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**UPDATE PACKET**

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**Manual  
Identification:**

Part No.: 45400-90002  
Print Date: *September 1983*  
Title: *Series 100/WordStar  
Self Paced Training*

**Update  
Identification:**

Update Part No.: 45400-90006  
*U0384*  
Print Date: *March 1984*

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**The purpose of this manual change** is to accumulate all changes to the current edition of the manual. Earlier changes, if any, are contained herein for your convenience. This change notice, may consist of changed pages and/or new pages.

**To update your manual** replace the pages in your manual with the pages from this change packet.

**The following pages** are included in this update packet:

*Title page, vii, Intro-3, 1-1 through 1-11, 2-1, 2-5, 2-9, 2-13, 3-5, 3-7, 4-13, 7-5, 8-5, 8-9, 8-11, 8-21, 9-5 through 9-9, 10-1, 10-3, 10-7, 11-5, A-1 through A-11, B-1 through B-19, C-1 through C-21, Index 1 through Index 13.*

**Included in this update** are the title page and page 1-3 of the WordStar® Installation Guide, part number 45400-90003.

## Series 100/WordStar® Installation Guide

### NOTE

This guide presents general purpose installation procedures. For specific installation instructions applicable to the HP 150, refer to Appendix A of the Series 100/WordStar Self-Paced Training Manual.



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- STEP 3** Place your WordStar Distribution disk in drive A.
- STEP 4** Place a formatted disk in drive B.
- STEP 5** At your system prompt, type instructions to copy the files from the distribution disk in drive A to the disk in drive B.

You now have a copy of the WordStar Distribution Disk in drive B. If you purchased other MicroPro software for use with WordStar—SpellStar or MailMerge—follow the same steps to copy them as well. Once you have placed the original program disks in a safe place, you're ready to run the installation program.

**NOTE:** You can create a WordStar system disk, that is, a disk that includes the WordStar program and your operating system. This disk will enable you to boot the system and enter WordStar directly. Refer to your system documentation for specific instructions.

## INSTALLATION PROCEDURES

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Here are the general purpose installation procedures for WordStar. For specific installation instructions applicable to the HP 150, refer to Appendix A of the Series 100/WordStar Self-Paced Training Manual.

Place the copy of the WordStar distribution disk in the logged disk drive and make sure the operating system prompt is on the screen.

**STEP 1** TYPE **WINSTALL**

SEE copyright information

**STEP 2** PRESS any key

SEE **Would you like to continue?**

**STEP 3**  or TYPE **Y** or **N**

If you choose to leave the installation program at this point, no changes will be made to the file.

**NOTE:** If at some point an error message appears, follow the instructions on your screen to correct the problem.

SEE Which MicroPro product would you like to install?

**STEP 4** TYPE WS



Be sure to enter the correct code for WordStar. Typing the wrong code will produce an error message.

**NOTE:** You can bypass steps 2-4 by typing WINSTALL and the product code on the same line. At the operating system prompt,

TYPE WINSTALL WS

TYPE any key

SEE an information screen



Be sure to read all onscreen information and instructions as you proceed through the installation program.

**STEP 5** PRESS any key

## PROGRAM EXIT

You can leave the installation program at any point by pressing ^C.

SEE disk drive name request

## Series 100/WordStar® Self-Paced Training

### NOTE

This guide presents general purpose installation procedures. For specific installation instructions applicable to the HP 150, refer to Appendix A of the Series 100/WordStar Self-Paced Training Manual.



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The control sequences in WordStar have been replaced by friendly groups of function keys in Series 100/WordStar. These special keys are named for the jobs they do. This feature makes reference easy for the novice and the expert alike. A quick glance at your keyboard will locate the keys at the top of the board, labeled [F1] through [F16]. But don't let the numbers fool you — each function key can access as many as 16 other keys or capabilities, depending upon which key you touch.

How can a single key become 16 keys? Your HP 150 and Series 100/WordStar make this a simple task for you the writer, editor and typist. Labels for each key appear at the bottom of your video screen when you are working in Series 100/WordStar. And as you touch that label on your screen, or its corresponding key on the keyboard, the labels for the keys will change. With the new labels come a whole new set of functions to make your work easier. In this way, you can quickly go back and forth among the groups of keys as your needs dictate.

## Wordprocessing Methods

Even though you will be using a keyboard that looks very much like a typewriter keyboard, there are some major differences between typing on a typewriter and working in Series 100/WordStar. The words you enter using Series 100/WordStar are not immediately printed on paper. The primary adjustment you will need to make is from the piece of paper to the video screen display. As you type your words, they will appear instantly on the screen, rather than on a sheet of paper in your typewriter.

From their display on the screen, your words can be stored in the HP 150's portable memory called a disc. What you see on the screen is an image whose content and form you control from the keys on your keyboard or on your screen. This image is as temporary or as permanent as you command it to be. You may save a copy of what you see, or you may abandon the image and have no copy of it at all. If you decide to save your work, it is stored on one of your discs. If you want a copy of your work on a piece of paper, you will tell your computer to tell your printer to print a copy from your disc.

## Entering and Storing Text

Before you can enter text using Series 100/WordStar, you must create a file for identifying and storing the text. If you plan to enter ordinary text, you will open a *document file*; if you plan to enter data or a computer program, you will open a *non-document file*. A file in Series 100/WordStar is similar to a file folder in a cabinet. The limit of how much information you can store in your file is controlled by the size of the disc. Anything you store, you can later retrieve, and either add or take away information in it, before you return the file to storage.

## Printers and WordStar

The version of WordStar that you receive when you purchase it is configured for use with an HP2601A printer. To use any other printer, you must reconfigure WordStar. For information about changing your version of WordStar to accommodate your particular printer, refer to Appendix A of this self-paced training manual.

## Naming Files

When you create a file, you must name it for future reference. Anytime you decide to retrieve your file, whether to make changes to it or to print it, you will be required to call it to your screen by name. If you forget the name of your file, Series 100/WordStar will help you out by letting you look at a directory of all of your files so you can find it again.

A file name may contain from 1 to 8 characters, including letters, numbers and some special characters (colons, periods, and asterisks are not acceptable). Series 100/WordStar makes no distinction between upper and lower case letters of the alphabet; so, it will interpret files named "NEWSALES", "Newsales," "NEWsales" and "newsales" to be the same file. Any upper/lower case combination of the same letters will read as one name.

If you want to give more information about a file, you can extend the name by adding a period and 3 more characters to the end of the name. Some examples of this kind of extension might be ".DOC," ".LTR" or ".TXT" (for document, letter and text, respectively). The same upper/lower case rule applies to these extensions.

Avoid referencing a subdirectory when naming a file, since subdirectories are not supported by the Series 100/WordStar.

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# Chapter 1

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## GETTING STARTED WITH SERIES 100/WORDSTAR

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Chapter One will present information to familiarize you with your new Series 100 Personal Computer, its special features and the peripheral equipment connected to it. You will learn how to:

- control your Series 100 Personal Computer
- start and stop your Series 100/WordStar program
- use WordStar's Initial Menu and the Main Menu function keys
- touch the display screen instead of pressing a key to do some of your editing work
- open and close a file in WordStar

For instructions on how to install your Series 100/WordStar, refer to Appendix A of this self-paced training manual.

# Getting to Know Your Series 100

## The Screen

The typing you do at your keyboard will appear first on the screen, not on a sheet of paper. But unlike a sheet of paper, your screen will give you helpful information. For example, after you start typing, it will tell you the name of your file, and the current page, line, and column in the file as you are typing.

The screen shows you information displays, error messages, and about 24 lines of the text you are typing. To help you find your place, look for a special character called the cursor at the location on the screen where you will type next. The cursor appears as a blinking underline on the screen.

## Touching the Sensitive Screen

This screen on an HP 150 is special in that it is sensitive to your touching it. Therefore, many times you will touch an area on the screen to tell the computer what to do; this is an alternative to typing words or pressing function keys on the keyboard.

Often, you will have the option of touching a printed area on the display screen or pressing a key to choose your next course of action. If you should change your mind, touching or pressing that particular spot on the screen again will cancel your choice, or "unselect" it.

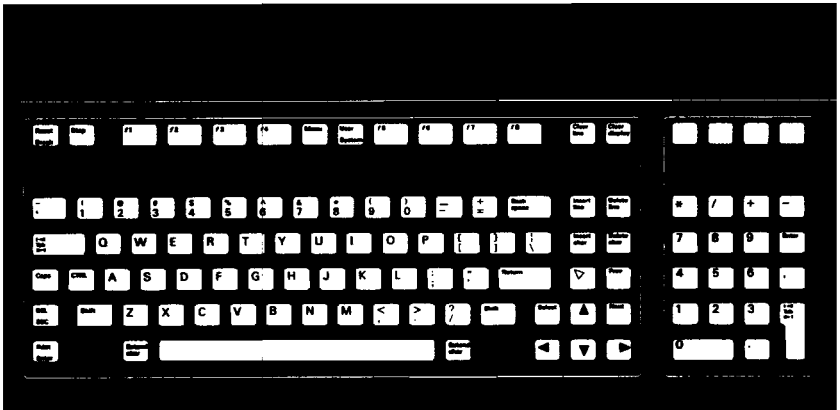
This touch sensitivity feature on your HP 150 screen offers you timesaving advantages:

- You may touch either the screen display of function key labels or the actual keys on the keyboard.
- You may change the position of the cursor or move a block of text with a carefully placed touch of your fingertip.
- You may select files to edit or print with a carefully placed touch of your fingertip on the file name in the directory listing.

## The Keyboard

The keyboard on your Series 100 looks like the keyboard on your typewriter. The keys for letters and numbers are in the same locations and look the same. There are also three types of special keys not on a standard typewriter keyboard which may be new to you:

1. **Function keys** (labeled f1 through f8 across the first row of your keyboard)
2. **Cursor movement keys** (labeled with directional arrows on the lower right of the keyboard)
3. **Edit keys** (labeled for the operation they help you perform and located on the right of the keyboard)



## Function Keys

The keys labeled **F1** to **F8** located at the top of the keyboard are called function keys. These keys will allow you to do many special writing, editing, and printing tasks in Series 100/WordStar. With these function keys, you will be able to set and clear tabs, create boldface text, delete or add spaces to text and print your document.

## Cursor Movement Keys

The keys labeled with arrows on the right of the keyboard are used to move the cursor (blinking underline) on the screen in different directions and for varying distances.

The keys labeled **Next** and **Prev** are used to display different sections of your document on the screen. At any one time, you will only be able to view 24 lines of your document on the screen. The screen is only a window into the complete document. The **Next** and **Prev** keys allow you to view the next 17 lines or the previous 17 lines of your document, respectively.

## Simple Edit Keys

The keys on your keyboard labeled **Insert line**, **Delete line**, **Insert char**, **Delete char**, and **Clear line** are used to make changes and corrections to your document. These keys either add or take away single characters or whole lines of your text.

The keys on your keyboard labeled **ESC DEL**, **Caps**, **CTRL**, and **Reset Break**, all perform a particular function when using Series 100/WordStar.



## Discs and Disc Drives

All of the files that you create using Series 100/WordStar will be stored on discs, including text files and any data files that you may require. In fact, the program files that run Series 100/WordStar are also stored as files on a disc. A disc file can hold text, data, or a computer program.

You should make backup copies of each of your discs, in case one of the discs is destroyed. Chapter 7 of the *HP 150 Personal Computer Owner's Guide* describes how to make backup copies of your discs. (The more you work with computers, the more you will learn the safety value of backup discs.)

When you insert a disc into one of the slots on your disc unit, you are placing it under control of one of the disc drives. The disc drive actually spins the disc at high speed, somewhat like the way a record player spins a record. While the disc is spinning, the system can either read files from it or write files onto it. (But you do not have to be concerned about this, it's all automatic.)

### Practice Caution and Avoid Disc Disasters

There are several simple steps to always follow when you are using your HP 150 personal computer and/or Series 100/WordStar:

- Turn on the disc unit before inserting your disc.
- Do not insert or remove a disc while Series 100/WordStar is busy processing a task.

The Series 100/WordStar has completed an operation when the screen no longer displays a message that it is in the middle of a task (**WAIT, COPYING, SAVING . . .** and so on). Wait until a message disappears from the screen before doing anything else.

- Remove all discs after your system has completed its operations but before turning off the disc unit.
- Remove your discs and return them immediately to their protective envelopes whenever you are going to be away from your system for more than a few minutes. Again, the screen should not show an operation in progress message if you are removing a disc.

You will want to protect your master disc of Series 100/WordStar because it is the only disc from which you can generate a working copy. Although your master disc comes ready to run, you should install it on a second, or working disc to use everyday. Then, put your master copy in a safe place.

## The Default Disc Drive

Each disc drive has a one-letter name, followed by a colon. If your system has two disc drives, they will be called A: and B:; if it has four, the other two will probably be called either C: and D: or else E: and F:.

When you start Series 100/WordStar, your system will read the program into its memory from disc drive A:; the disc on the left side of the HP 150. Disc drive A: is called the *default disc drive*, because it is the disc drive the system automatically looks at without any direction from you. After Series 100/WordStar is running, disc drive A: will continue to be the default disc drive, and a directory for disc drive A: will be displayed on the screen.

You may wish to view the directory or a specific file that is on another disc drive (other than A:, the default disc drive). You can do this one of two ways:

1. Type 'L' to request a change of the logged disc drive (initially, the default drive) and then respond to the prompt by naming the drive you wish to get to. Once the system transfers its attention to your newly selected disc drive, you may view its directory.
2. Type the name of the drive in front of the file name (e.g., B:TEXTFILE instead of just TEXTFILE) to ask for a file that is stored on another drive.

The next chapter will discuss these simple procedures in greater detail.

## Disc Organization

When using Series 100/WordStar, it is recommended that you store the WordStar program files on one disc and your text and data files on another disc. The disc containing the WordStar program should be inserted in disc drive A. If your system has two disc drives (A: and B:), the disc containing your text and data files should be inserted in drive B. If your system has more than two disc drives, the disc containing your text and data files may be inserted in drive B:, C:, D:, E:, F:, etc. (depending upon which drives you have in your system).

## **The Printer**

When you type on a typewriter, a paper copy is produced at the same time you are typing. When you use a wordprocessing system like Series 100/WordStar, printing a paper copy is a separate task from typing at the keyboard.

With Series 100/WordStar, you first type your text at the keyboard, then store your text on a disc, and, finally, print a paper copy on a printer. The printer must be connected to your HP 150 and turned on, with its paper loaded and adjusted, before you can print your document. Ask someone to show you how to load the paper, adjust it in the platen, and change ribbons before you start printing anything.

## **Starting and Stopping Series 100/WordStar**

### **Starting Your Series 100 and Installing Peripherals**

If you have not already done so, follow the instructions in the *HP 150 Personal Computer Owner's Guide* for information on how to set up your Series 100, attach peripherals (disc drives, printers, etc.) and start your system. When you are finished, return here.

### **Installing Series 100/WordStar**

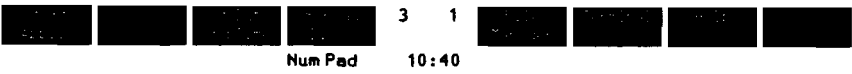
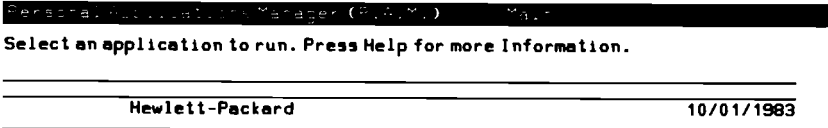
To install your Series 100/WordStar, follow the instructions given in Appendix A of the Self-Paced manual. Do not follow the procedures given in the Series 100/WordStar Installation Guide since it gives general information only.

# Running Series 100/WordStar

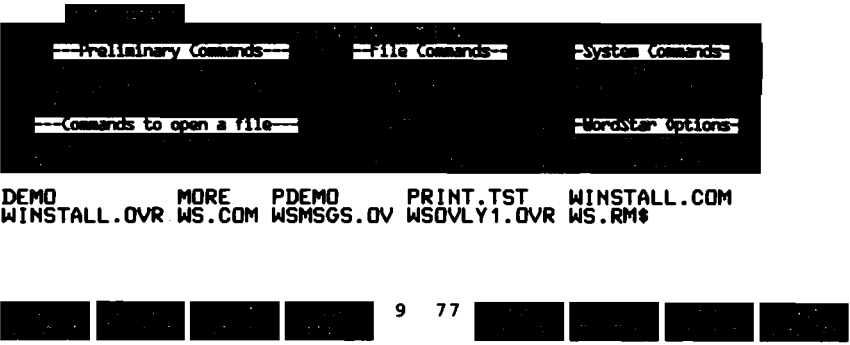
Once you have installed Series 100/WordStar on a work disc and stored the master safely away, you are ready to run your program.

To run Series 100/WordStar you need to:

1. Startup the Series 100 system with the work disc containing Series 100/WordStar in disc drive A: (the left drive). The screen will display the following P.A.M. (Personal Applications Manager) Main Menu:



2. Touch the screen key labeled: WORDSTAR then press **start wordstar**. Several seconds later you will see a list (a No-File Menu) of commands entitled "editing no file" appear at the top of the screen. Below this editing menu on the screen will be a list of the files on your A: disc and a set of new labels for the function keys. This is how your screen should look:



## Using the Initial Menu

The entire screen and associated function keys displayed above are known as the Initial Menu. The Initial Menu is only displayed when you first enter Series 100/WordStar, or when you have finished viewing or editing a file.

The shaded display (or No-File Menu) at the top of the screen lists the one letter commands that can be used to begin working in Series 100/WordStar. These commands are described in the *Series 100/WordStar Reference Manual*.

### You Have a Choice with Series 100/WordStar

Remember that your Series 100/WordStar offers you an alternative to using the keystrokes described in this shaded No-File Menu area. The top of your keyboard contains eight special function keys and the bottom of your screen displays corresponding key labels. You can touch a key in either place and select a command.

These unique Series 100/WordStar keys allow you to perform all of the same functions as the commands in the top, shaded menu and more. Some of these function keys can access yet another set of eight specialized function keys.

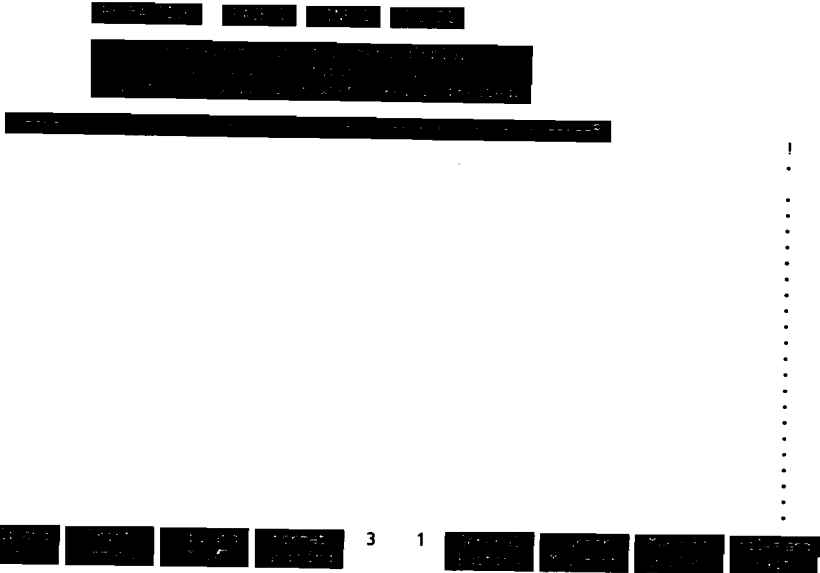
### Opening a File and Discovering the Main Menu

Most of the time you will want to press the key labeled **[F1]**. This key allows you to create a new document, or to edit an existing document. After you press the key, you will be prompted to enter the name of a file. Once the file you name has been opened on the screen you will be able to see another set of function keys called the Main Menu.

To view some of the other capabilities of Series 100/WordStar you will need to create or open a document file:

1. Press the **[F1]** function key or touch the screen label while the Initial Menu is displayed on the screen.
2. When the prompt **NAME OF FILE TO EDIT?** appears, type: **B:PRACTICE** and then press the **[Return]** key.

3. After several messages come and go on the screen NEW FILE, most of the screen will be cleared and new labels (for the function keys) will appear at the bottom of the screen. This set of labels and keys is called the Main Menu.



The character “^” represents the **CNTL** (Control) key on your keyboard, not the caret key. So the instruction on the screen means type CNTL JH3.

## Using the Main Menu

The screen and associated function keys displayed above are known as the Main Menu. The Main Menu is accessible whenever you are creating a new file or editing an existing file. The Main Menu function keys allow you to access all of the other capabilities in Series 100/WordStar. It might be useful for you to think of the Main Menu function keys as the trunk of a tree and all of the functions in Series 100/WordStar as the branches of the tree.

The following series of steps will help to illustrate this concept:

1. With the Main Menu visible on the screen, press or touch the function key labeled **^JH3** [15].
2. The labels on the function keys will change to display the General Editing functions available. To access any of the other functions in Series 100/WordStar, you will need to first return to the Main Menu. Press the **^JH3** function key or touch the screen appropriately.

3. The labels on the function keys will change again so that the Main Menu function key labels are displayed.

The very top line of the Main Menu screen is called the *Status Line*. It tells you the name of your document (B:PRACTICE, file "Practice" on disc drive B:), your current page, line, and column number, and other information, such as whether the INSERT ON feature is currently in operation).

The next line on the Main Menu screen is called the *Ruler Line*. This tells you where your margins and tabs are currently set:

- L marks the left margin
- R marks the right margin
- Each ! marks a regular tab setting
- Each # marks a decimal tab setting

With the Main Menu function keys displayed on the screen, type in a few lines of text to get the "feel" of the keyboard.

## Closing Your File and Stopping Series 100/WordStar

After you have finished typing, you can save a copy of B:PRACTICE on disc and stop Series 100/WordStar as follows:

1. If you are not at the Main Menu, press or touch the **[F10]** function key until the Main Menu appears.
2. Press the function key labeled **File & Exit [F10]**. The labels for the function keys will change.
3. Press the keyboard or the screen function key labeled **Save & End Edit [F6]**. This will save your document file on disc and return you to the Initial Menu.
4. When the Initial Menu reappears on the screen, press either function key labeled: **Quit WordStar [F8]**

## Stopping Your Series 100 System

If you plan to be away from your system for a while, you may want to turn off your HP 150 completely. To do this:

1. Remove your discs from the disc drives and store the discs in a safe place until you are ready to return to your system. (Never leave discs in the machine while you are away.)
2. If you are going to be away for a long time (several days), turn off the power switches on your system and disc drive.

## Recovering From Errors

### Function Key

Suppose that you select a Series 100/WordStar function and then find that you actually wanted another function. Series 100/WordStar allows you to interrupt the undesired function in the following way:

1. Press **CTRL U** (or the Stop Key in the upper-left corner of your keyboard).
2. When you see the message:  
**\*\*\* INTERRUPTED \*\*\* PRESS ESC Key**  
press the **ESC** key. (On the left side of the keyboard.)
3. Now you are ready to select another function.

### File Name

Suppose that you are typing in a file name in response to a prompt on the screen and you realize that you actually wanted to type the name of another file. Series 100/WordStar allows you to change the file name by doing the following:

1. Press the **Back Space** key until the letters of the old file name disappear from the screen.
2. Type in the new file name.

### Open File

Suppose that you open a file and discover that it isn't the file you wanted. Or suppose that you open the right file, but make some mistakes that are so hard to correct that it would be easier to start from the beginning. In either case, Series 100/WordStar allows you to abandon the file and make another selection.



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## Chapter 2

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# TYPING A LETTER

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Chapter Two offers you an opportunity to “get your feet wet” — an especially valuable experience if you are a newcomer to word processing. In the next several pages, you will learn how to use your Series 100/WordStar program to write, correct and print out a short business letter.

The purpose of this chapter is to get you started using Series 100/WordStar, not to preview all of the timesaving entry, edit and formatting capabilities at your fingertips on the HP 150 and its word processing program. Subsequent chapters in this tutorial will present descriptions and procedures on an independent, chapter by chapter basis.

Toward the end of this unit, reference is made to Chapters Four and Ten. These two sections offer presentations of keys and their corresponding functions which expand your basic cursor movement and edit options discussed in Chapter Two. Throughout this tutorial, you should feel free to use your Index or Table of Contents to help you decide which chapter to read next.

As you complete the practice exercise in this section, you will:

- review starting your Series 100/WordStar program from the P.A.M. screen
- review opening and closing a document file
- select specific margin settings and alignment features (right justification) for your text
- correct simple typographical errors and change sentence structure
- reform a corrected paragraph to remove extra space created by editing
- print out a copy of your letter file

Remember, you can make your function key selection by either touching the screen or pressing the key on the keyboard, depending upon whichever is easier for you.

## Opening A File

Before you can actually begin to type your letter and see it displayed on the screen, you must create a file for your document:

1. Open a new file named "Letter":
  - a. Insert an empty formatted disc in disc drive B:. (Refer to the *HP 150 Personal Computer Owner's Guide* if you need help.)
  - b. With the Initial Menu displayed on the screen, either press the **Open Document** function key or touch the screen picture to create a document file.
  - c. In response to the prompt NAME OF FILE TO EDIT? type B:LETTER and press **Return**.

WordStar does not support subdirectories, so avoid referring to a subdirectory when naming a file.
  - d. There will be a pause while the message NEW FILE appears on the screen.
2. When the Main Menu appears, you are ready to begin.

**Return**

Please call to set an appointment  
with me secretary at your earliest  
convenience. **Return**

**Return**

Sincerely, **Return**

**Return**

Jim Winters, President **Return**

Heavy Dealing, Inc. **Return**

**Return**

JW/s1 **Return**

## Correcting Your Typing Mistakes

To make the necessary corrections, you will first have to move the cursor to the screen location of each mistake. Use the arrow keys on the lower right of your keyboard to reposition your cursor.

### Some Cursor Movement and Edit Keys

- ↶** Moves the cursor to the first character in the first line of text.
- Shift/↷** Moves the cursor to the position after the last character of text.
- ↶** Moves the cursor up one line on the display.
- ↶** Moves the cursor to the left one character on the display.
- ↷** Moves the cursor to the right one character on the display.
- ↷** Moves the cursor down one line on the display.
- Insert char** Turns off and on Insert Mode. Check the screen above the Ruler Line for **Insert On** display. When Insert Mode is on, typed characters are inserted in the text at the position preceding the cursor. When Insert Mode is off, typed characters are written over the characters at the position of the cursor.

**Delete char** Deletes the character at the position of the cursor.

**Insert line** Inserts a new line above the line containing the cursor in your text.

These keys will be useful to you whenever you are editing. There are more keys which can move your cursor and perform simple insertion and deletion tasks. Chapter Four will describe general editing keys in greater detail. This display is here to help you orient yourself to the keyboard and those keys you will use most frequently on the following pages.

Before you begin entering your corrections, check the upper right of your screen. If the words **INSERT ON** appear, touch the **Insert char** key to turn off this insertion feature.

### **Correcting "july"**

Move the cursor to the "j" in "july" in the first line:

1. Press the slanted arrow key **↖** located at the top of the keyboard. This will take the cursor straight to the beginning of the file (to the left of "july").
2. Press the right arrow key **→** until the cursor is located under the "j" in "july".

Now you can change the lower case j to an upper case J. Hold down the **Shift** key with one finger and press J with another. The upper case J will now replace the lower case j.

### **Correcting "somers"**

Next, to change "somers" to "Somers" on the third line:

1. Use the down arrow key **↓** to move the cursor down two lines.
2. Use the right arrow key **→** until the cursor is located under the first "s" in "somers".
3. Type an upper case S over the lower case s. Now you have changed "somers" to "Somers".

#### 4. Reform the paragraph and use soft-hyphen:

- a. Press the **[F8]** function key to return to the Main Menu.
- b. Press the **General Editing [F5]** function key. The labels for the function keys will change.
- c. Move the cursor to the beginning of the paragraph, then press the **Reform Paragraph [F7]** function key to reform the paragraph.
- d. When the cursor stops on the "n" in "convenience" press the left arrow key to move the cursor under the "v", and then press the hyphen key (-) to hyphenate the word after "con".

This feature is called soft-hyphen. During paragraph reform, Series 100/WordStar will ask you if you want a word to wrap to the next line or be hyphenated. In this instance, you chose hyphenation.

### Adding a Blank Line

A cursor return was omitted just under the inside address. Before that line can be inserted, you must reposition your cursor:

1. Move the cursor to the top of your file using the slanted arrow key **[↖]**.
2. Press the down arrow key **[↓]** until your cursor is resting under the "D" in "Dear".
3. Touch the **[Ins line]** key and watch a new, blank line appear beneath the inside address but before the greeting line. You may add as many lines as you wish to pressing this key successive times.
4. The sentence beginning with "Dear" extends beyond your left margin. Place the cursor just above the "D" in "Dear". Now touch these function keys in sequence, **General Editing** and **Reform Paragraph**, to realign your text.

# Checking the Results

Now your letter should look like this:

July 22, 1982

Bill Somers, President  
Beauty, Inc.  
485 Avenida de Las Guapas  
Los Angeles, California 90036

Dear Mr. Somers:

In reference to our conversation earlier today, I would like to meet with you as soon as possible. We must discuss all possibilities of merging Beauty, Inc. and Heavy Dealing.

Please call my secretary to set an appointment at your earliest convenience.

Sincerely,

Jim Winters, President  
Heavy Dealing, Inc.

JW/s1

If this is your first time on a computer and your letter looks like this, you've done a very good job. You're on your way to becoming a Series 100/WordStar superstar! Go on to the next section ("Saving the Letter").


If your letter needs a little more work, repeat the steps in the last few sections to correct the letter. If your letter needs a lot more work, you may want to start all over. To cancel any record of your letter file and return to the Initial Menu where you can open a new file and begin again, you will abandon your file (not save a copy of it):

1. Press the **[F8]** function key to return to the Main Menu.
2. Press either **[F10]** function key. The labels for the function keys will change.
3. Press either **[F4]** function key. The letter you have been working on will disappear from the screen and you will see the Initial Menu displayed. You will need to type in the letter again.

Your letter should begin printing on your printer. If nothing is happening, check the most likely possibilities:

1. Is the printer plugged in?
2. Is the switch turned on?
3. Is the cable from the Series 100 connected to the printer?
4. Is the lid on the printer closed tightly?

If your answers to all of the questions are yes, then you should ask someone else for help. The printer may not be working properly.

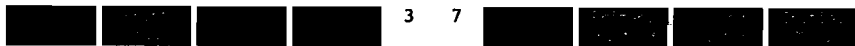
If you want to stop the printer after printing has begun, simply press the  function key again.





## Print Option Function Keys

When you press the function key labeled: **Print Options** (F3) in the Initial Menu, the labels for the function keys will change to the following:



On the screen you will see keys that will allow you to select the type of printer that you have, and print a file.

The Print Options subset of function keys are defined in the following table.

---


### Print Option Function Keys

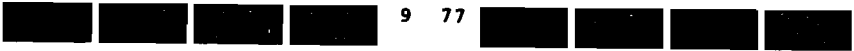


Label	Function
	Begins the printing operation.
	Selects the printer assigned to PRN.  You can assign a printer to PRN by using DEVICE CONFIG on your Operating System Disc and by customizing WordStar when you install it (see "Customizing Series 100/WordStar", Appendix A).  An asterisk appears in the function key label when the primary printer is selected.
	Selects the printer assigned to LST.  You can assign a printer to LST by using DEVICE CONFIG on your Operating System Disc.  An asterisk appears in the function key label when the second printer is selected.
	Changes the labels for the print option function keys so that the Initial Menu is displayed again. (See Table: Initial Menu Function Keys.)

For more information on how to use the Print Option function keys and how to print a file, refer to Chapter 8, "Print Commands".

## File Option Function Keys

When you press or touch either function key labeled:  in the Initial Menu, the labels for the function keys will change to the following:





On the screen you will see keys that will allow you to select a default disc drive, display a disc directory, rename a file, copy a file, or delete a file.

These function keys are defined in the following table.

---

### File Option Function Keys

Label	Function
	Allows you to change the currently logged disc or the default disc. The default disc is used as part of a file name when the disc drive is not specified in the file name. Only the directory of the default disc can be displayed on the screen while in Series 100/WordStar. By default, the A disc drive is selected as the default when you first enter Series 100/WordStar.  Be careful when specifying a logged disc drive. WordStar expects to find its program files in the drive WordStar is loaded in or drive A. If you specify a drive other than these, an error message is displayed when you perform certain functions.
	Allows you to turn off and on the display of the default disc drive directory. When an asterisk appears in the function key label, the directory will be displayed on the screen. (A directory is simply a list of all of the names of the files on a disc.)

When the directory is displayed, HP Touch allows you to select the name of a file with a slight touch of your fingertip. Your named file can be renamed, copied, deleted or printed. (See other File Options & Print Options function keys.)



Allows you to change the name of a file. After you press the key you are prompted to enter or touch the name of the file you wish to rename and then you are prompted to enter the new name for the file.



Allows you to copy a file to another disc or make multiple copies of the same file on one disc. After you press this key, you are prompted to enter or touch the name of the file to copy from, and the name of the file to copy to.



Allows you to delete a file from one of your discs. After you press the key you are prompted to enter or touch the name of the file you want to delete.



Changes the labels for the file option function keys so that the Initial Menu is displayed.



---

For more information on how to use the File Option function keys, refer to Chapter 9, "File and Exit Commands".

## HP Touch Makes Selecting a File Easy

With your disc directory displayed, your HP Touch Screen allows you to select or name a file without having to type it on the keyboard. A light touch on the file name can tell your HP 150 which document you wish to print, copy, delete or rename. If you make a mistake, don't worry, just touch a different name to "unselect" your first choice. The file displayed on the screen after the NAME OF FILE? prompt will change in response to your touch. Then, simply press **Return** to initiate your desired operation (print, copy, delete or rename).

# The Main Menu

The Main Menu will appear on the screen as soon as you select either the  key or the  key and enter a file name:



.....



The Main Menu allows you to access all of the functions available in Series 100/WordStar when you are creating or editing a file. Each of the 8 keys in the Main Menu pictured accesses at least one more set of specific function keys.

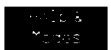
Note that each Main Menu function key is like a door that opens and brings other, more specific functional operations within your reach (or touch)! The key functions are outlined below:



---

## Main Menu Function Keys

### Label

### Function



Changes the function key labels so that the  keys are displayed. The  keys allow you to display helpful hints on your screen, and set the operating characteristics of Series 100/WordStar.

## Reforming an Entire Document

Earlier in this chapter you learned how to reform a paragraph using the **Reform Paragraph** function key. In this section you will learn how to use the **Repeat Command** function key in conjunction with the **Reform Paragraph** function key to reform an entire document:

1. With the Main Menu displayed on the screen, press the **General Editing** function key. The labels for the function keys will change.
2. With the arrow keys, position the cursor under the first character in the first paragraph.
3. Press the **Repeat Command** function key. You will see the letters `^QQ` appear at the top of the screen. These letters indicate that the next command that you type will be repeated.
4. Press the **Reform Paragraph** function key. All of the paragraphs in your document will be reformed, or until you press the space to release the command.

If hyphen help is on during this process, the command will terminate after its first encounter with a hyphenated word.

When a complete pass through your document has occurred, you must press the space bar to re-set the command interpreter in WordStar. Pressing any other character or softkey will insert an unwanted character at the end of your document.

The practice file "REFORM" is not used in any subsequent chapters of this tutorial, so you will not need to store a copy of it on disc. To abandon the file:

1. Press the **Main Menu** function key to return to the Main Menu.
2. Press the **File & Exit** function key.
3. Press the **Abandon Edit** function key. The Initial Menu will be displayed on the screen. Your disc will not contain any record of the "REFORM" practice file.

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## Setting Line Spacing

You can set any line spacing from 1 to 9 by pressing the **Setting Line Spacing** function key and typing a number. When you set a value other than 1 (single-spacing), e.g. 2 (double-spacing), you will see a message in the upper right corner of your screen **LINE SPACING 2**.

To change the line spacing for the paragraph on the screen to 2 (double-spacing):

1. With the Main Menu displayed on the screen, press the **Format & Find** function key. The labels for the function keys will change.
2. Move the cursor to the beginning of the paragraph using the arrow keys.
3. Press the **Setting Line Spacing** function key. When the prompt "**ENTER space OR NEW LINE SPACING (1-9):**" appears, type 2 (you do not need to press the **Return** key).
4. **LINE SPACING 2** will appear in the upper right corner of the screen (on the Status Line).
5. Press the **Format & Find** function key. You should see the paragraph in double-spaced form on the screen.

## Finding a String

In computer language, a "string" isn't something you tie around your finger, it's a sequence of characters which may or may not form a word or phrase. Series 100/WordStar makes it easy for you to find any word, phrase, or string of up to 30 characters with a simple command:

1. With the Main Menu displayed on the screen, press the **Format & Find** function key. The labels for the function keys will change.
2. With the file **FIND** still open, press the slanted arrow key to position the cursor at the beginning of the file.
3. Press the **Find String** function key to request a search.
4. When the prompt **FIND?** appears, type **function** and press **ESC**.

5. The cursor will come to rest after the second "n" in "function" in the first line of the paragraph. (Notice that the word "Function" was not found in the title. This is because the first character is capitalized and the words do not match exactly.)
  - a. If this is what you are looking for, you can note the location, make corrections, and so on.
  - b. If this is not what you are looking for, you can ask Series 100/WordStar to go on to the next occurrence (Step 6).
6. Press the **Find Forward** to move the cursor to the next occurrence of the word "function".
7. Keep pressing the **Find Forward** function key until the NOT FOUND message appears (**\*\*\*NOT FOUND\*\*\*function\*\*\*Press **ESC** Key\*\*\***)

This message tells you that Series 100/WordStar could not find another occurrence of "function" in your named file. Remember, WordStar looked for your word exactly as you typed it (in this case, without capitalization).

You have just completed a simple unconditional search. Now repeat steps 1-6, substituting "with" for "function". Note that Series 100/WordStar found the words "without" and "with". This shows that you can look for a prefix (or suffix) of a word without having to know the rest of the word. (Soon you will learn how to specify only the word "with" by itself.)

### Disregarding Letter Case

If you look at your screen, you will notice that Series 100/WordStar missed one occurrence of the word "function" - the "Function" in the paragraph title. This occurrence was skipped because the "F" was capitalized. Here is how you can correct that:

1. Press the slanted arrow key to move the cursor to the beginning of the file.
2. Press the **Find Forward** function key to request a search. When the prompt FIND? appears, type `function` and press **Return** (instead of **ESC**).
3. This time another prompt will appear **OPTIONS?**. Now type `"?"` and press **Return**. A list of options will appear on the screen. Now type `"U"` and press **Return**. (The `"U"` tells Series 100/WordStar to disregard the difference between uppercase and lowercase letters.)
4. Now Series 100/WordStar will stop at the word "Function" in the paragraph heading.





Inserts a special character in your text that causes the next character to overprint the preceding character.



Inserts a special character in your text that causes the next line to overprint the preceding line.



Selects the upper tray when using a dual-bin sheet feeder. Pressing this key will insert a control character into the text so that the paper will be fed from the upper bin for the next printed page. **(Default is the Upper Tray at the beginning of each document.)**



Selects the lower tray when using a dual-bin sheet feeder. Pressing this key will insert a control character into the text so that the paper will be fed from the lower bin for the next printed page.

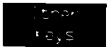


Changes the function key labels so that the Main Menu function keys are displayed.

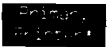
### Printer Setup Function Keys

#### Label

#### Function



Changes the function key labels so that the Print Commands function keys are displayed.



Sends output to the printer port assigned to PRN during the HP 150 Computer Configuration process. See the *HP 150 Computer User's Guide*. WordStar's "Install" program (Appendix A) will ask you for the actual printer type. An asterisk will appear in the key label when the Primary printer key is selected.

Second  
Printer

Sends output to the printer port assigned to LST during the HP 150 Computer Configuration process. See the HP 150 Computer User's Guide. The secondary printer will be treated as a non-backspacing TTY-type device by WordStar (i.e., it will not support super- and subscript and may not support boldface and doublestrike). An asterisk will appear in the key label when the Secondary printer key is selected.

Main  
Menu

Changes the function key labels so that the Main Menu function keys are displayed.

---

## Practicing the Print Commands Functions

Create a new file to use as a practice document:

1. With the Initial Menu displayed on the screen, press **Open Document**.
2. When the prompt **NAME OF FILE TO EDIT?** appears, type **B:PRINT** and press **Return**. You now have a document file called PRINT and you are ready to begin entering text.

Type in the following paragraphs:

Print Controls are single control characters entered into the file during editing to produce such special effects as underline, boldface and subscripts during printing.

Print controls are entered by pressing a function key. All text between the print control characters will be printed in a special way. Features such as underlining and boldface, produced by print controls, may be used freely in mid-paragraph (or even within a word); the control characters fall through the word wrap and paragraph re-form operations with no special consideration.

Formed lines containing print controls will appear to be too long on the screen, but will be printed the correct length on paper. This is because Series 100/ WordStar puts extra characters in the line to compensate for the fact that the print controls use no columns during printing.

- c. **STOP AFTER PAGE NUMBER (Return for end)?** If you want to stop printing only after you have printed to the end of your file, press . If you want to stop printing after a certain page number, type in the number and press . **(Default: End)**
- d. **USE FORM FEEDS (Y/N)** Normally, when WordStar encounters a page break in your file, it calculates and sends to the printer the line-feed characters necessary to correctly advance the paper to the top of the next page.
- If your printer has form-feed capability however, there is no need for WordStar to calculate line-feed characters. It can simply signal the printer to move to the top of the next page and the printer does the rest. This makes printing faster.
- Type Y if you want to use the form-feed capability of your printer. **(Default: N)**.
- Some printers ignore form-feed signals, so be sure to check your printer manual before answering Y to this prompt.
- e. **SUPPRESS PAGE FORMATTING (Y/N)** If you want your document printed with all formatting commands in effect, type N. If you want to see the dot commands and other formatting commands printed as they appear on your screen, type Y. **(Default: N)**
- f. **PAUSE FOR PAPER CHANGE BETWEEN PAGES (Y/N):** If you are using continuous feed paper, type N. If you are using single sheets of paper, type Y. **(Default: N)**
- 

#### NOTE

The default settings can be changed by using the WINSTALL program described in Appendix A.

---

5. The message **READY PRINTER, PRESS Return** will appear on your screen. Make sure that your printer is ready to print and then press . Your document file will be printed as directed by your responses to the prompts.

To bypass the questions and continue printing, press .

## Selecting Enhancements

In the following series of exercises you will be presented with different ways to visually enhance specific characters, words or even whole phrases and sentences in textual material. Series 100/WordStar allows you to select such typographical options as:

- boldface
- double-strike (a slightly sharper image than boldface and not as thick)
- underlining
- stike-out (using hyphens)
- subscripting and superscripting
- overprinting characters in a single space to produce unique combinations as symbols (e.g., a cent sign, a linguistic pronunciation mark such as an accent mark, and so on)

In each section which follows, you will type a different paragraph with an introductory title which describes a particular enhancement feature available in Series 100/WordStar. Then, you will follow a set of instructions to create a special printed affect for a word or phrase within the paragraph as you are entering it.

After all 8 paragraphs have been entered, you will print a copy of the whole text from the practice exercises and view the results. The titles to each paragraph should help to make this practice work a better reference guide for you when you are typing textual enhancements in the future. If you would like to stop short of completing all 8 paragraphs and print your work, just skip to the section with the printing instructions.

## Typing Boldface Text

The titles and headings of a book are often printed in boldface type. To type boldface characters:

1. Move the cursor to the bottom of the text on your screen.
2. Press the **Tab** key once to move the cursor to the first tab.
3. With the Main Menu displayed on the screen, press **F10, F7, F4, F6**. The labels for the function keys will change.
4. Press **Select Enhance**. The labels for the function keys will change again.
5. Press **Boldface Beg. End**, type "Boldface Printing" and press the **Boldface Beg. End** function key again. You now have a lead-in title, which will be printed in boldface type, to the paragraph below.
6. Type a period, leave two spaces, then type the following paragraph, using the **Boldface Beg. End** function key to boldface the phrase "within a paragraph":

To produce boldface printing, press the Boldface Beg/End function key before and after the desired words. If the words are in a title, you can press the Boldface Beg/End function key on the line before the title and the line after the title. If the words are within a paragraph of text, you can press the function key immediately before and after the words.

(WordStar has inserted a ^B before and after the words to be printed in boldface. Notice that the first line of text appears to be beyond the right margin because WordStar does not recognize the ^B's as part of the text.)

7. Press **Return** twice to leave a blank line after the paragraph.

## Typing Underlined Text

To produce characters that are emphasized, you can use underlining. Here is an exercise in typing underlined words:

1. Move the cursor to the bottom of the text on your screen.
2. Press the **Tab** key once to move the cursor to the first tab.
3. With the Main Menu displayed on the screen, press the **Function** function key. The labels for the function keys will change.
4. Press the **Select** function key. The labels for the function keys will change again.
5. Press the **Boldface Beg/End** function key and type "Underlining" and press the **Boldface Beg/End** function key again to create your title lead-in.
6. Type a period, leave two spaces, then type the following paragraph, using the **Underlin Beg/End** function key to underline the phrase 'only the words themselves':

To produce underlining, press the Underlin Beg/End before and after the desired words. If you want continuous underlining, make sure you type underscore characters between words. Otherwise, only the words themselves will be underscored and the spaces between the words will be blank.

(WordStar has inserted a ^S before and after the word to be underlined. It is up to you to type a regular underscore character between words if you want the spaces underlined.)

7. Press **Return** twice to leave a blank line after the paragraph.

## Typing Double-Striked Text

To produce printing in which each character is typed twice for double clarity, you can use the double-striking enhancement. The characters will be sharper than ordinary characters, but not as thick as boldface characters.

1. Move the cursor to the bottom of the text on your screen.
2. Press the **Tab** key to position the cursor at the first tab stop.
3. With the Main Menu displayed on the screen, press the **Function** function key. The labels for the function keys will change.
4. Press **Double-Striking**. The labels for the function keys will change again.
5. Press **Double-Striking Beg/End**, type "Double-Striking" and press the **Double-Striking Beg/End** function key again to create a title for the paragraph.
6. Type a period, leave two spaces, then type the following paragraph, using the **Double-Striking Beg/End** function key to double-strike the phrase "every word in the file":

To produce double-striking, press the Dblstrik Beg/End function key before and after the desired words. If you want to double-strike every word in the file, press the function key once at the beginning of the file and once at the end of the file.

(Series 100/WordStar has inserted a ^D before and after "every word in the file.")




7. Press **Return** twice to leave a blank line after the paragraph.

- .PO n** Changes the number of columns the entire document is indented (moved right) from the printer's left starting position at the paper's edge. **The default setting is 8 columns.**
- .PA** Starts a new page unconditionally. When this command is encountered, the printer automatically advances to the next page.
- .CP n** Starts a new page if there are fewer than n lines left on the current page. As an example, this command can be used to avoid splitting tabular data over a page boundary.
- .HE text** Identifies all text on the lines following the **.HE** entry as page headings. These headings will be printed at the top of all subsequent pages of text until another **.HE** is entered immediately below the new heading text. **(The default setting is NO HEADING.)**
- .FO text** All text on the line following the the **.FO** is used as a page footing for the current and following pages until another **.FO** is entered. **The default setting is no footing.**
- .OP** Suppresses the printing of page numbers in the footing line if no footing has been given. **The default setting is to print page numbers.**
- .PN n** Turns page numbering back on (if it has been turned off with an **.OP** command) and sets the page number to n. This command may be used without a page number, in which case the next consecutive number is used.
- .CW n** Changes the character width on your printer. Character width is specified in 120ths of an inch. **The default setting is 12/120ths or 10 characters per inch (.CW 12).** To change to 12 characters per inch, you would type **.CW 10**

- . SR n Changes how much the carriage will roll before printing a superscript or a subscript. This value is specified in 48ths of an inch. **The default setting is 3/48ths of an inch.** To change to 4/48ths of an inch, you would type .SR 4
  
- . UJ 0 Turns microjustification on and off. When  
1 microjustification is on (equal to 1), spaces used to justify text are removed. Text is evenly spaced in increments of 1/120ths of an inch. The default setting is off (0).  
  
When you're printing columnar data, and microjustification is on, spacing discrepancies can occur between what you see on the screen and what is printed.  
  
Not all printers can print in such precise spacing increments required by microjustification. You need to check your printer specifications before you select this WordStar feature.
  
- . BP 0 Turns bidirectional printing on (1) and off (0). The  
1 default setting is on (1).
  
- . . text Identifies commentary text. All Text on the line after . . is not included in printing. Comments are used when you only want to make a note, or editorial comment, to yourself about the document, but you do not want the note printed on your final copy.

## Practicing the Dot Commands

At the beginning of this chapter you created a file called PRINT to practice the printing commands. You will use the same file in this section to practice the dot commands. After completing these exercises to learn dot commands, you will print out your work for your reference later. To reopen your old file on disc:

1. With the Initial Menu displayed on the screen, press the **Open Document**  function key.
2. When the prompt NAME OF FILE TO EDIT? appears, type PRINT and press . With the directory displayed, you may simply touch the filename in response to the prompt. Press .



# Practicing the File and Exit Functions

In this section you will have a chance to use some of the File and Exit function keys. First, you will need to create a new document file:

1. With the Initial Menu displayed on the screen, press **File & Exit**.
2. When the prompt NAME OF FILE TO EDIT? appears, type **B:FILEA** and press **Return**.

Type the following paragraph in your new file:

Generally, we will use the words "file" and "document" interchangeably to refer to the textual material being entered or altered with Series 100/WordStar. Occasionally, what you think of as a "document" may not correspond to a "file". For example, a book (a large document!) might have each chapter stored as a separate file, or a commonly used paragraph (less than a document) might be stored as a separate file for later retrieval and inclusion in future documents.

## Saving a File and Re-editing

If you are going to spend a lot of time on a typing job, you should interrupt your work from time to time to save your file, then resume your edit. (Remember, no text is saved until you request to have it saved, and until it is saved, it can be lost.) To save your work and then continue editing:

1. With the Main Menu displayed on the screen, press **File & Exit**. The labels for the function keys will change.
2. Press the **Save & Re-Edit** function key.
3. After a short time (and some noises from your disc drive), you will see your file return to the screen.

**The **Save & Re-Edit** function key allows you to save a copy of your file on disc, then continue typing immediately!**

4. To move the cursor to the position where you were prior to saving:
  - a. Press **Main Menu**.
  - b. Press **Cursor Movement**.
  - c. Press **Previous Cursor**.

## Saving a File and Ending the Current Edit Session

If you would like to save the version of your file which you have just edited and proceed to another activity within WordStar, you can do just that. With two keystrokes you can update the disc copy of your file and return to the Initial Menu:

1. With **FILEA** still open and the Main Menu displayed on the screen, press **F, l, e & E, x, i, t**. The labels for the function keys will change.
2. Press the **S, a, v, e & E, n, d, E, d, i, t** function key to save the file.
3. Again, a copy of your current file is saved on disc, but this time WordStar returns to the Initial Menu instead of your same file after the save.

Pressing the **S, a, v, e & E, n, d, E, d, i, t** function key allows you to save a copy of your file on disc and go to another file or another WordStar operation. When you read the section on restoring a lost file from the backup file, you will learn how your WordStar saves at least one extra copy of each file.

## Saving a File and Stopping Series 100/WordStar

If you have completed work on your file and you are also completing a session with WordStar, you can save your file and exit from the WordStar program at the same time:

1. If you have just completed the last exercise and the Initial Menu is displayed on your screen.
  - a. Press **S, a, v, e & E, x, i, t**.
  - b. When the prompt **NAME OF FILE TO EDIT?** appears, type **FILEA** and press **R, e, t, u, r, n**.
2. With the Main Menu and your document **FILEA** displayed on the screen, press **F, l, e & E, x, i, t**. The labels for the function keys will change.
3. Press the **S, a, v, e & E, x, i, t** function key.
4. After saving your file, you will find that WordStar is no longer running. If you need to, follow the instructions in Chapter 1 on "Running Series 100/WordStar" to display the Initial Menu on your screen.

Pressing the **S, a, v, e & E, x, i, t** function key allows you to save your file and exit from WordStar.

## Saving a File When Your Disc is Full

At some time you may try to save a file and the disc you are working

with will be full. If this happens, the following error message is displayed:

Disc is full \*\*\* Press ESCAPE Key

Do not remove the disc and replace it with a new formatted disc. Leave the disc in the drive and follow this procedure:

Press the **ESC** Key.

You are returned to edit mode.

Then, press **File and Exit** followed by **Other Keys**.

Next, press **Directory Display**.

Your directory is displayed and your text remains on the screen.

From the list of files, select those that you can get rid of and delete them by pressing the **Delete and File** key.  
(BAK files are usually good candidates for deletion.)

After deleting all the files you can, press **Directory Display** again (to turn it off), then press **Main Menu**.

When you return to your file, redo the procedure to save the file.

## **Abandoning a File**

There may be many situations in which you do not need or want to retain a copy on disc of your current edits. If you have a previous version of your file on disc that you prefer to keep, you have the option to cancel all record of your current edit entry with the abandon edit operation. This abandon edit function allows you to erase all record of your displayed input without affecting the version of your file on disc.

However, because this abandon operation is so global in nature and in effect, Series 100/WordStar will ask you to confirm that you want to lose the input on your screen rather than updating your file copy on disc by saving it. This confirmation prompt will appear on your screen only if you have a previous version on disc of the displayed file you requested be abandoned.

By abandoning your displayed file you retain your previous version of this file which is still on disc ( and which doesn't have the mistakes on your screen). You may also want to abandon a file that you have just opened by mistake:

1. With the Initial Menu displayed on the screen, press **Open File/Edit**.
2. When the prompt NAME OF FILE TO EDIT? appears, type **B:FILEA** and press **Return**.
3. Now you have an open file again. Suppose you have messed it up and want to get rid of it. Type a few letters or words on the 1st line just to enter input.
4. With the Main Menu displayed on the screen, press the **File & Exit** function key. The labels on the function keys will change.
5. Press the **Abandon Edit** function key. The Initial Menu will be displayed on your screen.

Pressing the **Abandon Edit** function key allows you to abandon the currently displayed version of a file that you don't want to keep. The next time you open a file with this name, you will get the previous version of it from disc storage.

## Writing a Block to Another File

In this section you will learn how to use some of the **Copy & Move** functions along with the **Mark Block** functions. You will learn how to copy a block of text out of the current file into another file:

1. With the Initial Menu displayed on the screen, press **Open File/Edit**.
2. When the prompt NAME OF FILE TO EDIT? appears, type **B:FILEA** and press **Return**. The file FILEA will appear on your screen.
3. With the Main Menu displayed on the screen, press the **Copy & Move** function key. The labels for the function keys will change.
4. Move the cursor to the beginning of the second sentence with the arrow keys. Press the **Mark Block Start** function key.
5. Move the cursor to the end of the second sentence. Press **Mark Block End**. The area on the screen between the two marks will be highlighted to show that it is a "marked block". Next, you will copy this marked block to another file.
6. Press the **Main Menu** function key to return to the Main Menu.
7. Press the **Copy & Exit** function key. The labels for the function keys will change.
8. Press the **Write a Block** function key to request a block write. When the prompt NAME OF FILE TO WRITE MARKED TEXT ON? appears, type **B:FILEB** and press **Return**.

You have now written or copied the marked block to a file called **FILEB**. The copy of your text in **FILEA** remains intact.

9. To remove the highlighted area from the screen:
  - a. Press the **MAIN MENU** function key to return to the Main Menu.
  - b. Press **FILE & MENU**.
  - c. Press **HIDE TEXT BLOCK**. The highlighting will disappear.

## Reading or Inserting One File into Another

In the previous section, you marked a block of text and then wrote it into a file. Now you will learn how to read or copy another file into the file currently on your screen.

1. With the file **FILEA** and the Main Menu displayed on your screen, press the **FILE & EXIT** function key. The labels for the function keys will change.
2. Move the cursor to the space between the third and fourth sentences.
3. Press the **READ A FILE** function key to initiate a request to read text in another file into your current screen text.
4. When the prompt **NAME OF FILE TO READ?** appears, type **B:FILEB** and press **Return**. Series 100/WordStar will automatically read the contents of **FILEB** into the file displayed on your screen beginning at the cursor position.

The contents of **FILEB** will be inserted into the file at the current location of the cursor. In our example, we just inserted one sentence, but you could have inserted several paragraphs or even pages of text.

## Copying a File

Now you will learn how to make an exact copy of a file:

1. With the Main Menu displayed on your screen, press the **FILE & EXIT** function key. The labels for the function keys will change.
2. Press the **DIRECT KEYS** function key. The labels for the function keys will change again.
3. Press the **COPY A FILE** function key to begin the copy operation.
4. When the prompt **NAME OF FILE TO COPY FROM?** appears, type **B:FILEB** and press **Return**.
5. When the prompt **NAME OF FILE TO COPY TO?** appears, type **B:FILEC** and press **Return**.

Series 100/WordStar will make a copy of file **FILEB** called file **FILEC**. To verify this, look at your disc directory. (Follow the instructions in the section "Displaying Your Disc Directory" later in this chapter if you need to.)

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#### NOTE

You do not have to have a file displayed on the screen to copy it. You can access the **Copy a File** function key from the Initial Menu by pressing the **File Options** function key.

---

### Renaming a File

Series 100/WordStar allows you to change the name of a file.

1. With the Main Menu displayed on your screen, press **File & Ext.**.  
The labels for the function keys will change.
2. Press **Other Keys**. The labels for the function keys will change again.
3. Press **Rename a File**.
4. When the prompt **NAME OF FILE TO RENAME?** appears, type **B:FILEB** and press **Return**.
5. When the prompt **NEW NAME?** appears, type **B:FILED** and press **Return**.

Series 100/WordStar will change the name of **FILEB** to **FILED**. In doing so, your copy of **FILEB** will be erased. **FILEB** will no longer exist. You can verify this by looking at your disc directory. (Follow the instructions in the section "Displaying Your Disc Directory" if you need to.)

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#### NOTE

You do not have to have a file displayed on the screen to copy a file. You can access the **Rename a File** function key from the Initial Menu by pressing the **File Options** function key.

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## Chapter 10

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# CURSOR MOVEMENT FUNCTIONS

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Chapter Ten presents the group of function keys accessed by the Cursor Movement key in the Main Menu. Since it is almost the last chapter of this book, and since you have been entering, editing and printing text using the arrow keys on the keyboard to move your cursor, you might very well be saying to yourself (with some justification!), “why am I learning about these keys now and not before when I was working in the earlier chapters?”

The fact is, you can function quite well without these global cursor movement function keys. However, they make your work much easier by speedily and efficiently changing your typing position around in your text with fewer keystrokes. Particularly if you are working in a long document file, and you want to make substantial changes in your text, moving to different sides, different ends or the previous cursor position in your file can expedite your editorial efforts.

In the next pages, you will practice:

- moving your cursor one word at a time to the left or right
- changing your typing position from the left to the right side of your current line
- relocating the cursor from the top to the bottom of your screen and vice versa
- returning the cursor to your previous typing position after a command or other entry
- marking specific points in your file so that you may move your typing position to those locations upon request

## Review of Cursor Movement Options On Your Keyboard and HP TOUCH

The lower right part of your keyboard contains cursor movement keys you learned to use earlier in Chapters Two and Four. As a review:

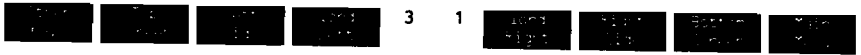
- ↑** Moves the cursor one line up on the screen.
- ←** Moves the cursor one character position to the left on the screen.
- Moves the cursor one character position to the right on the screen.
- ↓** Moves the cursor down one line on the screen.
- ↶** Moves the cursor to the beginning line of your file
- Shift/↷** Moves the cursor to the last space at the end of your file
- Shift/↓** Scrolls the text display up one line
- Shift/↑** Scrolls the text display down one line
- Next** Moves the cursor to display the next 17 lines of text
- Prev** Moves the cursor to display the previous 17 lines of text

In addition to using the keyboard to move the cursor, HP Touch lets you move the cursor by simply touching a point on the screen. You touch the place in your text where you want to begin editing or where you want to perform some other WordStar operation.

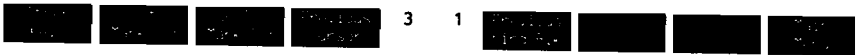


# The Cursor Movement Function Keys

The Cursor Movement function keys can be accessed from the Main Menu by pressing the function key labeled: **Cursor Movement** **F8**. When you press the **Cursor Movement** function key, the labels for the function keys will change to the following:



The left-most key **F1** has the label: **Other Keys**. It accesses a second set of Cursor Movement function keys. When you press **Other Keys**, the function keys will change to the following:



To return to the first set of Cursor Movement function keys, all you need to do is press **Other Keys** again. The labels for the function keys will change back to the first set of labels that you saw.

The function keys are defined in the following table:

---

## Cursor Movement Function Keys

Label	Function
<b>Other Keys</b>	Changes the labels on the function keys so that the other set of cursor movement function keys are displayed.
<b>Top Screen</b>	Moves the cursor to the top of your screen, remaining as nearly as possible in the same column.

Left  
Side

Moves the cursor to the leftmost column of the current line. (The cursor can also be moved to the left side by holding down the **[Shift]** key and pressing the left arrow key.)

Word  
Left

Moves the cursor to the beginning of the word that is to the left of the current cursor position.

Word  
Right

Moves the cursor to the beginning of the word that is to the right of the current cursor position.

Right  
Side

Moves the cursor to the position after the last character displayed on the current line. (The cursor can also be moved to the right side by holding down the **[Shift]** key and pressing the right arrow key.)

Bottom  
Screen

Moves the cursor to the bottom of your screen, remaining as nearly as possible in the same column.

Set  
Mark 0-9

Allows you to set one of ten place markers at the current cursor location. After you press this key, type in a number from 0 to 9.

Go To  
Mark 0-9

Moves the cursor to one of the ten place markers set by the **Set Mark 0-9** function key. After you press this key, you will be prompted to enter the mark number you want to go to.

Previous  
Cursor

Moves the cursor to the position on the screen before it was last moved.

Previous  
Find/Blk

Moves the cursor to the position where the cursor was located before the last find or replace operation or the last block move, copy, or delete operation.

Main  
Menu

Changes the function key labels so that the Main Menu function keys are displayed.

## Moving the Cursor to the Top or Bottom of the Screen

There may be times when you want to move the cursor to the top or bottom of the screen. To do this, you can use the **Top Screen** and **Bottom Screen** function keys.

1. With the Main Menu displayed on the screen, press **Cursor Movement**. The labels for the function keys will change.
2. Press **Other Keys**. The labels for the function keys will change again.
3. Position the cursor in the middle of the first paragraph of text.
4. Press **Top Screen**. The cursor will move to the top of the screen.
5. Press **Bottom Screen**. The cursor will move to the bottom of the screen.
6. Alternate pressing the **Top Screen** and **Bottom Screen** function keys several more times and watch the cursor move.

A touch of your finger on the screen can also change the position of your cursor.

## Setting Place Markers

Place markers are used to mark special sections or paragraphs that you want to return to later:

1. With the Main Menu displayed on the screen, press the **Cursor Movement** function key. The labels for the function keys will change.
2. Press **Other Keys**. The labels for the function keys will change again.
3. Position the cursor at the beginning of the first paragraph.
4. Put a place marker at the beginning of the first paragraph:
  - a. Press **Set Marker**, then type the number 1, and press **Return**.  
You will see <1> appear highlighted where the cursor was.  
Don't be concerned when you see the text get pushed to the right.  
You have just set place marker 1 in front of this paragraph.
5. Position the cursor at the beginning of the second paragraph.
6. Put a place marker at the beginning of the second paragraph:
  - a. Press **Set Marker** again, then type the number 2, and press **Return**.  
You have just set place marker number 2.

You can set as many as ten place markers in a single file by pressing the **Set Mark** function key and typing a single digit (0-9). (The markers do not have to be in numerical order.) You can then return the cursor to any of these locations very quickly.

## Moving to Place Markers

Now that you have set two place markers in your file, you can move the cursor to either one of them:

1. With the Main Menu displayed on the screen, press **Cursor Movement**. The labels for the function keys will change.
2. Press **Place Marker**. The labels for the function keys will change again.
3. Press the **Place Marker** function key, then type the number 2, and press **Return**.
4. Press the **Place Marker** function key, type the number 1, and press **Return**.

You can move the cursor to any place marker that you have already set by pressing **Place Marker** and then typing a number. The cursor will move to the mark that you have previously set at that number.

The file **CURSOR** is not used in any subsequent chapter of this tutorial. To abandon this file:

1. Press **Quit** to return to the Main Menu.
2. Press **Quit**.
3. Press **Quit**. The Initial Menu will be displayed on the screen and you will not have a copy of **CURSOR** on disc.



Turns off and on word wrap. When word wrap is on, words that extend outside of the currently defined margins will be put on the next line without pressing **RETURN**. When word wrap is off, you need to press **Return** at the end of each line. When word wrap is on, an asterisk is shown in the function key label. **(The default is ON.)**



Turns off and on the display of the default or logged disc directory. When directory display is on, an asterisk is shown in the function key label. Chapter 9 contains more information on the **Directory Display** function key. **(The default is OFF.)**



Changes the function key labels so that the Main Menu function keys are displayed.

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## Practicing the Help and Modes Functions

Before you can practice using the Help and Modes function keys, you will need to create a document file:

1. With the Initial Menu displayed on the screen, press **OPEN DOCUMENT**.
2. When the prompt **NAME OF FILE TO EDIT?** appears, type, **B:HELP** and press **Return**.

In your document file called "Help" type the following paragraph:

The Help Menu displays information about the Series 100/WordStar control sequences. It contains details about the reform paragraph command, the dot commands, the status line, the ruler line, margins and tabs and several other topics. To access the Help Menu, all you need to do is press the Help Menu function key.

## Using the Help Menu

In the introductory material you learned that Series 100/WordStar contains all of the features of WordStar plus a friendly set of function keys. If you prefer using the function keys, you will very rarely need to use the Help Menu. If you prefer using the control sequences of WordStar instead of the function keys, the Help Menu will help you understand how to use the control sequences. The Help Menu can be accessed any time you are working in a document on your screen:

1. With the Main Menu displayed on the screen, press **Help & Modes**. The labels for the function keys will change.
2. Press **Help Menu** to display. You will see the Help Menu on your screen.
3. To access the information in the Help Menu, all you need to do is type in one of the letters displayed in the Help Menu (H, B, F, D, S, R, M, P, or V).
4. As an example, type in the letter 'D' to view an explanation of the dot commands. You will see the screen change and descriptions of the various dot commands will be displayed.
5. If you want to view successive pages of information about the dot commands, press the space bar.
6. If you want to erase the dot command information from your screen, press **CTRL U** or **Stop** and then press the **ESC** key. The dot command information will disappear from your screen.

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# Appendix A

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## INSTALLATION PROCEDURES

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### **Installing the WordStar program is a two-step process.**

Step 1 involves making a work disc from your WordStar Master Disc.

A work disc is a copy of a master disc and is used in place of the master disc. Making a work disc has two advantages: first you avoid accidentally damaging your Master Disc, and second, using a work disc allows you to access the WordStar program through P.A.M.

Step 2 allows you to customize the WordStar program to your own word-processing environment.

This appendix tells you how to:

- Make a work disc from the WordStar Master Disc.
- Determine if you need to customize WordStar, and
- Customize WordStar.

# Making a Work Disc from the WordStar Master Disc

Before you start, check that you have:

- A formatted flexible disc (or hard disc).

If you don't have an unprotected formatted disc, refer to the HP 150 Personal Computer Owner's Manual for instructions on how to format a disc.

See "Formatting a Disc" to format a flexible disc or "Installing a Fixed Disc Drive with a Flexible Disc Drive Unit" (Appendix A) to copy WordStar on to a hard disc.

- The Disc Applications Disc.

You will use the INSTALL program to make a work disc (or copy it onto a hard disc).

1. If you have not already done so, load MS-DOS and remove the disc after the program is loaded.
2. Insert the Disc Applications Disc into drive A and touch **Reread Discs**. INSTALL appears as an application on the P.A.M. display.
3. Touch INSTALL on the display, then touch **Start Applic**.
4. When the red light goes out on the disc drive, remove the Disc Applications Disc, and insert the WordStar Master Disc into drive A. If you're going to install WordStar onto a flexible disc, insert the formatted flexible disc into drive B.
5. Touch **Install Applies**.  
Touch the box marked **B** in the **T0:** column. An arrow pointing to the letter **B** appears. Touch the box marked **B** again until the box is highlighted.
6. Touch **Show Applies**. When the word WORDSTAR is displayed, touch it until it is highlighted, then touch **Start Install**.
7. When the installation is complete, touch **Exit Select**, then **Exit Install** to return to P.A.M.
8. Remove the WordStar Master Disc from drive A.

You can now use the standard WordStar program if your system does not need to be customized.



# Determining Whether to Customize WordStar

You will have to customize standard WordStar if:

- you do not have an HP 2601A printer (without a sheet feeder), or
- you want to change the default settings for editing, printing, formatting, or pagination. Table A-1 summarizes some of the default values and tells you how to temporarily change them while using WordStar. A complete list of the default settings is given in the WordStar Features Section of the WordStar Installation Guide. You should review this section and decide if you want to change the default settings.

If you are unsure of your requirements now, don't worry, you can customize WordStar at any time.

If you have an HP 2601A printer and you decide to use the standard WordStar default settings, you can begin using WordStar immediately by putting your newly created WordStar work disc in drive A, and pressing **F7** and **F10** on the P.A.M. screen.

If you do not have an HP 2601A printer or you choose to change the default settings, leave your WordStar work disc in drive B and go to the next section of this appendix.

The following table summarizes some of the standard WordStar features and how you can change them temporarily.

# TABLE OF DEFAULT VALUES

Series 100/WordStar


























FUNCTION	DEFAULT VALUE	FUNCTION KEY (CONTROL SEQUENCE)
<b>PAGE PARAMETERS</b>		
<b>The Ruler Line</b>		
Left Margin	Column 1	  (*OL)
Right Margin	Column 65	  (*OR)
Tab Stops	Every 5th Column to 56	  (*OI)
OR		
  (*OI)		
<b>Page Layout</b>		
Top Margin Heading Alloc.	3 blank lines 2 lines within Top Mar.	(.MT n) (.HM n)
Bottom Margin Footing Alloc.	8 Blank Lines 2 Lines within Bot. Mar.	(.MB n) (.FM n)
Page Offset	8 Columns — From left edge of paper to print- wheel starting position (equals 4/5 inch)	(.PO n)
Page Length	66 Lines/Page (8-1/2 x 11) (55 Printed Lines)	(.PL n)
<b>Print/Page Spacing</b>		
Line Height Lines/Inch	8 (in 1/48 inch units) 6	(.LH n)
Super-Subscript Height	3 (in 1/48 inch units)	(.SR n)
Characters/ Inch	10 — pica, standard (in 1/120th inch units)	(.CW n)

Table A-1. Standard WordStar Features

FUNCTION	DEFAULT VALUE	FUNCTION KEY (CONTROL SEQUENCE)
<b>FORMATTING AND PAGINATION</b>		
Right Justify	ON — creates even left and right margins by adding spaces between words as new text is entered	  (^OJ)
Microjustify	ON — adds spaces in 1/120th inch units to create evenly spaced line that is also right justified	(UJ)
Column Mode	OFF — When off, text block is defined using full length of each row, when on text block is defined by columns & rows of start & end block marks	  (^KN)
Beginning Page Number	1	(.PN n)
Location of Page Number	Center Column	(.PC n)
Omission of Page Number	OFF — when off, page numbers are printed; when on, no page number is printed	(^OP)
Page Break	Your Choice — overrides page length default value & starts a new page unconditionally	(.PA)
Conditional Page Break	Your Choice — overrides page length default value & starts a new page if there are fewer than n lines remaining on page	(.CP n)



FUNCTION	DEFAULT VALUE	FUNCTION KEY (CONTROL SEQUENCE)
<b>EDITING AND SCREEN DISPLAY PARAMETERS</b>		
Help Level	2 — of 4 levels (4-0); displays descriptions of commands in varying degrees of detail and frequency	  (^)H
Word Wrap	ON — eliminates the need to press [Return] key at the end of a line except to mark new paragraph	  (^)OW 
Hide/Show Marked Text	ON — highlights marked block of text to be copied, deleted, moved	  (^)KH
Hyphen Help	ON — when on, the paragraph reform function will pause when a long word that does not quite fit on the line is encountered and ask you to hyphenate the word.	  (^)OH 
Soft Hyphen	OFF — when on, the hyphen (-) key is interpreted as a soft hyphen. A soft hyphen will only print if a word wrap or a reform leaves it at the end of a line.	  (^)OE 

# Customizing WordStar

You can customize WordStar at any time. For example, if you've been using WordStar for a while, then buy a new printer, you will have to recustomize WordStar to use the unique features of your new printer.

To customize WordStar you need:

- The WordStar Master Disc.
  - The WordStar work disc (or WordStar installed onto a hard disc).
1. If you have not done so already, insert your WordStar work disc into drive B.

The first thing you're going to do is delete the file that contains the old customizing specifications.

2. Starting from P.A.M, touch **File Manager**.

Make sure the directory displayed is the WordStar work disc directory by checking the **Displayed Dir: B:** line. It should show the directory for drive B. If it does not, do the following:

Press **Escape**  
Type B: **RETURN**  
Press **Start Display**  
Press **Exit Display**

3. Touch **Delete File Dir**. Touch **WS.COM** on the display until it is highlighted, then touch **Start Delete**.
4. When the file is deleted, touch in sequence, **Exit Delete** and **Exit FILE MGR**.

Next, you're going to run a program called WINSTALL. WINSTALL allows you to customize WordStar.

5. Insert your WordStar Master Disc into drive A.
6. Touch **Reread Discs**. Touch WINSTALL on the display until it is highlighted, then **Start Ropline**.

You should see a MicroPro software license agreement display.

7. Type any key to continue.

Next, you see this:

```
Would you like to continue?  
Enter Y or [RETURN] for Yes.  
Enter N for NO.
```

8. Type Y or `[RETURN]`.

You see this:

Which MicroPro product would you like to install?

Enter - WS for WordStar

- WM for WordMaster

- DS for DataStar

- RS for ReportStar

then press `[RETURN]`.

Product?

9. Type WS `[RETURN]`

A display giving general information about using the WINSTALL program appears on the screen.

10. Type any key to continue.

You then see this prompt:

Enter the disk drive name (. . . .) where WordStar files will be located while you run INSTALL: then press `[RETURN]`.

11. Type A: `[RETURN]`.

If you type the wrong characters, use `[Backspace]` to erase them.

Next you see a paragraph followed by this prompt:

Name of file to install, or `[RETURN]` for (Work disc drive):

WSU.COM

12. Type A:WS.COM `[RETURN]`. Do not type A:WSU.COM.

You see another paragraph starting with "When you are finished. . .".

Next, you see the following prompt:

Enter name of file for installed WordStar, or `[RETURN]` for A:WS.COM

13. Type B:WS.COM `[RETURN]`

Next you are asked to confirm the information that you have typed. If you made a mistake, type N, and repeat steps 10-13 above.

A message telling you that you are installing the file A:WS.COM and producing the file B:WS.COM is displayed.

14. Type Y or `[RETURN]` if you typed the information correctly.

After WS.COM is transferred to your work disc, the Installation Menu appears.

## Specifying a Printer

If your printer is not an HP 2601A (without a sheet feeder), you need to specify the printer you are going to use by following the procedures in this section.

WordStar allows you to use two printers. However, you're limited in the printing capability of the second printer that you select. (The second printer that you select functions as a non-backspacing teletype and is associated with LST (DEVICE CONFIG) while you're using WordStar.)

On the Installation Menu (see Step 12 above) select option A, "Menu of Printers". (If you are doing a Custom Installation, type B and refer to the Series 100/WordStar Installation Guide.)

### 15. Type A

You see the message, *Printer is currently: 2601A.*

After a momentary delay,

you see a display titled:

```
***** STANDARD PRINTER TYPES *****
```

This display is the first of three menus which list the printers that you can use with WordStar. Glance at the display to find the printer you want to use. If you do not see it on the display, type 2. Now you see the second menu of printers. To see the last menu, type 3. You can start from the first menu again by typing 1.

16. If the printer is listed, type the letter corresponding to the printer.

---

### NOTE

The HP 82906A Printer differs from the other printers listed. It has been preset to perform certain functions that are normally user-defined. These include:

- ^PQ — compressed condensed Pica
- ^PW — double strike expanded Pica
- ^PE — double strike expanded Elite
- ^PR — expanded condensed Pica
- ^PY — proportional print

The “^” refers to the CNTL key not the carot key.

These functions are established for printing entire documents and may not be used selectively within a document. They also prevent you from using WordStar with printers that have sheet feeders. A basic rule of thumb is to make sure you use WordStar with the printer you have defined. If you change printers, recustomize WordStar to recognize the new printer.

---

If the printer is not listed, type one of the following from menu 3:

B — (standard printer)

This is for any printer that is not on one of the printer menus and that cannot backspace.

C — (backspacing standard)

This is for any printer that is not on one of the printer menus but a printer that can backspace.

You see this prompt:

If this is correct, enter Y or **RETURN**. If not, enter N.

17. Type Y or **RETURN**

You see the Installation Menu again.

18. If you found your printer on the list of printers, press **X** (Exit from INSTALL). Go to step 22.

If you don't find your printer or you found it but you want special features, use this menu to customize your printer.



## Customizing a Printer

You need to customize your printer when you want to change some of the characteristics which are standard on your printer. Check the "Features" section (Custom Printer Installation) in the Series 100/WordStar Installation Guide to determine what printing characteristics you can customize.

You also need to customize your printer if you selected B (standard printer) in step 14. In this case, you need to enter additional specifications to use your printer successfully.

If you need to customize your printer, select Custom Installation on the INSTALLATION MENU.

### 19. Type B

You see \*\*\*\*\* PRINTER INSTALLATION MENU \*\*\*\*\*.

This menu divides printers into two categories: standard and specialty.

A specialty printer is one that is capable of incremental motion, usually a letter quality printer. Specialty printers can backspace, space vertically or horizontally in increments smaller than one line or character width, and can perform bidirectional printing.

A standard printer can underline, doublestrike, overstrike and produce boldface type.

With this in mind, press RETURN to look at the PRINTER INSTALLATION MENU. The characteristics outlined under "All printers", "Specialty printers only", "Standard printers only" and "Optional" can be specified for specialty printers.

The characteristics outlined under "All printers", and "Standard printers only" can be specified for standard printers.

### 20. Type the letter designation of the printer characteristic you want to customize, or

type A to cycle through all the characteristics of specialty printers, or

type B to cycle through all the characteristics of standard printers.

## Changing WordStar Features

If you choose to change any of the WordStar features (as shown in the preceding Table of Default Values) follow the procedures in this section; otherwise, proceed to step 22.

### 21. Type c

A list of the WordStar features will appear on the screen. Select the letter or letters of those features you wish to change and then select "X" to exit the installation menu. See the Series 100/WordStar Installation Guide, pages 5-2 through 5-5 for more information.

### 22. The following screen appears:

```
The changes made during this session of INSTALL are
stored in a temporary file. You may now save these
changes in your installed file (your work disc
drive): WS.COM.
```

These are your current values:

```
Terminal           : Hewlett Packard 150 Computer
Printer            :                HP (your
                    :                selected printer)
Communications protocol :        No protocol
Driver             :        Primary list device
```

\*\*\*\*\* EXIT OPTIONS MENU \*\*\*\*\*

```
A Save the changes made during this INSTALL session
B Quit this session of INSTALL without saving changes
C Change any of our choices / Remain in INSTALL
```

Enter the letter of your choice (A/B/C).

### 23. Type A to save your changes.

You are then returned to the P.A.M. Screen.

You have now customized WordStar to your particular printing needs.

---

# Appendix B

---

---

## USING SERIES 100/MAILMERGE®

---

### Preparing to Use Series 100/MailMerge

Series 100/MailMerge is a separate module that can be used with WordStar. To do so, you have to put it on the same disc as your WordStar program. Once that is done, MailMerge functions can be accessed through WordStar. The function key, **RUN MAILMERGE**, becomes operative on the initial WordStar screen. (If you try to use this function key without first placing the MailMerge program onto your WordStar work disc or hard disc, an error message will appear.)

To put MailMerge onto your WordStar work disc, your HP 150 must have:

- 2 flexible disc drives
- or
- 1 flexible disc and one hard disc drive

If your HP 150 computer has one disc drive, you can still follow the steps but you need to switch discs at the appropriate time to complete the steps successfully.

Before you begin, check that you have:

- WordStar work disk (or hard disc).

If you have not already created a WordStar work disc (or hard disc), see Appendix A of the Series 100/WordStar Self-Paced Training Manual.

- The MailMerge Master Disc

# Preparing the MailMerge Program

Use the copy facility of File Manager to copy MailMerge to your WordStar Work Disc (or hard disc).

If you installed WordStar onto a flexible work disc, insert that disc now into drive A. Insert the MailMerge Master into drive B.

1. Starting from P.A.M., touch **File Manager**.

2. Touch **Copy File**.

The following message appears:

Select or type the file to copy.

3. Type B:MAILMRGE.OVR **RETURN**

If you make a mistake typing this information, you can use **Backspace** to erase your errors.

Now you see:

Select or type the file to copy to.

4. Type A:MAILMRAGE.OVR **RETURN**

You see:

Press Start Copy if information is correct.

5. Touch **Start Copy**.

6. When the copy is complete, touch **Exit Copy**, then **Exit FILE MGR** to return to P.A.M.

MailMerge is now on your WordStar work disc.

Next, remove the MailMerge Master Disc from drive B and put it in a safe place.

The following sections show you how MailMerge works. If you do not want to continue in this appendix, you can begin using WordStar or start another application from P.A.M. Remember that from now on, you begin MailMerge from the main WordStar screen by touching

**R... Mail Merge**.

If you want to continue on to the next section, touch **Appendixes**. You see WORDSTAR appear as one of the installed applications on your WordStar work disc or hard disc. Now touch **WORDSTAR** on the display until it is highlighted, then touch **Start WordStar**.

# Typing Form Letters

In this section you will learn how to transform an ordinary letter into a form letter, into which thousands of names and addresses can be inserted. You will be able to generate a large number of letters from one letter and a mailing list.

## Preparing the Matrix Letter

The first step in printing thousands of form letters is to prepare a "matrix letter," which contains generic names in place of actual names. Every word, space or punctuation mark that is common to all of the letters (as the colon after the opening "Dear \_\_\_\_\_:") should be typed in the matrix letter. To create your master, or matrix, file:

1. With the Initial Menu displayed on the screen, press **Open Document** to create a document file.
2. When the prompt NAME OF FILE TO EDIT? appears, type MAILING3 and press **Return**.

You now have a document file called "Mailing3" and you are ready to begin entering text. Type in the following letter as shown:

```
..File: MAILING3
.op
.df LIST3.DAT
.rv N,TITLE,COMPANY,ADDRESS1,ADDRESS2,NAME,LOCAL
      July 22, 1981
```

```
&TITLE&
  &ADDRESS1&
  &ADDRESS2&
```

Dear &NAME&:

In reference to our conversation earlier today, I would like to meet with you as soon as possible. We must discuss all possibilities of merging &COMPANY& and Heavy Dealing.

Please call my secretary to set an appointment at your earliest convenience.

Sincerely,

Jim Winters, President  
Heavy Dealing, Inc.

P.S. One item we have to be sure to cover when we get together is that plant we have over in &LOCAL&. I need to hear what you think about this. Keep in touch.

JW/sl

.pa

You have typed five lines of instructions in your letter, and you have used generic names in place of specific names. To type each instruction line, begin in column 1.

The five lines of instructions translate as follows:

- The first line of your letter (.File: MAILING3) tells you the name of your file. This is a comment line, only for your reference.
- The second line (.op) turns off page numbering.
- The third line (.df LIST3.DAT) tells Series 100/WordStar the name of your data file.

- The fourth line (. r v N , T I T L E etc.) tells Series 100/WordStar what to read from your data file.
- The last line on the page at the bottom (. p a) tells Series 100/WordStar to start each letter on a new page.

The various generic names you typed translate as follows:

- **&TITLE&** — The name **&TITLE&** takes the place of a person's full name and title.
- **&COMPANY&**, **&ADDRESS1&**, and **ADDRESS2&** substitute for a company name and two lines of the company address.
- **&NAME&** takes the place of a shortened version of a person's name, as would be used in a letter greeting.
- **&LOCAL&** takes the place of a specific location.

The matrix letter is now ready to receive information from a data file. Save the matrix letter on your disc:

1. With the Main Menu displayed on the screen, press **File & Exit**. The labels for the function keys will change.
2. Press the **Save & End Edit** function key. Your matrix letter will be saved as a file on your disc.

## Typing the Data File

Your next task is to type the data file, which contains the specific names and addresses that will be inserted into the matrix letter (note that a data file is a **non-document** file):

1. With the Initial Menu displayed on the screen, press the **Open Non-Doc. File** function key to create a non-document file.
2. When the prompt **NAME OF FILE TO EDIT?** appears, type **LIST3.DAT** and press **Return**.



You now have a non-document file called "LIST3.DAT", and you are ready to begin entering text. Type in the following five lines of information (including the number at the beginning of each line) and the commas between entries as shown. Press  only where indicated:

```
1, 'Bill Somers, President', 'Beauty, Inc.',  
485 Avenida de las Guapas, 'Los Angeles,  
California 90036', Mr. Somers, Burbank   
2, 'Running Bear, Chief', Papoose-a-Plenty,  
North River Fork, 'Little Big Horn, Montana  
59107', Chief, Billings   
3, 'Henry Howe, Chairman', Mixed Reactions,  
12736B North Central Avenue, 'New York,  
New York 10024', Mr. Howe, Queens   
4, 'Jane Southern, President', Interiors  
Unlimited, 7 Rue d'Elegance, 'New Orleans,  
Louisiana 70149', Mrs. Southern, Baton Rouge   
5, 'James Beauregard, Executive', Sumptuous  
Dining, 901 Gastronomic Parkway, 'Denver,  
Colorado 80201', Mr. Beauregard, Colorado Springs 
```

Each entry line, or record, in your data file contains seven items, or fields, separated by commas. You must type a comma between each variable. (When a field contains a comma of its own, as "Beauty, Inc." does, it must be typed within quotation marks.) The seven fields in each line correspond to the seven generic names, or variables, you used in the matrix letter. For example, in the third record:

```
N           = 3  
TITLE      = Henry Howe, Chairman  
COMPANY    = Mixed Reactions  
ADDRESS1   = 12736B North Central Avenue  
ADDRESS2   = New York, New York 10024  
NAME       = Mr. Howe  
LOCAL      = Queens
```

Because there are five records in your data file, five letters will be printed.

Before you can print, you will need to save the data file on disc:

1. With the Main Menu displayed on the screen, press . The labels for the function keys will change.
2. Press the  function key. Your data will be saved as a file on disc.



## Printing the Form Letters

With your matrix and your data file completed, you are ready to begin printing:

1. With the Initial Menu displayed on the screen, press **RL MAILMERG** to request a mailmerge.
2. Make sure that your printer is ready to go, with the first page aligned correctly.
3. When the prompt **NAME OF FILE TO MAIL MERGE?** appears, type **MAILING3** and press **[ESC]**. (The printer defaults that you selected by running the **WINSTALL** program (Appendix A) will be used when printing the letters.)

Now Series 100/WordStar will print five letters on the printer, using the five lines of your data file to insert information into your matrix letter. Remember that in your matrix letter, you typed a dot command to tell WordStar where to find the specific data for your generic variables. (**.df LIST3.DAT**). You can see that Series 100/WordStar made allowance for words of different lengths that had to be inserted, and reformed paragraphs when necessary.

## Rules for Typing a Data File

Follow these rules whenever you type a data file:

1. Use a non-document file.
2. Begin typing each record in column 1.
3. Begin each record with a record number.
4. Separate variable fields with commas.
5. Use quotation marks around fields that contain commas of their own (type the closing quotation mark **before** the next comma).
6. Never leave out a field; if you don't know what to enter, just type a blank space followed by a comma.
7. End each record by pressing **[Return]**.

# A Word About Dot Commands

In Series 100/MailMerge there are usually a series of overall command lines at the top of a file which communicate important information to Series 100/WordStar about printing the merged file, or files. These are called dot commands. Most commands consist of a period, two letters (usually a mnemonic for the key functions it performs, e.g. "op" = oppress page numbering and "fi" = file insert) followed by a space and a number value.

The examples in this appendix contain several dot commands. For your easy reference, the meanings of most commands are in parentheses directly to the right of the typed command. The last page of Appendix B also contains a summary list and corresponding description of these various commands.

## Addressing Envelopes

To address envelopes for mailing your five letters, you can use the same data file with a different matrix:

1. Open a new file called "Envelope3":
  - a. With the Initial Menu displayed on the screen, press the **Open Document** function key.
  - b. When the prompt NAME OF FILE TO EDIT? appears, type ENVELOP3 and press **Return**. You now have a document file called "ENVELOP3" and you are ready to begin entering text.
2. Type in the information exactly as shown (in the left column). Read the comments to the right of the dot commands to see what each command is used for. (The comments are not required but are provided here to help you learn the commands.)

```
..File:ENVELOP3 (a file to print envelopes from LIST3.DAT)
..
.op           Turns off page numbering
.pl 35       Specifies page length = 35 lines (ordinary envelope)
.mt 25       Allows a top margin of 25 lines
.mb 0        Allows no bottom margin (0 lines)
..
.df LIST3.DAT (name of your data file)
```

```

..
..      (Read the following seven fields (variables)
..      one record at a time:)
.rv N, TITLE, COMPANY, ADDRESS1, ADDRESS2, NAME, LOCAL
.. ^C      (CTRL PC creates this symbol)
(wait for the next envelope)
^C

      &TITLE&
      &COMPANY&
      &ADDRESS1&
      &ADDRESS2&

.pa      Signals new page, roll envelope out of printer

```

### 3. Save your file on disc:

- a. With the Main Menu displayed on the screen, press **File & Exit**. The labels for the function keys will change.
- b. Press **Save & End Edit**. Your file will be saved on disc.

## Printing Mailing Envelopes

You now have a document file called "ENVELOP3" that you can use as a matrix to address your mailing envelopes one at a time. This matrix calls for an envelope height of 25 lines, a top margin of 15 lines, and single-spacing. (To print with double-spacing, change the top margin to 10 and leave blank lines between the lines of addressing.) You are ready to print the envelopes:

1. With the Initial Menu displayed on the screen, press the **Mail Merge** function key to request a mailmerge.
2. Make sure that your printer is ready to go, with the first envelope in position.
3. When the prompt **NAME OF FILE TO MERGE-PRINT?** appears, type **ENVELOP3** and press **ESC** to begin printing.
4. Press the **P** key each time you are ready to address a new envelope.

When you have finished positioning the last envelope, Series 100/WordStar will print and then return you to the Initial Menu. You now have five mailing envelopes to match your five letters.

# Printing Mailing Labels

## Single-Column Labels

To print single-column labels for the people on your mailing list, you can use the same data file again with still another matrix. Here is how to type the matrix:

1. With the Initial Menu displayed on the screen, press **F10**.
2. When the prompt **NAME OF FILE TO EDIT?** appears, type **LABEL3** and press **Return**. You now have a document file called "LABEL3" and you are ready to begin entering text.
3. Type in the following information:

```
..File: LABEL3
.op      (Turns off page numbering)
.pl 18   (Page length = 18 lines - this may vary)
.mt 8    (Top margin 8 lines)
.mb 6    (Bottom margin 6 lines)
.df LIST3.DAT (the data file is LIST3.DAT)
.rvn ,TITLE ,COMPANY ,ADDRESS1 ,ADDRESS2 ,NAME ,LOCAL
        &TITLE&
        &COMPANY&
        &ADDRESS1&
        &ADDRESS2&
..End of file
```

4. Save your file on disc:
  - a. With the Main Menu displayed on the screen, press **F10**. The labels on the function keys will change.
  - b. Press **Save & Print**. Your file will be saved on disc.

You now have a document file called "LABEL3" that you can use as a matrix to print your mailing labels on a continuous roll. This matrix calls for a label height of 18 lines, a top margin of 8 lines, a bottom margin of 6 lines, a left margin of 10 characters, and single-spacing. (To print with double-spacing, change the top margin to 5, the bottom margin to 5, and leave blank lines between the lines of addressing.) Since printing is to be continuous, the **pa** command was omitted at the end of your file. You are ready to print the labels:

1. With the Initial Menu displayed on the screen, press **ESC** to request a mailmerge.
2. Make sure that your printer is ready to go, with the roll of labels in position.
3. When the prompt **NAME OF FILE TO MERGE-PRINT?** appears, type **LABEL3** and press **ESC** to begin printing.

Now Series 100/WordStar will print five mailing labels to match your five letters and envelopes.

### Three-Column Labels

Printing three-column mailing labels is similar to printing single-column labels. Follow the procedure given for single-column labels except assign your three-column mailing labels a new filename and when you begin filling in data, type the following:

```

.. ADDRESS1.LBL
.MT 0
.MB 0
.DF ADDRESS1.DAT
.RV NAME1, COMPANY1, ADDR1, ADDR4
.RV NAME2, COMPANY2, ADDR2, ADDR5
.RV NAME3, COMPANY3, ADDR3, ADDR6

&NAME1& ^P<RETURN>
<TAB>                &NAME2& ^P<RETURN>
<TAB>                &NAME3& <RETURN>
&COMPANY1& ^P<RETURN>
<TAB>                &COMPANY2& ^P<RETURN>
<TAB>                &COMPANY3& <RETURN>
&ADDR1& ^P<RETURN>
<TAB>                &ADDR2& ^P<RETURN>
<TAB>                &ADDR3& <RETURN>
&ADDR4& ^P<RETURN>
<TAB>                &ADDR5& ^P<RETURN>
<TAB>                &ADDR6& <RETURN>

```

Using ^P followed by **RETURN** in the text causes a carriage return without a line feed, so that the line is overprinted by the next line. Consequently, the file does not print as it appears on the screen.

Press `[TAB]` on the second line to place the next variable in the second column. When the file is printed out, line two will print over line one, skipping over the entry in the first column because of the `[TAB]`. The third line you type starts with two `[TABS]`, which places the variable in the third column. The third line ends with a carriage return only (the `^P` is omitted), so that the fourth line does not overprint the third, and actually becomes the second line of the printout. This process is repeated for the remaining variables, so that they line up in three columns.

When MailMerge reaches the end of the third line in the data file, it will assign the variable names in the first `.RV` line to the fourth line in the data file, and so on.

To adjust spacing for the size of the labels you're using, you will have to experiment with line height (`.LH`) or page length (`.PL`), and top and bottom margin settings (`.MB` and `.MT`).

With the same techniques, you can set up a document to print any number of columns of labels. If you had four columns, you would need four `.RV` lines; five columns would require five `.RV` lines, and so forth.

## Combining Three Tasks into One

In the preceding sections you have printed a series of letters, followed by corresponding envelopes and mailing labels. Now you will learn how to combine all three of these tasks into one task. So far, you have typed files with these names:

```
MAILING3 (matrix for the letters)
ENVELOP3 (matrix for the envelopes)
LABEL3   (matrix for the mailing labels)
```

All three of these matrices drew from the same data file of names and addresses (`LIST3.DAT`). In this section, you will type an additional matrix file to print your data file in a readable format. Then you will type a simple command file to have all four printed in succession.

### Creating A Readable Data File

As you probably noticed, your data file is difficult to read. If you had to make any changes to it, you would not have an easy time finding anything. So why not print it in a readable format and make your job easier? Here are the steps:

1. With the Initial Menu displayed on the screen, press the **Open Document** function key.
2. When the prompt NAME OF FILE TO EDIT? appears, type **FORMAT3** and press **Return**.
3. Type in the following information:

```

..File: LABEL3
.op      (Turns off page numbering)
.pl 18   (Page length = 18 lines - this may vary)
.mt 8    (Top margin 8 lines)
.mb 6    (Bottom margin 6 lines)
.df LIST3.DAT (the data file is LIST3.DAT)
.rv N, TITLE, COMPANY, ADDRESS1, ADDRESS2, NAME, LOCAL
        &TITLE&
        &COMPANY&
        &ADDRESS1&
        &ADDRESS2&
..End of file

```

4. Save your file on disc:
  - a. With the Main Menu displayed on the screen, press **Save & Exit**. The labels for the function keys will change.
  - b. Press **Save & End Edit**. Your file will be saved on disc.

## Typing a Command File

Whenever you want to combine several tasks into one, Series 100/MailMerge allows you to type one special file, called a command file, to have these tasks performed for you. This command file will call the other files for you and print them in succession. Here are the steps for this particular command file:

1. With the Initial Menu displayed on the screen, press the **Open Document** function key.
2. When the prompt NAME OF FILE TO EDIT? appears type **COMBINE3** and press **Return**.
3. Type the following information into this command file (the .dm lines are for comments that will be displayed on the screen for your clarification later):

```

.dm      This program will perform four tasks in succession:
.dm      1) print a series of letters 2) print the envelopes
.dm      3) print mailing labels 4) print the data file
.dm      Task 1: Print the letters
.fi MAILING3

```

```

.dm      Task 2: Print the envelopes
.dm      Get the envelopes ready
.f i ENVELOP3
.dm      Task 3: Print the mailing labels
.dm      Put the labels into the feeder
^C      (CTRL PC creates this symbol)
.f i LABEL3
.dm      Task 4: Print the mailing list
.dm      Put the paper back into the feeder
^C
.f i FORMAT3

```

#### 4. Save your file on disc:

- a. With the Main Menu displayed on the screen, press **Alt+F5**.  
The labels for the function keys will change.
- b. Press **Alt+F10**. Your file will be saved on disc.

## Running the Command File

Now that you have a command file, along with four files that are called by the command file, you are ready to start:

1. With the Initial Menu displayed on the screen, press the **F10** function key to request a mailmerge.
2. Make sure that your printer is ready to go, with the letter-sized paper in position for the first of the four printing tasks.
3. When the prompt **NAME OF FILE TO MERGE-PRINT?** appears, type **COMBINE3** and press **ESC** to begin printing:
  - a. The letters will be printed first, with no action required by you.
  - b. After the last letter has been printed, you will have to begin inserting the envelopes one at a time, as indicated by screen messages.
  - c. After the last envelope has been addressed, you will have to insert the roll of mailing labels during the next printing pause.
  - d. After the last label has been addressed, change back to paper again for the mailing list during the printing pause.

The printer will pause, as appropriate throughout this combined procedure to allow you time to do necessary paper changes.

After the data file mailing list has been printed, Series 100/WordStar will return you to the Initial Menu. You now have five letters, five envelopes, five mailing labels, and a mailing list with five names on it.



# Typing Reply Letters

In the last few sections you typed a form letter that could be addressed to many different people. Each addressee got the same letter. Now you will learn how to type another kind of form letter, a reply letter. This time, you will not be mailing a large number of identical letters. Instead, you will be mailing only one letter at a time, but the wording may vary from letter to letter.

## Preparing the Matrix Letter

To prepare the matrix letter:

1. With the Initial Menu displayed on the screen, press **REPLY**.
2. When the prompt NAME OF FILE TO EDIT? appears, type REPLY and press **Return**.
3. Type in the following information:

```
..File:REPLY   (prints a reply letter using RADIO, TV,
..             or STEREO for description)
..cs
.av "Enter the filename (RADIO/TV/STEREO):",FILENAME
.av "Please enter today's date:",DATE
..
.fi HEADING   (a file of the standard letter heading and greeting)
```

Thank you for your recent inquiry. The following features are available for you to select from:

```
.fi &FILENAME&
```

We were happy to hear from you. We hope that our &PRODUCT& will contribute to your &FUNCTION&. Let me know if I can be of any further assistance.

Sincerely,

Henry L. ("Ham") Burger  
Director of Marketing

4. Save your file on disc:
  - a. With the Main Menu displayed on the screen, press **SAVE**. The labels for the function keys will change.
  - b. Press **ENTER**. Your file will be saved on disc.

## The Heading File

As you can see from looking at the matrix letter, you are going to need several other files (HEADING, RADIO, TV, and STEREO) before you will be able to use it. We can begin by typing the heading file:

1. With the Initial Menu displayed on the screen, press **Open Disc**.
2. When the prompt NAME OF FILE TO EDIT? appears, type HEADING and press **Return**.
3. Type in the following information:

```
..File: HEADING   (provides the standard heading and
                  greeting)
.av "Addressee's name and title:", TITLE
.av "Addressee's company:", COMPANY
.av "Street Address:", ADDRESS1
.av "City, state, and zip:", ADDRESS2
.av "Dear", NAME
.cs
&TITLE& &DATE&
&COMPANY&
&ADDRESS1&
&ADDRESS2&

Dear &NAME&:
..End of File
```

The asked for variables (.av) in this example are enclosed in quotes. In this case, what will be displayed is a message to the typist during a pause in printing. If your asked for variable is a generic name, you need not surround the variable name in quotation marks.

4. Save your file on disc:
  - a. With the Main Menu displayed on the screen, press **File Exit**. The labels for the function keys will change.
  - b. Press **Save & End Ed. Q**. Your file will be saved on disc.

## The First Product File

Next we go on to the three product files. One of these will be inserted as the middle paragraph of the reply. Here is the first one:

1. With the Initial Menu displayed on the screen, press the **Open Disc** function key.

2. When the prompt NAME OF FILE TO EDIT? appears, type RADIO and press **Return**.

3. Type in the following information:

..File:RADIO (describes the AM/FM clock radio)

.sv PRODUCT, AM/FM clock radio

.sv FUNCTION, listening enjoyment

..

- automatic tuning selection

- AC/DC selection

- choice of one of three wake-up methods

- soft music

- Chinese gong

- "Stars and Stripes Forever"

..End of File

4. Save your file on disc:

a. With the Main Menu displayed on the screen, press **Save & End Edit**.  
The labels on the function keys will change.

b. Press **Save & End Edit**. Your file will be saved on disc.

## The Second Product File

Next we prepare the second product file:

1. With the Initial Menu displayed on the screen, press **F2 Product File**.

2. When the prompt NAME OF FILE TO EDIT? appears, type TV and press **Return**.

3. Type in the following information about the TV (portable color) product:

..File:TV

.sv PRODUCT, portable color television

.sv FUNCTION, viewing enjoyment

..

- full channel selection

- Big Rainbow color

- choice of three sizes

- portable

- briefcase size

- pocket size

..End of File



4. Save your file on disc:

- a. With the Main Menu displayed on the screen, press **File & Exit**. The labels for the function keys will change.
- b. Press **Save & End Edit**. Your file will be saved on disc.

## The Third Product File

Finally, prepare the third product file:

1. With the Initial Menu displayed on the screen, press the **Open Document** function key.
2. When the prompt **NAME OF FILE TO EDIT?** appears, type **STERED** and press **Return**.
3. Type in the following information about the stereo system product:

```
..File:STERED
..sv PRODUCT, stereophonic system
..sv FUNCTION, listening enjoyment
..
    - acoustic suspension speakers
    - Full stereophonic sound
    - choice of three colors
      - Brick Road Yellow
      - Emerald Green
      - Black and White
..End of File
```

4. Save your file on disc:

- a. With the Main Menu displayed on the screen, press **File & Exit**. The labels on the function keys will change.
- b. Press **Save & End Edit** function key. Your file will be saved on disc.

## Having the Reply Letter Printed

Now you have a matrix letter to answer inquiries about products, along with four accompanying files. Here is how to have a reply letter printed:

1. With the Initial Menu displayed on the screen, press the **Full Mail Merge** function key to request a mailmerge.
2. Make sure that your printer is ready to go, with the paper in position.  
When the prompt **NAME OF FILE TO MERGE-PRINT?** appears, type **MY** and press **ESC** to begin printing.

- In reply to the prompt "Enter the filename (RADIO/TV/STEREO):", type RADIO and press .
- Answer the other prompted questions as indicated, pressing  after each response:

Please enter today's date: June 15, 1981   
Addressee's name and title: Mr. James V. Thompson   
Addressee's company: Rampant Electronics, Inc.   
Street address: 1307 Helsing Boulevard   
City, state, and zip: Cupertino, CA 95014   
Dear Mr. Thompson

- Series 100/WordStar will now print the letter customized according to your input above. Mr. Thompson will receive a personalized "reply" to his inquiry:

Mr. James V. Thompson June 15, 1981  
Rampant Electronics, Inc.  
1307 Helsing Boulevard  
Cupertino, Ca. 95014

Dear Mr. Thompson:

Thank you for your recent inquiry. The following features are available for you to select from:

- automatic tuning selection
- AC/DC selection
- choice of three wake-up methods
  - soft music
  - Chinese gong
  - "Stars and Stripes Forever"

We were happy to hear from you. We hope that our AM/FM clock radio will contribute to your listening enjoyment. Let me know if I can be of any further assistance.

Sincerely,

Henry L. ("Ham") Burger  
Director of Marketing

- Press the space bar to return to the Initial Menu.
- Repeat steps 1-7, using either "TV" or "Stereo" in step 4 and making up your own entries for Step 5.

You will create another personalized reply letter from your responses to the asked for variables.

## How Is A Personalized Reply Created?

Here is a brief description of how Series 100/WordStar prints this reply letter. (Look at the contents of the files earlier in this section while you are reading this.) Basically, Series 100/WordStar goes back and forth among your files to pick up variable information from your entries:

1. After you request a mailmerge, REPLY asks you for a filename and today's date.
2. Then REPLY switches control over to HEADING. (It's as though everything in HEADING were typed in the middle of REPLY. This is called nesting.)
3. HEADING asks for the addressee's name and address and types them, along with the salutation, using the date that REPLY asked you for, then returns control to REPLY.
4. Next REPLY prints a short paragraph and turns control over to the file you named in Step 4 (RADIO, TV, or STEREO).
5. Since you named RADIO the first time, RADIO begins by setting PRODUCT to "AM/FM clock radio" and FUNCTION to "listening enjoyment", prints the features of the radio and returns control to REPLY.
6. REPLY now prints the closing paragraph, using the values of PRODUCT and FUNCTION set by RADIO, then prints the signature line to conclude the letter.

## Chain-Printing

In this section you will learn how to print three text files in succession. This is known as chain-printing.

First you will need to find three text files on your disc that you want to print. To find the files:

1. Select the disc drive containing your text files:
  - a. With the Main Menu displayed on the screen, press **File > List**. The labels for the function keys will change.
  - b. Press **Other keys**. The labels for the function keys will change again.

---

# Appendix C

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## USING SERIES 100/SPELLSTAR™

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In this appendix you will learn how to “proofread” everything you write with Series 100/WordStar. You will practice checking for misspellings and typos automatically, correcting the errors, and setting aside words to add to your on-disc standard dictionary or specialized dictionaries. You will also learn how to update dictionaries and create new dictionaries with Series 100/SpellStar.

# Preparing to Use Series 100/SpellStar

Series 100/SpellStar is a separate module you can use with WordStar. To do so you have to put it on the same disc as your WordStar program.

Once on the same disc, SpellStar becomes an integral part of WordStar and its functions are accessed via WordStar. The function key, **F10**, becomes operative on the initial WordStar screen. (If you try to use this function key without first placing the SpellStar program onto your WordStar work disc or hard disc, an error message will appear.)

In addition to putting the SpellStar program onto the WordStar work disc (or hard disc), you have to put the SpellStar Dictionary and sample text files onto your disc as well.

To put SpellStar onto your WordStar work disc, your HP 150 must have:

- 2 flexible disc drives
- or
- 1 flexible and one hard disc drive

If your HP 150 computer has one disc drive, you can still follow the steps, but you need to switch discs at the appropriate time to complete the steps successfully.

Before you begin, check that you have:

- A WordStar work disc, or WordStar installed onto a hard disc.  
If you have not already installed WordStar onto a work disc or onto a hard disc, see Appendix A of the Series 100/WordStar Self-Paced Training Manual.
- A formatted flexible disc (optional).  
This disc is used for your SpellStar dictionary.  
Alternatively, you can place the SpellStar dictionary onto a hard disc. If you want to do this, you do not need a formatted disc. You may find it convenient to place the Main Dictionary (as well as other dictionaries you may need) onto a separate flexible disc. While you can use dictionaries from a hard disc, they require a considerable amount of disc space. Using them from a flexible disc may let you use your hard disc space more efficiently.
- The SpellStar Master Disc.



# Preparing the SpellStar Program

First you need to copy the SpellStar program onto your WordStar work disc or hard disc. You use the copy facility of File Manager to do this.

Use the following procedure to copy the SpellStar program onto your WordStar work disc (or a hard disc):

1. Insert the WordStar work disc into drive A and insert the SpellStar Master into drive B.
2. Starting from P.A.M., touch "File Manager".
3. Touch `Copy File`.

You see the following message:

```
Select or type the file to copy.
```

4. Type `B: SPELSTAR.OVR` `RETURN`

If you make a mistake typing this information, you can use `Backspace` to erase your errors.

Now you see:

```
Select or type the file to copy to.
```

5. Type `A: SPELSTAR.OVR` `RETURN`

You see:

```
Press Start Copy if information is correct.
```

6. Touch `Start Copy`.

## Preparing the Sample Text File

If you want to do the exercises in this Appendix for practice, you need to copy the sample text file, `SAMPLE.TXT`, to your WordStar Work Disc or hard disc.

To skip those practice exercises, go to step 9.

To copy `SAMPLE.TXT`, your WordStar work disc should remain in drive A and the SpellStar Master Disc in drive B.

7. Select or type the file to copy.

Type `B: SAMPLe .TXT` `RETURN`

You see the following message:

```
Select or type the file to copy to.
```

8. Type **A:SAMPLE.TXT** **RETURN**

Now you see:

Press Start Copy if information is correct.

9. Touch **Start Copy**.

When the copy is complete, remove the WordStar work disc (if you installed WordStar on a flexible disc) from your disc drive.

## Preparing the SpellStar Dictionary

Finally, you need to put the SpellStar Main Dictionary onto a formatted flexible disc or hard disc.

---

### NOTE

Put the Main Dictionary on a separate formatted disc than the WordStar work disc since both will not fit on a single disc.

---

You are going to use the copy facility of File Manager again to place the main SpellStar dictionary onto a formatted disc or onto your hard disc. Make sure the SpellStar Master Disc is in drive B. If you're using a flexible disc for your dictionaries, insert the formatted flexible disc into drive A.

Follow these steps to copy the dictionary:

10. Select or type the file to copy.

Type **B:SPELSTAR.DCT** **RETURN**

Now you see:

**Select or type the file to copy to.**

11. Type **A:SPELSTAR.DCT** **RETURN**

Next, this message appears:

**Press Start Copy if information is correct.**

12. Touch **Start Copy**.

13. When the copy is complete, touch **Exit Copy**, then **EXIT FILE MGR** to return to P.A.M..

Remove the SpellStar Master Disc from drive B and store it in a safe place.

You have completed all of the necessary steps to install SpellStar. If you do not want to continue with the practice sections in this appendix, or use WordStar, you can start another application from P.A.M.

Remember, you can now run SpellStar from the main WordStar screen by touching **RUN SPELLSTAR**.

If you want to continue with the practice exercises in this appendix, or if you want to begin using WordStar, insert the WordStar work disc into drive A and follow these steps to start WordStar:

14. Touch **Reread Discs**

15. Touch **WORDSTAR** on the display until it is highlighted, then touch **Start: Apply**.

If you want to continue the practice exercises in this appendix, do the next steps when you see the main WordStar menu.

16. Touch **RUN SPELLSTAR**

You see:

**NAME OF FILE TO CHECK: ADD TO DICTIONARY.**

17. Type **A: SAMPLE.TXT** **RETURN**

Now continue on to the next section.

## The Operations Menu

Next you will see Series 100/SpellStar's Operations Menu, from which you can choose to run a spelling check or do dictionary maintenance. You can also return to Series 100/WordStar's Initial Menu at this point. With each screen in Series 100/SpellStar, you will be able to read explanatory prompts which will guide you to your next move.

### OPERATIONS

- C** - Check Spelling
- M** - Maintain Dictionary
- X** - Exit to Series 100/WordStar no-file menu

Operation? - -

In this section, you'll run a sample spelling check, so:

1. Press **c**, for "Check Spelling"

2. A menu entitled "Spelling Check Controls" will appear. You will use the controls explained on this menu to define the check:

Series 100/SpellStar -  
Spelling Check Operation

SPELLING CHECK CONTROLS		CURRENT VALUE
D - Use another main dictionary	-	A: SPELSTAR.DCT
S - Add supplemental dictionary	-	
F - Change file to be checked	-	A: SAMPLE.TXT
W - Change work drive	-	A:

<Return> - Start spelling check  
X - Exit to Operations Menu

Control to change? - -

While most of the screen is self-explanatory, the "Current Value" information is not as obviously identified. In this context, current value is used to name the default dictionary (standard or specialized), file to be checked (for spelling errors) and logged disc drive (on which you will be working).

## Setting Up Spelling Check Controls

The controls needed for each spelling check are the names of a dictionary and a file to be checked, and the letter of a work drive. You may name a supplemental dictionary if you wish, but it's not required.

When the Spelling Check Controls menu first appears, it tells you the names ("current values") of the dictionaries, file, and work drive Series 100/SpellStar will use unless you change them.

If the displayed controls suited your current needs, you would press Return and Series 100/SpellStar would begin checking the file named against the dictionary named.

### Changing the Main Dictionary

This time, we will change the main dictionary just so you can gain practice setting one of the controls. The same methods can be used later for changing any of the other controls.

To change the dictionary you will use in the spelling check:

1. In response to the prompt "Control to change?", press D.

2. The following message appears on the screen below the Controls Menu:

```
D-Dictionary: A:SPELSTAR.DCT   This is the current
                                dictionary. Enter the
                                drive, filename, and/or
                                extent of the main
                                dictionary to use.
```

SPELSTAR.DCT is the 20,000 word dictionary that is "standard equipment" with Series 100/SpellStar. Most of the time, you'll find it sufficient for your needs.

When the Spelling Check Controls menu first appears on your screen, the current value of the main dictionary will always be SPELSTAR.DCT on the default disc drive. (Note that the main dictionary can be on either drive, as long as you identify its location for Series 100/SpellStar.)

With the "D" control, you can replace SPELSTAR.DCT with another main dictionary entirely. Series 100/SpellStar will use any dictionary you name that has been organized properly. For practice, let's suppose that you have a dictionary called WEBSTERS.DCT located on the B: disc drive:

To enter your replacement dictionary and also change the current value of the logged disc drive:

1. The cursor is on the first character—the drive letter—of the dictionary name. Type **B:WEBSTERS** and press **[Return]**. (You must always press **[Return]** after typing in a change.)
2. Notice that on the Controls Menu the current value of the main dictionary is now **B:WEBSTERS.DCT**.

Even though you only typed in "B:WEBSTERS", Series 100/SpellStar put the "B:" and the word "WEBSTERS" in the correct place in the file name. Series 100/SpellStar recognizes which part of the name you are typing in and inserts it correctly.

Try another example of this with the dictionary's name extension:

1. Press **D**.
2. Type **.DCN** and press **[Return]**.

The current value for the main dictionary will now read **B:WEBSTERS.DCN**.

## Adding a Supplemental Dictionary

With Series 100/SpellStar, you can use more than one dictionary during a spelling check. Using a main dictionary plus a supplemental dictionary to check a document will allow you to check for words particular to your application.

Suppose you've just finished typing a contract with many legal terms. Series 100/SpellStar can use a supplemental dictionary of legal terms, in addition to the main dictionary, to check your contract. You can buy specialized dictionaries or create your own with Series 100/SpellStar.

Another useful supplemental dictionary might contain names and addresses of your company's clients. The dictionary wouldn't help you connect the right name with the right address, but it could tell you if the name, street, city, and state were spelled correctly.

You can enter or change the supplemental dictionary's name the same way you did the main dictionary's. The only difference is that if you erase the entire supplemental name by pressing the space bar, Series 100/SpellStar will let you begin a spelling check without a supplemental dictionary.

Even though we won't use a supplemental dictionary to check spelling in SAMPLE.TXT, let's look at the control to add a supplemental dictionary:

1. Press S.
2. Read the prompt then press **Return**.

Notice that pressing **Return** left the value unchanged. In this case, the value was blank, but in this and all other Series 100/SpellStar controls, **Return** will always leave the value unchanged, whether that value is a blank or a name you entered earlier.

### Changing the File to be Checked

On the Controls Menu, you see that the current value of the file to be checked is SAMPLE.TXT. This is the name that you entered at the Initial Menu, when Series 100/SpellStar asked you NAME OF FILE TO CHECK / ADD TO DICTIONARY?

As you've seen, you can change any part of the dictionary file name that you want. You can also change the entire value all at once, simply by entering the drive letter (with colon following), the filename, and the extension (with period preceding). You can erase any element of the current value — the drive, file name, or extension — by using the “#” key. Let's try that:

1. Press D.
2. Type # and press **Return**.

The current value of the main dictionary should now read:

**B:** .DCN

You can erase the entire value for any control (except the work drive) with the space bar, if you prefer, before entering a new value.

To begin a spelling check, you must have values for the main dictionary, file to be checked, and work drive. So if you erase either the main dictionary or the file value and leave a blank, you'll have to enter a value before Series 100/SpellStar will let your command to begin the spelling check take effect.

Since you want to proceed now with setting the other controls for your sample spelling check, let's change the main dictionary value to X:SPELSTAR.DCT. (Where X= the name of your flexible disc drive containing the Series 100/SpellStar Master Disc. In systems with two flexible disc drives X=B:. In systems with hard disc drives, X will probably equal E:). This entry will redefine the dictionary to the standard dictionary named initially on this exercise:

1. Press D.
2. Type X:SPELSTAR.DCT (where X=the name of your flexible disc drive) and press **Return**.

If you wanted to change the file value, you'd press F (**change file to be checked**). Then, in response to the friendly prompt, you would enter the new file name just as you entered new information for the value of the main dictionary.

You'll find this control handy in cases where you run spelling checks on several files at once, prior to correcting the errors Series 100/SpellStar has flagged in any of them.

This time, you'll leave SAMPLE.TXT as the file to be checked, so you needn't do anything.

## Changing the Storage Drive

During spelling checks, Series 100/SpellStar creates its own temporary sorting files containing words from your document. The "change work drive" control (W) lets you tell Series 100/SpellStar where to put its temporary files. The critical factor in your decision is the space available on the disc.

The sorting files take up about the same amount of space as your document file. You should always find out how large your document is and check to see if the sorting files will fit on the same disc. This is especially important when you're checking a large file. For now, let's change the storage drive to drive B:

1. Press **W**.
2. Type **B**. (This time you don't have to press **Return**.)

Now the controls for your sample spelling check should look like this:

SPELLING CHECK CONTROLS	CURRENT VALUE
D - Use another main dictionary	B: SPELSTAR.DCT
S - Add supplemental dictionary	
F - Change file to be checked	A: SAMPLE.TXT
W - Change work drive	B:
<Return> - Start spelling check	
X - Exit to Operations Menu	

Control to change? --

If your screen looks different, use what you've learned to change the controls so that they match these.

## Running a Sample Spelling Check

Now you have a choice. You can either press **X** and go back to the Operations Menu, or you can press **Return** to start the spelling check. You would press **X** if you decided that you wanted to do dictionary maintenance or go back to Series 100/WordStar. For now, we want to perform a spelling check, so:

1. Press **Return** to initiate the spelling check operation.
2. The screen display will change to reflect what Series 100/SpellStar is finding in your document file SAMPLE.TXT.

### Status Messages Appear

The first thing Series 100/SpellStar does is count the total number of words in your document; the total number appears on the first line of the screen display.

Then it tells you how many of those words are "different"; after you throw out the duplicates, how many unique words are left? This total appears on the second line. This calculation is useful if, for instance, you are writing something technical for non-technical people. A proportionately high number of different words might indicate too much jargon.



In the third and fourth lines of the on-screen summary, Series 100/SpellStar tells you how many words are in the main and/or supplemental dictionaries you specified for this check.

The changing number on the fifth line, "Number of dictionary words checked", lets you know how far Series 100/SpellStar has gotten with your spelling check.

After Series 100/SpellStar counts the words in your document, it sorts them by length and alphabetically compares them to the words in the dictionary, which is organized the same way. As it compares, it tells you how many dictionary words it has gone through, in thousands.

By seeing how long Series 100/SpellStar takes to get through a thousand words, you'll know approximately how long it will take to check your entire document. The more words in your document, the longer it takes to check. You can go do something else while the machine checks a long document, and come back when it's finished.

Next, Series 100/SpellStar tells you how many different words are misspelled. A "misspelled" word is any word that doesn't match up with a word in the dictionary or dictionaries you've specified. So Series 100/SpellStar flags misspellings, typos, and all other words not in the dictionary or dictionaries in use (your "current value" designation when you started SpellStar).

Series 100/SpellStar won't fill in the last line "Total number of misspellings", until later.

When SpellStar has finished its check of SAMPLE.TXT, it pauses to let you decide what to do next. At this point Series 100/SpellStar has not actually flagged the errors within the text of SAMPLE.TXT.

### **At the End of the Check**

Before Series 100/SpellStar actually flags or identifies the words that are in error, you will be asked to make one of two choices:

- You can elect to see a list of all misspellings, typos and words that did not match the current-value dictionary.
- You can leave the spelling check at this point without affecting your document file in any way.

If you decide to have the spelling errors listed, another choice will be yours to make. You can simply view the list and do nothing to correct the errors, or you can have each error flagged for possible correction by you on a case by case basis.

Series 100/SpellStar shows you the choices below the on-screen summary described above:

Series 100/SpellStar has completed proofreading your document.

Enter ``L`` to list the misspelled words.

Enter <RETURN> to flag errors in your text.

Enter ``R`` to abandon the check and restart.

Let's list the misspelled words:

1. Press L.

2. Your screen should look like this:

```
AA CH WS SAN ATTN DISCO TOM'S TYPOS WIT'S WRKNG BILOXI  
CALVIN DISCOS RAFAEL SURVAY KEYTOPS MAUREEN HOTSTUFF  
JUMPSUIT ONSCREEN PROGRAMM HICCUPING WHISKEY'S  
FREEWHEELING CORESPONDENCE INTERNATIONAL  
INSUBORDINATION
```

Enter <Return> to flag errors, ``R`` to restart.

## The Contents of a Dictionary

Looking at the list in this example, you can see the kinds of words that aren't in Series 100/SpellStar's dictionary: abbreviations (AA, ATTN); slang (DISCO); proper names (RAFAEL, MAUREEN); variations on root words ("hiccup" is in the dictionary but HICCUPING is not). And, most important, misspelled and mistyped words (WRKNG, INTERNATOINAL).

You don't see state names or most plurals on the list because Series 100/SpellStar's dictionary includes names of all the states in the U.S. and the plurals of most common nouns.

Remember, at this point Series 100/SpellStar has not yet flagged these words in your document. Once you're using SpellStar in your day-to-day work, if you saw words on the list you thought were in your dictionary (either main or supplemental), you could go back and check whether you'd used the right dictionary. To do this, you'd press R to go back to the Operations Menu, then C to look at your controls. You could change the dictionary or dictionaries in use, if necessary, and redo the spelling check.

Now that you've seen the errors listed, tell Series 100/SpellStar to go ahead and flag those errors in the text of SAMPLE.TXT.

1. Press **Return**.
2. Now see that Series 100/SpellStar removes the word list, fills in the number on the last line in the checking summary, "Total number of misspellings", and shows you a new prompt at the bottom of the screen.

In SAMPLE.TXT, 28 different words are misspelled, and when Series 100/SpellStar adds up all the occurrences of these words, it finds 35 total misspellings.

You have two choices now: to proceed with correcting the errors in SAMPLE.TXT, or to exit (with **R**) from the spelling check and go back to Series 100/SpellStar's Operations Menu.

## Correcting Errors in the Text File

If you were to correct the errors listed in SAMPLE.TXT, you would:

1. Press **Return**.
2. Your file SAMPLE.TXT will appear on the screen, with Series 100/SpellStar's menu of correction commands above it.

The cursor is flashing at the first flagged error, the name "Calvin" in the return address, indicating that it's either misspelled or not in Series 100/SpellStar's dictionary.

Notice that other words in the text are flagged with "@". When the cursor lands on a word flagged with an "@" the flag disappears and the word is highlighted.

If you worked for Freewheeling Enterprises, you might have a supplemental dictionary with the names and addresses of company employees. If you used that special dictionary to check the letter, then Series 100/SpellStar wouldn't flag Calvin P. Hotstuff and his address if they were correctly entered — both would have been in the current value dictionary already. Let's create such a dictionary and add Calvin's name and address to it.

### Creating Your Own Specialized Dictionary

To set aside words to add to a dictionary, a separate, temporary "add" file will be created when you:

1. Press **S** for "Add to supplemental dictionary." When the prompt **Add to Supplement: CALVIN (Y/N)?** appears, press **Y**.

2. Now the cursor moves onto the next "misspelled" word — "Hotstuff". Press S to add it to the supplement. Press Y in response to the prompt.
3. Press S at the next two words "Freewheeling" and "Biloxi", also. Press Y in response to the prompts.

Now you come to the first truly misspelled word, "Internatoinal". To correct the spelling:

1. Press F for "Fix Word".
2. Now you are in Series 100/WordStar's regular edit mode. All the Series 100/WordStar commands are available to you to correct the misspelled word and to change anything else in the document you want.
3. Change "Internatoinal" to "International".

If you don't know the correct spelling of "International", you will have to look it up in your dictionary. Series 100/SpellStar cannot tell you the correct spelling of a word.

Let's continue:

1. In order to get out of Series 100/WordStar's edit mode (F for "Fix word" took you into WordStar's edit mode) and move the cursor to the next flagged word, "San", hold down the **CTRL** key and press L. (Whenever you do a "Fix word", you will need to follow it with a **CTRL** L ).
2. "San" is next. We don't want to put this word in our main dictionary or our supplement, so we'll tell Series 100/SpellStar to ignore this word and go on to the next flagged one. Press I for "Ignore word".
3. The cursor goes to "Rafael". Press I for "Ignore word".
4. "Attn" is next. This may be a word you want to put in the dictionary, if you use it alot in its abbreviated form. Right now, let's tell SpellStar to bypass this word, and we can come back to it later to make a decision. Press B for "Bypass word."
5. "Programm": Press F for "Fix word" and correct the spelling to "program". Use the **Reform Paragraph** function key to reformat the paragraph. Then press **CTRL** L to go on to the next flagged word.
6. Notice that Series 100/SpellStar stops in the middle of the word "hard-wrkg". SpellStar takes compound words like this and treats them as two separate words. Press F for "Fix Word" and change "wrkg" to "working". Press **CTRL** L to go to the next flagged word.

7. "Programm": Press F for "Fix Word" and correct. You corrected this word when it appeared in the letter the first time, but SpellStar doesn't remember the correct spelling for you, so you must do it again.

8. Press **Reformat Paragraph** to reformat the paragraph. Press **CTRL L**.

Notice that the next word the cursor jumps to is "disco". Look at the paragraph above. The word "survay" in the last line is flagged, but Series 100/SpellStar skipped it, because reformatting the paragraph took the cursor past this word. **CTRL L** always takes you to the next flagged word forward from the cursor.

Don't worry about correcting "survay". We'll get back to it later.

## **Sending Words to the Main Dictionary**

Let's add the flagged word "disco" to your standard dictionary, SPELSTAR.DCT:

1. "Disco": Press D for "Add to (standard or main) dictionary". Press Y when the Y/N prompt appears.
2. Press D at the next two words, "jumpsuit" and "discos". Press Y when the Y/N prompt appears.
3. Press I (for "Ignore word") at "Maureen" and "Whiskey's". Pause to watch the screen carefully as you do.

Observe that the cursor stops briefly at the word "Disco" in "Whiskey's Disco City", removes the flag, then moves on to the next flagged word. That's because you already told Series 100/SpellStar to add "disco" to the standard dictionary the first time it appeared. SpellStar can remember "ignore" or "add" instructions for approximately 20 words at a time.

Series 100/SpellStar did, however, stop at "discos", even though you'd already told it to add "disco" to the main dictionary. It reads plurals and other variations of words as separate words.

The cursor should now be at the word "typos". To add this word to your main dictionary:

1. Press D. Press Y in response to the prompt.
2. The next word "correspondence", is hyphenated with a Series 100/WordStar soft hyphen. SpellStar ignores soft hyphens, joining the two parts of the word into one. Press F for "Fix word" and correct the spelling to "correspondence".

Press the **Reformat Paragraph** function key to reformat the paragraph. Press the **Reformat Paragraph** function key two more times in response to the hyphenation prompt. Press **CTRL L**.

3. Press **I** for "Ignore word" at the next six flagged words: "keytops", "hiccuping", "Tom's", "wit's", "Series 100/WordStar's", and "onscreen". Two of these words ("wit's", "Series 100/WordStar's") are possessive forms of words already in the dictionary. SpellStar interprets them as different words.
4. "Insubodration": Press **F** for "Fix word" and correct spelling to "insubordination". You don't need to reformat since you haven't changed the number of characters in the line. Press **CTRL L**.
5. Press **I** for "Ignore word" until you are at the end of the letter.
6. When the message "Spelling Check Completed \*\*\* Press ESCAPE key" appears, press **ESC**.

You see on the screen the end of SAMPLE.TXT. Series 100/SpellStar is waiting for you to "save" the edited file. But first — remember the word you bypassed and the word you skipped over when you reformatted a paragraph?

You should go back and take care of them now before you leave the file. It's always a good idea to go back over your document and make sure you've caught everything. The misspelled or unmatched words will remain flagged so you can still find them quickly:

1. Type **CTRL Q L**.
2. When the prompt **RETURN=search forward, B=search backward, G=from start of file:** appears, press **G** and then press **Return**.
3. The cursor will land at "ATTN", the word we told Series 100/SpellStar to bypass. Press **D** to add it to your main dictionary, and press **Y** when the **Y/N** prompt appears.
4. The cursor now goes to "survay". Press **F** for "Fix word" and correct the spelling to "survey". Press **CTRL L** to find any other flagged words. (You may know that there aren't any more but always do **CTRL L** anyway to make sure.)
5. When the prompt "Spelling Check Completed \*\*\* Press ESCAPE key" appears, press **ESC**.
6. With the Main Menu displayed on the screen, press **File & Exit**. Press the **Save & Print** function key.

You are now back at Series 100/WordStar's Initial Menu. SAMPLE.TXT now contains the corrected version of Calvin Hotstuff's letter. The backup file SAMPLE.BAK, contains the letter as it was before you corrected it.

You have also created a supplemental dictionary of the names & addresses of Freewheeling, Enterprise's employees. And, new words have been added to your main dictionary to make it more functional for your own working vocabulary.

Print a copy of SAMPLE.TXT so you can see for yourself that all the errors have been fixed:

1. Check to see if your printer is on, and ready to begin printing.
2. With the Initial Menu displayed on the screen, press **Print Options**. The labels for the function keys will change.
3. Make sure that an asterisk appears in the function key label corresponding to the printer you will be using.
4. Press **Print a File**.
5. In response to the prompt NAME OF FILE TO PRINT? type SAMPLE.TXT.
6. Press **ESC** to begin printing.

## Adding Words to the Main Dictionary

In this section you will learn how to add words to the main dictionary. To do this, you will need to use the dictionary maintenance capabilities of Series 100/SpellStar.

### Dictionary Maintenance Controls

1. Follow the instructions at the beginning of this chapter for "Running Series 100/WordStar" and "Starting Series 100/SpellStar".
2. When the prompt NAME OF FILE TO CHECK / ADD to DICTIONARY? appears, type A: SAMPLE.ADD. (SAMPLE.ADD is the document created for the flagged words in SAMPLE.TXT you indicated you would add to your dictionary.)
3. When the Series 100/SpellStar Operations Menu appears, press M for "Maintain dictionary".

#### 4. Take a look at the Dictionary Maintenance Controls Menu.

##### Series 100/SpellStar - Dictionary Maintenance

DICTIONARY MAINTENANCE CONTROLS	CURRENT VALUE
F - Change word file to use	= A: SAMPLE.ADD
D - Change dictionary to update	= A: SPELSTAR.DCT
U - Change name of new or updated dictionary	= A:
W - Change work drive for sort	= A:

##### DICTIONARY MAINTENANCE OPTIONS

N - Create a new dictionary	= NO
A - Add words	= NO
T - Delete words	= NO
C - Combine add/delete	= YES
S - Use "S" words from .ADD file	= NO
L - List dictionary words	= NO

<RETURN> -  
Start dictionary maintenance  
X - Exit to Operations menu

Control option to change? --

As in the spelling check step of Series 100/SpellStar, if you like the way the current values are set up, you can go right to the Maintenance Options.

In this practice session, though, we'll make some adjustments to the controls. The techniques you'll use to change the dictionary controls are the same ones you used for the spelling check controls.

The name of the "Change word file to use" is set correctly, so you do not need to make a modification of that entry.

Let's change the name of the dictionary to update since the main dictionary is located on probably either the B: or the E: disc drive, but not the A: disc drive:

1. Press D.
2. Read the prompt at the bottom of the screen and then type in:  
X: SPELSTAR.DCT and press Return (Where X = the disc drive into which you inserted the Series 100/SpellStar Master Disc.)

The next entry "Change name of new updated dictionary" is set correctly. Since the entry is blank, we will update the existing dictionary without changing its name or location. If we entered a name in this space, we would create a new dictionary and possibly even put it on a different disc drive. The result would be two different dictionaries.



The next entry is "Change work drive for sort." Just as in the spelling check step, Series 100/SpellStar uses temporary files to sort the words in your word file. With the "Change work drive for sort" control you can decide where you want those files to go. They will disappear when the maintenance run is over, but you must have space for them while Series 100/SpellStar is using them. Since SAMPLE.ADD is a small file, we'll leave this control unchanged.

## Dictionary Maintenance Options

Now you'll go on to check that Series 100/SpellStar is ready to perform the maintenance operation you want. The second section of the menu lists all the actions you can choose to do.

In this run we are going to add words to the main dictionary, so leave the value for "create a new dictionary" as NO, and go on to Option A:

1. Press A for "Add words".
2. Read the prompt at the bottom of the screen, and then press Y for Yes.

Notice on the Options Menu that when you do this, the "YES" next to "Combine add/delete" becomes "NO". Series 100/SpellStar starts out with a default value of "YES" for the "Combine add/delete" operation, but when you choose to do something else, it automatically switches to "NO".

You do not need to change any of the other entries in the Options Menu. Your last action is to tell SpellStar to list the words it found in SAMPLE.ADD to add to the main dictionary. (SAMPLE.ADD contains words for both the main dictionary and the supplemental dictionary. Series 100/SpellStar has already marked the words in SAMPLE.ADD that are to be added to the main dictionary with a "D".) To list the words for the main dictionary:

1. Press L for "List dictionary words". Read the message at the bottom of the screen.
2. Press Y in response to the Y/N prompt.
3. Everything is ready to go so press .

Here's what you should see on the screen:

```
Series 100/SpellStar is now creating or updating your
dictionary:
```

```
Number of words in word file . . . . . :5
Number of different words in word file :5
Number of words in dictionary being
updated . . . . . :
Number of words added to dictionary :
Number of words deleted from
```

```
dictionary . . . . . :  
Number of words in new or updated  
dictionary . . . . . :
```

[List of update words]

ATTN DISCO TYPOS DISCOS JUMPSUIT

Enter <Return> to proceed. ``R`` to restart.

The bottom of the screen lists the words that will be added to the dictionary. You do want to add these words, so:

1. Press **[Return]** to proceed with dictionary maintenance.
2. Watch the numbers appear in the remaining lines of the screen display.

Now Series 100/SpellStar will begin to list by screenful the words that will be in your dictionary after it is updated by this run. You can do one of three different things at this point:

1. Press the SPACE BAR and look at the next screenful of words.
2. Press **c** to make the list of words scroll continuously.
3. Press **[CTRL]L** to stop the list.

For now, press **[CTRL]L**. The updating will go faster when the listing is stopped. If at any point you want to begin listing words again, just press **[CTRL]L** again and listing will begin wherever SpellStar is in the dictionary.

The numbers flashing by on the third and sixth lines of the screen summary tell you how many dictionary words SpellStar has gone through in its updating process, and how many words it has added or deleted.

When Series 100/SpellStar has finished adding words to the dictionary, it will show you this message:

```
Series 100/SpellStar has completed the dictionary  
maintenance.  
Enter RETURN to return to Series 100/WordStar, ``R`` to  
restart.
```

Press **[Return]** to proceed to the Series 100/WordStar Initial Menu.

## Deleting Words From A Dictionary

This section will only describe how you delete words from any dictionary that you have on your disc. There are few steps to the

procedure, so unless you feel the need for practice, just wait until you actually must delete dictionary words and "practice" the procedure at that time.

To create a file for your list of words to be deleted, you will use the non-document mode:

1. Touch the **Open Non-Doc** function key in the Series 100/Wordstar Initial Menu and respond to the file name prompt as you like. Using .DEL as the extension descriptor, though optional, might help you more readily identify this file later.
2. Type the words you would like to delete from your dictionary in any order you wish.
3. When you have entered all of your words, touch **Save & Return** to save a copy of the file & return to the Initial Menu.
4. Touch **Run SPELL STAR** to start Series 100/SpellStar.
5. Type the name of the non-document file you created in Step 1.
6. From the Operations Menu for Series 100/SellStar, enter **M** (Maintain Dictionary) in response to the prompt.
7. The screen will change to display the Dictionary Maintenance Menu. Enter **T** ("Delete Words") as your maintenance option.
  - a. Type the name of the dictionary from which your words will be deleted (the "dictionary to update?")
8. Press **RETURN** to start the operation.

## Creating and Updating a Supplemental Dictionary

Though you're not going to practice creating and updating a supplemental dictionary, this section will describe how you can do it. With the Series 100/WordStar Initial Menu displayed on the screen:

1. Press the **Run SPELL STAR** function key to start Series 100/SpellStar.
2. Select **M** at Series 100/SpellStar's Operations Menu.
3. When the Dictionary Maintenance Controls Menu appears, enter the name of the file containing the words you want to add (if you are using the example files in this chapter it will be SAMPLE.ADD), and the name you want to give to the new supplemental dictionary you are creating.
4. In the Dictionary Maintenance Options section of the menu, select **N**, "Create a new dictionary", **A**, "Add words", and **S**, "Use S words from .ADD file."
5. Press **Return** to start the dictionary maintenance. Series 100/SpellStar will create a new supplemental dictionary for you.



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