

WORDSTAR-PLUS GUIDE

for Attache and Attache S

Portable Computer Systems

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How to USE this Guide

This manual describes WordStar-Plus programs and functions, including commands and processes for creating, editing, and printing a document. Other topics include special effects for document customization and maintenance commands for managing word processing data files on diskettes. Each major word processing function is addressed here in a separate chapter.

The training exercises in the first section are useful as an introduction to the software system and its basic functions. Each topic in the training exercises includes a reference to the appropriate chapter in the manual for additional information.

The appendixes at the back of this guide include a comprehensive glossary, a cross-referenced index, and a command summary reference listing.

Introduction

Getting Started

Create

Edit

Effects

Printing

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WordStar-Plus Guide

Introduction

Introduction

WordStar-Plus Overview

Attache uses an enhanced version of MicroPro International's WordStar word processing system. WordStar-Plus enhancements make this system easy to learn.

If you are already familiar with WordStar, you may use the system the same as you would use it on other CP/M systems. Keyboard commands for standard WordStar usage have not been modified in this enhanced version.

The Command Key Function Index on the last pages of this manual is useful for evaluating WordStar-Plus enhancements and the ways you will be using them.

Word Processing Overview

Word Processing is easy to learn on Attache. Using the WordStar-Plus system is much like using a typewriter, but the edit and special effects capabilities make the typewriter seem like a child's toy in comparison.

Text is displayed on the screen as it is entered at the keyboard, and cursor movement keys allow you to move quickly from one part of the text to another. Like a typewriter, margins and tabs may be set or reset at any point within a document.

These features and others are activated or deactivated through keyboard controls that may be specified at any time during text entry or during text editing.

One major distinction with word processing is that you don't have to use the carriage return to begin a new line. A feature called Word Wrap automatically moves the word being keyed at the end of the line to the beginning of the next line.

With Word Wrap activated, the carriage return key is used only when you want to force the end of a line or leave blanks between lines of text, such as the end of a paragraph or in a columnar table.

A feature called Justification redistributes the spacing after Word Wrap has moved the cursor to the next line. This redistribution gives the document a polished look by spacing text so that both the left and right margins are vertically aligned. Justification may be activated or deactivated at any point in your document.

Introduction

You may also reformat paragraphs with a single key stroke to rejustify spacing at any time, such as when text is inserted or deleted, or when you have split a paragraph in two. Functions such as revising or inserting text are achieved through special multi-function keys that are labeled above the keyboard.

The following chapters will step you through the basics of word processing and the use of special techniques and features. When you are familiar with the basics, the index tables at the back of this manual are useful for quick reference to word processing commands and functions.

WordStar-Plus Program Files

The following WordStar-Plus program files are contained on the Attache Software diskette:

WS.COM

WSOVLY1.OVR

WSMSG5.OVR

These files must reside on the logged disk when word processing is initiated or an error while occur.

A fourth word processing file, **INSTALL.COM**, is contained on the Attache Software diskette but is not required to use word processing. The **INSTALL.COM** file is used for installing printers to print word processing text files. **INSTALL.COM** is described in this text in the chapter on Printing a Document.

WordStar-Plus Document Files

Document files (also called data files or text files) are the files you create that contain your word processing text. These files are discussed in detail in the next several chapters of this guide.

Training Exercises

The exercises on the following pages provide an introduction to word processing concepts and WordStar-Plus features. For best results, use the WordStar-Plus manual as a reference while completing these exercises. The chapter for reference is included in the heading for each exercise.

Getting Started (Chapter 2 and 3)

Refer to the instructions in the Getting Started and Create sections of this manual to execute the following:

1. Power up Attache and insert the Attache Software diskette in Drive A. Insert a formatted diskette in Drive B. Boot the system by pressing **RESET** and the right **SHIFT** key at the same time.
2. With the CP/M prompt (A>) on the screen, load the WordStar-Plus Programs by typing **WS** and pressing **RETURN**.
3. With the No-File menu on the screen, select option **L** to change the logged disk drive. Then type **B:** and press **RETURN** to change the logged drive to Drive B.
4. Select option **D** to open a document file, and name the file **TRAINING**.

The Text Entry Display will be on the screen after you have completed these steps. The highlighted rectangle in the first column of the file display area is the cursor. This indicates your position in the document.

Basic Entry and Editing (Chapter 3 and 4)

Type the paragraph in the box on the next page just as you would on a typewriter, but do not use **RETURN** when you reach the end of the line. The Word Wrap feature will automatically move words typed beyond the right margin to the next line.

You just type. If you make a typing error, press **DEL** and the cursor will move back one column and erase that character. Then type the correct character and continue typing the paragraph.

If you make a mistake but do not notice it when the cursor is still at that word, let it go for now and correct it later as a part of the editing process.

Introduction

Type the following paragraph:

=====

Word processing is easy to learn on ATTACHE. Using the WordStar-Plus system is much like using a typewriter, but the edit and special effects capabilities make the typewriter seem like a child's toy in comparison. Text is displayed on the screen as it is entered at the keyboard, and cursor movement keys allow you to move quickly from one part of the text to another.

=====

Finish the paragraph by pressing **RETURN** twice. The first return signifies the end of the paragraph and moves the cursor to the next line. The second return creates a blank line and moves the cursor to the next line, where the second paragraph will begin.

Observe the paragraph you just typed. As Word Wrap started new lines, Justification reformed the completed line so that both margins are aligned.

- o The Status Line at the top of the screen shows the logged disk and document name, and the exact location of the cursor in the document.
- o The Ruler line shows the left and right margins and default tab stops.
- o The Flag Characters in the right-most column (<) indicate "hard" returns that you created with the **RETURN** key; blanks in this column indicate "soft" returns created by Word Wrap during line forming.

Type the following paragraph just as it appears here, including typo's and grammatical errors.

=====

Functions such as insertnig text are achievedd through special multi-function keys that are labeled keybord. Sinc text editing id doneright on on the screen, printing the completed document is almost an afterthought.

=====

Press **RETURN** to end the line, and then press **RETURN** again to create a blank line at the end of the paragraph.

Cursor Movement (Chapter 3 and 4)

Use the arrow keys to move the cursor to the top of the document and back, and then from left to right and back on a line. Move the cursor a word at a time on the line by pressing the **CTRL** or **SHIFT** key at the same time as the arrow key.

Insert and Delete (Chapter 3 and 4)

The paragraph you just typed contains enough typo's and other errors for an introduction to basic insert and delete functions.

1. Begin by moving the cursor to **Functions** at the beginning of the second paragraph.
2. Move the cursor to **n** in **insertnig**. Type **in** over **ni**.
3. Move the cursor to the second **d** in **achievedd**. Press **CTRL** and **DEL** at the same time to delete **d**.
4. Move the cursor to the space between **Sinc** and **text** on the second line of the paragraph.
5. Activate **INSERT MODE** by pressing **CTRL** and **6** at the same time. The Status Line displays "INSERT ON."
6. Type **e** to complete the word **since**.
7. Move the cursor to the **r** in **keybord** and type **a**.
8. Move the cursor to the space between **labeled** and **keyboard**. Press the space bar to create an additional space and then type **above the**.
9. Move the cursor to the third line at the letter **d** in **id**.
10. Deactivate **INSERT MODE** by pressing **CTRL** and **6** again at the same time.
11. Type over **d** with **s** to make **is**.
12. Move the cursor to the **r** in **doneright**.
13. Activate **INSERT MODE** and press the space bar to insert a space between **done** and **right**.
14. Move the cursor to the first **on** in **on on**. Press **CTRL** and **DEL** at the same time to delete **on**.
15. Edit the first paragraph if you made any typing errors there.

Introduction

Paragraph Reform (Chapter 3 and 4)

Paragraphs are usually fairly fragmented after editing. The **REFORM** feature rejustifies the fragmented text and realigns the margins.

1. To activate **REFORM**, position the cursor on the first line of the paragraph to be reformed - in this case, the second paragraph.
2. Then press **CTRL** and **7** at the same time. Text will be reformed from the cursor line to the first hard return encountered.

If you made changes to the first paragraph, reform that paragraph as well.

Saving Text and Re-Editing (Chapter 3)

The paragraphs that you have typed so far are contained in memory and are not on the diskette. If you were to have a power failure, everything that has been done so far would be lost. Because of this, it is a good idea to save the document periodically as you compose and edit.

Activate **SAVE** by pressing **CTRL** and **SHIFT** and **4** at the same time.

When the Save is completed, the document reappears on the screen with the cursor at its previous position in the file.

Merging Paragraphs (Chapter 4)

To merge the two paragraphs you have typed so far:

1. Move the cursor to the right of the word **another.** at the end of the first paragraph.

When the paragraphs are merged, the second paragraph will begin at the cursor position, so position the cursor where you would like the next sentence to begin on the line.

2. Press **CTRL** and **DEL** at the same time. This will delete the hard return and move the second paragraph up one line on the screen.
3. Press **CTRL DEL** again and the text will move up to the cursor position. Then activate **REFORM** to rejustify the text.

Splitting Paragraphs (Chapter 4)

To split a paragraph, position the cursor at the first character of the first word of the new paragraph.

1. For this exercise, position the cursor at the **T** in **Text** on the fourth line of the paragraph.
2. With **INSERT MODE** activated, press **RETURN**. The text behind the cursor moves to the next line.
3. Press **RETURN** again to create a blank line between the paragraphs.
4. With the cursor on the first line of the new paragraph, activate **REFORM** to rejustify the text.
5. Paragraph reform will stop when it encounters a word that could be hyphenated (see Hyphen Help and Soft Hyphens). In this exercise, **REFORM** will stop at the word "afterthought" and the letter "t" will appear highlighted. Type a hyphen here and the word will be hyphenated.

Block Operations - Moving Blocks of Text (Chapter 4)

Block operations allow you to identify "blocks" of text and then perform special operations on those blocks, usually in the form of moving that text elsewhere in the document.

For this exercise, move the first paragraph behind the second paragraph with the following block operation:

1. Move the cursor to **W** in **Word Processing** on the first line of text and activate **INSERT MODE**.
2. Activate **START** by pressing **CTRL** and **SHIFT** and **6** at the same time. The indicator will appear on the screen to indicate the beginning of the block.
3. Move the cursor to the right of **comparison.** at the end of the paragraph.
4. Activate **END** by pressing **CTRL** and **SHIFT** and **7** at the same time. The block of text will appear now appear highlighted on the screen.
5. To move the block, position the cursor at the location where the block will be moved to. In this case, move the cursor two lines below the second paragraph.
6. Then activate **MOVE** by pressing **CTRL** and **SHIFT** and **8** at the same time. The marked block will be moved to that location in the document.

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Copying or Deleting Blocks of Text (Chapter 4)

Copying or deleting a block of text is similar to the preceding exercise for moving a block of text. The block start and end are marked and then a command is given to copy or delete the block. Blocks may also be copied to different files.

1. Move the cursor to the end of the file by pressing **SHIFT** and **CTRL** and the **Down Arrow** key at the same time. Then press **RETURN** twice to create additional lines at the end of the file.
2. Activate **COPY** by pressing **CTRL** and **SHIFT** and **9** at the same time. The marked block will be copied to the cursor location.
3. Hide the block by returning the screen to normal highlighting. This is done by activating **HIDE** (**CTRL SHIFT 0** on the keyboard template). Repeat this process to redisplay the block highlighting.
4. With the block highlighted on the screen, activate the **PRINTING, CONTROL** menu (**CTRL** and **5** at the same time) and select option **Y** to delete the block. All text that was highlighted on the screen will be deleted from the file.

Scrolling (Chapter 4)

Scrolling "rolls" the document up and down on the screen.

1. Scroll the screen up to display text above the current cursor position by pressing **CTRL** and the **Up Arrow** key at the same time.
2. Scroll the screen down to display text below the current cursor position by pressing **CTRL** and the **Down Arrow** key at the same time.

Margins (Chapter 5)

The paragraphs in this exercise have used standard default margins so far, with the left margin at column-1 and the right margin at column-65.

Change the left and right margins by executing the following:

1. Activate **MARGINS, FORMAT** by pressing **CTRL** and **3** at the same time.

2. Select option **L** from the displayed menu to change the left margin.
3. Change the left margin to column-3 by typing **3**, and then press **RETURN**.
4. Activate **MARGINS, FORMAT** again and select option **R** to change the right margin.
5. Change the right margin to column-62 by typing **62**, and then press **RETURN**. Note that the ruler line reflects the changes you have made.
6. Move the cursor back to the first line of the first paragraph and **REFORM** that paragraph to reflect the new margins. When the **HYPHENATE** message is displayed, activate **REFORM** again to bypass hyphenation. Then press **RETURN** (with **INSERT MODE** activated) to begin a new paragraph.
7. Type the following sentence.

=====
Margins and tabs may be changed at any time while you type,
and previous text can be reformed to reflect these changes.
=====

Tabs (Chapter 5)

Change Tabs with **SET** and **CLEAR**. Move text or the cursor with the **TAB** key.

1. Move the cursor back to "**Margins**" at the beginning of the paragraph you just typed.
2. With **INSERT MODE** deactivated, press the **TAB** key several times. The cursor moves to the columns under the "!" in the Ruler Line.
3. Move the cursor to the beginning of the paragraph again and activate **INSERT MODE**. Now press **TAB** and the text is moved with the cursor to the first tab.
4. Move the cursor back to column-3 and press **CTRL** and **DEL** at the same time. The text moves back to the cursor position.
5. Change tabs from the defaults by activating **CLEAR (CTRL 0)** and specifying the tab to clear. Clear the tab at column-16 and press **RETURN**.

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6. Then activate **SET (CTRL 9)** and set a tab at column-18. Move the cursor to the end of the paragraph and press **RETURN** twice with **INSERT MODE** activated. This begins a new paragraph.

Type the following, moving the cursor to column-18 with the **TAB** key for the indented lines. At the end of each line, insert a hard return by activating **INSERT MODE** and pressing **RETURN**.

=====

There are several options when clearing tabs:

1. Clear tab at cursor position with **ESC**
2. Clear all tabs by typing **A**
3. Clear tab at a specified column

=====

Find and Replace (Chapter 4)

1. Activate **FIND** by pressing **CTRL** and **-** at the same time.
2. Type **cursor** in response to the question **FIND?** Then press **RETURN**.
3. Use the options to search backward, whole words only, and ignore case by typing **BWU** in response to the question **OPTIONS?** Then press **RETURN**.
4. When the word "cursor" has been found, activate **FIND/REPLACE AGAIN** by pressing **CTRL** and **SHIFT** and **-** at the same time.
5. Repeat this until the cursor is at the beginning of the file and WordStar-Plus says it cannot find the word "cursor" any more. Press **ESC** as prompted at that point to end the search.
6. Then activate **REPLACE (CTRL +)** and replace "done" with "finished". Bypass options by pressing **RETURN** at the question **OPTIONS?**
7. When the word has been found, type **Y** when WordStar-Plus asks if you want to replace. **REFORM** the paragraph if necessary.

Screen Formats (Chapter 5)

Screen Formats are discussed in the Special Effects section of this manual. The sample here is for centering a line of text.

1. Move the cursor to the first column of the first line of the file (status line = Line 1 Col 01), which is a blank line.
2. Type **TRAINING EXERCISE**.
3. Activate **MARGINS, FORMAT** and option **C** to center the heading on the line.
4. With the cursor right of the word **EXERCISE**, press **RETURN** with **INSERT MODE** activated to create a blank line.

Print Control Characters (Chapter 5)

Print Control Characters are useful for special effects and are described in detail in the Special Effects section of this manual. A few samples are dealt with here.

Boldface

Characters printed in boldface are actually printed twice, and the second print is slightly offset from the first.

1. Activate **INSERT MODE** and position the cursor on the first line at the **T** in **TRAINING**.
2. Activate **PRINT CODES** and type **B**. **^B** will appear on the screen.
3. Position the cursor to the right of **EXERCISE**.
4. Activate **PRINT CODES** and type **B** again.
5. The screen will display **^BTRAINING EXERCISE^B** and the words will print in boldface.

Underline

1. Activate **INSERT MODE** and position the cursor on the first line at the **T** in **^BTRAINING**.
2. Activate **UNDERLINE (CTRL SHIFT 3)** to start underlining. **^S** will appear on the screen.

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3. Position the cursor to the right of **EXERCISE**^B.
4. Activate **UNDERLINE** again to signal the end of underlining.
5. The screen display will be ^B^STRAINING EXERCISE^B^S and the words will now print with both underlining and boldface.

Dot Commands (Chapter 5)

Dot commands are useful for creating special effects in your document. A few samples are dealt with here. Note that dot commands occupy a line on the screen, but the line does not affect the line count nor does it print.

Page Numbers

1. Position the cursor at the first column of the first line of the document. Activate **INSERT MODE** and press **RETURN** to create an additional line.
2. Move the cursor back to the first line and **type a period** in the first column, followed by the letters **PN** to turn page numbering on.

Microjustification Off

Microjustification distributes characters evenly on the line during printing. Microjustification should be turned off for tables or columns of figures or print characters may be slightly out of line in the column.

1. Position the cursor at the line above the paragraph **"There are several options..."**
2. Press **RETURN** with **INSERT MODE** activated to create an additional line.
3. **Type a period** in the first column of the blank line and then type **UJ 0** (zero, not O) to turn microjustification off.
4. Move the cursor to the line after **"3. Clear tab at a..."** and press **RETURN** again. **Type a period** in the first column of the blank line and then type **UJ 1** to turn microjustification back on.

Alternate Character Pitch

1. Position the cursor at the line above "**Margins and tabs may be**"...
2. Activate **PRINT CODES** and then type **A**. ^A will appear on the screen.
3. This activates alternate character pitch, which prints 12 characters per inch instead of the standard 10 characters per inch.
4. Move the cursor to the line following "**...to reflect these changes.**"
5. Activate **PRINT CODES** and type **N**. ^N will appear on the screen. This reactivates standard character pitch.

Saving the Document and Returning to the No-File Menu (Chapter 4)

1. Save the document by activating **PRINTING**, **CONTROL** and option **D**. When the document has been saved, WordStar-Plus will return to the No-File Menu.
2. Note that the File Directory now contains two documents, **TRAINING** and **TRAINING.BAK**. **TRAINING** is the file you just saved. **TRAINING.BAK** is the version you saved previously.

Printing (Chapter 6)

1. Activate **PRINT** from the multi-function keys or select option **P** from the No-File Menu.
2. Specify the document **TRAINING** to print and press **ESC**. The printout should match the printout on the next page.

Introduction

TRAINING EXERCISE

Text is displayed on the screen as it is entered at the keyboard, and cursor movement keys allow you to move quickly from one part of the text to another. Functions such as inserting text are achieved through special multi-function keys that are labeled above the keyboard. Since text editing is finished right on the screen, printing the completed document is almost an afterthought.

Margins and tabs may be changed at any time while you type, and previous text can be reformed to reflect these changes.

There are several options when clearing tabs:

1. Clear tab at cursor position with ESC
2. Clear all tabs by typing A
3. Clear tab at a specified column

Word processing is easy to learn on ATTACHE. Using the WordStar-Plus system is much like using a typewriter, but the edit and special effects capabilities make the typewriter seem like a child's toy in comparison.

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WordStar-Plus Guide

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Getting Started

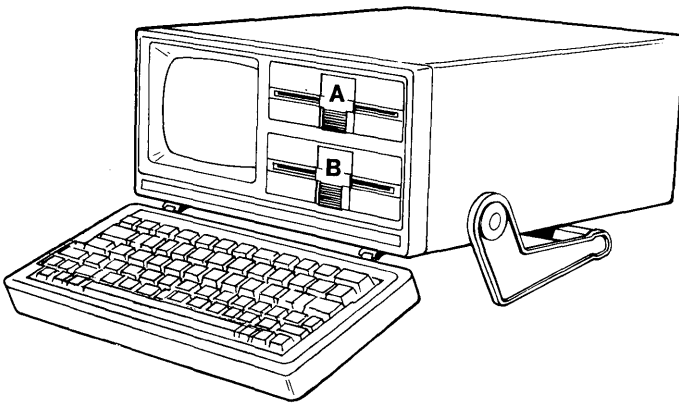
Overview

This chapter provides instructions for getting started with WordStar-Plus, including the following:

- o Inserting diskettes and loading programs
- o The No-File menu and No-File commands
- o Changing the Logged Disk Drive
- o Changing Diskettes
- o Keyboard Multifunctions
- o Setting the Help Level
- o Using Help Menus
- o Using WordStar-Plus menu options

Diskettes

Under normal circumstances, you will use two diskettes for word processing. The diskette in Drive A (the upper drive) will contain the WordStar-Plus program files and the diskette in Drive B (the lower drive) will contain your document files.



This is convenient for several reasons. There is limited space available on the Attache Software diskette, and using separate diskettes for document files provides an efficient method for keeping your documents organized for later retrieval.

Getting Started

Using Only One Drive

For single drive systems (or to use only one drive), both the WordStar-Plus program files and document files must reside on a single diskette.

The WordStar-Plus programs require approximately 96K of disk space, leaving approximately 264K of disk space on the diskette for document files.

Since disk space on the Attache Software diskette is limited, you might want to copy the WordStar-Plus files to a second diskette if using only one drive.

Loading WordStar-Plus

To load the WordStar-Plus programs, power up the unit and then insert the Attache Software diskette in the upper diskette slot (DRIVE A) and a formatted diskette in the lower diskette slot (DRIVE B) and gently close the drive doors.

Then boot the system by pressing **RESET** and the right **SHIFT** key at the same time. CP/M will be loaded and the CP/M prompt will appear on the display:

```
CP/M x.x.x  Otrona ATTACHE <56K>
A>
```

where x.x.x is CP/M's version.

To activate WordStar-Plus, type **WS** and press **RETURN**.

The "No-File" Menu will then appear on the display. All word processing functions are initiated from this menu.

Directly below the No-File Menu is a file directory listing all program and data files on the diskette in the logged disk drive, in this case Drive A.

The No-File Menu

The No-File Menu is the primary menu for word processing. This menu appears on the screen when WordStar-Plus is loaded and also whenever a function has been completed.

```

----- NO-FILE MENU -----
D - Open a document file      P - Print a File      R - Run a program
N - Open a non-document file          X - Exit to system
F - File directory            E - Rename a file
H - Set help level            O - Copy a file      M - Run MailMerge
L - Change Logged Drive       Y - Delete a file  S - Run SpellStar
-----

DIRECTORY of Drive A:
WS.COM      WSOVL1.OVR      WSMGS.OVR      INSTALL.COM

```

The No-File menu includes options for creating, editing, and printing a document file, plus additional options for directory maintenance.

To activate a function from the No-File Menu, type the letter shown for that function in either upper or lower case.

No-File Commands

Functions that are activated from the No-File Menu are introduced here and discussed in detail throughout this manual. These functions are activated by typing the appropriate letter in either upper or lower case.

No-File commands are as follows:

D = OPEN A DOCUMENT FILE - Command for creating a new document file or retrieving an existing document for editing.

N = OPEN A NON-DOCUMENT FILE - Command for creating or editing a "non-document" file with different format and pagination defaults. Non-document files are used for program editing but are not used in the normal word processing environment.

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- F = FILE DIRECTORY ON OR OFF** - Command for activating or deactivating the screen display directory. The directory lists all document files contained on the logged diskette.
- H = SET HELP LEVEL** - Command for reviewing the help level status and changing to a different help level if desired.
- L = CHANGE LOGGED DISK DRIVE** - Command for instructing Attache to read or write data to or from a specific disk drive.
- P = PRINT A FILE** - Command for activating the print function.
- E = RENAME A FILE** - Command for changing the name of a document.
- O = COPY A FILE** - Command for making a copy of a document file.
- Y = DELETE A FILE** - Command for deleting a document file.
- R = RUN A PROGRAM** - Command for temporarily exiting WordStar-Plus to run a non-word processing program. Attache returns to the No-File Menu when the requested program or programs are completed.
- X = EXIT TO SYSTEM** - Command for exiting WordStar-Plus to use Attache for other non-word processing functions. Similar to "Run a Program" above except word processing is not automatically reinvoked.
- M = RUN MAIL MERGE** - Command for printing text using the Merge-Print option, which is an optional software package for preparing mass mailings.
- S = RUN SPELLSTAR** - Command for invoking the SpellStar option, which is an optional software package for checking spelling.

Changing the Logged Disk Drive

At this point, you have activated WordStar-Plus and the No-File Menu is on the screen with a directory of the program and data files on the diskette in Drive A.

To record your document on the diskette in Drive B, you must change the logged drive to Drive B. Bypass this step if you wish to record the document file on the diskette in Drive A.

To change the logged drive:

1. With the No-File Menu on the screen, type **L** to select the option to change the logged disk drive.
2. You will then be prompted for the name of the drive.
3. Type **B:** and press **RETURN** to change to Drive B.

The WordStar-Plus files will now be read from the diskette in Drive A, but your document files will be recorded or retrieved from the diskette in Drive B. The directory that is displayed with the No-File menu will be for Drive B.

Changing Diskettes

Change diskettes when the screen is at **A>** or **B>** or when WordStar-Plus is at the No-File menu, but not while a program is executing.

If the diskette is removed while a program is executing, a disk error will occur when the program next attempts to access the diskette and the program will be terminated.

After changing diskettes, you must change the logged disk drive assignment, even if it is the same drive you were using with the previous diskette. Changing the logged drive updates the directory on the screen to display files for the new diskette.

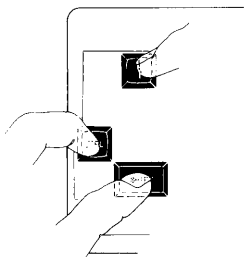
For example, if you edit a file on a diskette in Drive B, and then save and return to the No-File Menu, the directory that is displayed is for the diskette in Drive B.

If you then insert a different diskette in Drive B, the directory that is displayed is still for the first diskette. Changing the logged drive to Drive B again will display the directory for the current diskette in that drive.

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Keyboard Multifunctions

Keys on the top row of the keyboard are used to perform several functions in addition to the numeric and special character typewriter functions. Multifunctions are performed by pressing two or more keys at the same time, as instructed on the template above the keyboard.



The lowest row of functions are activated during word processing by pressing **CTRL** and the corresponding number key at the same time.

The second row of functions are activated during word processing by pressing **SHIFT** and **CTRL** and the corresponding number key at the same time.

Functions on the top row of the keyboard template are for the Valet Set-up Mode, which is described in the Valet Guide and in the Operator's Guide.

Keyboard multifunctions are referred to in this text as they appear on the template, without identifying the keys that activate the function. For example, if an instruction says "reform" it is assumed that you will press **CTRL** and 7 at the same time as described on the keyboard template.

Multifunctions on the keyboard template are as follows:

Top of Screen	Moves the cursor to the first line on the screen.
Help Level	Displays a menu for selecting a Help Level option.
Underline	Starts or stops underlining for printing.
Save	Saves the file on disk and returns to the cursor line.
Print	Activates the Print function for printing a document.

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Block Start	Marks the beginning of a block at the cursor.
Block End	Marks the end of a block at the cursor.
Block Move	Moves a marked block to the cursor position.
Block Copy	Copies a marked block to the cursor position.
Block Hide	Deactivates highlighting on the marked block.
Find/Replace Again	Executes the previous find command again.
Markers, Repeat	Displays a menu with command options.
Help, Dots	Displays a menu with options to display help menus.
Margins, Format	Displays a menu with command options.
Print Codes	Displays a menu with command options.
Printing, Control	Displays a menu with command options.
Insert Mode	Activates or deactivates Insert Mode.
Reform	Reforms the current paragraph from the cursor line down.
Margin Release	Activates or deactivates Margin Release.
Tab Set	Sets tab stops at specified columns.
Tab Clear	Clears tab stops at specified columns.
Find	Activates the Find feature for finding specified text.
Replace	Activates the Find and Replace feature.

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Help Levels

The HELP feature provides on-screen assistance during word processing. Four levels of Help are available, each providing a greater level of detail. Help Levels are numbered from zero through three, with Level Three providing the greatest level of detail.

WordStar-Plus defaults to Level Two, which provides adequate assistance for all but the most inexperienced user. Do not use Help Level 0. This help level deactivates all screen prompting and makes the system virtually useless.

Set Help Levels

Activate **HELP LEVEL** with the multi-function keys to view and modify the Help Level setting. The menu displays the current setting and a brief explanation of available Help Levels.

Enter the number for the new Help Level, or press the **Space Bar** to leave Help at its current setting.

Help Levels are as follows:

- | | |
|---------------------|---|
| Help Level 3 | Provides the most detail, with all menus and explanations displayed for all command and help menus. This level is not typically used because the main editing menu is always on the screen during word processing and the number of file lines that are displayed at one time is greatly reduced. |
| Help Level 2 | Suppresses the main editing menu, but provides considerable detail for secondary options and other Help Menus that are accessed on command. This level is the WordStar-Plus default. |
| Help Level 1 | Suppresses both the main editing menu and secondary options menus, but provides Help Menus that are accessed on command. |
| Help Level 0 | Suppresses all Help functions, including menus and screen prompts. This level provides too little information and should not be used. |

Help Menus

Help menus provide on-screen option listings and brief explanations for WordStar-Plus commands and functions. These menus can be displayed when Help Levels 1,2, or 3 are activated, but are not displayed when Help Level 0 is activated.

Help menus can not be accessed from the No-File menu. After you have created a file (or while editing a file), the Help menu is displayed by activating the **HELP, DOTS** menu (**CTRL 2**). Then select the menu you wish to view, as summarized below:

H = Help Level explained	S = Status Line explained
B = Paragraph Reform explained	R = Ruler Line explained
F = Character Flags explained	M = Margins and Tabs summary
D = Dot Commands, Print Controls	P = Place Markers explained
I = Command Index Summary	V = Block Operations explained

With Help Level 2 or 3, you may also view Print Control Character options by activating the **PRINT CODES** menu, or check on-screen format settings by activating the **MARGINS, FORMAT** menu.

Word Processing Menus and Functions

Most word processing functions are accessed through special keys on the keyboard (such as **DEL** or the cursor movement arrows) or by activating one of the multifunctions described on the template above the keyboard (such as **REFORM** or **REPLACE**). These functions are described throughout this manual as word processing concepts are introduced.

In addition to keyboard and multifunction commands, there are a series of word processing menus that activate various functions during the course of text editing and printing. These menus are labeled on the template above the numbers one through five on the top row of keys on the keyboard.

Word processing menus can not be activated from the No-File menu. They can only be activated while you are typing or editing a document.

To activate a Word Processing menu, press the **CTRL** key and the appropriate number key at the same time, as described on the template. Then press the letter that corresponds with the menu item you wish to activate. You may exit from the menu without selecting an option by pressing the space bar.

Word processing menus and menu options are listed on the following pages.

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"MARKERS, REPEAT" Menu

This menu is activated by pressing **CTRL** and **l** at the same time.

```
----- MARKERS, REPEAT MENU -----  
----- Move Cursor -----|----- Scroll -----  
R - Beginning of file      C - End of file  |  W - Continuous down  
B - Beginning of block     K - End of block  |  Z - Continuous up  
V - Last find or block     |----- Delete -----  
P - To previous position   |  Y - To right of line  
0-9 - To place marker 0-9 |  DEL - To left of line  
Q - Repeat next command or key until another key is pressed.  
----- Press Space Bar to Exit Menu -----
```

These menu options perform the following functions:

- R - Move the cursor to the beginning of the file.
- C - Move the cursor to the end of the file.
- B - Move the cursor to the beginning of the marked block.
- K - Move the cursor to the end of the marked block.
- V - Move the cursor to the last find or marked block.
- P - Move the cursor to its position prior to the last command.
- 0-9 - Move the cursor to the specified place marker.
- Q - Repeat the next command or key until a key is pressed.
- W - Scroll the screen down continuously until a key is pressed.
- Z - Scroll the screen up continuously until a key is pressed.
- Y - Delete from the cursor to the right end of the line.
- DEL - Delete from the cursor to the left end of the line.

“HELP, DOTS” Menu

This menu is activated by pressing **CTRL** and **2** at the same time.

```
----- HELP, DOTS MENU -----  
H - Help levels explained      S - Status line explained  
B - Paragraph reform explained  R - Ruler line explained  
F - Character flags explained  M - Margins and tab summary  
D - Dot command, print control P - Place markers explained  
I - Command index summary      V - Block operations explained  
----- Press Space Bar to Exit Menu -----
```

These menu options perform the following functions:

- H - Explains each Help Level option.
- B - Explains paragraph reforming procedures.
- F - Explains the symbols on the right edge of the screen.
- D - Lists dot commands and print control characters.
- I - Lists WordStar commands and menus.
- S - Explains the Status Line at the top of the screen.
- R - Explains the Ruler Line at the top of the screen.
- M - Explains margins and tabs and lists commands.
- P - Explains place markers and lists commands.
- V - Explains block operations and lists commands.

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"MARGINS, FORMAT" Menu

This menu is activated by pressing **CTRL** and **3** at the same time.

```
----- MARGINS, FORMAT MENU -----  
L-Set left margin      C-Center text on line      G-Set paragraph tab  
R-Set right margin     F-Set ruler from line      S-Set line spacing  
W - WordWrap off (ON)          H - Hyphen Help off (ON)  
J - Justification off (ON)     E - Soft Hyphen on (OFF)  
D - Control Character Display off (ON)  T - Ruler Line off (ON)  
P - Page Break Display off (ON)        V - Variable Tabs off (ON)  
----- Press Space Bar to Exit Menu -----
```

These menu options perform the following functions:

- L - Sets the left margin at a specified position.
- R - Sets the right margin at a specified position.
- C - Centers text between the left and right margins on the line.
- F - Sets the left and right margins the same as the cursor line.
- G - Sets a temporary left margin until the paragraph is ended.
- S - Sets the number of lines to skip between text lines.
- W - Activates or deactivates the Wordwrap feature.
- J - Activates or deactivates the Justification feature.
- D - Displays or undisplayes print control characters.
- P - Displays or undisplayes the line of dashes between pages.
- H - Activates or deactivates the Hyphen Help feature.
- E - Activates or deactivates the Soft Hyphen feature.
- T - Displays or undisplayes the Ruler Line on the screen.
- V - Activates or deactivates the Variable Tabbing feature.

"PRINT CODES" Menu

This menu is activated by pressing **CTRL** and **4** at the same time.

```
----- PRINT CODES MENU -----  
B - Boldface      X - Strikeout      O - Non-break space  
D - Doublestrike  Y - Change ribbon color  C - Printer pause here  
V - Subscript     A - Alternate pitch    H - Overprint character  
T - Superscript   N - Standard pitch      RETURN - Overprint line  
----- Press Space Bar to Exit Menu -----
```

These menu options perform the following functions:

- B - Starts or stops boldface printing.
- D - Starts or stops doublestrike printing.
- V - Starts or stops subscript printing.
- T - Starts or stops superscript printing.
- X - Starts or stops strikeout printing.
- Y - Starts or stops the alternate print color.
- A - Starts or stops alternate character pitch.
- N - Starts or stops standard character pitch.
- O - Indicates a non-break space between words.
- C - Overprints the previous character with the next.
- H - Stops the printer until **CTRL C** is pressed.
- RETURN - Overprints the previous line.

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"PRINTING, CONTROL" Menu

This menu is activated by pressing **CTRL** and **5** at the same time.

```
----- PRINTING, CONTROL MENU -----  
Y - Delete block           R - Read file             P - Print file  
W - Write block            O - Copy file              E - Rename file  
S - Save and re-edit       N - Column Mode On/Off  
D - Save and return to No-File Menu  L - Change logged Disk Drive  
X - Save and return to CP/M          F - File Directory on (OFF)  
Q - Abandon current edit file      0-9 - Set or hide place marker  
----- Press Space Bar to Exit Menu -----
```

These menu options perform the following functions:

- Y - Deletes the marked block.
- W - Copies a marked block to a disk file.
- R - Copies a disk file into the current file.
- O - Copies a disk file without leaving the current file.
- P - Prints a file without leaving the current file.
- E - Renames a file without leaving the current file.
- S - Saves the current file on disk and returns to that file.
- D - Saves the current file on disk and returns to No-File menu.
- X - Saves the current file on disk and returns to CP/M.
- Q - Abandons the current file without saving it.
- N - Activates or deactivates the Column Mode feature.
- L - Changes the logged drive without leaving the current file.
- F - Displays or undisplay the File Directory.
- 0-9 - Sets new place markers or hides existing place markers.

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WordStar-Plus Guide

Create

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Overview

You are now ready to begin word processing. Attache is powered up, the diskettes are inserted, the programs are loaded, and the logged disk drive is the drive that will contain your word processing diskette.

This section of the manual discusses basic word processing concepts and techniques, including the following:

- o Creating a new Document
- o Document Naming
- o Text Entry Screen Display
- o Default Format Dimensions
- o Entering Text
- o Word Wrap
- o Justification
- o File Backup and Security
- o Horizontal Scrolling
- o Basic Cursor Movement
- o Basic Text Deletion
- o Basic Text Insertion
- o Reforming Text
- o Saving Text
- o 10-Key Mode
- o Interrupt a Command
- o Flag Characters
- o Word Processing Checklist

These topics provide the framework for using the WordStar-Plus system.

Create a Document

Getting Started

The Create procedure begins with the No-File Menu on the display screen.

```
----- NO-FILE MENU -----  
D - Open a document file      P - Print a File      R - Run a program  
N - Open a non-document file          X - Exit to system  
F - File directory            E - Rename a file  
H - Set help level            O - Copy a file      M - Run MailMerge  
L - Change Logged Drive      Y - Delete a file    S - Run SpellStar  
-----
```

DIRECTORY of Disk B:

Type **D** to select the option to open a document file.

Document Naming

You will next be asked to type the name of the file to edit. The name may be any alphanumeric description of eight characters or less in either upper or lower case. It should readily identify the document, as it will be required when retrieving the document for editing and printing.

Type a name and press **RETURN**.

The name you type here will be a name that does not exist on your word processing diskette. WordStar-Plus will assume you are creating a new document file and the message "New File" will appear on the screen.

Text Entry Screen Display

The Entry Screen Display appears after the document file name has been recorded. The cursor is positioned in the first column of the first line of the File Display area.

```

      B:FILE  PAGE 1 LINE 1 COL 1
L-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----R
      █                                           :
                                           .
                                           .
                                           .
                                           .
                                           .
                                           .
                                           .
-----

```

The Text Entry Screen Display includes the following information:

Status Line The first line of the display is the Status Line, which identifies the logged disk drive, document file name, and the page/line/column where the cursor is currently located.

Messages are also displayed on the Status Line when special functions are activated (such as INSERT ON).

Help Menu The next several lines will contain option menus as they are specified from the multi-function keys.

A main editing menu will be displayed at all times if Help Level "3" has been activated, but will be suppressed for all other levels.

Ruler Line The next line is the Ruler Line, which indicates the left and right margins and the pre-set tab stops. These settings may be changed at any time (see Special Effects in this manual).

Display Area The remaining lines on the display screen are the File Display Area, where you will type your text. When this area is full, the screen automatically scrolls up another line.

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Flag Characters The right-most column on the screen will contain a Flag Character for each line on the screen.

Flag characters identify characteristics for reforming and are discussed in detail in the EDIT section of this manual.

Cursor The cursor is the small solid rectangle located at the upper left corner of the display area. The cursor is "you" on the screen.

Page Format

WordStar-Plus is initially set to perform within the page size parameters that are listed below. Format dimensions may be modified at any time. Once changed, the settings remain constant until reset, or until Attache is powered down or rebooted.

Top Margin = 3 Lines

Left Margin = Column 1

Right Margin = Column 65

Page Length = 66 Lines

Tabs = every 5 Columns

Bottom Margin = 8 Lines

Instructions for modifying these and other format dimensions are discussed in the Special Effects section of this manual.

Entering Text

Text entry is similar to typing on a typewriter - you just type. However, there are a number of other functions and concepts involved in word processing that you must understand to use and manipulate the system effectively.

These concepts are introduced on the following pages and discussed in detail in the sections that follow.

Word Wrap

Text may be entered continuously without using the carriage return at the end of each line when the Word Wrap feature is activated.

The word being typed beyond the right margin is automatically moved to the next line and the cursor is positioned to its right.

Justification

Lines of text are automatically spaced so that both the left and right margin are vertically aligned when the Justification feature is activated.

Justification occurs when the cursor moves to the next line, and when the line is reformed after editing.

Carriage Returns

With Word Wrap activated, **RETURN** is used only when you want to signify the end of a paragraph or leave blank lines between lines of text.

There are two kinds of carriage return in word processing - the "hard" return and the "soft" return.

"Hard" Returns

When **RETURN** is pressed during text entry or editing, a "hard" return is inserted in the text. Reforming will not justify a line beyond the hard return.

Hard returns are always honored by justification and reforming; WordStar-Plus will not automatically delete a hard return under any circumstances.

"Soft" Returns

A "soft" return is inserted automatically by Word Wrap at the end of each line of text that is wrapped.

Soft returns are inserted and deleted as required automatically during justification and reforming.

Create a Document

The Space Bar

Use the space bar as you would on a typewriter for spaces between words and for indentation.

Like carriage returns, there are two kinds of spaces in word processing - the "hard" space and the "soft" space.

"Hard" Spaces

Hard spaces are those entered by pressing the space bar. Hard spaces are always honored by justification and reforming. WordStar-Plus will not automatically delete a hard space under any circumstances.

"Soft" Spaces

Like Returns, "soft" spaces are automatically inserted and deleted by WordStar-Plus as required during justification and reforming.

Character Case

Upper and lower case may be controlled with the **SHIFT** keys, just as on a typewriter.

The **CAPS LOCK** key provides an additional level of control by locking the keyboard in upper case for alphabetical keys.

Even with **CAPS LOCK** activated, the numeric and special character keys remain in lower case unless **SHIFT** is pressed at the same time as the key.

Page Breaks

A broken line appears on the screen at the point where a new page will be started by the print job.

The default page length is 66 lines, but this may be changed at any time. You may also specify a new page at any point in the document regardless of the number of lines actually used on the page. These features are discussed in the Special Effects section of this manual.

The BACK SPACE Key

The **BACK SPACE** key moves the cursor back one column on the line. Note: the **DEL** key also moves the cursor back one column, but deletes the character at that column. Use **BACK SPACE** to move the cursor backwards without disturbing text, the same as the left arrow key.

Cursor Movement - The Arrow Keys

The cursor is moved within the text with the four arrow keys. These keys are also used in conjunction with modifier keys to perform a variety of cursor movements. Basic cursor movements are introduced here, with additional movement techniques discussed in the Edit section that follows.

Left Arrow	moves the cursor one character to the left.
Right Arrow	moves the cursor one character to the right.
Up Arrow	moves the cursor up one line.
Down Arrow	moves the cursor down one line.

Deleting Text - The DEL Key

The **DEL** key is used alone or in conjunction with the **CTRL** and/or **SHIFT** keys to provide several levels of text deletion, as outlined below. Basic delete functions are introduced here and the more advanced techniques are discussed in the Edit section that follows.

DEL	deletes the character left of the cursor.
SHIFT DEL	deletes the character at the cursor.

Use the **DEL** key to correct typo's as you make them. Press **DEL** and the cursor moves left and deletes the previous character. Then type the correct character.

Press **SHIFT** and **DEL** at the same time to delete the character at the cursor. Normally you will use the cursor movement arrow keys to position the cursor at the character to delete.

Instructions for deleting entire words, entire lines, and blocks of text are included in the next section of this manual.

Create a Document

Inserting Text - Insert Mode and Strikeovers

Text is inserted in two ways. With **INSERT MODE** activated, existing text advances behind the cursor as you key. The word or words that you key are inserted where you key them and all subsequent text is moved downward appropriately on the screen. When you are finished inserting text, move the cursor back to the first line of the paragraph and activate **REFORM**.

When **INSERT MODE** is deactivated, you may type over text by placing the cursor where you want to key and then typing over the text that is displayed on the screen.

INSERT MODE is activated and deactivated by pressing **CTRL** and **6** at the same time.

NOTE: Techniques for the combinations of cursor movement, insertions, strikeovers, deletions, and reforming that are common in word processing are discussed in the Edit section of this manual.

Indentation and Other Spacing Considerations

Text is indented at the beginning of a paragraph by using the space bar, just as on a typewriter. Similarly, use the space bar for extra spaces at the beginning of a new sentence within a paragraph.

Reforming Text

As revisions are made during text entry and editing, the line justification naturally becomes fragmented with excess spaces and blank or partial lines.

The paragraph may be reformed and rejustified at any time through the **REFORM** feature. Text will be reformed from the cursor line to the first hard carriage return encountered.

To activate **REFORM**, place the cursor on the first line of text to be reformed and press **CTRL** and **7** at the same time.

The LINE FEED Key

The **LINE FEED** key is not used in word processing because line feeds are automatically inserted by **RETURN**.

Hyphens and the Hyphen Help Feature

Hyphens may be entered at any time as either "hard" hyphens or "soft" hyphens. Like hard returns and hard spaces, a hard hyphen will not be removed during additional reformatting.

Soft hyphens are entered during the reformatting process, and may be eliminated automatically by WordStar-Plus during further reformatting.

A feature called Hyphen Help stops **REFORMAT** when a multisyllable word will not fit entirely on a line being reformed.

Hyphen Help provides several options. You may bypass the hyphen and move the entire word to the next line by activating **REFORMAT** again, or you can insert a hyphen inside the word at a location of your choice. The rest of the word moves to the next line.

Hyphen Help may be turned on or off by activating the **MARGINS, FORMAT** menu from the multi-function keys and selecting option **H**.

Hyphens entered during **REFORMAT** when Hyphen Help is on are always soft hyphens. Whether other hyphens are hard hyphens or soft hyphens is dependent on the setting for Soft Hyphen Entry, as described below.

Soft Hyphen Entry may be turned on or off by activating **MARGINS, FORMAT** and selecting option **E**. All hyphens entered with Soft Hyphen Entry On are soft hyphens.

The best combination for most circumstances is to activate Hyphen Help but leave Soft Hyphen Entry off. This combination provides soft hyphens at **REFORMAT** and hard hyphens at all other times.

To create a hard hyphen with Soft Hyphen Entry On, press **CTRL P** before typing the hyphen.

Soft hyphens that become "inactive" during **REFORMAT** will be reactivated if the document is reformed again and the hyphen is appropriate. However, soft hyphens that are not currently active display on the screen even though they do not print.

Activate **MARGINS, FORMAT** and option **D** to "undisplay" soft hyphens and other print control characters. The only hyphens displayed when print control characters are undisplayed are hard hyphens.

Activate the **MARGINS, FORMAT** menu and option **D** again to redisplay soft hyphens and print control characters that have been undisplayed.

Create a Document

10-Key Mode

Notice that Attache's 10-Key Mode can be activated during word processing. 10-Key Mode converts certain letter keys to numbers. For example, the letter "k" becomes "2" in 10-Key Mode. This is useful for entering columns of figures.

10-Key Mode is activated or deactivated by pressing the **CTRL** and **CAPS LOCK** keys at the same time. If you inadvertently activate 10-Key Mode while entering text, your entries will contain strange numerals instead of the letters you key ("joking" becomes "l625ng").

Press **CTRL** and **CAPS LOCK** to deactivate 10-Key Mode and return to normal text entry. Complete instructions for using 10-Key Mode are contained in the Operator's Guide.

Interrupting a Command in Progress

Commands in progress may be interrupted under most circumstances by pressing **CTRL** and **U** at the same time. The command in progress is terminated and a prompt to press **ESC** appears. The display then returns to its status prior to the interrupt at the point in the document where the command was interrupted.

Exiting from a Document - Save or Abandon Text

Text is entered from the keyboard to the processing unit, but is not transferred to the diskette until you save it. The Save procedure transfers the file from memory to the diskette. This procedure must be executed when you are finished with the document or your work is lost.

There are several methods for saving text:

- o Save and return directly to your document (**CTRL SHIFT 4**).
- o Save and return directly to CP/M (**CTRL 5 X**).
- o Save and return to the No-File menu (**CTRL 5 D**).

When Save is executed, a new copy of the document file is recorded on the diskette, and the previous copy (if any) is renamed with ".BAK" as its extension (FILENAME.BAK). This gives you two copies of the document on your diskette; the most recently saved copy and the version that preceded it.

Quick Save - Update During a Session

As you enter text in a new file or edit an existing file, you should execute the **SAVE** procedure (**CTRL SHIFT 4**) periodically to update the diskette copy of the file.

A good rule of thumb is to save the file after every two or three pages that you enter as a precaution against power failures and other problems that may occur. Text that you enter and editing changes that you make are not on the diskette until you have executed Save.

Getting Out - Save or Abandon the File

When you are ready to exit from the file, execute **PRINTING, CONTROL D** or **PRINTING, CONTROL X** to save the file and return to the No-File menu or to CP/M.

Execute **PRINTING, CONTROL Q** to return to the No-File menu without saving the current session.

Duplicate Files - Keeping Backup Copies

Since diskettes will occasionally become unusable due to mishandling or mechanical problems, it is important that you copy your files to a second diskette on a regular basis. Information contained on a diskette that cannot be read by the computer is effectively lost.

Several different programs can be used for copying files to a second diskette. The Disk Manager program on the Attache Software diskette contains Backup and File Copy options that copy files on either single or dual drive systems.

Backup copies the entire diskette, while File Copy copies a specified file. The CP/M PIP program can also be used to copy files on dual drive systems. Each of these programs are discussed in detail in the Operator's Guide.

Create a Document

Flag Characters

The flag characters that occupy the right-most column of each line on the display identify the line's characteristics. These flags are used in editing to identify lines containing hard returns, dot commands, and other line forming characteristics.

Flag characters are as follows:

- | | |
|----------------|--|
| (blank) | Line ends in a soft carriage return, which may be changed by paragraph reform. |
| < | Line ends in a hard carriage return, which will not change during paragraph reform. |
| + | Line has no return and continues beyond the right end of the screen. |
| . | Line is beyond (below) the end of the document. Also appears on the last line of text if there is no return. |
| : | Line is before (above) the beginning of the document. |
| P | A new page begins with the next line on the screen. Flag appears at the page break display. |
| ? | Line contains an unrecognizable dot command. (This flag also appears while the dot command is being typed.) |
| J | Line ends in a line feed character without a carriage return. This nonstandard line format is not created in normal WordStar-Plus use. |

Create or Edit "Non-Document" Files

A "non-document" file, as created from the No-File Menu, is not used in normal word processing. Non-document files are useful for creating and editing programs. Pagination is disabled, and a different set of format defaults are activated when non-document files are created or edited.

For non-document files, Word Wrap, Justification, Variable Tabbing, and the Ruler Display are off by default. Dynamic pagination is suppressed and the Page Break Display is inoperable. The Status Line displays File Character and File Line rather than Page and Line. Dot commands are not checked during editing. Word Wrap and Reform may cause incompatibility with external programs when used in non-document files.

Horizontal Scrolling - Lines Longer than the Screen

When a line is longer than the screen display, the line appears to roll off the right side of the screen. If you move the cursor to the right, the entire screen shifts left and displays the hidden text. This is called Horizontal Scrolling.

Horizontal scrolling typically occurs when you type a line beyond Column 80 and the right margin has been set beyond that column, Margin Release has been activated, or WordWrap has been deactivated. This allows you to view the entire line as typed.

Horizontal scrolling also occurs during editing when text is inserted or deleted. This is corrected by executing **REFORM** on the paragraph. The paragraph will be reformed within the existing left and right margins until a hard return is encountered.

The horizontal scroll moves all text on the screen 22 positions to the left. The left and right cursor movement arrow keys may be used to display text that is left or right of the screen when this occurs.

Word Processing Checklist

Word Processing will quickly become routine after you are familiar with the basics and have perfected a few techniques.

The following checklist follows a typical document from inception to completion:

1. CREATE Open a file and compose a draft.
2. SAVE Transfer the draft to the diskette.
3. PRINT Print the file for editing (or edit from the screen).
4. EDIT Open the file again to enter editing changes.
5. SAVE Transfer the edited draft to the diskette.
6. PRINT Print the edited version of the document.
7. COPY Transfer a copy of the document to a second diskette.

This list is not all inclusive. Some documents will be composed and edited in one session, while others will require many revisions. The point is this: you must save the file or it is lost. Files cannot be printed until they are saved, and it's wise to copy the file on a second diskette when you are finished.

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Edit

Edit a Document

Overview

Text editing is an ongoing part of word processing. You edit as you compose, correcting typo's and rearranging sentences and thoughts as you work. You also edit after the document has been created by adding, deleting, rearranging, and polishing the completed text.

Basic editing was introduced in the preceding section for creating a document file. This chapter explores how basic editing techniques are used in combination for specific editing situations, and also introduces advanced techniques such as moving or replacing text.

Editing techniques discussed here include the following:

- | | |
|-------------------|---------------------|
| o Edit Initiation | o Place Markers |
| o Cursor Movement | o Block Operations |
| o Scrolling | o REFORM in Editing |
| o Text Deletion | o Find and Replace |

All functions in this section may be initiated at any point in the course of opening a document file. As in the Create process, you must Save the document when revisions have been completed, both to transfer revised text to diskette and to exit the program. The same Save options are available for editing as for creating a document.

Edit Initiation

Files may be retrieved for editing at any time:

If you are already "in" WordStar-Plus and the file to edit is on the logged diskette, select option **D** from the No-File menu and type the name of the file to edit as prompted.

If the file to edit is on a different diskette, insert that diskette in the logged drive and change the logged drive (option **L**) to the same drive. This reads the directory from the new diskette and displays it on the screen. Then select option **D** from the No-File menu and type of the name of the file to edit.

If you are not currently "in" WordStar-Plus, insert the Attache Software diskette in Drive A and the diskette containing the file to edit in Drive B. Boot the system (**RESET** and right **SHIFT**) and then activate WordStar-Plus (**WS**). When the No-File menu is displayed, change the logged disk (**L**) to the alternate drive (**B:**). The directory will be for the diskette in Drive B. Then select option **D** and type the name of the file to edit.

Editing

With the No-File menu on the screen:

1. Type **D** to open a document file.
2. Type the name of the file to edit and press **RETURN**.

When an existing document name has been recorded, the document is retrieved for editing. The cursor is positioned at the first column of the first line of the document.

NOTE: If you inadvertently key a document name that does not exist in the file directory, WordStar-Plus will assume you are creating a new document file. You may return to the No-File Menu by activating the **Printing, Control** menu and selecting option **Q** to abandon the file.

Multi-Function Keys

Multi-function keys are used extensively in the keyboard commands that follow. These functions are described here as they appear on the template above the keyboard without reference to the modifier keys involved in accessing the specific function.

For example, **REFORM** refers to the function that is activated by pressing **CTRL** and **7** at the same time, and **END** refers to the function that is activated by pressing **CTRL** and **SHIFT** and **7** at the same time. Refer to the keyboard template or the previous chapters of this manual for instructions on executing these commands.

Using REFORM as an Editing Tool

During the process of editing a document, you will use **REFORM** extensively to reform the revised document just as Word Wrap and Justification formed the original text.

REFORM is also used for reforming text after margins have been changed, justification has been turned on or off, or line spacing commands have been changed.

REFORM performs these functions without requiring you to rekey any text. For example, after changing the margin settings, **REFORM** will instantly align text to conform with the new margins.

After making changes in a paragraph, place the cursor on the first line of the edited text and press **CTRL 7** to reform the paragraph. Text is reformed until a hard return is encountered.

Cursor Control

The cursor moves to virtually any point in the document with only a few keystrokes. Commands that move the cursor within the text are detailed below.

Left One Character	the LEFT ARROW key moves the cursor one column to the left.
Right One Character	the RIGHT ARROW KEY Moves the cursor one column to the right.
Left One Word	CTRL and the LEFT ARROW key moves the cursor one word to the left.
Right One Word	CTRL and the RIGHT ARROW key moves the cursor one word to the right.
Left End of Line	CTRL SHIFT and the LEFT ARROW key moves the cursor to the first column of the current screen line.
Right end of Line	CTRL SHIFT and the RIGHT ARROW key moves the cursor to the column after the last character on the current line.
Up One Line	the UP ARROW key moves the cursor up one line.
Down One Line	the DOWN ARROW key moves the cursor down one line.
Top of Screen	CTRL SHIFT 1 moves the cursor to the first line of the current file display.
Bottom of Screen	MARKERS, REPEAT X moves the cursor to the last line of the current file display.
Beginning of File	CTRL SHIFT and the UP ARROW key moves the cursor to Line 1 Column 1.
End of File	CTRL SHIFT and the DOWN ARROW key moves the cursor to the first column after the end of the file.
To Place Marker	MARKERS, REPEAT 0-9 moves the cursor to any place marker (0-9) that is selected.
To Source of Block	MARKERS, REPEAT V moves the cursor to the original source of the last block of marked text or last Find operation.
To Prior Position	MARKERS, REPEAT P moves the cursor to the position prior to the last command.

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Scrolling

Scrolling moves text that is displayed on the screen upwards or downwards for viewing purposes. Scrolling the screen is often the fastest way to move from one point to another while editing a document. Commands for scrolling include the following:

Up One Line

SHIFT and the **UP ARROW** key moves text upwards by one line, bringing an additional line onto the screen and rolling the top line off the display. The cursor remains at the same line unless positioned on the top line.

Up One "Screenful"

CTRL and the **UP ARROW** key moves text upwards by the number of lines currently on the display. The cursor remains at the same column of the same screen line.

Continuous Up

MARKERS, REPEAT Z moves the screen display up a line at a time continuously. A screen prompt allows you to set the scroll speed by typing a number from 1 to 9, with 1 being the fastest speed and 9 the slowest (the initial default is 3). Scroll speed may be changed any number of times during the scroll by typing a different number. The scroll stops when a key other than a number is pressed.

Down One Line

SHIFT and the **UP ARROW** key moves text downwards by one line, bringing an additional line onto the top of the screen and rolling the bottom line off the display. The cursor remains at the same column of the same line except when positioned at the bottom line.

Down One "Screenful"

CTRL and the **DOWN ARROW** key moves text downwards by the number of lines currently displayed. The cursor remains at the same column of the same line.

Continuous Down

MARKERS, REPEAT W moves the display down a line at a time continuously. A screen prompt allows you to set the scroll speed by typing a number from 1 to 9, with 1 being the fastest speed and 9 the slowest (the initial default is 3). Scroll speed may be changed any number of times during the scroll by typing a different number. The scroll stops when a key other than a number is pressed.

Text Deletion

WordStar-Plus delete functions will delete a single character or word, lines or partial lines, blocks of text, or entire files.

Delete commands are as follows:

Left of Cursor	DEL deletes the character immediately preceding the cursor and moves text at the right of the cursor one position to the left.
At Cursor	SHIFT DEL deletes the character at the cursor and moves text at the right of the cursor one position to the left.
Entire Word	CTRL DEL deletes a word beginning with the character at the cursor. Spaces and returns are considered to be words here.
Entire Line	CTRL SHIFT DEL deletes the entire line of text where the cursor is located.
Right End of Line	MARKERS, REPEAT Y deletes all text on the line to the right of and including the cursor position.
Left End of Line	MARKERS, REPEAT DEL deletes all text to the left of but not including the cursor position, and aligns remaining text at the first column.
Block of Text	Printing, Control Y deletes a marked block of text.
Entire File	Printing, Control J delete entire files from the diskette while you are editing another file. This command is useful for deleting unnecessary files if the diskette becomes full while you are attempting to save the current file.

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Editing Techniques

The combinations of cursor motion, scrolling, insert on, insert off, delete, reform, etc. that comprise what is called "editing" are virtually endless, and are often a matter of personal editing style. Listed here are common editing problems and solutions.

Inserting Text - INSERT MODE "on"

With **Insert Mode** activated, text is inserted as you type. Place the cursor at the point where you wish to insert, activate **INSERT MODE**, and begin typing. Text to the right of the cursor is automatically advanced as the insertion is typed. **REFORM** the paragraph when you are finished.

Typing Over Text - INSERT MODE "off"

With **INSERT MODE** off, text is erased as you type over it with new text. Place the cursor at the point where you wish to type over existing text and begin typing. **REFORM** the paragraph when you are finished.

Inserting Hard Returns in Text

Hard returns are inserted by pressing **RETURN** while in **INSERT MODE** with the cursor at the column where the hard return is desired. A new line is created when **RETURN** is inserted in the text. All text to the right of the cursor is moved to the next line down. Hard returns may also be inserted by pressing **CTRL N**.

Removing Hard Returns in Text

Hard returns are removed by positioning the cursor to the left of the return and pressing **CTRL DEL**. Pressing **CTRL DEL** again moves the next text string to the cursor position.

Restructuring a Fragmented Paragraph

After text has been inserted, deleted, or moved to another location, the remaining text string may be quite fragmented. **REFORM** will restructure the text, but only until it encounters a hard return.

Continue restructuring from that point by pressing **CTRL DEL** to remove the return, and then press **CTRL DEL** again to move the next string of text up to the cursor position. **REFORM** again to rejustify the paragraph to the next hard return.

Inserting Text in a Paragraph

Text may be inserted in a paragraph by moving the cursor to the column where the insertion should begin, activating **INSERT MODE**, and typing the insertion, or by executing **MOVE** or **COPY** to bring in a block of text that has been marked elsewhere. Use the instructions above for restructuring a fragmented paragraph to rejustify the text when you are finished.

Merging Paragraphs

Paragraphs may be merged through a simple block operation if they are not adjacent. For adjacent paragraphs, position the cursor at the end of the first paragraph and press **CTRL DEL** to remove the hard returns and any blank lines between the two paragraphs. When the second paragraph is at the line below the first, press **CTRL DEL** again to bring the second paragraph to the cursor position. **REFORM** the paragraph as required.

Splitting a Paragraph

Split a paragraph by positioning the cursor at the point where the first paragraph should end. Activate **INSERT MODE** and press **RETURN**. A hard return will be inserted at the cursor position. Text to the right of the return will be moved to the next line. Press **RETURN** again to insert a blank line between the two paragraphs. **REFORM** the paragraphs as required.

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Place Markers

Place markers are temporary position locators that may be imbedded in the text. Markers are automatically deleted when the file is saved, except when the Save and re-edit option (**CTRL SHIFT 4**) is selected.

Using place markers to identify various positions in the text is a convenient editing device for long documents. The cursor can be returned to a place marker with a single command, and as many as ten place markers may be specified for a document.

Set Place Markers

Activate **PRINTING, CONTROL** and type a number from zero to nine. This number will identify the place marker, and the marker will display as <n> at the cursor position, where "n" is the number.

Move Cursor to Place Marker

Activate **MARKERS, REPEAT** and type the number of the marker to move the cursor to. The cursor will then move to the marker position.

Hide Place Marker

Undisplay the marker by activating **PRINTING, CONTROL** and typing the number of the marker to "hide". Repeat this process to redisplay the marker. Note: the cursor may be moved to undisplayed markers as well as displayed markers.

Cancel Place Marker

Place markers are automatically deleted when the text is saved or abandoned and you return to the No-File Menu.

Block Operations - Moving or Copying Text

Block operations are used for moving, copying, or deleting blocks of text. Blocking involves identifying the start and end of the text to be included in the block operation, and then executing a command for moving that text elsewhere. Block commands are located on the second row of the multi-function template above the keyboard.

Mark Block Start

Position the cursor at the first character to be included in the block and activate **START**. The indicator is inserted by WordStar-Plus at that point to mark the block start.

Mark Block End

Position the cursor one column behind the last character to be included in the block and activate **END**. The indicator <K> is inserted by WordStar-Plus at that point to mark the block end, and all text included in the block is highlighted on the screen.

Activate Column Mode

Columns or tables that do not use the entire line may be blocked and moved without affecting other columns on the same lines. To use this feature, activate **PRINTING, CONTROL** and option **N**. This activates "Column Mode."

Then mark the block start and end as for a normal block operation. The block end command must be preceded by a space. Deactivate Column Mode by activating **PRINTING, CONTROL** and option **N** again.

Note: the command to delete a block is inactive for Column Mode. Switch back to block mode to use this command.

Move a Block of Text

After marking the block start and end, position the cursor at the point in the document where the block will be moved to. Activate **MOVE** and the block is removed from the original location and appears behind the cursor. Under most circumstances you will then **REFORM** both the original location and the new location of the block to rejustify. Block markers move with the copy, so text may be moved back to its original location or to another location by moving the cursor to that location and executing **MOVE** again.

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Copy a Block of Text

Copying a block is the same as moving a block except the original text is left at its position in the document. After marking the block start and end, position the cursor at the point where the block will be copied to. Activate **COPY** and a copy of the block appears at the cursor. **REFORM** the new copy as required. Note: block start and end markers move with the block copy. Multiple copies may be made by moving the cursor to the next location where a copy is desired and repeating the **COPY** command.

Delete a Block of Text

Mark the block start and end just as you would for a block move. Then activate **PRINTING, CONTROL** and select option **Y** from the menu. The marked block will be deleted from your document file.

Hide or Redisplay a Block of Text

Blocks are highlighted on the screen when the start and end are marked. Blocks remain highlighted until you return to the No-File Menu, even after the block is moved. To eliminate screen highlighting during editing, activate **HIDE** and the marked block appears with the same screen image as other text. Activating **HIDE** again changes the block image back to its highlighted condition.

Remove Unwanted Block Markers

Only one block of marked text is provided for at a time in a document. If you attempt to mark a block while another block is marked, start and end commands for the first block are erased automatically. Use this to your advantage:

If you mark a block and decide against using the mark, execute **HIDE** to remove block markers from the display. The next time you return to the No-File Menu or mark another block, block markers are removed automatically from the original block.

If you mark a block start and then change your mind, activate **END** with the cursor at the first column right of the start command, and then execute Block Delete (**PRINTING CONTROL Y**).

If you accidentally mark a block end without a block beginning, activate **START** with the cursor at the first column right or left of the end command. Then execute Block Delete to remove the unwanted block.

Common Cursor Movements for Block Operations

Several cursor movements described earlier in this section are especially useful during block operations. These commands are summarized here:

MARKERS, REPEAT B = cursor to block start.

MARKERS, REPEAT K = cursor to block end.

MARKERS, REPEAT P = cursor to position prior to last command.

MARKERS, REPEAT V = cursor to source of last block operation.

Block Operations Between Files

Blocks may be moved from one document to another for merging documents or moving passages and boiler plate materials to different document files.

There are two commands for moving text between files. The first command, **WRITE**, allows you to write a block from the file you are editing into another file but erases the contents of the other file. The second command, **READ**, allows you to read the contents of a file into the file you are editing but copies the entire file into your document.

To move text from one document to another, **WRITE** the block into a dummy file that you create to "hold" the block temporarily, and then **READ** that file into the document file.

Write Blocks to a Different File

After marking the start and end of the block, activate **PRINTING, CONTROL** and option **W** to write the block to another file. WordStar-Plus asks for the name of the file to write to. Text in the document being edited is not changed, but text in the file you are writing to is erased.

Read Blocks from a Different File

This command allows you to incorporate text from another file into the file you are currently editing. All text in that document is read into your file. Execute the **READ** function by activating **PRINTING, CONTROL** and option **R**. WordStar-Plus asks for the name of the file to read from and inserts the entire contents of that file into the document at the cursor position.

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Commands for Moving Blocks to Other Files

Commands that are helpful for managing the movement of text among files include the following:

PRINTING, CONTROL J = Delete a file without exiting the current file.

PRINTING, CONTROL F = Display the document directory on the screen without exiting the current file.

PRINTING, CONTROL P = Print a file without exiting the current file.

PRINTING, CONTROL K = Copy a file without exiting the current file.

PRINTING, CONTROL E = Rename a file without exiting the current file.

PRINTING, CONTROL L = Change the logged disk drive without exiting the current file.

Limitations and Considerations

While the size of the block may run into thousands of characters, there are some considerations concerning processing speed and diskette capacity that should be considered for long blocks and long documents. As a general rule, if the block runs to more than several pages, create several smaller blocks and treat them as separate operations.

Block operations use temporary workfiles that are created on the diskette during the block operation. If the block is too large, there may not be enough room on the diskette for the workfile and a BLOCK TOO LARGE or DISK ERROR message will result. Use two or more blocks if this occurs, or check the disk directory to see if there are files on the disk that could be deleted.

Block operations may be quite slow on large documents if the block is large and if the text is being moved or copied to a portion of the text that is some distance from the cursor position. One way to avoid this is to write the block to an additional file and then read it back into the new location in your document rather than attempting to move it within the document.

Find and Replace

FIND provides a multi-level search capability. At its most basic level, **FIND** will search out any word or string of words in the document and move the cursor to that position in the text. **REPLACE** will search out the word or words and replace them with other words that you specify.

A number of options are available for both Find and Replace that maximize your flexibility in using these tools in editing. More than one option may be specified for a single command. These options are discussed on the following pages.

Using FIND

FIND without any options searches forward from the current cursor position and finds the first occurrence of the text string being searched. This search will be quite literal; without options, Find looks for an exact match on the text string.

For example, if you want to find the character string "his" in your document but do not specify any options, you will find "history" and "this" along with "his". You will not find "His" because of the upper case "H". All of these problems can be alleviated with Find options, which define the scope of the search.

There are also a series of special characters that may be imbedded in the Find String that will further limit or expand the scope of the search. For example, a search could look for a word or words that occur at the beginning of a line only, or for an unknown character or characters that are enclosed in parentheses or quotation marks.

Using REPLACE

REPLACE executes Find for a word or words, and then replaces the find string in the document with another word or words that you specify. This replacement may be for one or several or all occurrences in the file, and may be either automatic or with your verification, depending upon the options selected.

All Replace options and special characters may be used for the search that precedes the actual replacement. Additional Replace options allow replacement without asking (N) and/or a Global Replace (G) of all occurrences to the end of the file. These options are described on the following pages.

Editing

Activating FIND

Activate **FIND** with the multi-function keys on the top row of the keyboard. WordStar-Plus will prompt FIND?

Type the word or words to find and press **RETURN** (or **ESC** to bypass options). WordStar-Plus will prompt OPTIONS?

Type the option or options and press **RETURN** (or type **?** and **RETURN** to view available options).

Find will then search for the specified word and position the cursor at that point in the file.

Activating REPLACE

Activate **REPLACE** using the multi-function keys on the top row of the keyboard. WordStar-Plus will prompt FIND?

Type the word or words to find and press **RETURN**. WordStar-Plus will prompt REPLACE WITH?

Type the word or words that will replace the find string and press **RETURN** (or **ESC** to bypass options). WordStar-Plus will prompt OPTIONS?

Type the option or options and press **RETURN** (or type **?** and **RETURN** to view available options).

Find or Replace Again

Activate **FIND/REPLACE AGAIN** to continue the search after the desired text has been found or replaced. Find then continues to the next occurrence of the find string. The same options selected during the original Find or Replace apply.

FIND Options

One or more Find options may be specified in response to the question **OPTIONS?** each time a search is requested. Find Options are as follows:

U - IGNORE CASE

words in the Find String will be searched and found regardless of upper or lower case or upper/lower case combinations. Finds both "his" and "His."

- W - WHOLE WORDS ONLY** words in the Find String will be searched and found only if there is a non-digit non-letter character on either side of them. Finds "his" but not "this."
- B - SEARCH BACKWARD** searches the file from the current cursor position to the file's beginning. Without this option, text is searched from the cursor position to the file's end.
- n - FIND "n" TIMES** where "n" equals the number typed here as an option. If the number typed here is higher than the number of occurrences, a NOT FOUND error occurs when the cursor finds the beginning or end of the file before the last number requested.

Special Characters in FIND

Special characters may be imbedded in the Find String as a part of the word or words to find, describing a further expansion or limitation of the search. These characters and their functions are as follows:

- ^A - FIND SPECIFIC UNKNOWN CHARACTERS** - recognize any character or characters that occur at this point in the find string. For example, "see ^A^A^A later" would find "see him later" and "see you later" but not "see me later"; this search is looking for three unknown characters at that point in the find string. ^A is imbedded in the find string by pressing **CTRL P** and then **CTRL A** for each occurrence.
- ^S - FIND SPECIFIC UNKNOWN NON-LETTER NON-DIGIT CHARACTERS** - recognize only non-digits and non-characters, (blanks, special characters : . , < > () , etc.) at this location in the text string. ^S is imbedded in the find string by pressing **CTRL P** and **CTRL S**.
- ^Ox - FIND ANY CHARACTER OTHER THAN "x"** - where "x" is the character identified after ^O in the find string. For example, "truth^O?" would find "truth" and "truth!" but not "truth?". ^O is imbedded in the find string by pressing **CTRL P** and then **CTRL O** for each occurrence.
- ^N - MATCH CARRIAGE RETURNS AND LINE FEEDS** - useful for finding text that is at the beginning of a line. For example, "^NTest" would find "Test" when it appears at the first column of a line only. ^N is imbedded in the find string by pressing **CTRL P** and then **CTRL N** for each occurrence.

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REPLACE Options

All options and imbedded characters for Find that were discussed previously may be used for the find portion of Replace. The following options govern the actual replacement of text:

- G - Replace every occurrence in the entire file. A "NOT FOUND" error is displayed after the last occurrence in the file.
- N - Replace automatically without asking. This option is useful in conjunction with "G" when the results are fairly predictable.

Replace Each Occurrence

Global Replace (option G) will find all occurrences of a Find String from the beginning of the file and replace them with specified text. When used in conjunction with Automatic Replace (option N), the replacement is automatic. Without Automatic Replace, the cursor stops at each occurrence and the screen prompts for entry of Y or N in response to the question REPLACE?

To replace all occurrences from a point other than the beginning of the file, position the cursor at an appropriate place in the document and activate a normal Replace without the Global Replace option. Use the Find/Replace Again command to continue after each occurrence.

Return to Previous Position after Find

Find or Replace will usually leave the cursor at the beginning or end of the file, or at the position of the last find or replace. Return to the original cursor position by activating **MARKERS, REPEAT V**.

Reuse a Find String

To repeat a Find or Replace command without retyping the Find String and Replace String, activate Find or Replace and respond to the prompt for a text string by pressing **CTRL** and **R** at the same time. The previous text string will be displayed; press **RETURN** to keep that text string. This command may also be used for REPLACE? and OPTIONS? to retain the previous information and response.

Find and replace command strings can also be reused by activating the FIND/REPLACE AGAIN keys (**CTRL + SHIFT** and the **+** or **_** keys).

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Special Effects

Overview

WordStar-Plus Special Effects allow you to modify screen formats (such as margins or tabs), activate special printing instructions (such as boldface or underline), and specify dot command variables (such as page numbering or text headings and footing commands).

The following special effects are included in this section:

Change On-Screen Formats

On-screen formats are modified by changing settings on the **MARGINS, FORMAT** menu to override WordStar-Plus default values for the following:

- | | |
|--------------------------------|-----------------------------|
| o Change Left or Right Margins | o Justification On/Off |
| o Horizontal Scrolling | o Ruler Display On/Off |
| o Set or Change Tab Stops | o Page Break Display On/Off |
| o Hyphen Help On/Off | o Print Control Character |
| o Soft Hyphen Entry On/Off | o Variable Tabs On/Off |
| o WordWrap On/Off | o Set Line Spacing |

Print Control Characters

Print Control Characters are imbedded on either side of the affected text to activate and deactivate the following:

- | | |
|----------------|-----------------------------|
| o Underline | o Strikeout Text |
| o Boldface | o Imbedded Print Stop |
| o Doublestrike | o Change Ribbon Color |
| o Subscript | o Standard Character Pitch |
| o Superscript | o Alternate Character Pitch |
| o Center Text | o Backspace Overprint |

Dot Commands

Dot Commands are inserted in the text as separate lines that begin with a period to specify the following:

- | | |
|------------------------------|-----------------------------|
| o Set Page Length | o Microjustification On/Off |
| o Set Line Height | o Bidirection Print On/Off |
| o Set Top Margin | o Start/Stop Heading Text |
| o Set Bottom Margin | o Set Heading Text Margin |
| o Start New Page | o Start/Stop Footing Text |
| o Start/Stop Page Numbers | o Set Footing Text Margin |
| o Set Page Number Column | o Change Character Width |
| o Overprint Lines or Columns | o Set Sub/Superscript Roll |

Special Effects

Margins

Margins may be set and reset at any point and at any time while creating or editing a document. When margins are reset, they remain at the new setting until set again or until the system is rebooted or the powered down.

Set Left Margin

(default - 1)

Change the left margin by activating **MARGINS**, **FORMAT** and option **L**. Specify the column where the left margin is to occur, or press **ESC** to set the margin at the cursor position. Press **RETURN** to return to text entry without changing the margin setting.

Set Right Margin

(default - 65)

Change the right margin by activating **MARGINS**, **FORMAT** and option **R**. Specify the column where the right margin is to occur, or press **ESC** to set the margin at the cursor position. Press **RETURN** to return to text entry without changing the margin setting.

Margin Release

Type beyond the margin the same as a typewriter by activating **MARGIN RELEASE**. The margin is released until the cursor returns inside the margins or until **MARGIN RELEASE** is activated again.

Set Margins to Match Existing Text

Place the cursor on the line to be matched and activate **MARGINS**, **FORMAT** and option **F**. The left and right margins will be set to match the margins on the cursor line.

Reset Margin Temporarily at a Tab Stop

Margins may be set temporarily at tab stops by activating **MARGINS**, **FORMAT** and option **G**. Repeat the process to set the margin at the next tab stop. Margins return to the original setting when **RETURN** is pressed.

For example, this margin has been temporarily set at the first tab stop so that Word Wrap indents the text properly.

Pressing **RETURN** will reactivate the original margin.

Using REFORM to Change Margins

Set the new margins, move the cursor to the first line of text to receive new margins, and activate **REFORM**. All text in the paragraph beyond the cursor will be reformed within the new margins.

This may be used for routine editing, and for special effects such as when you want to change a margin for inserting a table or graphic. Set the margin at the desired column and **REFORM** the paragraph from the point of insertion.

Horizontal Scrolling

Horizontal Scrolling was introduced in the previous chapters. This feature allows you to type and view documents that are wider than the screen.

Since the screen will only display 80 characters at a time, horizontal scrolling displays 22 additional columns beyond the normal right screen boundary, while simultaneously "rolling" that many columns off the left side of the screen.

This is the same as vertical scrolling, only it is columns being scrolled left and right instead of lines being scrolled up and down. There is no limit to the number of columns for a line, but the scroll is always in increments of 22 columns.

The right margin may be set to a position beyond the normal right end of the screen, and the text will "roll" off the left side as text entry or editing continues beyond the normal right boundary.

This process also occurs when Word Wrap is deactivated unless **RETURN** is used to end the line. Use the left-right cursor motion commands to roll text horizontally on the screen during editing. The Character Flag "+" indicates the line has moved beyond the boundaries of the screen display.

Fixed Tabbing

Fixed Tabbing is useful in non-document files for program editing, but is not normally used in word processing. Fixed Tabbing is activated when Variable Tabs are turned off. Fixed tab stops are set every eight columns in a format that is compatible with the CP/M editor.

Fixed tabs are edited as characters - the cursor may not be placed in the space occupied by the tab, but will pop across to the next column.

Special Effects

Tab Stops

Tabs are set and cleared much the same as on a typewriter. Tab stops are indicated in the ruler line by "!" at each column where a tab occurs. The default setting for tab stops is every fifth column to column 56.

Move the Cursor to a Tab Stop

Press **TAB** to move the cursor to the next tab stop. Press **TAB** with **INSERT MODE** activated to move text from the cursor position to the next tab stop.

Moving the cursor with the **TAB** key inserts hard spaces between the original cursor position and the tab stop, just as if the move had been made with the space bar.

Set Tabs

Activate **SET** to set a tab. Enter the column number where the tab should occur and press **RETURN** as prompted, or press **ESC** to set the tab at the cursor position. Press **RETURN** to return to text entry without setting tab stops.

Clear Tabs

Activate **CLEAR** to clear a tab. Press **ESC** as prompted to clear the tab at the cursor column, or type **A** and **RETURN** to clear all tabs. Press **RETURN** to exit without clearing tabs.

Set Tabs to Match Existing Text

Margins and tabs may be reset to match an existing file line by activating **MARGINS**, **FORMAT** and option **F** while the cursor is positioned on the line to be matched. The new margins and tabs appear on the ruler line.

Variable Tabbing Mode

(default- on)

Variable tabbing provides default tabs every fifth column to column-56 and should be "on" for normal word processing use. Tab stops may be changed at any time when Variable Tabbing is activated. If Variable Tabbing Mode is deactivated, WordStar-Plus reverts to Fixed Tabbing Mode, which is useful for program editing with non-document files, but not for word processing.

Decimal Tabs - Building Tables and Columns

Decimal tabbing provides an easy method for building columns of figures with the decimal points aligned vertically in the column. Decimal tabbing is also convenient for entering right-aligned text rather than the normal left-side alignment.

Decimal tabs are created by activating **SET** and entering a **#** in the prompt field prior to identifying the column where the tab should appear. Decimal tabs are cleared with the **CLEAR** command, just as normal tab stops are cleared.

With decimal tabbing activated, press **TAB** to move the cursor to the tab stop, and then type the entry. The cursor remains at the tab stop while you type.

When a decimal is typed, the cursor moves to the right with the next entry and the decimal remains at the tab stop. When text is typed, all entries move to the left as they are typed, and the last character typed remains aligned at the tab stop.

The Ruler Line - Building Tables and Columns

The most convenient way for building tables and columns is to create a ruler line that describes the margins and tabs that are unique to that particular table.

This ruler line will be imbedded in the text with instructions not to print. You may also store the ruler as a separate file and use it again.

To create and use a ruler line, execute the following procedures:

Set the left and right margins to "size" the table. Place the cursor on a blank line and type two periods in the first two columns. Then activate **PRINT CODES** and **RETURN**.

The two periods keep the line from printing, **PRINT CODES RETURN** overprints the next line, which will be the ruler line.

This combination displays the ruler line with columns vertically aligned; the line containing the ruler is suppressed from printing but is displayed in the correct columns on the screen.

Position the cursor on the next line and type ----- from the left margin to the right margin. Then typeover "-" with **!** at each column where a tab stop will occur, and with a **#** at each column where a decimal tab will occur.

The completed ruler line will look like a customized version of the ruler line at the top of the screen.

Special Effects

Activate **MARGINS**, **FORMAT** and option **F** with the cursor positioned at any point on the ruler line. Margins and tabs will be changed to match your ruler line. After the table is completed, move to a line of normal text and repeat this process to reset margins and tabs.

When you next need to access the table, repeat the processes described in the preceding paragraph for easy update or editing. Copy the ruler line to other parts of the file with a block command for similar tables, or store it as a separate file that can be read into other files when tables are required.

Changing Format Defaults

Screen formats govern WordStar-Plus operating parameters. Activate the **MARGINS**, **FORMAT** menu to view and/or modify screen formats:

Hyphen Help On or Off

(default - on)

MARGINS, **FORMAT** and option **H** turns Hyphen Help off; if already off, turns Hyphen Help on. When on, **REFORM** stops at multisyllable words that will not fit on a line and allows entry of a soft hyphen. When off, **REFORM** moves the entire word automatically to the next line and justifies the previous line.

Soft Hyphen Entry On or Off

(default - off)

MARGINS, **FORMAT** and option **E** turns Soft Hyphen Entry on; if already on, turns Soft Hyphen Entry off. When on, all hyphens are "soft" except those with ^P (**CTRL** and **P**) in front of the hyphen. When off, all hyphens are "hard" except those entered using Hyphen Help during **REFORM**.

Word Wrap On or Off

(default - on)

MARGINS, **FORMAT** and option **W** turns Word Wrap off; if already off, turns Word Wrap on. When on, Word Wrap automatically moves text to the next line when the line being typed is full. With Word Wrap off, text is typed without regard to line forming criteria and **RETURN** is used at the end of a line.

Special Effects

Justification On or Off

(default - on)

MARGINS, FORMAT and option **J** turns Justification off; if already off, turns Justification on. When on, text is automatically formed with margins vertically aligned during text entry or reform. With Justification off, text is left "ragged" on the right margin, as on a typewriter.

Ruler Display On or Off

(default - on)

MARGINS, FORMAT and option **T** turns the Ruler Display off; if already off, turns the Ruler Display on. The Ruler Display indicates margins and tab stops on the top of the screen.

Page Break On or Off

(default - on)

MARGINS, FORMAT and option **P** turns the Page Break Display off; if already off, turns the Page Break Display on. The Display appears as a broken line (-----) after each page of text on the screen.

Control Character Display On or Off

(default - on)

MARGINS, FORMAT and option **D** turns the Control Character Display off; if already off, turns Display on. When on, Control Characters appear on the screen as typed (such as ^B). When off, Control Characters are not displayed and text is formed horizontally on the line as it will appear on the printout.

Variable Tabs On or Off

(default - on)

MARGINS, FORMAT and option **V** turns Variable Tabs off; if already off, turns Tabs on. When on, Variable Tabs are in effect. When off, Fixed Tabbing Mode is in effect (see TABS in this section of the manual).

Set Line Spacing

(default - single space)

MARGINS, FORMAT and option **S** changes line spacing. Enter the number of lines (2 = double space, 3 = triple space, etc.) as prompted.

Special Effects

Print Control Characters

Print Control Characters are inserted in the text to denote special printing effects which will be interpreted during the print function. When inserting characters into existing text, activate Insert Mode to avoid typing over the first character.

Print Control Characters are as follows:

Underline

UNDERLINE activates or deactivates underlining. Print Control Characters are displayed as **^S**. Activate **UNDERLINE** before and after the text to be underlined (**^Stext^S**). All text (but not spaces) between the two control characters will be underlined.

Boldface

PRINT CODES and option **B** activates or deactivates boldface. Print Control Characters are displayed as **^B**. Activate **PRINT CODES B** before and after the text to print in boldface (**^Btext^B**). All text between the two control characters will print boldface, which is doublestrike with the second printing slightly offset.

Doublestrike

PRINT CODES and option **D** activates or deactivates doublestrike. Print Control Characters are displayed as **^D**. Activate **PRINT CODES D** before and after the text to print in doublestrike (**^Dtext^D**). All text between the two control characters will print doublestrike, which is lighter than boldface but darker than regular print.

Subscript

PRINT CODES and option **V** activates or deactivates subscript. Print Control Characters are displayed as **^V**. Activate **PRINT CODES V** before and after the text to print subscript (**^Vtext^V**). All text between the two control characters will print as subscript (**subscript**).

Superscript

PRINT CODES and option **T** activates or deactivates superscript. Print Control Characters are displayed as **^T**. Activate **PRINT CODES T** before and after the text to print superscript (**^Ttext^T**). All text between the two control characters will print as superscript (**super^rscript**).

Strikeout

PRINT CODES and option **X** activates or deactivates strikeout. Print Control Characters are displayed as **^X**. Activate **PRINT CODES X** before and after the text to print with strikeout characters (**^Xtext^X**). All text between the two control characters will print with the "-" character (**strikeout**).

Center Text on the Line

MARGINS, FORMAT and option **C** centers the text on the cursor line. Activate **MARGINS, FORMAT C** with the cursor on the line to be centered. Text on the line will be moved so that an equal number of spaces are on either side within the current left and right margin settings.

Stop Print until Operator Restarts

PRINT CODES and option **C** causes the printer to stop at a given point in the text. Print Control Character displays as **^C**. Activate **PRINT CODES C** to imbed the character **^C** in the text. The printer will then stop at that point in the text during printing. This is handy for changing printwheels or ribbons at specific places in a document or for other special effects that require printer intervention. The printer may be restarted via **PRINT** and option **N**, or with the **P** option from the No-File Menu.

Change Ribbon Colors

PRINT CODES and option **Y** activates and deactivates alternate print color on the printer. Print Control Characters are displayed as **^Y**. Activate **PRINT CODES Y** before and after the text to print in a different color (**^Ytext^Y**). All text between the two control characters will print in a different color (providing you have a two-color ribbon installed on your printer).

Special Effects

Alternate Character Pitch

PRINT CODES and option **A** activates alternate character pitch. The Print Control Character is displayed as ^A. Activate **PRINT CODES A** before the text to print 12-characters per inch. All text will print in the alternate pitch until a command (**PRINT CODE N** is given to return to standard pitch.

Return to Standard Character Pitch

PRINT CODES and option **N** reactivates standard character pitch. The Print Control Character is displayed as ^N. Activate **PRINT CODES N** to return to standard character pitch after printing in alternate pitch.

Backspace Overprint

PRINT CODES and option **H** activates backspace overprint. The Print Control Character displays as ^H. Activate **PRINT CODES H** to overprint a character. The next character you type will overprint the preceding character on the line.

Overprint a Line

PRINT CODES and **RETURN** activates line overprint. Print one line over another by activating **PRINT CODES** and then pressing **RETURN** with the cursor positioned on the first line. The next line will then print over the line containing the command.

Non-Break Space

PRINT CODES and option **O** activates a non-break space. The Print Control Character is displayed as ^O. Activate **PRINT CODES O** to imbed a non-break "required" space, which is useful when a single space is desired that will not be expanded during Justification or wrapped to the next line by Word Wrap.

Dot Commands

Dot Commands are special instructions inserted in the text to perform functions such as page numbering and to activate features such as text heading or footing variables.

These commands are also used to override a number of format defaults, such as page length, line height, and top and bottom margins.

Dot commands consist of a period in the first column of the line followed by a two-character command. Some dot commands will then have an optional number or line of text.

For example, a dot command to include page numbers from the first page could be typed at the first column of the first line of the first page as:

`.PN`

with text beginning on the next line or further down the page. The dot command, while occupying a line on the display, does not print and is not included in the line count for the page.

Dot commands are as follows:

Set Line Height .LH n (default - 6 lines per inch)

Set line height with the dot command .LH n, where "n" equals the number of lines per inch on the page. Line height is set in 1/48 inches. The following table shows the dot commands required for lines per inch settings:

2 lines per inch = .LH 24	4-4/5 lines per inch = .LH 10
2-2/5 lines per inch = .LH 20	5-1/3 lines per inch = .LH 9
2-2/3 lines per inch = .LH 18	6-4/5 lines per inch = .LH 7
3 lines per inch = .LH 16	8 lines per inch = .LH 6
4 lines per inch = .LH 12	9-2/3 lines per inch = .LH 5

Special Effects

Change Character Width **.CW n** (default - 10 characters / inch)

Character width is set in 1/120ths of an inch for daisy printers in both regular and alternate character pitch. The default standard pitch is ten characters per inch, and the default alternate pitch is twelve characters per inch. These may be changed at any time with the dot command **.CW n**, where "n" equals the width in 1/120ths of an inch, as outlined in the table below:

5 characters per inch = .CW 24	12 characters per inch = .CW 10
6 characters per inch = .CW 20	15 characters per inch = .CW 8
7 characters per inch = .CW 17	20 characters per inch = .CW 6
8 characters per inch = .CW 15	24 characters per inch = .CW 5
10 characters per inch = .CW 12	30 characters per inch = .CW 4

Set Page Length **.PL n** (default - 66 Lines)

Set page length with the dot command **.PL n**, where "n" equals the number of lines per page including top and bottom margins. The maximum number of lines for the body of a page is the total number of lines on the page minus the top and bottom margins.

Set Top Margin **.MT n** (default - 3 Lines)

Set the top margin with the dot command **.MT n**, where "n" equals the number of blank lines between the top of the page and the first line of text. The top of the page for printing purposes is the line where you position the printer, unless the print option "Use Form Feeds" is selected (see PRINTING in this manual).

Set Bottom Margin **.MB n** (default - 8 lines)

Set the bottom margin with the dot command **.MB n**, where "n" equals the number of blank lines between the last line of text and the end of the page.

Start New Page .PA (default - every 55 lines)

Start a new page with the dot command .PA . A new page will be started immediately when this command is encountered in the text. The Page Break Display also honors this command on the screen.

Start New Page Conditionally .CP n

Start a new page under specific circumstances with the dot command .CP n, where "n" is the minimum number of lines that must remain on the page if text is to print.

For example, .CP 5 means start a new page if there are less than five lines remaining on the current page when the command is encountered in the text. This command may be used to prevent ending a page with a section title, to keep tables or charts from splitting pages, and to keep blocks of text together.

Start New Text Heading .HE

Activate the text heading feature with the dot command .HE . Type the heading on the same line as the dot command (text in the heading line will be adjusted leftward three columns by the printer since the dot command doesn't print). The heading text typed here will print at the top of every page until another .HE command is encountered in the text.

Change Text Heading .HE

Change headings with the dot command .HE followed by the new heading text. The next heading to print after the dot command will begin the new text heading.

Deactivate Text Heading .HE

Deactivate headings with the dot command .HE followed by **RETURN**. The last heading to print is prior to the dot command.

Special Effects

Set Heading Margin **.HM n** (default - 2 lines)

Heading text falls within the normal top margin for the page, which is three lines by default. This leaves two lines between the heading and first line of text. If more or fewer spaces are desired between the heading and first line of text, override the heading margin default with the dot command **.HM n**, where "n" is the number of lines for the heading margin.

NOTE: the maximum for "n" in the heading margin is the top margin less one. If this does not provide enough space between the heading and text beginning, change the top margin appropriately before changing the heading margin.

Start Text Footing **.FO**

Activate the text footing feature with the dot command **.FO**. Type the footing on the same line as the dot command (text in the footing line will be adjusted leftward four columns by the printer since the dot command doesn't print). The footing text typed here will print at the bottom of every page until **.FO** is encountered again in the text.

Change Text Footing **.FO**

Change footings with the dot command **.FO** followed by the new footing text. The next footing to print after the new dot command will contain the new text footing.

Deactivate Text Footing **.FO**

Deactivate footings with the dot command **.FO** followed by **RETURN**. The last footing to print will be prior to the dot command.

Set Footing Margin **.FM n** (default - 2 lines)

Footing text falls within the normal bottom margin for the page. Two lines are left between the last line of text and the footing line unless changed with the dot command **.FM n**, where "n" is the number of lines between the text and the footing text.

Microjustification On or Off .UJ 0 or UJ 1 (default - on)

Microjustification is the feature on daisy wheel printers that spreads spaces on a line of text evenly across the line.

This is useful except when a table or columns of figures have been typed, since microjustification has a tendency to spread the figures across the line rather than leave them in columns as they were typed.

To alleviate this problem, insert the dot command .UJ 0 prior to the table to turn microjustification off, and then insert the command .UJ 1 at the end of the table to turn microjustification back on.

Start Page Numbers .PN n

Page numbering is initially off. Start page numbering with the dot command .PN n, where "n" equals the number to print on the page containing the command. If "n" is left blank (just .PN), the page number will be the actual page in the document file.

Omit Page Numbers .OP

Stop page numbering with the dot command .OP. Page numbers will be omitted until a .PN command is issued. Note: the .OP command has no effect if there is a "#" in the heading or footing text. Set a footing without the # to omit footing page numbers.

Restart Page Numbers .PN n

Restart page numbering after .OP with the dot command .PN n, where "n" equals the number to print on the page containing the command. If "n" is left blank (just .PN), the page number will be the page in sequence from the .PN command (including pages where page numbering was omitted).

Special Effects

Set Page Number Column for Printing .PC n

The default position for page number printing is column 33 at the bottom of the page. Change this with the dot command .PC n, where "n" equals the column to print the page number. Note: additional commands are required for page number column position when footing text is used, as described on the next page.

Print Page Number as Part of the Heading Text

Activate a text heading, or use the existing text heading. Type # in the column of the heading where the page number should print. You may also include other text on the heading line, such as PAGE-#, which prints the literal "PAGE-" prior to the page number. Note: a "#" heading will cause page numbering at both the top and bottom of the page unless a text footing or the dot command .OP has been issued.

Print Page Number as Part of the Footing Text

Activate a text footing, or use the existing text footing. Type # in the column of the footing where the page number should print. You may also include other text on the footing line, such as PAGE-#, which prints the literal "PAGE-" prior to the page number.

Using “#” as Text in a Heading or Footing

To override the "#" command for page numbers and still use a "#" in a text heading or footing, precede the # with \, such as \#. The "\" will not print, but the "#" will print and no page number command will be issued. (To print a "\", type \\ - the first \ indicates an override and the second \ will be printed as a normal character without any system interpretation.)

Offset Page Number Column Positions for Two-sided Printing

For two-sided printing, the page number may be offset to print on the right-hand side of odd numbered pages and the left-hand side of even numbered pages.

To activate this feature, use the dot command `.HE` or `.FO` to set a text heading or footing, followed by a space and the command `^K` (press **CTRL** and **P** at the same time, then **CTRL** and **K** at the same time.)

Then space to the position where the page number should print for odd numbered pages and type `#` to activate page numbering for the text heading or footing. Page numbers will be indented as many spaces from the left margin on even numbered pages as they are from the right margin on odd numbered pages.

Offset Heading or Footing Text for Two-sided Printing

For two-sided printing, heading or footing text may be offset to print to the right side of odd numbered pages and to the left on even numbered pages.

To activate this feature, use the dot command `.HE` or `.FO` to set a text heading or footing, followed by a space and the command `^K` (press **CTRL** and **P** at the same time, then **CTRL** and **K** at the same time).

Then type your heading or footing text. The text will be printed so the text is indented as many spaces from the left margin on odd numbered pages as it is from the right margin on even numbered pages.

Offset Print Positions From the Left Margin `.PO n`

Print text left or right of the left margin with the dot command perforation on the left side of the paper to print the left margin.

The default position for the left margin is eight columns, which is good for most circumstances but may be inadequate for specialized printing or odd sized paper.

Special Effects

Bidirectional Printing On or Off .BP 0 or .BP 1 (default - on)

Bidirectional printing moves the print head across the paper and prints alternate lines from left to right and then back from right to left. This is normally on for daisy printers, but may be turned off to produce better quality output if the print quality is less than desirable.

Set Sub or Superscript Roll .SR (default - 3/48 of an inch)

The amount of sub or superscript line variation may be specified with the dot command .SR n, where "n" is the number of 1/48's of an inch the sub or superscript should be offset on the line.

Don't Print This.. .IG or ..

A line with two periods in the first two columns or the dot command .IG is considered to be commentary material and is not printed. This is useful for editorial inserts while composing, and for creating non-printing ruler lines for tables and columns.

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WordStar-Plus Guide

Printing

Print a Document

Overview

The Print function prints the document file from the diskette. Only files that are stored on diskette may be printed.

Printing may be initiated by activating **PRINT** with the multi-function keys, or by typing **P** with the No-File menu on the display.

After activating the Print function, type the name of the document file to print as prompted. All document files on the logged disk are listed in the directory on the display.

After typing the name, you can either press **ESC** or **RETURN** to begin printing. If **RETURN** is pressed, a series of printer options appears on the screen. If **ESC** is pressed, option defaults are used and printing begins.

When the document has been recorded for printing, the No-File menu returns to the screen. The option **PRINT A FILE** is changed to **STOP PRINT** until the print job is completed. Selecting option **P** again during printing causes the printer to stop, and options for continuing or abandoning are displayed.

Print Options

If **RETURN** was used after the document name above, a series of print options are displayed on the screen. These options are detailed below. Each option has a default value. Press **RETURN** to accept the default, or enter a new value for options you wish to change. Press **ESC** at any time to use defaults for remaining questions and begin printing.

Print options and defaults are as follows:

DISK FILE OUTPUT	- - - - -	RETURN = NO
START AT PAGE NUMBER	- - - - -	RETURN = FIRST
STOP AFTER PAGE NUMBER	- - - - -	RETURN = LAST
USE FORM FEEDS	- - - - -	RETURN = NO
SUPPRESS PAGE FORMATTING	- - - - -	RETURN = NO
PAUSE FOR PAPER CHANGE BETWEEN PAGES	-	RETURN = NO

Printing

Print Options

DISK FILE OUTPUT - RETURN sends the printer output to the printer. If **Y** is selected, you are prompted for the name of the disk file for output. Printer output is sent to that file instead of to the printer.

START AT PAGE NUMBER - RETURN starts printing at the first page of the file. Type the number of the page to start at if other than 1.

STOP AFTER PAGE NUMBER - RETURN stops printing after the last page of the file. Type the number of the last page to print if other than the last page of the document file.

USE FORM FEEDS - RETURN is best for daisy printers. Line feeds are sent to the printer automatically to advance forms to the top of the next page. For non-daisy printers, it is sometimes faster to position the paper at the first print line and use form feeds, which is accomplished by typing **Y** in response to this question.

SUPPRESS PAGE FORMATTING - RETURN causes dot commands and other imbedded commands to be interpreted by the printer. Typing **Y** here causes these commands to appear on the printout as they were keyed, but they are not interpreted by the printer.

PAUSE FOR PAPER CHANGE BETWEEN PAGES - RETURN assumes you are using continuous forms. To use single sheets, answer **Y** to this prompt. The printer stops after each page. Insert the next sheet and activate **PRINT** and option **N** to continue.

Stopping the Printer

Stop the printer by selecting option **P** from the No-File menu or by activating **PRINT**. The following options will appear:

Y - abandon print. The print job is terminated and system returns to No-File menu.

N - resume print. Continues printing at the point of interruption.

U - hold print. Suspends printing and returns to the No-File menu. Printing may be restarted at the point of interruption or abandoned using these same options at a later time.

Installing Printers for WordStar-Plus

While printers or other peripheral devices may be connected and used immediately for most software, WordStar-Plus requires that the printer is "installed" for the system. This is because of the way that special characters are handled by different printers. Printer installation is a one-time-only procedure unless you change to a different printer.

The WordStar-Plus installation program (INSTALL.COM) resides on the Attache Software diskette. Installation procedures are included for each of the following printers:

STANDARD - Any "Teletype-like" printer (i.e. almost any printer)

DIABLO - DIABLO 1610/1620 daisy wheel printers

XEROX - DIABLO 1640/1650/630/Xerox 1700 daisy wheel printers

QUME - QUME Sprint 5 daisy wheel printers

NEC - NEC Spinwriter 5510/5520 thimble printers

TEC - C. Itoh/TEC Starwriter Printers

If your printer is not listed here, select the option for a "Standard Teletype-like" printer or consult your dealer for help in determining which installation type is best for your printer.

WordStar-Plus installation parameters are stored in the WS.COM file. This file is called up when the WS command is executed from CP/M.

If more than one printer type is frequently used, keep a second copy of the WS.COM file (with a different name) for instant interface with another printer. (For example, use WS.COM for printer A and then create WS1.COM for Printer B. You would then call up WordStar-Plus by typing WS for printer A, and WS1 for printer B.)

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The WordStar-Plus Installation Program

The WordStar-Plus installation program is described in detail on the following pages. The procedure for using this program is as follows:

1. Power up the unit, insert the Attache Software diskette in Drive A, and boot the system.
2. With the cursor at A>, type **INSTALL** and press **RETURN**.
3. Answer the questions as instructed on the following pages. Determine your answers for the Printer Menu, Communications Protocol Menu, and Driver Menu from the instructions that are provided for your specific printer type.
4. When you are finished with **INSTALL**, test your printer installation by printing a WordStar-Plus text file.

Installation Options

When **INSTALL** is executed, the following series of questions appears on the display screen. Answer each question as indicated, using the answer for your printer type.

Screen COPYRIGHT (C) 1981 MicroPro International Corporation **INSTALL** version 4.2 for MicroPro WordStar release 3.00

Do you want a normal first-time **INSTALL**ation of WordStar (Y = yes; N = display other options):

You Type N

Screen ***** WordStar **INSTALL**ATION OPTIONS MENU *****

A - **INSTALL**ation of a distributed WordStar, **INSTALL**ing WSU.COM, producing WS.COM, and then running the **INSTALL**ed WordStar.

B - **INSTALL**ation or re-**INSTALL**ation of a WordStar COM file of your choice, placing the newly **INSTALL**ed WordStar in a file of your choice, and then exiting to the operating system.

C - Same as B except run the **INSTALL**ed WordStar.

D - Modification of the **INSTALL**ation of a WordStar COM file of your choice. The modified WordStar replaces the original file. The modified WordStar is then run.

PLEASE ENTER SELECTION (A, B, C, or D):

You Type C

Screen Filename of WordStar to be INSTALLED?

You Type WS and press RETURN.

Screen Filename for saving INSTALLED WordStar?

You Type WS and press RETURN.

(Note: if setting up more than one WordStar-Plus WS.COM file to support multiple printer types, save the installation file as something other than WS (such as WS1 or WS2) to reflect the printer type stored in that file. You then type that name when calling up WordStar-Plus to use that printer type.)

Screen MicroPro WordStar release 3.00 serial # WY08161J

***** WordStar TERMINAL MENU #1 *****

A	Lear-Siegler ADM-3A	C	Lear-Siegler ADM-31
D	Hazeltine 1500	E	Microterm ACT-IV
F	Beehive 150/Cromemco 3100	G	Imesai VIO
H	Hewlett-Packard 2621 A/P	I	Infoton I-100
J	Processor Tech Sol / VDM	K	Soroc IQ-120/140
L	Perkin-Elmer 550 (Bantam)	2	Terminal Menu #2
3	Terminal Menu #3	Z	none of the above
U	no change		

PLEASE ENTER SELECTION (1 LETTER):

You Type U

Screen Previous selection kept unchanged:

terminal: OTRONA ATTACHE

OK (Y/N):

You Type Y

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Screen

***** PRINTER MENU *****

A Any "Teletype-like" printer (almost any printer)
C "Teletype-like" printer that can BACKSPACE
D DIABLO 1610/1620 daisy wheel printer
E DIABLO 1640/1650/630/Xerox 1700 series daisy wheel
F QUME Sprint 5 daisy wheel printer
G NEC Spinwriter 5510/5520 thimble printer
I "Half-Line-Feed" Printers
M I/O Master / O.E.M. Printer Combination
R C. Itoh/TEC Starwriter Printer
U no change
Z none of the above

PLEASE ENTER SELECTION (1 LETTER):

You

Type the letter that corresponds to the menu item for your printer. Common printers for each option are described on the screen as follows:

A - Teletype-like printer. This selection will drive almost any printer. The printer must be capable of responding to ASCII printing characters, carriage return, and line feed only. Make sure any AUTO LF or LOCAL LF switch is OFF.

If your printer is capable of backspacing, use CHOICE C instead for faster output. If you have a DAISY WHEEL or thimble printer shown on the menu, use the appropriate choice in order to obtain "Micro-justified" output and additional formatting capabilities.

Refer to your printer manual for instructions on patching in optional control sequences for ribbon color change, character pitch change, and half-line roll (for subscripts and superscripts) if your printer has these capabilities.

D - Diablo 1610/1620 printer. This choice is for the indicated daisy printers only. The serial versions of these printers should be interfaced at 1200 baud, otherwise printout will be very slow. To prevent buffer overflow with these printers interfaced at 1200 baud, specify "ETX/ACK" protocol at the next menu. Make sure any AUTO LF or LOCAL LF switch is OFF.

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E - Diablo 1640/1650/630 printer. This selection also works for Xerox 1730/1740/1750 printers. This choice is for the indicated daisy printers only. The serial versions of these printers should be interfaced at 1200 baud, otherwise printout will be very slow. To prevent buffer overflow with these printers interfaced at 1200 baud, specify "ETX/ACK" protocol at the next menu. Make sure any AUTO LF or LOCAL LF switch is OFF.

F - Qume Sprint 5 printer. This choice is for the indicated daisy printers only. The serial versions of these printers should be interfaced at 1200 baud, otherwise printout will be very slow. To prevent buffer overflow with these printers interfaced at 1200 baud, specify "ETX/ACK" protocol at the next menu. Make sure any AUTO LF or LOCAL LF switch is OFF.

G - NEC Spinwriter 5510/20 printer. This choice is for the indicated daisy printers only. The serial versions of these printers should be interfaced at 1200 baud, otherwise printout will be very slow. If you have Model 5515 or 5525 use selection "D" (Diablo 1610) instead. To prevent buffer overflow with these printers at 1200 baud without using a cable adapter, specify "ETX/ACK" or "XON/XOFF" protocol at the next menu, and configure the printer appropriately. Make sure any AUTO LF or LOCAL LF switch is OFF.

R - C. Itoh/TEC Starwriter

Screen (displays your printer selection)

OK (Y/N):

You **Type Y**

(If you selected the wrong printer, type N and you will be prompted for printer selection again.)

(The next screen to appear on the display is for selection of communications protocol. Select the option that corresponds with your printer selection.)

Printing

Screen

***** COMMUNICATIONS PROTOCOL MENU *****

A "Communications Protocol" is necessary with some printers to prevent printer buffer overflow and character loss.

E "ETX/ACK" Protocol
X "X-ON/X-OFF" Protocol
N NONE required (or handled outside of WordStar)
U no change

PLEASE ENTER SELECTION (E, X, N, B, or U):

You

For Standard (any teletype-like printer) configuration, select option N for NONE required.

For all other printers, select option E for "ETX/ACK" protocol.

Screen

(Displays your protocol selection)

OK (Y/N):

You

Type Y

(The next screen to appear on the display is for driver selection. Select the option that corresponds with your printer selection.)

Screen

***** DRIVER MENU *****

Or, how should WordStar send characters to your printer?

L CP/M "List" device (LST:)
T CP/M primary console device (TTY:)
C CP/M secondary console device (CRT:)
P Port Driver (direct I/O to 8-bit ports)
N Parallel Centronics Printer Driver
Q Serial Driver on TRS-80 Model-2
S User-installed driver subroutines
U no change

PLEASE ENTER SELECTION (L,T,C,P,N,P,S,B or U):

You

For Standard (any teletype-like printer) configuration, select option L for CP/M List Output driver (LST:).

For all other printers select option P for the Port Driver (direct I/O to 8-bit ports).

Screen (Displays your driver selection)

OK (Y/N):

You Type Y

Note: all printer selections other than standard teletype will require additional patches. Instructions for these patches are itemized here. If a standard teletype-like printer was selected, the screen will bypass these questions and go directly to the question "Are the Modifications to WordStar Now Complete?" that follows the patch questions.

Screen The port driver directly accesses hardware port(s) to control printer. This driver is normally used with serial printers and a protocol. As hardware ports are very non-standard with respect to location and status information, you may have to provide data (Note that WordStar will try to determine the data all by itself) so WordStar can modify the port driver. Note that the port driver contains a "busy test", resulting in the best response when editing and printing simultaneously.

Are the printer ports "I/O" or "Memory Mapped" (I or M):

You Type I

Screen What is the output port for your printer? Do you wish WordStar to determine the values or should WordStar accept them from you (D or A):

You Type A

Screen What is the output port number in HEX:

You Type F2

Screen What is the output status port for your printer? Do you wish WordStar to determine the values or should WordStar accept them from you (D or A):

You Type A

Screen What is the output status port number in HEX:

You Type F3

Screen What are the bit(s) that change at the output status port when the output port becomes ready to accept a character for output (enter HEX value):

You Type 04

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Screen Which bit(s) change(s) from a 0 to a 1 (enter HEX value):

You Type 04

Screen What is the input port for your printer? Do you wish WordStar to determine the values or should WordStar accept them from you (D or A):

You Type A

Screen What is the input port number in HEX:

You Type F2

Screen What is the input status port for your printer? Do you wish WordStar to determine the values or should WordStar accept them from you (D or A):

You Type A

Screen What is the input status port number in HEX:

You Type F3

Screen What are the input status port bits for your printer? Do you wish WordStar to determine the values or should WordStar accept them from you (D or A):

You Type A

Screen What are the bit(s) that change at the input status port when the input port has a character available for input. (enter HEX value):

You Type 01

Screen Which bit(s) change(s) from a 0 to a 1 (enter HEX value):

You Type 01

Printing

Screen ARE THE MODIFICATIONS TO WORDSTAR NOW COMPLETE? IF THEY ARE ANSWER YES TO THE NEXT QUESTION. IF YOU WISH TO MAKE ADDITIONAL PATCHES TO WORDSTAR'S USER AREAS, ANSWER NO.

OK (Y/N):

You Type Y

Screen CONFIRM TERMINAL AND PRINTER SELECTIONS:
terminal: OTRONA ATTACHE
Your printer selection
Your communications protocol selection
Your driver selection

OK (Y/N):

You Type Y

The installed configuration is then saved in the .COM file that was designated for storage in the question "Filename for saving INSTALLED WordStar?" and the system returns to A>.

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Maintenance

Overview

This chapter discusses the programs that are used for performing diskette and file maintenance during word processing, including the following:

- o Display the file directory
- o Rename a file
- o Delete a file
- o Copy a file
- o Change the logged disk drive
- o Exit from word processing and return to CP/M
- o Exit from word processing temporarily and return
- o Display Filesize and Space Available
- o Diskette capacity and long document considerations

Note: Maintenance programs described here are in addition to Attache Disk Manager and CP/M utility programs that are included with Attache. Refer to the Software Guide and CP/M Guide for instructions on using those programs.

WordStar-Plus Maintenance Commands

Disk and file maintenance functions can be performed without exiting from WordStar-Plus, and without exiting from the document you are editing. These commands can be accessed from the No-File menu and from the Printing, Control menu. Options are the same from either menu.

WordStar-Plus maintenance options are as follows:

- E** = Erase a file
- F** = Display the file directory
- O** = Copy a file
- X** = Change the logged disk drive
- Y** = Delete a file

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The File Directory

The file directory lists on the display screen the names of all documents on the logged diskette.

The directory is displayed on the No-File menu screen by typing **F** from that menu. The directory is turned off by repeating the process.

The File Directory may also be displayed while creating or editing a document by activating **PRINTING, CONTROL** and option **F**. The directory is turned off by repeating the process.

The directory for the alternate drive can be displayed during word processing by temporarily changing the logged drive.

Rename a File

Rename a file by typing **E** at the No-File menu. When prompted, type the name of the file to rename and press **RETURN**. Then type the new name for the file and press **RETURN** again.

Files may also be renamed while creating or editing a document by activating **PRINTING, CONTROL** and option **E**.

To rename a file on the alternate diskette, precede the filename with the drive reference (A: or B:).

Delete a File

Delete a file by typing **Y** at the No-File Menu. When prompted, type the name of the file to delete and press **RETURN**. The deleted file will be removed from the File Directory.

Files may also be deleted while creating or editing a document by activating **PRINTING, CONTROL** and option **Y**.

To delete a file on the alternate diskette, precede the filename with the drive reference (A: or B:).

Copy a File

Copy of a file by typing **O** at the No-File menu. When prompted, type the name of the file to copy and press **RETURN**.

When prompted for the file to copy to, type a name that does not already exist on the diskette and press **RETURN** again as prompted. The old and new copies will be identical except for the different names.

If you type a name that already exists on the diskette, you are prompted **OVERWRITE Y/N?** If you answer **Y**, the existing file with that name will be overwritten by the file you are copying.

Files may also be copied while creating or editing a document by activating **PRINTING, CONTROL** and option **O**.

To copy a file from the logged disk to the alternate disk, or from the alternate disk to the logged disk, precede the filenames with the drive reference (A: or B:) for each file.

Change the Logged Disk Drive

Change the logged disk drive from the No-File menu by typing **L** and then **x:** and **RETURN**, where "x" is the name of the drive to log.

Change the logged disk drive during word processing by activating **PRINTING, CONTROL** and selecting option **L**.

Exit From WordStar-Plus

Exit from WordStar-Plus to run other programs by typing **X** at the No-File menu. The CP/M prompt (A> or B>, depending upon the logged drive selection), will appear with the cursor at the left side of the screen, waiting for a command.

Exit Temporarily and Return

Temporarily exit from WordStar-Plus to run other programs by typing **R** at the No-File menu. When WordStar-Plus prompts **COMMAND?**, type the name of the program to run and then press **RETURN**.

When the new is finished, press any key to return to the No-File menu.

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Checking Filesize and Available Space

List the amount of space left on a diskette and the sizes of the existing files with the CP/M "STAT" command. This command is described in detail in the CP/M Guide.

To run STAT from the No-File menu, change the logged drive to Drive A (or the drive containing the STAT.COM program file) and then select option **R** to run a command.

When prompted for a command, type **STAT x:*.*** where "x" is the drive containing the disk to be listed.

The screen listing will show the name of each file on the disk and its size (in "K Bytes", which are increments of 1,024 characters). The last line shows how much space remains on the diskette.

Press any key to return to the No-File menu.

Diskette Capacity and Long Documents

Standard diskettes used by Attache will hold 360K-bytes of information. This translates to about 360,000 characters.

A single page in a document ranges from an average of about 2500 characters to a maximum of 5280 characters, depending upon the number of spaces, blank lines, etc. on the page.

During text editing, a workfile copy of the document is temporarily created. This means there must be space on the disk in addition to the actual files for WordStar-Plus to execute efficiently.

Leave at least as much space as your largest document on the diskette, and a good rule of thumb is to leave twice as much space as your largest document.

Processing time increases proportionally for longer documents, so documents that run over about ten pages should be split into two or more separate files.

The greatest increase in processing time for long documents will be noticed when the cursor is moving backwards though the document and during block operations where the source of the move is far away from the new location.

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A>	Prompt which appears at the first column of a line on the screen to indicate that Drive A is logged and waiting for a command.
Abandon	A Printing, Control menu command for exiting from a document without updating the file on diskette, losing all data entry since the document was last saved.
Alternate Pitch	A Print Codes menu command that prints 12 characters per inch on the line rather than the standard 10 characters per inch.
Arrow Keys	Move the cursor left, right, up, or down on the screen when used alone or in conjunction with the SHIFT and/or CTRL keys.
Auxiliary Video Jack	Outlet at the back of Attache for attaching an additional video display.
B>	Prompt which appears at the first column of a line on the screen to indicate that Drive B is logged and waiting for a command.
BACK SPACE Key	Moves the cursor one column to the left.
Backspace Overprint	A Print Codes menu command for printing two or more characters one on top of the other in a column.
Backup	Disk Manager option that copies an entire diskette to another diskette.
Baud Rate	The number of bits per second transmitted between two electronic devices.
Bidirectional Printer	A printer that prints from left to right and also from right to left.
Block Operations	A series of multi-function commands that identify sections of text and then move or copy that text to other locations in the same document or in another document.
Block	A section of text that has block start and end markers identifying it for use in a block operation.
Boldface	A Print Codes menu command for text highlighting that prints the same character twice in the same column, with the second character slightly offset.

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Boot	The loading of CP/M programs and/or execution of diagnostics that occur when RESET and the right SHIFT key are pressed at the same time (a "cold" boot) or when CTRL and C are pressed at the same time (a "warm" boot).
CAPS LOCK Key	Locks the keyboard in upper case.
Carriage Return	The function that ends a line and moves the cursor to the first column of the next line on the screen.
Center	The Margins, Format menu command that centers text on the line.
Character	A single letter, number, or other keyboard symbol.
Character Pitch	The number of characters printed per inch on a line.
Clear Tab	Multi-function command for clearing tab stops.
Column	The space on the screen for a single character on a line. Also one of two or more vertical sections of text and/or numbers that share the same lines but are separated by blank spaces and are functionally independent of each other.
Column Mode	Operating state that allows block operations for tables and columns that are independent of each other but share the same file lines.
Command	An instruction to the computer.
Communications	The transmission of data from one electronic device to another.
Control Character	See Print Control Characters.
Control Character Display	The Margins, Format menu command that "hides" or displays Print Control Characters on the screen.
Copy	The No-File menu command for copying a file on the same diskette, or the multi-function command for copying a block of text elsewhere in the same file.
CP/M	The operating system used by Attache.
Create	The process of opening a new document file.
CRT	Cathode Ray Tube, which is the display screen.

CTRL Key	Modifier key used in conjunction with other keys for activating multi-function commands and operating modes.
Cursor	The movable highlighted rectangle on the display screen that indicates the current typing position where "you" are "at" on the screen.
Cursor Movement Keys	See ARROW KEYS.
Cursor Column	The column where the cursor is located.
Cursor Line	The line where the cursor is located. screen.
Decimal Tab	A tab setting that provides for automatic vertical alignment of decimal points in a column of figures.
Delete	A command that provides for removal of data from a document file or from a diskette.
DEL Key	Used alone or in conjunction with other modifier keys for deleting data from a document file.
DIR	CP/M command for listing on the screen a directory of all files contained on a diskette.
Directory	A listing of the names of all files contained on a diskette.
Disk Drive	The piece of hardware that holds the diskette and transfers information from the diskette to the processing unit and back.
Disk Manager	Program that provides disk maintenance options (including Backup, Format, Sysdup, File Copy, Rename, Delete, View, and Print).
Diskette	Small magnetic "floppy" disk where computerized information is stored.
Document	See DOCUMENT FILE.
Document File	A single text (such as a letter of correspondence or report) that is created during word processing and stored on a diskette. Also referred to as a document or file.

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Document Name	The name that is used to identify a document file. The file name is user-specified when the file is opened, but may be changed at any time as a part of routine directory maintenance.
Dot Commands	Embedded commands that begin with a period in column one of a line and activate special effects for document customization.
Doublestrike	A Print Codes menu command for highlighting that prints the same character twice in the same column. The effect is slightly less than boldface because the second character is not offset.
Drive	See DISK DRIVE.
Edit	The process of revising a keyed document.
Embedded Command	An instruction that is integrated in the text, such as a Print Control Character or Dot Command.
End	A Multi-function command that signifies the end of a section of text being defined for a block operation.
ESC Key	Used alone in response to word processing prompts and messages, or as a modifier key in conjunction with the CTRL key to activate Set-Up Mode.
File	A collection of like records stored under a single file name, such as a document file containing a letter of correspondence or a report, or a command file containing program commands, executable programs, etc. See DOCUMENT FILE.
File Directory	A listing of all files contained on a diskette.
File Display Area	The portion of the screen where text is keyed and displayed.
File Line	A specific line in a file, or the line where the cursor resides.
File Name	See DOCUMENT NAME.
Find	Multi-function command to search out a specific word or string of words in a document.

Find/Replace Again	Multi-function command to search for the next occurrence of a specific word or words from a previous Find command.
Find String	The word or words searched for during Find.
Fixed Tabs	Tabs that are embedded in the file line by Fixed Tabbing Mode.
Fixed Tabbing	Operating state normally used for non-document program editing where tabs are fixed as characters in the file line rather than the multiple spaced variable tabs used in word processing.
Flag Characters	Characters that appear at the extreme right side of the screen to indicate line forming characteristics.
Floppy Disk	See DISKETTE.
Footing Text	Text that is instructed by a dot command to print below the bottom margin of the page.
Format Dimensions	The physical dimensions of a page, including top and bottom margins, left and right margins, tab stops, and the number of lines per page.
Hard Hyphen	A hyphen that is entered as a hyphen during word processing and always appears as a hyphen regardless of its location on the file line, as opposed to a soft hyphen, which is entered during paragraph reform and only appears on the printout if the word actually breaks a line at that point.
Hard Return	A return that is entered from the keyboard and signifies a carriage return regardless of its location on the file line, as opposed to a soft return, which is entered by word wrap and overridden if further editing and paragraph reform change the carriage return requirements of the line.
Hard Space	A space that is entered with the space bar and appears as a space regardless of its location on the file line, as opposed to a soft space, which is entered by justification and overridden if further editing and paragraph reform change the spacing requirements of the line.
Heading Text	Text that is instructed by a dot command to print above the top margin of a page.

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Help,Dots Menu	The master help menu accessed from the multi-function keys that provides help menus for all other word processing menu functions and dot commands.
Help Level	A setting accessed from the multi-function keys that determines the amount of informational detail included in system prompts and help menus that are displayed on the screen.
Hide	Multi-function command that "undisplays" marked blocks of text used in block operations by changing the marked text from screen highlight to normal screen intensity.
Horizontal Scrolling	Rolls the screen left or right in increments of 22 columns when lines are longer than the width of the screen.
Hyphen Help	A Margins, Format menu command that allows entry of "soft" hyphens during paragraph reform.
Imbedded Command	An instruction that is integrated in the text, such as a Print Control Character or Dot Command.
Insert	A word processing function that allows typing of additional text between existing characters or words in a document.
Insert Mode	Operating state for text editing that allows text insertion by moving existing text in front of new text as it is keyed.
Justification	A word processing function that spreads spaces throughout a line of text so that both margins are vertically aligned.
K	Kilobyte, which is 1,024 characters.
LINE FEED Key	Used for indicating the end of a line during program editing, but not used for word processing.
Line Overprint	The Print Codes menu command that prints two lines one on top of the other for special effects.
Load Programs	The process of copying programs from diskette storage to the processing unit so that work can be done on the computer.

Logged Disk	The disk drive containing the diskette that is being used by the computer.
Lower Case	Small letters of type, as opposed to upper case (capital) letters.
MailMergetm	An optional companion software package to WordStar that integrates variable data such as names and addresses with previously prepared letters or other correspondence for mass mailing.
Margin	The boundary to either side, above, and below text on a printed page.
Margin Release	A multi-function command that allows typing beyond the normal left-right margins.
Margins, Format Menu	The word processing menu accessed from the multi-function keys that provides commands for changing margins and various format dimension default settings.
Markers, Repeat Menu	The word processing menu accessed from the multi-function keys that provides commands for place markers, repetitive commands, and unusual cursor movements and text deletions.
Menu	A table listing available command options.
Merge-Printtm	See MAILMERGE.
Microjustification	A printer function that spreads justified text and spaces evenly on the printed line so that the space between columns and words is fairly uniform.
Mode	One of a computer system's operating states or modes, which provide the means for keyboard multi-functions and other tasks where internal interpretations depend upon the active mode.
Modifier Keys	The CTRL and SHIFT keys, which are used alone or with each other in conjunction with the multi-function keys, arrow keys, or DEL key to perform a variety of tasks.
Move	The multi-function command that takes a block of marked text from one location to another in a document.
Multi-Functions	Commands that are described on the template above Attache keyboard and activated by pressing one or more modifier keys at the same time as one of the multi-function keys.

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Multi-Function Keys	Keys on the top row of the keyboard that have capabilities in addition to normal upper and lower case when used in conjunction with one or more keyboard modifier keys.
Naming	See DOCUMENT NAMES.
No-File Commands	Word processing commands that are initiated from the No-File menu.
No-File Menu	The main menu for word processing.
Non-Break Space	A Print Codes menu command to create a space that is treated like a normal character for line forming purposes. Non-break or "required" spaces are commonly used when two adjacent words must appear on the same line regardless of other considerations.
Non-Document File	A file created from the No-File menu in WordStar-Plus for purposes other than word processing. These files contain a different set of format defaults and line forming characteristics than document files and are used primarily for program editing.
Offset for Two Sided Printing	Special effect created with dot commands where variables such as headings and page numbers appear on the right side of odd-numbered pages and on the left side of even-numbered pages.
Open a File	The process of creating a new file or editing an existing file.
Operating System	The set of programs that run the computer hardware and interpret software commands. Attache uses an enhanced version of the CP/M operating system.
Overprint	Printing two or more characters in one column, or two or more lines one on top of the other on one line.
Page Break	A line of dashes that appear on the screen at the point where a new page will begin on the printed version of the document file.
Page Numbering	A word processing feature that allows page numbers to be printed, omitted, or selectively printed and omitted for each page within a document file.
Paragraph Reform	See REFORM.

Paragraph Tab	A Margins,Format menu command for setting the left margin temporarily at the first tab stop on a line.
PIP	CP/M command for transferring information, commonly used for copying files from one diskette to another.
Place Markers	Temporary position locators that may be embedded in a document file for ready access to a location or locations in the text.
Port	The connectors on the back of Attache for attachment of printer or communications cables.
Print	No-File menu command or multi-function command for printing a word processing document.
Print Codes Menu	The word processing menu accessed from the multi-function keys that provides commands for activating Print Control Characters.
Print Control Characters	Print Codes menu commands that are embedded in a document to specify special printing effects.
Printer Port	The connectors on the back of Attache for attaching a cable to transmit data to a printer.
Printing,Control Menu	The word processing menu accessed from the multi- function keys that provides commands for general directory maintenance and for getting out of a document.
Read File	The Printing, Control menu command for moving the contents of a file into the file being edited.
Reboot	The loading of CP/M programs and/or execution of diagnostics that occurs when the RESET key is pressed at the same time as the SHIFT key on the right side of the keyboard (also called a "cold" boot) or when CTRL and C are pressed at the same time (also called a "warm" boot).
Reform	The multi-function command that rejustifies text after editing.
Rejustify	To reform or "realign" to conform with format dimensions after editing has "scrambled" alignment, margins, spacing, etc.

Glossary

Rename	The CP/M command, WordStar-Plus No-File Menu command, or Printing,Control Menu command for changing the name of a document file.
Replace	The multi-function command for finding a text string and replacing it with another text string.
Return	The function that indicates the end of a line and moves the cursor to the beginning of the next line, as on a typewriter. In word processing, returns are either "hard" or "soft", depending on whether they were issued from the keyboard (hard) or by the word processing system (soft) during line forming.
RETURN Key	Used for entering "hard" carriage returns in word processing and for "sending" keyboard commands to the computer.
Ruler Line	Indicates on the screen the locations of the left and right margins and all tab stops in between.
Save	A word processing function that transfers work from the processing unit to the diskette. Work is not completed and cannot be printed or accessed again unless it has been saved.
Save/Re-edit	The word processing function that is activated when SAVE is called from the multi-function keys. When the transfer is complete, the cursor returns to the point in the document where Save was initiated from.
Save/Return CP/M	The word processing function that is activated with a Printing, Control menu command to execute Save and then exit WordStar-Plus and return to A> or B>.
Save/Return to No-File Menu	The word processing function that is activated with a Printing, Control Menu command to execute Save and then return to the WordStar-Plus No-File Menu.
Scratch Diskettes	Diskettes which have been previously used that will be erased and used again.
Screenful	The number of text lines on the screen display at one time.
Scrolling	The word processing function that "rolls" lines of text or entire "screenfuls" of text up or down on the display screen.

Set Tab	Multi-function command for setting tab stops.
Set-up Mode	Operating state used for setting or changing screen brightness, keyboard click sound, volume level, baud rates, etc.
Shift Keys	Used for activating upper case as on a typewriter, and as modifier keys when used in conjunction with other multi-function keys.
Soft Hyphen	A hyphen created during Reform with Hyphen Help that will appear on the printout if the word requires hyphenation, but will be suppressed if further paragraph reforming eliminates the need for a hyphen.
Soft Hyphen Entry	A Margins, Format menu command that interprets all further hyphen entries as soft hyphens.
Soft Return	A return embedded in a text string by word wrap that will be automatically deleted by further paragraph reform if no longer required.
Soft Space	A space embedded in a text string by justification that will be automatically deleted by further paragraph reform if no longer required.
Software	The programs that instruct the computer at each step in the accomplishment of a task.
Special Effects	Word processing features such as underlining that serve to embellish the finished document.
SpellStartm	An optional companion software package to WordStar that automatically finds spelling errors in a file.
Standard Pitch	Prints ten characters per inch on the line.
Start	A multi-function command that signifies the beginning of a section of text being defined for a block operation.
STAT	CP/M command for listing (in kilobytes) the status of a diskette and its files.
Strikeout	A Print Codes menu command that prints "---" through specified strings of text in a document file.
Strikeover	The editing technique where new text is typed over existing text.

Glossary

Subscript	The Print Codes menu command where specified text strings are printed slightly below the normal line.
Subscript Roll	The amount in 1/48 inch increments for subscript to print below the normal line.
Superscript	The Print Codes menu command where specified text strings are printed slightly above the normal line.
Superscript Roll	The amount in 1/48 inch increments for superscript to print above the normal line.
Sysdup	A program that copies the CP/M operating system from one diskette to another.
System	The necessary hardware and software for a "computer" that is functionally complete. Sometimes used in reference to the software package being used.
Tab Clear	Multi-function command for clearing tab stops.
TAB Key	Used for moving the cursor from one tab stop to another. With Insert Mode activated, text is moved ahead of the cursor to the next tab stop when the tab key is pressed.
Tab Set	Multi-function command for setting tab stops.
Terminal Mode	Operating state where Attache emulates a computer terminal.
Text Entry Display Screen	The display that appears on the screen when word processing is activated and the system is ready to accept text input.
Text String	A group of adjacent characters or words.
Top of Screen	The multi-function command that moves the cursor to the first line that appears on the screen.
Typeover	See STRIKEOVER.
Underline	The multi-function command for underlining specified text strings in a document.
Upper Case	Capital letters, as opposed to lower case letters.
Utility Program	A program used to assist in the operation and maintenance of the computer.

Glossary

Variable Tab	Normal tabs for word processing, as opposed to "fixed" tabs used for program editing in non-document files.
Word Wrap	A word processing function that moves the cursor and the word being typed to the next line when the right margin is encroached during text entry.
Write File	The Printing, Control menu command for moving a block of marked text from the file being edited into another file on the diskette.
10-Key Mode	Operating state where certain keys emulate a 10-key pad for numeric entry.

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Cursor Motion

←	one character		→
CTRL ←	one word		CTRL →
SHIFT ←	one word		SHIFT →
SHIFT CTRL ←	end of line		SHIFT CTRL →
TOP OF SCREEN	top of screen	bottom of screen	MARKERS. REPEAT X
SHIFT CTRL ↑	beginning of file	end of file	SHIFT CTRL ↓

Scrolling

SHIFT ↑	one line	SHIFT ↓
CTRL ↑	one "screenful"	CTRL ↓
MARKERS. REPEAT Z	continuous scroll	MARKERS. REPEAT W

Delete

DEL	backspace
SHIFT DEL	cursor column
CTRL DEL	entire word
SHIFT CTRL DEL	entire line

Function Index

CTRL Functions

- | | |
|----------------------------|--------------------|
| 1 - Markers, Repeat Menu | 7 - Reform |
| 2 - Help, Dots Menu | 8 - Margin Release |
| 3 - Margins, Format Menu | 9 - Set Tabs |
| 4 - Print Codes Menu | 0 - Clear Tabs |
| 5 - Printing, Control Menu | _ - Find |
| 6 - Insert Mode | + - Replace |

CTRL SHIFT Functions

- | | |
|-------------------|------------------------|
| 1 - Top of Screen | 7 - End Block |
| 2 - Help Level | 8 - Move Block |
| 3 - Underline | 9 - Copy Block |
| 4 - Save | 0 - Hide Block |
| 5 - Print | _ - Find/Replace Again |
| 6 - Start Block | + - Find/Replace Again |

"NO-FILE" Menu

----- NO-FILE MENU -----

D - Open a document file	P - Print a File	R - Run a program
N - Open a non-document file		X - Exit to system
F - File directory	E - Rename a file	
H - Set help level	O - Copy a file	M - Run MailMerge
L - Change Logged Drive	Y - Delete a file	S - Run SpellStar

"MARKERS, REPEAT" Menu

```

----- MARKERS, REPEAT MENU -----
----- Move Cursor -----|----- Scroll -----
R - Beginning of file      C - End of file  |  W - Continuous down
B - Beginning of block     K - End of block  |  Z - Continuous up
V - Last find or block     |----- Delete -----
P - To previous position   |  Y - To right of line
0-9 - To place marker 0-9  |  DEL - To left of line
Q - Repeat next command or key until another key is pressed.
----- Press Space Bar to Exit Menu -----

```

"MARGINS, FORMAT" Menu

```

----- MARGINS, FORMAT MENU -----
L-Set left margin      C-Center text on line      G-Set paragraph tab
R-Set right margin     F-Set ruler from line      S-Set line spacing
W - WordWrap off (ON)  H - Hyphen Help off (ON)
J - Justification off (ON)  E - Soft Hyphen on (OFF)
D - Control Character Display off (ON)  T - Ruler Line off (ON)
P - Page Break Display off (ON)  V - Variable Tabs off (ON)
----- Press Space Bar to Exit Menu -----

```

Function Index

"HELP, DOTS" Menu

----- HELP, DOTS MENU -----

H - Help levels explained	S - Status line explained
B - Paragraph reform explained	R - Ruler line explained
F - Character flags explained	M - Margins and tab summary
D - Dot command, print control	P - Place markers explained
I - Command index summary	V - Block operations explained

----- Press Space Bar to Exit Menu -----

"PRINT CODES" Menu

----- PRINT CODES MENU -----

B - Boldface	X - Strikeout	O - Non-break space
D - Doublestrike	Y - Change ribbon color	C - Printer pause here
V - Subscript	A - Alternate pitch	H - Overprint character
T - Superscript	N - Standard pitch	RETURN - Overprint line

----- Press Space Bar to Exit Menu -----

"PRINTING, CONTROL" Menu

----- PRINTING, CONTROL MENU -----

Y - Delete block	R - Read file	P - Print file
W - Write block	O - Copy file	E - Rename file
S - Save and re-edit	N - Column Mode On/Off	
D - Save and return to No-File Menu	L - Change logged Disk Drive	
X - Save and return to CP/M	F - File Directory on (OFF)	
Q - Abandon current edit file	0-9 - Set or hide place marker	

----- Press Space Bar to Exit Menu -----

Command Summary

No-File Commands

Open Document File D
 Rename File E
 File Directory On/Off F
 Set Help Level H
 Change Logged Disk L
 Run Mailmerge M
 Open Non-Document N
 Copy File O
 Print File P
 Run Program R
 Run Spellstar S
 Exit to System X
 Delete File Y

Help Menus

Help Level HELP,DOTS H
 Paragraph Reform .. HELP,DOTS B
 Character Flags HELP,DOTS F
 Dot Commands HELP,DOTS D
 Print Controls HELP,DOTS D
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 Status line HELP,DOTS S
 Ruler Line HELP,DOTS R
 Margins & Tabs HELP,DOTS M
 Place Markers HELP,DOTS P
 Block Operations .. HELP,DOTS V

Cursor Movement

Right Character →
 Left Character ←
 Up Line ↑
 Down Line ↓
 Right Word CTRL →
 Left Word CTRL ←
 Tab Right TAB
 Top of Screen TOP OF SCREEN
 Bottom of Screen MARKERS X
 Top of File SHIFT CTRL ↑
 End of File SHIFT CTRL ↓
 Right End of Line . SHIFT CTRL →
 Left End of Line .. SHIFT CTRL ←
 Previous Position .. MARKERS P
 Last Find or Block . MARKERS V
 To Marker 0-9 MARKERS 0-9

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Paragraph Tab MARGINS G
 Variable Tabs On/Off . MARGINS V
 Center Line MARGINS C
 Set Left Margin MARGINS L
 Set Right Margin MARGINS R
 Margin Release .. MARGIN RELEASE
 Set Tab SET
 Clear Tab CLEAR
 Set From File Line ... MARGINS F
 Justification On/Off . MARGINS J
 Set Line Spacing MARGINS S
 Page Break On/Off MARGINS P
 Ruler Display On/Off . MARGINS T
 Word Wrap On/Off MARGINS W
 Control Display On/Off MARGINS D
 Hyphen Help On/Off ... MARGINS H
 Soft Hyphen On/Off ... MARGINS E

Scrolling

Down One Line SHIFT ↓
 Up One Line SHIFT ↑
 Up One Screenful CTRL ↑
 Down One Screenful CTRL ↓
 Continuous Up Scroll . MARKERS Z
 Continuous Down Scroll MARKERS W

Basic Editing Commands

Delete Cursor Character SHFT DEL
 Delete Character Left DEL
 Delete Word Right CTRL DEL
 Delete Line SHIFT CTRL DEL
 Delete to End of Line MARKERS Y
 Delete to Line Start MARKERS DEL
 Insert On/Off INSERT
 Insert Blank Line CTRL N
 Reform Paragraph REFORM

Find and Replace

Find String FIND
 Find and Replace REPLACE
 Find/Replace Again .. FIND AGAIN

Command Summary

Saving Files

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Save/Go to No-File .. PRINTING D
Save/Go to CP/M PRINTING X
Abandon Edit PRINTING Q

Print Control Characters

Alternate Pitch PRINT CODES A
Boldface Begin/End PRINT CODES B
Doublestrike Begin/End " CODES D
Overprint Character .. " CODES H
Overprint Line PRINT CODE RETURN
Center TextMARGINS C
Print PausePRINT CODES C
Ribbon Color Change .. " CODES Y
Standard Pitch (10) .. " CODES N
Strikeout Begin/End .. " CODES X
Subscript Begin/End .. " CODES V
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Mark Block End END
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Move Block MOVE
Delete Block PRINTING Y
Write Block to File . PRINTING W
Read Block from File PRINTING R

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Bidirect Print On/OffBP
Microjustify On/Off..... .UJ
Page OffsetPO
Character WidthCW
CommentIG
Conditional PageCP
FoottingFO
Footting MarginFM
HeadingHE
Heading MarginHM
Line HeightLH
Bottom MarginMB
Top MarginMT
New PagePA
Omit Page NumberOP
Start Page NumberPN
Page Number ColumnPC
Sub/Superscript RollSR
Page LengthPL

Character Pitch

<u>Pitch</u>	<u>Dot Command</u>
5	.CW24
6	.CW20
7	.CW17
8	.CW15
10	.CW12 *
12	.CW10
15	.CW8
20	.CW6
24	.CW5
30	.CW4

* = default

Line Height

<u>Lines Per Inch</u>	<u>Dot Command</u>
2.0	.LH24
2.4	.LH20
2.6	.LH18
3.0	.LH16
4.0	.LH12
4.8	.LH10
5.3	.LH9
6.0	.LH8 *
6.8	.LH7
8.0	.LH6
9.6	.LH5