key you want to use. You can use any function key or a combination of the **Alt** key and a letter, number (not those on the numeric keypad), hyphen, or equal sign. The new hot key is in effect as soon as you press it. Take care not to select a hot key that conflicts with a WordStar command or a hot key for a memory-resident program you use.

*TIP* You may want to change both hot keys so that they don't interfere with page preview. Otherwise, when you start WordStar using the ProFinder hot key, you won't be able to use the + and - keys for the zoom options in page preview.

*Keyboard delay* allows you to set the speed at which your keyboard copies a block when you use the copy hot key. The default is 0, no delay. This works fine with WordStar. However, if you set up ProFinder so that the flip hot key starts a different program, and you notice that you lose characters when you use the copy hot key to copy a block, you may need to set a keyboard delay. Try increasing the delay to 1 or 2; no system should require a delay greater than 5.

**Print margin** This option sets the distance from the left edge of the paper where printing begins when you use ProFinder to print a file you're viewing. Enter the number of columns you want for the margin.

**File format** This option sets the format that ProFinder uses when you view a file. The default is WordStar. You can choose WordStar, ASCII, or WordStar 2000 format. (This setting also changes when you use **^QG** to toggle file format when you're viewing a file.) ProFinder automatically recognizes Lotus 1-2-3 files regardless of which format is chosen.

**Tab settings** This option determines how document tabs are displayed when you view different types of files. You can have different tab sizes for all files with three specific filename extensions (which you can specify), and one tab size for all other files. The

defaults are 4 for files with the .C and .H extensions and 8 for all other files. To change any extension or tab size, move the cursor to the item you want to change and enter the new setting.

**About** This option displays program information about ProFinder.

**Save all settings** This option saves all the configuration settings and several other settings. Be sure to choose it if you want the new settings to be permanent. If you don't save your settings, the new settings remain in effect only until you exit ProFinder.

Besides the configuration settings, this option saves the on/off options on the Options Menu, the sort order for sorting, automatic file list sorting, settings for four options for copying and moving files, settings for four options for locating files or text, and the list of extensions to skip while searching for files. If you have changed any of these settings, the new setting will now be the default until you change it again and save the setting. You can also change and save these options using the PFINST installation program. See "Installing ProFinder."

## Command Line Options

---

When you type **pf** to start ProFinder, you can add other information to have ProFinder automatically do certain operations as it starts. The complete command line syntax is *pf filespec search1 search2 search3 /option*

*filespec* is the search path for the file list to display; for example, C:\MEMOS\\*.MEM, or A:\*.\*. The default is a file list of all files in the current directory; use a filespec if you want to display a different list. If you want the default directory list and you want to specify a search string or option, you can put a period (.) in the filespec position to indicate \*.\*.

*search1*, *search2*, and *search3* are search strings. If you specify any search strings, ProFinder automatically runs its Locate function, and the file list that appears includes only the files that contain any of these strings. If a search string contains any spaces, enclose the string in quotation marks. For example, to search all files in the current directory for the words yacht and party, type **pf . yacht party**. To search all .DOC files for April 9, 1990, type **pf \*.doc "April 9, 1990"**.

*/option* is either */k* or */m*. */m* tells ProFinder to display the menu in the file named after the equal sign. */k* tells ProFinder to run the commands signified by the keystrokes that follow the equal sign. All the keystrokes must be enclosed in quotation marks. For example, you can use the */k* option to sort a file list; type **pf /k="{F7}{enter}"**. {F7} chooses the Sort function, and {enter} accepts the default sort order. For more information about these options, see "Creating and Using Menus."

## ***Running Another Program or DOS Command*** \_\_\_\_\_

You can run another program or command from ProFinder in several ways. One simple way is by using the flip hot key; this enables you to run ProFinder and another program (usually WordStar) at the same time. Other ways to run a program or command are described below.

### ***The Go to DOS Command***

To go to DOS without exiting ProFinder, press **F4** (Files), then choose **Go to DOS**, and use any DOS commands you want. When you are finished, type **exit** and press **↵** to return to ProFinder. Don't use this command to load a memory-resident program; exit from ProFinder first.

You can't use Go to DOS when you are flipping between ProFinder and WordStar. (You can use the WordStar command to run a DOS command.)

### ***The Run Command***

This command allows you to run a program from ProFinder in two ways. You can't use this command while you are flipping between ProFinder and WordStar.

First, when you move the highlighting to a filename with the .EXE, .COM, or .BAT extension and press **F9**, ProFinder exits to DOS and starts the program.

Second, when you press **F9** while highlighting files with certain filename extensions, ProFinder can start the program you use to edit these files. With many programs, it can automatically open the highlighted file. A file named EXTLIST.PF contains a list of extensions and one or more commands to run for each extension.

The EXTLIST.PF file supplied with ProFinder has two extensions. You can add, change, or delete items in this file by editing it in WordStar nondocument mode. Notice that you can give several commands to be run for an extension. Put each command on a



new line and indent each of these additional lines at least one column. Use a comma between the extension and the first command. This file is shown below:

```
DOC,ws ~d~p~f~e
WKS,c:
    cd\lotus
    123
    pf ~d~p
```

The first line in the file tells ProFinder to start WordStar and open the highlighted file when the highlighted file has the .DOC extension and you press **F9**. It types **ws** followed by the current drive letter (~d), directory path (~p), filename (~f), and extension (~e).

The rest of the file tells ProFinder to start Lotus 1-2-3 when the highlighted file has the .WKS extension and you press **F9**, and to restart ProFinder on the current drive (~d) and path (~p) after you finish using Lotus 1-2-3.

The next section, "Creating and Using Menus," contains more information on the options you can use in the EXTLIST.PF file.

## Creating and Using Menus

---

You can set up a system of menus of things you can do from ProFinder. To display your main menu, you press **F10** (Menu) at the file list.

**TIP** You can have several menus to use in different directories if you want. When you choose **F10**, ProFinder first looks in the current directory for a *USERMENU.PF* file. If it doesn't find one, it then looks in the directory where you installed ProFinder.

A sample menu has been set up for you. To choose any option on the menu, move the highlighting to the option and press **↵** or just press the first letter of the option. You can use this menu as it is, or you can change it by adding, modifying, and deleting choices. The menu is in a file named *USERMENU.PF*, which you can edit as a WordStar nondocument file.

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The sample file is shown below.

```
>Sample Menu
Documents,      /k=":c{enter}{F3}\doc{enter}{F7}{enter}"
<-----Inset-----
Inset,          c:
                cd\inset
                inset
                pf ~d~p
Remove Inset,   c:
                cd\inset
                ri
                pf ~d~p
<----PC-Outline---
Normal version, c:
                cd\pco
                pco /r
                pf ~d~p
Small version,  c:
                cd\pco
                pco /r /m=20
                pf ~d~p
<-----Other-----
Lotus,          c:
                cd\lotus
                123
                pf ~d~p
Quit,           /m=quitmenu.pf
```

Here is the format for the menu file:

- The menu title ("Sample Menu") begins with a right angle bracket (>). This tells ProFinder to center the title at the top of the menu.
- Each of the lines that is a heading on the onscreen menu begins with a left angle bracket (<). The bracket does not appear on the menu. (The left angle bracket can also be used to create an inactive menu item; the menu line appears dim and the highlighting skips over the line so that you can't choose it.)
- Only the lines that are to appear on the onscreen menu start in the first column. The other lines must be indented at least one space.
- The lines that appear on the onscreen menu can be no longer than 30 characters. Fewer characters are better; ProFinder automatically adapts the size of the menu window to the length of the longest menu line.
- Each line that appears on the onscreen menu is separated from the other information in the file by a comma.

- Each line that appears on the onscreen menu causes ProFinder to run all the commands following it in the file until the next menu (unindented) line. These commands can be any DOS commands.

The commands in the menu file can include several ProFinder options, which are listed below. Each option begins with the ~ (tilde) character, which you'll find on the keyboard.

- ~d This is replaced with the current drive letter and a colon (for example, C:).
- ~p This is replaced with the current directory path (for example, \WS\DOC).
- ~f This is replaced with the current filename.
- ~e This is replaced with the current filename extension (including the dot).
- ~o This is replaced with the offset (position in the file in decimal notation) of the first instance of the search text if you've used the **Locate** command. If you haven't used **Locate** and you've viewed the file since starting ProFinder, the offset used is the most recent cursor location. You can use ~o with the WordStar **/o** command line option to start WordStar, open a file, and go to this location in the file.
- ~m This is replaced with the file mask currently in use with ProFinder. For example, if the current file list shows C:\WS\\*.DOC, and you use a menu command that contains ~m, ProFinder inserts C:\WS\\*.DOC into the command line.

Three special ProFinder commands enable you to use the menu for advanced ProFinder functions. They are described below.

**/k=** tells ProFinder to close the menu and then do the ProFinder functions signified by the following keystrokes. All the keystrokes must be enclosed in quotation marks (" "). For example, the command for the Documents menu line uses the **/k** command to switch to the \DOC directory and display a sorted file list as explained below.

```
Documents,/k=":c{enter}{F3}\doc{enter}{F7}{enter}"
```

The **:** displays the disk drive prompt, and **c{enter}** changes to drive C. At this point, the directory path prompt is on the screen. **{F3}** clears the displayed path and **\doc{enter}** changes the directory to \DOC. **{F7}** chooses the Sort function, and **{enter}** accepts the default sort order.

Notice that the names of certain keys are enclosed in curly brackets ( { } ). The function keys are {F1} through {F10}, the ↵ key is {enter}, and **Esc** is {esc}. (You can use either uppercase or lowercase letters.)

**/f=** tells ProFinder to place the highlighting at the specified filename. For example, **pf ~d ~p /f= ~f e** would start ProFinder, change to the same directory, and highlight the same filename as when you chose the menu option.

**/m=** tells ProFinder to close the menu and then display the menu in the file named after the equal sign. For example, the Quit line in the menu reads:

```
Quit,/m=quitmenu.pf
```

This command displays the menu in the QUITMENU.PF file, which is shown below. It works just like USERMENU.PF. It is supplied with ProFinder as an example of a submenu you can construct.

```
>Exit to:
Current directory,/k="{F8}"
Initial directory,/k="{ESC}"
Resume,/k=""
```

The first menu line, Current directory, sends ProFinder the **F8** command, and you exit to the directory of the current file list. The second line sends ProFinder the **Esc** keystroke, and you exit to the directory where you started ProFinder. The last menu line, Resume, sends ProFinder no keystrokes, and you return to the ProFinder file list.

You can construct as many levels of submenus as you like, as long as the main menu is named USERMENU.PF.

## *Tips for Advanced Users*

---

ProFinder is great for creating and working with a list of files. Here are a few tips you may find useful:

- Need to create a batch file to do something with several files? Tag the files, then choose **F4** (Files) and choose **Write filenames**. Give the filename you want for your batch file and give a prefix or suffix (or both) to put commands or other information into your batch file. For example, to create a batch file to copy a group of files to a floppy disk, use the prefix **copy** and the suffix **a:**. The resulting batch file might look like this:

```
copy file1.ext a:
copy file2.ext a:
copy file3.ext a:
```

- Here's another way to mark a group of files. Place an identifying tag in the file title of each file; for example, make sure each file title contains the characters **#1**. Then, whenever you want to do something with these files, press **F2** (Locate) and choose **Find files by title**. Specify **#1** as the text to locate. The new file list will include only this group of files, and you can copy, move, or do another operation with them.

- It's easy to back up your files to floppy disks. First, tag all the files you want to back up. (Use **F3** or **File tag by wild card** on the **F4** Files Menu. Then press **F4**, choose **Copy**, and name your floppy disk drive. ProFinder copies the files. When the floppy disk is full, copying automatically pauses to let you insert another disk.
- The example below shows how a programmer can quickly locate and edit all the C source files that reference a certain procedure whose argument list has changed.
  - 1 To see a list of the source files, start ProFinder by typing **pf \*.\*?** to display all the .C and .H files.
  - 2 To list only the source files that reference a specific procedure, press **F2** (Locate) at the file list and choose **Search files by text**. Use the name of the procedure or other identifying text as the text to locate, and run the search.
  - 3 To note which of these files require changes, move the highlighting to each filename in turn and press **↓** to view the file. When you view each file, the cursor is on the first instance of the search text. You can scroll through each file if necessary to find if you need to change it. If you need to change the file, when you return to the file list, press **F3** to tag the filename.
  - 4 When you finish viewing and tagging files, move the highlighting to the first filename you tagged and press the flip hot key (the + key unless you've changed it). ProFinder starts WordStar and opens the highlighted file. (The default hot key program is WordStar; if you have changed it, you must change it back for this step to work.) Edit the file to make your changes, then save it.
  - 5 Choose the WordStar command to open a file. At the prompt for the file to edit, press the copy hot key (the - key unless you've changed it). ProFinder copies the next tagged filename from the file list. Edit the file, and repeat this procedure until you've edited all the tagged files. While you're editing files, you can use the flip hot key at any time to flip back to ProFinder to check something about your files, then flip back into WordStar right where you left off.

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# STAR EXCHANGE™

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# *Introduction*

Star Exchange converts documents created with one application to be compatible with documents created with another application. For example, you can convert a document originally created with WordStar 2000 to the WordStar format, and then edit the file as you would any WordStar document.

This documentation addresses conversions between WordStar and other applications. However, Star Exchange also converts between WordStar 2000 and other applications. Either WordStar or WordStar 2000 must be one of the applications in every Star Exchange conversion you do. For example, you can't use Star Exchange to convert between Microsoft Word and MultiMate.

Conversion doesn't alter the original documents; it produces separate, converted documents. After a document has been converted, it may need some editing to duplicate the exact appearance of the original. However, special codes, formatting, and word wrapping are retained during conversion, so the editing needed is minimal.

The Star Exchange documentation includes

- The "Introduction," which gives an overview of Star Exchange, lists the applications supported, and briefly describes the Automatic Translation feature.
- "Using Star Exchange," which tells you how to convert documents. This chapter also contains tips for editing converted documents and a list of features supported by Star Exchange.
- "Error Messages," which lists the error messages you may see in Star Exchange, tells you what they mean, and indicates what to do next.

## *Applications Supported by Star Exchange*

---

Star Exchange supports over 50 applications. You can convert files from your favorite word processor as well as spreadsheets and databases. For a complete list of the supported applications, see "Supported Applications" in the Appendix.

ASCII conversions are useful in preparing documents for electronic mail transfer or for sharing documents with applications not supported by Star Exchange. Converting a document to ASCII allows an unsupported application to import, view, and print the converted document. In general, WordStar accepts standard ASCII data files, and it's not necessary to convert them through Star Exchange.

## *Automatic Translation*

---


When converting between applications, you normally tell Star Exchange what application the source document was created with. If you don't know what application was used, that is, if you don't identify it to Star Exchange, Star Exchange can still determine the file format with its Automatic Translation feature. For more information, see "Using Auto Translate" in the chapter "Using Star Exchange."

---

# Using Star Exchange

You can install Star Exchange at the same time you install WordStar. You can also install Star Exchange by starting WINSTALL and using the Add or Remove a Feature option. For instructions on how to start WINSTALL, see the *Installing and Customizing* booklet. You can also use Add or Remove a Feature to add or delete any conversion applications.

When Star Exchange is installed on your computer, you can convert documents to or from WordStar. The two procedures available for converting documents are described below. Instructions for both procedures are in this chapter.

- 
- "Quick Steps for Converting Documents" takes you quickly through the basic steps for conversion. Once you're familiar with Star Exchange, this information may be all you need to convert your documents.
  - "Detailed Information on Converting Documents" provides complete details on all aspects of conversion, including screen examples and parameter information. This information supplements the "Quick Steps" procedure described above.

The instructions in this chapter tell you to select WordStar as Conversion A and the other application as Conversion B. You should be aware that WordStar can be either Conversion A or Conversion B. You can convert in either direction, from Conversion A to Conversion B or from Conversion B to Conversion A.

*Note:* Before you start a conversion, be sure to review the onscreen parameters for your application at least once. For more information, see "Setting Conversion Parameters" in this chapter.

## Quick Steps for Converting Documents

---

To convert documents, you can use either the quick steps below or the more detailed procedure that follows the quick steps (see "Detailed Information on Converting Documents").

- 1 Start the session from either WordStar or the system prompt.  
At the WordStar Opening Menu or screen, choose Star Exchange from the Additional Menu.  
You can also start Star Exchange at the system prompt. Log on to the WS\CONVERT directory (or the directory containing your Star Exchange files). At the DOS prompt, type **convert** and press ↵.
- 2 Select the applications:  
At the Main Menu, press **3** for System Setup. Be sure *WordStar* appears in the Conversion A box. Move the other application you'll use for the conversion into the Conversion B box. (Use the ↑, ↓, ←, and → keys to select applications and move them into the conversion boxes.)
- 3 Press **Esc** to return to the Main Menu.
- 4 Select the direction of conversion:  
At the Main Menu, press **1** to translate from Conversion A (WordStar) to Conversion B, or press **2** to translate from Conversion B to Conversion A.  
*Note:* If you choose Auto Translate or a database or spreadsheet as one of your conversions, only one option appears on the Main Menu: for example, **Translate from Auto Translate to WordStar**.
- 5 Queue documents for translation:  
Type the name of the source document, including the drive letter and directory path; for example, **b:letter.doc**. Press ↵.  
To queue documents from a directory:
  - a. Press **F2**.
  - b. Type the name of the drive or directory; for example, **c:\wp\docs**. Press ↵.
  - c. Use the ↑ and ↓ keys to scroll through the directory list.
  - d. Press ↵ to enter a highlighted document into the queue.
  - e. Press **Esc** to end directory assistance.
- 6 Translate the queued documents:  
Press **F10** to start conversion.
- 7 End the session:  
When conversion is complete, press any key to return to the Main Menu. At the Main Menu, press **4** to return to DOS.
- 8 Edit the converted documents (see "Editing Converted Documents" in this chapter).





## Detailed Information on Converting Documents

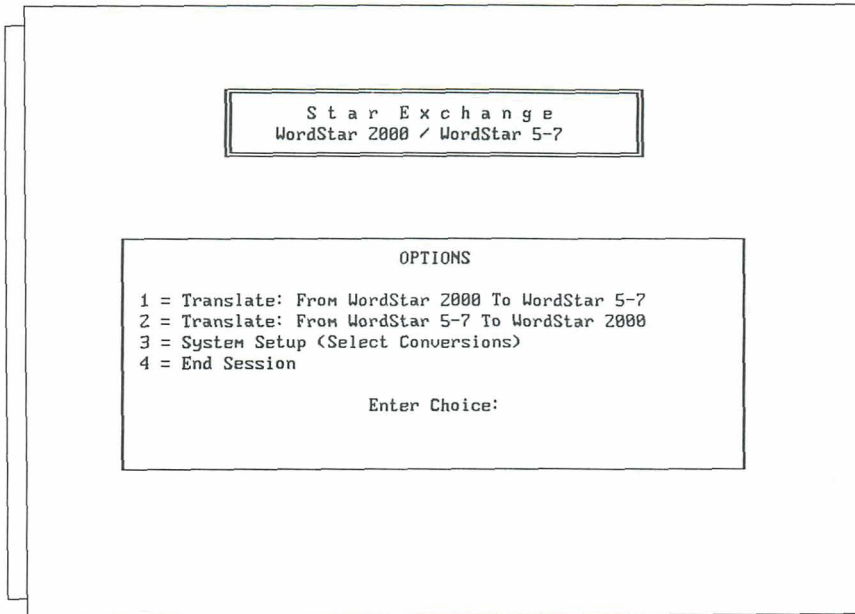
### Starting the Session

Start the session from either WordStar or the system prompt.

At the WordStar Opening Menu or screen, choose Star Exchange from the Additional Menu.

You can also start Star Exchange at the system prompt. Log on to the WS\CONVERT directory (or the directory containing your Star Exchange files). At the DOS prompt, type **convert** and press ↵.

The Star Exchange Main Menu appears.



The Main Menu options are described below.

- Options 1 and 2 display Input Queue screens where you list the documents you want to convert.

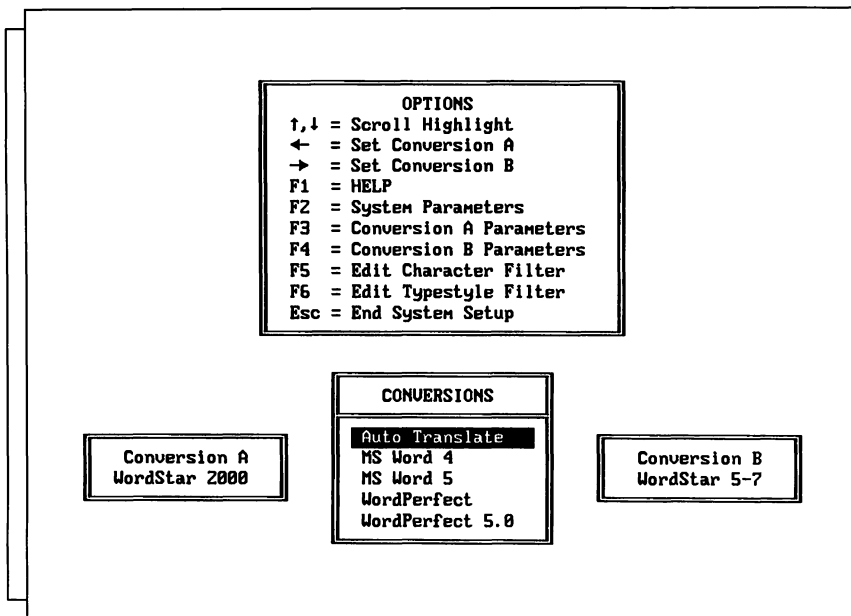
## STAR EXCHANGE

- Option 3 displays the Conversions Menu. You use this menu for selecting the applications you'll use for the conversion, setting parameters for naming and storing the translated documents, selecting the system work area where the documents are to be stored during conversion, and editing the character and typestyle filters.
- Option 4 returns you to DOS.

*TIP* Onscreen help is available from any Star Exchange screen where F1 = HELP is shown as an option. Press the **F1** key for help; press **Esc** to leave the help screen.

### Selecting an Application

- 1 At the Star Exchange Main Menu, press **3** for System Setup. The Conversions Menu appears.



The Conversion boxes on the Conversions Menu show the applications and other file formats you can convert to or from with Star Exchange. To convert between WordStar and another application, *WordStar* should be in the Conversion A box and the other application in the Conversion B box. Once you set them up, the Conversion A and B boxes remain the same until you change them.

*Note:* If Auto Translate is one of your conversions, you don't need to identify the source application during System Setup. For more information, see "Using Auto Translate" in this chapter.

- 2 Be sure *WordStar* is in the Conversion A box. Move the other application to be used in the conversion into the Conversion B box.

(Use the ↑ and ↓ keys to select an application; use the ← or → key to move it into the Conversion B box.)

### ***Setting Parameters***

After selecting an application, you can select options from the Conversions Menu that allow you to set parameters for the conversion. Default parameters have already been set in Star Exchange. You can use those if you wish, or you can change them. For example, you might want to change the Output Directory parameter that specifies where to store your converted documents (the default is the current drive and directory).

You should review the onscreen parameters for your application at least once before doing a conversion. Once you've set parameters for the conversion, you'll probably use the same ones for all conversions, unless you change computers or applications.

You can select the parameters options shown below by using the **F2**, **F3**, **F4**, **F5**, and **F6** keys on the Conversions Menu.

- The **System Parameters (F2)** option is for setting parameters that affect the internal system work area, the keyboard type, the character filter file, and the spreadsheet delimiter and margins.
- The **Conversion A Parameters (F3)** option is for viewing or changing the parameters for the Conversion A application (WordStar).
- The **Conversion B Parameters (F4)** option is for viewing or changing parameters for the Conversion B application.
- The **Edit Character Filter (F5)** option creates a character filter file. It tailors the conversion by replacing a character found in the source document with a specific character in the converted document, based on the character filter file. This option is helpful when the destination application contains characters that are not supported by the source application.
- The **Edit Typestyle Filter (F6)** option allows you to substitute any typestyle (font) in your source document with any supported typestyle in the converted document. This is helpful when the destination application supports fonts that aren't supported by the source application.

## Setting System Parameters (F2)

At the Conversions Menu, press the F2 key. The System Setup Menu is displayed.

SYSTEM SETUP							
<p style="text-align: center; margin: 0;"><b>OPTIONS</b></p> <p>↑ = Previous Parameter            ↓ = Next Parameter            F1 = HELP            Esc = End Parameter Setup            Enter a new value then press ←↵</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">PARAMETER LIST</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">1. System Work Area Directory</td> </tr> <tr> <td style="padding: 2px;">2. Keyboard Type</td> </tr> <tr> <td style="padding: 2px;">3. Character Filter File</td> </tr> <tr> <td style="padding: 2px;">4. Spreadsheet Delimiter</td> </tr> <tr> <td style="padding: 2px;">5. Spreadsheet Top Margin</td> </tr> </tbody> </table>	PARAMETER LIST	1. System Work Area Directory	2. Keyboard Type	3. Character Filter File	4. Spreadsheet Delimiter	5. Spreadsheet Top Margin
PARAMETER LIST							
1. System Work Area Directory							
2. Keyboard Type							
3. Character Filter File							
4. Spreadsheet Delimiter							
5. Spreadsheet Top Margin							
<p>Parameter: System Work Area Directory            Value:</p>							

Use the ↑ and ↓ keys to highlight the parameter you want. The six parameters available are described below.

- **System Work Area Directory** This parameter determines where the intermediate work files are to be stored during conversion. Although Star Exchange automatically erases these files after each conversion, they temporarily need about 1½ times the size of the largest document being converted.  
 To set this parameter, type a drive letter or the name of an existing drive and directory, and press ↵.
- **Keyboard Type** This parameter is determined by the type of keyboard you have—disregard it unless you're using an alternative keyboard layout such as Norwegian, Danish, or Hebrew.
- **Character Filter File** This parameter specifies which *existing* character filter file to use for the current conversion. If you don't name an existing filter file in this parameter, none will be used. For more information, see "Edit Character Filter (F5)" in this chapter.

- **Spreadsheet Delimiter** This parameter specifies characters or keys that Star Exchange should insert between columns of converted spreadsheets or databases. You can select commas, tabs, or spaces. Tabs will help you align the columns once you edit the file in a word processor.
- **Spreadsheet Top Margin** This parameter determines the top margin of the converted spreadsheet when it is loaded into the word processor. Enter the value of the top margin and the unit of measure (cm, CM, in, IN, inch, or Inch). The default value is 1 inch.
- **Spreadsheet Bottom Margin** This parameter determines the bottom margin of the converted spreadsheet when it is loaded into the word processor. Enter the value of the Bottom Margin and the unit of measure (cm, CM, in, IN, inch, or Inch). The default value is 1 inch.

### ***Setting Conversion Parameters (F3 and F4)***

You can have some control over the codes and format information in a converted document by setting parameters during system setup. Star Exchange stores a separate set of parameters for each application it supports. Some parameters—primarily those that determine how converted files are named and stored—are standard for all supported applications. They are described on the following pages. Others, which you'll see on the onscreen parameter lists, apply to specific applications. These parameters are described on the help screens. To display help, press the **F1** key.

The first time you use Star Exchange, the parameters are set to the default values. After that, the parameters for Conversions A and B are set to the values that were used for the most recent conversion.

To set conversion parameters, start at the Conversions Menu. Press **F3** to set parameters for the Conversion A application (WordStar), or press **F4** to set parameters for the Conversion B application. When the System Setup Menu appears, use the **↑** and **↓** keys to scroll through the parameter list. Each time you type a new value for a parameter, be sure to press **↵** to save the value.

The standard parameters shown below are available for most supported applications. Use the **↓** key at the parameter list to check for possible additional parameters.

*Note:* There are no parameters available for spreadsheet or database files since you can't convert to those formats.

### ***Output Directory***

This parameter determines where the converted files are to be stored. If you don't specify this information, the documents are stored in the current drive and directory.

To specify another directory, type the name of an existing directory and path, and press **↵**. For example, type **c:\document** to have the converted documents stored in the DOCUMENT directory on drive C.

### ***File Naming Method***

This parameter determines how converted files are named. Five ways for naming files are available, as shown below.

- **Original Filename with User Defined Extension** If you select this method, the filename of the source document is automatically assigned to the converted document in this form:

[Output Directory][Original File Name].[Output File Extension].

The Output Directory and Output File Extension parameters are also used to build the filename.

#### ***EXAMPLE***

If a source document named LETTER.XYZ is converted to a different application, and the parameter values are

Output Directory = C:\DOC

Filenaming Method = **Original Filename with User Defined Extension**

Output File Extension = .ABC

then the converted file is named: C:\DOC\LETTER.ABC.

- **Original Filename with Original Extension** Choose this method if you want the converted document to be automatically assigned the same name as the source document.  
*Note:* If Star Exchange creates the converted document in the same directory as the source document, your source document will be overwritten.
- **User Defined Filename with User Defined Extension** The user assigns the filename and the extension. The Output Directory, User Defined Filename, and User Defined Extension parameters are used to build the filename.
- **User Defined Filename with Original Extension** The user assigns the filename and Star Exchange assigns the file extension, using the original extension from the source document. The Output Directory and User Defined Filename parameters are used to build the filename.  
*Note:* When a document of the same name already exists, Star Exchange prompts you for instructions. Then you can either type a new name and press ↵, or press **Del** to overwrite the existing document.
- **Prompt User for Filename** This method allows the user to assign the filenames. When you select this parameter, Star Exchange prompts you for a name as each document is converted. You must also include the drive letter or directory name, as necessary, and any mandatory file extension; for example, .DOC for documents that are converted to MultiMate.

### ***User Defined Filename***

If you selected a filenaming method where the user assigns the filename, use this parameter for the filename.

You may include a plus sign (+) as the last character in the filename if you want to increment the filenames automatically with numbers, starting with 001. (DOS allows only eight characters for a filename, so limit your filename to five characters when you use the plus sign.)

**EXAMPLE**

<b>USER DEFINED FILENAME</b>	<b>FILENAMES OF CONVERTED DOCUMENTS</b>
ABC+	ABC001, ABC002, ABC003, etc.
ABC+X	ABC001X, ABC002X, ABC003X, etc.
+	001, 002, 003, etc.

***User Defined Extension***

If you selected a filenaming method where the user assigns the file extension, use this parameter for the extension.

You may include a plus sign (+) in the extension if you want to automatically increment the extensions with numbers starting at 01. (DOS allows only three characters for a file extension, so limit your extension to one character when you use the plus sign.)

**EXAMPLE**

<b>USER DEFINED EXTENSION</b>	<b>EXTENSIONS OF CONVERTED DOCUMENTS</b>
A+	.A01, .A02, .A03, etc.
+	.001, .002, .003, etc.

*Note:* Special extensions are required by MultiMate 3.6, Advantage II and Wang PC (.DOC) and MultiMate 4.0 (.DOX). You cannot alter the extension for these word processors. For other applications, use any valid DOS extension. (See also the default extensions on the help screen for this parameter.)

***Replacement Character***

This parameter defines a special character to be inserted in the translated document to mark the location of any nontranslatable character found in the source document. Replacement characters are represented by Hex-ASCII codes; for example, Hex 40 is represented on the screen by an @. (Hex-ASCII codes are listed in the "ASCII Character Charts" in the *Reference* manual.)

Sometimes a source document contains a character that cannot be translated. The character you specify in this parameter will be inserted in the translated document when a nontranslatable character is found. In the converted document, this "marker" indicates a character that needs correcting.

**Input File Type**

This parameter is useful if you have a database file that you want to use with WordStar. When you choose *Data File* as your Input File Type, Star Exchange converts your data file to an ASCII comma delimited file. (When you convert a data file, Star Exchange changes the Spreadsheet Delimiter from tabs or spaces to *commas*.) You can use the converted file as a data file for merge printing.

**Edit Character Filter (F5)**

This option allows you to tailor a conversion by creating a file that replaces a specific character (or characters) found in the source document with any character in the converted document. This option is helpful when your destination application does not contain characters that are supported by your source application.

*TIP* If you want a filter file to be used during conversion, you must specify the drive, filename, and the extension of that file in the Character Filter File parameter (see "Setting System Parameters (F2)" in this chapter).

To create a filter file:

- 1 At the Conversions Menu, press **F5**.

The Filter Table is displayed.

**FILTER EDITOR OPTIONS**

Enter a new value then press ←

To scroll use:  
↑, ↓, Home, End, PgUp, PgDn

Use → or ← to change entry mode

F1 = HELP  
F2 = Read in a filter file  
F3 = Save to a filter file  
Esc = Exit Filter Editor

Input Code	Converts To
0.20	0.20
0.21	!
0.22	"
0.23	#
0.24	\$
0.25	%
0.26	&
0.27	'
0.28	<
0.29	>
0.2a	×
0.2b	+
0.2c	,
0.2d	-
0.2e	.



In the Filter Table, the values in the Input Code column, which represent characters in the source document, cannot be changed. The values in the Converts To column are the actual replacement characters. These values can be changed.

- 2 In the Converts To column, use the → , ← , ↑ , and ↓ keys to move the cursor to the character you're replacing.
- 3 To change a character, type either a new character (the replacement character) or the Hex-ASCII representation for that character (see the "ASCII Character Charts" in the *Reference* manual).
- 4 When the filter file is complete, press **F3** to save it.
- 5 At the *Save File:* prompt, type a filename and press ↵.  
The filename can be any name and extension you choose, and can include a drive name and directory. If you don't include a drive and directory, the default is the current directory.
- 6 Press **Esc** twice to return to the Main Menu.

To edit an existing filter file:

- 1 At the Filter Table, press **F2**.
- 2 At the *Read File:* prompt, type the name of the filter file you want to edit.
- 3 Make changes and save them as in "To create a filter file" above.
- 4 Press **Esc** twice to return to the Main Menu.

### ***Edit Typestyle Filter (F6)***

This option allows you to select the typestyle, or font, that you want used in a converted document when that font isn't supported by the source application. The font you choose must be supported by the destination application.

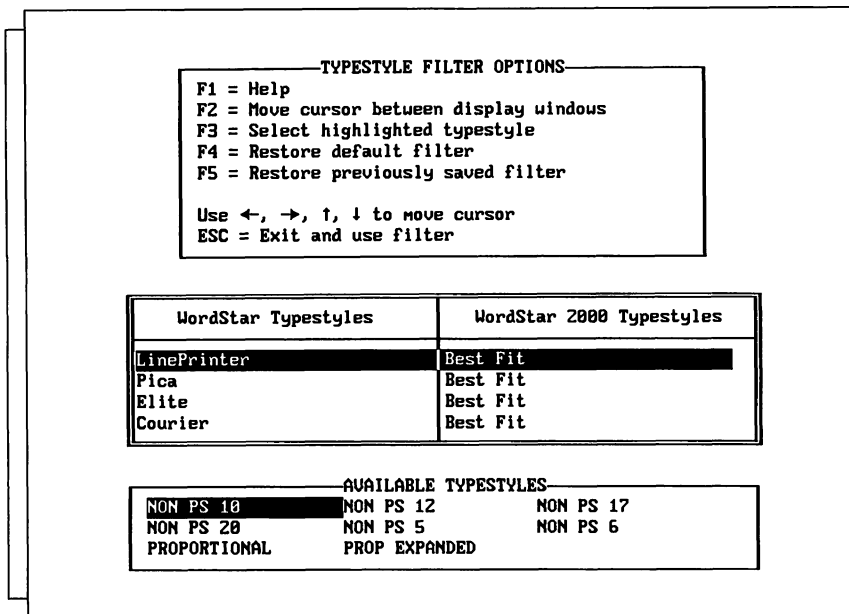
The typestyle you choose for your translated document must have the same pitch as the typestyle in the source document. For example, if the source document uses 10 pitch, you can't select a typestyle that is 12 pitch for the translated document. If you do, Star Exchange ignores your selection.

If your conversion includes WordStar 2000 or WordPerfect, be sure to specify the WordStar 2000 PDF file or the WordPerfect PRS file in the appropriate Conversion A or Conversion B Printer Description File parameter during system setup. Specify the drive letter or directory path, if necessary. Otherwise, Star Exchange won't be able to find the correct typestyles.

To edit the typestyle filter:

- 1 At the Conversions Menu, press **F6**.
- 2 At the Choose a Direction to Edit screen, press **1** or **2** to select the direction of your conversion.

The Typestyle Filter Menu is displayed.



On this screen, the top window lists the options available; the middle window lists the typestyles supported by both the source and the destination applications; the bottom window lists the available typestyles for the destination application (you select a typestyle from this list).

**3** Select options as needed:

**F1** displays Help, which includes complete instructions for editing the Typestyle Filter.

**F2** moves the cursor between the Options window and the Available Typestyles window.

**F3** selects the typestyle highlighted in the Available Typestyles window.

**F4** restores the original Star Exchange default filter for use in subsequent conversions.

**F5** displays the previously saved filter changes and allows you to make further changes.

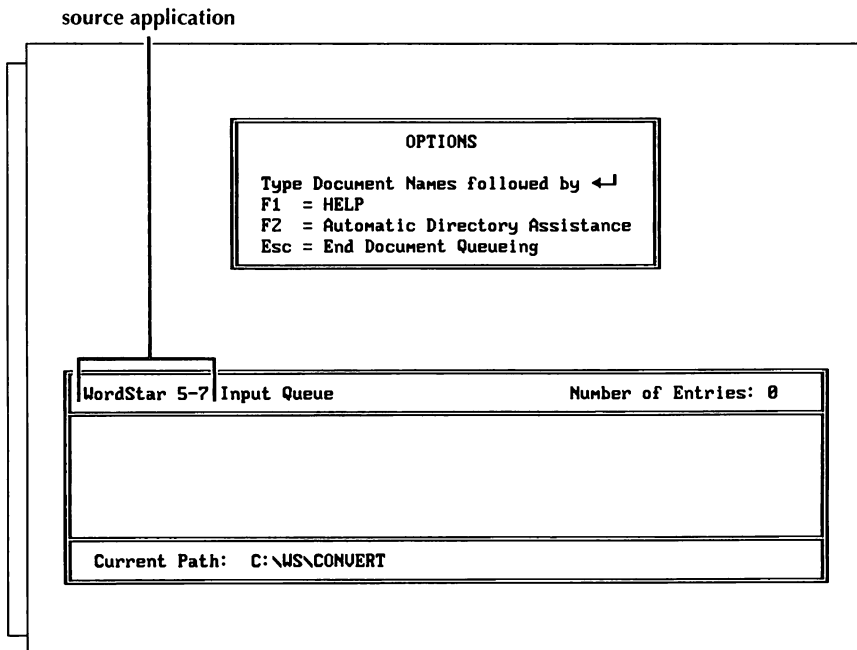
**F10** saves your changes.

### ***Queuing Documents for Translation***

When the parameters are set as you want them, press **Esc** twice to return to the Main Menu. (You'll see a message on the screen telling you the parameter settings are being saved.) At the Main Menu, press **1** or **2** to choose the direction of conversion, either from A to B or from B to A.

The Input Queue appears. On this screen, you specify the documents to be converted by manually typing each document name or by selecting each document (or an entire directory) from an onscreen directory display.

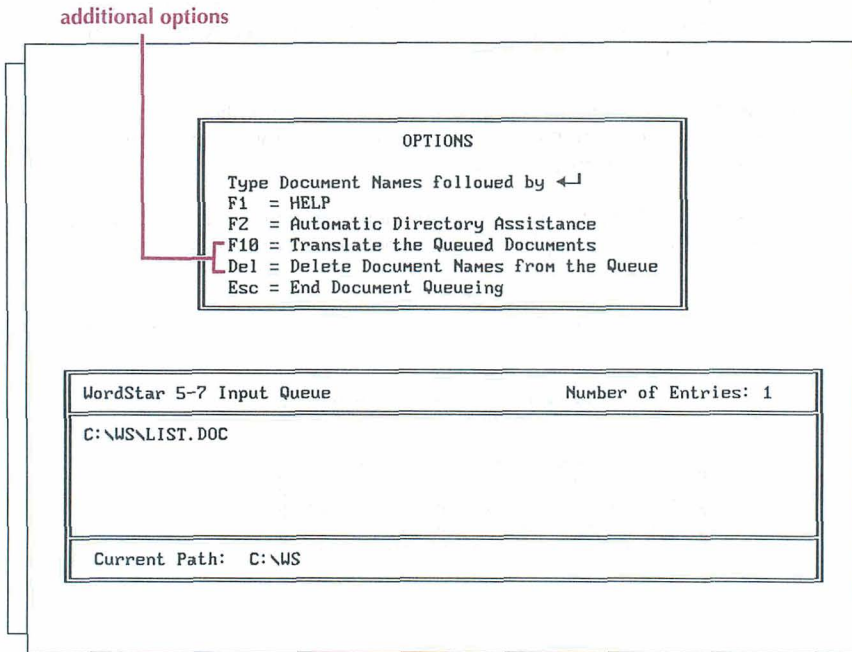
The Input Queue, shown below, has room for 100 document names. The application named on the screen is the *source* application, the one you're converting *from*.



*Note:* When you use the Auto Translate option, the Input Queue screen is divided into two sections—one for the document names and one for the names of the source applications, as determined by Star Exchange. For more information, see "Using Auto Translate" in this chapter.

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After you enter the first document name into a queue, the OPTIONS list changes to include two more options, as shown below.



- To type individual document names in the queue, see "Manual Entries" below.
- To select documents from a directory display, see "Automatic Directory Assistance," which follows "Manual Entries."

## Manual Entries

In the Input Queue screen, type the first document name (using either upper- or lower-case letters), and press ↵. Continue typing document names, pressing ↵ after each one, until you've entered all the documents that belong in the queue.

- To queue individual documents, type the drive letter or directory path; for example, **b:letter.doc** or **c:\ws\convert\letter.doc**.

*Note:* If the drive letter or directory path that appears at the bottom of the Input Queue is where your source documents are located, type only the document names in the queue. When you press ↵, Star Exchange adds the path information.

- To queue *all* documents on a disk or in a directory, type the drive letter or path, and use the DOS wild-card character `*`.
- To queue documents with related filenames, use the DOS wild-card characters `*` and `?`, and include any identifying drive letter or directory.

**EXAMPLES**

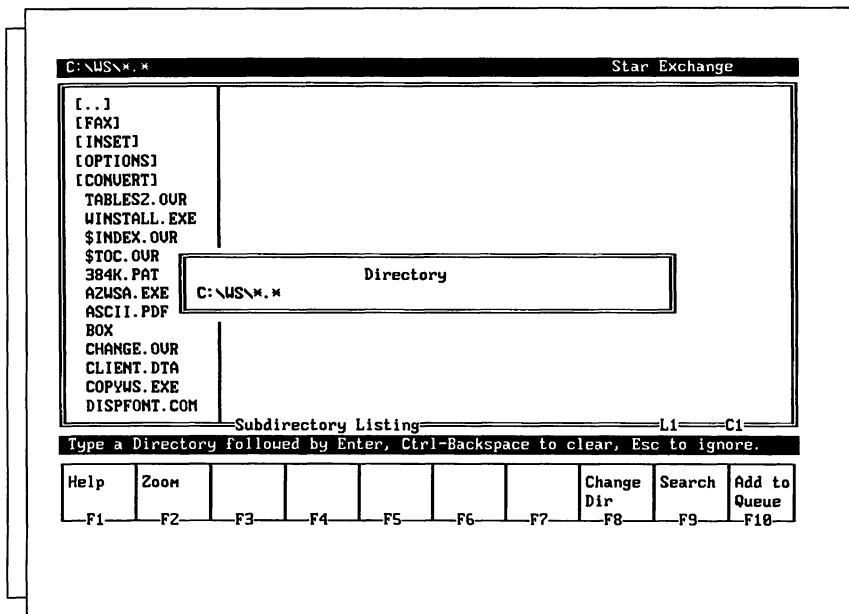
TYPE THIS	TO QUEUE THESE DOCUMENTS
<code>a:*.*</code>	All documents on the disk in drive A.
<code>c:\ws\convert\*.*</code>	All documents in the WS\CONVERT directory on drive C.
<code>a:*.txt</code>	All documents with a .TXT file extension on drive A.
<code>c:\ws\convert\feb??89</code>	All documents with the filename FEB??89 (where ?? is any date) in the WS\CONVERT directory on drive C.

**CAUTION** *All documents in a queue must have been created with the application you chose for the conversion (the source application). Don't mix documents from different applications in the same queue, unless you're using Auto Translate.*

**Automatic Directory Assistance**

Using Automatic Directory Assistance is the fastest way to queue documents that are in the same directory. To add files to the Input Queue using the Directory Assistance screen, follow the quick steps below. For more detailed information about the Directory Assistance screen, see "Using the Directory Assistance Screen" in this chapter.

- 1 At the Input Queue screen, press the **F2** key. The Directory Assistance screen appears.



- 2 Press **Esc** to move to the window on the left side of the screen, which lists the names of all the documents and subdirectories in the current directory. The names in brackets are subdirectories. When a filename is highlighted, the contents of that file appear in the window on the right side of the screen.
- 3 Use the cursor keys to scroll through the document names. When the document you want to convert is highlighted, press **F10** to add it to the queue.
- 4 When you finish adding documents to the queue, press **F8** to display the Directory window and specify a different drive and/or directory, or press **Esc** to end Automatic Directory Assistance.

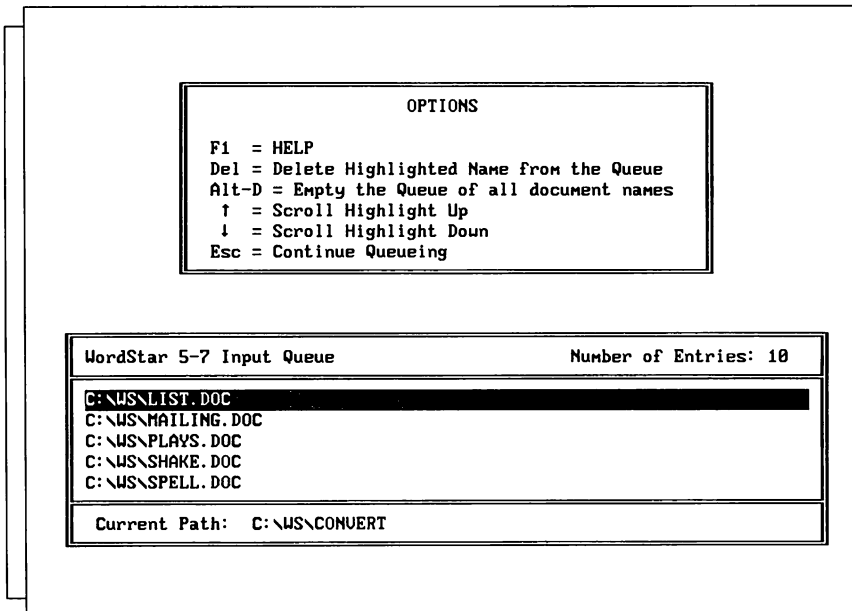
### ***Deleting Documents from the Queue***

- Incorrectly typed entries or other improper entries should be deleted from the queue before conversion. Star Exchange doesn't verify that an entry exists until it tries to translate it. Any document that is incorrectly named cannot be translated.
- A queue is not erased automatically after conversion.
- All queues are erased when the session is ended or when you select a different direction of conversion on the Main Menu.

You can delete individual document names or you can delete an entire queue by following these steps:

- 1 At the Input Queue, press the **Del** key.

This OPTIONS window appears.



- 2 Using the **↑** and **↓** keys, highlight the document you want to delete. (To delete the entire queue, skip this step and go to step 3.)
- 3 Press **Del** to delete the highlighted document. Or press and hold the **Alt** key while you press **D** to delete the entire queue.
- 4 When you finish deleting files, press **Esc**.

### ***Using Auto Translate***

The Auto Translate option on the Conversions Menu lets you convert documents for which the source applications, or file formats, have not been identified to Star Exchange. You simply enter the unidentified files into the Input Queue, and Star Exchange identifies their formats.

To use Auto Translate, choose **Auto Translate** and **WordStar** from the Conversions Menu during system setup. Then choose **Translate: From Auto Translate to WordStar** from the Main Menu. (When Auto Translate is one of the two conversions selected, only one conversion direction is available—from Auto Translate to WordStar.) At the Input Queue, enter the document names as usual, either manually or using Automatic Directory Assistance. As you enter the document names, Star Exchange identifies them and displays their file formats onscreen.

When you use Auto Translate, the Input Queue is divided into two parts. The document names appear on the left side of the screen; the file formats appear on the right.

If you enter an unidentified document into the queue, and the document was created by an application that is not supported by Star Exchange, the word *UNKNOWN* appears on the right side of the queue opposite the document name. During conversion, Star Exchange bypasses that document and goes on to the next document it recognizes.

Some short WordPerfect 4.2 documents and some ASCII and WordStar 3.3x files may not be recognized by Auto Translate. These documents contain limited or no formatting codes that can be used to determine the origin of the document. Star Exchange treats these documents like any other unidentified document—it displays *UNKNOWN* next to the document name in the queue. The only way to translate such documents is to manually select the conversion as Conversion A or Conversion B.

### ***Translating Queued Documents***

When the queue is ready, press **F10** to start the conversion.

**CAUTION** *Be sure you have enough room on your output disk for the converted files—about 1½ times the size of the combined input files.*

Two windows appear on the screen. One shows the Input Queue (the document being converted is highlighted); the other displays the name of each converted document as it is completed. If you're using Auto Translate, the name of the source application for the document appears while the document is being translated.

After conversion begins:

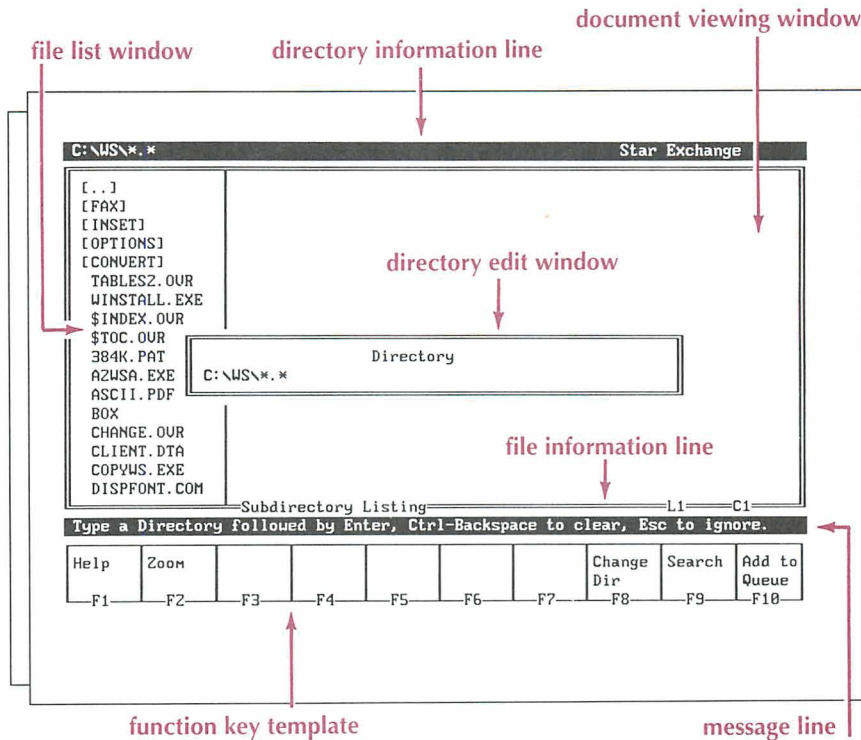
- To interrupt a session, press **Esc** and follow the onscreen instructions.
- If you selected *Prompt User for File Name* as your File Naming Method, Star Exchange prompts you for filenames. Be sure to preface each name with the drive letter and directory name, if necessary.
- If you choose a filename that already exists, the program prompts you to either rename the translated document or overwrite the existing document.
- If conversion fails, an error message is displayed. Then you can either press **Esc** to end the session, or press **↵** to translate the next document in the queue.



- After a conversion error occurs, files with the extension .INT may be left on the disk. These files take up disk space unnecessarily and should be deleted.
- When conversion is complete, you can either delete the queue and build another one, or you can press **Esc** to return to the Main Menu.

## Using the Directory Assistance Screen

The Directory Assistance screen consists of several parts, as shown below.



- The **Directory Information Line** displays the path Star Exchange is using. The path consists of the drive, directory(ies), and filename.
- The **Directory Edit Window** lets you specify the directory and filename for the document you want to view and/or convert.
- The **File List Window** lists the files in the current directory and its subdirectories, if any.
- The **Document Viewing Window** displays the contents of the file that is highlighted in the File List Window.

- The **File Information Line** displays the file format and cursor position for the file displayed in the Document Viewing Window.
- The **Message Line** displays status information or instructions for completing a task.
- The **Function Key Template** displays the function keys available on the current screen and what they do. For some functions, you use the **Ctrl** key along with the function key. For a complete list of the function keys available at the Directory Assistance screen, see "Directory Assistance Keys" in this section.

### ***Using the Directory Edit Window***

You can use the Directory Edit Window to specify the drive, directory, and filenames you want. To display the Directory Edit Window from the Input Queue screen, press **F2**. To display it from the Directory Assistance Screen, press **F8**.

To change the directory in the Directory Edit Window, press the **Backspace** key or press **^Backspace** to delete the current directory. Then type the new directory name and the filename. To specify filenames in this window, you can use DOS wild-card characters.

### ***Using the File List Window***

The File List Window appears on the left side of the Directory Assistance screen. It displays the parent directory and its subdirectories, and all the filenames in those directories.

You can move the highlighting through the subdirectories and files to find the ones you want. To add a highlighted file to the Input Queue, press the **F10** key.

### ***About the File List Entries***

When the Directory Assistance screen appears, the cursor is located in the Directory Edit Window. You can press **Esc** to close that window. Then the cursor moves to the first line of the File List Window. If the current directory is a subdirectory, the first entry in the file list looks like this: *[ . ]*. This symbol represents the parent directory of the subdirectory you're in. For example, if you are in the DOCS subdirectory of the WS directory (C:\WS\DOCS), the *[ . ]* symbol represents the WS, or parent, directory. If you highlight the *[ . ]* symbol and press **↵**, Star Exchange changes to the WS (parent) directory.

If the current directory is the root directory, the first entry in the File List Window is either a subdirectory or a file, depending on which was created first. Subdirectories are enclosed in brackets, for example, *[WS]*. Files appear as regular text, for example, SHAKE.DOC.

### ***Finding Subdirectories and Files***

The File List Window lets you move easily through the directories on your disk to find the files you want. For example, if you're in the root directory and you want to view C:\WS\DOCS\SHAKE.DOC, you would first highlight the [WS] subdirectory entry and press ↓. Then you would highlight the [DOCS] subdirectory entry and press ↓. Finally, you would highlight the SHAKE.DOC filename. When SHAKE.DOC is highlighted, the contents of that file appear in the Document Viewing Window.

As you move the highlighting through the list of files in the File List Window, the File Information Line changes to reflect the various file formats. This line identifies the file format and the cursor position in the file. If a document contains no formatting codes or codes that Star Exchange cannot recognize, the File Information Line displays *ASCII* or *Other*.

### ***Using the Document Viewing Window***

The Document Viewing Window displays the contents of the file or subdirectory that is highlighted in the File List Window. After highlighting an entry in the File List Window, press the **Tab** key to move into the Document Viewing Window. Then use the cursor keys to scroll down through the file.

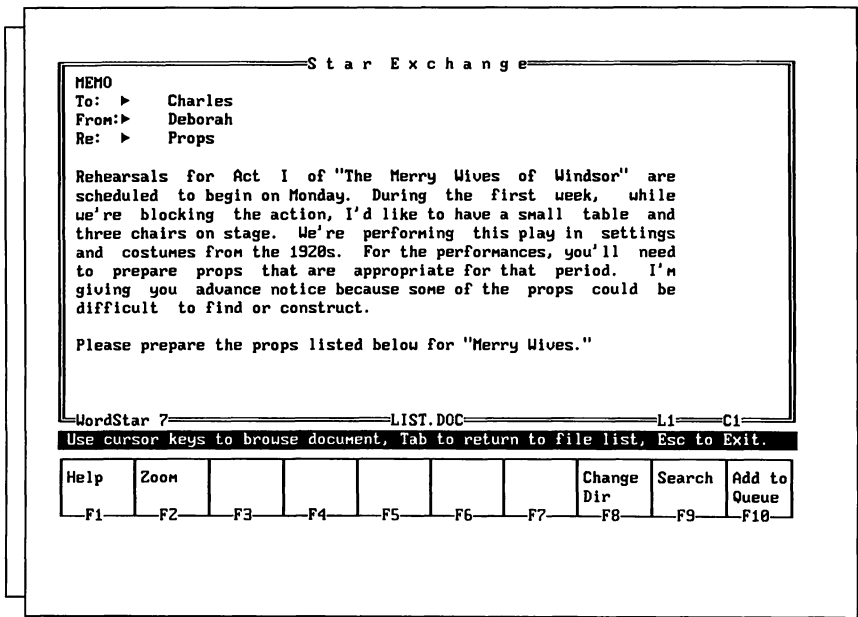
*Note:* You can view but not edit text and data in the Document Viewing Window.

- If the highlighted file in the File List Window is a subdirectory name, a message in the Document Viewing Window tells you the name of the subdirectory and how many files are in it. You can scroll down the screen (press the **PgDn** key once or twice) to view a list of the files in that subdirectory. The list includes the same information you would see after entering a DIR command in DOS.
- If the highlighted file in the File List Window is a filename, the contents of that file are displayed in the Document Viewing Window. How the file appears onscreen depends on the format and type of file. For example, word processor files appear in their original format.

When you highlight an .EXE or .COM file, the Document Viewing Window displays the message: *This File is an Executable (.EXE) File. It is not viewable.*

**Zooming in on Files**

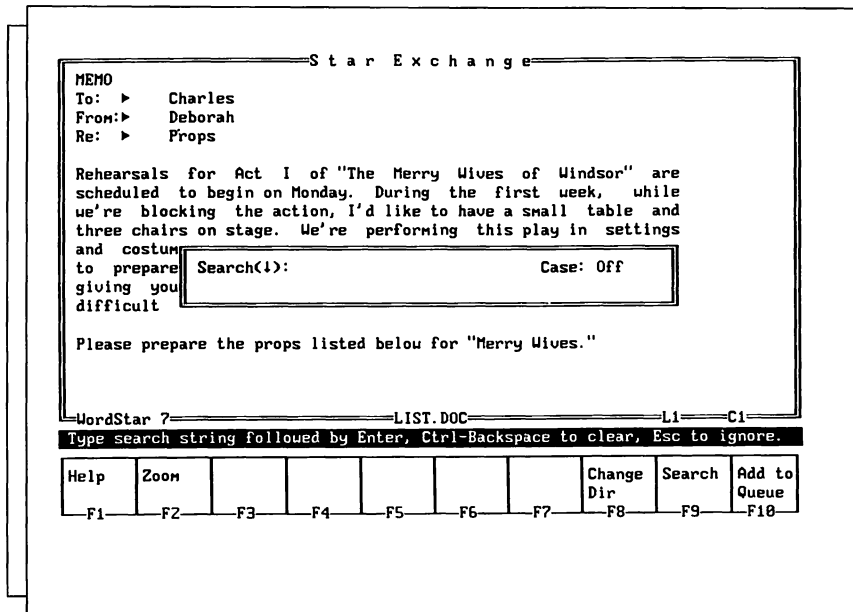
To magnify the Document Viewing Window so that it fills the entire screen, press the **F2** key. Then the Document Viewing Window blocks out the File List Window and looks like this:



To toggle out of Zoom mode and redisplay the File List Window, press the **Tab** key or the **F2** key. To view a different file while in Zoom mode, press the plus (+) or minus (-) key on the numeric keypad. The + key highlights the next file in the File List Window; the - key highlights the previous file.

### Searching for Text

You can find specific text in a file by using the Search function. In the Document Viewing Window, press **F9**. The Search window appears:



Notice the two prompts in the middle of the window:

- The Search prompt (the arrow) shows which direction the search will take. Press **↑** to search upward through the file or **↓** to search downward.
- The Case prompt shows whether case sensitivity is on or off. When Case is on, Star Exchange searches for a string with the same capitalization as the search string. When case sensitivity is off, Star Exchange ignores capitalization. Press **PgUp** to turn case sensitivity on or **PgDn** to turn it off.

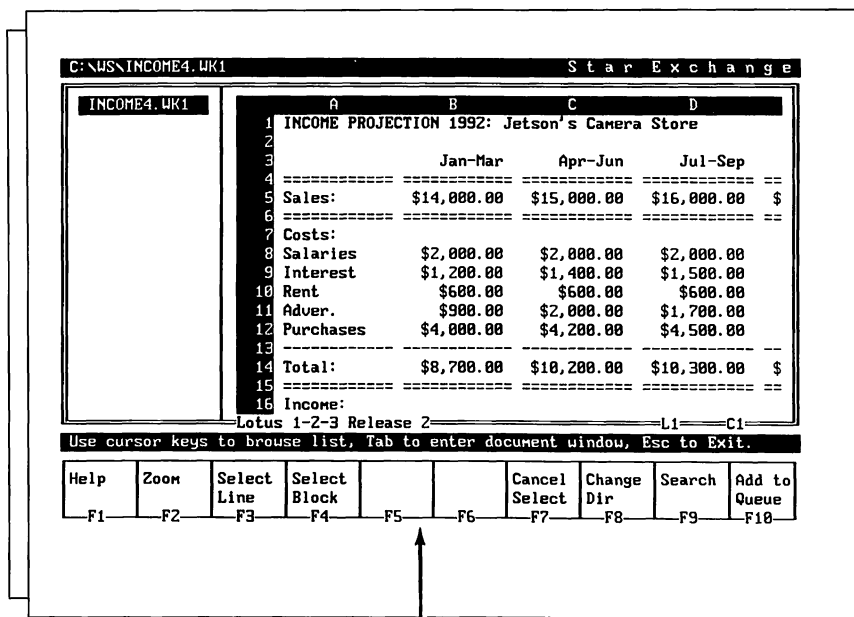
You can enter up to 40 characters in the Search window. If you are searching for a key word, you can enter all or part of the word. When you enter part of a word, Star Exchange displays the first match it finds. For example, if you enter *Fin*, Star Exchange might find the words "Final," "Finish," or "Finland."

To search for a text string, type the text in the Search window and press **↵**. When Star Exchange finds the text, it places the cursor at the first character in the text and displays *Search Completed* in the Message Line. To find the next occurrence of the text string, move the cursor past the found text and press **^F9**.

Note: Star Exchange may not find text strings that are separated by word wrap or a line break.

### Converting Spreadsheet and Database Files

Star Exchange can convert complete data files or just specified parts of spreadsheets and databases. When you highlight a spreadsheet or database in the File List Window, and press **Tab**, the Function Key Template at the bottom of the screen looks like this:



To select just part of a spreadsheet or database file, you define the selected section to Star Exchange in one of the following ways:

- By selecting individual rows or records
- By selecting a block of data
- By selecting a noncontiguous range of rows and columns

#### Selecting Individual Rows or Records

Use the **F3** key to select one row (in a spreadsheet) or record (in a database) at a time. First, press **F3** to define the beginning of the selected area. Then press the **↑** and **↓** keys to extend the area. As you move the cursor up or down, entire lines or records are added to the selected area.

**Selecting a Block of Data**

Use the **F4** key to select a block (rectangular area) of data. When you press **F4**, the current cursor position becomes one corner of the rectangle. Then use the arrow keys to move the cursor to define the opposite corner of the rectangle. This selection method is handy for converting columns or tables.

**Selecting Noncontiguous Rows and Columns**

In spreadsheet and database files, you may want to select only certain rows and columns rather than an entire block of data. You can do so by using the **^F3** and **^F4** commands to select horizontal and vertical ranges. **^F3** selects the Horizontal Range function and **^F4** selects the Vertical Range function. These two functions work together. You define the ranges; the selected area is defined by the intersection of those two ranges.

Instructions for defining the ranges shown in the following examples appear on page 31.

**EXAMPLES**

Suppose you want to convert the Salaries and Purchases rows in the example below. The rows are noncontiguous, that is, they are not side by side. Each row is a Horizontal Range. When these ranges are selected, the spreadsheet looks like this:

Star Exchange								
	A	B	C	D	E	F		
1	INCOME PROJECTION 1992: Jetson's Camera Store							
2								
3		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Y		
4		=====	=====	=====	=====	=====		
5	Sales:	\$14,000.00	\$15,000.00	\$16,000.00	\$24,000.00	\$69,0		
6		=====	=====	=====	=====	=====		
7	Costs:							
8	Salaries	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,0		
9	Interest	\$1,200.00	\$1,400.00	\$1,500.00	\$1,600.00	\$5,7		
10	Rent	\$600.00	\$600.00	\$600.00	\$600.00	\$2,4		
11	Adver.	\$900.00	\$2,000.00	\$1,700.00	\$4,000.00	\$8,6		
12	Purchases	\$4,000.00	\$4,200.00	\$4,500.00	\$5,000.00	\$17,7		
13		=====	=====	=====	=====	=====		
14	Total:	\$8,700.00	\$10,200.00	\$10,300.00	\$13,200.00	\$42,4		
15		=====	=====	=====	=====	=====		
16	Income:							
17	Quarterly	\$5,300.00	\$4,800.00	\$5,700.00	\$10,800.00	\$26,6		
Lotus 1-2-3 Release 2 INCOME4.WK1 L1 C1								
Use cursor keys to browse document, Tab to return to file list, Esc to Exit.								
Help	Zoom	Select Line	Select Block		Cancel Select	Change Dir	Search	Add to Queue
F1	F2	F3	F4	F5	F6	F7	F8	F9

# STAR EXCHANGE

The Jan-Mar and Jul-Sep columns in the example are also noncontiguous. Each column is a Vertical Range. When these ranges are selected, the spreadsheet looks like this:

Star Exchange									
A	B	C	D	E	F				
1	INCOME PROJECTION 1992: Jetson's Camera Store								
2									
3		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Y			
4	=====	=====	=====	=====	=====	=====			
5	Sales:	\$14,000.00	\$15,000.00	\$16,000.00	\$24,000.00	\$69,0			
6	=====	=====	=====	=====	=====	=====			
7	Costs:								
8	Salaries	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,0			
9	Interest	\$1,200.00	\$1,400.00	\$1,500.00	\$1,600.00	\$5,7			
10	Rent	\$600.00	\$600.00	\$600.00	\$600.00	\$2,4			
11	Adver.	\$900.00	\$2,000.00	\$1,700.00	\$4,000.00	\$8,6			
12	Purchases	\$4,000.00	\$4,200.00	\$4,500.00	\$5,000.00	\$17,7			
13	=====	=====	=====	=====	=====	=====			
14	Total:	\$8,700.00	\$10,200.00	\$10,300.00	\$13,200.00	\$42,4			
15	=====	=====	=====	=====	=====	=====			
16	Income:								
17	Quarterly	\$5,300.00	\$4,800.00	\$5,700.00	\$10,800.00	\$26,6			
Lotus 1-2-3 Release 2 INCOME4.WK1 L1 C1									
Use cursor keys to browse document, Tab to return to file list, Esc to Exit.									
Help	Zoom	Select Line	Select Block			Cancel Select	Change Dir	Search	Add to Queue
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10



The selected area is defined by the intersecting areas of the Horizontal Range and the Vertical Range. The following example shows the two ranges and how they intersect to define the selected area:

	A	B	C	D	E	F
1	INCOME PROJECTION 1992: Jetson's Camera Store					
2						
3		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Y
4		=====	=====	=====	=====	=====
5	Sales:	\$14,000.00	\$15,000.00	\$16,000.00	\$24,000.00	\$69,0
6		=====	=====	=====	=====	=====
7	Costs:					
8	Salaries	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,0
9	Interest	\$1,200.00	\$1,400.00	\$1,500.00	\$1,600.00	\$5,7
10	Rent	\$600.00	\$600.00	\$600.00	\$600.00	\$2,4
11	Adver.	\$900.00	\$2,000.00	\$1,700.00	\$4,000.00	\$8,6
12	Purchases	\$4,000.00	\$4,200.00	\$4,500.00	\$5,000.00	\$17,7
13		-----	-----	-----	-----	-----
14	Total:	\$8,700.00	\$10,200.00	\$10,300.00	\$13,200.00	\$42,4
15		=====	=====	=====	=====	=====
16	Income:					
17	Quarterly	\$5,300.00	\$4,800.00	\$5,700.00	\$10,800.00	\$26,6

Lotus 1-2-3 Release 2 INCOME4.WK1 L3 C40

Move cursor to mark text for conversion, Press F10 to convert the selected text

Help	Zoom	Select Line	Select Block			Cancel Select	Change Dir	Search	Add to Queue
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10

### Defining the Ranges

- To define a horizontal range:

Move the cursor to the first row in the range and press **^F3**. If the range includes more than one row, move the cursor up or down to define all the rows you want to include. To define the end of the range, press the Spacebar. The Spacebar anchors the range so you can move the cursor again without extending the range. Repeat these steps until you have defined all the horizontal ranges.

- To define a vertical range:

Move the cursor to the first column in the range and press **^F4**. If the range includes more than one column, move the cursor left or right to define all the columns you want to include. To define the end of the range, press the Spacebar. Repeat these steps until you have defined all the vertical ranges.

After you have defined both ranges, the intersecting areas (the selection area) appear in reverse video. If you find that the selected area includes any rows or columns that you don't want, you can *deselect* them the same way you selected them.

## ***Directory Assistance Keys***

You can use the keys listed below in the Directory Edit Window, the File List Window, and the Document Viewing Window.

<b>PRESS THIS KEY</b>	<b>TO DO THIS</b>
<b>A - Z</b>	Move the cursor in the File List Window to the next entry that begins with the same letter.
- (minus) or + (plus) key	Display the previous (-) or next (+) file in the list.
↵	Change the current directory to the directory highlighted in the File List Window.
<b>F1</b>	Display a help screen.
<b>F2</b>	Toggle the Document Viewing Window in and out of Zoom mode.
<b>F3</b>	Select a row or record in a spreadsheet or database.
<b>^F3</b>	Select a Horizontal Range of rows or records in a spreadsheet or database.
<b>F4</b>	Select a block (rectangular area) of data in a spreadsheet or database.
<b>^F4</b>	Select a Vertical Range of columns or records in a spreadsheet or database.
<b>F7</b>	Cancel all selections in a file.
<b>F8</b>	Display the Directory Edit Window.
<b>F9</b>	Search through a file for a keyword or text string.
<b>^F9</b>	Find the next occurrence of the search text.
<b>F10</b>	Add the highlighted document to the Input Queue.

## ***Editing Converted Documents***

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When conversion is complete, you should review the translated documents. Changes may be necessary to duplicate the appearance of the original document.

Here are some tips for editing your documents:

- Scan the document for replacement characters. These are the "markers" that Star Exchange inserted for any nontranslatable characters it found in the source document. For more information, see "Replacement Character" in this chapter.
- Check the appearance of any columns in the document. If the line length used for word wrapping varies widely between the two applications in the conversion, you may need to adjust column indentations.

- When you first edit documents that have been converted to DisplayWrite or MultiMate, refer to the instructions below.

**DisplayWrite** If the translated documents are stored in Revisable For Text (RFT), use the DisplayWrite utility "Convert Documents" to convert the documents into text files before you edit them.

**MultiMate** Large documents translated into MultiMate can exceed the maximum number of format lines, number of pages, and so on, that are allowed. These documents are split into separate documents during conversion. You may wish to do some minor editing to establish breaks between these documents.

## *Features Supported by Star Exchange*

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The word processing features supported by Star Exchange are listed below.

Soft carriage returns	Hard carriage returns	Centering
Regular tabs	Decimal tabs	Underlining
Bold	Superscript/subscript	Columns
Titles	Overstrike	Stop codes
Hard hyphens	Soft hyphens	Indenting
Right and left margins	Line spacing	Automatic page breaks
Headers and footers	Forced page breaks	Italic
Pitch/font	Footnotes	Nonprinting comments
Top and bottom margins	Offsets and gutters	

## *Transferring Converted Files to the Macintosh*

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When converting a document file to a Macintosh word processor format, you need to consider the type of file (MacBinary or Standard) that you want the conversion to produce. If you plan to convert to Standard format, you'll need to use the Macintosh Tagger program to tag the files. If you plan to convert to MacBinary format, you don't need to tag the files. For more information on file types and the Tagger program, see "Macintosh File Types" and "Using the Macintosh Tagger" in this section.

*Note:* The terms *tag* and *tagging* used in this section are Star Exchange terms, not Macintosh terms. They are used to describe a process that, in Macintosh terms, is similar to changing the creator/type for a file.

The three basic methods for moving a file between the PC and the Macintosh are Apple File Exchange, Superdrive, and direct transfers.

## ***Apple File Exchange and Superdrive***

The Apple Superdrive is a standard part of most Macintosh systems. This drive lets the user read DOS formatted disks and can be used to transfer DOS files to a Macintosh disk. This procedure is accomplished using an application called Apple File Exchange (AFE), which is a standard part of Macintosh System 6.0 and later. (For more information, see the "Macintosh Utilities User's Guide.")

If you plan to use AFE to transfer your converted file to the Macintosh, be sure (in System Setup) to select **Standard** as the file type in the Output File Type parameter for the Macintosh format.

When using AFE to move a converted document to the Macintosh, make sure no special translation has been done to the file. This means that special translators (such as Text Translation) should not have check marks next to them in the MS-DOS to Macintosh menu. (This menu does not appear until a DOS disk is inserted into the system.)

A product called DOS Mounter by Dyna Communications allows a DOS disk in a Superdrive to look just like a Macintosh disk to the Finder. In this case, the converted file should be dragged to a real Macintosh disk and then tagged, as explained in "Using the Macintosh Tagger" in this section.

## ***Direct Transfers***

Many combinations of hardware and software allow the transfer of files between a PC and a Macintosh. Some of them are as follows:

- Direct serial or parallel connections using standard communications software such as ProComm, Smartcom, or Crosstalk on the PC and MacTerminal, and Microphone or Red Ryder on the Macintosh.
- Modem or network connections using standard communications software.
- Connections using dedicated file transfer software/hardware combinations such as LapLink Macintosh, MacLink Plus Pc, or pcAnywhere.
- Any other connections that allow file transfer.

When using one of the above connections to transfer files, first determine whether or not your Macintosh software will allow the Macintosh to receive files in MacBinary format. Most current Macintosh communications software permits the use of the MacBinary file. Most PC communications software can send the MacBinary file using XMODEM protocol. And virtually all specialized software and hardware can receive and send MacBinary files.

If the transfer software you're using allows MacBinary file transfers, select **MacBinary** (in System Setup) as the Output File Type parameter for the Macintosh format. Once a file has been transferred to the Macintosh as a MacBinary file, it is ready to be used with the word processor for which it was created. No tagging should be necessary.

If your software does *not* support MacBinary files, select **Standard** as the Output File Type parameter for the Macintosh word processor. When the file has been transferred to the Macintosh, you will need to tag it for the word processor you will be using.

### ***Macintosh File Types***

As noted above, Macintosh conversions in Star Exchange can produce a Macintosh document in two formats, MacBinary and Standard. (The Standard format is often called the *Data Fork*.)

PC files are created using a single stream of bytes and some fairly unimportant information like the creation time and date. PC-based applications can open almost any file, regardless of its name or other information maintained by the operating system.

Macintosh files are created using two streams of data called the *Data Fork* and the *Resource Fork*. These two forks include information maintained by the Macintosh operating system that associates a creator and type with the file. The Macintosh uses this information to display special icons on files and to allow the user to start an application by double-clicking on a document. If a Macintosh document does not have the correct creator or type, it cannot be opened, not even by the application that created it.

The MacBinary and Standard formats are described below.

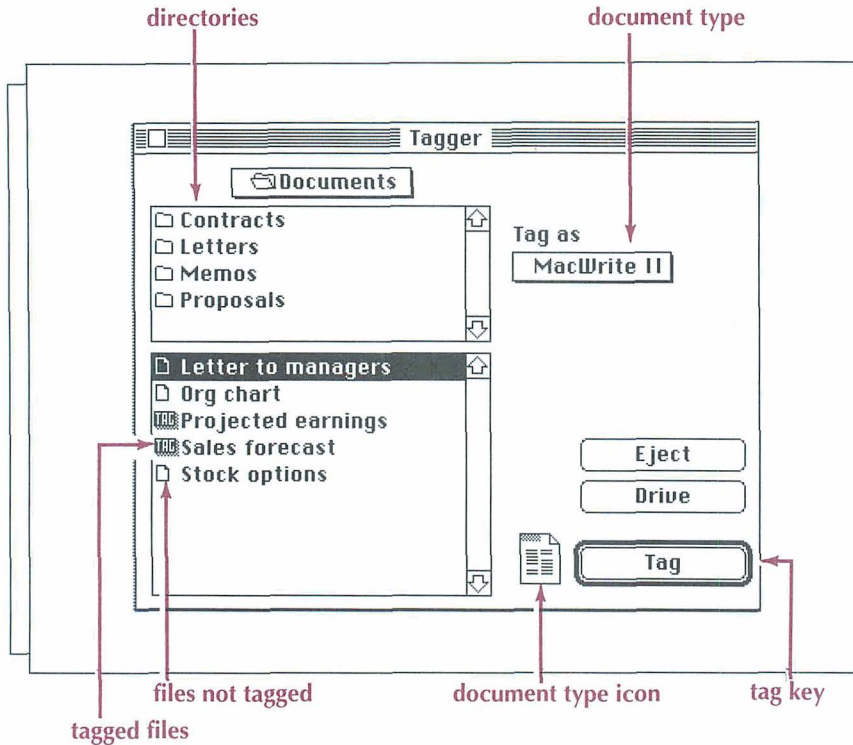
- **MacBinary** When a Macintosh file resides on a non-Macintosh system, you can use the MacBinary format to preserve the information, as well as the separate Data Fork and Resource Fork. This format groups the file's name, creator and type information, and Data Fork/Resource Fork into a single stream of bytes. Most communications programs on the Macintosh can send and receive Macintosh files in this format, allowing the transfer of Macintosh files to and from a non-Macintosh system with no loss of information.
- **Standard** In certain network situations or when the transfer method does not support MacBinary, the conversion can produce only the Data Fork of the Macintosh file. This format is called *Standard*. A file produced with the Standard Option and transferred to the Macintosh is not accessible to the word processor for which it was created. This inaccessibility is caused by incorrect or missing creator and type information. To give this type of transferred document the correct creator and type information, you need to use the Macintosh Tagger program available from WordStar.

### ***Using the Macintosh Tagger***

The Macintosh Tagger sets the creator and type information for a file or a group of files on the Macintosh. You can run the Tagger program from the master distribution disk or you can copy Tagger to your Macintosh hard disk and run it from there.

*Note:* If you're converting files from a PC-based format to the Macintosh Standard format, you'll need to use the Tagger program. This program is not included with the Star Exchange disks. To order your free copy of the Tagger program, call WordStar Customer Support.

The example below shows the various parts of the Tagger.



The left side of the Tagger looks very much like the standard Open File dialog box used in almost every Macintosh application. The difference between the Tagger and other Macintosh software is that the folders and files in the Tagger are listed separately.

The right side of the Tagger has a pop-up menu for selecting the creator/type that will be attached to the selected files and a Tag button that attaches those files to the selected creator/type.

To use the Tagger, follow the steps below.

**CAUTION** Be sure you select only the documents you have converted with Star Exchange and transferred to your Macintosh. Tagging files produced in other applications will not be recognized by their original application. The best way to guarantee that no other files are tagged is to transfer all new files to an empty folder.

To tag files:

- 1 Select the disk and folder where your converted document(s) is located.
- 2 Select the word processor format the document(s) was converted to.
- 3 Select the document from the list of filenames. (To select more than one document at a time, hold down the Shift key while you click the filenames.)
- 4 Choose the Tag button.
- 5 Exit the Tagger.

The documents you tagged have the correct icon and are ready to use with the Macintosh word processor.

Remember--use the Tagger only for files that were converted to Standard format. Files converted to MacBinary format, and transferred to the Macintosh using a MacBinary transfer, have already been tagged.

If a conversion produces a MacBinary document, and the document is transferred to the Macintosh without using a MacBinary transfer, the document will not be recognized by the Macintosh word processor for which it was created.

Only the receiving Macintosh needs to understand MacBinary. MacBinary is implemented on top of other transfer protocols such as XMODEM, and the PC communications software does not have to understand anything about MacBinary.

**CAUTION** *The current version of the Tagger does not allow you to undo mistakes.*

### ***Transferring Macintosh Files to the PC for Conversion***

Macintosh conversions can identify and convert files that are in MacBinary format or that are binary images of the Macintosh file's Data Fork. This process is not noticeable to the user and does not depend on the Output File Type parameter setting. Almost all transfers from a Macintosh to a PC will result in one of these two formats (MacBinary or Standard).

---

# Error Messages

This chapter lists error messages that may appear on your screen in Star Exchange.

## ***Access Denied: This file cannot be opened for viewing***

You have tried to view a file that is locked by another application. This could be the file loaded in another program, or a file that is locked out on a network. You would see this message if another network user has loaded the file you want to view.

## ***Application load failure—EXE corrupted***

One or more of the program files required by Star Exchange has been damaged or did not copy correctly during installation. Start WINSTALL and choose Add or Remove a Feature. Reinstall the conversion format with the damaged file.

## ***Application load failure—EXE not found***

A Star Exchange conversion file is missing. Start WINSTALL and choose Add or Remove a Feature. Add the conversion format that you want.

## ***Application load failure—Insufficient memory***

You may not have enough memory (a minimum of 384K RAM is required). If you're using another memory-resident program such as SideKick or Inset®, remove it from memory and try the conversion again.

## ***Command file processing error***

Star Exchange cannot use the work area. In the System Parameters option, check to see if the drive letter (including the colon) and the directory are correct. Be sure the disk has enough room (about 1½ times the size of the largest document) for the work area.



### ***Disk read error***

Star Exchange cannot read the source document. There may be an error on the disk containing the document. Move the file to another part of the disk.

### ***Disk write error***

Star Exchange cannot complete the conversion and write an output file because there is not enough room on the disk to write the file. Delete any files you don't need, and repeat the conversion.

### ***Input file open failure***

- Star Exchange can't find the document listed in the Input Queue. Be sure the document name in the queue is correct. Delete the name from the queue, and use the Automatic Directory Assistance document queuing method to resubmit it for conversion.
- The path information may not be correct—check to see if it is.
- Too many files may be open. Be sure the FILES=30 statement is in your CONFIG.SYS file.

### ***Insufficient memory for conversion***

Your system does not have enough memory to execute the conversion (a minimum of 384K RAM is required). To correct the problem, add more memory to your system.

### ***Invalid input file***

- Star Exchange can't translate a document because it wasn't created on the source application for the Input Queue being converted. Convert the failed document in another session, using the correct source application.
- The document you're trying to convert has a format that is not supported by Star Exchange.
- Star Exchange can't read the source document. Using the source application, edit the source document for discrepancies; for example, maybe the document wasn't saved correctly.

### ***RTLINK failure—RTLINKST.COM not found***

The RTLINKST.COM file is damaged or missing. Use COPYWS to copy the file from the original compressed disk to the WS\CONVERT directory. Then rerun Star Exchange. For instructions on how to use COPYWS, see the *Installing and Customizing* booklet.

***RTLINK failure—General RTLINK failure***

One or more of the RTLINK files has been damaged or deleted. Use COPYWS to copy the RTLINKST.COM file and the SCC\_???.RTL file from the original compressed disk to the WS\CONVERT directory. Then rerun Star Exchange. For instructions on how to use COPYWS, see the *Installing and Customizing* booklet.

***RTLINK failure—SCC\_???.RTL not found***

The SCC\_???.RTL file cannot be found. Use COPYWS to copy the file from the original compressed disk to the WS\CONVERT directory. Then rerun Star Exchange. For instructions on how to use COPYWS, see the *Installing and Customizing* booklet.

***Run-Time Error R6001, Null Pointer Assignment***

You may have selected the wrong conversion format for the document you're trying to convert. For example, if you select WordPerfect 5.0 from the Conversions Menu and then try to convert a WordPerfect 4.2 document, you may get this error message. If you do, make sure you selected the correct format for the document you're trying to convert. If the format is correct, go back to your source application and edit the source document—scroll to the end of the document and then save it. Then try using Star Exchange again to convert the document.

***Unable to create output file***

Star Exchange can't create a file for a converted document or for a work area.

- Be sure the disk has enough room (about 1½ times the size of the largest document) for the work area.
- Be sure the FILES=30 statement is in your CONFIG.SYS file.
- Be sure you provided a valid DOS filename for the translated document, including the correct drive letter, a colon, and (if needed) a directory path.
- If you're using the Prompt User for Filename method for naming files, be sure to include any required drive letter and directory path. If you want documents named automatically, use the System Parameters option to change the filenameing method to Default Title.
- Using the System Parameters option, check to see if the drive letter (including the colon) and the directory or RAM disk are correct.

***Unable to load application definition files***

One or more of the definition (.DEF) files has been deleted from the WS\CONVERT directory. Use COPYWS to copy the .DEF files you need from the original compressed disk to the WS\CONVERT directory. Then rerun Star Exchange. For instructions on how to use COPYWS, see the *Installing and Customizing* booklet.

***Unable to read source document***

- Press **Esc** to abort the conversion. Return to DOS. Type **type file.log** on the command line and press ↵. The FILE.LOG file is displayed; it contains a message giving you the probable cause of the error.
- Star Exchange can't read the source document. Using the source application, edit the source document for discrepancies; possibly the document wasn't saved correctly.

# *Supported Applications*

The applications listed below are supported by Star Exchange.

## **WORD PROCESSORS**

<b><i>PC-Based Format</i></b>	<b><i>Version/Release</i></b>
DEC WPS PLUS (DX)	3.0 and earlier
DisplayWrite 2, 3, 4, 5	All
First Choice	3.0 and earlier
IBM Writing Assistant	1.01
MASS-11	8.0 and earlier
Microsoft Word	4.0 through 5.5
MultiMate	3.6 and 4.0
MultiMate Advantage	All
MultiMate Advantage 2	All
Nota Bene	3.0
PFS:Write	A, B, and C
Professional Write	2.2 and earlier
Samna Word	IV Plus and earlier
SmartWare II	1.5 and earlier
Volkswriter 3, 4	All
Wang PC (IWP)	2.6 and earlier
WordMARC Composer	Plus and earlier
WordPerfect	5.1 and earlier
WordStar	7.0 and earlier
WordStar 2000	3.5 and earlier
XyWrite	III+ and earlier

**Macintosh-Based Format      Version/Release**

Microsoft Word	4.0
WordPerfect	2.0 and earlier
MacWrite II	1.1

**Other Formats      Version/Release**

ASCII	N/A
Intelligent ASCII	N/A
DCA/FFT	All
DCA/RFT	All
Navy DIF	All
Microsoft RTF	1.0 and earlier

**SPREADSHEETS**

**Application      Version/Release**

Enable	3.0
First Choice	3.0 and earlier
Framework	III and earlier
Lotus 1-2-3	3.0 and earlier
Lotus Symphony	2.0 and earlier
Microsoft Excel	2.0 through 3.0
Microsoft Works	2.0
Mosaic Twin	2.5
PFS: Professional Plan	1.0
Quattro	PRO and earlier
SuperCalc 5	All
SmartWare II	1.5
VP Planner 3D	1.0

**DATABASES**

**Application      Version/Release**

dBASE	IV and earlier
Data Ease	4.0
dBXL	1.3
Enable	3.0
First Choice	3.0 and earlier
FoxBase	2.1
Framework	III
Microsoft Works	2.0
Paradox	2.0 through 3.5
Q & A	3.0
R:Base	3.1 and earlier, System V, Personal
Reflex	2.0 and earlier
SmartWare II	1.02 through 1.5

*Note:* If you want to convert dBXL or FoxBase files, select dBASE as the conversion application to represent these files.

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**TELMERGE®**

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# *Introduction*

TelMerge makes electronic communications easy by enabling your computer to communicate with computers all around the world. You can use TelMerge to

- Send and receive electronic mail ("Email")
- Check the progress of stocks and bonds with online communications services like the MCI Dow Jones service
- Set up a data collection terminal for salespeople in the field
- Do computer work at home using dial-up lines to a mainframe
- Exchange messages and files with other personal computer users

The TelMerge documentation is organized as follows:

"Getting Ready to Use TelMerge" explains how to prepare your equipment for TelMerge.

"Calling a Service with TelMerge" and "Sending and Receiving Electronic Mail" illustrate the most common data communications tasks with basic exercises.

"Talking to Other Computers" shows how to transfer data files in different ways.

"Shortcuts with TelMerge" contains tips to speed up and customize the program.

There are also sections listing the TelMerge keywords (special commands), preprogrammed communications services, and function key assignments. If you have a problem using TelMerge, see the "Troubleshooting" chapter.



---

# Getting Ready to Use TelMerge

## What You Need

---

To run TelMerge, you must have the following:

- An IBM PC or an IBM-compatible system with at least 128K of internal memory and 90K of available disk space
- A private telephone line with a plug-in connector (RJ11C jack)
- An asynchronous communications card (if you don't have an internal modem)
- A Hayes-compatible modem

TelMerge may not work if you have any of the following:

- A multiline or "hold button" phone system
- A printer and modem on the same port
- A "call waiting" feature on your phone
- RAM-resident programs running concurrently with TelMerge

*Note:* In some areas you can turn call waiting off for the duration of a phone call. Call the local business office of your telephone company for details.

## *Installing TelMerge*

---

If you didn't copy TelMerge when you installed WordStar®, do that now. See the *Installing and Customizing* booklet for information on adding a feature.

## *Setting Up Your Modem*

---

TelMerge is set up to work with the default switch settings on a Hayes modem. (These are the switch settings set by the factory.) Unless your modem has different factory defaults, you don't need to change any switches.

### *Hayes 300 and 1200*

Hayes 300 and 1200 modems are freestanding and require a serial port and a serial cable from your computer. To use these modems without a serial port, you must buy an asynchronous communications adapter card (an "async card"). Follow the directions in the Hayes manual to connect the modem.

### *Hayes 300 and 1200 Switch Settings*

The Hayes 300 and 1200 modems have a row of switches, found behind the front panel, that have the following settings:

NUMBER	SWITCH SETTING	SWITCH FUNCTION
1	Down	TelMerge ignores the Data Terminal Ready (DTR) signal
2	Up	Puts result codes (CONNECT, RING, etc.) into English words . . .
3	Down	. . . and sends them to your computer
4	Up	Shows modem commands onscreen while dialing
5	Down	Modem doesn't answer incoming calls automatically
6	Down	TelMerge ignores the carrier
7	Up	Sets modem for single-line phone
8	Down	Enables modem command recognition

***Hayes 1200B Switch Settings***

The Hayes 1200B is an internal modem that plugs into one of your computer's short slots. The 1200B has a row of switches near the top of the card that are set as follows:

NUMBER	SWITCH SETTING	SWITCH FUNCTION
1	On	Selects the communications port [ON = port COM1, OFF = port COM2]
2	Off	Sets modem for single-line phone
3	Off	TelMerge ignores the carrier

***If You Have a Phone System with Built-in Modems***

Many offices install phones that contain modems so you can use the same telephone line for both voice and data. If you have such a system—and it has a Hayes-compatible mode—you can use TelMerge with it, but it may require special initialization (see **PREMODEM** in the "Keywords" chapter for more information).

---

# *Calling a Service with TelMerge*

## *Registering with a Communications Service*

---

You get information for TelMerge from services and networks. The leading services and their phone numbers are listed in the "Communications Services" chapter. To register with a service, call the one you want directly, or ask your local computer store. Either way, when you register with a service, you receive a subscriber package with information for TelMerge.

## *How to Use TelMerge*

---

There are two ways to call a service with TelMerge:

- You can create individual service files that each contain the information necessary to call one service. If you subscribe to only one or two services, this is the easiest way to use TelMerge.
- You can set up the TELMERGE.SYS control file with the information for several services. Then, when you run TelMerge, you can call any service by choosing it from the TelMerge Communications Menu. If you subscribe to a number of services, this method is more efficient in the long run.

Both methods are described on the pages that follow. Be sure to have your subscriber packages handy.

## ***Creating Individual Service Files***

You can create a file for each communications service you want to call.

- 1 Start TelMerge. Either pull down the Additional Menu at the Opening screen and choose **TelMerge**, or, if you're using classic menus, press **A** at the Opening Menu, then press **T** for TelMerge.

*Note:* If you want to run TelMerge as a stand-alone program, log on to the directory containing the TelMerge files, type **telmerge**, and press ↵.

You see the TelMerge Communications Menu.

- 2 Press **F5 (Other)** at the TelMerge Communications Menu. Any files in the current directory with the extension **.TEL** are displayed. You can choose an existing **.TEL** file or create a new one.
- 3 To create a new one, press ↵. TelMerge asks you for the name of the service to call, your user ID and password, and the service's phone number. This information is contained in your subscriber package.
- 4 TelMerge also asks for information about your system, like your baud rate, and so on. In most cases, you can use the default settings, which are:

**Modem HAYES** specifies that you are connected to a modem. If you are cabled directly to another computer, replace HAYES with the appropriate description. See **MODEM** in the "Keywords" chapter.

**Port COM1** means that TelMerge expects to find a modem connected to the COM1 port on your computer. If you are using a different serial port for your modem, type the correct port number here.

**Baud 2400** means that you will be transmitting and receiving at 2400 bits per second—about 2400 words per minute. You can change to any baud rate that your modem allows. The correct setting for this keyword may vary for different services. Some telexes, for instance, use baud 300.

**Duplex Full** means that the remote computer will "echo" your typing back to you. That way, you can be sure it received what you sent. Some services require half duplex—check your subscriber package.

Press ↵ to accept the default answer for the current question and go to the next one. If you press **Esc** after giving the phone number, default answers are used for all the remaining questions.

- 5 Your answers to these prompts are stored in a new file (in the current directory) with the extension **.TEL**. You can use it again by pressing **F5 (Other)** at the TelMerge Communications Menu and then choosing it.

If you need to change a **.TEL** file later, edit it as you would any nondocument file. You can add any additional keyword commands you like. See the "Keywords" chapter for more information.

## *Using the TELMERGE.SYS Control File*

If you subscribe to a number of services, you can store the information for every service in one file, which is called a control file. This file (TELMERGE.SYS) is already provided for you. All you need to do is fill in the necessary information. TELMERGE.SYS is usually stored in the WS directory.

The TELMERGE.SYS file contains the TelMerge menu. Below the menu is a series of "scripts" containing information for each service. If you are calling a service that is preprogrammed into TELMERGE.SYS, all you add are the phone number of the service, your user ID, and your password.

Once you add the necessary information to the control file, connecting to a service is simple. You start TelMerge and type the name of the service you want to call when TelMerge asks for it. TelMerge consults the script for that service for the information it needs to make the connection and to log you on.

*Note:* If you're running TelMerge as a stand-alone program, the TELMERGE.SYS file must be in the current directory or in a directory on your DOS path. To specify a .SYS file to use, other than TELMERGE.SYS, type **telmerge filename.sys** at the command line.

## *Adding Information*

---

### *Adding Information to TELMERGE.SYS*

- 1 Start WordStar and edit the TELMERGE.SYS file in nondocument mode.
- 2 Press the **PgDn** key until you see the "System Section."

```

;*****
; System Section
;*****
;
;The following keywords set the basic defaults for your system.
;The current settings work for most systems. If the setting for
;any keyword here doesn't match your system's requirements, replace
;it with one of the other choices listed for that keyword.
;
;Specify the settings that you will use most of the time. If a
;particular service requires different settings, specify them
;in that service's script. Settings in a script override settings
;in the System Section.
```

Each entry listed in this part of the file is a keyword that tells TelMerge how to work with your system. The default values for these keywords work in most cases. However, check the **MODEM**, **PORT**, and **BAUD** keywords now to make sure they are set up correctly for your system. See the "Keywords" chapter for a full description of these keywords.

## ***Adding Information about a Service***

Once you receive your subscriber package from a service (CompuServe is used in the example below), you enter information into TELMERGE.SYS.

- 1 Each preprogrammed service has its own script with the information TelMerge needs to place a call. Press the **PgDn** key a few times until you see the CompuServe script, which starts with LABEL CIS. LABEL CIS tells TelMerge to use this script when you specify CIS as the name of the service to call.

The SERVICE CIS tag tells TelMerge what technical information to send to the service. This information is already programmed into TelMerge.

Fill in the next three lines using the information you received from the communications service.

- 2 Put the cursor after the word NUMBER, press the **Tab** key twice, and type the telephone number of the service. Type **9** or **1** before the number if your telephone system requires it. You can also include the code to turn call waiting off if you need to.

*Note:* When you use 9 to get an outside line, type one or two commas after it. Each comma makes the modem wait about two seconds so the second dial tone has time to sound before the modem dials the rest of the phone number.

- 3 Put the cursor after the keyword USERID, press the **Tab** key twice, and type your user ID.
- 4 Put the cursor after the keyword PASSWORD, press the **Tab** key twice, and type your personal password. The rest of the CompuServe script is already filled in for you.

LOGFILE CIS.LOG means that if LOGGING is ON, the record of your CompuServe session is saved to a file called CIS.LOG. See "Logfiles" in "Sending and Receiving Electronic Mail."

END tells TelMerge that it has come to the end of the script for CompuServe. Once you finish a CompuServe session, TelMerge returns you to the TelMerge Communications Menu.

*Note:* Printing is off when you start to use CompuServe even if you changed PRINT to YES. You must press **F8** to turn printing on.

- 5 Save the file.

***Calling a Service through a Network***

Many people use commercial data networks to contact databases and services. To call a service through a commercial data network, add the name of the network, change the phone number in the service script, and add the **HOSTID** code provided by the network. This example shows the proper entries.

```
Label      MCI
Service    MCI
Network    Tymnet
Hostid     MCIMAIL
Number     9,453-5420
Userid
Password
Logfile    MCI.LOG
End
```

***Adding a New Service to TELMERGE.SYS***

The procedure for adding a new service (one that isn't preprogrammed) to TelMerge is the same as the one discussed in the previous section, with two exceptions:

- You add the service name to the TelMerge Communications Menu.
- You create a new script in TELMERGE.SYS for the new service.

To add a new service to TELMERGE.SYS, follow these instructions:

- 1 Use WordStar to edit the TELMERGE.SYS file in nondocument mode.
- 2 Move the cursor to the Menu section in the file, which contains a series of SAY statements. Mark the line containing NEW as a block. Press  $\downarrow$  to create a blank line and copy the block.
- 3 Replace NEW with the name of your service, and delete the semicolon from the beginning of the line.
- 4 Move down to the Service section and mark the text from LABEL NEW through the next END statement as a block. Move the cursor down one line and copy the block.

Now customize the information in the copied section for your new service:

- 1 Replace NEW with the name of the new service. This name must match the name you typed on the Menu.
- 2 Add the phone number, your user ID, and your password.
- 3 Change any other data that you want to modify.
- 4 Quit and save the file.



*Note:* If you want the menu entries you add to be highlighted when you run TelMerge, type a vertical bar (|) before and after the service label.

### ***Adding a Telex Service***

You can add any telex service the same way you add other new services, but with these additions:

- 1** On the line above the phone number, type **INTERACTIVE**, press the **Tab** key twice, and type the phone number of the interactive (real-time) telex service. The service supplies you with this number.
- 2** On the line below the interactive number, type **ANSWERBACK**, press the **Tab** key twice, and type the answerback name for that service. The service gives you this name when you sign up.

Add the **INTERACTIVE** and **ANSWERBACK** responses only if your service provides telex communications. See **INTERACTIVE** and **ANSWERBACK** in the "Keywords" chapter.

---

# *Sending and Receiving Electronic Mail*

## *Preparing Messages for Electronic Mail*

---

Most communications services allow you to compose messages online, but you are charged for the time you are connected to the service. It is less expensive to type your messages first, using WordStar. Then, when the service prompts you for your message, press the SEND function key and specify the file containing your message. Your message is sent to the service.

A document file won't always print properly when it's received by the service. For this reason, TelMerge strips most of the print control commands from a file before transmitting it. Tabs, indents, margins, and centering are maintained, though spacing may change slightly. Boldfacing, underlining, and other print features are removed. You can control a file more closely by printing it to disk and then sending the disk file. To send a document that contains footnotes, endnotes, line numbers, or paragraph numbers, print the document to disk in ASCII format and then send the ASCII file.

## *Sending Electronic Mail*

---

There are several ways to send electronic mail:

- You can send an **electronic letter** to someone if you both have an account with the same service. You deposit the letter in your correspondent's electronic mailbox.
- You can send a **paper letter**. In this case, you still send the letter electronically, but the service prints and delivers it. This may cost more than regular mail, but it can be much faster.

- If your correspondent has a **telex** machine, you can direct the letter to the telex network. In this case, your mail is printed on your correspondent's telex machine.

Examples of each of these methods follow. Each example shows the use of a particular communications service. Many services offer all of the methods and not just the method shown in the example.

## ***Sending an Electronic Letter***

### **EXAMPLE**

To send an electronic letter using CompuServe, follow these steps:

- 1** Write the letter with WordStar and save the file.
- 2** Start TelMerge.
- 3** Type **CIS** (for CompuServe) and press **↵**. TelMerge dials CompuServe.

As TelMerge dials, it counts the seconds it takes to reach that service. At 45 seconds, TelMerge redials the number. After dialing twice, TelMerge gives up. You can change the number of times TelMerge dials with the TRY keyword. See the "Keywords" chapter.

*Note:* If TelMerge does not find a phone number for a service you specify, it prompts you for that information. At each prompt, type the required information and press **↵**. TelMerge saves the information in a file that you name and calls the service. TelMerge gives the file a .TEL extension and stores it in the \WS directory. If you call that service again, press **F5** at the TelMerge Communications Menu and type the .TEL filename. TelMerge calls the service for you.

- 4** When CompuServe answers, TelMerge automatically issues your password and identification number and logs you on. You are now at the CompuServe Main Menu.

From the CompuServe Main Menu, go to the Email Menu (see your CompuServe manual). From the Email Menu, enter the CompuServe editing workplace.

- 5** When you are online in TelMerge, you have two sets of function keys to use. The "TelMerge Function Keys" chapter explains each one and how they are used.

Press the **F2** function key to see function key set 2 (if it is not already displayed). Then press **F4** to send a file. When prompted, type the full pathname of the file that contains your letter and press **↵**. TelMerge transmits your file to CompuServe.

- 6** Follow the CompuServe instructions to close and send the letter.
- 7** Exit the Email Menu, then exit CompuServe.
- 8** Press **F10** to hang up. Press **F10** again to exit TelMerge and return to WordStar.

## *Sending an Electronic Paper Letter*

### **EXAMPLE**

To send an electronic paper letter using MCI Mail, follow these steps:

- 1** Write the letter with WordStar and save the file.
- 2** Start TelMerge.
- 3** Type **MCI** and press ↵. TelMerge dials the number of MCI Mail and logs you on. You are now at the MCI Mail Main Menu.  
See your MCI Mail manual (or follow onscreen instructions) to reach the MCI Mail editing workplace. Type the name and address of your correspondent. MCI Mail prompts you for the letter.
- 4** Press **F4** of function key set 2 to send a file. Type the full pathname of the file containing your letter and press ↵. TelMerge sends your file.
- 5** When you are prompted for the end-of-text marker, type a forward slash (/) and press ↵.
- 6** Select the menu choice that sends your letter. MCI acknowledges receipt of your letter. The letter will be laser-printed and delivered to your correspondent.
- 7** At the MCI Mail prompt, type **exit** to disconnect from MCI.
- 8** Press **F10** to hang up. Press **F10** again to exit TelMerge and return to WordStar.

## *Sending a Telex*

### **EXAMPLE**

Following is a sample telex document. This format is prescribed by ITT. For variations of this telex format, see instructions from your service.

0000000+

TO:  
Barbara Jones  
FROM:  
Andy Smith  
DT:  
11/21/88

Greetings from the Fall Cookware Show! We have just unveiled our new food processor. Along with its many powerful features, this machine kneads dough, grinds meat, and purees vegetables. To see all of the new features of this state-of-the-art product, you must try it for yourself.

NNNN

. . . . .

In telex messages you put the addressee's number in the top left corner of the document. End-of-document and disconnect signals come at the end. You then use TelMerge to send the document to the telex service.

There are two ways to send a telex document: **store-and-forward mode** and **interactive mode**.

When you use **store-and-forward** mode, you communicate with an intermediate computer system. Your letter is stored temporarily and transmitted later to its destination.

When you communicate in **interactive** mode, you are connected to your correspondent's individual telex machine, which prints each character as you send it. There is no intermediate computer system.

### ***Using Store-and-Forward Mode***

#### **EXAMPLE**

To send a telex using ITT TIMETRAN, follow these steps:

- 1 Write the letter with WordStar and save the file.
- 2 Start TelMerge.
- 3 Type **ITT** and press ↵. You see the prompt *What file do you want to send?*
- 4 Type the full pathname of the file that contains your letter and press ↵.
- 5 If there is an INTERACTIVE number in your control file script, you see the prompt *Want to access interactive mode? Y/N.* Type **N** for no.

ITT displays your account number, password, and destination account number, then transmits the file. You receive verification—"CALL ACCEPTED." If you have messages in your mailbox, ITT says "MESSAGES WAITING."

- 6 Press the SEND function key (**F4** of function key set 2) to see your messages. ITT displays all of your messages. When it has finished, it displays "END OF TRANSMISSION."
- 7 Press **F10** to hang up. Press **F10** again to exit TelMerge and return to WordStar.

### ***Using Interactive Mode***

#### **EXAMPLE**

To send a telex using ITT telex, follow these steps:

- 1 Write the letter with WordStar and save the file.
- 2 Start TelMerge.
- 3 Type **ITT** and press ↵.
- 4 If there is an INTERACTIVE number in your control file script, you see the prompt *Want to access interactive mode? Y/N.* Type **Y** for yes.

- 5 After the service answers and TelMerge logs you on, type the telex number of your correspondent followed by a + (plus sign). The systems exchange answerback codes.
- 6 At this point, if your correspondent is there, you could communicate back and forth in real time. Instead, you'll send a prepared document. Press the SEND key (F4 of function key set 2), type the filename, and press ↵. TelMerge sends your file.
- 7 Press the WHO ARE YOU key (F7 of function key set 1). TelMerge verifies that you were connected during the entire session.
- 8 Press F10 to hang up. Press F10 again to exit TelMerge and return to WordStar.

*Note:* If you have a problem using interactive mode with a particular service, use that service's store-and-forward mode instead.

## Receiving Electronic Mail

---

The way you receive mail varies with different services. With store-and-forward telex services like ITT and RCA, you give a command after you log on to the service. The service then tells you if you have mail waiting.

With menu-driven communications services like CompuServe and MCI Mail, you are told if mail is waiting as soon as you log on to the service.

If you have mail, make sure the TelMerge logging feature is on and then ask the service to send your mail. When logging is on, all mail is saved in a file on the disk. You turn logging on and off by pressing F7. With telex services, however, logging is always on. Check the status line to see if logging is on.

**CAUTION** *Make sure you have enough room on your disk for your logfile before you turn logging on. If you run out of disk space during a session, TelMerge disconnects from the service immediately to avoid loss of information. If this happens, make room on your disk and log on to the service again. Your mail is probably not lost; in most cases, the service still has it.*

### Logfiles

When you turn LOGGING ON, information is saved in a logfile in the current directory (unless you change the pathname for it in your service script). Unless you specify otherwise, the filename is TELMERGE.LOG. (Logfiles for preprogrammed services have been named individually in the TELMERGE.SYS file. For instance, TELMERGE.SYS names a CompuServe session logfile CIS.LOG.) Each session is saved in its own file. Files received by TelMerge can be edited with WordStar in nondocument mode.

When you start a new session, TelMerge saves your previous session by automatically renaming the old .LOG file as .SAV. The new session is then saved in the .LOG file. The contents of the earlier .SAV file are discarded. If you want to save the logfiles of

previous sessions, rename the .LOG file at the end of each session. Choose a filename that reflects the date of your session and the service that you used, for example, JUN06.ITT.

You can use the APPEND keyword to have information from each online session added to the existing logfile without creating a new file each time. See **APPEND** in the "Keywords" chapter for more information.

You can also create prompts that ask you for a logfile name each time you call a service. To do this, type a ? after the keyword LOGFILE in that service's script. Insert a blank line just before the LOGFILE statement and type **say Name for logfile?** See "Shortcuts with TelMerge" for more information.

## ***Printing***

If you have a "PRINT YES" statement in a control file script, you can print your session while you're online. Use the **F8** (PRINT) function key to turn printing on or off. To check the current setting, look at the status line. If you have no printer, you can direct the printed output to a disk file. See **PRINT** in the "Keywords" chapter for more information.

---

# Talking to Other Computers

## Methods of Data Transfer

---

If you use TelMerge exclusively for sending Email through an Email service, you don't need to read this chapter. You can always use the **F4** (SEND) function key to transfer data. However, if you intend to call a mainframe or send program files, read on.

There are two general methods of transferring data between computers:

- **ASCII transfer** allows you to send and receive standard text files. This transfer method will not work for files that contain print controls or for binary and program files. All communications programs and commercial communications services support ASCII transfers.
- **Protocol transfer** allows you to send a file with print controls in place. You can also use this method to send and receive program files.

A protocol is a set of conventions for exchanging data between two computers and checking for errors that may occur during transmission. TelMerge uses the XMODEM checksum and XMODEM CRC protocols. Both the sending and receiving computers must be running the same protocol for a protocol transfer to work.

The protocol TelMerge uses to send the file depends on the function key you send it with and the service specified in the script.

- If you specify SERVICE TelMerge and press the **F4** (SEND) function key, TelMerge uses the CompuServe A protocol.



- If you specify any other service and press **F4**, TelMerge performs an ASCII file transfer.
- If you press the **F6** (XM SND) function key, TelMerge uses the XMODEM protocol.

## Talking to Mainframes

---

Mainframes expect to be talking to terminals, not to your personal computer. If you are simply using Email or doing ASCII file transfers, this should not be a problem. However, the mainframe may require that your personal computer emulate (behave as) one of the more common terminals. TelMerge can be set up to emulate two terminals:

- **VT100** The DEC VT100 is a popular ASCII terminal. This is the default emulation. You don't need to add it to your script.
- **VIDTEX** The VIDTEX (or VT52) is another ASCII terminal. If a mainframe requires this emulation, you can put the command **EMULATE VIDTEX** in your control file script.

See **EMULATE** in the "Keywords" chapter for more information.

If you have log-on problems in half-duplex mode, add these keywords to your service script: **DUPLEX HALF** and **ADDF NO**. The **ADDF NO** statement prevents TelMerge from sending a line feed after each carriage return sent from the keyboard.

*Note:* TelMerge may not support certain communication controls required by mainframes.

### Online Databases

Online services, such as CompuServe, are large mainframe computers with local nodes distributed throughout the country.

When you send Email and simple text files to an online database, use the **F4** (SEND) function key to send in ASCII mode (without any print controls). When you do a protocol transfer, the service usually asks you which protocol you are using. If you have problems with transmissions (losing characters, etc.) see **BAUD** and **LINEDELAY** in the "Keywords" chapter.

## Talking to Another Personal Computer

---

With TelMerge, you can communicate with personal computers and computer "bulletin boards" that use any asynchronous communications software. You add these services to TelMerge just as you would any other new service. If the other computer is also using TelMerge, see "Talking to Another TelMerge User" later in this chapter.

Use the SEND function key to send ASCII files. For other files, use a protocol transfer (XMODEM CRC or checksum). Modify your TELMERGE.SYS file as follows. First add the new service name (either "ORIGINATE" or "RECEIVE" in our example) to your TELMERGE.SYS menu, then add these scripts:

ORIGINATING COMPUTER		RECEIVING COMPUTER	
Label	ORIGINATE	Label	RECEIVE
Say	Originating Computer	Say	Receiving Computer
Number	(number of other computer)	Modem	ANSWER
End		End	

- 1 If you are the receiving computer, set the modem switch setting for auto-answer to ON, restart your modem (to reinitialize it), start TelMerge, and type **receive** (or whatever name you chose). Then wait for the originating computer to call and establish communication. The modem is placed in answer mode.

If you are the originating computer, wait until the receiving computer is set up. Then start TelMerge and type **originate** (or whatever name you chose). TelMerge dials the number. The receiving computer answers the call and the two computers connect.

- 2 To talk with the other computer, type your message. Messages are transmitted. To send an ASCII file, press the **F4** (SEND) function key, type the name of a file to send, and press ↵.

For protocol transfers, tell the remote system that you are about to send a file. When the system indicates that it is ready, press the **XM SND** function key (**F6** of function key set 2) and type the filename (when prompted).

The default protocol is XMODEM checksum. To use XMODEM CRC protocol, put PROTOCOL XMCRC in the control file script. See **PROTOCOL** in the "Keywords" chapter for more information.

When the transfer is complete, TelMerge indicates that it was successful.

- 3 Receiving an ASCII file is automatic. To receive a file via protocol transfer, tell the remote system to initiate a file transfer. When the system indicates that it is ready, press the **XM REC** function key (**F5** of function key set 2) and type the filename (when prompted).
- 4 The originator or receiver presses **F10** twice to disconnect.

With an ASCII file transfer, you can see the text on your screen as it comes from the modem; if you have LOGGING ON, the file is stored to disk. With a protocol transfer, incoming data is captured in a buffer and written to disk without being displayed onscreen. Instead, the status line displays, for example, *RECORD #4*.

## Using Your Personal Computer for Data Collection \_\_\_\_\_

With the TelMerge auto-answer ability, you can set up your personal computer to receive data automatically. For example, sales staff can call in reports and data.

### ASCII File Transfers

To use your personal computer for data collection, add a control file script with this information:

```
Label      COLLECT (or whatever)
Say        Now ready for data collection
Service    TELMERGE
Logfile    COLLECT.LOG
Modem      ANSWER
Duplex     HALF
End
```

With your modem in answer mode, TelMerge treats all incoming calls as one session, adding each call to the same logfile. If your correspondents are using TelMerge and add the following script to their control files, each file they send you creates a new file on your disk. If this is the case, run TelMerge from a directory that has no files in it that you want to save, since files sent to you will overwrite files with the same name on your disk.

```
Label      CALLHOME (or whatever)
Say        Now calling home office for file transfer
Service    TELMERGE
Duplex     HALF
Number     (your phone number)
End
```

### Protocol Transfers

In protocol transfers, if a caller tries to send you a filename that already exists on your disk, the file on your disk is overwritten.

**CAUTION** *If you expect a lot of incoming calls through TelMerge, be sure your disk has plenty of space to accommodate incoming files. If your disk fills up, the caller is disconnected and all subsequent connections fail.*

## Talking to Another TelMerge User \_\_\_\_\_

If you are communicating with another computer that is running TelMerge, set up your script as follows.

```
Label      TMERGE2
Say        Now connected to another TelMerge user
Service    TELMERGE
Duplex     HALF
End
```

Protocol transfers between two computers running TelMerge use the CompuServe A protocol.

If you are sending files to the other computer, type the name to give to the file when it reaches the remote computer. You can use the wild-card character \* to send multiple files with the same extension (\*.DOC) or all the files in a directory (C:\DOCS\\*.\*). During a personal-computer-to-personal-computer transfer, the user who presses the SEND function key provides the filename for the other user.

You can use TelMerge to transfer files directly between computers (without modems) if the serial ports of the computers are connected by a special serial cable adapter. Both computers must have TelMerge. Set up the control file scripts as follows.

```
Label      DIRECT
Say        Now set up for direct connection
Service    TELMERGE
Modem      DIRECT
Duplex     HALF
End
```

The direct transfer procedure is the same as for a transfer over the telephone. See "Talking to Another Personal Computer" earlier in this chapter for more information.

## ***A Summary of Techniques to Send and Receive Files*** \_\_\_\_\_

**Send (F4)** Sends ASCII files. (When contacting another TelMerge user, **F4** uses the CompuServe A protocol.)

**XmSnd (F6)** Uses the current protocol (the one set in the service script) to send a file to a service or to a personal computer that is not using TelMerge.

**XmRec (F5)** Uses the current protocol (the one set in the service script) to receive a file from a service or from a personal computer that is not using TelMerge.

No action is required to receive an ASCII file. When you contact another TelMerge user, no action is ever required to receive a file.

---

# Shortcuts with TelMerge

This section contains some suggestions for customizing TelMerge for your personal needs. The shortcuts are most useful if you are using the TELMERGE.SYS file to call your services. The shortcuts in this section include

- programming function keys
- reprogramming TELMERGE.SYS:
  - prompting for a password
  - prompting for a logfile name
  - prompting for printer or disk output
- automating an online session
- exiting while online
- using Snap Shot and ShoFil

## Programming Function Keys

---

You can customize **F7** and **F8** of the online function key set 2 for each service you use. In this example, the **F7** function key (FK1) is programmed to check mail on the CompuServe EasyPlex service.

- 1 Use WordStar to edit the TELMERGE.SYS file.
- 2 Page down until you come to the section that begins *Label CIS*.
- 3 At any point after the *Say* statement, press **↵** to insert a blank line.
- 4 On the blank line, type **fk1r,email go\_mail**.
- 5 Save the file.

What does **fk1r,email go\_mail** mean?

- **FK1** stands for the **F7** function key. The **R** sends a carriage return at the end of the command.
- When you are online with CompuServe, **Email** is the new label for the **F7** function key (at the bottom of your screen).
- **Go\_mail** (followed by ↵) is the command issued when you press **F7** while logged on to the CompuServe EasyPlex electronic mail service.

You can program **F7** and **F8** to send commands, passwords, or other information while online. They can have different functions for each service.

## *Reprogramming TELMERGE.SYS*

---

TelMerge has a built-in scripting language with conditional commands like **IF** and **ELSE**. The following examples demonstrate the use of this scripting language.

### **EXAMPLE**

Here is an example of reprogramming TelMerge to prompt you for a password.

```
Say Password?
Hold ?
If =MyPassword
Goto GoodPassword
Else
Say Sorry. Incorrect password.
Exit
EndIf

Label GoodPassword
Password !
```

### **EXAMPLE**

Here is an example of reprogramming TelMerge to prompt you for a logfile name. Insert the following lines into the appropriate section of your control file just after the Label line that gives the service name.

```
Logfile MYFILE.LOG
Say What would you like to call this session's logfile?
Say
Say Type a filename and press Enter,
Say or press Enter to use the filename "MYFILE.LOG."
Say
Hold ?

Logfile !
```

**EXAMPLE**

Here is an example of reprogramming TelMerge to prompt you for printer or disk output.

```
Print MYFILE.PRN
Say Type the name to use
Say for the diskfile
Say (Type P to use the printer)
Hold ?
If =P
Print YES
Else
Print !
Endif
```

## ***Automating an Online Session***

---

You can use the TelMerge keywords to issue commands automatically, so you have a minimal amount of typing to do. Here are some examples.

### ***Changing the Log-on Script***

TelMerge issues the commands in its control file in a particular order (see the "Keywords" chapter for a full listing). If you have a service that needs information in a different order—or one that calls for input that TelMerge doesn't understand—use the LOGON keyword to customize your log-on sequence.

Suppose that you subscribe to a service that requires you to log on by giving (in order) the *network identification number*, your first name, your last name, and your password. The LOGON keyword is designed to handle this. You would type the following line into your control file:

```
LOGON networkid|firstname|lastname|password
```

Each vertical bar (|) in the LOGON command tells TelMerge to issue a carriage return and wait for a prompt from the service before continuing.

Since LOGON is one of the last keywords that TelMerge checks, remove the lines containing the *network identification* and your password from the control file script before using this new version.

### ***Automating an Entire Session***

TelMerge can automatically call a service and request the information you need. You can even make several automated calls in sequence without pressing any keys in between. The following keywords work together to create an automated session. (They are described in more detail in the "Keywords" chapter.)

# TELMERGE

KEYWORD	DESCRIPTION
CALL	Dials the service now
WAIT <i>word</i>	Waits for this word from the remote service (after logging on)
SEND <i>word</i>	Sends this word (or words) to the service
PAUSE <i>secs</i>	Waits this number of seconds for the service to start sending
QUIET <i>secs</i>	Waits until the serial line is quiet for this number of seconds
FILESEND <i>filename</i>	Sends the specified file
LOGGING ON or OFF	Turns logging on or off at this point in the session
PRINT ON or OFF	Begins or ends printing at this point in the session
HANGUP	Hangs up the phone

In an automated session, when TelMerge finds a CALL keyword, it dials the service using the preceding information. Then the script keywords are executed. When it reaches HANGUP, it looks at the next script to see if it contains a CALL keyword. If it does, TelMerge calls that service. Otherwise, it exits the service and goes to the TelMerge Communications Menu.

If you press any key but **F10** during an automated session, TelMerge terminates the call and switches to normal interactive mode. If you press **F10** during an automated call, the current script (including any other calls that follow in the script) is canceled, and the phone is hung up. You can automate part of a session and then continue it in interactive mode by leaving out the HANGUP keyword after the last CALL keyword.

## EXAMPLE

Here is an example of an automated session.

```
Service mci
Print yes
Number (800)123-4567
Baud 2400
Userid kputman

Logging on
Call
Wait command:
Send dowj
Wait query
Send //djnews
Wait help
Send .I/EDP 01
Pause 2
Quiet 1
Send ^M
Pause 2
Quiet 1
Send //cqe
```



```

Wait query
Send wstar
Wait return.
Send f
Pause 2
Quiet 1
Send disc
Wait command:
Send exit
Hangup

```

## *Exiting While Online*

---

While you're online, you may want to check a file before sending it. With TelMerge, you can exit a service while online without logging off. To do this, press the **F9** (Edit) function key, while you're online. You return to the WordStar Opening screen. When you are ready to reconnect, restart TelMerge and press the **F8** (Go Online) function key. Select the service from the menu. You can skip the automatic log-on process (by pressing any key after you reconnect), since the remote computer thinks you have been logged on all the time.

To go to DOS while you're online, press the **F3** (DOS) function key of set 2. You can use any DOS command or run another program. When you're finished, press **Esc** to return directly to your online session.

## *Using Snap Shot and ShoFil*

---

Use the **F5** (SnapSh) key to save the current screen in your logfile or in memory. You can save up to five screens in memory, but they are saved for the current session only. Use the ShoFil function key to look at any file while you're online.

You can use Snap Shot during ShoFil. For example, if a service displays a list of files available for downloading, turn logging on, and ask the service to display the list. Logging saves the display on disk. Then press the **F8** (ShoFil) function key and **↵** to view the logfile. Take snap shots of the parts of the list that interest you. Then use the Recall function to display them. Find the file you want to download.

You can use the ShoFil function to create a customized help screen. Edit the previous log file in WordStar to display the information you want to see while you're online. For example, you can consolidate all the commands for a given service onto one screen. Copy that screenful of information to a file with a descriptive name, like CISHelp.DOC. Then, when you're online with that service, use ShoFil to view the screen whenever you want.

You can also use ShoFil to review the logfile of the current session. To do this, press **F8** (ShoFil) and then press **↵**.

---

# Keywords

Keywords determine the actions that TelMerge takes. All the TelMerge keywords are listed in this section, with explanations and examples of their use. See "Calling a Service with TelMerge" for more information on using each keyword. Press **F1** to display the current settings for keywords while you're using TelMerge.

## How Keywords Are Sent

---

This list shows the order of keywords sent in a call. The NUMBER keyword is required; all others are optional. See individual entries for default values for the optional keywords (except USERID, HOSTID, FILESEND, and PASSWORD).

KEYWORD	DESCRIPTION
PREMODEM	
INIT	Modem initialization
INIT2	Additional modem initialization
PREFIX	Dial—default ATDT
NUMBER	Or INTERACTIVE if interactive telex
SUFFIX	Wait for carrier reply from modem
ATTENTION	
ATDELAY	Wait this many tenths of a second
ATTENTION	If more than one in control file
TERMINAL	If network
HOSTID	If network
USERID	Or ANSWERBACK for Telex
PASSWORD	
LOGON	

KEYWORD	DESCRIPTION
FILESEND	In a normal session, TelMerge enters interactive online mode. In an automated session, CALL, WAIT, SEND, PAUSE, QUIET, FILESEND, and HANGUP take effect. Press <b>F10</b> to hang up the phone, unless there is a HANGUP keyword after the CALL keyword.
HANGCOM	Modem hangs up
POSTMODEM	

## Special Characters

---

The following special characters can be used with TelMerge keywords.

CHARACTER	FUNCTION
{	Subsequent characters on the line are ignored. Use this symbol to add comments to the control file.
?	Waits for your response from the keyboard. If followed by a number, your response is limited to that number of characters. When used with HOLD, puts the character(s) you type into a memory buffer. You can use a ! to assign these characters later as an entry for a keyword. (See the <b>HOLD</b> keyword.)
!	Assigns the contents of the buffer to the preceding keyword.

Entries for the modem keywords (INIT, INIT2, PREMODEM, POSTMODEM, HANGUP) and log-on keywords (TERMINAL, HOSTID, USERID, PASSWORD, LOGON) can include the following special characters.

CHARACTER	FUNCTION
\d	Causes a delay of one second.
^	Sends the next character as a control character. <b>^E</b> sends a Ctrl-E.
^^	Sends a caret (^) to the remote service. When the caret is the last character of a string, no carriage return is sent after that string. For instance, <b>SEND Y^</b> sends the letter Y without a carriage return.

Ctrl-M and a carriage return are interchangeable. To send one carriage return, type **^M^**. Without the last ^, a carriage return is added after the string **^M**, resulting in two carriage returns.

## Keyword Listing

---

**ADDF** Tells TelMerge whether to send a line feed following a carriage return entered from the keyboard.

Usage:       ADDF YES  
              ADDF NO

Use for logging on to some half-duplex services such as the legal service LEXIS. Without ADDF NO, a service may not respond when you press ↵ or it may hang up.

**ANSWERBACK** Issues your personal ID code at a *Who are you* request (used by telex systems only).

Usage:       ANSWERBACK *string*  
Example:     ANSWERBACK Charlie

Telex-based services request your user identification to verify that you dialed correctly. The code you type for the answerback string (up to 30 characters) is provided by the service when you register.

**APPEND** Adds information from new sessions to the named logfile, without starting a new one.

Usage:       APPEND YES  
              APPEND NO (default)

Use APPEND in automated sessions when you make several calls, or to avoid renaming .LOG files to save them.

**ATDELAY** Pauses before sending first character to a service.

Usage:       ATDELAY *tenths of seconds*  
Default:     ATDELAY 5

Some networks require a delay before the first character (usually the ATTENTION character—see **ATTENTION**) can be received. If the service doesn't respond when you first call, increase the setting to ATDELAY 20 or ATDELAY 30.

**ATTENTION** Issues any special characters required by a service at the beginning of transmission.

Usage: ATTENTION *character*

Example: ATTENTION ^C  
(sends Ctrl-C)

ATTENTION ^M  
(sends Ctrl-M or carriage return)

To specify more than one ATTENTION character, put each one on a separate line following the keyword. You can specify a maximum of six. Supplied automatically for preprogrammed services and if NETWORK keyword is used.

**AUTOLOG** Turns automatic log-on on and off.

Usage: AUTOLOG YES (default)  
AUTOLOG NO

If you are testing a new control file script, you may want to disable the automatic log-on process by specifying AUTOLOG NO.

**BAUD** Sets the rate at which information is transmitted between two devices.

Usage: BAUD 110  
BAUD 300  
BAUD 1200  
BAUD 2400 (default)  
BAUD 4800  
BAUD 9600

TelMerge can use six different baud rates. The lower the baud rate, the slower the rate of transmission. When an information service supports various baud rates, there may be different phone numbers and charges for each setting.

**BITS** Sets the number of bits sent for each character.

Usage: BITS 7  
BITS 8 (default)

Already set internally for preprogrammed services. Change as needed when you add a new service.

**CALL** Used instead of END in automated sessions to call the service.

Usage: CALL

All information for contacting a service should be above the CALL keyword in the script. When CALL is encountered, TelMerge calls, attempts to log on, and then executes any subsequent keywords in that script. (See **END**.)

**CLS (Clear Screen)** Clears the display.

Usage: CLS

Returns the cursor to the upper-left corner of the screen.

**DUPLEX** Determines which computer controls the onscreen display of characters you type.

Usage: DUPLEX FULL (default)  
DUPLEX HALF

Characters you type can be displayed onscreen by your computer or by the host computer. FULL DUPLEX means the host computer "echoes" your characters to the screen as you send them. HALF DUPLEX means your computer echoes the characters. Preprogrammed services already have the proper DUPLEX setting.

**ELSE** See IF.

**EMULATE** Enables monitors to behave like different terminals.

Usage: EMULATE VT100 (default)  
EMULATE VIDTEX  
EMULATE NONE

Use this keyword to emulate a mainframe terminal. VT100 (ANSI standard) is a widely used terminal. See also **FULLSCREEN**.

VT100 emulation accepts and displays ANSI standard sequences for cursor movement, colors, and special attributes. These sequences include foreground color, background color, high intensity, foreground/background reverse, and underlining. Some electronic bulletin boards use these sequences to display color screens with highlighted text.

VIDTEX (VT 52) emulation accepts and displays sequences for cursor movement and printer enabling and disabling.

**END** Ignores subsequent commands in a control file script and runs it.

Usage:        END

TelMerge starts at the service label, reads in the keyword commands up to the END command, and calls the service. END is similar to the CALL keyword. CALL is used for automated sessions, and END is used for interactive sessions.

**ENDIF** See IF.

**EXIT** Stops and returns to WordStar.

Usage:        EXIT

Use with IF/ELSE to end a session if certain conditions are not met. See IF.

**FILESEND** Sends an ASCII or WordStar file that you specify.

Usage:        FILESEND *filename*

Example:      FILESEND \MEMO.WS

In interactive sessions (no CALL keyword included), the file is sent after you are logged on to the service. In automated sessions, the file is sent when TelMerge encounters the FILESEND command.

**FIRST** Waits for a particular character from the remote service before displaying characters onscreen.

Usage:        FIRST *character*

Example:      FIRST p

Some services send a series of characters before the prompt you need to read. Use FIRST to specify the first character you want to display. In the example, the first text displayed is *Please log in*, because "p" was specified as the first character to display.

**FK** Programs a Function Key (F7 or F8 of function key set 2) to issue a specified command.

Usage:        FK1, *label space string*  
              FK2, *label space string*  
              FK1R, *label space string*  
              FK2R, *label space string*

Example:      FK1R,Email GO\_Mail

In the example, Email defines the screen label for function key **F7**. R sends a carriage return at the end of the command. Go\_Mail is the command—go to the electronic mail menu. FK1 represents **F7** and FK2 represents **F8**. Commands can be up to 60 characters long. You can program these keys differently for each service.

**FULLSCREEN** Works with EMULATE to allow better VT100 or VIDTEX screen emulation.

Usage:       FULLSCREEN YES  
              FULLSCREEN NO (default)

Removes the status line at the top of the screen to display 24 lines. When you toggle logging (**F7**) or printing (**F8**) on or off while in FULLSCREEN mode, the status line is temporarily displayed to show this change. Then the status line is overwritten or scrolls off the screen.

**GOTO** Goes to a LABEL in the control file.

Usage:       GOTO *label name*

Example:     GOTO Menu

GOTO and LABEL are always used together.

**GRAPHIC** Uses the extended character set for graphic display.

Usage:       GRAPHIC YES  
              GRAPHIC NO (default)

The extended character set is used by some electronic mail services and bulletin boards to enhance screen displays.

**HANGCOM** Gives hangup instructions to the modem.

Usage:       HANGCOM *string*

Default:     HANGCOM ATH

The command ATH tells your modem to hang up. If your modem uses a different hangup command, use HANGCOM to specify it in your control file. (See **USEDTR** for more information.)



**HANGUP** Used in an automated session to hang up the phone.

Usage:        HANGUP

To add another call to the automated session, use the NUMBER keyword after HANGUP. Specify any keywords that differ from those in the last call. Then type the CALL keyword. (See **CALL** for more information.)

**HARDCOPY** See **PRINT**.

**HOLD** Waits for user input from the keyboard, and stores the response in a buffer.

Usage:        HOLD ?

A buffer stores information temporarily. Test the buffer contents with the IF and IFNOT keywords. You can use the information in the buffer as the response to another keyword by typing ! after the keyword. Stores up to 80 characters.

**HOSTID** Issues the host ID code.

Usage:        HOSTID *string*

Default:      No HOSTID is sent

Example:      HOSTID XYZZY

HOSTID (up to 30 characters) is the network's internal "phone number" for the service you are calling. Include it if you use NETWORK in the script.

**IF, IFNOT, ELSE, ENDIF** Tests for a specific condition and proceeds accordingly.

Usage:        IF *string*  
              IFNOT *string*  
              ELSE  
              ENDIF

Example:      See "Reprogramming TELMERGE.SYS" in the "Shortcuts with TelMerge" chapter

Use together to create program logic for TelMerge.

**IFNOT** See **IF**.

**INCLUDE** Interrupts the current script and runs the script in the included file.

Usage: INCLUDE *filename*

Example: INCLUDE SCRIPT.SYS

Use INCLUDE to pass control between several files. When the included script is completed, TelMerge returns to the original script at the line following the INCLUDE keyword. Use as many INCLUDE statements as you want and nest up to four files.

**INIT** Initializes the modem before a call is made.

Usage: INIT *string*

Default: INIT ATE1

Specify the initialization string for your modem if it differs from the default. In the default, AT prepares the modem for a command; E1 echoes input to the screen. A carriage return follows the string. A \d with INIT adds a delay of one second. (See "Special Characters" at the beginning of this section.)

**INIT2** Adds other initialization information.

Usage: INIT2 *string*

Example: INIT2 ATS 7=20

The string sent by INIT2 follows the INIT string. The example sets the number of seconds TelMerge will wait for a carrier signal after dialing. (The Hayes default is 20 seconds.)

**INTERACTIVE** Specifies the phone number of a telex real-time (interactive) service.

Usage: INTERACTIVE *phone number*  
INTERACTIVE P *phone number*

Example: INTERACTIVE 9 (800) 555-1212

Numbers specified can be up to 30 characters long. Include any dialing prefix required by your PBX system and the area code.

The default dialing mode is tone dialing. The "P" preceding the number in the second usage form indicates pulse dialing to the Hayes Smartmodem.

See your modem manual for information about special punctuation marks. For the Hayes Smartmodem, a comma creates a two-second delay. This is useful for dialing out of a local PBX, which requires a second dial tone.

**LABEL** Marks a position in the control file as a destination for a GOTO keyword.

Usage: LABEL *label name*

Example: GOTO MCI  
:  
LABEL MCI

Each GOTO statement must have a corresponding LABEL. Labels can be up to 80 characters long.

**LINEDELAY** Pauses after each line sent with the F4 (SEND) function key.

Usage: LINEDELAY *tenths of a second*

Example: LINEDELAY 3

Use LINEDELAY if the receiving computer cannot keep up with your SEND speed. In the example, TelMerge waits three tenths of a second after each carriage return before sending the next line.

**LOGFILE** Names the file that records an online session.

Usage: LOGFILE *filename*

Default: LOGFILE *telmerge.log*

Example: LOGFILE MCI.LOG

With logging on, the online session is recorded in the current directory (unless you specify a pathname for it). The name of the logfile defaults to the service name and a .LOG extension. The previous logfile is saved to a .SAV file. The .SAV file from the session before that is overwritten.

**LOGGING** Sets the initial status of the logging function.

Usage: LOGGING ON (default)  
LOGGING OFF

When logging is on, a logfile is opened and incoming information from an online session is recorded. You can turn logging on or off during any online session with the LOG function key (F7 of function key set 2).

**LOGON** Automates the log-on process and much of an online session.

Usage: LOGON *string|string|string*

Example: LOGON JoelSmith|password|^M^I^M^I^f

LOGON replaces the USERID, PASSWORD, TERMINAL, and HOSTID keywords. It automates the session up to the point of logging. You can automate the rest of the session with CALL, WAIT, and SEND. LOGON can have up to 80 characters.

In the example, LOGON logs Joe Smith on to a bulletin board service that prompts with *First Name?, Last Name?, Password?, Want to see bulletins? (carriage return for no), Want messages?*, and, finally, a menu in which " f " goes to the file section. The vertical bar character (|) after each item in the string sends a carriage return and waits for the next prompt. (See the **PROMPT** keyword.)

**MODEM** Defines the type of modem you are using.

Usage:       MODEM AUTOMATIC (default)  
               MODEM ACOUSTIC  
               MODEM DIRECT  
               MODEM ANSWER  
               MODEM HAYES  
               MODEM HAYES 2400

The default is a Hayes Smartmodem that automatically dials and answers. Use MODEM HAYES 2400 if you are using the Hayes Smartmodem 2400.

For an acoustic modem, change the response to ACOUSTIC and dial the service manually. TelMerge resumes operation after the connection is made. *Note:* If the setting is MODEM ACOUSTIC, AUTOLOG is set to NO for that service, even if you specify AUTOLOG YES in that script. Once the telephone connection is made, you must complete the log-on procedure yourself.

For a direct-cabled connection (without modems), change the response to DIRECT.

For a personal-computer-to-personal-computer transfer, change the response to AUTOMATIC or ANSWER. See "Talking to Another Personal Computer."

**NETWORK** Specifies a network to use to contact a particular service.

Usage:       NETWORK TYMNET  
               NETWORK TELENET  
               NETWORK UNINET

A network allows you to reach a service with a local phone call rather than with a long distance one. If you use the NETWORK keyword, you must use HOSTID as well, but you don't need the ATTENTION and TERMINAL keywords.

**NUMBER** Specifies the telephone number for a service.

Usage:       NUMBER *phone number*  
              NUMBER P *phone number*

Example:     NUMBER 9,,(201)555-1212  
              NUMBER P9,,(201)555-1212

NUMBER can be up to 38 characters long. Include any dialing prefix required by your PBX system and the area code. The commas shown in the examples create two-second delays for a PBX that requires a second dial tone. See your modem manual for more information about special punctuation marks.

If you have call waiting and your local telephone company provides a way to disable it, you can add the call waiting cancel code to the NUMBER string. Put it before the area code of the service number. Call waiting is reinstated as soon as the HANGUP signal is issued.

The default dialing mode is tone dialing. If you have a Hayes Smartmodem, which requires pulse dialing, type a P after the NUMBER keyword.

**PARITY** Specifies an error-checking procedure.

Usage:       PARITY NONE (default)  
              PARITY ODD  
              PARITY EVEN  
              PARITY ZERO  
              PARITY ONE

This keyword is already set internally for preprogrammed services. For new services, change the response to the setting required by that service.

**PASSWORD** Issues your password to a service automatically.

Usage:       PASSWORD *string*  
Example:     PASSWORD BLUEFOX

Passwords can be up to 30 characters long. If you don't want to include passwords in your control file scripts, type the following lines to have TelMerge prompt you for your password just before logging on to the service.

```
SAY What is your password
PASSWORD ?
CLS
```

**PAUSE** Pauses for the number of seconds you specify to allow the remote service to begin sending.

Usage: PAUSE *number of seconds*

Example: PAUSE 3

Use PAUSE in an automated session when you don't know how the service will respond. Use PAUSE in conjunction with QUIET to insure that the service is finished sending characters. In this example, TelMerge waits three seconds before proceeding to the next instruction in your script.

**PORT** Specifies the port on your computer that TelMerge will use to communicate.

Usage: PORT COM1 (default)  
PORT COM2

If you use the COM1 port for your printer, connect TelMerge to the COM2 port and change the entry for PORT to COM2.

**POSTMODEM** Sends a string of characters to an electronic switch after a call is made.

Usage: POSTMODEM *string*

Example: POSTMODEM ATE1V1^M

Use POSTMODEM to initialize the modem for the next user. If a PREMODEM command tells switching equipment to use modem 3, POSTMODEM can unhook modem 3 to make it available.

In the example, "ATE1" leaves the modem in echo mode. "V1" uses long responses (words) instead of single characters. The "^M" is needed because neither PREMODEM nor POSTMODEM automatically sends a carriage return.

**PREFIX** Specifies a condition for dialing a phone number.

Usage: PREFIX *string*

Default: PREFIX ATDT

Example: PREFIX ATM0DT

The Hayes Smartmodem dials the "Dial String," which consists of the prefix, the number, and the suffix.

Entries for the PREFIX keyword can be up to 30 characters long. Begin each one with AT and end with a dial command (DT for tone dialing or DP for pulse dialing). In the example, M0 (zero) silences the modem's speaker during dialing. Check your modem manual for more information about dialing prefixes.

**PREMODEM** Sends a string of characters to the communications port before the modem initialization string is sent.

Usage:       PREMODEM *string*

Example:     PREMODEM ^Z\d\d\d

A premodem command (up to 32 characters) can be sent to an electronic switch connecting several modems, a corporate phone system with built-in modems, or a modem that requires a special command before normal Hayes-type initialization.

Use ^ to specify control characters and \d to specify a one-second delay. (See "Special Characters" at the beginning of this chapter.)

In the example, a Ctrl-Z (required by some phones with built-in modems) is sent, followed by a three-second pause (one second for each \d).

**PRINT** Records an online session on your printer or in a disk file.

Usage:       PRINT YES  
               PRINT *filename*  
               PRINT *port*  
               PRINT NO (default)

Example:     PRINT LPT2

PRINT YES sends a record of your session to your default printer. PRINT *port* sends the information to a printer connected to a different port. PRINT *filename* sends the information to a disk file with that name.

If PRINT is set to YES, turn printing on and off with the **F8** (PRINT) function key. Before you begin printing, be sure that your printer is ready and has enough paper.

Printing is initially ON for preprogrammed telex services. Printing begins as soon as you connect with the service. You can turn it off and on again with **F8**.

**PROMPT** Adds new characters to the prompts TelMerge recognizes.

Usage: PROMPT *character*

Example: PROMPT J

A prompt is used by the remote service to tell you that it's waiting for your response. For example, in the phrase "Command :" the colon (:) is a prompt, since it is the service's signal that it is ready for you to respond.

These prompt characters are recognized by TelMerge: @, ;, =, !, ?, >, ^, and Q. Use PROMPT to add up to nine new prompts. Prompts can be up to 14 characters long.

**PROTOCOL** Changes the file transfer protocol.

Usage: PROTOCOL XMCRC  
PROTOCOL XMCHK (default)

F5 of function key set 2 (XM REC) defaults to XMODEM checksum protocol. To use the CRC protocol, add PROTOCOL XMCRC to the service script.

**QUIET** Waits until no character has been received from the remote service for a specified number of seconds before sending new information.

Usage: QUIET *number of seconds*

Example: QUIET 3

Use in conjunction with PAUSE in automated sessions. In this example, TelMerge waits until no characters have been received for three seconds before following the next instruction in your script.

**SAY** Displays the subsequent text on that line when you run TelMerge.

Usage: SAY *string*

Example: SAY Check the printer  
SAY  
SAY and press ↵  
SAY to continue  
HOLD ?

Each SAY command can be up to 80 characters long. Create blank lines by using SAY alone with no text.



## TELMERGE

**SEND** Sends a string of characters and a carriage return to the service.

Usage:        SEND *string*

Example:     SEND //NEWS

In the example, the word NEWS is sent to the remote service, followed by a carriage return. (The slashes are part of an MCI command.) Use SEND in automated sessions.

**SERVICE** Logs on to a particular service automatically.

Usage:	SERVICE CIS	CompuServe
	SERVICE ESL	EasyLink
	SERVICE ITT	ITT Telex/TIMETRAN
	SERVICE MCI	MCI Mail
	SERVICE OAG	Official Airline Guides
	SERVICE ONT	ONTYME Messaging Service
	SERVICE RCA	RCA Telex/TELEXTRA
	SERVICE Telmerge	Another TelMerge user

SERVICE is a description of your communications service (up to 32 characters long). It appears in the status line when you are connected to that service. Any service not listed here can be added with the SERVICE keyword. (See "Adding a New Service to TELMERGE.SYS.")

If you add a new service without specifying a service name, TelMerge displays *Remote System* when you connect with that service.

**STOPS** Sets the number of stop bits.

Usage:        STOPS 1 (default)  
              STOPS 2

This keyword is already internally set for preprogrammed services. Check the service requirements for this setting when adding a new service. The default setting works for most services.

**SUFFIX** Issues a post-dial command to the modem.

Usage: SUFFIX *string*

Default: A carriage return is sent

Example: SUFFIX M1

SUFFIX (up to 30 characters) follows NUMBER. In the example, "M1" turns on the modem speaker after the number is dialed. This is useful if you use PREFIX to tell the modem to be silent *during* dialing, but you want to hear busy or no-answer signals when dialing is completed.

The Hayes Smartmodem dials the "Dial String," which consists of the PREFIX, NUMBER, and SUFFIX keywords. See your modem manual for more information.

**TERMINAL** Specifies your terminal type.

Usage: TERMINAL *string*

Example: TERMINAL A

During an automatic log-on to a network, TERMINAL (up to 6 characters) specifies the equipment you are using. Do not use TERMINAL with a preprogrammed NETWORK keyword, since these terminal settings are already internally programmed into TelMerge.

**TRY** Specifies how many times to redial a busy number before giving up and returning to WordStar.

Usage: TRY *number from 1 to 99*

Default: TRY 2

Example: TRY 9

When a number is busy, TelMerge does not redial immediately. It waits until the dialing clock registers about 45 seconds.

**USEDTR** Controls how TelMerge hangs up the modem.

Usage: USEDTR YES  
USEDTR NO (default)

You can use this keyword with modems that have a switch that uses the DTR serial port signal to hang up. The Hayes 2400 modem can use the DTR switch, but it requires special initialization. For this modem, use the INIT2 keyword ("INIT2 AT&D3"). If the phone doesn't hang up when it should, add **USEDTR YES** to your control file script and set the modem switch to use DTR. (See also **HANGCOM**.)

## TELMERGE

**USERID** Issues your identifying name when you log on to a communications service.

Usage:        USERID *string*

Example:      USERID 1456

When you subscribe to a communications service, you receive a user ID code (up to 30 characters long) that you must send each time you call the service.

**WAIT** Waits for a particular string from the remote service before continuing with the next instruction.

Usage:        WAIT *string*

Example:      WAIT Command:

In this example, "WAIT Command:" tells TelMerge to wait until the word "Command:" is received from the remote service before proceeding. Use WAIT for automated sessions.

---

# Troubleshooting

This section lists some commonly reported TelMerge problems and their solutions.

**CAUTION** *Some problems have been reported in running TelMerge with RAM-resident programs. If you have problems using TelMerge, disable any RAM-resident programs you have. To do this, you may need to remove the commands in your AUTOEXEC.BAT file that start these programs. Then reboot your computer and run TelMerge.*

## **Connection Problems**

### ***The modem dials the phone, but there is no answer.***

The telephone number in the script for this service is probably incorrect. Be sure to include the appropriate prefix ("9" for a PBX or "1" for long distance) and the area code.

### ***The modem dials and connects, but TelMerge doesn't log on to the service.***

There may be something wrong with the script for that service. You may have typed the wrong user ID or password, or specified the wrong baud rate setting for your modem. See the "Communications Services" chapter and edit the control file. You can also try increasing the character delay. Set the ATDELAY keyword to 20 or 30. (See **ATDELAY** in the "Keywords" chapter.)

### ***Transmission is erratic, or is cut off when sending a document to a service.***

The end-of-document marker for that particular service may have been inadvertently included somewhere in the text of the message. For instance, MCI uses a slash (/) to indicate the end of a letter. Edit the document and remove the offending character(s). See the information packet from your service for more information.

Also, check the LINEDELAY keyword in your control file script. Try increasing the LINEDELAY setting to 10. (See **LINEDELAY** in the "Keywords" chapter.)

***When connecting to a service, everything freezes.***

Perhaps the keyword in that script is set for PRINT YES, but when you connect to the service, your printer is turned off. Turn on your printer and try again. This can also happen if you run TelMerge while using a RAM-resident program. Disable any RAM-resident programs, reboot your computer, and run TelMerge again.

## ***Screen Display Problems***

***During a session, none of the characters typed appears on the screen.***

The service you are using requires half duplex. Edit the control file and add the line **DUPLEX HALF** to the service's script.

***During a session, each character typed appears twice on the screen.***

The service you are using requires full duplex. Edit the control file and replace **DUPLEX HALF** with **DUPLEX FULL** for that service's script.

***The screen fills with random characters when connected to a service.***

The baud rate of the service and the baud rate of your computer don't match. The baud rate information for the service is in the packet that the service sent you. Edit the service's script in the control file and specify the proper baud rate.

***During a telex service session, lines in the text wrap before the end of the line.***

Telex services allow fewer than 80 characters across the page. Use a right margin of 65 in document files to be safe.

## ***File Problems***

***The logfile is erased each time a new session is initiated.***

TelMerge renames the previous logfile *logfile.SAV* at the beginning of each new session. The same logfile name is used for every session and is specified in the script for that service after the keyword LOGFILE. If you want to keep old logfiles, rename the file after each session or add APPEND to the scripts whose logfiles you want to save. (See **APPEND** in the "Keywords" chapter for more information.)

## ***Printing Problems***

***Documents do not retain print commands like bold, underline, and overstrike when sent.***

Because of compatibility constraints, TelMerge strips all print commands from WordStar document files, unless you use a protocol transfer. The balance of the document is transmitted faithfully.

**CAUTION** *If you are sending files that you created with another word processor, and these files contain print enhancements, you must use a protocol transfer. Otherwise, serious problems could occur.*

***During a telex service session, certain punctuation marks don't appear in the document received.***

The character set for telex is a subset of the typewriter character set. Generally, lowercase characters are converted to uppercase. Certain punctuation marks are discarded during the transmission, and others are converted. The communications service representative can supply more specific information.

---

# TelMerge Function Keys

## *TelMerge Communications Menu Function Key Assignments*

---

FUNCTION KEY	LABEL	PURPOSE
F1	Help	Displays TelMerge function keys and current settings
F5	Other	Creates a new service file or allows you to specify an existing one
F8	Go Online	Returns to a service after you go offline temporarily
F10	Exit	Exits the service

## *Online Function Key Assignments—Set 1*

---

FUNCTION KEY	LABEL	PURPOSE
F1	Help	Explains each function key
F2	Set2	Switches between function key sets 1 and 2
F3	UserID/Hereis	Sends the user identification code you typed in this service's script to the service
F4	PassWd/Mail	Sends the password you typed in this service's script to the service. (For telex services, gets messages)

FUNCTION KEY	LABEL	PURPOSE
F5	SnapSh	Saves current screen in logfile or in memory. Saves up to 5 screens
F6	Recall	Displays screens saved with F5
F7	Log/WRU	Turns logging on and off. (For telex services, issues a WHO ARE YOU command)
F8	Print	Turns printing on and off
F9	Edit	Exits to WordStar while online. Use F8 (Go Online) to return to the service
F10	Hangup	Hangs up the phone. Be sure to log off from your service first if required

## Online Function Key Assignments—Set 2

---

FUNCTION KEY	LABEL	PURPOSE
F1	ShoFil	Displays any file, including the current logfile
F2	Set1	Switches between function key sets 1 and 2
F3	DOS	Goes to operating system without disconnecting from service (type <b>exit</b> to go back online)
F4	Send	Sends a WordStar or ASCII file
F5	XM Rec	Receives a file using the XMODEM protocol
F6	XM Snd	Sends a file using the XMODEM protocol
F7	User1	Can be programmed for your own commands. (See the <b>FK</b> keyword)
F8	User2	Can be programmed for your own commands. (See the <b>FK</b> keyword)
F9	Break	Issues an RS-232C break signal (not normally used)
F10	Hang up	Hangs up the phone. Be sure to log off from your service first, if required.



---

# *Communications Services*

This chapter provides information about TelMerge preprogrammed services. For more information, contact the service directly. When you register with a service, you receive the information required to call that service with TelMerge. See "Calling a Service with TelMerge."

You can also use TelMerge to call services or networks that are not preprogrammed. For instructions, see "Adding a New Service to TELMERGE.SYS." If you use a network to call a service, see **NETWORK** in the "Keywords" chapter.

## *CompuServe Information Service*

---

5000 Arlington Centre Blvd.  
Columbus, OH 43220  
(800) 848-8990

TelMerge Service Name: CIS

CompuServe offers an information service as well as electronic mail (EasyPlex and InfoPlex). CompuServe provides business news, computer games, special interest group bulletin boards, online conferencing, newspapers, and much more.

*Note:* When you call CompuServe, TelMerge uses the CompuServe A protocol to exchange files.

## *EasyLink by Western Union*

---

Western Union Telegraph  
4230 Altha Road  
Dallas, TX 75244  
(800) 527-5184 (Sales); (800) 435-7375 (Help)

TelMerge Service Name: ESL

Western Union offers EasyLink electronic mail service (a store-and-forward system), an information service called FYI, and a Mailgram service. EasyLink cables your message if it can't be delivered by a telex network.

## *ITT Telex and TIMETRAN*

---

ITT World Communications  
100 Plaza Drive  
Secaucus, NJ 07096  
(800) 922-0184

TelMerge Service Name: ITT

ITT offers telex services, a store-and-forward service (TIMETRAN), and a paper mail service. ITT cables your message if it can't be delivered by telex. ITT also offers an information service called UPDATE. TelMerge turns logging and printing on automatically for ITT. If you don't want to print your sessions, change the PRINT setting to NO.

## *MCI Mail*

---

MCI Mail  
1150 17th St., N.W, 8th Floor  
Washington, DC 20036  
(800) 444-6245; (202) 833-8484 (Washington, DC)

TelMerge Service Name: MCI

MCI Mail offers an electronic mail service, an information service (in cooperation with Dow Jones News/Retrieval), and a courier service. Access to telex networks is also available.

## *Official Airline Guides*

---

Official Airline Guides  
2000 Clearwater Drive  
Oak Brook, IL 60521  
(800) 323-4000

TelMerge Service Name: OAG

The Official Airline Guides Electronic Edition provides airline schedules and fares for commercial air carriers.

## **ONTYME Messaging Service**

---

ONTYME Marketing TYMSHARE  
2560 North First Street  
San Jose, CA 95131  
(800) 435-8880

TelMerge Service Name: ONT

ONTYME is an electronic store-and-forward message service that provides worldwide local-call access. You can route messages through the telex networks if you want. TYMSHARE has another network called TYMNET.

## **RCA Telex and TELEXTRA**

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RCA Global Communications  
201 Centennial Avenue  
Piscataway, NJ 08854  
(800) 526-3969

TelMerge Service Name: RCA

RCA provides real-time telex services, TELEXTRA store-and-forward service, and an information service called HOTLINE. RCA Telegram turns your telex into a telegram if necessary. TelMerge turns LOGGING and PRINT on automatically for RCA. If you do not have a printer or prefer not to use one, change the PRINT setting to NO.

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## NOTES

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## NOTES

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WORDSTAR.