AT&T UNIX™ PC
WORDSTAR® 2000

Getting Started and Installation Guide

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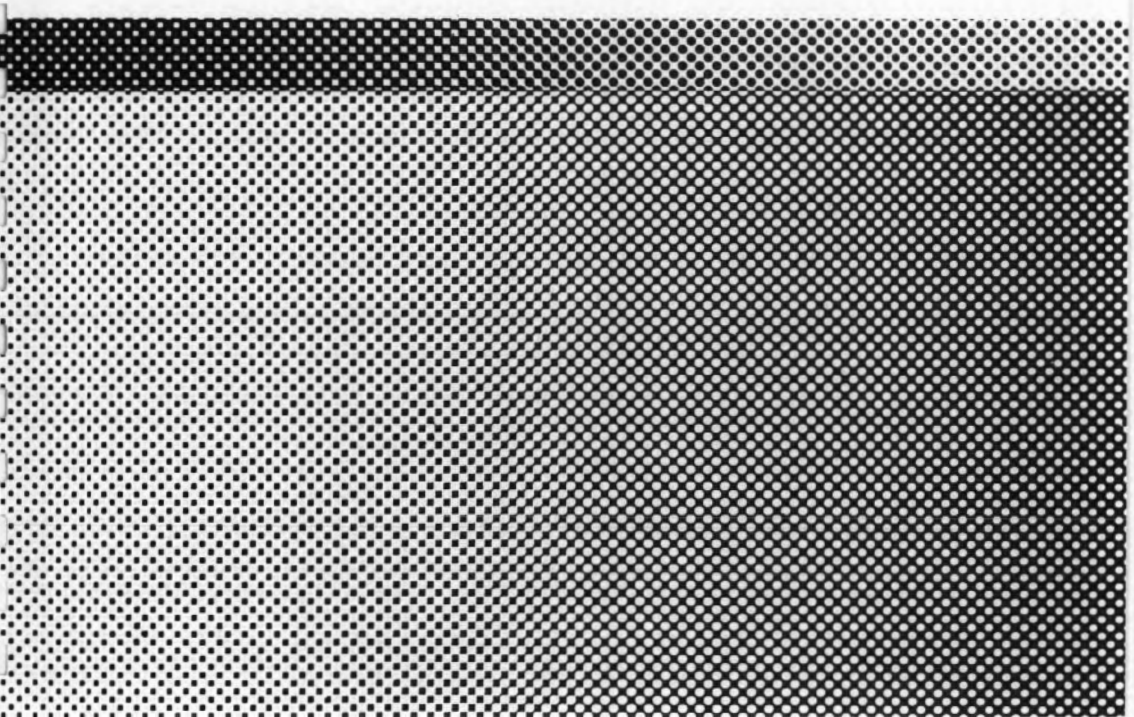
AT&T UNIX™ PC

WORDSTAR® 2000

By MicroPro®

Getting Started and Installation Guide



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Getting Started If You're New to Computers

If this is your first experience with computers, you'll want to read and follow all the instructions in your *AT&T UNIX™ PC Getting Started Guide*. Then read pp. 3-26 in this booklet. The easy step-by-step instructions will carefully guide you through and help you set up WordStar 2000 on your computer.

Getting Started If You're an Experienced Computer User

Installing WordStar 2000

Follow the instructions for "Installing WordStar 2000," pp. 1-11.

Starting WordStar 2000

Follow the steps in the *Reference Guide*, "Starting WordStar 2000," p. 2.

Learning WordStar 2000

To run the tutors (onscreen lessons that quickly teach you WordStar 2000), follow the steps in "Installing the Tutors," pp. 11-12 and "Running Your Tutors," pp. 13-15.

Before you begin using WordStar 2000, print and read the files called readme and prntinfo.

Welcome

There's a bright star on the horizon, a new product in the MicroPro galaxy of software. WordStar 2000 is a word processor that sets new standards in software. The WordStar 2000 design makes learning easy and brings sophisticated time-saving features to your fingertips.

WordStar 2000 brings you all the usual tools for inserting, moving, copying, and deleting text—and more:

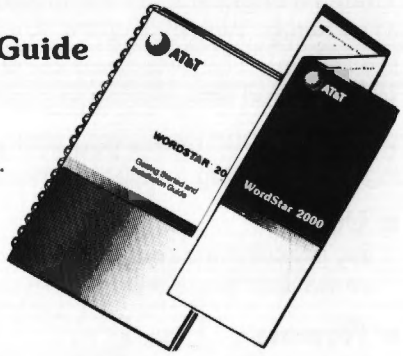
- **Undo**
  By pressing a handy "undo" command, you can restore text you just removed. You don't have to worry about accidental deletions.
- **Formats**
  You can determine the look of your page by choosing from a number of basic formats (one for memos, one for justified text, one for ragged right text, for example). No more resetting tabs and margins for standard documents.
- **Key Glossary**
  You can set your own "shorthand" of a few characters or symbols and WordStar 2000 will enter blocks of text automatically. No more repetitive typing of the same material.
- **Windows**
  You can see and revise up to three different pieces of writing at the same time by dividing the screen into "windows." You can even copy text from window to window.
- **Arithmetic**
  You can add, subtract, multiply, and divide *as you edit*.
- **Sort**
  You can sort lists into alphabetical or numerical order. Handy for names and addresses, or inventory.
- **Spell**
  You can spell a word the way it sounds and then tell WordStar 2000 to correct it. No more typos and misspelled words.
- **Merge**
  You can combine data or text from different documents. For example, you can merge lists of names and addresses into form letters to send out personalized mass mailings.

In short, you've purchased the state-of-the-art word processor. WordStar 2000, a brand new product with a brilliant past, brings new power to MicroPro's family of software.

What's in Your WordStar 2000 Package

Getting Started and Installation Guide

Offers a quick start for newcomer and expert. The *Installation Guide* provides additional technical information.

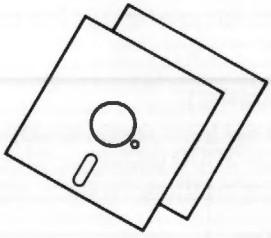


Command Card

(in *Getting Started*)
Lists every command for quick reference.

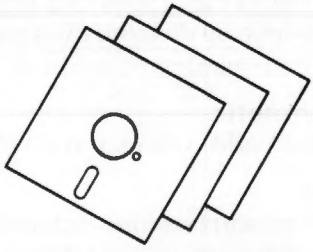
Tutors

Cure computer jitters and teach basic word-processing concepts. Also included are lessons on correcting spelling and merge-printing.



WordStar 2000 Program Disks

Turn your computer into a powerful yet easy-to-use word processor.



Training Guide

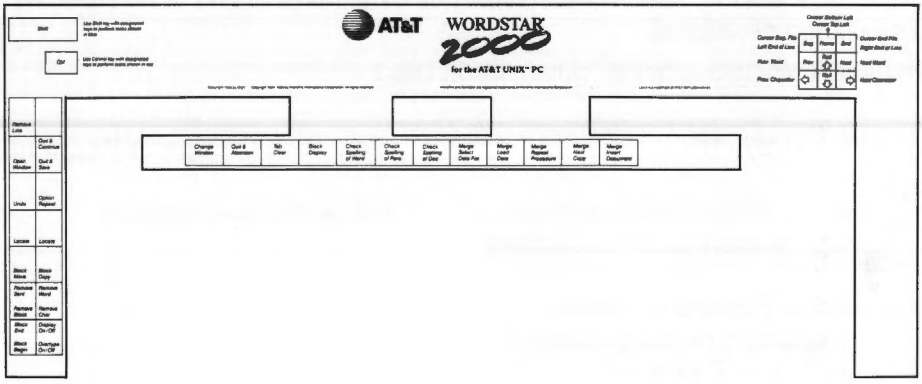
Teaches you how to produce documents, correct your spelling, and merge-print files.

Reference Guide

Explains every function of
WordStar 2000 with detailed examples.

Keyboard Overlay

Helps you remember what each action,
function, and cursor movement key does.



Note: StarIndex™, TelMerge™, and MailList are features in WordStar 2000 Plus. They are not included in your WordStar 2000 package. Ignore references to the optional features on the Opening Menu and to the Indexing command on the Options Menu.

Installing WordStar 2000

Your program disks are the most valuable part of your WordStar 2000 package. Follow the instructions below to install WordStar 2000. Afterward you'll customize WordStar 2000 so it will work properly on your computer. To work properly, the program needs to know what kind of printer you have. You won't be able to run WordStar 2000 on your computer unless you install and customize it.

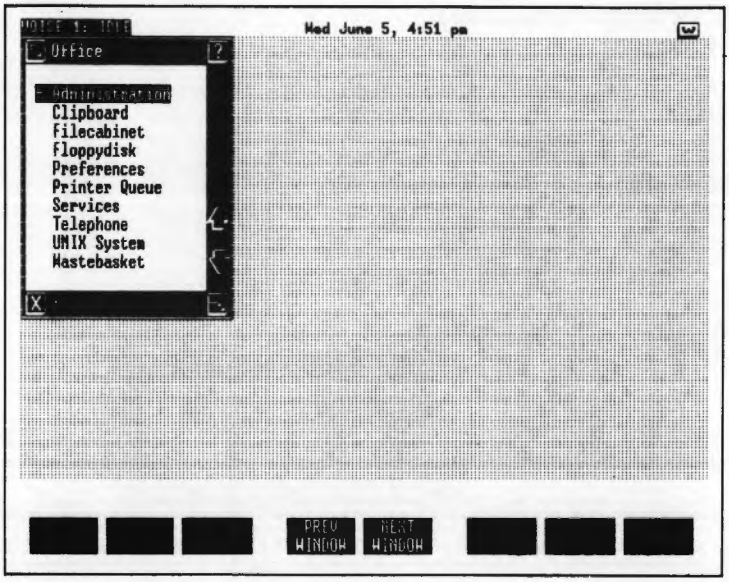
WordStar 2000 comes with a procedure that makes customization simple. Onscreen instructions will lead you as you go. (If you want more technical information about the procedure, see the WordStar 2000 *Installation Guide* at the back of this book.)

Before you begin to install WordStar 2000, locate the floppy disks that you received in your WordStar 2000 package. To install the program, you use the three program disks. You will install the two tutor disks later.

Note: The user id "install" must be set up as an expert user to perform the installation procedure.

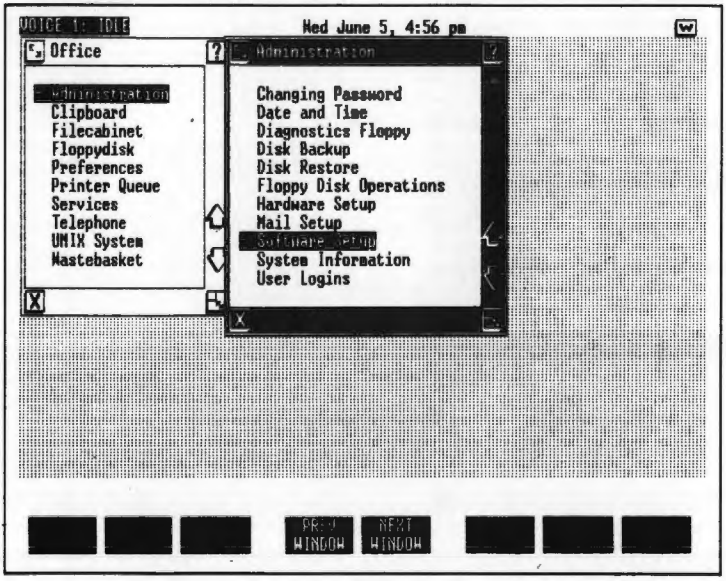
To install WordStar 2000, follow these steps:

	What You Do	**How Your Computer Responds**
1	At the Please login: prompt, type **install** and press **Enter**. (If the Password: prompt appears, type the password and press **Enter**.)	Office Window appears



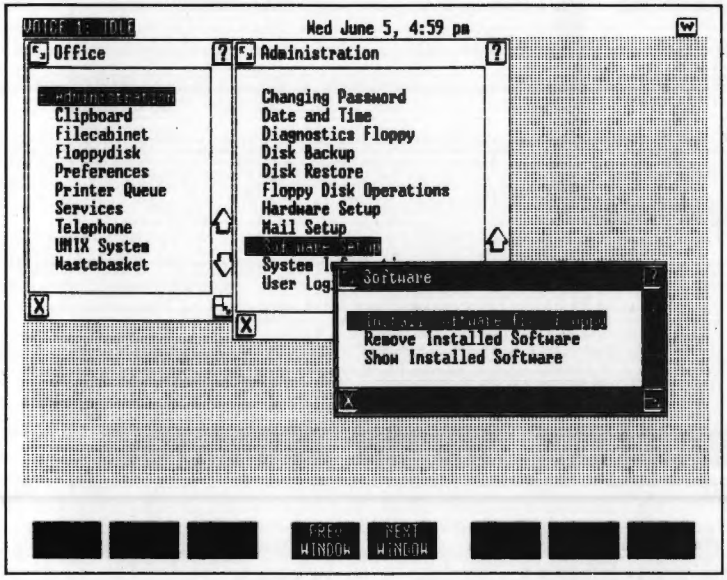
2 With Administration highlighted, press **Enter** to display the Administration Window.

Administration Window appears



3 Press **Next** until you have highlighted Software Setup, then press **Enter**.

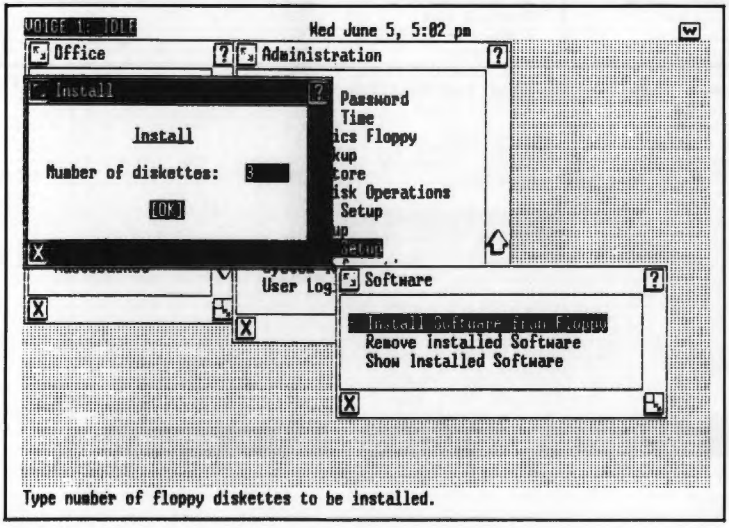
Software Window appears



4 With Install Software from Floppy highlighted, press **Enter**.

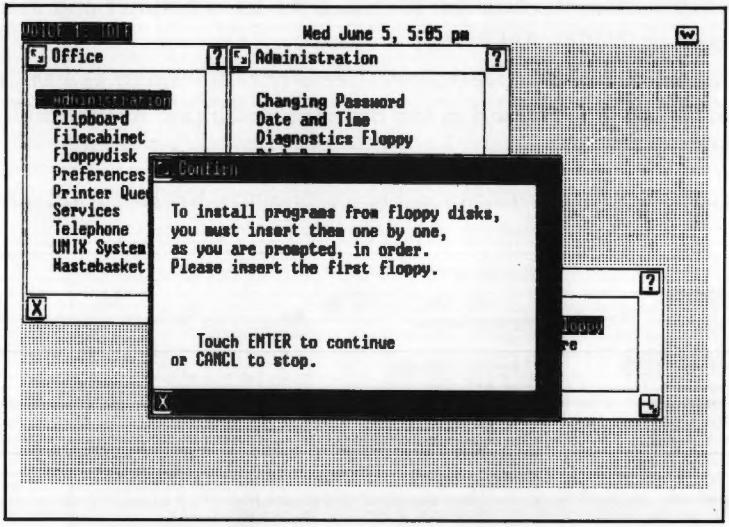
Install Window appears

Number of diskettes: ▬



5 Type **3** and press **Enter**.* Confirm Window appears

(If a message appears telling you there is no room to install the package, see your *AT&T UNIX™ PC Owner's Manual* for instructions on deleting files.)



6 Insert Program Disk 1 in the floppy disk drive with the label facing up. Close the floppy drive by turning the drive lever down and to the left.

7 Press **Enter**. Follow the instructions onscreen until a message indicates it is safe to remove the disk.

Install in progress

It is safe to remove the floppy diskette. . .

8 Open the disk drive by turning the drive lever up and to the right and remove the disk.

9 Insert Program Disk 2 in the floppy drive and close the floppy drive. Press **Return**.

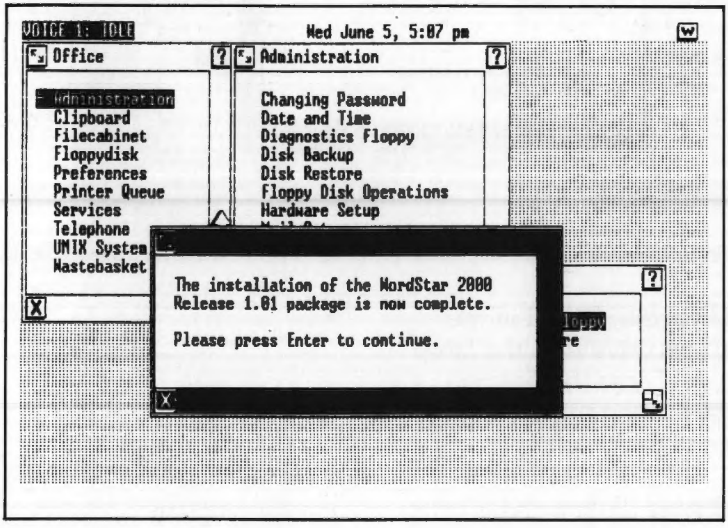
Transfer in progress–Do not remove the floppy disk.

*In your version of the UNIX PC system, if the prompt "number of diskettes:" does not appear, skip step 5.

Each time a message indicates it is safe to remove a disk, repeat steps 8 and 9, substituting the next disk in the sequence. Each disk is copied to your hard disk. After copying the last disk, follow the instructions on your screen to indicate whether you want WordStar 2000 to be your default word processor when you select a standard file from a folder and to indicate what type of printer you have.

You can now make changes to WordStar 2000 at the Advanced Modifications Menu, which is described in the *Installation Guide*, or you can wait and make changes later.

After you complete the WordStar 2000 installation, the following screen appears:



10 Press **Enter**. Software Window appears

11 Remove the last program disk from the floppy disk drive.*

*If you are going to install the tutors now, skip steps 12-15 and go to step 4 of "Installing Your Tutors," p. 11.

12	Press **Exit** until you return to the Office Window.	Office Window appears
13	Press **Cmd**.	Commands Window appears
14	Move the highlighting to Logout and press **Enter**.	Please login:

Store the WordStar 2000 disks for safekeeping. Now you are ready to install the tutors or log in with your user id and start using WordStar 2000.

Installing Your Tutors

To install the tutors, you will use the same software setup procedure that you used for installing WordStar 2000 except you will be installing the two tutor disks. Follow these steps:

	What You Do	**How Your Computer Responds**
1	At the Please login: prompt, type **install** and press **Enter**. (If the Password: prompt appears, type the password and press **Enter**.)	Office Window appears
2	With Administration highlighted, press **Enter**.	Administration Window appears
3	Press **Next** until you have highlighted Software Setup. Then press **Enter**.	Software Window appears
4	With Install Software highlighted, press **Enter**.	Install Window appears Number of diskettes: _
5	Type **2** and press **Enter**.	Confirm Window appears

6	Insert Tutor Disk 1 in the floppy disk drive with the label facing up. Close the floppy drive by turning the drive lever down and to the left.	
7	Press **Enter**. Follow the instructions onscreen until a message indicates it is safe to remove the disk.	Install in progress It is safe to remove the floppy diskette. . .
8	Open the disk drive by turning the drive lever up and to the right. Remove the disk.	
9	Insert Tutor Disk 2 in the floppy drive and close the floppy drive. Press **Return**.	Transfer in progress–Do not remove the floppy disk. The installation of the WordStar 2000–release 1.01 Tutors is now complete. . .
10	Press **Enter**.	Software Window appears
11	Remove the last tutor disk from the floppy disk drive.	
12	Press **Exit** until you return to the Office Window.	Office Window appears
13	Press **Cmd**.	Commands Window appears
14	Move the highlighting to Logout and press **Enter**.	Please login:

Store the tutor disks for safekeeping.

After using the tutors and the *Training Guide*, you can remove the tutorial and training files. Use the Remove Installed Software option on the Software Setup Menu in the Administration Window. (See "Preparing for Training," p. 15.) Please note, however, that any files you have created will not be removed by the Remove Installed Software option. If these files are no longer needed, they should be removed *before* running the Remove Installed Software option.

Running Your Tutors

It's time to have fun and learn about WordStar 2000 at the same time. The WordStar 2000 tutors give you "hands-on" experience as they explain the program's features.

The tutors are four lessons about basic word processing and two additional lessons that teach you how to correct your spelling and merge and print specially prepared documents. You'll probably want to run the four basic lessons now and run the other two after you're more familiar with WordStar 2000. Each tutor takes 15-20 minutes and can be run as many times as you like.

Here's a rundown of the basic lessons.

"Fearnot" explodes the myths and banishes the fears that sometimes plague newcomers to computers. Here's what you'll learn about:

1. Your keyboard
2. Cursor movement keys
3. Parts of your screen
4. Files
5. Responses to onscreen questions

"Quick Lesson" shows you how to create, edit, and print a short paragraph with WordStar 2000. Here's what you'll learn to do:

1. Start WordStar 2000
2. Create a document
3. Choose a format
4. Get help
5. Remove text with Backspace
6. Remove text with Dlete Char
7. Save and print your document
8. Leave WordStar 2000

"Survey" shows you the logical arrangement of the WordStar 2000 menus. Here's what you'll learn to do:

1. Use WordStar 2000 commands
2. Start WordStar 2000
3. Choose a document to edit
4. Use the Cursor Menu
5. Use the Options Menu
6. Use the Tabs and Margins Menu
7. Quit editing and save your work
8. Quit WordStar 2000

"Explore" presents some of the WordStar 2000 sophisticated time-saving features. Here's what you'll learn to do:

1. Use a shortcut to the Editing Menu
2. Use windows
3. Use Block Sort and Arithmetic
4. Use a key glossary
5. Use Remove and Undo

Follow the instructions below. Be sure to run the tutors from the main console rather than a remote console.*

	What You Do	How Your Computer Responds
1	At the Please login: prompt, type **tutor** and press **Enter**. (If the Password: prompt appears, type the password and press **Enter**.)	Office Window appears
2	Move the highlighting to Filecabinet and press **Enter**.	Filecabinet Window appears
3	Move the highlighting to WS2000 and press **Enter**.	WS2000 Window appears
4	Move the highlighting to Fearnot and press **Enter**. Follow the instructions on the screen until you finish "Fearnot."	Opening screen for "Fearnot"
5	Move the highlighting to Quick and press **Enter**.	Opening screen for "Quick Lesson"
6	To view "Survey," move the highlighting to Survey and press **Enter**. To view "Explore," move the highlighting to Explore and press **Enter**.	

(If you like, you can run the CorrectStar™ and MailMerge® tutors now as well. To run the CorrectStar tutor, move the highlighting to Spell and press Enter. To run the MailMerge tutor, move the highlighting to Merge and press Enter. Feel free to run the tutors as many times as you like. When you're ready, do step 7 and go on to the next section.)

*On a single user system, there is only one console, the main console. On a multi-user system, there is a main console and one or more remote consoles.

7	When you finish the tutors, press **Exit** until the Office Window appears.	Office Window appears
8	Press **Cmd**.	Commands Window appears
9	Move the highlighting to Logout and press **Enter**.	Please login:

Preparing for Training

If you are the first person to do the *Training Guide* lessons since the tutors were installed, you do not have to do any further preparation. Just turn to the *Training Guide* and begin.

If you are not the first person to do the *Training Guide* lessons, follow these steps to remove the sample files that were changed by a previous user and install clean sample files:

	What You Do	**How Your Computer Responds**
1	At the Please login: prompt, type **install** and press **Enter**.	A message appears indicating the amount of available disk space
	(If the Password: prompt appears, type the password and press **Enter**.)	Office Window appears
2	With Administration highlighted, press **Enter**.	Administration Window appears
3	Move the highlighting to Software Setup and press **Enter**.	Software Setup Window appears
4	Move the highlighting to Remove Installed Software and press **Enter**.	Software menu appears

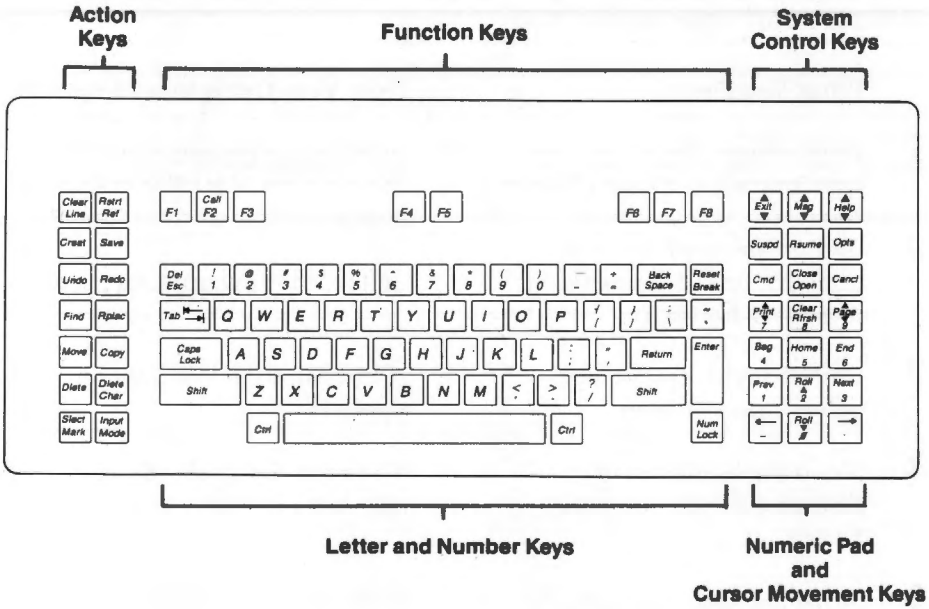
5 Move the highlighting to WS2000 Tutors and press **Enter**.

A message appears telling you the software has been removed

6 Follow steps 4 through 14 of "Installing Your Tutors," pp. 11-12.

Special Keys and Your Keyboard

WordStar 2000 lets you use the special keys that are on the keyboard of your system console. In fact, many commands—to get help, remove, undo, print, etc.—can be issued two ways. Both methods have distinct advantages, depending on the type of word processing you do.



Method 1. Control Commands

For the experienced typist who likes to keep both hands on the letter keys as much as possible. To issue these commands, you hold down the Control key, symbolized in WordStar 2000 by ^, and press a two-letter sequence, for example, **^RW** for **R**emove **W**ord and **^QP** for **Q**uit and **P**rint.

Always use Method 1 while working on a remote terminal.

Method 2. Special Keys

For those who want a quick way to issue the most common commands. (These special keys are designed to only operate from the WordStar 2000 Editing Menu.)

On the main console, you can use many of the action, function, system control, and cursor movement keys to issue WordStar 2000 commands. For example, you can press the Help key to Get help and the Print key to Quit and Print a document.

The screen keys that appear at the bottom of the screen when you are editing a document tell you which command you can issue by pressing each function key (F1-F8). (You won't be able to move the mouse or cursor onto the screen keys in WordStar 2000.)

Your keyboard overlay shows at a glance the commands each special key performs. For example, by pressing the Save key you can quit and save your document on disk. By pressing the Shift key and the Save key together, you can save your document on disk and continue working.

Initially, learning control commands is the simplest, most direct route to a full understanding of WordStar 2000. Later, you may find that a combination of methods 1 and 2 best suits your word processing needs. The lessons in the *Training Guide* include detailed instructions using method 1. The command card provides a complete list of the special keys that correspond to WordStar 2000 commands.

In WordStar 2000, the Enter key performs the same action as the Return key.

Note: The instructions in the WordStar 2000 manuals are oriented to the main console. If you are working on a remote console, press the Escape key when a menu, screen, or message tells you to press the Cancl key.

Files and Folders

Whenever you see the word "directory" while using WordStar 2000, you can substitute the word "folder." These words are referring to the same thing, a group of files and folders stored in the same folder.

In WordStar 2000, a filename can be from 1 to 11 characters long.* The name may contain letters, numbers, periods (.), and underscores (_), but can't begin with a period. You can use upper- or lowercase letters in filenames, but they are not the same. For example, myfile, Myfile, and MYFILE are three different filenames.

Caution Do not give a WordStar 2000 document file the same name as a standard file that exists in the same directory or you will be unable to access one of the files from WordStar 2000.

Running WordStar 2000 – The Basics in 15 Minutes

Here's what's coming up:

- Starting up, naming your memo, and choosing a format
- Typing your memo
- Correcting your memo
- Revising your memo
- Saving and printing your memo

Remember the following if you make mistakes and want to quit:

Cancl takes you back to the Editing Menu.

^ Q A from the Editing Menu lets you quit editing and abandon the document.

*Key files, dictionary files, unformatted files, and data files are UNIX PC standard files and can be from 1 to 14 characters long.

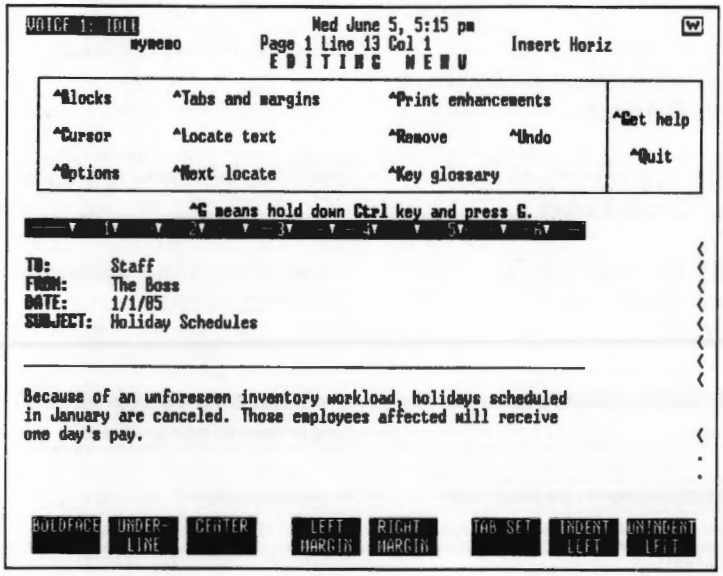
Starting Up, Naming Your Memo, and Choosing a Format

	What You Do	How Your Computer Responds
1	At the Please login: prompt, type your user id and press **Enter**.	A message appears indicating the amount of available disk space
	(If the Password: prompt appears, type your password and press **Enter**.)	Office Window appears
2	Move the highlighting to Services and press **Enter**.	Services Window appears
3	Move the highlighting to WordStar 2000 and press **Enter**.	Title screen appears followed by OPENING MENU
4	Press **E** (for **E**dit/create).	CHOOSE A NAME SCREEN Document to edit or create?
5	Type **mymemo** in lowercase letters and press **Return**. Read the question.	Format to use? (A list of "prefab" formats appears, among them, memo.frm)
6	Move the highlighting to memo.frm.	memo.frm
7	Press **Return**.	EDITING MENU

Typing Your Memo at the Editing Menu

As you type the following memo, use the cursor movement keys to move the cursor as needed. Don't worry about mistakes; you can correct them later.

Also, if you accidentally spoil your memo form, you can press ^**QA** to get back to the Opening Menu and start again.



What You Do	How WordStar 2000 Responds
1 Using the cursor down (↓) key as needed, type **Staff**, **The Boss**, **1/1/85**, and **Holiday Schedules.** (Do not use the **Return** key at all.)	TO: Staff FROM: The Boss DATE: 1/1/85 SUBJECT: Holiday Schedules

2	After typing the subject, press the cursor down key three times.	The cursor moves to the body of the memo
3	Begin typing the memo.	—————————— Because of an unforeseen inventory...

Note: Press Return only at the end of a paragraph, not at the end of a line.

Correcting Your Memo

	What You Do	**How WordStar 2000 Responds**
1	To correct a character, move the cursor to the unwanted character and press **Dlete Char**.	The character disappears
2	Type the correct character.	The character is inserted
3	To correct a word, place the cursor anywhere in the unwanted word and press **^RW** (for **R**emove **W**ord).	The word disappears
4	Type the correct word.	The word is inserted

Last-Minute Revisions

If the boss changes his mind and decides to give a free turkey instead of one day's pay to employees who must reschedule their holidays—no problem.

	What You Do	**How WordStar 2000 Responds**
1	Place the cursor anywhere in the last sentence of the memo.	Those employees affected will receive one day's pay.

2	Press ^**RS** (for **R**emove **S**entence).	The sentence disappears
3	Type this sentence in its place: **Free turkeys will be distributed to all employees affected.**	

If the boss reconsiders one more time, you get a chance to perform a little magic. The Undo command lets you bring the original sentence back!

4	Place the cursor on the space before the "F" in "Free."	Free turkeys will be distributed to all employees affected.
5	Press ^**U**.	The original sentence reappears
6	Place the cursor anywhere in the unwanted sentence.	Free turkeys will be distributed to all employees affected.
7	Press ^**RS**.	The sentence disappears

Saving and Printing Your Memo

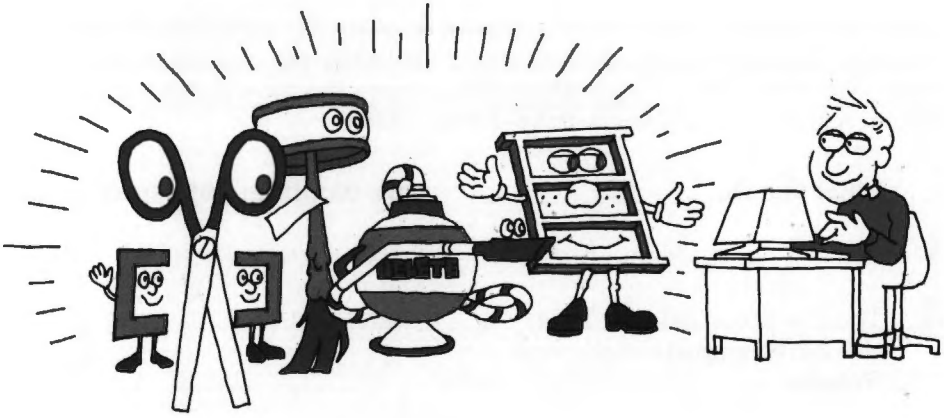
	What You Do	**How WordStar 2000 Responds**
1	Press ^**Q**.	QUIT EDITING MENU
2	Press **P** for **P**rint.	DECISIONS SCREEN Begin printing on what page? 1
3	Press ^**Q** to accept the preset answers to the printing questions. (If the computer you are using doesn't have a printer, press **Cancl**.)	The memo is printed!

The readme and prntinfo Files

Take a few minutes now to print and read the two files called readme and prntinfo. The readme file contains useful up-to-the-minute information about WordStar 2000. The prntinfo file contains the most current information about using printers with WordStar 2000.

	What You Do	How WordStar 2000 Responds
1	At the Opening Menu, press **D**.	CHOOSE A NAME SCREEN
2	Type **/u/tutor/Filecabinet/WS2000/sample**, and press **Return**.	OPENING MENU
3	At the Opening Menu, press **P** (for **P**rint).	CHOOSE A NAME SCREEN
4	Type **readme** and press **Return**.	DECISIONS SCREEN
5	Press ^**Q**.	The file is printed
6	Repeat steps 1-3, substituting **prntinfo** for "readme" in step 2.	
7	To quit using WordStar 2000, press **Q**.	Services Window appears
8	Press **Exit** to return to the Office Window.	Office Window appears

What's Next

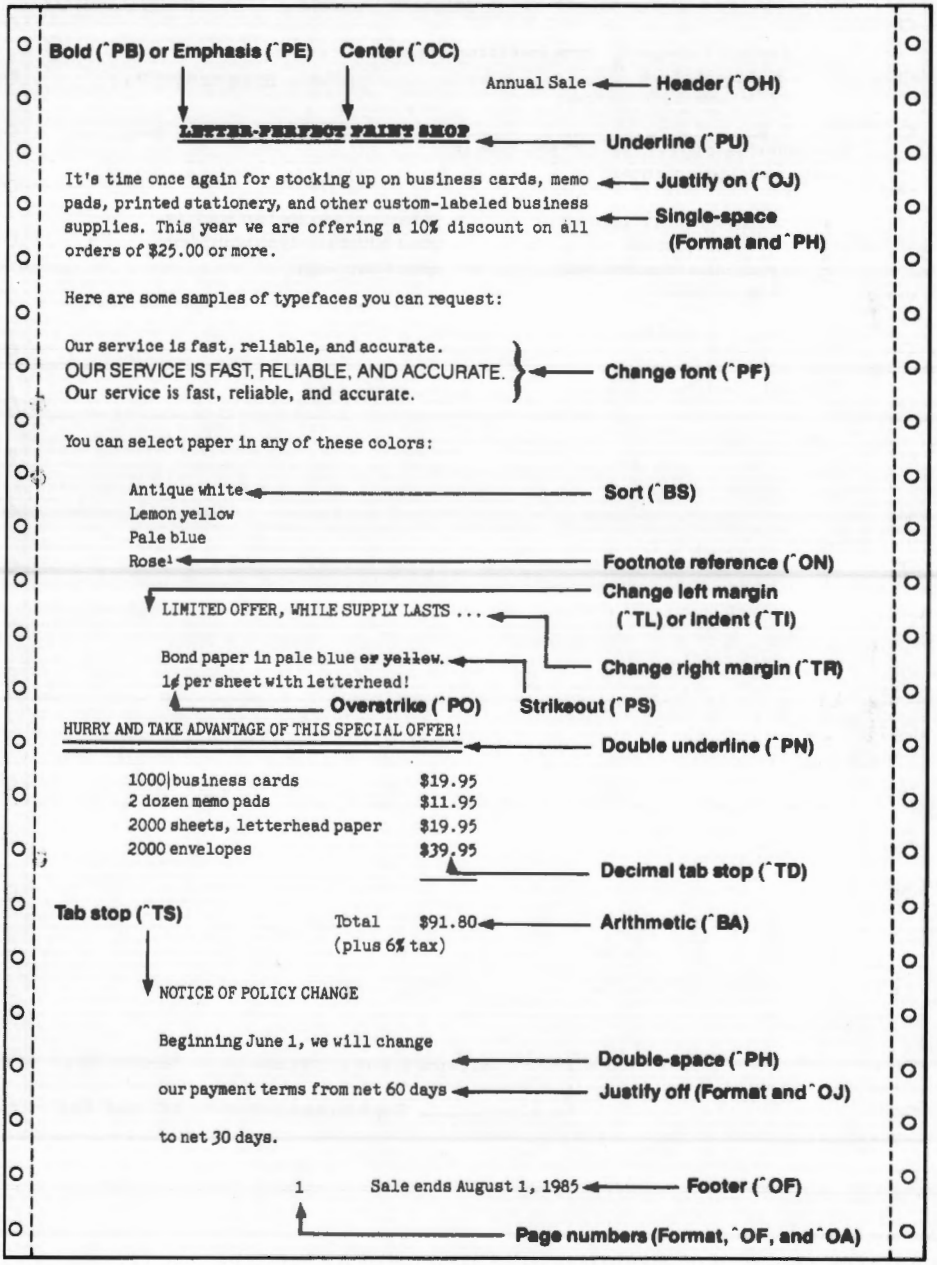


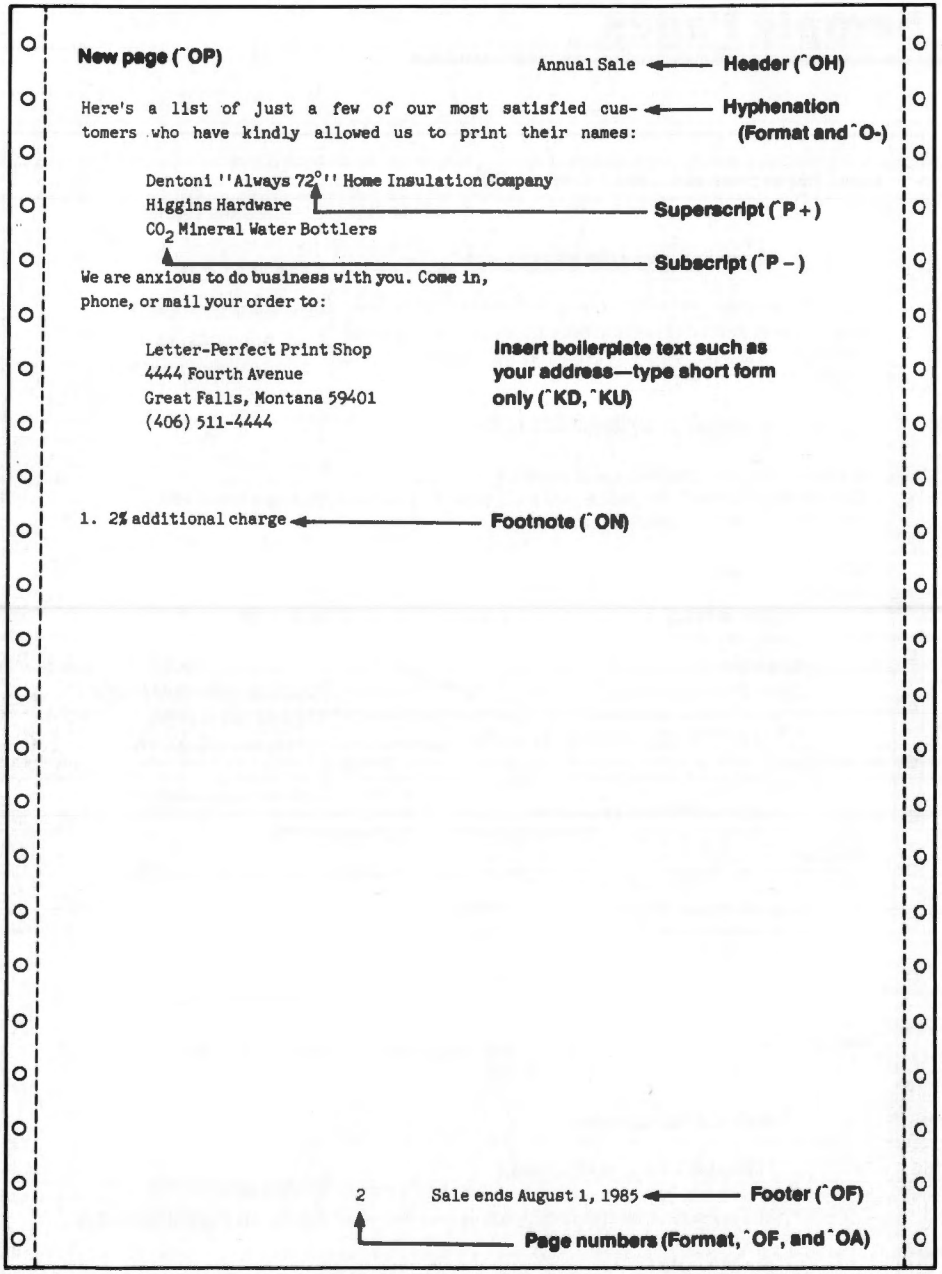
At your service – Command Tags, Cut and Paste, Delete, Windows, and more!

- The following sample pages show you how WordStar 2000 can enhance your printed documents.
- Turn to the the menu map at the back of this book for an overview of WordStar 2000.
- Detach the command card from the end of *Getting Started* and put it beside your keyboard. The command card lists all the WordStar 2000 commands and special keys.
- Start your *Training Guide*.

You're on your way to becoming a word processing expert!

Sample Pages




New page (^OP)
Annual Sale
Header (^OH)
Here's a list of just a few of our most satisfied cus-
tomers who have kindly allowed us to print their names:
Hyphenation (Format and ^O-)
Dentoni ''Always 72°'' Home Insulation Company
Higgins Hardware
Superscript (^P+)
CO2 Mineral Water Bottlers
Subscript (^P-)
We are anxious to do business with you. Come in,
phone, or mail your order to:
Letter-Perfect Print Shop
4444 Fourth Avenue
Great Falls, Montana 59401
(406) 511-4444
Insert boilerplate text such as your address—type short form only (^KD, ^KU)
1. 2% additional charge
Footnote (^ON)
2
Sale ends August 1, 1985
Footer (^OF)
Page numbers (Format, ^OF, and ^OA)

Installation Guide

If you are installing WordStar 2000 for the first time, be sure to follow the instructions in "Installing WordStar 2000" in Getting Started (see pp. 6–11).

Changing Your WordStar 2000 Installation

After you have been using WordStar 2000, you may want to install a different printer or change specific program settings at the Advanced Modifications Menu. You can make these changes by customizing the WordStar 2000 program. Follow these steps:

	What You Do	How Your Computer Responds
1	At the Please login: prompt, type **install** and press **Enter**.	A message appears indicating the amount of available disk space
	(If the Password: prompt appears, type the password and press **Enter**.)	Office Window appears
2	With Administration highlighted, press **Enter**.	Administration Window appears
3	Move the highlighting to Services and press **Enter**.	Services Window appears
4	Move the highlighting to WordStar 2000 Customization and press **Enter**.	Prompts and instructions appear
5	Follow the instructions that appear onscreen to make your changes.	Messages appear
6	At the Quit Installation Menu, press **A** to save your changes.	Software Window appears

7	Press **Exit** until you return to the Office Window.	Office Window appears
8	Press **Cmd**.	Commands Window appears
9	Move the highlighting to Logout and press **Enter**.	Please login:

Specific information about installing your printer is given below. Information about changing settings (advanced modifications) begins on p. 34.

Installing Your Printer

WordStar 2000 communicates with each printer by sending and receiving different control codes. Since every printer requires a different set of control codes, you must tell WordStar 2000 the type of printer with which it is communicating.

When you install WordStar 2000 on your computer, you choose the name of the printer you will be using. If you can't find your printer listed on the printer menus, select either backspacing standard or nonbackspacing standard depending on whether or not your printer can backspace. (See your printer manual for more information.) These choices will enable WordStar 2000 to work with any printer, although WordStar 2000 may not be able to take full advantage of all your printer's features.

Checking Printer Features

From the features available on your printer, the installation program selects those that are likely to be used most frequently. These choices will then show onscreen when you decide to change line spacing, printer fonts, or other features while you are using WordStar 2000.

In some cases, a command will not work because the printer is not capable of producing the effect or anything similar. To see which commands will be useful in your work, print the file named print.spl.* Follow steps 1-5 of the instructions for printing the readme file, p. 23, but type print.spl in step 2.

*If you've installed the AT&T 455 or the Qume Sprint 11+, first see "Experimenting with Print Enhancements" in the prntinfo file.

The print.spl file contains all the print enhancements, fonts, colors, and other features that WordStar 2000 will support if they are available on your printer. After you print the file, press **E** from the WordStar 2000 Opening Menu and select print.spl. Looking at the file onscreen, press **^OD** to see the commands that gave you the results you see on your printout. Compare the printout to the screen for a quick look at the commands that work with your printer.

Do steps 7-8, p. 23, to quit using WordStar 2000.

Changing Printer Features

WordStar 2000 has commands that allow you to select a different printer font, line spacing, ribbon color, or printer tray before printing. The choices available vary with your printer. The following list shows some of the choices available and the commands that allow you to select them:

Print Font - Font and character pitch choices

Use **^PF** to tell WordStar 2000 which font and character pitch you want to use.

Each choice is either a font name or a font name followed by a number indicating the character pitch (number of characters per inch). For example, GOTHIC 15 is a 15-pitch Gothic font. The abbreviations that may appear in the directory have the following meanings:

PS	proportional spacing
NON PS	nonproportional spacing
ECS	extended character set

Print Height - Line spacing choices

Use **^PH** to indicate line spacing in number of lines per inch (LPI). Single spacing is 6 LPI; double spacing, 3 LPI.

Print Color - Color choices

Use ^**PC** to change a feature related to the font you are going to use. If your printer supports different colors, ^**PC** allows you to select them. It also allows you to choose a variety of other options. For example, if you are going to use a font module, make sure you have chosen the socket that the module is plugged into. Possible choices include:

normal or italic fonts
normal or enhanced printing
normal or quality printing
draft or quality printing
socket choices for font modules

Print Tray - Tray choices

Use ^**PT** to select a print tray or sheet feeder, if your printer uses one. A print tray holds separate sheets of paper, in contrast to continuous feed paper. If WordStar 2000 supports a print tray for your printer, the choice will be shown onscreen when you type ^**PT** (after you install your printer). Your printer may not currently support this feature.

Print Pause - Pause for hardware change

Use ^**PP** to pause while printing and allow time to change a unit in your printer such as a print wheel, font module, or anything else that has to be manually connected or inserted.

Note: If your printer has a buffer, the ^**PP** command may pause only after all text in the buffer has been printed. You won't be able to pause in the middle of a line. On some printers, a pause following a Return will occur immediately.

To see which features work with your printer, print the file print.spl. Then look at this document onscreen, with Display (^**OD**) turned on. Compare the commands you see onscreen with the printout to see how the commands work with your printer.

To change any of the settings listed above, press ^**PF**, ^**PH**, ^**PC**, or ^**PT** while you are editing a document. Read the directory that appears onscreen for each command and look for the feature names in your printer manual to determine what each feature does.

10-Pitch and 12-Pitch Fonts

Just as WordStar 2000 supports numerous printer features, it also allows you to use a variety of fonts. This is one area, unfortunately, where flexibility can lead to confusion.

A 10-pitch font prints 10 characters per inch (pica size); a 12-pitch font prints 12 characters per inch (elite size). The ruler line that appears onscreen is set up for a 10-pitch font. If you set your left margin at column 1 and your right margin at 65, 65 characters fit on each line onscreen and print on each line on paper. The ruler line accurately reflects what you see on paper.

With 12-pitch (or higher), the situation is different. With a 12-pitch font, your same 6½-inch (65-column) line now holds 78 characters. Unfortunately, the letters onscreen cannot be shrunk, but WordStar 2000 allows you to type through column 72 before wrapping to the next line. The tab spacing expands proportionately. The confusion comes from the fact that, when using 12-pitch, you tab to a spot beyond where the ruler line leads you to believe you are.

There is a simple way around this confusion. If you have to do tabbed columns while using a 12-pitch font, just type in your first line the way you want it to look. Use the preceding text as a reference point. Set your tabs using the first line, then just type in the rest of your column using these tab stops. What you see will be what you get when you print.

Printing an Existing Document on a Different Printer

If you create a document on one computer, and then print the document on another computer installed for a different type of printer, the printed document may change in appearance somewhat. The print enhancement directories for the two printers may be set up with different fonts or printer features.

Here are some suggestions to keep in mind if you want to print the same document on various printers:

- The first font choice from each directory is the best one to use.
- Before you print the document on a different printer, use the **E** (Edit) command to look at the document onscreen. Turn Display on and locate the text that contains print enhancements. The tags will show the correct **^PF** and **^PC** directory entry for the printer you are using.

If the print enhancements are acceptable, you can print the document. Otherwise, you can edit the document, or make a copy of the document and edit the copy, to change the ^**PF** and ^**PC** choices to something more relevant to the printer.

Advanced Modifications

From the Advanced Modifications Menu you can customize some of the WordStar 2000 initial settings. For example, the preset menu display level is A, meaning that All menus are displayed. If you change the display level to No display, menus will not appear when you begin writing or editing, and you'll have a larger work area. Later, if you need to see a menu, you can temporarily reset the display level using ^**GG**.

You can reset initial WordStar 2000 settings from the Advanced Modifications Menu. Other settings, such as margins, number of lines per page, page offset, and tabs, are set with the WordStar 2000 Format design command from the Opening Menu.

After following steps 1-5, p. 29, you reach the Advanced Modifications Menu by pressing **D** at the Quit Installation Menu. To modify a setting, type the appropriate letter and respond to the prompts. After each response, you'll have the opportunity to confirm your answer. You'll find information about each feature both on the screen and in the following discussion of menu choices. For additional information about many of the settings, see the WordStar 2000 *Reference Guide*.

Settings

Note: Settings that have commands listed next to them can also be changed from inside WordStar 2000.

A Submenu Delay

Select **A** to set the time delay that occurs before menus change into submenus. A lower number will cause WordStar 2000 to change menus more quickly. If you prefer a slower menu transition, type a higher number. (Default: *1* second)

Beep on Error

Select **B** to set the Beep on Error switch on or off. With Beep on Error set on, you will hear a beep every time you enter an invalid choice at a prompt. If you don't want to hear a beep, set it off. (Default: *on*)

Initial Directory Display (^V)

Select **C** to display or suppress the file directory at the Choose a Name Screen. (Default: *on*)

Display [COMMAND TAGS] (^OD)

Select **D** to display or suppress the WordStar 2000 command tags. Command tags are used by WordStar 2000 to mark margin settings, tab settings, footnotes, and other page style considerations. The features they indicate work whether or not the tags are displayed. (Default: *off*)

Initial Overtype Mode (^OO)

Select **E** to set the initial Overtype mode on or off. When Overtype is on, the word "over" appears in the status line, and everything you type overwrites existing text. With Overtype off, everything you type is inserted between the existing text. (Default: *off*)

Numeric Representation

Select **F** to set the character used for a decimal point and the character used for a thousands marker. These characters are used by both the decimal tab feature and the block arithmetic feature. (Default: decimal point marker: . thousands marker: ,)

Menu Display Levels (^GG)

Select **G** to set the level at which menus are displayed. When set at A, all menus are displayed. This gives you more information on the screen, but uses more of your writing space. In the beginning you may want to leave it set at A, since many of the commands are new and unfamiliar. As you grow more familiar with WordStar 2000, however, you can reset the level to give you more space to write. (Default: *A*)

Installation Error Messages

The following error messages may appear during the installation of WordStar 2000. (For error messages related to the WordStar 2000 program, see Appendix B of the Reference Guide.) If you encounter any of these error messages, follow the suggested solution:

The installation program cannot find file *filename*. Although the installation program can continue without the file, it will not be possible to install your printer correctly without it. To install your printer correctly, you must remove the WordStar 2000 software and install a clean copy.

Problem: The installation program can't find one of the files it needs to complete the installation.

Solution: At the Software Window, remove the installed WordStar 2000 software and then install it again using the three WordStar 2000 program disks.

The installation program cannot modify file *filename*. Something has been altered in the file or you are not logged in with user id "install." Please log in correctly and remove and reinstall the WordStar 2000 software.

Problem: The installation program has found a defective file and cannot continue. Or you are not logged in with user id "install."

Solution: If you are not logged in correctly, log out and log in again. If you are logged in correctly, remove and reinstall the WordStar 2000 software.

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