

WordStar
Simplified
for the
IBM
Personal
Computer

Don Cassel

WORDSTAR SIMPLIFIED FOR THE IBM PERSONAL COMPUTER

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***WORDSTAR SIMPLIFIED
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PREFACE

When Computer Science Editor Jim Fegen at Prentice-Hall approached me about writing this book, *WordStar for the IBM Personal Computer*, I was enthusiastic about the idea. Although I had used other word processing software, they had been written for smaller computers in the 32K memory size range. While the software for computers of this size was a great time saver (a big improvement over the typewriter), there were some serious limitations.

Since most of my work is with book-sized manuscripts, WordStar is of interest since the document size is limited to the amount of space available on the disk. Previous word processors I had used limited the document to the available space in memory, which often was only about 150 lines. This meant that a single chapter could consist of 10 to 15 linked files. With WordStar, a chapter could be one file, allowing editing of a file to be improved considerably.

WordStar always shows the document on the screen as it appears on paper, although there are a few exceptions to this, such as for boldface or scripts. My old word processor software required a special print-to-screen command which was time consuming and awkward to use when editing was necessary.

Another useful feature in WordStar, which few softwares offer, is the column block operation. This permits you to move, copy, or delete a block which consists of a defined number of columns in the document. I could have used this feature many times in the past, but, unfortunately, did not have it available until WordStar.

As you might have guessed, it was necessary for me to learn to use WordStar to write this book. At first, the total number of commands and operations available seemed overwhelming. But within a few days, the order and

logic of the program began to make sense and, before very long, using WordStar became quite comfortable. I will never go back to the old system.

If you have used WordStar before on another computer, you will find it easy to use on the IBM PC. The function keys and other special keys for cursor and page control simplify WordStar's operation even further. Since the IBM PC keyboard is slightly different from other machines, it might take a few sessions before the keyboard begins to feel comfortable.

I believe that if you begin to use WordStar and gradually add to your repertoire of WordStar's commands you will find it to be a very satisfying word processing system. It's not perfect (no word processor is) but the many and varied capabilities it offers will provide for most of your word processing needs.

Don Cassel

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Chapter 1

WORDSTAR

ON THE IBM PC

Welcome to WordStar for the IBM Personal Computer (PC). Perhaps you have picked up this book to help learn WordStar on your IBM PC or possibly you want to learn of WordStar's capabilities before investing in the program. This book will help you to achieve either of these goals.

WordStar is a very extensive word processing software package that can be used for a variety of applications. Whether you are an author who prepares long articles or book manuscripts or a secretary who prepares primarily letters or short documents, WordStar can satisfy your particular needs. By adding the MailMerge option you may also prepare repetitive form letters with ease.

If WordStar is such a powerful program, you might reasonably ask, will it take a long time to learn to use it? The answer is both yes and no. WordStar can be helpful to you as soon as you learn to use only a few of its commands. So by the end of your first session you will be able to prepare short memos and have them printed. So, no, it does not take very long to learn WordStar.

But WordStar is also very extensive in its capabilities, so it will take a while to learn to use all the features that are available. You may find that you do not need all that WordStar has to offer.

IBM PC SYSTEM REQUIREMENTS

To use WordStar successfully, your IBM PC configuration must meet certain minimum requirements. These requirements should be considered before ordering your PC. Also keep in mind any other software you might

be planning to use and make sure that you consider all your needs. For example, WordStar requires a minimum of 64K of memory, but if other software you will use requires 128K, you will need 128K of random access memory (RAM).

Also consider that although WordStar has a minimum requirement for the PC, it will function more effectively if you provide the preferred configuration suggested. In the event that you already have an IBM PC, you will need to ensure that the minimum configuration is met on your current system. If it is not met, you will need to have your dealer upgrade the PC to the required level.

Here are the required features for your system:

1. **64K of random access memory (RAM).** Although this is the minimum configuration required by WordStar, it is strongly suggested that your system have 128K. With only 64K, some of the block features are severely restricted, but this is not a problem with 128K. Although more than 128K can be used, there is very little advantage to having that much memory when using WordStar.
2. **Dual floppy disk drives with either 160K or 320K capacity.** If you work with large documents, the 320K double-sided disks are preferred. A more advanced system could have the hard disk, but this is not essential for effective WordStar use.
3. **A monochrome 80-column monitor.**
4. **A printer.** WordStar supports a number of matrix and daisy printers and can be modified to support other printers to handle many of the program's features. Before using WordStar an INSTALL program (provided with WordStar) must be run to customize the WordStar program for your printer. Although WordStar provides instructions for the installation procedure, your dealer can assist if you have difficulties.

USING THE KEYBOARD

The first step in learning WordStar is to become familiar with the keyboard on your PC. If you have been using the PC for other applications, you may wish to skip this section; however, it is possible that some of the keys will function differently in WordStar than they do with other programs. We will look now at the basic features of the keyboard.

Alphabetic and Numeric Keys

The four rows of white keys in the center of the keyboard are used for typing letters and numbers. These keys are similar to the keys on a

typewriter and function in the same way. Some of these keys contain special characters, such as the comma, decimal point, and semicolon.

Before you proceed, turn on the IBM PC without a diskette in the drive and type a few characters. Don't worry about doing anything that will damage the computer. Type your name and your address. Notice the flashing underscore character that appears on the screen. This character, called the *cursor*, is there to show you where the next character you type will appear on the screen.



Shift Key

Did you figure out how to shift to uppercase for the capital letters that appear in your name? Notice that at each end of the bottom row of keys there is a dark key with an upward-pointing arrow. This is the shift key. By holding this key down and pressing a letter simultaneously, the letter will appear in uppercase.

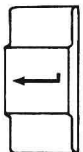
Other keys, such as the numbers on the top row, have a second character which is selected when the shift key is held down. Try holding the shift key and typing a 4. Was a \$ displayed on the screen? Try a few other combinations with the shift key.

Oh's and Ones


Typists frequently use the lowercase l (el) to represent the number 1 (one). Some typewriters do not even have a one on the number row. However, in the computer there is an important difference between the two characters, so it is essential to use the letter key for the letter el and the number key in the top row for the number one.

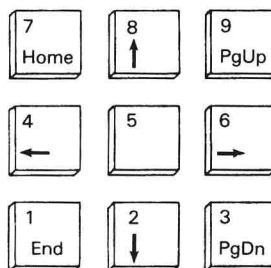
Similarly, the letter O (oh) should not be confused with the number Ø (zero). This difference can be confirmed on the screen since the number zero has a slash through it.

Number	Letter
Ø	O
1	l



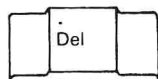
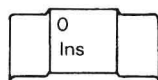
Return Key

The next key you will need frequently in WordStar is the Return or enter key. This is the dark key immediately to the right of the white typewriter keys. It has a left arrow like this:  on the key. This key will be referred to frequently when we get into the WordStar program.



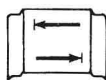
Cursor Controls

On the right of the keyboard is a set of nine white keys called a *number pad*. On the 2, 4, 6, and 8 keys there are arrows called *cursor controls*. When one of these arrows is pressed, the cursor on the screen will be moved in the direction of the arrow. As the cursor moves it will pass over any characters in its way without affecting the characters. If you attempt to move the cursor using the space bar, as you would on a typewriter, any character passed over would be cleared from the screen. These cursor keys will be very useful in WordStar to help you move quickly to any letter or word in the text regardless of its direction from your current position.



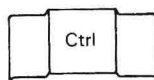
Insert/Delete Keys

The insert (Ins) and delete (Del) keys are located below the cursor controls. These keys simplify the insertion of new words between existing words in a sentence and the deletion of characters you no longer want in a line. We will refer to these keys again in Chapter 5.



Tab Key

The tab key is located to the immediate left of the Q. It is a dark key and functions like the tab on a typewriter. Tab operates to the right only in WordStar, just as it does on a typewriter; although the key suggests that it tabs left also, it does not. One of the operations that you will learn in WordStar is how to set tabs to the positions required.



Control Key

The control (Ctrl) key is located just below the tab key, to the left of the letter A. Control will be used frequently to begin many of WordStar's functions, such as setting margins or tabs. Control will be referred to by the letters Ctrl or the symbol ^ in this book.