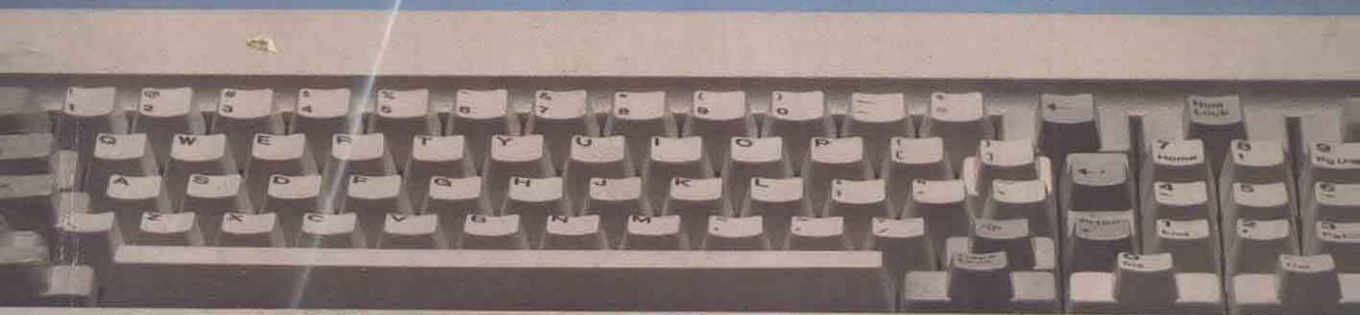


USING WORDSTAR 2000



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Using WordStar 2000

Eric Sorensen

Que Corporation
Indianapolis

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Dedication

To my wife, Julie

About the Author

Eric Sorensen

A former employee of MicroPro International, Eric Sorensen was named Marketing Representative of the Year in 1983. His knowledge of WordStar and its related products is thorough, and he recently introduced WordStar 2000 to the Sears Business Systems Centers. Sorensen has a variety of data processing experience. He has worked in a systems and applications capacity for United States Steel and in his own businesses has managed computer installations and developed data base applications for large and small companies alike. In 1983, he developed the prototype of the Profi-Sec financial planning series, which will be published in 1985.

Preface

WordStar 2000 provides business and professional computer users with a new kind of word-processing capability: integrated document processing. With it, you can automate all your business paperwork functions.

Using WordStar 2000 helps you tap the power of integrated document processing. This book not only teaches you how to use WordStar 2000 but also explains how you can transform your computer into a document-processing system that will solve your current paperwork needs, yet be flexible enough for future growth.

Who Should Use This Book?

If you have WordStar 2000, *Using WordStar 2000* is for you. This book provides you with the information needed to take full advantage of the software's power, including little-known techniques and shortcuts that make the program easier to use. You will learn how to harness WordStar 2000's strengths and minimize its limitations. All concepts are explained in nontechnical English.

Are you a manager? *Using WordStar 2000* explains how you can avoid costly mistakes that result from inadequate planning or incomplete knowledge of the key issues involved in setting up a document-processing system. You will learn to plan for long-range goals by completing a needs analysis that considers future growth as well as present needs. By fusing an understanding of your future needs with the program's power to meet those needs, you will know how and to whom to delegate the everyday responsibilities of using the software.

If you work with WordStar 2000 daily, the information in *Using WordStar 2000* can completely change the way you work. You can become more productive, make your work look better, and have more time for your job's more meaningful tasks and challenges.

If you are interested in a word processor but have not yet bought one, *Using WordStar 2000* can help you select one. The book explains how to evaluate your document-processing needs. By learning about the features available, you can decide which program will best meet your needs.

Real-Life Examples

Using WordStar 2000 provides real-life examples that show you how the program solves business document-processing problems. You will learn how to handle specific business functions, such as mass mailings and sales proposals, as well as how to automate correspondence, such as memoranda and business letters.

WordStar 2000's documentation focuses on teaching keystrokes and virtually ignores the program's potential for solving common business problems. *Using WordStar 2000* teaches keystrokes and also explains how the program can be applied to specific business problems.

How To Read This Book

You should read *Using WordStar 2000* as you work with the program. By sitting down at your computer and using the examples provided, you will see firsthand how features work.

As you read each chapter in the book, you should review the reference material that came with the software. This book does not attempt to compete with the program's documentation or duplicate written or disk tutorial material that the author of *Using WordStar 2000* considers well written. Instead, this book *complements* the documentation by being specific where the documentation is ambiguous or vague.

About This Book

Chapter 1 describes issues you must understand before you set up your document-processing system. You learn about system requirements and directories, which help you organize disk space. A worksheet is provided to help you develop the best organizational structure for your computer system.

Chapter 2 guides you through the installation process. This chapter helps you choose the correct printer, set up your specific computer hardware configuration, and customize WordStar 2000 to meet your needs.

Chapter 3 shows you how WordStar 2000 works and how you can manipulate directories to create your own directory system. Also included is information on how to customize the DOS prompt and create the CONFIG.SYS file.

In Chapter 4, you learn file-naming conventions that make your document files easy to recognize, use, and find.

Chapter 5 explains how to invoke the program and change directories, how to make maximum use of the tutorials, and how to use basic WordStar 2000 commands.

Chapter 6 describes some of the more common editing techniques WordStar 2000 offers. By becoming familiar with the EDITING MENU you lay the groundwork for performing some of the program's more advanced functions. Topics include command tags, cursor movement, and various submenu options.

Chapter 7 explains what format files are and why they are important. You learn how to manipulate many formatting options and use the predesigned format files that come with WordStar 2000. You also learn how to edit unformatted files and create your own formats.

The key glossary is the subject of Chapter 8. You can use this time-saving tool to automate tasks you would otherwise have to perform manually over and over again. You also learn to create, edit, and use strings of commands called *macros* and to save them in key glossary files for future use.

Chapters 9 and 10 describe MailMerge, the decision-making core of WordStar 2000. With MailMerge, you can create a generic business document once, then combine it with variable data to generate other customized documents. You learn how to access information from outside data files, the keyboard, and the operating system. MailMerge enables you to test conditions with logic, take proper action, and print only specific portions of a document. With practice, you can use MailMerge to automate routine tasks, including follow-up letters, mass mailings, and even Christmas card lists.

Chapter 11 demonstrates the use of the program's powerful tab commands. You learn how to change and set margins, create multiple ruler lines in one document, and interpret the ruler line. This chapter also shows you how to create outlines by using WordStar 2000's indentation capabilities.

Chapter 12 explains how to change fonts and pitches while you work with a document. The program automatically customizes this feature,

depending on the printer you use. Also described is WordStar 2000's unique typewriter mode that enables you to use the program as if it were a typewriter.

In Chapter 13, you learn how to use macros to initialize the program automatically for each individual who uses WordStar 2000. Using macros, WordStar 2000 initializes the key file, directory, and dictionary without your intervention.

Chapter 14 offers ideas on preparing financial documents. You learn how the program performs mathematic functions, aligns decimals, and manipulates columns of text.

Chapter 15 instructs you on using WordStar 2000's mailing-label features, including explanations of the mailing-label formats provided with WordStar 2000 Plus. You also learn how to produce customized form letters.

In Chapter 16, you learn about document assembly and how to generate documents by using smaller boilerplate files. Document assembly is a powerful capability that, with proper planning and organization, can eliminate many routine, mundane document production tasks.

Chapter 17 describes ways to improve the appearance of your documents. Topics include CorrectStar, WordStar 2000's integrated spelling verification and correction feature, print enhancements, and format files—all of which help you create uniform company and department documents.

Acknowledgments

I would like to thank

My family and friends for their patience, encouragement, and support throughout this extremely busy time.

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Conventions Used in This Book

To improve readability, the following typographical conventions have been used in this book. References to keys are as they appear on the keyboard of the IBM PC. Direct quotations of words that appear on the screen are spelled as they appear on the screen and are printed in a special typeface. Names of menus match their appearance on the screen.

The initial letters of WordStar 2000 commands are boldfaced, for example, the **Use Data** command. The boldfaced letter indicates the key to be pressed to initiate the command's execution. Following many commands are phrases that explain the commands' meanings; these phrases appear in brackets.

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Improve Your Writing with Word Processing

by David F. Noble, Ph.D., and Virginia Noble, M.L.S.

This innovative book shows you how to use the power of word processing to improve your writing. More than 100 macros, or strings of commands, for popular word-processing programs let you transpose words, phrases, sentences, and paragraphs for analysis and revision. Block-rebuilding macros put revised paragraphs back together. The authors, who have taught university writing courses and are professional editors, present examples by famous writers, "block models" for writing paragraphs, and many practical tips.

Using 1-2-3

by Geoffrey T. LeBlond and Douglas Ford Cobb

This #1 best-seller has shown thousands of 1-2-3 users how to take advantage of the program's full power and flexibility. Special emphasis is given to keyboard macros, the data base function, and graphics capability. If 1-2-3 is your first electronic spreadsheet, *Using 1-2-3* offers an introduction to spreadsheeting. Both beginning and experienced users of 1-2-3 will benefit from the detailed, clear explanations and examples this book provides.

Using Symphony

by David P. Ewing and Geoffrey T. LeBlond

Symphony is one of the most powerful integrated software packages ever created. *Using Symphony* will help Symphony users master this exciting program. Special emphasis is given to the communications tools, word-processing capability, and Symphony Command Language. Be sure to buy *Using Symphony* if you are planning to move up from 1-2-3 to Symphony. Or if Symphony is your first Lotus product, then this is the book you need to get started.

PC DOS User's Guide

by Chris DeVoney

Become more skilled in using your IBM PC and its most basic software program, the Disk Operating System. This best-selling guide covers both the simple and advanced features of PC DOS, Version 2.0. The book's concise explanations will help you master each of the PC DOS commands and understand such topics as the PC DOS hierarchical directory and I/O redirection. This clearly written and easy-to-use book has proved to be a valuable asset for many PC users.

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