

WordStar Manuals

WordStar is now documented in two new manuals for beginners:

- o **WordStar Training Guide**
- o **WordStar Operator's Guide** (to be published some time in 1981)

along with three manuals derived from the old **WordStar User's Guide**. These three replace that manual as of release 3.0:

- o **WordStar General Information Manual**
- o **WordStar Reference Manual**
- o **WordStar Installation Manual**

These three manuals may be found in this binder under different colored tabs. Turn to one of the colored tabs ("General," "Reference," or "Installation") for the information you are looking for:

For an overview of WordStar's features without any detailed explanations, read the **General Information Manual**.

To choose a system on which to use WordStar or to determine whether your present system is adequate, read Section 1 of the **Installation Manual**. If you have just received WordStar and you are ready to make it work on your equipment or if you need to make custom changes, continue reading under the appropriate section (terminals, printers, printer protocols, printer drivers, or label patcher).

If you have a running WordStar system and you are ready to start using it, read Sections 1 and 2 of the **Reference Manual**. Detailed explanations of editing commands may be found in Sections 3-6; explanations of ordinary printing commands, in Sections 7 and 8; explanations of optional MailMerge commands, in Sections 9-12. You will find a summary of all WordStar commands in Appendix A, and error messages in Appendix B.

WordStar is rich in command functions. It has all the basic functions for simple tasks, of course, but it also has many time-saving convenience functions that perform what would otherwise require numerous basic functions. So when you begin learning WordStar, you can start with the most essential commands at first. Then, as you become more proficient, you can pick up the others that you need later on.

Other helpful aids in using WordStar include the screen menus, the Help Menu explanations, the **WordStar Quick Reference**, and the **WordStar Reference Card**. If you need even further help, you can always ask your dealer or, should your dealer be unable to help you, call MicroPro.

ADDENDUM TO WORDSTAR RELEASE 3.0

CONTENTS

Description of New Features.....page 1
Reader's Response Form.....page 6

Welcome to WordStar Release 3.0!

This new release of WordStar has some outstanding features that will make using WordStar even more rewarding for you. Horizontal scrolling, column move, new menus, and a new WordStar option called SpellStar are the latest enhancements you'll use to turn out perfect documents easily and speedily.

Here's what the new features do and how they do it.

Horizontal Scrolling

Horizontal scrolling is most useful in creating oversized documents, because it gives you a better picture of how a wide document will actually look.

Say you want to produce a document on 11" x 14" paper. You can set your right margin to extend past the last screen column (column 79 for most terminals), as usual. As you enter text past the last column, WordStar will scroll text to the left, so that you have a blank screen area into which you'll continue to enter text.

Before horizontal scrolling, when you entered lines wider than the screen, WordStar put a "+" flag in the rightmost column and continued the text on the next screen line. You couldn't easily see if your right margin was justified or if columns were properly aligned, because the format was broken up by continuation lines. Horizontal scrolling allows you to see all your text as it will appear when printed.

Horizontal scrolling is similar to the familiar vertical scrolling WordStar has always had. With both kinds of scrolling, a "screen window" moves over a document larger than the screen to show you the text you're entering or some other portion you want to see. So, when you enter text in a blank screen area, previously-entered text scrolls off the screen.

It may take you a little while to get used to horizontal scrolling if you've used earlier WordStar versions. Just keep in mind the similarity to vertical scrolling, and when you start wondering "where the words went," be assured that a cursor movement command can take you wherever you want to go in your text. Whenever you're in doubt as to where you are, check the status line for the column number.

The familiar "+" will still be there in the rightmost column to let you know you've exceeded screen width, but your long lines will now keep going horizontally "off" the screen into a new screen area.

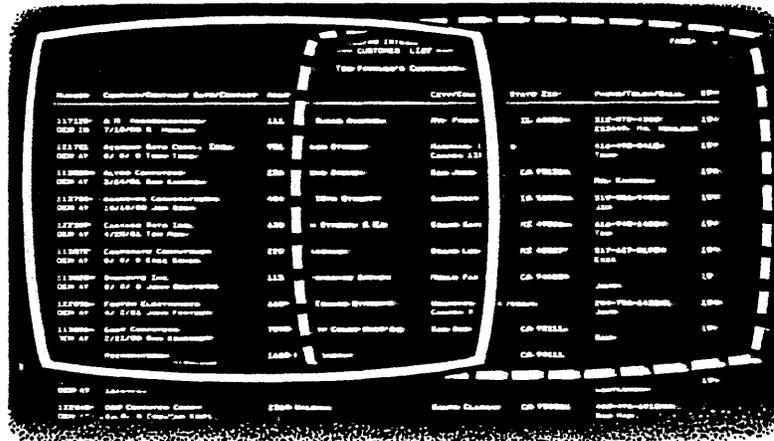
As you enter text past the last column, the screen window scrolls right 22 columns at a time.* You can keep scrolling 22 columns at once, up to a maximum right margin of 255. If word wrap is off, you can keep scrolling up to about 32,000 columns!

^QD will move you to the end of your line in increments, if the end is more than 80 columns from the cursor.

Here's an example of how WordStar Release 3.0 handles an oversized document:

Line	Column/Row/Text	Column/Row	Column/Row	Column/Row	Column/Row	Column/Row
11170	11170	11170	11170	11170	11170	11170
11171	11171	11171	11171	11171	11171	11171
11172	11172	11172	11172	11172	11172	11172
11173	11173	11173	11173	11173	11173	11173
11174	11174	11174	11174	11174	11174	11174
11175	11175	11175	11175	11175	11175	11175
11176	11176	11176	11176	11176	11176	11176
11177	11177	11177	11177	11177	11177	11177
11178	11178	11178	11178	11178	11178	11178
11179	11179	11179	11179	11179	11179	11179
11180	11180	11180	11180	11180	11180	11180
11181	11181	11181	11181	11181	11181	11181
11182	11182	11182	11182	11182	11182	11182
11183	11183	11183	11183	11183	11183	11183
11184	11184	11184	11184	11184	11184	11184
11185	11185	11185	11185	11185	11185	11185
11186	11186	11186	11186	11186	11186	11186
11187	11187	11187	11187	11187	11187	11187
11188	11188	11188	11188	11188	11188	11188
11189	11189	11189	11189	11189	11189	11189
11190	11190	11190	11190	11190	11190	11190
11191	11191	11191	11191	11191	11191	11191
11192	11192	11192	11192	11192	11192	11192
11193	11193	11193	11193	11193	11193	11193
11194	11194	11194	11194	11194	11194	11194
11195	11195	11195	11195	11195	11195	11195
11196	11196	11196	11196	11196	11196	11196
11197	11197	11197	11197	11197	11197	11197
11198	11198	11198	11198	11198	11198	11198
11199	11199	11199	11199	11199	11199	11199
11200	11200	11200	11200	11200	11200	11200

Printed Document
 < -- 125 characters -- >



Document Onscreen
 (first and second screen views)

* The 22-column scroll is the default condition and may be changed. See the WordStar 3.0 Installation Manual, Appendix E.

When you then want to go back to the previous screenful of text, use a command that moves the cursor off the left side of the screen (^A or ^S). The screen window will scroll to the left, and "+" flags will appear in the rightmost column. And, of course, word wrap will automatically take you back to the first screen, placing the cursor at the left margin. ^QS will also always take you directly to the beginning of the line in one scroll.

You should be aware that even if your right margin is less than 80, you could end up with lines that continue beyond the right edge of the screen. For example, this could happen if you are entering or inserting text with word-wrap off, or you insert text that pushes the line past the last column, or you join two paragraphs so that the line that joins them extends beyond the last column.

If you then try to move the cursor into the offscreen portion of the extended line, you may find that much of your text "disappears" from the screen. Don't be alarmed! You can get back to it simply by employing one of the commands that moves the cursor left (^A, ^S, ^QS).

To learn more about horizontal scrolling, read pages 2-12 and 3-4,5 of the WordStar Reference Manual.

Column Mode

Column mode allows you to move, copy, and delete columns of text and numbers. With previous releases of WordStar, you could move only blocks of text that extended from margin to margin. Column mode is particularly useful in creating and editing tables and diagrams.

^KN is the toggle command that gives you either block mode or column mode. The default situation is that block mode is ON, column mode is OFF.

When you move text in WordStar's block mode, the carriage returns move along with the block of text. In column mode, this isn't so. When you move a column composed of lines ending in carriage returns, a block of blank lines will remain in their place. To remove the gap in your document, you will have to delete these blank lines.

You cannot use the command ^KY (Delete block) to delete blank lines while you're in column mode, because column move, copy, and delete commands do not affect carriage returns. So, to eliminate the blank lines, enter the command ^KN to return to block mode, mark the block of blank lines, and delete them with ^KY.

Column mode does not change the way you use WordStar to enter text or edit within a column. For example, it doesn't allow you to word wrap or justify columns. All text entry and edit operations will still affect your text from margin to margin, whether or not you are in column mode.

You should keep this principle in mind when you use print control characters (for underlining, boldfacing, or doublestriking, for example) in columns. You need to make sure the print control characters begin and end on each line of the column you want to be affected.

For instance, if you are creating a table of several columns, and you want the first three lines of the first column to be boldfaced, you can't just use the ^PB command (for boldface) at the beginning of the first line and the end of the third line. If you do, the first three lines of each column will be boldfaced.

Instead, use the ^PB command at the beginning and end of the first three lines of the first column.

NO

This:

```
^Bxxxxxxxxxx      xxxxxxxxxxxx
xxxxxxxxxx        xxxxxxxxxxxx
xxxxxxxxxx^B      xxxxxxxxxxxx
xxxxxxxxxx        xxxxxxxxxxxx
```

produces this result:

```
xxxxxxxxxx        xxxxxxxxxxxx
xxxxxxxxxx        xxxxxxxxxxxx
xxxxxxxxxx        xxxxxxxxxxxx
xxxxxxxxxx        xxxxxxxxxxxx
```

YES

This:

```
^Bxxxxxxxxxx^B    xxxxxxxxxxxx
^Bxxxxxxxxxx^B    xxxxxxxxxxxx
^Bxxxxxxxxxx^B    xxxxxxxxxxxx
xxxxxxxxxx        xxxxxxxxxxxx
```

produces this result:

```
xxxxxxxxxx        xxxxxxxxxxxx
xxxxxxxxxx        xxxxxxxxxxxx
xxxxxxxxxx        xxxxxxxxxxxx
xxxxxxxxxx        xxxxxxxxxxxx
```

See Section 6 of the reference manual for a complete description of how to use column mode.

New Menus

All the menus in WordStar 3.0 have been revised so that you can read them more easily and locate commands faster. Commands are grouped and labeled according to the jobs they do.

For more about the new menus, see Sections 1 and 2 of the reference manual.

SpellStar

SpellStar makes all your documents letter perfect, by "proofreading" them so you can weed out all spelling and typing mistakes. There are two training chapters (Chapters 19 and 20 of the WordStar Training Guide) that take you step-by-step through the program, and one reference section (Section 13 of the Reference Manual) to use once you have practiced with SpellStar.

The two training chapters assume that you will be using a double-density 8" disk to hold the SpellStar and WordStar files. If you're using single density 8" or 5 1/4" disks, you will need more than one disk for WordStar, SpellStar and the dictionary. This will modify somewhat your use of the training guide, and you should pay particular attention to the notes concerning disk space.

We are currently evaluating these modifications to see if they do more to meet the needs of WordStar users. We would very much appreciate your opinion -- please include it on the reader's response form on the following pages.

This page left intentionally blank.

YOUR COMMENTS

Please respond to the following questions, then send this form to:

MicroPro International
Technical Publications Department
1299 Fourth Street
San Rafael, CA 94901

Your response will help us greatly in improving our manuals.

Are the manuals useful? Do they tell you what you need to know?

Is there anything missing?

Can you find information easily?

Are the manuals clear and understandable?

Did you find any inaccuracies? If so, what were they?

How would you rate these manuals? (Circle one)

General Information Manual	low	1	2	3	4	5	6	7	8	9	high
Reference Manual		1	2	3	4	5	6	7	8	9	
Installation Manual		1	2	3	4	5	6	7	8	9	
Training Guide		1	2	3	4	5	6	7	8	9	

What is your occupation?

Do you have any other comments about this manual or WordStar?
What did you like or dislike?