WordStar®

A READY REFERENCE MANUAL

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Introduction

Why purchase this book? Because you will learn to use WordStar faster if you can look up the action you wish to perform. For about the price of a fast-food dinner for two, you can own a convenient summary of WordStar procedures. Long after dinner would be digested, the Ready Reference manual will still be there to assist you.

Want to know a little more about the Ready Reference Manual? It is a convenient summary of commonly used WordStar procedures and commands, designed to assist you in performing common word processing tasks, such as inserting a word or deleting a line. Unlike most manuals, it is organized by function, rather than by command. This enables you to find the action you need to perform without knowing the specific commands used in the procedure.

Like most manuals, this guide is intended to act as a reference tool. For a complete introduction to and definition of word processing concepts, you should read the word processing chapters in Marilyn Popyk's *Up and Running! MicroComputer Applications* before beginning to use WordStar.

Important Instructions for Users of the Educational Version

An educational version of Wordstar 3.3 is available with this manual. This version of WordStar will permit you to do almost everything that you could do withthe regular version of Wordstar. However, you should know the following facts about the educational version.

1. The educational version of WordStar 3.3 cannot be run using a hard diskdrive. It must be run using floppy disk drives.
2. The educational version of WordStar 3.3 requires a computer with a minimum main computer memory size of 128K.
3. This version of WordStar supports IBM printers and most other dot matrix printers using a parallel printer port.
4. The maximum size document which can be prepared using the educational version of WordStar is five pages.
5. The following MicroPro International programs are not available with the educational version of WordStar 3.3: MailMerge, CorrectStar, SpellStar, StarIndex, and WordStar Tutor. These programs cannot be executed from the Opening Menu of WordStar 3.3.
6. The "run a program" command from the Opening Menu of WordStar 3.3 will not execute when using the educational version.
7. Each printed page of output will contain the following message below the page number on the bottom of the page: "For educational use only. Not for commercial distribution."

Differences from the regular verson of WordStar are marked in this manual

with a multiplication (*) sign. When possible, alternate procedures are given for the programs that are not available.

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The Keyboard

IDENTIFYING KEYS

When you use WordStar to enter text, you use four types of keys:

Character keys: These are the letters, numbers, and special characters that are normally associated with typing operations. When entering numbers, you may use either the numeric pad on the right side of the keyboard or the numeric keys in the top row of the keyboard. If you use the numeric pad, be sure to press the NUM LOCK KEY first. (If you just want to enter a few numbers, hold down the SHIFT key while pressing the number.)

Cursor movement keys: These keys are used to scroll through the document and to position the cursor within the text. The HOME, PGUP, and arrow keys (→) are examples of cursor movement keys.

Function keys: These keys appear either in a row at the top of your keyboard or in two rows to the left of the keyboard. Each key is associated with a WordStar task. Wordstar makes the task assignments shown below. You may change them if desired.

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