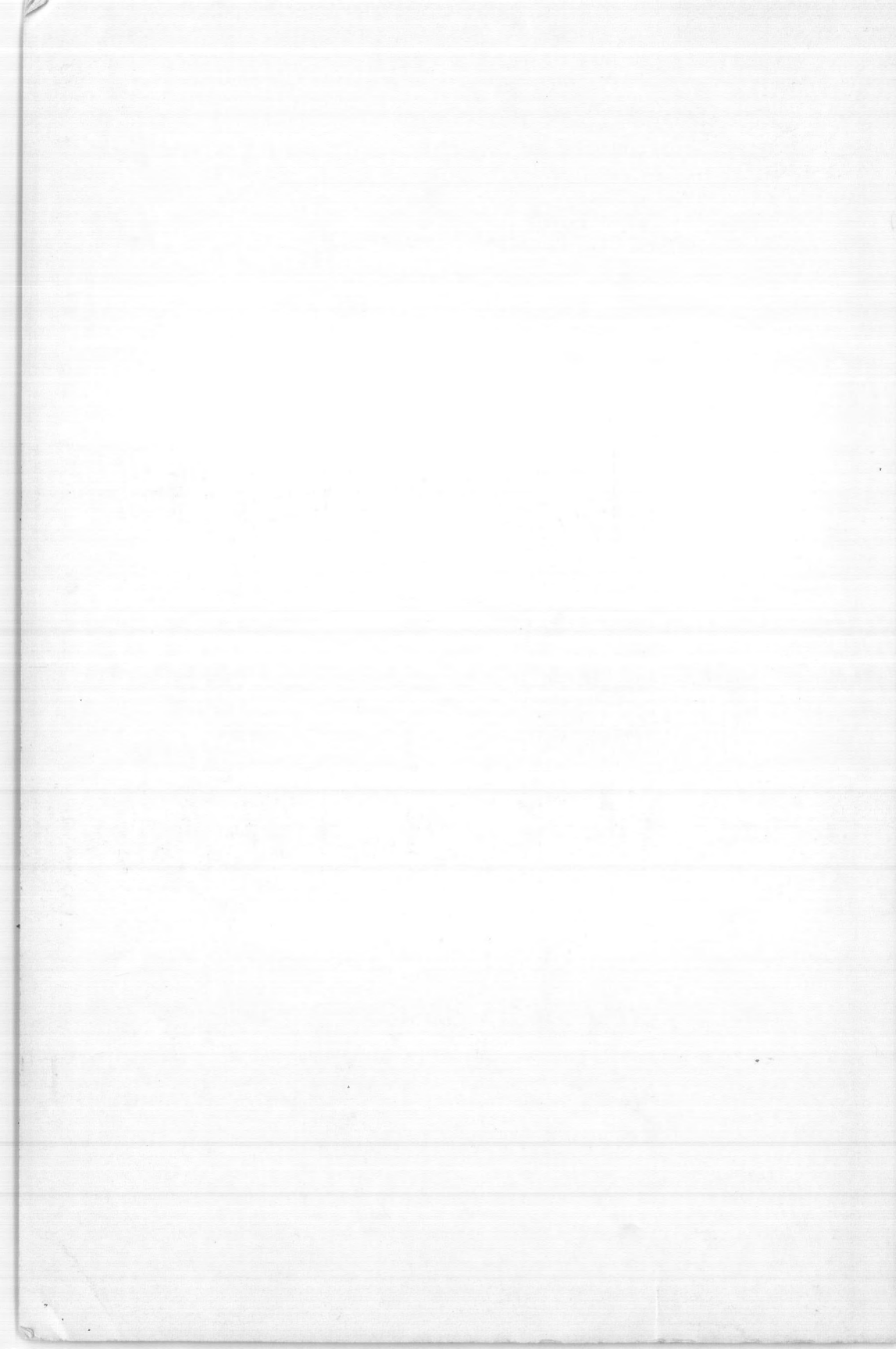




AT&T UNIX™ PC
WORDSTAR® 2000

Reference Guide





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AT&T UNIX™ PC

WORDSTAR® 2000

By MicroPro®

Reference Guide

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Table of Contents

How to Use This Guide	1
Starting WordStar 2000	2
Using Menus and Screens	3
Opening Menu	3
Choose a Name Screen	6
Decisions Screen	11
Editing Menu	13
Directory of Procedures	17
How to Use the Directory	17
Locating the Right Procedure for the Job	17
Following the Procedures	18
A Access TelMerge	19
^B Blocks	20
^BA Block Arithmetic • ^BB Block Begin • ^BC Block Copy • ^BD Block Display • ^BE Block End • ^BI Block Insert File • ^BM Block Move • ^BR Block Remove • ^BS Block Sort • ^BV Block Vertical • ^BW Block Write to File	
C Copy a File	34
^C Cursor (and Cursor Keys)	35
^CA Cursor to Block Beginning • ^CB Cursor Beginning • ^CD Cursor Down Screen • ^CE Cursor End • ^CH Cursor Home • ^CI Cursor In- sert • ^CL Cursor Left Side of Line • ^CM Cursor Marker Set 0-9 • ^CN Cursor Note No. (Footnote) • ^CO Cursor to Old Block Position • ^CP Cursor Page No. • ^CR Cursor Right Side of Line • ^CT Cursor to a Character • ^CU Cursor Up Screen • ^CW Cursor Window • ^CX Cur- sor to Bottom Left Window • ^CZ Cursor to Block End • ^C0 to ^C9 Cur- sor to Marker	
D Directory / (folder)	45
E Edit/Create (A Document)	46
E Edit/Create (An Unformatted File)	51

F Format Design	53
Fonts • Format Decisions • Design of the Printed Page • Pages • To Complete a Format	
^G Get Help	61
^GG Set Menu Display Level	61
I Indexing	63
K and ^K Key Glossary	64
^KD Key Define • ^KR Key Remove • ^KU Key Use Another Key File	
L MailList	71
^L Locate Text	71
^L Locate and Replace Text	74
M Move/Rename a File	77
^N Next Locate	78
^O Options	79
^OA Option Assign Page No. • ^OB Option Bypass Spell Check • ^OC Option Center Text • ^OD Option Display • ^OF Option Footer • ^OH Option Header • ^O- Option - (Hyphen) • ^OI Option Indexing • ^OJ Option Justify • ^OK Option Keep Lines Together • ^OM Option MailMerge • ^OMA Ask for Data • ^OMC Condition • ^OME End Condition • ^OMI Insert Document • ^OML Load Data • ^OMM Message • ^OMN Next Copy • ^OMO Otherwise • ^OMR Repeat • ^OMS Select Data File • ^OMU Use This Data • ^ON Option Note (Footnote) • ^OO Option Overtyping • ^OP Option Page Break • ^OR Option Repeat Next Key • ^OS Option Spelling Check • ^OSP Option Spelling Check Paragraph • ^OSR Option Spelling Check Rest of Document • ^OSS Option Spelling Select Personal Dictionary • ^OSW Option Spelling Check Word • ^OU Option Unprinted Comment • ^OW Option Window	
P Print a File	129
^P Print Enhancements	132
^PB Print Boldface • ^PC Print Color • ^PE Print Emphasis • ^PF Print Font • ^PH Print Height (Line Spacing) • ^PN Print No New Line • ^PO Print Overstrike • ^PP Print Pause • ^PS Print Strikeout • ^P- Print - Subscript • ^P+ Print + Superscript • ^PT Print Tray • ^PU Print Underline • ^PW Print Word Grouping	
Q Quit WordStar 2000	147
^Q Quit Editing	148
Backup (.wb) Files • ^QA Quit and Abandon Changes • ^QC Quit and Continue • ^QP Quit and Print • ^QS Quit and Save Changes	

R Remove a File	151
^R Remove Text • ^RB Remove Block • ^RC Remove Character • ^RE Remove Entire Line • ^RL Remove Left Side of Line • ^RP Remove Para- graph • ^RR Remove Right Side of Line • ^RS Remove Sentence • ^RT Remove to a Character • ^RW Remove Word	
S Spelling Check	158
Tables Tips	165
^T Tabs and Margins	166
To Tab to a Stop • ^TB Tabs and Margins Both Margins In • ^TC Tabs and Margins Clear Tab Stop • ^TD Tabs and Margins Decimal Tab Stop • ^TI Tabs and Margins In Left • ^TL Tabs and Margins Left • ^TO Tabs and Margins Out Left • ^TR Tabs and Margins Right • ^TS Tabs and Margins Set Tab • ^TU Tabs and Margins Undo All Indentation	
T Typewriter Mode	176
^U Undo	179
W WordStar to WordStar 2000 File Conversion	180
Appendix A. Program Specifications	185
Appendix B. Error Messages	189
Appendix C. WordStar 2000 for Former WordStar Users	207
Appendix D. Exchanging Files between WordStar and WordStar 2000	213
Appendix E. Creating Data Files for MailMerge	221
Glossary	225
Index	239

100

101

102

103

104

105

106

107

108

109

110

111

112

113

114

115

116

117

118

119

120

121

122

123

124

125

126

127

128

How to Use This Guide

This *Reference Guide* describes every feature and command of WordStar 2000. To get the most benefit from it, be sure you first read *Getting Started*. The *Reference Guide* assumes that you have viewed at least the first two lessons of *WordStar 2000 Tutor* and gone through the *Training Guide*.

The *Reference Guide* is divided into sections to give you easy access to specific information as you use WordStar 2000.

"Starting WordStar 2000," p. 2, explains alternate methods for starting WordStar 2000.

"Using Menus and Screens," p. 3, shows you how to read the four types of displays that appear on your screen and explains how to respond to them. It describes the basic techniques you will be using: issuing an Opening Menu command, choosing names from a directory, answering questions that tell WordStar 2000 exactly how you want to do something, and editing text with editing commands.

The "Directory of Procedures," p. 17, provides step-by-step instructions for performing any WordStar 2000 task. Each procedure is illustrated by an example so you can see at a glance how to perform it. Be sure to see the illustration on p. 18 for an explanation of elements used in the procedures. If you come across an unfamiliar term in a procedure, you can look it up in the glossary.

Throughout this guide, the caret (^) is a symbol for the Control key. Return represents the carriage return,  on your keyboard.

Starting WordStar 2000

To start WordStar 2000, follow these steps:

1. At the Office Window, move the highlighting to Services and press **Enter**.
2. At the Services Window, move the highlighting to WordStar 2000 and press **Enter**.
3. Follow the instructions on the Opening Menu to select the task you want.

To go directly into editing an existing WordStar 2000 file, follow these steps:

1. At the Office Window, move the highlighting to Filecabinet and press **Enter**.
2. Move the highlighting to the WordStar 2000 file you want to edit and press **Enter**. (If the file is in a folder, first open the folder.)
3. Follow the instructions on the Editing Menu.

If you want to use this method with a standard file, you must make WordStar 2000 your default editor.

To create a new file, follow these steps:

1. At the Office Window, move the highlighting to Filecabinet and press **Enter**.
2. If you want the file to be created in a folder, open the folder. Otherwise, go to step 3.
3. Press the **Creat** key.
4. Move the highlighting to WS2000 Document and press **Enter**.
5. When the message WS2000 Document name: appears, type the name of the file you want to create.
6. Point to [OK] and press **Enter**.
7. At the WordStar 2000 Format Files Window, move the highlighting to the format you want to use and press **Enter**. (See the Prepared Formats Table, p. 50.)
8. Follow the instructions on the Editing Menu.

Using Menus and Screens

WordStar 2000 guides you through a work session by presenting menus, submenus, and screens. You start by selecting the task you want to do from the Opening Menu. Many Opening Menu commands lead you to the Choose a Name Screen. The Format and Print commands also ask you questions on the Decisions Screen.

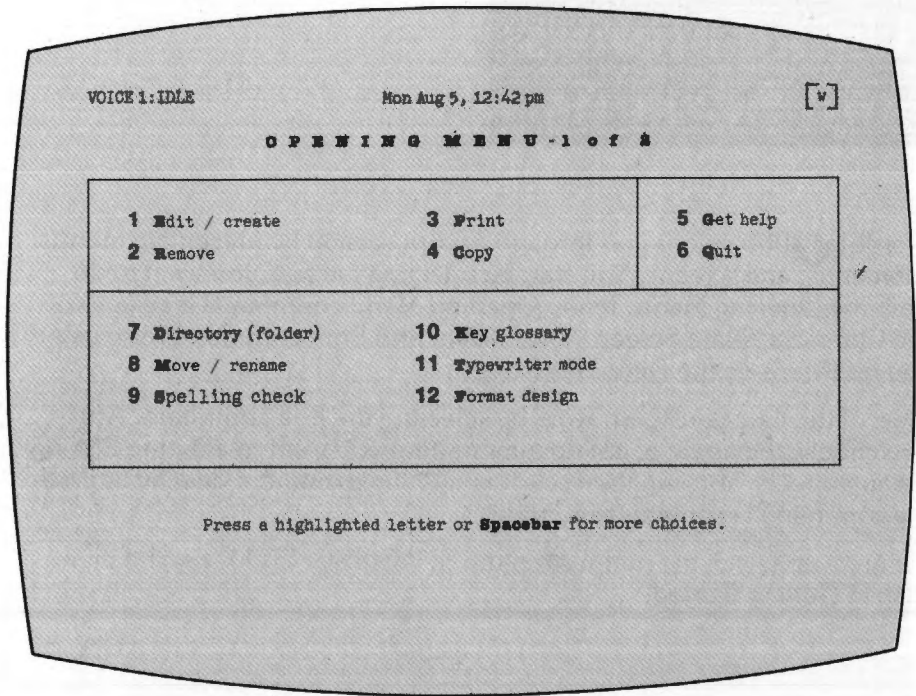
Most of the time you'll start work by selecting the Edit command. After you choose the name of the document (file) you want to edit, the Editing Menu appears. You can then select an editing command directly or view the command's submenu as a guide.

For an overview of the menu structure of WordStar 2000, see the menu map in *Getting Started*.

Opening Menu

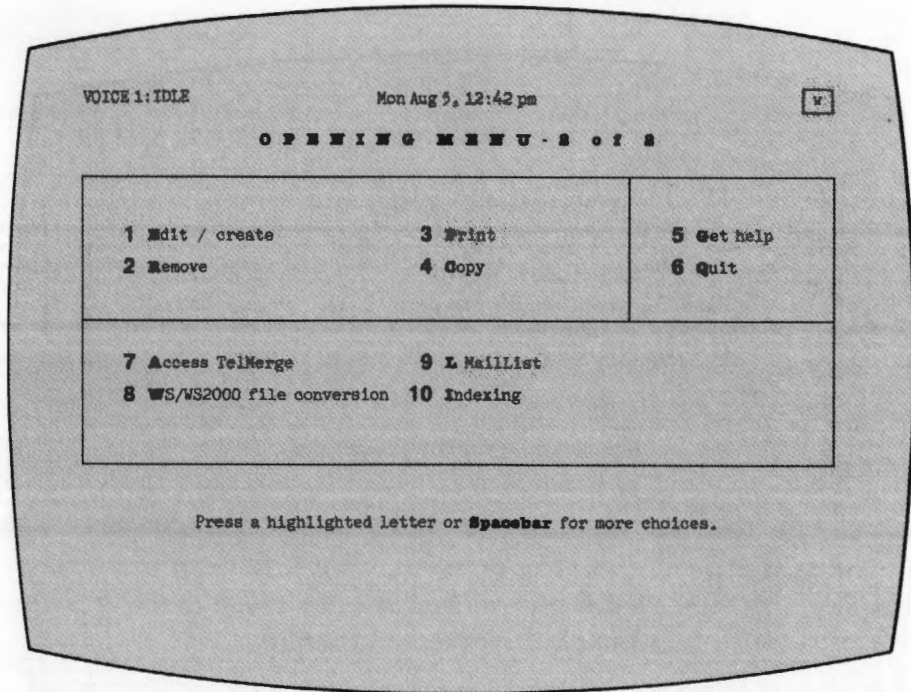
From the Opening Menu, you choose one of the tasks described below.

To issue a command at the Opening Menu, press the highlighted letter. For example, to issue the Edit command, press **e** or **E**. You may use lower- or uppercase letters.



- 1 To create a new document or edit text in an existing document, format file, or unformatted file.
- 2 To erase a document or file.
- 3 To print a document or mailing lists on labels or envelopes.
- 4 To copy a document or file.
- 5 To seek further information about a command.
- 6 To stop work and return to the operating system.
- 7 To choose a different directory (folder).
- 8 To move a file to another directory or to rename a file.
- 9 To check a document for spelling errors.
- 10 To create or edit a shorthand version of text that you can use to enter a longer version in your document.

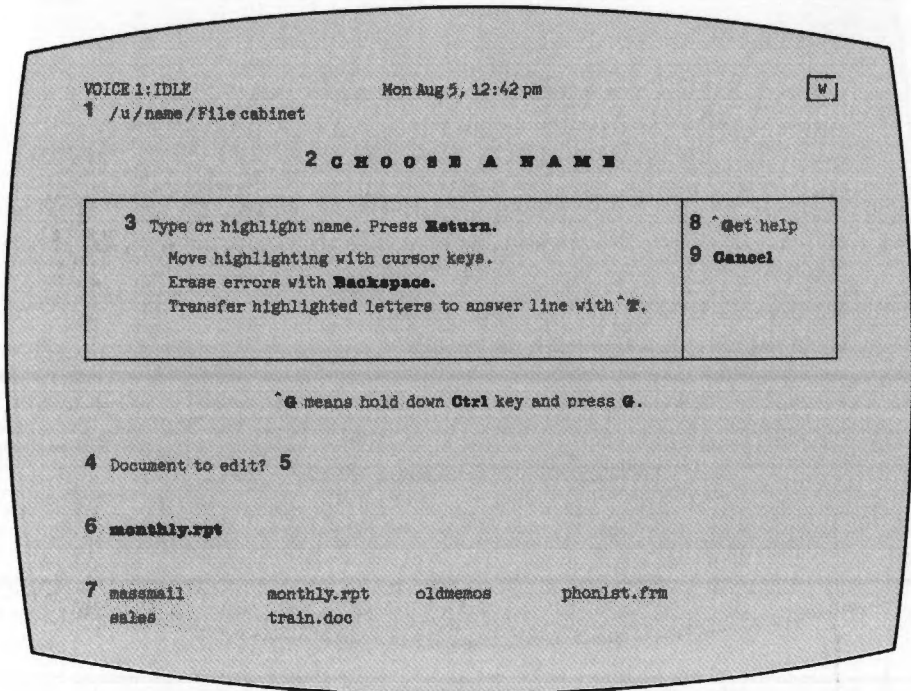
- 11 To use the keyboard and printer like a typewriter.
- 12 To design a page style for your documents or change an existing document or format's page style.



- 1-6 For an explanation of each command, see items 1-6 on p. 4.
- 7 To send or receive electronic mail.
- 8 To convert a WordStar file to a WordStar 2000 file.
- 9 To create, update, and sort mailing lists.
- 10 To create an index, table of contents, and headings and titles.

Choose a Name Screen

The Choose a Name Screen appears whenever you select a file or a short form from a key glossary.

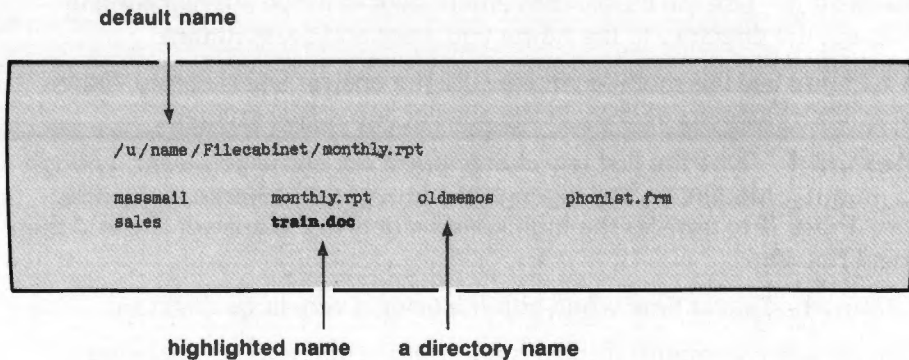


- 1 The **status line** shows the name of the current directory.
- 2 The screen's **title** appears here.
- 3 The screen helps you select the name you want.
- 4 A **question** asks you for a name.

- 5 You enter your answer on the **answer line** following the question. The cursor moves to the answer line. You can then use the answer commands and keys as you give your answer.
- 6 The **default name** (if any) appears highlighted so you can select it quickly.
- 7 The **directory display area** lists the names that you can transfer to the answer line.
- 8 You can press **^G** to get helpful information.
- 9 You can press **Cancel** to cancel what you are doing.

The Directory

Here is a closer look at the directory shown:



A directory may contain the names of other directories as well as files. A directory name is identified by a slash (/).

Initially a default name appears highlighted on the line above the directory. The default name is usually the name that you selected the last time you used the screen. No name appears if you haven't used the screen since you started WordStar 2000.

A directory also appears when you choose a font, ribbon color, or some other item that you want to use for an editing task. You choose a name from these directories in the same way that you choose a filename.

To Choose a Name

You can use one of several methods to choose the name you want:

Method 1 Press Return to use the default name.

Method 2 Type a new name* or one from the directory on the answer line and press Return.

Method 3 Use the cursor movement keys to move the highlighting through the directory to the name you want and press Return.

When you use this method, make sure the answer line is empty. Otherwise, the characters already in the answer line will be entered.

Method 4 Type the first few characters of the name you want, enough to uniquely identify it. The highlighting moves to the name in the directory. Press **^T** to transfer the highlighted letters to the answer line and then press Return.

This method saves time when you are using a very large directory.

The answer commands and keys are useful when you are choosing a name.

*only when choosing a file or directory (not when choosing fonts, colors, and other items)

Commands for Choosing Names

Command	Purpose
^A or Prev	To move highlighting left one name.
Backspace	To remove character to left of cursor.
^D or →	To move highlighting right one name.
^E or ↑	To move highlighting up one row.
^F or Next	To move highlighting right one name.
^R	To remove your answer from answer line.
Return	To use highlighted or typed name as your answer.
^S or ←	To move highlighting left one name.
^T	To transfer highlighted characters to answer line.
^V	To view or hide directory.
^W	To look up one row of directory.
^X or ↓	To move highlighting down one row.
^Z	To look down one row of directory.

Note: See your AT&T UNIX™ PC Owner's Manual for the correct form of directory (folder) and file names. The maximum length of a WordStar 2000 filename is 11 characters. (If you include directory names and slashes, the maximum length is 39 characters.)

To Change the Directory Temporarily

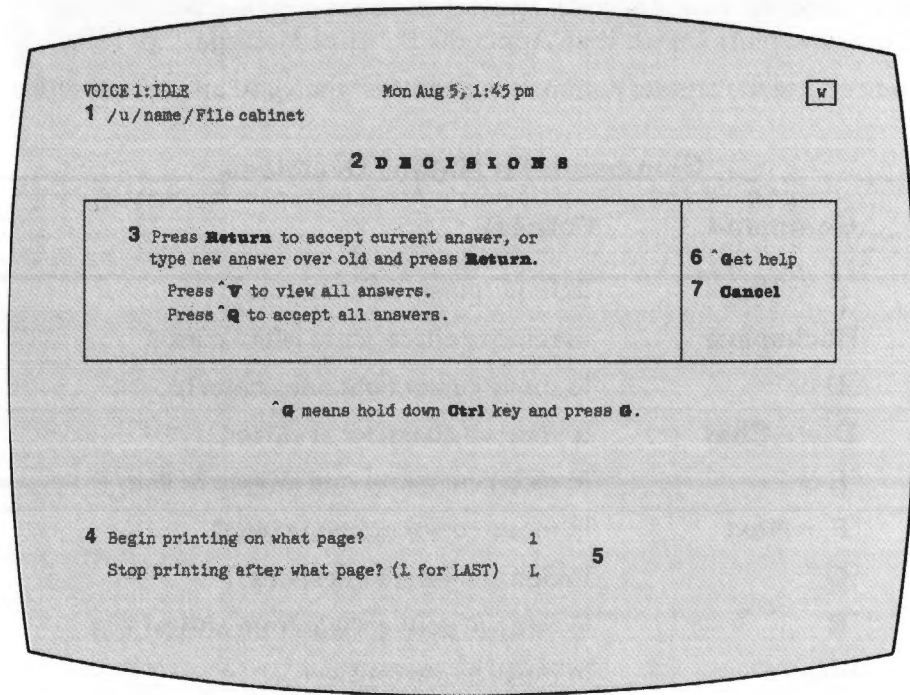
WordStar 2000 assumes a file is located in the directory that appears in the status line. If you want to use a file from a different location, you can change the directory temporarily (until you have finished using the current screen). Type the new directory in the answer line or move the highlighting to the directory name in the display and press **^T**. Then do one of the following:

- If you know the name of the file, type the name following the directory name (for example, oldmemos / memo2). Press Return.
- If you don't know the filename, press Return to display names of files in the new directory. Then move the highlighting to the name and press Return.

You can also change the current directory at the Opening Menu. (See **D Directory (folder)**, p. 45.)

Decisions Screen

The Decisions Screen appears when a task requires you to make several decisions.



- 1 The **status line** shows the current directory.
- 2 The screen's **title** appears here.
- 3 The **instructions** help you respond to the questions.
- 4 **Questions** ask you for specific details.
- 5 You can accept the **default answers** that appear or change them.
- 6 You can press **^G** to get helpful information about each decision.
- 7 You can press **Cancel** to cancel what you are doing and return to your previous activity.

To Reply to a Series of Questions

The following guidelines apply when you respond to a question:

- use either upper- or lowercase letters or numbers
- type only the first letter of yes or no (Y or N)

If you enter an invalid answer, an error message appears. To continue your work, press **Cancel**. (See Appendix B, "Error Messages," p. 189.)

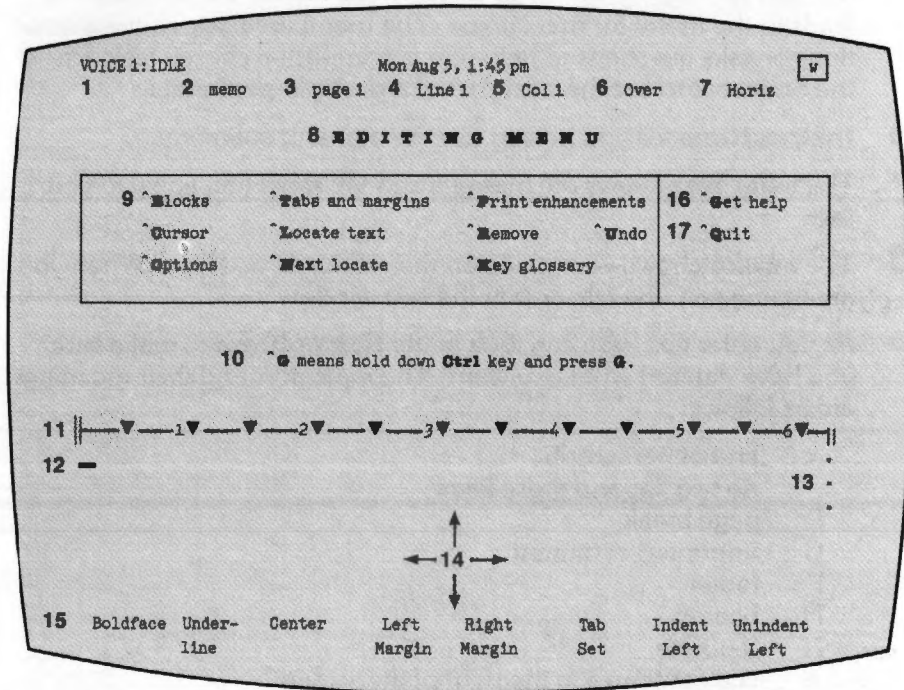
You can use the answer commands and keys when you answer questions.

Commands for Making Decisions

Command	Purpose
^A or Prev	To move cursor left one word.
Backspace	To remove character to left of cursor.
^D or →	To move cursor right one character.
Delete Char	To remove character at cursor.
^E or ↑	To move cursor up one answer or line.
^F or Next	To move cursor right one word.
^Q	To quit answering questions.
^R	To remove your answer from answer line.
Return	To move to next answer.
^S or ←	To move cursor left one character.
^T	To restore default answer to answer line.
^V	To view one question at a time or all questions at once.
^X or ↓	To move cursor down one answer or line.

Editing Menu

The Editing Menu appears when you are editing text.



The **status line** appears at the top of the screen. It contains the following information:

- 1 The **editing command** you are using (if any).
- 2 The **name of the file** you are editing.
- 3 The **screen page number** of the page containing the cursor, or a word indicating that you are editing a footer, header, comment, footnote, or unformatted file (unform.frm).
- 4 The **number of the horizontal line** containing the cursor.
- 5 The **number of the vertical column** containing the cursor.
- 6 “Over” when **Overtime** is on; “Insert” when **Overtime** is off.

- 7 "Horiz" when **Vertical** is off (full line mode); "Vert" when **Vertical** is on (column mode).
- 8 The **menu's title** appears here.
- 9 The **menu area** shows your choices of action. Pressing the Control key and the highlighted letter of any word carries out the action or leads to the menu for that choice. The menu area also shows instructions or asks questions to help you accomplish a chosen task. Press the Spacebar to see the next part of a multiple-part menu.
- 10 **Instructions** tell you how to use the menu or submenu.
- 11 The **ruler line** shows the margins and tab stops that apply to your text.
- 12 The **cursor** shows your place on the screen as you type. When you are typing text, the cursor is in the text window.
- 13 As you enter text, you can look at the **flag column** to make sure you have entered what you want. The indicators and their meanings are as follows:
 - < end of paragraph
 - . no text beyond these lines
 - P page break
 - C unprinted comment
 - F footer
 - H header
 - N footnote
 - + line continues to the right of the screen
 - the first of two lines that will be printed on the same line (see ^PN)
- 14 Your work appears in a **window**. You can use as many as three windows at a time, but typically you will use only one (see ^OW).
- 15 The **screen keys** describe the function of the F1 through F8 keys.
- 16 You can press ^G to get help in using the menu you see.
- 17 You can press ^Q to quit editing. When using submenus, press Cancel to cancel what you are doing and return to the Editing Menu (and usually to your previous place in the text).

To Issue Editing Commands

To enter text, you type it in the window at the Editing Menu. When you want to do something special, for example, change a margin or remove a paragraph, you issue one of the **editing commands** that appears on the Editing Menu. You can give an editing command in two ways:

- From the Editing Menu, hold down the Control key while you press the highlighted letter of your choice. For example, to choose Remove, press **^R**. You may use lower- or uppercase letters. A menu of more specific choices appears, for example, the Remove Menu. To choose a Remove task, press the first letter or character of the word. For example, to choose Paragraph, press **P** or **p**. If you press an invalid character, your computer beeps* and you return to the Editing Menu.
- After you've memorized the editing commands, you can skip the submenu and start the operation immediately by entering all the keys at once. For example, hold down the Control key and press **RP** to remove a paragraph.

Some commands turn a feature on or off. When you start using WordStar 2000, these commands are set by default. By using the command, you change it temporarily. The command returns to its original setting each time you quit using WordStar 2000. The commands with default settings are on the next page.

*You can turn off the beep by running the WordStar 2000 installation program. (See the Advanced Modifications Menu in the *Installation Guide*.)

Command		Default Setting
^BD	B lock D isplay	On
^BV	B lock V ertical	Off
^OB	O ption B ypass	Off
^OD	O ption D isplay	Off
^OJ	O ption J ustify	Setting is determined by the format you are using
^OO	O ption O vertyp	Off
^V	V iew Directory	On

You can change the default of **^OD**, **^OO**, and **^V** by customizing WordStar 2000. (See the *Installation Guide*, p. 35.)

(See **E Edit/Create (A Document)**, p. 46, for more information about editing.)

Directory of Procedures

How to Use the Directory

The step-by-step procedures given in this directory range from doing something very specific with an editing command to performing one of the tasks from the Opening Menu. Special tips and techniques such as how to create tables are also included.

Locating the Right Procedure for the Job

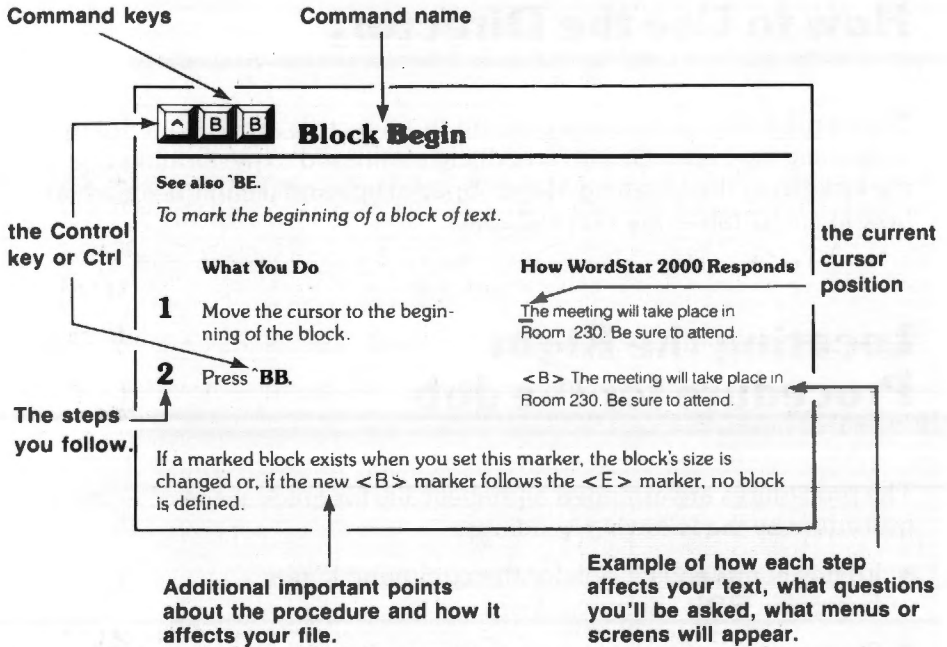
The procedures are arranged alphabetically for quick access. Locate a procedure by the following headings:

- Editing commands: Look for the command letters.
Example: **^RW** Remove Word
- Opening Menu commands: Look for the command letter (or its name).
Example: **E** Edit/Create (A Document)
- Tips: Look for the subject of the tip.
Example: Tables Tips

If you don't find the procedure you want by skimming through the alphabetical headings, look in the index for words that express the concept.

Following the Procedures

Each procedure contains the following information:



As you follow the procedures, substitute your own filenames and text for those given in the examples in the right column. Note that each procedure is one way of accomplishing a task or using an editing command. Some procedures may be carried out in several ways.

Important general information that applies to all procedures is given with the **E** Edit/create a document and **F** Format design procedures. You may want to see these procedures first.

Remember The following command settings are used in the examples in the right column unless another setting is specifically noted:

- ^OO** (Option Overtyping) is off (default).
- ^BV** (Block Vertical) is off (default).
- ^OD** (Option Display) is on (not the default).
- ^OJ** (Option Justify) is off (the default is determined by your format).

See the command card for a list of commands and keys that are useful while performing procedures.

See "Choose a Name Screen," p. 6, if you want help when performing steps that ask you to choose a name from a directory.

See Appendix B, "Error Messages," p. 189, for help in correcting an error.

Note: Depending on how you have installed WordStar 2000, the examples may appear slightly different when you try them.

A Access TelMerge

To send or receive electronic mail. (Requires the TelMerge™ program, available with WordStar 2000 Plus.)

What You Do	How WordStar 2000 Responds
1 Press A at the Opening Menu.	TELMERGE COMMUNICATIONS MENU
2 Perform the operation of your choice.	

See the *TelMerge Reference Guide* for complete instructions.

Abandon Changes See ^QA.

Arithmetic See ^BA.

^B Blocks

A block is a portion of text ranging in length from one character to several pages. After you mark a block, you can move, copy, or remove it. You can sort the block, write it to another file, or perform arithmetic on it.

Rules to Keep in Mind

- To mark a block, you set a beginning block marker (displayed as) and an end block marker (displayed as <E>). The and <E> remain visible only until the block is marked. You can set either marker first.
- No block exists unless the marker comes before the <E> marker in your file, and both markers are in the same elements of the document. Examples of an element are: a header, a footer, a footnote, a comment, or regular text. You can tell that you've marked a block correctly if the block becomes highlighted.
- To mark a column as a block, Vertical must be on and must be in a column to the left of <E>. (See ^BV.)
- Only one and one <E> can exist at a time, regardless of how many windows you have open.
- You can turn off the highlighting of a block if you wish. (See ^BD.)
- You can't remove the markers. They remain in effect until you set new ones. Markers disappear only when you save a file using ^QS or ^QP or abandon it using ^QA. When you use ^QC, the markers are preserved.
- If you move or copy a block, the markers move with the block.
- Block size is the total number of characters from to <E>, including spaces and carriage returns. The amount of text you can move or copy varies with the amount of disk space available. If a block is too large for your disk, an error message appears.



Block Arithmetic

See first **^BB**, **^BE**, and **^BV**.

To perform simple arithmetic on horizontal lines or a vertical column of numbers.

What You Do

How WordStar 2000 Responds

Line Arithmetic:

- 1** Check the status line to see if Vertical is off. If not, press **^BV**.
- 2** Mark the beginning of a block and type your figures.
- 3** Mark the end of the block. The figures can extend beyond one line.
- 4** Move the cursor to the column where you want the answer to begin.
- 5** Press **^BA**.

Horiz

10.1 + 5 - 3.7 * 4 =

10.1 + 5 - 3.7 * 4 =

10.1 + 5 - 3.7 * 4 = _

10.1 + 5 - 3.7 * 4 = 0.3 _

Column Arithmetic:

- 1** Check the status line to see if Vertical is on. If not, press **^BV**.
- 2** Type your data.
- 3** Mark the column as a block. Move the cursor to the column where you want the answer to begin. (See "Rules for Decimal Tab Stops," p. 172.)
- 4** Press **^BA**.

Vert

Oranges	.58	<
Apples	1.31	<
Grapes	.47	<

Oranges	.58	<
Apples	1.31	<
Grapes	.47	<
		<

Total	-
-------	---

Oranges	.58	<
Apples	1.31	<
Grapes	.47	<
		<
Total	2.36	_

Rules for Arithmetic**Examples**

- A number may contain commas, but WordStar 2000 will ignore them when performing arithmetic.

1,255,500
is the same as
1255500
- A number may contain a decimal point. The decimal points of numbers in a column need not be aligned.

3.57
- A number must not contain more than 13 digits. The decimal point is counted as a digit. If the answer is larger than 13 digits, ***** appears onscreen.

123456789.123
912.3456708
1234567890123
.12345678912
- The number of digits following the decimal point in the answer equals the largest number of digits after the decimal of any number in the line or column or two digits if necessary to make the answer precise. The answer is rounded if necessary.

4.1
+ 3.25
- 2.003
5.347

1/5 = 0.20
1.0/5 = 0.2
1/2 = 0.50
1/2.0 = 0.5
- To add, type + between the numbers. If you type no arithmetic signs, the numbers in a line or column are added.

4 + 5 = 9
4 5 2 = 11
- To subtract a number, type - before it or < > around it.

34 - 32 = 2
34 < 32 > = 2

Rules for Arithmetic (continued)**Examples**

- To multiply, type * or @ between the numbers.
 $2 * 3 = 6$
 $2 @ 3 = 6$
- To divide, type / after the dividend and before the divisor.
 $6/3 = 2$
- To indicate an exponent, type ^ before it.
 $2^3 = 8.00$
- Spaces are required only to separate a number from an adjacent number if you are adding. Spaces are allowed anywhere except between one digit and another or a digit and a decimal point of a number.
 $12 + 5 = 17$
 $12 \quad 5 = 17$
- The arithmetic is performed from left to right in this order:
 1. exponentiation ^ (raising a number to the power indicated)
 $2^3 - 1 = 7.00$
 $2^(3-1) = 4$
 2. multiplication * @
 or division /
 $8 + 4/2 = 10$
 $(8 + 4)/2 = 6$
 3. addition +
 or subtraction - < >
 $24/3*2+2 = 18$
 $24/(3*(2+2)) = 2$

You can change the precedence by putting parentheses around the numbers you want evaluated first.

Rules for Arithmetic (continued)

- The only characters evaluated in an arithmetic expression are:
0123456789 + - * @ / ^ , . () < >
All other characters are treated as spaces and act only to separate the elements of the expression.
- In line (horizontal) arithmetic, a line break or a Return acts the same as a space.
- To align your answer at a decimal tab stop, tab to the stop before you press **^BA**.

Examples

6 shoes @ \$12 is \$ _
and
6 * 12 = _
both yield the result
72

1 20 300 5000 <
10,000 _
is the same as
1 + 20 + 300 + 5000 <
+ 10000 _
and yields a result of
15321

— # —
145.03



Block Begin

See also **^BE**.

To mark the beginning of a block of text.

What You Do

- 1** Move the cursor to the beginning of the block.
- 2** Press **^BB**.

How WordStar 2000 Responds

The meeting will take place in
Room 230. Be sure to attend.

**** The meeting will take place in
Room 230. Be sure to attend.

If a marked block exists when you set this marker, the block's size is changed or, if the new **** marker follows the **<E>** marker, no block is defined.



Block Copy

See first **^BB**, **^BE**, and **^BV**.

To insert a copy of a marked block at the current cursor position.

What You Do	How WordStar 2000 Responds												
1 Mark the block to be copied. (In this example, some column headings and an end-of-paragraph are marked.)	<table><tr><td>Name</td><td>Extension</td><td><</td></tr></table>	Name	Extension	<									
Name	Extension	<											
2 Move the cursor to the place you want to insert the copy.	<table><tr><td colspan="2">-----P</td><td><</td></tr><tr><td>Ivan Fields</td><td>3211</td><td><</td></tr><tr><td>Ginny Mendez</td><td>2560</td><td><</td></tr></table>	-----P		<	Ivan Fields	3211	<	Ginny Mendez	2560	<			
-----P		<											
Ivan Fields	3211	<											
Ginny Mendez	2560	<											
3 Press ^BC. Notice the copied text is inserted before the cursor and the text that follows moves to make room.	<table><tr><td colspan="2">-----P</td><td><</td></tr><tr><td><u>Name</u></td><td>Extension</td><td><</td></tr><tr><td>Ivan Fields</td><td>3211</td><td><</td></tr><tr><td>Ginny Mendez</td><td>2560</td><td><</td></tr></table>	-----P		<	<u>Name</u>	Extension	<	Ivan Fields	3211	<	Ginny Mendez	2560	<
-----P		<											
<u>Name</u>	Extension	<											
Ivan Fields	3211	<											
Ginny Mendez	2560	<											

The block copy is always inserted; it does not overwrite text. The original text remains where it is but is no longer a block. The copied text is now the block.

Command tags within the block are copied. Turn Option Display on to see what tags are in the block. You may want to change the block boundaries to omit a tag. For example, if you copy a **[TI]** tag, it will indent the ruler for the text following the place you copy the block. (See **^T** and **^TI**.)

Place markers in the block are not copied.

If Vertical is on, the column block is copied at the cursor position and the text following the block on each line moves to the right.

You can copy a block from one window to another. Mark the block in one window, move the cursor to the place you want to copy the block in the other window, and press **^BC**. (See **^OW** and **^CW**.)

Tip If you use standard paragraphs or sections of text frequently, you can create a file of them. To insert a paragraph in the document you are editing, open the file of standard text in a second window. Then mark the text you want and copy it to the original window.

See **^BI** for another copy method. The advantage of using **^BC** is that all your standard paragraphs are in one file. However, you do have to mark the block before copying it.

Block Display

To turn the highlighting of a block on or off.

What You Do	How WordStar 2000 Responds
1 Assume the block is visible (Block Display is on).	The meeting will take place in Room 230. Be sure to attend.
2 Press ^BD . Note the block is still defined but is no longer highlighted.	The meeting will take place in Room 230. Be sure to attend.
3 Press ^BD again. The highlighting reappears.	The meeting will take place in Room 230. Be sure to attend.

Block display comes on automatically whenever you mark a block. You can't copy, move, remove, sort, or write a block, or perform block arithmetic unless block display is on.

Tip After you finish using a block, turn block display off to avoid accidentally removing the block.



Block End

See first ^BB.

To mark the end of a block of text.

What You Do

- 1 Assume you have marked the block beginning.
- 2 Move the cursor one character position beyond the end of the block.
- 3 Press ^BE.

How WordStar 2000 Responds

 The meeting will take place in Room 230. Be sure to attend.

 The meeting will take place in Room 230. Be sure to attend.

The meeting will take place in Room 230. Be sure to

If the last line you want in the block is a complete line ending with a Return, place the end marker at the beginning of the next line to include the Return.

If you set the end block marker <E> before the beginning marker , the <E> is inserted at the current cursor position but no block is defined until you set the marker ahead of the <E> marker.

Turn Option Display on to see which tags are included in the block. If you move or copy a tag you may cause unexpected changes to the rest of your text. For example, you may change the ruler line or turn a print enhancement on or off in the wrong place. (See ^T and ^P.)



Block Insert File

To insert a copy of a file into a document.

What You Do

- 1 Move the cursor to the place you want to insert the copy.
- 2 Press ^BI. Read the question.

How WordStar 2000 Responds

You will enjoy using this product. <
<

—
CHOOSE A NAME SCREEN
Document to insert?

3 Move the highlighting to the file you want to copy.* Press **Return**. pre.doc ser.doc copy.doc

4 See the inserted text and note the cursor position. this product. <
<
- IMPORTANT <
To assure product safety
and reliability, repairs
should be performed by an
AV Product Service Center. <

You do not have to mark a block. **^BI** treats the file as a block.

The inserted file's format is not copied. The text follows the format of the file in which it is inserted.

If Vertical is on, the block is inserted as a column at the cursor position. Text to the right of the column moves over if there is room within the margins. Otherwise, the text moves down to make room for the column.

Tip If you use standard sections of text frequently, you can keep each section in a separate file and use **^BI** to copy a section to the cursor position in the document you're currently editing. Or you can use **^OMI** to insert a copy of a small file.

^BC is still another copy method. The advantage of using **^BI** or MailMerge is that you don't have to mark a block before copying. However, you must maintain several files, one for each section of text. If you use **^BC**, all sections can be in one file.

*The default file is the last file you wrote to using **^BW** or inserted from using **^BI**.



Block Move

See first **^BB** and **^BE**.

To move a block of text and insert it at the current cursor position.

What You Do	How WordStar 2000 Responds
1 Mark the block to be moved.	The major topic will be wages and benefits. If you have a
2 Move the cursor to the place you want to insert the block of text.	The meeting will take place in Room 230. <u>B</u> e sure to attend.
3 Press ^BM . Note the block is inserted before the cursor, and the text that follows moves to make room.	The meeting will take place in Room 230. The major topic will be wages and benefits. Be sure to attend. Please look through

The moved block is always inserted; it does not overwrite text. The text at the original block location disappears.

Place markers in the block are not moved.

If Vertical is on, the column block is inserted at the cursor position and the text following the block on each line moves to the right.

Tip You can move a block from a file in one window to a different file in another window. To move the block, first mark it in one window. Then move the cursor to the place you want the block in the other window and press **^BM**. (See **^OW** and **^CW**.)

Caution Print enhancement tags such as [B] move to the block's new location. Turn Option Display on to make sure you don't move a tag beyond the text it should affect. (See **^OD** and **^P**.)



Block Remove

To remove a block of text.

This command performs the same task as Remove Block. (See **^RB**.)



Block Sort

See first **^BB**, **^BE**, and **^BV**.

To sort whole lines by the first 20 characters within a column or by the first 20 characters in the line.

What You Do

How WordStar 2000 Responds

To sort based on a line:

- 1 Look at the status line to make sure Vertical is on. If not, press **^BV**.

Vert

- 2 Mark the block to be sorted.

Adinoff, Isaac	311-52-3105
Tilley, Leslie	223-84-9112
Smith, Jane	495-27-4555
Abraio, Jorge	520-36-8468

- 3 Press **^BS**. Read the choices.

Sort orders:
Ascending Descending

- 4 Press **A** or **D**. (In this example, press **A** to sort in ascending alphabetical order.)

Abraio, Jorge	520-36-8468
Adinoff, Isaac	311-52-3105
Smith, Jane	495-27-4555
Tilley, Leslie	223-84-9112

To sort based on a column:

- 1 Look at the status line to make sure Vertical is on. If not, press **^BV**.
- 2 Mark the block to be sorted.

Adinoff, Isaac	311-52-3105
Tilley, Leslie	223-84-9112
Smith, Jane	495-27-4555
Abraio, Jorge	520-36-8468
- 3 Press **^BS**. Read the choices.

Sort orders:	
Ascending	Descending
- 4 Press **A** or **D**. (In this example, press **A** to sort numbers in ascending order.)

Tilley, Leslie	223-84-9112
Adinoff, Isaac	311-52-3105
Smith, Jane	495-27-4555
Abraio, Jorge	520-36-8468

Sorting is based on the following order:

spaces
 digits 0 through 9
 alphabet

For example, the list on the left is sorted in ascending order to the list on the right:

a tree	<	branch	<
branch	<	2 roots	<
2 roots	<	a tree	<
Monterey Pine	<	Monterey Pine	<

See an ASCII chart for the order of other characters.

You can sort at most 150 lines.

If two or more lines have the same value in the sort column, the lines are grouped together, but their arrangement is unpredictable. For example, the list on the left would be sorted in ascending order to the list on the right.

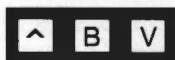
Adinoff, Isaac	3105	Abraio, Jorge	8468
Smith, Jane	6830	Adinoff, Isaac	3105
Tilley, Leslie	9112	Smith, Jane	6830
Smith, Jane	4555	Smith, Jane	4555
Abraio, Jorge	8468	Smith, Jane	7924
Smith, Jane	7924	Tilley, Leslie	9112

unpredictable
order

To correct the arrangement, mark the column of numbers in the three lines containing "Smith, Jane" as a block. Then sort these lines again.

Abraio, Jorge	8468	Abraio, Jorge	8468
Adinoff, Isaac	3105	Adinoff, Isaac	3105
Smith, Jane	6830	Smith, Jane	4555
Smith, Jane	4555	Smith, Jane	6830
Smith, Jane	7924	Smith, Jane	7924
Tilley, Leslie	9112	Tilley, Leslie	9112

ascending
order



Block Vertical

To perform block operations on a column.

What You Do	How WordStar 2000 Responds
1 Look at the current status line.	Horiz
2 Press ^BV . Look at the status line.	Vert
3 Mark the block and perform the chosen operation.	
4 Press ^BV again. Look at the status line.	Horiz

When working with whole lines of text, turn Vertical off. To perform operations on column blocks, turn Vertical on.

The maximum column width is 240 characters.

See **^BA** and **^BS** for more examples.

^BV is useful when you are working with tables. (See Tables Tips.)



Block Write to File

See first **^BB** and **^BE**.

To copy a block to another file.

What You Do

How WordStar 2000 Responds

- 1** Mark the block of text you want to copy, including the final Return (end of paragraph). (In this example, all of Chapter 3 is copied to a file.)

```
Chapter 3          <
                  <
The sales territory with
the best customer record
.
repeat this performance
next year.         <
-                 <
Chapter 4         <
```

- 2** Press **^BW**. Read the question.

```
CHOOSE A NAME SCREEN
File to write to?
```

- 3** Type a new filename and press **Return**.

```
File to write to? ch3
```

After the block is copied to the file, it remains the current block.

The file you write to (the destination file) is unformatted since the format section is not copied. However, all command tags are copied.

To change an unformatted file into a formatted one, create another formatted file and then use **^BI** to copy the unformatted file into it. You can then remove the unformatted version if you don't want it. (See **^BI**.)

Tip **^BW** is a convenient way to copy a block to a new file without opening a window. (See **^BC**.)

Caution **^BW** always writes over any format section, text, or data that is in the destination file. If you write a column block, it is left-justified in the destination file and blanks are inserted on the right side of each line.

Boldface, Print See ^PB.

Bypass Spelling Check See ^OB.

Center Text See ^OC.

Color, Print See ^PC.

Comment, Unprinted See ^OU.

Copy Text See ^BC.

C Copy a File

To copy a file saving the original.

What You Do	How WordStar 2000 Responds
1 At the Opening Menu, press C . Read the question.	CHOOSE A NAME SCREEN File to copy from?
2 Move the highlighting to the file you want to copy from.	report.txt memo120.txt
3 Press Return . Read the question.	File to copy to?
4 Type the name of the new file.	File to copy to? newmemo
5 Press Return .	OPENING MENU

The original text remains where it is, and a copy of the original text moves to the new file. You can write over an existing file but cannot add text to it.

If you want to copy a file to a directory other than the one in the status line, you must specify the other directory as well as the new filename in

step 3. For example, if the status line contains memos/ and you want to copy a file to archives/, reply in step 3 as follows:

File to copy to? archives/newmemo.

The same method can be used in step 2 to copy a source file from another directory.

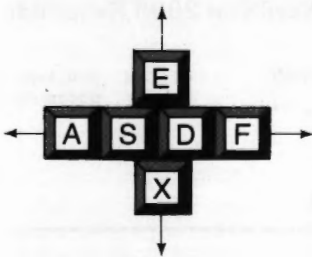
Note: You can copy only one file at a time.

CorrectStar See S and ^OS.

^C Cursor (and Cursor Keys)

The ^C (Cursor Menu) commands described in the following pages allow you to move the cursor through a large amount of text quickly. For example, you can move to a specific page, to the beginning or end of your document, or to a place marker.

You use the arrow or cursor diamond keys to move the cursor one character, word, or line at a time. You also use these keys to move the highlighting through a directory. (See "Choose a Name Screen," p. 6.)



To Move the Cursor:

up one line
down one line
left one character
right one character
left one word
right one word

Press:

↑	or	^E
↓	or	^X
←	or	^S
→	or	^D
Prev	or	^A
Next	or	^F

If you don't see the particular lines of text you want on the screen, use these commands:

^W Look up one line. A new line appears at the top of the window.

^Z Look down one line. A new line appears at the bottom of the window.



Cursor to Block Beginning

See also ^CZ.

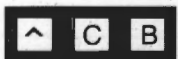
To move the cursor to the beginning of a block.

What You Do

- 1 Press ^CA.

How WordStar 2000 Responds

in Room 230. The major
topic will be wages and
benefits. Be sure to



Cursor Beginning

To move the cursor to the beginning of your document.

What You Do

- 1 Press ^CB.

How WordStar 2000 Responds

To: Staff
From: J. R.

◀ line 1 of
document



Cursor Down Screen

To move the current window down your document to see the next set of lines.

What You Do

- 1 Press ^CD.

How WordStar 2000 Responds

Text moves up and window
moves down

The cursor stays in the same place on the screen as the lines move. You'll see enough of the previous text to keep your place.

If the last character in your document is in the top line when you press **^CD**, nothing happens.



Cursor End

To move the cursor to the end of a document.

What You Do

How WordStar 2000 Responds

1 Press **^CE**.

Sincerely, <
<
<
J.R. Titus <
.



Cursor Home

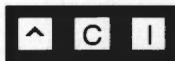
To move the cursor to the upper left-hand corner of the current window.

What You Do

How WordStar 2000 Responds

1 Press **^CH**.

| — ▼ — ▼ — |
from the information about the new
formula, we can assume that other



Cursor Insert a Line

To insert an end-of-paragraph (Return) at the current cursor position and move the rest of the text on the current line to the next line.

What You Do

How WordStar 2000 Responds

- 1** Place the cursor where you want to end the paragraph.
- 2** Press **^CI**. Notice the text moves to the next line and automatically re-forms.

the last meeting. Now it is
going to be changed to every

the last meeting. <
Now it is going to be
changed to every Monday. If

There are two differences between **^CI** and Return.

- **^CI** does not move the cursor to the next line. If the cursor is at the beginning of the line, a blank line is inserted and the current line moves down. If the cursor is at the end of the document, only a Return is inserted.
- **^CI** operates the same way whether Overtyping is on or off. Return will not insert a line when Overtyping is on.

Tip **^CI** is useful when you want to split a paragraph into two paragraphs and add more text to the first one.



Cursor Left Side of Line

To move the cursor to the beginning of the current line.

What You Do

How WordStar 2000 Responds

- 1** Look at the line.
- 2** Press **^CL**.

going to be optimistic.

 going to be optimistic.

If there is text to the left of the window, the window moves left horizontally with the cursor.



Cursor Set Marker 0-9

See also ^C0 to ^C9.

To mark a place in a document with a number so that it can be easily located later.

What You Do	How WordStar 2000 Responds
1 Move the cursor to the place where you want the marker.	these are the employees who will attend: _
2 Press ^CM and read the question.	Set which marker (0-9)?
3 Type the marker number (in this example, 1).	Set which marker (0-9)? 1
4 Look at your text.	these are the employees who will attend: <1> _

You can set markers <0> through <9>. To locate <1> later, use the ^C1 command. (See ^C0 to ^C9.)

You can move a place marker by setting the same number again in a different place, and you can remove a place marker by setting the same number in the same place.

Markers do not appear when your document is printed.

You can't place the cursor on a marker, since markers don't occupy any "real" space.



Cursor Note No. (Footnote)

See first ^ON.

To move the cursor to the first character of a footnote.

What You Do	How WordStar 2000 Responds
1 Press ^CN. Read the question.	Go to which footnote number? (Press + for next footnote or - for last)
2 Type the number of the footnote you want (in this case, 3) and press Return .	Go to which footnote number? 3 (Press + for next footnote or - for last) -
3 Look at your text.	of consumers. [FOOTNOTE 3] Sauber, Hilda, "Soap Survey," Shopping World, May 1983, p. 31. [FOOTNOTE 3]

Instead of typing the footnote number, you can press + to go to the next footnote, or - to go back to the previous one. You can also type a number following the + or - to move forward or back a specific number of footnotes. For example, **+3** moves the cursor ahead three footnotes.



Cursor to Old Block Position

See ^BB, ^BE, and ^BM.

To move the cursor to the place the block was before the block was moved.

What You Do	How WordStar 2000 Responds
1 Assume this is the current block.	again for a get-together. The major topic will be wages and benefits. _

- 2 Move the block. Look at the cursor position. in Room 230. The major topic will be wages and benefits. Be sure to
- 3 Press ^CO. The cursor returns to the previous block position. again for a get-together.



Cursor Page No.

See also ^OA and ^OP.

To move the cursor to the first character on a page.

What You Do

How WordStar 2000 Responds

- 1 Press ^CP. Read the question. Go to which screen page number? (Press + for next page or - for last.)
- 2 Type the number of the page you want (in this case, **25**) and press **Return**. Go to which screen page number? 25 (Press + for next page or - for last.)
- 3 Look at the status line. Page 25 Line 1 Col 1
- 4 Look at the text window.
-----P
summary of our plans. It has been

Remember Use the screen page number rather than the printed page number. (See "Pages," p. 60.)

Instead of typing the page number, you can press + to move the cursor to the next page or - to move it to the previous page. You can also type a number following the + or - to move forward or back a specific number of pages. For example, - **10** moves the cursor back ten pages.

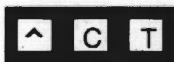


Cursor Right Side of Line

To move the cursor to the end of the current line.

What You Do	How WordStar 2000 Responds
1 Look at the line.	going to be optimistic.
2 Press ^CR.	going to be optimistic_

If there is text to the right of the window, the window moves right horizontally with the cursor.



Cursor To a Character

To move the cursor to the next occurrence of a particular character.

What You Do	How WordStar 2000 Responds
1 Press ^CT. Read the question.	Character to go to?
2 Press the character you want to locate (in this case, an asterisk).	the priorities are: < * durability < * adaptability <

You can search for any character such as alphabetic and numeric characters, punctuation marks, and tab characters.



Cursor Up Screen

To move the current window up your document to see the previous set of lines.

What You Do

- 1 Press ^CU.

How WordStar 2000 Responds

Text moves down and window moves up

The cursor stays in the same place on the screen as the lines move. You'll see enough of the previous text to keep your place.



Cursor Window

See ^OW.

To move the cursor to the next window, to the place it was the last time you used the window.

What You Do

- 1 Look at the current cursor position in the first window.
- 2 Press ^CW. (In this example, assume that the last time the lower window was used, the cursor was at the first letter of "expect.")

How WordStar 2000 Responds

the latest _ production figures show
that we are making real progress

|
the other companies that compete
with us expect our production to

the latest production figures show
that we are making real progress

|
the other companies that compete
with us _ expect our production to

If the cursor is in the bottom window of the screen when you press ^CW, it moves to the top window. Otherwise, it moves down one window.



Cursor to Bottom Left Window

To move the cursor to the lower left-hand corner of the window.

What You Do

- 1 Look at the current cursor position.

- 2 Press **^CX**. Look at the new cursor position.

How WordStar 2000 Responds

this has continued to be a problem.
In a recent meeting the president
reminded our stockholders that the
latest production figures show
that we are making real progress

|
the other companies that compete

this has continued to be a problem.
In a recent meeting the president
reminded our stockholders that the
latest production figures show
that we are making real progress

|
the other companies that compete



Cursor to Block End

See **^BB**, **^BE**, and **^CA**.

To move the cursor to the end of a block.

What You Do

- 1 Press **^CZ**.

How WordStar 2000 Responds

in Room 230. The major
topic will be wages and
benefits. Be sure to

^ C 0 to **^ C 9** **Cursor to Marker**

See ^CM.

To move the cursor to a previously marked place.

What You Do

How WordStar 2000 Responds

- 1** Press ^C1 (to move to marker 1 in this example).

these are the employees who
will attend: < 1 >

Cut and Paste See ^R and ^U, ^BM, ^BW, and ^BI.

Define Key See ^KD.

D Directory (folder)

To change to a different directory.

What You Do

How WordStar 2000 Responds

- 1** At the Opening Menu, press **D**. Read the question.
- 2** To change the directory, type the name.
- 3** Press **Return**.

CHOOSE A NAME SCREEN
Change directory to?

Change directory to? / docs

OPENING MENU

The current directory is displayed in the status line.

If the displayed directory contains the name of the directory you want, you can move the highlighting to the name and press Return.

Display See ^BD and ^OD.

E Edit/Create (A Document)

See also F Format Design.

To create a new document or edit the text in an existing document or format file.

What You Do	How WordStar 2000 Responds
<i>To create a new document:</i>	
1 At the Opening Menu, press E . Read the question.	CHOOSE A NAME SCREEN Document to edit or create?
2 Type a name for the document you are creating. Press Return .	Document to edit or create? memo120
3 Read the next question.	Format to use?
4 Move the highlighting to the format you want.*	justify.frm memo.frm mscript.frm normal.frm ragged.frm uniform.frm ws2list.frm
5 Press Return .	EDITING MENU

*WordStar 2000 provides the formats listed in this example. See the Formats Table, p. 50.
You can create your own formats. (See **F Format Design**.)

To change an existing document or text in a format file:

- 1 At the Opening Menu, press **E**.
Read the question.

CHOOSE A NAME SCREEN	
Document to edit or create?	
notice.doc	meeting.doc
memo120.doc	salertpt.doc
- 2 Move the highlighting to the document you want to edit. (To edit text in or add text to a format file, type **/usr/bin/mpro/** and the format file name.)^{*}
- 3 Press **Return**.

EDITING MENU

To change the format of a document, see **F** Format Design, p. 53.

Note: Even if you have removed the last file you have edited, its name appears as the default. You can use the name to create a new file if you wish.

Points to Keep in Mind

- Your printed text will look basically as it does in the window. You can see where the line breaks and page breaks occur. Only a few characteristics such as special typefaces, headers, footers, footnotes, and MailMerge features will not appear until you print your work. Index features do not appear until you run the StarIndex™ program. (See **I** Indexing.)
- Two sets of page numbers may apply to your document. When you use an editing command that requires a page number, always refer to the screen page number. (See "Pages," p. 60 and **^CP**.) Also give screen page numbers when answering questions about printing your text. (See **P** Print a File.)

^{*}To change the directory temporarily, type **/usr/bin/mpro** and press **Return**. Then move the highlighting to the format you want to edit.

- If you create text wider than the standard 80-column width, the window moves across your text as you move beyond column 80. You can view up to 240 characters per line in a formatted file.
- Use save commands as you work and when you finish to store your text on the disk and protect it against accidental loss. (See ^Q.)
- WordStar 2000 provides the following features to simplify your work as you type:

Word wrap (See the glossary.)

Automatic re-forming (See the glossary.)

Justification (See ^OJ.)

Overtyping (See ^OO.)

Blocks (See ^B.)

Place markers (See ^CM and ^C0 to ^C9.)

Key glossary (See ^K.)

- In addition to the spaces you type into your text, WordStar 2000 may insert filler spaces to justify the lines. If you want to keep two words together on the same line (for example, Sir Edward) and prevent filler spaces from being inserted between them, you can specify **word grouping**. (See ^PW.)
- To end a paragraph, press Return. The end-of-paragraph symbol < appears in the flag column. Text from one paragraph will not then be combined with text from another paragraph during automatic re-forming, unless you remove the Return character. If you want to keep a group of lines from being re-formed, press Return at the end of each one. To add a blank line, make sure Overtyping is off and then press Return at the beginning of a line.

You can use ^CI to split a paragraph by inserting a Return just after the current cursor position. (See ^CI.)

- Type over or insert characters and use the editing commands to make changes in your text. Remove characters using the Backspace or Delete Char key, or the ^RC command. Use the other ^R commands to remove several characters at once.

- The version of your text that appears on the screen includes command **tags** that will not be printed unless you ask that they be. Tags are characters enclosed in square brackets. A tag indicates that you have used an editing command and tells you what you did and where you did it. For example, if you press **^PB** to turn on bold printing, the tag appears. You can turn off the display of tags if you want to see how your printed document will look. (See **^OD**.)

Some tags contain text or numbers that you have entered. For example, the tag [RED] contains the name of the ribbon color selected with the **^PC** command. The word "RED" is a tag **variable**, that is, something that varies depending on how you use the command. The only time you need to be concerned about tag variables is when you are locating and replacing text. (See **^L**.)

Some tags are inserted in a line of text and the text moves to the right. Stand-alone tags such as [COMMENT] are always on a separate line. To remove a stand-alone tag, use **^RW** or **^RE** or remove the text between a pair of stand-alone tags such as [FOOTER]. Remove other tags just as you remove a single character.

- Two types of **markers** may appear on the screen: block markers and place markers. Block markers (and <E>) show where you have marked either the beginning or end of a block. (See **^BB**, **^BE**, and **^BD**.) You can mark up to 10 places in your file (<0> to <9>) and locate them quickly later. (See **^CM**.)

You cannot place the cursor on a block marker or remove a block marker (except by setting it in another place).

- When you select a format for your current document, a copy of the format is stored with the document in a document file.

Prepared Formats Table

Settings	Prepared Formats				
	JUSTIFY	MEMO	MSCRIP	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 <i>n</i> 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

E Edit/Create (An Unformatted File)

To create a new unformatted file or edit an existing one.

What You Do	How WordStar 2000 Responds								
1 At the Opening Menu, press E . Read the question. Press Return .	CHOOSE A NAME SCREEN Document to edit or create?								
2 Type a name for the file you are creating. * Press Return .	Document to edit or create? customer								
3 Read the next question.	Format to use?								
4 Move the highlighting to <code>unform.frm</code> .	<table> <tr> <td><code>justify.frm</code></td><td><code>memo.frm</code></td></tr> <tr> <td><code>mscript.frm</code></td><td><code>normal.frm</code></td></tr> <tr> <td><code>ragged.frm</code></td><td><code>unform.frm</code></td></tr> <tr> <td><code>ws2list.frm</code></td><td></td></tr> </table>	<code>justify.frm</code>	<code>memo.frm</code>	<code>mscript.frm</code>	<code>normal.frm</code>	<code>ragged.frm</code>	<code>unform.frm</code>	<code>ws2list.frm</code>	
<code>justify.frm</code>	<code>memo.frm</code>								
<code>mscript.frm</code>	<code>normal.frm</code>								
<code>ragged.frm</code>	<code>unform.frm</code>								
<code>ws2list.frm</code>									
5 Press Return . Then type or edit the file.	EDITING MENU								

You can create a file of text that has no format section, an **unformatted file**. Unformatted files are simply lists of data. Here is a list of typical unformatted files:

- data files such as mailing lists
- computer programs in text form (ASCII files rather than compiled or assembled code)
- files you create by writing a block to another file (^BW)
- key files
- personal dictionary files

* To edit an existing unformatted file, choose its name from the directory and skip steps 3-5.

- files created using a program other than WordStar 2000

An unformatted file has no format section.

Unformatted files differ from documents in the following ways:

- The ruler always has a left margin of 1 and tab stops every eight columns. There is no right margin but the maximum line length recommended is 1,000 characters. You can't use any of the **^T** commands to change the ruler.
- Justification is always off. **^OJ** will not turn it on.
- There are no page breaks or page numbers.
- You cannot use any of the following editing commands:
 - ^O** (Options) except **^OO**, **^OR**, **^OS**, **^OW**
 - ^P** (Print enhancements)
 - ^T** (Tabs and margins)

To type lines of text or data that extend past the right edge of the screen, simply continue typing. Unless you end a line with Return, the window will move to the right. The text will appear to move left. A plus mark (+) in the flag column indicates a line extends out of sight.

To convert an unformatted file to a formatted one, follow these steps:

1. Create a formatted file. (See **E Edit / Create (A Document)**.)
2. Copy the unformatted file into the new file with the **^BI** command.

Emphasize Print See **^PE**.

Find Text See **^L** and **^N**.

Font Change See **^PF**.

Footer See **^OF**.

Footnote See **^ON** and **^CN**.

F Format Design

See "Label Format Design," p. 96, to prepare a format for labels.

To create or change a format.

What You Do	How WordStar 2000 Responds
1 At the Opening Menu, press F . Read the question.	CHOOSE A NAME SCREEN Format or formatted document name?
2 Move the highlighting to the format you want to change or type a new name for the format you want to create. To change the format of an existing document, type the name of the document.	letter1.frm letter2.frm
3 Press Return . Read the next question.	Font to use?
4 Move the highlighting to the font you want to use. (See "Fonts" below.)	GOTH15-12CPI GOTH15-15CPI GOTH15-20CPI NON PS10 NON PS12 NON PS15
5 Press Return . Read the next question.	Line height (spacing)?
6 Move the highlighting to the number of lines you want printed per inch. Press Return .	2.00 LPI 3.00 LPI 4.00 LPI 6.00 LPI 8.00 LPI
7 Look at the next screen and follow the instructions. (The Format Decisions Table, p. 55, lists each question you'll see and the valid answers you may give.)	DECISIONS SCREEN
8 After completing the questions, look at the next screen.	QUIT FORMAT MENU

- 9 Press **S** to save your new format.

OPENING MENU

Or press **C** or **Cancel** to continue making changes.

Font to use?

Or press **A** to abandon the changes you've made.

OPENING MENU

A **format** is a page style describing the right, top, and bottom margins, even and odd page offsets, and other general settings that determine the way your document appears when printed. A format has a name and is saved in a **format file** on disk. A format can be used with any number of documents.

A format file in itself contains no text. You can add boilerplate text (standard text used over and over) to a format file to save repetitive typing, for example, the usual memorandum headings, Memo, To, From, Re, Date, or paragraphs of a form letter. (See **E Edit/Create (A Document)**.)

WordStar 2000 provides standard formats. (See "Prepared Formats Table," p. 50.) You can design your own formats if these do not meet your needs. (See "Design of the Printed Page," p. 57.)

Fonts

A font is a particular style and size of type with a specific character pitch. For example, NON PS10 is a nonproportional spaced font with a character pitch of 10 (10 characters per inch). A 10-pitch font is similar to pica on a typewriter and a 12-pitch font to elite. (See "Fitting Lines to the Paper," p. 59.)

When you are asked to choose a font, a directory of available fonts appears. If you choose a proportional font, keep these points in mind:

- To position your text at a particular column or to indent the first line of a paragraph, use the Tab key. To indent several lines, use **^TI** so that proportional text will be properly aligned. Avoid typing spaces when indenting unless you are entering regular paragraphs (those without hanging indentation).

- The column number in your status line may not change for each character you type, because more than one proportional font character may fit in a column on the printed page.
- Justified text appears unjustified on your screen but will be justified on the printed page. However, line breaks will occur in the same places on the printed page as on the screen.

Format Decisions

The following table provides tips on answering questions about formats. Use the basic method for changing answers to questions that is described in "To Reply to a Series of Questions," p. 12. You can use **^Q** to accept all default answers.

Format Decisions Table

Questions and normal.frm Default Answers	Valid Answers and Tips
How many lines in the top margin? 6	From 0 to 500 lines. (See Table 2, p. 59.)
How many lines in the bottom margin? 6	From 0 to 500 lines. (See Table 2, p. 59.)
Right margin in what column? 65	From column 10 to 240 onscreen and beyond the offset when printed.
Set tab stop at every n columns—enter a number for n: 5	Type a number (n) to set a tab at every nth column. The first tab will be in column $n + 1$, column 6 in this case.
Number of lines per page? 66	From 3 to 500 lines. (See Table 1, p. 59.)
Even numbered page offset in columns? 10	Give the number of columns (from 0 to 132) to offset text on even numbered pages.
Odd numbered page offset in columns? 10	Give the number of columns (from 0 to 132) to offset text on odd numbered pages.

Text Justified or
Ragged-right? (J/R) **J**

J (justified) to align text evenly at the right margin when printed. **R** (ragged-right) to leave the text unaligned.

Automatic hyphenation on?
(Y/N) **Y**

Y (yes) to direct WordStar 2000 to automatically hyphenate words at the end of the line. **N** (no) to direct WordStar 2000 not to hyphenate automatically. (See also **^O-**.)

Use form feeds when
printing? (Y/N) **N**

Y (yes) if your printer has an adjustment for page length that you want to use rather than have WordStar 2000 send line-feed signals. (WordStar 2000 issues a form-feed signal to advance to the top of each page. These signals may be slightly faster than line-feed signals.) *Note:* Some printers ignore form-feed signals; check your manual. **N** (no) to let WordStar 2000 control advancing to the top of each page by issuing the correct number of line-feed signals.

Underline between
underlined words? (Y/N) **Y**

Y (yes) to underline between words that you have surrounded by [U] tags. (See **^PU**.) **N** (no) to underline only the words and not the spaces between them.

Display page breaks?
(Y/N) **Y**

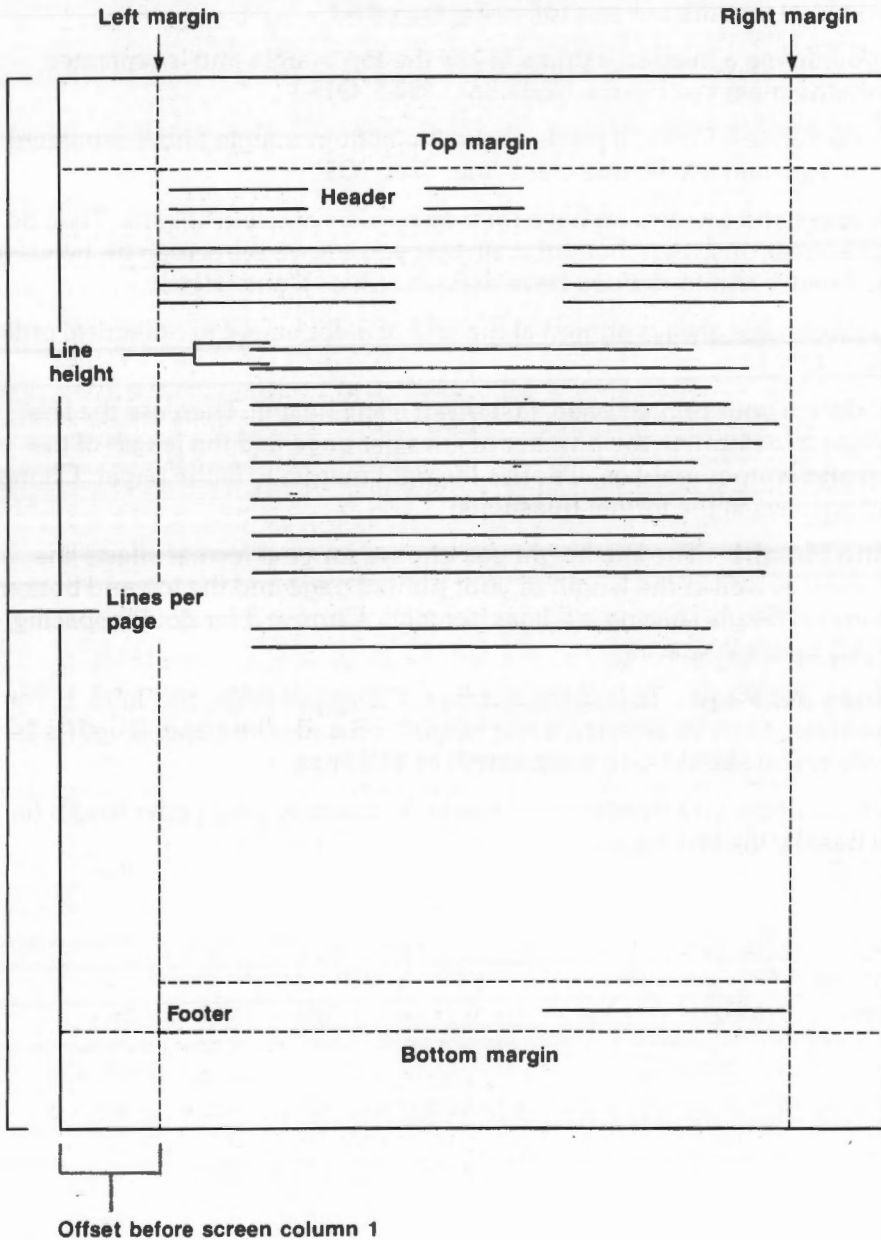
Y (yes) to display page breaks onscreen. **N** (no) to work without viewing page breaks.

Page numbers: Centered,
Left, Right, Alternating
or None? (C/L/R/A/N) **C**

C to print page numbers in the center of the line. **L** to print page numbers at the left margin. **R** to print page numbers at the right margin. **A** to print numbers alternately at the left margin on lefthand pages and at the right margin on righthand pages. **N** to print no page number.

Design of the Printed Page

As you modify WordStar 2000 formats or design your own pages, consider the design options in this illustration.



The offset determines the correspondence between screen column 1 and the paper columns. You can set different offset widths for even and odd pages to allow space for binding.

If you indent the left margin to column 5, for example, your text will be aligned at the fifth column following the offset.

If you define a header, it prints below the top margin and is separated from the main text by one blank line. (See ^OH.)

If you define a footer, it prints above the bottom margin and is separated from the main text by one blank line. (See ^OF.)

Headers and footers can have their own rulers and line heights. They do not appear onscreen, but the main text you see on the screen fits between the header and footer you have defined. (See ^T and ^PH.)

Footnotes are always printed at the end of a document in numerical order. (See ^ON.)

To design your printed page, first select a line height. Then use the line height to determine the number of lines per page and the length of the top and bottom margins. Choose the right margin to fit the paper. Change the answers in the format questions.

Line Height The line height you choose for your format affects line spacing as well as the length of your printed page and the top and bottom margins. Single spacing is 6 lines per inch. Choose 3 for double spacing and 2 for triple spacing.

Lines per Page To find the number of lines per page, use Table 1. For example, if you've selected a line height of 8 and your paper length is 14 inches, you should set a page length of 112 lines.

If the number you want is not in the table, multiply your paper length (in inches) by the line height.

Table 1. Number of Lines per Page

Line Height	Length of Paper		
	11 inches	12 inches	14 inches
3	33	36	42
4	44	48	56
6	66	72	84
8	88	96	112

Top and Bottom Margins To find the number of lines that fit in each margin, use Table 2. For example, if you've selected a line height of 6 and you want a $\frac{2}{3}$ inch top margin, set 4 as the top margin. If you want a margin that is longer than an inch, add the numbers from two columns of the table. For example, if your line height is 6 lines per inch and you want a top margin of $1\frac{1}{2}$ inches, the margin is 9 lines ($3 + 6$).

If the number you need is not in the table, you can estimate the margin size using the size of each line. A line is always equal to 1 divided by the lines per inch you choose. For example, if you choose 5 lines per inch, each line is $\frac{1}{5}$ inch high.

Table 2. Number of Lines in Top or Bottom Margin

Line Height	Top or Bottom Margin			
	$\frac{1}{2}$ inch	$\frac{2}{3}$ inch	$\frac{3}{4}$ inch	1 inch
3		2		3
4	2		3	4
6	3	4		6
8	4		6	8

Fitting Lines to the Paper Select your right margin and even and odd page offsets to assure that a line fits your paper. You should consider both the size of your text and the width of your paper. Typically,

a page that is 8 1/2 inches wide can contain at most 85 columns of 10-pitch text and 102 columns of 12-pitch text (without any margins or offset).

The ruler line that appears onscreen is set up for a 10-pitch font (10 characters per inch). If you select a 12-pitch or narrower font, the text will not align with the ruler onscreen but line breaks will occur in the same place onscreen and on the printed page. If the left margin is at column 1 and the right margin at column 60, 60 characters of 10-pitch and 72 characters of 12-pitch text fit in each line onscreen and on the page.

Pages

The format you use automatically determines where a new page will begin when your document is printed. You can use **^OP** to insert a page break if you want one elsewhere. Unless you specify that you don't want to display page breaks, the following indicator appears onscreen:

-----P

Your text may have two sets of page numbers: **screen page numbers** and **printed page numbers**. Screen page numbers always begin with the number one and continue consecutively through your document. They cannot be changed. It is the screen page number that appears in the status line. Printed page numbers can be reset if you wish, for instance to start each new chapter at page one. (See **^OA**.)

When you print your document, you can omit page numbers or print them at the center, left, or right (or alternately left and right) of the bottom line of the text area. If you define a footer or header, you can give the page number location in the definition. (See **^OF** and **^OH**.) To stop numbering pages, define a blank footer.

To Complete a Format

When you complete all your format changes, the Quit Format Menu appears. You can save your changes, continue making changes, or abandon the changes you've made.

Note: The Quit Format Menu also appears if you press **Cancl** in response to any question following step 1 of the format design procedure, p. 53. This gives you a chance to consider whether you really want to cancel your work.

^G Get Help

To get helpful information about the menu or screen you are using.

What You Do	How WordStar 2000 Responds
1 Assume you're at the Decisions Screen. Press ^G.	HELP SCREEN

Help is available only where indicated on a menu or screen.

To get help in using a command that appears on the current menu or screen, type the command letter after you press ^G. For example, at the Opening Menu you can press ^GF to get help in using the Format command.

Press the spacebar to see the next page of a multiple-page help screen. Press Backspace to see the previous page.

After you finish reading the screen, press Cncl to return to your previous activity.

Using help does not affect any operation you were performing.

^GG Set Menu Display Level

To reset the menu level displayed while you are editing.

What You Do	How WordStar 2000 Responds
1 Press ^GG. Look at the menu.	MENU DISPLAY LEVELS All menus Submenus only No menus
2 Press the letter of the level you want.	

The available menu levels are:

- A All menus are displayed. The Editing Menu appears except when you request a help screen or pause to look at a submenu when using an editing command.
- S Submenus only are displayed. For example, the Block and Cursor submenus will display if you pause after pressing **^B** or **^C**, but the Editing Menu does not appear.
- N No menus are displayed.

When you begin using WordStar 2000, the level is set at A.

When you are more familiar with WordStar 2000, you can set level S or N. These levels allow you to use all but the top two lines of the screen for your text (or windows).

Regardless of which menu level you choose, the Opening Menu and all opening command screens appear. Help screens also appear when you press **^G**.

The menu level stays in effect until you run a program at the Opening Menu or quit WordStar 2000. You can change the default menu level by running the installation program. (See "Advanced Modifications" in the *Installation Guide*.)

Header See **^OH**.

Height of Line See **^PH**.

Help See **^G**.

Home See **^CH**.

Hyphenation See the Format table, p. 55, and **^O-** (hyphen).

Indent See **^TB**, **^TI**, **^TO**, and **^TU**.

I Indexing

To create a table of contents, index, and uniform headings. (Requires the StarIndex™ program, available with WordStar 2000 Plus.)

What You Do

How WordStar 2000 Responds

- 1** At the Opening Menu, press **I**.
Read the question.
- 2** See the StarIndex section of the *Advanced Features Guide* for the steps to follow for each indexing task.

CHOOSE A NAME SCREEN
Document to index?

The StarIndex program processes a document containing **^OI** commands that you have entered. Indexing produces these three files:

- a table of contents document
- a revised version of your document that includes headings, section headings, titles, figures, appendices, and so forth
- an index

Insert File See **^BI**.

Insert Return See **^CI**.

Insert Text See **^OO**, **^BC**, **^BM**, and **^BI**.

Justify See **^OJ**.

K and ^K Key Glossary

See ^KD, ^KR, and ^KU.

To create or edit a glossary of shorthand versions of text for the purpose of entering longer text or commands automatically.

What You Do	How WordStar 2000 Responds
1 At the Opening Menu press K , or at the Editing Menu press ^K . Look at the menu and follow the instructions.	KEY GLOSSARY MENU

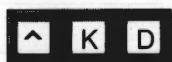
A key glossary is a file of entries. Each entry relates a short form of text to a longer form of text or commands.

To enter the long form in your document, you go to the Editing Menu, move the cursor to the place you want the long form, type the short form, and press Canc1. The short form must be preceded by a space, Return, or stand-alone tag. Otherwise, WordStar 2000 will search for a short form that includes the characters previous to the ones you have typed.

You can use upper- or lowercase letters to type the same short form. The short form always appears in uppercase letters onscreen.

You can create a key glossary in more than one file, but can use only one key glossary at a time. The name of the current key glossary appears in the status line.

Note: A key glossary is not designed for maintaining standard legal paragraphs. (See ^BC, ^BI and ^OM MailMerge, for recommended methods.)



Key Define

To define a new short form and corresponding long form of text or commands, or to change an existing long form.

What You Do

How WordStar 2000 Responds

To define a new short form:

1 Press **^KD**. Read the question.

CHOOSE A NAME SCREEN
Short form to define?

2 Type the short form (in this example, pbh) and press **Return**.

Short form to define? PBH

3 Read the next question.

Long form? (Press ^Q to end)

4 Type the long form.

Peter B. Hively
120 Napa St.
Napa, CA 95403

5 Press **^Q**.
(Repeat steps 2-5 until you have finished defining keys.)

Short form to define?

6 Press **Cancel**. Read the question.

Should these changes be saved? (Y/N) N

7 Press **Y** to save the changes you've made. Otherwise, press **N** or **Return**.

8 After replying Y in step 7, read the question.

Key file to use?

- 9** Note that the current key file is highlighted.*

ws2.key

- 10** Press **Return**. Read the question and the default answer.

That file already exists--Replace?
(Y/N) N

- 11** Press **Y** to write the new or changed entries (as well as the other entries from your current key file) to the file you have chosen.

EDITING MENU
or
OPENING MENU

Press **N** or **Return** if you don't want to save your changes. The changes do not disappear until you use the **^KU** command or quit using WordStar 2000.

Caution Give the short form a name that is not in the displayed directory.

Note: To use a key entry in your document, see **K** nd **^K Key Glossary**.

What You Do

How WordStar 2000 Responds

To change an existing long form:

- 1** Press **^KD**. Read the question.
- 2** Move the highlighting to the short form. Press **Return**.
- 3** Look at the current long form.

CHOOSE A NAME SCREEN
Short form to define?

Available short forms:
MPI BOX PBH

Long form? (Press **^Q** to end)
Peter B. Hively
120 Napa St.
Napa, CA 95403

*To create a new key file, type the name.

- 4** Make changes to the long form. Use the keys in the table below to correct any errors. Peter B. Hively
8510 Keystone Ave.
Arlington, VA 70015
- 5** Press **^Q**. (Repeat steps 2-5 until you have finished changing long forms.) Short form to define?
- 6** Follow steps 6-11 in the previous procedure.

Rules for Key Glossary Entries

- A key file can contain at most 20 entries.
- A short form may be from one to 15 characters (letters or numbers only).
- The maximum number of characters in a key file is 2000. Therefore, the size limit of a single long form depends on how many entries you have defined and how long each one is. If you define only one entry, its long form can contain 560 characters.
- Use spaces rather than tabs to position text at a particular column, since you may want to use the same short form in files with different rulers.
- A long form can include editing commands. To enter an editing command, type a caret (**^**) followed by the other keys of the command. For example, to enter the Cursor Marker command to set place marker 1, type **^CM1** (caret, not Control).

Commands for Editing a Long Form

Command	Purpose
^A or Prev	To move cursor left one word.
Backspace	To remove character to left of cursor.
^D or →	To move cursor right one character.
Dlete Char	To remove character at cursor.
^E or ↑	To move cursor up one line.
^F or ^Next	To move cursor right one word.
^Q	To end a long form.
^R	To remove a line of text.
Return	To end a paragraph.
^S or ←	To move cursor left one character.
^X or ↓	To move cursor down one line.

An alternative method to **^KD** is to edit the key glossary as an unformatted document. This method allows you to use editing commands to make your changes.* (See **E Edit/Create (An Unformatted File)**.) With this method, the arrangement of a key file must be as illustrated below. Use a # before each short form and a # before and after each long form. You can insert comments or blank lines between key entries.

After you finish editing the file and save it with a **^Q** command, press **^KU** to use the revised key glossary.

*The key file should always be in the usr / bin / mpro directory (folder).

The Arrangement of a Key File

Column 1 of each line

Comments →
 Begin →
 Short form →
 Separator →
 Long form →
 . . .
 End →
 skip line →
 Begin →
 Short form →
 Separator →
 Long form →
 End →
 Begin →
 Short form →
 Separator →
 Long form →
 *and separator
 etc.

```

Author: Jean
Date last changed: 4-8-84
#
mpl
#
MicroPro International Corporation
33 San Pablo Avenue
San Rafael, California 94903 USA
#
#
box
#
#
#
lit
#
litigation #
  
```



Key Remove

To remove a short form and its corresponding long form.

What You Do

How WordStar 2000 Responds

1 Press **^KR**. Read the question..

CHOOSE A NAME SCREEN
Short form to remove?

2 Move the highlighting to the short form you want to remove and press **Return**.

Available short forms:
MPI BOX

*Since a Return follows "USA" and precedes the #, a Return is inserted automatically in your document following "USA" when you use the short form "mpl," but no Return is inserted following "litigation" when you use the short form "lit," since the # is on the same line as the last line of long form text. To create a new key file, type the name.

- 3** Read the question. Press **Cancel** to quit removing entries. Short form to remove?
- 4** Read the question. If you want to save the new version of the key glossary, press **Y**. If you want to restore the keys you have removed, press **N** or **Return**. Should these changes be saved? (Y/N) N
- 5** After replying **Y** in step 4, read the question. Key file to use?
- 6** Follow steps 9-11 of the **^KD** procedure.



Key Use Another Key File

To use a key file different from the current key file.

- | What You Do | How WordStar 2000 Responds |
|---|---|
| 1 Press ^KU . Read the question. | Key file to use? |
| 2 Move the highlighting to the key file you want. Or, to create a new key file, type a new name. | Available key files:
dept3.key my.key |
| 3 Press Return . | OPENING MENU
or
EDITING MENU |

L MailList

To create, update, and sort mailing lists. (Requires the MailList program, available with WordStar 2000 Plus.)

What You Do	How WordStar 2000 Responds
1 At the Opening Menu, press L .	MAILLIST MENU
2 Perform the operation of your choice.	

Level of Menu Display See ^GG.

Line Spacing See F Format Design and ^PH.

Lines Together See ^OK.

^L Locate Text

See also ^L Locate and Replace and ^N.

To search for text or tags such as print enhancements.

What You Do	How WordStar 2000 Responds
1 Press ^L. Read the question.	Text to locate?..
2 Enter the text you are looking for and press Return . *	Text to locate?..Winter 1983
3 Answer the next question. Press L if you only want to locate something. Press Return .	Locate/Replace (L/R)..L

*The maximum number of characters you can locate is 40.

- 4** Select up to four options from those described in the Locate Options Table below. (In this case, two are selected.)

Options?.....1W

- 5** Press **Return**.

Quarterly Report Winter 1983

<

You can use **^R** to remove characters from the answer line and then type new ones. You can also press **^T** to restore the text you removed last.

You can repeat the last locate command. (See **^N**.)

Unless you select the B option, WordStar 2000 searches forward beginning with the first character following the cursor. If you want to search through the whole document, move the cursor to the beginning of the document before pressing **^L**. (See **^CB**.)

Locate Options Table

Option	Result
Any number	Locates the nth occurrence of the text, for example, 3 locates the third occurrence.
B or b	Searches backward through your document from the character to the left of the cursor.
C or c	Locates the exact match of upper- or lowercase for each letter, for example, "RED" matches only "RED" and "Red" matches only "Red."
W or w	Locates only whole words, for example, "in" matches only "in" and not "into," "begin," "lint," and so forth.

If you don't specifically enter an option, the opposite condition applies. For example, if you don't enter option C, words are matched regardless of the case of the letters.

You can combine the options in any order, for example, **b10w** searches backward to locate the 10th occurrence of the characters, whole words only.

Rules for Locating Text

- Be precise when typing the characters you want to locate. If you have typed two spaces between words, type two spaces between them in the locate command. To locate a word with a hyphen that you have typed, you must include the hyphen when you type the text to locate.

However, text is matched without regard to hyphens or filler spaces that WordStar 2000 has inserted while justifying. If Option Display is off, text is matched without regard to a discretionary hyphen inserted using **^O-**.

Line breaks and page breaks inserted by WordStar 2000 do not affect matching. However, to locate words separated by an end-of-paragraph (**<**) or a page break you create using **^OP**, you must include **[R]** or **[PAGE]** in the locate text.

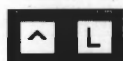
- You can locate any text including tags such as **[B]** and variables that appear inside tag brackets, for example, "Roman" in **[INDEX ENTRY Roman]**.
- You must use these special characters to locate the following:

[R] or [r]	to locate an end-of-paragraph (<)
[T] or [t] or Tab key	to locate a tab character
[?]	to locate any character (For example, s[?]t locates sit, set, sat, and so forth; and s[??]t locates salt and slot.)
[#]	to locate any numeric digit (For example, 19[##] locates 1983, 1984, and so forth.)

You can use multiple **Rs**, **Ts**, or question marks, for example, **[R][R][R]** (which is the same as **[RRR]**) and **t[???]e**. However, you can't combine special characters within brackets, for example, use **[RR][???]** not **[RR????]**.

To locate one of these special characters, type a backslash before the character, for example, **\ [?]**. Use this technique to locate any one or combination of these characters. To locate a backslash, type two of them.

Note: When you search for a tag, the cursor is placed on the first bracket. You can't move the cursor inside a tag. To continue your search in this case, be sure to move the cursor beyond the tag. You won't locate a footer, header, footnote, or any tag unless Option Display is on. However, you should have Option Display off to locate a word containing a discretionary hyphen.



Locate and Replace Text

See also **^L** Locate and **^N**.

To search for and replace text or tags such as print enhancements.

What You Do	How WordStar 2000 Responds
1 Press ^L . Read the question.	Text to locate?..
2 Enter the text you are looking for and press Return .	Text to locate?..Winter 1983
3 Press R . Press Return .	Locate/Replace (L/R)..R
4 Type the replacement text and press Return *	Replacement text?..spring 1984
5 Select up to seven options from the Replace Options Table below. (In this case, two are selected.)	Options?.....W1
6 Press Return . Look at your text.	Quarterly Report Winter 1983 <

*The maximum number of replacement characters allowed is 40.

- 7** Then look at the question and press **Y** if you want to replace the text just located. Otherwise, press **Return** to accept the default **N**. Replace? (Y/N) N .
- 8** After pressing **Y**, look at your text. Quarterly Report Spring 1984 <

Replace Options Table

Option	Result
Any number	Replaces the next n occurrences, for example, the next three.
B or b	Searches backward through your document from the character to the left of the cursor.
C or c	Locates the exact match of upper- or lowercase for each letter, for example, "RED" matches only "RED" and "Red" matches only "Red."
W or w	Locates only whole words, for example, "in" matches only "in" and not "into," "begin," and so forth.
D	Doesn't ask before making a replacement.
P	Preserves the case of the replacement text, for example, if you include P in step 5, "Winter" is replaced with "spring" rather than "Spring."
S	Shows each replacement briefly on the screen as it is made. Can be used only with the D option.

If you don't specifically enter an option, the opposite condition applies. For example, if you don't enter option C, words are matched regardless of the case of the letters.

You can combine the options in any order, for example, **b10w** searches backward to locate the 10th occurrence of the characters, whole words only.

Rules for Replacing Text

In addition to the rules given for locating text, the following rules apply:

- You can replace complete tags, for example, replace [B], [U], or [CENTER] but *not* [B, U], or [CE]. You may type lowercase letters as the replacement tag; WordStar 2000 converts lowercase letters to uppercase letters.
- You can replace text or complete tags with complete tags if they don't contain any variables. For example, you can't replace anything with [INDEX ENTRY Roman] because it contains the variable "Roman." Nor can you replace the variable itself, for example, "Roman" with "Greek." You cannot use [PAGE] as replacement text.
- You can use [R] and [T] (or any form of these) as replacement text but not [?] or [#].
- Use the backslash to indicate that the text that follows is normal text rather than a tag, for example, \[B] puts three actual characters in your document rather than a Print Bold tag.
- To remove the text you locate, press Return immediately when asked for the replacement text. For example, you can remove all page breaks you have inserted by locating all occurrences of [PAGE] and entering Return as the replacement text.

Tip Before replacing in several areas of a long document, use ^QC to save the file. You may also want to mark your place. (See ^CM.)

Note: You can cancel a search operation at any time by pressing CancL.

MailMerge See ^OM.

Margins See ^TL and ^TR.

Mark See ^BB, ^BE, and ^CM.

Menu Display Level See ^GG.

Move a Block of Text See ^BM.

Move Cursor See ^C.

M Move/Rename a File

To move a file to a different directory or to rename a file.

What You Do	How WordStar 2000 Responds
1 At the Opening Menu, press M . Read the question.	CHOOSE A NAME SCREEN File to move or rename?
2 Move the highlighting to the file you want to move or rename.	memo120 respons.txt
3 Press Return . Read the next question.	New location or new name?
4 Type the new file name or location. (In this example, the location is changed to the directory. The file is given the same name.)	New location or new name? memos/respons.txt
5 Press Return .	OPENING MENU

When you rename a file, you may want to rename the corresponding backup (.wb) file also.

Renaming a file does not affect disk storage requirements.

^N Next Locate

See also ^L.

To repeat the last command you issued to locate a particular word or phrase.

What You Do

- 1** Press ^N. Look at the way you answered the questions before.
- 2** Look at your text.

How WordStar 2000 Responds

Text to locate?..Winter 1983
Locate/Replace (L/R)..L
Options?.....1W

If we study our goals for the Winter
1983 quarter, it is obvious that

WordStar 2000 locates the next occurrence of "Winter 1983."

When no more occurrences of the text can be located, the message "Can't find text. Press CancI" appears. Press CancI to continue your work. The cursor remains at the last occurrence of the text that was found.

No New Line See ^PN.

Open Window See ^OW.

^O Options

To use miscellaneous WordStar 2000 features.

The Option commands are described in the following pages.



Option Assign Page Number

To assign or reset the current printed page number.

What You Do

How WordStar 2000 Responds

- | | | |
|----------|--|--------------------------|
| 1 | Press ^OA . Read the question. | Page number to assign? |
| 2 | Type the new page number (in this example, 1). | Page number to assign? 1 |
| 3 | Press Return . Continue typing. | [PAGE NUMBER 1] |

The new page number will be printed on the current page, and a new page numbering sequence will begin. The screen page number that appears in the status line will not change.

Tip The **^OA** command is useful for resetting page numbers at the beginning of chapters or sections.

To remove the command tag, use **^RW** or **^RE**.



Option Bypass Spell Check

See also S and ^OS.

To instruct *CorrectStar™* to bypass part of your document during the spelling check.

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

When you tell *CorrectStar* to check a document, it skips over areas that have been "protected" by ^OB. If you tell it to check a paragraph (^OSP) which has been protected, it ignores your command. The only exception is when you choose a word (^OSW) which is within a protected area. *CorrectStar* will check the word. If you press ^OB in the middle of a line or paragraph, WordStar 2000 inserts a Return before the first tag.

Use ^RW or ^RE to remove a bypass tag.



Option Center Text

To center text on the current line or move centered text to the left margin.

What You Do	How WordStar 2000 Responds
1 Place cursor at any point on the line to be centered.	Status Report _ <

- 2** Press **^OC**. (In this example, Option Display is off.) *

Status Report **_** <

If you insert text in a centered line, WordStar 2000 centers the revised text automatically.

To move centered text to the left margin, place the cursor on the line and press **^OC** or remove the [CENTER] tag.

If you want to move all centered text to the left margin at once, you can use **^L** to locate all [CENTER] tags and remove them.

Option Display

To turn on or off the display of tab characters, command tags, and text such as footnotes and comments.

What You Do	How WordStar 2000 Responds
1 Look at the text when Option Display is on. (See ^PB for [B] and ^OU for [COMMENT] tags.)	[B]best selling[B] soap in June was Sudsy. < [COMMENT] C Change this monthly. C [COMMENT] C Good work! <
2 Press ^OD .	best selling soap in June was Sudsy. Good work! <

Press **^OD** again if you want the tags and special text such as comments to reappear.

*If Option Display is on, the tag [CENTER] appears at the beginning of the line and the centered text is pushed to the right.

Points to Keep in Mind

- Option Display is off by default (unless you install your WordStar 2000 program with it on).
- Unless your format turns off the display of page breaks, they always appear.
- The **^OD** command does not affect block markers or place markers.
- A footnote tag is replaced by the highlighted footnote number when **^OD** is off.
- A word grouping tag (see **^PW**) is replaced by a space when **^OD** is off.
- A hyphen that you insert with **^O-** appears as [HYPHEN] when **^OD** is on. When **^OD** is off, the hyphen doesn't appear unless the word is actually hyphenated, in which case a highlighted hyphen appears.

Remember To locate, replace, or remove a tag, it must be visible (that is, **^OD** must be on) unless you are also removing adjacent text.



Option Footer

See F Format Design.

To define text to be printed at the bottom of each page of your document.

What You Do

- 1** Move the cursor to the top of the first page to contain the footer.*
- 2** Press **^OF**. Read the choices.

How WordStar 2000 Responds

The following pages give you the names of all

FOOTER PLACEMENT MENU
Both odd and even pages
Odd pages only
Even pages only

* Define the footer at the top of the first page on which you want it to appear or following a header definition at the top of the page.

- 3** Press **B**, **O**, or **E** to select the footer location. (B is pressed in this example.)
- | | | |
|---|--|---|
| [FOOTER] | | F |
| [FOOTER] | | F |
| The following pages give you the names of all | | F |
- 4** Type the footer within the tags. When done, move the cursor outside the tags.
- | | | |
|---|---------|---|
| [FOOTER] | | F |
| Confidential | &%page& | F |
| [FOOTER] | | F |
| The following pages give you the names of all | | |

While the cursor is between the tags, you can edit the footer. To remove a footer, remove the text between the tags.

If you want your pages numbered, type **&%page&** beginning in the column and line where you want the number to appear. To stop numbering pages, use **^OF** to define a footer without a page number.

The maximum number of lines in a footer depends on the number of lines per page and whether or not you are including a header on your printed page. You must leave enough space for at least one line of regular text.

Note: Footers do not appear until you print your document. However, the page breaks you see onscreen allow room for the footer on the printed page. (See "Design of the Printed Page," p. 57.)



The footer will be printed at the bottom of the page and all following pages until you define another footer. WordStar 2000 inserts a blank line between the last line of text and the first line of the footer. If you want more

blank lines, add them at the beginning of the footer definition. You can define two footers, one for odd pages and one for even pages.

To print subsequent pages without a footer, use **^OF** to define a blank footer (insert a blank line between the tags).

If you define a ruler within the footer tags, it applies to the footer printed on each page until you define another footer with a ruler. The ruler does not apply to the text outside the footer tags. If you don't define a ruler for the footer, the ruler at the top of your window is used when the footer is printed. The same principle applies if you change the line height within a footer definition. (See **^PH**.)

Option Header

To define text to be printed at the top of each page of your document.

What You Do	How WordStar 2000 Responds	
1 Move the cursor to the top of the first page to contain the header.*	The following pages give you the names of all the	
2 Press ^OH. Read the choices.	HEADER PLACEMENT MENU Both odd and even pages Odd pages only Even pages only	
3 Press B, O, or E to select the header location. (In this example, O is pressed.)	[ODD HEADER] — [ODD HEADER]	H H H
4 Type the header text. When done, move the cursor outside the tags.	[ODD HEADER] Weekly Credit Report [ODD HEADER]	H H H
		<

*Define the header at the top of the first page on which you want it to appear or following a footer definition at the top of the page.

While the cursor is between the tags, you can edit the header. To remove a header, remove the text between the tags.

To insert a page number in a header, type **&%page&** beginning in the column and line where you want the number to appear. The header will be printed at the top of the page and all following pages until you define another header. WordStar 2000 inserts one blank line between the header and the regular text. If you want more blank lines, insert them at the bottom of your header definition. (See "Design of the Printed Page," p. 57.)



You can define two headers, one for odd pages and one for even pages. The maximum number of lines in a header depends on the number of lines per page and whether or not you are including a footer on your printed page.

To define a ruler for a header or change the line height, use the same method as you do for footers. (See **^OF**.)



Option - (Hyphen)

To tell WordStar 2000 where to hyphenate a word in case it needs to be broken when the word is one that WordStar 2000 does not recognize.

What You Do

How WordStar 2000 Responds

- 1 Move the cursor to the place you want a hyphen.

view the Place de la Bas

2 Press **^O-.*** (In this example, Option Display is off.) view the Place de la Bas-

3 Continue typing. view the Place de la Bas-
tille.

If Option Display is on, the tag [HYPHEN] is inserted when you use **^O-**. If Option Display is off and the word does not fit on the current line, a highlighted hyphen appears where you insert the discretionary hyphen.

You can always use **^O-**, even if the format you are using has automatic hyphenation on. Use **^O-** at the beginning of a word to prevent the word from being hyphenated.

Tip This command is useful for hyphenating foreign words. Automatic hyphenation takes care of most English words.



Option Indexing

To define index and table of contents entries, section headings, and titles for figures and tables. (Requires the StarIndex program, available with WordStar 2000 Plus.)

What You Do

- 1** Press **^OI**.
- 2** Perform the indexing operation of your choice.

How WordStar 2000 Responds

INDEXING MENU

See the StarIndex section of the *Advanced Features Guide* for complete instructions.

* Make sure you release the Control key before typing the hyphen (-) or the command won't do anything.



Option Justify

See F Format Design.

To turn on or off automatic alignment of text on the right.

What You Do

How WordStar 2000 Responds

- 1 Assume you have typed a few lines of text with Justify on. Note that the text is not justified on your screen but will be when it is printed.

[JUSTIFY ON]
The meeting will be
held in the conference
room at 8 a.m. Please
bring lots of good
ideas. <

- 2 Press ^OJ to turn Justify off. Type some more text.

[JUSTIFY OFF]
Tomorrow's agenda
covers many new
problems that face
our company. <

When you press ^OJ, a tag is inserted that remains in effect until WordStar 2000 reaches another justification tag or the end of the document.

When the lines in this example are printed, the result is as follows:

○	The meeting will be	○
	held in the conference	
○	room at 8 a.m. Please	○
	bring lots of good	
○	ideas.	○
○	Tomorrow's agenda	○
	covers many new	
○	problems that face	○
	our company.	
○		○

Note: Although the text is not justified on the screen, line breaks occur in the same places on the printed page as on the screen.

The text above the cursor is not affected by the command.

The format you are using determines whether Justify is on or off when you begin editing a document. Press **^O** and look at the submenu to see whether it is on or off.

To remove a Justify command tag, use **^RW** or **^RE**.



Option Keep Lines Together

To keep a certain number of lines from being split by a page break.

What You Do	How WordStar 2000 Responds
1 Move the cursor to the beginning of the first line of the group of lines you want to stay together.	The following employees have been promoted: < Sally Waddleston < Ivan Fields < Ginny Mendez <
2 Press ^OK . Read the question.	How many lines to keep together?
3 Type the number (in this example, 5). Press Return .	[KEEP NEXT 5 LINES TOGETHER] The following employees have been promoted: < Sally Waddleston < Ivan Fields < Ginny Mendez <

You can change the number of lines to be kept together by using **^RW** or **^RE** to remove the tag and issue the command again.

You can group from 2 to 100 lines, but not more lines than the current page length.

If the cursor is not at the beginning of a line when you issue this command, WordStar 2000 inserts a Return and moves the cursor and any characters to the right of the cursor to the next line.



Option MailMerge®

To create a master document containing MailMerge commands and variable names in order to print personalized form letters or other documents.

What You Do

How WordStar 2000 Responds

- 1** Press ^OM.
- 2** Press the letter of the MailMerge command of your choice.

MAILMERGE MENU

How MailMerge Works

You can accomplish sophisticated printing tasks by adding MailMerge commands to a document. MailMerge commands take information from various sources (such as data files, operator input, and text files) and insert it into a WordStar 2000 document.

Personalized Form Letters MailMerge can take information from a data file created with WordStar 2000 or MailList (an advanced feature) and insert it into a form letter created with WordStar 2000 to produce individual letters.

Contracts or Standard Documents MailMerge can change words in a standard document or insert standard paragraphs so that you don't have to retype the words and paragraphs each time you need them.

Joined Files MailMerge can print several files one right after the other to produce one continuous document. This feature is useful when you have created several chapters of a book, each in a separate file, and want to print them at one time, with pages numbered consecutively.

Conditional Printing You can tell MailMerge to print a particular line or paragraph of text only when specific conditions are met. For example, you can tell MailMerge to print letters to only those clients who live within a certain zip code area.

Data Files

You can use any data file with MailMerge as long as the data file is in CBASIC format. And you can use WordStar 2000 to create new data files or convert existing data files to the correct format. See Appendix E, "Creating Data Files for MailMerge," for instructions.

Master Documents

To use the information in your data files, you need a *master document*, a file with standard or fixed text. A master document can be a form letter, an invoice, or a contract, for example, and has two parts:

- The *command area* at the top of the master document. In this area, you enter the commands that tell MailMerge where to get the information to insert in the text of your document.
- The *text area* following the command area. In this area, you type the standard or fixed text, variable names to be replaced with data, and commands that affect how the document is printed (for example, condition commands). When you type variable names in the text area, you enclose them with ampersands (&).

The illustrations on the following pages show examples of a master document, a data file, and some of the letters that MailMerge produces when this document is printed.

Here is the master document:

```

1  [SELECT DATA FILE names.dta]
   [REPEAT UNTIL END OF DATA]
6  2  [LOAD DATA n, name, title, street, locale, zip, product]
   3  [USE August 30, 1985 FOR current-date]
   4  [ASK FOR signature WITH PROMPT "Type your name"]          &current-date&

   &name&
   &title&
   &street&
   &locale& &zip&

   Dear &name&:

   You recently expressed interest in our seminars on "A More
   Productive Business Environment." We will soon begin a new
   series of seminars in your area. By attending, you will get a
7  free &product&.

   Please look over the enclosed brochure and return your
   reservation to us.
   We look forward to hearing from you.

   Sincerely,

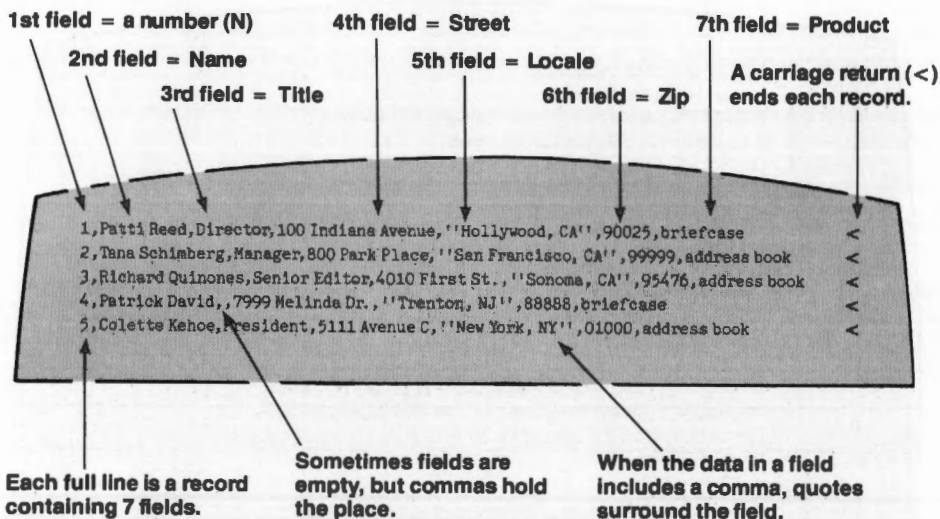
   &signature&
   Management Seminars, Inc.
5  [PAGE]-----
   [NEXT COPY]

```

- 1 Find the data file called names.dta.
- 2 Load the data in the data file for all these variables.
- 3 Set the date automatically for each letter.
- 4 Ask the operator to enter a signature at print time.
- 5 Begin a new page here.
- 6 Put the commands that tell MailMerge where to get the data for your document in the **command area**.
- 7 Enclose variables with ampersands in the **text area**.

Notice that most commands in the master document are in the command area. They can, however, appear in the text. In general, commands that appear in the text affect how the document is printed, whereas commands in the command area govern the data inserted.

Here is the data file:



Here are two letters that MailMerge would print using data from the first two records in the data file above:

	August 30, 1985
Patti Reed	
Director	
100 Indiana Avenue	
Hollywood, CA 90025	
Dear Patti Reed:	
You recently expressed interest in our seminars on "A More Productive Business Environment." We will soon begin a new series of seminars in your area. By attending, you will get a free briefcase.	
Please look over the enclosed brochure and return your reservation to us.	
We look forward to hearing from you.	
Sincerely,	
Douglas Lent	
Management Seminars, Inc.	

	August 30, 1985	
	Flash Gordon	
	99 Nova Avenue	
	Dallas, TX 75231	
	Dear Stargazer,	
	Congratulations! Your purchase of InfoStar is your introduction to an all-star attraction, the MicroPro family of software. We know you and your neighbors in Dallas, TX will be pleased with InfoStar and will want to meet the other members of this stellar family.	
	So keep in touch with your dealer for upcoming "star" attractions.	
	Sincerely,	
	Jay Salesman	
	MicroPro International	

Variables

A variable has one name but can assume different values. References to variable names are replaced by their values when you print the file.

Variable data is information that changes from document to document, data file to data file, or day to day.

You can tell MailMerge to insert data into your master document from one or more of the following sources:

- your data files (^OMS, ^OML)
- the Ask command—you create a variable name and then enter the data at print time (^OMA)
- the Use command—you create a variable name and then supply the data that MailMerge is to use in place of that variable (^OMU)
- document files you create with WordStar 2000 (^OMI)
- your operating system—five “system variables” are available to you: %date, %time, %page, %line, and %filename

Each time MailMerge sees a variable enclosed in ampersands in your text, it replaces the variable with its current value. If a variable has no value, that is, it has not been assigned a value by an Ask, Use, or Load data command, then the variable name is printed with ampersands, just as it appears on the screen.

Rules for Assigning Variable Names

- Begin each ordinary variable name with a letter. System variable names begin with a percent character (%).
- Include only letters, numbers, and hyphens in a variable name.
- Use from 1 to 31 characters.
- Use either uppercase or lowercase. MailMerge sees no difference between "ZIP" and "zip."
- Do not use AND, OR, and NOT as variable names.

System Variables

All operating system variables begin with a percent character (%). You can use these variables anywhere in your master document. They are %date, %page, %time, %line, and %filename.

You cannot assign values to system variables; they are supplied automatically by your operating system. For example, MailMerge will insert the current date in place of the variable &%date&, and the current time in place of the variable &%time&. (You must enclose system variables in ampersands to use them.)

System Variable	Value Your Operating System Supplies
%DATE	Current date represented in the form month, day, year; for example, July 2, 1985
%PAGE	Page number currently being printed
%LINE	Line number currently being printed
%TIME	Current time represented in the form HH:MM:SS; for example, 12:30:00
%FILENAME	Document currently being printed

Abbreviations

Sometimes you will want to print an abbreviation instead of the full value of a variable. For example, instead of printing the full first name of a person, you may want to print only the first initial (E and not Edward). To do this in MailMerge, indicate which letters you want printed by typing two numbers in brackets after the variable name. The first number tells MailMerge where to begin printing. The second number tells MailMerge where to stop. So, if you use `&first&` as the variable for a customer's first name, typing `&first[1,1]&` will print only the first letter of the name.

As a second example, `&state[1,2]&` would print a state abbreviation, starting with the first letter of the state and ending with the second. Thus, CALIFORNIA would be abbreviated as CA.

Rules for Using Abbreviations

- Do not add spaces between the variable name, the brackets, the numbers, or the commas when specifying abbreviations.
- Since the second number tells MailMerge at which letter to stop printing, that number must be at least as large as the first number. MailMerge can't start printing at the third character and end at the first, for example.

If you do add spaces in an abbreviation, or if you enter your numbers in reverse order, MailMerge will print what you typed (`&state[2,1]&`, for example) instead of printing a value (such as CA).

You can use abbreviations with Condition (**^OMC**), Message (**^OMM**), and Repeat (**^OMR**) commands, but not with Ask (**^OMA**), Load (**^OML**), or Use (**^OMU**) commands.

Ampersands and Variable Names

Sometimes variable names are enclosed in ampersands (&), and sometimes they are not. Use ampersands whenever it is necessary to distinguish a variable name from ordinary text.

You must enclose variables with ampersands everywhere except in the following command tags:

[ASK FOR variable name.....]
[USE FOR variable name]
[LOAD DATA variable name,..]
[REPEAT variable name TIMES]
[CONDITION variable name...]

Label Format Design

To print a mailing list on labels, you must design an appropriate format for your master document.

Because each label is treated as a separate page, the first default you must change is the page length. The number of lines per page is determined by the size of the label. Since there are six lines to an inch, you can print addresses on one-inch labels by designing the page to be six lines long. Likewise, for a label 1 1/2 inches long, a page is nine lines long.

To print addresses on one-inch labels, follow these steps:

What You Do	How WordStar 2000 Responds
1 At the Opening Menu, press F (for Format design).	CHOOSE A NAME SCREEN Format or formatted document name?
2 Type the name of your print file, for example, labels.lst , and press Return .	Font to use?
3 Press Return to accept the standard font for your printer.	Line height (spacing)?
4 Press Return for 6.00 LPI (lines per inch).	DECISIONS SCREEN How many lines in the top margin?
5 Type 0 and press Return .	How many lines in the bottom margin?
6 Type 0 and press Return .	Right margin in what column?

- 7 Press **Return** until you see the question "Number of lines per page?" Number of lines per page?
- 8 Type **6** and press **Return**. Even-numbered page offset in columns?
- 9 Type **0** and press **Return** for the page offset in columns for both even- and odd-numbered pages.
- 10 Press **Return** until you see "Use form feeds when printing?" Then press **N**.
- 11 Press **^QS** to save the file. OPENING MENU

To print addresses on three-across labels, you need to change the tab stop and right margin settings as well as the page length format.

Because the horizontal spacing for all printers is not the same, you will have to calculate where to put the tab stops for three-across labels. You need to know how many characters per inch your printer prints and how many inches wide each label is.

For example, for a printer with 10 pitch horizontal spacing, there are 10 characters to an inch. So, to print names on three-across labels that are each 3.5 inches wide, you would put a tab stop every 36 spaces (35 spaces for each label and 1 space between labels). Likewise, if a label is 4 inches wide, put a tab stop every 41 spaces. (For three-across labels, do not set more than two tab stops.)

The following example lists the answers to the format design questions for a file used to print addresses on 3.5-inch wide, three-across labels:

Questions	Answers
How many lines in the top margin?	0
How many lines in the bottom margin?	0
Right margin in what column?	132
Set a tab stop at every n columns-enter a number for n:	36
Number of lines per page?	6
Even-numbered page offset in columns?	0
Odd-numbered page offset in columns?	0
Text Justified or Ragged-right? (J/R)	R
Automatic hyphenation on? (Y/N)	N
Use form feeds when printing? (Y/N)	N



Option MailMerge Ask for Data

To stop during printing to request specific data from the user each time the document is printed.

What You Do	How WordStar 2000 Responds
1 Press ^OMA from the Editing Menu.	Variable name to ask for?
2 Type a name for the variable (do not enclose it with ampersands) and press Return . For example, if the user is to type the current date, use current-date for the name of the variable.	Question to display when asking?
3 Type a question or prompt that you want to appear on the screen during printing. Then press Return . For example, type Type today's date for the question to be displayed to the user.	Maximum characters in response? 10

- 4** Type a number between 1 and 40 to indicate the maximum number of characters the user can enter. Or press **Return** to accept 10 as the maximum number.

EDITING MENU

[ASK FOR current-date WITH
PROMPT "Type today's date"
MAXIMUM LENGTH 40]

Note: To see the command tags, you must turn Display on (^OD).

MailMerge automatically puts quotation marks around the question or prompt you enter. This question will appear at the top of your screen whenever you print the document.

You do not have to enter a question; you can press Return instead. However, if you only press Return, MailMerge displays the assigned variable name followed by a question mark. For example, if you assigned "current-date" as the variable, and then pressed Return in response to "Question to display when asking?," the user would see "current-date?" on the screen.

If you press Return instead of typing a number for the maximum number of characters in the response, MailMerge uses 10 as the maximum number. In the following example, the maximum number of characters the user can enter is five:

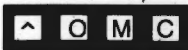
[ASK FOR Zipcode WITH PROMPT "Zipcode" MAXIMUM LENGTH 5]

If the user tries to type 123456 in response to the question, "Zip code?," the cursor will not move past the fifth character typed.

Rules for Using ^OMA

- Do not put ampersands around a variable name when using this command.
- A variable name can be from 1 to 31 characters (upper- or lowercase letters, numbers, and hyphens), and must begin with a letter.
- You cannot request a portion of the data value in a variable name. For example, you can assign *Name* but not *Name [1,3]* as a variable.
- You can use from 1 to 54 characters when typing the question to be displayed.

- You can use as many [ASK] command tags as you like and place them anywhere in a master document. However, if you insert an [ASK] command tag between a [REPEAT] and a [NEXT COPY] command tag, the question to be displayed appears on your screen before each letter is printed.



Option MailMerge Condition

See also **^OMO** and **^OME**.

To enter a specific condition that must be true before MailMerge prints the text between this command tag and the [OTHERWISE] or [END CONDITION] command tag.

What You Do	How WordStar 2000 Responds
1 Place the cursor on the line of text or variables you want printed when the condition is true.	EDITING MENU &name& &address& &city& &state& &zip&
2 Press ^OMC from the Editing Menu.	Condition to be evaluated? (maximum 64 characters)
3 Type the condition that must be true and press Return . In this example, the variable, Zip, must be equal to 11111 before MailMerge will print the text that follows this command tag.	EDITING MENU [CONDITION Zip = "11111"] &name& &address& &city& &state& &zip&

Conditional printing lets you include selected text in some copies and delete it from others. To print selected text, you'll use these three commands:

- ^OMC** to enter the condition
- ^OMO** to specify what to print if the condition is false
- ^OME** to specify the end of the condition and to resume regular printing.

When you print your document, MailMerge tests the conditions that you have entered. If the expression is true, MailMerge prints the text that follows it. If the expression is false, MailMerge does not print any text between the [CONDITION] and [OTHERWISE] command tags. If you did not include an [OTHERWISE] command tag, MailMerge does not print anything between the [CONDITION] and [END CONDITION] command tags.

A condition command might say, "If the district is Noe Valley, print the following paragraph, otherwise skip that paragraph and resume printing the text following it" as in this example:

```
{CONDITION district = "Noe Valley"}
Because you live in Noe Valley, you and your neighbors have
been chosen to participate in a special preview showing of
"Valley Growth." ...
[OTHERWISE]
We are sorry your district was not chosen for our special
preview of "Valley Growth." If you would like to participate
in our next preview showing, "Higgins," please fill out and
return the enclosed form.
[END CONDITION]
```

Condition commands can be simple or complex. Here are some examples of simple condition command tags:

```
[CONDITION city = "San Francisco"]
[CONDITION amount > "50"]
```

A complex condition command not only has all the elements of a simple one, but also contains one or more logical operators. Logical operators are used to evaluate more than one expression.

Notice the elements of complex condition command tags in the following examples:

```
[CONDITION address = "San Francisco" OR "San Rafael"]
[CONDITION zip <= "99999" AND zip > "89999"]
```

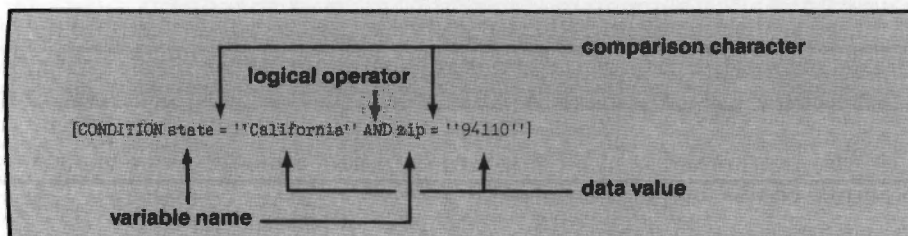
The first example tells MailMerge: "If the address is San Francisco or the address is San Rafael, then print the text that follows. If not, skip the text until you reach the next [OTHERWISE] or [END CONDITION] command tag."

The second example tells MailMerge: "If the zip code is less than or equal to 99999 and the zip code is greater than 89999, print the text that follows. If not, skip the text until you reach the next End condition command tag."

Conditional Expressions

After you press ^OMC, you see this question, "Condition to be evaluated?" You then enter a "conditional expression," that is, a statement that specifies the conditions for printing the text that follows it.

A conditional expression is made up of a variable name, a comparison character, and a data value enclosed in quotation marks, in that order. An expression can also include a logical operator (AND, OR, and NOT).



Comparison Characters

A comparison character is a symbol placed between the variable name and the data in an expression. The purpose of this character is to compare and evaluate the data on both sides of it. You can use any of the comparison characters listed in the following chart:

Character	Meaning
=	equal
<>	not equal
<	less than
>	greater than
>=	greater than or equal to
<=	less than or equal to

Comparison characters compare strings of characters that can be made up of either letters or numbers. MailMerge reads these characters in a specific sequence that establishes a hierarchy of characters. The following line shows a portion of this sequence:

```
LEAST----->----->----->----->-----GREATEST
0123456789ABCDEFGHIJKLMN0PQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
```

Therefore, just as 8 is greater than 3, so N is greater than 9, and r is greater than R. This hierarchy makes it possible for you to select any portion of a data file for printing.

For example, to send bills to clients whose names begin with D, you could construct the following expression:

```
[CONDITION Name > = "D" AND Name < "E"]
```

Or, to print registration forms for students whose last names begin with the letters A through L, you could use the following expression:

```
[CONDITION Name > = "A" AND Name < "M"]
```

Logical Operators

Conditional expressions can include these logical operators: AND, OR, NOT. Logical operators are used to evaluate more than one expression.

Logical Operator	Purpose
AND	To evaluate whether the expressions on both sides of AND are true.
OR	To evaluate whether either expression is true.
NOT	To exclude a set of data.

Look at the following example:

```
[CONDITION State = "California" NOT (Zip = "94108" OR Zip = "94545")]
```

The condition in this example tells MailMerge: "If the state is California, then print the text that follows but *not* for zip codes 94108 and 94545." In this case, NOT is used to exclude a set of data that is a part of a larger set

of data; 94108 and 94545 are only two zip codes of many for California. The parentheses ensure that MailMerge evaluates the zip codes together.

Note: Uppercase and lowercase are unimportant when typing logical operators. For example, "NOT," "Not," and "not" are all treated the same.

MailMerge reads and evaluates an expression in the following order, unless you include parentheses to change this order.

- 1) Abbreviated variables
- 2) Comparison characters
- 3) NOT
- 4) AND
- 5) OR

For example, in the following expression, MailMerge prints the text that follows if either the state is *not* California, or if the state is Arizona.

```
[CONDITION NOT state = "CA" OR state = "AZ"]
```

If you want MailMerge to print the text that follows if the state is neither California nor Arizona, you must include the parentheses as follows:

```
[CONDITION NOT (state = "CA" OR state = "AZ")]
```

You can use conditional commands to prevent blank lines from appearing in place of variables that contain no data. For example, if a data file has two address fields (addr1 and addr2), but the second address field does not contain data, you can use the Condition command to prevent MailMerge from inserting a blank line when printing names and addresses in letters or on envelopes.

The following [CONDITION] command tags tell MailMerge to print data in place of the variable &addr2& only if that field contains data.

```
&Name&  
&addr1&  
[CONDITION addr2 < > ""]  
&addr2&  
[END CONDITION]  
City&, &State& &Zip&
```

Rules for Using ^OMC

- You can insert a [CONDITION] command tag anywhere in your master document.
- A [CONDITION] command tag can be 1 to 64 characters long.
- As a precaution, use parentheses to separate items that form a group or logical sequence, or that you want MailMerge to process together.
- You can use spaces for readability except within variable names and variable abbreviations, or within a comparison character, for example, `< = not < =`.
- Every [CONDITION] command tag must have a corresponding [END CONDITION] command tag.
- You can nest up to eight pairs of [CONDITION] and [END CONDITION] command tags in a master document.
- Do not enclose variables in ampersands.
- Enclose constant data values in quotes.



Option MailMerge End Condition

See first ^OMC and also ^OMO.

To mark the place where MailMerge resumes regular printing after following the ^OMC and ^OMO commands.

What You Do	How WordStar 2000 Responds
1 Place the cursor where you want to resume regular printing.	Thank you for your donation of \$&amount&.
	— Sincerely,
2 Press ^OME from the Editing Menu.	[END CONDITION]

Rules for Using ^OME

- ^OME works only in a master document that contains a preceding [CONDITION] command tag.



Option MailMerge Insert Document

To insert a file within your master document.

What You Do	How WordStar 2000 Responds
1 Place the cursor on the line where you want the document inserted.	...these figures correspond with the items in this chart.
2 Press ^OMI from the Editing Menu.	Document to be inserted?
3 Type the name of the file you want inserted and press Return . In this example, the name of the file is chart.doc.	chart.doc EDITING MENU ...these figures correspond with the items in this chart. [INSERT DOCUMENT chart.doc]

If the file to be inserted will not be in your current directory at print time, include the name of the directory preceded as well as followed by a slash:

Data file to use? / dir/ filename

You can use the **^OMI** command to "chain" files together, that is, print them one right after the other, and to "nest" files, that is, print them inside one another.

Chain Printing

“Chain” printing is a term for linking files so they are printed one after the other—files holding chapters of a book, for example. If you put an [INSERT] command tag at the end of each file and print the first one, MailMerge automatically prints all files in the chain.

```
chapt1
This is the first chapter.
[INSERT DOCUMENT chapt2]
```

```
chapt2
This is the second chapter.
[INSERT DOCUMENT chapt3]
```

```
chapt3
This is the third chapter.
```

When you print chapt1 with MailMerge, you get this result:

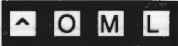
○	This is the first chapter.	○
○	This is the second chapter.	○
○	This is the third chapter.	○
○		○
○		○

Note: You can chain an unlimited number of files by inserting many ^**OMI** commands at the end of a single master document.

Nested Printing

Nested printing is a term for inserting one or more files inside a master document. By nesting your files, you can, for example, insert standard paragraphs from different files into your master document. In other words, you can insert an entire file inside another and another inside of *that* one and still another inside of *that* one (up to four times).

Use the Insert document command (^**OMI**) to nest files within your documents.



Option MailMerge Load Data

See first ^OMS.

To load each field from the selected data file into the master document.

What You Do

- 1 Place the cursor on a line following the [SELECT DATA FILE] command tag.
- 2 Press ^OML from the Editing Menu.
- 3 Type a field name for each field in the data file. In this example, the field names are date, name, address, city, and state.

How WordStar 2000 Responds

[SELECT DATA FILE sample.dta]

—

Variables to be loaded?
(separate with commas)

date, name, address,
city, state

EDITING MENU

[LOAD DATA date,name,address,city,state]

MailMerge reads (loads) the fields from the data file, one by one, into your computer's memory. Each ^OML command can accept up to 64 characters. If your data file contains many fields or the variable names are long, use the ^OML command as many times as necessary.

If you enter variable names in an order different from that of the fields in the data file, MailMerge will insert data in the wrong places in your text. Look at the following example to see how the order of the variable names assigned with the ^OML command corresponds with the order of the fields in the data file.

☐	Data file order:	☐
☐	John Paul, Buckingham Palace, London, England	☐
☐	Load data command tag:	☐
☐	[LOAD DATA name,addr,city,country]	☐

Sometimes a field in a record has no data. For example, the following data file has no data in the third field of the second record. The empty field is indicated by *two* commas after the name "Flash Gordon." This field might be represented in the text of a master document as &TITLE&.

```
1. Dee Skies Astrologer,77 Sunset Strip,"Hollywood, CA",90025,WordStar
2. Flash Gordon,,99 Nova Avenue,"Dallas,TX",75231,DataStar
```

Remember To prevent MailMerge from inserting a blank space into the text where &TITLE& appears (for people who don't have titles), add [CONDITION &TITLE& < > ""] before the field name and [END CONDITION] after the field name. See **^OMC**.

As a result, the salutation in your master document would look like this:

```
&Name&
[CONDITION Title < > ""]
&Title&
[END CONDITION]
&Addr&
&City& &Country&
```

And if you print two letters using data from the preceding data file, the results look like this:

○	Dee Skies	○
○	Astrologer	○
○	77 Sunset Strip	○
○	Hollywood, CA 90025	○

○	Flash Gordon	○
○	99 Nova Avenue	○
○	Dallas, TX 75231	○

Rules for Using ^OML

- Always place the [SELECT DATA FILE] command tag before the [LOAD DATA] command tag, and before text that includes variable data.
- A variable name can contain from 1 to 31 letters (upper- or lowercase), numbers, and hyphens and must begin with a letter.
- Do not use logical operators OR, AND, or NOT as variable names.
- Do not assign abbreviated variable names.
- The list of variable names can contain as many as 64 characters.
- Assign variable names for every field in a record even if a field contains no data or contains data you are not going to use in the master document.
- Type variable names in the same order in which the fields appear in the data file.

- Do not enclose variable names with ampersands when using the Load data command.
- Separate variable names with commas, but do not include spaces before or after a comma or variable name.



Option MailMerge Message

To display a message on the screen to the operator while printing a document.

What You Do	How WordStar 2000 Responds
1 Press ^OMM from the Editing Menu.	Message to be displayed? (maximum 79 characters)
2 Type a message up to 79 characters long and press Return . In this example, the message is "Remember to make a backup of all your files today."	Remember to make a backup of all your files today.
	EDITING MENU
	[MESSAGE Remember to make a backup of all your files today.]

Use the **^OMM** command to display messages on the screen, such as instructions or reminders to yourself or other operators when printing documents.

You can also insert variable data into the message, for example, the name of the document that is printing, as in the following example:

[MESSAGE Now printing letter to &Name&]

This message appears on the screen during printing:

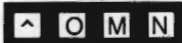
Now printing letter to Dee Skies

Here are other examples of [MESSAGE] command tags:

[MESSAGE Now printing Chapter 7]
 [MESSAGE Load envelope in printer, press P]
 [MESSAGE Insert next disk in drive B]

Rules for Using ^OMM

- A message can contain as many as 79 characters.
- To insert variable data into the message, type a variable name enclosed with ampersands. The variable can be loaded with data from any one of these commands: ^OMA (Ask), ^OML (Load data), or ^OMU (Use).



Option MailMerge Next Copy

See first ^OMR.

To print another copy of the text marked by the previous [REPEAT] command tag.

What You Do	How WordStar 2000 Responds
1 Use ^OMR.	[REPEAT <i>n</i> TIMES]
2 Place the cursor below the text you want copied.	EDITING MENU &name& &address& &city& &state& &zip&
3 Press ^OP to start next copy on a new page.	[PAGE]-----P
4 Press ^OMN.	[NEXT COPY]

The [NEXT COPY] command tag sends MailMerge back to the previous [REPEAT] command tag. MailMerge prints all the text that follows until it reaches the [NEXT COPY] command tag again. It repeats this procedure the number of times you indicated in the Repeat command. For example, if the Repeat command looks like this [REPEAT 5 TIMES], then MailMerge prints five copies of the text between the [REPEAT] and [NEXT COPY] command tags.



Option MailMerge Otherwise

See also ^OMC and ^OME.

To print the text between this command tag and the [END CONDITION] command tag only if the [CONDITION] command tag is false.

What You Do

How WordStar 2000 Responds

- 1 Use ^OMC.

[CONDITION amt > "500.00"]
Because you have over \$500.00 in your account with our bank, you will receive one free chicken.

- 2 Position the cursor on the line of text you want printed if the Condition command is false. In this example, the sentence following the [CONDITION] command tag will be printed if the condition is true. If the condition is false, the sentences following the [OTHERWISE] command tag will be printed.

We are sorry that you are not eligible to receive a free chicken this month. Your account must exceed \$500.00 to be eligible for a chicken.

- 3 Press ^OMO from the Editing Menu.

[OTHERWISE]
We are sorry that you are not eligible to receive a free...

- 4 Use ^OME.



Option MailMerge Repeat Procedure

See also ^OMN.

To print one or more copies of all or part of your master document.

What You Do

How WordStar 2000 Responds

- 1 Place the cursor at the beginning of the text you want repeated.

- 2 Press **^OMR** from the Editing Menu. Repeat how many times?
(Return for end of data)
- 3 Type a number and then press **Return**. [REPEAT *n* TIMES]

or

Press **Return**. [REPEAT UNTIL END OF DATA]
- 4 Use **^OMN**.

To print a copy of the letter or document for each record in the data file, insert a **^OMR** command between **^OMS** (Select file) and **^OML** (Load data), as in the following example:

```
[SELECT DATA FILE customer.dta]
[REPEAT UNTIL END OF DATA]
[LOAD DATA Date,Name,Address,City,State,Zip,Country]
[NEXT COPY]
```

To print multiple copies of each letter, answer the question "Print how many copies?" at the Decisions Screen. MailMerge will print the document the number of times you specified.

You can also specify the number of copies you want printed each time you print the file by using the Ask for command (**^OMA**) as in this example:

```
[ASK FOR number WITH PROMPT "Type the number of copies to print"]
[REPEAT number TIMES]
```

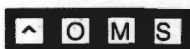
Type the text of your letter and any other commands here.

```
[NEXT COPY].
```

Remember If you press Return after the **^OMR** prompt to request [REPEAT UNTIL END OF DATA], be sure that a [SELECT DATA FILE] command tag precedes the [REPEAT] command tag.

Rules for Using ^OMR

- If you are using information from a data file, put the [REPEAT] command tag after the [SELECT DATA FILE] command tag.
- Each [REPEAT] command tag must have a corresponding [NEXT COPY] command tag.
- The number you enter must be greater than zero or MailMerge will ignore the [REPEAT] command tag.
- You can nest up to eight pairs of [REPEAT] and [NEXT COPY] command tags in a master document.



Option MailMerge Select Data File

See also ^OML.

To tell MailMerge which data file to use.

What You Do	How WordStar 2000 Responds
1 Place the cursor in the command area.	
2 Press ^OMS from the Editing Menu.	Data file to use?
3 Type the name of the data file and press Return . In this example, the name of the data file is mail.dta. If the file is not in your current directory, specify the disk drive or directory name also.	[SELECT DATA FILE mail.dta]

Use the ^OMS command to tell MailMerge which data file to use. Then use the ^OML command to tell MailMerge which fields the file contains.

Rules for Using ^OMS

- Always insert ^OMS before ^OML and before text that includes variable data.
- You can include the directory name, along with the data file name, using up to 63 characters. If you do not specify a directory name, MailMerge uses the current directory at print time.



Option MailMerge Use This Data

To tell MailMerge to insert data you specify with this command for the variable you also specify.

What You Do	How WordStar 2000 Responds
1 Press ^OMU from the Editing Menu.	Field name for data value?
2 Type the name of the variable, in this example, current-date , and press Return .	current-date Data value to use?
3 Type the data that is to replace the variable, in this example, August 1, 1985 .	August 1, 1985 [USE August 1, 1985 FOR current-date]

When you print the document, MailMerge replaces the variable you assigned with the data you specified in this command.

```
[USE Fred Falcon FOR PARTY1]
[USE Eric Eagle FOR PARTY2]
This contract is between &party1& and &party2&.
```

This contract is between Fred Falcon and Eric Eagle.

Rules for Using ^OMU

- Do not put ampersands around a variable name in this command.
- You can use from 1 to 52 characters when typing the data value to replace the variable.
- A variable name can be from 1 to 31 characters (upper- or lowercase letters, numbers, and hyphens) and must begin with a letter.
- You may use as many ^OMU commands as you like.
- You can insert [USE] command tags anywhere in the master document.



Option Note (Footnote)

To enter a footnote and footnote reference in a document.

What You Do	How WordStar 2000 Responds
1 Move the cursor to the place you want a footnote reference.	Sudsy has been rated the mildest hand soap in an important survey of consumers. _
2 Press ^ON. (In this example, the 3 tells you that two previous footnotes have been defined.)	consumers.[FOOTNOTE 3] N _ [FOOTNOTE 3]
3 Type the footnote between the tags. When done, move the cursor outside the tags.	consumers.[FOOTNOTE 3] N Sauber, Hilda, "Soap Survey," N Shopping World, May 1984, N p. 31. N [FOOTNOTE 3] _
4 Continue typing.	[FOOTNOTE 3] This is a good indication that our new advertising is working. <

Footnotes are always printed consecutively at the end of a document. If you want blank lines between them, insert one or more blank lines at the end of each footnote you write. You should insert a page break at the end of your document. (See ^OP.)

On your printed page, a reference to a footnote appears as a superscripted number. If you have turned Option Display off, a footnote appears on the screen as a highlighted number. The previous example looks like this:

consumers.³ This is a good indication that our new advertising is working.

WordStar 2000 automatically numbers footnotes and their references consecutively from the beginning of your document. If you insert or remove a footnote, all following footnotes are renumbered.

Remove a footnote by removing all the text between the tags. The tags disappear. Option Display must be on.

Footnotes conform to the text ruler that is in effect at the end of your document. If you want a different ruler for your printed list of footnotes, do one of the following:

- Define the ruler at the end of your document.
- Define a ruler as part of your first footnote (between the footnote tags).

In either case, the printed footnotes conform to the footnote ruler until WordStar 2000 finds a footnote containing a different ruler. Then the new ruler takes effect.

Although it is possible to insert a ruler for each footnote, the simplest technique is to define one at the end of your document.

A footnote ruler applies only to footnotes and does not affect the regular text.



Option Overtyp

To set the feature that allows you to change text by inserting new text or by typing over existing text. (To turn Overtyp on or off.)

What You Do	How WordStar 2000 Responds
1 Look at the status line. In this case, Overtyp is on.	Over The meeting will take place in
2 Look at the text.	
3 Type next . Notice new characters are typed over old ones.	The nexting will take place in
4 Press ^OO to turn Overtyp off. Look at the status line again.	Insert
5 Type a space followed by meet . Notice new characters are inserted.	The next meeting will take place in

If Overtyping is on, you can type characters over the current characters until a Return, stand-alone tag, or ruler is encountered. At that point text is inserted unless you move the cursor beyond the element. Tabs are inserted even when Overtyping is on.

If Overtyping is off, characters you type are inserted at the current cursor position and the following characters move to the right and down.



Option Page Break

To insert a page break (start a new page) rather than rely on the automatic page break in your format.

What You Do	How WordStar 2000 Responds
1 Move the cursor to the place you want the page break.	the last line. <
2 Press ^OP.	the last line. < [PAGE]-----P
3 Look at the new page number in the status line.	Page 21

To remove the [PAGE] tag and thus the page break, use ^RW or ^RE.



Option Repeat Next Key

To repeat commands or text that you type until you press a key to stop.

What You Do	How WordStar 2000 Responds
1 Press ^OR. Look at the question.	Type the keystrokes or commands to repeat. (Press ^Q to end)

- 2 Type text or commands you want to repeat. (In this example, press **^CN +** to move through the footnotes.) repeat. (Press **^Q** to end) **^CN +**
- 3 Press **^Q**. Look at the footnotes until the cursor reaches the one you want. [FOOTNOTE 1] N
[FOOTNOTE 2] N
- 4 Press the Spacebar to stop. [FOOTNOTE 18]The comments of N
Dr. D. Menscha of the Science N
Institute. N
[FOOTNOTE 18]

The maximum length of the commands or text to be repeated is seven lines.

The speed at which a command repeats may vary from 1 (fast) to 9 (slow). The normal speed is 3. You can change the speed as **^OR** executes by typing a number from one to nine.

The **^OR** command is useful with the cursor movement (**^C**) and remove (**^R**) commands. For example, **^OR^CP + ^Q** moves the cursor forward in your document one page at a time, and **^OR^RP^Q** removes paragraphs repeatedly. (Only the last paragraph can be restored using **^U**. See **^U**.)

Note: You can use **^CN18** instead of the **^OR** command if you know that the footnote you are looking for is number 18.

Commands for Editing ^OR Text and Commands

Command	Purpose
^A or Prev	To move cursor left one word.
Backspace	To remove character to left of cursor.
^D or →	To move cursor right one character.
Dlete Char	To remove character at cursor.
^E or ↑	To move cursor up one line.
^F or Next	To move cursor right one word.
^Q	To end commands and text to be repeated.
^R	To remove a line of text.
Return	To end a paragraph.
^S or ←	To move cursor left one character.
^X or ↓	To move cursor down one line.



Option Spelling Check

See also **S Spelling Check** and **^OB**.

To check the spelling in your document.

What You Do

- 1 Press **^OS**.
- 2 Perform the spelling check operation of your choice.

How WordStar 2000 Responds

SPELLING CORRECTION MENU

Remember Once you have run a spelling check, be sure to save your corrections by pressing **^QS** or **^QP**.



Option Spelling Check Paragraph



To have CorrectStar™ check a particular paragraph only.

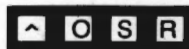
What You Do

How WordStar 2000 Responds

- 1** Press **^OSP**.

SPELLING CORRECTION MENU

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



Option Spelling Check Rest of Document



To have CorrectStar check the spelling of additions to your text only.

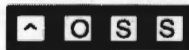
What You Do

How WordStar 2000 Responds

- 1** Place the cursor at the beginning of the addition and press **^OSR**.

SPELLING CORRECTION MENU

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



Option Spelling Select Personal Dictionary

To change or create a new Personal Dictionary to use for your spelling check.

What You Do

How WordStar 2000 Responds

- 1** Press **^OSS**.

CHOOSE A NAME SCREEN
Directory of Personal
Dictionaries

- | | |
|--|--|
| <p>2 To use an existing dictionary, transfer the name to the answer line and press Return.</p> <p>To create a new dictionary, type the name and press Return.</p> | <p>Personal dictionary to use?
The named dictionary becomes the current Personal Dictionary</p> <p>Create new personal dictionary?</p> |
| <p>3 Press Y for yes.</p> | <p>EDITING MENU</p> |

Whenever you start the spelling check, enter the name of the document you wish to check and then the name of the Personal Dictionary you wish to use. If you simply press **Return**, you are accepting the default Personal Dictionary. This is either the last Personal Dictionary you used in the current editing session or the one specified when you installed CorrectStar.

The first time you use CorrectStar it will create a Personal Dictionary called **personal.dct**.

^ O S W Option Spelling Check Word

To check the spelling of the word on which the cursor is resting.

- | What You Do | How WordStar 2000 Responds |
|--|---|
| <p>1 Move the cursor to the word and press ^OSW.</p> | <p>SPELLING CORRECTION MENU
Suspect word:
Suggestion:</p> |
| <p>2 Press Return to correct as suggested.</p> | <p>EDITING MENU</p> |

When CorrectStar returns to the Editing Menu, the cursor rests on the first letter of the next word. If you were to press **^OSW** again, CorrectStar would check the spelling of the next word.

The cursor can be anywhere on the word you want to check. If the cursor is on a blank space, CorrectStar checks the next word. If CorrectStar is at the end of the file, it will return you to the Editing Menu.



Option Unprinted Comment

To insert a comment in text that shows onscreen but won't appear when the document is printed.

What You Do	How WordStar 2000 Responds	
1 Press ^OU.	[COMMENT]	C
	—	C
	[COMMENT]	C
2 Type your comment between the tags.	[COMMENT]	C
	The next paragraph	C
	has been checked by	C
	our attorneys. Don't	C
	change it. —	C
	[COMMENT]	C
3 When done, move the cursor outside the tags.	change it.	C
	[COMMENT]	C
	—	

To remove a comment, remove the text between the tags.



Option Window

See also ^CW, ^QS, and ^QA.

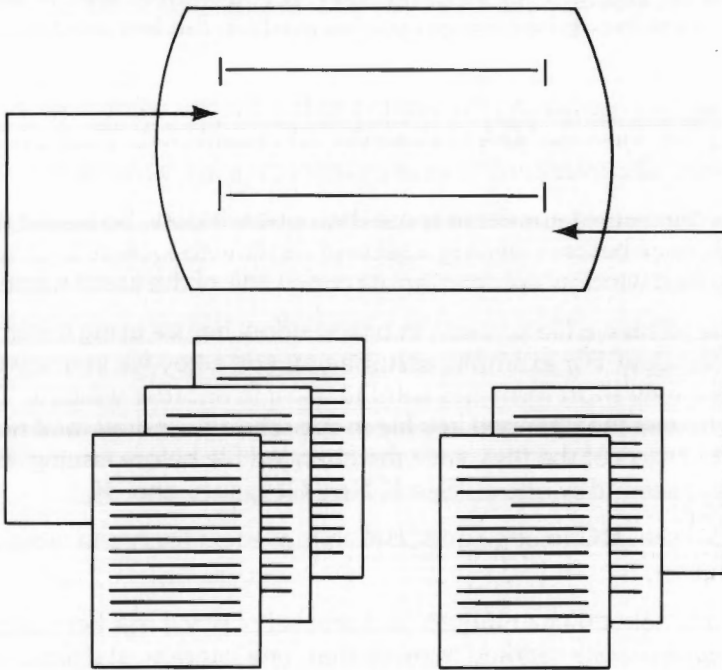
To open another window on a document or file.

What You Do	How WordStar 2000 Responds	
1 Press ^OW. Read the question.	CHOOSE A NAME SCREEN Document to edit or create?	
2 Move the highlighting to the document you want in the new window. (Or type the name of a new document, press Return , and choose a format.)	memo120	letter.txt

- 3** Press **Return**. Look at the new window at the bottom of the screen.

	▼	
To: Staff		<
From: The Boss		<

A window is a handy tool for editing two or three documents at the same time or for looking at several places in the same document as you edit.



A ruler line indicates the top of each window.

The information in the status line applies to the window that currently contains the cursor. To work with a document in a different window, move the cursor there. (See **^CW**.)

Sometimes a menu may temporarily cover the top window. However, as soon as you finish the command, the window reappears.

To close a window, use the **^Q** commands.

Rules for Using Windows

- You can have up to three windows open at a time.
- If you open more than one window on the same existing file, you should edit only one window because changes you make in one window are not visible in the other windows.

If you want to see the changed version in a second window, use **^QC** to save the changes before using **^OW**. If you want to see the version of the file without the changes you've made in the first window, just use **^OW**.

The window containing the version of the file you want to save must be closed last. First use **^QA** to close the other windows. Then use one of the other **^Q** commands to save the file in the last window.

- A new file cannot appear in more than one window. So save a new file at least once before opening a second window to look at it. Otherwise, the second window contains another new file of the same name.
- Be sure to save a file you edit in one window before using it from another window. For example, assume you edit a key file in one window to add a new short form and want to use it in another window. To make sure you use the changed key file in the second window (and not an earlier version of the file), save the changed file before issuing **^KU** from the second window. (See **K Key Glossary** and **^K**.)
- You can use **^BC** to copy and **^BM** to move text from one window to another.
- Only one set of block markers and one set of place markers exist. You can't have a block marked in more than one window at a time. (See **^B**.) You can't set the same place marker in more than one window. (See **^CM**.)

Overstrike Print See **^PO**.

Overtyping See **^OO**.

Page Break See **^OP**.

Page Number See **^OA**, **^CP**, and **F Format Design**.

Pause During Printing See **^PP**.

P Print a File

To print a document.

What You Do	How WordStar 2000 Responds
1 At the Opening Menu, press P . Read the question.	CHOOSE A NAME SCREEN Document to print?
2 Move the highlighting to the document you want to print. *	memo120 letter.txt
3 Press Return . Follow the instructions.	DECISIONS SCREEN Begin printing on what page? 1
4 Complete the questions or press ^Q to accept all default answers.	OPENING MENU

Use the basic method for changing answers to questions that is described in "To Reply to a Series of Questions," p. 12. See the Print Decisions Table below for tips on answering the questions asked when you print a document.

See **^QP** for a shortcut method of printing a document.

*The default document is the last one you edited.

Print Decisions Table

Questions and Default Answers

Valid Answers and Tips

Begin printing on
what page? 1

Any screen page in your document.

Stop printing
after what page?
(L for LAST) L

The number you gave in the previous question
or of any following page.

Print how many
copies? 1

Your answer must be between 1 and 1000.

Pause between
pages for paper
change? (Y/N) N

Y (yes) if using single pages for paper sheets,
for example, letterhead. At the end of each
page, you'll see PRINT PAUSE in the status
line on the screen. After you change the paper,
press any key to resume printing. If you reply
Y, you should reply **N** to the "Print and con-
tinue working? (Y + N)" question below. **N** (no)
if printing continuously on form feed paper.

Obey page
formatting
commands?
(Y/N) Y

Y (yes) to print your document with formatting
(a finished document). **N** (no) to print your
document with formatting tags visible (a draft).
(For example, the [PAGE] and [JUSTIFY ON]
tags appear.)

Send document to
Printer or Disk
file? (P/D) P

P (printer) to print the document. **D** (disk) to
send the document to a disk file. If you press
D, you'll see the question "Disk file to send
document to?" along with a directory. Type or
choose the name of the disk file and press
Return.

The resulting disk file contains regular ASCII
text with no commands or control codes in-
serted; many formatting commands will not
take effect if the document is printed at a later
time.

-continued-

Print Decisions Table (continued)

Questions and Default Answers	Valid Answers and Tips
Print and continue working? (Y/N) Y*	D is useful for sending a WordStar 2000 document via electronic mail or for communications, or transferring text to another word processor. If you only want to copy the file, use C at the Opening Menu instead. Y (yes) to prepare your document for printing while you continue to use WordStar 2000. The document goes to the print queue. N (no) to wait until your document is printed before continuing your work. You must be working at the main console** to print directly.

You can interrupt printing. When a document is printing, this message is on the screen:

Printing *filename*. Press P to interrupt.

What You Do	How WordStar 2000 Responds
1 Press P . Read the question.	Printing is interrupted: Continue or Abandon? (C/A) C
2 Press C or Return to continue printing. Press A to stop printing.	OPENING MENU

*You should press **N** if you are printing a document that uses the **PP** command or you are pausing between pages.

**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.

If you answer **N** to the "Print and continue working?" question, you can interrupt the actual printing activity because you are bypassing the office print queue. However, if you answer **Y**, you can only interrupt the placing of your document into the print queue. If you then abandon printing, the part of your document that has already gone to the print queue will be printed. See your *AT&T UNIX™ PC Owner's Manual* for more information about the print queue.

^P Print Enhancements

A print enhancement is any special printing effect such as boldfaced characters and underlining. (See pp. 134-147 for the procedure of each print enhancement.)

Points to Keep in Mind

- You can specify print enhancements as you type or insert them in text you have already typed.
- The availability of highlighting, ribbon colors, paper trays, and fonts depends on the printer you are using. If a printer is not capable of creating the printing effect you request, the command is ignored.

For information about using print enhancements on your printer, see the *Installation Guide*.

- You can use the installation program to customize WordStar 2000 for your printer. The defaults for print enhancements such as fonts are also determined by the installation program.

- To remove a print enhancement that turns on and off, remove each tag with **^RC**, Backspace, or Delete Char. The tags must be displayed for you to remove them unless you remove adjacent or surrounding text.
- You can combine print enhancements, for example, underline bold-faced text or print a superscript in color with underlines.

To Use Print Enhancements in Columns

If you enhance the printing of column headings, enter the print commands after you have aligned the headings and finished your table. Or turn off the display of print enhancement tags (**^OD**) when you check the alignment. Print enhancement tags push text to the right on the screen.

If you use the same or similar headings for several different tables, you can define an entry in a key glossary for each heading. (See **^KD**.)

To make sure that the print enhancement for a single column affects only that column, you must enter a pair of commands on each line of the column that requires special printing. For example:

Text Onscreen

Chicago Cubs	[B]5[B]
Atlanta Braves	[B]4[B]
San Francisco Giants	[B]8[B]
Lake Wobegon Whippets	[B]0[B]

The Printed Result

○		○
○	Chicago Cubs 5	○
○	Atlanta Braves 4	○
○	San Francisco Giants 8	○
○	Lake Wobegon Whippets 0	○

Caution Do not place the beginning command on one line and the end command several lines below, or you will enhance the print of the other columns.

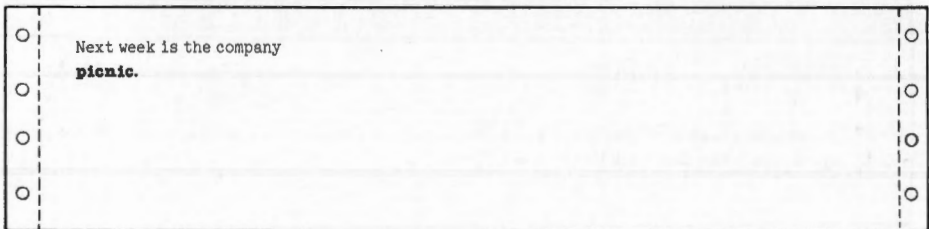


Print Boldface

To mark the beginning or end of text you want printed in boldface.

What You Do	How WordStar 2000 Responds
1 Press ^PB .	Next week is the company [B] _
2 Type the text to be boldfaced.	Next week is the company [B]picnic _
3 Press ^PB again.	Next week is the company [B]picnic[B] _

The printed result follows:





Print Color

To mark the beginning of text you want printed in a particular color or to select other printer features if your printer does not print colors.

What You Do	How WordStar 2000 Responds
1 Press ^PC .	
2 Read the question.	Ribbon color to use?
3 Move the highlighting to the color you want.	BLACK RED
4 Press Return . Look at the tag.	[RED] _
5 Type the text.	[RED]CAUTION: Keep out of the reach of children. _
6 To change colors again, repeat steps 1-4 using a different color name (for example, black).	reach of children.[BLACK] _

The printed result follows:

○	CAUTION: Keep out of the reach of children.	○
○		○
○		○
○		○

If you cannot print colors on your printer, the **^PC** command controls other printer features such as selecting a socket for a font module or selecting normal or italic mode on your printer. See the *Installation Guide* for information about using the **^PC** command with various types of printers.



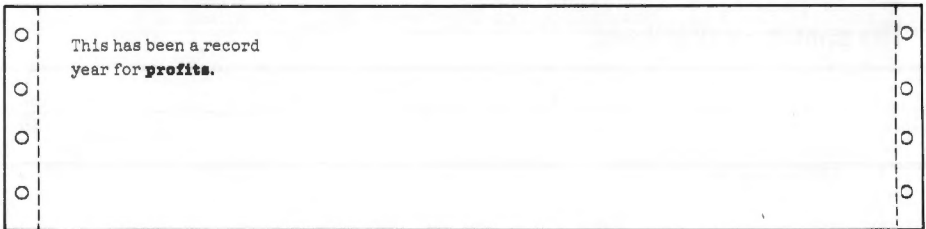
Print Emphasis

To mark the beginning or end of text that you want emphasized when printed.

What You Do	How WordStar 2000 Responds
1 Press ^PE .	This has been a record year for [E]_
2 Type the text to be emphasized.	This has been a record year for [E]profits_
3 Press ^PE again.	This has been a record year for [E]profits[E]_

The effect of print emphasis depends on the printer you are using. Emphasized text may look like boldfaced double strike or some other special effect. See your printer manual for information.

The printed result follows:



If your printer can't print boldface, you may use emphasis instead.

On some printers, you may need to use **^PF** to change the character width when printing with emphasis.



Print Font

See also **^PC**, **^PP**, and **F Format Design**.

To mark the beginning of text that you want printed in a particular style of type or to change the character pitch.

What You Do	How WordStar 2000 Responds
1 Press ^PF .	this proverb: < - <
2 Look at the question.	Font to use?
3 Move the highlighting to the font you want.	GOTH15-12CPI GOTH15-15CPI GOTH15-20CPI NON PS10 NON PS12 NON PS15
4 Press Return .	[GOTH15-12CPI] _ <
5 Type the text.	[GOTH15-12CPI]In multitudes of... < Surely some mistakes < -
6 To change fonts again, repeat steps 1-4 using some other font name (in this example, NON PS10).	Surely some mistakes < [NON PS10] _

The method for changing fonts varies from printer to printer. In addition to using **^PF**, you may need to use **^PP** to allow you to pause and change the print wheel or font module. You may also need to use **^PC** to indicate which socket the font module is in or to select some other feature required for a font change. See the *Installation Guide* for the method of changing fonts on various types of printers.

The printed result follows:

○	this proverb:	○
○	In multitudes of words	○
○	Surely some mistakes	○
○		○
○		○

Caution If you create a document on a system installed with one type of printer and then print the document on a system with a different type of printer or with the fonts installed differently, the fonts you have selected may not print in the same way. (See the *Installation Guide*.)

See "Fonts," p. 54, for information about using proportional fonts.



Print Height (Line Spacing)

See also **F Format Design**.

To mark the beginning of text you want printed with a particular line height. (To change the spacing between lines.)

What You Do	How WordStar 2000 Responds
1 Move the cursor to the first line to be printed with the new line height.	gave us these immortal lines to remember: < —
2 Press ^PH . Read the question.	Line height (spacing)?
3 Move the highlighting to the Lines Per Inch you want, in this case, 3 (doublespace).	6.00 LPI 2.00 LPI 3.00 LPI 4.00 LPI 6.00 LPI 8.00 LPI
4 Press Return .	remember: < [3.00 LPI]

- | | | | |
|----------|---|-----------------------|---|
| 5 | Type the text you want printed in the new line height. | [3.00 LPI] | < |
| | | Water and Words... | < |
| | | Easy to pour | < |
| | | Impossible to recover | < |
| | | _ | |
| 6 | To change line height again, repeat steps 1-4 choosing another line height, in this example, 6 lines per inch (single space). | Impossible to recover | < |
| | | [6.00 LPI] _ | |

The printed result follows:

○	gave us these immortal lines to remember:	○
○	Water and Words...	○
○	Easy to pour	○
○	Impossible to recover	○
○		○

The format you choose for a document determines the initial line height. (See "Design of the Printed Page," p. 57.) If you change the line height in the middle of a line, WordStar 2000 inserts an end-of-paragraph on the current line, inserts the tag on the next line, and moves the cursor and the remaining characters to the following line.



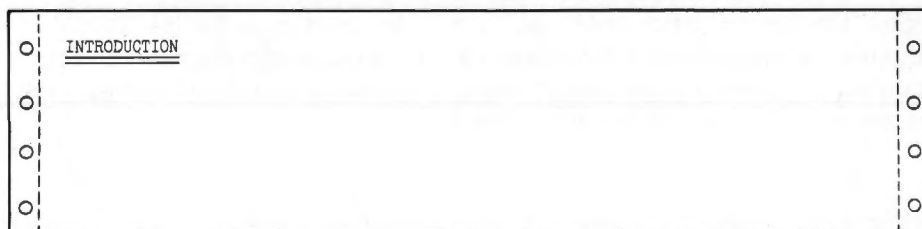
Print No New Line

See also **^PS** and **^PU**.

To mark two lines of text that you want printed on the same line. (To print a line of text on top of the previous one.)

What You Do	How WordStar 2000 Responds
1 Type the first line. (In this example, ^PU is also used to underline a title.)	[U]INTRODUCTION[U] _
2 Press ^PN . Look at the hyphen in the flag column. (In this example, Option Display is off.)	[U]INTRODUCTION[U] - -
3 Type the second line. Press Return . (In this example, ^P - is also used to type a subscripted underline.)	[U]INTRODUCTION[U] - [-] _____ [-] < -

The printed result follows:



In this example, a double underline is created by printing a second underline below the first one.

If you insert **^PN** in an existing line of text, the text following the cursor moves to the next line and will print over the text to the left of the cursor.

Tip If your printer can't underline, strike over, or print boldface, you can use **^PN** to create the same printed result as these enhancements.

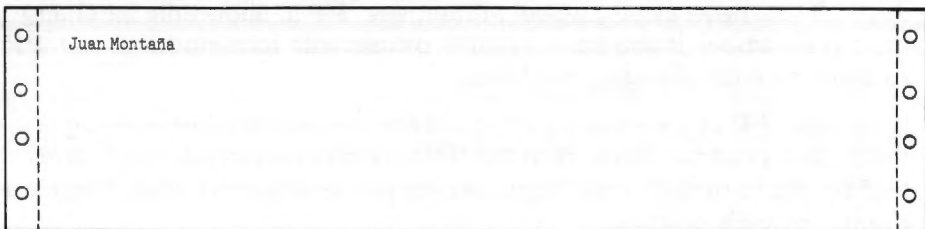


Print Overstrike

*To create special characters by printing two characters in the same space.
(To print a character over the previous one.)*

What You Do	How WordStar 2000 Responds
1 Make sure the cursor is positioned one space after the character to be printed over.	Juan Montan _
2 Press ^PO .	Juan Montan[O] _
3 Type the character to be printed over the previous one. Then continue typing.	Juan Montan[O]~a _

The printed result follows:



On some printers, you may need to enter the tilde (~) as a superscript to raise it above the n, for example, Montan[O][+] ~ [+] a. (See **^P + .**)

Here are some more examples of what you type and how it appears when printed:

^PO^	↑
= ^PO	≠
= ^PO/	≠

If you enter a series of **^PO** commands, several characters will land on top of each other, for example:

H^POI^PON^POZ ☒



Print Pause

See also ^PC and ^PF.

To mark a place where you want the printer to pause during the printing of a document so you can do some manual task.

What You Do	How WordStar 2000 Responds
1 Make sure the cursor is at the beginning of a line following an end-of-paragraph. Press ^PP. Look at the tag.	[PAUSE] <

When you print your document, the printing will pause when the pause command tag is encountered. The following message appears at that time:

Printing is paused
Press the Spacebar to continue.

Tip If you have a daisy wheel printer, use ^PP to allow time for changing a print wheel. If you have a matrix printer with font modules, use ^PP to allow time for changing modules.

If you use ^PP in your document, print the document while working at the system console. Reply **N** to the "Print and continue working?" question on the Print Decisions Screen so the pause will occur when the document is actually printing.



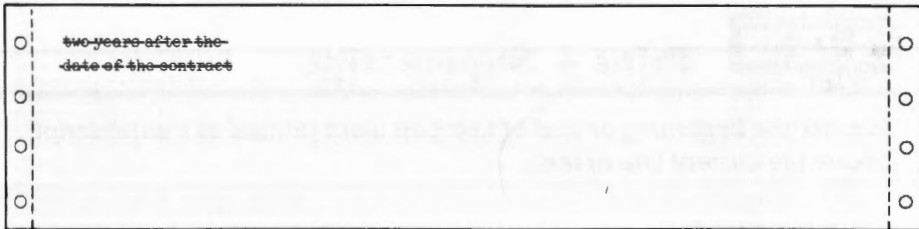
Print Strikeout

To mark the beginning or end of text you want crossed out with hyphens when printed.

What You Do	How WordStar 2000 Responds
1 Position the cursor on the first character to be crossed out.	two years after the date of the contract

- | | | | |
|----------|--|---|---|
| 2 | Press ^PS . | [S]two years after the
date of the contract | |
| 3 | Move the cursor one space
beyond the last character to be
crossed out. | [S]two years after the
last date of the contract _ | |
| 4 | Press ^PS again. | [S]two years after the
date of the contract[S] _ | < |

The printed result follows:



Tip The **^PS** command is useful for making corrections visible. Revisions for legal documents, for example, often show deleted text.



Print – Subscript

To mark the beginning or end of text you want printed as a subscript (below the current line).

What You Do

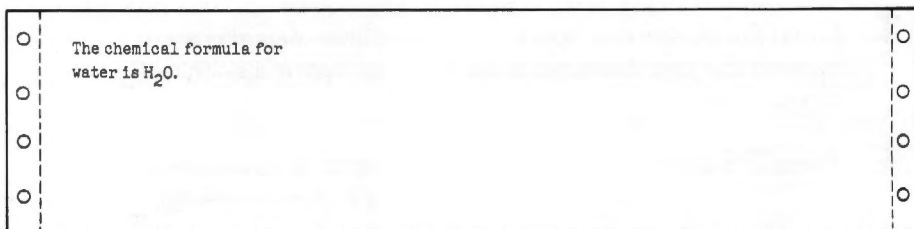
- 1** Press **^P –**.
- 2** Type the subscript, press **^P –** again, and continue typing.

How WordStar 2000 Responds

The chemical formula for water is H[–] _

The chemical formula for water is H[–]2[–]O. _

The printed result follows:



Tip Subscripts are useful for scientific notation and mathematical equations.

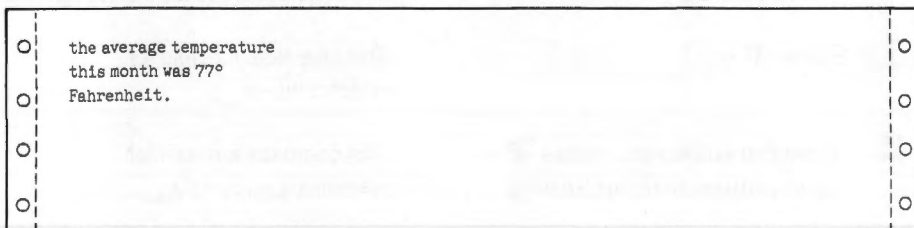


Print + Superscript

To mark the beginning or end of text you want printed as a superscript (above the current line of text).

What You Do	How WordStar 2000 Responds
1 Press ^P+.	the average temperature this month was 77[+] _
2 Type the superscript, press ^P+ again, and continue typing.	this month was 77[+]o[+] Fahrenheit. _

The printed result follows:



Tip Superscripts are useful for mathematical equations.



Print Tray

To direct your printer to change the type of paper.

What You Do

How WordStar 2000 Responds

1 Assume your printer is set for plain paper. Position the cursor before the text to be printed on the new type of paper. (In this example, at the beginning of a two-page notice.)

Thank you for your request
for information on our new

2 Press **^PT**. Read the question.

Paper tray to use?

3 Move the highlighting to the type of paper you want (in this case, letterhead).

LETTERHEAD PLAIN PAPER

4 Press **Return**. Look at the tag, and then continue typing.

[LETTERHEAD]
Thank you for your request
for information on our new

5 Position the cursor at the end of the last page to be printed on the current type of paper.

[PAGE]-----P

6 Press **^PT** and repeat steps 3 and 4. (In this example, plain paper is used for the second page of the letter.)

[PLAIN PAPER]
[PAGE]-----P

To determine which tray should contain the letterhead paper, see your printer manual.



Print Underline

To mark the beginning or end of text that you want underlined when printed.

What You Do	How WordStar 2000 Responds
1 Press ^PU.	in the _
2 Type the text to be underlined.	in the [U]New England Journal of Medicine _
3 Press ^PU again.	in the [U]New England Journal of Medicine[U] _

The printed result follows:

○	in the <u>New England</u>	○
○	<u>Journal of Medicine</u>	○
○		○
○		○

The format you are using determines whether spaces between words are underlined in the printed document.

On some monitors, the underline appears on your screen. Spaces are always underlined between words on the screen.



Print Word Grouping

To mark words you want kept together on the same line when printed.

What You Do

How WordStar 2000 Responds

- 1** Move cursor one space beyond the first word to be grouped.

The new product will be called the Model

- 2** Press **^PW**. Then type the second word.

The new product will be called the Model[W]85.

No matter how this paragraph is re-formed, the phrase Model 85 will always be on the same line and separated by at most one space.

You can insert **^PW** between words you have already typed, but you should delete any other spaces between them.

Tip The **^PW** command is useful for proper names and dates (for example, Mr.[W]D.[W]Ivan[W]Druid or January[W]3,[W]1984).

If you have turned Option Display off (**^OD**), the [W] tag is replaced by a space on your screen.

Q Quit WordStar 2000

To stop using WordStar 2000.

What You Do

How WordStar 2000 Responds

- 1** At the Opening Menu, press **Q** to quit WordStar 2000.

^Q Quit Editing

The ^Q commands save or abandon your changes. You can continue editing or return to the Opening Menu. You use ^Q commands to close a window.

Each ^Q command is described in the following pages. If you use one of the commands that saves your changes, a backup file is created unless you are saving the file for the first time. Saving your work periodically allows you to retrieve a recent copy if the current version suddenly becomes garbled or lost.

Backup Files

When you begin editing an existing file, a working copy is written into your computer's memory. The permanent file remains on your disk, unaltered.

If you tell WordStar 2000 to save the edited file, the working copy is written onto the disk and is given the name of the previous permanent file. The old file becomes a backup file with the extension *.wb* (*filename.wb*). Here's what happens to your disk:

1. The previous *filename.wb* (if any) is erased.
2. The old file, *filename*, without changes, is renamed *filename.wb*.
3. Your working copy (including current changes) is written to a disk file with the previous permanent file's name, *filename*; it becomes the "permanent" file for your next editing session.

The first time you save a new file, you'll have only one permanent file. After subsequent save commands, however, you will have two versions of the file, the most recent one and the previous one.

Note: You can't edit a backup file. If a permanent file is lost or damaged, use the Copy command at the Opening Menu to copy the backup file to a new file with the same filename as the file you want to recover. You can then edit the file.

Quit and Abandon Changes

To return to the Opening Menu without saving a new document or changes you have made since the last time you saved the document.

What You Do	How WordStar 2000 Responds
1 Press ^QA . Read the question.	This document has been changed. Abandon anyway? (Y/N)
2 Press Y if you're sure you don't want to save your changes.	OPENING MENU
Press N if you change your mind.	EDITING MENU

If you abandon your changes, the current copy disappears, but the previous version of the file—without your latest changes—remains on the disk.

Use this command when it is too much work to correct a mistake. For example, suppose a misdirected command produces confusion in the working copy of your file. Abandoning the current version may be easier than correcting a major mistake.

Remember ^QA throws out all changes made to the current version, not just the ruined portions. If you have added new text that you do want to save, use ^BW to copy it to a separate file. Then use ^QA. Later you can copy the new text back into the previous version of your file.



Quit and Continue

To quit editing, save your document on disk, then continue editing.

What You Do

- 1 Press ^QC.

How WordStar 2000 Responds

the latest figures show
our product is selling
well.

<

Your document is saved and you return to the place that you were editing when you issued this command.



Quit and Print

To quit editing, save your document on disk, print it, and return to the Opening Menu.

What You Do

- 1 Press ^QP.

How WordStar 2000 Responds

DECISIONS SCREEN
Begin printing on what page?

With this command, you can save your file and automatically jump to step 3 of the **P Print a File** procedure.

You can't use this command when you have more than one window open. WordStar 2000 will ignore it.



Quit and Save Changes

To quit editing, save your document on disk, and return to the Opening Menu.

What You Do

- 1 Press **^QS**.

How WordStar 2000 Responds

OPENING MENU

R Remove a File

To remove a file from a disk.

What You Do

- 1 At the Opening Menu, press **R**. Read the question.
- 2 Move the highlighting to the file you want to remove.
- 3 Press **Return**. Read the question.
- 4 Press **Y** if you are sure you want to remove the file.

Press **N** (or press **Return**) if you change your mind. Then choose a different file or press **Cancel**.

How WordStar 2000 Responds

CHOOSE A NAME SCREEN
File to remove?

memo120 letter.txt

Are you sure? (Y/N) N

OPENING MENU

File to remove?

If the file you are removing is not in the file location displayed in the status line, type the full filename including the directory (for example, /memos/memo120). (See also "To Change the Directory Temporarily," p. 10.)

You can remove only one file at a time.

Don't remove the backup file (.wb) until you're sure you have removed the correct main file. The backup file allows you to recover text that you accidentally removed. When you are sure you don't need the backup file anymore, remove it in order to save disk space. (See "Backup Files," p. 148.)

^R Remove Text

WordStar 2000 provides several commands for removing text. You can remove a single character, word, whole or partial line, or paragraph. You can also remove several paragraphs or pages marked as a block.

To remove a tab character, use **^RC**, Delete Char, or Backspace.

Remember You can use **^U** to return the most recently removed text to your document (with the exception of characters removed using **^RC**, Delete Char, or Backspace).



Remove Block

To remove a large amount of text as a block.

What You Do

How WordStar 2000 Responds

- 1 Mark the block to be removed.
(In this example, a long list is removed.)

```

sales were best in:      <
                          <
Alabama $550,000         <
Colorado $276,000        <
Delaware $198,000        <
                          <
                          .
Utah $453,000            <
                          <
All other states fell
  
```

- 2 Press **^RB**. See the text re-form automatically.

```

sales were best in:      <
Alabama $550,000         <
All other states fell
  
```

The block markers are also removed.

To remove a column, first use **^BV**, **^BB**, and **^BE** to mark the column as a block.

Caution To avoid accidental deletions, hide the block between operations (turn **^BD** off). Save or copy your document before removing large sections of text.



Remove Character

To remove the character at the cursor position.

What You Do

How WordStar 2000 Responds

- 1 Place the cursor at the character you want to remove.

```

The meeting will be
  
```

- 2 Press **^RC**. See the text re-form automatically.

```

The meeting will be
  
```

You can use the Backspace key to remove the character preceding the cursor.

The ^U command does not undo the removal of a character. ^RC does not affect the Undo buffer.

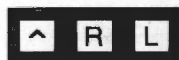
^RC does not remove a stand-alone tag. Use ^RW, ^RE, or ^RP.



Remove Entire Line

To remove the current line (the one containing the cursor).

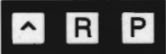
What You Do	How WordStar 2000 Responds
1 Place the cursor anywhere on the line you want to remove.	The new advertising campaign has been quickly and cleverly launched. <
2 Press ^RE. See the text re-form automatically.	The new advertising campaign has been launched. <



Remove Left Side of Line

To remove characters from the cursor position to the left end of a line.

What You Do	How WordStar 2000 Responds
1 Place the cursor at the character following the last one you want to remove.	The new advertising campaign has been quickly and cleverly launched. <
2 Press ^RL. See the text re-form automatically.	The new advertising campaign has been cleverly launched. <



Remove Paragraph

To remove the paragraph that contains the cursor.

What You Do

How WordStar 2000 Responds

- 1 Place the cursor anywhere in the paragraph you want to remove.

completed. <
<

To digress, my trip
was pleasant. What
a change from the
office!

<
<

The next tour will

- 2 Press **^RP**. See the text re-form automatically.

completed. <

The next tour will

<

A paragraph may be one blank line ending with a Return.



Remove Right Side of Line

To remove characters from the cursor position to the right end of a line.

What You Do

How WordStar 2000 Responds

- 1 Place the cursor at the first character you want to remove.

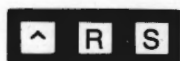
The new advertising
campaign has been
quickly and cleverly
launched.

<

- 2 Press **^RR**. See the text re-form automatically.

The new advertising
campaign has been
quickly launched.

<



Remove Sentence

To remove the sentence that contains the cursor.

What You Do

How WordStar 2000 Responds

- 1 Place the cursor anywhere in the sentence you want to remove.
- 2 Press **^RS**. See the text re-form automatically.

attend. If you have
a schedule conflict,
please call me by
Monday morning. The
agenda is quite long

attend. The agenda
is quite long so try

To remove the last part of a sentence (from the cursor to the following period), press **^RS**. The period you insert ends the sentence to the left of the cursor and the **^RS** command removes the old sentence ending.



Remove To a Character

To remove characters from the cursor position to the next instance of the character you specify.

What You Do

How WordStar 2000 Responds

- 1 Place the cursor at the first character you want to remove.
- 2 Press **^RT**. Read the question.
- 3 Type the character that follows the last character you want to remove (in this case, a colon is typed).

The investigation took
into consideration the
following factors:

<

Remove from cursor to what character?

Remove from cursor to what character? :

- 4** See the text re-form automatically. The investigation : <

Tip Here are some ways to use **^RT**:

^RT Spacebar	To remove the end of a word
^RT .	To remove the end of a sentence
^RT Return	To remove the end of a paragraph

Note: WordStar 2000 stops before the next paragraph or page break, whichever it encounters first. Use **^RT** again to continue removing text.

Ruler Line See **^T** Tabs and Margins.



Remove Word

To remove the word that contains the cursor or to remove spaces between words.

What You Do

How WordStar 2000 Responds

To remove the word that contains the cursor:

- | | |
|---|--|
| <p>1 Place the cursor at any character of the word you want to remove.</p> | <p>If you will <u>not</u> be able to attend let me know as soon as</p> |
| <p>2 Press ^RW. See the text re-form automatically.</p> | <p>If you will <u>be</u> able to attend let me know as soon as you</p> |

To remove spaces between words:

- | | |
|---|--|
| <p>1 Place the cursor at the first space you want to remove.</p> | <p>What are _ we going to do when</p> |
| <p>2 Press ^RW.</p> | <p>What are we going to do when <u>the</u> new</p> |

Tip To remove the end of a word, press **^RT** Spacebar or Spacebar **^RW**.

Repeat a Command See ^OR.

Replace Text See ^L and ^N.

Ribbon Color See ^PC.

Save Text See ^QC, ^QS, and ^QP.

Scroll See ^CD and ^CU.

Set a Marker See ^CM.

Short Form Keys, Using See K and ^K Key Glossary.

Sort Text See ^BS.

S Spelling Check

See also ^OS and ^OB.

To check the spelling of your entire document.

What You Do

- 1** At the Opening Menu, press **S**.

How WordStar 2000 Responds

CHOOSE A NAME SCREEN
Document to Spell Check?

Remember Once you have run a spelling check, be sure to save your corrections by pressing ^QS or ^QP.

CorrectStar Dictionaries

Main Dictionary

The Main Dictionary comes from the best-selling *American Heritage Dictionary*, published by the Houghton Mifflin Company. The Main Dictionary contains over 65,000 words—an estimated 99% of the most commonly used words in the English language.

The dictionary itself resides on the hard disk, where it takes up about 308K bytes of disk space. The Main Dictionary cannot be altered from either WordStar 2000 or CorrectStar.

Internal Dictionary

The Internal Dictionary contains 9,000 of the most common words in the English language—about 89% of the words in an average document.

The Internal Dictionary is loaded into the computer's internal memory when you first start to run CorrectStar. When CorrectStar searches your text for misspellings, it goes to this dictionary first before looking through the Main Dictionary. Most of the time it will find what it wants instantly without having to take the time to search the disk. This step contributes greatly to the speed that characterizes CorrectStar.

The Internal Dictionary takes up about 35K bytes of disk space. It resides on the hard disk along with the Main and Personal Dictionaries.

Personal Dictionary

CorrectStar allows you to create Personal Dictionaries to store names and words commonly used in your business but not found in the Main Dictionary. These might include proper names or legal or medical terms, for example. Personal Dictionaries can be up to 1,500 words each—approximately 18K bytes of disk space.

The first time you use CorrectStar, it will ask you "Create new personal dictionary?" When you answer affirmatively, CorrectStar will create one called personal.dct.

Creating Multiple Personal Dictionaries

You can create multiple Personal Dictionaries on the hard disk. Give each dictionary a different name and indicate your choice from the Options Menu.

Depending on your equipment, you may encounter limitations in creating Personal Dictionaries. The first limitation is the Personal Dictionary's need for 8K bytes of random access memory (RAM). This limits a Personal Dictionary to 1,500 words (32 character maximum length per word).

The next limitation is disk space. You can create 1,500-word Personal Dictionaries up to the limits imposed by your disk's capacity.

What If Your Dictionary Fills Up?

CorrectStar lets you know when your Personal Dictionary fills up.

If you start CorrectStar and press **A** when the Personal Dictionary is full, the following message appears:

Can't add more words to Personal Dictionary.

*** Press CancI.

Once you press CancI, you can still run CorrectStar. However, every time you attempt to add words to your dictionary, you will see this message again.

CorrectStar ignores your attempt to add a word to the dictionary, thus preventing an overloaded disk.

If you do fill up your Personal Dictionary, you can do one of two things:

1. Split up your Personal Dictionary into smaller dictionaries. Then use the proper Personal Dictionary (legal, medical, etc.) for the text you're editing.

Note: If you anticipate having functionally different Personal Dictionaries, it would be better to start off creating them in this manner.

2. Edit the Personal Dictionary with WordStar 2000 to remove words and names that are no longer relevant to your work. Unlike the Main and Internal Dictionaries, the Personal Dictionary is a text file that can be edited just like any other unformatted file. From WordStar 2000's Opening Menu, press **E** and specify the Personal Dictionary as the document to edit. Then go through it line by line and delete any names or words you no longer need.

Commands from the Spelling Correction Menu

A Add to Personal Dictionary

To add a word that CorrectStar doesn't recognize to your Personal Dictionary.

What You Do

- 1 Press **A**.

How WordStar 2000 Responds

The suspect word is added to your Personal Dictionary

You can add words to the Personal Dictionary from within CorrectStar. Since the Personal Dictionary is a text file, you can also edit it from WordStar 2000 and add or delete words directly.

Once you have added a new word to your Personal Dictionary, CorrectStar won't question you when you use this word in the future. Add as many words as you like. The size of the Personal Dictionary won't detract from CorrectStar's performance; it will add to its efficiency.

RETURN Correct as Suggested

See also C Correct All Occurrences.

To accept a CorrectStar correction of a misspelled word.

What You Do	How WordStar 2000 Responds
1 Press Return .	The suspect word is replaced by the suggested replacement

Return tells CorrectStar to replace the suspect word with its current suggestion. Only this one misspelling is corrected. If the same misspelling reappears later in the document, CorrectStar again brings it to your attention.

C Correct All Occurrences

See also Return Correct as Suggested.

To correct a misspelling throughout the document.

What You Do	How WordStar 2000 Responds
1 Press C .	Suspect word is replaced by the suggested replacement wherever that misspelling occurs

If you press **C**, CorrectStar proceeds to replace the word at each occurrence throughout a document. Use **C** instead of Return (correct as suggested) if you have used the word more than once.

Note: CorrectStar doesn't make global corrections as soon as you press **C**. It stores your instructions and makes those corrections automatically whenever it encounters the misspelling.

I Ignore Suggestion

To ignore CorrectStar's suggestion that a word is misspelled.

What You Do

- 1** Press **I**.

How WordStar 2000 Responds

Ignores suspect word. Continues with spelling check

Occasionally CorrectStar may not recognize a word that you know to be correct. You can add it to your Personal Dictionary if it is a word you will use often. If it isn't, press **I** to ignore it. CorrectStar will overlook it both here and throughout the rest of your document.

Remember You can use **I** when you don't want to take the time now to look up words in a dictionary. Simply ignore any words you are unsure of. Later, when you have the time, re-run CorrectStar. Since all other words have been corrected, only those words you ignored the first time through will be questioned. Now you can dust off your dictionary, look up the proper spelling, and type it from the keyboard.

N Next Suggestion

See also P Previous Suggestion.

To request another suggestion for a replacement word.

What You Do

- 1** Press **N**.

How WordStar 2000 Responds

Next suggested replacement word appears

CorrectStar often comes up with several different suggestions for replacing the word in question. The word you are looking for may not be the first suggestion.

If you aren't satisfied with the current suggestion, press **N** repeatedly, seeing a new suggestion each time. Eventually you will encounter **SUGGESTION NOT FOUND** when CorrectStar runs out of ideas. You can either press **P** to return to the correct suggestion if you happened to pass by it, or use any of CorrectStar's other options to tell it how to handle the suspect word.

P Previous Suggestion

See also **N** Next Suggestion.

To move backward through CorrectStar's suggestions for replacement words.

What You Do

- 1** Press **P**.

How WordStar 2000 Responds

Previously suggested replacement word reappears

You can press **P** repeatedly if necessary, backing up one suggestion each time. Eventually you will encounter **SUGGESTION NOT FOUND** when CorrectStar arrives back at the first suggested replacement word. You then tell CorrectStar how to handle the suspect word using one of the other commands available to you.

T Type Correction

To type in a spelling correction from your keyboard.

What You Do

- 1** Press **T**.

How WordStar 2000 Responds

Clears the suggested replacement and waits for your entry

Occasionally CorrectStar will be unable to come up with a proper spelling for a suspect word. By pressing **T**, you can type your own spelling from the keyboard. CorrectStar will proceed to enter your correction into the text.

Once CorrectStar has entered your correction, it checks that word against its dictionaries. If it fails to recognize your word, CorrectStar will put that word up as a suspect word and suggest a replacement for it. At this point you can **A**dd the word to your Personal Dictionary or **I**gnore it.

Strikeout Text See **^PS**.

Subscript See **^P -** (Subscript).

Superscript See **^P +** (Superscript).

Tables Tips

A table is a systematic arrangement of text in columns.

Points to Keep in Mind When Creating Tables

- Turn Overtyping on so that a change in one column of the table will not affect other columns. If Overtyping is off and you insert text, the following text moves to the right. (See **^OO**.)
- Set the right margin so that your text area is much wider than the table. This prevents your text from wrapping into the wrong column or automatically re-forming. End each line by pressing Return.

If a line should accidentally word wrap, do not correct it. Extend the right margin and the text will automatically re-form. (See **^TR**.)

- Define a ruler for the table using the **^T** commands. Clear all tab stops with **^TC**, then set new tab stops where you want them.
- If you want to use the same ruler for special parts of your document that are arranged in the same way, for example, all tables, you can mark the ruler as a block and copy it to other parts of your file. (See **^BB**, **^BE**, and **^BC**.) Or you can use **^RE** and **^U** to “cut and paste” the ruler.
- Always use the Tab key instead of the Spacebar to move to the next column. Otherwise proportional font and microjustified text may not align properly on letter quality printers.
- If you are creating a table that requires decimal tab stops, use the Tab key instead of the Spacebar to get to the stop. Otherwise, the decimal tab will not work properly.
- Turn Vertical on to simplify moving, copying, and removing information. (See **^BV**.)

- If you frequently create documents with the same table layout, create a format with a ruler to match the table layout.

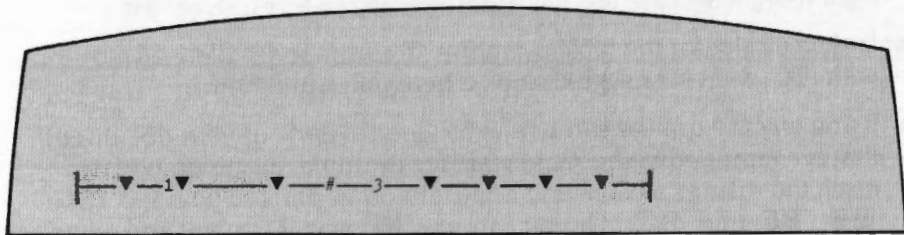
See also **^P**, for tips about using print enhancements in columns, and the *Training Guide*, Lesson 5.

^T Tabs and Margins

^T commands are used to change margins, set and clear tab stops, and indent text.

Word wrap observes the current margins and indentations that appear in the ruler line at the top of your window. The ruler line also indicates which regular and decimal tab stops are active. You can use a **^T** command to change the ruler at any time to set left and right margins, temporarily indent the left or right margin, set regular and decimal tabs, and clear tabs or indentations.

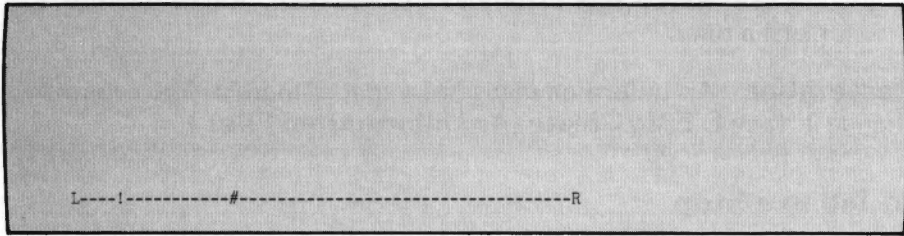
WordStar 2000 creates an initial (default) ruler for your document based on the format you are using. A typical ruler line looks like this:



- | represents the margins
- ▼ represents a regular tab stop
- # represents a decimal tab stop
- 1-9 represent a column that is a multiple of ten (10, 20, and so forth) and indicate that no tab stop is set in the column
- represents other columns

In the ruler line, highlighting indicates indentation.

When you change margins or tab stops, a new ruler is stored in your document. If Option Display is on, it appears in your document as follows:



- L represents the left margin
- R represents the right margin
- ! represents a regular tab stop
- # represents a decimal tab stop
- represents other columns

As you move the cursor to the text following a stored ruler, the new ruler appears in the ruler line.

A changed ruler applies to all text preceding the next ruler. Text automatically re-forms to fit the current margins. All tabbed text aligns at the tab stops of the inserted ruler.

Changes to indentation appear as tags when Option Display is on.

The ruler measures inches on the printed page rather than characters. Each column is equal to 1/10 inch. To set tabs and margins, think in terms of inches. To indent one inch, set a tab in column 10 even if you are using a 12-pitch font. When you press the Tab key, the cursor will move to the correct column (12, in this case) even though the ruler line indicates the tab is in column 10. A right margin of 60 allows you to type 72 characters per line in 12-pitch font.

The text will print correctly with the same line and page breaks that appear onscreen.

Rules for Rulers in a Formatted File

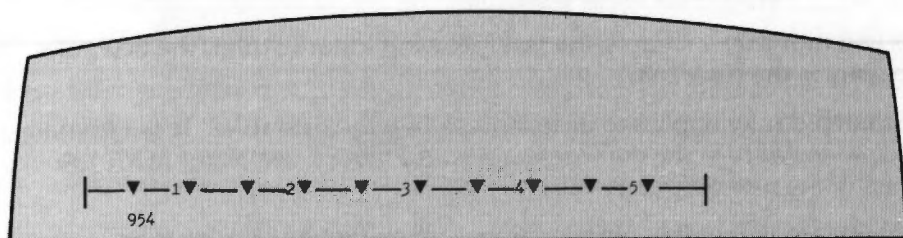
- The left margin can be set at any column from 1 to 70, but must be at least nine columns to the left of the right margin.
- The right margin can be set at any column from 10 to 240, but must be at least nine columns to the right of the left margin.

- The minimum line width is 10 characters.
- The total number of regular and decimal tab stops can't be over 30.
- You can use **^RE** or **^RW** to remove a stored ruler. You cannot use **^L** to replace a ruler.

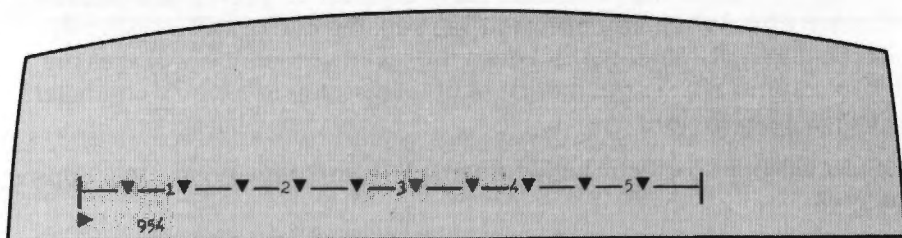
Remember An unformatted file has a special margin. You cannot change it. (See **E Edit/Create (An Unformatted File)**.)

To Tab to a Stop

When you press the Tab key to move to the next tab stop, WordStar 2000 inserts a tab character in your file and moves the cursor and the text following it to the next tab stop. For example, if you press the Tab key to move from the left margin to a tab stop at column 6 and then type **954**, this is what appears on your screen.



If Option Display is on, the tab character ► appears. The text is moved to make room for it.



The tab character and any spaces WordStar 2000 inserts before the next tab stop are treated as one character when you use the cursor movement keys, Backspace, Delete Char, or the **^RC** commands.

Tab characters are always inserted, even if Overtyping is on. To move the cursor quickly to a column without disturbing the text in columns to the

left of the cursor, use **^L** to locate a tab character and **^N** to locate the following tab characters until you reach the desired column. (See **^L** and **^N**.) You can also use the cursor movement keys and cursor commands.



Tabs and Margins Both Margins In

To indent the left and right margins one tab stop in from the current margins.

What You Do	How WordStar 2000 Responds
1 Look at the current ruler line.	
2 Position the cursor at the beginning of the line you want to indent. Otherwise, the indentation takes effect on the next line.	The message was very clear: < < —
3 Press ^TB. The new margins are highlighted in the ruler line.	
4 Press Return and type your text.	The message was very clear: < < We need to reduce our expenditures.

In this example, Option Display is off. If Option Display is on, the tag [TB] appears. (See **OD**.)



Tabs and Margins Clear Tab Stop

To clear one or all tab stops.

What You Do	How WordStar 2000 Responds
1 Press ^TC. Read the question.	Clear tab in what column? (A for ALL) 7
2 If the cursor is at the stop to be cleared, go to step 3. Otherwise, type the column number or type a to clear all tab stops.	
3 Press Return and look at the changed ruler line. (In this example, one stop is cleared.)	

The number of the column containing the cursor appears as the default answer.

In this example, Option Display is off. If Option Display is on, the changed ruler appears above the line containing the cursor. (See ^OD.)



Tabs and Margins Decimal Tab Stop

To set a decimal tab stop when aligning columns of numbers.

What You Do	How WordStar 2000 Responds
1 Press ^TD. Read the question.	Decimal tab in what column? 23
2 If the cursor is at the column where you want the decimal, go to step 3. Otherwise, type the column number (in this example, 23).	

- 3** Press **Return**. Look at the changed ruler line.



The number of the column containing the cursor appears as the default answer.

In this example, Option Display is off. If Option Display is on, the changed ruler appears in your window. (See **^OD**.)

Decimal tab stops align decimal points in columns of numbers. Here is an example:

Regular Tab

.05
760.49
11.95

Decimal Tab

.05
760.49
11.95

If you tab to a decimal tab stop and type a number, it is aligned to the actual or implied decimal point. The digits move to the left as you type. (A number without a decimal point has an implied decimal following the last digit.) For example:

Tab twice and type
1234.5. Press Return.
Tab twice, type **tax**,
and press Return.
Tab twice, type **9856**,
and press Return.
Tab twice. Type **3X4**.



1234.5 <
tax <
9856 <
3 X 4

The last example illustrates that a nonnumeric character (X, in this case) indicates the end of the number 3. Since the implied decimal point is 3.0, the 3 is aligned to the left of the tab stop and the next character is placed at the tab stop. A space is a nonnumeric character.

Rules for Decimal Tab Stops

- If you set a decimal tab stop near the right margin and type too many characters after the decimal point, part of the number will be moved to the next line.
- If you try to type too many characters before the decimal place, WordStar 2000 puts the next character in the tab stop column and you resume normal text entry.
- You can install WordStar 2000 to recognize some other character (such as a comma) as the decimal point. If you install the comma, it is used to align the numbers.
- If Overtyping is on and you type over the decimal, the number shifts to the left.

See **^T** for rules that apply to regular tab stops.



Tabs and Margins In Left

To indent the left margin one tab stop in from the current margin.

What You Do	How WordStar 2000 Responds
1 Look at the current margin.	 complete this form: < 1. _
2 Press ^TI . Notice the new margin is highlighted in the ruler line but hasn't taken effect.	 complete this form: < 1. _
3 Type your text. When you move to the next line, the indentation takes effect.	 1. Type your name and address on the line _

In this example, Option Display is off. If Option Display is on, the tag [TI] appears.

Indentation takes effect on the current line if the cursor is at the current left margin when you use **^TI**. Otherwise, indentation begins on the next line.

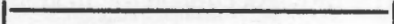
To indent more than one tab stop, repeat the **^TI** command.

Tip The **^TI** command is useful for entering text such as outlines or bibliographies in which the first line of each paragraph requires only a small amount of text to the left of the margin.

Note: You can also issue this command by pressing **^T** followed by the Tab key.

Tabs and Margins Left

To set the left margin.

What You Do	How WordStar 2000 Responds
1 Look at the current margin in the ruler line.	 these wise words: < - <
2 Press ^TL. Read the question.	Left margin in what column? 1
3 Type the column number (in this example, 5).	Left margin in what column? 5
4 Press Return. Look at the changed ruler line.	
5 Continue typing.	these wise words: < < Water and words... < Easy to pour < -

The number of the column containing the cursor appears as the default answer. In this example, Option Display is off. If Option Display is on, the changed ruler appears above the line containing the cursor. (See **^OD**.)

When you use **^TL**, the cursor shifts to the new margin immediately.



Tabs and Margins Out Left

To move the indented left margin one tab stop to the left. (To move the indentation out.)

What You Do	How WordStar 2000 Responds
1 Notice that the current margin is at the first tab stop.	 and sign the form. <
2 Press ^TO. Notice the highlighting disappears from the ruler line.	 and sign the form. <
3 Continue typing.	and sign the form. < < Mail the form to the

The move occurs on the next line, unless the cursor is at the current left margin when you use ^TO.

If Option Display is on, the tag [TO] appears. (See ^OD.)



Tabs and Margins Right

To set the right margin.

What You Do	How WordStar 2000 Responds
1 Look at the current margin in the ruler line.	 guaranteed." <
2 Press ^TR. Read the question.	Right margin in what column? 23
3 Type the column number (in this example, 28).	Right margin in what column? 28
4 Press Return. Look at the changed ruler line.	

5 Continue typing.

guaranteed." <
-- R.J. Zelko <

The number of the column containing the cursor appears as the default answer.

In this example, Option Display is off. If Option Display is on, the changed ruler appears above the current line. (See **^OD.**)

When you use **^TR**, the line and lines following it re-form to the new margin immediately.

^ T S Tabs and Margins Set Tab

To set a regular tab stop.

What You Do

How WordStar 2000 Responds

1 Press **^TS**. Read the question.

Set tab in what column? 23

2 If the cursor is at the column where you want the stop, go to step 3. Otherwise, type the column number.

3 Press **Return**. Look at the changed ruler line.

The number of the column containing the cursor appears as the default answer. The screen cursor position is used. If Option Display is on, the column number in the status line is not always the same as the screen column.

In this example, Option Display is off. If Option Display is on, the changed ruler appears above the line containing the cursor. (See **^OD.**)

If working with numbers, see **^TD**.

See **^T** for rules that apply to tab stops.



Tabs and Margins Undo All Indentation

To cancel all indentation.

What You Do	How WordStar 2000 Responds
1 Look at the current ruler line.	--▼--▼-----▼--▼--
2 Press ^TU . Notice that the highlighting disappears from the ruler line.	--▼--▼-----▼--▼--

In this example, Option Display is off. If Option Display is on, the tag [TU] appears for each indentation you undo. (See **^OD**.)

If the cursor is at the current left margin, the indentation is canceled immediately. Otherwise, it is canceled on the next line.

Tray Change See **^PT**.

T Typewriter Mode

To use the keyboard and printer as a typewriter.

What You Do	How WordStar 2000 Responds
1 At the Opening Menu, press T .	TYPEWRITER MODE MENU*
2 Insert your paper (or envelope) in the printer.	

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

- 3 Press **^B** to turn off the buffer and press the Spacebar if you want to move the print head to a specific column before printing text. Unbuffered.
- 4 Press **^B** to turn on the buffer. Look at the status line. Buffered
- 5 Type a line of text. Irene Woodkey
- 6 Check your text. Irene Woodkey
- 7 Use the keys in the table below to correct any errors and press **Return** to print the line. Irene Woodley
- 8 Repeat steps 3-6. When done, press **^Q** or **Cancel**. OPENING MENU

The buffer stores text temporarily, until you press Return. When the buffer is off, WordStar 2000 sends each keystroke to the printer immediately. When the buffer is on, WordStar 2000 accepts up to a full line of characters and does not send them to the printer until you press Return. If you always print at the left margin and don't want to check and edit your text before printing it, leave the buffer off.

If your printer has its own buffer, **^B** has no effect. The buffer is always on.

If you aren't sure whether the buffer is on or off, press the Spacebar. If the print head moves, the buffer is off. If the cursor moves, the buffer is on.

Tip Typewriter mode is useful for addressing envelopes or filling out forms.

Points to Keep in Mind with the T Command

- Although a line stays on the screen after you print it, you can't go back and change it after you press Return.
- Once a line is filled with text, additional characters are ignored. A line is not automatically wrapped to the next line.
- You can't use the ^P commands or the Tab key. You must print in the standard font. You can skip a line by pressing Return.

Commands for Editing Buffered Text Table

Command	Purpose
^A or Prev	To move cursor one word to the left.
Backspace	To remove character to the left of the cursor.
^D	To move cursor one character to the right.
Delete Char	To remove character at the cursor.
^F or Next	To move cursor one word to the right.
^R	To remove all characters from the line you are editing.
Return	To indicate you are ready to print the current line of text.
^S	To move cursor one character to the left.

Remember After typing your last line, press Return before you press ^Q or Cancel, or the last line of buffered text won't print.

Underline See ^PU.

^U Undo

*To restore the text that you last removed with **^BR** or any **^R** command except **^RC**.*

What You Do	How WordStar 2000 Responds
1 Assume the cursor is in the position shown here.	The new advertising campaign has been quickly and cleverly launched. <
2 Then press ^RE to remove the line.	campaign has been launched. <
3 Assume you removed the wrong line. Press ^U to reinstate the line at the current cursor position.	campaign has been quickly and cleverly launched. <

The **^U** command works for the most recently removed text only. The command does not work with characters removed using **^RC**, Delete Char, or Backspace. The most recently removed text is saved until you return to the Opening Menu.

Tip You can use the **^R**, **^BR**, and **^U** commands to “cut and paste” your text. For example, to copy a paragraph, first remove it (**^RP**). Then copy it back to the same place by pressing **^U**. Then move the cursor to various places in your file and insert the text by pressing **^U** each time. This technique is faster than marking the paragraph as a block and using **^BC**. However, make sure you don’t use **^R** again before you finish “pasting” or you’ll lose your text.

Note: If you have windows open on different files, you can remove from one window and undo in another window. See “Rules for Using Windows,” p. 128, for information about copying and moving text between windows open on the same file.

Caution Don’t use **^U** for moving vertical blocks. Use **^BM**.

Undo Indentation See ^TO and ^TU.

Unprinted Comment See ^OU.

Use Key File See ^KU.

Vertical (Column), Turn On or Off See ^BV.

Windows See ^OW and ^CW.

Word Grouping See ^PW.

W WordStar to WordStar 2000 File Conversion

To convert a WordStar file to a WordStar 2000 file or vice versa.

What You Do	How WordStar 2000 Responds
1 Press W at the Opening Menu. Read the question.	CHOOSE A NAME SCREEN Document to convert?
2 Move the highlighting to the file you want to convert, in this case, a WordStar file.	wsfile1 wsfile2
3 Press Return . Read the ques- tion.	New filename?
4 Type the name of the file that will contain the converted text.	New filename? ws2file

- | | | | |
|----------|---|--|--|
| 5 | Press Return . Read the question.* | Format to use? | |
| 6 | Move the highlighting to the format you want. | justify.frm memo.frm
mscript.frm normal.frm
ragged.frm uniform.frm
ws2list.frm | |
| 7 | Press Return . | OPENING MENU | |

See **E** Edit/create (a document) for more information about the formats that are available. See Appendix D, "Exchanging Files between WordStar and WordStar 2000," for a description of what takes place when your file is converted.

Write File See ^BW.

*If you are converting a WordStar 2000 file to a WordStar file, the message "Format to use?" does not appear.

- 8 Press **Return**. Read the question.*
- 9 Move the highlighting to the format you want.
- 10 Press **Return**. Read the message.
- 11 Remove your WordStar 2000 Program Disk and insert the disk that contains the WSCONVRT.EXE file. Press **Return**.
- 12 Remove the disk that contains the conversion files and insert the Program Disk. Press **Return**.

Format to use?

JUSTIFY.FRM
MEMOFORM.FRM **MSCRIPT.FRM**
NORMAL.FRM RAGGED.FRM
UNFORM.FRM WS2LIST.FRM

Can't find WSCONVRT.EXE.
Insert the disk containing the
WSCONVRT.EXE file or type the
correct disk/directory name.
Then press Return.
Or press Escape to leave.

(A message confirms that the
conversion is taking place.
After conversion is complete,
a message asks you to insert
the disk containing the
WS2000.EXE file)

OPENING MENU

See **E** Edit/create (a document) for more information about the formats that are available. See Appendix E, "Exchanging Files between WordStar and WordStar 2000," for a description of what takes place when your file is converted.

Write File See ^BW.

*If you are converting a WordStar 2000 file to a WordStar file, the message "Format to use?" does not appear.

A

APPENDIX

Program Specifications

WordStar 2000 Specifications

Maximum file size	8,192,000 bytes
Maximum digits in a number for block arithmetic	13 digits including decimal point
Maximum size of sort key	20 characters
Maximum number of lines that can be sorted	150 lines
Maximum length of a line recommended in formatted files	240 columns (24 inches)
Maximum length of a line in unformatted files	Approximately 1000 characters (more requires disk access)
Range of top or bottom margin in format	0-500 lines
Range of right margin	column 10-240
Range of left margin	column 1-70
Range of number of lines per page	3-500 lines
Range of even or odd page offset	0-132 columns

Maximum number of key entries	20 key entries
Maximum length of a short form key entry	15 characters
Maximum length of a long form key entry	560 characters
Maximum combined length of all long and short forms in a single key file	2000 characters
Maximum number of characters in a locate/replace string	40 characters
Number of lines that can be kept together	2-100 lines
Minimum page width	10 columns (1 inch)
Maximum number of colors, line heights, or fonts	8
Maximum number of tabs in a ruler line	30 tabs
Maximum length of a pathname	63 characters

CorrectStar Specifications

Main Dictionary	Contains over 65,000 words 310,912 bytes
Internal Dictionary	Contains 9,000 words 23,040 bytes
Personal Dictionary	1,500 words maximum Approximately 18K bytes
Maximum word length	32 characters

MailMerge Specifications

Maximum length of variable	31 characters
Maximum file size	8,192,000 bytes
Maximum number of files you can chain print	Unlimited
Maximum number of files you can nest with ^OMI	4 files

100-100000-100000

100-100000-100000
100-100000-100000
100-100000-100000
100-100000-100000

100-100000-100000
100-100000-100000

B

APPENDIX

Error Messages

Note: For an explanation of error messages that appear during installation, see the error messages section of the *Installation Guide*.

This appendix lists error messages that may appear on your screen as you work with WordStar 2000. Messages are listed alphabetically. Each explanation includes a suggested solution for the problem. Most error messages are followed by the prompt, "Press **Cancel**." Cancel clears the error message, but does not correct the error.

Some words and numbers appear here in *italics*. These are substitutes for specific names and numbers that WordStar 2000 will display. For example, *Filename* in a printed error message will be an actual filename on your screen; *n* in a printed example will be an actual number on your screen.

A dictionary can't be a formatted document.

Problem: The file you named as a dictionary is a formatted document, not a dictionary.

Solution: Type the name of a dictionary.

Can't access printer.

Problem: WordStar 2000 can't open the device type. Your printer is probably not set up properly on your UNIX PC.

Solution: See your *AT&T UNIX™ PC Owner's Manual* for information about setting up your printer.

Can't add more words to Personal Dictionary.

Problem: Your Personal Dictionary is full. The dictionary can't contain more than 1536 entries.

Solution: Once you press Cancel, you can still run the spelling checker. However, every time you try to add words to this dictionary, you will see this message. Remove some entries from the Personal Dictionary or press **^OSS** to create another dictionary.

Can't connect to the printer.

Problem: The printer may not be connected to the computer, not installed properly for WordStar 2000, or malfunctioning.

Solution: Check the connections between your computer and the printer. Make sure your printer is set up for the UNIX PC. If WordStar 2000 is installed for the wrong printer, install the program again and choose the correct printer.

Can't create disk file.

Problem: WordStar 2000 can't create the disk file you want to print to.

Solution: Make sure you have permission to write in the directory that you requested.

Can't create the variable *variable*.

Problem: MailMerge is unable to create the variable you named because your computer doesn't have enough memory.

Solution: Use a smaller number of variable names or make your variable names shorter.

Can't determine default printer.

Problem: WordStar 2000 can't open `usr/spool/p/default`.

Solution: See your *AT&T UNIX™ PC Owner's Manual* for information about setting up your printer.

Can't find *filename*; doesn't exist or is misspelled.

Problem: WordStar 2000 can't find the file you named; it may be in a different drive or directory. You may have misspelled the name.

Solution: Request the file again. Type the correct directory, and filename, as needed.

Can't find *text*.

Problem: WordStar 2000 can't locate the exact characters you typed.

Solution: Type what you want to locate again making sure you type the characters the way they appear in the file.

Can't find that directory.

Problem: The directory you named is misspelled or doesn't exist.

Solution: Type the correct directory name.

Can't find that name.

Problem: WordStar 2000 can't find the name you typed; it may be in a different directory. You may have misspelled the name.

Solution: Type the correct directory and name, as needed.

Can't find the .OVR file.

Problem: WordStar 2000 can't find its overlay file. The directory paths are set up incorrectly or the file has been moved.

Solution: Remove the WordStar 2000 software and install the software again.

Can't insert that document.

Problem: WordStar 2000 can't insert the document you named; it may be in a different directory. You may have misspelled the name.

Solution: Type the correct directory and document name, as needed.

Can't load any more words into Personal Dictionary.

Problem: The personal dictionary you requested is full.

Solution: You can delete entries from the dictionary or create another Personal Dictionary.

Can't load the variable *variable*.

Problem: MailMerge can't put data in the variable from the data file you requested. Most likely MailMerge is trying to read the next record into the variable, but there is no next record in the data file or a blank space at the end of the file. A hardware problem could also be the cause.

Solution: Print your work to determine if you need to go back and respecify the missing variable. Delete any spaces at the end of the data file. Check for a hardware problem.

Can't offset the margin more than n columns.

Problem: You tried to set the left margin farther right than column 70 or fewer than nine columns from the right margin.

Solution: Reset the left margin but don't exceed column 70. Reset the right margin first if necessary.

Can't open a window.

Problem: Something is wrong with the program or the operating system.

Solution: Make sure your operating system is working properly. If so, remove the WordStar 2000 software and install the software again.

Can't print the file *filename*.

Problem: WordStar 2000 can't find the file you named; it may be in a different directory. You may have misspelled the name.

Solution: Type the correct directory and filename, as needed.

Can't queue print job.

Problem: WordStar 2000 can't open (POPEN) the spooler file.

Solution: Make sure your operating system is working properly. If so, remove the WordStar 2000 software and install the software again.

Can't remove source file.

Problem: You are attempting to move a file that is marked read-only by the operating system, or the disk you are copying from is write-protected.

Solution: Remove the write-protect tab from your floppy disk or use your operating system to change the file from read-only to read/write.

Can't remove that file.

Problem: WordStar 2000 can't find the file, the wrong disk is in the drive, or the disk is full or write-protected.

Solution: Type the filename correctly. Place the correct disk in the drive. Remove the write-protect tab, if one is present.

Can't run the Index program.

Problem: StarIndex is not on the hard disk.

Solution: Remove the WordStar 2000 software and install the software again.

Can't save changes to a file in use by other windows.

Problem: You have two windows open on the same file.

Solution: Close the other window first, then save your changes in this window. All changes to the file will be saved.

Can't save to file.

Problem: The disk is full.

Solution: Remove a file or files from the disk and try again.

Can't sort horizontal blocks.

Press ^BV first to switch to vertical mode.

Problem: You tried to sort horizontal blocks.

Solution: Press ^BV to switch to vertical mode, then try sorting again.

Can't sort that many lines. Maximum number is n .

Problem: You tried to sort more than 150 lines.

Solution: Break your block into smaller segments and sort them separately.

Can't use file *filename*. Continue?

Problem: You have entered an invalid or nonexistent filename in a [SELECT] or [INSERT] command. You also might have entered the name of a data file that is empty or not in the proper format.

Solution: Press **N** to discontinue. Press **Y** to continue but choose a different data file.

Comments, headers, footers, and footnotes are not allowed within these markers.

Problem: You tried to insert additional markers (command tags) within your original ones. Only text is allowed.

Solution: Start over but don't include a command tag inside another command tag.

Couldn't find that character in this paragraph.
Press ^U to restore deleted text.

Problem: WordStar 2000 couldn't find the character you requested to remove to in the current paragraph.

Solution: Press ^U (Undo) to restore the removed text. Type the correct character.

Dictionary access error.

Problem: The dictionary you are using has been altered in some way.

Solution: Remove your WordStar 2000 software and install the software again.

Disk or directory is full. (Remove some files or use another disk.)

Problem: The disk or directory you're using is full.

Solution: If the disk is full, remove some files.

Dispatch table *table* is not constructed properly.

Problem: The file WS2MSG.OVR has been altered in some way.

Solution: Remove your WordStar 2000 software and install the software again.

Dispatch table *table* is too large. The maximum size for this table is *n*.

Problem: The file WS2MSG.OVR has been altered in some way.

Solution: Remove your WordStar 2000 software and install the software again.

END CONDITION is out of order; Ignoring.

Problem: [END CONDITION] was encountered when no [CONDITION] or [OTHERWISE] was in effect.

Solution: Edit the master document; either remove the [END CONDITION] or insert a [CONDITION] before it.

Error reading file. Cannot continue.

Problem: WordStar 2000 cannot read the disk file you want to use. There is probably a bad sector on your disk.

Solution: Try the operation again and have your disk serviced if necessary.

Filename contains an error and is probably not a key file.

Problem: The file is not a key file or contains errors.

Solution: Choose a valid key file.

Filename contains an error on line *n*.

Problem: Something is missing from the key file such as a # sign.

Solution: Check the key file or use another one. The proper format is:

Optional comment

#

Shorthand

#

Longhand

#

Optional comment

Header, footer, and comment markers are automatically deleted when you remove their contents.

Problem: You tried to remove a header, footer, or comment marker that contained text.

Solution: If you want to remove markers, remove the text between the markers.

Incorrect condition.

Problem: Your [CONDITION] command had an unmatched parenthesis or incorrect characters after the expression, or is missing a relational operator.

Solution: Enter a valid condition.

Incorrect field name.

Problem: Your variable has the same name as a reserved word or a predefined variable, or it contains non-alphabetical characters.

Solution: Reserved words are AND, NOT, and OR. Predefined variables are %DATE, %TIME, %FILENAME, %LINE, and %PAGE. Don't use ampersands (&) when assigning variable names in Load data statements.

Incorrect repeat condition.

Problem: Your [REPEAT] variable is not a valid variable or a number, or you didn't press Return.

Solution: Use a valid variable.

Internal error in module *module*.

If this message occurs, your program is inoperable. Remove the WordStar 2000 software and install the software again.

Locate string has illegal command tag for replace operation.

Problem: WordStar 2000 can't change the [COMMAND TAG] you entered during a Replace operation. You can't replace a partial command tag or one with a variable.

Solution: Enter the string to replace, but leave out the illegal command tag.

[NEXT COPY] command is out of order or not paired with a [REPEAT] command; Won't return to [REPEAT] command.

Problem: Your [NEXT COPY] command doesn't have a corresponding [REPEAT] command.

Solution: Next time, pair every [NEXT COPY] with its own [REPEAT] command.

No valid block is marked or block display is off.

Problem: Either you have not marked a block yet or block display (^BD) is turned off.

Solution: Press ^BD and then proceed.

Not enough memory to open a window.

Problem: Something is wrong with the program or your operating system.

Solution: Make sure your operating system is working properly. If so, remove the WordStar 2000 software and install the software again.

One or more characters are incorrect.

Problem: You typed an invalid character as part of your answer.

Solution: What is valid depends upon the command. Check Help, or look up that command in the *Reference Guide* for details.

[OTHERWISE] is out of order; Ignoring.

Problem: Your [OTHERWISE] command does not fall between its own [CONDITION] and [END CONDITION] commands.

Solution: Next time, use [OTHERWISE] only in conjunction with [CONDITION] and [END CONDITION].

Part of entry is either mismatched or incomplete.

Problem: Your [COMMAND TAG] contains some incorrect data.

Solution: Type the command tag correctly.

Printer is busy, try again later.

Problem: The printer is being used for printing jobs in the print queue.

Solution: Wait until the printer is not busy and try printing your document again.

Printer isn't set up on your system.

Problem: The printer is not installed on your UNIX PC system.

Solution: Follow the instructions in the *AT&T UNIX™ PC Owner's Manual* to set up your printer. Then try printing your document again.

REPEAT count is not numeric; skipping to NEXT COPY.

Problem: A variable was used which did not have any numeric value assigned. The program will not obey the [REPEAT] command, and will skip to [NEXT COPY].

Solution: Next time, make sure you use a numeric value.

Searching...

Not an error. CorrectStar is searching for a replacement for the suspect word it has found.

Starting page number greater than ending page number.

Problem: The starting page number is greater than the ending page number.

Solution: Enter the *screen* page numbers (rather than *printed* page numbers) beginning with the first page you want printed.

Suggestion not found.

Problem: Not an error. CorrectStar can't find a possible replacement for the suspect word.

Solution: You can either type a correction, add the word to your personal dictionary, or ignore it.

That file already exists—Replace? (Y/N)

Problem: If WordStar 2000 continues, it will erase all text in the file you named and replace it with the new text you have marked.

Solution: Press Y if you want to replace the old text with the new. If you want to create a new file for the new text, press N, then type a different name for the file you are creating.

That file isn't formatted.

Problem: The document or file you named doesn't have a format block for you to alter with the Format command.

Solution: Name a formatted document or file. Unformatted files don't contain format blocks.

That marker hasn't been set.

Problem: The marker you typed (0-9) isn't set.

Solution: Type the number of a marker that is set.

That name contains invalid characters.

Problem: You typed a filename that contains one or more characters that aren't allowed.

Solution: Type the filename using alphanumeric characters only.

The data file isn't open; use the [SELECT] command before [REPEAT until end of data]. Ignoring next [NEXT COPY] command.

Problem: During MailMerge printing, a document specified a [REPEAT until end of data] operation. A valid [SELECT] command did not precede the [REPEAT] command.

Solution: Edit the document and insert a valid [SELECT] command prior to the [REPEAT] command.

The disk is full—you must delete one or more files to continue or press Cancel to abandon current document.

Problem: There isn't enough room on the disk to complete the current operation.

Solution: Remove one or more files from the disk. Always leave room for the temporary files WordStar 2000 creates on your disk when you're editing. You need space for three copies of the file you will edit.

The file you selected is empty or non-existent.

Problem: WordStar 2000 can't find the file you named or found the file empty. You may have misspelled the filename or named the wrong directory.

Solution: Spell the filename correctly. Check the directory to be sure the file is there. If not, look for the file in a different directory.

The keystroke definition file is full.

Problem: You have reached the limit of key entries you can define.

Solution: Delete some key entries or create a new key file.

The ruler line must be at least *n* columns wide.

Problem: You tried to set the left and right margins closer together than 10 spaces.

Solution: Change one of the margins to make the ruler line at least 10 characters long.

There's no more data to read in the current data file.

Problem: MailMerge was printing a document and the program received a request to load a variable with some data from the current SELECT file. The program couldn't complete the request because there was no more data left in the file.

Solution: If this wasn't simply an error, check the *Reference Guide* for details.

Those answers conflict with each other.

Problem: The page length in your format sheet can't fit the headers and footers you want.

Solution: Use a shorter page length or do without the headers and footers.

Too many CONDITIONS nested; skipping to END CONDITION.

Problem: You nested (placed a pair inside a pair) more than eight pairs of [CONDITION] (^OMC) / [END CONDITION] (^OME) commands.

Solution: Remove some pairs of conditions.

Too many REPEAT commands nested; continuing after last NEXT COPY command.

Problem: You nested (placed a pair inside a pair) more than eight pairs of [REPEAT] (^OMR) / [NEXT COPY] (^OMN) commands.

Solution: Remove some REPEAT pairs.

Too many tabs in that ruler line.

Problem: You tried to enter more than 30 tabs in a ruler line.

Solution: Don't enter more than 30 tabs in a ruler line.

Using parallel printer.

Problem: WordStar 2000 can't determine the device type because it can't open /usr/spool/p/member/printername.

Solution: See your AT&T UNIX™ PC Owner's Manual for information about setting up your printer.

You can't edit, print or check the spelling of a backup file.

Problem: You tried one of the above actions.

Solution: Rename the backup (.wb) file with a different extension.

You have been denied permission to open this file.

Problem: You are trying to access a file that is protected by UNIX file security restrictions or is a read-only file.

Solution: Make sure you have typed the correct filename and that you are using the correct directory. Use your operating system to change the file to read / write.

You left out a parenthesis in the expression *expression*.

Problem: This is probably a typing error.

Solution: Type the expression correctly.

You left out a relational operator in the expression *expression*.

Problem: The expression is incomplete.

Solution: Include the missing information. Check the *Reference Guide* for correct usage.

You left out a string in the expression *expression*.

Problem: The expression is incomplete.

Solution: Include the missing information. Check the *Reference Guide* for correct usage.

You must select a file before you enter field names.

Problem: During printing, MailMerge encountered a request to fill a field with data from a SELECT file before the SELECT file was specified.

Solution: Edit the master document. Place the [SELECT DATA FILE] command before the [LOAD DATA] command.

Your answer must be between *n* and *n*.

Problem: Your answer was not a number between the two listed.

Solution: Type a number between the two listed in the message.

You've nested too many files.

Problem: During printing, MailMerge encountered a request to INCLUDE another file for printing. The program couldn't carry out the request because the nesting limit has been exceeded.

Solution: Combine files to minimize nesting.

C

APPENDIX

WordStar 2000 for Former WordStar Users

This appendix is designed for WordStar users who want a quick infusion of WordStar 2000 power. Although much of the WordStar 2000 structure is built on the WordStar foundation, a comparison of the two programs soon reveals the enormous power that sets WordStar 2000 apart and makes it a state-of-the-art word processor.

The first half of this appendix describes the ways in which WordStar 2000 differs from WordStar. New features and functions give you increased sophistication and flexibility. Simplified procedures speed up your work. Commands arranged according to function help you learn the program quickly. Page style and print enhancements help you improve the appearance of your work. Other options let you check your spelling, maintain mailing lists, print personalized form letters, create indexes, or send and receive electronic mail.

The second half of this appendix is a chart converting WordStar commands to WordStar 2000 commands. Use it to locate a familiar WordStar command and then find its equivalent in WordStar 2000.

Note: You can use commands *with* a ^ symbol from the Editing Menu. You can use commands *without* a ^ symbol from the Opening Menu.

New Features and Functions

- Quickly remove a sentence or a paragraph without defining it as a block, or remove text up to a designated character. (**^R Remove Menu**)
- Restore what you just removed. (**^U Undo**)
- Use preset formats to write routine letters and documents, or create your own format. Use a WordStar 2000 unformatted file in place of WordStar nondocument mode. (**F Format design** and **E Edit/create**)

- Use up to three windows to view different sections of a document or to work with more than one file at a time. (**^OW Option Window**)
- Select commands or menus by pressing the beginning letter of the command. For example, press **P** to Print a file.
- Use preprogrammed function keys to issue commands. (See keyboard overlay or command card.)
- Use a shorthand form to insert pretyped text or preprogrammed commands. (**K Key glossary** from the Opening Menu or **^K** from the Editing Menu)
- Move the cursor words at a time by pressing the Control key while pressing the cursor right (→) or the cursor left (←) key.
- Press the Delete Char key to remove the character at the cursor. Press the Backspace key to remove the character to the left of the cursor.
- Go directly to a page number, footnote, or specified character. (**^C Cursor Menu**)
- Get clear, simple-to-understand onscreen help that applies to your specific situation. (**^G Get help** from the Editing Menu or **G** from other menus)
- Perform arithmetic. (**^BA Block Arithmetic**)
- Sort blocks of text alphabetically or numerically. (**^BS Block Sort**)
- Turn your word processor into a typewriter. (**T Typewriter mode**)
- Define or change margins and tab stops at any place in your document, and save those settings with your document. (**^T Tabs and Margins Menu**)
- Use the multiple-directory feature of a hard disk. Place document and program files in different directories. (**D Directory [folder]**)
- Use MailMerge to print personalized form letters, invoices and sales or lease agreements with data from MailList and other sources. Select MailMerge commands from menus and prompts. No more dot commands. (**^OM Option MailMerge**)
- Use CorrectStar to check the spelling of a word or a paragraph from inside your document, or check the entire document from the Opening Menu. (**^OS Option Spelling check** or **S Spell** from the Opening Menu)

- Transfer WordStar files to WordStar 2000 format. (See Appendix D.)

Simplified Procedures

- See text automatically re-form when you insert or delete text or when you change margins. No more **^B**.
- Select formatting commands from menus. No more dot commands.
- Highlight your selection and press Return to make a choice at certain prompts such as file to edit and line height. No need to retype existing information.
- Select a menu display level easily. (**^GG Menu Display Level**)
- Save your document and immediately print it, or immediately return the cursor to its position before saving. (**^Q Quit Menu**)
- Set tab stops at every *n*th column by typing one number. (**F Format design**)
- See "File to delete" prompt and file directory appear when disk is full. No more **^KJ** and **^KF**.
- If your printer is capable, see text that is right justified print out with automatic microjustification. See ragged-right text print out without microjustification.
- Choose options for locating and replacing text from an easy- to-follow menu.

Improved Onscreen Appearance

- Use commands that are listed in menus by function:

Menu and Command Chart

Commands	Menu	How To Get There
Block	Blocks	^B from Editing Menu
Cursor	Cursor	^C from Editing Menu
Get help	All	^G from Editing Menu or G from any other menu

- continued -

Menu and Command Chart (continued)

Commands	Menu	How To Get There
Center, justify, check spelling, insert MailMerge or StarIndex commands, display, page break, windows, headers, footers, footnotes, and more	Options	^O from Editing Menu
Print enhancement	Print Enhancements	^P from Editing Menu
Quit	Quit	Q from Opening Menu or ^Q from Editing Menu
Remove text	Remove	^R from Editing Menu
Tabs and margins	Tabs and Margins	^T from Editing Menu

- Show boldface and underline onscreen on most monitors. (**^PB Print Boldface** or **^PU Print Underline**)
- Underline between words or not, as you choose. (**F Format design**)
- Indent margins one tab stop on the right and one tab stop on the left with one command. Undo both indents with another command. (**^T Tabs and Margins Menu**)
- Change margins and see "soft" hyphens appear or disappear when the text automatically re-forms.

Improved Page Style and Print Enhancements

- Place headers and footers on one or more lines and insert them anywhere in the document. Place them on odd pages only, even pages only, or both, with a simple selection from a menu. (**^OH Option Header** and **^OF Option Footer**)
- Place footnotes in your text. (**^ON Option Footnote**)
- Use eight type fonts, if your printer permits. (**^PF Print Font**)

- Number your pages on the left, on the right, in the center, or in different places on odd and even pages. Make your choice at a simple format question. (**F Format design**)
- Select print enhancements such as font, line height, and color from a menu. (**^P Print Enhancements Menu** and **F Format design**)
- Switch paper trays from letterhead to plain paper or vice versa during printing. (**^PT Print Tray**)

WordStar 2000 + Power

- Use MailList to enter names and addresses on the form provided, then sort and print out a list of the data, or print out envelopes and labels. (**L MailList**)
- Use TelMerge to send and receive WordStar 2000 files and other electronic mail. (**A Access TelMerge**)
- Use StarIndex to create a table of contents, an index, cross-references, and an appendix. (**I Indexing**)

WordStar to WordStar 2000 Command Chart Comparison

Opening Menu Commands

Description	WordStar	WordStar 2000	Command Name
Change logged disk drive	L	D	Directory (folder)
File directory On/Off	F	^V	View directory
Set help level	H	GG	Set menu display level
Open a document file	D	E	Edit/create a document
Open a non-document file	N	E unformatted	Edit/create a document
Print a file	P	P	Print a file
Rename a file	E	M	Move/rename a file
Copy a file	O	C	Copy a file
Delete a file	Y	R	Remove a file
Exit to system	X	Q	Quit
Run CorrectStar	S	S	Spelling check

WordStar 2000 Commands Not in WordStar

F	Format design
K	Key glossary
T	Typewriter mode
Return	Use highlighted name as answer
^T	Transfer name to answer line

Move Cursor

Description	WordStar	WordStar 2000	Command Name
Right one character	^D	^D or →	
Left one character	^S	^S or ←	
Up one line	^E	^E or ↑	
Down one line	^X	^X or ↓	
Right one word	^F	^F or Prev	
Left one word	^A	^A or Next	
To top of screen	^QE	^CH or Home	Cursor Home
To bottom of screen	^QX	^CX or End	Cursor bottom left window
To top of file	^QR	^CB	Cursor Beginning
To end of file	^QC	^CE	Cursor End
To right end of line	^QD	^CR	Cursor Right side of line
To left end of line	^QS	^CL	Cursor Left side of line
To top of block	^QB	^CA	Cursor to block beginning
To end of block	^QK	^CZ	Cursor to block end
To start of last find	^QV	^CO	Cursor to Old block position
Find/replace text again	^L	^N	Next locate
To marker 0-9	^Q0 - Q9	^C0 - ^C9	Cursor to marker

WordStar 2000 Commands Not in WordStar

^CN #	Cursor Note number
^CP #	Cursor Page number
^CT	Cursor To character
^CW	Cursor Window

Move Screen

Description	WordStar	WordStar 2000	Command Name
Up one line	^W	^W	
Down one line	^Z	^Z	
Up one screen	^R	^CU Sh Page	Cursor Up
Down one screen	^C	^CD Page	Cursor Down

Format

Description	WordStar	WordStar 2000	Command Name
Paragraph tab	^OG	^TI	Tabs and margins In left
Center text	^OC	^OC	Option Center
Set left margin	^OL	^TL	Tabs and margins Left
Set right margin	^OR	^TR	Tabs and margins Right
Set margins and tabs from text line	^OF	(automatic)	
Set tabs	^OI	^TS	Tabs and margins Set tabs
Clear tabs	^ON	^TC	Tabs and margins Clear tabs
Justification On/Off	^OJ	^OJ	Option Justify
Set line spacing	^OS	Format or ^PH	Print Height
Page break display On/Off	^OP		
Ruler display On/Off	^OT	on in formatted files	
Word wrap On/Off	^OW	off in unformatted files	
Print control display On/Off	^OD	^OD	Option Display

Hyphen help On/Off	^OH	Format	
Soft hyphen entry On/Off	^OE	^O-	Option - (hyphen)
Re-form paragraph	^B	automatic	

WordStar 2000 Commands Not in WordStar

^ON	Option Note (footnote)
^OW	Option Window
^TB	Tabs and margins
	Both margins in
^TD	Tabs and margins
	Decimal tab stop
^TO	Tabs and margins Out left
^TU	Tabs and margins Undo all indentation

Delete and Insert

Description	WordStar	WordStar 2000	Command Name
Delete character	^G	^RC or Delete Char	Remove Character
Delete character left	Delete	Backspace	
Delete word	^T	^RW	Remove Word
Delete line	^Y	^RE	Remove Entire line
Delete to end of line	^QY	^RR	Remove Right side of line
Delete to beginning of line	^Q Delete	^RL	Remove Left side of line
Delete a block	^KY	^RB	Remove Block
Insert On/Off	^V	^OO	Option Overtyping
Insert carriage return	^N	^CI	Cursor Insert a line

WordStar 2000 Commands Not in WordStar

^RS	Remove Sentence
^RP	Remove Paragraph
^RT	Remove To character
^U	Undo last removed text

Find and Replace

Description	WordStar	WordStar 2000	Command Name
Find text.	^QF	^L	Locate text
Find and replace text	^QA	^L	Locate and replace text
Find/replace text again	^L	^N	Next locate

Save Files

Description	WordStar	WordStar 2000	Command Name
Save and resume edit	^KS	^QC	Quit and Continue
Save and return to Opening Menu	^KD	^QS	Quit and Save
Abandon file without saving	^KQ	^QA	Quit and Abandon

WordStar 2000 Command Not in WordStar

^QP Quit and Print

Miscellaneous

Description	WordStar	WordStar 2000	Command Name
Set help level	^JH	^GG	Set menu display level
Repeat following command or character	^QQ	^OR	Option Repeat next key
Interrupt command	^U	Cancel	
Get help	^J	^G	Get help

WordStar 2000 Commands Not in WordStar

^OS Option Spelling check
 ^OM Option MailMerge commands
 ^OI Option Indexing commands

File and Block Operations

Description	WordStar	WordStar 2000	Command Name
Column mode On/Off	^KN	^BV	Block Vertical
Mark/unmark block beginning	^KB	^BB	Block Begin
Mark/unmark block end	^KK	^BE	Block End
Hide/show marked block	^KH	^BD	Block Display
Copy block	^KC	^BC	Block Copy
Delete block	^KY	^BR	Block Remove
Move block	^KV	^BM	Block Move
Write block into another file	^KW	^BW	Block Write to file
Read file into document	^KR	^BI	Block Insert a file
Set/remove marker 0-9	^K0-9	^CM0-9	Cursor Marker set 0-9

WordStar 2000 Commands Not in WordStar

^BA Block Arithmetic
 ^BS Block Sort

Design the Printed Page

Description	WordStar	WordStar 2000	Command Name
Boldface	^PB	^PB	Print Boldface
Double strike	^PD	^PE	Print Emphasis
Underline	^PS	^PU	Print Underline
Strikeout	^PX	^PS	Print Strikeout
Subscript	^PV	^P-	Print Subscript
Superscript	^PT	^P+	Print Superscript
Strikeover	^PH	^PO	Print Overstrike
Nonbreak space	^PO	^PW	Print Word grouping
Strikeover line	^P Return	^PN	Print No new line
Alternate pitch	^PA	^PF	Print Font

Standard pitch	^PN	^PF	Print Font
Print pause	^PC	^PP	Print Pause
Ribbon color change	^PY	^PC	Print Color

WordStar 2000 Commands Not in WordStar

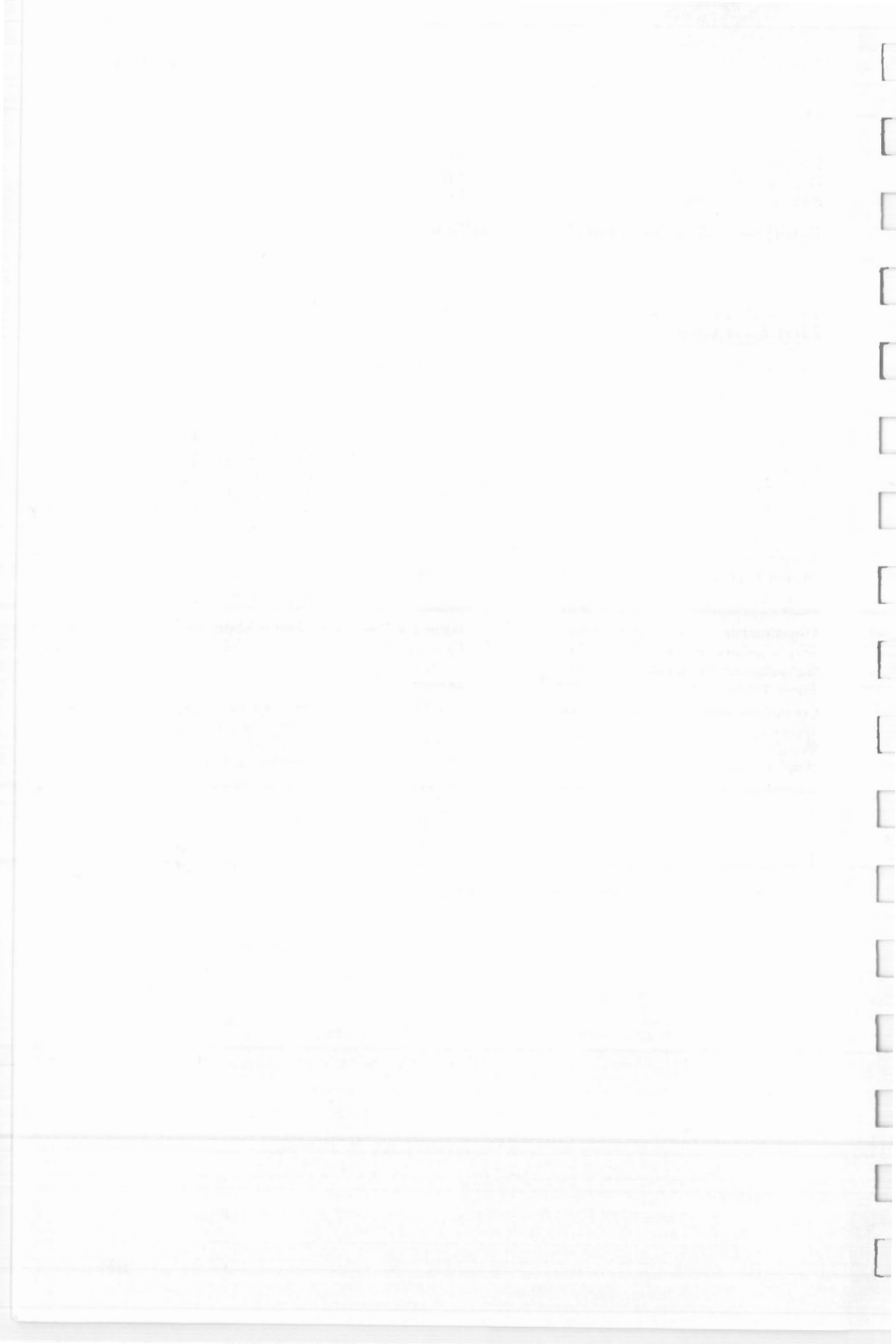
^PF	Print Font
^PT	Print Tray

Dot Commands

Description	WordStar	WordStar 2000	Command Name
Page offset, left margin	.PO	Format	
Character width	.CW	^PF	Print Font
Comment	.IG or ..	^OU	Option Unprinted comment
Conditional page	.CP	^OK	Option Keep lines together
Footing	.FO	^OF	Option Footer
Heading	.HE	^OH	Option Header
Footing margin	.FM	^OF	Option Footer
Heading margin	.HM	^OH	Option Header
Line height	.LH	Format or ^PH	Print Height
Margin at top	.MT	Format	
Margin at bottom	.MB	Format	
New page	.PA	^OP	Option Page break
Omit page number	.OP	Format	
Page number	.PN	Format or ^OA	Option Assign page number
Page number column	.PC	Format	
Subscript/superscript roll	.SR	Format	
Paper length	.PL	Format	
Display message	.DM	^OMM	Message
Define file	.DF	^OMS	Select data file
Read variables	.RV	^OML	Load data
Ask for variables	.AV	^OMA	Ask for variable
Set variables	.SV	^OMU	Use value for variable
File insert	.FI	^OMI	Insert document
Repeat	.RP	^OMR	Repeat
Conditional command	.IF	^OMC	Condition
End command	.EF	^OME	End condition

WordStar 2000 Commands Not in WordStar

^OMN	Next copy
^OMO	Otherwise



D

APPENDIX

Exchanging Files Between WordStar and WordStar 2000

You can convert your current WordStar files by pressing **W** at the Opening Menu and typing the filename of the document you wish to convert. This command automatically translates most WordStar commands into WordStar 2000 commands and vice versa, enabling you to use your files interchangeably. (See **W WordStar to WordStar 2000 File Conversion** in the *Reference Guide* for a description of how to convert files.)

WordStar 2000 streamlines word processing by placing most of the page formatting and printing decisions in format files (or, in the case of StarIndex, style files). "Dot commands" and other WordStar commands not translated to WordStar 2000 are flagged with explanatory comments. You can respond to the comments by going to the WordStar 2000 format file and changing an answer or by editing the text file.

The first section of this appendix explains how the file conversion takes place and cites a few differences. The second section lists command equivalents between WordStar and WordStar 2000.

WordStar to WordStar 2000

WordStar 2000 replaces the WordStar commands it recognizes with their equivalent WordStar 2000 commands. Commands not recognized by WordStar 2000 are identified by [COMMENT] tags containing messages such as "****Previous DOT command not converted****." These tags don't print out, and neither does the text within them. After reading the messages in the command tags, you can change the format file or edit the WordStar 2000 text file.

The message below appears because the dot command .MB2, which sets the bottom margin of the printed page, does not translate to your WordStar 2000 text file.

[COMMENT]

.MB2

****Previous DOT command not converted****

[COMMENT]

You'll determine your page's bottom margin by answering a question in your WordStar 2000 format file. (See **F Format Design** in the *Reference Guide*.)

The following examples show how the commands appear in a WordStar file before conversion and how these same commands appear in the WordStar 2000 file.

WordStar Text File Before Conversion

```
.po 0
.he ^BWordStar Conversion Chamber^B
.fo                               Page #
```

WordStar 2000 File After Conversion

```
[COMMENT]                                C
.po 0                                    C
****Edit the Format File to use this Dot command**** C
[COMMENT]                                C
[HEADER]                                  H
[B]WordStar Conversion Chamber[B]        H
[HEADER]                                  H
[FOOTER]                                  F
                                     Page [%PAGE] F
[FOOTER]                                  F
```

In the example above, the page offset dot command did not translate. To set the page offset, you would go to the Format design command on the Opening Menu, give the document name, and answer a question to change the page offset to 0. The page offset command would be determined in the format file, and the header and footer commands would appear exactly as the conversion had placed them. Make sure that the header and footer command tags are located at the top of the page on which you want them to begin printing.

You can use the WordStar 2000 Locate command to find all the [COMMENT] command tags. If you wish to remove the comment tags after you've followed the suggestions in the comments, first remove the text between the command tags and then remove the command tags themselves.

WordStar 2000 to WordStar

The WordStar 2000 file conversion program is like a two-way street—files can be converted in either direction. When you convert WordStar 2000 files to WordStar, recognized WordStar 2000 commands are replaced with the equivalent WordStar commands. Unrecognized commands are preceded by .IG and a message such as the following:

****Previous WordStar 2000 command not converted.****

The following example shows how the Justify command, which is in the WordStar 2000 format file or inserted with a command tag during editing, appears in a converted WordStar file.

.IG ****Be sure that justification is turned on.****

After your file is converted to WordStar, go into the WordStar file to edit it. You can use the WordStar **^QF** (Locate) command to find all the .IGs in the converted text, read the messages, and respond to them. To turn on justification in the WordStar file, press **^OJ** and then re-form the paragraphs.

Conversion Equivalents

The following charts list commands as they appear in a WordStar file and, once converted, how they appear in a WordStar 2000 file.

These commands have been divided into five groups:

- Print Enhancement Commands
- Format (WordStar Dot) Commands
- MailMerge Commands
- StarIndex Commands
- Tabs/margins/other Options Commands

Remember Not all commands translate. Therefore, you may need to edit your text file or, more likely, enter “missing” commands into your format or style files. For example, if you change margins within your files, you’ll need to reset them at the proper place in your converted text files. You’ll see a reminder in WordStar but not in WordStar 2000.

Chances are your files won't look exactly the same when they are converted. Here are some differences you may see:

- Page breaks will change.
- Hyphenation may change or words may wrap to another line.
- Right margins will no longer be justified.
- Columnar text will be out of alignment unless each line ends with a carriage return.

Print Enhancement Commands WordStar to WordStar 2000

The following chart lists each WordStar print enhancement command with its equivalent WordStar 2000 command tag.

WordStar Print Command	Description	WordStar 2000 Equivalent
^PA	Alternate Pitch	
^PB	Boldface	[B]
^PC	Pause Printer	[PAUSE]
^PD	Double Strike	[E]
^PE	User Patch #3	
^PF	Phantom Character	
^PG	Phantom Rubout	
^PH	Overstrike	[O]
^PJ	Line Feed	<RET>
^PK	Print Heading/Footing	
^PL	Page Break in Line	
^PM	Carriage Return	<RET>
^PN	Normal Pitch	
^PO	Non-Break Space	[W]
^PQ	User Patch #1	
^PR	User Patch #4	
^PS	Underline	[U]
^PT	Superscript	[+]
^PV	Subscript	[-]
^PW	User Patch #2	
^PX	Strikeout	[S]
^PY	Alternate Ribbon	[COLOR...]
^P<RET>	Overprint Line	-

Note: Some WordStar 2000 command tags listed here represent a pair of command tags.

Print Enhancement Commands WordStar 2000 to WordStar

The following chart lists WordStar 2000 print enhancement command tags and their equivalent WordStar control commands or dot commands.

WordStar 2000 Print Enhancement CommandTag	Description	WordStar Equivalent
[B]	Boldface	^PB
[+]	Superscript	^PT
[-]	Subscript	^PV
[U]	Underline	^PS
[S]	Strikeout	^PX
[E]	Emphasis	^PD
[O]	Overstrike	^PH
[PAUSE]	Printer Pause	^PP
[COLOR....]	Ribbon Color	^PY
[6.00 LPI]	Line Height	.LH n
[STANDARD]	Font Selection	.CW n
[W]	Word Grouping	^O
[TRAY....]	Paper Tray	-

Dot Commands WordStar, MailMerge, and StarIndex to WordStar 2000

The following chart lists the WordStar, MailMerge, and StarIndex dot commands and their equivalent WordStar 2000 command tags.

WordStar Dot Command	Description	WordStar 2000 Equivalent
.AV	Ask for Variable	[ASK FOR...]
.BP	Bi-directional Print	automatic
.CS	Clear Screen	
.CP	No Page Break	[KEEP NEXT n...]
.CW	Character Width	
.DF	Define File	[SELECT DATA FILE]
.DM	Display Message	[MESSAGE]
.FI	File Insert	[INSERT...]

Dot Commands (continued)
WordStar, MailMerge, and StarIndex to WordStar 2000

WordStar Dot Command	Description	WordStar 2000 Equivalent
.FO	Footing Text	[FOOTER]
.HE	Heading Text	[HEADER]
.IA	First Level Heading	[LEVEL 1]
.IB	Second Level Heading	[LEVEL 2]
.IC	Third Level Heading	[LEVEL 3]
.ID	Fourth Level Heading	[LEVEL 4]
.IE	Figure Title	[FIGURE]
.IG	Non-printing Line	[COMMENT]
.II	Index Entry	[INDEX ENTRY...]
.IJ	Input Justification	Format design
.IL	Line Length TOC	Format design
.IM	Index Master Entry	[INDEX ENTRY]
.IN n	Chapter Number	[NUMBER FOR LEVEL...]
.IO 0	Turn Indexing Off	
.IO 1	Turn Indexing On	
.IP	Put Line In	
.IR	Rename Reference Aid	
.IT	Table Title	[TABLE]
.LH	Line Height	
.MB	Margin Bottom	Format design
.MT	Margin Top	Format design
.OJ	Output Justification	Format design
.OP	Omit Page Numbers	Format design
.PA	Page Break	[PAGE]
.PA E	Page Break Even	[PAGE]
.PA O	Page Break Odd	[PAGE]
.PC	Column for Page Number	Format design
.PF	Print Time Line Forming	
.PL	Page Length	Format design
.PN	Restore Page Number	
.PN n	Starting Page Number	[PAGE NUMBER n]
.PO	Page Offset	Format design
.RP	Repeat	[REPEAT]
.RV	Read Variables	[LOAD DATA...]
.SR	Roll Printer Carriage	
.SV	Set Variables	[USE...]
.UJ 0/1	Microjustification On/Off	
..	Non-printing Text	[COMMENT]

MailMerge Commands WordStar 2000 to WordStar

The following chart lists the WordStar 2000 MailMerge command tags and their equivalent WordStar commands.

WordStar 2000 MailMerge Command Tag	Description	WordStar Equivalent
[MESSAGE.....]	Message	.DM
[SELECT.....]	Select Data File	.DF
[LOAD DATA....]	Describe Data Fields	.RV
[ASK FOR.....]	Ask for Variable	.AV
[USE.....]	Use Value for Variable	.SV
[INSERT.....]	Insert Document	.FI
[REPEAT.....]	Repeat	.RP
[NEXT COPY]	Next Copy	
[CONDITION....]	Condition	
[OTHERWISE]	Otherwise	
[END CONDITION]	End Condition	.EF

StarIndex Commands WordStar 2000 to WordStar

The following chart lists the WordStar 2000 StarIndex command tags, and their WordStar StarIndex equivalents.

WordStar 2000 StarIndex Command Tag	Description	WordStar StarIndex Equivalent
[INDEX]	Index Entry	.II
[LEVEL 1]	Level 1 Heading	.IA
[LEVEL 2]	Level 2 Heading	.IB
[LEVEL 3]	Level 3 Heading	.IC
[LEVEL 4]	Level 4 Heading	.ID
[FIGURE]	Figure Title	.IE
[TABLE]	Table Title	.IT
[NUMBER FOR LEVEL 1..]	Number for Next Level 1	.IN
[MARK PAGE.....]	Text to Mark Page	

StarIndex Commands (continued) WordStar 2000 to WordStar

[REFER TO PAGE.....]	Refer to Page	
[CONTENTS SUMMARY]	Contents Summary	.IP
[APPENDIX]	Appendix Entry	.IAA1

Tabs & Margins Commands WordStar 2000 to WordStar

The following chart lists WordStar 2000 Tabs/Margins and Options command tags, and their WordStar equivalents.

WordStar 2000 Tab/Option Command Tag	Description	WordStar Equivalent
[JUSTIFICATION ON]	Justification On	
[JUSTIFICATION OFF]	Justification Off	
[CENTER]	Center Text	
[FOOTER]	Footer	.FO
[HEADER]	Header	.HE
[KEEP NEXT n LINES]	Line Grouping	.CP n
[PAGE NUMBER n]	Assign Page Number	.PN n
[PAGE]	Page Break	.PA
[FOOTNOTE 1]	Footnote	
[COMMENT]	Unprinted Comment	.IG
[BYPASS SPELLING CHECK ON]	Verifier On	
[BYPASS SPELLING CHECK OFF]	Verifier Off	
[TI]	Left Tab Indent	
[TB]	Indent Both	
[TU]	Undo Both Indents	
[TO]	Out Left Tab	

E

APPENDIX

Creating Data Files for MailMerge

MailMerge works only with data files in CBASIC format. MailList data files already are in CBASIC format. If you create your own data files, be sure to use this format. And if you have files in another format that you want to use with MailMerge, you must convert them. You should only use MailList to create data files for MailList.

CBASIC Format

A CBASIC data file is a set of records in which each data item (field) is separated by a comma, and each record is separated by a Return and appears on a separate line. For example, a name and address file would look like this in WordStar 2000:

```
Rogers,Suzanne,201 Belvedere St.,San Bruno,CA,96310 <
Smith,David,643 Ghiradelli Ave.,San Francisco,CA,94118<
Williams,Mark,9884 Marsh Ave.,Fresno,CA,97562      <
```

If a field contains a comma or quotation mark as part of the data, the entire field must be set off with quotation marks in the data file. For example, here is a sales order file with the last data item a field called Comments:

```
Rogers,Suzanne,00468,12/14/84,"Wants oak dresser, deliver COD"
Smith,David,00469,12/16/84,"Specified 36"" high cabinets"
```

Since the first comments field in the first record contains a comma, the entire field is set off in quotation marks. Since the comments field in the second record contains a quotation mark (36"), a matching quotation mark appears with the original one and then the entire field is set off in quotes. Fields that contain these extra marks must be set off with quotation marks so that they can be read correctly.

Note: MailMerge will accept data files created by the UNIX operating system, with lines ending in NL (new line), or files created by the DOS operating system, with lines ending in CR (carriage return) and LF (line feed).

Creating New Data Files

To create data files with WordStar 2000, select the `uniform.frm` format file and follow these rules:

- Give each record the same number of fields, whether or not all fields contain data.
- Separate each field by *one* comma—and insert an extra comma for each empty field.
- Do not add spaces between fields and commas.
- Press Return at the end of each record.
- If a field contains a comma, enclose the entire field in quotation marks; for example, “San Rafael, CA”. These quotes are *not* part of the field and, therefore, will not be printed.
- If a field contains a quote within a quote, use two sets of quotation marks, for example, “Al “Scarface” Capone”.

Data files created with WordStar 2000 look similar to the one in this example:

```
Sebastian,,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  <
```

Converting an Existing File to CBASIC

Follow these steps to convert a data file to CBASIC:

1. Back up your files.
2. Rename your data file (if necessary) to be sure it has a `.dta` extension.
3. From the WordStar 2000 Opening Menu, press **E** to edit your data file.
4. Go through the file record by record. Remove all trailing blanks from each field and add a comma after each field. Put quotation marks around any fields with data containing a comma or quotation mark. Remember that all quotation marks must be in pairs. Separate each record with a hard carriage return.

Glossary

answerback An identification number for a telex machine or a computer. When two telex machines first connect, they verify their identities by exchanging "answerbacks."

answer command A command you can use to modify an answer to a WordStar 2000 question.

answer line The area on the screen where you type an answer to a WordStar 2000 question.

ascending order The arrangement of letters from A to Z and numbers from 0 to 9. See descending order.

ASCII Short for **American Standard Code for Information Interchange**. A character coding technique that enables computers made by different manufacturers to interpret patterns of bits in the same way.

asynchronous communications adapter A memory board that you place in your computer to communicate with other devices.

automatic hyphenation See hyphenation.

automatic re-form A WordStar 2000 feature that rearranges text and realigns tabs when you change the ruler, insert text, or remove text.

backup file A duplicate of a file, which you create for safekeeping. A special kind of backup file, .wb, is automatically created by WordStar 2000 when you save the file you've been editing.

baud rate A measurement of the speed with which information is transmitted between two computer devices, such as a computer and a printer. If the transfer rate of a computer is 9600 baud, 9600 bits of information are transmitted each second.

binary Belonging to a system of numbers having 2 as its base.

bit Short for "binary digit." A bit is the smallest unit of data and is represented by 0 or 1.

block A section of text within a document marked by a beginning block marker () and an end block marker (<E>). A block can be copied, moved, sorted, removed, written to a file, read from a file, or used to perform simple arithmetic.

block marker A code placed in a working document to indicate the beginning or end of a block, for example, .

boilerplate Text that is used repeatedly without change, for example, a company's own address or headings for a memo.

boldface Print that is darker than the type surrounding it.

buffer A temporary file that holds information for possible processing.

byte A storage unit equivalent to one character (8 bits).

carriage return See return.

CBASIC format A format in which data items are separated by commas.

chain printing Printing two or more files end-to-end.

character Any single digit, letter, punctuation mark, space, or other symbol that you type and that the computer can read or write.

collating sequence The order used by the computer to sort characters. See ascending order and descending order.

color monitor A monitor capable of displaying shades of more than one color.

column mode See vertical.

command An instruction given to the computer through the keyboard.

command area In MailMerge, the part of a master document containing commands that tell MailMerge where to get variable data.

command tag See tag.

communication service A business which provides services such as electronic mail and electronic shopping.

comparison character A symbol placed between the variable name and the data in an expression. The purpose of this character is to compare and evaluate the data on both sides of it.

comparison expression A statement that includes a variable, a comparison character, and a data value enclosed in quotation marks, for example, state = "CA".

conditional page break A command used to keep a group of lines together on one page.

control command A command given to the computer by holding down the Control key and pressing a key (or keys).

control file The file that contains the information which TelMerge needs to connect with a supported communication service.

Control key (Ctrl) A key used with other keys to command the computer to perform specific functions. Represented by the caret symbol (^). Note that the caret key on the keyboard is *not* the Control key.

CorrectStar A program that checks and corrects the spelling in any WordStar 2000 document.

cursor A rectangle or line of light on the screen, marking your place in the text.

cut and paste A method of editing by using commands to remove text from one place and insert it elsewhere.

daisy wheel printer A letter-quality printer with a circular element resembling a daisy, which rotates characters into place for printing.

data Information stored, processed, or produced by the computer.

data file A group of related data, called *records*, stored together on a disk.

decimal tab stop See tab stop.

Decisions Screen A screen WordStar 2000 displays to ask questions about the task being performed.

default An action the computer will take in a program unless you specify otherwise.

descending order The arrangement of letters from Z to A and numbers from 9 to 0. See ascending order.

destination file The file to which information is written.

directory An onscreen list of the filenames on a disk. A hard disk can contain many directories. See your operating system manual for a description of the directory structure available on your system. Also used in WordStar 2000 for lists of font names, ribbon colors, line heights, paper tray names, and shorthand keys.

discretionary hyphen A hyphen set in a word to tell WordStar 2000 where the word should be broken if it does not all fit on the current line. See hyphenation.

disk A round magnetic plate, resembling a phonograph record, for storing a program or data. Disks are either hard or floppy.

disk drive The part of a computer system that holds the disk and reads or writes information between disks.

display The visual representation of data on a screen.

document A body of text such as a memo, letter, or report typed and stored in a file.

download The procedure that captures incoming information and saves it to disk.

drive See disk drive.

edit To create or modify text or data.

Editing Menu A list of commands that appears above the text area when editing a document.

electronic mail Letters and messages that are sent electronically rather than on paper.

emphasis In WordStar 2000, a method of creating the effect of boldface with a printer that doesn't have the capacity to print boldface.

end-of-paragraph See return.

error message A statement that appears onscreen when the computer is unable to continue processing. The message says what the problem is and how to solve it.

field An area in which a single item of information such as a person's name or a product is recorded. A set of fields constitutes a record. See data file, field name, and record.

field name The name assigned to a particular field called a variable name in MailMerge.

file A collection of related records stored on a disk and identified by a unique name. See document, unformatted file, and data file.

file extension Three characters preceded by a period (.ext) placed at the end of a filename. A file extension is used to indicate the type of file. For example, WordStar 2000 uses .frm to identify format files.

filename A name given to a file. WordStar 2000 filenames can be up to 11 characters long. The characters may be letters, numbers, underscores, and periods. The first character must not be a period.

filler space A space that WordStar 2000 inserts when justifying, centering, or aligning text.

flag column The last column to the right on the screen, used to display symbols relating to text format. The symbol for return (<) appears there, for example.

floppy disk A flexible magnetic disk inside a protective plastic jacket for storing a program or information processed by a computer. See hard disk.

font A particular size and style of type.

footer One or more lines of text that appear at the bottom of each page of a document when printed.

footnote A note of comment or reference related to specific text in a document. In WordStar 2000, footnotes are listed in numerical order at the end of a document.

format A page style determining the margins, page offsets, and other general settings of a document when printed. A format may contain standard text such as outline or memo headings.

formatted disk A disk prepared for use by the computer.

formatted file A file (or document) such as a memo or letter that includes a page format.

form feed To advance paper in the printer to the top of the next page.

function key A key programmed to cause the computer to perform a specific function.

hanging indentation A type of indentation that places the first line of a paragraph at the current left margin and indents subsequent lines one tab stop.

hard copy A copy printed on paper as opposed to a copy on disk (or soft copy).

hard disk A disk of rigid material with a magnetic coating. A hard disk has much more memory capacity than a *floppy disk*. See floppy disk.

hardware The mechanical and electronic components of a computer system.

header One or more lines of text that appear at the top of each page of a document when printed.

help screens Onscreen messages that explain how to use WordStar 2000's features.

hexadecimal (hex) A numbering system based on 16 digits. Codes of hexadecimal numbers are used in programming to convert keys to a use other than their usual function.

highlighting The emphasizing of a character, word, or block of text on the screen by making it either brighter or dimmer than the surrounding text. In WordStar 2000, you move the highlighting through the directory to select the name you want to use.

home position In WordStar 2000, the character position at the upper-left corner of a window.

hyphenation Breaking a word that does not fit on the current line. The format can specify automatic hyphenation of words. In WordStar 2000, automatic hyphenation is based on a set of rules designed for the English language and a dictionary of exceptions to these rules. You can set discretionary hyphens as well. See discretionary hyphen.

insert To add characters or spaces to text without eliminating existing characters. See otype.

installation Running the installation program to give WordStar 2000 the information it needs about a particular printer.

interactive A telex communication procedure that enables both parties to a correspondence to communicate at the same time. Often, an interactive correspondence is recorded on paper.

inverse video Reverse of the usual computer display. For example, a character that normally appears on the screen in white on a black background will appear in black on a white background when displayed in inverse video.

justification When justify is on, WordStar 2000 aligns the right margin on the printed page by adding small spaces between words.

K byte The abbreviation for kilobyte (1,024 bytes). A 128K byte system has 131,072 bytes of memory space. The more bytes of memory a computer has, the more information it can store.

keyboard overlay A piece of plastic that fits over the keyboard and identifies function keys.

key glossary A collection of corresponding entries (a short and long form) stored in a file. When you enter the short form and press Cancel, the long form is inserted in the text.

keyword A general term in a control file that requires a specific answer from you to work.

line break The place where text is wrapped to the next line.

line height The number of lines per inch when printed.

load To transfer data or programs from a disk into a computer's memory.

logfile A disk file that captures all incoming information. The logfile can be opened or closed during a TelMerge session.

logging The process that captures incoming information being sent from another computer.

logical operator The words AND, OR, and NOT are logical operators when placed between two expressions. The NOT operator is used to exclude a set of data. The AND and OR operators are used to evaluate whether the expressions on both sides of them are true or false.

long form Text inserted in a document when you enter its corresponding short form. *See* key glossary.

loop The commands and text between a Repeat and a Next copy command that are performed or printed repeatedly.

MailList A program, used to create, update, and sort data files for mailing lists. The program includes a ready-made data entry form for entering mailing list information.

MailMerge A program used for sophisticated printing tasks. MailMerge can use information from data files and other sources to print form letters, mailing lists, reports, etc.

margin The area from the edge of the page to the edge of the text.

marker A symbol consisting of a number or letter surrounded by angle brackets, for example, <1> or .

master document In MailMerge, a file containing standard text, merge commands, and variables arranged in a special format to print personalized versions of form letters, contracts, etc.

memory An area where a computer stores information for processing. There are two types of memory: primary storage, where the computer stores data and program instructions during processing (see RAM, ROM, and buffer); and secondary storage, where the computer stores data and programs that it is not currently processing (see disk).

menu An onscreen list of options or commands from which you choose the operation you wish to perform.

message An onscreen notice that says what to do next or what is wrong with something just done.

microjustification A WordStar 2000 feature which distributes spaces (1/120 inch) between words in order to justify text to the right margin, if Option Justify is on and if your printer has this capability.

modem A piece of hardware which converts computer generated signals into those which can be transmitted over a telephone.

monitor The device on which the computer displays data. A monitor can be monochrome or color.

monochrome Able to display shades of only one color.

nested printing Printing one file within another file.

nonbreak space See word grouping.

offset The number of columns that column 1 of the ruler on your screen is indented from the left edge of the paper when printed.

Opening Menu A list of the commands used to tell WordStar 2000 which task to perform. The Opening Menu appears when you start WordStar 2000 and when you finish using an Opening Menu command.

operating system A collection of programs that runs the computer. The operating system also determines when and how information is sent to the terminal, printer, disk drives, and other components.

overlay, keyboard See keyboard overlay.

overtyping A feature that when turned on types new text directly over the old text. When overtype is turned off, new text is inserted and existing text moves to the right. The word "INSERT" appears in the status line. When overtype is on, the word "OVER" appears in the status line.

page break A place in text where one page ends and another begins. WordStar 2000 sets page breaks automatically according to the format you are using. You can insert a page break where you want the text that follows to be printed on the next page.

page number A *screen page number* indicates the page currently appearing in the text window. Screen page numbers always begin with 1 and increase automatically to the end of the file. A *printed page number* is the number printed on the document. You can reset printed page numbers.

paragraph In WordStar 2000, the text between two return (<) marks.

parameter A limit or boundary to a range of values.

parent directory The directory that contains the current directory.

password A user identification name required by a service before allowing a user access to the service.

peripheral A piece of equipment added on to your computer, such as a printer, modem, or joystick.

pitch The number of characters per inch.

place marker A number inserted to mark a place in the text (for example, <3>).

platen The roller that moves paper through the printer, like the platen on a typewriter.

port A connection between the computer and another component. For example, a computer sends information to a printer through one of its ports.

print enhancement A special printing effect such as boldface or underlining.

printer The device connected to the computer that prints a paper copy of a document or file.

print files Six preformatted files that come with MailList. Developed with MailMerge commands, they are set up to print MailList data files on envelopes, labels, and as listings or reports.

print head The device on a printer that produces characters.

program A coded set of instructions which a computer follows to perform a particular function.

proportional font Type in which spacing varies according to the width of the character.

ragged right Text in which the right margin has not been justified. See justification.

RAM **R**andom **A**ccess **M**emory. An area of computer memory where information can be read or written before it is saved on a disk. Data in RAM is lost when electrical power to the computer is interrupted. RAM is measured in K bytes; for example, a computer with 32K RAM has 32,768 bytes of random access memory.

read To copy information from a disk or other component into memory for processing.

real time A term for the telex procedure "interactive." Information that is transmitted in "real time" is being received at that instant.

record A set of fields containing information. A customer record might show invoice date, customer number, name, and address, terms, etc. A collection of related records is a data file. See data file, field, and field name.

record filter A feature of MailList that allows you to search for and display specific information in your data file. The record filter "filters out" all records that do not match data you typed into the filter.

re-form See automatic re-form.

return A character (represented by < in the flag column) entered to mark the end of a paragraph.

ROM **R**ead **O**nly **M**emory. An area of computer memory where information can be read but cannot be written. Information is programmed into ROM by the manufacturer and cannot be changed.

ruler A measurement set to determine the left or right margin, tab stops, and indentations in the text. You may set various rulers in a

document; each one applies to the text following until a different ruler is reached.

ruler line The line at the top of a window that displays the current ruler. See ruler.

run To operate a computer program.

save To write information from memory onto a disk for storage.

screen The device on which the computer displays data.

scroll To move text on the screen up, down, to the right, or to the left to see parts of the document outside the window.

serial port A port that transmits information in a particular configuration; often used for communicating with modems and certain printers.

short form Text up to 15 characters long used as shorthand for a longer section of text. See key glossary.

software Programs written to be used on a computer. See program.

stand-alone tag A tag that always occurs on a separate line. See tag.

StarIndex A program, that creates an index and a table of contents for a WordStar 2000 document.

status line The second line at the top of the screen that displays information about the current work of WordStar 2000.

store and forward A telex procedure whereby information that is transmitted is not received at that instant, but at a later time.

string A sequence of letters, numbers, or other characters.

submenu A menu that presents options or commands for each of the Editing Menu commands.

system variable Variables whose values are provided by the computer's operating system, for example, %DATE.

tab character A character inserted in your file when you press the Tab key. If Option Display is on, the tab character appears as > onscreen.

tab stop A position in the ruler line used to align text in columns. With regular tab stops, the first character typed after pressing the Tab key is aligned. With a decimal tab stop, the decimal point of a number is aligned rather than the first digit.

tag An editing command stored with the text. If Option Display is on, a tag appears as text surrounded by square brackets, for example, [CENTER].

tag variable See variable.

telex A method of electronic communication in use before the creation of the microcomputer.

TelMerge A telecommunications program that enables you to send and receive electronic mail.

text area In MailMerge, the part of a master document containing standard text, variable names, and commands for print variations.

typed space A space typed from the keyboard as opposed to a filler space. See filler space.

typewriter mode A feature that lets your keyboard and printer act like a typewriter.

unformatted file A file that does not contain a format section. This is useful for entering data and programs.

userid An identification number required for access to a particular service.

utility program A program designed to do a routine task. Utility programs help move or examine files and check that the components of a computer system (computer, terminal, printer, disk drives, etc.) are set up properly. Utility programs are usually supplied with the operating system.

value A number, character, or word.

variable A value that can change from document to document, data file to data file, or record to record.

An *abbreviated variable* is a part of a value that is identified by a variable name followed by two numbers enclosed in square brackets, for example, &variable[1,2]&. The two numbers specify starting and ending character positions respectively.

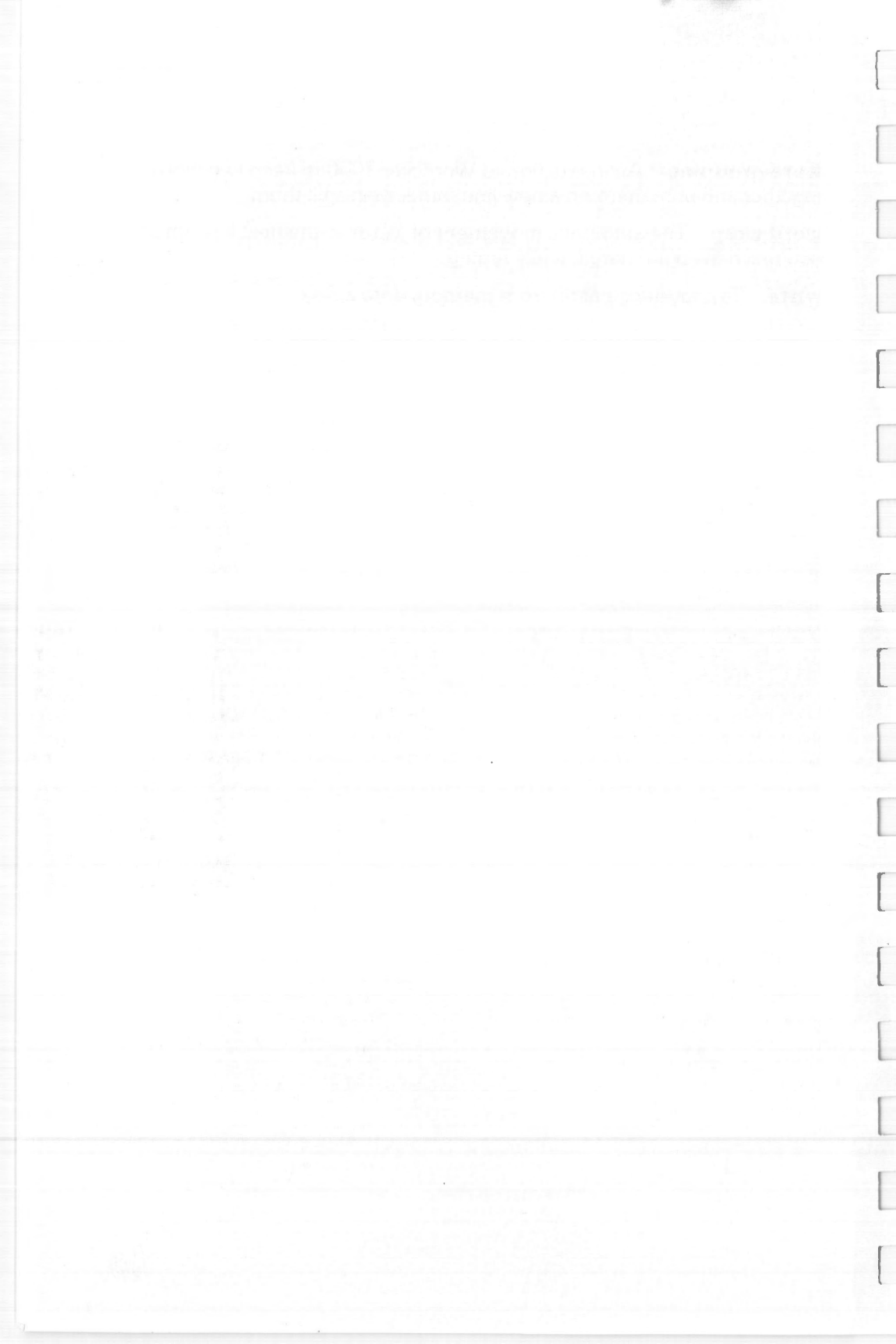
vertical A feature that when turned on lets you perform block operations on a column containing a beginning block marker and end block marker.

window The work area on the screen. You can divide the work area into as many as three windows at a time.

word grouping An instruction to WordStar 2000 to keep two words together and print them on a new line rather than split them.

word wrap The automatic movement of words to the next line when you reach the right margin while typing.

write To copy information from memory onto a disk.



Index

A

- A (Access TelMerge), 19
- A (Add to Personal Dictionary), 161
- ^A
 - in long forms, 68
 - when choosing names, 9
 - while editing ^OR text, 123
- Abandoning changes, 149
- Abbreviations, 95
- Addition, 22
- Aligning. *See also* Justify
 - columns of numbers, 170
- Ampersands (&), 95
- Answer line, 7
- Answering onscreen questions, 12
- Answers
 - removing, 12
 - restoring, 12
- Arithmetic, 21
- Arranging. *See* Sorting
- Arrow keys, 35
- Ask for data command (^OMA), 98
- Assigning page numbers, 79
- Automatic hyphenation, 56

B

- B (Locate option), 72
- B (Replace option), 75
- ^B (Block commands), 20
- (beginning block marker), 20
- ^BA (Block Arithmetic), 21
- Backslash, 7
 - when locating, 73
 - when replacing, 76
- Backspace key
 - in long forms, 68
 - in Typewriter mode, 178
 - when choosing names, 9
 - while editing ^OR text, 123
- Backup files (.BAK), 148
- Backward search, 72
- ^BB (Block Begin), 24
- ^BC (Block Copy), 25
- ^BD (Block Display), 26
 - default, 16

- ^BE (Block End), 27
- Beginning block marker (), 20
- Beginning of block, 24
- Beginning of line, cursor to, 38
- ^BI (Block Insert), 27
- Bi-directional printing, 221
- Blank lines
 - in footers, 83
 - inserting, 38, 48
- Block Menu commands, 20-33
- Blocks
 - cursor to beginning of, 36
 - cursor to end of, 27
 - definition of, 20
 - marking, 20
 - removing, 153
 - rules for, 20
 - size, 20
- ^BM (Block Move), 29
- Boilerplate text, 54
- Boldface, 134
- Bottom margin, 55, 59
- ^BR (Block Remove), 30
- Brackets, square, 49
- Breaking pages. *See* Page breaks
- ^BS (Block Sort), 30
- Buffered text, 177
- ^BV (Block Vertical), 32
 - default, 16
- ^BW (Block Write to File), 33
- Bypassing spelling check, 80

C

- C (Copy a File), 34
- C (Correct All Occurrences), 162
- C (Locate option), 72
- C (Replace option), 75
- ^C (Cursor commands), 35
- ^CA (Cursor to Block Beginning), 36
- Calculating, 21
- Canceling. *See* CancI key
- Canceling a search, 76
- CancI key
 - at submenus, 14
 - from help screen, 61

- when designing formats, 60
 - when locating, 76
 - with Choose a Name Screen, 7
 - with decisions, 11
 - with errors, 189
- Caret (^), 1. *See also* Control key
- Case match, 72
- ^CB (Cursor Beginning), 36
- CBASIC format, 221
- ^CD (Cursor Down Screen), 36
- ^CE (Cursor End), 37
- Centering text, 80
- ^CH (Cursor Home), 37
- Chain printing, 107
- Changing. *See also* Editing; Setting
- character pitch, 137
 - directory, 10, 45
 - font modules, 142
 - fonts, 137
 - formats, 53
 - indented margins, 174
 - key files, 70
 - left margin, 173
 - line height (spacing), 138
 - margins, 166
 - page numbers, 79
 - print trays (type of paper), 145
 - print wheels, 142
 - ribbon color, 135
 - right margin, 174
 - unformatted files to formatted files, 52
- Character pitch, 54, 60
- and ruler, 167
 - changing, 137
- Characters
- cursor to, 42
 - removing, 153
 - removing to, 156
- Checking spelling, 123, 158
- Choose a Name Screen, 6
- Choosing a name, methods, 8
- ^CI (Cursor Insert a Line), 38
- ^CL (Cursor Left Side of Line), 38
- Clearing tab stops, 170
- Closing windows, 127
- ^CM (Cursor Set Marker 0-9), 39
- ^CN (Cursor Note Number), 40
- ^CO (Cursor to Old Block Position), 41
- Color printing, 135
- Column arithmetic, 21
- Columns
- copying, 25
 - inserting, 28
 - maximum width, 32
 - moving, 29
 - print enhancements in, 133
 - removing, 153
 - working with, 32
 - writing to files, 33
- Command area, 90
- Command tags. *See* Tags
- Commands. *See also* Editing commands
- converting from WordStar to WordStar 2000, 180
 - defaults, 16
 - for choosing names, 9
 - for editing long forms, 68
 - for making decisions, 12
 - getting help with, 61
 - settings in procedures, 19
- Comments, 126
- Comparison characters, 102
- Computer programs, editing, 51
- Concurrent printing, 130
- Condition command (^OMC), 100, 101
- Conditional expressions, 102
- Conditional page breaks, 88
- Conditional printing, 101, 105, 114
- Continuing after saving, 150
- Continuous paper, 130
- Control key, 1, 15
- Converting. *See also* Changing
- existing files to BASIC format, 226
 - WordStar commands to WordStar 2000, 207
 - WordStar files to WordStar 2000 files, 180
 - WordStar 2000 files to WordStar, 180
- Copies, number to print, 130
- Copying. *See also* Inserting; Writing
- blocks, 25
 - columns, 25
 - files, 34
 - tags, 25
 - text using Remove and Undo, 179
 - to windows, 25
- Correcting
- errors, 189
 - spelling, 123, 158

CorrectStar
 Add to Personal Dictionary command (A), 161
 Check paragraph command (^OSP), 124
 Check rest of document command (^OSR), 124
 Check word command (^OSW), 125
 Correct all occurrences command (C), 162
 Correct as suggested command (Return), 162
 Ignore suggestion command (I), 163
 Next suggestion command (N), 163
 Previous suggestion command (P), 164
 Select Personal Dictionary command (^OSS), 124
 Type correction command (T), 164
 using with floppy disks, 204
 ^CP (Cursor Page Number), 41
 ^CR (Cursor Right Side of Line), 42
 Creating. *See also* Defining
 data files for MailMerge, 225
 documents, 46
 formats, 53
 mailing lists, 71
 tables, 165
 Crossing out with hyphens, 142
 ^CT (Cursor To a Character), 42
 ^CU (Cursor Up Screen), 43
 Cursor diamond, 35
 Cursor Menu commands, 35-45
 Cursor movement keys, 35
 when choosing names, 9
 while editing ^OR text, 123
 Cursor to
 beginning of block, 36
 beginning of document, 36
 beginning of line, 38
 character, 42
 end of block, 44
 end of document, 37
 end of line, 42
 footnote, 40
 lower left-hand corner, 44
 marked place, 45
 old block position, 40
 page, 41
 upper left-hand corner, 37

Cut and paste, 179
 ^CW (Cursor Window), 43
 ^CX (Cursor to Bottom Left Window), 44
 ^CZ (Cursor to Block End), 44
 ^C0 to ^C9 (Cursor to Marker), 45

D

Directory (Directory[folder]), 45
 D (Réplace option), 75
 ^D
 in long forms, 68
 in Typewriter mode, 178
 when choosing names, 9
 while editing ^OR text, 123
 Daisy wheels, 142
 Data files, 51, 90
 converting to CBASIC format, 226
 Decimal tab stops
 in arithmetic, 24
 in tables, 165
 setting, 170
 Decisions Screen, 11
 Default
 answers, restoring, 12
 command settings, 16
 menu level, 62
 names, 8
 Defining
 keys, 65
 long forms, 65
 short forms, 65
 Deleting. *See* Removing
 Designing
 formats, 53
 printed page, 57
 Dictionaries
 full, 160
 Internal, 159
 Main, 159
 Personal, 159
 Directory, 7
 changing, 45
 displaying, 9
 names, 7
 on status line, 10
 Directory of Procedures, 17
 Discarding. *See* Abandoning changes
 Discretionary hyphens. *See* Hyphens
 Disk drive. *See* Drive

Displaying

- blocks, 26
- directory, 9
- menus, 61
- page breaks, 56
- tab characters, 81
- tags, 81

Dividing. *See* Page breaks; Splitting paragraphs

Division, 23

Delete Char key

- in long forms, 68
- in Typewriter mode, 178
- while editing ^OR text, 123

Documents. *See* Files

Dot commands, 215

- converting, 217

Double spacing, 58, 138

Double underline, 140

Duplicating. *See* Copying

E

E (Edit/Create a Document), 46

E (Edit/Create an Unformatted File), 51

^E

- in long forms, 68
- when choosing names, 9
- while editing ^OR text, 123

<E> (end block marker), 20

Edit windows. *See* Windows

Editing

- buffered text, 178
- documents, 46
- format of documents, 53
- long forms, 66, 68
- text in formats, 47
- unformatted files, 51

Editing commands, 15

- in long forms, 67
- with unformatted files, 52

Editing Menu, 13

Electronic mail, 19

Elements, 20

Emphasizing printed text, 136

End block marker (<E>), 20

End condition command (^OME), 105

End of block, 27

End of line, cursor to, 42

End of paragraph, removing, 157

End-of-paragraph. *See* Return

End of sentence, removing, 157

End of word, removing, 157

Ending. *See* Cancel key; Pausing

Entry for key glossary, 64

Erasing. *See* Removing

Error messages (Appendix B), 189

Even-numbered page offset, 55

Exponents, 23

F

F (Format Design), 53

^F

- in long forms, 68
- in Typewriter mode, 178
- when choosing names, 9
- while editing ^OR text, 123

Fields

- empty, 110
- loading, 109

Figure titles, 86

Filenames, 9

Files

- backup (.BAK), 148
- converting, 180, 217, 226
- copying, 34
- creating, 46
- editing, 46
- inserting, 27, 106
- master document, 90
- moving, 77
- printing, 129
- removing, 151
- renaming, 77
- saving, 150, 151
- to beginning of, 36
- to end of, 37
- transferring to other word processors, 131
- unformatted, 51
- writing to, 33

Finding. *See* Locating

Fitting lines to the paper, 59

Flag column, 14

Floppy disks, 203

Font modules, 142

Fonts, 54

- and ruler, 167
- changing, 137

Footers, 82

- locating, 74
- on printed page, 58

Footings. *See* Footers

Footnotes

- cursor to, 40
- defining, 119
- displaying, 82
- locating, 74
- when printed, 58

Form feed paper, 130

Form feeds, when printing, 56

Format

- decisions, 55
- design for printing labels, 96
- editing text in, 47
- of existing document, changing, 53
- of MailMerge data files, 221
- prepared, 50

Formatted files, 46

Formatting, printing without, 130

Frequently used. *See* Standard

G

^G (Get Help), 61

^GG (Set Menu Display Level), 61

Global corrections, 162

Glossary, 229. *See also* Key glossary

Go to. *See* Cursor movement keys;
Cursor to

Grouping. *See* Keeping

H

Headers, 84

- locating, 74

- on printed page, 58

Help (^G), 61

Help screens, canceling, 61

Hiding. *See* Displaying

Highlighted names, 7

Highlighting blocks, 26

Hyphenation

- automatic, 56
- turning off, 86

Hyphens

- displaying, 82
- inserting, 85
- locating, 74

I

I (Ignore Suggestion), 163

I (Indexing), 63

Indenting

both margins, 169

left margin, 172

move left margin out, 174

undoing all, 176

Indexing (Option), 86

Insert document command (^OMI), 106

Inserting. *See also* Copying; Moving

blank lines, 38, 48

columns, 28

documents, 106

files, 27

hyphens, 85

standard paragraphs, 26

text while typing, 120

Internal Dictionary, 159

size, 186

Interrupting. *See* Cancel key; Pausing

Italic mode, selecting, 135

J

JUSTIFY format, 50

Justify text, 56

on/off, 87

K

K or ^K (Key Glossary), 64

^KD (Key Define), 65

Keeping. *See also* Saving

lines together, 88

words together, 147

Key glossary files, 67, 68, 69

Key Glossary Menu commands, 64-70

Keys

arrow, 35

cursor movement, 35

^KR (Key Remove), 69

^KU (Key Use Another Key File), 70

L

L (MailList), 71

^L (Locate and Replace Text), 74

^L (Locate Text), 71

Label format design, 96

Left margin

indenting, 172

limits, 167

setting, 173

Left side of line

cursor to, 38

removing, 154

Legal paragraphs. *See* Standard paragraphs

Length of page, 59

Letterhead paper, using, 145

Limits in program, 185

Line arithmetic, 21

Line height, 138

 footer or header, 84

 initial, 58

Line length in formatted files, 48

Line numbers, 13

Line size. *See* Line height

Line spacing. *See* Line height

Lines. *See also* Blank lines

 keeping together on page, 88

 per inch, 138

 per page, 55, 58, 59

 printing over, 140

 removing, 154

 width of, 168

Load data command (^OML), 109

Locate options, 73

Locating

 footnotes, 40

 hyphens, 73

 next occurrence, 78

 old block position, 40

 pages, 41

 tags, 73

 text and tags, 71

 variables, 73

Logical operators, 103

Long forms, 64

 removing, 69

Looking down

 document, 36

 one line, 36

Looking up

 document, 43

 one line, 36

Lowercase. *See* Case match

M

M (Move/Rename a File), 77

MailList, 71

MailMerge

 Ask for data command (^OMA), 98

 Condition command (^OMC), 100

 creating data files for, 221

 definition of, 89

 End condition command (^OME), 105

 Insert document command (^OMI), 106

 Load data command (^OML), 109

 Message command (^OMM), 112

 Next copy command (^OMN), 113

 Otherwise command (^OMO), 114

 Repeat command (^OMR), 114

 Select data file command (^OMS), 116

 Use this data command (^OMU), 117

 WordStar 2000 to WordStar command equivalents, 218, 219

Main Dictionary, 159

 size, 186

Margins, 55

 indenting, 169

 setting, 173, 174

 size, 59

Marked place. *See* Place markers

Marking

 blocks, 20

 your place, 39

Master documents, 90

 command area, 90

 text area, 90

Matching. *See* Locating

Math, 21

Maximum. *See also* Limits

 characters in key files, 67

 long form length, 67

Memo format, 50

Memory, 185

Menu area, 14

Menu display levels, 61

Menus, 3

Merging files. *See* MailMerge

Message command (^OMM), 112

Messages, 189

Microjustification, 218

Moving

 blocks, 29

 columns, 29

 cursor, *See* Cursor movement keys;

 Cursor to

 files, 77

 margins left, 174

 place markers, 39

 tags, 29

 text using Remove and Undo, 179

 to windows, 29

 window down, 36

 window up, 43

Mscript format, 50

Multiple Personal Dictionaries,
creating, 160

Multiplication, 23

N

N (Next Suggestion), 163

^N (Next Locate), 78

Names. *See* Moving; Renaming

Nested printing, 108

Nesting

files, 108

maximum files, 187

Repeat commands, 116

New. *See* Creating; Defining

New page, starting, 121

Next copy command (^OMN), 113

No new line, printing, 140

Nonbreak space, 147

Normal format, 50

Number of lines per page, 55, 58. *See*
also Line height

Numbers. *See also* Arithmetic
aligning, 170

O

^O (Option commands), 79

^O- (Option Hyphen), 85

^OA (Option Assign Page Number), 79

^OB (Option Bypass Spelling Check), 80
default, 16

^OC (Option Center Text), 80

^OD (Option Display), 81
default, 16

Odd-numbered page offset, 55

^OF (Option Footer), 82

Offset, 55, 58

^OH (Option Header), 84

^OI (Option Indexing), 86

^OJ (Option Justify), 87
default, 16

^OK (Option Keep Lines Together), 88

Old block position, locating, 40

^OM (Option MailMerge), 89

^OMA (Option MailMerge Ask for Data),
98

^OMC (Option MailMerge Condition),
100

^OME (Option MailMerge End
Condition), 105

^OMI (Option MailMerge Insert
Document), 106

^OML (Option MailMerge Load Data),
109

^OMM (Option MailMerge Message), 112

^OMN (Option MailMerge Next Copy),
113

^OMO (Option MailMerge Otherwise),
114

^OMR (Option MailMerge Repeat
Procedure), 114

^OMS (Option MailMerge Select Data
File), 116

^OMU (Option MailMerge Use This Data), 117

^ON (Option Note), 119

^OO (Option Overtyping), 120
default, 16

^OP (Option Page Break), 121

Opening files. *See* Files, creating

Opening Menu, 3

Opening windows, 126

Option Menu commands, 79-128

^OR (Option Repeat Next Key), 121

Order of sorting, 31

^OS (Option Spelling Check), 123

^OSP (Option Spelling Check Paragraph),
124

^OSR (Option Spelling Check Rest of
Document), 124

^OSS (Option Spelling Select Personal
Dictionary), 124

^OSW (Option Spelling Check Word),
125

Otherwise command (^OMO), 114

^OU (Option Unprinted Comment), 126

Overprinting, 140

Overstriking, 141

Overtyping, 120

^OW (Option Window), 126

P

P (Previous Suggestion), 164

P (Print a File), 129

P (Replace option), 75

^P Print Enhancement commands, 132

^P+ (Print Superscript), 144

^P- (Print Subscript), 143

Page breaks

displaying, 56

indicator, 60

- preventing between lines, 88
 - removing, 76
 - setting, 121
 - Page design or style. *See* Format
 - Page length, 58
 - Page numbers, 60
 - assigning, 79
 - changing, 79
 - in footers, 83
 - in headers, 85
 - location of, 56
 - Page offset, 55, 58
 - Page style, 54
 - Pages, 60
 - locating, 41
 - Paper, changing type, 145
 - Paragraphs
 - removing, 155
 - splitting, 38
 - Pathname, 186
 - Pausing
 - between pages, 130
 - while printing, 142
 - ^PB (Print Boldface), 134
 - ^PC (Print Color), 135
 - ^PE (Print Emphasis), 136
 - Personal Dictionaries, 159
 - adding to, 161
 - files, 51
 - full, 160
 - multiple, 160
 - size, 186
 - ^PF (Print Font), 137
 - ^PH (Print Height), 138
 - Pitch. *See* Character pitch
 - Place markers
 - cursor to, 45
 - in block moves, 29
 - in blocks, 25
 - setting, 39
 - Plus mark (+) in flag column, 52
 - ^PN (Print No New Line), 140
 - ^PO (Print Overstrike), 141
 - Position. *See* Cursor movement keys;
Cursor to; Moving
 - ^PP (Print Pause), 142
 - Prepared formats, 50
 - Preventing hyphenation of words, 86
 - Previous block position, 40
 - Print Enhancement Menu commands,
132-147
 - Print enhancement tags
 - in columns, 133
 - moving, 29
 - removing, 133
 - Print trays, 145
 - Print wheels, 142
 - Printed page
 - designing, 57
 - numbers, 60
 - Printer fonts. *See* Fonts
 - Printing, 129
 - after saving files, 150
 - chain, 107
 - footnotes, 119
 - form letters, 115
 - multiple copies, 130
 - nested, 108
 - over lines, 140
 - to disk, 130
 - two characters in same space, 141
 - with form feeds, 56
 - Printing decisions, 130
 - Problems, 189
 - Procedures, how to follow, 18
 - Program specifications (Appendix A),
185
 - Programs, editing, 51
 - Prompts, replying to, 12
 - Proportional fonts, tips, 54
 - ^PS (Print Strikeout), 142
 - ^PT (Print Tray), 145
 - ^PU (Print Underline), 146
 - ^PW (Print Word Grouping), 147
- ## Q
- Q (Quit WordStar 2000), 147
 - ^Q
 - in long forms, 68
 - while editing ^OR text, 123
 - ^Q (Quit Editing commands), 148
 - ^QA (Quit and Abandon Changes), 149
 - ^QC (Quit and Continue), 150
 - ^QP (Quit and Print), 150
 - ^QS (Quit and Save Changes), 151
 - Questions, replying to, 12
 - Quit Editing Menu commands, 148-151
 - Quit Format Menu, 60
- ## R
- R (Remove a File), 151
 - ^R
 - in long forms, 68

- in Typewriter mode, 178
- when answering questions, 12
- when choosing names, 9
- while editing ^OR text, 123
- ^R (Remove Text commands), 152
- Ragged format, 50
- Ragged-right text, 56
 - on/off, 87
- Ranges, 185
- ^RB (Remove Block), 153
- ^RC (Remove Character), 153
- ^RE (Remove Entire Line), 154
- Receiving electronic mail, 19
- Recovering. *See* ^U (Undo)
- Recovering from errors, 189
- Recovering your work, 149
- Remove Menu commands, 152-157
- Removed text, restoring, 179
- Removing
 - answers, 12
 - blocks, 153
 - characters, 153
 - columns, 153
 - comments, 126
 - end of paragraph, 157
 - end of sentence, 157
 - end of word, 157
 - entire lines, 154
 - files, 151
 - footers, 83
 - footnotes, 120
 - headers, 85
 - key glossary entries, 69
 - left side of line, 154
 - located text, 76
 - markers, 20
 - page breaks, 76, 121
 - pages, 153
 - paragraphs, 155
 - place markers, 39
 - print enhancements, 133
 - right side of line, 155
 - rulers, 168
 - sentences, 156
 - tab stops, 170
 - to a character, 156
 - words, 157
- Renaming files, 77
- Repeat command (^OMR), 114
- Repeating
 - commands or text, 121
 - locate command, 78
- Replace options, 75
- Replacing. *See* Restoring
- Replying. *See* Answering
- Resetting. *See* Changing
- Restoring. *See also* ^U (Undo)
 - default answers, 12
 - removed text, 179
- Return (<), inserting, 38
- Return key, 1
 - in long forms, 68
 - in spelling check, 162
 - in text, 48
 - in Typewriter mode, 178
 - when choosing names, 9
 - while editing ^OR text, 123
- Ribbon color, changing, 135
- Right justifying numbers. *See* Decimal tabs
- Right margin, 55
 - changing, 174
 - limits, 167
 - setting, 174
- Right side of line
 - cursor to, 42
 - removing, 155
- ^RL (Remove Left Side of Line), 154
- ^RP (Remove Paragraph), 155
- ^RR (Remove Right Side of Line), 155
- ^RS (Remove Sentence), 156
- ^RT (Remove To a Character), 156
- Ruler line, 14, 166
- Rulers, 166
 - footer or header, 84, 85
 - in footnotes, 120
 - in unformatted files, 52
 - removing, 168
- Rules
 - for arithmetic, 22
 - for blocks, 20
 - for decimal tab stops, 172
 - for key glossary entries, 67
 - for locating text, 73
 - for ^OMA, 99
 - for ^OMC, 105
 - for ^OME, 105

- for ^OML, 111
- for ^OMM, 113
- for ^OMR, 116
- for ^OMS, 117
- for ^OMU, 118
- for replacing text, 76
- for rulers in formatted files, 167
- for using windows, 128
- ^RW (Remove Word), 157

S

- S (Replace option), 75
- S (Spelling Check), 158
- ^S
 - in long forms, 68
 - in Typewriter mode, 178
 - when choosing names, 9
 - while editing ^OR text, 123
- Sample printed page, 57
- Saving files, 150, 151
- Screen page numbers, 13, 60
- Screens, 3. *See also* Windows
- Scrolling. *See* Looking; Moving
- Searching. *See* Locating
- Section headings, 63, 86
- Select data file command (^OMS), 116
- Selecting. *See also* Choosing
 - normal or italic mode, 135
 - sockets for font modules, 135
- Sending electronic mail, 19
- Sending files, 131
- Sentences, removing, 156
- Setting
 - decimal tab stops, 170
 - left margin, 173
 - page breaks, 121
 - place markers, 39
 - right margin, 174
 - tab stops, 175
- Short forms, 64
 - removing, 69
- Single pages for paper sheets, 130
- Single spacing, 58, 139
- Size
 - of line. *See* Line height; Page offset
 - of type. *See* Fonts
- Size limits, 185
- Soft hyphen, 209
- Solutions for error messages, 189

- Sorting, 30
 - mailing lists, 71
- Spaces
 - in arithmetic, 23
 - in short forms, 67
 - removing, 157
- Spacing. *See* Line height
- Specifications, program, 185
- Speed of repeating commands, 122
- Spelling. *See also* CorrectStar
 - checking, 123, 158
 - turning off checking, 80
- Splitting paragraphs, 38
- Stand-alone tags, 49
- Standard format, 54
- Standard paragraphs, 26, 28
- StarIndex commands, WordStar 2000 to WordStar, 219
- Starting over, 149
- Starting WordStar 2000, 2
- Status line, 6
 - Editing Menu, 13
 - windows, 127
- Stopping. *See* Canc! key; Pausing; Quit
 - Editing Menu commands
- Striking out characters, 142
- Style of type. *See* Fonts
- Submenus, 3
 - displaying, 61
 - skipping, 15
- Subscripts, 143
- Subtraction, 22
- Superscripts, 144
- Symbols
 - <, 48
 - in ruler, 166
- System variables, 94

T

- T (Type Correction), 164
- T (Typewriter Mode), 176
- ^T
 - when answering questions, 12
 - when choosing names, 8, 9
- ^T (Tabs and Margins commands), 166
- Tab characters, 168
 - displaying, 81
 - removing, 152

Tab key, 168
 Tab stops
 clearing, 170
 decimal. *See* Decimal tab stops
 setting, 55, 175
 Table of contents, creating, 63, 86
 Table titles, 86
 Tables tips, 165
 Tabs and Margins Menu commands,
 166-176
 Tag variables, 49
 Tags, 49
 copying, 25
 displaying, 81
 locating, 71, 73
 moving, 29
 replacing, 76
 ^TB (Tabs and Margins Both Margins In),
 169
 ^TC (Tabs and Margins Clear Tab Stop),
 170
 ^TD (Tabs and Margins Decimal Tab
 Stop), 170
 Text
 locating, 71
 removing, 152
 Text area, 90
 Text file. *See* Editing
 ^TI (Tabs and Margins In Left), 172
 Titles, 63
 figures and tables, 86
 ^TL (Tabs and Margins Left), 173
 To a character
 moving, 42
 removing, 156
 ^TO (Tabs and Margins Out Left), 174
 Together. *See* Keeping
 Top margin, 55
 size, 59
 ^TR (Tabs and Margins Right), 174
 Transferring highlighted characters, 9
 Translating. *See* Converting
 Triple spacing, 58
 ^TS (Tabs and Margins Set Tab), 175
 ^TU (Tabs and Margins Undo All
 Indentation), 176
 Typeover. *See* Overtyping
 Typewriter mode, 176

U

^U (Undo), 179
 Underlining
 between words, 56
 double, 140
 text, 146
 Undoing indentation, 176
 Unformatted files
 changing to formatted, 33
 creating, 51
 Unjustified text, 56
 Updating mailing lists, 71
 Uppercase. *See* Case match
 Use this data command (^OMU), 117
 Using another key file, 70

V

^V
 default, 16
 when answering questions, 12
 when choosing names, 9
 Variable names
 rules for assigning, 94
 using ampersands with, 95
 Variables, 93
 abbreviated, 95
 asking for, 98
 definition of, 93
 in tags, 49
 loading, 109
 locating, 73
 replacing, 76
 setting, 117
 system, 94
 Vertical blocks. *See* Columns
 Viewing. *See* Displaying

W

W (Locate option), 72
 W (Replace option), 75
 W (WordStar to WordStar 2000 File
 Conversion), 180
 ^W
 in text, 36
 when choosing names, 9
 .wb extension, 148
 Windows, 14
 closing, 148
 cursor to, 43
 opening, 126

Word wrap, 48

Words

grouping, 147

locating, 72

removing, 157

WordStar files to WordStar 2000 files,
213

WordStar to WordStar 2000 comparison,
203

Writing to files, 33

X

^X

in long forms, 68

when choosing names, 9

while editing ^OR text, 123

Z

^Z

in text, 36

when choosing names, 9