WORDSTAR

FOR DOS

Quick Reference

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Version 7.0

CONTENTS

FUNCTIONS AND COMMANDS

This section of *Quick Reference* provides an alphabetical listing of important WordStar topics. Under the topics you will find a list of classic and pull-down commands and brief explanations of their functions. The commands are used at the Edit Menu unless "Opening Menu" appears beside the classic command.

ALIGN ONE LINE OF TEXT AT RIGHT MARGIN

Classic	Pull-down
^O]	Layout➟Right Align Line

Use this command to align one line of text at the right margin instead of the left margin.

ALIGNMENT OF TEXT

Classic	Pull-down
^OS	Layout➟Alignment and Spacing

You can select how to align text: Flush Left, Centered, Flush Right, or Justified (both margins aligned). You can also set alignment in paragraph styles. Line spacing is another option in the Alignment and Spacing dialog box. For more information on line spacing, see "Line Spacing."

ASCII

Classic	Pull-down
N (Opening Menu)	File→Open Nondocument
^KW	Edit→Copy→To Another File→Copy in ASCII Format

ASCII (American Standard Code for Information Interchange) is a standard file format. To create an ASCII file, open a nondocument file. To convert a document to ASCII format, print the file to disk using the ASCII PDF. You can also copy a block of text as an ASCII file. Mark a block and then press ^KW (Copy to Another File). Select the option to Copy in ASCII Format in the dialog box.

AUTO ALIGN

Classic	Pull-down
^OA	Edit→Editing Settings→Auto Align

When you edit text, you change the length of the lines. The auto align feature aligns the text to fit within the margins. This command turns auto align on and off. When aligning a whole document, you can mark certain sections of text, such as charts, that you do not want to align. Place the cursor on the line above the section and type the dot command **.aw off**. Type **.aw on** on the line above the line where you want aligning to resume.

BACKUP FILES

Each time you save a file, WordStar saves the previous version of the file as a backup and gives the backup filename the .BAK extension. To edit a .BAK file, you must first rename it with a different extension. In WSCHANGE, you can set WordStar to make backup files every few minutes, or you can turn backup files off.

BIDIRECTIONAL PRINTING

Classic

.bp on/off

Some printers print from right to left, then from left to right on alternate lines. On some printers, you can turn bidirectional printing off to improve print

quality, or on to speed up printing. The **.bp on** and **.bp off** dot commands turn bidirectional printing on or off. The default setting for bidirectional print is on. Some printers will revert to left-to-right printing on the first few lines of a page. Some printers may not print bidirectionally with a page offset of .8 inch. Try setting the page offset to 1 inch if you want bidirectional print.

BINDING SPACE

Classic	Pull-down
^PO	Layout→Special Effects→Keep Words Together on Line

To make sure that adjacent words print on the same line instead of different lines, put the command between the words instead of pressing the Spacebar.

BLANK LINES

Classic
^N

You can use either ^N or Enter to insert a blank line (space between two lines of text). When you press ^N, a blank line is inserted and the cursor remains at its original position. If insert mode is on and you press Enter, a blank line is inserted and the cursor moves to the next line.

BLOCK COMMANDS

A block is a marked portion of a document on which you can perform certain tasks. All the commands for working with blocks of text are listed below.

Classic	Pull-down
^KB	Edit→Mark Block Beginning
^KK	Edit→Mark Block End
^KH	View→Block Highlighting
^KC	Edit→Copy→Block
^KV	Edit→Move→Block
^KY	Edit→Delete→Block
^KW	Edit→Copy→To Another File
^KR	Insert→File

Classic	Pull-down
^KN	Edit➧Editing Settings➧Column Block Mode
^KI	Edit➧Editing Settings➧Column Replace Mode
^KA	Edit➧Copy➧Block from Other Window
^KG	Edit➧Move➧Block from Other Window
^KM	Utilities➧Block Math
^KZ	Utilities➧Sort Block
^K'	Style➧Convert Case➧Lowercase
^K"	Style➧Convert Case➧Uppercase
^K.	Style➧Convert Case➧Sentence Case
^K?	Utilities➧Word Count
^K[	Edit➧Copy➧From Windows Clipboard
^K]	Edit➧Copy➧To Windows Clipboard
^KU	Edit➧Mark Previous Block
^K< (Unmarks a block)	

BLOCK MATH

Classic	Pull-down
^KM	Utilities➧Block Math
^M=	Insert➧Other Value➧Last Math Result
^M$	Insert➧Other Value➧Last Math as Dollar

Mark the mathematical expression as a block and press ^KM (Block Math) to calculate the answer. To insert the most recent answer at the cursor position, press ^M= (Last Math) or ^M$ (Last Math as Dollar) for dollar amounts.

BOLD

Classic	Pull-down
^PB	Style➧Bold

To make text bold, place the cursor where you want the bold to start and use ^PB (Bold). To mark the end of bold, place the cursor one space after the last character you want bold and repeat the command. Bold is printed as a 13 percent offset if you have a page printer and there is no bold font. If you want less of an offset, you can use double strike which prints at 7 percent offset.

CALCULATOR

Classic	Pull-down
^QM	Utilities➔Calculator
^M=	Insert➔Other Value➔Last Math Result
^M$	Insert➔Other Value➔Last Math, as Dollar
^M#	Insert➔Other Value➔Last Math Expression

To use the onscreen calculator during editing, use the calculator command, type a mathematical expression, and press Enter. Press ^M= (Last Math) or ^M$ (Last Math, as Dollar) to insert the answer into your document at the cursor position. To insert the last mathematical expression in your text, press ^M# (Last Math Expression).

CARRIAGE RETURN

Carriage returns are either hard or soft. You enter a hard return by pressing the Enter key. WordStar adds a soft return when it wraps text to the next line.

CASE CONVERSION

Classic	Pull-down
^K'	Style➔Convert Case➔Lowercase
^K"	Style➔Convert Case➔Uppercase
^K.	Style➔Convert Case➔Sentence Case

To change the case of characters, mark a block containing the text you want to change and press the command for the case conversion you want. (Do not hold down the Ctrl key when you press the ', ", or . character.)

CENTERING TEXT

Classic	Pull-down
^OC	Layout➔Center Line
.ojc	Layout➔Alignment and Spacing➔Centered

^OC (Center Line) centers one line of text. To center a group of lines, select Centered in the Alignment and Spacing dialog box or type the dot command

directly. Another way to center text is with paragraph styles. Define a style and then press Alt+N to select Centered. For information on centering text vertically, see "Vertically Center Text."

CLASSIC COMMANDS

Classic	Pull-down
^OB	View➤Screen Settings➤Classic Commands on Pull-down Menus

Classic commands appear on the menus at all help levels. Some people prefer to work at help level 4 (pull-down menus) without seeing classic commands. If you don't want the classic commands to appear on the pull-down menus, use ^OB (Classic Commands on Pull-down Menus) and turn them off.

CLEARING THE SCREEN

Classic

^\

This command (sometimes called a screen refresh) removes extra characters which are sometimes caused by electrical interference or a message from the operating system. These characters are not actually in the file.

CLIPBOARD

Classic	Pull-down
^K]	Edit➤Copy➤To Windows Clipboard
^K [	Edit➤Copy➤From Windows Clipboard

Before you copy text to the Clipboard, mark the text as a block. You can also copy ASCII text from the Clipboard to WordStar. The Clipboard feature works only if you have Windows running in 386 enhanced mode.

COLORS AND SHADING

Classic	Pull-down
^P–	Style→Other→Color/Shading

To print text in a different color or shading, give the command where you want the color to begin. The colors or shadings you can use are those that are available on your printer. Select a color or shading from the colors list. Text following the command is printed in the selected color or shading until you change the color again.

COLUMN BLOCKS

Classic	Pull-down
^KN	Edit→Editing Settings→Column Block Mode
^KI	Edit→Editing Settings→Column Replace Mode

You can work with columns of text easily by switching from a horizontal arrangement of text to a vertical arrangement. Put the beginning and ending block markers at the top-left and bottom-right corners of the block. Turn on Column Block Mode and then Column Replace Mode to replace text at the cursor with a moved, copied, or inserted block. Also, if you delete a block with Column Replace Mode on, text doesn't move to fill in the space.

COLUMN TABS

Classic	Pull-down
^OI	Layout→Ruler Line→Tab Stops

Set a tab where each column of text is to begin. Use ^I or the Tab key to move the cursor to the beginning of each column and type the text for that line.

COLUMNS, NEWSPAPER-STYLE

Classic	Pull-down
^OU	Layout→Columns
.cb	Insert→Column Break

To set up newspaper-style columns, press ^OU, and specify the number of columns (from 1- 8). You can also determine the space between columns. If necessary, specify the right margin for the page (not the column width). WordStar calculates the width of each column.

COMMAND FILES

Classic	Pull-down
.fi	Insert→File at Print Time

A command file contains dot commands only and no text. For example, a command file can contain **.fi** commands to insert several files. Command files are useful for chaining and nesting files.

COMMENTS

Classic	Pull-down
^ONC	Insert→Note→Comment

Use this command to insert unprinted comments and instructions into a file. When display of command tags is on, the first few words of the comment appear in a tag onscreen. When display is off, the tag does not appear. You can view the entire comment by moving the cursor to the command tag and pressing ^OND (Edit Note). Use the dot command **.ig** or **..** (two periods) to create a one-line comment that is entirely displayed.

CONVERTING DOCUMENTS

Use Star Exchange™ to convert documents created on one type of word processor to documents that are compatible with another type of word processor. You can also convert spreadsheets and databases. For more information on the applications that you can convert, see "Star Exchange" in the *Companion Programs* manual.

COPYING A FILE

Classic	Pull-down
O (Opening Menu)	File➤Copy
^KO	File➤Copy

Copying a file makes an exact duplicate of the file that is copied; the original is preserved, not erased.

COPYING TEXT

Classic	Pull-down
^KC	Edit➤Copy➤Block
^KA	Edit➤Copy➤Block From Other Window
^KW	Edit➤Copy➤To Another File
^K]	Edit➤Copy➤To Windows Clipboard
^K [	Edit➤Copy➤From Windows Clipboard

Copying text makes an exact duplicate of whatever is copied; the original is preserved, not erased. For information on copying text to and from the Clipboard, see "Clipboard."

CURSOR

The cursor is a small blinking rectangle or line on the screen that marks your place. To change the shape of the cursor, use WSCHANGE.

CURSOR DIAMOND
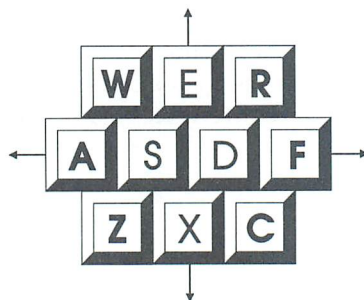
WordStar commands that move the cursor up one line, left one character, right one character, and down one line form a diamond on the keyboard.

TO MOVE THE CURSOR	PRESS
Up one line	^E
Down one line	^X
Left one character	^S
Right one character	^D
Left one word	^A
Right one word	^F
Scroll up one line	^W
Scroll down one line	^Z
Scroll up one screen	^R
Scroll down one screen	^C

CURSOR MOVEMENT AND SCROLLING

You can use the direction keys and the cursor movement control commands to move the cursor and to scroll through text. The direction keys and cursor movement control commands move the cursor across text. Scrolling allows you to move another portion of text onto the screen, either vertically or horizontally.

TO MOVE UP	PRESS
One line	^E or Up Arrow
To column 1 in first onscreen line	^QE or Home
One line (scroll up)	^W or ^PgUp
Line by line to document beginning	^QW (type 0-9 for speed)
To previous screen	^R or PgUp
Directly to document beginning	^QR or ^Home
Screen by screen to document beginning	^QQ^R (type 0-9 for speed)

TO MOVE LEFT	PRESS
One character	^S or Left Arrow
One word	^A or ^Left Arrow
To column 1 of current line	^QS

TO MOVE RIGHT	PRESS
One character	^D or Right Arrow
One word	^F or ^Right Arrow
To end of current line	^QD

TO MOVE DOWN	PRESS
One line	^X or Down Arrow
To last onscreen line	^QX or End
One line (scroll down)	^Z or ^PgDn
Line by line to document end	^QZ (type 0-9 for speed)
To next screen	^C or PgDn
Directly to document end	^QC or Ctrl+End
Screen by screen to document end	^QQ^C (type 0-9 for speed)

TO MOVE TO	PRESS
Beginning of block	^QB
Character	^QG*x*
Character (backward)	^QH*x*
End of block	^QK
Font tag	^Q=
Last find/replace or block location	^QV
Marker	^Q0-9
Next page	^QI+ (Plus key) Enter
Note	^ONG
Page or line (number)	^QI*n* Enter
Paragraph end	^QG Enter
Previous page	^QI– (Minus key) Enter

TO MOVE TO	PRESS
Window	^OK
Word or phrase	^QF *word/phrase*

CUSTOM PRINTER CODE

Classic	Pull-down
^PF	Insert→Custom Printer Code→1
^PG	Insert→Custom Printer Code→2
^PQ	Insert→Custom Printer Code→3
^PW	Insert→Custom Printer Code→4
^PE	Insert→Custom Printer Code→5
^PR	Insert→Custom Printer Code→6
^P!	Insert→Custom Printer Code→Other...

Custom printer codes are special printing instructions that let you take advantage of special features on your printer. Use these commands to insert printer codes in your documents. ^PF prints the phantom character at a print wheel's hex code 20 (space) position. ^PG prints the character at hex code 7F (rubout) position.

You can define a printer code by adding it to your PDF in PRCHANGE or by typing a dot command directly in your document. The dot command is followed by the hex code for the printer feature. Use **.xq** to define the printer code sent by ^PQ, **.xw** for ^PW, **.xe** for ^PE, and **.xr** for ^PR. To define a printer code you use only once, press ^P! and type the ASCII code or type *%F"filename"* to name the file containing the printer code.

CUSTOMIZING WORDSTAR

To customize WordStar, run the WordStar installation program WINSTALL, then choose the WSCHANGE or PRCHANGE option from the WINSTALL menu.

DATA FILES

A WordStar data file is a nondocument file that holds information to merge into a WordStar document. A data file consists of a series of records. Each record consists of several fields or items of information. You can use WordStar to create your own data files or you can use data files from MailList™, dBASE II, III, III+, or IV, Symphony, Quattro, or Lotus 1-2-3, all versions previous to 3.

DECIMAL TABS

Classic	Pull-down
^OI	Layout→Ruler Line→Tab Stops

A decimal tab stop aligns decimal points in a column. To set a decimal tab, set a regular tab preceded by the # symbol.

DEFAULTS

Most options in WordStar have preset, or default, settings. To change settings in a single document, use editing commands. To change settings for all documents, use paragraph styles or WSCHANGE.

DELAYS

A delay is a pause before an instruction is carried out. For example, a delay allows you to press the other key in a classic command before the submenu appears. You can change the length of delays with WSCHANGE.

DELETING TEXT

The chart below shows the WordStar commands for deleting text.

TO DELETE	DO THIS
Character, space, or command tag at cursor	Press ^G or Del.
Previous character, space, or command tag	Press ^H or Backspace.

TO DELETE	DO THIS
Word	Place cursor on first character and press ^T.
Carriage return	Place cursor at end of line and press ^T, ^G, or Del.
Line, blank line, or dot command line	Press ^Y.
Line right of cursor	Press ^QY.
Line left of cursor	Press ^Q Del.
From cursor to a specific character	Press ^QT and type the character.
Sentence	Press ^QT and type a period.
Paragraph	Press ^QT and press Enter.
Page or text block	Mark beginning (^KB) and end (^KK), then press ^KY.
Footnote	Place cursor on command tag and press ^G or Del.
File	Press Y at the classic Opening Menu or ^KJ while editing.

DIALOG BOXES

A dialog box has one or more areas where you fill in information or select settings. The chart below shows how to move around in a dialog box. (In addition, you can use the arrow keys.)

TO MOVE	PRESS
Forward	The Tab key
Backward	Shift and the Tab key
To specific option	Alt plus the highlighted or underlined character

To select a file or change settings in the dialog box, follow the steps below as appropriate.

- Type a name or press the arrow keys to select a name from the list. You can use the ^R (Restore) command to restore the information you entered previously.

- Move the cursor to the option button with the setting you want to select or clear, or press Alt and the key for the highlighted or underlined character. When you move the cursor to a button, it's selected. A diamond shape indicates a selection.

- Move the cursor to the check box for the setting you want to turn on or off and press the Spacebar, or press the key for the highlighted or underlined character. An X in the brackets indicates that the setting is on. To turn the setting off, repeat the keystroke.

To save the settings and close a dialog box, press F10 or choose OK. (F10 enters the WordStar command ^K; you can use ^K and F10 interchangeably.)

DIRECTORY DISPLAY

Classic	Pull-down
F (Opening Menu)	File➜Change Filename Display

Press F at the classic Opening Menu to turn on or off the display of filenames in the current directory. When you turn on the display of filenames, you can specify which files to see. For example, you could use *.DOC to display only files with the .DOC extension. To change the default display of directories to off, use WSCHANGE. When you change the logged drive or directory, the display shows the files on the new logged drive and directory.

DISPLAYING COMMAND TAGS AND OTHER SCREEN SETTINGS

Classic	Pull-down
^OD	View➜Command Tags
^OB	View➜Screen Settings

Press ^OD (Command Tags) to turn the display of command tags and other screen elements on or off. The other screen elements that can be turned on or off with command tags are dot commands, the flag column, and soft space dots. Use ^OB (Screen Settings) to change which of these elements are displayed with command tags. You can also use the Screen Settings dialog box to turn on or off the scroll bar, the style bar, the status line, the ruler line, and classic commands on pull-down menus.

DOCUMENTS AND NONDOCUMENTS

Classic	Pull-down
D (Opening Menu)	File→Open Document
S (Opening Menu)	File→New
N (Opening Menu)	File→Open Nondocument

Document files are text files. Nondocument files are ASCII files. If you open a document file with D (Open Document), you name the file before you open it. If you create a document file with S (New), you name the file when you save it.

DOT COMMANDS

Classic	Pull-down
^OD	View→Command Tags
^OB	View→Screen Settings→Dot Commands

A WordStar dot command has a period in column one followed by a code that changes settings in a document. Most dialog boxes and some classic commands insert dot commands. If you prefer, you can type a dot command directly into a document. For a complete list of dot commands see the "Command Reference" section in this book.

Use ^OD (Command Tags) to turn the display of dot commands on or off. If you want dot commands to remain displayed when Command Tags are off, use ^OB.

DOUBLE STRIKE

Classic	Pull-down
^PD	Style→Other→Double Strike

When you use this command, the printer strikes each character twice to produce a light bold. To double strike text, place the cursor where you want the double strike to start and give the command. To mark the end of double strike, move the cursor to the space after the last character you want WordStar to double strike and repeat the command.

EDITING

Editing is the process of making changes to the content or appearance of an existing document. To edit a document, open the file and use any of the WordStar edit commands. To edit a file without going through the Opening screen, name the file at the system prompt when you start WordStar. For example, type **ws** *filename.*

When you do extensive editing in one session, it's a good idea to use ^KS to save your work frequently. If you then experience any hardware or power failures, most of your work will have been saved to disk.

EMS

WordStar supports Expanded Memory Specification (EMS) if it is available. The default for EMS support is 256 kilobytes of memory (16 pages of 16 kilobytes memory for each page). EMS support can be increased or decreased in WSCHANGE.

ENDNOTES. *See "Footnotes, Endnotes, and Annotations."*

ENVELOPES

To create a file that prints a standard 9.5 x 4-inch business envelope, use the following editing settings: top margin 2 inches, bottom margin 0 inch, page length 4 inches, page offset 4 inches, and page numbers off. These settings work with

most printers except lasers and other page printers. WordStar provides several files for printing envelopes on HP LaserJet and compatible printers. For more information on printing envelopes, see the "MailList" section of *Companion Programs.*

EXITING A DOCUMENT

Classic	Pull-down
^KD	File→Save and Close
^KQ	File→Close
^KT	File→Save As
^KX	

Use ^KD (Save and Close) to save and exit a document. Use ^KQ (Close) to save or abandon changes and exit a document. Use ^KT (Save As) to save the document under a new name and exit. Use ^KX to save the file and exit WordStar.

EXITING WORDSTAR

Classic	Pull-down
X (Opening Menu)	File→Exit WordStar

To exit WordStar, use X (Exit WordStar) at the Opening Menu. You can't exit while you are printing in the background; you must finish or quit printing first.

EXTENDED CHARACTER SET

Classic	Pull-down
^P0	Insert→Extended Character

Some printers can print special characters such as graphic characters, Greek letters, and letters with accent marks. These characters are called the extended character set and may vary from font to font. If your font uses the IBM extended character set, you can use ^P0 (Extended Characters) and choose the characters from a dialog box.

FAX FILES

Classic	Pull-down
\ (Opening Menu)	File→Fax
^K\	File→Fax

Use these commands to create .PCX graphic format files from WordStar documents. You can send these files using a fax board and fax software.

FILENAMES

A filename can have up to eight characters and an optional three-character extension. Filenames can include letters, numbers, and the following symbols:

$ & # @ ! % ' ' ( ) – _ ~

Some filenames do not appear in the directory, for example, .EXE and .COM extensions. For more information on filenames and the directory, see "Directory Display."

FINDING TEXT

Classic	Pull-down
^QF	Edit→Find

The Find command locates text or command tags. You can select options such as searching for whole words, ignoring the case of characters, or searching backward. If you don't select any options in the Find dialog box, WordStar uses the default options you set in WSCHANGE. Use ^L (Next Find) to find the next occurrence.

FINDING AND REPLACING TEXT

Classic	Pull-down
^QA	Edit→Find and Replace
^L	Edit→Next Find

Use the Find and Replace command to locate and replace or delete text or command tags. You can select options such as having WordStar replace text

without asking and indicating how many occurrences of the string are to be replaced. If you don't select any options, WordStar uses the default options you set in WSCHANGE. Use the Next Find command to repeat the same Find and Replace.

*F*LAG COLUMN

Classic	Pull-down
^OD	View→Command Tags
^OB	View→Screen Settings→Flag Column

The flag column on the right side of the screen displays a *flag* for each line to remind you of what you typed on the line. For example, when WordStar inserts a dot command into your file, a dot appears in the flag column. Use ^OD (Command Tags) to turn the display of the flag column on or off. If you want the flag column displayed even when command tags are hidden, use ^OB (Screen Settings).

*F*ONTS

Classic	Pull-down
^P=	Style→Font

A font is a particular style and size of typeface in a character set. To change to a different font, use this command where you want the font to begin. The paragraph that contains the font reformats automatically. To reformat the rest of the document, press ^QU.

*F*OOTNOTES, *ENDNOTES, AND ANNOTATIONS*

Classic	Pull-down
^ONF	Insert→Note→Footnote
^ONE	Insert→Note→Endnote
^ONA	Insert→Note→Annotation
.pe	Edit→Note Options→Endnote Location

Footnotes and annotations appear at the bottom of the page; endnotes appear on the last page of the document. Use **.pe** (Endnote Location) to specify a

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different location for endnotes. Use Preview to see how the footnotes and annotations appear on the printed page.

FORM FEEDS

Classic	Pull-down
^PL	
.pa	Insert→Page Break

Use these commands to cause your printer to advance to the next page. If your printer requires a different form-feed string than the printer description file (PDF) uses, type the dot command **.xl** and the required form-feed string.

FUNCTION KEYS

Function keys are labeled F1-F10 (or F12) and are assigned specific functions with macros. To change the settings of the function keys, re-record or edit the current macros. For a list of the function keys, see the *Reference* manual.

GRAPHICS (INSET®)

Classic	Pull-down
^P*	Insert→Graphic
^P&	Utilities→Inset

^P& (Inset) starts Inset during editing. Use ^P* (Graphic) to import images in graphics format into a WordStar document. This command allows you to use files from a number of graphics programs.

HANGING INDENT

A hanging indent indents all lines of text after the first line of a paragraph. For example, the paragraph style Hanging Indent 1 starts the first line of a paragraph at the left margin and indents subsequent lines to the first tab stop.

HEADERS AND FOOTERS

Classic	Pull-down
.h*n*/.f*n*	Layout�>Headers/Footers

Use this command to insert a header or footer dot command. You can define up to five lines for each header and footer. The dot commands for five lines of a header are .he or .h1, .h2, .h3, .h4, .h5. The dot commands for five lines of a footer are .fo or .f1, .f2, .f3, ,f4, .f5. To specify a different header or footer for odd or even pages, select Odd Pages or Even Pages in the Header and Footer dialog boxes. You can also type **e** or **o** after the header or footer number in the dot command, for example, **.h1e** for an even header.

HELP LEVELS

Classic	Pull-down
F1F1	Help�>Change Help Level

Use these commands anywhere in WordStar to control the amount of onscreen information displayed in menus, messages, and prompts. Help level 4 displays pull-down menus. Help levels 3 and below display decreasing levels of classic menus.

HELP MESSAGES

Classic	Pull-down
F1	Help➜Help

Onscreen help is available for every command and option anywhere in WordStar.

HYPHENATION

Classic	Pull-down
^OH	Layout➜Alignment and Spacing➜Hyphenation
^OE	Layout➜Special Effects➜Optional Hyphen

Use ^OH (Hyphenation) to turn auto-hyphenation on and off. WordStar hyphenates words at the ends of lines when auto-hyphenation is on. The

hyphens that WordStar adds during auto-hyphenation are called soft hyphens. To specify that a word can be hyphenated even when auto-hyphenation is off, or to change the location of a soft hyphen, place the cursor where you want the word to be hyphenated and press ^OE (Optional Hyphen).

INDENTING

Classic	Pull-down
^OI	Layout➡Ruler Line➡Tab Stops
^OL	Layout➡Ruler Line➡First Line Indent
^OL	Layout➡Ruler Line➡Left Margin

You can indent text several ways: Set tab stops and then press the Tab key, set a first line indent, or change the left margin. You can set tab stops in the Ruler Line dialog box or when you define paragraph styles. The Hanging Indent paragraph styles supply preset hanging indents.

INDEXING

Classic	Pull-down
I (Opening Menu)	Utilities➡Index
^ONI	Insert➡Index/TOC Entry➡Index Entry
^PK	Insert➡Index/TOC Entry➡Mark Text for Index

Use ^ONI (Index Entry) to type index entries. Use ^PK (Mark Text for Index) to mark the beginning and end of text for index entries. To create the index, press I (Index) at the Opening Menu.

INSERTING FILES

Classic	Pull-down
^KR	Insert➡File

To insert a file at the cursor location, give the command, and specify the file you want to insert. Include the drive and directory name, if necessary. You can also insert a file with the **.fi** dot command. The file is inserted when you print the document and does not remain in the document. For information on commands to copy or insert part of a file, see "Copying Text."

INSERTING TEXT

Classic

^V

Use ^V to turn Insert mode on and off. When Insert mode is on, you can insert characters without typing over existing text. When Insert mode is off, you over-type characters. Another way to turn Insert mode on and off is to press the Ins key.

INSTALLING WORDSTAR

For information on installing WordStar see the *Installing and Customizing* booklet.

INTERNATIONAL CHARACTERS

Some international characters have accents or other diacritical marks that distin-guish them from other alphabetical characters. When the international charac-ter table is turned on in WSCHANGE (the default setting is OFF), you can enter international characters into your document by pressing the two keys that com-pose the character. For information on the onscreen display and printing of international characters, see the *Reference* manual.

ITALIC

Classic   **Pull-down**

^PY   Style➡Italic

To make text italic, place the cursor where you want the italic to start and press ^PY (Italic). To mark the end of italic, place the cursor in the space after the last character you want italic and repeat the command.

JUSTIFICATION

Classic	Pull-down
^OJ	Layout➙Alignment and Spacing➙Justified

When justification is on, WordStar adds spaces to make all lines extend to the right margin. When justification is off, right margins are ragged.

KERNING

Classic	Pull-down
.kr on/off	Layout➙Alignment and Spacing➙Kerning

Kerning adjusts the space between certain pairs of printed characters for a more professional look. Kerning eliminates gaps and gives an even look to letters that are typically paired.

LANDSCAPE AND PORTRAIT MODE

Classic	Pull-down
^OY	Layout➙Page➙Portrait
^OY	Layout➙Page➙Landscape

Use these commands at the top of a page if you have a page printer and want to switch between portrait and landscape mode. If you specify portrait mode (the default), your document is printed the usual way on the page. If you specify landscape mode, your document is printed lengthwise on the page.

LANGUAGE CHANGE

Classic	Pull-down
.la	Utilities➙Language Change

With the appropriate dictionaries installed in WordStar, you can hyphenate and check spelling in various languages. You can change the default language in WSCHANGE. To change the language within a document, use this command and the code for the language you want.

LINE DRAWING

When used with the Alt key, ten of the function keys produce line-drawing characters. You can use these characters to draw lines and boxes. For more information on box and line drawing, see "Box and Line Drawing" in the *Reference* manual.

LINE FEEDS

Classic

^PJ

When the printer encounters a line-feed symbol, it moves down a line without returning to the left margin and prints in the column following the one that contains the line feed.

When you press Enter with insert on, a hard carriage return and a line feed are inserted into the file. When insert is off, Enter moves the cursor to the next line and no code is inserted into the file.

LINE HEIGHT

Classic	**Pull-down**
^OS	Layout→Alignment and Spacing→Leading

The distance between lines of print is the leading (or line height). It is measured from the bottom of one line to the bottom of the following line. You can specify the distance between lines (in 48ths of an inch) using this command or your current paragraph style. When you change line height, use Preview to see the new spacing onscreen.

LINE NUMBERING

Classic	**Pull-down**
.l#	Layout→Line Numbering

Line numbers print in the left margin of your document. This command turns your document into legal pleading paper.

LINE SPACING

Classic	Pull-down
^OS	Layout➔Alignment and Spacing➔Line Spacing

Line spacing prints your text double-spaced, triple-spaced, and so on. When you change line spacing, you see the new spacing onscreen.

LOGGED DRIVE AND DIRECTORY

Classic	Pull-down
L (Opening Menu)	File➔Change Drive/Directory
^KL	File➔Change Drive/Directory

The logged drive or directory is the one you're currently working in. WordStar looks for and stores files on the logged drive unless you tell it otherwise. Use these commands to change the logged drive or directory.

LSRFONTS

Use the LSRFONTS option in WINSTALL to add laser fonts to a custom font database. Then use PRCHANGE to add the fonts from the database to a PDF. These fonts are for HP or compatible printers, PostScript printers, the IBM 4019/4029, and the Xerox 4045. For more information on LSRFONTS, see the *Installing and Customizing* booklet.

MACROS

Classic	Pull-down
M (Opening Menu)	Utilities➔Macros
^MD	Utilities➔Macros➔Edit/create
^MO	Utilities➔Macros➔Copy
^MP	Utilities➔Macros➔Play
^MR	Utilities➔Macros➔Record
^ME	Utilities➔Macros➔Rename
^MS	Utilities➔Macros➔Single Step
^MY	Utilities➔Macros➔Delete

You can record or create macros to enter frequently used text into a document or to enter a sequence of commands. When you want to play the macro, use the Play command or use the hot key assigned to the macro. Single Step allows you to play the macro one step at a time in order to analyze it.

MAILLIST

Classic	Pull-down
AM (Opening)	Additional➜MailList

MailList lets you easily create, update, and sort mailing lists and inventories by providing onscreen forms for entering your data. You can then print letters, reports, or lists using this data.

MAILMERGE®. See "Merge Printing."

MARGINS

The margins in a document specify the limits of the text area. WordStar has eight margins—first line indent, header and footer, left and right, page offset, and top and bottom. The default unit of measurement for setting margins is inches. You can also set margins in ruler units (columns), lines, centimeters, or points.

MARGINS, FIRST LINE INDENT

Classic	Pull-down
^OL	Layout➜Ruler Line➜First Line Indent

The first line indent sets a separate left margin for the first line of each paragraph. This is useful for indenting the first line, or for outlines where you want the first line of a paragraph to hang out to the left of the text. WordStar puts a **.pm** command in your document when you choose First Line Indent in the dialog box. You can also set a first line indent when you define a paragraph style (^OFD).

MARGINS, HEADER AND FOOTER

Classic	Pull-down
^OY	Layout→Page→Header
^OY	Layout→Page→Footer

The header margin is the space between the last header line and the first line of text. The footer margin is the space between the last line of text (on a full page) and the first footer line. WordStar inserts a **.hm** command in your document for a header margin and a **.fm** command for a footer margin.

MARGINS, LEFT AND RIGHT

Classic	Pull-down
^OL	Layout→Ruler Line→Left Margin
^OR	Layout→Ruler Line→Right Margin

The left margin is the space between the page offset and the start of text. The right margin is the space between the page offset and the end of text. You can set the left margin to any value between 0 and 25.4 inches, and the right margin between 1 and 36 inches, but there must be at least a .2 inch space between them. WordStar puts a **.lm** command in your document when you change the left margin and a **.rm** command when you change the right margin.

MARGINS, PAGE OFFSET

Classic	Pull-down
^OY	Layout→Page→Odd Offset
^OY	Layout→Page→Even Offset

Page offset is the amount of space between the left edge of the paper and column 1 of your text. When you select different page offsets for odd and even pages, WordStar inserts **.poe** in your document for even pages and **.poo** for odd pages. If you put pages in a binder, you may want a bigger page offset on odd pages to leave room for the binder holes. To set a page offset for all pages, type the dot command **.po**. For example, **.po .5"** prints text .5 inch from the left edge of the paper for all pages.

MARGINS, *TOP AND BOTTOM*

Classic	Pull-down
^OY	Layout→Page→Top
^OY	Layout→Page→Bottom

The top margin is the amount of space between the top of the page and the text area. The bottom margin is the amount of space between the bottom of the page and the text area. The top and bottom margin commands take effect at the beginning of the next page after they are inserted. If you want the commands to take effect on the current page, you must place them at the top of the page. When you change the top margin, WordStar inserts a **.mt** command. When you change the bottom margin, WordStar inserts a **.mb** command. Use Preview to see the top and bottom margins of a page.

MARKERS

Classic	Pull-down
^K*n* (0 to 9)	Edit→Set Marker
^Q*n* (0 to 9)	Edit→Go to Marker

Temporary markers help you find your place. Once you set a marker, you can quickly move the cursor to that marker with ^Q*n*.

MEMORY USAGE

Classic	Pull-down
? (Opening Menu)	File→Status
^O?	File→Status

WordStar is loaded into a computer's random-access memory (RAM). At the Status screen you can find out how much RAM is used by WordStar and your text and data files.

MENU BAR

The menu bar shows the names of the pull-down menus. To see a menu at the Opening screen click the menu name with a mouse, or press the key for the highlighted or underlined character in the menu name. To see a menu at the Edit screen, use the mouse or press Alt plus the highlighted or underlined character in the menu name. Use the direction keys to move from name to name.

MENUS

A menu contains a list of commands from which you choose the task you want to do. WordStar has two types of menus: pull-down and classic. The pull-down menus are the default menus. When the help level is 3 or below, the classic Opening Menu appears when you start WordStar.

MERGE PRINTING

Merge printing is the process of inserting information into a document while it's being printed. Merge printing is most commonly used with form letters, mailing labels, contracts, and any other documents that require you to "fill in the blanks." You can use data files from MailList, Lotus 1-2-3 (all versions except 3), Symphony, Quattro, dBASE II, III, III+, or IV for merge printing. WordStar comes with files that include the correct commands to merge print using MailList data files.

MERGE PRINTING — CONDITIONAL COMMANDS

Classic	Pull-down
.if	Utilities→Merge Print Commands→If
.ei	Utilities→Merge Print Commands→End If
.el	Utilities→Merge Print Commands→Else

Conditional merge print dot commands allow you to use a master document to produce letters that contain customized information, based on conditions you set.

MERGE PRINTING — DOT COMMANDS

Classic	Pull-down
.av	Utilities→Merge Print Commands→Ask for Variable
.df	Utilities→Merge Print Commands→Data File
.ma	Utilities→Merge Print Commands→Set Variable to Math Result
.rv	Utilities→Merge Print Commands→Name Variables
.sv	Utilities→Merge Print Commands→Set Variable

Merge printing dot commands in the master document tell WordStar the variable names and where to get the data that goes with them. The Ask for Variable command (**.av**) has WordStar pause during printing and ask you for the data to replace a variable. The Data File command (**.df**) tells WordStar the name of your data file. Set Variable to Math Result (**.ma**) performs calculations while you are merge printing. The Name Variables command (**.rv**) tells WordStar the variable names for the fields in your data file. Every **.df** command must be followed by a **.rv** command to name the fields. For information on the Set Variable command (**.sv**) see "Merge Printing—Variable Formatting" and "Merge Printing—Variable Number Formatting."

MERGE PRINTING — MESSAGES WHILE PRINTING

Classic	Pull-down
.cs	Utilities→Merge Print Commands→Clear Screen While Printing
.dm	Utilities→Merge Print Commands→Display Message

These commands are useful for displaying messages that explain what's going on while you're printing. For example, you can have WordStar clear the screen and then display messages that give reminders and instructions to the person doing the printing.

MERGE PRINTING — VARIABLE FORMATTING

Classic	Pull-down
.sv	Utilities→Merge Print Commands→Set Variable

Variable formatting allows you very close control of the appearance of your form documents, especially those that use merge print variables in tables or

charts. For example, with the set variable command you can define the maximum number of characters allowed to replace a variable and how the data is justified.

MERGE PRINTING — VARIABLE NUMBER FORMATTING

Classic   **Pull-down**

.sv   Utilities→Merge Print Commands→Set Variable

Variable number formatting controls the appearance of numeric data items that replace variables in your form documents. For examples of variable number formatting, see the *Reference* manual.

MERGE PRINTING — VARIABLES

Master documents contain variables wherever data is to be inserted. At the spot in the text where you want to insert variable data, type the variable name with ampersands (&) before and after it.

See the following table for the eight predefined variables. WordStar supplies data for these variables when you print a document.

VARIABLE	DESCRIPTION
&#&	Inserts the current page number.
&_&	Inserts the current line number.
&@&	Inserts today's date.
&!&	Inserts the current time.
&:&	Inserts the currently logged drive.
&.&	Inserts the currently logged directory name.
&*&	Inserts the current filename.
&\&	Inserts the full path and filename of the current file.

MICROJUSTIFICATION

Classic

.uj on/off/dis

When text is justified, microjustification spreads the white space as evenly as possible, not only between words but also between the letters of each word. In your document, type **.uj on** to turn microjustification on. If microjustification is on, then justification (Layout→Alignment and Spacing→Justified) should also be on. Justification tells WordStar to extend all lines to the right margin. To turn microjustification off, type **.uj off**. The default **.uj dis** lets WordStar determine whether to use microjustification.

MOUSE

You can use a mouse in WordStar to position the cursor; select commands or options from menus, dialog boxes, and the style bar; move between windows, and select text.

NESTING AND CHAINING

Classic   **Pull-down**

.fi   Insert→File at Print Time

You can chain files so that they print one after the other, or nest them, inserting one inside the other. The files are connected only for printing; their contents remain separate. You can nest files up to eight levels.

NONDOCUMENTS. *See "Documents and Nondocuments."*

OUTLINING. *See "Paragraph Outline Numbering."*

OVERPRINTING

Classic	Pull-down
^PH	Layout➡Special Effects➡Overprint Character
^P↵	Layout➡Special Effects➡Overprint Line

To print two characters in one space, use ^PH (Overprint Character). To print a line on top of another line, use ^P↵.

PAGE BREAKS

Classic	Pull-down
.pa	Insert➡Page Break

A page break is the division between two pages. WordStar inserts page breaks when the text fills a page. You can insert a hard page break anywhere you want to begin a new page. For information on form feeds see "Form Feeds."

PAGE NUMBERING

Classic	Pull-down
^O#	Layout➡Page Numbering➡Set Page Number
^O#	Layout➡Page Numbering➡Position on Line
^O#	Layout➡Page Numbering➡Print Page Numbers

The page numbering commands control the printing of the default page number. In the Page Numbering dialog box, use the Set Page Number option to restart page numbers at a specified number. Use the Position on Line option to print the page number at a specified location. Clear the Print Page Numbers check box to omit printing of page numbers. Select Print Page Numbers to turn printing of page numbers on.

PAGE OFFSET. *See "Margins, Page Offset."*

PAGE PREVIEW. *See "Preview."*

PAPER BIN

Classic	Pull-down
^OY	Layout➔Page Layout➔Paper Bin

Single-sheet printers, such as laser printers, use sheet feeders to advance the paper. If you have a laser printer, WordStar installs your paper bin for you. If you have another type of printer, you need to install it yourself. Some sheet feeders have more than one paper bin. You can use paper from different bins in one document by selecting the bin in the dialog box.

PARAGRAPH OUTLINE NUMBERING

Classic	Pull-down
^OZ	Insert➔Paragraph Outline Number
.p#	Insert➔Paragraph Outline Number➔Options

Paragraph numbers are useful for outlines, proposals, and contracts. Place the cursor where you want the number to appear and press ^OZ (Paragraph Outline Number). You can change the numbering system from only numerals to combinations of letters, roman numerals, and numerals in the dialog box.

PARAGRAPH STYLES

Classic	Pull-down
^OFS	Style➔Select Paragraph Style
^OFP	Style➔Return to Previous Style
^OFD	Style➔Define Paragraph Style
^OFO	Style➔Manage Paragraph Styles➔Copy Style to Library
^OFY	Style➔Manage Paragraph Styles➔Delete Library Style
^OFR	Style➔Manage Paragraph Styles➔Rename Library Style
^OFE	Style➔Manage Paragraph Styles➔Rename Document Style

Paragraph styles store layout settings such as margins, tabs, and line heights. Styles also set print attributes such as bold, underline, and italic. By using a paragraph style you can change several layout and print settings at once.

PATHS

The basic directory on a disk is called the root directory, with other directories forming a tree structure off the root directory. The directories you go through from the root directory to a specific file comprise the path to that file.

PAUSE PRINTING

Classic

^PC

Use the pause printing command at the location in your document where you want printing to pause. Your printer's buffer may affect the location of the print pause.

PDFEDIT

The PDFEDIT program allows you to make changes to printer files (PDFs). You can also make changes to PDFs for supported printers. To use PDFEDIT, you must have installed a printer and created a PDF. For more information about PDFEDIT, see the *Installing and Customizing* booklet.

PITCH

Pitch is the amount of horizontal space taken up by each character in a non-proportional font, usually expressed as characters per inch (cpi). In a proportional font, where characters take up different amounts of space, point size is used instead of pitch.

PLACE MARKERS. *See "Markers."*

PORTS

Printers are usually connected by cables to ports at the back of your computer. WordStar looks for printers on the LPT1 port. If your printer is connected to a different port, be sure to specify the correct port during installation. You can also choose a different port at print time by using the option to Redirect Output To in the Print dialog box.

PRCHANGE

Use the PRCHANGE option in WINSTALL to specify default settings for your printers. For information on PRCHANGE, see the *Installing and Customizing* booklet.

PREVIEW

Classic	Pull-down
^OP	View➡Preview

Preview lets you see exactly how your document will look when printed. The preview includes columns, headers, footers, footnotes, fonts, and so on. This feature works only on a graphics monitor.

PRINTER DESCRIPTION FILES

Each time you install a printer, WordStar creates a printer description file (PDF). The PDF contains the information WordStar needs to work with that printer.

PRINTING A FILE

Classic	Pull-down
P (Opening Menu)	File➡Print
^KS^KP	File➡Print

You can print from the Opening Menu or during editing. If you use the Print command while you're editing, WordStar saves your current file and then displays the Print dialog box. Printing is normally done in the background. This means that you can continue with what you were doing before you started the printing process.

PRINTING FROM KEYBOARD

Classic	Pull-down
K (Opening Menu)	File→Print from Keyboard

When you print from the keyboard, you use your printer like a typewriter. Each time you press Enter, that line of text goes directly to the printer. Not all printers can print from the keyboard. Use DRAFT.PDF for the best results.

PRINTING MERGE VARIABLES

Classic	Pull-down
P (Opening Menu)	File→Print
^KS^KP	File→Print

You can print from the Opening Menu or during editing. If you use the print command while you're editing, WordStar saves your current file and then displays the Print dialog box. In the Print dialog box, the default is for WordStar to Interpret Merge Variables. If you clear this check box, variable names are printed in the text rather than the variable data, and merge print commands are ignored.

PRINTING TO DISK

Classic	Pull-down
P (Opening Menu)	File→Print
^KP	File→Print

Sometimes you may want to print a document to a file on disk rather than printing it on paper. You can print to disk by using one of five special PDFs — PRVIEW, ASCII, ASC256, XTRACT, and WS4. You can also print to disk by typing a filename in the Redirect Output To option in the Print dialog box. If you print to disk during editing, WordStar saves your file first.

PROFINDER™

ProFinder helps you manage all the files on your disk. For more information, see the "ProFinder" section in *Companion Programs*.

PROPORTIONAL SPACING

Proportional spacing occurs when you print a file with proportional fonts. In proportional spacing, different letters take up different amounts of space; for example, an "m" takes up more space than an "i." Proportional font sizes are measured in points (72nds of an inch), which specify the height of the letters.

PROTECTING A FILE

Classic	Pull-down
C (Opening Menu)	File➧Protect/Unprotect

You can protect a file so it can't be changed. Protect your own files if you share disks with other operators, or protect final drafts of any documents. You can remove protection whenever you want.

README

README contains technical advisories regarding WordStar and information that came in too late to be included in the manuals.

To see the README information at the system prompt, log on to the WordStar directory, type **readme**, and press Enter.

REFORMATTING TEXT

Classic	Pull-down
^B	Utilities➧Reformat➧Paragraph
^QU	Utilities➧Reformat➧Rest of Document

Use these commands to reformat text in document mode when you change margins, tabs, or fonts.

REFRESH SCREEN. *See "Clearing The Screen."*

RENAMING A FILE

Classic	Pull-down
E (Opening Menu)	File→Rename
^KE	File→Rename
^KT	File→Save As

You can rename a file either at the Opening Menu or the Edit menu. To rename the edited version of the file you're working on, press ^KT (Save As).

REPEATING

Classic	Pull-down
^QQ	Utilities→Repeat Next Keystroke

The repeat command tells WordStar to continuously repeat a single-letter command or a keyboard character. You stop the repeat command by pressing the Spacebar.

RULER LINE

Classic	Pull-down
^OL	Layout→Ruler Line
^OB	View→Screen Settings→Ruler Line

The ruler line above the text shows the margins and tab stops that currently apply to your text. Press ^OL (Ruler Line) to change the left margin or first line indent. Press ^OR (Right Margin) to change the right margin and ^OI (Tab Stops) to change tab stops. The marker on the ruler line shows the position of the cursor on the page and moves as you move the cursor. You can turn the display of the ruler line on and off with ^OB (Screen Settings).

RUNNING A DOS COMMAND

Classic	Pull-down
R (Opening Menu)	File→Run DOS Command
^KF	File→Run DOS Command

You can run a DOS command at the Opening Menu or during editing without leaving WordStar. WordStar temporarily moves into the background, and you type the DOS command you want.

SAVING A FILE

Classic	Pull-down
^KD	File� Save and Close
^KQ	File�dClose
^KS	File�dSave
^KT	File�dSave As
^KX	

When you open a document, the original file stays on the disk while you work on a copy in the computer's memory. When you save the document, the copy in memory (with all the changes) goes back to the disk and replaces the original file. The original file is saved with the .BAK extension.

When you use ^KD (Save and Close), the file is saved and you return to the Opening Menu. If you've edited the file, ^KQ (Close) asks whether you want to save, abandon your changes, or cancel the command and return to the file. ^KS (Save) saves the file and allows you to continue editing. ^KT (Save As) prompts you for a new filename and saves the file with that name. ^KX saves the file and exits WordStar.

SCREEN SETTINGS

Classic	Pull-down
^OB	View�dScreen Settings

At the Screen Settings dialog box you can select which of the following items will be turned on and off with ^OD (Command Tags): dot commands, flag column, and soft space dots. You can also determine whether the following items appear onscreen: scroll bar, style bar, status line, ruler line, and classic commands on pull-down menus.

SCROLL BAR

Classic	Pull-down
^OB	View➜Screen Settings➜Scroll Bar

If you have a mouse, you can use the vertical scroll bar at the right of the screen to go forward or backward in a document by lines, screens, or pages. Choose the Scroll Bar option in the Screen Settings dialog box to turn the display of the scroll bar on and off.

SCROLLING. *See "Cursor Movement and Scrolling."*

SHEET FEEDERS. *See "Paper Bin."*

SOFT SPACES

Classic	Pull-down
^OB	View➜Screen Settings➜Soft Space Dots

When WordStar justifies text, it inserts extra soft spaces between words to make the line extend all the way to the right margin. WordStar can display soft spaces as dots.

The Soft Space Dots option allows you to choose to display soft space dots, to have display off, or to display soft space dots with command tags.

SORTING

Classic	Pull-down
^KZA	Utilities➜Sort Block➜Ascending
^KZD	Utilities➜Sort Block➜Descending

You can sort lines in your text to put them in alphabetic and numeric order. If column mode is on, WordStar determines the sort order based on the high-lighted text. If column mode is off, the sort order is based on all the characters on the line. To sort your text, mark the text as a block, then press ^KZ (Sort Block). When prompted, type **A** or **D** to choose ascending (A-Z) or descending (Z-A) sort order.

SPEED WRITE

Classic	Pull-down
S (Opening Menu)	File➔New

Press S (New) at the Opening Menu to open a new, unnamed file and go directly to the editing screen. When you save or exit the file, WordStar prompts you for a filename.

SPELLING CHECK

Classic	Pull-down
^QR^QL	Utilities➔Spelling Check Global
^QL	Utilities➔Spelling Check Other➔Rest of Document
^QN	Utilities➔Spelling Check Other➔Word
^QO	Utilities➔Spelling Check Other➔Type Word
^ONL	Utilities➔Spelling Check Other➔Rest of Notes

Use the spelling check commands to check the spelling in your documents and to find double words, such as *the the*.

Press ^QR^QL (Spelling Check Global) to check the spelling of your entire document. Press ^QL (Rest of Document) to check the spelling of the rest of the document. Place the cursor under a word and press ^QN (Word) to check the spelling of a word. Press ^QO (Type Word) to type a word and check its spelling. Press ^ONL (Rest of Notes) to check the spelling in notes, such as footnotes and endnotes.

SPREADSHEETS

Classic	Pull-down
^KR	Insert➔File

You can insert a spreadsheet from Lotus 1-2-3 (previous to version 3.0), Symphony, or Quattro into your WordStar document. You can insert the entire worksheet or you can choose the range to insert. For Lotus 3.0 and for other file formats, you can either save the file to a supported format or use Star Exchange to convert the file to WordStar format before inserting it.

STAR EXCHANGE™

Classic	Pull-down
AS (Opening Menu)	Additional➜Star Exchange

Use Star Exchange to convert documents created with one application to be compatible with documents created with another application. For example, you can convert a document originally created with WordStar 2000 to the WordStar format, and then edit the file as you would any WordStar document.

STARTING WORDSTAR

Before you start WordStar for the first time, follow the installation instructions in the *Installing and Customizing* booklet.

To start WordStar, type **ws** at the system prompt and press Enter.

STATUS LINE

Classic	Pull-down
^OB	View➜Screen Settings➜Status Line

The status line appears at the bottom of the screen when you edit a file. It shows the cursor location and various messages. You can turn the display of the status line on and off with ^OB. You can change the location of the status line in WSCHANGE.

STATUS SCREEN

Classic	Pull-down
? (Opening Menu)	File➜Status
^O?	File➜Status

You can see the status screen from either the Opening Menu or the Edit menu. The status screen includes information about memory usage, the name of your default printer, and whether Inset is loaded.

STRIKEOUT

Classic	Pull-down
^PX	Style→Other→Strikeout
.xx	Style→Settings→Character for Strikeout

Text you mark for strikeout is overprinted with hyphens, for example, ~~text~~. You can change the strikeout character in WSCHANGE or use the dot command **.xx** while you're editing. Strikeout is useful when you want the reader to see text that was included in previous drafts.

STYLE BAR

Classic	Pull-down
^OB	View→Screen Settings→Style Bar

The style bar appears at the top of the screen. It contains option buttons you can select with a mouse, and displays information such as the current paragraph style and font. Select Style Bar at the Screen Settings dialog box to turn display of the style bar on and off. In WSCHANGE, you can change the location of the Style Bar or turn it off permanently.

SUBSCRIPT AND SUPERSCRIPT

Classic	Pull-down
^PV	Style→Other→Subscript
^PT	Style→Other→Superscript

Subscript text is printed slightly below the rest of the text on the line, for example, H_2O. Superscript text is printed slightly above the rest of the text on the line, for example, MailList[TM]. To mark text for subscript, for example, press ^PV (Subscript) at the beginning and end of the text to mark. If you have trouble getting your subscript or superscript fonts to print, try using the command **.sr 0** before the subscript or superscript commands.

Suppress Blank Lines

Classic	Pull-down
^OY	Layout→Page→Suppress Blank Lines at Top of Page

Sometimes when you edit a file, blank lines ending with hard carriage returns fall at the top of a page, creating uneven top margins. If you want to suppress these lines in your printed document, move the cursor to the top of the page, give the command, and select Suppress Blank Lines at Top of Page. The blank lines at the tops of pages are suppressed in the rest of the printed document.

Table of Contents

Classic	Pull-down
T (Opening Menu)	Utilities→TOC
.tc	Insert→Index/TOC Entry→TOC Entry

In the TOC Entry dialog box, type the text you want to appear in the table of contents; include punctuation and indentation. To create the table of contents, use T (TOC) at the Opening Menu.

Tabs

Classic	Pull-down
^OI	Layout→Ruler Line→Tab Stops

Tab stops provide a way to indent text. Press ^OI (Tab Stops) to set new tabs. Type # in front of a number to set a decimal tab.

Telmerge®

Classic	Pull-down
AT (Opening Menu)	Additional→TelMerge

Use the TelMerge telecommunications program to link to telecommunications services such as MCI Mail, or electronic bulletin boards to send files over your phone lines. You need a modem to use Telmerge. For more information on Telmerge, see the *Companion Programs* manual.

TEMPORARY FILES

WordStar creates temporary files in the logged directory while you're editing or printing a document. When you finish editing and close the document, WordStar erases these temporary files.

THESAURUS

Classic	Pull-down
^QJ	Utilities➤Thesaurus

To look up a synonym for a word in your document, place the cursor on the word and press ^QJ (Thesaurus). To select a synonym, move the cursor to the word you want and press Enter. The word you select replaces the original word in your document.

TITLE BAR

The title bar is at the top of the screen and includes the name of the file being edited, the program name, and messages, such as *Printing*, or messages when macros are playing. If you have a second window open, the right side of the title bar shows the current window number. If you have a mouse, the left side of the title bar has a close button and the right side has a button to maximize or minimize window size.

UNDERLINING

Classic	Pull-down
^PS	Style➤Underline
.ul on/off	Style➤Settings➤Continuous Underline

To underline text, place the cursor where you want the underlining to start and use the Underline command. To mark the end of the underlining, place the cursor in the space after the last character you want underlined and repeat the command.

Usually spaces between underlined words are underlined when you print a file. To stop underlining spaces, use **.ul off**. For information on double underscore, see the *Reference* manual.

UNDO

Classic	Pull-down
^U	Edit→Undo

When you use the Undo command, the last group of characters you erased is restored to the screen at the current cursor location. Single characters erased with ^G, ^H, Backspace, or Del cannot be unerased (except for note tags).

UNITS OF MEASUREMENT

WordStar supports inches, ruler units (columns or lines), centimeters, and points as units of measurement. You can use separate units of measurement for any options that use measurements. Use the appropriate notation after the measurement:

" or **i** or **in**	inches
r	ruler units (columns for horizontal settings, lines for vertial settings)
c or **cm**	centimeters
p or **pt**	points (in 72nds of an inch)

You set default units in WSCHANGE. Otherwise, the default in dialog boxes is inches and the default in dot commands is ruler units. The default is used if no notation is specified.

VARIABLES. *See "Merge Printing — Variables."*

VERTICALLY CENTER TEXT

Classic	Pull-down
^OV	Layout→Special Effects→Vertically Center Text on Page

When you center text vertically on a page, the text from the cursor to the next page break is centered vertically in the remaining space on the page.

WINDOWS

Classic	Pull-down
^OK	View➔Open/Switch Window

You can look at two documents at once, or at two parts of the same document. You can edit in either window.

With this command, you can select the file that you want to open or move from one window to the other. To copy a block from one window to another, use ^KA (Edit➔Copy➔Block From Other Window).

WORD COUNT

Classic	Pull-down
^K?	Utilities➔Word Count

To get a count of the words and bytes in a marked block, press ^K? (Word Count). If no block is marked, you get a count for the entire file. The maximum words counted is 65,535.

WORD WRAP

Classic	Pull-down
.aw	Layout➔Alignment and Spacing➔Word Wrap

As you type, WordStar moves the cursor to a new line when you reach the end of the current line. This is called word wrap. You press Enter only to mark the end of a paragraph. You can turn word wrap on and off with this command.

WSCHANGE

Use the WSCHANGE option in WINSTALL to customize WordStar to run exactly the way you want. For more information on WSCHANGE, see the *Installing and Customizing* booklet.

WSSETUP

To install WordStar the first time, type **wssetup** at the system prompt. WordStar prompts you for the disks to copy to your hard disk and lets you install your monitor and printer.

COMMAND REFERENCE

The Command Reference includes commands from the classic menus, dot commands, and commands from the pull-down menus. The commands from the classic menus and dot commands are listed in alphabetical order. Commands from the pull-down menus are listed by menu.

COMMANDS FROM THE CLASSIC OPENING MENU

COMMAND	DESCRIPTION	COMMAND	DESCRIPTION
?	Display status	L	Change drive/directory
\	Fax	M	Macros
^\	Screen repaint	N	Open a nondocument
A	Additional Menu	O	Copy file
C	Protect/unprotect file	P	Print file
D	Open a document	R	Run a DOS command
E	Rename file	S	Speed Write (new file)
F	Directory display	T	Table of contents
F1	Help	X	Exit WordStar
I	Index	Y	Delete file
K	Print from keyboard		

COMMANDS FROM THE CLASSIC EDIT MENU

COMMAND	DESCRIPTION	COMMAND	DESCRIPTION
^_	Enlarge window	^K*n* (0-9)	Insert place marker
^6	Auto-indent mode (nondoc)	^KA	Copy block between windows
^6	Change hard carriage return to soft in document file	^KB	Beginning block marker
		^KC	Copy block
^A	Move left one word	^KD	Save file, go to Opening Menu
^B	Reformat paragraph	^KE	Rename a file
^C	Scroll down a screen	^KF	Run a DOS command
^D	Move right one character	^KG	Move block between windows
^E	Move cursor up one line	^KH	Display/hide block/place markers
^End	Move to end of file		
^F	Move right one word	^KI	Column replace mode on/off
F1	Help	^KJ	Delete a file
^G	Delete character at cursor	^KK	Ending block marker
^H	Delete previous character	^KL	Change logged drive/directory
^Home	Move to beginning of file	^KM	Block math
^I	Insert tab	^KN	Column mode on/off
^K	Accept all answers in dialog box	^KO	Copy a file
		^KP	Print a file
^K	Block and Save Menu	^KQ	Exit file and abandon changes
^K\	Create fax file	^KR	Insert file into document
^K]	Copy to Clipboard	^KS	Save file and resume editing
^K[	Copy from Clipboard	^KT	Save and name file
^K"	Convert block to uppercase	^KU	Mark previous block
^K'	Convert block to lowercase	^KV	Move block
^K.	Convert block to sentence case	^KW	Write block to file
^K?	Word/byte count of block or file	^KX	Save file and exit WordStar
		^KY	Delete block
^K<	Unmark block	^KZ	Sort block

COMMANDS FROM THE CLASSIC EDIT MENU (Continued)

COMMAND	DESCRIPTION	COMMAND	DESCRIPTION
^L	Repeat previous find/replace	^OB	Change screen settings
^Left Arrow	Move left one word	^OC	Center line
^M	Macro Menu	^OD	Command tags on/off
^M!	Insert time	^OE	Soft hyphen
^M#	Insert math expression	^OF	Paragraph Style Menu
^M$	Insert last math result as dollar amount	^OFD	Create/edit paragraph style
^M*	Insert current filename	^OFE	Rename a document paragraph style
^M.	Insert current directory	^OFO	Copy paragraph style to library
^M:	Insert current drive name	^OFP	Revert to previous paragraph style
^M=	Insert last math result		
^M@	Insert today's date	^OFR	Rename a library paragraph style
^M\	Insert current path and filename	^OFS	Select paragraph style
		^OFV	View a paragraph style
^MD	Edit/Create macro	^OFY	Delete library paragraph style
^ME	Rename macro	^OG	Temporary indent
^MO	Copy macro	^OH	Auto-hyphenation on/off
^MP	Play macro	^OI	Tab settings
^MR	Record macro	^OJ	Justification on/off
^MS	Single step	^OK	Open/switch window
^MY	Delete macro	^OL	Left margin
^N	Insert blank line	^OM	Size current window
^O	Onscreen Format Menu	^ON	Notes Menu
^O?	Display status screen	^ONA	Create annotation
^O]	Right-align line	^ONC	Comments (nonprinting)
^O#	Page number	^OND	View/edit notes/index entries
^O↵	Enter closes dialog box	^ONE	Create endnote
^OA	Auto align text		

COMMANDS FROM THE CLASSIC EDIT MENU (Continued)

COMMAND	DESCRIPTION	COMMAND	DESCRIPTION
^ONF	Create footnote	^P0	Insert extended character
^ONG	Find note	^PA	Alternate font
^ONI	Index entry	^PB	Bold on/off
^ONL	Check spelling in notes	^PC	Pause print
^ONN	Change note number	^PD	Double Strike on/off
^ONU	Reformat text in notes	^PE	Custom printer code
^ONV	Convert notes	^PF	Phantom space
^OO	Ruler to text	^PG	Phantom rubout
^OP	Page preview	^PgDn	Scroll down a line
^OR	Right margin	^PgUp	Scroll up a line
^OS	Line spacing	^PH	Overprint character
^OU	Columns (newspaper-style)	^PI	Tab (8-column)
^OV	Center text vertically	^PJ	Line feed
^OW	Word wrap on/off	^PK	Index entry on/off
^OX	Margin release	^PL	Form feed
^OY	Page layout	^PM	Carriage return
^OZ	Paragraph numbering	^PN	Normal font
^P	Enter control characters in dialog boxes	^PO	Binding space
^P	Print Controls Menu	^PQ	Custom printer code
^P!	Custom printer code	^PR	Custom printer code
^P&	Start Inset	^PS	Underline on/off
^P*	Insert graphic	^PT	Superscript on/off
^P-	Change color/shading	^PV	Subscript on/off
^P.	Insert dot leaders to tab	^PW	Custom printer code
^P=	Change font	^PX	Strikeout on/off
^P?	Change printer	^PY	Italic on/off
^P⏎	Overprint line	^Q	Quick Menu

COMMANDS FROM THE CLASSIC EDIT MENU (Continued)

COMMAND	DESCRIPTION	COMMAND	DESCRIPTION
^Q=	Go to font tag	^QS	Move to beginning of line
^Q<	Go to style tag	^QTn	Delete to n
^Qn (0-9)	Find marker	^QU	Reformat rest of file
^QA	Find and replace characters	^QV	Go to most recent find/replace or block
^QB	Move to block beginning	^QW	Scroll up continuously, one line at a time
^QC	Move to end of file		
^QD	Move to end of line	^QX	Move to end of screen
^QDel	Delete line left of cursor	^QY	Delete line right of cursor
^QE	Move to beginning of screen	^QZ	Scroll down continuously, one line at a time
^QF	Find characters		
^QGn	Go to next occurrence of character n	^R	Repeat last answer at prompt
		^R	Scroll up one screen
^QG⏎	Go to end of paragraph	^Right Arrow	Move right one word
^QHn	Go to previous occurrence of character n	^S	Move left one character
^QI#	Go to page/line number	^T	Delete word
^QJ	Thesaurus	^U	Abandon changes (dialog box)
^QK	Move to block end	^U	Undo last deletion
^QL	Check spelling in rest of file	^V	Insert on/off
^QM	Calculator	^W	Scroll file directory
^QN	Check spelling of word in text	^W	Scroll up one line
^QO	Check spelling of word you enter	^X	Move cursor down one line
		^Y	Delete line
^QP	Go to previous position	^Z	Scroll down a line
^QQn	Repeat keystroke n	^Z	Scroll file directory
^QR	Move to beginning of file		

DOT COMMANDS

COMMAND	DESCRIPTION	COMMAND	DESCRIPTION
..	Unprinted comment	.fo	Footer
.av *varname*	Ask for variable	.go top/bottom	Skip to top/bottom
.aw on/off	Auto word wrap	.h*n* (1–5)	Header(s)
.bn *n*	Sheet feeder tray	.he	Header
.bp on/off	Bidirectional printing	.hm *n*	Header margin
.cb	Column break	.h*n*e/o	Header on even or odd pages
.cc *n*	Conditional column break (*n*=number of lines)	.hy on/off	Hyphenation on/off
.co *n,m*	Columns (*n*=number, *m*=gutter size)	.if *condition*	If condition
		.ig	Unprinted comment
.cp *n*	Conditional page break (n=number of lines)	.ix	Index entry
		.kr on/off	Kerning
.cs	Clear screen for messages while printing	.l# d	Line numbering continuous throughout document
.cvc>e	Print comment as endnote	.l# p	Line numbering restarted on each page
.cvc>f	Print comment as footnote		
.cve>f	Print endnote as footnote	.l# d/p *n*	Line number spacing
.cvf>e	Print footnote as endnote	.l# d/p *n,n*	Place line number n columns to left of column 1
.cw *n*	Character width (n/120)		
.df *filename*	Data file (merge printing)	.l# 0	Turn off line numbering
.dm *message*	Display message at print time	.la *ccc*	Language change (*ccc*=country code)
.e# *n*	Endnote starting value	.lh a	Line height automatic leading
.ei	End If condition	.lh *n*	Line height
.el	Else condition	.lm *n*	Left margin
.f# *n*	Footnote starting value	.ls *n*	Line spacing
.f*n* (1–5)	Footer(s)	.ma *expression*	Set variable to result of expression
.fi *filename*	Insert file at print time		
.fm *n*	Footer margin	.mb *n*	Bottom margin
.f*n*e/o	Footer on even or odd pages	.mt *n*	Top margin

DOT COMMANDS *(Continued)*

COMMAND	DESCRIPTION	COMMAND	DESCRIPTION
.oc on/off	Center line(s)	.pr or=l/p	Landscape/portrait orientation
.oj on/off	Justification	.ps on/off/dis	Proportional spacing
.ojc	Center line(s)	.rm n	Right margin
.ojr	Right align	.rp n	Repeat printing
.op	Omit page number	.rr	Ruler line
.p# n	Starting number for paragraph numbers	.rv	Read variable(s)
		.rv*	Read field/dBASE/spreadsheet variable
.p# $n,x.x.x...$ -or- .p# $,x.x.x...$	Style for paragraph numbers	.rv+	Read variable(s), combine with next .rv
	Options for x:	.sb on/off	Suppress blank lines at top of page
	Z Uppercase letters z Lowercase letters I Uppercase roman numerals i Lowercase roman numerals 9 Numbers starting with 0 1 Numbers starting with 1	.sr n	Subscript/superscript roll
		.sv	Set variable
		.tb n	Tab settings
.p#,,c	Switch from outline to compound numbering	.tb #n	Decimal tab
		.tc	Table of contents entry
.p#,,o	Switch from compound to outline numbering	.tc1–9	Entries for additional table of contents
.pa	Page break	.uj on/off/dis	Microjustification
.pc n	Page number position (0 = center)	.ul on/off	Underline spaces between words
.pe	Endnote print position	.xe hex code	Custom printer code define
.pf on/off/dis	Reformat at print time	.xl hex code	Form feed define
.pg	Default page numbering on	.xq hex code	Custom printer code define
.pl n	Page length	.xr hex code	Custom printer code define
.pm n	Paragraph margin	.xw hex code	Custom printer code define
.pn n	Page number	.xx character	Strikeout define
.po e/o n	Page offset (even/odd pages)		

COMMANDS FROM THE PULL-DOWN OPENING SCREEN

DESCRIPTIONS	KEYSTROKES	DESCRIPTIONS	KEYSTROKES
FILE MENU (F)		Status	F,U
Open New	F,W	Exit WordStar	F,X
Open Document	F,D	**UTILITIES MENU (U)**	
Open Nondocument	F,N	Index	U,I
Print	F,P	TOC	U,T
Print from Keyboard	F,K	Macros	U,M
Fax	F,F	**ADDITIONAL MENU (A)**	
Copy	F,O	MailList	A,M
Delete	F,T	TelMerge	A,T
Rename	F,E	Star Exchange	A,S
Protect/Unprotect	F,C	**HELP MENU (H)**	
Change Drive/Directory	F,V	Help	H,H
Change Files Displayed	F,H	Change Help Level	H,C
Run DOS Command	F,R		

COMMANDS FROM THE PULL-DOWN EDITING SCREEN

DESCRIPTIONS	KEYSTROKES	DESCRIPTIONS	KEYSTROKES
FILE MENU (ALT+F)		Change Printer	Alt+F,H
Open/Switch	Alt+F,W	Copy	Alt+F,O
Close	Alt+F,C	Delete	Alt+F,T
Save	Alt+F,S	Rename	Alt+F,E
Save As	Alt+F,A	Change Drive/Directory	Alt+F,V
Save and Close	Alt+F,L	Run DOS Command	Alt+F,R
Print	Alt+F,P	Status	Alt+F,U
Fax	Alt+F,F	Exit WordStar	Alt+F,X

COMMANDS FROM THE PULL-DOWN EDITING SCREEN *(Continued)*

DESCRIPTIONS	KEYSTROKES	DESCRIPTIONS	KEYSTROKES
EDIT MENU (ALT+E)		Go to Marker-*n* (0 to 9)	Alt+E,M,*n* (0 to 9)
Undo	Alt+E,U	Go to Other	Alt+E,O
Mark Block Beginning	Alt+E,B	Go to Other-Font Tag	Alt+E,O,F
Mark Block End	Alt+E,E	Go to Other-Style Tag	Alt+E,O,T
Move	Alt+E,V	Go to Other-Note	Alt+E,O,N
Move-Block	Alt+E,V,B	Go to Other-Previous Position	Alt+E,O,P
Move-Block from Other Window	Alt+E,V,O	Go to Other-Last Find/Replace	Alt+E,O,L
Copy	Alt+E,C	Go to Other-Beginning of Block	Alt+E,O,B
Copy-Block	Alt+E,C,B	Go to Other-End of Block	Alt+E,O,E
Copy-Block from Other Window	Alt+E,C,O	Go to Other-Document Beginning	Alt+E,O,D
Copy-From Windows Clipboard	Alt+E,C,F	Go to Other-Document End	Alt+E,O,O
Copy-To Windows Clipboard	Alt+E,C,T	Go to Other-Scroll Continuously Up	Alt+E,O,U
Copy-To Another File	Alt+E,C,A	Go to Other-Scroll Continuously Down	Alt+E,O,S
Delete	Alt+E,D	Set Marker	Alt+E,S
Delete-Block	Alt+E,D,B	Set Marker-*n* (0 to 9)	Alt+E,S,*n* (0 to 9)
Delete-Word	Alt+E,D,W		
Delete-Line	Alt+E,D,L	Edit Note	Alt+E,N
Delete-Line Left of Cursor	Alt+E,D,I	Note Options	Alt+E,T
Delete-Line Right of Cursor	Alt+E,D,R	Note Options-Starting Number for Note	Alt+E,T,S
Delete-To Character	Alt+E,D,T	Note Options-Convert Note	Alt+E,T,C
Mark Previous Block	Alt+E,K	Note Options-Convert at Print	Alt+E,T,P
Find	Alt+E,F	Note Options-Endnote Location	Alt+E,T,E
Find and Replace	Alt+E,R	Editing Settings	Alt+E,I
Next Find	Alt+E,X	Editing Settings-Column Block Mode	Alt+E,I,C
Go to Character	Alt+E,G		
Go to Page	Alt+E,P		
Go to Marker	Alt+E,M		

COMMANDS FROM THE PULL-DOWN EDITING SCREEN (Continued)

DESCRIPTIONS	KEYSTROKES	DESCRIPTIONS	KEYSTROKES
Editing Settings-Column Replace Mode	Alt+E,I,R	Variable-Page	Alt+I,V,P
		Variable-Line	Alt+I,V,L
Editing Settings-Auto Align	Alt+E,I,A	Variable-Filename	Alt+I,V,F
Editing Settings-Closes Dialog	Alt+E,I,D	Variable-Drive	Alt+I,V,D
VIEW MENU		Variable-Directory	Alt+I,V,I
Preview	Alt+V,P	Variable-Path	Alt+I,V,A
Command Tags	Alt+V,C	Extended Character	Alt+I,E
Block Highlighting	Alt+V,B	Custom Printer Code	Alt+I,U
Open/Switch Window	Alt+V,O	Custom Printer Code-n (1 to 6)	Alt+I,U,n (1 to 6)
Change Window Size	Alt+V,W		
Screen Settings	Alt+V,S	Custom Printer Code-Other	Alt+I,U,O
INSERT MENU		File	Alt+I,F
Page Break	Alt+I,P	File at Print Time	Alt+I,L
Column Break	Alt+I,C	Graphic	Alt+I,G
Today's Date Value	Alt+I,T	Note	Alt+I,N
Other Value	Alt+I,A	Note-Comment	Alt+I,N,C
Other Value-Current Time	Alt+I,A,T	Note-Footnote	Alt+I,N,F
Other Value-Last Math Result	Alt+I,A,M	Note-Endnote	Alt+I,N,E
Other Value-Last Math Expression	Alt+I,A,E	Note-Annotation	Alt+I,N,A
Other Value-Last Math, as Dollar	Alt+I,A,L	Index/TOC Entry	Alt+I,I
Other Value-Current Filename	Alt+I,A,F	Index/TOC Entry-TOC Entry	Alt+I,I,T
Other Value-Current Drive	Alt+I,A,D	Index/TOC Entry-Index Entry	Alt+I,I,I
Other Value-Current Directory	Alt+I,A,I	Index/TOC Entry-Mark Text for Index	Alt+I,I,M
Other Value-Current Path	Alt+I,A,A	Index/TOC Entry-Dot Leader to Tab	Alt+I,I,D
Variable	Alt+I,V		
Variable-Date	Alt+I,V,D	Paragraph Outline Number	Alt+I,O
Variable-Time	Alt+I,V,T	Change Printer Codes	Alt+I,H

COMMANDS FROM THE PULL-DOWN EDITING SCREEN *(Continued)*

DESCRIPTIONS	KEYSTROKES	DESCRIPTIONS	KEYSTROKES
STYLE MENU		**LAYOUT MENU**	
Bold	Alt+S,B	Center Line	Alt+L,C
Italic	Alt+S,I	Right Align Line	Alt+L,I
Underline	Alt+S,U	Ruler Line	Alt+L,R
Font	Alt+S,F	Columns	Alt+L,O
Other	Alt+S,O	Page	Alt+L,P
Other-Strikeout	Alt+S,O,S	Headers/Footers	Alt+L,H
Other-Subscript	Alt+S,O,B	Headers/Footers-Header	Alt+L,H,H
Other-Superscript	Alt+S,O,P	Headers/Footers-Footer	Alt+L,H,F
Other-Double Strike	Alt+S,O,D	Page Numbering	Alt+L,N
Other-Color/Shading	Alt+S,O,C	Line Numbering	Alt+L,L
Select Paragraph Style	Alt+S,S	Alignment and Spacing	Alt+L,A
Return to Previous Style	Alt+S,R	Special Effects	Alt+L,E
Define Paragraph Style	Alt+S,D	Special Effects-Overprint Character	Alt+L,E,C
Manage Paragraph Styles	Alt+S,M	Special Effects-Overprint Line	Alt+L,E,L
Manage Paragraph Styles-Copy Style to Library	Alt+S,M,C	Special Effects-Optional Hyphen	Alt+L,E,H
Manage Paragraph Styles-Delete Library Style	Alt+S,M,D	Special Effects-Vertically Center Text on Page	Alt+L,E,V
Manage Paragraph Styles-Rename Library Style	Alt+S,M,R	Special Effects-Keep Words Together on Line	Alt+L,E,K
Manage Paragraph Styles-Rename Document Style	Alt+S,M,E	Special Effects-Keep Lines Together on Page	Alt+L,E,P
Convert Case	Alt+S,C	Special Effects-Keep Lines Together in Column	Alt+L,E,O
Uppercase	Alt+S,C,U	**UTILITIES MENU**	
Lowercase	Alt+S,C,L		
Sentence Case	Alt+S,C,S	Spelling Check Global	Alt+U,S
Settings	Alt+S,E	Spelling Check Other	Alt+U,O

COMMANDS FROM THE PULL-DOWN EDITING SCREEN *(Continued)*

DESCRIPTIONS	KEYSTROKES	DESCRIPTIONS	KEYSTROKES
Spelling Check Other-Rest of Document	Alt+U,O,R	Merge Print Commands-Set Variable	Alt+U,P,S
Spelling Check Other-Word	Alt+U,O,W	Merge Print Commands-Set Variable to Math Result	Alt+U,P,V
Spelling Check Other-Type Word	Alt+U,O,T	Merge Print Commands-Ask for Variable	Alt+U,P,A
Spelling Check Other-Rest of Notes	Alt+U,O,N	Merge Print Commands-If	Alt+U,P,I
Thesaurus	Alt+U,T	Merge Print Commands-Else	Alt+U,P,L
Language Change	Alt+U,L	Merge Print Commands-End If	Alt+U,P,E
Inset	Alt+U,I	Merge Print Commands-Go to Top of Document	Alt+U,P,T
Calculator	Alt+U,C	Merge Print Commands-Go to Bottom of Document	Alt+U,P,B
Block Math	Alt+U,B	Merge Print Commands-Clear Screen While Printing	Alt+U,P,C
Sort Block	Alt+U,K	Merge Print Commands-Display Message	Alt+U,P,M
Sort Block-Ascending	Alt+U,K,A	Merge Print Commands-Print File *n* Times	Alt+U,P,R
Sort Block-Descending	Alt+U,K,D	Reformat	Alt+U,R
Word Count	Alt+U,W	Reformat-Rest of Document	Alt+U,R,R
Macros	Alt+U,M	Reformat-Paragraph	Alt+U,R,P
Macros-Play	Alt+U,M,P	Reformat-Rest of Notes	Alt+U,R,N
Macros-Record	Alt+U,M,R	Repeat Next Keystroke	Alt+U,E
Macros-Edit/Create	Alt+U,M,E	**HELP MENU**	
Macros-Single Step	Alt+U,M,S	Help	Alt+H,H
Macros-Copy	Alt+U,M,C	Change Help Level	Alt+H,C
Macros-Delete	Alt+U,M,D		
Macros-Rename	Alt+U,M,N		
Merge Print Commands	Alt+U,P		
Merge Print Commands-Data File	Alt+U,P,D		
Merge Print Commands-Name Variables	Alt+U,P,N		

COMMANDS FROM THE SYSTEM PROMPT

To use the following commands, your DOS path should include the WordStar directory. If it doesn't, you need to log on to that directory.

COMMAND	DESCRIPTION
ws	Starts WordStar and goes to the Opening Menu.
ws *filename*	Starts WordStar and opens the file *filename* in document mode unless the default has been changed to nondocument.
ws *filename* /n	Starts WordStar and opens the file *filename* in nondocument mode.
ws *filename* /d	Starts WordStar and opens the file *filename* in document mode.
ws *filename* /s	Starts WordStar and opens a new file with no filename.
ws *filename* /p	Starts WordStar and prints the file *filename*.
ws *filename* /x	Starts WordStar, opens the file, and exits WordStar upon returning to the Opening screen. (Use x with another option; see next example.)
ws *filename* /p /x	Starts WordStar, prints the file *filename*, and exits to DOS.
ws *filename* /o *nnn*	Starts WordStar, opens the file, and goes to the decimal location *nnn*.
ws *filename* /h*n*	Starts WordStar, opens the file, and sets the help level at *n*.
ws *filename* /m *macroname*	Executes the named macro from inside the file *filename*.
ws /m *macroname*	Plays the named macro from the Opening screen.

C

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NOTES

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