



The Microcomputer Software Company

WordStar®

Reference Manual

For Release 3.3

Copyright 1983
MicroPro International Corporation
33 San Pablo Avenue
San Rafael, California 94903 USA

WordStar®

REFERENCE MANUAL

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Welcome

Unwrap the WordStar word processing package and meet your professional editor and layout artist. Put aside correction fluid, scissors, and paste. WordStar software does the work for you.

Once you typed and *retyped*; now you can process words. Your fingers still press those familiar keys, but other tasks that had to be done by hand—making corrections, moving text—can now be done by command.

As you enter your text, you'll find program features make editing on the electronic page easy. Each line you type wraps automatically around to the line below. Setting and resetting margins is accomplished by a few keystrokes. At a given signal, the WordStar program re-forms your paragraphs to new dimensions. If you change your mind and want to double-space your work, the program responds instantly. And if you decide you want to move, copy, or discard words, press a few keys and the job is done.

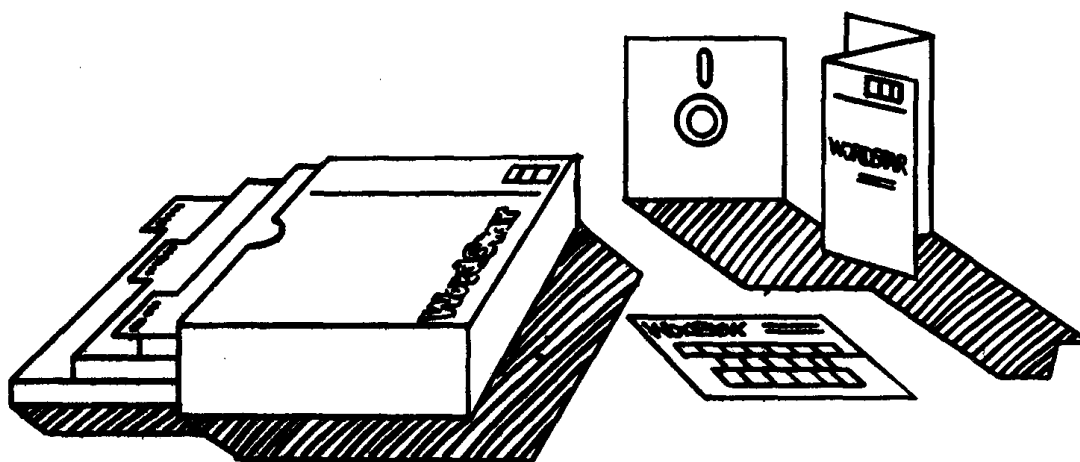
For all of these editing tasks, the WordStar program provides onscreen help. Menus list commands, and help screens explain the program to you as you work.

WordStar also makes it easy to design an attractive printed page. Print commands entered along with your text provide special effects and custom layout.

Everything you need to know about the program appears in the pages ahead. Whether you're a first timer or an old pro, you'll find WordStar easy to learn.

WHAT YOU HAVE

Your WordStar software package contains a disk, three manuals, a command card, and key-top labels. Here's what you have:

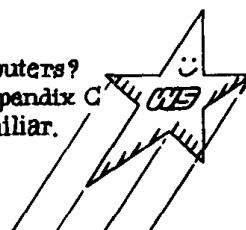


YOUR DISK

The disk contains the following WordStar program files and auxiliary files:

- **WSU.COM** This file contains the WordStar program Uninstalled. You use **INSTALL.COM** to adapt it for your computer system. Installing WordStar produces **WS.COM**, the main program file.
- **WSMSG.S.OVR** This file contains all program messages and menus.
- **WSOVLY1.OVR** This file contains portions of the program that are auxiliary to the main program.

Hi, first time with computers?
Check the glossary in Appendix C
if some words are unfamiliar.



- **WINSTALL.COM, WS.INS.** These files help you adapt WordStar to run on your particular computer system.
- **PRINT.TST** When printed, this sample file shows you the WordStar printing effects.

NOTE: IBM and other 16-bit computer systems use files with slightly different names and extensions. See the addendum for a list of files.

YOUR MANUALS

The following program manuals enable you to learn the practical uses of WordStar software at your own pace:

The *WordStar Installation Manual* tells you how to adapt the program for your particular computer system and how to customize certain features.

The *WordStar Training Guide* offers you a step-by-step approach to learning the WordStar program. If you're a first timer, this guide will soon have you up and running.

The *WordStar Reference Manual* is a comprehensive description of the program. If you're a first-time user, read it through after you've completed the training guide. You'll learn more about the program's features. An old pro now? Use this guide for reference and keep the menu map and command card handy.

At the back of the WordStar Reference Manual you'll find a fold-out menu map which shows you how to get from one menu to another and lists the commands as they appear on those menus. You'll also find a quick guide to the WordStar program.

The command card lists, by function, the most frequently used WordStar commands.

You also have key-top labels that can be affixed to your terminal keys as reminders of WordStar commands.

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How to Use This Book

You are the most important character in this book. The Reference Manual describes every feature and command of the WordStar program with you in mind. After the opening chapters introduce the program, you will find the book organized by tasks that WordStar can do for you.

REFERENCE AIDS When you want access to information, use the following reference aids:

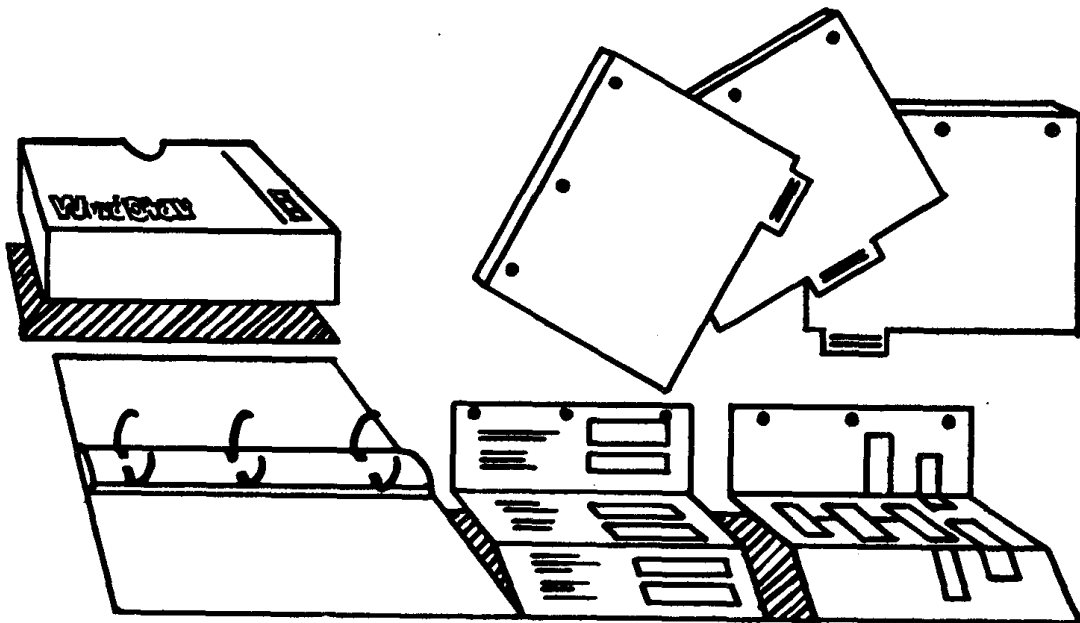


Table of Contents at
the beginning of
the manual



List of every subject
covered in the ten
chapters and four
appendices

Table of Contents at
the beginning of each
chapter



Closer look at the
subjects covered in the
chapter

Summary Table at the end of each chapter.	}	Chart of commands covered in the chapter
Index		Quick pointer to a subject or command

When you want summaries, use the appendices:

Appendix A	Program Specifications
Appendix B	Error Messages
Appendix C	Quick guide to the program and the menu map
Appendix D	Glossary

As you read, cross-references tell you where to find more information. Cartoons and illustrations illuminate the way, and signposts give you easy access. Watch for these symbols:

filename
filename.EXT

When you see one of these imitation file names in a procedure, use it as a reminder to insert an appropriate file name from your own directory.

n

"Any number"

→ *n*

"Refer to this page (n) of the WordStar Reference Manual for more information."



"CAUTION"



"REMEMBER"



"Keep this in mind"

"An example onscreen"

"An example on paper"



"RETURN Key"



A single key command



A two-key command



A three-key command



A dot command



An option that only works with a previously entered command

You may find it easier to learn some commands by the mnemonic devices which appear in boldface when applicable. You can remember, for example, to open a file with **D** to edit in **D**ocument mode.

NOTE: ^ or CTRL represents the control key on your keyboard.

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1. INTRODUCING WORDSTAR

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This is exactly what we need!
WordStar will help us get
organized.



1 Introducing WordStar

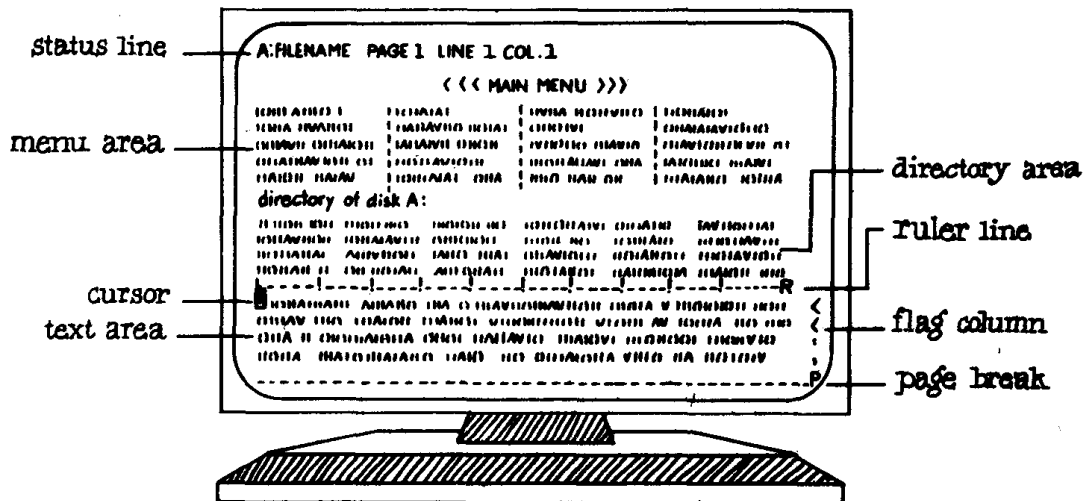
You command the WordStar program from the keyboard of your computer terminal, using your regular keys and one special key marked CONTROL or CTRL. Onscreen messages and symbols show you how to use the program. Keep an eye on the screen and you won't get lost.

If you are new to computers and word processing, read this chapter carefully and refer frequently to your Training Guide and the glossary at the back of this manual. If you are experienced, you may want to read selectively.

THE BIG PICTURE

WordStar is highly flexible and very visible. Watch the screens as you give commands, and information in various parts of the screen will guide you. You won't see all the information all the time, but it will be there when you need it.

WHAT YOU SEE Here are the parts of the screen:



The *status line* indicates whether or not you are editing or printing and whether certain editing features are in operation.

The *menu area* displays lists of commands (menus), help screens, messages, or questions (prompts).

The *cursor*, a small block of light, locates your place on the screen as you type.

The *text area*, which can be moved (scrolled) up or down, is where your work appears.

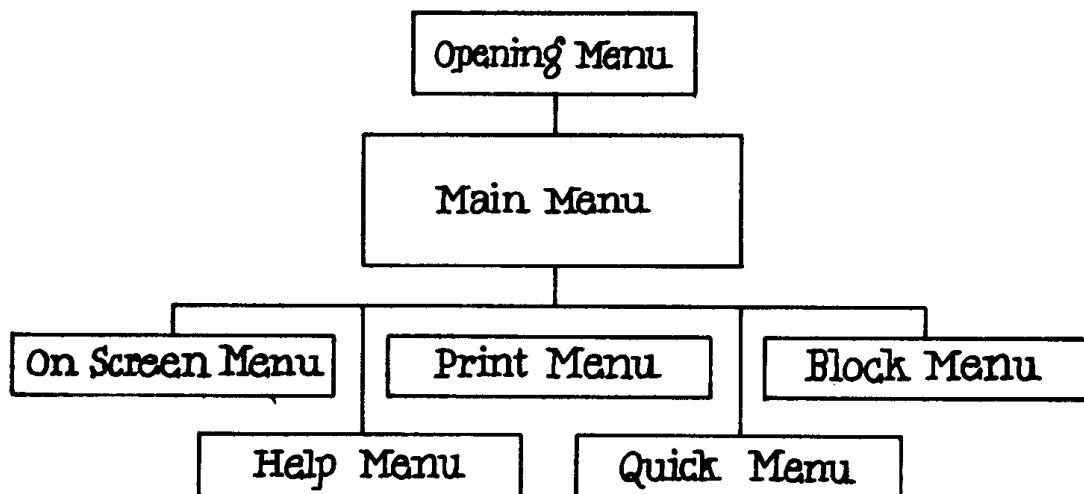
The *directory* lists all the files on your disk except those ending with the extensions .COM, .HEX, .SYS, .OVR, .REL, or .\$\$\$.

The *ruler line* indicates margins and tabs.

The *flag column* remains blank on lines ending with a soft carriage return; in all other lines, a symbol relating to text format or layout will appear.

The *page break display* indicates where the program will stop printing one page and begin another.

WHERE YOU ARE The seven WordStar menus are your greatest aids. They are like signposts at the top of your screen, showing you where you are. Your path through the program looks like this:



The most important part of the screen is the text area where your work appears. How does your work get there? When you're at the Opening Menu, you command WordStar to open a file for your work, and you give the file a name. Then the Main Menu appears. Here you enter your work and give commands from your keyboard. Until you command the program to save your file, however, the work on the screen is not stored on your disk and could be lost. Saving files is very important.

To avoid losing files during a power failure, use the save-and-resume command periodically as you work. Your file will be stored in its current form, and you can continue to work without having to re-open the file. \longleftrightarrow 9-3

There are two modes for working with files in WordStar, document and non-document. Document mode is tailor-made for word processing. Non-document mode, which eliminates many word processing features, is useful when you want to enter data or write computer programs. You choose the mode suited to your task as you open a file.

You are in command of WordStar. With WordStar commands you can work in your files, arranging and editing your work. You can also work with your files without opening them; for example, you can print a file or give it a new name.

When working with your files, you type commands or respond to questions (prompts) on the screen. Typing commands in WordStar is simple. Sometimes all that is required is a single keystroke. At other times, you press both the command key and the control key for the results you want. And sometimes you type a command right into a file.

Before you can begin typing WordStar commands, you must take these three steps:

- GETTING READY**
- STEP 1 Turn on the computer and bring up (boot) your operating system.
 - STEP 2 Make a backup copy of the WordStar disk. Use the copy to run WordStar. Refer to your system documentation for exact instructions on how to copy a disk.
 - STEP 3 Install WordStar.