
□ ABOUT THIS BOOK

This training course will give you sufficient instruction to enable you to operate the WordStar program with fluency and confidence. If, at that stage, you wish to complement or deepen your knowledge of the program, you should turn to your WordStar reference manual.

■ WORK AT YOUR OWN PACE

The training of WordStar here has been divided into Sessions which break down the program into easily digested parts. You work through each session at your own pace, then carefully read the Session Check at the end of each Session, being honest with yourself about whether or not you have really learned the contents of the Session. If you're not sure of a particular point, go back to it and work on it before you move on to the next Session.

■ DESIGN OF THE SESSIONS

The objectives are given at the beginning of each Session. The training material is divided into two columns: the left column, **THIS IS WHAT YOU DO**, tells you exactly what steps you must carry out, and instructions to key-in are given in bold typeface; the right column, **THIS IS WHAT WILL HAPPEN**, shows you what will happen as a result of the action you have taken. Words which will actually appear on your screen are again in bold typeface. General theory points and exercise texts use the full width of the pages.

■ WORDSTAR USED ON DIFFERENT HARDWARE SYSTEMS

WordStar can be used on a wide variety of hardware, so in this book we have had to allow for differences in the equipment you are likely to be using. Where a twin floppy disk system is being used, the symbol **(F)** precedes the start-up procedure instructions (Session One), and where a hard disk system is used, the symbol **(H)** comes first. Where steps apply to both floppy and hard disks you will see **(F/H)** at the beginning of an instruction. You should follow only those steps which apply to your equipment.

■ AND FINALLY . . .

As you work through this book, we suggest it may be useful for you to make your own notes of the main procedures that you use most frequently. The best short-cut to getting into the system and proceeding on your own is by having a bunch of cryptic notes close to hand that only you can understand.

WordStar is one of the most popular word processing programs and is widely used throughout the world. We know you will enjoy using it and gain tremendous benefit from all the advantages it has to offer. Good luck with your training – and after!