Macmillan Modern Office

Series Editor: Christine Simons

Easily into
WORDSTAR®
2000
(Release 3)

Christine Simons

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MACMILLAN

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For my friend Ann Curwood

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INTRODUCTION

The Macmillan Modern Office series is designed especially to meet the increasing demand for training in office technology in a business world where rapid changes are taking place all the time.

Users of word processing and data processing software often find the manufacturers' manuals daunting and although programs are often described as 'user friendly', one is never quite sure how to become friendly with *them*! With this problem in mind, we have produced a number of instruction books for a range of the most widely used word processing and data processing programs, which can be used either for group teaching or for self-study. We have made every effort to write in clear, straightforward language, avoiding jargon wherever possible.

A training disk is available in 3½ inch and 5¼ inch formats from the publishers. These disks contain plenty of exercise material, and will save valuable time and effort spent in keying-in exercise text, especially if students are not trained keyboard operators. At this early stage, it is essential to concentrate on program functions, and learn them before anything else.

Such subjects as disk management, installation procedures and hardware systems are outside the scope of this book and readers who are using the course for self-study should ensure that they either have a basic knowledge of the formatting of work diskettes, or have access to a teacher or knowledgeable colleague who can see that the system is set up for them before they can begin.

This course has been designed for maximum practicality of use as a stand-up text. It also includes essential learning aids such as a Control Command Summary, a Glossary, a detailed Index, and page cross-referencing throughout. With such comprehensive learning material at hand, readers should find that acquiring fluency and understanding of the technique of WordStar 2000 is as enjoyable as it is profitable to them.

Christine Simons

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The author and publishers wish to thank the following who have kindly given permission for the use of copyright material:

MicroPro International Ltd. for material from the *WordStar 2000 manual*. Every effort has been made to trace all the copyright holders but if any have been inadvertently overlooked the publishers will be pleased to make the necessary arrangement at the first opportunity.

WORD PROCESSING WITH WORDSTAR 2000 (Release 3)

You may already be familiar with word processing and are using it to learn a new program – WordStar 2000. On the other hand, you may be new to word processing and are approaching the whole thing apprehensively – after all, it *is* unknown machinery, and it *is* a completely new language: ‘computerism’. So, to ease your way through the early stages, and to bring you swiftly to an understanding of the new medium, we start with a general explanation of basic facts and first principles. It is not an attempt to cover the theory of word processing, but merely an overview of the equipment you will be using and a few tips about word processing in general.

Wherever possible, we have tried to avoid unnecessary jargon; we know how offputting it is to talk with computer buffs who seem incapable of expressing two words without including a multi-syllabled utterance. However, computer terms *are* part of the word processing world, so you will meet them, and we have to use them here. But we explain each one as it occurs first time, and if you forget it, look it up in the Glossary at the end of the book.

WHAT IS WORD PROCESSING?

One of the nicest definitions – and we don’t even know who wrote it – is: ‘Word processing is a system of getting the jottings of one executive into the filing cabinet of another without passing through the minds of either.’ In simplistic terms, a word processor is a means of getting words and numbers into printed documents in the most efficient manner possible. Word processors differ from typewriters in that the keyboard is separated from the printer so that text can be keyed-in, stored and later recalled and amended, if necessary, *before* being printed. It is impossible to edit a typewritten document without re-typing, whether part of the text or all of it. With word processing, it is possible to carry out all manner of amendments and corrections before the text becomes **hard copy** – that is, an actual print-out on paper of a document. When the text is on the screen and can easily be manipulated by the operator, it is known as **soft copy**.

WHAT IS A WORD PROCESSOR?

A word processor is a computer. It is either a **dedicated** word processor, which means it can do nothing else except word process, or it is a **micro-computer** which is used for various functions, including word processing. The component parts of a word processor are:

We will look at the above diagram in terms of **Hardware** and **Software** – terms which are probably familiar to you already.

HARDWARE

This refers to all the machinery used in computing. It includes the equipment shown in the diagram, Fig. 1.

The Central Processing Unit (CPU)

The CPU is the computer itself – the 'brains'. It is the nerve centre of the whole operation and controls everything that goes on. No one part of the following Peripheral Equipment can operate without it. It has its own storage memory and all the information which passes in either direction from keyboard to screen, screen to disk, disk to printer, and so on, passes through the CPU's memory on its way to its destination.

The Peripheral Equipment

1 The Keyboard

The keyboard is a device for putting data into the computer ('inputting'). A typical micro-computer keyboard layout is:

As you see, there are obviously a lot more keys on a computer keyboard than on a typewriter. The extra keys instruct the computer to carry out certain functions. Not all of them are used in word processing, some are for use in accounts, graphics, or data base work. Alongside the Qwerty keys you will see a set of **Function keys**, labelled F1, F2 and so on. These can be used in WordStar 2000 to facilitate various functions, but we shall not be discussing their use in this book, as WordStar 2000 also uses the **Control** key to carry out function commands and we shall be using these throughout because it would be too confusing for you to try to learn two methods at once. (For details of the Control Command keys, see page 125. If, when you have learned to use the Control Command keys, you choose to explore the Function keys, you will find a section about them in the WordStar 2000 Reference Manual.) The **Alt** key is used with the Function keys (in much the same way as a shift key produces capital letters) to produce alternative functions. Again, we shall not deal with it here as it is part of the Function key operation.

To the right of the keyboard, you will see the number keypad. These numbers are generally used in accounts work, but as we have usual number keys on the top row of the keyboard, we find it simpler, and more familiar, to use them when keying-in numbers. The computer is sensitive to the difference between numerals and letters of the alphabet, so always remember to use figure 1, not a small L, and figure 0, not capital O.

An important part of the number keypad is the group of cursor arrow keys. (The cursor itself is described later under 'The Screen'.) The arrow keys allow you to move the cursor up, down and across the screen, and they are repeater keys – that is, by pressing them firmly and holding them down, they will operate until you release them.

The **RETURN** key (or ↵) is known as a 'carriage return' by typists. Although it does have this function in word processing, it is also used to 'Enter' instructions to the computer. In this book, when you are asked to press **Return** after keying-in an instruction, it is usually to **Enter** the command instruction.

2 The Screen (Visual Display Unit)

Now that you cannot see the type and its layout appearing directly on the paper as in the typewriter, you have instead a much more complex and responsive instrument for viewing what you've done. It also talks back to you! A VDU screen can vary in size from a full A4 page to the more usual 25 lines of text shown under the **Menus**. Horizontally, most screens show approximately 80 characters of type. Most screens also have a **scrolling** device so that you can view previously keyed material. WordStar 2000's scrolling facilities are described on page 19 in Session Two.

The Cursor is the block or line of light which may flash or pulsate; it moves around the screen to show you where you are; it is the same as the printing point on the typewriter. Unlike a typewriter, though, you can move the cursor to any point on your text using the cursor arrow keys and others which we shall discuss. Wherever the cursor is, that is the point at which you can make your alteration, add or take away from your text. However, you cannot move the cursor to a point on the screen where no text has been entered, unless you first use spaces or tabs (which the computer recognises as text characters). When you wish to move to the right within a line of text, use the cursor movement keys, not the space bar because spaces will be inserted in your text.

3 Storage Media

With WordStar 2000, when text is keyed-in, it enters the CPU's short-term memory. However, unless a command is given to store the text permanently, it will be lost when it is abandoned from the screen, or the computer switched off. For long-term storage, the information is passed from the computer's memory to a disk. Disks are installed into a Disk Drive, a compartment with a door, in which there is a magnetic head that 'reads' the information from the disk (or 'writes' information onto it). This information can be retrieved in seconds from a disk by the magnetic head as it searches 'randomly', using the coded information you have put into it to identify the passage of text required. It does not have to trudge right through the disk until it finds it.

Disk Drives have special names. If you are using a twin floppy disk system, your program disk will be inserted into drive **A:** and your training/work disk into drive **B:**. If you have a hard disk system, it is likely that the program is in the directory of drive **C:** and your training/work may be undertaken in the drive **A:** directory. (Hard disk users should find this out because they will need to know which drive their training disk is working through.) You will notice that the drive names are followed by a colon. The colon is part of the drive name and must always be used.

There are two kinds of disk: **floppy** and **hard**.

Floppy Disks

These are a widely used storage medium in word processing. A 5¹/₄" floppy disk looks much like a smooth 45 rpm single record encased in a stiff paper case. A slot exposes the surface of the disk for the disk drive's magnetic head to 'read' or 'write' information. Floppy disks are sensitive and easily damaged, so they need careful handling – a disadvantage amid the hazards of a busy office.

A double-sided, double-density floppy disk can hold up to 1 million characters – 1 Megabyte (Mb), or 500 full A4 pages. (Talking of Megabytes, you will probably meet the term K. For example, people speak of 32K's worth of memory. K stands for kilobyte and represents approximately 1,000 characters of text (1,000 kilobytes = 1 Megabyte). There are about 2,000 characters (2K) to an A4 page of single-spaced typescript – approximately 400 words.

Another kind of 'floppy' disk which is widely used with computers such as IBM PS/2 machines is the 3¹/₂" micro-floppy disk. This is a rigid disk, which can be confusing because it still comes under the general heading of 'floppy disk' rather than 'hard disk'. As you will see below, hard disks are not handled by the operator and are enclosed inside the computer casing, so throughout this book where we refer to floppy disks, we are referring to any disks which the operator actually handles.

Hard disks

Hard disks are more expensive than floppy disks, but they are more durable and have a much bigger memory. A 30Mb hard disk, with its ability to store 30 million characters, is a very different proposition from the vulnerable 1Mb floppy. Hard disks are encased in a sealed unit and therefore are not physically handled by the operator. They are also much faster to access than floppy disks, which means that the operator does not have to wait so long for the system to respond to commands and can therefore work more quickly.

4 The Printer

If the keyboard handles the *input* of text, the printer handles the *output*. There are many different kinds of printer available, but the main types are:

Daisy wheel printers – so called because their print font resembles a daisy, with a character at the tip of each 'petal'. The daisy wheel is rotated so that the correct character is positioned in front of a hammer which strikes the tip of the petal when the wheel is momentarily stationary and thus, via the ribbon, produces an image on the paper. Daisy wheel printers produce excellent copy and are widely used for word processing work such as letters. They print at an average speed of around 40–60 characters per second. Because the daisy wheels are easily removable, a wide range of typefaces can be used.

Dot matrix printers form their letters by impacting them on the paper from a print head containing pins with a grid of dots which move rapidly to form each character. They are much faster than daisy wheel printers, with speeds of up to 200 characters per second, but the quality is not nearly so good and dot matrix printers are normally used for internal and draft work.

Laser printers. The quality of laser printers is superb, but they have, until recently, been very expensive and rather cumbersome machines, somewhat similar in style to a photocopier. Smaller and cheaper models are now becoming available; there is one which operates at a speed of 8 pages per minute and is desk-top size. Undoubtedly, as technology advances, lasers will overtake other top quality printers.

Whichever kind of printer you are using, you should become familiar with its operation and with the maker's manual, so that you know exactly where to turn to get yourself out of difficulties if they arise. For instance, you must know what to do if your paper jams, or if the machine stops in mid-print (probably because it needs a new ribbon). It is outside the scope of this book to discuss printer operation in detail because there are so many different types in use, therefore we strongly commend you to the manual, or to an enlightened colleague.

So much for our overview of Hardware. Now let us look at Software.

SOFTWARE

This is the **Program** (or set of instructions) given to the computer to activate it. We sometimes think of a computer as being almost human, but it is not. It cannot think for itself, even though sometimes it seems determined to argue with us. A computer is a combination of metal, wire, plastic and other mostly man-made parts – and it can't operate without *you*. It cannot do a thing until *you* program it with the right Software. The program is contained in the disks you put into the computer – in this case the program is WordStar 2000. When you tell the computer you are going to use WordStar 2000, it reads the WordStar 2000 program into its memory and is ready to go.

A micro-computer can be used to undertake many different types of program. Its System disk starts it up. Then it is up to the operator to feed in the program to be used – it could be Accounts, Graphics, Data Bases, or, as in your case, Word Processing.

The ability to operate different kinds of programs differentiates micro-computers from dedicated word processors, which are only able to do one thing – that is, process words. In the dedicated Word Processor, the program is already installed in the computer (it is 'hard wired') and you do not have to feed it in as you do with WordStar 2000.

WORDSTAR 2000 ITSELF

Now we have looked at the various parts of the equipment used in word processing generally, we will look at some of the things which are special to WordStar 2000.

Menus

WordStar 2000 is particularly easy to use because it is 'menu driven'. This means that you may choose which of the many facilities it has to offer by selecting an item from a menu which is presented to you on the screen. *The menu can be made available on the screen at any time* which is a great advantage of WordStar 2000 and means you don't need to remember everything at once. The menu reminds you how to choose a particular facility by keying-in the command key indicated.

The Control Key (Ctrl)

WordStar 2000 issues command instructions by using the Control key with ordinary character keys. The caret sign ^ is used for 'Control': when it appears before a letter (e.g. ^T) you hold down the Control key while pressing the

specified letter. A Control Command like this alters the function of the key from its ordinary letter use. For example, **^C** means that when you hold down the Control key while pressing C, it does not type the letter C, it calls the Cursor Menu on to the screen. A full reference list of Control Commands is given on pages 125 to 127, but each will be discussed as we come to the relevant point in the instruction Sessions.

Getting Help

If the machine 'bleeps' at you, or dreadful messages flash onto the screens such as 'Fatal Error', *don't panic!* There is really very little that can go wrong. Let us look at one or two ways of getting out of difficult situations:

1 If you press the wrong key by mistake when you are telling the computer which function you wish to do, press the **Escape** key to return to the original menu. For example, to create or edit a document, you key-in E from the Opening Menu (see Session One, page 15). If, in error, you press R, you will instruct the computer to remove a file. But don't worry, by pressing the **Escape** key you can negate that instruction and return to the Opening Menu. Then you can key-in E as you intended.

2 A **Help Menu** is available to you almost all the time you are working with WordStar 2000. If you get stuck and cannot remember what to do next, call up the Help Screen by keying-in **F1** found among the Function keys on your keyboard. There are three levels of help, with the program set at level three, which offers the maximum amount of help. If, later, you wish to reduce the level of help and have more of the screen available to you, you can do so. The Help Screens will offer you advice on whatever you are doing at the time. For example, if you are changing margins and forget what to do, the Help Menu will give you all kinds of advice on setting margins.

When you have finished with the Help Menu, press the **Escape** key and it will leave the screen, returning to whatever was on the screen previously.

3 Usually, if an 'error message' flashes on to the screen, you are given an instruction what to do. For example, if you have forgotten to put paper in the printer, but have told the computer to print a document, you may see the message: 'Printer not ready, press 'Escape''. If you press the **Escape** key, you can start again with your printing commands.

4 Your WordStar 2000 reference manual has a problem-solving section, and you can consult your printer manual if you have a problem with the printer.

5 The dealer who sold your WordStar 2000 package will undoubtedly be a valuable support to you and a mine of information. If you have difficulties, don't be afraid to telephone him. If necessary he has a support line available to MicroPro International Ltd who produce WordStar 2000 and between them, they will be able to sort you out.

6 If all else fails, you can always switch off, but try, if at all possible, to save (store) any work you have keyed-in (see Session One, page 19). Often, when you switch on again and start from scratch, the 'bug' will have vanished, and you can continue happily. If the bug is still there and the equipment seems sick to you, you will then have to advise the person responsible for calling a maintenance engineer.

ABOUT THIS BOOK

This training course will give you sufficient instruction to enable you to operate the WordStar 2000 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 2000 reference manual.

WORK AT YOUR OWN PACE

The training of WordStar 2000 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 ON 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 TO 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 2000 USED ON DIFFERENT HARDWARE SYSTEMS

WordStar 2000 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.

Note: As explained on page 5, your machine may have twin floppy disk drives, but may take the 3 1/2" rigid disks. These still count as floppy disks for the sake of this text — any disks which are handled by the operator are known as 'floppy disks', hard disks being encased within the computer housing itself.

HARD DISK COMPUTER DIRECTORIES

Although Directories are not part of WordStar 2000 and are in fact DOS functions, so many word processor operators are confused that it may be helpful to read a little about them.

I find it easiest to think of Directories as a 'Family Tree' or Organisation Chart. They are a way of organising your work into convenient 'filing cabinet drawers'. If too many files go into the **root directory** — that is, the one which contains the program WordStar 2000 — the performance slows down considerably. Just as when working with floppy disks it is best to keep your program alone on one disk, it is best to keep your program alone in the root directory and make others for your work. It might be useful, for example, to have a sub-directory for each person you work for (perhaps named by initials), then you might have a sub-sub-directory within each of those for, say, letters; reports; minutes of meetings and so on. You can, of course, choose which directories work best for you, but your 'Directory Chart' might look something like this:

Your DOS manual will give full details of using Paths and Directories, but the most useful instruction is **how to make a directory**.

Supposing you wanted to make a directory called **PJS** within the root directory of WordStar 2000. You do this **before** you go into WordStar 2000 and at the initial **C>** DOS prompt by keying-in the following (*Note: md = make directory*):

C>md\WS2000\PJS (Press **Return**)

C> returns to the screen and a directory called **PJS** now exists within your WordStar 2000 index.

If you want to make a sub-directory *within* your directory **PJS**, you proceed in the same way:

C>md\WS2000\PJS\Another (Press **Return**)

In fact, you can make as many 'sub' within sub-directories as you like!

Note: the backslash **** indicates that the following name is a directory or sub-directory.

To work within a specific sub-directory once you have created it and entered WordStar 2000, at the Opening Menu the name of the logged drive and directory appear in the Status line at the top of the screen, for example

C:\WS2000. If you wish to change into a sub-directory, key-in **D** and move the highlighting to the directory of your choice. Press **Return** and you will then be working within that directory. For example, if you highlight the directory **PJS** your Status line at the Opening Menu would then read **C:\WS2000\PJS**.

Note: a quick way of returning to the previous level directory is to key-in **D** at the Opening Menu; key-in two periods: **..** and press **Return**. If you are within a sub-directory and wish to change to another, key-in **D** at the Opening Menu, then **..\newdir** and press **Return**. For example, if you are logged on to **\WS2000\PJS** and wanted to change to another sub-directory within WordStar 2000 called **MJK**, key-in **D** at the Opening Menu, then **..\MJK** and press **Return**. Your Status line will then read **\WS2000\MJK**.

Making a Directory called 'TRAIN' and Copying into it the Contents of your Floppy Disk found at the Back of this Book

If you have a hard disk computer, you might like to make a new directory to contain the work you do while training from this book. You could call it **TRAIN**. (You will need to copy into it the contents of the floppy disk (also available from the publishers) which contains the training material referred to in the Sessions.) Proceed as follows:

Switch on your computer (see step 3, Session One, page 12).

At the **C<** prompt, key-in **md\WS2000\TRAIN** and press **Return**

At the next **C>** prompt, key-in **cd\WS2000\TRAIN** and press **RETURN**

(**cd** = change directory — you will now be working within your **TRAIN** sub-directory)

To **copy** the contents of your floppy disk, insert it in your **A:** drive and close the door handle (this engages the drive). At the **C>** prompt, key-in:

copy a*.* and press **Return**

This instructs the computer to copy the whole content (indicated by ***.***) of the disk in **A:** drive into the **\TRAIN** sub-directory in **C:**.

A message will appear on the screen to tell you when all the files have been copied. Remove the floppy disk from **A:** drive and store it in a safe place.

Important Note: all the work you do while training from this book should be done in the sub-directory **\TRAIN**.

FLOPPY DISK COMPUTERS

If you use a computer with two floppy disk drives and no hard disk, you should keep your program on a disk on its own in drive **A:** and store all your work on a separate disk in drive **B:**. The WordStar 2000 program needs almost all the space on a disk for itself. Normally, you will need to use a blank formatted disk for your work disk, but while you are using this book, you can use the contents of the disk which is also available from the publishers and which carries the text of exercise material used in the course. It is a good idea to make a copy of this disk and store the original in a safe place.

Copying the Contents of your Training Disk on to a Blank Floppy Disk

Load your **system disk** and switch on your computer (see steps 2 and 3, Session One, page 12).

At the **A>** prompt, key-in:

diskcopy a: b: and press **Return**

A message on the screen will instruct you to put the source disk in drive A: and the target disk in drive B:, then press any key to continue.

Take out the system disk from drive A: and replace it with the floppy disk found inside the back cover of this book (that is, the **source disk** to copy from). Put a blank, new disk into your B: drive (the **target disk**). *Note:* the blank disk does not need to be formatted first; DOS formats while copying. **Press any key.**

The contents of the source disk are now copied on to the target disk. Label the new disk to show what it contains (do not write on the label once it is on the disk as the pen may damage the disk). This is now the disk for all the work you do while using this book. Store the original disk in a safe place.

Important Note: your work disk is always placed in B: drive and you must instruct the program to store any work you do on this disk and not on the program disk which will be in A: drive. To do this, you must key-in **B:** before every filename, but this will be explained to you in Session One.

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 2000 is one of the most popular of all the 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!