AT&T

# AT&T UNIX™ PC
# WORDSTAR® 2000

## Training Guide

AT&T

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# AT&T UNIX™ PC

# WORDSTAR® 2000

By MicroPro®

Training Guide

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# Introduction

## Welcome

The WordStar 2000 *Training Guide* is designed to help you quickly produce the text you use most often. Because the commands are easy to remember, you can concentrate on learning the WordStar 2000 powerful features and shortcuts. When you've finished these brief lessons, you'll know that WordStar 2000 is as *easy to learn* as it is *to use*.

## How to Use This Guide

The *Training Guide* is the second piece in the WordStar 2000 package. *Getting Started*, your introduction to WordStar 2000, explains how newcomers and typists with some word processing experience should use the complete WordStar 2000 package. If you have not yet done so, please follow all the instructions in *Getting Started* and complete the first four tutors.

The *Training Guide* lessons are short, and the commands you use most often are presented first. The step-by-step instructions are divided into two columns. The first column tells you what to do. The second column explains how WordStar 2000 responds at each step. Whatever you are to type or press is printed in boldface.

Example:

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **C** (for **C**opy). | File to copy from? |

Beginners should progress through the lessons consecutively and read the explanations before following the steps.

If you are already adept at word processing, you can take the fast track—start at the lesson of your choice, move quickly through the steps, and stop to read explanations only when necessary.

# What You Need

As you progress through the *Training Guide*, you'll use the sample document files and the format files. The extension .spl added to the filename indicates a sample file.

**Sample Document Files**

| | | |
|---|---|---|
| memo.spl | proposl.spl | letter3.spl |
| table.spl | spell.spl | chapt1.spl |
| outline.spl | clients.dta | chapt2.spl |
| example.spl | letter2.spl | chapt3.spl |
| print.spl | | |

The extension .frm added to the filename indicates a format file.

**Format Files**

| | |
|---|---|
| justify.frm | normal.frm |
| memo.frm | ragged.frm |
| mscript.frm | ws2list.frm |

Each person who does the lessons in this *Training Guide* will make changes to the sample files. Make sure you have a fresh copy of the files by following the steps in "Preparing for Training" in *Getting Started*.

# Overview

The lessons in the *Training Guide* cover these subjects:

| | |
|---|---|
| Lesson 1 | Moving the Cursor and Removing Text |
| Lesson 2 | Copying a File, Turning Off Justify, Turning On Display, Spacing, and Printing |
| Lesson 3 | Moving Blocks of Text |
| Lesson 4 | Using Print Enhancements |
| Lesson 5 | Setting Tabs and Margins during Editing |
| Lesson 6 | Using the Key Glossary and Typing an Envelope |
| Lesson 7 | Calculating and Sorting |
| Lesson 8 | Opening Windows in Text |
| Lesson 9 | Creating Headers, Footers, and Footnotes |
| Lesson 10 | Designing Your Own Formats and Creating Formats with Text |
| Lesson 11 | Using CorrectStar™ |
| Lessons 12-16 | Using MailMerge® |

In Lessons 1-9, you'll type a new document or edit a document from a sample file. You'll also use predesigned formats that determine the page style for your document. WordStar 2000 formats have preset instructions for margins, tabs, page offsets, line spacing, page numbering, and other general settings suitable for these documents:

Manuscripts
Outlines
Business letters
Rough drafts
Form memos

In Lesson 10 you'll discover that you can design your own formats by simply answering WordStar 2000 format questions before you begin to edit.

In Lesson 11 you'll learn how to proofread your copy and check it against a dictionary containing 99% of the most commonly used words in the English language. You'll also learn how to create your own Personal Dictionary of names, acronyms, and special terms.

Lessons 12-16 show how to build master documents for sophisticated printing tasks such as personalizing form letters.

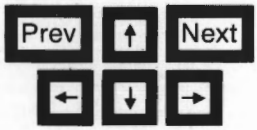
# Before You Begin Your Lessons

Keep in mind these tips as you work in the *Training Guide*:

- Remember to read the instructions on your menus and screens.
- Use uppercase or lowercase letters to give commands—WordStar 2000 accepts either.
- To issue a command with the Control key (abbreviated Ctrl or ^), for example ^**RW**, hold down the Control key while you press **R** and then **W**.
- Press ^**G** to get onscreen help.
- Move the cursor with the combination of cursor movement keys or WordStar 2000 cursor diamond commands, whichever seems more comfortable to you.

- *Filename* is used to represent the real filename that you type.
- Press the Cancl key to cancel a command and ^**QA** to abandon a document.

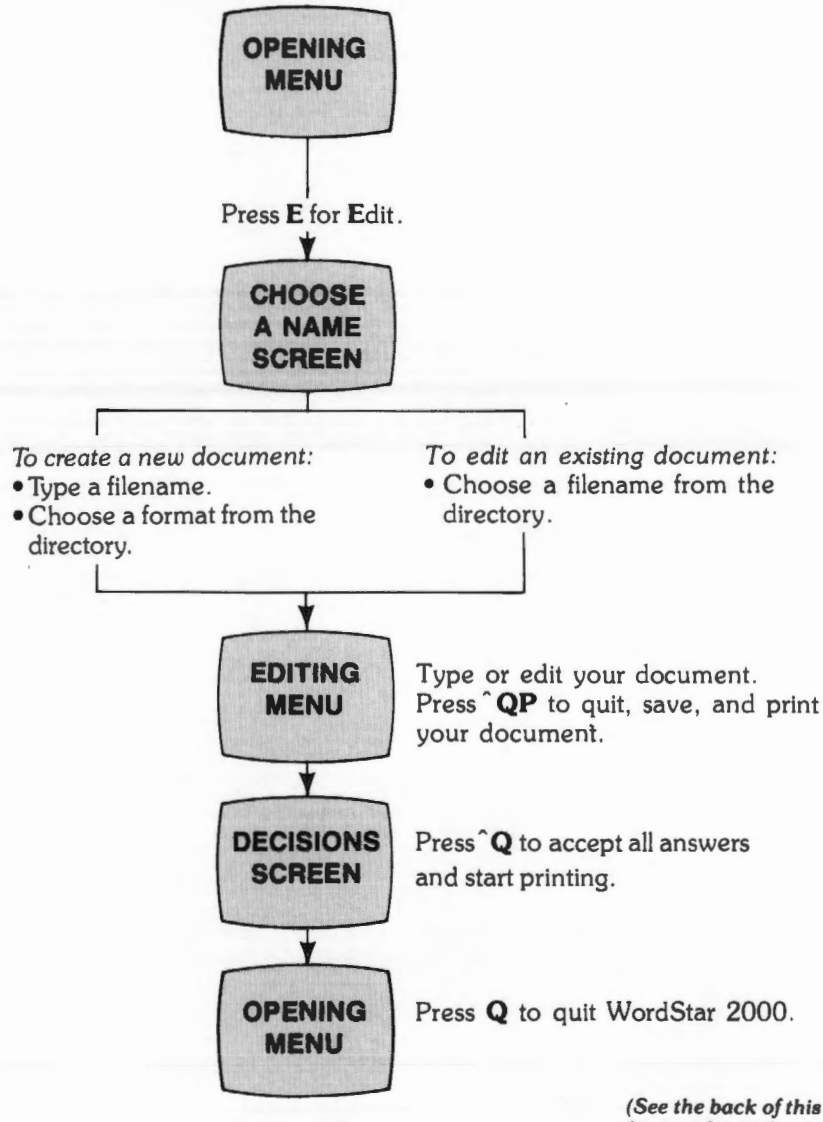
If you have properly installed WordStar 2000 (see *Getting Started*), you're ready to begin the lessons.


| **To Move the Cursor:** | **Press:** | | |
|---|---|---|---|
| up one line | ↑ | or | ^**E** |
| down one line | ↓ | or | ^**X** |
| left one character | ← | or | ^**S** |
| right one character | → | or | ^**D** |
| left one word | Prev | or | ^**A** |
| right one word | Next | or | ^**F** |

# WordStar 2000 Quick Guide

To get to the Opening Menu, see "Starting WordStar 2000" on p. 2 in the *Reference Guide*.




***(See the back of this book for a perforated copy of this Quick Guide.)***

# Lessons for WordStar 2000

# 1 LESSON

# Moving the Cursor and Removing Text

## A Business Letter

You'll learn these procedures and these commands.

| Procedures | Commands | |
|---|---|---|
| ■ Starting up | | |
| ■ Naming your letter and choosing a standard format | | |
| ■ Getting help | ^**G** | **G**et Help |
| ■ Entering text | ^**OO** | **O**ption **O**vertype |
| ■ Moving the cursor *quickly* | ^**CB** | Cursor to **B**eginning |
| | ^**CE** | Cursor to **E**nd |
| | ^**CL** | Cursor to **L**eft Side |
| | ^**CR** | Cursor to **R**ight Side |
| | ^**CT** | Cursor **T**o Character |
| ■ Removing text | ^**RC** | **R**emove **C**haracter |
| | ^**RE** | **R**emove **E**ntire Line |
| | ^**RL** | **R**emove Line **L**eft |
| | ^**RR** | **R**emove Line **R**ight |
| | ^**RS** | **R**emove **S**entence |
| | ^**RT** | **R**emove **T**o Character |
| | ^**RW** | **R**emove **W**ord |
| ■ Removing and restoring text | ^**U** | **U**ndo |
| ■ Saving | ^**QS** | **Q**uit and **S**ave |

^ = Ctrl key

In this lesson, you'll write a business letter. Then you'll edit the letter, inserting and removing text as you move the cursor on the screen.

Starting is as simple as naming a file for your letter and choosing a format. In this lesson you'll choose the justify.frm format, which already includes the tabs and margins you'll need for this letter.

Help is as close as your screen. You can ask for more information anytime.

- To get help, press **^G**.
- To return to your work from a help screen, press the Cancl key.

If you want to stop during the lesson and start over, press **^QA** (**Q**uit and **A**bandon). Repeating parts or all of a lesson is good practice.

# Starting Up

(*Note:* For other ways to start WordStar 2000, see p. 2 in the *Reference Guide*.)

| | What You Do | How Your Computer Responds |
|---|---|---|
| **1** | At the Please login: prompt, type **tutor** and press **Enter**. | Office Window appears |
| **2** | Move the highlighting to **Services** and press **Enter**. | Services Window appears |
| **3** | Move the highlighting to **WordStar 2000** and press **Enter**. | OPENING MENU |
| **4** | Press **D**. Read the question. | CHOOSE A NAME SCREEN<br>Change directory to? |
| **5** | Type **WS2000/sample** and press **Return**. | OPENING MENU |

# Naming Your File

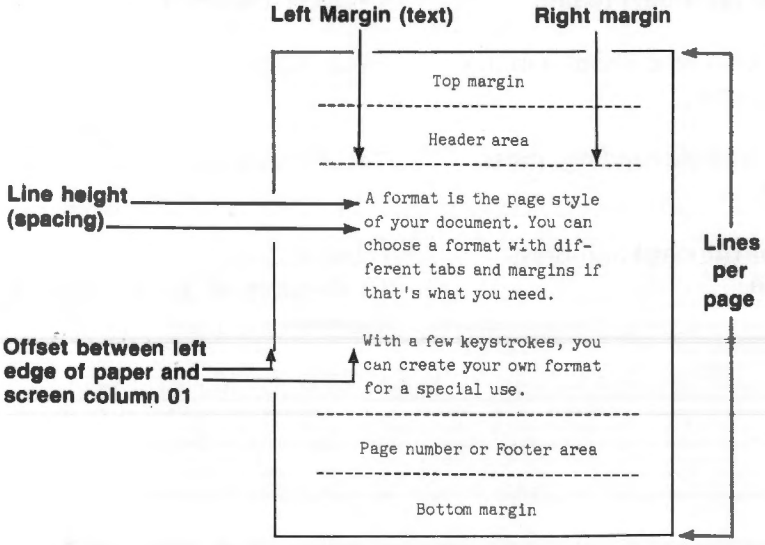
Before you can start typing your business letter, you must name a file for the letter.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **E** (for **E**dit/create). | CHOOSE A NAME SCREEN |
| **2** | Press **^G** to read about naming a document. | HELP - EDIT/CREATE - 1 of 6 |
| **3** | When finished reading, press **Cancl**. | Document to edit or create? |
| **4** | Type **parker.spl** and press **Return**. | Format to use?<br>(A directory of "prefab" formats appears) |

# Choosing a Format

Whenever you create a new document, you'll choose a format. A format determines the page style of your document—how it will appear when it is printed.

The diagram below shows a typical page format.




For your convenience, WordStar 2000 has prepared page formats with a font (preset for your printer), line height, margins, page offsets, justification, hyphenation, page numbering, and other general settings. The following table shows the settings in WordStar 2000 prepared formats.

## Prepared Formats Table

| | Prepared Formats | | | | |
|---|---|---|---|---|---|
| **Settings** | **JUSTIFY** | **MEMO** | **MSCRIPT** | **NORMAL** | **RAGGED** |
| Top margin | 6 lines | 6 lines | 1 line | 6 lines | 6 lines |
| Bottom margin | 6 lines | 6 lines | 2 lines | 6 lines | 6 lines |
| Right margin | column 65 | column 65 | column 69 | column 65 | column 65 |
| Set tab every *n* columns | 5* | 5 | 5 | 5 | 5 |
| Lines per page | 66 | 66 | 33 | 66 | 66 |
| Line height (spacing) | single | single | double | single | single |
| Offset: | | | | | |
| Even page | 10 | 10 | 8 | 10 | 10 |
| Odd page | 10 | 10 | 8 | 10 | 10 |
| Text: Justified or Ragged | J | J | R | J | R |
| Automatic hyphenation | yes | yes | no | yes | no |
| Form feeds | no | no | no | no | no |
| Underline between words | yes | yes | yes | yes | yes |
| Display page breaks | yes | yes | yes | yes | yes |
| Page numbers: (C/L/R/A/N)** | N | N | C | C | C |

* In the format text (boilerplate), tabs are reset to columns 6, 11, 16, and 41.
** C = Center L = Left R = Right A = Alternating N = None

The memo.frm format already includes the heading. All you have to do is type the variable information. The justify.frm format has settings for business letters and includes a tab for typing the date on the right side of the page.

Until you reach Lesson 10, you'll select one of the WordStar 2000 preset formats in response to the question. "Format to use?" In Lesson 10 you'll customize formats and create your own forms.

If you choose unform.frm, you will create an unformatted file, suitable for listing data but not for word processing.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | To select an existing format, use the cursor movement keys to move the highlighting to justify.frm and press **Return**. | EDITING MENU |

# Entering Text

When you type the body of your letter, you don't need to press Return at the end of each line. WordStar 2000 automatically wraps your text around to the line below, hyphenating words if necessary. Don't worry if your letter doesn't look exactly like the printed example. And if you make mistakes, you can correct them later.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **Return** to move the cursor to line 14. (Watch the status line at the top of the screen to see the cursor's location.) Type the following letter. | Text appears on the screen |

Today's date **(Press Return 4 times)**

Madelyn Parker **(Press Return)**
206 College Drive **(Press Return)**
Iowa City, IA 52240 **(Press Return 2 times)**

Dear Ms. Parker: **(Press Return 2 times)**

Who can resist a good fairy tale? Your proposal to teach children's literature and writing on the computer has certainly aroused my interest. **(Press Return 2 times)**

Computer software developers and educators should work together to meet the challenges of computer literacy in our schools. Therefore, I have submitted your educational software program to our review committee for final evaluation. **(Press Return 2 times)**

You and your collaborator, Elizabeth Boyd, will hear from me within a week. **(Press Return 2 times)**

Yours truly, **(Press Return 4 times)**

Anthony Quinones **(Press Return)**
Editor **(Press Return)**

**2** To change "review committee" to "Review Committee," use either of these methods:

Use the cursor movement keys to move the cursor to the error and press **Dlete Char** to delete characters. Type the uppercase letters.

Correction appears

*or*

| | |
|---|---|
| Use the cursor movement keys to move the cursor to the error and turn Overtype on by pressing ^**OO**. Type the uppercase letters on top of the lowercase letters. | Over appears in status line<br><br>Correction appears |
| To turn Overtype off, press ^**OO** again. | Over disappears from status line |

*Note*: Overtype is a very handy feature, but most of the time you will want Overtype off to keep from typing over important information.

- When Overtype is on, you can delete text by typing over it.
- When Insert is on, you can insert text in front of existing text.

The status line at the top of your screen shows if Overtype is on or off.

# Moving the Cursor Quickly

The Cursor Menu, as the name implies, lists commands for moving the cursor quickly to specific locations in the text—a timesaver when you're editing a long document. The Cursor Menu is divided into two parts. The Spacebar moves you back and forth between them.

If you would like a brief explanation of all the choices on the Cursor Menu, press ^**CG** for help (^**C** to get to the Cursor Menu and **G** to Get help). When you have finished reading the information, press Cancl twice to return to the Editing Menu.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | To move the cursor to the top of the screen, press ^**C** and then **H** (for **H**ome). | Cursor moves to top left corner of screen |

| | | |
|---|---|---|
| **2** | To move the cursor to the beginning of the letter, press **^C** and then **B** (for **B**eginning). | Cursor moves to beginning of letter |
| **3** | To move the cursor to the end of the letter, press **^C** and then **E** (for **E**nd). | Cursor moves to end of letter |
| **4** | To use the shortcut method, give commands all at once at the Editing Menu, bypassing the Cursor Menu. | |

| **Command** | **Cursor moves to:** |
|---|---|
| **^CB** | **B**eginning of letter |
| **^CE** | **E**nd of letter |
| **^CH** | **H**ome |
| **^CR** | **R**ight side of line |
| **^CL** | **L**eft side of line |
| **^CT** Character to go to? | **T**o a specified character |

# Removing Text

The commands on the Remove Menu are your word processing scissors. They delete unwanted pieces of text.

| | **What You Do** | **How WordStar 2000 Responds** |
|---|---|---|
| **1** | Place the cursor anywhere within the word "should" in the second paragraph of your letter and press **^RW**. | Word disappears and the paragraph is automatically closed up |
| **2** | Type **must** and a space. | New word is inserted |

# Restoring Text (Undoing Removed Text)

If the Remove commands are your scissors, then the Undo command is your paste. Use the Remove and Undo commands to reorganize text by removing it and then retrieving it. The retrieved text reappears wherever the cursor is.

*Note*: The Undo command restores *only the most recently removed text* to the cursor's position. (It doesn't restore single characters removed with **^RC** or Dlete Char.)

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | To remove text and then restore it, press each command below. Press **^U** after you press each command. | Text disappears and then reappears: |
| | **^RL** | From cursor to **L**eft side of line |
| | **^RR** | From cursor to **R**ight side of line |
| | **^RE** | **E**ntire line |
| | **^RP** | **P**aragraph |
| | **^RS** | **S**entence |
| | **^RT** Remove from cursor to what character? | From cursor **T**o specified character |

| | |
|---|---|
| **^RT Space** | To end of word |
| **^RT .** | To period |
| **^RT Return** | To end of paragraph |

**2** To remove a sentence and then restore it *to a different location*, place the cursor anywhere within a sentence and press **^RS**. Then move the cursor to a different location and press **^U**.

Sentence disappears

Sentence reappears at cursor location

**3** To restore the sentence to its original position, repeat step 2.

When you tell WordStar 2000 to remove all text to a specified character (**^RT**), make sure that the character exists, or the rest of the text will be removed to the end of the paragraph (or to the next carriage return). **^U** provides immediate first aid.

# Saving Text

To create a permanent record of your letter, you must store the letter on your disk.

| What You Do | How WordStar 2000 Responds |
|---|---|
| **1** Press **^Q** and then **S** (for **Q**uit and **S**ave). | OPENING MENU |
| **2** To quit using WordStar 2000, press **Q**. | |

## Review

You have learned to take the following steps:

- Get help by pressing ^**G**.
- Press **E** to choose the name of the file you want to type or edit. Then type the name of a new file.
- Make corrections by typing over text or by deleting and then inserting text.
- Move the cursor quickly throughout the text with Cursor Menu commands.
- Remove text with Remove Menu commands.
- Retrieve the most recently removed text with Undo.
- Save text to be used again with Quit and Save.

## Test Yourself

Can you choose the correct answer?

**1.** To get help:

a. Press the Cancl key
b. Press ^G
c. Call your mother

**2.** ^**RP** means:

a. Remove a whole text file
b. Rest in peace
c. Remove Paragraph

**3.** The Undo command:

a. Erases all your text
b. Shatters your nerves
c. Restores the last text you removed

**Answers:** 1 b, 2 c, 3 c

If you want more practice on Lesson 1, type a new letter. Otherwise, turn off your computer or go on to the next lesson.

# 2 LESSON

# Copying a File, Turning Off Justify, Turning On Display, Spacing, and Printing

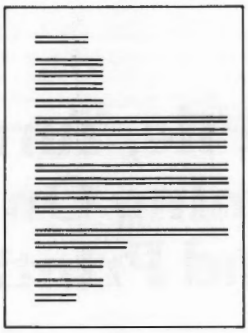
## A Business Letter

You'll learn these procedures and these commands.

| Procedures | Commands | |
|---|---|---|
| ■ Copying your letter | **C** | Copy |
| ■ Turning off justification | **^OJ** | **O**ption **J**ustify On/Off |
| ■ Turning on the onscreen display | **^OD** | **O**ption Onscreen **D**isplay On/Off |
| ■ Creating spaces | **Return** | |
| ■ Closing up spaces | **^RW** | **R**emove **W**ord |
| | **^RE** | **R**emove **E**ntire Line |
| ■ Saving and printing | **^QP** | **Q**uit and **P**rint |

^ = Ctrl key

You'll edit the same business letter you typed in Lesson 1.



Before you begin to edit your business letter, you'll make a copy of it. Then when you make changes in the letter, you'll still have a copy of the original version.

To copy a file, you give the file a new name (you then have the letter in two files with different names).

You'll change the right margin from justified to ragged and discover the command tag that WordStar 2000 places in the text to remind you of the change.

WordStar 2000 automatically re-forms paragraphs. Nevertheless, as you'll learn in this lesson, you can create spaces or close them up wherever you like.

If you have a printer, you can save and print your letter.

# Starting Up

| What You Do | How WordStar 2000 Responds |
|---|---|
| **1** If you're continuing from Lesson 1, and you're at the Opening Menu, go to "Copying Your Letter" on the next page. | |
| *or* | |

| | |
|---|---|
| Start up as you did in Lesson 1. (See pp. 12-13.) | OPENING MENU |

# Copying Your Letter

If you jumped the gun and pressed **E** at the Opening Menu, press the Cancl key to start again. Then copy your letter to a new file with a new name.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **C**. | File to copy from? |
| **2** | Use cursor movement keys to move highlighting to parker.spl and press **Return**. | File to copy to? |
| **3** | To copy parker.spl to a file with a new name, type **newname.spl** and press **Return**. | OPENING MENU |

# Naming the Document to Be Edited

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **E**. | Document to edit or create? |
| **2** | To edit the copied letter, type **newname.spl** and press **Return**. | EDITING MENU |
| | *or* | |
| | Move the highlighting to newname.spl and press **Return**. | EDITING MENU |

# Turning Off Justification

Although you decide whether to justify text when choosing your document's format file, you can change your mind as you edit.

- Justify ON aligns printed right margins.
- Justify OFF prints right margins ragged.

You'll find the Justify command on the Options Menu.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to the first character in the body of the letter. | Dear Ms. Parker:<br>Who can resist a.... |
| **2** | Press ^**O** (for **O**ptions.) | OPTIONS - 1 of 2 |
| **3** | Notice that the Options Menu says that Justify is on. To turn it off, press **J**. | Text following the command will print with right margin ragged |
| **4** | Move the cursor to the next paragraph and turn Justify on again. Press ^**OJ**. | Text following the command will print with right margin aligned |

WordStar 2000 prints the text as commanded (either justified or ragged right) until you change the Justify command again. The default setting (automatic setting when you start WordStar 2000) is Justify ON.

# Displaying Command Tags

WordStar 2000 places editing reminders called command tags in your text, but to see them, you must turn Display on. The Display command is on the Options Menu.

It's tidier to work with Display off, because command tags appear to "push" text into the right margin. Also, with Display off, you avoid accidentally deleting tags when you give a Remove command. You cannot remove tags that are not displayed unless they are part of a word that is removed.

- When Display is on, command tags can be deleted.
- When Display is off, command tags cannot be deleted.
- Command tags are not printed unless you request that they be printed.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^O**. Notice that Display is off. | OPTIONS MENU |
| **2** | To see the Justify command tags, where you gave the command, press **D**. (You can also turn on Display by pressing **^OD** at the Editing Menu, bypassing the Options Menu.) | [JUSTIFY ON] (Command tag appears in the text) |
| **3** | To unjustify text, move the cursor to the second command tag and press **^RW** (for **R**emove **W**ord) or **^RE** (for **R**emove **E**ntire Line). | Command disappears and remaining text will print unjustified |
| **4** | To turn off Display and hide command tags, press **^O** and then **D**. | Command tags disappear |

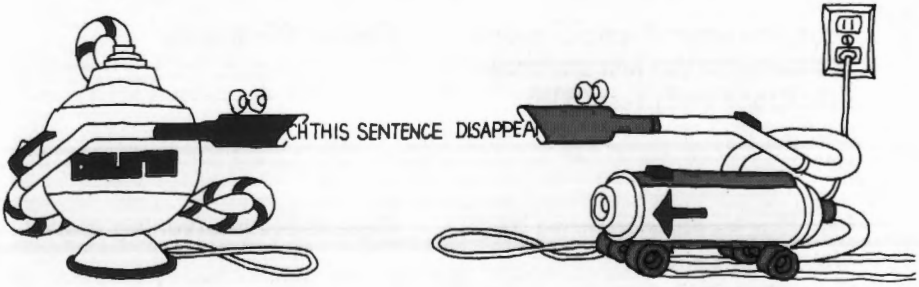
*Note*: Since WordStar 2000 acts according to the last Justify setting, you can change the setting by either (with Display on) removing the tag with a Remove command (as in step 3) or putting in another Justify command.

# Creating and Closing Up Spaces

Sometimes you might want to create a blank space—for example, when you want to move a sentence so that it begins a new paragraph. And you also might want to combine paragraphs by closing up spaces.

Pressing the Return key moves text, but only if Overtype is off. When Overtype is on, only the cursor moves.

The Dlete Char key, the Backspace key, and the Remove commands delete spaces as well as text. Remember, Backspace is destructive.




The Overtype command is on the Options Menu.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press ^**O** and notice that Overtype is off. Press **Cancl**. | Insert is in status line indicating that Overtype is off |
| **2** | Move the cursor to the first letter of the sentence "Your proposal...." and press **Return**. | Text following the cursor moves to the next line |
| **3** | Move the cursor back to the blank space where the sentence originally began and press ^**RW**. | Space closes up |
| **4** | Repeat step 2 with Overtype on. | Cursor moves without text |
| **5** | Press ^**OO** to turn Overtype off. | See Insert in status line |

| | | |
|---|---|---|
| **6** | Move the cursor to the "w" in "writing" and press **Spacebar** to create an extra space between "and" and "writing." | ... and writing |
| **7** | To delete the space, move the cursor to the extra space and press **Dlete Char**. | Deletes one space<br>...and writing |
| **8** | Press **Spacebar** several times to create spaces between words. | and writing |
| **9** | To delete several spaces, move the cursor to the first unnecessary space and press **^RW**. | Deletes the spaces |
| | *or* | |
| | Use **Backspace** to move backward over spaces. | Deletes the intervening spaces |
| **10** | Move the cursor between paragraphs and press **Return**. | Inserts a blank line |
| **11** | To delete the blank line, move the cursor anywhere in the line and press **^RE**. | Closes up the space |

# Saving and Printing

WordStar 2000 has two print commands.

- **^QP** (Quit and Print) at the Editing Menu prints and saves the document currently being edited.
- **P** (Print) at the Opening Menu enables you to print any document in your files.

Giving either command guides you to the questions on the Print Decisions Screen. WordStar 2000 answers the questions for you, unless you replace the answers with special printing instructions.

The questions appear one at a time, unless you tell WordStar 2000 to display all the questions at once.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Make sure your printer is on and the paper is aligned. | EDITING MENU |
| **2** | To give the command to save and print while you're editing, press ^**Q** and then **P**. | QUIT EDITING |
| | *or* | |
| | Press ^**QP**. | DECISIONS SCREEN |
| **3** | To see more questions, press ^**V**. | Questions appear |
| **4** | Answer each question by pressing **Return** to accept the WordStar 2000 answer. | Next question |
| | *or* | |
| | If all (or the rest) of the WordStar 2000 answers are satisfactory, press ^**Q**. | All (or remaining) questions are answered automatically<br><br>The letter is printed |

## Review

You have learned to take these steps:

- Copy a file by pressing **C** at the Opening Menu and answering the questions.
- Turn justification on and off by pressing **^OJ** or by deleting a Justify command tag.
- Show command tags as you work by turning on Display with **^OD**.
- Delete spaces within text by pressing Dlete Char, Backspace, **^RW**, and **^RE**.
- Save and print your letter by pressing **^QP** at the Editing Menu or **P** at the Opening Menu.

## Test Yourself

Can you select the correct answer?

**1.** When text is justified:

a. Left margins are ragged right
b. Right margins are aligned
c. There is a very good reason for typing it

**2.** Command tags are:

a. Popular with dog owners
b. Seen when Block Display is on
c. Seen when Option Display is on

**3.** You give the command to copy whole files:

a. At the Opening Menu
b. Only if they're not copyrighted
c. At the Editing Menu

**Answers:** 1 b, 2 c, 3 a

If you want to practice, type another letter. Otherwise, turn off your computer or go on to Lesson 3.

# 3 LESSON

# Moving Blocks of Text

## A Memo

You'll learn these procedures and these commands.

| Procedures | Commands | |
|---|---|---|
| ■ Marking a block of text | **^BB** | **B**lock **B**eginning |
| | **^BE** | **B**lock **E**nd |
| ■ Copying a block of text | **^BC** | **B**lock **C**opy |
| ■ Removing and restoring a block of text | **^BR** | **B**lock **R**emove |
| | **^U** | **U**ndo |
| ■ Moving a block of text | **^BM** | **B**lock **M**ove |
| ■ Writing (copying) a block of text to another file | **^BW** | **B**lock **W**rite |
| ■ Inserting a file into text | **^BI** | **B**lock **I**nsert |
| ■ Displaying a block of text | **^BD** | **B**lock **D**isplay |
| ■ Quit without saving changes | **^QA** | **Q**uit and **A**bandon Changes |

^ = Ctrl key

You'll edit this memo.

Pieces of text, like building blocks, can be arranged and rearranged. In this lesson, you'll learn to copy, move, and delete marked blocks of text. You'll discover how easy it is to write a block of text to a separate file and to insert text from another file into your document.

Don't worry about "spoiling" your text, because this session is strictly for practice. When you're finished, you'll save the original text but not your edits.

Moving blocks of text enables you to write faster, more prolifically, and even more creatively. Here are a few ways you can use block moves in your work.

- Save paragraphs that you'll want to use again.
- Reorganize your writing and, if the change doesn't suit you, go back to the original.
- Use standard paragraphs from other files to create new documents.
- Insert existing tables or examples to support your text.

# Starting Up

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | If you're continuing from Lesson 2, go to step 2. | |
| | *or* | |
| | Start up as you did in Lesson 1. (See pp. 12-13.) | OPENING MENU |
| **2** | Press **E**. | Document to edit or create? |
| **3** | Transfer memo.spl to the answer line (the space following the question). | EDITING MENU |

*Note*: You can use either method to transfer a name to the answer line:

- Move the highlighting to the name and press Return.
- Type the letters of the filename until the highlighting moves to it in the directory. Then press **^T** (for **T**ransfer) and press Return.

# Marking Blocks of Text

Before you move a block of text, you must define the block, that is, mark the beginning and the end of the text you want to move.

When you mark the beginning of a block, you see the marker <B> in front of the text.

```
<B> It was the best of times. It was the worst of times.
```

When you mark the end of the block, the beginning marker disappears and the entire block becomes highlighted. If you end your block after the first sentence of the example, this is the result:

```
It was the best of times. It was the worst of times.
```

The <E> doesn't appear.

You can have only one block defined in your text at a time. If you decide to move the markers, you may find them temporarily out of order, in other words, the <E> *before* the <B>. Then you will see the end marker. Both markers will disappear as soon as you move the end marker to the end of the new block.

```
It was the best of times.<E><B>It was the worst of times.
```

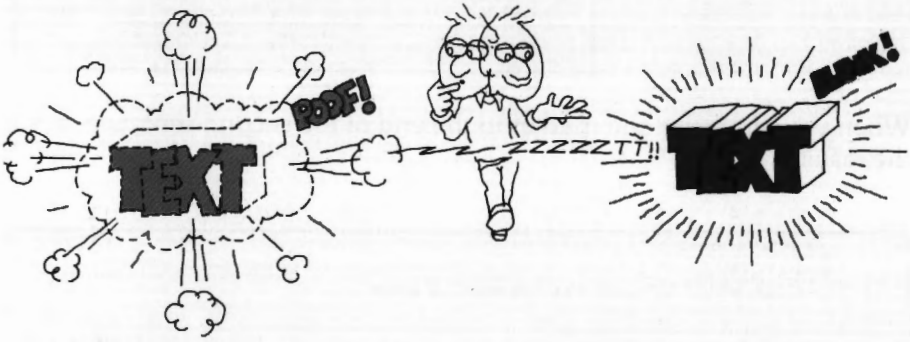
When you move the end marker to the end of the second sentence, this is the result:

```
It was the best of times. It was the worst of times.
```

You'll take the first sentence of the memo and define it as a block.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to the beginning of the body of your memo. Press ^**B** (for **B**lock) and then **B** (for **B**eginning). | <B>Last Thursday Madelyn |
| **2** | Move the cursor to the space following "offices." Press ^**B** (for **B**lock) and then **E** (for **E**nd). | Last Thursday ... offices. |

# Copying and Moving Blocks of Text




| What You Do | How WordStar 2000 Responds |
|---|---|
| **1** To move the block of text, move the cursor to the end of the first paragraph. Press ^**B** and then **M** (for **M**ove). | ... is eight. Last Thursday. |
| **2** To copy the same block, move the cursor to its original place in the text and press ^**B** and then **C** (for **C**opy). | Highlighted block copies to its original position |

# Removing and Restoring Blocks of Text

You can remove the copied block as easily as you moved it. The Undo command restores the removed block as long as it is the *most recently removed text*.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | At the marked sentence, press **^BR** or **^RB** (for **R**emove **B**lock). | Block disappears |
| **2** | Press **^U** (for **U**ndo). | Block reappears at current cursor position |
| **3** | With the cursor anywhere in the repeated sentence, press **^RS** (for **R**emove **S**entence). | The repeated sentence is removed |

# Writing a Block to Another File

Writing a marked block of text to its own file is a useful way of preserving text you may want to use again in a different context. The original document does not change, and you'll have quick access to a piece of text that you use frequently.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Mark the beginning and end of the last paragraph. Press **^BW** (for **B**lock **W**rite). | File to write to? (WordStar 2000 asks where you want to write the block of text) |

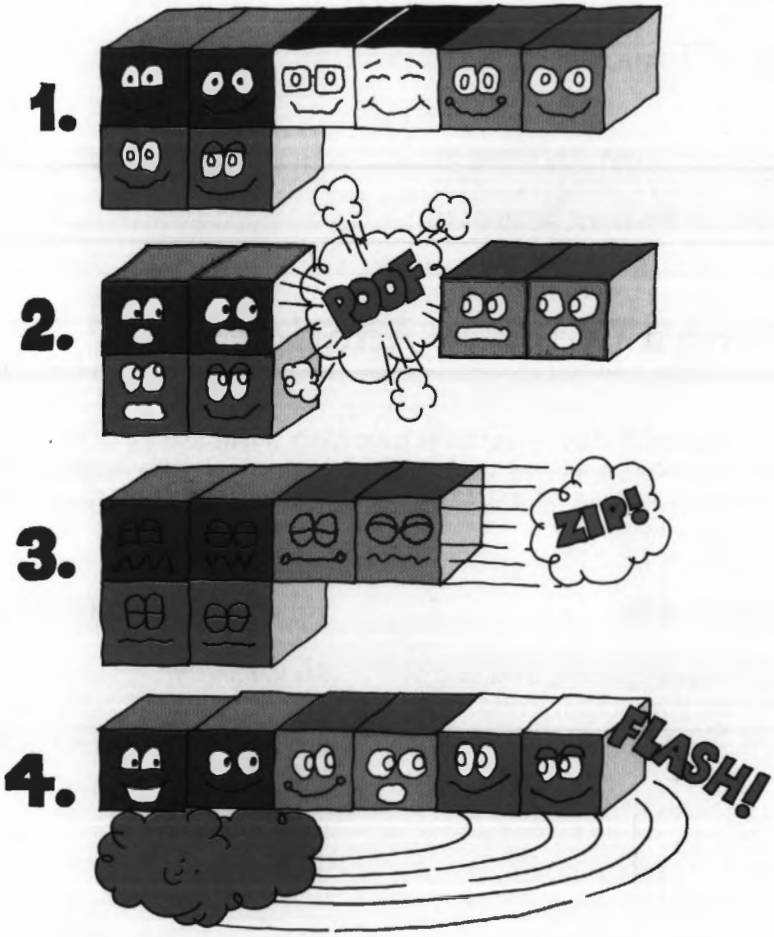
**2** Type **newfile.spl** and press **Return**.

If you type an existing filename:
That file already exists—
Replace? (Y/N) N

If you type a new filename:
Block is copied to a file named newfile.spl (newfile.spl appears in the directory at the CHOOSE A NAME SCREEN)

**3** Press ^**BR** to remove the paragraph.

Paragraph disappears



# Inserting a File into Text

With two steps, you can insert another file into your text at the current cursor location.

Insert the file you just created, newfile.spl, back into your text.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | With the cursor at the same place at the bottom of the memo, press ^**BI** (for **B**lock **I**nsert). | Document to insert? |
| **2** | Assuming the highlighting is on newfile.spl, press **Return**. | Text appears at cursor position |

# Turning Off Block Display

You may prefer to work without seeing any markers, that is with Block Display off, but giving another block command automatically turns Block Display on again. You can't move or remove a block when Block Display is off.

Block Display and Option Display are not the same. Block Display turns block markers on and off, and Option Display turns command tags on and off.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to the beginning of the last paragraph and mark it with ^**BB**. | <B>Although it might .... (Block Display is on) |
| **2** | Mark the end of the block at the end of the paragraph with ^**BE**. | Although it might .... (Block is highlighted) |

| | | |
|---|---|---|
| **3** | To turn off Block Display, press **^B** and then **D** (for **B**lock **D**isplay). | The highlighting disappears |
| **4** | Move the cursor to the beginning of the last sentence and press **^BB**. | Block Display turns on automatically |
| **5** | To turn off Block Display, press **^BD**. | Block Display is off |

# Quitting without Saving Your Editing Changes

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^Q**. | QUIT MENU |
| **2** | Press **A**. | This document has been changed.<br>Abandon anyway? (Y/N) N |
| **3** | Press **Y**. | Changes to file are not saved<br>OPENING MENU |
| **4** | Press **Q**. | |

## Review

You have learned to take these steps:

- Mark a block of text by placing markers at its beginning (**^BB**) and end (**^BE**).
- Watch for the highlighting that displays a marked block.
- Move (**^BM**) or copy (**^BC**) a marked block of text by placing the cursor at a new location and giving the command.

- Use the Undo command (**^U**) to restore text removed with Block Remove (**^BR**).
- Move text into your file with Block Insert (**^BI**) or from your file to another file with Block Write (**^BW**).
- Turn off Block Display (**^BD**).
- Use **^QA** to discard the most recent editing changes to a document.

## Test Yourself

Can you choose the correct answer?

**1.** **^BC** means:

a. Copy a marked block of text
b. Copy a file
c. The olden days

**2.** Before making Block moves:

a. Check out the neighborhood
b. Mark the beginning (**^BB**) and end (**^BE**) of the block
c. Turn off display

**3.** Remove Block and Block Remove are similar because:

a. The commands are on the same submenus
b. **^U** restores the last removed text in both
c. They're part of urban renewal

**4.** Quit and Abandon means:

a. Surrender
b. Destroy the document
c. Discard the most recent editing changes

**Answers:** 1 a, 2 b, 3 b, 4 c

# 4 LESSON

# Using Print Enhancements

## An Outline

You'll learn these procedures and these commands.

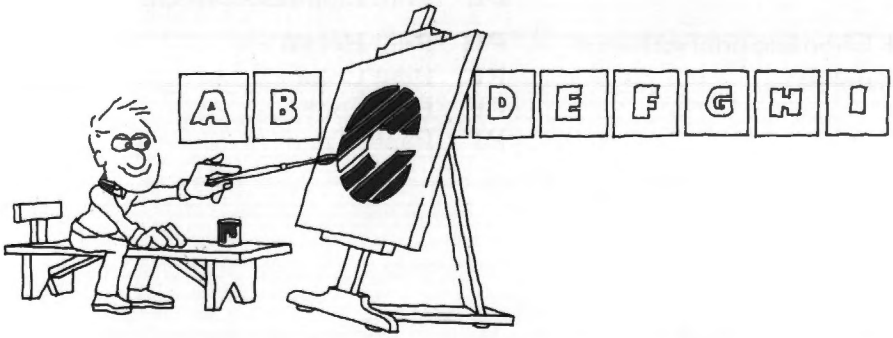
| Procedures | Commands | |
|---|---|---|
| ■ Turning Display on | **^OD** | **O**ption **D**isplay |
| ■ Turning on print enhancements | **^PB** | **P**rint **B**oldface On/Off |
| | **^PU** | **P**rint **U**nderline On/Off |
| | **^P +** | **P**rint **S**uperscript On/Off |
| | **^P –** | **P**rint **S**ubscript On/Off |
| | **^PS** | **P**rint **S**trikeout On/Off |
| | **^PE** | **P**rint **E**mphasis On/Off |
| ■ Choosing print enhancements | **^PH** | **P**rint **H**eight |
| | **^PC** | **P**rint **C**olor |
| | **^PF** | **P**rint **F**ont |
| | **^PT** | **P**aper **T**ray |

^ = Ctrl key

You'll edit this outline.

With WordStar 2000, you can routinely produce professional-looking copy. In this lesson, you'll use some of the WordStar 2000 special print enhancements in an outline.

As you progress through the steps, you can insert the print enhancements wherever you find them pleasing. Don't worry about making mistakes—you can abandon your revisions and start again with clean text. When you're finished, you can print and see the enhancements.




If you turn Display on with ^**OD**, a command tag appears when you put a print enhancement in your document.

```
This is [B]positively[B] our [B]last[B] going-out-of-business sale.
```

If you turn Display off with ^**OD**, the command tags don't show, but the text is highlighted.

In your daily work you may want to work with Display off to see how your printed pages will look.

Removing the command tag for a print enhancement reverses its effect in print. If you accidentally removed the first [B] in the sentence, for example, this would be the result:

```
This is positively[B] our [B]last[B] going-out-of-business sale.
```

Skip any steps in this lesson that aren't possible on your printer.

Like the Cursor and Options Menus, the Print Enhancement Menu is divided into two parts. Press the Spacebar to move back and forth between them.

# Starting Up

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Start up (see Lesson 1). | OPENING MENU |
| **2** | Press **E**. | Document to edit or create? |
| **3** | Transfer outline.spl to the answer line and press **Return**. | EDITING MENU |

Proposal Outline

Teaching Children's Literature Through the Medium of the Computer

by

Madelyn Parker
and
Elizabeth Boyd

I. Introduction

II. Objectives

The purpose of the Parker/Boyd program is to teach classical literature to children in an imaginative way, to stimulate writing and cognitive skills, and to increase computer literacy.

III. Method

A. Read story (accompanying paperback book)
B. Reread story on computer
C. Select alternative story lines
D. Write new ending

IV. Market

A. Size
B. Outlets
1. Sales to schools
2. Sales in retail bookstores

V. Summary

Schools offer best opportunity for computer software sales. Parker/Boyd program is an effective tool.

*Note:* When you turn on the Display, you'll see command tags indicating that indentations and centering commands are in effect. Ignore the command tags, but do not delete them.

# Creating Boldface Type

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Turn Display on by pressing **^OD**. | Display is on |
| **2** | Move the cursor to the first character of any text you want printed in boldface type. Press **^P** (for **P**rint Enhancements) and then **B** (for **B**oldface). (If you don't see command tags, turn Display on by pressing **^OD**.) | [B]xxxxx ... |
| **3** | Move the cursor to the space following the last character you want printed in boldface. Press **^PB**. | ... xxxx xxxx[B] (Text is highlighted) |

# Underlining Text

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to the first character you want to underline. Press **^P** and then **U** (for **U**nderline). | [U]xxxxx ... |

**2** Move the cursor to the space following the last character you want to underline. Press ^**PU**.

... xxxx xxxx[U]

*Note*: You can remove underlining just as you do boldface by deleting the command tags surrounding the underlined text.

# Turning on Superscript, Subscript, Strikeout, and Emphasis

You can turn the following print enhancements on and off and remove them just as you do underlining and boldface. The text between these tags is highlighted.

| Print Enhancement | Command | Command Tag |
|---|---|---|
| Superscript | ^**P+** | [+] |
| Subscript | ^**P–** | [–] |
| Strikeout | ^**PS** | [S] |
| Emphasis | ^**PE** | [E] |

# Changing Line Height (Spacing Between Lines)

Line height (lines per inch) is specified in the format file that is part of your document. But you can change line spacing as you edit. A new line height command affects all text following the line with the command tag.

Changing between single spacing (six lines per inch) and double spacing (three lines per inch) during editing is particularly convenient if you type rough drafts or poetry.

```
[LINE HEIGHT 3.00 LPI]
Here today,

Gone tomorrow

[LINE HEIGHT 6.00 LPI]
Woman strives,
Man survives
```

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to the place in the text where you want to change line spacing and press **^P**. | PRINT ENHANCEMENTS - 1 of 2 |
| **2** | To look at the second part of the menu, press **Spacebar**. | PRINT ENHANCEMENTS - 2 of 2<br>Height 6.00 LPI |
| **3** | Press **H** (for line **H**eight). | Line height (spacing)? |
| **4** | To select a new line height, move the highlighting to the desired spacing, for example, 3.00 lines per inch. Press **Return**. | [LINE HEIGHT 3.00 LPI]<br>(Text is printed in double space) |
| **5** | Move the cursor and change the line spacing back to what it was, for example, single. Press **^PH**. | [LINE HEIGHT 6.00 LPI]<br>(Text is printed in single space) |

# Changing the Font (Typeface) Printer Instructions

You can instruct the printer to change to another typeface as you edit. The text following the command prints in that typeface until a new font is named.

Not all printers have different fonts, but if yours does, select a different typeface for a piece of text, for instance, the authors' names.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to the first character of the text you want to print in another typeface and press **^P**. | PRINT ENHANCEMENTS - 1 of 2 |
| **2** | Press **Spacebar** to see screen 2. | Font xxxxxxx |
| **3** | Press **F** (for **F**ont). | Font to use?<br>(The list of fonts available on your printer appears) |
| **4** | Move the highlighting to the name of the font and press **Return**. | [FONT]xxxxx xxx xx |
| **5** | At the end of the text to be changed to another font, press **^PF** and choose the original font. | [FONT]xxxxx xxx xx[FONT]<br>(The text following the command tag, will be printed in that font until another font is named) |

*Note:* If you use a font with a different character width (for example, 12 pitch instead of 10 pitch) or a proportional font, the text onscreen will not match the ruler line. But your page will print correctly.

# Changing Ribbon Color and Paper Trays

If your printer allows it, you can change the color your text is printed in just as you changed line height and fonts by selecting a new name from a directory. Similarly, you can switch from one paper tray to another (for example, from letterhead to plain paper) during printing. You use these commands and see these command tags:

| Print Enhancement | Command | Command Tag |
|---|---|---|
| Color | **^PC** | [COLOR NAME] |
| Paper Tray | **^PT** | [TRAY NAME] |

# Word Grouping

Sometimes a group of words, such as a title or a proper name, divides at the end of a line. You can keep words together, no matter how many times the paragraph is re-formed, by putting the Print Word grouping command (**^PW**) between the words.

If you turn Display off, a space replaces the command tag [W].

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to any two words to be kept together and delete the space between them. Then press **^P**. | PRINT ENHANCEMENTS - 1 of 2 |
| **2** | Press **Spacebar** to see the second screen. | Word grouping |
| **3** | Press **W** (for **W**ord Grouping). | xxxxx[W]xxxxxxx |
| **4** | Turn off Display by pressing **^OD**. | xxxxx xxxxxxx |

# Abandoning Editing Changes

If you'd like to practice using more print enhancements, abandon your editing changes (**^QA**) and start again. You can practice with the sample file outline.spl or any text of your own.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^QA**. | This document has been changed. Abandon anyway? (Y/N) N |
| **2** | Press **Y**. | Changes to file are not saved-- OPENING MENU |

| | | |
|---|---|---|
| **3** | Press **E** to start over. | Document to edit or create? |

# Printing

Make sure your printer is on and ready to print.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^QP**. | DECISIONS SCREEN |
| **2** | Answer questions by pressing **^Q**. | Text is printed |

When a document is printing, this message is on the screen:

Printing *filename*. Press P to interrupt.

You can interrupt the preparation of a document for the printing queue. If you are printing directly to the printer, you can interrupt the actual printing. See the *Reference Guide*, p. 131, for more information.

## Review

You have learned to take the following steps:

- Mark the beginning and end of text to be affected by a print enhancement.
- See print enhancement command tags in your text by turning Display on with **^OD**.
- Reverse or prolong the effect of a print enhancement by removing a command tag.

## Test Yourself

Can you choose the correct answer?

**1.** You change line height:

a. To protect the quarterback
b. In the format file and during editing
c. Only in the format file

**2.** Print Word grouping is:

a. A command to keep words together on a line
b. A bunch of newspaper reporters
c. A way to justify text

**3.** **^P –** means:

a. Delete the previously printed line
b. A barely passing grade
c. Mark the beginning or end of text to be printed as subscript

**4.** Accidentally removing an underline command tag:

a. Turns off boldface
b. Changes which text is underlined
c. Reduces the price by 10%

**Answers:** 1 b, 2 a, 3 c, 4 b

# 5 LESSON

# Setting Tabs and Margins

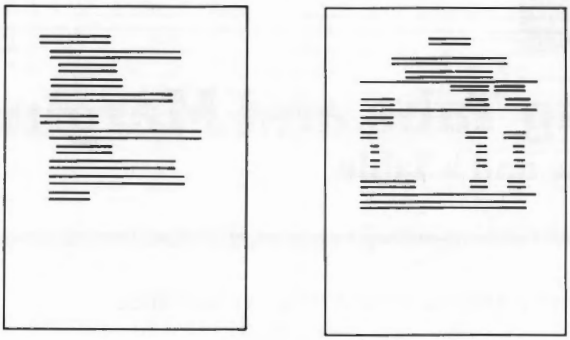
## An Outline and a Table

You'll learn these procedures and these commands.

| Procedures | Commands | |
|---|---|---|
| ■ Setting margins | **^TL** | **T**abs and Margins **L**eft |
| | **^TR** | **T**abs and Margins **R**ight |
| ■ Indenting and clearing indents | **^TI** | Move the Left Margin **I**n 1 Tab Stop to Right |
| | **^TO** | Move the Left Margin **O**ut 1 Tab Stop to Left (If Possible) |
| | **^TU** | **U**ndo All Indents |
| ■ Setting tab stops | **^TS** | **S**et **T**ab |
| | **^TC** | **C**lear **T**ab |

^ = Ctrl key

You'll edit this outline and this table.



Although tab stops and margins are set for you in your document's format, you can reset them as you edit. Tabs and margins are shown on the ruler line, which appears at the top of the screen. In this lesson, you'll set new tabs and margins to create an outline form and learn two ways to indent margins one tab stop.

To learn about tabs, you'll practice typing a simple table, first clearing existing tabs and setting new ones for columns. In a more advanced exercise, you'll type columns in the same table.

Once you feel comfortable setting and clearing tabs and margins, you'll be able to type a wide variety of sophisticated text, including the following:

- Tables
- Quotations
- Bibliographies
- Scripts

# The Ruler Line

The ruler line separating the menus from the window shows the tabs and margins that were set in the format.

A ruler line is made up of these symbols:

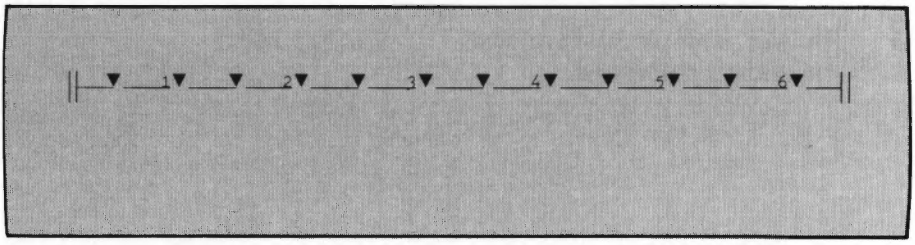
| | |
|---|---|
| \|\| | left margin |
| ▼ | normal tab |
| # | decimal tab |
| \|\| | right margin |
| (n) | number = benchmarks inserted at every 10th regular tab when tabs have been cleared |

Think of the ruler line in terms of inches. Ten columns equals one inch, and each of the numbers in the ruler line represents one inch on the *printed* page.

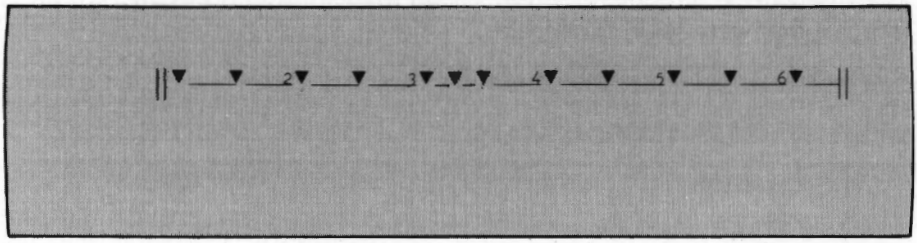
In the following examples, you'll see how the ruler line changes to reflect the most recent tabs and margin setting.

Examples:

Left margin is at column 1 and normal tabs every 5 spaces.



Left margin is indented 10 spaces and a tab stop is set at 33.




*Note*: Remember to check the status line to determine the cursor's exact location.

# Starting Up

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Start up (see Lesson 1). | OPENING MENU |
| **2** | Press **E**. | CHOOSE A NAME SCREEN |
| **3** | Transfer example.spl to answer line and press **Return**. | EDITING MENU |

Read each of the following sentences and select one to change the story. Then write a new ending to the story.

*Cinderella*

a. The wicked stepmother had a cleaning lady.
b. Pest control wiped out all the mice and rats in the kingdom.
c. The glass slipper fit one of Cinderella's stepsisters.

*Hansel and Gretel*

a. The children didn't have their toothbrushes and wouldn't eat sweets.
b. The witch was a vegetarian.
c. The cottage was made of carrot sticks and celery.

# Setting Margins at the Editing Menu

When you turn Display on, you'll see that WordStar 2000 puts another ruler on the line above the cursor to show where in the text you have set new tabs and margins. This new ruler acts just like a command tag and can be deleted or copied. It looks like this:

**L**----!----!----!----!----!----!----!----!----!----!----!----**R**

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | With Display off, move the cursor to the "C" in "Cinderella" and press **^T** (for **T**abs and margins). | TABS AND MARGINS MENU |
| **2** | Press **L** (for **L**eft). | Left margin in what column? 1 |
| **3** | Type **5** and press **Return**. | Left margin of following text begins at column 5 |

| | | |
|---|---|---|
| **4** | Press ^**OD** to see Display. | [U]Cinderella[U] (Ruler line appears on line above Cinderella) |
| **5** | Press ^**OD** to turn off Display. | Ruler line in text disappears |

# Indenting Left Margins One Tab Stop

Indents take effect on the same line or the following line, depending on where the cursor is when the command (^**TI**) is issued.

Use ^**TI** to indent the left margin for succeeding lines by one tab stop. If the cursor is at the first column of the current left margin when you press ^**TI**, the current line will also be indented by one tab stop. With Display on, you'll see command tags showing that you have indented [TI] or released an indent [TO].

Practice indenting at the first column of the first line and then remove the indent.

| | **What You Do** | **How WordStar 2000 Responds** |
|---|---|---|
| **1** | Move the cursor to the "C" in "Cinderella" (in column 5). Press ^**T** and then **I** (for **I**ndent). | Current and succeeding lines indent one tab stop |
| **2** | Turn Display on by pressing ^**OD**. | [TI] [U]Cinderella[U] |
| **3** | Remove the indent by removing the command tag. Move the cursor to [TI] and press ^**RW**. | Cinderella and all succeeding lines will be aligned at the left margin |
| **4** | Turn off Display by pressing ^**OD**. | Text appears as it is printed |

# Indenting the Left Margin One Tab Stop (Hanging Indent)

If the cursor is any place to the right of the left margin when you give the command to indent, **^TI** creates a hanging indent. *The next and succeeding lines will be indented one tab stop*, but the line with the cursor does not indent. Creating a hanging indent is particularly useful for typing outlines in which only a little text appears on the first lines.

Since you'll be watching your copy and not your screen as you type, make it a habit to issue the hanging indent command after you type the letter or number that precedes each secondary heading. At the end of each secondary heading, give the command to release the indent.

*Note:* If you make a mistake, turn Display on and delete a command tag with **^RW** (**R**emove **W**ord) or the Dlete Char key.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to the character following "Cinderella." Press **^T** and then **I**. | Margins in next lines indent one tab stop |
| **2** | Move the cursor to the character following "a." Press the **Tab** key. | a. The wicked .... |
| **3** | Move the cursor to the character following "b." Press the **Tab** key and **^TI**. | Margins in next lines indent one tab stop<br><br>Wrapped line indents |
| **4** | Move the cursor to the space following the sentence and press **^TO** (for left margin **O**ut one tab stop). | Margins in next lines are released one tab stop |
| **5** | Move the cursor to the character following "c." and press the the **Tab** key. | |

**6** Re-form the remaining lines on your own. Remember to release all indents (^**TU** for **U**ndo all indents) before a major heading. If you need help, let the following example guide you:

With Display on:

```
[TU]
        [U]Hansel and Gretel[U][TI]
        a.▶ [TI]The children didn't have their toothbrushes and wouldn't
            eat sweets.[TO]
        b.▶ The witch was a vegetarian.
        c.▶ The cottage was made of carrot sticks and celery.
[TU]
```

**7** Type the last part of the example yourself, using hanging indents. (Remember to underline the first line.)

```
[U]The Three Bears[U][TI]
        a.▶ [TI]Mama Bear cleaned the breakfast dishes and put them in the
            dishwasher.[TO]
        b.▶ Baby Bear's chair was made of stainless steel.
        c.▶ [TI]Papa Bear decided to stay at home and fix the
            roof.[TU]
```

**8** Reset the left margin. Press ^**TL**.

Left margin in what column? 5

**9** Type **1** and press **Return**.

Left margin of following text begins at column 1

# Quitting

If you want more practice, abandon your editing changes and run through the steps again.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^QA**. | This document has been changed.<br>Abandon anyway? (Y/N) N |
| **2** | Press **Y**. | Changes to file are not saved<br>OPENING MENU |

# Naming a New Document

To learn about typing tables, create a new document named respons.tbl at the Opening Menu.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **E**. | Document to edit? |
| **2** | Type **respons.tbl** and press **Return**. | Format to use? |
| **3** | Choose ragged.frm. | EDITING MENU |

When you type this table, keep the onscreen display off unless you have trouble and need to delete a tab stop. The tab stops you'll set are indicated by the boldfaced numbers in parentheses. Don't type them as part of the table.

*Note*: To type the three-digit number in the total, tab to column 49 and press the Spacebar three times to move the cursor to column 52. Remember to watch the status line for the cursor's location.

This is the table you will be typing in the steps below.

**Table 1**

**Children's Responses to Story Selections During Controlled Observation**

| **Responses** | **(37)Number Selected** | **(49)Percent Selected** |
|---|---|---|
| Cinderella | | |
| **(5)** a. | **(41)**15 | **(53)**30 |
| b. | 29 | 58 |
| c. | 6 | 12 |
| Total children in study | 50 | 100 |

*Note*: See page 165 of the WordStar 2000 *Reference Guide* for Tables Tips.

# Centering the Titles

| | **What You Do** | **How WordStar 2000 Responds** |
|---|---|---|
| **1** | Type **Table 1**. | \|----▼----▼----▼<br>Table 1 |
| **2** | Press ^**OC** (for **O**ption **C**enter). | Table 1 is centered |
| **3** | Press **Return** twice. | A blank line is inserted |
| **4** | Type the first line of the title and center it. Press **Return**. | "Children's Responses ..." is centered |
| **5** | Type the second line, center it, and press **Return** twice. | Second line is centered and a blank line is inserted |

## Clearing Tabs and Setting Tabs

You can clear tabs individually or all at once. Before you type the table, you'll clear all the tab stops and set new tabs for the headings and columns.

*Note*: Tabs can also be set in the format file. You'll learn how to create format files in Lesson 10.

When you press the Tab key, the cursor moves to the next tab stop. With Display on, WordStar 2000 inserts a sideways triangle ► in the text to show that you have tabbed. The tab marker ► acts like a command tag and can be deleted with the Dlete Char and Backspace keys or Remove commands.

If you press the Tab key too many times, you can move the cursor back one tab stop by pressing the cursor left ( ← ) key once.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Clear the first tab by pressing **^T** and then **C** (for **C**lear). | Clear tab in what column? (A for ALL) 1 |
| **2** | Type **6** and press **Return**. | Tab marker at column 6 disappears |
| **3** | Clear the rest of the tabs by pressing **^T** and then **C**. | Clear tab in what column? (A for ALL) |
| **4** | Type **A** (for clear **A**ll tabs) and press **Return**. | All tabs are cleared in margin ruler |
| **5** | Set a new tab by pressing **^T** and then **S** (for **S**et). | Set tab in what column? |
| **6** | Type **5** and press **Return**.<br>*or*<br>Move the cursor to column 5 and press **Return**. | Tab is set at 5 in ruler |

| | | |
|---|---|---|
| **7** | Set four more tabs at columns 37, 41, 49, and 53. Press **^TS** and **Return** each time. | Tabs set at 37, 41, 49, and 53 in ruler |
| **8** | Type the table, pressing the **Tab** key to tab to each column. First type the column headings and then type the columns. Press **Return** at the end of each line. | Table is complete |

# Typing in Columns

Using the table you have just prepared, replace a., b., and c. in the first column with the actual responses. The responses are too long to fit on one line, but hanging indents enable you to type the column easily. Unless you need to delete a command tag or a tab marker, don't display command tags.

*Note*: Delete command tags and tab markers with **^RW**, Dlete Char, or Backspace.

| | **What You Do** | **How WordStar 2000 Responds** |
|---|---|---|
| **1** | Remove the lines beginning with a, b, and c by moving the cursor to each one and pressing **^RE** (for **R**emove **E**ntire line). | Lines a, b, and c disappear |
| **2** | With cursor at column 5, press **^TI** and type:<br><br>**The wicked stepmother**<br>(Press **Return**).<br>**had a cleaning lady.** | Second line indents one tab stop |
| **3** | Press **Tab** twice to column 41 and type **15**. | 15 |

| | | | |
|---|---|---|---|
| **4** | Press **Tab** twice to column 53 and type **30**. | 15 | 30 |
| **5** | Press **Return** twice. | Inserts a blank line | |
| **6** | Type the following:<br>**Pest control wiped**<br>(Press **Return**.)<br>**out all the rats and**<br>(Press **Return**.)<br>**mice in the kingdom.** | Line is indented one tab stop | |
| **7** | Press **Tab** twice to column 41 and type **29**. | 29 | |
| **8** | Press **Tab** twice to column 53 and type **58**. | 29 | 58 |
| **9** | Press **Return** twice. | Inserts a blank line | |
| **10** | Type the following:<br>**The glass slipper fit**<br>(Press **Return**.)<br>**one of Cinderella's**<br>(Press **Return**.)<br>**sisters.** | | |
| **11** | Press **Tab** twice to column 41, press **Spacebar** once, and type **6**. | 6 | |
| **12** | Press **Tab** twice to move the cursor to column 53 and type **12**. | 6 | 12 |
| **13** | Press **^TO** to release the indents and press **Return** twice. | Inserts a blank line and cursor returns to left margin | |

# Quitting

If you want more practice, abandon your editing changes and run through the steps again. Otherwise, quit and save the file.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^QA**. | This document has been changed.<br>Abandon anyway? (Y/N) N |
| **2** | Press **Y**. | Changes to file are not saved<br>OPENING MENU |
| | *or* | |
| **1** | Press **^QS**. | OPENING MENU |

*Note:* WordStar 2000 saves the ruler with the tabs. When you open a new file, however, the ruler line will include just the regular tabs.

## Review

You've learned to take these steps:

- Set left and right margins (**^TL** and **^TR**) as you edit.
- Indent lines one tab stop (**^TI** at the left margin).
- Use "hanging" indents (**^TI**) to indent succeeding lines one tab stop.
- Use **^TO** to cancel an indent of one tab stop.
- Clear some tabs (**^TC** and type number) or all tabs (**^TC** and press **A**), and then set just the tabs you want (**^TS**) to set up columns.
- Press the Tab key to move the cursor to the next tab stop.
- Type columns in tables by using hanging indents.

## Test Yourself

Can you choose the correct answer?

**1.** New margins are set:

a. By the Securities and Exchange Commission
b. In the format or during editing
c. Anytime except in the format

**2.** A hanging indent:

a. Is a loose denture
b. Removes all tab stops
c. Means to indent by one tab stop on succeeding lines

**3.** Use the Tab key:

a. To move to the next tab stop
b. To remove the cap of a one-calorie soft drink
c. To move the highlighting to the answer line

**Answers:** 1 b, 2 c, 3 a

# 6 LESSON

# Using a Key Glossary and Typing an Envelope

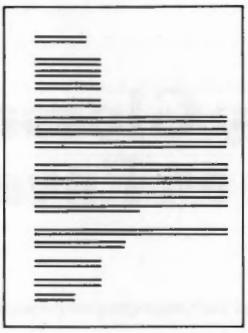
## A Business Letter

You'll learn these procedures and these commands.

| Procedures | Commands | |
|---|---|---|
| ■ Copying a business letter | **C** | Copy |
| ■ Removing a marked block | **^BR** | Block Remove |
| ■ Defining and saving a key in a key file | **^KD** | Key Define |
| ■ Defining a key with an editing command in the long form | **^KD** | Key Define |
| ■ Locating and replacing a name | **^L** | Locate |
| ■ Typing an envelope | **T** | Typewriter Mode |

^ = Ctrl key

You'll edit this business letter or one of your own.



Using the Copy, Key glossary, and Locate features, you can quickly make changes in a business letter and send it to someone else.

In this lesson, you'll learn how to use the key glossary to create your own "shorthand." You'll type something short, like "EB," and WordStar 2000 will automatically replace it for you with something longer, like "Elizabeth Boyd." The short form is the "key" that calls the longer form into your document. Short forms and long forms together are called a glossary.

You can also include commands in your glossary. For example, in this lesson you'll create a short form that will instruct WordStar 2000 to type *and* center the letterhead for the letter. After printing your letter, you'll type an envelope in Typewriter mode.

If much of your typing is repetitive, you can save time by storing these and other entries in a key file:

- Headings and closings in correspondence
- Names and addresses
- Passages of text you use repeatedly
- Long proper names or titles
- Personnel lists
- Commands for moving through files quickly

Using the Locate command, you can search for and find a name in the body of the letter and replace it with a different name. WordStar 2000 locates the exact characters you want to change and replaces them according to conditions that you specify.

Here are some typical uses for the Locate command:

- Correct a repeatedly misspelled proper name
- Change an improperly used technical term
- Search for command tags and change boldface to underline
- Change uppercase words to lowercase and vice versa

# Starting Up and Copying Your Letter

To personalize the business letter, you'll copy it and give it a new name. Remember, your letter may not look exactly like the printed example.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Start up (see Lesson 1). | OPENING MENU |
| **2** | Press **C** (for **C**opy). | File to copy from? |
| **3** | Transfer parker.spl to answer line and press **Return**. | File to copy to? |
| **4** | Type **boyd.spl** (for the second copy of the same business letter). | OPENING MENU |
| **5** | Press **E**. | Document to edit or create? |

**6** Transfer boyd.spl to the answer line. EDITING MENU

Today's date

Madelyn Parker
206 College Drive
Iowa City, IA 52240

Dear Ms. Parker:

Who can resist a good fairy tale? Your proposal to teach children's literature and writing on the computer has certainly aroused my interest.

Computer software developers and educators must work together to meet the challenges of computer literacy in our schools. Therefore, I have submitted your educational software program to our review committee for final evaluation.

You and your collaborator, Elizabeth Boyd, will hear from me within a week.

Yours truly,

Anthony Quinones
Editor

# Removing the Existing Heading

You'll remove the letter's existing name, address, and salutation so that you can replace them.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Put block markers at the beginning (**^BB**) of the name and address and at the end (**^BE**) of the salutation. | Highlights everything from "Madelyn Parker" to "Dear Ms. Parker:" |
| **2** | Press **^BR** (for **B**lock **R**emove). | Removes name, address, and salutation |

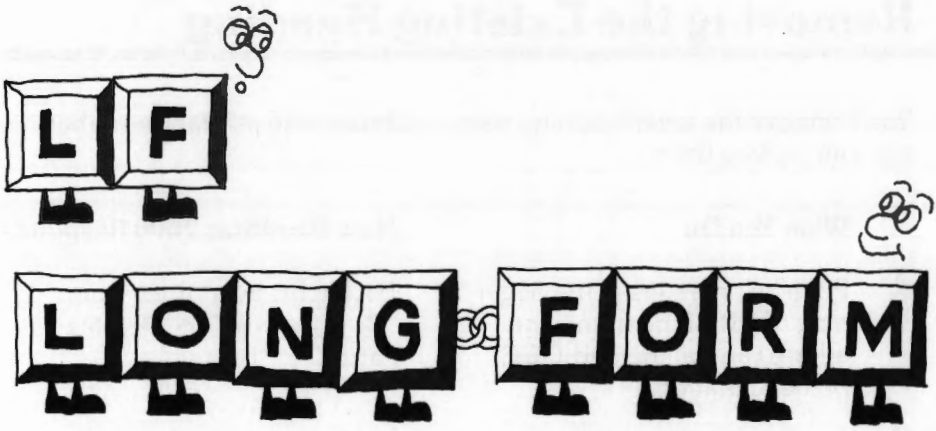
# Defining the Key Short and Long Forms

Before you can use the key glossary, you must tell WordStar 2000 what the short form represents. Then you store the short and long forms together in a key file for future use.

You can create different key files for different subjects. For example, you might build one key file containing only addresses and another containing only company names.

A key file can contain up to 20 key definitions with no more than 560 characters in each long form. A short form may be from one to 15 characters.

*Note*: Although you type the short form in lowercase letters, you'll see them converted to uppercase letters on the screen.




| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press ^**K** (for **K**ey glossary). | KEY GLOSSARY |
| **2** | Press **D** (for **D**efine). | Short form to define? (Press Cancl to cancel) |
| **3** | Type **eb** (for **E**lizabeth **B**oyd) and press **Return**. | Long form? (Press ^Q to end) |
| **4** | Type the following:<br>**Elizabeth Boyd**<br>(Press **Return**.)<br>**2125 Ferson Road**<br>(Press **Return**.)<br>**University Village, IA 52241**<br>(Press **Return** twice.) | Short form to define? (Press Cancl to cancel) |

**Dear Ms. Boyd:**

Press ^**Q** to end the long form, but *do not press* **Return** again or you will insert extra blank lines.

| | | |
|---|---|---|
| **5** | Because you are creating only one key this time, press **Cancl** to end the definition. | Should these changes be saved? (Y/N) N |
| **6** | To save the changes, press **Y**. | Key file to use? |
| **7** | Type **address.key** and press **Return** to create a new key file just for addresses. | EDITING MENU |

*Note*: If the key entry you wish to use is not in the current key file, press **^KU** to change key files.

# Typing Shorthand in Text

Typing the short form and pressing the Cancl key immediately afterward tells WordStar 2000 to substitute the long form. Preceding the short form must be a *space*, a *carriage return*, or a *command tag*. In this example, a carriage return in the previous line precedes the short form.

| | **What You Do** | **How WordStar 2000 Responds** |
|---|---|---|
| **1** | Place the cursor where you want the new name and address to begin. Type **eb** (the short form), and press **Cancl**. | The new name and address appear |

# Defining a Key Glossary that Includes a Command

You can also store editing commands in a key glossary file. You'll define a key with the letters **rt** representing the letterhead for Rampant Textbooks, Inc., and include the editing command to center each line.

*Note*: To insert an editing command in the long form, type a caret (^) to represent the Control key. Do not press the Control key.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^K**. | KEY GLOSSARY |
| **2** | Press **D**. | Short form to define? (Press Cancl to cancel) |
| **3** | Type **rt** (for **R**ampant **T**ext-books) and press **Return**. | Long form? (Press ^Q to end) |
| **4** | Type the letterhead and the command to center text (type the caret):<br>**^OCRampant Textbooks, Inc.**<br>(Press **Return**.)<br>**^OC30 School Street**<br>(Press **Return**.)<br>**^OCLake City, WI 53701**<br>Press **^Q**. | Short form to define? (Press Cancl to cancel) |
| **5** | Because you are adding only one key entry this time, press **Cancl** to end the definition. | Should these changes be saved? (Y/N) N |
| **6** | To save the changes, press **Y**. | Key file to use? |
| **7** | Type the name of a new key file, **lettrhd.key**, and press **Return**. | EDITING MENU |

# Inserting and Centering a Letterhead

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to line 1, column 1 by pressing **^CB** (for **C**ursor **B**eginning). | Cursor moves to top of screen (beginning of letter) |
| **2** | Type **rt** and press **Cancl**. | Letterhead centers |

*Note*: The key glossary is also found at the Opening Menu so that you can build key files without opening a document file.

# Locating and Replacing Text

Use the Locate command to change the name in the body of the letter to Madelyn Parker. WordStar 2000 offers you options to make your instructions more precise when you locate and replace text. In this lesson, you'll tell WordStar 2000 to find and replace each occurrence automatically without asking for your approval, show each replacement on screen by highlighting it, and replace upper- and lowercase exactly as you typed it. Unless you choose an option, the opposite conditions will prevail.

If you make a typing error, use Backspace or Dlete Char, or if you change your mind about a previous answer, press Cancl to start again. Your most recent answers appear as the default answers.

*Note*: Usually you will begin your search at the beginning or end of a document to locate every occurrence of the text.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Following the salutation, press **^L** (for **L**ocate). | Text to locate? . . . . . |

| | | |
|---|---|---|
| **2** | Type **Elizabeth Boyd** and press **Return**. | Locate only/Replace? (L/R) . . . . . |
| **3** | Type **R** (for **R**eplace) and press **Return**. | Replacement text? . . . . . |
| **4** | Type **Madelyn Parker** and press **Return**. | Options? . . . . . |
| **5** | Look at the menu and choose the options "Don't ask approval," "Show onscreen," and "Preserve case" by typing **dsp** and pressing **Return**. | Madelyn Parker replaces Elizabeth Boyd automatically and highlighting indicates replaced text |

# Quitting and Printing

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^QP**. | DECISIONS SCREEN |
| **2** | Answer all questions by pressing **^Q**. | The letter is printed |

# Typing an Envelope in Typewriter Mode

You can use WordStar 2000 to type the name and address on an envelope. Typewriter mode, one of the choices on the Opening Menu, turns WordStar 2000 into a "manual" word processor much like a typewriter.

Before you begin, see your printer manual to learn how to insert an envelope behind the print head. For example, if your printer has a "tractor feed," you may need to remove it temporarily. You must also find out if your printer has its own buffer (a temporary file that stores keystrokes until they are printed).

WordStar 2000 has a buffer file that is turned on or off by pressing **^B** (for **B**uffer). "Buffered" or "Unbuffered" in the status line indicates if the buffer file is on or off. The default setting is on.

- With the buffer on, the buffer stores one line of characters until you press Return to print them.
- With the buffer off, keystrokes go directly to the printer (causing it to act like a typewriter).

If you wish to edit your text before it is printed, leave the buffer on.

*Note:* The buffer is always on if your printer has its own buffer. In that case, you will not be able to send keystrokes directly to the printer. (See your printer manual.)

Here are some tips to remember when you use Typewriter mode.

- Edit one line at a time—you can't change text once you press Return.
- Remember that there are no page offsets in Typewriter mode.
- Remember that text is not automatically wrapped to the next line.

Use these commands to edit in Typewriter mode:

| | |
|---|---|
| **←, →, ^A, ^F, ^S, ^D** | move the cursor horizontally |
| Backspace | removes a character to the left of the cursor |
| Dlete Char | removes a character at the cursor |
| **^R** | removes all characters from the line |
| Return | prints the current line of text or inserts a blank line |

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | At the Opening Menu, press **T** (for **T**ypewriter mode). | TYPEWRITER MODE* |
| **2** | Prepare your printer. (Reset to letter quality, if available.) | OPENING MENU |
| **3** | Insert a #10 envelope into your printer so that the print head is at the right line (12) to type the name of the addressee. | OPENING MENU |

*If the printer is busy, the message "Printer is busy, try again later." appears. Press Cancl to return to the Opening Menu.

| | | |
|---|---|---|
| **4** | Press **Spacebar**. | If the print head moves with the Spacebar, take steps 5, 6, and 7<br>*or*<br>If the print head doesn't move because your printer has a buffer, take steps 6 and 8 |
| **5** | Press **^B** (for **B**uffer) to turn off the buffer. | Print head moves |
| **6** | Press **Spacebar** to move the cursor (or print head) to column 40 where the name should begin. (See the status line.) | Line 1 Col 40 |
| **7** | Press **^B** to turn on the buffer. | WordStar 2000 will not print keystrokes until you press Return |
| **8** | Type the first line, **Madelyn Parker**, then check for errors and retype if necessary. | Madelyn Parker |
| **9** | Press **Return** to print the line. | Print head returns to beginning of line |
| **10** | Repeat the steps, beginning with step 4. You type each line of the address:<br>**206 College Drive**<br>**Iowa City, IA 52240**. | |
| **11** | Press **^Q** to quit Typewriter mode and return to the Opening Menu. | OPENING MENU |

*Note*: When filling in printed forms, you may need to free roll the paper to align it correctly.

## Review

You have learned to take these steps:

- Copy a letter and make changes so you can send it to another person.
- Remove a block of text.
- Save a short form of text and the longer form it represents in a key file.
- Type a short form in text to tell WordStar 2000 to insert the long form instead at the cursor position.
- Define and save a key entry containing a command in the long form.
- Locate a name and instantly replace it with another name.
- Use Typewriter mode to type a name and address on an envelope.

## Test Yourself

Can you select the correct answer?

**1.** Use a key file:

a. To sharpen dull keys
b. To store short forms of text and the corresponding longer text
c. To unlock help screens

**2.** The key glossary is:

a. Only on the Editing Menu
b. On both the Opening and Editing Menus
c. A tool for picking locks

**3.** Don't ask approval:

a. Is an option telling WordStar 2000 to locate and replace text automatically
b. Is a teenager's dream
c. Tells WordStar 2000 to replace text one time only

**Answers:** 1 b, 2 b, 3 a

# 7 LESSON

# Calculating and Sorting

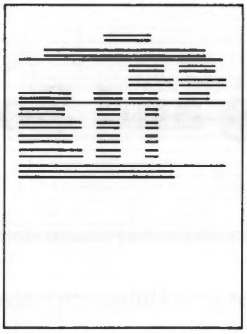
## A Table

You'll learn these procedures and these commands.

| Procedures | Commands | |
|---|---|---|
| ■ Turning Vertical on | **^BV** | **B**lock **V**ertical |
| ■ Rearranging a table by sorting it numerically and alphabetically | **^BS** | **B**lock **S**ort |
| ■ Setting a decimal tab | **^TD** | **T**abs **D**ecimal |
| ■ Adding up columns and multiplying on lines | **^BA** | **B**lock **A**rithmetic |

^ = Ctrl key

You'll edit this table.



In this lesson, you'll use block commands to rearrange items in a list and complete the calculations in a table. You won't need a calculator because WordStar 2000 does arithmetic.

You'll follow this method:

- Turn Block Vertical on (^**BV**).
- Mark the beginning (^**BB**) and end of the block (^**BE**).
- Perform the desired block function.

The one exception is when you calculate in lines (Horizontal) rather than in columns:

- Turn off Block Vertical (^**BV**).

The default setting (what WordStar 2000 sets for you when you start up) is Horizontal.

With Vertical on, you can mark, move, copy, sort, delete, or do arithmetic in a column without disturbing adjacent columns or other text.

# Setting Up Tables

The table you'll use in this practice session is already prepared and in a file called table.spl. When you set up your own tables, however, you should abide by these rules.

IMPORTANT

- Work with Display off so that you can see if the columns are perfectly aligned.
- Set up columns *with tabs* (not spaces).
- Type *all* the columns before marking a block for arithmetic.

# Starting Up

Copy your sample file table.spl and use the copy in this lesson. Call the copy table.1.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Start up (see Lesson 1). | OPENING MENU |
| **2** | Press **C**. | File to copy from? |
| **3** | Type **table.spl** and press **Return**. | File to copy to? |
| **4** | Type **table.1** and press **Return**. | OPENING MENU |
| **5** | Press **E**. | Document to edit or create? |

**6** Transfer table.1 to answer line and press **Return**. EDITING MENU

**Table 1**
**Estimated Potential for Microcomputers in Schools**

| Type of School | # of Schools | Potential # Microcomputers per School | Potential # Microcomputers in Schools |
|---|---|---|---|
| Handicapped | 1,521 | 24 | |
| Elementary/combined | 70,718 | 20 | |
| Secondary only | 24,191 | 30 | |
| University, college | 2,869 | 150 | |

*Source:* National Science Foundation, Washington, D.C.

# Sorting Blocks of Text in Alphabetical Order

Before you sort a list alphabetically you must tell WordStar 2000 exactly what to sort. WordStar 2000 changes the order of entire lines by sorting just the items you specify within a vertical block.

Mark a vertical block.

```
xxxxx        bbbb        xxxxx
xxxx          aaa          xxx
xxx         ccccc       xxxxxx
xxxx       dddddd       xxxxx
```

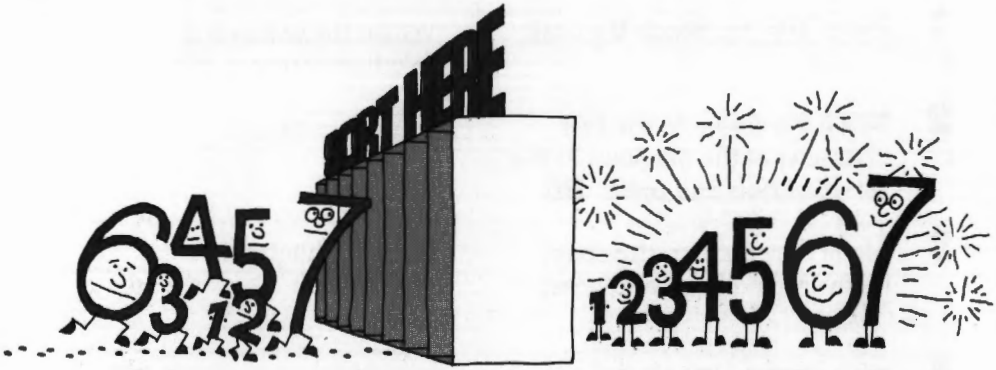
Sort the items in the vertical block in ascending alphabetical order. The entire line moves.

```
xxxx          aaa          xxx
xxxxx        bbbb        xxxxx
xxx         ccccc       xxxxxx
xxxx       dddddd        xxxx
```

*Note*: Be sure to mark the block so that it includes all the columns in the block.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press ^**BV** (for **B**lock **V**ertical). | Vert on the status line (Vertical mode is on) |
| **2** | Move the cursor to the first character of the first item in the list of schools and press ^**BB**. | <B>Handicapped |
| **3** | Move the cursor to the space following "college" and press ^**BE**. | List is highlighted |
| **4** | Press ^**BS** (for **B**lock **S**ort). | Sort orders:<br>Ascending Descending |
| **5** | Press **A** for **A**scending order (a, b, c, etc.). | List sorts alphabetically |
| **6** | The block is still marked, so you can rearrange it in descending order. Press ^**BS**. | Sort orders:<br>Ascending Descending |
| **7** | Press **D** for **D**escending order (z, y, x, etc.). | Items in table reverse alphabetical order |

# Sorting Blocks of Text in Numerical Order




Rearrange the table by the number of schools from the smallest category to the largest. When the column is correctly marked, the beginning and end markers disappear and the column is highlighted.

*Note:* Make sure that Vertical is still on.

Sorting proceeds in the following order:

spaces
digits 0 through 9
alphabet

| | What You Do | How WordStar 2000 Responds | |
|---|---|---|---|
| **1** | Move the cursor to the column preceding the first digit of the first number in the column headed # of Schools and press **^BB**. | <B> 2,869<br>24,191<br>1,521<br>70,718 | 150<br>30<br>24<br>20 |
| **2** | Move the cursor to the space following the last digit in the column and press **^BE**. | 2,869<br>24,191<br>1,521<br>70,718 | 150<br>30<br>24<br>20 |

**3** Press ^**BS**.

Sort orders:

Ascending Descending

**4** Press **A**.

Table sorts numerically according to ascending order of numbers in marked column

# Doing Block Arithmetic

In this lesson, you'll multiply and add numbers to complete the table. The following rules, however, apply to all WordStar 2000 calculations.

- If you don't specify which arithmetic function you want to use, WordStar 2000 will add the numbers.

| To Do This | Use This Symbol |
|---|---|
| Subtract | – before a number or < > around it |
| Multiply | * or @ between numbers |
| Divide | / after the dividend and before the divisor |
| Exponentiate | ^ before a number |
| Add | + (or spaces) between numbers |

- Place the cursor where you want the answer to appear.
- You can insert commas, if you wish, in numbers with more than three digits.

*Note*: Make sure that Vertical is still on.

# Resetting the Right Margin and Setting a Decimal Tab

You'll set a decimal tab in the ruler line to align the answers at an implied decimal point. Although you are calculating with whole numbers, you'll need to leave at least two spaces between the implied decimal point and the right margin. (The WordStar 2000 *Reference Guide* has rules for decimal tabs on page 172.)

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to the line above "Handicapped" and reset the right margin to 75 by pressing **^TR** (for **T**abs and Margins **R**ight). | Right margin in what column? 69 |
| **2** | Type **75** and press **Return**. | Right margin in column 75 |
| **3** | Set a decimal tab at column 66 by pressing **^TD** (for **T**ab **D**ecimal). | Decimal tab in what column? (1) (The number in parentheses reflects the current cursor location) |
| **4** | Type **66** and press **Return**. | Decimal tab (#) in column (66) |

# Multiplying on Horizontal Lines

You'll multiply the numbers in the first number column of Table 1 by the numbers in the second number column. Because you're multiplying numbers across, that is, on lines, turn Horizontal on. (If the status line says "Over" instead of "Insert," press **^OO**.)

*Note*: In your daily work, estimate the maximum number of columns required in each number before setting tabs. Remember to include a column for each comma.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | To turn Horizontal on, press **^BV**. | Horiz appears in status line |
| **2** | Move the cursor to the first digit of the number in the first column and press **^BB**. | 1,521 |
| **3** | Move the cursor to the "2" in 24 and press the cursor left ( ← ) key twice. | Cursor moves back |
| **4** | Type *. | 1,521 * 24 |
| **5** | Move the cursor to the space following 24 in the second column and press **^BE**. | 1,521 * 24 |
| **6** | Press **Tab** twice and then **^BA** (for **B**lock **A**rithmetic). | 36504 |
| **7** | Insert comma in answer. | 36,504 |
| **8** | Before multiplying the numbers in the second line, turn on Display to see what happens. Press **^OD**. | Ruler and tab markers appear |
| **9** | Move the cursor to the 2 in 2,869 and press **^BB**. | Beginning block marker moves |
| **10** | Move the cursor to 150 and press the cursor left ( ← )key *once*. | Cursor moves back without deleting the text |
| **11** | Type *. | 2,869 * ► 150 |

| | | |
|---|---|---|
| **12** | Move the cursor to the space following the number in the second column and press ^**BE**. | Block is highlighted |
| **13** | Press **Tab** twice and press ^**BA**. | 430350 |
| **14** | Insert the comma. | 430,350 |
| **15** | Turn off Display (^**OD**) and practice multiplying the numbers in the remaining lines. | 725,730<br>1,414,360 |

# Deleting the Multiplication Symbols

You must delete the * symbol used to multiply before starting another calculation.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | To delete the multiplication symbols before adding, move the cursor to each * and press **Dlete Char**. (Don't delete the tab marker.) | Symbols are deleted |

# Adding Numbers in Vertical Columns

WordStar 2000 automatically adds numbers unless you insert a different arithmetic symbol. Before you add the numbers in the first column, you must tell WordStar 2000 to add them down, that is, vertically.

*Note*: When you mark a vertical block, make sure you include as many columns as there are digits in the largest number in the block.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | To turn Block Vertical on, press **^BV**. | Vert appears in status line |
| **2** | Move the cursor to the space preceding "1,521" and press **^BB**. | Two columns are highlighted |
| **3** | Move the cursor to the space following "70,718" and press **^BE**. | Column is highlighted |
| **4** | Move the cursor to the place where the answer should start by pressing the cursor down ( ↓ ) key once and **Tab** twice. Press **^BA**. | 99299 |
| **5** | Insert a comma in the answer. | 99,299 |
| **6** | Repeat steps to add second and third columns. | Columns total to 224 and 2,606,944 |
| **7** | To turn Block Vertical off, press **^BV**. | Horiz appears in status line |

# Quitting

If by chance you messed up the table, don't worry. Abandon your editing changes and do the lesson over again. It's the best way to learn.

If your table is complete, save it so that you can use it again in Lesson 8.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | To save your editing changes, press **^QS**. | OPENING MENU |
| **2** | Press **Q**. | |
| | *or* | |
| **1** | To abandon your editing changes, press **^QA**. | This document has been changed.<br>Abandon anyway? (Y/N) N |
| **2** | Press **Y**. | Changes to file are not saved<br>OPENING MENU |

## Review

You have learned to take these steps:

- Turn Vertical on before sorting. (Horiz or Vert in the status line indicates if Vertical is on or off.)
- Mark the items you want to sort.
- Perform line calculations with Horizontal on.
- Perform calculations in columns with Vertical on.
- Type an * between numbers to multiply them.
  (See the WordStar 2000 *Reference Guide* for a complete list of symbols used in WordStar 2000 calculations.)

# Test Yourself

Can you choose the correct answer?

**1.** Ascending order means:

a. From the lowest to the highest
b. Take the escalator!
c. Reverse alphabet

**2.** Mark the end of a block:

a. Anywhere within the block
b. One character or space following the end of the block
c. With a stop sign

**3.** The * symbol in Block Arithmetic tells WordStar 2000:

a. To insert a footnote
b. To multiply two numbers together
c. That all astrological signs are favorable

**4.** Horizontal mode is:

a. More comfortable
b. On when you calculate on lines
c. Necessary to sort columns

**Answers:** 1 a, 2 b, 3 b, 4 b

# 8 LESSON

# Opening Windows in Text

## A Formal Proposal

You'll learn these procedures and these commands.

| Procedures | Commands | |
|---|---|---|
| ■ Opening another window | **^OW** | **O**ption **W**indow |
| ■ Changing the cursor from one window to another | **^CW** | Cursor **C**hange **W**indows |
| ■ Changing the menu display level | **^GGA** | **G**et **A**ll Screens |
| | **^GGS** | **G**et **S**ubmenus |
| | **^GGN** | **G**et **N**o Menus |
| ■ Copying text from one window to another | **^BB** | **B**lock **B**eginning |
| | **^BE** | **B**lock **E**nd |
| | **^BC** | **B**lock **C**opy |
| ■ Saving changes and closing a window | **^QS** | **Q**uit and **S**ave |

^ = Ctrl key

You'll open another window in a formal proposal. The window will contain a table.

In this lesson, you'll learn how to review and revise two pieces of writing at the same time by dividing the screen into "windows." To complete the first draft of a formal proposal, you'll refer to data in a table and then insert the table into the proposal by copying it from one window to another with block commands.

Opening windows enables you to edit more than one document at a time. WordStar 2000 divides the large window to make room for a new window at the bottom of your screen. For more onscreen editing room, you can adjust the menu display to show submenus only.

You'll use the same cursor, moving it from window to window. When you finish editing the document in a window, saving it will close the window.

*Note*: You can have three windows open at one time—two of them can be in the same document.

Here are some ways to double or triple your editing power with windows:

- Update reports. Open a window in a spread sheet, type in new figures, use block arithmetic to calculate new totals, and copy numbers from window to window.

- Support facts. Refer to other documents for quotations, sales figures, and historical precedent.
- Look for page numbers for references.
- Move paragraphs from a rough first draft of a document to a reorganized second draft.

## Starting Up

Copy your sample file proposl.spl and use the copy in this lesson. Name the copy proposl.1.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Start up (see Lesson 1). | OPENING MENU |
| **2** | Press **C**. | File to copy from? |
| **3** | Type **proposl.spl** and press **Return.** | File to copy to? |
| **4** | Type **proposl.1** and press **Return.** | OPENING MENU |
| **5** | Press **E**. | Document to edit or create? |

**6** Transfer proposl. 1 to answer line and press **Return**.

EDITING MENU
(With the proposal displayed)

**The Parker/Boyd Proposal**

**Introduction**

Following rapidly on the heels of the computer revolution is the need for computer literacy. It appears that this communications gap is being addressed more rapidly among youth than adults. In fact, a computer in the schoolroom has become as common as an eraser and chalk.

**Objectives**

There are four specific objectives of the Parker/Boyd computer literature program:

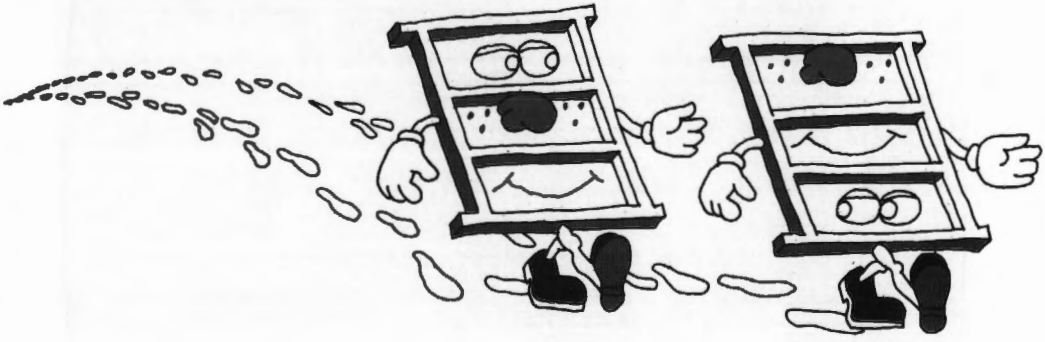
- to teach literature to children in an appealing and imaginative way
- to stimulate writing
- to stimulate cognitive skills
- to increase computer literacy

# Turning off the Menu Display

You'll see more of your documents on the screen if you turn off the Editing Menu. Keep the submenus displayed, however, to help you find commands.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | To turn off the menu, press **^GG** and answer the display level questions. | All menus<br>Submenus only<br>No menus<br><br>The current display level is: All menus |
| **2** | Type **S** (for **S**ubmenus only). | Editing Menu disappears and more of the proposal appears |

# Opening Another Window



Naming the document to appear in a window is just like opening any existing file.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | To open another window, press **^OW** (for **O**ption Open **W**indow). The command is on the Options Menu. | Document to edit or create? |
| **2** | To choose the document to view in the second window, type **table.1** and press **Return**. | EDITING MENU<br>(With the cursor at the beginning of the second window) |

*Note*: The information in the status line applies to the current window (the one containing the cursor).

—▼—1▼—▼—2▼—▼—3▼—▼—4▼—▼—5▼—▼—6▼—

**Table 1**

Estimated Potential for Microcomputers in Schools

| Type of School | # of Schools | Potential # Microcomputers per School | Potential # Microcomputers in Schools |
|---|---|---|---|
| Handicapped | 1,521 | 24 | 36,504 |
| University, College | 2,869 | 150 | 430,350 |
| Secondary only | 24,191 | 30 | 725,730 |
| Elementary/combined | 70,718 | 20 | 1,414,360 |
| Total | 99,299 | 224 | 2,606,944 |

Source: National Science Foundation, Washington, D.C.

# Moving the Cursor between Windows

Although you can see both the proposal and the table, you can only edit the document in the window with the cursor. To edit the document in the other window, you must move the cursor to that window.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press ^**CW** (for **C**ursor to **W**indow) to move the cursor from the table's window to the proposal's window. | Cursor goes to new proposal |
| **2** | Press the **Page** key until you reach the section titled "Market." | Only the text in the top window scrolls when you move the cursor |
| **3** | Move the cursor to the end of the last paragraph under "Market" and add data from the table. Type: **Our nation's schools are a potential market for 2 1/2 million microcomputers.** Press **Return**. | ... computer software industry.<br>Our nation's schools ... |

*Note*: If you open two windows in the same document, you can edit only in the first window. The second window is just for viewing.

# Copying Text from One Window to Another

You can transfer information from one window to another.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | To move the cursor to the window with the table, press **^CW.** | Cursor goes to the title in the table window |
| **2** | Place block markers at the beginning and end of the table. First move the cursor to the beginning of the table and press **^BB**. Then move the cursor to the end of the table and press **^BE**. | Table is highlighted |
| **3** | Press **^CW** to move the cursor to the proposal. | Cursor goes back to where it was in the proposal window |
| **4** | Move the cursor to the beginning of the line prior to "Summary" and press **^BC** (for **B**lock **C**opy). | Copies table to proposal |

*Note:* Another easy way to transfer information between windows is to remove text from one window and restore it (**^U**) to another.

# Saving and Closing a Window

You'll close the lower window first. As with any editing, unless you save changes in a window, you'll lose them. Since you made no changes in the lower window, quit and abandon your editing changes.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to the Table 1 window and press **^CW.** | Cursor moves to previous location in window |
| **2** | Press **^QA** (for **Q**uit and **A**bandon). | QUIT EDITING MENU |

# Quitting and Saving

If you wish to continue practicing with windows, abandon your changes and start again. Otherwise, quit and save.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^QS** (for **Q**uit and **S**ave). | OPENING MENU |
| **2** | Press **Q**. | |

## Review

You have learned to take these steps:

- Increase the size of the editing area by turning off the Editing Menu.
- Refer to data in another document by opening a second window.
- Copy text from one window to another.
- Close a window.

## Test Yourself

Can you choose the correct answer?

**1.** **^OW** stands for:
   a. The command to close a window
   b. The command to open a window
   c. A reaction to pain

**2.** Changing the menu display:
   a. Hides rising food prices
   b. Increases the editing area
   c. Abandons all menus

**3.** Copying text from window to window:
   a. Is impossible
   b. Is done with Block Copy
   c. Requires a sign painter

**Answers**: 1 b, 2 b, 3 b

# 9 LESSON

# Creating Headers, Footers, and Footnotes

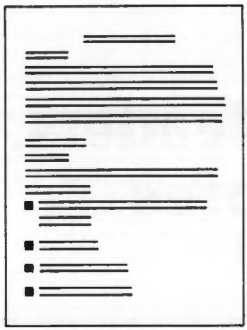
## A Formal Proposal

You'll learn these procedures and these commands.

| Procedures | Commands | |
|---|---|---|
| ■ Creating headers and footers | ^**OH** | **O**ption **H**eader |
| | ^**OF** | **O**ption **F**ooter |
| ■ Typing footnotes | ^**ON** | **O**ption **N**ote |
| ■ Moving the cursor directly to a page | ^**CP** | **C**ursor to **P**age No. |
| ■ Moving the cursor directly to a footnote | ^**CN** | **C**ursor to **N**ote No. |
| ■ Removing a document from the dictionary | **R** | **R**emove |

^ = Ctrl key

You'll edit this proposal.



Many formal reports and manuscripts require headers, footers, and footnotes. In this lesson, you'll type a header and footer for a proposal. Then you'll type a footnote and learn to move the cursor directly to a specific footnote or page. When you print the final draft you'll see how headers, footers, and footnotes appear on the pages.

The following list is typical of information that can be displayed in headers and footers:

- Title
- Date of publication
- Author
- Chapter number
- Draft number
- Department or office number

Far from being a laborious task, inserting footnotes is simple. As you type the footnote, WordStar 2000 automatically places it at the end of the document and inserts the reference footnote number in the text.

Another WordStar 2000 handy shortcut enables you to move the cursor immediately to a footnote number or to a page number.

When you have finished the lesson, you'll remove your practice document from the directory.

# Starting Up

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Start up (see Lesson 1). | OPENING MENU |
| **2** | Press **E**. | Document to edit or create? |
| **3** | Transfer proposl. 1 to the answer line and press **Return.** | EDITING MENU |

**The Parker/Boyd Proposal**

**Introduction**
Following rapidly on the heels of the computer revolution is the need for computer literacy. It appears that this communication gap is being addressed more rapidly among youth than adults. In fact, a computer in the schoolroom has become as common as an eraser and chalk.

**Objectives**
There are four specific objectives of the Parker/Boyd computer literature program:

- to teach literature to children in an appealing and imaginative way
- to stimulate writing
- to stimulate cognitive skills
- to increase computer literacy

# Creating a Header and a Footer

After you type headers and footers between command tags, they appear on the current and subsequent printed pages of a document unless one or the other is changed. (A header or footer should be typed at the top of the page—WordStar 2000 prints it where it belongs.)

You can insert lines in a header or footer, edit it, or even delete it by removing all the text between the command tags. If you want pages numbered in your header or footer, you type **&%page&** beginning in the column where you want the number to appear.

Headers or footers (and a blank line inserted by WordStar 2000 to separate them from the body of the text) fit between the top or bottom margins and the body of the text. As a result, the number of lines of text on a page will vary according to the number of lines in your header or footer.

If you would like more information about how to design a printed page with headers and footers, see pages 57-58 of the WordStar 2000 *Reference Guide*.

*Note*: Make sure Display is on (**^OD**) so that you can see the command tags.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^OD** to make sure Display is on. | |
| **2** | Press the **Home** key to place the cursor before the command tag [CENTER]. | Cursor moves to home position |
| **3** | At the top of the page, press **^OH** (for **O**ption **H**eader). | HEADER PLACEMENT<br>Both odd and even pages<br>Odd pages only<br>Even pages only |

**4** Press **B** to place the header on both odd and even pages.

[HEADER]

[HEADER]

(Two command tags appear providing space for header text in between)

**5** Type all on one line: **Parker/Boyd Proposal — Draft 1**. (To avoid inserting an extra blank line, *do not press* **Return.**)

[HEADER]
Parker/Boyd Proposal — Draft 1
[HEADER]

**6** To type a footer, move the cursor to the line following the second header command tag and repeat steps 2-5, substituting **^OF** (for **O**ption **F**ooter) and the text for a footer that includes a page number. Press **Tab** four times and type **&%page&**. Press **Tab** twice and type **Reviewed** and a date.

[FOOTER]
&%page&  Reviewed 11/19/85
[FOOTER]

**7** Move the cursor to the line below the command tag to continue editing your document.

[FOOTER]
&%page&  Reviewed 11/19/85
[FOOTER]

*Note*: If you include a page number in a header, adjust your format to remove preset page numbers at the bottom of the page. (See the format questions in Lesson 10, pp. 131-132.)

# Creating Footnotes

When you create a footnote, WordStar 2000 prints the footnote number in your text and the footnote itself in consecutive order at the end of a document. On your screen, the number is highlighted unless Display is on. When Display is on, you'll see a command tag.

You can edit a footnote or remove all the text between the command tags. WordStar 2000 automatically renumbers footnotes when you insert or remove footnote command tags.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to the end of the first paragraph in the section entitled "Market." | ... 30 million computer-related positions. |
| **2** | Press **^ON** (for **O**ption **N**ote). | ... 30 million computer-related positions. [FOOTNOTE 1]<br>–<br>[FOOTNOTE 1] |
| **3** | Type **National Science Foundation, Washington, D.C.** all on one line. | related positions. [FOOTNOTE 1]<br>National Science Foundation, Washington, D.C.<br>[FOOTNOTE 1] |
| **4** | Turn off Display by pressing **^OD.** | ... 30 million computer-related positions.1 |

# Moving Quickly to a Page Number or Footnote Number

You can move the cursor quickly to a specific page or footnote.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to page 1 by pressing **^CP** (for **C**ursor to **P**age.) | Go to which screen page number? (Press – for last or + for next page) |
| **2** | Type **1** and press **Return.** | Cursor moves to page 1 |
| **3** | Move the cursor back to footnote 1 by pressing **^CN** (for **C**ursor to **N**ote). | Go to which footnote number? (Press – for previous or + for next footnote) |
| **4** | Type **1** and press **Return.** | |

# Printing the Proposal

Printing your work will reveal the fruits of your labor. Turn on your printer and print the completed proposal or abandon your changes and continue to practice. You can still practice creating headers and footers in the proposal after saving the file. Simply remove headers or footers by deleting the text between the command tags and then deleting the command tags.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^QP**. | DECISIONS SCREEN |
| **2** | Press **^Q** to answer all the questions. | Proposal is printed<br>OPENING MENU |

# Printing Directly to the Printer

Usually when you print a document, WordStar 2000 puts the document in the Office print queue and you continue working. If you have inserted a **^PP** (Print Pause) in your document (for example, to allow time to change a print wheel), you must print directly. To print directly, you must be working at the main console.*

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | At the Opening Menu, press **E**. | CHOOSE A NAME SCREEN<br>Document to edit or create? |
| **2** | Move the highlighting to proposl.1 and press **Return**. | EDITING MENU |
| **3** | Move the cursor to the line above the section entitled "Summary." | Summary |
| **4** | Press **^OD** (for **O**ption **D**isplay). | Summary |
| **5** | Press **^PP** (for **P**rint **P**ause). | [PAUSE]<br>Summary |
| **6** | Press **^QP**. | DECISIONS SCREEN |

*On a single user system, there is only one console, the main console. On a multi-user system, there is a main console and one or more remote consoles.

**7** Read the print questions and answer them as follows:

| | | |
|---|---|---|
| Begin printing on what page? | 1 | Press **Return** |
| Stop printing after what page? (L for LAST) | L | Press **Return** |
| Print how many copies? | 1 | Press **Return** |
| Pause between pages for paper change? (Y/N) | N | Press **Return** |
| Obey page formatting commands? (Y/N) | Y | Press **Return** |
| Send document to Printer or Disk? (P/D) | P | Press **Return** |
| Print and continue working? (Y/N) | Y | Type **N** |

Prepare the printer and press Return.
*or*
Printer is busy, try again later.

**8** If the printer is busy, press **Cancl**.

OPENING MENU

Otherwise, press **Return**.

Printing is paused
Press Spacebar to continue.

**9** If your printer has a print wheel, change to another print wheel and press the **Spacebar**. If you do not have a print wheel, press the **Spacebar** to continue printing.

Printing continues

If the printer is busy when you do this lesson, try again later. You do not have to edit the file again. At the Opening Menu, press **P** and then do steps 7-9.

# Removing Whole Documents

To remove your practice file proposl.1 (not proposl.spl) from your directory, follow these steps.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | At the Opening Menu, press **R** (for **R**emove). | CHOOSE A NAME SCREEN<br>File to remove? |
| **2** | Move the highlighting to proposl.1 and press **Return**. | Are you sure? (Y/N) |
| **3** | Press **Y**. | OPENING MENU |

## Review

You have learned to take these steps:

- Type headers and footers in documents
- Type footnotes
- Move the cursor quickly to a specific page number or footnote
- Remove whole documents from the directory

## Test Yourself

Can you choose the correct answer?

**1.** A header is:

a. A handy reference found at the top of the page
b. Never placed on the first page of a document
c. The foam found on some quickly poured beverages

**2.** Typing a footnote:

a. Causes the footnote to print at the end of the document
b. Is possible if you have flexible toes
c. Necessitates typing each reference at the end of the document

**3.** Cursor to page:

a. Moves the cursor quickly to the preceding, subsequent, or a specified page number
b. Is a profane bellboy
c. Moves the cursor down the screen

**Answers**: 1 a, 2 a, 3 a

# 10 LESSON

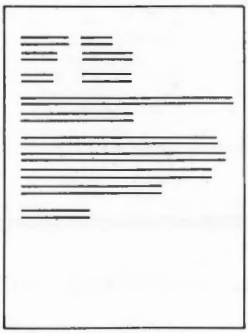
# Formats

You'll learn these procedures and these commands.

| Procedures | Commands | |
|---|---|---|
| ■ Using answer commands | **^Q** | **Q**uit Answering |
| | **^R** | **R**emove Answer |
| | **^T** | **T**ransfer Highlighted Name to Answer Line |
| | **^V** | **V**iew or Hide Directory (at Choose a Name Screen)<br>**V**iew All Decisions or One (at Decisions Screen) |
| | **^W** | Look Up through Directory One Line at a Time |
| | **^Z** | Look Down through Directory One Line at a Time |
| ■ Designing a new format or changing a format | **F** | **F**ormat |
| ■ Saving a format | **S** | **S**ave Changes |
| | **C** | **C**ontinue Formatting |
| | **A** | **A**bandon Changes |
| ■ Creating a form by adding text to a format file | **E** | Document to **E**dit? |

^ = Ctrl key

You'll design this form with text.



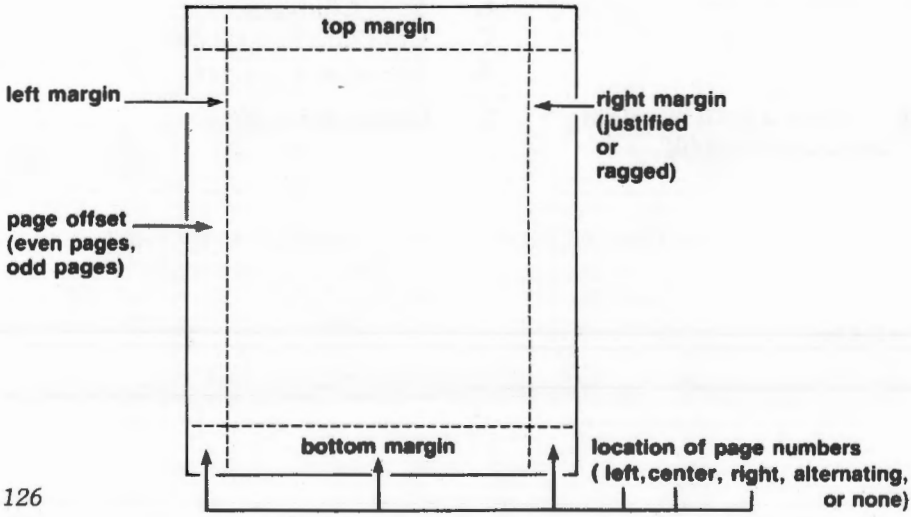
Until now, you have used only predesigned formats for your documents. In this lesson you'll learn more about format files—how to design and change formats and how to prepare your own forms (formats with text).

A format is a page style. Designing a new format involves nothing more than answering a few questions about margins, page offsets, and other general settings that determine how your document will appear when it is printed. A copy of the format is then stored with your document.

Why should you create your own formats? The answer is that you can eliminate repetitive typing by designing your own forms and customizing formats for the typing you do most often.

A format has a name and is stored in a format file with the file extension .frm (three identifying characters for format). It contains no text, as shown in the following example.

**A Format (Without Text) = format.frm**



You can create a form (such as the structure of a memo you use frequently) by adding text to a format. The following example shows a form that was created by adding text to a format.

**documnt.frm + Text = Form**

```
                    MEMO

TO:
FROM:
RE:
```

When you give your form a name and add a .frm extension, WordStar 2000 displays that filename in the list of available formats.

To use your form, choose a name for your document, select the form's format, and then type your current text as shown in the next example. You'll have completed your form in record time.

**New Document + Form (Format with Text) = Form with Text**

```
                    MEMO

TO: The Staff
FROM: The Boss
RE: Vacations

All vacations are canceled.
```

Here are a few examples of how to use your own forms.

- "Boilerplate" legal text (a section of text used repeatedly without change)
- Form letters
- Lease agreements

WordStar 2000 has a separate group of commands to help you respond to questions at Choose A Name and Decisions Screens.

**Answer Commands**

| | |
|---|---|
| **^Q** | Quit answering questions and accept all current answers. |
| **^R** | Remove the answer from the answer line. |
| **^T** | Transfer the highlighted name to the answer line. |
| **^V** | At a Choose a Name Screen: Switch the directory display on or off.<br>At a Decisions Screen: View all questions and current answers at once or only one question and answer at a time. |
| **^W** | Look up through the directory one line at a time. |
| **^Z** | Look down through the directory one line at a time. |
| Cancl | Cancel answering questions and return to the Quit Format Screen to abandon, save, or continue. |
| Dlete Char | Remove character at cursor. |
| Backspace | Remove the character to the left of the cursor on the answer line. |
| Return | At a Choose a Name Screen: Use the highlighted name. At a Decisions Screen: Accept the default answer or enter your answer. |

# Starting Up

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Start up (see Lesson 1). | OPENING MENU |
| **2** | Press **F** (for **F**ormat design). | CHOOSE A NAME SCREEN<br>Format or formatted document name? |

# Designing a Format

First you'll choose a name for your format, select a font (style of type), and specify the spacing of lines. If you wish your document to print in double-space format, you must correctly specify the lines per inch and type a new number of lines per page in the format questions.

*Note*: Your printer may not print in different fonts. Most likely you'll choose a 10 pitch nonproportional spacing font.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | To design a new format, type a new name, **newform.frm**, and press **Return**. | Format or formatted document name?<br>newform.frm |
| **2** | To choose a font, transfer the highlighted choice to the answer line by pressing **Return**. | Format or formatted document name?<br>newform.frm<br>Font to use?<br>Line height (spacing)? |
| **3** | Choose 6.00 LPI (lines per inch) for single-spaced type by pressing **Return**. | Format or formatted document name?<br>newform.frm<br>Font to use?<br>Line height (spacing)? 6.00 LPI |

# Making Decisions

You then see a list of questions to help you design the format. Answers are provided that you can accept or change. If you wish to change an answer, type over the answer that appears. If you go by an answer you wish to change, press the cursor up (↑) key to move the cursor back to the answer. If the answer you wish to change is not on the screen, press Cancl and **C** for **C**ontinue at the Quit Format Menu and start again.

*Note*: Remember that margins, tabs, and justification can be changed as you edit.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^V** to see all the questions on the screen or one at a time (as you wish). | DECISIONS SCREEN |
| **2** | Answer the following format questions one at a time by pressing **Return** to accept an answer or by typing a new answer over the current one. Use the answer commands to correct mistakes. | |

| **Questions** | **Current Answers** |
|---|---|
| How many lines in the top margin? | 6 |
| (Space between the top edge of the paper and the edge of the text.) | |
| How many lines in the bottom margin? | 6 |
| Right margin in what column? | 65 |
| Set a tab stop at every n columns—enter a number for n | 5 |
| Number of lines per page? | 66 |
| (The number of lines of text including the top and bottom margins, headers, and footers.) | |
| Even page offset in columns? | 10 |
| (The space before column 1 on even numbered printed pages.) | |
| Odd page offset in columns? | 10 |
| (The space before column 1 on odd numbered printed pages.) | |
| Text Justified or Ragged-right? (J/R) | J |
| (Justified text is aligned at the right margin.) | |
| Automatic hyphenation on? (Y/N) | Y |
| (Determines whether words are hyphenated automatically.) | |
| Use form feeds when printing? (Y/N) | N |
| (If your printer has form feeds and you do not have special page length requirements, you can answer Y.) | |

| Questions | Current Answers |
|---|---|
| Underline between underlined words? (Y/N) | Y |
| (Whether to underline spaces between words or only the words and not the spaces.) | |
| Display page breaks? (Y/N) | Y |
| (Whether to display page breaks onscreen.) | |
| Page numbers: Centered, Left, Right, Alternating, or None? (C/L/R/A/N) | N |
| (L and R mean number all pages on left or right side; Alternating means print numbers in the right margin for odd numbered pages and the left margin for even numbered pages.) | |
| Press **Return** to conclude format design. | QUIT FORMAT MENU |
| **3** Press **S**. | OPENING MENU (Your format is saved in a file with a format extension .frm) |
| **4** Press **E** to create a document with your new format. | Document to edit or create? |
| **5** Type **newdoc**. | Format to use? |
| **6** Select newform.frm. | EDITING MENU |
| **7** After typing some text, press **^QP**. Press **^Q** to answer all the questions. | Your document is printed |

# Changing the Format in a Document

You can change your new document's format by choosing F at the Opening Menu, typing the filename newdoc, and changing your answers to the format questions.

*Note:* Although the directory at the Format Choose a Name Screen contains only format names, you can type the name of any document containing a format you wish to change.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | At the Opening Menu press **F**. | CHOOSE A NAME SCREEN<br>Format or formatted document name |
| **2** | Type **newdoc** (the document with a format to be changed). | Font to use? |
| **3** | Press **Return** to use the default answer. | Line height (spacing)? |
| **4** | Press **Return** to use the default answer. | DECISIONS SCREEN |
| **5** | Change the answer to the first question by typing **12**. Press **^Q**. | QUIT FORMAT MENU |
| **6** | Press **S**. | OPENING MENU |
| **7** | Press **P** at the Opening Menu. | CHOOSE A NAME SCREEN<br>Document to print? |
| **8** | Press **Return** to transfer newdoc to the answer line. | DECISIONS SCREEN |

| | | |
|---|---|---|
| **9** | Press ^**Q** to answer all the questions. | newdoc is printed with top margin twice as wide |

# Designing a Form

When you design a form, you first name it as you would any document, but you add the extension .frm to it. Then you choose your format (page style) and type the form. The format file will be saved in your current directory and will not appear on the list of available formats.*

You can type the text two ways, depending on how you'll use your form. One way is to leave adequate space for information to be typed (or added after the form is printed). The other way is to mark the blanks with a character, leaving no spaces, and type information with Insert on.

| | **What You Do** | **How WordStar 2000 Responds** |
|---|---|---|
| **1** | Press **E**. | CHOOSE A NAME SCREEN<br>Document to edit? |
| **2** | Type the form's name and add a format extension. Type **aform.frm** and press **Return**. | Format to use? |
| **3** | Transfer ragged.frm to answer line and press **Return**. | EDITING MENU |
| **4** | Type the text below. You needn't leave spaces because the WordStar 2000 automatic paragraph re-form will space the text correctly when you insert the new information. | |

*Later, if you want to be able to choose the format from a directory onscreen, type **C** at the Opening Menu to copy the format from your current directory to the /usr/bin/mpro directory.

**To:tab twice** * **Return**
Grade:**tab** * **Return twice**

From:**tab** * **Return twice**

Your classroom has been chosen to represent * in a curriculum research program. **Return twice**

Attached is a copy of the Parker/Boyd computer literature program. Please read the instructor's manual and follow the instructions for lesson plan(s) *. Return the program and evaluation sheet to * by *. **Return twice**

Thank you. **Return**

| | | |
|---|---|---|
| **5** | Press ^**QS** (for **Q**uit and **S**ave). | OPENING MENU |
| **6** | Press **E**. | CHOOSE A NAME SCREEN<br>Document to edit? |
| **7** | Type the name of a new document, **aform.doc**, and press **Return**. | Format to use? |
| **8** | Type **aform.frm** and press **Return**. | EDITING MENU<br>(Form appears) |

# Typing Text in a Form

Now you can fill in the blanks.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Type the information printed in boldface. Move the cursor to the * (^**CT***) and delete the * before typing the new information. | |

**To: Joan Cornbloom**
**Grade: 3**

From: **Sam Lynch**

Your classroom has been chosen to represent **King School** in a curriculum research program.

Attached is a copy of the Parker/Boyd computer literature program. Please read the instructor's manual and follow the instructions for lesson plan(s) **3 and 4**. Return the program and evaluation sheet to **Greta Heinecke** by **March 18**.

Thank you.

| | | |
|---|---|---|
| **2** | Press ^**QP** to **Q**uit and **P**rint. | DECISIONS SCREEN |
| **3** | Answer all questions by pressing ^**Q**. | Text is printed |

## Review

You have learned to take these steps:

- Create a new format or change a format by answering the questions on the Format Decisions Screen.
- Change a document's format by adding a format extension to the document's name (at the Format Choose a Name Screen) and giving new answers to the format questions.
- Create a form (format with text) and use it again in a new document.

## Test Yourself

Can you choose the correct answer?

**1.** A page style:

a. Is a garment for a fashionable knave
b. Is determined by the format
c. Can never be changed

**2.** A format with boilerplate:

a. Has no text
b. Is very strong
c. Is a form ready to be edited or printed

**3.** You can use your form over and over:

a. By naming the right format with text for your document
b. Until it begins to ache
c. With an unformatted document

**Answers:** 1 b, 2 c, 3 a

# Lesson for CorrectStar

# Welcome

Congratulations! Remember how much easier your work became when you first discovered word processing? CorrectStar is about to make it even easier. Think how much time you spent over the years painstakingly proofreading your writing for misspelled words and typographical errors—not to mention editing and retyping whole pages because of a single mistake. Thanks to CorrectStar, typos and misspellings are a thing of the past, along with the embarrassment and wasted time.

CorrectStar is designed to be the fastest and most comprehensive spelling checker and corrector ever developed. It works as a valuable addition to WordStar 2000. After you finish creating your document, CorrectStar proofreads your copy and checks it against its main Dictionary. The Main Dictionary has a list of over 65,000 words drawn from the *American Heritage Dictionary* published by the Houghton Mifflin Company. This list includes 99% of the most commonly used words in the English language.

CorrectStar places each questionable word in a prominent box at the top of your screen and puts a suggested correct spelling directly below it. If you don't like CorrectStar's suggestion, a single key brings up another suggested correction. And another. You can pick one of the suggested words or type your own spelling from the keyboard. If you agree with CorrectStar's selection, a single keystroke corrects the misspelling, not only at that point but (if you choose) everywhere throughout the text. Try that with your next novel and see if it isn't handy!

CorrectStar's most revolutionary feature is the way it examines each of the suspected misspellings *phonetically* as it looks for possible replacements. This makes otherwise impossible constructions recognizable to CorrectStar.

Finally, CorrectStar makes your work easier the more you use it. Most of the words it considers misspelled when it first encounters them are, in fact, proper names or specialized terms you may use frequently in your business. CorrectStar allows you to create Personal Dictionaries to store names and unusual terms. Each time CorrectStar encounters a new word, you have the option of adding it to your Personal Dictionary. Thereafter, the only time CorrectStar questions you about it is when you *misspell* it.

Now let's take a closer look at CorrectStar and then take it for a test drive...

# Running the CorrectStar Tutor

Now you're ready for a guided tour of CorrectStar's features.

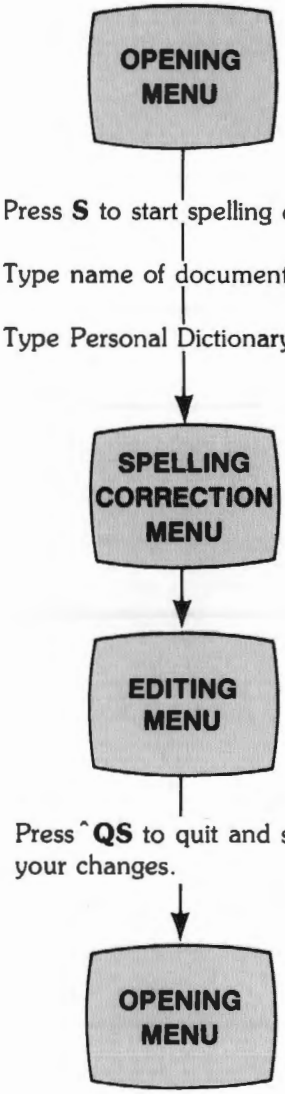
"Quick Lesson for CorrectStar" provides a 15-minute introduction of all the major features of CorrectStar through a simulated spelling check. It's worth the time to run through it.

Follow these instructions to run the CorrectStar tutor on your computer.

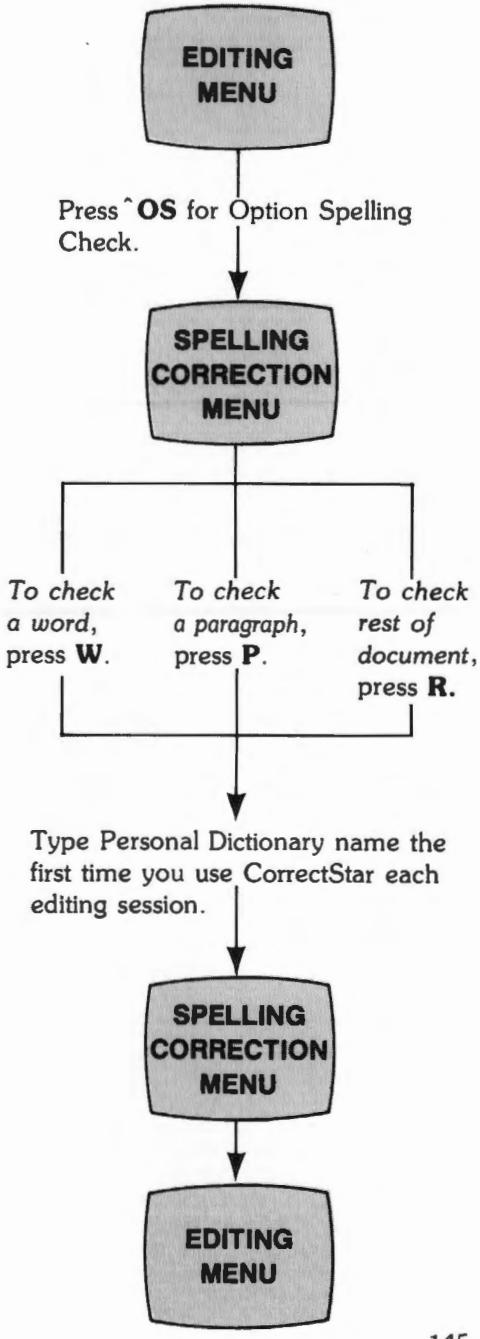
| | What You Do | How Your Computer Responds |
|---|---|---|
| **1** | Log into your system with the user id **tutor**. | Office window appears |
| **2** | Move the highlighting to **Filecabinet** and press **Enter**. | Filecabinet Window appears |
| **3** | Move the highlighting to **WS2000** and press **Enter**. | WS2000 Tutors Window appears |
| **4** | Move the highlighting to **Spell** and press **Enter**. | CorrectStar tutor opening screen appears |
| **5** | Follow the instructions on the screen. Don't forget to return here when you finish! | |

# CorrectStar Quick Guide

*To correct the spelling in a complete document:*




*To correct the spelling in a portion of a document:*




***(See the back of this book for a perforated copy of this Quick Guide.)***

# 11 LESSON

# Using CorrectStar

You'll learn these procedures and these commands:

| Procedures | Commands | |
|---|---|---|
| ■ Getting help | ^G | **G**et Help |
| ■ Checking the spelling of a word | ^OSW | **S**pelling Check **W**ord |
| ■ Checking the spelling of a paragraph | ^OSP | **S**pelling Check **P**aragraph |
| ■ Checking the spelling of the rest of a document | ^OSR | **S**pelling Check **R**est of Document |
| ■ Selecting a Personal Dictionary | ^OSS | **S**pelling Check **S**elect a Personal Dictionary |
| ■ Bypassing part of a document | ^OB | **B**ypass |
| ■ Finishing up | ^QS | **Q**uit and **S**ave |

^ = Ctrl key

In this lesson you'll check the spelling of a file named spell.spl.

As you learned in the CorrectStar tutor, there are two paths through CorrectStar. You've learned how to use CorrectStar from the Opening Menu to check the spelling in a completed document.

The other path, which starts at the Editing Menu, enables you to check a word, a paragraph, or part of a document while you are still typing or editing it.

- **Word**: There will be times when you are editing a document and you aren't sure of the spelling of a word you just typed. With CorrectStar you can check the spelling immediately.
- **Paragraph**: Other times you may insert a paragraph into a document you have already checked and you will want to verify the spelling in the addition. You can do that too.
- **Rest of document**: Similarly, if you add text to a previously checked document, you can instruct CorrectStar to check just the section you have added or changed.

In this lesson you will learn how to do these specialized tasks at the Editing Menu. You will also learn one useful command from the Options Menu, **^OB**, which lets you tell CorrectStar not to check a certain part of your document.

## Bailing Out

At some point in this lesson, you may be interrupted or have to end the session and return later. Or you may get confused, press the wrong keys, and want to start CorrectStar over.

If you want to begin over, press the Cancl key. Cancl stops the spelling check and takes you to the Editing Menu. From there you can exit from WordStar 2000 or restart the spelling check.

# Starting Up

In "Quick Lesson for CorrectStar" you worked with a simulated version of CorrectStar. In this lesson you will work with the actual program using a file called spell.spl.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Start up (see Lesson 1). | OPENING MENU |
| **2** | Press **E**. | CHOOSE A NAME SCREEN<br>Document to edit or create? |
| **3** | Type **spell.spl** and press **Return**. | EDITING MENU<br>I have a rathr garrulus<br>chaufer. While he rarely leaves |

You have the following options from the Editing Menu:

^OSG — Press **G** to **G**et help. This will give you instructions that are relevant here.

^OSS — Press **S** to **S**elect a new Personal Dictionary other than personal.dct.

^OSW — Press **W** to check the spelling of the **W**ord on which the cursor is resting.

^OSP — Press **P** to check the spelling of the **P**aragraph in which the cursor is positioned.

^OSR — Press **R** to check the spelling of the **R**est of the document from the current cursor position to the end of the document.

Cancl — Press **Cancl** to end the spelling check and return to the Editing Menu.

# Getting Help

Throughout CorrectStar help is available whenever you need it.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^OSG**. Then review your options and instructions. | HELP — SPELLING CORRECTION |
| **2** | Press **Cancl** to terminate Help. | SPELLING CORRECTION MENU<br>I have a rathr garrulus chaufer |

There is help available from both the Editing Menu and the Spelling Correction Menu. Once you have started the spelling check, press **^G** to get help, just as you do throughout WordStar 2000.

Normally, after pressing **^OSG** and then canceling help, you would type just one more letter to start the spelling check. But this has been a detour to let you know that help is available. To make this lesson more realistic, press Cancl again to return you to the Editing Menu and start from scratch.

# Selecting a Personal Dictionary

Whenever you start the spelling check, CorrectStar asks first for the name of the document you wish to check and then for the Personal Dictionary you wish to use. You can select a dictionary from those displayed or create a new one for a specialized use, such as medical or legal terminology.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | From the Editing Menu, press **^OSS**. | CHOOSE A NAME SCREEN<br>Personal dictionary to use? |
| **2** | To use an existing dictionary, transfer the name to the answer line. | That dictionary becomes the current Personal Dictionary. |
| | To create a new dictionary, type the name, say **legal.dct**, and press **Return**. | Create new Personal dictionary? |
| **3** | Press **Y** for yes. | EDITING MENU |

If you press **Return** in answer to the question "Personal Dictionary to use?" you will select either personal.dct or the last personal dictionary you used. Normally, you will use **^OSS** only to change your Personal Dictionary.

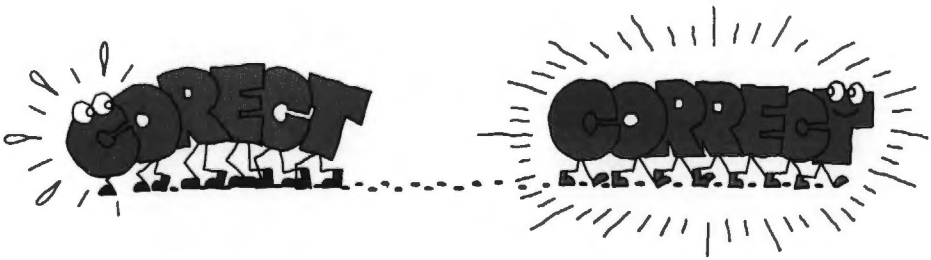
# Checking the Spelling of a Word

You can have CorrectStar check the spelling of just one word.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to **garrulus** in the first line of the second paragraph. | The other day my garrulus |
| **2** | Press **^OSW**. | Personal dictionary to use? |
| **3** | Type **personal.dct** and press **Return**. | SPELLING CORRECTION MENU<br>Suspect word: garrulus<br>Suggestion: garrulous |
| **4** | Press **Return** to correct as suggested. | EDITING MENU |

The first time you use CorrectStar in an editing session, you will be asked to choose the Personal Dictionary to use in this session.

The cursor can be anywhere in the word. If the cursor is on a blank space, CorrectStar moves to the next word and checks it. CorrectStar then returns to the Editing Menu. The cursor now rests on the first letter of the next word. If you press **^OSW** again, CorrectStar checks the spelling of the next word.



# Checking the Spelling of a Paragraph

Suppose you just inserted the second paragraph in a previously typed letter. You had checked the spelling of the letter, but not this paragraph. To lay your fears to rest, do the following:

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | With the cursor on the word **friend**, press **^OSP**. | SPELLING CORRECTION MENU<br>The other day my garrulous<br>friend managed to run a |
| **2** | Go through the paragraph and respond to the words that CorrectStar questions. | ...and hadn't seen it. |

Even if the cursor is not positioned at the beginning, CorrectStar searches back to the beginning of the paragraph and checks the spelling of all words in it. Then CorrectStar returns you to the Editing Menu.

# Checking the Rest of a Document

Suppose you had finished typing a letter and checked the spelling in it. Then you remembered some important information and added a few paragraphs to your earlier efforts. You can have CorrectStar check only your additions without sorting through your previously completed work.

Assume that everything after the second paragraph is a later addition.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Place the cursor at the beginning of the third paragraph. | My chaufer noticed the<br>officer's |
| **2** | Press **^OSR**. | SPELLING CORRECTION MENU<br>Suspect word: chaufer<br>Suggestion: chauffeur |

| | | |
|---|---|---|
| **3** | Go through the paragraph and respond to the words CorrectStar questions. | ... like some extinct, mute ape. |

CorrectStar proceeds to check the spelling of the "new" text without going over your previously edited work. When CorrectStar reaches the end of the document, it returns to the Editing Menu.

# Bypassing Part of Your Document

You can tell CorrectStar to skip certain areas when it checks a document.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to the beginning of the portion you wish to bypass. | |
| **2** | Press ^**OB**. | [BYPASS SPELLING CHECK ON] |
| **3** | Move the cursor to the end of the portion you wish to bypass. | |
| **4** | Press ^**OB**. | [BYPASS SPELLING CHECK OFF] |

If you have a long list of proper names, for example, which you know CorrectStar won't recognize, you will save time by marking off that section. This saves you from having to consider each name and tell CorrectStar either to ignore it or add it to your Personal Dictionary. Of course, if you want all the names in your dictionary, then bypass this suggestion!

# Finishing Up

In order to leave the Editing Menu and return to the WordStar 2000 Opening Menu, you must first **Q**uit the Editing Menu and either **S**ave or **A**bandon your corrections.

Normally you would save your corrected text—after all, that's the point of using CorrectStar. However, the file spell.spl was designed to teach you how to use CorrectStar. If you abandon it—which means abandoning the corrections you just made—then it can help someone else learn CorrectStar.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **^QA**. | This document has been changed. Abandon anyway? (Y/N): |
| **2** | Press **Y**. | OPENING MENU |

You have saved the original, uncorrected version of spell.spl.

## Review

You have learned to take the following steps from the Editing Menu:

- Get help by pressing **^OSG** (or **G** while you are running CorrectStar).
- Change your Personal Dictionary by pressing **^OSS**
- Check the spelling of a word by pressing **^OSW**.
- Check the spelling of a paragraph by pressing **^OSP**.
- Check the spelling of the rest of a document by pressing **^OSR**.
- Tell CorrectStar to overlook part of a document by marking off that portion with **^OB**.

## Test Yourself

Can you choose the correct answer?

**1.** You can use CorrectStar to check:

a. Both misspellings and typos
b. Both completed work and work in progress
c. Both of the above

**2.** **^OSR** means:

a. Option Spell check the Rest of the document
b. OK, Swell, check the Rest of the darn thing
c. Oliver Seaworthy Rasputin, the person who thought it up

**3.** Pressing **Cancl**:

a. Ends the spelling check and returns you to the Editing Menu
b. Returns you from Help to the Editing Menu
c. Both of the above

**Answers:** 1 c, 2 a, 3 c

# Lessons for MailMerge

# Welcome

MailMerge is a function of WordStar 2000 that lets you create master documents and then perform sophisticated printing tasks with them. MailMerge produces personalized form letters by taking information from various sources (data files, operator input, and other text files) and inserting it into your master document during printing.

You can also use MailMerge to print two or more files consecutively to create a continuous document, like the chapters of a book. Or you can print one or more files inside another.

MailMerge even lets you specify conditions for printing selected parts of your document. For example, you can specify that you want letters printed for only those people who live within the zip code 94911 or whose last names begin with the letter Z.

To begin learning MailMerge, work through "Quick Lesson for MailMerge," the MailMerge tutor. Then turn to Lesson 12. Lessons 12 through 16 take you step by step through the basics of MailMerge.

Once you have finished these lessons, you will be able to create and print your own master documents.

All MailMerge commands and features are explained in detail in the WordStar 2000 *Reference Guide* under **^OM**, Option MailMerge. See the WordStar 2000 *Reference Guide* when a question arises as you work, or when you want more information on a subject than appears in this *Training Guide*.

See the glossary in the WordStar 2000 *Reference Guide* if you find terms that are unfamiliar.

# Running the MailMerge Tutor

"Quick Lesson for MailMerge" provides an overview of all the major features of MailMerge. You get hands-on practice using a mailing list to create customized letters. It's worth the time to run through it.

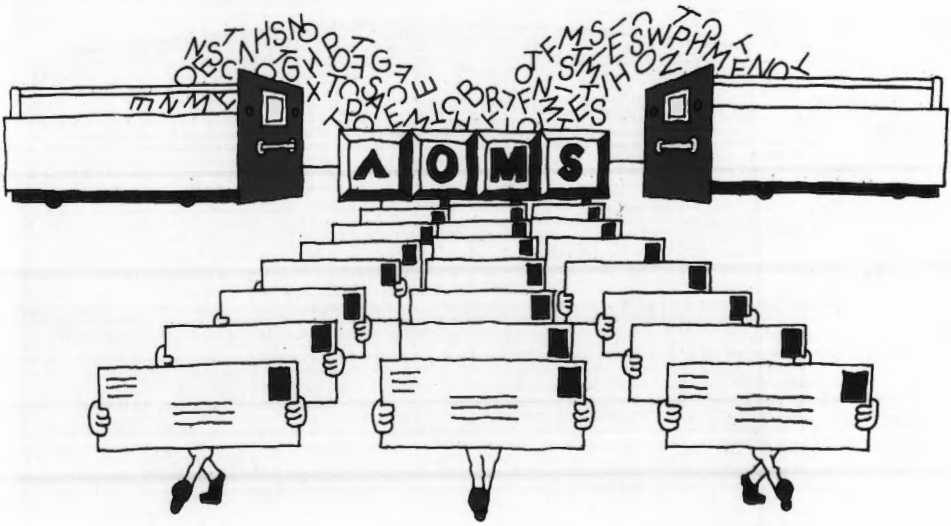
| | What You Do | How Your Computer Responds |
|---|---|---|
| **1** | At the Please login: prompt, type **tutor** and press **Enter**. | Office Window appears |
| **2** | Move the highlighting to **Filecabinet** and press **Enter**. | Filecabinet Window appears |
| **3** | Move the highlighting to **WS2000 Tutors** and press **Enter**. | WS2000 Tutors Window appears |
| **4** | Move the highlighting to **Merge** and press **Enter**. | MailMerge tutor opening screen appears |
| **5** | Follow the instructions on the screen. Don't forget to return here when you finish! | |

# What You'll Learn in Lessons 12 through 16

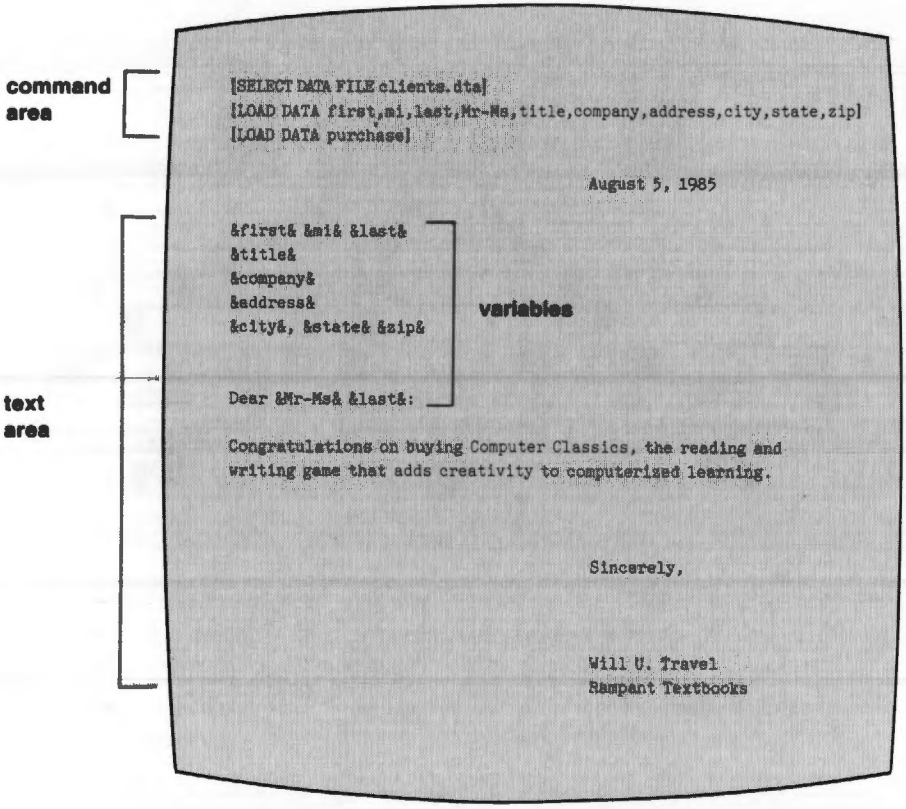
- How to build a master document.
- How to copy information from a data file into your master document as it is printed.
- How to enter information from other sources.
- How to print different versions of letters.
- How to print one file after another to create one continuous document.
- How to print information from one file into another.

# How MailMerge Works

Before you go through the exercises in Lessons 12 through 16, be sure you are using clean copies of the sample files. See "Preparing for Training" in your *Getting Started* booklet.



Here is a picture of a MailMerge master document. The command tags at the top tell MailMerge where to get the information for your master document and where to insert it. This area is called the command area. Below the command area is the text area where the actual letter appears. Notice that some words in the letter have ampersands (&) around them. The words inside the ampersands are called variable names.




You type the letter just like an ordinary letter, with one difference—you add variable names enclosed in ampersands wherever you want MailMerge to insert data that changes from letter to letter. For example, *&name&* and *&address&* are variables to be replaced by an individual name and address in each printed letter.

When MailMerge reaches a variable name while printing a document, it looks to the command area for the corresponding variable and follows the command for that name. In this illustration, the variable names refer to the Load data command and will be replaced by information from the selected data file when the document is printed.

# A Note About Data Files

A data file is a list of information such as names and addresses. It can contain a mailing list or any other information you like. MailMerge can retrieve information from your data files and print it where you want it to appear in the master documents you create.

When working with MailMerge, you can use data files created with WordStar 2000, or any other data files, as long as they are created in CBASIC format. See Appendix F, "Creating Data Files for MailMerge," in the WordStar 2000 *Reference Guide* for instructions on creating data files in the correct format.

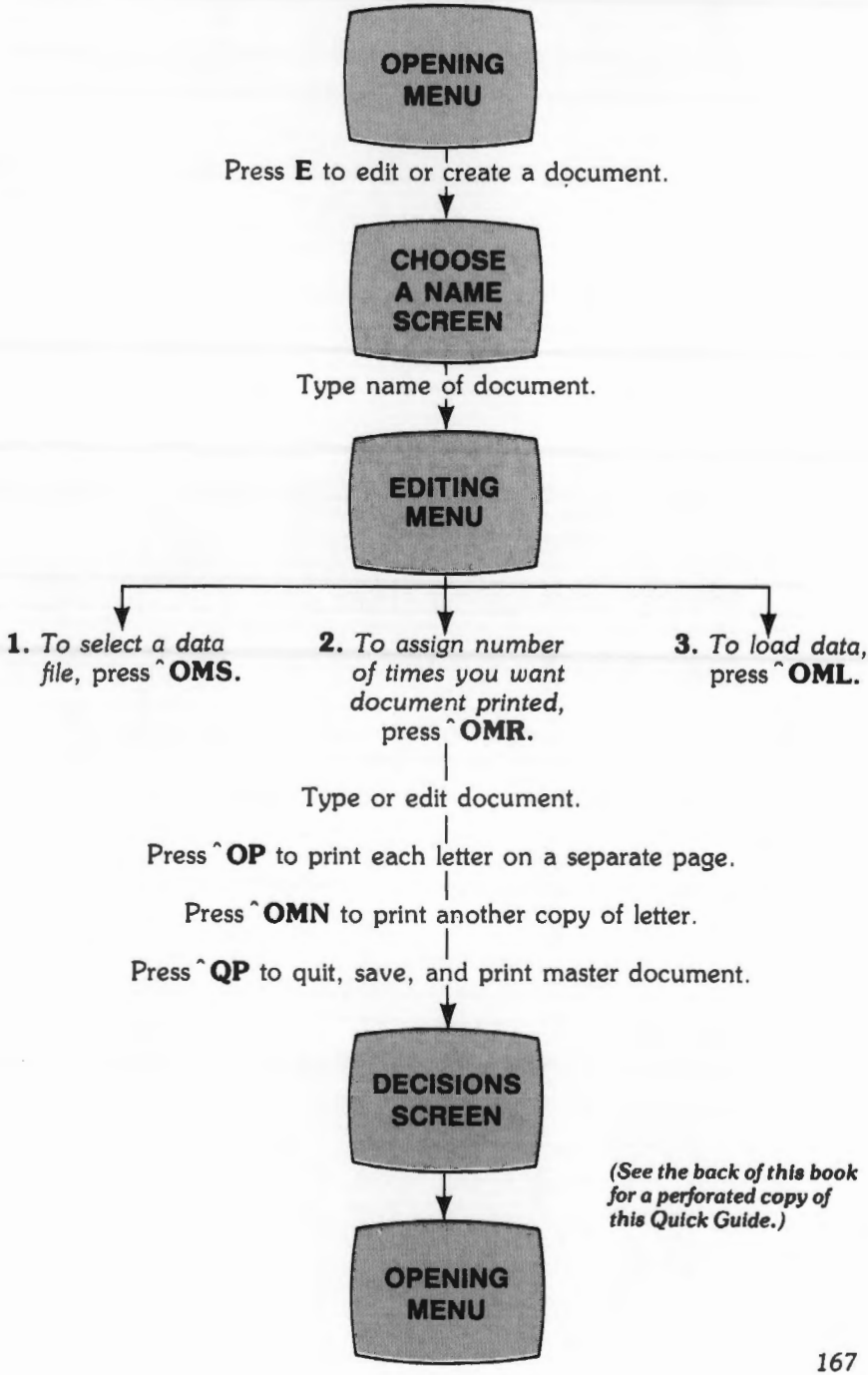
# If You Have MailList

If you have the MailList, you'll find it easy to create, maintain, and print mailing list data files. You can then use these data files when creating master documents by choosing the ws2list.frm format file.

Choose ws2list.frm as your format file to create a master document that will use a MailList data file. The file ws2list.frm contains the MailMerge commands you need to print form letters for each client in your MailList data file.

# MailMerge Quick Guide

To create a master document that prints a letter for each record in your data file:




***(See the back of this book for a perforated copy of this Quick Guide.)***

# 12 LESSON

# Building a Master Document

You'll learn these procedures and these commands.

| Procedures | Commands |
|---|---|
| ■ Selecting a data file | **^OMS** **S**elect a data file |
| ■ Assigning names to the fields in the data file | **^OML** **L**oad data |
| ■ Printing a letter using the data from one record in the data file | **^QP** **Q**uit and **P**rint |

^ = Ctrl key

In this lesson, you'll learn how to select a data file and assign names to the fields in that data file. Then you'll learn how to build your master document. Finally, you'll print the letter with actual data inserted in place of the variable names.

When you finish this lesson, your master document will contain all the commands necessary to print a personalized letter. With Display on, it will look like this on your screen:

```
[SELECT DATA FILE clients.dta]
[LOAD DATA first,mi,last,Mr-Ms,title,company,address,city,state,zip]
[LOAD DATA purchase]

[CENTER]                    Rampant Textbooks
[CENTER]                     30 School Street
[CENTER]                   Lake City, WI 53701

                                        August 1, 1985

&first& &mi& &last&
&title&
&company&
&address&
&city&, &state& &zip&


Dear &Mr-Ms& &last&:

Rampant Textbooks introduces Computer Classics, the reading and
writing game that adds creativity to computerized learning.

Computer Classics is a learning game that takes the excitement of
computers out of the arcade and puts it into the classroom. It
combines the enrichment of good literature with the fun and im-
agination of the high tech world.

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

Computer Classics is available from your Rampant representative
and at quality bookstores everywhere.

                                        Sincerely,


                                        Will U. Travel
                                        Rampant Textbooks
```

# Opening a Document File

To build a master document, you begin just as you do for any other document, at the Opening Menu.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | At the Opening Menu, press **E**. | CHOOSE A NAME SCREEN<br>Document to edit or create? |
| **2** | Type **letter1.spl** and press **Return.** | Format to use? |
| **3** | Move the highlighting to justify.frm and press **Return**. | EDITING MENU |

You can choose any format file you wish when building a master document; however, in Lessons 12-16, you will use justify.frm.

# Selecting a Data File

In this lesson, you will use the data file clients.dta, which is already on your hard disk. The file clients.dta contains information MailMerge will use when printing your form letters. The clients.dta file looks like this:

Sebastian,L.,Hood,Mr.,History Teacher,Redhawk High School,1212 Feather St.,Omaha,NE,00011,Computer Classics
Ottalie,L.,Rulefinder,Ms.,English Teacher,Gramm High School,1001 Fragment St.,Punctuate,MA,00022,Computer Classics
Arthur,A.,Tuttle,Mr.,Science Teacher,Quantum Elementary School,2222 Energy Ave.,Eclipse,CA,99900,Science Projects from A to Z

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | With the cursor in the first column of the first line, press **^OM**. | MAILMERGE MENU |
| **2** | Press **S** to **S**elect a data file. | Data file to use? |
| **3** | Type clients.dta and press **Return**. | EDITING MENU |
| **4** | Press **^OD** to turn on the display of MailMerge command tags. | [SELECT DATA FILE clients.dta] |

MailMerge automatically looks in your current directory for the data file at print time. If your file will not be in the current directory, you must specify the directory name (path) also.

# Assigning Variable Names

You must give variable names to all the fields in your selected data file before MailMerge can use the information. You assign names with the Load data command. MailMerge can then load these variables with the corresponding data at print time.

Each record in the data file clients.dta has 11 fields. The first record in this data file looks like this:

> Sebastian,L.,Hood,Mr.,History Teacher,Redhawk High School,1212 Feather St.,Omaha,NE,00011,Computer Classics

You can choose any names you like for these fields. Just be sure to type the names in the same order as the fields appear in the data file.

In this lesson, assign the following variable names to the fields in the clients.dta file:

> first,mi,last,Mr-Ms,title,company,address,city,state,zip,purchase

*Note*: "first," "mi," and "last" are the variable names for first, middle, and last name.

| What You Do | How WordStar 2000 Responds |
|---|---|
| **1** With the cursor below the [SELECT DATA FILE] command tag, press **^OM**. | MAILMERGE MENU |
| **2** Press **L** (for **L**oad data). Read the question. | Variables to be loaded? (separate with commas) |

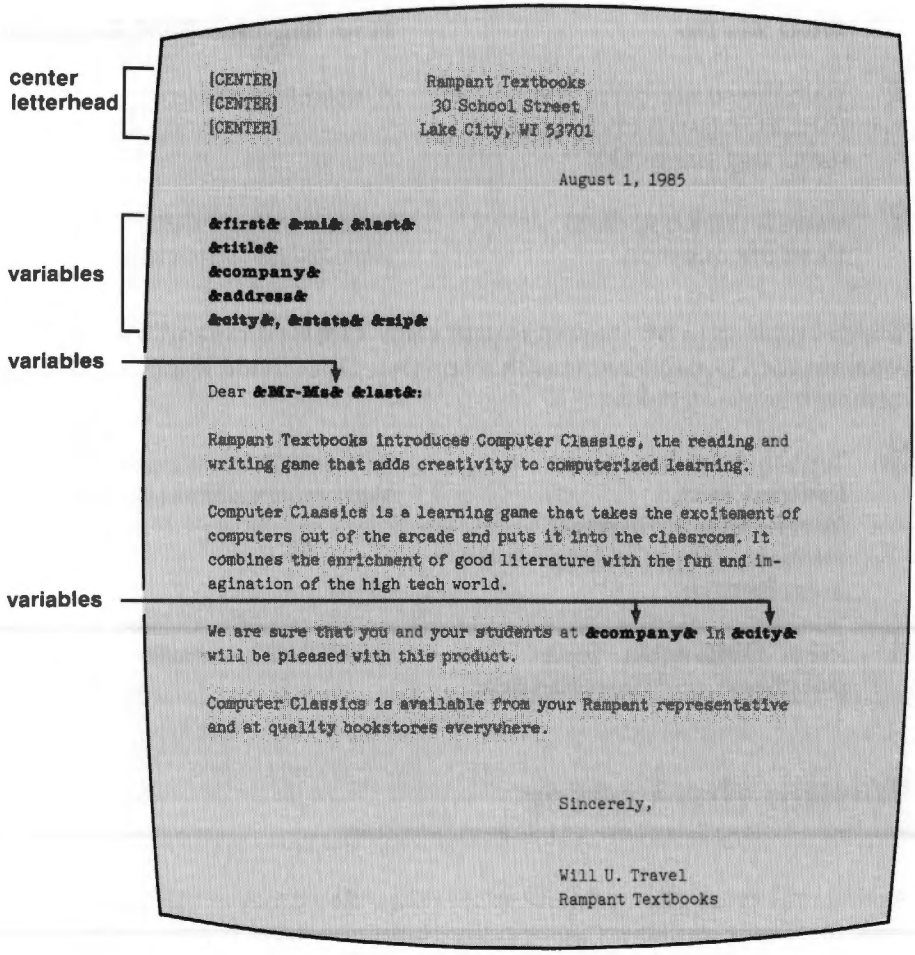
You can type up to 64 characters with each **^OML** command. Be sure to separate each variable name with a comma. Do not add a space following a comma between fields.

| | |
|---|---|
| **3** Type the variable names: **first,mi,last, Mr-Ms,title,company, address,city,state,zip**, and press **Return.** | [LOAD DATA first,mi,last,Mr-Ms, title,company,address,city,state,zip] |
| **4** Press **^OML** again. Type **purchase** and press **Return.** | [LOAD DATA purchase] |

# Typing the Letter

As you type your letter, remember that variable names in the text area must match the variable names in the command area.

| What You Do | How WordStar 2000 Responds |
|---|---|
| **1** Press **Return** to move the cursor down one line. You are now in the text area of the master document. | |
| **2** Type the text of your letter exactly as it appears here: | |




Now you are ready to use this master document to print a letter.

# Printing a Letter

As MailMerge prints the letter, it responds to the instructions you gave in the command area. It replaces variable names in the text with data from the selected data file.

| What You Do | How WordStar 2000 Responds |
|---|---|
| **1** Prepare your printer. | |
| **2** Press ^**QP**. | DECISIONS SCREEN<br>Begin printing on what page? 1 |
| **3** Press ^**Q**. | Printing letter1.spl. Press ^P to interrupt. |

Your printed letter should look like this:

```
                    Rampant Textbooks
                    30 School Street
                    Lake City, WI 53701

                                August 1, 1985

Sebastian L. Hood
History Teacher
Redhawk High School
1212 Feather St.
Omaha, NE 00011


Dear. Mr. Hood:

Rampant Textbooks introduces Computer Classics, the reading and
writing game that adds creativity to computerized learning.

Computer Classics is a learning game that takes the excitement of
computers out of the arcade and puts it into the classroom. It
combines the enrichment of good literature with the fun and im-
agination of the high tech world.

We are sure that you and your students at Redhawk High School in
Omaha will be pleased with this product.

Computer Classics is available from your Rampant representative
and at quality bookstores everywhere.


                                Sincerely,


                                Will U. Travel
                                Rampant Textbooks
```

## Review

The command tags you enter in the command area of your master document tell MailMerge where to find the data you want inserted in the text area.

You have just finished printing one letter from the master document using information from the data file clients.dta. You have also learned how to use two basic MailMerge commands:

- **S**elect a data file
- **L**oad data values

# 13 LESSON

# Using Data from Other Sources in Your Master Document

You'll learn these procedures and these commands.

| Procedures | Commands |
|---|---|
| ■ Asking for data at print time | **^OMA Ask** |
| ■ Using specific data in place of a variable throughout the document | **^OMU Use** |
| ■ Displaying a message on the screen during printing | **^OMM Message** |

^ = Ctrl key

In this lesson, you'll add command tags to the document you created in Lesson 12 that tell MailMerge where to obtain other data (either directly from the command area or from the operator at the time of printing) for your letter. You'll also edit the text of your letter, replacing the product name "Computer Classics" with a variable name.

# Editing Your Master Document

You start by opening the master document file letter1.spl.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | At the Opening Menu, press **E**. | CHOOSE A NAME SCREEN<br>Document to edit or create? |
| **2** | Move the highlighting to letter1.spl and press **Return.** | EDITING MENU<br>letter1.spl appears |
| **3** | If the command tags do not appear on your screen, turn Display on by pressing **^OD**. | Command tags appear |

# Asking for Data at Print Time

You'll want to change the date for your letter each time you print it. You don't have to edit the file to change the date each time you print the letter, however; you can use the Ask command instead.

The Ask command tells MailMerge to pause during printing to ask you to enter data at that time.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor below the last [LOAD DATA] command tag. | [LOAD DATA purchase]<br>_ |
| **2** | Press ^**OM**. | MAILMERGE MENU |
| **3** | Press **A** (for **A**sk for data). Read the question. | Variable name to ask for? |
| **4** | Type **letter-date** and press **Return.** | Question to display when asking? |
| **5** | Read the question. Type **Type today's date** and press **Return.** | Maximum characters in response?<br>10 |
| **6** | Read the question. Type **20** (for the number of characters) and press **Return.** | EDITING MENU<br>[ASK FOR letter-date WITH PROMPT "Type today's date" MAXIMUM LENGTH 20] |
| **7** | Now move the cursor to the date in the text area. Type **&letter-date&** in place of the earlier date. | &letter-date& |

# Using Specific Data to Replace a Variable

Suppose you want to send a letter to all your clients each time you acquire a new product. Instead of editing your document to replace "Computer Classics" with the name of the new product, you can have MailMerge make the substitutions. With the Use command you can tell MailMerge to replace every occurrence of the old product name with a new product name.

The Use command tells MailMerge what data to insert in place of which variable in the text of the letter during printing.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor below the [ASK] command tag, and press **^OM.** | MAILMERGE MENU |
| **2** | Press **U** (for **U**se this data). Read the question. | Field name for data value? |
| **3** | Type **product** and press **Return.** | Data value to use? |
| **4** | Read the question. Type **Modern Classics** and press **Return.** | EDITING MENU<br>[USE Modern Classics FOR product] |
| **5** | Now move the cursor into the text area and type **&product&** in place of each occurrence of "Computer Classics." | See example below |

```
Dear &Mr-Ms& &last&:

Rampant Textbooks introduces &product&, the reading and
writing game that adds creativity to computerized learning.

&product& is a learning game that takes the excitement of
computers out of the arcade and puts it into the classroom. It
combines the enrichment of good literature with the fun and im-
agination of the high tech world.

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

&product& is available from your Rampant representative
and at quality bookstores everywhere.

                                        Sincerely,

                                        Will U. Travel
                                        Rampant Textbooks
```

# Entering a Message

You'll use the **^OMM** command to display a message for the operator while the letter is printing. The message won't be printed.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Position the cursor on the line that contains the [SELECT DATA FILE] command tag. | [SELECT DATA FILE clients.dta] |
| **2** | Press **^OM**. | MAILMERGE MENU |

| | | |
|---|---|---|
| **3** | Press **M** (for **M**essage). Look at the question. | Message to be displayed? (maximum 79 characters) |
| **4** | Type **Make sure you double check your spelling.** Then press **Return.** | EDITING MENU [MESSAGE Make sure you double check your spelling.] |

This message will be displayed on the screen whenever the letter is printed.

*Note*: Adding a new command tag with the cursor positioned on an existing command does not erase the existing command tag. The new command tag is inserted at the cursor location and the existing command tag at that location moves down a line.

# Printing the Letter

As MailMerge prints the letter, it responds to the instructions you gave in the command area of the master document. It replaces variables with data from the selected data file or data you entered directly. It also pauses to ask you to insert information and displays your message on the screen.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Prepare your printer. | |
| **2** | Press ^**QP**. | DECISIONS SCREEN<br>Begin printing on what page? 1 |
| **3** | Press ^**Q**. | Printing letter1.spl. Press ^P to interrupt. Make sure you double check your spelling.<br>Type today's date |

| | | |
|---|---|---|
| **4** | Type **October 16, 1985** (or any date you like), and press **Return.** | Printing begins |
| **5** | After the letter is printed, read the message and press the Spacebar. | Please review the messages and press the Spacebar to continue. |

Your printed letter should look like this:

```
                    Rampant Textbooks
                    30 School Street
                    Lake City, WI 53701

                              October 16, 1985

Sebastian L. Hood
History Teacher
Redhawk High School
1212 Feather St.
Omaha, NE 00011

Dear Mr. Hood:

Rampant Textbooks introduces Modern Classics, the reading and
writing game that adds creativity to computerized learning.

Modern Classics is a learning game that takes the excitement of
computers out of the arcade and puts it into the classroom. It
combines the enrichment of good literature with the fun and im-
agination of the high tech world.

We are sure that you and your students at Redhawk High School in
Omaha will be pleased with this product.

Modern Classics is available from your Rampant representative
and at quality bookstores everywhere.

                              Sincerely,

                              Will U. Travel
                              Rampant Textbooks
```

## Review

You have just printed a letter from the master document using data from other sources as well as from a data file. You have also learned how to use three more MailMerge commands:

- **A**sk for data
- **U**se this data
- **M**essage

# 14 LESSON

# Printing Form Letters for Each Client

You'll learn these procedures and these commands.

| Procedures | Commands |
|---|---|
| ■ Printing a form letter for each record in your data file | **^OMR** **R**epeat<br>**^OMN** **N**ext Copy |
| ■ Printing each letter on a separate page | **^OP** **P**age |

^ = Ctrl key

In Lessons 12 and 13 you created a master document and used it to print a letter to one client in your data file. In this lesson you'll add three command tags to letter1.spl so that you can print a letter for each client in the data file. You'll also move the [ASK] command tag to the top of the command area so that "Type today's date" will appear only once during printing. Your finished document will look like this:

```
[MESSAGE Make sure you double check your spelling.]
[ASK FOR letter-date WITH PROMPT "Type today's date" MAXIMUM LENGTH 20]
[SELECT DATA FILE clients.dta]
[REPEAT UNTIL END OF DATA]
[LOAD DATA first,mi,last,Mr-Ms,title,company,address,city,state,zip]
[LOAD DATA purchase]
[USE Modern Classics FOR product]

[CENTER]                          Rampant Textbooks
[CENTER]                           30 School Street
[CENTER]                          Lake City, WI 53701

                                              &letter-date&

&first& &mi& &last&
&title&
&company&
&address&
&city&, &state& &zip&

Dear &Mr-Ms& &last&:

  ....text of document........

                                              Sincerely,

                                              Will U. Travel
                                              Rampant Textbooks

[PAGE] ------------------------------------------------------------P
[NEXT COPY]
```

# Selecting letter1.spl for Your Master Document

Again, you'll start by opening the master document file letter1.spl.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | At the Opening Menu, press **E**. | CHOOSE A NAME SCREEN<br>Document to edit or create? |
| **2** | Move the highlighting to letter1.spl and press **Return**. | EDITING MENU<br>letter1.spl appears |
| **3** | If the command tags do not appear on your screen, turn Display on by pressing **^OD.** | Command tags appear |

# Using the Repeat and Next Copy Commands

You'll add the Repeat and Next Copy commands to tell MailMerge to print a letter for each client in the data file. If there is no [REPEAT] command tag in your master document, MailMerge prints a letter for only the first record in the data file, as in Lessons 12 and 13.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Place the cursor in column 1 of the line with the first [LOAD DATA] command tag and press **^OMR**. | Repeat how many times?<br>(Return for end of data): |

You can type a number indicating the number of letters you want printed, but since you want to print a letter for every record in the data file, all you need to do is press Return.

**2** Press **Return**. [REPEAT UNTIL END OF DATA]

Pressing Return tells MailMerge to print a letter for every record in the data file.

Always insert the [REPEAT] command tag *after* the [SELECT DATA FILE] command tags and *before* the [LOAD DATA] command tags when you want to print one letter for each client in the data file.

The Repeat command does not work alone. When you use this command, you must also use the Next copy command. Insert the [NEXT COPY] command tag where you want MailMerge to stop printing one letter and begin printing another. Any text following the [NEXT COPY] command tag will not be printed. You must also add a page break command tag before the [NEXT COPY] command tag so each letter is printed on a separate page.

**3** Position the cursor in column 1 following "Rampant Textbooks" at the end of the letter and press **^OP**. [PAGE]----------

**4** On the line following the page break command [PAGE], press **^OMN**. [NEXT COPY]

MailMerge prints the text between the [REPEAT] command tag and the [NEXT COPY] command tag the number of times you specify. In this lesson, Repeat Until End of Data tells MailMerge to keep printing letters until it reaches the last record in the data file.

# Moving the Ask Command Tag

Look at the command area of your master document. Notice that the [ASK] command tag on the screen is between the [REPEAT] and [NEXT COPY] command tags. If you leave the [ASK] command tag where it is, you will have to enter the date for each letter printed. MailMerge will ask you for the date before printing each letter because the Repeat command repeats everything—including MailMerge commands—each time it prints a letter.

To move the [ASK] command tag out of this loop, you'll use Block commands to move it from its current location.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Position the cursor on the line with the [ASK] command tag. | [ASK FOR letter-date WITH PROMPT "Type today's date" MAXIMUM LENGTH 20] |
| **2** | Press **^BB** to mark the beginning of the block. | <B> [ASK FOR letter-date WITH PROMPT "Type today's date" MAXIMUM LENGTH 20] |
| **3** | Move the cursor down one line next to the [USE] command tag and press **^BE** to mark the end of the block. | The [ASK] command tag appears highlighted |
| **4** | Move the cursor to the line with the [SELECT DATA FILE] command and press **^BM**. | [MESSAGE Make sure you double check your spelling.]<br>[ASK FOR letter-date WITH PROMPT "Type today's date" MAXIMUM LENGTH 20]<br>[SELECT DATA FILE clients.dta] |

Now you can print a letter for each of your clients with one print command.

# Printing Your Form Letters

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Prepare your printer. | |
| **2** | Press **^QP**. | DECISIONS SCREEN |
| **3** | Press **^Q**. | Printing letter1.spl. Press ^P to interrupt.<br>Make sure you double check your spelling.<br>Type today's date |
| **4** | Type **October 16, 1985** (or any date you like), and press **Return.** | Printing begins |
| **5** | After letters are printed for the three clients in your data file, read the message and press the Spacebar. | Please review the messages and press the Spacebar to continue. |

## Review

When you want to print a letter for each record in the data file, you must insert the [REPEAT] command tag *before* the first [LOAD DATA] command tag, and insert the [NEXT COPY] command tag at the *end* of the text of your letter.

You have just printed a letter for each customer in your data file using the same master document. You have also learned how to use two more MailMerge commands:

- **R**epeat
- **N**ext copy

# 15 LESSON

# Creating Different Versions of a Letter

You'll learn these procedures and these commands.

| Procedure | Commands |
|---|---|
| ■ Specifying conditions to create different versions of your form letters | **^OMC** Condition<br>**^OMO** Otherwise<br>**^OME** End condition |

^ = Ctrl key

You'll use these sample files in this lesson:

> letter2.spl, a new sample master document file
> clients.dta, the same data file you used in Lessons 12-14

In this lesson, you'll create a master document you can use to print two versions of a letter. Then you'll print a different version for each of the three clients in the clients.dta data file.

One version will include this paragraph:

> Recently you purchased several copies of Computer Classics from our company. We hope that you and your students at &company& find this product rewarding. And because you are a valued customer, we are now offering you a special 10% discount on your next purchase.

The other version will include these two paragraphs:

> Perhaps you have not had a chance to peruse the literature we sent you on Computer Classics, the reading and writing game that adds creativity to computerized learning. As a valued customer, &Mr-Ms& &last&, we would like to give you this product FREE for ten days. Simply fill out and return the attached card, and Computer Classics will be delivered to you within four weeks.
>
> If after ten days you are not satisfied with Computer Classics, return it to us and owe nothing.

How does MailMerge know which version to print? You will insert conditional command tags that tell MailMerge to print the first version if the client has purchased Computer Classics and the second version if the client has not purchased Computer Classics.

When you complete this lesson, your master document will look like this on your screen:

```
[ASK FOR letter-date WITH PROMPT "Type today's date" MAXIMUM LENGTH 20]
[SELECT DATA FILE clients.dta]
[REPEAT UNTIL END OF DATA]
[LOAD DATA first,mi,last,Mr-Ms,title,company,address,city,state,zip]
[LOAD DATA purchase]

[CENTER]                    Rampant Textbooks
[CENTER]                     30 School Street
[CENTER]                    Lake City, WI 53701

                                          &letter-date&

&first& &mi& &last&
&title&
&company&
&address&
&city&, &state& &zip&


Dear &Mr-Ms& &last&:

[CONDITION purchase = "Computer Classics"]
Recently you purchased several copies of &purchase& from our
company. We hope that you and your students at &company& find
this product rewarding. And because you are a valued customer,
we are now offering you a special 10% discount on your next
purchase.
[OTHERWISE]
Perhaps you have not had a chance to peruse the literature we
sent you on Computer Classics, the reading and writing game that
adds creativity to computerized learning. As a valued customer,
&Mr-Ms& &last&, we would like to give you this product free for
ten days. Simply fill out and return the attached card, and Com-
puter Classics will be delivered to you within four weeks.

If after ten days you are not satisfied with Computer Classics,
return it to us and owe nothing.
[END CONDITION]

Your local sales representative will contact you soon with more
information about this special offer.

                                          Sincerely,


                                          Will U. Travel
                                          Rampant Textbooks

[PAGE] ------------------------------------------------------------ P
[NEXT COPY]
```

# Selecting a Master Document

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Press **E** from the Opening Menu. | CHOOSE A NAME SCREEN<br>Document to edit or create? |
| **2** | Move the highlighting to letter2.spl and press **Return**. | EDITING MENU<br><br>letter2.spl appears |
| **3** | If the command tags do not appear on your screen, turn Display on by pressing **^OD**. | Command tags appear |

Notice that the MailMerge commands you learned in Lessons 12-14 have already been inserted in this sample master document. These command tags appear in the command area:

[ASK FOR letter-date WITH PROMPT "Type today's date" MAXIMUM LENGTH 20]
[SELECT DATA FILE clients.dta]
[REPEAT UNTIL END OF DATA]
[LOAD DATA first,mi,last,Mr-Ms,title,company,address,city,state,zip]
[LOAD DATA purchase]

and these command tags at the end of the document:

[PAGE]————————————————————

[NEXT COPY]

You will add these new command tags to the master document:

[CONDITION purchase = "Computer Classics"]
[OTHERWISE]
[END CONDITION]

# Entering Condition Commands

When you enter these three condition commands, you tell MailMerge to act as follows:

- [CONDITION purchase = "Computer Classics"] means "If Computer Classics is the name of the item purchased, print the following paragraph."
- [OTHERWISE] means "Print the following paragraph if the item purchased was not Computer Classics."
- [END CONDITION] means "Resume normal printing at this point."

According to the information in the data file, both Sebastian Hood and Ottalie Rulefinder have purchased Computer Classics, while Arthur Tuttle has ordered Science Projects from A to Z. Therefore, inserting these condition command tags in the letter causes Mr. Tuttle's letter to be different from the ones printed for Mr. Hood and Ms. Rulefinder.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Move the cursor to the first line of text you want conditionally printed, in this example, the beginning of the letter. | Recently you purchased... |
| **2** | Press ^**OMC** (for **C**ondition). | Condition to be evaluated? (maximum 64 characters) |
| **3** | Type **purchase = "Computer Classics"** and press **Return**. | [CONDITION purchase = "Computer Classics"] |
| **4** | Move the cursor to first line of text you want printed if the condition is false (in this example, the second paragraph). | Perhaps you have not had... |
| **5** | Press ^**OMO** (for **O**therwise). | [OTHERWISE] |

| | | |
|---|---|---|
| **6** | Move the cursor to the line following the last line of text you want conditionally printed (in this example, after the third paragraph). | ... return it to us and owe nothing.<br>– |
| **7** | Press ^**OME** (for **E**nd condition). | [END CONDITION] |

Now you're ready to print the letters.

# Printing Your Letters

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | Prepare your printer. | |
| **2** | Press ^**QP**. | DECISIONS SCREEN |
| **3** | Press ^**Q**. Look at the question. | Printing letter2.spl. Press ^P to interrupt.<br>Type today's date |
| **4** | Type **November 3, 1985** (or any date you like), and press **Return**. | Printing begins |
| **5** | After letters are printed for the three clients in your data file, read the message and press the Spacebar. | Please review the messages and press the Spacebar to continue. |

## Your letters should look like these:

Rampant Textbooks
30 School Street
Lake City, WI 53701

November 3, 1985

Sebastian L. Hood
History Teacher
Redhawk High School
1212 Feather St.
Omaha, NE 00011

Dear Mr. Hood:

Recently you purchased several copies of Computer Classics from our company. We hope that you and your students at Redhawk High School find this product rewarding. And because you are a valued customer, we are now offering you a special 10% discount on your next purchase.

Your local sales representative will contact you soon with more information about this special offer.

Sincerely,

Will U. Travel
Rampant Textbooks

Rampant Textbooks
30 School Street
Lake City, WI 53701

November 3, 1985

Ottalie L. Rulefinder
English Teacher
Gramm High School
1001 Fragment St.
Punctuate, MA 00022

Dear Ms. Rulefinder:

Recently you purchased several copies of Computer Classics from our company. We hope that you and your students at Gramm High School find this product rewarding. And because you are a valued customer, we are now offering you a special 10% discount on your next purchase.

Your local sales representative will contact you soon with more information about this special offer.

Sincerely,

Will U. Travel
Rampant Textbooks

Rampant Textbooks
30 School Street
Lake City, WI 53701

November 3, 1985

Arthur A. Tuttle
Science Teacher
Quantum Elementary
2222 Energy Ave.
Eclipse, CA 99900

Dear Mr. Tuttle:

Perhaps you have not had a chance to review the literature we sent you on Computer Classics, the reading and writing game that adds creativity to computerized learning. As a valued customer, Mr. Tuttle, we would like to give you this product free for ten days. Simply fill out and return the attached card, and Computer Classics will be delivered to you within four weeks.

If after ten days you are not satisfied with Computer Classics, return it to us and owe nothing.

Your local sales representative will contact you soon with more information about this special offer.

Sincerely,

Will U. Travel
Rampant Textbooks

## Review

You have just printed two versions of a letter using the same master document. And you have learned these three advanced MailMerge commands:

- Condition
- Otherwise
- End condition

# 16 LESSON

# Printing More Than One File

You'll learn these procedures and this command.

| Procedures | Command |
| --- | --- |
| ■ Chain printing | **^OMI** Insert |
| ■ Nested printing | |

^ = Ctrl key

In this lesson, you'll use the Insert command to connect several files together in sequence, "chaining" them together like the chapters of a book.

You'll also use the Insert command to print two files within one file. This procedure is called "nested printing." Nested printing means printing one file within another. You can nest up to four files within one document.

You'll use these sample text files in this lesson:

chapt1.spl, chapt2.spl, and chapt3.spl

letter3.spl, table.spl, and example.spl

# Chain Printing

You'll use the Insert command (^**OMI**) to chain the sample files chapt1.spl, chapt2.spl, and chapt3.spl together so you can print all three at once.

chapt1.spl contains the words "Chapter One" followed by "Results of the Parker/Boyd Proposal."

chapt2.spl contains the words "Chapter Two" followed by "Classroom Responses to Computer Classics."

chapt3.spl contains the words "Chapter Three" followed by "Revised Ending to Fairy Tales."

You'll print these three files one after the other, as though they each contained one complete chapter of a book.

| | What You Do | How MailMerge Responds |
|---|---|---|
| **1** | From the Opening Menu, press **E.** | CHOOSE A NAME SCREEN<br>Document to edit or create? |
| **2** | Move the highlighting to chapt1.spl and press **Return**. | EDITING MENU<br><br>Chapter One<br><br>Results of the Parker/Boyd Proposal |

| | | |
|---|---|---|
| **3** | Move the cursor to the end of the file. | Results of the Parker/Boyd Proposal<br>- |
| **4** | Press ^**OP** to insert a page break so that the next chapter begins on a new page when printed. | [PAGE]---------- |
| **5** | Press ^**OMI** (for **I**nsert). | Document to be inserted? |
| **6** | Type chapt2.spl and press **Return**. | [INSERT DOCUMENT chapt2.spl] |
| **7** | Press ^**QS** to save your change. | OPENING MENU |
| **8** | Repeat steps 1-5 to edit chapt2.spl. | Document to be inserted? |
| **9** | Type chapt3.spl and press **Return**. | [INSERT DOCUMENT chapt3.spl] |
| **10** | Press ^**QS** to save the change. | OPENING MENU |
| **11** | Press **P**. | CHOOSE A NAME SCREEN<br>Document to print? |
| **12** | Move the highlighting to chapt1.spl and press **Return**. | DECISIONS SCREEN<br>Begin printing on what page? |
| **13** | Press ^**Q**. | Printing chapt1.spl. Press ^P to interrupt.<br>chapt1.spl, chapt2.spl, and chapt3.spl are printed one after the other, each on a separate page. |

Because you used the Insert file command, these three files printed in succession, one after the other. All three files will now be printed one after the other every time you print chapt1.spl.

Chapter One

Results of the Parker/Boyd Proposal

1

Chapter Two

Classroom Responses to Computer Classics

2

Chapter Three

Revised Ending to Fairy Tales

3

Another way to chain files together is to create a print file that contains MailMerge [INSERT] command tags, as in this example:

```
[INSERT DOCUMENT chapt1.spl]
[PAGE]----------------------------------------
[INSERT DOCUMENT chapt2.spl]
[PAGE]----------------------------------------
[INSERT DOCUMENT chapt3.spl]
```

Then each time you want to chain print this group of files, you just print the file of [INSERT] command tags. When creating a print file of [INSERT] command tags, you can include as many files as you need.

If you create this file (instead of following steps 1-3) and then print it, you will produce the same result as with steps 1-13.

**Remember** If you want each file to print on a separate page, you must insert a page break command tag at the end of each file.

# Nested Printing

The Insert command is also useful for "nesting" files to create a new document. The sample files you'll use in this exercise are letter3.spl, table.spl, and example.spl. The file letter3.spl contains the main body of information for the Parker/Boyd proposal. You will insert the file example.spl, which contains three examples of Keyboard Fairy Tales, in the middle of this proposal. Then you'll insert the file table.spl toward the end. The file table.spl contains a table summarizing the estimated potential for microcomputers in various types of schools.

| | What You Do | How WordStar 2000 Responds |
|---|---|---|
| **1** | From the Opening Menu, press **E.** | CHOOSE A NAME SCREEN<br>Document to edit or create? |
| **2** | Move the highlighting to letter3.spl and press **Return**. | EDITING MENU<br>The Parker/Boyd Proposal |
| **3** | Move the cursor to the line above the "Market" section. | Market |

| | | |
|---|---|---|
| **4** | Press ^**OMI**. | Document to be inserted? |
| **5** | Type example.spl and press **Return**. | |
| **6** | Press ^**OD** to see the inserted command. | [INSERT DOCUMENT example.spl] |
| **7** | Move the cursor to the line above the "Summary" section. | [B] Summary [B] |
| **8** | Press ^**OMI**. | Document to be inserted? |
| **9** | Type table.spl and press **Return.** | [INSERT DOCUMENT table.spl] |
| **10** | Press ^**QP**. | DECISIONS SCREEN<br>Begin printing on what page? |
| **11** | Press ^**Q**. | Printing letter3.spl. Press ^P to interrupt.<br>After the document has printed, the OPENING MENU appears |

The sample file letter3.spl now looks like this when printed:

**The Parker/Boyd Proposal**

**Introduction**

Following rapidly on the heels of the computer revolution is the need for computer literacy. It appears that this communication gap is being addressed more rapidly among youth than adults. In fact, a computer in the schoolroom has become as common as an eraser and chalk.

**Objectives**

There are four specific objectives of the Parker/Boyd computer literature program:

- to teach literature to children in an appealing and imaginative way
- to stimulate writing
- to stimulate cognitive skills
- to increase computer literacy

**Method**

In the classroom setting or on a home computer, the student (and teacher or parent at the reading readiness level) follows these steps:

- read a story in hard copy (accompanying paperback)
- begin Parker/Boyd software program
- reread story on the screen
- select alternative story lines
- write new ending using word processing

Brief examples of Keyboard Fairy Tales used for children at the K-3 level will follow:

Read each of the following sentences and select one to change the story. Then write a new ending to the story.

example.spl

Cinderella

a. The wicked stepmother had a cleaning lady.
b. Pest control wiped out all the mice and rats in the kingdom.
c. The glass slipper fit one of Cinderella's stepsisters.

Hansel and Gretel

a. The children didn't have their toothbrushes and wouldn't eat sweets.
b. The witch was a vegetarian.
c. The cottage was made of carrot sticks and celery.

The Three Bears

a. Mama Bear cleaned the breakfast dishes and put them in the dishwasher.
b. Baby Bear's chair was made of stainless steel.
c. Papa Bear decided to stay at home and fix the roof.

**Market**

The role of the computer in the classroom is not just instructional. Forecasts indicate that by 1990 the U.S. labor market will have openings for more than 30 million computer-related positions.

Consequently, traditional textbook publishers are rushing to enter the computer software market. Bookstores are another potential outlet for the distribution of educational computer software.

The market for educational software is the fastest growing part of the computer software industry.

table.apl

Table 1

Estimated Potential for Microcomputers in Schools

| Type of School | # of Schools | Potential # Microcomputers Per School | Potential # Microcomputers in Schools |
|---|---|---|---|
| Handicapped | 1,521 | 24 | 36,504 |
| Elementary/combined elementary-secondary | 70,718 | 20 | 1,414,360 |
| Secondary only | 24,191 | 30 | 725,730 |
| University, college | 2,869 | 150 | 430,350 |

Source: National Science Foundation, Washington, D.C.

**Summary**

No market offers such opportunity for sales of computer software as our nation's schools. The Parker/Boyd Computer Literature Program provides a learning tool for the classroom that promotes computer literacy as well as enhancing creative writing skills.

# Review

You have just learned how to print documents one after the other by "chaining" them with the Insert command. You have also learned how to "nest" documents inside one another to create a new document.

# Index

## D

## O



## P

## Q



## R



## S

## W