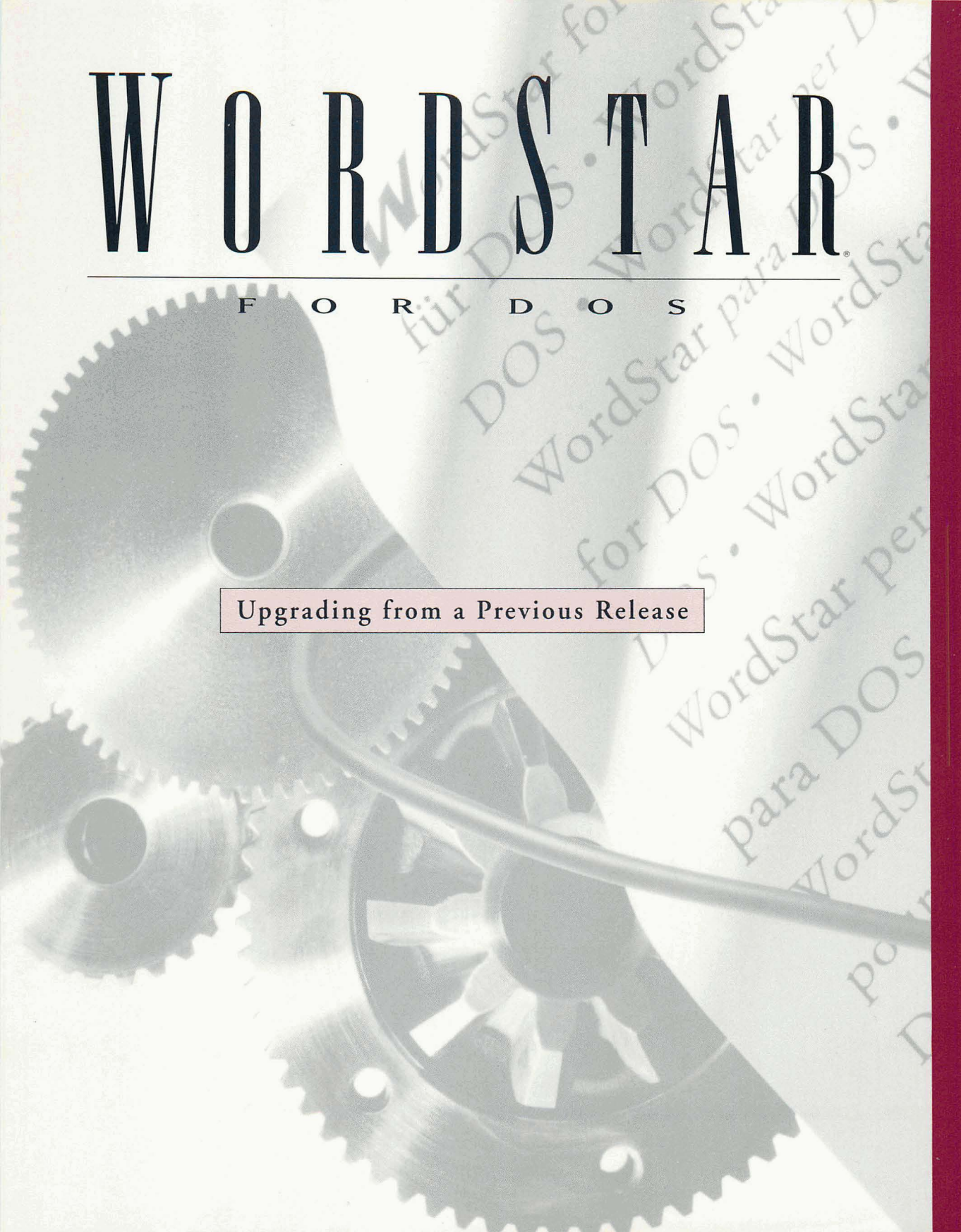


# WORDSTAR

F O R D O S

Upgrading from a Previous Release



# WORDSTAR®

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F O R D O S

Upgrading from a Previous Release

Version 7.0

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# UPGRADING

This booklet is for users who are upgrading from a previous version of WordStar. It describes what to do before installing WordStar 7.0, gives brief installation instructions, and tells you how to transfer customizations from a previous version of WordStar. It also includes a description of some of the new features and other improvements in WordStar.

**IMPORTANT** *The disks in your WordStar package are compressed. These disks must be decompressed before you can run WordStar. Use the WSSETUP program, which decompresses and copies the files, to install WordStar.*

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## BEFORE YOU INSTALL WORDSTAR 7.0

Before you install WordStar 7.0, you should save any user-modifiable files you customized in a previous version of WordStar. You can rename the files or move them to a different directory or to a floppy disk. The user-modifiable files are PERSONAL.DCT, EXCEPT.DCT, TELMERGE.SYS, WSSTYLE.OVR, WSINDEX.XCL, \*.PIX, WSLIST.DTA, and any other MailList™ files you've modified. (Not all these files are available in versions of WordStar previous to 5.5.) If you've previously installed WordStar 7.0, be sure to move or copy any macro files you've modified (\*.WSM). After you finish installing WordStar 7.0, you can copy the user-modifiable files you saved to your new WordStar directory.

You may want to save your old WSSHORT.OVR file. You can convert the shorthand macros in this file to WordStar 7.0 macros using the WS6MACRO utility described later in this booklet.



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WordStar 7.0 generally recognizes printer PDFs from WordStar 6.0. However, color/shading choices have been improved for some printers, so you may want to reinstall your printer.

You may also want to save your old FONTID.CTL file to save information on how you configured Preview. If you installed custom screen fonts for Preview in your previous version of WordStar, you can find the .WSF filenames in the old FONTID.CTL. After you finish installation, run DISPFONT for each .WSF file to update the new FONTID.CTL so WordStar 7.0 can access the custom fonts. Start in the directory where DISPFONT is located (usually WS), and type **dispfont fontname**, where *fontname* is the name of the .WSF file, including the full path. Repeat this procedure for each .WSF file. *Do not* run DISPFONT for the .WSFs provided with WordStar.

Before you use WordStar 7.0, run the DELCRT program to clear out Preview screen font files and directories.

Be sure to delete your old PDFEDIT.COM file. The new version is PDFEDIT.EXE, and you may not be able to access it if the old file remains on your disk. (PDFEDIT must be run from DOS now; it is not available in WINSTALL.)

The WordStar default directory name is WS; use this directory name if possible. If you want to keep your old WordStar program files, be sure they are in a directory with a different name (move them if necessary), so you won't overwrite any files you want to keep.

**IMPORTANT** *If you plan to use a patch file to transfer customizations from an earlier version of WordStar, see "Transferring Customizations" in this booklet.*

### **UPGRADING FROM WORDSTAR 5.5 OR EARLIER**

If you're upgrading from a version earlier than WordStar 6.0, note these points:

- Your old personal dictionary is compatible with WordStar 7.0. However, it may contain words that are now found in the new, larger main dictionary. Duplicate words are unnecessary and can fill your personal dictionary quickly. You can build a new personal dictionary from your old one and eliminate duplicate words. First rename your old personal dictionary PERSONAL.OLD. Use WordStar 7.0 to run a spelling check on PERSONAL.OLD. Add the words flagged by WordStar to your new personal

dictionary, PERSONAL.DCT. Now use PERSONAL.DCT as your new personal dictionary.

- It is recommended that you completely reinstall your printer using WordStar 7.0 to ensure that WordStar uses the correct fonts for printing and that you get the best performance from Preview. Even if your old PDFs work fine for editing and printing, they may not contain all the information Preview needs to select the correct font for screen display. You should rebuild the display fonts (.WSF files), custom fonts database files, and PDFs, using your original downloadable font files.
- If you intend to install Inset® in the same directory where you stored your old Inset program files, you need to delete the IN.SET file from the directory before you install Inset. Before using the new version of Inset, be sure to run the Inset Setup program.

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## *INSTALLING WORDSTAR 7.0*

To install WordStar 7.0, use the WSETUP installation program. WSETUP lets you decide which WordStar features to install, decompresses the disks, copies the files into the directories of your choice, and guides you through the installation of your monitor and printer. WSETUP also defines search paths that allow WordStar to locate files more quickly. To run WSETUP, put the Installation disk in drive A, log on to drive A, type **wsetup**, and press Enter.

For more information, see “Installing WordStar” in the *Installing and Customizing* booklet.

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## *NEW FEATURES*

The new features and other improvements in WordStar 7.0 are described below. For other information about other design and functionality changes, see README. For complete information on the new features, see the WordStar 7.0 *Reference* manual.

**Macros** WordStar has a new macro system, which includes the following capabilities:

- You can record a macro. Just press the keys for the commands and text you want to include in the macro. WordStar automatically compiles the macro and saves it in a macro file.
- You can use the BASIC-like macro language to create and edit macros to perform complex functions. And you can use the Single Step command to run a macro step by step for easy debugging.
- You can run a macro using a hot key or the Play command.

The old shorthand system using the Esc key is no longer used. The Esc key is now available for its standard function of cancelling or backing out of the current operation. The preprogrammed values that were inserted using the Esc key are now inserted using the Insert pull-down menu or the new ^M classic menu. For example, Esc@ previously inserted the current date; now, you can choose Insert → Today's Date Value or press ^M@ to insert the date. You can convert shorthand macros to WordStar 7.0 macros using the WS6MACRO utility; see "Converting Shorthand Macros" in this booklet.

The macro system is also used for all the function keys. The function keys work as they did in previous versions. You can change a function key assignment by editing or rerecording the macro.

The /m command line option runs a macro when you start WordStar. Previously, /[ and /e were used to run a macro.

**Integrated graphics conversion** You can insert graphics from a number of programs directly into your documents. WordStar recognizes the filename extension when you select the file to insert. It then converts the graphic into a .PIX file and inserts the .PIX file. You can change several output file options for the conversion.

**Fax support** You can use a new command to create .PCX fax files, which you can send using your fax board and software. The fax output looks similar to output from the Hewlett-Packard LaserJet III printer.

**Windows Clipboard support** You can copy blocks of text up to 64K to and from the Microsoft Windows Clipboard.



**Mouse support** You can use a mouse to choose commands from pull-down menus, fill in dialog boxes, move around in your file, mark blocks, and change editing settings.

**EMS support** WordStar uses expanded memory (EMS), when it's available, to run faster and provide more functionality. You can set the level of EMS support using WSCHANGE (CC2G). When sufficient EMS is available, you can now run Preview, Inset, the thesaurus, or background printing when you have two windows open.

**New screen design** The new screen design features the following:

- Redesigned pull-down menus, which contain virtually all the WordStar commands, including dot commands. (The classic menus are unchanged except for the addition of new commands, and you can still enter classic commands and dot commands the way you've always entered them.)
- A new Editing screen, which includes a style bar with settings you can change using a mouse. It also includes a vertical scroll bar that shows your relative location in the document and lets you scroll with a mouse. You can remove or move several screen elements using WSCHANGE (DBA) or using View→Screen Settings, or ^OB. You can also use WSCHANGE (DBH2F) to change to the screen elements used in previous versions of WordStar.
- New dialog boxes that help you to set many options easily.
- Online help for each command and for each option in every dialog box.

**Hide dot commands** In addition to hiding command tags, ^OD, or View→Command Tags, now also turns the display of dot commands on and off. (You can set WordStar to always display dot commands using WSCHANGE (DBAE) or View→Screen Settings (^OB).)

**Printing and merge printing** You don't have to choose between printing and merge printing when you print a file. The Interpret Merge Variables print . option is selected by default. To print a file and ignore the merge printing commands and variables, just turn the option off. The /m command line option to merge print when you start WordStar is no longer needed, because /p works for both printing and merge printing now; /m is now used to run a macro.

**Write a block to ASCII file** When you choose Edit→Copy→To Another File, or ^KW, you can choose to copy the block in ASCII format.

**Re-mark or unmark a block** The new Edit→Mark Previous Block command, or ^KU, marks the block that was marked before you marked the current one. You can use it to work with two blocks of text at once. The new ^K< command unmarks a block (rather than just hiding the markers).

**Improved support for colors and shading** When you choose Style→Other→Color/Shading, or ^P-, the list of colors or shades that appears shows the correct choices for your printer. In previous versions, the list showed the 16 standard colors even if the choices for your printer were different.

**Preview improvements** Preview supports more monitors and video modes, including monochrome monitors with inverse video. You can check the FONTID.CTL file for more information. The Preview screen fonts have a better appearance. Several monitors are no longer automatically selected. If the Preview display appears incorrect, edit the FONTID.CTL file to select the correct monitor.

**Improved paper bin support** When you choose Layout→Page, or ^OY, and select Paper Bin, the names of the paper bins supported by your printer are listed. Previously, you had to type the .bn command and remember the number for the bin. (The .bn commands still work as they did in previous versions if you prefer to type them.)

**Go to a style tag** Choose Edit→Go to Other → Style Tag, or press ^Q<, to go to the next paragraph style tag.

**Support for many new printers** WordStar supports over 550 printers. See the *Printers and Monitors List*. Scalable font support is available for IBM 4029, Ricoh 4150 Flex, and Epson ESC P-2 printers as well as those that were already supported: PostScript, HP LaserJet III, Canon LBP-4 and LBP-8/III, and OkiLaser 820 printers.

**More WSCHANGE options** Many new WSCHANGE options have been added, allowing users to customize even more WordStar settings than in previous versions. For example, you can now change automatic leading to 120% of the text size. Also, the default paths and filenames options in WSCHANGE are improved; you can specify the drive and directory together, and specify primary and secondary paths for files instead of one path.

**TelMerge® improvements** TelMerge supports the COM3 and COM4 ports on most systems.

**Star Exchange™ improvements** You can run Star Exchange from the WordStar Opening screen; choose Additional→Star Exchange or press AS. Star Exchange has several new capabilities and supports a number of additional file formats, including dBASE IV, Lotus 1-2-3 version 3.0, and Apple Macintosh format. If you're updating from a version previous to WordStar 6.0, note that you can now convert files without identifying the source word processor using the Auto Translate feature.

**Additional improvements** More improvements and changes include the following:

- Justification is now off as a default.
- When you change a tab stop setting from regular to decimal and vice versa, you no longer have to delete and reenter each tab for the change to take effect.
- When you move through a list (for example, a list of filenames), you can use the PgUp and PgDn keys to scroll through the list.
- The Enter key now closes a dialog box. You can set Enter to move from option to option in dialog boxes by choosing **Set basic editing options** in WINSTALL.
- When you open a second window on the same file, the version in the second window is protected so you don't accidentally overwrite your changes.
- Screen fonts for code page 850 and for PostScript are included with WordStar. You can use WSSETUP or the WINSTALL Add a Feature option to install them.
- You have more choices for setting onscreen colors. You can still choose the default colors and customize individual color assignments. You can also use and modify two custom color palettes, and you have two choices for monochrome monitors (depending on whether your monitor can display underlined words).

**New features in WordStar 6.0** If you're upgrading from a version previous to WordStar 6.0, or from an early revision of WordStar 6.0, you'll be interested in these features that were added in WordStar 6.0:

## UPGRADING FROM A PREVIOUS RELEASE

- **Scalable font support** Instead of installing point sizes when you install a scalable font, you install the font once. Then, while editing in WordStar, you can specify any point size. Subscript and superscript text is scaled in relation to the size of the font you are using. You can create your own scalable fonts for HP LaserJet III and PostScript printers using Type Director 2.0 or other products that support Autofont technology or PostScript. You can also still use Type Director or Bitstream Fontware to create regular (bitmapped) fonts to use with WordStar.
- **Kerning** WordStar supports kerning on PostScript printers and on some HP LaserJet and compatible printers.
- **Expanded support for entering international characters** WordStar now includes a “dead key” method of composing characters for which there are no dedicated keys on your keyboard. This method provides an easy way to enter and display characters with accent marks, tildes, umlauts, and other diacritical marks into documents.
- **Code Page 850 support** When you install it to use code page 850, WordStar recognizes extended characters as parts of words when you move the cursor or run a spelling check. You can install screen fonts to display these characters. The code page 850 characters can be printed on any printer that supports the PC-850 symbol set.
- **Improvements to the spelling checker** The spelling checker offers suggestions from the personal dictionary; previously, suggestions came only from the main dictionary. You can create a spelling exceptions dictionary that contains correctly spelled words that you want to flag. For example, if you often type “fro” when you mean “for,” you can add “fro” to your exceptions dictionary.
- **Support for international thesauruses** When you change the spelling check language (Utilities→Language Change, or **.la**), the thesaurus for the appropriate language is used. International dictionaries and thesauruses are available in language packs from WordStar.
- **Vertical cursor movement** You can control the way the cursor moves vertically in documents. Use WSCHANGE (DBHK) to choose one of three vertical cursor movement options.

- **Hyphenation** The **.hy on/off** command (Layout→Alignment and Spacing) allows you to turn hyphenation on and off for subsequent text.
- **Suppress blank lines** The **.sb on/off** command (Layout→Page) allows you to suppress printing of blank lines that fall at the top of a page.
- **Optional prompts** You can turn off some prompts in WSCCHANGE: *Can't find that file. Create a new one?*, which appears when you choose a file to edit; the number of words checked at the end of a spelling check; and *Press any key to return to WordStar*, which appears after you run a DOS program.

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## CONVERTING SHORTHAND MACROS

To use your old shorthand macros, convert them to WordStar 7.0 macros using the WS6MACRO utility. Follow these steps:

- 1 Change to your new macros directory (usually WS\MACROS).
- 2 At the DOS prompt, type **ws6macro shorthandfile**, and press Enter. For the *shorthandfile*, type the path and filename for your old WSSHORT.OVR file. (If you copy WSSHORT.OVR to the WS\MACROS directory, you don't have to include the filename and path.)

WS6MACRO converts your shorthand macros to new macros. The shorthand keystroke is used as the macro name (for example, ESC-E.WSM), and the shorthand description is used as the new macro description. No hot key is assigned to the macro. You can use Utilities→Macros→Rename (or ME at the Opening screen or ^ME at the Editing screen) to assign a hot key to each macro. For more information on working with macros, see "Macros" in "Editing Screen Utilities Menu" in the *Reference* manual.

*Note:* The WordStar ^M command inserted a carriage return in previous versions of WordStar; now it displays the Macros menu. In converted macros, any instances of ^M are changed to {Enter}. Also keep in mind that if a shorthand macro called another macro, you need to edit the new macro and replace the Esc key sequence with the appropriate keystrokes.



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## *USING WORDSTAR DOCUMENTS FROM PREVIOUS VERSIONS*

If you have documents and nondocuments from a previous version of WordStar, you can use those files with this version. However, if you reinstalled your printer when you installed WordStar 7.0, you may need to update your documents for the new PDF.

If your documents were created using WordStar 6.0, and you reinstalled your printer using the same PDF name, you don't need to update your documents unless the font selections for your printer have changed.

If your documents were created with a version previous to WordStar 6.0, follow these steps:

- 1 Open the document.
- 2 If the new PDF name is different from the old one, choose File→Change Printer or press ^P?, and select the new PDF.
- 3 To check the default font used, choose Style→Font or press ^P=. Change the font if necessary. If the document contains font tags, check them and repeat this step to make any necessary changes.
- 4 Choose Edit→Go to Other→Document Beginning.
- 5 Choose Utilities→Reformat→Rest of Document or press ^QU to reformat the document for the new printer and fonts.

When you use WordStar 7.0 to edit files created with a version previous to WordStar 5, you may need to modify some page layout dot commands. Prior to WordStar 5, the width of a column was determined by the size of the font. Now each column has a standard width of .1 inch. If you used dot commands to change margins or tabs (**.rm**, **.lm**, **.pm**, **.rr**, **.po**, or **.pc**), you need to modify these dot commands based on the new column width.

For example, if you used a small font, you may have set the right margin to 80 (**.rm80**) to have text extend 6.5 inches across the page. Now, you specify 65 columns or 6.5 inches (**.rm 65** or **.rm 6.5"**) for the same margin.

If your documents contain **.cw** commands to change fonts, these commands may not work as they did in earlier versions. Use **Style→Font** or **^P=** to choose a font.

You can use WordStar 5, 5.5, or 6.0 to edit files created with WordStar 7.0, but you should avoid features that weren't available in those versions, such as (depending on the version) automatic leading, centimeters and points as units of measurement in dot commands, and paragraph styles. To edit a WordStar 7.0 document using WordStar 4, you must convert the document to WordStar 4 format. Print the document using **WS4.PDF** as the printer, and redirect the output to a file. Then edit the new file.

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## ***T***TRANSFERRING CUSTOMIZATIONS

The following information is for advanced WordStar users who want to use a patch file to transfer program customizations from a previous version (WordStar 4 or later) to this version. If you plan to change the settings manually in **WSCHANGE**, you don't need to read this information.

**CAUTION** *Because many labels have been changed or deleted, it is highly recommended that you install WordStar 7.0 and then manually customize the program in **WSCHANGE** instead of editing and transferring a patch file from an earlier WordStar version. However, if you're planning to transfer customizations, read the following instructions carefully.*

A patch file can be used to transfer customizations from a previous WordStar version to WordStar 7.0. You can create a patch file in nondocument mode (for advanced users only) or you can choose **Save settings** on the **Patching Menu** in **WSCHANGE**. The patch file lists the starting location for the program customization information and the information for that location. For more information about patching, see "Advanced Customizing" in the *Installing and Customizing* booklet.

*Note:* It's a good idea to make a copy of your patch file before editing it.

After you install WordStar 7.0, use the auto-patcher on the **WSCHANGE Patching Menu** to transfer the patch file to WordStar.

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If the auto-patcher finds any of the following labels in your patch file, it ignores them; they are no longer used in WordStar 7.0. For explanations of each label, see the PATCH.LST file.

ALTRWD	FUNLAB	NORMWD	STKOFF
BACKSP	FUNTBL	OPNTBL	STKON
BINDSP	GRPHMK	OVFILE	STYSIZ
BLDOFF	HALFLF	OVSIZ	SUBOFF
BLDON	HFMAX	PFFED	SUBON
BPRSPD	INIDOC	PHRUB	SVFILE
CASTBL	INIRLI	PHSP	UDMEM
COMEXT	INIRLR	PPAUSE	ULINI
COMPOS	ITLOFF	PRMTBL	ULUNI
CRET	ITLON	PSTSIZ	UNDOFF
CRLF	LANGS	QDFILE	UNDON
DBLOFF	LCHRMX	SHEET	UPRCTL
DBLON	LETX	SHTID	UPRE
DEFUSR	LRUSIZ	SPALGN	UPRQ
DLIST	LSTDEV	SPLMEM	UPRR
EXTOFF	LSTRED	SPMEM	UPRW
EXTON	LXOFF	SPROFF	YNCR
FORMF	NLQOFF	SPRON	
FUNDLY	NLQON	SPSIZE	

## TRANSFERRING CUSTOMIZATIONS

If the auto-patcher finds any of the following labels in your patch file, it ignores them unless your patch file was created with WordStar 7.0.

*Note:* A WordStar 7.0 patch file is identified by the UDATE label. For more information on UDATE, see "Advanced Customizing" in the *Installing and Customizing* booklet.

BFRSIZ	HPFILE	MLFILE	STFILE
CFFILE	HYFILE	MORPAT	TDFILE
DDFILE	IDFILE	MSFILE	THFILE
DEFPTH	INIEDT	NOTYPE	TMFILE
DSTKSZ	ISFILE	NWFLG	UDATE
EMSMEM	IXFILE	PDFFILE	UDFILE
EXFILE	KBFILE	PRFILE	VCOLOR
EXTKB	KBXLAT	PVFILE	VIDATT
FNFILE	LNGCOD	PVWFILE	WRKTYP
HDFILE	MDFILE	SCMARK	
HIFILE	MEMFLG	SPFILE	

If your patch file from an earlier version has the labels WID, UDMEM, or SPLMEM, they are patched as the new labels WIDE, UDCMEM, and SPMEM.

# NOTES

1. The first part of the notes discusses the importance of maintaining accurate records of all transactions.

2. It also covers the various methods used to record transactions, including the double-entry system.

3. The notes further explain the concept of debits and credits, and how they are used to record transactions.

4. It also discusses the importance of balancing the books, and how to identify and correct errors.

5. The notes conclude by discussing the role of the accountant in the business, and the importance of ethical behavior.

6. Finally, the notes provide a summary of the key points discussed, and offer some advice for students studying accounting.

7. The notes also discuss the importance of maintaining accurate records of all transactions.

8. It also covers the various methods used to record transactions, including the double-entry system.



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