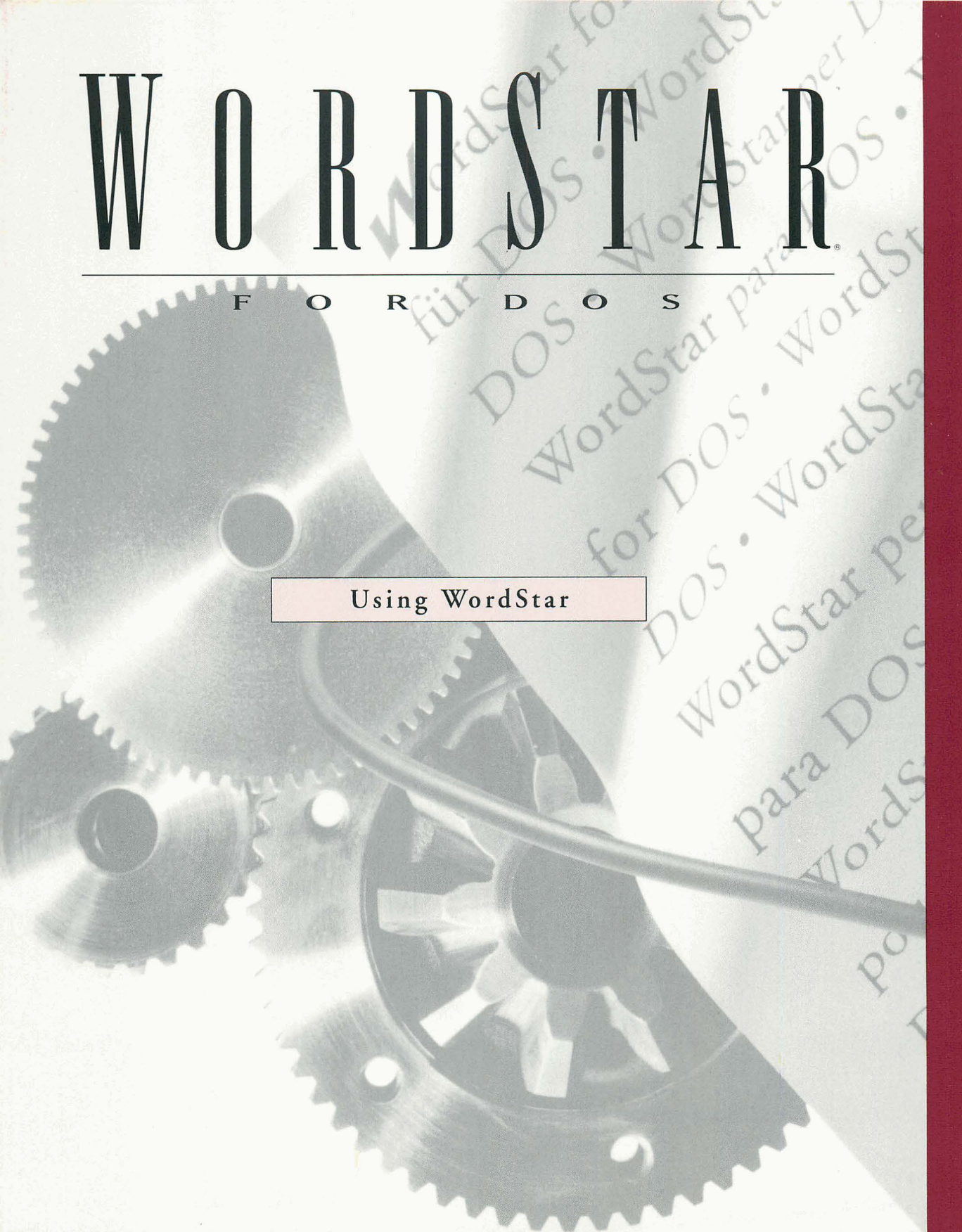


WORDSTAR

F O R D O S

Using WordStar



WORDSTAR®

F O R D O S

Using WordStar

Version 7.0

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BEFORE YOU BEGIN

This section describes the organization and conventions used in this manual. It also presents an overview of the WordStar menus, commands, cursor movement, and mouse support. It is recommended that you review this information before you begin using WordStar.

The instructions in *Using WordStar* assume that you haven't changed any of the original WordStar settings and that you're using pull-down menus (help level 4). If you need to reinstate the original settings, see "Setting Basic Editing Defaults" in the *Installing and Customizing* booklet.

HOW TO USE THIS MANUAL

This manual contains step-by-step instructions for learning and using WordStar. Chapter 2 covers WordStar basics. Chapters 3–9 present common word processing tasks and the procedures to complete these tasks. Chapter 10 covers aspects of printing, such as how to change printers and how to set up a file to print envelopes. Chapter 11 tells how to use MailList™ to create a mailing list that is used to print form letters. Chapters 12–15 tell you how to use merge printing to perform some special word processing tasks.

BEFORE YOU BEGIN

Sample files are included for use with this manual or during practice sessions. The sample files are listed below.

SAMPLE FILENAME	DESCRIPTION
LIST.DOC	Memo
SHAKE.DOC	Text document
MAILING.DOC	Merge print document
PLAYBILL.DOC	Brochure
PLAYS.DOC	List
REVIEW.DOC	Newsletter in two columns
SPELL.DOC	Document for spelling corrections

Note: If you want to use a sample file more than once, be sure to close the file and abandon your changes when you finish working.

CONVENTIONS

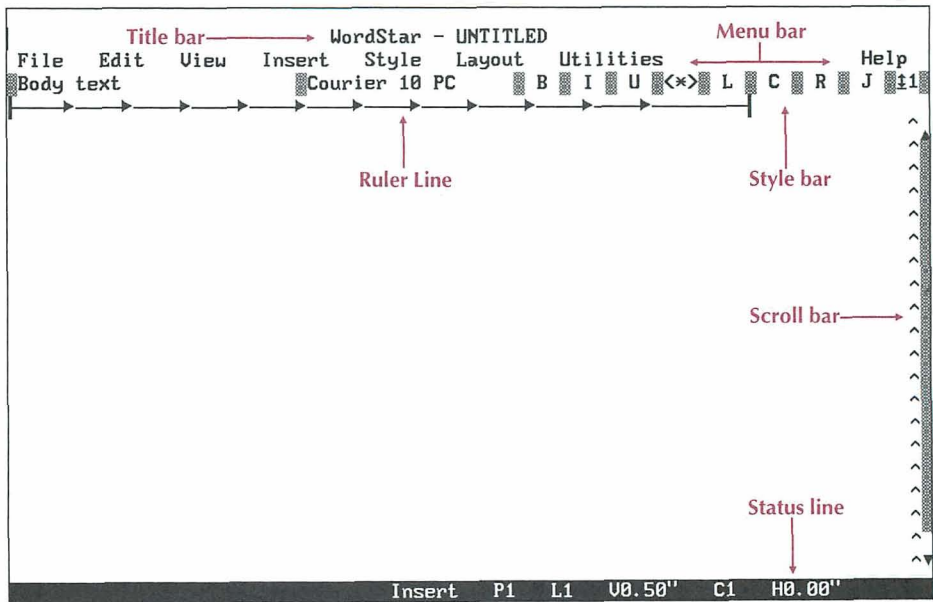
The terminology and keyboard conventions described below are used in this manual.

TERMINOLOGY

Pull-down menus	One of two complete sets of menus featured in WordStar.
Classic menus	The original set of menus in WordStar.
Dialog box	Contains options for carrying out a command.
Dot command	Performs functions mostly related to printing. Sometimes WordStar inserts a dot command into a document when you make a choice in a dialog box. You can also type a dot command directly into a document. A dot command begins with a period, is on a line by itself, and takes up no real space in a document. The period must be in column 1 of the line followed by the two-letter or three-letter code and whatever text or setting is required.

EDITING SCREEN TERMINOLOGY

- Title bar Located at the top of the screen. Shows the name of the file being edited, messages, and prompts.
- Menu bar Located on the second line of the screen, below the title bar. The menu bar displays the names of pull-down menus.
- Style bar Located above the ruler line at the top of the screen. The style bar contains information about current settings as well as mouse buttons that turn some print enhancements on or off.
- Ruler line Shows current margins and tab settings.
- Status line Located at the bottom of the screen when you're editing a file. It shows the cursor location, messages, and block markers.
- Scroll bar Areas on the screen in which you can use a mouse to move around in a document. The vertical scroll bar is located at the right side of the editing area.



KEYBOARD CONVENTIONS

This manual uses several conventions to describe commands you enter from the keyboard.

Alt+*KEY* means hold down the Alt key and press another key.

Alt+*KEY1,KEY2* means hold down the Alt key while you press *KEY1*. Then, you can release the Alt key or keep it depressed and press *KEY2*.

^*KEY* means hold down the Ctrl (^) key while you press the key assigned to the command.

^*KEY1KEY2* means hold down the Ctrl (^) key while you press the the first key and then press the second key. (It doesn't matter whether or not you are still pressing the Ctrl key when you press the second key.)

The arrow symbol (→) points to the next item you choose on a pull-down menu or in a dialog box. For example, File→Copy means choose the File menu and then choose the Copy command on the menu. Following the menu commands, the equivalent key commands are shown in parentheses, for example, (Alt+F,C).

USING THE MENUS AND DIALOG BOXES

This section explains how to use pull-down menus, classic menus, dialog boxes, and onscreen help.

PULL-DOWN MENUS AND CLASSIC MENUS

WordStar has two complete sets of menus. They are pull-down menus and classic menus. The menu choices on both sets of menus perform the same tasks, but use different keystrokes. The classic menus are designed for touch typists or

power users who don't want to take their fingers from the home row of the keyboard. The pull-down menus are designed according to SAA standards.

This manual presents the pull-down menu choices and the equivalent keyboard commands. Occasionally, commands from the classic menus are recommended, if they require fewer keystrokes.

PULL-DOWN MENUS

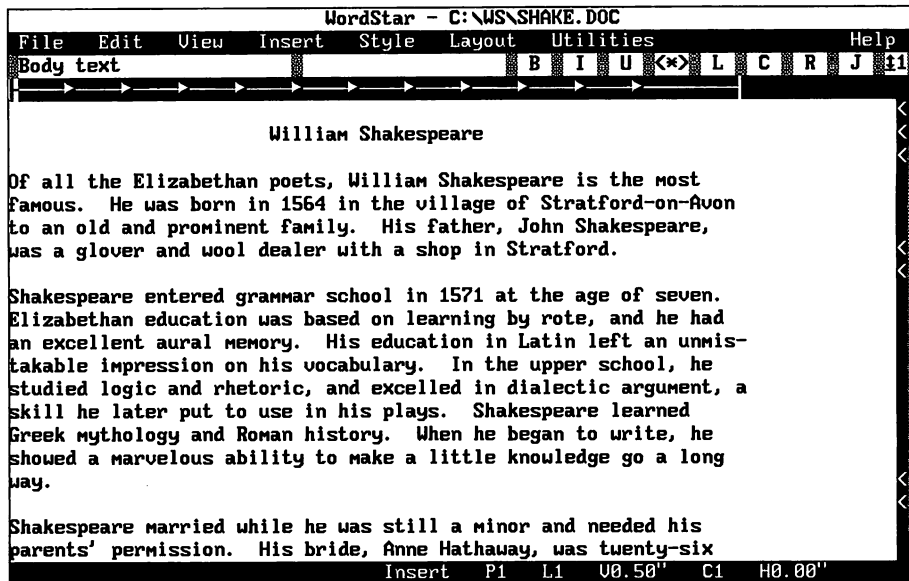
The help level setting determines which menu WordStar displays. When the help level is set at 4, the default setting, you'll see the pull-down menu bar at the top of the Opening and Editing screens. This bar displays the pull-down menus available at that screen.

WordStar			
File	Utilities	Additional	Help
File			
Path: C:\WS 26M free			
..	\	FAX	\
MACROS	\	OPTIONS	\
BOX	.5k	CHEX. HP	.5k
DB01.DTB	359k	DB02.DTB	79k
INDEX.DTB	44k	KEYBOARD.MRG	.1k
NOTE.DOC	1.2k	NOTICE.DOC	1.2k
PLEAD.HP	.1k	PREVIEW.MSG	9.9k
README.TXT	36k	REVIEW.DOC	3.1k
SPELL.DOC	6.1k	UESA1024.WGD	3.0k
WS.DEF	.9k	WSINDEX.XCL	1.5k
		INSET	\
		PIC	\
		CLIENT.DTA	.3k
		DB04.DTB	184k
		LIST.DOC	1.9k
		PLAYBILL.DOC	.8k
		PRINT.TST	12k
		SHADE.HP	.0k
		WILLY.DOC	1.0k
		WSMIN.PAT	.0k
		KAT	\
		ARROW.HP	.3k
		DB00.DTB	79k
		FONTID.CTL	5.8k
		MAILING.DOC	1.0k
		PLAYS.DOC	1.0k
		README.BAT	.0k
		SHAKE.DOC	6.0k
		WINSTALL.HLP	67k
		XXX	6.1k

To display a menu at the Opening screen in help level 4, press the first letter of the menu name or, if you have a mouse, click the name. You can move between menus using the Right and Left Arrow keys, the ^S and ^D commands, or a mouse. To choose an item on a menu, press the highlighted or underlined character (depending on what type of monitor you have) or click the item.

BEFORE YOU BEGIN

When you open a file, the Editing screen appears.



To display a menu from the Editing screen, press Alt and the first letter of a menu. When the menu appears, choose an item by pressing the highlighted or underlined character (depending on what type of monitor you have) or by clicking the item.

CLASSIC MENUS

When the help level is set at 0, 1, 2, or 3, the classic Opening Menu appears when you start WordStar. It lists commands for operations such as editing, printing, and deleting files. For example, the command for opening a document file is D.

O P E N I N G M E N U	
D open a document	L change drive/directory
S speed write (new file)	C protect/unprotect a file
N open a nondocument	E rename a file
P print a file	O copy a file
\ fax	Y delete a file
K print from keyboard	F turn directory off
I index a document	M macros
T table of contents	R run a DOS command
X exit WordStar	A additional
F1 help	? display status

When you open a file at help levels 2 or 3, the classic Edit Menu appears. (In help levels 0 and 1 menus are not displayed during editing.) The Edit Menu contains basic editing commands, including the commands to display the other classic menus.

E D I T M E N U				
CURSOR	SCROLL	DELETE	OTHER	MENUS
^E up	^W up	^G char	F1 help	^O onscreen format
^X down	^Z down	^T word	^I tab	^K block & save
^S left	^R screen up	^Y line	^U turn insert off	^M macros
^D right	^C screen down	Del char	^B align paragraph	^P print controls
^A word left		^U undo	^N split the line	^Q quick functions
^F word right			^L find/replace again	

To see the classic menus in help levels 2, 3, or 4, hold down the Ctrl key and press the command for the menu you want. You can choose any item on the menu by pressing the appropriate letter.

USING CLASSIC COMMANDS AT PULL-DOWN MENUS

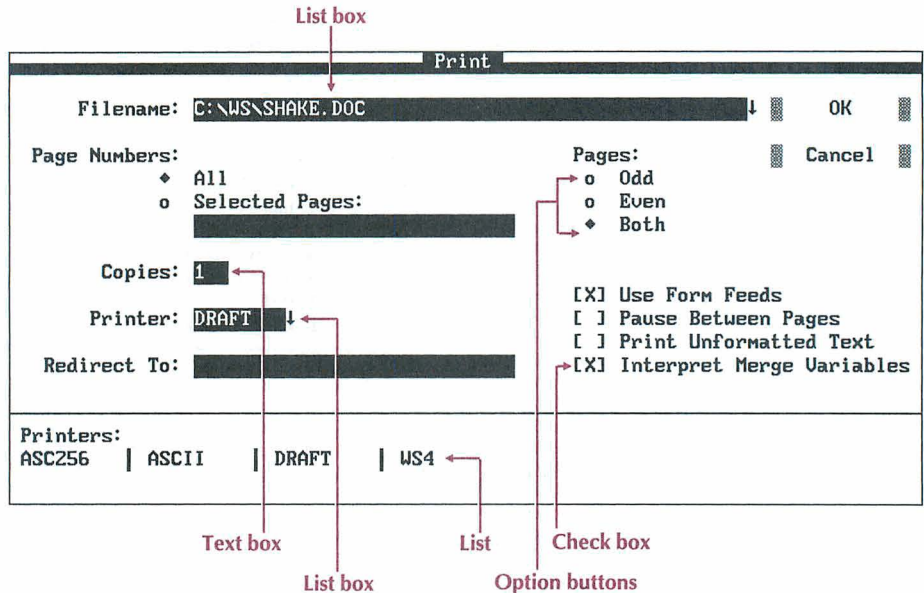
Some people like to see classic commands displayed at pull-down menus. As a default, classic commands are shown next to the corresponding pull-down commands on the pull-down menus. If you prefer to turn off the display of the classic commands, press Alt+V,S. Then, in the Screen Settings dialog box, turn off the setting for Classic Commands on Pull-down Menus. Classic commands work even when they're not displayed.

DIALOG BOXES

When WordStar needs more information to carry out a command, a dialog box appears. Each dialog box contains one or more areas where you fill in information or select settings.

The example following is the Print dialog box.

BEFORE YOU BEGIN



In a dialog box, you press the Tab key to move forward and Shift+Tab to move backward. To move directly to an option and select it, press Alt and the key for the highlighted or underlined character for that option. However, if the cursor is not in a text box, you can press the key for the highlighted or underlined character without pressing the Alt key.

To change settings in a dialog box, use these procedures:

- In a list box, type a name, or press the Down Arrow key to move to the list and then use the Arrow keys to select a name from the list. You can use the ^R (Repeat) command to repeat the information you entered most recently.
- To select an option button, move to the button for the setting you want. A diamond shape indicates a selection. If you change your mind, you can press Alt and the highlighted or underlined character or use the Up or Down Arrow keys to move to another option button.

- To turn a check box setting on or off, move to the option and press the Spacebar. To select the item directly, press the key for the highlighted or underlined character. An X in the brackets indicates that the setting is on. To clear the check box and turn the setting off, move to the check box and press the Spacebar or press the key for the highlighted or underlined character again.
- When you select an option with a text box, you can type the appropriate information, for example, the number of copies to print. (Some text boxes may not be long enough for the information you need to type; in this case, when you get to the end of the box, the information you typed scrolls to the left and you can keep typing.)

To save the settings and close a dialog box, you can press F10 or, if you have a mouse, choose OK. (This manual specifies using F10 to close a dialog box, but ^K and Enter are equally acceptable.) To cancel your choices, press Esc or, if you have a mouse, choose Cancel.

HELP

Onscreen help is available for every command in WordStar. To get help at a pull-down menu, press F1 or choose the Help command on the Help menu.

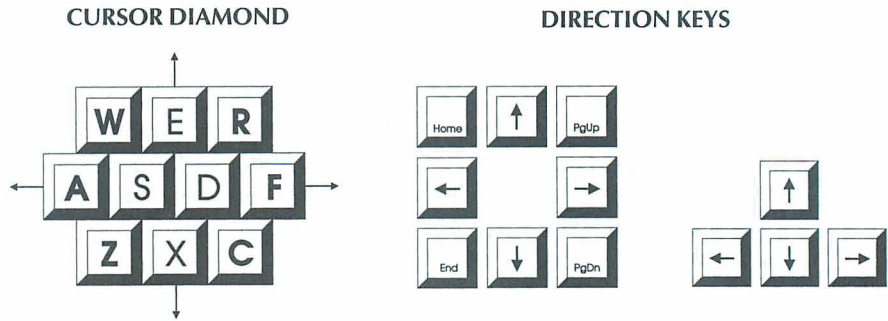
To get help at a classic menu, press F1 and then the command for which you want help. To see a list of dot commands press F1 and type a period (.).

MOVING THE CURSOR AND SCROLLING

To move the cursor, you can use the direction keys located on the numeric keypad to the right of the regular keyboard or you can use WordStar commands. (For information about using a mouse to move around in a document, see "Using a Mouse.") The direction keys include the arrow keys, the PgUp and PgDn keys, and the Home and End keys.

BEFORE YOU BEGIN

The WordStar commands that move the cursor comprise what is called the *cursor diamond*, because of the location of the keys on the keyboard.



TO MOVE THE CURSOR	PRESS
Up one line	^E or ↑
Down one line	^X or ↓
Left one character	^S or ←
Right one character	^D or →
Left one word	^A or ^←
Right one word	^F or ^→

Scrolling allows you to move another portion of the text onto the screen, either vertically or horizontally.

TO SCROLL	PRESS
Up one line	^W or ^PgUp
Down one line	^Z or ^PgDn
To previous screen	^R or PgUp
To next screen	^C or PgDn

USING A MOUSE

In WordStar, the *mouse pointer* appears on the screen as a rectangle. It appears when you have a mouse installed on your computer. The pointer does not appear in the companion programs except for Inset[®]. You can switch between the mouse and keyboard at any time.

If you would rather not use a mouse in WordStar, you can turn off mouse support in the customization program WCHANGE.

MOUSE CONVENTIONS IN WORDSTAR

Click means to point to an item and press the left mouse button.

Double-click means to point to an item and press the left mouse button twice.

Drag means to hold down the left mouse button while you move the mouse, and then release the button.

Ctrl+Click means hold down the Ctrl key and press the left mouse button.

Shift+Click means hold down the Shift key and press the left mouse button.

Ctrl+Shift+Click means to hold down the Ctrl key and press the Shift key and the left mouse button.

MOVING THE CURSOR AND SCROLLING WITH A MOUSE

The vertical scroll bar, located along the right side of the screen, is for moving the cursor forward and backward in a document. The vertical scroll bar contains a *slider box* that indicates the relative position of the cursor in the file.

BEFORE YOU BEGIN

TO SCROLL TO	DO THIS IN VERTICAL SCROLL BAR
Previous line	Click the up arrow
Next line	Click the down arrow
Previous screen	Click above the slider box
Next screen	Click below the slider box
Beginning of a document	Drag the slider box to the top of the scroll bar
End of a document	Drag the slider box to the bottom of the scroll bar
Approximate page	Drag the slider box to the relative position in the file

WORDSTAR MOUSE SHORTCUTS

Following are some mouse shortcuts.

TO DO THIS	USE THIS MOUSE SHORTCUT
Change drive/directory	Double-click the directory name
Open document	Double-click the document name
Close a document	Double-click the Close File button in the title bar
Go to page	Click the page number in the status line
Switch windows	Click in the window
Change style	Click the style name in the style bar
Change font	Click the font name in the style bar
Select settings on style bar	Click the button for the setting you want

LEARNING THE BASICS

Before beginning the tasks in this chapter, you'll find it helpful to read "Before You Begin." It contains important information that will make it easier for you to learn and practice the basics of word processing with WordStar.

In this chapter you'll learn how to

- ❑ Start WordStar
- ❑ Create a File
- ❑ Edit a Document
- ❑ Name and Save a File
- ❑ Print a File

When you finish this chapter, you'll be ready to apply these skills to your own tasks.

STARTING WORDSTAR

In word processing, each document is kept in a file on a disk. You'll follow the same steps each time you write or edit with WordStar.

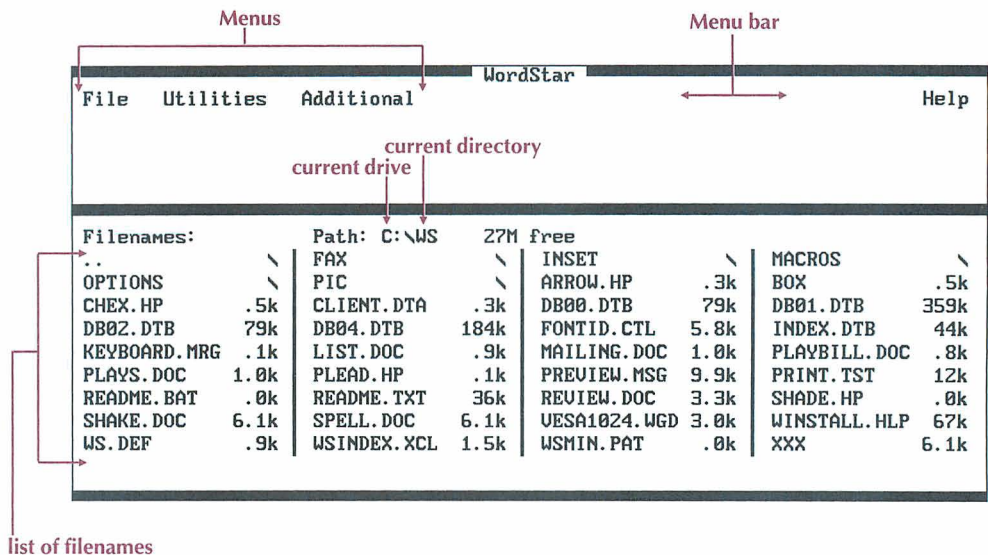
To start WordStar:

- 1 Look at the DOS prompt to be sure you're in the directory that contains your WordStar program files (usually WS). If you're not, type `cd\ws` and press the Enter key. (If you copied your WordStar program files to another directory during installation, type `cd\` and the name of that directory and press Enter.)
- 2 Type `ws` and press Enter.

When you are using WordStar, onscreen help is always available. To get immediate help with what you're doing, press the F1 key.

THE OPENING SCREEN

Each time you start WordStar, you see the Opening screen.



The menu bar contains the names of the menus you can choose—File, Utilities, Additional, and Help. Each menu lists commands for performing word processing tasks. To perform a task, you choose a menu and then choose the command that will perform the task.

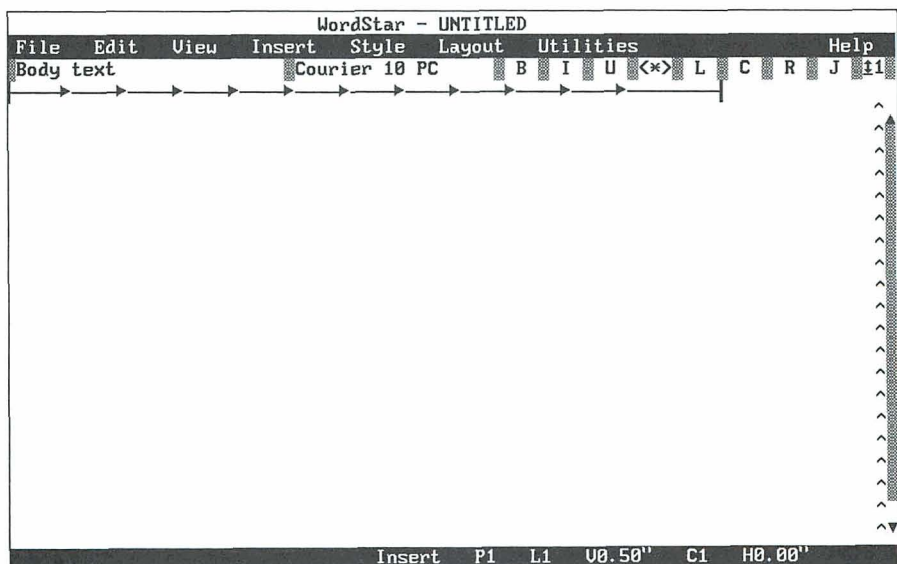
Also on the Opening screen is a directory of filenames. This directory lists the files contained in the current directory on the current drive.

CREATING A FILE

In this chapter, you open a new file, type some text, and then practice editing. To create a file, first choose the File menu from the Opening screen. Then, from the File menu, you can create a file.

Note: In the following steps, the arrow symbol (→) points to the next item you should choose on a pull-down menu or in a dialog box. For example, File→New means choose the File menu and then choose the New command.

- 1 At the Opening screen choose File→New or press (F,W) to open a new file.
- 2 Notice that WordStar displays the Editing screen.



LEARNING THE BASICS

The menu bar at the top of the screen contains other menus from which you can select word processing tasks.

TYPING TEXT

When the Editing screen appears, you're ready to type. Before you begin, you need to know a few things about word processing.

- The cursor marks your place in the text so you always know where you are typing on the page.
- You can move the cursor by pressing the direction keys. The direction keys include the arrow keys, the PgUp and PgDn keys, and the Home and End keys.
- When you come to the end of a line, WordStar automatically *wraps* the text to the next line.
- Press the Enter key twice to start a new paragraph. If you press Enter by mistake, just press the Backspace key. The cursor moves back to the previous location.

Now type the following text. (Line lengths may not be the same on your screen.)

Tryouts for "The Merry Wives of Windsor" will begin on Thursday. If you're interested in reading for one of the principal roles, please sign your name on the sheet posted backstage. No guest actors have been signed for the production, so all roles will be filled by members of the company.

"Merry Wives" will be the tenth anniversary season opener for the Theatre in the Park series and will be staged at MacPherson Park Amphitheater. The production is underwritten by the Morris Corporation, and all proceeds will go to the Boys and Girls Clubs. Club members will be admitted free. Following the performance, a fund-raising gala will be held at the Pavilion, and members of the cast and crew will be honored guests.

This open-air production presents extra challenges such as uncertain weather conditions and background noise, but similar productions in the past have been received enthusiastically by audiences and reviewers.

You'll use the text you typed in the remaining sections of this chapter. If you made any typing errors, you can correct them later when you learn editing skills. If you've made so many errors that you want to start over, choose File→Close (Alt+F,C) at the Editing screen. At the Close File dialog box, press A. WordStar returns you to the Opening screen where you can start again.

EDITING A FILE

You've now learned how to start WordStar, create a file, and type text. But the real power of word processing is editing. With the WordStar editing commands, you can correct typos, change wording, insert or delete words, and much more.

MOVING AROUND IN A DOCUMENT

In "Before you Begin" you learned that WordStar has several different ways to move the cursor in a document. One way is to use the WordStar cursor diamond commands below. (Hold down the Ctrl key and press the letter.)

- ^D (moves the cursor right one character)
- ^S (moves the cursor left one character)
- ^F (moves the cursor right one word)
- ^A (moves the cursor left one word)

Remember, you can also move the cursor by pressing any of the direction keys.

In addition to using the cursor diamond or the direction keys, you can make quick moves in your document by using the Go to Other command on the Edit menu.

To practice moving around in your document, follow the steps below. The "Merry Wives" file should be displaying on your screen.

- 1 Choose Edit→Go to Other→Document Beginning (Alt+E,O,D) to move the cursor back to the beginning of the document.

You can use the shortcut ^End to move to the end of a document.

- 2 Choose Edit→Go to Other→Document End (Alt+E,O,O) to move the cursor to the end of the document.

You can also use the shortcut ^Home to move to the beginning of a document.

***TIP** If you are editing a long document, you can press P at the Edit Menu (or click Go to Page) and enter a page number. WordStar moves the cursor to the top of the page you request.*

INSERTING TEXT

Before inserting text, look at the status line at the bottom of the screen to see if Insert mode is on or off. You'll see *Insert* or *Ins-off*. When Insert is on, text is inserted at the cursor location. When Insert is off, text is typed directly over existing text. WordStar comes with Insert on. To turn Insert off or back on, press the Insert key. Insert should be on to complete the following steps.

- 1 In the second paragraph of the "Merry Wives" text, move the cursor to the "a" in "anniversary" and type **annual** and press the Spacebar once.
- 2 Move the cursor to the end of the document. Press Enter twice to start a new paragraph, and type **Plan now to attend**.

DELETING TEXT

You can delete individual characters and words or entire lines in WordStar. To delete a character, press the Del or Backspace key. To delete a word or a line, follow these steps:

DELETING A WORD

- 1 Move the cursor to the "a" in "annual."
- 2 Choose Edit→Delete→Word (Alt+E,D,W).

The word "annual" is deleted.

DELETING A LINE

- 1 Move the cursor to the last line of the text.
- 2 Choose Edit→Delete→Line (Alt+E,D,L).

The line of text is erased.

You've probably noticed that classic menu commands appear on the pull-down menus. A few classic commands provide shortcuts. Two of these shortcuts are ^T (delete a word) and ^Y (delete a line). If you prefer, you can use the classic commands. Classic commands generally take fewer keystrokes than pull-down commands.

RESTORING TEXT

Another handy feature of WordStar is the Undo command. It restores text that you delete by mistake. To see how it works, delete a line of text and then restore it.

- 1 Move the cursor to the beginning of the third paragraph.
- 2 This time press the shortcut classic command ^Y to delete the line.
- 3 Choose Edit→Undo (Alt+E,U) to restore the line.

The deleted line is back in the text. Single characters erased with the Del key or the Backspace key cannot be restored with Undo.

TIP You can also restore text with the shortcut classic command ^U.

MOVING TEXT

Moving text in a document is easy when you mark the text as a block.

MARKING A BLOCK OF TEXT

First you mark the beginning and the end of the text you want to move.

- 1** Move the cursor to the first word in the document "Merry Wives."
- 2** Choose Edit→Mark Block Beginning (Alt+E,B).
- 3** Move the cursor to the end of the first paragraph.
- 4** Choose Edit→Mark Block End (Alt+E,E).

The block of text is highlighted.

MOVING A BLOCK OF TEXT

Now you can move the text to a different place in the document.

- 1** Move the cursor to the end of the document.
- 2** Choose Edit→Move→Block (Alt+E,V,B) to move the block.

The entire paragraph moves to the new location.

- 3** Move the cursor to the beginning of the document where the paragraph was originally located.
- 4** Repeat step 2 to move the paragraph back to its original location.

REMOVING THE BLOCK HIGHLIGHTING

You can remove the highlighting from a block of text by following these steps:

- 1** Choose View→Block Highlighting (Alt+V,B).
- 2** Notice that the block of text is no longer highlighted.

ADDING BOLD EMPHASIS

You can add special printing effects, such as bold or italic, to text.

- 1** In the first paragraph of the “Merry Wives” text, move the cursor to the first quotation mark in “The Merry Wives of Windsor.”
- 2** Choose Style→Bold (Alt+S,B) to begin bold.
- 3** Move the cursor to the space following the second quotation mark and repeat step 2. The entire title is now bold.

VIEWING COMMAND TAGS

When you tell WordStar to insert a special printing effect, command tags appear on the screen where you turn the special effect on and off. For example, when you add bold to text, the WordStar command tag ^B appears on either side of the bold text. You can turn the command tags display off so you can see more clearly what your document looks like.

- 1** Choose View→Command Tags (Alt+V,C).

Notice that the print command tags are no longer visible; however, the commands are still in effect.

TIP You can use the shortcut classic command ^OD to turn the command tags display on or off.

- 2** Repeat step 1, or use ^OD, to turn the command tags display back on.

NAMING AND SAVING A DOCUMENT

When you create a new document with File→New (F,W), you give the file a name when you save it. Once a file is named and saved, you can retrieve it at any time to read or edit it.

A filename can contain from one to eight characters, including letters and numbers. You can also add a filename extension to the eight-character name. A file extension is a period followed by three characters.

Now name and save your “Merry Wives” document.

- 1 Choose File→Save and Close (Alt+F,L).

The Save As dialog box appears.

- 2 Type **notice.doc** in the Filename box.

- 3 Press F10 or choose OK to close the dialog box.

You have typed, edited, named, and saved the document.

The filename NOTICE.DOC is now listed in the directory display.

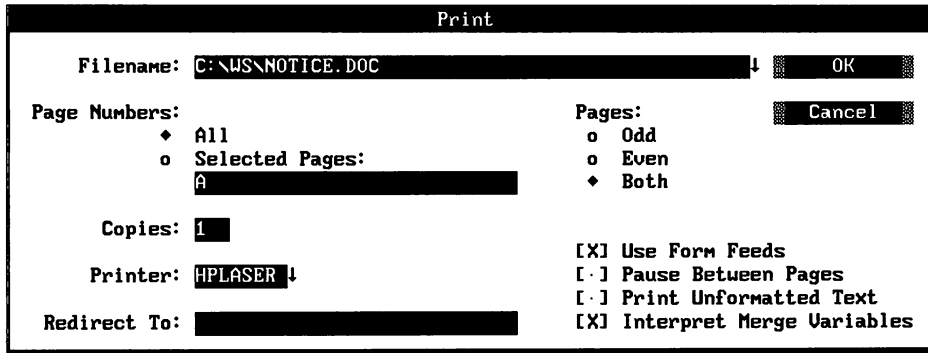
***TIP** When you create a filename, think of a name that will remind you of the contents of your document. For example, if you are writing a letter to a client named Smith, you might name your file SMITHLTR. The extension could be a date reminder. If you wrote the letter on June 16, the entire filename could be SMITHLTR.616. You can use the numbers 1–9 for January through September and the letters O, N, and D for October, November, and December.*

PRINTING A DOCUMENT

If you have installed a printer, you can print your document. Now you’ll print NOTICE.DOC.

- 1 At the Opening screen, choose File→Print (F,P).

The Print dialog box appears. This is where you tell the printer what to print and how to print it. Most of the time you won’t need to change any of the information shown.



NOTICE.DOC is the file you just saved and want to print.

- 2 Press F10 or choose OK to begin printing the file.

OPENING AN EXISTING FILE

To open the NOTICE.DOC file, follow these steps:

- 1 At the Opening screen choose File→Open Document (F,D).

The Open dialog box appears.

- 2 Type **notice.doc** and press F10 or choose OK. You see the **NOTICE.DOC** file on the Editing screen.

***TIP** Besides typing the name of the file that you want to open, you can select the file in other ways. If you have a mouse, click on the filename in the list of files. Or use the direction keys to move the cursor to the filename and press Enter.*

- 3 Choose File→Save and Close (Alt+F,L) to save any editing changes and close the file.

REVIEWING THE BASICS

You've covered the basics of word processing. For most word processing tasks you follow these steps:

- 1** Start WordStar.
- 2** Create or open a file.
- 3** Type or edit text.
- 4** Name and save the file.
- 5** Print the file.

Now you are ready to move on to the next chapter and learn how to format your documents. If you want to stop here and leave WordStar, choose File→Exit WordStar (F,X).

FORMATTING WITH PARAGRAPH STYLES

In this chapter, you'll learn about

- ❑ Using Paragraph Styles to Format a Document
- ❑ Selecting Paragraph Styles
- ❑ Preparing a List with a Hanging Indent
- ❑ Viewing Style Settings
- ❑ Previewing a Document

Formatting determines how a document will look when it's printed. The easiest way to format a document in WordStar is to use paragraph styles.

In this chapter, you'll learn how to use the paragraph styles that come with WordStar. After you format and edit a document, you'll preview the printed file.

USING PARAGRAPH STYLES

A paragraph style stores layout settings such as margins, tabs, line spacing, and font changes. When you select a paragraph style, all the text settings contained in that style are inserted into your document.

SELECTING THE TITLE STYLE

All WordStar documents use the Body Text style until you specify another style. The Body Text style contains the default WordStar settings for margins, tabs, line height, and so on. Body Text sets a left margin of 0 inches and a right margin of 6.5 inches, and starts the first line at the left margin.

In the following steps, you'll choose another style to change the look of a memo.

- 1 Open the file LIST.DOC.

If you need help, see "Opening an Existing File" in the "Learning the Basics" chapter.

You'll use the Title paragraph style to center the word "MEMO," make it bold, and give it a larger font.

- 2 With the cursor on the first letter of "MEMO," choose Style→Select Paragraph Style (Alt+S,S).
- 3 When the list of styles appears, select the Title style. You can either type **Title** or move the highlighting to Title. Press F10 or choose OK. If you have a mouse you can double-click Title.

The Title style command tag is inserted at the cursor location. The style bar shows that Title is the current paragraph style. The text is now bold, centered, and prints in a larger font.

SELECTING BODY TEXT

You want the text after "MEMO" to return to the default Body Text settings.

- 1 Move the cursor to the beginning of the line below "MEMO."

- 2 Choose Style→Select Paragraph Style (Alt+S,S) to select a paragraph style.

***TIP** If you have a mouse, you can click on the style name in the style bar to select a new paragraph style.*

- 3 When the list of styles appears, select the Body Text style. You can type **Body Text** or move the highlighting to Body Text. Press F10 or choose OK. If you have a mouse, you can double-click Body Text.

The text following the Body Text command tag is no longer highlighted because bold is turned off. The original text settings are now in effect.

PREPARING A LIST WITH HANGING INDENT 1

To practice using the Hanging Indent 1 paragraph style, you'll prepare a list of props for the "Merry Wives of Windsor." The Hanging Indent 1 style formats text for a numbered list. The numbers are typed at a left margin of 0 inches and the text wraps at a left margin of .5 inch.

- 1 Move the cursor one line below the sentence that begins "Please prepare the props..."
- 2 Choose Style→Select Paragraph Style (Alt+S,S).
- 3 When the list of styles appears, select Hanging Indent 1. Press F10 or choose OK. The Hanging Indent 1 command tag is inserted into the text area.
- 4 Press Enter to move the cursor down one line.
- 5 Type **1.** and press the Tab key. The number is typed at the left margin of 0 inches. The Tab key indents the cursor to .5 inch.
- 6 Type the following text:

Small rustic table and three rustic chairs to be placed on a slightly raised platform stage right. The scene is set on the street outside the tavern.

The text wraps to a .5 inch left margin.

FORMATTING WITH PARAGRAPH STYLES

7 Press Enter twice. Type **2.** and press the Tab key.

8 Type the following text:

Sturdy laundry basket large enough to carry Falstaff. It will be easier for the actors to carry the basket if it's slung on poles.

In the list, the numbers are typed at the 0-inch first line indent. When the text wraps, it wraps at the .5 inch margin.

Note: Two other styles, Hanging Indent 2 and Hanging Indent 3, format text in a similar way. Hanging Indent 2 formats the first line of a paragraph at .5 inch and subsequent lines at 1 inch. Hanging Indent 3 indents at 1 inch and 1.5 inches.

This is how your document will look when you print it.

MEMO

To: Charles
From: Deborah
Re: Props

Rehearsals for Act I of "The Merry Wives of Windsor" are scheduled to begin on Monday. During the first week, while we're blocking the action, I'd like to have a small table and three chairs on stage. We're performing this play in settings and costumes from the 1920s. For the performances, you'll need to prepare props that are appropriate for that period. I'm giving you advance notice because some of the props could be difficult to find or construct.

Please prepare the props listed below for "Merry Wives."

1. Small rustic table and three rustic chairs to be placed on a slightly raised platform stage right. The scene is set on the street outside the tavern.
2. Sturdy laundry basket large enough to carry Falstaff. It will be easier for the actors to carry the basket if it's slung on poles.

VIEWING STYLE SETTINGS

You can look at the settings of any style.

- 1** Move the cursor to the line below the Hanging Indent 1 style command tag.
- 2** Choose Style→Define Paragraph Style (Alt+S,D) to view the settings of a paragraph style.

You see the settings for the style currently in effect, which is Hanging Indent 1. Notice that the left margin is set at .5 inch and the first line indent (first line of each paragraph) is set at 0 inches.

- 3** Press Esc to close the Define Paragraph Style dialog box.
- 4** Move the cursor so that it immediately follows the Body Text command tag.
- 5** Repeat step 2 to choose Define Paragraph Style.

The WordStar default settings are in effect. For example, bold is off, centering is off, and the default font is used.

- 6** Press Esc to close the dialog box.
- 7** Move the cursor to immediately follow the Title style tag. Repeat step 2 to view the style settings. The Title style is centered and bold. Also, if you have a large font, it will be used.
- 8** Press Esc to close the dialog box.

PREVIEWING A DOCUMENT

You can see how the printed list will look by using the Preview command.

FORMATTING WITH PARAGRAPH STYLES

- 1 Choose View→Preview (Alt+V,P) to choose Preview.

TIP You can also use Alt+1 to choose Preview.

A preview of the printed page appears. The title is bold, centered, and in a larger font. The numbered list is indented.

- 2 Choose View→2 to magnify the page to twice its size.
- 3 Use the direction keys to move the view to other parts of the page.
- 4 Try some of the other commands in Preview.
- 5 When you're finished, choose Exit→Original page to exit Preview and return to the page where you started Preview.

TIP Preview is useful if you have a long document. You can preview several pages and return to your original cursor location. You can also press Esc to return to the original page. In Preview, if you choose Exit→Current page, you return to edit the page that you're currently previewing.

Follow the steps below to close the file.

- 1 Choose File→Close (Alt+F,C) to close the file without saving it.
- 2 In the Close File dialog box, press A to select Abandon.

The file is closed without saving the changes and you're returned to the Opening screen.

The next chapter, "Editing Paragraph Styles," contains information about creating and editing paragraph styles.

EDITING PARAGRAPH STYLES

In this chapter you'll learn about

- ❑ Storing Paragraph Styles
- ❑ Creating Paragraph Styles
- ❑ Editing Paragraph Styles
- ❑ Inheriting Style Settings

In the chapter “Formatting with Paragraph Styles” you learned how to select paragraph styles and apply them to your text. In this chapter, you'll learn how WordStar stores paragraph styles, how to create and change styles, and how to inherit style settings.

HOW PARAGRAPH STYLES ARE STORED

Before you learn how to create and change paragraph styles, you need to understand how they are stored. Paragraph styles are stored in two places—in the style library and with the document using the styles. Styles stored in the library

- 3 In the Style box, type **Name and Address**.
- 4 Change any other settings that you want. For example, you might want to select a larger font to make the text stand out or bold or center your name and address.

Note: You can use the Tab key to move between options in a dialog box, or you can press the Alt key and the key for the underlined or highlighted character in the option name. For example, press Alt+U to move to the Underline box in the Define Paragraph Style dialog box. If the cursor is at an option button or check box, you can just press the key for the underlined or highlighted character without pressing the Alt key.

- 5 Press Alt+Y to update the style library.
- 6 Press F10 or choose OK to save the new style.

WordStar saves the style in both the document and the style library. The new style is now available for any WordStar document.

Follow these steps to use the new style in your document:

- 1 Choose Style→Select Paragraph Style (Alt+S,S).
- 2 Select the new style.

WordStar inserts the Name and Address style tag into your document.

- 3 Type the text for your name, address, and phone number. The new style settings will be in effect when you print your document.

**William Shakespeare
12345 Valley Glenn Lane
London, England
(123) 456-6789**

EDITING PARAGRAPH STYLES

You can change the settings in an existing paragraph style by editing that style. For instance, if you want different settings in the Heading style, you can change them and then save the style. The new settings will be in effect when you select the Heading style for your document.

In this section, you'll change an existing style to create a style for a heading in a resume.

Follow the steps below to change the settings in the Heading style and then save the style to the document. Later, if you decide you want to use the style in other documents, you can copy the style to the library.

- 1** Choose Style→Define Paragraph Style (Alt+S,D). The settings for the current style appear in the dialog box.
- 2** Select the Heading style.
- 3** Change any style settings that you want for your resume heading. For example, the current Heading style turns on both bold and underline. You may want to use bold and turn off underline.
- 4** Press F10 or choose OK to save the new settings.

This style will be saved in the document, but not in the library because you did not select the Update Style Library check box.

You now have two versions of the Heading style—your document version and the original library version. If you turned off underline, the document version has no underlining. However, the library version keeps the original underlining.

Now you can insert the new heading style into your document.

- 1** Choose Style→Select Paragraph Style (Alt+S,S) to select a style.
- 2** Select Heading.

The Heading style is inserted into your document.

- 3 Type the heading **EMPLOYMENT HISTORY**.

<p style="text-align: center;">William Shakespeare 12345 Valley Glenn Lane London, England (123) 456-6789</p> <p style="text-align: center;">EMPLOYMENT HISTORY Freelance writer for the past 20 years.</p>

- 4 Save the file.

As you create your own library of paragraph styles, you'll find that paragraph styles make formatting easy and help maintain consistency in document formats. You may decide, for example, that you want to use the new document style, *Heading*, for other resumes. You could then save that style to the library and use it again.

INHERITING STYLE SETTINGS

Each paragraph style contains its own settings for margins, fonts, and so on. When you insert or select a style, all of its settings override the previous style settings.

WordStar has a feature that allows you to use or inherit settings from previous styles. For example, if you want to use the same font throughout a document, you select a font for the style now in effect at the beginning of the document. Then, each time you add another style to the document, you clear the Font box for that style. The styles with blank font boxes inherit the font from the first style.

In the following steps, you'll create a style that contains a new font. Next, you'll insert the style into your document. Finally, you'll create and select a style that inherits a font.

EDITING PARAGRAPH STYLES

- 1 Open a file that contains at least two paragraphs of text, for example, the sample file SHAKE.DOC.
- 2 With the cursor at the beginning of the file, choose Style→Define Paragraph Style (Alt+S,D).

The settings for the Body Text style appear.

- 3 Press the Tab key to move to the Font box.
- 4 Select a font that you want to appear throughout the document.
- 5 Press F10 or choose OK to save the style to the document (but not to the library).
- 6 Choose Style→Select Paragraph Style (Alt+S,S) and select the Body Text style.

The Body Text style with the new font is now in effect at the beginning of the document.

You want your next style to inherit the font from Body Text.

- 1 Move the cursor to the beginning of the second paragraph.
- 2 Choose Style→Define Paragraph Style (Alt+S,D) and select the Paragraph Indent style.
- 3 Press the Tab key to move to the Font box.
- 4 Press the Spacebar to clear the Font box.

Note: When a paragraph style option is blank, it inherits settings from the previous style. You can select the Inherit option for some style settings. For example, Bold has three option buttons—On, Off, and Inherit.

- 5 Save the style to the document but not to the library.
- 6 Choose Style→Select Paragraph Style (Alt+S,S) and select the Paragraph Indent style.

The style is inserted into the document.

The Paragraph Indent style inherits the font from Body Text. The second paragraph is reformatted with the new style settings.

Any subsequent paragraphs need to be reformatted with the new font size.

- 1 Choose Utilities→Reformat→Rest of Document (Alt+U,R,R).

TIP You can also reformat with the shortcut classic command ^QU.

Now you can preview the document to be sure it's been reformatted.

- 2 Choose View→Preview (Alt+V,P) to preview the printed page. The entire document will be displayed (and printed) with the new font from Body Text.
- 3 Press Esc to exit Preview.
- 4 Close the file.

If you want to close the file and save your changes, choose File→Save and Close (Alt+F,L). If you want to close the file without saving your changes, choose File→Close (Alt+F,C). In the Close File dialog box press A to abandon changes.

WORKING WITH BLOCKS OF TEXT

In this chapter, you'll learn about

- ❑ Copying a Block to Another File
- ❑ Copying Text Between Windows
- ❑ Copying Text To and From the Clipboard
- ❑ Converting Text to Uppercase

In this chapter, you learn how to copy a block from one file to another, how to use the Microsoft Windows Clipboard to copy and move blocks, and how to convert text in a block from lowercase to uppercase.

COPYING A BLOCK TO ANOTHER FILE

You may want to copy part or all of a file to another file. You can mark the text as a block and then copy it to a new or existing file. The original document still contains the block of text that was copied.

To copy a block of text to another file, follow these steps:

- 1 Open an existing WordStar file.
- 2 Mark a block of text to copy.
- 3 Choose Edit→Copy→To Another File (Alt+E,C,A).
- 4 Type a new filename and press F10 or choose OK.

The block is copied to a new file. Now, by using windows you can easily copy the text to a file that you're editing.

- 5 Close the file.

The next section describes how to copy blocks of text between windows.

EDITING IN WORDSTAR WINDOWS

While you're editing one file in WordStar, you can open another file at the same time. The screen splits and you can see both documents on the screen at the same time. This is handy for editing two documents because you can move text between them. You can also split the screen to look at two different parts in the same document.

In this section you'll open one file, then open another file and work with both files at the same time.

OPENING TWO WINDOWS

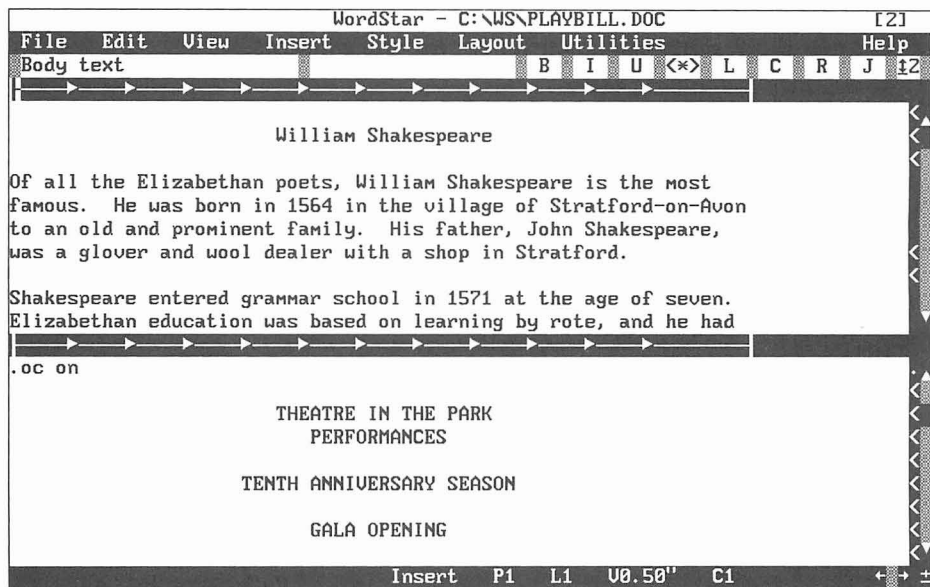
- 1 At the Opening screen, choose File→Open Document (F,D) and open an existing document.

- 2 At the Editing screen, choose File→Open/Switch (Alt+F,W).

If your computer doesn't have enough memory to open a second window, an error message appears.

- 3 In the Open Document dialog box, select another file to open. Press F10 or choose OK.

Your screen looks like this:



Notice that the ruler line for the second file separates the two windows. The number 2 in the title bar indicates that the cursor rests in the second window. Although you can see both documents, you can edit only the document in the window with the cursor.

- 4 Choose File→Open/Switch (Alt+F,W) to move the cursor to the other window.

Now the cursor is in the other window. You can edit text in this file. The status line, style bar, and title bar apply to this window.

TIP *If you have a mouse, you can click in either window to move the cursor to that window.*

COPYING TEXT FROM ONE WINDOW TO ANOTHER

You can copy or move a block of text from one window to another.

- 1** Mark a block of text in one of the windows.
- 2** Choose File→Open/Switch Window (Alt+F,W) to move the cursor into the other window.
- 3** Move the cursor to where you want to copy the block.
- 4** Choose Edit→Copy→Block from Other Window (Alt+E,C,O) to copy the block from the other window.

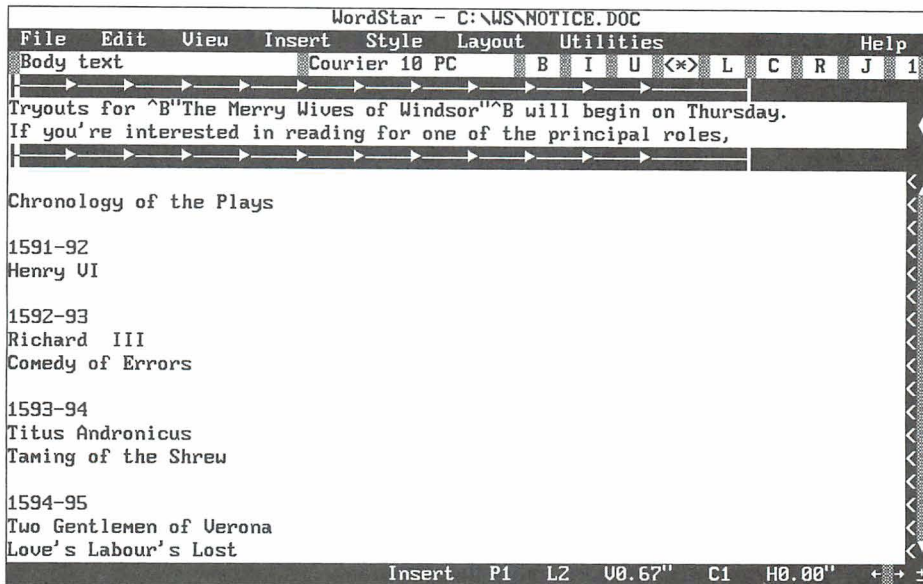
The block is copied at the cursor location. Any text that was at the cursor location now follows the block.

CHANGING THE SIZE OF THE CURRENT WINDOW

You can change the size of the current window (the window containing the cursor). Follow the steps below to reduce the size of the window.

- 1** Choose View→Change Window Size (Alt+V,W).
- 2** In the Change Window Size dialog box, press the Down Arrow key to select Lines.
- 3** Type **3** to change the window to three lines (the ruler line is considered one line). Press F10 or choose OK.

The windows now look like this:



Note: If you choose Full Screen in the Change Window Size dialog box, the current window takes over the whole screen. When you move the cursor between windows, the screen changes from one document to the other. The title bar shows the name of the file you're working in.

CLOSING THE WINDOW

When you want to return to the Opening screen, you close the windows one at a time. (You don't need to save any changes to the current files.)

Use the following steps to close the window where the cursor is located.

- 1** Choose File→Close (Alt+F,C).

The Close File dialog box appears.

- 2** Press A to close the file without saving it.

You've closed the window and the cursor is in the second file.

- 3** Repeat steps 1 and 2 to close the file without saving it.

COPYING A BLOCK TO AND FROM THE CLIPBOARD

If you are running WordStar in Microsoft Windows, you can use the Windows Clipboard to copy or move text from WordStar to another software program. When text is copied from WordStar, it's converted to ASCII format (the WordStar control characters and dot commands are stripped from the text).

You can also copy text from another program to WordStar. Only ASCII text can be copied from the Clipboard into WordStar. If the Clipboard contains graphic images or an unrecognizable format, WordStar warns you that the text can't be copied.

You can copy to and from the Clipboard only when Windows is running in enhanced mode on a 386-based system.

In the following steps, you copy text from WordStar to the Clipboard, and then from the Clipboard to another program.

- 1** Start WordStar in Microsoft Windows using 386 enhanced mode.
- 2** Open an existing WordStar file.
- 3** Mark a block of text to be copied to a file in another program.
- 4** Choose Edit→Copy→To Windows Clipboard (Alt+E,C,T) to copy the block to the Windows Clipboard.
- 5** Close the file.
- 6** Start a word processing program that accepts ASCII text from the Windows Clipboard.
- 7** Open the file to which you want to paste the WordStar text.
- 8** Paste the WordStar text from the Clipboard.

The WordStar text is now inserted into the other file.

Now you'll copy text from the current file to the Clipboard. Then copy the text from the Clipboard into a WordStar file.

- 1 Copy text to the Clipboard.
- 2 Close the file and exit the program.
- 3 Start WordStar and open a file.
- 4 Move the cursor to where you want to copy the text from the Clipboard.
- 5 Choose Edit→Copy→From Windows Clipboard (Alt+E,C,F).

The text from the other word processing program is copied into your WordStar file.

- 6 Close the WordStar file. If you don't want to save the changes, abandon the file.

CONVERTING A BLOCK TO UPPERCASE

You may decide that you want to change all the letters in a block to uppercase or lowercase. Instead of retyping all the text, you can convert it with a WordStar command. In the steps that follow, you'll convert some text from lowercase to uppercase.

- 1 Open a file that contains lowercase letters.
- 2 Mark the block of lowercase text that you want to convert. If you need help in marking a block, see the chapter "Learning the Basics."
- 3 Choose Style→Convert Case→Uppercase (Alt+S,C,U) to convert to uppercase.

All the text in the block is now uppercase.

- 4 Close the file. If you don't want to save the changes, abandon the file.

EDITING A LONG DOCUMENT

In this chapter you'll learn about

- ❑ Headers and Footers
- ❑ Using Footnotes
- ❑ Setting Margins
- ❑ Finding Text
- ❑ Checking Spelling
- ❑ Finding Synonyms

WordStar has features that are especially helpful for creating and editing long documents. In this chapter you'll be introduced to these features.

HEADERS AND FOOTERS

Headers are special lines of text printed at the top of every page; footers are special lines of text printed at the bottom of every page. Headers and footers can include page numbers and other information such as a chapter title.

The command for a header is **Layout**→**Headers/Footers**→**Header** (Alt+L,H,H). The command for a footer is **Layout**→**Headers/Footers**→**Footer** (Alt+L,H,F). This chapter does not contain steps for creating a header because, except for the command, you follow the same steps to create a header as you do to create a footer.

In the following steps, you'll create a footer containing a chapter name and page number.

- 1** Open the file SHAKE.DOC.
- 2** With the cursor at the beginning of the file, choose **Layout**→**Headers/Footers**→**Footer** (Alt+L,H,F).

The Footer dialog box appears.

- 3** Press the Spacebar to select a one-line footer.
- 4** Press F10 or choose OK.

WordStar inserts the dot command **.f1** for a one-line footer.

- 5** Type **Chapter 1**.
- 6** Use the Spacebar or Tab key to move the cursor further to the right of the footer text.
- 7** Type **Page #**.

When you print the document, the page number will appear in place of the # symbol.

Now you can view the footer with Preview.

- 1 Choose View→Preview (Alt+V,P).
Notice the footer at the bottom of the page.
- 2 Press PgDn to move to the next page. The footer appears on each page and gives the correct page number.
- 3 Press Esc to exit Preview.
- 4 Close and abandon the file.

TIP A footer can contain up to five lines. If you want a footer with more than one line of text, you need to enter another footer command. WordStar will print the footer on each page. If you want a footer only on odd or only on even pages, you select the appropriate option in the Footer dialog box.

USING FOOTNOTES

With WordStar you can create footnotes, endnotes, and annotations. Footnotes are automatically ordered and printed at the bottom of the page where the references occur.

In the following steps, you create a footnote.

- 1 Open the file SHAKE.DOC.
- 2 Move the cursor to the end of the first paragraph (after "Stratford").
- 3 Choose Insert→Note→Footnote (Alt+I,N,F).
- 4 Type the following text:

*For more information on John Shakespeare, see *The Families of Famous Playwrights* by Henry Drummer.*
- 5 Choose File→Save and Close (Alt+F,L) to save the note.

You're back at the Editing screen. With View Command Tags on, the first few words of the footnote appear in brackets. With Command Tags off, references to footnotes (numbers beginning with 1) appear in the text.

Now use Preview to see how the printed footnote will look.

- 1 Choose View→Preview (Alt+V,P).

The footnote appears at the bottom of the page.

- 2 Press Esc to exit Preview.
- 3 Close the file and abandon your changes.

To remove a footnote, delete its reference (number, letter, or symbol) or delete the command tag. If you delete a reference accidentally, you can restore it with the Undo command. The classic command for Undo is ^U.

SETTING MARGINS

You can set left and right margins, first line indent, and tab stops using the Ruler Line dialog box.

LEFT AND RIGHT MARGINS

In this exercise, you'll change the left and right margins. When you change the margins in a document, the new settings override the previous margins set by paragraph styles or dot commands.

- 1 Choose File→New (F,W) to open a new file.
- 2 Type some text that wraps to the next line and uses the default left and right margins. Press Enter at the end of the text.
- 3 Choose Layout→Ruler Line (Alt+L,R).

The left margin is set at 0 inches and the right margin is set at 6.5 inches. The cursor is in the Left Margin box.

- 4 Type `.5` for the left margin.

WordStar adds the " symbol for inches. For example, if you type `.5`, the dot command `.lm .5"` is inserted into the document. If you need more information about dot commands, see "Before You Begin."

- 5 Press `Alt+R` to move to the Right Margin box.

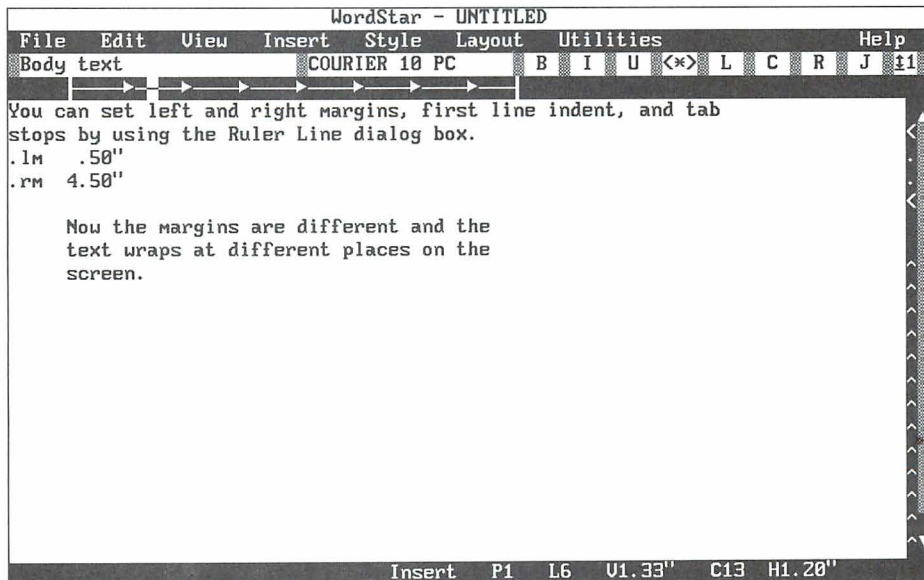
- 6 Type `4.5` for the right margin.

- 7 Press `F10` or choose `OK` to save your changes.

WordStar inserts dot commands for the left (`.lm`) and right (`.rm`) margins.

- 8 Type some text below the dot commands and notice that it wraps at the new margins.

Your screen should look like this:



- 9 Close and abandon the file.

TOP AND BOTTOM MARGINS

In the next steps, you'll change the top and bottom margins, using Preview to see the before and after effects.

- 1** Open SHAKE.DOC.
- 2** Choose View→Preview (Alt+V,P) and notice the default top and bottom margins of the printed page. The default top margin is .5 inch and the default bottom margin is 1.5 inches.
- 3** Press Esc to exit Preview.
- 4** Choose Layout→Page (Alt+L,P).

The Page Layout dialog box appears.

- 5** Press Alt+T to move to the Top Margin box.
- 6** Type **1.5** for the top margin.
- 7** Press Alt+B to move to the Bottom Margin box.
- 8** Type **.5** for the bottom margin.
- 9** Press F10 or choose OK to save your changes.

Now view the document with the new top and bottom margins in Preview.

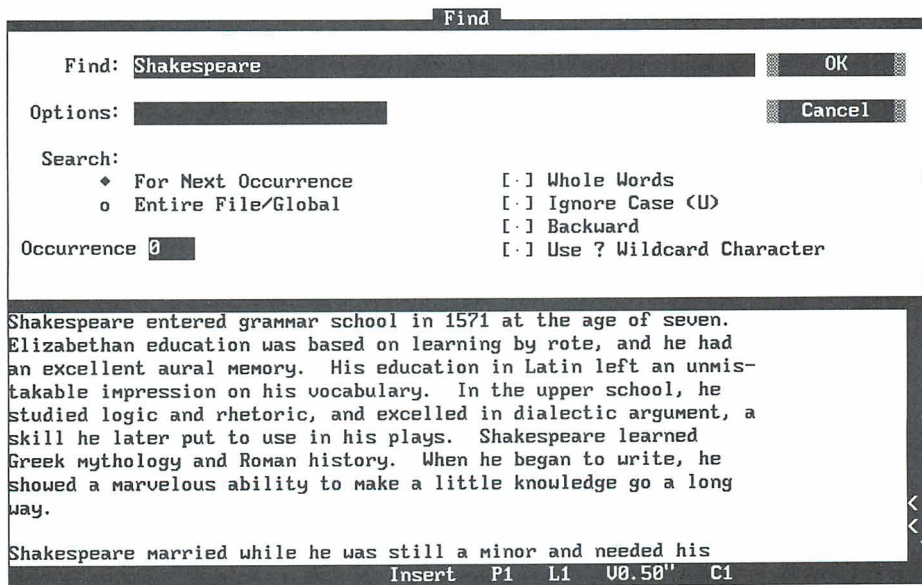
- 1** Choose View→Preview (Alt+V,P). The new top and bottom margins appear.
- 2** Press Esc to exit Preview.
- 3** Close the file and abandon your changes.

FINDING TEXT

WordStar can find up to 68 characters of text, including individual words, groups of words, numbers, and symbols. Locating words or phrases can be helpful when you're editing or when you want to find a particular place in a large document.

Use the following steps to ask WordStar to find some text.

- 1 Open SHAKE.DOC.
- 2 Choose Edit→Find (Alt+E,F).
- 3 In the Find dialog box, type **Shakespeare** as the text to find.



- 4 Press F10 or choose OK.

The cursor moves to the first occurrence of *Shakespeare*.

FINDING THE NEXT OCCURRENCE

You can also ask WordStar to find the next occurrence of the text.

- 1 Choose Edit→Next Find (Alt+E,X).

The cursor moves to the next occurrence of "Shakespeare."

TIP You can also use the shortcut classic command ^L to locate the next occurrence of text.

- 2 Press ^L to locate the next occurrence of text. Continue to press ^L until you reach the end of the file.

FINDING AND REPLACING TEXT

WordStar can find text and replace it with other text. This is helpful when you want to change every occurrence of a word or phrase.

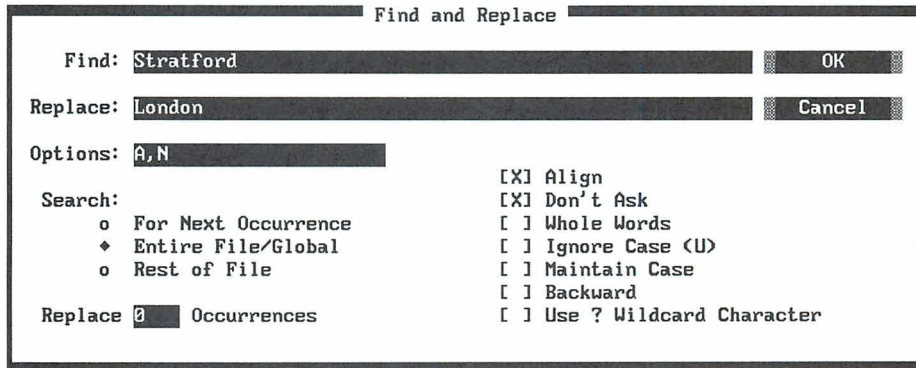
- 1 Choose Edit→Find and Replace (Alt+E,R).
- 2 In the Find box, type **Stratford** and press the Tab key.
- 3 In the Replace box, type **London** and press the Tab key. The cursor moves to the Options box.

In the following steps, you'll tell WordStar to replace all occurrences of "Stratford" with "London." You'll also tell WordStar not to ask for confirmation every time it finds "Stratford."

- 1 Press Alt+G to search the entire file.

The cursor moves to the check box and the option is selected.

- 2 Press Alt+N to check Don't Ask (replaces without asking).



- 3 Press F10 or choose OK.

All occurrences of "London" are replaced with "Stratford."

- 4 When WordStar reaches the end of the file, press Esc.
- 5 Close the file and abandon your changes.

You can use the find feature in a variety of ways. In addition to forward or backward searches and manual or automatic replacements, WordStar can search for parts of words, for specific case (upper- or lowercase), and more.

CHECKING SPELLING

WordStar can find and correct misspellings and typos. The spelling check feature checks the spelling of an entire document, the rest of a document beginning at the current cursor location, or a single word. In this section, you'll learn how to check the spelling of an entire document.

WordStar checks the spelling against a large dictionary, which was copied onto your hard disk when you installed WordStar.

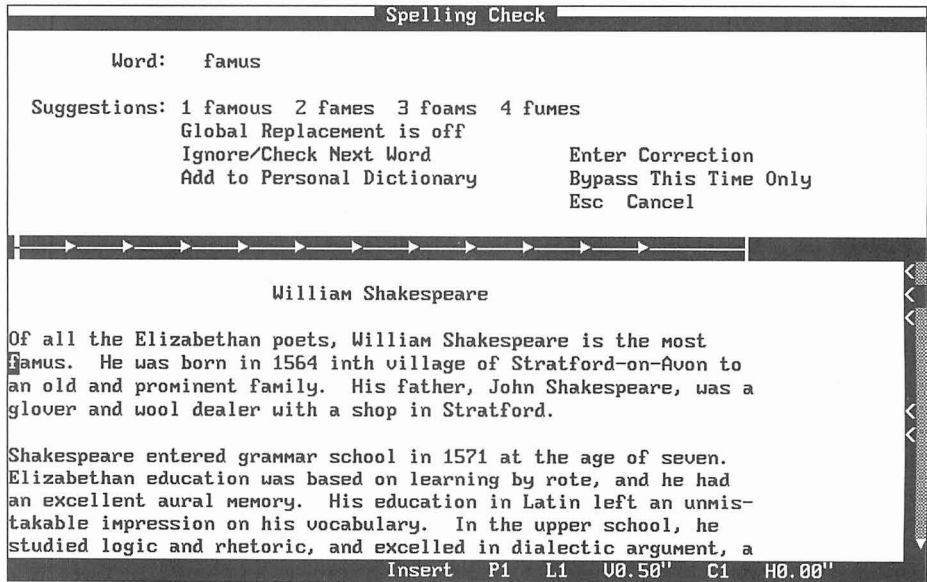
You have another dictionary called the personal dictionary. As you use the spelling checker, you can add to your personal dictionary those names and words that aren't in the main dictionary. WordStar checks spelling against both dictionaries.

CHECKING THE SPELLING OF AN ENTIRE DOCUMENT

Follow the steps below to run a spelling check.

- 1 Open the file SPELL.DOC.
- 2 Choose Utilities→Spelling Check Global (Alt+U,S).

The cursor stops on the first misspelled word, "famus." WordStar offers correct spelling suggestions.



- 3 Press 1 to replace the incorrect word with the correct spelling.

WordStar stops at the next misspelled word, "inth."

4 None of the suggested words are appropriate so press E to enter a correction.

5 Type **in the** in the Spelling Correction dialog box. Press F10 or choose OK.

The speller stops at the next misspelled word, "glover."

The spelling checker stops on words that aren't in the main dictionary. Sometimes these words are spelled correctly (like "glover") but aren't common enough to be in the dictionary. You can add such words to your personal dictionary so the spelling checker doesn't stop on them in the future.

6 Press A to add "glover" to the personal dictionary.

The next time WordStar comes across this word, it will not be flagged as misspelled.

WordStar stops on the next misspelled word, "Susanna."

7 Press I to ignore "Susanna" and then press I again to ignore "Hamnet."

"Susanna" and "Hamnet" will be ignored throughout the rest of the file. WordStar stops on the next misspelled word, "Lucrece."

8 Press M to see additional suggestions.

When all suggestions have been displayed, WordStar returns to the first group of suggestions.

9 Press Esc to stop the spelling check. You can do this at any time during a spelling check.

WordStar displays the number of words checked.

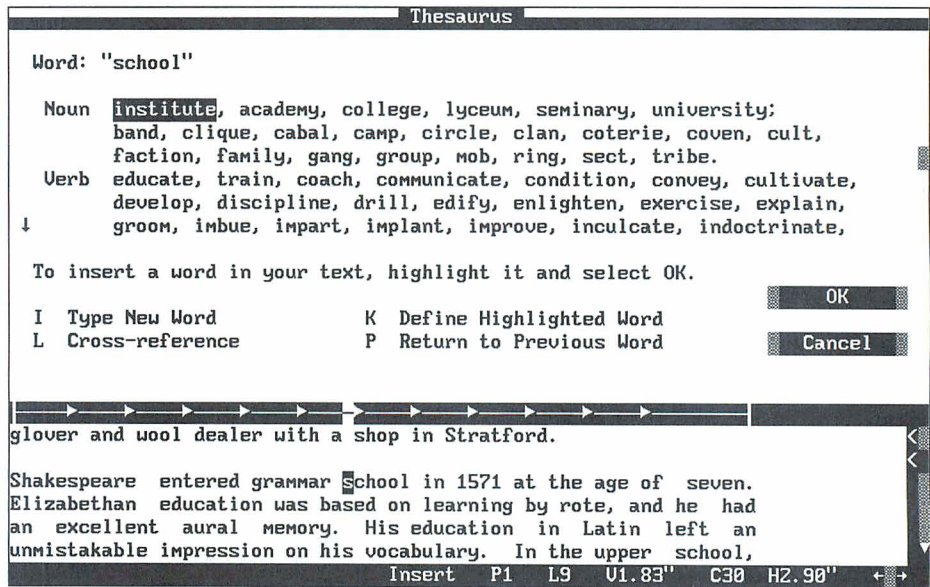
10 Press Esc to return to the document.

USING THE THESAURUS

As you write or edit, the thesaurus can help you find the exact word you want.

Practice using the thesaurus in the file SPELL.DOC.

- 1 Move the cursor to a word for which you want to see synonyms.
- 2 Choose Utilities→Thesaurus (Alt+U,T). The synonyms are displayed.



- 3 Select one of the synonyms. Press F10 or choose OK.

The synonym replaces the original text.

Try some of the other thesaurus functions.

- 1 Type **separate** and leave the cursor on that word.
- 2 Choose Utilities→Thesaurus (Alt+U,T).

Note that the synonyms are listed by parts of speech.

- 3 Press the Down Arrow several times to move through the list. Press the Up Arrow to move back to the original word in the list.
- 4 Press K to see a definition for "separate."
- 5 Press Esc to return to the synonyms.
- 6 Move the cursor to one of the synonyms and press K to see the definition of the synonym.
- 7 Press Esc twice to return to the document.
- 8 Close and abandon the file.

EDITING A NEWSLETTER

In this chapter you'll learn about

- ❑ Newspaper-style Columns
- ❑ Previewing Columns

Newspaper-style columns allow you to create newsletters. You can set up a document in newspaper-style columns so that text wraps continuously from the end of one column to the beginning of the next.

CREATING NEWSPAPER-STYLE COLUMNS

To set up a document with newspaper-style columns, follow the steps below.

- 1** Open the sample file SHAKE.DOC.
- 2** Move the cursor to the beginning of the first paragraph.
- 3** Choose Layout→Columns (Alt+L,O) to see the Column Layout dialog box.

EDITING A NEWSLETTER

- 4 Type the number of columns you want, for example, 2 or 3.

Use the default .25" for Space Between Columns and the default 6.5" for the Right Page margin. At the bottom of the dialog box, WordStar calculates the width of the column for you.

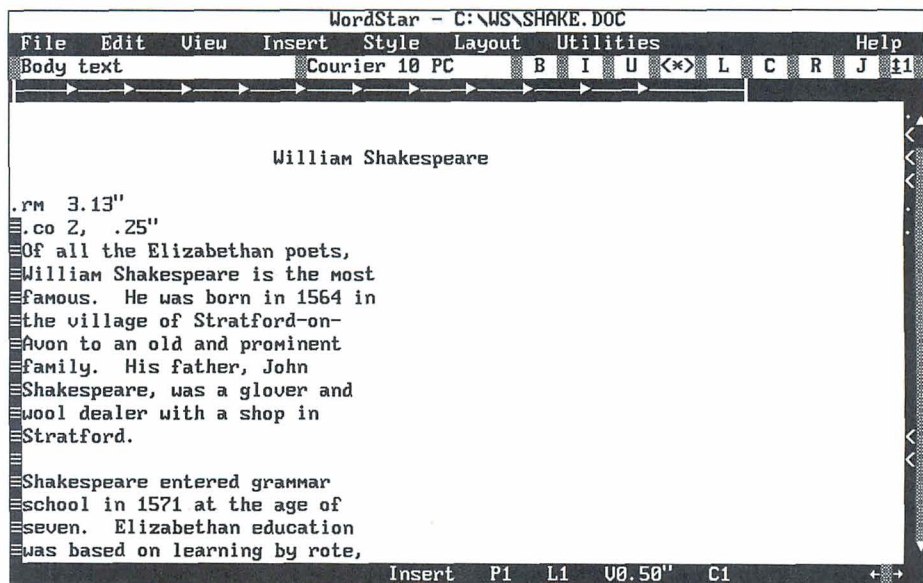
- 5 Press F10 or choose OK to close the dialog box.

The column commands are inserted into the document.

- 6 Choose Utilities→Reformat→Rest of Document (Alt+U,R,R) to reformat the text to the new margins.

TIP You can also use the classic command ^QU to reformat text.

Return to the beginning of your document—it should look like this:



The columns don't appear side by side on the screen. To see how the text will look when it's printed, use Preview.

- 1 Choose View→Preview (Alt+V,P) to see the newspaper-style columns side by side.

- 2 Use PgDn to move to page 2.

The columns appear throughout the document.

- 3 Press Esc to exit Preview.

USING PARAGRAPH STYLES IN COLUMNS

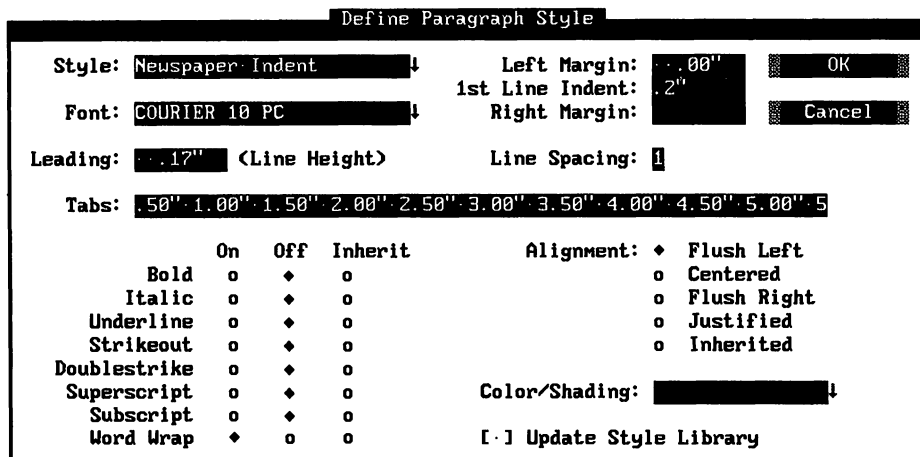
Paragraph styles are useful for formatting columns. However, you need to remember to inherit (leave blank) the right margin setting. Some predefined styles, such as Body Text, have a right margin of 6.5 inches. This setting would not be correct for newspaper-style columns. However, if you inherit the right margin created when you set up the columns, the correct column margins are maintained.

For more information about inheriting paragraph style settings, see the chapter on “Creating and Editing Paragraph Styles.”

In the steps below, you’ll create and use a paragraph style with newspaper-style columns. The style will contain a paragraph indent.

- 1 In the file SHAKE.DOC, move the cursor to the beginning of the first paragraph in newspaper-style columns. Make sure the cursor is positioned after the column commands.
- 2 Choose Style→Define Paragraph Style (Alt+S,D) to define a paragraph style.
- 3 Choose Body Text.
- 4 Type **Newspaper Indent** for the name of the new style.
- 5 Press Alt+1 to move the cursor to the First Line Indent box.
- 6 Type **.2** for the first line indent.
- 7 Press the Tab key to move to the Right Margin box.
- 8 Press the Spacebar or ^Y to clear the Right Margin box.

Your screen should look like this:



9 Press F10 or choose OK to save the style.

The style is saved to the document but is not saved to the library.

In the following steps, you'll insert the new paragraph style. The right margin is inherited and the new first line indent takes effect.

- 1 Choose Style→Select Paragraph Style (Alt+S,S) to select a style.
- 2 Select the new style, Newspaper Indent.

The paragraph is indented and inherits the right margin for newspaper-style columns. To indent subsequent paragraphs, you need to reformat the rest of the document with ^QU.

3 Close and abandon the file.

USING MACROS TO EDIT

In this chapter you'll learn about

- ❑ Recording a Macro
- ❑ Playing a Macro
- ❑ Editing a Macro
- ❑ Creating a Macro

Macros help you automate word processing tasks. They can be used to type frequently used text or to execute a sequence of commands. You create a macro by recording and saving your keystrokes. When you play the macro, the keystrokes that you recorded are carried out. You can edit the macros to correct any errors or customize them.

RECORDING A MACRO

When you record a macro, WordStar captures and saves the keystrokes in a macro file. When you press the hot key you assign to the macro, the macro executes the keystrokes that you saved.

USING MACROS TO EDIT

Follow the steps below to record a macro that saves the current file, opens a window on another file, and sizes the window. You'll call the macro "Window."

- 1 Choose File→Open Document (F,D) and name the file MACRO.DOC.
- 2 Type the sample text below:

WordStar stores each macro as a file, with the name you gave it while recording or editing and the .WSM extension.

- 3 Choose Utilities→Macros→Record (Alt+U,M,R) to record a macro.

The Record Macro dialog box appears.

Record Macro

Macro Name: [dropdown] Hot Key: [dropdown] OK

Description: [text box] Cancel

To stop recording, press Alt+=

Macro: Hot Keys:

- 4 In the Macro Name box, type **window**.

Note: When you name a macro, use a name that will help you identify it. You can use up to eight characters. WordStar assigns the .WSM extension to the filename.

- 5 Press the Tab key.

The cursor moves to the Hot Key box. Now you'll assign the single key or combination of keys for running the macro. For more information about hot key assignments, see the *Reference* manual.

- 6 Press the Down Arrow to choose a hot key from the list of available hot keys.
- 7 In the Hot Key list, move the cursor to Alt+W and press Enter.

Alt+W appears in the Hot Key box and the cursor moves to the Description box.

- 8 In the Description box, type a description of the macro. Type **Save file-Open window-Size window**.

You can use as many as 48 characters, including spaces, for a macro description.

Now that you've named and described the macro, you're ready to record the keystrokes.

- 9 Press F10 or choose OK to begin recording keystrokes.

(Ignore the *End Recording* message at the top of the screen.)

Now you'll record the following sequence of keystrokes for the macro:

- 1 Press Alt+F,S to save the file MACRO.DOC.
- 2 Press Alt+F,W to open a window on a second file.

The Open Document dialog box appears.

- 3 Press Alt+Hyphen (hold down the Alt key while you press the hyphen key) to insert a pause for input command into the macro. When you play back the macro later, the macro will pause while you enter a filename.
- 4 Type **REVIEW.DOC** for the second filename.
- 5 Press Alt+hyphen to end the pause for input.

The macro resumes recording.

- 6 Press F10 or choose OK to open REVIEW.DOC.
- 7 Press Alt+V,W to size the window.
- 8 In the Change Window Size dialog box, press F to make each window use the full screen. Press F10 or choose OK to close the dialog box.

Each window now uses the full screen.

- 9 Press Alt+Equal (hold down the Alt key while you press the Equal key) to stop recording.
- 10 Close and abandon REVIEW.DOC. Then close and abandon MACRO.DOC.

You now have a macro that saves a file, opens a second window, and sizes the window to fill the entire screen.

PLAYING A MACRO

When you *play* a macro, the commands recorded in the macro are carried out. You can play a macro by using a menu command or the assigned hot key. In the following section, you'll play the WINDOW macro by using the hot key you assigned.

- 1 Open the MACRO.DOC file.
- 2 Press Alt+W to play the WINDOW macro. When the Open Document dialog box appears, the macro pauses for input.
- 3 Type a filename for the second window and press Alt+Hyphen to end the pause for input. The second window is opened and sized.
- 4 Close and abandon both files.

EDITING A MACRO

After you record a macro, you may want to change it. WordStar has a macro language that you can use to edit a macro.

Follow these steps to edit a macro:

- 1 At the Opening screen, choose Utilities→Macros→Edit/Create (U,M,E).

The Edit/Create Macro dialog box appears.

- 2 In the Macro Name box, type **window**.
- 3 Press F10 or choose OK to edit the macro.

The WINDOW macro (WINDOW.WSM) is opened.

In every macro file, you'll see the command "Sub MAIN" which is a subroutine. A subroutine is a collection of statements that are invoked by the Sub command. Each macro must contain the Sub MAIN subroutine.

Subroutines usually contain key functions. A key function tells the macro which keys to play back. The format for a key function is:

```
Key("key stroke string")
```

In the Window macro, you'll see these key functions near the end of the file.

```
KEY (" {F10} {Alt+V}w")
KEY ("f")
```

The first key function above displays the Change Window Size dialog box. The second key function changes the window size to full screen.

In the following steps, you'll put a comment at the beginning of the WINDOW.WSM file to provide descriptive information about the macro. A comment is a statement for you to read but is not a command for the macro to execute.

- 1 At the beginning of line 1, type this text:

```
rem Saves current file, opens and sizes second window.
```

- 2 Press Enter.

In the following steps, you'll change a key function so that the window takes up only five lines instead of the full screen.

The key function looks like this:

```
KEY ("f")
```

- 1 Move the cursor to the "f" in the key function.
- 2 Delete the "f" and type **L5**.
- 3 Choose File→Save and Close (Alt+F,L) to save the macro.
- 4 Open a file and the WINDOW macro to see the changes you just made. (If you need help, see "Playing a Macro" in this chapter.)

If WordStar finds errors, it returns you to the macro file to correct them.

CREATING A MACRO WITH THE MACRO LANGUAGE

In this chapter, you've created a macro by recording your keystrokes. Now you'll create a macro using the macro language.

In the following steps, you'll create a macro that runs a spelling check, saves your document, and then runs Preview.

- 1 At the Opening screen, choose Utilities→Macros→Edit/Create (U,M,E).
- 2 Assign a macro name, for example, SPELL. WordStar gives the file a .WSM extension.
- 3 Assign a hot key such as Alt+3 and type a description.
- 4 Press F10 or choose OK to open the macro.

WordStar opens the new macro.

- 5 On line 1, type this text:

```
rem Runs spelling check, saves file, runs Preview.
```

- 6 Press Enter.

- 7 Type **Sub MAIN** and press Enter. This marks the beginning of the main subroutine.
- 8 On the next two lines, type the sample statements shown below. (You can type these statements in all lowercase; the case used below is for readability only.)

Note: "AutoRestore(ON)" is an example of a statement. When there is more than one statement on a line, the statements must be separated by colons. When you type statements, separate them with a space, a colon, and another space.

```
AutoRestore(ON) : SetHelpLevel(4) : Insert(ON)  
CmdTags(OFF) : HideDots(ON) : ColMode(OFF) :  
ColReplace(OFF)
```

- 9 Press Enter.

The statements establish these settings:

AutoRestore(ON) Restores original settings after the macro plays.

SetHelpLevel(4) Sets the help level at 4.

Insert(ON) Allows characters to be inserted into existing text instead of overwriting text.

CmdTags(OFF) Turns off the display of command tags.

HideDots(ON) Turns off the display of dot commands.

ColMode(OFF) Turns column mode off. This is the default for marking blocks.

ColReplace(OFF) Turns off column replace. This is the default for moving and copying blocks.

USING MACROS TO EDIT

In the following steps, you'll type two key functions and some exception conditions:

The first key function that you'll type is:

```
Key (" {Alt+U}S ")
```

- 1** Type **Key**(") to begin the Key function. Every Key function begins with (and ends with ").
- 2** Type **{Alt+U}S** to move the cursor to the beginning of the file and start the spelling check.
- 3** Type ") to end the function. Press Enter to move to the next line. Press the Tab key to indent the line.
- 4** Type **IfException** and press Enter.

When a spelling check is complete, WordStar displays a message giving the word count. This is an exception condition. When a macro encounters an exception condition, you can have the macro pause while you provide required input or you can tell the macro to provide the input. To have the macro provide input, you add an IfException clause to your macro statement. In the following steps, you tell the macro to issue an Escape when the word count message is displayed.

- 5** On the next line under "IfException" type **ACK: Key("{Esc}")** and press Enter.

The ACK clause issues an Escape key command when the spelling check message appears.

- 6** To end the IfException clause type **End IfException** and press Enter.
- 7** Type **Key("{Alt+F}S")** and press Enter. This key function saves the file.
- 8** Type **Key("{Alt+V}P")** and press Enter. This key function runs Preview.

- 9 Type **End Sub** to end the subroutine and press Enter.

When your macro is finished, it will look like this:

```
rem  Runs spelling check, saves file, runs Preview
Sub MAIN
AutoRestore(ON) : SetHelpLevel(4) : Insert(ON) :
CmdTags(OFF)
HideDots(ON) : ColMode(OFF) : ColReplace(OFF)
Key("{Alt+U}S")
      IfException
      ACK: Key("{Esc}")
End IfException
Key("{Alt+F}S")
Key("{Alt+V}P")
End Sub
```

- 10 Save the macro and then play it in a document.

USING WORDSTAR WITH OTHER FILE FORMATS

In this chapter you'll learn about

- ❑ Creating Fax Files
- ❑ Converting Graphics Files to .PIX Format

The Fax feature allows you to create fax files from WordStar documents and to send the files without printing them first or using a fax machine. First you create a .PCX graphics file for each page you want to fax. Then, you can use a fax board and fax software to transmit the files. If your fax board doesn't support .PCX files, you need to convert the files. Most fax software provides a conversion utility.

WordStar can insert graphics into your document. If the graphics file is not in .PIX format, WordStar converts the file for you. You can choose certain settings, such as the height and width of the graphic, when you convert the file.

CREATING FAX FILES

Although you can use any printer description file (PDF) to format a document for fax transmission, you get the best appearing fonts when you format the document for a laser printer. If you don't have a laser printer, you can use the FAX.PDF file that comes with WordStar.

To complete the following steps, you need a document to fax. Assign a laser printer (PDF) file or FAX.PDF to the document. For more information on using PDFs, see the "Printing" chapter.

CREATING FAX FILES AT THE OPENING SCREEN

In the following steps, you'll create a fax file from the Opening screen. (You can also create fax files from the Editing screen and from inside Preview.)

- 1** At the Opening screen, choose File→Fax (F,F).
- 2** In the Fax dialog box, type the name of the WordStar document to fax.
- 3** Press Alt+N (or the Tab key) to move the cursor to the Name of Fax File. Type five characters that describe your file, for example, **chart**.

WordStar adds three numbers to indicate the page sequence. WordStar also adds the extension .PCX to the filename. For example, if you type **chart** for the filename and choose to create fax files for pages 3, 5, and 6, the filenames will be CHART001.PCX, CHART002.PCX, and CHART003.PCX. WordStar creates a file for each page.

- 4** Press the Tab key to move to the Fax Page Numbers option and select the pages to fax. To fax all pages, press Alt+A. To print selected pages, press Alt+S, and type the page numbers. You can select multiple ranges and discontinuous pages.

Note: The page numbers refer to the physical position of the page in the document. Any page numbering commands you may have entered will be ignored.

- 5** Move the cursor to the Resolution options and select the resolution for your fax.

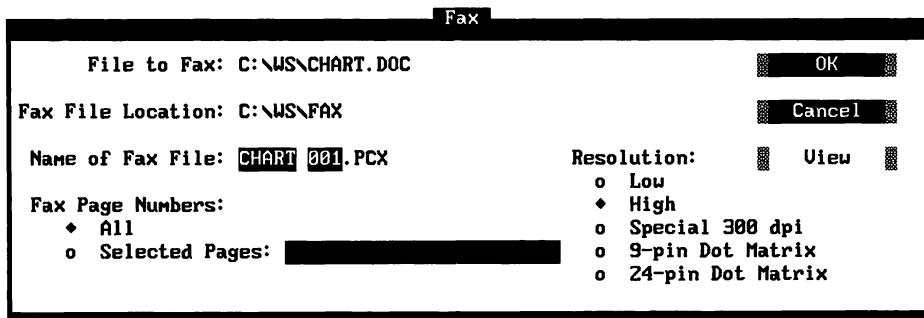
The resolution setting should match the setting in your fax board software. Resolution can be set to Low, High, or Special 300 dots per inch (dpi). Low resolution is 200 x 100 dpi. High resolution, the default, is 200 x 200 dpi. The 300 dpi option is provided for fax drivers that use this resolution. (The 9-Pin Dot Matrix and 24-Pin Dot Matrix options are not used for creating fax files.)

- 6 Choose the View button to view the file and verify the pages to fax.

Page one of your document appears. All the options on the Preview menus are available. You can preview any part of the file.

- 7 To determine the resolution of the fax printout, check the Preview display at 4x zoom (View menu).
- 8 Press Esc to return to the Fax dialog box.

The Fax dialog box should look like this:



- 9 Press F10 or choose OK to create fax files.

As the fax file is being created for each page, a view of the entire page displays in Preview. The name of the file being created appears at the top of the Preview screen. When all the required fax files have been created, WordStar returns you to the Opening screen.

- 10 Exit WordStar.

VIEWING FAX FILES OUTSIDE WORDSTAR

You can view fax files without starting WordStar. The first time you create a fax file, WordStar makes a FAX directory off the directory containing the FONTID.CTL file (usually the WS directory). All .PCX files are placed in this FAX directory. If you want to view files before you fax them, you can use the program SHOWPCX.

Follow the steps below to view a fax file at the DOS prompt.

- 1** Be sure you're logged on to the directory containing your WordStar files (usually WS).
- 2** Type **showpcx fax\filename** (you don't need to type the .PCX extension), and press Enter to view your fax file.

If you want to review the document, use the direction keys to move around the page. Use the plus and minus keys on the numeric keypad to change magnification.

- 3** Press Esc to return to the DOS prompt.

You can now send your fax files using your fax software.

The .PCX files created by WordStar are large files, averaging 100K each. To create additional disk space, you can delete fax files that you no longer need. When you create fax files, screen fonts (.CRT files) are also created. To delete .CRT files, you can run the DELCRT program. For more information on DELCRT, see the *Reference* manual.

CONVERTING GRAPHICS FILES TO .PIX FORMAT

WordStar can add graphics files to your documents. If your file is not in .PIX format, WordStar offers several options for converting the file.

For the following steps you'll need a graphics file that's in a format other than .PIX. You can use the sample graphics file WSILOGO.PCX.

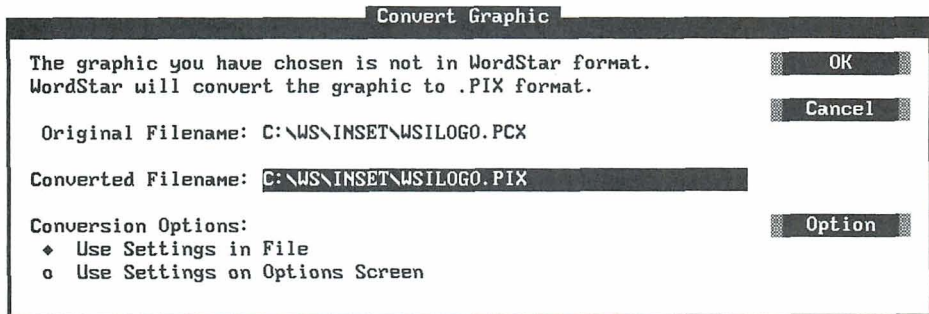
If you haven't already installed Inset or Graphics Conversion, install them using the Add or Remove a Feature option on the WINSTALL menu. Follow the setup instructions in the "Inset" section of *Companion Programs*.

- 1 Start WordStar and open the file PLAYBILL.DOC or MAILING.DOC.
- 2 Move the cursor to where you want the graphic to appear.
- 3 Choose Insert→Graphic (Alt+I,G) to insert a graphic.

The Insert Graphic dialog box appears.

- 4 Type `\ws\inset\wsilogo.pcx`. Press F10 or choose OK.

The Convert Graphic dialog box appears. The name of the graphics file appears in the Original Filename box. The converted filename is the same as the original filename except for the .PIX extension.

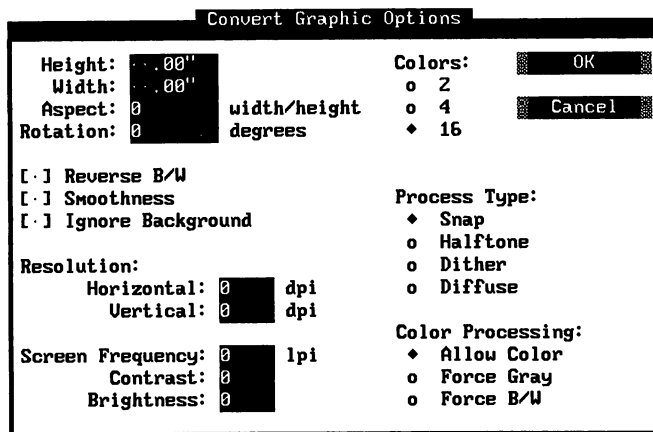


- 5 Press the Tab key to accept the current name, or type a new name for the converted file and press the Tab key.

Before you convert the file you should review the conversion settings and change them as needed. Follow these steps to view/change the conversion options:

- 1 In the Convert Graphic dialog box, press the Down Arrow or ^X to select Use Settings on Options Screen.
- 2 Press O to choose Option.

The Convert Graphic Options dialog box displays.



Notice the Height, Width, and Aspect boxes in the Convert Graphic Options dialog box. These options are related. Specifying any two of the three values determines the third. Aspect (ratio) is defined as the width of a graphic divided by its height. Aspect ratios are indicated as decimal values.

- 3 Type values in the Height and Width boxes and the Aspect ratio will automatically be calculated. You won't see the calculation on the screen. Or, you can accept all values by pressing the Tab key.

For most conversions, you can use the default settings for the remaining options in the Convert Graphic Options dialog box.

- 4 Press F10 or choose OK to save your selections and return to the Convert Graphic dialog box.
- 5 In the Convert Graphic dialog box, press F10 or choose OK to convert the graphic and insert it into the document.

The graphic is converted to a .PIX file and inserted into your document. The settings you selected in the Convert Graphic Options dialog box are saved in the TOPIX.SET file. The next time you use this dialog box, the settings will reflect your changes.

You can use Preview to see how the graphic will look on the printed page.

- 6 Close and abandon the file.

PRINTING

In this chapter you'll learn about

- ❑ Setting Up Your Printer
- ❑ Changing Printers and Fonts
- ❑ Printing a Standard Business Envelope
- ❑ Using Laser Printers and Other Page Printers

This chapter presents some basic information about printing in WordStar.

SETTING UP YOUR PRINTER

There are two types of ports—parallel and serial—for connecting your printer to your computer. With a parallel port connection, the printer receives all eight bits of character codes at the same instant over eight wires. With a serial port, bits are sent one at a time over fewer wires. Printers are connected by cables to the ports located at the back of the computer. When you install a printer in WordStar, you need to specify which port your printer is connected to. LPT ports are parallel ports and COM ports are serial ports. The default port in WordStar is LPT1.

If you have a serial connection, make sure your AUTOEXEC.BAT file contains the correct mode statement. The mode statement should look like this:

```
mode com1:9600,n,8,1,p
```

If necessary, replace "com1" with the correct port number for your system, and replace "9600" with the baud rate your printer is set for. For more information, see the manual that came with your printer.

CHANGING PRINTERS AND FONTS

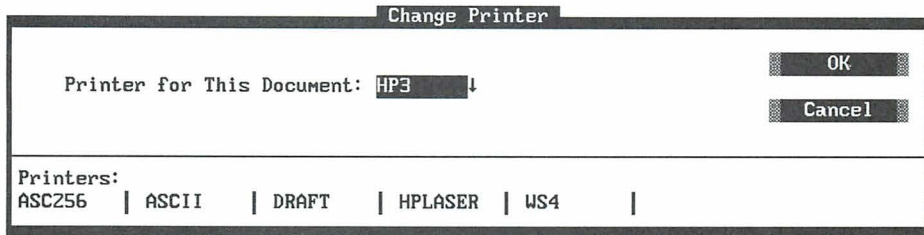
When you install a printer, you specify the name of your printer, the fonts to use, and the computer port. WordStar creates a printer description file (PDF) with this information. You assign a name to the PDF; for example, if you have a laser printer, you might call it LASER. WordStar adds the extension .PDF, so the printer description filename would be LASER.PDF. When you create a document, the PDF for your default printer is assigned to that document. For more information about installing printers, see the *Installing and Customizing* booklet.

CHANGING PRINTERS

If you installed more than one printer to work with WordStar, and you want to print with a different printer, you can change the printer assigned to a document.

To use a different printer than the one assigned to your document, follow these steps:

- 1** Open a file.
- 2** Choose File→Change Printer (Alt+F,H).



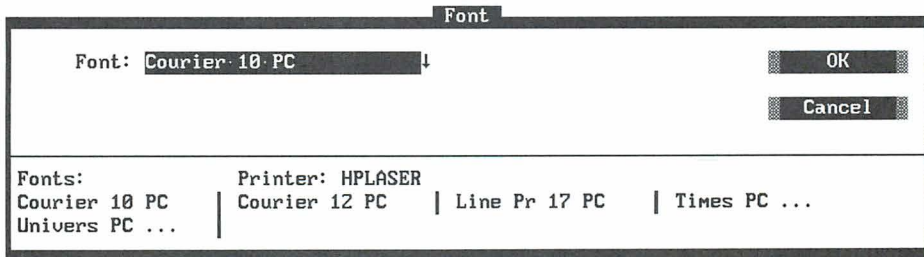
In the Change Printer dialog box, WordStar displays the name of the printer assigned to this document and a list of the installed printers.

- 3 Select a printer from the list.
- 4 Press F10 or choose OK to close the dialog box.

CHANGING FONTS

You can display a list of fonts that are available for the current printer. You can then change fonts by following these steps:

- 1 Choose Style→Font (Alt+S,F).



You see the name of the current printer as well as the font now in effect. The other available fonts are listed.

- 2 Select one of the fonts and close the dialog box.

The font tag appears in the text area. Text will reformat in the paragraph containing the font tag. Subsequent paragraphs affected by the new font need to be reformatted.

- 3 Choose Utilities→Reformat→Rest of Document (Alt+U,R,R). The rest of the paragraphs are reformatted. The font tag is in effect until another font tag is inserted.

TIP You can also use the classic command ^QU to reformat text.

Follow these steps to see how the document will look when printed:

- 1 Choose View→Preview (Alt+V,P) to view the page with the new fonts.
- 2 Press Esc to exit Preview.
- 3 Close and abandon the file.

For more information about fonts, see “Using Fonts With WordStar” in this chapter.

PRINTING A STANDARD BUSINESS ENVELOPE

You can print envelopes by setting a shorter page length and special margins. The format in the example below is suitable for a standard 9.5 x 4-inch business envelope, printed 10 characters per inch. It is designed for printers such as dot matrix and daisy wheel printers that are nonlaser and nonpage printers.

To create a standard format for envelopes, follow these steps:

- 1 Open a new file.
- 2 Choose Layout→Page (Alt+L,P) to see the Page Layout dialog box.
- 3 Specify the following settings for the envelopes:

Odd page offset	4.00"
Even page offset	4.00"
Top margin	2.00"
Bottom margin	0.00"
Page length	4.00"

- 4 Choose Layout→Page Numbering→Print Page Numbers (Alt+L,N,P) to omit page numbers from the envelope. Press F10 or choose OK.
- 5 Save and name the envelope format file.

If you use different sizes of envelopes, you can create individual formats using different margin and tab settings. You can store each format in a separate file. Then, when you want to print an envelope, you insert the appropriate format file following the last page of your letter.

Follow these steps to insert an envelope format file so you can print the envelope immediately after you print a letter:

- 1 Open an existing file (letter) or use the sample file MAILING.DOC.
- 2 Choose Edit→Go to Other→Document End (Alt+E,O,O) to go to the end of the file.

If your file has headers or footers, complete step 3. If not, move to step 4. (If you're using MAILING.DOC which has no headers or footers, you can move to step 4.)

- 3 Choose Layout→Headers/Footers (Alt+L,H). Select the same header or footer commands that exist in your letter.

You add no text to the new headers and footers and they cancel your previous headers or footers. You don't want the headers or footers to print on the envelope.

- 4 With the cursor at the end of the file, choose Insert→Page Break (Alt+I,P) to insert a page break. Your envelope format will follow the page break.
- 5 Just below the page break, choose Insert→File (Alt+I,F).
- 6 Type the name of the envelope file that you created in the previous section. Press F10 or choose OK.

The envelope file is inserted at the end of the document.

- 7 Beginning in line 1, column 1, immediately below the dot commands for the envelope, type the name and address for the envelope.
- 8 Save the file.
- 9 When you print the file, select the print option Pause Between Pages so you can insert an envelope in the printer at the appropriate time.

If you have a laser printer, WordStar provides special envelope files. HP-ENV.LST is for the HP LaserJet, the LaserJet Plus, and other printers that feed envelopes from the right side of the printer tray. HP2-ENV.LST is for the HP LaserJet series II and III and other printers that feed envelopes from the center of the manual feed tray. For more information on these files, see the "MailList" section of the *Companion Programs* manual.

ABOUT LASER PRINTERS AND OTHER PAGE PRINTERS

Page printers print a page all at once rather than one character or line at a time as nonpage printers do. Laser printers are page printers. Following are some terms that may be useful to know if you have a page printer:

PROPORTIONAL AND NONPROPORTIONAL FONTS

A nonproportional font has fixed spacing, that is, every letter takes up the same amount of space. A proportional font has proportional spacing, that is, some characters are wider and take up more space than others. Text printed with a nonproportional font has an inconsistent appearance, with gaps between some of the letters. Text printed with a proportional font is spaced more consistently on the page. Some examples of the two types of fonts are shown below.

NONPROPORTIONAL

mmmmmmmm

iiiiiii

PROPORTIONAL

mmmmmmmm

iiiiiii

TYPE SIZES

The size of a font is measured in points, for example, Times Roman 10-point. There are approximately 72 points in an inch. Font height is measured from the lowest *descender* (for example, the bottom of the letter "p") to the highest *ascender* (the top of a capital letter) including a small amount of extra space.

For long sections of text 9-, 10-, and 11-point fonts are the easiest to read.

SERIF AND SANS SERIF

Serifs are the small lines that cross the main strokes of a letter. An example of a serif typeface is **Times Roman**; an example of a sans (without) serif typeface is **Helvetica**. Note that Helvetica has only the strokes required to define the letter, while Times-Roman has extra little lines.

Most typographers feel that serif type is easier to read in long paragraphs of text because there are more lines defining each letter. Sans serif type is used for headings or short paragraphs. Because sans serif type looks more modern, it is often used for technical documents.

TYPE FAMILIES AND TYPEFACES

A *type family*, *font family*, or *typeface* is a type design, like Times Roman or Helvetica. It's best to limit yourself to two or three type families per document. Be careful when you mix type families on a page. Some typefaces look better together than others. Generally speaking, a serif and sans serif typeface or two sans serif typefaces look better on a page than two serif typefaces.

Each type family contains several variations within it, for example, roman (upright, regular weight), **bold**, and *italic*. Bold and italic are difficult to read in long sections of text, but are good for adding emphasis to particular words or phrases.

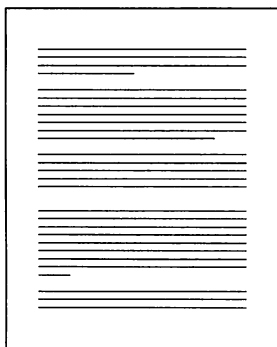
SYMBOL SET

A symbol set is a set of characters that a font contains but that may not appear on your keyboard. The actual characters available depend on your computer and your printer. A character must be included in the symbol set of the font you're using or it won't print. Symbol sets may contain international characters or line and box drawing characters.

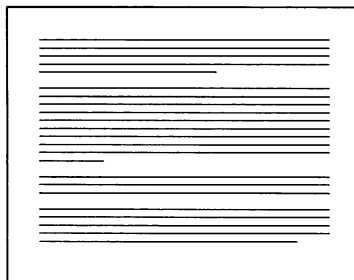
ORIENTATION

Orientation refers to the position of text on the page. Portrait-mode orientation prints text across the width of the page; landscape-mode orientation prints text across the length of the page. Landscape orientation is available only with page printers.

USING FONTS WITH WORDSTAR



portrait



landscape

Many fonts are available for page printers. Fonts fall into three categories: internal, cartridge, and soft.

- **Internal fonts** Every page printer has at least one internal font. Information about internal fonts is stored permanently in the printer's memory. Most of these fonts are nonproportional, portrait-mode fonts. They are always available to the printer.

Unless you replace the internal fonts with other choices (when you install your printer), these fonts are available when you press **^P=** at the WordStar editing screen.

- **Cartridge fonts** You can purchase cartridges that contain extra fonts. To use a cartridge font, you must insert the appropriate cartridge into the printer.

To use a cartridge font with WordStar, you specify the fonts on that cartridge when you install WordStar. If you purchase the cartridge later, you use the **PRCHANGE** option in **WINSTALL** to install the cartridge. If the cartridge fonts are HP Laserjet scalable fonts, use the **LSRFONTS** option.

- **Soft fonts** Soft fonts are contained on floppy disks. To use these fonts, you must download them, or send the font information from the disk to the printer.

You include soft font choices in your WordStar printer description file (PDF). You add soft fonts to a PDF using the PRCHANGE option. Some soft fonts are supplied with WordStar. You can install these fonts when you install your printer. For soft fonts that aren't listed in PRCHANGE, use the LSRFONTS option to add the fonts to the customized database. Then use PRCHANGE to add the fonts to a PDF. The fonts must be downloaded to the printer.

For more information on downloading fonts, see the *Installing and Customizing* booklet.

BITMAPPED AND SCALABLE FONTS

All fonts are either bitmapped or scalable.

- **Bitmapped fonts** Bitmapped fonts hold the characteristics for the size of each letter in an individual bitmap, or blueprint, which indicates to the printer where to place every dot of ink. Because printers store bitmapped fonts in memory, they are ready to use quickly and require a minimum of software instructions.
- **Scalable fonts** Scalable fonts are sets of instructions that tell a utility, known as a *font generator*, how to create a specific bitmapped font. Because one scalable font can generate a variety of point sizes, type widths, or even italic, a scalable font is an economical option for someone who needs a large selection of fonts.

USING MAILLIST TO PRINT FORM LETTERS

In this chapter you'll learn about

- ❑ Creating a Mailing List
- ❑ Editing a Mailing List
- ❑ Creating a Form Letter
- ❑ Printing Form Letters

WordStar has a feature called MailList that lets you store names, addresses, and other information in a data file or mailing list. You can use merge printing commands to insert information from the mailing list into a form letter. Also, you can print the mailing list onto labels and envelopes. For more information on the variety of tasks that you can complete with MailList, see the *Companion Programs* manual.

CREATING A MAILING LIST

To create a mailing list in MailList, follow these steps:

- 1 At the Opening screen, choose Additional → MailList (A,M).

The MailList Menu appears.

- 2 Press C to choose a data file. (A mailing list is kept in a file called a data file.)

- 3 Type **customer.dta** and press Enter to create a data file.

- 4 Press A to add records to the data file. A record is the information about one person on the mailing list.

The data entry form appears on the screen. Each area for entering information on the form is called a field. The cursor is at the Record Number field.

- 5 Type 1 and then press Enter. You've assigned the number 1 to the first record.

The cursor moves to the *Date* field.

- 6 Type **102592** and press Enter.

The date appears as 10/25/92.

- 7 Fill in the rest of the form so that it looks like the following screen.

FORM: C:\WSLIST		ADD NEW RECORDS		C:\CUSTOMER.DTA	
^Copy from previous record			^Write/save record in file		F1 Help
					Escape
Type data and press ←.					
<p>Record Number: 00001 Albert G. Alvarez Date: 10/25/92 Mr./Ms.: Mr. mm/dd/yy First, Init., Last: Albert G. Alvarez Jr./M.D.: _____ Title: English Teacher _____</p> <p>Company: Write School _____ Address Line 1: 2330 Lark Ave. _____ Address Line 2: _____ City, State, Zip: Buena Vista CA 95912 _____ Country: _____ Phone-1: 101-555-7676 _____ Phone-2: _____</p> <p>User Fields- Remarks- 1: _____ 2: _____ 3: _____</p>					

If you don't need to fill in a field, press Enter to skip to the next field. If you make a typing error, you can erase characters with the Backspace key or the Del key. You can move the cursor around the form using the commands listed below:

TO MOVE	PRESS
Left one character	^S or ←
Right one character	^D or →
To the previous field	^A or ^←
To the next field	^F or ^→
To the top (first) field	^T or Home
To the last field	^L or End

- 8 Check to make sure you typed everything correctly in the form.
- 9 Press ^W to save this information in the data file.
- 10 Press Enter to save the record.

USING MAILLIST TO PRINT FORM LETTERS

Now you'll add two more records to the data file.

- 7 For each record, repeat steps 4-10, substituting the information shown below:

FORM: C:WLIST		VIEW AND EDIT RECORDS		C: CUSTOMER.DTA	
^Previous/^Next record		^Write/save modified record		F1 Help	
^Erase record		^Create/change record filter		Escape	

Type any changes and press ←.

Record Number: 00002 Mary E. Bowen Date: 10/25/92
 Mr./Ms.: Ms. mm/dd/yy
 First, Init., Last: Mary _____ E. Bowen _____ Jr./M.D.: _____
 Title: Principal _____

Company: Dogwood School _____
 Address Line 1: 1 Schoolhouse Road _____
 Address Line 2: _____
 City, State, Zip: Lynville _____ OH_ 47308 _____
 Country: _____
 Phone-1: 101-555-7497 _____
 Phone-2: _____

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

FORM: C:WLIST		ADD NEW RECORDS		C: CUSTOMER.DTA	
^Copy from previous record		^Write/save record in file		F1 Help	
				Escape	

Type data and press ←.

Record Number: 00003 Lucy Hannis Date: 10/25/92
 Mr./Ms.: Ms. mm/dd/yy
 First, Init., Last: Lucy _____ Hannis _____ Jr./M.D.: _____
 Title: English Teacher _____

Company: Oakvale High School _____
 Address Line 1: 770 Burton St. _____
 Address Line 2: _____
 City, State, Zip: Oakvale _____ KY_ 32701 _____
 Country: _____
 Phone-1: 513-555-0380 _____
 Phone-2: _____

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

- 2 When you finish typing and saving all three records, press Esc.

The MailList menu appears.

You now have information about three customers in your mailing list.

EDITING A MAILING LIST

Once you've added records to a mailing list, you can look at them and make changes at any time. Follow these steps to look through your records and make a correction.

- 1 At the MailList menu, press V to view and edit records.

The first record appears on your screen.

- 2 Press ^N to see the next record.

- 3 Press ^P to see the previous record.

- 4 Press ^P again.

A message says that you're at the beginning of the file.

- 5 Press Esc to go to the end of the file.

- 6 Correct Ms. Hannis's name to Ms. Harris. Use the same commands to move the cursor as you did while adding records.

- 7 Press ^W to save the updated record.

- 8 Press Enter to save the data.

- 9 Press Esc.

- 10 Press Q to exit MailList.

CREATING A FORM LETTER

You're now ready to write a letter to each customer on the mailing list. You'll create this letter, called a form letter, with WordStar and use merge printing commands to insert names and addresses from the mailing list.

Start at the WordStar Opening screen.

- 1 Open a new file.
- 2 Choose Insert→File (Alt+I,F). Select the file MAILLIST.DOT. (Include a path for the MAILLIST.DOT file. It's in the same directory as your MailList program files, usually WS\OPTIONS.)

MAILLIST.DOT contains the dot commands you need in a form letter.

- 3 Move the cursor to the line beginning with **.df**.

The **.df** dot command defines the data file as WSLIST.DTA. (WSLIST.DTA is the WordStar default file for a main mailing list.) You want to use CUSTOMER.DTA, the data file you created.

- 4 Delete WSLIST.DTA and type **\ws\options\customer.dta**. (Substitute the correct directory names. MailList creates the data files in the directory that contains the MailList program files, usually WS\OPTIONS.)

Notice that the next four lines begin with **.rv**. The words in these lines are names that correspond to the fields on the mailing list form. You'll use these names in the letter where you want to insert data from the mailing list file.

- 5 Move the cursor to the blank line above the line which reads *(Type text and variable names here.)* Press ^Y twice to delete this line and the line that follows so they don't appear in the letter.
- 6 Type the following letter.

CREATING A FORM LETTER

Theatre in the Park
50 Main St.
Franklin, CA 93701

November 15, 1992

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

Dear &Mr-Ms& &last&:

It's time to renew your subscription for the Theatre in the Park summer series. Your seat from last season will be reserved for you unless you notify us that you wish to change it.

If you know others at &company& who might be interested in Theatre in the Park, please ask them to contact us for more information.

Sincerely,

Sam Hergen

- 7 When you're finished, check your work.

All the words enclosed in ampersands (&) are called *variable names*. Use variable names wherever you want to insert information from the data file. Variable names must match the corresponding names in the **.rv** dot commands.

- 8 Be sure that all the text is above **.pa**, the dot command that tells WordStar to start a new page.
- 9 Save the file and name it THEATRE.DOC.

***P*RINTING FORM LETTERS WITH THE MAILING LIST**

Now you'll print three letters using your mailing list and the original form letter.

- 1** Be sure your printer is on and ready.
- 2** At the Opening screen, choose File→Print (F,P).

Note: In the Print dialog box, Interpret Merge Variables is selected by default. This means the merge print commands in your document will be interpreted by WordStar at print time.

- 3** Select THEATRE.DOC as the file to print. Press F10 or choose OK to start printing.

Three letters are printed, one to each person on the mailing list. The first letter looks like this:

Now that you've created a mailing list and a form letter and used them together to print individual letters, you've learned the basics of MailList and merge printing.

Theatre in the Park
50 Main St.
Franklin, CA 93701

November 15, 1992

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

Dear Mr. Alvarez:

It's time to renew your subscription for the Theatre in the Park summer series. Your seat from last season will be reserved for you unless you notify us that you wish to change it.

If you know others at Write School who might be interested in Theatre in the Park, please ask them to contact us for more information.

Sincerely,

Sam Hergen

MERGE PRINTING WITH DATA FILES FROM OTHER PROGRAMS

In this chapter you'll learn about

- ❑ Printing Envelopes for a Mass Mailing
- ❑ Printing Three-Across Mailing Labels

When you use MailList to create your data file, you can easily print labels, envelopes, and form letters for mass mailings. If you have a laser printer or page printer, you can use the .LST files supplied by MailList to print envelopes or labels. For more information, see the "MailList" section in the *Companion Programs* manual.

This chapter contains procedures for printing envelopes and labels using a data file created by a program other than MailList (the file must contain names and addresses). You can use a data file created by dBASE, Lotus 1-2-3 (WordStar supports versions prior to release 3), or any program that creates a comma-delimited ASCII data file. If you have a dBASE IV file with memo fields, convert it to a dBASE III file.

MERGE PRINTING ENVELOPES FOR A MASS MAILING

You can use information from a mailing list or data file (other than a MailList file) to print envelopes. Follow the steps in the procedure below to create a master document, or file, for printing standard envelopes. The settings in this procedure work for most nonlaser or nonpage printers.

- 1 At the Opening screen, open a new document file.
- 2 Choose Layout→Page Numbering (Alt+L,N). In the Page Numbering dialog box, clear the Print Page Numbers check box. This turns off page numbering. Press F10 or choose OK.

WordStar inserts the dot command **.op** to turn page numbering off.

- 3 Choose Utilities→Merge Print Commands→Data File (Alt+U,P,D) to select the data file. Type the name of the data file you want to use. Press F10 or choose OK.

WordStar inserts the dot command **.df** with the filename.

- 4 Choose Utilities→Merge Print Commands→Name Variables (Alt+U,P,N). Type the variable names. For example, type the following variables. When you finish, press F10 or choose OK.

```
Mr-Ms, name, address1, address2, address3
```

WordStar inserts the **.rv** command with the variable names. Your file should look similar to this:

```
.df client.dta  
.rv Mr-Ms, name, address1, address2, address3
```

- 5 Choose Utilities→Merge Print Commands→Ask for Variable (Alt+U,P,A). The Ask for Variable dialog box appears. For Variable Name, type **x**. For Prompt, type **Put envelope in printer. Press Enter when ready.** Press F10 or choose OK.

MERGE PRINTING ENVELOPES FOR A MASS MAILING

WordStar inserts this **.av** command:

```
.av "Put envelope in printer. Press Enter when ready.",x
```

The **.av** command makes the printer pause before it prints each envelope so you can insert a new envelope. (In this dot command, disregard the "x" variable; it's a trick to make your printer pause and doesn't affect your file.)

- 6 Choose Utilities→Merge Print Commands→Clear Screen While Printing (Alt+U,P,C). In the dialog box that appears, you can use the Message box to type a message for Wordstar to display after clearing the screen, or you can leave the Message box blank. Press F10 or choose OK.

The **.cs** command is used when you print the envelopes. It clears the screen after you respond to the **.av** message. If you entered a message in the dialog box, WordStar displays that message after clearing the screen.

- 7 Choose Layout→Page (Alt+L,P). The Page Layout dialog box appears. Specify the following settings for a standard 9.5 x 4-inch envelope. When you finish typing the settings, press F10 or choose OK.

Odd page offset	4.00"
Even page offset	4.00"
Top margin	2.00"
Bottom margin	0.00"
Page length	4.00"

- 8 On the line following the last dot command, type these sample variables to be used when printing the names and addresses from the data file:

```
&name&  
&address1/o&  
&address2/o&  
&address3/o&
```

The /o option omits the blank space between lines when there is no data for one of the address lines.

- 9 Choose Insert→Page Break (Alt+I,P) to insert a **.pa** command. This command starts the address for a new envelope.

Now your envelope file should look like this:

```
.op
.df client.dta
.rv Mr-Ms,name,address1,address2,address3
.av "Put envelope in printer. Press Enter when ready.",x
.cs
.poo 4.00"
.poe 4.00"
.mt 2.00"
.mb 0.00"
.pl 4.00"
&name&
&address1/o&
&address2/o&
&address3/o&
.pa
```

- 10 Save and print this file. WordStar uses your data file to print envelopes.

PRINTING ENVELOPES

If you have a laser printer, instead of using the file alone, you can print envelopes using the HP-ENV.LST or HP2-ENV.LST file. HP-ENV.LST is for the HP LaserJet, LaserJet Plus, and other printers that feed envelopes from the right side of the printer tray. HP2-ENV.LST is for the HP LaserJet series II and III and other printers that feed envelopes from the center of the manual feed tray. The HP-ENV.LST and HP2-ENV.LST files are in the directory containing the WordStar program files (usually WS).

When you choose one of these files to print envelopes, be sure the Interpret Merge Variables check box is selected and the Use Form Feeds check box is clear in the Print dialog box.

Using one of these files, you can print an envelope for each record in your data file. When printing pauses, read the message, insert an envelope, and press Enter to continue. After you press Enter, the **.cs** command in the file clears the screen.

MERGE PRINTING THREE-ACROSS MAILING LABELS

In the procedure below, you'll set up a format for merge printing names and addresses from a data file (other than a MailList file) onto mailing labels. The procedure uses a data file with five fields: name, street address, city, state, and zip code. The commands used in the procedure are appropriate for 3.5 x 15/16-inch, three-across labels printed with 10 characters per inch and 6 lines of text per inch. The procedure will work with most nonlaser or nonpage printers.

Note: If you're using a data file created with MailList, you don't need to use the procedure below to print labels. Instead, use the .LST files that come with MailList. For more information, see the "MailList" section in the Companion Programs manual.

- 1 At the Opening screen, open a new file.
- 2 Choose Layout→Page (Alt+L,P). In the Page Layout dialog box, specify these settings (when you finish, press F10 or choose OK):

Odd page offset	2.00"
Even page offset	2.00"
Top margin	0.00"
Bottom margin	0.00"
Page length	1.00"

Note: The page length is set to 1 inch so that each row of labels is considered to be a page.

- 3 Choose Layout→Page Numbering (Alt+L,N). Clear the Print Page Numbers check box to turn page numbering off. Press F10 or choose OK.

WordStar inserts **.op** to turn page numbering off.

- 4 On the line following the last dot command in the file, type **.pf off** to turn print-time formatting off and press Enter.

MERGE PRINTING WITH DATA FILES FROM OTHER PROGRAMS

- 5 Choose Utilities→Merge Print Commands→Set Variable (Alt+U,P,S). In the Variable box, type **L**. In the Data box, type **L** 30 times. Press F10 or choose OK.

WordStar inserts this dot command:

```
.sv L = LLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLL (the command has 30 L's)
```

This command sets up a format that aligns the variable data and limits the length of the data (when printed) to 30 characters. (Additional characters aren't printed.)

- 6 Choose Utilities→Merge Print Commands→Data File (Alt+U,P,D) so you can select the data file. Type the name of the data file, for example, type **label.dta**. Press F10 or choose OK.
- 7 Choose Utilities→Merge Print Commands→Name Variables (Alt+U,P,N). In the Variables box, type **name1,address1,city1,state1,zip1**. Press F10 or choose OK.
- 8 Repeat step 7, but in the Variables box, type **name2,address2,city2,state2,zip2**
- 9 Repeat step 7 again, but in the Variables box, type **name3,address3,city3,state3,zip3**

The commands you entered in steps 6–9 appear onscreen as follows:

```
.df label.dta  
.rv name1,address1,city1,state1,zip1  
.rv name2,address2,city2,state2,zip2  
.rv name3,address3,city3,state3,zip3
```

- 10 Choose Utilities→Merge Print Commands→Set Variable (Alt+U,P,S). In the first Variable box, type **cityline1**. In the Data box, type **&city1&, &state1& &zip1&**

In the next Variable box, type **cityline2**. In the Data box, type **&city2&, &state2& &zip2&**

In the next Variable box, type **cityline3**. In the Data box, type **&city3&, &state3& &zip3&**

AVOIDING BLANK LINES ON LABELS

Some mailing addresses consist of a city, state, and zip code, but no street address. For example, in the row of three-across labels below, the middle label for Roland Tums has no street address—the street address line is blank.

Franz Reichsman	Roland Tums	Rebecca Fies
125 Healing Street		54321 Dolphin Drive
Marlboro, VT 05301	Tinyhamlet, MO 64423	Santa Fe, NM 85102

The middle label would look better if the city, state, and zip code appeared on the second line, like this:

```
Roland Tums
Tinyhamlet, MO 64423
```

In a letter, you can use the /o option to omit a line that contains no data for a variable. However, the /o option doesn't work for three-across mailing labels because the variable data for all three labels is on the same line. You can solve this blank line problem by using conditional dot commands that ask WordStar to check for missing data in a particular variable.

For example, a mailing list record usually consists of a name, street address, city, state, and zip code. The variable data that is most likely to be missing is the street address. When Wordstar reads all the variables in a data file for a row of labels, it checks for missing street addresses. If WordStar finds a missing street address, it moves the name information from the first line to the street address space on the second line. This leaves the blank line at the top of the label instead of in the middle. Then the row of labels looks like this:

Franz Reichsman		Rebecca Fies
125 Healing Street	Roland Tums	54321 Dolphin Drive
Marlboro, VT 05301	Tinyhamlet, MO 64423	Santa Fe, NM 85102

Follow the steps below to insert a conditional command so WordStar will check each address in your mailing list:

- 1 Move the cursor to the line above the first line of label text.
- 2 Choose Utilities→Merge Print Commands→If (Alt+U,P,I) so you can insert the first conditional command. In the Variable Name box, type **&address1&**. Press F10 or choose OK.

WordStar inserts a **.if** command in the file. The **.if** command tells WordStar to check the data contained in the variable that is surrounded by ampersands.

- 3 On the line below the **.if** command insert a blank line, with the cursor on the blank line, type **.sv address1,&name1&** and press Enter.

WordStar inserts a **.sv** command in the file. The **.sv** command tells WordStar to move the name1 data into the address1 variable (the data is now the same for both name1 and address1).

- 4 On the next line, type **.sv name1**. This **.sv** command tells WordStar to delete the name1 variable and leave the field blank.
- 5 On the next line, choose Utilities→Merge Print Commands→End If (Alt+U,P,E) to end the condition.
- 6 Repeat steps 2–5 for the remaining two lines of variables. When you finish, the file on the screen should look like this:

```
.if &address1&=
.sv address1,&name1&
.sv name1
.ei
.if &address2&=
.sv address2,&name2&
.sv name2
.ei
.if &address3&=
.sv address3,&name3&
.sv name3
.ei
```

MERGE PRINTING WITH DATA FILES FROM OTHER PROGRAMS

When an address field is blank, WordStar moves the name field information to the address field and leaves the name field blank. When all three address variables contain data, WordStar ignores the **.if** commands.

Note: If two or more variables are missing, use additional **.if** commands as needed.

- 7 Close and save the file.

PRINTING THE LABELS

When you print the label file, it uses the names and addresses contained in the data file you named in step 6 under "Merge Printing Three-Across Labels." When you choose the Print command, and the Print dialog box appears, check to be sure the Use Form Feeds check box is clear. Do not use form feeds when you print this file. Also, check that the Interpret Merge Variables check box is selected.

TIP You might want to create a dummy data file containing three names and addresses that you can print just before printing your real data file. That way, you can check the position of the labels in the printer and make the necessary adjustments.

CREATING CONTRACTS

In this chapter you'll learn to

- ❑ Create a library of standard paragraphs for a contract
- ❑ Create a master document for a contract

CREATING A LIBRARY OF STANDARD PARAGRAPHS

In your business documents, you probably use some standard paragraphs over and over. Rather than retyping these paragraphs each time, you can create a library of paragraphs to add to your documents whenever you need them. The following example shows how to create two standard paragraph files for a lease agreement. You can substitute names and text as appropriate for your business.

Create the first standard paragraph file:

- 1** Open a new document and give it a descriptive name, such as LEASEOP.AGR.

CREATING CONTRACTS

- 2 Type this text in the file:

The leased stage props are available for sale from Stage Props, Inc., if the lessee decides to keep them after the lease period.

- 3 Save and close the file.

Now create the second standard paragraph file:

- 1 Open another document file and name it PROBLEMS.PAR.

- 2 Type this text in the file:

Because of past problems with late return of props, the lessee agrees to pay a fee of \$10.00 per day per prop after the agreed date if the props are not returned on time.

- 3 Save and close the file.

TIP *If you use many standard paragraphs in your work, you may want to store all the paragraph files in the same directory so they're easy to find.*

CREATING A CONTRACT

Now you'll use the standard paragraphs in the master document that you create for the contract. The master document will contain variables instead of actual names. When you print the master document, WordStar asks you what names you want to use in the document and substitutes that information for the variables. You can substitute different information in each contract.

In the steps below, you'll create the master document for a props lease contract. Start by typing the text of the contract.

- 1 Open a new file and name it LEASE.CTR.
- 2 Type this text in your document:

Lease Agreement

This form shall constitute a formal agreement between &lessee& (the lessee) and Stage Props, Inc. (the lessor). Under the terms of this agreement, the lessee agrees to the following conditions:

&lessee& will receive, on loan, the &prop& for a theatrical performance.

&lessee& agrees to be responsible for the &prop&'s safe return to Stage Props, Inc., in good condition, with allowances for normal wear and tear.

Notice the ampersands at the beginning and end of each occurrence of "lessee" and "prop." The ampersands tell WordStar that the word is a variable.

Now you'll add clauses to the contract by drawing on your library of standard paragraphs. In the steps below, you'll use conditional commands that tell WordStar to print the text in PROBLEMS.PAR only when a specific condition is met for the lessee. You'll have WordStar ask you at print time whether the lessee has caused problems in the past and to print PROBLEMS.PAR only if you answer "yes."

- 1 At the end of the LEASE.CTR file, choose Utilities→Merge Print Commands→Ask for Variable (Alt+U,P,A). In the Variable Name box, type **problem**. In the Prompt box, type **Has this account been a problem?** Press F10 or choose OK.

WordStar inserts a **.av** command into the file. When you print the file, WordStar pauses at the **.av** command and asks *Has this account been a problem?* You can answer **Y** (for yes) or **N** (for no).

- 2 Choose Utilities→Merge Print Commands→If (Alt+U,P,I). In the Variable Name box type **&problem&**. In the Constant box type **Y**. From the Operator (Alphabetical) options, select = same as. Press F10 or choose OK.

CREATING CONTRACTS

The command **.if &problem& = Y** inserted into the lease document tells WordStar to follow the next instruction only if you answered Yes to the *PROBLEM?* prompt.

- 3 Choose Insert→File at Print Time (Alt+I,L). In the Filename box, type **PROBLEMS.PAR** to insert the problems paragraph. Press F10 or choose OK.
- 4 Choose Utilities→Merge Print Commands→End If (Alt+U,P,E) to tell WordStar this is the end of the condition.

WordStar inserts the **.ei** command into the file.

Finally, you'll tell WordStar to ask you at print time for the name of the lessee and the type of props being leased.

- 1 Move your cursor to line 1, column 1 of the document.
- 2 Choose Utilities→Merge Print Commands→Ask for Variable (Alt+U,P,A). In the Variable Name box, type **lessee**. Press F10 or choose OK.

WordStar inserts the command **.av lessee**. When you print the LEASE.CTR file, WordStar pauses at this command and asks *LESSEE?* You type the name of the lessee.

- 3 Choose Utilities→Merge Print Commands→Ask for Variable (Alt+U,P,A). In the Variable Name box, type **prop**. Press F10 or choose OK.

WordStar inserts the command **.av prop**. When you print the file, WordStar pauses at this command and asks *PROP?* You type the prop being leased.

Your document should now look like this on the screen:

WordStar - C:\WS\LEASE.CTR

File Edit View Insert Style Layout Utilities Help

Body text Courier 10 PC B I U (*>) L C R J f1

```
.av lessee
.av prop

                Lease Agreement

This form shall constitute a formal agreement between &lessee&
(the lessee) and Stage Props, Inc. (the lessor). Under the terms
of this agreement, the lessee agrees to the following conditions:

&lessee& will receive, on loan, the &prop& for a theatrical
performance.

&lessee& agrees to be responsible for the &prop&'s safe return to
Stage Props, Inc., in good condition, with allowances for normal
wear and tear.
.av "Has this account been a problem?",problem
.if &problem&= Y
.fi problems.par
.ei
```

Insert P1 L1 U0.50" C9

5 Save and close the file.

Each time you print LEASE.CTR, WordStar asks for the name of the lessee and the prop being leased. The responses are inserted in place of the &lessee& and &props& variables. WordStar then asks about problems. If you answer "yes" to the *PROBLEM?* prompt, WordStar inserts the problems paragraph (PROBLEMS.PAR).

Note: When you print this file, be sure that Interpret Merge Variables is selected in the Print dialog box so WordStar will interpret the merge print commands at print time.

CALCULATING BILLING DATA

In this chapter you'll learn about

- ❑ Preparing a Billing with Data from dBASE or Lotus
- ❑ Math Capabilities at Print Time
- ❑ Variable Number and Text Formatting
- ❑ Using Conditional Statements and Paragraphs

Preparing a billing involves combining text and data. You need the customer's name and address and the amount due. You may also need other specialized information, such as which regional office the customer should contact if he or she has any questions. You may also have individualized notes to add to certain customers' letters.

WordStar imports information from many database programs. You can add data about a particular customer without editing the file each time. You can even have WordStar figure the total due when you print the document.

The steps in this chapter specify using a dBASE III file. To follow the instructions exactly, you'll need a dBASE III file containing customers' names, addresses, and account data. If you use another program, adapt the instructions as necessary.

Note: If you're using a dBASE IV file with memo fields, use dBASE to convert it to a dBASE III file. WordStar handles the dBASE III format more easily.

CREATING A BILLING DOCUMENT

In the following steps, you'll create a form letter to serve as a billing. WordStar fills in the blanks at print time to create an individual billing for each customer.

- 1** Open a new file and name it BILLING.DOC.
- 2** Choose Utilities→Merge Print Commands→Data File (Alt+U,P,D). Type the name of the dBASE file containing your customer information. Include the complete path to the file. Press F10 or choose OK.

WordStar inserts the dot command **.df** into the file.

- 3** Choose Utilities→Merge Print Commands→Name Variables (Alt+U,P,N). In the Variables box type * to use all of the predefined field names in your dBASE file as WordStar variables. If you prefer, you can type the variable names yourself in the same order as they appear in the data file. Press F10 or choose OK.

WordStar inserts the dot command **.rv** into the file.

- 4** Choose Layout→Page Numbering (Alt+L,N) to display the Page Numbering dialog box. Clear the Print Page Numbers check box. This turns off page numbering. Press F10 or choose OK.

WordStar inserts the dot command **.op** into the file.

TYPING TEXT AND VARIABLES

In the next steps, you type the text and variables for your billing.

Ampersands (&) around text indicate a variable. Variables are replaced by actual data at print time. You add the /o option to the customer address fields to ensure that lines won't be left blank if some customers don't have a second address line.

The &@& date variable is a system variable—the information for that variable is inserted from your computer’s memory. If the date device in your computer is set correctly, the correct date replaces this variable when the billing is printed. The date needs more space than the variable does, so remember to leave enough room.

- 1 Type the text for your billing using the following example. If necessary, use your dBASE variable names instead of those shown in the example.

```
&Mr-Ms& &full-name&
&addr1/o&
&addr2/o&
&city&, &state& &zip&                                &@&
```

```
Dear &Mr-Ms& &full-name&:
```

```
Per your last order:
&units1& &equip1& at &costper1& =
&units2& &equip2& at &costper2& =
&units3& &equip3& at &costper3& =
Total due
```

```
Sincerely,
```

```
Mr. Baxter
Baxter and Associates
```

- 2 Choose Insert→Page Break (Alt+I,P) to insert a page break.

WordStar inserts the dot command **.pa** at the end of the text.

DETERMINING TOTALS AT PRINT TIME

Now that you’ve typed the text for your billing, you can use the WordStar math features to calculate the subtotals and the grand total due. When you print the file, WordStar makes these calculations for each billing.

CALCULATING THE SUBTOTALS

- 1 Move the cursor to the **.op** command. The cursor should be in column 1.
- 2 Choose Utilities→Merge Print Commands→Set Variable to Math Result (Alt+U,P,V). In the Variable Name box, type **total1**. In the Mathematical Expression to be Calculated box, type **&units1& * &costper1&**. Press F10 or choose OK.

WordStar inserts the following command:

```
.ma total1 = &units1& * &costper1&
```

The **.ma** command determines the subtotal.

- 3 Choose Utilities→Merge.Print Commands→Set Variable to Math Result (Alt+U,P,V). In the Variable Name box, type **total2**. In the Mathematical Expression to be Calculated box, type **&units2& * &costper2&**. Press F10 or choose OK.
- 4 Choose Utilities→Merge Print Commands→Set Variable to Math Result (Alt+U,P,V). In the Variable Name box, type **total3**. In the Mathematical Expression to be Calculated box, type **&units3& * &costper3&**. Press F10 or choose OK.

The **.ma** commands should look like this:

```
.ma total1 = &units1& * &costper1&  
.ma total2 = &units2& * &costper2&  
.ma total3 = &units3& * &costper3&
```

The **.ma** command creates new variables, total1, total2, and total3, which represent the subtotals for each item ordered.

- 5 Move the cursor to the space following the first equal sign (=) in the text of the letter.
- 6 Press the Spacebar and type **&total1&**.
- 7 Move to the space following the next equal sign (=), press the Spacebar and type **&total2&**. Do the same for the third subtotal and type **&total3&**.

CALCULATING THE GRAND TOTAL

You can add another **.ma** command to find the grand total due. WordStar prints this amount on the line that represents the total due.

- 1 Move the cursor to the **.op** command.
- 2 Choose Utilities→Merge Print Commands→Set Variable to Math Result (Alt+U,P,V). In the Variable Name box, type **gtotal**. In the Mathematical Expression box, type **&total1& + &total2& + &total3&**. Press F10.

The following command appears in your file:

```
.ma gtotal = &total1& + &total2& + &total3&
```

- 3 Move the cursor to the space following the words "Total due."
- 4 Press the Spacebar and type **>total&**.

Your text should look like this:

```
Total due &gttotal&
```

VARIABLE NUMBER FORMATTING

Now you'll add some commands to tell WordStar how to print the numbers to be inserted at print time.

- 1 Move the cursor to the **.op** command.
- 2 Choose Utilities→Merge Print Commands→Set Variable (Alt+U,P,S). In the Variable box, type **1**. In the Data box, type **(\$\$\$,\$\$\$).99**. Press F10 or choose OK.

The following command appears in your file:

```
.sv 1=($$$,$$$).99)
```

This format tells WordStar to put a dollar sign in front of variables with the /1 parameter (see step 3 below). If the number is more than 999, a comma is inserted after the thousands place. If the number is less than 1,000, the dollar sign is preceded by spaces. If the number is less than zero (for instance, if the customer has a credit), the number is in parentheses.

- 3 Add the /1 parameter to each variable in the text that represents a dollar amount. In your file, these are the three &costper& variables, three &total& variables, and the >total& variable. For example, the &total1& variable now looks like this:

```
&total1/1&
```

VARIABLE TEXT FORMATTING

You can control the format of variables that print as text. In the following steps you'll left-align the &equip& variables you typed in the text.

- 1 In your file, move the cursor to the **.op** command
- 2 Choose Utilities→Merge Print Commands→Set Variable (Alt+U,P,S). In the Variable box, type **2**. In the Data box, type **L** 15 times. Press F10 or choose OK.

The following command appears in your file:

```
.sv 2=LLLLLLLLLLLLLLLLL. (There are 15 L's.)
```

This command tells WordStar to allow 15 spaces for the name of each kind of equipment purchased. The equipment name aligns at the left margin. If the equipment name is less than 15 characters long, WordStar adds as many spaces as necessary to fill the 15-character space.

- 3 Move the cursor to the &equip& variables in your text. Add the /2 parameter to each one. The &equip1& variable now looks like this:

```
&equip1/2&
```

USING CONDITIONAL STATEMENTS

Sometimes the information you send to customers varies, depending on where they live, the amount of their balance, or the date of the billing. In the following steps, you'll add a paragraph called a *conditional paragraph*, that tells customers which regional branch of your company to contact, based on the customer's address.

Follow these steps to add a conditional paragraph:

- 1 Move the cursor to the blank line above the word "Sincerely."
- 2 Choose Utilities→Merge Print Commands→If (Alt+U,P,I). In the Variable Name box, type **&state&**. In the Constant box, type **CA**. From the Operator (Alphabetical) options, select = same as. Press F10 or choose OK.

The following command appears in your file:

```
.if &state&= CA
```

The **.if** command tells WordStar to use the Western Regional Office paragraph (see step 3) for customers living in CA (California).

- 3 Press Enter after the **.if** command and type the paragraph containing the Western Regional Office. For example, type

```
If you have questions about your billing, contact Gabriel
Grace at our Western Regional Office, 12 San Pablo Road,
San Rafael, CA 94903.
```

- 4 Move the cursor to the next line. Choose Utilities→Merge Print Commands→Else (Alt+U,P,L) to specify the paragraph to print if the customer lives in a state other than California.

The **.el** command appears in your file.

- 5 Type the paragraph to use for the other customers. For example, type

CALCULATING BILLING DATA

If you have questions about your billing, contact Morgan J. Robinson at our Main Office, 1201 27th Street, Rockaway, NY 11691.

- 6 On the next line, choose Utilities→Merge Print Commands→End If (Alt+U,P,E) to end the condition.

Now, every customer in California will receive a billing containing the Western Regional Office address. Other customers will receive a billing containing the Main Office address.

CONDITIONAL PARAGRAPHS BASED ON THE BALANCE DUE

You may want your billing to include an announcement of a special offer or sale. In the following example, you'll add a paragraph announcing a discount for customers. The size of the discount will depend on the balance due.

Customers who owe the most receive the biggest discount. You'll add a conditional statement offering a 15% discount to customers whose balance is more than \$300.00.

- 1 Move the cursor to the line just above "Sincerely," (create a blank line if necessary).
- 2 Choose Utilities→Merge Print Commands→If (Alt+U,P,I). In the Variable Name box, type **>total&**. In the Constant box, type **300.00**. From the Operator (Numerical) options, select # greater than. Press F10 or choose OK.

This command appears in the file:

```
.if &gttotal& #> 300.00
```

- 3 Type the paragraph offering the 15% discount. For example, on the next line type

CONDITIONAL PARAGRAPHS BASED ON THE BALANCE DUE

Because you're such a good customer, we're offering a special 15% discount on all merchandise for the next month. Take advantage of this special offer to stock up on all your equipment needs.

Now tell WordStar to offer a 10% discount to the customers whose balance is less than \$300.00 but more than \$200.00.

- 1 Choose Utilities→Merge Print Commands→Else (Alt+U,P,L).
- 2 Choose Utilities→Merge Print Commands→If (Alt+U,P,I). In the Variable Name box, type **>total&**. In the Constant box, type **200.00**. From the Operator (Numerical) options, select # greater than. Press F10 or choose OK.
- 3 Type the paragraph offering the 10% discount.

We're grateful for your patronage, and we're offering you a special 10% discount on all merchandise for the next month. Take advantage of this special offer to stock up on all your equipment needs.

Now you'll type a paragraph for customers who don't earn a discount.

- 1 Choose Utilities→Merge Print Commands→Else (Alt+U,P,L). This tells WordStar to print the next paragraph if the previous conditions aren't met.

WordStar inserts the **.el** command.

- 2 On the line following the **.el** command, type **Thank you for shopping with us.** and press Enter.

Now you'll end the conditions by inserting two **.ei** commands.

- 1 Choose Utilities→Merge Print Commands→End If (Alt+U,P,E).

WordStar inserts the first **.ei** command.

- 2 Repeat step 1 to insert another **.ei** dot command.

SKIPPING RECORDS IN THE DATA FILE

You don't want to bill customers who have no balance due. You can avoid printing a bill for these customers by using the following technique.

- 1 Move the cursor to the **.op** command.
- 2 Choose Utilities→Merge Print Commands→If (Alt+U,P,I). In the Variable Name box, type **>total&**. In the Constant box, type **0**. From the Operator (Numerical) options, select #> greater than. Press F10 or choose OK.
- 3 Choose Edit→Go to Other→Document End (Alt+E,O,O) to move the cursor to the end of the document (after the page break).
- 4 Choose Utilities→Merge Print Commands→Else (Alt+U,P,L).

WordStar inserts the **.el** command into the file.

- 5 On the next line, choose Utilities→Merge Print Commands→Display Message (Alt+U,P,M). In the Message box, type **&full-name& has no balance due. No billing will be printed.** Press F10 or choose OK.

WordStar inserts a **.dm** command followed by the message you just typed.

When WordStar finds a customer who has no balance due, it displays this message onscreen and doesn't print a billing.

- 6 Choose Utilities→Merge Print Commands→End If (Alt+U,P,E) to end the conditional statement.

INCLUDING DBASE III MEMO FIELDS

The dBASE III and dBASE III Plus programs have a memo field feature that allows you to make extensive notes about each record in your data file. If you want to include the dBASE notes for each customer, follow these steps:

- 1 Move the cursor to the place in your billing where you want WordStar to print the memo field.

In this example, the memo field is called NOTE, so the variable for that field is ¬e& (the variable name must always match the field name).

- 2 Type **¬e&** in your file. The entire memo field will print at the ¬e& variable.

THE BILLING DOCUMENT

Now that you've completed the steps in this chapter, your billing document looks like this:

```
.df c:\dbase\customers.dbf
.rv*
.ma total1=&units1& * &costper1&
.ma total2=&units2& * &costper2&
.ma total3=&units3& * &costper3&
.ma gtotal=&total1& + &total2& + &total3&
.sv 1=(($$$,$$$.$99)
.sv 2=LLLLLLLLLLLLLLLL
.if &gtotal& #> 0
.op
&Mr-Ms& &full-name&
&addr1/0&
&addr2/0&
&city&, &state& &zip&                                &&&

Dear &Mr-Ms& &full-name&:

Per your last order:
&units1& &equip1/2& at &costper1/1& = &total1/1&
&units2& &equip2/2& at &costper2/1& = &total2/1&
&units3& &equip3/2& at &costper3/1& = &total3/1&
                                Total due      &gtotal/1&

.if &state&=CA
If you have questions about your billing, contact Gabriel
Grace at our Western Regional Office, 12 San Pablo Road,
San Rafael, CA, 94903.
.el
```

CALCULATING BILLING DATA

If you have questions about your billing, contact Morgan J. Robinson at our Main Office, 1201 27th Street, Rockaway, NY 11691.

.ei

.if >total& #> 300.00

Because you're such a good customer, we're offering a special 15% discount on all merchandise for the next month. Take advantage of this special offer to stock up on all your equipment needs.

.el

.if >total& #> 200.00

We're grateful for your patronage, and we're offering you a special 10% discount on all merchandise for the next month. Take advantage of this special offer to stock up on all your equipment needs.

.el

Thank you for shopping with us.

.ei

.ei

Sincerely,

Mr. Baxter

Baxter and Associates

¬e&

.pa

.el

.dm &full-name& has no balance due. No billing will be printed.

.ei

When you save and print the file, a copy of the billing is printed for each customer with a balance due. If the customer lives in California, the paragraph about the regional office is printed. Otherwise, the paragraph about the main office is printed. If the customer has a balance due of \$300.00 or more, a 15% discount is offered. If the customer has a balance between \$200.00 and \$300.00, a 10% discount is offered. If no balance is due, no billing is printed, and you see a message onscreen to that effect.

MAKING LOAN AND INTEREST CALCULATIONS

If you're involved in calculating percentages and equations, you'll find the WordStar print-time math capabilities helpful. This chapter shows how to figure the amount of interest a customer will pay on a large purchase, and what the monthly payments will be. The example is set up as a merge print document so the letter can go out to a group of customers.

SETTING UP THE MERGE PRINTING PARAMETERS

You start the document by giving the commands to set up the page design.

- 1** Open a new document file.
- 2** Choose Layout→Page Numbering (Alt+L,N) to display the Page Numbering dialog box. Clear the Print Page Numbers check box. Press F10 or choose OK.

WordStar inserts the dot command **.op** to omit page numbers, since this is the only page of the letter.

MAKING LOAN AND INTEREST CALCULATIONS

- 3 Choose Utilities→Merge Print Commands→Data File (Alt+U,P,D). Type the name of the data file. Press F10 or choose OK.

WordStar inserts the **.df** command.

- 4 Choose Utilities→Merge Print Commands→Name Variables (Alt+U,P,N). Type the name of each variable in your data file; separate the variable with a comma. Do not type ampersands in the dialog box.

The data file must include variables for the amount of the purchase or loan, the interest rate being charged, and the total number of payments (the length of the loan). In this example, the variables are

&purch&	amount of purchase
&int&	interest rate
&numpay&	number of payments

WordStar inserts a **.rv** command for the variables.

CALCULATING MONTHLY PAYMENTS

When you know the amount being financed, the interest rate, and the terms of purchase, you can use the following equation to determine the monthly payment.

$$P = A * i * (i + 1)^n / ((i + 1)^{n-1})$$

In the equation

P is the amount of each payment.

A is the amount being financed.

i is the interest rate. To find the interest per payment, **i** is divided by the number of payments per year and must be converted from a percentage to a decimal.

n is the total number of payments. For example, monthly payments for 14 years total 168 payments.

SETTING UP THE MERGE PRINTING PARAMETERS

Follow these steps to have WordStar calculate the payment amount.

- 1 Choose Utilities→Merge Print Commands→Set Variable to Math Result (Alt+U,P,V). In the Variable Name box, type **i**. In the Mathematical Expression box, type **&int&/1200**. Press F10 or choose OK.

WordStar inserts the following command into your file:

```
.ma i=&int&/1200
```

This command converts the interest rate from a percentage amount to a decimal figure.

- 2 Choose Utilities→Merge Print Commands→Set Variable to Math Result (Alt+U,P,V). In the Variable Name box, type **P**. In the Mathematical Expression to Be Calculated box, type this:

```
&purch& * &i& * ((&i&+1) ^&numpay&) / (((&i&+1) ^&numpay&) -1)
```

Press F10 or choose OK.

WordStar inserts the following command into your file:

```
.ma P=&purch& * &i& * ((&i&+1) ^&numpay&) / (((&i&+1) ^&numpay&) -1)
```

This command determines the amount of the monthly payment.

SETTING VARIABLE FORMATS

Next you'll determine the format for the variables that contain numeric values.

- 1 Choose Utilities→Merge Print Commands→Set Variable (Alt+U,P,S).
- 2 In the Variable box, type **a**.
- 3 In the Data box, type **\$\$,\$\$\$,99**. Press F10 or choose OK.

The following command is inserted into your file:

```
.sv a=$$, $$$,99
```

MAKING LOAN AND INTEREST CALCULATIONS

WordStar will put a dollar sign in front of the number and a comma after the thousands place.

Next, you'll tell WordStar which variables to print with the dollar sign format.

- 1 Choose Utilities→Merge Print Commands→Set Variable (Alt+U,P,S). In the Variable box, type **purch**. In the Data box, type **&purch/a&**. Press F10 or choose OK.

WordStar inserts the following command into your file:

```
.sv purch=&purch/a&
```

- 2 Choose Utilities→Merge Print Commands→Set Variable (Alt+U,P,S). In the Variable box, type **P**. In the Data box, type **&P/a&**. Press F10 or choose OK.

WordStar inserts the following command into your file:

```
.sv P=&P/a&
```

TYPING YOUR LETTER

After you define the variables and create the equations, type the letter to your customers.

Start by typing the name, address, and salutation, using the variable names in the **.rv** commands at the beginning of the file.

Note: If there is no data in certain fields, use the /o option to avoid blank lines.

- 1 Type this:

```
&Mr-Ms& &name&  
&addr1/o&  
&addr2/o&  
&city&, &state& &zip&
```

```
Dear &Mr-Ms& &name&,
```

SETTING UP THE MERGE PRINTING PARAMETERS

- 2 Type the text for the letter. Use the new &P& and &i& variables you created with the .ma commands.

Recently, you purchased &item& from our company. The total purchase price of &item& was &purch&. This letter is to confirm the interest rate and payment schedule for your purchase.

The interest rate for your purchase is &i&%. This works out to &numpay& payments of &P& each.

If you have any questions, please contact me at our main office.

Sincerely,

Mr. Perry, Credit Manager

- 3 Choose Insert→Page Break (Alt+I,P) to insert a page break.

WordStar inserts .pa into the document.

Your letter looks similar to this.

```
.op
.df finance.dta
.rv Mr-Ms,name,addr1,addr2,city,state,zip
.rv item,purch,int,numpay
.ma i=&int&/1200
.ma P=&purch&*&i&*(((&i&+1)^(numpay&)/(((&i&+1)^(numpay&))-1)
.sv a=$$$,$$$$.99
.sv purch=&purch/a&
.sv P=&P/a&
&Mr-Ms& &name&
&addr1/o&
&addr2/o&
&city&, &state& &zip&
```

Dear &Mr-Ms& &name&,

Recently, you purchased &item& from our company. The total purchase price of &item& was &purch&. This letter is to confirm the interest rate and payment schedule for your purchase.

MAKING LOAN AND INTEREST CALCULATIONS

The interest rate for your purchase is &i&%. This works out to &numpay& payments of &P& each.

If you have any questions, please contact me at our main office.

Sincerely,

Mr. Perry, Credit Manager
.pa

When you print this form letter, WordStar calculates the monthly payments and interest rates for all the customers in your data file.

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NOTES

1. The first part of the notes discusses the importance of understanding the underlying principles of the system being studied. It emphasizes the need for a thorough understanding of the system's components and their interactions.

2. The second part of the notes describes the various methods used to analyze the system. It covers both qualitative and quantitative approaches, highlighting the strengths and limitations of each. The notes also discuss the importance of data collection and analysis in understanding the system's behavior.

3. The third part of the notes discusses the results of the analysis and the implications for the system. It highlights the key findings and the factors that influence the system's performance. The notes also discuss the potential for future research and the need for continued monitoring and evaluation.

4. The fourth part of the notes discusses the practical applications of the system. It highlights the various ways in which the system can be used to improve efficiency and reduce costs. The notes also discuss the importance of user training and support in ensuring the system's successful implementation.

5. The fifth part of the notes discusses the challenges associated with the system. It highlights the various factors that can lead to system failure, such as hardware issues, software bugs, and human error. The notes also discuss the importance of risk management and the need for a contingency plan in case of a system outage.

6. The sixth part of the notes discusses the future of the system. It highlights the various trends and developments that are likely to shape the system's evolution. The notes also discuss the importance of staying up-to-date on the latest research and technology in the field.

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