

WORDSTAR® PROFESSIONAL RELEASE 5

The business standard in word processing software.

Advanced Page Preview™ makes you more efficient and your communications more effective. Preview and edit complete documents before you print.

Again, our developers searched the international marketplace for the best software for word processing. They found it. It's called WordStar Professional Release 5. It's the most powerful word processor ever designed for the PC.

Advanced Page Preview in WordStar

- Don't lose dollars using the quality of the best software for word processing. It's called WordStar Professional Release 5.
- Support for CGA, EGA, & VGA.
- Enhanced window of 1 full page display.
- Display your data.
- Go directly to the display grid.
- Edit directly.
- Save your work.
- Print.

See The Whole Story

For more information, please contact your local MicroPro office or write to:

MicroPro International Corporation, 10000 North Central Expressway, Dallas, TX 75243

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MicroPro

5.25 INCH DISKS

**WORDSTAR®
PROFESSIONAL
RELEASE 5**

WHAT'S NEW

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THE TEN MOST COMMONLY ASKED TECHNICAL QUESTIONS ABOUT WORDSTAR.

To help you get the most from your new software right from the beginning, here are answers to the ten most commonly asked technical questions about WordStar:

Q: With WordStar 3.3 and 4.0, I could accept default print settings by pressing the <Esc> key after typing the document name. How can I accept the default settings with Release 5.0?

A: Type the name of your document and press [F10] or ^K to accept the defaults and print your document. If you prefer using the <Esc> key, you can change this option in WSCHANGE.

Q: Can WordStar 5.0 read WordStar 4.0 files and vice versa?

A: WordStar 5.0 reads WordStar 4.0 files with no special handling. To read a WordStar 5.0 file with WordStar 4.0, you need to print the file to disk using the WS4 driver. This will strip out the Release 5.0 control codes that Release 4.0 doesn't understand.

Q: Can WordStar 3.3 MailMerge files be used with WordStar 5.0 MailList?

A: You can't edit 3.3 MailMerge files using MailList, but you can merge print them.

Q: Can the WordStar 5.0 Opening Menu be changed to look like the Opening Menu in Release 4.0?

A: Yes. The default menu setting for WordStar 5.0 is Help Level 4 (industry-standard pull-down menus). You can use WSCHANGE to change the default to Help Level 3, 2, 1, or 0. To change it for the current editing session only, press "O" for "Other" at the Opening Menu, highlight "Change Help Level," press <Return>, and select the desired help level.

Q: After changing my tab settings and realigning my document, some of the text moved to the new tab settings, and some didn't. What happened?

A: Release 5 includes a new feature that realigns text to your new tab settings. Whether the text moves or not depends on whether the program finds a tab character. If you use the spacebar instead of the Tab key, your text will not move when you realign the block. If you use the Tab key, it will.

Q: Does WordStar 5.0 have PostScript support?

A: Yes.

Q: With WordStar 4.0, the WordFinder thesaurus had to be installed separately. How do I install it for Release 5.0?

A: The Release 5.0 thesaurus is built into the program, so you don't need to install it separately. While you're editing, just press ^QJ to start the thesaurus. If you have a dual-floppy system, you'll be prompted to insert the thesaurus disk.

Q: What's the size limitation for footnotes and annotations?

A: Up to 16K for each footnote, endnote, annotation, or comment.

Q: How many columns can I have in my document?

A: Up to eight columns per page.

Q: Can I write a block to an existing file without overwriting that file?

A: Yes. This is another new feature of Release 5.0.

Additional information is available in the README file.

What's New

WordStar® Professional Release 5 brings you everything you've been asking for in WordStar . . . and more! You'll notice a new look the moment you start the program. The clean, simple pull-down menus, based on the latest SAA (Systems Application Architecture) standards, make learning and using WordStar a snap. And, of course, the classic WordStar menus and commands are still available, too.

Here are some of the highlights of this release:

- New user interface
- Advanced Page Preview
- Laser printer support
- Newspaper-style columns
- Windows for split-screen editing
- Footnotes and endnotes
- Automatic text alignment (auto-align)

A few words about MicroPro's new Advanced Page Preview™ feature. When specifications for WordStar Professional Release 5 were being developed, Leon Williams, MicroPro® president, challenged the developers to provide our users with the best page preview capability on the market, one that would set a new industry standard. The developers responded to this challenge with, in Leon's words, an "Advanced Page Preview capability beyond even my hopes."

The new features in WordStar Professional Release 5 are briefly described in this booklet. If you're upgrading from WordStar Professional Release 4, be sure to also review the following sections beginning on page 32:

- New and Changed Commands
- Notes for WordStar Professional Release 4 Users

Now, here's a summary of the new features you'll find in WordStar Professional Release 5.

Customer Support

- 1 **Expanded customer service** MicroPro offers toll-free telephone support seven days a week. The hours are 7:00 a.m. to 4:00 p.m. Monday through Friday and 8:00 a.m. to 1:00 p.m. Saturday and Sunday. Our free 800 number service is staffed by highly trained professionals capable of assisting you with your WordStar Professional product.
- 2 **New customer service booklet** Your WordStar Professional Release 5 package includes a helpful Customer Service booklet containing the items listed below. If you need to call MicroPro for any reason, please read this booklet first. It has information to help you direct your call appropriately. You'll find the precall checklist particularly helpful.
 - Precall checklist.
 - MicroPro's toll-free 800 number and service hours for your WordStar product.
 - A description of the services provided for new product sales, product replacement, update sales, and technical support.
 - Warranty agreement.
 - Registration card.

User Interface

- 3 **Two ways to use WordStar®** WordStar Professional Release 5 offers two types of menus: the original classic menus and the new pull-down menus. Now both new and experienced users can use WordStar easily.
- 4 **New help level supports pull-down menus** Help level 4 has been added to support pull-down menus for the new or occasional WordStar user.
- 5 **Pull-downs based on SAA standards** The SAA (Systems Application Architecture) user interface is quickly becoming the industry standard for applications. This puts WordStar on the leading edge of interface design.
- 6 **New interface easy to learn and use** The SAA-based pull-down menus, keystrokes, and dialog boxes make WordStar easy to learn and use. And because SAA provides a common interface among applications, once you learn WordStar, you'll be ready to use any program that conforms to SAA standards.
- 7 **Dialog boxes replace prompts** WordStar Professional Release 5 has dialog boxes instead of a series of prompts for many tasks, such as printing. Dialog boxes let you see all your choices at once. You can move through them easily to make selections.
- 8 **Use the pull-downs to learn WordStar commands** The classic commands are listed next to the functions on the pull-down menus, so learning them is easy.

- 9 **Choose pull-down menus from a menu bar** It's easy to display the pull-down menus. In help level 4 (the default), you'll see a menu bar at the top of the screen that lists the names of the pull-downs. When you move the highlighting to the name of the pull-down you want, that menu appears.
- 10 **Use the whole screen for editing** Pull-down menus are out of the way until you need them. This means you can use the entire screen for editing. When you want a menu, it's there at the touch of a key. When you're finished, it goes away.
- 11 **Issue classic commands from help level 4** When a pull-down menu is onscreen, you can either choose a command from the menu or issue its classic equivalent (shown at the right of the menu).
- 12 **Use the classic commands for speed** You can issue commands quickly in help level 4 without displaying a menu at all. This takes less time than choosing them from a pull-down menu.
- 13 **Use classic menus instead of pull-downs** Experienced WordStar users can bypass the new pull-downs and use the classic WordStar menus. You can change the help level each time you use WordStar or turn the pull-down menus off altogether by changing the default setting in WSCCHANGE.

Advanced Page Preview¹

- 14 **The most advanced page preview in the industry** Advanced Page Preview is the most advanced, most versatile page preview feature in the industry. Its many capabilities are listed below.
- 15 **See how a page looks before it's printed** While you're editing, you can use the **Page preview** command (^OP) to change the onscreen display to a reduced version of the page you're working on. This lets you see how the different pieces (text, footers, headers, footnotes, etc.) appear on the page and how the page will look when it's printed.
- 16 **See fonts and other document features** While previewing a page, you can see font changes, line spacing, side-by-side columns, italicized print, superscript, and subscript.
- 17 **Zoom in on your text for details** Use the zoom-in capability to magnify portions of your text. While viewing a full page, you can enlarge a portion of it so it is two or four times larger than the reduced version. By moving a window to different parts of the page, you can select the text you want enlarged.
- 18 **See how the text aligns** After you've zoomed in on a page, you can display a grid across the screen and see exactly how the text will align.
- 19 **Zoom out to see multiple pages** Use the zoom-out capability to see more than one page on the screen.

1. Monitor requirements: CGA or above. Performance and resolution are monitor dependent.

- **Choose from three views** In the zoom-out option, you can choose one of three views: facing pages, multiple pages, or thumbnails.
- 20 **Facing pages** You can see reduced versions of facing pages (for example, pages 2 and 3) of a document at the same time. This is useful for seeing how your facing pages will look.
- 21 **Multiple pages** You can display six or more pages onscreen at the same time. The larger your monitor, the more screens you'll see in each group. This is useful for checking page breaks and general page layout.
- 22 **Thumbnails** You can display as many as 144 thumbnails in one group on your screen. (Thumbnails are similar to multiple pages, but are much smaller, allowing many more of them to be displayed on a screen.) The larger your monitor, the more thumbnails are displayed in each group. This is useful for looking at the overall layout of a document.
- 23 **Complete scrolling capabilities** Full scrolling capabilities are available in Advanced Page Preview. While viewing individual pages, you can scroll to the next page or to the previous page. When viewing facing or multiple pages, you can scroll to the next set or to the previous set of pages.
- 24 **Request a specific page number** While previewing a page, you can request a different page by entering a page number. If you're in one of the zoom-out views, the page you request will be the first one at the top of the screen.
- 25 **Advanced Page Preview is lightning fast!** Advanced Page Preview is extremely fast. For example, on some machines, you can call up a page in one second, and display 144 thumbnails in just 70 seconds!
- 26 **Scan your entire document** Ask WordStar to scan your entire document (WordStar will display the document, page by page, until you press **Esc**).
- 27 **Scan a specified range of pages** Ask WordStar to scan only a specific range of pages (you enter the starting and ending page numbers).
- 28 **Exit to the page you want** When you finish viewing pages in zoom-out mode, you can ask WordStar to display a specific page when you return to the editing screen. Just scan the thumbnails onscreen for the page you want, highlight that page, and return to the editing screen.
- **Use hot keys in Advanced Page Preview** You can use hot keys to move around quickly in Advanced Page Preview.
- 29 **Start page preview** Use **Alt-1** to start Advanced Page Preview.
- 30 **Quit page preview** Use **Alt-1** to quit and return to the same page you're viewing, or **Alt-2** to quit and return to the page you were on when you started Advanced Page Preview.
- 31 **Zoom in and zoom out** Use the **+** and **-** keys to zoom in or out, respectively, to a different magnification. For example, if you press **+** at the thumbnail display, you'll go to the multiple pages display.

See The Whole Story

by

Leon Williams
President and CEO

MicroPro International Corporation

For some time users have asked us to see on the screen what will appear on their printer. In short, users have asked us to truly deliver on the promise of WYNIWYG.

MicroPro introduced a page preview function with WordStar 2000. And we knew our competition would soon copy us. They did. Microsoft now offers a \$49.00 add-on to its Word users and WordPerfect tout's a page preview feature in their promised release 5.0.

When we developed the specifications for our next release, WordStar Professional 5.0, I gave our developers the following challenge.

"Our users must have the best page preview capability on the market. Microsoft and WordPerfect are attempting to copy our capability. But we can accomplish much more than our competitors. When we release WordStar Professional 5.0, our product must set a new industry standard. I will not be satisfied unless we push the state of the art even further. I want our loyal users to be able to see the whole story!

Our developers accepted the challenge and responded with an Advanced Page Preview™ capability beyond even my wildest hopes. WordStar Professional 5.0 has a page preview so advanced I'm sure even our competitors will take notice. WordStar Professional's Advanced Page Preview displays true onscreen fonts, true onscreen layout and text attributes such as bold text, italicized text, underlined text, strikeouts, superscript, subscript, etc. Display fonts are generated from any printer fonts and are shown onscreen in graphic form.

By comparison, Microsoft can't display screen fonts and, according to press reports, WordPerfect displays only a generic font (unless the user has a Hercules Rambo™ card or uses a font outlining utility).

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By comparison, Microsoft can't display screen fonts and, according to press reports, WordPerfect displays only a generic font (unless the user has a Hercules Ramfont™ card or uses a font outline utility).

Advanced Page Preview in WordStar Professional 5.0 features the following:

- 1) True font display using any printer font including PostScript scalable fonts
Display of all font enhancements such as bold, strikethru, underline, superscript, subscript, etc.
- 2) Support for CGA, EGA, and VGA monitors
- 3) Support for high resolution monitors such as IBM 8514, WYSE /00 or the CornerStone
- 4) Thumbnail display of up to 144 pages simultaneously
- 5) Full page display plus 2x & 4x zoom
- 6) Facing page display
- 7) Display of headers, footers, footnotes, endnotes and columns
- 8) Go directly to text editing mode from any page
- 9) Display grid to assist in alignment
- 10) Go directly to any page while in preview mode
- 11) Zoom window to narrow into portions of a page
- 12) Scrolling when in preview mode

I indicated to our developers it was necessary for Advanced Page Preview to work equally well on all systems. That is performance on a two floppy IBM PC must be very adequate. I said, "*Our Advanced Page Preview must be available to all our users. Not just those users with an AI or JAG!*" It was essential that our capability brings state of the art word processing to our entire installed base. This is something our competition is not doing.

Again, our developers exceeded my expectations! WordStar Professional's Advanced Page Preview is very fast. A typical one page display takes approximately 1 second. Up to 144 pages can be displayed in approximately 70 seconds. Performance is very good on an IBM PC. Higher powered hardware, such as a PS/2 Model 90, provides even greater functionality and performance. Now all our users have a capability that no other word processing vendor offers.

MicroPro is again asserting its technological leadership.

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by
Leon Williams
President and CEO
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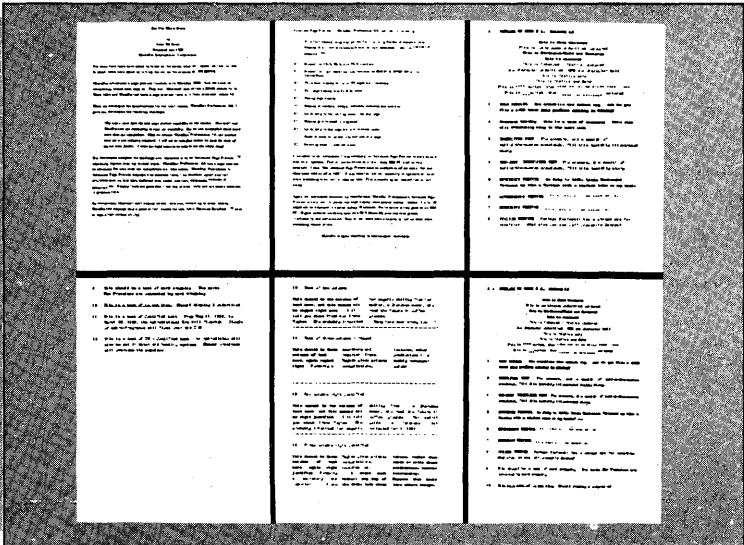
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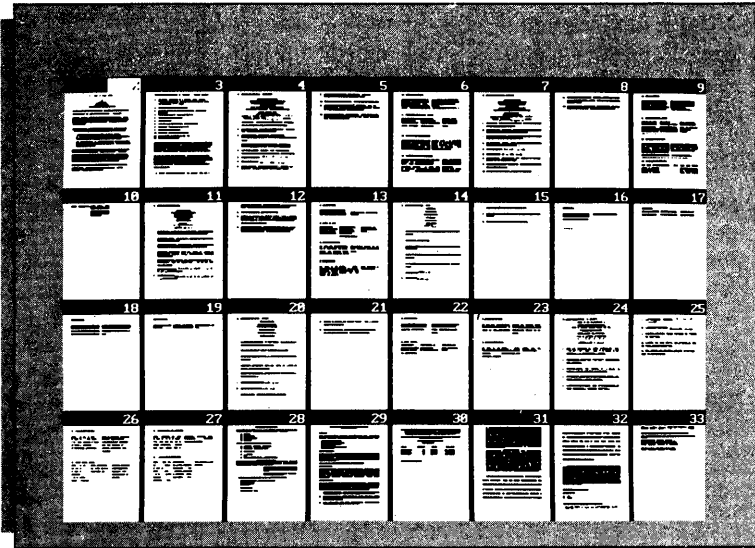
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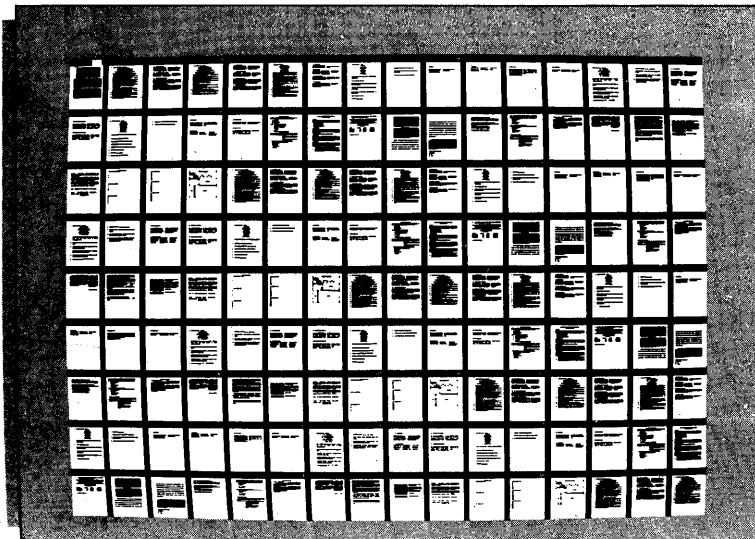
Magnified page (2x zoom) - Cornerstone Vista 1600 monitor



Thumbnail display - Cornerstone Vista 1600 monitor



Thumbnail display - VGA-type monitor



Thumbnail display - Cornerstone Vista 1600 monitor

Speed Write

- 32 **A shortcut to the editing screen** Want to start typing right now? The new Speed Write command takes you immediately to the editing screen. No need to type the name of a document first. You can name and save the file later.

Windows

- 33 **See two documents on the screen at once** While you're working on one document, you can call up another and display both on your screen at the same time. After you press **^OK**, the first document appears in the upper part and the second one in the lower part of your screen.
- 34 **Edit two pages in a long document** If you're working on a long document, you can use the **^OK** command to edit two different pages from the same document on the screen.
- 35 **Mark blocks in both windows** You can mark a block of text in both windows at the same time.
- 36 **Copy and move blocks to either window** You can copy a block within the same window (**^KC**) or copy it to the other window (**^KA**). You can move a block within the same window (**^KV**) or move it to the other window (**^KG**).
- 37 **Adjust the size of the windows** You can change the amount of screen space used by each window by pressing **^OM**. If you set the size of each window to a whole screen, the screen flips from one document to the other when you move the cursor between windows.
- 38 **Specify documents or nondocuments for windows** If you often use nondocuments, you may wish to select the option in **WSCHANGE** that issues the prompt *Doc or nondoc?* each time you press **^OK** to open a window.

Automatic Text Alignment

- 39 **Text aligns at margins as you edit** When you edit a paragraph, you frequently change the length of the lines as you add and delete text. WordStar automatically aligns the paragraph within the margins. This feature is called **auto-align**. Aligning begins after you edit a line and either stop typing or move the cursor to another line.
- 40 **Specify pause for auto-align** In **WSCHANGE**, you can specify how long WordStar pauses between the time you stop typing and the time auto-align begins.
- 41 **True proportional editing** With auto-align, text aligns, and page and line breaks are displayed correctly, even with proportional and other nonstandard fonts.

- 42 **Turn auto-align on and off** You can turn auto-align on or off with the `^OA` or `.aw` command (`.aw` also turns off word wrap). Also, you can change the auto-align default setting in `WSCHANGE`.

Footnotes and Endnotes

- **Four types of notes** WordStar now has one of the most extensive notation features in the industry, allowing you to create four types of notes, as shown below.
 - 43 **Footnotes** Use the `^ONF` command to create a footnote that will print at the bottom of a page.
 - 44 **Endnotes** Use the `^ONE` command to create an endnote that will print at the end of a chapter or file.
 - 45 **Annotations** Use the `^ONA` command to create an annotation that will print at the bottom of a page.
 - 46 **Comments** Use the `^ONC` command to create a comment, a message that appears on your editing screen but does not print.
- 47 **Combine notes in one document** You can use all four types of notes in the same document.
- 48 **Numeric sequencing of footnotes and endnotes** When you add a footnote or an endnote to your text, WordStar numbers it automatically (beginning with 1).
- 49 **Change the sequence of a footnote** You can specify a different value or change the sequencing method (for example, from numbers to letters) by using the dot command `.f#`.
- 50 **Change the sequence of an endnote** You can specify a different value or sequencing method by using the dot command `.e#`.
 - **Three sequencing methods** For footnotes and endnotes, you can choose from these sequencing methods:
 - 51 **Alpha** AB . . . Z, AA BB . . . ZZ, AAA BBB . . . ZZZ
 - 52 **Numeric** 1 2 3 . . .
 - 53 **Symbol** * * * * *
- 54 **Notes automatically continue on another page** If all the text in your note doesn't fit at the bottom of the page, WordStar continues it on the next page.
- 55 **Separator between text and footnotes** WordStar inserts a separator, or dividing line, between the text and the note at the bottom of a page.
- 56 **Plenty of room for notes** You can use up to 40K, or approximately 15 pages, for each footnote, endnote, annotation, or comment.

- 57 **Full editing capabilities** WordStar's full editing capabilities, including the spelling corrector and block commands, are available for notes.
- 58 **Notes don't take up space onscreen** When you issue a command to create a note, WordStar opens a window at the bottom of your screen. This is where you type your note. When you finish, you use the **^KD** command, and the window closes. Your note is in the file, and the entire screen is still available for typing the main text of your document.
- 59 **Display the text of a note** The **^OND** command displays the full text of a note so you can review or edit it.
- 60 **Notes are renumbered automatically** When you remove a note from a document by deleting its reference (number, letter, or symbol), or move text containing a note, WordStar renumbers all notes of the same type.
- 61 **Locate a note** You can locate a note in a document with the **^ONG** command. You can specify whether you want to search all the notes or just one kind of note in the document. You can locate a note by tag or by text.
- 62 **Convert a note** You can convert one type of note to another (for example, an endnote to a footnote) with the **^ONV** command. (Use this command to convert a note permanently.)
- 63 **New dot commands for printing notes** At print time, you can have all notes of one kind print as another kind by typing a dot command at the beginning of the file. For example, if you have both footnotes and endnotes in a document, you can print them all as endnotes by typing **.cv f>e**. Other **.cv** commands are available for other kinds of notes.
- 64 **Converted notes are numbered consecutively** When you convert one kind of note to print as another (for example, printing endnotes as footnotes), the printed notes are numbered consecutively.
- 65 **Print endnotes where you need them** Use **.pe** to print endnotes somewhere other than at the end of your document. For example, if you have three chapters of a book in one file, you can use the **.pe** command to print the endnotes at the end of each chapter.
- 66 **Customize note formats** In **WSCHANGE**, you can set default margins, line spacing, line height, position on page, title line, separator and continuation lines, and other formats for your notes.

Printer Support

- 67 **Over 100 printers supported** The outstanding printer support in WordStar Professional Release 5 includes most of the popular laser printers.
- 68 **Printer installation made easy!** WordStar Professional Release 5 has the most flexible printer installation in the industry. Easy-to-follow onscreen instructions help you install a printer, selecting the fonts and other features you want, quickly and easily.

- 69 **Customize your printer** When you install a printer for WordStar, you build a file that holds permanent information about your printer, including the port it's connected to, the sheet feeder it uses, and the fonts it supports. Each time you use that printer, the information you've provided in the file is used. You can specify different print controls for each printer you use.
- 70 **Change printers in a document** Use the **^P?** command to use a printer other than the default printer. **^P?** displays a list of printers and lets you choose the one you want.
- 71 **Print text in different colors** If you have a color printer, you can print text in different colors. When you press **^P-**, you see a list of 16 colors. Choose any that are supported by your printer. If you print the file on a different printer, the same colors appear. On printers that don't support colors, the text prints in reverse video or with different background patterns. Or the color commands are ignored.
- 72 **PostScript® support** WordStar now supports PostScript printers. You can choose any font supported by your PostScript printer.
- 73 **Choose extended characters from a menu** Use the **^P0** command to display menus containing the IBM® extended characters and their codes. Then just type the three-digit code for the character you want inserted in your file.
- 74 **Use lower extended ASCII characters** The lower extended ASCII characters between 0 and 31 can be used in your documents. On some printers, these characters include the section (§) and paragraph (§) symbols.

Font Support

- 75 **Fonts easy to add and change** WordStar's printer installation program makes it easy to add and change fonts. Just select fonts from a series of menus.
- 76 **Change fonts within a document** While editing, use the **^P=** command to display a list of the fonts available for your printer(s), and choose the font you want.
- 77 **Proportional spacing greatly enhanced** WordStar's new proportional spacing method is more accurate than ever before.
- 78 **Over 250 fonts supported** WordStar supports 255 fonts per printer.
- 79 **Mix hard and soft fonts** You can use both hard and soft fonts in the same document.
- 80 **Customize fonts** In WSCCHANGE, you can customize the list of fonts that appears when you press **^P=**. You can include as many fonts as you like.

- 81 **WordStar uses similar fonts for different printers** Once you choose a font for a document, WordStar always finds the font that is closest in size and appearance to that font, no matter what printer the document is printed on.
- 82 **Let WordStar choose the print mode** In addition to **on** and **off**, you can use **dis**(cretionary) with the **.lq** command. Using **.lq dis** (the default) lets WordStar decide whether to print in draft mode or letter quality. WordStar turns letter quality printing on or off based on the font specified in the document. (You can still use **.lq on** and **off** to override the font setting.)
- 83 **Font choices are displayed in your document** When you use **^P** = to choose a font, a tag showing the name of that font is inserted in your document. You see this tag when display is on.
- 84 **Locate font tags** Use the **^Q** = command to locate the next font tag in a document.
- 85 **Line and page breaks are accurate onscreen** Line and page breaks appear onscreen exactly where they will occur in the printed document, regardless of the font being used. Even when you use proportional and other nonstandard fonts, the line and page breaks are displayed correctly.
- 86 **Downloading support** Use **WSCHANGE** to create batch files that download any soft fonts you choose for your Hewlett-Packard® LaserJet®+ or LaserJet Series II printer. You can use **Run a DOS command** to download the fonts to your printer before you print the file.

Page Layout

- 87 **Current page layout settings are displayed onscreen** When you use a page layout command such as **^OL**, a screen called Margins & Tabs appears. This screen lists the page layout settings, such as margins and page offsets, that are in effect.
- 88 **Change page layout settings on one screen** You can change settings on the Margins & Tabs screen or leave them as they are. When you have the settings you want, press **F10** (or **^K**) to enter them into your document.
- 89 **Set fractional values for dot commands** You can set fractional values for several dot commands: **.lh** (line height), **.cw** (character width), **.lm** (left margin), **.rm** (right margin), **.pm** (paragraph margin), **.tb** (tabs), and **.po** (page offset). This allows you to adjust horizontal settings to hundredths of an inch.
- 90 **Ruler line is an absolute measurement** The ruler line looks the same as it always has, but each column represents one tenth of an inch. Even with proportional and other nonstandard fonts, WordStar figures out how many characters will fit on each line. You don't need to adjust margins or tabs.

- 91 **Ruler line marker shows text location** Regardless of the type of font being used, the marker in the ruler line shows you exactly where the text will print on the page. The status line also shows you (in inches) where you are on the page.
- 92 **Improved column alignment** Tabs have been changed to work better than ever with proportional fonts. When you press the **Tab** key, the text lines up one-half inch from the margin instead of five spaces over.
- 93 **Set multiple tabs** Use the **^OI** command to set multiple tabs at one time (**^OI** takes you to the Margins & Tabs screen). The **^OI** command inserts a new dot command, **.tb**, in the file. The **.tb** command saves the tab settings with the file. You can mix regular tabs and decimal tabs.
- 94 **Tab commands remain with your document** When you use the new hard tab settings, tab characters (►) are inserted in your document, so when you change tab settings and realign the document, the text realigns at the new settings.
- 95 **Print headers on odd or even pages only** You can set up headers to print only on odd or even pages. For example, use **.h1o** to create a header for odd pages and **.h1e** to create a header for even pages.
- 96 **Print footers on odd or even pages only** You can set up footers to print only on odd or even pages. For example, use **.f1o** to create a footer for odd pages and **.f1e** to create a footer for even pages.
- 97 **Set different offsets for odd and even pages** You can set up different page offsets for odd and even pages. For example, use **.poo6** for a six-column offset on odd pages and **.poe4** for a four-column offset on even pages.
- 98 **Issue a permanent centering command** Issue a permanent centering command (**.oc**) for any line or group of lines where all lines end in a hard carriage return. Use **.oc on** on the line above the first line to be centered, and **.oc off** on the line below the last line to be centered. Even if the lines contain merge variables or different-sized fonts, WordStar centers the text.
- 99 **Center page numbers** The value **0** (zero) has been added to the **.pc** command so you can center page numbers quickly when you change margins mid-document. When you use **.pc0**, all subsequent page numbers print between the current margins.
- 100 **Use relative values for margin dot commands** You can adjust left, right, and paragraph margins relative to their current settings by adding a plus sign (+) or a minus sign (-) to the dot command. For example, to indent a column five columns from the left and right margins, type **.lm + 5** and **.rm -5** at the beginning of the paragraph to be indented. The paragraph will remain indented five columns from the current left and right margins, regardless of how many times you change those margins.

- 101 **Control commands issue equivalent dot commands** In most instances, where two commands are available for the same function (for example, `^OR` and `.rm`), issuing the control command inserts the equivalent dot command in your file.
- 102 **Use newspaper-style columns** Create newsletters and reports using up to eight side-by-side columns per page.

Paragraph Style Guides

- 103 **Style guides enhance productivity** The paragraph style guides in WordStar Professional Release 5 will greatly enhance your productivity. These style guides are self-styled ruler lines that you can create and insert in your documents when you need them. A fantastic time-saver!
 - **Ten style guides available** WordStar Professional Release 5 comes with a style guide library containing the following ruler lines:
 - 104 **Standard ruler line** Margins set at 1" and 6.5", and tab stops set every five tenths of an inch.
 - 105 **Ruler line with margins indented** Left and right margins indented one tab stop. Good for quoted material in a document.
 - 106 **Ruler line with hanging indent** Hanging indent (paragraph margin) set at first tab stop. Good for outlines and numbered lists.
 - 107 **Seven undefined ruler lines** Seven ruler lines are undefined—you can redefine them in WSCHANGE to suit your needs.
- 108 **Set any margins** You can set any margins (left, right, and paragraph) on a style guide.
- 109 **Set any tabs** You can set any tabs (regular and decimal) on a style guide.
- 110 **Insert ruler lines into your documents** You can quickly insert a pre-defined ruler line into a document at any time. This saves you the time you would otherwise spend setting and resetting tabs and margins.
- 111 **Select ruler lines by number** Each ruler line in WSCHANGE is numbered 0 through 9. To insert one of them in a document, type `.rr` and the number of the ruler line, for example, `.rr2`.
- 112 **Return to the standard ruler line** You can change back to the standard (default) ruler line any time. Just type `.rr0`.
 - **Customize your own style guide library** Create various ruler lines that you can insert into different types of documents as you need them. Some suggestions are shown below.
- 113 **Support the type of work you do** Create style guides that enhance and support the type of word processing tasks you do most frequently.

- 114 **Set up charts quickly** If you frequently create a particular type of chart, set up a style guide with the margins and tabs you use for that chart. Then just insert it each time you make up a new chart.
- 115 **Reset margins** Create a style guide that resets the left or right margin, or both, for a particular type of document.

Paragraph and Line Numbering

- 116 **Paragraph numbering** Are you typing a legal document that requires numbered paragraphs? Use the **^OZ** command to have the paragraphs numbered consecutively. Paragraph numbers use a compound numbering system with eight levels, for example, 1.1.8.
- 117 **Use outlining in your documents** Use WordStar's paragraph numbering system to set up an outline format in a document.
- 118 **Specify the level and starting number** Use the dot command **.p#** to specify the number of levels and the starting number.
- 119 **Specify numbers or letters for levels** You can specify the type of sequencing you want for your levels, using **Z** for capital letters, **z** for lowercase letters, and **9** for numbers. For example, **9.Z.9.z** specifies a typical outline structure: 1.A.1.a.
- 120 **Paragraphs renumbered automatically** When you move or delete a paragraph number, WordStar renumbers the subsequent paragraphs.
- 121 **Use line numbering** You can turn line numbering on and off in your document by using the dot command **.l#**. Use **.l#** to turn line numbering off. To turn line numbering on, use **.l#** (to single-space between numbers) or **.l# 2** (to double-space between numbers). Line numbers appear only on the printed page.
- 122 **Specify line numbers** You can specify the starting number for the lines in your document. This means you can have either consecutive numbering throughout the document, or line numbers that start with 1 on each new page.
- 123 **Specify column location** In **WSCHANGE**, you can specify the column where you want the line numbers to print.

Word Count Analysis

- 124 **Word count within a block** Mark any block of text and get an instant word and character count for that block with the **^K?** command.
- 125 **Request word count for entire file** If you don't mark a block of text, the **^K?** command gives you a word and character count for your entire file.

- 126 **Word count during spelling check** When you run a spelling check on an entire file, an onscreen message tells you how many words are in the file. (If you check the spelling for only part of a file, the message gives you the word count for that section.)

Performance

- 127 **One-step custom print controls** You can enter a print control command in just one step using the **^P!** command. **^P!** inserts a custom print control in your document. This is useful for print commands that you don't use very often (such as asking for multiple copies of a document) or for custom print controls that WordStar doesn't have a command for.
- 128 **Switch the Caps Lock and Ctrl key functions** On the new IBM keyboard (the one that comes with the IBM PS/2® and the newer IBM PC XT™ and IBM AT® computers), the location of the **Ctrl** key and the **Caps Lock** key is different from older keyboards. If you're used to the old locations of these keys, you can switch (reverse) their functions with a program called SWITCH.COM.
- 129 **Files saved automatically** On the IBM AT (and other IBM computers manufactured after November 1985), you can have the file you're editing saved automatically every few minutes. You set this capability in WSCHANGE.
- **Cursor control** On some computers, you can control how fast your cursor moves through the text, and even how it looks on the screen.
 - 130 **Change cursor speed** On the IBM AT (and other IBM computers manufactured after November 1985), you can change your cursor speed in WSCHANGE.
 - 131 **Choose the shape of your cursor** You can choose from several different cursor shapes in WSCHANGE. The shapes available depend on the kind of monitor you have.
- 132 **Block out file sizes** In WSCHANGE, you can block out the file sizes so they don't appear when the file directory is displayed.
- 133 **Faster find and replace** The find and replace feature has been improved to make it faster than ever!
- 134 **Edit files from a previous WordStar release** You can edit files from any previous WordStar release without converting them.
- 135 **Convert WordStar Professional Release 5 files to a previous WordStar release** You can convert Release 5 files for use with a previous release.
- 136 **Streamlined printing** You can see and change all print-time prompts and their current settings onscreen at the same time.

- 137 **^Z is no longer added to files** The ^Z code is no longer used as an end-of-file marker for files. If you're writing a program that requires this code, you can add it in WSCCHANGE.

More Great Features

- 138 **Save a file under a new name** Use the ^KT (Save as) command to save any file with a new name when you finish editing. This command allows you to keep both the original and the revised version of a file.
- 139 **Relative values for "Go to" command** You can specify relative values for the ^QI (Go to page/line) command. For example, press ^QI + 3 to go forward three pages, and ^QI - to go back one page.
- 140 **Change strikeout character** A new dot command (.xx) lets you change the character used for strikeout. For example, if you choose the underscore character for strikeout, the text marked for strikeout by ^PX will be underlined (but not struck out).
- 141 **Sort lines in a marked block** Use the ^KZ command to sort lines in a marked block in ascending or descending order.
- 142 **Add a block to the end of a file** When you use ^KW to write a block to a file, you can have that block added at the end of an existing file.
- 143 **Convert sentences to upper- and lowercase** Mark any block and press ^K. to convert it instantly to upper- and lowercase. The ^K. command converts the first letter in each sentence to uppercase and the remaining letters to lowercase. This is handy for converting telex messages that print in all capital letters.
- 144 **Hyphenate words automatically** If auto-hyphenation is on when you enter or realign text, WordStar hyphenates words without asking for your approval.
- 145 **Keep a word from being hyphenated** You can use the ^OE command to insert a soft hyphen and prevent a word from being hyphenated. (You can still use ^OE to change the position of a hyphen.)
- 146 **Create index entries mid-sentence** The ^ONI command lets you create an index entry in the middle of a sentence or paragraph. (The .ix and ^PK commands still work the same way they always have.)
- 147 **Display and edit index entries** You can use the ^OND command to display a complete index entry for review or editing.
- 148 **Dot leaders inserted automatically** Press ^P. and WordStar inserts dot leaders in your text, for example, between the chapter titles and the page numbers in a table of contents.

Onscreen Help

- 149 **Help system expanded** The help system has been expanded to include over 200 help messages.
- 150 **Help messages rewritten** Help messages have been rewritten to give you information that is concise and to the point.
- 151 **Context-sensitive help** Just press **^F1** or **^J** to display the context-sensitive help.
- 152 **Help is optional** If you wish, you can remove the help file to save disk space, or you can turn off help altogether in WSCCHANGE.
- 153 **Error messages rewritten** Error messages have been rewritten and consolidated to give you the information you need and also save disk space.

Thesaurus and Spelling Corrector

- 154 **No need to install the thesaurus separately** The thesaurus program has been incorporated into WordStar. Just press **^QJ** to start it. (If you have a two floppy disk computer, you are prompted to insert the disk containing the thesaurus synonyms.)
- 155 **Increase the accuracy of your documents** WordStar's spelling corrector has been expanded to include over 100,000 words.
- 156 **More words but less disk space** WordStar Professional Release 5's 100,000-plus spelling words and 220,000 synonyms add up to a great many more words than in previous WordStar releases. However, the spelling corrector and thesaurus dictionaries were programmed in a compressed form so that 65% less disk space is used.
- 157 **Check spelling in notes** You can use the spelling corrector to check the spelling in your footnotes, endnotes, annotations, and comments.
- 158 **Look for double words** The spelling corrector checks for double words in your document, for example, "the the."
- 159 **Word definitions available** You can look up word definitions with both the thesaurus and the spelling corrector.
- 160 **Load thesaurus and spelling dictionaries into memory** If you wish, you can load the thesaurus and spelling dictionaries into memory so you can run them without using disks.

Note: WordStar's legal and medical dictionaries will be completed soon. MicroPro will let you know when they are available.

Lotus® and dBASE® Support

- 161 **Import Lotus files** When you use ^KR to read in a file, WordStar checks the file extension to see if it is a Lotus 1-2-3®, Symphony®, or Quattro® worksheet. If it is, WordStar prompts you for the range and window to insert.
- 162 **Insert a single worksheet cell as a variable** You can insert a single worksheet cell as a variable by typing the cell address between ampersands, for example, &I3&. ~~4 \$ J \$ 3 ¢~~
- 163 **Use Lotus, Quattro, and dBASE files as data files for mail merging** You can use Lotus 1-2-3, Symphony, Quattro, and dBASE files directly as data files—no need to convert them or write them to disk.
- 164 **Use dBASE field names as variable names** Use the new .rv* command to pick up all the field names you assigned in dBASE and use them as variable names. You can even specify dBASE memo fields as individual variables.
- 165 **Specify a range or window** If you use a worksheet as a data file, you can specify a range or window to use.
- 166 **Specify columns** If you use a worksheet as a data file, you can use the .rv* command to specify columns.

MailList™

- 167 **Create mailing lists** With the MailList program, you can create mailing lists easily and quickly. You can also create other types of lists such as inventory lists and phone lists.
- 168 **Print envelopes and labels** Use MailList to print envelopes and labels automatically.
- 169 **Use a ready-made file for your mailing list** MailList comes with a data file named WSLIST.DTA that you can use for your main mailing list.
- 170 **Keep telephone numbers in MailList files** You can keep telephone numbers and other information besides names and addresses in MailList files.
- 171 **Create form letters** You can use information from your mailing list to create form letters for mass mailings.
- 172 **Two kinds of data entry forms** MailList gives you a choice of two data entry forms: the mailing list form and the inventory form. The inventory form can be used for any list that doesn't include name and address information.

- 173 **No need to type duplicate information** When entering information into a record, you never have to type the same information twice. For example, if several records have the same state, you can type the state in the first record, then just press ^C at the State field in subsequent records. The state will be inserted automatically.
- 174 **Find records easily and quickly** It's easy to find an individual record or a group of records. Just use MailList's view feature to flip through the records in the file.
- 175 **Updating is easy** With MailList's edit feature, you can update your records at any time, quickly and easily.
- 176 **Display only the records you want to see** MailList has a record filter that lets you see specific records. For example, you can ask to see only records that have "CA" in the State field.
- 177 **Select records by number** With MailList, you can select individual records by record number.
- 178 **Sort records in any order** You can sort your mailing list in any order you want. You may want to sort in several different orders for different purposes. For example, you may want to edit records in record number order, print out phone list names in alphabetical order by name, and print labels in ZIP code order.
- 179 **Save sort orders for future use** You can save up to 32 different orders for sorting your mailing lists. You can also store up to 32 sort orders for the inventory form.
- 180 **Sorting uses disk space efficiently** MailList's sorting capabilities make efficient use of your disk space. After you update or erase records, sorting them puts the updated records in the right place in the data file and erases obsolete information.
- 181 **Print form letters and labels in sorted order** When you merge print with your mailing list, the form letters (or labels or envelopes) are printed in the sorted order. This means, for example, that you can print labels in ZIP code order.
- ☐ **Ready-made files for easy printing** MailList comes with ready-made files for printing your mailing list on envelopes, labels, and Rolodex® cards.
- 182 **Special files for printing envelopes** You can print standard size (No. 10) business envelopes for a mailing list.
- 183 **Print envelopes on a laser printer** MailList provides special files for printing envelopes on a laser printer.
- 184 **Print different-sized labels** You can print names and addresses from your mailing list on different types of labels. One type can be printed on a laser printer.

- 185 **Print on continuous Rolodex cards** You can print names and addresses on continuous-strip Rolodex cards.
- 186 **Print two types of reports** You can print two types of reports from your mailing list, a proof report and a phone report. A proof report is a list of all the information in the mailing list. A phone report is a list of names and phone numbers only. You can also print a proof report from your inventory list.
- 187 **Edit proof reports** You can edit the proof report formats to put the information in different order or to exclude information you don't need.

TelMerge®

- 188 **Telecommunications program now included** TelMerge, a full-featured telecommunications program, is included with WordStar Professional Release 5. Use TelMerge to call dial-up community bulletin boards, networks, and communications services.
- 189 **Log sessions to disk** TelMerge automatically creates a logfile for each of your online sessions. You can rename and save these files so that you have a complete record of your sessions.
- 190 **Preprogrammed for many popular services** TelMerge comes with most of the information you need to call CompuServe®, MCI®, and other popular services and networks. You just add the phone number and the password.
- 191 **Supports Xmodem protocols** With TelMerge, you can send program files or files that contain print control commands, using one of three protocols supported by WordStar: CompuServe A, Xmodem CRC, and Xmodem checksum.
- 192 **Reformats WordStar files for transmission** When you need to make an ASCII transfer, TelMerge automatically strips out all unnecessary characters to allow fast, clean transmission.
- 193 **Exit to WordStar or DOS while online** If you need to check a file or perform a DOS operation on a file before sending it, you can exit to WordStar or DOS and then return to your online session without logging off from your service.
- 194 **Edit a letter before sending it** While you're online, you can exit to WordStar, review and edit a letter, and return to TelMerge.
- 195 **View any file while you're online** While you're online, you can check your current logfile to see what's happened so far during this session. You can also view any other file without logging off first.
- 196 **Supports color and graphics** If you subscribe to services that use color and pixel graphics for their displays, TelMerge displays them accordingly.

- 197 **Automate online sessions** You can create "scripts" that log on to several services for the purpose of checking electronic mail, sending files, or asking for information. Then you just type the name of the script, and TelMerge does the rest.
- 198 **Change modem settings in your scripts** If different services require different settings on your modem, you can create scripts, and indicate each setting in its own script. You never have to change the factory settings on the modem itself.
- 199 **Snapshot and recall** Take snapshots of parts of your online session or of files containing information you need. Then use the Recall function to view up to five snapshots during a single session.
- 200 **Flexibility in connecting to a service** You can create individual service files. By giving TelMerge some basic information, you can go directly to TelMerge and call any service, whether it's preprogrammed or not.

ProFinder™

- 201 **Organize files and directories** Use ProFinder to organize and manage your files and directories. You can move through directories quickly and manipulate files easily. You can do many of the same tasks in ProFinder that you do in DOS, but with far greater speed and flexibility. And you can do a lot of things that aren't even possible in DOS.
- 202 **Display only program files or directories** Use ProFinder to locate and list only program files or subdirectories.
- 203 **Change to another directory or disk** Use ProFinder to quickly move from one directory or disk drive to another.
- 204 **Scroll through file listings** In ProFinder, you can display a file listing for a directory and scroll up and down through the list. (In DOS, you can display lists of files, but you can't scroll through them.)
- 205 **Assign titles to your files** You can add descriptive titles to your files so you can tell at a glance what's in them.
- 206 **Display titles onscreen or block them out** You can choose whether or not to display the titles along with the file lists.
- 207 **Titles stay with the files** When you use ProFinder to copy, move, or delete files, ProFinder also copies, moves, or deletes their titles.
- 208 **Change file dates and times** You can change the dates and times shown for files, either individually or as a group.
- 209 **Copy, move or delete files quickly** Using ProFinder, you can copy, move, or delete files quickly, either individually or as a group.

- 210 **Use DOS wild-card characters to select files** When you're naming a group of files to be copied, moved, or deleted, you can use the DOS wild-card characters * and ? to identify them. For example, *.doc specifies all files with the filename extension .DOC.
- 211 **Files are not overwritten without your approval** Before overwriting an existing file during a copy or a move, ProFinder asks you to confirm that you want the file to be overwritten. (If you wish, you can turn this feature off.)
- 212 **Save time by not overwriting every file** If you wish, you can skip overwriting the same version of a file. Just tell ProFinder not to overwrite a file that has the same file size, time, and date as the file you're copying or moving. This can save you time. For example, when you're backing up files to a floppy disk, you can have ProFinder copy only the files that have changed since the last backup.
- 213 **Use the Verify option when copying or moving files** ProFinder lets you verify files as you copy or move them. This works the same way as the DOS Verify (/v) option.
- 214 **Select files by tagging them** In ProFinder, you can select only the files you want to copy, move, delete, and so on, by tagging (highlighting) them onscreen.
- 215 **Untag files** With a simple command, you can untag all tagged files.
- 216 **Retag files** You can retag all files that were previously tagged and then untagged, either with the Untag command or by copying them, moving them, and so on.
- 217 **Display a list of tagged files** You can tag as many files as you want, then display a list of only those files.
- 218 **Change display to a complete list of files** With one keystroke, change the display from a partial list (tagged files only) to a complete list of files.
- 219 **Use DOS wild-card characters for your file list** You can use the DOS wild-card characters * and ? to control which files appear on your file list.
- 220 **Create a file containing filenames** You can create a file that contains a list of all the filenames or all the tagged filenames in a directory. You can also specify text to insert before and/or after each filename; this is good for creating batch files.
- 221 **Sort files in different orders** You can sort the files in a directory and have them listed onscreen by date and time, size, filename, or extension.
- 222 **Have ProFinder automatically sort files** You can set ProFinder so that every time you display a file list, it automatically sorts the list in the order you specified.

- 223 **Print lists of files easily** You can use ProFinder to print lists of files in a directory quickly and easily. You can also tag some of the files before printing to have them underlined on the printed page.
- **Two ways to locate files** ProFinder offers two ways to locate files:
 - 224 **Locate by text** Specify up to three words or phrases that appear in the text of the file you want to find. ProFinder searches through the current directory and finds all the files that include that word or phrase in the text.
 - 225 **Locate by title** Specify up to three words or phrases that appear in the title of the file you want to find. ProFinder searches through the current directory and finds all the files that include that word or phrase in the title.
 - 226 **Use synonyms in your file search** You can set up a file of key words and synonyms for ProFinder to use when searching for text. For example, if "WordStar" is the key word and "word processor" is a synonym, ProFinder will look for both words when you specify "WordStar" as the text to search for.
 - 227 **Create several synonym files** You can create different synonym files to be used for different purposes, then select the one you want used in a search.
 - **Change the search options** The options listed below appear onscreen each time you request a search. You can use them as previously set and displayed onscreen, or you can change them.
 - 228 **Whole words only**
 - 229 **Case ignore**
 - 230 **Lightning synonyms** If you have Turbo Lightning®, you can use its online thesaurus for synonyms.
 - 231 **User's synonym file** You don't have to use synonyms in every search. Use this option to tell ProFinder whether or not to use a synonym file.
 - 232 **Save time by not searching every file** You can tell ProFinder to skip certain files that you don't want included in a search. You can specify up to 15 filename extensions to skip.
 - 233 **ProFinder displays the files you want** When ProFinder has completed its search, it displays a list of files containing the search text.
 - 234 **ProFinder displays the search text** ProFinder shows you which words or phrases used in the search are in each file.
 - 235 **Search text is highlighted in the files** When you view a file that ProFinder lists after a search, the cursor automatically moves to the first word or phrase of the search text. All the search text in the file is highlighted.

- 236 **Move quickly between pieces of search text** When you're viewing a file after a search, and the first word or phrase of the search text is highlighted throughout the file, one keystroke will take you to the next occurrence (or to the previous occurrence) of the search text.
- 237 **View the contents of a file** Use ProFinder to view any WordStar, WordStar 2000, or ASCII file in a directory.
- 238 **View a Lotus file quickly** Use ProFinder to view a Lotus file quickly—no need to start up Lotus and then wait for it to load the file.
- 239 **Choose the file format you want** You can choose WordStar, WordStar 2000, or ASCII format for the files you view.
- 240 **Toggle between formats** While viewing, you can toggle between WordStar, WordStar 2000, and ASCII formats.
- **Perform several functions while viewing** While viewing a file, you can perform the functions listed below.
 - 241 **Scroll through a file** You can scroll back and forth through the text.
 - 242 **Specify tab width** Use ProFinder's special function to set the distance used for displaying tabs in the file you're viewing.
 - 243 **Locate specific text** You can locate specific text in a file, using the same options as those available for locating files.
 - 244 **Do a global search** In addition to the regular locate options, you can do a global search while viewing files. You can do a forward search from the cursor to the end of the file, and a backward search from the cursor to the beginning of the file.
 - 245 **Located text is highlighted** When you locate text, all occurrences of that text in the file are highlighted; the cursor is located at the first occurrence.
 - 246 **Open another file** While viewing one file in ProFinder, you can open and view another file, then return to your original file.
 - 247 **Mark a block manually or with auto-block** You can mark the beginning and end of a block of text. Or you can use a single keystroke to automatically mark a block, one line at a time (auto-block).
 - 248 **Copy a block** You can copy a marked block to a new file, append it to an existing file, or overwrite an old file with the block.
 - 249 **Print a block** You can print a marked block of text.
- 250 **Use classic WordStar commands** Any time you enter information or move around in a file with ProFinder, you can use the classic WordStar commands.
- 251 **Create your own menus** Use ProFinder to create your own menus for all your other programs.

- 252 **Switch between DOS and ProFinder** You can exit to DOS, run as many commands as you want, then easily return to where you were in ProFinder.
- 253 **Run a program** When a program filename is listed on the screen, you can run the program by highlighting its filename and pressing **F9**. (You'll exit ProFinder and start the other program.)
- 254 **Use ProFinder to start WordStar** You can use ProFinder to start WordStar and open a file (ProFinder remains memory-resident).
- 255 **Use a hot key to switch between ProFinder and WordStar** When ProFinder is memory-resident, you can use a hot key (called the "flip hot key") to switch back and forth between WordStar and ProFinder.
- 256 **Change the hot key to start a different program** You can change the "flip hot key" so it starts a program other than WordStar, and then use that key to switch between ProFinder and the other program.
- 257 **Mark a block and "paste" it to another file** When ProFinder is memory-resident, you can mark a block in a file with ProFinder, then use a hot key (called the "copy hot key") to "paste" it to another file.
- 258 **Control the speed of the "copy hot key"** You can set the speed at which the "copy hot key" copies, or pastes, a block to another file.
- 259 **Change ProFinder settings and options** You can specify or change several ProFinder settings and options, either during installation or while you're working in the program. For example, you can choose the file format and sort order, choose whether or not to display titles onscreen, and change the hot keys. The choices you make during installation are permanent. The choices you make while using ProFinder can be permanent or in effect only during the current session.
- 260 **Onscreen help** Just press the **F1** key to get help with any ProFinder command or prompt.

PC-Outline™ by Brown Bag Software® _____

PC-Outline by Brown Bag Software was awarded "Editor's Choice" by PC™ Magazine.

- 261 **Extensive outlining capabilities** PC-Outline provides the most extensive outlining capabilities available with any word processor.
- 262 **Organize your thoughts** PC-Outline helps you organize large amounts of information into an easy-to-use, flexible structure. Enter your information in any order and PC-Outline keeps track of each piece.
- 263 **Choose new or existing outlines** You can create a new document or choose an existing outline from a menu at the default directory.

- 264 **Editing capabilities** You can edit any outline and rearrange the document structure. View your outline in a variety of ways.
- 265 **Shortcut keys** The more common menu options have shortcut keystrokes. You can change them or add new ones using the macro feature.
- 266 **Function keys** PC-Outline makes use of function keys for many tasks.
- 267 **Sorting capabilities** You can sort the elements of an outline in a variety of ways.
- 268 **Find and replace** PC-Outline supports find-and-replace functions.
- 269 **Blocks of text** Perform block operations such as moving, copying, or deleting text in your outline.
- 270 **Divide and join commands** Use these commands to divide an outline element in two or combine two elements into one.
- 271 **Paragraph format** You're offered several different formats for paragraphs.
- Choose numbering scheme You can choose from three numbering schemes to use in your outline.
 - 272 **Sequential** Traditional outline numbering: I., A., 1., a), and so on.
 - 273 **Procedural** Decimal numbering: 1.0, 1.1, 1.1.1, and so on.
 - 274 **Bullets only** No numbers; bullets are used instead.
- 275 **99 outline levels available** In PC-Outline, as many as 99 outline levels are available.
- 276 **Title toggle** The first outline entry can be an unnumbered title.
- 277 **Turn numbering off** You can turn numbering off for any or all entries.
- 278 **Open up to nine windows** Open as many as nine windows at a time and transfer material between them easily.
- 279 **Size the windows** You can increase or decrease the size of windows.
- 280 **Move windows around** You can move smaller windows around onscreen.
- 281 **Show and hide** You can display or hide various outline elements to allow for maximum flexibility.
- 282 **Templates and macros** With PC-Outline, you can create templates and macros to increase your efficiency.
- 283 **RAM-resident** PC-Outline can be either loaded as a RAM-resident program or run as a nonresident program.
- 284 **Import text from any file** You can import blocks of text onscreen from any file (when PC-Outline is loaded into RAM).
- 285 **Export text to any file** You can export text onscreen to other programs and preselect compatibility factors (when PC-Outline is loaded into RAM).

- 286 **Support for different file formats** PC-Outline reads from and writes to different file formats including ASCII, WordStar Professional, WordStar 2000, Ready!™, and ThinkTank™.
- 287 **Specify printing destination** You can specify the destination of printed output. For example, you can choose to print to a printer, print to disk, or print to an ASCII file.
- 288 **Change default settings** Use the Advanced Menu to change up to 13 of PC-Outline's default settings.

Documentation

- 289 **All new documentation** WordStar Professional Release 5 comes with brand new documentation, as shown below.
- 290 **What's New** Lists and explains the new and enhanced features of WordStar Professional Release 5.
 - **Starting** A brief description of the highlights of this release, plus all the information you need for installing WordStar. Includes the two sections shown below.
 - 291 **Overview** A summary of the features in WordStar Professional Release 5, with emphasis on the new pull-downs.
 - 292 **Installation** Complete instructions for installing WordStar on your computer.
- 293 **Training Guide** Consists of nine lessons, each with a specific theme and organized by modules of information.
- 294 **Tutors** Completely new onscreen tutors. The lessons are fun to do and take only a few minutes. When you use the tutors as a learning tool, you actually work in the WordStar program, not a simulation of the program.
- 295 **Keyboard overlay** Helps you learn and remember many WordStar function keys and commands. If you reprogram your function keys, write in the new function key assignments on the reverse side of the overlay.
- 296 **Pocket WordStar** A quick reference to all the WordStar commands. Also has sections on pull-down menus, classic menus, and shortcuts for using WordStar.
- 297 **Reference Guide** Provides detailed information, in alphabetical order, for the basic word processing functions of WordStar.
- 298 **MailList** Complete instructions for using the MailList program. Includes starting the program; creating and updating mailing lists; creating form letters for use with mail lists; and printing envelopes, labels, and reports.

- 299 **TelMerge** Covers setting up your equipment for TelMerge, learning to use the TelMerge program, and calling various communications services, including networks, telex services, and local bulletin boards.
- 300 **ProFinder** Tells you how to use ProFinder to organize your files and directories, and perform certain DOS operations with greater flexibility. Complete instructions on sorting and retrieving files, viewing files, searching for files, and the many other tasks you can do with ProFinder.
- 301 **PC-Outline** Covers installing and trying out the PC-Outline program. Includes complete reference information.
- 302 **Appendixes** Includes "Error Messages," "Customizing WordStar," "Transferring Files Between Releases," and "ASCII Conversion Chart."
 - **README** Contains information that came in too late to be included in the manuals. Be sure to read it.
 - 303 **Choose topics from a table of contents** When you run README, a table of contents is displayed from which you choose topics to read.
 - 304 **Print selected portions of README** If you want to print any README information, you can print selected portions. You don't have to print all the information.
 - **Applications—Making WordStar Work for You** This booklet is filled with practical information and step-by-step instructions on using WordStar for a variety of tasks. Applications include the following:
 - 305 **Business letters and envelopes** Print on letterhead and set up a standard format for printing envelopes.
 - 306 **Form letters and mass mailings** Create a form letter to send to an entire mailing list. Merge print envelopes or three-across mailing labels.
 - 307 **Meeting minutes** Create a special boilerplate file for minutes and agendas.
 - 308 **Newsletters** Create a format for newsletters, including text and a variety of fonts and special effects.
 - 309 **Phone directories** Use landscape mode and newspaper-style columns to create an alphabetized phone list.
 - 310 **Contracts** Assemble a library of standard paragraphs and prepare a master document for contracts.
 - 311 **Invoices** Create an invoice document that uses data from a dBASE III® worksheet. Use merge print variables, conditional statements, and block math.
 - 312 **Loans and interest** Use WordStar's print-time math to calculate percentages and equations.

- 313 **Organization charts** Use WordStar's box-drawing feature to create organization charts.
- 314 **Long documents** Invaluable tips for working on long or complex documents.

New and Changed Commands

New commands are preceded by a dagger (†) symbol. Changed commands have no symbol in front of them. Unless otherwise noted, changed commands perform the same functions as before, plus the new functions described below.

Opening Menu

- † S Speed Write. Takes you immediately to the editing screen—no need to name the document first.
- † A Displays the Additional menu used to select MailList and TelMerge.

Block & Save Menu

- † ^K? Counts words and characters in a block or an entire file.
- † ^K. Converts sentences in a marked block to upper- and lowercase.
- † ^KA Copies a marked block to another window.
- ^KC Copies a marked block within the same window.
- ^KD Closes a window and saves notes.
- † ^KG Moves a marked block to another window.
- ^KR Copies a worksheet into a file.
- † ^KT Saves a document under a new name.
- ^KV Moves a marked block within the same window.
- ^KW Adds a marked block to the end of an existing file.
- † ^KZ Sorts lines in a marked block.

Onscreen Format Menu

- † ^OA Turns auto-align on and off.
- ^OE Prevents a word from being hyphenated.
- ^OI Allows you to set or clear multiple tabs at the same time.
- † ^OK Opens/switches windows.
- † ^OM Changes window size.

† New command

† **^ON** Displays the Notes Menu; no longer used to clear tabs (see **^OI** above). The following choices are available on the Notes Menu:

- A** Creates an annotation
- C** Creates a comment
- D** Displays full text of note
- E** Creates an endnote
- F** Creates a footnote
- G** Finds specified note in a document
- I** Creates an index entry
- L** Checks spelling in notes
- U** Aligns text in notes
- V** Converts one type of note to another

^OP Advanced Page Preview. Displays a reduced version of the page you're editing so you can see how it looks before you print it. Displays facing pages, multiple pages, and thumbnails. Enlarges selected portions of text.

† **^OZ** Paragraph numbering.

Print Controls Menu

- † **^P!** Inserts custom print control for one-time use.
- † **^P*** Prompts for pix tag from Inset™ graphics program.
- † **^P-** Displays color choices.
- † **^P.** Enters dots to the next tab stop; used mainly for tables of contents.
- † **^P=** Displays font choices.
- † **^P?** Displays printer choices.
- † **^P0** Extended character menu.
- ^PY** Selects italics only; no longer used for colors (see **^P-** above).

Quick Menu

- † **^Q=** Finds the next font tag in a document.
- ^Q!** When used with + or -, moves the cursor forward (+) or back (-) a specified number of lines/pages; for example, **^Q! + 2** moves the cursor forward two pages.
- † **^QJ** Starts the thesaurus.

† New command

Dot Commands

†	.cb	Column break.
†	.cc x	Conditional column break (similar to .cp): x specifies number of lines to be kept together.
†	.co n,g	Turns columns on: n specifies number of columns. g specifies gutter width between columns.
†	.co 1	Turns columns off (can also use .co).
†	.cv	Converts notes from one type to another at print time.
	.cw	Sets character width in fractional values or inches.
	.df	Specifies dBASE, Lotus 1-2-3, Symphony, and Quattro files as data files.
†	.e#	Sets the starting value for endnotes.
†	.f#	Sets the starting value for footnotes.
	.fo o/e	Specifies odd or even pages for the footer.
	.he o/e	Specifies odd or even pages for the header.
†	.l#	Turns line numbering on and off.
	.lh	Sets line height in fractional values or inches.
	.lm	Sets left margin in fractional values or inches. When used with + or -, sets relative values; for example, .lm + 2 adds two spaces to the current left margin setting.
	.lq dis	Leaves print mode (draft or letter quality) up to WordStar.
†	.oc	Turns line centering on and off for a group of lines.
†	.p#	Sets the starting number for paragraph numbering.
	.pc0	Centers a page number between the current margins.
†	.pe	Specifies where to print endnotes in a document.
	.pm	Sets paragraph margins in fractional values or inches. When used with + or -, sets relative values; for example, .pm + 2 adds two spaces to the current paragraph margin setting.
	.po	Sets page offset in fractional values or inches.
	.po o/e	Specifies odd or even pages for the page offset.
	.rm	Sets right margin in fractional values or inches. When used with + or -, sets relative values; for example, .rm + 2 adds two spaces to the current right margin setting.
	.rr#	Selects a predefined, numbered (0-9) ruler line.
	.rv*	1) In a data file, selects only the first few fields, then goes to the next record. 2) In a worksheet, specifies selected columns. 3) In a dBASE file, uses field names as variables for a data file.
†	.tb	Saves tabs with a file.
†	.xx	Changes the character used for strikeout.

† New command

Control Commands That Insert Dot Commands in the File

^OI	Inserts .tb.
^OJ	Inserts .oj.
^OL	Inserts .lm.
^OR	Inserts .rm.
^OS	Inserts .ls.

Notes to WordStar Professional Release 4 Users _____

- **Escape key functions differently** In WordStar Professional Release 5, the **Esc** key is used most often to escape or "back out" of a screen, for example, to leave a menu without choosing a command. It is no longer used to accept defaults or to set tabs and margins at the cursor location. If you wish, you can reprogram the **Esc** key in **WSCHANGE** to function as it did previously.
- **New dictionaries** WordStar Professional Release 5 includes new dictionaries for the thesaurus and spelling corrector. Any dictionaries you may have created with previous versions of WordStar are obsolete. If you wish to use your old personal dictionary, you must sort it first. For more information, see Appendix B, "Transferring Files Between Releases," in the WordStar "Reference Guide."
- **New rule for changing documents to nondocuments** When you change a document into a nondocument, you must print the file to disk as an ASCII file. You can no longer use **^B** or **^QU** to strip out the print controls.
- **New Margins & Tabs screen** When you use an onscreen format command such as **^OL**, a new Margins & Tabs screen (called a dialog box) appears. This screen lists the formats, such as page offset, margins, etc., that are currently in effect in your document. You can change any or all of the settings on this screen, then press **F10** or **^K** to accept them or to enter the changes in your document.
- **New auto-align feature** The new auto-align feature automatically aligns (reforms) each paragraph within the margins as you edit. Auto-align begins after you edit a line and either stop typing or move the cursor to another line. This feature gives you true proportional editing: Text aligns correctly, even with proportional and other nonstandard fonts; line and page breaks appear exactly where they will occur in the printed document, regardless of what font is used.

- **Ruler line changes** The ruler line is now an absolute measurement. It looks exactly as it always has, but each column represents one tenth of an inch. Even with proportional and other nonstandard fonts, WordStar figures out how many characters will fit on each line. You don't have to constantly adjust your margins or tab settings. Regardless of the type of font you use, the marker in the ruler line shows you exactly where the text will print on the page. (The status line also shows you—in inches—where you are on the page.)
- **Pull-down menus** The new pull-down menus are supported by help level 4, which is the default. If you want to use the classic menus instead of the pull-downs, you can either change the help level for the current session or change the default help level in WSCHANGE. (Help levels 0, 1, 2, and 3 work the same as they always have.)

To change the help level for the current session, display the Other pull-down menu from the new Opening screen and type **JJ**.

System Requirements

348K RAM required; 512K to run Advanced Page Preview or PC-Outline.
DOS 2.0 or higher.
IBM or IBM compatibles.

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